

Managing OLT with changes FED Reimbursement – DOTM1

* Changing the Rate Set should be done BEFORE 3:00 pm each day



DAY 1

1. Run the EPM Query name CT_CA_OLT_DETAIL_BY_BU.
2. Input Business unit “DOTM1”

BUSINESS_UNI	CONTRACT_TYP	CUST_ID	CONTRACT_NU	CONTRACT_LINE_N	PROJECT_ID	ACTIVITY_I	TXN_LMT_TRANS	RESOURCE_I	RESOURCE_ID_FROM	BUSINESS_UNIT	ACCOUNT D					
1	DOTM1	FHWA-CON	FED015	1002(104)		1	DOT00020123CT	CT0000	0H230	10127646	VDDOTM1001717931	0 1	2901689	STATE	55850	D
2	DOTM1	FHWA-CON	FED015	1002(104)		1	DOT00020123CT	CT0000	0H230	10197020	VDDOTM1001717931	0 1	2901689	STATE	55850	D
3	DOTM1	FHWA-CON	FED015	1002(104)		1	DOT00020123CT	CT0000	0H230	10223386	VDDOTM1001717931	0 1	2901689	STATE	55850	D
4	DOTM1	FHWA-CON	FED015	H014(002)		1	DOT00180113CT	CT0000	0L050	10223385	VDDOTM1001715491	0 1	2899286	STATE	55850	D
5	DOTM1	FHWA-CON	FED015	H014(002)		1	DOT00180113CT	CT0000	0L050	10199981	VDDOTM1001715501	0 1	2899286	STATE	55850	D
6	DOTM1	FHWA-CON	FED015	H014(002)		1	DOT00180113CT	CT0000	0L050	10199982	VDDOTM1001737341	0 1	2931705	STATE	55850	D
7	DOTM1	FHWA-CON	FED015	H014(002)		1	DOT00180113CT	IN0000	0L050	10202192	VDDOTM1001729641	0 1	2929064	STATE	53333	D
8	DOTM1	FHWA-CON	FED015	H014(002)		1	DOT00180113CT	IN0000	0L050	10202193	VDDOTM1001729642	0 1	2929064	STATE	53333	D
9	DOTM1	FHWA-PRE	FED015	0003(104)		1	DOT00820295PE	PE0000	0H240	10209007	VDDOTM1001723971	0 1	2910935	STATE	51892	D
10	DOTM1	FHWA-PRE	FED015	0003(104)		1	DOT00820295PE	PE0000	0H240	10223383	GSTATDOT76600012007-08-030853	STATE		50471	D	
11	DOTM1	FHWA-PRE	FED015	0003(104)		1	DOT00820295PE	PE0000	0H240	10209006	GSTATDOT76600012007-08-310815	STATE		50471	D	
12	DOTM1	FHWA-PRE	FED015	0008(103)		1	DOT01190108PE	PE0000	0H250	10120283	49486802007-07-1927078	STATE		50442	D	
13	DOTM1	FHWA-PRE	FED015	0008(103)		1	DOT01190108PE	PE0000	0H250	10120284	49486802007-08-0225880	STATE		50110	D	
14	DOTM1	FHWA-PRE	FED015	0008(103)		1	DOT01190108PE	PE0000	0H250	10127642	49486802007-08-0225880	STATE		50110	D	
15	DOTM1	FHWA-PRE	FED015	0008(103)		1	DOT01190108PE	PE0000	0H250	10197436	49486802007-08-0225901	STATE		50442	D	
16	DOTM1	FHWA-PRE	FED015	0008(103)		1	DOT01190108PE	PE0000	0H250	10197433	49486802007-08-0225892	STATE		50471	D	
17	DOTM1	FHWA-PRE	FED015	0008(103)		1	DOT01190108PE	PE0000	0H250	10197435	49486802007-08-0225898	STATE		50441	D	
18	DOTM1	FHWA-PRE	FED015	0008(103)		1	DOT01190108PE	PE0000	0H250	10197438	49486802007-08-1626514	STATE		50110	D	
19	DOTM1	FHWA-PRE	FED015	0008(103)		1	DOT01190108PE	PE0000	0H250	10197440	49486802007-08-1626522	STATE		50420	D	
20	DOTM1	FHWA-PRE	FED015	0008(103)		1	DOT01190108PE	PE0000	0H250	10197442	49486802007-08-1626530	STATE		50471	D	
21	DOTM1	FHWA-PRE	FED015	0008(103)		1	DOT01190108PE	PE0000	0H250	10197445	49486802007-08-1626542	STATE		50442	D	
22	DOTM1	FHWA-PRE	FED015	0008(103)		1	DOT01190108PE	PE0000	0H250	10197444	49486802007-08-1626538	STATE		50441	D	
23	DOTM1	FHWA-PRE	FED015	0008(103)		1	DOT01190108PE	PE0000	0H250	10197443	49486802007-08-1626534	STATE		50430	D	
24	DOTM1	FHWA-PRE	FED015	0008(103)		1	DOT01190108PE	PE0000	0H250	10197441	49486802007-08-1626526	STATE		50420	D	
25	DOTM1	FHWA-PRE	FED015	0008(103)		1	DOT01190108PE	PE0000	0H250	10197439	49486802007-08-1626518	STATE		50420	D	
26	DOTM1	FHWA-PRE	FED015	0008(103)		1	DOT01190108PE	PE0000	0H250	10197437	49486802007-08-1626511	STATE		50170	D	
27	DOTM1	FHWA-PRE	FED015	0008(103)		1	DOT01190108PE	PE0000	0H250	10197434	49486802007-08-0225895	STATE		50430	D	
28	DOTM1	FHWA-PRE	FED015	0008(103)		1	DOT01190108PE	PE0000	0H250	10197432	49486802007-08-0225889	STATE		50420	D	
29	DOTM1	FHWA-PRE	FED015	0008(103)		1	DOT01190108PE	PE0000	0H250	10197447	49492602007-08-1627226	STATE		50170	D	

