



# **501 PA353: Managing 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 Training.

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

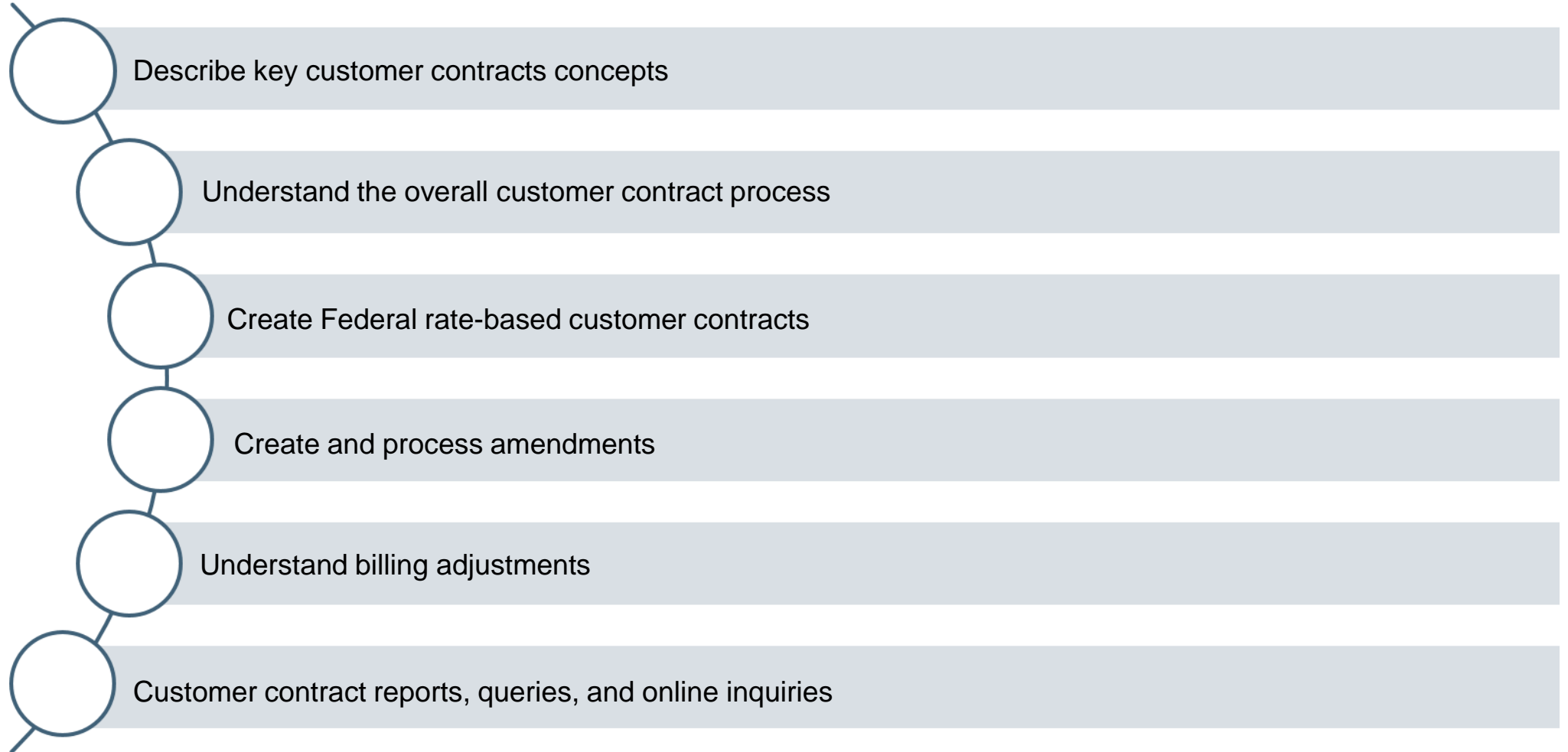
The Cardinal screenshots included in this training course show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

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:





# Agenda

1

Understanding Customer Contracts

2

Understanding Project Costs

3

Creating Federal Rate-Based Customer Contracts

4

Processing Federal Rate-Based Customer Contracts

5

Amending Federal Rate-Based Customer Contracts

6

Creating Federal Billing Adjustments

7

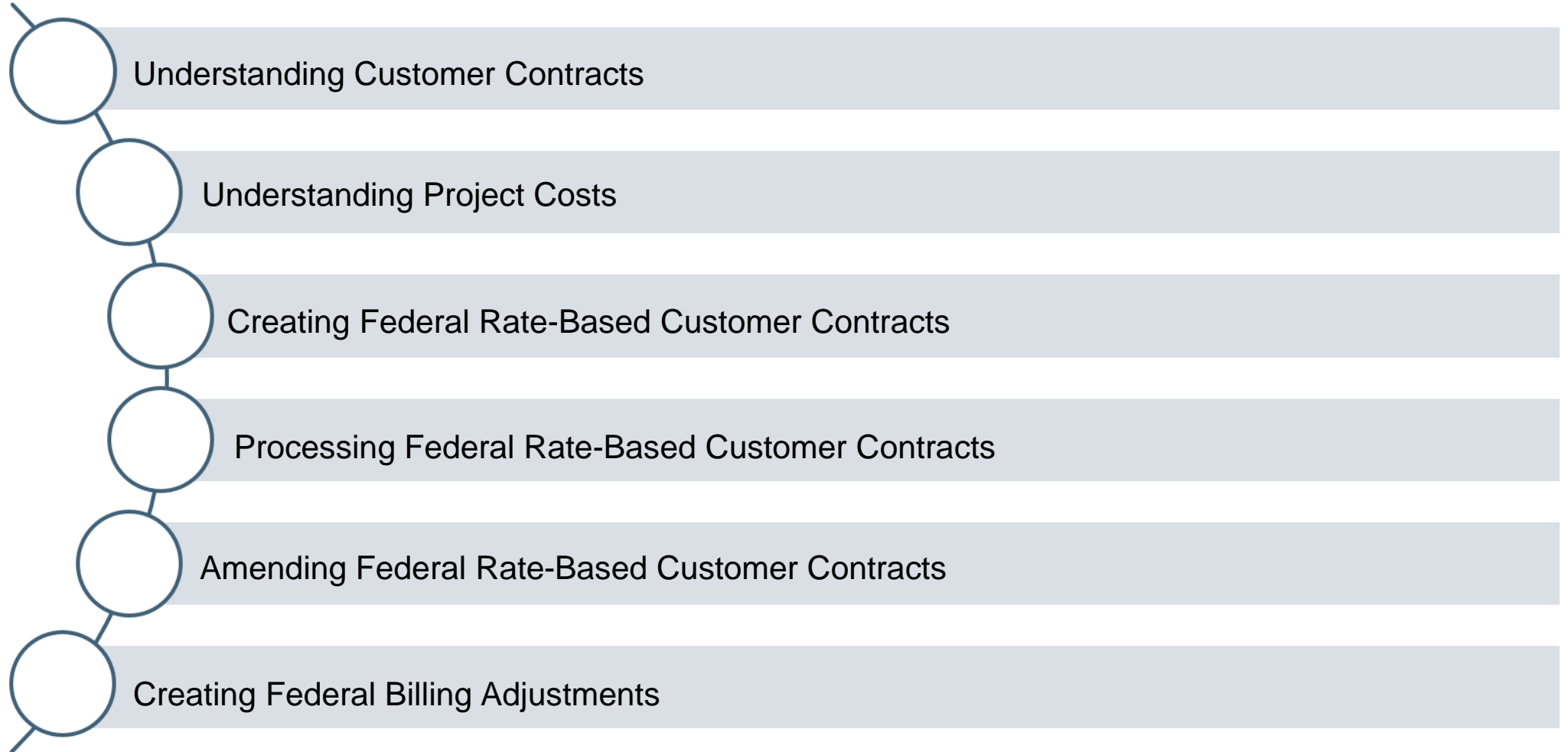
Customer Contract Reports, Queries, and Online Inquiries





# Course Objectives

After completing this course, you will be able to:





## Course Objectives (continued)



Customer Contract Reports, Queries, and Online Inquiries



# Lesson 1: Introduction

1

## Understanding Customer Contracts

This lesson covers the following topics:

- Project Accounting Overview
- Project Accounting Process
- Key Concepts
- Customer Contracts Overview



# Project Accounting Overview

## Introduction

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

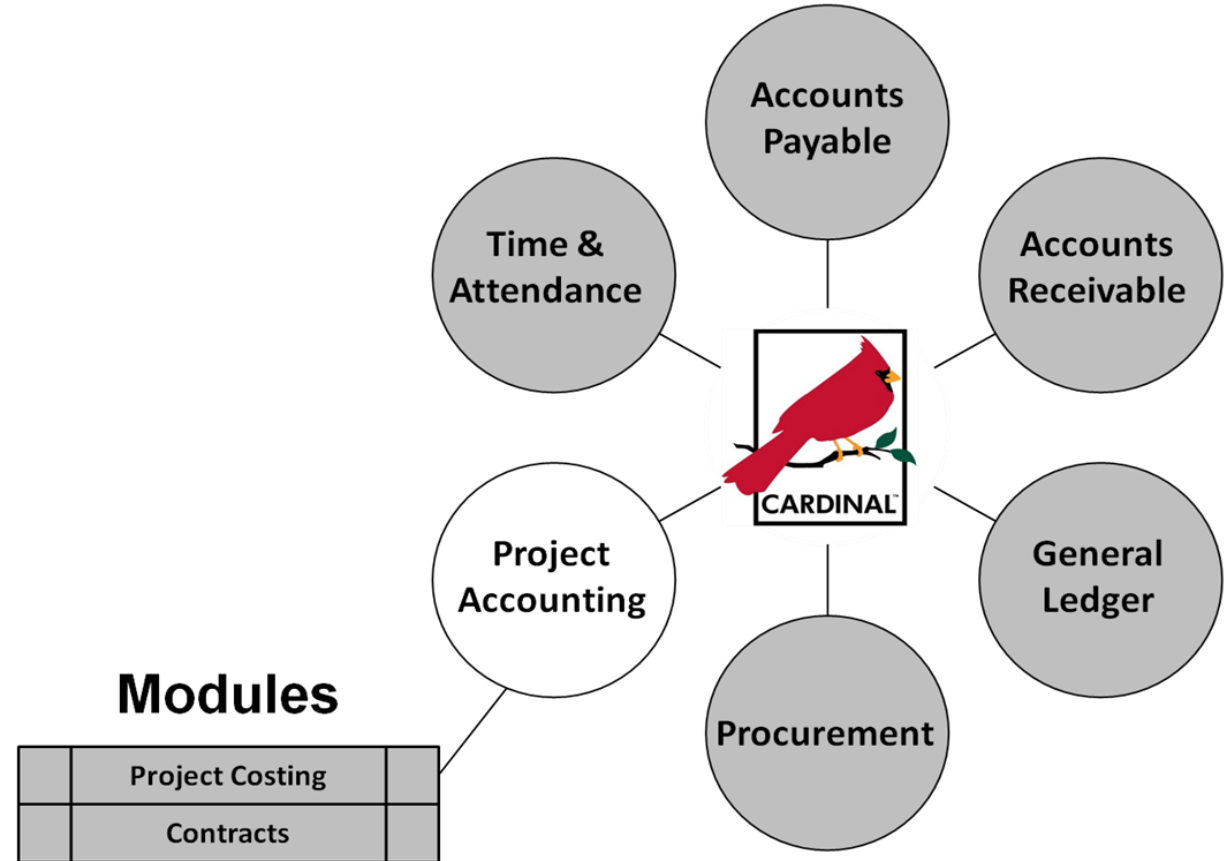
## Project Costing

The Project Costing (PC) 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.

## Cardinal Functional Areas





# Project Accounting

The Project Accounting modules track the financial transactions related to a project, bills external parties for their portion of incurred costs, and provides reports on the project's financial status. Federal Customer Contracts are used to bill for project costs in which there is Federal participation.

Key processes in Project Accounting are:

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



# Key Concepts

Some key concepts in customer contracts include:

- The Federal contract number is the Federal project number and can only be used once. A Federal Contract cannot be inactivated then create a new contract using that same number because Cardinal does not allow duplicate contract numbers.
- Amendments are used to make modifications to an active contract. They enable the ability to maintain an audit trail, as well as a historical record, of any changes made to the contract throughout its lifecycle
- Contract limits cannot be reduced below the amount that has been billed without first refunding the billed amount.
- For Federal contracts with more than one Federal Appropriation code, the order of priority to bill must be determined. Cardinal only bills one Federal appropriation code at a time and the **Use Sequence** determines which appropriation code is billed first.
- Projects and activities are associated to a contract. If a contract does not bill for a specific activity, the activity is not associated to the contract.
- A project/activity combination is associated with one contract and one contract line at a time. A project/ activity must be removed from a contract and contract line that is no longer in use before those combinations can be placed on a different contract line.

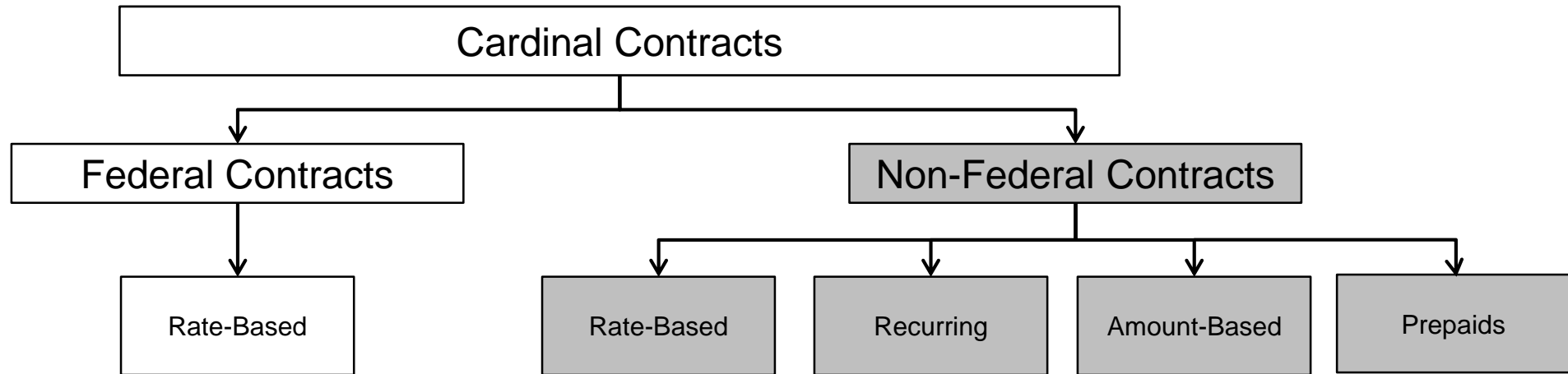


# Understanding Customer Contracts

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

Rate-based contracts are used in Cardinal to bill Federal Highway Administration (FHWA) through its Federal Management Information System (FMIS).

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





# Understanding Customer Contracts (continued)

The Customer Contracts module is an integration point between the Project Costing, Billing and Accounts Receivables modules. Three types of Customer Contracts are used in Cardinal to facilitate customer billing.

The three types of contracts are:

- Rate-Based
- Recurring
- Amount-Based

Rate-based contracts are used to automatically bill FHWA through FMIS. This course will focus on Federal Rate-Based contracts.

**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. Limits can be setup 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**.

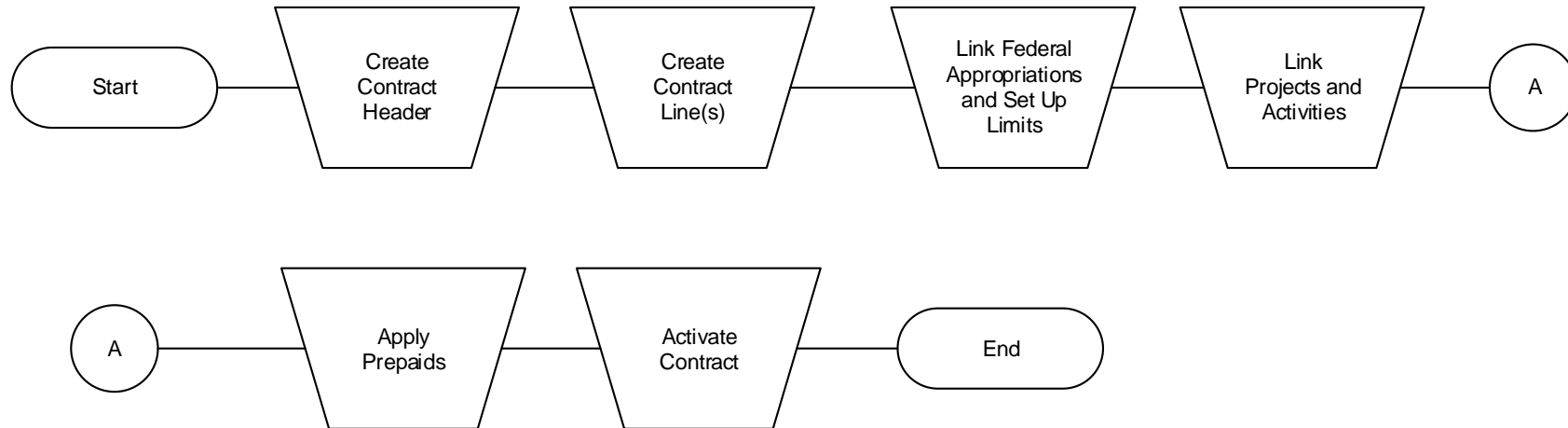




# Creating Federal Customer Contracts

Creating Customer Contracts involves the following steps:

- Create Contract Header
- Create Contract Line(s)
- Link Federal Appropriations and Set Up Limits, if applicable
- Link Projects and Activities
- Apply Prepays, if applicable
- Activate Contract



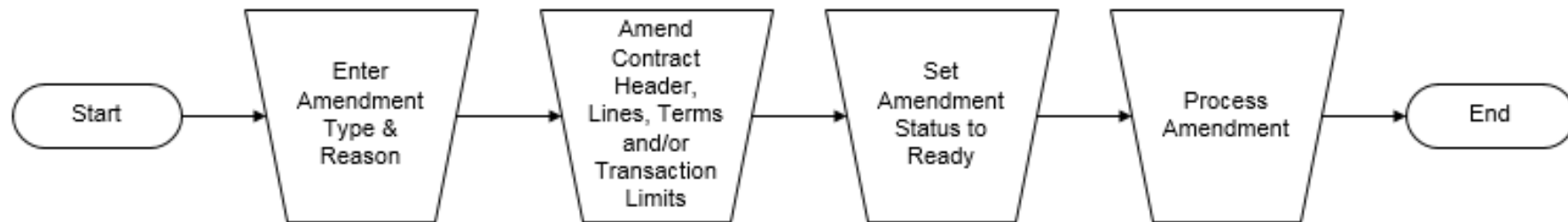


# Amending Federal Customer Contracts

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

Amending Federal Customer Contracts involves the following steps:

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





# Customer Contracts – General Information

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 notes and support teams, that are associated with the contract.

A contract line contains information that is relevant to the line. Multiple contract lines may be added to a contract. Each contract line has its own status which allows managing each contract line 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 hyperlinks to access the major functions in Customer Contracts, such as **Create and Amend**, **Review Contract Summary**, and **Determine Price and Terms**.

Navigate to this page using the following path: **Main Menu > Customer Contracts**

Customer Contracts

**Customer Contracts**  
Access customer contracts.

**Contracts Center**  
Access the key areas for managing customer contracts.

**Create and Amend**  
Create, modify, or review a contract and related information.  
General Information  
Contract Notes  
Fixed Amount Acctg Distrib  
3 More...

**Review Contract Summary**  
Review a contract summary.

**Determine Price and Terms**  
Define contractual pricing.  
Amount Allocation  
Amendment Amount Allocation  
Contract Terms  
3 More...

**My Contracts**  
Define and update a personalized list of contracts.

**Schedule and Process Revenue**  
Define, review, or process revenue to be recognized.  
Define Revenue Plan  
Assign Revenue Plan  
Preview Revenue

**Review Revenue**  
Review revenue recognized.  
Plans  
Events  
As Incurred  
3 More...

**Schedule and Process Billing**  
Define, review, or process billing.  
Define Billing Plan  
Assign Billing Plan

**Review Billing**  
Review billing.  
Plans  
Events  
As Incurred

**Adjust Revenue and Billing**  
Adjust revenue and billing.  
Review and Manage Limits

**Review Contract Information**  
Review general information within a contract.  
Contracts  
Amendments  
Attachments  
2 More...

**Reports**  
Generate reports for contract-related information.  
Fed Acc Unbilled CostException  
Transaction Relationship Rpt  
Federal Contract Status Report  
6 More...

- To add a new contract or view an existing contract, click on the hyperlink **General Information** under **Create and Amend**.



# Customer Contracts – General Information

To view an existing **Contract**:

- Click the **Find an Existing Value** tab
- Enter the search criteria.
- Click the **Search** button.
- The **Search Results** display below the **Search Criteria** section.
- Click on the hyperlink for the **Contract** to be reviewed..

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

General Information

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

Find an Existing Value | Add a New Value

Search Criteria

Business Unit = 50100

Contract begins with 0000001

Description begins with

Sold To Customer begins with 0000055002

Customer Name begins with

Contract Status begins with

Processing Status =

Contract Type begins with

Contract Classification =

Region Code begins with

Contract Administrator begins with

Master Contract # begins with

☐ Case Sensitive

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

Search | Clear | Basic Search | Save Search Criteria

Search Results

View All

Contract	Description	Sold To Customer	Customer Name	Contract Status	Processing Status	Contract Type	Contract Classification	Region Code	Contract Administrator	Master Contract #	Separate Fixed Billing and Revenue	Separate As Incurred Billing and Revenue
0000001	SBVA0000001	0000055002	FEDERAL HIGHWAY ADMINISTRATION	CLOSED	Closed	F	Govemmt	(blank)	(blank)	(blank)	N	N
0000001723	FL-FLAP006*Donot Active*	0000055002	FEDERAL HIGHWAY ADMINISTRATION	CLOSED	Closed	F	Govemmt	(blank)	(blank)	(blank)	N	N
0000001779	STP-0413059	0000055002	FEDERAL HIGHWAY ADMINISTRATION	CLOSED	Closed	F	Govemmt	(blank)	(blank)	(blank)	N	N
0000001871	STP-0352037	0000055002	FEDERAL HIGHWAY ADMINISTRATION	PENDING	Pending	F	Govemmt	(blank)	(blank)	(blank)	N	N
0000001982	test 2	0000055002	FEDERAL HIGHWAY ADMINISTRATION	ACTIVE	Active	F	Govemmt	(blank)	(blank)	(blank)	N	N
0000001989	HSIP - 0008340	0000055002	FEDERAL HIGHWAY ADMINISTRATION	ACTIVE	Active	F	Govemmt	(blank)	(blank)	(blank)	N	N
0000001993	Retest SIR47	0000055002	FEDERAL HIGHWAY ADMINISTRATION	PENDING	Pending	F	Govemmt	(blank)	(blank)	(blank)	N	N

Find an Existing Value | Add a New Value



# 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 is displayed after the contract is saved to facilitate the use of amendments.

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

Related Content ▾ | New Window | Help | Person

General | Lines | Amendments

Contract Number 0000001989

Sold To Customer FEDERAL HIGHWAY ADMINISTRATION

Amendment Number 0000000000

\*Contract Status ACTIVE x 🔍

Amend Contract

Add to My Contracts

Description HSIP - 0008340

Contract Admin 🔍

Region Code

Contract Type F

Currency Code USD

Exchange Rate Type CRRNT

Contract Signed 08/01/2019

Contract Role

Revenue Profile

Use Project ChartFields: ☒

Processing Status Active

Amendment Status Complete

Business Unit VA Dept of Transportation

Contract Classification Government

Start Date 08/01/2019

End Date 09/25/2021

Last Update Date/Time 08/08/2019 7:35:36AM

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

Supplemental Data

Go To More ▾

Save

Return to Search

Notify

Add

Update/Display

General | Lines | Amendments



# Customer Contracts – General Information (continued)

**Contract Status:** Displays a user-defined value that controls what processing can occur against the contract. When entering a contract, the status defaults to **Pending**. A different contract status may be selected.

Federal **Contract Statuses** include:

- **Pending**
- **Active**
- **Closed**
- **Fire - Closed**
- **Withdrawn**
- **FV Accepted**
- **FV Completed**

The screenshot shows the 'General Information' tab for a contract. The 'Contract Status' field is highlighted with a red box and contains the value 'ACTIVE'. Other fields include Contract Number (0000001989), Amendment Number (0000000000), Sold To Customer (FEDERAL HIGHWAY ADMINISTRATION), Description (HSIP - 0008340), Contract Admin, Region Code, Contract Type (F), Currency Code (USD), Exchange Rate Type (CRRNT), Contract Signed (08/01/2019), Contract Role, Revenue Profile, Use Project ChartFields (checked), Processing Status (Active), Amendment Status (Complete), Business Unit (VA Dept of Transportation), Contract Classification (Government), Start Date (08/01/2019), End Date (09/25/2021), Last Update Date/Time (08/08/2019 7:35:36AM), Last Update User ID (TERELLE.WALKER), Separate Fixed Billing and Revenue (unchecked), and Separate As Incurred Billing and Revenue (unchecked). The bottom of the screen shows buttons for Save, Return to Search, Notify, Add, and Update/Display.

