



# **501 PA354: Managing Non-Federal Customer Contracts**

Instructor Led Training



# Welcome to Cardinal Training

This training provides participants with the skills and information necessary to use Cardinal and is not intended to replace existing Commonwealth and/or agency policies.

This course, and the supplemental resources listed below, are located on the Cardinal website ([www.cardinalproject.virginia.gov](http://www.cardinalproject.virginia.gov)) under Learning.

Cardinal Reports Catalogs are located on the Cardinal website under Resources:

- Instructor led and web based training course materials
- Job aids on topics across all functional areas
- Glossary of frequently used terms

The Cardinal screenshots included in this training course show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

For a list of available roles and descriptions, see the Statewide Cardinal Security Handbook on the Cardinal website in the Security section under Resources.



# Course Objectives

After completing this course, you will be able to:

- Apply customer contract concepts
- Understand the customer contract process
- Create and maintain non-federal rate-based customer contracts
- Create and maintain non-federal recurring customer contracts
- Create and maintain non-federal amount-based customer contracts
- Create a rate-based prepaid



## Course Objectives (continued)

- Create an amount-based prepaid
- Understand billing adjustments
- Create and process amendments





# Course Topics

We will cover the following lessons:

- Lesson 1: Understanding Non-Federal Customer Contracts
- Lesson 2: Understanding Project Costs
- Lesson 3: Creating Non-Federal Rate-Based Customer Contracts
- Lesson 4: Processing Non-Federal Rate-Based Customer Contracts
- Lesson 5: Creating Non-Federal Recurring Customer Contracts
- Lesson 6: Creating Non-Federal Amount-Based Customer Contracts
- Lesson 7: Creating Non-Federal Amount-Based Prepaid Customer Contract
- Lesson 8: Amending Non-Federal Contracts
- Lesson 9: Reports, Queries and Online Inquiries



# Agenda

1

Understanding Non-Federal Customer Contracts

2

Understanding Project Costs

3

Creating Non-Federal Rate-Based Customer Contracts

4

Processing Non-Federal Rate-Based Customer Contracts

5

Creating Non-Federal Recurring Customer Contracts

6

Creating Non-Federal Amount-Based Customer Contract

7

Creating Non-Federal Amount-Based Prepaid Customer Contract



## Agenda (continued)

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[Amending Non-Federal Contracts](#)

9

[Reports, Queries and Online Inquiries](#)



# Lesson 1: Introduction

1

## Understanding Non-Federal Customer Contracts

This lesson covers the following topics:

- Project Accounting Overview
- Project Accounting Process
- Key Concepts



# Project Accounting Overview

## Introduction

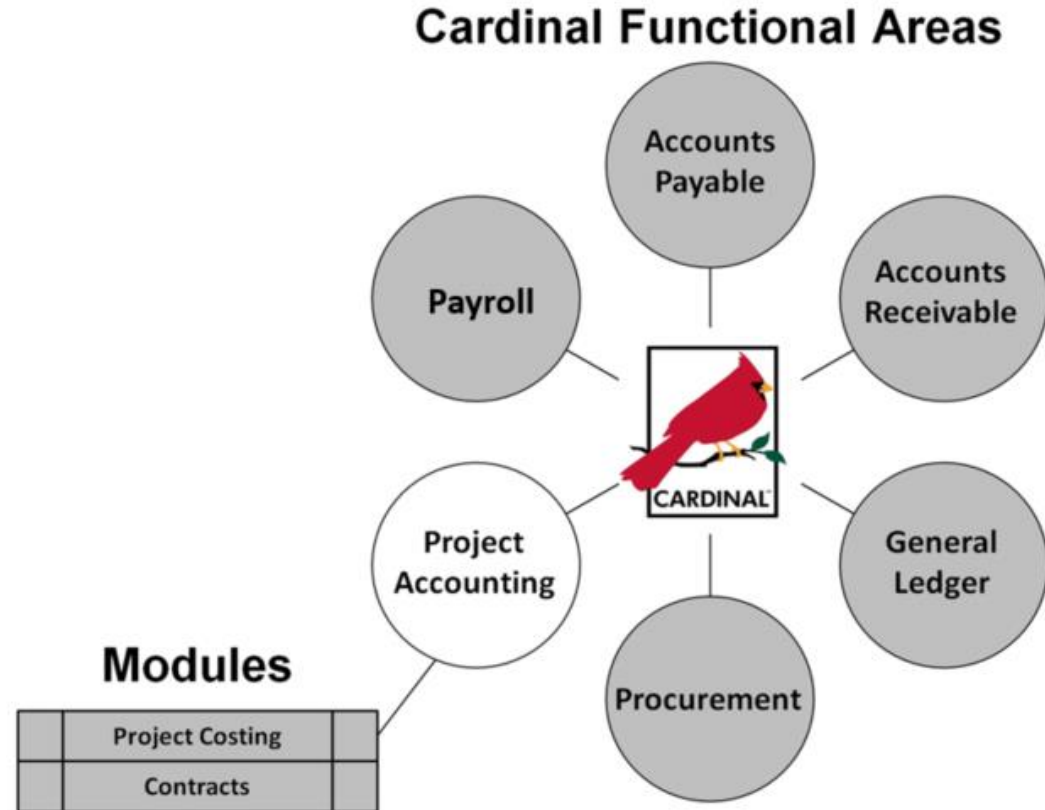
Project Accounting is composed of two modules: Project Costing and Customer Contracts.

## Project Costing

The Project Costing module provides a tool that identifies, controls, and tracks financial information by project. That information can be analyzed and used to measure and manage performance over the life of the project.

## Customer Contracts

The Customer Contracts module allows the creation of rules that govern the billing of individuals, companies, localities and/or the federal government for project related costs. The customer Contracts module applies those rules to costs accumulated in the Project Costing module and calculates amounts to be billed.





# Project Accounting Process

Project Accounting tracks the financial transactions related to a project, automatically bills external parties for their portion of incurred costs, and provides reports on the project's financial status.

Key processes in Project Accounting are:

- Create and Maintain Projects
- Create and Amend Contracts
- Collect, Distribute, and Price
- Process Billing and Revenue
- Adjustments and Reconciliation



# Key Concepts

Some key concepts in customer contracts include:

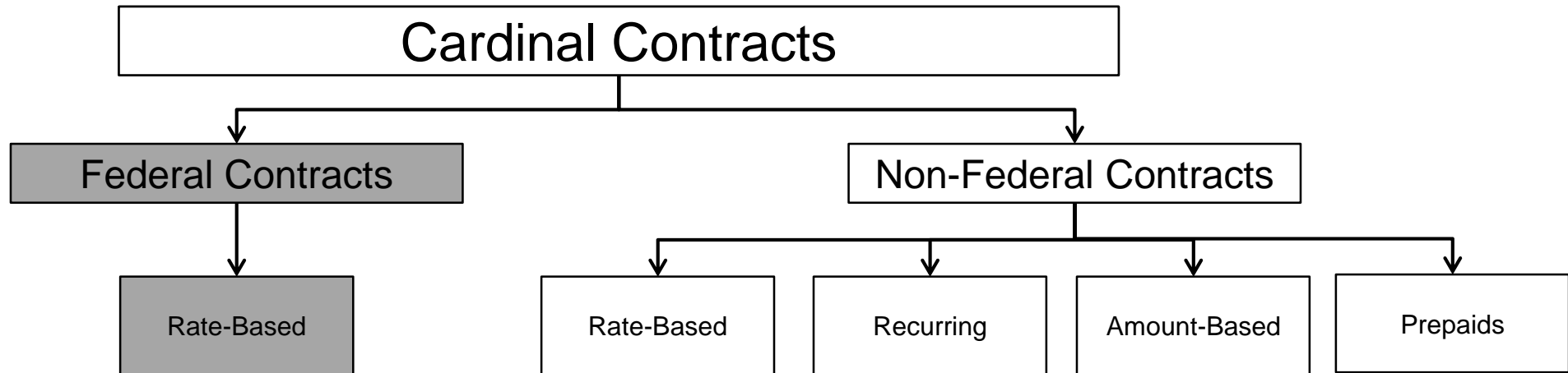
- Non-federal contract numbers are auto numbered in Cardinal. You cannot inactivate a contract and create a new contract using the same number because Cardinal does not allow duplicate contract numbers.
- Amendments are used to make changes to an active contract. They enable you to maintain an audit trail, as well as a historical record, of any changes made to the contract throughout its lifecycle
- A project/activity combination is associated with one rate-based contract line at a time. You must remove the project/activity from a rate-based contract line that is no longer in use before you can place those combinations on a different contract line.



# Non-Federal Customer Contracts

Contracts represent an agreement between the agency and a customer. A customer can be a Federal agency, a local government, company, or individual.

Cardinal contracts are identified as Federal or Non-federal, as shown below:







# Non-Federal Customer Contracts

The Customer Contracts module is an integration point between the Project Costing and Billing modules. The Billing module uses information from both the Customer Contracts and Project Costing modules to create the bill sent to the customer.

Non-federal contracts use rate-based, recurring, and amount-based contracts. Federal contracts use rate-based contracts. Data generated from the contract lines passes to the Billing module to generate bills to customers.

**Rate-Based Contracts:** Rate-based contract lines enable costs to be incurred on a project and automatically billed. Billing of these costs is calculated based on a rate set attached to the contract line. The **Rate Set** specifies the participation rate that will be applied to expenditures for the project and activities associated to the contract line. You can set up limits for a rate-based contract line to ensure the billing limits related to an agreement are enforced. The accounting entries for rate-based billing transactions are created by Cardinal using pre-configured **Accounting Rules**. A prepaid amount can be associated to a rate-based contract line in order for costs to be drawn down from an advance payment received from a customer.



# Non-Federal Customer Contracts

**Recurring Contracts:** Recurring contract lines allow you to bill a customer a recurring fixed amount on a regular basis. When creating recurring contracts, the number of billings is predefined. The accounting entries for recurring contracts are created by Cardinal using chart of account values from **Distribution Codes**. The values are defaulted to the contract line based on the **Distribution Code** associated to the **Product** used to create the recurring contract line.

**Amount-Based Contracts:** Amount-based contracts allow you to bill a customer amounts on a one-time, periodic, or regular basis. The amounts billed do not have to be the same amount each month. Amount-based contract lines also provide the ability to associate a prepaid amount to the contract lines and recognize the revenue on an periodic basis. The accounting entries for amount based contracts are created by Cardinal using chart of account values from **Distribution Codes**. The values are defaulted to the contract line based on the **Distribution Code** associated to the **Product** used to create the amount based contract line.

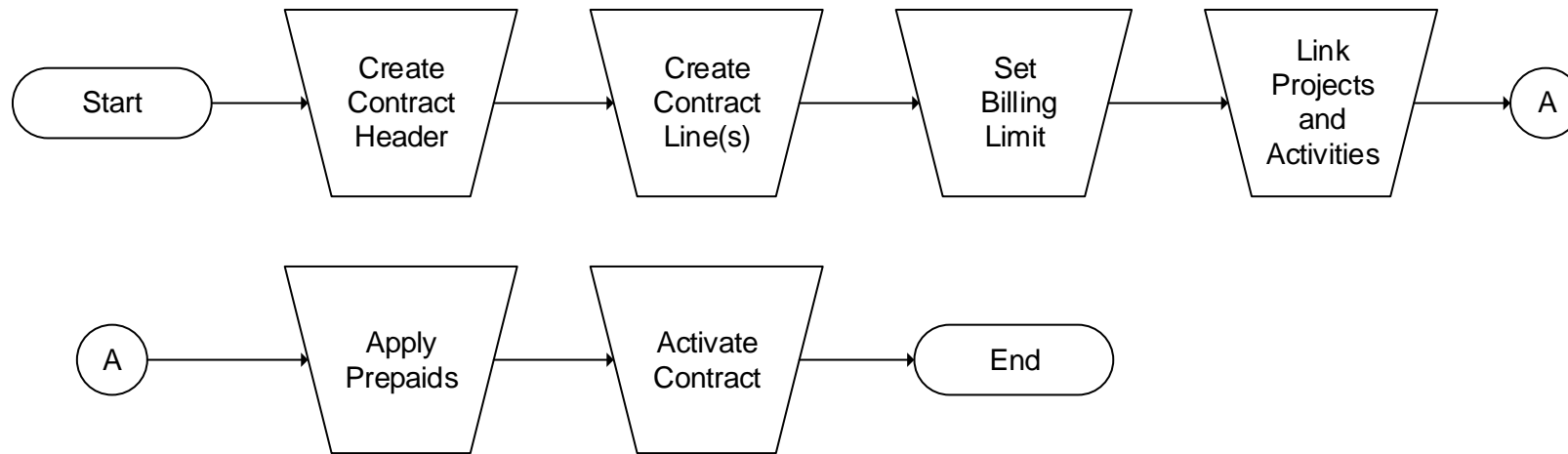
For tips information on determining which contract to use, see the job aid entitled **Helpful Hints for Non-Federal Contracts** located on the Cardinal website in **Job Aids** under **Learning**.



# Non-Federal Customer Contracts - Create

Create Customer Contracts includes the following steps:

- Create contract header
- Create contract line(s)
- Link projects and activities
- Apply prepaids, if applicable
- Activate the contract



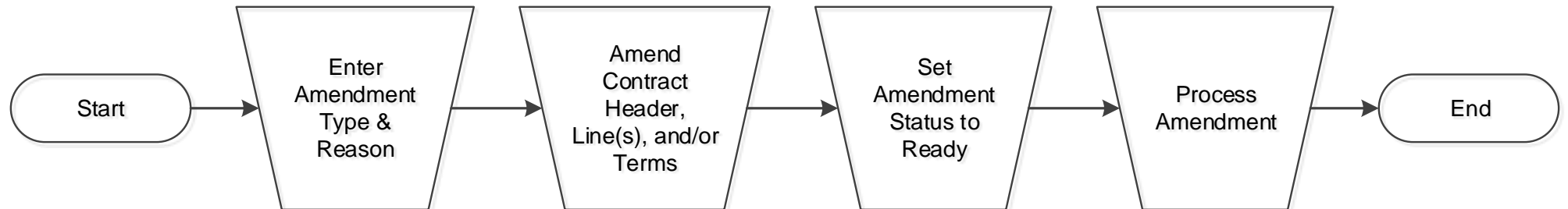


# Non-Federal Customer Contracts - Amend

A contract amendment is any change made to an active contract that alters the fundamental obligations and entitlements of the contract; that is, you are changing or adding to the contract values that you previously entered. You make amendments to a contract by using the Amendment Processing feature.

Amending Federal and Non-Federal Customer Contracts includes the following steps:

- Enter Amendment Type and Reason Code
- Amend Contract Header, Contract Line(s), and/or Contract Terms
- Set Amendment Status to Ready
- Process Amendment





# Non-Federal Customer Contracts – General Information (continued)

A contract consists of two components:

- Contract header
- Contract line(s)

The contract header contains agreement information that is relevant to the entire contract. Agreement information may include customer information, terms and conditions, contract dates, and so forth. Also stored at the header level is administrative information, such as support teams, that are associated with the contract.

A contract line contains information that is relevant to the line. You can add multiple contract lines to a contract. Each contract line has its own status thus allowing you to manage each contract line as appropriate in accordance with the terms and conditions of the contract. To make a contract available for processing, contract lines must have a status of **Active**.



# Customer Contracts Page

The **Customer Contracts** page provides links to access the major functions in Customer Contracts, such as **Create and Amend**, **Review Contract Summary**, and **Determine Price and Terms**.

You can navigate to this page using the following path:

**Main Menu > Customer Contracts**

The screenshot shows a web application interface for 'Customer Contracts'. At the top, there is a breadcrumb trail: 'Favorites > Main Menu > Customer Contracts'. Below this is a header section titled 'Customer Contracts' with a sub-header 'Customer Contracts' and a description 'Access customer contracts.'. The main content area is a grid of 12 items, each with an icon and a title:

- Contracts Center**: Access the key areas for managing customer contracts.
- Review Contract Summary**: Review a contract summary.
- My Contracts**: Define and update a personalized list of contracts.
- Create and Amend**: Create, modify, or review a contract and related information. Sub-items: General Information, Contract Notes, Fixed Amount Acctg Distrib, 3 More...
- Determine Price and Terms**: Define contractual pricing. Sub-items: Amount Allocation, Amendment Amount Allocation, Contract Terms, 3 More...
- Schedule and Process Revenue**: Define, review, or process revenue to be recognized. Sub-items: Define Revenue Plan, Assign Revenue Plan, Preview Revenue.
- Review Revenue**: Review revenue recognized. Sub-items: Plans, Events, As Incurred, 3 More...
- Schedule and Process Billing**: Define, review, or process billing. Sub-items: Define Billing Plan, Assign Billing Plan.
- Review Billing**: Review billing. Sub-items: Plans, Events, As Incurred.
- Adjust Revenue and Billing**: Adjust revenue and billing. Sub-items: Review and Manage Limits.
- Review Contract Information**: Review general information within a contract. Sub-items: Contracts, Amendments, Attachments, 2 More...
- Reports**: Generate reports for contract-related information. Sub-items: Fed Acc Unbilled CostException, Transaction Relationship Rpt, Federal Contract Status Report, 6 More...



# Customer Contracts – General Information

To view an existing **Contract**, navigate using the following path:

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

- Click the **Find an Existing Value** tab.
- Enter your search criteria.
- Click the **Search** button.
- The **Search Results** display below the **Search Criteria** section.
- Click the link for the **Contract** you want to review.

Search Criteria

Business Unit	=	50100	Q
Contract	begins with	000000175	Q
Description	begins with		Q
Sold To Customer	begins with		Q
Customer Name	begins with		Q
Contract Status	begins with		Q
Processing Status	=		Q
Contract Type	begins with		Q
Contract Classification	=		Q
Region Code	begins with		Q
Contract Administrator	begins with		Q
Master Contract #	begins with		Q

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

**Search** Clear Basic Search Save Search Criteria

Search Results

View All

Contract	Description	Sold To Customer	Customer Name	Contract Status	Process Status
0000001755	Adi Water & Sewer Facilities	0000003320	MONTGOMERY COUNTY PUBLIC SERVICE AUTH.	ACTIVE	Active
0000001759	Rev Share Local Match P-107141	0000109309	COUNTY SPOTSYLVANIA	ACTIVE	Active
0000001751	Widen Todd's Lane	0000117140	CITY OF HAMPTON	ACTIVE	Active
0000001750	Rt 7 Bridge Widening	0000142680	NORTHERN VIRGINIA TRANSPORTATION AUTH	ACTIVE	Active
0000001755	Rt 7 Bridge over I495	0000003240	FAIRFAX COUNTY	ACTIVE	Active



# Non-Federal Customer Contracts – General Information (continued)

On the **General Information** page there are up to three tabs: **General**, **Lines** and **Amendments**. The contract header information is located on the **General** tab and contains information relevant to the entire contract, such as **Description**, **Customer**, **Contract Type** etc. The **Amendments** tab displays after the contract is activated.

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

General | Lines | Amendments

---

Contract Number 0000001755 Sold To Customer MONTGOMERY COUNTY PUBLIC SERVICE AUTH.  
Amendment Number 0000000000 \*Contract Status ACTIVE 🔍

---

[Amend Contract](#) [Add to My Contracts](#)

Description Adj Water & Sewer Facilities Processing Status Active  
Contract Admin 🔍 Amendment Status Complete  
Region Code Business Unit VA Dept of Transportation  
Contract Type A Contract Classification Standard  
Currency Code USD Start Date 08/12/2016  
Exchange Rate Type CRRNT End Date  
Contract Signed 08/12/2016 Last Update Date/Time 08/19/2016 11:41:53AM  
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 Supplemental Data Go To More ▾

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

General | Lines | Amendments





# Non-Federal Customer Contracts – General Information (continued)

**Contract Status:** Displays a user-defined value that controls what processing can occur against the contract. **Contract Statuses** are associated with a **Processing Status** which designates when a contract is available for lookup and processing. When you enter a contract, the status defaults to **Pending**.

Contract statuses used for Non-federal contracts include:

- **Pending**
- **Active**
- **Closed**

The screenshot shows a web application interface for contract management. The breadcrumb trail is: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information. The 'General' tab is selected and highlighted with a red box. The contract details are as follows:

Contract Number	0000001755	Sold To Customer	MONTGOMERY COUNTY PUBLIC SERVICE AUTH.
Amendment Number	0000000000	*Contract Status	ACTIVE
Description		Processing Status	Active
Contract Admin		Amendment Status	Complete
Region Code		Business Unit	VA Dept of Transportation
Contract Type		Contract Classification	Standard
Currency Code		Start Date	08/12/2016
Exchange Rate Type		End Date	
Contract Signed		Last Update Date/Time	08/19/2016 11:41:53AM
Contract Role		Last Update User ID	SHELLY.PRYOR
Revenue Profile		Separate Fixed Billing and Revenue:	<input type="checkbox"/>
Use Project ChartFields:		Separate As Incurred Billing and Revenue:	<input type="checkbox"/>

Buttons: Amend Contract, Add to My Contracts

Other Information and Summary of Amounts sections are visible but collapsed.

Navigation: Billing Plans, Revenue Plans, Milestones, Renewals, Supplemental Data, Go To [More]

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



# Contract Lines Page

The **Contract Line** information is located on the **Lines** tab and details the billing parameters that are used to calculate the amount to bill a customer.

The **Contract Line Status** works in conjunction with the **Contract Status** on the **Contract - General** page. A contract line can be eligible for processing when both the **Contract Status** and the **Contract Line Status** are set to **Active**.

**Contract Lines** can have a status of:

- **Active**
- **Cancelled**
- **Pending**
- **Inactive**

Contract Lines

Actions	Line	Product	Description	Price Type	Standalone Sale	Bundle	Start Date	End Date	Status	Supplemental Data
Actions		1AMT_PROJE30	Partic - CON - CCT - \$	Amount	<input type="checkbox"/>		08/12/2016		Active	Supplemental Data



# Lesson 1: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and select your answer.



1. What allows Cardinal to maintain an audit trail, as well as a historical record, of any changes made to the contract throughout its lifecycle?



2. A contract consists of what two components?



3. In Cardinal, contracts are classified as either Federal or Non Federal.  
True or False



# Lesson 1: Checkpoint (continued)

4. Match the Contract Type to it's Description:



**Contract Type**

Rate Based

Recurring

Amount Based

**Description**

Allows you to bill a customer a fixed amount either one time, periodic or regular basis

Allows costs to be incurred on a project and automatically billed

Allows you to bill a customer a recurring amount on a regular basis



5. What criteria warrant a rate-based contract setup?



6. What type of information do you find on the contract header? On the contract line?



# Lesson 1: Summary

1

## Understanding Non-Federal Customer Contracts

In this lesson, you learned:

- The Project Accounting functional area is composed of two modules: Project Costing and Customer Contracts.
- You can only associate a project/activity combination with one contract line (and contract) at a time.
- You use amendments to make changes to **Active** contracts.



# Lesson 2: Introduction

2

## Understanding Project Costs

This lesson covers the following topic:

- Understanding Project Costs



# Understanding Project Costs

Before a project accumulates costs, the project and its associated activities must have been created in Cardinal.

Transactional data from other modules can only be pulled into the Project Costing module if the transaction has the **PC Business Unit (PC BU)**, **Project**, and **Activity ChartFields** populated and the entries have posted in the GL module. The screenshot below is an example of these three fields in the Accounts Receivables module on the **Create/Update Journal Entries** page.

The screenshot shows the 'Create/Update Journal Entries' page in Cardinal. The breadcrumb trail is: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The 'Lines' tab is selected. The page displays the following information:

- Unit: 50100, Journal ID: NEXT, Date: 11/29/2016
- Template List: Inter/IntraUnit, \*Process: Edit Journal, Change Values: Process
- Lines table:

Select	Line	*Unit	*Ledger	Account	Fund	Program	Department	PC Bus Unit	Project	Activity
<input type="checkbox"/>	1	50100	ACTUALS	5013550	04100	103010	10024	50100	0000077821	930

Below the table, there are controls for 'Lines to add' (set to 1) and a 'Totals' section.

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
50100	1	0.00	0.00	N	N

At the bottom, there are buttons for Save, Notify, Refresh, Add, and Update/Display.



# Understanding Project Costs (continued)

Transactions entered in other modules, which contain project costing ChartFields, are pulled into project costing and populated on the project transaction table. These transactions are assigned analysis types which enable Project Costing to process them further for billing and / or funds distribution.

**Analysis Types** are categories that are assigned to transactions to identify different types of transactions, such as estimated costs, budgeted amounts, actual costs, and billed costs. A single transaction can create multiple transaction rows on the project table. These transaction rows may be processed further and result in additional transactional rows being created and distinguished by the associated analysis type.

You can use reports, online inquiries, and **Analysis Types** to review and analyze transactions between source modules and the Project Costing module.

**Analysis Groups** identify a group of **Analysis Types** and are used to analyze project costs. They are needed for many Project Costing project analysis functions and mass changes to execute properly.

**System Source** identifies where the row was generated. Examples would include: **GL Batch (BGL)**, **AP Batch (BAP)**, **AR Batch (BAR)**, **EX Batch (BEX)**, **KK Budget Journal (PKK)**.





# Understanding Project Costs - Analysis Types

## Analysis Types:

**CNV, ACT, ATE, PAY, FDS** and **FDR** are used to denote original transactions and are all eligible for billing if the project and activity associated to the expenditure is defined on an active **Customer Contract**. In rare cases, transactions with analysis type **ATT** are eligible to be billed for federal contracts.

**BIL** means the amount can be billed.

**BIL, BLD, BAJ, OLT, NBL, DEF, FBD** and **UTL** denote billing transactions.

**FRV** denotes revenue transactions for amount based contracts.

**BD1** denotes Budget rows for specified project.

**ATR, ATL, ATA, ATQ** are original transactions that are not eligible for billing.

Analysis Type	Description
CNV	Converted Expenditures
ATE	Account Type-Expense
PAY	Time and Labor Actual
FDR	Fund Distribution Reversals
FDS	State Distribution
ACT	Actual Cost
BIL	Billable Amount
BLD	Billed Amount
BAJ	Billing Adjustment
OLT	Over Limit Amount
DEF	Billing Deferred Amount
NBL	Not Billable
ATT	Account Types-Transfer
ATR	Account Type-Revenue
ATL	Account Type-Liability
ATA	Account Type-Asset
ATQ	Account Type-Equity
FBD	Fixed Cost Billed Amount
FRV	Fixed Cost Revenue Amount
UAJ	Prepaid Utilization Adjustment
UTL	Prepaid Utilization (Billing)
BD1	Total Cost Budget - Scenario 1



# Understanding Project Costs – Integrations

General Ledger (GL), Accounts Payable (AP), Expenses (EX), Accounts Receivable (AR), and Commitment Control (KK) all send project transactions to Project Costing during nightly batch processing if the transactions include Project Costing ChartFields, i.e., **PC Business Unit**, **Project**, and **Activity**, in the distribution. This includes:

- GL journals that originate in GL
- AP vouchers
- EX employee expense
- AR direct journal accounting lines
- KK budget journal lines

Time and Labor (TA) sends project related transactions to Project Costing periodically when time and labor costs are allocated if the transactions include Project Costing ChartFields.

- TA timesheet data transactions



# Understanding Project Costs – Integrations (continued)

Transactions from other modules are posted to Project Costing with an **Analysis Type** based on the source module and the **Account** associated with the transaction.

Source Module	Account	Analysis Type	Analysis Type Description
AP, EX	Expense	ACT	Actual Cost
GL, AR	Expense	ATE	Account Type - Expenses
GL, AR, AP, EX	Revenue	ATR	Account Type - Revenue
GL, AR, AP, EX	Asset	ATA	Account Type - Asset
GL, AR, AP, EX	Liability	ATL	Account Type - Liability
GL, AR, AP, EX	Equity	ATQ	Account Type – Equity
GL, AR, AP, EX	Transfer	ATT	Account Type - Transfer



## Lesson 2: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and select your answer.



1. Project costs are created in many modules. Name two of them.



2. What ChartFields must be populated for the project transactions to be sent to Project Costing?



# Lesson 2: Summary

2

## Understanding Project Costs

In this lesson, you learned:

- Project transactions must have the **PC BU**, **Project**, and **Activity** ChartFields in order to integrate with Project Costing.
- **Analysis Types** are used to identify different types of transactions in the Project Costing module.
- The **Analysis Types** used to identify transactions are determined by their source modules (Accounts Payable, Accounts Receivable, etc.)



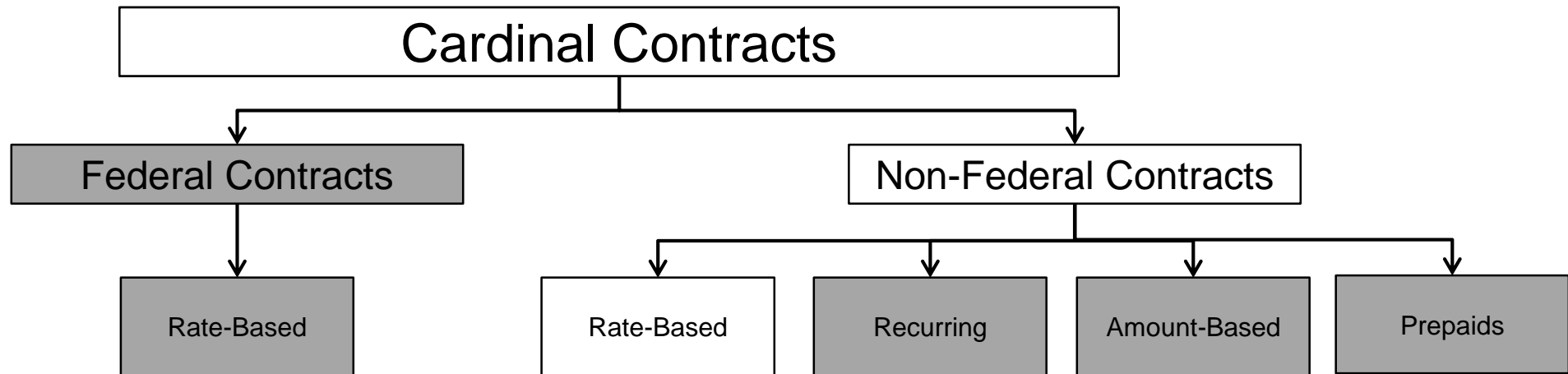
# Lesson 3: Introduction

3

## Creating Non-Federal Rate-Based Customer Contracts

This lesson covers the following topics:

- Create non-federal rate-based customer contracts





# Non-Federal Rate-Based Contracts

Rate-based contracts are created by adding contract lines with a rate-based product. Each contract line must have one or more project/activity combinations and a rate set. Project Costing (PC) receives cost rows which include PCBU, project and activity as they are posted in GL. These cost rows are priced based on the rate set associated to the contract line and creates billable rows. The Customer Contracts module sends the billable rows to the Billing module where invoices are created. Once the cost row has been processed and the billable amount invoiced in Billing, the cost row cannot be processed for billing again.

The accounting entries for the billing and revenue are managed by the Customer Contracts module. Accounting Rules define the Chartfield values that are used to send the billing entries to Billing and the revenue entries to GL.



# Adding a Contract

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

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

- Click the **Add a New Value** tab.
- **Business Unit** defaults for your agency (i.e., **50100** for VDOT). Do not change.
- **Contract** defaults to **NEXT**. Do not change for a non-federal contract.
- Enter the **Sold To Customer** using the look up icon.
- **Contract Classification** defaults to **Standard** Do not change for a non-federal contract.
- The two check box fields, **Separate Fixed Billing and Revenue** and **Separate As Incurred Billing and Revenue**, are not used.
- Click the **Add** button.

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

### General Information

Find an Existing Value Add a New Value

Business Unit 50100 🔍

Contract NEXT

Sold To Customer 0000000001 🔍

Contract Classification Standard ▾

Separate Fixed Billing and Revenue

Separate As Incurred Billing and Revenue

Add





# Creating Contract Header

The **General** tab displays. Enter the contract header information:

- **Description:** Enter a short detailed description about the contract. The field is limited to 35 characters.
- **Contract Type:** Select the appropriate Value:
  - **A** – Letter of Authorization
  - **F** – Federal
  - **G** – Grant
  - **J** – Federal Grant
  - **L** – Local
  - **O** – Other
  - **R** – Resolution

Contract Number NEXT Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.  
\*Contract Status PENDING Q

Copy From Contract Add to My Contracts

Description Local Contract 277  
Contract Admin Q  
Region Code Q  
Contract Type L Q  
Currency Code USD Q  
Exchange Rate Type CRRNT v  
Contract Signed 09/01/2019 B  
Contract Role Q  
Revenue Profile Q  
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 v

Save Notify Add Update/Display

General | Lines



# Creating Contract Header

- **Currency Code** and **Exchange Rate Type** default. Do not change.
- **Contract Signed:** Defaults to the current date. Update with the agreement date. If there is no agreement date you may use the date the contract is eligible to begin billing.
- **Use Project Chartfields** checkbox – Defaults as checked and cannot be changed.

The screenshot displays a software interface for creating a contract header. The breadcrumb trail at the top reads: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information. The interface is divided into several sections:

- General Information:** Contract Number NEXT, Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC., \*Contract Status PENDING.
- Buttons:** Copy From Contract, Add to My Contracts.
- Contract Details:** Description Local Contract 277, Contract Admin, Region Code, Contract Type L, Currency Code USD, Exchange Rate Type CRRNT, Contract Signed 09/01/2019, Contract Role, Revenue Profile.
- Processing and Status:** Processing Status Pending, Amendment Status, Business Unit VA Dept of Transportation, Contract Classification Standard, Last Amended, Last Update Date/Time, Last Update User ID.
- Options:** Separate Fixed Billing and Revenue: , Separate As Incurred Billing and Revenue: .
- Other Information:** Other Information, Summary of Amounts (?).
- Navigation:** Billing Plans, Revenue Plans, Milestones, Renewals, Amount Allocation, Supplemental Data, Go To More.
- Actions:** Save, Notify, Add, Update/Display.

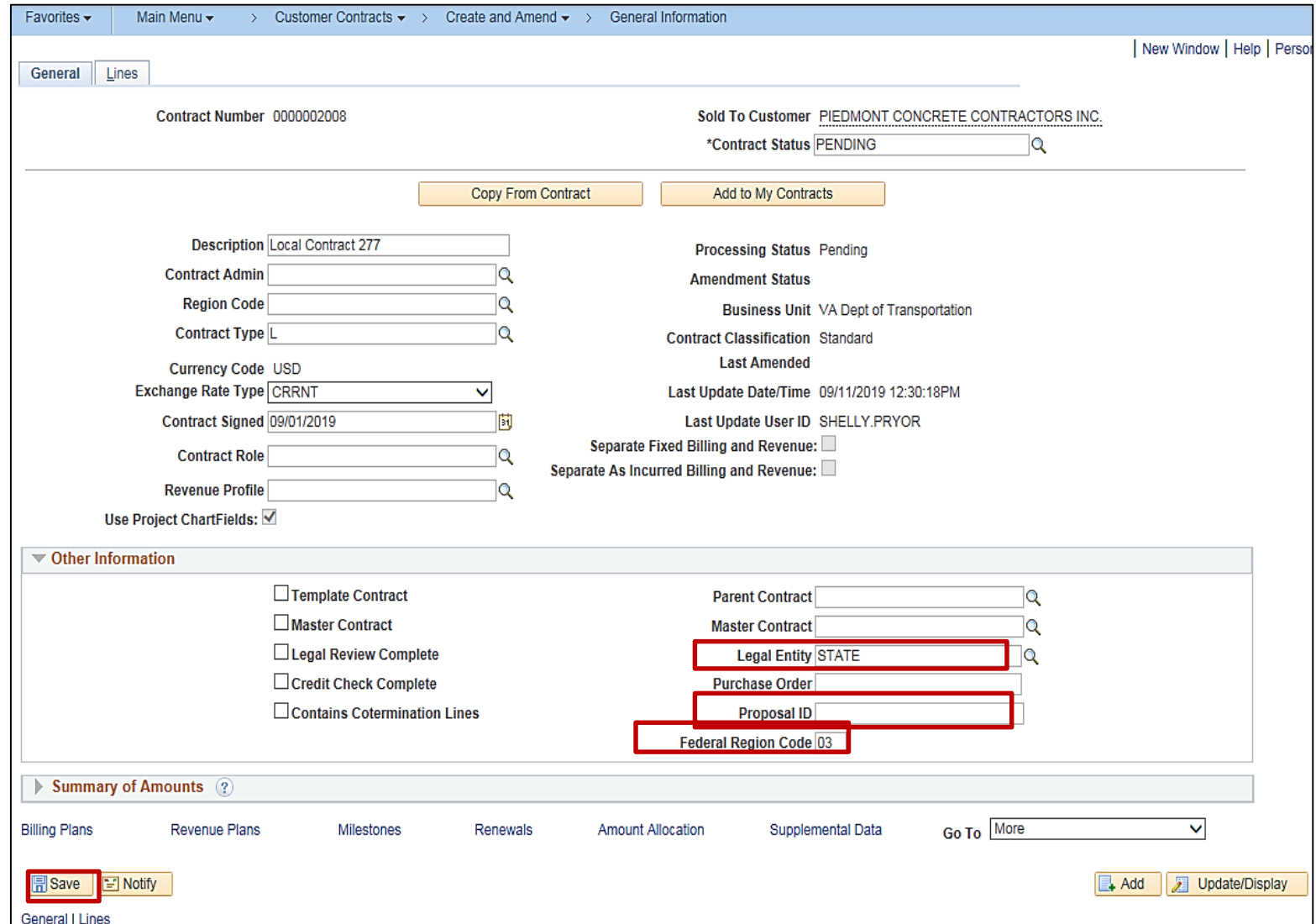
The 'Use Project ChartFields' checkbox is checked. The 'Currency Code' and 'Exchange Rate Type' fields are highlighted with a red box, as are the 'Contract Signed' date field and the 'Use Project ChartFields' checkbox.

# Creating Contract Header (continued)

Click the arrow next to the **Other Information** section to expand the section.

## Legal Entity:

- Choose **STATE** for non-federal contracts.
- **Federal Region Code** field defaults to **03 (FHWA)**. Do not change for a non-federal contract.
- **Proposal ID** field is a free form field and can be left blank. If necessary, this field can be used to define the total contract amount.
- Click the **Save** button. The **Contract Number** displays.



Contract Number 0000002008 Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.  
\*Contract Status PENDING

Copy From Contract Add to My Contracts

Description Local Contract 277 Processing Status Pending  
Contract Admin  Amendment Status  
Region Code  Business Unit VA Dept of Transportation  
Contract Type  Contract Classification Standard  
Currency Code USD Last Amended  
Exchange Rate Type CRRNT Last Update Date/Time 09/11/2019 12:30:18PM  
Contract Signed 09/01/2019 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 ?

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

**Save**

General | Lines



# Creating a Contract Line

A contract line details the billing parameters that are used to calculate the amount to bill a customer and has its own accounting distributions, billing limit, billing plan, and revenue plans. Each contract line within a contract can have a status of **Active**, **Cancelled**, or **Pending**. Contracts converted to Cardinal as **CLOSED** will have a contract line status of **Inactive**.

The **Hold Billing on Unpaid Cost**, **Hold Revenue on Unpaid Cost** and **Standalone Sale** checkboxes default as unchecked and should not be checked.

You add contract line(s) from the **General Information** page:

- Click the **Lines** tab.
- Click the **Add Contract Lines** button.

Contract Number 0000002008 Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.  
Contract Status PENDING

Add Contract Lines Add Default Kit

Contract Lines ? Personalize | Find | View All | [?] | [grid] 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

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

Save Notify Add Update/Display

General | Lines



# Creating a Contract Line (continued)

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

To search for non-federal rate-based products:

- **Product Group:** Select any value beginning with **RTE**, except **RTE\_FED (Federal Government)**.
- **Price Type:** Select **Rate** as this is a rate-based contract. This field displays the price type that was defined for the product on the **Product Definition** page.
- Click the **Search** button.

The screenshot shows the 'Add Contract Lines' form in a web application. The breadcrumb trail at the top reads: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information. The page title is 'General Information' and the sub-page title is 'Add Contract Lines'. The form contains the following fields and options:

- Search** (with a help icon)
- Product Group:** RTE\_CONSTA (highlighted with a red box)
- Product:** (empty text field)
- Product Description:** (empty text field)
- Price Type:** Rate (dropdown menu, highlighted with a red box)
- Physical Nature:** (dropdown menu)
- Product Kits
- Renewable
- Search** button (highlighted with a red box)
- [Create Adhoc Product](#)
- [Return to Contract Lines](#)

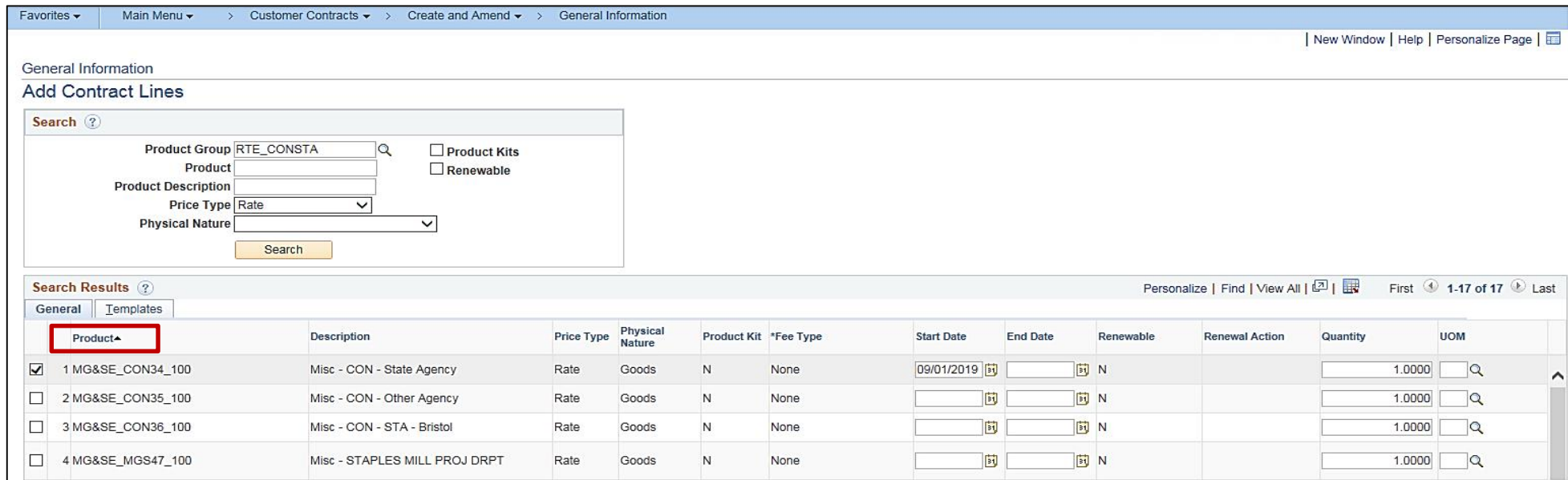
# Creating a Contract Line (continued)

The search results populate below the search criteria. Select the check box next to the product you want to use to create the contract line.

**Product:** Displays the product name.

The product name will contain the **Source Type\_Category\_Participation Rate**. You will select the appropriate product based on the terms of the contract being created. For example, if the contract will bill for miscellaneous goods and services to the construction fund to a state agency customer at 100%, you would select product: **MG&SE\_CON34\_100**. You may use the Distribution Code query to confirm the entire COA string for the product.

If a product is not pre-defined, you will create a new rate based product. For more details about creating a rate based product, see the job aid **501\_PA354 Create Rate Based Contract** located on the Cardinal website in **Job Aids** under **Learning**.



General Information

Add Contract Lines

Search ?

Product Group: RTE\_CONSTA  Product Kits  
Product:   Renewable  
Product Description:   
Price Type: Rate  
Physical Nature:

Search

Search Results ?

Personalize | Find | View All | First 1-17 of 17 Last

Product	Description	Price Type	Physical Nature	Product Kit	*Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
<input checked="" type="checkbox"/> 1 MG&SE_CON34_100	Misc - CON - State Agency	Rate	Goods	N	None	09/01/2019		N		1.0000	
<input type="checkbox"/> 2 MG&SE_CON35_100	Misc - CON - Other Agency	Rate	Goods	N	None			N		1.0000	
<input type="checkbox"/> 3 MG&SE_CON36_100	Misc - CON - STA - Bristol	Rate	Goods	N	None			N		1.0000	
<input type="checkbox"/> 4 MG&SE_MGS47_100	Misc - STAPLES MILL PROJ DRPT	Rate	Goods	N	None			N		1.0000	



# Creating a Contract Line (continued)

- **Description:** Displays the description of the product.
- **Price Type:** Displays the price type of the product. If you narrowed the search results by price type, this is the value you selected.
- **Physical Nature:** Defaults to **Goods**
- **Product Kit:** Defaults to **N**
- **Fee Type:** Defaults to **None**.

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

General Information

### Add Contract Lines

Search ?

Product Group: RTE\_CONSTA  Product Kits  
Product:   Renewable  
Product Description:   
Price Type: Rate  
Physical Nature:

Search

Search Results ? Personalize | Find | View All | 1-17 of 17

Product	Description	Price Type	Physical Nature	Product Kit	*Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
<input checked="" type="checkbox"/> 1 MG&SE_CON34_100	Misc - CON - State Agency	Rate	Goods	N	None	09/01/2019		N		1.0000	
<input type="checkbox"/> 2 MG&SE_CON35_100	Misc - CON - Other Agency	Rate	Goods	N	None			N		1.0000	
<input type="checkbox"/> 3 MG&SE_CON36_100	Misc - CON - STA - Bristol	Rate	Goods	N	None			N		1.0000	
<input type="checkbox"/> 4 MG&SE_MGS47_100	Misc - STAPLES MILL PR DRPT	Rate	Goods	N	None			N		1.0000	



# Creating a Contract Line (continued)

- **Start Date:** The contract line start date. This date should be the contract signed date from the contract header. The value that you enter appears on the **Contract - Lines** page.
- **End Date:** The contract line end date. This field is left blank.
- **Renewable & Renewal Action:** not used in Cardinal

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

| New Window | Help | Personalize Page |

General Information

### Add Contract Lines

Search

Product Group RTE\_CONSTA  Product Kits  
Product   Renewable  
Product Description   
Price Type Rate ▾  
Physical Nature  ▾

Search Results

Personalize | Find | View All | First 1-17 of 17 Last

General | Templates

	Product▲	Description	Price Type	Physical Nature	Product Kit	*Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
<input checked="" type="checkbox"/>	1 MG&SE_CON34_100	Misc - CON - State Agency	Rate	Goods	N	None	09/01/2019	<input type="text"/>	N		<input type="text"/> 1.0000	<input type="text"/>
<input type="checkbox"/>	2 MG&SE_CON35_100	Misc - CON - Other Agency	Rate	Goods	N	None	<input type="text"/>	<input type="text"/>	N		<input type="text"/> 1.0000	<input type="text"/>
<input type="checkbox"/>	3 MG&SE_CON36_100	Misc - CON - STA - Bristol	Rate	Goods	N	None	<input type="text"/>	<input type="text"/>	N		<input type="text"/> 1.0000	<input type="text"/>
<input type="checkbox"/>	4 MG&SE_MGS47_100	Misc - STAPLES MILL PR DRPT	Rate	Goods	N	None	<input type="text"/>	<input type="text"/>	N		<input type="text"/> 1.0000	<input type="text"/>





# Creating a Contract Line (continued)

- **Quantity:** Displays quantity for the product.
- **UOM:** Displays the unit of measure associated with the product, if any.

Scroll down to the bottom of the page.

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

General Information

### Add Contract Lines

Search ?

Product Group: RTE\_CONSTA  Product Kits  
Product:   Renewable  
Product Description:   
Price Type: Rate ▾  
Physical Nature:  ▾

Search Results ? Personalize | Find | View All  |  |  First 1-17 of 17 Last

General | Templates

	Product▲	Description	Price Type	Physical Nature	Product Kit	*Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
<input checked="" type="checkbox"/>	1 MG&SE_CON34_100	Misc - CON - State Agency	Rate	Goods	N	None	09/01/2019 <input type="text"/>	<input type="text"/>	N		<input type="text"/> 1.0000	<input type="text"/> <input type="text"/>
<input type="checkbox"/>	2 MG&SE_CON35_100	Misc - CON - Other Agency	Rate	Goods	N	None	<input type="text"/>	<input type="text"/>	N		<input type="text"/> 1.0000	<input type="text"/> <input type="text"/>
<input type="checkbox"/>	3 MG&SE_CON36_100	Misc - CON - STA - Bristol	Rate	Goods	N	None	<input type="text"/>	<input type="text"/>	N		<input type="text"/> 1.0000	<input type="text"/> <input type="text"/>
<input type="checkbox"/>	4 MG&SE_MGS47_100	Misc - STAPLES.MILL.PP.LDRPT	Rate	Goods	N	None	<input type="text"/>	<input type="text"/>	N		<input type="text"/> 1.0000	<input type="text"/> <input type="text"/>



# Creating a Contract Line (continued)

- **Create Plans from Template** and **Combine Like Templates**: These check boxes default and should not be changed. These templates create the predefined bill plans and revenue plans for the product(s).
- Click the **Add Contract Lines** button.

<input type="checkbox"/>	17 PROJE_PRO52_100	Partic-CON-STA-NOVA	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**    [Create Adhoc Product](#)    [Return to Contract Lines](#)



# Creating Contract Line (continued)

A message displays indicating the number of contract lines added to the contract.

Click the **Return to Contract Lines** link to continue processing the contract.

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

General Information

## Add Contract Lines

**Search** ?

Product Group	<input type="text" value="RTE_CONSTA"/>	<input type="checkbox"/>	Product Kits
Product	<input type="text"/>	<input type="checkbox"/>	Renewable
Product Description	<input type="text"/>		
Price Type	<input type="text" value="Rate"/>		
Physical Nature	<input type="text"/>		

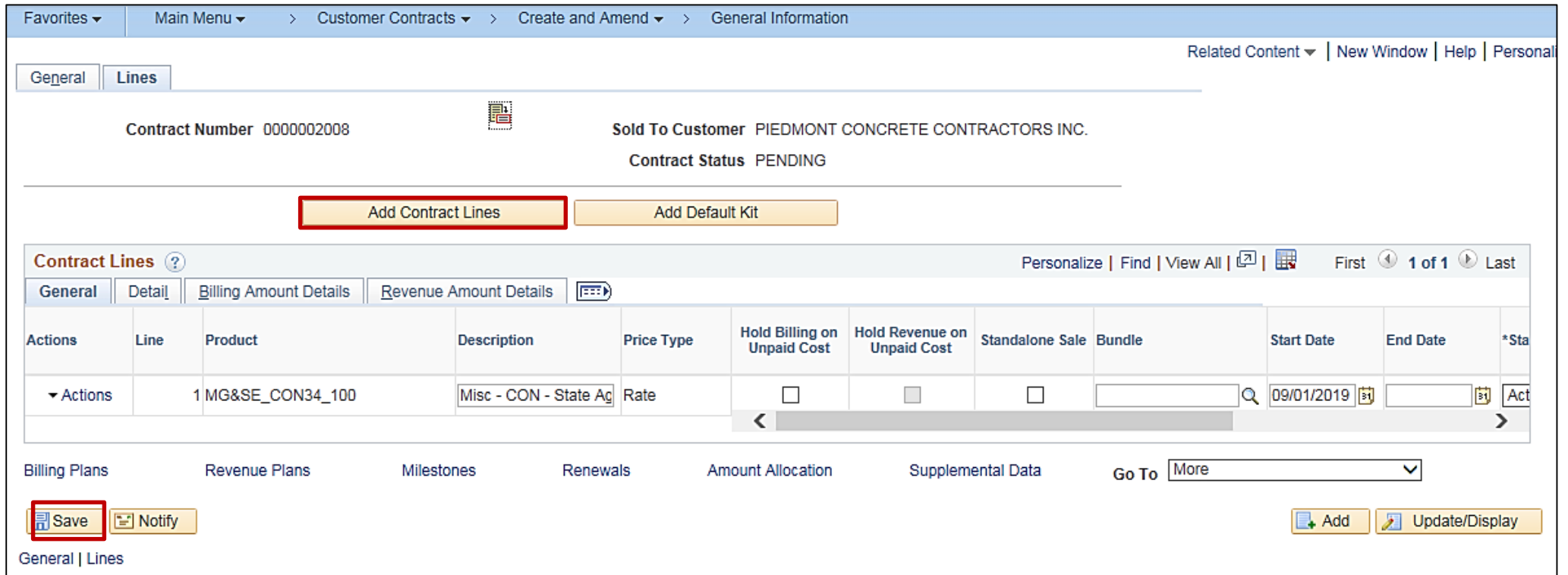
**1 line(s) have been added to the contract**

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

# Creating a Contract Line (continued)

After you return to the **Lines** tab, click the **Save** button. Saving the contract creates both a billing and revenue plan that is associated with the **Product** used to create the contract line.

You can add additional contract lines using the **Add Contract Lines** button or you can delete a contract line by clicking the **Delete Row** icon (minus sign). You must un-assign the **Billing** and **Revenue Plans** before the contract line can be deleted. You can only delete a contract line from contracts with a **Processing Status** of **Pending**.



Contract Number 0000002008 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	*Sta
▼ Actions		1 MG&SE_CON34_100	Misc - CON - State Ag	Rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		09/01/2019		Act

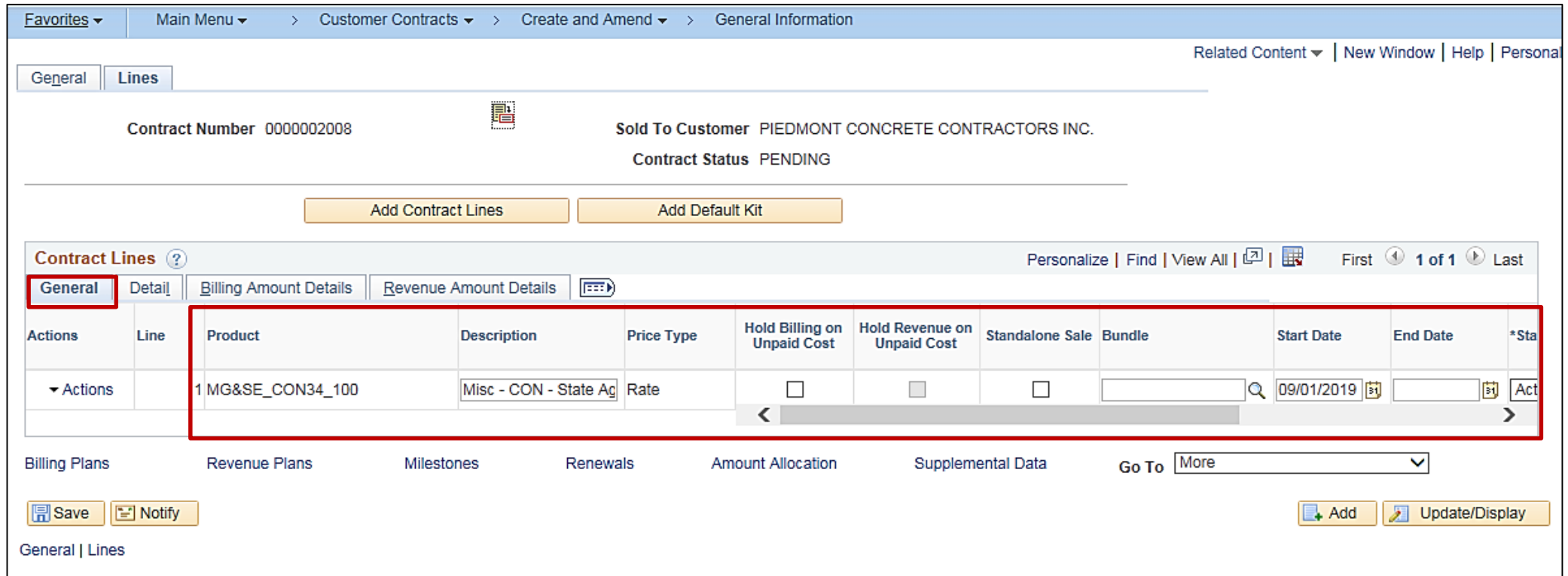
Billing Plans Revenue Plans Milestones Renewals Amount Allocation Supplemental Data Go To More

**Save** Notify Add Update/Display

# Creating a Contract Line (continued)

The **General** tab, in the **Contract Lines** section, shows the basic information for the line(s), including **Product**, **Description**, **Price Type**, **Start Date**, and the line's **Status**.

The status of a line can be **Active**, **Cancelled**, or **Pending**. Contracts converted to Cardinal as **CLOSED** will have a contract line status of **Inactive**.



The screenshot displays the 'Contract Lines' section of a software interface. At the top, there is a breadcrumb trail: 'Favorites > Main Menu > Customer Contracts > Create and Amend > General Information'. Below this, there are tabs for 'General' and 'Lines', with 'General' selected. The main area shows contract details: 'Contract Number 0000002008' and 'Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.'. The 'Contract Status' is 'PENDING'. There are two buttons: 'Add Contract Lines' and 'Add Default Kit'. Below this is a 'Contract Lines' table with a 'General' tab selected. The table has columns: 'Actions', 'Line', 'Product', 'Description', 'Price Type', 'Hold Billing on Unpaid Cost', 'Hold Revenue on Unpaid Cost', 'Standalone Sale', 'Bundle', 'Start Date', 'End Date', and '\*Sta'. A single row is visible with the following data: Line 1, Product 'MG&SE\_CON34\_100', Description 'Misc - CON - State Ag', Price Type 'Rate', and Start Date '09/01/2019'. The 'General' tab label and the first row of the table are highlighted with a red border. At the bottom, there are navigation options like 'Billing Plans', 'Revenue Plans', 'Milestones', 'Renewals', 'Amount Allocation', 'Supplemental Data', and a 'Go To' dropdown set to 'More'. There are also 'Save', 'Notify', 'Add', and 'Update/Display' buttons.

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_CON34_100	Misc - CON - State Ag	Rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		09/01/2019		Act



# Creating a Contract Line (continued)

From the **Lines** tab, under the **Contract Lines** section, click **Detail** tab.

The contract **Billing Plan** and **Revenue Plan** were defaulted based on the **Product** you selected to create the contract line. The status of these plans can be:

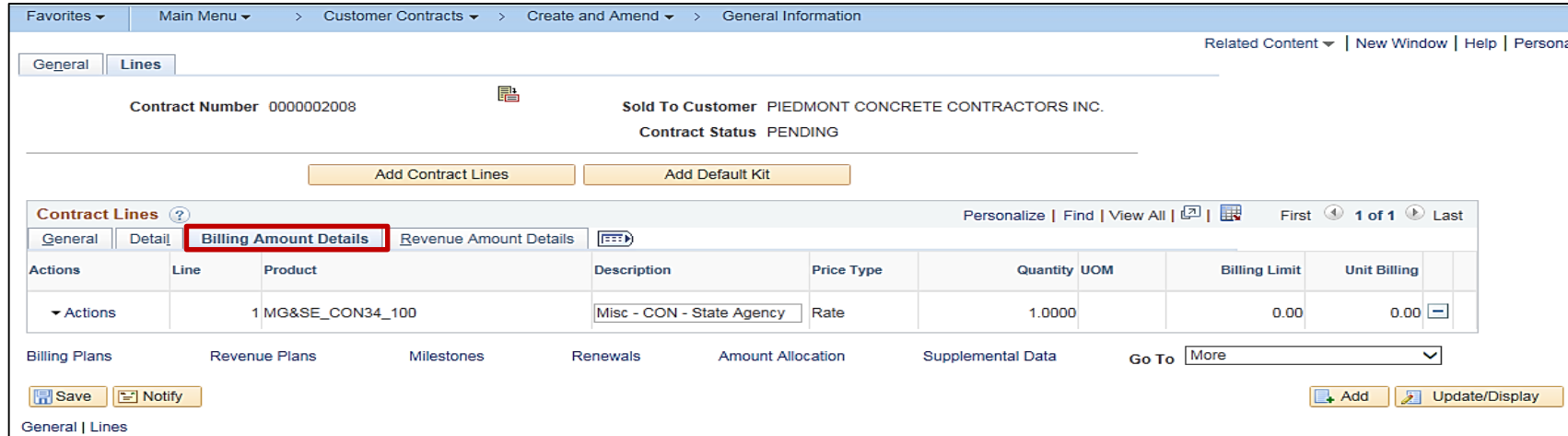
- **Pending:** Contract is not active.
- **Ready:** Contract is active and no transactions have been processed for the billing or revenue plans.
- **Cancelled:** The plan has been cancelled.
- **In Progress:** Transactions have been processed against the contract's **Billing Plan** and **Revenue Plan**.

The screenshot shows a software interface for managing contract lines. The breadcrumb trail is: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information. The interface has tabs for 'General' and 'Lines'. Under 'Lines', there are sub-tabs for 'General', 'Detail', 'Billing Amount Details', and 'Revenue Amount Details'. The 'Detail' tab is selected. The contract information is: Contract Number 0000002008, Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC., and Contract Status: PENDING. There are buttons for 'Add Contract Lines' and 'Add Default Kit'. Below this is a table titled 'Contract Lines' with columns: Actions, Line, Product, Description, Price Type, Billing Plan, Revenue Plan, Contract Terms, Accounting, Internal Notes, and Ship to Customer. The first row of data is: Line 1, Product MG&SE\_CON34\_100, Description Misc - CON - State Ag, Price Type Rate, Billing Plan Pending, Revenue Plan Pending. A red box highlights the 'Billing Plan' and 'Revenue Plan' columns for this row. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display', along with a 'Go To' dropdown menu set to 'More'.

