



501 PA354: Managing Non-Federal Customer Contracts

Instructor Led Training



Welcome to Cardinal Training

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

This course, and the supplemental resources listed below, are located on the Cardinal website (www.cardinalproject.virginia.gov) 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

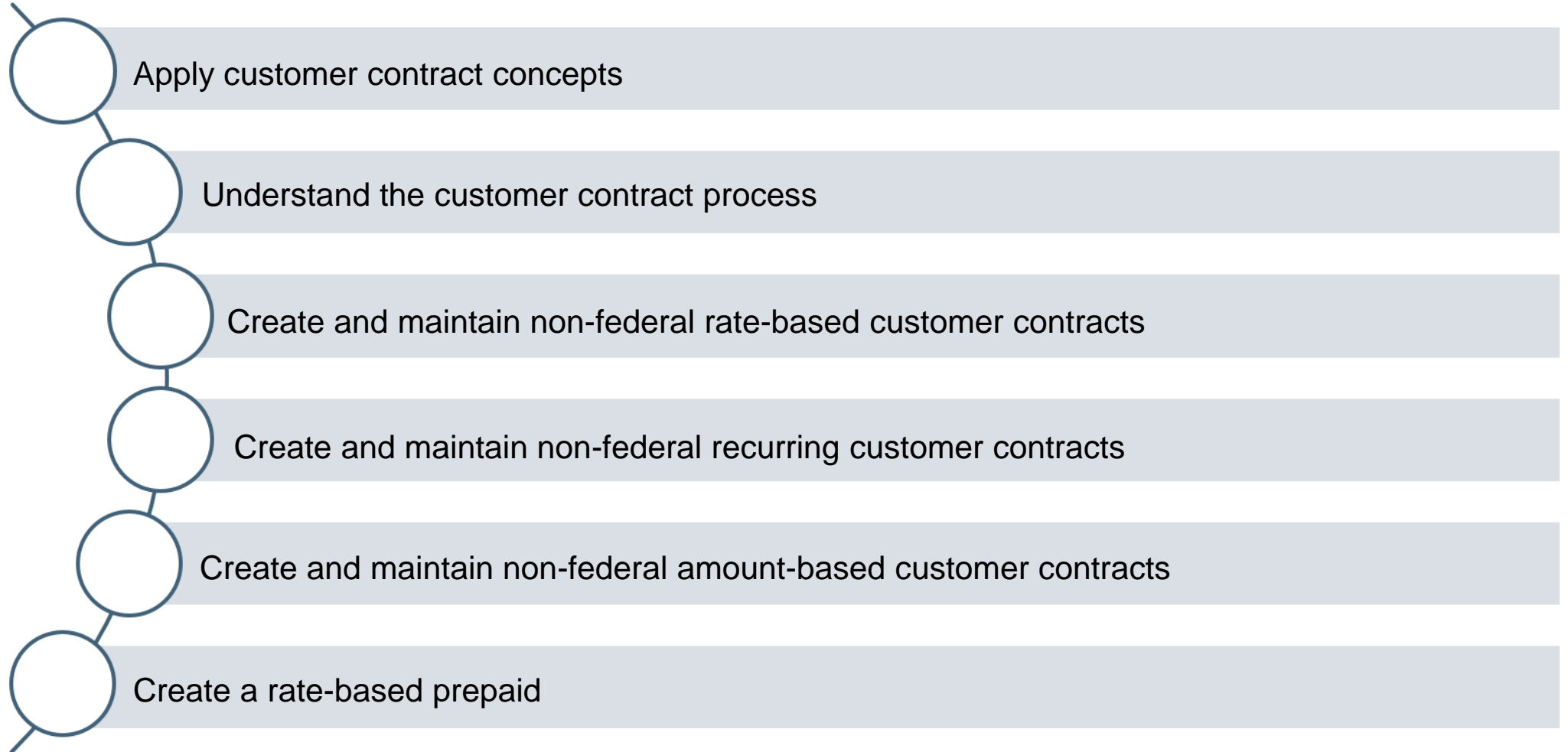
The Cardinal screenshots included in this training course show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

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:





Course Objectives (continued)



Create an amount-based prepaid



Understand billing adjustments



Create and process amendments



Course Topics

We will cover the following lessons:

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



Agenda

1

Understanding Non-Federal Customer Contracts

2

Understanding Project Costs

3

Creating Non-Federal Rate-Based Customer Contracts

4

Processing Non-Federal Rate-Based Customer Contracts

5

Creating Non-Federal Recurring Customer Contracts

6

Creating Non-Federal Amount-Based Customer Contract

7

Creating Non-Federal Amount-Based Prepaid Customer Contract



Agenda (continued)

8

[Amending Non-Federal Contracts](#)

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[Reports, Queries and Online Inquiries](#)



Lesson 1: Introduction

1

Understanding Non-Federal Customer Contracts

This lesson covers the following topics:

- Project Accounting Overview
- Project Accounting Process
- Key Concepts



Project Accounting Overview

Introduction

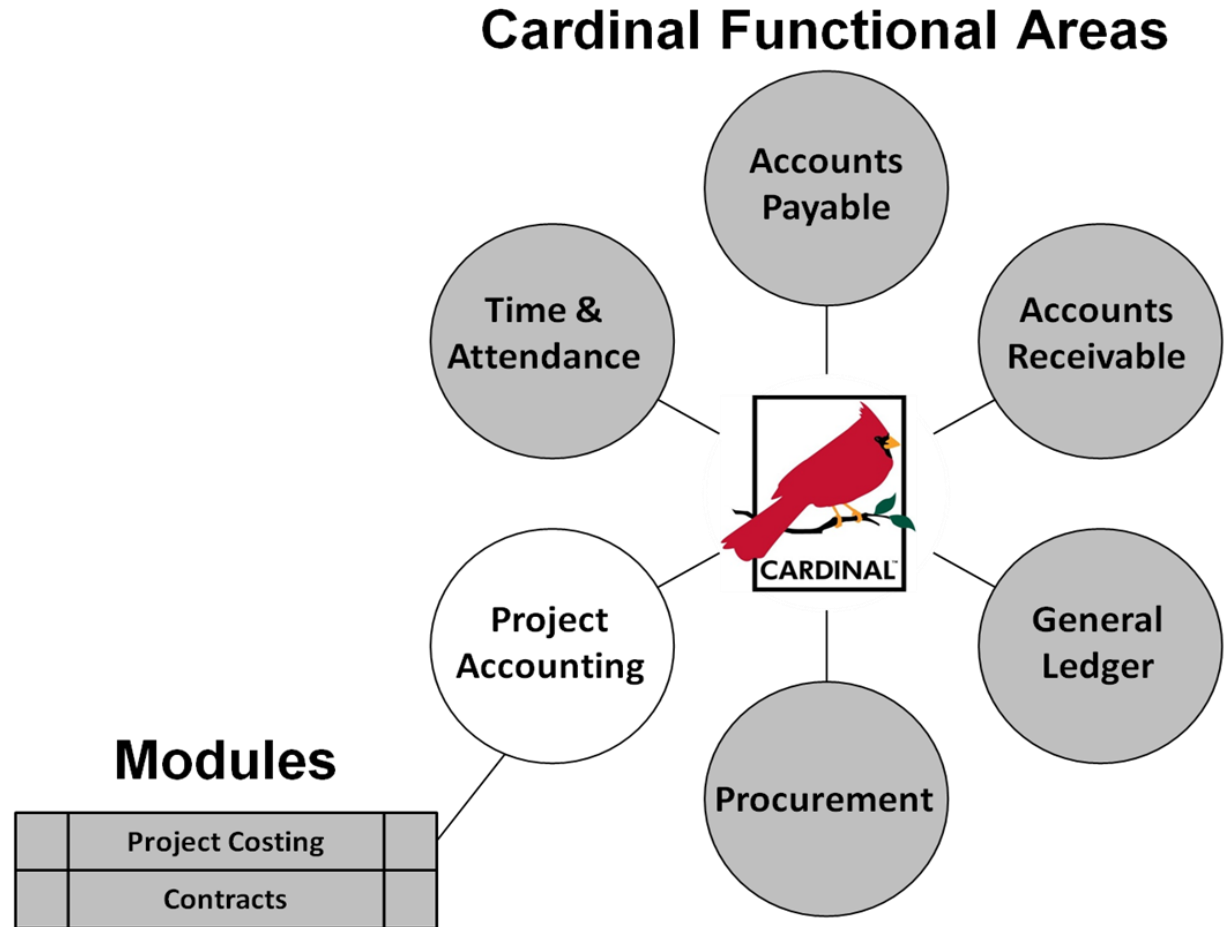
Project Accounting is composed of two modules: Project Costing and Customer Contracts.

Project Costing

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

Customer Contracts

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





Project Accounting Process

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

Key processes in Project Accounting are:

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



Key Concepts

Some key concepts in customer contracts include:

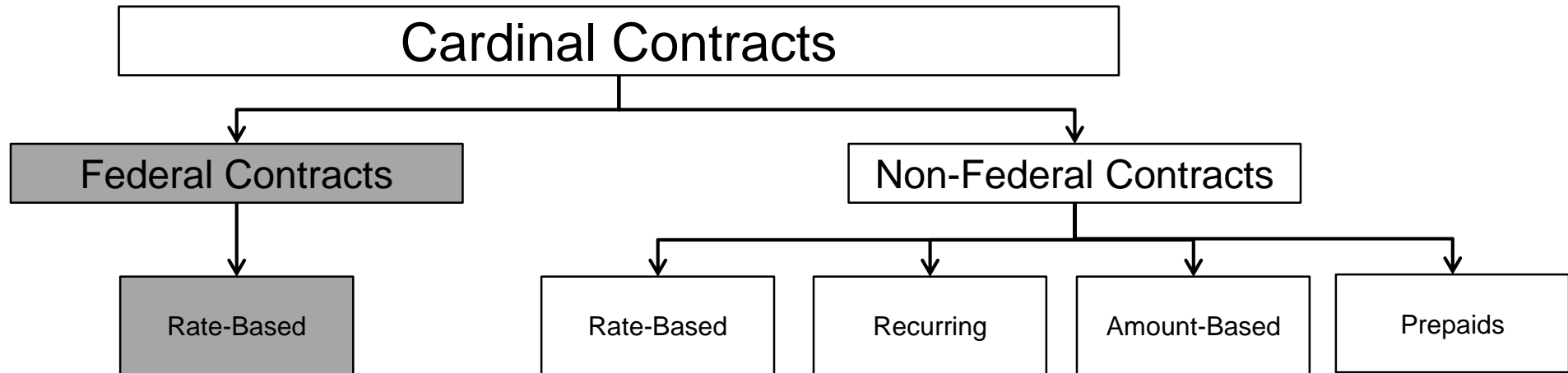
- Non-federal contract numbers are auto numbered in Cardinal. You cannot inactivate a contract and create a new contract using the same number because Cardinal does not allow duplicate contract numbers.
- Amendments are used to make changes to an active contract. They enable you to maintain an audit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



Non-Federal Customer Contracts

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

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





Non-Federal Customer Contracts

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

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

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



Non-Federal Customer Contracts

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

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

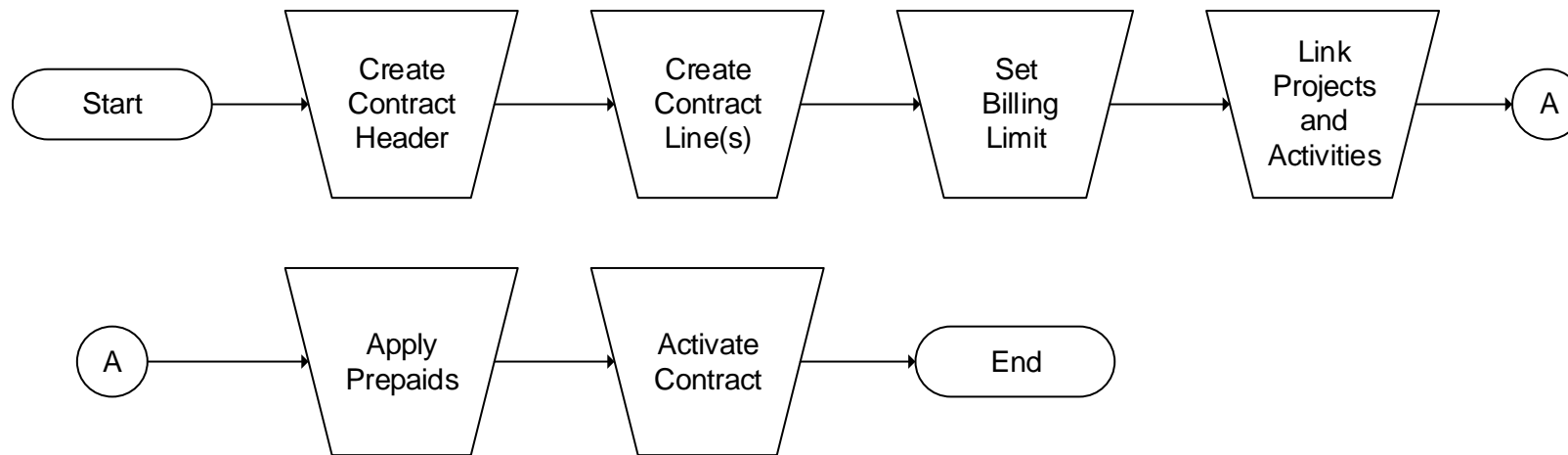
For tips information on determining which contract to use, see the job aid entitled **Helpful Hints for Non-Federal Contracts** located on the Cardinal website in **Job Aids** under **Training**.



Non-Federal Customer Contracts - Create

Create Customer Contracts includes the following steps:

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



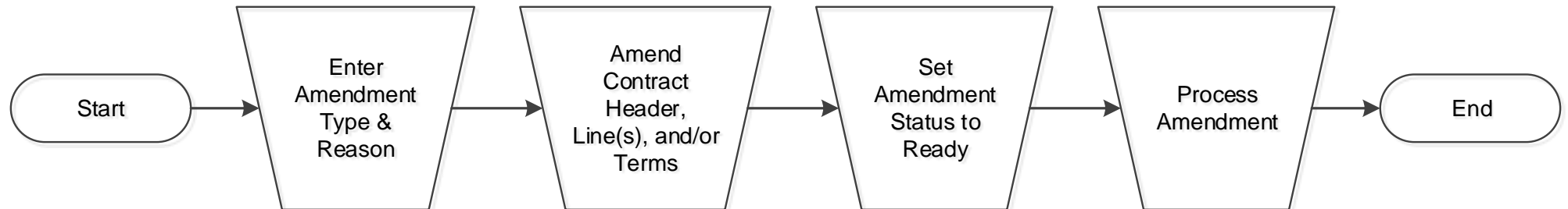


Non-Federal Customer Contracts - Amend

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

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

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





Non-Federal Customer Contracts – General Information (continued)

A contract consists of two components:

- Contract header
- Contract line(s)

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

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



Customer Contracts Page

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

You can navigate to this page using the following path:

Main Menu > Customer Contracts

Favorites ▾Main Menu ▾ > Customer Contracts ▾

Customer Contracts

 **Customer Contracts**
Access customer contracts.

 Contracts Center Access the key areas for managing customer contracts.	 Review Contract Summary Review a contract summary.	 My Contracts Define and update a personalized list of contracts.
 Create and Amend Create, modify, or review a contract and related information. <ul style="list-style-type: none">General InformationContract NotesFixed Amount Acctg Distrib3 More...	 Determine Price and Terms Define contractual pricing. <ul style="list-style-type: none">Amount AllocationAmendment Amount AllocationContract Terms3 More...	 Schedule and Process Revenue Define, review, or process revenue to be recognized. <ul style="list-style-type: none">Define Revenue PlanAssign Revenue PlanPreview Revenue
 Review Revenue Review revenue recognized. <ul style="list-style-type: none">PlansEventsAs Incurred3 More...	 Schedule and Process Billing Define, review, or process billing. <ul style="list-style-type: none">Define Billing PlanAssign Billing Plan	 Review Billing Review billing. <ul style="list-style-type: none">PlansEventsAs Incurred
 Adjust Revenue and Billing Adjust revenue and billing. <ul style="list-style-type: none">Review and Manage Limits	 Review Contract Information Review general information within a contract. <ul style="list-style-type: none">ContractsAmendmentsAttachments2 More...	 Reports Generate reports for contract-related information. <ul style="list-style-type: none">Fed Acc Unbilled CostExceptionTransaction Relationship RptFederal Contract Status Report6 More...



Customer Contracts – General Information

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

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

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

Navigation: Favorites > Main Menu > Customer Contracts > Create and Amend > 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 000000175

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

Search Results

View All

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



Non-Federal Customer Contracts – General Information (continued)

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

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

New Window | Personalize

General | Lines | Amendments

Contract Number 0000001755

Sold To Customer MONTGOMERY COUNTY PUBLIC SERVICE AUTH.

Amendment Number 0000000000

*Contract Status ACTIVE 🔍

Amend Contract

Add to My Contracts

Description Adj Water & Sewer Facilities

Contract Admin 🔍

Region Code

Contract Type A

Currency Code USD

Exchange Rate Type CRRNT

Contract Signed 08/12/2016

Contract Role

Revenue Profile

Use Project ChartFields: ☒

Processing Status Active

Amendment Status Complete

Business Unit VA Dept of Transportation

Contract Classification Standard

Start Date 08/12/2016

End Date

Last Update Date/Time 08/19/2016 11:41:53AM

Last Update User ID SHELLY.PRYOR

Separate Fixed Billing and Revenue: ☐

Separate As Incurred Billing and Revenue: ☐

Other Information

Summary of Amounts ?

Billing Plans

Revenue Plans

Milestones

Renewals

Supplemental Data

Go To More ▾

Save

Return to Search 🔍

Notify

Add

Update/Display

General | Lines | Amendments



Non-Federal Customer Contracts – General Information (continued)

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

Contract statuses used for Non-federal contracts include:

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

Contract Number 0000001755
Amendment Number 0000000000

Sold To Customer MONTGOMERY COUNTY PUBLIC SERVICE AUTH.
*Contract Status ACTIVE

Amend Contract Add to My Contracts

Description Adj Water & Sewer Facilities
Contract Admin
Region Code
Contract Type A
Currency Code USD
Exchange Rate Type CRRNT
Contract Signed 08/12/2016
Contract Role
Revenue Profile
Use Project ChartFields: ☒

Processing Status Active
Amendment Status Complete
Business Unit VA Dept of Transportation
Contract Classification Standard
Start Date 08/12/2016
End Date
Last Update Date/Time 08/19/2016 11:41:53AM
Last Update User ID SHELLY.PRYOR
Separate Fixed Billing and Revenue: ☐
Separate As Incurred Billing and Revenue: ☐

Other Information
Summary of Amounts

Billing Plans Revenue Plans Milestones Renewals Supplemental Data Go To More

Save Return to Search Notify Add Update/Display

General | Lines | Amendments



Contract Lines Page

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

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

Contract Lines can have a status of:

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

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

General | **Lines** | Amendments

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

Amend Contract

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

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

Billing Plans Revenue Plans Milestones Renewals Supplemental Data Go 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 allows Cardinal to maintain an audit trail, as well as a historical record, of any changes made to the contract throughout its lifecycle?



2. A contract consists of what two components?



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



Lesson 1: Checkpoint (continued)

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



<u>Contract Type</u>	<u>Description</u>
Rate Based	Allows you to bill a customer a fixed amount either one time, periodic or regular basis
Recurring	Allows costs to be incurred on a project and automatically billed
Amount Based	Allows you to bill a customer a recurring amount on a regular basis



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



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



Lesson 1: Summary

1

Understanding Non-Federal Customer Contracts

In this lesson, you learned:

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



Lesson 2: Introduction

2

Understanding Project Costs

This lesson covers the following topic:

- Understanding Project Costs



Understanding Project Costs

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

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

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 | |

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

▼ Totals

Personalize | Find | View All | |

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.

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

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

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



Understanding Project Costs - Analysis Types

Analysis Types:

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

BIL means the amount can be billed.

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

FRV denotes revenue transactions for amount based contracts.

BD1 denotes Budget rows for specified project.

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

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



Understanding Project Costs – Integrations

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

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

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

- TA timesheet data transactions



Understanding Project Costs – Integrations (continued)

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

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



Lesson 2: Checkpoint

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



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



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



Lesson 2: Summary

2

Understanding Project Costs

In this lesson, you learned:

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



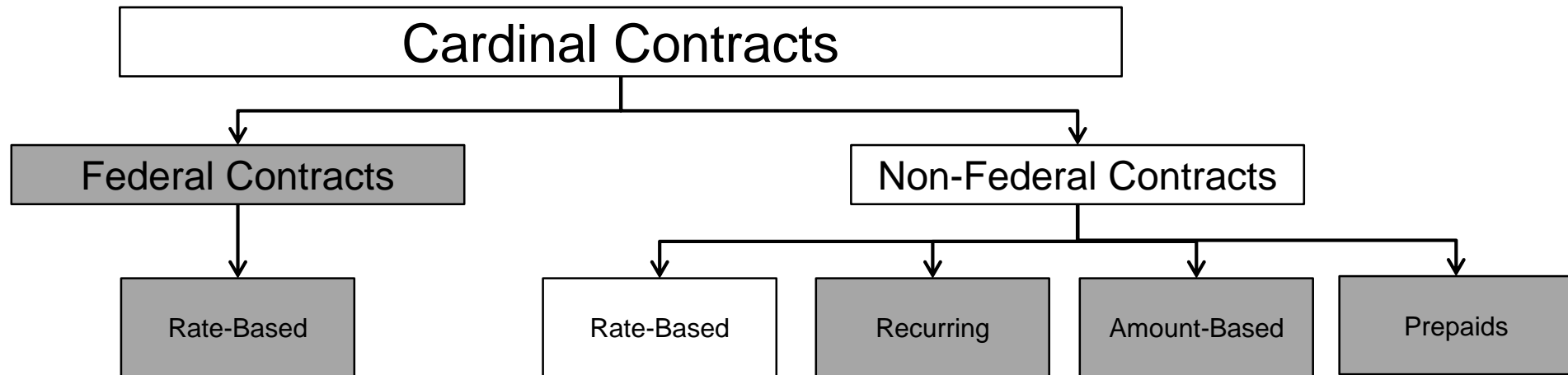
Lesson 3: Introduction

3

Creating Non-Federal Rate-Based Customer Contracts

This lesson covers the following topics:

- Create non-federal rate-based customer contracts





Non-Federal Rate-Based Contracts

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

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



Adding a Contract

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

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

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

General Information

Find an Existing Value Add a New Value

Business Unit 50100

Contract NEXT

Sold To Customer 0000000001

Contract Classification Standard

Separate Fixed Billing and Revenue ☐

Separate As Incurred Billing and Revenue ☐

Add



Creating Contract Header

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

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

Contract Number NEXT

Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.

*Contract Status PENDING

Copy From Contract Add to My Contracts

Description Local Contract 277

Contract Admin

Region Code

Contract Type L

Currency Code USD

Exchange Rate Type CRRNT

Contract Signed 09/01/2019

Contract Role

Revenue Profile

Use Project ChartFields: ☒

Processing Status Pending

Amendment Status

Business Unit VA Dept of Transportation

Contract Classification Standard

Last Amended

Last Update Date/Time

Last Update User ID

Separate Fixed Billing and Revenue: ☐

Separate As Incurred Billing and Revenue: ☐

Other Information

Summary of Amounts

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

Save Notify Add Update/Display

General | Lines



Creating Contract Header

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

Contract Number NEXT

Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.

*Contract Status PENDING

Copy From Contract Add to My Contracts

Description Local Contract 277

Contract Admin

Region Code

Contract Type L

Currency Code USD

Exchange Rate Type CRRNT

Contract Signed 09/01/2019

Contract Role

Revenue Profile

Use Project ChartFields: ☒

Processing Status Pending

Amendment Status

Business Unit VA Dept of Transportation

Contract Classification Standard

Last Amended

Last Update Date/Time

Last Update User ID

Separate Fixed Billing and Revenue: ☐

Separate As Incurred Billing and Revenue: ☐

Other Information

Summary of Amounts ?

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

Save Notify Add Update/Display

General | Lines



Creating Contract Header (continued)

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

Legal Entity:

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

Contract Number 0000002008

Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.

*Contract Status PENDING

Copy From Contract Add to My Contracts

Description Local Contract 277

Contract Admin

Region Code

Contract Type L

Currency Code USD

Exchange Rate Type CRRNT

Contract Signed 09/01/2019

Contract Role

Revenue Profile

Use Project ChartFields: ☒

Processing Status Pending

Amendment Status

Business Unit VA Dept of Transportation

Contract Classification Standard

Last Amended

Last Update Date/Time 09/11/2019 12:30:18PM

Last Update User ID SHELLY.PRyor

Separate Fixed Billing and Revenue: ☐

Separate As Incurred Billing and Revenue: ☐

Other Information

☐ Template Contract

☐ Master Contract

☐ Legal Review Complete

☐ Credit Check Complete

☐ Contains Cotermination Lines

Parent Contract

Master Contract

Legal Entity STATE

Purchase Order

Proposal ID

Federal Region Code 03

Summary of Amounts

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

Save Notify Add Update/Display



Creating a Contract Line

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

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

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

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

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

Add Contract Lines **Add Default Kit**

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

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

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

Save **Notify** **Add** **Update/Display**

General | Lines



Creating a Contract Line (continued)

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

To search for non-federal rate-based products:

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

General Information

Add Contract Lines

Search ?

Product Group RTE_CONSTA

Product

Product Description

Price Type Rate

Physical Nature

☐ Product Kits

☐ Renewable

Search

Create Adhoc Product

Return to Contract Lines

Creating a Contract Line (continued)

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

Product: Displays the product name.

The product name will contain the **Source Type_Category_Participation Rate**. You will select the appropriate product based on the terms of the contract being created. For example, if the contract will bill for miscellaneous goods and services to the construction fund to a state agency customer at 100%, you would select product: **MG&SE_CON34_100**. You may use the Distribution Code query to confirm the entire COA string for the product.

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

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

New Window | Help | Personalize Page

General Information

Add Contract Lines

Search ?

Product Group RTE_CONSTA

Product

Product Description

Price Type Rate

Physical Nature

Search

☐ Product Kits

☐ Renewable

Search Results ?

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

General | Templates

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



Creating a Contract Line (continued)

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

Favorites ▾

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

New Window | Help | Personalize Page |

General Information

Add Contract Lines

Search

Product Group RTE_CONSTA

Product

Product Description

Price Type Rate ▾

Physical Nature

☐ Product Kits

☐ Renewable

Search

Search Results

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

General | Templates

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



Creating a Contract Line (continued)

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

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

New Window | Help | Personalize Page |

General Information

Add Contract Lines

Search ?

Product Group RTE_CONSTA

Product

Product Description

Price Type Rate ▾

Physical Nature

Search

☐ Product Kits

☐ Renewable

Search Results ?

Personalize | Find | View All |

First 1-17 of 17 Last

General | Templates

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



Creating a Contract Line (continued)

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

Scroll down to the bottom of the page.

Favorites ▾

Main Menu ▾

Customer Contracts ▾

Create and Amend ▾

General Information

New Window | Help | Personalize Page |

General Information

Add Contract Lines

Search ?

Product Group RTE_CONSTA

Product

Product Description

Price Type Rate ▾

Physical Nature

Search

☐ Product Kits

☐ Renewable

Search Results ?

Personalize | Find | View All |

First 1-17 of 17 Last

General | Templates

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



Creating a Contract Line (continued)

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

☐ 17 PROJE_PRO52_100

Partic-CON-STA-NOVA

Rate

Goods

N

None

N

☒ Select All

☐ Clear All

Create Plans from Template

☒ Billing Plans

☒ Revenue Plans

☒ Renewal Plans

Combine Like Templates

☒ Billing Plans

☒ Revenue Plans

Add Contract Lines

Create Adhoc Product

Return to Contract Lines



Creating Contract Line (continued)

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

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

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

General Information

Add Contract Lines

Search ?

Product Group RTE_CONSTA 🔍

Product

Product Description

Price Type Rate ▾

Physical Nature

☐ Product Kits

☐ Renewable

Search

1 line(s) have been added to the contract

Create Adhoc Product

Return to Contract Lines



Creating a Contract Line (continued)


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

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

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

Related Content ▾ | New Window | Help | Personalization



General | **Lines**


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



Add Contract Lines


Add Default Kit

Contract Lines ?

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

General | Detail | Billing Amount Details | Revenue Amount Details 


Actions	Line	Product	Description	Price Type	Hold Billing on Unpaid Cost	Hold Revenue on Unpaid Cost	Standalone Sale	Bundle	Start Date	End Date	*Sta
▼ Actions	1	MG&SE_CON34_100	Misc - CON - State Ag	Rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	09/01/2019 	<input type="text"/> 	Act


<  >


Billing PlansRevenue PlansMilestonesRenewalsAmount AllocationSupplemental Data


Go To

More ▾

 Save

 Notify

 Add

 Update/Display

General | Lines

47



Creating a Contract Line (continued)

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

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

Favorites

Main Menu

Customer Contracts

Create and Amend

General Information

Related Content | New Window | Help | Personal

General

Lines

Contract Number 0000002008

Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.

Contract Status PENDING

Add Contract Lines

Add Default Kit

Contract Lines

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

General

Detail

Billing Amount Details

Revenue Amount Details

Actions	Line	Product	Description	Price Type	Hold Billing on Unpaid Cost	Hold Revenue on Unpaid Cost	Standalone Sale	Bundle	Start Date	End Date	*Sta
▼ Actions		1 MG&SE_CON34_100	Misc - CON - State Ag	Rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		09/01/2019		Act

Billing Plans

Revenue Plans

Milestones

Renewals

Amount Allocation

Supplemental Data

Go To More

Save

Notify

Add

Update/Display

General | Lines



Creating a Contract Line (continued)

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

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

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

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

General

Lines

Contract Number 0000002008

Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.

Contract Status PENDING

Add Contract Lines

Add Default Kit

Contract Lines ?

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

General

Detail

Billing Amount Details

Revenue Amount Details

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

Billing Plans

Revenue Plans

Milestones

Renewals

Amount Allocation

Supplemental Data

Go To More

Save

Notify

Add

Update/Display

General | Lines



Creating a Contract Line (continued)

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

FavoritesMain MenuCustomer ContractsCreate and AmendGeneral Information

Related ContentNew WindowHelpPersona

GeneralLines

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

Add Contract LinesAdd Default Kit

Contract Lines

PersonalizeFindView AllFirst1 of 1Last

GeneralDetailBilling Amount DetailsRevenue Amount Details

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

Billing PlansRevenue PlansMilestonesRenewalsAmount AllocationSupplemental DataGo ToMore

SaveNotifyAddUpdate/Display

GeneralLines

FavoritesMain MenuCustomer ContractsCreate and AmendGeneral Information

Related ContentNew WindowHelpPersona

GeneralLines

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

Add Contract LinesAdd Default Kit

Contract Lines

PersonalizeFindView AllFirst1 of 1Last

GeneralDetailBilling Amount DetailsRevenue Amount Details

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

Billing PlansRevenue PlansMilestonesRenewalsAmount AllocationSupplemental DataGo ToMore

SaveNotifyAddUpdate/Display

GeneralLines



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

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

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

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

The screenshot shows the 'Contract Lines' interface. At the top, there's a navigation bar with 'Favorites', 'Main Menu', and a breadcrumb trail: 'Customer Contracts > Create and Amend > General Information'. Below this, there are tabs for 'General' and 'Lines', with 'Lines' being the active tab. The main area displays contract details: 'Contract Number 0000002008', 'Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.', and 'Contract Status PENDING'. There are two buttons: 'Add Contract Lines' and 'Add Default Kit'. Below these, the 'Contract Lines' section is visible, with a sub-tab bar containing 'General', 'Detail' (highlighted with a red box), 'Billing Amount Details', and 'Revenue Amount Details'. The 'Detail' tab shows a table with columns: 'Actions', 'Line', 'Product', 'Description', 'Price Type', 'Billing Plan', 'Revenue Plan', 'Contract Terms', 'Accounting', 'Internal Notes', and 'Ship to Customer'. The first row of data has 'Line' 1, 'Product' MG&SE_CON34_100, 'Description' Misc - CON - State Ag, 'Price Type' Rate, 'Billing Plan' Pending, 'Revenue Plan' Pending, and 'Contract Terms' (highlighted with a red box). At the bottom, there are links for 'Billing Plans', 'Revenue Plans', 'Milestones', 'Renewals', 'Amount Allocation', and 'Supplemental Data'. A 'Go To' dropdown is set to 'More'. At the very bottom, there are 'Save' and 'Notify' buttons on the left, and 'Add' and 'Update/Display' buttons on the right. The footer shows 'General | Lines'.



Associating the Rate Set to the Contract Line

The **Related Projects** tab displays.

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

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

Related Projects

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

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

PC Business Unit 50100

Billing Limit 10,000.00 Transaction Limits Review Limits
Revenue Limit 10,000.00 Perform Limit Checking
Discount ID Retainage ID ☐ Tiered Pricing Tiered Pricing

Associated Rates Personalize | Find | 1 of 1

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

Associated Projects & Activities Personalize | 1 of 1

*Project	*Activity
<input type="text"/>	<input type="text"/>

Create Project Create Activity All Activities Summary Activities Delete Activities

[Return to General Information](#)

Amount Allocation

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



Associating the Rate Set to the Contract Line (continued)

Associated Rates section:

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

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

Related Projects

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

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

PC Business Unit 50100

Billing Limit 10,000.00 Transaction Limits Review Limits
Revenue Limit 10,000.00 Perform Limit Checking
Discount ID Retainage ID
☐ Tiered Pricing Tiered Pricing

Associated Rates Personalize | Find | First 1 of 1 Last

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

Associated Projects & Activities Personalize | First 1 of 1 Last

*Project *Activity

Create Project Create Activity All Activities Summary Activities Delete Activities

[Return to General Information](#)

[Amount Allocation](#)

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



Setting the Billing Limit for the Contract Line

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

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

Billing Allocation

Contract 0000002008Sold To Customer 0000000001PIEDMONT CONCRETE CONTRACTORS INC.

Business Unit 50100Currency USDContract Admin

Contract Billing ?

Total Billing

Unallocated Billing0.00

Fixed Billing ?

Fixed Billing

Billing Discounts/Surcharges0.00

Net Fixed Billing0.00

Unallocated Fixed Billing0.00

Inclusive Prepays0.00

AllocationIncomplete

Recalculate

Contract Line Pricing ?

Personalize | Find |

First 1 of 1 Last

Retrieve Billing Price	Line	Product	Bundle	Price Type	Quantity	Billing Limit	Limit Check	Actions
<input type="checkbox"/>	1	MG&SE_CON34_100		Rate	1.0000	0.00	Limit Check	Actions

☒ Select All☐ Clear All

Recalculate

Line Totals ?

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

Prepays

Return to Contract Terms

Save

Return to Search

Notify



Setting the Billing Limit for the Contract Line

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

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

Billing Allocation

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

Contract Billing ?

Total Billing Unallocated Billing

▼ **Fixed Billing** ?

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

Recalculate

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

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

☒ Select All ☐ Clear All **Recalculate**

Line Totals ?

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

Prepays

[Return to Contract Terms](#)

Save Return to Search Notify

Associating Projects to the Contract Line

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

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

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

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

Related Projects

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

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

PC Business Unit 50100

Billing Limit 10,000.00 Transaction Limits Review Limits
Revenue Limit 10,000.00 Perform Limit Checking
Discount ID Retainage ID
☐ Tiered Pricing Tiered Pricing

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

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

Associated Projects & Activities Personalize | 1 of 1 | First | 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 Notify Refresh Update/Display Include History Correct History



Associating Project Activities to the Contract Line (continued)

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

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

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

Summary Activity Selection for 0000100001

Related Content | New Window | Help | Personalize

Project Activities

Personalize | Find | View 100 | First 1-25 of 143 Last

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

OK Cancel Refresh



Associating Project Activities to the Contract Line (continued)

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

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

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

Related Projects

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

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

PC Business Unit 50100

Billing Limit 10,000.00 Transaction Limits Review Limits
Revenue Limit 10,000.00 Perform Limit Checking
Discount ID Retainage ID Tiered Pricing

Associated Rates Personalize | Find | 1 of 1 | Last

Effective Date	Status	Rate Selection	Rate Set
1 09/11/2019	Active	Rate Set	MG&SE_CON34_100 Rate Set

Associated Projects & Activities Personalize | 1-25 of 32 | Last

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

Create Project Create Activity All Activities Summary Activities Delete Activities

Return to General Information

Amount Allocation

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



Billing Plan (continued)

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

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

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

Related Content ▾ | New Window | Help | Personal

General | **Lines**

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

Add Contract LinesAdd Default Kit

Contract Lines ?

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

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

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

< >

Billing PlansRevenue PlansMilestonesRenewalsAmount AllocationSupplemental DataGo To

Save Return to Search Notify

Add Update/Display

General | Lines



Billing Plan (continued)

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

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

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

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

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

Contract: 0000002008
Sold To Customer: 0000000001
Billing Plan: B101
As Incurred - Rate Based

BI Unit: 50100
Bill To: 0000000001
Currency: USD
PIEDMONT CONCRETE CONTRACTORS INC.

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

Customer Information

BI Unit: 50100
*Bill To Customer: 0000000001
Addr Num: 1
Bill To Contact: [Search]
VA Dept of Transportation
PIEDMONT CONCRETE CONTRACTORS INC.

Billing Options

Bill Type: STA
Bill Source: MG&SE
Summarization Template ID: VDOT_OTHER
Purchase Order: [Text]
☒ Pre Approved
☐ Direct Invoice
VDOT Other

Billing Default Overrides

Invoice Form: LANDSCAPE
Cycle ID: MONTHLY
Bill By ID: PC_OTHER
Payment Method: [Dropdown]
Payment Terms: [Text]
Billing Inquiry: [Text]
Billing Specialist: [Text]
View Customer Defaults
Non-Federal Project

Transaction Options

Bill Currency: Contract Currency

Retainage Options

Items previously held as Retainages
☐ Bill
☐ Write-off
☒ Hold

Tolerance Options

Minimum Bill Amount: 0.00
☐ Final Bill

Return to Assign Billing Plan

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

Billing Plan General | Events | History



Billing Plan - Billing Plan General Tab (continued)

On the **Billing Plan General** tab:

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

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

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

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

Contract: 0000002008
Sold To Customer: 0000000001
Billing Plan: B101
Description: As Incurred - Rate Based
Billing Method: As Incurred

BI Unit: 50100
Bill To: 0000000001
Currency: USD
PIEDMONT CONCRETE CONTRACTORS INC.
As Incurred - Rate Based

*Billing Status: Pending
☒ Ready at Activation

Customer Information

BI Unit: 50100
*Bill To Customer: 0000000001
Addr Num: 1
Bill To Contact: [Search]
VA Dept of Transportation
PIEDMONT CONCRETE CONTRACTORS INC.

