Miami-Dade County

informs

End-User Training Guide

Course Code: FIN 210
Course Title: Create and Amend Contracts

Course Overview

Course Description	This course provides a comprehensive review of the Customer Contracts processes. This course consists of the following modules: • Module 1: Course Introduction • Module 2: Create & Amend Contracts • Module 3: Course Summary
Training Audiences	The following audience(s), by INFORMS Security role(s) are required to complete this course prior to being granted related system access: • Department Contract Administrator • Department Contract Manager • Department Grant Administrator • Department Grant Manager
Prerequisites	Participants are required to complete the following End-User Training courses prior to starting this course: • ERP 101 – Overview of INFORMS • ERP 102 – INFORMS Navigation, Reporting, and Online Help • FIN 101 – Financials Fundamentals • FIN 301 – Managing the General Ledger • FIN 209A – Create, Maintain, Budget Operating and Grant Projects
Delivery Method	This course is intended to be delivered through Instructor-led Training.
Estimated Duration	The total duration of this course, when delivered through Instructor-led Training, is 2 hours.

Table of Contents

Content	Page

Module 1: Course Introduction

Topics

This module covers the following topics:

- Course Administration and Logistics
- Learning Objectives
- Roles and Responsibilities
- Navigation
- Key Changes to the Business Process
- The End-to-End Business Process
- Introduction to Demonstrations, Activities, and Exercises

Module 1: Course Introduction

Course
Administration
and Logistics

To get the most benefit from this course, participants should:

- Actively participate in class, and ask questions as needed
- Turn off cell phones, and refrain from the use of email and the Internet
- Take breaks as scheduled and return to the classroom promptly

Module 1: Course Introduction

Learning
Objectives

At the conclusion of this course, participants will be able to:

- Create a Rate Based Customer Contract
- Create an Amount Based Customer Contract
- Amend a Customer Contract
- Bill a Customer Contract

Module 1: Course Introduction

Training Audience:

Roles and Responsibilities

The following roles are associated with this course and will play a part in conducting the related business processes for the County:

- **Department Contract Administrator:** The Department Contract Administrator is responsible for creating customer contracts for internal, external, and grant billing.
- **Department Contract Manager:** The Department Contract Manager is responsible for reviewing and activating customer contracts for the department.
- **Department Grant Administrator:** The Department Grant Administrator is responsible for establishing and submitting grant proposals, generating awards, reporting and managing the grant.
- **Department Grant Manager:** The Department Grant Manager will have the ability to view and approve proposals and generate reports.
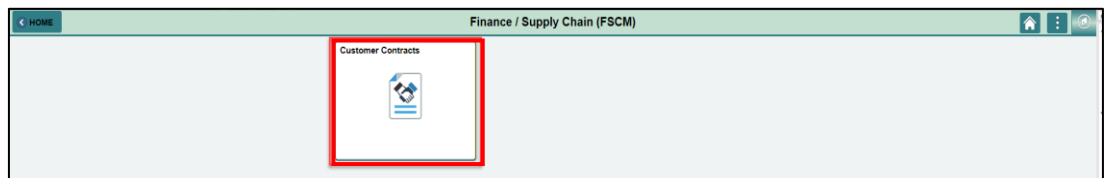
Module 1: Course Introduction

Navigation

Below are the steps to navigate to Customer Contracts, which will be used for navigation in the rest of this course:
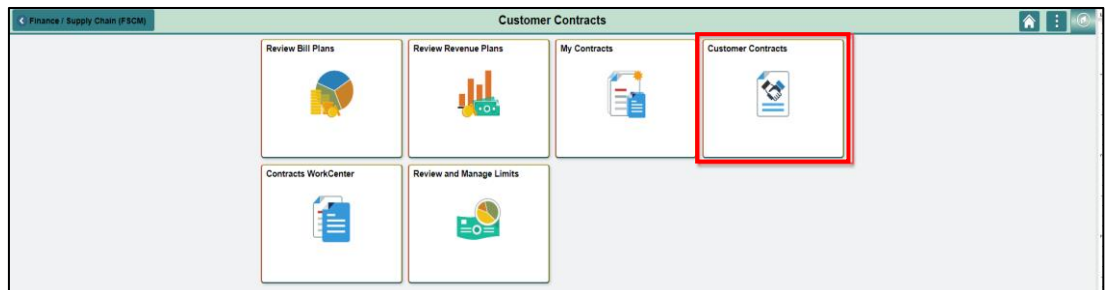
1. Login to INFORMS and select **Finance/ Supply Chain (FSCM)** from the home landing page below.

2. Select **Customer Contracts.**

3. Select **Customer Contracts.**

Module 1: Course Introduction

Key Changes to the Business Process

The key changes to the Create and Amend Contracts business process include:

- Chart of Accounts
  - o   For grant contracts, users must first create a Grant ChartField.
- Grants will be tracked as Grants ChartField and departments will be creating Grants in the Grant Management Module.
- Grants will require a Project.
- Customer Contracts will be used to automate the billing of projects expenditures to customers.
- Costs will be tracked in the Project Costing module.
- Project transactions will now be tracked in Project Costing instead of the General Ledger.
- Reports will be generated out of Project Costing, Customer Contracts, Grants, Billing and General Ledger modules.

Module 1: Course Introduction

The End-to-End Business Process

INFORMS Customer Contracts is used to define products, specify the terms and conditions of a contract, the time and method of billing, and a method for recognizing revenue.

The benefits of the Customer Contracts process are:
- Streamline billing by gathering transactions, applying contractual rates and schedules, and sending billable transactions to the Billing module. This process can include downstream finalization, printing and integrations to Accounts Receivable and the General Ledger.
- Analyze project profitability by using costs captured in Project Costing and revenue recognized in Contracts.

Pre-requisites to a Customer Contract:
- If the contract is associated with a grant, users must create a Grant ChartField first.
- A project must be open and activated.
- A sponsor must be setup to use Customer contracts.

As the process flow below shows:
- The Department Contract Administrator will create the customer contract, the contract lines and associated the Project and Activities to the customer Lines.
- The Department Contract Manager will review and activate the contract.

Module 1: Course Introduction

Introduction to Demonstrations Activities, and Exercises

Users will take part in three types of hands-on learning throughout this course: Instructor Demonstrations, Training Activities, and Training Exercises. The definitions and descriptions of each are below.

Instructor Demonstrations

Instructor demonstration activities involve a walk-through of tasks and processes in INFORMS. Instructors will demonstrate how to perform these activities while users follow along.

Training Activities

Users will perform tasks and processes in the INFORMS training environment by using the Training Activity and Data Sheet provided, and by using this training guide as a reference.

Training Exercises
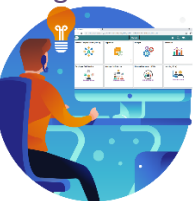
The Instructor will ask questions related to the lecture content and training activities, which are used to check users' knowledge and understanding of course content

Module 1: Course Introduction

Module 1:
Course
Introduction
Summary

The following key concepts were covered in this module:

- Customer Contracts enables billing of project charges
- For Customer Contracts with Grants a Grant ChartField needs to be created
- A Project needs to be created and activated
- A Customer needs to be created
- A contract and contract lines need to be created
- Department Administrator creates the contract and contract line
- Department Manager reviews and activates the Contract

Module 2: Create and Amend Contracts

Lessons

This module includes the following lessons:

Customer Contracts are defined to establish Billing and Revenue Recognition transactions between a department and an external Customer. Each Contract is built for one, and only one, customer. Contracts can be defined into a couple of broad categories with various billing and revenue features available under each.

Creating a Rate Based Contracts
- Rate Based Contracts are built on a Cost-Reimbursement model using the Project Costing module to collect costs for billing.

Creating Amount Based Contracts
- Amount Based Contracts are built on a periodic or milestone based model and use Contract parameters for billing and revenue recognition.

Lesson 1: Create Contracts

Lesson 1:
Overview

At the conclusion of this lesson, users will be able to:

- Establish a Contract Header
- Add Contract Lines
- Establish Amount Allocation
- Associate Contract lines to Projects and Activities
- Enter Accounting Distribution
- Create a Bill Plan
- Create a Revenue plan
- Activate a Contract

Lesson 1: Create Contracts

Lesson 1:
Introduction

INFORMS Project Costing works with INFORMS Contracts to generate project-related customer billing. For rate-based billing, INFORMS Contracts pulls information from project transactions and populates INFORMS Billing with the billing information.

INFORMS Contracts stores contractual terms and conditions. Users can:
- Select a product with a rate price type on a contract line,
- Associate the contract line with a project business unit and rate,
- Specify retainage and discount information for standard contracts
- Link project activities to the contract line.

INFORMS Contracts enables users to establish billing plans and revenue plans. These plans enable users to manage when and how much to bill and recognize for the amounts that are associated with one or more contract lines.
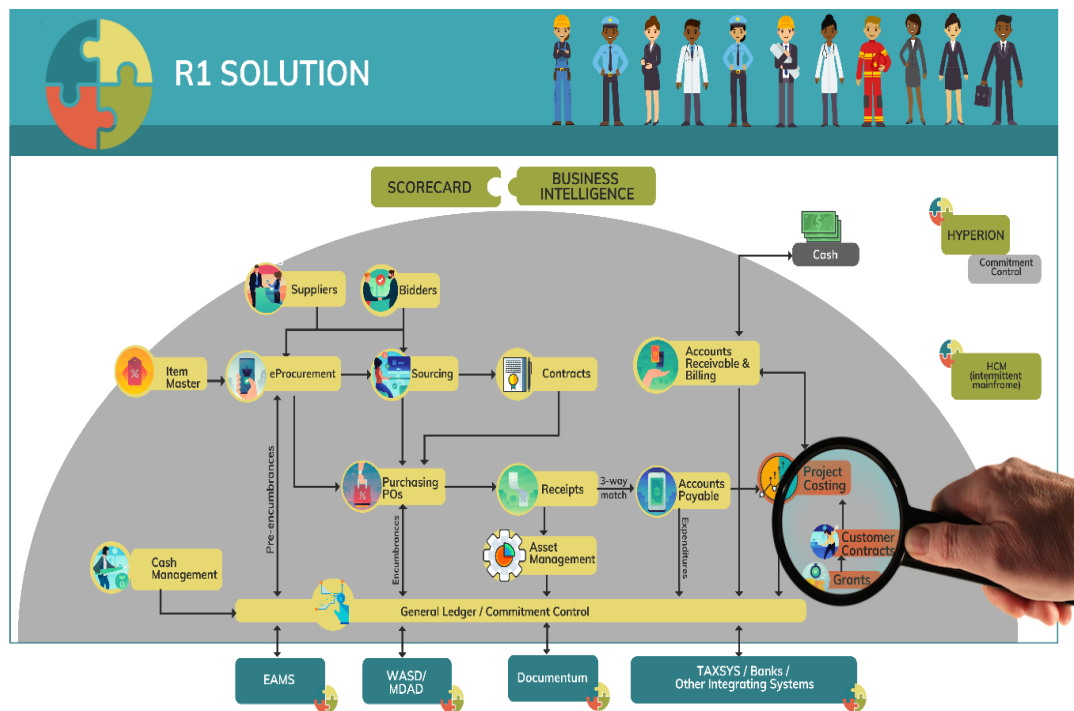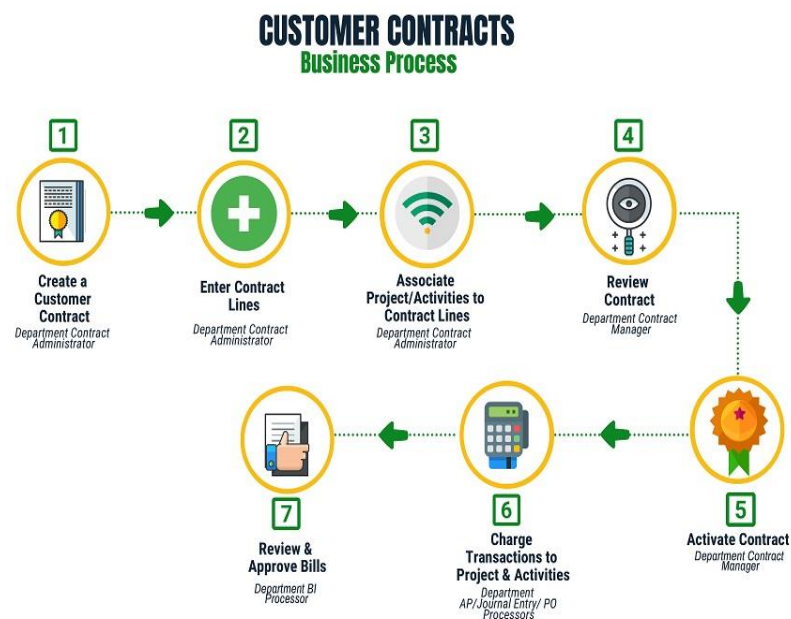
Lesson 1: Create Contracts

Lesson 1:
Introduction

The contract creation phase consists of multiple activities, such as creating a contract header, creating a billing plan, associating project and activity IDs, and creating a revenue recognition plan. The contract header stores the terms and conditions of the contract, products, and their price details.

Users can start creating the contract after the Grant ChartField has been approved and the Grant Project has been setup. Then, after defining billing and revenue details and allocating prices to contract lines, users activate the contract.

Users can manage a contract through various phases of its life cycle. They can manage billing and revenue for a contract. In addition, during the lifetime of a contract, the contract may go through many changes. For example, the scope of work may change, or additional funding may be received. Users can manage such changes through amendment processing.

To summarize, a contract moves through various phases of its life cycle. Managing the contract includes managing billing, revenue, and changes made to the contract.