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	Pending	Pending	Contract Terms	Distribution	Internal Notes	PIEDMONT (CONTRACTOR

# Creating a Contract Line (continued)

The **Billing Amount Details** and **Revenue Amount Details** tabs, in the **Contract Lines** section, provide further information about the contract lines, including the Price Type, **UOM**, and **Billing/Revenue Limit Amount**, if applicable.



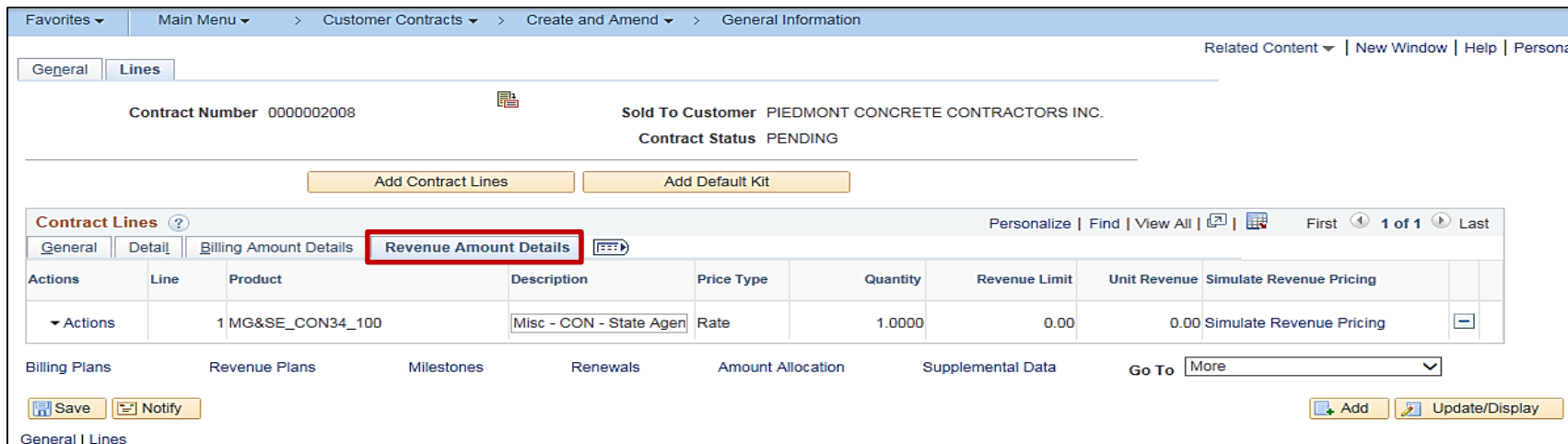
The screenshot shows the 'Billing Amount Details' tab selected. The contract information is as follows:

- Contract Number: 0000002008
- Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.
- Contract Status: PENDING

Buttons for 'Add Contract Lines' and 'Add Default Kit' are visible. The 'Contract Lines' section includes a table with the following data:

Actions	Line	Product	Description	Price Type	Quantity	UOM	Billing Limit	Unit Billing
▼ Actions		1 MG&SE_CON34_100	Misc - CON - State Agency	Rate	1.0000		0.00	0.00

Additional options include 'Billing Plans', 'Revenue Plans', 'Milestones', 'Renewals', 'Amount Allocation', 'Supplemental Data', and a 'Go To' dropdown set to 'More'. Action buttons for 'Save', 'Notify', 'Add', and 'Update/Display' are also present.



The screenshot shows the 'Revenue Amount Details' tab selected. The contract information is identical to the previous screenshot:

- Contract Number: 0000002008
- Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.
- Contract Status: PENDING

The 'Contract Lines' section includes a table with the following data:

Actions	Line	Product	Description	Price Type	Quantity	Revenue Limit	Unit Revenue	Simulate Revenue Pricing
▼ Actions		1 MG&SE_CON34_100	Misc - CON - State Agen	Rate	1.0000	0.00	0.00	Simulate Revenue Pricing

Additional options include 'Billing Plans', 'Revenue Plans', 'Milestones', 'Renewals', 'Amount Allocation', 'Supplemental Data', and a 'Go To' dropdown set to 'More'. Action buttons for 'Save', 'Notify', 'Add', and 'Update/Display' are also present.



# Associating the Rate Set, Projects, Activities, and Billing Limit on the Contract Line

After you create the contract header and line, you associate a rate set, billing limit, projects and activities for each contract line. Associating projects and activities to the contract line allows transactions to be billed and prevents the combination from being associated to another rate-based contract line.

To access the pages where you add the project and activities, you will use the following navigation from the **Contract Lines** tab:

- Click the **Detail** tab.
- Click the **Contract Terms** link.

The screenshot shows a software interface for managing contract lines. At the top, there is a breadcrumb trail: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information. Below this, there are tabs for 'General' and 'Lines'. The 'Lines' tab is active, showing contract details: Contract Number 0000002008, Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC., and Contract Status PENDING. There are two buttons: 'Add Contract Lines' and 'Add Default Kit'. Below this is a section titled 'Contract Lines' with a sub-tab 'Detail' highlighted in red. The 'Contract Lines' section contains a table with columns: Actions, Line, Product, Description, Price Type, Billing Plan, Revenue Plan, Contract Terms, Accounting, Internal Notes, and Ship to Customer. The first row of data has '1 MG&SE\_CON34\_100' in the Line column, 'Misc - CON - State Ag' in the Description column, and 'Rate' in the Price Type column. The 'Contract Terms' column for this row has a link labeled 'Contract Terms' highlighted in red. Below the table are various navigation options: Billing Plans, Revenue Plans, Milestones, Renewals, Amount Allocation, Supplemental Data, and a 'Go To' dropdown menu. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.





# Associating the Rate Set to the Contract Line

The **Related Projects** tab displays.

- Enter the **PC Business Unit** (i.e., **50100** for VDOT).
- After you enter and tab out of the **PC Business Unit** field the **Rate Set** will automatically populate. The **Rate Set** value defaults based on the **Product** used to create the contract line.

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

**Related Projects**

Contract Number 0000002008      Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.  
Amendment Number      Contract Status: PENDING

Contract Line: 1      Price Type: Rate  
Product: MG&SE\_CON34\_100  
Description: Misc - CON - State Agency

**PC Business Unit** 50100

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 | 1 of 1

Effective Date	Status	Rate Selection	Rate Set
09/01/2019	Active	Rate Set	MG&SE_CON34_100

**Associated Projects & Activities**      Personalize | 1 of 1

\*Project:      \*Activity:

Buttons: Create Project, Create Activity, All Activities, Summary Activities, Delete Activities

Return to General Information

Amount Allocation: Save, Return to Search, Notify, Refresh, Update/Display, Include History, Correct History



# Associating the Rate Set to the Contract Line (continued)

## Associated Rates section:

- **Effective Date:** Enter the start date of the agreement. This date is normally the same as the contract signed date. This date determines which transactions can be priced for billing. Transactions with an accounting date prior to the **Effective Date** are not eligible to be billed.
- **Status:** Identifies the **Rate Set** as either **Active** or **Inactive**. The value defaults to **Active**.
- **Rate Selection:** Defaults to **Rate Set**. Do not change it.
- **Rate Set:** Defaults based on the product you used to create the contract line. Do not change it.
- Click the **Save** button.
- Click the **Amount Allocation** link at the bottom of the page. This page allows you to define a Billing limit for the contract line. If a Billing limit is not required, you do not need to access this page.

The screenshot shows a web application interface for contract management. The breadcrumb trail is: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information > Contract Terms. The 'Related Projects' section displays contract details for Contract Number 0000002008, Amendment Number, Sold To Customer (PIEDMONT CONCRETE CONTRACTORS INC.), and Contract Status (PENDING). The 'Contract Line' section shows Contract Line 1, Product MG&SE\_CON34\_100, and Description Misc - CON - State Agency. The 'PC Business Unit' is 50100. The 'Billing Limit' and 'Revenue Limit' are both 10,000.00. The 'Discount ID' is empty. The 'Transaction Limits' section includes a 'Perform Limit Checking' button. The 'Retainage ID' is empty, and 'Tiered Pricing' is unchecked. The 'Associated Rates' table is highlighted with a red box and contains the following data:

Effective Date	Status	Rate Selection	Rate Set
1 09/01/2019	Active	Rate Set	MG&SE_CON34_100

The 'Associated Projects & Activities' section is empty. At the bottom, the 'Amount Allocation' link is highlighted with a red box. Other buttons include Save, Return to Search, Notify, Refresh, Update/Display, Include History, and Correct History.



# Setting the Billing Limit for the Contract Line

The **Billing Allocation** page for the contract line displays. Here you can set the contract line's billing limit.

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

**Billing Allocation**

Contract 0000002008      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="Incomplete"/>

[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_CON34_100		Rate	<input type="text" value="1.0000"/>	<input type="text" value="0.00"/>	<a href="#">Limit Check</a>	▼ Actions

Select All       Clear All      [Recalculate](#)

**Line Totals** ?

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

Prepays  
[Return to Contract Terms](#)

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



# Setting the Billing Limit for the Contract Line

- **Billing Limit:** If there is a billing limit for a contract line:
  - Enter the billing limit in the **Total Billing** and **Billing Limit** fields.
  - Click the **Recalculate** button. The **Unallocated Billing** field updates to zero and the **Allocation** changes to **Complete**.
  - Click the **Save** button.
- Click the **Return to Contract Terms** link.

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

**Billing Allocation**

Contract 0000002008      Sold To Customer 0000000001      PIEDMONT CONCRETE CONTRACTORS INC.  
Business Unit 50100      Currency USD      Contract Admin

---

**Contract Billing** ?

Total Billing 10,000.00      Unallocated Billing 0.00

**Fixed Billing** ?

Fixed Billing		Unallocated Fixed Billing	0.00
Billing Discounts/Surcharges	0.00	Inclusive Prepays	0.00
Net Fixed Billing	0.00	Allocation	Complete

Recalculate

**Contract Line Pricing** ?      Personalize | Find | 1 of 1 | Last

Retrieve Billing Price	Line	Product	Bundle	Price Type	Quantity	Billing Limit	Limit Check	Actions
<input type="checkbox"/>	1	MG&SE_CON34_100		Rate	1.0000	10,000.00	Limit Check	Actions

Select All       Clear All      Recalculate

**Line Totals** ?

Billing Amount	0.00	Recurring Billing	0.00		
Discounts/Surcharges	0.00	Billing Limit	10,000.00	Total Billing	10,000.00

Prepays

Return to Contract Terms

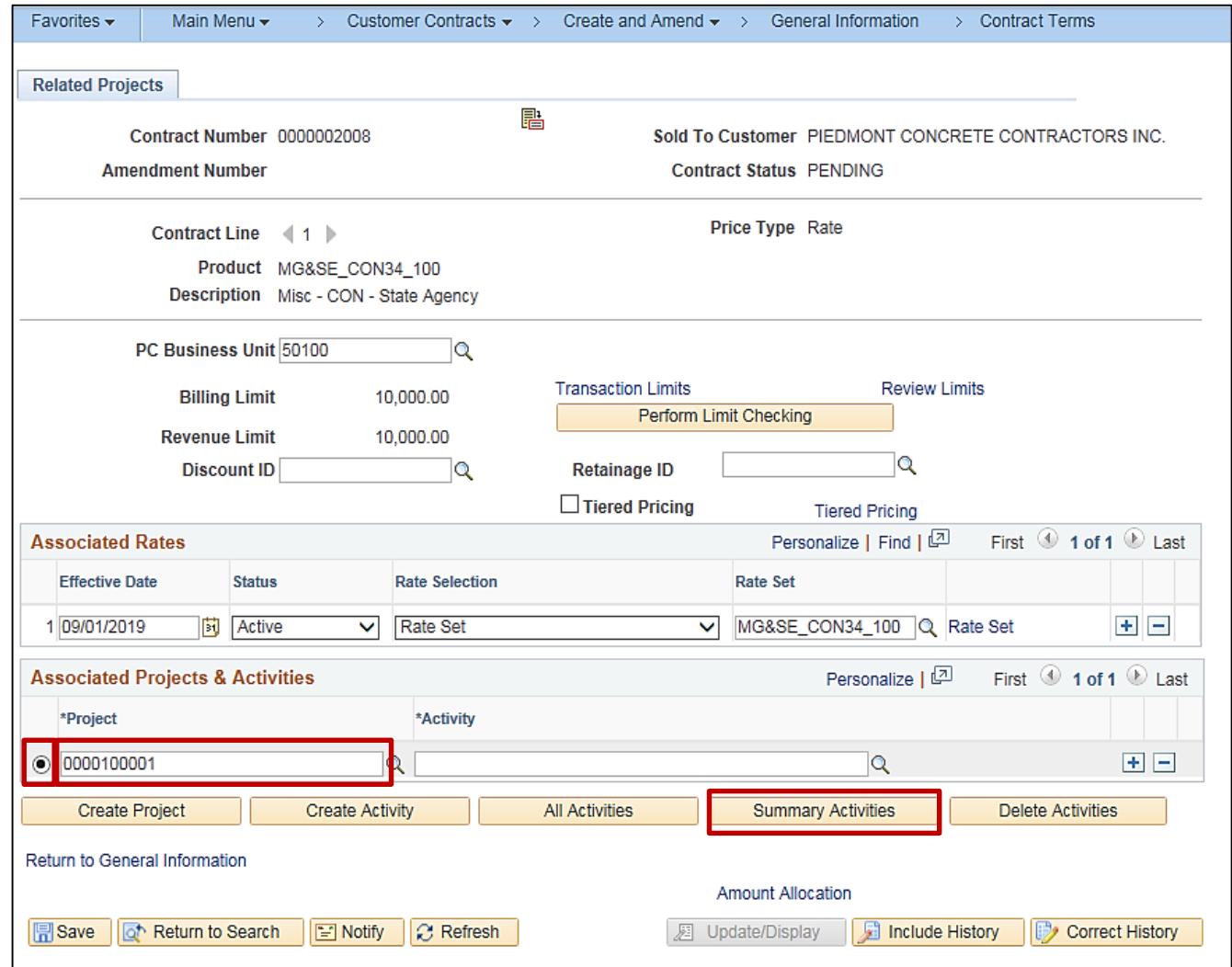
Save      Return to Search      Notify

# Associating Projects to the Contract Line

The **Contract Terms** page displays for the selected contract line.

To associate **Project(s)** and activities:

- Enter your **Project ID** in the project field, or click the look up icon for a list of available values.
- Select the radio button next to the **Project ID**.
- Click the **Summary Activities** button.



The screenshot shows the 'Contract Terms' page for contract number 0000002008. The 'Associated Projects & Activities' section is visible, with the following details:

- Contract Number:** 0000002008
- Sold To Customer:** PIEDMONT CONCRETE CONTRACTORS INC.
- Amendment Number:** (empty)
- Contract Status:** PENDING
- Contract Line:** 1
- Product:** MG&SE\_CON34\_100
- Description:** Misc - CON - State Agency
- PC Business Unit:** 50100
- Billing Limit:** 10,000.00
- Revenue Limit:** 10,000.00
- Discount ID:** (empty)
- Transaction Limits:** Perform Limit Checking
- Review Limits:** (empty)
- Retainage ID:** (empty)
- Tiered Pricing:** (unchecked)

The 'Associated Rates' table shows one rate set:

Effective Date	Status	Rate Selection	Rate Set
09/01/2019	Active	Rate Set	MG&SE_CON34_100

The 'Associated Projects & Activities' section shows one project:

*Project	*Activity
0000100001	

The 'Summary Activities' button is highlighted with a red box. Other buttons include 'Create Project', 'Create Activity', 'All Activities', and 'Delete Activities'. The page also includes a 'Return to General Information' link and an 'Amount Allocation' section with buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Update/Display', 'Include History', and 'Correct History'.



# Associating Project Activities to the Contract Line (continued)

The **Summary Activity Selection** pop-up window displays and allows you to add all activities associated with your selected phase(s).

Detailed activities are grouped by project phase, e.g., **PE Participating**.

- You are able to add all activities for a phase by clicking the check box next to the phase Activity, e.g. **Preliminary Engineering Phase**. You may select only non-participating activities by selecting the check box next to the **PE Non-Participating** activity.
- Once you have selected the phase(s), click the **OK** button.

Summary Activity Selection for 0000100001

Project Activities

Select	WBS ID	Activity Name	Activity	Activity Type	Processing Status	Start Date	End Date
<input checked="" type="checkbox"/>	1	Preliminary Engineering Phase	9101	9101	Active	03/01/2011	04/30/2036
<input type="checkbox"/>	1.1	PE Participating	9161	9101	Active	03/01/2011	04/30/2036
<input type="checkbox"/>	1.2	PE Non Participating	9171	9101	Active	03/01/2011	04/30/2036
<input checked="" type="checkbox"/>	2	Right of Way Phase	9102	9102	Active	03/01/2011	04/30/2036
<input type="checkbox"/>	2.1	RW Participating	9162	9102	Active	03/01/2011	04/30/2036
<input checked="" type="checkbox"/>	2.2	RW Non Participating	9172	9102	Active	03/01/2011	04/30/2036
	2.2.1	Staff Appraising	721	9102	Active	03/01/2011	04/30/2036
	2.2.2	Fee Appraising	722	9102	Active	03/01/2011	04/30/2036
	2.2.3	Court Testimony Staff Appr	723	9102	Active	03/01/2011	04/30/2036
	2.2.4	Court Testimony Fee Appr	724	9102	Active	03/01/2011	04/30/2036
	2.2.5	Appraisal Review	725	9102	Active	03/01/2011	04/30/2036
	2.2.6	RW/PE-PE Activities on RW Job	726	9102	Active	03/01/2011	04/30/2036
	2.2.7	RW/Constr - Constr on Rw Job	727	9102	Active	03/01/2011	04/30/2036
	2.2.8	R/W Educational Courses	729	9102	Active	03/01/2011	04/30/2036
	2.2.9	Attorney Fees - Other	751	9102	Active	03/01/2011	04/30/2036

OK Cancel Refresh



# Associating Project Activities to the Contract Line (continued)

The activities you selected display on the **Related Projects** tab, for the Contract Line.

- Click the **Save** button.
- Click the **Return to General Information** link.

The screenshot displays a software interface for managing contract lines. The breadcrumb navigation at the top reads: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information > Contract Terms.

**Related Projects** section:

- Contract Number: 0000002008
- Amendment Number: [empty]
- Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.
- Contract Status: PENDING
- Contract Line: 1
- Product: MG&SE\_CON34\_100
- Description: Misc - CON - State Agency
- PC Business Unit: 50100
- Billing Limit: 10,000.00
- Revenue Limit: 10,000.00
- Discount ID: [empty]
- Transaction Limits: Perform Limit Checking
- Review Limits: [empty]
- Retainage ID: [empty]
- Tiered Pricing: [unchecked]

**Associated Rates** table:

Effective Date	Status	Rate Selection	Rate Set
09/11/2019	Active	Rate Set	MG&SE_CON34_100

**Associated Projects & Activities** table:

*Project	*Activity	Description	Description
0000100001	721	Rural Additions - Pittsylvania	Staff Appraising
0000100001	722	Rural Additions - Pittsylvania	Fee Appraising
0000100001	723	Rural Additions - Pittsylvania	Court Testimony Staff Appr

Buttons at the bottom:

- Create Project
- Create Activity
- All Activities
- Summary Activities
- Delete Activities
- Return to General Information (highlighted with a red box)
- Save (highlighted with a red box)
- Return to Search
- Notify
- Refresh
- Update/Display
- Include History
- Correct History



# Billing Plan (continued)


Cardinal returns you to the **Lines** tab. Access the **Billing Plan General** tab:

- Click **Detail** tab under the **Contract Lines** section of the page.
- Click the **Pending** link under the **Billing Plan** field.






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


Related Content ▾ | New Window | Help | Personal

General | **Lines**

Contract Number 0000002008  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

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

Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Custo
▾ Actions		1 MG&SE_CON34_100	Misc - CON - State Ag	Rate	<b>Pending</b>	Pending	Contract Terms	Distribution	Internal Notes	PIEDMONT C CONTRACTO

[Billing Plans](#) [Revenue Plans](#) [Milestones](#) [Renewals](#) [Amount Allocation](#) [Supplemental Data](#) Go To

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

General | Lines





# Billing Plan (continued)

The **Billing Plan General** page displays. The **Billing Plan** associated to your contract line is pre-populated based on the **Product** you selected to create the contract line. Do not change these default values.

Tabs shown on the **Define Billing Plan** page vary depending on the price type (rate-based, amount-based, percent based or recurring) of the contract line. Rate-based contract lines have three tabs:

- **Billing Plan General:** Displays billing information for the contract line, such as customer information and billing options. It is not used for rate-based contract lines.
- **Events:** Not used for rate-based contract lines.
- **History:** Displays the billing history for the contract line. Any bills that are created from the contract are listed on the history page.

The screenshot shows the 'Define Billing Plan' page with the following details:

- Navigation:** Favorites > Main Menu > Customer Contracts > Create and Amend > General Information > Assign Billing Plan > Define Billing Plan
- Contract Information:** Contract 0000002008, Sold To Customer 0000000001, Billing Plan B101, As Incurred - Rate Based, Currency USD, BI Unit 50100, Bill To 0000000001, Piedmont Concrete Contractors Inc.
- Description:** As Incurred - Rate Based, \*Billing Status Pending, Billing Method As Incurred, Ready at Activation checked.
- Customer Information:** BI Unit 50100, VA Dept of Transportation, \*Bill To Customer 0000000001, Piedmont Concrete Contractors Inc., Addr Num 1, Bill To Contact.
- Billing Options:** Bill Type STA, Bill Source MG&SE, Summarization Template ID VDOT\_OTHER, VDOT Other, Pre Approved checked, Direct Invoice unchecked, Purchase Order.
- Billing Default Overrides:** Invoice Form LANDSCAPE, Cycle ID MONTHLY, Bill By ID PC\_OTHER, Non-Federal Project, Payment Method, Payment Terms, Billing Inquiry, Billing Specialist.
- Transaction Options:** Bill Currency Contract Currency.
- Retainage Options:** Items previously held as Retainages, Bill, Write-off, Hold (selected).
- Tolerance Options:** Minimum Bill Amount 0.00, Final Bill unchecked.
- Buttons:** Save, Return to Search, Notify, Add, Update/Display.



# Billing Plan - Billing Plan General Tab (continued)

On the **Billing Plan General** tab:

- **Description:** Defaults. Do not change.
- **Billing Status:** Defaults to Pending when the contract line is added.
  - Values include **Pending, Ready,** and **Cancelled.**
  - **Ready** displays once the contract **Status** is set to **Active.**
- **Ready at Activation: Ready at Activation** displays and defaults to checked when the contract line is added.
- **Pre Approved:** Defaults to selected. Do not change. This allows transactions to bypass the billing worksheet.

For Rate-based contracts the **Events** tab is not used.

The screenshot displays the 'Billing Plan General' tab for a contract. The breadcrumb trail at the top reads: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information > Assign Billing Plan > Define Billing Plan. The 'Billing Plan General' tab is selected and highlighted with a red box. The contract details include Contract 0000002008, Sold To Customer 0000000001, Billing Plan B101, and Billing Method As Incurred. The Description is 'As Incurred - Rate Based' and the Billing Status is 'Pending', both highlighted with red boxes. The 'Ready at Activation' checkbox is checked and highlighted with a red box. The 'Customer Information' section shows BI Unit 50100 and \*Bill To Customer 0000000001. The 'Billing Options' section shows Bill Type STA, Bill Source MG&SE, and Summarization Template ID VDOT\_OTHER. The 'Pre Approved' checkbox is checked and highlighted with a red box. The 'Billing Default Overrides' section shows Invoice Form LANDSCAPE, Cycle ID MONTHLY, and Bill By ID PC\_OTHER. The 'Transaction Options' section shows Bill Currency Contract Currency and Retainage Options (Bill, Write-off, Hold). The 'Tolerance Options' section shows Minimum Bill Amount 0.00 and Final Bill checkbox. The bottom of the screen features buttons for Save, Return to Search, Notify, Add, and Update/Display, along with a breadcrumb trail: Billing Plan General | Events | History.



# Billing Plan – History Tab (continued)

Click the **History** tab. The **Billing Plan** page, **History** tab enables you to view the status for all billing activity related to the **Billing Plan**.

- Click the **Return to Assign Billing Plan** link.

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

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

**Contract** 0000002008      **BI Unit** 50100  
**Sold To Customer** 0000000001      **PIEDMONT CONCRETE CONTRACTORS INC.**      **Bill To** 0000000001      **PIEDMONT CONCRETE CONTRACTORS INC.**  
**Billing Plan** ◀ B101 ▶      **As Incurred - Rate Based**      **Currency** USD

---

**Amount Details**

<b>Total Net Extended Amount</b>	0.00
----------------------------------	------

---

**Contract Billing History** Personalize | Find | First 1 of 1 Last

[Source](#) | [Billing](#) | [Contracts](#) | [Projects](#) |

*Cross Reference Sequence No.	*Cross Reference Status	System Source	Process Instance	*Last Update Date/Time	Last Update User ID	Net Amt	Gross Amt	Billing Currency	Net Extended Amt	Gross Extended		
1	Finalized	PCA		09/30/2019 12:11:46PM	SHELLY.PF	0.000	0.000		0.000	0.000		

**Return to Assign Billing Plan**

Save    Return to Search    Notify      Add    Update/Display

Billing Plan General | Events | History



# Accessing the Billing Plan Page from the General Information or Lines tabs

Another way to access the **Billing Plan** pages is by using the **Billing Plans** link found at the bottom of the **General Information** or **Lines** tab.

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

Related Content ▾ | New Window | Help | Person

General | **Lines**

Contract Number 0000002008 Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.  
\*Contract Status  🔍

[Add to My Contracts](#)

Description <input type="text" value="Local Contract 277"/>	Processing Status Pending
Contract Admin <input type="text"/> 🔍	Amendment Status
Region Code <input type="text"/> 🔍	Business Unit VA Dept of Transportation
Contract Type <input type="text" value="L"/> 🔍	Contract Classification Standard
Currency Code USD	Last Amended
Exchange Rate Type <input type="text" value="CRRNT"/> ▾	Start Date 09/01/2019
Contract Signed <input type="text" value="09/01/2019"/> 📅	End Date
Contract Role <input type="text"/> 🔍	Last Update Date/Time 09/11/2019 1:37:09PM
Revenue Profile <input type="text"/> 🔍	Last Update User ID SHELLY.PRYOR
Use Project ChartFields: <input checked="" type="checkbox"/>	Separate Fixed Billing and Revenue: <input type="checkbox"/>
	Separate As Incurred Billing and Revenue: <input type="checkbox"/>

▶ **Other Information**

▶ **Summary of Amounts** ?

**Billing Plans** Revenue Plans Milestones Renewals Amount Allocation Supplemental Data Go To  ▾

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

General | Lines



# Billing Plan (continued)

The **Assign Billing Plan** page displays. Click the **Plan ID** link to access the Billing Plan pages.

Navigation: Favorites ▾ | Main Menu ▾ > Customer Contracts ▾ > Create and Amend ▾ > General Information > Assign Billing Plan

Contract 0000002008      Local Contract 277  
Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.

Assign Billing Plan New Window | Help | Personalize Page |

---

**Contract Lines to be Assigned / Unassigned** Personalize | | View All | | First 1 of 1 Last

Line	Product	Line Description	Billing Amount	Price Type	Plan	Plan Description	Billing Method	Status
<input type="checkbox"/> 1	MG&SE_CON34_100	Misc - CON - State Agency		Rate	<b>B101</b>	As Incurred - Rate Based	As Incurred	Pending

Select All       Clear All

**Bill Plan to Assign / Unassign**

Billing Plan:

Billing Plan Template:

Billing Method:

Bill Plan Detail Template ID:

Description:

Assign selected Lines/Sequences to Billing Plan       Unassign selected Lines/Sequences from Billing Plan

[Return to General Information](#)



# Revenue Plan (continued)

Just like the **Billing Plan**, you can access the **Revenue Plan** from the **General Information** page.

- Click the **Revenue Plans** link at the bottom of the **General** or **Lines** tab.

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

Related Content ▾ | New Window | Help | Person

**General** | Lines

Contract Number 0000002008 Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.  
\*Contract Status  x 🔍

Add to My Contracts

Description   
Contract Admin  🔍  
Region Code  🔍  
Contract Type  🔍  
Currency Code USD  
Exchange Rate Type  ▾  
Contract Signed  📅  
Contract Role  🔍  
Revenue Profile  🔍  
Use Project ChartFields:

Processing Status Pending  
Amendment Status  
Business Unit VA Dept of Transportation  
Contract Classification Standard  
Last Amended  
Start Date 09/01/2019  
End Date  
Last Update Date/Time 09/11/2019 1:37:09PM  
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 Amount Allocation Supplemental Data Go To  ▾

General | Lines





# Revenue Plan (continued)

The **Assign Revenue Plan** page displays. Click the **Plan ID**.

Favorites ▾ Main Menu ▾ > Customer Contracts ▾ > Create and Amend ▾ > General Information > Assign Revenue Plan New Window | Help | Personalize Page |

## Assign Revenue Plan

Contract 0000002008      Local Contract 277  
Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.

**Contract Lines to be Assigned / Unassigned** Personalize | Find | View All | |    First ◀ 1 of 1 ▶ Last

Line	Product	Description	Revenue Amount	Price Type	Plan	Plan Description	Revenue Method	Status
<input type="checkbox"/>	1 MG&SE_CON34_100	Misc - CON - State Agency		Rate	R101	As Incurred - Rate Based	As Incurred	Pending

Select All     Clear All

### Revenue Plan Assign/Unassign

Revenue Plan:

Revenue Plan Template:

Revenue Method:

Description:

**Assign**

Assign selected contract lines to Revenue Plan

**Unassign**

Unassign selected contract lines from Revenue Plan

[Return to General Information](#)

Return to Search    Notify



# Revenue Plan (continued)

On the **Revenue Plan** page:

- **Description:** Defaults. Do not change.
- **Plan Status:** Defaults to **Pending** when the contract line is added. Do not change.
  - Values include **Pending**, **Ready**, and **Cancelled**.
  - **Ready** displays once the contract is set to **Active**.
- **Ready at Activation:** Defaults to checked when the contract line is added.
- **Event Detail** section: Not used with rate-based contract lines.

Return to the **General Information** page by clicking **General Information** in the navigation breadcrumb path.

Navigation: Favorites > Main Menu > Customer Contracts > Create and Amend > **General Information** > Assign Revenue Plan > Define Revenue Plan

Revenue Plan

Contract 0000002008 Business Unit 50100 Currency USD  
Sold To Customer 0000000001 PIEDMONT CONCRETE CONTRACTORS INC. GL Business Unit 50100  
Revenue Plan R101 GL Currency USD

Description: As Incurred - Rate Based \*Plan Status: Pending

Recognition Method: As Incurred  Ready at Activation

Define Events By: Add Milestone

Event	Event Type	*Event Status	Accounting Date	
1	Date	Pending	09/30/2019	Event Note

Return to Assign Revenue Plan

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





# Activating a Contract

After you have created the contract, added the contract line, set the limits, defined the rate set, and associated the projects and activities to the contract, the **Contract Status** is ready to be set to **Active**. Activating a contract indicates that all data for the contract has been entered into Cardinal.

On the **General** tab:

- Click the look up icon to the right of the **Contract Status** field
- Select **Active**
- Click the **Save** button at the bottom of the page.

The screenshot shows the 'General Information' tab for a contract. The 'Contract Status' field is set to 'PENDING' and is highlighted with a red box. A 'Look Up Contract Status' dialog box is open, showing search results for 'ACTIVE'. The 'Save' button at the bottom left is also highlighted with a red box.

Contract Number: 0000002008  
Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.  
\*Contract Status: PENDING

Look Up Contract Status

SetID: 50100  
Contract Status: begins with

Look Up Clear Cancel Basic Lookup

Search Results

Contract Status	Description	Processing Status
ACTIVE	Active	Active
CLOSED	Closed	Closed
FIRE - CLOSED	Closed For FHWA FIRE	Active
FV ACCEPTED	FHWA Accepted	Closed
FV COMPLETED	Fiscal Completed	Active
PENDING	Pending	Pending
WITHDRAWN	Contract Withdrawn	Active

Save Return to Search Notify



# Activating a Contract (continued)

After the contract is saved:

- An **Amendments** tab displays. Amendments to contracts are discussed in another lesson in this course.
- Two additional buttons display:
  - **Amend Contract**
  - **Add to My Contracts**

The screenshot shows a software interface for managing contracts. The breadcrumb trail is: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information. The 'Amendments' tab is selected and highlighted with a red box. The contract details are as follows:

Contract Number	0000002008	Sold To Customer	PIEDMONT CONCRETE CONTRACTORS INC.
Amendment Number	0000000000	*Contract Status	ACTIVE
<b>Amend Contract</b>		<b>Add to My Contracts</b>	
Description	Local Contract 277	Processing Status	Active
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	09/01/2019
Contract Signed	09/01/2019	End Date	
Contract Role		Last Update Date/Time	09/30/2019 12:33:37PM
Revenue Profile		Last Update User ID	SHELLY.PRYOR
Use Project ChartFields:	<input checked="" type="checkbox"/>	Separate Fixed Billing and Revenue:	<input type="checkbox"/>
		Separate As Incurred Billing and Revenue:	<input type="checkbox"/>

Below the details are expandable sections for 'Other Information' and 'Summary of Amounts'. At the bottom, there are navigation buttons: Save, Return to Search, Notify, Add, and Update/Display. The breadcrumb trail at the bottom left reads: General | Lines | Amendments.



# Placing a Hold on the Billing & Revenue Plan

After you update the **Contract Status** to **Active**, you can navigate back to the **Billing Plan** or **Revenue Plan** and see that each plan's status has updated to **Ready**.

To place the Billing or Revenue Plan status on hold:

- On the **Billing Plan General** or **Revenue Plan** tab, click the **Hold** check box to put the plan on hold. Upon selection of the check box the date is populated next to the check box and a **Hold Details** section displays, with three fields:
  - **Put On Hold Date:** populates with the current date which matches the date that displays next to the check box.
  - **Hold User:** populates with the name of the person who placed the Hold.
  - **Hold Reason:** click the lookup icon to select the reason for the hold.

Contract 0000002008  
Sold To Customer 0000000001  
Billing Plan B101

PIEDMONT CONCRETE CONTRACTORS INC.  
As Incurred - Rate Based

BI Unit 50100  
Bill To 0000000001  
Currency USD

Description As Incurred - Rate Based  
Billing Method As Incurred  
\*Billing Status Ready

Hold 10/08/2019

Put On Hold Date 10/08/2019  
Hold User SHELLY.PRYOR  
Hold Reason

Customer Information  
BI Unit 50100  
\*Bill To Customer 0000000001  
Addr Num 1  
Bill To Contact

Billing Options  
Bill Type STA  
Bill Source MG&SE  
Summarization Template ID VDOT\_OTHER  
Purchase Order

Billing Default Overrides  
Invoice Form LANDSCAPE  
Cycle ID MONTHLY  
Bill By ID PC\_OTHER  
Payment Method  
Payment Terms  
Billing Inquiry  
Billing Specialist

Transaction Options  
Bill Currency Contract Currency  
Retainage Options  
Items previously held as Retainages  
Bill Write-off Hold

Tolerance Options  
Minimum Bill Amount 0.00  
Final Bill

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



# Placing a Hold on the Billing & Revenue Plan

- Select the reason for placing the Bill Plan on Hold. See the table below for a list of Hold Reasons, Description, and the Type of Contract each hold reason applies to:

Hold Reason	Description	Type of Contract
DPPD	Process Def Prepaid	Non-Federal
OTHR	Other	Federal and Non-Federal
PED	PED expired	Federal
PPD	Process Int. Prepaid	Non-Federal
RATE	Clear processed amt	Federal and Non-Federal
STOP	Stop bills for line	Federal and Non-Federal
UPED	Make Update to PED	Federal
WKST	Clear wksht error	Federal

the contract. There are no edits for this field, so if you select one that does not match with the contract type, Cardinal will not display an error message.

Look Up Hold Reason

SetID 50100

Hold Reason begins with

Description begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-9 of 9 Last

Hold Reason	Description
DPPD	Process Def Prepaid
OTHR	Other
PED	PED expired
PPD	Process Int. Prepaid
RATE	Clear processed amt
STOP	Stop bills for line
UPED	Make Update to PED
WKST	Clear wksht error



# Closing a Customer Contract

You should only close a contract after the contract has fulfilled the contract terms. When you initiate a change in the processing status for a contract, the system performs a series of checks to ensure that the contract meets all of the necessary criteria to move to the next processing status level. Unless the contract meets all of the necessary criteria, the **Processing Status** cannot advance. Once the contract is **Closed**, it can no longer be used, amended, or reactivated. **Closed** contracts are removed from processing, but the historical contract data is still available for query.



# Closing a Customer Contract

To close a contract follow these steps:

1. Set the **Billing Plan** to a **Billing Status** of **Complete**.
2. Set the **Revenue Plan** to a **Plan Status** of **Complete**.
3. Update the **Contract Status** to **Closed**.
4. Click the **Save** button.

Contract Number 0000001862  
Amendment Number 0000000000  
Sold To Customer DEPARTMENT OF RAIL AND TRANSPORTATION  
\*Contract Status ACTIVE

Amend Contract Add to My Contracts

Description Backlick Rd Bldg Reconstructn  
Contract Admin  
Region Code  
Contract Type A  
Currency Code USD  
Exchange Rate Type CRRNT  
Contract Signed 04/10/2017  
Contract Role  
Revenue Profile  
Use Project ChartFields:

Other Information  
Summary of Amounts

Billing Plans Revenue Plans Milestones Renewals

Save Return to Search Notify

General | Lines | Amendments

Look Up Contract Status

SetID 50100  
Contract Status begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-8 of 8 Last

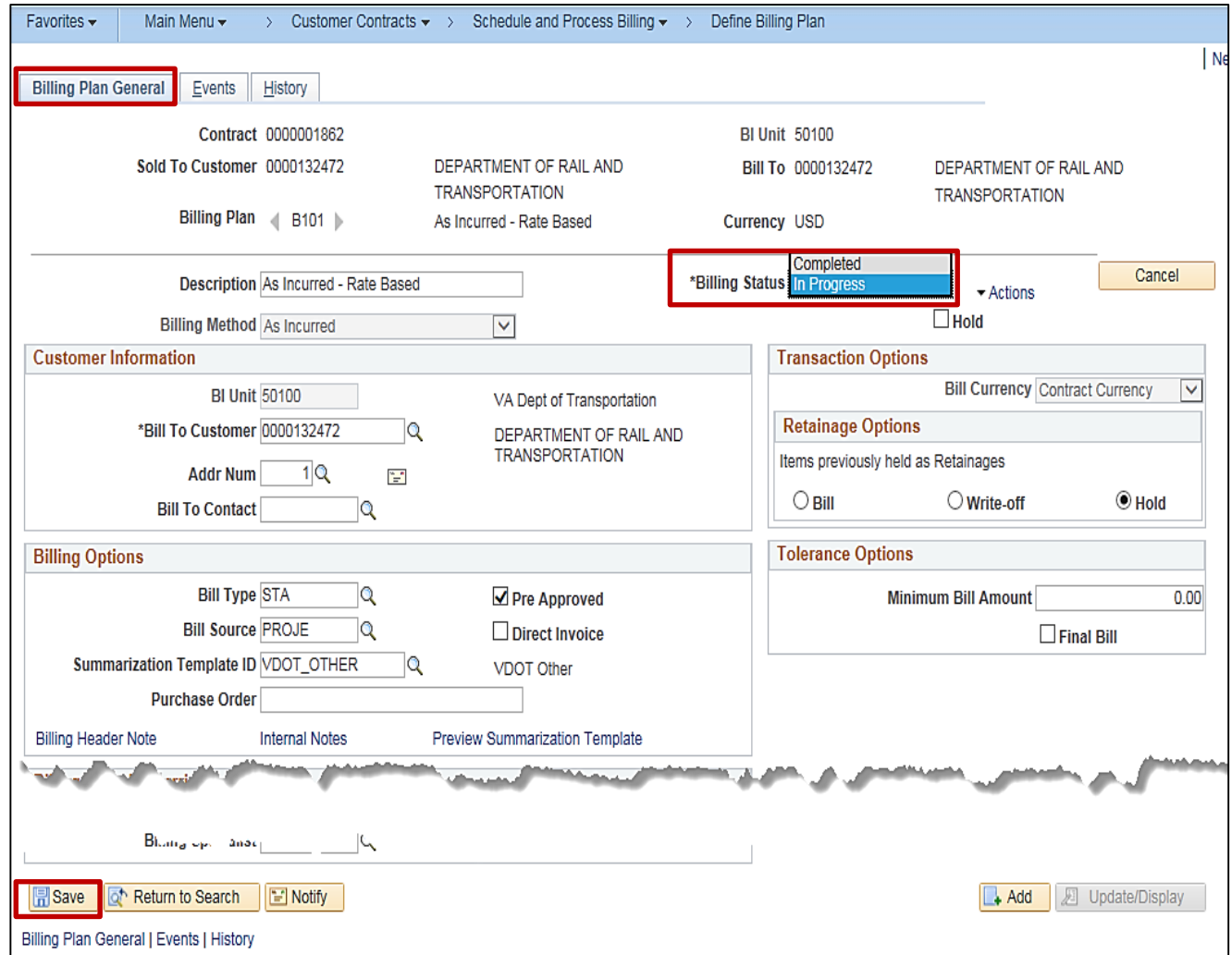
Contract Status	Description	Processing Status
ACTIVE	Active	Active
<b>CLOSED</b>	<b>Closed</b>	<b>Closed</b>
FIRE - CLOSED	Closed For FHWA FIRE	Active
FV ACCEPTED	FHWA Accepted	Closed
FV COMPLETED	Fiscal Completed	Active
WITHDRAWN	Contract Withdrawn	Active

# Closing a Customer Contract (continued)

To set the related **Billing Plan** to **Complete**, navigate using the following path:

## Main Menu > Customer Contracts > Schedule and Process Billing > Define Billing Plan

- Search using **Business Unit**, **Contract** and **Billing Plan** as search criteria.
- From the **Billing Plan General** tab, select the **Billing Status** of **Completed** using the drop-down arrow.
- Click the **Save** button at the bottom of the page.



The screenshot shows the 'Define Billing Plan' interface with the following details:

- Navigation:** Favorites > Main Menu > Customer Contracts > Schedule and Process Billing > Define Billing Plan
- Tab:** Billing Plan General (highlighted)
- Contract Info:** Contract 0000001862, Sold To Customer 0000132472, DEPARTMENT OF RAIL AND TRANSPORTATION, BI Unit 50100, Bill To 0000132472, DEPARTMENT OF RAIL AND TRANSPORTATION, Billing Plan B101, As Incurred - Rate Based, Currency USD
- Description:** As Incurred - Rate Based
- Billing Method:** As Incurred
- \*Billing Status:** Completed (highlighted)
- Customer Information:** BI Unit 50100, VA Dept of Transportation, \*Bill To Customer 0000132472, DEPARTMENT OF RAIL AND TRANSPORTATION, Addr Num 1, Bill To Contact
- Billing Options:** Bill Type STA, Bill Source PROJE, Summarization Template ID VDOT\_OTHER, VDOT Other, Pre Approved (checked), Direct Invoice (unchecked), Purchase Order
- Transaction Options:** Bill Currency Contract Currency
- Retainage Options:** Items previously held as Retainages, Bill (unchecked), Write-off (unchecked), Hold (checked)
- Tolerance Options:** Minimum Bill Amount 0.00, Final Bill (unchecked)
- Buttons:** Save (highlighted), Return to Search, Notify, Add, Update/Display



# Closing a Customer Contract (continued)

To set the related **Revenue Plan** to **Complete**, navigate using the following path:

**Main Menu > Customer Contracts > Schedule and Process Revenue > Define Revenue Plan**

- Search using **Business Unit** and **Contract** as search criteria.
- On the **Revenue Plan** page, select the **Plan Status** of **Completed** using the drop-down arrow.
- Click the **Save** button.

Revenue Plan

Contract 0000001862 Business Unit 50100 Currency USD  
Sold To Customer 0000132472 DEPARTMENT OF RAIL AND TRANSPORTATION GL Business Unit 50100  
Revenue Plan R101 GL Currency USD

Description As Incurred - Rate Based \*Plan Status **Completed** In Progress Actions

Recognition Method As Incurred  Hold

Define Events By  
Add Milestone

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

Event	Event Type	*Event Status	Accounting Date	Event Note
1	Date	Pending	09/30/2019	

Save Return to Search Notify Add Update/Display

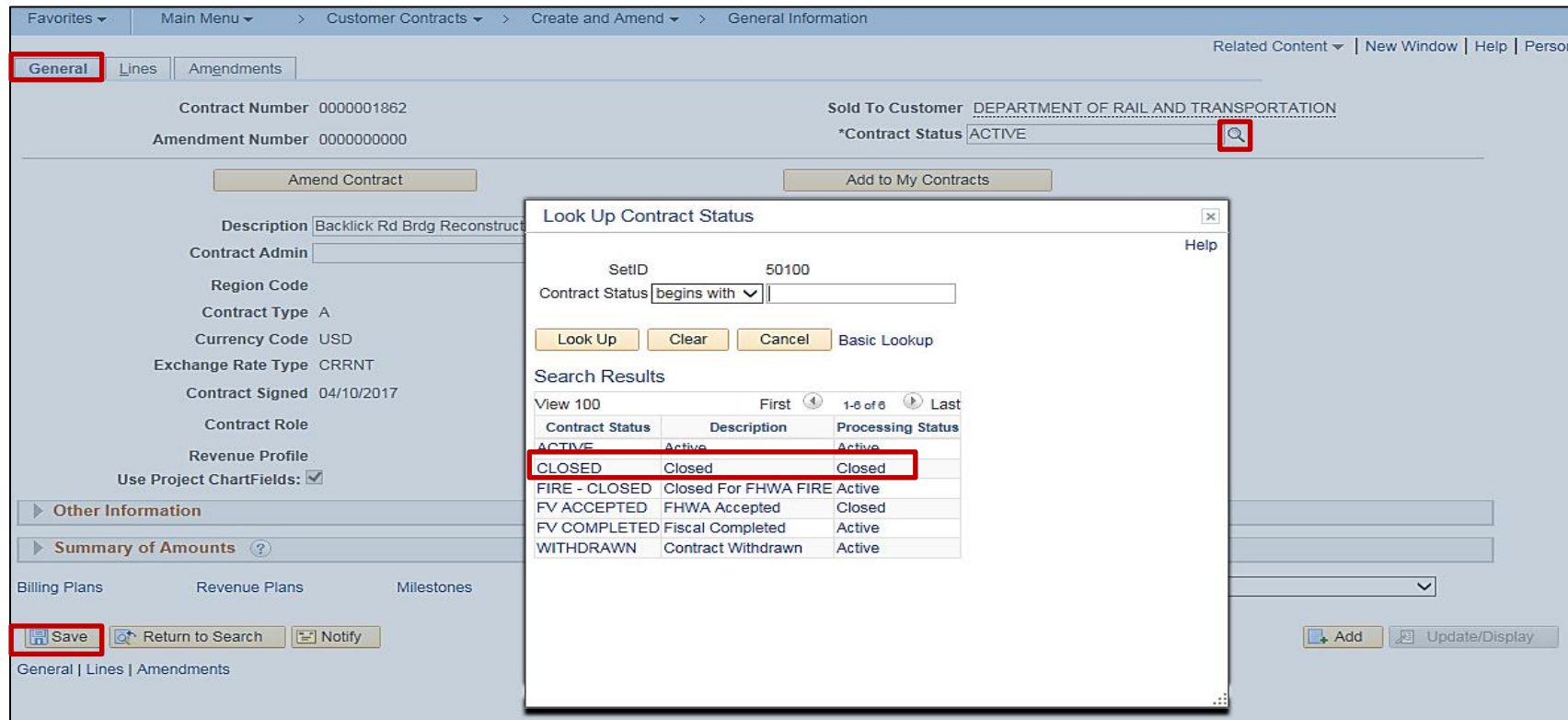


# Closing a Customer Contract (continued)

To set the **Contract Status** to **Closed**, navigate using the following path:

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

- On the General tab, select the **Contract Status** of **Closed** using the drop-down arrow.
- Click the **Save** button.



Contract Number 000001862  
Amendment Number 000000000  
Sold To Customer DEPARTMENT OF RAIL AND TRANSPORTATION  
\*Contract Status ACTIVE

Amend Contract Add to My Contracts

Description Backlick Rd Brdg Reconstruct  
Contract Admin  
Region Code  
Contract Type A  
Currency Code USD  
Exchange Rate Type CRRNT  
Contract Signed 04/10/2017  
Contract Role  
Revenue Profile  
Use Project ChartFields:

Other Information  
Summary of Amounts

Billing Plans Revenue Plans Milestones

Save Return to Search Notify

Look Up Contract Status

SetID 50100  
Contract Status begins with

Look Up Clear Cancel Basic Lookup

Search Results

Contract Status	Description	Processing Status
ACTIVE	Active	Active
<b>CLOSED</b>	Closed	Closed
FIRE - CLOSED	Closed For FHWA FIRE	Active
FV ACCEPTED	FHWA Accepted	Closed
FV COMPLETED	Fiscal Completed	Active
WITHDRAWN	Contract Withdrawn	Active



## Lesson 3: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and select your answer.



1. For non-federal rate-based contracts, the rows with the **Analysis Type** of \_\_\_\_\_ are limit checked against the contract line **Billing Limit**.



2. For rate-based contract billing, what happens when the total amount to be billed to the line exceeds the line **Billing Limit**?



# Lesson 3: Summary

3

## Creating Non-Federal Rate-Based Customer Contracts

In this lesson, you learned:

- Rate-based contracts use rate-based contract lines. Each contract line is set up with one or more project/activity combinations and a rate set that will be applied to the expenditures when the billable amount is calculated. When transactions are entered using the PC BU along with project activity combinations, they are sent to Project Costing (PC) where they are priced based on the participation rate identified by the contract line's rate set.
- After selecting the product for the contract line, saving the contract creates the billing and revenue plans that are linked to the contract line.
- Products selected for non-federal rate-based contract lines determine the **Rate Set** on the contract terms page for the contract line.



# Lesson 4: Introduction

4

## Processing Non-Federal Rate-Based Customer Contracts

This lesson covers the following topics:

- Process non-federal rate-based customer contracts
- Accounting for non-federal rate-based customer contracts



# Processing Non-Federal Rate-Based Customer Contracts

## **Determine Eligible Transactions**

Once a contract has been activated, the system will process the contract during our nightly batch process. Cardinal identifies all project related transactions which have the project and activity combinations associated to active contracts and have not been previously billed. These transactions are available for processing.

## **Price Eligible Transactions**

The Pricing process will apply the participation rate defined in the contract line's Rate Set to the transactions identified as being eligible for billing and creates billing (BIL) transactions. The billing (BIL) transactions are created with the source type (Entry Type) value and Category (Entry Reason) value defined in the contract line's rate set.

## **Limit Check Billable Transactions**

Next, the Limits process determines if there is a Billing Limit defined for the contract line. If a Billing Limit exists, the process will compare the sum of the billing (BIL) transactions against the remaining contract line limit. If a remaining limit amount exists for the contract line, the Billing (BIL) transactions are eligible to be processed over to the Billing Module.

If a remaining limit amount does not exist, the billing (BIL) transactions are changed to Over the Limit (OLT) transactions. The OLT transactions remain in the project transaction table until the billing limit amount for the contract line is increased. If the billing limit amount is increased, the OLT transactions are re-priced and changed to BIL transactions that are eligible to be processed over to the Billing Module.



# Processing Non-Federal Rate-Based Contracts (continued)

## Send Billable Transactions To Billing

The Contracts to Billing process sends the billable transactions (BIL) to the billing interface tables. In addition, information from the contract bill plan is populated in the billing interface tables. This data is used by the Billing Interface to determine how invoices will be created in the Billing Module.

## Create Invoice in Billing

The Billing Interface process runs after the Contracts to Billing process and determines how each project billing transaction is associated with a bill in the Billing module. The billing transactions are pushed to a new invoice in the Billing Module if there is no existing invoice for the customer in **New** status at the time the Billing Interface runs. If there is an existing invoice for the customer in **New** status, the lines are added to the existing invoice.

The bill status for the invoice must be set to **Ready (RDY)** to finalize the bill and print the invoice.

-



# Accounting for Non-Federal Rate-Based Contracts

Rate-based **Products** are used to create a rate based contract line. The **Product** defaults the contract line rate set, contract billing plan and revenue plan details.

**Product** nomenclature consists of the **Distribution Code** and **Participation Rate** with an underscore between the two values. The rate based **Product** does not default the accounting distribution for the contract line. Rate based accounting entries are controlled by **Accounting Rules**.

The **Distribution Code** name is used in the naming of the **Product** and **Accounting Rule** to easily determine the Chartfield string that will be used to create the accounting entries for rate based contract billing and revenue.

In this example, we will bill the Town of Suffolk two percent of project costs. The project charges are being expended to the construction fund.

Distribution Code	Effective Date	Effective Status	Long Description	Short Description	Acct	Dept ID	Task/ Product	Fund	Cost Center	Program	Project	Activity
PROJEPRO05	01-JAN-01	A	Partic - CON - CCT/OTH-Suffolk	PROJEPRO05	40042011	15000		04720				

Configuration	Name	Source Type	Category
Distribution Code	PROJEPRO05		
Product	PROJE_PRO05_2		
Rate Set	PROJE_PRO05_2	PROJE	PRO05
Accounting Rule		PROJE	PRO05



# Accounting for Non-Federal Rate-Based Contracts (continued)

## Send Revenue to GL

Accounting Rules are used in Cardinal to create the revenue accounting entries associated with rate-based contract billing. The accounting rules are predefined using **Source Type** (Entry Type) and **Category** (Entry Reason) combinations. The presence of the Source Type and Category combinations on each billing transaction determines the specific accounting rule used to post revenue in the General Ledger. The Contracts Module also sends the accounting data to the Billing Module and this data is used to post billing entries for finalized invoices to the General Ledger.

Since the Contracts Module controls the generation of revenue and the Billing Module controls the generation of entries for finalized invoices, Cardinal uses the Contract Assets account as a suspense account to clear the transactions. The Contract Assets account should always have a zero dollar balance.

Event	Journal Prefix	Debit	Credit
Finalized Invoice	BI	Accounts Receivable	Contract Assets
	CAREV	Contract Assets	Revenue
Payment Received	AR	Cash	Accounts Receivable





# Lesson 4: Checkpoint

Now is your opportunity to check your understanding of the course material.

Answer the review questions below:



1. Non-federal accounting rules are defined by \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_.



2. For non-federal rate-based contracts, the rows with the **Analysis Type** of \_\_\_\_\_ are limit checked against the contract line **Billing Limit**.



3. For rate-based contract billing, what happens when the total amount to be billed to the line exceeds the line **Billing Limit**?



# Lesson 4: Summary

4

## Processing Non-Federal Rate-based Customer Contracts

In this lesson, you learned:

- After selecting the product for the contract line, saving the contract creates the billing and revenue plans that are associated to the contract line.
- Products selected for non-federal rate-based contract lines determine the **Rate Set** on the contract terms page for the contract line.
- **Rate Sets** define the **Source Type** and **Category** that will be applied to the contract line transaction rows.
- **Rate Sets** drive the pricing rules, and ultimately the accounting rules, for the cost transactions that are associated to the project/activity combinations.



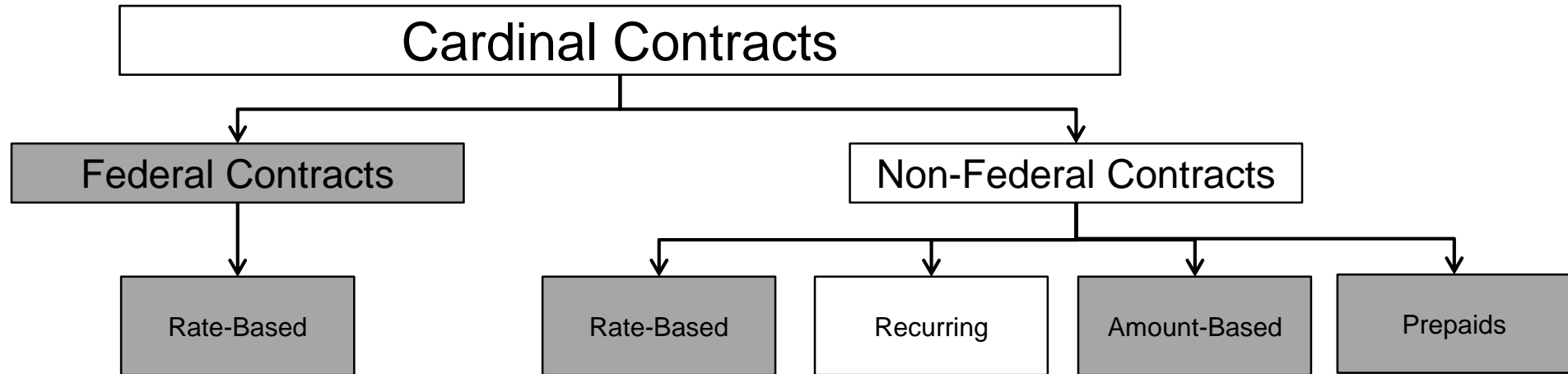
# Lesson 5: Introduction

5

## Creating a Non-Federal Recurring Contract

This lesson covers the following topic:

- Creating a non-federal recurring contract





# Creating a Non-Federal Recurring Contract

Recurring contracts allow you to bill a customer a recurrent fixed amount on a regular basis. When you create a recurring contract, the number of billings is predefined. Recurring contract lines generate bills against a single project/activity combination. The accounting distribution defaults from the Product used to create the contract line. The contract bill plan start date and schedule control when the contract is eligible for billing. On the scheduled billing date, the billable amount is sent to the Billing module along with the appropriate accounting distribution.

The Products used to create recurring contract lines are defined based on a specific billing amount. As a result, the Product will need to be configured prior to each contract being created.

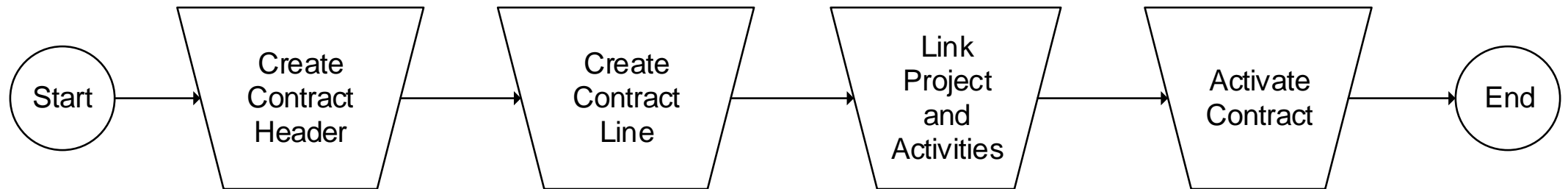
For recurring contract lines, the Billing module manages revenue and handles recording revenue for recurring contract billings. As a result, Revenue Plans are not defined on the contract line for recurring contracts.



# Creating a Non-Federal Recurring Contract (continued)

The Create Customer Contracts process for non-federal recurring contracts involves the following steps:

- Create contract header
- Create contract line(s)
- Link project and activities
- Activate the contract





# Adding a Contract

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

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

- Click the **Add a New Value** tab.
- **Business Unit** defaults for your agency (i.e., **50100** for VDOT). Do not change.
- **Contract** defaults to **NEXT**. Do not change.
- Enter the **Sold To Customer**.
- **Contract Classification** defaults to **Standard**. Do not change.
- The two check box fields, **Separate Fixed Billing and Revenue/Separate As Incurred Billing and Revenue**, are not used.
- Click the **Add** button.

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

### General Information

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

Business Unit  🔍

Contract

Sold To Customer  🔍

Contract Classification  ▾

Separate Fixed Billing and Revenue

Separate As Incurred Billing and Revenue

**Add**



# Creating Contract Header

The **General** tab displays. Enter the contract header information:

- **Description:** Enter a short detailed description about the contract.
- **Contract Type:** Select an appropriate value:
  - **A** – Letter of Authorization
  - **F** – Federal
  - **G** – Grant
  - **J** – Federal Grant
  - **L** – Local
  - **O** – Other
  - **R** – Resolution

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 Contract Recurring  
Contract Admin  
Region Code  
Contract Type O  
Currency Code USD  
Exchange Rate Type CRRNT  
Contract Signed 09/05/2019  
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



# Creating Contract Header

- **Currency Code** and **Exchange Rate Type** default. Do not change.
- **Contract Signed**: Defaults to the current date. This date should be changed to the date the agreement was signed with the customer. This date automatically populates the effective date of the accounting distribution.
- **Use Project Chartfields** checkbox – Defaults as checked and cannot be changed.

