

Amending Non-Federal Customer Contracts Overview

Once a Contract is set to Active, most changes have to be made using amendments. The amendment process is required to update fields on the contract header, add additional contract lines, adjust contract amounts, update prepaid balance, etc.

This job aid provides basic steps for processing the following amendments:

- Contract Header
- Contract Terms
- Increase/Decrease Prepaid Amount
- Increase/Decrease Amount Based Contract

Table of Contents

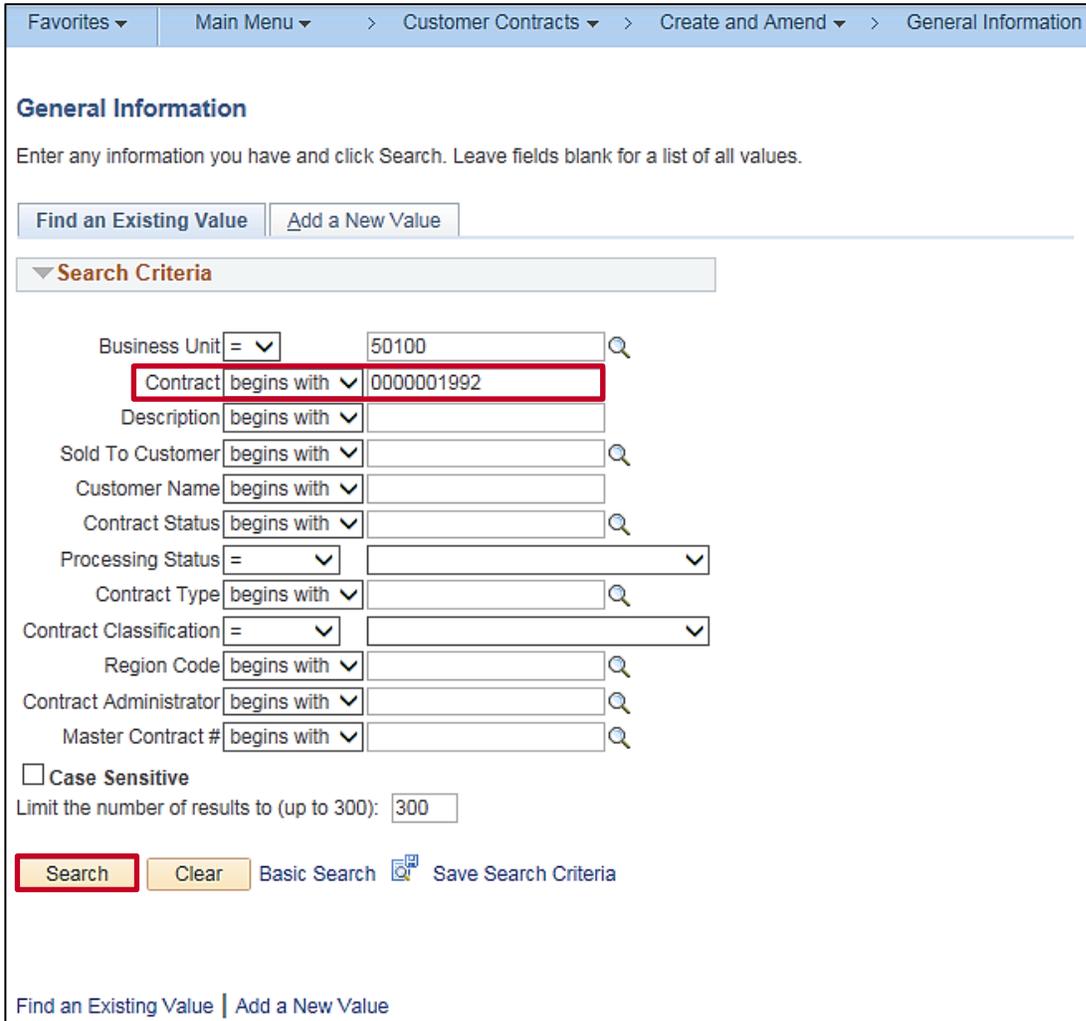
Amend Contract Header	2
Amend Contract Terms	9
Increase/Decrease Prepaid Amount	19
Increase/Decrease Amount Based Contract Amount	25

Amend Contract Header

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

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

The **General Information** search page displays.

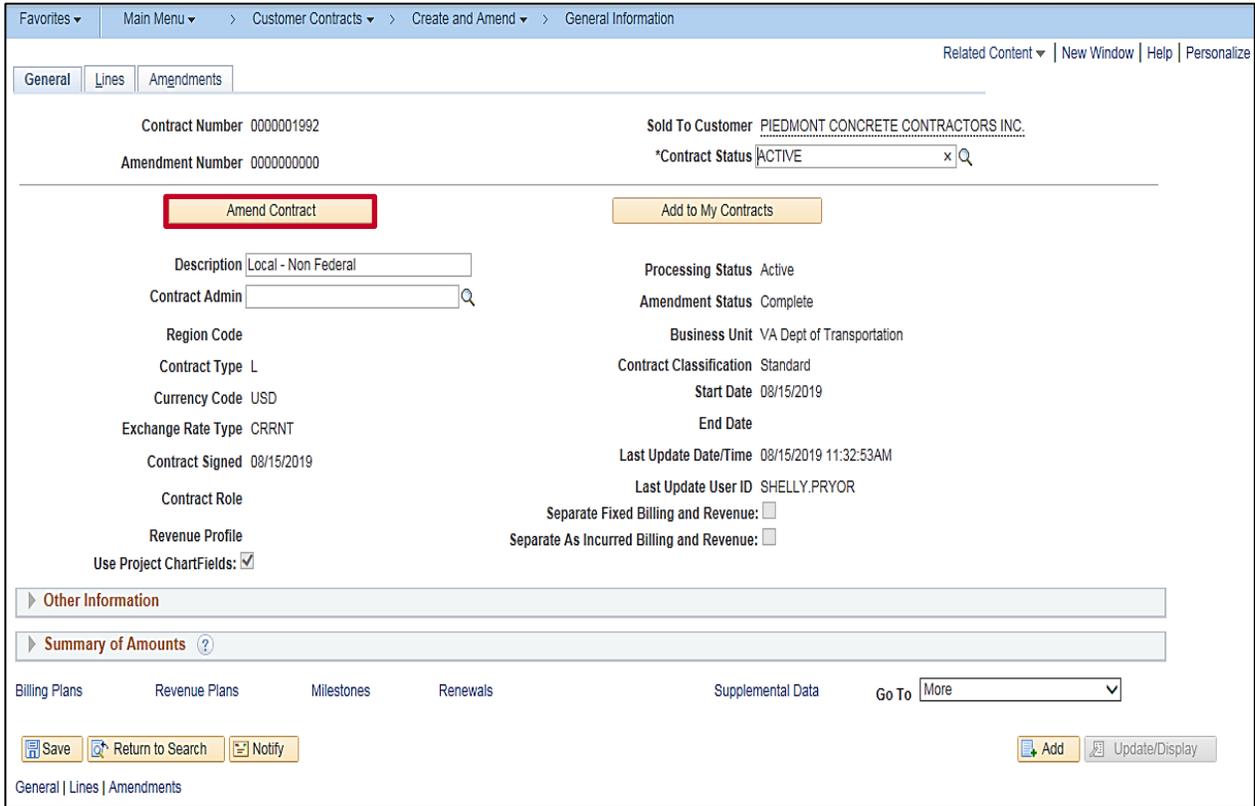


2. The **Business Unit** defaults for your agency. Do not change it.

3. Enter the Contract number that needs to be amended in the **Contract** field.

4. Click the **Search** button.

The **General** tab displays.



The screenshot shows the 'General Information' tab for a contract. The breadcrumb trail is: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information. The page has tabs for 'General', 'Lines', and 'Amendments'. The 'General' tab is active.

Contract Number: 0000001992
Amendment Number: 0000000000
Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.
*Contract Status: ACTIVE

Amend Contract (highlighted with a red box) Add to My Contracts

Description: Local - Non Federal
Contract Admin: [Search]
Region Code: []
Contract Type: L
Currency Code: USD
Exchange Rate Type: CRRNT
Contract Signed: 08/15/2019
Contract Role: []
Revenue Profile: []
Use Project ChartFields:

Processing Status: Active
Amendment Status: Complete
Business Unit: VA Dept of Transportation
Contract Classification: Standard
Start Date: 08/15/2019
End Date: []
Last Update Date/Time: 08/15/2019 11:32:53AM
Last Update User ID: SHELLY.PRYOR
Separate Fixed Billing and Revenue:
Separate As Incurred Billing and Revenue:

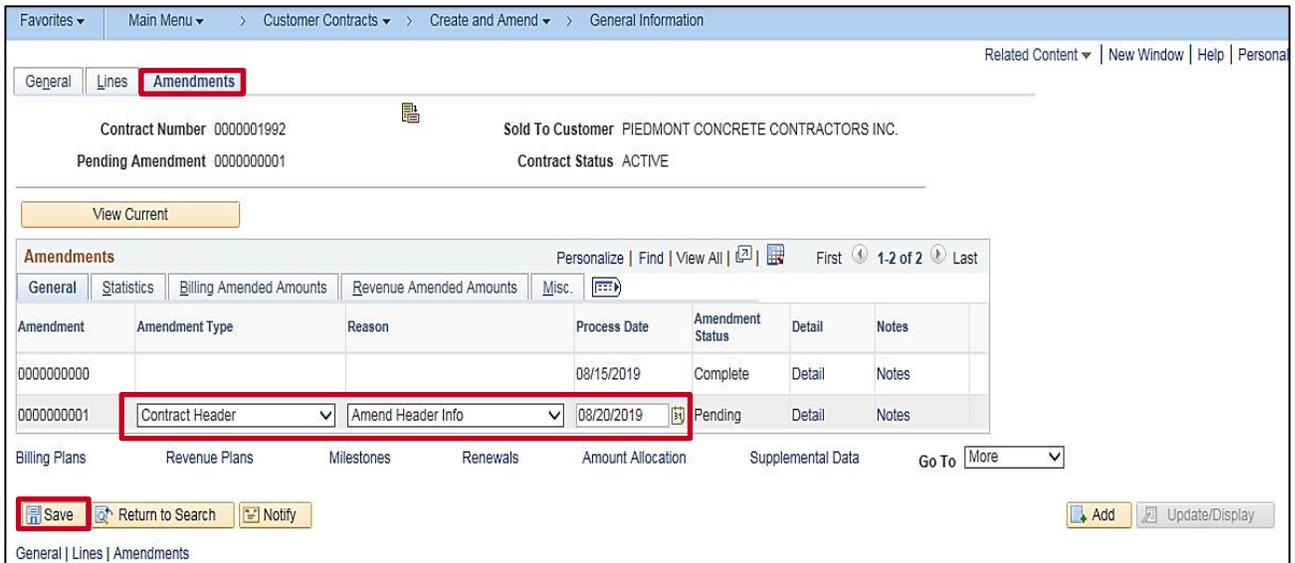
Other Information
Summary of Amounts

Billing Plans Revenue Plans Milestones Renewals Supplemental Data Go To: More

Save Return to Search Notify Add Update/Display

5. Click the **Amend Contract** button.

The **Amendments** page displays.



Contract Number 0000001992 Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.
 Pending Amendment 000000001 Contract Status ACTIVE

View Current

Amendments Personalize | Find | View All | First | 1-2 of 2 | Last

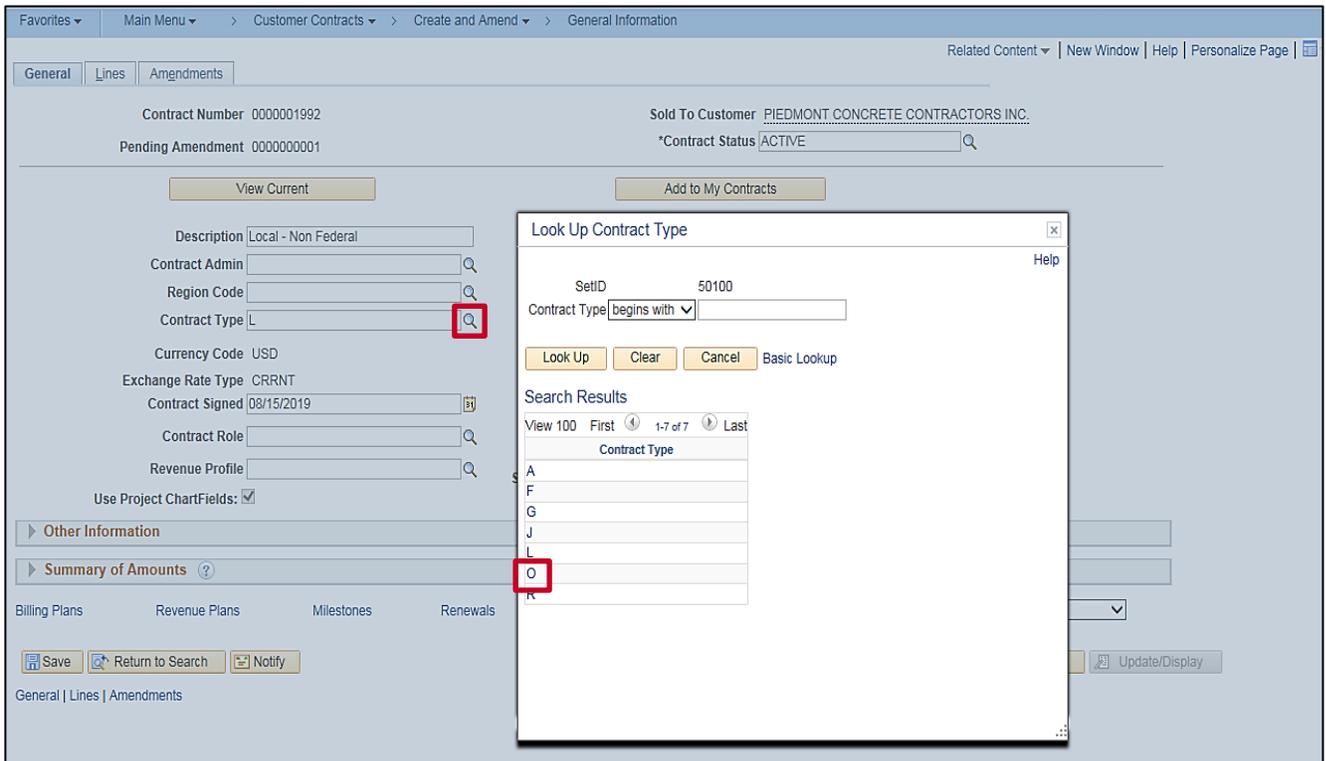
Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
000000000			08/15/2019	Complete	Detail	Notes
000000001	Contract Header	Amend Header Info	08/20/2019	Pending	Detail	Notes

Billing Plans Revenue Plans Milestones Renewals Amount Allocation Supplemental Data Go To More

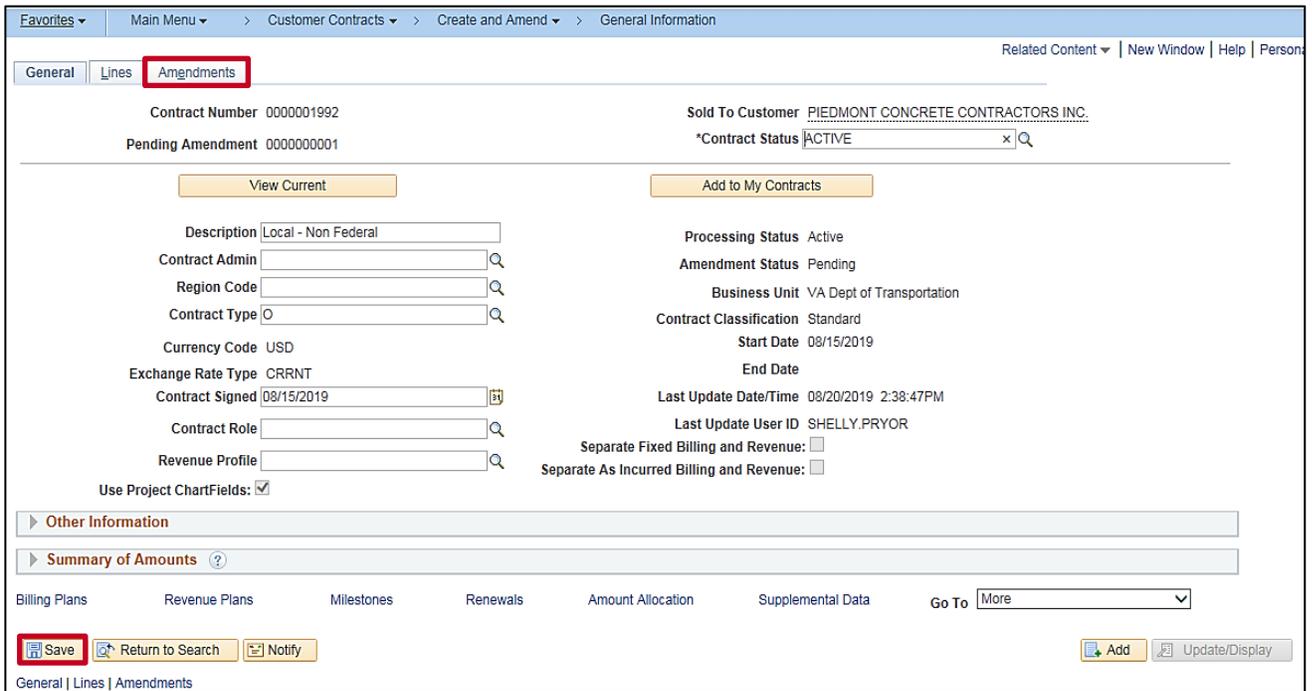
Save Return to Search Notify Add Update/Display

Note: Use this page to enter initial details when you first begin an amendment. You can also view a list of all amendments made to a contract and navigate to the details of those amendments.

