

Close a Non-Federal Customer Contract Overview

This job aid details the steps to close a non-federal customer contract.

You should only close a contract after the contract has fulfilled the contract terms. Once the contract is **Closed**, it can no longer be used, amended, or reactivated. Closed contracts are removed from processing and views, but the historical contract data is still available for query.

To close a non-federal contract:

- Verify the related **Revenue Plan** and **Billing Plan statuses** are **Completed**.
- If there are amendments, verify they have a status of **Complete** or **Cancelled**.
- For rate-based contracts, if there are any prepayments, verify they have a status of **Complete** or **Inactive**.
- Update if necessary.

The process to close a non-federal contract is the same regardless of the contract type.

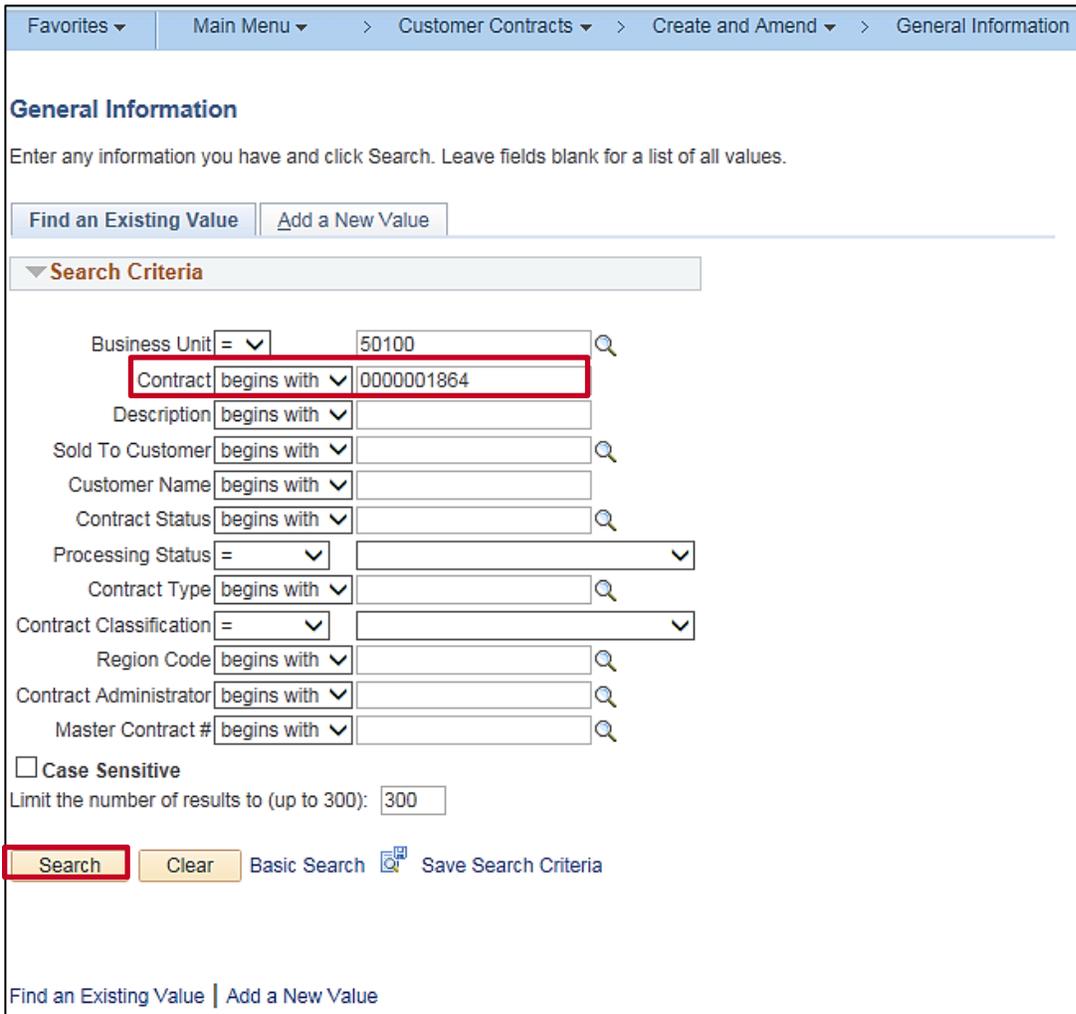
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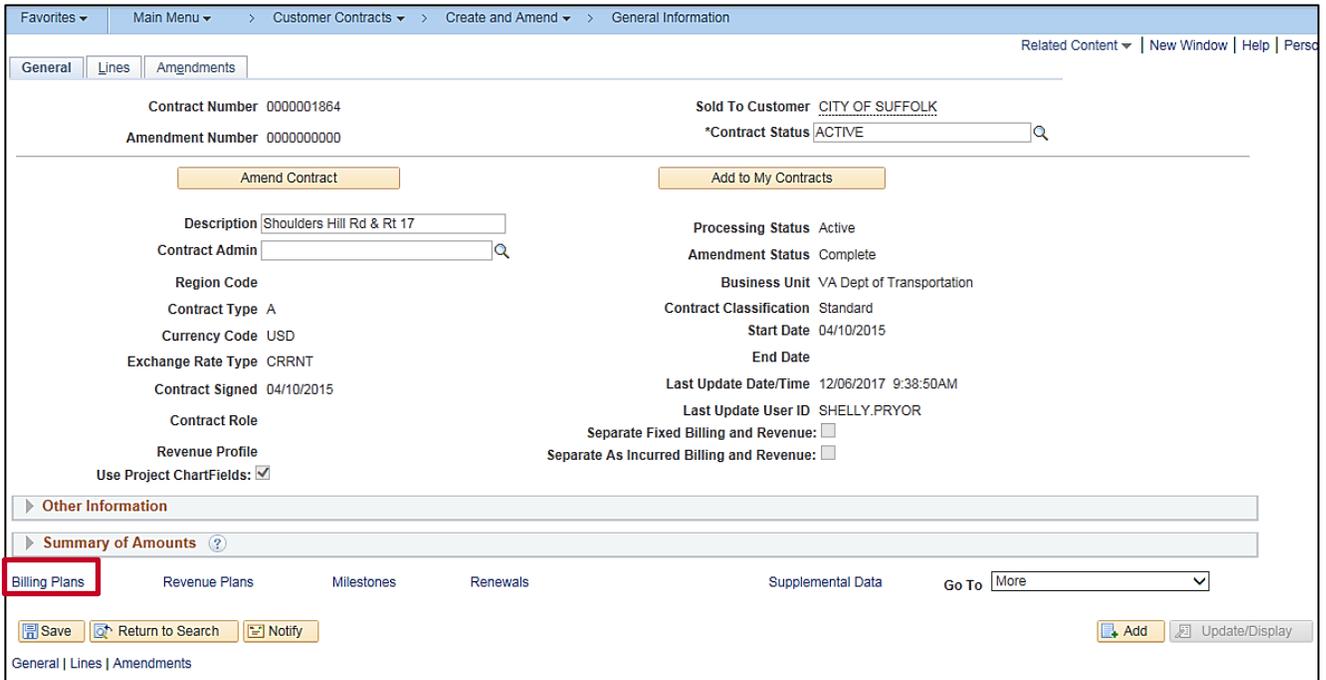
Steps to Close a Non-Federal Customer Contract

