OMNI Training Guide

OMNI AR/Billing: Modify/Amend a Contract

Detailed Business Process Guides – ACONTRACTS3

Modify/Amend a Contract

This guide discusses how to:

- Create and edit amendments
- Enter amendment details
- Review and manage amendment details
- Perform amendment amount allocation changes

Main Menu > Customer Contracts > Create and Amend > General Information > Find an Existing Value

1. IMPORTANT: BEFORE YOU BEGIN:
   a. Ensure all invoicing activity through the contract change date on the affected bill plan(s) has been processed – no past invoice that you need to bill should remain unprocessed
   b. Ensure no bill plans are “in progress,” e.g., that there are pending bills in the Billing module awaiting invoicing on the affected contract lines. Contracts will not allow you to make a change to a contract when there are bills awaiting invoicing in the Billing module.
   c. You cannot edit a contact accurately without ensuring this takes place.

2. Determine what changes are required to the contract. Get clear about the amount by which you are increasing/decreasing, and whether you will need to cancel or add lines (or both). Make note of the contract lines you need to change, and exactly how they should be changed.
   a. IMPORTANT: If you need to make multiple types of changes (Eg., a cancellation and an extension or new service), process each type of change separately and process the cancellation first. For example, complete one amendment to end the lines as of the effective date of the change (described below), then complete another amendment to add the new services as of the effective date of the change.
      i. In other words, in order to properly calculate events, one cannot make changes to an existing contract line without first canceling it on a contract. Then, another amendment can be created to add the line back using the parameters you need (such as lowered price, changed date, etc). This is true for all contract changes, corrections, etc.
   b. IMPORTANT: If you are making a price change or a billing plan template change to a product that will apply to all contracts going forward or a product you will only use on this contract, make the price change first (see business process guide APRODUCT1). This way, the price change is imported into the contract automatically.
3. After completing the above analysis, navigate to: **Main Menu > Customer Contracts > Create and Amend > General Information > Find an Existing Value**

4. Enter search information to find an existing contract:
   a. Ensure Business Unit is AUX01
   b. Search by contract number, customer number, customer name, contract type, contract administrator, and other search terms as desired

5. Click “Search”

6. Select the appropriate contract
7. You will be brought to the contract’s General Information page. Select “Amend Contract.”

8. Select the Amendment Type in the drop-down box
   a. Choose “Change in Contract” when the change is due to an actual contract change
   b. Choose “Contract Correction” only for contracts that were in error and are being corrected via an amendment
9. Select the appropriate Reason in the drop down box
   a. Options:
      i. Cancellation
      ii. Extension
      iii. Renewal
      iv. Service Addition
      v. Service Removal

      1. Note: the Amendment Reason you choose here doesn’t “do” anything – it’s just a description of the action you will take and codes the amendment for your research purposes. You will proceed to set up the contract to reflect the change in the next steps.
      2. Note: If you feel additional Reasons are needed, please contact ctl-auxiliaryaccounting@fsu.edu
10. Process Date
   a. **Usually should be today’s date.** If it is today’s date, no need to enter anything (it will default in).

11. Other information about this page:
   a. The Amendment “000000000” is the original contract. It is not assigned an amendment number because it was the original, un-amended contract.
   b. Amendments are numbered sequentially over time and can be reviewed from this page as needed.

12. Click “Save”
13. Cancel lines.
   a. IMPORTANT: If you are canceling lines, follow the steps outlined in this step, titled “Cancel lines.” If not, skip these steps and proceed directly to the step titled “Add a Product”.
      i. Navigate to the Lines tab.
      ii. Click “Amend Contract.”
      iii. Select “Ok” to edit the current amendment.
      iv. In the “End Date” field, type the desired end date for the affected lines. In this case, the end date is 5/12/2017. Select “Canceled” in the status dropdown box.
      v. Select “Save.”
      vi. This calculates the amount by which the contract is changing for you. We now have to tell the system we agree with this amount by going to “Amount Allocation.”
         Navigate to Amendments>Detail>Amendment Allocation
Enter the adjustment amount as shown below, then ensure the unallocated amount is zero.
viii. Save.