6. Click the **Amendment Type** drop-down.
7. Select **Contract Header**.
8. Click the **Reason** drop-down menu.
9. Select **Amend Header Info** option.
10. Click the **Save** button.
11. Click the **General** tab.



12. For the scenario, we will change the **Contract Type**.
13. Click the **Contract Type** lookup button.
14. Select the desired option. In this scenario, select **O**.



Contract Number 000001992 Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.
 Pending Amendment 000000001 *Contract Status ACTIVE

Description Local - Non Federal Processing Status Active
 Contract Admin _____ Amendment Status Pending
 Region Code _____ Business Unit VA Dept of Transportation
 Contract Type O Contract Classification Standard
 Currency Code USD Start Date 08/15/2019
 Exchange Rate Type CRRNT End Date _____
 Contract Signed 08/15/2019 Last Update Date/Time 08/20/2019 2:38:47PM
 Contract Role _____ Last Update User ID SHELLY.PRYOR
 Revenue Profile _____ Separate Fixed Billing and Revenue:
 Use Project ChartFields: Separate As Incurred Billing and Revenue:

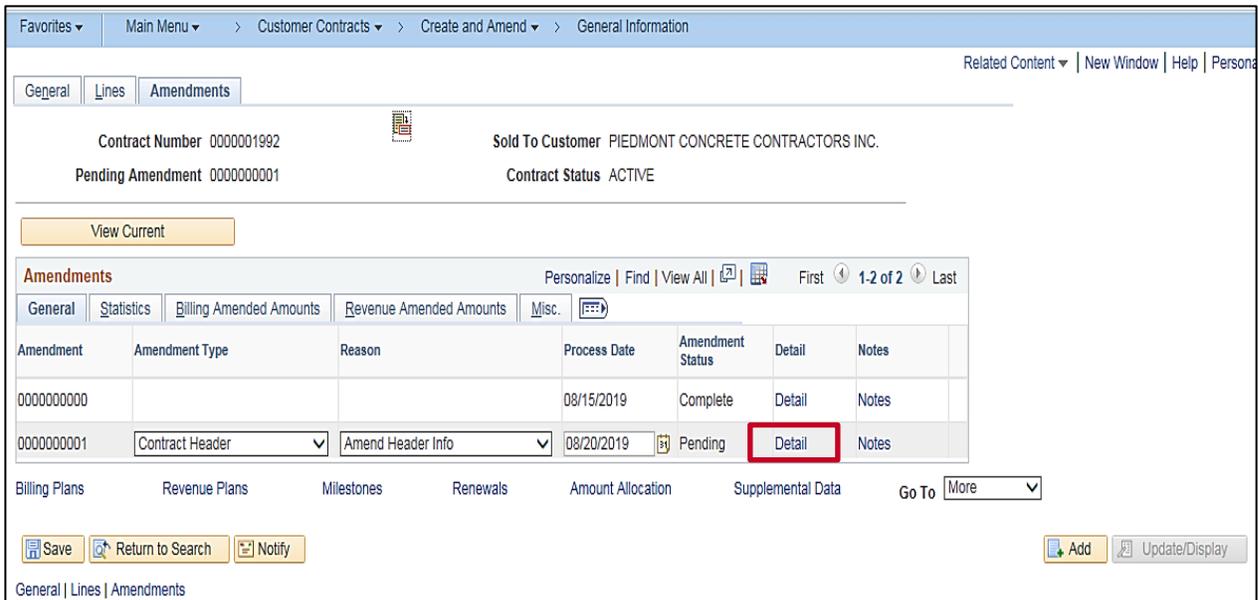
Other Information
 Summary of Amounts

Billing Plans Revenue Plans Milestones Renewals Amount Allocation Supplemental Data Go To More

Save Return to Search Notify Add Update/Display

15. Click the **Save** button.

16. Click the **Amendments** tab.



Contract Number 000001992 Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.
 Pending Amendment 000000001 Contract Status ACTIVE

View Current

Amendments Personalize | Find | View All | First 1-2 of 2 Last

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000			08/15/2019	Complete	Detail	Notes
0000000001	Contract Header	Amend Header Info	08/20/2019	Pending	Detail	Notes

Billing Plans Revenue Plans Milestones Renewals Amount Allocation Supplemental Data Go To More

Save Return to Search Notify Add Update/Display

17. Click the **Detail** link next to the **Pending** amendment.

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

Amendment Details

Contract 0000001992 Amendment Number 0000000001
 Sold To Customer 0000000001

Amendment Type *Process Date 08/20/2019
 Amendment Reason *Amendment Status

Total Billing Adjustment 0.00 Total Revenue Adjustment 0.00
 Fixed Billing Adjustment 0.00 Fixed Revenue Adjustment 0.00
 Fixed Billing Allocation Incomplete Fixed Revenue Allocation Incomplete

▶ **Additional Amendment Details**

Reference ID User Ref #1
 User Ref #2

Amendment Components Personalize | Find | View All | First 1 of 1 Last

Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1 Contract Header		Type	Update	L	O

Amendment Amount Allocation Internal Notes
 Return to General Information

18. Confirm the **Amendment Components**.
19. Click the **Amend Status** drop-down menu.
20. Select the **Ready** option.

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

Amendment Details

Contract 0000001992 Amendment Number 0000000001
 Sold To Customer 0000000001

Amendment Type Contract Header Process Date 08/20/2019
 Amendment Reason Amend Header Info *Amendment Status

Total Billing Adjustment 0.00 Total Revenue Adjustment 0.00
 Fixed Billing Adjustment 0.00 Fixed Revenue Adjustment 0.00
 Fixed Billing Allocation Incomplete Fixed Revenue Allocation Incomplete

▶ **Additional Amendment Details**

Reference ID User Ref #1
 User Ref #2

Amendment Components Personalize | Find | View All | First 1 of 1 Last

Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1 Contract Header		Type	Update	L	O

Internal Notes
 Return to General Information

21. The **Process Amendment** button displays.

22. Click the **Process Amendment** button.

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

Amendment Details

Contract 0000001992	Amendment Number 0000000001
Sold To Customer 0000000001	Amendment Completed On 08/20/2019 2:47PM
Amendment Type Contract Header	Process Date 08/20/2019
Amendment Reason Amend Header Info	Amendment Status Complete

Total Billing Adjustment 0.00	Total Revenue Adjustment 0.00
Fixed Billing Adjustment 0.00	Fixed Revenue Adjustment 0.00
Fixed Billing Allocation Incomplete	Fixed Revenue Allocation Incomplete

▶ **Additional Amendment Details**

Reference ID
User Ref #1

User Ref #2

Amendment Components
Personalize | Find | View All | First 1 of 1 Last

Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1 Contract Header		Type	Update	L	O

Internal Notes

Return to General Information

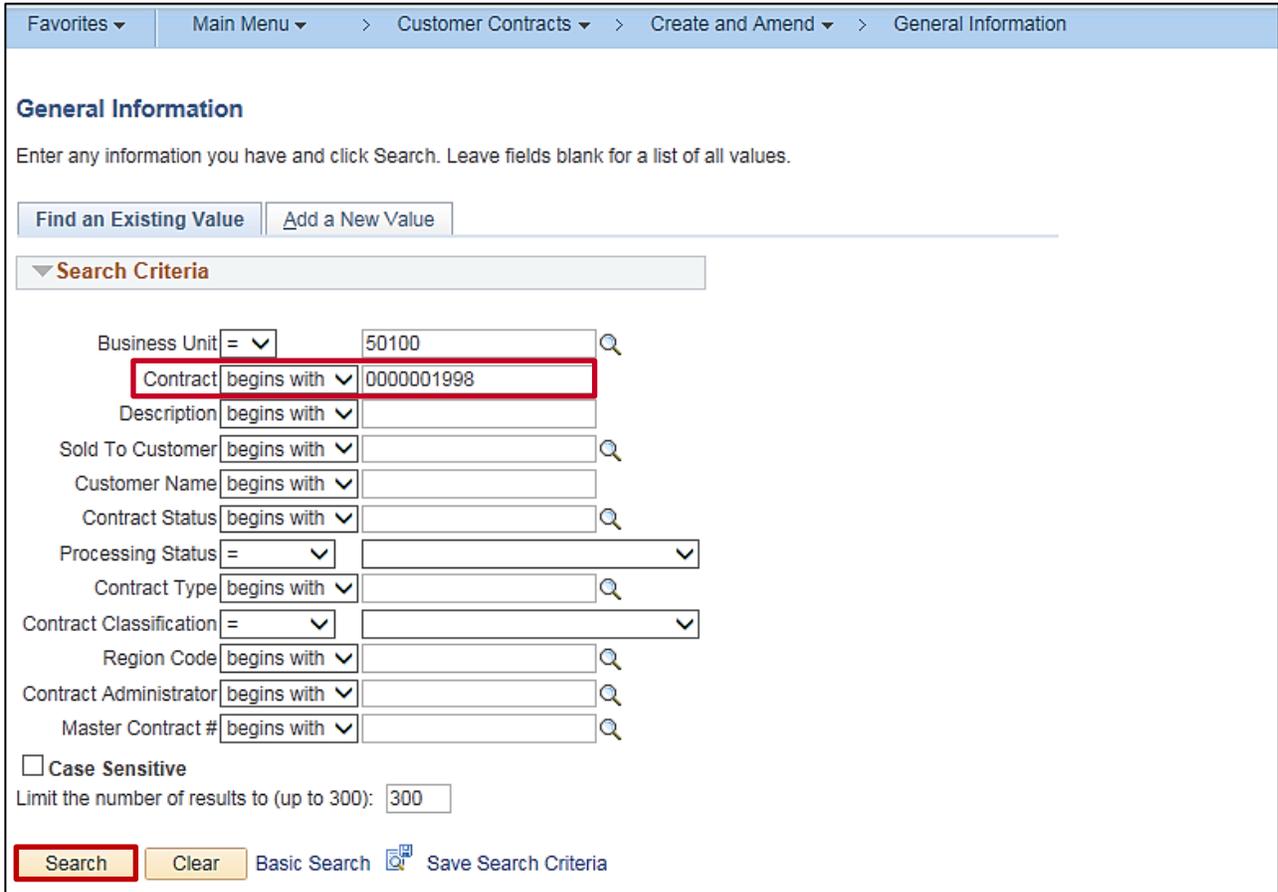
Save
 Return to Search
 Notify

23. The **Amend Status** updates to **Complete**. The contract header has been successfully updated.

Amend Contract Terms

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

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



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

General Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

▼ Search Criteria

Business Unit = ▾ 50100 🔍

Contract begins with ▾ 0000001998

Description begins with ▾

Sold To Customer begins with ▾ 🔍

Customer Name begins with ▾

Contract Status begins with ▾ 🔍

Processing Status = ▾

Contract Type begins with ▾ 🔍

Contract Classification = ▾

Region Code begins with ▾ 🔍

Contract Administrator begins with ▾ 🔍

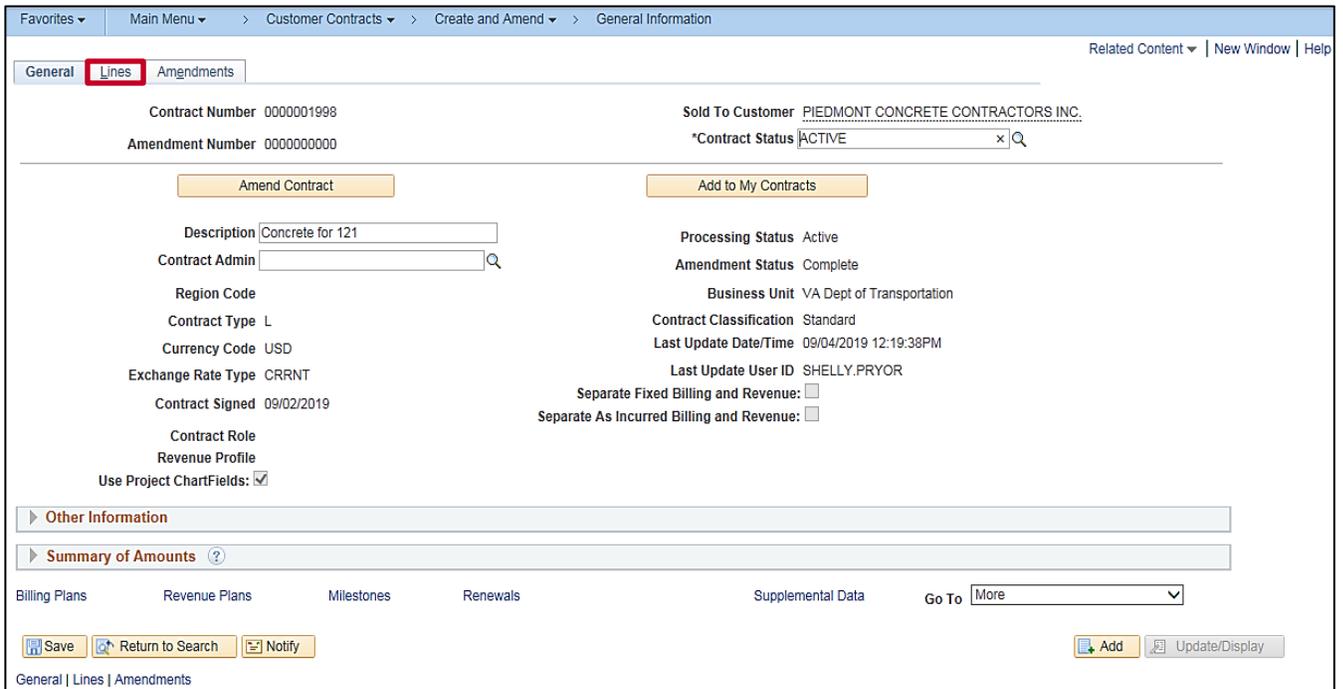
Master Contract # begins with ▾ 🔍

Case Sensitive

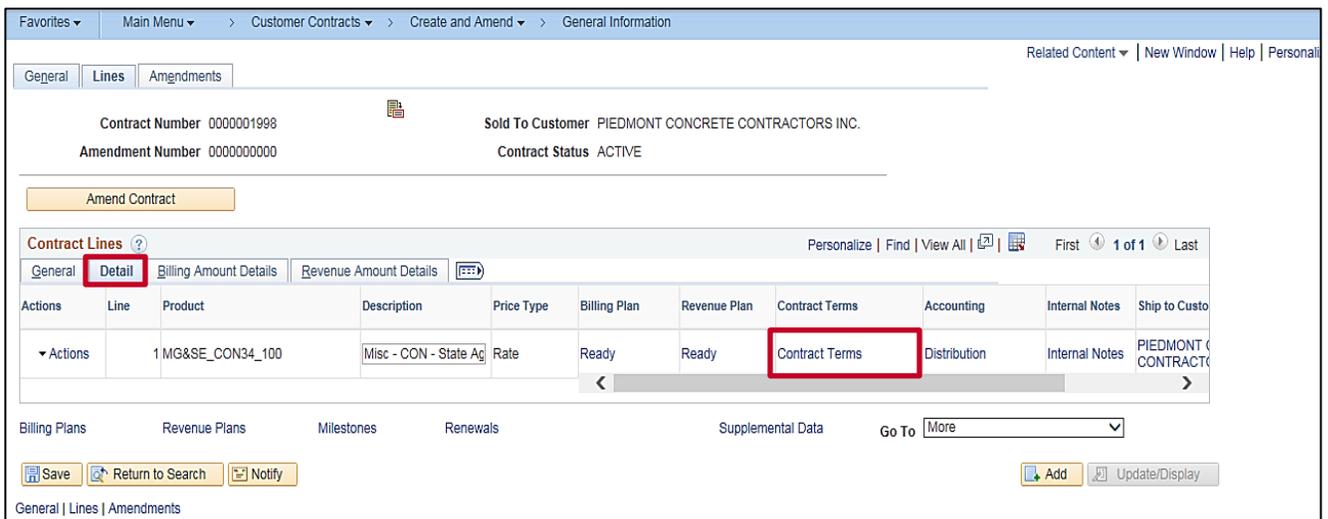
Limit the number of results to (up to 300): 300

