

## Review Contract Information

Once a contract has been established, (See “Create a Rate Based Contract” job aid), the steps listed below will allow you to get summarized information about a specific contract.



1. Navigate to *Customer Contracts > Review Contract Summary*
2. The Review Contract Summary page displays.
3. Verify that the Business Unit is correct.
4. Type the contract name in the Contract field. **Example:** *CT-03-0149*

CT.gov State of Connecticut

Favorites | Main Menu > Core-CT Financials > Customer Contracts > Create and Amend > General Information

My HR | Finance | Core-CT Help

### General Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Business Unit: = DOTM1

Contract: begins with CT-03-0149

Description: begins with

Sold To Customer: begins with

Customer Name: begins with

Contract Status: begins with

Processing Status: =

Contract Type: begins with

Contract Classification: =

Region Code: begins with

Contract Administrator: begins with

Master Contract #: begins with

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value

Figure 1 – This is the completed, Review Contract Summary Find an Existing Value page.

5. Click Search.

**Review Contract Summary**

Contract Number: [CT-03-0149](#) Currency: USD Amendment Number: [000000004](#)

Contract Type: FTA Business Unit: DOTM1 Contract Signed: 09/02/2010

Contract Class: Government Region Code: ACTIVE Amendment Date: 12/16/2011

Contract Status: ACTIVE

Customer: Federal Transit Administration (FTA)

Contract Amounts		
Awarded Cost	0.00	Total Billed: 40,852,494.23
Awarded Fee	0.00	Total Collected: 23,626,362.00
Awarded Subtotal	0.00	Total Revenue Recognized: 41,438,318.98
Awarded T&M	48,271,632.00	Revenue Forecasted: 0.00
Fixed Price	0.00	
Total Contract Value	48,271,632.00	

Line	Product	Status	Price Type	Fee Type	Gross Amount	Estimated Amount	Awarded Amount	Start Date	End Date	Billing Plan	Revenue Plan
1	DOT01710305PE	Active	Rate	None	0.00	0.00	3,111,632.00	09/02/2010	09/02/2030	In Progress	In Progress
2	DOT01710305RW	Active	Rate	None	0.00	0.00	14,260,044.00	09/02/2010	09/02/2030	In Progress	In Progress
3	DOT01710305CN	Active	Rate	None	0.00	0.00	30,899,956.00	09/02/2010	09/02/2030	In Progress	In Progress


PC Business Unit	Project	Description	Project Status
DOTM1	<a href="#">DOT01710305CN</a>	N BRITAIN -HTFD BUSWAY	MODIFICATION

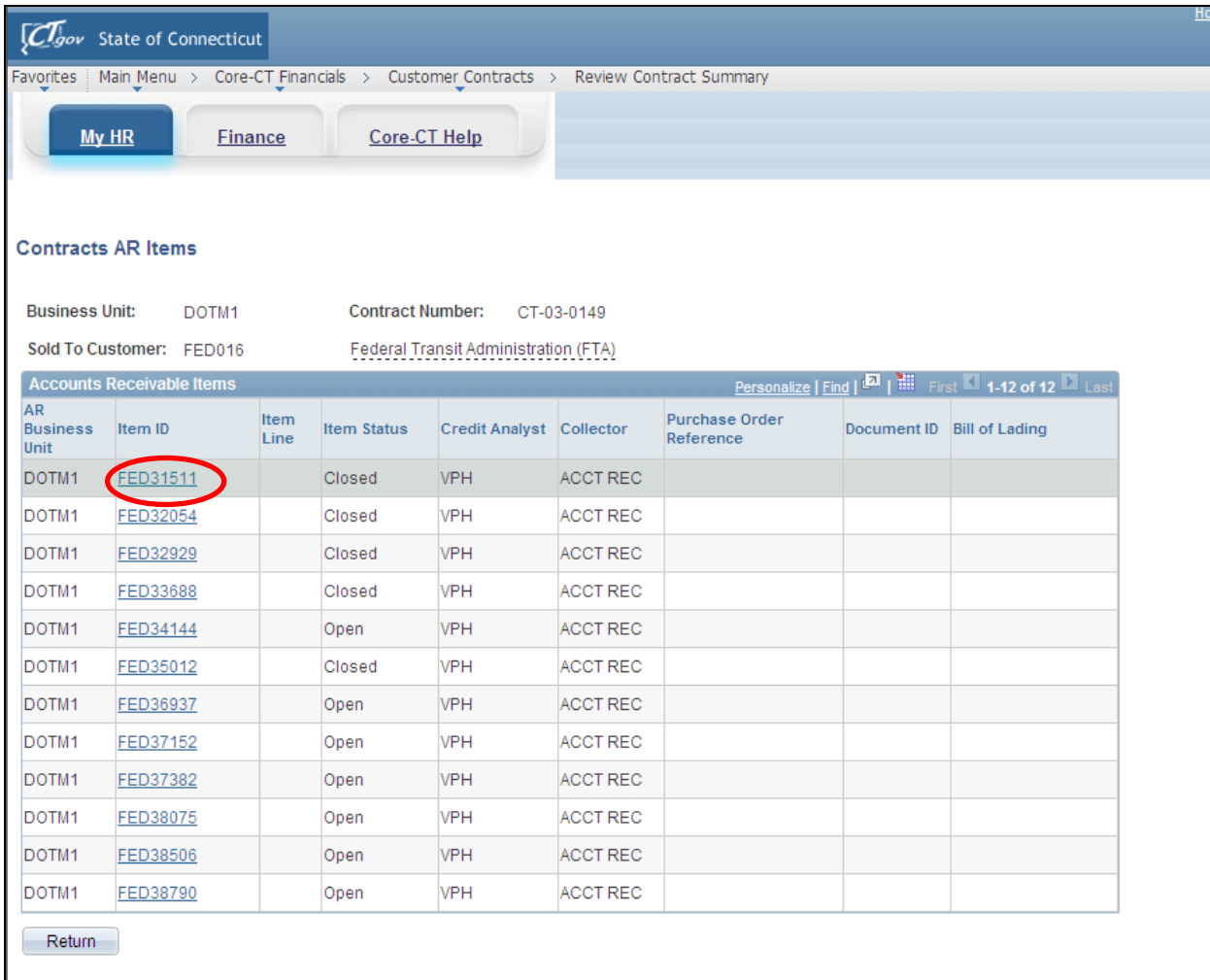
Milestone ID	Milestone Status	Billing Impact	Revenue Impact
None		No	No

