Amending Non-Federal Customer Contracts Overview

Once a Contract is set to Active, most changes have to be made using amendments. The amendment process is required to update fields on the contract header, add additional contract lines, adjust contract amounts, update prepaid balance, etc.

This job aid provides basic steps for processing the following amendments:
- Contract Header
- Contract Terms
- Increase/Decrease Prepaid Amount
- Increase/Decrease Amount Based Contract

Table of Contents

Amend Contract Header

1. Navigate to the **General Information** page using the following path:

    Main Menu > Customer Contracts > Create and Amend > General Information

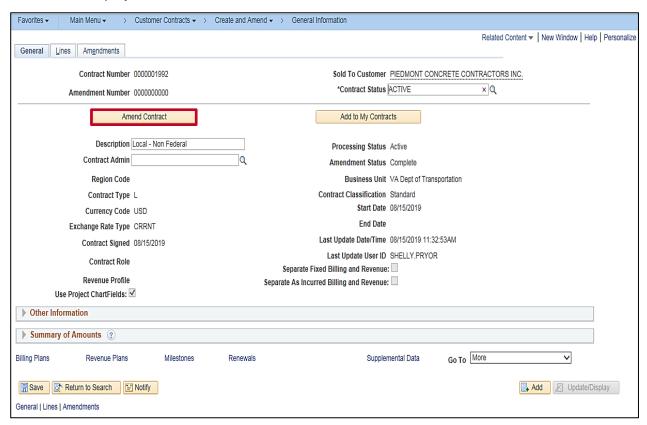The **General Information** search page displays.

2. The **Business Unit** defaults for your agency. Do not change it.

3. Enter the Contract number that needs to be amended in the **Contract** field.

4. Click the **Search** button.

The **General** tab displays.

5.   Click the **Amend Contract** button.

The **Amendments** page displays.

Note: Use this page to enter initial details when you first begin an amendment. You can also view a list of all amendments made to a contract and navigate to the details of those amendments.

6. Click the **Amendment Type** drop-down.

7. Select **Contract Header**.

8. Click the **Reason** drop-down menu.

9. Select **Amend Header Info** option.

10. Click the **Save** button.

11. Click the **General** tab.

12. For the scenario, we will change the **Contract Type**.

13. Click the **Contract Type** lookup button.

14. Select the desired option. In this scenario, select **O**.

15. Click the **Save** button.

16. Click the **Amendments** tab.

17. Click the **Detail** link next to the **Pending** amendment.

18. Confirm the **Amendment Components**.

19. Click the **Amend Status** drop-down menu.

20. Select the **Ready** option.

21. The **Process Amendment** button displays.

22. Click the **Process Amendment** button.

| Favorites ▾ | Main Menu ▾ | > | Customer Contracts ▾ | > | Create and Amend ▾ | > | General Information |

New

Amendment Details

Contract 0000001992		**Amendment Number** 0000000001	
Sold To Customer 0000000001		**Amendment Completed On** 08/20/2019 2:47PM	

Amendment Type Contract Header		**Process Date** 08/20/2019
Amendment Reason Amend Header Info		**Amendment Status** Complete

Total Billing Adjustment 0.00		**Total Revenue Adjustment** 0.00
Fixed Billing Adjustment 0.00		**Fixed Revenue Adjustment** 0.00
Fixed Billing Allocation Incomplete		**Fixed Revenue Allocation** Incomplete

▶ Additional Amendment Details

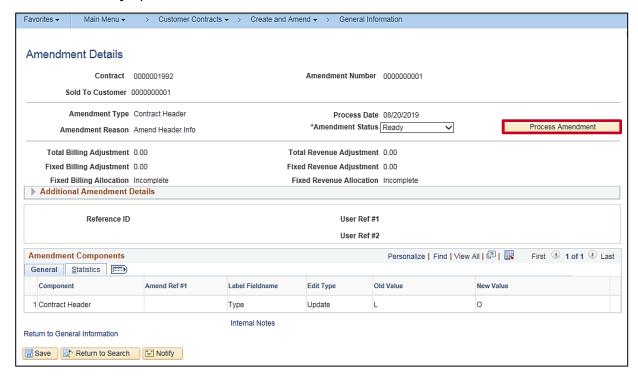| **Reference ID**	**User Ref #1**
	User Ref #2

Amendment Components   Personalize | Find | View All | 🗗 | 🗓   First ◀ **1 of 1** ▶ Last

[General] [Statistics] [▦]

	Component	Amend Ref #	Label Fieldname	Edit Type	Old Value	New Value
1	Contract Header		Type	Update	L	O

Internal Notes

Return to General Information

[💾 Save] [🔍 Return to Search] [📧 Notify]