Search Clear Basic Search 🔍 Save Search Criteria

2. Enter the Contract number in the **Contract** field that needs to be amended.
3. Click the **Search** button.



4. Click the **Lines** tab.



Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer
▼ Actions	1	MG&SE_CON34_100	Misc - CON - State Ag	Rate	Ready	Ready	Contract Terms	Distribution	Internal Notes	PIEDMONT (CONTRACTOR)

5. Click the **Details** tab.

6. Click the **Contract Terms** link.

[Favorites](#) > [Main Menu](#) > [Customer Contracts](#) > [Create and Amend](#) > [General Information](#) > [Contract Terms](#)

[Related Projects](#) | [Contract Amendments](#)

Contract Number 0000001998 **Sold To Customer** PIEDMONT CONCRETE CONTRACTORS INC.
Amendment Number 0000000000 **Contract Status** ACTIVE

Contract Line < 1 > **Price Type** Rate
Product MG&SE_CON34_100
Description Misc - CON - State Agency

Amend Contract

PC Business Unit

Billing Limit 10,000.00 **Transaction Limits** **Review Limits**

Revenue Limit 10,000.00
Discount ID **Retainage ID**
 Tiered Pricing **Tiered Pricing**

Associated Rates Personalize | Find | First 1 of 1 Last

Effective Date	Status	Rate Selection	Rate Set		
1 09/02/2019 <input type="text" value=""/>	Active <input type="text" value=""/>	Rate Set <input type="text" value=""/>	MG&SE_CON34_100 <input type="text" value=""/>	Rate Set	<input type="button" value="+"/> <input type="button" value="-"/>

Associated Projects & Activities Personalize | First 1-25 of 28 Last

*Project	*Activity	Description	Description		
5000199001 <input type="text" value=""/>	702 <input type="text" value=""/>	Rural Additions - Pittsylvania	PE/Constr - Constr on PE Job	<input type="button" value="+"/>	<input type="button" value="-"/>

7. The **Related Project** tab displays. Click the **Amend Contract** button.

[Favorites](#) > [Main Menu](#) > [Customer Contracts](#) > [Create and Amend](#) > [General Information](#) > [Contract Terms](#)
[Related Content](#) | [New Window](#)

Related Projects | Contract Amendments

Contract Number 0000001998 Sold To Customer **PIEDMONT CONCRETE CONTRACTORS INC.**
 Pending Amendment 0000000001 Contract Status **ACTIVE**

[View Current](#)

Amendments Personalize | Find | View All | | First 1-2 of 2 Last

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000			09/04/2019	Complete	Detail	Notes
0000000001	Contract Terms	Modify Contract Amt	09/04/2019	Pending	Detail	Notes

Return to General Information

Save
 Return to Search
 Notify
 Refresh
 Update/Display
 Include History
 Correct History

Related Projects | Contract Amendments

8. The **Contract Amendments** tab displays. For this scenario, we are modifying the contract amount.
9. Click the **Amendment Type** drop-down menu.
10. Select **Contract Terms**.
11. Click the **Reason** drop-down menu.
12. For this scenario, **Modify Contract Amt**.
13. Click the **Save** button.
14. Click the **Related Projects** tab.

The **Related Project** tab displays.

Favorites ▾ | Main Menu ▾ > Customer Contracts ▾ > Create and Amend ▾ > General Information > Contract Terms

Related Projects | Contract Amndments

Contract Number 0000001998  Sold To Customer **PIEDMONT CONCRETE CONTRACTORS INC.**
 Amendment Number 0000000000 Contract Status **ACTIVE**

Contract Line ◀ 1 ▶ Price Type **Rate**
 Product **MG&SE_CON34_100**
 Description **Misc - CON - State Agency**

Amend Contract

PC Business Unit 

Billing Limit 10,000.00 Transaction Limits Review Limits
 Revenue Limit 10,000.00 Perform Limit Checking

Discount ID Retainage ID
 Tiered Pricing Tiered Pricing

Associated Rates Personalize | Find |  First 1 of 1 Last

Effective Date	Status	Rate Selection	Rate Set		
1 09/02/2019 	Active ▾	Rate Set ▾	MG&SE_CON34_100 	Rate Set	 

Associated Projects & Activities Personalize |  First 1-25 of 28 Last

*Project	*Activity	Description	Description		
<input type="radio"/>	<input type="text" value="0000100001"/> 	<input type="text" value="786"/> 	Rural Additions - Pittsylvania	Noise Abatement	 
<input type="radio"/>	<input type="text" value="0000100001"/> 	<input type="text" value="787"/> 	Rural Additions - Pittsylvania	Natural Resources Studies	 

Create Project
Create Activity
All Activities
Summary Activities
Delete Activities

Return to General Information

 Save
 Return to Search
 Notify
 Refresh

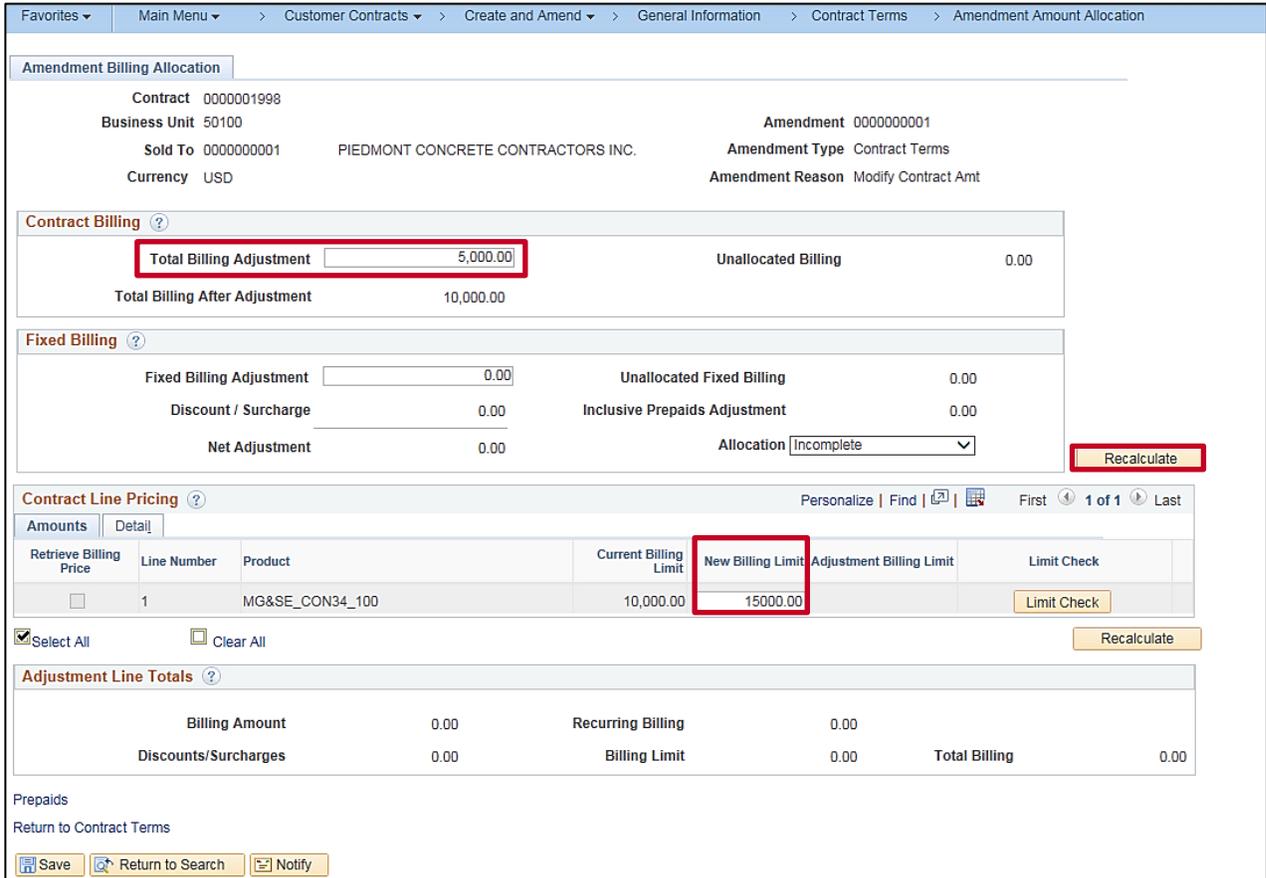
[Amount Allocation](#)

 Update/Display
 Include History
 Correct History

Related Projects | Contract Amendments

15. Click the **Amount Allocation** link at the bottom of the page.

The **Amendment Billing Allocation** page displays.



Amendment Billing Allocation

Contract 000001998
 Business Unit 50100
 Sold To 000000001 PIEDMONT CONCRETE CONTRACTORS INC.
 Currency USD

Amendment 000000001
 Amendment Type Contract Terms
 Amendment Reason Modify Contract Amt

Contract Billing

Total Billing Adjustment Unallocated Billing 0.00
 Total Billing After Adjustment 10,000.00

Fixed Billing

Fixed Billing Adjustment Unallocated Fixed Billing 0.00
 Discount / Surcharge 0.00 Inclusive Prepays Adjustment 0.00
 Net Adjustment 0.00 Allocation

Contract Line Pricing

Retrieve Billing Price	Line Number	Product	Current Billing Limit	New Billing Limit	Adjustment Billing Limit	Limit Check
<input type="checkbox"/>	1	MG&SE_CON34_100	10,000.00	<input type="text" value="15000.00"/>		<input type="button" value="Limit Check"/>

Select All Clear All

Adjustment Line Totals

Billing Amount	Recurring Billing	Billing Limit	Total Billing
0.00	0.00	0.00	0.00
Discounts/Surcharges 0.00			

Prepays
 Return to Contract Terms

16. For this scenario, the billing limit is being changed.
17. Click in the **Total Billing Adjustment** field.
18. Enter the adjustment amount. For this scenario, **\$5,000.00**.
19. In the **New Billing Limit** field enter the total amount which is the **Current Billing Limit + Total Billing Adjustment Amount**. For this scenario, **\$15,000.00** (\$10,000.00 + \$5,000.000 = \$15,000.00).
20. Click the **Recalculate** button.

Favorites > Main Menu > Customer Contracts > Create and Amend > General Information > Contract Terms > Amendment Amount Allocation

Amendment Billing Allocation

Contract 0000001998 Amendment 0000000001
 Business Unit 50100
 Sold To 0000000001 **PIEDMONT CONCRETE CONTRACTORS INC.** Amendment Type Contract Terms
 Currency USD Amendment Reason Modify Contract Amt

Contract Billing

Total Billing Adjustment	5,000.00	Unallocated Billing	0.00
Total Billing After Adjustment	15,000.00		

Fixed Billing

Fixed Billing Adjustment	0.00	Unallocated Fixed Billing	0.00
Discount / Surcharge	0.00	Inclusive Prepays Adjustment	0.00
Net Adjustment	0.00	Allocation	Complete

[Recalculate](#)

Contract Line Pricing

Personalize | Find | [Print](#) | [Refresh](#) First 1 of 1 Last

Retrieve Billing Price	Line Number	Product	Current Billing Limit	New Billing Limit	Adjustment Billing Limit	Limit Check
<input type="checkbox"/>	1	MG&SE_CON34_100	10,000.00	15,000.00	5,000.00	Limit Check

Select All Clear All [Recalculate](#)

Adjustment Line Totals

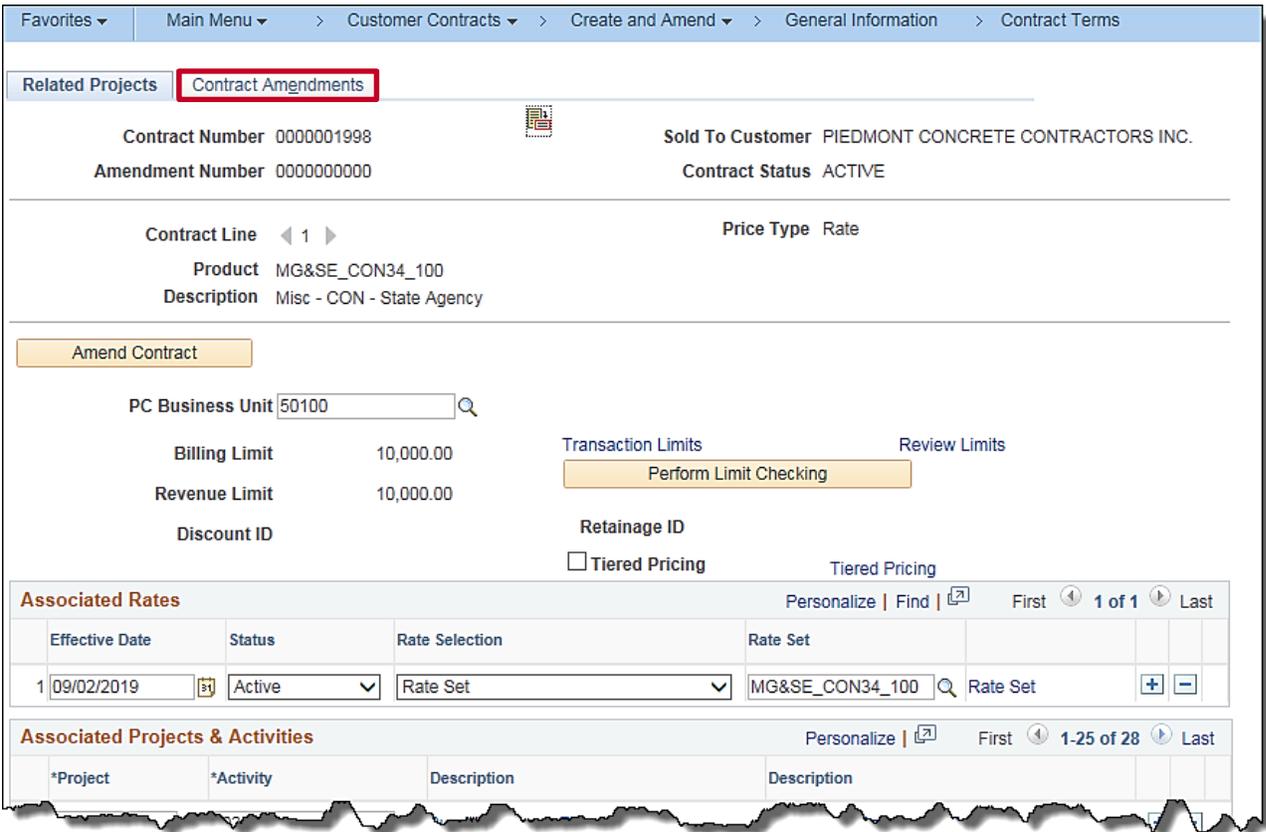
Billing Amount	0.00	Recurring Billing	0.00		
Discounts/Surcharges	0.00	Billing Limit	5,000.00	Total Billing	5,000.00

Prepays

[Return to Contract Terms](#)

[Save](#) [Return to Search](#) [Notify](#)

21. The **Allocation** field changes from **Incomplete** to **Complete**.
22. Click the **Save** button.
23. Click the **Return to Contract Terms** link.



Favorites ▾ Main Menu ▾ > Customer Contracts ▾ > Create and Amend ▾ > General Information > Contract Terms

Related Projects **Contract Amendments**

Contract Number 0000001998 Sold To Customer **PIEDMONT CONCRETE CONTRACTORS INC.**
 Amendment Number 0000000000 Contract Status **ACTIVE**

Contract Line ◀ 1 ▶ Price Type Rate
 Product MG&SE_CON34_100
 Description Misc - CON - State Agency

Amend Contract

PC Business Unit

Billing Limit 10,000.00 Transaction Limits Review Limits
 Revenue Limit 10,000.00 **Perform Limit Checking**

Discount ID Retainage ID
 Tiered Pricing Tiered Pricing

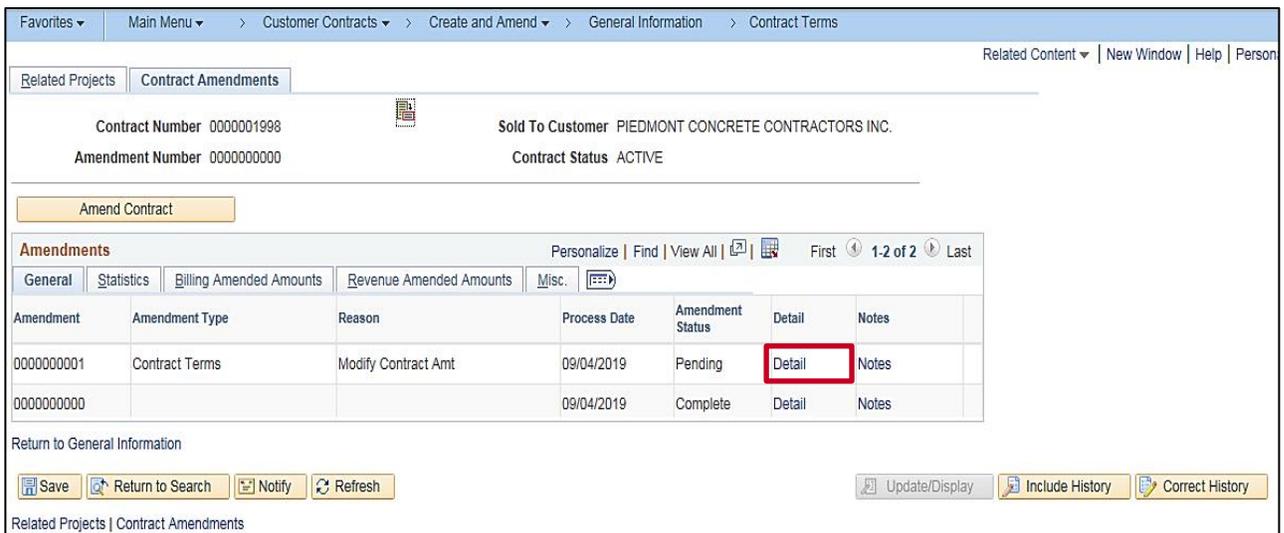
Associated Rates Personalize | Find | First 1 of 1 Last

Effective Date	Status	Rate Selection	Rate Set
1 09/02/2019	Active ▾	Rate Set ▾	MG&SE_CON34_100 Rate Set

Associated Projects & Activities Personalize | First 1-25 of 28 Last

*Project	*Activity	Description	Description

24. Click the **Contract Amendments** tab.



Favorites ▾ Main Menu ▾ > Customer Contracts ▾ > Create and Amend ▾ > General Information > Contract Terms

Related Content ▾ | New Window | Help | Person

Related Projects **Contract Amendments**

Contract Number 0000001998 Sold To Customer **PIEDMONT CONCRETE CONTRACTORS INC.**
 Amendment Number 0000000000 Contract Status **ACTIVE**

Amend Contract

Amendments Personalize | Find | View All | First 1-2 of 2 Last

General | Statistics | Billing Amended Amounts | Revenue Amended Amounts | Misc.