Billing Options

Bill Type: STA
Bill Source: MG&SE
Summarization Template ID: VDOT_OTHER
Purchase Order: [Search]
☒ Pre Approved
☐ Direct Invoice
VDOT Other

[Billing Header Note](#) | [Internal Notes](#) | [Preview Summarization Template](#)

Billing Default Overrides

Invoice Form: LANDSCAPE
Cycle ID: MONTHLY
Bill By ID: PC_OTHER
Payment Method: [Dropdown]
Payment Terms: [Search]
Billing Inquiry: [Search]
Billing Specialist: [Search]
View Customer Defaults
Non-Federal Project

[Return to Assign Billing Plan](#)

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

Billing Plan General | Events | History



Billing Plan – History Tab (continued)

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

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

Favorites ▾

Main Menu ▾

Customer Contracts ▾

Create and Amend ▾

General Information

Assign Billing Plan

Define Billing Plan

New Window

Billing Plan General

Events

History

Contract 0000002008

BI Unit 50100

Sold To Customer 0000000001

PIEDMONT CONCRETE CONTRACTORS INC.

Bill To 0000000001

PIEDMONT CONCRETE CONTRACTORS INC.

Billing Plan ◀ B101 ▶

As Incurred - Rate Based

Currency USD

Amount Details

Total Net Extended Amount0.00

Contract Billing History

Personalize | Find |

First ◀ 1 of 1 ▶ Last

Source

Billing

Contracts

Projects

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

Return to Assign Billing Plan

Save

Return to Search

Notify

Add

Update/Display

Billing Plan General | Events | History



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

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

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

Related Content ▾ | New Window | Help | Person

General | Lines

Contract Number 0000002008

Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.

*Contract Status

Add to My Contracts

Description

Contract Admin

Region Code

Contract Type

Currency Code

Exchange Rate Type

Contract Signed

Contract Role

Revenue Profile

Use Project ChartFields: ☒

Processing Status Pending

Amendment Status

Business Unit VA Dept of Transportation

Contract Classification Standard

Last Amended

Start Date 09/01/2019

End Date

Last Update Date/Time 09/11/2019 1:37:09PM

Last Update User ID SHELLY.PRYOR

Separate Fixed Billing and Revenue: ☐

Separate As Incurred Billing and Revenue: ☐

Other Information

Summary of Amounts ?

Billing Plans

Revenue Plans

Milestones

Renewals

Amount Allocation

Supplemental Data

Go To

Save

Return to Search

Notify

Add

Update/Display

General | Lines



Billing Plan (continued)

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

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

New Window | Help | Personalize Page |

Assign Billing Plan

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

Contract Lines to be Assigned / Unassigned

Personalize | View All | | First 1 of 1 Last

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

☒ Select All ☐ Clear All

Bill Plan to Assign / Unassign

Billing Plan NEXT

Billing Plan Template

Billing Method

Bill Plan Detail Template ID

Description

Assign

Assign selected Lines/Sequences to Billing Plan

Unassign

Unassign selected Lines/Sequences from Billing Plan

[Return to General Information](#)

Return to Search

Notify



Revenue Plan (continued)

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

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

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

Related Content ▾ | New Window | Help | Person

General | Lines

Contract Number 0000002008

Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.

*Contract Status PENDING x 🔍

Add to My Contracts

Description Local Contract 277

Contract Admin 🔍

Region Code 🔍

Contract Type L 🔍

Currency Code USD

Exchange Rate Type CRRNT ▾

Contract Signed 09/01/2019 📅

Contract Role 🔍

Revenue Profile 🔍

Use Project ChartFields: ☒

Processing Status Pending

Amendment Status

Business Unit VA Dept of Transportation

Contract Classification Standard

Last Amended

Start Date 09/01/2019

End Date

Last Update Date/Time 09/11/2019 1:37:09PM

Last Update User ID SHELLY.PRYOR

Separate Fixed Billing and Revenue: ☐

Separate As Incurred Billing and Revenue: ☐

▶ Other Information

▶ Summary of Amounts ?

Billing Plans

Revenue Plans

Milestones

Renewals

Amount Allocation

Supplemental Data

Go To More ▾

Save

Return to Search

Notify

Add

Update/Display

General | Lines



Revenue Plan (continued)

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

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

New Window | Help | Personalize Page |

Assign Revenue Plan

Contract 0000002008Local Contract 277

Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.

Contract Lines to be Assigned / Unassigned

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

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

☒ Select All ☐ Clear All

Revenue Plan Assign/Unassign

Revenue Plan NEXT

Revenue Plan Template

Revenue Method

Description

AssignAssign selected contract lines to Revenue Plan

UnassignUnassign selected contract lines from Revenue Plan

Return to General Information

Return to Search

Notify



Revenue Plan (continued)

On the **Revenue Plan** page:

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

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

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

Revenue Plan

Revenue Plan

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

Description *Plan Status

Recognition Method As Incurred ☒ Ready at Activation

Define Events By
[Add Milestone](#)

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

Event	Event Type	*Event Status	Accounting Date	
1	<input style="border: 1px solid black;" type="text" value="Date"/>	<input style="border: 1px solid black;" type="text" value="Pending"/>	09/30/2019	Event Note

[Return to Assign Revenue Plan](#)

Save Return to Search Notify Add Update/Display



Activating a Contract

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

On the **General** tab:

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

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

Look Up Contract Status

SetID 50100
Contract Status begins with

Look Up Clear Cancel Basic Lookup

Search Results

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

Other Information
Summary of Amounts ?

Billing Plans Revenue Plans Milestones

Save Return to Search Notify



Activating a Contract (continued)

After the contract is saved:

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

Contract Number 0000002008
Amendment Number 0000000000

Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.
*Contract Status ACTIVE

Amend Contract **Add to My Contracts**

Description Local Contract 277
Contract Admin
Region Code
Contract Type L
Currency Code USD
Exchange Rate Type CRRNT
Contract Signed 09/01/2019
Contract Role
Revenue Profile
Use Project ChartFields: ☒

Processing Status Active
Amendment Status
Business Unit VA Dept of Transportation
Contract Classification Standard
Last Amended
Start Date 09/01/2019
End Date
Last Update Date/Time 09/30/2019 12:33:37PM
Last Update User ID SHELLY.PRYOR
Separate Fixed Billing and Revenue: ☐
Separate As Incurred Billing and Revenue: ☐

Other Information
Summary of Amounts

Billing Plans Revenue Plans Milestones Renewals Supplemental Data Go To More

Save Return to Search Notify Add Update/Display

General | Lines | Amendments



Placing a Hold on the Billing & Revenue Plan

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

To place the Billing or Revenue Plan status on hold:

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

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

- Billing Plan General:** Contract 0000002008, Sold To Customer 0000000001, Billing Plan B101, As Incurred - Rate Based, Currency USD, *Billing Status Ready.
- Customer Information:** BI Unit 50100, VA Dept of Transportation, *Bill To Customer 0000000001, Addr Num 1, Bill To Contact.
- Billing Options:** Bill Type STA, Bill Source MG&SE, Summarization Template ID VDOT_OTHER, Purchase Order, Pre Approved checked, Direct Invoice unchecked, VDOT Other.
- Billing Default Overrides:** Invoice Form LANDSCAPE, Cycle ID MONTHLY, Bill By ID PC_OTHER, Payment Method, Payment Terms, Billing Inquiry, Billing Specialist.
- Transaction Options:** Bill Currency Contract Currency.
- Retainage Options:** Items previously held as Retainages, Bill, Write-off, Hold (selected).
- Tolerance Options:** Minimum Bill Amount 0.00, Final Bill unchecked.
- Hold Details:** Put On Hold Date 10/08/2019, Hold User SHELLY.PRYOR, Hold Reason (lookup icon).

Buttons at the bottom: Save, Return to Search, Notify, Add, Update/Display.



Placing a Hold on the Billing & Revenue Plan

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

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

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



Closing a Customer Contract

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



Closing a Customer Contract

To close a contract follow these steps:

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

Contract Number 0000001862
Amendment Number 0000000000

Sold To Customer DEPARTMENT OF RAIL AND TRANSPORTATION
*Contract Status ACTIVE

Amend Contract Add to My Contracts

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

Other Information
Summary of Amounts ?

Billing Plans Revenue Plans Milestones Renewals

Save Return to Search Notify

General | Lines | Amendments

Look Up Contract Status

SetID 50100
Contract Status begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-8 of 8 Last

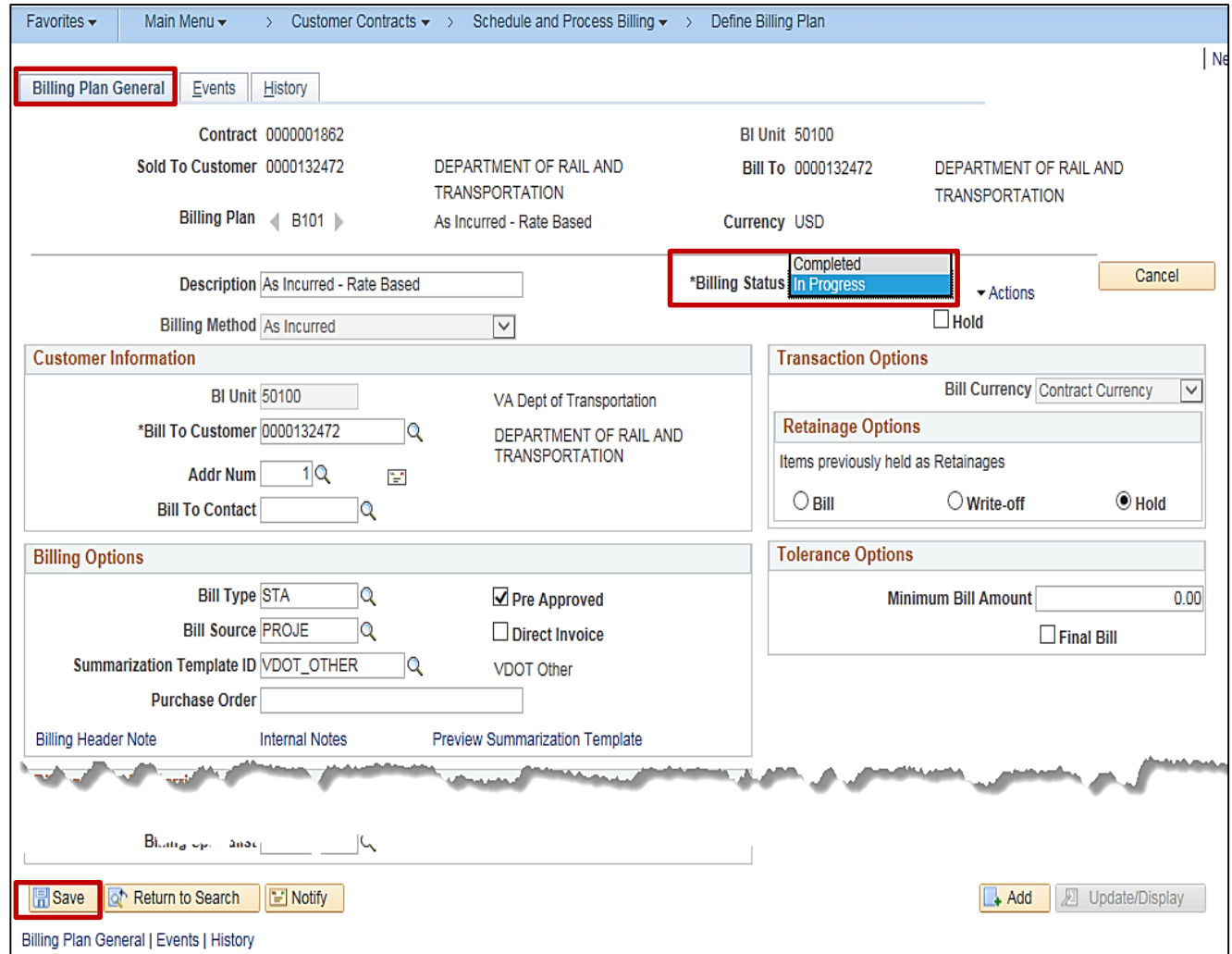
Contract Status	Description	Processing Status
ACTIVE	Active	Active
CLOSED	Closed	Closed
FIRE - CLOSED	Closed For FHWA FIRE	Active
FV ACCEPTED	FHWA Accepted	Closed
FV COMPLETED	Fiscal Completed	Active
WITHDRAWN	Contract Withdrawn	Active

Closing a Customer Contract (continued)

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

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

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



The screenshot shows the 'Define Billing Plan' interface. At the top, the breadcrumb path is 'Main Menu > Customer Contracts > Schedule and Process Billing > Define Billing Plan'. The 'Billing Plan General' tab is active. Key fields include: Contract 000001862, Sold To Customer 0000132472, DEPARTMENT OF RAIL AND TRANSPORTATION, Billing Plan B101, As Incurred - Rate Based, Currency USD, and BI Unit 50100. The 'Billing Status' dropdown is set to 'Completed'. The 'Description' is 'As Incurred - Rate Based' and the 'Billing Method' is 'As Incurred'. The 'Customer Information' section shows BI Unit 50100, VA Dept of Transportation, and *Bill To Customer 0000132472. The 'Billing Options' section shows Bill Type STA, Bill Source PROJE, Summarization Template ID VDOT_OTHER, and Pre Approved checked. The 'Transaction Options' section shows Bill Currency Contract Currency. The 'Retainage Options' section shows Hold selected. The 'Tolerance Options' section shows Minimum Bill Amount 0.00. The 'Save' button is highlighted at the bottom.

Closing a Customer Contract (continued)

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

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

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

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



Revenue Plan




Revenue Plan






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

Description As Incurred - Rate Based *Plan Status **Completed** In Progress ▼ Actions
Recognition Method As Incurred ☐ Hold

Define Events By
Add Milestone

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

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

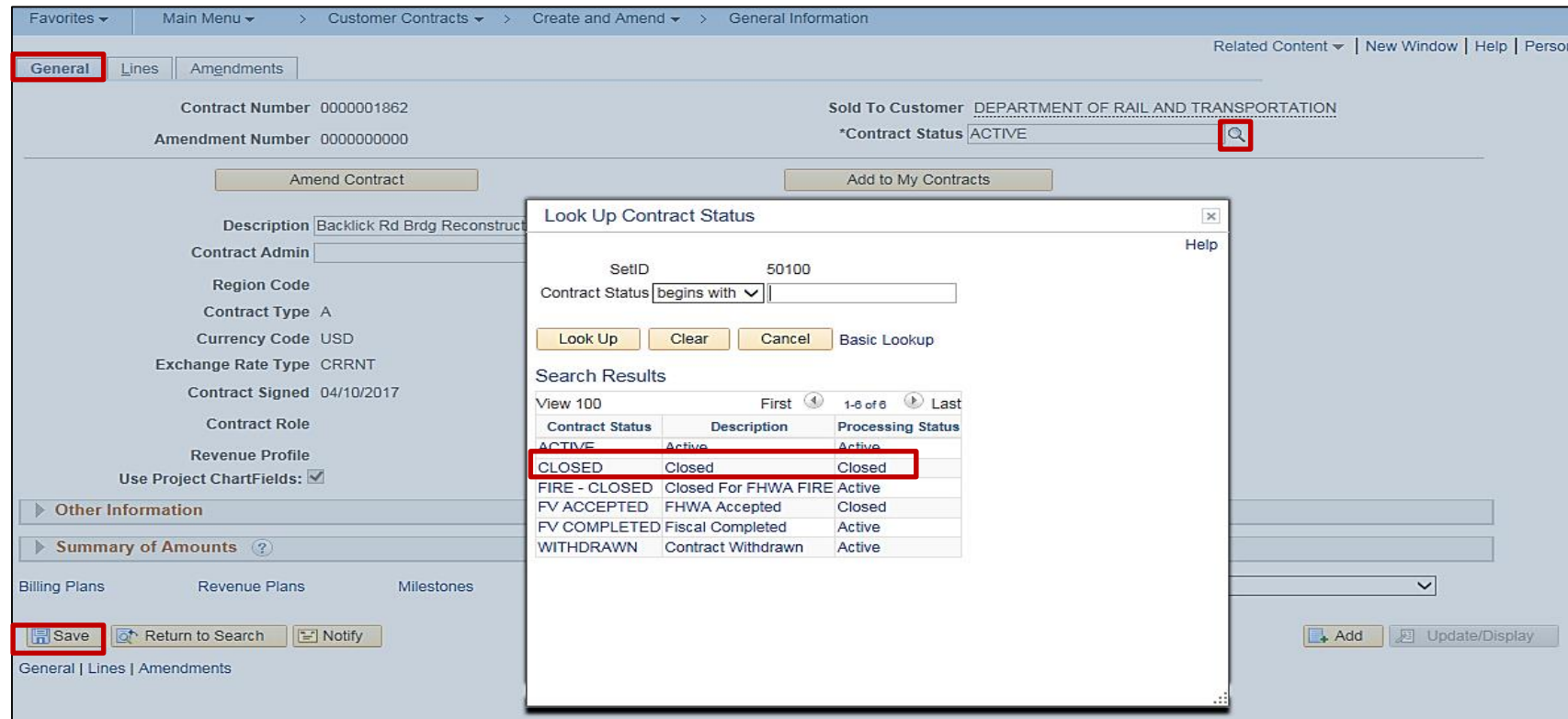
 Save  Return to Search  Notify  Add  Update/Display

Closing a Customer Contract (continued)

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

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

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



Contract Number 000001862
Amendment Number 000000000

Sold To Customer DEPARTMENT OF RAIL AND TRANSPORTATION
*Contract Status ACTIVE

Amend Contract Add to My Contracts

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

Other Information
Summary of Amounts

Billing Plans Revenue Plans Milestones

Save Return to Search Notify

General | Lines | Amendments

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
WITHDRAWN	Contract Withdrawn	Active



Lesson 3: Checkpoint

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



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



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



Lesson 3: Summary

3

Creating Non-Federal Rate-Based Customer Contracts

In this lesson, you learned:

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



Lesson 4: Introduction

4

Processing Non-Federal Rate-Based Customer Contracts

This lesson covers the following topics:

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



Processing Non-Federal Rate-Based Customer Contracts

Determine Eligible Transactions

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

Price Eligible Transactions

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

Limit Check Billable Transactions

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

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



Processing Non-Federal Rate-Based Contracts (continued)

Send Billable Transactions To Billing

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

Create Invoice in Billing

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

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

—



Accounting for Non-Federal Rate-Based Contracts

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

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

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

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

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

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



Accounting for Non-Federal Rate-Based Contracts

(continued)

Send Revenue to GL

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

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

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



Lesson 4: Checkpoint

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

Answer the review questions below:



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



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



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



Lesson 4: Summary

4

Processing Non-Federal Rate-based Customer Contracts

In this lesson, you learned:

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



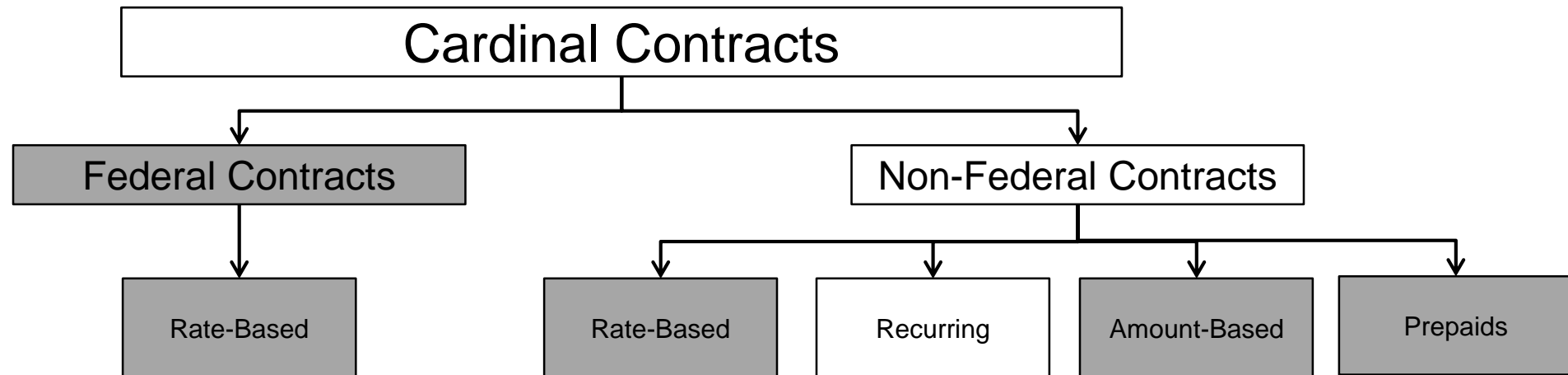
Lesson 5: Introduction

5

Creating a Non-Federal Recurring Contract

This lesson covers the following topic:

- Creating a non-federal recurring contract





Creating a Non-Federal Recurring Contract

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

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

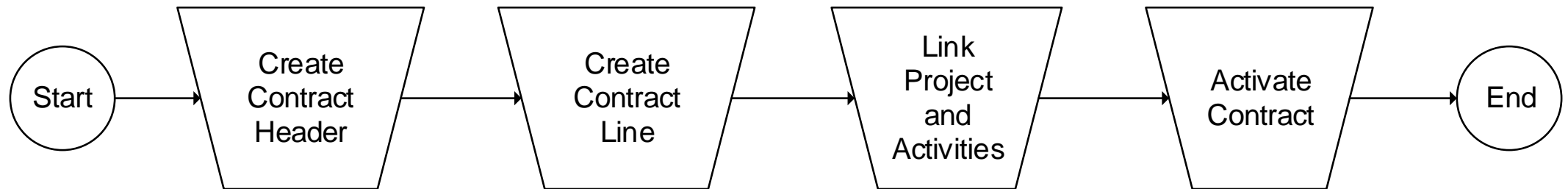
For recurring contract lines, the Billing module manages revenue and handles recording revenue for recurring contract billings. As a result, Revenue Plans are not defined on the contract line for recurring contracts.



Creating a Non-Federal Recurring Contract (continued)

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

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





Adding a Contract

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

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

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

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

General Information

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

Business Unit 50100 🔍

Contract NEXT

Sold To Customer 0000000001 🔍

Contract Classification Standard ▾

Separate Fixed Billing and Revenue ☐

Separate As Incurred Billing and Revenue ☐

Add



Creating Contract Header

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

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

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

Buttons: New Window | Help | Person

Tabs: General | Lines

Contract Number NEXT

Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.

*Contract Status: PENDING 🔍

Buttons: Copy From Contract Add to My Contracts

Description: Local Contract Recurring

Contract Admin: 🔍

Region Code: 🔍

Contract Type: O 🔍

Currency Code: USD 🔍

Exchange Rate Type: CRRNT ▾

Contract Signed: 09/05/2019 📅

Contract Role: 🔍

Revenue Profile: 🔍

Use Project ChartFields: ☒

Processing Status: Pending

Amendment Status:

Business Unit: VA Dept of Transportation

Contract Classification: Standard

Last Amended:

Last Update Date/Time:

Last Update User ID:

Separate Fixed Billing and Revenue: ☐

Separate As Incurred Billing and Revenue: ☐

Other Information

Summary of Amounts ?

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

Buttons: Save Notify Add Update/Display

General | Lines



Creating Contract Header

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

Contract Number NEXT

Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.

*Contract Status PENDING

Copy From Contract Add to My Contracts

Description Local Contract Recurring

Contract Admin

Region Code

Contract Type O

Currency Code USD

Exchange Rate Type CRRNT

Contract Signed 08/05/2019

Contract Role

Revenue Profile

Use Project ChartFields: ☒

Processing Status Pending

Amendment Status

Business Unit VA Dept of Transportation

Contract Classification Standard

Last Amended

Last Update Date/Time

Last Update User ID

Separate Fixed Billing and Revenue: ☐

Separate As Incurred Billing and Revenue: ☐

Other Information

Summary of Amounts

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

Save Notify Add Update/Display

General | Lines



Creating Contract Header (continued)

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

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

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

General | Lines

Contract Number 0000002003

Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.

*Contract Status PENDING x Q

Copy From Contract Add to My Contracts

Description Local Contract Recurring

Contract Admin Q

Region Code Q

Contract Type O Q

Currency Code USD

Exchange Rate Type CRRNT ▾

Contract Signed 08/05/2019 [i]

Contract Role Q

Revenue Profile Q

Use Project ChartFields: ☒

Processing Status Pending

Amendment Status

Business Unit VA Dept of Transportation

Contract Classification Standard

Last Amended

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

Last Update User ID SHELLY.PRYOR

Separate Fixed Billing and Revenue: ☐

Separate As Incurred Billing and Revenue: ☐

Other Information

☐ Template Contract

☐ Master Contract

☐ Legal Review Complete

☐ Credit Check Complete

☐ Contains Cotermination Lines

Parent Contract Q

Master Contract Q

Legal Entity STATE Q

Purchase Order

Proposal ID

Federal Region Code 03

Summary of Amounts ?

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

Save Notify Add Update/Display

General | Lines



Creating Recurring Contract Line(s)

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

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

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

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

Add Contract Lines **Add Default Kit**

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

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

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

Save **Notify** **Add** **Update/Display**

General | Lines



Creating Recurring Contract Line(s) (continued)

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

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

To search for non-federal recurring products:

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

The screenshot shows the 'General Information - Add Contract Lines' page. The breadcrumb trail at the top is: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information. The page title is 'General Information' and the sub-header is 'Add Contract Lines'. Below this is a search bar with a 'Search' button and a help icon. The search criteria are: Product Group (REC_CONCCT), Product (RECPRO), Product Description (empty), Price Type (Recurring), and Physical Nature (empty). There are checkboxes for 'Product Kits' and 'Renewable'. A 'Search' button is located below the criteria. At the bottom of the form, there are two links: 'Create Adhoc Product' and 'Return to Contract Lines'.



Creating Recurring Contract Line(s) (continued)

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

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

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

New Window | Help | Personalize Page

General Information

Add Contract Lines

Search ?

Product GroupREC_CONCCT

ProductRECPRO

Product Description

Price TypeRecurring

Physical Nature

☐ Product Kits
☐ Renewable

Search

Search Results ?

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

General | Templates

	Product	Description	Price Type	Physical Nature	Product Kit	*Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
<input checked="" type="checkbox"/>	1 RECPRO051223782.27	Recurring Contr - 1,223,782.27	Recurring	Goods	N	None			N		1.0000	EA
<input type="checkbox"/>	2 RECPRO05194421442	Recur Contract - \$1,944,214.42	Recurring	Goods	N	None			N		1.0000	EA
<input type="checkbox"/>	3 RECPRO05203396114	Recur Contract - \$2,033,961.14	Recurring	Goods	N	None			N		1.0000	EA
<input type="checkbox"/>	4 RECPRO05_265387.73	Recurring Contract-\$265,387.73	Recurring	Goods	N	None			N		1.0000	EA
<input type="checkbox"/>	5 RECPRO05_421745.18	Recurring Contract-\$421,745.84	Recurring	Goods	N	None			N		1.0000	EA

☒ Select All ☐ Clear All

Create Plans from Template

Combine Like Templates

☒ Billing Plans
☒ Revenue Plans
☒ Renewal Plans

☒ Billing Plans
☒ Revenue Plans

Add Contract Lines Create Adhoc Product Return to Contract Lines



Creating Recurring Contract Line(s) (continued)

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

General Information

Add Contract Lines

Search ?

Product Group REC_CONCCT ☐ Product Kits
Product RECPRO ☐ Renewable
Product Description
Price Type Recurring
Physical Nature
Search

Search Results ?

General | Templates

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

	Product	Description	Price Type	Physical Nature	Product Kit	*Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
<input checked="" type="checkbox"/>	1 RECPRO051223782.27	Recurring Contr - 1,223,782.27	Recurring	Goods	N	None			N		1.0000	EA
<input type="checkbox"/>	2 RECPRO05194421442	Recur Contract - \$1,944,214.42	Recurring	Goods	N	None			N		1.0000	EA
<input type="checkbox"/>	3 RECPRO05203396114	Recur Contract - \$2,033,961.14	Recurring	Goods	N	None			N		1.0000	EA
<input type="checkbox"/>	4 RECPRO05_265387.73	Recurring Contract-\$265,387.73	Recurring	Goods	N	None			N		1.0000	EA
<input type="checkbox"/>	5 RECPRO05_421745.18	Recurring Contract-\$421,745.84	Recurring	Goods	N	None			N		1.0000	EA

☒ Select All ☐ Clear All

Create Plans from Template

☒ Billing Plans
☒ Revenue Plans
☒ Renewal Plans

Combine Like Templates

☒ Billing Plans
☒ Revenue Plans

Add Contract Lines Create Adhoc Product Return to Contract Lines



Creating Recurring Contract Line(s) (continued)

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

Personalize Find View All [Icons] First 1-5 of 5 Last								
Physical Nature	Product Kit	*Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
Products	N	None	08/12/2019 [Calendar]		N		1.0000	EA [Search]
Products	N	None	[Calendar]		N		1.0000	EA [Search]
Products	N	None	[Calendar]		N		1.0000	EA [Search]
Products	N	None	[Calendar]		N		1.0000	EA [Search]
Products	N	None	[Calendar]		N		1.0000	EA [Search]



Creating Recurring Contract Line(s) (continued)

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

Personalize Find View All First 1-5 of 5 Last								
Physical Nature	Product Kit	*Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
Products	N	None	08/12/2019		N		1.0000	EA
Products	N	None			N		1.0000	EA
Products	N	None			N		1.0000	EA
Products	N	None			N		1.0000	EA
Products	N	None			N		1.0000	EA



Creating Recurring Contract Line(s) (continued)

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

<input type="checkbox"/>	ECF	42,745.18	Recurring C	42,745.8	Ret	Goods	None	<input type="checkbox"/>
<div><input checked="" type="checkbox"/> Select All <input type="checkbox"/> Clear All</div> <div><div><div>Create Plans from Template</div><div><input checked="" type="checkbox"/> Billing Plans <input checked="" type="checkbox"/> Revenue Plans <input checked="" type="checkbox"/> Renewal Plans</div></div><div><div>Combine Like Templates</div><div><input checked="" type="checkbox"/> Billing Plans <input checked="" type="checkbox"/> Revenue Plans</div></div></div> <div><div><div>Add Contract Lines</div><div>Create Adhoc Product</div><div>Return to Contract Lines</div></div></div>								



Creating Recurring Contract Line(s) (continued)

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

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

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

General Information

Add Contract Lines

Search ?

Product GroupREC_CONCCT

ProductRECPRO

Product Description

Price TypeRecurring ▾

Physical Nature ▾

Search

☐ Product Kits

☐ Renewable

1 line(s) have been added to the contract

Create Adhoc Product

Return to Contract Lines



Creating Recurring Contract Line(s) (continued)

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

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

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

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

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

Add Contract Lines Add Default Kit

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

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

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

Save Notify Add Update/Display

General | Lines



Creating Recurring Contract Line(s) (continued)

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

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

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

New Window | Help | Personal

General | Lines

Contract Number 0000002003

Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.

Contract Status PENDING

Add Contract LinesAdd Default Kit

Contract Lines ?

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

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

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

Billing PlansRevenue PlansMilestonesRenewalsAmount AllocationSupplemental DataGo To More

SaveNotifyAddUpdate/Display

General | Lines



Creating Recurring Contract Line(s) (continued)

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

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

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

Buttons: [New Window] | [Help] | [Personalize]

General | **Lines**

Contract Number 0000002003

Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.

Contract Status: PENDING

Buttons: [Add Contract Lines] [Add Default Kit]

Contract Lines ⓘ

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

General | **Detail** | Billing Amount Details | Revenue Amount Details | Contract Liability | [Filter Icon]

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

Buttons: [Save] [Notify]

Buttons: [Add] [Update/Display]

General | Lines



Creating Recurring Contract Line(s) (continued)

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

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

New Window | Help | Personalize

General | Lines

Contract Number 0000002003

Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.

Contract Status PENDING

Add Contract LinesAdd Default Kit

Contract Lines ?

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

General | Detail | Billing Amount Details | Revenue Amount Details | Contract Liability [Filter Icon]

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

< >

Billing PlansRevenue PlansMilestonesRenewalsAmount AllocationSupplemental DataGo To More ▾

SaveNotifyAddUpdate/Display

General | Lines



Billing and Revenue Plans (continued)

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

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

General

Lines

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

Add Contract LinesAdd Default Kit

Contract Lines ?

PersonalizeFindView All1 of 1FirstLast

General

Detail

Billing Amount Details

Revenue Amount Details

Contract Liability

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

Billing PlansRevenue PlansMilestonesRenewalsAmount AllocationSupplemental DataGo To More

SaveNotifyAddUpdate/Display

General | Lines

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

General

Lines

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

Add Contract LinesAdd Default Kit

Contract Lines ?

PersonalizeFindView All1 of 1FirstLast

General

Detail

Billing Amount Details

Revenue Amount Details

Contract Liability

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

Billing PlansRevenue PlansMilestonesRenewalsAmount AllocationSupplemental DataGo To More

SaveNotifyAddUpdate/Display

General | Lines



Billing Plan (continued)

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

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

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

General | **Lines**

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

Add Contract Lines Add Default Kit

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

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

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

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

Save Return to Search Notify Add Update/Display

General | Lines



Billing Plan (continued)

The **Billing Plan General** tab displays.

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

Billing Plan General | Recurring Detail | History

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

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

Customer Information		Amount Detail	
BI Unit	50100 🔍	Billing Amount	0.00
*Bill To Customer	0000000001 🔍	Total Amount	0.00
Addr Num	1 🔍	Total Billing History	0.00
Bill To Contact	🔍		

Billing Options

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

Billing Header Note Internal Notes

Billing Default Overrides

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

Return to General Information

Billing Plan General | Recurring Detail | History



Billing Plan (continued)

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

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

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

New Window | Help | Perso

General | Lines

Contract Number 0000002003

Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.

*Contract Status PENDING 🔍

Add to My Contracts

Description Local Contract Recurring

Contract Admin 🔍

Region Code 🔍

Contract Type 0 🔍

Currency Code USD

Exchange Rate Type CRRNT ▾

Contract Signed 08/05/2019 📅

Contract Role 🔍

Revenue Profile 🔍

Use Project ChartFields: ☒

Processing Status Pending

Amendment Status

Business Unit VA Dept of Transportation

Contract Classification Standard

Last Amended

Start Date 08/12/2019

End Date 09/11/2019

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

Last Update User ID SHELLY.PRYOR

Separate Fixed Billing and Revenue: ☐

Separate As Incurred Billing and Revenue: ☐

▶ Other Information

▶ Summary of Amounts ?

Billing Plans

Revenue Plans

Milestones

Renewals

Amount Allocation

Supplemental Data

Go To More ▾

Save

Return to Search

Notify

Add

Update/Display

General | Lines



Billing Plan (continued)

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

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

New Window | Help | Personalize Page |

Assign Billing Plan

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

Contract Lines to be Assigned / Unassigned

Personalize | | View All | | First 1 of 1 L

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

☒ Select All ☐ Clear All

Bill Plan to Assign / Unassign

Billing Plan

Billing Plan Template

Billing Method

Bill Plan Detail Template ID

Description

Assign

Assign selected Lines/Sequences to Billing Plan

Unassign

Unassign selected Lines/Sequences from Billing Plan

[Return to General Information](#)

Return to Search

Notify



Billing Plan (continued)

The **Billing Plan General** tab displays.

FavoritesMain MenuCustomer ContractsCreate and AmendGeneral InformationAssign Billing PlanDefine Billing Plan

Billing Plan GeneralRecurring DetailHistory

Contract 0000002003

BI Unit 50100

Sold To Customer 0000000001

PIEDMONT CONCRETE CONTRACTORS INC.

Bill To 0000000001

PIEDMONT CONCRETE CONTRACTORS INC.

Billing Plan B101

Recurring - Monthly - 1

Currency USD

DescriptionRecurring - Monthly - 1

*Billing StatusPending

Billing MethodRecurring

Ready at Activation

Customer Information

Amount Detail

Billing Options

Billing Default Overrides

Return to Assign Billing Plan

SaveReturn to SearchNotifyAddUpdate/Display

Billing Plan General | Recurring Detail | History



Billing Plan (continued)

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

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

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

Define Billing Plan

Billing Plan General | Recurring Detail | History

Contract 0000002003
Sold To Customer 0000000001
Billing Plan B101
Description Recurring - Monthly - 1
Billing Method Recurring

BI Unit 50100
Bill To 0000000001
Currency USD
*Billing Status Pending
Ready at Activation

Customer Information

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

VA Dept of Transportation
PIEDMONT CONCRETE CONTRACTORS INC.

Billing Options

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

Billing Default Overrides

Invoice Form LANDSCAPE
Cycle ID MONTHLY
Bill By ID PC_OTHER
Payment Method
Payment Terms
Billing Inquiry
Billing Specialist

View Customer Defaults
Non-Federal Project

Return to Assign Billing Plan

Save Return to Search Notify Add Update/Display

Billing Plan General | Recurring Detail | History



Billing Plan - Billing Plan General Tab (continued)

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

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

Pre Approved: Defaults to selected. Do not change.

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

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

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

Customer Information		Amount Detail	
BI Unit	50100	Billing Amount	0.00
*Bill To Customer	0000000001	Total Amount	0.00
Addr Num	1	Total Billing History	0.00
Bill To Contact			

Billing Options

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

Billing Header Note Internal Notes

Billing Default Overrides

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

Return to Assign Billing Plan

Buttons: Save Return to Search Notify Add Update/Display

Billing Plan General | Recurring Detail | History



Billing Plan - Recurring Detail Tab

Click on the **Recurring Detail** tab.

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

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

Billing Plan General

Recurring Detail

History

Contract 0000002003

BI Unit 50100

Sold To Customer 0000000001

PIEDMONT CONCRETE CONTRACTORS INC.

Bill To 0000000001

PIEDMONT CONCRETE CONTRACTORS INC.

Billing Plan ◀ B101 ▶

Recurring - Monthly - 1

Currency USD

Start Date 08/12/2019

Billing Status Pending

End Date 09/11/2019

Schedule MONTHLY12

Preview Options

☒ Next Period

☐ Date 09/11/2019

☐ End of Calendar Year

Preview

Billing Line Note

Return to Assign Billing Plan

Save

Return to Search

Notify

Add

Update/Display

Billing Plan General | Recurring Detail | History



Billing Plan - History Tab

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

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

New Window

Billing Plan GeneralRecurring DetailHistory

Contract 0000002003BI Unit 50100

Sold To Customer 0000000001PIEDMONT CONCRETE CONTRACTORS INC. Bill To 0000000001PIEDMONT CONCRETE CONTRACTORS INC.

Billing Plan ◀ B101 ▶Recurring - Monthly - 1Currency USD

Amount Details

Negotiated Amount	0.00
Total Net Extended Amount	0.00

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		09/30/2019 3:44:00PM	SHELLY.Pf	0.000	0.000		0.000	0.000	+	-

Return to Assign Billing Plan

SaveReturn to SearchNotify

AddUpdate/Display

Billing Plan General | Recurring Detail | History



Adding Internal Notes

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

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

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

New Window | Help | Personalize

General | **Lines**

Contract Number 0000002003

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

Contract Status **PENDING**

Add Contract LinesAdd Default Kit

Contract Lines ?