23. The **Amend Status** updates to **Complete**. The contract header has been successfully updated.

Amend Contract Terms

1. Navigate to the **General Information** page using the following path:

    Main Menu > Customer Contracts > Create and Amend > General Information
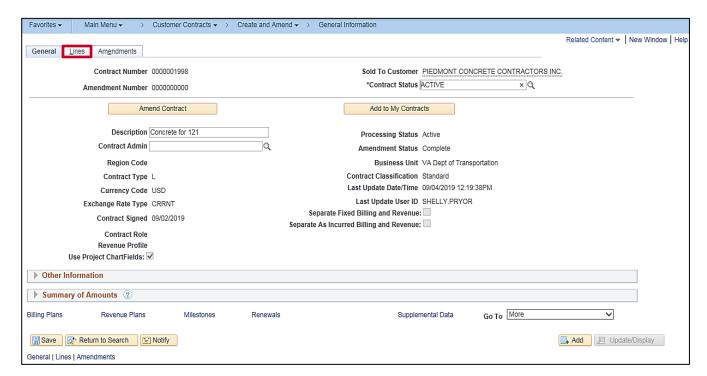

2. Enter the Contract number in the **Contract** field that needs to be amended.
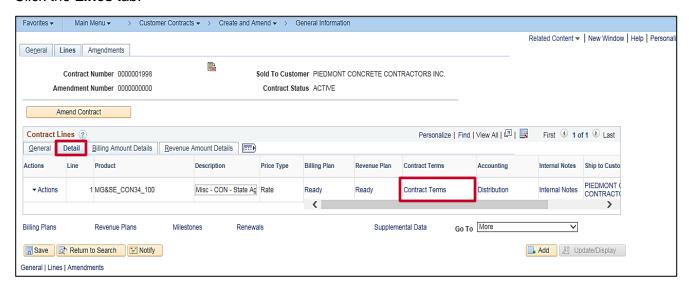3. Click the **Search** button.

4.   Click the **Lines** tab.

5.   Click the **Details** tab.

6.   Click the **Contract Terms** link.

| Favorites ▾ | Main Menu ▾ | > | Customer Contracts ▾ | > | Create and Amend ▾ | > | General Information | > | Contract Terms |

Related Projects | Contract Amendments

Contract Number 0000001998

Amendment Number 0000000000

Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.

Contract Status ACTIVE

Contract Line ◀ 1 ▶

Price Type Rate

Product MG&SE_CON34_100

Description Misc - CON - State Agency

Amend Contract

PC Business Unit 50100 🔍

Billing Limit 10,000.00

Revenue Limit 10,000.00

Transaction Limits   Review Limits

Perform Limit Checking

Discount ID

Retainage ID

☐ Tiered Pricing

Tiered Pricing

Associated Rates   Personalize | Find | 🗗   First ① 1 of 1 ① Last

	Effective Date	Status	Rate Selection	Rate Set			
1	09/02/2019 📅	Active ▾	Rate Set ▾	MG&SE_CON34_100 🔍	Rate Set		➕ ➖

Associated Projects & Activities   Personalize | 🗗   First ① 1-25 of 28 ① Last

	*Project	*Activity	Description	Description		
○	0000100001 🔍	702 🔍	Rural Additions - Pittsylvania	PE/Constr - Constr on PE Job		➕ ➖

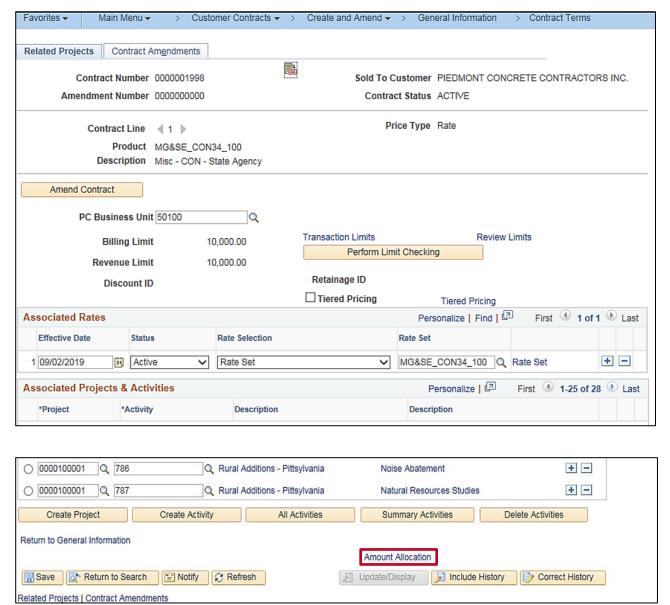7.   The **Related Project** tab displays. Click the **Amend Contract** button.

