SMART

Statewide Management, Accounting and Reporting Tool

Activity Guide –

PC361: Managing Customer Contracts

State of Kansas

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Activity 1 - Challenge: Creating and Activating Contracts

Scenario

As the **Agency Customer Contracts Manager** for your agency, you are responsible for creating and activating contracts. For this scenario, create a customer contract for the US Department of Health and Human Services to allow your agency to bill out your services for implementing a tobacco cessation program. Additionally, assign the related project and activity which track the program's costs to the contract. Finally, activate the contract.

Menu Path

Customer Contracts → Contracts Center → Contracts → General Information

UPK Procedure

Creating Contracts
Activating Contracts

Job Aid

Not Applicable

Instructions

Use the appropriate steps from the previous Instructor led walkthrough(s) to complete the exercise scenario in SMART. For fields in the Required Data table that require a "user specific field", be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to the UPK. If there is not a UPK, then refer to the Instructor for guidance.

Required Data

Field	Value
General Information: Add a New Value	
Business Unit	17300
Contract	NEWCONTRACT_[your initials]
Sold to Customer	DHHS
Contract Classification	Standard
* Click the **Add** button	
General	
Description	DHHS Contract_[your initials]
Contract Type	CONTRACTS
Lines	
* Click the **Add Contracts Lines** button	
Product Group	CONTRACTS (defaults)
Price Type	RATE

Field	Value
* Click the **Search** button	
Product	GRANTS_AS_INCURRED <select>
Start Date	<Today’s Date>
End Date	<Today’s Date + 1 year>
* Click **Add Contract Lines** button	
* Click **Return to Contract Lines** link	
* Click the **Save** button	
Lines: Detail	
* Click the **Contract Terms** link	
PC Business Unit	17300
Billing Limit	15000
Project	See User Specific Data
Activity	See User Specific Data
* Click the **Save** button	
* Click **Return to General Information** link	
General	
Contract Status	ACTIVE
* Click the **Save** button	

User Specific Data

User	Field	Value
User 1	Project	USER1_PROJECT1
User 2	Project	USER2_PROJECT2
User 3	Project	USER3_PROJECT3
User 4	Project	USER4_PROJECT4
User 5	Project	USER5_PROJECT5
User 6	Project	USER6_PROJECT6
User 7	Project	USER7_PROJECT7
User 8	Project	USER8_PROJECT8
User 9	Project	USER9_PROJECT9
User 10	Project	USER10_PROJECT1
User 11	Project	USER11_PROJECT1
User 12	Project	USER12_PROJECT1
User 13	Project	USER13_PROJECT1
User 14	Project	USER14_PROJECT1
User 15	Project	USER15_PROJECT1
User 16	Project	USER16_PROJECT1
User 17	Project	USER17_PROJECT1
User 18	Project	USER18_PROJECT1

User	Field	Value
User 19	Project	USER19_PROJECT1
User 20	Project	USER20_PROJECT2
User 21	Project	USER21_PROJECT2
User 22	Project	USER22_PROJECT2
User 23	Project	USER23_PROJECT2
User 24	Project	USER24_PROJECT2
User 25	Project	USER25_PROJECT2
Instructor 1	Project	USER26_PROJECT2
Instructor 2	Project	USER27_PROJECT2
Instructor 3	Project	USER28_PROJECT2
User 1	Activity	USER01_ACTIVITY
User 2	Activity	USER2_ACTIVITY0
User 3	Activity	USER3_ACTIVITY0
User 4	Activity	USER4_ACTIVITY0
User 5	Activity	USER5_ACTIVITY0
User 6	Activity	USER6_ACTIVITY0
User 7	Activity	USER7_ACTIVITY0
User 8	Activity	USER8_ACTIVITY0
User 9	Activity	USER9_ACTIVITY0
User 10	Activity	USER10_ACTIVITY
User 11	Activity	USER11_ACTIVITY
User 12	Activity	USER12_ACTIVITY
User 13	Activity	USER13_ACTIVITY
User 14	Activity	USER14_ACTIVITY
User 15	Activity	USER15_ACTIVITY
User 16	Activity	USER16_ACTIVITY
User 17	Activity	USER17_ACTIVITY
User 18	Activity	USER18_ACTIVITY
User 19	Activity	USER19_ACTIVITY
User 20	Activity	USER20_ACTIVITY
User 21	Activity	USER21_ACTIVITY
User 22	Activity	USER22_ACTIVITY
User 23	Activity	USER23_ACTIVITY
User 24	Activity	USER24_ACTIVITY
User 25	Activity	USER25_ACTIVITY
Instructor 1	Activity	USER26_ACTIVITY
Instructor 2	Activity	USER27_ACTIVITY
Instructor 3	Activity	USER28_ACTIVITY

