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.

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

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

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