For more details on Contract Statuses, see the job aid titled **501 PA353 Steps for Updating Federal Contract Status**.



# Customer Contracts - Contract Lines

The **Contract Lines** information is located on the **Lines** tab and details the billing parameters that are used to calculate the amount to bill. The **Contract Line Status** works in conjunction with the **Contract Status** on the **Contract - General** page. A contract line is 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**

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

Related Content ▾ | New Window | Help | Personaliz

General | **Lines** | Amndments

Contract Number 0000001989  
Amendment Number 0000000000

Sold To Customer FEDERAL HIGHWAY ADMINISTRATION  
Contract Status ACTIVE

Amend Contract

**Contract Lines** ?

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

General | Detail | Billing Amount Details | Revenue Amount Details [More]

Actions	Line	Product	Description	Price Type	Hold Billing on Unpaid Cost	Hold Revenue on Unpaid Cost	Standalone Sale	Fee Type	Bundle	Start Date	End Date	Status
▼ Actions	1	FEDERAL	Federal Aid & Stimulu	Rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None		08/01/2019	09/25/2021	Active

Billing PlansRevenue PlansMilestonesSupplemental DataGo To More ▾

SaveReturn to SearchNotify

AddUpdate/Display

General | Lines | Amendments





# Customer Contracts - Amendments

The **Amendments** tab displays after the contract status is set to **Active** and saved. This page tracks any amendments (changes) to the contract. In this example, the contract has one Amendment. Notice that the **Amendment Type** and **Reason** are selected, the appropriate update made and the amendment processed (**Amendment Status – Complete**).

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

Related Conte

General | Lines | Amendments

Contract Number 0000001989  
Amendment Number 0000000001

Sold To Customer FEDERAL HIGHWAY ADMINISTRATION  
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			08/08/2019	Complete	Detail	Notes
0000000001	Contract Header	Amend Header Info	08/26/2019	Complete	Detail	Notes

Billing PlansRevenue PlansMilestonesSupplemental DataGo To More ▾

Save Return to Search Notify

General | Lines | Amendments



# Lesson 1: Checkpoint

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



1. What modules make up Project Accounting?



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



## Lesson 1: Checkpoint (continued)



3. What type of contract is used for Federal contracts?



4. Can two Federal contracts bill for the same project/activity combination at the same time?



# Lesson 1: Summary

1

## Understanding 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 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.

Navigation: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header | **Lines** | Totals | Errors | Approval

Unit 50100      Journal ID NEXT      Date 11/29/2016  
Template List      Change Values

Inter/IntraUnit      \*Process Edit Journal      Process

▼ **Lines**      Personalize | Find | [Print] | [Grid]

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

Lines to add: 1 [Add] [Minus] [Grid]

▼ **Totals**      Personalize | Find | View All | [Print] | [Grid]      First 1 of 1 Last

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

[Save] [Notify] [Refresh]      [Add] [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.

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.)



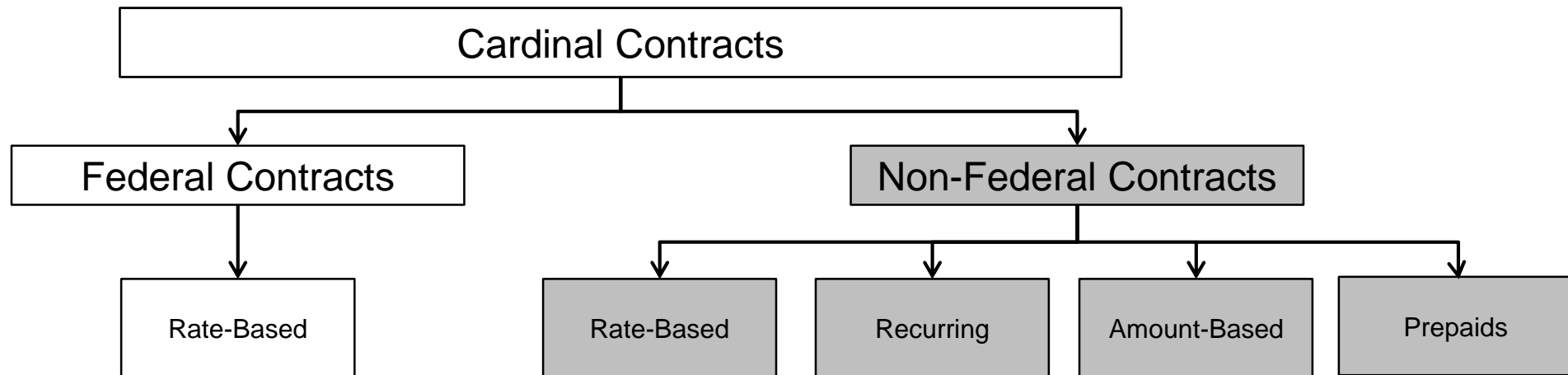
# Lesson 3: Introduction

3

## Creating Federal Rate-Based Customer Contracts

This lesson covers the following topics:

- Creating Federal Rate-Based Customer Contracts
- Activating the Customer Contract
- Viewing an Existing Customer Contract
- Closing a Federal, Rate-Based Customer Contract





# Creating Federal Rate-Based Contracts

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. 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 system will automatically update the rate set based on the use sequence defined as the limit is expended. 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 billing and revenue accounting entries for Rate-Based contracts are managed by the Customer Contracts module. As a result, 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**

On the Add a New Value tab, enter or select the following:

- **Business Unit:** defaults for the agency (i.e., **50100** for VDOT). Do not change it.
- **Contract:** defaults to **NEXT**. Replace this value with the **Federal Project Number** on the Federal agreement.
- **Sold To Customer:** For Federal Contracts this value should always be 0000055002.

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

### General Information

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

Business Unit

50100

Contract

012345

Sold To Customer

0000055002

Contract Classification

Government

Separate Fixed Billing and Revenue

☐

Separate As Incurred Billing and Revenue

☐

Add

Find an Existing Value | Add a New Value



# Adding a Contract (continued)

- **Contract Classification:** defaults to **Standard** and must be changed to **Government**.
- The following two check box fields are not used in Cardinal:
  - **Separate Fixed Billing and Revenue**
  - **Separate As Incurred Billing and Revenue**
- Click the **Add** button.

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

### General Information

Find an Existing Value | Add a New Value

Business Unit: 50100 🔍

Contract: 012345

Sold To Customer: 0000055002 🔍

Contract Classification: Government ▾

Separate Fixed Billing and Revenue ☐

Separate As Incurred Billing and Revenue ☐

Add

Find an Existing Value | Add a New Value





# Creating the Contract Header

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

- **Description** - The **Description** field is populated with the **Contract Prefix** and **Project Number** from the agreement. This field is limited to 35 characters.
- **Contract Type** - Select **F (Federal)**.  
**A** – Letter of Authorization      **L** – Local  
**F** – Federal      **O** – Other  
**G** – Grant      **R** – Resolution  
**J** – Federal Grant
- **Currency Code** and **Exchange Rate Type** default. Do not change.
- **Contract Signed** - Defaults to the current date. Change this date to the **Federal Authorization date** found on the Federal agreement.
- **Use Project Chartfields** checkbox – Defaults as checked and cannot be changed.

Contract Number 012345      Sold To Customer: FEDERAL HIGHWAY ADMINISTRATION  
\*Contract Status: PENDING

Copy From Contract      Add to My Contracts

Description: Contract 012345  
Contract Admin:   
Region Code:   
Contract Type: F  
Currency Code: USD  
Exchange Rate Type: CRRNT  
Contract Signed: 08/01/2019  
Contract Role:   
Revenue Profile:   
Use Project ChartFields: ☒

Processing Status: Pending  
Amendment Status:   
Business Unit: VA Dept of Transportation  
Contract Classification: Government  
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      Amount Allocation      Supplemental Data      Go To: More

Save      Notify      Add      Update/Display



# Creating the Contract Header (continued)

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

| New Window | Help | Person

---

General Lines

Contract Number 012345 Sold To Customer FEDERAL HIGHWAY ADMINISTRATION

\*Contract Status PENDING 🔍

---

Copy From Contract Add to My Contracts

Description Contract 012345

Contract Admin 🔍

Region Code 🔍

Contract Type F 🔍

Currency Code USD 🔍

Exchange Rate Type CRRNT ▼

Contract Signed 08/01/2019 📅

Contract Role 🔍

Revenue Profile 🔍

Use Project ChartFields: ☒

Processing Status Pending

Amendment Status

Business Unit VA Dept of Transportation

Contract Classification Government

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 Amount Allocation Supplemental Data Go To More ▼

Save Notify Add Update/Display

General | Lines



# Creating the Contract Header (continued)

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

- **Legal Entity** - Choose either **FO – Federal Oversight**, or **NFO – Non-Federal Oversight** for a Federal contract.
- **Proposal ID** - Enter the monetary obligation amount of the contract. It is calculated by adding the **Total Obligation amount** and the **Advanced Construction Funds** from the Federal agreement. Use a \$ sign, commas and decimals when entering this value.
- **Federal Region Code** - This field is required and defaults to **03 (FHWA)**. This value should be changed to **15 (Federal Lands)** if the rate set on the contract terms page is billing Federal Lands.
- Click the **Save** button.

For more information on Contract Header fields see the job aids titled **Creating a Federal Contract** and **Helpful Hints for Federal Customer Contract Maintenance**.

Contract Number 012345 Sold To Customer FEDERAL HIGHWAY ADMINISTRATION  
\*Contract Status PENDING

Copy From Contract Add to My Contracts

Description Contract 012345 Processing Status Pending  
Contract Admin Amendment Status  
Region Code Business Unit VA Dept of Transportation  
Contract Type F Contract Classification Government  
Currency Code USD Last Amended  
Exchange Rate Type CRRNT Last Update Date/Time  
Contract Signed 08/01/2019 Last Update User ID  
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 FO  
☐ Credit Check Complete Purchase Order  
Proposal ID \$83,130.00  
Federal Region Code 15

Summary of Amounts ?

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

Save Notify Add Update/Display



# Creating Contract Line(s)

After setting up the contract header, line(s) need to be added to the contract. 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'**.

Add contract line(s) from the **General Information** page.

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

Use the **Add Contract Lines** button to add lines to contracts with a **Pending Processing Status**.

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

Contract Number 012345 Sold To Customer FEDERAL HIGHWAY ADMINISTRATION  
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	Fee Type	Bundle	Start Date	End Date	*Status
Actions					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None				Active

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

Save Notify Add Update/Display

General | Lines



# Creating Contract Line(s) (continued)

After clicking the **Add Contract Lines** button, the **Add Contract Lines** page displays.

To add a contract line, select the product to be used. The product is used to default the bill plan and revenue plan parameters to the contract line.

To search for Federal rate-based products:

- **Product Group** - Select **RTE\_FED (Federal Government)**.
- **Product** - Enter **FEDERAL**.
- **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.

For additional details on creating a Federal contract and **Product**, please refer to the job aid titled, **501 PA353: Creating a Federal Project**.



# Creating Contract Line(s) (continued)

The **Search Results** populate below the search criteria.

- Select the check box next to the **FEDERAL** product.
- **Product** - Displays the product name.
- **Description** - Displays the description of the product.
- **Price Type** - Displays the price type of the product. If the search is narrowed by price type, this is the value selected.
- **Physical Nature** - Defaults to **Goods**
- **Fee Type** - Defaults to **None**.

General Information

Add Contract Lines

Search ?

Product Group RTE\_FED ☐ Product Kits

Product FEDERAL

Product Description

Price Type Rate

Physical Nature

Search

Search Results ?

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

General | Templates

	Product	Description	Price Type	Physical Nature	Product Kit	*Fee Type	Start Date	End Date	Quantity	UOM
<input checked="" type="checkbox"/>	1 FEDERAL	Federal Aid & Stimulus	Rate	Goods	N	None	08/01/2019	10/30/2020	1.0000	

☒ Select All ☐ Clear All

Create Plans from Template

☒ Billing Plans

☒ Revenue Plans

Combine Like Templates

☒ Billing Plans

☒ Revenue Plans

Add Contract Lines

Create Adhoc Product

Return to Contract Lines



# Creating Contract Line(s) (continued)

- **Start Date:** The contract line start date. This date should be the contract signed date from the contract header. The value entered displays on the **Contract - Lines** page.
- **End Date** - The contract line end date. Enter the **Period of Performance** End Date.
- **Quantity** - Displays quantity for the product.
- **UOM** - Displays the unit of measure associated with the product, if any.
- **Create Plans from Template and Combine Like Templates** sections - Check boxes default as selected. Do not change them. These templates create the predefined bill plans and revenue plans for the product(s) selected.
- Click on the **Add Contract Lines** button to add the line.

General Information

Add Contract Lines

Search ?

Product Group RTE\_FED  ☐ Product Kits

Product FEDERAL

Product Description

Price Type Rate

Physical Nature

Search

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

General | Templates

	Product	Description	Price Type	Physical Nature	Product Kit	*Fee Type	Start Date	End Date	Quantity	UOM
<input checked="" type="checkbox"/>	1 FEDERAL	Federal Aid & Stimulus	Rate	Goods	N	None <input type="text"/>	08/01/2019 <input type="text"/>	10/30/2020 <input type="text"/>	1.0000	<input type="text"/>

☒ Select All ☐ Clear All

Create Plans from Template

☒ Billing Plans

☒ Revenue Plans

Combine Like Templates

☒ Billing Plans

☒ Revenue Plans

Add Contract Lines

Create Adhoc Product

Return to Contract Lines



# Creating Contract Line(s) (continued)

A message next to the **Search** button displays indicating the number of contract lines added to the contract.

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

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

General Information

Add Contract Lines

Search ?

Product Group RTE\_FED

Product FEDERAL

Product Description

Price Type Rate ▾

Physical Nature ▾

Search

☐ Product Kits

1 line(s) have been added to the contract

Create Adhoc Product

Return to Contract Lines





# Creating Contract Line(s) (continued)

Cardinal returns to the **Lines** tab. Add additional contract lines using the **Add Contract Lines** button or delete a contract line by clicking the **Delete Row** icon (minus sign) at the end of the contract line (use the scroll bar to move to the end of the line). The **Billing** and **Revenue Plans** must be unassigned before the contract line can be deleted and the steps to do this will be covered later in this lesson.

Click the **Save** button. Saving the contract defaults both a billing and revenue plan from the **Product** used to create the contract line.

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

New Window | Help | Personalization

General | **Lines**

Contract Number 012345

Sold To Customer FEDERAL HIGHWAY ADMINISTRATION

Contract Status PENDING

Add Contract Lines

Add Default Kit

Contract Lines ?

Personalize | Find | View All | [Print] [Refresh]

First 1 of 1 Last

General | Detail | Billing Amount Details | Revenue Amount Details

Actions	Line	Product	Description	Price Type	Hold Billing on Unpaid Cost	Hold Revenue on Unpaid Cost	Standalone Sale	Fee Type	Bundle	Start Date	End Date	*Status
▼ Actions	1	FEDERAL	Federal Aid & Stimulu	Rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None		08/01/2019	10/30/2020	Active

Billing Plans

Revenue Plans

Milestones

Amount Allocation

Supplemental Data

Go To More ▾

Save

Notify

Add

Update/Display

General | Lines



# Creating 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**, **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.

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

GeneralLines

Contract Number 012345Sold To Customer FEDERAL HIGHWAY ADMINISTRATIONContract Status PENDING

Add Contract LinesAdd Default Kit

Contract Lines ?

Personalize | Find | View All | [Grid Icon] [Table Icon] First 1 of 1 Last

GeneralDetailBilling Amount DetailsRevenue Amount Details

Actions	Line	Product	Description	Price Type	Hold Billing on Unpaid Cost	Hold Revenue on Unpaid Cost	Standalone Sale	Fee Type	Bundle	Start Date	End Date	*Status
▼ Actions	1	FEDERAL	Federal Aid & Stimulus	Rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None		08/01/2019	10/30/2020	Active

Billing PlansRevenue PlansMilestonesAmount AllocationSupplemental DataGo To More ▾

SaveNotifyAddUpdate/Display

45



# Creating Contract Line(s) (continued)

Click the **Detail** tab.

- The contract **Billing Plan** and **Revenue Plan** were created based on the **Product** selected. 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 and/or Revenue Plan**.

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

Related Content ▾ | New Window | Help | Personaliz

General | **Lines**

Contract Number 012345

Sold To Customer FEDERAL HIGHWAY ADMINISTRATION

Contract Status PENDING

Add Contract LinesAdd Default Kit

Contract Lines ?

Personalize | Find | View All | [Grid Icon] [Table Icon]

First 1 of 1 Last

General	<b>Detail</b>	Billing Amount Details	Revenue Amount Details	[Filter Icon]						
Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
▼ Actions	1	FEDERAL	Federal Aid & Stimulu	Rate	Pending	Pending	Contract Terms	Distribution	Internal Notes	FEDERAL HIGHWAY ADMINISTRATION

Billing PlansRevenue PlansMilestonesAmount AllocationSupplemental DataGo To More ▾

SaveReturn to SearchNotifyAddUpdate/Display

General | Lines



# Creating Contract Line(s) (continued)

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

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	Quantity	UOM	Awarded Total	Billing Limit	Unit Billing	
▼ Actions		1 FEDERAL	Federal Aid & Stimulus	Rate	1.0000		0.00	0.00	0.00	

Billing Plans

Revenue Plans

Milestones

Amount Allocation

Supplemental Data

Go To 

More

Save

Return to Search

Notify

Add

Update/Display

General | Lines

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	Quantity	Awarded Total	Revenue Limit	Unit Revenue	Simulate Revenue Pricing	
▼ Actions		1 FEDERAL	Federal Aid & Stimulus	Rate	1.0000	0.00	0.00	0.00	Simulate Revenue Pricing	

Billing Plans

Revenue Plans

Milestones

Amount Allocation

Supplemental Data

Go To 

More

Save

Return to Search

Notify

Add

Update/Display

General | Lines



# Associating Projects, Activities, Rate Set and Transaction Limits to the Contract Line


After creating the contract header and line, associate a rate set, billing limit, projects and activities for each contract line. Linking 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.

- Click the **Detail** tab.
- Click on the **Contract Terms** hyperlink.

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


Related Content ▾ | New Window | Help | Person





General | **Lines**


Contract Number 012345  Sold To Customer FEDERAL HIGHWAY ADMINISTRATION  
Contract Status PENDING

Add Contract Lines

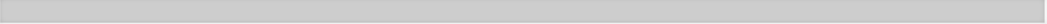
Add Default Kit

**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 Customer Name
▼ Actions	1	FEDERAL	Federal Aid & Stimulu	Rate	Pending	Pending	<b>Contract Terms</b>	Distribution	Internal Notes	FEDERAL HIGHWAY ADMINISTRATION



<  >

Billing PlansRevenue PlansMilestonesAmount AllocationSupplemental Data

Go To 

More ▾

 Save  Return to Search  Notify

 Add  Update/Display

General | Lines



# Associating Projects and Activities, Rate Set and Transaction Limits to the Contract Line (continued)

The **Contract Amounts** tab displays:

## Period of Performance section:

- **Start Date:** This is the federal agreement Authorization Date. This field defaults to the date used when creating the contract line. If the field is blank, populate the appropriate date.
- **End Date:** This is the federal agreement period of performance end date. This field defaults to the date used when creating the contract line. If the field is blank, populate the appropriate date.
- Click the **Control Limits and Billing** check box. This checkbox controls the enforcement of the **Period of Performance End Date**.

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

Contract AmountsRelated Projects

Contract Number 012345

Sold To Customer FEDERAL HIGHWAY ADMINISTRATION

Amendment Number

Contract Status PENDING

Contract Line ◀ 1 ▶

Price Type Rate

Product FEDERAL

Fee Type None

Description Federal Aid & Stimulus

Limit Details

	T&M
Awarded	0.00
Funded	0.00
Revenue	0.00

Transaction LimitsReview LimitsPerform Limit Checking

Period of Performance

Start Date 08/01/2019End Date 10/30/2020Control Limits and Billing

Return to General Information

Amount Allocation

SaveReturn to SearchPrevious in ListNext in ListNotifyRefreshUpdate/DisplayInclude HistoryCorrect History

Contract Amounts | Related Projects



# Associating Projects and Activities to the Contract Line

Click the **Related Projects** tab to open the **Related Projects** page.

To associate Project and Activities:

- Enter the **PC Business Unit** (e.g., **50100** for VDOT).
- Enter the **Project ID**, or click on the look up icon for a list of available values.
- Select the **Radio Button** next to **Project ID**.
- Click the **Summary Activities** button.

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

Contract Number 012345      Sold To Customer FEDERAL HIGHWAY ADMINISTRATION  
Amendment Number      Contract Status PENDING

Contract Line 1      Price Type Rate  
Product FEDERAL      Fee Type None  
Description Federal Aid & Stimulus

PC Business Unit 50100

Transaction Limits      Review Limits

**Associated Rates**      Personalize | Find | 1 of 1 | Last

Effective Date	Status	Rate Selection	Rate Set
1 08/27/2019	Active	Rate Set	

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

*Project	*Activity
<input checked="" type="radio"/> 0000100001	

Create Project      Create Activity      All Activities      **Summary Activities**      Delete Activities

Return to General Information

Amount Allocation

Save      Return to Search      Previous in List      Next in List      Notify      Refresh      Update/Display      Include History      Correct History

Contract Amounts | Related Projects



# Associating Projects and Activities to the Contract Line (continued)

The **Summary Activity Selection** pop-up window displays and allows adding all activities associated with the selected phase(s).

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

- Add all activities for a phase by clicking the check box next to the phase **Activity**, e.g. **Preliminary Engineering Phase**. Select only participating activities by selecting the check box next to the **PE Participating** activity.
- If the detail activity values are not displayed under the **Phase**, this means the activity is already associated to another rate based contract.
- Once the activities are selected, click the **OK** button.

Summary Activity Selection for 0000100001

Related Content | Help

Project Activities Personalize | Find | View 100 | First 1-25 of 240 Last

Select	WBS ID	Activity Name	Activity	Activity Type	Processing Status	Start Date	End Date
<input type="checkbox"/>	1	Preliminary Engineering Phase	9101	9101	Active	03/01/2011	04/30/2036
<input checked="" 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 type="checkbox"/>	2	Right of Way Phase	9102	9102	Active	03/01/2011	04/30/2036
<input checked="" type="checkbox"/>	2.1	RW Participating	9162	9102	Active	03/01/2011	04/30/2036
	2.1.1	Staff Appraising	621	9102	Active	03/01/2011	04/30/2036
	2.1.2	Fee Appraising	622	9102	Active	03/01/2011	04/30/2036
	2.1.3	Court Testimony Staff Appr	623	9102	Active	03/01/2011	04/30/2036
	2.1.4	Court Testimony Fee Appr	624	9102	Active	03/01/2011	04/30/2036
	2.1.5	Appraisal Review	625	9102	Active	03/01/2011	04/30/2036
	2.1.6	RW/PE-PE Activities on RW Job	626	9102	Active	03/01/2011	04/30/2036
	2.1.7	RW/Constr - Constr on Rw Job	627	9102	Active	03/01/2011	04/30/2036
	2.1.8	RW Educational Courses	629	9102	Active	03/01/2011	04/30/2036
	2.1.9	Attorney Fees - Other	651	9102	Active	03/01/2011	04/30/2036
	2.1.10	Staff Attorneys	652	9102	Active	03/01/2011	04/30/2036

OK Cancel Refresh





# Associating Projects and Activities to the Contract Line (continued)

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

- Repeat the process for all projects which need to be added to the contract.
- Click the **Save** button at the bottom of the page.

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

Contract Amounts | **Related Projects**

Contract Number 012345      Sold To Customer FEDERAL HIGHWAY ADMINISTRATION  
Amendment Number      Contract Status PENDING

Contract Line ◀ 1 ▶      Price Type Rate  
Product FEDERAL      Fee Type None  
Description Federal Aid & Stimulus

PC Business Unit 50100 🔍

Transaction Limits      Review Limits

**Associated Rates**      Personalize | Find | 🔍      First ◀ 1 of 1 ▶ Last

Effective Date	Status	Rate Selection	Rate Set		
1 08/27/2019 📅	Active ▾	Rate Set ▾		Rate Set 🔍	+ -

**Associated Projects & Activities**      Personalize | 🔍      First ◀ 1-25 of 123 ▶ Last

*Project	*Activity	Description	Description		
<input checked="" type="radio"/> 0000100001 🔍	621 🔍	Rural Additions - Pittsylvania	Staff Appraising	+ -	
<input type="radio"/> 0000100001 🔍	602 🔍	Rural Additions - Pittsylvania	PE/Constr - Constr on PE Job	+ -	
<input type="radio"/> 0000100001 🔍	606 🔍	Rural Additions - Pittsylvania	Advanced R/W Prior to Acq.	+ -	
<input type="radio"/> 0000100001 🔍	607 🔍	Rural Additions - Pittsylvania	R/W Stakeout for Cond. and App	+ -	
<input type="radio"/> 0000100001 🔍	608 🔍	Rural Additions - Pittsylvania	Const. Stakeout Prior to Award	+ -	

Create Project    Create Activity    All Activities    **Summary Activities**    Delete Activities

[Return to General Information](#)

Amount Allocation

**Save**    Return to Search    Previous in List    Next in List    Notify    Refresh    Update/Display    Include History    Correct History

Contract Amounts | Related Projects



# Associating Transaction Limits to Contract Line

Federal appropriation codes identify Federal funding sources or appropriations.