ix. The unallocated amount should be zero.

x. Change the dropdown box to “Allocation Complete” and save.
xi. Return to Amendment Details.

xii. Change the amendment status to “Ready.”

xiii. Then, select the “Process Amendment” button.
xiv. The warning message is telling you that there are bill plan events for dates past the cancellation date that need to be deleted.

xv. We can now remove the unneeded bill plan lines (that is what the error message that appears is telling us to do).

xvi. Now we’re going to delete the bill plan events from the cancelled portion of the contract.

xvii. Return to general information; click the lines tab

xviii. Click the “Detail” tab and then click the link for “Action Required”
Navigate to the Events tab. Then, change the statuses to “Pending” and delete each unbilled event.
xx. The remaining amount should now be zero:
xxi. Go back to the Billing Plan General tab and mark the bill plan as reviewed.
xxii. Save.

xxiii. You are now done removing the service that is no longer needed. Now, if required, you can create another amendment and add the new service or add the service back at the new rate and for the new term. Continue through the below steps.

   a. If you previously canceled lines, or are processing a multi-amendment change, follow the steps outlined above to create a new amendment before continuing. If you already have an amendment you can process, continue as outlined here.
   b. Click the “Lines” tab
c. Click “Add Contract Lines”

d. Choose the appropriate Product Group to narrow your search. You may wish to search by product in addition to product group if the product is known (such as copier serial number).
i. Click “Search”
e. Select the appropriate Product using the check box

f. Click “Add Contract Lines” button at the bottom of the page (you may need to scroll down)

i. Next to the search button, a note will appear telling you how many lines were added. Use this to verify your selection.

ii. Click the “Return to Contract Lines” hyperlink
g. You will be returned to the Contract Lines page. Review your new line and verify accuracy.

h. For the newly created line, enter/review the following information:
   i. Description: defaults to product description
      1. This description can be overwritten; this description flows through billing to customer invoice
   ii. Start date: defaults to appropriate date (or today's date)
   iii. End date: choose appropriate end date
   iv. Status: defaults to Active
   v. Click "Save" once this is verified
i. Allocate the amounts to include the lines.
   i. Click the “Amount Allocation” hyperlink

ii. Enter the adjustment amount. This is equal to the new amount of the contract.

iii. For the newly created line (line six in this example), enter the negotiated amount. This should be equal to the adjustment amount.
j. Click “Recalculate”
   i. Ensure that the Allocation drop-down box now says “Allocation Complete” (it will change from “Allocation Not Complete”)

k. Click “Save”
*Note* Please ensure the list price for the product is what you expect by clicking on the amount detail tab. If it is not what you expect, please correct this amount.

I. Assign Accounting Distribution
i. Click “Return to General Information”

![Image 1]

ii. Click “Lines” tab

iii. Click “Amend Contract”

![Image 2]

m. Click “OK” on the pop-up box

![Image 3]

n. Click the “Detail” tab
Click the "Distribution" hyperlink for the new contract line.

Click "Correct History" button on the lower left-hand corner.
q. Enter/verify the following fields:
   
   i. Effective date: Usually today's date
   
   ii. Revenue line: Choose the appropriate Distribution Code
       1. Distribution Codes pull in associated accounting information
          (department ID, fund, revenue account, and any chartfields desired)
       2. For a query showing all distribution codes and associated accounting
          information, see:
       3. Verify that the information is correct
       4. Note: For corrections/changes/updates to Distribution Codes, contact
          ctl_auxiliaryaccounting@fsu.edu.
   
   iii. Unbilled AR line: Defaults in but can be overridden. Ensure 151300 is used.
1. Note: Unbilled AR is largely irrelevant in our solution as unbilled AR is not used (Billing manages revenue)

iv. Ensure Unbilled AR distribution is valid by scrolling to the right and ensuring under the “Valid” column the word “error” does not appear. If it does, enter dept, fund, and 151300.

v. Click “Save”

15. Change Status to Ready
   a. Click “Return to General Information”

   b. Click “Amendments” tab
   c. Click “Detail” for new amendment line
d. You will arrive on the Amendment Details page. Change Amend Status to “Ready.” The “Process Amendment” button will appear.