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000001	Contract Terms	Modify Contract Amt	09/04/2019	Pending	Detail	Notes
0000000000			09/04/2019	Complete	Detail	Notes

Return to General Information

Save Return to Search Notify Refresh

Update/Display Include History Correct History

Related Projects | Contract Amendments

25. Click in the **Detail** link next to the amendment that was just added. It will have an **Amendment Status of Pending**.

29. Click the **Process Amendment** button.

Favorites ▾
Main Menu ▾
> Customer Contracts ▾
> Create and Amend ▾
> General Information
> Contract Terms

Amendment Details

Contract 0000001998	Amendment Number 0000000001
Sold To Customer 0000000001	Amendment Completed On 09/05/2019 8:22AM
Amendment Type Contract Terms	Process Date 09/04/2019
Amendment Reason Modify Contract Amt	Amendment Status Complete

Total Billing Adjustment 5,000.00	Total Revenue Adjustment 5,000.00
Fixed Billing Adjustment 0.00	Fixed Revenue Adjustment 0.00
Fixed Billing Allocation Complete	Fixed Revenue Allocation Complete

▶ **Additional Amendment Details**

Reference ID	User Ref #1
	User Ref #2

Amendment Components
Personalize | Find | View All | First 1-2 of 2 Last

General
Statistics
▶▶▶

Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1 Amount Allocation	Line 1	Billing Limit	Update	10000	15000
2 Amount Allocation	Line 1	Revenue Limit	Update	10000	15000

[Return to Contract Terms](#)

[Internal Notes](#)

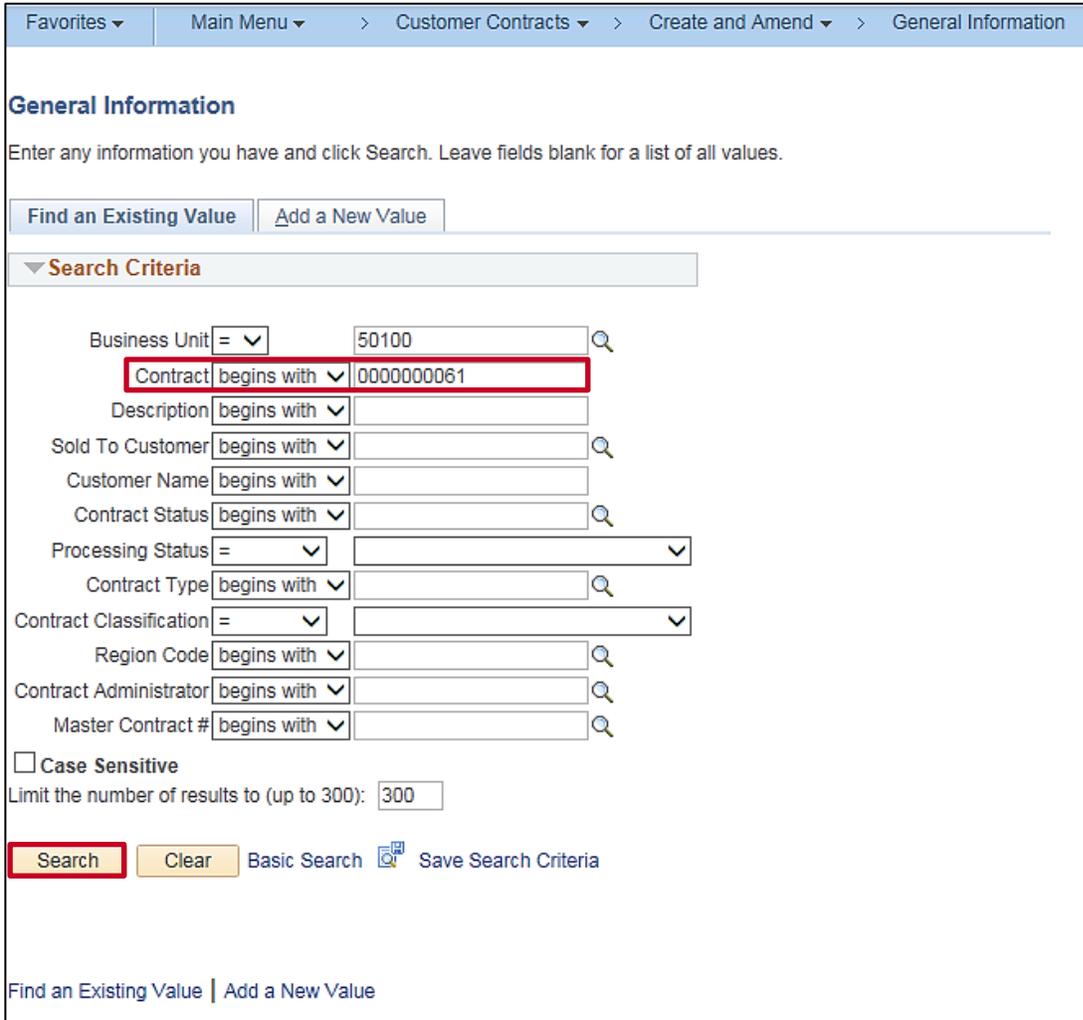
Save
Return to Search
Notify

30. The **Amendment Status** updates to **Complete**. The Contract Terms have been successfully amended for the contract.

Increase/Decrease Prepaid Amount

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

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



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

General Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ Search Criteria

Business Unit = ▾ 50100 🔍

Contract begins with ▾ 0000000061

Description begins with ▾

Sold To Customer begins with ▾ 🔍

Customer Name begins with ▾

Contract Status begins with ▾ 🔍

Processing Status = ▾

Contract Type begins with ▾ 🔍

Contract Classification = ▾

Region Code begins with ▾ 🔍

Contract Administrator begins with ▾ 🔍

Master Contract # begins with ▾ 🔍

Case Sensitive

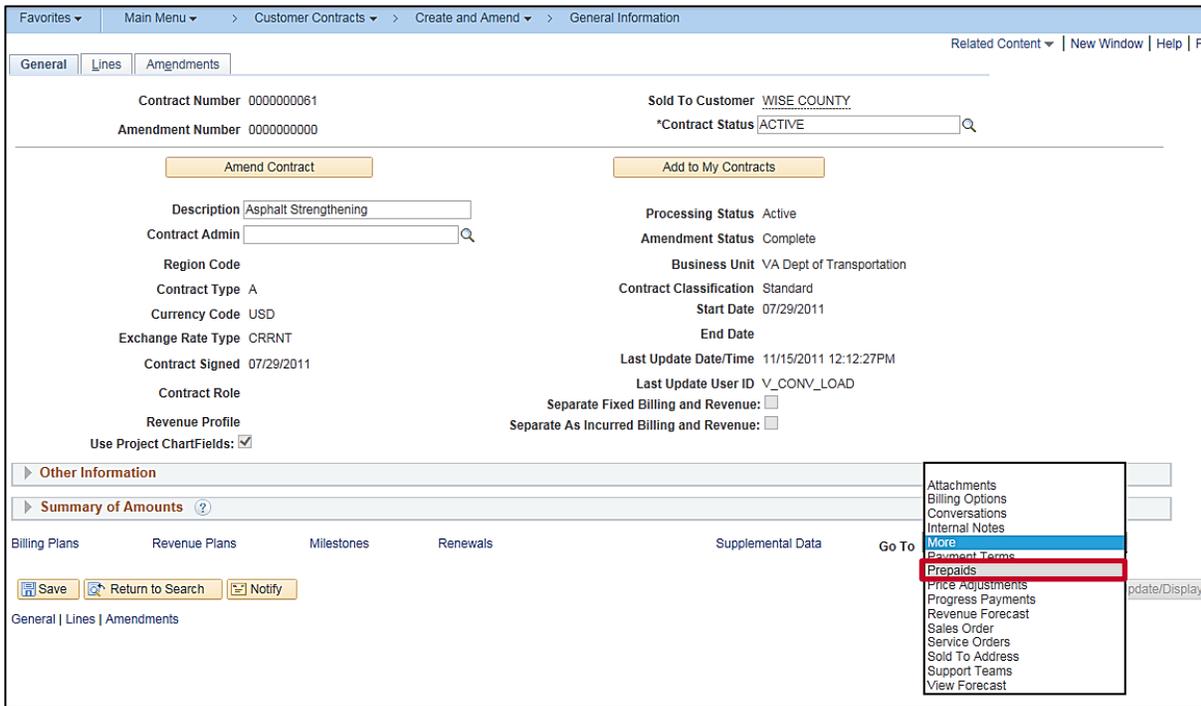
Limit the number of results to (up to 300): 300

Search [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

2. Enter the Contract number in the **Contract** field that needs to be amended.
3. Click the **Search** button.

PA354_Amending Non-Federal Customer Contracts (VDOT)



Contract Number 000000061 Sold To Customer WISE COUNTY
 Amendment Number 000000000 *Contract Status ACTIVE

Amend Contract Add to My Contracts

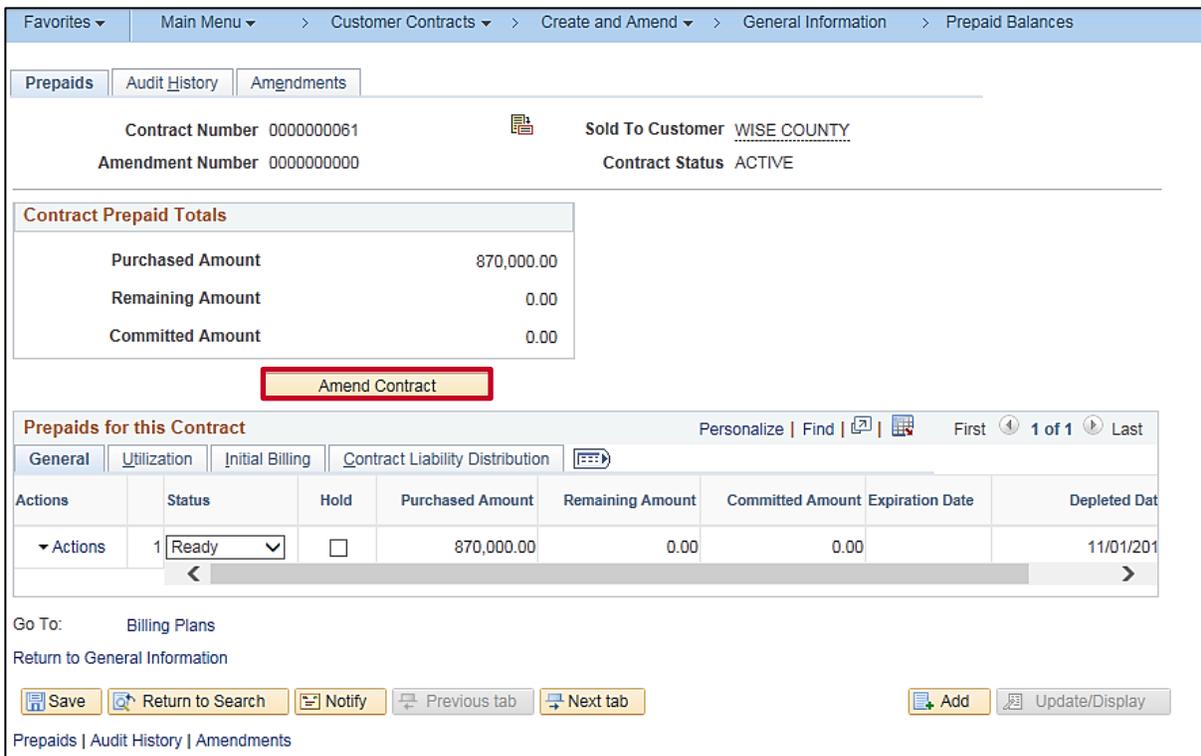
Description Asphalt Strengthening Processing Status Active
 Contract Admin [Search] Amendment Status Complete
 Region Code Business Unit VA Dept of Transportation
 Contract Type A Contract Classification Standard
 Currency Code USD Start Date 07/29/2011
 Exchange Rate Type CRRNT End Date
 Contract Signed 07/29/2011 Last Update Date/Time 11/15/2011 12:12:27PM
 Last Update User ID V_CONV_LOAD
 Contract Role Separate Fixed Billing and Revenue:
 Revenue Profile Separate As Incurred Billing and Revenue:
 Use Project ChartFields:

Other Information
 Summary of Amounts

Billing Plans Revenue Plans Milestones Renewals Supplemental Data Go To
 Attachments
 Billing Options
 Conversations
 Internal Notes
 More
 Payment Terms
 Prepaids
 Price Adjustments
 Progress Payments
 Revenue Forecast
 Sales Order
 Service Orders
 Sold To Address
 Support Teams
 View Forecast

Save Return to Search Notify

4. Click the **More** drop-down button.
5. Select **Prepaids** from the list.



Contract Number 000000061 Sold To Customer WISE COUNTY
 Amendment Number 000000000 Contract Status ACTIVE

Contract Prepaid Totals

Purchased Amount	870,000.00
Remaining Amount	0.00
Committed Amount	0.00

Amend Contract

Prepaids for this Contract Personalize | Find | First 1 of 1 Last

General Utilization Initial Billing Contract Liability Distribution

Actions	Status	Hold	Purchased Amount	Remaining Amount	Committed Amount	Expiration Date	Depleted Date
▼ Actions	1 Ready	<input type="checkbox"/>	870,000.00	0.00	0.00		11/01/2011

Go To: Billing Plans
 Return to General Information

Save Return to Search Notify Previous tab Next tab Add Update/Display

6. Click the **Amend Contract** button.

[Favorites](#) > [Main Menu](#) > [Customer Contracts](#) > [Create and Amend](#) > [General Information](#) > [Prepaid Balances](#)
Related

Prepays | [Audit History](#) | [Amendments](#)

Contract Number 0000000061 **Sold To Customer** WISE COUNTY
Pending Amendment 0000000001 **Contract Status** ACTIVE

[View Current](#)

Amendments Personalize | Find | View All | | | First 1-2 of 2 Last

[General](#) | [Statistics](#) | [Billing Amended Amounts](#) | [Revenue Amended Amounts](#) | [Misc.](#)

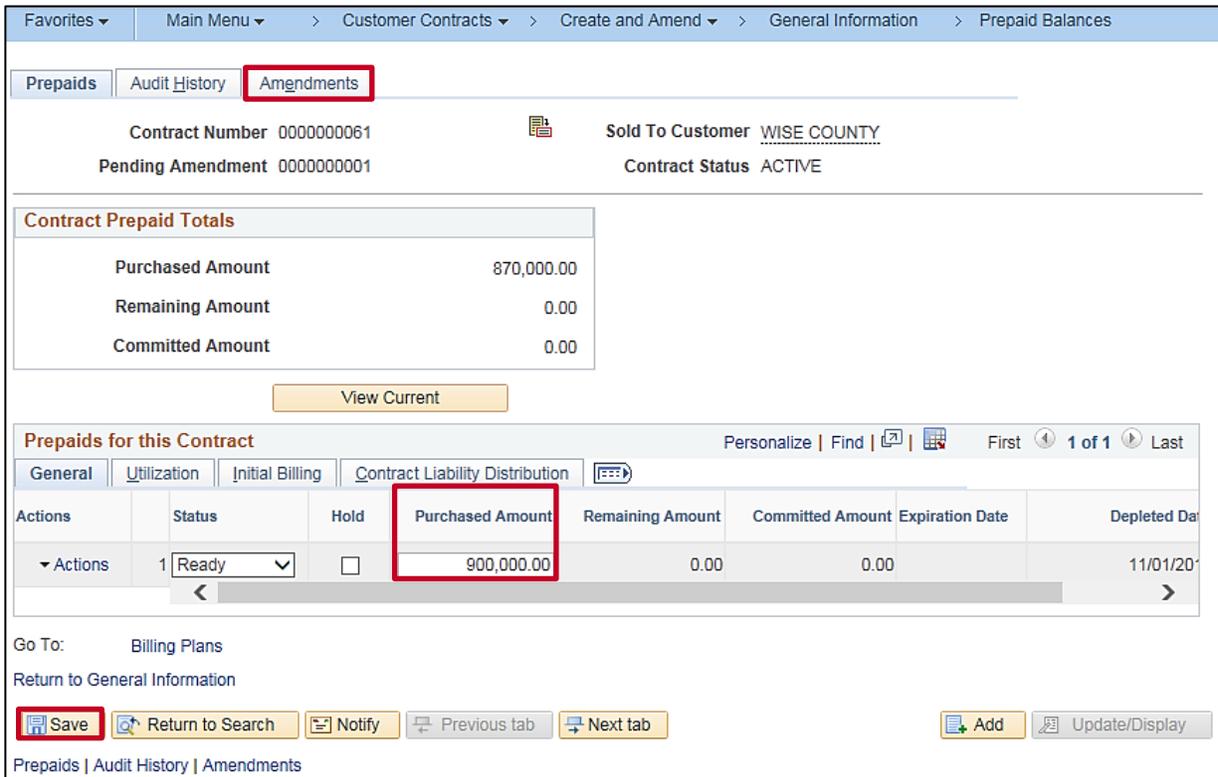
Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000			11/15/2011	Complete	Detail	Notes
0000000001	Prepaid	Amend Prepaid	08/21/2019	Pending	Detail	Notes

[Return to General Information](#)

Save
 Return to Search
 Notify
 Previous tab
 Next tab

[Prepays](#) | [Audit History](#) | [Amendments](#)

7. The **Amendment Type**, select **Prepaid**.
8. In the **Reason** field, select **Amend Prepaid**.
9. Click the **Save** button.
10. Click the **Prepays** tab.