Return to Search Previous in List Next in List Refresh

Figure 2 – This is the Review Contract Summary page.

- The Review Contracts Summary page displays the contract number, any amendments, contract type, contract classification, contract status, customer, business unit and other contract information on the page header.
- Click the Contract Number link if you want to access the General Contract page. Click [Return to Review Contract Summary](#) at the bottom of the General Contract page to return to the Review Contract Summary page.
- Click the Amendment Number link if you want to access the Contract Amendment page to review amendments associated with the contract. If an amendment is associated with this contract, the Amendment Details page displays with the amendment components. If no amendment is associated with this contract, 0000000000 appears.

9. Clicking [000000004](#) will bring you to the Amendment Details Find an Existing Value page. Click [Return to Review Contract Summary](#) at the bottom of the Amendment Details page to return to the Review Contract Summary page.
10. The Contract Amounts section includes the Total Contract Value and the Total Billed on the contract.
11. Click  next to the Total Collected field to go to the Contracts AR Items page where you can see information regarding contract transactions in Accounts Receivable.



State of Connecticut

Favorites | Main Menu > Core-CT Financials > Customer Contracts > Review Contract Summary

My HR | Finance | Core-CT Help

**Contracts AR Items**

Business Unit: DOTM1      Contract Number: CT-03-0149  
Sold To Customer: FED016      Federal Transit Administration (FTA)

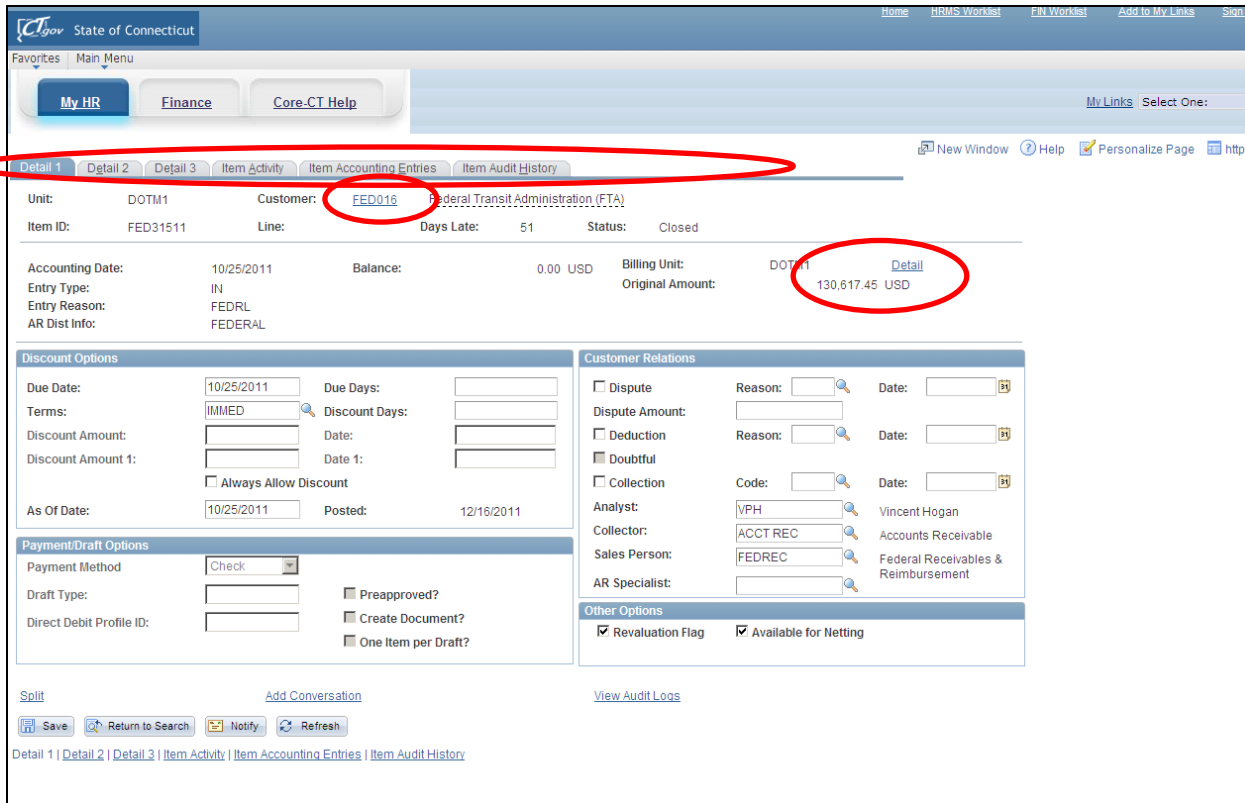
Accounts Receivable Items      Personalize | Find | 1-12 of 12 | First | Last