Lesson 1: Create Contracts

Key Terms

The following key terms are used in this Lesson:

Term	Definition
Contract Bill Plan	The Bill Plan defines the schedule, parameters and configuration of the Customer invoice. A Contract manages the billing process through the creation of Billing plans. Each contract line product is tied to a billing plan.
Contract Business Unit	An entity that controls billing and revenue for a department. In INFORMS, every Business Unit (BU) that requires federal reimbursement or intra-unit billing will be establishing a contract BU and a BI BU.
Contract Document	A textual document created in INFORMS Supplier Contract Management that user can associate with a procurement contract, solicitation or a purchase order. Contract documents are signed agreements that bind buyers and suppliers to specific terms and conditions.
Contract Line	A contract designation that represents a major deliverable on an agreement. Contract Line is used to associate projects and activities to the contract.
Contract Revenue Plan	The Contract Revenue Plan defines how and when customer revenue will be recognized for accounting purposes.
Sponsor	The Sponsor represents the Grants funding source. The customer who will be invoiced for expense reimbursements associated with the award.
INFORMS Customer Contracts	Enables users to create and execute revenue-generating contracts. Use this to define products, specify the terms and conditions of a contract, the time and method of billing, and a method for recognizing revenue.
Price Type	Contract Products are classified into types. The price type that is selected for a product determines the details that the user defines for that product and the billing and revenue recognition methods with which the user can associate the product.
Product	A Product represents the basis for the Contract Line and determines what type of Contract will be created. Products are associated with a set of attributes that include pricing structure, tax parameters, and accounting information.

Lesson 1: Create Contracts

Lecture 1: Establish a Contract Header

A Contract consists of two levels: The Contract Header and the Contract Line. The Contract Header contains information relevant to the entire contract.

- The Contract Header relates one-to-many with the Contract Line.
- The Contract Header stores agreement information relevant to all the products and services that the users are licensing through the Contract.
- Agreement information may include customer information, terms and conditions, contract sign dates, etc.
- Also stored at the header level is any administrative information, such as notes and support teams that are associated with the entire contract.

It serves as the core of the agreement; noting customer information, the start and end dates, and other defaults from configuration; although, these defaults can be overwritten (to be covered later). Based on the selections made at the header level, the INFORMS Contracts module can support multiple contractual relationships, including individual contracts, multiple contracts per customer, one contract per service provided, and one contract for multiple services.

NOTE: If this is a Grant Contract, the following pre-requisites are required:
- Verify the Billing Sponsor has been created and is available for use
- Request a Grant Chartfield
- Authorize a Grant Chartfield
- Create a Project with associated Activities
- Authorize the Project for Expenditures

Lesson 1: Create Contracts

Lecture 1: Establish a Contract Header

Create Rate-based Contracts

Rate-based contracts use dollar amounts captured in project costing as the basis for customer billing. These amounts can be billed, and revenue recognized on an ad hoc basis.

Customer contracts are created by a department for a single customer. Contracts are created in Pending status initially, then moved to Active status for contract billing and revenue purposes, and finally to Closed status at the completion of the contract terms.

Customer Contracts will contain Bill Plans to manage the invoice process and Revenue Plans to manage the revenue recognition process. Rate Based Contracts use Project Costing stored amounts to define billing and revenue.

Create Amount-based Contracts

Amount-based contracts use dollar amounts defined in the contract as the basis for customer billing. Invoiced amounts can be spread across the life of the contract as desired and all related revenue entries are derived from the Contract Line Distribution pages.

Customer contracts are created by a department for a single customer. Contracts are created in Pending status initially, then moved to Active status for contract billing and revenue purposes, and finally to Closed status at the completion of the contract terms.

Customer contracts will contain bill plans to manage the invoice process and revenue plans to manage the revenue recognition process.

In summary, *Amount-based contracts* use parameters in the contract definition to define amounts for billing and revenue, while *rate-based contracts* use project costing stored amounts to define billing and revenue.

Lesson 1: Create Contracts

Lecture 1: Establish a Contract Header

Contract Headers
The following steps are the same for both rate and amount-based contracts.

NOTE: Users must have the Department Contract Administrator security role, to add a Contract Header.
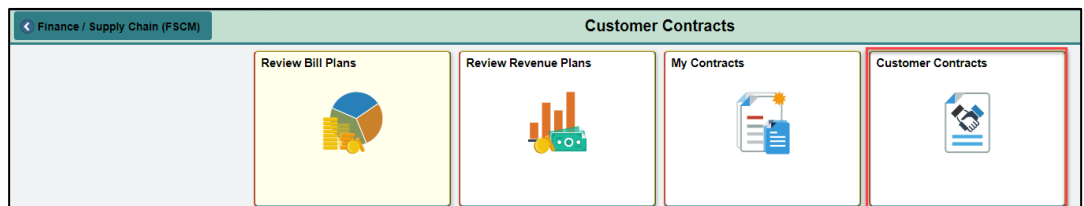
1. From the INFORMS homepage, select the **Finance/Supply Chain (FSCM)** tile.
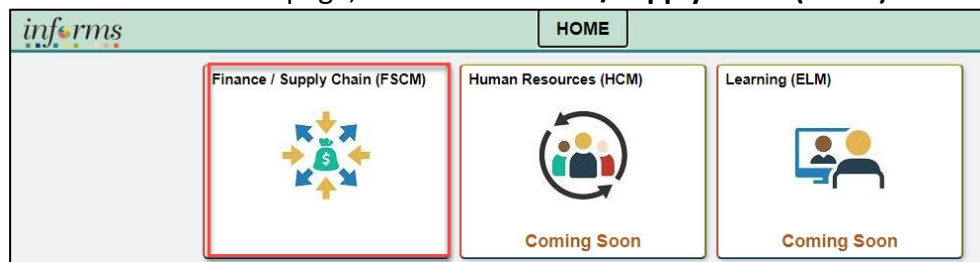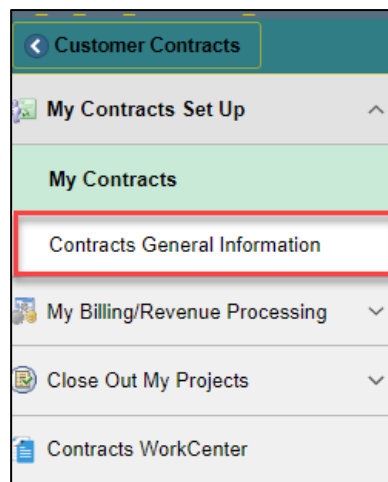

2. Select the **Customer Contracts** Tile.
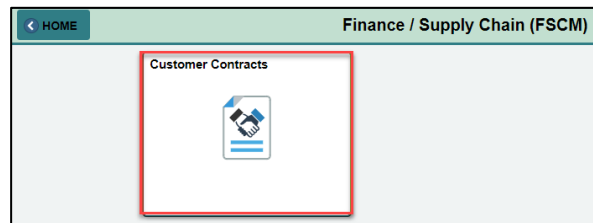
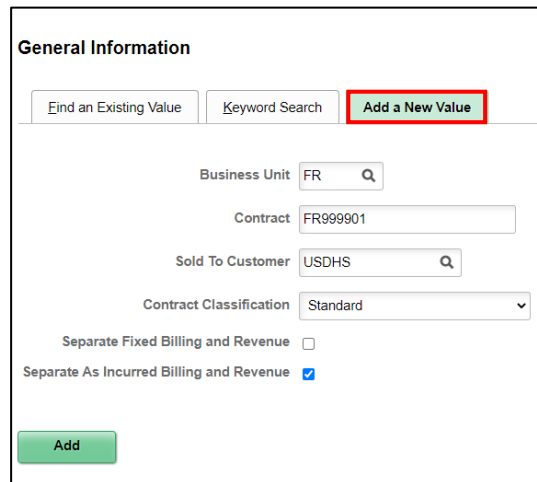3. Select the **Customer Contracts** Tile.

4. Select the **Contract General Information** Link.

Lesson 1: Create Contracts

Lecture 1:
Establish a
Contract
Header

Contract Headers

5. Select the **Add a New Value** tab.

6. Enter the following information:

Field	Action	Comment
Business Unit	Select the Business unit from the list of pre-defined values	
Contract	Enter an 8-digit alphanumeric value starting with the two-digit Business Unit	This is the same value as the 8 alpha numeric value requested for the Grant ChartField. The naming follows the following convention: BUXXXXXX • The first two digits represent the Business Unit • The following four digits represent the current department naming convention • The final two digits are a sequential number based on how many CFDA numbers are associated with the grant
Sold to Customer	Select a Value from the list of pre-defined values	
Contract Classification	Standard	
Separate as Incurred Billing and Revenue	N/A	Checkbox should default
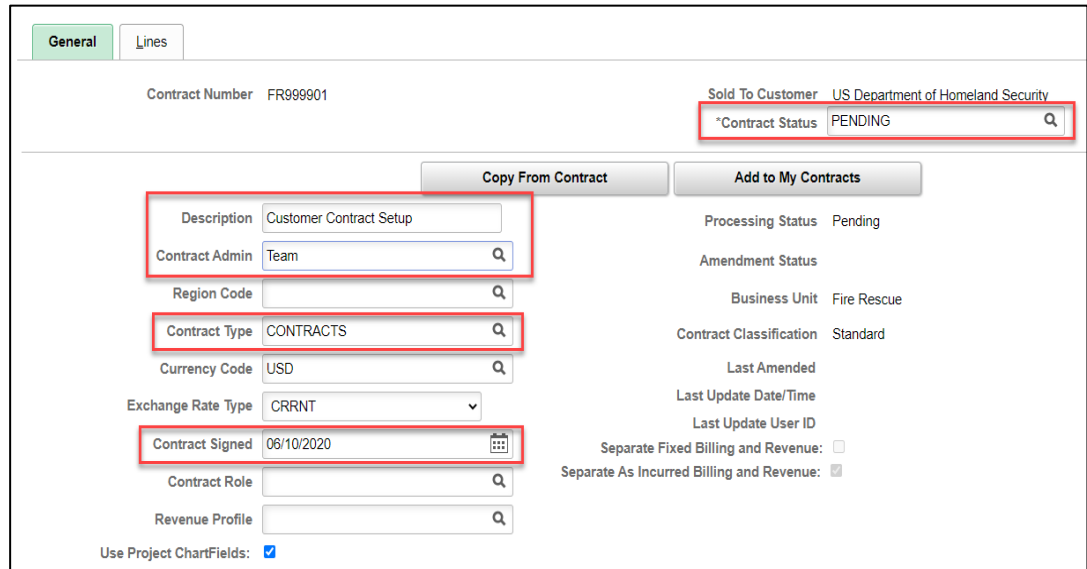
Lesson 1: Create Contracts

Lecture 1:
Establish a
Contract
Header

General Tab

When initially creating a Contract, only the **General** and **Lines** tabs will be visible. Use the **General** tab to define Contract header information. Some fields will be populated with default values. Others will need to be populated by the user.

1. Enter the following information

Field	Action	Comment
Contract Status	Initially the Contract Status should be set to 'Pending'	The Contract Status will change to 'Active' when defined correctly and all system edits have been passed
Description	Define a description for this Contract	
Contract Admin	Enter the Contract Administrator	
Contract Type	Select a Contract Type from the pre-defined values.	The Contract Type categorizes the Contract.
Contract Classification	Standard	
Currency Code	N/A	Default value of USD
Exchange Rate Type	N/A	Default value of CRRNT
Contract Signed	Enter a valid date value	This is the date the contract was signed.
Separate As Incurred Billing and Revenue	N/A	Checkbox should default

Lesson 1: Create Contracts

Lecture 1: Establish a Contract Header

General Page – Other Information

1. Expand the **Other Information** section of the page

Field	Action	Comment
Legal Entity	Ensure the Legal Entity value is populated with MIAMIDADE	

Lesson 1: Training Activity 1

Demonstration   The Instructor will now demonstrate how to execute the business process through the INFORMS training environment.

Instructions   Please refer to Activity 1 on the FIN210 Training Activity and Data Sheet.

This activity will be performed individually; users must complete it on their classroom workstation using the INFORMS training environment. The Instructor will tell you how to log into INFORMS.

Users will perform the activity by following the FIN210 Training Activity and Data Sheet and by using the training materials as reference tools.

Instructor(s) are available to answer any questions.

Lesson 1: Training Exercise 1

Debrief

1. What do rate-based contracts use to define billing and revenue?

_____
_____
_____
_____

2. What are the only two tabs that will be visible when initially creating a contract?

_____
_____
_____
_____

3. True or False: Customer Contract is the vehicle in INFORMS that enables billing of project charges to Grants.

_____
_____
_____
_____

4. What is the initial Contract Status set to?

_____
_____
_____
_____

5. Yes or No: My Customer Contract ID must have the same value as my Grant ChartField?

_____
_____
_____
_____

Lesson 1: Training Exercise 1

Lesson 1: Create Contracts

Lecture 2: Enter Contract Lines

Enter Contract Lines

After a contract header is created in the INFORMS Contracts module, the process of adding contract lines to the contract can begin. A contract line corresponds to a grant deliverable or when used internally, as a link to bill internal resources.

Contract lines:

- Are comprised of the goods and services that are sold to customers
- Represent a unique contract product that is associated with its own accounting distributions, projects, activities, and billing revenue plans
- Enable the user to control deferred revenue data at the contract line level
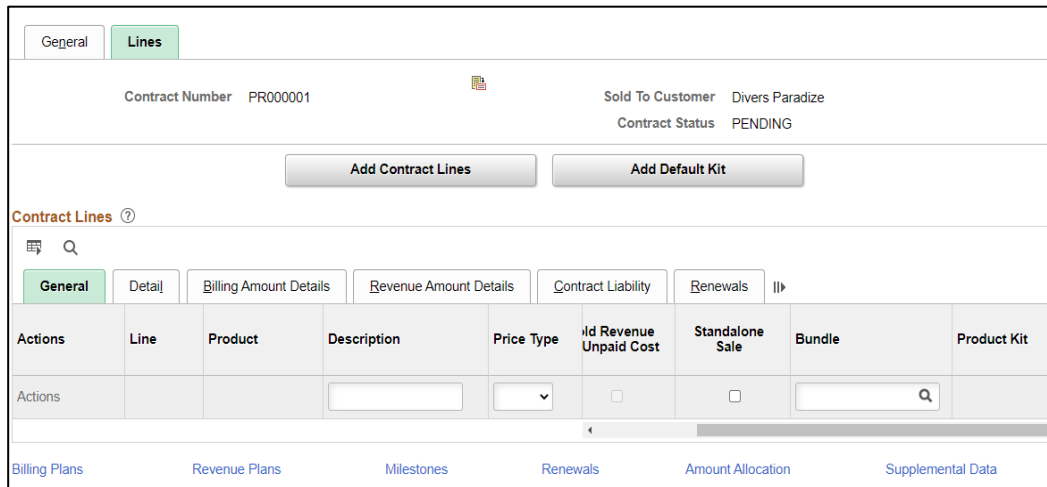
Lesson 1: Create Contracts

Lecture 2: Enter Contract Lines

Contract Lines

1. Select the **Lines** tab.

The **Lines** tab initially displays with no contract Line or product information. By selecting a product onto the contract line, the line will be created.