Activity 2 - Demonstration: Managing Contract Milestones

Scenario

The US Department of Justice has issued your agency an improvement grant for renovating an existing juvenile correctional facility. As the **Agency Customer Contract Manager**, you have created an amount-based customer contract to manage the billing and revenue for the grant. The US Department of Justice has specified a payment schedule where your agency will receive payments upon meeting certain pre-defined milestones: 50% when the interior renovations are complete and the remaining 50% upon completion of the exterior renovations. You will need to add a milestone to your customer contract that triggers billing once the milestone is met.

Menu Path

Customer Contracts →Create and Amend → General Information

UPK Procedure

Not Applicable

Job Aid

Not Applicable

Instructions

Watch your instructor as he/she demonstrates how to create and update milestones. Do NOT perform this exercise along with your instructor.

Required Data

Field	Value
General Information: Find an Existing Value	
Business Unit	17300
Contract	See User Specific Data
Lines	
* Click the **Billing Plans** link	
* Click the **B101** link under Plan	
Events	
Event Status	Pending
Event Date	<6 months from Today>
Percentage	50
*** Click the Add button**	
* Choose 1 Row to add at the prompt. Click Ok	
Event Type	Milestone
Event Date	<1 year from Today>
Percentage	50

Field	Value
* Click the **Calculate Amount** button	
* Click the **Save** button	
* Click the **Date Type Milestone** link	
Description	Interior Renovations
* Click the **Date Type Milestone** link (bottom)	
Description	Interior Renovations
* Click the **Save** button	
* Click the **Add Milestone** icon	
Milestones	
Milestone Template	DATE1
Description	Exterior Renovations
Milestone Status	Ready
* Click the **Date Type Milestone** link (bottom)	
Description	Exterior Renovations
* Click the **Save** button	
* Click the **Return to Define Billing Plan** link	
Events: Event Detail: Event 2	
Milestone Number	2
Events: Event Detail: Event 1	
Event Status	Ready
Events: Event Detail: Event 2	
Event Status	Ready
* Click the **Save** button	
* Click the **Return to Assign Billing Plan** link	
* Click the **Return to General Information** link	
* Click the **Revenue Plans** link	
* Click the **R101** link under Plan	
Event Status	Pending
Accounting Date	<6 months from Today>
Percent Complete	50
* **Click the Add button**	
* Choose 1 Row to add at the prompt. Click Ok	
Event Type	Milestone
Event Date	<1 year from Today>
Milestone Number	2
Percent Complete	50
* Click the **Calculate Amount** button	
* Click the **Save** button	
* Click the **Return to Assign Revenue Plan** link	
* Click the **Return to General Information** link	

Field	Value
Contract Status	Active

User Specific Data

User	Field	Value
Instructor 1	Contract	MILESTONE CONTRACT - 001
Instructor 2	Contract	MILESTONE CONTRACT - 002
Instructor 3	Contract	MILESTONE CONTRACT - 003

Activity 3 - Walkthrough: Creating Amendments

Scenario
A fixed amount contract has been created for the US Department of Justice to bill for your agency's services in developing a drug prevention program. The contract is active. You are informed that the negotiated amount of the contract needs to be increased by $1000.00 due to supplemental funding given to the program. Create an amendment to increase the amount and set the amend status to ready.

Menu Path
Customer Contracts → Contracts Center → Contracts → General Information

UPK Procedure
Not Applicable

Job Aid
Not Applicable

Instructions
Follow along with your instructor as he/she demonstrates how to create amendments. Perform each step along with the instructor using the values assigned to your training number. For fields in the Required Data table that require a "user specific field", be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise ask the instructor for guidance.

