

About Close a Non-Federal Customer Contract

This job aid details the steps to close a non-federal customer contract.

You should only close a contract after the contract has fulfilled the contract terms. Once the contract is **Closed**, it can no longer be used, amended, or reactivated. Closed contracts are removed from processing and views, but the historical contract data is still available for query.

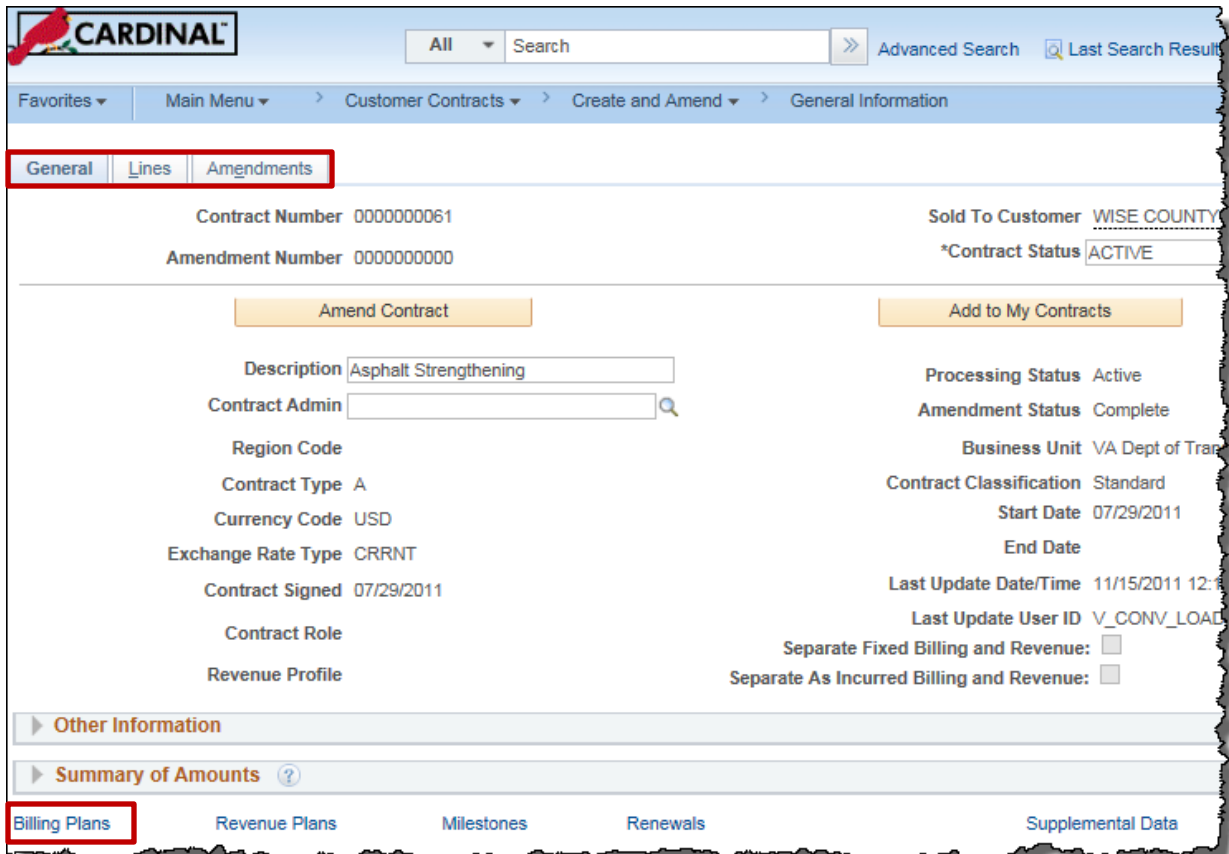
To close a non-federal contract:

- Verify the related Revenue Plan and Billing Plan statuses are Completed.
- If there are amendments, verify they have a status of Complete or Cancelled.
- For rate-based contracts, if there are any prepayments, verify they have a status of Complete or Inactive.
- Update if necessary.