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

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



2. The **General Information** page displays. On the **Find an Existing Value** tab, enter the Contract number in the **Contract** field.
3. Click the **Search** button.



Contract Number 000001864 Sold To Customer CITY OF SUFFOLK
 Amendment Number 000000000 *Contract Status ACTIVE

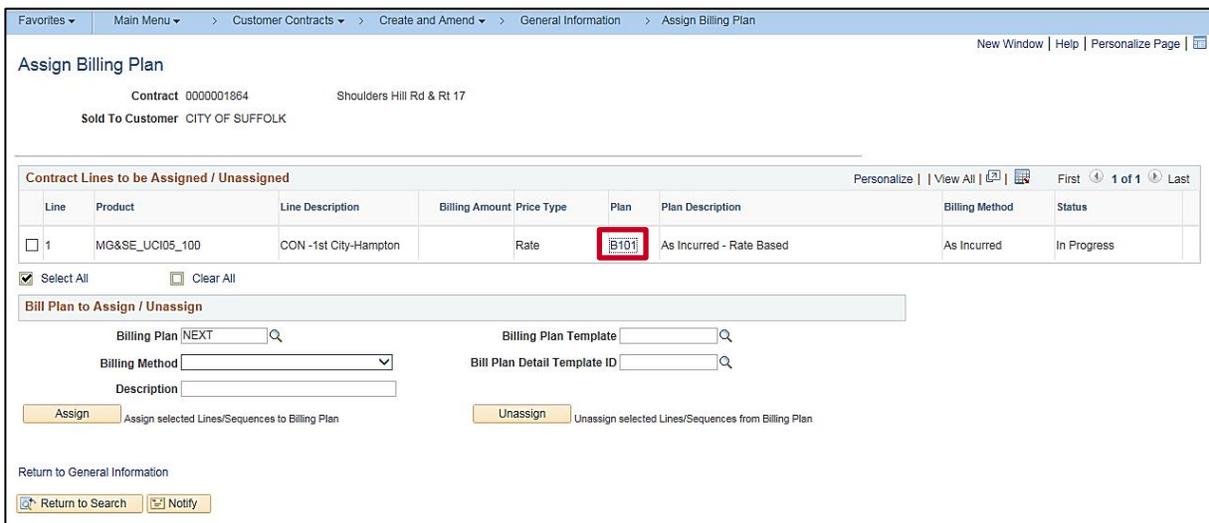
Description Shoulders Hill Rd & Rt 17
 Contract Admin [Search]
 Region Code
 Contract Type A
 Currency Code USD
 Exchange Rate Type CRRNT
 Contract Signed 04/10/2015
 Contract Role
 Revenue Profile
 Use Project ChartFields:

Processing Status Active
 Amendment Status Complete
 Business Unit VA Dept of Transportation
 Contract Classification Standard
 Start Date 04/10/2015
 End Date
 Last Update Date/Time 12/06/2017 9:38:50AM
 Last Update User ID SHELLY.PRYOR
 Separate Fixed Billing and Revenue:
 Separate As Incurred Billing and Revenue:

Billing Plans Revenue Plans Milestones Renewals Supplemental Data Go To More

Save Return to Search Notify Add Update/Display

4. The **General** tab displays. Click the **Billing Plans** hyperlink.



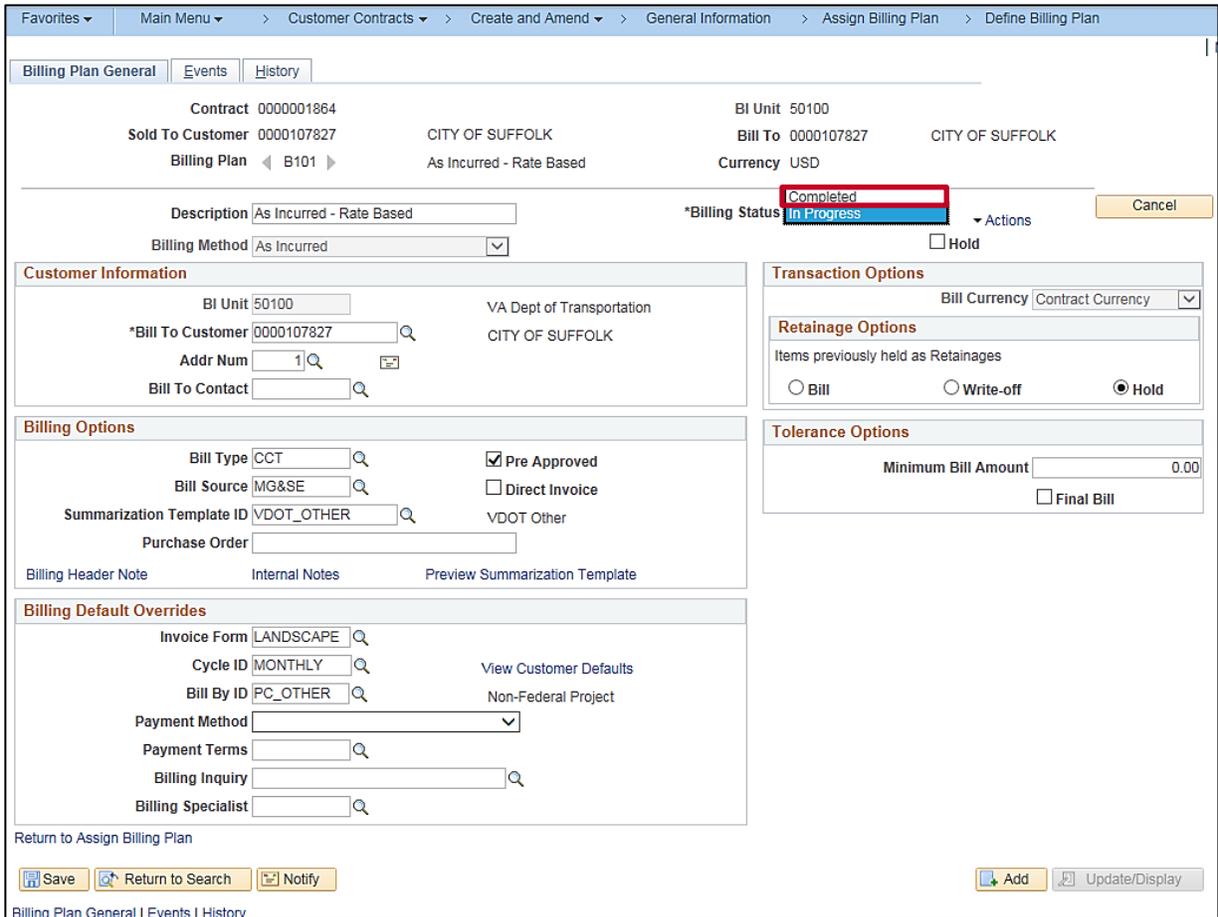
Assign Billing Plan
 Contract 000001864 Shoulders Hill Rd & Rt 17
 Sold To Customer CITY OF SUFFOLK