Required Data

Field	Value
General Information: Find an Existing Value	
Business Unit	17300
Description	See User Specific Data
Amendments	
* Click the **Amend Contract** button	
Amendment Type	Renegotiation
Amendment Reason	Additional Purchase
* Click the **Detail** link	
Amendment Details	
* Click the **Amendment Amount Allocation** link	
Amendment Amount Allocation	
Adjustment Amount	1000
* Click the **Recalculate** button (Top)	
Negotiated Amount	11000
* Click the **Recalculate** button(Bottom)	

Field	Value
* Click the **Return to Amendment Details** link	
Amendment Details	
Amend Status	Ready
* Click the **Save** button	
* Click the **Process Amendment** button	
* Click the **Return to General Information** link from the left menu pagelet	
General	
* Click the **Expand All** icon on the Summary of Amounts section	
* View the **Negotiated Amount**	

User Specific Data

User	Field	Value
User 1	Description	State Contract - 019
User 2	Description	State Contract - 020
User 3	Description	State Contract - 021
User 4	Description	State Contract - 022
User 5	Description	State Contract - 023
User 6	Description	State Contract - 024
User 7	Description	State Contract - 025
User 8	Description	State Contract - 026
User 9	Description	State Contract - 027
User 10	Description	State Contract - 028
User 11	Description	State Contract - 029
User 12	Description	State Contract - 030
User 13	Description	State Contract - 031
User 14	Description	State Contract - 032
User 15	Description	State Contract - 033
User 16	Description	State Contract - 034
User 17	Description	State Contract - 035
User 18	Description	State Contract - 036
User 19	Description	State Contract - 037
User 20	Description	State Contract - 038
User 21	Description	State Contract - 039
User 22	Description	State Contract - 040
User 23	Description	State Contract - 041
User 24	Description	State Contract - 042
User 25	Description	State Contract - 043
Instructor 1	Description	State Contract - 044
Instructor 2	Description	State Contract - 045
Instructor 3	Description	State Contract - 046

Activity 4 - Challenge: Maintaining Contracts

Scenario

Create a fixed amount contract for services contracted with the Department of Justice to renovate an existing correctional facility. After entering the contract, update the milestone date and percentage that will bill the customer and prompt your agency to recognize the revenue once the milestone has been reached. Then, activate the contract. Finally create an amendment to the contract that increases the contract negotiated amount by $500.

Menu Path

Customer Contracts → Contracts Center → Contracts → General Information

UPK Procedure

Creating Amount Based Contracts

Job Aid

Not Applicable

Instructions

Use the appropriate steps from the previous Instructor led walkthrough(s) to complete the exercise scenario in SMART. For fields in the Required Data table that require a “user specific field”, be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to the UPK. If there is not a UPK, then refer to the Instructor for guidance.

Required Data

Field	Value
General Information: Add a New Value	
Business Unit	17300
Contract	DOJCONTRACT_[your initials]
Sold to Customer	DOJ
Contract Classification	Standard
* Click the **Add** button	
General	
Description	DOJ Contract_[your initials]
* Click the **Expand All** icon on the Summary of Amounts section	
Negotiated Amount	12000
Lines	
* Click the **Add Contracts Lines** button	
Product Group	CONTRACTS (defaults)

Field	Value
Price Type	Amount
* Click the **Search** button	
Product	FIXED_AMT_MS1_CONT <select>
Start Date	<Today's Date>
End Date	<Today's Date + 1 year>
* Click **Add Contract Lines** button	
* Click **Return to Contract Lines** link	
* Click the **Save** button	
Lines: Detail	
* Click the **Contract Terms** link	
PC Business Unit	17300
Project	See User Specific Data
Activity	See User Specific Data
* Click the **Save** button	
* Click **Return to General Information** link	
Lines: Detail	
* Click the **Distribution** link	
Accounting Distribution: Accounting Distributions	
* Click the **Correct History** button	
Accounting Distribution: Revenue	
Dept	1736010000
Fund	1000
Bud Unit	0210
Program	01651
***** Click the **Save** button	
***** Click the **General Information** link from the left menu	
***** Click the **Amount Allocation** link	
Negotiated Amount (Bottom)	12000
* Click the **Recalculate** button (Bottom)	
* Click the **Save** button	
* Click **Return to General Information** link	
* Click the **Billing Plans** link	
* Click the **B101** link	
Events	
Event Status	Pending
Event Date	<6 months from Today>
Percentage	50
*** Click the Add button**	
***** Choose 1 Row to add at the prompt. Click Ok	
Event Type	Milestone