Federal Appropriation codes (source types/transaction identifiers) are pre-configured values in Cardinal which are mapped to a rate set. The combination of the transaction identifier, rate set and limit determines the Federal government's obligation on the contract.

Setting up a transaction level limit ensures billing does not exceed the total obligation amount for that Federal Appropriation code.

Define transaction level limits for a rate-based contract line on the **Transaction Limits** page.

To access the **Transaction Limits** page, click the **Transaction Limits** hyperlink on the **Related Projects** tab.

Contract Number 012345  
Amendment Number  
Sold To Customer FEDERAL HIGHWAY ADMINISTRATION  
Contract Status PENDING

Contract Line 1  
Product FEDERAL  
Description Federal Aid & Stimulus

PC Business Unit 50100

**Transaction Limits**

Review Limits

Personalize | Find | 1 of 1 | First | Last

Effective Date	Status	Rate Selection	Rate Set
1 08/27/2019	Active	Rate Set	Rate Set

Associated Projects & Activities

Personalize | 1-25 of 123 | First | Last

*Project	*Activity	Description
0000100001	621	Rural Additions - Pittsylvania
0000100001	602	Rural Additions - Pittsylvania
0000100001	606	Rural Additions - Pittsylvania
0000100001	607	Rural Additions - Pittsylvania
0000100001	608	Rural Additions - Pittsylvania



# Associating Transaction Limits to Contract Line (continued)

The **Transaction Limits** page displays. Enter values for the following fields: **Transaction Identifier**, **Description**, **Limit Amount**, **Use Sequence**, and **Rate Set**.

- **Transaction Identifier** – Enter or select the Transaction Identifier. This is the source type and maps to the Federal Appropriation code. The agency uses transaction identifiers to define and control transaction limits at the Federal appropriation level on contracts set up as FHWA agreements. This value must be entered before a limit amount can be entered on this page.
- **Description** field - Displays the description entered for the transaction identifier.

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

Transaction Limits

Contract Number 012345  
Amendment Number

Sold To Customer FEDERAL HIGHWAY ADMINISTRATION  
Contract Status PENDING

Contract Line 1  
Product FEDERAL  
Description Federal Aid & Stimulus

Price Type Rate  
Fee Type None

Billing Limits ?

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

*Transaction Identifier	Description	Limit Amount	Use Sequence	Rate Selection	Rate Set		
1 L110	BRIDGE PROGRAM - 15% OFF	25,000.00	1	Rate Set ▾	FED_L110_90		

[Return to Contract Terms](#)

Transaction Identifiers

Perform Limit Checking

Save

Return to Search

Previous in List

Next in List

Notify



# Associating Transaction Limits to Contract Line (continued)

- **Limit Amount** - The obligation amount for the appropriation code is populated in the **Limit Amount** field. Once the **Limit Amount** field for **Use Sequence 1** is expended, Cardinal moves to the next use sequence.
- **Use Sequence** - This field identifies the order in which each Federal Appropriation code is billed and utilized. Transaction identifiers are used according to their use sequence value. Once the first transaction identifier exceeds its limit, the Auto-Sequencing process automatically moves on to the next transaction identifier.

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

Transaction Limits

Contract Number 012345  
Amendment Number

Sold To Customer FEDERAL HIGHWAY ADMINISTRATION  
Contract Status PENDING

Contract Line 1  
Product FEDERAL  
Description Federal Aid & Stimulus

Price Type Rate  
Fee Type None

Billing Limits ?

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

*Transaction Identifier	Description	Limit Amount	Use Sequence	Rate Selection	Rate Set
1 L110	BRIDGE PROGRAM - 15% OFF	25,000.00	1	Rate Set ▾	FED_L110_90

Return to Contract Terms

Transaction Identifiers

Perform Limit Checking

Save Return to Search Previous in List Next in List Notify




# Associating Transaction Limits to Contract Line (continued)

- **Rate Selection** field - This defaults to **Rate Set**. Do not change this value.
- **Rate Set** field - This field should contain a rate set with the **Transaction Identifier** in the Rate Set name. The rate set name will include FED, Transaction Id and Participation rate. Rate Sets for Advance Construction appropriation codes will have ADC, Transaction Id and Participation Rate.

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

Transaction Limits



Contract Number 012345  
Amendment Number





Sold To Customer FEDERAL HIGHWAY ADMINISTRATION  
Contract Status PENDING

Contract Line 1  
Product FEDERAL  
Description Federal Aid & Stimulus

Price Type Rate  
Fee Type None

Billing Limits ?


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


*Transaction Identifier	Description	Limit Amount	Use Sequence	Rate Selection	Rate Set			
1 L110 	BRIDGE PROGRAM - 15% OFF	25,000.00	1	Rate Set ▾	FED_L110_90 			


[Return to Contract Terms](#)


Transaction Identifiers


Perform Limit Checking

 Save

 Return to Search

 Previous in List

 Next in List

 Notify



# Associating Transaction Limits to Contract Line (continued)

If you need to add additional transaction limits click the plus (+) button and enter the required fields. After completing all entries:

- Click on the **Save** button.
- Click the **Return to Contract Terms** hyperlink. The **Contract Terms** page, **Contract Amounts** tab is displayed.



# Associating Transaction Limits to Contract Line (continued)

The **Contract Amounts** tab displays. Click the **Related Projects** tab.

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


Related Content

Contract Amounts

Related Projects

Contract Number 012345

Amendment Number



Sold To Customer FEDERAL HIGHWAY ADMINISTRATION

Contract Status PENDING

Contract Line ◀ 1 ▶

Price Type Rate

Product FEDERAL

Fee Type None


Description Federal Aid & Stimulus


Limit Details

	T&M
Awarded	0.00
Funded	0.00
Revenue	0.00

Transaction LimitsReview LimitsPerform Limit Checking

Period of Performance

Start Date 08/01/2019 

End Date 10/30/2020 

☒ Control Limits and Billing

Return to General Information

Amount Allocation

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

Update/Display

Include History

Correct History

Contract Amounts | Related Projects



# Associating the Rate Set to the Contract Line

The **Related Projects** tab displays.

After the transaction limits have been populated, enter the federal authorization date, and the rate set.

- The authorization date should be entered in the **Effective Date** field. This date is the Federal authorization date of the Federal project. This date is very important in the set up of the contract line as this date determines which transactions are priced for billing. The rate set is not available for billing until this date or after.
- **Status** field - This field defaults to **Active**. Updating the value to **Inactive** will stop billing for this contract line.
- **Rate Selection** drop down menu - This field defaults to **Rate Set**. Do not change this value.

Note when updating the **Rate Set** and/or **Effective Date**, do not use the + (add button). All changes/updates should be made by clicking on the **Correct History** button.

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

Contract Number 012345  
Amendment Number  
Sold To Customer FEDERAL HIGHWAY ADMINISTRATION  
Contract Status PENDING

Contract Line 1  
Product FEDERAL  
Description Federal Aid & Stimulus

PC Business Unit 50100

Transaction Limits  
Review Limits

Associated Rates

Effective Date	Status	Rate Selection	Rate Set	Rate Set
08/01/2019	Active	Rate Set	FED_L110_90	Rate Set

Associated Projects & Activities

*Project	*Activity	Description	Description
0000100001	602	Rural Additions - Pittsylvania	PE/Constr - Constr on PE Job
0000100001	606	Rural Additions - Pittsylvania	Advanced R/W Prior to Acq.
0000100001	607	Rural Additions - Pittsylvania	R/W Stakeout for Cond. and App
0000100001	608	Rural Additions - Pittsylvania	Const. Stakeout Prior to Award

Create Project Create Activity All Activities Summary Activities Delete Activities

Return to General Information

Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History Correct History

Contract Amounts | Related Projects





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

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

Contract Number 012345 Sold To Customer FEDERAL HIGHWAY ADMINISTRATION  
Amendment Number Contract Status PENDING

Contract Line ◀ 1 ▶ Price Type Rate  
Product FEDERAL Fee Type None  
Description Federal Aid & Stimulus

PC Business Unit 50100 🔍

Transaction Limits Review Limits

**Associated Rates** Personalize | Find | 🔍 First 1 of 1 Last

	Effective Date	Status	Rate Selection	Rate Set		
1	08/01/2019	Active	Rate Set	FED_L110_90	Rate Set	+ -

**Associated Projects & Activities** Personalize | 🔍 First 1-25 of 123 Last

	*Project	*Activity	Description	Description		
<input type="radio"/>	0000100001	602	Rural Additions - Pittsylvania	PE/Constr - Constr on PE Job	+ -	
<input type="radio"/>	0000100001	606	Rural Additions - Pittsylvania	Advanced R/W Prior to Acq.	+ -	
<input type="radio"/>	0000100001	607	Rural Additions - Pittsylvania	R/W Stakeout for Cond. and App	+ -	
<input type="radio"/>	0000100001	608	Rural Additions - Pittsylvania	Const. Stakeout Prior to Award	+ -	
<input type="radio"/>	0000100001	60	Rural Additions - Pitt	Education	+ -	

Create Project Create Activity All Activities Summary Activities Delete Activities

Return to General Information

Amount Allocation

Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History Correct History

Contract Amounts | Related Projects



# Billing Plan

The **General Information Lines** tab displays. Click the **Detail** link.

The **Billing Plan** is automatically created from templates associated with the product selected to create the contract line. Data on the Billing Plan should not be changed from the default values.

The **Billing Plan** stores:

- The timing of billing
- How bill lines appear on invoices

There are a couple of ways to access the Billing Plan information. One is to click the **Pending** link under the **Billing Plan** field.

Contract Number 012345 Sold To Customer FEDERAL HIGHWAY ADMINISTRATION  
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	FEDERAL	Federal Aid & Stimulu	Rate	Pending	Pending	Contract Terms	Distribution	Internal Notes	FEDERAL HIGHWAY ADMINISTRATION

Billing Plans Revenue Plans Milestones 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 is by clicking the **Billing Plan** hyperlink which displays at the bottom of the page on both the **General** and **Lines** tab.

The screenshot shows the 'Billing Plan General' tab interface. At the top, there is a navigation bar with tabs: 'Actions', '1 FEDERAL', 'Federal Aid & Stimulus', 'Rate', 'None', and 'Active'. Below this is a 'Billing Plans' tab, which is highlighted with a red box. Other tabs include 'Revenue Plans', 'Milestones', 'Amount Allocation', and 'Supplemental Data'. A 'Go To' dropdown menu is set to 'More'. Below the tabs are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'. At the bottom, there is a link for 'General | Lines'.

Once you click the hyperlink, the **Assign Billing Plan** page displays. Click the Plan hyperlink (**B101**) to access the **Billing Plan General** tab.

The screenshot shows the 'Assign Billing Plan' page. At the top, there is a navigation bar with links: 'Favorites', 'Main Menu', 'Customer Contracts', 'Create and Amend', 'General Information', and 'Assign Billing Plan'. Below this is a header section with 'Contract 012345' and 'Sold To Customer FEDERAL HIGHWAY ADMINISTRATION'. The main content area is titled 'Contract Lines to be Assigned / Unassigned'. It contains a table with columns: 'Line', 'Product', 'Line Description', 'Billing Amount', 'Price Type', 'Fee Type', 'Plan', 'Plan Description', 'Billing Method', and 'Status'. The table has one row with the following data: Line 1, Product FEDERAL, Line Description Federal Aid & Stimulus, Billing Amount (blank), Price Type Rate, Fee Type None, Plan B101 (highlighted with a red box), Plan Description As Incurred - Rate Based, Billing Method As Incurred, and Status Pending. Below the table are buttons for 'Select All' and 'Clear All'. At the bottom, there is a section titled 'Bill Plan to Assign / Unassign' with a 'Billing Plan' dropdown menu set to 'NEXT' and a 'Billing Plan Template' dropdown menu.



# Billing Plan (continued)

The Billing Plan has three tabs which display:

- **Billing Plan General** tab - This tab displays all billing information for the contract, such as customer information and billing options. The billing plan can be put on hold for the contract line on this page.
- **Events** tab - This tab displays billing events. This page is not used for rate-based contract lines.
- **History** tab: This tab displays the billing history associated with the contract line. Any bills created from the contract are listed on this page.

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

Contract 012345      BI Unit 50100  
Sold To Customer 0000055002      FEDERAL HIGHWAY ADMINISTRATION      Bill To 0000055002      FEDERAL HIGHWAY ADMINISTRATION  
Billing Plan ◀ B101 ▶      As Incurred - Rate Based      Currency USD

Description: As Incurred - Rate Based      \*Billing Status: Pending  
Billing Method: As Incurred      ☒ Ready at Activation

**Customer Information**

BI Unit: 50100      VA Dept of Transportation  
\*Bill To Customer: 0000055002      FEDERAL HIGHWAY ADMINISTRATION  
Addr Num: 1      Bill To Contact: [Search]

**Tolerance Options**

Minimum Bill Amount: 0.00  
☐ Final Bill

**Billing Options**

Bill Type: FED      ☐ Pre Approved  
Bill Source: FED      ☐ Direct Invoice  
Summarization Template ID: VDOT\_FHWA      VDOT FHWA  
Purchase Order: [Search]

Billing Header Note      Internal Notes      Preview Summarization Template

**Billing Default Overrides**

Invoice Form: LANDSCAPE      View Customer Defaults  
Cycle ID: FEDERAL      Project Federal  
Bill By ID: PC\_FEDERAL  
Payment Method: [Dropdown]  
Payment Terms: [Search]  
Billing Inquiry: [Search]  
Billing Specialist: [Search]

Return to General Information

Buttons: Save    Return to Search    Notify    Add    Update/Display

Bottom: Billing Plan General | Events | History



# Billing Plan - Billing Plan General Tab

- **Description:** Defaults. Do not change.
- **Billing Status:** Controls the ability to enter information into, and the processing that occurs against, the Billing Plan. Values include:
  - **Pending**
  - **Ready** - is displayed once the contract is set to **Active**
  - **In Progress**
  - **Cancelled**
- **Ready at Activation** check box: **Ready at Activation** is displayed and defaults to checked when the **Billing Status** is **Pending**.
- The **Billing Status** automatically updates to **Ready** when the **Contract Status** is set to **Active**.
- **Pre Approved:** Defaults to unselected. Do not change it. This allows transactions to be sent to the billing worksheet to be approved before they are billed.

Contract 012345 BI Unit 50100  
Sold To Customer 0000055002 FEDERAL HIGHWAY ADMINISTRATION Bill To 0000055002 FEDERAL HIGHWAY ADMINISTRATION  
Billing Plan B101 As Incurred - Rate Based Currency USD

Description As Incurred - Rate Based \*Billing Status Pending  
Billing Method As Incurred ☒ Ready at Activation

**Customer Information**  
BI Unit 50100 VA Dept of Transportation  
\*Bill To Customer 0000055002 FEDERAL HIGHWAY ADMINISTRATION  
Addr Num 1 Bill To Contact

**Billing Options**  
Bill Type FED ☐ Pre Approved  
Bill Source FED ☐ Direct Invoice  
Summarization Template ID VDOT\_FHWA VDOT FHWA  
Purchase Order

**Billing Default Overrides**  
Invoice Form LANDSCAPE  
Cycle ID FEDERAL View Customer Defaults  
Bill By ID PC\_FEDERAL Project Federal  
Payment Method  
Payment Terms  
Billing Inquiry  
Billing Specialist

Return to General Information  
Save Return to Search Notify Add Update/Display  
Billing Plan General | Events | History



# Billing Plan - Billing Plan General Tab (continued)

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

Ne

**Billing Plan General** | Events | History

Contract 012345      BI Unit 50100  
Sold To Customer 0000055002      FEDERAL HIGHWAY ADMINISTRATION      Bill To 0000055002      FEDERAL HIGHWAY ADMINISTRATION  
Billing Plan ◀ B101 ▶      As Incurred - Rate Based      Currency USD

Description As Incurred - Rate Based      \*Billing Status Pending  
Billing Method As Incurred      ☒ Ready at Activation

**Customer Information**

BI Unit 50100      VA Dept of Transportation  
\*Bill To Customer 0000055002      FEDERAL HIGHWAY ADMINISTRATION  
Addr Num 1      Bill To Contact

**Tolerance Options**

Minimum Bill Amount 0.00  
☐ Final Bill

**Billing Options**

Bill Type FED      ☐ Pre Approved  
Bill Source FED      ☐ Direct Invoice  
Summarization Template ID VDOT\_FHWA      VDOT FHWA  
Purchase Order

Billing Header Note      Internal Notes      Preview Summarization Template

**Billing Default Overrides**

Invoice Form LANDSCAPE      View Customer Defaults  
Cycle ID FEDERAL      Project Federal  
Bill By ID PC\_FEDERAL  
Payment Method  
Payment Terms  
Billing Inquiry  
Billing Specialist

Return to General Information

Save      Return to Search      Notify      Add      Update/Display

Billing Plan General | Events | History



# Billing Plan – History Tab (continued)

Click the **History** tab to view the status for all billing activity related to the **Billing Plan**.

Click on the **Return to General Information** hyperlink.

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

New Window |

Billing Plan GeneralEventsHistory

Contract 012345BI Unit 50100  
Sold To Customer 0000055002FEDERAL HIGHWAY ADMINISTRATIONBill To 0000055002FEDERAL HIGHWAY ADMINISTRATION  
Billing Plan ◀ B101 ▶As Incurred - Rate BasedCurrency USD

Amount Details

Total Net Extended Amount0.00

Contract Billing History

Personalize | Find | First ◀ 1 of 1 ▶ Last

SourceBillingContractsProjects

*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		08/27/2019 10:00:44AM	TERELLE.V	0.000	0.000		0.000	0.000	+	-

Return to General Information

SaveReturn to SearchNotify

AddUpdate/Display

Billing Plan General | Events | History



# Revenue Plan

Just like the **Billing Plan**, the **Revenue Plan** can be accessed from the **General Information** page in a couple of ways:

- Using the **Revenue Plans** hyperlink at the bottom of the **General** tab or **Lines** tab. The **Assign Revenue Plan** page will display. Click on the revenue **Plan ID**. The **Revenue Plan** page will display.
- From the **Lines** tab, **Contract Lines** section, **Detail** tab by clicking on the **Revenue Plan Status** hyperlink. The **Revenue Plan** page will display.

The screenshot displays the 'General Information' page for a contract with the number 012345. The 'General' tab is selected, showing various contract details such as 'Sold To Customer' (FEDERAL HIGHWAY ADMINISTRATION), 'Contract Status' (PENDING), and 'Processing Status' (Pending). At the bottom of the page, under the 'Summary of Amounts' section, the 'Revenue Plans' link is highlighted with a red box.

An inset window shows the 'Lines' tab, where the 'Contract Lines' section is active. The 'Detail' sub-tab is selected, and the 'Revenue Plan' status is highlighted with a red box. The table below shows the contract lines:

Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms
▼ Actions	1	FEDERAL	Federal Aid & Stimulu	Rate	Pending	Pending	Contract Terms

At the bottom of the inset window, the 'Revenue Plans' link is also highlighted with a red box.





# Revenue Plan (continued)

After navigating to the **Revenue Plan** page, complete the information in the following fields:

- **Description** field - Defaults for the contract. Do not change it.
- **Plan Status** - Defaults to **Pending**. Values include:
  - **Pending**
  - **Ready** - is displayed once the contract is set to **Active**.
  - **In Progress**
  - **Cancelled**
- **Event Detail Section** - This is not used with rate-based contract lines.
- **Ready at Activation** check box - Defaults to checked when the **Plan Status** is **Pending**. The system will set the Plan **Status** to **Ready** upon contract activation.

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

Revenue Plan

Revenue Plan

Contract 012345 Business Unit 50100 Currency USD  
Sold To Customer 0000055002 FEDERAL HIGHWAY ADMINISTRATION GL Business Unit 50100  
Revenue Plan ◀ R101 ▶ GL Currency USD

Description As Incurred - Rate Based x \*Plan Status Pending ▾  
Recognition Method As Incurred ☒ Ready at Activation

Define Events By  
Add Milestone

Event Detail Personalize | Find | View All | [Print] [Calendar] First 1 of 1 Last

Event	Event Type	*Event Status	Accounting Date	
1	Date ▾	Pending ▾	08/27/2019 [Calendar]	Event Note [Add] [Remove]

Return to General Information

Save Return to Search Notify Add Update/Display

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



# Activating a Contract

After having created the contract, added contract line(s), set the limits, defined the rate set, and associated the project and activities, the contract is ready to be set to **Active**. Activating a contract indicates that all data for the contract has been entered into Cardinal.

The **Contract Status** field displays a user-defined value, indicating the stage of this contract within its lifecycle. This field also determines which processing can occur against the contract. When creating a new contract, the contract status defaults to **Pending**.

The contract status can be changed from **Pending** to **Active** on the **General Information** page. Once the contract status is changed, the billing and revenue plan statuses change to **Ready**.

When changing the contract status, only forward movement is allowed. Once the contract is set to **Active**, it cannot be set back to **Pending**, and once **Closed** it cannot be set to **Active**.



# Activating a Contract (continued)

To activate a contract, navigate to the General Information page using the following path:

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

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

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

Upon **Save** an **Amendments** tab appears.

Contract Number: 012345

Sold To Customer: FEDERAL HIGHWAY ADMINISTRATION

\*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

Other Information

Summary of Amounts

Billing Plans Revenue Plans Milestones

Save Return to Search Notify



# Closing a Contract

Only close a contract after the contract has fulfilled the contract terms. Once the contract is closed, it can no longer be used, amended, or reactivated. Contracts in **Closed** status are removed from processing and views, but the historical contract data is still available for query.

To close a contract follow these steps:

1. Set the **Billing Plan** Billing Status to **Completed**, update if necessary.
2. Set the **Revenue Plan** Status to **Completed**, update if necessary.
3. Update the **Contract Status** to **Closed** or appropriate status.
4. Click the **Save** button.

The screenshot shows a web application interface for managing contracts. The top navigation bar includes 'Favorites', 'Main Menu', and a breadcrumb trail: 'Customer Contracts > Create and Amend > General Information'. On the right, there are links for 'Related Content', 'New Window', 'Help', and 'Person'. The 'General' tab is selected and highlighted with a red box. The contract details are as follows:

- Contract Number: PM06(368)
- Sold To Customer: FEDERAL HIGHWAY ADMINISTRATION
- \*Contract Status: CLOSED (highlighted with a red box)
- Amendment Number: (empty)
- Description: STP-PM06(368)
- Processing Status: Closed
- Contract Admin: (empty)
- Amendment Status: (empty)
- Region Code: (empty)
- Business Unit: VA Dept of Transportation
- Contract Type: F
- Contract Classification: Government
- Currency Code: USD
- Last Amended: (empty)
- Exchange Rate Type: CRRNT
- Start Date: 03/19/2015
- Contract Signed: 03/19/2015
- End Date: (empty)
- Contract Role: (empty)
- Last Update Date/Time: 03/27/2015 10:40:28AM
- Revenue Profile: (empty)
- Last Update User ID: (empty)
- Use Project ChartFields: ☒
- Separate Fixed Billing and Revenue: ☐
- Separate As Incurred Billing and Revenue: ☐

Below the details are expandable sections: 'Other Information' and 'Summary of Amounts'. At the bottom, there are tabs for 'Billing Plans', 'Revenue Plans', and 'Milestones', along with a 'Supplemental Data' section and a 'Go To' dropdown menu. The 'Save' button is highlighted with a red box, and other buttons include 'Return to Search', 'Notify', 'Add', and 'Update/Display'.



# Closing a Contract (continued)

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 General** tab, select the **Billing Status** of **Completed** using the drop-down arrow.
- Click on the **Save** button at the bottom of the page.

The screenshot shows the 'Define Billing Plan' interface. At the top, the breadcrumb path is 'Main Menu > Customer Contracts > Review Billing > Plans > Define Billing Plan'. The 'Billing Plan General' tab is active. Key fields include: Contract 000S217, Sold To Customer 0000055002, Billing Plan B101, As Incurred - Rate Based, Currency USD, and Billing Status (highlighted with a red box, showing 'Completed' and 'In Progress' options). The 'Customer Information' section shows BI Unit 50100, VA Dept of Transportation, and Bill To Customer 0000055002. The 'Billing Options' section shows Bill Type FED and Pre Approved checkbox. The 'Tolerance Options' section shows Minimum Bill Amount 0.00 and Final Bill checkbox. At the bottom, the 'Save' button is highlighted with a red box, along with 'Return to Search', 'Notify', 'Add', and 'Update/Display' buttons. The footer shows 'Billing Plan General | Events | History'.



# Closing a Contract (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, select the **Plan Status** of **Completed** using the drop-down arrow.
- Click on the **Save** button.

Favorites ▾ Main Menu ▾ > Customer Contracts ▾ > Schedule and Process Revenue ▾ > Define Revenue Plan

Revenue Plan

Revenue Plan

Contract 000S217 Business Unit 50100 Currency USD  
Sold To Customer 0000055002 FEDERAL HIGHWAY ADMINISTRATION GL Business Unit 50100  
Revenue Plan ◀ R101 ▶ GL Currency USD

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

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	
1	Date ▾	Pending ▾	08/27/2019	Event Note

Save Return to Search Notify Add Update/Display



# Closing a 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** or appropriate value using the drop-down arrow.
- Click on the **Save** button.