Line	Product	Line Description	Billing Amount	Price Type	Plan	Plan Description	Billing Method	Status
<input type="checkbox"/> 1	MG&SE_UCI05_100	CON -1st City-Hampton		Rate	B101	As Incurred - Rate Based	As Incurred	In Progress

Billing Plan NEXT [Search]
 Billing Method [Dropdown]
 Description [Text]
 Billing Plan Template [Search]
 Bill Plan Detail Template ID [Search]

Assign Unassign

5. The **Assign Billing Plan** page displays. Click the **Plan** hyperlink for the **Contract Line** you want to update (e.g., **B101**).



Contract 000001864 BI Unit 50100
Sold To Customer 0000107827 CITY OF SUFFOLK Bill To 0000107827 CITY OF SUFFOLK
Billing Plan B101 As Incurred - Rate Based Currency USD

Description As Incurred - Rate Based *Billing Status **Completed** In Progress Actions Cancel
Billing Method As Incurred Hold

Customer Information
BI Unit 50100 VA Dept of Transportation
*Bill To Customer 0000107827 CITY OF SUFFOLK
Addr Num 1 Bill To Contact

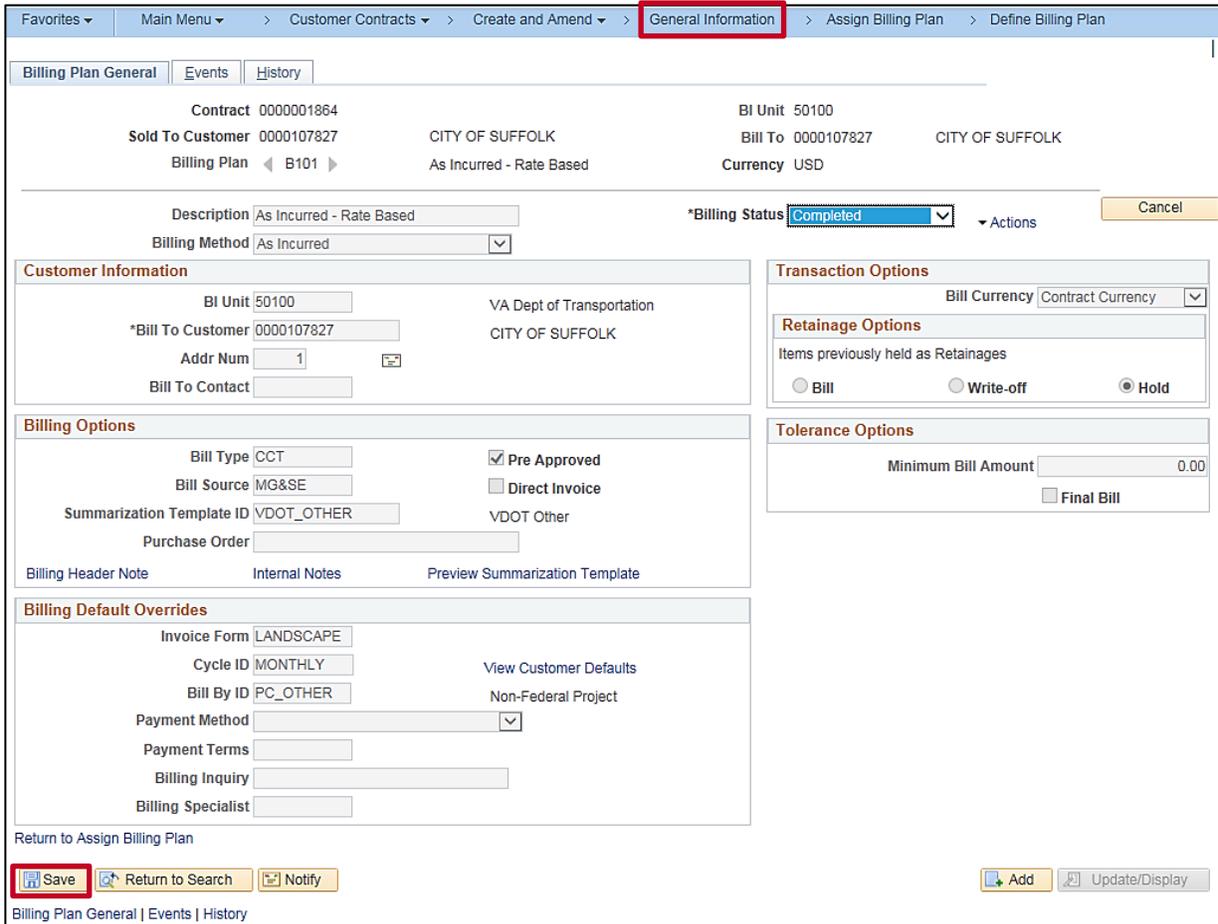
Transaction Options
Bill Currency Contract Currency
Retainage Options
Items previously held as Retainages
 Bill Write-off Hold