Field	Value
Event Date	<1 year from Today>
Percentage	50
* Click the **Calculate Amount** button	
* Click the **Save** button	
* Click the **Date Type Milestone** link	
Description	Interior Renovations
* Click the **Date Type Milestone** link (bottom)	
Description	Interior Renovations
* Click the **Save** button	
* Click the **Add Milestone** icon	
Milestones	
Milestone Template	DATE1
Description	Exterior Renovations
Milestone Status	Ready
* Click the **Date Type Milestone** link (bottom)	
Description	Exterior Renovations
* Click the **Save** button	
* Click the **Return to Define Billing Plan** link	
Events: Event Detail: Event 2	
Milestone Number	2
Events: Event Detail: Event 1	
Event Status	Ready
Events: Event Detail: Event 2	
Event Status	Ready
* Click the **Save** button	
* Click the **Return to Define Billing Plan** link	
* Click the **Return to General Information** link	
* Click the **Revenue Plans** link	
***** Click the **R101** link under Plan	
Event Status	Pending
Accounting Date	<6 months from Today>
Percent Complete	50
*** Click the Add button**	
***** Choose 1 Row to add at the prompt. Click Ok	
Event Type	Milestone
Event Date	<1 year from Today>
Milestone Number	2
Percent Complete	50
* Click the **Calculate Amount** button	
* Click the **Save** button	

Field	Value
* Click the **Return to Assign Revenue Plan** link	
* Click the **Return to General Information** link	
General	
Contract Status	ACTIVE
***** Click the **Save** button	
Amendments	
* Click the **Amend Contract** button	
Amendment Type	Renegotiation
Amendment Reason	Additional Purchase
* Click the **Detail** link	
Amendment Details – Amendment Amount Allocation	
* Click the **Amendment Amount Allocation** link	
Adjustment Amount	500
* Click the **Recalculate** button (Top)	
Negotiated Amount	12500
* Click the **Recalculate** button(Bottom)	
* Click the **Return to Amendment Details** button	
Amendment Details	
Amend Status	Ready
* Click the **Save** button	
* Click the **Process Amendment** button	
***** Click the **General Information** link from the left menu	
***** Expand **Summary of Amounts** section	
* View the new amount	

User Specific Data

User	Field	Value
User 1	Project	DOJPROJECT-001
User 2	Project	DOJPROJECT-002
User 3	Project	DOJPROJECT-003
User 4	Project	DOJPROJECT-004
User 5	Project	DOJPROJECT-005
User 6	Project	DOJPROJECT-006
User 7	Project	DOJPROJECT-007
User 8	Project	DOJPROJECT-008
User 9	Project	DOJPROJECT-009
User 10	Project	DOJPROJECT-010
User 11	Project	DOJPROJECT-011
User 12	Project	DOJPROJECT-012
User 13	Project	DOJPROJECT-013

User	Field	Value
User 14	Project	DOJPROJECT-014
User 15	Project	DOJPROJECT-015
User 16	Project	DOJPROJECT-016
User 17	Project	DOJPROJECT-017
User 18	Project	DOJPROJECT-018
User 19	Project	DOJPROJECT-019
User 20	Project	DOJPROJECT-020
User 21	Project	DOJPROJECT-021
User 22	Project	DOJPROJECT-022
User 23	Project	DOJPROJECT-023
User 24	Project	DOJPROJECT-024
User 25	Project	DOJPROJECT-025
Instructor 1	Project	DOJPROJECT-026
Instructor 2	Project	DOJPROJECT-027
Instructor 3	Project	DOJPROJECT-028
User 1	Activity	DOJACT-001
User 2	Activity	DOJACT-002
User 3	Activity	DOJACT-003
User 4	Activity	DOJACT-004
User 5	Activity	DOJACT-005
User 6	Activity	DOJACT-006
User 7	Activity	DOJACT-007
User 8	Activity	DOJACT-008
User 9	Activity	DOJACT-009
User 10	Activity	DOJACT-010
User 11	Activity	DOJACT-011
User 12	Activity	DOJACT-012
User 13	Activity	DOJACT-013
User 14	Activity	DOJACT-014
User 15	Activity	DOJACT-015
User 16	Activity	DOJACT-016
User 17	Activity	DOJACT-017
User 18	Activity	DOJACT-018
User 19	Activity	DOJACT-019
User 20	Activity	DOJACT-020
User 21	Activity	DOJACT-021
User 22	Activity	DOJACT-022
User 23	Activity	DOJACT-023
User 24	Activity	DOJACT-024
User 25	Activity	DOJACT-025

