

Managing OLT with Multi Splits – FTA DOTM1

* Managing OLTs should be done **BEFORE 3:00 pm** each day



DAY 1

1. Run Active Contract Limit Amount Management Report and identify Customer Contracts that have “Excess” amount (OLT rows).

<u>Active Contracts Limit Amount Management Report</u>							
11/7/20							
Business Unit:	DOTM1		Contract Admin:				
Limit Type:	Fund/Bill		Contract Type:	%			
Sold to Customer:	FED016		Contract Classification:	Government			
Report By:	Excess		Contract:	%			
Max Remaining Percent:	0.00 %						
Business Unit:	DOTM1	Dept. of Transportation					
<u>Funding Limits</u>							
<u>Contract Number</u>	<u>Line</u>	<u>Transaction Id</u>	<u>Limit</u>	<u>Excess</u>	<u>Excess %</u>	<u>Last Transaction Date</u>	<u>Last Reached Date</u>
CT-03-0109	2		495,015.00	3,252,422.98 USD	657.04	10/3/2008	10/6/2008
CT-03-0124	5		4,000,000.00	3,579,436.42 USD	89.49	10/2/2008	4/17/2008
CT-18-6028	1		40,514.00	1,947.42 USD	4.81	7/3/2008	7/22/2008
CT-18-9028	4		309,401.00	0.40 USD	0.00	10/25/2007	4/17/2008
CT-80-2013	1		146,731.00	0.29 USD	0.00	8/7/2008	8/8/2008
CT-90-0359	9		1,257,120.00	12,961.59 USD	1.03	10/25/2007	4/17/2008
CT-90-0404	8		4,638,044.00	762,271.64 USD	16.44	9/19/2008	9/24/2008
CT-90-0405	1		140,000.00	27,799.49 USD	19.86	10/25/2007	4/17/2008
CT-90-0421	1		140,000.00	144,239.01 USD	103.03	2/1/2008	2/15/2008

Figure 1 – This is a sample of the report

2. **Navigation: Customer Contracts>Adjust Revenue and Billing>Review and Manage Limits.** Input: Business Unit, Sold to Customer, OLT contract number, Line number and click Search

Review Limits

Search Criteria

*Business Unit: DOTM1
 Limit Type: Funded and Billing
 Sold To Customer: FED016
 Review By: All
 Max Remaining %:

Contract Admin:
 Contract Type:
 Contract Classification:
 Contract: CT-03-0109
 Contract Line: 2

Search Clear

Limits Customize Find View All First 1 of 1 Last

Remaining Excess Dates

Contract	Line	Transaction Identifier	Limit Amount	Processed Amount	Remaining Amount
1 CT-03-0109	2		495,015.00	495,015.00	0.00

Figure 2 - Review Limits page

3. Click on Excess tab to identify any lines with an “Excess Amount”

Review Limits

Search Criteria

*Business Unit: DOTM1
 Limit Type: Funded and Billing
 Sold To Customer: FED016
 Review By: All
 Max Remaining %:

Contract Admin:
 Contract Type:
 Contract Classification:
 Contract: CT-03-0109
 Contract Line: 2

Search Clear

Limits Customize Find View All First 1 of 1 Last

Remaining Excess Dates

Contract	Line	Transaction Identifier	Limit Amount	Processed Amount	Excess Amount
1 CT-03-0109	2		495,015.00	495,015.00	5,531,932.55

Figure 3 - This is the Review Limits excess page

4. Click on “Excess Amount” link to view details of OLTs rows
5. Click on Search to view details of OLTs rows

Limit Details

Contract Number: CT-03-0109 **Description:** Bus Facility
Amendment Number: 0000000000 **Contract Type:** FTA
Business Unit: Dept. of Transportation **Contract Classification:** Governmnt
Sold To Customer: Federal Transit Administration (FTA) **Contract Status:** ACTIVE
Contract Admin: Federal Receivables & Reimbursement **Processing Status:** Active
Currency Code: USD

Contract Line: 2 **Description:** DOT - Federal Transit Admin
Product ID: DOT_FTA **Price Type:** Rate
Fee Type: None

Limit Type: Funded and Billing **Transaction Identifier:**
Limit Amount: 495,015.00 **Processed Amount:** 495,015.00
Remaining Amount: 0.00 **Excess Amount:** 5,531,932.55

Date Type **From Date**
Through Date

Excess Transactions Customize | Find | View 2 | First 1-100 of 298 Last


Amounts	Chartfields	Transaction IDs	Projects Business Unit Amount			
		Transaction Date	Accounting Date			
<input type="checkbox"/>		10/03/2008	10/03/2008	USD	2,538,583.04	USD
<input type="checkbox"/>		10/03/2008	10/03/2008	USD	643,856.73	USD
<input type="checkbox"/>		11/03/2008	11/04/2008	USD	965,932.18	USD
<input type="checkbox"/>		11/03/2008	11/04/2008	USD	254,143.28	USD
<input type="checkbox"/>		11/03/2008	11/04/2008	USD	839,883.40	USD
<input type="checkbox"/>		11/03/2008	11/04/2008	USD	197,310.62	USD
<input type="checkbox"/>		09/25/2008	10/10/2008	USD	282.28	USD
<input type="checkbox"/>		09/25/2008	10/10/2008	USD	19.56	USD
<input type="checkbox"/>		09/25/2008	10/10/2008	USD	7.12	USD
<input type="checkbox"/>		09/25/2008	10/10/2008	USD	2.38	USD
<input type="checkbox"/>		09/25/2008	10/10/2008	USD	98.64	USD

Figure 4 - This is the Review Limits detail page

6. Identify the next valid new contract that you will use for the OLT rows
7. Using billing sequence order; detach the project/activity from the initial contract (contract CT-03-0109) and put it onto the 1st new contract (contract CT-03-0133).