NOTE: At this point in the Contract Creation steps, the fields for the Contract Line are inactive. By selecting **Product**, these fields will become Active.
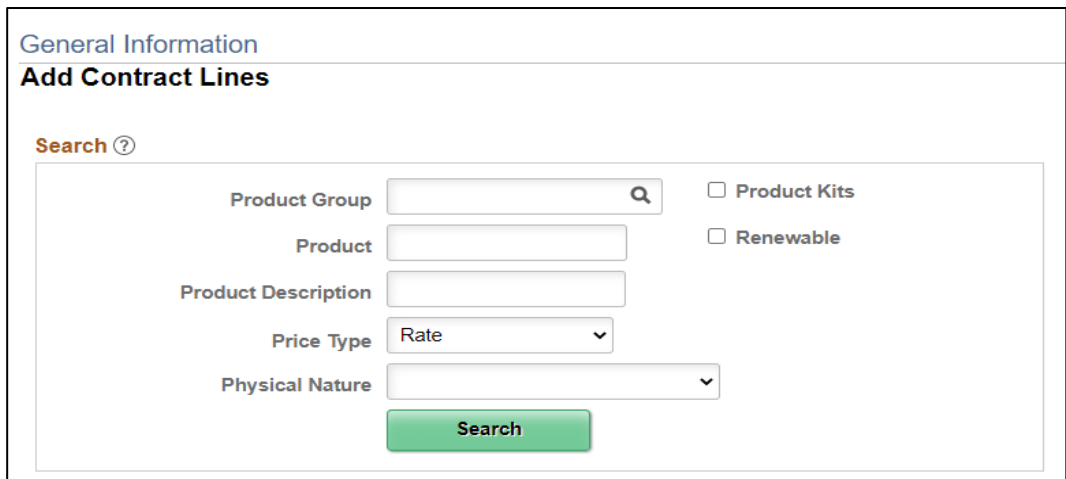
General	Lines

Contract Number PR000001   Sold To Customer Divers Paradize
                                   Contract Status   PENDING

Add Contract Lines   Add Default Kit

Contract Lines ⑦

General	Detail	Billing Amount Details	Revenue Amount Details	Contract Liability	Renewals	‖▸

Actions	Line	Product	Description	Price Type	ld Revenue Unpaid Cost	Standalone Sale	Bundle	Product Kit
Actions			[ ]	[⌄]	☐	☐	[🔍]	

Billing Plans	Revenue Plans	Milestones	Renewals	Amount Allocation	Supplemental Data

2. Select **Add Contract Lines** to initiate the Contract Line.

Add Contract Lines Page

The **Add Contract Lines** page allows the user to search for pre-defined Products using the Search Products criteria.

3. Enter search criteria

General Information
Add Contract Lines

Search ⑦

Product Group	[🔍]	☐ Product Kits
Product	[ ]	☐ Renewable
Product Description	[ ]	
Price Type	Rate ⌄	
Physical Nature	[⌄]	
	Search	

NOTE: For Amount Based Contracts the Price Type will be Amount.

Lesson 1: Create Contracts

Lecture 2: Enter Contract Lines

4. Select **Search** to retrieve Products matching the search criteria provided.

5. From the list of Products that match the search criteria, select the **Product** to copy onto the Contract Line.

Rate Based

Amount Based

Product	Description	Price Type
CAPITAL-GRANT	For Capital Grants	Rate
GRANTS_NO_MATCH	Rate Based Contract without Match	Rate
GRANT_MANUAL_BILL	Manually Billed Contracts	Rate
GRANT_MATCH	Rate Based Contract with Match	Rate
FIXED_AMT_IMMD	Amount Based Contracts	Amount

Lesson 1: Create Contracts

Lecture 2: Enter
Contract Lines

6. Select Template Options.

Field	Action	Comment
Create Plans from Template	Select all options	Select the check boxes to enable the system to create a Billing Plan, Revenue Plan or Renewal Plan when adding the contract line to the contract.
Product	Select all options	Select to combine multiple Contract lines with the same Billing plan template into one Billing plan.

7. Select the **Templates** tab.

   Verify that the Template values have defaulted for **the Revenue Plan, Bill Plan and Billing Plan Detail** for this Contract Line. Ensure that the product line has been selected.
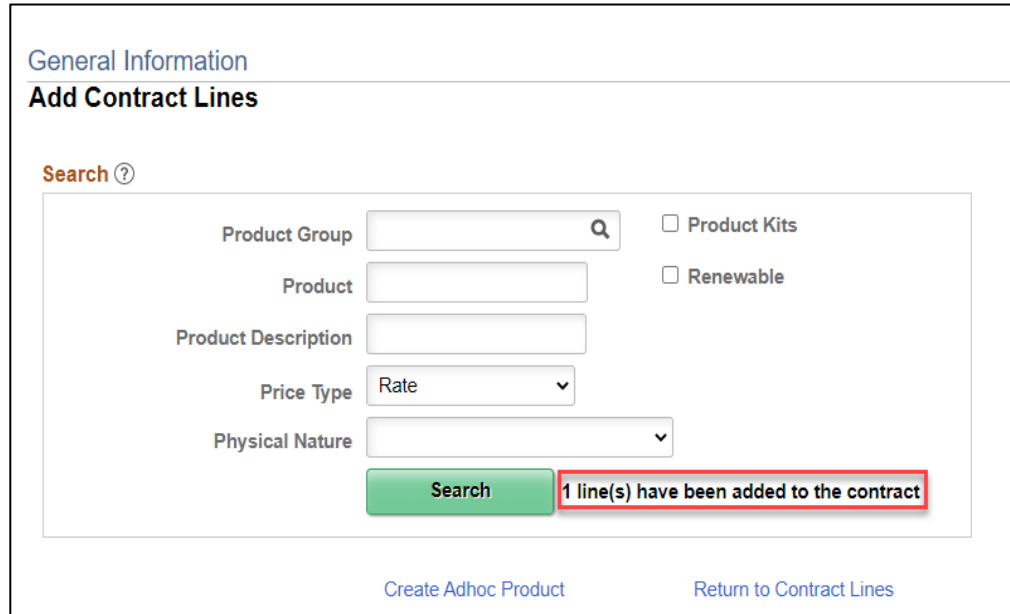
Lesson 1: Create Contracts

Lecture 2: Enter Contract Lines
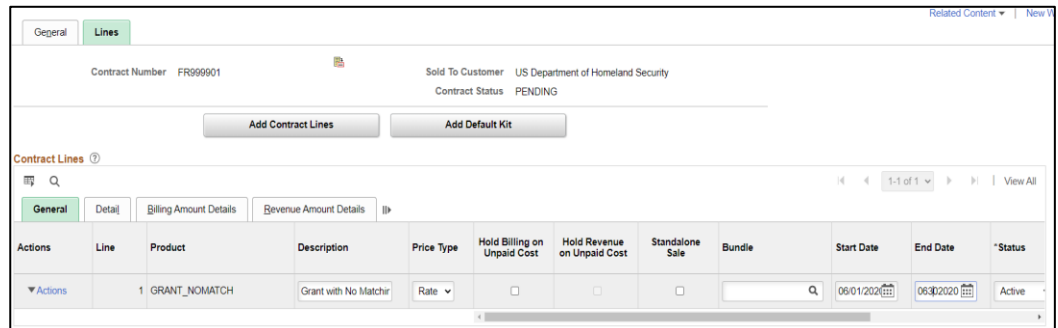
8. Select **Add Contract Lines** tab to add a Product to the Contract Line.

> The **Add Contract Lines** page indicates that a Line has been added to the Contract.

9. Select the **Return to Contract Lines** link.

10. Define the Start and End Dates for the Agreement

Field	Action
Start Date	Define the Contract start date
End Date	Define the Contract end date

11. Select **Save** to save the Contract and assign the Contract ID.

Lesson 1: Create Contracts

Lecture 3: Amount Allocation

Amount Allocation Page

1. Select the **Detail** tab**.**

2. Select the **Amount Allocation** link.

After a contract is created and contract lines are selected, the next step in defining contract lines is to allocate the contract amounts across contract lines.
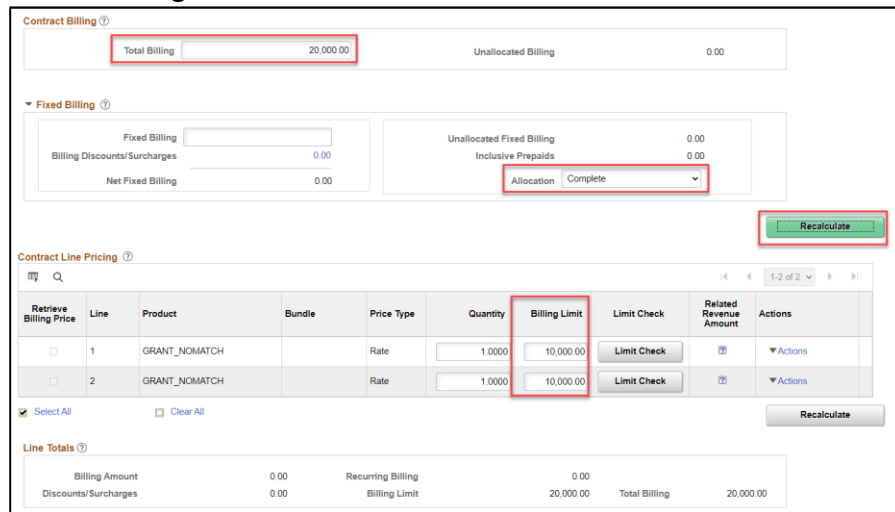
When allocating contract amounts across contract lines, consider that the contract amount allocation is required before a contract can be activated.

Lesson 1: Create Contracts

Lecture 3:
Amount
Allocation

Amount Allocation Page

3. Enter the following information:

Field	Action	Comment
Total Billing	Enter the Total Billing amount for the contract	The billing limit amount defined for a contract line represents the **maximum amount** that can be billed
Contract Line Pricing – Billing Limit	Enter the Effective Date for the Associated Rate	This is maximum amount that can be billed for the Contract line.
Allocation	Complete/Incomplete	The Allocation flag should be set to 'Complete' when the Contract Amount is fully allocated to the Contract Line(s).

4. Select **Recalculate** to ensure the Negotiated Amount from the Contract Header is fully allocated to the Contract Line(s).

    NOTE: Use **Recalculate** as necessary to check that the Contract Amount is fully allocated.

5. Select **Save** to save the Amount Allocation.

6. Select the **Return to General Information** link.

Lesson 1: Training Activity 2

Demonstration	The Instructor will now demonstrate how to execute the business process through the INFORMS training environment.

Instructions	Please refer to Activity 2 on the FIN210 Training Activity and Data Sheet.
	This activity will be performed individually; users must complete it on their classroom workstation using the INFORMS training environment. The instructor will advise how to log into INFORMS.
	Users will perform the activity by following the FIN210 Training Activity and Data Sheet and by using the training materials as reference tools.
	Instructor(s) are available to address any questions.

Lesson 1: Training Exercise 2

Debrief

1. Which tab is used to view summarized product details and to add contract lines to the contract?

    _____

    _____

    _____

    _____

2. What Product is used for Rate Based Contracts without Match?

    _____

    _____

    _____

    _____

Lesson 1: Training Activity 3

Demonstration   The Instructor will now demonstrate how to execute the business process through the INFORMS training environment.

Instructions   Please refer to Activity 3 on the FIN210 Training Activity and Data Sheet.

This activity will be performed individually; users must complete it on the classroom workstation using the INFORMS training environment. The instructor will tell you how to log into INFORMS.

Users will perform the activity by following the FIN210 Training Activity and Data Sheet and by using the training materials as reference tools.

Instructor(s) are available to answer questions.

Lesson 1: Training Exercise 3

Debrief

1. Which page is used to allocate the Contract Amount to the Contract Line(s)?

_____

_____

_____

_____

_____

2. What is the Amount Allocation page used for?

_____

_____

_____

_____

_____

Lesson 1: Create Contracts

Lecture 4:
Associate
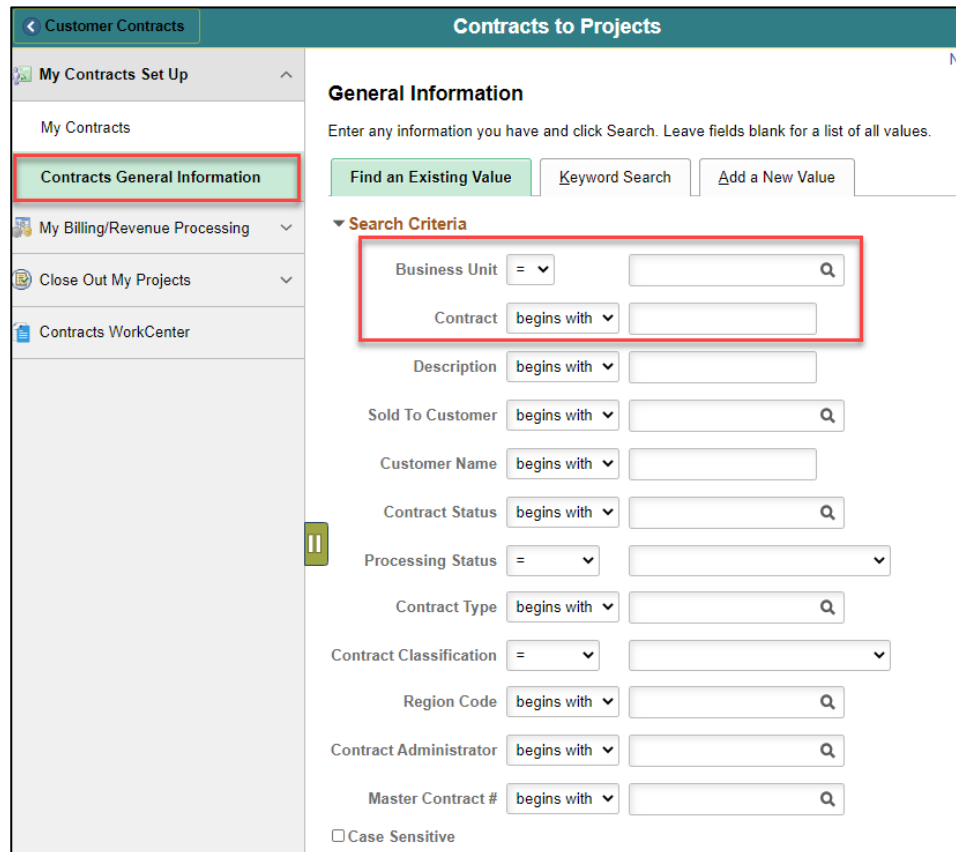Contract Lines
to Projects/
Activities

Contract Terms

To associate lines to projects and activities, a user must establish contract terms. This action links transactions within projects to contracts billing and revenue processing. Without this link, those transactions within a project will never generate billable rows. This process entails: how to add a contract line to one or more project activities.