The process to close a non-federal contract is the same regardless of the contract type.

1 Navigate to the **General Information** page using the following path:

Main Menu > Customer Contracts > Create and Amend > General Information



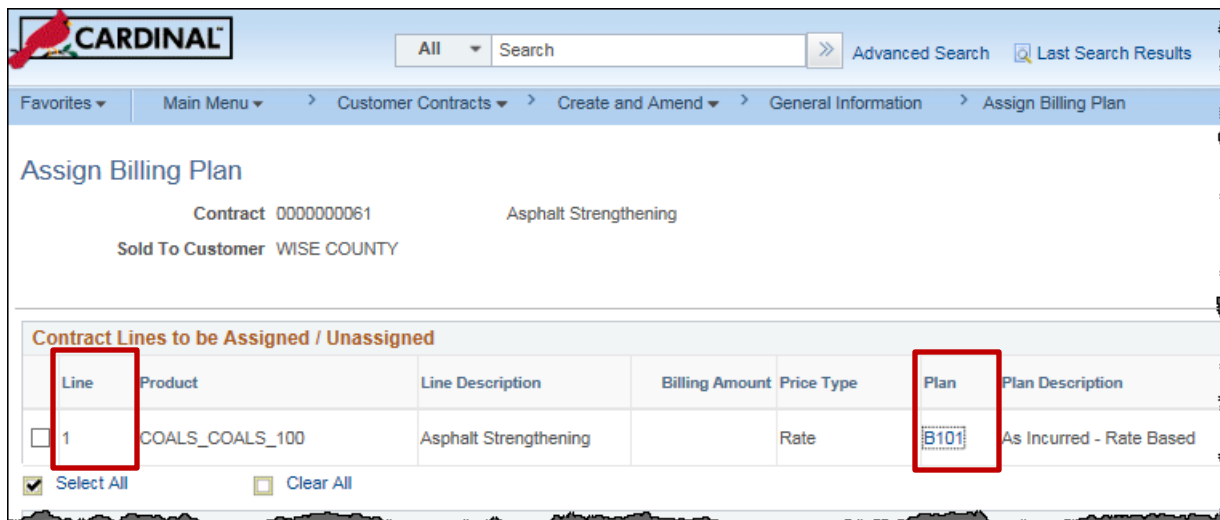
General | Lines | Amendments

Contract Number 0000000061 Sold To Customer WISE COUNTY
 Amendment Number 0000000000 *Contract Status ACTIVE

Description Asphalt Strengthening Processing Status Active
 Contract Admin Amendment Status Complete
 Region Code Business Unit VA Dept of Tran
 Contract Type A Contract Classification Standard
 Currency Code USD Start Date 07/29/2011
 Exchange Rate Type CRRNT End Date
 Contract Signed 07/29/2011 Last Update Date/Time 11/15/2011 12:3
 Contract Role Last Update User ID V_CONV_LOAD
 Revenue Profile Separate Fixed Billing and Revenue:
 Separate As Incurred Billing and Revenue:

Billing Plans | Revenue Plans | Milestones | Renewals | Supplemental Data

- From the **General**, **Lines**, or **Amendments** tabs, click on the **Billing Plans** hyperlink. The **Assign Billing Plan** page is displayed.