8. The **Contract Amendments** tab displays. For this scenario, we are modifying the contract amount.

9. Click the **Amendment Type** drop-down menu.

10. Select **Contract Terms**.

11. Click the **Reason** drop-down menu.

12. For this scenario, **Modify Contract Amt**.

13. Click the **Save** button.

14. Click the **Related Projects** tab.

The **Related Projec**t tab displays.

15. Click the **Amount Allocation** link at the bottom of the page.

The **Amendment Billing Allocation** page displays.

16. For this scenario, the billing limit is being changed.

17. Click in the **Total Billing Adjustment** field.

18. Enter the adjustment amount. For this scenario, **$5,000.00**.

19. In the **New Billing Limit** field enter the total amount which is the **Current Billing Limit + Total Billing Adjustment Amount**. For this scenario, **$15,000.00** ($10,000.00 + $5,000.000 = $15,000.00).

20. Click the **Recalculate** button.

21. The **Allocation** field changes from **Incomplete** to **Complete**.

22. Click the **Save** button.

23. Click the **Return to Contract Terms** link.

24. Click the **Contract Amendments** tab.

25. Click in the **Detail** link next to the amendment that was just added. It will have an **Amendment Status** of **Pending**.

26. Confirm the **Amendment Components**.

27. Change the **Amendment Status** from **Pending** to **Ready**.

28. The **Process Amendment** button displays.

29. Click the **Process Amendment** button.

| Favorites ▾ | Main Menu ▾ | > | Customer Contracts ▾ | > | Create and Amend ▾ | > | General Information | > | Contract Terms |

Amendment Details

Contract	0000001998	**Amendment Number**	0000000001
Sold To Customer	0000000001	**Amendment Completed On**	09/05/2019 8:22AM

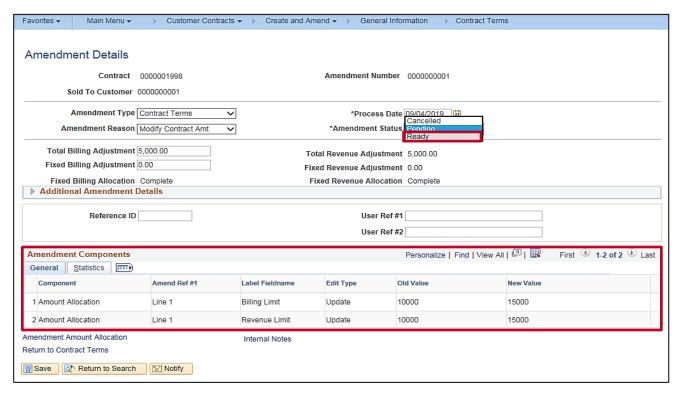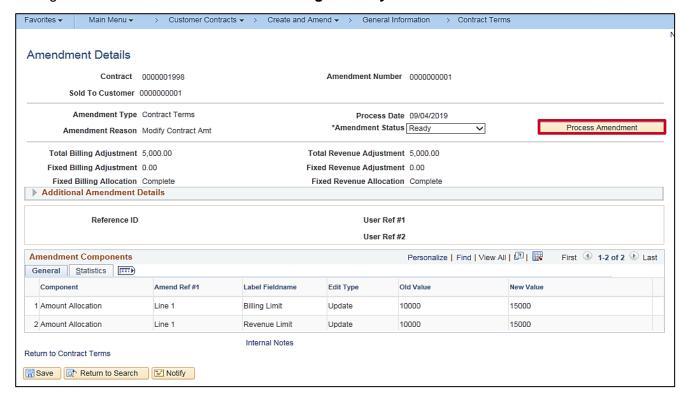|			
Amendment Type	Contract Terms	**Process Date**	09/04/2019
Amendment Reason	Modify Contract Amt	**Amendment Status**	Complete

Total Billing Adjustment	5,000.00	**Total Revenue Adjustment**	5,000.00
Fixed Billing Adjustment	0.00	**Fixed Revenue Adjustment**	0.00
Fixed Billing Allocation	Complete	**Fixed Revenue Allocation**	Complete

▶ **Additional Amendment Details**

Reference ID	**User Ref #1**
	User Ref #2

Amendment Components   Personalize | Find | View All | 🔲 | 📊   First ◀ 1-2 of 2 ▶ Last

General | Statistics | ▦▸

	Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value	
1	Amount Allocation	Line 1	Billing Limit	Update	10000	15000	
2	Amount Allocation	Line 1	Revenue Limit	Update	10000	15000	