Applying Projects and Activities to Contract Lines

Using the **Related Projects** page in Contracts allows the user to:

- Link the contract lines to existing projects and activities.
- Associate rate sets and rate plans with rate-based contract lines to create billable rows.

1. From the Contracts General Information page, select the **Find an Existing Value** tab

Lesson 1: Create Contracts

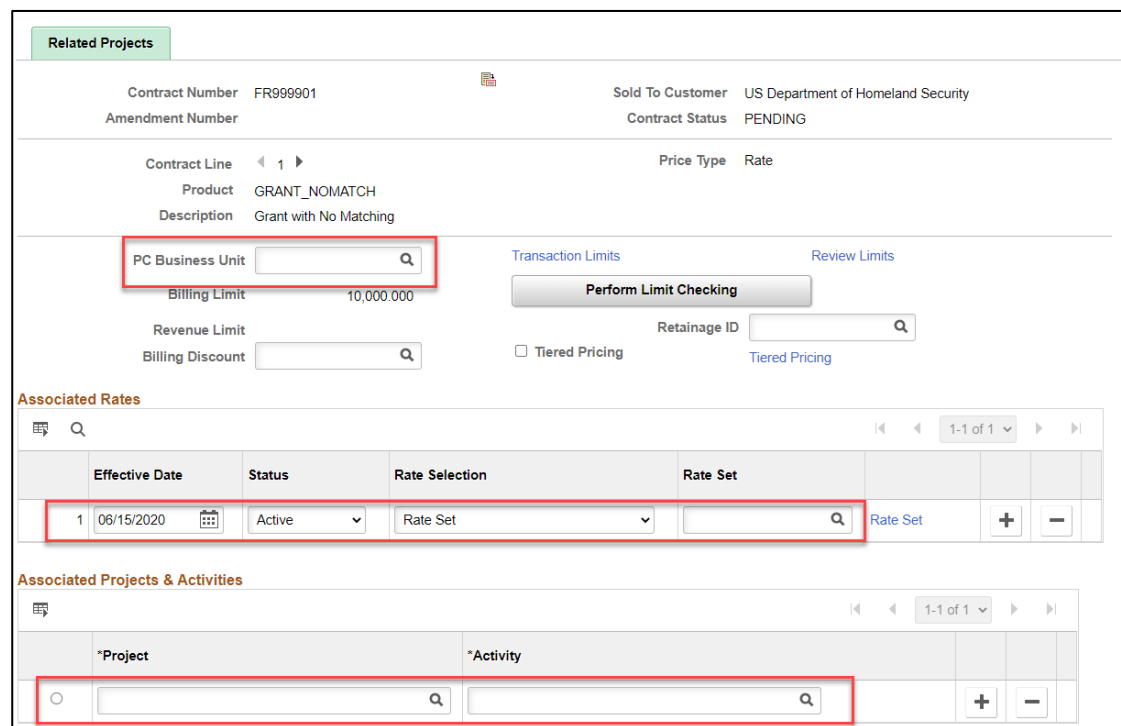Lecture 4: Associate Contract Lines to Projects/ Activities (Cont.)

2. To search for an existing contract, enter the **Business Unit** with the desired business unit, and center the **Contract** using the desired Contract ID.

3. Select **Search** and select the desired contract.

4. Select **Lines**.

5. Select **Detail** and select **Contract Terms**

Related Project Tab

For a rate-based contract use the **Related Projects** page to associate the contact (Contract Line) with a project activity.

NOTE: A project and activity is required on each line for a rate-based product.

6. On the **Related Project** page, complete the following fields:

Lesson 1: Create Contracts

Lecture 4:
Associate
Contract Lines
to Projects/
Activities

Field	Action	Comment
PC Business Unit	Select the business unit	This value should be equal to the Contracts Business Unit.
Associated Rates – Effective Date	Enter the Effective Date for the Associated Rate	Use the *Associated Rates* section of the page to define the Rate Set that will be used to Price Project Transactions
Associated Rate – Status	N/A	Verify default status is set to Active
Associated Rate – Rate Selection	N/A	Verify default value of Rate Set
Associated Rate – Rate Set	GRANT_NOMATCH	This value will be based on the Rate Set that will be used to Price Project Transactions
Project	Select a Project to associate with this Contract Line	The associated project should have been created prior to creating the customer contract
Activity	Select an Activity for the Project defined	The associated activity should have been created prior to creating the customer contract

7. Select **Save** to save the contract.

8. Select the **Return to General Information** link.

9. Select **Detail**.

Lesson 1: Training Activity 4

Demonstration   The Instructor will now demonstrate how to execute the business process through the INFORMS training environment.

Instructions   Please refer to Activity 4 on the FIN210 Training Activity and Data Sheet.

This activity will be performed individually; users must complete it on classroom workstation using the INFORMS training environment. The instructor will tell users how to log into INFORMS.

You will perform the activity by following the FIN210 Training Activity and Data Sheet and by using the training materials as reference tools.

Instructor(s) are available to answer questions.

Lesson 1: Training Exercise 4

Debrief

1. What must a user do first to associate lines to projects and activities?

_____

_____

_____

_____

2. What is the name of the page that allows users to associate a contract with a project/activity?

_____

_____

_____

_____

3. What items can users define a template for on the **Related Projects** page?
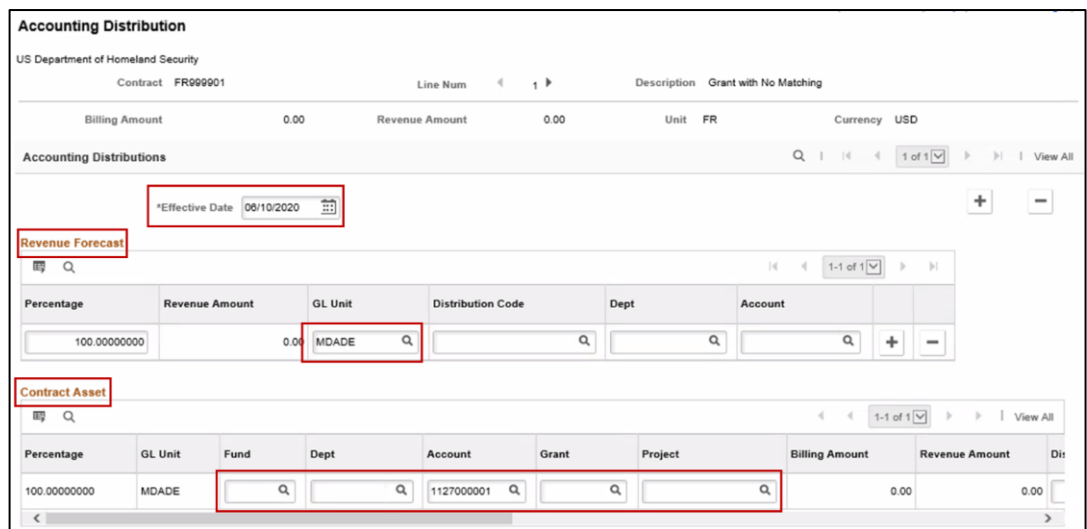
_____

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Lesson 1: Create Contracts

Lecture 5:
Accounting
Distribution

Accounting Distribution Page

The **Accounting Distribution** page is used to establish Revenue Forecast (optional) and Unbilled Accounts Receivable accounting entries.

NOTE: When updating this page during the Contract creation process, users may need to enter "Correction Mode" to update the value on the page. Use **Correct History** tab, if necessary.

1. Select the **Distribution** link.

2. Enter the following information:

Field	Action	Comment
Effective Date	This is generally the contract begin date	
Revenue Forecast	GL Unit	Verify default value of MDADE
Contract Asset	*Enter ChartFields*: • Fund • Dept • Account • Grant • Project	Populate the remaining ChartField values based on Unbilled AR accounting entry requirements. *The Grant ChartField must be requested prior to creating a customer contract.*

Lesson 1: Create Contracts

Lecture 5:
Accounting
Distribution

NOTE: Combination Edit rules are in effect on this page. It will be necessary to understand the accounting requirements related to ChartField usage to populate this page.

3. Select **Save** to save the Contract Accounting Distribution.

NOTE: Once saved, a checkmark under Valid should appear, indicating that the combination edit rules have been validated.

Contract Asset									
Percentage	GL Unit	Fund	Dept	Account	Grant	Project	Valid	Billing Amount	Revenue Amo
100.00000000	MDADE	S1044	FR04010300	1127000001	FR999901	FR219601	☑	0.00	

4. Select the **Return to General Information** link.

5. Select the **Detail** tab.

Lesson 1: Training Activity 5

Demonstration   The Instructor will now demonstrate how to execute the business process through the INFORMS training environment.

Instructions   Please refer to Activity 5 on the FIN210 Training Activity and Data Sheet.

This activity will be performed individually; users must complete it on the classroom workstation using the INFORMS training environment. The instructor will tell users how to log into INFORMS.

Users will perform the activity by following the FIN210 Training Activity and Data Sheet and by using the training materials as reference tools.

Instructor(s) are available to answer questions.

Lesson 1: Training Exercise 5

Debrief

1. What page is used to establish Revenue Forecast and Unbilled Accounts Receivable accounting entries?

_____

_____

_____

_____

2. Accounting Entries for a Rate Base contract as controlled by what?

_____

_____

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_____

Lesson 1: Create Contracts

Lecture 6:

Bill Plan

Assign Billing Plan Page

The **Assign Billing Plan** page allows the user to define a Bill Plan for each Contract Line. The Bill Plan defines the schedule, parameters, and configuration of the Customer invoice. A Contract manages the billing process through the creation of Billing plans. Billing plans are Contract specific. The Billing plan stores the schedule of billing events and the corresponding bill lines for these events. Each contract line product is tied to a billing plan.

1. Select the **Billing Plans** link at the bottom of the page.

2. Verify the following information:

Assign Billing Plan   New Window

       Contract FR999901   Customer Contract Setup
  Sold To Customer US Department of Homeland Security

Contract Lines to be Assigned / Unassigned

	Line	Product	Line Description	Billing Amount	Price Type	Plan	Plan Description	Billing Method	Status
☐	1	GRANT_NOMATCH	Grant with No Matching		Rate	B102	As-Incurred Bill Plan	As Incurred	Pending
☐	2	GRANT_NOMATCH	Grant with No Matching		Rate	B103	As-Incurred Bill Plan	As Incurred	Pending

Field	Action	Comment
Product	N/A	Verify the product has defaulted to the product selected when the contract line was added
Price Type	N/A	Verify default of Rate for As Incurred or Amount for Fixed Amount
Plan	N/A	Verify a Plan ID is associated with the Contract Line
Billing Method	N/A	Verify default of As Incurred for Rate based and Milestone for Fixed Amount
Status	N/A	Status will be 'Pending' as this time in the process

NOTE: Rate Based Contract Lines, use an as incurred method to create a bill plan that will create invoicing on an ad hoc basis when project incurred costs are ready to be billed.
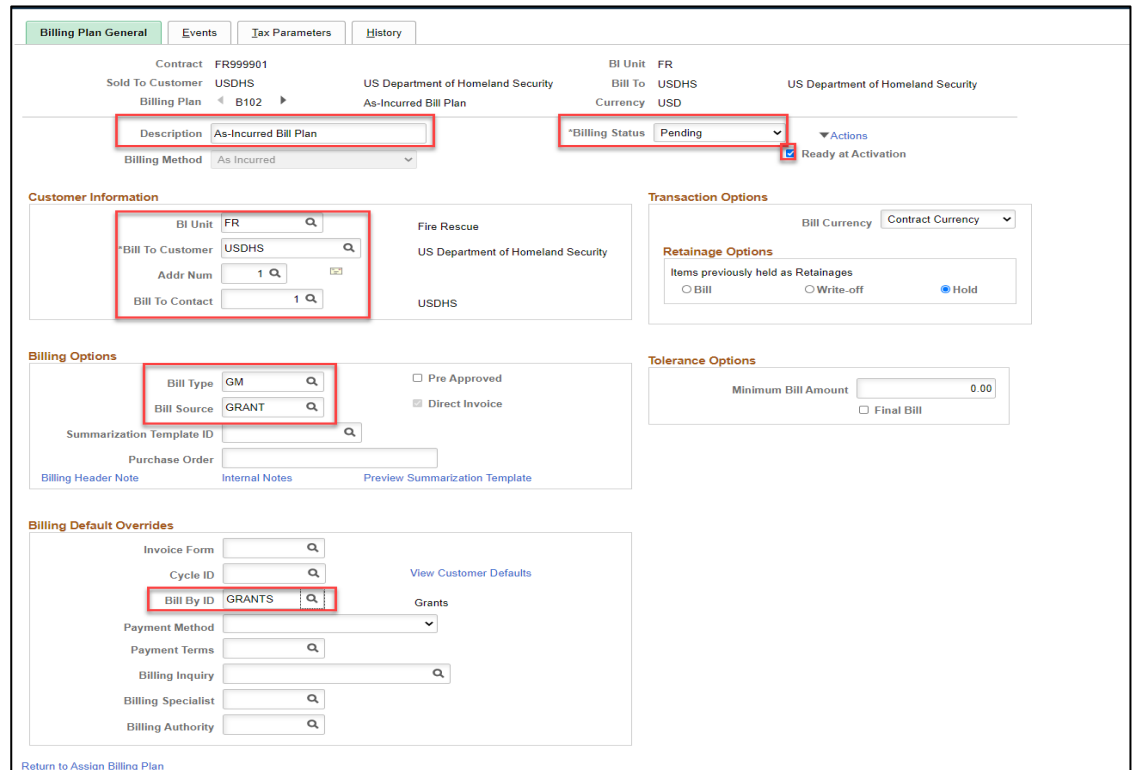
3. Under the plan column select on the **Bill Plan ID** link.