[New Window](#)

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





Contract Number: CT-03-0109  **Sold To Customer:** Federal Transit Administration (FTA)
Amendment Number: 0000000000 **Contract Status:** ACTIVE

Contract Line: 2 **Price Type:** Rate
Product: DOT_FTA **Fee Type:** None
Description: DOT - Federal Transit Admin





[Amend Contract](#)

PC Business Unit: [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 	FT-FPC0-80-20 	Rate Set	+ -

Associated Projects & Activities First 1-2 of 2 Last

Project	Activity	Description	Description		
<input type="checkbox"/> DOT04020002CN 	<input type="checkbox"/> CT0000 	CT TRANSIT GREATER NEW HAVEN B	CONTRACTOR	+	-
<input type="checkbox"/> DOT04020002CN 	<input type="checkbox"/> IN0000 	CT TRANSIT GREATER NEW HAVEN B	INCIDENTALS	+	-

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


[Return to General Information](#)

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

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

Figure 5 - Initial contract - prior detaching project/activity

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





Contract Number: CT-03-0109  **Sold To Customer:** Federal Transit Administration (FTA)
Amendment Number: 0000000000 **Contract Status:** ACTIVE

Contract Line: 2 **Price Type:** Rate
Product: DOT_FTA **Fee Type:** None
Description: DOT - Federal Transit Admin

[Amend Contract](#)

PC Business Unit: [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 	FT-FPC0-80-20 	Rate Set	+ -

Associated Projects & Activities First 1 of 1 Last

Project	Activity		
<input type="text" value=""/>	<input type="text" value=""/>	+	-

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

[Return to General Information](#)

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

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

Figure 6 - Initial contract - after detaching project/activity

[New Window](#) | [Help](#)

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

Contract Number: CT-03-0133 **Sold To Customer:** Federal Transit Administration (FTA)
Amendment Number: 0000000000 **Contract Status:** ACTIVE

Contract Line: 1 **Price Type:** Rate
Product: DOT_FTA **Fee Type:** None
Description: DOT - Federal Transit 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	FT-FPC0-80-20	Rate Set	+ -

Associated Projects & Activities First 1-2 of 2 Last

Project	Activity	Description	Description		
DOT04020002CN	CT0000	CT TRANSIT GREATER NEW HAVEN B	CONTRACTOR	+ -	
DOT04020002CN	IN0000	CT TRANSIT GREATER NEW HAVEN B	INCIDENTALS	+ -	

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

[Return to General Information](#)

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

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

Figure 7 - 1st new contract - after attaching project/activity

8. Exit the contract and wait for DAY 2 processing

DAY 2

1) Review initial contract- remaining one split OLT row

Review Limits

Search Criteria

***Business Unit:** DOTM1 **Contract Admin:**

Limit Type: Funded and Billing **Contract Type:**

Sold To Customer: FED016 **Contract Classification:**

Review By: All **Contract:** CT-03-0109

Max Remaining %: **Contract Line:** 2

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

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

Remaining	Excess	Dates			
Contract	Line	Transaction Identifier	Limit Amount	Processed Amount	Excess Amount
1 CT-03-0109	2		495,015.00	495,015.00	2,538,583.04

Figure 8 - Initial contract - Review Limits excess page

Limit Details

Contract Number:	CT-03-0109	Description:	Bus Facility
Amendment Number:	000000000	Contract Type:	FTA
Business Unit:	Dept. of Transportation	Contract Classification:	Government
Sold To Customer:	Federal Transit Administration (FTA)	Contract Status:	ACTIVE
Contract Admin:	Federal Receivables & Reimbursement	Processing Status:	Active
Currency Code:	USD		

Contract Line:	2	Description:	DOT - Federal Transit Admin
Product ID:	DOT_FTA	Price Type:	Rate
Fee Type:	None		

Limit Type:	Funded and Billing	Transaction Identifier:	
Limit Amount:	495,015.00	Processed Amount:	495,015.00
Remaining Amount:	0.00	Excess Amount:	2,538,583.04

Date Type From Date Through Date

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

Amounts	Chartfields	Transaction IDs	Projects Business Unit Amount		
		Transaction Date	Accounting Date		
1	<input type="checkbox"/>	10/03/2008	10/03/2008	USD	2,538,583.04 USD

Select All Clear All

Figure 9 - Initial contract - Review Limit Detail page with 1 remaining split OLT row

2) Review 1st new contract (CT-03-0133) – has now fully processed amount and an excess amount

Review Limits

Search Criteria

*Business Unit:	<input type="text" value="DOTM1"/>	Contract Admin:	<input type="text"/>
Limit Type:	Funded and Billing	Contract Type:	<input type="text"/>
Sold To Customer:	<input type="text" value="FED016"/>	Contract Classification:	<input type="text"/>
Review By:	All	Contract:	<input type="text" value="CT-03-0133"/>
Max Remaining %:	<input type="text"/>	Contract Line:	<input type="text" value="1"/>

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

Remaining	Excess	Dates				
Contract	Line	Transaction Identifier	Limit Amount	Processed Amount	Excess Amount	
1 CT-03-0133	1		983,679.00	983,679.00	2,009,670.51	

Figure 10 - 1st new contract - Review excess amounts

Limit Details

Contract Number: CT-03-0133 **Description:** Bus Maintenance Facility
Amendment Number: 0000000000 **Contract Type:** FTA
Business Unit: Dept. of Transportation **Contract Classification:** Governmnt
Sold To Customer: Federal Transit Administration (FTA) **Contract Status:** ACTIVE
Contract Admin: Federal Receivables & Reimbursement **Processing Status:** Active
Currency Code: USD

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

Limit Type: Funded and Billing **Transaction Identifier:**
Limit Amount: 983,679.00 **Processed Amount:** 983,679.00
Remaining Amount: 0.00 **Excess Amount:** 2,009,670.51