Figure 1 – This is the results from EPM query.

3. **Navigation: Customer Contracts>Create and Amend>General Information.** Input the OLT contract number and click Search

General | **Lines** | Amendments

Contract Number: 0951(153) **Sold To Customer:** Federal Highway Administration (FHWA)
Amendment Number: 0000000000 **Contract Status:** ACTIVE

[Amend Contract](#) [Add to My Contracts](#)

Description: BROOKFIELD US 7 CONSTRUCTION **Processing Status:** Active
Contract Admin: Federal Receivables & Reimburse **Amendment Status:** Complete
Region Code: **Business Unit:** Dept. of Transportation
Contract Type: FHWA-CON **Contract Classification:** Government
Currency Code: USD **Start Date:** 09/20/2006
Exchange Rate Type: CRRNT **End Date:** 09/20/2026
Contract Signed: 09/20/2006 **Last Update Date/Time:** 08/30/2007 1:09:15PM
Last Update User ID: RiveraMar

▶ Other Information
 ▶ Summary of Amounts

Go To: [Billing Plans](#) [Revenue Plans](#) [Milestones](#)

[General](#) | [Lines](#) | [Amendments](#)

Figure 2 - This is the contract general information page.

4. Click Line tab on the General information page

General | **Lines** | Amendments

Contract Number: 0951(153) **Sold To Customer:** Federal Highway Administration (FHWA)
Amendment Number: 0000000000 **Contract Status:** ACTIVE

[Amend Contract](#)

Contract Lines

 | | 1 of 1

Line	Product	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
1	DOT_FHWA	In Progress	In Progress	Contract Terms	Distribution	Internal Notes	Federal Highway Administration (FHWA)

Go To: [Billing Plans](#) [Revenue Plans](#) [Milestones](#)

[General](#) | [Lines](#) | [Amendments](#)

Figure 3- This is the Contract Lines page.

