

Create Non-Federal Rate-Based Contract Overview

Non-federal rate-based contracts calculate amounts to bill each customer as costs are accumulated against the **Project** and **Activity** combinations linked to the contract. The customer's participation is applied to these costs based on the **Rate Set** associated to the contract line. Once the billable amounts are determined, the billable transactions are sent to Billing. You can set up **Billing Limits** for a rate-based contract line to ensure the limits related to an agreement are enforced. The revenue and unbilled AR accounting distributions for rate-based contract lines are stored in the accounting rules.

You can apply a prepaid amount to the contract, using the **Prepaid Balances** page, for costs to be drawn down from an advance payment received from a customer.

In order to create a rate-based contract, there must be a rate-based **Product**. Once a **Product** has been created and associated with a **Revenue** and **Billing Plan** template, the **Product** can be reused on any rate-based contract line.

Before you can create the contract, you must determine which items need to be configured, if any. For more detailed information about configuration information, see the job aid entitled **PA354: Hints for Non-Federal Customer Contract Maintenance** located on the Cardinal website in **Job Aids** under **Learning**.

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Rate-Based Product

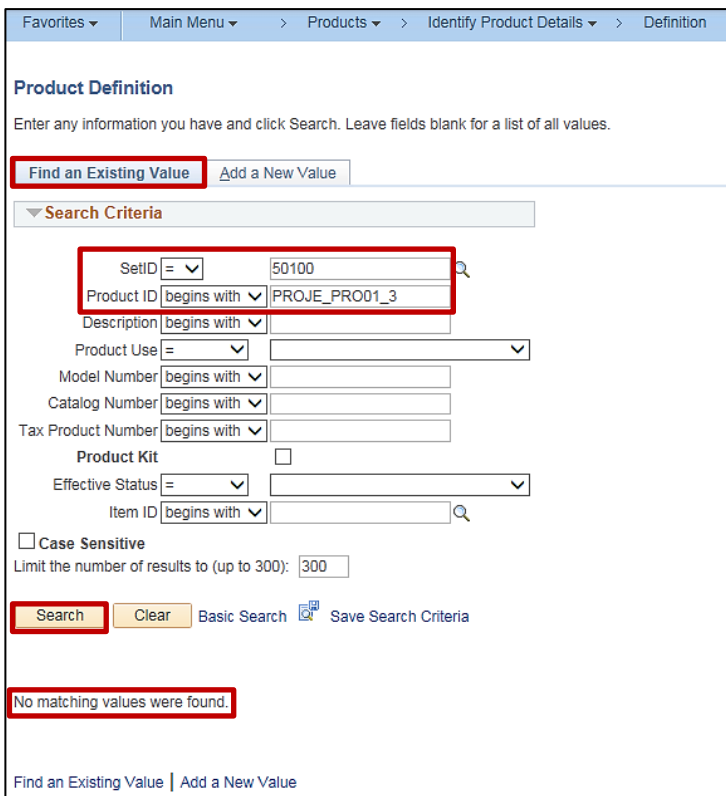
Confirm/Create a Rate-Based Product

Before you create a contract, you must first verify whether the product exists for the category needed for billing. Products are defined by the following naming convention:

Distribution Code followed by **Participation Rate** with an underscore between the two values (e.g., **PROJE_PRO01_2**).

1. Access the **Product Definition** page using the following path:

Main Menu > Products > Identify Product Details > Definition

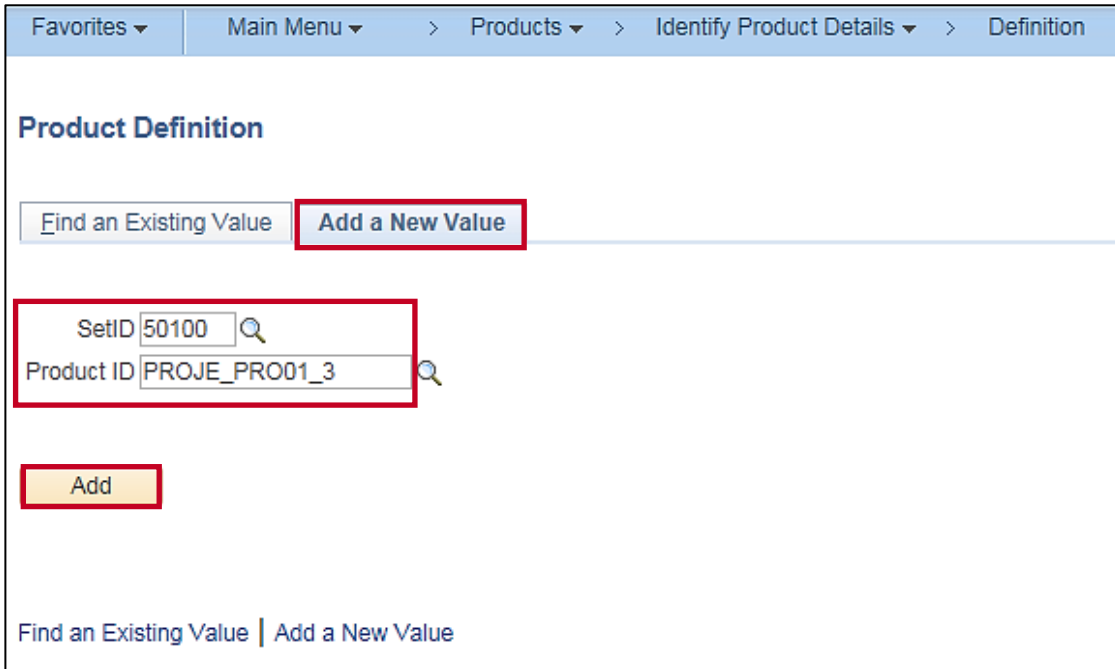


2. Click the **Find an Existing Value** tab.
3. **SetID:** 50100 for VDOT.
4. **Product ID:** Enter the **Product ID**.
5. Click the **Search** button. Your search results populate on the same page below the **Search Criteria**.
 - a. If the **Product** exists, go to the [Create a Non-Federal Rate-Based Contract](#) section below.
 - b. If the **Product** does not exist (**No matching values were found**), go to the **Create a Rate-Based Product** section below.

In this scenario, the **Product** does not exist. Continue to the next section.

Create a Rate-Based Product

6. Click the Add a New Value tab on the Product Definition page.



The screenshot shows the 'Product Definition' page in a web application. The breadcrumb trail at the top reads: Favorites > Main Menu > Products > Identify Product Details > Definition. Below this, the page title is 'Product Definition'. There are two tabs: 'Find an Existing Value' and 'Add a New Value', with the latter being selected and highlighted with a red box. Below the tabs, there are two input fields: 'SetID' with the value '50100' and a search icon, and 'Product ID' with the value 'PROJE_PRO01_3' and a search icon. Both fields are highlighted with a red box. Below these fields is an 'Add' button, also highlighted with a red box. At the bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'.

7. The **SetID** and **Product ID** are populated from the **Search Criteria** you entered on the **Find an Existing Value** tab. If these fields are not populated, enter them:
- SetID: 50100** for VDOT.
 - Enter the new **Product ID**.

The **Product ID** is created by using the **Distribution Code** plus the participation rate with underscores in between. For example, if your **Distribution Code** is **PROJEPRO01** and the participation rate is **3**, the **Product ID** would be **PROJE_PRO01_3**.

8. Click the **Add** button.

Favorites ▾ Main Menu ▾ > Products ▾ > Identify Product Details ▾ > Definition

Definition **Contracts Options**

SetID 50100 Product ID PROJE_PRO01_3

*Product Use **Contracts Only** ▾

Product Kit

*Description **Proje - CON - CCT - Bristol**

Long Description

254 characters remaining

Catalog Number

Model Number

Product Brand 🔍

*Physical Nature **Goods** ▾

*Status **Active** ▾

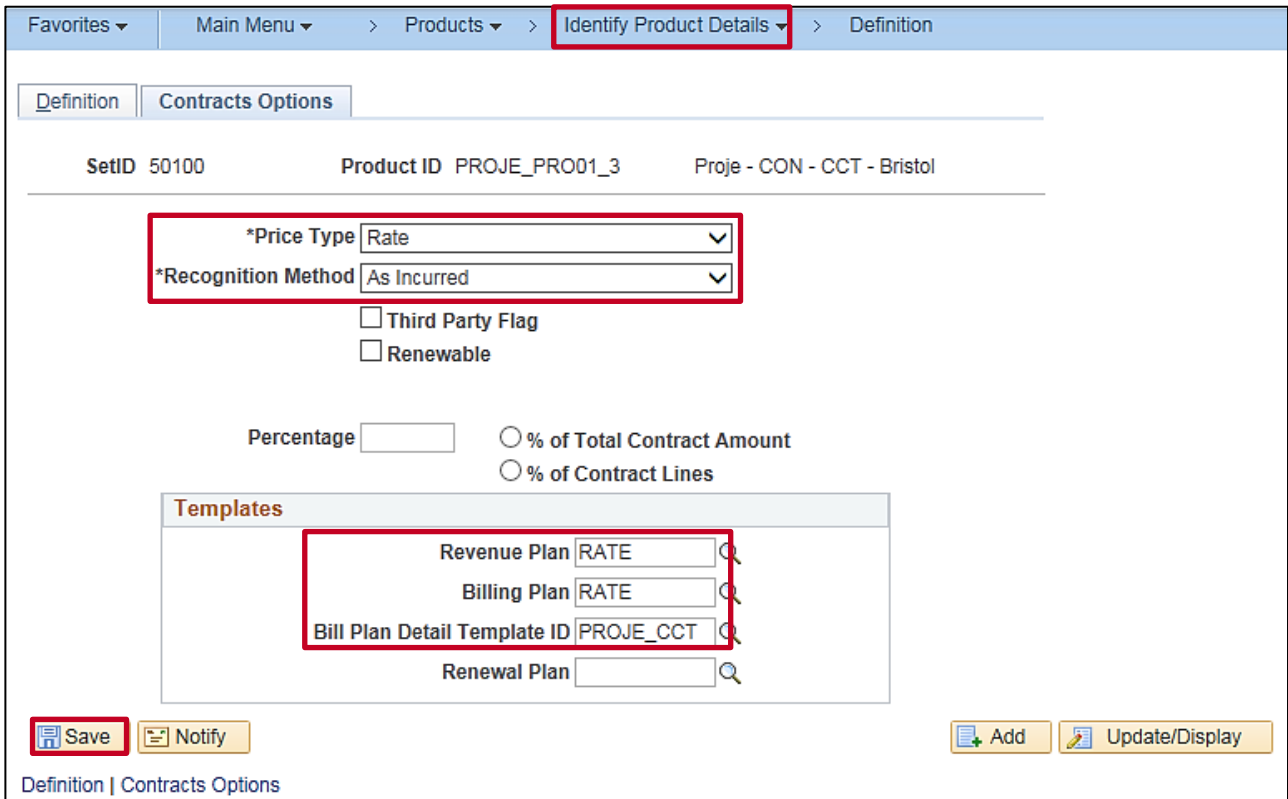
Product Category 🔍

Where Performed ▾

View Product Image VAT Default VAT Service Treatment Setup

Definition | Contracts Options

9. The **Definition** tab displays.
10. **Product Use: Contracts Only.** Do not change.
11. **Description:** Enter the **Description** which should be the same as the **Distribution Code** description.
12. **Physical Nature: Goods.**
13. Click the **Contracts Options** tab.