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
<b>CLOSED</b>	<b>Closed</b>	<b>Closed</b>
PIRE - CLOSED	Closed For FHWA PIRE	Active
FV ACCEPTED	FHWA Accepted	Closed
FV COMPLETED	Fiscal Completed	Active
WITHDRAWN	Contract Withdrawn	Active

Save Return to Search Notify



## Lesson 3: 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 3: Checkpoint

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



1. What are the two main parts of a contract?



2. What does defining the **Use Sequence** on the **Transactions Limits** page do?



## Lesson 3: Summary

3

### Creating Federal Rate-Based Customer Contracts

In this lesson, you learned:

- Federal contracts only have rate-based contract lines.
- Each contract line represents a unique contract product that can be associated with its own accounting distributions, limits, billing plans, and revenue plans.
- How to enter a Federal Customer Contract.



# Lesson 4: Introduction

4

## Processing Federal Customer Contracts

This lesson covers the following topics:

- Process Federal customer contracts
- Contracts to Billing process for Federal contracts
- Accounting process for Federal contracts



# Processing 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 Transaction Limit defined for the current Rate Set. If a Transaction Limit exists, the process will compare the sum of the billing (BIL) transactions against the remaining Transaction Limit. If a remaining limit amount exists, 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 Transaction Limits Auto-Sequencing process runs when an **OLT** row has been created for a particular contract line. The Transaction Limit Use Sequence process updates the rate set attached to the contract terms to the rate set associated with the next available transaction limit use sequence. The process allows billing to continue without having to change the rate set associated with a contract line on the **Related Projects** page manually.



# Processing Federal Rate-Based Customer Contracts (continued)

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

Transaction Limits

Contract Number 012345

Sold To Customer FEDERAL HIGHWAY ADMINISTRATION

Amendment Number

Contract Status PENDING

Contract Line 1

Price Type Rate

Product FEDERAL

Fee Type None

Description Federal Aid & Stimulus

Billing Limits ?

Personalize | Find | View All |

First ◀ 1-2 of 2 ▶ Last

	*Transaction Identifier	Description	Limit Amount	Use Sequence	Rate Selection	Rate Set		
1	L110	BRIDGE PROGRAM - 15% OFF	25,000.00	1	Rate Set ▾	FED_L110_80		
2	L11R	BRIDGE PROG 15% OFF RE	30,000.00	2	Rate Set ▾	FED_L11R_80		

Return to Contract Terms

Transaction Identifiers

Perform Limit Checking

Save

Return to Search

Notify



# Processing Federal Rate-Based Customer Contracts (continued)

## **Limit Check Billable Transactions (continued)**

The OLT transactions are re-priced to the new Rate Set and updated to billing (BIL) transactions. If the contract does not have a Transaction Limit with a remaining amount, the OLT transactions remain in the project transaction table until the transaction limit amount for the contract line is increased or a new transaction limit is added. 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.

## **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. All Federal project billing transactions are associated with a temporary bill (billing worksheet) on a daily basis.

The billing worksheet provides the ability to defer lines from bills if errors are found during review. This allows the billing data to be re-processed back in the Project Costing and Customer Contracts modules and resent to the Billing module at a later date. After approving the temporary bill, the billing transactions are pushed to a new invoice in the Billing Module with a **Bill Status of Ready (RDY)**. This bill is finalized during batch processing.



# Processing Federal Rate-Based Customer Contracts (continued)

## Creation of FHWA Extract File

The Create Federal Highway File process is initially run for the billing worksheet. This generates an FHWA extract file that is submitted to FHWA in order to determine if any errors are included in the file prior to approving the billing worksheet. This process allows correction of errors noted in the federal system. Once the billing worksheet is approved and the invoice is finalized in Cardinal, The **Federal Highway** file is re-generated and submitted to FHWA.



# Accounting for Federal Contracts (continued)

Accounting Rules are used in Cardinal to create the revenue accounting entries associated with rate-based contract billing. The accounting rules for Federal Contracts are predefined using **Source Type** (Appropriation Code) and **Analysis Type** combinations. Three accounting rules are created for each **Source Type**, except Advance Construction source types. There is one accounting rule created for each analysis type which includes **BIL**, **BAJ** and **BLD**.

The **Source Type** is written to the **BIL** transaction during the pricing process and is based on the **Source Type** defined in the **Rate Set**. The presence of the Source Type and Analysis Type 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.

Accounting Rules

PC Business Unit 50100

Analysis Type **BIL**

Analysis Group %

Contract %

Project %

Activity %

\*Resource General Ledger Unit 50100

\*Source Type **C200**

\*Status Active

\*Journal Template CA\_REV

Category %

Subcategory %

Project Transaction Type %

Project Transaction Code %

Additional Selection Criteria

Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Affiliate	Fund
%	%	%	%	%	%	%	%	%	%	%	%

Copy Accounting Entries To...

Organization

\*Inter-Organization Level Default

Accounting Entries

Seq Nbr	Debit/Credit	*Account Type	Billing Business Unit	*Account	Fund	Program	Department	Cost Center	Task
1 Debit		Unbilled Accounts Receivable	50100	112061	10940		%	%	%
1 Credit		Revenue		4020205	10940		%	%	%

Search Results

300 of 730 results are displayed.

Project Business Unit	Analysis Type	Analysis Group	Contract Project	Resource General Ledger Unit	Project Type	Activity	Source Type	Category Subcategory	Project Transaction Type	Project Transaction Code	Account Department	Statistics Code	Asset Task Fund FIPS	Agency Use 2	Affiliate	Fund Cost Center	Program	Agency Use 1	Description	Active Status
50100	BIL	%	%	50100	%	%	C200	%	%	%	%	%	%	%	%	%	%	%	BIL Federal Stimulus - C200	Active
50100	BIL	%	%	50100	%	%	C220	%	%	%	%	%	%	%	%	%	%	%	BIL Federal Stimulus - C220	Active
50100	BIL	%	%	50100	%	%	C230	%	%	%	%	%	%	%	%	%	%	%	BIL Federal Stimulus - C230	Active
50100	BIL	%	%	50100	%	%	C240	%	%	%	%	%	%	%	%	%	%	%	BIL Federal Stimulus - C240	Active
50100	BIL	%	%	50100	%	%	C250	%	%	%	%	%	%	%	%	%	%	%	BIL Federal Stimulus - C250	Active
50100	BIL	%	%	50100	%	%	C490	%	%	%	%	%	%	%	%	%	%	%	BIL Federal Stimulus - C490	Active
50100	BIL	%	%	50100	%	%	O430	%	%	%	%	%	%	%	%	%	%	%	BIL Federal Aid - O430	Active
50100	BIL	%	%	50100	%	%	O440	%	%	%	%	%	%	%	%	%	%	%	BIL Federal Aid - O440	Active





# Accounting for Federal Contracts (continued)

Accounting Rules

PC Business Unit 50100

Analysis Type **BIL**

Analysis Group %

Contract %

Project Type %

Project %

Activity %

Description BIL Federal Stimulus - C200

\*Resource General Ledger Unit 50100

Source Type **C200**

\*Status Active

\*Journal Template CA\_REV

Category %

Subcategory %

Project Transaction Type %

Project Transaction Code %

**Additional Selection Criteria**

Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Affiliate	Fund
%	%	%	%	%	%	%	%	%	%	%	%

Copy Accounting Entries To...

Organization

\*Inter-Organization Level Default

**Accounting Entries**

Seq Nbr	Debit/Credit	*Account Type	Billing Business Unit	*Account	Fund	Program	Department	Cost Center	Task
1 Debit		Unbilled Accounts Receivable	50100	112061	10940		%	%	%
1 Credit		Revenue		4020205	10940		%	%	%

Search Results

300 of 730 results are displayed.

Project Business Unit	Analysis Type	Analysis Group	Contract	Project	Resource General Ledger Unit	Project Type	Activity	Source Type	Category	Subcategory	Project Transaction Type	Project Transaction Code	Account	Department	Statistics Code	Asset	Task	Fund	FIPS	Agency Use 2	Affiliate	Fund Affiliate	Cost Center	Program	Agency Use 1	Description	Active Status
50100	BIL	%	%	%	50100	%	%	C200	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	BIL Federal Stimulus - C200	Active
50100	BIL	%	%	%	50100	%	%	C220	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	BIL Federal Stimulus - C220	Active
50100	BIL	%	%	%	50100	%	%	C230	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	BIL Federal Stimulus - C230	Active
50100	BIL	%	%	%	50100	%	%	C240	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	BIL Federal Stimulus - C240	Active
50100	BIL	%	%	%	50100	%	%	C250	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	BIL Federal Stimulus - C250	Active
50100	BIL	%	%	%	50100	%	%	C490	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	BIL Federal Stimulus - C490	Active
50100	BIL	%	%	%	50100	%	%	0430	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	BIL Federal Aid - 0430	Active
50100	BIL	%	%	%	50100	%	%	0440	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	BIL Federal Aid - 0440	Active



# Accounting for Federal Contracts (continued)

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 Asset 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
	CAREV	Contract Asset	Revenue
Payment Received	AR	Cash	Accounts Receivable



## Lesson 4: Checkpoint

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



1. **Transaction Limits** are set on what type of contract (Federal or Non-Federal)?



2. Where can you review temporary bills?



## Lesson 4: Checkpoint (continued)



3. Accounting rules for Federal contracts are defined by \_\_\_\_\_.



4. What **Analysis Type** does the system assign to billable amounts that exceed the available transaction limits?



# Lesson 4: Summary

4

## Processing 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 linked to the contract line.
- Federal rate-based contracts use **Transaction Limits** which are defined at the line level.
- Associating project activities to the contract allows transactions to be billed to the project.
- Accounting rules for federal contracts are predefined using **Analysis Type** in conjunction with **Source Type, i.e.,** Federal appropriation code, to determine the rules to apply for each transaction row.
- Accounting rules are used to create accounting entries associated with the Federal contract rate-based project billing.



# Lesson 5 : Introduction

5

## Amending Federal Contracts

This lesson covers the following topics:

- Understanding amendments
- Adding a contract line
- Amending contract header information
- Adding/removing a transaction limit



# Understanding Amendments

Once a contract is created and the contract status is **Active**, most changes to the contract are made using amendments. Amendments allows for maintaining an audit trail as well as a historical record of changes to the contract throughout its lifecycle. It is possible to add or remove project/activity combinations to and from a contract line without using an amendment; however, most modifications require an amendment.

Amendments are created on the **Contract Amendments** page. On this page, high-level details of the amendment, are defined, including the amendment type and amendment reason. The possible edits include changing/adding contract lines, changing contract header information, changing/updating the contract terms and changing/updating the contract amount.

When saving contract amendments, Cardinal saves the new data in a separate amendment table and assigns the amendment an amendment number. Once finished creating the amendment, set the amendment to a status of **Ready**, then process the amendment by clicking the **Process Amendment** button. This process changes the amendment status to **Completed**, and the values from the amendment become the current contract values.



# Determining When Additional Contract Line(s) are Needed

Although most federal contracts only have one contract line, there are scenarios where more than one contract line is required.

- Both standard and Federal Lands appropriation codes are on one agreement. Federal Lands appropriation codes and standard appropriation codes should not appear on the same contract line. Create two contract lines one with the regular appropriation codes and the other with the federal lands appropriation codes. If the same UPC and phase is associated with both contract lines, only one can be associated with the UPC to one contract line. Once the first contract line has billed to the maximum, remove the project-activity combinations from that line and associate them to the second contract line. Amend the contract to change the **Federal Region Code** from **03** to **15** or vice versa.
- Multiple projects are associated with a contract; check the detailed estimate to verify if the appropriation codes are to be associated with specific project phases. If this is the case, create multiple contract lines. Ensure that the correct transaction identifiers are assigned to the contract line with the appropriate project and activity combinations.





# Adding a New Contract Line

Regardless of the type of amendment, accessing the contract comes first. Navigate to the **Contract General Information** page using the following path:

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

- Select the **Find an Existing Value** tab.
- Enter the search criteria.
- Click the **Search** button.

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

### General Information

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

Find an Existing Value

Add a New Value

▼ Search Criteria

Business Unit = ▾50100 🔍

Contract begins with ▾0143027

Description begins with ▾

Sold To Customer begins with ▾ 🔍

Customer Name begins with ▾

Contract Status begins with ▾ 🔍

Processing Status = ▾

Contract Type begins with ▾ 🔍

Contract Classification = ▾

Region Code begins with ▾ 🔍

Contract Administrator begins with ▾ 🔍

Master Contract # begins with ▾ 🔍

☐ Case Sensitive

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

Search

Clear

Basic Search 🔍

Save Search Criteria

Find an Existing Value

Add a New Value



# Adding a New Contract Line (continued)

The **General Information** page is displayed. Once the **Contract Status** is **Active** the **Amend Contract** button is available for selection.

Click on the **Amend Contract** button.

Favorites ▾

Main Menu ▾

>

Customer Contracts ▾

>

Create and Amend ▾

>

General Information

Related Content ▾ | New Window | Help | Person

General | Lines | Amendments

Contract Number 0143027

Sold To Customer FEDERAL HIGHWAY ADMINISTRATION

Amendment Number 0000000000

\*Contract Status ACTIVE

Amend Contract

Add to My Contracts

Description STP-0143027

Processing Status Active

Contract Admin

Amendment Status Complete

Region Code

Business Unit VA Dept of Transportation

Contract Type F

Contract Classification Government

Currency Code USD

Start Date 08/12/2013

Exchange Rate Type CRRNT

End Date

Contract Signed 08/12/2013

Last Update Date/Time 08/14/2013 2:52:43PM

Contract Role

Last Update User ID JEREMY.MILES

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

Supplemental Data

Go To More ▾

Save

Return to Search

Notify

Add

Update/Display

General | Lines | Amendments



# Adding a New Contract Line (continued)

Click on the **Amendments** tab. All amendments will require selecting the **Amendment Type** and **Reason** when beginning 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.

Contract Number 013027 Sold To Customer FEDERAL HIGHWAY ADMINISTRATION  
Pending Amendment 000000001 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
000000000			08/14/2013	Complete	Detail	Notes
000000001	<input type="text"/>	<input type="text"/>	08/27/2013	Pending	Detail	Notes

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

Save Return to Search Notify

General | Lines | Amendments

**Amendment Type**

- Contract Header
- Contract Line
- Contract Terms
- Prepaid
- Transaction Limit

**Reason**

- Add Trans. Limit
- Amend Contract Dates
- Amend Header Info
- Amend Prepaid
- Amend Trans ID
- Decrease Trans Limit
- Increase Trans Limit
- Modify Contract Amt
- Modify Contract Line
- New Contract Line
- Remove Contract Line
- Remove Trans. Limit



# Adding a New Contract Line (continued)

In this example, a contract line should be added:

- Select the **Amendment Type** of **Contract Line**.
- Select the **Reason** of **New Contract Line**.
- Click on the **Save** button.
- Click on the **Lines** tab.

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

Related Content

General **Lines** Amendments

Contract Number 0143027 Sold To Customer FEDERAL HIGHWAY ADMINISTRATION  
Pending Amendment 0000000001 Contract Status ACTIVE

View Current

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

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000			08/14/2013	Complete	Detail	Notes
0000000001	Contract Line	New Contract Line	08/27/2019 [Calendar Icon]	Pending	Detail	Notes

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

**Save** Return to Search Notify

General | Lines | Amendments

# Adding a New Contract Line (continued)

After initiating the amendment, add contract lines by clicking the **Add Contract Lines** button.

Remove contract lines by changing the **Line Status** of the lines to be removed to **Cancelled**.

**Note:** There must be at least one contract line attached to a contract before a contract line can be removed.

The contract line is added using the same steps as followed when adding a contract line for a new contract. These steps can be found in **Lesson 3** of this course.

After adding all information for the contract line, click on the **Amendments** tab.

Favorites ▾

Main Menu ▾

Customer Contracts ▾

Create and Amend ▾

General Information

Related Content ▾

New Window

Help

Persona

General

Lines

Amendments

Contract Number 0143027

Sold To Customer FEDERAL HIGHWAY ADMINISTRATION

Pending Amendment 0000000001

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	Hold Billing on Unpaid Cost	Hold Revenue on Unpaid Cost	Standalone Sale	Fee Type	Bundle	Start Date	End Date	*Stat
▼ Actions	1	FEDERAL	Federal Aid & Stimulu	Rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None		08/12/2013		Acti

Billing Plans

Revenue Plans

Milestones

Amount Allocation

Supplemental Data

Go To More ▾

Save

Return to Search

Notify

Add

Update/Display

General | Lines | Amendments



# Adding a New Contract Line (continued)

To process the Amendment:

- Click on the **Details** link for the Amendment with **Amendment Status** of **Pending**.

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

Related Conte



GeneralLinesAmendments


Contract Number 0143027  
Pending Amendment 0000000001


Sold To Customer FEDERAL HIGHWAY ADMINISTRATION  
Contract Status ACTIVE

View Current

Amendments

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




GeneralStatisticsBilling Amended AmountsRevenue Amended AmountsMisc. 

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000			08/14/2013	Complete	<a href="#">Detail</a>	<a href="#">Notes</a>
0000000001	<div>Contract Line ▾</div>	<div>New Contract Line ▾</div>	08/27/2019 	Pending	<div>Detail</div>	<a href="#">Notes</a>

Billing PlansRevenue PlansMilestonesAmount AllocationSupplemental Data

Go To 

More ▾

 Save  Return to Search  Notify

General | Lines | Amendments



# Adding a New Contract Line (continued)

- The **Amendment Details** page displays.
- Review the changes associated with the current Amendment in the **Amendment Components** section to verify all changes have been included.
- Select the **Amendment Status** dropdown menu.
- Select **Ready**.

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

### Amendment Details

Contract0143027Amendment Number0000000001

Sold To Customer0000055002

Amendment TypeContract Line ▾

Amendment ReasonNew Contract Line ▾

\*Process Date08/27/2019 [calendar icon]

\*Amendment Status

Cancelled  
Pending  
Ready

Total Billing Adjustment0.00

Fixed Billing Adjustment0.00

Fixed Billing AllocationIncomplete

Total Revenue Adjustment0.00

Fixed Revenue Adjustment0.00

Fixed Revenue AllocationIncomplete

▶ Additional Amendment Details

Reference ID

User Ref #1

User Ref #2

Amendment Components

Personalize | Find | View All | [icon] [icon] First 1 of 1 Last

General | Templates | Statistics [icon]

Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1 Contract Header	Line 2		Insert		FED_LAND_100

Amendment Amount Allocation

Return to General Information

Internal Notes

Save

Return to Search

Notify



# Adding a New Contract Line (continued)

- The **Process Amendment** button displays.
- Click the **Process Amendment** button.

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

### Amendment Details

Contract0143027

Amendment Number0000000001

Sold To Customer0000055002

Amendment TypeContract Line

Process Date08/27/2019

Amendment ReasonNew Contract Line

\*Amendment StatusReady ▾

Process Amendment

Total Billing Adjustment0.00

Total Revenue Adjustment0.00

Fixed Billing Adjustment0.00

Fixed Revenue Adjustment0.00

Fixed Billing AllocationIncomplete

Fixed Revenue AllocationIncomplete



▶ Additional Amendment Details

Reference ID

User Ref #1

User Ref #2


Amendment Components

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

General

Templates

Statistics



Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1 Contract Header	Line 2		Insert		FED_LAND_100

Internal Notes

Return to General Information

Save

Return to Search

Notify





# Adding a New Contract Line (continued)

The **Amendment Status** updates to **Complete** and the **Amendment Completed On** field records the date a time the Amendment process was completed.

An internal note can be added for this amendment by clicking the **Internal Notes** link.

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

Amendment Details

Contract0143027

Amendment Number0000000001

Sold To Customer0000055002

Amendment Completed On08/27/2019 1:45PM

Amendment TypeContract Line

Amendment ReasonNew Contract Line

Process Date08/27/2019

Amendment StatusComplete

Total Billing Adjustment0.00

Total Revenue Adjustment0.00

Fixed Billing Adjustment0.00

Fixed Revenue Adjustment0.00

Fixed Billing AllocationIncomplete

Fixed Revenue AllocationIncomplete



Additional Amendment Details


Reference ID

User Ref #1

User Ref #2

Amendment Components

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

General | Templates | Statistics 

Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1 Contract Header	Line 2		Insert		FED_LAND_100

Internal Notes

Return to General Information

Save

Return to Search

Notify



# Changing Contract Header Information

For this scenario, an update to the Contract Header is needed. The Contract Signed date needs to be updated. To make this update:

- Navigate to the **General Information** page of the contract.
- Click the **Amend Contract** button.

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

Related Content ▾ | New Window | Help | Person

Tabs: General | Lines | Amendments

---

Contract Number 0143027      Sold To Customer FEDERAL HIGHWAY ADMINISTRATION  
Amendment Number 000000001      \*Contract Status ACTIVE 🔍

---

**Amend Contract**      Add to My Contracts

---

Description	STP-0143027	Processing Status	Active
Contract Admin	🔍	Amendment Status	Complete
Region Code		Business Unit	VA Dept of Transportation
Contract Type	F	Contract Classification	Government
Currency Code	USD	Last Amended	08/27/2019
Exchange Rate Type	CRRNT	Start Date	08/12/2013
Contract Signed	08/12/2013	End Date	08/31/2020
Contract Role		Last Update Date/Time	08/27/2019 1:41:39PM
Revenue Profile		Last Update User ID	TERELLE.WALKER
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      Supplemental Data      Go To  ▾

Return to Amendment Details

General | Lines | Amendments



# Changing Contract Header Information

- Select the appropriate **Amendment Type** (Contract Header) and **Amendment Reason** (Amend Contract Dates).
- Click **Save**.
- Click **General tab**.

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

Related Content

General | Lines | Amendments

Contract Number 0143027 Sold To Customer FEDERAL HIGHWAY ADMINISTRATION  
Pending Amendment 0000000002 Contract Status ACTIVE

View Current

**Amendments** Personalize | Find | View All | [Grid Icon] [Calendar Icon] First 1-3 of 3 Last

General | Statistics | Billing Amended Amounts | Revenue Amended Amounts | Misc. [Menu Icon]

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes ▲
0000000000			08/14/2013	Complete	Detail	Notes
0000000002	Contract Header ▾	Amend Contract Dates ▾	08/27/2019 [Calendar Icon]	Pending	Detail	Notes
0000000001	Contract Line	New Contract Line	08/27/2019	Complete	Detail	Notes

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

[Return to Amendment Details](#)

Save [Icon] Return to Search [Icon] Notify [Icon]

General | Lines | Amendments



# Changing Contract Header Information (continued)

The Header information can now be updated.

For this example, we are changing the Contract Signed date. However the **Description**, **Contract Type**, **Contract Signed** date, **Legal Entity**, **Proposal ID** and **Federal Region Code** fields are all available to be updated.

- **Contract Signed** - Changed the date to 08/01/2019.
- Click the **Save** button.
- Click the **Amendments** tab.
- **Process** the Amendment.

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

Related Content ▾ | New Window | Help

General | **Lines** | **Amendments**

Contract Number 0143027 Sold To Customer FEDERAL HIGHWAY ADMINISTRATION  
Pending Amendment 0000000002 \*Contract Status ACTIVE 🔍

View Current Add to My Contracts

Description STP-0143027 Processing Status Active  
Contract Admin 🔍 Amendment Status Pending  
Region Code 🔍 Business Unit VA Dept of Transportation  
Contract Type F 🔍 Contract Classification Government  
Currency Code USD Last Amended 08/27/2019  
Exchange Rate Type CRRNT Start Date 08/12/2013  
**Contract Signed 08/01/2019** 📅 End Date 08/31/2020  
Contract Role 🔍 Last Update Date/Time 08/27/2019 1:56:36PM  
Revenue Profile 🔍 Last Update User ID TERELLE.WALKER  
Use Project ChartFields: ☒ Separate Fixed Billing and Revenue: ☐  
Separate As Incurred Billing and Revenue: ☐

► Other Information

► Summary of Amounts ?

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

Return to Amendment Details

Save Return to Search Notify Add Update/Dis

General | Lines | Amendments

# Changing/Updating Transaction Limits

To change the transaction limits:

- Navigate to the **Transaction Limits** page of the contract.
- Click the **Amend Contract** button.
- Select the appropriate **Amendment Type** (Transaction Limit) and **Amendment Reason** (Add Trans. Lmt.).
- Click **Save**.
- Click **Transaction Limits** tab.

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

Transaction Limits

Contract Amendments

Contract Number PM05335

Pending Amendment 0000000003

Sold To Customer FEDERAL HIGHWAY ADMINISTRATION

Contract Status ACTIVE

Contract Line 1

Product FEDERAL



Description Federal Aid & Stimulus


Price Type Rate

Fee Type None

View Current

Billing Limits ?

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

Transaction Identifier	Description	Limit Amount	Use Sequence	Rate Selection	Rate Set		
1 0AW0	ADVANCED CONSTRUCTION	8,000.00	1	Rate Set	ADC_0AW0_80		

Return to Contract Terms

Transaction Identifiers

Perform Limit Checking

Save

Return to Search

Notify



# Changing/Updating Transaction Limits (continued)

The new Transaction Limit can now be updated.