Contract Number NEXT

Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.

\*Contract Status PENDING

Copy From Contract Add to My Contracts

Description Local Contract Recurring

Contract Admin

Region Code

Contract Type O

Currency Code USD

Exchange Rate Type CRRNT

Contract Signed 08/05/2019

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

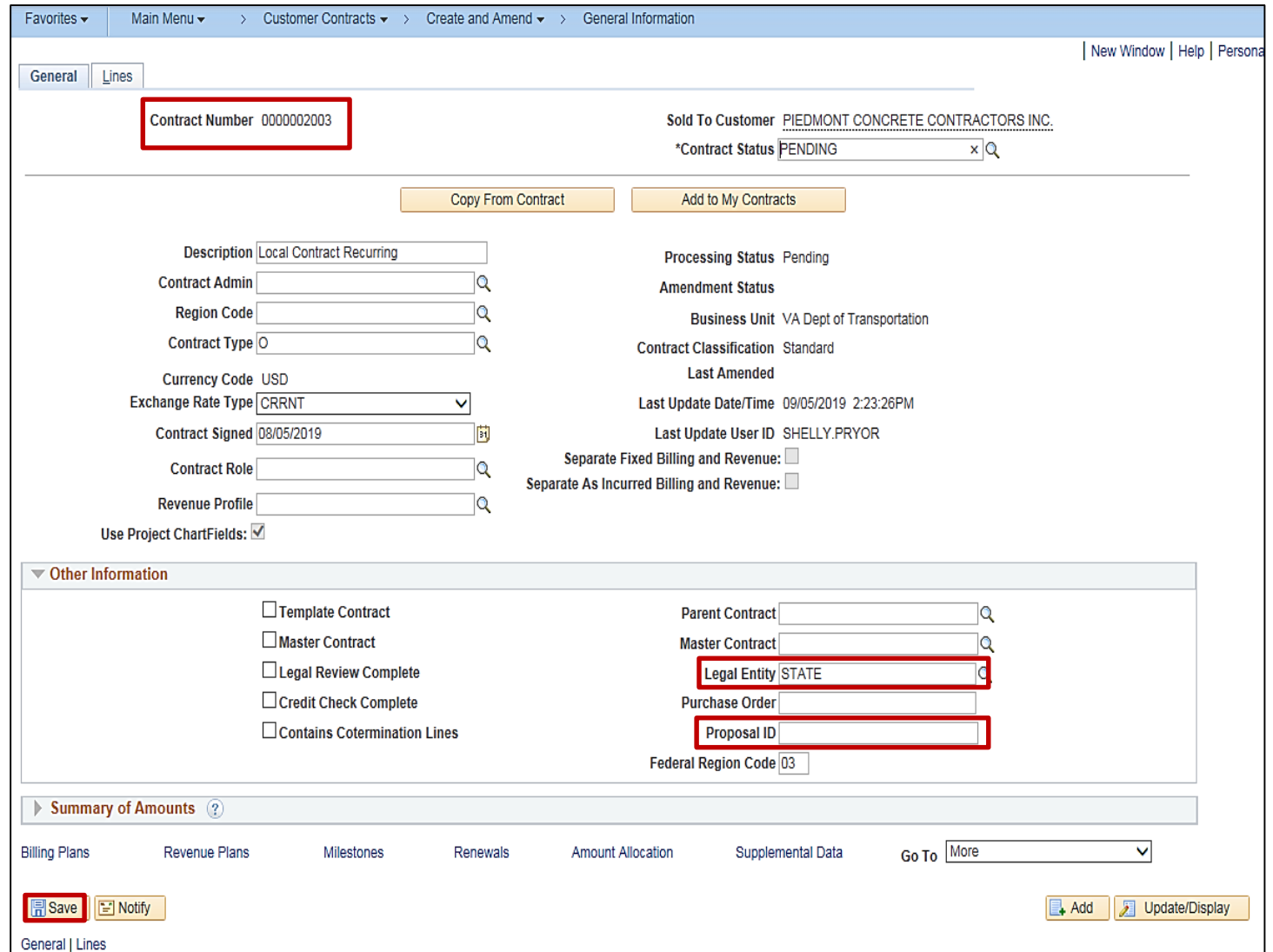
Save Notify Add Update/Display



# Creating Contract Header (continued)

Click the arrow next to the **Other Information** section to expand the section.

- **Legal Entity:** Choose **STATE** for all non-federal contracts.
- **Federal Region Code:** Required and defaults to **03 (FHWA)**. Do not change.
- **Proposal ID** field is a free form field can be left blank. If necessary, this field can be used to define the total contract amount.
- Click the **Save** button.
- The **Contract Number** displays.



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

General | Lines

Contract Number 000002003

Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.

\*Contract Status PENDING x Q

Copy From Contract Add to My Contracts

Description Local Contract Recurring

Contract Admin  Q

Region Code  Q

Contract Type 0 Q

Currency Code USD

Exchange Rate Type CRRNT ▾

Contract Signed 08/05/2019 [i]

Contract Role  Q

Revenue Profile  Q

Use Project ChartFields:

Processing Status Pending

Amendment Status

Business Unit VA Dept of Transportation

Contract Classification Standard

Last Amended

Last Update Date/Time 09/05/2019 2:23:26PM

Last Update User ID SHELLY.PRYOR

Separate Fixed Billing and Revenue:

Separate As Incurred Billing and Revenue:

Other Information

Template Contract

Master Contract

Legal Review Complete

Credit Check Complete

Contains Cotermination Lines

Parent Contract  Q

Master Contract  Q

Legal Entity STATE Q

Purchase Order

Proposal ID

Federal Region Code 03

Summary of Amounts ?

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

Save Notify Add Update/Display

General | Lines



# Creating Recurring Contract Line(s)

A contract line details the billing parameters that are used to calculate the amount to bill a customer and has its own accounting distributions, billing limit, billing plan, and revenue plans. Each contract line within a contract can have a status of **Active**, **Cancelled**, or **Pending**. Contracts converted to Cardinal as **CLOSED** will have a contract line status of **Inactive**.

The **Hold Billing on Unpaid Cost**, **Hold Revenue on Unpaid Cost** and **Standalone Sale** checkboxes default as unchecked and should not be checked.

- Click the **Lines** tab.
- Click the **Add Contract Lines** button to add a contract line.

The screenshot shows the 'Create and Amend' screen for a contract. The breadcrumb trail is: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information. The 'Lines' tab is selected. Contract details include Contract Number 0000002003 and Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC. The contract status is PENDING. Two buttons are visible: 'Add Contract Lines' (highlighted with a red box) and 'Add Default Kit'. Below is a table with columns: Actions, Line, Product, Description, Price Type, Hold Billing on Unpaid Cost, Hold Revenue on Unpaid Cost, Standalone Sale, Bundle, Start Date, End Date, \*Status, and Supplementa. The 'Hold Billing on Unpaid Cost' and 'Hold Revenue on Unpaid Cost' columns are highlighted with a red box. The table shows one row with 'Active' status and 'Supplementa' in the last column. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.



# Creating Recurring Contract Line(s) (continued)

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

Before entering a contract line, you must select the product to be used.

To search for non-federal recurring products:

- **Product Group:** Select a value that begins with **REC** and contains the **Fund** and **Customer Type** abbreviation e.g., **CON – Construction** and **CCT – City, County, Towns**.
- **Product:** Enter the name of the product you created.
- **Price Type:** Select **Recurring** to limit your search to non-federal recurring products. This field displays the **Price Type** that was defined for the product on the **Product Definition** page.
- Click the **Search** button.

The screenshot shows the 'Add Contract Lines' form with the following fields and values:

- Product Group: REC\_CONCCT
- Product: RECPRO
- Product Description: (empty)
- Price Type: Recurring
- Physical Nature: (empty)
- Product Kits:
- Renewable:

The 'Search' button is highlighted with a red box. Below the form, there are two links: 'Create Adhoc Product' and 'Return to Contract Lines'.



# Creating Recurring Contract Line(s) (continued)

The **Search Results** populate below the search criteria. Select the check box next to the product you want to add to the contract.

- **Product:** Displays the product name. You will select the product you created prior to creating the contract.
- **Description:** Displays the description of the product.
- **Price Type: Recurring**, as selected in the search criteria. The **Price Type** is defined, i.e., associated, in the **Product Definition**.

General Information

Add Contract Lines

Search

Product Group: REC\_CONCCT  
Product: RECPRO  
Product Description:  
Price Type: Recurring  
Physical Nature:

Search

Search Results

Product	Description	Price Type	Physical Nature	Product Kit	*Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
<input checked="" type="checkbox"/> 1	RECPR0051223782.27	Recurring Contr - 1,223,782.27	Recurring	Goods	N	None		N		1.0000	EA
<input type="checkbox"/> 2	RECPR005194421442	Recur Contract - \$1,944,214.42	Recurring	Goods	N	None		N		1.0000	EA
<input type="checkbox"/> 3	RECPR005203396114	Recur Contract - \$2,033,961.14	Recurring	Goods	N	None		N		1.0000	EA
<input type="checkbox"/> 4	RECPR005_265387.73	Recurring Contract-\$265,387.73	Recurring	Goods	N	None		N		1.0000	EA
<input type="checkbox"/> 5	RECPR005_421745.18	Recurring Contrac-\$421,745.84	Recurring	Goods	N	None		N		1.0000	EA

Select All Clear All

Create Plans from Template:  Billing Plans,  Revenue Plans,  Renewal Plans

Combine Like Templates:  Billing Plans,  Revenue Plans

Add Contract Lines Create Adhoc Product Return to Contract Lines



# Creating Recurring Contract Line(s) (continued)

- **Physical Nature: Goods** is used for all products created. The **Physical Nature** is defined, i.e., associated, in the **Product Definition**.
- **Product Kit:** Defaults to **N**.
- **Fee Type:** Defaults to **None**.

General Information

### Add Contract Lines

Search ?

Product Group REC\_CONCCT  Product Kits  
Product RECPRO  Renewable  
Product Description  
Price Type Recurring  
Physical Nature

Search

Search Results ? Personalize | Find | View All |  |  First 1-5 of 5 Last

Product	Description	Price Type	Physical Nature	Product Kit	*Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
<input checked="" type="checkbox"/> 1 RECPRO051223782.27	Recurring Contr - 1,223,782.27	Recurring	Goods	N	None	<input type="text"/>	<input type="text"/>	N		1.0000	EA <input type="text"/>
<input type="checkbox"/> 2 RECPRO0519421442	Recur Contract - \$1,944,214.42	Recurring	Goods	N	None	<input type="text"/>	<input type="text"/>	N		1.0000	EA <input type="text"/>
<input type="checkbox"/> 3 RECPRO05203396114	Recur Contract - \$2,033,961.14	Recurring	Goods	N	None	<input type="text"/>	<input type="text"/>	N		1.0000	EA <input type="text"/>
<input type="checkbox"/> 4 RECPRO05_265387.73	Recurring Contract-\$265,387.73	Recurring	Goods	N	None	<input type="text"/>	<input type="text"/>	N		1.0000	EA <input type="text"/>
<input type="checkbox"/> 5 RECPRO05_421745.18	Recurring Contract-\$421,745.84	Recurring	Goods	N	None	<input type="text"/>	<input type="text"/>	N		1.0000	EA <input type="text"/>

Select All  Clear All

Create Plans from Template  Billing Plans  Revenue Plans  Renewal Plans

Combine Like Templates  Billing Plans  Revenue Plans

Add Contract Lines Create Adhoc Product Return to Contract Lines



# Creating Recurring Contract Line(s) (continued)

- **Start Date:** Enter a beginning date for the contract line. All recurring products are configured to generate an invoice on the 12<sup>th</sup> of the month. After you add contract line and save, the **Start Date** updates accordingly.
  - Using the 12<sup>th</sup> as an example:
    - If you enter a date today's date that is prior to the 12<sup>th</sup> of the current month, the **Start Date** updates to the 12<sup>th</sup> of the current month.
    - If the 12<sup>th</sup> of the current month has passed, and the date you entered is before the 12<sup>th</sup> of the following month, the **Start Date** will update to the 12<sup>th</sup> of the following month.
- Note:** The start date for **Products** with a Quarterly schedule will default to the 1<sup>st</sup> of the month and all invoices will be generated on the 1<sup>st</sup> of the month.
- **End Date:** The end date is not populated on this page. Once the contract line has been added and saved, the end date will automatically populate on the contract line based on the number of events and schedule specified on the product used to create the contract line.

Physical Nature	Product Kit	*Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
ods	N	None	08/12/2019		N		1.0000	EA
ods	N	None			N		1.0000	EA
ods	N	None			N		1.0000	EA
ods	N	None			N		1.0000	EA
ods	N	None			N		1.0000	EA



# Creating Recurring Contract Line(s) (continued)

- **Quantity:** Defaults from the Product and should not be changed.
- **UOM:** Displays the unit of measure associated to the product, if any.

Personalize | Find | View All | First 1-5 of 5 Last

Physical Nature	Product Kit	*Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
ods	N	None	08/12/2019		N		1.0000	EA
ods	N	None	<input type="text"/>		N		1.0000	EA
ods	N	None	<input type="text"/>		N		1.0000	EA
ods	N	None	<input type="text"/>		N		1.0000	EA
ods	N	None	<input type="text"/>		N		1.0000	EA



# Creating Recurring Contract Line(s) (continued)

- **Create Plans from Template** and **Combine Like Templates**: check boxes default as selected. Do not change. These templates create the predefined bill plans and revenue plans for the product(s) selected.
- Click the **Add Contract Lines** button.

ECF 42,745.18 Recurring C 21,745.8 Ret Good None

Select All  Clear All

**Create Plans from Template**

- Billing Plans
- Revenue Plans
- Renewal Plans

**Combine Like Templates**

- Billing Plans
- Revenue Plans

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





# Creating Recurring Contract Line(s) (continued)

A message displays indicating the number of contract lines added to the contract.

Click the **Return to Contract Lines** link to continue processing the contract.

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

General Information

## Add Contract Lines

Search ?

Product Group	REC_CONCCT	🔍	<input type="checkbox"/> Product Kits
Product	RECPRO		<input type="checkbox"/> Renewable
Product Description			
Price Type	Recurring	▾	
Physical Nature		▾	

**1 line(s) have been added to the contract**

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



# Creating Recurring Contract Line(s) (continued)

After you return to the **Lines** tab, click the **Save** button. Saving the contract defaults the following components:

- The billing and revenue plan that is associated with the **Product** used to create the contract line.
- The accounting distribution information associated with the **Product** used to create the contract line.

You can add additional contract lines using the **Add Contract Lines** button, or you can delete a contract line by scrolling to the end of the line and clicking the **Delete Row** icon (minus sign) located at the end of the line. Contract Lines can only be deleted when the contract is in **Pending** status and the billing plan has been unassigned.

Contract Number 0000002003

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	Standalone Sale	Bundle	Start Date	End Date	*Status	Supplem
▼ Actions	1	RECPRO051223782.27	Recurring Contr - 1,22	Recurring	<input type="checkbox"/>		08/12/2019	09/11/2019	Active	Supplem

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

Save Notify Add Update/Display

General | Lines



# Creating Recurring Contract Line(s) (continued)


The **General** tab, in the **Contract** Lines section, shows the basic information for the line(s), including **Product**, **Description**, **Price Type**, **Start Date**, and the line's **Status**.

The status of a line can be **Active**, **Pending**, **Inactive** or **Cancelled**.





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


| New Window | Help | Personal



General | Lines

Contract Number 0000002003  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

General | Detail | Billing Amount Details | Revenue Amount Details | Contract Liability 

Actions	Line	Product	Description	Price Type	Standalone Sale	Bundle	Start Date	End Date	*Status	Supplem
▼ Actions		1 RECPRO051223782.27	Recurring Contr - 1,22	Recurring	<input type="checkbox"/>	<input type="text"/>	08/12/2019 	09/11/2019	Active 	Supplem

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

 Save  Notify  Add  Update/Display

General | Lines



# Creating Recurring Contract Line(s) (continued)

The **Detail** tab under the **Contract Lines** section:

- **Billing Plan Status:** When the contract line was saved, the **Billing Plan** was created based on the **Product** selected. **Billing Plan Statuses** include:
  - **Pending:** The default status when a contract is being created.
  - **Ready:** Contract is active and the billing and revenue plans are ready for use but are not in use.
  - **Cancelled:** The plan has been cancelled.
  - **Completed:** The billing plan associated with the contract has been completed.

Contract Number 0000002003 Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.  
Contract Status PENDING

Add Contract Lines Add Default Kit

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

Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes
▼ Actions		1 RECPRO051223782.27	Recurring Contr - 1,22	Recurring	Pending	Billing Manages Revenue	Contract Terms	Distribution	Internal Notes

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

Save Notify Add Update/Display



# Creating Recurring Contract Line(s) (continued)

- **Revenue Plan: Billing Manages Revenue** – Revenue entries for Recurring Contracts are generated by the **Billing Module**. Therefore, **Revenue Plans** are not assigned to recurring contract lines.

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

General Lines

Contract Number 0000002003 Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.  
Contract Status PENDING

Add Contract Lines Add Default Kit

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
▼ Actions		1 RECPRO051223782.27	Recurring Contr - 1,22	Recurring	Pending	Billing Manages Revenue	Contract Terms	Distribution	Internal Notes

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

Save Notify Add Update/Display

General | Lines



# Billing and Revenue Plans (continued)

The **Billing Amount Details** and **Revenue Amount Details** tabs, in the **Contract Lines** section, provide further information about the contract lines, including the **Price Type**, **Quantity**, **UOM**, as well as, **Recurring Revenue** and **Recurring Billing**.

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

General | **Lines**

Contract Number 0000002003 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

General | Detail | **Billing Amount Details** | Revenue Amount Details | Contract Liability

Actions	Line	Product	Description	Price Type	Quantity	UOM	Recurring Billing	Unit Billing
▼ Actions		1 RECPRO051223782.27	Recurring Contr - 1,223,782	Recurring	1.0000	EA	0.00	0.00

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

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

General | Lines

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

General | **Lines**

Contract Number 0000002003 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

General | Detail | Billing Amount Details | **Revenue Amount Details** | Contract Liability

Actions	Line	Product	Description	Price Type	Quantity	Recurring Revenue	Unit Revenue
▼ Actions		1 RECPRO051223782.27	Recurring Contr - 1,223,782	Recurring	1.0000	0.00	0.00

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

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

General | Lines



# Billing Plan (continued)

Access the **Billing Plan General** tab is from the **General Information** page:

- Click the **Lines** tab.
- In the **Contract Lines** section, click the **Detail** tab.
- Click the **Billing Plan Status** link.

Contract Number 0000002003 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	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes
▼ Actions		1 RECPRO051223782.27	Recurring Contr - 1,22	Recurring	Pending	Billing Manages Revenue	Contract Terms	Distribution	Internal Notes

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

Save Return to Search Notify Add Update/Display

General | Lines



# Billing Plan (continued)

The **Billing Plan General** tab displays.

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

**Billing Plan General** | Recurring Detail | History

Contract 000002003      BI Unit 50100  
Sold To Customer 000000001      Piedmont Concrete Contractors Inc.      Bill To 000000001      Piedmont Concrete Contractors Inc.  
Billing Plan ◀ B101 ▶      Recurring - Monthly - 1      Currency USD

Description: Recurring - Monthly - 1      \*Billing Status: Pending  
Billing Method: Recurring       Ready at Activation

Customer Information		Amount Detail	
BI Unit	50100	Billing Amount	0.00
*Bill To Customer	000000001	Total Amount	0.00
Addr Num	1	Total Billing History	0.00
Bill To Contact			

**Billing Options**

Bill Type: CCT       Pre Approved  
Bill Source: PROJE       Direct Invoice  
Purchase Order:      VDOT Other

Billing Header Note      Internal Notes

**Billing Default Overrides**

Invoice Form: LANDSCAPE  
Cycle ID: MONTHLY      View Customer Defaults  
Bill By ID: PC\_OTHER      Non-Federal Project  
Payment Method:        
Payment Terms:        
Billing Inquiry:        
Billing Specialist:     

[Return to General Information](#)

Save    Return to Search    Notify      Add    Update/Display

Billing Plan General | Recurring Detail | History





# Billing Plan (continued)

Another way to access the **Billing Plan General** tab from the **General Information** page is:

- On either the **General Information** or **Lines** tab, click the **Billing Plans** link.

**Contract Number** 0000002003

**Sold To Customer** PIEDMONT CONCRETE CONTRACTORS INC.

**\*Contract Status**

**Add to My Contracts**

**Description**

**Contract Admin**

**Region Code**

**Contract Type**

**Currency Code** USD

**Exchange Rate Type**

**Contract Signed**

**Contract Role**

**Revenue Profile**

**Use Project ChartFields:**

**Processing Status** Pending

**Amendment Status**

**Business Unit** VA Dept of Transportation

**Contract Classification** Standard

**Last Amended**

**Start Date** 08/12/2019

**End Date** 09/11/2019

**Last Update Date/Time** 09/05/2019 3:16:44PM

**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 | Amount Allocation | Supplemental Data | Go To

**Save** | **Return to Search** | **Notify** | **Add** | **Update/Display**

General | Lines



# Billing Plan (continued)

- The **Assign Billing Plan** page displays..
- Click the **Plan ID** link for the contract line you wish to review.

Navigation: Favorites ▾ | Main Menu ▾ | Customer Contracts ▾ | Create and Amend ▾ | General Information | Assign Billing Plan

Contract 0000002003      Local Contract Recurring  
Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.

Assign Billing Plan New Window | Help | Personalize Page |

---

**Contract Lines to be Assigned / Unassigned** Personalize | | View All | | First 1 of 1

Line	Product	Line Description	Billing Amount	Price Type	Plan	Plan Description	Billing Method	Status
<input type="checkbox"/> 1	RECPRO051223782.27	Recurring Contr - 1,223,782.27		Recurring	<b>B101</b>	Recurring - Monthly - 1	Recurring	Pending

Select All       Clear All

**Bill Plan to Assign / Unassign**

Billing Plan:

Billing Plan Template:

Billing Method:

Bill Plan Detail Template ID:

Description:

Assign selected Lines/Sequences to Billing Plan       Unassign selected Lines/Sequences from Billing Plan

[Return to General Information](#)



# Billing Plan (continued)

The **Billing Plan General** tab displays.

Navigation: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information > Assign Billing Plan > Define Billing Plan

Tab: Billing Plan General | Recurring Detail | History

Contract 000002003      BI Unit 50100  
Sold To Customer 000000001      Piedmont Concrete Contractors Inc.      Bill To 000000001      Piedmont Concrete Contractors Inc.  
Billing Plan ◀ B101 ▶      Recurring - Monthly - 1      Currency USD

Description: Recurring - Monthly - 1      \*Billing Status: Pending  
Billing Method: Recurring       Ready at Activation

Customer Information		Amount Detail	
BI Unit	50100	Billing Amount	0.00
*Bill To Customer	000000001	Total Amount	0.00
Addr Num	1	Total Billing History	0.00
Bill To Contact			

**Billing Options**

Bill Type: CCT       Pre Approved  
Bill Source: PROJE       Direct Invoice  
Purchase Order:      VDOT Other

Billing Header Note      Internal Notes

**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 Assign Billing Plan

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

Footer: Billing Plan General | Recurring Detail | History



# Billing Plan (continued)

The **Billing Plan** associated to your contract line defaults based on the **Product** you selected to create the contract line. Do not change these default values.

Tabs shown on the **Define Billing Plan** page vary depending on the price type (rate-based, amount-based, or recurring) of the contract line. Recurring contract lines have three tabs:

- **Billing Plan General:** Displays billing information for the contract line, such as customer information and billing options.
- **Recurring Detail:** Allows you to preview the recurring billing events associated with the bill plan.
- **History:** Displays billing history for the contract line.
- Click the **Billing Plan General** tab

The screenshot shows the 'Define Billing Plan' page with the following details:

- Navigation:** Favorites, Main Menu, Customer Contracts, Create and Amend, General Information, Assign Billing Plan, Define Billing Plan.
- Tabs:** Billing Plan General (selected), Recurring Detail, History.
- Contract Information:** Contract 0000002003, Sold To Customer 0000000001, Billing Plan B101, Recurring - Monthly - 1, Currency USD.
- Customer Information:** BI Unit 50100, \*Bill To Customer 0000000001, Addr Num 1, Bill To Contact.
- Billing Options:** Bill Type CCT, Bill Source PROJE, Pre Approved (checked), Direct Invoice (unchecked), VDOT Other, Purchase Order.
- Billing Default Overrides:** Invoice Form LANDSCAPE, Cycle ID MONTHLY, Bill By ID PC\_OTHER, Payment Method, Payment Terms, Billing Inquiry, Billing Specialist.
- Amount Detail:** Billing Amount 0.00, Total Amount 0.00, Total Billing History 0.00.
- Buttons:** Save, Return to Search, Notify, Add, Update/Display.



# Billing Plan - Billing Plan General Tab (continued)

- **Description** field: Defaults. Do not change.
- **Billing Status**: Controls your ability to enter information into, and the processing that occurs against, the Billing Plan.
  - Values include **Pending**, **Ready**, and **Cancelled**.
  - **Ready** displays once the contract is set to **Active**.
- **Ready at Activation** check box: Defaults to checked when the **Billing Status** is **Pending**.

Once the **Billing Status** is **Ready**, the check box label updates to **Hold**, and is unchecked.

**Pre Approved**: Defaults to selected. Do not change.

Contract 000002003 BI Unit 50100  
Sold To Customer 000000001 Piedmont Concrete Contractors Inc. Bill To 000000001 Piedmont Concrete Contractors Inc.  
Billing Plan B101 Recurring - Monthly - 1 Currency USD

Description Recurring - Monthly - 1 \*Billing Status Pending  
Billing Method Recurring  Ready at Activation

Customer Information		Amount Detail	
BI Unit	50100	Billing Amount	0.00
*Bill To Customer	000000001	Total Amount	0.00
Addr Num	1	Total Billing History	0.00
Bill To Contact			

Customer Information: BI Unit 50100, \*Bill To Customer 000000001, Addr Num 1, Bill To Contact  
Billing Options: Bill Type CCT, Bill Source PROJE,  Pre Approved,  Direct Invoice, VDOT Other, Purchase Order  
Billing Default Overrides: Invoice Form LANDSCAPE, Cycle ID MONTHLY, Bill By ID PC\_OTHER, Payment Method, Payment Terms, Billing Inquiry, Billing Specialist

Return to Assign Billing Plan  
Save Return to Search Notify Add Update/Display  
Billing Plan General | Recurring Detail | History



# Billing Plan - Recurring Detail Tab

Click on the **Recurring Detail** tab.

The **Billing Plan** page, **Recurring Detail** tab allows you to preview the recurring billing events for the bill plan. From this tab, you can also stop the recurring billing before the scheduled **End Date** by changing the **End Date** and clicking the **Save** button.

Favorites ▾ Main Menu ▾ > Customer Contracts ▾ > Create and Amend ▾ > General Information > Assign Billing Plan > Define Billing Plan

Billing Plan General **Recurring Detail** History

Contract 0000002003 BI Unit 50100  
Sold To Customer 0000000001 Piedmont Concrete Contractors Inc. Bill To 0000000001 Piedmont Concrete Contractors Inc.  
Billing Plan ◀ B101 ▶ Recurring - Monthly - 1 Currency USD

Start Date 08/12/2019 [calendar icon] Billing Status Pending  
**End Date 09/11/2019 [calendar icon]**  
Schedule MONTHLY12 [search icon]

**Preview Options**

Next Period   
 Date 09/11/2019 [calendar icon] Billing Line Note  
 End of Calendar Year

[Return to Assign Billing Plan](#)

Billing Plan General | Recurring Detail | History



# Billing Plan - History Tab

- Click the **History** tab.
- The **Billing Plan** page, **History** tab displays the billing history associated with the contract line.

Navigation: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information > Assign Billing Plan > Define Billing Plan | New Window

Tab: Billing Plan General | Recurring Detail | **History**

Contract 0000002003      BI Unit 50100  
Sold To Customer 0000000001      PIEDMONT CONCRETE CONTRACTORS INC.      Bill To 0000000001      PIEDMONT CONCRETE CONTRACTORS INC.  
Billing Plan ◀ B101 ▶      Recurring - Monthly - 1      Currency USD

Amount Details	
Negotiated Amount	0.00
Total Net Extended Amount	0.00

**Contract Billing History**      Personalize | Find | [Print] | [Grid]      First ◀ 1 of 1 ▶ Last

Source | Billing | Contracts | Projects | [Filter]

*Cross Reference Sequence No.	*Cross Reference Status	System Source	Process Instance	*Last Update Date/Time	Last Update User ID	Net Amt	Gross Amt	Billing Currency	Net Extended Amt	Gross Extended
1	Finalized	PCA		09/30/2019 3:44:00PM	SHELLY.PF	0.000	0.000		0.000	0.000

Return to Assign Billing Plan

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

Billing Plan General | Recurring Detail | History






# Adding Internal Notes

You can also add **Internal Notes** to the contract at any point to provide additional explanation for maintenance or updates made to the contract.





To access the **Internal Notes** page, click the **Internal Notes** link on the **Detail** tab.


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

General | **Lines**

Contract Number 0000002003  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

General | **Detail** | Billing Amount Details | Revenue Amount Details | Contract Liability 

Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes
▾ Actions		1 RECPRO051223782.27	Recurring Contr - 1,22	Recurring	Pending	Billing Manages Revenue	Contract Terms	Distribution	<b>Internal Notes</b>

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

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

General | Lines





# Adding Internal Notes (continued)

To enter **Internal Notes** follow the steps below:

- Select the appropriate **Component** (e.g., **Billing Plan, Amendment, Revenue Plan, Contract Header**).
- A **Look up** field displays next to **Component** field. Select the appropriate value. Options display based on the **Component** selected.
- Click the **Classification** drop-down menu, select **Custom**.
- In the **Text** field, enter the appropriate note.
- Click the **Save** button to save the note.

Once the note has been saved, the **Last Update** and **Last Changed By** fields update.

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

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

### Notes

Contract 0000002003 Business Unit 50100  
Sold To Customer 0000000001 Contract Status PENDING  
PIEDMONT CONCRETE CONTRACTORS INC. Currency Code USD  
Contract Admin

Notes Contents Find | View All First 1 of 1 Last

\*Component Billing Plan    
Billing Plan

\*Classification Custom   
Note Type

Text  
Use this space to add a relevant note based on the Component you select.

183 characters remaining

Last Update 10/01/19 7:03AM Last Changed By ROSA.PARKS

[Return to General Information](#)



# Associating the Project and Activity on the Contract Line

After you create the contract header and line(s), you can associate a project and activity to the contract line.

To access the pages where you will create these associations, you will use the following from the **Contract Lines** tab:

- Click **Detail** tab in the **Contract Lines** section.
- Click the **Contract Terms** link.

The screenshot shows a software interface for managing contract lines. At the top, there is a navigation bar with 'Favorites', 'Main Menu', and a breadcrumb trail: 'Customer Contracts > Create and Amend > General Information'. Below this, there are tabs for 'General' and 'Lines', with 'Lines' selected and highlighted with a red box. The main area displays contract information: 'Contract Number 0000002003', 'Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.', and 'Contract Status PENDING'. There are two buttons: 'Add Contract Lines' and 'Add Default Kit'. Below this is a 'Contract Lines' section with a sub-tab bar containing 'General', 'Detail', 'Billing Amount Details', 'Revenue Amount Details', and 'Contract Liability'. The 'Detail' tab is active. A table of contract lines is shown with columns: 'Actions', 'Line', 'Product', 'Description', 'Price Type', 'Billing Plan', 'Revenue Plan', 'Contract Terms', 'Accounting', and 'Internal Notes'. The 'Contract Terms' column for the first row is highlighted with a red box. Below the table are various filters and buttons: 'Billing Plans', 'Revenue Plans', 'Milestones', 'Renewals', 'Amount Allocation', 'Supplemental Data', 'Go To' (with a dropdown menu), 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes
▼ Actions		1 RECPRO051223782.27	Recurring Contr - 1,22	Recurring	Pending	Billing Manages Revenue	Contract Terms	Distribution	Internal Notes



# Associating a Project to the Contract Line

The **Contract Terms** page displays for the selected contract line. If more than one tab displays, click the **Related Projects** tab.

To associate a **Project and Activity**:

- Enter the **PC Business Unit** (e.g., **50100** for VDOT).
- Enter your **Project ID** in the project field, or click the look up icon for a list of available values.
- Enter an **Activity** in the activity field or click the look up icon for a list of available values.
- Click the **Save** button.

Contract Number 000002003      Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.  
Amendment Number      Contract Status PENDING

Contract Line ◀ 1 ▶      Price Type Recurring  
Product RECPRO051223782.27  
Description Recurring Contr - 1,223,782.27

PC Business Unit 50100

Associated Projects & Activities      Personalize | 1 of 1 | Last

*Project	*Activity	Source Type	Category	Subcategory	Description	Description
0000114001	621				0805-084-749, N501	Staff Appraising

Create Project      Create Activity

[Return to General Information](#)

Amount Allocation

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

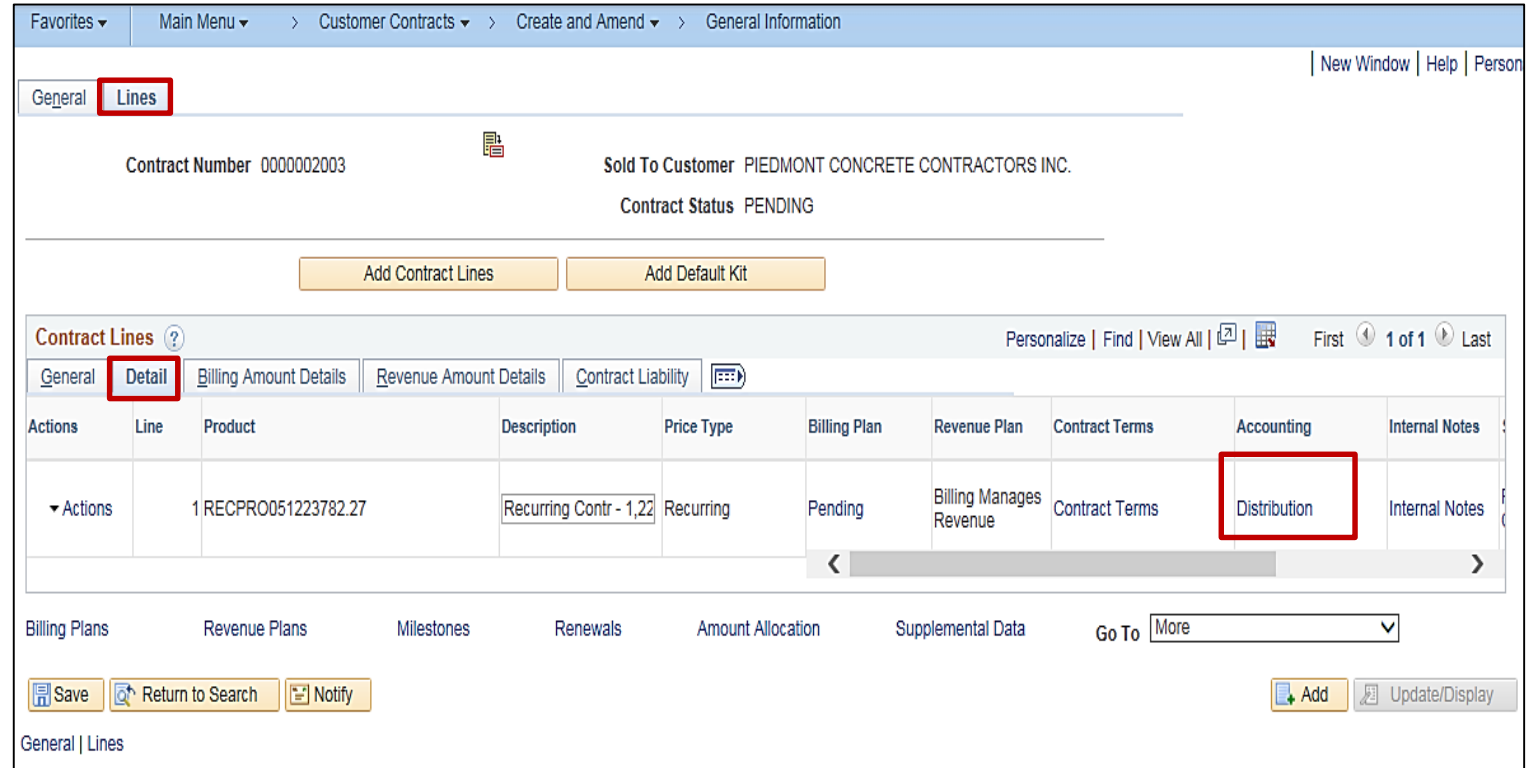


# Updating the Accounting Distribution

With recurring contracts the accounting distribution defaults from the product you used to create the contract line. However, you need to add the **Project ID** on each accounting distribution line. The **Project ID** must be the same **Project ID** you selected when adding the project/activity to the contract line.

You can access the **Accounting Distribution** details from the **General Information** page:

- Select the **Lines** tab.
- In the **Contract Lines** section, click the **Detail** tab.
- Click the **Distribution** link. The **Accounting Distribution** page displays.



Contract Number 0000002003 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	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes
▼ Actions	1	RECPRO051223782.27	Recurring Contr - 1,22	Recurring	Pending	Billing Manages Revenue	Contract Terms	Distribution	Internal Notes

Go To More

Save Return to Search Notify Add Update/Display

General | Lines



# Updating the Accounting Distribution

- You must be in the Correct History mode to enter the project information. Click the **Correct History** button.
- Scroll to the right and enter the following:
  - PC Business Unit:** 50100
  - Project ID:** This must be the same **Project ID** you selected when adding the project/activity for the contract line.
  - Activity:** Add the same activity used when adding the project/activity for the contract line. The activity must be active in order for the distribution to save.
- Scroll to the right to ensure all distributions are now **Valid**.
- Click the **Save** button.
- Click the **Return to General Information** link.

The screenshot shows the 'Accounting Distribution' screen for 'PIEDMONT CONCRETE CONTRACTORS INC.' with contract '0000002003' and line '1'. The 'Revenue' table has columns for Agency Use 2, PC Business Unit, Project, Activity, Source Type, Category, Subcategory, Affiliate, and Fund Affili. The values entered are 50100, 0000114001, and 621. The 'Correct History' button is highlighted with a red box.

Agency Use 2	PC Business Unit	Project	Activity	Source Type	Category	Subcategory	Affiliate	Fund Affili
	50100	0000114001	621					

The screenshot shows the 'Revenue' table with the 'Valid' checkbox checked. The 'Return to General Information' link and the 'Save' button are highlighted with red boxes.

Activity	Source Type	Category	Subcategory	Affiliate	Fund Affiliate	Stat	Valid
621							<input checked="" type="checkbox"/>



# Activating a Contract

After you have created the contract, added contract line(s), updated the accounting distribution and associated the project and activity to the contract, the **Contract Status** is ready to be set to **Active**. Activating a contract indicates that all data for the contract has been entered into Cardinal. Activating a customer contract requires the same steps for every contract, regardless of type.

The **Contract Status** identifies the stage of the contract within its lifecycle and determines when transactions can be processed. When you are creating a new contract, the **Contract Status** defaults to **Pending**.

You can change the **Contract Status** from **Pending** to **Active** on the **General Information** page. Once you change the **Contract Status**, the **Billing** and **Revenue Plan Statuses** change to **Ready**.

When changing the **Contract Status**, you can only move forward. Once the status is set to **Active**, it cannot be set back to **Pending**, and once **Closed** it cannot go back to **Active**.



# Activating a Contract (continued)

After you have created the contract, added the contract line, set the limits, defined the rate set, and associated the projects and activities, the **Contract Status** is ready to be set to **Active**. Activating a contract indicates that all data for the contract has been entered into Cardinal.

To activate your contract from **Pending** to **Ready**, return to the **General** tab of the **General Information** page.

- Click the look up icon to the right of the **Contract Status** field and select **Active**.
- Click the **Save** button at the bottom of the page.

Upon **Save**, an **Amendments** tab appears. Amendments to contracts are discussed in Lesson 8 in this course.

The screenshot shows the 'General Information' page for a contract. The 'Contract Status' field is set to 'PENDING'. A 'Look Up Contract Status' dialog box is open, showing search results for 'ACTIVE' status. The 'Save' button is highlighted at the bottom.

Contract Status	Description	Processing Status
ACTIVE	Active	Active
CLOSED	Closed	Closed
FIRE - CLOSED	Closed For FHWA FIRE	Active
FV ACCEPTED	FHWA Accepted	Closed
FV COMPLETED	Fiscal Completed	Active
PENDING	Pending	Pending
WITHDRAWN	Contract Withdrawn	Active





# Placing a Hold on the Billing Plan

After you update the **Contract Status** to **Active**, you can navigate back to the **Billing Plan** and see the status has updated to **Ready**.

To place the Billing Plan status on hold:

- On the **Billing Plan General** tab, click the **Hold** check box to put the plan on hold. Upon selection of the check box the date is populated next to the check box and a **Hold Details** section displays, with three fields:
  - **Put On Hold Date:** populates with the current date which matches the date that displays next to the check box.
  - **Hold User:** populates with the name of the person who placed the Hold.
  - **Hold Reason:** click the lookup icon to select the reason for the hold.

The screenshot displays the 'Billing Plan General' tab in a software application. The interface is organized into several sections:

- Contract Information:** Contract 0000002003, BI Unit 50100, Sold To Customer 0000000001, and Billing Plan B101.
- Customer Information:** BI Unit 50100, \*Bill To Customer 0000000001, and Billing Method Recurring.
- Billing Options:** Bill Type CCT, Bill Source PROJE, and Pre Approved checked.
- Billing Default Overrides:** Invoice Form LANDSCAPE, Cycle ID MONTHLY, and Bill By ID PC\_OTHER.
- Hold Details:** The 'Hold' checkbox is checked, with a date of 10/08/2019. The 'Put On Hold Date' is 10/08/2019, and the 'Hold User' is SHELLY.PRYOR.
- Amount Detail:** Billing Amount, Total Amount, and Total Billing History, all at 0.00.





# Placing a Hold on the Billing Plan

- Select the reason for placing the Bill Plan on Hold. See the table below for a list of Hold Reasons, Description, and the Type of Contract each hold reason applies to:

Hold Reason	Description	Type of Contract
DPPD	Process Def Prepaid	Non-Federal
OTHR	Other	Federal and Non-Federal
PED	PED expired	Federal
PPD	Process Int. Prepaid	Non-Federal
RATE	Clear processed amt	Federal and Non-Federal
STOP	Stop bills for line	Federal and Non-Federal
UPED	Make Update to PED	Federal
WKST	Clear wksht error	Federal

the contract. There are no edits for this field, so if you select one that does not match with the contract type, Cardinal will not display an error message.

Look Up Hold Reason

SetID 50100

Hold Reason begins with

Description begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-9 of 9 Last

Hold Reason	Description
DPPD	Process Def Prepaid
OTHR	Other
PED	PED expired
PPD	Process Int. Prepaid
RATE	Clear processed amt
STOP	Stop bills for line
UPED	Make Update to PED
WKST	Clear wksht error



# Processing Non-Federal Recurring Customer Contracts

## Send Billing Amount To Billing

The Contracts to Billing process sends the billable amount (BIL) to the billing interface tables on the 12<sup>th</sup> of the month based on the schedule associated to the product used to create the contract. In addition, information from the contract billing plan and accounting distribution is populated in the billing interface tables. This data is used by the Billing Interface to determine how invoices will be created in the Billing Module.

Product ID	Product Description	Product Group	Distribution Code	Distribution Code Descr	Account	Dept ID	Fund	Cost Center	Program
REC_PRO02_1039.91	Recurring Contract - \$1,039.91	REC_CONCCT	PROJEPRO02	Partic - CON - CCT/OTH-Salem	40042011	12000	04720		

For contract lines created with **Product** REC\_PRO02\_1039.91, the billing amount of \$1,039.91, Fund 04720, Deptid 12000 and Account 40042011 will be sent to the billing interface table.

## Create Invoice in Billing

The Billing Interface process runs after the Contracts to Billing process and determines how each project billing transaction is associated with a bill in the Billing module. The billing transactions are pushed to a new invoice in the Billing Module if there is no existing invoice for the customer in **New** status at the time the Billing Interface runs. If there is an existing invoice for the customer in **New** status, the lines are added to the existing invoice.

The bill status for the invoice must be set to **Ready (RDY)** to finalize the bill and print the invoice.



# Accounting for Non-Federal Recurring Contracts (continued)

Once recurring bills are finalized, the Billing Module creates the accounting line used by the Journal Generator process to create the journal in General Ledger (GL). In GL, the following entries are created for the recurring contract billing process:

Event	Journal Prefix	Debit	Credit
Finalized Invoice	BI	Accounts Receivable	Revenue
Payment Received	AR	Cash	Accounts Receivable



# Closing a Contract

You should only close a contract after the contract has fulfilled the contract terms. When you initiate a change in the processing status for a contract, the system performs a series of checks to ensure that the contract meets all of the necessary criteria to move to the next processing status level. Unless the contract meets all of the necessary criteria, the **Processing Status** cannot advance. Once the contract is **Closed**, it can no longer be used, amended, or reactivated. **Closed** contracts are removed from processing, but the historical contract data is still available for query.

The related **Billing Plans** associated to **Recurring** contracts automatically update to **Completed**, once the last bill is processed. Revenue is managed by the **Billing Module** for **Recurring** contracts; therefore, there is no Revenue Plan to update.

To close a **Recurring** contract follow these steps:

1. Verify the **Billing Plan** has a Billing Status of **Completed**, update if necessary.
2. Update the **Contract Status** to **Closed**.
3. Click the **Save** button.

The screenshot shows a software interface for managing contracts. The 'General' tab is selected, and the contract number is 0000002003. The contract status is currently 'PENDING'. A 'Look Up Contract Status' dialog box is open, showing search results for 'CLOSED' status. The 'Save' button is highlighted.

Contract Status	Description	Processing Status
ACTIVE	Active	Active
<b>CLOSED</b>	<b>Closed</b>	<b>Closed</b>
FIRE - CLOSED	Closed For FHWA FIRE	Active
FV ACCEPTED	FHWA Accepted	Closed
FV COMPLETED	Fiscal Completed	Active
PENDING	Pending	Pending
WITHDRAWN	Contract Withdrawn	Active



## Lesson 5: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and select your answer.



1. Recurring contracts bill based on existing project expenditures.

TRUE or FALSE



2. A project/activity combination that is currently associated to an existing contract can be associated and billed to a recurring contract.

TRUE or FALSE



3. Recurring contract events bill for varying amounts.

TRUE or FALSE



# Lesson 5: Summary

5

## Creating Non-Federal Recurring Customer Contracts

In this lesson, you learned:

- Recurring contract lines generate recurring bills against a single project/activity combination.
- You can preview future recurring billing events associated with the bill plan on the **Recurring Detail** tab of the billing plan.
- All non-federal recurring contracts by-pass the billing worksheet for approval.



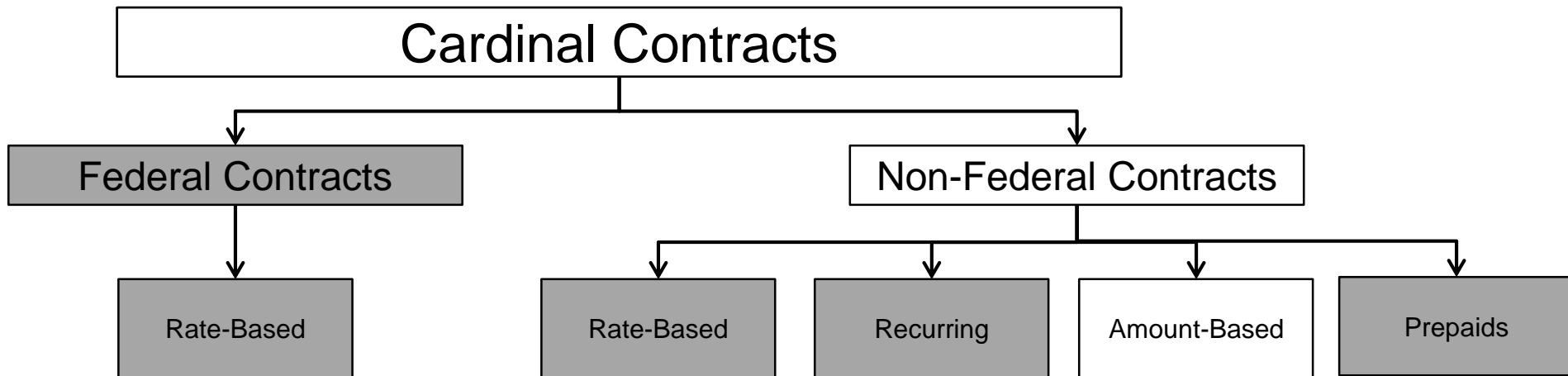
# Lesson 6: Introduction

6

## Creating a Non-federal Amount-Based Contract

This lesson covers the following topics:

- Create a non-federal amount-based contract





# Creating Non-Federal Amount-Based Contracts

Amount-based contracts are used when you need to bill varying amounts on a set or variable schedule. The billing is not dependent on charges being incurred on a project. However, you must associate the project and one activity to the contract. When you create an amount based contract line, the billing and revenue events have to be defined to include the event dates and event amounts. The dates and amounts on both the billing and revenue plans must match exactly. The accounting distribution defaults from the Product used to create the contract line. The contract bill plan event date controls when the contract is eligible to bill. On the billing plan event date, the billable amount is sent to the Billing module. The contract revenue event date controls when revenue for the contract billing event will be generated to GL.

The Products used to create amount based contract lines are configured to use Distribution Sets to associate the appropriate Distribution Code to the Product. This allows the accounting distribution to default to the contract line when saved.

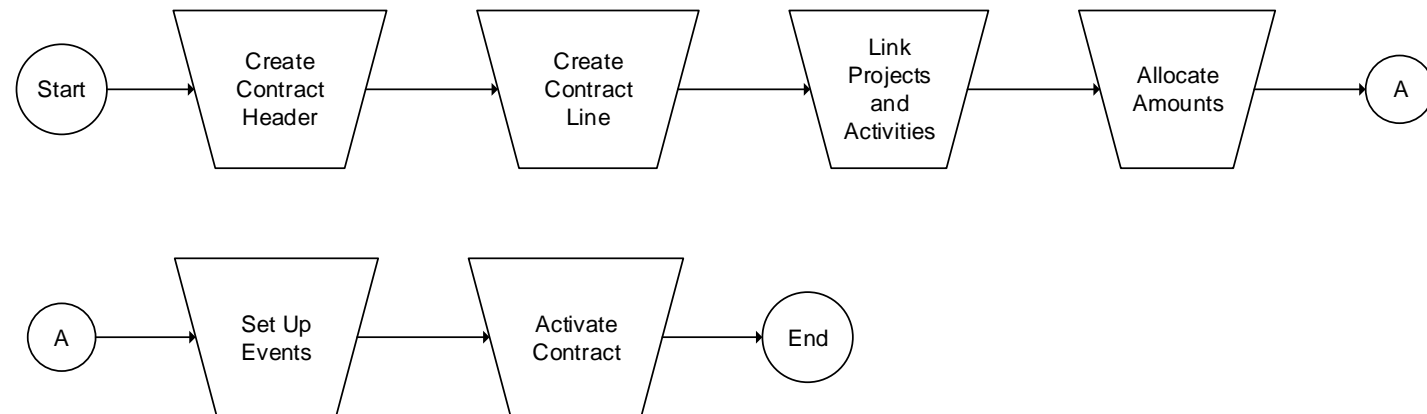




# Creating a Non-Federal Amount-Based Contract

The Create Customer Contracts non-federal amount-based contracts involves the following steps:

- Create contract header
- Create contract line(s)
- Link project and activity
- Update accounting distribution(s)
- Allocate amounts
- Set up events on the billing and revenue plans
- Activate the contract





# Adding a Contract

To create an amount based contract, access the **General Information** page using the following path:

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

- Click the **Add a New Value** tab.
- **Business Unit** defaults for your agency (i.e., **50100** for VDOT). Do not change.
- **Contract** defaults to **NEXT**. Do not change.
- Enter the **Sold To Customer**.
- **Contract Classification** defaults to **Standard**. Do not change.
- Click the **Add** button.

The two check box fields, **Separate Fixed Billing and Revenue/Separate As Incurred Billing and Revenue**, are not used.

General Information

Find an Existing Value Add a New Value

Business Unit 50100

Contract NEXT

Sold To Customer 0000000001

Contract Classification Standard

Separate Fixed Billing and Revenue

Separate As Incurred Billing and Revenue

Add



# Creating Contract Header

The **General** tab displays. Enter the contract header information:

- **Description:** Enter a short detailed description about the contract. This field is limited to 35 characters.
- **Contract Type:** Select the appropriate value:
  - **A** – Letter of Authorization
  - **F** – Federal
  - **G** – Grant
  - **J** – Federal Grant
  - **L** – Local
  - **O** – Other
  - **R** – Resolution

Contract Number NEXT Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.  
\*Contract Status

Copy From Contract Add to My Contracts

Description   
Contract Admin   
Region Code   
Contract Type   
Currency Code   
Exchange Rate Type   
Contract Signed   
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

Save Notify Add Update/Display

General | Lines



# Creating Contract Header

- **Currency Code** and **Exchange Rate Type** default. Do not change.
- **Contract Signed:** Defaults to the current date. This date should be changed to the date the agreement was signed with the customer. This date automatically populates the effective date of the accounting distribution.
- **Use Project Chartfields** checkbox – Defaults as checked and cannot be changed.

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

General | Lines

Contract Number NEXT Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.  
\*Contract Status

Copy From Contract Add to My Contracts

Description  Processing Status Pending  
Contract Admin  Amendment Status  
Region Code  Business Unit VA Dept of Transportation  
Contract Type  Contract Classification Standard  
Currency Code  Last Amended  
Exchange Rate Type  Last Update Date/Time  
**Contract Signed**  Last Update User ID  
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 Amount Allocation Supplemental Data Go To

Save Notify Add Update/Display

General | Lines

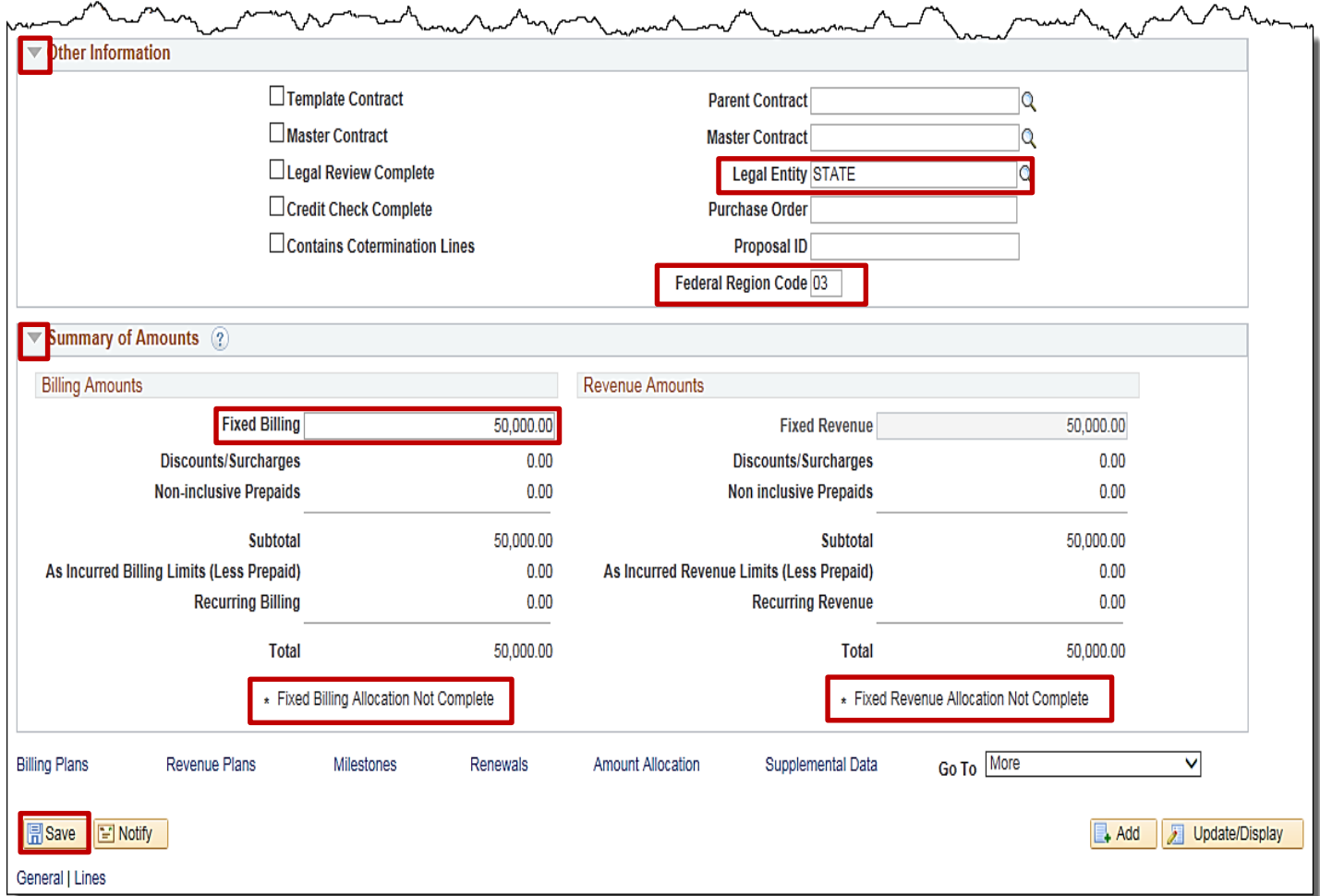
# Creating Contract Header (continued)

Click the arrow next to the **Other Information** section to expand the section.

- **Legal Entity:** Choose **STATE** for all non-federal contracts.
- **Federal Region Code:** Required and defaults to **03 (FHWA)**. Do not change.

Click the arrow next to the **Summary of Amounts** section to expand the section:

- **Fixed Billing:** Enter the gross contract amount, i.e., negotiated amount. The amount billed cannot exceed the **Fixed Billing** amount. The notes below the **Billing** and **Revenue Amounts** sections indicate whether the allocation step has been completed.
- Click the **Save** button.



The screenshot displays the 'Other Information' and 'Summary of Amounts' sections of a contract header creation form. The 'Other Information' section includes checkboxes for 'Template Contract', 'Master Contract', 'Legal Review Complete', 'Credit Check Complete', and 'Contains Coterminal Lines'. It also features input fields for 'Parent Contract', 'Master Contract', 'Legal Entity' (set to 'STATE'), 'Purchase Order', and 'Proposal ID'. A 'Federal Region Code' field is set to '03'. The 'Summary of Amounts' section is divided into 'Billing Amounts' and 'Revenue Amounts' tables. Both tables show a 'Fixed' amount of 50,000.00 and a 'Total' of 50,000.00. Below each table, a red box contains the message '\* Fixed Billing Allocation Not Complete' and '\* Fixed Revenue Allocation Not Complete' respectively. At the bottom, there are navigation tabs for 'Billing Plans', 'Revenue Plans', 'Milestones', 'Renewals', 'Amount Allocation', and 'Supplemental Data', along with a 'Go To' dropdown menu. A 'Save' button is highlighted with a red box, and 'Notify', 'Add', and 'Update/Display' buttons are also visible.

Billing Amounts		Revenue Amounts	
Fixed Billing	50,000.00	Fixed Revenue	50,000.00
Discounts/Surcharges	0.00	Discounts/Surcharges	0.00
Non-inclusive Prepays	0.00	Non inclusive Prepays	0.00
Subtotal	50,000.00	Subtotal	50,000.00
As Incurred Billing Limits (Less Prepaid)	0.00	As Incurred Revenue Limits (Less Prepaid)	0.00
Recurring Billing	0.00	Recurring Revenue	0.00
Total	50,000.00	Total	50,000.00

# Creating Contract Header (continued)

After clicking **Save** button, the **Contract Number** displays.

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

General | Lines

**Contract Number** 0000001999

Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.  
\*Contract Status  🔍

[Add to My Contracts](#)

Description <input type="text" value="Other - Amount Based"/>	Processing Status <input type="text" value="Pending"/>
Contract Admin <input type="text"/> 🔍	Amendment Status
Region Code <input type="text"/> 🔍	Business Unit <input type="text" value="VA Dept of Transportation"/>
Contract Type <input type="text" value="O"/> 🔍	Contract Classification <input type="text" value="Standard"/>
Currency Code <input type="text" value="USD"/> 🔍	Last Amended
Exchange Rate Type <input type="text" value="CRRNT"/> ▼	Last Update Date/Time <input type="text" value="10/01/2019 12:11:17PM"/>
Contract Signed <input type="text" value="10/01/2019"/> 📅	Last Update User ID <input type="text" value="PPS1_ANGELA.GRAY"/>
Contract Role <input type="text"/> 🔍	Separate Fixed Billing and Revenue: <input type="checkbox"/>
Revenue Profile <input type="text"/> 🔍	Separate As Incurred Billing and Revenue: <input type="checkbox"/>

Use Project ChartFields:

▶ **Other Information**

▶ **Summary of Amounts** ?