Internal Notes

Return to Contract Terms

💾 Save | 🔄 Return to Search | 📧 Notify

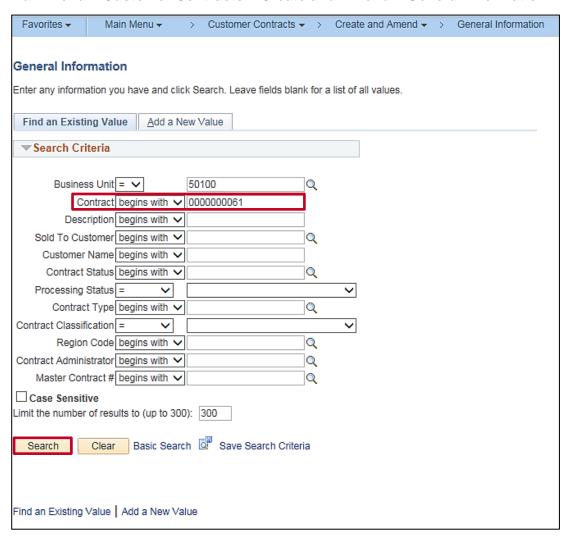30. The **Amendment Status** updates to **Complete**. The Contract Terms have been successfully amended for the contract.

Increase/Decrease Prepaid Amount

1. Navigate to the **General Information** page using the following path:

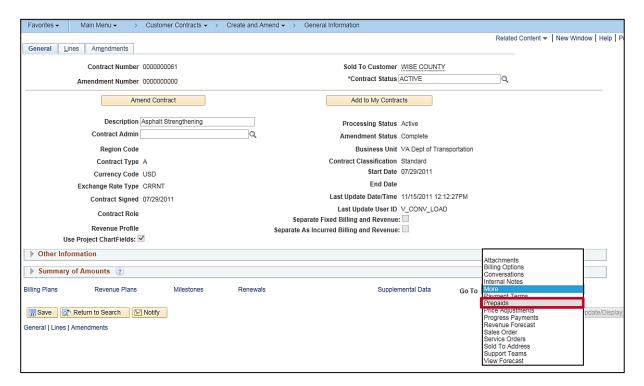   **Main Menu > Customer Contracts > Create and Amend > General Information**

| Favorites ▾ | Main Menu ▾ | > | Customer Contracts ▾ | > | Create and Amend ▾ | > | General Information |

General Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ **Search Criteria**

Business Unit	= ˅	50100 🔍
Contract	begins with ˅	0000000061
Description	begins with ˅	
Sold To Customer	begins with ˅	🔍
Customer Name	begins with ˅	
Contract Status	begins with ˅	🔍
Processing Status	= ˅	˅
Contract Type	begins with ˅	🔍
Contract Classification	= ˅	˅
Region Code	begins with ˅	🔍
Contract Administrator	begins with ˅	🔍
Master Contract #	begins with ˅	🔍

☐ Case Sensitive

Limit the number of results to (up to 300): 300

Search   Clear   Basic Search 🔍 Save Search Criteria

Find an Existing Value | Add a New Value

2. Enter the Contract number in the **Contract** field that needs to be amended.

3. Click the **Search** button.

4. Click the **More** drop-down button.

5. Select **Prepaids** from the list.

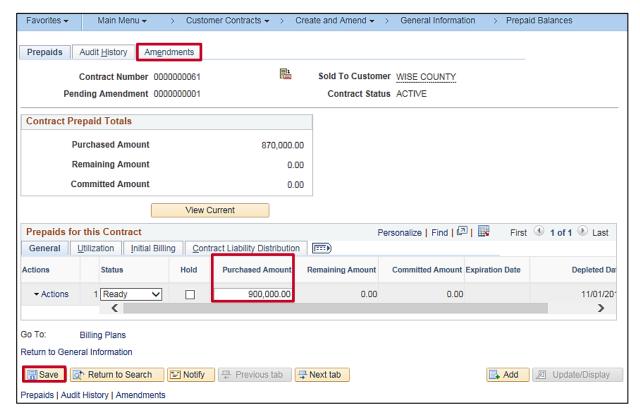6. Click the **Amend Contract** button.

7. The **Amendment Type,** select **Prepaid**.

8. In the **Reason** field, select **Amend Prepaid**.

9. Click the **Save** button.

10. Click the **Prepaids** tab.

11. Update the amount in the **Purchased Amount** field.
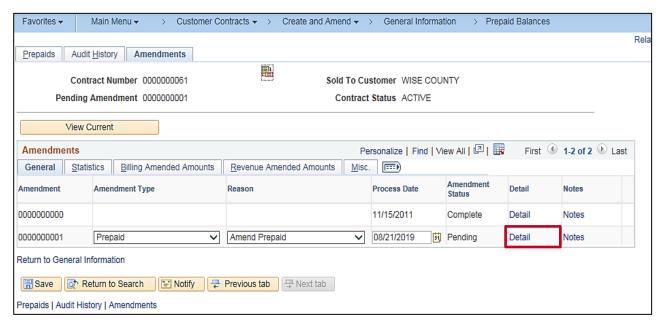
You can increase or decrease the Prepaid Amount in this field.