AR Business Unit	Item ID	Item Line	Item Status	Credit Analyst	Collector	Purchase Order Reference	Document ID	Bill of Lading
DOTM1	<a href="#">FED31511</a>		Closed	VPH	ACCT REC			
DOTM1	<a href="#">FED32054</a>		Closed	VPH	ACCT REC			
DOTM1	<a href="#">FED32929</a>		Closed	VPH	ACCT REC			
DOTM1	<a href="#">FED33688</a>		Closed	VPH	ACCT REC			
DOTM1	<a href="#">FED34144</a>		Open	VPH	ACCT REC			
DOTM1	<a href="#">FED35012</a>		Closed	VPH	ACCT REC			
DOTM1	<a href="#">FED36937</a>		Open	VPH	ACCT REC			
DOTM1	<a href="#">FED37152</a>		Open	VPH	ACCT REC			
DOTM1	<a href="#">FED37382</a>		Open	VPH	ACCT REC			
DOTM1	<a href="#">FED38075</a>		Open	VPH	ACCT REC			
DOTM1	<a href="#">FED38506</a>		Open	VPH	ACCT REC			
DOTM1	<a href="#">FED38790</a>		Open	VPH	ACCT REC			

Return

Figure 3 – This is a Contracts AR Items page.

12. Click the Item ID link to view detail about the billing information on the View/Update Item Details page. **Example:** [FED31511](#)



**Figure 4 – This is the View/Update Item Details page.**

13. The View/Update Item Details page opens in a new window and displays the transactions for the line. **Example:** *Line 1 displays \$130,617.45 as the amount billed*
14. Across the top of the View/Update Item Details page are separate tabs which when selected show more information regarding this particular invoice.
15. Clicking the Customer Link will display the Customer Information/General Information page in a new window where you can review details about the customer.
16. Click  in the upper right corner to close the Customer Information/General Information page and display the View/Update Item Details page.
17. Clicking [Detail](#) will display the AR Billing Inquiry page where you can review details about the invoice lines.

CT.gov State of Connecticut Home HRMS Worklist FIN Worklist Add to My Links Sign out

Favorites | Main Menu

My HR Finance Core-CT Help My Links Select One:

New Window Help Personalize Page http

### AR Billing Inquiry

Invoice					
Unit:	DOTM1 Invoice:	FED31511	Invoice Date:	10/25/2011	
Bill Type:	FED Source:	PROJECTS Status: INV	Billing Currency:	USD	
Customer:	FED016	Federal Transit Administration (FTA)	Invoice Amount:	130,617.45	
Location:	1	Main	Total Sales/Use Tax:	0.00	
Terms:	IMMED		Total VAT Amount:	0.00	

Invoice Lines						
Line Identifier	Description	Quantity	UOM	Unit Price	Gross Extended	Net Plus Tax
1 DOT_FTA	FT_80_20	1.0000	EA	0.6900	0.69	0.000
2 DOT_FTA	FT_80_20	1.0000	EA	0.4900	0.49	0.000
3 DOT_FTA	FT_80_20	1.0000	EA	21.4500	21.45	0.000
4 DOT_FTA	FT_80_20	1.0000	EA	5.0200	5.02	0.000
5 DOT_FTA	FT_80_20	30.6000	EA	0.8000	24.48	0.000
6 DOT_FTA	FT_80_20	22.5000	HR	35.6800	802.88	0.000
7 DOT_FTA	FT_80_20	1.0000	EA	108.5800	108.58	0.000
8 DOT_FTA	FT_80_20	1.0000	EA	32.6200	32.62	0.000
9 DOT_FTA	FT_80_20	1.0000	EA	10.0800	10.08	0.000
10 DOT_FTA	FT_80_20	1.0000	EA	316.4200	316.42	0.000




Bill Header Notes Bill To Address Bill Header - Projects Information

Go To: Select a Bill Inquiry Page

View in Base Currency

Return to Search Notify

Figure 5 – This is the AR Billing Inquiry page.