Favorites > Main Menu > Products > **Identify Product Details** > Definition

Definition | **Contracts Options**

SetID 50100 Product ID PROJE_PRO01_3 Proje - CON - CCT - Bristol

*Price Type

*Recognition Method

Third Party Flag

Renewable

Percentage % of Total Contract Amount

% of Contract Lines

Templates

Revenue Plan

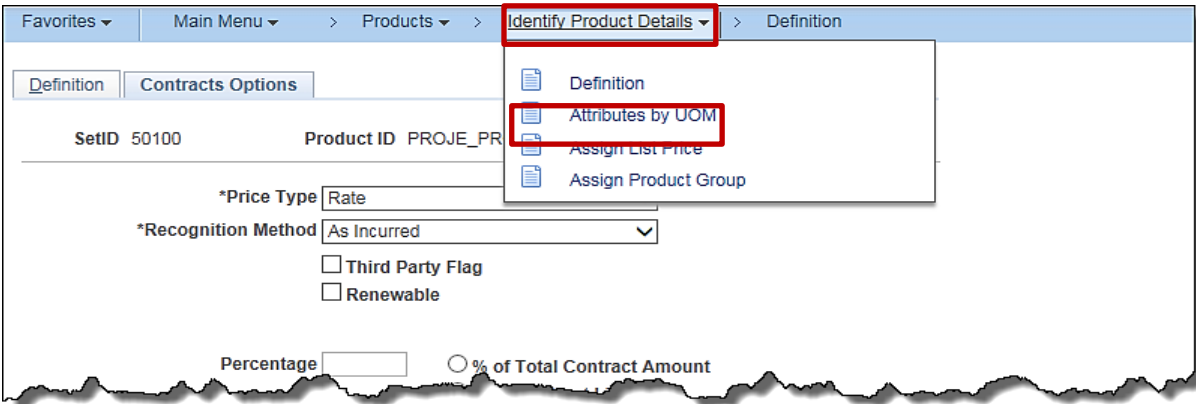
Billing Plan

Bill Plan Detail Template ID

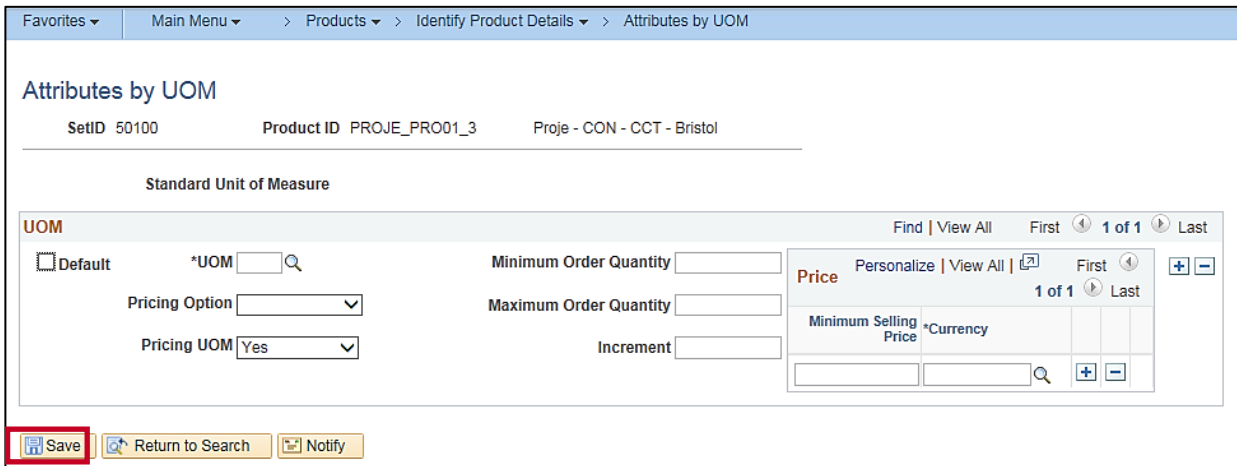
Renewal Plan

Definition | Contracts Options

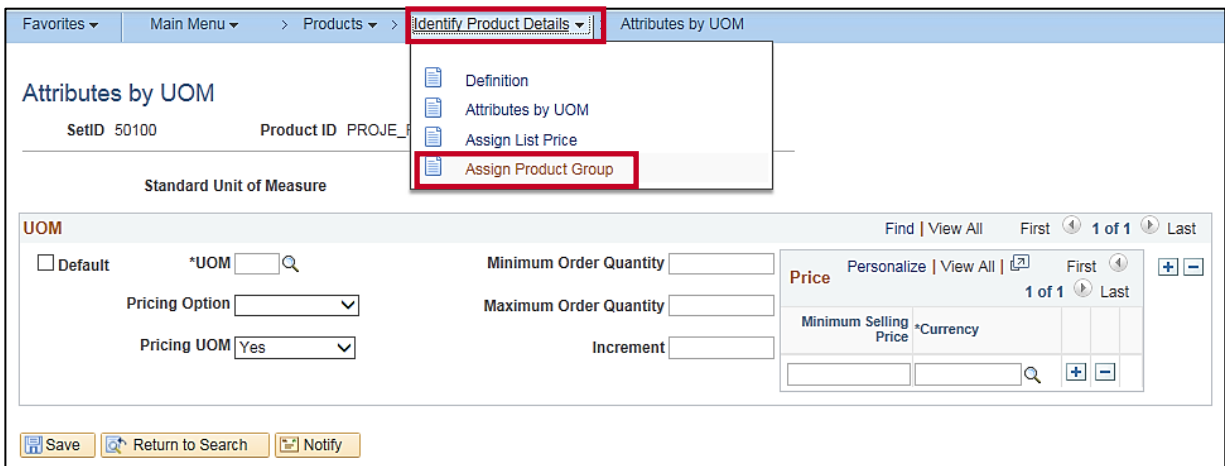
14. The **Contract Options** tab displays.
15. **Price Type: Rate**
16. **Recognition Method: As Incurred**
17. In the **Templates** section, select the following:
 - a. **Revenue Plan: RATE**
 - b. **Billing Plan: RATE**
 - c. **Bill Plan Detail Template ID:** Select the appropriate value (e.g., **PROJE_CCT** is **Non-Federal Project _CCT**). The template selected defaults some of the contract billing information, such as **Bill Source**, **Bill Identifier**, and **Bill Cycle Identifier** which is used on the invoices generated for the contract.
18. Click the **Save** button.



19. From the navigation path above the page, click **Identify Product Details**.
20. Select the **Attributes by UOM** menu option.



21. Click the **Save** button.



22. From the navigation path above the page, click **Identify Product Details**.
23. Select the **Assign Product Group** menu option.

[Favorites](#) > [Main Menu](#) > [Products](#) > [Identify Product Details](#) > [Assign Product Group](#) > [Attributes by UOM](#)

Assign Product Group

SetID 50100 Product ID PROJE_PRO01_3 Proje - CON - CCT - Bristol

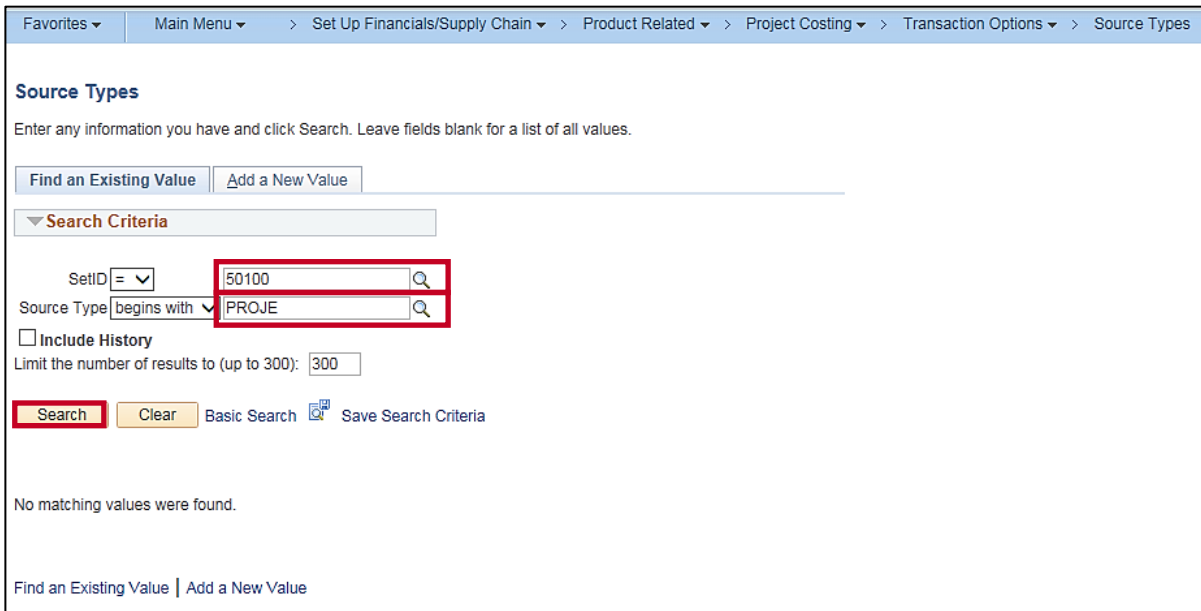
Groups		Personalize	Find	View All	First	1 of 1	Last
*Group Type	*Product Group	Descr	Primary Report	Primary Pricing Group			
Contract	RTE_CONCCT	Rate Based - Constr Cty Co Twn	<input type="checkbox"/>	<input type="checkbox"/>			<input type="button" value="+"/> <input type="button" value="-"/>

24. The **Assign Product Group** page displays.
25. **Group Type: Contract**
26. **Product Group:** Select the appropriate group. This value determines which **Product Group** the product will be found in when searching for the product on the contract. In this scenario, it is **REC_CONCCT** (Contract Type_Fund plus Customer Type).
27. Click the **Save** button.

Confirm/Create the Source Type

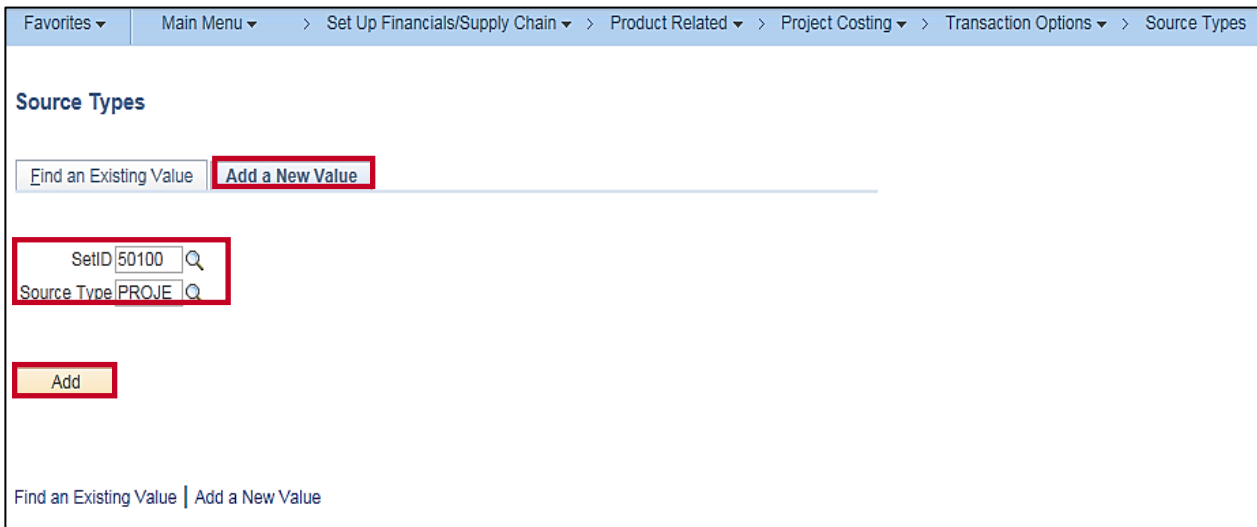
1. Before creating a **Source Type**, search to see if the **Source Type** already exists.
2. Access the **Source Types** page, using the following path:

Main Menu > Set Up Financials/Supply Chain > Product Related > Project Costing > Transaction Options > Source Types

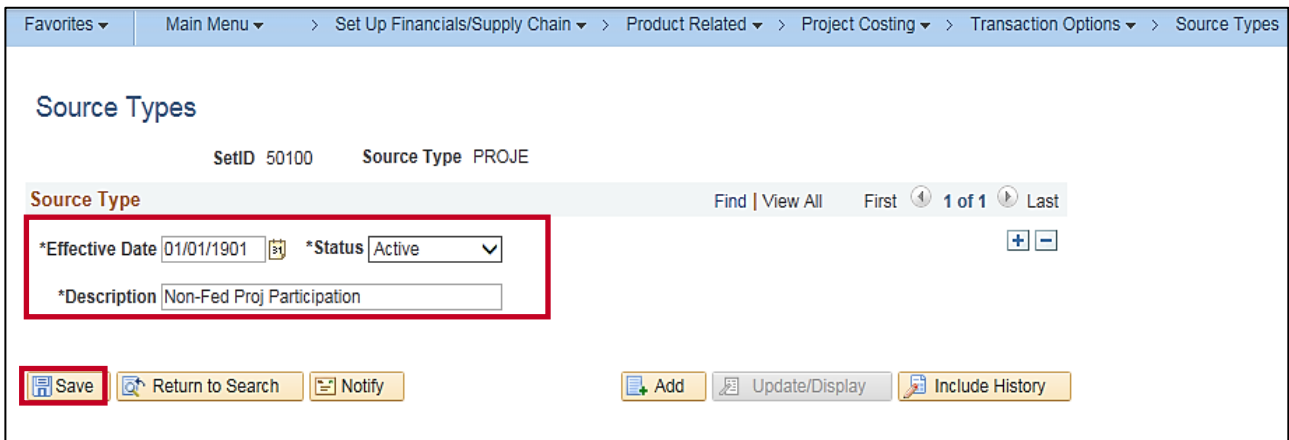


3. **SetID: 50100** for VDOT.
4. **Source Type:** Enter a **Source Type** value. For this scenario it is **PROJE**.
5. Click the **Search** button. Your search results populate on the same page below the search criteria.
 - a. If the **Source Type** exists, go to the [Create a Non-Federal Rate Based Contract](#) section below.
 - b. If the **Source Type** does not exist, go to the **Create the Source Type** section below.

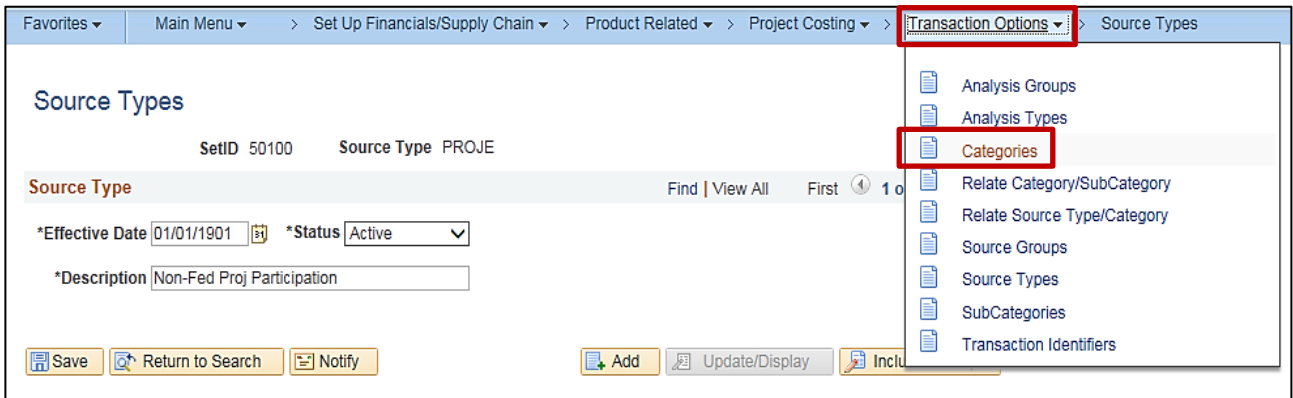
Create the Source Type



6. Click the **Add a New Value** tab.
7. **SetID: 50100** for VDOT.
8. **Source Type:** Enter the **Entry Type** value in **Source Type** field. For this scenario it is **PROJE**.
9. Click the **Add** button.



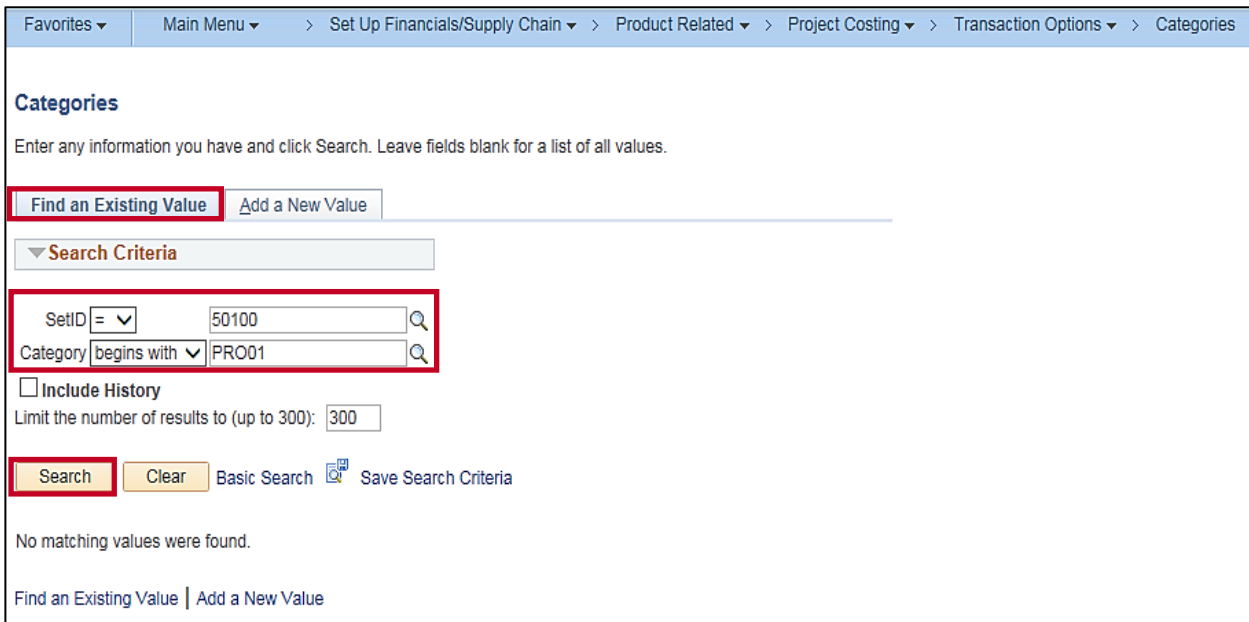
10. The **Source Types** page displays.
11. **Effective Date: 01/01/1901**
12. **Status: Active**
13. **Description:** Enter an applicable description.
14. Click the **Save** button.