Billing Options
Bill Type CCT Pre Approved
Bill Source MG&SE Direct Invoice
Summarization Template ID VDOT_OTHER VDOT Other
Purchase Order
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 Assign Billing Plan
Save Return to Search Notify Add Update/Display

6. The **Billing Plan General** tab displays.
7. Click the **Billing Status** drop-down arrow.
8. Select **Completed**.



Navigation: Favorites > Main Menu > Customer Contracts > Create and Amend > **General Information** > Assign Billing Plan > Define Billing Plan

Contract 0000001864 BI Unit 50100
Sold To Customer 0000107827 CITY OF SUFFOLK Bill To 0000107827 CITY OF SUFFOLK
Billing Plan B101 As Incurred - Rate Based Currency USD

Description As Incurred - Rate Based *Billing Status **Completed** Actions Cancel
Billing Method As Incurred

Customer Information

BI Unit 50100 VA Dept of Transportation
*Bill To Customer 0000107827 CITY OF SUFFOLK
Addr Num 1
Bill To Contact

Billing Options

Bill Type CCT Pre Approved
Bill Source MG&SE Direct Invoice
Summarization Template ID VDOT_OTHER VDOT Other
Purchase Order

Billing Header Note Internal Notes Preview Summarization Template

Billing Default Overrides

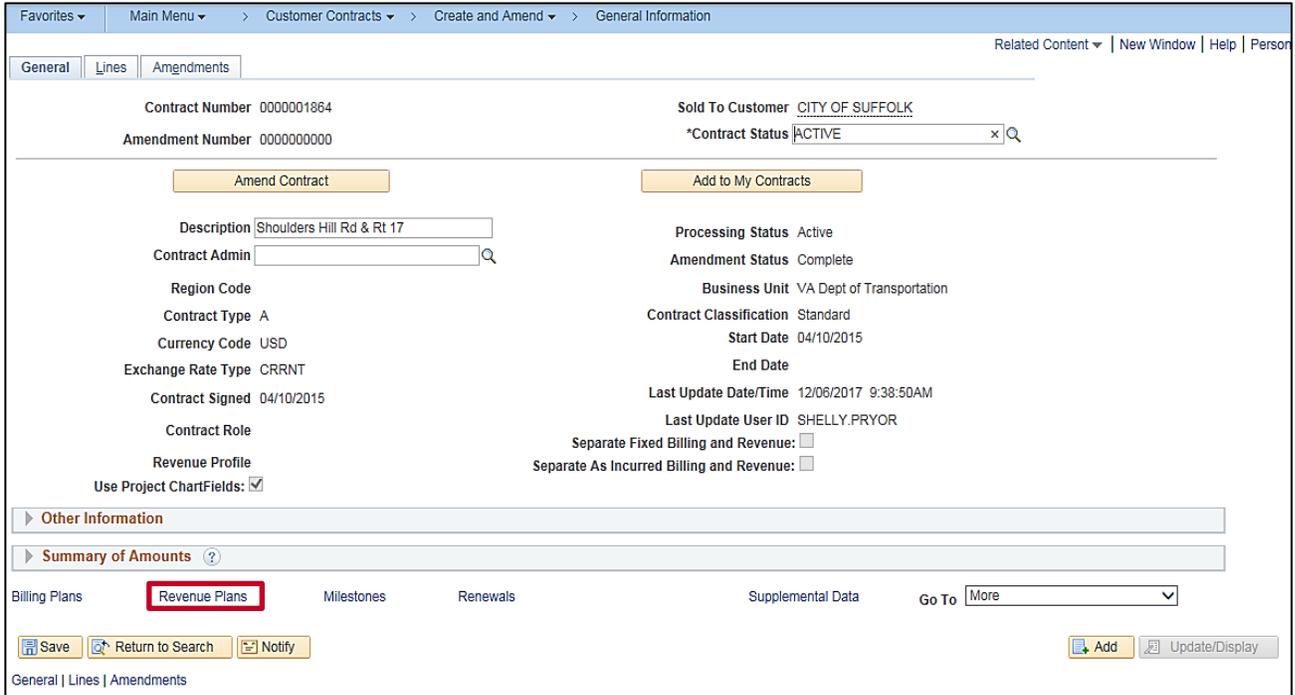
Invoice Form LANDSCAPE
Cycle ID MONTHLY View Customer Defaults
Bill By ID PC_OTHER Non-Federal Project
Payment Method
Payment Terms
Billing Inquiry
Billing Specialist