18. Click  in the upper right corner to close the AR Billing Inquiry page and display the View/Update Item Details page.
19. Click  in the upper right corner to close the View/Update Items Details page and display the Contracts AR Items page.
20. On the Contracts AR Items page, click  to return to the Review Contract Summary page. The Contract Lines group box displays information about contract lines: product or service sold, status of the contract line, price type, awarded amount, start and end dates, and the status of the billing and revenue plans.

State of Connecticut

Home HRMS Worklist FIN Worklist Add to My Links Sign Out

Favorites Main Menu Core-CT Financials Customer\_Contracts Review Contract Summary

My HR Finance Core-CT Help My Links Select One:

New Window Help Personalize Page http

### Review Contract Summary

Contract Number: [CT-03-0149](#) Currency: USD Amendment Number: 000000004

Contract Type: FTA Business Unit: DOTM1 Contract Signed: 09/02/2010

Contract Class: Government Region Code: Amendment Date: 12/16/2011

Contract Status: ACTIVE

Customer: Federal Transit Administration (FTA)

#### Contract Amounts

Awarded Cost	0.00	Total Billed:	40,852,494.23
Awarded Fee	0.00	Total Collected:	23,626,362.00
Awarded Subtotal	0.00	Total Revenue Recognized:	41,438,318.98
Awarded T&M	48,271,632.00	Revenue Forecasted:	0.00
Fixed Price	0.00		
<b>Total Contract Value</b>	<b>48,271,632.00</b>		

#### Contract Lines

Line	Product	Status	Price Type	Fee Type	Gross Amount	Estimated Amount	Awarded Amount	Start Date	End Date	Revenue Plan
1	DOT01710305PE	Active	Rate	None	0.00	0.00	3,111,632.00	09/02/2010	09/02/2030	In Progress In Progress
2	DOT01710305RW	Active	Rate	None	0.00	0.00	14,260,044.00	09/02/2010	09/02/2030	In Progress In Progress
3	DOT01710305CN	Active	Rate	None	0.00	0.00	30,899,956.00		09/02/2030	In Progress In Progress

#### Related Projects

PE Business Unit	Project	Description	Project Status
DOTM1	DOT01710305CN	N BRITAIN -HTFD BUSWAY	MODIFICATION

#### Contract Milestones

Milestone ID	Milestone Status	Billing Impact	Revenue Impact
None		No	No

Return to Search Previous in List Next in List Refresh

**21. Click [Billing Plan](#) to display the Billing Plan General page.** This page is used to manage/update Billing Plans. All Bill Plans have been set up for you. A Billing Plan specifies how billing is handled in the Contracts module. You bill for a project by associating the project with a contract line, and then associating the contract line with a billing plan. Each contract has at least one billing plan, and it may have more than one billing plan. The billing plan stores the date/time when billing occurs, how the bill lines display and any notes that relate to the bill. **Note:** Although you will see a Hold checkbox on this page, Core-CT strongly advises against putting Billing Plans on “Hold”. If you want to stop transactions from processing through to the Billing module, the best option is to inactivate the Rate Set. (See “Create a Rate Based Contract” job aid). Change the status of the Rate Set/Plan to “Inactive” on the Related Projects page of the contract to stop the Pricing process for the contract line and stop transactions from processing to Billing. Set the status back to “Active” to allow transactions to resume processing to Billing.