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

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

General | Lines



# Creating Contract Line(s)

A contract line details the billing parameters that are used to calculate the amount to bill a customer and has its own accounting distributions, billing limits, billing plans, and revenue plans. Each contract line within a contract can have a status of **Active**, **Cancelled**, or **Pending**. Contracts converted to Cardinal as **CLOSED** will have a contract line status of **Inactive**.

The **Hold Billing on Unpaid Cost**, **Hold Revenue on Unpaid Cost** and **Standalone Sale** checkboxes default as unchecked and should not be checked.

You add contract line(s) from the **General Information** page:

- Click the **Lines** tab.
- Click the **Add Contract Lines** button.

You can delete lines from contracts with a **Processing Status** of **Pending** and the billing and revenue plans have been unassigned.

When you **Activate** a contract, the **Add Contract Lines** button no longer appears and an amendment must be created to add additional contract lines to the contract.

Contract Number 0000001999      Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.  
Contract Status PENDING

**Add Contract Lines**      Add Default Kit

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

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

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

Save      Return to Search      Notify      Add      Update/Display

General | Lines



# Creating Contract Line(s) (continued)

The **General Information – Add Contract Lines** page displays. Before entering a contract line, you must select the product to be used.

To search for non-federal amount-based products:

- **Product Group:** Enter or select a product, e.g., **AMT\_CONCCT** (**Amt Based - Constr Cty Co Twn**).
- **Price Type:** Select **Amount** as this is an amount-based contract. This field displays the price type that was defined for the product on the **Product Definition** page.
- Click the **Search** button.

The screenshot shows the 'Add Contract Lines' form. The breadcrumb navigation at the top reads: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information. The form title is 'General Information' followed by 'Add Contract Lines'. Below the title is a search bar with a 'Search' button and a help icon. The search fields are: 'Product Group' (value: AMT\_CONCCT), 'Product', 'Product Description', 'Price Type' (value: Amount), and 'Physical Nature'. There are also checkboxes for 'Product Kits' and 'Renewable'. At the bottom, there are two buttons: 'Create Adhoc Product' and 'Return to Contract Lines'.

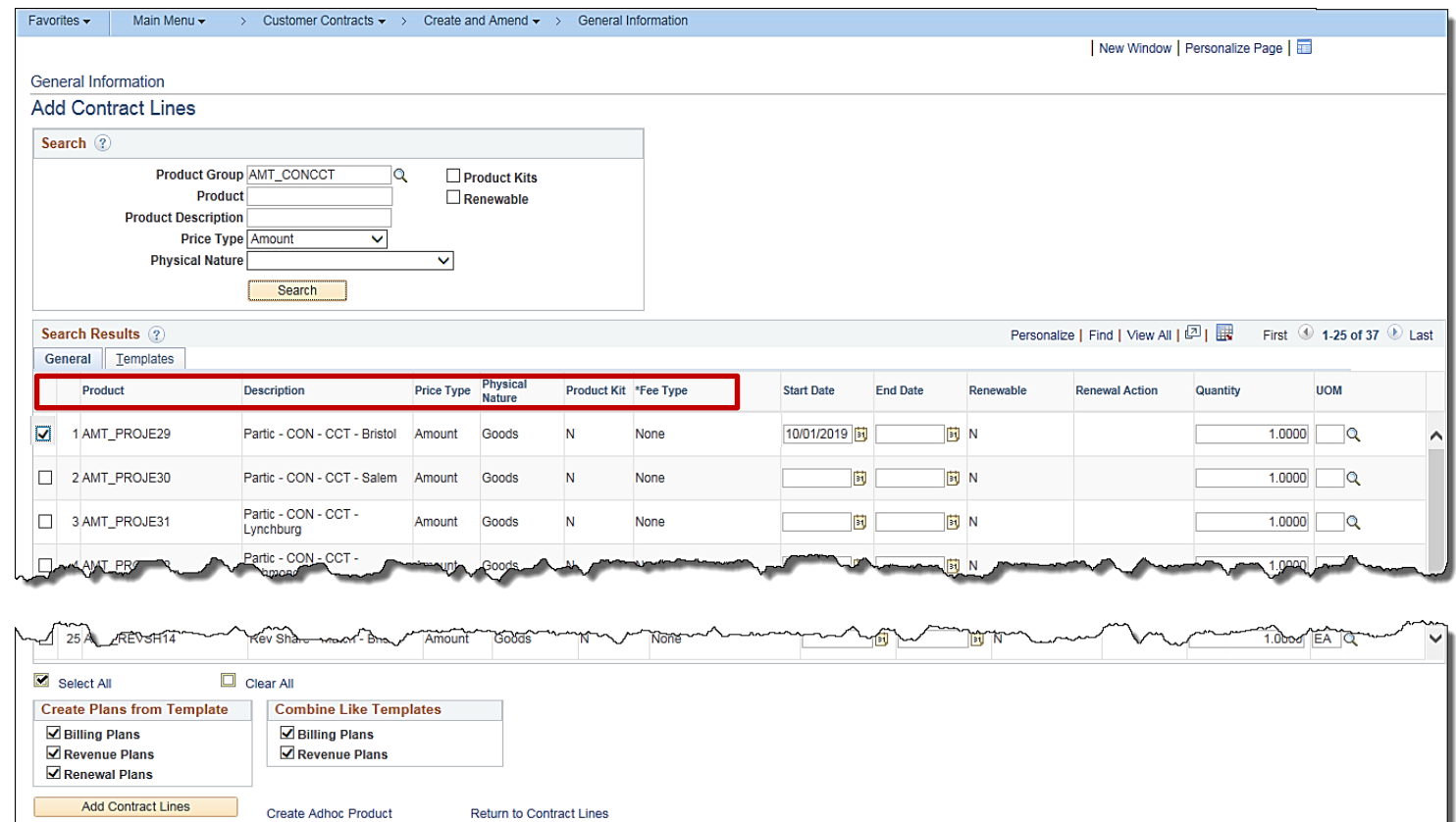




# Creating Contract Line(s) (continued)

The search results populate below the search criteria. Select the check box next to the **Product(s)** you want to use to create the contract line. Select the product which will default the appropriate distributions. Refer to the contracts product query to find your product. If no product exists then a new product will need to be created. For more details about creating a new amount-based product, see the job aid entitled **501\_ PA354 Create Non-Federal Amount Based Contract** located on the Cardinal website in **Job Aids** under **Learning**.

- **Product:** Displays the product name. Select the product which will default the appropriate distribution.
- **Description:** Displays the description of the product.
- **Price Type:** Displays the price type of the product. If you narrowed the search results by price type, this is the value you selected.
- **Physical Nature Goods** default from the product.
- **Fee Type:** Displays the fee type. This value defaults to **None**.



General Information  
Add Contract Lines

Search ?

Product Group: AMT\_CONCCT  Product Kits  
Product:   Renewable  
Product Description:   
Price Type: Amount  
Physical Nature:

Search

Search Results ? Personalize | Find | View All | First 1-25 of 37 Last

Product	Description	Price Type	Physical Nature	Product Kit	*Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
<input checked="" type="checkbox"/> 1	AMT_PROJE29	Partic - CON - CCT - Bristol	Amount	Goods	N	None	10/01/2019		N	1.0000	
<input type="checkbox"/> 2	AMT_PROJE30	Partic - CON - CCT - Salem	Amount	Goods	N	None			N	1.0000	
<input type="checkbox"/> 3	AMT_PROJE31	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None			N	1.0000	
<input type="checkbox"/>	AMT_PR	Partic - CON - CCT -	Amount	Goods	N	None			N	1.0000	

Select All  Clear All

Create Plans from Template  Combine Like Templates

Billing Plans  Billing Plans  
 Revenue Plans  Revenue Plans  
 Renewal Plans

Add Contract Lines Create Adhoc Product Return to Contract Lines



# Creating Contract Line(s) (continued)

[Favorites](#) > [Main Menu](#) > [Customer Contracts](#) > [Create and Amend](#) > [General Information](#)
| [New Window](#) | [Personalize Page](#) |

General Information

### Add Contract Lines

**Search**

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

**Search Results** Personalize | Find | View All | | First 1-25 of 37 Last

[General](#) | [Templates](#)

	Product	Description	Price Type	Physical Nature	Product Kit	*Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
<input checked="" type="checkbox"/>	1 AMT_PROJE29	Partic - CON - CCT - Bristol	Amount	Goods	N	None	<input type="text" value="10/01/2019"/>	<input type="text"/>	N		<input type="text" value="1.0000"/>	
<input type="checkbox"/>	2 AMT_PROJE30	Partic - CON - CCT - Salem	Amount	Goods	N	None	<input type="text"/>	<input type="text"/>	N		<input type="text" value="1.0000"/>	
<input type="checkbox"/>	3 AMT_PROJE31	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None	<input type="text"/>	<input type="text"/>	N		<input type="text" value="1.0000"/>	
<input type="checkbox"/>	4 AMT_PROJE32	Partic - CON - CCT -	Amount	Goods	N	None	<input type="text"/>	<input type="text"/>	N		<input type="text" value="1.0000"/>	
<input type="checkbox"/>	25 AMT_REVSH14	Rev Share -	Amount	Goods	N	None	<input type="text"/>	<input type="text"/>	N		<input type="text" value="1.0000"/>	EA

Select All     Clear All

**Create Plans from Template**

Billing Plans

Revenue Plans

Renewal Plans

**Combine Like Templates**

Billing Plans

Revenue Plans

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



# Creating Contract Line(s) (continued)

- Select the check box next to the product that should be used to create the contract line.
- **Start Date:** Enter a **Start Date** for the contract line. The value that you enter appears on the **Contract - Lines** page.
- **End Date:** This field is left blank.
- **Quantity:** This field defaults and should not be changed.
- **UOM:** Unit of measure associated with the product, if any. This field defaults and should not be changed.
- **Create Plans from Template and Combine Like Templates:** Check boxes default as selected. Do not change. These templates create the predefined **Billing Plans** and **Revenue Plans** for the product(s) selected.
- Click the **Add Contract Lines** button.

General Information

Add Contract Lines

Search ?

Product Group AMT\_CONCCT  Product Kits  
Product  Renewable  
Product Description  
Price Type Amount  
Physical Nature

Search

Search Results ? Personalize | Find | View All | 1-25 of 37 | First | Last

Product	Description	Price Type	Physical Nature	Product Kit	*Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
<input checked="" type="checkbox"/> 1	AMT_PROJE29	Partic - CON - CCT - Bristol	Amount	Goods	N	None	10/01/2019		N	1.0000	
<input type="checkbox"/> 2	AMT_PROJE30	Partic - CON - CCT - Salem	Amount	Goods	N	None			N	1.0000	
<input type="checkbox"/> 3	AMT_PROJE31	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None			N	1.0000	
<input type="checkbox"/>	AMT_PROJ	Partic - CON - CCT -	Amount	Goods	N	None			N	1.0000	
<input type="checkbox"/>	25 A REV-SH14	Rev Sha	Amount	Goods	N	None			N	1.0000	EA

Select All  Clear All

**Create Plans from Template**

- Billing Plans
- Revenue Plans
- Renewal Plans

**Combine Like Templates**

- Billing Plans
- Revenue Plans

Add Contract Lines Create Adhoc Product Return to Contract Lines



# Creating Contract Line(s) (continued)

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

[New Window](#) | [Personalize Page](#)

## General Information

### Add Contract Lines

**Search** ?

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

**Search Results** ? 
[Personalize](#) | [Find](#) | [View All](#) |  |

First  1-25 of 37  Last

|

	Product	Description	Price Type	Physical Nature	Product Kit	*Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
<input checked="" type="checkbox"/>	1 AMT_PROJE29	Partic - CON - CCT - Bristol	Amount	Goods	N	None	<input type="text" value="10/01/2019"/> <input type="button" value="B"/>	<input type="text"/> <input type="button" value="B"/>	N		<input type="text" value="1.0000"/> <input type="button" value="Q"/>	<input type="button" value="Q"/>
<input type="checkbox"/>	2 AMT_PROJE30	Partic - CON - CCT - Salem	Amount	Goods	N	None	<input type="text"/> <input type="button" value="B"/>	<input type="text"/> <input type="button" value="B"/>	N		<input type="text" value="1.0000"/> <input type="button" value="Q"/>	<input type="button" value="Q"/>
<input type="checkbox"/>	3 AMT_PROJE31	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None	<input type="text"/> <input type="button" value="B"/>	<input type="text"/> <input type="button" value="B"/>	N		<input type="text" value="1.0000"/> <input type="button" value="Q"/>	<input type="button" value="Q"/>
<input type="checkbox"/>	4 AMT_PROJE32	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None	<input type="text"/> <input type="button" value="B"/>	<input type="text"/> <input type="button" value="B"/>	N		<input type="text" value="1.0000"/> <input type="button" value="Q"/>	<input type="button" value="Q"/>
<input type="checkbox"/>	25 AMT_PROJE33	Rev Share - Encl - Bns	Amount	Goods	N	None	<input type="text"/> <input type="button" value="B"/>	<input type="text"/> <input type="button" value="B"/>	N		<input type="text" value="1.0000"/> <input type="button" value="Q"/>	<input type="button" value="Q"/>

Select All     Clear All

**Create Plans from Template**

Billing Plans  
 Revenue Plans  
 Renewal Plans

**Combine Like Templates**

Billing Plans  
 Revenue Plans



# Creating Contract Line(s) (continued)

A message displays indicating **1 line(s) have been added to the contract.**

Click the **Return to Contract Lines** link to continue processing the contract.

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

General Information

## Add Contract Lines

Search ?

Product Group    Product Kits

Product

Product Description

Price Type  ▾  Renewable

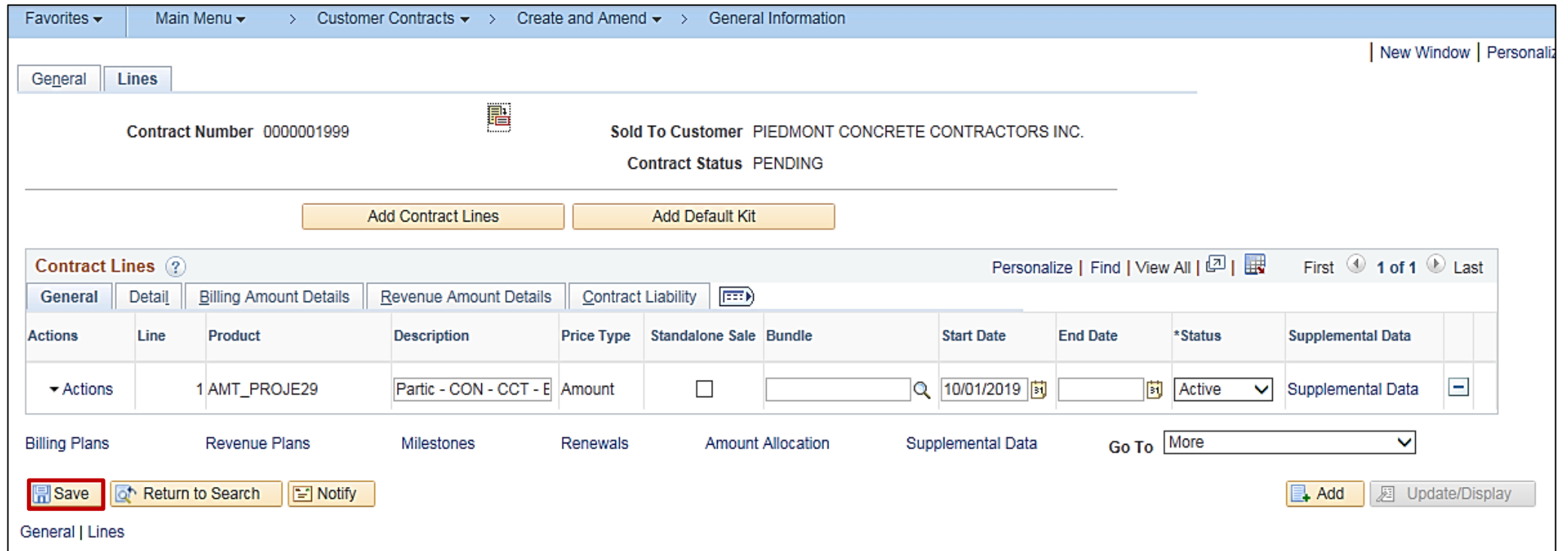
Physical Nature

**1 line(s) have been added to the contract**

# Creating Contract Line(s) (continued)

After you return to the **Lines** tab, click the **Save** button. Saving the contract defaults the following components:

- The billing and revenue plan that is associated with the **Product** you selected to create the contract line.
- The accounting distribution information associated with the **Product** you selected to create the contract line.

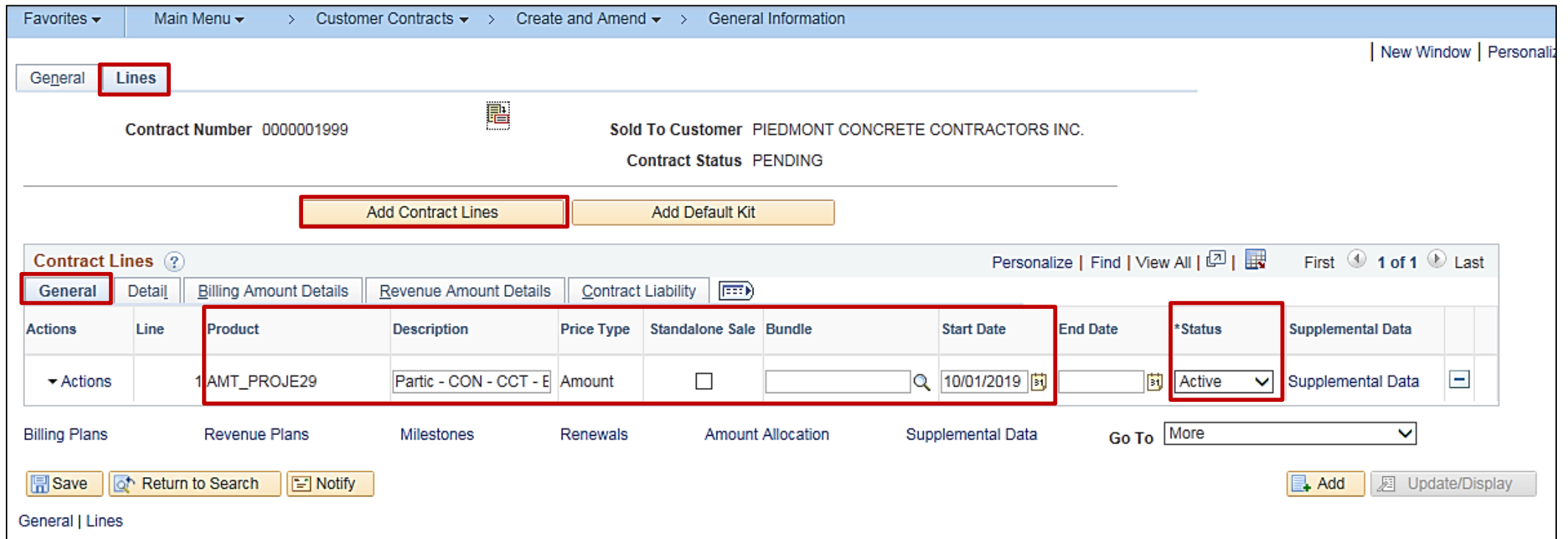


The screenshot displays the 'Contract Lines' section of a software interface. At the top, there is a breadcrumb trail: 'Favorites > Main Menu > Customer Contracts > Create and Amend > General Information'. Below this, there are tabs for 'General' and 'Lines', with 'Lines' being the active tab. The main area shows contract details: 'Contract Number 0000001999', 'Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.', and 'Contract Status PENDING'. There are two buttons: 'Add Contract Lines' and 'Add Default Kit'. Below these is a table titled 'Contract Lines' with columns: Actions, Line, Product, Description, Price Type, Standalone Sale, Bundle, Start Date, End Date, \*Status, and Supplemental Data. The table contains one row with the following data: Actions (dropdown), Line (1), Product (AMT\_PROJE29), Description (Partic - CON - CCT - E), Price Type (Amount), Standalone Sale (checkbox), Bundle (input field), Start Date (10/01/2019), End Date (input field), \*Status (Active), and Supplemental Data (dropdown). Below the table are several tabs: Billing Plans, Revenue Plans, Milestones, Renewals, Amount Allocation, and Supplemental Data. At the bottom, there are buttons for 'Save' (highlighted with a red box), 'Return to Search', 'Notify', 'Add', and 'Update/Display'. The status bar at the bottom left shows 'General | Lines'.

# Creating Contract Line(s) (continued)

You can add additional contract lines using the **Add Contract Lines** button or you can delete a contract line by clicking the **Delete Row** icon (minus sign) located at the end of the line. Contract Lines can only be deleted when the contract is in **Pending** status and the Billing and Revenue plans have been unassigned.

The **General** tab, in the **Contract Lines** section, shows the basic information for the line, including **Product**, **Description**, **Price Type**, **Start Date**, and the line's **Status**. The status of a line can be **Active**, **Pending**, **Inactive** or **Cancelled**.



The screenshot displays the 'Contract Lines' section of a software application. The breadcrumb trail at the top reads: 'Favorites > Main Menu > Customer Contracts > Create and Amend > General Information'. The 'General' tab is selected, and the 'Lines' sub-tab is highlighted with a red box. The contract details shown are: 'Contract Number 0000001999' and 'Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.' with a 'Contract Status' of 'PENDING'. Two buttons, 'Add Contract Lines' and 'Add Default Kit', are visible, with the first one highlighted in red. Below this is a 'Contract Lines' table with a 'General' tab selected. The table has columns for 'Actions', 'Line', 'Product', 'Description', 'Price Type', 'Standalone Sale', 'Bundle', 'Start Date', 'End Date', '\*Status', and 'Supplemental Data'. A single row is displayed with the following values: '1', 'AMT\_PROJE29', 'Partic - CON - CCT - E', 'Amount', an unchecked checkbox, an empty search box, '10/01/2019', an empty date field, and 'Active'. The 'Status' dropdown is highlighted in red. At the bottom, there are navigation buttons: 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'. The status bar at the bottom left shows 'General | Lines'.

Actions	Line	Product	Description	Price Type	Standalone Sale	Bundle	Start Date	End Date	*Status	Supplemental Data
▼ Actions	1	AMT_PROJE29	Partic - CON - CCT - E	Amount	<input type="checkbox"/>		10/01/2019		Active	Supplemental Data




# Adding Internal Notes

You can also add **Internal Notes** to the contract at any point to provide additional explanation for maintenance or updates made to the contract.



To access the Internal Notes page, click the **Internal Notes** link of the **Detail** tab under **Contract Lines**.


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

General | **Lines**

Contract Number 0000001999  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

General | **Detail** | Billing Amount Details | Revenue Amount Details | Contract Liability 

Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
▼ Actions		1 AMT_PROJE29	Partic - CON - CCT - {	Amount	Pending	Pending	Contract Terms	Distribution	<b>Internal Notes</b>	PIEDMONT CONCRETE CONTRACTORS INC.

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

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

General | Lines





# Adding Internal Notes (continued)

To enter **Internal Notes** follow the steps below:

- Select the appropriate **Component** (e.g., **Billing Plan, Amendment, Revenue Plan, Contract Header**).
- In the **Look up** field next to **Component**, select the appropriate value. Options display based on the **Component** selected.
- Click the **Classification** drop-down menu, select **Custom**.
- In the **Text** field, enter the appropriate note.
- Click the **Save** button to save the note.

Once the note has been saved, the **Last Update** and **Last Changed By** fields update.

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

Contract 0000001999 Business Unit 50100  
Sold To Customer 0000000001 Contract Status PENDING  
PIEDMONT CONCRETE CONTRACTORS INC. Currency Code USD  
Contract Admin

Notes Contents Find | View All First 1 of 1 Last

\*Component Billing Plan  
Billing Plan B101

\*Classification Custom Note Type

Text  
Use this space to enter a relevant note based on the Component selected.  
182 characters remaining

Last Update 10/01/19 2:13PM Last Changed By PPS1\_ANGELA.GRAY

Return to General Information  
Save Notify Add Update/Display



# Associating the Project, Activity and add Contract Amount to the Amount-Based Contract Line

After you create the contract header and line(s), you can associate a project and activity to the contract line.

The **Internal Notes** link allows you to access the **Internal Notes** page to add or view any notes associated to the contract.

To access the pages where you will create these associations, from the **Contract Lines** tab :

- Click the **Contract Lines** section **Detail** tab.
- Click the **Contract Terms** link.

Contract Number 0000001999 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	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
▼ Actions	1	AMT_PROJE29	Partic - CON - CCT - E	Amount	Pending	Pending	Contract Terms	Distribution	Internal Notes	PIEDMONT CONCRETE CONTRACTORS INC.

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

Save Return to Search Notify Add Update/Display



# Associating Projects and Activity to the Contract Line

The **Contract Terms** page displays for the selected **Contract Line**. If more than one tab displays, click the **Related Projects** tab.

To associate a **Project and Activity**:

- Enter the **PC Business Unit** (e.g., **50100** for VDOT).
- Enter your **Project ID** in the project field, or click the look up icon for a list of available values.
- Enter an **Activity** in the activity field or click the look up icon for a list of available values.
- Click the **Save** button.

Contract Number 0000001999      Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.  
Amendment Number      Contract Status PENDING

Contract Line 1      Price Type Amount  
Product AMT\_PROJE29  
Description Partic - CON - CCT - Bristol

PC Business Unit 50100

Associated Projects & Activities

*Project	*Activity	Source Type	Category	Subcategory	Description	Description
0000100001	612				Rural Additions - Pittsylvania	Preliminary Studies

Create Project      Create Activity

Return to General Information

Amount Allocation

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




# Associating Project and Activity to the Contract Line (continued)

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

Related Content ▾ | New Window | Perso


**Related Projects**


Contract Number 0000001999  Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.  
Amendment Number Contract Status PENDING







---

Contract Line ◀ 1 ▶ Price Type Amount  
Product AMT\_PROJE29  
Description Partic - CON - CCT - Bristol


---

PC Business Unit  

**Associated Projects & Activities** Personalize |  First ◀ 1 of 1 ▶ Last

*Project	*Activity	Source Type	Category	Subcategory	Description	Description
<input type="text" value="0000100001"/> 	<input type="text" value="612"/> 	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	Rural Additions - Pittsylvania	Preliminary Studies 

Amount Allocation

 Return to Search



# Updating the Line's Accounting Distribution

For amount-based contracts, the accounting distribution defaults from the product you selected to create the contract line. However, you need to add the **Project ID** on each accounting distribution line. The **Project ID** must be the same **Project ID** you selected when associating the project/activity for the contract line.

You can access the **Accounting Distribution** details from the **General Information** page:

- Select the **Lines** tab.
- In the **Contract Lines** section, click the **Detail** tab.
- Click the **Distribution** link under the **Accounting** column.

The screenshot shows a software interface for managing contract lines. The breadcrumb trail is: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information. The 'Lines' tab is selected. The contract number is 000001999 and the customer is 'PIEDMONT CONCRETE CONTRACTORS INC.'. The contract status is 'PENDING'. There are buttons for 'Add Contract Lines' and 'Add Default Kit'. The 'Contract Lines' section has tabs for 'General', 'Detail', 'Billing Amount Details', 'Revenue Amount Details', and 'Contract Liability'. The 'Detail' tab is active, showing a table with columns: Actions, Line, Product, Description, Price Type, Billing Plan, Revenue Plan, Contract Terms, Accounting, Internal Notes, and Ship to Customer Name. The 'Accounting' column has a 'Distribution' link highlighted with a red box. Below the table are sections for 'Billing Plans', 'Revenue Plans', 'Milestones', 'Renewals', 'Amount Allocation', and 'Supplemental Data'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
▼ Actions	1	AMT_PROJE29	Partic - CON - CCT - f	Amount	Pending	Pending	Contract Terms	Distribution	Internal Notes	PIEDMONT CONCRETE CONTRACTORS INC.



# Updating the Line's Accounting Distribution (continued)

The **Accounting Distribution** page displays.

- Click the **Correct History** button.
- The **Fund** and **Department** must match on both the **Revenue** and **Unbilled AR** distribution lines. You will need to make adjustments as appropriate.

Navigation: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information > Fixed Amount Acctg Distrib

### Accounting Distribution

PIEDMONT CONCRETE CONTRACTORS INC.  
Contract 0000001999      Line Num 1      Description Partic - CON - CCT - Bristol

Billing Amount 0.00      Revenue Amount 0.00      Unit 50100      Currency USD

#### Accounting Distributions

\*Effective Date 10/01/2019

Define Distributions By:  Percent  Amount      Calculate Amounts

#### Revenue

Percentage	Revenue Amount	GL Unit	Distribution Code	Account	Fund	Program	Department	Cost Center
100.00000000	0.00	50100	PROJEPRO01	40042011	04720		11000	

#### Contract Asset

Amount	Revenue Amount	GL Unit	Distribution Code	Account	Fund	Program	Department	Cost Center
0.00	0.00	50100	AMT_CONCCT	112062	04720		11000	

Return to General Information

Buttons: Save, Return to Search, Notify, Update/Display, Include History, Correct History



# Accounting Distribution (continued)

Navigation: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information > Fixed Amount Acctg Distrib

## Accounting Distribution

PIEDMONT CONCRETE CONTRACTORS INC.  
Contract 0000001999      Line Num 1      Description Partic - CON - CCT - Bristol

Billing Amount 0.00      Revenue Amount 0.00      Unit 50100      Currency USD

### Accounting Distributions

\*Effective Date 10/01/2019

Define Distributions By:  Percent  Amount      Calculate Amounts

#### Revenue

Percentage	Revenue Amount	GL Unit	Distribution Code	Account	Fund	Program	Department	Cost Center
100.00000000	0.00	50100	PROJEPRO01	40042011	04720		11000	

#### Contract Asset

Amount	Revenue Amount	GL Unit	Distribution Code	Account	Fund	Program	Department	Cost Center
0.00	0.00	50100	AMT_CONCCT	112062	04720		11000	

Return to General Information

Buttons: Save, Return to Search, Notify, Update/Display, Include History, Correct History



# Updating the Line's Accounting Distribution (continued)

- Scroll to the right and enter the following:
  - **PC Business Unit:**  
50100
  - **Project ID:** This must be the same **Project ID** you selected when adding the project/activity for the contract line.
  - **Activity:** Add the same activity used when adding the project/activity for the contract line. The activity must be active in order for the distribution to save.
- Click the **Save** button.

Accounting Distribution

PIEDMONT CONCRETE CONTRACTORS INC.

Contract 0000001999 Line Num 1 Description Partic - CON - CCT - Bristol

Billing Amount 0.00 Revenue Amount 0.00 Unit 50100 Currency USD

Accounting Distributions Find | View All First 1 of 1 Last

\*Effective Date 10/01/2019 Define Distributions By

Percent  Amount Calculate Amounts

Revenue Personalize | Find | View All First 1 of 1 Last

Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	Activity	Source Type	Category	Subcategory
			50100	0000100001	612			

Contract Asset Personalize | Find | View All First 1 of 1 Last

Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	Activity	Source Type	Category	Subcategory	Affiliat
			50100	0000100001	612				

Return to General Information

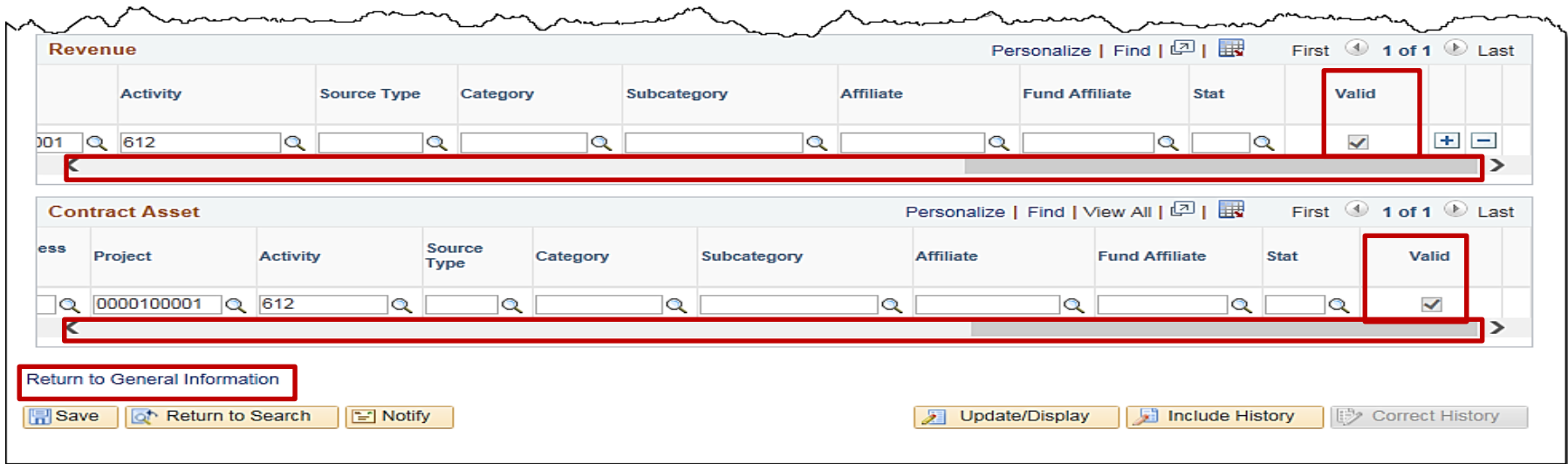
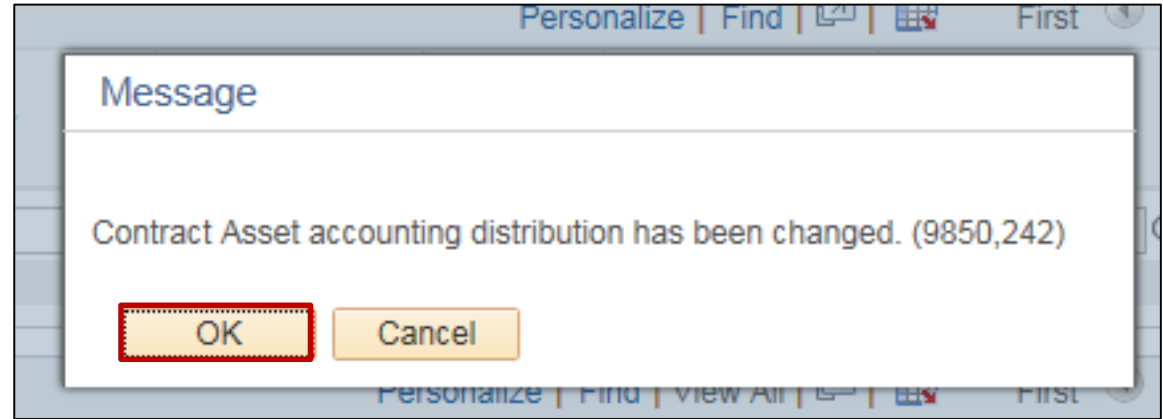
Save Return to Search Notify Update/Display Include History Correct History





# Updating the Line's Accounting Distribution (continued)

- After you click the **Save** button, a message displays indicating **Contract Asset accounting distribution has been changed**.
- Click the **OK** button.
- Scroll to the right to ensure all distributions are now **Valid**.
- Click the **Return to General Information** link.






# Amount Allocation

After you define your amount-based contract line, add a project/activity combination, and update the accounting distribution, the next step is to allocate the contract amount. A contract cannot be set to an **Active Processing Status** until the contract amount has been allocated and the billing and revenue plans have been completed.



- Click the **Amount Allocation** link.


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



General | **Lines**

Contract Number 0000001999  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

General | Detail | Billing Amount Details | Revenue Amount Details | **Contract Liability** 

Actions	Line	Product	Description	Price Type	Standalone Sale	Bundle	Start Date	End Date	*Status	Supplemental Data
▾ Actions	1	AMT_PROJE29	Partic - CON - CCT - E	Amount	<input type="checkbox"/>	<input type="text"/>	10/01/2019 	<input type="text"/>	Active ▾	Supplemental Data 

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

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

General | Lines



# Amount Allocation (continued)

The **Billing Allocation** tab displays. You must enter the Fixed Billing amount and recalculate to set the Allocation status to **Complete**:

- **Total Billing:** Populate the contract amount.
- **Fixed Billing:** Is pre-populated with the **Fixed Billing** amount you entered on the **General Information** page. The **Fixed Billing** should also be the contract amount.
- In the **Contract Line Pricing** section enter the **Fixed Billing** amount in the **Billing Amount** field. The **Billing Amount** and **Fixed Billing** fields must match.
- **Recalculate:** Use this button to recalculate the **Line Totals**. The **Allocation** field changes from **Incomplete** to **Complete**.
- Click the **Save** button.
- Click the **Return to General Information** link.

**Billing Allocation**

Contract 0000001999 Sold To Customer 0000000001 PIEDMONT CONCRETE CONTRACTORS INC.  
Business Unit 50100 Currency USD Contract Admin

**Contract Billing**

Total Billing	50,000.00	Unallocated Billing	0.00
---------------	-----------	---------------------	------

**Fixed Billing**

Fixed Billing	50,000.00	Unallocated Fixed Billing	0.00
Billing Discounts/Surcharges	0.00	Inclusive Prepays	0.00
Net Fixed Billing	50,000.00	Allocation	Complete

**Contract Line Pricing**

Retrieve Billing Price	Line	Product	Bundle	Price Type	Quantity	Extended Price	Billing Amount	Billing Discounts/Surcharges	Net Billing	Simulate Billing Pricing	Actions
<input type="checkbox"/>	1	AMT_PROJE29		Amount	1.0000	0.00	50,000.00	0.00	50,000.00	Simulate Billing Pricing	Actions

**Line Totals**

Billing Amount	50,000.00	Recurring Billing	0.00		
Discounts/Surcharges	0.00	Billing Limit	0.00	Total Billing	50,000.00

Prepays  
Return to General Information

Save Return to Search Notify



# Amount Allocation (continued)

[Favorites](#) > [Main Menu](#) > [Customer Contracts](#) > [Create and Amend](#) > [General Information](#) > [Amount Allocation](#)
| [New Window](#) | [Personalize Page](#) |

**Billing Allocation**

Contract 0000001999      Sold To Customer 0000000001      PIEDMONT CONCRETE CONTRACTORS INC.  
 Business Unit 50100      Currency USD      Contract Admin

---

**Contract Billing**

<b>Total Billing</b> <input type="text" value="50,000.00"/>	<b>Unallocated Billing</b> 0.00
-------------------------------------------------------------	---------------------------------

**Fixed Billing**

<b>Fixed Billing</b> <input type="text" value="50,000.00"/>	<b>Unallocated Fixed Billing</b> 0.00
<b>Billing Discounts/Surcharges</b> 0.00	<b>Inclusive Prepays</b> 0.00
<b>Net Fixed Billing</b> 50,000.00	<b>Allocation</b> <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	Extended Price	Billing Amount	Billing Discounts/Surcharges	Net Billing	Simulate Billing Pricing	Actions
<input type="checkbox"/>	1	AMT_PROJE29		Amount	<input type="text" value="1.0000"/>	0.00	<input type="text" value="50,000.00"/>	0.00	50,000.00	Simulate Billing Pricing	▼ Actions

Select All       Clear All      [Recalculate](#)

**Line Totals**

<b>Billing Amount</b> 50,000.00	<b>Recurring Billing</b> 0.00
<b>Discounts/Surcharges</b> 0.00	<b>Billing Limit</b> 0.00
<b>Total Billing</b> 50,000.00	

Prepays

[Return to General Information](#)

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



# Billing Plan (continued)

One way to access the **Billing Plan General** tab from the **General Information** page is:

1. Click the **Lines** tab.
2. Click **Detail** tab under the **Contract Lines** section.
3. Click the **Billing Plan Status** link.

Contract Number 0000001999 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	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
▼ Actions		1 AMT_PROJE29	Partic - CON - CCT - t	Amount	Pending	Pending	Contract Terms	Distribution	Internal Notes	PIEDMONT CONCRETE CONTRACTORS INC.

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

Save Return to Search Notify Add Update/Display

General | Lines



# Billing Plan (continued)

Another way to access the **Billing Plan General** tab from the **Billing Plans** link at the bottom of either the **General** or **Lines** tab.

Once you click the link, the **Assign Billing Plan** page displays. Click the link in the **Plan** field.

The screenshot shows the 'Assign Billing Plan' page. At the top, there is a breadcrumb trail: 'Favorites > Main Menu > Customer Contracts > Create and Amend > General Information'. Below this, there are tabs for 'General' and 'Lines'. The 'General' tab is active, showing 'Contract Number 0000001999' and 'Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.'. There are buttons for 'Add Contract Lines' and 'Add Default Kit'.

Below the general information, there is a 'Contract Lines' section with a table. The table has columns for 'Actions', 'Line', 'Product', and 'Description'. The first row shows '1 AMT\_PROJE29' and 'Partic - CON - CCT'. Below the table, there are buttons for 'Save', 'Return to Search', and 'Notify'. A red box highlights the 'Billing Plans' link at the bottom left of this section.

The 'Assign Billing Plan' page is overlaid on top. It has a breadcrumb trail: 'Favorites > Main Menu > Customer Contracts > Create and Amend > General Information > Assign Billing Plan'. It shows 'Contract 0000001999' and 'Other - Amount Based'. Below this, there is a table titled 'Contract Lines to be Assigned / Unassigned'. The table has columns for 'Line', 'Product', 'Line Description', 'Billing Amount', 'Price Type', 'Plan', 'Plan Description', 'Billing Method', and 'Status'. The first row shows '1 AMT\_PROJE29', 'Partic - CON - CCT - Bristol', '60,000.00 / Amount', and 'B101'. A red box highlights the 'B101' in the 'Plan' column, with a red arrow pointing to it from the 'Billing Plans' link in the previous screenshot.

Below the table, there are checkboxes for 'Select All' and 'Clear All'. There is a section titled 'Bill Plan to Assign / Unassign' with fields for 'Billing Plan' (with a dropdown menu), 'Billing Plan Template', 'Billing Method', and 'Bill Plan Detail Template ID'. There are buttons for 'Assign' and 'Unassign'. At the bottom, there is a 'Return to General Information' link and buttons for 'Return to Search' and 'Notify'.



# Billing Plan (continued)

The **Billing Plan General** tab displays.

Navigation: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information > Assign Billing Plan > Define Billing Plan

Tab: **Billing Plan General** | Billing Plan Lines | Events | Tax Parameters | History

Contract 0000001999      BI Unit 50100  
Sold To Customer 0000000001      Piedmont Concrete Contractors Inc.      Bill To 0000000001      Piedmont Concrete Contractors Inc.  
Billing Plan ◀ B101 ▶      Amount Based - Milestone      Currency USD

Description: Amount Based - Milestone      \*Billing Status: Pending  
Billing Method: Milestone       Ready at Activation

Customer Information		Amount Detail	
BI Unit	50100	Billing Amount	50,000.00
*Bill To Customer	0000000001	Total Amount	50,000.00
Addr Num	1	Total Billing History	0.00
Bill To Contact		Events Billed To Date	0.00

**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: [Dropdown]  
Payment Terms: [Dropdown]  
Billing Inquiry: [Dropdown]  
Billing Specialist: [Dropdown]

[Return to Assign Billing Plan](#)

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

Footer: Billing Plan General | Billing Plan Lines | Events | Tax Parameters | History



# Billing Plan (continued)

The **Billing Plan** is based on the **Product** you selected to create the contract line. Do not change these default values. Tabs shown on the **Define Billing Plan** page vary depending on the price type (rate-based, amount-based, or recurring) of the contract line.

- **Billing Plan General:** Displays billing information for the contract line, such as customer information and billing options. It is not used for rate-based contract lines. Depending on the **Billing Status**, you can put the billing plan for this contract line on **Hold** from this tab. The **Bill Plan Hold** check box only displays when the contract is **Active**
- **Events:** This tab allows you to define billing **Events** for **Billing Plans**.
- **History:** Displays the billing history for the contract line.
- Click the **Billing Plan General** tab.

Navigation: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information > Assign Billing Plan > Define Billing Plan

**Billing Plan General** | Events | History

Contract 0000001999      BI Unit 50100  
 Sold To Customer 0000000001      PIEDMONT CONCRETE CONTRACTORS INC.      Bill To 0000000001      PIEDMONT CONCRETE CONTRACTORS INC.  
 Billing Plan ◀ B101 ▶      Amount Based - Milestone      Currency USD

Description Amount Based - Milestone      \*Billing Status Pending  
 Billing Method Milestone       Ready at Activation

Customer Information		Amount Detail	
BI Unit	50100	Billing Amount	50,000.00
*Bill To Customer	0000000001	Total Amount	50,000.00
Addr Num	1	Total Billing History	0.00
Bill To Contact		Events Billed To Date	0.00

**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  
 Cycle ID MONTHLY      View Customer Defaults  
 Bill By ID PC\_OTHER      Non-Federal Project  
 Payment Method  
 Payment Terms  
 Billing Inquiry  
 Billing Specialist

Return to Assign Billing Plan

Billing Plan General | Events | History





# Billing Plan (continued)

- **Description** field: Defaults. Do not change.
- **Billing Status:** Controls your ability to enter information into, and the processing that occurs against, the Billing Plan.
  - Values include **Pending**, **Ready**, and **Cancelled**.
  - **Ready** displays once the contract is set to **Active**.
- **Ready at Activation** check box: Defaults to checked when the **Billing Status** is **Pending**.
- **Pre Approved:** Defaults to selected. Do not change.

Navigation: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information > Assign Billing Plan > Define Billing Plan

**Billing Plan General** | Events | History

Contract 000001999      BI Unit 50100  
Sold To Customer 000000001      PIEDMONT CONCRETE CONTRACTORS INC.      Bill To 000000001      PIEDMONT CONCRETE CONTRACTORS INC.  
Billing Plan ◀ B101 ▶      Amount Based - Milestone      Currency USD

Description Amount Based - Milestone      \*Billing Status Pending  
Billing Method Milestone       Ready at Activation

Customer Information		Amount Detail	
BI Unit	50100	Billing Amount	50,000.00
*Bill To Customer	000000001	Total Amount	50,000.00
Addr Num	1	Total Billing History	0.00
Bill To Contact		Events Billed To Date	0.00

**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  
Bill By ID PC\_OTHER      Non-Federal Project  
Payment Method  
Payment Terms  
Billing Inquiry  
Billing Specialist

Return to Assign Billing Plan

Save    Return to Search    Notify      Add    Update/Display

Billing Plan General | Events | History



# Billing Plan - Set Up Events

You can add multiple events to the contract on the **Events** tab.

The sum of the **Event** lines cannot exceed the contract's **Fixed Billing** amount. **The Fixed Billing** amount displays in the **Amount Detail** section, **Total Amount** field.

**Define Events** Section: Defaults to **Percent**. Select the **Amount** radio button.

Selecting the **Amount** radio button, opens the **Event Amount** fields for editing.

Navigation: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information > Assign Billing Plan > Define Billing Plan

Tab: Billing Plan General | **Events** | History

Contract 000001999      BI Unit 50100  
Sold To Customer 000000001      PIEDMONT CONCRETE CONTRACTORS INC.      Bill To 000000001      PIEDMONT CONCRETE CONTRACTORS INC.  
Billing Plan ◀ B101 ▶      Amount Based - Milestone      Currency USD

---

**Define Events**

Percent  
 **Amount**  
Add Milestone

**Amount Detail**

Total Amount	50,000.00
Remaining Percent	100.00000000
Remaining Amount	50,000.00

---

Event Detail Personalize | Find | [?] | [grid] | First 1-2 of 2 Last

Event	Event Type	*Event Status	Event Date		Amount	
1	Date	Ready	10/01/2019	Event Note	0.00	+ -
2	Date	Ready	11/01/2019	Event Note	0.00	+ -

Return to Assign Billing Plan

Save Return to Search Notify Add Update/Display

Billing Plan General | Events | History



# Billing Plan - Set Up Events (continued)

## Event Detail Section:

- **Event Type:** Defaults to **Date**. Do not change.
- **Event(s) Status:** To update a field in the **Event Detail** section you must first change the **Event Status** to **Pending**..
- **Event Date:** Represents the billing date as defined by the contract. Defaults to the current date. The date should be changed as needed.
- **Amount:** Enter the billing amount for the event.
- Click the **+** button to add additional events as needed.

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

Contract 0000001999      BI Unit 50100  
Sold To Customer 0000000001      PIEDMONT CONCRETE CONTRACTORS INC.      Bill To 0000000001      PIEDMONT CONCRETE CONTRACTORS INC.  
Billing Plan ◀ B101 ▶      Amount Based - Milestone      Currency USD

**Define Events**  
 Percent  
 Amount  
[Add Milestone](#)

**Amount Detail**

Total Amount	50,000.00
Remaining Amount	0.00

**Event Detail**      Personalize | Find | |      First 1-2 of 2 Last

Event	Actions	Event Type	*Event Status	Event Date	Event Note	Amount
1	▼ Actions	Date ▼	Pending ▼	10/01/2019	Event Note	50,000.00
2	▼ Actions	Date ▼	Pending ▼	11/01/2019	Event Note	0.00

[Return to General Information](#)

Save   Return to Search   Notify      Add   Update/Display

Billing Plan General | Events | History



# Billing Plan - Set Up Events (continued)

- Change the **Event Status** to **Ready** for the Event(s) that need(s) to bill.
- Click the **Save** button. Saving updates the **Remaining Amount** to include the new event(s). If there is an amount remaining, an error message will appear indicating the **Total Amount** must equal the sum of the event **Amounts**. The event amounts must be updated and equal the Total Amount before saving the page again.
- Click the **Return to General Information** link.

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

Billing Plan General | **Events** | History

Contract 0000001999      BI Unit 50100  
Sold To Customer 0000000001      PIEDMONT CONCRETE CONTRACTORS INC.      Bill To 0000000001      PIEDMONT CONCRETE CONTRACTORS INC.  
Billing Plan ◀ B101 ▶      Amount Based - Milestone      Currency USD

---

**Define Events**       Percent       Amount      Add Milestone

**Amount Detail**

Total Amount	50,000.00
<b>Remaining Amount</b>	0.00

---

**Event Detail**      Personalize | Find | [?] | [Grid]      First ◀ 1-2 of 2 ▶ Last

Event	Actions	Event Type	*Event Status	Event Date	Event Note	Amount		
1	▼ Actions	Date	<b>Ready</b> ▼	10/01/2019	Event Note	50,000.00	+	-
2	▼ Actions	Date ▼	Pending ▼	11/01/2019 [Calendar]	Event Note	0.00	+	-

**Return to General Information**

**Save**    Return to Search    Notify      Add    Update/Display

Billing Plan General | Events | History



# Revenue Plan

The **Revenue Plan** contains a list of events defining when revenue is recognized for the Billing Events defined in the **Bill Plan**. Revenue should be recognized when amounts are billed. As a result, the **Billing Plan** and **Revenue Plan** Event dates and amounts must match. You need to access the **Revenue Plan** to enter the same information that you entered on the **Billing Plan**.

To access the **Revenue Plan**:

1. Click the **Lines** tab.
2. Click the **Contract Lines** section, **Detail** tab.
3. Click the **Revenue Plan Status** link.

Similarly like the Billing Plans, you can also access the Revenue Plan by clicking the **Revenue Plans** link at the bottom of the **General** or **Lines** tab.

Contract Number 0000001999 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	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
▼ Actions	1	AMT_PROJE29	Partic - CON - CCT -	Amount	Pending	Pending	Contract Terms	Distribution	Internal Notes	PIEDMONT CONCRE CONTRACTORS INC.

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

Save Return to Search Notify Add Update/Display

General | Lines



# Revenue Plan (continued)

The **Revenue Plan** page, **Revenue Plan** tab displays.

- **Description:** Defaults when the contract line is added. Do not change.
- **Plan Status:** Controls the processing that occurs against the Revenue Plan. Values include:
  - **Pending:** Appears by default when you define a new revenue plan. When you save a revenue plan in Pending status, the system does not process the plan.
  - **Ready:** Cardinal automatically sets the **Revenue Plan** status to **Ready** upon contract activation.
  - **Cancelled:** Once cancelled, a revenue plan cannot be reopened.
- **Ready at Activation:** **Ready at Activation** displays and defaults to checked when the contract line is created.
  - Cardinal will set the **Plan Status** to **Ready** when the **Contract Status** is set to **Active**.

Revenue Plan

Contract 000001999 Business Unit 50100 Currency USD  
Sold To Customer 000000001 PIEDMONT CONCRETE CONTRACTORS INC. GL Business Unit 50100  
Revenue Plan R101 GL Currency USD

Description Amount Based - Milestone \*Plan Status Pending  
Recognition Method Milestone  Ready at Activation

Define Events By  
 Percent Calculate Amounts  
 Amount  
Internal Notes  
Add Milestone

Amount Detail

Total Amount	50,000.00
Remaining Percent	100.00000000
Remaining Amount	50,000.00

Event Detail

Event	Event Type	*Event Status	Accounting Date	Event Note	Percent Complete	Amount
1	Date	Ready	10/01/2019	Event Note		0.00
2	Date	Ready	11/01/2019	Event Note		0.00

Return to General Information

Save Return to Search Notify Add Update/Display



# Revenue Plan

## Define Events By section:

- Defaults to **Percent**. Select the **Amount** radio button.

## Event Detail Section:

- **Event Type:** Defaults to **Date**. Do not change.
- **Event Status:** Change the **Event Status** to **Pending**.
- **Accounting Date:** Defaults to the current date for the first event and one month later for the second event.
  - Update the date here to be the same as the **Event Date(s)** entered on the **Billing Plan**.
- **Amount:** Update the **Amount(s)** here to be the same **Amount** that you entered for the **Billing Plan** for each Event.

Revenue Plan

Contract 000001999 Business Unit 50100 Currency USD  
Sold To Customer 000000001 PIEDMONT CONCRETE CONTRACTORS INC. GL Business Unit 50100  
Revenue Plan R101 GL Currency USD

Description Amount Based - Milestone \*Plan Status Ready  
Recognition Method Milestone Hold

**Define Events By**

Percent  
 **Amount**

Internal Notes Preview Revenue  
Add Milestone

**Amount Detail**

Total Amount	50,000.00
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	Date	Pending	10/01/2019	50,000.00
2	Date	Pending	11/01/2019	0.00

Return to General Information

Save Return to Search Notify Add Update/Display



# Revenue Plan (continued)

- Change the **Event Status** to **Ready** for all events that need to bill.
- Click the **+** button to add additional events as needed. Add the same number of events that were added on the Billing Plan

**Note:** The **Event** numbers, the accounting date and the amount must match the values entered for the same **Event** number on the **Bill Plan**.

- Click the **Save** button.
- Saving updates the **Remaining Amount** to include the new event(s).
- If there is an amount remaining an error message displays indicating the **Total Amount** must equal the sum of the **Event Amounts**. The event amounts must be updated and equal **Total Amount** before saving again.
- Click the **Return to General Information** link

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

Revenue Plan

Contract 0000001999      Business Unit 50100      Currency USD  
 Sold To Customer 0000000001      PIEDMONT CONCRETE CONTRACTORS INC.      GL Business Unit 50100  
 Revenue Plan ◀ R101 ▶      GL Currency USD

Description: Amount Based - Milestone      \*Plan Status: Ready      Actions  
 Recognition Method: Milestone       Hold

**Define Events By**

Percent

Amount

Internal Notes      Preview Revenue

Add Milestone

**Amount Detail**

Total Amount 50,000.00

**Remaining Amount 0.00**

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

Event	Event Type	*Event Status	Accounting Date	Event Note	Amount
1	Date	<b>Ready</b>	10/01/2019	Event Note	50,000.00
2	Date	Pending	11/01/2019	Event Note	0.00

[Return to General Information](#)





# Activating a Contract (continued)

To activate your contract from **Pending** to **Ready**, return to the **General** tab of the **General Information** page.

- Click the look up icon to the right of the **Contract Status** field and select **Active**.
- Click the **Save** button at the bottom of the page.

After you update the **Contract Status** to **Active**, you can navigate back to the **Billing Plan** or **Revenue Plan** and see that each plan's status has updated to **Ready**.

Contract Number: 0000001999  
Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.  
\*Contract Status: PENDING

Look Up Contract Status

SetID: 50100  
Contract Status: begins with

Look Up Clear Cancel Basic Lookup

Search Results

Contract Status	Description	Processing Status
ACTIVE	Active	Active
CLOSED	Closed	Closed
FIRE - CLOSED	Closed For FHWA FIRE	Active
FV ACCEPTED	FHWA Accepted	Closed
FV COMPLETED	Fiscal Completed	Active
PENDING	Pending	Pending
WITHDRAWN	Contract Withdrawn	Active

Save Return to Search Notify



# Process Amount-Based Non-Federal Contracts

## Send Billing Amount To Billing

The Contracts to Billing process sends the **Event Amount** (BIL) to the billing interface tables when the **Event Date** for events with an **Event Status** of **Ready** becomes the current date. In addition, information from the contract bill plan and accounting distribution populate in the billing interface tables. This data is used by the Billing Interface to determine how invoices will be created in the Billing Module.

## Create Invoice in Billing

The Billing Interface process runs after the Contracts to Billing process and determines how each project billing transaction is associated with a bill in the Billing module. The billing transactions are pushed to a new invoice in the Billing Module if there is no existing invoice for that customer in **New** status at the time the Billing Interface runs. If there is an existing invoice for the customer in **New** status, the lines are added to the existing invoice.

The bill status for the invoice must be set to **Ready (RDY)** to finalize the bill and print the invoice.



# Accounting for Non-Federal Amount-Based Contracts

## Send Revenue to GL

The **Fixed Amount Revenue** process populates the Contracts Module tables with the accounting distribution lines and **Event Amount** when the **Revenue Event** date for events with an **Event Status** of **Ready** becomes the current date.

Since the Contracts Module controls the generation of revenue and the Billing Module controls the generation of entries for finalized invoices, Cardinal uses the Unbilled Accounts Receivable account as a suspense account to clear the transactions. The Contract Asset account should always have a zero dollar balance.

Event	Journal Prefix	Debit	Credit
Finalized Invoice	BI	Accounts Receivable	Contract Asset
Revenue Plan Event Date	CAREV	Contract Asset	Revenue
Payment Received	AR	Cash	Accounts Receivable



# Closing a Contract

You should only close a contract after the contract has fulfilled the contract terms. When you initiate a change in the **Contract Status**, the system performs a series of checks to ensure that the contract meets all of the necessary criteria to move to the next status. If the contract meets all of the necessary criteria, the **Processing Status** can advance. Once the contract is **Closed**, it can no longer be used, amended, or reactivated. **Closed** contracts are removed from processing and views, but the historical contract data is still available for query.

To close an amount based contract follow these steps:

1. Set the **Billing Plan** to a **Billing Status** of **Completed**.
2. Set the **Revenue Plan** to a **Plan Status** of **Completed**.
3. Update the **Contract Status** to **Closed**.
4. Click **Save**. If active projects are associated with the contract, the system asks whether you still want to close the contract.

The screenshot displays a software interface for managing contracts. The main window shows contract details for Contract Number 0000001999, with a 'Contract Status' field set to 'PENDING'. A 'Look Up Contract Status' dialog box is open, showing search results for 'SetID 50100'. The dialog box has a search field with 'begins with' and buttons for 'Look Up', 'Clear', and 'Cancel'. The search results table is as follows:

Contract Status	Description	Processing Status
ACTIVE	Active	Active
CLOSED	Closed	Closed
FIRE - CLOSED	Closed For FHWA FIRE	Active
FV ACCEPTED	FHWA Accepted	Closed
FV COMPLETED	Fiscal Completed	Active
PENDING	Pending	Pending
WITHDRAWN	Contract Withdrawn	Active

The 'Look Up Contract Status' dialog box also includes a 'Basic Lookup' button and a 'View 100' dropdown menu. The main window also features a 'Save' button at the bottom left, which is highlighted with a red box.



# Closing Customer Contracts

To set the related **Billing Plan** to **Completed** navigate using the following path:

**Main Menu > Customer Contracts > Schedule and Process Billing > Define Billing Plan**

- Search using **Business Unit**, **Contract**, and **Billing Plan** as search criteria.
- From the **Billing Plan Events** tab, delete the \$0 event.
- Click the **Save** button. The **Billing Status** will automatically update to **Completed**.

The screenshot shows the 'Define Billing Plan' interface. At the top, there is a breadcrumb trail: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information > Define Billing Plan. Below this, there are tabs for 'Billing Plan General', 'Events', and 'History'. The main area displays contract details: Contract 0000001900, Sold To Customer 0000003442, Billing Plan B101, Amount Based - Milestone, BI Unit 50100, Bill To 0000003442, and Currency USD. There are two summary boxes: 'Define Events' with radio buttons for 'Percent' and 'Amount' (selected), and 'Amount Detail' showing 'Total Amount 358,007.53' and 'Remaining Amount 0.00'. Below these is an 'Event Detail' table with columns for Event, Actions, Event Type, \*Event Status, Event Date, Event Note, and Amount. The table has two rows: Row 1 (Event 1) is 'Completed' with a date of 07/18/2018 and an amount of 358,007.53. Row 2 (Event 2) is 'Pending' with a date of 08/18/2018 and an amount of 0.00. The 'Save' button at the bottom left is highlighted with a red box. The 'Update/Display' button at the bottom right is also visible.