Date Type **From Date**
Through Date

Excess Transactions Customize | Find | View 2 | 1-5 of 5

Amounts	Chartfields	Transaction IDs	Transaction Date	Accounting Date	Projects	Business Unit	Amount
<input type="checkbox"/>			11/03/2008	11/04/2008	USD		710,447.96
<input type="checkbox"/>			11/03/2008	11/04/2008	USD		254,143.28
<input type="checkbox"/>			11/03/2008	11/04/2008	USD		839,883.40
<input type="checkbox"/>			11/03/2008	11/04/2008	USD		197,310.62
<input type="checkbox"/>			11/04/2008	11/04/2008	USD		7,885.25

Select All Clear All

[Return to Review Limits](#)

Figure 11 - 1st new contract- Review Limit Detail page

3) Detach Project/Activity from 1st new contract (CT-03-0133)

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

Contract Number: CT-03-0133 **Sold To Customer:** Federal Transit Administration (FTA)
Amendment Number: 0000000000 **Contract Status:** ACTIVE

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

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

Associated Rates Find First Last

Effective Date	Status	Rate Selection	Rate Set
1 07/01/2006 <input type="button" value="B"/>	Active	Rate Set	FT-FPC0-80-20 <input type="text"/> <input type="button" value="Rate Set"/> <input type="button" value="+"/> <input type="button" value="-"/>

Associated Projects & Activities First Last

Project	Activity
<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>

Figure 12 - 1st new contract - detached project/activity

4) Attach Project and Activity on to 2nd new contract (CT-04-0006) – this will clean up the remaining OLTs on the previous contract (CT-03-0133)

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

Contract Number: **CT-04-0006** Sold To Customer: Federal Transit Administration (FTA)
 Amendment Number: 0000000000 Contract Status: ACTIVE

Contract Line: 1 Price Type: Rate
 Product: DOT_FTA Fee Type: None
 Description: DOT - Federal Transit Admin

Amend Contract

PC Business Unit: DOTM1 Transaction Limits Review Limits

Associated Rates

Effective Date	Status	Rate Selection	Rate Set	Find	First	1 of 1	Last
1 08/31/2007	Active	Rate Set	FT-FPC0-80-20	Rate Set	+	-	

Associated Projects & Activities

*Project	*Activity	Description	Description	+	-
DOT04020002CN	CT0000	CT TRANSIT GREATER NEW HAVEN B	CONTRACTOR	+	-
DOT04020002CN	IN0000	CT TRANSIT GREATER NEW HAVEN B	INCIDENTALS	+	-

Create Project Create Activity All Activities

Figure 13 - 2nd new contract- attached project/activity

5) Exit the contract and wait for DAY 3



DAY 3

a) Review initial contract (CT-03-0109)- all rows have processed through billing with remaining one split OLT row

Review Limits

Search Criteria

*Business Unit: DOTM1 Contract Admin:
 Limit Type: Funded and Billing Contract Type:
 Sold To Customer: FED016 Contract Classification:
 Review By: All Contract: CT-03-0109
 Max Remaining %: Contract Line: 2

Search Clear

Limits

Contract	Line	Transaction Identifier	Limit Amount	Processed Amount	Excess Amount
1 CT-03-0109	2		495,015.00	495,015.00	2,538,583.04

Figure 14 - Initial contract -Review Limit excess page

Limit Details

Contract Number:	CT-03-0109	Description:	Bus Facility
Amendment Number:	0000000000	Contract Type:	FTA
Business Unit:	Dept. of Transportation	Contract Classification:	Government
Sold To Customer:	Federal Transit Administration (FTA)	Contract Status:	ACTIVE
Contract Admin:	Federal Receivables & Reimbursement	Processing Status:	Active
Currency Code:	USD		

Contract Line:	2	Description:	DOT - Federal Transit Admin
Product ID:	DOT_FTA	Price Type:	Rate
Fee Type:	None		

Limit Type:	Funded and Billing	Transaction Identifier:	
Limit Amount:	495,015.00	Processed Amount:	495,015.00
Remaining Amount:	0.00	Excess Amount:	2,538,583.04

Date Type From Date Through Date

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

Amounts	Chartfields	Transaction IDs	Projects Business Unit Amount		
		Transaction Date	Accounting Date		
1	<input type="checkbox"/>	10/03/2008	10/03/2008	USD	2,538,583.04 USD

Select All Clear All

Figure 15 - Initial contract - Review Limit Detail with one remaining split OLT row

b) Review 2nd new contract (CT-04-0006) – **note: remaining balance \$2,830,777.45**

Review Limits

Search Criteria

*Business Unit:	<input type="text" value="DOTM1"/>	Contract Admin:	<input type="text"/>
Limit Type:	Funded and Billing	Contract Type:	<input type="text"/>
Sold To Customer:	<input type="text" value="FED016"/>	Contract Classification:	<input type="text"/>
Review By:	All	Contract:	<input type="text" value="CT-04-0006"/>
Max Remaining %:	<input type="text"/>	Contract Line:	<input type="text" value="1"/>

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

Remaining	Excess	Dates				
Contract	Line	Transaction Identifier	Limit Amount	Processed Amount	Remaining Amount	
1	CT-04-0006	1	4,130,000.00	1,299,222.55	2,830,777.45	

Figure 16 - 2nd new contract - Review Limit Detail page

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

1) **Navigation: Customer Contracts>Adjust Revenue and Billing>Review and Manage Limits.** Input: Business Unit, Sold to Customer, initial contract with split OLT row, Line number and click

Review Limits

Search Criteria

*Business Unit: Contract Admin:

Limit Type: Funded and Billing Contract Type:

Sold To Customer: Contract Classification:

Review By: Contract:

Max Remaining %: Contract Line:

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

Remaining | Excess | Dates

Contract	Line	Transaction Identifier	Limit Amount	Processed Amount	Remaining Amount
1 CT-03-0109	2		495,015.00	495,015.00	0.00