Return to Assign Billing Plan

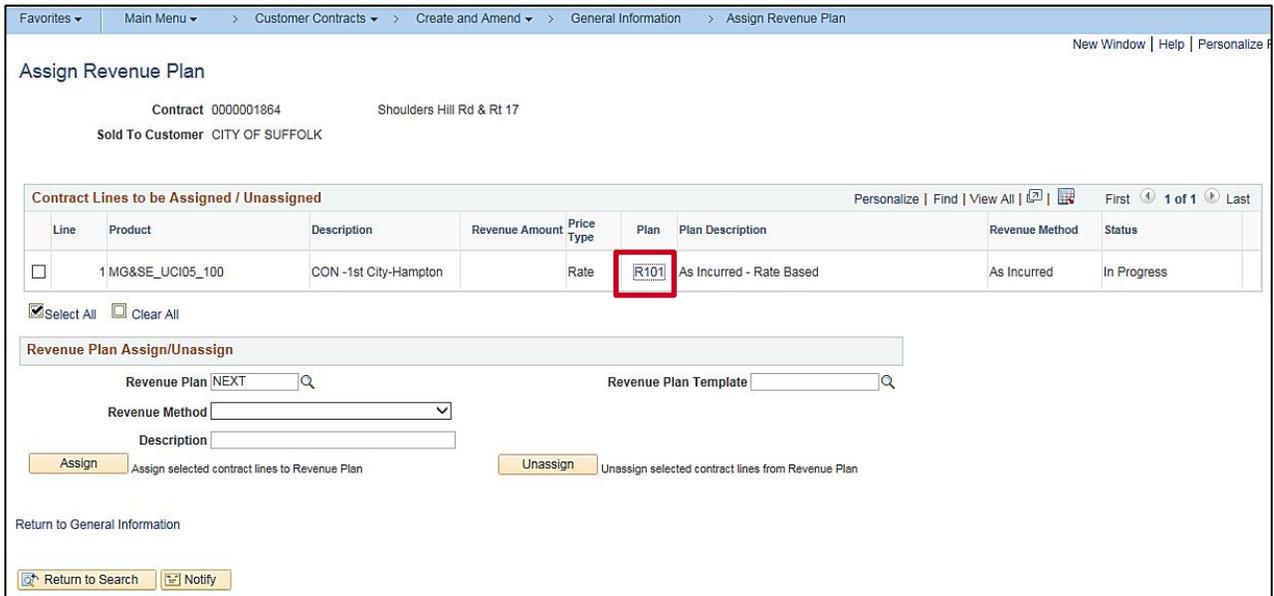
Save Return to Search Notify Add Update/Display

Billing Plan General | Events | History

9. Click the **Save** Button.
10. Click the **General Information** link in the navigation path at the top of the page.



11. The **General Information** page returns. Click the **Revenue Plans** hyperlink.



Line	Product	Description	Revenue Amount	Price Type	Plan	Plan Description	Revenue Method	Status
<input type="checkbox"/>	1.MG&SE_UCI05_100	CON -1st City-Hampton	Rate	Rate	R101	As Incurred - Rate Based	As Incurred	In Progress

12. Click the **Plan** hyperlink for the **Contract Line** you want to update (e.g., R101).

[Favorites](#) > [Main Menu](#) > [Customer Contracts](#) > [Create and Amend](#) > [General Information](#) > [Assign Revenue Plan](#) > [Define Revenue Plan](#)

Revenue Plan

Revenue Plan
 Contract 000001864 Business Unit 50100 Currency USD
 Sold To Customer 0000107827 CITY OF SUFFOLK GL Business Unit 50100
 Revenue Plan ◀ R101 ▶ GL Currency USD

Description *Plan Status Completed In Progress ▼ Actions
 Recognition Method As Incurred Hold

