


Running the Active Contracts Limit Management Report

Purpose: This report is used to review the status of a customer contract in regards to what has been billed and how much is remaining on the funding limit amount. It can be used as a tool to monitor how close the contract is to the billing limit to determine appropriate action, if necessary. It will also show any contract/contract lines that are exceeding billing limits (OLTs). The steps to run this report are as follows:

1. Navigate to *Customer Contracts > Reports > Limit Amount*.
2. Click on the **Add a New Value** tab on the Limit Amount page and enter a Run Control ID. **Example:** *CA_LIMIT*
3. Click .

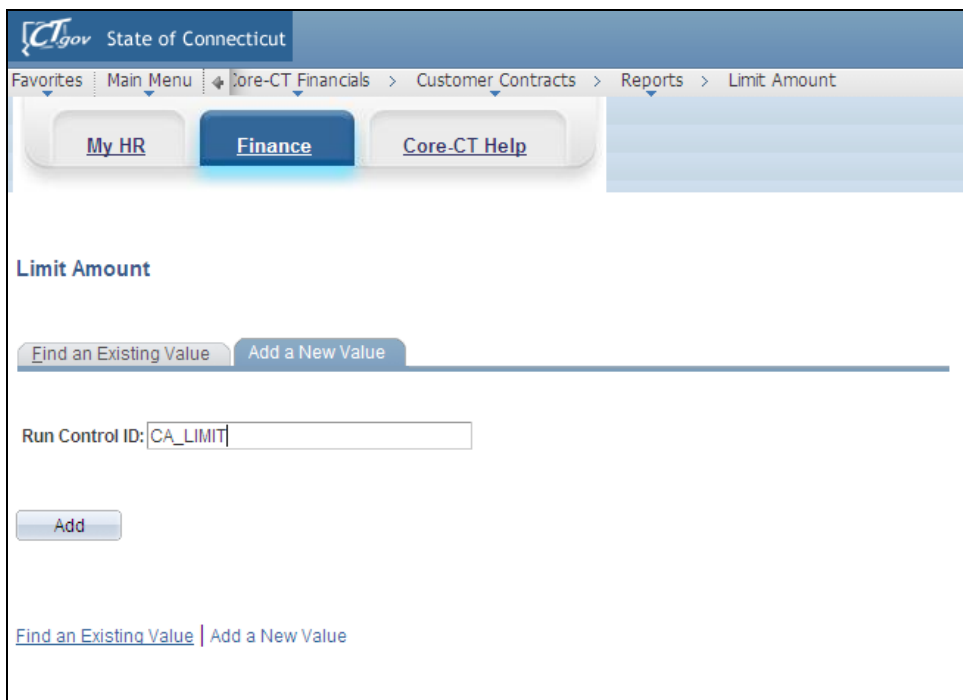
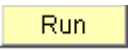


Figure 1 - This is the Add a New Value tab.

4. On the Limit Report page, select or type your Business Unit. **Example:** *DOTMI*
5. Leave % for any fields in the Contract Options group box that have defaulted in as % unless you want to specify the Contract Type, Sold To Customer and Contract. **Example:** *Contract Type: FHWA-CON*

6. **Select the Contract Classification.** If you do not select a Contract Classification, the report will not display any results. **Example:** *Contract Classification: Government*
7. **Change the Report By field and the Max Remaining %**, if necessary to narrow down the results of your inquiry. **Example:** **Report by: All, Max Remaining %: 100.00000000*
8. Click .

Limit Amount Report

Run Control ID: CA_LIMIT [Report Manager](#) [Process Monitor](#)

Contract Options

Business Unit: DOTM1 Dept. of Transportation

Contract Type: FHWA-CON

Contract Classification: Government

Sold To Customer: %

Contract: %

Contract Admin: Enter a name or leave blank

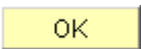
Limit Options

Limit Type: Funded and Billing

*Report By: Remaining Amount

Max Remaining %: 100.00000000

Figure 2 - This is the completed Limit Amount Report page.