Favorites ▾ Main Menu ▾ > Customer Contracts ▾ > Create and Amend ▾ > General Information > Prepaid Balances

Prepaids | Audit History | **Amendments**

Contract Number 0000000061 Sold To Customer WISE COUNTY
 Pending Amendment 0000000001 Contract Status ACTIVE

Contract Prepaid Totals	
Purchased Amount	870,000.00
Remaining Amount	0.00
Committed Amount	0.00

View Current

Prepaids for this Contract Personalize | Find | [?] | [] First 1 of 1 Last

General | Utilization | Initial Billing | Contract Liability Distribution []

Actions	Status	Hold	Purchased Amount	Remaining Amount	Committed Amount	Expiration Date	Depleted Da
▼ Actions	1 Ready ▾	<input type="checkbox"/>	900,000.00	0.00	0.00		11/01/20

Go To: Billing Plans
 Return to General Information

Save
Return to Search
Notify
Previous tab
Next tab
Add
Update/Display

Prepaids | Audit History | Amendments

11. Update the amount in the **Purchased Amount** field.

You can increase or decrease the Prepaid Amount in this field.

For this example, we increased the **Purchased Amount** to **900,000**. If you wanted to decrease the prepaid from **\$870,000** to \$800,000.00, you would enter \$800,000.00 in the **Purchased Amount** field.

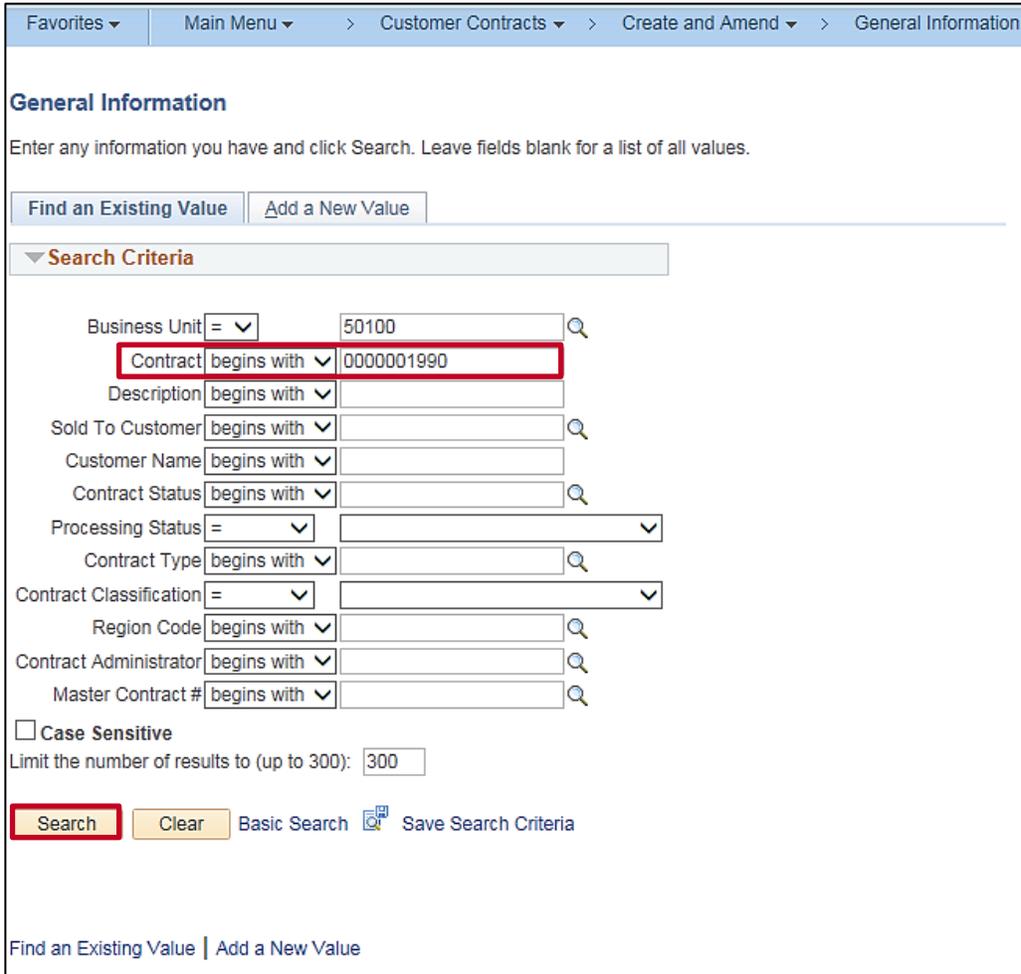
12. Click the **Save** button.

13. Click the **Amendments** tab.

Increase/Decrease Amount Based Contract Amount

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

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



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

General Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

▼ Search Criteria

Business Unit = ▾ 50100 🔍

Contract begins with ▾ 0000001990

Description begins with ▾

Sold To Customer begins with ▾ 🔍

Customer Name begins with ▾

Contract Status begins with ▾ 🔍

Processing Status = ▾ ▾

Contract Type begins with ▾ 🔍

Contract Classification = ▾ ▾

Region Code begins with ▾ 🔍

Contract Administrator begins with ▾ 🔍

Master Contract # begins with ▾ 🔍

Case Sensitive

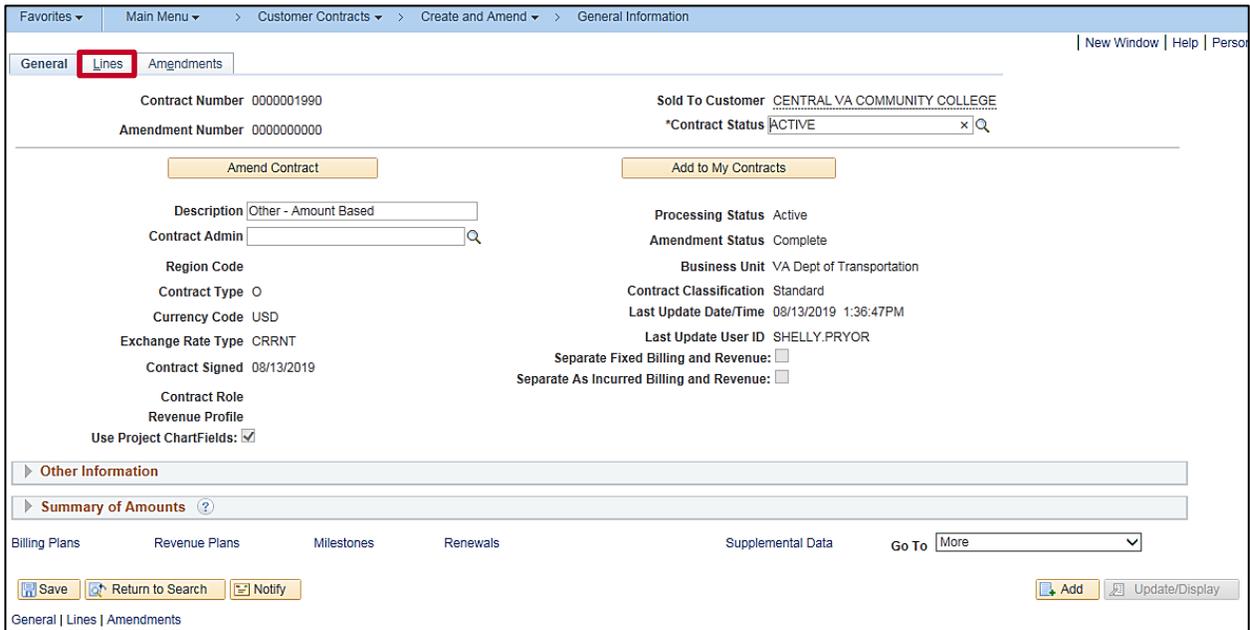
Limit the number of results to (up to 300): 300

Search Clear Basic Search 🔍 Save Search Criteria

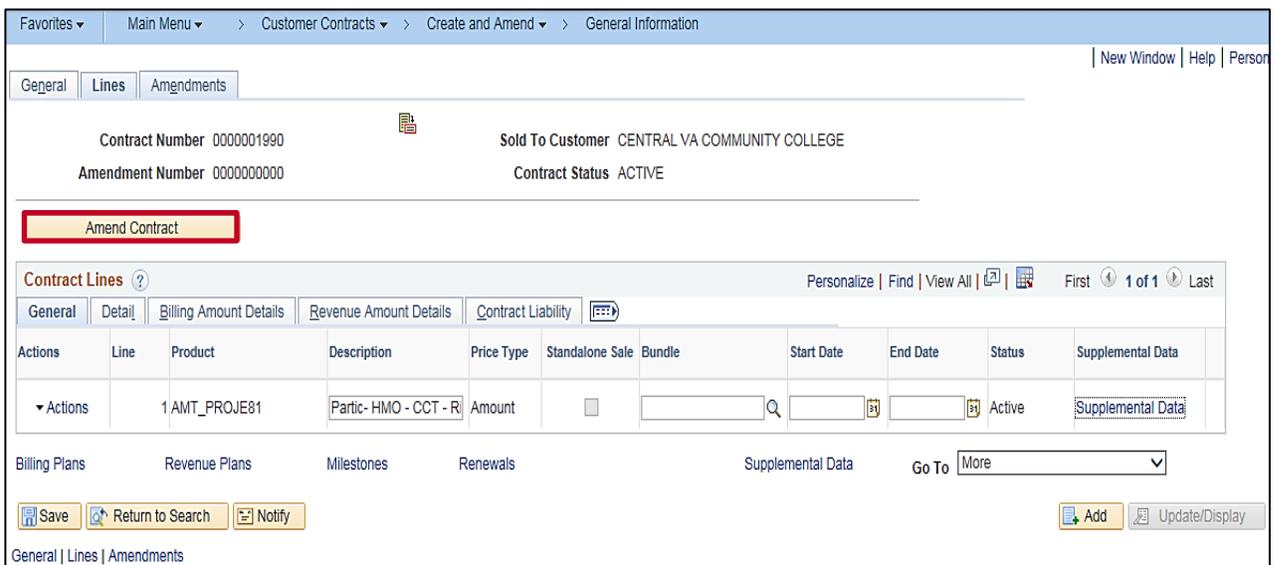
Find an Existing Value | Add a New Value

2. Enter the Contract number in the **Contract** field.
3. Click the **Search** button.

The **General Information** page displays.

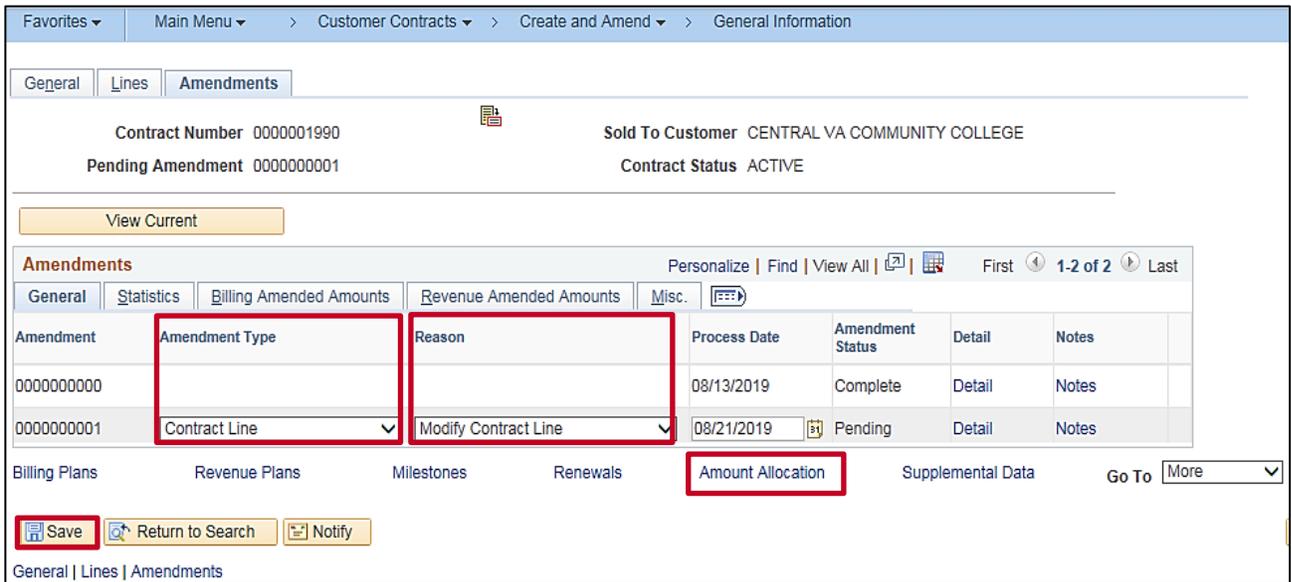


4. Click the **Lines** tab.



5. Click the **Amend Contract** button.

PA354_Amending Non-Federal Customer Contracts (VDOT)



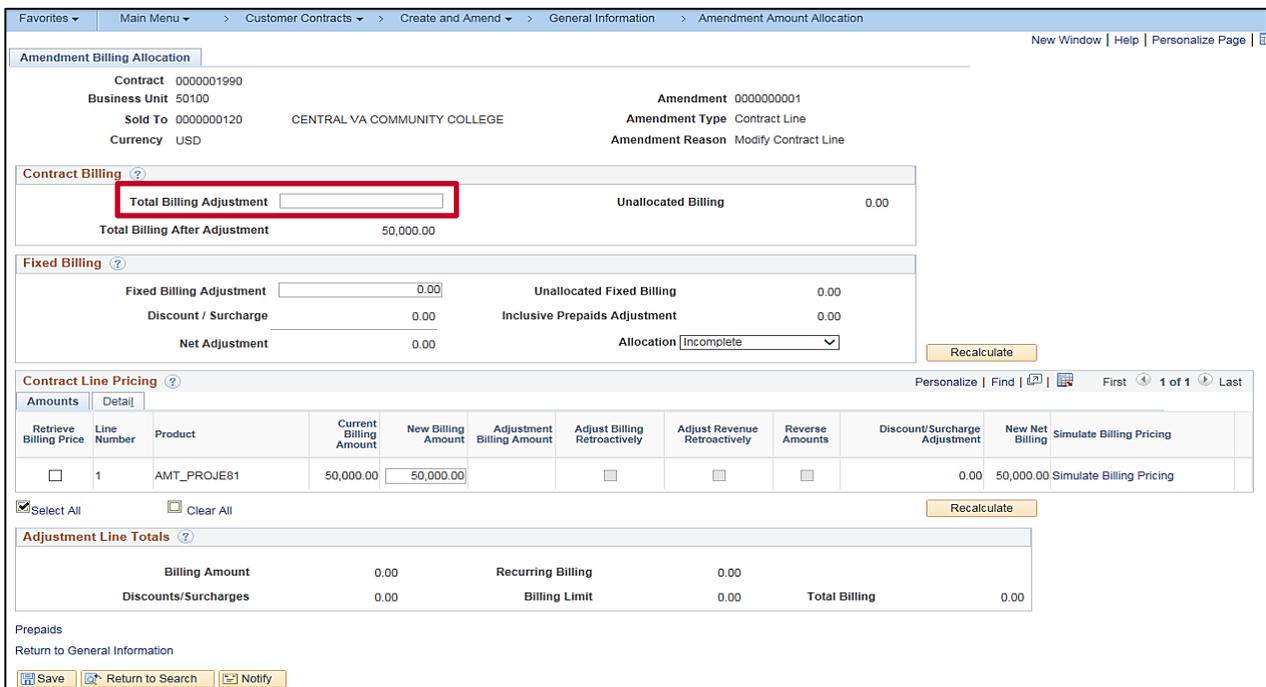
Contract Number 0000001990 Sold To Customer CENTRAL VA COMMUNITY COLLEGE
 Pending Amendment 0000000001 Contract Status ACTIVE

View Current

Amendments Personalize | Find | View All | First 1-2 of 2 Last

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000			08/13/2019	Complete	Detail	Notes
0000000001	Contract Line	Modify Contract Line	08/21/2019	Pending	Detail	Notes

6. Select the **Amendment Type** using the **Amendment Type** drop-down.
7. Select the **Amendment Reason** using the **Reason** drop-down.
8. Click the **Save** button.
9. Click the **Amount Allocation** link.