Figure 17 - Initial contract - Review Limit page

2) **Click on Excess tab in the Limits Section - Note: Excess (OLT) amount \$2,538,583.04**

Review Limits

Search Criteria

*Business Unit: Contract Admin:

Limit Type: Funded and Billing Contract Type:

Sold To Customer: Contract Classification:

Review By: Contract:

Max Remaining %: Contract Line:

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

Remaining | **Excess** | Dates

Contract	Line	Transaction Identifier	Limit Amount	Processed Amount	Excess Amount
1 CT-03-0109	2		495,015.00	495,015.00	2,538,583.04

Figure 18 - Initial contract - Review Limit Excess page

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

4) **Click Search to view Limit Detail Page**

Limit Details

Contract Number: CT-03-0109 **Description:** Bus Facility
Amendment Number: 0000000000 **Contract Type:** FTA
Business Unit: Dept. of Transportation **Contract Classification:** Governmnt
Sold To Customer: Federal Transit Administration (FTA) **Contract Status:** ACTIVE
Contract Admin: Federal Receivables & Reimbursement **Processing Status:** Active
Currency Code: USD

Contract Line: 2 **Description:** DOT - Federal Transit Admin
Product ID: DOT_FTA **Price Type:** Rate
Fee Type: None

Limit Type: Funded and Billing **Transaction Identifier:**
Limit Amount: 495,015.00 **Processed Amount:** 495,015.00
Remaining Amount: 0.00 **Excess Amount:** 2,538,583.04

Date Type **From Date**
Through Date

Excess Transactions						Customize	Find	View All	First	1 of 1	Last
Amounts	Chartfields	Transaction IDs									
	Transaction Date	Accounting Date		Projects	Business Unit	Amount					
1 <input type="checkbox"/>	10/03/2008	10/03/2008	USD			2,538,583.04					

Select All Clear All

Figure 19- Initial contract - Limit Detail page

5) Click on Chartfield tab in the Excess Transactions section

Limit Details

Contract Number: CT-03-0109 **Description:** Bus Facility
Amendment Number: 0000000000 **Contract Type:** FTA
Business Unit: Dept. of Transportation **Contract Classification:** Governmt
Sold To Customer: Federal Transit Administration (FTA) **Contract Status:** ACTIVE
Contract Admin: Federal Receivables & Reimbursement **Processing Status:** Active
Currency Code: USD

Contract Line: 2 **Description:** DOT - Federal Transit Admin
Product ID: DOT_FTA **Price Type:** Rate
Fee Type: None

Limit Type: Funded and Billing **Transaction Identifier:**
Limit Amount: 495,015.00 **Processed Amount:** 495,015.00
Remaining Amount: 0.00 **Excess Amount:** 2,538,583.04

Date Type [] **From Date** [] [BT] **Search**
Through Date [] [BT]

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	DOT04020002CN	CT0000	[]	0FPC0			FT_100_0

Select All Clear All **Release**

Figure 20- Initial contract – Chartfield tab with OLD source type & description

- 6) Enter the contract num, source type, line number and descr
 - a. (contract with existing balance CT-04-0006)

Limit Details

Contract Number: CT-03-0109 **Description:** Bus Facility
Amendment Number: 0000000000 **Contract Type:** FTA
Business Unit: Dept. of Transportation **Contract Classification:** Governmt
Sold To Customer: Federal Transit Administration (FTA) **Contract Status:** ACTIVE
Contract Admin: Federal Receivables & Reimbursement **Processing Status:** Active
Currency Code: USD

Contract Line: 2 **Description:** DOT - Federal Transit Admin
Product ID: DOT_FTA **Price Type:** Rate
Fee Type: None

Limit Type: Funded and Billing **Transaction Identifier:**
Limit Amount: 495,015.00 **Processed Amount:** 495,015.00
Remaining Amount: 0.00 **Excess Amount:** 2,538,583.04

Date Type [] **From Date** [] [BT] **Search**
Through Date [] [BT]

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

PC Business Unit	Project	Activity	To Contract	To Line Number	Source Type	Category	Subcategory	Description
1 DOTM1	DOT04020002CN	CT0000	CT-04-0006	1	0FPC0			FT_100_0

Figure 21- Initial contract – Chartfield tab with NEW contract number, line number, source type & description

7) Click on the Amount tab in the Excess Transactions section

Limit Details

Contract Number:	CT-03-0109	Description:	Bus Facility
Amendment Number:	0000000000	Contract Type:	FTA
Business Unit:	Dept. of Transportation	Contract Classification:	Government
Sold To Customer:	Federal Transit Administration (FTA)	Contract Status:	ACTIVE
Contract Admin:	Federal Receivables & Reimbursement	Processing Status:	Active
Currency Code:	USD		

Contract Line:	2	Description:	DOT - Federal Transit Admin
Product ID:	DOT_FTA	Price Type:	Rate
Fee Type:	None		

Limit Type:	Funded and Billing	Transaction Identifier:	
Limit Amount:	495,015.00	Processed Amount:	495,015.00
Remaining Amount:	0.00	Excess Amount:	2,538,583.04

Date Type From Date Through Date

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

Amounts	Chartfields	Transaction IDs			
			Transaction Date	Accounting Date	Projects Business Unit Amount
<input checked="" type="checkbox"/>			10/03/2008	10/03/2008	USD 2,538,583.04 USD

Select All Clear All

Figure 22- Initial contract - Limit Detail release page-Note: Box is CHECKED

8) Check box(es) and click **Release** - wait until the blinking processing is complete, system will bring you back to the Review Limit Excess page with Excess amount = 0.00

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

Review Limits

Search Criteria

*Business Unit: DOTM1
 Limit Type: Funded and Billing
 Sold To Customer: FED016
 Review By: All
 Max Remaining %:

Contract Admin:
 Contract Type:
 Contract Classification:
 Contract: CT-03-0109
 Contract Line: 2

Search Clear

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

Remaining Excess Dates

Contract	Line	Transaction Identifier	Limit Amount	Processed Amount	Excess Amount
1 CT-03-0109	2		495,015.00	495,015.00	0.00

Figure 23- Initial contract - Review Limit page after release process completed

9) Exit the contract and wait for DAY 4

DAY 4

a) Review 1st new contract (CT-03-0133)- all rows have processed through billing with remaining one split OLT row

Review Limits

Search Criteria

*Business Unit: DOTM1
 Limit Type: Funded and Billing
 Sold To Customer: FED016
 Review By: All
 Max Remaining %:

Contract Admin:
 Contract Type:
 Contract Classification:
 Contract: CT-03-0133
 Contract Line: 1

Search Clear

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

Remaining Excess Dates

Contract	Line	Transaction Identifier	Limit Amount	Processed Amount	Excess Amount
1 CT-03-0133	1		983,679.00	983,679.00	710,447.96

Figure 24- 1st new contract -Review Limit excess

Limit Details

Contract Number:	CT-03-0133	Description:	Bus Maintenance Facility
Amendment Number:	0000000000	Contract Type:	FTA
Business Unit:	Dept. of Transportation	Contract Classification:	Government
Sold To Customer:	Federal Transit Administration (FTA)	Contract Status:	ACTIVE
Contract Admin:	Federal Receivables & Reimbursement	Processing Status:	Active
Currency Code:	USD		

Contract Line:	1	Description:	DOT - Federal Transit Admin
Product ID:	DOT_FTA	Price Type:	Rate
Fee Type:	None		

Limit Type:	Funded and Billing	Transaction Identifier:	
Limit Amount:	983,679.00	Processed Amount:	983,679.00
Remaining Amount:	0.00	Excess Amount:	710,447.96

Date Type From Date Through Date

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

Amounts	Chartfields	Transaction IDs			
Transaction Date	Accounting Date	Projects Business Unit	Amount	Currency	
1 <input type="checkbox"/> 11/03/2008	11/04/2008	USD	710,447.96	USD	

Select All Clear All

Figure 25- 1st new contract - Review Limit Detail page

b) Review 2nd new contract (CT-04-0006) – note: remaining balance \$292,194.41

Review Limits

Search Criteria

Business Unit:	<input type="text" value="DOTM1"/>	Contract Admin:	<input type="text"/>
Limit Type:	Funded and Billing	Contract Type:	<input type="text"/>
Sold To Customer:	<input type="text" value="FED016"/>	Contract Classification:	<input type="text"/>
Review By:	All	Contract:	<input type="text" value="CT-04-0006"/>
Max Remaining %:	<input type="text"/>	Contract Line:	<input type="text" value="1"/>

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

Remaining	Excess	Dates			
Contract	Line	Transaction Identifier	Limit Amount	Processed Amount	Remaining Amount
1 CT-04-0006	1		4,130,000.00	3,837,805.59	292,194.41

Figure 26- 2nd new contract - Review Limit Detail page

- Navigation: Customer Contracts>Adjust Revenue and Billing>Review and Manage Limits.** Input: Business Unit, Sold to Customer, 1st contract with split OLT row, Line number and click

Review Limits

Search Criteria

*Business Unit:

Contract Admin:

Limit Type:

Contract Type:

Sold To Customer:

Contract Classification:

Review By:

Contract:

Max Remaining %:

Contract Line:

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

Contract	Line	Transaction Identifier	Limit Amount	Processed Amount	Remaining Amount
1 CT-03-0133	1		983,679.00	983,679.00	0.00

Figure 27- 1st new contract - Review Limit

2. Click on Excess tab in the Limits Section - Note: Excess (OLT) amount \$710,447.96

Review Limits

Search Criteria

*Business Unit:

Contract Admin:

Limit Type:

Contract Type:

Sold To Customer:

Contract Classification:

Review By:

Contract:

Max Remaining %:

Contract Line:

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

Contract	Line	Transaction Identifier	Limit Amount	Processed Amount	Excess Amount
1 CT-03-0133	1		983,679.00	983,679.00	710,447.96

Figure 28- 1st new contract - Review Limit Excess

3. Click on amount link in the Excess Amount column—This will take you to Limit details page
4. Click Search to view Limit Detail Page

Limit Details

Contract Number:	CT-03-0133	Description:	Bus Maintenance Facility
Amendment Number:	0000000000	Contract Type:	FTA
Business Unit:	Dept. of Transportation	Contract Classification:	Governmt
Sold To Customer:	Federal Transit Administration (FTA)	Contract Status:	ACTIVE
Contract Admin:	Federal Receivables & Reimbursement	Processing Status:	Active
Currency Code:	USD		

Contract Line:	1	Description:	DOT - Federal Transit Admin
Product ID:	DOT_FTA	Price Type:	Rate
Fee Type:	None		

Limit Type:	Funded and Billing	Transaction Identifier:	
Limit Amount:	983,679.00	Processed Amount:	983,679.00
Remaining Amount:	0.00	Excess Amount:	710,447.96

Date Type **From Date**
Through Date

Excess Transactions						Customize	Find	View All	First	1 of 1	Last
Amounts	Chartfields	Transaction IDs									
	Transaction Date	Accounting Date		Projects	Business Unit	Amount					
1 <input type="checkbox"/>	11/03/2008	11/04/2008	USD			710,447.96					

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

Figure 29- 1st new contract - Limit Detail page

5. Click on Chartfield tab in the Excess Transaction section

Limit Details

Contract Number: CT-03-0133 **Description:** Bus Maintenance Facility
Amendment Number: 0000000000 **Contract Type:** FTA
Business Unit: Dept. of Transportation **Contract Classification:** Governmt
Sold To Customer: Federal Transit Administration (FTA) **Contract Status:** ACTIVE
Contract Admin: Federal Receivables & Reimbursement **Processing Status:** Active
Currency Code: USD