- Click the plus (+) button.
- Enter the **Transaction ID** - Enter from Modification. In this example, **H010**.
- Enter the **Limit Amount** - Enter Amount from Modification. In this example, **\$1,000**.
- Enter the **Use Sequence** - Enter **1** for **H010** and **2** for **0AW0**.
- Enter the **Rate Set** - Enter **FED\_H010\_80**.
- Click **Save**.
- Click the **Contract Amendments** tab.
- **Process** the Amendment.

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

---

Transaction Limits | **Contract Amendments**

---

Contract Number PM05335 Sold To Customer FEDERAL HIGHWAY ADMINISTRATION  
Pending Amendment 0000000003 Contract Status ACTIVE

---

Contract Line 1 Price Type Rate  
Product FEDERAL Fee Type None  
Description Federal Aid & Stimulus

[View Current](#)

---

**Billing Limits** ⓘ Personalize | Find | View All | First 1-2 of 2 Last

Transaction Identifier	Description	Limit Amount	Use Sequence	Rate Selection	Rate Set	
1 0AW0	ADVANCED CONSTRUCTION	8,000.00	2	Rate Set	ADC_0AW0_80	
2 H010	Interstate Maintenance - STEA	1,000.00	1	Rate Set ▾	FED_H010_80	

[Return to Contract Terms](#) Transaction Identifiers [Perform Limit Checking](#)

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



## Lesson 5: 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 5: Checkpoint

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



1. What changes do not require an amendment?



2. What types of information is contained on the contract header?



3. What information is captured on the contract line?





## Lesson 5: Checkpoint (continued)



4. Should the increase or decrease in a transaction limit be done using an amendment?



5. When should amendments be processed?



6. Can adding a contract line be done without an amendment?



## Lesson 5: Checkpoint (continued)



7. You must use an amendment to modify the project/activity on a contract.

True or False



# Lesson 5: Summary

5

## Amending Federal Rate-Based Customer Contracts

In this lesson, you learned:

- Once you have created a contract and the **Contract Status** is **Active**:
  - Changes to the contract header, line(s), or transaction limit(s) are made using amendments.
  - Changes such as adding or removing project/activity combinations do not require an amendment.



# Lesson 6: Introduction

6

## Federal Billing Adjustments

This lesson covers the following topic:

- Creating an Online Bill to Facilitate a Life-to-Date Project Billing Adjustment



# Creating Online Bill to Facilitate a Life-to-Date Billing Adjustment

Enter an online bill to facilitate a life-to-date project billing adjustment in the following situations:

- When billing to the incorrect source type.
- When a determination is made that a source type should be removed from the Federal contract and replaced with a new source type.
- Change in Participation Rate
- Modification reducing limit below the processing amount (actual billed amount should be verified first)
- Moving billed amounts from incorrect contract to correct contract
- Returning money on one Approp and billing to another Approp
- Any billed amounts needing to be returned would need to be processed through a billing adjustments or adjustments in costs
- Adjusting Cardinal balances when Final Federal invoice has errors in FHWA system



# Creating Online Bill to Facilitate a Life-to-Date Billing Adjustment (continued)

Creating an online bill to facilitate a life-to-date project billing adjustment involves the following processes:

- Placing Contracts **Billing Plan** on **Hold**.
- Calculating the amount to adjust by Activity.
- Add an online bill on the **Bill Entry** page.
- Manually entering in the contract and project information on various tabs.
- Once finalized, the bill lines associated with this online bill are sent to the Project Costing module as **BAJ** rows.
- These rows reflect in the transaction limit associated with the contract once the Contract Limits process runs.
- After the Contracts Limits process runs, the user may need to amend the contract line to lower the limit on the source type that was incorrectly used.



# Creating Online Bill – Billing Plan 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.

Contract 0286017 BI Unit 50100  
Sold To Customer 0000055002 FEDERAL HIGHWAY ADMINISTRATION Bill To 0000055002 FEDERAL HIGHWAY ADMINISTRATION  
Billing Plan B101 As Incurred - Rate Based Currency USD

Description As Incurred - Rate Based \*Billing Status In Progress  
Billing Method As Incurred ☒ Hold 08/28/2019

**Customer Information**  
BI Unit 50100 VA Dept of Transportation  
\*Bill To Customer 0000055002 FEDERAL HIGHWAY ADMINISTRATION  
Addr Num 1 Bill To Contact

**Billing Options**  
Bill Type FED Pre Approved  
Bill Source FED Direct Invoice  
Summarization Template ID VDOT\_FHWA VDOT FHWA  
Purchase Order

**Billing Default Overrides**  
Invoice Form LANDSCAPE View Customer Defaults  
Cycle ID FEDERAL Project Federal  
Bill By ID PC\_FEDERAL  
Payment Method  
Payment Terms  
Billing Inquiry  
Billing Specialist

**Hold Details**  
Put On Hold Date 08/28/2019  
Hold User Rosa.Parks  
Hold Reason

**Tolerance Options**  
Minimum Bill Amount 0.00  
Final Bill

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

Billing Plan General | Events | History



# Creating Online Bill – Billing Plan Hold (continued)

- 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

**Note:** Be sure to select the correct hold reason based on 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.

- For this scenario, **OTHR** is selected.

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
<b>OTHR</b>	<b>Other</b>
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





# Creating Online Bill – Billing Plan Hold (continued)

- The **Hold Reason** field populates with the description for the hold reason you selected.
- Click the **Save** button.

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

Buttons: Billing Plan General | Events | History

Contract: 0286017  
Sold To Customer: 0000055002  
Billing Plan: B101

BI Unit: 50100  
FEDERAL HIGHWAY ADMINISTRATION  
As Incurred - Rate Based

Bill To: 0000055002  
FEDERAL HIGHWAY ADMINISTRATION  
Currency: USD

Description: As Incurred - Rate Based x  
Billing Method: As Incurred ▾

\*Billing Status: In Progress ▾ Actions  
Cancel

☒ Hold 08/28/2019

**Customer Information**

BI Unit: 50100  
\*Bill To Customer: 0000055002  
Addr Num: 1  
Bill To Contact:

VA Dept of Transportation  
FEDERAL HIGHWAY ADMINISTRATION

**Billing Options**

Bill Type: FED  
Bill Source: FED  
Summarization Template ID: VDOT\_FHWA  
Purchase Order:

☐ Pre Approved  
☐ Direct Invoice  
VDOT FHWA

Billing Header Note Internal Notes Preview Summarization Template

**Billing Default Overrides**

Invoice Form: LANDSCAPE  
Cycle ID: FEDERAL  
Bill By ID: PC\_FEDERAL  
Payment Method: ▾  
Payment Terms:  
Billing Inquiry:  
Billing Specialist:

View Customer Defaults  
Project Federal

**Hold Details**

Put On Hold Date: 08/28/2019  
Hold User: Rosa.Parks  
Hold Reason: Other

**Tolerance Options**

Minimum Bill Amount: 0.00  
☐ Final Bill

Return to General Information

Buttons: Save Return to Search Notify Add Update/Display

Billing Plan General | Events | History



# Creating the Online Bill

Begin adding an online bill on the **Bill Entry** page—**Add a New Value** page, using the following path:

**Main Menu > Billing > Maintain Bills > Standard Billing**

Enter or select the following values:

- **Business Unit** field - Defaults for the agency (i.e., **50100** for VDOT). Do not change this value.
- **Invoice** field - Defaults to **NEXT**. Do not change this value.
- **Bill Type Identifier** and **Bill Source** fields - Select **FED (Federal)**.
- **Customer** field - For Federal Contracts, this value should always be 0000055002.
- **Invoice Date** and **Accounting Date** fields - These fields should be left blank. These date will be populated when the invoice is finalized.
- Click the **Add** button.

Bill Entry

Find an Existing Value | Add a New Value

Business Unit 50100

Invoice NEXT

Bill Type Identifier FED

Bill Source FED

Customer 0000055002

Invoice Date

Accounting Date

Add

Find an Existing Value | Add a New Value



# Creating the Online Bill: Header – Header Info 1 Tab

The data on the **Header – Info 1** tab defaults based on the selections entered on the **Add a New Value** page.

Pages used to create an online bill to facilitate a life-to-date billing adjustment, include **Line—Info 1**, **Acctg—Rev Distribution**, **Line—Project Info**, **Line—Info 2**, and **Header—Info 1**.

Click the **Line – Info 1** tab.

Navigation: Favorites ▾ Main Menu ▾ > Billing ▾ > Maintain Bills ▾ > Standard Billing

Header - Info 1 | Line - Info 1

Unit 50100 Invoice NEXT Pretax Amt 0.00 USD

Status NEW	Invoice Date	Cycle ID DAILY
*Type FED	Source FED	*Frequency Once
*Customer 0000055002	SubCust1	SubCust2
FEDERAL HIGHWAY ADMINISTRATION		
*Invoice Form STANDARD	From Date	To Date
Accounting Date	Pay Terms NET30	Pay Method Check
Remit To REMIT	Bank Account VDOT	
Sales GOVT	Bill Inquiry Phone	
Credit CREDIT	Collector COL3	
Billing Specialist	Billing Authority	

Go to: Header Info 2 Address Copy Address  
Notes Express Entry Attachments

Summary Bill Search Line Search Navigation Header - Info 1

Page Series  
Prev Next

Save Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1



# Creating the Online Bill : Line-Info 1 Tab

## Line - Info 1 Tab

Enter a value in each of the following fields:

- **Identifier - Billing Adjustment**
- **Description: Adjustment**
- **Quantity - Enter 1.**
- **Unit of Measure - Enter EA.**
- **Gross Extended** - Enter appropriate amount. At first, the **Gross Extended** field value needs to be negative in order to back out the current source type for the bill line.
- Click the **Accounting** hyperlink.

The screenshot displays the 'Line - Info 1' tab of a software application. The interface includes a header section with fields for 'Unit 50100', 'Bill To 0000055002', 'Pretax Amt -100.00 USD', and 'Max Rows 100'. Below this is a 'Bill Line' section with a table showing 'Seq 1', 'Line', 'Quantity 1.0000', 'Unit Price -100.0000', 'Gross Extended -100.00', 'Less Discount 0.00', 'Plus Surcharge 0.00', 'Net Extended -100.00', 'VAT Amount 0.00', 'Tax Amount 0.00', and 'Net Plus Tax -100.00'. To the right of the table are fields for 'From Date', 'To Date', 'Line Type REV', 'Tax Code', and 'Exempt Cert'. At the bottom, there are navigation links: 'Go to: Line Info 2', 'Tax', 'Accounting', 'Discount/Surcharge', 'Notes Express Entry', 'Summary Bill Search', 'Line Search', 'Navigation Line - Info 1', 'Page Series Prev Next', and buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.



# Creating the Online Bill: Revenue Distribution

The Revenue Distribution tab displays.

- Click in the **Code** field and select the **FEAIDFEAID** Distribution Code.
- The **Distribution Code** defaults the appropriate chartfield values such as **Account**, **Fund** and **Department**.
- Project ID** field - Enter the project id associated with the contract and the Appropriation Code being adjusted.
- Once the Project is entered, the **Distribution Code** entered in the Code field will no longer display.

Header - Info 1 | Line - Info 1 | Revenue Distribution

Unit 50100 Invoice FED002517 Bill To 0000055002 FEDERAL HIGHWAY ADMINISTRATION Pretax Amt -100.00 USD Max Rows 100

Bill Line Seq 1 Line Identifier BILLING ADJUSTMENT Net Extended -100.00 Description Adjustment

BI Creates GL Acct Entries

Bill Line Distribution - Revenue Personalize | Find | View All | First 1 of 1 Last

Code	Account	Fund	Program	Department	Cost Center	Task	FIPS	PC Business Unit	Project	Activity
FEAIDFEAID	4020205	04010		99999					0000014603	

Percent 100.00 Amount -100.00 Gross Extended -100.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge Notes Express Entry Navigation Acctg - Rev Distribution Page Series Prev Next

Summary Bill Search Line Search

Save Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1 | Revenue Distribution

Code	Account	Fund	Program	Department	Cost Center	Task	FIPS	PC Business Unit	Project	Activity
	4020205	04010		99999					0000100001	

Percent 100.00 Amount -100.00 Gross Extended -100.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge Notes Express Entry Navigation Acctg - Rev Distribution Page Series Prev Next

Summary Bill Search Line Search

Save Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1 | Revenue Distribution



# Creating the Online Bill: Revenue Distribution

- Click on the **Navigation** dropdown and select **Line – Project Info**.

or Creates GL Acct Entries

**Bill Line Distribution - Revenue** Personalize | Find | View All | 1 of 1 | First | Last

Acctg Information | Reference Information | [Menu]

	Code	Account	Fund	Program	Department	Cost Center	Task	FIPS	PC Business Unit	Project	Activity
[+]	[-]	[Search]	4020205 [Search]	04010 [Search]	[Search]	99999 [Search]	[Search]	[Search]	[Search]	0000100001 [Search]	

Percent 100.00 Amount -100.00 Gross Extended -100.00

Go to: Line Info 2 Tax Accounting

Notes Express Entry

Summary Bill Search Line Search

Navigation

Save Notify Refresh

Header - Info 1 | Line - Info 1 | Revenue Distribution

Page Series  
Prev Next

Add Update/Display

Acctg - AR Offset  
Acctg - Contract Asset  
Acctg - Contract Liability Dst  
Acctg - InterUnit Payables  
**Acctg - Rev Distribution**  
Acctg - Statistical Info  
Acctg - InterUnit Exp/Inv  
Address Info  
Courtesy Copy Addr  
Disc/Surch Contract Liability  
Disc/Surcharge  
Disc/Surcharge Distribution  
Header - AR Distribution  
Header - Credit Card  
Header - Info 1  
Header - Info 2  
Header - Misc Info  
Header - Note  
Header - Order Info  
Header - Project Info  
Header - Service Info  
Line - Info 1  
Line - Info 2  
Line - Misc Info  
Line - Note  
Line - Order Info  
**Line - Project Info**  
Line - Service Info  
Line - Tax Info



# Creating the Online Bill: Line – Project Info Tab

The **Line – Project Info** tab displays.

The fields on this tab do not default. The appropriate values must be entered and verified. The information on this page must be accurate in order for the adjustment to correctly update the contract and project billing.

The following fields are required and should be updated appropriately for the **Bill Line Seq**:

- **Bill Plan ID** - Enter the **Billing Plan ID** for the **Contract** and **Project** related to the amount entered for **Bill Line Seq 1**.
- **Contract BU** - Enter **50100**.
- **Contract** - Enter the **Contract** number related to the amount entered for **Bill Line Seq 1**.

Header - Info 1 | Line - Info 1 | **Line - Proj Info**

Unit 50100 Bill To 0000055002 Pretax Amt -100.00 USD  
Invoice FED002517 FEDERAL HIGHWAY ADMINISTRATION Max Rows 100

**Bill Line** Find | View All First 1 of 1 Last

Seq 1 Line Net Extended -100.00  
Table Identifier BILLING ADJUSTMENT Description Adjustment

Start Date Transaction ID  
End Date Billing Plan ID B101  
Activity Type BP Line  
ID Contracts Business Unit 50100  
PPDAddSeq Contract 0286017  
Occurrence Progress Payment Seq  
System Source

**Project Chartfields**

Project Info  
PC Bus Unit 50100  
Project 0000014603  
Activity 606  
Source Type 0820  
Category  
Subcategory  
Analysis Type BAJ

Go to: Line Info 2 Tax Accounting Discount/Surcharge  
Notes Express Entry  
Summary Bill Search Line Search Navigation Line - Project Info

**Save** Notify Refresh Add Update/Display

Page Series Prev Next

Header - Info 1 | Line - Info 1 | Line - Proj Info



# Creating the Online Bill: Line – Project Info Tab (continued)

## Project Chartfields section:

- **PC Bus Unit** - Enter **50100**.
- **Project** - Enter the **Project ID** related to the amount entered for **Bill Line Seq 1**.
- **Activity** - Enter the **Activity** for the
- **Source Type** - Enter the **Source Type** related to the amount entered for **Bill Line Seq 1**.
  - If the amount is negative, the **Source Type** being removed should be entered.
  - If the amount is positive, the **Source Type** being added should be entered.
- **Analysis Type** - Enter **BAJ**.
- Click **Save**.

Favorites ▾ Main Menu ▾ > Billing ▾ > Maintain Bills ▾ > Standard Billing

Header - Info 1 | Line - Info 1 | Line - Proj Info

Unit 50100 Bill To 0000055002 Pretax Amt -100.00 USD  
Invoice FED002517 FEDERAL HIGHWAY ADMINISTRATION Max Rows 100

**Bill Line** Find | View All First 1 of 1 Last

Seq 1 Line Identifier BILLING ADJUSTMENT Net Extended -100.00  
Table Identifier Description Adjustment

Start Date Transaction ID  
End Date Billing Plan ID B101  
Activity Type BP Line  
ID Contracts Business Unit 50100  
PPDAddSeq Contract 0286017  
Occurrence Progress Payment Seq  
System Source

**Project Chartfields**

Project Info

PC Bus Unit 50100  
Project 0000014603  
Activity 606  
Source Type 0820  
Category  
Subcategory  
Analysis Type BAJ

Go to: Line Info 2 Tax Accounting Discount/Surcharge  
Notes Express Entry  
Summary Bill Search Line Search Navigation Line - Project Info

Page Series Prev Next

Save Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1 | Line - Proj Info





# Creating Online Bill: Line – Info 2 Tab

Navigate to the **Line – Info 2** tab by clicking the **Navigation** dropdown box and selecting **Line – Info 2**. The **Line – Info 2** page displays.

- The **Contract Line #** must be populated on the **Line Info 2** tab.
- Click in the **Line** field for the contract only and enter the desired contract line. Do not enter information in the **Line** field for the purchase order.
- Click **Save**.
- Navigate to the **Header – Note** tab by clicking on the **Navigation** dropdown box and selecting **Header – Note**.

Navigation: Favorites > Main Menu > Billing > Maintain Bills > Standard Billing

Header - Info 1 | Line - Info 1 | **Line - Info 2**

Unit 50100 Bill To 0000055002 Pretax Amt -100.00 USD  
Invoice FED002517 FEDERAL HIGHWAY ADMINISTRATION Max Rows 100

**Bill Line** Find | View All First 1 of 1 Last

Seq 1 Line Identifier BILLING ADJUSTMENT Net Extended -100.00  
Table Identifier Description Adjustment

Purchase Order Line  
Contract No 0286017 Line 1  
Contract Date Type  
SubCustomer 1  
SubCustomer 2

System Source  
Entry Type  
Entry Reason  
Entry Event  
Revenue Recognition Basis Invoice Date

☐ Use Effective Dated Price on Recurring Bills

AR Level Header is AR Open Item AR Option Use Line for Distribution  
GL Level BI Creates GL Acct Entries  
Discount/Surcharge

Go to: Line Info 2 Tax Accounting  
Notes Express Entry  
Summary Bill Search Line Search

Navigation Line - Info 2

Page Series  
Prev Next

Save Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1 | Line - Info 2



# Creating Online Bill: Header- Note Tab

The **Header – Note** tab displays.

- Select the **Internal Only Flag** checkbox.
- Enter the adjustment reason in the **Note Text** box. This field allows for a maximum of 254 characters.
- Click on the **Save** button. The first bill line is complete.
- Click on the **Add** button to add the next bill line.

Unit 50100 Bill To 0000055002 Pretax Amt -100.00 USD  
Invoice FED002517 FEDERAL HIGHWAY ADMINISTRATION

Customer Notes  
Find | View All First 1 of 1 Last

**Bill Header Notes**

☐ Standard Note Flag Std Note   
☒ Internal Only Flag Note Type

Note Text:  
FHWA Billing Adjustments to correct error in RASPS on Contract #0286017 - 08/28019  
171 characters remaining

Go to: Header Info 2 Address Copy Address  
Notes Express Entry Attachments  
Summary Bill Search Line Search Navigation Header - Note

Page Series  
Prev Next

Save Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1 | Header - Note



# Creating Online Bill: Associate to New Source Type

To add the next bill line to bill the new **Source Type**, access the tabs described in the previous slides.

- On the **Line - Info 1** tab, make sure to enter a positive value into the **Gross Extended** field to use the new source type bill line.
- On the **Acctg - Rev Distribution** page, enter the **FEAIDFEAID Distribution Code** and **Project ID**.
- On the **Line - Project Info** tab enter a value in the required fields:
  - **Contract**
  - **Contract BU**
  - **Bill Plan ID**
  - **PC Bus Unit**
  - **Project**
  - **Activity**
  - **Source Type** (Note: The value entered into the **Source Type** field, should be the new source type.)
  - **Analysis Type**
- On the **Line - Info 2** tab, enter the desired contract line number in the **Line** field.

**NOTE:** If adjusting multiple Contract, project and activity combinations, these steps must be repeated for each combination.



# Creating Online Bill: Finalize Invoices

Once all bill lines have been entered, the bill **Status** must be updated on the **Header—Info 1** tab.

- Change the bill's **Status** to **RDY (Ready to Invoice)**.
- Click on the **Save** button.

Once the invoice is saved with the bill's **Status** set to **Ready**, the invoice will be finalized during batch processing that runs three times a day.

Do not remove the **Hold** from the **Billing Plan** on the same day that the adjustment, i.e., standard bill, is finalized. This could cause the system to overbill. The **Hold** on the **Billing Plan** can be removed from the contract the day after the billing adjustment is finalized.

The screenshot displays the 'Standard Billing' application window. The 'Header - Info 1' tab is active, showing fields for Unit (50100), Invoice (FED002517), and Pretax Amt. The 'Status' field is currently set to 'NEW' and is highlighted with a red box. Below it, the '\*Type' is 'FED', '\*Customer' is '0000055002', and '\*Invoice Form' is 'STANDARD'. Other fields include 'Accounting Date', 'Remit To' (REMIT), 'Sales' (GOVT), 'Credit' (CREDIT), and 'Billing Specialist'. A 'Look Up Status' dialog box is open, showing a list of status options. The 'RDY Ready to Invoice' option is highlighted with a red box. The 'Save' button at the bottom is also highlighted with a red box.

Look Up Status	
Select one of the following values:	
CAN	Canceled
FNL	Finalized Bill
HLD	Hold Bill
INV	Invoiced Bill
NEW	New Bill
PND	Pending Approval
RDY	Ready to Invoice
TMP	Temporary Bill
TMR	Temporary Ready Bill
Cancel	



# Reviewing Billing History

Review billing history on the **Billing Plan—History** page. This page allows reviewing of the billing history for the associated contract. Navigate to this page using the following link:

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

Favorites ▾Main Menu ▾ > Customer Contracts ▾ > Schedule and Process Billing ▾ > Define Billing Plan

Billing Plan GeneralEventsHistory

Contract 0286017BI Unit 50100  
Sold To Customer 0000055002FEDERAL HIGHWAY ADMINISTRATIONBill To 0000055002FEDERAL HIGHWAY ADMINISTRATION  
Billing Plan ◀ B101 ▶As Incurred - Rate BasedCurrency USD

Amount Details

Total Net Extended Amount432,361.40

Contract Billing History

Personalize | Find | First 1: 7 of 7 Last

SourceBillingContractsProjects

*Cross Reference Sequence No.	BI Unit	Billing Worksheet	Invoice	Invoice Type	Invoice Date		Billing Currency	Net Extended Amt	Gross Extended	
1	50100		FED002311	REG	09/19/2018	AR Item Info	USD	264,137.87	264,137.87	
2	50100		FED002316	REG	09/25/2018	AR Item Info	USD	5,671.80	5,671.80	
3	50100		FED002323	REG	10/09/2018	AR Item Info	USD	10,710.75	10,710.75	
4	50100		FED002325	REG	10/09/2018	AR Item Info	USD	73.69	73.69	
5	50100		FED002327	REG	10/10/2018	AR Item Info	USD	6,337.09	6,337.09	
6	50100		FED002517	REG	10/25/2018	AR Item Info	USD	-100.00	-100.00	
7	50100		FED002517	REG	10/25/2018	AR Item Info	USD	100.00	100.00	

Save Return to Search Notify

Add Update/Display

Billing Plan General | Events | History



# Reviewing Transaction Limits

Review the processed amounts for Federal contracts on the **Review Limits** page. Navigate using the following navigation path:

**Main Menu > Customer Contracts > Adjust Revenue and Billing > Review and Manage Limits**

Favorites ▾

Main Menu ▾ > Customer Contracts ▾ > Adjust Revenue and Billing ▾ > Review and Manage Limits

## Review Limits

Search Criteria

\*Business Unit

50100

🔍

Limit Type

Funded/Billing

▾

Sold To Customer

0000055002

🔍

Review By

All

▾

Max Remaining %

Contract Admin

🔍

Contract Type

🔍

Contract Classification

▾

Contract

0286017

🔍

Contract Line

Search

Clear

Limits

Personalize | Find | View All | 📄 | 📅

First ◀ 1 of 1 ▶ Last

Remaining

Excess

Dates

🔍

Contract	Line	Transaction Identifier	Billing Limit	Processed Amount	Remaining Amount
1 0286017		1 0820	58,400.00	58,300.00	100.00
1 0286017		1 Z001	8,000.00	100.00	7,900.00



## Lesson 6: 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 6: Checkpoint

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



1. When do you need a billing adjustment?





# Lesson 6: Summary

6

## Creating Federal Billing Adjustments

In this lesson, you learned:

- You enter an online bill to create a life-to-date project billing adjustment in the following situations:
  - If you billed to an incorrect source type.
  - If you determine that a different source type needs to be used after billing has occurred.
- When creating an online bill to facilitate a life-to-date project billing adjustment, you must manually enter in the contract and project information.