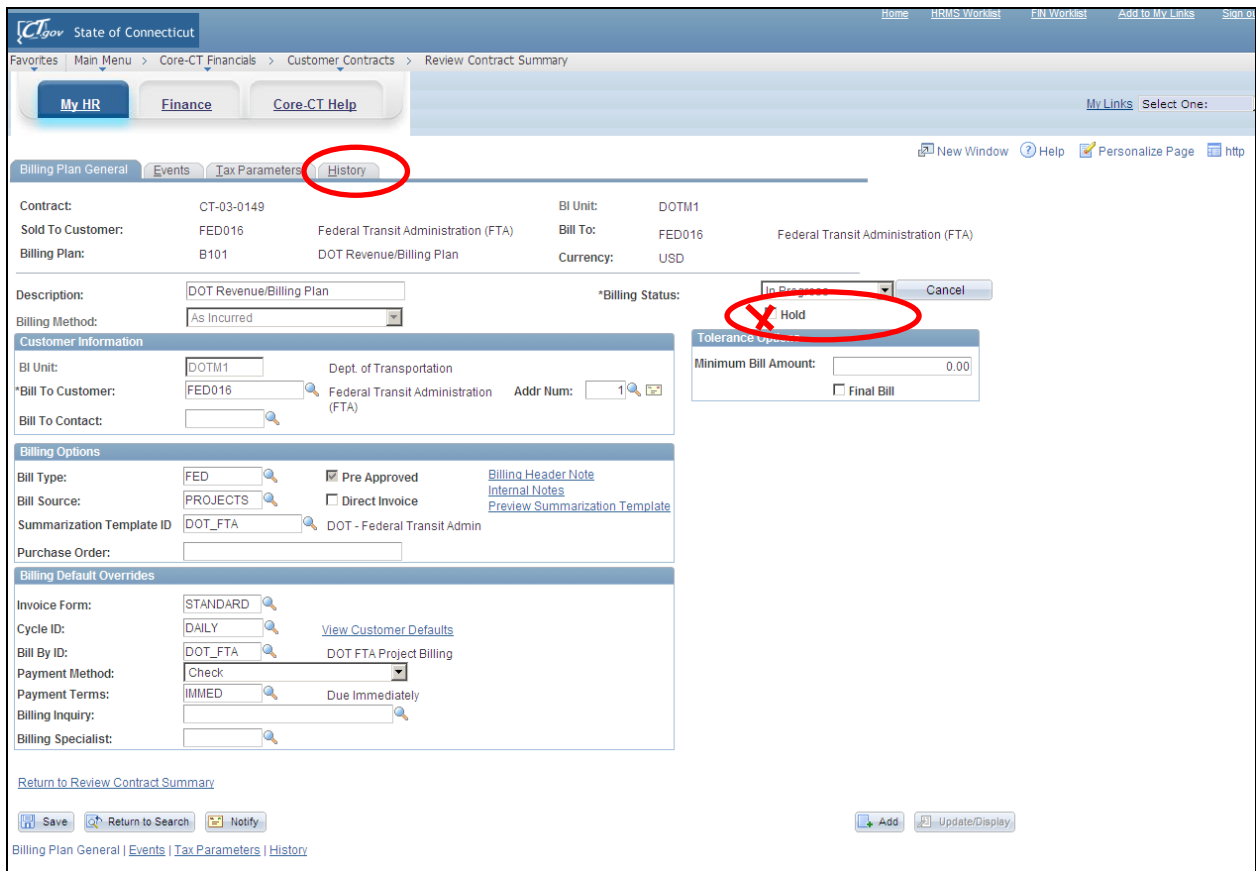


Figure 6 – This is the Billing Plan General page.

22. Click the History tab to display the billing history of the contract.

State of Connecticut Core-CT Financials - Review Contract Summary

Navigation: My HR | Finance | Core-CT Help

Contract Details:

- Contract: CT-03-0149
- Sold To Customer: FED016 Federal Transit Administration (FTA)
- Billing Plan: B101 DOT Revenue/Billing Plan
- BI Unit: DOTM1
- Bill To: FED016 Federal Transit Administration (FTA)
- Currency: USD

Amount Details:

Total Net Extended Amount: 14,260,044.00

Contract Billing History (Source tab selected):

*Cross Reference Sequence No.	*Cross Reference Status	System Source	Process Instance	*Last Update Date/Time	Last Update User ID	Net Amt	Gross Amt	Billing Currency	Net Extended Amt	Gross Extended
1	Finalized	BBI		10/25/2011 9:54:19PM	BIPCC000	130,617.45	130,617.45	USD	130,617.45	130,617.45
2	Finalized	BBI		11/16/2011 10:52:07PM	BIPCC000	29,382.55	29,382.55	USD	29,382.55	29,382.55
3	Finalized	BBI		01/04/2012 11:20:33PM	BIPCC000	14,100,044.00	14,100,044.00	USD	14,100,044.00	14,100,044.00
4	Finalized	BBI		02/21/2012 9:52:31PM	BIPCC000	0.00	0.00	USD	0.00	0.00
5	Finalized	BBI		04/01/2012 11:52:21PM	BIPCC000	80,681.88	80,681.88	USD	80,681.88	80,681.88
6	Finalized	BBI		07/02/2012 9:56:40PM	BIPCC000	-80,681.88	-80,681.88	USD	-80,681.88	-80,681.88
7	Finalized	BBI		07/26/2012 10:16:27PM	BIPCC000	-42,478.86	-42,478.86	USD	-42,478.86	-42,478.86
8	Finalized	BBI		08/08/2012 9:55:11PM	BIPCC000	42,478.86	42,478.86	USD	42,478.86	42,478.86
9	Finalized	BBI		09/18/2012 10:25:01PM	BIPCC000	0.00	0.00	USD	0.00	0.00
10	Finalized	BBI		10/05/2012 10:07:49PM	BIPCC000	0.00	0.00	USD	0.00	0.00

Figure 7 – This is the History page displaying the Source tab information in the Contract Billing History group box.

- 23. The Amounts Details group box displays the actual amount that was invoiced **Example: 701.00**
- 24. In the Contract Billing History group box, the Source tab summarizes the status of this billing, system source, last update/date/time, User ID and net amount of invoice.