5. Click on Detail tab in the Contract Lines page

6. Click on link to Contract Terms

Contract Amounts | Related Projects | Withholding | Contract Amendments

Contract Number: **0951(153)**  Sold To Customer: Federal Highway Administration (FHWA)
 Amendment Number: 0000000000 Contract Status: ACTIVE

Contract Line: 1 Price Type: Rate
 Product: DOT_FHWA Fee Type: None
 Description: DOT - Federal Highway Admin

[Amend Contract](#)

Limit Details

T&M

Awarded: 0.00
 Funded: 0.00

[Transaction Limits](#) | [Review Limits](#) | [Perform Limit Checking](#)

Period of Performance

Start Date: 09/20/2006 End Date: 09/20/2026 Control Limits and Billing

[Return to General Information](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Update/Display](#) [Include History](#) [Correct History](#)

[Contract Amounts](#) | [Related Projects](#) | [Withholding](#) | [Contract Amendments](#)

Figure 4- This is the Contract Term page.

- Click on link to Review Limits Page and identify any lines with an "Excess Amount"

Review Limits

Search Criteria

'Business Unit: DOTM1 Contract Admin:

Limit Type: Funded and Billing Contract Type:

Sold To Customer: FED015 Contract Classification:

Review By: All Contract: 0951(153)

Max Remaining %: Contract Line: 1

[Search](#) [Clear](#)

Limits Customize | Find | View All |  First 1-8 of 8 Last

Contract	Line	Transaction Identifier	Limit Amount	Processed Amount	Excess Amount
1 0951(153)	1	009J0	1,090,498.00	0.00	0.00
2 0951(153)	1	0H050	10,000.00	10,000.00	2,437.36
3 0951(153)	1	0H100	9,675,818.00	0.00	0.00
4 0951(153)	1	0H110	1,500.00	1,500.00	0.00
5 0951(153)	1	0Q050	41,050,620.00	0.00	0.00
6 0951(153)	1	0Q100	28,577,812.00	0.00	0.00
7 0951(153)	1	0Q120	1,702,273.00	0.00	0.00
8 0951(153)	1	0Q760	42,578,154.00	0.00	0.00

Figure 5- This is the Review Limits page.

Limit Details

Contract Number: 0951(153) **Description:** Brdgpt I95 state st- wordin av
Amendment Number: 0000000001 **Contract Type:** FHWA-CON
Business Unit: Dept. of Transportation **Contract Classification:** Governmnt
Sold To Customer: Federal Highway Administration (FHWA) **Contract Status:** ACTIVE
Contract Admin: Federal Receivables & Reimbursement **Processing Status:** Active
Currency Code: USD

Contract Line: 1 **Description:** DOT - Federal Highway Admin
Product ID: DOT_FHWA **Price Type:** Rate
Fee Type: None

Limit Type: Funded and Billing **Transaction Identifier:** 0H050
Limit Amount: 10,000.00 **Processed Amount:** 10,000.00
Remaining Amount: 0.00 **Excess Amount:** 2,437.36

Date Type **From Date**
Through Date

Excess Transactions Customize | Find | View All | First 1-2 of 64 Last

Amounts	Chartfields	Transaction IDs				
		Transaction Date	Accounting Date		Projects Business Unit Amount	
1	<input type="checkbox"/>	07/05/2007	08/01/2007	USD	63.02	USD
2	<input type="checkbox"/>	07/05/2007	08/01/2007	USD	24.67	USD

Select All Clear All

[Return to Review Limits](#)

Figure 6- This is the Review Limits detail page.

- 8. Identify the next valid rate set/transaction identifier – could be from new contract ---that you will use for the OLT rows
- 9. Detach the project activity from the original contract (contract 0056(103)) and put it onto the new contract (contract 0951(153)).

Contract Amounts | **Related Projects** | Withholding | Contract Amendments

Contract Number: 0056(103) **Sold To Customer:** Federal Highway Administration (FHWA)
Amendment Number: 0000000001 **Contract Status:** ACTIVE

Contract Line: 1 **Price Type:** Rate
Product: DOT_FHWA **Fee Type:** None
Description: DOT - Federal Highway Admin

[Amend Contract](#)

PC Business Unit: DOTM1 [Transaction Limits](#) [Review Limits](#)

Associated Rates Find First 1 of 1 Last

Effective Date	Status	Rate Selection	Rate Set
1 07/01/2007	Active	Rate Set	FH-Q250-80-20

Associated Projects & Activities First 1 of 1 Last

*Project	*Activity

[Create Project](#) [Create Activity](#) [All Activities](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Update/Display](#) [Include History](#) [Correct History](#)