15. From the navigation path above the page, click **Transaction Options**.
16. Select the **Categories** menu option.

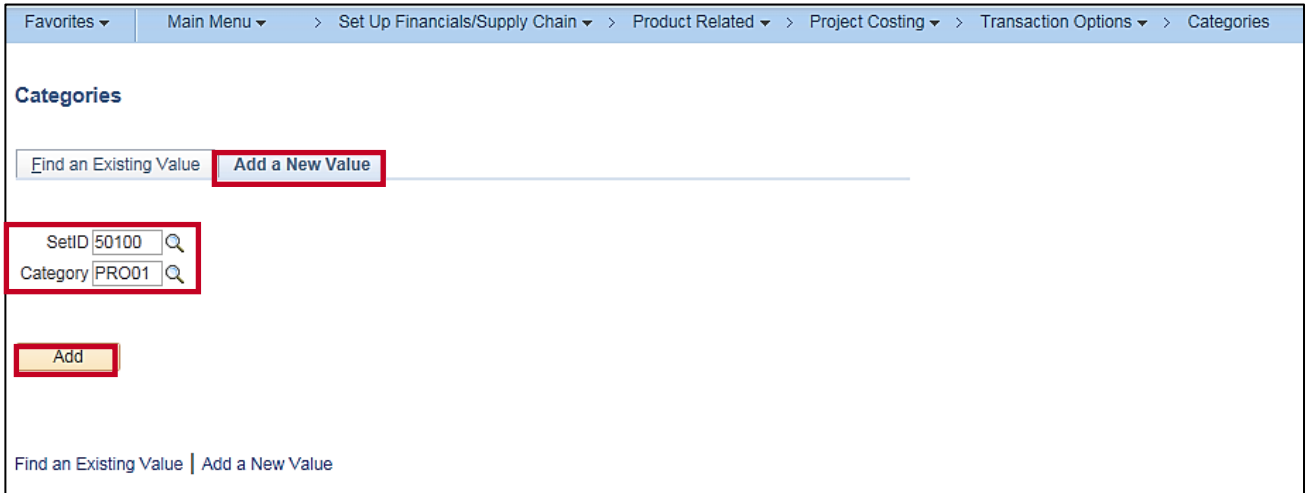
Confirm/Create the Category

Before creating a **Category**, search to see if the **Category** already exists.



17. Click the **Find an Existing Value** tab.
18. **SetID:** **50100** for VDOT.
19. **Category:** Enter a **Category** value. For this scenario, it is **PRO01**.
20. Click the **Search** button. Your search results populate on the same page below the search criteria.
 - a. If the **Category** exists, go to the [Create a Non-Federal Rate Based Contract](#) section below.
 - b. If the **Category** does not exist, go to the **Create a Category** section below.

Create the Category



Categories

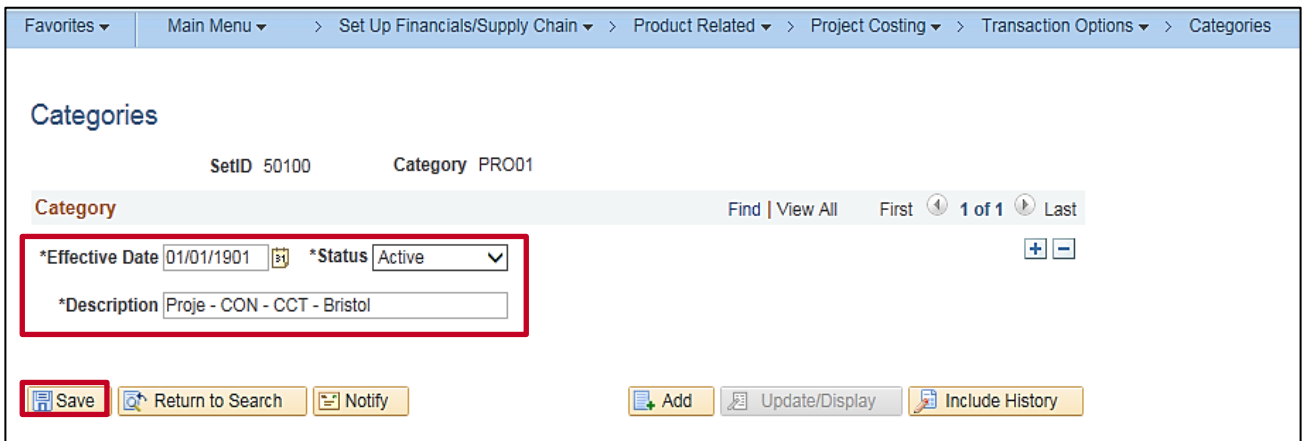
Find an Existing Value | **Add a New Value**

SetID 50100
Category PRO01

Add

Find an Existing Value | Add a New Value

21. Click the **Add a New Value** tab.
22. **SetID: 50100** for VDOT.
23. **Category:** Enter the new **Category** value. For this scenario, it is **PRO01**.
24. Click the **Add** button.



Categories

SetID 50100 Category PRO01

Category Find | View All First 1 of 1 Last

*Effective Date 01/01/1901 *Status Active

*Description Proje - CON - CCT - Bristol

Save Return to Search Notify Add Update/Display Include History

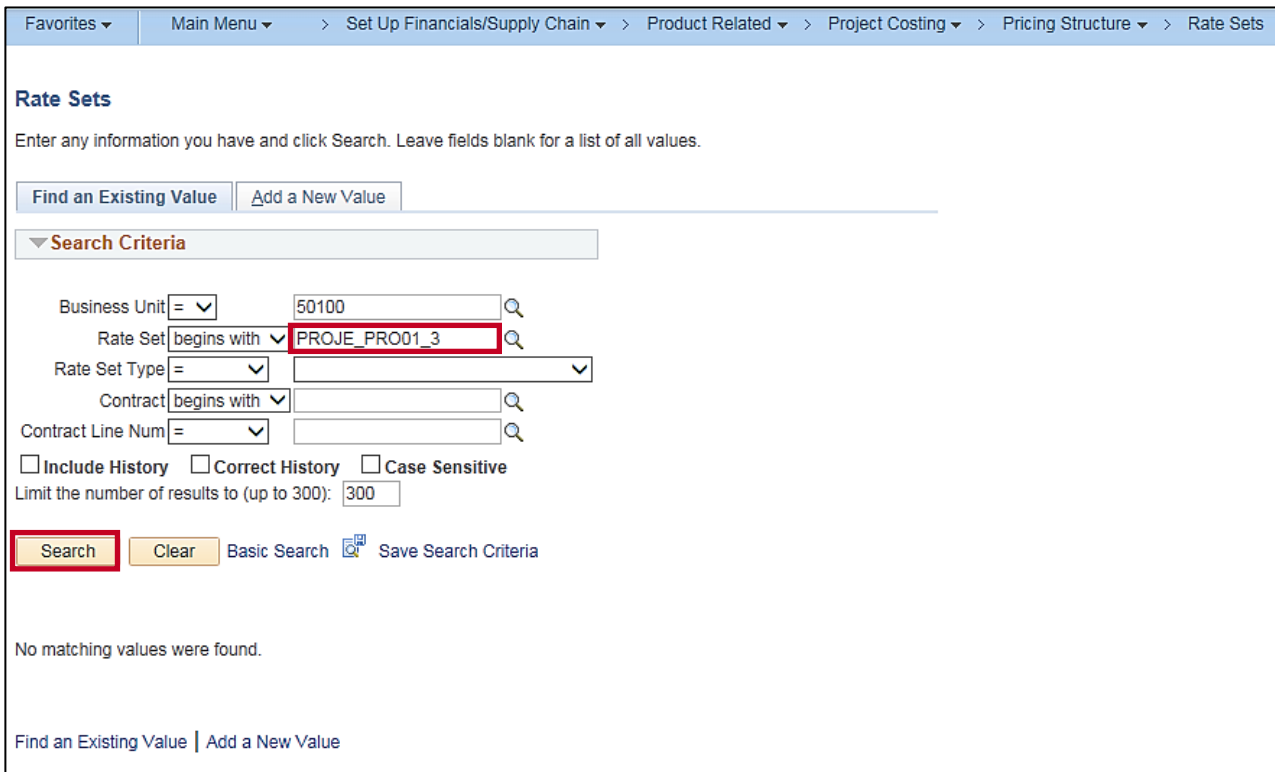
25. The **Categories** page displays.
26. **Effective Date: 01/01/1901**
27. **Status: Active**
28. **Description:** Enter an applicable description.
29. Click the **Save** button.

Confirm/Create the Rate Set

Before creating a **Rate Set**, search to see if the **Rate Set** already exists for the **Source Type** and **Category** that will be used for billing.

30. Access the **Rate Sets** page using the following path:

Main Menu > Set Up Financials/Supply Chain > Product Related > Project Costing > Pricing Structure > Rate Sets

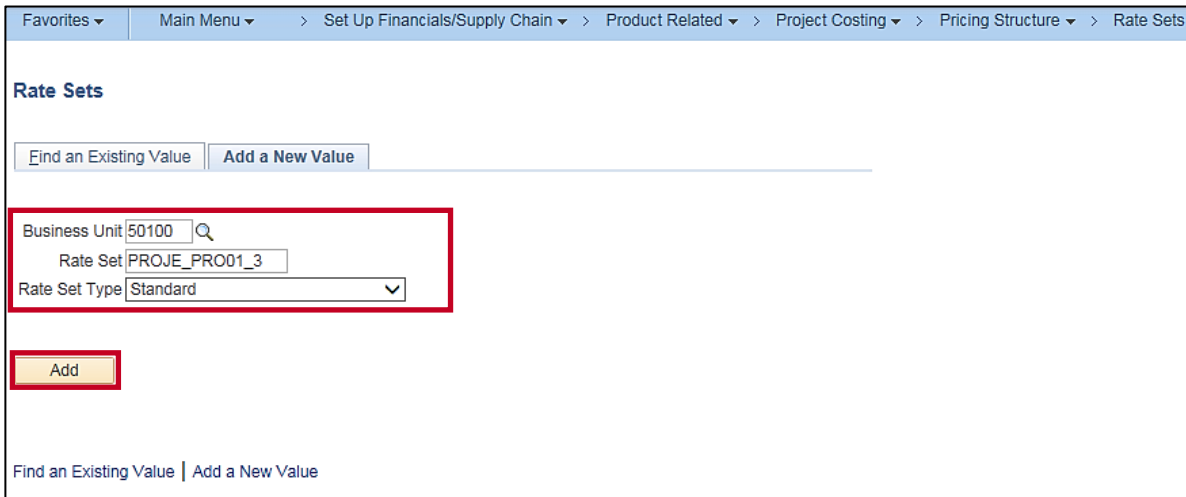


31. Click the **Find an Existing Value** tab.

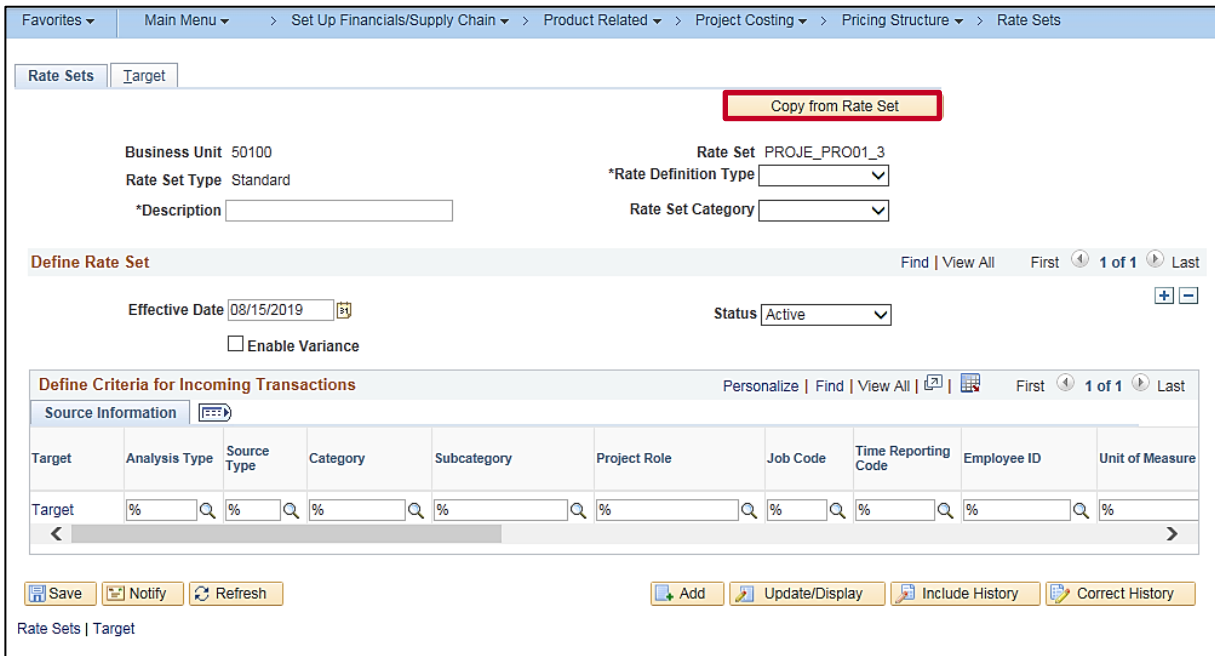
32. **Rate Set:** Enter the **Rate Set**. The **Rate Set** naming convention is the **Source Type**, **Category**, and percent to be billed together as one string, no spaces (i.e., **PROJE_PRO01**). Enter **Source Type_Category code** in the **Rate Set** field.

33. Click the **Search** button. Your search results populate on the same page below the **Search Criteria**.

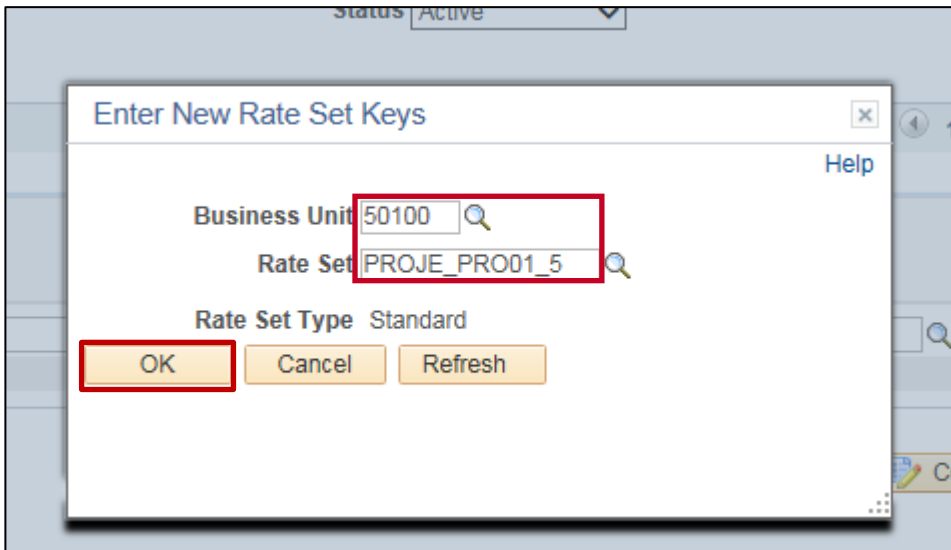
- a. If the **Rate Set** exists, go to the [Create a Non-Federal Rate Based Contract](#) section below.
- b. If the **Rate Set** does not exist, go to the **Create a Rate Set** section below.