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

General | **Detail** | Billing Amount Details | Revenue Amount Details | Contract Liability [More]

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

< >

Billing PlansRevenue PlansMilestonesRenewalsAmount AllocationSupplemental DataGo To More ▾

SaveReturn to SearchNotifyAddUpdate/Display

General | Lines



Adding Internal Notes (continued)

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

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

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

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

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

Notes

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

Notes Contents Find | View All First 1 of 1 Last

*Component Billing Plan ▾	Billing Plan B101 🔍
*Classification Custom ▾	Note Type 🔍

Text
Us this space to add a relevant note based on the Component you select.
183 characters remaining

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

[Return to General Information](#)

Save Notify Add Update/Display



Associating the Project and Activity on the Contract Line


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

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





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


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

General | **Lines** | New Window | Help | Personalize

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

[Add Contract Lines](#) [Add Default Kit](#)

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

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

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

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

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

General | Lines



Associating a Project to the Contract Line

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

To associate a **Project and Activity**:

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

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

Related Projects

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

Contract Line ◀ 1 ▶Price Type Recurring
Product RECPR0051223782.27
Description Recurring Contr - 1,223,782.27

PC Business Unit 50100

Associated Projects & ActivitiesPersonalize | 1 of 1 | First ◀ 1 of 1 ▶ Last

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

Create ProjectCreate Activity

Return to General Information

Amount Allocation

SaveReturn to SearchNotifyRefreshUpdate/DisplayInclude HistoryCorrect History



Updating the Accounting Distribution

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

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

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

The screenshot shows a software interface for managing contract lines. The top navigation bar includes 'Favorites', 'Main Menu', 'Customer Contracts', 'Create and Amend', and 'General Information'. The 'Lines' tab is selected in the 'General' section. Below this, the 'Contract Lines' section is visible, with the 'Detail' tab selected. The 'Contract Lines' section displays a table with columns: Actions, Line, Product, Description, Price Type, Billing Plan, Revenue Plan, Contract Terms, Accounting, and Internal Notes. The first row shows a contract line with Line ID '1', Product 'RECPRO051223782.27', Description 'Recurring Contr - 1,22', Price Type 'Recurring', Billing Plan 'Pending', Revenue Plan 'Billing Manages Revenue', Contract Terms 'Contract Terms', and Accounting 'Distribution'. The 'Distribution' link is highlighted with a red box. Below the table, there are buttons for 'Add Contract Lines' and 'Add Default Kit'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

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



Updating the Accounting Distribution

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

Accounting Distribution

PIEDMONT CONCRETE CONTRACTORS INC.

Contract 0000002003 Line Num 1 Description Recurring Contr - 1,223,782.27

Billing Amount 0.00 Revenue Amount 0.00 Unit 50100 Currency USD

Accounting Distributions Find | View All First 1 of 1 Last

*Effective Date 08/12/2019

Revenue Personalize | Find | 1 of 1 Last

Agency Use 2	PC Business Unit	Project	Activity	Source Type	Category	Subcategory	Affiliate	Fund Affili
1	50100	0000114001	621					

Return to General Information

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

Revenue Personalize | Find | 1 of 1 Last

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

Return to General Information

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



Activating a Contract

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

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

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

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



Activating a Contract (continued)

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

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

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

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

The screenshot shows the 'General Information' page for a contract with the following details:

- Contract Number: 0000002003
- Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.
- *Contract Status: PENDING
- Description: Local Contract Recurring
- Contract Admin: [Empty]
- Region Code: [Empty]
- Contract Type: 0
- Currency Code: USD
- Exchange Rate Type: CRRNT
- Contract Signed: 08/05/2019
- Contract Role: [Empty]
- Revenue Profile: [Empty]
- Use Project ChartFields: ☒

The 'Look Up Contract Status' dialog box is open, showing search results for 'ACTIVE' status. The 'ACTIVE' status is highlighted in the results table.

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

The 'Save' button is highlighted at the bottom of the page.



Placing a Hold on the Billing Plan

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

To place the Billing Plan status on hold:

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

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

- Navigation:** Favorites > Main Menu > Customer Contracts > Create and Amend > General Information > Define Billing Plan
- Tabs:** Billing Plan General (selected), Recurring Detail, History
- Contract Information:**
 - Contract: 0000002003
 - Sold To Customer: 0000000001
 - Billing Plan: B101
 - PIEDMONT CONCRETE CONTRACTORS INC.
 - Recurring - Monthly - 1
 - BI Unit: 50100
 - Bill To: 0000000001
 - Currency: USD
- Description:** Recurring - Monthly - 1
- Billing Method:** Recurring
- *Billing Status:** Ready
- Actions:** ☒ Hold 10/08/2019
- Customer Information:**
 - BI Unit: 50100
 - *Bill To Customer: 0000000001
 - Addr Num: 1
 - Bill To Contact: [lookup icon]
 - VA Dept of Transportation
 - PIEDMONT CONCRETE CONTRACTORS INC.
- Billing Options:**
 - Bill Type: CCT
 - Bill Source: PROJE
 - Purchase Order: [lookup icon]
 - ☒ Pre Approved
 - ☐ Direct Invoice
 - VDOT Other
- Billing Header Note:** Internal Notes
- Billing Default Overrides:**
 - Invoice Form: LANDSCAPE
 - Cycle ID: MONTHLY
 - Bill By ID: PC_OTHER
 - Payment Method: [dropdown]
 - Payment Terms: [lookup icon]
 - Billing Inquiry: [lookup icon]
 - Billing Specialist: [lookup icon]
 - View Customer Defaults
 - Non-Federal Project
- Hold Details:**
 - Put On Hold Date: 10/08/2019
 - Hold User: SHELLY.PRYOR
 - Hold Reason: [lookup icon]
- Amount Detail:**
 - Billing Amount: 0.00
 - Total Amount: 0.00
 - Total Billing History: 0.00
- Buttons:** Save, Return to Search, Notify, Add, Update/Display
- Footer:** Billing Plan General | Recurring Detail | History



Placing a Hold on the Billing Plan

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

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

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



Processing Non-Federal Recurring Customer Contracts

Send Billing Amount To Billing

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

Product ID	Product Description	Product Group	Distribution Code	Distribution Code Descr	Account	Dept ID	Fund	Cost Center	Program
REC_PRO02_1039.91	Recurring Contract - \$1,039.91	REC_CONCCT	PROJEP002	Partic - CON - CCT/OTH-Salem	40042011	12000	04720		

For contract lines created with **Product** REC_PRO02_1039.91, the billing amount of \$1,039.91, Fund 04720, Deptid 12000 and Account 40042011 will be sent to the billing interface table.

Create Invoice in Billing

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

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



Accounting for Non-Federal Recurring Contracts (continued)

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

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



Closing a Contract

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

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

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

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

Contract Number 0000002003

Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.

*Contract Status: PENDING

Look Up Contract Status

SetID: 50100

Contract Status: begins with

Look Up Clear Cancel Basic Lookup

Search Results

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

Save Return to Search Notify



Lesson 5: Checkpoint

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



1. Recurring contracts bill based on existing project expenditures.

TRUE or FALSE



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

TRUE or FALSE



3. Recurring contract events bill for varying amounts.

TRUE or FALSE



Lesson 5: Summary

5

Creating Non-Federal Recurring Customer Contracts

In this lesson, you learned:

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



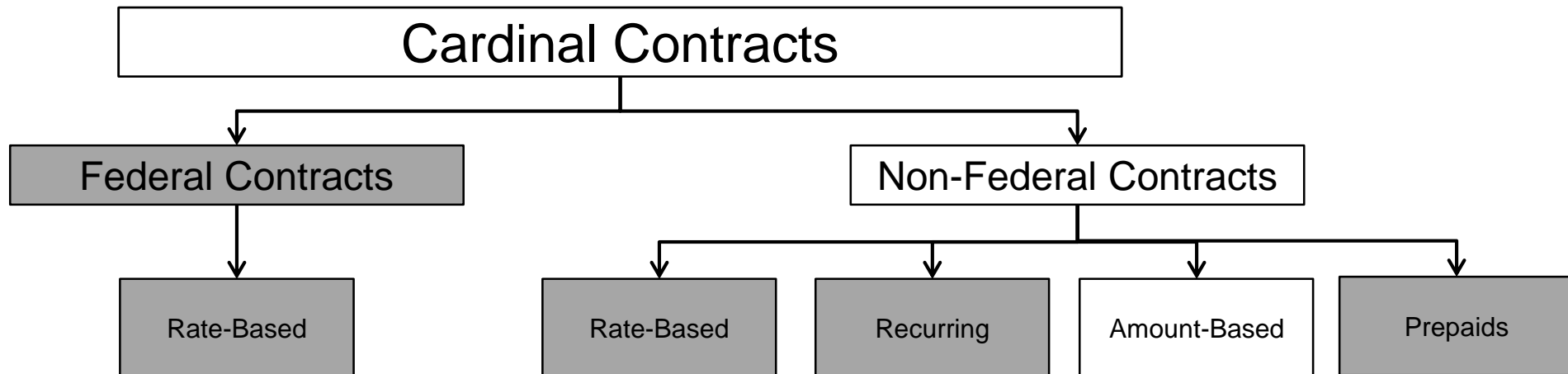
Lesson 6: Introduction

6

Creating a Non-federal Amount-Based Contract

This lesson covers the following topics:

- Create a non-federal amount-based contract





Creating Non-Federal Amount-Based Contracts

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

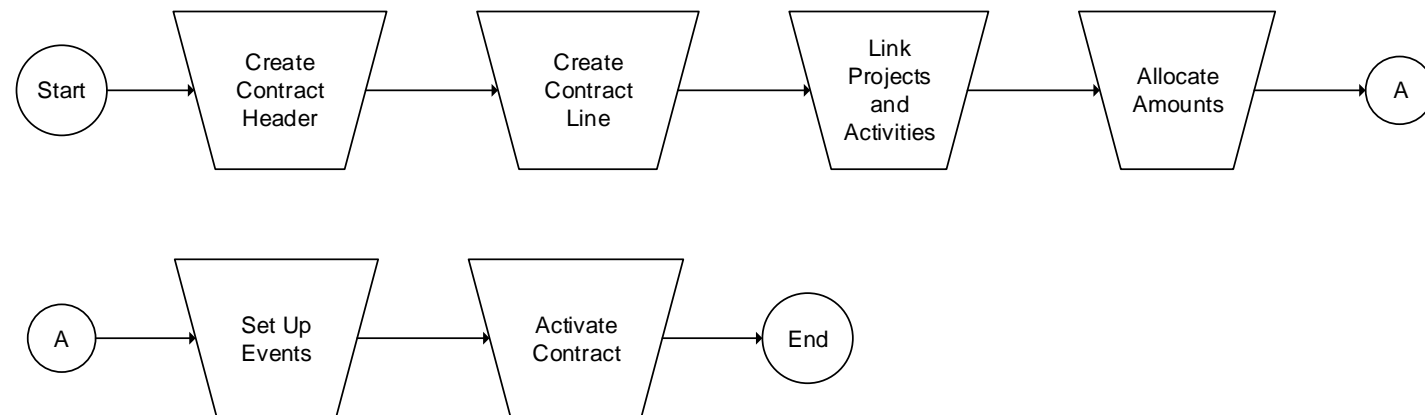
The Products used to create amount based contract lines are configured to use Distribution Sets to associate the appropriate Distribution Code to the Product. This allows the accounting distribution to default to the contract line when saved.



Creating a Non-Federal Amount-Based Contract

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

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





Adding a Contract

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

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

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

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

General Information

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

Business Unit 50100

Contract NEXT

Sold To Customer 000000001

Contract Classification Standard

Separate Fixed Billing and Revenue ☐

Separate As Incurred Billing and Revenue ☐

Add



Creating Contract Header

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

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

Contract Number NEXT

Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.

*Contract Status PENDING

Copy From Contract Add to My Contracts

Description Other - Amount Based

Contract Admin

Region Code

Contract Type O

Currency Code USD

Exchange Rate Type CRRNT

Contract Signed 10/01/2019

Contract Role

Revenue Profile

Use Project ChartFields: ☒

Processing Status Pending

Amendment Status

Business Unit VA Dept of Transportation

Contract Classification Standard

Last Amended

Last Update Date/Time

Last Update User ID

Separate Fixed Billing and Revenue: ☐

Separate As Incurred Billing and Revenue: ☐

Other Information

Summary of Amounts ?

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

Save Notify Add Update/Display

General | Lines



Creating Contract Header

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

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

Buttons: New Window | Person

Tabs: General | Lines

Contract Number NEXT

Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.

*Contract Status PENDING 🔍

Buttons: Copy From Contract Add to My Contracts

Description <u>Other - Amount Based</u>	Processing Status <u>Pending</u>
Contract Admin 🔍	Amendment Status
Region Code 🔍	Business Unit <u>VA Dept of Transportation</u>
Contract Type <u>O</u> 🔍	Contract Classification <u>Standard</u>
Currency Code <u>USD</u> 🔍	Last Amended
Exchange Rate Type <u>CRRNT</u> ▾	Last Update Date/Time
Contract Signed <u>10/01/2019</u> 📅	Last Update User ID
Contract Role 🔍	Separate Fixed Billing and Revenue: <input type="checkbox"/>
Revenue Profile 🔍	Separate As Incurred Billing and Revenue: <input type="checkbox"/>
Use Project ChartFields: <input checked="" type="checkbox"/>	

Other Information

Summary of Amounts ?

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

Buttons: Save Notify Add Update/Display

General | Lines



Creating Contract Header (continued)

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

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

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

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



Creating Contract Header (continued)

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

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

New Window | Personalization

General | Lines

Contract Number 0000001999

Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.

*Contract Status PENDING 🔍

Add to My Contracts

Description Other - Amount Based

Contract Admin 🔍

Region Code 🔍

Contract Type O 🔍

Currency Code USD 🔍

Exchange Rate Type CRRNT ▾

Contract Signed 10/01/2019 📅

Contract Role 🔍

Revenue Profile 🔍

Use Project ChartFields: ☒

Processing Status Pending

Amendment Status

Business Unit VA Dept of Transportation

Contract Classification Standard

Last Amended

Last Update Date/Time 10/01/2019 12:11:17PM

Last Update User ID PPS1_ANGELA.GRAY

Separate Fixed Billing and Revenue: ☐

Separate As Incurred Billing and Revenue: ☐

Other Information

Summary of Amounts ?

Billing PlansRevenue PlansMilestonesRenewalsAmount AllocationSupplemental DataGo To More ▾

SaveReturn to SearchNotify

AddUpdate/Display

General | Lines

137



Creating Contract Line(s)

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

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

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

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

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

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

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

Add Contract Lines Add Default Kit

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

Go To More

Save Return to Search Notify Add Update/Display

General | Lines



Creating Contract Line(s) (continued)

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

To search for non-federal amount-based products:

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

General Information

Add Contract Lines

Search ?

Product Group	AMT_CONCCT	<input type="checkbox"/> Product Kits
Product		<input type="checkbox"/> Renewable
Product Description		
Price Type	Amount	
Physical Nature		

Search

Create Adhoc Product Return to Contract Lines



Creating Contract Line(s) (continued)

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

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

Product GroupAMT_CONCCTProductProduct DescriptionPrice TypeAmountPhysical NatureSearch

Product KitsRenewable

Search Results

GeneralTemplates

	Product	Description	Price Type	Physical Nature	Product Kit	*Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
<input checked="" type="checkbox"/>	1 AMT_PROJE29	Partic - CON - CCT - Bristol	Amount	Goods	N	None	10/01/2019		N		1.0000	
<input type="checkbox"/>	2 AMT_PROJE30	Partic - CON - CCT - Salem	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	3 AMT_PROJE31	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	4 AMT_PROJE32	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	5 AMT_PROJE33	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	6 AMT_PROJE34	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	7 AMT_PROJE35	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	8 AMT_PROJE36	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	9 AMT_PROJE37	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	10 AMT_PROJE38	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	11 AMT_PROJE39	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	12 AMT_PROJE40	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	13 AMT_PROJE41	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	14 AMT_PROJE42	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	15 AMT_PROJE43	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	16 AMT_PROJE44	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	17 AMT_PROJE45	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	18 AMT_PROJE46	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	19 AMT_PROJE47	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	20 AMT_PROJE48	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	21 AMT_PROJE49	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	22 AMT_PROJE50	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	23 AMT_PROJE51	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	24 AMT_PROJE52	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	25 AMT_PROJE53	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	

Select AllClear All

Create Plans from TemplateCombine Like Templates

☒ Billing Plans☒ Revenue Plans☒ Renewal Plans

☒ Billing Plans☒ Revenue Plans

Add Contract LinesCreate Adhoc ProductReturn to Contract Lines



Creating Contract Line(s) (continued)

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

New Window | Personalize Page |

General Information

Add Contract Lines

Search ?

Product Group

Product

Product Description

Price Type

Physical Nature

☐ Product Kits

☐ Renewable

Search

Search Results ?

Personalize | Find | View All |

First 1-25 of 37 Last

General | Templates

	Product	Description	Price Type	Physical Nature	Product Kit	*Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
<input checked="" type="checkbox"/>	1 AMT_PROJE29	Partic - CON - CCT - Bristol	Amount	Goods	N	None	<input type="text" value="10/01/2019"/>	<input type="text"/>	N		<input type="text" value="1.0000"/>	
<input type="checkbox"/>	2 AMT_PROJE30	Partic - CON - CCT - Salem	Amount	Goods	N	None	<input type="text"/>	<input type="text"/>	N		<input type="text" value="1.0000"/>	
<input type="checkbox"/>	3 AMT_PROJE31	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None	<input type="text"/>	<input type="text"/>	N		<input type="text" value="1.0000"/>	
<input type="checkbox"/>	4 AMT_PROJE32	Partic - CON - CCT -	Amount	Goods	N	None	<input type="text"/>	<input type="text"/>	N		<input type="text" value="1.0000"/>	
<input type="checkbox"/>	5 AMT_PROJE33	Partic - CON - CCT -	Amount	Goods	N	None	<input type="text"/>	<input type="text"/>	N		<input type="text" value="1.0000"/>	
<input type="checkbox"/>	25 AMT_PROJE34	Rev Share -	Amount	Goods	N	None	<input type="text"/>	<input type="text"/>	N		<input type="text" value="1.0000"/>	

☒ Select All ☐ Clear All

Create Plans from Template

☒ Billing Plans

☒ Revenue Plans

☒ Renewal Plans

Combine Like Templates

☒ Billing Plans

☒ Revenue Plans

Add Contract Lines

Create Adhoc Product

Return to Contract Lines



Creating Contract Line(s) (continued)

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

General Information

Add Contract Lines

Search ?

Product Group AMT_CONCCT ☐ Product Kits
Product ☐ Renewable
Product Description
Price Type Amount
Physical Nature

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

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

☒ Select All ☐ Clear All

Create Plans from Template

☒ Billing Plans
☒ Revenue Plans
☒ Renewal Plans

Combine Like Templates

☒ Billing Plans
☒ Revenue Plans

Create Adhoc Product Return to Contract Lines



Creating Contract Line(s) (continued)

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

New Window | Personalize Page |

General Information

Add Contract Lines

Search ?

Product GroupAMT_CONCCT

Product

Product Description

Price TypeAmount

Physical Nature

Search

☐ Product Kits
☐ Renewable

Search Results ?

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

General | Templates

	Product	Description	Price Type	Physical Nature	Product Kit	*Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
<input checked="" type="checkbox"/>	1 AMT_PROJE29	Partic - CON - CCT - Bristol	Amount	Goods	N	None	10/01/2019		N		1.0000	
<input type="checkbox"/>	2 AMT_PROJE30	Partic - CON - CCT - Salem	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	3 AMT_PROJE31	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	4 AMT_PROJE32	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	5 AMT_PROJE33	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	6 AMT_PROJE34	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	7 AMT_PROJE35	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	8 AMT_PROJE36	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	9 AMT_PROJE37	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	10 AMT_PROJE38	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	11 AMT_PROJE39	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	12 AMT_PROJE40	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	13 AMT_PROJE41	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	14 AMT_PROJE42	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	15 AMT_PROJE43	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	16 AMT_PROJE44	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	17 AMT_PROJE45	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	18 AMT_PROJE46	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	19 AMT_PROJE47	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	20 AMT_PROJE48	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	21 AMT_PROJE49	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	22 AMT_PROJE50	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	23 AMT_PROJE51	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	24 AMT_PROJE52	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	25 AMT_PROJE53	Partic - CON - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	

☒ Select All ☐ Clear All

Create Plans from Template

☒ Billing Plans
☒ Revenue Plans
☒ Renewal Plans

Add Contract Lines

Combine Like Templates

☒ Billing Plans
☒ Revenue Plans

Create Adhoc ProductReturn to Contract Lines



Creating Contract Line(s) (continued)

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

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

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

General Information

Add Contract Lines

Search ?

Product GroupAMT_CONCCT

Product

Product Description

Price TypeAmount

Physical Nature

Search

☐ Product Kits

☐ Renewable

1 line(s) have been added to the contract

Create Adhoc Product

Return to Contract Lines



Creating Contract Line(s) (continued)

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

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

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

GeneralLines

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

Add Contract LinesAdd Default Kit

Contract Lines ?

Personalize | Find | View All | 1 of 1 | FirstLast

GeneralDetailBilling Amount DetailsRevenue Amount DetailsContract Liability

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

Billing PlansRevenue PlansMilestonesRenewalsAmount AllocationSupplemental DataGo To More

SaveReturn to SearchNotify

AddUpdate/Display

General | Lines

145

Creating Contract Line(s) (continued)

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

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

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

General

Lines

Contract Number 0000001999

Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.

Contract Status PENDING

Add Contract Lines

Add Default Kit

Contract Lines ?

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

General

Detail

Billing Amount Details

Revenue Amount Details

Contract Liability

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

Billing Plans

Revenue Plans

Milestones

Renewals

Amount Allocation

Supplemental Data

Go To

More

Save

Return to Search

Notify

Add

Update/Display

General | Lines



Adding Internal Notes

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

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

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

New Window | Personalize

General | **Lines**

Contract Number 0000001999

Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.

Contract Status PENDING

Add Contract LinesAdd Default Kit

Contract Lines ?

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

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

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

< >

Billing PlansRevenue PlansMilestonesRenewalsAmount AllocationSupplemental DataGo To More ▾

SaveReturn to SearchNotifyAddUpdate/Display

General | Lines



Adding Internal Notes (continued)

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

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

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

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

Contract 0000001999
Sold To Customer 0000000001
PIEDMONT CONCRETE CONTRACTORS INC.
Contract Admin

Business Unit 50100
Contract Status PENDING
Currency Code USD

Notes Contents Find | View All First 1 of 1 Last

*Component
Billing Plan

*Classification
Custom

Billing Plan
B101

Note Type

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

Last Update 10/01/19 2:13PM
Last Changed By PPS1_ANGELA.GRAY

[Return to General Information](#)

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



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

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

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

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

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

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

General | **Lines** | New Window | Personalize

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

Add Contract Lines | Add Default Kit

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

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

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

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

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

General | Lines



Associating Projects and Activity to the Contract Line

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

To associate a **Project and Activity**:

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

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

Related Content ▾ New Window | Perso

Related Projects

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

Contract Line ◀ 1 ▶ Price Type Amount
Product AMT_PROJE29
Description Partic - CON - CCT - Bristol

PC Business Unit 50100 🔍

Associated Projects & Activities Personalize | 🔍 First 1 of 1 Last

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

Create Project Create Activity

Return to General Information

Amount Allocation

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




Associating Project and Activity to the Contract Line (continued)


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


Related Content ▾ | New Window | Perso







Related Projects

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

Contract Line ◀ 1 ▶ Price Type Amount
Product AMT_PROJE29
Description Partic - CON - CCT - Bristol

PC Business Unit 





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




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

Create Project Create Activity

[Return to General Information](#)

Amount Allocation

 Save  Return to Search  Notify  Refresh

 Update/Display  Include History  Correct History



Updating the Line's Accounting Distribution

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

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

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

The screenshot shows a software interface for managing contract lines. The top navigation bar includes 'Favorites', 'Main Menu', 'Customer Contracts', 'Create and Amend', and 'General Information'. The 'Lines' tab is selected in the 'General' section. Below this, the 'Contract Lines' section is visible, with the 'Detail' tab selected. The 'Contract Lines' section displays a table with columns: Actions, Line, Product, Description, Price Type, Billing Plan, Revenue Plan, Contract Terms, Accounting, Internal Notes, and Ship to Customer Name. The 'Accounting' column has a 'Distribution' link highlighted. The 'Contract Lines' section also includes buttons for 'Add Contract Lines' and 'Add Default Kit'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

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



Updating the Line's Accounting Distribution (continued)

The **Accounting Distribution** page displays.

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

Accounting Distribution

PIEDMONT CONCRETE CONTRACTORS INC.

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

Billing Amount 0.00 Revenue Amount 0.00 Unit 50100 Currency USD

Accounting Distributions Find | View All First 1 of 1 Last

*Effective Date 10/01/2019

Define Distributions By

☒ Percent ☐ Amount Calculate Amounts

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

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

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

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

Return to General Information

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



Accounting Distribution (continued)

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

Accounting Distribution

PIEDMONT CONCRETE CONTRACTORS INC.

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

Billing Amount 0.00 Revenue Amount 0.00 Unit 50100 Currency USD

Accounting Distributions Find | View All First ◀ 1 of 1 ▶ Last

*Effective Date 10/01/2019

Define Distributions By

☒ Percent ☐ Amount

Revenue Personalize | Find | First ◀ 1 of 1 ▶ Last

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

< >

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

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

< >

[Return to General Information](#)

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



Updating the Line's Accounting Distribution (continued)

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

Accounting Distribution

PIEDMONT CONCRETE CONTRACTORS INC.

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

Billing Amount 0.00 Revenue Amount 0.00 Unit 50100 Currency USD

Accounting Distributions Find | View All First 1 of 1 Last

*Effective Date 10/01/2019 Define Distributions By ☒ Percent ☐ Amount Calculate Amounts

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

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

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

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

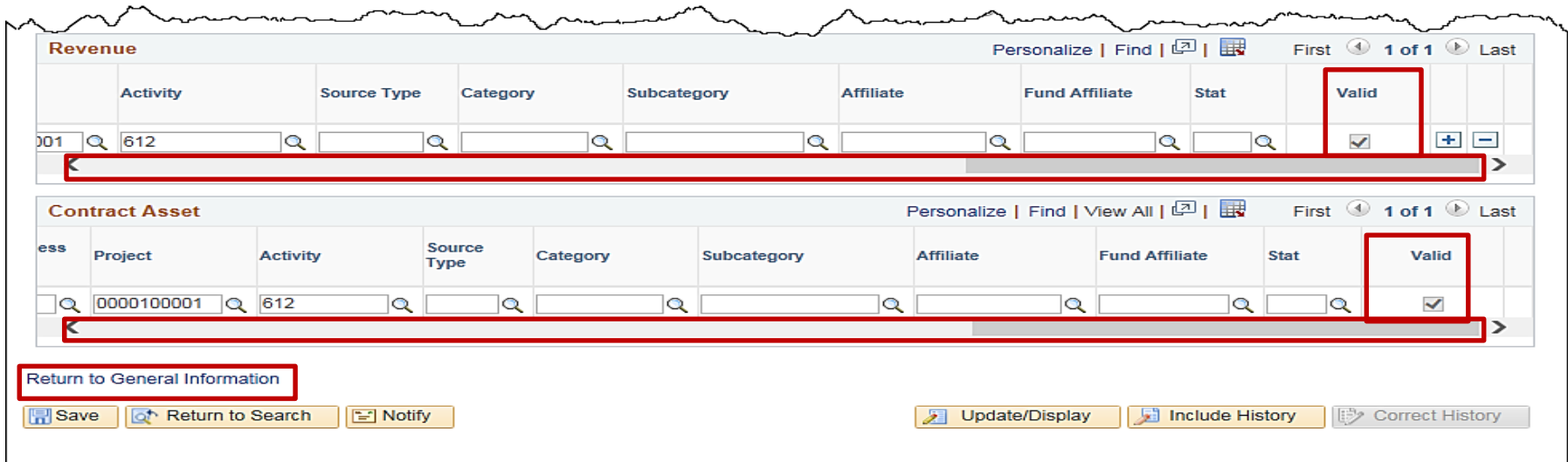
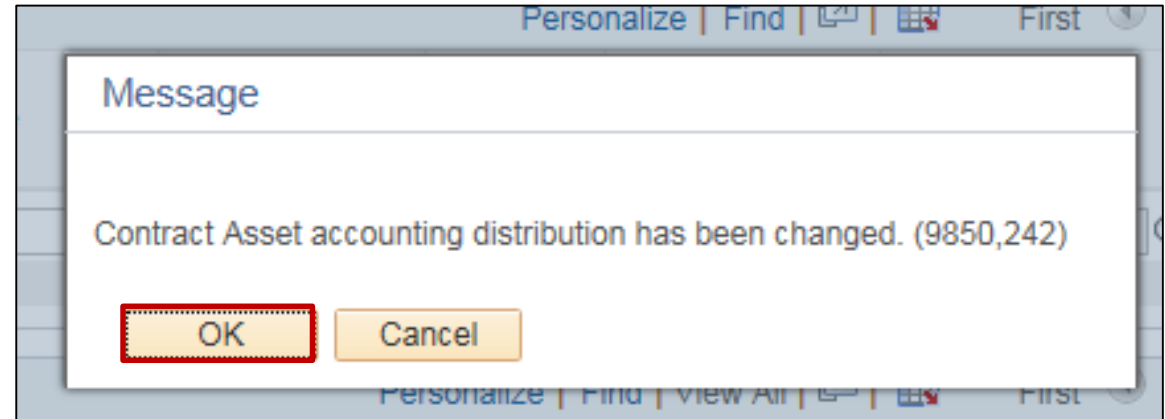
Return to General Information

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



Updating the Line's Accounting Distribution (continued)

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





Amount Allocation

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

- Click the **Amount Allocation** link.

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

New Window | Personalize

General | Lines

Contract Number 0000001999

Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.

Contract Status PENDING

Add Contract LinesAdd Default Kit

Contract Lines ?

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

First 1 of 1 Last

General | Detail | Billing Amount Details | Revenue Amount Details | Contract Liability [Menu Icon]

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

Billing PlansRevenue PlansMilestonesRenewalsAmount AllocationSupplemental DataGo To More

SaveReturn to SearchNotifyAddUpdate/Display

General | Lines



Amount Allocation (continued)

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

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

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

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

Billing Allocation

Contract Billing ?

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

Fixed Billing ?

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

Recalculate

Contract Line Pricing ?

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

Select All Clear All Recalculate

Line Totals ?

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

Prepays
Return to General Information

Save Return to Search Notify



Amount Allocation (continued)

Favorites ▾Main Menu ▾Customer Contracts ▾Create and Amend ▾General Information ▾Amount Allocation

New Window | Personalize Page |

Billing Allocation

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

Contract Billing ?

Total Billing50,000.00

Unallocated Billing0.00

Fixed Billing ?

Fixed Billing50,000.00

Billing Discounts/Surcharges0.00

Net Fixed Billing50,000.00

Unallocated Fixed Billing0.00

Inclusive Prepays0.00

AllocationComplete

Recalculate

Contract Line Pricing ?

Personalize | Find | | First 1 of 1 Last

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

☒ Select All☐ Clear All

Recalculate

Line Totals ?

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

Prepays
Return to General Information

Save

Return to Search

Notify




Billing Plan (continued)

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





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


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

General | **Lines** | New Window | Personalize

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

[Add Contract Lines](#) [Add Default Kit](#)

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

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

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

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

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

General | Lines



Billing Plan (continued)

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

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

The screenshot displays the 'Assign Billing Plan' page. The top navigation bar shows the path: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information. The page has tabs for 'General' and 'Lines'. The 'General' tab is active, showing 'Contract Number 0000001999' and 'Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.'. Below this are buttons for 'Add Contract Lines' and 'Add Default Kit'. The 'Contract Lines' section is expanded, showing a table with columns: Actions, Line, Product, and Description. The table contains one row: Line 1, Product AMT_PROJE29, Description Partic - CON - CCT. Below the table are buttons for 'Save', 'Return to Search', and 'Notify'. A red box highlights the 'Billing Plans' link in the 'Contract Lines' section. A red arrow points from this link to the 'Plan' field in the 'Contract Lines to be Assigned / Unassigned' table, which contains the value 'B101'. The 'Assign Billing Plan' page also shows a table with columns: Line, Product, Line Description, Billing Amount, Price Type, Plan, Plan Description, Billing Method, and Status. The table contains one row: Line 1, Product AMT_PROJE29, Line Description Partic - CON - CCT - Bristol, Billing Amount 60,000.00, Price Type Amount, Plan B101, Plan Description Amount Based - Milestone, Billing Method Milestone, and Status Pending. Below the table are buttons for 'Select All', 'Clear All', 'Assign', and 'Unassign'. The 'Assign' button is highlighted. The 'Unassign' button is also visible. The page footer includes a 'Return to General Information' link and 'Return to Search' and 'Notify' buttons.



Billing Plan (continued)

The **Billing Plan General** tab displays.

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

Billing Plan General

Billing Plan Lines

Events

Tax Parameters

History

Contract 0000001999

BI Unit 50100

Sold To Customer 0000000001

PIEDMONT CONCRETE CONTRACTORS INC.

Bill To 0000000001

PIEDMONT CONCRETE CONTRACTORS INC.

Billing Plan ◀ B101 ▶

Amount Based - Milestone

Currency USD

Description Amount Based - Milestone

*Billing Status Pending ▾

Billing Method Milestone ▾

☒ Ready at Activation

Customer Information

Amount Detail

BI Unit 50100 🔍

VA Dept of Transportation

*Bill To Customer 0000000001 🔍

PIEDMONT CONCRETE CONTRACTORS INC.

Addr Num 1 🔍

Bill To Contact 🔍

Billing Options

Bill Type CCT 🔍

☒ Pre Approved

Bill Source PROJE 🔍

☐ Direct Invoice

Summarization Template ID VDOT_OTHER 🔍

VDOT Other

Billing Header Note Internal Notes Preview Summarization Template

Billing Default Overrides

Invoice Form LANDSCAPE 🔍

Cycle ID MONTHLY 🔍

View Customer Defaults

Bill By ID PC_OTHER 🔍

Non-Federal Project

Payment Method ▾

Payment Terms 🔍

Billing Inquiry 🔍

Billing Specialist 🔍

Return to Assign Billing Plan

Save

Return to Search

Notify

Add

Update/Display

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



Billing Plan (continued)

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

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

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

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

Contract 0000001999
Sold To Customer 0000000001
Billing Plan B101

PIEDMONT CONCRETE CONTRACTORS INC.
Amount Based - Milestone

BI Unit 50100
Bill To 0000000001
Currency USD

PIEDMONT CONCRETE CONTRACTORS INC.

Description Amount Based - Milestone
Billing Method Milestone

*Billing Status Pending
☒ Ready at Activation

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

Amount Detail	
Billing Amount	50,000.00
Total Amount	50,000.00
Total Billing History	0.00
Events Billed To Date	0.00

Billing Options

Bill Type CCT
Bill Source PROJE
Summarization Template ID VDOT_OTHER

☒ Pre Approved
☐ Direct Invoice
VDOT Other

Billing Header Note Internal Notes Preview Summarization Template

Billing Default Overrides

Invoice Form LANDSCAPE
Cycle ID MONTHLY
Bill By ID PC_OTHER

Payment Method
Payment Terms
Billing Inquiry
Billing Specialist

View Customer Defaults
Non-Federal Project

Return to Assign Billing Plan

Save Return to Search Notify Add Update/Display

Billing Plan General | Events | History



Billing Plan (continued)

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

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

Billing Plan General | Events | History

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

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

Customer Information

BI Unit 50100 VA Dept of Transportation
*Bill To Customer 0000000001 PIEDMONT CONCRETE CONTRACTORS INC.
Addr Num 1 Bill To Contact

Billing Options

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

Billing Default Overrides

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

Return to Assign Billing Plan

Save Return to Search Notify Add Update/Display

Billing Plan General | Events | History



Billing Plan - Set Up Events

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

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

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

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

Favorites

Main Menu

Customer Contracts

Create and Amend

General Information

Assign Billing Plan

Define Billing Plan

Billing Plan General

Events

History

Contract 0000001999

BI Unit 50100

Sold To Customer 0000000001

PIEDMONT CONCRETE CONTRACTORS INC.

Bill To 0000000001

PIEDMONT CONCRETE CONTRACTORS INC.

Billing Plan B101

Amount Based - Milestone

Currency USD

Define Events

Percent

Amount

Add Milestone

Amount Detail

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

Event Detail

Personalize | Find |

First 1-2 of 2 Last

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

Return to Assign Billing Plan

Save

Return to Search

Notify

Add

Update/Display

Billing Plan General | Events | History



Billing Plan - Set Up Events (continued)

Event Detail Section:

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

Favorites ▾

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

Billing Plan General

Events

History

Contract 0000001999

BI Unit 50100

Sold To Customer 0000000001

PIEDMONT CONCRETE CONTRACTORS INC.

Bill To 0000000001

PIEDMONT CONCRETE CONTRACTORS INC.

Billing Plan ◀ B101 ▶

Amount Based - Milestone

Currency USD

Define Events

☐ Percent

☒ Amount

Add Milestone

Amount Detail

Total Amount

50,000.00

Remaining Amount

0.00

Event Detail

Personalize | Find | First 1-2 of 2 Last

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

Return to General Information

Save

Return to Search

Notify

Add

Update/Display

Billing Plan General | Events | History



Billing Plan - Set Up Events (continued)

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

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

Billing Plan GeneralEventsHistory

Contract 0000001999
Sold To Customer 0000000001
Billing Plan ◀ B101 ▶

PIEDMONT CONCRETE CONTRACTORS INC.
Amount Based - Milestone

BI Unit 50100
Bill To 0000000001
Currency USD

PIEDMONT CONCRETE CONTRACTORS INC.

Define Events

☐ Percent
☒ Amount

Add Milestone

Amount Detail

Total Amount50,000.00

Remaining Amount0.00

Event Detail

Personalize | Find | First ◀ 1-2 of 2 ▶ Last

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

Return to General Information

Save Return to Search Notify

Add Update/Display

Billing Plan General | Events | History



Revenue Plan

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

To access the **Revenue Plan**:

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

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

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

New Window | Person

GeneralLines

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

Add Contract LinesAdd Default Kit

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

GeneralDetailBilling Amount DetailsRevenue Amount DetailsContract Liability

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

< >

Billing PlansRevenue PlansMilestonesRenewalsAmount AllocationSupplemental DataGo To More ▾

SaveReturn to SearchNotify

AddUpdate/Display

General | Lines



Revenue Plan (continued)

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

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

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

Revenue Plan

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

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

Define Events By
☒ Percent ☐ Amount ☐ Internal Notes
Add Milestone Calculate Amounts

Amount Detail

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

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

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

Return to General Information

Save Return to Search Notify Add Update/Display



Revenue Plan

Define Events By section:

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

Event Detail Section:

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

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

Revenue Plan

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

Description: Amount Based - Milestone *Plan Status: Ready

Recognition Method: Milestone

Define Events By: ☐ Percent ☒ Amount

Amount Detail:

Total Amount	50,000.00
Remaining Amount	0.00

Event Detail:

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

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



Revenue Plan (continued)

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

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

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

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

Revenue Plan

Revenue Plan

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

Description Amount Based - Milestone

*Plan Status Ready ▾ Actions

Recognition Method Milestone☐ Hold

Define Events By

☐ Percent
☒ Amount
Internal Notes Preview Revenue
Add Milestone

Amount Detail

Total Amount 50,000.00
Remaining Amount 0.00

Event Detail

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

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

Return to General Information

Save Return to Search Notify

Add Update/Display



Activating a Contract (continued)

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

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

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

Contract Number: 0000001999

Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.