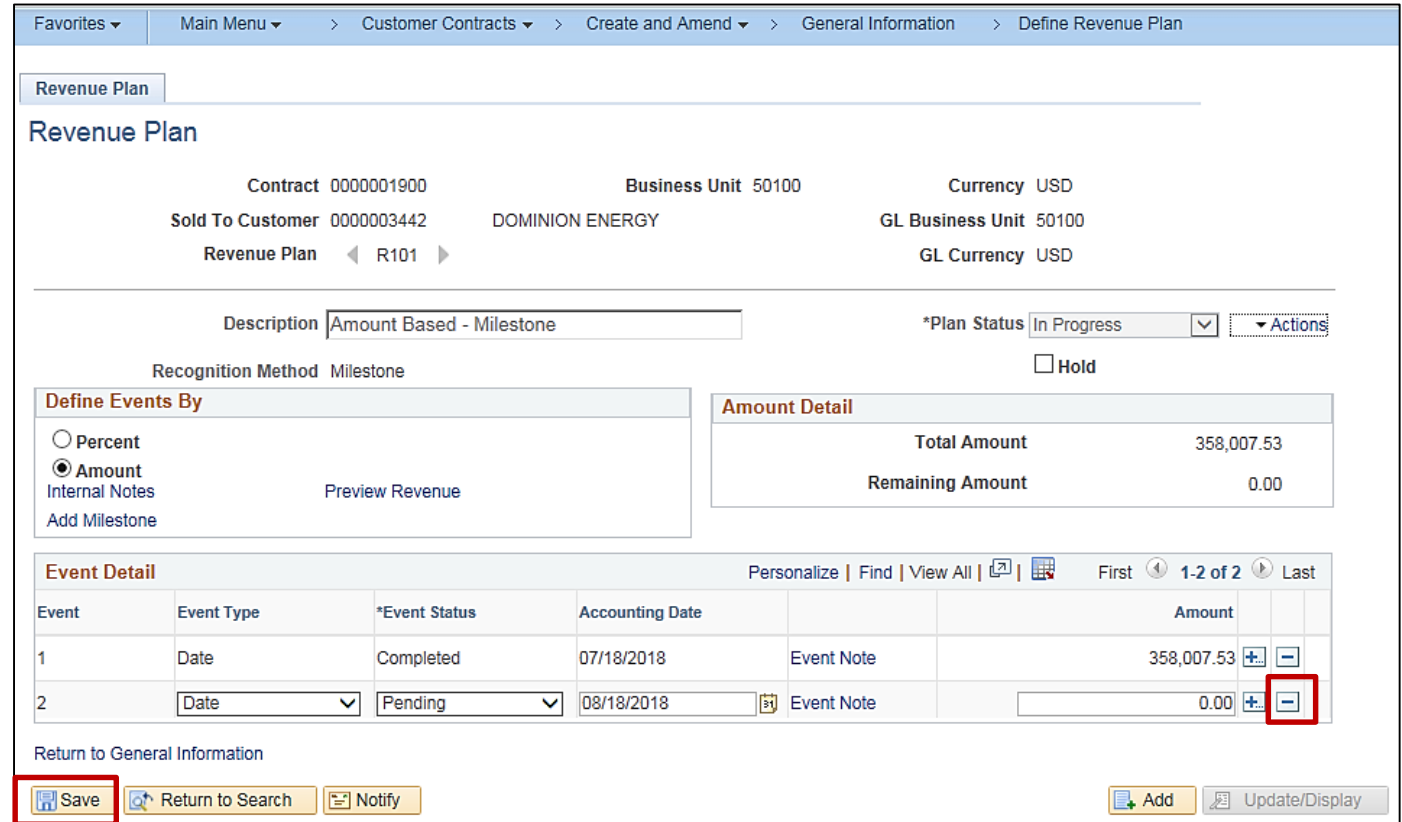
Event	Actions	Event Type	*Event Status	Event Date	Event Note	Amount
1	Actions	Date	Completed	07/18/2018	Event Note	358,007.53
2	Actions	Date	Pending	08/18/2018	Event Note	0.00

# Closing Customer Contracts (continued)

To set the related **Revenue Plan** to **Completed** navigate using the following path:

## Main Menu > Customer Contracts > Schedule and Process Revenue > Define Revenue Plan

- Search using **Business Unit** and **Contract** as search criteria.
- On the **Revenue Plan** page, delete the \$0 Revenue Event. The revenue **Plan Status** will automatically update to **Completed** during the nightly batch process.
- Click the **Save** button.
- On the next business day, verify the **Plan Status** has updated to **Completed**.



Revenue Plan

Contract 0000001900 Business Unit 50100 Currency USD  
Sold To Customer 0000003442 DOMINION ENERGY GL Business Unit 50100  
Revenue Plan R101 GL Currency USD

Description Amount Based - Milestone \*Plan Status In Progress Actions  
Recognition Method Milestone Hold

Define Events By  
 Percent  
 Amount  
Internal Notes Preview Revenue  
Add Milestone

Amount Detail  
Total Amount 358,007.53  
Remaining Amount 0.00

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

Event	Event Type	*Event Status	Accounting Date	Event Note	Amount
1	Date	Completed	07/18/2018	Event Note	358,007.53
2	Date	Pending	08/18/2018	Event Note	0.00

Return to General Information

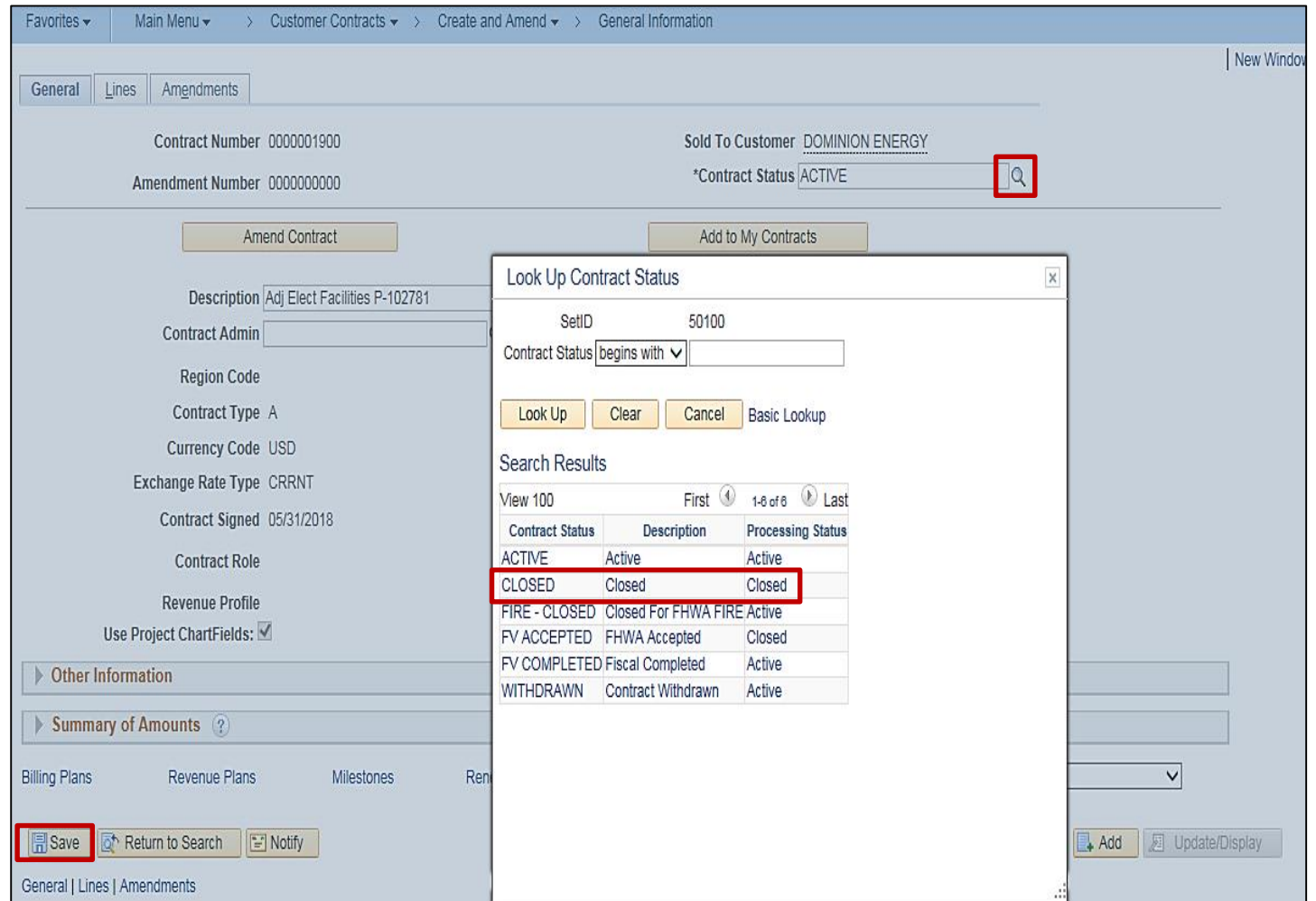
Save Return to Search Notify Add Update/Display

# Closing Customer Contracts (continued)

After the **Billing** and **Revenue Plan** status have been set to **Completed**, set the **Contract Status** to **Closed** by navigate using the following path:

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

- On the **General** tab, select the **Contract Status** of **Closed** using the drop-down arrow.
- Click the **Save** button.
- The Contract is now closed.



Contract Number 000001900  
Amendment Number 000000000  
Sold To Customer DOMINION ENERGY  
\*Contract Status ACTIVE

Amend Contract Add to My Contracts

Description Adj Elect Facilities P-102781  
Contract Admin  
Region Code  
Contract Type A  
Currency Code USD  
Exchange Rate Type CRRNT  
Contract Signed 05/31/2018  
Contract Role  
Revenue Profile  
Use Project ChartFields:

Other Information  
Summary of Amounts ?

Billing Plans Revenue Plans Milestones Ren

Save Return to Search Notify

General | Lines | Amendments

Look Up Contract Status

SetID 50100  
Contract Status begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-6 of 6 Last

Contract Status	Description	Processing Status
ACTIVE	Active	Active
CLOSED	Closed	Closed
FIRE - CLOSED	Closed For FHWA FIRE	Active
FV ACCEPTED	FHWA Accepted	Closed
FV COMPLETED	Fiscal Completed	Active
WITHDRAWN	Contract Withdrawn	Active

Add Update/Display



## Lesson 6: Checkpoint

Now is your opportunity to check your understanding of the course material.

Answer the review question below:



1. What is the connection between **Revenue** & **Billing Plan** events for an amount based contract?





# Lesson 6: Summary

6

## Creating Non-Federal Amount-Based Customer Contract

In this lesson, you learned:

- Amount-based contracts facilitate billing with varying amounts.
- Creating an amount-based contract involves creating contract header, creating contract line, associating a project and activity, allocating amounts, setting up events, and activating the contract.
- For amount-based contracts, you need to allocate the total amount of the contract line for proper processing.



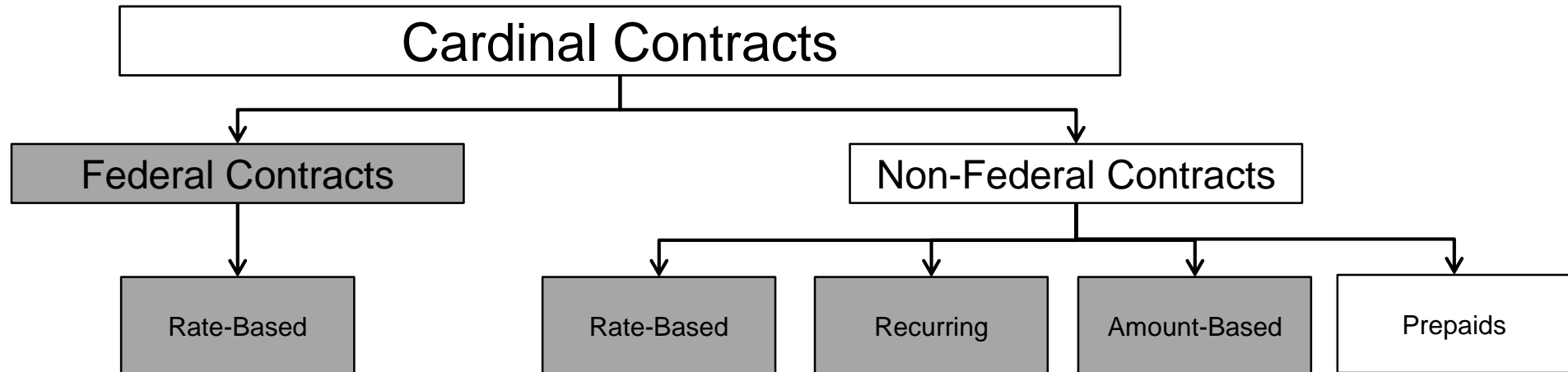
# Lesson 7: Introduction

7

Non-Federal Prepaid

This lesson covers the following topics:

- Create a non-federal rate-based prepaid
- Create a non-federal amount-based prepaid





# Non-Federal Prepaids

There are some agreements which require the customer to pay their portion of project costs in advance of work being initiated on the project. In these cases, the advance payment from the customer is considered a prepaid. There are two ways a contract can be set up to recognize the amount received in advance as expenses are incurred on the project or over a pre-defined schedule.

**Rate Based Prepaid:** A rate based prepaid allows the advance payment to be drawn down (utilized) as expenditures are incurred on the project and processed for billing. The revenue is recognized at the time the contract invoice is finalized in the billing module.

**Amount Based Prepaid:** The amount based prepaid allows you to recognize revenue for the advance payment in equal increments over a pre-defined schedule. This type of prepaid is created when a rate based contract cannot be set up to bill the customer.



# Prepaid for Non-Federal Rate-Based Contract Line

From the **General Information** page **General** tab:

- Select the **Prepays** option using the drop-down arrow.

The screenshot displays the 'General Information' page for a contract. The 'General' tab is selected and highlighted with a red box. The contract details include:

- Contract Number: 0000002000
- Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.
- \*Contract Status: PENDING
- Description: Rate Based - Prepaid
- Processing Status: Pending
- Amendment Status: [Empty]
- Business Unit: VA Dept of Transportation
- Contract Classification: Standard
- Last Amended: [Empty]
- Last Update Date/Time: 10/03/2019 8:12:52AM
- Last Update User ID: SHELLY.PRYOR
- Separate Fixed Billing and Revenue:
- Separate As Incurred Billing and Revenue:

A dropdown menu is open, showing options like 'Attachments', 'Billing Options', 'Conversations', 'Internal Notes', 'More', 'Payment Terms', 'Prepays', 'Price Adjustments', 'Progress Payments', 'Revenue Forecast', 'Sales Order', 'Service Orders', 'Sold To Address', 'Support Teams', and 'View Forecast'. The 'Prepays' option is highlighted with a red box. The 'Go To' button is visible next to the dropdown.



# Prepaid for Non-Federal Rate-Based Contract Line (continued)

The **Prepays** tab displays. The **Contract Prepaid Totals** section contains the following information:

- **Purchased Amount:** Displays the total prepaid amount for the contract.
- **Remaining Amount:** Displays the purchased amount less any utilized prepaid amounts that have been finalized in the Billing module.
- **Committed Amount:** Displays the utilized amount which has been send to Billing but the invoice has not yet been finalized. When a bill is finalized, the amount for that bill is removed from the **Committed Amount** and reduces the **Remaining Amount**.

The screenshot shows a software interface with a breadcrumb trail: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information > Prepaid Balances. The 'Prepays' tab is selected. Contract details include Contract Number 0000002000 and Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC. with a Contract Status of PENDING. A red box highlights the 'Contract Prepaid Totals' section, which shows Purchased Amount 0.00, Remaining Amount 0.00, and Committed Amount 0.00. Below this is a table for 'Prepays for this Contract' with columns for Actions, Status, Hold, Purchased Amount, Inclusive, Remaining Amount, Committed Amount, and Expiration Date. The table contains one row with Status 'Pending', Purchased Amount 0.00, and Inclusive checked. Navigation buttons like 'Save', 'Return to Search', 'Notify', 'Previous tab', 'Next tab', 'Add', and 'Update/Display' are visible at the bottom.

Contract Number	Sold To Customer	Contract Status
0000002000	PIEDMONT CONCRETE CONTRACTORS INC.	PENDING

Contract Prepaid Totals	
Purchased Amount	0.00
Remaining Amount	0.00
Committed Amount	0.00

Prepays for this Contract							
Actions	Status	Hold	Purchased Amount	Inclusive	Remaining Amount	Committed Amount	Expiration Date
▼ Actions	1 Pending	<input type="checkbox"/>	0.00	<input checked="" type="checkbox"/>	0.00	0.00	



# Prepaid for Non-Federal Rate-Based Contract Line (continued)

**Prepays** tab - **Prepaid for this Contract** section,  
**General** tab:

- **Status:** Controls the actions you can perform and the processing that can occur against a prepaid amount:
- **Pending:** The **Status** defaults to **Pending**. All fields are fully editable. No processing occurs against a prepaid with a **Pending Status**. You can delete a **Pending** prepaid.
- **Ready:** Manually update the status to **Ready** after you have entered all information that is associated with the prepaid. After you update the status to **Ready**, the prepaid amount is eligible for initial billing. However, the amount will not be available for utilization until the day after the invoice for the initial billing has been finalized.
- **Completed:** The status can be updated to complete if there is no remaining amount and the contract is ready to be closed.
- **Cancelled:** You can manually change the status of a prepaid to **Cancelled**, if necessary.

The screenshot displays a software interface for managing contract prepaids. At the top, a breadcrumb trail shows: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information > Prepaid Balances. The 'Prepays' tab is selected and highlighted with a red box. Below the breadcrumb, the 'Contract Number' is 0000002000 and the 'Sold To Customer' is 'PIEDMONT CONCRETE CONTRACTORS INC.'. The 'Contract Status' is 'PENDING'. A 'Contract Prepaid Totals' table shows Purchased Amount, Remaining Amount, and Committed Amount, all at 0.00. Below this is the 'Prepays for this Contract' section, with the 'General' tab selected and highlighted with a red box. A table lists the prepaids, with the first row highlighted and its 'Status' dropdown menu also highlighted with a red box. The table has columns for Actions, Status, Hold, Purchased Amount, Inclusive, Remaining Amount, Committed Amount, and Expiration Date. The first row shows 1 'Pending' prepaid with a purchased amount of 0.00, inclusive checked, and remaining/committed amounts of 0.00. At the bottom, there are navigation buttons: Save, Return to Search, Notify, Previous tab, Next tab, Add, and Update/Display.

Actions	Status	Hold	Purchased Amount	Inclusive	Remaining Amount	Committed Amount	Expiration Date
▼ Actions	1 Pending	<input type="checkbox"/>	0.00	<input checked="" type="checkbox"/>	0.00	0.00	



# Prepaid for Non-Federal Rate-Based Contract Line (continued)

**Prepays Tab - Prepaid for this Contract Section, General tab continued:**

- **Hold:** Select this check box to place a prepaid amount on **Hold**. When a prepaid amount is on **Hold**, no utilization processing occurs against that amount. Normally the **Billing Plan** for the rate based contract line is placed on **Hold** instead of selecting this checkbox.
- **Purchased Amount:** Enter the amount of the prepaid that was paid in advance by the customer.
- **Inclusive:** Deselect this check box. By deselecting this box you are telling Cardinal that this prepaid amount is not included in the total contract amount.
- **Expiration Date:** Enter an expiration date one year in the future for the prepaid. This field is for informational purposes only and will not impact processing. This date is normally populated as one year from the current date.

The screenshot shows the 'Prepaid Balances' interface for contract 0000002000. It includes a 'Contract Prepaid Totals' table and a 'Prepays for this Contract' table. The 'Prepays for this Contract' table has columns for Actions, Status, Hold, Purchased Amount, Inclusive, Remaining Amount, Committed Amount, and Expiration Date. A red box highlights the 'Hold', 'Purchased Amount', and 'Inclusive' columns for the first row. Another red box highlights the 'Expiration Date' column for the same row.

Contract Prepaid Totals							
Purchased Amount		0.00					
Remaining Amount		0.00					
Committed Amount		0.00					

Prepays for this Contract							
Actions	Status	Hold	Purchased Amount	Inclusive	Remaining Amount	Committed Amount	Expiration Date
▼ Actions	1 Pending	<input type="checkbox"/>	2,000.00	<input type="checkbox"/>	2,000.00	0.00	10/02/2020



# Prepaid for Non-Federal Rate-Based Contract Line (continued)

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

Prepays | Audit History

Contract Number 0000002000 Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.  
Contract Status PENDING

---

**Contract Prepaid Totals**

Purchased Amount	0.00
Remaining Amount	0.00
Committed Amount	0.00

---

**Prepays for this Contract** Personalize | Find | First 1 of 1 Last

General | Utilization | Initial Billing | Contract Liability Distribution

Actions	Status	Hold	Purchased Amount	Inclusive	Remaining Amount	Committed Amount	Expiration Date
▼ Actions	1 Pending ▼	<input type="checkbox"/>	2,000.00	<input type="checkbox"/>	2,000.00	0.00	10/02/2020

Go To: Billing Plans  
Return to General Information

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

Prepays | Audit History





# Prepaid for Non-Federal Rate-Based Contract Line (continued)

- Click the **Utilization** tab.

The **Utilization** tab displays:

- Use Sequence:** When there are multiple prepaid amounts, Cardinal uses this value to determine which prepaid amount to apply first. The system processes the prepaids in order of lowest to highest **Use Sequence** number. Additional prepaid sequences can be added by clicking on the + icon.
- Utilize Against all Lines:** This field should be left unchecked. Select this check box if the prepaid amount is to be applied against all rate-based contract lines on this contract.

The screenshot shows the 'Prepaid Balances' interface for contract number 0000002000. The 'Utilization' tab is selected and highlighted with a red box. Below it, a table lists 'Contract Prepaid Totals' with values of 0.00 for Purchased, Remaining, and Committed amounts. The 'Prepays for this Contract' section shows a table with columns for 'Use Sequence', 'Utilize Against all Lines', 'Contract Line Num', and 'Utilization Descr for Billing'. The 'Utilize Against all Lines' checkbox is unchecked and highlighted with a red box. The interface includes navigation buttons like 'Save', 'Return to Search', 'Notify', 'Previous tab', 'Next tab', 'Add', and 'Update/Display'.

Contract Prepaid Totals	
Purchased Amount	0.00
Remaining Amount	0.00
Committed Amount	0.00

Use Sequence	Utilize Against all Lines	Contract Line Num	Utilization Descr for Billing
1	<input type="checkbox"/>		



# Prepaid for Non-Federal Rate-Based Contract Line (continued)

- **Contract Line Num:** Using the look up icon, select the contract line number you wish to apply this prepaid amount against. In most instances, this value will be '1'.
- **Utilization Descr for Billing:** Cardinal automatically populates this field when you click **Save**. The description is the prepaid **Use Sequence** number joined with the **Contract** number.
- Click the **Save** button. The **Utilization Descr for Billing** displays.
- Click the **Utilization Criteria** link.

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

Prepaids | Audit History

Contract Number 0000002000 Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.  
Contract Status PENDING

Contract Prepaid Totals	
Purchased Amount	2,000.00
Remaining Amount	2,000.00
Committed Amount	0.00

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

General | **Utilization** | Initial Billing | Contract Liability Distribution

Actions	Use Sequence	Utilize Against all Lines	Contract Line Num	Utilization Descr for Billing
Actions	1	<input type="checkbox"/>	1	PPD Bal#1 of Contr# 0000002000

Utilization Criteria

Go To: Billing Plans  
Return to General Information

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

Prepaids | Audit History



# Prepaid for Non-Federal Rate-Based Contract Line (continued)

The **Utilization Criteria** page displays:

The **Balance Utilization Controls** section defines which transactions will draw down (utilize) the prepaid amount.

- The criteria values that default to this section should not be changed.
- As defined, Cardinal will utilize the prepaid balance for any **BIL** rows created for all project and activities associated to the rate based contract line.
- Click **Utilization History** tab.

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

Utilization Criteria | **Utilization History**

Contract 0000002000 Sold To Customer 0000000001

Contract Status PENDING Customer Name PIEDMONT CONCRETE CONTRACTORS INC.

Prepaid Use Sequence 1  
Utilization Description PPD Bal#1 of Contr# 0000002000  
Expiration Date 10/02/20  
Use only for Contract Line

Prepaid Sequence Totals	
Purchased Amount	2,000.00
Remaining Amount	2,000.00
Committed Amount	0.00

**Balance Utilization Controls - Use % for Wildcard** Personalize | Find | View All | | First 1 of 1 Last

Line Num	PC Bus Unit	Project	Activity	Analysis Type	Source Type	Category	Subcategory		
<input type="text"/>	% <input type="text"/>	% <input type="text"/>	% <input type="text"/>	BIL <input type="text"/>	% <input type="text"/>	% <input type="text"/>	% <input type="text"/>	<input type="text"/>	<input type="text"/>

Return to Prepays

Save Return to Search Notify Previous tab Next tab

Utilization Criteria | Utilization History



# Review Utilization History

The **Utilization History** tab is used to view the utilization history for the prepaid amount.

- Click the **Previous Tab** button.
- The **Utilization Criteria** tab displays.
- Click the **Return to Prepays** link.

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

Utilization Criteria | **Utilization History**

Contract 0000002000 Sold To Customer 0000000001   
Contract Status PENDING Customer Name PIEDMONT CONCRETE CONTRACTORS INC.

Prepaid Use Sequence 1  
Utilization Description PPD Bal#1 of Contr# 0000002000  
Expiration Date 10/02/2020

Prepaid Sequence Totals	
Purchased Amount	2,000.00
Remaining Amount	2,000.00
Committed Amount	

**Utilization History** Personalize | Find | View All | | First 1 of 1 Last

Project	Activity	Analysis Type	Amount	Currency

Buttons: Save | Return to Search | Notify | **Previous tab** | Next tab

Utilization Criteria | Utilization History



# Prepaid Billing Plan

Click the **Initial Billing** tab.

- **Billing Plan Template:** Select **PREPAID**. The billing plan template automates the creation of the prepaid billing plan.
- **Billing Plan Detail Template ID:** Select the **Billing Plan Detail Template ID** that has the Bill Type and Customer Type which corresponds with the contract line created.
- **Purchase Order (PO) Reference:** A purchase order number can be entered in the field. This field is not used in Cardinal.
- **Prepaid Tax Timing:** Defaults to **Tax on initial Bill**. Do not change.

Contract Number 0000002000 Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.  
Contract Status PENDING

Contract Prepaid Totals	
Purchased Amount	2,000.00
Remaining Amount	2,000.00
Committed Amount	0.00

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

General Utilization **Initial Billing** Contract Liability Distribution

Billing Plan Template	Bill Plan Detail Template ID	Purchase Order Reference	Prepaid Tax Timing
PREPAID	MG&SE_CCT		Tax on Initial Bill

Go To: Billing Plans  
Return to General Information

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


Prepays | Audit History



# Prepaid Billing Plan (continued)

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

Prepays Audit History



Contract Number 0000002000  Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.  
Contract Status PENDING


---



**Contract Prepaid Totals**

Purchased Amount	2,000.00
Remaining Amount	2,000.00
Committed Amount	0.00








---

**Prepays for this Contract** Personalize | Find |  |  First ◀ 1 of 1 ▶ Last

General Utilization **Initial Billing** Contract Liability Distribution 

Actions	Billing Plan Template	Bill Plan Detail Template ID	Purchase Order Reference	Prepaid Tax Timing
▼ Actions	PREPAID 	MG&SE_CCT 		Tax on Initial Bill ▼

Go To: Billing Plans  
Return to General Information

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

Prepays | Audit History



# Adding Prepaid Contract Liability Distribution

Click the **Contract Liability Distribution** tab.

The **Contract Liability Distribution** must be defined. This controls the ChartFields which will be populated when booking the prepayment.

- **Distribution Code:** Select a **Contract Liability Distribution** code using the look up icon. The **Distribution Code**, automatically populates the **Account, Fund** and **Department** values. Select the **Distribution Code** which has the **Fund** and Customer type used on the **Contract Line** (ex: Construction Fund, Town of Emporia select **ADVANADCN\_Prepaid – CON\_CCT.**)

The screenshot shows a software interface for managing contract liabilities. The breadcrumb trail at the top reads: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information > Prepaid Balances. Below this, there are tabs for 'Prepays' and 'Audit History'. The main area displays contract details: Contract Number 0000002000, Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC., and Contract Status PENDING. A 'Contract Prepaid Totals' table shows: Purchased Amount 2,000.00, Remaining Amount 2,000.00, and Committed Amount 0.00. Below this is a 'Prepays for this Contract' section with a 'Contract Liability Distribution' tab selected. A table lists distribution entries with columns: Actions, GL Unit, Distribution Code, Account, Fund, Program, Department, Cost Center, Task, and FIP. One entry is shown with values: 50100, ADVANADCI, 24042011, 04720, and 99999. The interface includes navigation buttons like 'Go To: Billing Plans', 'Return to General Information', 'Save', 'Return to Search', 'Notify', 'Previous tab', 'Next tab', 'Add', and 'Update/Display'.



# Adding Prepaid Contract Liability Distribution

Scroll to the right and enter the following:

- **PC Business Unit:** 50100
- **Project:** Enter the same **Project ID** that was used when the contract line was created. Once you enter the **Project**, the **Distribution Code** disappears but the ChartFields remain.
- **Activity:** add the same activity used when adding the contract line. The activity must be active in order for the distribution to save.
- Click the **General** tab.

The screenshot shows a software interface for managing contract prepaids. The breadcrumb trail at the top reads: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information > Prepaid Balances. The interface includes tabs for 'Prepaids' and 'Audit History'. Key information displayed includes Contract Number 0000002000 and Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC. with a Contract Status of PENDING.

A 'Contract Prepaid Totals' table shows:

Contract Prepaid Totals	
Purchased Amount	2,000.00
Remaining Amount	2,000.00
Committed Amount	0.00

The 'Prepaids for this Contract' section features a 'General' tab (highlighted with a red box) and other tabs like 'Utilization', 'Initial Billing', and 'Contract Liability Distribution'. Below the tabs is a table with columns: Actions, FIPS, Asset, Agency Use 1, Agency Use 2, PC Business Unit, Project, Activity, Source Type, and C. The 'PC Business Unit' column contains '50100', 'Project' contains '0000100001', and 'Activity' contains '612'. A red box highlights these three columns. Below the table is a horizontal scrollbar, also highlighted with a red box.

At the bottom, there are navigation buttons: 'Go To: Billing Plans', 'Return to General Information', 'Save', 'Return to Search', 'Notify', 'Previous tab', 'Next tab', 'Add', and 'Update/Display'. The footer shows 'Prepaids | Audit History'.





# Adding Prepaid Contract Liability Distribution

- Change the prepaid **Status** to **Ready**. The Initial Billing for the Prepaid will be processed once the contract status is **Active** and the Prepaid status is **Ready**.
- Click the **Save** button.

Contract Number 0000002000 Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.  
Contract Status PENDING

Contract Prepaid Totals	
Purchased Amount	2,000.00
Remaining Amount	2,000.00
Committed Amount	0.00

Prepays for this Contract

Actions	Status	Hold	Purchased Amount	Inclusive	Remaining Amount	Committed Amount	Expiration Date
▼ Actions	Ready	<input type="checkbox"/>	2,000.00	<input type="checkbox"/>	2,000.00	0.00	10/02/2020

Go To: Billing Plans  
Return to General Information

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



# Accounting for Rate-Based Prepaid Contracts

Event	Journal Prefix	Debit	Credit
Initial Prepaid Invoice Finalized	BI	Accounts Receivable	Contract Liability
Cash Received	AR	Cash	Accounts Receivable
Cost Invoice Finalized	CA	Contract Liability	Contract Asset
	CAREV	Contract Asset	Revenue

Once you establish the prepaid for the contract, the initial prepaid is processed during nightly batch and a invoice is created in the Billing Module. This invoice is finalized and an item is created during batch processing in the Accounts Receivable Module. Once the item has been created, the cash received from the customer can be applied to the item as a payment.

The **Bill Plan** for the rate based contract line must be placed on hold until the item created from the initial prepaid has been fully processed in Accounts Receivable. Placing the **Bill Plan** on hold prevents costs from being priced and billable rows sent to Billing before the Initial prepaid Bill Plan is completed. The hold can be removed the day after the item for the initial prepaid is closed.

As project transactions are processed against the contract, the transaction amounts draw down the Prepaid Balance accordingly and are pushed to billing for processing. These invoices are finalized by the system once every month.

You can change an initial prepaid amount after it is processed by creating and processing an amendment. One example of this, is when a prepaid amount is reduced down to the unused prepaid balance.



# Reviewing Prepaid Balances

After the Initial Prepaid item has been closed in Accounts Receivable, navigate back to the **Prepays** tab. From here you can review prepaid remaining balances.

- The **Remaining Amount** is now populated. In this scenario, there is no remaining amount for the prepaid.

To continue reviewing prepaid balances:

- Click the **Initial Billing** tab.

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

Prepays Audit History Amendments

Contract Number 0000000001 Sold To Customer WISE COUNTY  
Amendment Number 0000000000 Contract Status ACTIVE

**Contract Prepaid Totals**

Purchased Amount	1,606.89
Remaining Amount	0.00
Committed Amount	0.00

Amend Contract

Prepays for this Contract Personalize | Find | [Print] [Calendar] First 1 of 1 Last

General Utilization **Initial Billing** Contract Liability Distribution [Messages]

Actions	Status	Hold	Purchased Amount	Remaining Amount	Committed Amount	Expiration Date	Depleted Dat
▼ Actions	1 Ready ▾	<input type="checkbox"/>	1,606.89	0.00	0.00		

Go To: Billing Plans  
Return to General Information

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

Prepays | Audit History | Amendments

# Reviewing Prepaid Balances (continued)

The Initial Billing tab displays:

- The **Billing Plan Status** is automatically updated to **Completed** during nightly batch after the Initial prepaid invoice is finalized.
- Click the **Billing Plan Status** link.

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

**Prepaids** | Audit History | Amendments

Contract Number 0000000001      Sold To Customer WISE COUNTY  
Amendment Number 0000000000      Contract Status ACTIVE

Contract Prepaid Totals	
Purchased Amount	1,606.89
Remaining Amount	0.00
Committed Amount	0.00

Amend Contract

**Prepaids for this Contract**      Personalize | Find | [Print] | [Grid]      First 1 of 1 Last

General | Utilization | **Initial Billing** | Deferred Revenue Distribution

Billing Plan	Description	Billing Plan Status	Billing Plan Template	Bill Plan Detail Template ID	Purchase Order Reference	Prepaid
1 B102	Prepaid - Immediate	Completed	PREPAID	COAL_CCT		Tax on

Go To: Billing Plans  
Return to General Information

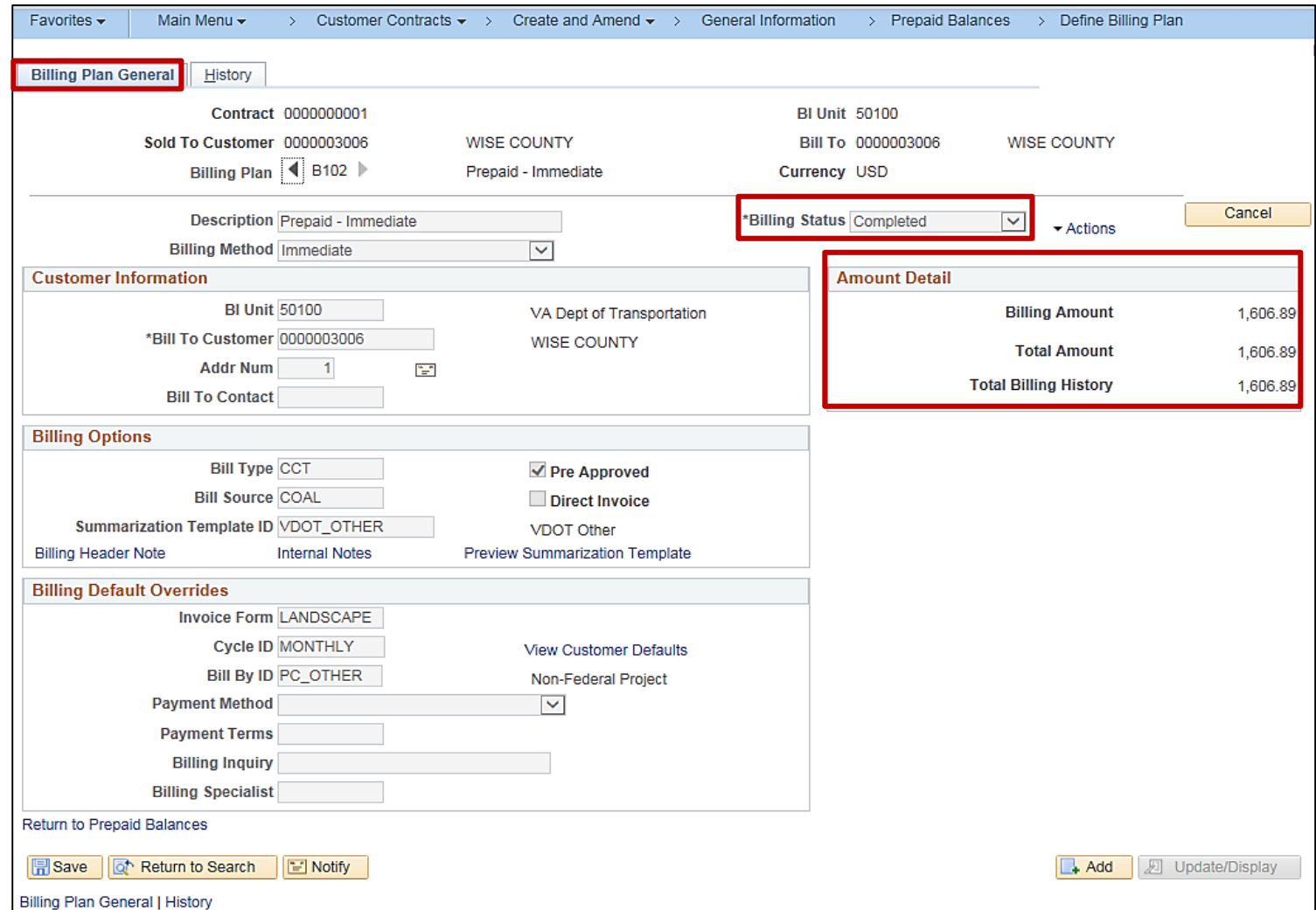
Save | Return to Search | Notify | Previous tab | Next tab | Add | Update/Display

Prepaids | Audit History | Amendments

# Reviewing Prepaid Balances (continued)

The **Billing Plan General** page displays:

- **Billing Status:** Cancelled, Pending, Ready, Completed
- **Billing Amount:** The sum of the Prepaid amounts.
- **Total Amount:** The sum of the assigned line's net amount.
- **Total Billing History:** Displays the sum of all of the amounts.



Contract 0000000001 BI Unit 50100  
Sold To Customer 0000003006 WISE COUNTY Bill To 0000003006 WISE COUNTY  
Billing Plan B102 Prepaid - Immediate Currency USD

Description Prepaid - Immediate \*Billing Status Completed  
Billing Method Immediate

**Customer Information**

BI Unit	50100	VA Dept of Transportation
*Bill To Customer	0000003006	WISE COUNTY
Addr Num	1	
Bill To Contact		

**Billing Options**

Bill Type	CCT	<input checked="" type="checkbox"/> Pre Approved
Bill Source	COAL	<input type="checkbox"/> Direct Invoice
Summarization Template ID	VDOT_OTHER	VDOT Other

Billing Header Note Internal Notes Preview Summarization Template

**Billing Default Overrides**

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

Return to Prepaid Balances

Save Return to Search Notify Add Update/Display

Billing Plan General | History

**Amount Detail**

Billing Amount	1,606.89
Total Amount	1,606.89
Total Billing History	1,606.89



# Reviewing Prepaid Balances (continued)

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

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

Contract 0000000001      BI Unit 50100  
 Sold To Customer 0000003006      WISE COUNTY      Bill To 0000003006      WISE COUNTY  
 Billing Plan ◀ B102 ▶      Prepaid - Immediate      Currency USD

Description Prepaid - Immediate      \*Billing Status Completed ▼      [Cancel](#)  
 Billing Method Immediate ▼      Actions

Customer Information		Amount Detail	
BI Unit	50100	Billing Amount	1,606.89
*Bill To Customer	0000003006	Total Amount	1,606.89
Addr Num	1	Total Billing History	1,606.89
Bill To Contact			

**Billing Options**  
 Bill Type CCT       Pre Approved  
 Bill Source COAL       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 Prepaid Balances](#)  
[Save](#)   [Return to Search](#)   [Notify](#)      [Add](#)   [Update/Display](#)

Billing Plan General | History



# Prepaid Amount-Based Contract Header

To create an Amount-Based Prepaid Contract, complete the **General** tab the same way you would for an Amount-Based contract. (see Lesson 6 of this course)

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

---

**General** | Lines

Contract Number 0000002001 Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.  
 \*Contract Status: PENDING

Copy From Contract Add to My Contracts

Description: Local - Prepaid Amount Based  
 Contract Admin:    
 Region Code:    
 Contract Type:    
 Currency Code: USD  
 Exchange Rate Type: CRRNT  
 Contract Signed: 09/01/2019   
 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: 10/03/2019 11:32:59AM  
 Last Update User ID: SHELLY.PRYOR  
 Separate Fixed Billing and Revenue:   
 Separate As Incurred Billing and Revenue:

---

**Other Information**

Template Contract  
 Master Contract  
 Legal Review Complete  
 Credit Check Complete  
 Contains Cotermination Lines

Parent Contract:    
 Master Contract:    
 Legal Entity: STATE   
 Purchase Order:   
 Proposal ID:   
 Federal Region Code: 03

---

**Summary of Amounts**

<p><b>Billing Amounts</b></p> <table border="0" style="width: 100%;"> <tr><td>Fixed Billing</td><td style="text-align: right;">5,000.00</td></tr> <tr><td>Discounts/Surcharges</td><td style="text-align: right;">0.00</td></tr> <tr><td>Non-inclusive Prepays</td><td style="text-align: right;">0.00</td></tr> <tr><td><b>Subtotal</b></td><td style="text-align: right;"><b>5,000.00</b></td></tr> <tr><td>As Incurred Billing Limits (Less Prepaid)</td><td style="text-align: right;">0.00</td></tr> <tr><td>Recurring Billing</td><td style="text-align: right;">0.00</td></tr> <tr><td><b>Total</b></td><td style="text-align: right;"><b>5,000.00</b></td></tr> </table> <p>* Fixed Billing Allocation Not Complete</p>	Fixed Billing	5,000.00	Discounts/Surcharges	0.00	Non-inclusive Prepays	0.00	<b>Subtotal</b>	<b>5,000.00</b>	As Incurred Billing Limits (Less Prepaid)	0.00	Recurring Billing	0.00	<b>Total</b>	<b>5,000.00</b>	<p><b>Revenue Amounts</b></p> <table border="0" style="width: 100%;"> <tr><td>Fixed Revenue</td><td style="text-align: right;">5,000.00</td></tr> <tr><td>Discounts/Surcharges</td><td style="text-align: right;">0.00</td></tr> <tr><td>Non inclusive Prepays</td><td style="text-align: right;">0.00</td></tr> <tr><td><b>Subtotal</b></td><td style="text-align: right;"><b>5,000.00</b></td></tr> <tr><td>As Incurred Revenue Limits (Less Prepaid)</td><td style="text-align: right;">0.00</td></tr> <tr><td>Recurring Revenue</td><td style="text-align: right;">0.00</td></tr> <tr><td><b>Total</b></td><td style="text-align: right;"><b>5,000.00</b></td></tr> </table> <p>* Fixed Revenue Allocation Not Complete</p>	Fixed Revenue	5,000.00	Discounts/Surcharges	0.00	Non inclusive Prepays	0.00	<b>Subtotal</b>	<b>5,000.00</b>	As Incurred Revenue Limits (Less Prepaid)	0.00	Recurring Revenue	0.00	<b>Total</b>	<b>5,000.00</b>
Fixed Billing	5,000.00																												
Discounts/Surcharges	0.00																												
Non-inclusive Prepays	0.00																												
<b>Subtotal</b>	<b>5,000.00</b>																												
As Incurred Billing Limits (Less Prepaid)	0.00																												
Recurring Billing	0.00																												
<b>Total</b>	<b>5,000.00</b>																												
Fixed Revenue	5,000.00																												
Discounts/Surcharges	0.00																												
Non inclusive Prepays	0.00																												
<b>Subtotal</b>	<b>5,000.00</b>																												
As Incurred Revenue Limits (Less Prepaid)	0.00																												
Recurring Revenue	0.00																												
<b>Total</b>	<b>5,000.00</b>																												

---

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

Save Notify Add Update/Display

General | Lines



# Prepaid Amount-Based Contract Line

To select the appropriate **Product** for the **Amount Based** Prepaid, enter the prefix of **DEF (Deferred)** in the **Product Group** field and **Amount** in the **Price Type** field. Click the **Search** button.

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

General Information

### Add Contract Lines

Search ?

Product Group	DEF_CONCCT	<input type="checkbox"/> Product Kits
Product		<input type="checkbox"/> Renewable
Product Description		
Price Type	Amount	
Physical Nature		

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





# Creating a Prepaid Contract Line and Selecting the Revenue Plan

- Select the check box next to the product that should be used to create the contract line.
- **Start Date:** Enter a **Start Date** for the contract line. The value that you enter appears on the **Contract - Lines** page.
- **End Date:** This field is left blank.
- **Quantity:** This field defaults and should not be changed.
- **UOM:** Unit of measure associated with the product, if any. This field defaults and should not be changed.

General Information  
Add Contract Lines

Search ?

Product Group DEF\_CONCCT  Product Kits  
Product   Renewable  
Product Description   
Price Type Amount   
Physical Nature

Search Results ? Personalize | Find | View All | First 1-25 of 27 Last

Product	Description	Price Type	Physical Nature	Product Kit	*Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM	
<input checked="" type="checkbox"/>	DEF_PROJE29	Partic Advance-CON-CCT-Bristol	Amount	Goods	N	None	09/01/2019		N		1.0000	
<input type="checkbox"/>	2 DEF_PROJE30	Partic Advance-CON-CCT-Salem	Amount	Goods	N	None			N		1.0000	



# Creating a Prepaid Contract Line and Selecting the Revenue Plan

After you have selected the appropriate **Product** and entered your **Start Date**, you need to select the **Revenue Plan** with the apportionment schedule that matches the contract terms.

Click the **Templates** tab:

- Click the **Revenue Plan** look-up icon for the Product you selected.
- Select the **Revenue Plan Template** that has the needed apportionment schedule. Ex: **Apportionment-12** recognizes revenue over 12 months.

General Information  
Add Contract Lines

Search ?

Product Group DEF\_CONCCT  Product Kits  
Product  Renewable  
Product Description  
Price Type Amount  
Physical Nature

Search

Search Results ? Personalize

General **Templates**

	Product	Revenue Plan	Billing Plan
<input checked="" type="checkbox"/>	1 DEF_PROJE29	APPORT_60 <input type="text"/>	PREPAID
<input type="checkbox"/>	2 DEF_PROJE30	APPORT_60 <input type="text"/>	PREPAID
<input type="checkbox"/>	3 DEF_PROJE31	APPORT_60 <input type="text"/>	PREPAID
<input type="checkbox"/>	4 DEF_PROJE32	APPORT_60 <input type="text"/>	PREPAID
<input type="checkbox"/>	5 DEF_PROJE33	APPORT_60 <input type="text"/>	PREPAID
<input type="checkbox"/>	6 DEF_PROJE34	APPORT_60 <input type="text"/>	PREPAID
<input type="checkbox"/>	7 DEF_PROJE35	APPORT_60 <input type="text"/>	PREPAID
<input type="checkbox"/>	8 DEF_PROJE36	APPORT_60 <input type="text"/>	PREPAID
<input type="checkbox"/>	9 DEF_PROJE37	APPORT_60 <input type="text"/>	PREPAID

Look Up Revenue Plan

Cancel

Search Results

View 100 First 1-10 of 10 Last

SetID	Revenue Plan Template	Plan Method	Description
50100	APPORT_12	Apportion	Apportionment - 12
50100	APPORT_120	Apportion	Apportionment - 120
50100	APPORT_180	Apportion	Apportionment - 180
50100	APPORT_24	Apportion	Apportionment - 24
50100	APPORT_36	Apportion	Apportionment - 36
50100	APPORT_4	Apportion	Apportionment - 4
50100	APPORT_48	Apportion	Apportionment - 48
50100	APPORT_60	Apportion	Apportionment - 60
50100	MILESTONE	Milestone	Amount Based - Milestone
50100	RATE	As Incurr	As Incurred - Rate Based



# Creating a Prepaid Contract Line and Selecting the Revenue Plan

- **Create Plans from Template and Combine Like Templates:** Check boxes default as selected. Do not change. These templates create the predefined bill plans and revenue plans for the product selected.
- Click the **Add Contract Lines** button.

General Information  
Add Contract Lines

Search

Product Group: DEF\_CONCCT  
Product:   
Product Description:   
Price Type: Amount  
Physical Nature:   
Product Kits:   
Renewable:

Search

Search Results

Personalize | Find | View All | First | 1-25 of 27 | Last

	Product	Revenue Plan	Billing Plan	Billing Plan Detail	Renewal Plan
<input checked="" type="checkbox"/>	1 DEF_PROJE29	APPORT_12	PREPAID	PROJE_CCT	
<input type="checkbox"/>	2 DEF_PROJE30	APPORT_60	PREPAID	PROJE_CCT	
<input type="checkbox"/>	3 DEF_PROJE31	APPORT_60	PREPAID	PROJE_CCT	
<input type="checkbox"/>	4 DEF_PROJE32	APPORT_60	PREPAID	PROJE_CCT	
<input type="checkbox"/>	5 DEF_PROJE33	APPORT_60	PREPAID	PROJE_CCT	
<input type="checkbox"/>	13 DEF_PROJE70	APPORT_60	PREPAID	PROJE_CCT	
<input type="checkbox"/>	14 DEF_PROJE71	APPORT_60	PREPAID	PROJE_CCT	
<input type="checkbox"/>	15 DEF_PROJE72	APPORT_60	PREPAID	PROJE_CCT	

Select All  Clear All

**Create Plans from Template**

Billing Plans

Revenue Plans

Renewal Plans

**Combine Like Templates**

Billing Plans

Revenue Plans

**Add Contract Lines** Create Adhoc Product Return to Contract Lines




# Associating the Project and Activity on the Amount-Based Prepaid Contract Line

Click the **Save** button. Saving the contract line, defaults the contract line **Billing** and **Revenue Plans** based on the **Product**.



Next the project and activity must be added to the contract line. On the **Detail** tab under the **Contract Lines** section, click the **Contract Terms** link.


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

General | **Lines**

Contract Number 0000002001  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

General | **Detail** | Billing Amount Details | Revenue Amount Details | Contract Liability 

Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
▼ Actions		1 DEF_PROJE29	Partic Advance-CON-	Amount	Pending	Pending	<b>Contract Terms</b>	Distribution	Internal Notes	PIEDMONT CONCRETE CONTRACTORS INC.

[Billing Plans](#) [Revenue Plans](#) [Milestones](#) [Renewals](#) [Amount Allocation](#) [Supplemental Data](#) Go To

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

General | Lines



# Associating Project and Activity on the Amount-Based Prepaid Contract Line (continued)

The **Contract Terms** page displays for the selected **Contract Line**. If more than one tab displays, click the **Related Projects** tab.

To associate a **Project and Activity**:

- Enter the **PC Business Unit** (e.g., **50100** for VDOT).
- Enter your **Project ID** in the project field, or click the look up icon for a list of available values.
- Enter an **Activity** in the activity field or click the look up icon for a list of available values.
- Click the **Save** button.

Contract Number 0000002001 Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.  
Amendment Number Contract Status PENDING

Contract Line 1 Price Type Amount  
Product DEF\_PROJE29  
Description Partic Advance-CON-CCT-Bristol

PC Business Unit 50100

Associated Projects & Activities

*Project	*Activity	Source Type	Category	Subcategory	Description	Description
0000100001	612				Rural Additions - Pittsylvania	Preliminary Studies

Create Project Create Activity

Return to General Information

Amount Allocation

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



# Updating the Amount-Based Prepaid Line's Accounting Distribution

With amount-based contracts, the accounting distribution defaults based on the product you selected. However, you need to add the **Project ID** on each accounting distribution line. The **Project ID** needs to be the same **Project ID** you selected when associating the project/activity for the contract line.

You access the **Accounting Distribution** details from the **General Information** page:

- In the **Contract Lines** section, click the **Detail** tab.
- Click the **Distribution** link under the **Accounting** column. The **Accounting Distribution** page displays.

The screenshot shows a software interface with a breadcrumb trail: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information. The 'Lines' tab is active. Contract details include Contract Number 0000002001 and Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC. with a PENDING status. Below are buttons for 'Add Contract Lines' and 'Add Default Kit'. The 'Contract Lines' section has tabs for General, Detail (selected), Billing Amount Details, Revenue Amount Details, and Contract Liability. A table lists contract lines with columns: Actions, Line, Product, Description, Price Type, Billing Plan, Revenue Plan, Contract Terms, Accounting, Internal Notes, and Ship to Customer Name. The first row shows Line 1, Product DEF\_PROJE29, Description Partic Advance-CON-1, Price Type Amount, Billing Plan Pending, Revenue Plan Pending, Contract Terms Contract Terms, Accounting Distribution (highlighted), Internal Notes Internal Notes, and Ship to Customer Name PIEDMONT CONCRETE CONTRACTORS INC. Below the table are sections for Billing Plans, Revenue Plans, Milestones, Renewals, Amount Allocation, and Supplemental Data, along with a 'Go To' dropdown set to 'More'. At the bottom are buttons for Save, Return to Search, Notify, Add, and Update/Display.



# Updating the Amount-Based Prepaid Line's Accounting Distribution (continued)

- The **Fund** and **Department** must match on the **Revenue**, **Contract Liability**, and **Contract Asset** distribution lines. You will need to make adjustments, if necessary.
- Click the **Correct History** button.
- Update the **Fund** and/or **Department** values as appropriate.
- Click the scrollbars to scroll right.

Accounting Distribution

PIEDMONT CONCRETE CONTRACTORS INC.

Contract 0000002001 Line Num 1 Description Partic Advance-CON-CCT-Bristol

Billing Amount 0.00 Revenue Amount 0.00 Unit 50100 Currency USD

Accounting Distributions Find | View All First 1 of 1 Last

\*Effective Date 09/01/2019 Define Distributions By Percent Amount Calculate Amounts

**Revenue** Personalize | Find | View All | First 1 of 1 Last

GL Unit	Distribution Code	Account	Fund	Program	Department	Cost Center	Task	FIPS	As
0.00 50100	PROJEPRO01	40042011	04720		11000				

**Contract Liability** Personalize | Find | View All | First 1 of 1 Last

GL Unit	Distribution Code	Account	Fund	Program	Department	Cost Center	Task	FIPS
0.00 50100		24042011	04720		11000			

**Contract Asset** Personalize | Find | View All | First 1 of 1 Last

GL Unit	Distribution Code	Account	Fund	Program	Department	Cost Center	Task	FIPS
0.00 50100	AMT_CONCCT	112062	04720		11000			

Return to General Information

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



# Updating the Amount-Based Prepaid Line's Accounting Distribution (continued)

Scroll to the right and enter the following:

- **PC Business Unit: 50100**
- **Project:** Enter the same **Project ID** that was used when the contract line was created.
- **Activity:** Add the same activity used when adding the contract line. The activity must be active in order for the distribution to save.
- Click the **Save** button.

Accounting Distribution

PIEDMONT CONCRETE CONTRACTORS INC.

Contract 0000002001      Line Num 1      Description Partic Advance-CON-CCT-Bristol

Billing Amount 0.00      Revenue Amount 0.00      Unit 50100      Currency USD

Accounting Distributions      Find | View All      First 1 of 1 Last

\*Effective Date 09/01/2019

Define Distributions By  
 Percent      Calculate Amounts  
 Amount

Revenue      Personalize | Find | View All      First 1 of 1 Last

S	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	Activity	Source Type	Category	Subcategory
				50100	0000100001	612			

Contract Liability      Personalize | Find | View All      First 1 of 1 Last

FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	Activity	Source Type	Category
				50100	0000100001	612		

Contract Asset      Personalize | Find | View All      First 1 of 1 Last

FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	Activity	Source Type	Category	Subcategory
				50100	0000100001	612			

Return to General Information

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



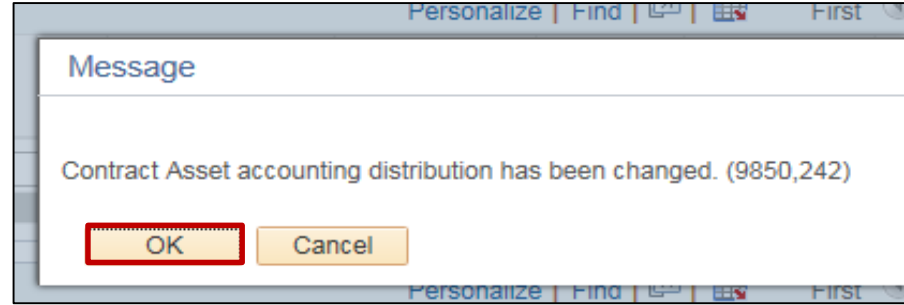


# Updating the Amount-Based Prepaid Line's Accounting Distribution (continued)

After you click the **Save** button, a message displays indicating **Contract Asset accounting distribution has been changed.**

- Click the **OK** button
- Scroll to the right to ensure all distributions are now **Valid**.
- Click the **Return to General Information** link.

**Note:** Unlike a regular amount-based contract line, an amount-based prepaid contract line has the additional **Contract Liability** distribution line.



Accounting Distribution  
PIEDMONT CONCRETE CONTRACTORS INC.  
Contract 000002001

Billing Amount 5,000.00 Revenue Amount 5,000.00 Unit 50100 Currency USD

Accounting Distributions  
\*Effective Date 09/01/2019

Define Distributions By  
 Percent  Amount Calculate Amounts

Activity	Source Type	Category	Subcategory	Affiliate	Fund Affiliate	Stat	Valid
001	612						<input checked="" type="checkbox"/>

Activity	Source Type	Category	Subcategory	Affiliate	Fund Affiliate	Stat	Valid
01	612						<input checked="" type="checkbox"/>

Project	Activity	Source Type	Category	Subcategory	Affiliate	Fund Affiliate	Stat	Valid
0000100001	612							<input checked="" type="checkbox"/>

Return to General Information

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



# Amount – Based Prepaid Line’s Amount Allocation


After you define your amount-based contract and add the products that make up your contract, the next step is to allocate the contract's **Fixed Billing** amount, i.e., prepaid amount.

A contract cannot be set to an **Active Processing Status** until the **Fixed Billing** has been allocated 100 percent and the **Allocation** option has been set to **Complete**.



Click the **Amount Allocation** link.


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



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

Contract Number 0000002001 
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

[General](#) | [Detail](#) | [Billing Amount Details](#) | [Revenue Amount Details](#) | [Contract Liability](#) 

Actions	Line	Product	Description	Price Type	Standalone Sale	Bundle	Start Date	End Date	*Status	Supplemental Data
▼ Actions	1	DEF_PROJE29	Partic Advance-CON-0	Amount	<input type="checkbox"/>	<input type="text"/>	09/01/2019 	<input type="text"/>	Active ▼	Supplemental Data 

[Billing Plans](#)   [Revenue Plans](#)   [Milestones](#)   [Renewals](#)   **[Amount Allocation](#)**   [Supplemental Data](#)   Go To

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

General | Lines



# Amount – Based Prepaid Line's Amount Allocation (continued)

On the **Amount Allocation** page,  
**Billing Allocation** tab:

- **Total Billing** and **Fixed Billing**: should be prepopulated with the **Fixed Billing** amount you entered on the **General Information** page. If not enter the appropriate amount.
- In the **Contract Line Pricing** section enter the **Fixed Billing** amount in the **Billing Amount** field.

Contract 0000001909      Sold To Customer 0000000001      PIEDMONT CONCRETE CONTRACTORS INC.  
Business Unit 50100      Currency USD      Contract Admin

---

**Billing Allocation**

**Contract Billing** ?

<b>Total Billing</b>	50,000.00	<b>Unallocated Billing</b>	0.00
----------------------	-----------	----------------------------	------

**Fixed Billing** ?

<b>Fixed Billing</b>	50,000.00	<b>Unallocated Fixed Billing</b>	50,000.00
Billing Discounts/Surcharges	0.00	Inclusive Prepays	0.00
<b>Net Fixed Billing</b>	50,000.00	<b>Allocation</b>	Incomplete

Recalculate

**Contract Line Pricing** ?

Retrieve Billing Price	Line	Product	Bundle	Price Type	Quantity	Extended Price	Billing Amount	Billing Discounts/Surcharges	Net Billing	Simulate Billing Pricing	Actions
<input type="checkbox"/>	1	DEF_PROJE29		Amount	1.0000	0.00	50,000.00	0.00	0.00	Simulate Billing Pricing	Actions

Select All       Clear All

Recalculate

**Line Totals** ?

<b>Billing Amount</b>	0.00	<b>Recurring Billing</b>	0.00		
<b>Discounts/Surcharges</b>	0.00	<b>Billing Limit</b>	0.00	<b>Total Billing</b>	0.00

Prepays  
Return to General Information

Save      Return to Search      Notify



# Amount – Based Prepaid Line's Amount Allocation (continued)

- **Recalculate:** Use this button to allocate the Billing Amount. This process updates the **Allocation** field from **Incomplete** to **Complete**.
- Click the **Save** button.
- Click the **Return to General Information** link to return to the **General Information Lines** tab.