Assign Billing Plan

Contract 0000000061 Asphalt Strengthening
 Sold To Customer WISE COUNTY

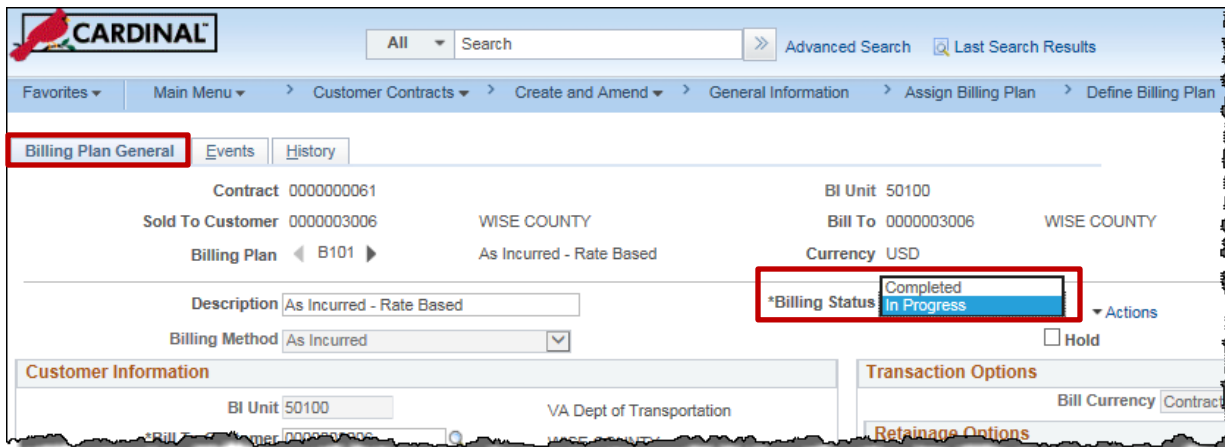
Contract Lines to be Assigned / Unassigned

Line	Product	Line Description	Billing Amount	Price Type	Plan	Plan Description
<input type="checkbox"/> 1	COALS_COALS_100	Asphalt Strengthening		Rate	B101	As Incurred - Rate Based

Select All Clear All

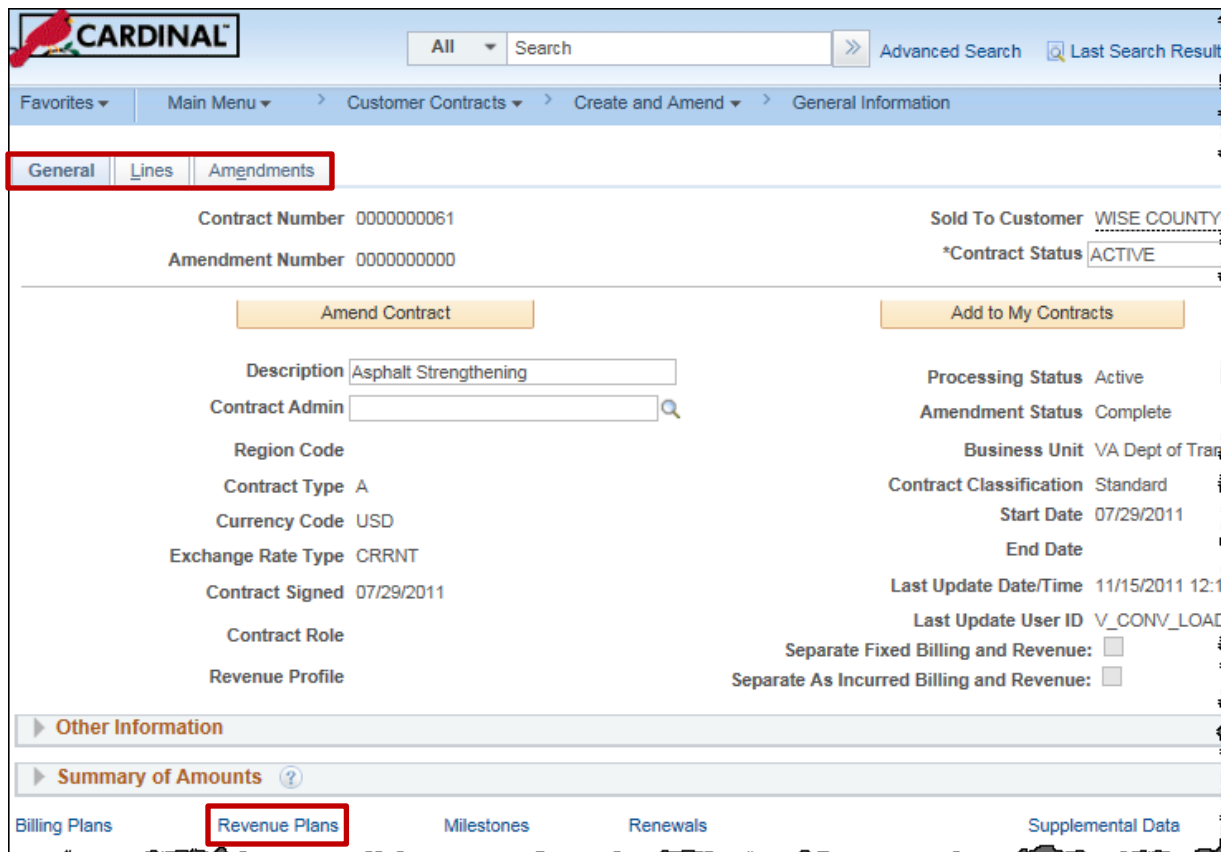
- Click on the **Plan** hyperlink for the **Contract Line** you want to update, e.g., **B101**. The **Define Billing Plan** page, **Billing Plan General** tab is displayed.