# Lesson 7: Introduction

7

## 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:

- Project Expenditure by Employee
- Summary of Financial Activity by Project or Contract
- Federal Accrued Unbilled Cost by Type of Exception Report
- Federal Contract Status Report
- Transaction Relationship Report
- Limit Amount Report




# 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.

Navigate to this report using the following path:

**Main Menu > Project Costing > Reports > Project Expenditure by Employee**

Commonwealth of Virginia PROJECT EXPENDITURE BY EMPLOYEE											
 Report ID: RPA090										Run Date: 05/31/2013 Run Time: 03:28 00	
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



# 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.

Navigate to this report using the following path:

**Main Menu > Customer Contracts > Reports > Financial Activity by Proj/Con**



# Summary of Financial Activity by Federal Project



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	<u>412,187.92</u>
--------------------	-------------------



# Federal Accrued Unbilled Cost by Type of Exception Report

This report identifies any contracts for which expenditures are accruing and not able to be billed to Federal government. This report is used by the Programming Division to determine if authorizations for a Federal project should be increased.

Navigate to this report using the following path:

**Main Menu > Customer Contracts > Reports > Fed. Acc Unbilled CostException**



# Federal Accrued Unbilled Cost by Type of Exception Report (continued)



Report ID: VPAR113

## Commonwealth of Virginia FEDERAL ACCRUED UNBILLED COST BY TYPE OF EXCEPTION REPORT

Run Date: 02/19/2015  
Run Time: 02:40 00

Page No. 1 of 61

As of Date : 02/19/2015  
Business Unit : 50100 VA Dept of Transportation  
Federal Fiscal Year : 2015

### SUMMARY SECTION:

Items for Projects with Advanced Construction:  
Obligated Amount: 6,301,100,614.35  
Processed Amount: 1,331,844,560.71

### Items for Projects with Exceeded Agreement:

Excess Amount: 563,848,036.37  
Less: Items for Emergency Relief (ER) Project: 34,942.28  
-----  
Net Excess Amount: 563,813,094.09  
-----

### Advanced Construction Detail :

#### SUSPENSE TYPE: ADC

<u>Federal Project#</u>	<u>Description</u>	<u>Processed Amount</u>	<u>Obligated Amount</u>
000S166	STP000S166	17,224,850.85	21,191,565.00
000S208	HSIP/STP000S208	0.00	1,216,349.00
000S217	STP000S217	0.00	2,049,765.00
000S218	NH000S218	0.00	2,227,812.00
000S235	TEA-000S235	18,882.58	3,559.00
000S241	HSIP-000S241	0.00	276,908.00
000S243	TEA-000S243	0.00	1,300,000.00
000S244	TEA-000S244	0.00	323,556.00
000S247	IM-000S247	118,118.08	2,000,400.00
000S248	TEA000S248	0.00	0.00
000S249	HSIP000S249	0.00	591,242.00
000S255	SRTS-000S255	0.00	1,646.00
000S256	STP-000S256	2,492.74	828,786.00
000S257	STP-000S257	470,042.18	263,813.00
000S258	STP-000S258	694,457.92	742,233.00
000S259	HSIP-000S259	32,067.03	229,352.00
000S267	SP000S267	0.00	837,715.00
000S271	OC-000S271	86,888.00	560,000.00
000S276	STP-000S276	9,913,665.56	38,298,262.00





# Federal Contract Status Report

This report provides total expenditures, participating and nonparticipating, the Federal share of expenditures and billed amount for a given Federal contract.

Navigate to this report using the following path:

**Main Menu > Customer Contracts > Reports > Federal Contract Status Report**



# Federal Contract Status Report (continued)



Commonwealth of Virginia  
FEDERAL CONTRACT STATUS REPORT

Run Date: 01/17/2013  
Run Time: 11:41 00

Business Unit: 50100  
Contract Number: 5401827

Page No. 1 of 2

Contract Information

Contract Number: 5401827-ER-5401827      Status: FV COMPLETED      Proposal Id: \$39,367.00      Hold St: N      Hold Dt:

Current Rate Details

<u>Line#</u>	<u>Rate</u>	<u>Operating Unit</u>	<u>Billable Ind</u>	<u>Rate Amt</u>
1	FED_09J0_100	%	BIL	1.000000

Transaction Limit Summary

<u>Line#</u>	<u>Approp</u>	<u>Seq</u>	<u>Rate</u>	<u>Obligated Amount</u>	<u>Billed Amount</u>	<u>Not Billed Amount</u>	<u>Exceeded Amount</u>
1	09J0	1	1.00000	39,367.00	38,317.45	0.00	0.00

Manual Billing Adjustments

<u>Line#</u>	<u>Approp</u>	<u>Adjusted Amount</u>
1	09J0	0.00

Participating Project Details

<u>BusUnit</u>	<u>ProjectID</u>	<u>Phase</u>	<u>Total Expenditures</u>	<u>Total Part Expenditures</u>
50100	0000082716	9105	38,317.45	38,317.45

Processed Activity Details

<u>Phase</u>	<u>Project</u>	<u>OperUnit</u>	<u>Act</u>	<u>Total Expenditure</u>	<u>Billed Amount</u>	<u>Not Billed Amount</u>	<u>Exceeded Amount</u>	<u>Advance Amount</u>
9105	0000082716	%	60101	9,591.35	9,591.35	0.00	0.00	0.00
			62205	20,387.39	20,387.39	0.00	0.00	0.00
			62220	9,388.71	9,388.71	0.00	0.00	0.00
			66101	(1,050.00)	(1,050.00)	0.00	0.00	0.00
Operating Unit (%) Total				38,317.45	38,317.45	0.00	0.00	0.00
Project (0000082716) Total				38,317.45	38,317.45	0.00	0.00	0.00



# Federal Contract Status Report (continued)

Phase (9105) Total	38,317.45	38,317.45	0.00	0.00	0.00
--------------------	-----------	-----------	------	------	------

Unprocessed/non-participating Activity Summary

<u>Phase</u>	<u>Project</u>	<u>Operating Unit</u>	<u>Act</u>	<u>Total Expenses</u>	<u>Outof Auth Exp</u>	<u>Attached Contract</u>	<u>Line#</u>	<u>Rate Amount</u>
9105	0000082716		72205	0.00	0.00			
			72220	0.00	0.00			
			76101	1,050.00	0.00			
Operating Unit ( ) Total				1,050.00	0.00			
Project (0000082716) Total				1,050.00	0.00			
Phase (9105) Total				1,050.00	0.00			



# 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.

Navigate to this report using the following path:

**Main Menu > Customer Contracts > Reports > Transaction Relationship Rpt**



# Transaction Relationship Report (continued)



Commonwealth of Virginia  
TRANSACTION RELATIONSHIP REPORT

Report ID: RPA145

Run Date: 06/10/2013  
Run Time: 01:32 00

Page No. 1 of 156

Business Unit: 50100 : VA Dept of Transportation  
Invoice: FED000462  
Project ID:  
Contract Number:

Contract	Approp	Project ID	Analysis Type	Voucher	EmplID	Expense	Journal	Accounting Date	Expenditure Amount	Billed Amount
000S211	12C0	0000084095	ATE				0000020421	05/31/2013	43.92	\$ 43.92
Total									\$ 43.92	\$ 43.92
000S212	Q480	0000084389	ATE				0000020421	05/31/2013	122.89	\$ 122.89
Total									\$ 122.89	\$ 122.89
000S223	L24E									\$13,917.11
		0000097766	ACT		00524152200	0000021159	EX00020501	05/29/2013	5.00	5.00
		0000097766	ACT		00524152200	0000021159	EX00020501	05/29/2013	29.03	29.03
		0000097766	ACT		00524152200	0000021159	EX00020501	05/29/2013	20.00	20.00
		0000097766	ACT		00524152200	0000021159	EX00020501	05/29/2013	46.00	46.00
		0000097766	ACT		00524152200	0000021159	EX00020501	05/29/2013	6.00	6.00
		0000097766	ACT		00524152200	0000021159	EX00020501	05/29/2013	9.00	9.00
		0000097766	ACT		00524152200	0000021159	EX00020501	05/29/2013	5.00	5.00
		0000097766	ACT		00524152200	0000021159	EX00020501	05/29/2013	5.00	5.00
		0000097762	ACT		00262350000	0000023158	EX00020501	05/29/2013	46.00	46.00
		0000097762	ACT		00262350000	0000023158	EX00020501	05/29/2013	5.00	5.00
		0000054232	ACT		00284923900	0000024323	EX00020501	06/03/2013	5.00	5.00
		0000054232	ACT		00284923900	0000024323	EX00020501	06/03/2013	51.00	51.00
		0000054232	ACT		00284923900	0000024323	EX00020501	06/03/2013	39.00	39.00
		0000054232	ACT		00284923900	0000024323	EX00020501	06/03/2013	5.00	5.00
		0000054232	ACT		00284923900	0000024323	EX00020501	06/03/2013	38.00	38.00
		0000054232	ACT		00284923900	0000024323	EX00020501	06/03/2013	5.00	5.00
		0000054232	ACT		00284923900	0000024323	EX00020501	06/03/2013	39.00	39.00
		0000054232	ACT		00284923900	0000024323	EX00020501	06/03/2013	5.00	5.00
		0000054228	ACT		00563668100	0000025058	EX00020501	05/20/2013	1,650.00	1,650.00
		0000054232	ACT		00222749600	0000025374	EX00020501	05/31/2013	101.48	101.48
		0000054232	ACT		00222749600	0000025374	EX00020501	05/31/2013	448.00	448.00
		0000054232	ACT		00222749600	0000025374	EX00020501	05/31/2013	64.96	64.96
		0000054232	ACT		00222749600	0000025374	EX00020501	05/31/2013	50.00	50.00
		0000054232	ACT		00222749600	0000025374	EX00020501	05/31/2013	5.00	5.00



# 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.

Navigate to this report using the following path:

**Main Menu > Customer Contracts > Reports > Limit Amount**



# 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

<u>Contract Number</u>	<u>Line</u>	<u>Transaction Id</u>	<u>Funding Limits</u>		<u>Remaining</u>	<u>Remaining %</u>	<u>Last Transaction Date</u>	<u>Last Processing Date</u>
			<u>Limit</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	QX20	1,054,239.00		739.84 USD	0.07	9/24/2011	1/11/2013
000S137	1	33A0	206,000.00		7,591.00 USD	3.68	11/6/2008	1/11/2013
000S147	1	Q770	1,104,800.00		269,270.61 USD	24.37	11/27/2012	1/11/2013
000S153	1	33B0	130,099.00		2,338.80 USD	1.80	11/29/2012	1/11/2013
000S153	1	H220	100,000.00		25,671.00 USD	25.67	11/29/2012	1/11/2013
000S153	1	L220	423,000.00		108,587.00 USD	25.67	11/29/2012	1/11/2013
000S153	1	L22R	180,000.00		46,208.00 USD	25.67	11/29/2012	1/11/2013
000S153	1	Q220	529,605.00		135,953.00 USD	25.67	11/29/2012	1/11/2013
000S169	1	Q210	100,000.00		47,399.13 USD	47.40	12/31/2012	1/11/2013
000S176	1	H220	228,073.00		10,796.00 USD	4.73	10/26/2011	1/11/2013
000S176	1	Q220	660,240.00		14,253.41 USD	2.16	10/26/2011	1/11/2013
000S186	1	04M0	221,301.00		34,530.14 USD	15.60	11/11/2011	1/11/2013
000S189	1	H050	1,280,000.00		28,281.00 USD	2.21	2/5/2011	1/11/2013



# Queries

Customer contracts queries can be run at various intervals.

Key customer contracts queries include:

- Contract Limit Exception Detail
- Allowable and Unallowable Project Expenditure Accounts
- Contract with No Billing
- Contract on Billing Hold
- Federal Expenditure Reclassification
- Federal Billing by Project Category
- Federal Contracts with no Project
- Bill History by Contract
- Billing Adjustment Life to Date Data
- Summary of Bill Lines
- Validate Federal Bill Lines
- Billing Worksheet Lines to Defer
- Federal Lands on Temp Bill
- Billing Adjustments
- Contracts with AC Split
- Contract Info
- Contract Project Activities Combo
- Project Expenditures and Transfers
- Project Payroll Expenditures
- SEFA Federal Award
- Sub-recipient Monitor





# Contract Limit Exception Detail

This query identifies any customer contracts where the transactions limits exceed the total dollars authorized to a federal project or where the participation rate for any transaction identifier exceeds 100%. This report is used to identify any contracts that are setup inaccurately.

Navigate to this query using the following path:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_PA\_CNTRCT\_LMT\_EXCPTN\_DTL**

V\_PA\_CNTRCT\_LMT\_EXCPTN\_DTL - Contract Limit Exception Dtl

Contract From Date: 12/05/2011

Contract To Date: 06/10/2013

View Results

No matching values were found.

Contract	Customer	Contract Status	Processing Status	Contract Type	Description	Start Date	Proposal	Merchant	Transaction Limit Identifier	Transaction Limit Amount	Rate Set	Rate Plan	Rate Selection	Exception Message
----------	----------	-----------------	-------------------	---------------	-------------	------------	----------	----------	------------------------------	--------------------------	----------	-----------	----------------	-------------------



# 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.

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: 50100

Project ID (% for All): 0000008312

Activity Type (% for All): %

From Accounting Date: 01/18/2014

To Accounting Date: 08/18/2014

Allowable / Unallowable / %: %

View Results

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (897 kb)

[View All](#) First 1-100 of 1831 Last

	Journal ID	Journal Date	Accounting Date	Accounting Period	Fiscal Year	Business Unit	Project	Activity	Analysis Type	Account	Account Description	Fund	Program	Department	Cost Center	FIPS	Asset	Route	Contract	Amount	Allowable
1	0000032917	03/31/2014	03/31/2014	9	2014	50100	0000008312	621	ATE	5011110	Employer Retire Contrb-Def Ben	04720	603006	15002		001			0015045	49.49	Y
2	0000032917	03/31/2014	03/31/2014	9	2014	50100	0000008312	621	ATE	5011110	Employer Retire Contrb-Def Ben	04720	603006	15002		001			0015045	13.97	Y
3	ALC0000007	03/31/2014	03/31/2014	9	2014	50100	0000008312	621	ATE	5011110	Employer Retire Contrb-Def Ben	04720	603006	15002		001			0015045	226.29	Y
4	ALC0000007	01/31/2014	01/31/2014	7	2014	50100	0000008312	625	ATE	5011110	Employer Retire Contrb-Def Ben	04720	603006	15002		001			0015045	189.48	Y
5	ALC0000007	02/28/2014	02/28/2014	8	2014	50100	0000008312	625	ATE	5011110	Employer Retire Contrb-Def Ben	04720	603006	15002		001			0015045	146.37	Y
6	ALC0000007	03/31/2014	03/31/2014	9	2014	50100	0000008312	625	ATE	5011110	Employer Retire Contrb-Def Ben	04720	603006	15002		001			0015045	308.79	Y
7	ALC0000007	04/30/2014	04/30/2014	10	2014	50100	0000008312	625	ATE	5011110	Employer Retire Contrb-Def Ben	04720	603006	15002		001			0015045	72.28	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.

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: 08/01/2012

To Date: 05/31/2013

Contract Type (% For All): %

View Results

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1857 kb)

[View All](#) First 1-100 of 4073 Last

	Project	Contract	Status	Type	Last Billed Date	Life-to-Date Billed Amount	Project Manager	Reason
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	0952354	ACTIVE	F	12/14/2011	44396437.15	MITCHELL,DIANE L	No billing during timespan
4	0000000190	0952315	ACTIVE	F	12/14/2011	59734327.00	MITCHELL,DIANE L	No billing during timespan
5	0000000191	0952338	ACTIVE	F	12/14/2011	3657852.81	MITCHELL,DIANE L	No billing during timespan
6	0000000191	0952358	ACTIVE	F	12/14/2011	32345728.80	MITCHELL,DIANE L	No billing during timespan
7	0000000192	0952338	ACTIVE	F	12/14/2011	2617576.19	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.

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: 50100 								
<a href="#">View Results</a>								
Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (843 kb)								
<a href="#">View All</a> <span style="float: right;">First  1-100 of 2186  Last</span>								
	Contract	Contract Type	Contract Status	Line Number	Description	Billing Plan ID	Date	Type of Hold
11	0000001593	F	ACTIVE	1	Federal Lands Fredericksburg	B101		Rate Based Contract Line is Missing Rate Set in CA_RATE table
12	0000001668	O	ACTIVE	1	Gener - University of Virginia	B101	02/13/2015	Bill Plan Associated with Contract Line is On Hold
13	0000001669	O	ACTIVE	1	Gener - University of Virginia	B101	02/13/2015	Bill Plan Associated with Contract Line is On Hold
14	0001031	F	FIRE - CLOSED	1	HSR0001031	B101		Rate Based Contract Line is Missing Rate Set in CA_RATE table
15	0001031	F	FIRE - CLOSED	1	HSR0001031	B101	06/13/2012	Bill Plan Associated with Contract Line is On Hold
16	0001046	F	FIRE - CLOSED	1	HSR0001046	B101		Rate Based Contract Line is Missing Rate Set in CA_RATE table
17	0001046	F	FIRE - CLOSED	1	HSR0001046	B101	06/13/2012	Bill Plan Associated with Contract Line is On Hold
18	000S158	F	FIRE - CLOSED	1	NH000S158	B101		Rate Based Contract Line is Missing Rate Set in CA_RATE table
19	000S158	F	FIRE - CLOSED	1	NH000S158	B101	06/13/2012	Bill Plan Associated with Contract Line is On Hold
20	000S163	F	FIRE - CLOSED	1	TEA000S163	B101		Rate Based Contract Line is Missing Rate Set in CA_RATE table
25	000S210	F	FIRE - CLOSED	1	STP000S210	B101	02/05/2013	Bill Plan Associated with Contract Line is On Hold
26	000S218	F	ACTIVE	2	NH000S218	B102		Rate Based Contract Line is Missing Rate Set in CA_RATE table
27	000S218	F	ACTIVE	2	NH000S218	R102	03/07/2014	Revenue Plan Associated with Contract Line is On Hold
28	000S222	F	FIRE - CLOSED	1	TEA-000S222	B101		Rate Based Contract Line is Missing Rate Set in CA_RATE table



# Federal Expenditure Reclassification

This query identifies federal expenditures related to a federal reimbursement received so that those expenditures maybe moved to the Federal Fund. This query is used to create the journal entry to move the expenditures from the construction to the Federal Fund.

Navigate to this query using the following path:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_PA\_FED\_EXP\_RECLASS**

V_PA_FED_EXP_RECLASS - Federal Exp Reclass Report								
Invoice From: <input type="text" value="FED000300"/>								
Invoice To: <input type="text" value="FED000300"/>								
<input type="button" value="View Results"/>								
Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (319 kb)								
<a href="#">View All</a> <span>First 1-100 of 1377 Last</span>								
	Invoice	Project ID	Fund	Program	Revenue Fund	Accounting Date	Billing Date	Summation of Resource Amount
1	FED000300	0000083536	04100	604001	04010	11/30/2012	12/07/2012	-51510.30
2	FED000300	0000083536	04100	604001	04010	12/03/2012	12/07/2012	-47483.09
3	FED000300	0000097209	04720	603002	04010	11/30/2012	12/07/2012	-25354.31
4	FED000300	0000087505	04720	603002	04010	11/30/2012	12/07/2012	-4432.19
5	FED000300	0000100023	04720	603004	04010	11/30/2012	12/07/2012	-4043.13
6	FED000300	0000097188	04720	603002	04010	11/30/2012	12/07/2012	-2944.81
7	FED000300	0000093194	04720	603002	04010	11/30/2012	12/07/2012	-2810.61
8	FED000300	0000092339	04100	604001	04010	11/30/2012	12/07/2012	-2784.52
9	FED000300	0000015988	04720	603002	04010	11/30/2012	12/07/2012	-2103.33
10	FED000300	0000018932	04720	603004	04010	12/05/2012	12/07/2012	-1704.45
11	FED000300	0000083536	04100	604004	04010	11/30/2012	12/07/2012	-1634.74



# Federal Billing by Project Category

This query returns federal billings for specified program and reporting category. The query provides the LTD billed amount for all projects that meet query criteria for the date range entered.

Navigate to this query using the following path:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_PA\_FED\_BIL\_BY\_PROJ\_CATEGORY**

**V\_PA\_FED\_BIL\_BY\_PROJ\_CATEGORY - TMOC Federal project Query**

Business Unit:

50100

Program (Ex: 6040% or 604001):

6040%

From Date:

06/01/2012

To Date:

05/31/2013

Reporting Category:

BRDG

View Results

Download results in :

[Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All

First [1-6 of 6](#) Last

	Project ID	Contract Number	Department	Contract Status	Fund Code	Program	Total Billed Amount	District	Rpt Category
1	0000064472	0038123	18000	Active	04100	604002	1359.490	18	BRDG
2	0000094963	BR03288	13011	Active	04100	604003	315542.890	13	BRDG
3	0000094963	BR03288	13067	Active	04100	604003	-0.830	13	BRDG
4	0000095093	0661343	19002	Active	04100	604001	220294.000	19	BRDG
5	0000095824	BR03279	13004	Active	04100	604002	66859.720	13	BRDG
6	0000095824	BR03295	13004	Active	04100	604002	186471.360	13	BRDG



# Federal Contracts with No Project

This query will be used to return contract lines with amounts, but without Project ID/Activity ID combinations. A contract cannot have the same project/activity combination on multiple lines. When a contract line is expended the project and activity may need to be assigned to another line on the contract.

Navigate to this query using the following path:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_PA\_CONTR\_NO\_PRJ**

V\_PA\_CONTR\_NO\_PRJ - Federal Contracts with No Proj

Business Unit: 50100

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (12 kb)

View All

First 1-58 of 58 Last

	Business Unit	Contract Number	Line Num	Transaction Identifier	Description	Limit Amount	Processed Amount
1	50100	0027033	1	L110	BRIDGE PROGRAM - 15% OFF	406091.00	0.00
2	50100	0153016	1	Q110	BR-OFF-TEA21	269686.00	0.00
3	50100	0153016	1	H110	BR-OFF STEA03	69566.00	0.00
4	50100	0526103	1	4130	Public Lands Hwys-BILL REG 03	1362450.00	1325516.28
5	50100	0573101	1	33D0	STP-State Flexible	124419.00	-10852.58
6	50100	0573101	1	0750	Rural Secondary	525986.00	0.00
7	50100	0581012	1	0100	Consolidated Primary	21975.67	18859.00
8	50100	0581012	1	Q500	FD RST-TEA21	169007.00	145038.00
9	50100	0581012	1	Q760	MIN GUAR-SPEC	241.00	206.00
10	50100	0581012	1	H030	Redistribution of Auth Funds	414087.00	355362.00






# 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 ID** number.

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:  

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All

First  [1-2 of 2](#)  Last

	Business Unit	Contract ID	Project	Appropriation Code	Invoice	Invoice Date	Target Payment	LTD Billed Amount	Invoiced Amount	Payment Date
1	50100	PM00215	0000083529	L240	FED000004	12/14/2011	12/16/2011	4682640.24	0.24	12/16/2011
2	50100	PM00215	0000083529	L240	Conversion			4682640.24	4682640.00	





# Billing Adjustment Life to Date Data

This query is used to provide LTD Billed and LTD Exp data needed to create billing adjustments when participation rates change.

Navigate to this query using the following path:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_PA\_BI\_ADJUST\_LTD\_DATA**

**V\_PA\_BI\_ADJUST\_LTD\_DATA - EXP and BIL Data for Bill Adj**

Contract Number:

Business Unit:

View Results

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (13 kb)

View All First [1-42 of 42](#) Last

	Contract Number	Contract Line Number	Project ID	Activity ID	Fund Code	Program	Source Type	Rate Set	Amount Type	Amount
1	0512104	1	0000012768	605	04720	603004		N/A	BILLED EXPENDITURE AMT	10247.36
2	0512104	1	0000012768	605	04720	603004	33D0	FED_33D0_80	BILLED AMT	8197.91
3	0512104	1	0000012768	606	04720	603004		N/A	BILLED EXPENDITURE AMT	4364.99
4	0512104	1	0000012768	606	04720	603004	33D0	FED_33D0_80	BILLED AMT	3491.99
5	0512104	1	0000012768	611	04720	603004		N/A	BILLED EXPENDITURE AMT	256.10
6	0512104	1	0000012768	611	04720	603004	33D0	FED_33D0_80	BILLED AMT	204.88
7	0512104	1	0000012768	612	04720	603004		N/A	BILLED EXPENDITURE AMT	489.93
8	0512104	1	0000012768	612	04720	603004	33D0	FED_33D0_80	BILLED AMT	391.94
9	0512104	1	0000012768	613	04720	603004		N/A	BILLED EXPENDITURE AMT	36608.40
10	0512104	1	0000012768	613	04720	603004	33D0	FED_33D0_80	BILLED AMT	29286.73
11	0512104	1	0000012768	614	04720	603004		N/A	BILLED EXPENDITURE AMT	2300.81



# Summary of Bill Lines


This query determines which amounts must be validated prior to approving the bill. It allow users to summarize the total amount billed by contract and appropriation code on the bill.