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

Limit Type: Funded and Billing **Transaction Identifier:**
Limit Amount: 983,679.00 **Processed Amount:** 983,679.00
Remaining Amount: 0.00 **Excess Amount:** 710,447.96

Date Type **From Date**
Through Date

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	DOT04020002CN	CT0000	<input type="text"/>	0FPC0			FT_100_0

Select All Clear All

Figure 30- 1st new contract - Chartfield tab with OLD source type & description

6. Enter the contract num, source type, line number and descr
 - a. (contract with existing balance CT-04-0006)

Limit Details

Contract Number: CT-03-0133	Description: Bus Maintenance Facility
Amendment Number: 0000000000	Contract Type: FTA
Business Unit: Dept. of Transportation	Contract Classification: Governmt
Sold To Customer: Federal Transit Administration (FTA)	Contract Status: ACTIVE
Contract Admin: Federal Receivables & Reimbursement	Processing Status: Active
Currency Code: USD	

Contract Line: 1	Description: DOT - Federal Transit Admin
Product ID: DOT_FTA	Price Type: Rate
Fee Type: None	

Limit Type: Funded and Billing	Transaction Identifier:
Limit Amount: 983,679.00	Processed Amount: 983,679.00
Remaining Amount: 0.00	Excess Amount: 710,447.96

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

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

PC Business Unit	Project	Activity	To Contract	To Line Number	Source Type	Category	Subcategory	Description
1 DOTM1	DOT04020002CN	CT0000	CT-04-0006	1	DFPC0			FT_100_0

Select All Clear All

Figure 31- 1st new contract – Chartfield tab with NEW source type & description

7. Click on the Amount tab in the Excess Transactions section
8. **From Note: 2nd new contract (CT-04-0006) – remaining balance \$292,194.41**
9. **If remaining balance is less then amount of OLT, input the **new amount** in the “Projects Business Unit Amount” box and click**

Limit Details

Contract Number: CT-03-0133
Amendment Number: 0000000000
Business Unit: Dept. of Transportation
Sold To Customer: Federal Transit Administration (FTA)
Contract Admin: Federal Receivables & Reimbursement
Currency Code: USD

Description: Bus Maintenance Facility
Contract Type: FTA
Contract Classification: Governmt
Contract Status: ACTIVE
Processing Status: Active

Contract Line: 1
Product ID: DOT_FTA
Fee Type: None

Description: DOT - Federal Transit Admin
Price Type: Rate

Limit Type: Funded and Billing
Limit Amount: 983,679.00
Remaining Amount: 0.00

Transaction Identifier:
Processed Amount: 983,679.00
Excess Amount: 710,447.96

Date Type **From Date**
Through Date

Excess Transactions							Customize	Find	View All	First	1 of 1	Last
Amounts	Chartfields	Transaction IDs										
		Transaction Date	Accounting Date		Projects	Business Unit	Amount					
1	<input type="checkbox"/>	11/03/2008	11/04/2008	USD			292194.41					USD

Select All Clear All

Figure 32- 1st new contract – *changed* amount

10. Prompt display

Would you like system to generate Split OLT row for the remaining 418,253.55

I

Figure 33- Prompt display for the remaining OLT balance

11. Click YES to generate split row for the remaining balance

Limit Details

Contract Number: CT-03-0133 **Description:** Bus Maintenance Facility
Amendment Number: 0000000000 **Contract Type:** FTA
Business Unit: Dept. of Transportation **Contract Classification:** Governmt
Sold To Customer: Federal Transit Administration (FTA) **Contract Status:** ACTIVE
Contract Admin: Federal Receivables & Reimbursement **Processing Status:** Active
Currency Code: USD

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

Limit Type: Funded and Billing **Transaction Identifier:**
Limit Amount: 983,679.00 **Processed Amount:** 983,679.00
Remaining Amount: 0.00 **Excess Amount:** 710,447.96

Date Type **From Date**
Through Date

Excess Transactions						
Customize Find View All First 1-2 of 2 Last						
Amounts	Chartfields	Transaction IDs				
		Transaction Date	Accounting Date		Projects Business Unit Amount	
1	<input checked="" type="checkbox"/>	11/03/2008	11/04/2008	USD	292,194.41	USD
2	<input type="checkbox"/>	11/03/2008	11/04/2008	USD	418,253.55	USD

Figure 34- 1st new contract – 2 rows display with sum equal to total OLT

******* DO NOT REMOVE or ADD ANY CHECKED BOX *******

Limit Details

Contract Number:	CT-03-0133	Description:	Bus Maintenance Facility
Amendment Number:	0000000000	Contract Type:	FTA
Business Unit:	Dept. of Transportation	Contract Classification:	Govnmt
Sold To Customer:	Federal Transit Administration (FTA)	Contract Status:	ACTIVE
Contract Admin:	Federal Receivables & Reimbursement	Processing Status:	Active
Currency Code:	USD		

Contract Line:	1	Description:	DOT - Federal Transit Admin
Product ID:	DOT_FTA	Price Type:	Rate
Fee Type:	None		

Limit Type:	Funded and Billing	Transaction Identifier:	
Limit Amount:	983,679.00	Processed Amount:	983,679.00
Remaining Amount:	0.00	Excess Amount:	710,447.96

Date Type **From Date**
Through Date

Excess Transactions									
Customize Find View All First 1-2 of 2 Last									
PC Business Unit	Project	Activity	To Contract	To Line Number	Source Type	Category	Subcategory	Description	
1 DOTM1	DOT04020002CN	CT0000	CT-04-0006	1	DFPC0				
2 DOTM1	DOT04020002CN	CT0000			DFPC0				