[Contract Amounts](#) | [Related Projects](#) | [Withholding](#) | [Contract Amendments](#)

Figure 7- After detaching project/activity from original contract

Contract Amounts | **Related Projects** | Withholding | Contract Amendments

Contract Number: 0951(153) **Sold To Customer:** Federal Highway Administration (FHWA)
Amendment Number: 0000000001 **Contract Status:** ACTIVE

Contract Line: 1 **Price Type:** Rate
Product: DOT_FHWA **Fee Type:** None
Description: DOT - Federal Highway Admin

[Amend Contract](#)

PC Business Unit: DOTM1 [Transaction Limits](#) [Review Limits](#)

Associated Rates Find First 1 of 1 Last

Effective Date	Status	Rate Selection	Rate Set
1 07/01/2006	Active	Rate Set	FH-H050-80-20

Associated Projects & Activities First 1-8 of 8 Last

*Project	*Activity	Description	Description
DOT00090089CN	IN0000	REHABILITATION OF BR# 02839	INCIDENTALS
DOT00150272CN	CG0000	I-95 CONTRACT "B"	CONTINGENCY
DOT00150272CN	CM0000	I-95 CONTRACT "B"	COMMUNICATIONS
DOT00150272CN	CT0000	I-95 CONTRACT "B"	CONTRACTOR
DOT00150272CN	RF0000	I-95 CONTRACT "B"	RR FORCES
DOT00150272CN	SF0000	I-95 CONTRACT "B"	CT STATE FORCES
DOT00150272CN	TF0000	I-95 CONTRACT "B"	CT TOWN FORCES
DOT00150272CN	UT0000	I-95 CONTRACT "B"	UTILITIES

[Create Project](#) [Create Activity](#) [All Activities](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Update/Display](#) [Include History](#) [Correct History](#)

[Contract Amounts](#) | [Related Projects](#) | [Withholding](#) | [Contract Amendments](#)

Figure 8- After attaching project/activity onto new contract

10. Exit the contracts and wait for DAY 2 processing

* Releasing the OLT rows should be done BEFORE 3:00 pm each day

DAY 2



11. Left hand Navigation: Customer Contracts>Determine Price & Terms>Contract Terms. Input the OLT contract number and click

Within Contract Amounts page. Click on [Review Limits](#) link > click

button.

The screenshot shows the "Review Limits" page. At the top, there is a "Search Criteria" section with several input fields: "Business Unit" (DOTM1), "Limit Type" (Funded and Billing), "Sold To Customer" (FED015), "Review By" (All), "Max Remaining %", "Contract Admin", "Contract Type", "Contract Classification", "Contract" (0951 (153)), and "Contract Line" (1). Below the search criteria are "Search" and "Clear" buttons. The main section is titled "Limits" and contains a table with columns: Contract, Line, Transaction Identifier, Limit Amount, Processed Amount, and Remaining Amount. The table lists 8 rows of data for contract 0951 (153).

Contract	Line	Transaction Identifier	Limit Amount	Processed Amount	Remaining Amount
1 0951 (153)	1	009J0	1,090,498.00	0.00	400,000.00
2 0951 (153)	1	0H050	10,000.00	10,000.00	
3 0951 (153)	1	0H100	9,675,818.00	0.00	2,444,779.92
4 0951 (153)	1	0H110	1,500.00	1,500.00	
5 0951 (153)	1	0Q050	41,050,620.00	0.00	0.00
6 0951 (153)	1	0Q100	28,577,612.00	0.00	0.00
7 0951 (153)	1	0Q120	1,702,273.00	2,727.12	0.00
8 0951 (153)	1	0Q760	42,578,154.00	0.00	0.00

Figure 9- This is Review Limits page showing the Remaining Limits

12. Click on Excess tab in the Limits section

Review Limits

Search Criteria

*Business Unit:

Limit Type:

Sold To Customer:

Review By:

Max Remaining %:

Contract Admin:

Contract Type:

Contract Classification:

Contract:

Contract Line:

Limits Customize | Find | View All | First | 1-8 of 8 | Last

Remaining | **Excess** | Dates |

Contract	Line	Transaction Identifier	Limit Amount	Processed Amount	Excess Amount
1 0951(153)	1	009J0	1,090,498.00	0.00	0.00
2 0951(153)	1	0H050	10,000.00	10,000.00	13.29
3 0951(153)	1	0H100	9,675,818.00	0.00	0.00
4 0951(153)	1	0H110	1,500.00	1,500.00	0.00
5 0951(153)	1	0Q050	41,050,620.00	0.00	0.00
6 0951(153)	1	0Q100	28,577,612.00	0.00	0.00
7 0951(153)	1	0Q120	1,702,273.00	2,727.13	0.00
8 0951(153)	1	0Q760	42,578,154.00	0.00	0.00

Figure 10- This is Review Limits page showing the Excess Limits

- Click on link in the Excess Amount column – This will take you to Limit details page

Limit Details

Contract Number: 0951(153) **Description:** Brdgpt I95 state st- wordin av

Amendment Number: 0000000001 **Contract Type:** FHWA-CON

Business Unit: Dept. of Transportation **Contract Classification:** Governmt

Sold To Customer: Federal Highway Administration (FHWA) **Contract Status:** ACTIVE

Contract Admin: Federal Receivables & Reimbursement **Processing Status:** Active

Currency Code: USD

Contract Line: 1 **Description:** DOT - Federal Highway Admin

Product ID: DOT_FHWA **Price Type:** Rate

Fee Type: None

Limit Type: Funded and Billing **Transaction Identifier:** 0H050

Limit Amount: 10,000.00 **Processed Amount:** 10,000.00

Remaining Amount: 0.00 **Excess Amount:** 13.29

Date Type: **From Date:**

Through Date:

Figure 11- This is Limit Detail page

- Click Search on Limit Details page

Limit Details

Contract Number: 0951(153) **Description:** Brdgpt 195 state st- wordin av
Amendment Number: 0000000001 **Contract Type:** FHWA-CON
Business Unit: Dept. of Transportation **Contract Classification:** Governmt
Sold To Customer: Federal Highway Administration (FHWA) **Contract Status:** ACTIVE
Contract Admin: Federal Receivables & Reimbursement **Processing Status:** Active
Currency Code: USD

Contract Line: 1 **Description:** DOT - Federal Highway Admin
Product ID: DOT_FHWA **Price Type:** Rate
Fee Type: None

Limit Type: Funded and Billing **Transaction Identifier:** 0H050
Limit Amount: 10,000.00 **Processed Amount:** 10,000.00
Remaining Amount: 0.00 **Excess Amount:** 13.29

Date Type: [Dropdown] From Date: [Input] [B] Search [Button]
 Through Date: [Input] [B]

Excess Transactions Customize | Find | View All | First 1 of 1 Last

Amounts	Chartfields	Transaction IDs	[Filter]		
	Transaction Date	Accounting Date	Projects	Business Unit	Amount
1	<input type="checkbox"/>	07/05/2007	08/01/2007	USD	13.29

Select All Clear All Release [Button]

Figure 12- Limit Details results after search-Note: Box is UNCHECKED

15. Click on Chartfield tab in the Excess Transactions section

Limit Details

Contract Number: 0951(153) **Description:** Brdgpt 195 state st- wordin av
Amendment Number: 0000000001 **Contract Type:** FHWA-CON
Business Unit: Dept. of Transportation **Contract Classification:** Governmt
Sold To Customer: Federal Highway Administration (FHWA) **Contract Status:** ACTIVE
Contract Admin: Federal Receivables & Reimbursement **Processing Status:** Active
Currency Code: USD

Contract Line: 1 **Description:** DOT - Federal Highway Admin
Product ID: DOT_FHWA **Price Type:** Rate
Fee Type: None

Limit Type: Funded and Billing **Transaction Identifier:** 0H050
Limit Amount: 10,000.00 **Processed Amount:** 10,000.00
Remaining Amount: 0.00 **Excess Amount:** 13.29

Date Type: [Dropdown] From Date: [Input] [B] Search [Button]
 Through Date: [Input] [B]

