

Managing OLT – 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_IC	TXN_LMT_TRANS	RESOURCE_ID	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

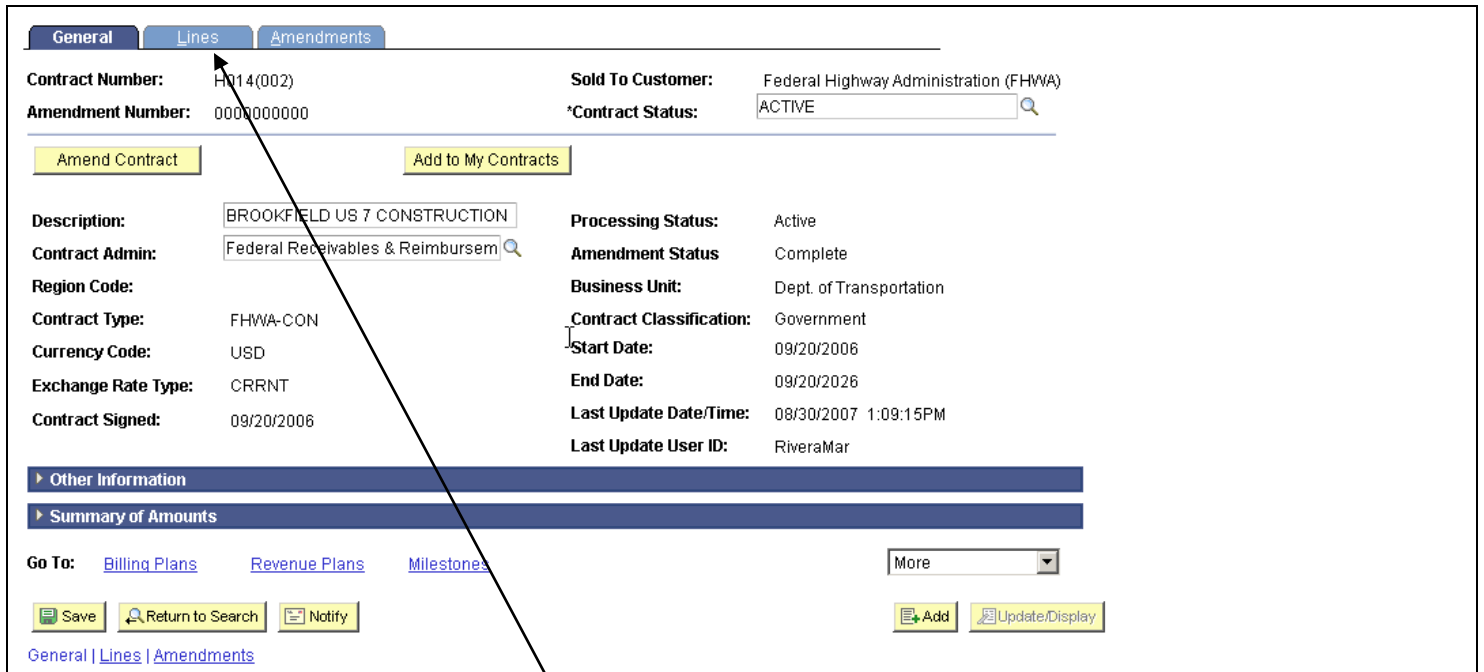


Figure 2 - This is the contract general information page.