16. Process Amendment
   a. Click “Process Amendment”
b. Billing could now be processed if desired (through invoicing customer) or you could wait until the next time it is scheduled to run.
   i. Note: This may take a moment to process. Wait until the “Saved” notification pops into the upper right-hand corner (it will disappear).

17. Ensure Revenue Plan(s) is correct
   a. Click “Return to General Information” hyperlink at the bottom of the page.
   b. Click “Revenue Plans”
c. Ensure Revenue Method for each line says Billing Manages Revenue. If it does not, assign it this revenue method as shown below.

![Revenue Plan Assign/Unassign](image)

- Click “Assign”

18. Create Bill Plans for the amendment.
   a. Click the “Return to General Information” hyperlink.

![Return to General Information](image)

- Click the “Billing Plans” hyperlink
c. Select the newly added line(s) (in this example, line 6).

d. Click the “Templates” search prompt (the magnifying glass).

   i. Billing Plan Template: Choose the appropriate bill plan template per the contract amendment.

  e. Click “Assign.”

     i. **Note:** This may already be associated with the product. In this case this step is not necessary.
f. Click the Bill Plan hyperlink (example: B109)

i. Verify/enter the following:
   1. Bill Type: AUX
   2. Bill Source: Enter correct bill source if it does not default
   3. Billing Specialist: Ensure entered/selected
   4. Billing Inquiry Phone: Ensure the correct Billing Inquiry phone is listed.
      a. Note: if this is not entered or is not verified, the Controller’s Office phone number may be listed on the invoices. This will result in erroneous routing of billing inquiries from your customers and the Controller’s Office will contact your area.
   5. Billing Authority: verify correct
   6. Note: if anything is not defaulting appropriately or if any of these values need to be changed, please contact: ctl-auxiliaryaccounting@fsu.edu
   7. Click “Save.”
g. **IMPORTANT:** Determine whether the “Pre-Approved” box should be checked.
   
i. Check ONLY if the amendment line is NOT for a sponsored project PO. Do not check ONLY if the amendment line IS for a sponsored project PO.
   
   ii. **In other words:** Check the “Pre-Approved” box for all non-sponsored project related contract activity. **If a sponsored project is being charged, you *must* leave the Pre-Approved checkbox blank. If a sponsored project is not being charged, you must check this box.** Checking the box sends the bill to the Temporary Bill worksheet, which is required for Sponsored Research Services to approve the bill.
   
   1. To understand whether a sponsored project is paying for a contract:
      
a. Customer group = INTERNAL
      
b. Review PO by reviewing this query: FSU_DPT_AUX_PO_RVW
c. Check for a fund code beginning with 5 (e.g., 550) and a project ID populated in the appropriate field.

h. Click on the Billing Plan Lines tab

i. Enter Purchase Order (PO) and PO line

   i. **NOTE:** PO and PO line MUST be entered for internal customers. Purchase order may not apply to contracts for external customers.
   
   ii. This is not required for external customers, but you may enter it if you have one.
iii. **This is required for internal customers.** A lookup is provided to allow for verification of open PO's. Please use the PO verification query: FSU_DPT_AUX_PO_RVW to verify that the customer is correct and the line refers to the correct charge as needed to supplement the lookup. **Ensure both PO and PO line are present.**

iv. Click “Save”

19. Click the “Billing Plan General” tab.
20. Click “General Information”
21. Enter any attachments required as follows (This is required by business process):
   1. Navigate at the “Go-To” box at the bottom right of the screen and select the dropdown “Attachments”
      a. Click on the small paperclip icon to the right of the page.
b. Follow the prompts to navigate to your file on your local drive. Click “Upload.”
OMNI Training Guide

c. Click on the “General” hyperlink to return to the General Information tab for the header and complete the contract.

22. Click “Save”

END