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

Contract 0000002001 Sold To Customer 0000000001 PIEDMONT CONCRETE CONTRACTORS INC.  
Business Unit 50100 Currency USD Contract Admin

**Billing Allocation**

**Contract Billing**

Total Billing	5,000.00	Unallocated Billing	0.00
---------------	----------	---------------------	------

**Fixed Billing**

Fixed Billing	5,000.00	Unallocated Fixed Billing	0.00
Billing Discounts/Surcharges	0.00	Inclusive Prepays	0.00
Net Fixed Billing	5,000.00	Allocation	Complete

**Recalculate**

**Contract Line Pricing**

Retrieve Billing Price	Line	Product	Bundle	Price Type	Quantity	Extended Price	Billing Amount	Billing Discounts/Surcharges	Net Billing	Simulate Billing Pricing	Actions
<input type="checkbox"/>	1	DEF_PROJE29		Amount	1.0000	0.00	5,000.00	0.00	5,000.00	Simulate Billing Pricing	Actions

Select All  Clear All **Recalculate**

**Line Totals**

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

Prepays

**Return to General Information**

**Save** **Return to Search** **Notify**



# Prepaid Line's Billing Plan

To access the Billing Plan:

- On the **Lines** tab, click the **Billing Plans** link at the bottom of the page.
- The **Assign Billing Plan** page opens.
- Click the **Plan** link.

The screenshot displays two overlapping windows from a software application. The background window is titled 'General Information' and shows contract details for 'Contract Number 0000002001' and 'Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.'. It features a 'Contract Lines' table with columns for 'Line', 'Product', and 'Description'. A 'Billing Plans' link is highlighted in red at the bottom of this window. The foreground window is titled 'Assign Billing Plan' and shows the same contract information. It contains a table of 'Contract Lines to be Assigned / Unassigned' with columns for 'Line', 'Product', 'Line Description', 'Billing Amount', 'Price Type', 'Plan', 'Plan Description', 'Billing Method', and 'Status'. The 'Plan' column for the first row is highlighted with a red box and contains the value 'B101'. Below the table are fields for 'Billing Plan' (with a dropdown menu), 'Billing Method', and 'Description', along with 'Assign' and 'Unassign' buttons.

Line	Product	Line Description	Billing Amount	Price Type	Plan	Plan Description	Billing Method	Status	
<input type="checkbox"/>	1	DEF_PROJE29	Partic Advance-CON	5,000.00	Amount	B101	Prepaid - Immediate	Immediate	Pending



# Prepaid Line's Billing Plan

The **Billing Plan General** tab displays:

- **Description** field: Defaults. Do not change.
- **Billing Status**: Controls your ability to enter information into, and the processing that occurs against, the Billing Plan.
  - Values include **Pending**, **Ready**, and **Cancelled**.
  - **Ready** displays once the contract is set to **Active**.
- **Ready at Activation** check box: Defaults to checked when the **Billing Status** is **Pending**.
- **Pre Approved**: Defaults to selected. Do not change.

Click the **Return to Assign Billing Plan**.

The screenshot shows the 'Define Billing Plan' interface with the following details:

- Contract Information:** Contract 0000002001, Sold To Customer 0000000001, Billing Plan B101, Prepaid - Immediate, Currency USD.
- Customer Information:** BI Unit 50100, \*Bill To Customer 0000000001, Addr Num 1, Bill To Contact.
- Amount Detail:** Billing Amount 5,000.00, Total Amount 5,000.00, Total Billing History 0.00.
- Billing Options:** Bill Type CCT, Bill Source PROJE, Summarization Template ID VDOT\_OTHER,  Pre Approved,  Direct Invoice.
- Billing Default Overrides:** Invoice Form LANDSCAPE, Cycle ID MONTHLY, Bill By ID PC\_OTHER, Payment Method, Payment Terms, Billing Inquiry, Billing Specialist.

Buttons at the bottom include: Save, Return to Search, Notify, Add, and Update/Display. A red box highlights the 'Return to Assign Billing Plan' button.



# Prepaid Line's Revenue Plan

Like the regular amount-based contract line, the **Revenue Plan** contains a list of events defining when revenue is recognized for the prepaid contract line assigned to that revenue plan. You selected this plan when you added the contract line and the events on this **Revenue Plan** are predefined for you.

1. Click the **Contract Lines** section, **Detail** tab.
2. Click the **Revenue Plan** link.

The screenshot shows a software interface for managing contract lines. At the top, there is a breadcrumb trail: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information. Below this, there are tabs for 'General' and 'Lines', with 'Lines' selected and highlighted with a red box. The main area displays contract information: Contract Number 0000002001, Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC., and Contract Status PENDING. There are two buttons: 'Add Contract Lines' and 'Add Default Kit'. Below this is a 'Contract Lines' section with a sub-tab 'Detail' highlighted with a red box. The 'Detail' tab shows a table with columns: Actions, Line, Product, Description, Price Type, Billing Plan, Revenue Plan, Contract Terms, Accounting, Internal Notes, and Ship to Customer Name. The first row of data has '1 DEF\_PROJE29' in the Line column, 'Partic Advance-CON-' in the Description column, 'Amount' in the Price Type column, 'Pending' in the Billing Plan column, and 'Pending' in the Revenue Plan column, which is highlighted with a red box. Below the table are various navigation and action buttons: 'Billing Plans', 'Revenue Plans', 'Milestones', 'Renewals', 'Amount Allocation', 'Supplemental Data', 'Go To' (with a dropdown menu set to 'More'), 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'. At the bottom left, it says 'General | Lines'.





# Prepaid Line's Revenue Plan (continued)

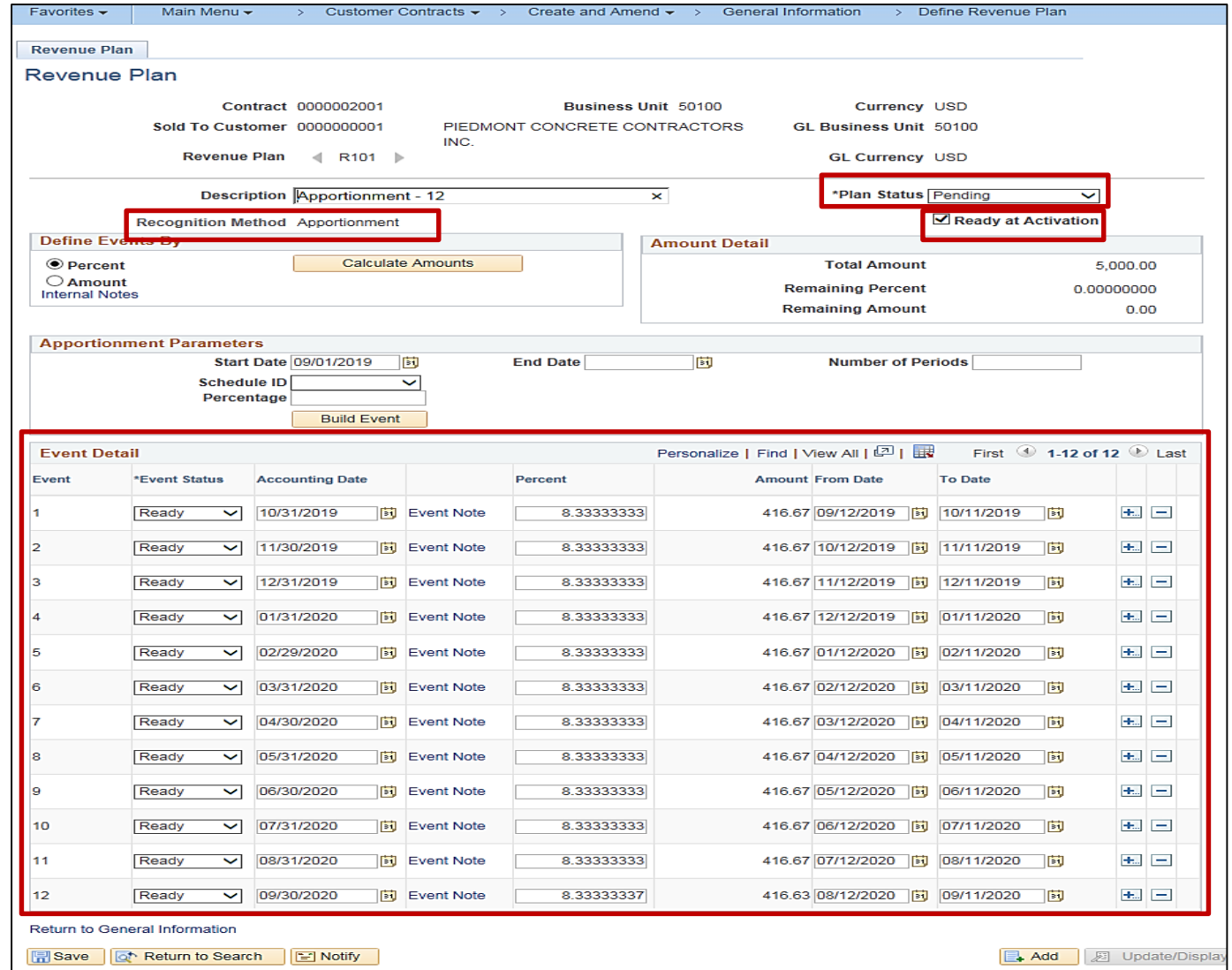
The **Revenue Plan** page displays.

The **Ready at Activation** check box changes to be a **Hold** check box after the **Plan Status** is set to **Ready** (after the contract is activated).

The **Recognition Method** field defaults to **Apportionment** for Prepaid Amount-Based Contracts.

## Event Detail section:

- For a amount-based prepaid contract line, the events are prepopulated based on the **Revenue Plan** selected when the contract line was added. No update is required.



**Revenue Plan**

Contract 0000002001 Business Unit 50100 Currency USD  
 Sold To Customer 0000000001 PIEDMONT CONCRETE CONTRACTORS INC. GL Business Unit 50100  
 Revenue Plan R101 GL Currency USD

Description Apportionment - 12 \*Plan Status Pending  
 Recognition Method Apportionment  Ready at Activation

**Define Events By**  
 Percent  Amount  
 Internal Notes Calculate Amounts

**Amount Detail**

Total Amount	5,000.00
Remaining Percent	0.00000000
Remaining Amount	0.00

**Apportionment Parameters**

Start Date 09/01/2019 End Date Number of Periods  
 Schedule ID Percentage Build Event

**Event Detail**

Event	*Event Status	Accounting Date	Event Note	Percent	Amount	From Date	To Date
1	Ready	10/31/2019	Event Note	8.33333333	416.67	09/12/2019	10/11/2019
2	Ready	11/30/2019	Event Note	8.33333333	416.67	10/12/2019	11/11/2019
3	Ready	12/31/2019	Event Note	8.33333333	416.67	11/12/2019	12/11/2019
4	Ready	01/31/2020	Event Note	8.33333333	416.67	12/12/2019	01/11/2020
5	Ready	02/29/2020	Event Note	8.33333333	416.67	01/12/2020	02/11/2020
6	Ready	03/31/2020	Event Note	8.33333333	416.67	02/12/2020	03/11/2020
7	Ready	04/30/2020	Event Note	8.33333333	416.67	03/12/2020	04/11/2020
8	Ready	05/31/2020	Event Note	8.33333333	416.67	04/12/2020	05/11/2020
9	Ready	06/30/2020	Event Note	8.33333333	416.67	05/12/2020	06/11/2020
10	Ready	07/31/2020	Event Note	8.33333333	416.67	06/12/2020	07/11/2020
11	Ready	08/31/2020	Event Note	8.33333333	416.67	07/12/2020	08/11/2020
12	Ready	09/30/2020	Event Note	8.33333337	416.63	08/12/2020	09/11/2020

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





# Accounting for Amount-Based Prepaid Contracts

Event	Journal Prefix	Debit	Credit
Initial Prepaid Invoice Finalized	BI	Accounts Receivable	Contract Liability
	CA	Contract Asset	Contract Liability
Cash Received	AR	Cash	Accounts Receivable
Revenue Event Date	CAREV	Contract Liability	Revenue

Once you establish the prepaid for the contract, the initial prepaid is processed during the nightly batch and a bill is created in the Billing Module. This invoice is finalized and an item is created during batch processing in the Accounts Receivable Module. Once the item has been created, the cash received from the customer can be applied to the item as a payment.

You can change an initial prepaid amount after it is processed by creating and processing an amendment. One example of this, is when a prepaid amount is reduced down to the unused prepaid balance.



## Lesson 7: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and select your answer.



1. With an amount-based prepaid contract, when is contract liability recognized?



2. What controls the number of revenue events when creating an amount-based prepaid contract?



# Lesson 7: Summary

7

## Creating Non-Federal Amount-Based Prepaid Customer Contract

In this lesson, you learned:

- Rate-Based prepaid amounts are drawn down as expenditures are incurred against the project associated to the contract.
- A amount-based prepaid contract is set up very similarly to a regular amount-based contract.
- An amount-based prepaid contract is established for a contract when the customer pays in advance and you wish to recognize the revenue equally over a predetermined period of time.
- For an amount-based prepaid contract line the number of revenue events are pre-populated based on the **Revenue Plan Template** selected when the contract line was added. No update is required.



# Lesson 8: Introduction

8

## Amending Non-Federal Contracts

This lesson covers the following topics:

- Understanding amendments
- Changing contract header information
- Changing a contract line
- Changing contract terms
- Changing a prepaid
- Changing Contract Amounts



# Understanding Amendments

Once you create a contract and the contract status is **Active**, most changes to the contract are made using amendments. Amendments allow you to maintain an audit trail as well as a historical record of changes to the contract throughout its lifecycle. You can add or remove project/activity combinations to and from a contract line without using an amendment; however, most modifications require an amendment.

You create an amendment by accessing the **Contract Amendments** page. On this page, you define the high-level details of the amendment, including the amendment type and amendment reason. The edits you can make include changing/adding contract lines, changing contract header information, changing/updating the contract terms, changing/updating the contract amount, and changing/updating prepaids.

When you save contract amendments, Cardinal saves the new data in a separate amendment table and assigns the amendment an amendment number. When you are finished creating the amendment, set the amendment to a status of **Ready**. You then process the amendment by clicking the **Process Amendment** button. This process changes the amendment status to **Complete**, and the values from the amendment become the current contract values.



# Accessing Amendments Page

To create a contract amendment navigate to the **General Information** page using the following path:

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

On the **Find an Existing Value** tab:

- Enter your search criteria.
- Click the **Search** button.



# Accessing Amendments Page (continued)

The **General Information** page displays. To amend a contract, click the **Amend Contract** button.

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

Related Content ▾ | New Window | Help | Personalization

General | Lines | Amendments

Contract Number 0000001903 Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.

Amendment Number 0000000000 \*Contract Status ACTIVE x 🔍

---

**Amend Contract** Add to My Contracts

Description Local Contract

Contract Admin 🔍

Region Code

Contract Type L

Currency Code USD

Exchange Rate Type CRRNT

Contract Signed 10/01/2018

Contract Role

Revenue Profile

Use Project ChartFields:

Processing Status Active

Amendment Status Complete

Business Unit VA Dept of Transportation

Contract Classification Standard

Last Update Date/Time 10/17/2018 11:25:18AM

Last Update User ID TERELLE.WALKER

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

General | Lines | Amendments



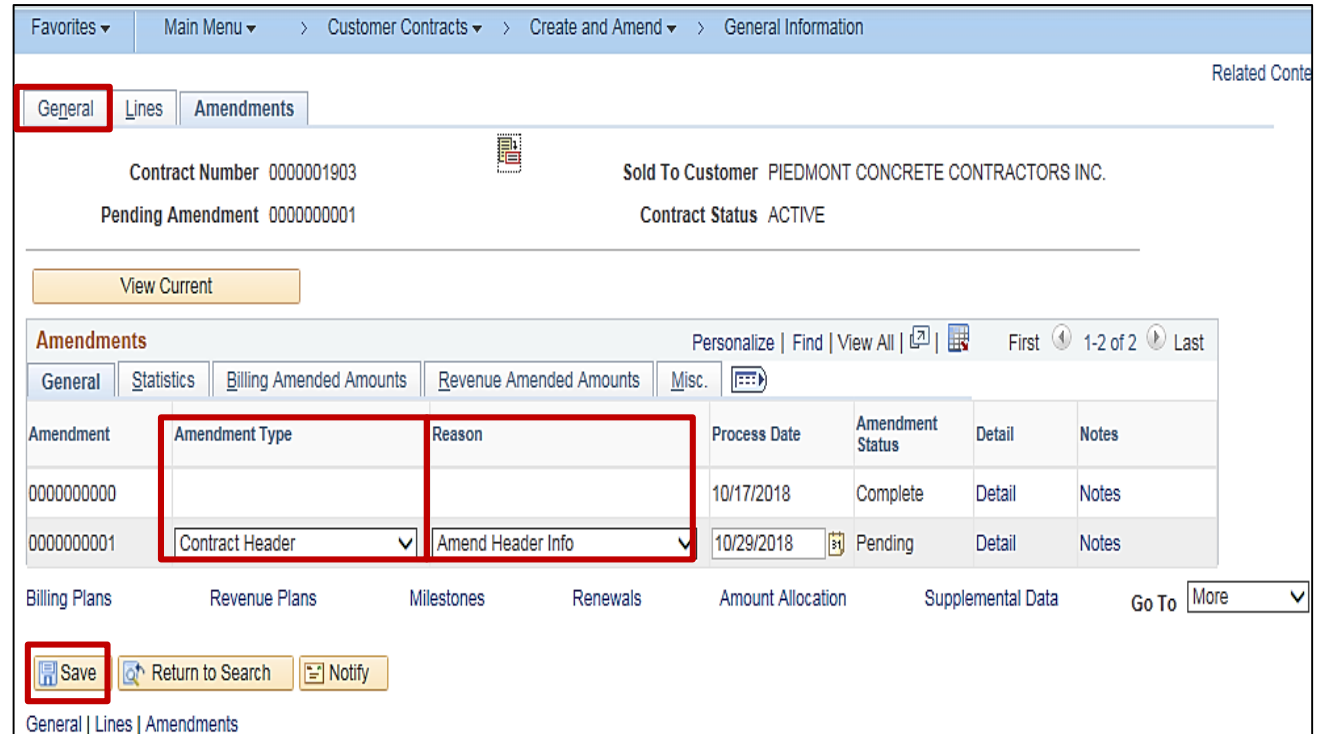
# Understanding Amendments (continued)

All amendments require you to select the **Amendment Type** and **Reason** when you begin the amendment process.

- **Amendment Type:** High-level indicator that enables categorization of amendments.
- **Reason:** Provides a quick reference as to why the amendment was initiated.

In this example, you will update the contract header information, **Contract Signed** date. From the **Amendments** tab:

- Select the **Amendment Type** of **Contract Header**.
- Select the **Reason** of **Amend Header Info**.
- Click the **Save** button.
- Click the **General** tab.



Contract Number 0000001903 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			10/17/2018	Complete	Detail	Notes
0000000001	Contract Header	Amend Header Info	10/29/2018	Pending	Detail	Notes

Save Return to Search Notify





# Amending Contract Header Information (continued)

On the **General** tab you can update the header fields as needed, to include:

- **Contract Type**
- **Contract Signed date**
- **Legal Entity**

Once you have made the appropriate update:

- Click the **Save** button.
- Click the **Amendments** tab.

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

Related Content | New Window | Help | Personal

General | Lines | **Amendments**

Contract Number 0000001903 Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.  
Pending Amendment 0000000001 \*Contract Status ACTIVE

View Current Add to My Contracts

Description Local Contract Processing Status Active  
Contract Admin  Amendment Status Pending  
Region Code  Business Unit VA Dept of Transportation  
**Contract Type L** Contract Classification Standard  
Currency Code USD Last Update Date/Time 10/29/2018 11:23:29AM  
Exchange Rate Type CRRNT Last Update User ID TERELLE.WALKER  
**Contract Signed 10/01/2018** Separate Fixed Billing and Revenue:   
Contract Role  Separate As Incurred Billing and Revenue:   
Revenue Profile

**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 ?

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

**Save** Return to Search Notify Add Update/Display

General | Lines | Amendments




# Changing Contract Header Information (continued)

The **Amendment Status** is **Pending**.



- Click the **Detail** link to access the **Amendment Details** page to complete the amendment.


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


General | Lines | **Amendments**

Contract Number 0000001903  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

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

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000			10/17/2018	Complete	<a href="#">Detail</a>	<a href="#">Notes</a>
0000000001	<input type="text" value="Contract Header"/>	<input type="text" value="Amend Header Info"/>	10/29/2018 	<b>Pending</b>	<a href="#">Detail</a>	<a href="#">Notes</a>

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

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

General | Lines | Amendments



# Changing Contract Header Information (continued)

The **Amendment Details** page displays. Review the details in the **Amendment Components** section to ensure the changes entered in the amendment are accurate then **Process** the amendment.

To process the amendment, change the **Amendment Status** field from **Pending** to **Ready**.

Click the **Process Amendment** button.

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

### Amendment Details

Contract 0000001903 Amendment Number 0000000001  
 Sold To Customer 0000000001

---

Amendment Type Contract Header Process Date Canceled  
 Amendment Reason Amend Header Info \*Amendment Status Pending Ready **Process Amendment**

---

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 | [?] [grid] First 1 of 1 Last

General | Statistics [filter]

Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1 Contract Header		Signed on	Update	2018-10-01	2018-09-03

Internal Notes

[Return to General Information](#)

Save Return to Search Notify



# Changing Contract Header Information (continued)

The **Amend Status** changes to **Complete**. This process automatically saves any amended changes.

Click the **Return to General Information** page.

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

### Amendment Details

**Contract** 0000001903      **Amendment Number** 0000000001  
**Sold To Customer** 0000000001      **Amendment Completed On** 10/29/2018 12:01PM

---

**Amendment Type** Contract Header      **Process Date** 10/29/2018  
**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**

<b>Reference ID</b>	<b>User Ref #1</b>
	<b>User Ref #2</b>

**Amendment Components** Personalize | Find | View All | |

[General](#) | [Statistics](#) |

Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1 Contract Header		Signed on	Update	2018-10-01	2018-09-03

Internal Notes

[Return to General Information](#)

Save    Return to Search    Notify



# Adding a Contract Line (continued)

Click the **Lines** tab. To modify contract line(s), you can create an amendment and then modify the contract line. Click the **Amend Contract** button.

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

Related Content ▾ | New Window | Help | Personalize Page |

General **Lines** Amendments

Contract Number 0000001903 Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.  
Amendment Number 0000000001 Contract Status ACTIVE

**Amend Contract**

**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	Standalone Sale	Bundle	Start Date	End Date	Status	Supplemental Data
▼ Actions	1	MG&SE_CON34_100	Misc - CON - State Ag	Rate	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Active	Supplemental Data

Billing Plans Revenue Plans Milestones Renewals Supplemental Data Go To

Save Return to Search Notify

General | Lines | Amendments



# Adding a Contract Line (continued)

Clicking the **Amend Contract** button brings you to the **Amendments** tab. For this example, a new contract line will be added.

- In the **Amendment Type** field select **Contract Line**.
- In the **Reason** field, select the appropriate option (modify, new, remove). For this example, **New Contract Line**.
- Click the **Save** button.
- Click the **Lines** tab.

Contract Number 0000001903 Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.  
Pending Amendment 0000000002 Contract Status ACTIVE

View Current

Amendments Personalize | Find | View All | First 1-3 of 3 Last

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000			10/17/2018	Complete	Detail	Notes
0000000002	Contract Line	New Contract Line	10/30/2018	Pending	Detail	Notes
0000000001	Contract Header	Amend Header Info	10/29/2018	Complete	Detail	Notes

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

Save Return to Search Notify

General | Lines | Amendments



# Adding a Contract Line (continued)

To add a contract line:

- Click the **Add Contract Lines** button and add the contract line following the same process when creating a new contract.

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

Related Content ▾ | New Window | Help | Personalize Page |

General | **Lines** | Amendments

Contract Number 0000001903 Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.  
Pending Amendment 0000000002 Contract Status ACTIVE

[View Current](#) [Add Contract Lines](#) [Add Default Kit](#)

**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	Standalone Sale	Bundle	Start Date	End Date	*Status	Supplemental Data
▼ Actions		1 MG&SE_CON34_100	Misc - CON - State Ag	Rate	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Active ▼	Supplemental Data

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

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

General | Lines | Amendments



# Adding a Contract Line (continued)

- After the new line is added, click the **Save** button. In this example, you added one contract line and now the contract has two lines.
- Click the **Amendments** tab.

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

Related Content ▾ | New Window | Help | Personalize Page |

General | Lines | **Amendments**

Contract Number 0000001903 Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.  
Pending Amendment 0000000002 Contract Status ACTIVE

[View Current](#) [Add Contract Lines](#) [Add Default Kit](#)

**Contract Lines** Personalize | Find | View All | | First 1-2 of 2 Last

General | Detail | Billing Amount Details | Revenue Amount Details

Actions	Line	Product	Description	Price Type	Standalone Sale	Bundle	Start Date	End Date	*Status	Supplemental Data
▼ Actions	1	MG&SE_CON34_100	Misc - CON - State Ag	Rate	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Active ▼	Supplemental Data
▼ Actions	2	MG&SE_CON20_100	Misc - CON - OTH - S	Rate	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Active ▼	Supplemental Data

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

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

General | Lines | Amendments





# Adding a Contract Line (continued)

In the **Amendments** section under the **General** tab, click the **Detail** link.

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

Related Conte

General | Lines | Amendments

Contract Number 0000001903 Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.  
Pending Amendment 0000000002 Contract Status ACTIVE

View Current

**Amendments** Personalize | Find | View All | [?] [grid] First 1-3 of 3 Last

General | Statistics | Billing Amended Amounts | Revenue Amended Amounts | Misc. [grid]

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes ▲
0000000001	Contract Header	Amend Header Info	10/29/2018	Complete	Detail	Notes
0000000000			10/17/2018	Complete	Detail	Notes
0000000002	Contract Line ▾	New Contract Line ▾	10/30/2018 [calendar]	Pending	Detail	Notes

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

Save Return to Search Notify

General | Lines | Amendments



# Changing or Adding a Contract Line (continued)

The **Amendment Details** page displays:

- Update the **Amendment Status** to **Ready**.

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

### Amendment Details

Contract 0000001903 Amendment Number 0000000002  
Sold To Customer 0000000001

---

Amendment Type  \*Process Date   
Amendment Reason  Amendment Status

---

Total Billing Adjustment  Total Revenue Adjustment 0.00  
Fixed Billing Adjustment  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	Line 2		Insert		MG&SE_CON20_100

Amendment Amount Allocation Internal Notes  
Return to General Information



# Changing or Adding a Contract Line (continued)

- Click the **Process Amendment** button. The **Amendment Status** updates to **Complete** and all changes are now active in the system.

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

### Amendment Details

Contract	0000001903	Amendment Number	0000000002
Sold To Customer	0000000001		
Amendment Type	Contract Line	Process Date	10/30/2018
Amendment Reason	New Contract Line	*Amendment Status	Ready
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](#)

**Process Amendment**

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

### Amendment Details

Contract	0000001903	Amendment Number	0000000002
Sold To Customer	0000000001	Amendment Completed On	10/31/2018 11:27AM
Amendment Type	Contract Line	Process Date	10/30/2018
Amendment Reason	New Contract Line	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



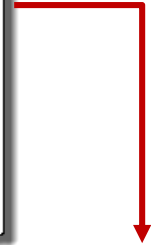
# Changing or Adding a Contract Line (continued)

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

### Amendment Details

Contract	0000001903	Amendment Number	0000000002
Sold To Customer	0000000001		
Amendment Type	Contract Line	Process Date	10/30/2018
Amendment Reason	New Contract Line	*Amendment Status	Ready ▾
<b>Process Amendment</b>			
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**



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

### Amendment Details

Contract	0000001903	Amendment Number	0000000002
Sold To Customer	0000000001	Amendment Completed On	10/31/2018 11:27AM
Amendment Type	Contract Line	Process Date	10/30/2018
Amendment Reason	New Contract Line	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



# Changing the Contract Amount

You can also amend the **Contract Amount** for an amount-based contract to increase or decrease the amount. This change must be done through an amendment.

To amend the contract amount, navigate using the following path:

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

- Click the **Lines** tab.
- Click the **Amend Contract** button. The **Amendments** tab displays.

The screenshot shows a web application interface for contract management. At the top, there is a breadcrumb trail: **Favorites** > **Main Menu** > **Customer Contracts** > **Create and Amend** > **General Information**. Below this, there are tabs for **General**, **Lines** (highlighted with a red box), and **Amendments**. The main content area displays contract details: **Contract Number** 0000001907, **Amendment Number** 0000000000, **Sold To Customer** PIEDMONT CONCRETE CONTRACTORS INC., and **Contract Status** ACTIVE. A prominent **Amend Contract** button is highlighted with a red box. Below this, there is a section for **Contract Lines** with a table. The table has columns for **Actions**, **Line**, **Product**, **Description**, **Price Type**, **Standalone Sale**, **Bundle**, **Start Date**, **End Date**, **Status**, and **Supplemental Data**. The first row shows **Line** 1, **Product** AMT\_PROJE29, **Description** Partic - CON - CCT - t, **Price Type** Amount, **Standalone Sale** checkbox, **Start Date** 08/01/2018, **Status** Active, and **Supplemental Data**. At the bottom, there are buttons for **Save**, **Return to Search**, and **Notify**, and a **Go To** dropdown menu set to **More**.



# Changing the Contract Amount (continued)

In this example, we are increasing the amount-based contract amount by \$20,000.

From the **Amendments** tab:

- Select an **Amendment Type** of **Contract Line**
- Select a **Reason** of **Modify Contract Amount**.
- Click the **Save** button.
- Click the **Amount Allocation** link.

Contract Number 0000001907 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
0000000001	Contract Line	Modify Contract Amt	10/31/2018	Pending	Detail	Notes
0000000000			10/23/2018	Complete	Detail	Notes

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

Save Return to Search Notify

General | Lines | Amendments



# Changing the Contract Amount (continued)

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** page.

## Contract Billing section:

- Enter the total adjustment amount, positive or negative, in the **Total Billing Adjustment** field.

## Fixed Billing section:

- Enter the total adjustment amount, positive or negative, in the **Fixed Billing Adjustment** field.

Favorites ▾ Main Menu ▾ > Customer Contracts ▾ > Create and Amend ▾ > General Information > Amendment Amount Allocation New Window | Help | Personalize Page |

---

**Amendment Billing Allocation**

Contract 0000001907  
 Business Unit 50100  
 Sold To 0000000001    PIEDMONT CONCRETE CONTRACTORS INC.  
 Currency USD

Amendment 0000000001  
 Amendment Type Contract Line  
 Amendment Reason Modify Contract Amt

---

**Contract Billing** ?

<b>Total Billing Adjustment</b>	20,000.00	<b>Unallocated Billing</b>	0.00
<b>Total Billing After Adjustment</b>	5,000.00		

---

**Fixed Billing** ?

<b>Fixed Billing Adjustment</b>	20,000.00	<b>Unallocated Fixed Billing</b>	0.00
Discount / Surcharge	0.00	<b>Inclusive Prepays Adjustment</b>	0.00
<b>Net Adjustment</b>	0.00	<b>Allocation</b>	Incomplete ▾

[Recalculate](#)

---

**Contract Line Pricing** ? Personalize | Find | | First 1 of 1 Last

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_PROJE29	5,000.00	5,000.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	5,000.00	Simulate Billing Pricing

Select All     Clear All [Recalculate](#)

---

**Adjustment Line Totals** ?

<b>Billing Amount</b>	0.00	<b>Recurring Billing</b>	0.00
<b>Discounts/Surcharges</b>	0.00	<b>Billing Limit</b>	0.00
		<b>Total Billing</b>	0.00

Prepays  
 Return to General Information

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



# Changing the Contract Amount (continued)

[Favorites](#) > [Main Menu](#) > [Customer Contracts](#) > [Create and Amend](#) > [General Information](#) > [Amendment Amount Allocation](#)
New Window | Help | Personalize Page |

---

**Amendment Billing Allocation**

**Contract** 0000001907      **Amendment** 0000000001  
**Business Unit** 50100      **Amendment Type** Contract Line  
**Sold To** 0000000001      **Amendment Reason** Modify Contract Amt  
**Currency** USD      **PIEDMONT CONCRETE CONTRACTORS INC.**

---

**Contract Billing**

<b>Total Billing Adjustment</b>	<input type="text" value="20,000.00"/>	<b>Unallocated Billing</b>	0.00
<b>Total Billing After Adjustment</b>	5,000.00		

---

**Fixed Billing**

<b>Fixed Billing Adjustment</b>	<input type="text" value="20,000.00"/>	<b>Unallocated Fixed Billing</b>	0.00
<b>Discount / Surcharge</b>	0.00	<b>Inclusive Prepays Adjustment</b>	0.00
<b>Net Adjustment</b>	0.00	<b>Allocation</b>	<input type="text" value="Incomplete"/>

[Recalculate](#)

---

**Contract Line Pricing**

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

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_PROJE29	5,000.00	<input type="text" value="5,000.00"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	5,000.00	Simulate Billing Pricing

Select All       Clear All      [Recalculate](#)

---

**Adjustment Line Totals**

<b>Billing Amount</b>	0.00	<b>Recurring Billing</b>	0.00
<b>Discounts/Surcharges</b>	0.00	<b>Billing Limit</b>	0.00
		<b>Total Billing</b>	0.00

Prepays

[Return to General Information](#)

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





# Changing the Contract Amount (continued)

## Contract Line Pricing section:

- Update the **New Billing Amount** to reflect the amended total billing for the line.
- Make sure the **Adjust Billing Retroactively** and **Adjust Revenue Retroactively** check boxes are both unchecked.
- Click the **Recalculate** button.

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

Amendment Billing Allocation

Contract 0000001907  
Business Unit 50100  
Sold To 0000000001  
Currency USD

Amendment 0000000001  
Amendment Type Contract Line  
Amendment Reason Modify Contract Amt

Contract Billing

Total Billing Adjustment	20,000.00	Unallocated Billing	0.00
Total Billing After Adjustment	5,000.00		

Fixed Billing

Fixed Billing Adjustment	20,000.00	Unallocated Fixed Billing	0.00
Discount / Surcharge	0.00	Inclusive Prepays Adjustment	0.00
Net Adjustment	0.00	Allocation	Incomplete

Recalculate

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_PROJE29	5,000.00	25,000.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	5,000.00	Simulate Billing Pricing

Select All Clear All

Recalculate

Adjustment Line Totals



# Changing the Contract Amount (continued)

The **Allocation** field updates to **Complete**.

- Click the **Save** button.
- Click the **Return to General Information** link.

Favorites ▾ Main Menu ▾ > Customer Contracts ▾ > Create and Amend ▾ > General Information > Amendment Amount Allocation New Window | Help | Personalize Page |

---

**Amendment Billing Allocation**

Contract 0000001907      Amendment 0000000001  
 Business Unit 50100      Amendment Type Contract Line  
 Sold To 0000000001      PIEDMONT CONCRETE CONTRACTORS INC.      Amendment Reason Modify Contract Amt  
 Currency USD

---

**Contract Billing** ?

Total Billing Adjustment	20,000.00	Unallocated Billing	0.00
Total Billing After Adjustment	25,000.00		

---

**Fixed Billing** ?

Fixed Billing Adjustment	20,000.00	Unallocated Fixed Billing	0.00
Discount / Surcharge	0.00	Inclusive Prepays Adjustment	0.00
Net Adjustment	20,000.00	Allocation	Complete ▾

[Recalculate](#)

---

**Contract Line Pricing** ? Personalize | Find | First 1 of 1 Last

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_PROJE29	5,000.00	25,000.00	20,000.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	25,000.00	Simulate Billing Pricing

Select All       Clear All [Recalculate](#)

---

**Adjustment Line Totals** ?

Billing Amount	20,000.00	Recurring Billing	0.00
Discounts/Surcharges	0.00	Billing Limit	0.00
		Total Billing	20,000.00

Prepays

[Return to General Information](#)

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




# Changing the Contract Amount (continued)


- Click the **Amendments** tab.
- Click the **Detail** link on the contract line you just added.


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

General | Lines | **Amendments**

Contract Number 0000001907  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 ▲
0000000000			10/23/2018	Complete	Detail	Notes
0000000001	Contract Line	Modify Contract Amt	10/31/2018	Pending	<b>Detail</b>	Notes

Billing Plans Revenue Plans Milestones Renewals Supplemental Data Go To  ▾

 Save  Return to Search  Notify

General | Lines | Amendments



# Changing the Contract Amount (continued)

The **Amendment Details** page displays:

- Update the **Amendment Status** to **Ready**.
- A **Process Amendment** button displays next to the **Amendment Status** field. Click the **Process Amendment** button.
- The **Amendment Status** updates to **Complete**.
- Click the **Return to General Information** link.

The screenshot shows the 'Amendment Details' page with the following information:

Contract	000001907	Amendment Number	000000001
Sold To Customer	000000001		
Amendment Type	Contract Line	Process Date	03/27/2019
Amendment Reason	Modify Contract Amt	Amendment Status	Ready
Total Billing Adjustment	20,000.00	Total Revenue Adjustment	20,000.00
Fixed Billing Adjustment	20,000.00	Fixed Revenue Adjustment	20,000.00
Fixed Billing Allocation	Complete	Fixed Revenue Allocation	Complete

Buttons: **Process Amendment**

The screenshot shows the 'Amendment Details' page with the following information:

Contract	000001907	Amendment Number	000000001
Sold To Customer	000000001	Amendment Completed On	03/27/2019 11:38AM
Amendment Type	Contract Line	Process Date	03/27/2019
Amendment Reason	Modify Contract Amt	Amendment Status	Complete
Total Billing Adjustment	20,000.00	Total Revenue Adjustment	20,000.00
Fixed Billing Adjustment	20,000.00	Fixed Revenue Adjustment	20,000.00
Fixed Billing Allocation	Complete	Fixed Revenue Allocation	Complete

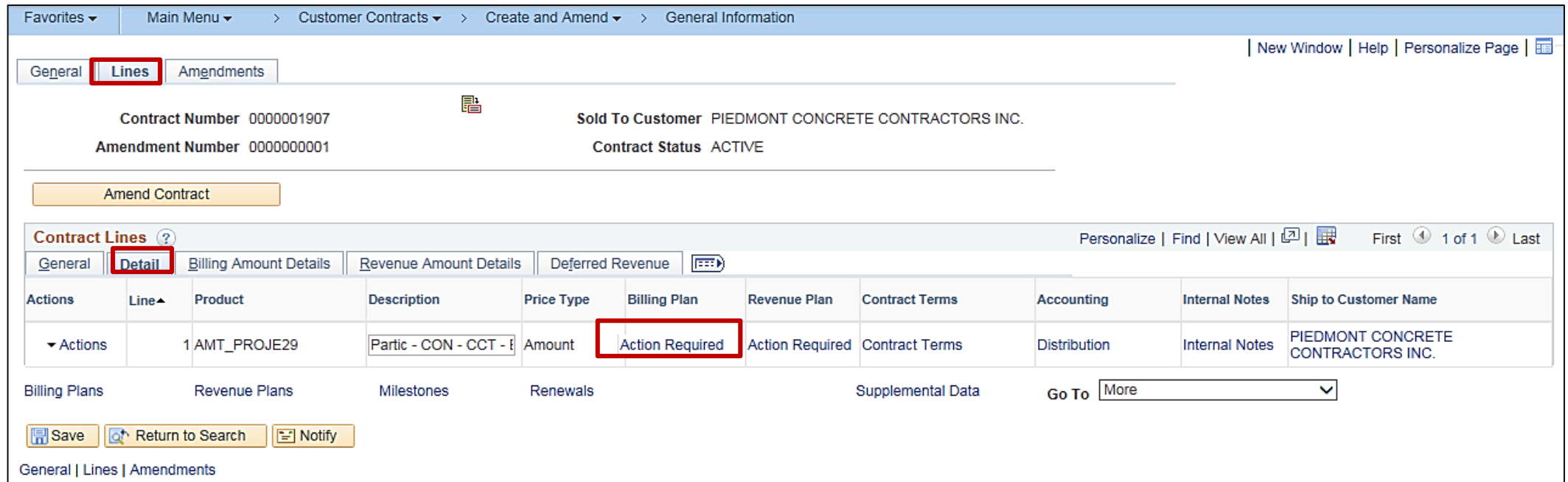
Buttons: **Return to General Information**, Save, Return to Search, Notify

# Changing the Contract Amount (continued)

The **Billing Plan** and **Revenue Plan** statuses must be reviewed, and updated, if needed.

From the **General Information** page:

- Click the **Lines** tab.
- In the **Contract Lines** section, click the **Detail** tab.
- In the **Billing Plan** field, click the **Action Required** link.



The screenshot shows a web application interface for contract management. At the top, there is a breadcrumb trail: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information. Below this, there are tabs for General, Lines (highlighted with a red box), and Amendments. The main content area displays contract details: Contract Number 0000001907, Amendment Number 0000000001, Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC., and Contract Status ACTIVE. An 'Amend Contract' button is visible. Below this is the 'Contract Lines' section with a sub-tab for 'Detail' (highlighted with a red box). A table lists contract lines, with the first line having a 'Billing Plan' field set to 'Action Required' (highlighted with a red box). The table columns include Actions, Line, Product, Description, Price Type, Billing Plan, Revenue Plan, Contract Terms, Accounting, Internal Notes, and Ship to Customer Name. At the bottom, there are navigation buttons for Save, Return to Search, and Notify, and a 'Go To' dropdown menu.

Contract Number 0000001907  
Amendment Number 0000000001  
Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.  
Contract Status ACTIVE

Amend Contract

Contract Lines ?

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

Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
▼ Actions	1	AMT_PROJE29	Partic - CON - CCT - t	Amount	Action Required	Action Required	Contract Terms	Distribution	Internal Notes	PIEDMONT CONCRETE CONTRACTORS INC.

Billing Plans Revenue Plans Milestones Renewals Supplemental Data Go To More

Save Return to Search Notify

General | Lines | Amendments



# Changing the Contract Amount (continued)

The **Billing Plan General** tab displays. Click the **Events** tab. In this example you increased the contract amount by \$20,000 therefore you must add a **Billing Plan Event** for the same amount.

- In the **Event Detail** section click the **+** icon to add a new **Event** row. Update 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.

- Update the **Event Status** to **Ready** and the **Event Date** to the date the new **Amount** should bill.
- Click the **Save** button. The **Total Amount** and **Remaining Amount** fields are updated to reflect the addition of the new **Event** line.
- Click the **Billing Plan General** tab.

The screenshot shows the 'Define Billing Plan' interface. At the top, the 'Events' tab is selected. The contract details include Contract 0000001907, Sold To Customer 0000000001, and Billing Plan B101. The 'Define Events' section has 'Amount' selected. The 'Amount Detail' shows a Total Amount of 25,000.00 and a Remaining Amount of 0.00. The 'Event Detail' table has three rows:

Event	Actions	Event Type	*Event Status	Event Date	Amount
1	▼ Actions	Date	Ready	10/01/2019	5,000.00
2	▼ Actions	Date	Ready	11/01/2019	20,000.00
3	▼ Actions	Date	Pending	12/01/2019	0.00

At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'. The 'Save' button is highlighted with a red box.



# Changing the Contract Amount (continued)

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

Billing Plan General | **Events** | History

Contract 000001907      BI Unit 50100  
Sold To Customer 0000000001      PIEDMONT CONCRETE CONTRACTORS INC.      Bill To 0000000001      PIEDMONT CONCRETE CONTRACTORS INC.  
Billing Plan ◀ B101 ▶      Amount Based - Milestone      Currency USD

---

**Define Events**

Percent  
 Amount

Add Milestone

**Amount Detail**

Total Amount 25,000.00  
Remaining Amount 0.00

---

**Event Detail** Personalize | Find | [Print] | [Refresh]      First ◀ 1-3 of 3 ▶ Last

Event	Actions	Event Type	*Event Status	Event Date		Amount		
1	▼ Actions	Date	Ready ▼	10/01/2019	Event Note	5,000.00	+..	-
2	▼ Actions	Date	Ready ▼	11/01/2019	Event Note	20,000.00	+..	-
3	▼ Actions	Date ▼	Pending ▼	12/01/2019 [Calendar]	Event Note	0.00	+..	-

Return to General Information

**Save** | Return to Search | Notify

Add | Update/Display

Billing Plan General | Events | History



# Changing the Contract Amount (continued)

The **Billing Plan General** page displays. The **Billing Status** must be updated for the contract to process the new event.

- Click the **Reviewed** button. The **Billing Status** is updated to **In Progress**.
- Click **Return to General Information** link.
- Click **Lines** tab.
- Click **Revenue Plan** link.

The screenshot shows the 'Billing Plan General' page with the following details:

- Contract: 0000001907, BI Unit: 50100
- Sold To Customer: 0000000001, Piedmont Concrete Contractors Inc.
- Bill To: 0000000001, Piedmont Concrete Contractors Inc.
- Billing Plan: B101, Amount Based - Milestone
- Currency: USD
- Description: Amount Based - Milestone
- \*Billing Status: Action Required (dropdown), Action: Reviewed (button), Hold (checkbox)

The 'Reviewed' button is highlighted with a red box, and a red arrow points to a callout box on the right. The callout box shows the updated state:

- \*Billing Status: In Progress (dropdown)
- Hold (checkbox)

Below the main form are sections for Customer Information, Amount Detail, and Billing Options.

Billing Amount	25,000.00
Total Amount	25,000.00
Total Billing History	0.00
Events Billed To Date	0.00





# Changing the Contract Amount (continued)

Review the **Revenue Plan** to ensure it too has been modified as expected. In this example you increased the contract amount by \$20,000, therefore you must create a \$20,000.00 **Revenue Event**.

- In the **Event Detail** section click the **+** icon to add a new **Event** row.
- Update the **Amount** field for the amount of the contract adjustment amount.
- Also, update the **Event Status** to **Ready** and the **Accounting Date** to the same date entered on the **Billing Plan** for the new **Event**.
- Click the **Save** button. The **Total Amount** and **Remaining Amount** fields are updated to reflect the addition of the new **Event** line.
- Click the **Reviewed** button. This updates the **Plan Status** to **Ready**. The revenue entries for this event will be generated on the specified accounting date once the **Plan Status** is updated.
- Click the **Return to General Information** link.

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

Revenue Plan

Revenue Plan

Contract 000001907 Business Unit 50100 Currency USD  
 Sold To Customer 000000001 PIEDMONT CONCRETE CONTRACTORS INC. GL Business Unit 50100  
 Revenue Plan ◀ R101 ▶ GL Currency USD

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

Define Events By  
 Percent  
 Amount  
 Internal Notes Preview Revenue

Amount Detail  
 Total Amount 25,000.00  
 Remaining Amount 0.00

Event Detail Personalize | Find | View All | First 1-3 of 3 Last

Event	Event Type	*Event Status	Accounting Date		Amount
1	Date ▾	Ready ▾	10/01/2019	Event Note	5,000.00
2	Date ▾	Ready ▾	11/01/2019	Event Note	20,000.00
3	Date ▾	Pending ▾	12/01/2019	Event Note	0.00



# Changing the Contract Amount

For this example, we will decrease the **Contract Amount** for an amount-based contract below the billed amount. This change must be done through an amendment.

To amend the contract amount, navigate using the following path:

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

- Click the **Lines** tab.
- Click the **Amend Contract** button. The **Amendments** tab displays.

The screenshot displays the Oracle Contract Management interface. At the top, the breadcrumb navigation path is: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information. Below this, there are three tabs: General, Lines (highlighted with a red box), and Amendments. The main content area shows contract details: Contract Number 0000001955, Amendment Number 0000000000, Sold To Customer HRSD, and Contract Status ACTIVE. A red box highlights the 'Amend Contract' button. Below this is the 'Contract Lines' section, which includes a sub-tabbed interface with options like General, Detail, Billing Amount Details, Revenue Amount Details, and Contract Liability. A table lists contract lines with columns for Actions, Line, Product, Description, Price Type, Standalone Sale, Bundle, Start Date, End Date, Status, and Supplemental Data. The first line is Line 1, Product AMT\_PROJE51, Description Partic - CON - OTH - S, Price Type Amount, Standalone Sale checkbox, Bundle search field, Start Date 01/07/2019, End Date search field, Status Active, and Supplemental Data. At the bottom, there are buttons for Save, Return to Search, Notify, Add, and Update/Display, along with a 'Go To' dropdown menu set to 'More'.



# Changing the Contract Amount (continued)

In this example, we are decreasing the amount-based contract amount. From the **Amendments** tab:

- Select an **Amendment Type** of **Contract Line**
- Select a **Reason** of **Modify Contract Amount**.
- Click the **Save** button.
- Click the **Amount Allocation** link.

Contract Number 0000001955 Sold To Customer HRSD  
Pending Amendment 0000000001 Contract Status ACTIVE

View Current

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

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000			02/01/2019	Complete	Detail	Notes
0000000001	Contract Line	Modify Contract Amt	10/09/2019	Pending	Detail	Notes

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

Save Return to Search Notify Add Update/Display



# Changing the Contract Amount (continued)

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** page. In this scenario, we will reduce the contract amount by \$5,000.

## Contract Billing section:

- Enter the total adjustment amount, positive or negative, in the **Total Billing Adjustment** field.

## Fixed Billing section:

- Enter the total adjustment amount, positive or negative, in the **Fixed Billing Adjustment** field.

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

**Amendment Billing Allocation**  
 Contract 0000001907  
 Business Unit 50100  
 Sold To 0000101906 JAMES CITY COUNTY  
 Currency USD  
 Amendment 0000000001  
 Amendment Type Contract Line  
 Amendment Reason Modify Contract Amt

**Contract Billing** ?  
 Total Billing Adjustment  Unallocated Billing 0.00  
 Total Billing After Adjustment 10,128.00

**Fixed Billing** ?  
 Fixed Billing Adjustment  Unallocated Fixed Billing 0.00  
 Discount / Surcharge 0.00 Inclusive Prepays Adjustment 0.00  
 Net Adjustment 0.00 Allocation  [Recalculate](#)

**Contract Line Pricing** ? [Personalize](#) | [Find](#) | [Print](#) | [Refresh](#) First 1 of 1 Last

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_PROJE33	10,128.00	<input type="text" value="10,128.00"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	10,128.00	Simulate Billing Pricing

Select All  Clear All [Recalculate](#)

**Adjustment Line Totals** ?  
 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](#)  
[Save](#) [Return to Search](#) [Notify](#)



# Changing the Contract Amount (continued)

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

**Amendment Billing Allocation**  
 Contract 0000001907      Amendment 0000000001  
 Business Unit 50100  
 Sold To 0000101906      JAMES CITY COUNTY      Amendment Type Contract Line  
 Currency USD      Amendment Reason Modify Contract Amt

---

**Contract Billing** ?  

Total Billing Adjustment	<input type="text" value="-5,000.00"/>	Unallocated Billing	0.00
Total Billing After Adjustment			10,128.00

---

**Fixed Billing** ?  

Fixed Billing Adjustment	<input type="text" value="-5,000.00"/>	Unallocated Fixed Billing	0.00
Discount / Surcharge	0.00	Inclusive Prepays Adjustment	0.00
Net Adjustment	0.00	Allocation	<input type="text" value="Incomplete"/>

Recalculate

---

**Contract Line Pricing** ? Personalize | Find |  |  | First 1 of 1 Last

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_PROJE33	10,128.00	<input type="text" value="10,128.00"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	10,128.00	Simulate Billing Pricing

Select All       Clear All      Recalculate

---

**Adjustment Line Totals** ?  

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](#)  
Save Return to Search Notify



# Changing the Contract Amount (continued)

## Contract Line Pricing section:

- Update the **New Billing Amount** to reflect the amended total billing for the line.
- Make sure the **Adjust Billing Retroactively** and **Adjust Revenue Retroactively** check boxes are both checked, when you are reducing the contract amount below the amount currently billed. If not, the checkboxes can be unchecked.
- **Note:** If you are increasing the contract amount, the checkboxes should be unchecked.
- Click the **Recalculate** button.

The **Allocation** field updates to **Complete**.

- Click the **Save** button.
- Click the **Return to General Information** link.

Amendment Billing Allocation

Contract 000001907  
Business Unit 50100  
Sold To 0000101906 JAMES CITY COUNTY  
Currency USD

Amendment 0000000001  
Amendment Type Contract Line  
Amendment Reason Modify Contract Amt

**Contract Billing**

Total Billing Adjustment -5,000.00  
Unallocated Billing 0.00  
Total Billing After Adjustment 5,128.00

**Fixed Billing**

Fixed Billing Adjustment -5,000.00  
Unallocated Fixed Billing 0.00  
Discount / Surcharge 0.00  
Inclusive Prepays Adjustment 0.00  
Net Adjustment -5,000.00

Allocation Complete

Recalculate

**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_PROJE33	10,128.00	5,128.00	-5,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	5,128.00	Simulate Billing Pricing

Select All Clear All

Recalculate

**Adjustment Line Totals**

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

Prepays

Return to General Information

Save Return to Search Notify




# Changing the Contract Amount (continued)



- Click the **Amendments** tab.
- Click the **Detail** link on the contract line you just added.


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

General | Lines | **Amendments** | New Wi

Contract Number 0000001907  Sold To Customer JAMES CITY COUNTY  
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 Line	Modify Contract Amt	10/09/2019	Pending	<b>Detail</b>	Notes
0000000000			08/08/2018	Complete	Detail	Notes

Billing Plans | Revenue Plans | Milestones | Renewals | Supplemental Data | Go To [More](#) ▾

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

General | Lines | Amendments



# Changing the Contract Amount (continued)

The **Amendment Details** page displays:

- Update the **Amendment Status** to **Ready**.
- A **Process Amendment** button displays next to the **Amendment Status** field. Click the **Process Amendment** button.
- The **Amendment Status** updates to **Complete**.
- Click the **Return to General Information** link.

The image shows two screenshots of the 'Amendment Details' page in a web application. The top screenshot shows the 'Amendment Status' as 'Ready' and a 'Process Amendment' button. The bottom screenshot shows the 'Amendment Status' as 'Complete' and a 'Return to General Information' button.

**Amendment Details (Top Screenshot):**

- Contract: 0000001907
- Amendment Number: 0000000001
- Sold To Customer: 0000101906
- Amendment Type: Contract Line
- Process Date: 10/09/2019
- Amendment Reason: Modify Contract Amt
- \*Amendment Status: Ready
- Process Amendment button
- Total Billing Adjustment: -5,000.00
- Total Revenue Adjustment: -5,000.00
- Fixed Billing Adjustment: -5,000.00
- Fixed Revenue Adjustment: -5,000.00

**Amendment Details (Bottom Screenshot):**

- Contract: 0000001907
- Amendment Number: 0000000001
- Sold To Customer: 0000101906
- Amendment Completed On: 10/09/2019 3:24PM
- Amendment Type: Contract Line
- Process Date: 10/09/2019
- Amendment Reason: Modify Contract Amt
- Amendment Status: Complete
- Total Billing Adjustment: -5,000.00
- Total Revenue Adjustment: -5,000.00
- Fixed Billing Adjustment: -5,000.00
- Fixed Revenue Adjustment: -5,000.00
- Fixed Billing Allocation: Complete
- Fixed Revenue Allocation: Complete
- Additional Amendment Details section
- Reference ID and User Ref #1 fields
- Return to General Information button
- Save, Return to Search, and Notify buttons



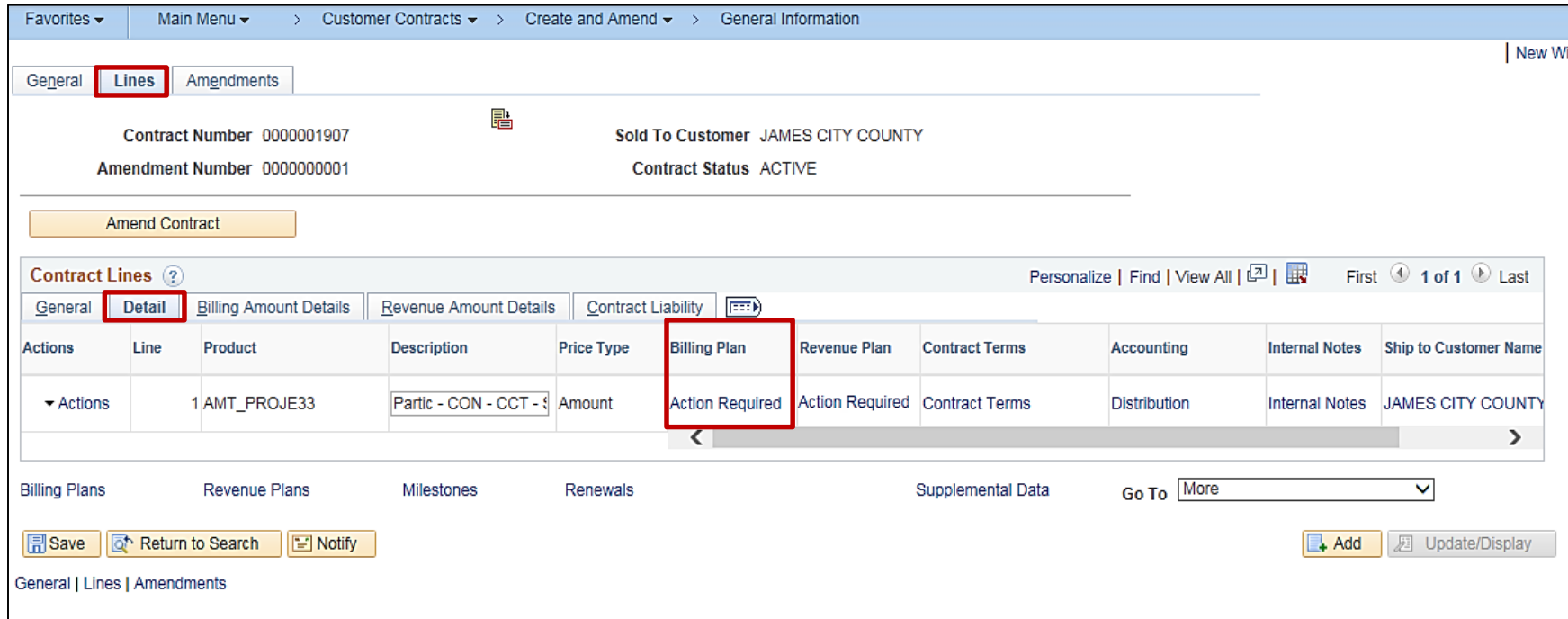


# Changing the Contract Amount (continued)

The **Billing Plan** and **Revenue Plan** statuses must be reviewed, and updated, if needed.

From the **General Information** page:

- Click the **Lines** tab.
- In the **Contract Lines** section, click the **Detail** tab.
- In the **Billing Plan** field, click the **Action Required** link.



The screenshot displays the 'Contract Lines' section of a contract management system. The breadcrumb trail at the top reads: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information. The 'Lines' tab is selected. Contract details include: Contract Number 0000001907, Amendment Number 0000000001, Sold To Customer JAMES CITY COUNTY, and Contract Status ACTIVE. An 'Amend Contract' button is visible. The 'Contract Lines' section has a 'Detail' tab selected. A table lists contract lines with columns: Actions, Line, Product, Description, Price Type, Billing Plan, Revenue Plan, Contract Terms, Accounting, Internal Notes, and Ship to Customer Name. The first line is: 1 AMT\_PROJE33, Partic - CON - CCT - \$, Amount, Action Required, Action Required, Contract Terms, Distribution, Internal Notes, JAMES CITY COUNTY. The 'Action Required' link in the Billing Plan column is highlighted with a red box. Below the table are links for Billing Plans, Revenue Plans, Milestones, Renewals, and Supplemental Data. A 'Go To' dropdown menu is set to 'More'. At the bottom, there are buttons for Save, Return to Search, Notify, Add, and Update/Display.



# Changing the Contract Amount (continued)

The **Billing Plan General** tab displays. Click the **Events** tab. In this example you decreased the contract amount by \$5,000.

- Notice the new column, **Amendment Amt** contains the \$5,000 adjustment.
- Click the **Save** button. The **Total Amount** is adjusted for the decrease of \$5,000
- Click the **Billing Plan General** tab.