Lesson 1: Create Contracts

Lecture 6: Bill Plan Detail – General Page

The **Billing Plan General Tab** allows the user to define Status, Billing Options and Bill Defaults. These defaults have been pre-defined in the system; however, a user should verify all the values.

1. Verify the following information:

Field	Action	Comment
Description	N/A	This field displays the description defined for the Billing Plan
Billing Status	N/A	At this point the Bill Plan should be in 'Pending' status
Ready at Activation	N/A	This checkbox indicates whether the Bill Plan will be set to 'Ready' status when the Contract is Activated. The Bill Plan must be set to 'Ready' for bills to be created.
Customer Information	N/A	This section of the page displays the agency Billing Business Unit, Customer under contract, and Address.
Billing Type	<u>Verify the correct Default values:</u> Grant Contract Bill Type: *GM* Non-Grant Contract Bill Type: *CA* Inter-Departmental Bill Type: *ID*	Bill Type defines default values for the invoice and is required on the Bill Plan.

Lesson 1: Create Contracts

Lecture 6: Bill
Plan Detail –
General Page

Field	Action	Comment
Bill Source	**Verify the correct Default values:** Grant Contract Bill Source: *GRANT* Non-Grant Contract Bill Source: CONTRACTS Inter-Departmental Bill Source: *ID*	Bill Source defines default values for the invoice and is required on the Bill Plan.
Billing Default Overrides	**Verify Bill By ID** Grants: *GRANTS* Non-Grant/Inter-Departmental: *CONTRACT*	Use this section of the page to override Billing Default values derived from the Billing Default Hierarchy.

2. Select **Save** to save the Bill Plan General Page.

3. Select **Return** to **Assign Billing Plan** link.

4. Select the **Return to General Information** link.

Lesson 1: Create Contracts

Lecture 7:
Revenue Plan

1. Select the **Revenue Plans** link.

    The **Assign Revenue Plan** page allows the user to define a Revenue Plan for each Contract Line. The Contract Revenue Plan defines how and when customer revenue will be recognized for accounting purposes

2. Verify the information below:

	Line	Product	Description	Revenue Amount	Price Type	Plan	Plan Description	Revenue Method	Status
☐	1	GRANT_NOMATCH	Grant with No Matching		Rate	R102	As-Incurred Revenue Plan	As Incurred	Pending
☐	2	GRANT_NOMATCH	Grant with No Matching		Rate	R103	As-Incurred Revenue Plan	As Incurred	Pending

Assign Revenue Plan

Contract FR999901 — Customer Contract Setup
Sold To Customer US Department of Homeland Security

Contract Lines to be Assigned / Unassigned
1-2 of 2 | View All

Field	Action	Comment
Product	N/A	Verify the product has defaulted to the product selected when the contract line was added
Price Type	N/A	Verify default of Rate for As Incurred or Amount for Fixed Amount
Plan	N/A	Verify a Plan ID is associated with the Contract Line
Revenue Method	N/A	Verify default of As Incurred for Rate based and Milestone for Fixed Amount
Status	N/A	Status will be 'Pending' as this time in the process

NOTE: Rate Based Contract Lines use As Incurred Revenue Method to create a revenue plan that will create accounting entries on an ad hoc basis when revenue needs to be recognized.

3. Select the Revenue Plan ID link**.**

NOTE: Rate Based Contract Lines use Project Costing Accounting Rules to create Revenue accounting entries. These rules are established as part of the Project Costing configuration.
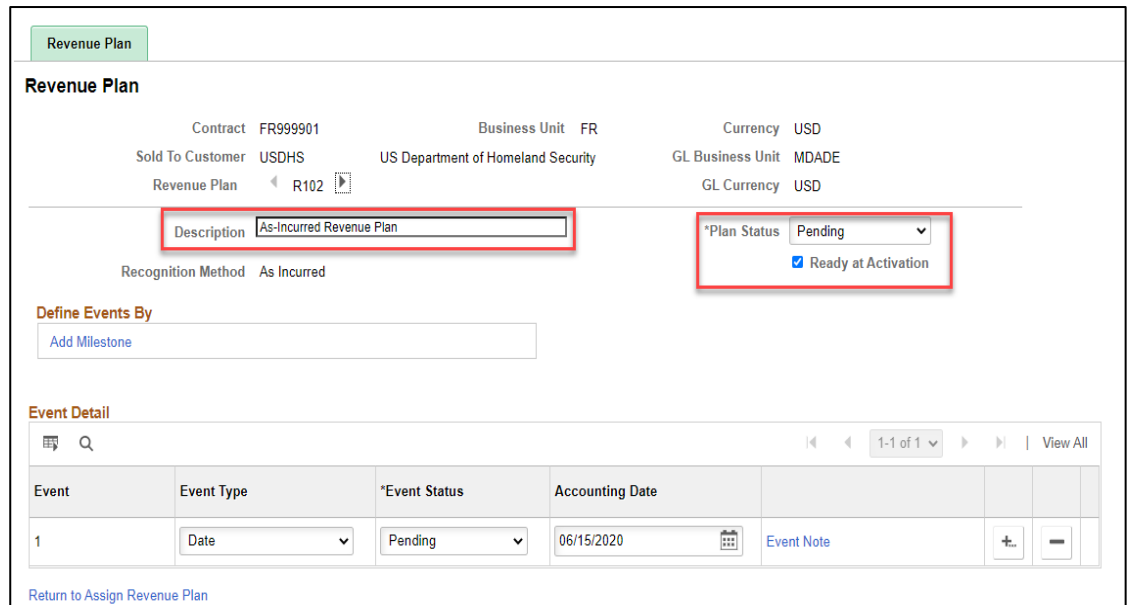
Lesson 1: Create Contracts

Lecture 7:
Revenue Plans –
Revenue Plan
Tab

As Incurred revenue plans do not require Events. Revenue will be recognized on an ad hoc basis when batch processes are executed.

Revenue Plan Events are for **Amount Based Contracts**. Each revenue plan contains one or more revenue plan events. Revenue plan events depict how much revenue to recognize based on the revenue plan event status.

1. Verify the below:

Field	Action	Comment
Description	N/A	This field displays the description defined for the Revenue Plan
Plan Status	N/A	At this point the Revenue Plan should be in 'Pending' status
Ready at Activation	N/A	This checkbox indicates whether the Revenue Plan will be set to 'Ready' status when the Contract is Activated. The Revenue Plan must be set to 'Ready' for revenue to be collected.
Event Type	N/A	Default to Date
Event Status	Pending	Defaults to Pending
Accounting Date	The Date revenue is to be recognized	Default to current date

2. Select **Save** to save the Revenue Plan Page.

3. Select **Return to Assign Revenue Plan** link.

4. Select the **Return to General Information** link.

Lesson 1: Training Activity 6

Demonstration

The Instructor will now demonstrate how to execute the business process through the INFORMS training environment.

Instructions

Please refer to Activity 6 on the FIN210 Training Activity and Data Sheet.

This activity will be performed individually; users must complete it on the classroom workstation using the INFORMS training environment. The instructor will tell users how to log into INFORMS.

Users will perform the activity by following the FIN210 Training Activity and Data Sheet and by using the training materials as reference tools.

Instructor(s) are available to answer questions.

Lesson 1: Training Exercise 6

Debrief

1. Are events required for as-incurred contracts?

_____

_____

_____

_____

2. What page is used to define a Bill Plan?

_____

_____

_____

_____

Lesson 1: Create Contracts

Lecture 8:
Activate
Contract
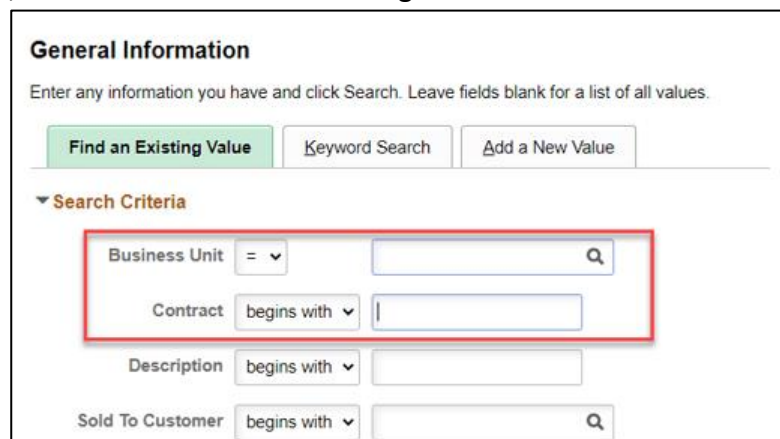
Activate a Contract

The Contract status displays a value that provides a visual indicator of where the contract is within the contract life cycle. This element also controls what processing can occur against the contract.

When users define a new contract, the default contract status of 'Pending' appears; once the contract is activated, or placed in an 'Active' status, the Contract is ready for Billing and Revenue Recognition.

NOTE: Users must have the role of Department Contract Manager to activate a Customer Contract.

1. Navigate to **Finance/Supply Chain (FSCM) > Select Customer Contracts > Select Customer Contracts**.
2. On the left-hand navigation, select **Contracts General Information**.
3. To search for an existing contract, enter the **Business Unit** with the desired business unit, and center the **Contract** using the desired Contract ID.

General Information

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

| Find an Existing Value | Keyword Search | Add a New Value |

▼ Search Criteria
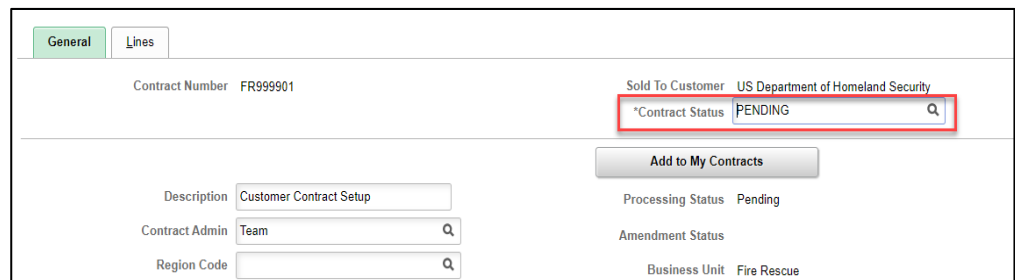
Business Unit	= ⌄		🔍
Contract	begins with ⌄		
Description	begins with ⌄		
Sold To Customer	begins with ⌄		🔍

4. Select **Search** tab and select the desired contract.

| General | Lines |

Contract Number FR999901   Sold To Customer US Department of Homeland Security
                                   *Contract Status PENDING   🔍

Add to My Contracts

Description Customer Contract Setup   Processing Status Pending
Contract Admin Team   Amendment Status
Region Code   Business Unit Fire Rescue

5. Select on the **Search** tab from the **Contract Status** value list.
6. Select **'Active'**.
7. Select **Save** tab to save the Contract in Active Status.

   NOTE: The Bill and Revenue plans will also be set to 'Ready.' If configured to ready at Contract activation.

Lesson 1: Create Contracts

Lesson
Summary

Now that the lesson has been completed, users should be able to:

- Create Contracts
- Create Customer Contract Lines
- Associate Contract Lines to Projects & Activities
- Assign Contract Lines to Billing & Revenue Plans
- Activate a Customer Contract

Lesson 2: Amend Contracts

Lesson 2:
Overview

At the conclusion of this lesson, users will be able to:

- Amend a Contract

Lesson 2: Amend Contracts

Lesson 2:
Introduction

A contract amendment is a change made to an active contract where users modify the original terms and conditions of the contract. Users make amendments to a contract by using the Amendment Processing feature. This feature enables users to create a new version of an active contract that users can edit and modify. In addition, users can maintain a historical record of the original document.

Lesson 2: Amend Contracts

Key Terms

The following key terms are used in this Lesson:

Term	Definition
Amendment	Required process within a contract shall any terms or amounts be changed due to additional funding or scope.
Contract Document	A textual document created in INFORMS Supplier Contract Management that user can associate with a procurement contract, solicitation or a purchase order. Contract documents are signed agreements that bind buyers and suppliers to specific terms and conditions.
Contract Line	A contract designation that represents a major deliverable on an agreement. Contract Line is used also to associate projects and activities to the contract.

Lesson 2: Amend Contracts

Lecture 1:
Amending
Contracts

Amending Contracts

A Contract Amendment is required to make changes to an Active Contract that impacts the core data elements of the Contract. Contract Amendments are initiated from the Contract component that is used to initially create and save the Contract.

When the Amend Contract button is selected on a Contract, the user is transferred to the Amendments page. An Amendment can be done for Additional Funding or for a Change in the scope of the Contract. Amendments are assigned an amendment number that is visible from the Contract pages. To complete the Amendment, set the status to 'Ready' and process the Amendment through the Contract Component or a batch process.