Create the Rate Set

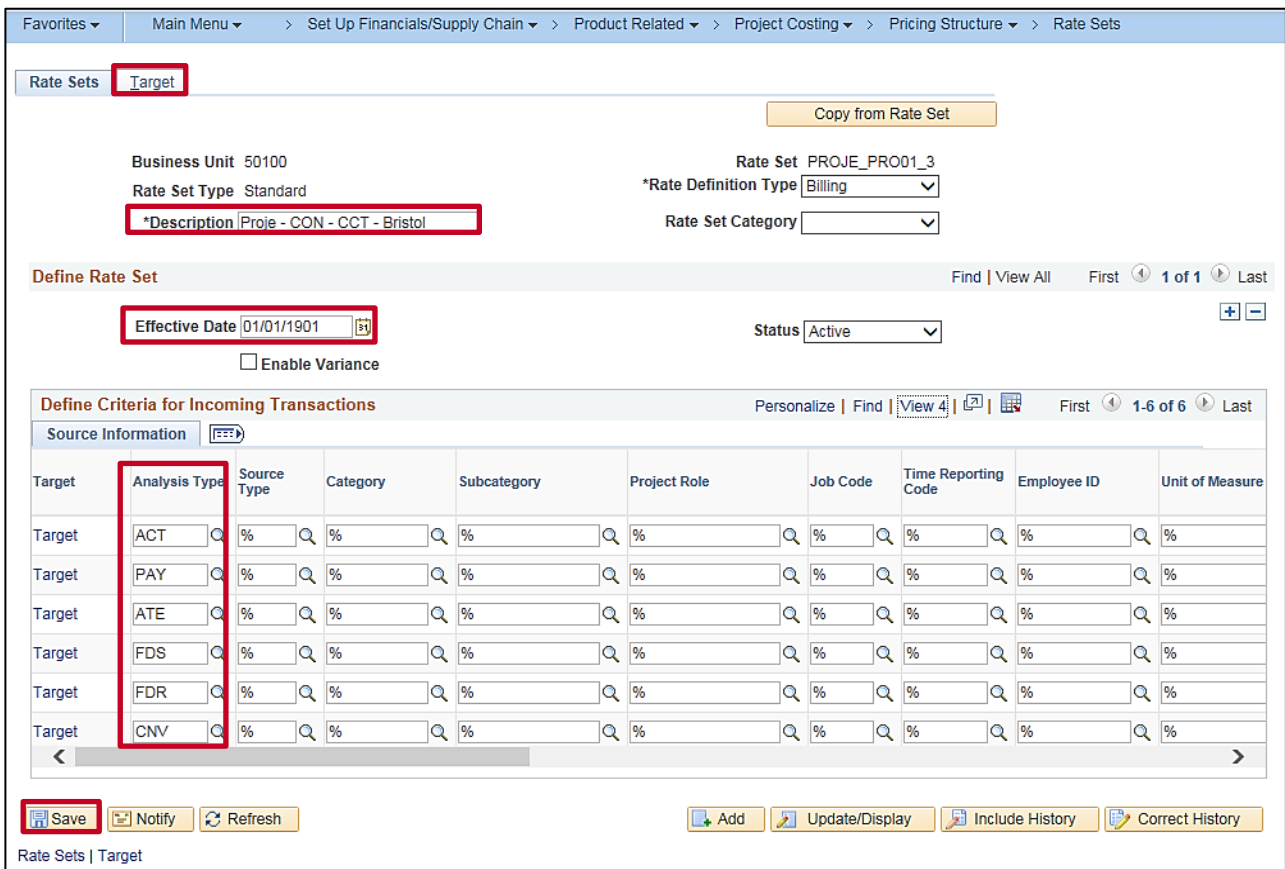
34. Click the **Add a New Value** tab.
35. **Business Unit: 50100**
36. The **Rate Set** populates from the search criteria you entered on the **Find an Existing Value** tab. If it is not populated, enter it.
37. **Rate Set Type: Standard**
38. Click the **Add** button.



39. The **Rate Sets** page, **Rate Sets** tab displays. From here you will use the copy feature to copy an existing **Rate Set** as a template for the **Rate Set** you are creating.
40. Click the **Copy from Rate Set** button.



41. The **Enter New Rate Set Keys** pop-up window displays.
42. **Business Unit: 50100** for VDOT.
43. Select the **Rate Set** that will be used as a template for the **Rate Set** you are creating.
44. Click the **OK** button.



The screenshot shows the 'Rate Sets' application interface. The 'Rate Sets' tab is selected, and the 'Target' sub-tab is active. The 'Copy from Rate Set' button is visible. The configuration fields are as follows:

- Business Unit: 50100
- Rate Set Type: Standard
- *Description: **Proje - CON - CCT - Bristol**
- Rate Set: PROJE_PRO01_3
- *Rate Definition Type: Billing
- Rate Set Category: (empty)

The 'Define Rate Set' section shows:

- Effective Date: **01/01/1901**
- Status: Active
- Enable Variance

The 'Define Criteria for Incoming Transactions' section shows a table with the following columns: Target, Analysis Type, Source Type, Category, Subcategory, Project Role, Job Code, Time Reporting Code, Employee ID, and Unit of Measure. The 'Analysis Type' column is highlighted with a red box, and the following values are listed:

Target	Analysis Type	Source Type	Category	Subcategory	Project Role	Job Code	Time Reporting Code	Employee ID	Unit of Measure
Target	ACT	%	%	%	%	%	%	%	%
Target	PAY	%	%	%	%	%	%	%	%
Target	ATE	%	%	%	%	%	%	%	%
Target	FDS	%	%	%	%	%	%	%	%
Target	FDR	%	%	%	%	%	%	%	%
Target	CNV	%	%	%	%	%	%	%	%

At the bottom, the 'Save' button is highlighted with a red box. Other buttons include 'Notify', 'Refresh', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

45. The **Rate Sets** page, **Rate Sets** tab displays and the values from the **Rate Set** you copied using the **Copy from Rate Set** feature default into the new **Rate Set**.
46. The **Description** is populated with the description of the **Rate Set** used to **Copy From**. The **Description** must be updated to match the new **Rate Set** (e.g., **PROJE – CON – CCT – Bristol**).
47. In the **Define Criteria for Incoming Transactions** section, **Effective Date** is **01/01/1901**, all the **Analysis Types** are visible that will be used in the pricing process.

Analysis Types include:

- a. **ACT**: Actual Cost
 - b. **PAY**: Time and Labor Actual
 - c. **ATE**: Account Type-Expense
 - d. **FDS**: State Distribution
 - e. **FDR**: Fund Distribution Reversals
 - f. **CNV**: Converted Expenditures
48. Click the **Save** button.
 49. Click the **Target** tab.

[Favorites](#) > [Main Menu](#) > [Set Up Financials/Supply Chain](#) > [Product Related](#) > [Project Costing](#) > [Pricing Structure](#) > [Rate Sets](#)

[Rate Sets](#) | [Target](#)

Business Unit 50100 Rate Set PROJE_PRO01_3
 Description Proje - CON - CCT - Bristol Rate Definition Type Billing
 Rate Set Type Standard Rate Set Category

Source Criteria Find First **1 of 6** Last

Analysis Type ACT Project Role % General Ledger Business Unit %
 Job Code % Time Reporting Code % Unit of Measure %
 Employee ID % Currency %

General Ledger Information

[General Ledger Chartfields](#)

Source Type	Category	Subcategory	Account	Asset	Fund	Department	FIPS	Agency Use 2	Task	Cost Cent
%	%	%	%	%	%	%	%	%	%	%

Target

Define Target Rows Personalize | Find | View All | [1 of 1](#) | First **1 of 1** Last

Rate Option	Rate Name	Rate Amount	Description	Target Analysis Type	Override Source	Target Source Type	Target Category	Target Subcategory	To Currency
MUP		0.030000	Billed @ 3%	BIL	<input checked="" type="checkbox"/>	PROJE	PRO01		

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

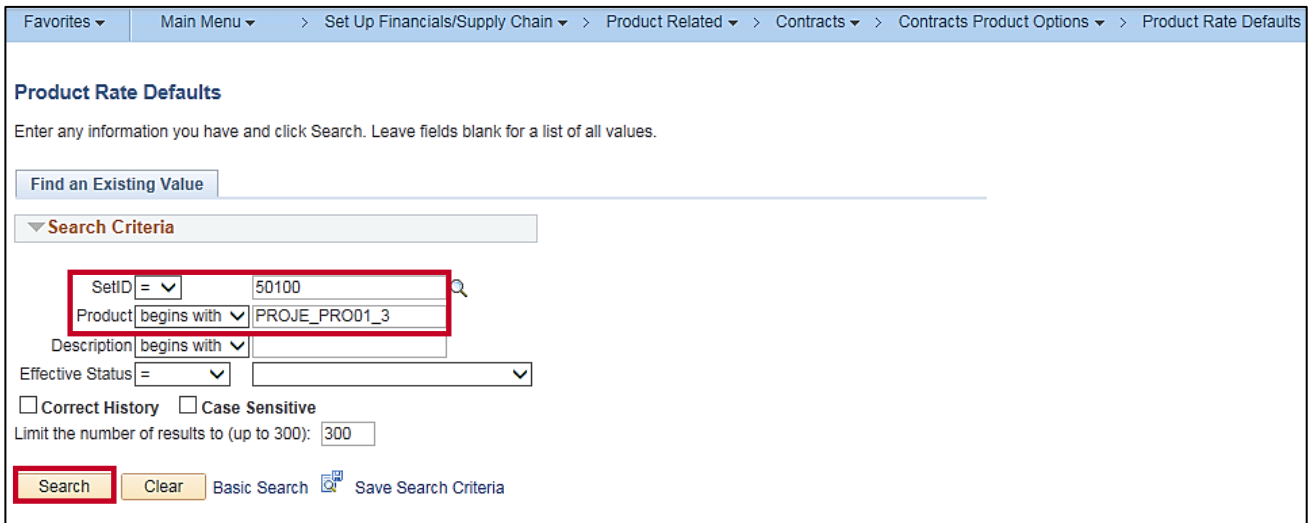
Rate Sets | Target

50. **Define Target Rows** section: Update the **Description**, **Target Source Type**, and **Target Category** as appropriate to match the rate amount, as needed.
51. **Rate Option**: MUP
52. **Rate Amount**: The customer's participation rate in decimal format (e.g., enter **.03** for 3%).
53. **Target Analysis Type**: BIL
54. **Target Source Type**: Update to match the **Source Type** you created.
55. **Target Category**: Update to match the **Category** you created.
56. **Source Criteria** section: Use the arrows in the top navigation bar to navigate through each **Analysis Type**. Update each as appropriate.
57. **Override Source**: Default is selected. Do not change.
58. Click the **Save** button.

Create the Product Rate Defaults

59. Access the **Product Rate Defaults** page using the following path:

Main Menu > Set Up Financials/Supply Chain > Product Related > Contracts > Contracts Product Options > Product Rate Defaults



The screenshot shows the 'Product Rate Defaults' search page. The breadcrumb trail at the top reads: Favorites > Main Menu > Set Up Financials/Supply Chain > Product Related > Contracts > Contracts Product Options > Product Rate Defaults. The page title is 'Product Rate Defaults'. Below the title is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a 'Find an Existing Value' button. A 'Search Criteria' section contains several fields: 'SetID' with a dropdown arrow and the value '50100'; 'Product' with a dropdown arrow, 'begins with', and the value 'PROJE_PRO01_3'; 'Description' with a dropdown arrow and 'begins with'; and 'Effective Status' with an equals sign and a dropdown arrow. There are checkboxes for 'Correct History' and 'Case Sensitive'. A text box for 'Limit the number of results to (up to 300):' contains the value '300'. At the bottom, there is a 'Search' button, a 'Clear' button, a 'Basic Search' link, and a 'Save Search Criteria' link.

60. **SetID: 50100** for VDOT.

61. **Product:** Enter the **Product** you created. For this scenario, it is **PROJE_PRO01_2**.

62. Click the **Search** button.

Favorites ▾ | Main Menu ▾ > Set Up Financials/Supply Chain ▾ > Product Related ▾ > Contracts ▾ > Contracts Product Options ▾ > Product Rate Defaults

Product Rate Defaults

SetID 50100

Product ID PROJE_PRO01_3

Description Proje - CON - CCT - Bristol

Effective Date Options Find | View All First 1 of 1 Last

Effective Date 01/01/1901

Sets/Plans by Unit Personalize | View All | First 1 of 1 Last

PC Business Unit	Rate Selection	Rate Set
50100	Rate Set	PROJE_PRO01_3

63. Your search results populate on the same page below the search criteria or, if you entered the full **Product** name along with the proper **SetID**, the **Product Rate Defaults** page will open.
64. Verify and/or enter the following:
 - a. **Effective Date: 01/01/1901**
 - b. **PC Business Unit: 50100** for VDOT.
 - c. **Rate Selection: Rate Set**
 - d. **Rate Set:** Verify the value is the **Rate Set** value you previously created. For this scenario, it is **PROJE_PRO01_2**.
65. Click the **Save** button.

Confirm/Create the Accounting Rule

Before creating the **Accounting Rule**, search to see if the **Accounting Rule** already exists. In this example, we will create the **Accounting Rule** for **PROJEP001**.

66. To access the **Accounting Rules** page, navigate using the following path:

Main Menu > Set Up Financials/Supply Chain > Product Related > Project Costing > General Options > Accounting Rules

67. Click the **Find an Existing Value** tab.

68. **Project Business Unit:** 50100 for VDOT.

69. **Resource General Ledger Unit:** 50100 for VDOT.

70. **Source Type:** Enter the **Source Type** you created. In this scenario, it is **PROJE**.

71. **Category:** Enter the **Category** you created. In this scenario, it is **PRO01**.

72. Click the **Search** button.

- a. If the **Accounting Rule** exists, go to the [Create a Non-Federal Rate Based Contract](#) section of this job aid.
- b. If the **Accounting Rule** does not exist, go to the **Create the Accounting Rule** section below.