Amendment Billing Allocation

Contract 0000001990 Business Unit 50100 Sold To 0000000120 CENTRAL VA COMMUNITY COLLEGE Currency USD

Amendment 0000000001 Amendment Type Contract Line Amendment Reason Modify Contract Line

Total Billing Adjustment		Unallocated Billing	0.00
Total Billing After Adjustment	50,000.00		

Fixed Billing Adjustment	0.00	Unallocated Fixed Billing	0.00
Discount / Surcharge	0.00	Inclusive Prepays Adjustment	0.00
Net Adjustment	0.00	Allocation	Incomplete

Retrieve Billing Price	Line Number	Product	Current Billing Amount	New Billing Amount	Adjustment Billing Amount	Adjust Billing Retroactively	Adjust Revenue Retroactively	Reverse Amounts	Discount/Surcharge Adjustment	New Net Billing	Simulate Billing Pricing
<input type="checkbox"/>	1	AMT_PROJE81	50,000.00	50,000.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	50,000.00	Simulate Billing Pricing

Select All Clear All

Billing Amount	0.00	Recurring Billing	0.00
Discounts/Surcharges	0.00	Billing Limit	0.00
		Total Billing	0.00

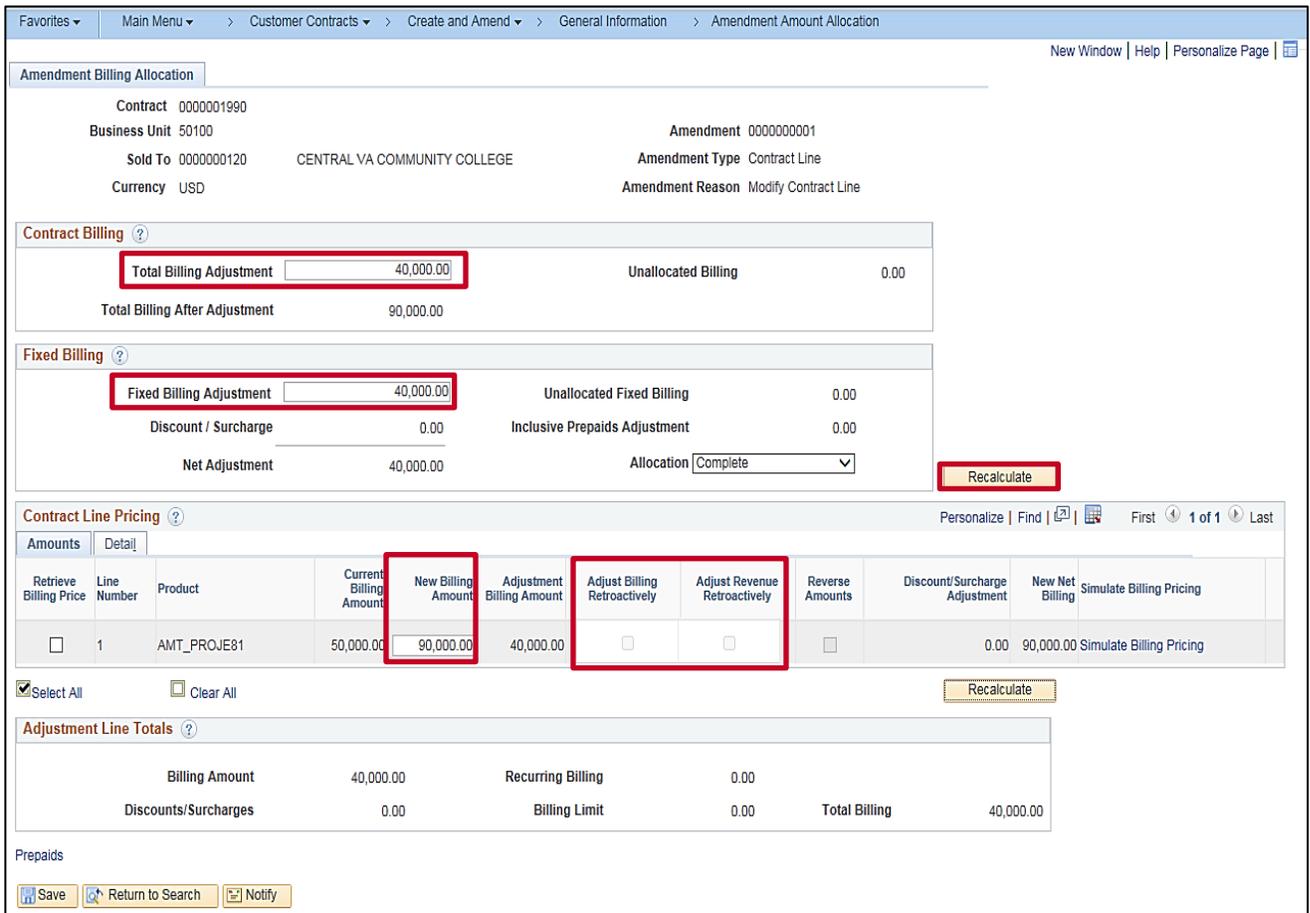
Prepays
Return to General Information

10. Click in the **Total Billing Adjustment** field. To increase the contract amount you would add a positive number and to decrease the contract amount, you would enter a negative number. For this scenario, we will increase the amount by \$40,000.

PA354_Amending Non-Federal Customer Contracts (VDOT)

Note: If decreasing the contract amount, you cannot decrease the amount less than the amount that has already been billed.

If it is necessary to decrease the contract amount to an amount less than the amount that has already billed, it is recommended that you submit a Help Desk ticket (vccc@vita.virginia.gov) with **Cardinal Project Accounting (PA)** in the subject line. The Cardinal Post Production Support (PPS) PA team will work with you to ensure the transaction is processed correctly.



Amendment Billing Allocation

Contract 0000001990
 Business Unit 50100
 Sold To 000000120 CENTRAL VA COMMUNITY COLLEGE
 Currency USD

Amendment 0000000001
 Amendment Type Contract Line
 Amendment Reason Modify Contract Line

Contract Billing

Total Billing Adjustment 40,000.00
 Unallocated Billing 0.00
 Total Billing After Adjustment 90,000.00

Fixed Billing

Fixed Billing Adjustment 40,000.00
 Unallocated Fixed Billing 0.00
 Discount / Surcharge 0.00
 Inclusive Prepays Adjustment 0.00
 Net Adjustment 40,000.00
 Allocation Complete

Contract Line Pricing

Retrieve Billing Price	Line Number	Product	Current Billing Amount	New Billing Amount	Adjustment Billing Amount	Adjust Billing Retroactively	Adjust Revenue Retroactively	Reverse Amounts	Discount/Surcharge Adjustment	New Net Billing	Simulate Billing Pricing
<input type="checkbox"/>	1	AMT_PROJE81	50,000.00	90,000.00	40,000.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	90,000.00	Simulate Billing Pricing

Adjustment Line Totals

Billing Amount	40,000.00	Recurring Billing	0.00
Discounts/Surcharges	0.00	Billing Limit	0.00
Total Billing		40,000.00	

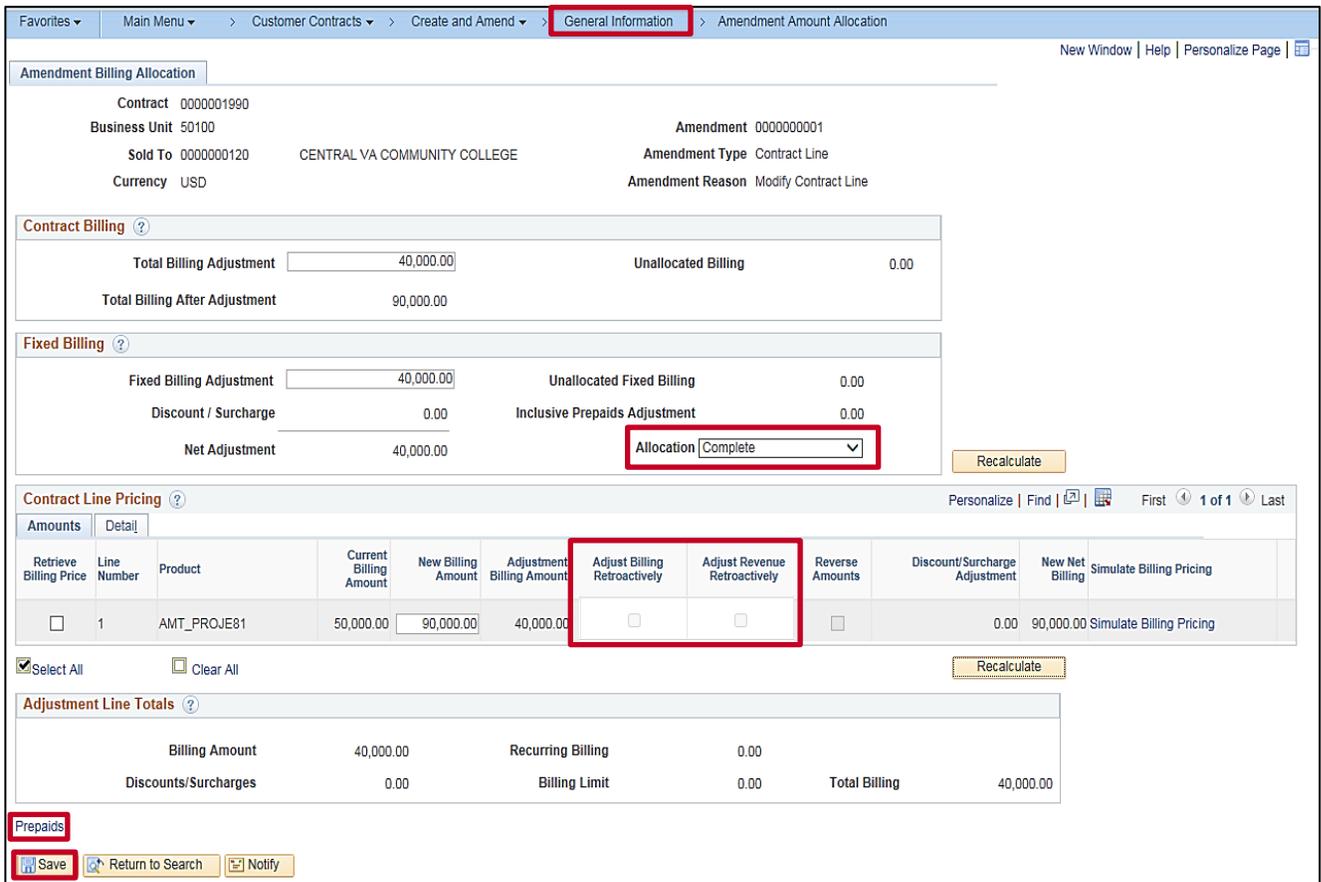
Prepays

Save Return to Search Notify

- Any time you modify a contract amount for an amount-based contract line, you must allocate the adjustment amount across your amount-based contract lines using the **Amendment Billing Allocation** tab.
- In the **Contract Billing** section, enter the total adjustment amount (positive or negative) in the **Total Billing Adjustment** field. For this scenario **40,000.00**.
- In the **Fixed Billing** section, enter the total adjustment amount (positive or negative) in the **Fixed Billing Adjustment** field.
- Update the **New Billing Amount** to reflect the amended total billing for the line (total amount of the adjustment + **Current Billing Amount**). For this scenario $50,000 + 40,000 = 90,000$.

PA354_Amending Non-Federal Customer Contracts (VDOT)

- Verify that the **Adjust Billing Retroactively** and **Adjust Revenue Retroactively** check boxes are both unchecked.
- Click the **Recalculate** button.



Amendment Billing Allocation

Contract 000001990
 Business Unit 50100
 Sold To 0000000120 CENTRAL VA COMMUNITY COLLEGE
 Currency USD

Amendment 0000000001
 Amendment Type Contract Line
 Amendment Reason Modify Contract Line

Contract Billing

Total Billing Adjustment	40,000.00	Unallocated Billing	0.00
Total Billing After Adjustment	90,000.00		

Fixed Billing

Fixed Billing Adjustment	40,000.00	Unallocated Fixed Billing	0.00
Discount / Surcharge	0.00	Inclusive Prepays Adjustment	0.00
Net Adjustment	40,000.00	Allocation	Complete

Contract Line Pricing

Retrieve Billing Price	Line Number	Product	Current Billing Amount	New Billing Amount	Adjustment Billing Amount	Adjust Billing Retroactively	Adjust Revenue Retroactively	Reverse Amounts	Discount/Surcharge Adjustment	New Net Billing	Simulate Billing Pricing
<input type="checkbox"/>	1	AMT_PROJE81	50,000.00	90,000.00	40,000.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	90,000.00	Simulate Billing Pricing

Select All Clear All

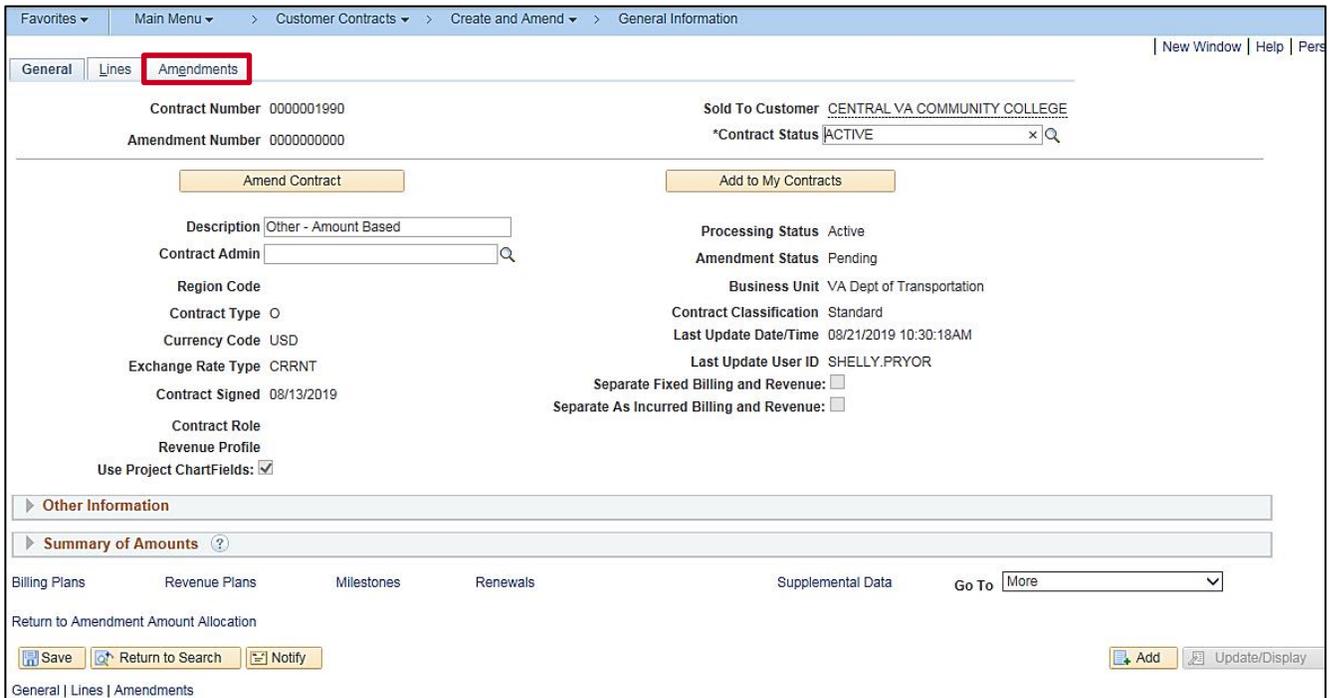
Adjustment Line Totals

Billing Amount	40,000.00	Recurring Billing	0.00
Discounts/Surcharges	0.00	Billing Limit	0.00
		Total Billing	40,000.00