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Billing Plan General | Events | History
 Contract 0000000061 | BI Unit 50100
 Sold To Customer 0000003006 | WISE COUNTY | Bill To 0000003006 | WISE COUNTY
 Billing Plan B101 | As Incurred - Rate Based | Currency USD
 Description As Incurred - Rate Based | *Billing Status **Completed** / In Progress
 Billing Method As Incurred | Hold
Customer Information | **Transaction Options**
 BI Unit 50100 | VA Dept of Transportation | Bill Currency Contract
Retainage Options

- 4 Click on the **Billing Status** drop-down arrow and select the **Billing Status** of **Completed**.
- 5 Click on the **Save** button at the bottom of the page.
- 6 Click the **General Information** link in the navigation bar at the top of the page. The **General Information** page, **General** tab, for your selected contract, is displayed.



General | Lines | Amendments
 Contract Number 0000000061 | Sold To Customer WISE COUNTY
 Amendment Number 0000000000 | *Contract Status ACTIVE
 Amend Contract | Add to My Contracts
 Description Asphalt Strengthening | Processing Status Active
 Contract Admin | Amendment Status Complete
 Region Code | Business Unit VA Dept of Tran
 Contract Type A | Contract Classification Standard
 Currency Code USD | Start Date 07/29/2011
 Exchange Rate Type CRRNT | End Date
 Contract Signed 07/29/2011 | Last Update Date/Time 11/15/2011 12:00
 Contract Role | Last Update User ID V_CONV_LOAD
 Revenue Profile | Separate Fixed Billing and Revenue:
 Separate As Incurred Billing and Revenue:
 Other Information
 Summary of Amounts
 Billing Plans | **Revenue Plans** | Milestones | Renewals | Supplemental Data

- 7 From the **General**, **Lines**, or **Amendments** tabs, click on the **Revenue Plans** hyperlink. The **Assign Revenue Plan** page is displayed.

Assign Revenue Plan

Contract 000000061 Asphalt Strengthening
Sold To Customer WISE COUNTY

Line	Product	Description	Revenue Amount	Price Type	Plan	Plan Description
<input type="checkbox"/>	1 COALS_COALS_100	Asphalt Strengthening		Rate	R101	As Incurred - Rate Based

Select All Clear All

Revenue Plan Assign/Unassign

Revenue Plan: NEXT Revenue Plan Template:

Revenue Method:

Description:

Assign selected contract lines to Revenue Plan Unassign selected contract lines from Revenue Plan

- Click on the **Plan** hyperlink for the **Contract Line** you want to update, e.g., **R101**. The **Define Revenue Plan** page, **Revenue Plan** tab is displayed.