Create the Accounting Rule

Accounting Rules

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

Project Business Unit = 50100
 Analysis Type begins with BAJ
 Analysis Group begins with
 Contract begins with
 Project begins with
 Resource General Ledger Unit = 50100
 Project Type begins with
 Activity begins with
 Source Type begins with PROJE
 Category begins with PRO
 Subcategory begins with
 Project Transaction Type begins with
 Project Transaction Code begins with
 Account begins with
 Department begins with
 Statistics Code begins with
 Asset begins with
 Task begins with
 Fund begins with
 FIPS begins with
 Agency Use 2 begins with
 Affiliate begins with
 Fund Affiliate begins with
 Cost Center begins with
 Program begins with
 Agency Use 1 begins with

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

Search | Clear | Basic Search | Save Search Criteria

Search Results

View All

Project Business Unit	Analysis Type	Analysis Group	Contract	Project	Resource General Ledger Unit	Project Type	Activity	Source Type	Category	Subcategory	Project Transaction Type	Project Transaction Code	Account	Department	Statistics Code	Asset	Task	Fund	FIPS	Agency Use 2	Affiliate	Fund Affiliate	Cost Center	Program	Agency Use 1	Description	Active Status
50100	BAJ	%	%	%	50100	%	%	PROJE	PRO01	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	Proje - CON - CCT - Bristol	Active
50100	BAJ	%	%	%	50100	%	%	PROJE	PRO02	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	Proje - CON - CCT - Salem	Active
50100	BAJ	%	%	%	50100	%	%	PROJE	PRO03	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	Proje - CON - CCT - Lynchburg	Active
50100	BAJ	%	%	%	50100	%	%	PROJE	PRO04	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	Proje - CON - CCT - Richmond	Active
50100	BAJ	%	%	%	50100	%	%	PROJE	PRO05	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	Proje - CON - CCT - Suffolk	Active

73. On the **Find an Existing Value** tab, update the search fields as follows:
 - a. **Project Business Unit: 50100** for VDOT.
 - b. **Analysis Type: BAJ**
 - c. **Resource General Ledger Unit: 50100** for VDOT.
 - d. **Source Type: PROJE**
 - e. **Category: begins with PRO**
74. Click the **Search** button.
75. Select a value from the list, where the **Analysis Type** is **BAJ** and the **Category** begins with **PRO**. The **Accounting Rules** page displays. From here you will use the copy feature to copy an existing **Accounting Rule** as a template for the **Accounting Rule** you are creating.

Favorites ▾ Main Menu ▾ > Set Up Financials/Supply Chain ▾ > Product Related ▾ > Project Costing ▾ > General Options ▾ > Accounting Rules New Window | H

Accounting Rules

PC Business Unit Description

Analysis Type *Resource General Ledger Unit *Status

Analysis Group Source Type *Journal Template

Contract Category

Project Type Subcategory

Project Project Transaction Type

Activity Project Transaction Code

Additional Selection Criteria

Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Affiliate	Ft
<input type="text" value="%"/>	<input type="text" value="%"/>	<input type="text" value="%"/>	<input type="text" value="%"/>	<input type="text" value="%"/>	<input type="text" value="%"/>	<input type="text" value="%"/>	<input type="text" value="%"/>	<input type="text" value="%"/>	<input type="text" value="%"/>	<input type="text" value="%"/>	<input type="text" value="%"/>

[Copy Accounting Entries To...](#)

Organization Find | View All First 1 of 1 Last

*Inter-Organization Level

Accounting Entries

Personalize | Find | View All | First Last

Seq Nbr	Debit/Credit	*Account Type	Billing Business Unit	*Account	Fund	Program	Department	Cost Center	Task
1	Debit	<input type="text" value="Contract Asset"/>	<input type="text" value="50100"/>	<input type="text" value="112062"/>	<input type="text" value="04720"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
1	Credit	<input type="text" value="Revenue"/>	<input type="text" value=""/>	<input type="text" value="40042011"/>	<input type="text" value="04720"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

76. Click the **Copy Accounting Entries To...** hyperlink.

Favorites ▾ Main Menu ▾ > Set Up Financials/Supply Chain ▾ > Product Related ▾ > Project Costing ▾ > General Options ▾ > Accounting Rules

As Incurred Acctg Distribution

PC Business Unit

Analysis Type

Analysis Group %

Contract %

Project %

Resource GL Bus Unit

Project Type %

Activity %

Source Type

Category

Subcategory %

Project Transaction Type %

Project Transaction Code %

Account %

Department %

Statistics Code %

Asset %

Task %

Fund %

FIPS %

Agency Use 2 %

Affiliate %

Fund Affiliate %

Cost Center %

Program %

Agency Use 1 %

77. The **As Incurred Acctg Distribution** page, **Add a New Value** tab displays.
78. Enter the values you previously created. In this scenario:
 - a. **Analysis Type: BAJ**
 - b. **Resource GL Bus Unit: 50100** for VDOT.
 - c. **Source Type: PROJE**
 - d. **Category: PRO01**
79. Click the **Add** button.

Accounting Rules

PC Business Unit 50100

Analysis Type

Analysis Group

Contract

Project Type

Project

Activity

Description

*Resource General Ledger Unit

Source Type

Category

*Status

*Journal Template

Subcategory

Project Transaction Type

Project Transaction Code

Additional Selection Criteria

Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Affiliate	Fu
<input type="text" value=""/> <input type="button" value="Q"/>	<input type="text" value=""/> <input type="button" value="Q"/>	<input type="text" value=""/> <input type="button" value="Q"/>	<input type="text" value=""/> <input type="button" value="Q"/>	<input type="text" value=""/> <input type="button" value="Q"/>	<input type="text" value=""/> <input type="button" value="Q"/>	<input type="text" value=""/> <input type="button" value="Q"/>	<input type="text" value=""/> <input type="button" value="Q"/>	<input type="text" value=""/> <input type="button" value="Q"/>	<input type="text" value=""/> <input type="button" value="Q"/>	<input type="text" value=""/> <input type="button" value="Q"/>	<input type="text" value=""/> <input type="button" value="Q"/>

Copy Accounting Entries To...

Organization 1 of 1

*Inter-Organization Level

Accounting Entries 1-2 of 2

Seq Nbr	Debit/Credit	*Account Type	Billing Business Unit	*Account	Fund	Program	Department	Cost Center	Task
1	Debit	<input type="text" value="Contract Asset"/> <input type="button" value="Q"/>	<input type="text" value="50100"/> <input type="button" value="Q"/>	<input type="text" value="112062"/> <input type="button" value="Q"/>	<input type="text" value="04720"/> <input type="button" value="Q"/>	<input type="text" value=""/> <input type="button" value="Q"/>	<input type="text" value=""/> <input type="button" value="Q"/>	<input type="text" value=""/> <input type="button" value="Q"/>	<input type="text" value=""/> <input type="button" value="Q"/>
1	Credit	<input type="text" value="Revenue"/> <input type="button" value="Q"/>	<input type="text" value=""/> <input type="button" value="Q"/>	<input type="text" value="40042011"/> <input type="button" value="Q"/>	<input type="text" value="04720"/> <input type="button" value="Q"/>	<input type="text" value=""/> <input type="button" value="Q"/>	<input type="text" value=""/> <input type="button" value="Q"/>	<input type="text" value=""/> <input type="button" value="Q"/>	<input type="text" value=""/> <input type="button" value="Q"/>

80. The **Accounting Rules** page displays and the values from the **Accounting Rule** you copied using the **Copy Accounting Entries To...** feature defaults into the new **Accounting Rule**.
81. Enter a **Description**:
 - a. Use the **Description** from the **Distribution Code**, or
 - b. Use the following: **Source Type – Fund – Customer Type – District Name**
82. **Resource General Ledger Unit**: 50100 for VDOT.
83. **Source Type**: Enter the first five characters of the naming convention of the **Product/Distribution Code**. For this scenario, it is **PROJE**.
84. **Category**: Enter the next five characters of the naming convention of the **Product/Distribution Code** (after the **Source Type**). For this scenario, it is **PRO01**.
85. **Journal Template**: **CA_REV**
86. Click the **Save** button.
87. To create the accounting rule for **BIL** and **BLD Analysis Types** for the same **Source Type** and **Category** combination, update the **Analysis Type** field as appropriate (e.g., **BIL, BLD**) and click the **Save** button. Once all the above steps are complete, go to the **Create a Non-Federal Rate-Based Contract** section of this job aid below.

Create a Non-Federal Rate-Based Contract

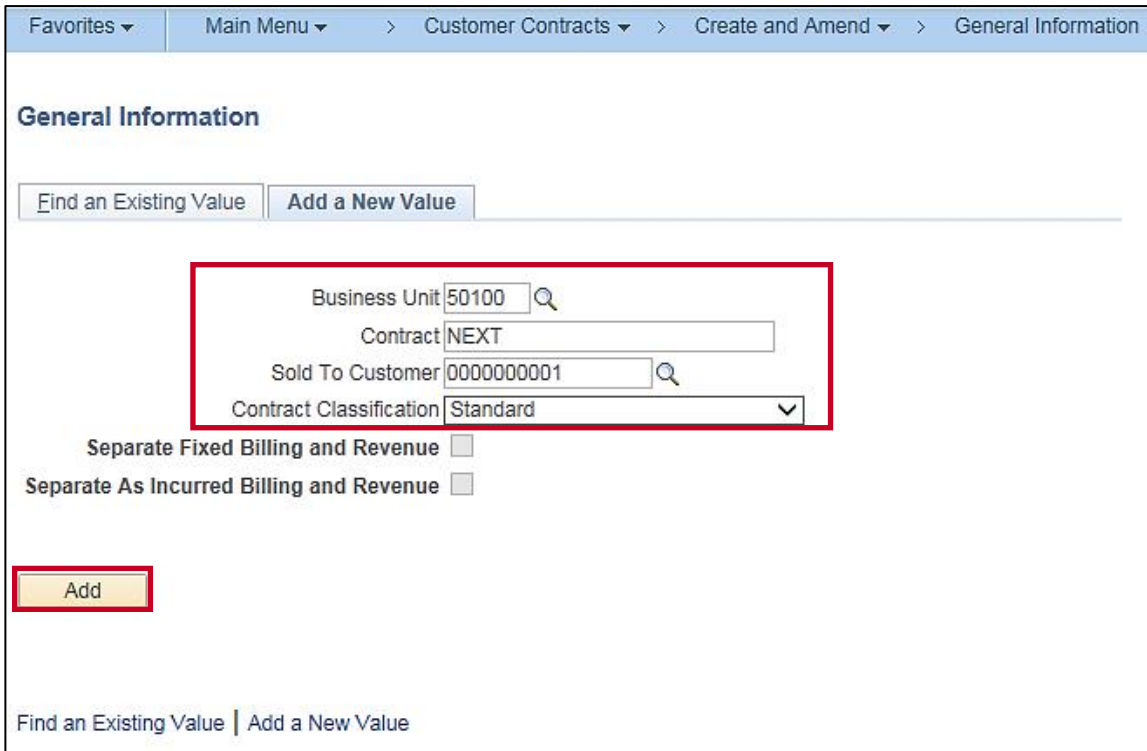
The process to create a customer contract for a non-federal rate-based contract involves the following steps:

- **Enter Contract General Information:** When you create the contract header you define information for the entire contract, this may include the contract signed date, contract administrator, and the contract type.
- **Enter Contract Line Information:** Contracts may have more than one contract line. However, most amount-based contracts will only have one. At the line level, a product is chosen that defines the contract as amount-based, recurring, or rate-based. The **Revenue** and **Bill plans** are defined at the contract line level and activities are associated with the contract lines.
- **Enter Contract Terms:** Projects and activities are linked to the contract line on the **Related Projects** page. The same project-activity combination cannot be linked to more than one contract line for a rate-based contract.
- **Activate the Contract:** After you create the contract, add **Product(s)**, set the limits, and link the **Projects** and **Activities**, the contract is ready to be set to **Active**. Activating a contract indicates that all pertinent data for the contract is in Cardinal. When changing the **Contract Status**, you can only move forward. Once the contract is set to **Active**, it cannot be set back to **Pending** and once **Closed**, it cannot be set to **Active**.

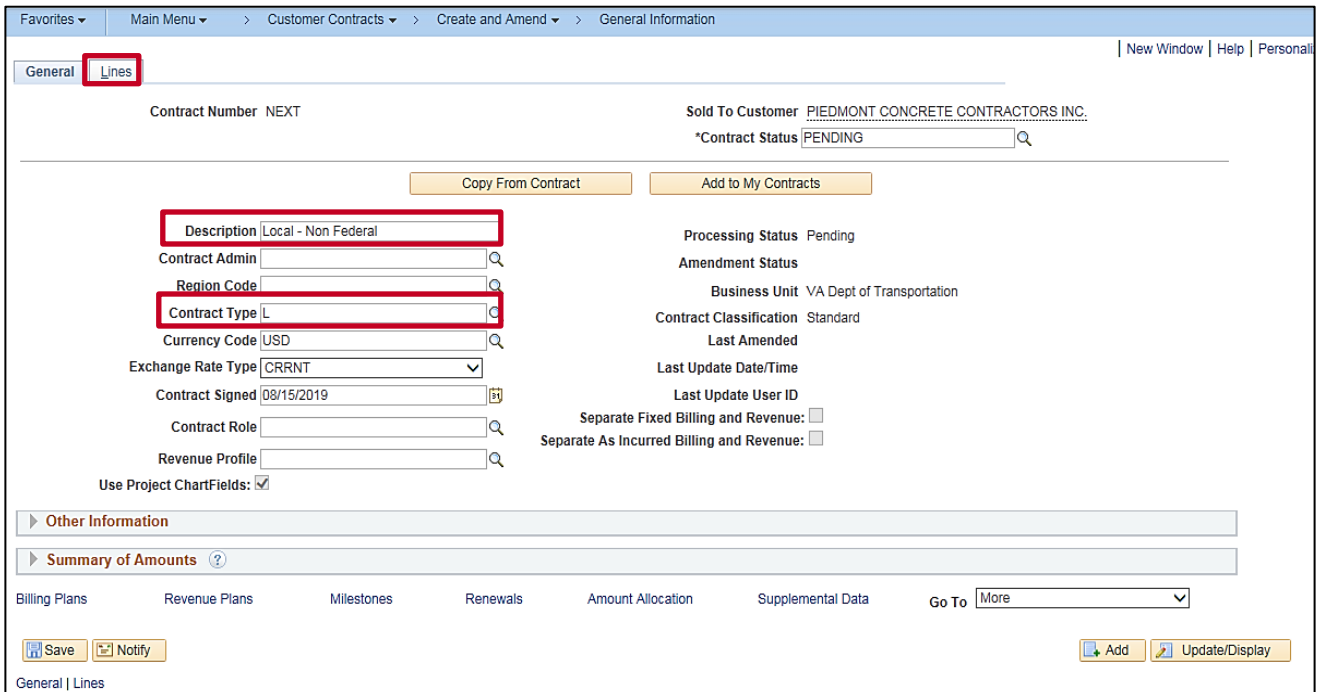
Enter Contract General Information

1. To create a contract, access the **General Information** page using the following path:

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



2. Click the **Add a New Value** tab.
3. **Business Unit** defaults for your agency (i.e., **50100** for VDOT).
4. **Contract**: Defaults to **Next**. Do not change it.
5. Enter the **Sold To Customer** using the look up icon.
If the customer is not listed in the lookup, this means the customer has not been created or was not created correctly. Consult the Accounts Receivable group to have the customer record updated.
6. **Contract Classification** defaults to **Standard**. Do not change.
7. The two checkbox fields, **Separate Fixed Billing and Revenue** and **Separate As Incurred Billing and Revenue**, are not used.
8. Click the **Add** button.