Define Events By

Event Detail Personalize | Find | View All | First ◀ 1 of 1 ▶ Last

Event	Event Type	*Event Status	Accounting Date		
1	<input type="text" value="Date"/> ▼	<input type="text" value="Pending"/> ▼	<input type="text" value="08/22/2019"/> <input type="button" value="Calendar"/>	<input type="text" value="Event Note"/>	<input type="button" value="+"/> <input type="button" value="-"/>

[Return to Assign Revenue Plan](#)

13. The **Revenue Plan** tab displays. Click the **Plan Status** drop-down arrow.

14. Select the **Plan Status** of **Completed**.

[Favorites](#) > [Main Menu](#) > [Customer Contracts](#) > [Create and Amend](#) > General Information > [Assign Revenue Plan](#) > [Define Revenue Plan](#)

Revenue Plan

Revenue Plan
 Contract 000001864 Business Unit 50100 Currency USD
 Sold To Customer 0000107827 CITY OF SUFFOLK GL Business Unit 50100
 Revenue Plan ◀ R101 ▶ GL Currency USD

Description *Plan Status Completed ▼ ▼ Actions
 Recognition Method As Incurred

Define Events By

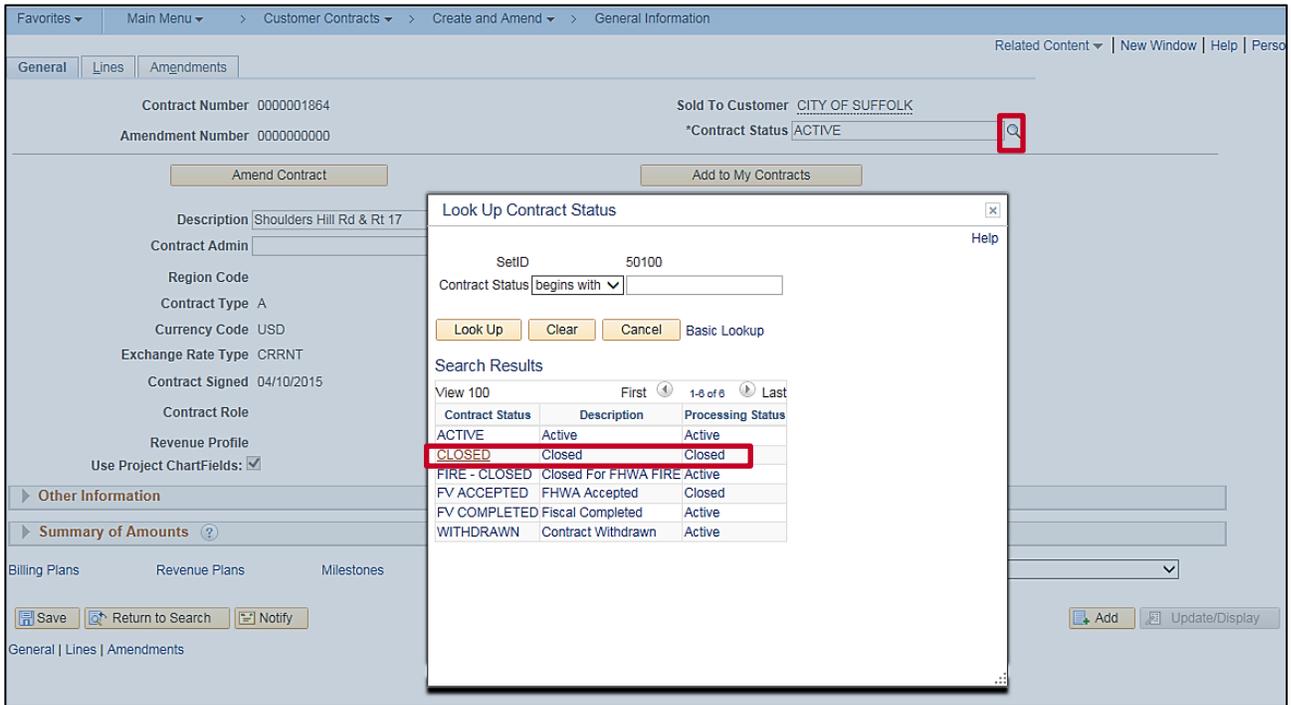
Event Detail Personalize | Find | View All | First ◀ 1 of 1 ▶ Last

Event	Event Type	*Event Status	Accounting Date		
1	<input type="text" value="Date"/>	<input type="text" value="Pending"/> ▼	<input type="text" value="08/22/2019"/> <input type="button" value="Calendar"/>	<input type="text" value="Event Note"/>	