*Contract Status: PENDING

Add to My Contracts

Look Up Contract Status

SetID: 50100

Contract Status: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-7 of 7 Last

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

Other Information

Summary of Amounts

Billing Plans Revenue Plans Milestones

Save Return to Search Notify

General | Lines

Add Update/Display



Process Amount-Based Non-Federal Contracts

Send Billing Amount To Billing

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

Create Invoice in Billing

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

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



Accounting for Non-Federal Amount-Based Contracts

Send Revenue to GL

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

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

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



Closing a Contract

You should only close a contract after the contract has fulfilled the contract terms. When you initiate a change in the **Contract Status**, the system performs a series of checks to ensure that the contract meets all of the necessary criteria to move to the next status. If the contract meets all of the necessary criteria, the **Processing Status** can advance. Once the contract is **Closed**, it can no longer be used, amended, or reactivated. **Closed** contracts are removed from processing and views, but the historical contract data is still available for query.

To close an amount based contract follow these steps:

1. Set the **Billing Plan** to a **Billing Status** of **Completed**.
2. Set the **Revenue Plan** to a **Plan Status** of **Completed**.
3. Update the **Contract Status** to **Closed**.
4. Click **Save**. If active projects are associated with the contract, the system asks whether you still want to close the contract.

The screenshot shows the 'Create and Amend' contract screen with the 'General Information' tab selected. The contract number is 0000001999. The 'Contract Status' is currently 'PENDING'. A 'Look Up Contract Status' dialog box is open, displaying a table of search results. The 'CLOSED' status is highlighted in red in the dialog box. The 'Save' button is also highlighted in red at the bottom of the main screen.

Contract Number: 0000001999

Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.

*Contract Status: PENDING

Add to My Contracts

Look Up Contract Status

SetID: 50100

Contract Status: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-7 of 7 Last

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

Other Information

Summary of Amounts

Billing Plans Revenue Plans Milestones

Save Return to Search Notify

General | Lines



Closing Customer Contracts

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

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

- Search using **Business Unit**, **Contract**, and **Billing Plan** as search criteria.
- From the **Billing Plan Events** tab, delete the \$0 event.
- Click the **Save** button. The **Billing Status** will automatically update to **Completed**.

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

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

Contract 0000001900 BI Unit 50100
Sold To Customer 0000003442 DOMINION ENERGY Bill To 0000003442 DOMINION ENERGY
Billing Plan ◀ B101 ▶ Amount Based - Milestone Currency USD

Define Events

☐ Percent
☒ Amount
[Add Milestone](#)

Amount Detail

Total Amount	358,007.53
Remaining Amount	0.00

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

Event	Actions	Event Type	*Event Status	Event Date		Amount	
1	▼ Actions	Date	Completed	07/18/2018	Event Note	358,007.53	[+] [-]
2	▼ Actions	Date ▼	Pending ▼	08/18/2018 [?]	Event Note	0.00	[+] [-]

[Return to General Information](#)

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

Billing Plan General | Events | History

Closing Customer Contracts (continued)

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

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

- Search using **Business Unit** and **Contract** as search criteria.
- On the **Revenue Plan** page, delete the \$0 Revenue Event. The revenue **Plan Status** will automatically update to **Completed** during the nightly batch process.
- Click the **Save** button.
- On the next business day, verify the **Plan Status** has updated to **Completed**.

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

Revenue Plan

Contract 0000001900 Business Unit 50100 Currency USD
Sold To Customer 0000003442 DOMINION ENERGY GL Business Unit 50100
Revenue Plan R101 GL Currency USD

Description Amount Based - Milestone *Plan Status In Progress Actions

Recognition Method Milestone ☐ Hold

Define Events By

☐ Percent
☒ Amount
Internal Notes Preview Revenue
Add Milestone

Amount Detail

Total Amount	358,007.53
Remaining Amount	0.00

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

Event	Event Type	*Event Status	Accounting Date	Amount
1	Date	Completed	07/18/2018	358,007.53
2	Date	Pending	08/18/2018	0.00

Return to General Information

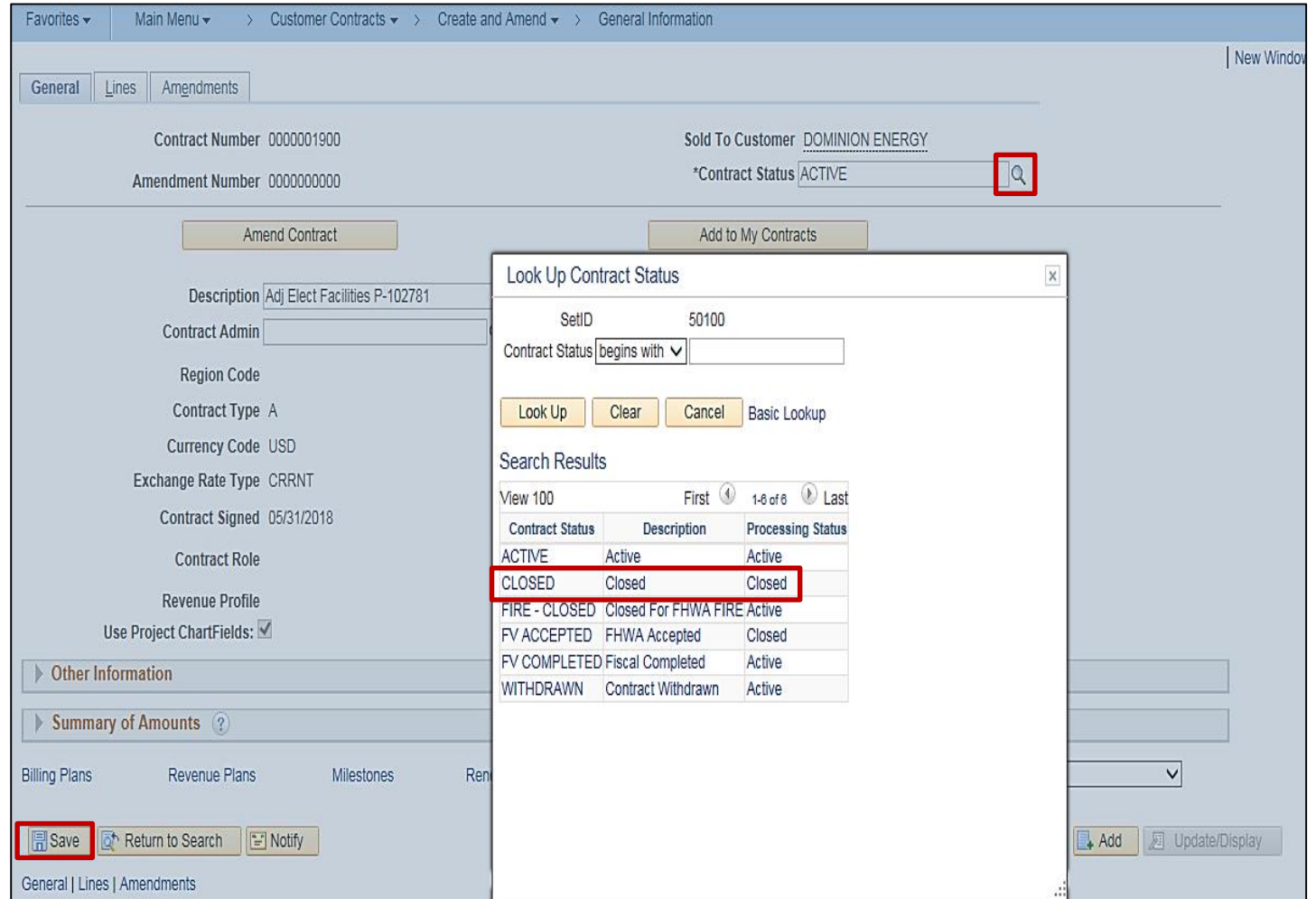
Save Return to Search Notify Add Update/Display

Closing Customer Contracts (continued)

After the **Billing** and **Revenue Plan** status have been set to **Completed**, set the **Contract Status** to **Closed** by navigate using the following path:

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

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



Look Up Contract Status

SetID 50100

Contract Status begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-6 of 6 Last

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

Save Return to Search Notify

General | Lines | Amendments



Lesson 6: Checkpoint

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

Answer the review question below:



1. What is the connection between **Revenue** & **Billing Plan** events for an amount based contract?



Lesson 6: Summary

6

Creating Non-Federal Amount-Based Customer Contract

In this lesson, you learned:

- Amount-based contracts facilitate billing with varying amounts.
- Creating an amount-based contract involves creating contract header, creating contract line, associating a project and activity, allocating amounts, setting up events, and activating the contract.
- For amount-based contracts, you need to allocate the total amount of the contract line for proper processing.



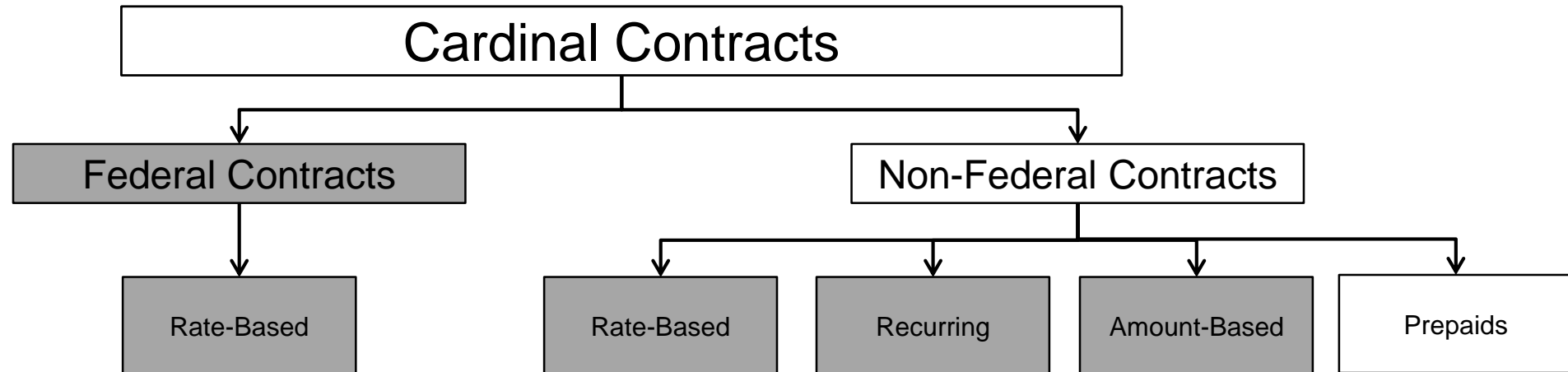
Lesson 7: Introduction

7

Non-Federal Prepaid

This lesson covers the following topics:

- Create a non-federal rate-based prepaid
- Create a non-federal amount-based prepaid





Non-Federal Prepaids

There are some agreements which require the customer to pay their portion of project costs in advance of work being initiated on the project. In these cases, the advance payment from the customer is considered a prepaid. There are two ways a contract can be set up to recognize the amount received in advance as expenses are incurred on the project or over a pre-defined schedule.

Rate Based Prepaid: A rate based prepaid allows the advance payment to be drawn down (utilized) as expenditures are incurred on the project and processed for billing. The revenue is recognized at the time the contract invoice is finalized in the billing module.

Amount Based Prepaid: The amount based prepaid allows you to recognize revenue for the advance payment in equal increments over a pre-defined schedule. This type of prepaid is created when a rate based contract cannot be set up to bill the customer.



Prepaid for Non-Federal Rate-Based Contract Line

From the **General Information** page **General** tab:

- Select the **Prepays** option using the drop-down arrow.

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

Related Content ▾ | New Window | Personalize Page

General | Lines

Contract Number 0000002000

Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.

*Contract Status PENDING 🔍

[Add to My Contracts](#)

Description Rate Based - Prepaid

Contract Admin 🔍

Region Code 🔍

Contract Type O 🔍

Currency Code USD

Exchange Rate Type CRRNT ▾

Contract Signed 10/03/2019 📅

Contract Role 🔍

Revenue Profile 🔍

Use Project ChartFields: ☒

Processing Status Pending

Amendment Status

Business Unit VA Dept of Transportation

Contract Classification Standard

Last Amended

Last Update Date/Time 10/03/2019 8:12:52AM

Last Update User ID SHELLY.PRYOR

Separate Fixed Billing and Revenue: ☐

Separate As Incurred Billing and Revenue: ☐

Other Information

Summary of Amounts ?

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

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

General | Lines

Go To

- Attachments
- Billing Options
- Conversations
- Internal Notes
- More**
- Payment Terms
- Prepays**
- Price Adjustments
- Progress Payments
- Revenue Forecast
- Sales Order
- Service Orders
- Sold To Address
- Support Teams
- View Forecast

[Update/Display](#)



Prepaid for Non-Federal Rate-Based Contract Line (continued)

The **Prepays** tab displays. The **Contract Prepaid Totals** section contains the following information:

- **Purchased Amount:** Displays the total prepaid amount for the contract.
- **Remaining Amount:** Displays the purchased amount less any utilized prepaid amounts that have been finalized in the Billing module.
- **Committed Amount:** Displays the utilized amount which has been send to Billing but the invoice has not yet been finalized. When a bill is finalized, the amount for that bill is removed from the **Committed Amount** and reduces the **Remaining Amount**.

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

Prepays | Audit History

Contract Number 0000002000 Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.
Contract Status PENDING

Contract Prepaid Totals

Purchased Amount	0.00
Remaining Amount	0.00
Committed Amount	0.00

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

General | Utilization | Initial Billing | Contract Liability Distribution

Actions	Status	Hold	Purchased Amount	Inclusive	Remaining Amount	Committed Amount	Expiration Date
▼ Actions	1 Pending ▼	<input type="checkbox"/>	0.00	<input checked="" type="checkbox"/>	0.00	0.00	<input type="text" value="31"/>

Go To: Billing Plans
Return to General Information

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

Prepays | Audit History



Prepaid for Non-Federal Rate-Based Contract Line (continued)

Prepays tab - **Prepaid for this Contract** section,
General tab:

- **Status:** Controls the actions you can perform and the processing that can occur against a prepaid amount:
- **Pending:** The **Status** defaults to **Pending**. All fields are fully editable. No processing occurs against a prepaid with a **Pending Status**. You can delete a **Pending** prepaid.
- **Ready:** Manually update the status to **Ready** after you have entered all information that is associated with the prepaid. After you update the status to **Ready**, the prepaid amount is eligible for initial billing. However, the amount will not be available for utilization until the day after the invoice for the initial billing has been finalized.
- **Completed:** The status can be updated to complete if there is no remaining amount and the contract is ready to be closed.
- **Cancelled:** You can manually change the status of a prepaid to **Cancelled**, if necessary.

Contract Number 0000002000 Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.
Contract Status PENDING

Contract Prepaid Totals	
Purchased Amount	0.00
Remaining Amount	0.00
Committed Amount	0.00

Prepays for this Contract Personalize | Find | 1 of 1 | Last

Actions	Status	Hold	Purchased Amount	Inclusive	Remaining Amount	Committed Amount	Expiration Date
▼ Actions	1 Pending	<input type="checkbox"/>	0.00	<input checked="" type="checkbox"/>	0.00	0.00	

Go To: Billing Plans
Return to General Information

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

Prepays | Audit History



Prepaid for Non-Federal Rate-Based Contract Line (continued)

Prepays Tab - Prepaid for this Contract Section, General tab continued:

- **Hold:** Select this check box to place a prepaid amount on **Hold**. When a prepaid amount is on **Hold**, no utilization processing occurs against that amount. Normally the **Billing Plan** for the rate based contract line is placed on **Hold** instead of selecting this checkbox.
- **Purchased Amount:** Enter the amount of the prepaid that was paid in advance by the customer.
- **Inclusive:** Deselect this check box. By deselecting this box you are telling Cardinal that this prepaid amount is not included in the total contract amount.
- **Expiration Date:** Enter an expiration date one year in the future for the prepaid. This field is for informational purposes only and will not impact processing. This date is normally populated as one year from the current date.

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

Prepays Audit History

Contract Number 0000002000 Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.
Contract Status PENDING

Contract Prepaid Totals	
Purchased Amount	0.00
Remaining Amount	0.00
Committed Amount	0.00

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

General Utilization Initial Billing Contract Liability Distribution

Actions	Status	Hold	Purchased Amount	Inclusive	Remaining Amount	Committed Amount	Expiration Date
▼ Actions	1 Pending	<input type="checkbox"/>	2,000.00	<input type="checkbox"/>	2,000.00	0.00	10/02/2020

Go To: Billing Plans
Return to General Information

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

Prepays | Audit History



Prepaid for Non-Federal Rate-Based Contract Line (continued)

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

Prepays Audit History

Contract Number 0000002000 Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.
Contract Status PENDING

Contract Prepaid Totals

Purchased Amount	0.00
Remaining Amount	0.00
Committed Amount	0.00

Prepays for this Contract Personalize | Find | [Icon] | [Icon] First 1 of 1 Last

General Utilization Initial Billing Contract Liability Distribution [Icon]

Actions	Status	Hold	Purchased Amount	Inclusive	Remaining Amount	Committed Amount	Expiration Date
▼ Actions	1 Pending ▾	<input type="checkbox"/>	2,000.00	<input type="checkbox"/>	2,000.00	0.00	10/02/2020 [Icon]

Go To: Billing Plans
Return to General Information

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

Prepays | Audit History



Prepaid for Non-Federal Rate-Based Contract Line (continued)

- Click the **Utilization** tab.

The **Utilization** tab displays:

- Use Sequence:** When there are multiple prepaid amounts, Cardinal uses this value to determine which prepaid amount to apply first. The system processes the prepaids in order of lowest to highest **Use Sequence** number. Additional prepaid sequences can be added by clicking on the + icon.
- Utilize Against all Lines:** This field should be left unchecked. Select this check box if the prepaid amount is to be applied against all rate-based contract lines on this contract.

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

Prepaids | Audit History

Contract Number 0000002000 Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.
Contract Status PENDING

Contract Prepaid Totals	
Purchased Amount	0.00
Remaining Amount	0.00
Committed Amount	0.00

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

General | **Utilization** | Initial Billing | Contract Liability Distribution

Actions	Use Sequence	Utilize Against all Lines	Contract Line Num	Utilization Descr for Billing	Utilization Criteria
▼ Actions	1	<input type="checkbox"/>			

Go To: Billing Plans
Return to General Information

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

Prepaids | Audit History



Prepaid for Non-Federal Rate-Based Contract Line (continued)

- **Contract Line Num:** Using the look up icon, select the contract line number you wish to apply this prepaid amount against. In most instances, this value will be '1'.
- **Utilization Descr for Billing:** Cardinal automatically populates this field when you click **Save**. The description is the prepaid **Use Sequence** number joined with the **Contract** number.
- Click the **Save** button. The **Utilization Descr for Billing** displays.
- Click the **Utilization Criteria** link.

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

Prepays | Audit History

Contract Number 0000002000 Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.
Contract Status PENDING

Contract Prepaid Totals	
Purchased Amount	2,000.00
Remaining Amount	2,000.00
Committed Amount	0.00

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

General | **Utilization** | Initial Billing | Contract Liability Distribution

Actions	Use Sequence	Utilize Against all Lines	Contract Line Num	Utilization Descr for Billing	
▼ Actions	1	<input type="checkbox"/>	1	PPD Bal#1 of Contr# 0000002000	Utilization Criteria

Go To: Billing Plans
Return to General Information

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

Prepays | Audit History



Prepaid for Non-Federal Rate-Based Contract Line (continued)

The **Utilization Criteria** page displays:

The **Balance Utilization Controls** section defines which transactions will draw down (utilize) the prepaid amount.

- The criteria values that default to this section should not be changed.
- As defined, Cardinal will utilize the prepaid balance for any **BIL** rows created for all project and activities associated to the rate based contract line.
- Click **Utilization History** tab.

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

Utilization Criteria

Utilization History

Contract 0000002000

Sold To Customer 0000000001

Contract Status PENDING

Customer Name PIEDMONT CONCRETE CONTRACTORS INC.

Prepaid Use Sequence 1

Utilization Description PPD Bal#1 of Contr# 0000002000

Expiration Date 10/02/20

Use only for Contract Line

Prepaid Sequence Totals

Purchased Amount	2,000.00
Remaining Amount	2,000.00
Committed Amount	0.00

Balance Utilization Controls - Use % for Wildcard

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

Line Num	PC Bus Unit	Project	Activity	Analysis Type	Source Type	Category	Subcategory
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Return to Prepays

Save

Return to Search

Notify

Previous tab

Next tab

Utilization Criteria | Utilization History



Review Utilization History

The **Utilization History** tab is used to view the utilization history for the prepaid amount.

- Click the **Previous Tab** button.
- The **Utilization Criteria** tab displays.
- Click the **Return to Prepays** link.

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

Utilization CriteriaUtilization History

Contract 0000002000

Sold To Customer 0000000001

Contract Status PENDING

Customer Name PIEDMONT CONCRETE CONTRACTORS INC.

Prepaid Use Sequence 1

Utilization Description PPD Bal#1 of Contr# 0000002000

Expiration Date 10/02/2020

Prepaid Sequence Totals

Purchased Amount	2,000.00
Remaining Amount	2,000.00
Committed Amount	

Utilization History

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

Project	Activity	Analysis Type	Amount	Currency

Save

Return to Search

Notify

Previous tab

Next tab

Utilization Criteria | Utilization History



Prepaid Billing Plan

Click the **Initial Billing** tab.

- **Billing Plan Template:** Select **PREPAID**. The billing plan template automates the creation of the prepaid billing plan.
- **Billing Plan Detail Template ID:** Select the **Billing Plan Detail Template ID** that has the Bill Type and Customer Type which corresponds with the contract line created.
- **Purchase Order (PO) Reference:** A purchase order number can be entered in the field. This field is not used in Cardinal.
- **Prepaid Tax Timing:** Defaults to **Tax on initial Bill**. Do not change.

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

Prepays | Audit History

Contract Number 0000002000 Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.
Contract Status PENDING

Contract Prepaid Totals	
Purchased Amount	2,000.00
Remaining Amount	2,000.00
Committed Amount	0.00

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

General | Utilization | **Initial Billing** | Contract Liability Distribution

Billing Plan Template	Bill Plan Detail Template ID	Purchase Order Reference	Prepaid Tax Timing
PREPAID	MG&SE_CCT		Tax on Initial Bill ▾

Go To: Billing Plans
Return to General Information

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

Prepays | Audit History



Prepaid Billing Plan (continued)

Favorites ▾

Main Menu ▾

>

Customer Contracts ▾

>

Create and Amend ▾

>

General Information

>

Prepaid Balances

Prepays

Audit History

Contract Number

0000002000

Sold To Customer

PIEDMONT CONCRETE CONTRACTORS INC.

Contract Status

PENDING

Contract Prepaid Totals

Purchased Amount	2,000.00
Remaining Amount	2,000.00
Committed Amount	0.00

Prepays for this Contract

Personalize | Find | First ◀ 1 of 1 ▶ Last

General

Utilization

Initial Billing

Contract Liability Distribution

Actions	Billing Plan Template	Bill Plan Detail Template ID	Purchase Order Reference	Prepaid Tax Timing
▼ Actions	PREPAID	MG&SE_CCT		Tax on Initial Bill ▼

< >

Go To:

Billing Plans

Return to General Information

Save

Return to Search

Notify

Previous tab

Next tab

Add

Update/Display

Prepays | Audit History



Adding Prepaid Contract Liability Distribution

Click the **Contract Liability Distribution** tab.

The **Contract Liability Distribution** must be defined. This controls the ChartFields which will be populated when booking the prepayment.

- **Distribution Code:** Select a **Contract Liability Distribution** code using the look up icon. The **Distribution Code**, automatically populates the **Account**, **Fund** and **Department** values. Select the **Distribution Code** which has the **Fund** and Customer type used on the **Contract Line** (ex: Construction Fund, Town of Emporia select **ADVANADCN_Prepaid – CON_CCT.**)

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

Prepaids | Audit History

Contract Number 0000002000 Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.
Contract Status PENDING

Contract Prepaid Totals	
Purchased Amount	2,000.00
Remaining Amount	2,000.00
Committed Amount	0.00

Prepaids for this Contract

Personalize | Find | [Icons] First 1 of 1 Last

Actions	GL Unit	Distribution Code	Account	Fund	Program	Department	Cost Center	Task	FIP
▼ Actions	50100	ADVANADCN	24042011	04720		99999			

Go To: Billing Plans
Return to General Information

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

Prepaids | Audit History



Adding Prepaid Contract Liability Distribution

Scroll to the right and enter the following:

- **PC Business Unit:** 50100
- **Project:** Enter the same **Project ID** that was used when the contract line was created. Once you enter the **Project**, the **Distribution Code** disappears but the ChartFields remain.
- **Activity:** add the same activity used when adding the contract line. The activity must be active in order for the distribution to save.
- Click the **General** tab.

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

Prepays | Audit History

Contract Number 0000002000 Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.
Contract Status PENDING

Contract Prepaid Totals	
Purchased Amount	2,000.00
Remaining Amount	2,000.00
Committed Amount	0.00

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

General | Utilization | Initial Billing | Contract Liability Distribution

Actions	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	Activity	Source Type
▼ Actions	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	50100	0000100001	612	<input type="text"/>

Go To: Billing Plans
Return to General Information

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

Prepays | Audit History




Adding Prepaid Contract Liability Distribution



- Change the prepaid **Status** to **Ready**. The Initial Billing for the Prepaid will be processed once the contract status is **Active** and the Prepaid status is **Ready**.
- Click the **Save** button.


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

Prepays | Audit History

Contract Number 0000002000  Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.
Contract Status PENDING








Contract Prepaid Totals	
Purchased Amount	2,000.00
Remaining Amount	2,000.00
Committed Amount	0.00

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

General | Utilization | Initial Billing | Contract Liability Distribution 

Actions	Status	Hold	Purchased Amount	Inclusive	Remaining Amount	Committed Amount	Expiration Date
▼ Actions	Ready ▾	<input type="checkbox"/>	2,000.00	<input type="checkbox"/>	2,000.00	0.00	10/02/2020

Go To: Billing Plans
[Return to General Information](#)

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

Prepays | Audit History



Accounting for Rate-Based Prepaid Contracts

Event	Journal Prefix	Debit	Credit
Initial Prepaid Invoice Finalized	BI	Accounts Receivable	Contract Liability
Cash Received	AR	Cash	Accounts Receivable
Cost Invoice Finalized	CA	Contract Liability	Contract Asset
	CAREV	Contract Asset	Revenue

Once you establish the prepaid for the contract, the initial prepaid is processed during nightly batch and a invoice is created in the Billing Module. This invoice is finalized and an item is created during batch processing in the Accounts Receivable Module. Once the item has been created, the cash received from the customer can be applied to the item as a payment.

The **Bill Plan** for the rate based contract line must be placed on hold until the item created from the initial prepaid has been fully processed in Accounts Receivable. Placing the **Bill Plan** on hold prevents costs from being priced and billable rows sent to Billing before the Initial prepaid Bill Plan is completed. The hold can be removed the day after the item for the initial prepaid is closed.

As project transactions are processed against the contract, the transaction amounts draw down the Prepaid Balance accordingly and are pushed to billing for processing. These invoices are finalized by the system once every month.

You can change an initial prepaid amount after it is processed by creating and processing an amendment. One example of this, is when a prepaid amount is reduced down to the unused prepaid balance.



Reviewing Prepaid Balances

After the Initial Prepaid item has been closed in Accounts Receivable, navigate back to the **Prepays** tab. From here you can review prepaid remaining balances.

- The **Remaining Amount** is now populated. In this scenario, there is no remaining amount for the prepaid.

To continue reviewing prepaid balances:

- Click the **Initial Billing** tab.

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

Prepays | Audit History | Amendments

Contract Number 0000000001 Sold To Customer WISE COUNTY
Amendment Number 0000000000 Contract Status ACTIVE

Contract Prepaid Totals

Purchased Amount	1,606.89
Remaining Amount	0.00
Committed Amount	0.00

Amend Contract

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

General | Utilization | **Initial Billing** | Contract Liability Distribution

Actions	Status	Hold	Purchased Amount	Remaining Amount	Committed Amount	Expiration Date	Depleted Dat
▼ Actions	1 Ready ▾	<input type="checkbox"/>	1,606.89	0.00	0.00		

Go To: Billing Plans
Return to General Information

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

Prepays | Audit History | Amendments

Reviewing Prepaid Balances (continued)

The Initial Billing tab displays:

- The **Billing Plan Status** is automatically updated to **Completed** during nightly batch after the Initial prepaid invoice is finalized.
- Click the **Billing Plan Status** link.

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



Prepays Audit History Amendments


Contract Number 0000000001 Sold To Customer WISE COUNTY
Amendment Number 0000000000 Contract Status ACTIVE

Contract Prepaid Totals

Purchased Amount	1,606.89
Remaining Amount	0.00
Committed Amount	0.00

Amend Contract

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

General Utilization **Initial Billing** Deferred Revenue Distribution 

Billing Plan	Description	Billing Plan Status	Billing Plan Template	Bill Plan Detail Template ID	Purchase Order Reference	Prepaid
1 B102	Prepaid - Immediate	Completed	PREPAID	COAL_CCT	<input type="text"/>	Tax on

Go To: Billing Plans
Return to General Information

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

Prepays | Audit History | Amendments



Reviewing Prepaid Balances (continued)

The **Billing Plan General** page displays:

- **Billing Status:** Cancelled, Pending, Ready, Completed
- **Billing Amount:** The sum of the Prepaid amounts.
- **Total Amount:** The sum of the assigned line's net amount.
- **Total Billing History:** Displays the sum of all of the amounts.

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

Billing Plan General | History

Contract 0000000001
Sold To Customer 0000003006 WISE COUNTY
Billing Plan B102 Prepaid - Immediate
BI Unit 50100
Bill To 0000003006 WISE COUNTY
Currency USD

Description: Prepaid - Immediate
Billing Method: Immediate

***Billing Status:** Completed Actions Cancel

Customer Information	
BI Unit	50100
*Bill To Customer	0000003006
Addr Num	1
Bill To Contact	
VA Dept of Transportation WISE COUNTY	

Amount Detail	
Billing Amount	1,606.89
Total Amount	1,606.89
Total Billing History	1,606.89

Billing Options

Bill Type: CCT ☒ Pre Approved
Bill Source: COAL ☐ Direct Invoice
Summarization Template ID: VDOT_OTHER VDOT Other
Billing Header Note Internal Notes Preview Summarization Template

Billing Default Overrides

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

Return to Prepaid Balances

Save Return to Search Notify Add Update/Display

Billing Plan General | History



Reviewing Prepaid Balances (continued)

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

Billing Plan GeneralHistory

Contract0000000001

BI Unit50100

Sold To Customer0000003006WISE COUNTY

Bill To0000003006WISE COUNTY

Billing Plan◀ B102 ▶Prepaid - Immediate

CurrencyUSD

DescriptionPrepaid - Immediate

Billing MethodImmediate ▾

*Billing StatusCompleted ▾

Actions

Cancel

Customer Information

BI Unit50100

VA Dept of Transportation

*Bill To Customer0000003006

WISE COUNTY

Addr Num1

Bill To Contact

Billing Options

Bill TypeCCT

Bill SourceCOAL

Summarization Template IDVDOT_OTHER

Billing Header NoteInternal Notes

☒ Pre Approved

☐ Direct Invoice

VDOT Other

Preview Summarization Template

Billing Default Overrides

Invoice FormLANDSCAPE

Cycle IDMONTHLY

Bill By IDPC_OTHER

Payment Method▾

Payment Terms

Billing Inquiry

Billing Specialist

View Customer Defaults

Non-Federal Project

Amount Detail

Billing Amount	1,606.89
Total Amount	1,606.89
Total Billing History	1,606.89

Return to Prepaid Balances

SaveReturn to SearchNotify

AddUpdate/Display

Billing Plan General | History



Prepaid Amount-Based Contract Header

To create an Amount-Based Prepaid Contract, complete the **General** tab the same way you would for an Amount-Based contract. (see Lesson 6 of this course)

Favorites

Main Menu

Customer Contracts

Create and Amend

General Information

New Window

General

Lines

Contract Number0000002001

Sold To CustomerPIEDMONT CONCRETE CONTRACTORS INC.

*Contract StatusPENDING

Copy From Contract

Add to My Contracts

DescriptionLocal - Prepaid Amount Based

Contract Admin

Region Code

Contract TypeO

Currency CodeUSD

Exchange Rate TypeCRRNT

Contract Signed09/01/2019

Contract Role

Revenue Profile

Use Project ChartFields: ☒

Processing StatusPending

Amendment Status

Business UnitVA Dept of Transportation

Contract ClassificationStandard

Last Amended

Last Update Date/Time10/03/2019 11:32:59AM

Last Update User IDSHELLY.PRYOR

Separate Fixed Billing and Revenue: ☐

Separate As Incurred Billing and Revenue: ☐

Other Information

☐ Template Contract

☐ Master Contract

☐ Legal Review Complete

☐ Credit Check Complete

☐ Contains Cotermination Lines

Parent Contract

Master Contract

Legal EntitySTATE

Purchase Order

Proposal ID

Federal Region Code03

Summary of Amounts

Billing Amounts

Revenue Amounts

Fixed Billing	5,000.00	Fixed Revenue	5,000.00
Discounts/Surcharges	0.00	Discounts/Surcharges	0.00
Non-inclusive Prepays	0.00	Non inclusive Prepays	0.00
Subtotal	5,000.00	Subtotal	5,000.00
As Incurred Billing Limits (Less Prepaid)	0.00	As Incurred Revenue Limits (Less Prepaid)	0.00
Recurring Billing	0.00	Recurring Revenue	0.00
Total	5,000.00	Total	5,000.00

* Fixed Billing Allocation Not Complete

* Fixed Revenue Allocation Not Complete

Billing Plans

Revenue Plans

Milestones

Renewals

Amount Allocation

Supplemental Data

Go ToMore

Save

Notify

Add

Update/Display

General | Lines



Prepaid Amount-Based Contract Line

To select the appropriate **Product** for the **Amount Based** Prepaid, enter the prefix of **DEF (Deferred)** in the **Product Group** field and **Amount** in the **Price Type** field. Click the **Search** button.

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

General Information

Add Contract Lines

Search ?

Product Group DEF_CONCCT

Product

Product Description

Price Type Amount

Physical Nature

Search

☐ Product Kits

☐ Renewable

Create Adhoc Product

Return to Contract Lines



Creating a Prepaid Contract Line and Selecting the Revenue Plan

- Select the check box next to the product that should be used to create the contract line.
- **Start Date:** Enter a **Start Date** for the contract line. The value that you enter appears on the **Contract - Lines** page.
- **End Date:** This field is left blank.
- **Quantity:** This field defaults and should not be changed.
- **UOM:** Unit of measure associated with the product, if any. This field defaults and should not be changed.

General Information

Add Contract Lines

Search ?

Product Group: DEF_CONCCT
Product:
Product Description:
Price Type: Amount
Physical Nature:
Search

Product Kits
Renewable

Search Results ?

General | Templates

Personalize | Find | View All | First 1-25 of 27 Last

	Product	Description	Price Type	Physical Nature	Product Kit	*Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
<input checked="" type="checkbox"/>	DEF_PROJE29	Partic Advance-CON-CCT-Bristol	Amount	Goods	N	None	09/01/2019		N		1.0000	
<input type="checkbox"/>	2 DEF_PROJE30	Partic Advance-CON-CCT-Salem	Amount	Goods	N	None			N		1.0000	



Creating a Prepaid Contract Line and Selecting the Revenue Plan

After you have selected the appropriate **Product** and entered your **Start Date**, you need to select the **Revenue Plan** with the apportionment schedule that matches the contract terms.

Click the **Templates** tab:

- Click the **Revenue Plan** look-up icon for the Product you selected.
- Select the **Revenue Plan Template** that has the needed apportionment schedule. Ex: **Apportionment-12** recognizes revenue over 12 months.

The screenshot shows the 'Add Contract Lines' window with the 'General Information' tab selected. The 'Search' section contains fields for Product Group (DEF_CONCCT), Product, Product Description, Price Type (Amount), and Physical Nature. The 'Search Results' section shows a table with columns: Product, Revenue Plan, Billing Plan, and a search icon. The 'Templates' tab is selected, and the first row is highlighted. A 'Look Up Revenue Plan' dialog box is open, showing a table of revenue plan templates. The first row in the dialog is highlighted.

SetID	Revenue Plan Template	Plan Method	Description
50100	APPORT_12	Apportion	Apportionment - 12
50100	APPORT_120	Apportion	Apportionment - 120
50100	APPORT_180	Apportion	Apportionment - 180
50100	APPORT_24	Apportion	Apportionment - 24
50100	APPORT_36	Apportion	Apportionment - 36
50100	APPORT_4	Apportion	Apportionment - 4
50100	APPORT_48	Apportion	Apportionment - 48
50100	APPORT_60	Apportion	Apportionment - 60
50100	MILESTONE	Milestone	Amount Based - Milestone
50100	RATE	As Incurr	As Incurred - Rate Based



Creating a Prepaid Contract Line and Selecting the Revenue Plan

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

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

General Information

Add Contract Lines

Search ⓘ

Product Group: DEF_CONCCT

Product:

Product Description:

Price Type: Amount

Physical Nature:

☐ Product Kits

☐ Renewable

Search

Search Results ⓘ

Personalize | Find | View All | 1-25 of 27 | First | Last

	Product	Revenue Plan	Billing Plan	Billing Plan Detail	Renewal Plan
<input checked="" type="checkbox"/>	1 DEF_PROJE29	APPORT_12	PREPAID	PROJE_CCT	
<input type="checkbox"/>	2 DEF_PROJE30	APPORT_60	PREPAID	PROJE_CCT	
<input type="checkbox"/>	3 DEF_PROJE31	APPORT_60	PREPAID	PROJE_CCT	
<input type="checkbox"/>	4 DEF_PROJE32	APPORT_60	PREPAID	PROJE_CCT	
<input type="checkbox"/>	5 DEF_PROJE33	APPORT_60	PREPAID	PROJE_CCT	
<input type="checkbox"/>	13 DEF_PROJE70	APPORT_60	PREPAID	PROJE_CCT	
<input type="checkbox"/>	14 DEF_PROJE71	APPORT_60	PREPAID	PROJE_CCT	
<input type="checkbox"/>	15 DEF_PROJE72	APPORT_60	PREPAID	PROJE_CCT	

☒ Select All ☐ Clear All

Create Plans from Template

☒ Billing Plans

☒ Revenue Plans

☒ Renewal Plans

Combine Like Templates

☒ Billing Plans

☒ Revenue Plans

Add Contract Lines

Create Adhoc Product

Return to Contract Lines



Associating the Project and Activity on the Amount-Based Prepaid Contract Line

Click the **Save** button. Saving the contract line, defaults the contract line **Billing** and **Revenue Plans** based on the **Product**.

Next the project and activity must be added to the contract line. On the **Detail** tab under the **Contract Lines** section, click the **Contract Terms** link.

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

GeneralLines

Contract Number 0000002001

Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.

Contract 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 DetailsContract Liability

Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
▼ Actions		1 DEF_PROJE29	Partic Advance-CON-	Amount	Pending	Pending	Contract Terms	Distribution	Internal Notes	PIEDMONT CONCRETE CONTRACTORS INC.

< >

Billing PlansRevenue PlansMilestonesRenewalsAmount AllocationSupplemental DataGo To More ▾

SaveReturn to SearchNotify

AddUpdate/Display

General | Lines

207



Associating Project and Activity on the Amount-Based Prepaid Contract Line (continued)

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

To associate a **Project and Activity**:

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

Related Content ▾ | New Window | Pers

Related Projects

Contract Number 0000002001 Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.
Amendment Number Contract Status PENDING

Contract Line ◀ 1 ▶ Price Type Amount
Product DEF_PROJE29
Description Partic Advance-CON-CCT-Bristol

PC Business Unit 50100

Associated Projects & Activities Personalize 1st 1 of 1 Last

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

Create Project Create Activity

Return to General Information

Amount Allocation

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



Updating the Amount-Based Prepaid Line's Accounting Distribution

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

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

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

Contract Number 0000002001

Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.