For this example, we increased the **Purchased Amount** to **900,000**. If you wanted to decrease the prepaid from $**870,000** to $800,000.00, you would enter $800,000.00 in the **Purchased Amount** field.

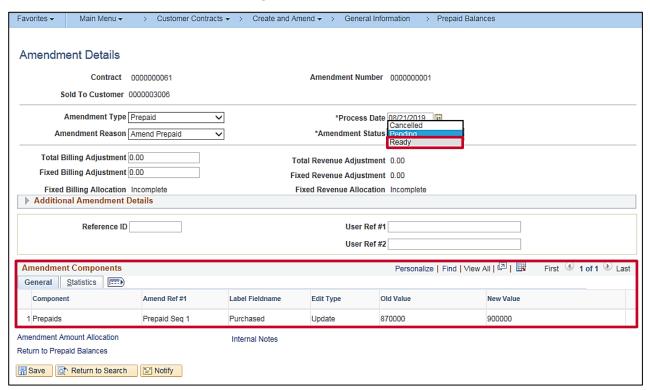12. Click the **Save** button.

13. Click the **Amendments** tab.

14. Click the **Detail** link next to the **Pending** amendment.
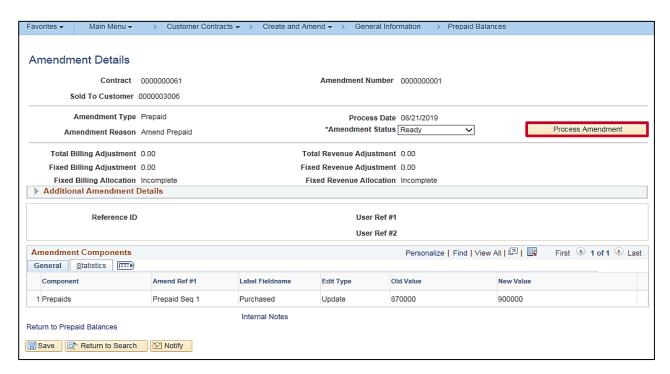

15. Confirm the **Amendment Components**.

16. The **Amendment Details** page displays.

17. Click the drop-down menu button for the **Amend Status** field.
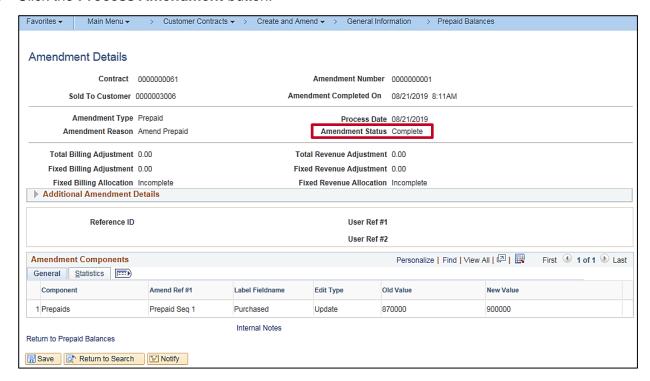
18. Select the **Ready** option.

19. The **Process Amendment** button displays.

20. Click the **Process Amendment** button.

21. The **Amend Status** changes to **Complete**. The amendment for Prepaid status has been successfully updated.

Increase/Decrease Amount Based Contract Amount

1. Navigate to the **General Information** page using the following path:

    Main Menu > Customer Contracts > Create and Amend > General Information

2. Enter the Contract number in the **Contract** field.

3. Click the **Search** button.

The **General Information** page displays.

4. Click the **Lines** tab.

5. Click the **Amend Contract** button.

6. Select the **Amendment Type** using the **Amendment Type** drop-down.

7. Select the **Amendment Reason** using the **Reason** drop-down.

8. Click the **Save** button.

9. Click the **Amount Allocation** link.

10. Click in the **Total Billing Adjustment** field. To increase the contract amount you would add a positive number and to decrease the contract amount, you would enter a negative number. For this scenario, we will increase the amount by $40,000.

Note: If decreasing the contract amount, you cannot decrease the amount less than the amount that has already been billed.

If it is necessary to decrease the contract amount to an amount less than the amount that has already billed, it is recommended that you submit a Help Desk ticket (vccc@vita.virginia.gov) with **Cardinal Project Accounting** (PA) in the subject line. The Cardinal Post Production Support (PPS) PA team will work with you to ensure the transaction is processed correctly.

11. Any time you modify a contract amount for an amount-based contract line, you must allocate the adjustment amount across your amount-based contract lines using the **Amendment Billing Allocation** tab.

12. In the **Contract Billing** section, enter the total adjustment amount (positive or negative) in the **Total Billing Adjustment** field. For this scenario **40,000.00**.