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

General **Lines**

Contract Number NEXT

Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.

*Contract Status PENDING

Copy From Contract Add to My Contracts

Description Local - Non Federal

Contract Admin

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 Pending

Amendment Status

Business Unit VA Dept of Transportation

Contract Classification Standard

Last Amended

Last Update Date/Time

Last Update User ID

Separate Fixed Billing and Revenue:

Separate As Incurred Billing and Revenue:

Other Information

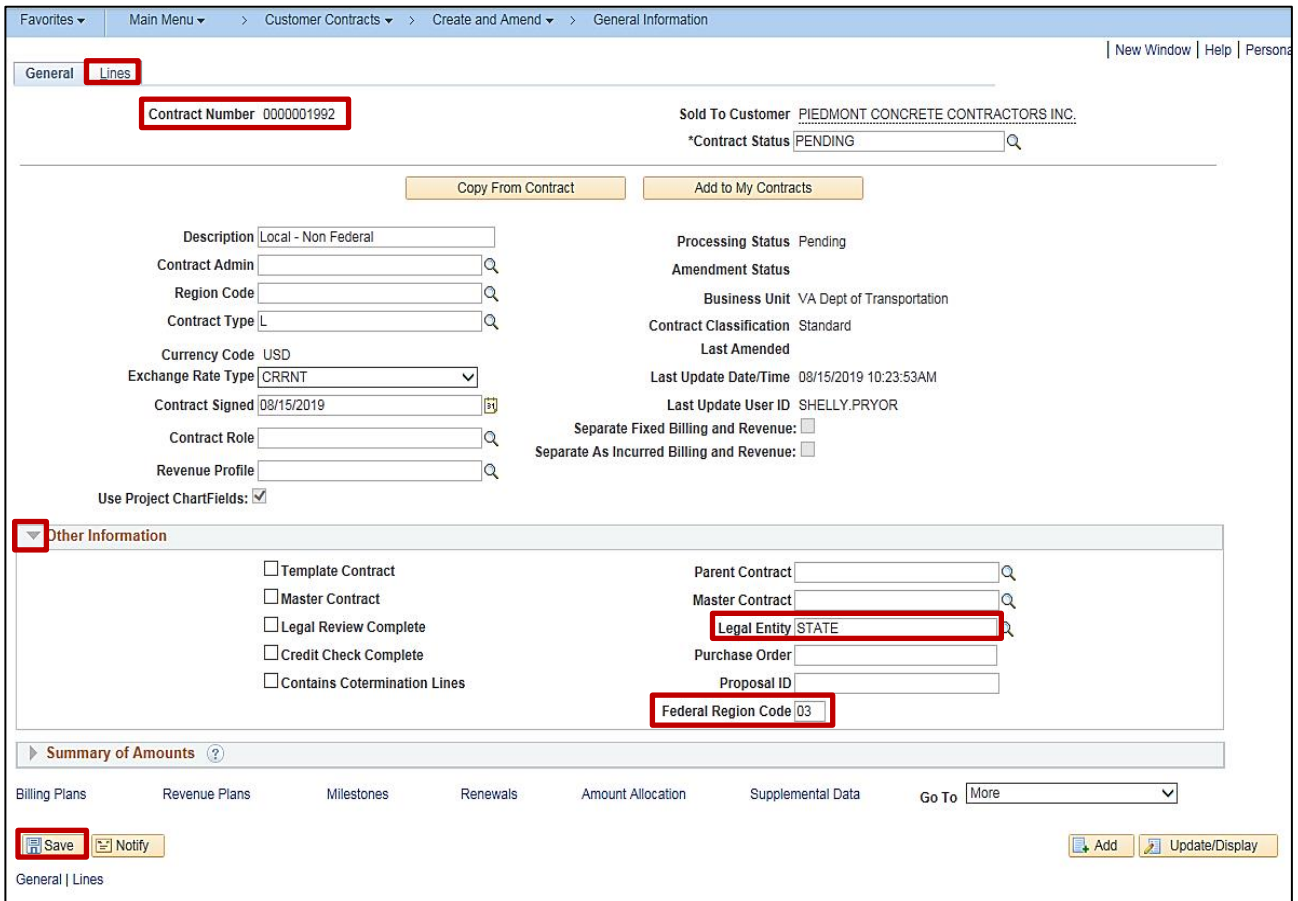
Summary of Amounts

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

Save Notify Add Update/Display

General | Lines

9. The **General Information** page, **General** tab displays.
10. **Description:** Enter a short detailed description about the contract. The description can be a maximum of 35 characters.
11. **Contract Type:** Select the appropriate value.
 - **A:** Letter of Authorization
 - **F:** Federal
 - **G:** Grant
 - **J:** Federal Grant
 - **L:** Local
 - **O:** Other
 - **R:** Resolution
12. **Contract Signed:** Defaults to the current date and should be changed to the date the agreement was signed. If there is no agreement date you may use the date the contract is eligible to begin billing.



Favorites ▾ Main Menu ▾ > Customer Contracts ▾ > Create and Amend ▾ > General Information New Window | Help | Personal

General **Lines**

Contract Number 000001992 Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.
*Contract Status PENDING

Copy From Contract Add to My Contracts

Description Local - Non Federal Processing Status Pending
 Contract Admin Amendment Status
 Region Code Business Unit VA Dept of Transportation
 Contract Type L Contract Classification Standard
 Currency Code USD Last Amended
 Exchange Rate Type CRRNT Last Update Date/Time 08/15/2019 10:23:53AM
 Contract Signed 08/15/2019 Last Update User ID SHELLY.PRYOR
 Contract Role Separate Fixed Billing and Revenue:
 Revenue Profile Separate As Incurred Billing and Revenue:

Use Project ChartFields:

Other Information

Template Contract Parent Contract
 Master Contract Master Contract
 Legal Review Complete **Legal Entity STATE**
 Credit Check Complete Purchase Order
 Contains Cotermination Lines Proposal ID
Federal Region Code 03

Summary of Amounts Go To More ▾

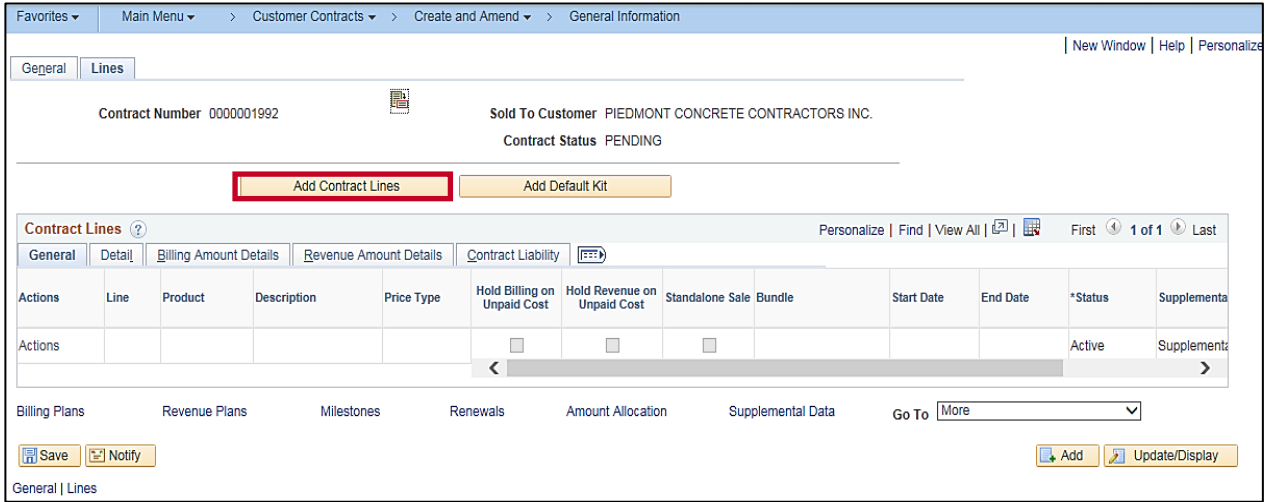
Billing Plans Revenue Plans Milestones Renewals Amount Allocation Supplemental Data

Save Notify Add Update/Display

General | Lines

13. Click the arrow next to the **Other Information** section to expand the section:
 - a. **Legal Entity: STATE**
 - b. **Federal Region Code:** Defaults to **03 (FHWA)**. Do not change.
14. Click the **Save** button.
15. The **Contract Number** displays.
16. Click the **Lines** tab.

Enter Contract Line Information



Contract Number 000001992 Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.
 Contract Status: PENDING

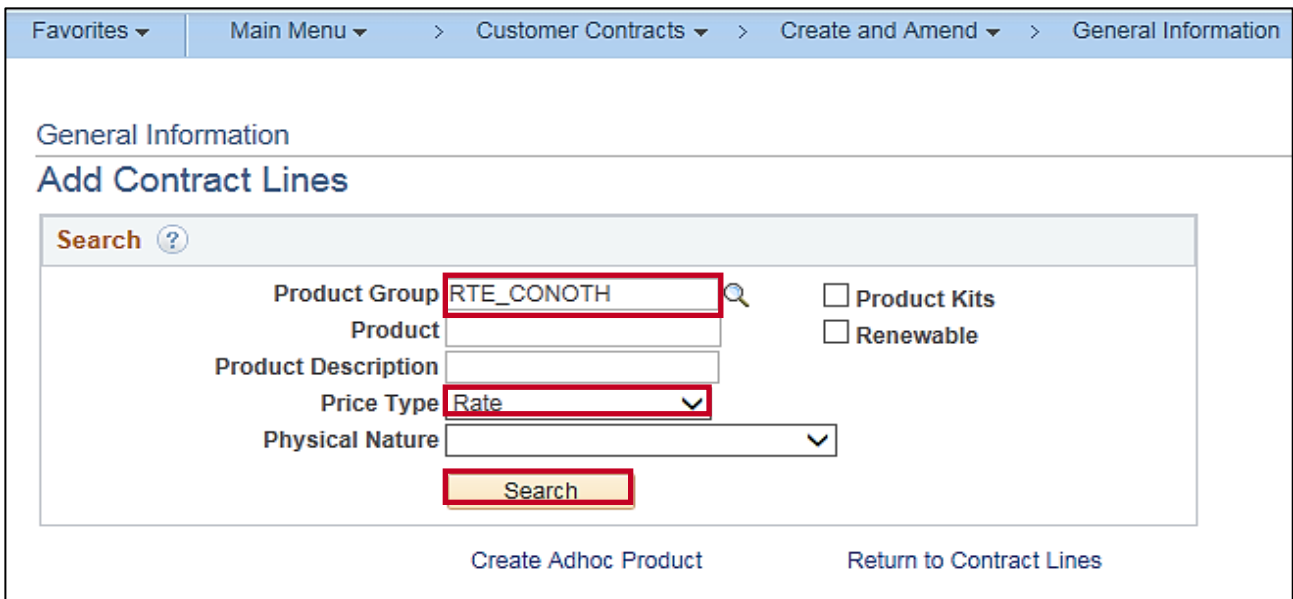
Add Contract Lines Add Default Kit

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

Actions	Line	Product	Description	Price Type	Hold Billing on Unpaid Cost	Hold Revenue on Unpaid Cost	Standalone Sale	Bundle	Start Date	End Date	*Status	Supplementa
Actions					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				Active	Supplementa

Go To:

17. Click the **Add Contract Lines** button.



General Information

Add Contract Lines

Search [?]

Product Group: Product Kits

Product:

Product Description:

Price Type: Renewable

Physical Nature:

Search

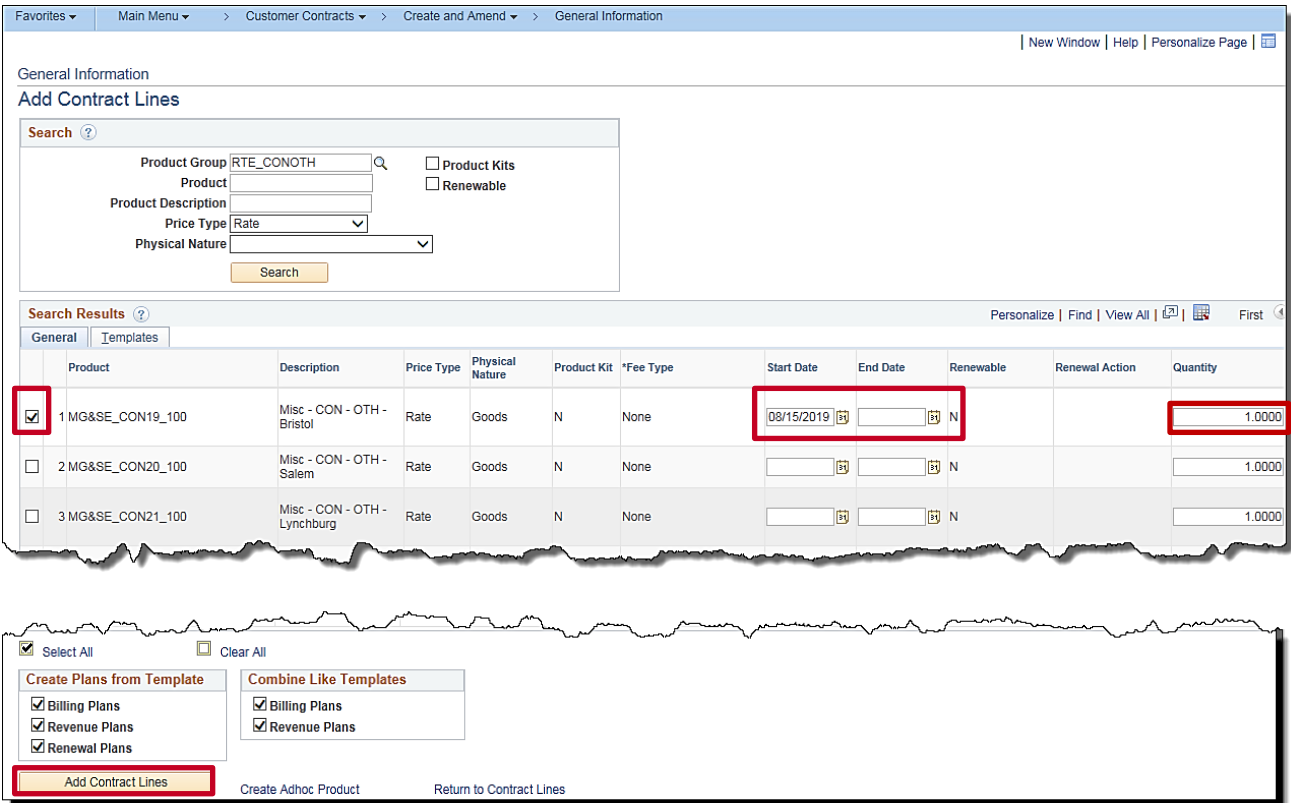
[Create Adhoc Product](#) [Return to Contract Lines](#)

18. The **General Information – Add Contract Lines** page displays.

19. To search for non-federal rate-based products:

- a. **Product Group:** Select a value beginning with **RTE_** along with the fund and customer type being billed (e.g., **RTE_CONOTH**).
- b. **Price Type:** Select **Rate** as this is a rate-based contract.