9. **Select the CA_LMT-** process to run in the Process List group box.
10. Click .

Process Scheduler Request

User ID: CORESoucyB Run Control ID: CA_LIMIT

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Amount Limit Report	CA_LMT-	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	Fee Limit Report	CA_LMT2-	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	Fee Limit Report	CA_LMT2_XP	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	Amount Limit Report	CA_LMT_XP	BI Publisher	Web	PDF	Distribution

Figure 3 - This is the completed Process Scheduler Request page.

11. Returning to the Limit Amount Report page, write down the Process Instance number. **Example: 4623**
12. Click the [Processor Monitor](#) link.

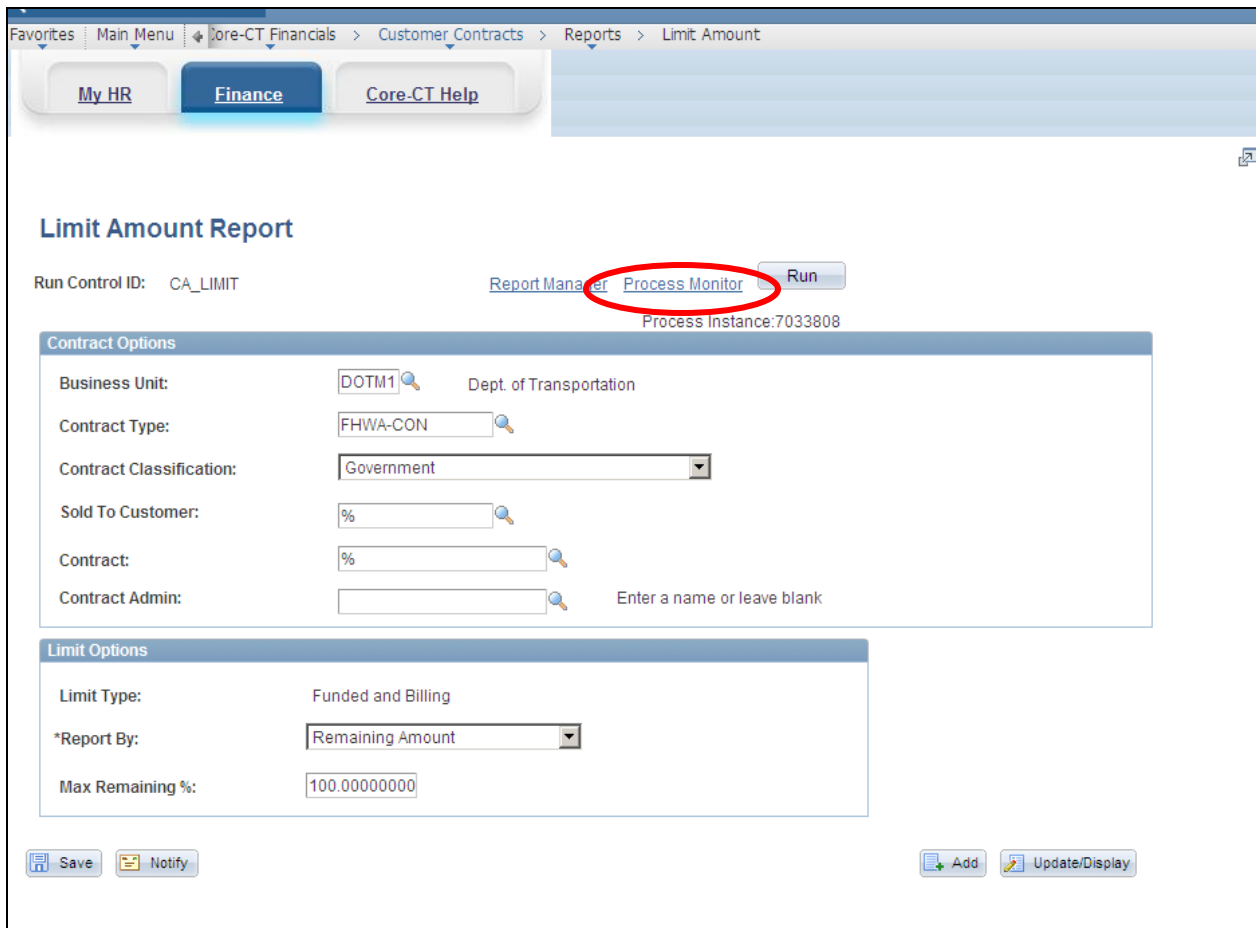


Figure 4 - This is the Limit Amount Report page with the Process Instance number displayed.

13. Ensure the Run Status is “Success” and the Distribution is “Posted” for your process number. (If this does not occur, please call the Core-CT Help Desk).
14. Click the [Details](#) link.

[Favorites](#) | [Main Menu](#) | [Core-CT Financials](#) > [Customer Contracts](#) > [Reports](#) > [Limit Amount](#)

[My HR](#) | **[Finance](#)** | [Core-CT Help](#)

[Process List](#) | [Server List](#)

Actions

User ID: Type: Last: 1 Days

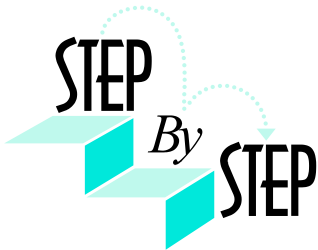
Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	7033808		Crystal	CA_LMT-	CORESoucyB	04/22/2013 1:55:58PM EDT	Success	Posted	Details

Figure 5 - This shows the Process List with the Run Status of Success with the Distribution Status Posted before clicking the Details link.

- On the Process Detail page, click the [View Log/Trace](#) link.