13. In the **Fixed Billing** section, enter the total adjustment amount (positive or negative) in the **Fixed Billing Adjustment** field.

14. Update the **New Billing Amount** to reflect the amended total billing for the line (total amount of the adjustment + **Current Billing Amount**. For this scenario 50,000 + 40,000 = 90,000.

15. Verify that the **Adjust Billing Retroactively** and **Adjust Revenue Retroactively** check boxes are both unchecked.

16. Click the **Recalculate** button.

17. The **Allocation** status should change to **Allocation Complete**.

18. The **Adjust Billing Retroactively** and **Adjust Revenue Retroactively** check boxes should be **unchecked**. If they were defaulted to checked, you should uncheck them.

19. The **Adjustment Amount** should equal the amount of your adjustment.

20. Click the **Save** button.

21. Click the **General Information** link in the navigation bar.

   Note: If you were amending the contract to reduce the amount below what has been billed, the **Adjust Billing Retroactively** and **Adjust Revenue Retroactively** checkboxes must be checked.

22. Click the **Amendments** tab.

23. Click the **Detail** link next to contract line amendment that was just added.

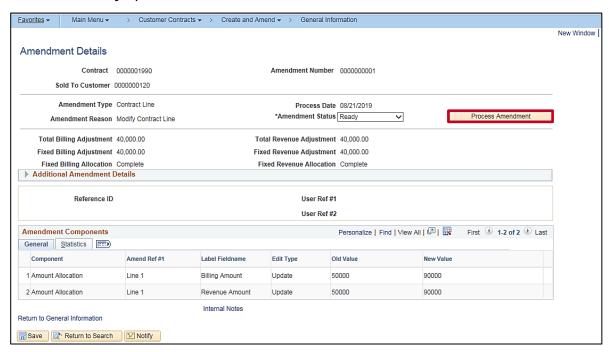24. Confirm **Amendment Components**.

25. Click the **Amend Status** drop-down menu.

26. Select the **Ready** option.

27. The **Process Amendment** button displays.

28. Click the **Process Amendment** button.

Favorites ▾	Main Menu ▾	>	Customer Contracts ▾	>	Create and Amend ▾	>	General Information

Amendment Details

Contract	0000001990		**Amendment Number**	0000000001
Sold To Customer	0000000120		**Amendment Completed On**	08/21/2019 10:55AM

Amendment Type	Contract Line	**Process Date**	08/21/2019
Amendment Reason	Modify Contract Line	**Amendment Status**	Complete

Total Billing Adjustment	40,000.00	**Total Revenue Adjustment**	40,000.00
Fixed Billing Adjustment	40,000.00	**Fixed Revenue Adjustment**	40,000.00
Fixed Billing Allocation	Complete	**Fixed Revenue Allocation**	Complete

▶ Additional Amendment Details

Reference ID	**User Ref #1**
	User Ref #2

Amendment Components   Personalize | Find | View All | 🗗 | 🖩   First ◀ 1-2 of 2 ▶ Last

General | Statistics | 📼

	Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1	Amount Allocation	Line 1	Billing Amount	Update	50000	90000
2	Amount Allocation	Line 1	Revenue Amount	Update	50000	90000

Internal Notes

Return to General Information

🖫 Save | 🔍 Return to Search | 📧 Notify

29. The **Amend Status** updates to **Complete**. The amended amount has been successfully processed.

Fixed Revenue Allocation Complete

Message

Warning -- The bill plan is on hold since the event total does not equal the negotiated amount.

Either adjust the amount or the percentage on the event to correct the problem and then deselect the Hold flag before processing.

OK

Billing Amount	Update	50000	90000

30. A message box displays indicating that the bill plan is on hold since the event total does not equal the negotiated amount.

31. Click the **OK** button.

32. Click the **Return to General Information** link.

33. Click the **Lines** tab.

34. Click the **Detail** tab under the **Contract Lines** section of the page.

35. Click the **Ready** or **Action Required** link under the **Billing Plan** column.

    Note: Sometimes the **Billing Plan** status will be **Ready** and sometimes it will be **Action Required** as this is a system issue. The **Billing Plan** and **Revenue Plan** should ALWAYS be reviewed regardless of the status that displays.

| Favorites ▾ | Main Menu ▾ | > | Customer Contracts ▾ | > | Create and Amend ▾ | > | General Information | > | Define Billing Plan |

| New V

Billing Plan General **Events** **History**

Contract 0000001990 BI Unit 50100
Sold To Customer 0000000120 CENTRAL VA COMMUNITY COLLEGE Bill To 0000000120 CENTRAL VA COMMUNITY COLLEGE
Billing Plan ◀ B101 ▶ Amount Based - Milestone Currency USD