Contract Status PENDING

Add Contract Lines Add Default Kit

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

Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
▼ Actions	1	DEF_PROJE29	Partic Advance-CON	Amount	Pending	Pending	Contract Terms	Distribution	Internal Notes	PIEDMONT CONCRETE CONTRACTORS INC.

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

Save Return to Search Notify Add Update/Display

General | Lines



Updating the Amount-Based Prepaid Line's Accounting Distribution (continued)

- The **Fund** and **Department** must match on the **Revenue**, **Contract Liability**, and **Contract Asset** distribution lines. You will need to make adjustments, if necessary.
- Click the **Correct History** button.
- Update the **Fund** and/or **Department** values as appropriate.
- Click the scrollbars to scroll right.

Accounting Distribution

PIEDMONT CONCRETE CONTRACTORS INC.

Contract 0000002001 Line Num 1 Description Partic Advance-CON-CCT-Bristol

Billing Amount 0.00 Revenue Amount 0.00 Unit 50100 Currency USD

Accounting Distributions Find | View All First 1 of 1 Last

*Effective Date 09/01/2019 Define Distributions By Percent Amount Calculate Amounts

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

	GL Unit	Distribution Code	Account	Fund	Program	Department	Cost Center	Task	FIPS	As
0.00	50100	PROJEPRO01	40042011	04720		11000				

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

	GL Unit	Distribution Code	Account	Fund	Program	Department	Cost Center	Task	FIPS	
0.00	50100		24042011	04720		11000				

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

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

Return to General Information

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



Updating the Amount-Based Prepaid Line's Accounting Distribution (continued)

Scroll to the right and enter the following:

- **PC Business Unit: 50100**
- **Project:** Enter the same **Project ID** that was used when the contract line was created.
- **Activity:** Add the same activity used when adding the contract line. The activity must be active in order for the distribution to save.
- Click the **Save** button.

Accounting Distribution

PIEDMONT CONCRETE CONTRACTORS INC.

Contract 0000002001 Line Num 1 Description Partic Advance-CON-CCT-Bristol

Billing Amount 0.00 Revenue Amount 0.00 Unit 50100 Currency USD

Accounting Distributions Find | View All First 1 of 1 Last

*Effective Date 09/01/2019 Define Distributions By ☒ Percent ☐ Amount Calculate Amounts

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

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

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

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

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

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

Return to General Information

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

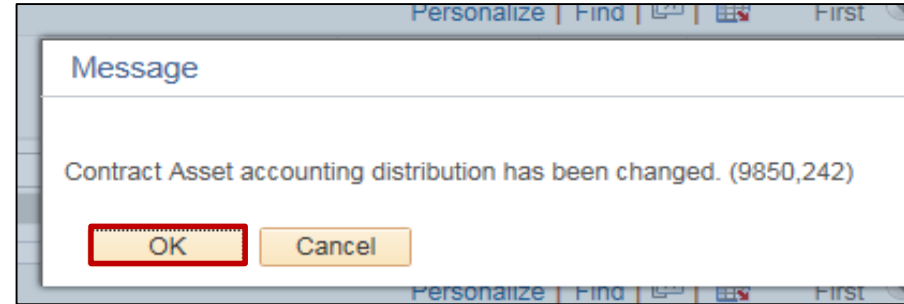


Updating the Amount-Based Prepaid Line's Accounting Distribution (continued)

After you click the **Save** button, a message displays indicating **Contract Asset accounting distribution has been changed**.

- Click the **OK** button
- Scroll to the right to ensure all distributions are now **Valid**.
- Click the **Return to General Information** link.

Note: Unlike a regular amount-based contract line, an amount-based prepaid contract line has the additional **Contract Liability** distribution line.



Accounting Distribution

PIEDMONT CONCRETE CONTRACTORS INC.

Contract 0000002001 Line Num 1 Description Partic Advance-CON-CCT-Bristol

Billing Amount 5,000.00 Revenue Amount 5,000.00 Unit 50100 Currency USD

Accounting Distributions

*Effective Date 09/01/2019

Define Distributions By
☒ Percent ☐ Amount Calculate Amounts

Revenue	Activity	Source Type	Category	Subcategory	Affiliate	Fund Affiliate	Stat	Valid
001	612							<input checked="" type="checkbox"/>

Contract Liability	Activity	Source Type	Category	Subcategory	Affiliate	Fund Affiliate	Stat	Valid
01	612							<input checked="" type="checkbox"/>

Contract Asset	Project	Activity	Source Type	Category	Subcategory	Affiliate	Fund Affiliate	Stat	Valid
	0000100001	612							<input checked="" type="checkbox"/>

Return to General Information

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



Amount – Based Prepaid Line's Amount Allocation

After you define your amount-based contract and add the products that make up your contract, the next step is to allocate the contract's **Fixed Billing** amount, i.e., prepaid amount.

A contract cannot be set to an **Active Processing Status** until the **Fixed Billing** has been allocated 100 percent and the **Allocation** option has been set to **Complete**.

Click the **Amount Allocation** link.

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

New Window | Personalize

General | Lines

Contract Number 0000002001

Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.

Contract Status PENDING

Add Contract LinesAdd Default Kit

Contract Lines ?

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

First 1 of 1 Last

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

Actions	Line	Product	Description	Price Type	Standalone Sale	Bundle	Start Date	End Date	*Status	Supplemental Data
▼ Actions	1	DEF_PROJE29	Partic Advance-CON-	Amount	<input type="checkbox"/>		09/01/2019		Active ▾	Supplemental Data

Billing PlansRevenue PlansMilestonesRenewalsAmount AllocationSupplemental DataGo To More ▾

SaveReturn to SearchNotifyAddUpdate/Display

General | Lines



Amount – Based Prepaid Line's Amount Allocation (continued)

On the **Amount Allocation** page,
Billing Allocation tab:

- **Total Billing** and **Fixed Billing**: should be prepopulated with the **Fixed Billing** amount you entered on the **General Information** page. If not enter the appropriate amount.
- In the **Contract Line Pricing** section enter the **Fixed Billing** amount in the **Billing Amount** field.

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

Contract 0000001909 Sold To Customer 0000000001 PIEDMONT CONCRETE CONTRACTORS INC.
Business Unit 50100 Currency USD Contract Admin

Billing Allocation

Contract Billing ?

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

Fixed Billing ?

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

Recalculate

Contract Line Pricing ?

Personalize | Find | First 1 of 1 Last

Retrieve Billing Price	Line	Product	Bundle	Price Type	Quantity	Extended Price	Billing Amount	Billing Discounts/Surcharges	Net Billing	Simulate Billing Pricing	Actions
<input type="checkbox"/>	1	DEF_PROJE29		Amount	1.0000	0.00	50,000.00	0.00	0.00	Simulate Billing Pricing	Actions

☒ Select All ☐ Clear All Recalculate

Line Totals ?

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

Prepays
Return to General Information

Save Return to Search Notify



Amount – Based Prepaid Line's Amount Allocation (continued)

- **Recalculate:** Use this button to allocate the Billing Amount. This process updates the **Allocation** field from **Incomplete** to **Complete**.
- Click the **Save** button.
- Click the **Return to General Information** link to return to the **General Information Lines** tab.

Navigation: Favorites ▾ Main Menu ▾ > Customer Contracts ▾ > Create and Amend ▾ > General Information > Amount Allocation | New Window | Personalize Page |

Billing Allocation

Contract 0000002001 Sold To Customer 0000000001 PIEDMONT CONCRETE CONTRACTORS INC.
Business Unit 50100 Currency USD Contract Admin

Contract Billing ?

Total Billing	5,000.00	Unallocated Billing	0.00
---------------	----------	---------------------	------

▼ **Fixed Billing** ?

Fixed Billing	5,000.00	Unallocated Fixed Billing	0.00
Billing Discounts/Surcharges	0.00	Inclusive Prepays	0.00
Net Fixed Billing	5,000.00	Allocation	Complete ▾

Recalculate

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

Retrieve Billing Price	Line	Product	Bundle	Price Type	Quantity	Extended Price	Billing Amount	Billing Discounts/Surcharges	Net Billing	Simulate Billing Pricing	Actions
<input type="checkbox"/>	1	DEF_PROJE29		Amount	1.0000	0.00	5,000.00	0.00	5,000.00	Simulate Billing Pricing	▼ Actions

☒ Select All ☐ Clear All **Recalculate**

Line Totals ?

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

Prepays

Return to General Information

Save Return to Search Notify



Prepaid Line's Billing Plan

To access the Billing Plan:

- On the **Lines** tab, click the **Billing Plans** link at the bottom of the page.
- The **Assign Billing Plan** page opens.
- Click the **Plan** link.

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

New Window | Person

GeneralLines

Contract Number 0000002001

Add Contract Lines

Contract Lines ?

GeneralDetailBilling Amount DetailsRevenue Amount Details

Actions	Line	Product	Description
▼ Actions	1	DEF_PROJE29	Partic Advance-CON

Billing Plans

Revenue PlansMilestones

Save

Return to Search

Notify

General | Lines

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

New Window | Personalize Page |

Assign Billing Plan

Contract 0000002001Local - Prepaid Amount Based

Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.

Contract Lines to be Assigned / Unassigned

Line	Product	Line Description	Billing Amount	Price Type	Plan	Plan Description	Billing Method	Status	
<input type="checkbox"/>	1	DEF_PROJE29	Partic Advance-CON-CCT-Bristol	5,000.00	Amount	B101	Prepaid - Immediate	Immediate	Pending

☒ Select All☐ Clear All

Bill Plan to Assign / Unassign

Billing PlanNEXT

Billing Plan Template

Billing Method

Bill Plan Detail Template ID

Description

Assign

Assign selected Lines/Sequences to Billing Plan

Unassign

Unassign selected Lines/Sequences from Billing Plan

Return to General Information

Return to Search

Notify



Prepaid Line's Billing Plan

The **Billing Plan General** tab displays:

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

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

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

Billing Plan General | History

Contract 0000002001 BI Unit 50100
Sold To Customer 0000000001 Piedmont Concrete Contractors Inc. Bill To 0000000001 Piedmont Concrete Contractors Inc.
Billing Plan ◀ B101 ▶ Prepaid - Immediate Currency USD

Description: Prepaid - Immediate *Billing Status: Pending ☒ Ready at Activation
Billing Method: Immediate

Customer Information

BI Unit: 50100 VA Dept of Transportation
*Bill To Customer: 0000000001 Piedmont Concrete Contractors Inc.
Addr Num: 1 Bill To Contact:

Amount Detail

Billing Amount	5,000.00
Total Amount	5,000.00
Total Billing History	0.00

Billing Options

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

Billing Default Overrides

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

[Return to Assign Billing Plan](#)

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

Footer: Billing Plan General | History



Prepaid Line's Revenue Plan

Like the regular amount-based contract line, the **Revenue Plan** contains a list of events defining when revenue is recognized for the prepaid contract line assigned to that revenue plan. You selected this plan when you added the contract line and the events on this **Revenue Plan** are predefined for you.

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

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

GeneralLines

Contract Number 0000002001Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.
Contract Status PENDING

Add Contract LinesAdd Default Kit

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

GeneralDetailBilling Amount DetailsRevenue Amount DetailsContract Liability

Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
▼ Actions	1	DEF_PROJE29	Partic Advance-CON-	Amount	Pending	Pending	Contract Terms	Distribution	Internal Notes	PIEDMONT CONCRE CONTRACTORS INC.

< >

Billing PlansRevenue PlansMilestonesRenewalsAmount AllocationSupplemental DataGo To More ▾

SaveReturn to SearchNotifyAddUpdate/Display

General | Lines

Prepaid Line's Revenue Plan (continued)

The **Revenue Plan** page displays.

The **Ready at Activation** check box changes to be a **Hold** check box after the **Plan Status** is set to **Ready** (after the contract is activated).

The **Recognition Method** field defaults to **Apportionment** for Prepaid Amount-Based Contracts.

Event Detail section:

- For a amount-based prepaid contract line, the events are prepopulated based on the **Revenue Plan** selected when the contract line was added. No update is required.

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

Revenue Plan

Contract 0000002001 Business Unit 50100 Currency USD
Sold To Customer 0000000001 PIEDMONT CONCRETE CONTRACTORS INC. GL Business Unit 50100
Revenue Plan R101 GL Currency USD

Description Apportionment - 12 *Plan Status Pending ☒ Ready at Activation

Recognition Method Apportionment

Define Events By
☒ Percent Calculate Amounts
☐ Amount
☐ Internal Notes

Amount Detail
Total Amount 5,000.00
Remaining Percent 0.00000000
Remaining Amount 0.00

Apportionment Parameters
Start Date 09/01/2019 End Date Number of Periods
Schedule ID
Percentage
Build Event

Event Detail Personalize | Find | View All | 1-12 of 12 | First | Last

Event	*Event Status	Accounting Date	Event Note	Percent	Amount	From Date	To Date		
1	Ready	10/31/2019	Event Note	8.33333333	416.67	09/12/2019	10/11/2019	+	-
2	Ready	11/30/2019	Event Note	8.33333333	416.67	10/12/2019	11/11/2019	+	-
3	Ready	12/31/2019	Event Note	8.33333333	416.67	11/12/2019	12/11/2019	+	-
4	Ready	01/31/2020	Event Note	8.33333333	416.67	12/12/2019	01/11/2020	+	-
5	Ready	02/29/2020	Event Note	8.33333333	416.67	01/12/2020	02/11/2020	+	-
6	Ready	03/31/2020	Event Note	8.33333333	416.67	02/12/2020	03/11/2020	+	-
7	Ready	04/30/2020	Event Note	8.33333333	416.67	03/12/2020	04/11/2020	+	-
8	Ready	05/31/2020	Event Note	8.33333333	416.67	04/12/2020	05/11/2020	+	-
9	Ready	06/30/2020	Event Note	8.33333333	416.67	05/12/2020	06/11/2020	+	-
10	Ready	07/31/2020	Event Note	8.33333333	416.67	06/12/2020	07/11/2020	+	-
11	Ready	08/31/2020	Event Note	8.33333333	416.67	07/12/2020	08/11/2020	+	-
12	Ready	09/30/2020	Event Note	8.33333337	416.63	08/12/2020	09/11/2020	+	-

Return to General Information

Save Return to Search Notify Add Update/Display



Accounting for Amount-Based Prepaid Contracts

Event	Journal Prefix	Debit	Credit
Initial Prepaid Invoice Finalized	BI	Accounts Receivable	Contract Liability
	CA	Contract Asset	Contract Liability
Cash Received	AR	Cash	Accounts Receivable
Revenue Event Date	CAREV	Contract Liability	Revenue

Once you establish the prepaid for the contract, the initial prepaid is processed during the nightly batch and a bill is created in the Billing Module. This invoice is finalized and an item is created during batch processing in the Accounts Receivable Module. Once the item has been created, the cash received from the customer can be applied to the item as a payment.

You can change an initial prepaid amount after it is processed by creating and processing an amendment. One example of this, is when a prepaid amount is reduced down to the unused prepaid balance.



Lesson 7: Checkpoint

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



1. With an amount-based prepaid contract, when is contract liability recognized?



2. What controls the number of revenue events when creating an amount-based prepaid contract?



Lesson 7: Summary

7

Creating Non-Federal Amount-Based Prepaid Customer Contract

In this lesson, you learned:

- Rate-Based prepaid amounts are drawn down as expenditures are incurred against the project associated to the contract.
- A amount-based prepaid contract is set up very similarly to a regular amount-based contract.
- An amount-based prepaid contract is established for a contract when the customer pays in advance and you wish to recognize the revenue equally over a predetermined period of time.
- For an amount-based prepaid contract line the number of revenue events are pre-populated based on the **Revenue Plan Template** selected when the contract line was added. No update is required.



Lesson 8: Introduction

8

Amending Non-Federal Contracts

This lesson covers the following topics:

- Understanding amendments
- Changing contract header information
- Changing a contract line
- Changing contract terms
- Changing a prepaid
- Changing Contract Amounts



Understanding Amendments

Once you create a contract and the contract status is **Active**, most changes to the contract are made using amendments. Amendments allow you to maintain an audit trail as well as a historical record of changes to the contract throughout its lifecycle. You can add or remove project/activity combinations to and from a contract line without using an amendment; however, most modifications require an amendment.

You create an amendment by accessing the **Contract Amendments** page. On this page, you define the high-level details of the amendment, including the amendment type and amendment reason. The edits you can make include changing/adding contract lines, changing contract header information, changing/updating the contract terms, changing/updating the contract amount, and changing/updating prepaids.

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



Accessing Amendments Page

To create a contract amendment navigate to the **General Information** page using the following path:

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

On the **Find an Existing Value** tab:

- Enter your search criteria.
- Click the **Search** button.

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 ▾0000001900

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

225



Accessing Amendments Page (continued)

The **General Information** page displays. To amend a contract, click the **Amend Contract** button.

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

Related Content ▾ | New Window | Help | Personalization

General | Lines | Amendments

Contract Number 0000001903

Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.

Amendment Number 0000000000

*Contract Status ACTIVE x 🔍

Amend Contract

Add to My Contracts

Description Local Contract

Contract Admin 🔍

Region Code

Contract Type L

Currency Code USD

Exchange Rate Type CRRNT

Contract Signed 10/01/2018

Contract Role

Revenue Profile

Use Project ChartFields: ☒

Processing Status Active

Amendment Status Complete

Business Unit VA Dept of Transportation

Contract Classification Standard

Last Update Date/Time 10/17/2018 11:25:18AM

Last Update User ID TERELLE.WALKER

Separate Fixed Billing and Revenue: ☐

Separate As Incurred Billing and Revenue: ☐

▶ Other Information

▶ Summary of Amounts ?

Billing Plans

Revenue Plans

Milestones

Renewals

Supplemental Data

Go To More ▾

Save

Return to Search

Notify

Add

Update/Display

General | Lines | Amendments



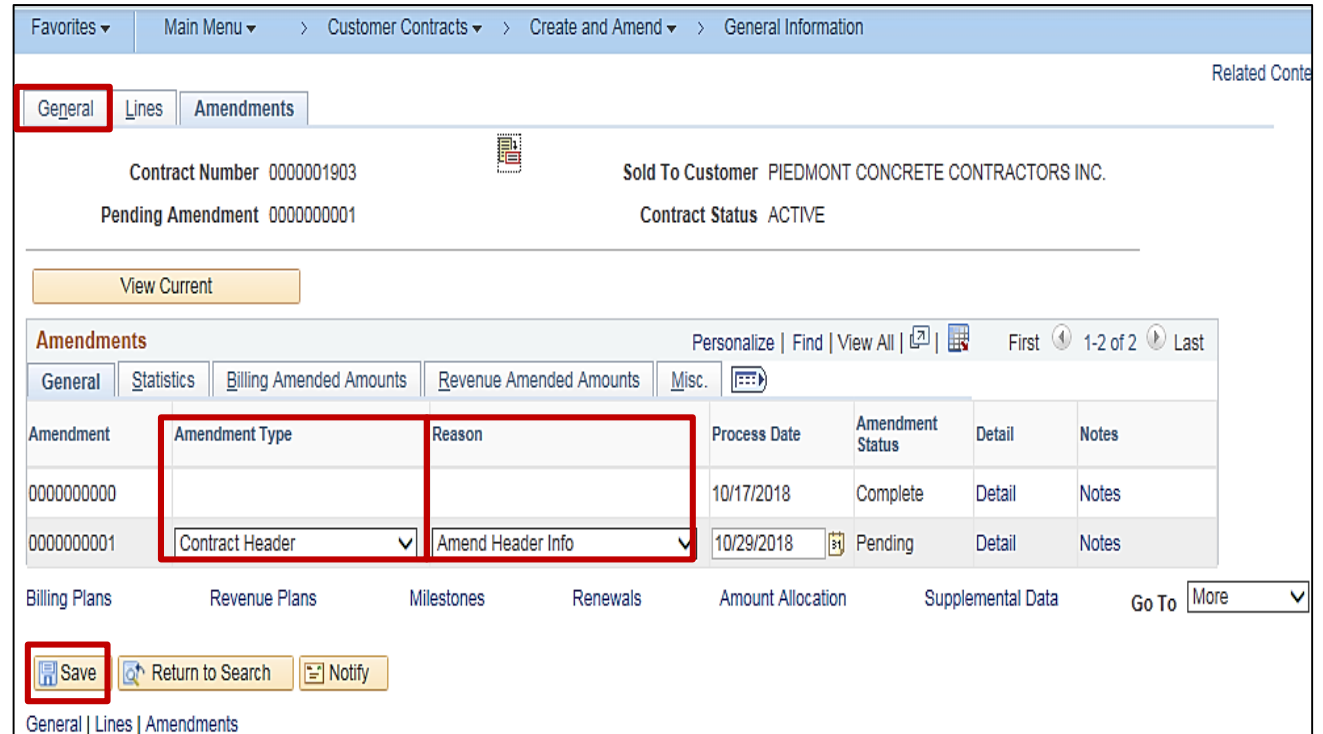
Understanding Amendments (continued)

All amendments require you to select the **Amendment Type** and **Reason** when you begin the amendment process.

- **Amendment Type:** High-level indicator that enables categorization of amendments.
- **Reason:** Provides a quick reference as to why the amendment was initiated.

In this example, you will update the contract header information, **Contract Signed** date. From the **Amendments** tab:

- Select the **Amendment Type** of **Contract Header**.
- Select the **Reason** of **Amend Header Info**.
- Click the **Save** button.
- Click the **General** tab.



Contract Number 0000001903
Pending Amendment 0000000001

Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.
Contract Status ACTIVE

View Current

Amendments

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000			10/17/2018	Complete	Detail	Notes
0000000001	Contract Header	Amend Header Info	10/29/2018	Pending	Detail	Notes

Save Return to Search Notify



Amending Contract Header Information (continued)

On the **General** tab you can update the header fields as needed, to include:

- **Contract Type**
- **Contract Signed** date
- **Legal Entity**

Once you have made the appropriate update:

- Click the **Save** button.
- Click the **Amendments** tab.

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

Related Content ▾ | New Window | Help | Personal

General | Lines | **Amendments**

Contract Number 0000001903 Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.

Pending Amendment 0000000001 *Contract Status ACTIVE 🔍

[View Current](#) [Add to My Contracts](#)

Description Local Contract

Contract Admin 🔍

Region Code 🔍

Contract Type L 🔍

Currency Code USD

Exchange Rate Type CRRNT

Contract Signed 10/01/2018 🔍

Contract Role 🔍

Revenue Profile 🔍

Processing Status Active

Amendment Status Pending

Business Unit VA Dept of Transportation

Contract Classification Standard

Last Update Date/Time 10/29/2018 11:23:29AM

Last Update User ID TERELLE.WALKER

Separate Fixed Billing and Revenue: ☐

Separate As Incurred Billing and Revenue: ☐

Other Information

☐ Template Contract

☐ Master Contract

☐ Legal Review Complete

☐ Credit Check Complete

☐ Contains Cotermination Lines

Parent Contract 🔍

Master Contract 🔍

Legal Entity STATE 🔍

Purchase Order

Proposal ID

Federal Region Code 03

Summary of Amounts ?

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

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

General | Lines | Amendments



Changing Contract Header Information (continued)

The **Amendment Status** is **Pending**.

- Click the **Detail** link to access the **Amendment Details** page to complete the amendment.

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

Related Conte

General | Lines | Amendments

Contract Number 0000001903Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.
Pending Amendment 0000000001Contract Status ACTIVE

View Current

Amendments

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

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

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000			10/17/2018	Complete	Detail	Notes
0000000001	Contract Header ▾	Amend Header Info ▾	10/29/2018 [Icon]	Pending	Detail	Notes

Billing PlansRevenue PlansMilestonesRenewalsAmount AllocationSupplemental DataGo To More ▾

SaveReturn to SearchNotify

General | Lines | Amendments



Changing Contract Header Information (continued)

The **Amendment Details** page displays. Review the details in the **Amendment Components** section to ensure the changes entered in the amendment are accurate then **Process** the amendment.

To process the amendment, change the **Amendment Status** field from **Pending** to **Ready**.

Click the **Process Amendment** button.

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

Amendment Details

Contract0000001903

Amendment Number0000000001

Sold To Customer0000000001

Amendment TypeContract Header

Amendment ReasonAmend Header Info

Process DateCancelled
Pending
Ready

*Amendment Status

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 | Statistics |

Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1 Contract Header		Signed on	Update	2018-10-01	2018-09-03

Internal Notes

Return to General Information

Save

Return to Search

Notify



Changing Contract Header Information (continued)

The **Amend Status** changes to **Complete**. This process automatically saves any amended changes.

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

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

Amendment Details

Contract0000001903

Amendment Number0000000001

Sold To Customer0000000001

Amendment Completed On10/29/2018 12:01PM

Amendment TypeContract Header

Process Date10/29/2018

Amendment ReasonAmend Header Info

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

Statistics

Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1 Contract Header		Signed on	Update	2018-10-01	2018-09-03

Internal Notes

Return to General Information

Save

Return to Search

Notify



Adding a Contract Line (continued)

Click the **Lines** tab. To modify contract line(s), you can create an amendment and then modify the contract line. Click the **Amend Contract** button.

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

Related Content ▾New Window | Help | Personalize Page |

General **Lines** Amendments

Contract Number 0000001903

Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.

Amendment Number 0000000001

Contract Status ACTIVE

Amend Contract

Contract Lines ?

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

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

Actions	Line▲	Product	Description	Price Type	Standalone Sale	Bundle	Start Date	End Date	Status	Supplemental Data
▼ Actions	1	MG&SE_CON34_100	Misc - CON - State Ag	Rate	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Active	Supplemental Data

Billing PlansRevenue PlansMilestonesRenewalsSupplemental DataGo To

Save Return to Search Notify

General | Lines | Amendments



Adding a Contract Line (continued)

Clicking the **Amend Contract** button brings you to the **Amendments** tab. For this example, a new contract line will be added.

- In the **Amendment Type** field select **Contract Line**.
- In the **Reason** field, select the appropriate option (modify, new, remove). For this example, **New Contract Line**.
- Click the **Save** button.
- Click the **Lines** tab.

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

Related Conte

General **Lines** Amendments

Contract Number 0000001903 Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.
Pending Amendment 0000000002 Contract Status ACTIVE

View Current

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

General **Statistics** Billing Amended Amounts Revenue Amended Amounts Misc. [More Icon]

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000			10/17/2018	Complete	Detail	Notes
0000000002	Contract Line	New Contract Line	10/30/2018 [Calendar Icon]	Pending	Detail	Notes
0000000001	Contract Header	Amend Header Info	10/29/2018	Complete	Detail	Notes

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

Save Return to Search Notify

General | Lines | Amendments



Adding a Contract Line (continued)

To add a contract line:

- Click the **Add Contract Lines** button and add the contract line following the same process when creating a new contract.

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

Related Content ▾ | New Window | Help | Personalize Page |

General | **Lines** | Amendments

Contract Number 0000001903

Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.

Pending Amendment 0000000002

Contract Status ACTIVE

View Current

Add Contract Lines

Add Default Kit

Contract Lines ?

Personalize | Find | View All | |

First 1 of 1 Last

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

Actions	Line▲	Product	Description	Price Type	Standalone Sale	Bundle	Start Date	End Date	*Status	Supplemental Data
▼ Actions		1 MG&SE_CON34_100	Misc - CON - State Ag	Rate	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Active ▾	Supplemental Data

Billing Plans

Revenue Plans

Milestones

Renewals

Amount Allocation

Supplemental Data

Go To

Save

Return to Search

Notify

General | Lines | Amendments



Adding a Contract Line (continued)

- After the new line is added, click the **Save** button. In this example, you added one contract line and now the contract has two lines.
- Click the **Amendments** tab.

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

Related Content ▾ | New Window | Help | Personalize Page |

General | Lines | **Amendments**

Contract Number 0000001903

Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.

Pending Amendment 0000000002

Contract Status ACTIVE

View Current

Add Contract Lines

Add Default Kit

Contract Lines ?

Personalize | Find | View All | |

First 1-2 of 2 Last

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

Actions	Line	Product	Description	Price Type	Standalone Sale	Bundle	Start Date	End Date	*Status	Supplemental Data
▼ Actions	1	MG&SE_CON34_100	Misc - CON - State Ag	Rate	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Active ▼	Supplemental Data
▼ Actions	2	MG&SE_CON20_100	Misc - CON - OTH - S	Rate	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Active ▼	Supplemental Data

Billing Plans

Revenue Plans

Milestones

Renewals

Amount Allocation

Supplemental Data

Go To

Save

Return to Search

Notify

General | Lines | Amendments



Adding a Contract Line (continued)

In the **Amendments** section under the **General** tab, click the **Detail** link.

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

Related Conte

General | Lines | Amendments

Contract Number 0000001903

Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.

Pending Amendment 0000000002

Contract Status ACTIVE

View Current

Amendments

Personalize | Find | View All | First 1-3 of 3 Last

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

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes ▲
0000000001	Contract Header	Amend Header Info	10/29/2018	Complete	Detail	Notes
0000000000			10/17/2018	Complete	Detail	Notes
0000000002	Contract Line ▾	New Contract Line ▾	10/30/2018	Pending	Detail	Notes

Billing PlansRevenue PlansMilestonesRenewalsAmount AllocationSupplemental DataGo To More ▾

Save

Return to Search

Notify

General | Lines | Amendments



Changing or Adding a Contract Line (continued)

The **Amendment Details** page displays:

- Update the **Amendment Status** to **Ready**.

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

Amendment Details

Contract0000001903

Amendment Number0000000002

Sold To Customer0000000001

Amendment TypeContract Line ▾

Amendment ReasonNew Contract Line ▾

*Process Date10/30/2018 [list]

Amendment Status

Cancelled
Pending
Ready

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 | [grid] [list] 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		MG&SE_CON20_100

Amendment Amount Allocation

Return to General Information

Internal Notes

Save

Return to Search

Notify



Changing or Adding a Contract Line (continued)

- Click the **Process Amendment** button. The **Amendment Status** updates to **Complete** and all changes are now active in the system.

Amendment Details

Contract	0000001903	Amendment Number	0000000002
Sold To Customer	0000000001		
Amendment Type	Contract Line	Process Date	10/30/2018
Amendment Reason	New Contract Line	*Amendment Status	Ready
Total Billing Adjustment	0.00	Total Revenue Adjustment	0.00
Fixed Billing Adjustment	0.00	Fixed Revenue Adjustment	0.00
Fixed Billing Allocation	Incomplete	Fixed Revenue Allocation	Incomplete

▶ Additional Amendment Details

Process Amendment

Amendment Details

Contract	0000001903	Amendment Number	0000000002
Sold To Customer	0000000001	Amendment Completed On	10/31/2018 11:27AM
Amendment Type	Contract Line	Process Date	10/30/2018
Amendment Reason	New Contract Line	Amendment Status	Complete
Total Billing Adjustment	0.00	Total Revenue Adjustment	0.00
Fixed Billing Adjustment	0.00	Fixed Revenue Adjustment	0.00
Fixed Billing Allocation	Incomplete	Fixed Revenue Allocation	Incomplete

▶ Additional Amendment Details

Reference ID	User Ref #1
	User Ref #2

Amendment Components

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



Changing or Adding a Contract Line (continued)

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

Amendment Details

Contract	0000001903	Amendment Number	0000000002
Sold To Customer	0000000001		

Amendment Type	Contract Line	Process Date	10/30/2018
Amendment Reason	New Contract Line	*Amendment Status	Ready ▾

Process Amendment

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

▶ Additional Amendment Details

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

Amendment Details

Contract	0000001903	Amendment Number	0000000002
Sold To Customer	0000000001	Amendment Completed On	10/31/2018 11:27AM

Amendment Type	Contract Line	Process Date	10/30/2018
Amendment Reason	New Contract Line	Amendment Status	Complete

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

▶ Additional Amendment Details

Reference ID	User Ref #1
	User Ref #2

Amendment Components

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



Changing the Contract Amount

You can also amend the **Contract Amount** for an amount-based contract to increase or decrease the amount. This change must be done through an amendment.

To amend the contract amount, navigate using the following path:

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

- Click the **Lines** tab.
- Click the **Amend Contract** button. The **Amendments** tab displays.

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

New Window | Help | Personalize Page

General | **Lines** | Amendments

Contract Number 0000001907
Amendment Number 0000000000

Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.
Contract Status ACTIVE

Amend Contract

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

General | Detail | Billing Amount Details | Revenue Amount Details | Deferred Revenue

Actions	Line▲	Product	Description	Price Type	Standalone Sale	Bundle	Start Date	End Date	Status	Supplemental Data
▼ Actions	1	AMT_PROJE29	Partic - CON - CCT -	Amount	<input type="checkbox"/>		08/01/2018		Active	Supplemental Data

Billing PlansRevenue PlansMilestonesRenewalsSupplemental DataGo To More ▾

SaveReturn to SearchNotify

General | Lines | Amendments



Changing the Contract Amount (continued)

In this example, we are increasing the amount-based contract amount by \$20,000.

From the **Amendments** tab:

- Select an **Amendment Type** of **Contract Line**
- Select a **Reason** of **Modify Contract Amount**.
- Click the **Save** button.
- Click the **Amount Allocation** link.

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

GeneralLinesAmendments

Contract Number 0000001907Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.
Pending Amendment 0000000001Contract Status ACTIVE

View Current

Amendments

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

GeneralStatisticsBilling Amended AmountsRevenue Amended AmountsMisc.

Amendment	Amendment Type	Reason	*Process Date	Amendment Status	Detail	Notes ▲
0000000001	Contract Line	Modify Contract Amt	10/31/2018	Pending	Detail	Notes
0000000000			10/23/2018	Complete	Detail	Notes

Billing PlansRevenue PlansMilestonesRenewalsAmount AllocationSupplemental DataGo To More ▾

SaveReturn to SearchNotify

General | Lines | Amendments



Changing the Contract Amount (continued)

Any time you modify a contract amount for an amount-based contract line, you must allocate the adjustment amount across your amount-based contract lines using the **Amendment Billing Allocation** page.

Contract Billing section:

- Enter the total adjustment amount, positive or negative, in the **Total Billing Adjustment** field.

Fixed Billing section:

- Enter the total adjustment amount, positive or negative, in the **Fixed Billing Adjustment** field.

Amendment Billing Allocation

Contract 0000001907
Business Unit 50100
Sold To 0000000001
Currency USD

Amendment 0000000001
Amendment Type Contract Line
Amendment Reason Modify Contract Amt

Contract Billing ?

Total Billing Adjustment	20,000.00	Unallocated Billing	0.00
Total Billing After Adjustment		5,000.00	

Fixed Billing ?

Fixed Billing Adjustment	20,000.00	Unallocated Fixed Billing	0.00
Discount / Surcharge	0.00	Inclusive Prepays Adjustment	0.00
Net Adjustment	0.00	Allocation	Incomplete

Recalculate

Contract Line Pricing ?

Personalize | Find | 1 of 1 | First | Last

Retrieve Billing Price	Line Number	Product	Current Billing Amount	New Billing Amount	Adjustment Billing Amount	Adjust Billing Retroactively	Adjust Revenue Retroactively	Reverse Amounts	Discount/Surcharge Adjustment	New Net Billing	Simulate Billing Pricing
<input type="checkbox"/>	1	AMT_PROJE29	5,000.00	5,000.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	5,000.00	Simulate Billing Pricing

☒ Select All ☐ Clear All

Recalculate

Adjustment Line Totals ?

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

Prepays

Return to General Information

Save Return to Search Notify



Changing the Contract Amount (continued)

Favorites ▾Main Menu ▾Customer Contracts ▾Create and Amend ▾General Information ▾Amendment Amount Allocation

New Window | Help | Personalize Page |

Amendment Billing Allocation

Contract 0000001907
Business Unit 50100
Sold To 0000000001
Currency USD

PIEDMONT CONCRETE CONTRACTORS INC.
Amendment 0000000001
Amendment Type Contract Line
Amendment Reason Modify Contract Amt

Contract Billing ?

Total Billing Adjustment20,000.00

Unallocated Billing0.00

Total Billing After Adjustment5,000.00

Fixed Billing ?

Fixed Billing Adjustment20,000.00

Unallocated Fixed Billing0.00

Discount / Surcharge0.00

Inclusive Prepays Adjustment0.00

Net Adjustment0.00

AllocationIncomplete

Recalculate

Contract Line Pricing ?

Personalize | Find | | First 1 of 1 Last

AmountsDetail

Retrieve Billing Price	Line Number	Product	Current Billing Amount	New Billing Amount	Adjustment Billing Amount	Adjust Billing Retroactively	Adjust Revenue Retroactively	Reverse Amounts	Discount/Surcharge Adjustment	New Net Billing	Simulate Billing Pricing
<input type="checkbox"/>	1	AMT_PROJE29	5,000.00	5,000.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	5,000.00	Simulate Billing Pricing

☒ Select All☐ Clear All

Recalculate

Adjustment Line Totals ?

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

Prepays

Return to General Information

Save

Return to Search

Notify



Changing the Contract Amount (continued)

Contract Line Pricing section:

- Update the **New Billing Amount** to reflect the amended total billing for the line.
- Make sure the **Adjust Billing Retroactively** and **Adjust Revenue Retroactively** check boxes are both unchecked.
- Click the **Recalculate** button.

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

Amendment Billing Allocation

Contract 0000001907
Business Unit 50100
Sold To 0000000001
Currency USD

Amendment 0000000001
Amendment Type Contract Line
Amendment Reason Modify Contract Amt

Contract Billing ?

Total Billing Adjustment	20,000.00	Unallocated Billing	0.00
Total Billing After Adjustment	5,000.00		

Fixed Billing ?

Fixed Billing Adjustment	20,000.00	Unallocated Fixed Billing	0.00
Discount / Surcharge	0.00	Inclusive Prepays Adjustment	0.00
Net Adjustment	0.00	Allocation	Incomplete ▾

Recalculate

Contract Line Pricing ?

Personalize | Find | First 1 of 1 Last

Retrieve Billing Price	Line Number	Product	Current Billing Amount	New Billing Amount	Adjustment Billing Amount	Adjust Billing Retroactively	Adjust Revenue Retroactively	Reverse Amounts	Discount/Surcharge Adjustment	New Net Billing	Simulate Billing Pricing
<input type="checkbox"/>	1	AMT_PROJE29	5,000.00	25,000.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	5,000.00	Simulate Billing Pricing

☒ Select All ☐ Clear All

Recalculate

Adjustment Line Totals ?



Changing the Contract Amount (continued)

The **Allocation** field updates to **Complete**.