Figure 35- 1st new contract – Chartfield tab of the Excess rows

12. Insert the correct DESCR on to the releasing line click on

Limit Details

Contract Number:	CT-03-0133	Description:	Bus Maintenance Facility
Amendment Number:	0000000000	Contract Type:	FTA
Business Unit:	Dept. of Transportation	Contract Classification:	Governmt
Sold To Customer:	Federal Transit Administration (FTA)	Contract Status:	ACTIVE
Contract Admin:	Federal Receivables & Reimbursement	Processing Status:	Active
Currency Code:	USD		

Contract Line:	1	Description:	DOT - Federal Transit Admin
Product ID:	DOT_FTA	Price Type:	Rate
Fee Type:	None		

Limit Type:	Funded and Billing	Transaction Identifier:	
Limit Amount:	983,679.00	Processed Amount:	983,679.00
Remaining Amount:	0.00	Excess Amount:	710,447.96

Date Type From Date Through Date

Excess Transactions									
PC Business Unit	Project	Activity	To Contract	To Line Number	Source Type	Category	Subcategory	Description	
1 DOTM1	DOT04020002CN	CT0000	CT-04-0006	1	DFPC0			FT_100_0	
2 DOTM1	DOT04020002CN	CT0000			DFPC0				

Select All Clear All Release

Figure 36- 1st new contract – first row ready to be released

13. Wait until the blinking processing is complete, system will bring you back to the Review Limit Excess page with Excess amount = 418,253.55

Review Limits

Search Criteria

*Business Unit: DOTM1
 Limit Type: Funded and Billing
 Sold To Customer: FED016
 Review By: All
 Max Remaining %:

Contract Admin:
 Contract Type:
 Contract Classification:
 Contract: CT-03-0133
 Contract Line: 1

Search Clear

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

Contract	Line	Transaction Identifier	Limit Amount	Processed Amount	Excess Amount
1 CT-03-0133	1		983,679.00	983,679.00	418,253.55

Figure 37- 1st new contract – after the partial released

14. Exit the contract and wait for DAY 5

DAY 5

a) Review 2nd new contract (CT-04-0006) – note: remaining amount \$0.00

Review Limits

Search Criteria

*Business Unit: DOTM1
 Limit Type: Funded and Billing
 Sold To Customer: FED016
 Review By: All
 Max Remaining %:

Contract Admin:
 Contract Type:
 Contract Classification:
 Contract: CT-04-0006
 Contract Line: 1

Search Clear

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

Contract	Line	Transaction Identifier	Limit Amount	Processed Amount	Remaining Amount
1 CT-04-0006	1		4,130,000.00	4,130,000.00	0.00

Figure 38- 2nd new contract – shows remaining amount 0.00

b) Review 3rd new contract (CT-03-XXXX) – note: remaining balance \$6,000,000.00

Review Limits

Search Criteria

*Business Unit: DOTM1
 Limit Type: Funded and Billing
 Sold To Customer: FED016
 Review By: All
 Max Remaining %:

Contract Admin:
 Contract Type:
 Contract Classification:
 Contract: CT-03-XXXX
 Contract Line: 1

Search Clear

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

Remaining Excess Dates

Contract	Line	Transaction Identifier	Limit Amount	Processed Amount	Remaining Amount
1 CT-03-XXXX	1		6,000,000.00	0.00	6,000,000.00

Figure 39- 3rd new contract - shows remaining amount 6,000,000.00

1) Detach Project/Activity from 2nd new contract (CT-04-0006) with the remaining amount \$0.00

Contract Amounts **Related Projects** Withholding Contract Amendments

Contract Number: CT-04-0006
 Amendment Number: 0000000000
 Sold To Customer: Federal Transit Administration (FTA)
 Contract Status: ACTIVE

Contract Line: 1
 Product: DOT_FTA
 Description: DOT - Federal Transit Admin
 Price Type: Rate
 Fee Type: None

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 08/31/2007	Active	Rate Set	FT-FPC0-80-20

Associated Projects & Activities First 1-2 of 2 Last

*Project	*Activity	Description
DOT04020002CN	CT0000	CT TRANSIT GREATER NEW HAVEN B
DOT04020002CN	IN0000	CT TRANSIT GREATER NEW HAVEN B

Create Project Create Activity All Activities

Figure 40- 2nd new contract – project/activity still attached

Contract Amounts		Related Projects		Withholding		Contract Amendments	
Contract Number:	CT-04-0006		Sold To Customer:	Federal Transit Administration (FTA)			
Amendment Number:	0000000000		Contract Status:	ACTIVE			
Contract Line:	1		Price Type:	Rate			
Product:	DOT_FTA		Fee Type:	None			
Description:	DOT - Federal Transit 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 08/31/2007	Active	Rate Set	FT-FPC0-80-20	Rate Set	+	-	
Associated Projects & Activities First 1 of 1 Last							
*Project	*Activity						
<input type="text"/>	<input type="text"/>	+ -					

Figure 41- 2nd new contract – after project/activity detached

2) Attach project/activity on 3rd new contract (CT-03-XXXX) with remaining amount \$6,000,000.00

Contract Amounts		Related Projects		Withholding		Contract Amendments	
Contract Number:	CT-03-XXXX		Sold To Customer:	Federal Transit Administration (FTA)			
Amendment Number:	0000000000		Contract Status:	ACTIVE			
Contract Line:	1		Price Type:	Rate			
Product:	DOT_FTA		Fee Type:	None			
Description:	DOT - Federal Transit 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 08/31/2007	Active	Rate Set	FT-FPC0-80-20	Rate Set	+	-	
Associated Projects & Activities First 1-2 of 2 Last							
*Project	*Activity	Description	Description				
<input type="text"/>	<input type="text"/>	CT TRANSIT GREATER NEW HAVEN B	CONTRACTOR	+	-		
<input type="text"/>	<input type="text"/>	CT TRANSIT GREATER NEW HAVEN B	INCIDENTALS	+	-		
Create Project Create Activity All Activities							

