Prepaid Balances page

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Customer Contracts > Determine Price and Terms > Prepaid Balances

Purpose

The Amending a Prepaid Contract Amount should only be used for the following situations:

- Decreasing a prepaid purchase amount that was setup incorrectly and billing has already taken place
- Award closeout – award as not fully spent so decreasing the purchased amount to remove the remaining balance

Amending a Prepaid Contract Amount

1. Navigate to the Prepaid Balances page.
2. On the Search page, enter Business Unit and Contract.
3. Click the Amendment button. This will create a new Amendment row on the Amendments tab.
4. Click the Amendment Type dropdown list and select an option (e.g., Project Closeout).
5. Click the Reason dropdown list and select an option (e.g., Sponsor Request).
6. Click the button.
7. Click the tab.
8. Click the Amend Contract button and the Purchased Amount will no longer be grayed out. It is now editable.
9. Enter the new Purchased Amount (e.g., 25,000).
   Note: The Purchased Amount should not be less than the Cumulative Prepaid Billed Amount.
10. Click the button.
11. Click the tab.
12. Click the Detail hyperlink on the new Amendment row. The Amendment Details page will open.
13. Click the Amend Status dropdown list located on the right.
14. Select the Ready option. The Process Amendment button will appear above the Amend Status dropdown list.
15. Click the button. The page will automatically be saved.
16. Click the Prepaid Balances menu at the top of the page to navigate back to the Prepaids page. Notice that the Purchased Amount has changed and is now grayed out, and the Remaining Amount has been reduced by the adjusted amount.

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17. Click on the Billing Plans link to view the Billing Plan General area.

18. Notice that the Billing Status has been changed to Action Required.

19. Click on the Billing Plan link (e.g., B102 or greater)

20. Click on the Events tab.

21. Adjust the pending event amount so that the total event amounts of all lines, minus the Total Amendment Amount (total of all lines), will equal the new Purchased Amount.
   Note: Once the pending event amount has been adjusted correctly, you will notice that the remaining amount will be zero.

22. Click the Save button.

23. Click the Billing Plan General tab.

24. Click on the Reviewed button.

   Note: This will change the Billing Status to In Progress (and the page will automatically be saved).