Excess Transactions Customize | Find | View All | First 1 of 1 Last

PC Business Unit	Project	Activity	To Contract	Source Type	Category	Subcategory	Description
1 DOTM1	DOT00090089CN	IN0000	[Input]	0H050			FH_80_20

Select All Clear All Release [Button]

[Return to Review Limits](#)

Figure 13- Chartfield tab with OLD source type

16. Change the contract num, source type, line and descr of the new rate set (Descr need to be EXACTLY typed)

17. Click on the Amount tab in the Excess Transactions section
18. Calculate the new amount according the new Fed Reimbursement.
19. Input the **new amount** in the “Projects Business Unit Amount” box

Limit Details

Contract Number: 0951 (153) **Description:** Brdgpt I95 state st- wordin av
Amendment Number: 0000000001 **Contract Type:** FHWA-CON
Business Unit: Dept. of Transportation **Contract Classification:** Governmt
Sold To Customer: Federal Highway Administration (FHWA) **Contract Status:** ACTIVE
Contract Admin: Federal Receivables & Reimbursement **Processing Status:** Active
Currency Code: USD

Contract Line: 1 **Description:** DOT - Federal Highway Admin
Product ID: DOT_FHWA **Price Type:** Rate
Fee Type: None

Limit Type: Funded and Billing **Transaction Identifier:** 0H050
Limit Amount: 10,000.00 **Processed Amount:** 10,000.00
Remaining Amount: 0.00 **Excess Amount:** 13.29

Date Type **From Date** **Search**
Through Date

Excess Transactions Customize | Find | View All | First 1 of 1 Last

Amounts	Chartfields	Transaction IDs	FEER	Projects Business Unit Amount	
<input checked="" type="checkbox"/>				13.29	USD

[Select All](#) [Clear All](#) **Release**

Figure 14- Limit Details page-Note: Box is CHECKED

20. Check box(es) and click release

* Note: The majority of the time, there will only be one (1) line/box to select.

Review Limits

Search Criteria

*Business Unit: DOTM1
 Limit Type: Funded and Billing
 Sold To Customer: FED015
 Review By: All
 Max Remaining %:

Contract Admin:
 Contract Type:
 Contract Classification:
 Contract: 0951(153)
 Contract Line: 1

Search Clear

Limits Customize | Find | View All | First 1-8 of 8 Last

Contract	Line	Transaction Identifier	Limit Amount	Processed Amount	Excess Amount
1 0951(153)	1	009J0	1,090,498.00	0.00	0.00
2 0951(153)	1	0H050	10,000.00	10,000.00	0.00
3 0951(153)	1	0H100	9,675,818.00	0.00	0.00
4 0951(153)	1	0H110	1,500.00	1,500.00	0.00
5 0951(153)	1	0Q050	41,050,620.00	0.00	0.00
6 0951(153)	1	0Q100	28,577,612.00	0.00	0.00
7 0951(153)	1	0Q120	1,702,273.00	2,742.08	0.00
8 0951(153)	1	0Q760	42,578,154.00	0.00	0.00

Figure 15- Review Limits AFTER "RELEASE" PROCESSED

- 21. After re-pricing is complete, the hyperlink amount in the excess amount column will be removed automatically and the amount is added to the processed amount column.
- 22. Click [Return to Contract Terms](#)
- 23. Below is the calculation to various FED reimbursement changes.

*** old FED reimbursment "From %"
 *** new FED reimbursment "To %"

From %	Factor	To %	Factor
50	2	50	0.5
55	1.818182	55	0.55
60	1.666667	60	0.6
70	1.428571	70	0.7
75	1.333333	75	0.75
80	1.25	80	0.8
85	1.176471	85	0.85
87	1.149425	87	0.87
90	1.111111	90	0.9
95	1.052632	95	0.95
100	1		

*** Take the original split OLT multiply by the factor of "From %" = ACB
 *** Take the result (ABC) multiply by the factor of "To %" = new OLT amount

Example: split OLT = \$285.95
Old FED reimbursement 85-15%
New FED reimbursement 90-10%

Calculation: $\$285.95 \times 1.176471 = \336.41

$$\$336.41 \times .90 = \$302.77$$

←
*** Amount to input in the Limit Detail page "Projects Business Unit Amount" –
STEP #19