Navigate to this query using the following path:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_PA\_FED\_SUM\_BILL\_LINES**



**V\_PA\_FED\_SUM\_BILL\_LINES - Summary of FED Bill Lines**

Business Unit:

Invoice:  

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (9 kb)

View All

First  1-50 of 50  Last

	Business Unit	Invoice	Contract	Source Type	Sum Net
1	50100	FED000025	0176011	Q770	1194.58
2	50100	FED000025	0327021	Q100	8269.09
3	50100	FED000025	0576022	LZ10	221385.00
4	50100	FED000025	0661312	H050	6628.80
5	50100	FED000025	0813172	L05E	801.22
6	50100	FED000025	0858042	L250	156.00
7	50100	FED000025	0938013	L1C0	1209.11
8	50100	FED000025	0938015	3AA0	167.00
9	50100	FED000025	4601005	7950	320.00



# Validate Federal Bill Lines

The query is used to validate amounts billed for a specific contract on a Federal bill.

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:

View Results

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (624 kb)

[View All](#) First  1-100 of 1938

	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		0000092756	631	BLD	C240	10/28/2011	12/08/2011 10:14:18PM	FS09020	1	D	0.68
2	50100		0000092756	631	BLD	C240	11/11/2011	11/17/2011 8:22:02PM	FS09020	1	D	8713594.10
3	50100		0000092756	631	BLD	C240	11/19/2011	12/08/2011 10:14:18PM	FS09020	1	D	156940.00
4	50100		0000092756	631	BLD	C240	01/20/2012	01/24/2012 10:30:40PM	FS09020	1	D	34345.00
5	50100		0000092756	631	BLD	C240	03/14/2012	03/15/2012 8:32:36PM	FS09020	1	D	115500.00
6	50100		0000092756	631	BLD	C240	07/02/2012	07/19/2012 7:35:16PM	FS09020	1	D	44000.00
7	50100		0000092756	631	BLD	C240	08/23/2012	08/24/2012 7:16:29PM	FS09020	1	D	32250.00
8	50100		0000092756	631	BLD	C240	09/11/2012	09/14/2012 7:12:57PM	FS09020	1	D	177500.00
9	50100		0000092756	631	BLD	C240	11/01/2012	11/02/2012 7:08:45PM	FS09020	1	D	0.00
10	50100	0000729788	0000092756	631	CNV		03/25/2011	12/07/2011 4:09:32AM	FS09020	1	D	46.02
11	50100	0000778026	0000092756	631	CNV		09/20/2011	12/07/2011 4:09:32AM	FS09020	1	D	0.00
12	50100	AP00000886	0000092756	631	ACT	ZSITE	01/20/2012	01/23/2012 9:04:18PM	FS09020	1	D	34345.00
13	50100	AP00002856	0000092756	631	ACT	ZSITE	03/14/2012	03/15/2012 8:10:51PM	FS09020	1	D	115500.00
14	50100	AP00008156	0000092756	631	ACT	ZSITE	07/02/2012	07/19/2012 7:05:23PM	FS09020	1	D	44000.00
15	50100	AP00009351	0000092756	631	ACT	ZSITE	08/23/2012	08/24/2012 6:37:25PM	FS09020	1	D	32250.00



# Billing Worksheet Lines to Defer

This query allows users to determine which lines on the bill should be deferred if errors are received in FHWA system.

Navigate to this query using the following path:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_PA\_BI\_WRKSHT\_LINES\_TO\_DEFER**

**V\_PA\_BI\_WRKSHT\_LINES\_TO\_DEFER - Identify Lines to Defer**

Contract (% for all):

Source Type:

Business Unit:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (65 kb)

[View All](#) First  1-100 of 283  Last

	Business Unit	Invoice	Sequence	Project	Contract	Source Type	Amount
1	50100	TMP000278	407	0000096780	BR02289	L24E	-104.74
2	50100	TMP000278	408	0000096780	BR02289	L24E	-100.62
3	50100	TMP000278	409	0000096780	BR02289	L24E	-80.30
4	50100	TMP000278	410	0000096780	BR02289	L24E	-77.14
5	50100	TMP000278	411	0000096780	BR02289	L24E	-69.51
6	50100	TMP000278	412	0000096780	BR02289	L24E	-66.78
7	50100	TMP000278	413	0000096780	BR02289	L24E	-69.51
8	50100	TMP000278	414	0000096780	BR02289	L24E	-66.78
9	50100	TMP000278	415	0000096780	BR02289	L24E	-69.51
10	50100	TMP000278	416	0000096780	BR02289	L24E	-66.78



# Federal Lands on Temp Bill

This query is used to determine if there are federal lands contracts on the federal bill.

Navigate to this query using the following path:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_PA\_FEDERAL\_LANDS\_ON\_TMP\_BILL**

V\_PA\_FEDERAL\_LANDS\_ON\_TMP\_BILL - Federal Lands on TMP Bill

Business Unit:

50100

Invoice:

TMP000278

View Results

No matching values were found.

	Business Unit	Invoice	Contract	Source Type	Sum Net
--	---------------	---------	----------	-------------	---------



# Billing Adjustments

This query gives the ability to view data that can be used to verify billing adjustments.

Navigate to this query using the following path:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_PA\_Billing\_Adjustments**

**V\_PA\_BILLING\_ADJUSTMENTS - Billing Adjustment Validation**

User ID (% for all):

Invoice Status:

Invoiced Bill

Business Unit:

50100

Invoice (% for all):

Contract Type (% for all):

F

Bill Source (% for all):

Accounting Date From:

03/01/2015

Accounting Date To:

03/12/2015

View Results

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (20 kb)

View All

First 

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	Business Unit	Invoice	Description	Invoice Line	Net Extended Amount	Contracts Business Unit	Contract #	Contract Type	Billing Plan ID	Contract Date	Accounting Date	Contract Line Num	PC Business Unit	Project	Activity	Source Type	Category	Subcategory	Revenue Sequence Number	PC Distribution Status	Account	Department	Asset	Task	Fund Code	FIPS	Cost Center	Program	Project	User ID
1	50100	FED001037	Adjustment	1	114.710	50100	0015020	F	B101		03/03/2015	1	50100	0000008312	616	L20E			1	D	4020205	99999			04010				0000008312	WONDER,WOMAN
2	50100	FED001038	Billing Adjustment L240@100%	1	43000.000	50100	PM04342	F	B101		03/03/2015	1	50100	0000094553	631	L240			1	D	4020205	99999			04010				0000094553	WONDER,WOMAN
3	50100	FED001038	Billing Adjustment M240@80%	2	8600.000	50100	PM04342	F	B101		03/03/2015	1	50100	0000094553	631	M240			1	D	4020205	99999			04010				0000094553	WONDER,WOMAN
4	50100	FED001038	Billing Adjustment 34C0@80%	3	203901.310	50100	0966014	F	B101		03/03/2015	1	50100	0000002103	616	34C0			1	D	4020205	99999			04010				0000002103	WONDER,WOMAN

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# Contracts with AC Split

This query identifies which customer contracts have Split Advanced Construction (AC) rows with **BIL** or **OLT** analysis type. It also lists remaining amount on a Non-AC transaction.

Navigate to this query using the following path:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_PA\_Contracts\_with\_AC\_Split**

V_PA_CONTRACTS_WITH_AC_SPLIT - Contracts with Split AC									
Business Unit (% for all): <input type="text" value="50100"/>									
<a href="#">View Results</a>									
Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (19 kb)									
View All									
First <input type="text" value="1-70 of 70"/> Last									
	Contract #	Contract Line #	Project ID	Source Type	Analysis Type	Resource Amount	Non AC Trans ID	Non AC Rate Set	Remaining Balance
1	000S166	1	0000084272	0AW0	BIL	990410.80			
2	000S166	1	0000084272	0AW0	BIL	3360.26			
3	0078089	1	0000050075	0AW0	BIL	13566.40			
4	0176014	1	0000056934	0AW0	BIL	72284.29			
5	0332014	1	0000052515	0AW0	BIL	9328.95			
6	0366014	1	0000090059	0AW0	BIL	1874.59			
7	0413034	1	0000018878	0AW0	BIL	61724.61			
8	0576024	1	0000056940	0AW0	BIL	50424.36			
9	0643436	1	0000017368	0AC0	BIL	814153.03			
10	0661315	1	0000070043	0AC0	BIL	160351.91			
11	0661315	1	0000070043	0AW0	BIL	403275.48			
12	0812209	1	0000018889	0AC0	BIL	90589.72			
13	0812276	1	0000093462	0AW0	BIL	60.19			
14	0886015	1	0000052299	0AC0	BIL	47944.32			
15	0886015	1	0000052299	0AC0	BIL	4514.47			
16	0952465	1	0000016022	0AC0	BIL	3835.69			
17	0952487	1	0000070849	0AV0	BIL	36.80			
18	0952487	1	0000070849	0AV0	BIL	1830581.65			
19	0971027	1	0000057492	0AW0	BIL	550.45			
20	0971027	1	0000057492	0AW0	BIL	115465.00			



# Contract Info

This query provides the ability to view contract information, compare data to the Federal Agreement for accuracy and completeness, and compare processed amounts to FMIS expenditure information.

Navigate to this query using the following path:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_PA\_Contract\_Info**

**V\_PA\_CONTRACT\_INFO - Contract Information**

PC Business Unit:

CA Bus. Unit:

Project ID (% For all):

Contract Num1 (% For All):

Contract Num2:

Contract Num3:

Contract Num4:

Contract Num5:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First 1-3 of 3 Last

	BU	Contract Number	Contract Processing Status	Contract Status	Contract Type	Description	Contract Legal Entity	Proposal ID	Contract Signed	Federal Region Code	Line Num	Product ID	Bill Plan Hold Date	Active Rate Set	Transaction ID	Limit Amount	Rate Set	Use Sequence	Project ID	Activity Type
1	50100	0044127	A	ACTIVE	F	BROS-0044127	NFO	\$576,913.00	06/06/2008	03	1	FEDERAL		FED_L11E_100	L110	576913.000	FED_L110_80	1		
2	50100	0044127	A	ACTIVE	F	BROS-0044127	NFO	\$576,913.00	06/06/2008	03	1	FEDERAL		FED_L11E_100	L11E	267538.000	FED_L11E_100	2		
3	50100	0044127									1					0.000			0000087943	9101





# 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 Projects and Activities are added to a contract.

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: <input type="text" value="50100"/>							
Contract: <input type="text" value="0044127"/>							
<input type="button" value="View Results"/>							
Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (6 kb)							
View All <span style="float: right;">First <input type="button" value="1-29 of 29"/> Last</span>							
	Contract	Line Num	PC Bus Unit	Project	Phase	Activity	Descr
1	0044127	1	50100	0000087943	9101	602	PE/Constr - Constr on PE Job
2	0044127	1	50100	0000087943	9101	605	Prel Eng. Environmetal
3	0044127	1	50100	0000087943	9101	606	Advanced R/W Prior to Acq.
4	0044127	1	50100	0000087943	9101	607	R/W Stakeout for Cond. and App
5	0044127	1	50100	0000087943	9101	608	Const. Stakeout Prior to Award
6	0044127	1	50100	0000087943	9101	609	P.E. Educational Courses
7	0044127	1	50100	0000087943	9101	611	Preliminary Surveys
8	0044127	1	50100	0000087943	9101	612	Preliminary Studies
9	0044127	1	50100	0000087943	9101	613	Location Surveys
10	0044127	1	50100	0000087943	9101	614	Soil Surveys
11	0044127	1	50100	0000087943	9101	615	Foundation Investigations
12	0044127	1	50100	0000087943	9101	616	Road Plans
13	0044127	1	50100	0000087943	9101	617	Structure Plans
14	0044127	1	50100	0000087943	9101	618	Sign And Signal Plans
15	0044127	1	50100	0000087943	9101	619	Traffic Data
16	0044127	1	50100	0000087943	9101	630	Quality Assurance
17	0044127	1	50100	0000087943	9101	638	Legislative Coord, Neg, Agrmt
18	0044127	1	50100	0000087943	9101	640	CO Clearance, Product, Deliv
19	0044127	1	50100	0000087943	9101	680	Proj Air Std and Reg Cnfrmtly



# Project Expense and Transfers

This query displays project expenditures and transfers for a given activity type within specified accounting dates.

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): 50100

Activity Type (% for all): %

Fund (% for all): %

Project (% for all): 0000100321

Fiscal Year: 2015

Accounting Period From: 1

Accounting Period To: 11

Project Category (% for all): %

View Results

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (9 kb)

View All First 1-18 of 18 Last

	Project	Activity ID	Activity Type	Fiscal Year	Accounting Period	Fund	Account	Program	Department	Journal ID	Journal Date	Accounting Date	System Source	Voucher	Vendor ID	Vendor Name	Vendor Class	Contract	BU Amount
1	0000100321	778	9102	2015	3	04720	5011230	603006	13010	TE00042057	09/15/2014	09/15/2014	GHR						24.17
2	0000100321	778	9102	2015	2	04720	50112301	603006	13010	ALC0000002	08/31/2014	08/31/2014	ALO						1.40
3	0000100321	778	9102	2015	2	04720	50112301	603006	13010	ALC0000003	08/31/2014	08/31/2014	ALO						1.86
4	0000100321	778	9102	2015	2	04720	50112301	603006	13010	ALC0000004	08/31/2014	08/31/2014	ALO						0.60
5	0000100321	778	9102	2015	3	04720	50112301	603006	13010	ALC0000001	09/30/2014	09/30/2014	ALO						2.38
6	0000100321	778	9102	2015	3	04720	50112301	603006	13010	ALC0000002	09/30/2014	09/30/2014	ALO						2.56
7	0000100321	778	9102	2015	3	04720	50112301	603006	13010	ALC0000003	09/30/2014	09/30/2014	ALO						3.40
8	0000100321	778	9102	2015	3	04720	50112301	603006	13010	ALC0000004	09/30/2014	09/30/2014	ALO						1.09
9	0000100321	778	9102	2015	2	04720	5011110	603006	13010	ALC0000007	08/31/2014	08/31/2014	ALO						1.93
10	0000100321	778	9102	2015	3	04720	5011110	603006	13010	ALC0000007	09/30/2014	09/30/2014	ALO						3.53
11	0000100321	778	9102	2015	2	04720	5011120	603006	13010	ALC0000009	08/31/2014	08/31/2014	ALO						0.95



# Project Payroll Expenditures

This query displays project payroll expenditures for an activity type between transaction dates

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:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First 1-2 of 2 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	603006	13010	04720	TE00040372	08/14/2014	2015	2	00264926300	PARRISH,JAMES M	0.50		13.19
2	0000100321	9102	778	603006	13010	04720	TE00042057	09/15/2014	2015	3	00264926300	PARRISH,JAMES M	1.00		24.17



# SEFA Federal Award

The query is used to complete the Schedule of Expenditures of Federal Awards (SEFA) schedule that is submitted to DOA. To run the report, the user will enter a **Business Unit**, **Fiscal Year**, and **Account**.

Navigate to this query using the following path:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_PA\_SEFA\_FED**

**V\_PA\_SEFA\_FED - SEFA Federal**

Business Unit:

Fiscal Year:

Accounting Period - From:

Accounting Period - To:

Account 1:

Account 2:

Account 3:

Account 4:

Account 5:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1791 kb)

View All

First  Last

	Business_Unit	Voucher	Vendor	Name	Class	FY_Billed	Bill Dt	Invoice	Customer	Account	Project	Activity	Journal ID	Descr	Exp_Amount	Billed_Amount
1	50100	00003025	0000026724	Dorey Electric Co	R	2015	07/14/2014	FED000821	0000055002	5023230	0000097364	631	AP00000144	Contract Adjustments	-16982.23	-15284.01
2	50100	00003339	0000025845	Adams Construction Company	R	2015	01/06/2015	FED000989	0000055002	5023230	0000089921	631	AP00000167	Item Earnings	1183593.62	119864.02
3	50100	00003347	0000036924	Stuart M Perry Inc	R	2015	07/09/2014	FED000817	0000055002	5023230	0000097468	631	AP00000167	Item Earnings	113776.14	91020.91
4	50100	00003347	0000036924	Stuart M Perry Inc	R	2015	07/09/2014	FED000817	0000055002	5023230	0000097468	631	AP00000167	Contract Adjustments	4414.36	1130.34
5	50100	00003347	0000036924	Stuart M Perry Inc	R	2015	07/09/2014	FED000817	0000055002	5023230	0000097468	631	AP00000167	Line Item Adjustments	1120.91	896.73
6	50100	00004518	0000028576	A-ANNANDALE INC	R	2015	07/29/2014	FED000835	0000055002	5023230	0000098052	631	AP00000167	Item Earnings	136036.89	96000.00



# Sub Recipient Monitoring

This query is for Federal Sub-recipient Monitoring per federal requirements and APA audits.

Navigate to this query using the following path:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_PA\_Sub\_Recp\_Monitor**

**V\_PA\_SUB\_RECP\_MONITOR - Federal Subrecipient Monitor**

BUSINESS UNIT:

FISCAL YEAR:

ACCOUNTING\_PERIOD - FROM:

ACCOUNTING\_PERIOD - TO:

ACCOUNT 1:

ACCOUNT 2:

ACCOUNT 3:

ACCOUNT 4:

ACCOUNT 5:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (335 kb)

[View All](#) First  Last

	Business Unit	Customer	Voucher	FY	Period	Vendor	Name	Class	Account	Project	Activity	Contract	An Type	Journal ID	Descr	Rate	Bill Dt	Exp_Amount	Processed_Amount
1	50100	0000055002	00350469	2015	1	0000033049	American Infrastructure VA Inc	R	5023230	0000097529	616	5A01165	BIL	AP00038548	DESIGNING SERVICES DESIGNING S	100%		40000.00	40000.00
2	50100	0000055002	00352323	2015	1	0000034147	Century Concrete Services Inc	R	5023230	0000094944	631	4951503	BLD	AP00038548	Item Earnings	80%	07/11/2014	5881.40	4705.12
3	50100	0000055002	00352323	2015	1	0000034147	Century Concrete Services Inc	R	5023230	0000094944	632	4951503	BLD	AP00038548	Item Earnings	80%	07/11/2014	2000.00	1600.00
4	50100	0000055002	00352323	2015	1	0000034147	Century Concrete Services Inc	R	5023230	0000094944	631	4951503	BLD	AP00038548	Line Item Adjustments	80%	07/11/2014	7.35	5.88
5	50100	0000055002	00352324	2015	1	0000029310	GENERAL EXCAVATION INC	R	5023230	0000072803	631	5A01269	BLD	AP00038548	Item Earnings	80%	07/11/2014	1365.00	1092.00



# Online Inquiries

Customer contracts online inquiries can be run at various intervals.

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 Jrnl Acctg Lines
- Review Revenue - As Incurred Jrnl Acctg Lines
- Review Revenue - History
- Review Limits
- My Contracts



# Review Contract Summary

Navigate to this online inquiry using the following path:

**Main Menu > Customer Contracts > Review Contract Summary**

Favorites ▾Main Menu ▾>Customer Contracts ▾>Review Contract Summary

Ne

### Review Contract Summary

Contract Number	0001001	Currency	USD	Amendment Number	000000002
Contract Type	F	Business Unit	50100	Contract Signed	01/01/1900
Contract Class	Government	Region Code		Amendment Date	09/18/2015
Contract Status	FV ACCEPTED	Customer	FEDERAL HIGHWAY ADMINISTRATION	Proposal ID	\$121,882.00

Summary

Total Billed	121,882.00	Total Revenue Recognized	0.00
Total Collected	0.00	Revenue Forecasted	0.00

Awarded Amounts

Awarded Cost	0.00
Awarded Fee	0.00
Awarded T&M	0.00
Subtotal	0.00
Fixed Price (Less Inclusive Prepays)	0.00
Total	0.00

Funded and Revenue Amounts

	Funded	Revenue
Cost	0.00	0.00
Fee	0.00	0.00
T&M	0.00	0.00
Subtotal	0.00	0.00
Fixed Price (Less Inclusive Prepays)	0.00	0.00
Total	0.00	0.00

Contract Lines

Personalize | Find | First 1 of 1 Last

Line	Product	Status	Price Type	Fee Type	Awarded Amount	Revenue Limit	Estimated Amount	Start Date	End Date	Billing Plan	Revenue Plan
1	0579A004	Active	Rate	None	0.00	0.00	0.00	01/01/1901		Completed	Completed

Related Projects

PC Business Unit	Project	Description	Project Status
50100	0000013762	0495029V32	Open

Contract Milestones

Milestone ID	Milestone Status	Billing Impact	Revenue Impact
None		No	No



# Review Contract Summary (continued)

Favorites ▾Main Menu ▾Customer Contracts ▾Review Contract Summary

Ne

### Review Contract Summary

Contract Number	0001001	Currency	USD	Amendment Number	0000000002
Contract Type	F	Business Unit	50100	Contract Signed	01/01/1900
Contract Class	Government	Region Code		Amendment Date	09/18/2015
Contract Status	FV ACCEPTED	Customer	FEDERAL HIGHWAY ADMINISTRATION	Proposal ID	\$121,882.00

Summary

Total Billed	121,882.00	Total Revenue Recognized	0.00
Total Collected	0.00	Revenue Forecasted	0.00

Awarded Amounts

Awarded Cost	0.00	Cost	0.00
Awarded Fee	0.00	Fee	0.00
Awarded T&M	0.00	T&M	0.00
Subtotal	0.00	Subtotal	0.00
Fixed Price (Less Inclusive Prepays)	0.00	Fixed Price (Less Inclusive Prepays)	0.00
Total	0.00	Total	0.00

Funded and Revenue Amounts

Funded	Revenue
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00

Contract Lines

Personalize | Find | First 1 of 1 Last

Line	Product	Status	Price Type	Fee Type	Awarded Amount	Revenue Limit	Estimated Amount	Start Date	End Date	Billing Plan	Revenue Plan
1	0579A004	Active	Rate	None	0.00	0.00	0.00	01/01/1901		Completed	Completed

Related Projects

PC Business Unit	Project	Description	Project Status
50100	0000013762	0495029V32	Open

Contract Milestones

Milestone ID	Milestone Status	Billing Impact	Revenue Impact
None		No	No





# Review Contract Information - Amendments

Navigate to this online inquiry 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 5295002TEA5295002

Sold To Customer FEDERAL HIGHWAY ADMINISTRATION

#### Contract Information

Amendment Number 0000000001Business Unit VA Dept of Transportation

#### Amendment

Amendment Reason Decrease Trans LimitAmendment Status Complete

Reference ID

#### Amendment Date

Ready Date 06/13/2013Entered On 06/13/2013 10:13AM

Amend Completion Date 06/13/2013 12:59PMUser Preparing Chg. Pkg. JEREMY.M

#### Information Amended

Line Number	Field Changed	Old Value	New Value	Change Action
1	Proposal	\$307,080.00	\$21,721.84	Update Record
2	Amount	80	0	Update Record
3	Amount	307000	21721.84	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 5295002

TEA5295002

Sold To Customer FEDERAL HIGHWAY ADMINISTRATION

Contract Information

Amendment Number 0000000001

Business Unit VA Dept of Transportation

Amendment

Amendment Reason Decrease Trans Limit

Amendment Status Complete

Reference ID

Amendment Date

Ready Date 06/13/2013

Entered On 06/13/2013 10:13AM

Amend Completion Date 06/13/2013 12:59PM

User Preparing Chg. Pkg. JEREMY.M

Information Amended

Line Number	Field Changed	Old Value	New Value	Change Action
1	Proposal	\$307,080.00	\$21,721.84	Update Record
2	Amount	80	0	Update Record
3	Amount	307000	21721.84	Update Record

Return to Search

Notify

Refresh



# Review Contract Information - Notes

Navigate to this online inquiry using the following path:

**Main Menu > Customer Contracts > Review Contract Information > Notes**

Favorites ▾Main Menu ▾> Customer Contracts ▾> Review Contract Information ▾> Notes

Contract Notes

Contract 0000000069

SPR-0002(184)

Sold To Customer FEDERAL HIGHWAY ADMINISTRATION

[Inquire Contracts](#)

Note Text

SPR-0002(184) -FIELD EVAL CORRSION--BILLED DIRECTLY TO FHWA DISTRICT OFFICE--FROZEN TO BILL UNTIL GRANTS ARE CORRECTED--CORRECT DEF DESC & ADVAN PMT TO ZERO

Additional Note Information

Classification Custom

Note Type

Contract Component Contract Line

Entered By

Date Time Added

Add New Note



# Review Contract Information– Projects/Activities

This report allows review of information about a project along with its associated activities. Once this page, I accessed there are three sections of information:

- **Contract/Project Information** – this is at a summary level
- **Linked Activities**
- **Non-Linked Activities**

Navigate to this online inquiry 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 PM00216

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 PM00-969-032, P101

Project 0000094919

PC Bus Unit VA Dept of Transportation

Project Status Open

Project Type



# Linked Activities

Linked Activities		
Activity	Description	Status
602	PE/Constr - Constr on PE Job	Active
605	Prel Eng. Environmetal	Inactive
606	Advanced R/W Prior to Acq.	Active
607	R/W Stakeout for Cond. and App	Active
608	Const. Stakeout Prior to Award	Active
609	P.E. Educational Courses	Active
611	Preliminary Surveys	Active
612	Preliminary Studies	Active
613	Location Surveys	Active
614	Soil Surveys	Active
615	Foundation Investigations	Active
616	Road Plans	Active
617	Structure Plans	Active
618	Sign And Signal Plans	Active
619	Traffic Data	Active