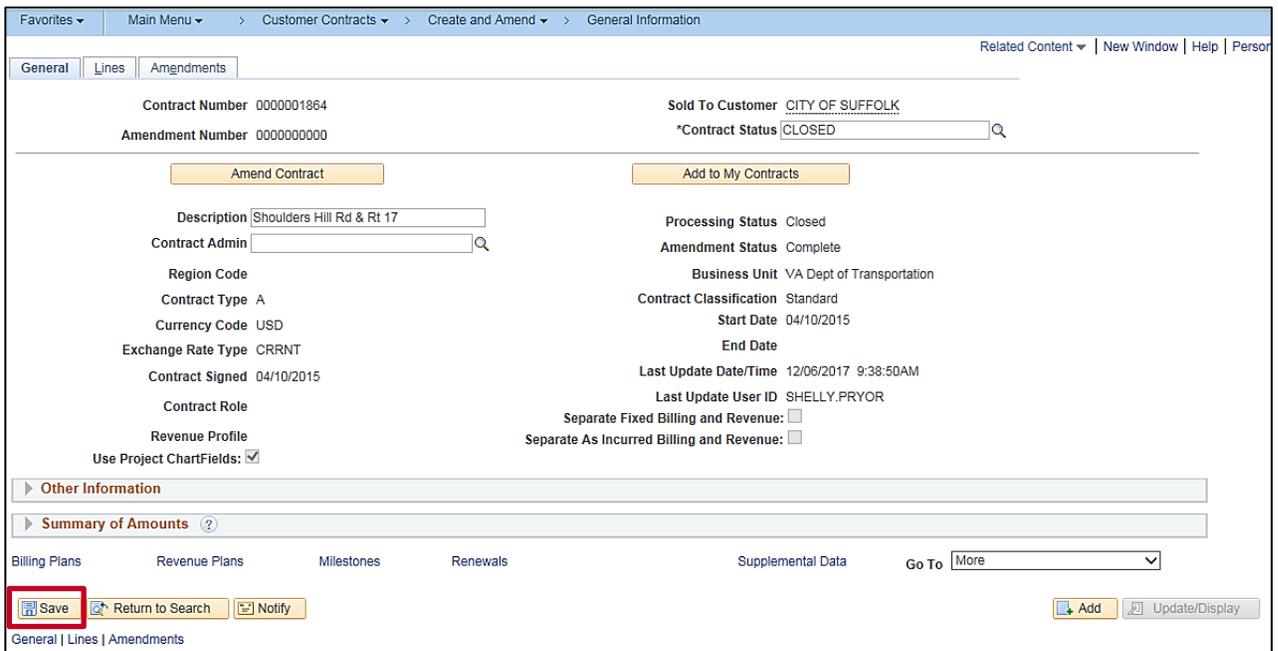
[Return to Assign Revenue Plan](#)
Save

15. Click the **Save** button at the bottom of the page.

16. Click the **General Information** hyperlink in the navigation bar at the top of the page.

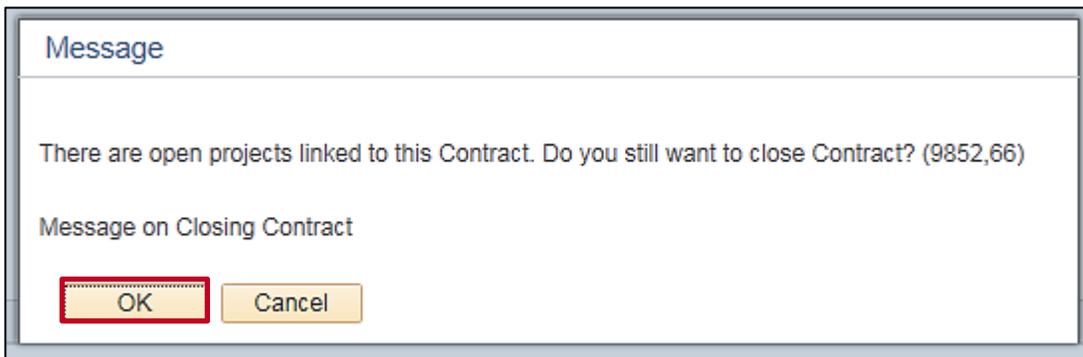


17. The **General Information** page, **General** tab, for your selected contract, displays.
18. Click the **Contract Status** lookup icon.
19. Select the **Contract Status** of **Closed**.



20. Click the **Save** button.
21. The project is closed.

The image below and 3 steps were in the old job aid. Do we need to keep it?



22. In some instances, a message displays indicating a project linked with the contract is still open.
23. Click the **OK** button.
24. The contract is now closed.