CT.gov State of Connecticut

Favorites Main Menu Core-CT Financials > Customer Contracts > Reports > Limit Amount

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Process Detail

Process	
Instance	7033808
Type	Crystal
Name	CA_LMT-
Description	Amount Limit Report
Run Status	Success
Distribution Status	Posted

Run	Update Process
Run Control ID CA_LIMIT	<input type="radio"/> Hold Request
Location Server	<input type="radio"/> Queue Request
Server PSNT	<input type="radio"/> Cancel Request
Recurrence	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On 04/22/2013 1:56:38PM EDT	Parameters Transfer
Run Anytime After 04/22/2013 1:55:58PM EDT	Message Log
Began Process At 04/22/2013 1:57:20PM EDT	Batch Timings
Ended Process At 04/22/2013 1:57:32PM EDT	View Log/Trace

OK Cancel

Figure 6 – This is the Process Detail page before selecting the View Log/Trace.

16. Click the [.PDF](#) link on the View Log/Trace page to open the report.

State of Connecticut

Favorites Main Menu Core-CT Financials > Customer Contracts > Reports > Limit Amount

My HR Finance Core-CT Help

View Log/Trace

Report

Report ID: 5693078 Process Instance: 7033808 [Message Log](#)
 Name: CA_LMT- Process Type: Crystal
 Run Status: Success

Amount Limit Report

Distribution Details

Distribution Node: PRODRPTFTP Expiration Date: 07/21/2013

File List

Name	File Size (bytes)	Datetime Created
CA_LMT- 7033808.PDF	118,473	04/22/2013 1:57:32.031134PM EDT
CRW CA_LMT- 7033808.log	0	04/22/2013 1:57:32.031134PM EDT
pssqltrace.trc	508	04/22/2013 1:57:32.031134PM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	CORESoucyB

Return

Figure 7 – This is the View Log/Trace page.