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

FavoritesMain MenuCustomer ContractsCreate and AmendGeneral InformationAmendment Amount Allocation

New WindowHelpPersonalize Page

Amendment Billing Allocation

Contract0000001907

Business Unit50100

Sold To0000000001

CurrencyUSD

Amendment0000000001

Amendment TypeContract Line

Amendment ReasonModify Contract Amt

Contract Billing

Total Billing Adjustment20,000.00

Unallocated Billing0.00

Total Billing After Adjustment25,000.00

Fixed Billing

Fixed Billing Adjustment20,000.00

Unallocated Fixed Billing0.00

Discount / Surcharge0.00

Inclusive Prepays Adjustment0.00

Net Adjustment20,000.00

AllocationComplete

Recalculate

Contract Line Pricing

PersonalizeFindFirst1 of 1Last

AmountsDetail

Retrieve Billing Price	Line Number	Product	Current Billing Amount	New Billing Amount	Adjustment Billing Amount	Adjust Billing Retroactively	Adjust Revenue Retroactively	Reverse Amounts	Discount/Surcharge Adjustment	New Net Billing	Simulate Billing Pricing
<input type="checkbox"/>	1	AMT_PROJE29	5,000.00	25,000.00	20,000.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	25,000.00	Simulate Billing Pricing

☒ Select All

☐ Clear All

Recalculate

Adjustment Line Totals

Billing Amount	20,000.00	Recurring Billing	0.00
Discounts/Surcharges	0.00	Billing Limit	0.00
		Total Billing	20,000.00

Prepays

Return to General Information

Save

Return to Search

Notify



Changing the Contract Amount (continued)

- Click the **Amendments** tab.
- Click the **Detail** link on the contract line you just added.

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

GeneralLinesAmendments

Contract Number 0000001907

Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.

Amendment Number 0000000000

Contract Status ACTIVE

Amend Contract

Amendments

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

GeneralStatisticsBilling Amended AmountsRevenue Amended AmountsMisc.

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes ▲
0000000000			10/23/2018	Complete	Detail	Notes
0000000001	Contract Line	Modify Contract Amt	10/31/2018	Pending	Detail	Notes

Billing PlansRevenue PlansMilestonesRenewalsSupplemental Data

Go To

More ▾

Save Return to Search Notify

General | Lines | Amendments

246



Changing the Contract Amount (continued)

The **Amendment Details** page displays:

- Update the **Amendment Status** to **Ready**.
- A **Process Amendment** button displays next to the **Amendment Status** field. Click the **Process Amendment** button.
- The **Amendment Status** updates to **Complete**.
- Click the **Return to General Information** link.

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

New Window

Amendment Details

Contract0000001907

Amendment Number0000000001

Sold To Customer0000000001

Amendment TypeContract Line

Amendment ReasonModify Contract Amt

Process Date03/27/2019

Amendment StatusReady

Process Amendment

Total Billing Adjustment20,000.00

Total Revenue Adjustment20,000.00

Fixed Billing Adjustment20,000.00

Fixed Revenue Adjustment20,000.00

Fixed Billing AllocationComplete

Fixed Revenue AllocationComplete

Additional Amendment Details

Reference ID

User Ref #1

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

New Window

Amendment Details

Contract0000001907

Amendment Number0000000001

Sold To Customer0000000001

Amendment Completed On03/27/2019 11:38AM

Amendment TypeContract Line

Amendment ReasonModify Contract Amt

Process Date03/27/2019

Amendment StatusComplete

Total Billing Adjustment20,000.00

Total Revenue Adjustment20,000.00

Fixed Billing Adjustment20,000.00

Fixed Revenue Adjustment20,000.00

Fixed Billing AllocationComplete

Fixed Revenue AllocationComplete

Additional Amendment Details

Return to General Information

Internal Notes

Save

Return to Search

Notify

Changing the Contract Amount (continued)

The **Billing Plan** and **Revenue Plan** statuses must be reviewed, and updated, if needed.

From the **General Information** page:

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

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



General | **Lines** | Amendments


Contract Number 0000001907
Amendment Number 0000000001

Sold To Customer
PIEDMONT CONCRETE CONTRACTORS INC.
Contract Status ACTIVE

Amend Contract

Contract Lines ?


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


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


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

Billing PlansRevenue PlansMilestonesRenewalsSupplemental DataGo To

More ▾

 Save

 Return to Search

 Notify

General | Lines | Amendments



Changing the Contract Amount (continued)

The **Billing Plan General** tab displays. Click the **Events** tab. In this example you increased the contract amount by \$20,000 therefore you must add a **Billing Plan Event** for the same amount.

- In the **Event Detail** section click the **+** icon to add a new **Event** row. Update the **Amount** field for the amount of the contract adjustment.

Note: Be sure the **Event** number is the same when the **Revenue Plan** page is updated.

- Update the **Event Status** to **Ready** and the **Event Date** to the date the new **Amount** should bill.
- Click the **Save** button. The **Total Amount** and **Remaining Amount** fields are updated to reflect the addition of the new **Event** line.
- Click the **Billing Plan General** tab.

Favorites

Main Menu

Customer Contracts

Create and Amend

General Information

Define Billing Plan

Billing Plan General

Events

History

Contract 0000001907

BI Unit 50100

Sold To Customer 0000000001

PIEDMONT CONCRETE CONTRACTORS INC.

Billing Plan B101

Amount Based - Milestone

Bill To 0000000001

PIEDMONT CONCRETE CONTRACTORS INC.

Currency USD

Define Events

Percent

Amount

Add Milestone

Amount Detail

Total Amount25,000.00

Remaining Amount0.00

Event Detail

PersonalizeFind1-3 of 3FirstLast

Event	Actions	Event Type	*Event Status	Event Date		Amount	
1	Actions	Date	Ready	10/01/2019	Event Note	5,000.00	+ -
2	Actions	Date	Ready	11/01/2019	Event Note	20,000.00	+ -
3	Actions	Date	Pending	12/01/2019	Event Note	0.00	+ -

Return to General Information

Save

Return to Search

Notify

Add

Update/Display

Billing Plan General | Events | History



Changing the Contract Amount (continued)

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

Billing Plan GeneralEventsHistory

Contract 0000001907
Sold To Customer 0000000001
Billing Plan ◀ B101 ▶

PIEDMONT CONCRETE CONTRACTORS INC.
Amount Based - Milestone

BI Unit 50100
Bill To 0000000001
Currency USD

PIEDMONT CONCRETE CONTRACTORS INC.

Define Events

☐ Percent
☒ Amount

Add Milestone

Amount Detail

Total Amount25,000.00

Remaining Amount0.00

Event Detail

Personalize | Find |

First ◀ 1-3 of 3 ▶ Last

Event	Actions	Event Type	*Event Status	Event Date		Amount		
1	▼ Actions	Date	Ready ▾	10/01/2019	Event Note	5,000.00	+...	-
2	▼ Actions	Date	Ready ▾	11/01/2019	Event Note	20,000.00	+...	-
3	▼ Actions	Date ▾	Pending ▾	12/01/2019	Event Note	0.00	+...	-

Return to General Information

SaveReturn to SearchNotify

AddUpdate/Display

Billing Plan General | Events | History

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Changing the Contract Amount (continued)

The **Billing Plan General** page displays. The **Billing Status** must be updated for the contract to process the new event.

- Click the **Reviewed** button. The **Billing Status** is updated to **In Progress**.
- Click **Return to General Information** link.
- Click **Lines** tab.
- Click **Revenue Plan** link.

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

New Window

Billing Plan GeneralEventsHistory

Contract 0000001907BI Unit 50100

Sold To Customer 0000000001PIEDMONT CONCRETE CONTRACTORS INC. Bill To 0000000001PIEDMONT CONCRETE CONTRACTORS INC.

Billing Plan ◀ B101 ▶ Amount Based - Milestone Currency USD

Description Amount Based - Milestone x

*Billing Status Action Required ▾ Action

Reviewed

Billing Method Milestone ▾

Hold

Customer Information

BI Unit 50100 VA Dept of Transportation

*Bill To Customer 0000000001 PIEDMONT CONCRETE CONTRACTORS INC.

Addr Num 1 P

Bill To Contact

Amount Detail

Billing Amount 25,000.00

Total Amount 25,000.00

Total Billing History 0.00

Events Billed To Date 0.00

Billing Options

Bill Type CCT P Pre Approved

Bill Source PROJE Direct Invoice

Summarization Template ID VDOT_OTHER VDOT Other

Billing Header Note Internal Notes Preview Summarization Template

*Billing Status In Progress ▾ Actions

Hold



Changing the Contract Amount (continued)

Review the **Revenue Plan** to ensure it too has been modified as expected. In this example you increased the contract amount by \$20,000, therefore you must create a \$20,000.00 Revenue **Event**.

- In the **Event Detail** section click the **+** icon to add a new **Event** row.
- Update the **Amount** field for the amount of the contract adjustment amount.
- Also, update the **Event Status** to **Ready** and the **Accounting Date** to the same date entered on the **Billing Plan** for the new **Event**.
- Click the **Save** button. The **Total Amount** and **Remaining Amount** fields are updated to reflect the addition of the new **Event** line.
- Click the **Reviewed** button. This updates the **Plan Status** to **Ready**. The revenue entries for this event will be generated on the specified accounting date once the **Plan Status** is updated.
- Click the **Return to General Information** link.

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

Revenue Plan

Revenue Plan

Contract 0000001907Business Unit 50100Currency USD
Sold To Customer 0000000001PIEDMONT CONCRETE CONTRACTORS INC.GL Business Unit 50100
Revenue Plan ◀ R101 ▶GL Currency USD

Description *Plan Status Action Required ▾ Actions
Recognition Method Milestone☐ Hold

Reviewed

Define Events By

☐ Percent
☒ Amount
[Internal Notes](#)
[Add Milestone](#)

Preview Revenue

Amount Detail

Total Amount25,000.00
Remaining Amount0.00

Event Detail

Personalize | Find | View All | First 1-3 of 3 Last

Event	Event Type	*Event Status	Accounting Date		Amount	
1	<input type="text" value="Date"/> ▾	<input type="text" value="Ready"/> ▾	<input type="text" value="10/01/2019"/>	Event Note	<input type="text" value="5,000.00"/>	
2	<input type="text" value="Date"/> ▾	<input type="text" value="Ready"/> ▾	<input type="text" value="11/01/2019"/>	Event Note	<input type="text" value="20,000.00"/>	
3	<input type="text" value="Date"/> ▾	<input type="text" value="Pending"/> ▾	<input type="text" value="12/01/2019"/>	Event Note	<input type="text" value="0.00"/>	

Return to General Information

Save

Return to Search

Notify

Add

Update/Display

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Changing the Contract Amount

For this example, we will decrease the **Contract Amount** for an amount-based contract below the billed amount. This change must be done through an amendment.

To amend the contract amount, navigate using the following path:

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

- Click the **Lines** tab.
- Click the **Amend Contract** button. The **Amendments** tab displays.

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

General | **Lines** | Amendments

Contract Number 0000001955 Sold To Customer HRSD
Amendment Number 0000000000 Contract Status ACTIVE

Amend Contract

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

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

Actions	Line	Product	Description	Price Type	Standalone Sale	Bundle	Start Date	End Date	Status	Supplemental Data
▼ Actions	1	AMT_PROJE51	Partic - CON - OTH - S	Amount	<input type="checkbox"/>	<input type="text"/>	01/07/2019 [Calendar Icon]	<input type="text"/> [Calendar Icon]	Active	Supplemental Data

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

General | Lines | Amendments



Changing the Contract Amount (continued)

In this example, we are decreasing the amount-based contract amount. From the **Amendments** tab:

- Select an **Amendment Type** of **Contract Line**
- Select a **Reason** of **Modify Contract Amount**.
- Click the **Save** button.
- Click the **Amount Allocation** link.

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

GeneralLinesAmendments

Contract Number 0000001955Sold To Customer HRSD
Pending Amendment 0000000001Contract Status ACTIVE

View Current

Amendments

Personalize | Find | View All | 1-2 of 2 | First | Last

GeneralStatisticsBilling Amended AmountsRevenue Amended AmountsMisc.

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000			02/01/2019	Complete	Detail	Notes
0000000001	Contract Line	Modify Contract Amt	10/09/2019	Pending	Detail	Notes

Billing PlansRevenue PlansMilestonesRenewalsAmount AllocationSupplemental DataGo To More ▾

SaveReturn to SearchNotify

AddUpdate/Display

General | Lines | Amendments



Changing the Contract Amount (continued)

Any time you modify a contract amount for an amount-based contract line, you must allocate the adjustment amount across your amount-based contract lines using the **Amendment Billing Allocation** page. In this scenario, we will reduce the contract amount by \$5,000.

Contract Billing section:

- Enter the total adjustment amount, positive or negative, in the **Total Billing Adjustment** field.

Fixed Billing section:

- Enter the total adjustment amount, positive or negative, in the **Fixed Billing Adjustment** field.

Amendment Billing Allocation

Contract 0000001907
Business Unit 50100
Sold To 0000101906 JAMES CITY COUNTY
Currency USD

Amendment 0000000001
Amendment Type Contract Line
Amendment Reason Modify Contract Amt

Contract Billing

Total Billing Adjustment	-5,000.00	Unallocated Billing	0.00
Total Billing After Adjustment		10,128.00	

Fixed Billing

Fixed Billing Adjustment	-5,000.00	Unallocated Fixed Billing	0.00
Discount / Surcharge	0.00	Inclusive Prepays Adjustment	0.00
Net Adjustment	0.00	Allocation	Incomplete

Recalculate

Contract Line Pricing

Retrieve Billing Price	Line Number	Product	Current Billing Amount	New Billing Amount	Adjustment Billing Amount	Adjust Billing Retroactively	Adjust Revenue Retroactively	Reverse Amounts	Discount/Surcharge Adjustment	New Net Billing	Simulate Billing Pricing
<input type="checkbox"/>	1	AMT_PROJE33	10,128.00	10,128.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	10,128.00	Simulate Billing Pricing

☒ Select All ☐ Clear All

Recalculate

Adjustment Line Totals

Billing Amount	0.00	Recurring Billing	0.00
Discounts/Surcharges	0.00	Billing Limit	0.00
Total Billing		0.00	

Prepays

Return to General Information

Save Return to Search Notify



Changing the Contract Amount (continued)

Favorites ▾Main Menu ▾Customer Contracts ▾Create and Amend ▾General Information ▾Amendment Amount Allocation

Amendment Billing Allocation

Contract 0000001907Business Unit 50100Sold To 0000101906JAMES CITY COUNTYCurrency USD

Amendment 0000000001Amendment Type Contract LineAmendment Reason Modify Contract Amt

Contract Billing ?

Total Billing Adjustment	-5,000.00	Unallocated Billing	0.00
Total Billing After Adjustment		10,128.00	

Fixed Billing ?

Fixed Billing Adjustment	-5,000.00	Unallocated Fixed Billing	0.00
Discount / Surcharge	0.00	Inclusive Prepaids Adjustment	0.00
Net Adjustment	0.00	Allocation	Incomplete ▾

Recalculate

Contract Line Pricing ?

Personalize | Find | First 1 of 1 Last

Retrieve Billing Price	Line Number	Product	Current Billing Amount	New Billing Amount	Adjustment Billing Amount	Adjust Billing Retroactively	Adjust Revenue Retroactively	Reverse Amounts	Discount/Surcharge Adjustment	New Net Billing	Simulate Billing Pricing
<input type="checkbox"/>	1	AMT_PROJE33	10,128.00	10,128.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	10,128.00	Simulate Billing Pricing

☒ Select All ☐ Clear All

Recalculate

Adjustment Line Totals ?

Billing Amount	0.00	Recurring Billing	0.00
Discounts/Surcharges	0.00	Billing Limit	0.00
		Total Billing	0.00

Prepaids

Return to General Information

Save

Return to Search

Notify



Changing the Contract Amount (continued)

Contract Line Pricing section:

- Update the **New Billing Amount** to reflect the amended total billing for the line.
 - Make sure the **Adjust Billing Retroactively** and **Adjust Revenue Retroactively** check boxes are both checked, when you are reducing the contract amount below the amount currently billed. If not, the checkboxes can be unchecked.
 - **Note:** If you are increasing the contract amount, the checkboxes should be unchecked.
 - Click the **Recalculate** button.
- The **Allocation** field updates to **Complete**.
- Click the **Save** button.
 - Click the **Return to General Information** link.

FavoritesMain MenuCustomer ContractsCreate and AmendGeneral InformationAmendment Amount Allocation

New WindowPersonalize

Amendment Billing Allocation

Contract000001907Business Unit50100Sold To0000101906JAMES CITY COUNTYCurrencyUSD

Amendment0000000001Amendment TypeContract LineAmendment ReasonModify Contract Amt

Contract Billing

Total Billing Adjustment-5,000.00Unallocated Billing0.00

Total Billing After Adjustment5,128.00

Fixed Billing

Fixed Billing Adjustment-5,000.00Unallocated Fixed Billing0.00

Discount / Surcharge0.00Inclusive Prepays Adjustment0.00

Net Adjustment-5,000.00AllocationComplete

Recalculate

Contract Line Pricing

PersonalizeFind1 of 1Last

AmountsDetail

Retrieve Billing Price	Line Number	Product	Current Billing Amount	New Billing Amount	Adjustment Billing Amount	Adjust Billing Retroactively	Adjust Revenue Retroactively	Reverse Amounts	Discount/Surcharge Adjustment	New Net Billing	Simulate Billing Pricing
<input type="checkbox"/>	1	AMT_PROJE33	10,128.00	5,128.00	-5,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	5,128.00	Simulate Billing Pricing

☒ Select All☐ Clear All

Recalculate

Adjustment Line Totals

Billing Amount-5,000.00Recurring Billing0.00

Discounts/Surcharges0.00Billing Limit0.00

Total Billing-5,000.00

Prepays

Return to General Information

SaveReturn to SearchNotify



Changing the Contract Amount (continued)

- Click the **Amendments** tab.
- Click the **Detail** link on the contract line you just added.

Favorites ▾Main Menu ▾ > Customer Contracts ▾ > Create and Amend ▾ > General Information

General | Lines | **Amendments**

Contract Number 0000001907

Sold To Customer JAMES CITY COUNTY

Amendment Number 0000000000

Contract Status ACTIVE

Amend Contract

Amendments

Personalize | Find | View All | [Grid Icon] | [Table Icon] | First 1-2 of 2 Last

General | Statistics | Billing Amended Amounts | Revenue Amended Amounts | Misc. [More Icon]

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000001	Contract Line	Modify Contract Amt	10/09/2019	Pending	Detail	Notes
0000000000			08/08/2018	Complete	Detail	Notes

Billing Plans | Revenue Plans | Milestones | Renewals | Supplemental Data

Go To More ▾

Save | Return to Search | Notify

Add | Update/Display

General | Lines | Amendments



Changing the Contract Amount (continued)

The **Amendment Details** page displays:

- Update the **Amendment Status** to **Ready**.
- A **Process Amendment** button displays next to the **Amendment Status** field. Click the **Process Amendment** button.
- The **Amendment Status** updates to **Complete**.
- Click the **Return to General Information** link.

Favorites ▾Main Menu ▾ > Customer Contracts ▾ > Create and Amend ▾ > General Information

Amendment Details

Contract 0000001907Amendment Number 0000000001

Sold To Customer 0000101906

Amendment Type Contract Line

Amendment Reason Modify Contract Amt

Process Date 10/09/2019

*Amendment Status Ready ▾

Process Amendment

Total Billing Adjustment -5,000.00

Total Revenue Adjustment -5,000.00

Fixed Billing Adjustment -5,000.00

Fixed Revenue Adjustment -5,000.00

Fixed B

Additional

Favorites ▾Main Menu ▾ > Customer Contracts ▾ > Create and Amend ▾ > General Information

Amendment Details

Contract 0000001907Amendment Number 0000000001

Sold To Customer 0000101906Amendment Completed On 10/09/2019 3:24PM

Amendment Type Contract Line

Amendment Reason Modify Contract Amt

Process Date 10/09/2019

Amendment Status Complete

Total Billing Adjustment -5,000.00

Total Revenue Adjustment -5,000.00

Fixed Billing Adjustment -5,000.00

Fixed Revenue Adjustment -5,000.00

Fixed Billing Allocation Complete

Fixed Revenue Allocation Complete

Additional Amendment Details

Reference ID

User Ref #1

amount

Internal Notes

Return to General Information

Save

Return to Search

Notify



Changing the Contract Amount (continued)

The **Billing Plan** and **Revenue Plan** statuses must be reviewed, and updated, if needed.

From the **General Information** page:

- Click the **Lines** tab.
- In the **Contract Lines** section, click the **Detail** tab.
- In the **Billing Plan** field, click the **Action Required** link.

Favorites ▾Main Menu ▾ > Customer Contracts ▾ > Create and Amend ▾ > General Information

GeneralLinesAmendments

Contract Number 0000001907Sold To Customer JAMES CITY COUNTY
Amendment Number 0000000001Contract Status ACTIVE

Amend Contract

Contract Lines ?

Personalize | Find | View All | First 1 of 1 Last

GeneralDetailBilling Amount DetailsRevenue Amount DetailsContract Liability

Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
▼ Actions	1	AMT_PROJE33	Partic - CON - CCT - \$	Amount	Action Required	Action Required	Contract Terms	Distribution	Internal Notes	JAMES CITY COUNTY

< >

Billing PlansRevenue PlansMilestonesRenewalsSupplemental DataGo To More ▾

SaveReturn to SearchNotify

AddUpdate/Display

General | Lines | Amendments

260



Changing the Contract Amount (continued)

The **Billing Plan General** tab displays. Click the **Events** tab. In this example you decreased the contract amount by \$5,000.

- Notice the new column, **Amendment Amt** contains the \$5,000 adjustment.
- Click the **Save** button. The **Total Amount** is adjusted for the decrease of \$5,000
- Click the **Billing Plan General** tab.

FavoritesMain MenuCustomer ContractsCreate and AmendGeneral InformationDefine Billing Plan

Billing Plan GeneralEventsHistory

Contract 0000001907BI Unit 50100
Sold To Customer 0000101906JAMES CITY COUNTYBill To 0000101906JAMES CITY COUNTY
Billing Plan B101Amount Based - MilestoneCurrency USD

Define Events

☐ Percent
☒ Amount

Add Milestone
Amendment Event Detail

Amount Detail

Total Amount5,128.00

Remaining Amount0.00

Event Detail

PersonalizeFind1-2 of 2

Event	Actions	Event Type	*Event Status	Event Date		Amount	Amendment Amt	
1	▼ Actions	Date	Completed	08/06/2018	Event Note	10,128.00	-5,000.00	+ -
2	▼ Actions	Date	Pending	09/06/2018	Event Note	0.00		+ -

Return to General Information

SaveReturn to SearchNotify

AddUpdate/Display

Billing Plan GeneralEventsHistory

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Changing the Contract Amount (continued)

The **Billing Plan General** page displays. The **Billing Status** must be updated for the contract to process the new event.

- Click the **Reviewed** button. The **Billing Status** is updated to **In Progress**.
- Click **Return to General Information** link.
- Click **Lines** tab.
- Click **Revenue Plan** link.

Favorites ▾Main Menu ▾ > Customer Contracts ▾ > Create and Amend ▾ > General Information > Define Billing Plan

Billing Plan GeneralEventsHistory

Contract 0000001907BI Unit 50100

Sold To Customer 0000101906JAMES CITY COUNTYBill To 0000101906JAMES CITY COUNTY

Billing Plan ◀ B101 ▶Amount Based - MilestoneCurrency USD

Description Amount Based - Milestone x

*Billing Status Action Required ▾ Actions

Reviewed

Hold

Customer Information

BI Unit 50100VA Dept of Transportation

*Bill To Customer 0000101906JAMES CITY COUNTY

Addr Num 1Bill To Contact

Billing Options

Bill Type CCTPre Approved

Bill Source PROJEDirect Invoice

Summarization Template ID VDOT_OTHERVDOT Other

Billing Header NoteInternal NotesPreview Summarization Template

Billing Default Overrides

Invoice Form LANDSCAPE

Return to General Information

SaveReturn to SearchNotifyAddUpdate/Display

Billing Plan General | Events | History

*Billing Status In Progress ▾ Actions

Hold



Changing the Contract Amount (continued)

Review the **Revenue Plan** to ensure it too has been modified as expected. In this example you decreased the contract amount by \$5,000.

- Notice the new column, **Amendment Amt** contains the \$5,000 adjustment.
- Click the **Save** button. The **Total Amount** is adjusted for the decrease of \$5,000
- Click the **Reviewed** button. This updates the **Plan Status** to **Ready**. The revenue entries for this event will be generated on the specified accounting date once the **Plan Status** is updated.
- Click the **Return to General Information** link.

Favorites ▾Main Menu ▾ > Customer Contracts ▾ > Create and Amend ▾ > General Information > Define Revenue Plan

Revenue Plan

Revenue Plan

Contract 0000001907Business Unit 50100Currency USD
Sold To Customer 0000101906JAMES CITY COUNTYGL Business Unit 50100
Revenue Plan ◀ R101 ▶GL Currency USD

Description Amount Based - Milestone*Plan Status Action Required ▾ Actions
Recognition Method Milestone☐ HoldReviewed

Define Events By
☐ Percent
☒ Amount
Internal NotesPreview Revenue
Add MilestoneAmendment Event Detail

Amount Detail
Total Amount5,128.00
Remaining Amount0.00

Event Detail

Personalize | Find | View All | 1-2 of 2 | First | Last

Event	Event Type	*Event Status	Accounting Date		Amount	Amendment Amt
1	Date	Completed	08/06/2018	Event Note	10,128.00	-5,000.00
2	Date ▾	Pending ▾	09/06/2018	Event Note	0.00	

Return to General Information

SaveReturn to SearchNotifyAddUpdate/Display



Changing Contract Terms

To initiate an amendment to change the Contract Terms, such as the adding or modifying **Billing Limits**, from the **General Information** page:

- Click the **Lines** tab.
- Click the **Amend Contract** button. The **Contract Amendments** tab displays.

Favorites ▾Main Menu ▾ > Customer Contracts ▾ > Create and Amend ▾ > General Information

GeneralLinesAmendments

Contract Number 0000001855

Sold To Customer HRTAC

Amendment Number 0000000000

Contract Status ACTIVE

Amend Contract

Contract Lines ?

Personalize | Find | View All | [grid icon] [refresh icon] First 1 of 1 Last

GeneralDetailBilling Amount DetailsRevenue Amount Details [dropdown]

Actions	Line	Product	Description	Price Type	Standalone Sale	Bundle	Start Date	End Date	Status	Supplemental Data
▼ Actions	1	PROJE_PRO23_100	Proje - CON - OTH - S	Rate	<input type="checkbox"/>	<input type="text"/>	01/03/2017 [calendar icon]	<input type="text"/>	Active	Supplemental Data

More



Changing Contract Terms (continued)

In this example, you will add a contract line and update the **Billing Limit**.

Click the **Amend Contract** button.

- Select an **Amendment Type** of **Contract Line**
- Select a **Reason** of **New Contract Line**
- Click the **Save** button.
- Click the **Lines** tab.
- Click the **Add Contract Line** button.
Follow the steps to add a contract line.
- Click the **Save** button.
- Click the **Amount Allocation** link at the bottom of the page.

Contract Number 0000001855 Sold To Customer HRTAC
Pending Amendment 0000000002 Contract Status ACTIVE

View Current

Amendments Personalize | Find | View All | First 1-3 of 3 Last

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000001	Contract Header	Modify Contract Amt	03/13/2019	Complete	Detail	Notes
0000000000			10/11/2017	Complete	Detail	Notes
0000000002	Contract Line	New Contract Line	10/11/2019	Pending	Detail	Notes

Billing Plans Revenue Plans Milestones Renewals Amount Allocation Supplemental Data Go To More

Save Return to Search Notify

General | Lines | Amendments



Changing Contract Terms (continued)

You can add or update a **Billing Limit** for a non-federal rate-based contract line on the **Amendment Amount Allocation** page.

In this scenario, we are increasing the Billing Limit on contract lines 1 and 2 by \$5,000,000 each.

- Enter the **Total Billing Adjustment** amount. The amount may be a positive or negative. In this scenario, there is a net adjustment of \$10,000,000.
- Increase the **New Billing Limit** amount for contract line 1 to \$35,000,000 and add a **New Billing Limit** for contract line 2 of \$5,000,000.
- Click the **Recalculate** button. The **Allocation** status updates to **Complete**.
- Click the **Save** button.
- Click the **Return to General Information** link.

FavoritesMain MenuCustomer ContractsCreate and AmendGeneral InformationAmendment Amount Allocation

Amendment Billing Allocation

Contract000001855
Business Unit50100
Sold To0000144496HRTAC
CurrencyUSD

Amendment0000000002
Amendment TypeContract Line
Amendment ReasonNew Contract Line

Contract Billing

Total Billing Adjustment10,000,000.00
Total Billing After Adjustment40,000,000.00

Unallocated Billing0.00

Fixed Billing

Fixed Billing Adjustment0.00
Discount / Surcharge0.00
Net Adjustment0.00

Unallocated Fixed Billing0.00
Inclusive Prepays Adjustment0.00
AllocationComplete

Recalculate

Contract Line Pricing

PersonalizeFind1 of 2Last

AmountsDetail

Retrieve Billing Price	Line Number	Product	Current Billing Limit	New Billing Limit	Adjustment Billing Limit	Limit Check
<input type="checkbox"/>	1	PROJE_PRO23_100	30,000,000.00	35,000,000.00	5,000,000.00	Limit Check
<input type="checkbox"/>	2	PROJE_PRO05_100		5,000,000.00	5,000,000.00	Limit Check

Select AllClear All

Recalculate

Adjustment Line Totals

Billing Amount0.00
Discounts/Surcharges0.00

Recurring Billing0.00
Billing Limit10,000,000.00
Total Billing10,000,000.00

Prepays

Return to General Information

SaveReturn to SearchNotify



Changing Contract Terms (continued)

- Click the **Amendments** tab.
- Click the **Detail** link, in the **Amendments** section.

Favorites ▾Main Menu ▾ > Customer Contracts ▾ > Create and Amend ▾ > General Information

GeneralLinesAmendments

Contract Number 0000001855Sold To Customer HRTAC
Amendment Number 0000000001Contract Status ACTIVE

Amend Contract

Amendments

Personalize | Find | View All | First 1-3 of 3 Last

GeneralStatisticsBilling Amended AmountsRevenue Amended AmountsMisc.

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000002	Contract Line	New Contract Line	10/11/2019	Pending	Detail	Notes
0000000001	Contract Header	Modify Contract Amt	03/13/2019	Complete	Detail	Notes
0000000000			10/11/2017	Complete	Detail	Notes

Billing PlansRevenue PlansMilestonesRenewalsSupplemental DataGo To More ▾

Save

Return to Search

Notify

General | Lines | Amendments

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Changing Contract Terms (continued)

- To process the amendment the **Amendment Status** must be changed from **Pending** to **Ready**. A **Process Amendment** button appears on the page.
- Click the **Process Amendment** button. The **Amendment Status** changes to **Complete**.

Amendment Details

Contract 0000001855 Amendment Number 0000000002

Sold To Customer 0000144496

Amendment Type Contract Line

Amendment Reason New Contract Line

*Process Date 10/11/2019

*Amendment Status Pending

Total Billing Adjustment 10,000,000.00

Fixed Billing Adjustment 0.00

Fixed Billing Allocation Complete

Additional Amendment Details

Reference ID

Amendment Components

Component	Amend Ref #1	Label Fieldname
1 Contract Header	Line 2	
2 Amount Allocation	Line 1	Billing Limit
3 Amount Allocation	Line 1	Revenue Limit
4 Amount Allocation	Line 2	Billing Limit
5 Amount Allocation	Line 2	Revenue Limit

Amendment Details

Contract 0000001855 Amendment Number 0000000002

Sold To Customer 0000144496

Amendment Type Contract Line

Amendment Reason New Contract Line

Amendment Completed On 10/11/2019 11:18AM

Process Date 10/11/2019

Amendment Status Complete

Total Billing Adjustment 10,000,000.00

Fixed Billing Adjustment 0.00

Fixed Billing Allocation Complete

Total Revenue Adjustment 10,000,000.00

Fixed Revenue Adjustment 0.00

Fixed Revenue Allocation Complete

Additional Amendment Details

Reference ID

User #1



Select the **Prepays** option in the **Go To** field using the drop-down arrow.

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Amending a Rate-Based Contract Prepaid (continued)

The Prepaid tab displays. Click the **Amend Contract** button on the **Prepays** tab.

Favorites ▾Main Menu ▾ > Customer Contracts ▾ > Create and Amend ▾ > General Information > Prepaid Balances

PrepaysAudit HistoryAmendments

Contract Number 0000002000

Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.

Amendment Number 0000000000

Contract Status ACTIVE

Contract Prepaid Totals

Purchased Amount	2,000.00
Remaining Amount	2,000.00
Committed Amount	0.00

Amend Contract

Prepays for this Contract

Personalize | Find | First 1 of 1 Last

GeneralUtilizationInitial BillingContract Liability Distribution

Actions	Status	Hold	Purchased Amount	Remaining Amount	Committed Amount	Expiration Date	Depleted Dat
▼ Actions	1 Ready ▾	<input type="checkbox"/>	2,000.00	2,000.00	0.00	10/02/2020	

Go To: Billing Plans

Return to General Information

SaveReturn to SearchNotifyPrevious tabNext tab

AddUpdate/Display

Prepays | Audit History | Amendments

270



Amending a Rate-Based Contract Prepaid (continued)

In this example you are changing the contract amount, i.e., prepaid amount. Just as you did with previous amendments, you must select:

- Select the **Amendment Type** of **Prepaid**.
- Select the **Reason** of **Amend Prepaid**.
- Click the **Save** button.
- Click the **Prepays** tab.

Favorites ▾Main Menu ▾ > Customer Contracts ▾ > Create and Amend ▾ > General Information > Prepaid Balances

Related Content ▾ | New Window | Personalize

PrepaysAudit HistoryAmendments

Contract Number 0000002000Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.
Pending Amendment 0000000001Contract Status ACTIVE

View Current

Amendments

Personalize | Find | View All | [Grid Icon] | [List Icon] | First 1-2 of 2 Last

GeneralStatisticsBilling Amended AmountsRevenue Amended AmountsMisc. [Filter Icon]

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000			10/03/2019	Complete	Detail	Notes
0000000001	Prepaid ▾	Amend Prepaid ▾	10/03/2019 [Calendar Icon]	Pending	Detail	Notes

Return to General Information

SaveReturn to SearchNotifyPrevious tabNext tab

AddUpdate/Display

Prepays | Audit History | Amendments



Amending a Rate-Based Contract Prepaid (continued)

Increase or decrease the prepaid amount on the **Prepays** tab using one of the following two options:

- Option 1: Set the Status to Pending and update the **Purchased Amount** to the appropriate value to reduce or increase the prepaid.
- **Option 2:** If you would like to keep an audit trail on the **Prepays** tab, you can add the additional amount as a separate sequence by clicking on the + (plus) button and populate the Utilization, Initial Billing and Contract Liability Distribution tabs as needed.
- Click the **Save** button.
- Click the **Amendments** tab.

Contract Summary:

- Contract Number: 0000002000
- Amendment Number: 0000000001
- Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.
- Contract Status: ACTIVE

Contract Prepaid Totals

Purchased Amount	3,500.00
Remaining Amount	3,500.00
Committed Amount	0.00

Prepays for this Contract

Actions	Status	Hold	Purchased Amount	Remaining Amount	Committed Amount	Expiration Date	Depleted Date
▼ Actions	Ready	<input type="checkbox"/>	2,000.00	2,000.00	0.00	10/02/2020	
<div>+ -</div>							

Prepays for this Contract (Detailed View)

Actions	Hold	Purchased Amount	Remaining Amount	Committed Amount	Expiration Date	Depleted Date
▼ Actions 1	<input type="checkbox"/>	2,000.00	2,000.00	0.00	10/02/2020	<div>+ -</div>
▼ Actions 2	<input type="checkbox"/>	1,500.00	1,500.00	0.00	10/02/2020	<div>+ -</div>

Buttons: Save, Return to Search, Notify, Previous tab, Next tab, Add, Update/Display



Amending a Rate-Based Contract Prepaid (continued)

- Click the **Amendments** tab.
- Click the **Detail** link in the **Amendments** section.

Favorites ▾Main Menu ▾ > Customer Contracts ▾ > Create and Amend ▾ > General Information > Prepaid Balances

Related Content ▾ | New Window | Personalize

Prepays | Audit History | **Amendments**

Contract Number 0000002000
Pending Amendment 0000000001

Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.
Contract Status ACTIVE

View Current

Amendments

Personalize | Find | View All | First 1-2 of 2 Last

General | Statistics | Billing Amended Amounts | Revenue Amended Amounts | Misc.

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000			10/03/2019	Complete	Detail	Notes
0000000001	Prepaid ▾	Amend Prepaid ▾	10/03/2019	Pending	Detail	Notes

Return to General Information

Save Return to Search Notify Previous tab Next tab

Add Update/Display

Prepays | Audit History | Amendments



Amending a Rate-Based Contract Prepaid (continued)

- To process the amendment the **Amendment Status** must be changed from **Pending** to **Ready**. A **Process Amendment** button appears on the page.
- Click the **Process Amendment** button. The **Amendment Status** changes to **Complete** and the changes are now active in the system.

es ▾ Main Menu ▾ > Customer Contracts ▾ > Create and Amend ▾ > General Information > Prepaid Balances

Amendment Details

Contract 0000002000 Amendment Number 0000000001
Sold To Customer 0000000001

Amendment Type *Process Date
Amendment Reason *Amendment Status

Total Billing Adjustment Total Revenue Adjustment 0.00
Fixed Billing Adjustment
Fixed Billing Allocation Incomplete

Additional Amendment Details

Reference ID

Process Date 10/03/2019
*Amendment Status

User Ref #2

Amendment Components

Personalize | Find | View All | First 1 of 1 Last

Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value

Amendment Amount Allocation Internal Notes
to Prepaid Balances



Amending a Rate-Based Contract Prepaid (continued)

After you click the **Process Amendment** button the **Amendment Status** is **Complete**. The amendment changes were saved and all fields on the **Amendment Details** page become ready only. This process automatically saves the changes. The changes now are saved and active in the system.

Favorites ▾Main Menu ▾>Customer Contracts ▾>Create and Amend ▾>General Information>Prepaid Balances

Amendment Details

Contract0000002000

Amendment Number0000000001

Sold To Customer0000000001

Amendment Completed On10/03/2019 2:15PM

Amendment TypePrepaid

Amendment ReasonAmend Prepaid

Process Date10/03/2019

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

Statistics

	Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1						

Internal Notes

Return to Prepaid Balances

Save

Return to Search

Notify



Non-Federal Billing Adjustments

Once contract billings have been processed, requests may be received to make an adjustment to billed amounts. Because of the integration between the Billing, Contracts and Project Costing modules, each instance requiring an adjustment to billing will need to be analyzed to ensure the proper steps are taken to keep the modules in agreement.

Adjustments for Rate Based Contracts should be made by updating the project expenditures to ensure expenditures and billings stay in line.

Adjustments for Amount Based Contracts should always be processed through an Amendment by increasing or decreasing the Contract Amount.



Hands-On Practice

Now you have an opportunity to practice the lessons learned today in a training environment.

Your instructor will provide direction on how to log in and complete the exercise.

If you have any questions, please ask your instructor.





Lesson 8: Checkpoint

Now is your opportunity to check your understanding of the course material.

Answer the review questions below:

1. What changes can be made to a contract without having to amend the contract?
2. What makes data entered as an amendment active in the system?





Lesson 8: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and select your answer.



1. What changes can be made to a contract without having to amend the contract?



2. What makes data entered as an amendment active in the system?



Lesson 8: Summary

8

Amending Non-Federal Contracts

In this lesson, you learned:

- Once you create a contract and it's status is **Active**, all changes to the contract are made using amendments.
- Amendments are created by accessing the **General Information** page. From the **General Information** page you can navigate to many pages and tabs where you can select the **Amend Contract** button.
- When amendments are saved, Cardinal saves the new data and assigns the number to the amendment.