The Department Contract Administrator is responsible for creating the Amendment while the Department Contract Manager will be the individual to review, set the status to 'Ready' and process the Amendment.
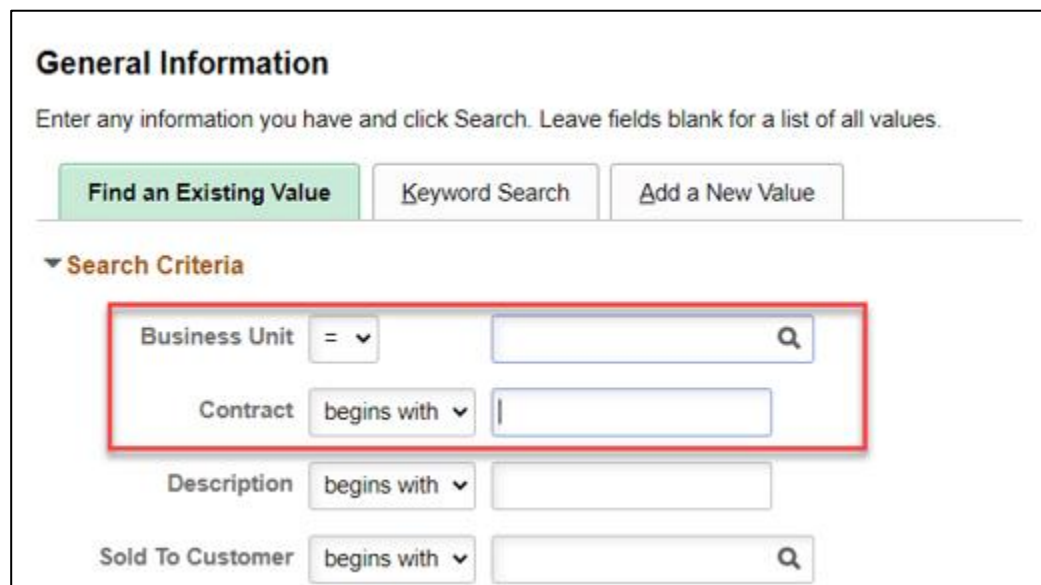
Lesson 2: Amend Contracts

Lecture 1:
Amending
Contracts

The user makes amendments to a contract by using the Amendment Processing feature in INFORMS. Once a contract is Active, the user can create a new amendment or retrieve an existing pending amendment for additional editing. When the user selects **Amend Contract**, the user accesses the **Amendments** page. If a pending amendment exists, the changes are added to it. If no pending amendment exists, the system creates a new amendment.

To create a contract amendment, follow the general process below:

1. Navigate to **Finance/Supply Chain (FSCM) > Customer Contracts > Customer Contracts.**

2. On the left-hand navigation, select **Contracts General Information**.

3. Use the **Search Criteria** to find the Contract to Amend.

General Information

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

| Find an Existing Value | Keyword Search | Add a New Value |

▼ Search Criteria

Business Unit	= ⌄		🔍
Contract	begins with ⌄		
Description	begins with ⌄		
Sold To Customer	begins with ⌄		🔍

Field	Action	Comment
Business Unit	Select the Business unit from the list of pre-defined values	
Contract	Search by Contract ID	
Description	Search by the Contract Description	
Processing Status	Search by Contract Status	*Status:* **Active, Cancelled, Pending, Closed**
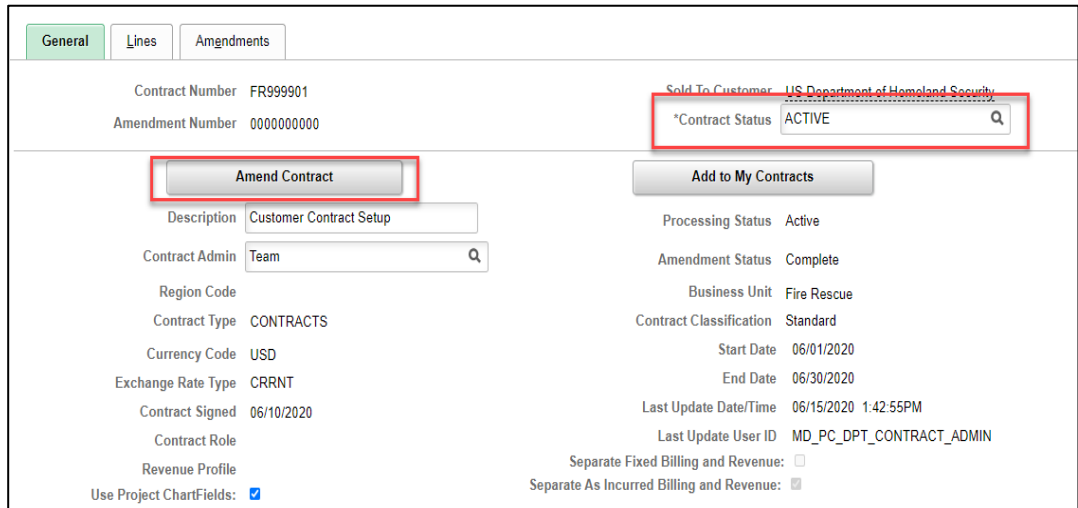
4. Select **Search** and enter the Contract component.

Lecture 1:
Amending
Contracts

General Tab

The Contract *must be* in 'Active' status on the **General** page to see the **Amend Contract**.

1. Select **Amend Contract** to initiate the Contract Amendment.
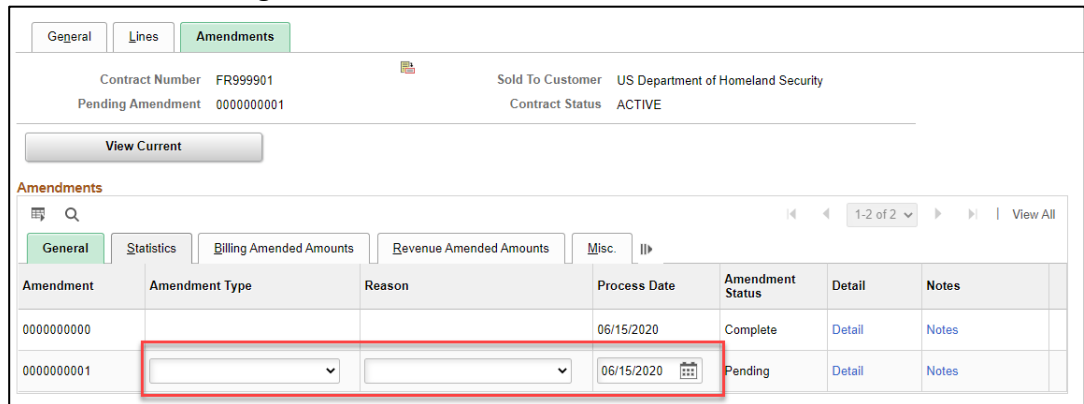
Lesson 2: Amend Contracts

Lecture 1:
Amending
Contracts (

Amendments Tab

The **Amendments Tab** allows the user to categorize the Amendment by Amendment Type and Reason.

1. Enter the following Information:

Field	Action	Comment
Amendment	N/A	This is a system assigned amendment number.
Amendment Type	Select a classification for the amendment.	<u>Options:</u> Additional Funding (Additional monies) Continuation (Addition of time and money) Decrease (Decrease of monies) Extension (Addition of time only) Cancellation Scope Change
Reason	Select a reason for the amendment	<u>Options:</u> Additional Funding (Additional monies) Continuation (Addition of time and money) Decrease (Decrease of monies) Extension (Addition of time only) Data Entry Error Scope Change
Process Date	Define the date that the amendment is to be processed or active	<u>Options:</u> Additional Funding Data Entry Error Scope Change
Process Status	N/A	The status will default to Pending when created.

NOTE: By defining the Process Date, the user can create an Amendment and post-date when it will impact the Contract.

2. Select **Save** to save the Amendment.

Lesson 2: Amend Contracts
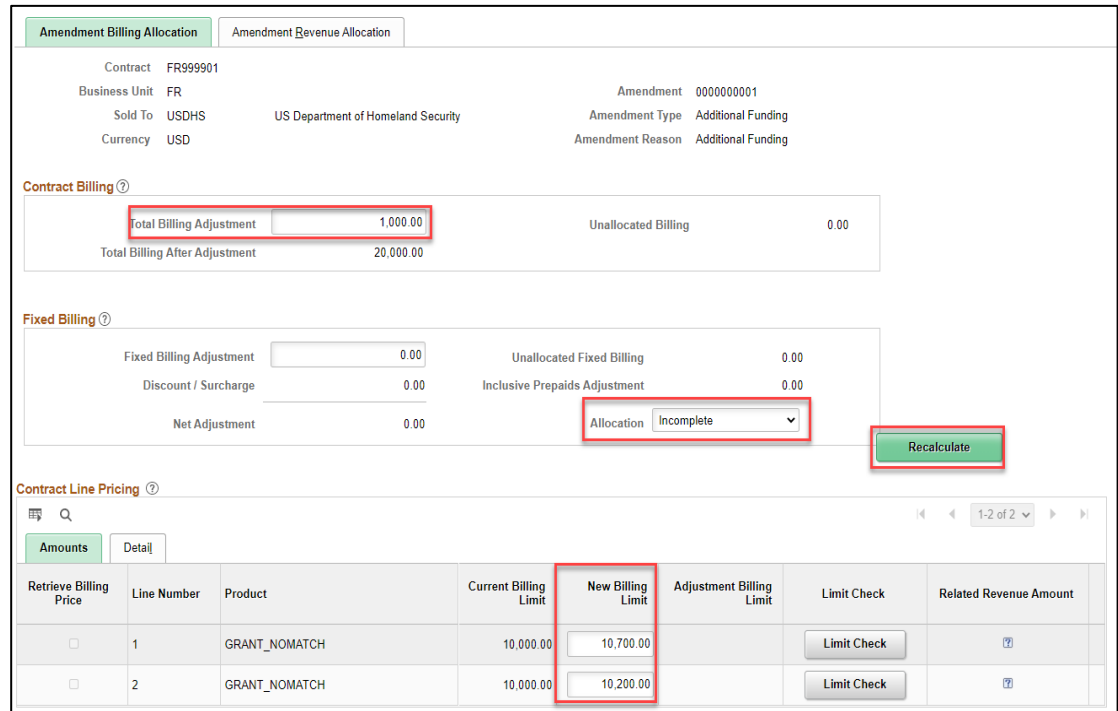
Lecture 2: Amendment to Amount Allocation	Amendment to Amount Allocation

Once the Amendment is added, users will need to adjust the billing limit through the Amount Allocation Page.

1. Select on Amount Allocation.

2. Enter the following information:

Field	Action	Comment
Total Billing Adjustment	Enter the Amount of the adjustment	This adjustment may be either an increase or decrease to the total billing limit
New Billing Limit	Enter the new Billing Limit for the contract line(s)	The new billing limits may be either an increase or a decrease to the line amount.
Recalculate	To recalculate the Allocation, select on the Recalculate the button	If the allocation is valid, the Allocation will change from 'Incomplete' to 'Complete'.

NOTE: The user cannot decrease a contract line amount to be less than what has already been billed.

3. Select **Recalculate**.

4. Select **Save**.

Lesson 2: Amend Contracts

Lecture 2:
Amendment to
Amount
Allocation

Amendment Details page

After the Department Contract Administrator finishes entering amendment data, the *Department Contract Manager* will review the details of the Amendment and set the status of the amendment is set to Ready.

If the process date of the amendment is less than or equal to the amendment processing run date, the amendment is eligible to be applied by the Amendment Processing engine. The user can process an individual amendment by selecting the Process Amendment button on the **Amendment Details** page. When an amendment is processed, the system sets the amendments status to Complete, and the values that the user specified for that amendment become the current active contract values.

1. Navigate to **Finance/Supply Chain (FSCM) > Customer Contracts > Customer Contracts.**

2. On the left-hand navigation, select **Contracts General Information**.

3. Use the **Search Criteria** to find the Contract to Amend.

General Information

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

| Find an Existing Value | Keyword Search |

▼ Search Criteria

Business Unit	= ⌄	FR	🔍
Contract	begins with ⌄	FR999901	
Description	begins with ⌄		
Sold To Customer	begins with ⌄		🔍
Customer Name	begins with ⌄		
Contract Status	begins with ⌄		🔍
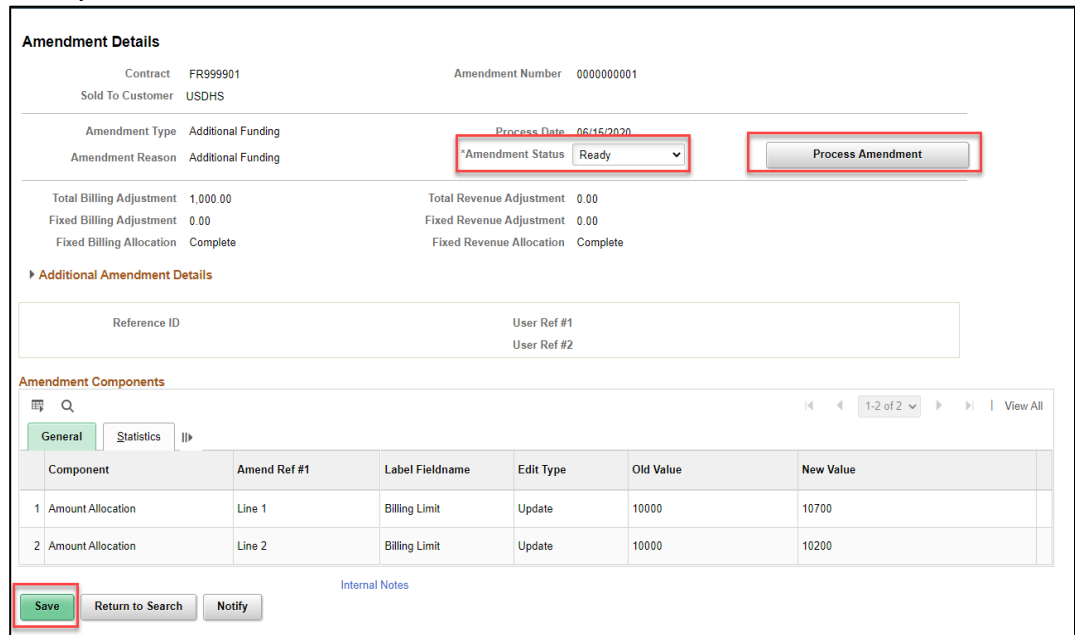
Field	Action	Comment
Business Unit	Select the Business unit from the list of pre-defined values	
Contract	Search by Contract ID	
Sold to Customer	Search by the Customer/Agency	
Contract Status	Search by Contract Status	*Status:* **Active, Cancelled, Pending, Closed**

Lesson 2: Amend Contracts

Lecture 2:
Amendment to
Amount
Allocation

Amendment Details (Con't)

4. Select on the **Amendments** tab.

5. Select on the **Detail** Link next to the Amendment to be reviewed.

6. **Amendment Status** – Once the Amendment has been reviewed, set the status to '*Ready*'.

