This guide contains basic instructions for entering the contract budget and tracking spend on the Budget and Spend section the contract record.

1. If the contract status is Executed: In Effect and eProcurement Setup>Active for Shopping is set to Yes (default is Yes), Requisitions and Payment Requests may be linked to the contract and the corresponding spend will be tracked on the contract.

   POs and invoices tied to linked Requisitions and Payment Requests will also be tracked. Refer to How to Link a Contract to a Requisition Quick Reference Guide for additional information.

2. The budget may be entered in the Budget field. This field is not required to track spend; but is required to trigger Budget Exceeded, Percentage Tiers, and Amount Tiers Notifications.

   The Total Contract Spend field will automatically accumulate all spend resulting from linked Requisitions/POs/Invoices (including taxes, shipping and handling), Change Requests, and any manual Invoice Spend adjustments.

   Note: Budget and Spend Enforce Budget, Limits Per Requisition, and Limits Per Invoice features are not currently available for use.

3. In addition to the Total Contract Spend field, linked Requisitions/POs/Invoices, Change Requests, and manual adjustments are tracked in three different ways; Lifetime Summary, Budget Summary, and Actual Spend by Version.
   - Click on the spend amount to navigate to a list of linked Requisitions, POs, or Invoices.
   - Click on Adjust to make a manual adjustment to any spend amount. Note only manual Invoice Spend adjustments will be reflected in the Total Contract Spend.