Lesson 9: Customer Contracts Reports, Queries, and Online Inquiries

In this lesson, you will learn about the following topics:

- Reports
- Queries
- Online Inquiries



Reports

Customer contracts reports can be run at various intervals. There are numerous customer contracts reports available. Key customer contracts reports include:

- RPA90– Project Expenditure Report by Employee
- RPA105– Summary of Financial Activity by Project or Contract
- RPA145– Transaction Relationship Report
- RPA149– Prepaid Report
- Billing Management
- Revenue Management
- Limit Amount Report
- Prepaid Management Report




RPA90 – Project Expenditure by Employee

This report provides detailed information for employee charges posted to projects such as Employee ID, Employee Name, Employee Dept, Number of Hours, Journal ID, etc.

You can navigate to this report using the following path:

Main Menu > Project Costing > Reports > Project Expenditure by Employee

<div><div><div>Report ID: RPA090</div></div><div>Commonwealth of Virginia PROJECT EXPENDITURE BY EMPLOYEE</div><div>Run Date: 05/31/2013 Run Time: 03:28 00</div></div>											
Page No. 1 of 1											
Business Unit: 50100 Project ID: 0000077834 From Date: 10/16/2012 To Date: 10/16/2012											
Project LTD Expenditures: \$ 243,401.97											
<u>Emplid</u>	<u>Name</u>	<u>Employee Department</u>	<u>Accounting Date</u>	<u>Journal</u>	<u>Transaction Date</u>	<u>Phase</u>	<u>Activity</u>	<u>EarnCd</u>	<u>Invoice</u>	<u>Hours</u>	<u>Amount</u>
0029205	Parker, Peter P.	17032	10/16/2012	TE00011270	09/25/2012	9101	716	RGS	MGSE000263	3.00	116.64
			10/16/2012	TE00011270	10/09/2012	9104	736	RGS	MGSE000263	3.50	136.09
Total for Employee (00292055400)										\$	252.73
Total for the project										\$	252.73




RPA105-Summary of Financial Activity by Project or Contract

This report provides the total amount billed and collected for a particular project or a customer contract. Also, provides the status of prepaid amounts and the project budget. This report is used to review customer contract data.

You can navigate to this report using the following path:

Main Menu > Customer Contracts > Reports > Financial Activity by Proj/Con

 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					
<u>Suspense Amounts</u>					
Exceeded Agreement Amt 412,187.92					
Not Yet Billed 0.00					
Advance Construction 0.00					
<u>Total Suspense Amt</u>		<u>412,187.92</u>			



Summary of Financial Activity by Project or Contract (continued)



Report ID: RPA105

Commonwealth of Virginia SUMMARY OF FINANCIAL ACTIVITY BY PROJECT OR CONTRACT

Run Date: 01/14/2013

Run Time: 03:52 00

Page No. 1 of 1

Business Unit 50100
As of Date 01/14/2013
Project ID 0000000015
Contract ID

Overall Project Budget	14,479,192.61
Budget to Date	14,479,192.61
Total Expenditures	14,487,590.52

<u>Contract ID</u>	<u>Billed Amount</u>	<u>Collected Amount</u>	<u>Amount Due</u>
0952314	13,806,702.65	13,806,702.65	0.00
	<u>Initial Prepaid Amount</u>	<u>Prepaid Amount Utilized</u>	<u>Amount Remaining</u>
	0.00	0.00	0.00

Contract Amount \$21,124,160.00

Suspense Amounts

Exceeded Agreement Amt	412,187.92
Not Yet Billed	0.00
Advance Construction	0.00

Total Suspense Amt	<u>412,187.92</u>
--------------------	-------------------



RPA145 – Transaction Relationship Report

This report traces billed amounts from invoice to the original transaction. Fiscal Division users that receive specific requests to provide backup documentation related to invoices can use this report to trace back to the original transaction and ultimately to the related journal entry.

You can navigate to this report using the following path:

Main Menu > Customer Contracts > Reports > Transaction Relationship Rpt

Report ID: RPA145

Commonwealth of Virginia
TRANSACTION RELATIONSHIP REPORT

Run Date: 06/06/2013

Run Time: 01:20 00

Page No. 1 of 1

Business Unit: 50100 : VA Dept of Transportation

Invoice: PROJ000333

Project ID:

Contract Number:

<u>Contract</u>	<u>Approp</u>	<u>Project ID</u>	<u>Analysis Type</u>	<u>Voucher</u>	<u>EmplID</u>	<u>Expense</u>	<u>Journal</u>	<u>Accounting Date</u>	<u>Expenditure Amount</u>	<u>Billed Amount</u>
0000000875	PROJE									\$2,836.45
		0000091887	ATE				0000020421	05/31/2013	36.45	36.45
		0000091887	ACT	00202182			AP00020498	06/04/2013	2,800.00	2,800.00
Total									\$2,836.45	\$2,836.45
Total Amount Billed for PROJ000333									\$ 2,836.45	\$ 2,836.45



RPA149 – Prepaid Report

This report identifies amounts received from customers in advance of project billing. This report will identify the initial prepayment amount and amounts drawn down over the life of the project. The report summarizes data by fund and account for each project and customer contract combination. Fiscal Division will use this report to monitor funds received in advance as well as the remaining amount for an advance.

You can navigate to this report using the following path:

Main Menu > Customer Contracts > Reports > Prepaid Report



Report ID: RPA149

Commonwealth of Virginia PREPAID REPORT

Run Date: 02/12/2013
Run Time: 01:49 00

Page No. 1 of 1

Set ID: 50100
Business Unit: 50100
Fund Code: All
Account ID: All
Department ID: 19000
Project ID: All
As of Date: 02/12/2013

<u>Fund</u>	<u>Project ID</u>	<u>Contract ID</u>	<u>Account</u>	<u>Prepaid Amount</u>	<u>Remaining Amount</u>	<u>Last Date Utilized</u>
04720	0000089486	0000001482	24042011	75,000.00	0.00	11/11/2012
Total for Fund				75,000.00	0.00	
Total				75,000.00	0.00	



Contracts Billing Management Report

Displays details of billing plans, including the events associated with those plans, the status of the events, and the amount of future billings.

Note: This report displays billing plans with open events only.

ORACLE

Contracts Billing Management Report

Page 1 of 2

7/11/2018

Business Unit: 50100 VA Dept of Transportation

Contract Currency: USD

<u>Sold To</u> <u>Customer</u>	<u>Contract</u>	<u>Contract</u> <u>Type</u>	<u>Bill Plan Id</u>	<u>Billing</u> <u>Method</u>	<u>Event</u> <u>Num</u>	<u>Event</u> <u>Type</u>	<u>Event</u> <u>Status</u>	<u>Milestone</u> <u>Event</u> <u>Origin</u>	<u>Milestone</u> <u>Nbr</u>	<u>Event Date</u>	<u>Amount</u>
0000003001	0000001780	A	B101	Milestone	2	Date	Pending			1/28/2017	0.00
0000003001	0000001780	A	B101	Milestone	1	Date	Ready			12/28/2016	1,307,603.00
0000003249	0000001680	A	B101	Milestone	1	Date	Ready			5/21/2015	600,000.00
0000003249	0000001680	A	B101	Milestone	2	Date	Pending			6/21/2015	0.00
0000003249	0000001689	A	B101	Milestone	2	Date	Pending			7/15/2015	0.00
0000003249	0000001689	A	B101	Milestone	1	Date	Ready			8/3/2015	250,000.00
0000003431	0000001631	A	B102	Milestone	2	Date	Pending			8/28/2014	0.00
0000003431	0000001631	A	B102	Milestone	1	Date	Ready			7/17/2015	1,258,614.50
0000055001	0000001733	J	B101	Milestone	2	Date	Pending			5/14/2016	0.00
0000055001	0000001733	J	B101	Milestone	1	Date	Pending			3/10/2016	0.00
0000104118	0000001547	A	B101	Milestone	1	Date	Ready			8/8/2013	0.00
0000104118	0000001547	A	B101	Milestone	2	Date	Ready			9/8/2013	0.00
0000108360	0000001754	J	B101	Milestone	3	Date	Pending			10/12/2016	0.00
0000108360	0000001754	J	B101	Milestone	1	Date	Ready			8/12/2016	1,884,805.79
0000108360	0000001754	J	B101	Milestone	2	Date	Pending			9/12/2016	18,843,759.21
0000117432	0000001692	A	B101	Milestone	1	Date	Pending			7/28/2015	15,290.00
0000117432	0000001692	A	B101	Milestone	5	Date	Pending			11/27/2015	15,290.00



Revenue Management Report

Displays revenue plans, including the status of these plans and the events associated with them. The report also displays the status of the events and the amount of future revenue.

Note: This report displays billing plans with open events only.

<div>ORACLE</div> <div>Contracts Revenue Management Report</div> <div>Page 1 of 10 7/11/2018</div>											
<div>Business Unit: 50100 VA Dept of Transportation</div> <div>Contract Currency: USD</div>											
<u>Sold To Customer</u>	<u>Contract</u>	<u>Contract Type</u>	<u>Rev Rec Plan Id</u>	<u>Rev Rec Method</u>	<u>Event Num</u>	<u>Event Type</u>	<u>Event Status</u>	<u>Milestone Event Origin</u>	<u>Ms Nbr</u>	<u>Accounting Date</u>	<u>Revenue Amount</u>
0000003001 BUCHANAN C	0000001780	A	R101	Milestone	1	Date	Ready			12/28/2016	1,307,603.00
0000003001 BUCHANAN C	0000001780	A	R101	Milestone	2	Date	Pending			1/28/2017	0.00
0000003249 FAIRFAX CO	0000001680	A	R101	Milestone	1	Date	Ready			5/21/2015	600,000.00
0000003249 FAIRFAX CO	0000001680	A	R101	Milestone	2	Date	Pending			6/21/2015	0.00
0000003249 FAIRFAX CO	0000001680	A	R102	Milestone	2	Date	Ready			4/16/2015	0.00
0000003249 FAIRFAX CO	0000001680	A	R102	Milestone	1	Date	Ready			3/16/2015	0.00
0000003249 FAIRFAX CO	0000001800	A	R101	Apportumt	29	Date	Ready			8/31/2019	66,666.67
0000003249 FAIRFAX CO	0000001800	A	R101	Apportumt	28	Date	Ready			7/31/2019	66,666.67



Limit Amount Report

This report displays the details of a contract's limit amounts including limit amounts, amount remaining for the limit, amounts in excess, and transaction and processing dates for the limits. The details of the report are determined by the criteria that is set on the Limit Amount report run control page.

You can navigate to this report using the following path:

Main Menu > Customer Contracts > Reports > Limit Amount

1/22/2013

Active Contracts Limit Amount Management Report

Business Unit:	50100	Contract Admin:	
Limit Type:	Fund/Bill	Contract Type:	%
Sold to Customer:	%	Contract Classification:	Standard
Report By:	Remaining	Contract:	%
Max Remaining Percent:	50.00 %		

Business Unit: 50100 VA Dept of Transportation

<u>Contract Number</u>	<u>Line</u>	<u>Transaction Id</u>	<u>Funding Limits</u>	<u>Limit</u>	<u>Remaining</u>	<u>Remaining %</u>	<u>Last Transaction Date</u>	<u>Last Processing Date</u>
0000000106	1			7,881.00	3,657.92 USD	46.41	8/20/2011	1/11/2013
0000000111	1			1,500.00	478.12 USD	31.87	9/24/2011	1/11/2013
0000000112	1			1,500.00	406.12 USD	27.07	8/20/2011	1/11/2013
0000000113	1			1,500.00	166.00 USD	11.07	9/10/2011	1/11/2013
0000000199	1			35,110.48	404.41 USD	1.15	12/31/2012	1/11/2013
0000001079	1			100,000.00	5,626.18 USD	5.63	9/20/2011	1/11/2013
0001002	1	0440		817,534.00	3,787.31 USD	0.46	8/6/2009	1/11/2013
0001002	1	04M0		991,043.00	4,593.00 USD	0.46	8/6/2009	1/11/2013
0001002	1	5070		4,629,000.00	21,449.00 USD	0.46	8/6/2009	1/11/2013
0005001	1	1180		289,973.00	22.11 USD	0.01	11/11/2011	1/11/2013
0005001	1	3600		11,510,057.00	929.00 USD	0.01	11/11/2011	1/11/2013
0005001	1	5590		1,000,000.00	81.00 USD	0.01	11/11/2011	1/11/2013
0005075	1	QX20		1,054,239.00	739.84 USD	0.07	9/24/2011	1/11/2013
0005137	1	33A0		206,000.00	7,591.00 USD	3.68	11/6/2008	1/11/2013
0005147	1	Q770		1,104,800.00	269,270.61 USD	24.37	11/27/2012	1/11/2013
0005153	1	33B0		130,099.00	2,338.80 USD	1.80	11/29/2012	1/11/2013
0005153	1	H220		100,000.00	25,671.00 USD	25.67	11/29/2012	1/11/2013
0005153	1	L220		423,000.00	108,587.00 USD	25.67	11/29/2012	1/11/2013
0005153	1	L22R		180,000.00	46,208.00 USD	25.67	11/29/2012	1/11/2013
0005153	1	Q220		529,605.00	135,953.00 USD	25.67	11/29/2012	1/11/2013
0005169	1	Q210		100,000.00	47,399.13 USD	47.40	12/31/2012	1/11/2013
0005176	1	H220		228,073.00	10,796.00 USD	4.73	10/26/2011	1/11/2013
0005176	1	Q220		660,240.00	14,253.41 USD	2.16	10/26/2011	1/11/2013
0005186	1	04M0		221,301.00	34,530.14 USD	15.60	11/11/2011	1/11/2013
0005189	1	H050		1,280,000.00	28,281.00 USD	2.21	2/5/2011	1/11/2013



Limit Amount Report (continued)

1/22/2013

Active Contracts Limit Amount Management Report

Business Unit: 50100
Limit Type: Fund/Bill
Sold to Customer: %
Report By: Remaining
Max Remaining Percent: 50.00 %

Contract Admin:
Contract Type: %
Contract Classification: Standard
Contract: %

Business Unit: 50100 VA Dept of Transportation

Contract Number	Line	Transaction Id	Funding Limits		Remaining		Remaining %	Last Transaction Date	Last Processing Date
			Limit						
0000000106	1		7,881.00		3,657.92	USD	46.41	8/20/2011	1/11/2013
0000000111	1		1,500.00		478.12	USD	31.87	9/24/2011	1/11/2013
0000000112	1		1,500.00		406.12	USD	27.07	8/20/2011	1/11/2013
0000000113	1		1,500.00		166.00	USD	11.07	9/10/2011	1/11/2013
0000000199	1		35,110.48		404.41	USD	1.15	12/31/2012	1/11/2013
0000001079	1		100,000.00		5,626.18	USD	5.63	9/20/2011	1/11/2013
0001002	1	0440	817,534.00		3,787.31	USD	0.46	8/6/2009	1/11/2013
0001002	1	04M0	991,043.00		4,593.00	USD	0.46	8/6/2009	1/11/2013
0001002	1	5070	4,629,000.00		21,449.00	USD	0.46	8/6/2009	1/11/2013
0005001	1	1180	289,973.00		22.11	USD	0.01	11/11/2011	1/11/2013
0005001	1	3600	11,510,057.00		929.00	USD	0.01	11/11/2011	1/11/2013
0005001	1	5590	1,000,000.00		81.00	USD	0.01	11/11/2011	1/11/2013
0005075	1	QX20	1,054,239.00		739.84	USD	0.07	9/24/2011	1/11/2013
0005137	1	33A0	206,000.00		7,591.00	USD	3.68	11/6/2008	1/11/2013
0005147	1	Q770	1,104,800.00		269,270.61	USD	24.37	11/27/2012	1/11/2013
0005153	1	33B0	130,099.00		2,338.80	USD	1.80	11/29/2012	1/11/2013
0005153	1	H220	100,000.00		25,671.00	USD	25.67	11/29/2012	1/11/2013
0005153	1	L220	423,000.00		108,587.00	USD	25.67	11/29/2012	1/11/2013
0005153	1	L22R	180,000.00		46,208.00	USD	25.67	11/29/2012	1/11/2013
0005153	1	Q220	529,605.00		135,953.00	USD	25.67	11/29/2012	1/11/2013
0005169	1	Q210	100,000.00		47,399.13	USD	47.40	12/31/2012	1/11/2013
0005176	1	H220	228,073.00		10,796.00	USD	4.73	10/26/2011	1/11/2013
0005176	1	Q220	660,240.00		14,253.41	USD	2.16	10/26/2011	1/11/2013
0005186	1	04M0	221,301.00		34,530.14	USD	15.60	11/11/2011	1/11/2013
0005189	1	H050	1,280,000.00		28,281.00	USD	2.21	2/5/2011	1/11/2013



Prepaid Management Report

This report displays the details on prepaid balances, including the status, the date the balances are expected to expire, and the amount remaining. The details of the report are determined by the criteria that is set on the Prepaid Balance report run control page.

You can navigate to this report using the following path:

**Main Menu > Customer
Contracts > Reports > Prepaid
Management**

Contracts Prepaid Management Report									
Business Unit: 50100		VA Dept of Transportation							
Contract Currency: USD									
<u>Sold To Customer</u>	<u>Contract</u>	<u>Billing Utilization Description</u>	<u>Purchase Order</u>	<u>Expiry Date</u>	<u>Depletion Date</u>	<u>Purchase Amount</u>	<u>Remaining Amount</u>	<u>Committed Amount</u>	
0000003006 WISE COUNT	0000000061	PPD Bal#1 for 0000000061				\$70,000.00	\$70,000.00	0.00	
0000003006 WISE COUNT	0000000001	PPD Bal#1 for 0000000001				1,606.89	0.00	0.00	
0000003140 BERRYVILLE	0000000089	PPD Bal#1 for 0000000089				283.85	0.00	0.00	
0000003383 RICHMOND C	0000000182	PPD Bal#2 of Contr# 0000000182		2/16/2013	6/1/2012	40.94	0.00	0.00	
0000003383 RICHMOND C	0000000182	PPD Bal#1 of Contr# 0000000182		2/16/2013		0.00	0.00	0.00	
0000003383 RICHMOND C	0000000184	PPD Bal#1 for 0000000184			3/1/2012	150.97	109.96	0.00	
0000010013 AASHTO	0000000187	PPD Bal#1 of Contr# 0000000187		2/10/2013		40,500.00	13,743.58	0.00	
0000010013 AASHTO	0000000087	PPD Bal#1 of Contr# 0000000087		2/10/2013		33,000.00	33,000.00	0.00	
0000010014 AASHTO	0000000176	PPD Bal#1 of Contr# 0000000176		2/10/2013		47,250.00	6,721.60	0.00	
0000010014 AASHTO	0000000199	PPD Bal#1 of Contr# 0000000199		2/10/2013		41,250.00	13,580.86	897.41	
0000011943 PRTC	0000000093	PPD Bal#1 of Contr# 0000000093		2/10/2013		18,000.00	16,999.66	0.00	
0000012474 VIRGINIA P	0000000086	PPD Bal#1 for 0000000086				1,408.50	0.00	0.00	



Prepaid Management Report (continued)

1/22/2013

Contracts Prepaid Management Report

Business Unit: 50100 VA Dept of Transportation
 Contract Currency: USD

<u>Sold To Customer</u>	<u>Contract</u>	<u>Billing Utilization Description</u>	<u>Purchase Order</u>	<u>Expiry Date</u>	<u>Depletion Date</u>	<u>Purchase Amount</u>	<u>Remaining Amount</u>	<u>Committed Amount</u>
0000003006 WISE COUNT	0000000061	PPD Bal#1 for 0000000061				\$70,000.00	\$70,000.00	0.00
0000003006 WISE COUNT	0000000001	PPD Bal#1 for 0000000001				1,606.89	0.00	0.00
0000003140 BERRYVILLE	0000000089	PPD Bal#1 for 0000000089				283.85	0.00	0.00
0000003383 RICHMOND C	0000000182	PPD Bal#2 of Contr# 0000000182		2/16/2013	6/1/2012	40.94	0.00	0.00
0000003383 RICHMOND C	0000000182	PPD Bal#1 of Contr# 0000000182		2/16/2013		0.00	0.00	0.00
0000003383 RICHMOND C	0000000184	PPD Bal#1 for 0000000184			3/1/2012	150.97	109.96	0.00
0000010013 AASHTO	0000000187	PPD Bal#1 of Contr# 0000000187		2/10/2013		40,500.00	13,743.58	0.00
0000010013 AASHTO	0000000087	PPD Bal#1 of Contr# 0000000087		2/10/2013		33,000.00	33,000.00	0.00
0000010014 AASHTO	0000000176	PPD Bal#1 of Contr# 0000000176		2/10/2013		47,250.00	6,721.60	0.00
0000010014 AASHTO	0000000199	PPD Bal#1 of Contr# 0000000199		2/10/2013		41,250.00	13,580.86	897.41
0000011943 PRTC	0000000093	PPD Bal#1 of Contr# 0000000093		2/10/2013		18,000.00	16,999.66	0.00
0000012474 VIRGINIA P	0000000086	PPD Bal#1 for 0000000086				1,408.50	0.00	0.00



Queries

Customer contracts queries can be run at various intervals. There are numerous Customer contracts queries available. Key customer contracts queries include:

- Project Distribution Codes
- Contract Products (Amount and Recurring)
- Allowable and Unallowable Project Expenditure Accounts
- Contract with No Billing
- Contract on Billing Hold
- Bill History by Contract
- Validate Federal Bill Lines
- Contract Project Activities Combo
- Project Expenditures & Transfers
- Project Payroll Expenditures



Customer Contract Products

This query identifies all Amount and Recurring Products with the associated accounting distribution. This query is used to determine which product should be used when creating Amount-Based and Recurring contract lines.

You can navigate to this query using the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_PA_CUST_CONTRACT_PRODUCTS

V_PA_CUST_CONTRACT_PRODUCTS - Customer Contract Products													
Business Unit <input type="text" value="50100"/>													
Product ID(% for all) <input type="text" value=""/>													
Product Group(% for all) <input type="text" value=""/>													
Account(% for all) <input type="text" value=""/>													
Dept ID (% for all) <input type="text" value=""/>													
Fund (% for all) <input type="text" value="04720"/>													
View Results													
Download results in : Excel Spreadsheet CSV Text File XML File (64 kb)													
View All First 1-100 of 169 Last													
	Product	Product Description	Price Type	Product Group	Distribution Code	Distribution Code Desr	Account	Department	Fund	Cost Center	Program	Project Id	Activity
1	AMT_GENER4	Gener-CON- Location & Design	AMT	AMT_CONOTH	GENERGEN14	Location & Design CON Private	40040001	10021	04720		514008	0000108401	
2	AMT_PROJE29	Partic - CON - CCT - Bristol	AMT	AMT_CONCCT	PROJEPRO01	Partic - CON - CCT/OTH-Bristol	40042011	11000	04720				
3	AMT_PROJE30	Partic - CON - CCT - Salem	AMT	AMT_CONCCT	PROJEPRO02	Partic - CON - CCT/OTH-Salem	40042011	12000	04720				
4	AMT_PROJE31	Partic - CON - CCT - Lynchburg	AMT	AMT_CONCCT	PROJEPRO03	Partic - CON - CCT/OTH-Lynchbg	40042011	13000	04720				
5	AMT_PROJE32	Partic - CON - CCT - Richmond	AMT	AMT_CONCCT	PROJEPRO04	Partic - CON - CCT/OTH-Richmnd	40042011	14000	04720				
6	AMT_PROJE33	Partic - CON - CCT - Suffolk	AMT	AMT_CONCCT	PROJEPRO05	Partic - CON - CCT/OTH-Suffolk	40042011	15000	04720				
7	AMT_PROJE34	Partic - CON - CCT - Fredsburg	AMT	AMT_CONCCT	PROJEPRO06	Partic - CON - CCT/OTH-Fredbrg	40042011	16000	04720				
8	AMT_PROJE35	Partic - CON - CCT - Culpeper	AMT	AMT_CONCCT	PROJEPRO07	Partic - CON - CCT/OTH-Culpepr	40042011	17000	04720				
9	AMT_PROJE36	Partic - CON - CCT - Staunton	AMT	AMT_CONCCT	PROJEPRO08	Partic - CON - CCT/OTH-Stauntn	40042011	18000	04720				
10	AMT_PROJE37	Partic - CON - CCT - NOVA	AMT	AMT_CONCCT	PROJEPRO09	Partic - CON - CCT/OTH-NOVA	40042011	19000	04720				



Distribution Codes

This query identifies all Distribution Codes in Cardinal. The results can be used to identify if new distribution codes need to be defined and to identify which products to use when creating Rate-Based, Amount-Based and Recurring Products.

You can navigate to this query using the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_PA_DISTRBUTION_CODES

V_PA_DISTRBUTION_CODES - Distribution Codes													
<div>SetID <input type="text" value="50100"/> </div> <div>Account (% for all) <input type="text" value="%"/> </div> <div>Fund (% for all) <input type="text" value="04720"/> </div> <div>Dept Id (% for all) <input type="text" value="%"/> </div> <div>Cost Center (% for all) <input type="text" value="%"/> </div> <div>View Results</div> <div>Download results in : Excel Spreadsheet CSV Text File XML File (31 kb)</div> <div>View All First 1-100 of 101 Last</div>													
	Distribution Code	Effective Date	Effective Status	Long Description	Short Description	Account	Dept ID	Task	Fund	Cost Center	Program	Project	Activity
1	ADVANADCN1	01/01/1901	A	Prepaid - CON - CCT	ADVANADCN1	24042011	99999		04720				
2	ADVANADCN2	01/02/1901	A	Prepaid - CON - STA	ADVANADCN2	2403007	99999		04720				
3	ADVANADCN3	01/01/1901	A	Prepaid - CON - OTH	ADVANADCN3	24042011	99999		04720				
4	ADVANADCN4	01/01/1901	A	Prepaid - Coal Severance - CCT	ADVANADCN4	24042012	11000		04720				
5	ADVANADCN5	01/01/1901	A	Prepaid - CON - STA - 99999	ADVANADCN5	2403007	99999		04720				
6	ADVANADPSP	01/01/1901	A	Prepaid - Private Sctr - CON	ADVANADPSP	240400	99999		04720				
7	ADVANCON34	07/01/2016	A	Prepaid - CON - STA	ADVANCON34	4003007	10030		04720				
8	ADVANCON35	07/01/2016	A	Prepaid - CON - OTH	ADVANCON35	4003007	10055		04720				
9	AMT_CONCCT	01/01/1901	A	UAR - Amt - Constr Cty Co Tw	AMT_CONCCT	112062	99999		04720				
10	AMT_CONOTH	01/01/1901	A	UAR - Amt - Constr Other	AMT_CONOTH	112064	99999		04720				



Allowable and Unallowable Project Expenditure Accounts

This query identifies all project expenditure transactions associated to the preconfigured allowable or unallowable Accounts. This query is used to review project expenditures during the final voucher process to close out a Federal project.

You can navigate to this query using the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_PA_PROJ_EXPENDITURE_ACCTS

V_PA_PROJ_EXPENDITURE_ACCTS - Allowable Unallowable Accounts																						
PC Business Unit <input type="text" value="50100"/>																						
Project ID (% for All) <input type="text" value="0000008312"/>																						
Activity Type (% for All) <input type="text" value=""/>																						
From Accounting Date <input type="text" value="02/01/2018"/>																						
To Accounting Date <input type="text" value="02/28/2018"/>																						
Allowable / Unallowable / % <input type="text" value=""/>																						
View Results																						
Download results in : Excel Spreadsheet CSV Text File XML File (12 kb)																						
View All First 1-24 of 24 Last																						
	JournalID	Journal Date	Accounting Date	Accounting Period	Fiscal Year	Business Unit	Project	Activity	Analysis Type	Account	Account Description	Fund	Department	Program	FIPS	Agency Use 1	Task	Asset	Route	Contract	Amount	Allowable
1	0000819534	02/21/2018	02/21/2018		8 2018	50100	0000008312	74201	ATE	5011110	Employer Retire Contrb-Def Ben	04720	15002	603023	001						-66.20	Y
2	0000819534	02/21/2018	02/21/2018		8 2018	50100	0000008312	64201	ATE	5011110	Employer Retire Contrb-Def Ben	04720	15002	603023	001					0015051	66.20	Y
3	0000819534	02/21/2018	02/21/2018		8 2018	50100	0000008312	74201	ATE	5011120	Salary Social Securty&Medicare	04720	15002	603023	001						-29.55	Y
4	0000819534	02/21/2018	02/21/2018		8 2018	50100	0000008312	64201	ATE	5011120	Salary Social Securty&Medicare	04720	15002	603023	001					0015051	29.55	Y
5	0000819534	02/21/2018	02/21/2018		8 2018	50100	0000008312	64201	ATE	5011140	Group Life Insurance	04720	15002	603023	001					0015051	4.92	Y
6	0000819534	02/21/2018	02/21/2018		8 2018	50100	0000008312	74201	ATE	5011140	Group Life Insurance	04720	15002	603023	001						-4.92	Y
7	0000819534	02/21/2018	02/21/2018		8 2018	50100	0000008312	64201	ATE	5011150	Employer Health Ins Premium	04720	15002	603023	001					0015051	87.92	Y
8	0000819534	02/21/2018	02/21/2018		8 2018	50100	0000008312	74201	ATE	5011150	Employer Health Ins Premium	04720	15002	603023	001						-87.92	Y
9	0000819534	02/21/2018	02/21/2018		8 2018	50100	0000008312	64201	ATE	5011230	Salaries, Classified	04720	15002	603023	001					0015051	409.89	Y
10	0000819534	02/21/2018	02/21/2018		8 2018	50100	0000008312	74201	ATE	5011230	Salaries, Classified	04720	15002	603023	001						-409.89	Y



Contract with No Billing

This report identifies any contracts for which no billings have been processed. This report is to review customer contract statuses.

You can navigate to this query using the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_PA_CA_NO_BI

V_PA_CA_NO_BI - Contract with No Billing

From Date

To Date

Contract Type (% For All)

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (2086 kb)

[View All](#)

First 1-100 of 4365 [Last](#)

	Project	Contract	Status	Type	Last Billed Date	Life-to-Date Billed Amount	Project Manager	Reason	Min End Date
1	0000000015	0952314	ACTIVE	F	07/18/2012	13806702.65	MITCHELL,DIANE L	No billing during timespan	
2	0000000016	0952314	ACTIVE	F	12/14/2011	7317457.35	MITCHELL,DIANE L	No billing during timespan	
3	0000000054	0952415	ACTIVE	F	07/06/2018	59277000.08	MITCHELL,DIANE L	No billing during timespan	10/31/2018
4	0000000098	5401456	ACTIVE	F	11/05/2012	632238.00	MITCHELL,DIANE L	No billing during timespan	
5	0000000190	0952315	ACTIVE	F	12/14/2011	59734327.00	MITCHELL,DIANE L	No billing during timespan	
6	0000000192	0952343	FIRE - CLOSED	F	12/14/2011	170414.00	MITCHELL,DIANE L	No billing during timespan	
7	0000000293	5404115	ACTIVE	F	08/17/2017	1957568.04	MITCHELL,DIANE L	No billing during timespan	03/31/2017
8	0000000293	5404118	ACTIVE	F	08/10/2017	1698229.00	MITCHELL,DIANE L	No billing during timespan	01/21/2018
9	0000000564	0012101	FIRE - CLOSED	F	03/11/2014	2049221.08	MITCHELL,DIANE L	No billing during timespan	
10	0000000673	0092008	ACTIVE	F	07/19/2018	1201712.87	MITCHELL,DIANE L	No billing during timespan	



Contract on Billing Hold

This query identifies active contracts that have been put on billing hold, that have suspended billing, or deferred lines on a billing worksheet. This query is used to monitor processing of billing holds, suspended billings or deferred billing worksheet lines related to active Customer Contracts in order to ensure these items are resolved and billing continues in a timely manner.

You can navigate to this query using the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_PA_CA_BI_HOLD

V_PA_CA_BI_HOLD - Contracts on Billing Hold									
Business Unit <input type="text" value="50100"/>									
View Results									
Download results in : Excel SpreadSheet CSV Text File XML File (1239 kb)									
View All First 1-100 of 3037 Last									
	Contract	Contract Type	Contract Status	Line Number	Description	Billing Plan ID	Hold Date	End Date	Type of Hold
1	0000000095	O	ACTIVE	1	BRAC-133 MARK CTR STUDY	B101			Rate Based Contract Line is Missing Rate Set in CA_RATE table
2	0000000095	O	ACTIVE	1	BRAC-133 MARK CTR STUDY	B101	02/03/2012		Bill Plan Associated with Contract Line is On Hold
3	0000000639	R	ACTIVE	1	02025211	B101			Rate Based Contract Line is Missing Rate Set in CA_RATE table
4	0000000954	A	ACTIVE	1	ADMIN REVIEW JORDAN BRIDGE	B101			Rate Based Contract Line is Missing Rate Set in CA_RATE table
5	0000001067	L	ACTIVE	1	PE FOR RTE 606	B101			Rate Based Contract Line is Missing Rate Set in CA_RATE table
6	0000001069	L	ACTIVE	1	BRAC-133 ALEXANDRIA	B101			Active Contract with Inactive Rate Set on CA_RATE
7	0000001423	A	ACTIVE	1	Partic - CON - CCT - Fredsburg	R101	05/24/2016		Revenue Plan Associated with Contract Line is On Hold
8	0000001426	O	ACTIVE	1	Partic - CON -Private-NOVA	B101	04/14/2014		Bill Plan Associated with Contract Line is On Hold
9	0000001429	R	ACTIVE	1	Recurring Contract \$4334.22	B101	04/15/2013	08/11/2013	Bill Plan Associated with Contract Line is On Hold
10	0000001506	O	ACTIVE	2	Gener -HMO E River 11099				Rate Based Contract Line does not have row defined in CA_RATE table



Bill History By Contract

The query is used to review and monitor billing history for a contract. To run the report, the user will enter a Business Unit, and Contract Number.

You can navigate to this query using the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_PA_BILL_HIST_CONTRACT

V_PA_BILL_HIST_CONTRACT - Bill History by Contract

Business Unit



Contract ID



[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (4 kb)

[View All](#)

First 1-15 of 15 Last

	Business Unit	Contract ID	Project	Appropriation Code	Invoice	Invoice Date	Target Payment	LTD Billed Amount	Invoiced Amount	Payment Date
1	50100	0000000085	0000095562		Conversion			8359.42	8359.42	
2	50100	0000000085	0000095562	MG&SE	MGSE000004	12/31/2011		3602.98	60.31	04/11/2012
3	50100	0000000085	0000095562	MG&SE	MGSE000026	02/01/2012		3602.98	36.34	04/11/2012
4	50100	0000000085	0000095562	MG&SE	MGSE000035	03/01/2012		3602.98	136.97	04/11/2012
5	50100	0000000085	0000095562	MG&SE	MGSE000055	04/02/2012		3602.98	42.89	04/30/2012
6	50100	0000000085	0000095562	MG&SE	MGSE000079	05/01/2012		3602.98	1694.72	05/30/2012
7	50100	0000000085	0000095562	MG&SE	MGSE000104	06/01/2012		3602.98	32.24	07/02/2012
8	50100	0000000085	0000095562	MG&SE	MGSE000134	07/02/2012		3602.98	535.92	08/01/2012
9	50100	0000000085	0000095562	MG&SE	MGSE000160	08/01/2012		3602.98	-2.07	09/11/2012
10	50100	0000000085	0000095562	MG&SE	MGSE000184	09/04/2012		3602.98	26.04	10/16/2012



Validate Federal Bill Lines


The query is used to validate amounts billed for a specific contract on a Federal bill.


You can navigate to this query using the following path:


Main Menu > Reporting Tools > Query > Query Viewer > V_PA_FED_BILL_VALIDATE


V_PA_FED_BILL_VALIDATE - Validate Fed Bill Lines

Business Unit

Project 

Phase 


Accounting Date From 

Accounting Date To 

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (933 kb)

[View All](#)

First 1-100 of 2899  Last

	Business Unit	Journal ID	Project	Activity	Analysis Type	Source Type	Accounting Date	Date/Time	Contract	Contract Line Num	Billing Distribution Status	BU Amount
1	50100		0000090092	602	BLD	L1C0	06/15/2015	04/13/2017 9:59:03PM	5115145	1 D		1171.20
2	50100		0000090092	602	BLD	L1C0	06/30/2015	04/13/2017 9:59:03PM	5115145	1 D		953.23
3	50100		0000090092	602	BLD	L1C0	07/01/2015	04/13/2017 9:59:03PM	5115145	1 D		2522.69
4	50100		0000090092	602	BLD	L1C0	07/16/2015	04/13/2017 9:59:03PM	5115145	1 D		788.46
5	50100		0000090092	602	BLD	L1C0	07/30/2015	04/13/2017 9:59:03PM	5115145	1 D		199.50
6	50100		0000090092	602	BLD	L1C0	07/31/2015	04/13/2017 9:59:03PM	5115145	1 D		2946.49
7	50100		0000090092	602	BLD	L1C0	08/12/2015	04/13/2017 9:59:03PM	5115145	1 D		402.33
8	50100		0000090092	602	BLD	L1C0	08/31/2015	04/13/2017 9:59:03PM	5115145	1 D		709.21
9	50100		0000090092	602	BLD	L1C0	09/15/2015	04/13/2017 9:59:03PM	5115145	1 D		733.96
10	50100		0000090092	602	BLD	L1C0	09/30/2015	04/13/2017 9:59:03PM	5115145	1 D		3996.07



Contract Project Activities Combo

This query gives the ability to upload the associated Project and Activity Combination for a Contract to Excel and ensure all Project and Activities are added to a contract.

You can navigate to this query using the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_PA_CONTRACT_PROJ_ACT_COMBO

V_PA_CONTRACT_PROJ_ACT_COMBO - Contract Proj/Acti Combination

Business Unit

Contract

View Results

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (59 kb)

View All

First 1-100 of 281 Last

	Contract	Line Num	PC Bus Unit	Project	Phase	Activity	Descr
1	0000001011	1	50100	0000091010	9101	602	PE/Constr - Constr on PE Job
2	0000001011	1	50100	0000091010	9101	605	Prel Eng. Environmetal
3	0000001011	1	50100	0000091010	9101	606	Advanced R/W Prior to Acq.
4	0000001011	1	50100	0000091010	9101	607	R/W Stakeout for Cond. and App
5	0000001011	1	50100	0000091010	9101	608	Const. Stakeout Prior to Award
6	0000001011	1	50100	0000091010	9101	609	P.E. Educational Courses
7	0000001011	1	50100	0000091010	9101	611	Preliminary Surveys
8	0000001011	1	50100	0000091010	9101	612	Preliminary Studies
9	0000001011	1	50100	0000091010	9101	613	Location Surveys
10	0000001011	1	50100	0000091010	9101	614	Soil Surveys



Project Expense and Transfers

This query displays project expenditures and transfers for a given activity type within specified accounting dates.