Description Amount Based - Milestone × *Billing Status Ready ▾ ▾ Actions
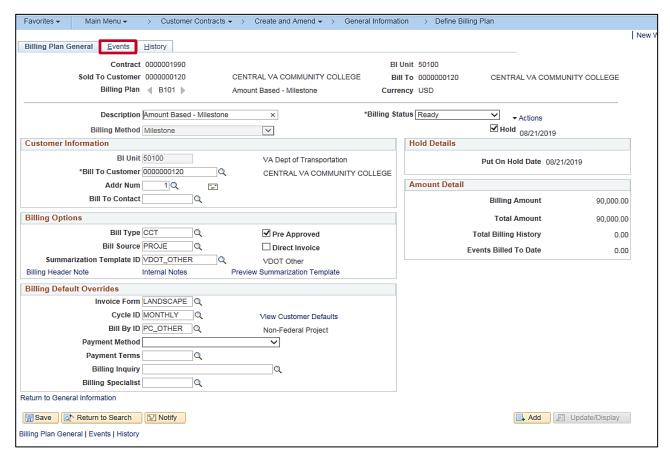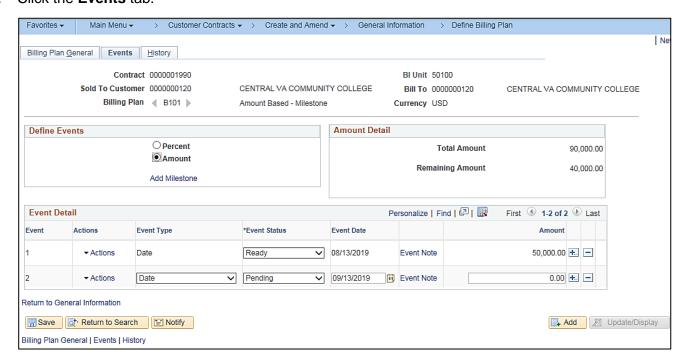Billing Method Milestone ▾ ☑ Hold 08/21/2019

Customer Information **Hold Details**
BI Unit 50100 VA Dept of Transportation Put On Hold Date 08/21/2019
*Bill To Customer 0000000120 🔍 CENTRAL VA COMMUNITY COLLEGE
Addr Num 1 🔍 📑 **Amount Detail**
Bill To Contact 🔍 Billing Amount 90,000.00

Billing Options Total Amount 90,000.00
Bill Type CCT 🔍 ☑ Pre Approved Total Billing History 0.00
Bill Source PROJE 🔍 ☐ Direct Invoice Events Billed To Date 0.00
Summarization Template ID VDOT_OTHER 🔍 VDOT Other
Billing Header Note Internal Notes Preview Summarization Template

Billing Default Overrides
Invoice Form LANDSCAPE 🔍
Cycle ID MONTHLY 🔍 View Customer Defaults
Bill By ID PC_OTHER 🔍 Non-Federal Project
Payment Method ▾
Payment Terms 🔍
Billing Inquiry 🔍
Billing Specialist 🔍

Return to General Information

💾 Save 🔍 Return to Search 📧 Notify ➕ Add 🗒 Update/Display

Billing Plan General | Events | History

36. Click the **Events** tab.

| Favorites ▾ | Main Menu ▾ | > | Customer Contracts ▾ | > | Create and Amend ▾ | > | General Information | > | Define Billing Plan |

| Ne

Billing Plan General **Events** **History**

Contract 0000001990 BI Unit 50100
Sold To Customer 0000000120 CENTRAL VA COMMUNITY COLLEGE Bill To 0000000120 CENTRAL VA COMMUNITY COLLEGE
Billing Plan ◀ B101 ▶ Amount Based - Milestone Currency USD

Define Events **Amount Detail**
○ Percent Total Amount 90,000.00
◉ Amount Remaining Amount 40,000.00
Add Milestone

Event Detail Personalize | Find | 📄 | 🖩 First ◀ 1-2 of 2 ▶ Last

Event	Actions	Event Type	*Event Status	Event Date		Amount		
1	▾ Actions	Date	Ready ▾	08/13/2019	Event Note	50,000.00	➕	➖
2	▾ Actions	Date ▾	Pending ▾	09/13/2019 📅	Event Note	0.00	➕	➖

Return to General Information

💾 Save 🔍 Return to Search 📧 Notify ➕ Add 🗒 Update/Display

Billing Plan General | Events | History

37. The **Events** tab displays.

38. In the **Define Events** section, verify **Amount** is selected. If not, select **Amount**.

39. In the **Event Detail** section of the page, update events and the **Amount** field for the amount of the contract adjustment.

    Note: Be sure the **Event** number is the same when the **Revenue Plan** page is updated.