Define Revenue Plan

Contract 000000061 Business Unit 50100 Currency USD
Sold To Customer 0000003006 WISE COUNTY GL Business Unit 50100
Revenue Plan R101 GL Currency USD

Description: As Incurred - Rate Based *Plan Status: **Completed**

Recognition Method: As Incurred Hold

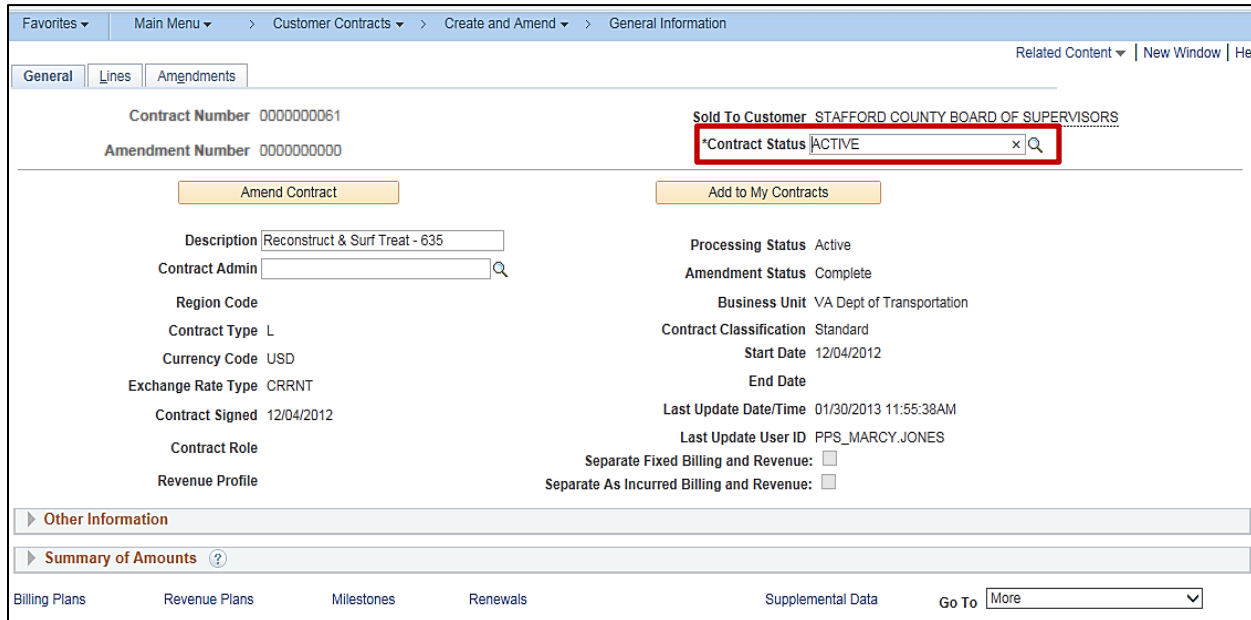
Define Events By

Event Detail Personalize | Find | View All | First 1 of 1 Last

Event	Event Type	*Event Status	Accounting Date	Event Note
1	Date	Pending	02/06/2017	<input type="button" value="Add"/> <input type="button" value="Remove"/>

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- 9 Click on the **Plan Status** drop-down arrow and select the **Plan Status** of **Completed**.
- 10 Click on the **Save** button at the bottom of the page.
- 11 Click the **General Information** hyperlink in the navigation bar at the top of the page. The **General Information** page, **General** tab, for your selected contract, is displayed.



Contract Number 000000061
 Amendment Number 000000000
 Sold To Customer STAFFORD COUNTY BOARD OF SUPERVISORS
 *Contract Status ACTIVE