7. Select **Save.**

8. To process a single Contract Amendment, Select **Process Amendment** to initiate the Amendment Processing batch process.

NOTE: Verify that the Contract Amendment has been processed to completion by navigating back to the Contract and checking the Amendment Status.

Lesson 2: Amend Contracts

Lecture 2: Amendment to Amount Allocation (Cont.)

After an amendment is completed, the details the user specified within that amendment are added to the contract. An active contract is the sum of the original contract plus any subsequent completed amendments applied to that contract. The user can review the details of past amendments on the **Contract - Amendments** page.

NOTE: When the user *first activates* a contract, the system considers that activation the first contract amendment, with an amendment number of 0000000000.

Canceled

The user can manually change the status of an amendment from Pending or Ready to Be Canceled. After the user has set an amendment to Canceled and selected **Save**, that amendment is *no longer editable.*

After an amendment has been set to a status of Complete, it has become part of the active contract. The user cannot change the status of an amendment from Complete to Canceled. To cancel the effect of a completed amendment, the user must initiate a new amendment to reverse the completed amendment.

Contract Line Cancellation

- For amount-based contract lines, change the line status to *Cancelled.* This removes the line from processing.
- For rate-based contract lines that do not have any billing or revenue processed, before users can change the line status to *Cancelled,* users must unassign any billing plans or revenue plans that are associated with the line.
- Rate-based contract lines that have billing or revenue processed cannot be cancelled.
- Users can cancel a contract line in a pending or active contract. However, if the contract is active, users must create an amendment to cancel the contract line. While in amendment mode on the Contract - Lines page, change the line status to *Cancelled.*

Lesson 2: Amend Contracts

Lesson
Summary

Now that users have completed the lesson, users should be able to:

- Amend Contracts

Lesson 2: Training Activity 1

Demonstration   The Instructor will now demonstrate how to execute the business process through the INFORMS training environment.

Instructions   Please refer to Activity 7 on the FIN210 Training Activity and Data Sheet.

This activity will be performed individually; you must complete it on the classroom workstation using the INFORMS training environment. The instructor will tell users how to log into INFORMS.

Users will perform the activity by following the FIN210 Training Activity and Data Sheet and by using the training materials as reference tools.

Instructor(s) are available to answer questions.

Lesson 2: Training Exercise 1

Debrief

1. What role will review the amendment, set it to ready and process the Amendment?

_____

_____

_____

_____

2. What function controls when users can enter data into the system for an amendment, when the system can process an amendment, and when an amendment has been made effective?

_____

_____

_____

_____

Lesson 2: Training Activity 2

Demonstration | The Instructor will now demonstrate how to execute the business process through the INFORMS training environment.

Instructions | Please refer to Activity 8 on the FIN210 Training Activity and Data Sheet.

This activity will be performed individually; users must complete it in the classroom workstation using the INFORMS training environment. The instructor will tell users how to log into INFORMS.

Userswill perform the activity by following   the FIN210 Training Activity and Data Sheet and by using the training materials as reference tools.

Instructor(s) are available to answer questions.

Lesson 2: Training Exercise 2

Debrief

1. How can users cancel a rate-based contract?

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_____

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_____

2. What is the definition of an active contract?

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Lesson 2: Lesson Summary

Lesson
Summary

Now that users have completed the Amend Contracts lesson, users should be able to:

- Amend Contracts

Lesson 3: Contracts-to-Billing Process

Lesson 3:
Overview

At the conclusion of this lesson, users will have an:

- Overview of the Contracts to Billing process.
- This process is scheduled process and this lesson is intended to be an overview of that process.

Lesson 3: Contracts-to-Billing Process

Lesson 3:
Introduction

Contracts enables users to define and administer the billing rules for the products and services that the customer has purchased under a contract. After users have defined the billing rules for a contract, data from INFORMS Contracts drives the creation of bill lines for fixed-price contract lines. Data from INFORMS Contracts and INFORMS Project Costing drives the creation of bill lines for rate-based contract lines. In both cases, the Contracts to Billing Interface process will transfer the bill lines to INFORMS Billing.

Once the bill lines have been transferred to INFORMS Billing, users can use the INFORMS Billing comprehensive billing solution to customize the bills as needed. INFORMS Contracts enables users to manage your billing activity, with full views into the billing related activity within INFORMS Contracts, and information on the status of bill lines that interact with INFORMS Billing.

Lesson 3: Contracts-to-Billing Process

Lecture 1: Generating Invoices and Recognizing Revenue for Awards

While the processes below are set to run automatically in the system, this lesson will provide an overview of the processes of generating invoices and recognizing revenue for awards.

This lesson is meant to serve as an overview. The training is covered in more detail in the billing course.

Invoice Generation
When Contract Bill Plans are created, set to Ready status and the Contract to which the Bill Plan is linked is Activated, Customer bills can be released to the Billing Module.

There are different batch processes that release Contract billing for Amount Based Contracts and Rate Based Contracts. While each type of Contract uses a different page from which the process will be executed, each Contract executes the Contracts to Billing Interface (CA_BI_INTFC) Batch Process.

In Projects, expenditures are captured. When expenditures meet billing rules, they create Billable Amount (BIL) transactions within Project Costing. The award establishes a contract that is then linked to that project. The process to generate an invoice captures those BIL transactions and readies them for billing. The first step in readying them for billing is running the two processes of: process as-incurred billing and process-amount based-billing. These processes stage all the transactions necessary for the billing interface process, which must be run.

The billing interface process creates bills. Temporary bills are routed to the billing worksheet, where the billing administrator can review bills and amend them as needed. The worksheet creates a TMP (temporary bill) with a status of TMR (temporary) that then can be further processed into a real bill.

This finalization completes the actual billing process; however, Projects needs to be updated with that completion of the invoice. To update the tables in Project Costing and Customer Contracts, the billing to project batch process will automatically run a on a daily schedule.
The billing information such as invoice number, invoice date, etc. is what is brought back to Project Costing through this process, and the BIL transaction is updated to a BLD (billed) transaction.

Lesson 3: Contracts-to-Billing Process

Lecture 1: Generating Invoices and Recognizing Revenue for Awards

<u>Recognize Revenue</u>
INFORMS Grants integrates with INFORMS Project Costing and INFORMS Contracts to send revenue entries for award transactions to the General Ledger. To book revenue entries to the General Ledger, INFORMS uses revenue recognition plans and the services accounting system. The method of revenue recognition for INFORMS Grants is As Incurred.

The As Incurred method is transaction-based revenue recognition and uses scheduled processing. As an expenditure is incurred and processed into a BIL transaction, revenue is recognized. This method is used with rate-based contract activity. Typically, users would use this method on cost-reimbursable grants.

Revenue processes are independent of billing processes, as INFORMS allows revenue to occur without billing occurring. As such, the system requires that revenue recognition processes be run. The most common revenue process from a Grants perspective is the Process Project Accounting Process, which creates a two-sided journal entry, a debit to unbilled Accounts Receivable (AR), and a credit to revenue. The invoice finalization process, as explained above, relieves the unbilled AR and creates an AR.

Lesson 4: Reports

Reports will be available through the **WorkCenter. WorkCenter** pages (or **WorkCenters** for short) are a type of INFORMS page that enables users to view related transactions, analytics data, query results, and other INFORMS resources from one central location.

INFORMS WorkCenter's offer three types of Reports: **Query, BI Publisher and Pivot Grid**.

Query
Query Viewer is a reporting tool used in INFORMS to extract precise information using specific records, criteria and prompts from the database.

Query Viewer is accessible by everyone with the appropriate security and can be used to view Query output in a browser window (HTML), Excel, or XML.

BI Publisher
Oracle provides a standalone Java-based reporting technology named **BI Publisher (BIP)** that streamlines report and form generation. **BI Publisher** for INFORMS Enterprise provides an environment for managing templates, data sources, reports, translations, and content components based on the provided data source.

Users can view and schedule query-based reports with **BI Publisher**. Users can run custom reports as well as query-based reports batch through the Process Scheduler or online

PIVOT GRID
INFORMS **Pivot Grid** supports operational dashboard reporting to provide a pivot table and chart representation of data using INFORMS Query, Composite Query, and component data source. The framework also enables users to see different views of the data, as in a Microsoft Excel pivot table, and the same data is also available in a chart view.
- Using **Pivot Grid**, users can view data in these different visualizations:
  - **Pivot Grid only:** users are able to view the operational reporting data in a grid, where data pivoting and slicing and dicing is possible.
  - **Chart only:** users are able to view the operational reporting data in a chart, change the axis, filter the results, drill down to other dimensions and detail. In addition, users can display the grid from a chart-only view and then perform various actions—such as pivoting data, dragging and dropping, and slicing and filtering data—to change the grid layout. After the layout is satisfactory, users can synchronize the chart with the grid view.

Pivot Grid and chart: users are able to view the operational reporting data in both a grid and a chart. The data between the grid and the chart is synchronized.

Lesson 4: Reports

Lecture 1:
Running and
Viewing Reports

The available report for Customer Contracts is listed below

Report Name	Description
Award Profile Inquiry Report	The purpose of the Award Profile Inquiry report is to provide a summary of Grant Awards connected to the Customer Contract information under a specific Business Unit.
Contracts Inquiry Report	The purpose of the Contracts Inquiry report is to provide a summary of the Customer Contract and its associated projects and to guide the users to look at the specific project information through the report. The report provides the user the general information of the project such as: • Contract Header Information • Contract Line Information • Associated Projects and Activities
Projects Inquiry Report	The purpose of the Project Inquiry report is to provide a summary of projects under a specific Business Unit. The report provides the user the general information of the project such as: • Header Information • Dates • Status • Project Manager Information • Project Location Information
Projects Transaction Inquiry Report	The purpose of the Project Transaction Inquiry report is to provide a summary of the transactions for each project and activity for each business unit. The report will be published as a pivot grid so that an analysis of the amounts per analysis types can be visualized. The report provides the user the general information of the project such as: • Project Transaction Information • Chart of Accounts • Related Transactions

Lesson 4: Reports

Lecture 1:
Running and
Viewing Reports

To Run a Query

1. From the INFORMS home page, select the **Finance/Supply Chain (FSCM)** tile > Select **Customer Contracts** tile > Select **Customer Contracts**.
2. On the left-hand navigation, select **Contracts WorkCenter**
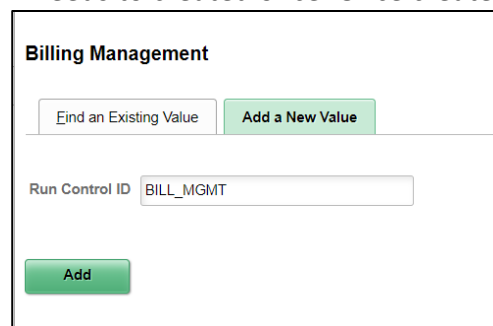3. On the Contracts WorkCenter, select the **Reports/Queries** Tab
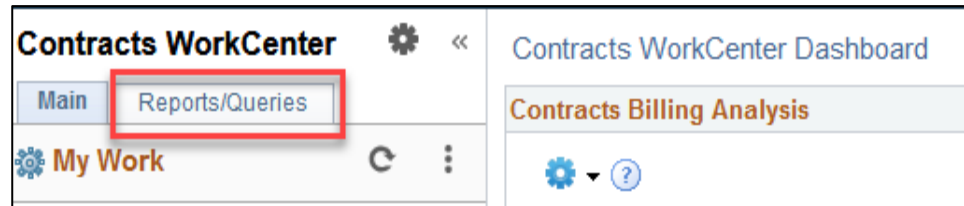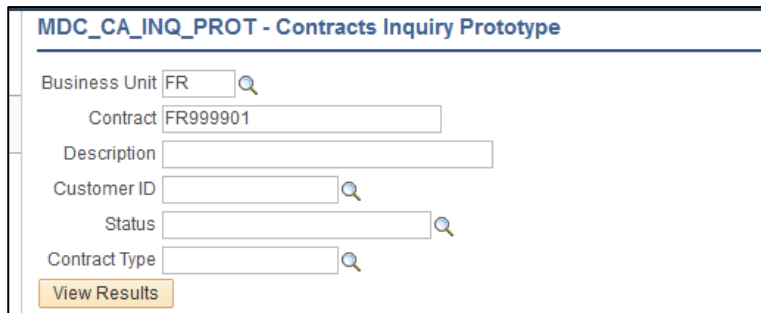
4. Select a Queries under the **Queries Section**
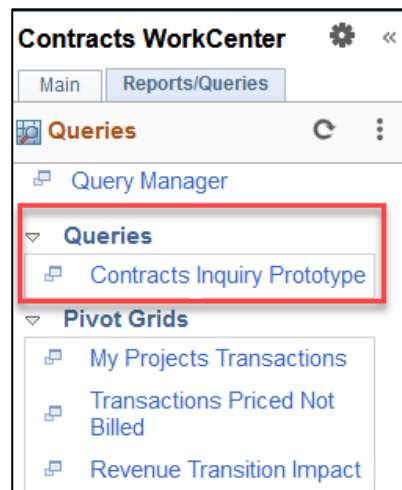
5. Enter the Filter Criteria

   NOTE: Some queries will have prompts that will also control what information is returned in the results. Depending on the Query, users may have 1 or more required Criteria

   Select **View Results**.

Lesson 4: Reports

Lecture 1:
Running and
Viewing Reports

Run a Query (Con't)

NOTE: Users may export the results to Excel, CSV Test File or XML File

NOTE: When a query users are running to HTML shows more than 100 lines of data users will need to select the **Next Page** tab to advance to the next 100 or so lines.