40. Update the **Event Status** to **Ready** and the **Event Date** to the date the new **Amount** should bill.

41. Click the **Save** button.

42. The **Total Amount** and **Remaining Amount** fields update.

    Note: If the adjustment should be made to existing events that do not have an event status of complete, you do not need to add a new event, just change the event status for the event that needs to be updated from **Ready** to **Pending**. This will open the amount field so the amount can be edited. Once updated, change the event status back to **Ready** and click the **Save** button.

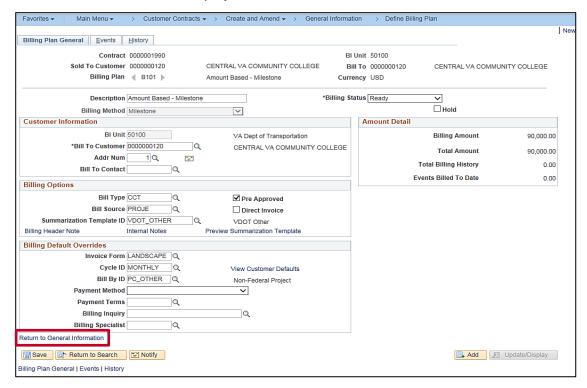43. Click the **Billing Plan General** tab.

44. Remove the **Hold** on the **Billing Plan** by unchecking the **Hold** check box.

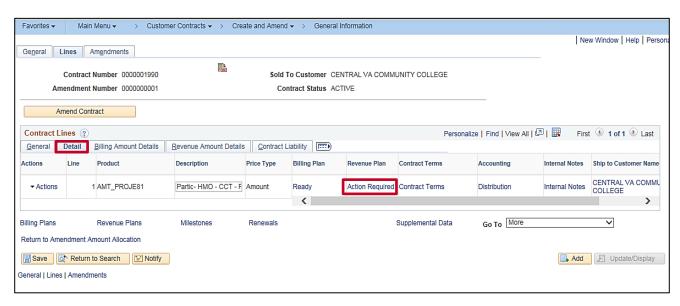   **Note**: A **Hold Details** box displays the **Put On Hold Date**.

45. The **Hold** is removed and the **Hold Details** box no longer displays.

46. Click the **Return to General Information** link at the bottom of the page.

47. Click the **Detail** tab.

48. Click **Action Required** in the **Revenue Plan** field.

The **Revenue Plan** tab displays.

Note: The **Revenue Plan** must be adjusted to match change made to the **Billing Plan**. The Revenue events, event dates, event statuses and event amounts should be identical to what is on the Billing Plan Events tab.
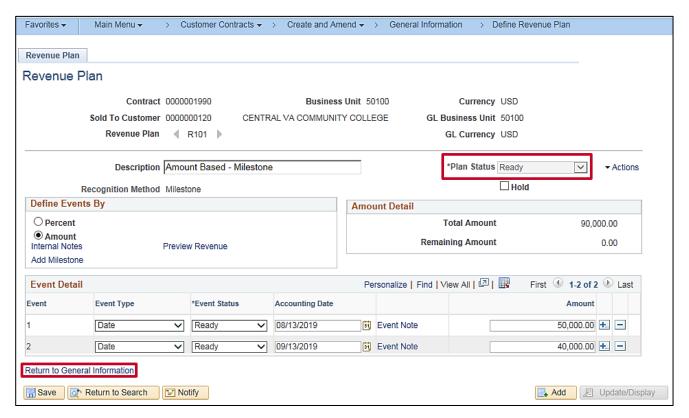

49. In the **Define Events By** section, verify **Amount** is selected. If not change click the **Amount** indicator.

50. In the **Event Detail** section, add a line if necessary to add an event. Remember, the Event number should match the Bill Plan.

51. Enter the **Amount** (for this scenario **40,000**)

52. Change the **Event Status Date** to **Ready**.

53. Update the **Accounting Date** to match what was entered on the Bill Plan.

54. Click the **Save** button.

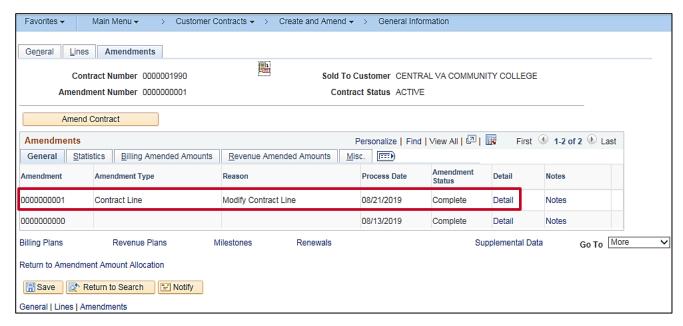55. After completing all updates, click the **Reviewed button** under the **Plan Status** section.

56. The **Plan Status** updates from **Action Required** to **Ready**.

57. Click the **Return to General Information** link.

The **Contract Amount** is updated and complete.