User	Field	Value
Instructor 1	Activity	DOJACT-026
Instructor 2	Activity	DOJACT-027
Instructor 3	Activity	DOJACT-028

Activity 5 – Demonstration: Understanding the Contracts/Billing Interface

Scenario
The Contracts/Billing interface has been run. As the **Agency Customer Contracts Manager**, you will now use the billing worksheet to review and approve or delete temporary bills created by the process.

Menu Path
Billing → Manage Billing Worksheet → Update Billing Worksheet

UPK Procedure
Not Applicable

Job Aid
Not Applicable

Instructions
Watch your instructor as he/she demonstrates how to understand the contracts/billing interface. Do NOT perform this exercise along with your instructor.

Required Data

Field	Value
* Click the **Set Filter Options** link	
Contract	See User Specific Data
* Click the **Search** button	
* Select the Contract needing to be approved	
* Click the **Approve Now** button	
* Click the **Save** button	
* Click the **Manage Contract/Project Bills** button	

User Specific Data

User	Field	Value
Instructor 1	Contract	CONTRACT-001
Instructor 2	Contract	CONTRACT - 002
Instructor 3	Contract	CONTRACT - 003

Activity 6 – Walkthrough: Processing Prepaid Amounts

Scenario
You have just received an invoice for $20,000 from one of your vendors for goods that you have received. You do not have sufficient cash in your Fund to process the invoice to pay your vendor, so you will need to draw down an advance from your federal grant. You are using the Customer Contracts module to process you federal sponsor grant billings. You will use the Prepaid functionality of the module to process all advancements from your federal grant sponsors for a particular Project ID and Activity ID. In this walkthrough you will setup the prepaid amount and set up the deferred revenue distribution. Next, activate the prepaid amount by changing the prepaid amount line status from “Pending” to “Ready”

Menu Path
Customer Contracts →Contracts Center → Contracts → General Information

UPK Procedure
Not Applicable

Job Aid
Not Applicable

Instructions
Follow along with your instructor as he/she demonstrates how to create amendments. Perform each step along with the instructor using the values assigned to your training number. For fields in the Required Data table that require a “user specific field”, be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise ask the instructor for guidance.

Required Data

Field	Value
General Information: Find an Existing Value	
Business Unit	17300
Contract	See User Specific Data
* Click the **Search** button	
** Click the **More** drop down and select **Prepaids***	
Prepaids	
Purchased Amount	$20,000
Expiration Date	8/15/2010
Prepaids: Utilization	
Contract Line Num	1
* Click the **Save** button	
Prepaids: Utilization	

Field	Value
* Click the **Utilization Criteria** link	
Utilization Criteria	
PC Business Unit	17300
Project	See User Specific Data
Activity	See User Specific Data
* Click the **Save** button	
* Click the **Return to Prepaids** link	
Prepaids: Initial Billing	
Prepaid Tax Timing	Tax on Initial bill (defaults)
Prepaids: Deferred Revenue Distribution	
Distribution Code	DEF_REV (defaults)
Department	1736010000
Fund	1000
Budget Unit	0210
Program Code	01651
Account	220505 (defaults)
Prepaids: General	
Status	Ready
* Click the **Save** button	
* Click the **General Information** link in the left menu pagelet	
* Click the **Expand Section** link of **Summary of Amounts** to view pre-paid	

User Specific Data

User	Field	Value
User 1	Contract	CONTRACT - 36
User 2	Contract	CONTRACT - 37
User 3	Contract	CONTRACT - 38
User 4	Contract	CONTRACT - 39
User 5	Contract	CONTRACT - 40
User 6	Contract	CONTRACT - 41
User 7	Contract	CONTRACT - 42
User 8	Contract	CONTRACT - 43
User 9	Contract	CONTRACT - 44
User 10	Contract	CONTRACT - 45
User 11	Contract	CONTRACT - 46
User 12	Contract	CONTRACT - 47
User 13	Contract	CONTRACT - 48
User 14	Contract	CONTRACT - 49
User 15	Contract	CONTRACT - 50
User 16	Contract	CONTRACT - 51