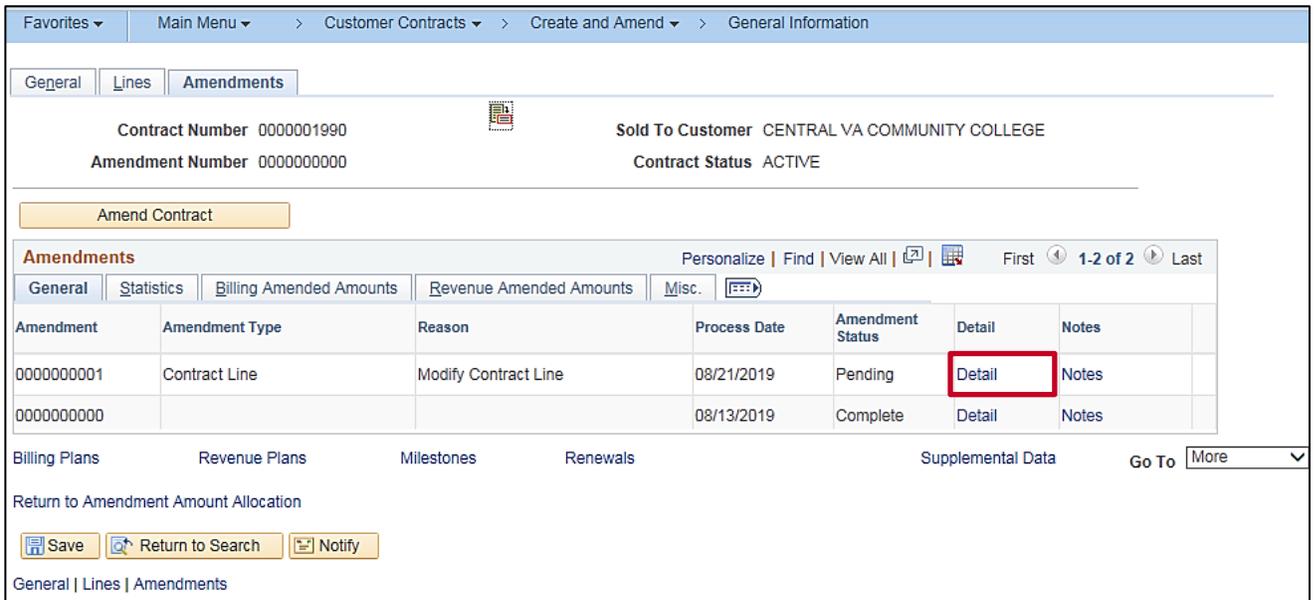
Prepays

- The **Allocation** status should change to **Allocation Complete**.
- The **Adjust Billing Retroactively** and **Adjust Revenue Retroactively** check boxes should be **unchecked**. If they were defaulted to checked, you should uncheck them.
- The **Adjustment Amount** should equal the amount of your adjustment.
- Click the **Save** button.
- Click the **General Information** link in the navigation bar.

Note: If you were amending the contract to reduce the amount below what has been billed, the **Adjust Billing Retroactively** and **Adjust Revenue Retroactively** checkboxes must be checked.



22. Click the **Amendments** tab.



Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000001	Contract Line	Modify Contract Line	08/21/2019	Pending	Detail	Notes
0000000000			08/13/2019	Complete	Detail	Notes

23. Click the **Detail** link next to contract line amendment that was just added.

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

Amendment Details

Contract 000001990 Amendment Number 000000001
 Sold To Customer 000000120

Amendment Type *Process Date 08/21/2019
 Amendment Reason *Amendment Status

Total Billing Adjustment 40,000.00 Total Revenue Adjustment 40,000.00
 Fixed Billing Adjustment 40,000.00 Fixed Revenue Adjustment 40,000.00
 Fixed Billing Allocation Complete Fixed Revenue Allocation Complete

▶ **Additional Amendment Details**

Reference ID User Ref #1
 User Ref #2

Amendment Components Personalize | Find | View All | First 1-2 of 2 Last

General | Statistics | **PDF**

Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1 Amount Allocation	Line 1	Billing Amount	Update	50000	90000
2 Amount Allocation	Line 1	Revenue Amount	Update	50000	90000

Amendment Amount Allocation Internal Notes
 Return to General Information

24. Confirm **Amendment Components**.
25. Click the **Amend Status** drop-down menu.
26. Select the **Ready** option.

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

Amendment Details

Contract 000001990 Amendment Number 000000001
 Sold To Customer 000000120

Amendment Type Process Date 08/21/2019
 Amendment Reason *Amendment Status

Total Billing Adjustment 40,000.00 Total Revenue Adjustment 40,000.00
 Fixed Billing Adjustment 40,000.00 Fixed Revenue Adjustment 40,000.00
 Fixed Billing Allocation Complete Fixed Revenue Allocation Complete

▶ **Additional Amendment Details**

Reference ID User Ref #1
 User Ref #2

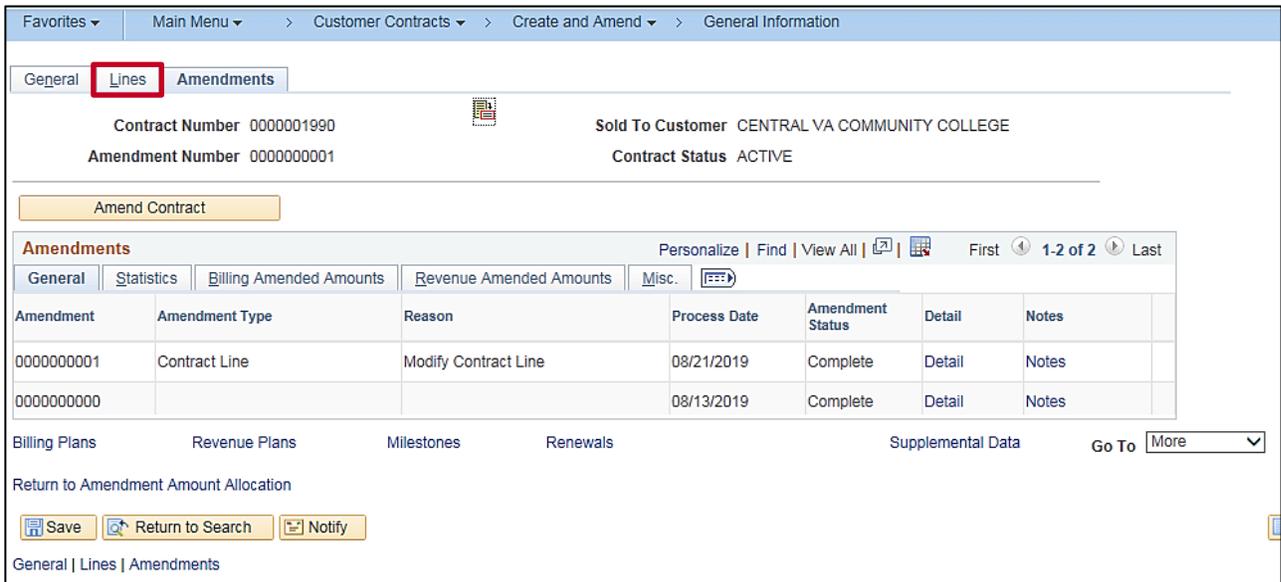
Amendment Components Personalize | Find | View All | First 1-2 of 2 Last

General | Statistics | **PDF**

Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1 Amount Allocation	Line 1	Billing Amount	Update	50000	90000
2 Amount Allocation	Line 1	Revenue Amount	Update	50000	90000

Return to General Information Internal Notes

27. The **Process Amendment** button displays.



Contract Number 0000001990 Sold To Customer CENTRAL VA COMMUNITY COLLEGE
 Amendment Number 0000000001 Contract Status ACTIVE

Amend Contract

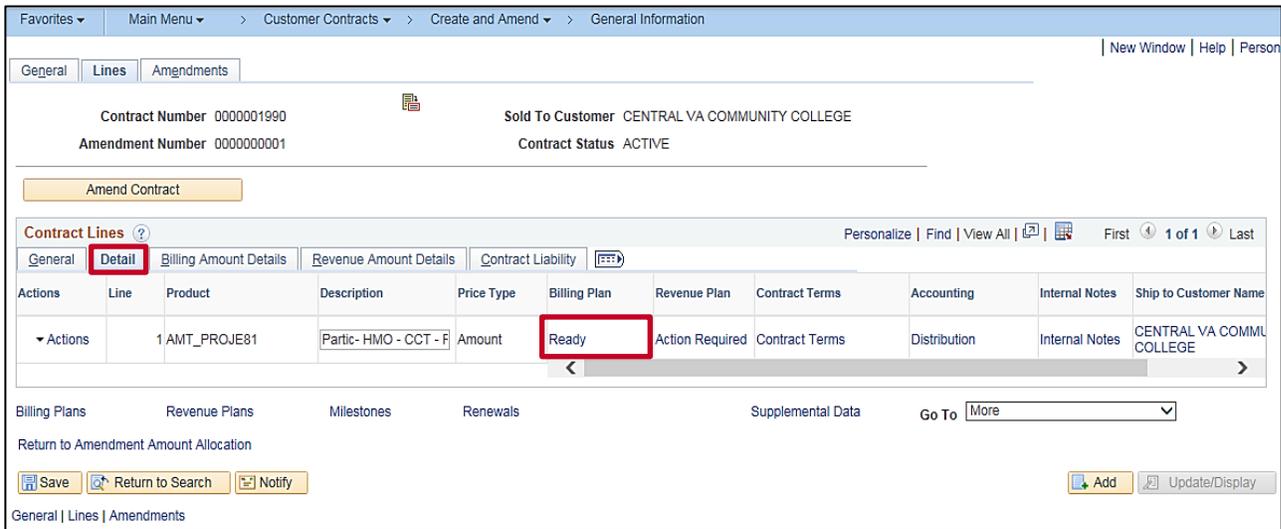
Amendments Personalize | Find | View All | [Grid] | First 1-2 of 2 Last

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000001	Contract Line	Modify Contract Line	08/21/2019	Complete	Detail	Notes
0000000000			08/13/2019	Complete	Detail	Notes

[Save](#) [Return to Search](#) [Notify](#)

General | **Lines** | Amendments

33. Click the **Lines** tab.



Contract Number 0000001990 Sold To Customer CENTRAL VA COMMUNITY COLLEGE
 Amendment Number 0000000001 Contract Status ACTIVE

Amend Contract

Contract Lines Personalize | Find | View All | [Grid] | First 1 of 1 Last

Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
▼ Actions	1	AMT_PROJE81	Partic- HMO - CCT - F	Amount	Ready	Action Required	Contract Terms	Distribution	Internal Notes	CENTRAL VA COMM COLLEGE

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

General | **Lines** | Amendments

34. Click the **Detail** tab under the **Contract Lines** section of the page.

35. Click the **Ready** or **Action Required** link under the **Billing Plan** column.

Note: Sometimes the **Billing Plan** status will be **Ready** and sometimes it will be **Action Required** as this is a system issue. The **Billing Plan** and **Revenue Plan** should ALWAYS be reviewed regardless of the status that displays.

[Favorites](#) > [Main Menu](#) > [Customer Contracts](#) > [Create and Amend](#) > [General Information](#) > [Define Billing Plan](#)

[Billing Plan General](#) | **Events** | [History](#)

Contract 0000001990 BI Unit 50100
 Sold To Customer 0000000120 CENTRAL VA COMMUNITY COLLEGE Bill To 0000000120 CENTRAL VA COMMUNITY COLLEGE
 Billing Plan ◀ B101 ▶ Amount Based - Milestone Currency USD

Description Amount Based - Milestone *Billing Status Ready Actions
 Billing Method Milestone Hold 08/21/2019

Customer Information

BI Unit 50100 VA Dept of Transportation

*Bill To Customer 0000000120 CENTRAL VA COMMUNITY COLLEGE

Addr Num 1 Bill To Contact

Hold Details

Put On Hold Date 09/21/2019

Billing Options

Bill Type CCT Pre Approved

Bill Source PROJE Direct Invoice

Summarization Template ID VDOT_OTHER VDOT Other

Billing Header Note Internal Notes Preview Summarization Template

Amount Detail

Billing Amount	90,000.00
Total Amount	90,000.00
Total Billing History	0.00
Events Billed To Date	0.00

Billing Default Overrides

Invoice Form LANDSCAPE View Customer Defaults

Cycle ID MONTHLY Non-Federal Project

Bill By ID PC_OTHER Payment Method

Payment Terms Billing Inquiry

Billing Specialist

36. Click the **Events** tab.

[Favorites](#) > [Main Menu](#) > [Customer Contracts](#) > [Create and Amend](#) > [General Information](#) > [Define Billing Plan](#)

[Billing Plan General](#) | **Events** | [History](#)

Contract 0000001990 BI Unit 50100
 Sold To Customer 0000000120 CENTRAL VA COMMUNITY COLLEGE Bill To 0000000120 CENTRAL VA COMMUNITY COLLEGE
 Billing Plan ◀ B101 ▶ Amount Based - Milestone Currency USD

Define Events

Percent

Amount

[Add Milestone](#)

Amount Detail

Total Amount	90,000.00
Remaining Amount	40,000.00

Personalize | Find | [Print](#) | [Refresh](#) First 1-2 of 2 Last

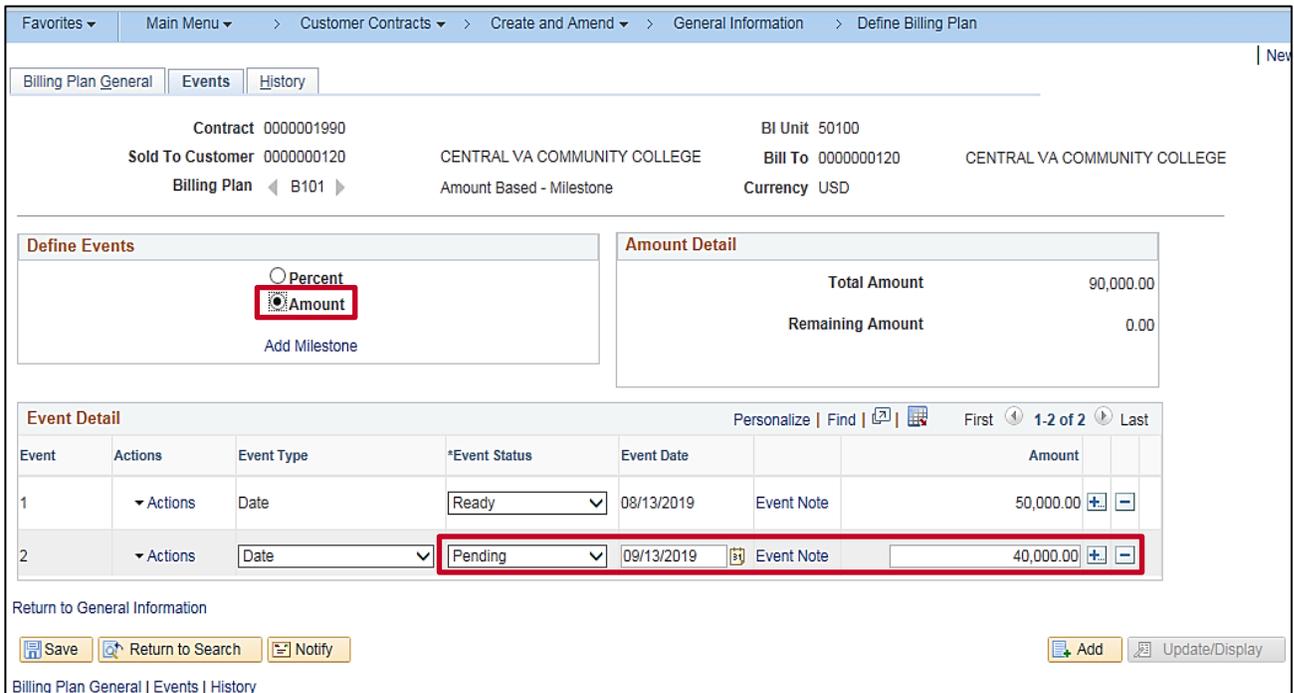
Event	Actions	Event Type	*Event Status	Event Date	Event Note	Amount
1	▼ Actions	Date	Ready	08/13/2019	Event Note	50,000.00
2	▼ Actions	Date	Pending	09/13/2019	Event Note	0.00