Figure 42- 3rd new contract- after project/activity attached

3) **Navigation: Customer Contract>Adjust Revenue and Billing>Review and Manage Limits** - Enter: Business Unit, Sold to Customer, 1st contract with split OLT row, Line number and click

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 of 1 Last

Remaining | **Excess** | Dates |

Contract	Line	Transaction Identifier	Limit Amount	Processed Amount	Excess Amount
1 CT-03-0133	1		983,679.00	983,679.00	418,253.55

Figure 43- 1st new contract – review limit excess amount

4) **Click on Excess Amount Link to view Limit Detail page**

Limit Details

Contract Number: CT-03-0133 **Description:** Bus Maintenance Facility

Amendment Number: 0000000000 **Contract Type:** FTA

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

Sold To Customer: Federal Transit Administration (FTA) **Contract Status:** ACTIVE

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

Currency Code: USD

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

Product ID: DOT_FTA **Price Type:** Rate

Fee Type: None

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

Limit Amount: 983,679.00 **Processed Amount:** 983,679.00

Remaining Amount: 0.00 **Excess Amount:** [418,253.55](#)

Date Type: **From Date:**

Through Date:

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

Amounts | Chartfields | Transaction IDs |

	Transaction Date	Accounting Date	Projects Business Unit	Amount
1 <input type="checkbox"/>	11/03/2008	11/04/2008	USD	418,253.55 USD

Select All Clear All

Figure 44- 1st new contract - detail excess limit page with one line to be managed

5) Click on Chartfield tab

Limit Details

Contract Number: CT-03-0133 **Description:** Bus Maintenance Facility
Amendment Number: 0000000000 **Contract Type:** FTA
Business Unit: Dept. of Transportation **Contract Classification:** Governmt
Sold To Customer: Federal Transit Administration (FTA) **Contract Status:** ACTIVE
Contract Admin: Federal Receivables & Reimbursement **Processing Status:** Active
Currency Code: USD

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

Limit Type: Funded and Billing **Transaction Identifier:**
Limit Amount: 983,679.00 **Processed Amount:** 983,679.00
Remaining Amount: 0.00 **Excess Amount:** 418,253.55

Date Type: **From Date:**
Through Date:

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	DOT04020002CN	CT0000	<input type="text"/>	<input type="text"/>			<input type="text"/>

Select All Clear All

Figure 45-1st new contract – showing OLD chartfields

6) Enter the contract num, source type, line number and descr of new contract

- a. (contract with existing balance CT-03-XXXX)

Limit Details

Contract Number:	CT-03-0133	Description:	Bus Maintenance Facility
Amendment Number:	0000000000	Contract Type:	FTA
Business Unit:	Dept. of Transportation	Contract Classification:	Governmt
Sold To Customer:	Federal Transit Administration (FTA)	Contract Status:	ACTIVE
Contract Admin:	Federal Receivables & Reimbursement	Processing Status:	Active
Currency Code:	USD		

Contract Line:	1	Description:	DOT - Federal Transit Admin
Product ID:	DOT_FTA	Price Type:	Rate
Fee Type:	None		

Limit Type:	Funded and Billing	Transaction Identifier:	
Limit Amount:	983,679.00	Processed Amount:	983,679.00
Remaining Amount:	0.00	Excess Amount:	418,253.55

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

Excess Transactions									
Customize Find View All First 1 of 1 Last									
Amounts Chartfields Transaction IDs									
PC Business Unit	Project	Activity	To Contract	To Line Number	Source Type	Category	Subcategory	Description	
1 DOTM1	DOT04020002CN	CT0000	CT-03-XXXX	1	DFPC0			FT_100_0	

Select All Clear All

Figure 46- 1st new contract – showing NEW chartfields entered

7) Click on the Amount tab in the Excess Transactions section.

Limit Details

Contract Number:	CT-03-0133	Description:	Bus Maintenance Facility
Amendment Number:	0000000000	Contract Type:	FTA
Business Unit:	Dept. of Transportation	Contract Classification:	Governmt
Sold To Customer:	Federal Transit Administration (FTA)	Contract Status:	ACTIVE
Contract Admin:	Federal Receivables & Reimbursement	Processing Status:	Active
Currency Code:	USD		

Contract Line:	1	Description:	DOT - Federal Transit Admin
Product ID:	DOT_FTA	Price Type:	Rate
Fee Type:	None		

Limit Type:	Funded and Billing	Transaction Identifier:	
Limit Amount:	983,679.00	Processed Amount:	983,679.00
Remaining Amount:	0.00	Excess Amount:	418,253.55

Date Type From Date Through Date

Excess Transactions

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

Amounts	Chartfields	Transaction IDs			
	Transaction Date	Accounting Date		Projects Business Unit	Amount
<input checked="" type="checkbox"/>	11/03/2008	11/04/2008	USD		418,253.55

Select All Clear All

Figure 47- 1st new contract – showing checked box and ready to be released

8) Check box(es) and click release – wait until the blinking processing is complete, system will bring you back to the Review Limit Excess page with Excess amount = 0.00

Review Limits

Search Criteria

*Business Unit:	DOTM1	Contract Admin:	
Limit Type:	Funded and Billing	Contract Type:	
Sold To Customer:	FED016	Contract Classification:	
Review By:	All	Contract:	CT-03-0133
Max Remaining %:		Contract Line:	1

Limits

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

Remaining	Excess	Dates			
Contract	Line	Transaction Identifier	Limit Amount	Processed Amount	Excess Amount
1 CT-03-0133	1		983,679.00	983,679.00	0.00

Figure 48- 1st new contract – Review limit page with 0.00 excess amount

9) Exit contract