User	Field	Value
User 17	Contract	CONTRACT - 52
User 18	Contract	CONTRACT - 53
User 19	Contract	CONTRACT - 54
User 20	Contract	CONTRACT - 55
User 21	Contract	CONTRACT - 56
User 22	Contract	CONTRACT - 57
User 23	Contract	CONTRACT - 58
User 24	Contract	CONTRACT - 59
User 25	Contract	CONTRACT - 60
Instructor 1	Contract	CONTRACT - 61
Instructor 2	Contract	CONTRACT - 62
Instructor 3	Contract	CONTRACT - 63
User 1	Project	PREPAID_PROJ-36
User 2	Project	PREPAID_PROJ-37
User 3	Project	PREPAID_PROJ-38
User 4	Project	PREPAID_PROJ-39
User 5	Project	PREPAID_PROJ-40
User 6	Project	PREPAID_PROJ-41
User 7	Project	PREPAID_PROJ-42
User 8	Project	PREPAID_PROJ-43
User 9	Project	PREPAID_PROJ-44
User 10	Project	PREPAID_PROJ-45
User 11	Project	PREPAID_PROJ-46
User 12	Project	PREPAID_PROJ-47
User 13	Project	PREPAID_PROJ-48
User 14	Project	PREPAID_PROJ-49
User 15	Project	PREPAID_PROJ-50
User 16	Project	PREPAID_PROJ-51
User 17	Project	PREPAID_PROJ-52
User 18	Project	PREPAID_PROJ-53
User 19	Project	PREPAID_PROJ-54
User 20	Project	PREPAID_PROJ-55
User 21	Project	PREPAID_PROJ-56
User 22	Project	PREPAID_PROJ-57
User 23	Project	PREPAID_PROJ-58
User 24	Project	PREPAID_PROJ-59
User 25	Project	PREPAID_PROJ-60
Instructor 1	Project	PREPAID_PROJ-61
Instructor 2	Project	PREPAID_PROJ-62
Instructor 3	Project	PREPAID_PROJ-63

User	Field	Value
User 1	Activity	PREPAID_ACT-36
User 2	Activity	PREPAID_ACT-37
User 3	Activity	PREPAID_ACT-38
User 4	Activity	PREPAID_ACT-39
User 5	Activity	PREPAID_ACT-40
User 6	Activity	PREPAID_ACT-41
User 7	Activity	PREPAID_ACT-42
User 8	Activity	PREPAID_ACT-43
User 9	Activity	PREPAID_ACT-44
User 10	Activity	PREPAID_ACT-45
User 11	Activity	PREPAID_ACT-46
User 12	Activity	PREPAID_ACT-47
User 13	Activity	PREPAID_ACT-48
User 14	Activity	PREPAID_ACT-49
User 15	Activity	PREPAID_ACT-50
User 16	Activity	PREPAID_ACT-51
User 17	Activity	PREPAID_ACT-52
User 18	Activity	PREPAID_ACT-53
User 19	Activity	PREPAID_ACT-54
User 20	Activity	PREPAID_ACT-55
User 21	Activity	PREPAID_ACT-56
User 22	Activity	PREPAID_ACT-57
User 23	Activity	PREPAID_ACT-58
User 24	Activity	PREPAID_ACT-59
User 25	Activity	PREPAID_ACT-60
Instructor 1	Activity	PREPAID_ACT-61
Instructor 2	Activity	PREPAID_ACT-62
Instructor 3	Activity	PREPAID_ACT-63

Activity 7 – Challenge: Processing Prepaid Amounts

Scenario
You have just received an invoice for $50,000 from one of your vendors for goods that you have received. You do not have sufficient cash in your Fund to process the invoice to pay your vendor, so you will need to draw down an advance from your federal grant. You are using the customer contracts module to process your federal sponsor grant billings. You will use the Prepaid functionality of the module to process all advancements from your federal grant sponsors. In this exercise you will setup the prepaid amount and set up the deferred revenue distribution. Next, activate the prepaid amount by changing the prepaid amount line status from “Pending” to “Ready”

Menu Path
Customer Contracts → Create and Amend → General Information

UPK Procedure
Not Applicable

Job Aid
Not Applicable

Instructions
Use the appropriate steps from the previous Instructor led walkthrough(s) to complete the exercise scenario in SMART. For fields in the Required Data table that require a “user specific field”, be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to the UPK. If there is not a UPK, then refer to the Instructor for guidance.