4. Click Line tab on the General information page

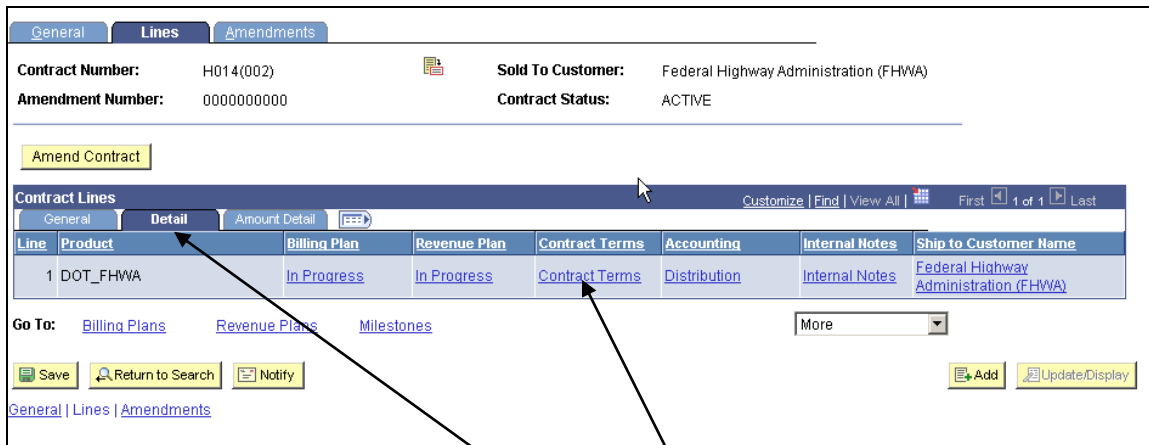



Figure 3- This is the Contract Lines page.

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: H014(002)  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.


7. 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: H014(002) 
 Max Remaining %: Contract Line: 1

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


Limits Customize | Find | View All |  First 1-5 of 5 Last

	Remaining	Excess	Dates			
	Contract	Line	Transaction Identifier	Limit Amount	Processed Amount	Excess Amount
1	H014(002)	1	03150	400,000.00	0.00	0.00
2	H014(002)	1	045A0	7,095,225.00	0.00	0.00
3	H014(002)	1	0L050	9,600,000.00	9,600,000.00	4,912,226.82
4	H014(002)	1	0Q920	2,543,142.00	2,543,142.00	0.00
5	H014(002)	1	0Q930	325,981.00	325,981.00	0.00


Figure 5- This is the Review Limits page.

8. Identify the next valid rate set/transaction identifier that you will use for the OLT rows







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

Contract Number: H014(002)  **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

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-L050-80-20 	Rate Set	 

Associated Projects & Activities First 1-8 of 8 Last

*Project	*Activity	Description	Description		
<input type="radio"/> DOT00180113CN 	<input type="text" value="CG0000"/> 	U.S. 7 BROOKFIELD BYPASS	CONTINGENCY		
<input type="radio"/> DOT00180113CN 	<input type="text" value="CM0000"/> 	U.S. 7 BROOKFIELD BYPASS	COMMUNICATIONS		
<input type="radio"/> DOT00180113CN 	<input type="text" value="CT0000"/> 	U.S. 7 BROOKFIELD BYPASS	CONTRACTOR		
<input type="radio"/> DOT00180113CN 	<input type="text" value="IN0000"/> 	U.S. 7 BROOKFIELD BYPASS	INCIDENTALS		
<input type="radio"/> DOT00180113CN 	<input type="text" value="RF0000"/> 	U.S. 7 BROOKFIELD BYPASS	RR FORCES		
<input type="radio"/> DOT00180113CN 	<input type="text" value="SF0000"/> 	U.S. 7 BROOKFIELD BYPASS	CT STATE FORCES		
<input type="radio"/> DOT00180113CN 	<input type="text" value="TF0000"/> 	U.S. 7 BROOKFIELD BYPASS	CT TOWN FORCES		
<input type="radio"/> DOT00180113CN 	<input type="text" value="UT0000"/> 	U.S. 7 BROOKFIELD BYPASS	UTILITIES		


[Return to General Information](#)

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

Figure 6- This is the Related Projects page before changing the rate set

9. Return to Related Project Page.

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







Contract Number: H014(002)  **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](#)