Contract 0000001907 BI Unit 50100  
Sold To Customer 0000101906 JAMES CITY COUNTY Bill To 0000101906 JAMES CITY COUNTY  
Billing Plan ◀ B101 ▶ Amount Based - Milestone Currency USD

**Define Events**

Percent  
 Amount

Add Milestone  
Amendment Event Detail

**Amount Detail**

Total Amount	5,128.00
Remaining Amount	0.00

**Event Detail** Personalize | Find | [?] [ ] First 1-2 of 2 Last

Event	Actions	Event Type	*Event Status	Event Date	Event Note	Amount	Amendment Amt
1	▼ Actions	Date	Completed	08/06/2018	Event Note	10,128.00	-5,000.00
2	▼ Actions	Date	Pending	09/06/2018	Event Note	0.00	

Return to General Information

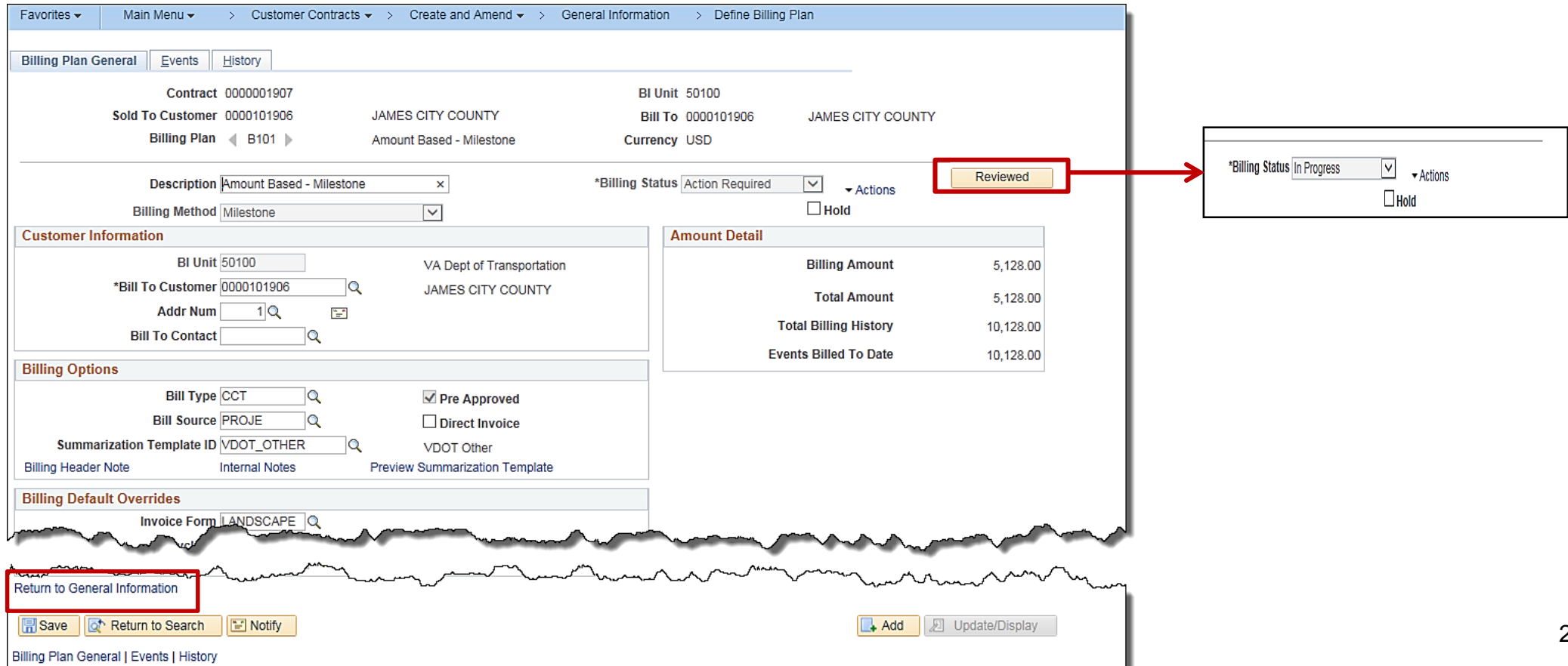
Save Return to Search Notify Add Update/Display

Billing Plan General | Events | History

# Changing the Contract Amount (continued)

The **Billing Plan General** page displays. The **Billing Status** must be updated for the contract to process the new event.

- Click the **Reviewed** button. The **Billing Status** is updated to **In Progress**.
- Click **Return to General Information** link.
- Click **Lines** tab.
- Click **Revenue Plan** link.



The screenshot shows the 'Billing Plan General' page with the following details:

- Contract:** 0000001907
- BI Unit:** 50100
- Sold To Customer:** 0000101906, JAMES CITY COUNTY
- Bill To:** 0000101906, JAMES CITY COUNTY
- Billing Plan:** B101, Amount Based - Milestone
- Currency:** USD
- Description:** Amount Based - Milestone
- Billing Method:** Milestone
- \*Billing Status:** Action Required (dropdown menu)
- Reviewed** button (highlighted with a red box)
- Customer Information:** BI Unit 50100, VA Dept of Transportation, \*Bill To Customer 0000101906, JAMES CITY COUNTY, Addr Num 1, Bill To Contact.
- Amount Detail:** Billing Amount 5,128.00, Total Amount 5,128.00, Total Billing History 10,128.00, Events Billed To Date 10,128.00.
- Billing Options:** Bill Type CCT, Bill Source PROJE, Summarization Template ID VDOT\_OTHER, VDOT Other, Pre Approved checked, Direct Invoice unchecked.
- Billing Default Overrides:** Invoice Form LANDSCAPE.
- Return to General Information** link (highlighted with a red box)
- \*Billing Status:** In Progress (dropdown menu)
- Hold** checkbox

Annotations include a red box around the 'Reviewed' button and a red arrow pointing to the '\*Billing Status' dropdown menu, which now shows 'In Progress'. Another red box highlights the 'Return to General Information' link at the bottom left.



# Changing the Contract Amount (continued)

Review the **Revenue Plan** to ensure it too has been modified as expected. In this example you decreased the contract amount by \$5,000.

- Notice the new column, **Amendment Amt** contains the \$5,000 adjustment.
- Click the **Save** button. The **Total Amount** is adjusted for the decrease of \$5,000
- Click the **Reviewed** button. This updates the **Plan Status** to **Ready**. The revenue entries for this event will be generated on the specified accounting date once the **Plan Status** is updated.
- Click the **Return to General Information** link.

Favorites > Main Menu > Customer Contracts > Create and Amend > General Information > Define Revenue Plan

Revenue Plan

Contract 0000001907 Business Unit 50100 Currency USD  
 Sold To Customer 0000101906 JAMES CITY COUNTY GL Business Unit 50100  
 Revenue Plan ◀ R101 ▶ GL Currency USD

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

**Define Events By**

Percent  
 Amount  
 Internal Notes Preview Revenue  
 Add Milestone Amendment Event Detail

**Amount Detail**

Total Amount	5,128.00
Remaining Amount	0.00

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

Event	Event Type	*Event Status	Accounting Date	Amount	Amendment Amt
1	Date	Completed	08/06/2018	10,128.00	-5,000.00
2	Date	Pending	09/06/2018	0.00	

**Return to General Information**

**Save** Return to Search Notify Add Update/Display



# Changing Contract Terms

To initiate an amendment to change the Contract Terms, such as the adding or modifying **Billing Limits**, from the **General Information** page:

- Click the **Lines** tab.
- Click the **Amend Contract** button. The **Contract Amendments** tab displays.

Contract Number 000001855      Sold To Customer HRTAC  
Amendment Number 000000000      Contract Status ACTIVE

**Amend Contract**

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

Actions	Line	Product	Description	Price Type	Standalone Sale	Bundle	Start Date	End Date	Status	Supplemental Data
▼ Actions	1	PROJE_PRO23_100	Proje - CON - OTH - S	Rate	<input type="checkbox"/>		01/03/2017		Active	Supplemental Data



# Changing Contract Terms (continued)

In this example, you will add a contract line and update the **Billing Limit**.

Click the **Amend Contract** button.

- Select an **Amendment Type** of **Contract Line**
- Select a **Reason** of **New Contract Line**
- Click the **Save** button.
- Click the **Lines** tab.
- Click the **Add Contract Line** button.  
Follow the steps to add a contract line.
- Click the **Save** button.
- Click the **Amount Allocation** link at the bottom of the page.

Contract Number 0000001855 Sold To Customer HRTAC  
Pending Amendment 0000000002 Contract Status ACTIVE

View Current

Amendments Personalize | Find | View All | First 1-3 of 3 Last

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000001	Contract Header	Modify Contract Amt	03/13/2019	Complete	Detail	Notes
0000000000			10/11/2017	Complete	Detail	Notes
0000000002	Contract Line	New Contract Line	10/11/2019	Pending	Detail	Notes

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

Save Return to Search Notify

General | Lines | Amendments



# Changing Contract Terms (continued)

You can add or update a **Billing Limit** for a non-federal rate-based contract line on the **Amendment Amount Allocation** page.

In this scenario, we are increasing the Billing Limit on contract lines 1 and 2 by \$5,000,000 each.

- Enter the **Total Billing Adjustment** amount. The amount may be a positive or negative. In this scenario, there is a net adjustment of \$10,000,000.
- Increase the **New Billing Limit** amount for contract line 1 to \$35,000,000 and add a **New Billing Limit** for contract line 2 of \$5,000,000.
- Click the **Recalculate** button. The **Allocation** status updates to **Complete**.
- Click the **Save** button.
- Click the **Return to General Information** link.

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

**Amendment Billing Allocation**

Contract 000001855  
 Business Unit 50100  
 Sold To 0000144496 HRTAC  
 Currency USD

Amendment 000000002  
 Amendment Type Contract Line  
 Amendment Reason New Contract Line

**Contract Billing** ?

Total Billing Adjustment 10,000,000.00  
 Unallocated Billing 0.00  
 Total Billing After Adjustment 40,000,000.00

**Fixed Billing** ?

Fixed Billing Adjustment 0.00  
 Discount / Surcharge 0.00  
 Net Adjustment 0.00

Unallocated Fixed Billing 0.00  
 Inclusive Prepays Adjustment 0.00  
 Allocation Complete

Recalculate

**Contract Line Pricing** ? Personalize | Find | [?] | [?] First 1-2 of 2 Last

Amounts Detail

Retrieve Billing Price	Line Number	Product	Current Billing Limit	New Billing Limit	Adjustment Billing Limit	Limit Check
<input type="checkbox"/>	1	PROJE_PRO23_100	30,000,000.00	35,000,000.00	5,000,000.00	Limit Check
<input type="checkbox"/>	2	PROJE_PRO05_100		5,000,000.00	5,000,000.00	Limit Check

Select All Clear All Recalculate

**Adjustment Line Totals** ?

Billing Amount	0.00	Recurring Billing	0.00
Discounts/Surcharges	0.00	Billing Limit	10,000,000.00
		Total Billing	10,000,000.00

Prepays

Return to General Information

Save Return to Search Notify



# Changing Contract Terms (continued)

- Click the **Amendments** tab.
- Click the **Detail** link, in the **Amendments** section.

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

General | Lines | **Amendments**

Contract Number 0000001855 Sold To Customer HRTAC  
Amendment Number 0000000001 Contract Status ACTIVE

Amend Contract

**Amendments** Personalize | Find | View All | [Print] [Grid] First ◀ 1-3 of 3 ▶ Last

General | Statistics | Billing Amended Amounts | Revenue Amended Amounts | Misc. [Filter]

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000002	Contract Line	New Contract Line	10/11/2019	Pending	<b>Detail</b>	Notes
0000000001	Contract Header	Modify Contract Amt	03/13/2019	Complete	Detail	Notes
0000000000			10/11/2017	Complete	Detail	Notes

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

Save Return to Search Notify

General | Lines | Amendments





# Changing Contract Terms (continued)

- To process the amendment the **Amendment Status** must be changed from **Pending** to **Ready**. A **Process Amendment** button appears on the page.
- Click the **Process Amendment** button. The **Amendment Status** changes to **Complete**.

**Amendment Details**

Contract 000001855      Amendment Number 000000002  
Sold To Customer 0000144496

Amendment Type       \*Process Date 10/11/2019 [calendar icon]  
Amendment Reason       \*Amendment Status

Total Billing Adjustment   
Fixed Billing Adjustment   
Fixed Billing Allocation Complete

**Additional Amendment Details**

Reference ID

**Amendment Components**

Component	Amend Ref #1	Label	Fieldname	Value 1	Value 2
1 Contract Header	Line 2		Insert		PROJE_PRO05_100
2 Amount Allocation	Line 1	Billing Limit	Update	30000000	35000000
3 Amount Allocation	Line 1	Revenue Limit	Update	30000000	35000000
4 Amount Allocation	Line 2	Billing Limit	Update	0	5000000
5 Amount Allocation	Line 2	Revenue Limit	Update	0	5000000

**Amendment Details**

Contract 000001855      Amendment Number 000000002  
Sold To Customer 0000144496      Amendment Completed On 10/11/2019 11:18AM

Amendment Type       Process Date 10/11/2019  
Amendment Reason       Amendment Status

Total Billing Adjustment 10,000,000.00      Total Revenue Adjustment 10,000,000.00  
Fixed Billing Adjustment 0.00      Fixed Revenue Adjustment 0.00  
Fixed Billing Allocation Complete      Fixed Revenue Allocation Complete

**Additional Amendment Details**

Reference ID       User #1

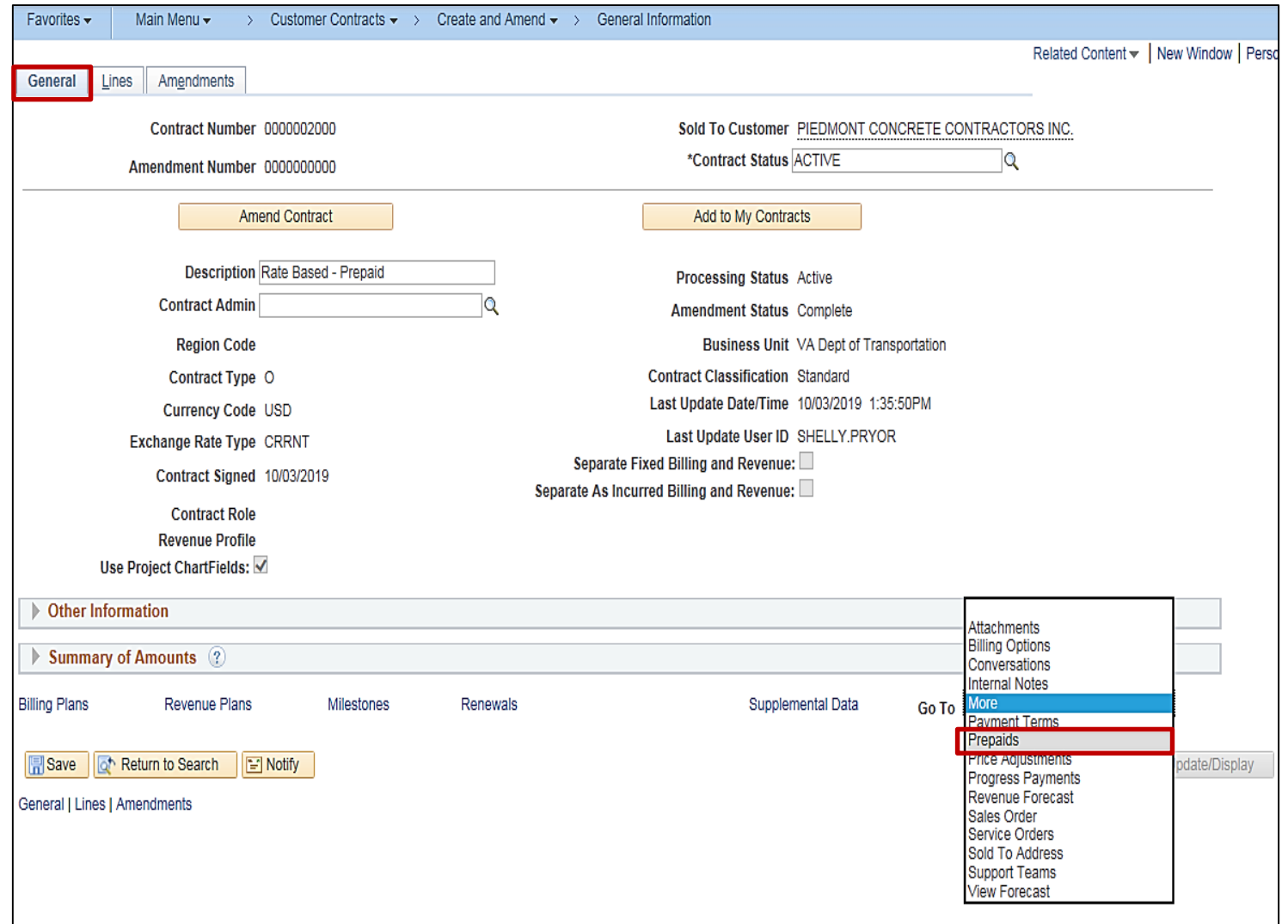


# Amending a Rate-Based Contract Prepaid

You can increase or decrease the initial prepaid amount with an amendment as long as you do not reduce the prepaid amount below the utilized, i.e., used, prepaid amount. No limit exists if the user increases the prepaid amount.

From the **General Information** tab:

Select the **Prepays** option in the **Go To** field using the drop-down arrow.



The screenshot displays a software interface for managing contract amendments. The breadcrumb trail at the top reads: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information. The 'General' tab is active and highlighted with a red box. The interface shows the following details:

- Contract Number: 0000002000
- Amendment Number: 0000000000
- Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.
- \*Contract Status: ACTIVE
- Buttons: Amend Contract, Add to My Contracts
- Description: Rate Based - Prepaid
- Processing Status: Active
- Amendment Status: Complete
- Region Code: (empty)
- Business Unit: VA Dept of Transportation
- Contract Type: 0
- Contract Classification: Standard
- Currency Code: USD
- Last Update Date/Time: 10/03/2019 1:35:50PM
- Exchange Rate Type: CRRNT
- Last Update User ID: SHELLY.PRYOR
- Contract Signed: 10/03/2019
- Separate Fixed Billing and Revenue:
- Separate As Incurred Billing and Revenue:
- Contract Role: (empty)
- Revenue Profile: (empty)
- Use Project ChartFields:

Below the details are sections for 'Other Information' and 'Summary of Amounts'. At the bottom, there are buttons for 'Save', 'Return to Search', and 'Notify'. A 'Go To' dropdown menu is open on the right side, listing various options. The 'Prepays' option is highlighted with a red box, and the 'More' option is highlighted in blue. Other options include Attachments, Billing Options, Conversations, Internal Notes, Payment Terms, Price Adjustments, Progress Payments, Revenue Forecast, Sales Order, Service Orders, Sold To Address, Support Teams, and View Forecast.



# Amending a Rate-Based Contract Prepaid (continued)

The Prepaid tab displays. Click the **Amend Contract** button on the **Prepays** tab.

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

Prepays | Audit History | Amendments

Contract Number 0000002000 Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.  
Amendment Number 0000000000 Contract Status ACTIVE

Contract Prepaid Totals	
Purchased Amount	2,000.00
Remaining Amount	2,000.00
Committed Amount	0.00

**Amend Contract**

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

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

Actions	Status	Hold	Purchased Amount	Remaining Amount	Committed Amount	Expiration Date	Depleted Dat
▼ Actions	1 Ready ▾	<input type="checkbox"/>	2,000.00	2,000.00	0.00	10/02/2020	

Go To: Billing Plans  
Return to General Information

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

Prepays | Audit History | Amendments



# Amending a Rate-Based Contract Prepaid (continued)

In this example you are changing the contract amount, i.e., prepaid amount. Just as you did with previous amendments, you must select:

- Select the **Amendment Type** of **Prepaid**.
- Select the **Reason of Amend Prepaid**.
- Click the **Save** button.
- Click the **Prepays** tab.

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

Related Content ▾ | New Window | Personalize

**Prepays** | Audit History | Amendments

Contract Number 0000002000 Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.  
Pending Amendment 0000000001 Contract Status ACTIVE

View Current

**Amendments** Personalize | Find | View All | [Print] | [Refresh] First 1-2 of 2 Last

General | Statistics | Billing Amended Amounts | Revenue Amended Amounts | Misc. [Filter]

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000			10/03/2019	Complete	Detail	Notes
0000000001	Prepaid	Amend Prepaid	10/03/2019 [Calendar]	Pending	Detail	Notes

Return to General Information

**Save** | Return to Search | Notify | Previous tab | Next tab

Add | Update/Display

Prepays | Audit History | Amendments



# Amending a Rate-Based Contract Prepaid (continued)

Increase or decrease the prepaid amount on the **Prepays** tab using one of the following two options:

- Option 1: Set the Status to Pending and update the **Purchased Amount** to the appropriate value to reduce or increase the prepaid.
- **Option 2:** If you would like to keep an audit trail on the **Prepays** tab, you can add the additional amount as a separate sequence by clicking on the + (plus) button and populate the Utilization, Initial Billing and Contract Liability Distribution tabs as needed.
- Click the **Save** button.
- Click the **Amendments** tab.

Contract Number 0000002000  
Amendment Number 0000000001  
Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.  
Contract Status ACTIVE

**Contract Prepaid Totals**

Purchased Amount	3,500.00
Remaining Amount	3,500.00
Committed Amount	0.00

Amend Contract

**Prepays for this Contract** Personalize | Find | First 1-2 of 2 Last

Actions	Status	Hold	Purchased Amount	Remaining Amount	Committed Amount	Expiration Date	Depleted Date
▼ Actions	Ready	<input type="checkbox"/>	2,000.00	2,000.00	0.00	10/02/2020	

Go To: Billing Plans

Amend Contract

**Prepays for this Contract** Personalize | Find | First 1-2 of 2 Last

Actions	Hold	Purchased Amount	Remaining Amount	Committed Amount	Expiration Date	Depleted Date
▼ Actions	1] <input type="checkbox"/>	2,000.00	2,000.00	0.00	10/02/2020	<input type="button" value="+"/> <input type="button" value="-"/>
▼ Actions	2] <input type="checkbox"/>	1,500.00	1,500.00	0.00	10/02/2020	<input type="button" value="+"/> <input type="button" value="-"/>

Go To: Billing Plans  
Return to General Information

Prepays | Audit History | Amendments



# Amending a Rate-Based Contract Prepaid (continued)

- Click the **Amendments** tab.
- Click the **Detail** link in the **Amendments** section.

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

Prepays | Audit History | **Amendments** | Related Content ▾ | New Window | Personalize

Contract Number 0000002000 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

General | Statistics | Billing Amended Amounts | Revenue Amended Amounts | Misc. | [Filter]

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000			10/03/2019	Complete	Detail	Notes
0000000001	Prepaid	Amend Prepaid	10/03/2019	Pending	<b>Detail</b>	Notes

Return to General Information

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

Prepays | Audit History | Amendments



# Amending a Rate-Based Contract Prepaid (continued)

- To process the amendment the **Amendment Status** must be changed from **Pending** to **Ready**. A **Process Amendment** button appears on the page.
- Click the **Process Amendment** button. The **Amendment Status** changes to **Complete** and the changes are now active in the system.

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

### Amendment Details

Contract 0000002000      Amendment Number 0000000001  
Sold To Customer 0000000001

Amendment Type       \*Process Date   
Amendment Reason       \*Amendment Status

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

#### Additional Amendment Details

Reference ID

Process Date 10/03/2019  
\*Amendment Status      

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

Amendment Amount Allocation      Internal Notes  
to Prepaid Balances





# Amending a Rate-Based Contract Prepaid (continued)

After you click the **Process Amendment** button the **Amendment Status** is **Complete**. The amendment changes were saved and all fields on the **Amendment Details** page become ready only. This process automatically saves the changes. The changes now are saved and active in the system.

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

### Amendment Details

Contract 0000002000      Amendment Number 0000000001  
Sold To Customer 0000000001      Amendment Completed On 10/03/2019 2:15PM

---

Amendment Type Prepaid      Process Date 10/03/2019  
Amendment Reason Amend Prepaid      **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 | [Print] [Grid]      First 1 of 1 Last

General | Statistics [Filter]

Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1					

Internal Notes

[Return to Prepaid Balances](#)

[Save] [Return to Search] [Notify]





# Non-Federal Billing Adjustments

Once contract billings have been processed, requests may be received to make an adjustment to billed amounts. Because of the integration between the Billing, Contracts and Project Costing modules, each instance requiring an adjustment to billing will need to be analyzed to ensure the proper steps are taken to keep the modules in agreement.

Adjustments for Rate Based Contracts should be made by updating the project expenditures to ensure expenditures and billings stay in line.

Adjustments for Amount Based Contracts should always be processed through an Amendment by increasing or decreasing the Contract Amount.



# Hands-On Practice

Now you have an opportunity to practice the lessons learned today in a training environment.

Your instructor will provide direction on how to log in and complete the exercise.

If you have any questions, please ask your instructor.





# Lesson 8: Checkpoint

Now is your opportunity to check your understanding of the course material.

Answer the review questions below:

1. What changes can be made to a contract without having to amend the contract?
2. What makes data entered as an amendment active in the system?





## Lesson 8: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and select your answer.



1. What changes can be made to a contract without having to amend the contract?



2. What makes data entered as an amendment active in the system?



# Lesson 8: Summary

8

## Amending Non-Federal Contracts

In this lesson, you learned:

- Once you create a contract and it's status is **Active**, all changes to the contract are made using amendments.
- Amendments are created by accessing the **General Information** page. From the **General Information** page you can navigate to many pages and tabs where you can select the **Amend Contract** button.
- When amendments are saved, Cardinal saves the new data and assigns the number to the amendment.



# Lesson 9: Customer Contracts Reports, Queries, and Online Inquiries

In this lesson, you will learn about the following topics:

- Reports
- Queries
- Online Inquiries



# Reports

Customer contracts reports can be run at various intervals. There are numerous customer contracts reports available. Key customer contracts reports include:

- RPA90 – Project Expenditure Report by Employee
- RPA105 – Summary of Financial Activity by Project or Contract
- RPA145 – Transaction Relationship Report
- RPA149 – Prepaid Report
- Billing Management
- Revenue Management
- Limit Amount Report
- Prepaid Management Report




# RPA90 – Project Expenditure by Employee

This report provides detailed information for employee charges posted to projects such as Employee ID, Employee Name, Employee Dept, Number of Hours, Journal ID, etc.

You can navigate to this report using the following path:

**Main Menu > Project Costing > Reports > Project Expenditure by Employee**

		Commonwealth of Virginia PROJECT EXPENDITURE BY EMPLOYEE								Run Date: 05/31/2013 Run Time: 03:28 00	
Report ID: RPA090		Page No. 1 of 1									
Business Unit:	50100										
Project ID:	0000077834										
From Date:	10/16/2012										
To Date:	10/16/2012										
Project LTD Expenditures:	\$ 243,401.97										
<u>Emplid</u>	<u>Name</u>	<u>Employee Department</u>	<u>Accounting Date</u>	<u>Journal</u>	<u>Transaction Date</u>	<u>Phase</u>	<u>Activity</u>	<u>EarnCd</u>	<u>Invoice</u>	<u>Hours</u>	<u>Amount</u>
0029205	Parker, Peter P.	17032	10/16/2012	TE00011270	09/25/2012	9101	716	RGS	MGSE000263	3.00	116.64
			10/16/2012	TE00011270	10/09/2012	9104	736	RGS	MGSE000263	3.50	136.09
Total for Employee (00292055400)										\$	252.73
Total for the project										\$	252.73





# RPA105-Summary of Financial Activity by Project or Contract

This report provides the total amount billed and collected for a particular project or a customer contract. Also, provides the status of prepaid amounts and the project budget. This report is used to review customer contract data.

You can navigate to this report using the following path:

**Main Menu > Customer Contracts > Reports > Financial Activity by Proj/Con**

CARDINAL		Commonwealth of Virginia		SUMMARY OF FINANCIAL ACTIVITY BY PROJECT OR CONTRACT		Run Date: 01/14/2013	
Report ID: RPA105						Run Time: 03:52 00	
				Page No. 1 of 1			
Business Unit	50100						
As of Date	01/14/2013						
Project ID	0000000015						
Contract ID							
Overall Project Budget	14,479,192.61						
Budget to Date	14,479,192.61						
Total Expenditures	14,487,590.52						
<u>Contract ID</u>	<u>Billed Amount</u>	<u>Collected Amount</u>	<u>Amount Due</u>				
0952314	13,806,702.65	13,806,702.65	0.00				
	<u>Initial Prepaid Amount</u>	<u>Prepaid Amount Utilized</u>	<u>Amount Remaining</u>				
	0.00	0.00	0.00				
Contract Amount	\$21,124,160.00						
<u>Suspense Amounts</u>							
Exceeded Agreement Amt	412,187.92						
Not Yet Billed	0.00						
Advance Construction	0.00						
Total Suspense Amt	<u>412,187.92</u>						



# Summary of Financial Activity by Project or Contract (continued)



Report ID: RPA105

Commonwealth of Virginia  
SUMMARY OF FINANCIAL ACTIVITY BY PROJECT OR CONTRACT

Run Date: 01/14/2013  
Run Time: 03:52 00

Page No. 1 of 1

Business Unit 50100  
As of Date 01/14/2013  
Project ID 0000000015  
Contract ID

Overall Project Budget 14,479,192.61  
Budget to Date 14,479,192.61  
Total Expenditures 14,487,590.52

<u>Contract ID</u>	<u>Billed Amount</u>	<u>Collected Amount</u>	<u>Amount Due</u>
0952314	13,806,702.65	13,806,702.65	0.00
	<u>Initial Prepaid Amount</u>	<u>Prepaid Amount Utilized</u>	<u>Amount Remaining</u>
	0.00	0.00	0.00

Contract Amount \$21,124,160.00

Suspense Amounts

Exceeded Agreement Amt 412,187.92  
Not Yet Billed 0.00  
Advance Construction 0.00

Total Suspense Amt 412,187.92




# RPA145 – Transaction Relationship Report

This report traces billed amounts from invoice to the original transaction. Fiscal Division users that receive specific requests to provide backup documentation related to invoices can use this report to trace back to the original transaction and ultimately to the related journal entry.

You can navigate to this report using the following path:

**Main Menu > Customer Contracts > Reports > Transaction Relationship Rpt**

 Report ID: RPA145	Commonwealth of Virginia TRANSACTION RELATIONSHIP REPORT	Run Date: 06/06/2013 Run Time: 01:20 00
--------------------------------------------------------------------------------------------------------	-------------------------------------------------------------	--------------------------------------------

Page No. 1 of 1

Business Unit: 50100 : VA Dept of Transportation  
 Invoice: PROJ000333  
 Project ID:  
 Contract Number:

<u>Contract</u>	<u>Approp</u>	<u>Project ID</u>	<u>Analysis Type</u>	<u>Voucher</u>	<u>EmplID</u>	<u>Expense</u>	<u>Journal</u>	<u>Accounting Date</u>	<u>Expenditure Amount</u>	<u>Billed Amount</u>
0000000875	PROJE	0000091887	ATE				0000020421	05/31/2013	36.45	\$2,836.45
		0000091887	ACT	00202182			AP00020498	06/04/2013	2,800.00	36.45
Total									\$2,836.45	\$2,836.45
Total Amount Billed for PROJ000333									\$ 2,836.45	\$ 2,836.45



# RPA149 – Prepaid Report

This report identifies amounts received from customers in advance of project billing. This report will identify the initial prepayment amount and amounts drawn down over the life of the project. The report summarizes data by fund and account for each project and customer contract combination. Fiscal Division will use this report to monitor funds received in advance as well as the remaining amount for an advance.

You can navigate to this report using the following path:

**Main Menu > Customer Contracts > Reports > Prepaid Report**



Report ID: RPA149

Commonwealth of Virginia  
PREPAID REPORT

Run Date: 02/12/2013  
Run Time: 01:49 00

Page No. 1 of 1

Set ID: 50100  
Business Unit: 50100  
Fund Code: All  
Account ID: All  
Department ID: 19000  
Project ID: All  
As of Date: 02/12/2013

<u>Fund</u>	<u>Project ID</u>	<u>Contract ID</u>	<u>Account</u>	<u>Prepaid Amount</u>	<u>Remaining Amount</u>	<u>Last Date Utilized</u>
04720	0000089486	0000001482	24042011	75,000.00	0.00	11/11/2012
Total for Fund				75,000.00	0.00	
Total				75,000.00	0.00	



# Contracts Billing Management Report

Displays details of billing plans, including the events associated with those plans, the status of the events, and the amount of future billings.

**Note:** This report displays billing plans with open events only.


<b>Business Unit:</b>		<b>50100 VA Dept of Transportation</b>									
<b>Contract Currency:</b>		<b>USD</b>									
<u>Sold To Customer</u>	<u>Contract</u>	<u>Contract Type</u>	<u>Bill Plan Id</u>	<u>Billing Method</u>	<u>Event Num</u>	<u>Event Type</u>	<u>Event Status</u>	<u>Milestone Event Origin</u>	<u>Milestone Nbr</u>	<u>Event Date</u>	<u>Amount</u>
000003001	000001780	A	B101	Milestone	2	Date	Pending			1/28/2017	0.00
000003001	000001780	A	B101	Milestone	1	Date	Ready			12/28/2016	1,307,603.00
000003249	000001680	A	B101	Milestone	1	Date	Ready			5/21/2015	600,000.00
000003249	000001680	A	B101	Milestone	2	Date	Pending			6/21/2015	0.00
000003249	000001689	A	B101	Milestone	2	Date	Pending			7/15/2015	0.00
000003249	000001689	A	B101	Milestone	1	Date	Ready			8/3/2015	250,000.00
000003431	000001631	A	B102	Milestone	2	Date	Pending			8/28/2014	0.00
000003431	000001631	A	B102	Milestone	1	Date	Ready			7/17/2015	1,258,614.50
000005001	000001733	J	B101	Milestone	2	Date	Pending			5/14/2016	0.00
000005001	000001733	J	B101	Milestone	1	Date	Pending			3/10/2016	0.00
0000104118	000001547	A	B101	Milestone	1	Date	Ready			8/8/2013	0.00
0000104118	000001547	A	B101	Milestone	2	Date	Ready			9/8/2013	0.00
0000108360	000001754	J	B101	Milestone	3	Date	Pending			10/12/2016	0.00
0000108360	000001754	J	B101	Milestone	1	Date	Ready			8/12/2016	1,884,805.79
0000108360	000001754	J	B101	Milestone	2	Date	Pending			9/12/2016	18,843,759.21
0000117432	000001692	A	B101	Milestone	1	Date	Pending			7/28/2015	15,290.00
0000117432	000001692	A	B101	Milestone	5	Date	Pending			11/27/2015	15,290.00



# Revenue Management Report

Displays revenue plans, including the status of these plans and the events associated with them. The report also displays the status of the events and the amount of future revenue.

**Note:** This report displays billing plans with open events only.

 <span style="float: right;"><b>Contracts Revenue Management Report</b></span>											
										Page 1 of 10	
										7/11/2018	
<b>Business Unit:</b>		<b>50100 VA Dept of Transportation</b>									
<b>Contract Currency:</b>		<b>USD</b>									
<u>Sold To Customer</u>	<u>Contract</u>	<u>Contract Type</u>	<u>Rev Rec Plan Id</u>	<u>Rev Rec Method</u>	<u>Event Num</u>	<u>Event Type</u>	<u>Event Status</u>	<u>Milestone Event Origin</u>	<u>Ms Nbr</u>	<u>Accounting Date</u>	<u>Revenue Amount</u>
0000003001 BUCHANAN C	0000001780	A	R101	Milestone	1	Date	Ready			12/28/2016	1,307,603.00
0000003001 BUCHANAN C	0000001780	A	R101	Milestone	2	Date	Pending			1/28/2017	0.00
0000003249 FAIRFAX CO	0000001680	A	R101	Milestone	1	Date	Ready			5/21/2015	600,000.00
0000003249 FAIRFAX CO	0000001680	A	R101	Milestone	2	Date	Pending			6/21/2015	0.00
0000003249 FAIRFAX CO	0000001680	A	R102	Milestone	2	Date	Ready			4/16/2015	0.00
0000003249 FAIRFAX CO	0000001680	A	R102	Milestone	1	Date	Ready			3/16/2015	0.00
0000003249 FAIRFAX CO	0000001800	A	R101	Apportmnt	29	Date	Ready			8/31/2019	66,666.67
0000003249 FAIRFAX CO	0000001800	A	R101	Apportmnt	28	Date	Ready			7/31/2019	66,666.67



# Limit Amount Report

This report displays the details of a contract's limit amounts including limit amounts, amount remaining for the limit, amounts in excess, and transaction and processing dates for the limits. The details of the report are determined by the criteria that is set on the Limit Amount report run control page.

You can navigate to this report using the following path:

**Main Menu > Customer Contracts > Reports > Limit Amount**

<u>Active Contracts Limit Amount Management Report</u>									
Business Unit: 50100		Contract Admin:						1/22/2013	
Limit Type: Fund/Bill		Contract Type:							
Sold to Customer: %		Contract Classification:		Standard					
Report By: Remaining		Contract:							
Max Remaining Percent: 50.00 %									
Business Unit: 50100		VA Dept of Transportation							
<u>Funding Limits</u>									
<u>Contract Number</u>	<u>Line</u>	<u>Transaction Id</u>	<u>Limit</u>	<u>Remaining</u>	<u>Remaining %</u>	<u>Last Transaction Date</u>	<u>Last Processing Date</u>		
0000000106	1		7,881.00	3,657.92 USD	46.41	8/20/2011	1/11/2013		
0000000111	1		1,500.00	478.12 USD	31.87	9/24/2011	1/11/2013		
0000000112	1		1,500.00	406.12 USD	27.07	8/20/2011	1/11/2013		
0000000113	1		1,500.00	166.00 USD	11.07	9/10/2011	1/11/2013		
0000000199	1		35,110.48	404.41 USD	1.15	12/31/2012	1/11/2013		
0000001079	1		100,000.00	5,626.18 USD	5.63	9/20/2011	1/11/2013		
0001002	1	0440	817,534.00	3,787.31 USD	0.46	8/6/2009	1/11/2013		
0001002	1	04M0	991,043.00	4,593.00 USD	0.46	8/6/2009	1/11/2013		
0001002	1	5070	4,629,000.00	21,449.00 USD	0.46	8/6/2009	1/11/2013		
0005001	1	1180	289,973.00	22.11 USD	0.01	11/11/2011	1/11/2013		
0005001	1	3600	11,510,057.00	929.00 USD	0.01	11/11/2011	1/11/2013		
0005001	1	5590	1,000,000.00	81.00 USD	0.01	11/11/2011	1/11/2013		
0005075	1	QXX20	1,054,239.00	739.84 USD	0.07	9/24/2011	1/11/2013		
0005137	1	33A0	206,000.00	7,591.00 USD	3.68	11/6/2008	1/11/2013		
0005147	1	Q770	1,104,800.00	269,270.61 USD	24.37	11/27/2012	1/11/2013		
0005153	1	33B0	130,099.00	2,338.80 USD	1.80	11/29/2012	1/11/2013		
0005153	1	H220	100,000.00	25,671.00 USD	25.67	11/29/2012	1/11/2013		
0005153	1	L220	423,000.00	108,587.00 USD	25.67	11/29/2012	1/11/2013		
0005153	1	L22R	180,000.00	46,208.00 USD	25.67	11/29/2012	1/11/2013		
0005153	1	Q220	529,605.00	135,953.00 USD	25.67	11/29/2012	1/11/2013		
0005169	1	Q210	100,000.00	47,399.13 USD	47.40	12/31/2012	1/11/2013		
0005176	1	H220	228,073.00	10,796.00 USD	4.73	10/26/2011	1/11/2013		
0005176	1	Q220	660,240.00	14,253.41 USD	2.16	10/26/2011	1/11/2013		
0005186	1	04M0	221,301.00	34,530.14 USD	15.60	11/11/2011	1/11/2013		
0005189	1	H050	1,280,000.00	28,281.00 USD	2.21	2/5/2011	1/11/2013		



# Limit Amount Report (continued)

1/22/2013

## Active Contracts Limit Amount Management Report

Business Unit: 50100  
 Limit Type: Fund/Bill  
 Sold to Customer: %  
 Report By: Remaining  
 Max Remaining Percent: 50.00 %

Contract Admin:  
 Contract Type: %  
 Contract Classification: Standard  
 Contract: %

Business Unit: 50100 VA Dept of Transportation

Contract Number	Line	Transaction Id	Funding Limits		Remaining	Remaining %	Last Transaction Date	Last Processing Date
			Limit					
0000000106	1		7,881.00		3,657.92 USD	46.41	8/20/2011	1/11/2013
0000000111	1		1,500.00		478.12 USD	31.87	9/24/2011	1/11/2013
0000000112	1		1,500.00		406.12 USD	27.07	8/20/2011	1/11/2013
0000000113	1		1,500.00		166.00 USD	11.07	9/10/2011	1/11/2013
0000000199	1		35,110.48		404.41 USD	1.15	12/31/2012	1/11/2013
0000001079	1		100,000.00		5,626.18 USD	5.63	9/20/2011	1/11/2013
0001002	1	0440	817,534.00		3,787.31 USD	0.46	8/6/2009	1/11/2013
0001002	1	04M0	991,043.00		4,593.00 USD	0.46	8/6/2009	1/11/2013
0001002	1	5070	4,629,000.00		21,449.00 USD	0.46	8/6/2009	1/11/2013
0005001	1	1180	289,973.00		22.11 USD	0.01	11/11/2011	1/11/2013
0005001	1	3600	11,510,057.00		929.00 USD	0.01	11/11/2011	1/11/2013
0005001	1	5590	1,000,000.00		81.00 USD	0.01	11/11/2011	1/11/2013
0005075	1	QX20	1,054,239.00		739.84 USD	0.07	9/24/2011	1/11/2013
0005137	1	33A0	206,000.00		7,591.00 USD	3.68	11/6/2008	1/11/2013
0005147	1	Q770	1,104,800.00		269,270.61 USD	24.37	11/27/2012	1/11/2013
0005153	1	33B0	130,099.00		2,338.80 USD	1.80	11/29/2012	1/11/2013
0005153	1	H220	100,000.00		25,671.00 USD	25.67	11/29/2012	1/11/2013
0005153	1	L220	423,000.00		108,587.00 USD	25.67	11/29/2012	1/11/2013
0005153	1	L22R	180,000.00		46,208.00 USD	25.67	11/29/2012	1/11/2013
0005153	1	Q220	529,605.00		135,953.00 USD	25.67	11/29/2012	1/11/2013
0005169	1	Q210	100,000.00		47,399.13 USD	47.40	12/31/2012	1/11/2013
0005176	1	H220	228,073.00		10,796.00 USD	4.73	10/26/2011	1/11/2013
0005176	1	Q220	660,240.00		14,253.41 USD	2.16	10/26/2011	1/11/2013
0005186	1	04M0	221,301.00		34,530.14 USD	15.60	11/11/2011	1/11/2013
0005189	1	H050	1,280,000.00		28,281.00 USD	2.21	2/5/2011	1/11/2013





# Prepaid Management Report

This report displays the details on prepaid balances, including the status, the date the balances are expected to expire, and the amount remaining. The details of the report are determined by the criteria that is set on the Prepaid Balance report run control page.

You can navigate to this report using the following path:

**Main Menu > Customer  
Contracts > Reports > Prepaid  
Management**

1/22/2013

## Contracts Prepaid Management Report

Business Unit: 50100		VA Dept of Transportation						
Contract Currency: USD								
<u>Sold To Customer</u>	<u>Contract</u>	<u>Billing Utilization Description</u>	<u>Purchase Order</u>	<u>Expiry Date</u>	<u>Depletion Date</u>	<u>Purchase Amount</u>	<u>Remaining Amount</u>	<u>Committed Amount</u>
000003006 WISE COUNT	000000061	PPD Bal#1 for 000000061				870,000.00	870,000.00	0.00
000003006 WISE COUNT	000000001	PPD Bal#1 for 000000001				1,606.89	0.00	0.00
000003140 BERRYVILLE	000000089	PPD Bal#1 for 000000089				283.85	0.00	0.00
000003383 RICHMOND C	000000182	PPD Bal#2 of Contr# 000000182		2/16/2013	6/1/2012	40.94	0.00	0.00
000003383 RICHMOND C	000000182	PPD Bal#1 of Contr# 000000182		2/16/2013		0.00	0.00	0.00
000003383 RICHMOND C	000000184	PPD Bal#1 for 000000184			3/1/2012	150.97	109.96	0.00
000010013 AASHTO	000000187	PPD Bal#1 of Contr# 000000187		2/10/2013		40,500.00	13,743.58	0.00
000010013 AASHTO	000000087	PPD Bal#1 of Contr# 000000087		2/10/2013		33,000.00	33,000.00	0.00
000010014 AASHTO	000000176	PPD Bal#1 of Contr# 000000176		2/10/2013		47,250.00	6,721.60	0.00
000010014 AASHTO	000000199	PPD Bal#1 of Contr# 000000199		2/10/2013		41,250.00	13,580.86	897.41
000011943 PRTC	000000093	PPD Bal#1 of Contr# 000000093		2/10/2013		18,000.00	16,999.66	0.00
000012474 VIRGINIA P	000000086	PPD Bal#1 for 000000086				1,408.50	0.00	0.00



# Prepaid Management Report (continued)

1/22/2013

## Contracts Prepaid Management Report

Business Unit: 50100 VA Dept of Transportation

Contract Currency: USD

<u>Sold To Customer</u>	<u>Contract</u>	<u>Billing Utilization Description</u>	<u>Purchase Order</u>	<u>Expiry Date</u>	<u>Depletion Date</u>	<u>Purchase Amount</u>	<u>Remaining Amount</u>	<u>Committed Amount</u>
0000003006 WISE COUNT	0000000061	PPD Bal#1 for 0000000061				870,000.00	870,000.00	0.00
0000003006 WISE COUNT	0000000001	PPD Bal#1 for 0000000001				1,606.89	0.00	0.00
0000003140 BERRYVILLE	0000000089	PPD Bal#1 for 0000000089				283.85	0.00	0.00
0000003383 RICHMOND C	0000000182	PPD Bal#2 of Contr# 0000000182		2/16/2013	6/1/2012	40.94	0.00	0.00
0000003383 RICHMOND C	0000000182	PPD Bal#1 of Contr# 0000000182		2/16/2013		0.00	0.00	0.00
0000003383 RICHMOND C	0000000184	PPD Bal#1 for 0000000184			3/1/2012	150.97	109.96	0.00
0000010013 AASHTO	0000000187	PPD Bal#1 of Contr# 0000000187		2/10/2013		40,500.00	13,743.58	0.00
0000010013 AASHTO	0000000087	PPD Bal#1 of Contr# 0000000087		2/10/2013		33,000.00	33,000.00	0.00
0000010014 AASHTO	0000000176	PPD Bal#1 of Contr# 0000000176		2/10/2013		47,250.00	6,721.60	0.00
0000010014 AASHTO	0000000199	PPD Bal#1 of Contr# 0000000199		2/10/2013		41,250.00	13,580.86	897.41
0000011943 PRTC	0000000093	PPD Bal#1 of Contr# 0000000093		2/10/2013		18,000.00	16,999.66	0.00
0000012474 VIRGINIA P	0000000086	PPD Bal#1 for 0000000086				1,408.50	0.00	0.00



# Queries

Customer contracts queries can be run at various intervals. There are numerous Customer contracts queries available. Key customer contracts queries include:

- Project Distribution Codes
- Contract Products (Amount and Recurring)
- Allowable and Unallowable Project Expenditure Accounts
- Contract with No Billing
- Contract on Billing Hold
- Bill History by Contract
- Validate Federal Bill Lines
- Contract Project Activities Combo
- Project Expenditures & Transfers
- Project Payroll Expenditures



# Customer Contract Products

This query identifies all Amount and Recurring Products with the associated accounting distribution. This query is used to determine which product should be used when creating Amount-Based and Recurring contract lines.

You can navigate to this query using the following path:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_PA\_CUST\_CONTRACT\_PRODUCTS**

**V\_PA\_CUST\_CONTRACT\_PRODUCTS - Customer Contract Products**

Business Unit

Product ID(% for all)

Product Group(% for all)

Account(% for all)

Dept ID (% for all)

Fund (% for all)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(64 kb\)](#)

[View All](#) First 1-100 of 169  Last

	Product	Product Description	Price Type	Product Group	Distribution Code	Distribution Code Desr	Account	Department	Fund	Cost Center	Program	Project Id	Activity
1	AMT_GENER4	Gener-CON- Location & Design	AMT	AMT_CONOTH	GENERGEN14	Location & Design CON Private	40040001	10021	04720		514008	0000108401	
2	AMT_PROJE29	Partic - CON - CCT - Bristol	AMT	AMT_CONCCT	PROJEPRO01	Partic - CON - CCT/OTH-Bristol	40042011	11000	04720				
3	AMT_PROJE30	Partic - CON - CCT - Salem	AMT	AMT_CONCCT	PROJEPRO02	Partic - CON - CCT/OTH-Salem	40042011	12000	04720				
4	AMT_PROJE31	Partic - CON - CCT - Lynchburg	AMT	AMT_CONCCT	PROJEPRO03	Partic - CON - CCT/OTH-Lynchbg	40042011	13000	04720				
5	AMT_PROJE32	Partic - CON - CCT - Richmond	AMT	AMT_CONCCT	PROJEPRO04	Partic - CON - CCT/OTH-Richmnd	40042011	14000	04720				
6	AMT_PROJE33	Partic - CON - CCT - Suffolk	AMT	AMT_CONCCT	PROJEPRO05	Partic - CON - CCT/OTH-Suffolk	40042011	15000	04720				
7	AMT_PROJE34	Partic - CON - CCT - Fredsburg	AMT	AMT_CONCCT	PROJEPRO06	Partic - CON - CCT/OTH-Fredbrg	40042011	16000	04720				
8	AMT_PROJE35	Partic - CON - CCT - Culpeper	AMT	AMT_CONCCT	PROJEPRO07	Partic - CON - CCT/OTH-Culpepr	40042011	17000	04720				
9	AMT_PROJE36	Partic - CON - CCT - Staunton	AMT	AMT_CONCCT	PROJEPRO08	Partic - CON - CCT/OTH-Stauntn	40042011	18000	04720				
10	AMT_PROJE37	Partic - CON - CCT - NOVA	AMT	AMT_CONCCT	PROJEPRO09	Partic - CON - CCT/OTH-NOVA	40042011	19000	04720				



# Distribution Codes

This query identifies all Distribution Codes in Cardinal. The results can be used to identify if new distribution codes need to be defined and to identify which products to use when creating Rate-Based, Amount-Based and Recurring Products.

You can navigate to this query using the following path:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_PA\_DISTRBUTION\_CODES**

**V\_PA\_DISTRBUTION\_CODES - Distribution Codes**

SetID

Account (% for all)

Fund (% for all)

Dept Id (% for all)

Cost Center (% for all)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (31 kb)

View All First 1-100 of 101  Last

	Distribution Code	Effective Date	Effective Status	Long Description	Short Description	Account	Dept ID	Task	Fund	Cost Center	Program	Project	Activity
1	ADVANADCN1	01/01/1901	A	Prepaid - CON - CCT	ADVANADCN1	24042011	99999		04720				
2	ADVANADCN2	01/02/1901	A	Prepaid - CON - STA	ADVANADCN2	2403007	99999		04720				
3	ADVANADCN3	01/01/1901	A	Prepaid - CON - OTH	ADVANADCN3	24042011	99999		04720				
4	ADVANADCN4	01/01/1901	A	Prepaid - Coal Severance - CCT	ADVANADCN4	24042012	11000		04720				
5	ADVANADCN5	01/01/1901	A	Prepaid - CON - STA - 99999	ADVANADCN5	2403007	99999		04720				
6	ADVANADPSP	01/01/1901	A	Prepaid - Private Sectr - CON	ADVANADPSP	240400	99999		04720				
7	ADVANCON34	07/01/2016	A	Prepaid - CON - STA	ADVANCON34	4003007	10030		04720				
8	ADVANCON35	07/01/2016	A	Prepaid - CON - OTH	ADVANCON35	4003007	10055		04720				
9	AMT_CONCCT	01/01/1901	A	UAR - Amt - Constr Cty Co Twn	AMT_CONCCT	112062	99999		04720				
10	AMT_CONOTH	01/01/1901	A	UAR - Amt - Constr Other	AMT_CONOTH	112064	99999		04720				



# Allowable and Unallowable Project Expenditure Accounts

This query identifies all project expenditure transactions associated to the preconfigured allowable or unallowable Accounts. This query is used to review project expenditures during the final voucher process to close out a Federal project.

You can navigate to this query using the following path:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_PA\_PROJ\_EXPENDITURE\_ACCTS**

**V\_PA\_PROJ\_EXPENDITURE\_ACCTS - Allowable Unallowable Accounts**

PC Business Unit

Project ID (% for All)

Activity Type (% for All)

From Accounting Date

To Accounting Date

Allowable / Unallowable / %

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File \(12 kb\)](#)

View All First 1-24 of 24 Last

	JournalID	Journal Date	Accounting Date	Accounting Period	Fiscal Year	Business Unit	Project	Activity	Analysis Type	Account	Account Description	Fund	Department	Program	FIPS	Agency Use 1	Task	Asset	Route	Contract	Amount	Allowable	
1	0000819534	02/21/2018	02/21/2018		8	2018	50100	0000008312	74201	ATE	5011110	Employer Retire Contrb-Def Ben	04720	15002	603023	001						-66.20	Y
2	0000819534	02/21/2018	02/21/2018		8	2018	50100	0000008312	64201	ATE	5011110	Employer Retire Contrb-Def Ben	04720	15002	603023	001				0015051		66.20	Y
3	0000819534	02/21/2018	02/21/2018		8	2018	50100	0000008312	74201	ATE	5011120	Salary Social Securty&Medicare	04720	15002	603023	001						-29.55	Y
4	0000819534	02/21/2018	02/21/2018		8	2018	50100	0000008312	64201	ATE	5011120	Salary Social Securty&Medicare	04720	15002	603023	001				0015051		29.55	Y
5	0000819534	02/21/2018	02/21/2018		8	2018	50100	0000008312	64201	ATE	5011140	Group Life Insurance	04720	15002	603023	001				0015051		4.92	Y
6	0000819534	02/21/2018	02/21/2018		8	2018	50100	0000008312	74201	ATE	5011140	Group Life Insurance	04720	15002	603023	001						-4.92	Y
7	0000819534	02/21/2018	02/21/2018		8	2018	50100	0000008312	64201	ATE	5011150	Employer Health Ins Premium	04720	15002	603023	001				0015051		87.92	Y
8	0000819534	02/21/2018	02/21/2018		8	2018	50100	0000008312	74201	ATE	5011150	Employer Health Ins Premium	04720	15002	603023	001						-87.92	Y
9	0000819534	02/21/2018	02/21/2018		8	2018	50100	0000008312	64201	ATE	5011230	Salaries, Classified	04720	15002	603023	001				0015051		409.89	Y
10	0000819534	02/21/2018	02/21/2018		8	2018	50100	0000008312	74201	ATE	5011230	Salaries, Classified	04720	15002	603023	001						-409.89	Y



# Contract with No Billing

This report identifies any contracts for which no billings have been processed. This report is to review customer contract statuses.

You can navigate to this query using the following path:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_PA\_CA\_NO\_BI**

**V\_PA\_CA\_NO\_BI - Contract with No Billing**

From Date

To Date

Contract Type (% For All)

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (2086 kb)

[View All](#) First 1-100 of 4365 Last

	Project	Contract	Status	Type	Last Billed Date	Life-to-Date Billed Amount	Project Manager	Reason	Min End Date
1	0000000015	0952314	ACTIVE	F	07/18/2012	13806702.65	MITCHELL,DIANE L	No billing during timespan	
2	0000000016	0952314	ACTIVE	F	12/14/2011	7317457.35	MITCHELL,DIANE L	No billing during timespan	
3	0000000054	0952415	ACTIVE	F	07/06/2018	59277000.08	MITCHELL,DIANE L	No billing during timespan	10/31/2018
4	0000000098	5401456	ACTIVE	F	11/05/2012	632238.00	MITCHELL,DIANE L	No billing during timespan	
5	0000000190	0952315	ACTIVE	F	12/14/2011	59734327.00	MITCHELL,DIANE L	No billing during timespan	
6	0000000192	0952343	FIRE - CLOSED	F	12/14/2011	170414.00	MITCHELL,DIANE L	No billing during timespan	
7	0000000293	5404115	ACTIVE	F	08/17/2017	1957568.04	MITCHELL,DIANE L	No billing during timespan	03/31/2017
8	0000000293	5404118	ACTIVE	F	08/10/2017	1698229.00	MITCHELL,DIANE L	No billing during timespan	01/21/2018
9	0000000564	0012101	FIRE - CLOSED	F	03/11/2014	2049221.08	MITCHELL,DIANE L	No billing during timespan	
10	0000000673	0092008	ACTIVE	F	07/19/2018	1201712.87	MITCHELL,DIANE L	No billing during timespan	





# Contract on Billing Hold

This query identifies active contracts that have been put on billing hold, that have suspended billing, or deferred lines on a billing worksheet. This query is used to monitor processing of billing holds, suspended billings or deferred billing worksheet lines related to active Customer Contracts in order to ensure these items are resolved and billing continues in a timely manner.

You can navigate to this query using the following path:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_PA\_CA\_BI\_HOLD**

**V\_PA\_CA\_BI\_HOLD - Contracts on Billing Hold**

Business Unit

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1239 kb)

View All First 1-100 of 3037  Last

	Contract	Contract Type	Contract Status	Line Number	Description	Billing Plan ID	Hold Date	End Date	Type of Hold
1	0000000095	O	ACTIVE	1	BRAC-133 MARK CTR STUDY	B101			Rate Based Contract Line is Missing Rate Set in CA_RATE table
2	0000000095	O	ACTIVE	1	BRAC-133 MARK CTR STUDY	B101	02/03/2012		Bill Plan Associated with Contract Line is On Hold
3	0000000639	R	ACTIVE	1	02025211	B101			Rate Based Contract Line is Missing Rate Set in CA_RATE table
4	0000000954	A	ACTIVE	1	ADMIN REVIEW JORDAN BRIDGE	B101			Rate Based Contract Line is Missing Rate Set in CA_RATE table
5	0000001067	L	ACTIVE	1	PE FOR RTE 606	B101			Rate Based Contract Line is Missing Rate Set in CA_RATE table
6	0000001069	L	ACTIVE	1	BRAC-133 ALEXANDRIA	B101			Active Contract with Inactive Rate Set on CA_RATE
7	0000001423	A	ACTIVE	1	Partic - CON - CCT - Fredsburg	R101	05/24/2016		Revenue Plan Associated with Contract Line is On Hold
8	0000001426	O	ACTIVE	1	Partic - CON -Private-NOVA	B101	04/14/2014		Bill Plan Associated with Contract Line is On Hold
9	0000001429	R	ACTIVE	1	Recurring Contract \$4334.22	B101	04/15/2013	08/11/2013	Bill Plan Associated with Contract Line is On Hold
10	0000001506	O	ACTIVE	2	Gener -HMO E River 11099				Rate Based Contract Line does not have row defined in CA_RATE table





# Bill History By Contract

The query is used to review and monitor billing history for a contract. To run the report, the user will enter a Business Unit, and Contract Number.

You can navigate to this query using the following path:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_PA\_BILL\_HIST\_CONTRACT**

**V\_PA\_BILL\_HIST\_CONTRACT - Bill History by Contract**

Business Unit

Contract ID

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (4 kb)

[View All](#) First 1-15 of 15 Last

	Business Unit	Contract ID	Project	Appropriation Code	Invoice	Invoice Date	Target Payment	LTD Billed Amount	Invoiced Amount	Payment Date
1	50100	0000000085	0000095562		Conversion			8359.42	8359.42	
2	50100	0000000085	0000095562	MG&SE	MGSE000004	12/31/2011		3602.98	60.31	04/11/2012
3	50100	0000000085	0000095562	MG&SE	MGSE000026	02/01/2012		3602.98	36.34	04/11/2012
4	50100	0000000085	0000095562	MG&SE	MGSE000035	03/01/2012		3602.98	136.97	04/11/2012
5	50100	0000000085	0000095562	MG&SE	MGSE000055	04/02/2012		3602.98	42.89	04/30/2012
6	50100	0000000085	0000095562	MG&SE	MGSE000079	05/01/2012		3602.98	1694.72	05/30/2012
7	50100	0000000085	0000095562	MG&SE	MGSE000104	06/01/2012		3602.98	32.24	07/02/2012
8	50100	0000000085	0000095562	MG&SE	MGSE000134	07/02/2012		3602.98	535.92	08/01/2012
9	50100	0000000085	0000095562	MG&SE	MGSE000160	08/01/2012		3602.98	-2.07	09/11/2012
10	50100	0000000085	0000095562	MG&SE	MGSE000184	09/04/2012		3602.98	26.04	10/16/2012



# Validate Federal Bill Lines

The query is used to validate amounts billed for a specific contract on a Federal bill.