20. Click the **Search** button.



General Information

Add Contract Lines

Search

Product Group RTE_CONOTH Product Kits
 Product Renewable
 Product Description
 Price Type Rate
 Physical Nature

Search

Search Results

Product	Description	Price Type	Physical Nature	Product Kit	*Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity
<input checked="" type="checkbox"/> 1 MG&SE_CON19_100	Misc - CON - OTH - Bristol	Rate	Goods	N	None	08/15/2019		N		1.0000
<input type="checkbox"/> 2 MG&SE_CON20_100	Misc - CON - OTH - Salem	Rate	Goods	N	None			N		1.0000
<input type="checkbox"/> 3 MG&SE_CON21_100	Misc - CON - OTH - Lynchburg	Rate	Goods	N	None			N		1.0000

Select All Clear All

Create Plans from Template

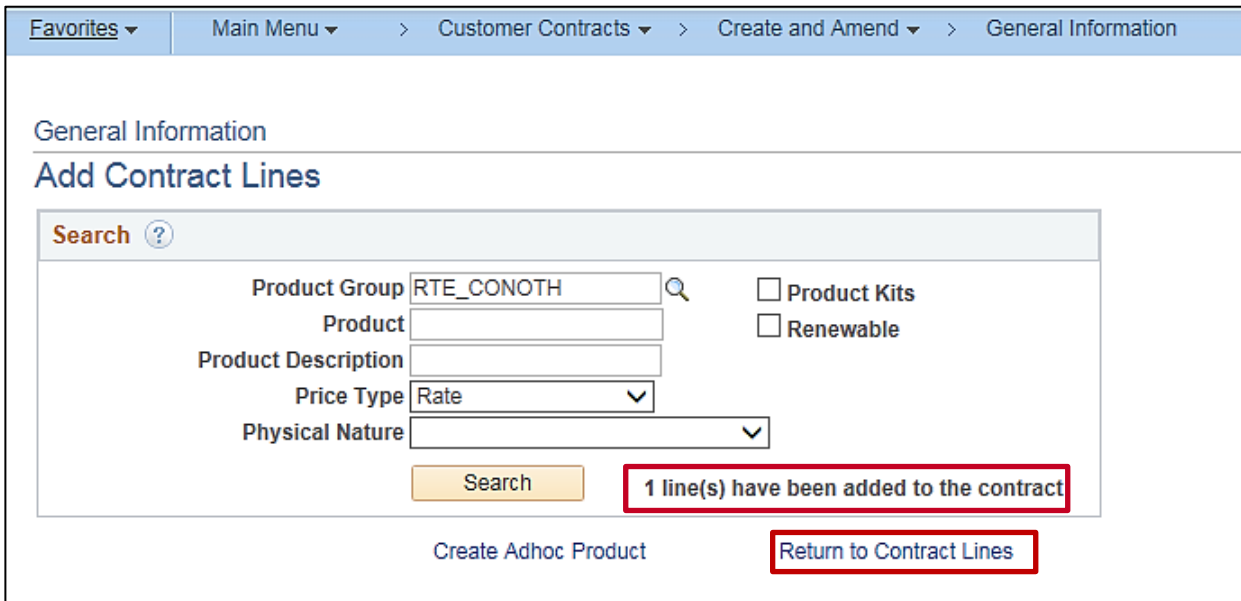
Billing Plans
 Revenue Plans
 Renewal Plans

Combine Like Templates

Billing Plans
 Revenue Plans

Add Contract Lines

21. The search results populate on the same page below the search criteria.
22. Select the checkbox next to the **Product** line to add the **Product** to the contract. Typically you add only one **Product** at a time.
23. **Start Date**: Enter the date the contract was signed or date billing should start.
24. **End Date**: This field is left blank.
25. **Quantity**: This field automatically populates. Do not change.
26. **Create Plans from Template** and **Combine Like Templates**: Checkboxes default as selected. Do not change. These templates create the predefined **Billing Plans** and **Revenue Plans** for the **Product** selected.
27. Click the **Add Contract Lines** button.



General Information

Add Contract Lines

Search ?

Product Group RTE_CONOTH Product Kits

Product Renewable

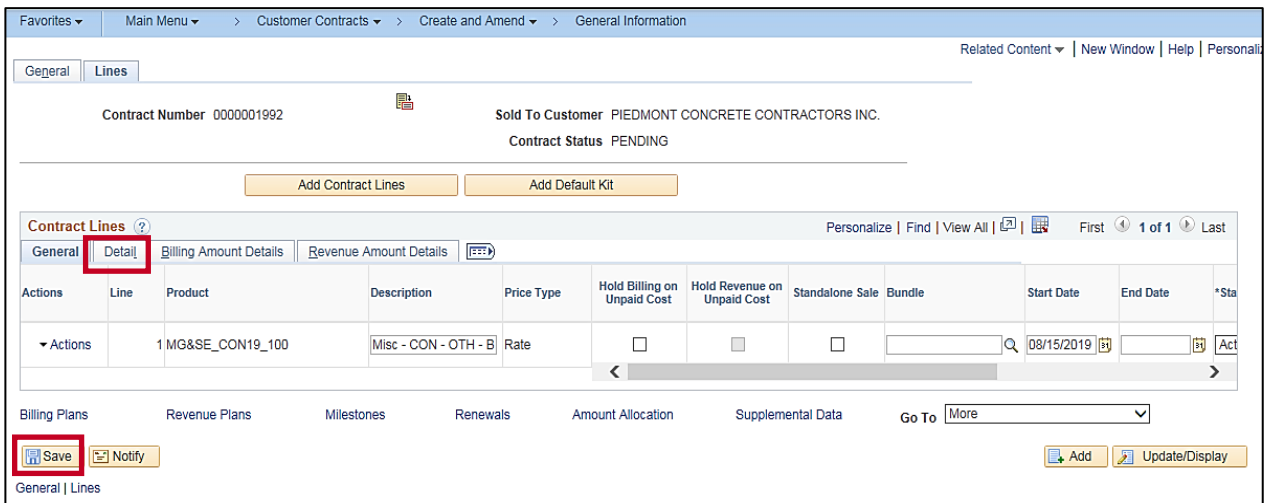
Product Description

Price Type Rate

Physical Nature

1 line(s) have been added to the contract

28. The **General Information – Add Contract Lines** page displays.
29. A message displays indicating **1 line(s) have been added to the contract**.
30. Click the **Return to Contract Lines** link to continue processing the contract.



Contract Number 0000001992 Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.
Contract Status PENDING

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

General **Detail** Billing Amount Details Revenue Amount Details

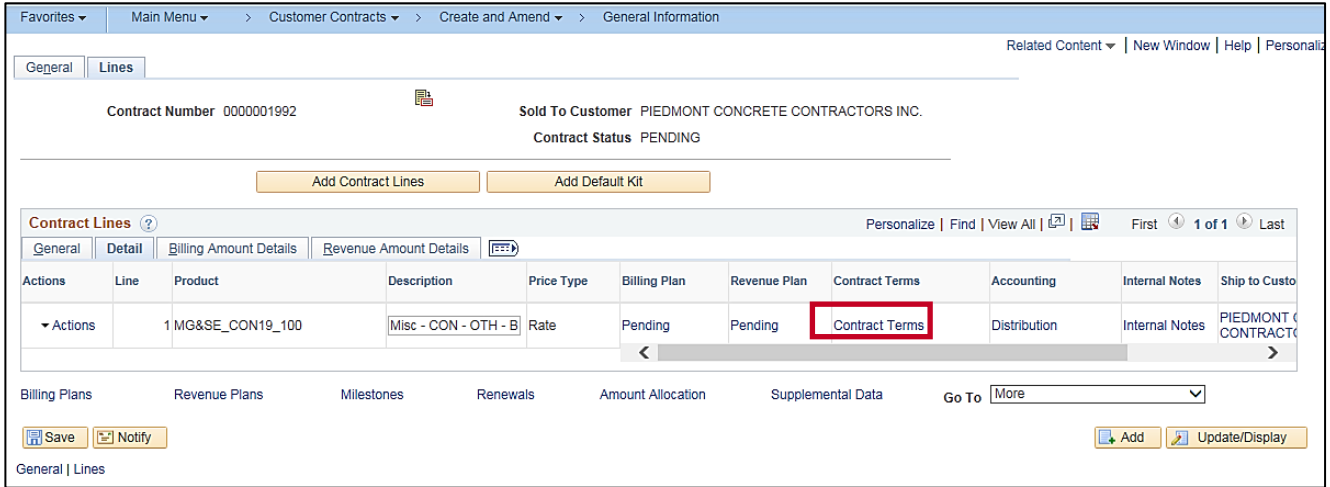
Actions	Line	Product	Description	Price Type	Hold Billing on Unpaid Cost	Hold Revenue on Unpaid Cost	Standalone Sale	Bundle	Start Date	End Date	*Sta
▼ Actions	1	MG&SE_CON19_100	Misc - CON - OTH - B	Rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		08/15/2019		Act

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

31. The **Contract Lines** page displays and the product selected appears.
32. Click the **Save** button.
33. Click the **Detail** tab.

Enter Contract Terms and Related Projects

Add Project(s), Activities, Rate Set(s), and Billing Limits:



Contract Number 0000001992 Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.
 Contract Status: PENDING

Buttons: Add Contract Lines, Add Default Kit

Contract Lines Table:

Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Custo
▼ Actions	1	MG&SE_CON19_100	Misc - CON - OTH - B	Rate	Pending	Pending	Contract Terms	Distribution	Internal Notes	PIEDMONT C CONTRACTO

Buttons: Save, Notify, Add, Update/Display

34. The **Detail** tab displays.
35. Click the **Contract Terms** hyperlink.

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

Related Projects

Contract Number 0000001992 Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.
 Amendment Number Contract Status PENDING

Contract Line ◀ 1 ▶ Price Type Rate
 Product MG&SE_CON19_100
 Description Misc - CON - OTH - Bristol

Billing Limit Transaction Limits Review Limits
 Revenue Limit 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 08/15/2019	Active	Rate Set	MG&SE_CON19_100

Associated Projects & Activities Personalize | First 1 of 1 Last

[Return to General Information](#)

36. The **Contract Terms** page, **Related Projects** tab displays for the selected **Contract Line**.
37. Enter the **PC Business Unit** (i.e., **50100** for VDOT).
38. The **Effective Date** defaults to the current date and must be updated to the contract signed date or the date that billing needs to start.
39. The **Rate Set Status** and **Rate Selection** default to **Active** and **Rate Set**, respectively. Do not change.
40. The **Rate Set** defaults from the **Product** chosen once you tab out of the **PC Business Unit** field.
41. Click the **Save** button.
42. If there is a maximum amount the customer can be billed, a **Billing Limit** must be entered. Click the **Amount Allocation** link at the bottom of the page.

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

Billing Allocation

Contract 0000001992 Sold To Customer 0000000001 PIEDMONT CONCRETE CONTRACTORS INC.
 Business Unit 50100 Currency USD Contract Admin

Contract Billing ?

Total Billing Unallocated Billing 0.00

Fixed Billing ?

Fixed Billing <input type="text"/>	Unallocated Fixed Billing 0.00
Billing Discounts/Surcharges 0.00	Inclusive Prepays 0.00
Net Fixed Billing 0.00	Allocation <input type="text" value="Complete"/>

[Recalculate](#)

Contract Line Pricing ?

Personalize | Find | | First 1 of 1 Last

Retrieve Billing Price	Line	Product	Bundle	Price Type	Quantity	Billing Limit	Limit Check	Actions
<input type="checkbox"/>	1	MG&SE_CON19_100		Rate	1.0000	<input type="text" value="5,000.0"/>	Limit Check	Actions

Select All Clear All [Recalculate](#)

Line Totals ?

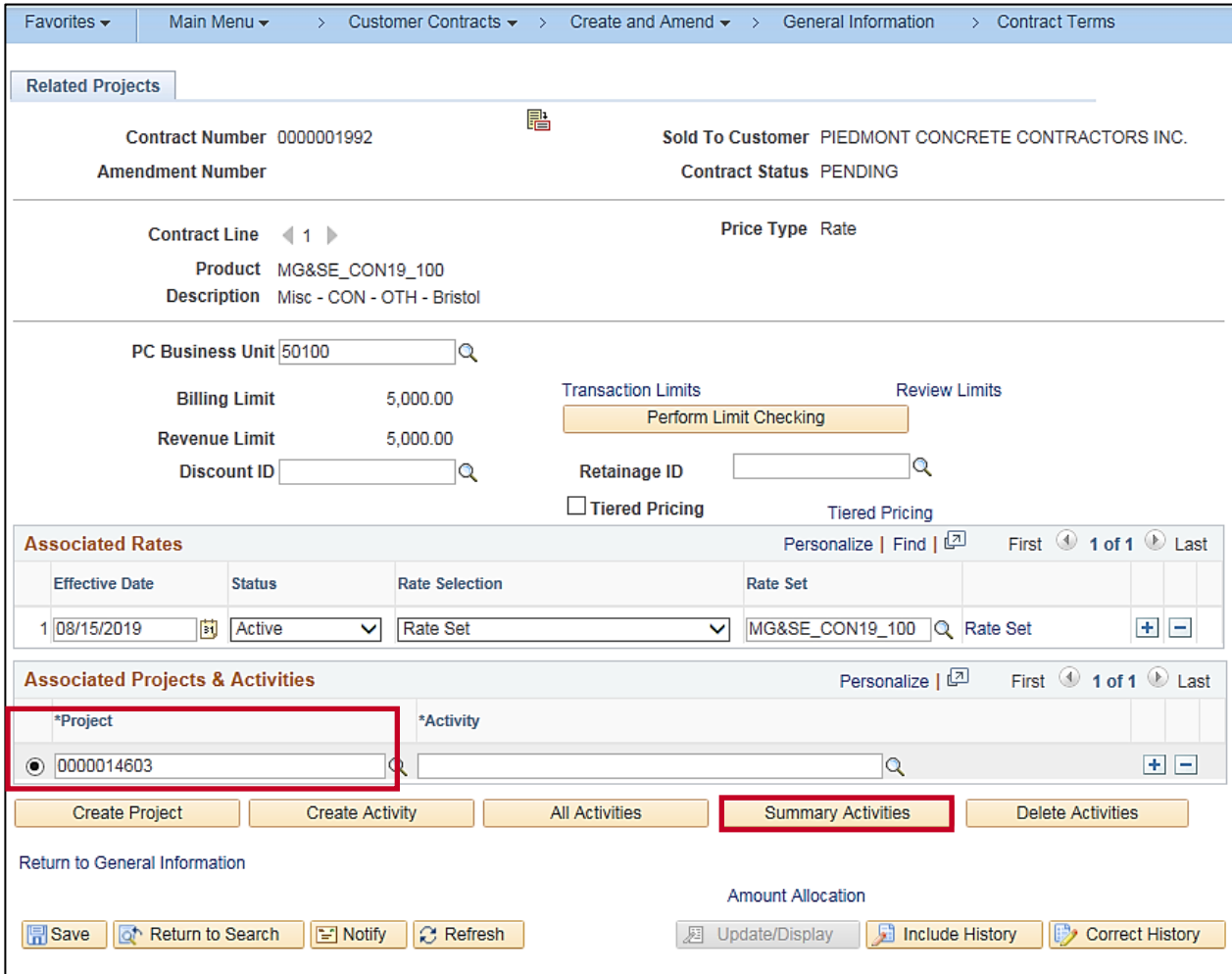
Billing Amount 0.00	Recurring Billing 0.00
Discounts/Surcharges 0.00	Billing Limit <input type="text" value="5,000.00"/> Total Billing 5,000.00