Amend Contract Add to My Contracts

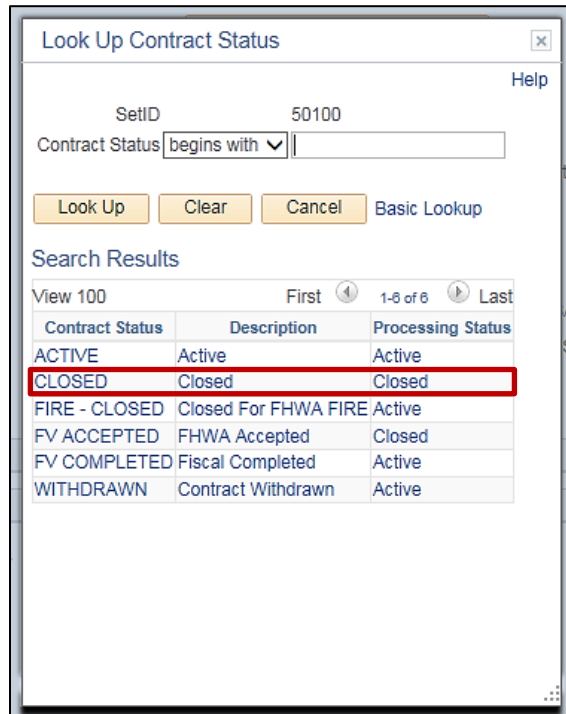
Description Reconstruct & Surf Treat - 635
 Contract Admin
 Region Code
 Contract Type L
 Currency Code USD
 Exchange Rate Type CRRNT
 Contract Signed 12/04/2012
 Contract Role
 Revenue Profile

Processing Status Active
 Amendment Status Complete
 Business Unit VA Dept of Transportation
 Contract Classification Standard
 Start Date 12/04/2012
 End Date
 Last Update Date/Time 01/30/2013 11:55:38AM
 Last Update User ID PPS_MARCY.JONES
 Separate Fixed Billing and Revenue:
 Separate As Incurred Billing and Revenue:

Other Information
 Summary of Amounts

Billing Plans Revenue Plans Milestones Renewals Supplemental Data Go To More

- 12 Click on the **Contract Status** lookup icon.