You can navigate to this query using the following path:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_PA\_FED\_BILL\_VALIDATE**

**V\_PA\_FED\_BILL\_VALIDATE - Validate Fed Bill Lines**

Business Unit

Project

Phase

Accounting Date From

Accounting Date To

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File \(933 kb\)](#)

View All First 1-100 of 2899  Last

	Business Unit	Journal ID	Project	Activity	Analysis Type	Source Type	Accounting Date	Date/Time	Contract	Contract Line Num	Billing Distribution Status	BU Amount
1	50100		0000090092	602	BLD	L1C0	06/15/2015	04/13/2017 9:59:03PM	5115145	1	D	1171.20
2	50100		0000090092	602	BLD	L1C0	06/30/2015	04/13/2017 9:59:03PM	5115145	1	D	953.23
3	50100		0000090092	602	BLD	L1C0	07/01/2015	04/13/2017 9:59:03PM	5115145	1	D	2522.69
4	50100		0000090092	602	BLD	L1C0	07/16/2015	04/13/2017 9:59:03PM	5115145	1	D	788.46
5	50100		0000090092	602	BLD	L1C0	07/30/2015	04/13/2017 9:59:03PM	5115145	1	D	199.50
6	50100		0000090092	602	BLD	L1C0	07/31/2015	04/13/2017 9:59:03PM	5115145	1	D	2946.49
7	50100		0000090092	602	BLD	L1C0	08/12/2015	04/13/2017 9:59:03PM	5115145	1	D	402.33
8	50100		0000090092	602	BLD	L1C0	08/31/2015	04/13/2017 9:59:03PM	5115145	1	D	709.21
9	50100		0000090092	602	BLD	L1C0	09/15/2015	04/13/2017 9:59:03PM	5115145	1	D	733.96
10	50100		0000090092	602	BLD	L1C0	09/30/2015	04/13/2017 9:59:03PM	5115145	1	D	3996.07



# Contract Project Activities Combo

This query gives the ability to upload the associated Project and Activity Combination for a Contract to Excel and ensure all Project and Activities are added to a contract.

You can navigate to this query using the following path:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_PA\_CONTRACT\_PROJ\_ACT\_COMBO**

**V\_PA\_CONTRACT\_PROJ\_ACT\_COMBO - Contract Proj/Acti Combination**

Business Unit

Contract

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File \(59 kb\)](#)

View All First 1-100 of 281  Last

	Contract	Line Num	PC Bus Unit	Project	Phase	Activity	Descr
1	0000001011	1	50100	0000091010	9101	602	PE/Constr - Constr on PE Job
2	0000001011	1	50100	0000091010	9101	605	Prel Eng. Environmetal
3	0000001011	1	50100	0000091010	9101	606	Advanced R/W Prior to Acq.
4	0000001011	1	50100	0000091010	9101	607	R/W Stakeout for Cond. and App
5	0000001011	1	50100	0000091010	9101	608	Const. Stakeout Prior to Award
6	0000001011	1	50100	0000091010	9101	609	P.E. Educational Courses
7	0000001011	1	50100	0000091010	9101	611	Preliminary Surveys
8	0000001011	1	50100	0000091010	9101	612	Preliminary Studies
9	0000001011	1	50100	0000091010	9101	613	Location Surveys
10	0000001011	1	50100	0000091010	9101	614	Soil Surveys



# Project Expense and Transfers

This query displays project expenditures and transfers for a given activity type within specified accounting dates.

You can navigate to this query using the following path:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_PA\_PROJ\_EXP\_AND\_TRANSFERS**

**V\_PA\_PROJ\_EXP\_AND\_TRANSFERS - Project Exp and Transfers**

Business Unit (% for all)  🔍

Activity Type (% for all)  🔍

Fund (% for all)  🔍

Project (% for all)  🔍

Fiscal Year

Accounting Period From

Accounting Period To

Project Category (% for all)  🔍

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(30 kb\)](#)

View All First 1-60 of 60 Last

	Project	Activity ID	Activity Type	Fiscal Year	Accounting Period	Fund	Account	Program	Department	Journal ID	Journal Date	Accounting Date	System Source	Voucher	Supplier ID	Supplier Name	Supplier Class	Contract	BU Amount
1	0000100321	778	9102	2018	5	04720	50112301	603024	13010	ALC0000004	11/30/2017	11/30/2017	ALO						0.57
2	0000100321	778	9102	2018	5	04720	50112301	603024	13010	ALC0000003	11/30/2017	11/30/2017	ALO						2.08
3	0000100321	778	9102	2018	5	04720	50112301	603024	13010	ALC0000002	11/30/2017	11/30/2017	ALO						1.52
4	0000100321	778	9102	2018	5	04720	50112301	603024	13010	ALC0000001	11/30/2017	11/30/2017	ALO						1.58
5	0000100321	778	9102	2018	3	04720	50112301	603024	13010	PC00680169	09/01/2017	08/31/2017	GPC						-1.36
6	0000100321	778	9102	2018	2	04720	50112301	603024	13010	ALC0000001	08/31/2017	08/31/2017	ALO						3.17
7	0000100321	778	9102	2018	2	04720	50112301	603024	13010	ALC0000004	08/31/2017	08/31/2017	ALO						1.14
8	0000100321	778	9102	2018	2	04720	50112301	603024	13010	ALC0000003	08/31/2017	08/31/2017	ALO						4.16
9	0000100321	778	9102	2018	2	04720	50112301	603024	13010	ALC0000002	08/31/2017	08/31/2017	ALO						3.04
10	0000100321	778	9102	2018	3	04720	50112301	603023	13010	PC00680169	09/01/2017	08/31/2017	GPC						1.36



# Project Payroll Expenditures

This query displays project payroll expenditures for an activity type between transaction dates.

You can navigate to this query using the following path:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_PA\_PROJ\_PAYROLL\_EXPENDITURES**

**V\_PA\_PROJ\_PAYROLL\_EXPENDITURES - Project Payroll Expenditures**

Business Unit (% for all)  🔍

Fund (% for all)  🔍

Activity Type (% for all)  🔍

Project Category (% for all)  🔍

Project ID (% for all)  🔍

Fiscal Year

From Accounting Period

To Accounting Period

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

[View All](#) First 1-3 of 3 Last

	Project ID	Activity Type	Activity ID	Program	Dept ID	Fund	Journal ID	Journal Date	Fiscal Year	Period	Employee ID	Employee Name	Resource Quantity	Contract	Resource Amount
1	0000100321	9102	778	603024	13010	04720	TE00635786	07/13/2017	2018	1			1.00		32.18
2	0000100321	9102	778	603024	13010	04720	TE00676889	08/30/2017	2018	2			1.00		30.14
3	0000100321	9102	778	603024	13010	04720	TE00754307	11/30/2017	2018	5			0.50		15.07



# Online Inquiries

Customer contracts online inquiries can be run at various intervals. There are numerous customer contracts online inquiries available. Key customer contracts online inquiries include:

- Review Contract Summary
- Review Contract Information – Amendments
- Review Contract Information - Notes
- Review Contract Information - Projects/Activities
- Review Billing - Plans
- Review Billing - History
- Review Billing Events
- Review Billing - As Incurred
- Review Revenue - Plans
- Review Revenue - Events
- Review Revenue - As Incurred
- Review Revenue - Fixed Fee Acctg Lines
- Review Revenue - As Incurred Acctg Lines
- Review Revenue - History
- Review Limits
- My Contracts



# Review Contract Summary

You can navigate to these online inquiries using the following path:

**Main Menu > Customer Contracts > Review Contract Summary**

[Favorites](#) > [Main Menu](#) > [Customer Contracts](#) > [Review Contract Summary](#)

### Review Contract Summary

Contract Number	0000001069	Currency	USD	Amendment Number	0000000004
Contract Type	L	Business Unit	50100	Contract Signed	09/02/2010
Contract Class	Standard	Region Code		Amendment Date	11/20/2013
Contract Status	ACTIVE	Customer	CITY OF ALEXANDRIA	Proposal ID	\$,00

---

#### Summary

Total Billed	250,630.99	Total Revenue Recognized	125,315.50
Total Collected	-7,492.44	Revenue Forecasted	0.00

---

<b>Billing Amounts</b>		<b>Revenue Amounts</b>	
Fixed Billing	125,315.50	Fixed Revenue	125,315.50
Discounts/Surcharges	0.00	Discounts/Surcharges	0.00
Non-inclusive Prepays	125,315.49	Non inclusive Prepays	125,315.49
<b>Subtotal</b>	<b>250,630.99</b>	<b>Subtotal</b>	<b>250,630.99</b>
As Incurred Billing Limits (Less Prepaid)	125,315.51	As Incurred Revenue Limits (Less Prepaid)	125,315.51
Recurring Billing	0.00	Recurring Revenue	0.00
<b>Total</b>	<b>375,946.50</b>	<b>Total</b>	<b>375,946.50</b>

---

#### Contract Lines

Line	Product	Status	Price Type	Billing Amount	Net Billing Amount	Revenue Amount	Net Revenue Amount	Billing Limit	Revenue Limit	Estimated Amount	Start Date	End Date	Bi
1	BRAC-133 ALEXANDRIA	Active	Rate					250,631.00	250,631.00	0.00	09/02/2010		Co
2	Partic - CON - CCT - NOVA	Active	Amount	0.00	0.00	0.00	0.00			0.00	01/31/2013		In
4	Partic Advance-CON-CCT-NOVA	Active	Amount	125,315.50	125,315.50	125,315.50	125,315.50			0.00	11/20/2013		Co

---

Related Projects			
PC Business Unit	Project	Description	Project Status
50100	0000096261	0395-100-722,P101, R201, C501	Open

Contract Milestones			
Milestone ID	Milestone Status	Billing Impact	Revenue Impact
None		No	No

[Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Refresh](#)



# Review Contract Summary (continued)

[Favorites](#) > [Main Menu](#) > [Customer Contracts](#) > [Review Contract Summary](#)

## Review Contract Summary

<b>Contract Number</b> 0000001069	<b>Currency</b> USD	<b>Amendment Number</b> 0000000004
<b>Contract Type</b> L	<b>Business Unit</b> 50100	<b>Contract Signed</b> 09/02/2010
<b>Contract Class</b> Standard	<b>Region Code</b>	<b>Amendment Date</b> 11/20/2013
<b>Contract Status</b> ACTIVE	<b>Customer</b> CITY OF ALEXANDRIA	<b>Proposal ID</b> \$ .00

---

### Summary

<b>Total Billed</b>	250,630.99	<b>Total Revenue Recognized</b>	125,315.50
<b>Total Collected</b>	-7,492.44	<b>Revenue Forecasted</b>	0.00

---

<b>Billing Amounts</b>		<b>Revenue Amounts</b>	
<b>Fixed Billing</b>	125,315.50	<b>Fixed Revenue</b>	125,315.50
<b>Discounts/Surcharges</b>	0.00	<b>Discounts/Surcharges</b>	0.00
<b>Non-inclusive Prepays</b>	125,315.49	<b>Non inclusive Prepays</b>	125,315.49
<b>Subtotal</b>	250,630.99	<b>Subtotal</b>	250,630.99
<b>As Incurred Billing Limits (Less Prepaid)</b>	125,315.51	<b>As Incurred Revenue Limits (Less Prepaid)</b>	125,315.51
<b>Recurring Billing</b>	0.00	<b>Recurring Revenue</b>	0.00
<b>Total</b>	375,946.50	<b>Total</b>	375,946.50

---

### Contract Lines

Personalize | Find | | First 1-3 of 3 Last

Line	Product	Status	Price Type	Billing Amount	Net Billing Amount	Revenue Amount	Net Revenue Amount	Billing Limit	Revenue Limit	Estimated Amount	Start Date	End Date	Bi
1	BRAC-133 ALEXANDRIA	Active	Rate					250,631.00	250,631.00	0.00	09/02/2010		Cc
2	Partic - CON - CCT - NOVA	Active	Amount	0.00	0.00	0.00	0.00			0.00	01/31/2013		In
4	Partic Advance-CON-CCT-NOVA	Active	Amount	125,315.50	125,315.50	125,315.50	125,315.50			0.00	11/20/2013		Cc

---

Related Projects			
PC Business Unit	Project	Description	Project Status
50100	0000096261	0395-100-722,P101, R201, C501	Open

Contract Milestones			
Milestone ID	Milestone Status	Billing Impact	Revenue Impact
None		No	No

[Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Refresh](#)





# Review Contract Information - Amendments

You can navigate to these online inquiries using the following path:

**Main Menu > Customer Contracts > Review Contract Information > Amendments**

[Favorites](#) > [Main Menu](#) > [Customer Contracts](#) > [Review Contract Information](#) > [Amendments](#)

---

**Inquire Contract Amendments**

---

**Amendment Details**

Contract 0000001903      Local Contract  
Sold To Customer    **PIEDMONT CONCRETE CONTRACTORS INC.**

---

**Contract Information**

Amendment Number 0000000001      Business Unit VA Dept of Transportation

---

**Amendment**

Amendment Reason Amend Header Info      Amendment Status Complete  
Reference ID

---

**Amendment Date**

Ready Date 10/29/2018      Entered On 10/29/2018 11:14AM  
Amend Completion Date 10/29/2018 12:01PM      User Preparing Chg. Pkg.

---

**Information Amended**

Line Number	Field Changed	Old Value	New Value	Change Action
1	Signed on	2018-10-01	2018-09-03	Update Record

---

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



# Review Contract Information – Amendments (continued)

[Favorites](#) > [Main Menu](#) > [Customer Contracts](#) > [Review Contract Information](#) > [Amendments](#)

---

Inquire Contract Amendments

## Amendment Details

**Contract** 0000001903      **Local Contract**  
**Sold To Customer** PIEDMONT CONCRETE CONTRACTORS INC.

---

**Contract Information**

**Amendment Number** 0000000001      **Business Unit** VA Dept of Transportation

---

**Amendment**

**Amendment Reason** Amend Header Info      **Amendment Status** Complete

**Reference ID**

---

**Amendment Date**

**Ready Date** 10/29/2018      **Entered On** 10/29/2018 11:14AM  
**Amend Completion Date** 10/29/2018 12:01PM      **User Preparing Chg. Pkg.** [REDACTED]

---

**Information Amended**

Line Number	Field Changed	Old Value	New Value	Change Action
1	Signed on	2018-10-01	2018-09-03	Update Record

---

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



# Review Contract Information - Notes

You can navigate to these online inquiries using the following path:

**Main Menu > Customer Contracts > Review Contract Information > Notes**

[Favorites](#) > [Main Menu](#) > [Customer Contracts](#) > [Review Contract Information](#) > [Notes](#)

### Contract Notes

Contract 0000001425      GEC Design I495/DAAH Improvmnt  
Sold To Customer METROPOLITAN      [Inquire Contracts](#)  
WASHINGTON AIRPORT  
AUTH

**Note Text**

Based on email from District on 9/26/12, the Contract amount was reduced by .64 cents. Total bills to the customer overbilled the .64 cents. New Contract amount is 10,275,698.36. MDJ

**Additional Note Information**

Classification Custom

Note Type  
Contract Component Amendments

Entered By PPS\_MARCY.JONES  
Date Time Added 09/26/2012 1:20PM

[Add New Note](#)

[Return to Search](#)   [Notify](#)



# Review Contract Information– Projects/Activities

This report allows you to review information about a project along with it's associated activities. Once you access this page, there are three sections of information:

- **Contract/Project Information** – this is at a summary level
- **Linked Activities**
- **Non-Linked Activities**

You can navigate to these online inquiries using the following path:

**Main Menu > Customer Contracts > Review Contract Information > Projects/Activities**



# Contract and Project Information Sections

Favorites ▾ | Main Menu ▾ > Customer Contracts ▾ > Review Contract Information ▾ > Projects/Activities

---

Inquire Project/Activities

## Project/Activities

FEDERAL HIGHWAY ADMINISTRATION

Contract 0000001

Contract Line 1

**Contract Information**

Business Unit VA Dept of Transportation

Contract Type Federal

Contract Classification Government

Product FEDERAL

Product Group RTE\_FED

Price Type Rate

Fee Type None

**Project**

Description 0005047113,RW201

Project 0000057644

PC Bus Unit VA Dept of Transportation

Project Status Open

Project Type CONSTRUCTION



# Linked Activities

Linked Activities		
Activity	Description	Status
621	Staff Appraising	Inactive
622	Fee Appraising	Inactive
623	Court Testimony Staff Appr	Inactive
624	Court Testimony Fee Appr	Inactive
625	Appraisal Review	Inactive
626	RW/PE-PE Activities on RW Job	Inactive
627	RW/Constr - Constr on Rw Job	Inactive
629	RW Educational Courses	Inactive
651	Attorney Fees - Other	Inactive
652	Staff Attorneys	Inactive
653	Attorney Fees - Condemnations	Inactive
654	Incidental Legal Payments	Inactive
655	Relocation Advisory Assistance	Inactive
656	Relocation of Utilities	Inactive
657	Prel Utility Relo Eng	Inactive



# Non-Linked Activities

Non-Linked Activities		
Activity	Description	Status
501	Engineering	Inactive
502	Inclement Weather	Inactive
503	Expendable Equipment	Inactive
505	Preliminary Engr-Environmental	Inactive
510	PrelmnrEngr-ScopeFieldReview	Inactive
511	Engineering	Inactive
512	Land	Inactive
513	Damages	Inactive
514	Buildings	Inactive
515	Fences	Inactive
516	Right-of-Way Markers	Inactive
517	PrelmnrEngr-Utility Adjustmnt	Inactive
521	Clearing and Grubbing	Inactive
522	Earthwork	Inactive
523	Borrow	Inactive

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



# Review Billing

## Review Billing:

- **Plans**
- **History**
- **Events**
- **As Incurred**

You can navigate to these online inquiries using the following path:

**Main Menu > Customer Contracts > Review Billing > (select online inquiry name)**

**Note:** The **History** information is located on the **Plans** page. Select the **History** tab to view the history for the selected contract.





# Review Billing: Plans

[Favorites](#) > [Main Menu](#) > [Customer Contracts](#) > [Review Billing](#) > [Plans](#) > [Define Billing Plan](#)

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

---

**Contract** 0000001425      **BI Unit** 50100  
**Sold To Customer** 0000133944      METROPOLITAN WASHINGTON AIRPORT AUTH      **Bill To** 0000133944      METROPOLITAN WASHINGTON AIRPORT AUTH  
**Billing Plan** ◀ B101 ▶      Amount Based - Milestone      **Currency** USD

---

**Description** Amount Based - Milestone      **\*Billing Status** In Progress

**Billing Method** Milestone

**Customer Information**

**BI Unit** 50100      VA Dept of Transportation  
**\*Bill To Customer** 0000133944      METROPOLITAN WASHINGTON AIRPORT AUTH  
**Addr Num** 1  
**Bill To Contact**

**Amount Detail**

<b>Billing Amount</b>	10,275,698.36
<b>Total Amount</b>	10,275,698.36
<b>Total Billing History</b>	0.00
<b>Events Billed To Date</b>	0.00

---

**Billing Options**

**Bill Type** OTH       **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  
**Cycle ID** MONTHLY      [View Customer Defaults](#)  
**Bill By ID** PC\_OTHER      Non-Federal Project  
**Payment Method**  
**Payment Terms**  
**Billing Inquiry**  
**Billing Specialist**

[Return to Billing Plan Management](#)

Billing Plan General | Events | History



# Review Billing – History

Access this online inquiry using the following path:

**Main Menu > Customer Contracts > Review Billing**

The **Plans** page displays. Select the **History** tab.

Navigation: Favorites > Main Menu > Customer Contracts > Review Billing > Plans > Define Billing Plan

Contract 0000001425      BI Unit 50100  
 Sold To Customer 0000133944      METROPOLITAN WASHINGTON AIRPORT AUTH      Bill To 0000133944      METROPOLITAN WASHINGTON AIRPORT AUTH  
 Billing Plan B101      Amount Based - Milestone      Currency USD

Amount Details	
Negotiated Amount	10,275,698.36
Total Net Extended Amount	10,275,698.36

Contract Billing History      Personalize | Find | First 1-19 of 19 Last

*Cross Reference Sequence No.	*Cross Reference Status	System Source	Process Instance	*Last Update Date/Time	Last Update User ID	Net Amt	Gross Amt	Billing Currency	Net Extended Amt	Gross Extended
1	Finalized	BBI		03/05/2012 6:34:35PM	BIPCC000	1,535,427.00	1,535,427.00	USD	1,535,427.00	1,535,427.00
2	Finalized	BBI		03/07/2012 6:30:58PM	BIPCC000	1,300,749.00	1,300,749.00	USD	1,300,749.00	1,300,749.00
3	Finalized	BBI		03/21/2012 6:31:14PM	BIPCC000	895,854.00	895,854.00	USD	895,854.00	895,854.00
4	Finalized	BBI		04/20/2012 6:31:15PM	BIPCC000	3,286,341.00	3,286,341.00	USD	3,286,341.00	3,286,341.00
5	Finalized	BBI		05/18/2012 6:31:18PM	BIPCC000	1,107,070.00	1,107,070.00	USD	1,107,070.00	1,107,070.00
6	Finalized	BBI		06/19/2012 6:31:30PM	BIPCC000	1,115,096.00	1,115,096.00	USD	1,115,096.00	1,115,096.00
7	Finalized	BBI		07/18/2012 6:35:10PM	BIPCC000	906,858.00	906,858.00	USD	906,858.00	906,858.00
8	Finalized	BBI		08/23/2012 6:36:37PM	BIPCC000	125,210.50	125,210.50	USD	125,210.50	125,210.50
9	Finalized	BBI		08/27/2012 6:34:28PM	BIPCC000	80.50	80.50	USD	80.50	80.50
10	Finalized	BBI		09/10/2012 6:42:02PM	BIPCC000	3,013.00	3,013.00	USD	3,013.00	3,013.00



# Review Billing - Events

[Favorites](#) > [Main Menu](#) > [Customer Contracts](#) > [Review Billing](#) > [Plans](#) > [Define Billing Plan](#)

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

**Contract** 0000001425      **BI Unit** 50100  
**Sold To Customer** 0000133944      METROPOLITAN WASHINGTON AIRPORT AUTH      **Bill To** 0000133944      METROPOLITAN WASHINGTON AIRPORT AUTH  
**Billing Plan** ◀ B101 ▶      Amount Based - Milestone      **Currency** USD

---

**Define Events**

Percent  
 Amount

[Add Milestone](#)  
[Amendment Event Detail](#)

**Amount Detail**

**Total Amount** 10,275,698.36

**Remaining Amount** 0.00

---

**Event Detail** Personalize | Find | | First 1-11 of 11 Last

Event	Actions	Event Type	*Event Status	Event Date		Amount	Amendment Amt		
1	▼ Actions	Date	Completed	01/17/2012	Event Note	1,535,427.00	-0.10		
2	▼ Actions	Date	Completed	02/17/2012	Event Note	1,300,749.00	-0.08		
3	▼ Actions	Date	Completed	03/17/2012	Event Note	895,854.00	-0.06		
4	▼ Actions	Date	Completed	04/17/2012	Event Note	3,286,341.00	-0.20		
5	▼ Actions	Date	Completed	05/17/2012	Event Note	1,107,070.00	-0.07		
6	▼ Actions	Date	Completed	06/17/2012	Event Note	1,115,096.00	-0.07		
7	▼ Actions	Date	Completed	07/17/2012	Event Note	906,858.00	-0.06		
8	▼ Actions	Date	Completed	08/17/2012	Event Note	125,210.50	-0.01		
9	▼ Actions	Date	Completed	08/24/2012	Event Note	80.50			
11	▼ Actions	<input type="text" value="Date"/>	<input type="text" value="Pending"/>	<input type="text" value="09/07/2012"/>	Event Note	0.00			
10	▼ Actions	Date	Completed	09/07/2012	Event Note	3,013.00	0.01		

[Return to Billing Plan Management](#)

Save
 Return to Search
 Notify
 Add
 Update/Display



# Review Billing – As Incurred

Favorites Main Menu > Customer Contracts > Review Billing > As Incurred New Window

**Billing Plan General** | Events | History

Contract: 0000001418      BI Unit: 50100  
Sold To Customer: 0000000133      BILL MILLER EQUIPMENT SALES, INC.      Bill To: 0000000133      BILL MILLER EQUIPMENT SALES, INC.  
Billing Plan: B101      As Incurred - Rate Based      Currency: USD

Description:       \*Billing Status:    
Billing Method:        Hold

**Customer Information**

BI Unit:       VA Dept of Transportation  
\*Bill To Customer:       BILL MILLER EQUIPMENT SALES, INC.      Addr Num:   
Bill To Contact:

**Billing Options**

Bill Type:        Pre Approved      [Billing Header Note](#)  
Bill Source:        Direct Invoice      [Internal Notes](#)  
Summarization Template ID:       VDOT Other      [Preview Summarization Template](#)  
Purchase Order:

**Billing Default Overrides**

Invoice Form:   
Cycle ID:       [View Customer Defaults](#)  
Bill By ID:       Non-Federal Project  
Payment Method:   
Payment Terms:   
Billing Inquiry:   
Billing Specialist:

[Return to Search - As Incurred](#)



# Review Revenue

## Review Revenue:

- **Plans**
- **Events**
- **As Incurred**
- **Fixed Fee Acctg Lines**
- **As Incurred Jrnl Acctg Lines**
- **History**

You can navigate to these online inquiries using the following path:

**Main Menu > Customer Contracts > Review Revenue > (select online inquiry name)**



# Review Revenue - Plans

[Favorites](#) > [Main Menu](#) > [Customer Contracts](#) > [Review Revenue](#) > [Plans](#) > [Define Revenue Plan](#)

**Revenue Plan**

**Revenue Plan**  
 Contract 0000001425      Business Unit 50100      Currency USD  
 Sold To Customer 0000133944      METROPOLITAN WASHINGTON AIRPORT      GL Business Unit 50100  
 AUTH  
 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      Amendment Event Detail

**Amount Detail**

Total Amount	10,275,698.36
Remaining Amount	0.00

---

**Event Detail** Personalize | Find | View All |  | First ◀ Last ▶

Event	Event Type	*Event Status	Accounting Date		Amount	Amendment Amt		
1	Date	Completed	01/17/2012	Event Note	1,535,427.00	-0.10	<input type="button" value="+"/>	<input type="button" value="-"/>
2	Date	Completed	02/17/2012	Event Note	1,300,749.00	-0.08	<input type="button" value="+"/>	<input type="button" value="-"/>
3	Date	Completed	03/17/2012	Event Note	346,144.00	-0.02	<input type="button" value="+"/>	<input type="button" value="-"/>
4	Date	Completed	04/17/2012	Event Note	3,286,341.00	-0.20	<input type="button" value="+"/>	<input type="button" value="-"/>
5	Date	Completed	05/17/2012	Event Note	1,107,070.00	-0.07	<input type="button" value="+"/>	<input type="button" value="-"/>
6	Date	Completed	06/17/2012	Event Note	1,115,096.00	-0.07	<input type="button" value="+"/>	<input type="button" value="-"/>
7	Date	Completed	07/17/2012	Event Note	906,858.00	-0.06	<input type="button" value="+"/>	<input type="button" value="-"/>
8	Date	Completed	08/17/2012	Event Note	125,210.50	-0.01	<input type="button" value="+"/>	<input type="button" value="-"/>
9	Date	Completed	08/24/2012	Event Note	80.50		<input type="button" value="+"/>	<input type="button" value="-"/>
10	Date	Completed	09/07/2012	Event Note	3,013.00		<input type="button" value="+"/>	<input type="button" value="-"/>
11	<input type="text" value="Date"/>	<input type="text" value="Pending"/>	<input type="text" value="03/17/2012"/>	Event Note	0.00		<input type="button" value="+"/>	<input type="button" value="-"/>
12	Date	Completed	03/18/2012	Event Note	549,710.00	-0.03	<input type="button" value="+"/>	<input type="button" value="-"/>

Return to Plans



# Review Revenue – Events

[Favorites](#) > [Main Menu](#) > [Customer Contracts](#) > [Review Revenue](#) > [Events](#)

[New Window](#) | [Help](#) | [Personalize Page](#)

## Review Revenue - Events

**Search Criteria**

*Business Unit <input type="text" value="50100"/>	Contract <input type="text" value="0000001425"/>	<b>Method</b>	<b>Fee Type</b>
Revenue Plan <input type="text"/>	Contract Classification <input type="text"/>	<input checked="" type="checkbox"/> Milestone	<input checked="" type="checkbox"/> None
GL Business Unit <input type="text"/>	Plan Status <input type="text"/>	<input checked="" type="checkbox"/> Percent Complete	<input checked="" type="checkbox"/> Fixed Fee
PC Business Unit <input type="text"/>	<input type="checkbox"/> Hold	<input checked="" type="checkbox"/> Apportionment	<input checked="" type="checkbox"/> Award Fee
Sold To Customer <input type="text"/>		<input checked="" type="checkbox"/> As Incurred	<input checked="" type="checkbox"/> Incentive Fee
<input type="button" value="Search"/> <input type="button" value="Clear"/>		<input checked="" type="checkbox"/> Other Fee	

<a href="#">Personalize</a>   <a href="#">Find</a>   <a href="#">View All</a>   <a href="#">Print</a>   <a href="#">First</a>   1-12 of 12															
Events	Business Unit	Customer	Contract	Revenue Plan	Plan Description	Plan Status	Method	Event	Event Status	Hold	Hold Date	GL Unit	Amount	Currency	Fee Type
<input type="checkbox"/>	50100	0000133944	0000001425	R101	Amount Based - Milestone	In Progress	Milestone	1	Completed	<input type="checkbox"/>	09/26/2012	50100	\$1,535,427.00	USD	None
<input type="checkbox"/>	50100	0000133944	0000001425	R101	Amount Based - Milestone	In Progress	Milestone	2	Completed	<input type="checkbox"/>	09/26/2012	50100	\$1,300,749.00	USD	None
<input type="checkbox"/>	50100	0000133944	0000001425	R101	Amount Based - Milestone	In Progress	Milestone	3	Completed	<input type="checkbox"/>	09/26/2012	50100	\$348,144.00	USD	None
<input type="checkbox"/>	50100	0000133944	0000001425	R101	Amount Based - Milestone	In Progress	Milestone	4	Completed	<input type="checkbox"/>	09/26/2012	50100	\$3,288,341.00	USD	None
<input type="checkbox"/>	50100	0000133944	0000001425	R101	Amount Based - Milestone	In Progress	Milestone	5	Completed	<input type="checkbox"/>	09/26/2012	50100	\$1,107,070.00	USD	None
<input type="checkbox"/>	50100	0000133944	0000001425	R101	Amount Based - Milestone	In Progress	Milestone	6	Completed	<input type="checkbox"/>	09/26/2012	50100	\$1,115,096.00	USD	None
<input type="checkbox"/>	50100	0000133944	0000001425	R101	Amount Based - Milestone	In Progress	Milestone	7	Completed	<input type="checkbox"/>	09/26/2012	50100	\$908,858.00	USD	None
<input type="checkbox"/>	50100	0000133944	0000001425	R101	Amount Based - Milestone	In Progress	Milestone	8	Completed	<input type="checkbox"/>	09/26/2012	50100	\$125,210.50	USD	None
<input type="checkbox"/>	50100	0000133944	0000001425	R101	Amount Based - Milestone	In Progress	Milestone	9	Completed	<input type="checkbox"/>	09/26/2012	50100	\$80.50	USD	None
<input type="checkbox"/>	50100	0000133944	0000001425	R101	Amount Based - Milestone	In Progress	Milestone	10	Completed	<input type="checkbox"/>	09/26/2012	50100	\$3,013.00	USD	None
<input type="checkbox"/>	50100	0000133944	0000001425	R101	Amount Based - Milestone	In Progress	Milestone	11	Pending	<input type="checkbox"/>	09/26/2012	50100		USD	None
<input type="checkbox"/>	50100	0000133944	0000001425	R101	Amount Based - Milestone	In Progress	Milestone	12	Completed	<input type="checkbox"/>	09/26/2012	50100	\$549,710.00	USD	None

Select All    Clear All

**Update Events**

Pending  
 Ready  
 Reversal Initiated

Accounting Date



# Review Revenue – As Incurred

Navigation: Favorites > Main Menu > Customer Contracts > Review Revenue > As Incurred

### Review Revenue - As Incurred

**Search Criteria**

GL Business Unit:  Contract:   
PC Business Unit:  Contract Classification:   
Revenue Plan:

**Fee Type**

- None
- Fixed Fee
- Award Fee
- Incentive Fee
- Other Fee

**Detail** Personalize | Find |  | First 1-66 of 66 Last

General | Contracts |

Contract	Select	PC Business Unit	Project	Activity	Transaction ID	Accounting Date	Discount ID	Amount	Currency
0000001426	<input type="checkbox"/>	50100	0000082839	731	65322919	02/06/2012		-232,493.00	USD
0000001426	<input type="checkbox"/>	50100	0000082839	731	75920770	04/16/2012		232,493.00	USD
0000001426	<input type="checkbox"/>	50100	0000082839	74211	110772744	08/03/2012		-194,539.66	USD
0000001426	<input type="checkbox"/>	50100	0000082839	74211	137125968	10/25/2012		43,000.66	USD
0000001426	<input type="checkbox"/>	50100	0000082839	74211	144056017	11/01/2012		-255,266.00	USD
0000001426	<input type="checkbox"/>	50100	0000082839	74211	177113538	01/30/2013		-237,929.00	USD
0000001426	<input type="checkbox"/>	50100	0000082839	74211	209149143	05/02/2013		-314,852.00	USD
0000001426	<input type="checkbox"/>	50100	0000082839	74211	216191748	06/30/2013		15,000.00	USD
0000001426	<input type="checkbox"/>	50100	0000082839	74211	219343169	07/30/2013		-240,411.00	USD
0000001426	<input type="checkbox"/>	50100	0000082839	74211	221489152	08/15/2013		-114,764.00	USD
0000001426	<input type="checkbox"/>	50100	0000082839	74211	224569985	10/23/2013		-80,306.00	USD
0000001426	<input type="checkbox"/>	50100	0000082839	74211	228891729	01/31/2014		-325,273.00	USD
0000001426	<input type="checkbox"/>	50100	0000082839	74211	230388102	03/12/2014		-151,054.00	USD
0000001426	<input type="checkbox"/>	50100	0000082839	74211	231763395	03/20/2014		-114,879.00	USD
0000001426	<input type="checkbox"/>	50100	0000082839	74211	237276702	06/23/2014		-160,873.00	USD





# Review Revenue – Fixed Fee Acctg Lines

[Favorites](#) > [Main Menu](#) > [Customer Contracts](#) > [Review Revenue](#) > [Fixed Amount Acctg Lines](#)

## Fixed Amount Acctg Lines

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

[Find an Existing Value](#)

**Search Criteria**

Business Unit =

Journal ID

Journal Date =

GL Journal Line Number =

Ledger

Contracts Business Unit

Contract

Contract Line Num =

**Case Sensitive**

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

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

### Search Results

[View All](#) First 1-41 of 41 Last

Business Unit	Journal ID	Journal Date	GL Journal Line Number	Ledger	Contracts Business Unit	Contract	Contract Line Num
50100	CAREV02395	03/05/2012	1	ACTUALS	50100	0000001425	1
50100	CAREV02395	03/05/2012	2	ACTUALS	50100	0000001425	1
50100	CAREV02964	03/19/2012	1	ACTUALS	50100	0000001425	1
50100	CAREV02964	03/19/2012	2	ACTUALS	50100	0000001425	1
50100	CAREV04046	04/13/2012	1	ACTUALS	50100	0000001425	1
50100	CAREV04046	04/13/2012	2	ACTUALS	50100	0000001425	1
50100	CAREV04046	04/13/2012	3	ACTUALS	50100	0000001425	1
50100	CAREV04046	04/13/2012	4	ACTUALS	50100	0000001425	1
50100	CAREV04139	04/17/2012	1	ACTUALS	50100	0000001425	1
50100	CAREV04139	04/17/2012	2	ACTUALS	50100	0000001425	1
50100	CAREV04139	04/17/2012	3	ACTUALS	50100	0000001425	1



# Review Revenue – As Incurred Acctg Lines

[Favorites](#) > [Main Menu](#) > [Customer Contracts](#) > [Review Revenue](#) > [As Incurred Jnl Acctg Lines](#)

## As Incurred Jnl Acctg Lines

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

**Find an Existing Value**

Maximum number of rows to return (up to 300):

**GL Business Unit:** =

**Journal ID:** begins with

**Journal Date:** =

**GL Journal Line Number:** =

**Ledger:** begins with

**PC Business Unit:** begins with

**Project:** begins with

**Contract:** begins with

**Contract Line Num:** =

Case Sensitive

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

### Search Results

View All First  1-44 of 44  Last

GL Business Unit	Journal ID	Journal Date	GL Journal Line Number	Ledger	PC Business Unit	Project	Contract	Contract Line Num
50100	CAREV03483	04/02/2012	367	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV03483	04/02/2012	368	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV03483	04/02/2012	369	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV03483	04/02/2012	370	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV04704	05/01/2012	89	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV04704	05/01/2012	90	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV04704	05/01/2012	91	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV04704	05/01/2012	92	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV04704	05/01/2012	93	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV04704	05/01/2012	94	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV05932	06/01/2012	145	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV05932	06/01/2012	146	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV05932	06/01/2012	147	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV05932	06/01/2012	148	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV07304	07/03/2012	153	ACTUALS	50100	0000082839	0000001426	2



# Review Revenue - History

[Favorites](#) | [Main Menu](#) > [Customer Contracts](#) > [Review Revenue](#) > [History](#)
[New View](#)

## Fixed Fee Revenue History

**Contract:** 0000001425      **Business Unit:** 50100      **Currency:** USD  
**Sold To Customer:** 0000133944      **METROPOLITAN WASHINGTON**      **GL Business Unit:** 50100  
**Revenue Plan:** R101      **AIRPORT AUTH**      **GL Currency:** USD

**Revenue Plan History** [Find](#) | [View All](#) | [First](#) 1 of 11 [Last](#)

**Contract Line Num:** 1      **Event Number:** 1      **Amount:** 1,535,426.90

Revenue											
<a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">First</a> 1-2 of 2 <a href="#">Last</a>											
Dist Seq #	GL Unit	Discount ID	Amount	Base Amount	Account	Fund	Program	Department	Cost Center	Task	FIPS
1	50100		-1,535,427.00	-1,535,427.00	4004001	04720		19000			
1	50100		0.10	0.10	4004001	04720		19000			

Deferred Revenue												
<a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">First</a> 1 of 1 <a href="#">Last</a>												
Dist Seq #	GL Unit	Discount ID	Amount	Base Amount	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset

Unbilled AR											
<a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">First</a> 1-2 of 2 <a href="#">Last</a>											
Dist Seq #	GL Unit	Discount ID	Amount	Base Amount	Account	Fund	Program	Department	Cost Center	Task	FIPS
1	50100		1,535,427.00	1,535,427.00	112064	04720		19000			
1	50100		-0.10	-0.10	112064	04720		19000			

[Return to Search](#)    [Notify](#)



# Review and Manage Limits

You can navigate to these online inquiries using the following path:

**Main Menu > Customer Contracts > Adjust Revenue and Billing > Review and Manage Limits**

Navigation: Favorites ▾ | Main Menu ▾ > Customer Contracts ▾ > Adjust Revenue and Billing ▾ > Review and Manage Limits

### Review Limits

**Search Criteria**

\*Business Unit  🔍

Limit Type  ▾

Sold To Customer  🔍

Review By  ▾

Max Remaining %

Contract Admin  🔍

Contract Type  🔍

Contract Classification  ▾

Contract  🔍

Contract Line

**Limits** Personalize | Find | View All | 📄 | 📅 First ⏪ 1 of 1 ⏩ Last

Remaining	Excess	Dates				
Contract	Line	Transaction Identifier	Billing Limit	Processed Amount	Remaining Amount	
1 0000001426	2		7,133,742.02	6,306,563.94	827,178.08	



# My Contracts

You can navigate to these online inquiries using the following path:

**Main Menu > Customer Contracts > My Contracts**

Favorites ▾ Main Menu ▾ > Customer Contracts ▾ > My Contracts

## My Contracts

User ID KATHY.CARDINAL Name KATHY CARDINAL

**My Contracts** Personalize | Find | View All | | First ◀ 1-2 of 2 ▶ Last

General Details

Contract	Description	Business Unit	Contract Type	Contract Classification	Sold To Customer
<a href="#">0000001425</a>	GEC Design I495/DAAH Improvmt	50100	O	Standard	METROPOLITAN WASHINGTON AIRPORT AUTH
<a href="#">0000001426</a>	Fairfax Cty Dulles Mitigation	50100	O	Standard	MWAA

Create New Contract [Search Contracts](#)



# Lesson 9: Summary

9

Reports, Queries and Online Inquiries

In this lesson, you learned about:

- Reports
- Queries
- Online inquiries



# Course Summary

In this course, you learned how to:

- Apply customer contract concepts
- Understand the customer contract process
- Create and maintain Non-Federal rate-based contracts
- Create and maintain Non-Federal recurring contracts
- Create and maintain Non-Federal amount-based contracts
- Apply a prepaid amount to rate-based contract lines
- Create an amount-based prepaid
- Activate a Contract
- Close a Contract
- Understand billing adjustments
- Create and process amendments
- Use key customer contract reports, queries, and online inquiries



# Course Evaluation

Congratulations! You successfully completed the **501 PA354 Non-Federal Customer Contracts** course.

Your instructor will provide instructions on how to access the evaluation survey for this course.







# Appendix

- Key Terms
- Diagrams
- Flowchart Key



# Key Terms

**Accounting Rules:** Contracts accounting rules are used to generate billing and revenue accounting entries for rate-based transactions that originate in Project Costing or fee-based transactions that originate in Contracts.

**Activity:** A specific category of costs incurred on a project and is required on all project transactions.

**Amendment:** A tool that maintains an audit trail, as well as a historical record, of any changes made to the contract throughout its lifecycle. Contracts requires that changes made to the products, terms, or conditions of an active contract be processed through an amendment. When you create an amendment, Contracts creates a copy of the current contract details and preserves this as a historical record.

**Amount-Based Contract:** Contracts that bill a defined amount against a single project / activity combination. The accounting distribution information for an amount-based contract line defaults from distribution sets and distribution codes on the **Accounting Distribution** page.

**Billing Plan:** A tool that stores the timing of when billing occurs, how bill lines appear, and which notes relate to the bill. A Billing Plans are required for every contract line to process billing for those contract lines.

**Contract Line:** Represent the goods or services that are contracted with the government for delivery. A line on the contract details the products and associated billing parameters that are used to calculate the amount to bill the customer.

**Contract Line Billing Limit:** A tool which allows you to set the maximum amount a customer can be billed for a specific contract line.



## Key Terms (continued)

**Contract Status:** A visual indicator of where your contract is within the contract life cycle. It is a user-defined value that is associated with a processing status that controls the contract's eligibility for processing. When you define a new contract, the default contract status appears. You can select a different contract status.

**Customer:** An entity responsible for providing funding or reimbursement of costs for one or more projects to the Agency. In Cardinal, there are four general customer types available for product or service distribution and funds applications: Government (Federal, City, County, or Town), Business, Individual, or State Agency.

**Customer Contract:** An agreement between a department or agency and a customer. Automated billing is based on this agreement. The **Customer Contract ID** (Number) is an auto-generated, sequential number for all non-federal contracts. For federal customer contracts, the **Customer Contract ID** (Number) is the Federal Project Number and can only be used once.

**Customer Contract Number:** Is an auto-generated sequential number for all Non-Federal contracts. For Federal contracts, the contract number is the Federal project number.

**Customer Contract Number:** Is an auto-generated sequential number for all non-federal contracts. For Federal contracts, the contract number is the Federal project number.

**Distribution Sets/Distribution Codes:** A tool used to identify the distribution accounting that the system associates with recurring and amount-based contract lines. You can define any number of combination criteria and hierarchy for the distribution rules. These rules identify the accounting distribution sets and determine in what order to apply them.



## Key Terms (continued)

**Prepaid:** Prepaid is a term used to identify payments received in advance from customers. The prepaid amount received from a customer is recognized as revenue over the course of the contract. The timing of the revenue recognition, as defined in the contract, will determine the type of prepaid you will create. There are two types of non-federal prepaids and they are handled differently in Cardinal: **Rate-Based Prepaid** and **Recurring Schedule Prepaid**.

**Product:** A classification that defines and categorizes the item / service that is to be billed. The product definition is used to default many of the contract line billing attributes.

**Project:** A structure used to track costs, generally over an extended period of time. It generally has a finite beginning and end. Project ID is the ChartField which captures information for project/grants accounting.

**Project Costing Business Unit (PC BU):** The **Business Unit**, i.e., agency. It is used to identify select project defaults (e.g., statewide is **99999**, **VDOT** is **50100**). It represents a grouping of projects for a given agency or entity for reporting and analysis purposes. **PC BU IDs** contain a combination of five letters or numbers, and is required on all project transactions.

**Project Costing ChartFields:** ChartFields store the chart of accounts and provide the basic structure to segregate and categorize transactional and budget data. PC ChartFields record chart of accounts elements related to projects, and include Project Costing Business Unit (PC BU), Project, Activity, Source Type, Category, and Subcategory. The PC BU, Project ID and Activity values are required on all project transactions.



## Key Terms (continued)

**Project ID:** An automatically generated sequential number that is used to uniquely identify the project. This number, i.e. ChartField, is required on all project transactions as it provides a means to track financial information and report on a specific project.

**Rate-Based Contract:** Contracts that bill based on incurred expenditures, i.e. transaction-based, and are set up with one or more project/activity combinations linked to them.

**Rate Set:** Tool used to define the pricing rules, i.e., participation rate, for cost transactions coming in from other modules, that is applied to expenditures when the billable amount is calculated.

**Recurring Contract:** Contracts that generate recurrent bills that are based on a set amount.

**Revenue Plan:** A tool that contains a list of events defining when revenue is recognized for each contract line assigned to that revenue plan. You associate a product or service defined on a contract line with a revenue recognition method, manage when the conditions for recognizing the revenue have been met, and generate journal entries to enter the revenue into the general ledger system. Revenue plans are required for rate-based contract lines.



## Key Terms (continued)

**Source Type/Category:** Optional fields that identify the purpose, or source, of transactions. Source Types are used as additional identifiers on billing transactions and are key in determining the accounting entries. Categories further define source types. Categories are combined in source groups for reporting and analysis.

**Subcategory:** A field that may be assigned to a transaction to identify its purpose. The Subcategory ChartField is not currently used in Cardinal, but reserved for future use.

**Transaction Limit:** A tool which allows you to set the maximum amount that a Federal customer can be billed for a specific transaction identifier. Transaction limits are used for Federal Highway Administration contracts. A transaction identifier is an Appropriation Code.

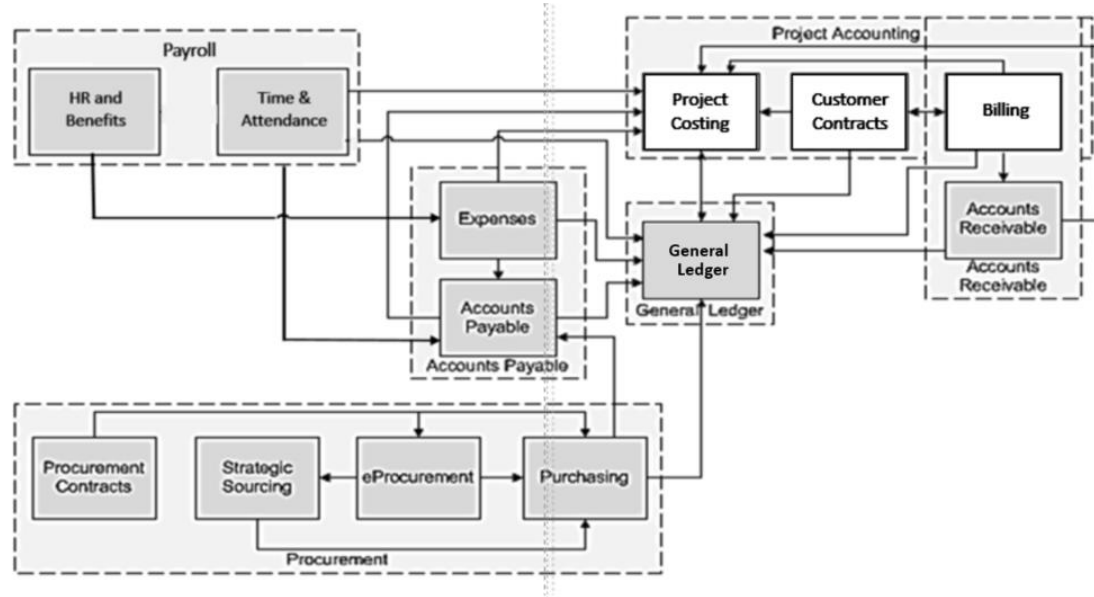
**Use Sequence:** Field that identifies the order in which each **Transaction Identifier** is used for billing.



# Integration with Billing Module in Accounts Receivable

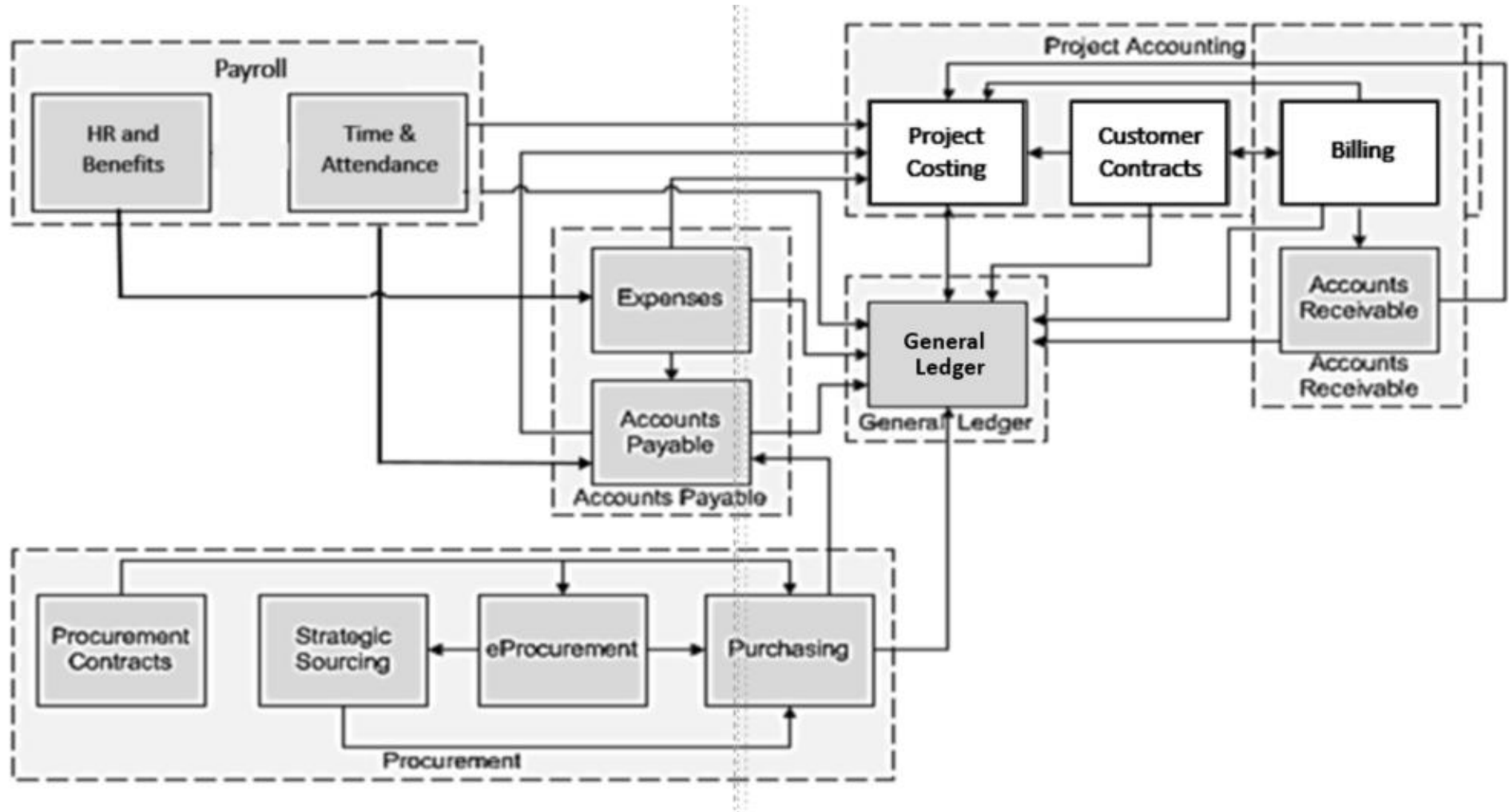
The Customer Contracts module integrates with the Billing module of the Accounts Receivable functional area to generate invoices for all contract lines.

- The Customer Contracts module sends billing information for fixed amount and recurring contract lines to the Billing module.
- The Customer Contracts and Project Costing modules send billing information for rate-based contract lines to the Billing module.
- The Billing module generates invoices and accounting entries for the contract lines and sends information regarding invoices back to the Customer Contracts and Project Costing modules.





# Integration with Billing Module in Accounts Receivable (continued)

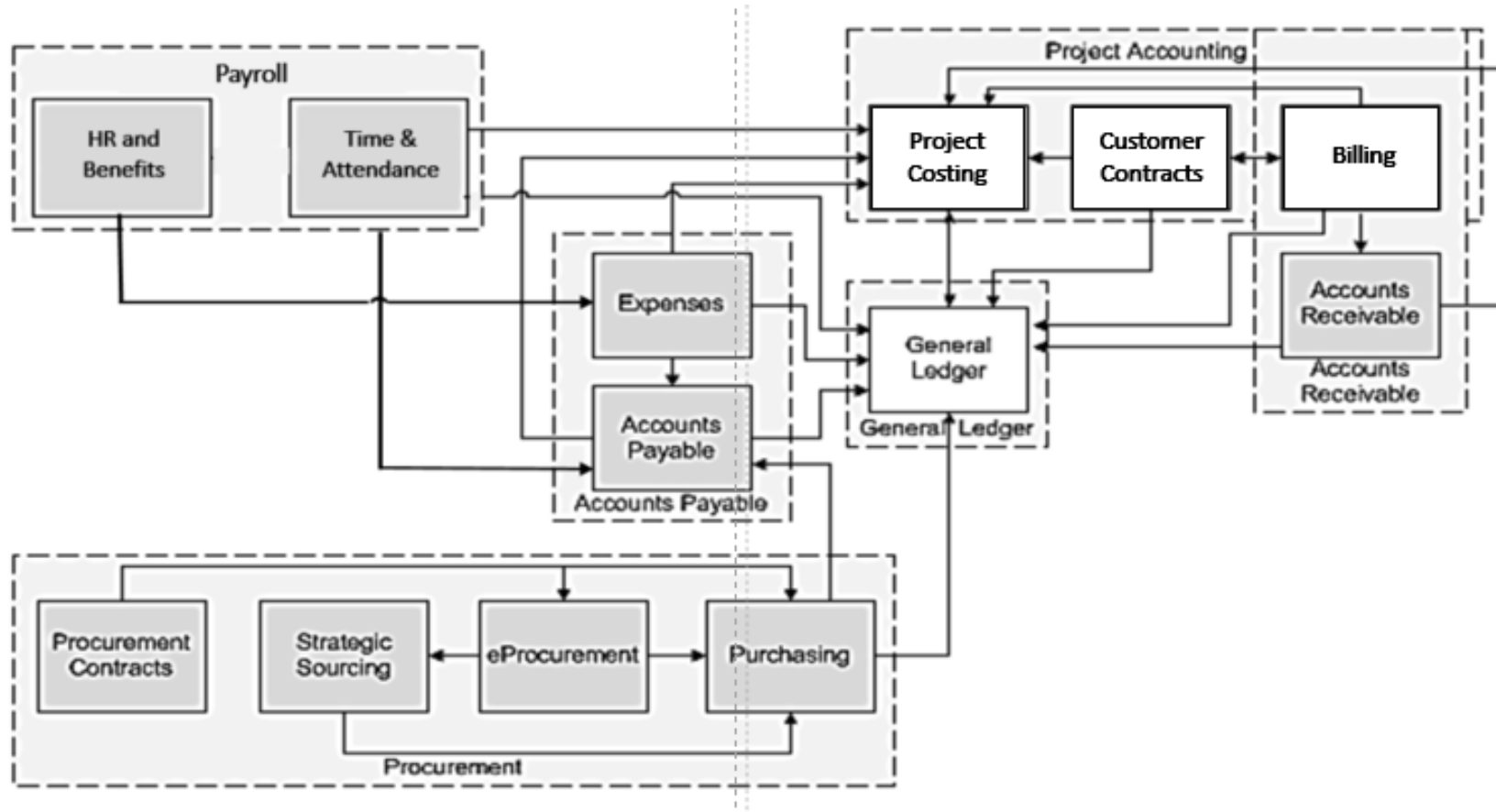






# Integration with General Ledger

The Customer Contracts module integrates with the General Ledger module to generate accounting entries related to rate-based and amount-based contracts lines.

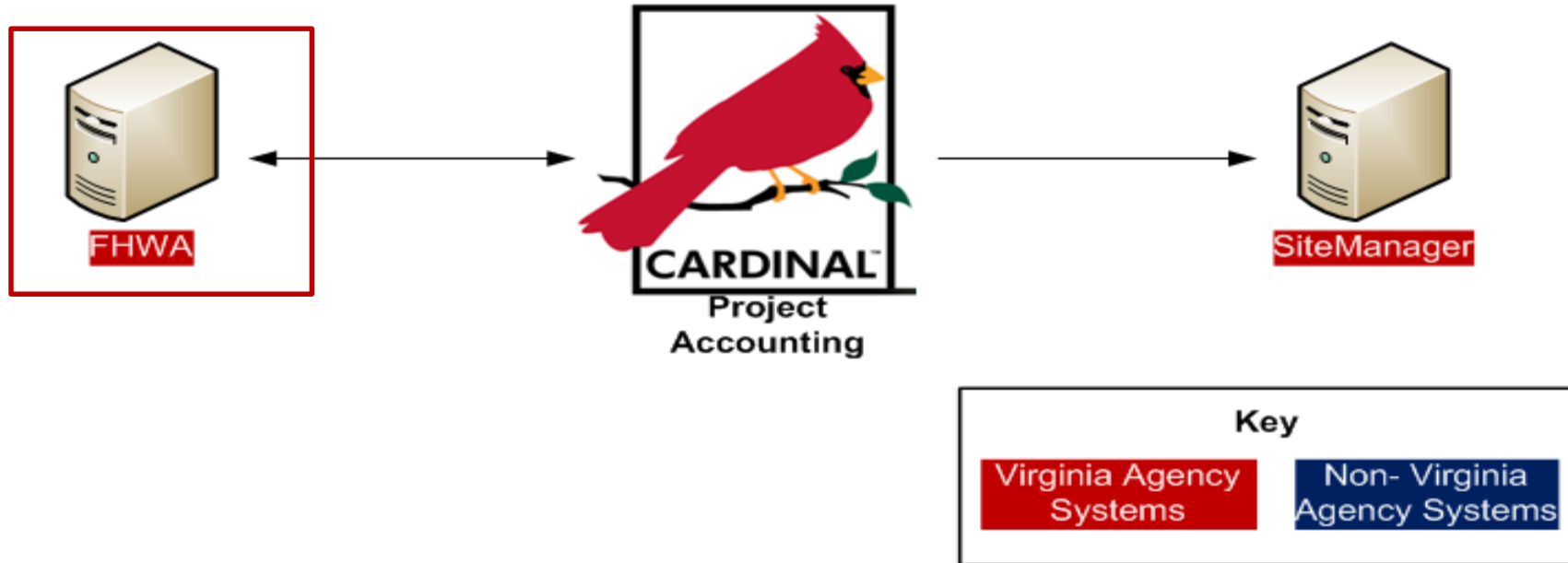




# Interface with FHWA



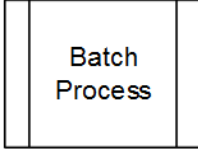
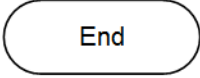
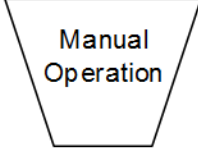
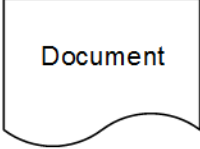
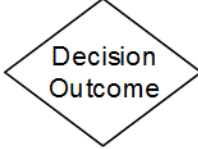
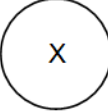
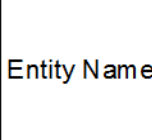
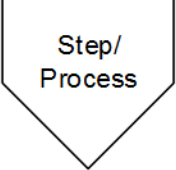
The Customer Contracts module also interfaces with an external system.

**FHWA:** Both the Accounts Receivable and the Project Accounting modules are involved in sending Project Billing Data to FHWA on a daily basis. The Billing module uses data sent from the Customer Contracts and Project Costing modules when sending bills to FHWA. FHWA's Rapid Approval State Payment System (RASPS) sends a response file once RASPS processes the FHWA extract.





# Flowchart Key

	Depicts a process step or interface.		Indicates point at which the process begins. Does not represent any activity.
	Specifies a batch process.		Indicates point at which the process ends. Does not represent any activity.
	Depicts a process step that is preformed manually.		Depicts a document of any kind, either electronic or hard copy.
	Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.		Indicates an on-page or intra process connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page.
	Represents an entity (person, organization, etc.).		Connects steps between business processes.