CT.gov State of Connecticut

Home HRMS Worklist FIN Worklist Add to My Links Sign out

Favorites | Main Menu > Core-CT Financials > Customer Contracts > Review Contract Summary

My HR Finance Core-CT Help My Links Select One:

Contract: CT-03-0149 BI Unit: DOTM1  
 Sold To Customer: FED016 Federal Transit Administration (FTA) Bill To: FED016 Federal Transit Administration (FTA)  
 Billing Plan: B101 DOT Revenue/Billing Plan Currency: USD

Amount Details  
 Total Net Extended Amount: 14,260,044.00

Contract Billing History Personalize | Find | First 1-10 of 10 Last

Source Billing Contracts Projects

*Cross Reference Sequence No.	BI Unit	Billing Worksheet	Invoice	Invoice Type	Invoice Date	AR Item Info	Billing Currency	Net Extended Amt	Gross Extended
1	DOTM1		FED31511	REG	10/25/2011	<a href="#">AR Item Info</a>	USD	130,617.45	130,617.45
2	DOTM1		FED32054	REG	11/16/2011	<a href="#">AR Item Info</a>	USD	29,382.55	29,382.55
3	DOTM1		FED32929	REG	01/04/2012	<a href="#">AR Item Info</a>	USD	14,100,044.00	14,100,044.00
4	DOTM1		FED33688	REG	02/21/2012	<a href="#">AR Item Info</a>	USD	0.00	0.00
5	DOTM1		FED34144	REG	03/30/2012	<a href="#">AR Item Info</a>	USD	80,681.88	80,681.88
6	DOTM1		FED35012	REG	07/02/2012	<a href="#">AR Item Info</a>	USD	-80,681.88	-80,681.88
7	DOTM1		FED36937	REG	07/26/2012	<a href="#">AR Item Info</a>	USD	-42,478.86	-42,478.86
8	DOTM1		FED37152	REG	08/08/2012	<a href="#">AR Item Info</a>	USD	42,478.86	42,478.86
9	DOTM1		FED37382	REG	09/18/2012	<a href="#">AR Item Info</a>	USD	0.00	0.00
10	DOTM1		FED38075	REG	10/05/2012	<a href="#">AR Item Info</a>	USD	0.00	0.00

Return to Review Contract Summary

Save Return to Search Notify Add Update/Display

Billing Plan General | Events | Tax Parameters | History

Figure 8 – This is the History page displaying the Billing tab information in the Contract Billing History group box.

## 25. Click the Billing tab to display the BI Unit, Invoice Number, Invoice Type, Date and Amount of Invoice.

CT.gov State of Connecticut

Home HRMS Worklist FIN Worklist Add to My Links Sign out

Favorites | Main Menu > Core-CT Financials > Customer Contracts > Review Contract Summary

My HR Finance Core-CT Help My Links Select One:

Contract: CT-03-0149 BI Unit: DOTM1  
 Sold To Customer: FED016 Federal Transit Administration (FTA) Bill To: FED016 Federal Transit Administration (FTA)  
 Billing Plan: B101 DOT Revenue/Billing Plan Currency: USD

Amount Details  
 Total Net Extended Amount: 14,260,044.00

Contract Billing History Personalize | Find | First 1-10 of 10 Last

Source Billing Contracts Projects

*Cross Reference Sequence No.	*Cross Reference Status	Event	Bill Plan Line Number	Contract Line Item	Prepaid Add Sequence	Progress Payment Sequence	Purchase Order	Net Amt	Gross Amount	Billing Currency
1	Finalized		2					130,617.45	130,617.45 USD	
2	Finalized		2					29,382.55	29,382.55 USD	
3	Finalized		2					14,100,044.00	14,100,044.00 USD	
4	Finalized		2					0.00	0.00 USD	
5	Finalized		2					80,681.88	80,681.88 USD	
6	Finalized		2					-80,681.88	-80,681.88 USD	
7	Finalized		2					-42,478.86	-42,478.86 USD	
8	Finalized		2					42,478.86	42,478.86 USD	
9	Finalized		2					0.00	0.00 USD	
10	Finalized		2					0.00	0.00 USD	

