

# How to Set/Adjust Revenue on a Contract

Revenue Contracts are those where MSU provides Services to other parties. To update the contract with specific revenue amounts, follow the steps below:

1. Select a Contract to update and then click on the Budget and Spend menu option on the left.

The screenshot shows the contract management interface. On the left sidebar, the 'Budget and Spend' menu item is highlighted with a red box. The main content area displays contract details: 'Version: Renewal 0, Amendment 0', 'Total Contract Value (TCV): 10,000.00 USD', and 'Lifetime Spend (USD)'. Below this, there are sections for 'Budget/Expected Revenue' (0.00), 'Contract Spend' (0.00, 0% of 0.00), and 'Enforce Budget' (radio buttons for Yes and No, with No selected). A chart titled 'Actual Spend by Version (USD)' shows a single data point for 'Renewal 0, Amendment 0 (This Version)' at 0.00. At the bottom, a table titled 'Actual Spend by Version (USD)' shows the contract details.

Version Numbers	Status	Contract Spend	PR Spend	PO Spend	Invoice Spend	
Renewal 0, Amendment 0	Draft	0.00	0.00	0.00	0.00	Adjust

2. To adjust Revenue Amount, select the “adjust” button on the right

This screenshot is identical to the previous one, but with the 'Adjust' button in the bottom right corner of the table highlighted with a red box. The table data is as follows:

Version Numbers	Status	Contract Spend	PR Spend	PO Spend	Invoice Spend	
Renewal 0, Amendment 0 This Version	Draft	0.00 (0% of 0.00)	0.00 (0% of 0.00)	0.00 (0% of 0.00)	0.00 (0% of 0.00)	Adjust

3. Enter the Revenue Amount you are adding to the Contract as a negative Invoice to show revenue

## Adjust Actual Spend ✕

🌱 JVM: ji-uit-app-02 | DB: UITDB | Request ID: 1716230445141357 | Command: ContractActualSpendAdjustmentOverlayCommand | JSP: /contractmgmt/contractActualSpendAdjustmentOverlay.jsp | Elapsed: 35ms | Total stmt: 30ms | Total stmts: 32 | Last Build: 5/20/2024 9:49 AM CDT - prod/24.1.20240509 (1ebb6b90cf3) i

Adjustment Type: Invoices ▾

Amount (+/-): 1,000.00 USD

Note: 

Invoice for Services Rendered

  
971 characters remaining

Save Changes
Close

4. The Amount reflected as Revenue within the Budget and Spend Graphic below

**MSU-PSS-000114**  
Monte Revenue Contract

Type: MSU Providing Services  
2nd Party: Monte Inc.  
Version: Renewal 0, Amendment 0

**Total Contract Value (TCV)**  
TCV: **10,000.00 USD**

[▶ Lifetime Spend \(USD\)](#)

Upload Main Document ▾

- Summary
- Header ⚠
- Alternative Language 0
- Attachments 0
- Clause Analysis 0
- Obligations 0
- Review Rounds 0
- eSignature 0
- Submit for Approval
- eProcurement Setup

**Budget and Spend**

- Applies To
- Goods and Services
- PO Clauses

### Budget and Spend 🔍 View JSON | View XML | History | ?

**For This Version**

Budget/Expected Revenue: 10,000.00

Contract Spend: 0.00 (0% of 10,000.00)

Enforce Budget:  Yes  No

**Budget Summary (USD)**

Spend Type	% Spent	Remaining
Contract	0%	10000.00
PR	0%	10000.00
PO	0%	10000.00
Invoice	10%	9000.00

**Lifetime Summary**

Actual Spend by Version (USD)

Contract PR PO Invoice

■ Renewal 0, Amendment 0 (This Version)

**Actual Spend by Version (USD)**

Version Numbers	Status	Contract Spend	PR Spend	PO Spend	Invoice Spend	
Renewal 0, Amendment 0	Draft	0.00	0.00	0.00	1,000.00	<span style="border: 1px solid #ccc; padding: 2px 5px;">Adjust</span>
This Version		(0% of 10,000.00)	(0% of 10,000.00)	(0% of 10,000.00)	(10% of 10,000.00)	