Lesson 4: Reports

Lecture 1:
Running and
Viewing Reports

To Run a BI Publisher Report:

1. From the INFORMS home page, select the **Finance/Supply Chain (FSCM)** tile > Select **Customer Contracts** tile > Select **Customer Contracts**.

2. On the left-hand navigation, select **Contracts WorkCenter.**

3. On the **Contracts WorkCenter**, select the **Reports/Queries** Tab.
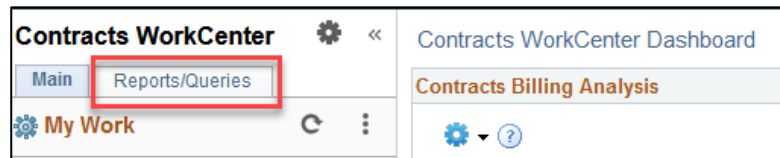
4. Select **Reports** under the **Reports/Processes** section.
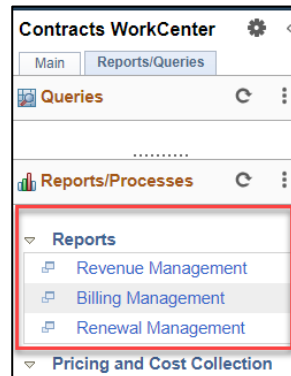
5. Select the **Add a New Value** tab to create a Run Control ID and give the Run Control a Description.
    NOTE: The Control ID needs to created once. Once created, it may be re-used.
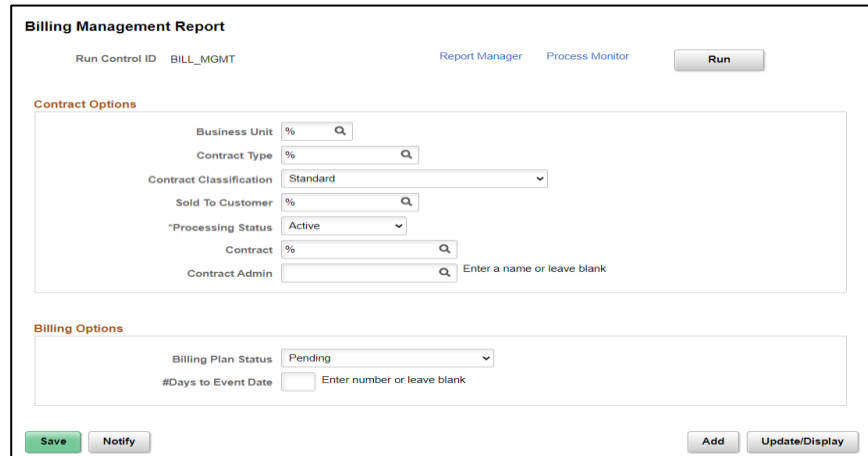
6. Select **Add**.

7. Enter the Criteria in the Run Control Options page.

Lesson 4: Reports

Lecture 1:
Running and
Viewing Reports

To Run a BI Publisher Report (Con't):
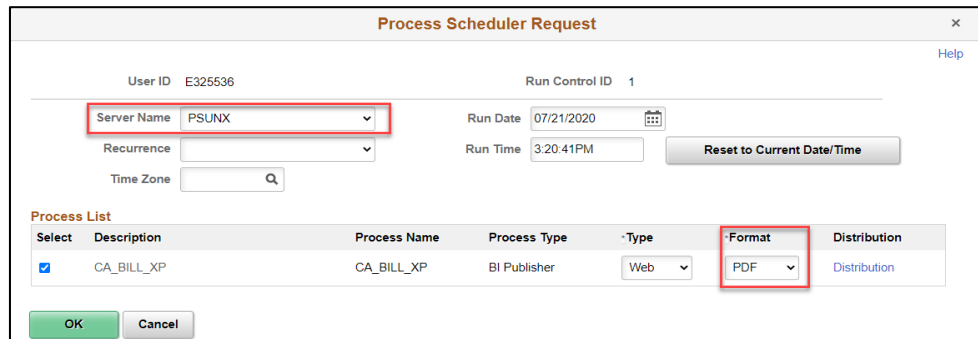
8. Select **Save**.

9. Select **Run**.

10. Enter **PSUNX** in the **Server Name** dropdown menu.

11. Enter **PDF** under **Format** column.
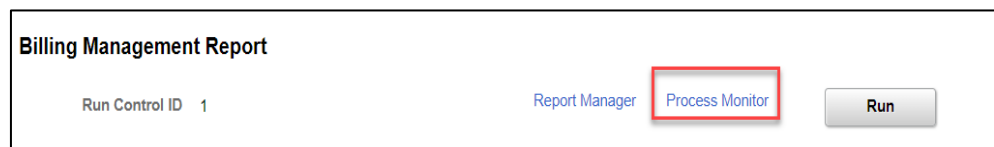
12. Select **OK**.

13. Select the **Process Monitor** link.

Lesson 4: Reports

Lecture 1:
Running and
Viewing Reports

To Run a BI Publisher Report (Con't):

14. Once the report **Run Status** displays as 'Success' and has the **Distribution Status** displayed as 'Posted', select on the **Report Manager** link.

15. Select on the **Report** link.

16. Select on the **Report** link under **File List** to view the report.
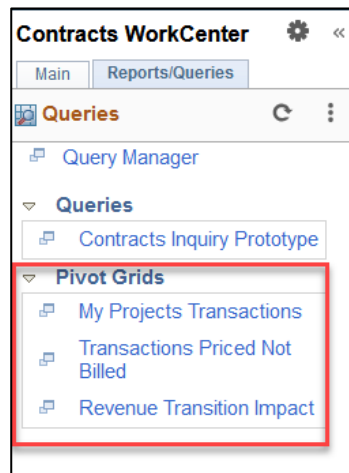
Lesson 4: Reports

To view a Pivot Grid Report:

1. From the INFORMS home page, select the **Finance/Supply Chain (FSCM)** tile > Select **Customer Contracts** tile > Select **Customer Contracts**.
2. On the left-hand navigation, select **Contracts WorkCenter.**
3. On the Contracts WorkCenter, select the **Reports/Queries** Tab
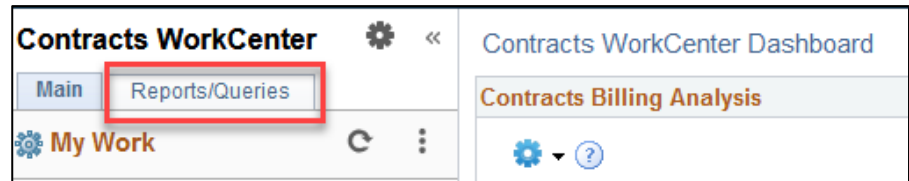
4. Select a **Pivot Grid** under the **Pivot Grids** Section

5. Enter the Prompt Values.

   NOTE: Some Pivot Grids will have prompts that will control what information is returned in the results. Depending on the Pivot Grid, users may have one or more required Criteria.
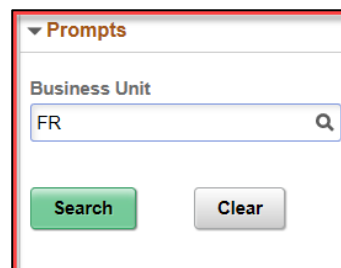
Lesson 4: Reports

Lecture 1:
Running and
Viewing Reports

To view a Pivot Grid Report (Con't):

6. Select **Search**.

7. Select **+All** to expand the Pivot Grid and get a more detail view of the data.

Lesson 4: Reports

To view a Pivot Grid Report (Con't):

Optional: To further drill down on any data element, select the blue hyperlink connected to the data value.
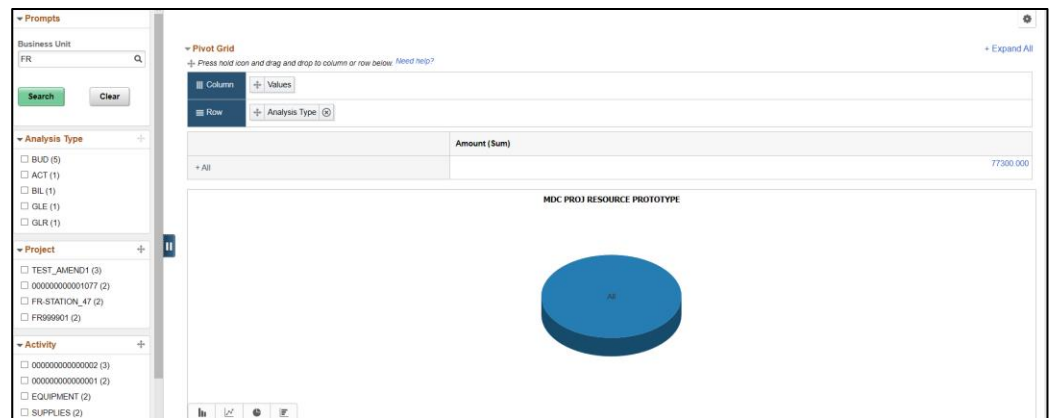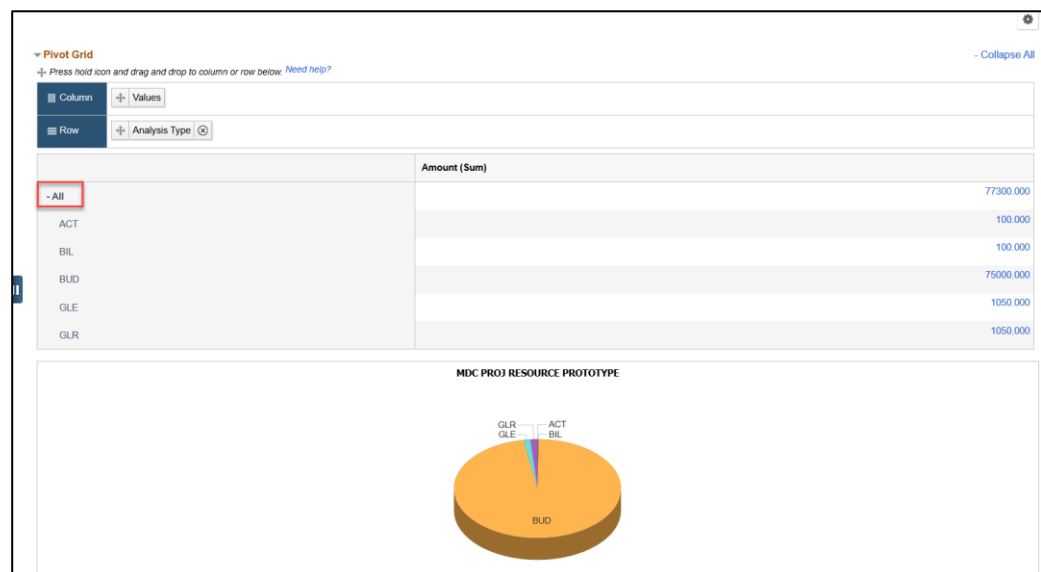
Lesson 4: Training Activity 1

Demonstration

The Instructor will now demonstrate how to execute the business process through the INFORMS training environment.

Instructions

Please refer to Activity 9 on the FIN210 Training Activity and Data Sheet.

This activity will be performed individually; users must complete it on the classroom workstation using the INFORMS training environment. The instructor will tell users how to log into INFORMS.

Users will perform the activity by following the FIN210 Training Activity and Data Sheet and by using the training materials as reference tools.

Instructor(s) are available to answer questions.

Lesson 4: Training Exercise 1

Debrief

1. What report provides a summary of the Customer Contract and its associated projects?

_____

_____

_____

_____

2. What report will allow users to see the Billable rows on a contract?

_____

_____

_____

_____

Lesson 4: Lesson Summary

Lesson
Summary

Now that users have completed the lesson, users should be able to:

- Locate and run Reports

Module 3: Course Summary

Course Summary

The Course Summary module covers three topics:

- Course Content Summary
- Additional Training and Job Aids
- Course Evaluation

Module 3: Course Summary

Objectives
Achieved

Congratulations! Users have completed the Create and Amend Contracts course. Users now should be able to:

- Create Contracts
- Amend Contracts
- Contracts to Billing Process
- Contract Reports

Module 3: Course Summary

Additional
Training and Job
Aids

Other training courses users may be eligible to take, based on the roles users are assigned, include:

- FIN 211 – Create and Maintain Grants

Users also have the following resources available:

User Productivity Kits
- Create a Contract
- Activate a Contract
- Amend a Contract
- Running and Viewing Contracts Report

Job Aids

- N/A

For additional Information, be sure to visit:
- Miamidade.gov/informs

Module 3: Course Summary

Key Terms

The following key terms are used in this course:

Term	Definition
Amendment	Required process within a contract shall any terms or amounts be changed due to additional funding or scope.
Contract Bill Plan	The Bill Plan defines the schedule, parameters and configuration of the Customer invoice. A Contract manages the billing process through the creation of Billing plans. Each contract line product is tied to a billing plan.
Contract Business Unit	An entity that controls billing and revenue for a department. In INFORMS, every Business Unit (BU) that requires federal reimbursement or intra-unit billing will be establishing a contract BU and a BI BU.
Contract Document	A textual document created in INFORMS Supplier Contract Management that users can associate with a procurement contract, solicitation or a purchase order. Contract documents are signed agreements that bind buyers and suppliers to specific terms and conditions.
Contract Line	A contract designation that represents a major deliverable on an agreement. Contract Line is used to associate projects and activities to the contract.
Contract Revenue Plan	The Contract Revenue Plan defines how and when customer revenue will be recognized for accounting purposes.
INFORMS Customer Contracts	Enables users to create and execute revenue-generating contracts. Use this to define products, specify the terms and conditions of a contract, the time and method of billing, and a method for recognizing revenue.
Price Type	Contract Products are classified into types. The price type that is selected for a product determines the details that the user defines for that product and the billing and revenue recognition methods with which the user can associate the product.
Product	A Product represents the basis for the Contract Line and determines what type of Contract will be created. Products are associated with a set of attributes that include pricing structure, tax parameters, and accounting information.
Sponsor	The Sponsor represents the Grants funding source. The customer who will be invoiced for expense reimbursements associated with the award.