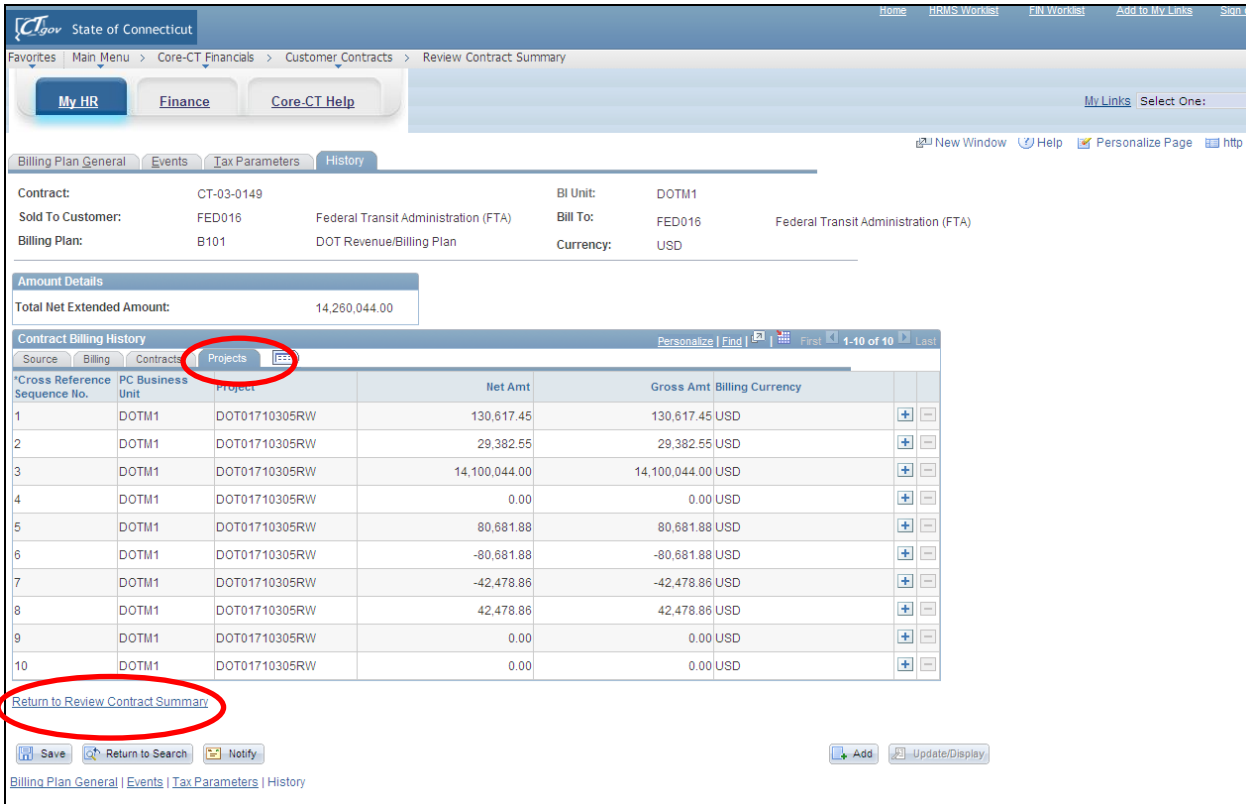
Return to Review Contract Summary

Save Return to Search Notify Add Update

Billing Plan General | Events | Tax Parameters | History

Figure 9 – This is the History page displaying the Contracts tab information in the Contract Billing History group box.

**26. Click the Contracts tab to see the Status of the Invoice, Purchase Order Number and Net Amount.**



**Figure 10 – This is the History page displaying the Projects tab information in the Contract Billing History group box.**

**27. Click the Projects tab to display applicable project information.**

**28. Click [Return to Review Contract Summary](#) at the bottom of the page to return to the Review Contract Summary page.**

**29. Click [Revenue Plan](#) in the Contract Lines group box. The Revenue Plan General page displays. **Note:** You cannot unassign a Revenue Plan that is in ‘Complete’ Status. There is no way to get a Revenue Plan out of ‘Complete’ Status and you cannot unassign a Revenue Plan that is in ‘Complete’ status. This means you could continue to Bill the Contract but you cannot create accounting entries. You should not set Revenue plans to a Status of ‘Complete’. Core-CT strongly advises against putting Revenue Plans on “Hold” just as in Step 21, (See “Note” in Billing Plan).**

CT.gov State of Connecticut

Home HRMS Worklist FIN Worklist Add to My Links Sign out

Favorites | Main Menu > Core-CT Financials > Customer Contracts > Review Contract Summary

My HR Finance Core-CT Help My Links Select One:

New Window Help Personalize Page http

### Review Contract Summary

Contract Number: [CT-03-0149](#) Currency: USD Amendment Number: [000000004](#)

Contract Type: FTA Business Unit: DOTM1 Contract Signed: 09/02/2010

Contract Class: Government Region Code: Amendment Date: 12/16/2011

Contract Status: ACTIVE

Customer: Federal Transit Administration (FTA)

Contract Amounts			
Awarded Cost	0.00	Total Billed:	40,852,494.23
Awarded Fee	0.00	Total Collected:	23,626,362.00
Awarded Subtotal	0.00	Total Revenue Recognized:	41,438,318.98
Awarded T&M	48,271,632.00	Revenue Forecasted:	0.00
Fixed Price	0.00		
Total Contract Value	48,271,632.00		

Contract Lines											
Line	Product	Status	Price Type	Fee Type	Gross Amount	Estimated Amount	Awarded Amount	Start Date	End Date	Billing Plan	Revenue Plan
1	DOT01710305PE	Active	Rate	None	0.00	0.00	3,111,632.00	09/02/2010	09/02/2030	In Progress	In Progress
2	DOT01710305RW	Active	Rate	None	0.00	0.00	14,260,044.00	09/02/2010	09/02/2030	In Progress	In Progress
3	DOT01710305CN	Active	Rate	None	0.00	0.00	30,899,956.00	09/02/2010	09/02/2030	In Progress	In Progress