Look Up Contract Status

SetID 50100
 Contract Status begins with

Look Up Clear Cancel Basic Lookup

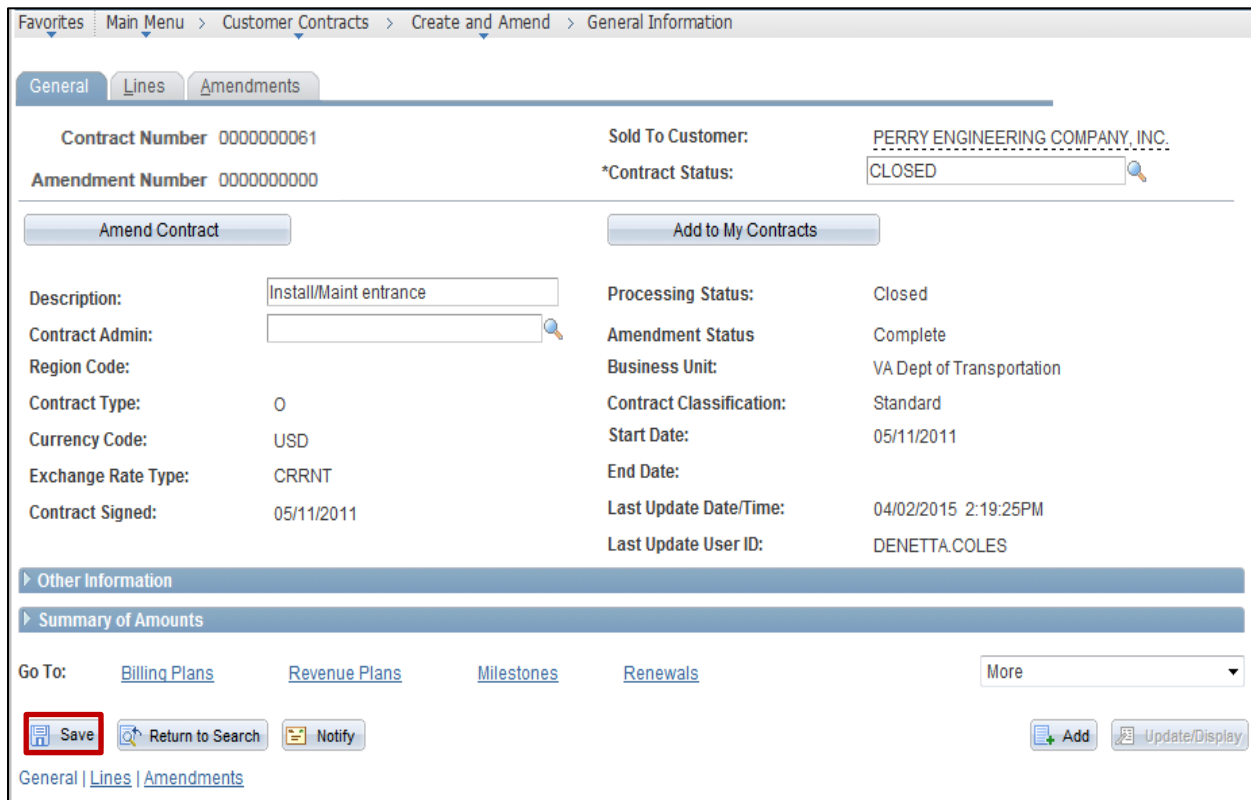
Search Results

View 100 First 1-8 of 8 Last

Contract Status	Description	Processing Status
ACTIVE	Active	Active
CLOSED	Closed	Closed
FIRE - CLOSED	Closed For FHWA FIRE	Active
FV ACCEPTED	FHWA Accepted	Closed
FV COMPLETED	Fiscal Completed	Active
WITHDRAWN	Contract Withdrawn	Active

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13 Select the **Contract Status** of **Closed**.



Favorites Main Menu > Customer Contracts > Create and Amend > General Information

General | Lines | Amendments

Contract Number 0000000061 Sold To Customer: PERRY ENGINEERING COMPANY, INC.
Amendment Number 0000000000 *Contract Status: CLOSED

Amend Contract Add to My Contracts

Description: Install/Maint entrance Processing Status: Closed
Contract Admin: Amendment Status: Complete
Region Code: Business Unit: VA Dept of Transportation
Contract Type: O Contract Classification: Standard
Currency Code: USD Start Date: 05/11/2011
Exchange Rate Type: CRRNT End Date:
Contract Signed: 05/11/2011 Last Update Date/Time: 04/02/2015 2:19:25PM
Last Update User ID: DENETTA.COLES

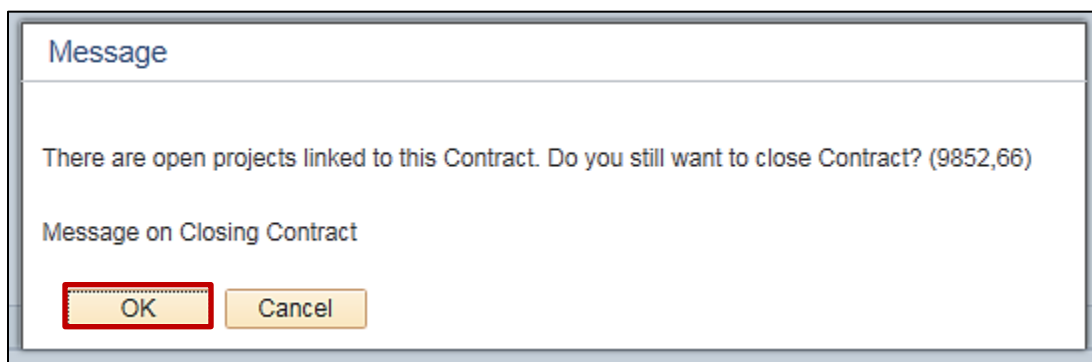
Other Information
Summary of Amounts

Go To: Billing Plans Revenue Plans Milestones Renewals More

Save Return to Search Notify Add Update/Display

General | Lines | Amendments

14 Click on the **Save** button. In some instances, a message appears indicating a project linked with the contract is still open.



Message

There are open projects linked to this Contract. Do you still want to close Contract? (9852,66)

Message on Closing Contract

OK Cancel

15 Click on the **OK** button.

16 The contract is now closed.