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 	FH-45A0-80-20 	Rate Set	 

Associated Projects & Activities First 1-8 of 8 Last

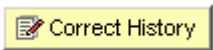
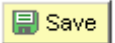
*Project	*Activity	Description	Description		
<input type="radio"/> DOT00180113CN 	<input type="text" value="CG0000"/> 	U.S. 7 BROOKFIELD BYPASS 	CONTINGENCY		
<input type="radio"/> DOT00180113CN 	<input type="text" value="CM0000"/> 	U.S. 7 BROOKFIELD BYPASS 	COMMUNICATIONS		
<input type="radio"/> DOT00180113CN 	<input type="text" value="CT0000"/> 	U.S. 7 BROOKFIELD BYPASS 	CONTRACTOR		
<input type="radio"/> DOT00180113CN 	<input type="text" value="IN0000"/> 	U.S. 7 BROOKFIELD BYPASS 	INCIDENTALS		
<input type="radio"/> DOT00180113CN 	<input type="text" value="RF0000"/> 	U.S. 7 BROOKFIELD BYPASS 	RR FORCES		
<input type="radio"/> DOT00180113CN 	<input type="text" value="SF0000"/> 	U.S. 7 BROOKFIELD BYPASS 	CT STATE FORCES		
<input type="radio"/> DOT00180113CN 	<input type="text" value="TF0000"/> 	U.S. 7 BROOKFIELD BYPASS 	CT TOWN FORCES		
<input type="radio"/> DOT00180113CN 	<input type="text" value="UT0000"/> 	U.S. 7 BROOKFIELD BYPASS 	UTILITIES		

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

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

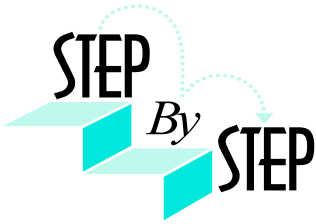
[Contract Amounts](#) | [Related Projects](#) | [Withholding](#) | [Contract Amendments](#)

Figure 7- This is the Related Projects page after changing the rate set

10. Click on the  button and change the rate set to the newly identified rate set/transaction identifier
11. Click  .

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

DAY 2



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

Search

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

Search

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 (H014(002)), and Contract Line (1). Below these fields 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 has 5 rows of data. The "Remaining" tab is selected, and an arrow points to the "Contract" column header. The table data is as follows:

Contract	Line	Transaction Identifier	Limit Amount	Processed Amount	Remaining Amount
1 H014(002)	1	03150	400,000.00	0.00	400,000.00
2 H014(002)	1	045A0	7,095,225.00	4,650,445.08	2,444,779.92
3 H014(002)	1	0L050	9,600,000.00	9,600,000.00	0.00
4 H014(002)	1	0Q920	2,543,142.00	2,543,142.00	0.00
5 H014(002)	1	0Q930	325,981.00	325,981.00	0.00

Figure 8- This is Review Limits page showing the Remaining Limits

13. 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 | 1-5 of 5

Contract	Line	Transaction Identifier	Limit Amount	Processed Amount	Excess Amount
1 H014(002)	1	03150	400,000.00	0.00	0.00
2 H014(002)	1	045A0	7,095,225.00	4,650,445.08	0.00
3 H014(002)	1	0L050	9,600,000.00	9,600,000.00	261,781.74
4 H014(002)	1	0Q920	2,543,142.00	2,543,142.00	0.00
5 H014(002)	1	0Q930	325,981.00	325,981.00	0.00

Figure 9- 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: H014(002)	Description: BROOKFIELD US 7 CONSTRUCTION
Amendment Number: 0000000000	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: 0L050
Limit Amount: 9,600,000.00	Processed Amount: 9,600,000.00
Remaining Amount: 0.00	Excess Amount: 261,781.74

Date Type

From Date

Through Date

Figure 10- This is Limit Detail page

- Click Search on Limit Details page

Limit Details

Contract Number: H014(002) **Description:** BROOKFIELD US 7 CONSTRUCTION
Amendment Number: 0000000000 **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:** 0L050
Limit Amount: 9,600,000.00 **Processed Amount:** 9,600,000.00
Remaining Amount: 0.00 **Excess Amount:** 261,781.74