Return to General Information

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

Billing Plan General | Events | History

37. The **Events** tab displays.



Contract 0000001990 BI Unit 50100
 Sold To Customer 0000000120 CENTRAL VA COMMUNITY COLLEGE Bill To 0000000120 CENTRAL VA COMMUNITY COLLEGE
 Billing Plan ◀ B101 ▶ Amount Based - Milestone Currency USD

Define Events

Percent
 Amount
 Add Milestone

Amount Detail

Total Amount 90,000.00
 Remaining Amount 0.00

Event Detail Personalize | Find | [Print] | [Refresh] First ◀ 1-2 of 2 ▶ Last

Event	Actions	Event Type	*Event Status	Event Date	Event Note	Amount
1	▼ Actions	Date	Ready	08/13/2019	Event Note	50,000.00 [+] [-]
2	▼ Actions	Date	Pending	09/13/2019 [📅]	Event Note	40,000.00 [+] [-]

Return to General Information

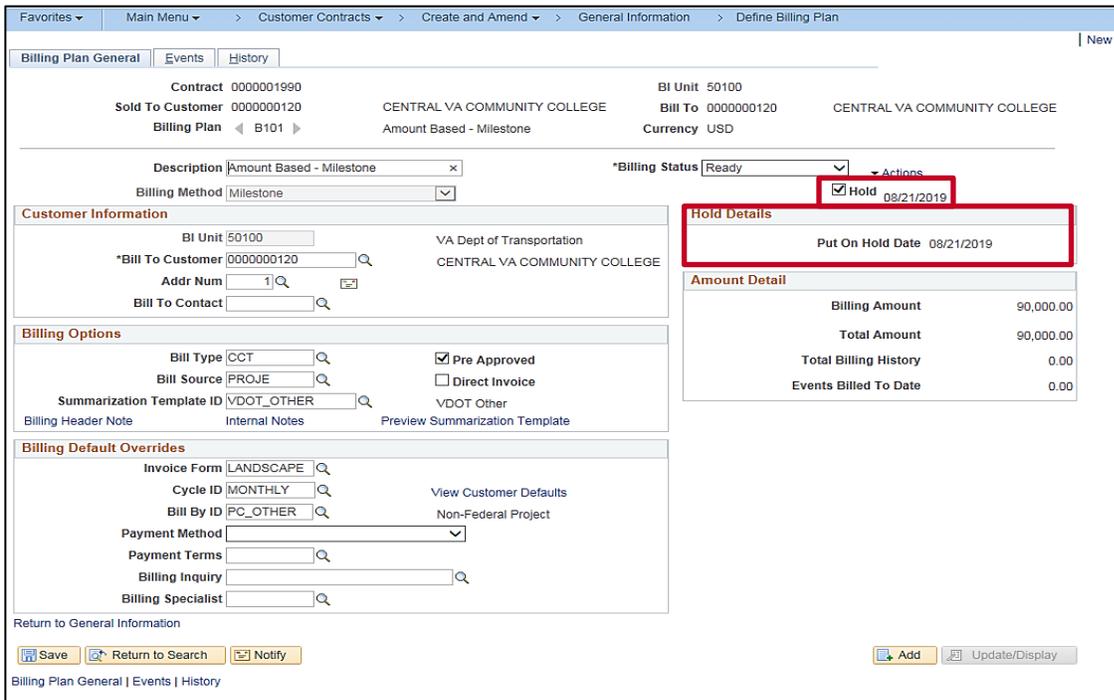
[Save] [Return to Search] [Notify] [Add] [Update/Display]

Billing Plan General | Events | History

38. In the **Define Events** section, verify **Amount** is selected. If not, select **Amount**.
39. In the **Event Detail** section of the page, update events and the **Amount** field for the amount of the contract adjustment.

Note: Be sure the **Event** number is the same when the **Revenue Plan** page is updated.
40. Update the **Event Status** to **Ready** and the **Event Date** to the date the new **Amount** should bill.
41. Click the **Save** button.
42. The **Total Amount** and **Remaining Amount** fields update.

Note: If the adjustment should be made to existing events that do not have an event status of complete, you do not need to add a new event, just change the event status for the event that needs to be updated from **Ready** to **Pending**. This will open the amount field so the amount can be edited. Once updated, change the event status back to **Ready** and click the **Save** button.
43. Click the **Billing Plan General** tab.



Contract 0000001990 BI Unit 50100
 Sold To Customer 0000000120 CENTRAL VA COMMUNITY COLLEGE Bill To 0000000120 CENTRAL VA COMMUNITY COLLEGE
 Billing Plan B101 Amount Based - Milestone Currency USD

Description Amount Based - Milestone *Billing Status Ready Actions
 Billing Method Milestone Hold 08/21/2019

Hold Details

Put On Hold Date 08/21/2019

Amount Detail	
Billing Amount	90,000.00
Total Amount	90,000.00
Total Billing History	0.00
Events Billed To Date	0.00

Customer Information
 BI Unit 50100 VA Dept of Transportation
 *Bill To Customer 0000000120 CENTRAL VA COMMUNITY COLLEGE
 Addr Num 1 Bill To Contact

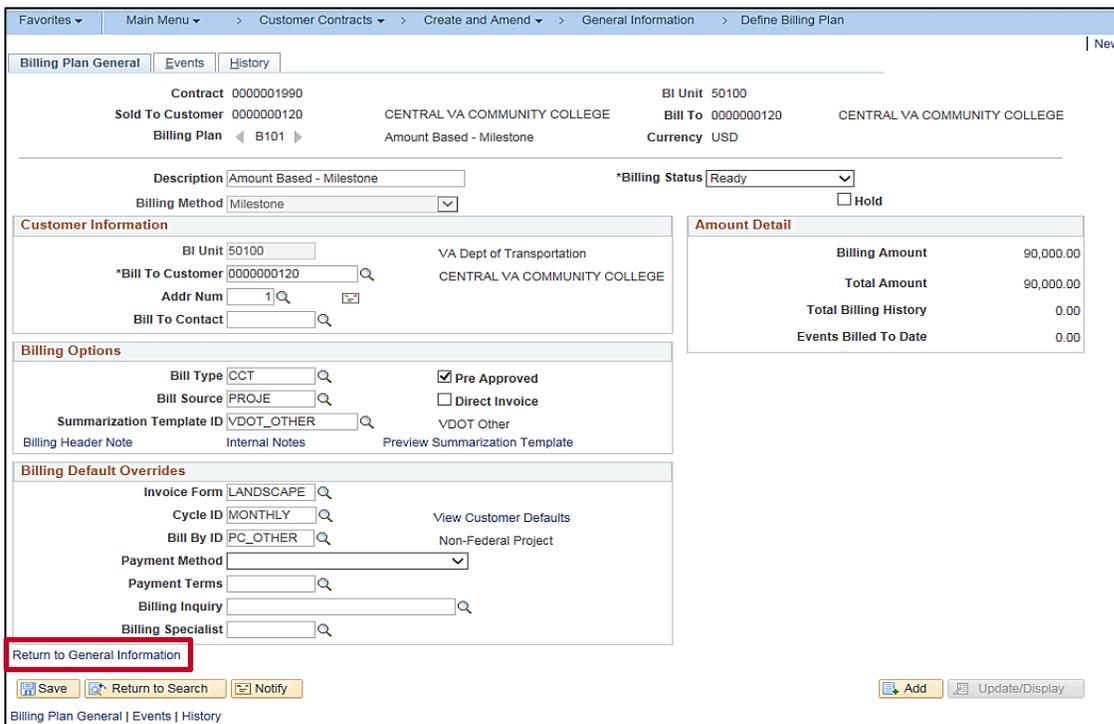
Billing Options
 Bill Type CCT Pre Approved
 Bill Source PROJE Direct Invoice
 Summarization Template ID VDOT_OTHER VDOT Other
 Billing Header Note Internal Notes Preview Summarization Template

Billing Default Overrides
 Invoice Form LANDSCAPE View Customer Defaults
 Cycle ID MONTHLY Non-Federal Project
 Bill By ID PC_OTHER
 Payment Method
 Payment Terms Billing Inquiry
 Billing Specialist

Return to General Information
 Save Return to Search Notify Add Update/Display

44. Remove the **Hold** on the **Billing Plan** by unchecking the **Hold** check box.

Note: A **Hold Details** box displays the **Put On Hold Date**.



Contract 0000001990 BI Unit 50100
 Sold To Customer 0000000120 CENTRAL VA COMMUNITY COLLEGE Bill To 0000000120 CENTRAL VA COMMUNITY COLLEGE
 Billing Plan B101 Amount Based - Milestone Currency USD

Description Amount Based - Milestone *Billing Status Ready Hold

Amount Detail	
Billing Amount	90,000.00
Total Amount	90,000.00
Total Billing History	0.00
Events Billed To Date	0.00

Customer Information
 BI Unit 50100 VA Dept of Transportation
 *Bill To Customer 0000000120 CENTRAL VA COMMUNITY COLLEGE
 Addr Num 1 Bill To Contact

Billing Options
 Bill Type CCT Pre Approved
 Bill Source PROJE Direct Invoice
 Summarization Template ID VDOT_OTHER VDOT Other
 Billing Header Note Internal Notes Preview Summarization Template

Billing Default Overrides
 Invoice Form LANDSCAPE View Customer Defaults
 Cycle ID MONTHLY Non-Federal Project
 Bill By ID PC_OTHER
 Payment Method
 Payment Terms Billing Inquiry
 Billing Specialist

Return to General Information
 Save Return to Search Notify Add Update/Display

45. The **Hold** is removed and the **Hold Details** box no longer displays.

46. Click the **Return to General Information** link at the bottom of the page.

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

Contract Number 0000001990 Sold To Customer CENTRAL VA COMMUNITY COLLEGE
Amendment Number 0000000001 Contract Status ACTIVE

Amend Contract

Contract Lines Personalize | Find | View All | 1 of 1 | Last

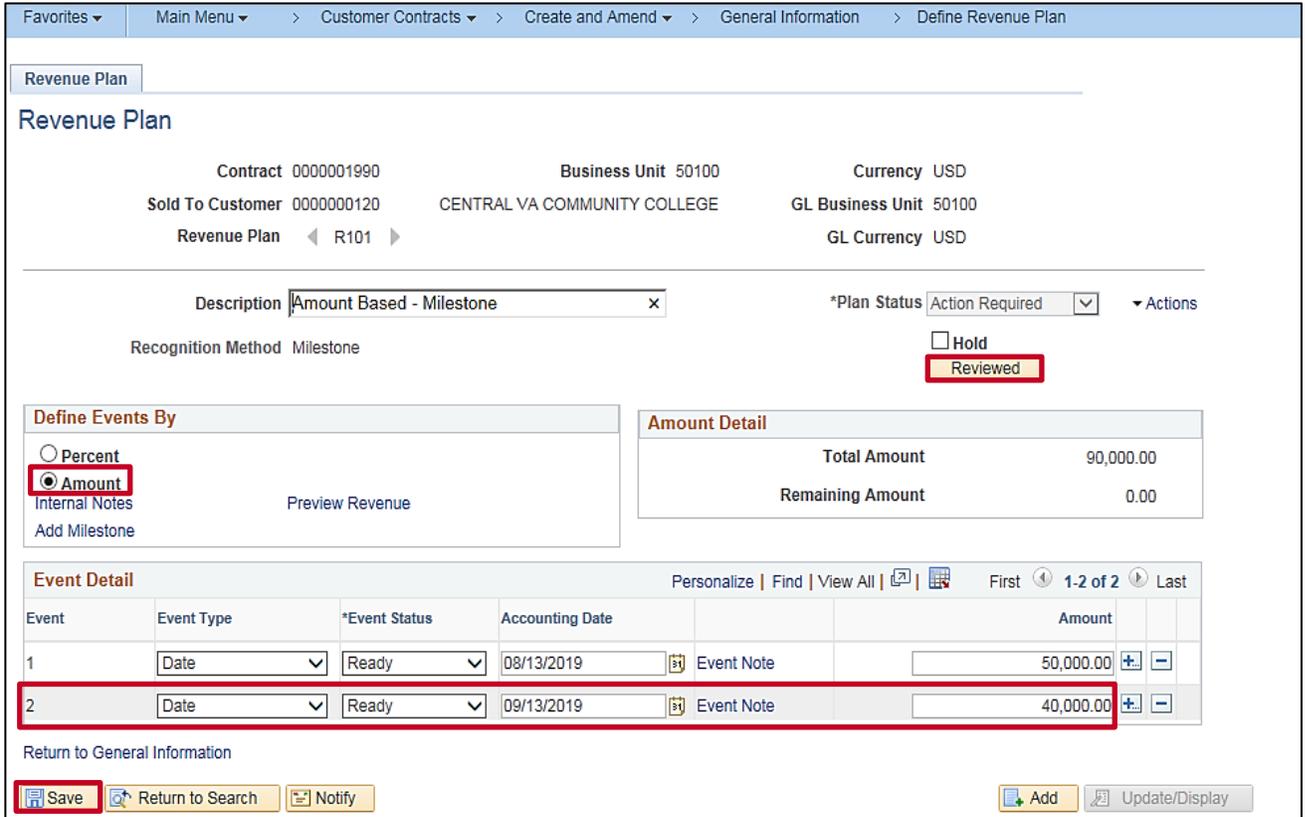
Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
▼ Actions	1	AMT_PROJE81	Partic- HMO - CCT - F	Amount	Ready	Action Required	Contract Terms	Distribution	Internal Notes	CENTRAL VA COMMU COLLEGE

Buttons: Save, Return to Search, Notify, Add, Update/Display

47. Click the **Detail** tab.
48. Click **Action Required** in the **Revenue Plan** field.

The **Revenue Plan** tab displays.

Note: The **Revenue Plan** must be adjusted to match change made to the **Billing Plan**. The Revenue events, event dates, event statuses and event amounts should be identical to what is on the Billing Plan Events tab.



Revenue Plan

Contract 000001990 Business Unit 50100 Currency USD
 Sold To Customer 000000120 CENTRAL VA COMMUNITY COLLEGE GL Business Unit 50100
 Revenue Plan R101 GL Currency USD

Description Amount Based - Milestone *Plan Status Action Required
 Recognition Method Milestone Hold

Define Events By

Percent
 Amount
 Internal Notes Preview Revenue
 Add Milestone

Amount Detail

Total Amount	90,000.00
Remaining Amount	0.00

Event Detail

Event	Event Type	*Event Status	Accounting Date	Amount
1	Date	Ready	08/13/2019	50,000.00
2	Date	Ready	09/13/2019	40,000.00

Return to General Information

49. In the **Define Events By** section, verify **Amount** is selected. If not change click the **Amount** indicator.
50. In the **Event Detail** section, add a line if necessary to add an event. Remember, the Event number should match the Bill Plan.
51. Enter the **Amount** (for this scenario **40,000**)
52. Change the **Event Status Date** to **Ready**.
53. Update the **Accounting Date** to match what was entered on the Bill Plan.
54. Click the **Save** button.
55. After completing all updates, click the **Reviewed** button under the **Plan Status** section.

[Favorites](#) > [Main Menu](#) > [Customer Contracts](#) > [Create and Amend](#) > [General Information](#) > [Define Revenue Plan](#)

Revenue Plan

Revenue Plan
 Contract 0000001990 Business Unit 50100 Currency USD
 Sold To Customer 0000000120 CENTRAL VA COMMUNITY COLLEGE GL Business Unit 50100
 Revenue Plan ◀ R101 ▶ GL Currency USD

Description *Plan Status ▼ Actions
 Recognition Method Milestone Hold

Define Events By

Percent
 Amount
 Internal Notes Preview Revenue
 Add Milestone

Amount Detail

Total Amount	90,000.00
Remaining Amount	0.00

Event Detail Personalize | Find | View All | | First 1-2 of 2 Last

Event	Event Type	*Event Status	Accounting Date		Amount
1	<input type="text" value="Date"/>	<input type="text" value="Ready"/>	<input type="text" value="08/13/2019"/>	Event Note	50,000.00
2	<input type="text" value="Date"/>	<input type="text" value="Ready"/>	<input type="text" value="09/13/2019"/>	Event Note	40,000.00

[Return to General Information](#)

56. The **Plan Status** updates from **Action Required** to **Ready**.

57. Click the **Return to General Information** link.

[Favorites](#) > [Main Menu](#) > [Customer Contracts](#) > [Create and Amend](#) > [General Information](#)

[General](#) | [Lines](#) | [Amendments](#)

Contract Number 0000001990 Sold To Customer CENTRAL VA COMMUNITY COLLEGE
 Amendment Number 0000000001 Contract Status ACTIVE

Amendments Personalize | Find | View All | | First 1-2 of 2 Last

[General](#) | [Statistics](#) | [Billing Amended Amounts](#) | [Revenue Amended Amounts](#) | [Misc.](#)

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000001	Contract Line	Modify Contract Line	08/21/2019	Complete	Detail	Notes
0000000000			08/13/2019	Complete	Detail	Notes

Billing Plans Revenue Plans Milestones Renewals Supplemental Data Go To ▼

Return to Amendment Amount Allocation

General | Lines | Amendments

The **Contract Amount** is updated and complete.