Active Contracts Limit Amount Management Report

Business Unit: DOTM1
 Limit Type: Fund/Bill
 Sold to Customer: %
 Report By: Remaining
 Max Remaining Percent: 100.00 %

Contract Admin:
 Contract Type: FHWA-CON
 Contract Classification: Government
 Contract: %

Business Unit: DOTM1 Dept. of Transportation

Contract Number	Line	Transaction Id	Funding Limits		Remaining %	Last Transaction Date	Last Processing Date
			Limit	Remaining			
0001(218)	1	0LS30	2,710,735.00	284,901.84 USD	10.51	2/21/2013	2/25/2013
0001(219)	1	0H760	255,254.62	163,612.93 USD	64.10	9/24/2012	2/25/2013
0001(219)	1	0HZ20	60,792.00	60,792.00 USD	100.00		
0001(219)	1	0LZ20	3,288,091.78	55,595.78 USD	1.69	8/14/2009	2/25/2013
0001(229)	1	0Q100	2,827,253.00	124,935.65 USD	4.42	6/14/2012	2/25/2013
0001(232)	1	0Q100	2,705,904.00	21,159.62 USD	0.78	7/19/2012	2/25/2013
0001(244)	1	0H760	201,272.00	1,113.18 USD	0.55	5/10/2010	2/25/2013
0001(244)	1	0LZ20	15,511.20	14,778.73 USD	95.28	12/16/2011	2/25/2013
0001(259)	1	0H210	409,485.00	10,893.03 USD	2.66	9/6/2011	2/25/2013
0001(259)	1	0LS30	45,297.00	45,297.00 USD	100.00		
0001(260)	1	0LZ2E	401,817.60	390,476.57 USD	97.18	2/21/2013	2/25/2013
0001(262)	1	0LZ20	5,283,481.60	42,342.62 USD	0.80	11/2/2012	2/25/2013
0001(262)	1	0Q240	8,000.80	8,000.80 USD	100.00		
0001(266)	1	0H120	661,884.80	322,132.57 USD	48.67	7/20/2012	2/25/2013
0001(315)	1	0C240	70,815,491.00	12,437,579.31 USD	17.56	2/21/2013	2/25/2013
0001(315)	1	0C242	404,430.72	404,430.72 USD	100.00		
0001(315)	2	0H240	141,028.68	141,028.68 USD	100.00		
0001(315)	2	0H760	209,978.27	209,978.27 USD	100.00		
0001(315)	2	0L24E	1,720,042.00	1,720,042.00 USD	100.00		
0001(315)	2	0LZ20	803,603.54	803,603.54 USD	100.00		
0001(315)	2	0LZ2E	2,974,996.06	2,974,996.06 USD	100.00		
0001(315)	2	0Q240	195,652.43	195,652.43 USD	100.00		
0001(315)	2	0Q760	589,067.24	589,067.24 USD	100.00		
0001(320)	1	0C230	458,762.00	89,700.13 USD	19.55	6/29/2012	2/25/2013
0003(106)	1	0LZ10	216,000.00	194,847.81 USD	90.21	9/25/2012	2/25/2013
0004(202)	1	0LZ20	689,311.20	160,975.68 USD	23.35	10/19/2012	2/25/2013

Figure 8 - This is the Active Contracts Limit Amount Management page displaying all contracts are within funding limits.



Active Contracts Limit Amount Management Report

Business Unit: DOTM1
 Limit Type: Fund/Bill
 Sold to Customer: %
 Report By: All
 Max Remaining Percent: 100.00 %

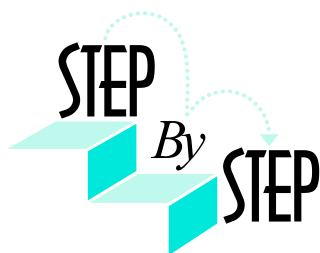
Contract Admin:
 Contract Type: FHWA-CON
 Contract Classification: Government
 Contract: %