Date Type **From Date**
Through Date

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

	Transaction Date	Accounting Date	Projects	Business Unit	Amount
1	<input type="checkbox"/> 08/15/2007	08/15/2007	USD		261,781.74

Select All Clear All

[Return to Review Limits](#)

Figure 11- Limit Details results after search-Note: Box is UNCHECKED

16. Click on Chartfield tab in the Excess Transactions section

Limit Details

Contract Number:	H014(002)	Description:	BROOKFIELD US 7 CONSTRUCTION
Amendment Number:	0000000000	Contract Type:	FHWA-CON
Business Unit:	Dept. of Transportation	Contract Classification:	Govtmt
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:	0L050
Limit Amount:	9,600,000.00	Processed Amount:	9,600,000.00
Remaining Amount:	0.00	Excess Amount:	261,781.74

Date Type From Date Through Date

Excess Transactions								
Amounts		Chartfields	Transaction IDs		Customize Find View All			First 1 of 1 Last
PC Business Unit	Project	Activity	Source Type	Category	Subcategory	Description		
1 DOTM1	DOT00180113CN	CT0000	0L050			FH_80_20		

Select All
 Clear All

[Return to Review Limits](#)

Figure 12- Chartfield tab with OLD source type

17. Change the source type of the new rate set

Limit Details

Contract Number: H014(002) **Description:** BROOKFIELD US 7 CONSTRUCTION
Amendment Number: 0000000000 **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:** 0L050
Limit Amount: 9,600,000.00 **Processed Amount:** 9,600,000.00
Remaining Amount: 0.00 **Excess Amount:** 261,781.74

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

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

PC Business Unit	Project	Activity	Source Type	Category	Subcategory	Description
1 DOTM1	DOT00180113CN	CT0000	045A0			FH_80_20

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

[Return to Review Limits](#)

Figure 13- Chartfield tab with NEW source type

18. Click on the Amount tab in the Excess Transactions section

Limit Details

Contract Number: H014000
Amendment Number: 0000000000
Business Unit: Dept. of Transportation
Sold To Customer: Federal Highway Administration (FHWA)
Contract Admin: Federal Receivables & Reimbursement
Currency Code: USD

Description: BROOKFIELD US 7 CONSTRUCTION
Contract Type: FHWA-CON
Contract Classification: Governmt
Contract Status: ACTIVE
Processing Status: Active

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

Description: DOT - Federal Highway Admin
Price Type: Rate

Limit Type: Funded and Billing
Transaction Identifier: 0L050

Limit Amount: 9,600,000.00
Processed Amount: 9,600,000.00

Remaining Amount: 0.00
Excess Amount: 261,781.74

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

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 checked="" type="checkbox"/>	08/15/2007	08/15/2007	USD	261,781.74	USD

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

[Return to Review Limits](#)

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

19. 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:

Contract Admin:

Limit Type:

Contract Type:

Sold To Customer:

Contract Classification:

Review By:

Contract:

Max Remaining %:

Contract Line:

Limits Customize | Find | View All | First 1-5 of 5 Last

Remaining	Excess	Dates				
Contract	Line	Transaction Identifier	Limit Amount	Processed Amount	Excess Amount	
1 H014(002)	1	03150	400,000.00	0.00	0.00	
2 H014(002)	1	045A0	7,095,225.00	4,912,226.82	0.00	
3 H014(002)	1	0L050	9,600,000.00	9,600,000.00	0.00	
4 H014(002)	1	0Q920	2,543,142.00	2,543,142.00	0.00	
5 H014(002)	1	0Q930	325,981.00	325,981.00	0.00	

Figure 15- Review Limits AFTER RELEASED PROCESSED

20. 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.

21. Click [Return to Contract Terms](#)