[Prepays](#)
[Return to Contract Terms](#)

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

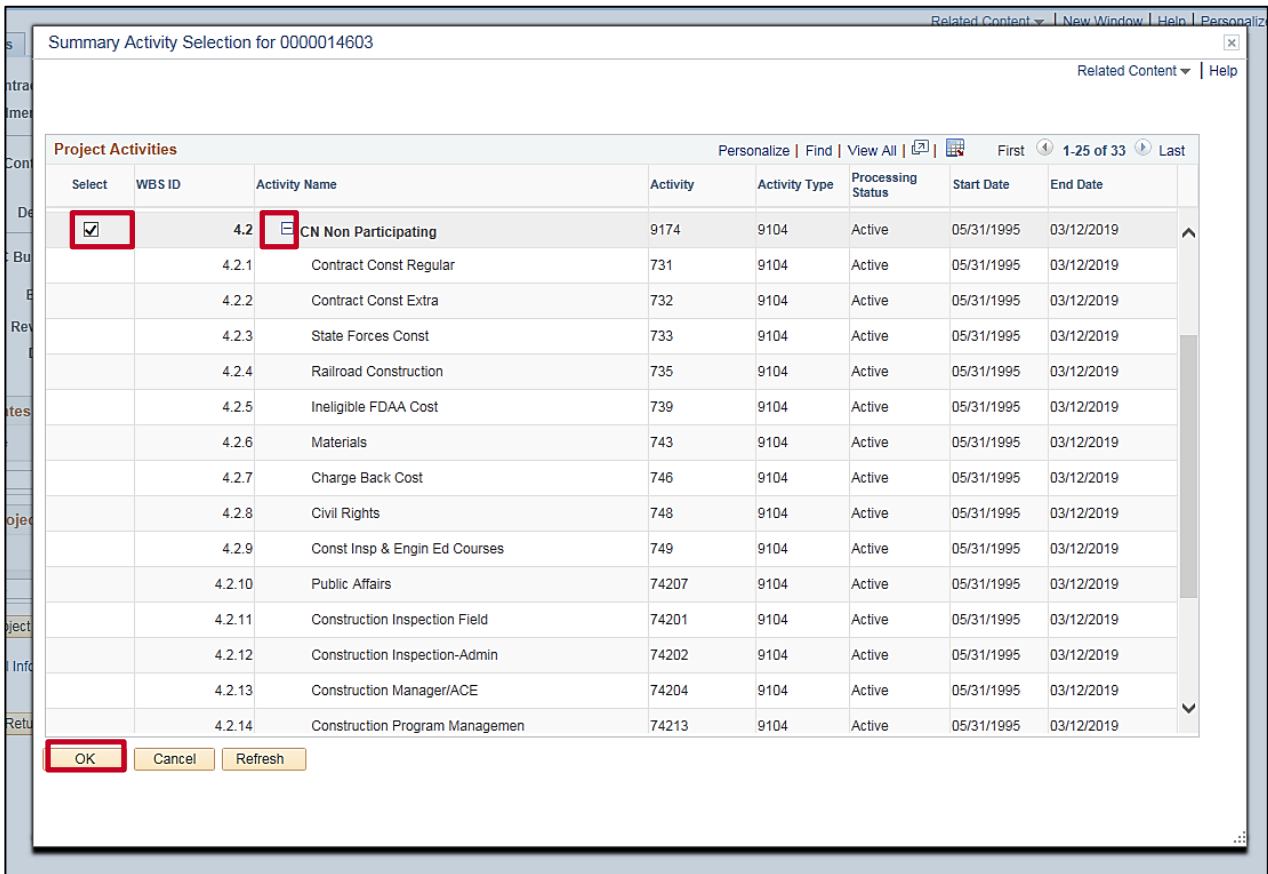
43. The **Billing Allocation** page for the **Contract Line** displays.
44. In the **Contract Billing** section, enter the billing limit in the **Total Billing** field.
45. In the **Contract Line Pricing** section, enter the billing limit in the **Billing Limit** field.
46. Click the **Recalculate** button.
 - a. The **Allocation** field, in the **Fixed Billing** section, updates from **Incomplete** to **Complete**.
 - b. The **Billing Limit** field, in the **Line Totals** section, updates to the amount entered.
47. Click the **Save** button.
48. Click the **Return to Contract Terms** hyperlink.

Link Project and Activities to Contract Line



The screenshot shows the 'Contract Terms' page for a selected contract line. The breadcrumb trail is: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information > Contract Terms. The 'Related Projects' tab is active, displaying contract information: Contract Number 000001992, Amendment Number, Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC., and Contract Status PENDING. The selected contract line is 1, with Product MG&SE_CON19_100 and Description Misc - CON - OTH - Bristol. The PC Business Unit is 50100. Billing and Revenue limits are both 5,000.00. Transaction Limits and Review Limits are also present. The 'Associated Rates' table shows one active rate set for 08/15/2019. The 'Associated Projects & Activities' section shows a project ID of 0000014603 selected. Buttons for 'Create Project', 'Create Activity', 'All Activities', 'Summary Activities', and 'Delete Activities' are visible. The 'Summary Activities' button is highlighted with a red box. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Amount Allocation', 'Update/Display', 'Include History', and 'Correct History'.

49. The **Contract Terms** page displays for the selected contract line. If more than one tab displays, click the **Related Projects** tab.
50. Determine which **Project/Activity** combinations are to be billed under the contract line. The same project/activity combination cannot be associated with multiple rate-based contract lines.
51. In the **Associated Projects & Activities** section, click the radio button to the left of the **Project** field and enter your **Project** ID.
52. Click the **Summary Activities** button.



53. The **Summary Activity Selection** pop-up window displays.
54. Click the (+)/(-) icon to expand and collapse the phase activities to order identify the **Non-Participating** phase (or appropriate) activities that should be associated to the contract.
55. **Select** the checkbox next to the **Project Activities** you wish to link to the project for this contract line.
56. Click the **OK** button. The pop-up window will close and the selected phases/activities will populate on the **Contract Terms** page, **Related Projects** tab.
57. Repeat the steps to link additional **Project** and **Activity** combinations.

501 PA354: Create Non-Federal Rate-Based Contract

Favorites ▾ Main Menu ▾ > Customer Contracts ▾ > Create and Amend ▾ > General Information > Contract Terms
 Related Content ▾ | New Window

Related Projects

Contract Number 0000001992 Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.
 Amendment Number Contract Status PENDING

Contract Line ◀ 1 ▶ Price Type Rate
 Product MG&SE_CON19_100
 Description Misc - CON - OTH - Bristol

PC Business Unit

Billing Limit 5,000.00 Transaction Limits Review Limits
 Revenue Limit 5,000.00

Discount ID Retainage ID

Tiered Pricing Tiered Pricing

Associated Rates Personalize | Find | 1 of 1

Effective Date	Status	Rate Selection	Rate Set		
1 08/15/2019	Active	Rate Set	MG&SE_CON19_100	Rate Set	<input type="button" value="+"/> <input type="button" value="-"/>

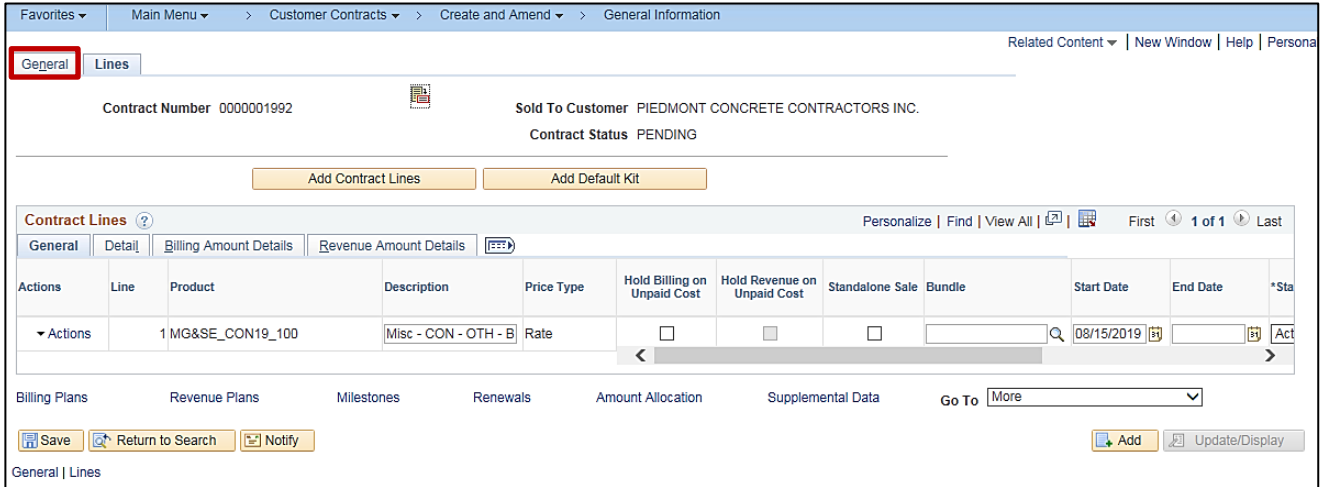
Associated Projects & Activities Personalize | | 1-25 of 25

*Project	*Activity	Description	Description		
<input checked="" type="radio"/> 0000014603	732	U000134V42,P101,R201,C501,B618	Contract Const Extra	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="radio"/> 0000014603	733	U000134V42,P101,R201,C501,B618	State Forces Const	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="radio"/> 0000014603	735	U000134V42,P101,R201,C501,B618	Railroad Construction	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="radio"/> 0000014603	736	U000134V42,P101,R201,C501,B618	Invisible	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="radio"/> 0000014603	748	U000134V42,P101,R201,C501,B618	Const Insp	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="radio"/> 0000014603	749	U000134V42,P101,R201,C501,B618	Const Insp & Engin Ed Courses	<input type="button" value="+"/>	<input type="button" value="-"/>

Amount Allocation

58. Click the **Save** button at the bottom of the page.
59. Click the **Return to Information** hyperlink.
60. The **General Information** page displays.

Activate the Contract

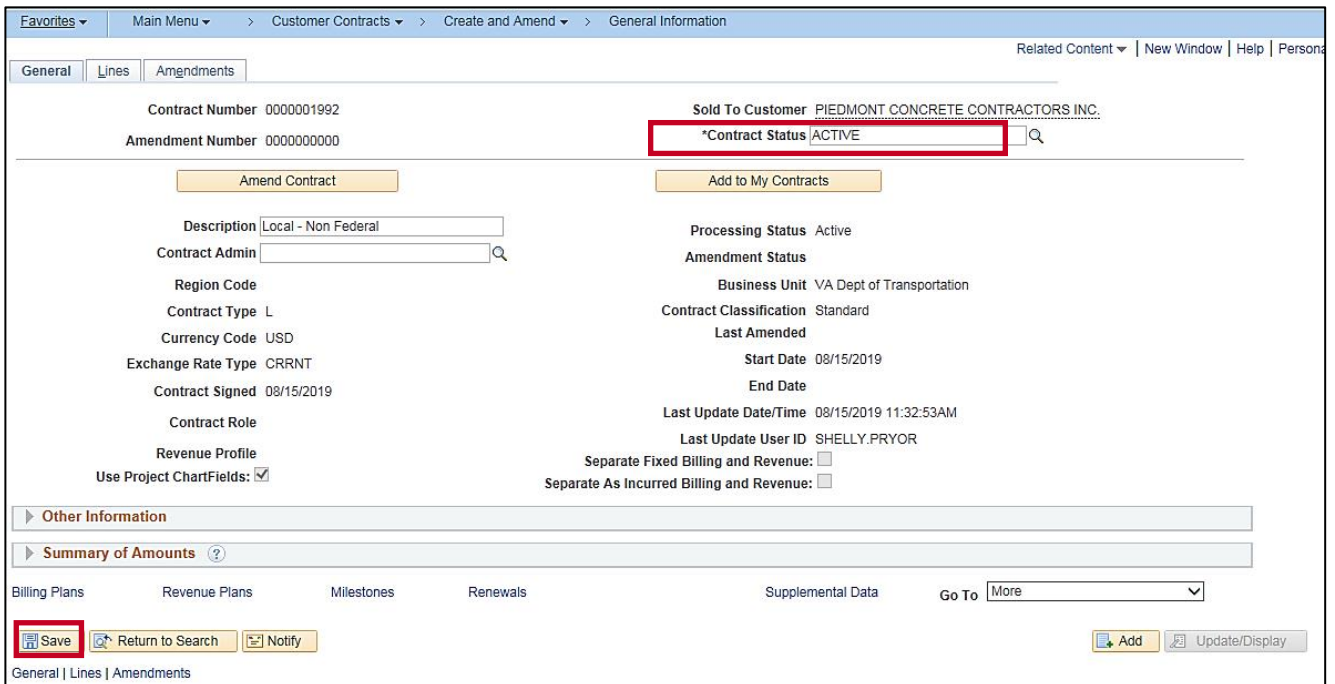


Contract Number 0000001992 Sold To Customer **PIEDMONT CONCRETE CONTRACTORS INC.**
 Contract Status **PENDING**

Contract Lines

Actions	Line	Product	Description	Price Type	Hold Billing on Unpaid Cost	Hold Revenue on Unpaid Cost	Standalone Sale	Bundle	Start Date	End Date	*Sta
Actions	1	MG&SE_CON19_100	Misc - CON - OTH - B	Rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		08/15/2019		Act

61. The Lines tab displays. Click the **General** tab.



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

Amend Contract Add to My Contracts

Description Local - Non Federal Processing Status Active
 Contract Admin Contract Admin Amendment Status
 Region Code Business Unit VA Dept of Transportation
 Contract Type L Contract Classification Standard
 Currency Code USD Last Amended
 Exchange Rate Type CRRNT Start Date 08/15/2019
 Contract Signed 08/15/2019 End Date
 Contract Role Last Update Date/Time 08/15/2019 11:32:53AM
 Revenue Profile Last Update User ID SHELLY.PRYOR
 Use Project ChartFields: Separate Fixed Billing and Revenue:
 Separate As Incurred Billing and Revenue:

Other Information
 Summary of Amounts

Save Return to Search Notify Add Update/Display

62. At the top of the page, change the **Contract Status** from **Pending** to **Active**.

63. Click the **Save** button.