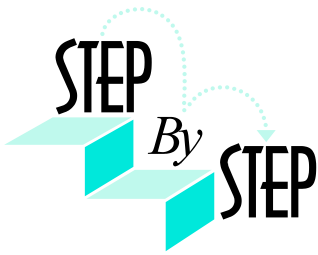
FEDERAL AGREEMENT #	1	0Q130	5,000,000.00	5,000,000.00	USD	100.00
FEDERAL AGREEMENT #	1	0Q140	5,000,000.00	5,000,000.00	USD	100.00
FEDERAL AGREEMENT 2	1		8,000,000.00	8,000,000.00	USD	100.00
FEDERAL AGREEMENT 2	1	0L230	4,000,000.00	4,000,000.00	USD	100.00
FEDERAL AGREEMENT 2	1	0Q010	4,000,000.00	4,000,000.00	USD	100.00
FEDERAL AGREEMENT 2	1	0Q230	4,000,000.00	4,000,000.00	USD	100.00
FHWAKD6G	1		1,110.00	1,110.00	USD	100.00
FHWAKD6G	1	00100	8,000.00	8,000.00	USD	100.00
FHWAKD6G	2		10,000.00	10,000.00	USD	100.00
FHWAKD6G	4		1,000.00	1,000.00	USD	100.00
FHWAKDG7	1		20,000.00	20,000.00	USD	100.00
FHWAKDG7	1	00100	10,000.00	10,000.00	USD	100.00
FHWAKDG7	1	00420	10,000.00	10,000.00	USD	100.00
FHWA_KD_3	1		750,000.00	750,000.00	USD	100.00
FHWA_KD_3	1	0Q100	25,000.00	25,000.00	USD	100.00
FHWA_KD_3	1	0Q110	30,000.00	30,000.00	USD	100.00
VH.01.01_COPY1	1	05307	15,000,000.00	15,000,000.00	USD	100.00
VH.01.01_COPY1B	1	00440	2,000,000.00	2,000,000.00	USD	100.00
VH.01.01_COPY1B	1	01180	10,000,000.00	10,000,000.00	USD	100.00

<u>Contract Number</u>	<u>Line</u>	<u>Transaction Id</u>	<u>Funding Limits</u>		<u>Excess</u>	<u>Excess %</u>	<u>Last Transaction Date</u>	<u>Last Reached</u>
1198(003)	1	0H150	Limit	100,000.00	5,242,008.27 USD	5,242.01	4/25/2007	5/16/2007

Figure 9 - This is the Active Contracts Limit Amount Management page displaying one contract in excess of funding limits.

17. Above is an example of Active Contracts Limit Amount Management Report. You are looking for the status of % remaining and any excess funding limits amounts on this report. Notice that one of the contracts has an excess amount, “over the limit” (OLT). This is the sum of the excess amount.
18. Queries can be used to find out the detail of the amounts that make up the sum. You can also use these queries to see which Limits are about to start producing OLTs if the Remaining amount is low or the Remaining percentage is low.
19. The queries that will be available through EPM include:
 - **CT_CA_OLT_DETAIL_ALL_BU** – Shows detail OLT information in PROJ_RESOURCE for all Business Units.
 - **CT_CA_OLT_DETAIL_BY_BU** – Shows detail OLT information in PROJ_RESOURCE for a specific Business Unit.





- **CT_CA_OLT_DETAIL_BY_CONT** – Shows detail OLT information in PROJ_RESOURCE for a specific Business Unit and Contract Number.
 - **CT_CA_OLT_DETAIL_BY_CUST** – Shows detail OLT information in PROJ_RESOURCE for a specific Business Unit and Customer ID.
 - **CT_CA_OLT_DETAIL_BY_TYPE** – Shows detail OLT information in PROJ_RESOURCE for a specific Business Unit and Contract Type.
20. Options to correct an excess amount found on the Active Contracts Limit Amount Management Report are:
- Increase the monetary limit on the contract
 - Changing Participating to Nonparticipating (DOT only)
 - Entering journal vouchers
 - Making billing adjustments
 - Changing the coding
 - GL adjustments
21. Once you correct the excess, you will have to wait until the Pricing process and the Limit Checking processes run again to run the Active Contracts Limit Amount Management Report again to verify that the excess is gone.