Required Data

Field	Value
General Information: Find an Existing Value	
Business Unit	17300
Contract	See User Specific Data
** Click the **More** drop down and select **Prepaids***	
Prepaids	
Purchased Amount	50,000
Expiration Date	8/25/2010
Prepaids: Utilization	
Contract Line Num	1
Prepaids: Deferred Revenue Distribution	
Distribution Code	DEF_REV (defaults)
Department	1736010000

Field	Value
Fund	1000
Budget Unit	0210
Program Code	01651
Account	220505 (defaults)
General	
Status	Ready
* Click the **Save** button	
* Click the **Return to General Information** link in the left menu pagelet	
* Click the **Expand Section** link of **Summary of Amounts** to view pre-paid	

User Specific Data

User	Field	Value
User 1	Contract	PREPAID CONTRACT - 38
User 2	Contract	PREPAID CONTRACT - 39
User 3	Contract	PREPAID CONTRACT - 40
User 4	Contract	PREPAID CONTRACT - 41
User 5	Contract	PREPAID CONTRACT - 42
User 6	Contract	PREPAID CONTRACT - 43
User 7	Contract	PREPAID CONTRACT - 44
User 8	Contract	PREPAID CONTRACT - 45
User 9	Contract	PREPAID CONTRACT - 46
User 10	Contract	PREPAID CONTRACT - 47
User 11	Contract	PREPAID CONTRACT - 48
User 12	Contract	PREPAID CONTRACT - 49
User 13	Contract	PREPAID CONTRACT - 50
User 14	Contract	PREPAID CONTRACT - 51
User 15	Contract	PREPAID CONTRACT - 52
User 16	Contract	PREPAID CONTRACT - 53
User 17	Contract	PREPAID CONTRACT - 54
User 18	Contract	PREPAID CONTRACT - 55
User 19	Contract	PREPAID CONTRACT - 56
User 20	Contract	PREPAID CONTRACT - 57
User 21	Contract	PREPAID CONTRACT - 58
User 22	Contract	PREPAID CONTRACT - 59
User 23	Contract	PREPAID CONTRACT - 60
User 24	Contract	PREPAID CONTRACT - 61
User 25	Contract	PREPAID CONTRACT - 62
Instructor 1	Contract	PREPAID CONTRACT - 63
Instructor 2	Contract	PREPAID CONTRACT - 64
Instructor 3	Contract	PREPAID CONTRACT - 65

Activity 8 - Walkthrough: Closing Contracts

Scenario
The Contract with the US Department of Health and Human Service has ended. Before setting the contract status to "CLOSE", you will need to close out the billing and revenue recognition plans so no further billing/revenue recognition will occur on this contract.

Menu Path
Customer Contracts → Schedule and Process Billing → Define Billing Plan

UPK Procedure
Closing Contracts

Job Aid
Not Applicable

Instructions
Follow along with your instructor as he/she demonstrates how to close contracts. Perform each step along with the instructor using the values assigned to your training number. For fields in the Required Data table that require a "user specific field", be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise ask the instructor for guidance.

Required Data

Field	Value
Define Billing Plan: Find an Existing Value	
Business Unit	17300
Contract	See User Specific Data
Billing Plan Status	In Progress
* Click the **Search** button	
Billing Plan General	
Billing Status	Completed
* Click the **Save** button	
Schedule and Process Revenue > Define Revenue Plan:Find an Existing Value	
Business Unit	17300
Contract	See User Specific Data
Revenue Plan	
Plan Status	Completed
* Click the **Save** button	
Close Contract	
Create and Amend > General Information:Find an Existing Value	
Business Unit	17300

Field	Value
Contract	See User Specific Data
Contract Status	CLOSED
* Click the **Save** Button	

User Specific Data

User	Field	Value
Instructor 1	Contract	CONTRACT-100
Instructor 2	Contract	CONTRACT-101
Instructor 3	Contract	CONTRACT-102