# 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	PrelmnryEngr-ScopeFieldReview	Inactive
511	Engineering	Inactive
513	Damages	Inactive
515	Fences	Inactive
516	Right-of-Way Markers	Inactive
517	PrelmnryEngr-Utility Adjustmnt	Inactive
522	Earthwork	Inactive
524	Subgrade	Inactive
533	New Surface or Base Material	Inactive
542	Stabilizing	Inactive
551	Drainage Structures +36 sq ft	Inactive



# Review Billing

Review Billing:

- Plans
- History
- As Incurred

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 GeneralEventsHistory

Contract PM00216

BI Unit 50100

Sold To Customer 0000055002FEDERAL HIGHWAY ADMINISTRATION

Bill To 0000055002FEDERAL HIGHWAY ADMINISTRATION

Billing Plan ◀ B101 ▶As Incurred - Rate Based

Currency USD

Description As Incurred - Rate Based

Billing Status In Progress

Actions

Cancel

☐ Hold

Customer Information

BI Unit 50100

Bill To Customer 0000055002

Addr Num 1

Bill To Contact

VA Dept of Transportation

FEDERAL HIGHWAY ADMINISTRATION

Tolerance Options

Minimum Bill Amount

0.00

☐ Final Bill

Billing Options

Bill Type FED

Bill Source FED

Summarization Template ID VDOT\_FHWA

Purchase Order

☐ Pre Approved

☐ Direct Invoice

VDOT FHWA

Billing Header Note

Internal Notes

Preview Summarization Template

Billing Default Overrides

Invoice Form LANDSCAPE

Cycle ID FEDERAL

Bill By ID PC\_FEDERAL

Payment Method

Payment Terms

Billing Inquiry

Billing Specialist

View Customer Defaults

Project Federal

[Return to Billing Plan Management](#)



# 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.

Favorites ▾ Main Menu ▾ > Customer Contracts ▾ > Review Billing ▾ > Plans > Define Billing Plan										
Billing Plan General Events History										
Contract PM00216 BI Unit 50100										
Sold To Customer 0000055002 FEDERAL HIGHWAY ADMINISTRATION Bill To 0000055002 FEDERAL HIGHWAY ADMINISTRATION										
Billing Plan ◀ B101 ▶ As Incurred - Rate Based Currency USD										
Amount Details										
Total Net Extended Amount 14,618,457.00										
Contract Billing History Personalize   Find   [?] [ ] First 1-10 of 10 Last										
Source Billing Contracts Projects [FFP]										
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
2	Finalized	BBI		11/11/2011 12:00:00AM	V_CONV_LOAD	2,354,630.00	2,354,630.00	USD	2,354,630.00	2,354,630.00
3	Finalized	BBI		04/29/2013 6:34:25PM	BI PCC000	1,282,588.00	1,282,588.00	USD	1,282,588.00	1,282,588.00
4	Finalized	BBI		05/20/2013 6:33:42PM	BI PCC000	2,100,000.00	2,100,000.00	USD	2,100,000.00	2,100,000.00
5	Finalized	BBI		07/30/2015 6:51:38PM	BI PCC000	185,000.00	185,000.00	USD	185,000.00	185,000.00
6	Finalized	BBI		06/16/2017 6:44:49PM	BI PCC000	-105,183.24	-105,183.24	USD	-105,183.24	-105,183.24
7	Finalized	BBI		06/16/2017 6:44:49PM	BI PCC000	105,183.24	105,183.24	USD	105,183.24	105,183.24
8	Finalized	BBI		09/19/2017 6:46:37PM	BI PCC000	5,800,420.03	5,800,420.03	USD	5,800,420.03	5,800,420.03
9	Finalized	BBI		09/19/2017 6:46:37PM	BI PCC000	2,440,584.97	2,440,584.97	USD	2,440,584.97	2,440,584.97
10	Finalized	BBI		12/06/2017 6:39:25PM	BI PCC000	106,468.10	106,468.10	USD	106,468.10	106,468.10
11	Finalized	BBI		12/06/2017 6:39:25PM	BI PCC000	348,765.90	348,765.90	USD	348,765.90	348,765.90
Return to Billing Plan Management										



# Review Billing – History (continued)

Favorites ▾Main Menu ▾> Customer Contracts ▾> Review Billing ▾> Plans> Define Billing Plan

Billing Plan GeneralEventsHistory

Contract PM00216

BI Unit 50100

Sold To Customer 0000055002FEDERAL HIGHWAY ADMINISTRATION

Bill To 0000055002FEDERAL HIGHWAY ADMINISTRATION

Billing Plan ◀ B101 ▶As Incurred - Rate Based

Currency USD

Amount Details

Total Net Extended Amount

14,618,457.00

Contract Billing History

Personalize | Find | First ◀ 1-10 of 10 ▶ Last

SourceBillingContractsProjects

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
2	Finalized	BBI		11/11/2011 12:00:00AM	V_CONV_LOAD	2,354,630.00	2,354,630.00	USD	2,354,630.00	2,354,630.00
3	Finalized	BBI		04/29/2013 6:34:25PM	BIPCC000	1,282,588.00	1,282,588.00	USD	1,282,588.00	1,282,588.00
4	Finalized	BBI		05/20/2013 6:33:42PM	BIPCC000	2,100,000.00	2,100,000.00	USD	2,100,000.00	2,100,000.00
5	Finalized	BBI		07/30/2015 6:51:38PM	BIPCC000	185,000.00	185,000.00	USD	185,000.00	185,000.00
6	Finalized	BBI		06/16/2017 6:44:49PM	BIPCC000	-105,183.24	-105,183.24	USD	-105,183.24	-105,183.24
7	Finalized	BBI		06/16/2017 6:44:49PM	BIPCC000	105,183.24	105,183.24	USD	105,183.24	105,183.24
8	Finalized	BBI		09/19/2017 6:46:37PM	BIPCC000	5,800,420.03	5,800,420.03	USD	5,800,420.03	5,800,420.03
9	Finalized	BBI		09/19/2017 6:46:37PM	BIPCC000	2,440,584.97	2,440,584.97	USD	2,440,584.97	2,440,584.97
10	Finalized	BBI		12/06/2017 6:39:25PM	BIPCC000	106,468.10	106,468.10	USD	106,468.10	106,468.10
11	Finalized	BBI		12/06/2017 6:39:25PM	BIPCC000	348,765.90	348,765.90	USD	348,765.90	348,765.90

[Return to Billing Plan Management](#)



# Review Billing – As Incurred

Favorites ▾Main Menu ▾> Customer Contracts ▾> Review Billing ▾> Plans > Define Billing Plan

Billing Plan GeneralEventsHistory

Contract PM00216BI Unit 50100

Sold To Customer 0000055002FEDERAL HIGHWAY ADMINISTRATIONBill To 0000055002FEDERAL HIGHWAY ADMINISTRATION

Billing Plan ◀ B101 ▶As Incurred - Rate BasedCurrency USD

Description As Incurred - Rate BasedBilling Status In ProgressActions

Billing Method As Incurred☐ Hold

Customer Information

BI Unit 50100VA Dept of Transportation

Bill To Customer 0000055002FEDERAL HIGHWAY ADMINISTRATION

Addr Num 1

Bill To Contact

Tolerance Options

Minimum Bill Amount0.00

☐ Final Bill

Billing Options

Bill Type FED☐ Pre Approved

Bill Source FED☐ Direct Invoice

Summarization Template ID VDOT\_FHWAVDOT FHWA

Purchase Order

Billing Header NoteInternal NotesPreview Summarization Template

Billing Default Overrides

Invoice Form LANDSCAPE

Cycle ID FEDERALView Customer Defaults

Bill By ID PC\_FEDERALProject Federal

Payment Method

Payment Terms

Billing Inquiry

Billing Specialist

[Return to Billing Plan Management](#)



# Review Revenue

Review Revenue:

- Plans
- As Incurred
- As Incurred Jrnl Acctg Lines

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 PM00216

Sold To Customer 0000055002

Revenue Plan ◀ R101 ▶

Business Unit 50100

FEDERAL HIGHWAY ADMINISTRATION

Currency USD

GL Business Unit 50100

GL Currency USD

Description As Incurred - Rate Based

Plan Status 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	
1	Date	Pending	06/21/2018	Event Note

Return to Plans

Save

Return to Search

Notify



# Review Revenue – As Incurred

Favorites ▾

Main Menu ▾ > Customer Contracts ▾ > Review Revenue ▾ > Plans > As Incurred

Review Revenue - As Incurred

Search Criteria

GL Business Unit  🔍

Contract  🔍

PC Business Unit  🔍

Contract Classification

Revenue Plan  🔍

Search

Clear

Fee Type

☒ None

☒ Fixed Fee

☒ Award Fee

☒ Incentive Fee

☒ Other Fee

Detail

Personalize | Find |

First ⏪ 1-53 of 53 ⏩ Last

General

Contracts

Contract	Select	PC Business Unit	Project	Activity	Transaction ID	Accounting Date	Discount ID	Amount	Currency
PM00216	<input type="checkbox"/>	50100	0000094919	616	209650717	10/31/2012		-138,905.47	USD
PM00216	<input type="checkbox"/>	50100	0000094919	616	209901427	10/31/2012		-17,120.47	USD
PM00216	<input type="checkbox"/>	50100	0000094919	616	261025716	10/31/2012		-1,284.86	USD
PM00216	<input type="checkbox"/>	50100	0000094919	619	207200619	03/18/2011		-58,717.58	USD
PM00216	<input type="checkbox"/>	50100	0000094919	619	207200620	03/29/2011		-30,493.92	USD
PM00216	<input type="checkbox"/>	50100	0000094919	619	207200621	03/29/2011		-24,619.80	USD
PM00216	<input type="checkbox"/>	50100	0000094919	619	207200622	03/29/2011		-73,920.28	USD
PM00216	<input type="checkbox"/>	50100	0000094919	619	207200623	04/15/2011		-27,900.48	USD



# Review Revenue – As Incurred Jrnl Acctg Lines

Favorites ▾Main Menu ▾ > Customer Contracts ▾ > Review Revenue ▾ > As Incurred Acctg Lines

## As Incurred 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

GL Business Unit = ▾50100 × 🔍

Journal ID begins with ▾

Journal Date = ▾12/14/2011 📅

GL Journal Line Number = ▾

Ledger begins with ▾ACTUALS 🔍

PC Business Unit begins with ▾50100 🔍

Project begins with ▾ 🔍

Contract begins with ▾PM00215 🔍

Contract Line Num = ▾

☐ Case Sensitive

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

Search

Clear

Basic Search 🔍

Save Search Criteria

### Search Results

View All

First ◀1-2 of 2▶Last

GL Business Unit	Journal ID	Journal Date	GL Journal Line Number	Ledger	PC Business Unit	Project	Contract	Contract Line Num
50100	CAREV00111	12/14/2011	22773	ACTUALS	50100	0000083529	PM00215	1
50100	CAREV00111	12/14/2011	22774	ACTUALS	50100	0000083529	PM00215	1

187





# Review and Manage Limits

Navigate to these online inquiries using the following path:

**Main Menu > Customer Contracts > Adjust Revenue and Billing > Review and Manage Limits**

Favorites ▾

Main Menu ▾ > Customer Contracts ▾ > Adjust Revenue and Billing ▾ > Review and Manage Limits

## Review Limits

Search Criteria

\*Business Unit

50100

🔍

Limit Type

Funded/Billing

▾

Sold To Customer

0000055002

🔍

Review By

All

▾

Max Remaining %

Contract Admin

🔍

Contract Type

🔍

Contract Classification

▾

Contract

PM00215

🔍

Contract Line

Search

Clear

Limits

Personalize | Find | View All | 📄 | 📅

First ⏪ 1 of 1 ⏩ Last

Remaining

Excess

Dates

📅

Contract	Line	Transaction Identifier	Billing Limit	Processed Amount	Remaining Amount
1 PM00215		1 L240	4,682,640.24	4,682,640.24	0.00



# My Contracts

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    PETER.PARKER                      Name    PETER.PARKER

My Contracts

Personalize | Find | View All | |

First ◀ 1 of 1 ▶ Last

General

Details

Contract	Description	Business Unit	Contract Type	Contract Classification	Sold To Customer
Contract					

Create New Contract

Search Contracts



# My Contracts (continued)

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

### Search Contracts

User ID PETER.PARKER      Name PETER.PARKER

**Search Criteria**

\*Business Unit

☒ My Contracts

Contract Type

Contract Number

Contract Class

Sold To Customer

Contract Status

Region Code

From Sign Date

Contract Admin

To Sign Date

Legal Entity

**Processing Status**  
☐ Pending  
☐ Active  
☐ Closed

**Contract List** [Personalize](#) | [Find](#) | [View 100](#) | | [First](#) 1-25 of 13854 [Last](#)

**General** | **Details** |

My Contract	Contract	Description	Business Unit	Type	Contract Classification	Sold To Customer	Contract Admin	Contract Status	Signed on	Estimated Amount	Total Billing	Total Revenue
<input type="checkbox"/>	0000001	SBVA0000001	50100	F	Government	FEDERAL HIGHWAY ADMINISTRATION		CLOSED	02/09/2001	0.00	0.00	
<input type="checkbox"/>	0000001460	F3300110176	50100	F	Standard	EASTERN FEDERAL LANDS HIGHWAY DIVISION		ACTIVE	10/11/2011	0.00	0.00	
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# Lesson 7: Summary

7

## Customer Contract Reports, Queries, and Online Inquiries

In this lesson, you learned about:

- Reports
- Queries
- Online inquiries



# Course Summary

PA353

Managing Federal Customer Contracts

In this course, you learned how to:

- Key customer contract concepts
- Understand the customer contract process
- Create and maintain Federal rate-based contracts
- Create and process amendments
- Understand billing adjustments
- Use key customer contract reports, queries, and online inquiries



# Course Evaluation

Congratulations! You successfully completed the **501 PA353: Managing 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.

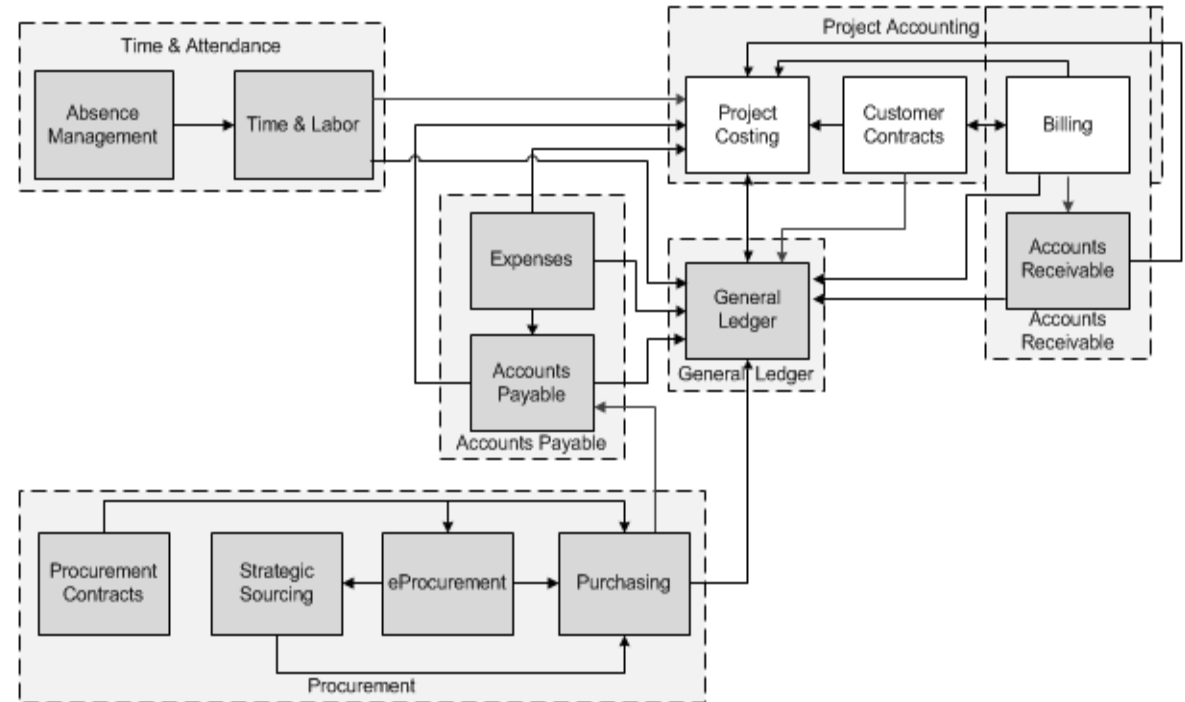
**Use Sequence:** Field that identifies the order in which each **Transaction Identifier** is used for billing.



# Integration with Billing Module in Accounts Receivable

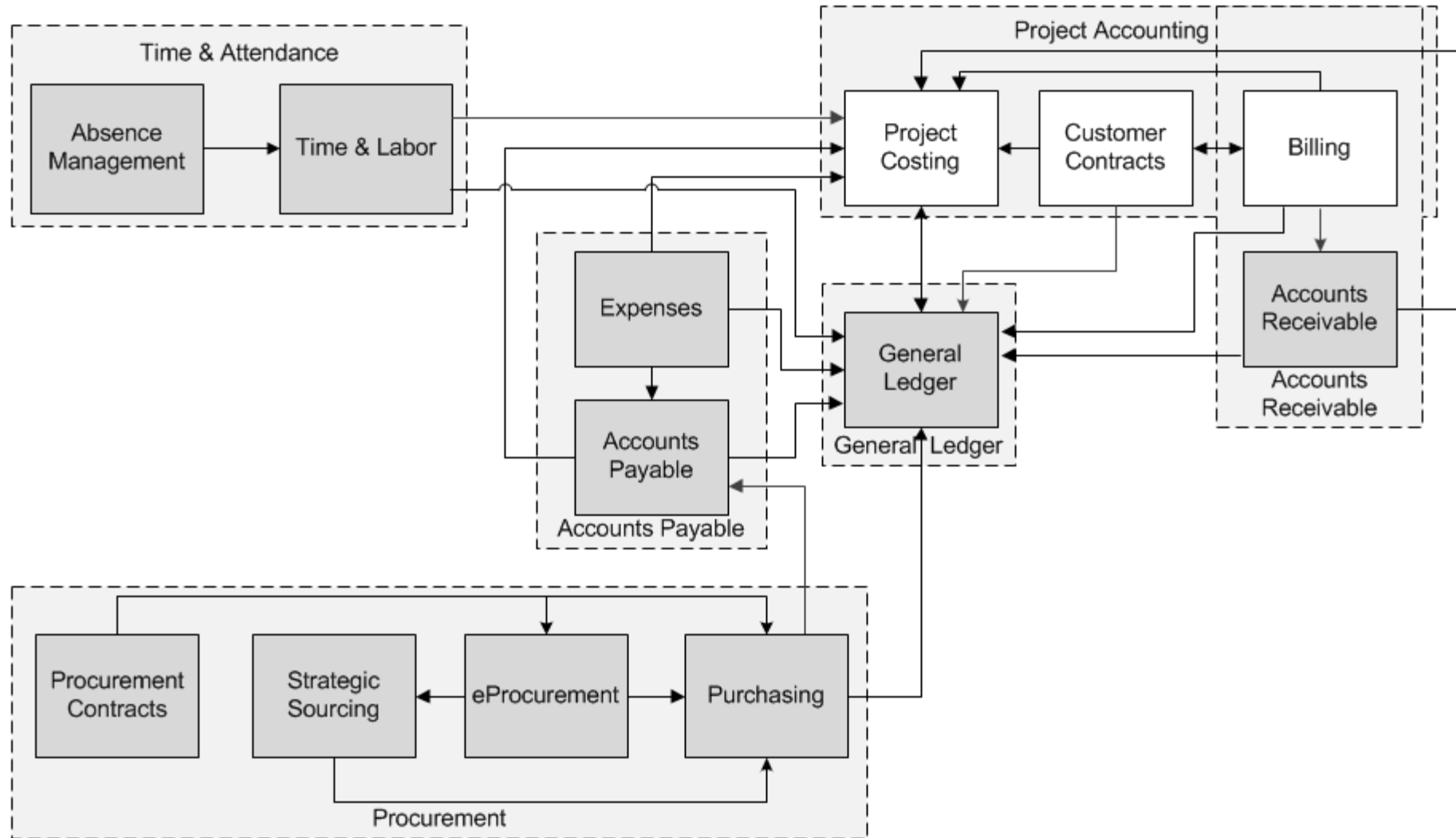
The Customer Contracts module integrates with the Billing module of the Accounts Receivable functional area to generate invoices for all contract lines.

- 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.





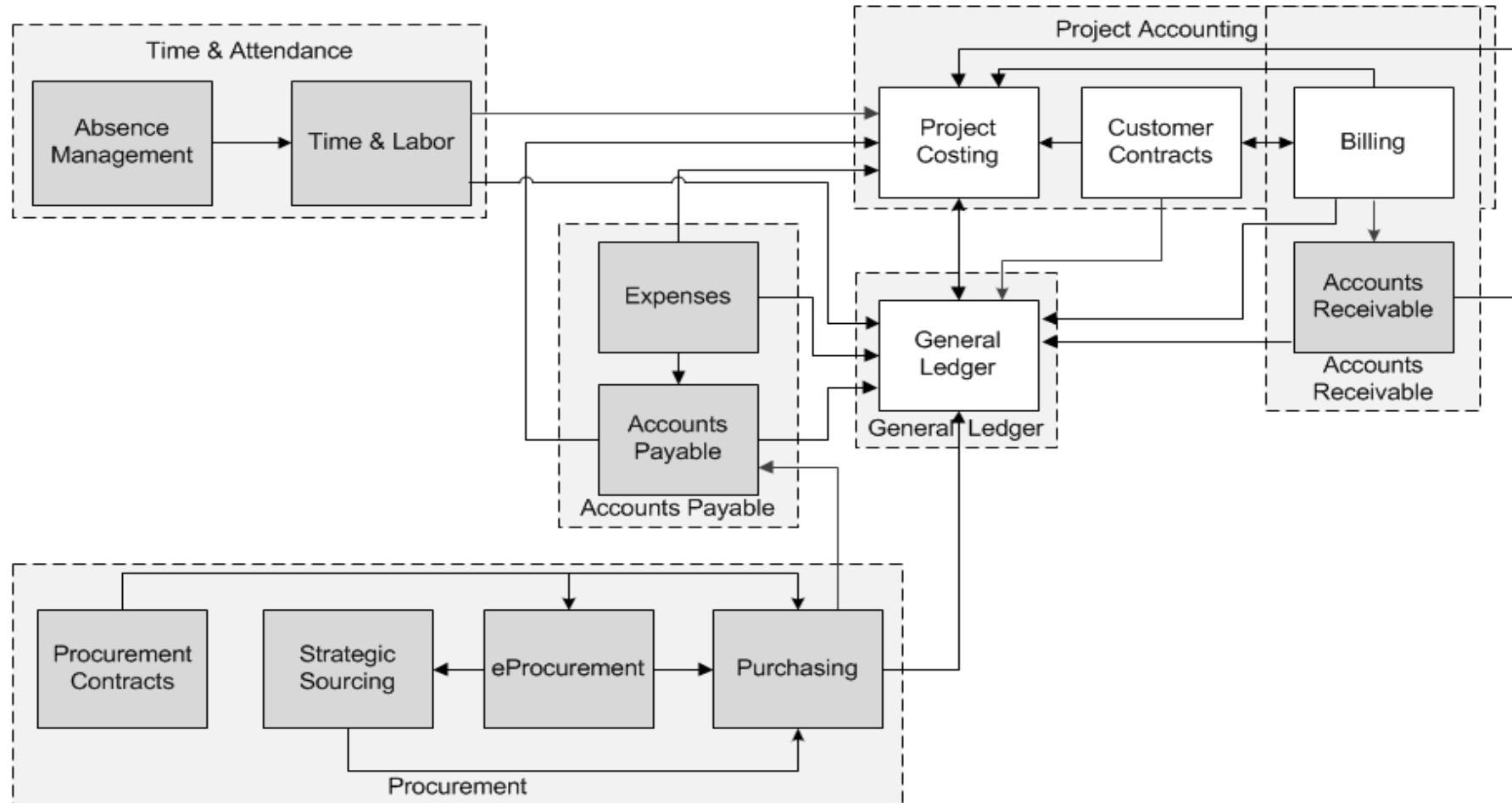
# Integration with Billing Module in Accounts Receivable (continued)





# 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.



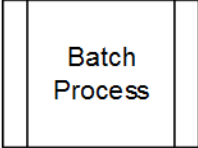
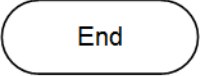
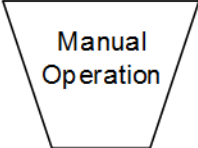
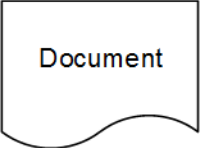
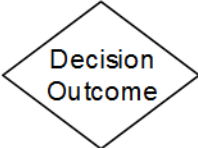
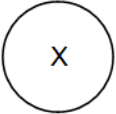
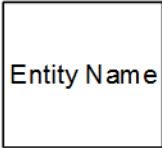
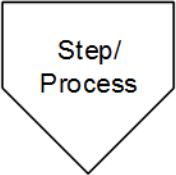


\* Virginia Agency Systems





# 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.