Related Projects			
PC Business Unit	Project	Description	Project Status
DOTM1	<a href="#">DOT01710305CN</a>	N BRITAIN -HTFD BUSWAY	MODIFICATION

Contract Milestones			
Milestone ID	Milestone Status	Billing Impact	Revenue Impact
None		No	No

Return to Search Previous in List Next in List Refresh

CT.gov State of Connecticut

Home HRMS Worklist FIN Worklist Add to My Links Sign out

Favorites | Main Menu > Core-CT Financials > Customer Contracts > Review Contract Summary

My HR Finance Core-CT Help My Links Select One:

New Window Help Personalize Page http

### Revenue Plan

Contract: CT-03-0149 Business Unit: DOTM1 Currency: USD

Sold To Customer: FED016 Federal Transit Administration (FTA) GL Business Unit: STATE

Revenue Plan: R101 GL Currency: USD

Description:  \*Plan Status:

Recognition Method: As Incurred

Define Events By [Add Milestone](#)

Event Detail					
Event	Event Type	*Event Status	Accounting Date		
1	Date	Pending	04/23/2013	Event Note	

[Return to Review Contract Summary](#)

Save Return to Search Notify Add Update/Display

Figure 11 – This is the Revenue Plan page.

30. Click [Return to Review Contract Summary](#) at the bottom of the page to return to the Review Contract Summary page.
31. In the Related Projects group box, the PC Business Unit displays the Project Costing Business Unit, the Project Number associated with the contract is shown, the Description provides a short description of the project and the Project Status displays the status of the project. **Note:** The Contract Milestone group box is not used in Core-CT.
32. Click the **Project** link in the **Related Projects** group box to view project information associated with the contract. Across the top of the Projects page are separate tabs which when selected show more details regarding the project.

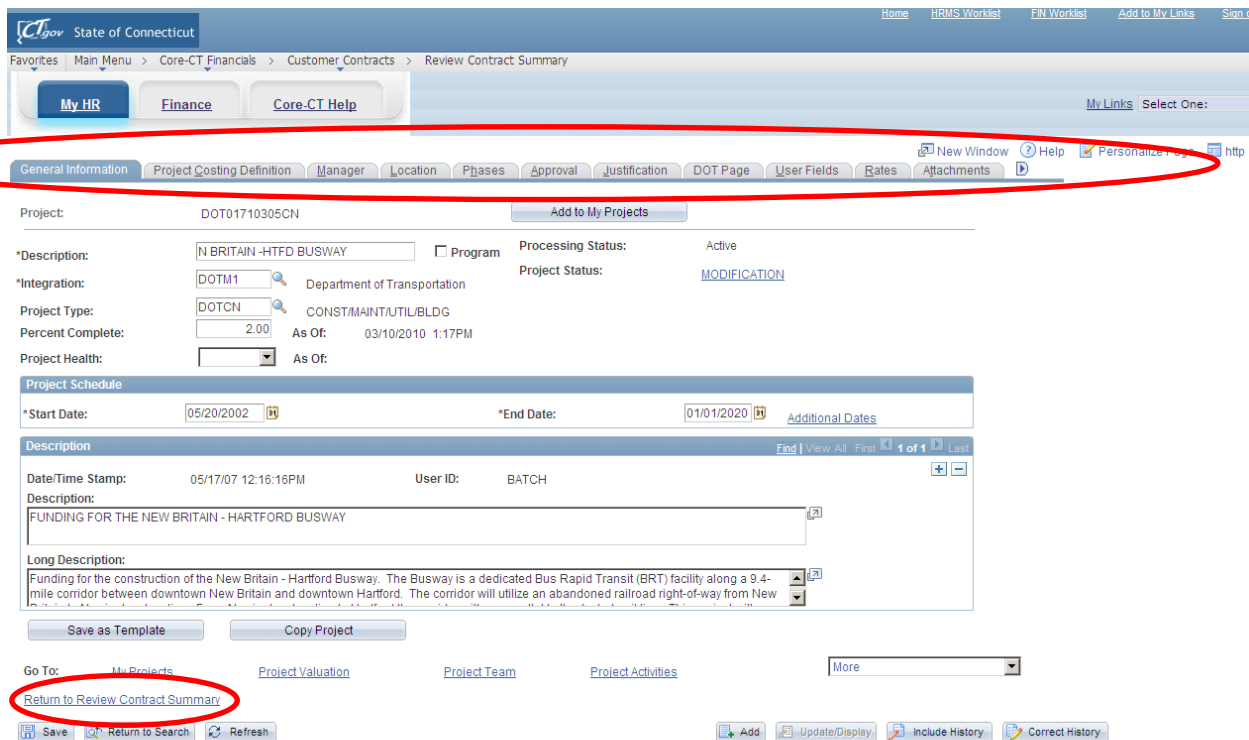


Figure 12 – This is the General Information tab information on the Projects page.

33. Click [Return to Review Contract Summary](#) at the bottom of the page to return to the Review Contract Summary page.