You can navigate to this query using the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_PA_PROJ_EXP_AND_TRANSFERS

V_PA_PROJ_EXP_AND_TRANSFERS - Project Exp and Transfers

Business Unit (% for all)
Activity Type (% for all)
Fund (% for all)
Project (% for all)
Fiscal Year
Accounting Period From
Accounting Period To
Project Category (% for all)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (30 kb)

View All First 1-60 of 60 Last

	Project	Activity ID	Activity Type	Fiscal Year	Accounting Period	Fund	Account	Program	Department	Journal ID	Journal Date	Accounting Date	System Source	Voucher	Supplier ID	Supplier Name	Supplier Class	Contract	BU Amount
1	0000100321	778	9102	2018	5	04720	50112301	603024	13010	ALC00000004	11/30/2017	11/30/2017	ALO						0.57
2	0000100321	778	9102	2018	5	04720	50112301	603024	13010	ALC00000003	11/30/2017	11/30/2017	ALO						2.08
3	0000100321	778	9102	2018	5	04720	50112301	603024	13010	ALC00000002	11/30/2017	11/30/2017	ALO						1.52
4	0000100321	778	9102	2018	5	04720	50112301	603024	13010	ALC00000001	11/30/2017	11/30/2017	ALO						1.58
5	0000100321	778	9102	2018	3	04720	50112301	603024	13010	PC00680169	09/01/2017	08/31/2017	GPC						-1.36
6	0000100321	778	9102	2018	2	04720	50112301	603024	13010	ALC00000001	08/31/2017	08/31/2017	ALO						3.17
7	0000100321	778	9102	2018	2	04720	50112301	603024	13010	ALC00000004	08/31/2017	08/31/2017	ALO						1.14
8	0000100321	778	9102	2018	2	04720	50112301	603024	13010	ALC00000003	08/31/2017	08/31/2017	ALO						4.16
9	0000100321	778	9102	2018	2	04720	50112301	603024	13010	ALC00000002	08/31/2017	08/31/2017	ALO						3.04
10	0000100321	778	9102	2018	3	04720	50112301	603023	13010	PC00680169	09/01/2017	08/31/2017	GPC						1.36



Project Payroll Expenditures

This query displays project payroll expenditures for an activity type between transaction dates.

You can navigate to this query using the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_PA_PROJ_PAYROLL_EXPENDITURES

V_PA_PROJ_PAYROLL_EXPENDITURES - Project Payroll Expenditures

Business Unit (% for all)

Fund (% for all)

Activity Type (% for all)

Project Category (% for all)

Project ID (% for all)

Fiscal Year

From Accounting Period

To Accounting Period

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All

First 1-3 of 3 Last

	Project ID	Activity Type	Activity ID	Program	Dept ID	Fund	Journal ID	Journal Date	Fiscal Year	Period	Employee ID	Employee Name	Resource Quantity	Contract	Resource Amount
1	0000100321	9102	778	603024	13010	04720	TE00635786	07/13/2017	2018	1			1.00		32.18
2	0000100321	9102	778	603024	13010	04720	TE00676889	08/30/2017	2018	2			1.00		30.14
3	0000100321	9102	778	603024	13010	04720	TE00754307	11/30/2017	2018	5			0.50		15.07



Online Inquiries

Customer contracts online inquiries can be run at various intervals. There are numerous customer contracts online inquiries available. Key customer contracts online inquiries include:

- Review Contract Summary
- Review Contract Information– Amendments
- Review Contract Information - Notes
- Review Contract Information - Projects/Activities
- Review Billing - Plans
- Review Billing - History
- Review Billing Events
- Review Billing - As Incurred
- Review Revenue - Plans
- Review Revenue - Events
- Review Revenue - As Incurred
- Review Revenue - Fixed Fee Acctg Lines
- Review Revenue - As Incurred Acctg Lines
- Review Revenue - History
- Review Limits
- My Contracts



Review Contract Summary

You can navigate to these online inquiries using the following path:

Main Menu > Customer Contracts > Review Contract Summary

Favorites ▾Main Menu ▾> Customer Contracts ▾> Review Contract Summary

Review Contract Summary

Contract Number 0000001069

Contract Type L

Contract Class Standard

Contract Status ACTIVE

Currency USD

Business Unit 50100

Region Code

Customer CITY OF ALEXANDRIA

Amendment Number 0000000004

Contract Signed 09/02/2010

Amendment Date 11/20/2013

Proposal ID \$,00

Summary

Total Billed250,630.99

Total Revenue Recognized125,315.50

Total Collected-7,492.44

Revenue Forecasted0.00

Billing Amounts

Revenue Amounts

Fixed Billing125,315.50

Discounts/Surcharges0.00

Non-inclusive Prepays125,315.49

Subtotal250,630.99

As Incurred Billing Limits (Less Prepaid)125,315.51

Recurring Billing0.00

Total375,946.50

Fixed Revenue125,315.50

Discounts/Surcharges0.00

Non inclusive Prepays125,315.49

Subtotal250,630.99

As Incurred Revenue Limits (Less Prepaid)125,315.51

Recurring Revenue0.00

Total375,946.50

Contract Lines

Personalize | Find | First 1-3 of 3 Last

Line	Product	Status	Price Type	Billing Amount	Net Billing Amount	Revenue Amount	Net Revenue Amount	Billing Limit	Revenue Limit	Estimated Amount	Start Date	End Date	Bi
1	BRAC-133 ALEXANDRIA	Active	Rate					250,631.00	250,631.00	0.00	09/02/2010		C
2	Partic - CON - CCT - NOVA	Active	Amount	0.00	0.00	0.00	0.00			0.00	01/31/2013		In
4	Partic Advance-CON-CCT-NOVA	Active	Amount	125,315.50	125,315.50	125,315.50	125,315.50			0.00	11/20/2013		C

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Related Projects

PC Business Unit	Project	Description	Project Status
50100	0000096261	0395-100-722,P101, R201, C501	Open

Contract Milestones

Milestone ID	Milestone Status	Billing Impact	Revenue Impact
None		No	No

Return to Search

Previous in List

Next in List

Refresh



Review Contract Summary (continued)

Favorites ▾Main Menu ▾Customer Contracts ▾Review Contract Summary

Review Contract Summary

Contract Number0000001069

Contract TypeL

Contract ClassStandard

Contract StatusACTIVE

CurrencyUSD

Business Unit50100

Region Code

CustomerCITY OF ALEXANDRIA

Amendment Number0000000004

Contract Signed09/02/2010

Amendment Date11/20/2013

Proposal ID\$0.00

Summary

Total Billed250,630.99

Total Collected-7,492.44

Total Revenue Recognized125,315.50

Revenue Forecasted0.00

Billing Amounts

Revenue Amounts

Fixed Billing125,315.50

Discounts/Surcharges0.00

Non-inclusive Prepays125,315.49

Subtotal250,630.99

As Incurred Billing Limits (Less Prepaid)125,315.51

Recurring Billing0.00

Total375,946.50

Fixed Revenue125,315.50

Discounts/Surcharges0.00

Non inclusive Prepays125,315.49

Subtotal250,630.99

As Incurred Revenue Limits (Less Prepaid)125,315.51

Recurring Revenue0.00

Total375,946.50

Contract Lines

Personalize | Find | First 1-3 of 3 Last

Line	Product	Status	Price Type	Billing Amount	Net Billing Amount	Revenue Amount	Net Revenue Amount	Billing Limit	Revenue Limit	Estimated Amount	Start Date	End Date	Bi
1	BRAC-133 ALEXANDRIA	Active	Rate					250,631.00	250,631.00	0.00	09/02/2010		Cc
2	Partic - CON - CCT - NOVA	Active	Amount	0.00	0.00	0.00	0.00			0.00	01/31/2013		In
4	Partic Advance-CON-CCT-NOVA	Active	Amount	125,315.50	125,315.50	125,315.50	125,315.50			0.00	11/20/2013		Cc

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Related Projects

PC Business Unit	Project	Description	Project Status
50100	0000096261	0395-100-722,P101, R201, C501	Open

Contract Milestones

Milestone ID	Milestone Status	Billing Impact	Revenue Impact
None		No	No

Return to Search

Previous in List

Next in List

Refresh



Review Contract Information - Amendments

You can navigate to these online inquiries using the following path:

Main Menu > Customer Contracts > Review Contract Information > Amendments

Favorites ▾Main Menu ▾> Customer Contracts ▾> Review Contract Information ▾> Amendments

Inquire Contract Amendments

Amendment Details

Contract 0000001903Local Contract

Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.

Contract Information

Amendment Number 0000000001Business Unit VA Dept of Transportation

Amendment

Amendment Reason Amend Header InfoAmendment Status Complete

Reference ID

Amendment Date

Ready Date 10/29/2018Entered On 10/29/2018 11:14AM

Amend Completion Date 10/29/2018 12:01PMUser Preparing Chg. Pkg.

Information Amended

Line Number	Field Changed	Old Value	New Value	Change Action
1	Signed on	2018-10-01	2018-09-03	Update Record

Return to Search

Notify

Refresh



Review Contract Information – Amendments (continued)

[Favorites](#) > [Main Menu](#) > [Customer Contracts](#) > [Review Contract Information](#) > [Amendments](#)

Inquire Contract Amendments

Amendment Details

Contract 0000001903 **Local Contract**

Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.

Contract Information

Amendment Number 0000000001 **Business Unit** VA Dept of Transportation

Amendment

Amendment Reason Amend Header Info **Amendment Status** Complete

Reference ID

Amendment Date

Ready Date 10/29/2018 **Entered On** 10/29/2018 11:14AM

Amend Completion Date 10/29/2018 12:01PM **User Preparing Chg. Pkg.**

Information Amended

Line Number	Field Changed	Old Value	New Value	Change Action
1	Signed on	2018-10-01	2018-09-03	Update Record

[Return to Search](#) [Notify](#) [Refresh](#)



Review Contract Information - Notes

You can navigate to these online inquiries using the following path:

**Main Menu > Customer Contracts
> Review Contract Information >
Notes**

Favorites ▾Main Menu ▾> Customer Contracts ▾> Review Contract Information ▾> Notes

Contract Notes

Contract0000001425

GEC Design I495/DAAH Improvmnt

Sold To CustomerMETROPOLITAN
WASHINGTON AIRPORT
AUTH

[Inquire Contracts](#)

Note Text

Based on email from District on 9/26/12, the Contract amount was reduced by .64 cents. Total bills to the customer overbilled the .64 cents. New Contract amount is 10,275,698.36. MDJ

Additional Note Information

ClassificationCustom

Note Type

Contract ComponentAmendments

Entered ByPPS_MARCY.JONES

Date Time Added09/26/2012 1:20PM

Add New Note

[Return to Search](#)

[Notify](#)



Review Contract Information– Projects/Activities

This report allows you to review information about a project along with it's associated activities. Once you access this page, there are three sections of information:

- **Contract/Project Information**– this is at a summary level
- **Linked Activities**
- **Non-Linked Activities**

You can navigate to these online inquiries using the following path:

Main Menu > Customer Contracts > Review Contract Information > Projects/Activities



Contract and Project Information Sections

Favorites ▾ Main Menu ▾ > Customer Contracts ▾ > Review Contract Information ▾ > Projects/Activities

[Inquire Project/Activities](#)

Project/Activities

FEDERAL HIGHWAY ADMINISTRATION

Contract 0000001

Contract Line 1

Contract Information

Business Unit VA Dept of Transportation

Contract Type Federal

Contract Classification Government

Product FEDERAL

Product Group RTE_FED

Price Type Rate

Fee Type None

Project

Description 0005047113,RW201

Project 0000057644

PC Bus Unit VA Dept of Transportation

Project Status Open

Project Type CONSTRUCTION



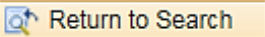
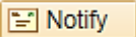
Linked Activities

Linked Activities		
Activity	Description	Status
621	Staff Appraising	Inactive
622	Fee Appraising	Inactive
623	Court Testimony Staff Appr	Inactive
624	Court Testimony Fee Appr	Inactive
625	Appraisal Review	Inactive
626	RW/PE-PE Activities on RW Job	Inactive
627	RW/Constr - Constr on Rw Job	Inactive
629	RW Educational Courses	Inactive
651	Attorney Fees - Other	Inactive
652	Staff Attorneys	Inactive
653	Attorney Fees - Condemnations	Inactive
654	Incidental Legal Payments	Inactive
655	Relocation Advisory Assistance	Inactive
656	Relocation of Utilities	Inactive
657	Prel Utility Relo Eng	Inactive



Non-Linked Activities

Non-Linked Activities		
Activity	Description	Status
501	Engineering	Inactive
502	Inclement Weather	Inactive
503	Expendable Equipment	Inactive
505	Preliminary Engr-Environmental	Inactive
510	PrelmnryEngr-ScopeFieldReview	Inactive
511	Engineering	Inactive
512	Land	Inactive
513	Damages	Inactive
514	Buildings	Inactive
515	Fences	Inactive
516	Right-of-Way Markers	Inactive
517	PrelmnryEngr-Utility Adjustmnt	Inactive
521	Clearing and Grubbing	Inactive
522	Earthwork	Inactive
523	Borrow	Inactive



Review Billing

Review Billing:

- **Plans**
- **History**
- **Events**
- **As Incurred**

You can navigate to these online inquiries using the following path:

Main Menu > Customer Contracts > Review Billing > (select online inquiry name)

Note: The **History** information is located on the **Plans** page. Select the **History** tab to view the history for the selected contract.



Review Billing: Plans

Favorites ▾Main Menu ▾Customer Contracts ▾Review Billing ▾Plans ▾Define Billing Plan

Billing Plan GeneralEventsHistory

Contract0000001425

BI Unit50100

Sold To Customer0000133944METROPOLITAN WASHINGTON AIRPORT AUTH

Bill To0000133944METROPOLITAN WASHINGTON AIRPORT AUTH

Billing Plan◀ B101 ▶Amount Based - Milestone

CurrencyUSD

DescriptionAmount Based - Milestone

*Billing StatusIn Progress ▾

Cancel

Billing MethodMilestone ▾

Actions

Hold

Customer Information

BI Unit50100

VA Dept of Transportation

*Bill To Customer0000133944

METROPOLITAN WASHINGTON AIRPORT AUTH

Addr Num1

Bill To Contact

Amount Detail

Billing Amount10,275,698.36

Total Amount10,275,698.36

Total Billing History0.00

Events Billed To Date0.00

Billing Options

Bill TypeOTH

Bill SourcePROJE

Summarization Template IDVDOT_OTHER

VDOT Other

Pre Approved

Direct Invoice

Billing Header NoteInternal Notes

Preview Summarization Template

Billing Default Overrides

Invoice FormLANDSCAPE

Cycle IDMONTHLY

Bill By IDPC_OTHER

Payment Method

Payment Terms

Billing Inquiry

Billing Specialist

View Customer Defaults

Non-Federal Project

Return to Billing Plan Management

SaveReturn to SearchNotify

AddUpdate/Display

Billing Plan General | Events | History



Review Billing – History

Access this online inquiry using the following path:

Main Menu > Customer Contracts > Review Billing

The **Plans** page displays. Select the **History** tab.

Favorites ▾Main Menu ▾> Customer Contracts ▾> Review Billing ▾> Plans> Define Billing Plan

New Window | Help

Billing Plan GeneralEventsHistory

Contract 0000001425

BI Unit 50100

Sold To Customer 0000133944METROPOLITAN WASHINGTON AIRPORT AUTH

Bill To 0000133944METROPOLITAN WASHINGTON AIRPORT AUTH

Billing Plan ◀ B101 ▶Amount Based - Milestone

Currency USD

Amount Details

Negotiated Amount

10,275,698.36

Total Net Extended Amount

10,275,698.36

Contract Billing History

Personalize | Find | First 1-19 of 19Last

SourceBillingContractsProjects

*Cross Reference Sequence No.*Cross Reference StatusSystem SourceProcess Instance*Last Update Date/TimeLast Update User IDNet AmtGross AmtBilling CurrencyNet Extended AmtGross Extended

1FinalizedBBI03/05/2012 6:34:35PMBIPCC0001,535,427.001,535,427.00USD1,535,427.001,535,427.00+

2FinalizedBBI03/07/2012 6:30:58PMBIPCC0001,300,749.001,300,749.00USD1,300,749.001,300,749.00+

3FinalizedBBI03/21/2012 6:31:14PMBIPCC000895,854.00895,854.00USD895,854.00895,854.00+

4FinalizedBBI04/20/2012 6:31:15PMBIPCC0003,286,341.003,286,341.00USD3,286,341.003,286,341.00+

5FinalizedBBI05/18/2012 6:31:18PMBIPCC0001,107,070.001,107,070.00USD1,107,070.001,107,070.00+

6FinalizedBBI06/19/2012 6:31:30PMBIPCC0001,115,096.001,115,096.00USD1,115,096.001,115,096.00+

7FinalizedBBI07/18/2012 6:35:10PMBIPCC000906,858.00906,858.00USD906,858.00906,858.00+

8FinalizedBBI08/23/2012 6:36:37PMBIPCC000125,210.50125,210.50USD125,210.50125,210.50+

9FinalizedBBI08/27/2012 6:34:28PMBIPCC00080.5080.50USD80.5080.50+

10FinalizedBBI09/10/2012 6:42:02PMBIPCC0003,013.003,013.00USD3,013.003,013.00+



Review Billing - Events

Favorites ▾Main Menu ▾>Customer Contracts ▾>Review Billing ▾>Plans>Define Billing Plan

Billing Plan GeneralEventsHistory

Contract0000001425

BI Unit50100

Sold To Customer0000133944METROPOLITAN WASHINGTON AIRPORT AUTH

Bill To0000133944METROPOLITAN WASHINGTON AIRPORT AUTH

Billing Plan◀B101▶Amount Based - Milestone

CurrencyUSD

Define Events

☐Percent

☒Amount

Add Milestone

Amendment Event Detail

Amount Detail

Total Amount10,275,698.36

Remaining Amount0.00

Event Detail

Personalize | Find | | First1-11 of 11Last

Event	Actions	Event Type	*Event Status	Event Date▲		Amount	Amendment Amt		
1	▼ Actions	Date	Completed	01/17/2012	Event Note	1,535,427.00	-0.10		
2	▼ Actions	Date	Completed	02/17/2012	Event Note	1,300,749.00	-0.08		
3	▼ Actions	Date	Completed	03/17/2012	Event Note	895,854.00	-0.06		
4	▼ Actions	Date	Completed	04/17/2012	Event Note	3,286,341.00	-0.20		
5	▼ Actions	Date	Completed	05/17/2012	Event Note	1,107,070.00	-0.07		
6	▼ Actions	Date	Completed	06/17/2012	Event Note	1,115,096.00	-0.07		
7	▼ Actions	Date	Completed	07/17/2012	Event Note	906,858.00	-0.06		
8	▼ Actions	Date	Completed	08/17/2012	Event Note	125,210.50	-0.01		
9	▼ Actions	Date	Completed	08/24/2012	Event Note	80.50			
11	▼ Actions	<input type="text" value="Date"/>	<input type="text" value="Pending"/>	09/07/2012	Event Note	<input type="text" value="0.00"/>			
10	▼ Actions	Date	Completed	09/07/2012	Event Note	3,013.00	0.01		

Return to Billing Plan Management

Save

Return to Search

Notify

Add

Update/Display



Review Billing – As Incurred

Favorites Main Menu > Customer Contracts > Review Billing > As Incurred

New Window

Billing Plan General Events History

Contract: 0000001418 BI Unit: 50100
Sold To Customer: 0000000133 BILL MILLER EQUIPMENT SALES, INC. Bill To: 0000000133 BILL MILLER EQUIPMENT SALES, INC.
Billing Plan: B101 As Incurred - Rate Based Currency: USD

Description: As Incurred - Rate Based *Billing Status: In Progress Cancel
Billing Method: As Incurred Hold

Customer Information

BI Unit: 50100 VA Dept of Transportation
*Bill To Customer: 0000000133 BILL MILLER EQUIPMENT SALES, INC. Addr Num: 1
Bill To Contact:

Billing Options

Bill Type: OTH Pre Approved Billing Header Note
Bill Source: MG&SE Direct Invoice Internal Notes
Summarization Template ID VDOT_OTHER VDOT Other Preview Summarization Template
Purchase Order:

Billing Default Overrides

Invoice Form: LANDSCAPE
Cycle ID: MONTHLY View Customer Defaults
Bill By ID: PC_OTHER Non-Federal Project
Payment Method:
Payment Terms:
Billing Inquiry:
Billing Specialist:

Transaction Options

Bill Currency: Contract Currency
Retainage Options
Items previously held as Retainages
Bill Write-off Hold
Tolerance Options
Minimum Bill Amount: 0.00
Final Bill

Return to Search - As Incurred

Save Return to Search Notify Add Update/Display



Review Revenue

Review Revenue:

- **Plans**
- **Events**
- **As Incurred**
- **Fixed Fee Acctg Lines**
- **As Incurred Jrnl Acctg Lines**
- **History**

You can navigate to these online inquiries using the following path:

Main Menu > Customer Contracts > Review Revenue > (select online inquiry name)



Review Revenue - Plans

Favorites ▾

Main Menu ▾ > Customer Contracts ▾ > Review Revenue ▾ > Plans > Define Revenue Plan

Revenue Plan

Revenue Plan

Contract 0000001425
Sold To Customer 0000133944
Revenue Plan ◀ R101 ▶

Business Unit 50100
METROPOLITAN WASHINGTON AIRPORT
AUTH

Currency USD
GL Business Unit 50100
GL Currency USD

Description

*Plan Status ▾ Actions

Recognition Method Milestone

☐ Hold

Define Events By

☐ Percent
☒ Amount
Internal Notes
Add Milestone

Preview Revenue
Amendment Event Detail

Amount Detail

Total Amount	10,275,698.36
Remaining Amount	0.00

Event Detail

Personalize | Find | View All | First ◀ 1-12 of 12 ▶ Last

Event	Event Type	*Event Status	Accounting Date		Amount	Amendment Amt		
1	Date	Completed	01/17/2012	Event Note	1,535,427.00	-0.10		
2	Date	Completed	02/17/2012	Event Note	1,300,749.00	-0.08		
3	Date	Completed	03/17/2012	Event Note	346,144.00	-0.02		
4	Date	Completed	04/17/2012	Event Note	3,286,341.00	-0.20		
5	Date	Completed	05/17/2012	Event Note	1,107,070.00	-0.07		
6	Date	Completed	06/17/2012	Event Note	1,115,096.00	-0.07		
7	Date	Completed	07/17/2012	Event Note	906,858.00	-0.06		
8	Date	Completed	08/17/2012	Event Note	125,210.50	-0.01		
9	Date	Completed	08/24/2012	Event Note	80.50			
10	Date	Completed	09/07/2012	Event Note	3,013.00			
11	<input type="text" value="Date"/> ▾	<input type="text" value="Pending"/> ▾	<input type="text" value="03/17/2012"/>	Event Note	<input type="text" value="0.00"/>			
12	Date	Completed	03/18/2012	Event Note	549,710.00	-0.03		

Return to Plans

Save

Return to Search

Notify

Add

Update/Display



Review Revenue – Events

Favorites ▾Main Menu ▾Customer Contracts ▾Review Revenue ▾Events

New Window | Help | Personalize Page |

Review Revenue - Events

Search Criteria

*Business Unit

Revenue Plan

GL Business Unit

PC Business Unit

SearchClear

Contract

Contract Classification

Plan Status

☐ Hold

Sold To Customer

Method

☒ Milestone
☒ Percent Complete
☒ Apportionment
☒ As Incurred

Fee Type

☒ None
☒ Fixed Fee
☒ Award Fee
☒ Incentive Fee
☒ Other Fee

Events

Personalize | Find | View All | First 1-12 of 12

	Business Unit	Customer	Contract	Revenue Plan	Plan Description	Plan Status	Method	Event	Event Status	Hold	Hold Date	GL Unit	Amount	Currency	Fee Type
<input type="checkbox"/>	50100	0000133944	0000001425	R101	Amount Based - Milestone	In Progress	Milestone	1	Completed	<input type="checkbox"/>	09/26/2012	50100	\$1,535,427.00	USD	None
<input type="checkbox"/>	50100	0000133944	0000001425	R101	Amount Based - Milestone	In Progress	Milestone	2	Completed	<input type="checkbox"/>	09/26/2012	50100	\$1,300,749.00	USD	None
<input type="checkbox"/>	50100	0000133944	0000001425	R101	Amount Based - Milestone	In Progress	Milestone	3	Completed	<input type="checkbox"/>	09/26/2012	50100	\$348,144.00	USD	None
<input type="checkbox"/>	50100	0000133944	0000001425	R101	Amount Based - Milestone	In Progress	Milestone	4	Completed	<input type="checkbox"/>	09/26/2012	50100	\$3,288,341.00	USD	None
<input type="checkbox"/>	50100	0000133944	0000001425	R101	Amount Based - Milestone	In Progress	Milestone	5	Completed	<input type="checkbox"/>	09/26/2012	50100	\$1,107,070.00	USD	None
<input type="checkbox"/>	50100	0000133944	0000001425	R101	Amount Based - Milestone	In Progress	Milestone	6	Completed	<input type="checkbox"/>	09/26/2012	50100	\$1,115,096.00	USD	None
<input type="checkbox"/>	50100	0000133944	0000001425	R101	Amount Based - Milestone	In Progress	Milestone	7	Completed	<input type="checkbox"/>	09/26/2012	50100	\$908,858.00	USD	None
<input type="checkbox"/>	50100	0000133944	0000001425	R101	Amount Based - Milestone	In Progress	Milestone	8	Completed	<input type="checkbox"/>	09/26/2012	50100	\$125,210.50	USD	None
<input type="checkbox"/>	50100	0000133944	0000001425	R101	Amount Based - Milestone	In Progress	Milestone	9	Completed	<input type="checkbox"/>	09/26/2012	50100	\$80.50	USD	None
<input type="checkbox"/>	50100	0000133944	0000001425	R101	Amount Based - Milestone	In Progress	Milestone	10	Completed	<input type="checkbox"/>	09/26/2012	50100	\$3,013.00	USD	None
<input type="checkbox"/>	50100	0000133944	0000001425	R101	Amount Based - Milestone	In Progress	Milestone	11	Pending	<input type="checkbox"/>	09/26/2012	50100		USD	None
<input type="checkbox"/>	50100	0000133944	0000001425	R101	Amount Based - Milestone	In Progress	Milestone	12	Completed	<input type="checkbox"/>	09/26/2012	50100	\$549,710.00	USD	None

☒ Select All ☐ Clear All

Update Events

☐ Pending
☐ Ready
☐ Reversal Initiated

Accounting Date
11/01/2018

Update Event Status



Review Revenue – As Incurred

Favorites

Main Menu > Customer Contracts > Review Revenue > As Incurred

New V

Review Revenue - As Incurred

Search Criteria

GL Business Unit50100

Contract0000001426

PC Business Unit

Contract Classification

Revenue Plan

Search

Clear

Fee Type

☒ None
☒ Fixed Fee
☒ Award Fee
☒ Incentive Fee
☒ Other Fee

Detail

Personalize | Find | First 1-66 of 66 Last

General

Contracts

Contract	Select	PC Business Unit	Project	Activity	Transaction ID	Accounting Date	Discount ID	Amount	Currency
0000001426	<input type="checkbox"/>	50100	0000082839	731	65322919	02/06/2012		-232,493.00	USD
0000001426	<input type="checkbox"/>	50100	0000082839	731	75920770	04/16/2012		232,493.00	USD
0000001426	<input type="checkbox"/>	50100	0000082839	74211	110772744	08/03/2012		-194,539.66	USD
0000001426	<input type="checkbox"/>	50100	0000082839	74211	137125968	10/25/2012		43,000.66	USD
0000001426	<input type="checkbox"/>	50100	0000082839	74211	144056017	11/01/2012		-255,266.00	USD
0000001426	<input type="checkbox"/>	50100	0000082839	74211	177113538	01/30/2013		-237,929.00	USD
0000001426	<input type="checkbox"/>	50100	0000082839	74211	209149143	05/02/2013		-314,852.00	USD
0000001426	<input type="checkbox"/>	50100	0000082839	74211	216191748	06/30/2013		15,000.00	USD
0000001426	<input type="checkbox"/>	50100	0000082839	74211	219343169	07/30/2013		-240,411.00	USD
0000001426	<input type="checkbox"/>	50100	0000082839	74211	221489152	08/15/2013		-114,764.00	USD
0000001426	<input type="checkbox"/>	50100	0000082839	74211	224569985	10/23/2013		-80,306.00	USD
0000001426	<input type="checkbox"/>	50100	0000082839	74211	228891729	01/31/2014		-325,273.00	USD
0000001426	<input type="checkbox"/>	50100	0000082839	74211	230388102	03/12/2014		-151,054.00	USD
0000001426	<input type="checkbox"/>	50100	0000082839	74211	231763395	03/20/2014		-114,879.00	USD
0000001426	<input type="checkbox"/>	50100	0000082839	74211	237276702	06/23/2014		-160,873.00	USD

Redistribute



Review Revenue – Fixed Fee Acctg Lines

Favorites ▾

Main Menu ▾

> Customer Contracts ▾

> Review Revenue ▾

> Fixed Amount Acctg Lines

Fixed Amount Acctg Lines

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Business Unit = ▾ 50100 🔍

Journal ID begins with ▾ 🔍

Journal Date = ▾ 🔍

GL Journal Line Number = ▾ 🔍

Ledger begins with ▾ ACTUALS 🔍

Contracts Business Unit begins with ▾ 50100 🔍

Contract begins with ▾ 0000001425 🔍

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 1-41 of 41 Last

Business Unit	Journal ID	Journal Date	GL Journal Line Number	Ledger	Contracts Business Unit	Contract	Contract Line Num
50100	CAREV02395	03/05/2012	1	ACTUALS	50100	0000001425	1
50100	CAREV02395	03/05/2012	2	ACTUALS	50100	0000001425	1
50100	CAREV02964	03/19/2012	1	ACTUALS	50100	0000001425	1
50100	CAREV02964	03/19/2012	2	ACTUALS	50100	0000001425	1
50100	CAREV04046	04/13/2012	1	ACTUALS	50100	0000001425	1
50100	CAREV04046	04/13/2012	2	ACTUALS	50100	0000001425	1
50100	CAREV04046	04/13/2012	3	ACTUALS	50100	0000001425	1
50100	CAREV04046	04/13/2012	4	ACTUALS	50100	0000001425	1
50100	CAREV04139	04/17/2012	1	ACTUALS	50100	0000001425	1
50100	CAREV04139	04/17/2012	2	ACTUALS	50100	0000001425	1
50100	CAREV04139	04/17/2012	3	ACTUALS	50100	0000001425	1



Review Revenue – As Incurred Acctg Lines

Navigation: [Favorites](#) > [Main Menu](#) > [Customer Contracts](#) > [Review Revenue](#) > [As Incurred Jnl Acctg Lines](#)

As Incurred Jnl Acctg Lines

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Maximum number of rows to return (up to 300):

GL Business Unit: =

Journal ID: begins with

Journal Date: =

GL Journal Line Number: =

Ledger: begins with

PC Business Unit: begins with

Project: begins with

Contract: begins with

Contract Line Num: =

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

[View All](#) First 1-44 of 44 Last

GL Business Unit	Journal ID	Journal Date	GL Journal Line Number	Ledger	PC Business Unit	Project	Contract	Contract Line Num
50100	CAREV03483	04/02/2012	367	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV03483	04/02/2012	368	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV03483	04/02/2012	369	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV03483	04/02/2012	370	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV04704	05/01/2012	89	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV04704	05/01/2012	90	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV04704	05/01/2012	91	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV04704	05/01/2012	92	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV04704	05/01/2012	93	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV04704	05/01/2012	94	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV05932	06/01/2012	145	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV05932	06/01/2012	146	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV05932	06/01/2012	147	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV05932	06/01/2012	148	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV07304	07/03/2012	153	ACTUALS	50100	0000082839	0000001426	2



Review Revenue - History

FavoritesMain Menu > Customer Contracts > Review Revenue > History

New V

Fixed Fee Revenue History

Contract:0000001425Business Unit:50100Currency:USD

Sold To Customer:0000133944METROPOLITAN WASHINGTONGL Business Unit:50100

Revenue Plan:R101GL Currency:USD

Revenue Plan HistoryFind | View AllFirst1 of 11Last

Contract Line Num:1Event Number:1Amount:1,535,426.90

RevenueCustomize | Find | First1-2 of 2Last

Dist Seq #	GL Unit	Discount ID	Amount	Base Amount	Account	Fund	Program	Department	Cost Center	Task	FIPS
1	50100		-1,535,427.00	-1,535,427.00	4004001	04720		19000			
1	50100		0.10	0.10	4004001	04720		19000			

Deferred RevenueCustomize | Find | First1 of 1Last

Dist Seq #	GL Unit	Discount ID	Amount	Base Amount	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset
------------	---------	-------------	--------	-------------	---------	------	---------	------------	-------------	------	------	-------

Unbilled ARCustomize | Find | First1-2 of 2Last

Dist Seq #	GL Unit	Discount ID	Amount	Base Amount	Account	Fund	Program	Department	Cost Center	Task	FIPS
1	50100		1,535,427.00	1,535,427.00	112064	04720		19000			
1	50100		-0.10	-0.10	112064	04720		19000			

Return to Search

Notify



Review and Manage Limits

You can navigate to these online inquiries using the following path:

Main Menu > Customer Contracts > Adjust Revenue and Billing > Review and Manage Limits

Favorites ▾Main Menu ▾>Customer Contracts ▾>Adjust Revenue and Billing ▾>Review and Manage Limits

Review Limits

Search Criteria

*Business Unit50100

Limit TypeFunded/Billing

Sold To Customer

Review ByAll

Max Remaining %

Contract Admin

Contract Type

Contract Classification

Contract0000001426

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 0000001426	2		7,133,742.02	6,306,563.94	827,178.08

327



My Contracts

You can navigate to these online inquiries using the following path:

Main Menu > Customer Contracts > My Contracts

Favorites ▾

Main Menu ▾ > Customer Contracts ▾ > My Contracts

My Contracts

User ID KATHY.CARDINALName KATHY CARDINAL

My Contracts

Personalize | Find | View All | |

First ◀ 1-2 of 2 ▶ Last

General

Details

Contract	Description	Business Unit	Contract Type	Contract Classification	Sold To Customer
0000001425	GEC Design I495/DAAH Improvmnt	50100	O	Standard	METROPOLITAN WASHINGTON AIRPORT AUTH
0000001426	Fairfax Cty Dulles Mitigation	50100	O	Standard	MWAA

Create New Contract

[Search Contracts](#)



Lesson 9: Summary

9

Reports, Queries and Online Inquiries

In this lesson, you learned about:

- Reports
- Queries
- Online inquiries



Course Summary

In this course, you learned how to:

- Apply customer contract concepts
- Understand the customer contract process
- Create and maintain Non-Federal rate-based contracts
- Create and maintain Non-Federal recurring contracts
- Create and maintain Non-Federal amount-based contracts
- Apply a prepaid amount to rate-based contract lines
- Create an amount-based prepaid
- Activate a Contract
- Close a Contract
- Understand billing adjustments
- Create and process amendments
- Use key customer contract reports, queries, and online inquiries



Course Evaluation

Congratulations! You successfully completed the **501 PA354 Non-Federal Customer Contracts** course.

Your instructor will provide instructions on how to access the evaluation survey for this course.





Appendix

- Key Terms
- Diagrams
- Flowchart Key



Key Terms

Accounting Rules: Contracts accounting rules are used to generate billing and revenue accounting entries for rate-based transactions that originate in Project Costing or fee-based transactions that originate in Contracts.

Activity: A specific category of costs incurred on a project and is required on all project transactions.

Amendment: A tool that maintains an audit trail, as well as a historical record, of any changes made to the contract throughout its lifecycle. Contracts requires that changes made to the products, terms, or conditions of an active contract be processed through an amendment. When you create an amendment, Contracts creates a copy of the current contract details and preserves this as a historical record.

Amount-Based Contract: Contracts that bill a defined amount against a single project / activity combination. The accounting distribution information for an amount-based contract line defaults from distribution sets and distribution codes on the **Accounting Distribution** page.

Billing Plan: A tool that stores the timing of when billing occurs, how bill lines appear, and which notes relate to the bill. A Billing Plans are required for every contract line to process billing for those contract lines.

Contract Line: Represent the goods or services that are contracted with the government for delivery. A line on the contract details the products and associated billing parameters that are used to calculate the amount to bill the customer.

Contract Line Billing Limit: A tool which allows you to set the maximum amount a customer can be billed for a specific contract line.



Key Terms (continued)

Contract Status: A visual indicator of where your contract is within the contract life cycle. It is a user-defined value that is associated with a processing status that controls the contract's eligibility for processing. When you define a new contract, the default contract status appears. You can select a different contract status.

Customer: An entity responsible for providing funding or reimbursement of costs for one or more projects to the Agency. In Cardinal, there are four general customer types available for product or service distribution and funds applications: Government (Federal, City, County, or Town), Business, Individual, or State Agency.

Customer Contract: An agreement between a department or agency and a customer. Automated billing is based on this agreement. The **Customer Contract ID** (Number) is an auto-generated, sequential number for all non-federal contracts. For federal customer contracts, the **Customer Contract ID** (Number) is the Federal Project Number and can only be used once.

Customer Contract Number: Is an auto-generated sequential number for all Non-Federal contracts. For Federal contracts, the contract number is the Federal project number.

Customer Contract Number: Is an auto-generated sequential number for all non-federal contracts. For Federal contracts, the contract number is the Federal project number.

Distribution Sets/Distribution Codes: A tool used to identify the distribution accounting that the system associates with recurring and amount-based contract lines. You can define any number of combination criteria and hierarchy for the distribution rules. These rules identify the accounting distribution sets and determine in what order to apply them.



Key Terms (continued)

Prepaid: Prepaid is a term used to identify payments received in advance from customers. The prepaid amount received from a customer is recognized as revenue over the course of the contract. The timing of the revenue recognition, as defined in the contract, will determine the type of prepaid you will create. There are two types of non-federal prepaids and they are handled differently in Cardinal: **Rate-Based Prepaid** and **Recurring Schedule Prepaid**.

Product: A classification that defines and categorizes the item / service that is to be billed. The product definition is used to default many of the contract line billing attributes.

Project: A structure used to track costs, generally over an extended period of time. It generally has a finite beginning and end. Project ID is the ChartField which captures information for project/grants accounting.

Project Costing Business Unit (PC BU): The **Business Unit**, i.e., agency. It is used to identify select project defaults (e.g., statewide is **99999**, **VDOT** is **50100**). It represents a grouping of projects for a given agency or entity for reporting and analysis purposes. **PC BU IDs** contain a combination of five letters or numbers, and is required on all project transactions.

Project Costing ChartFields: ChartFields store the chart of accounts and provide the basic structure to segregate and categorize transactional and budget data. PC ChartFields record chart of accounts elements related to projects, and include Project Costing Business Unit (PC BU), Project, Activity, Source Type, Category, and Subcategory. The PC BU, Project ID and Activity values are required on all project transactions.



Key Terms (continued)

Project ID: An automatically generated sequential number that is used to uniquely identify the project. This number, i.e. ChartField, is required on all project transactions as it provides a means to track financial information and report on a specific project.

Rate-Based Contract: Contracts that bill based on incurred expenditures, i.e. transaction-based, and are set up with one or more project/activity combinations linked to them.

Rate Set: Tool used to define the pricing rules, i.e., participation rate, for cost transactions coming in from other modules, that is applied to expenditures when the billable amount is calculated.

Recurring Contract: Contracts that generate recurrent bills that are based on a set amount.

Revenue Plan: A tool that contains a list of events defining when revenue is recognized for each contract line assigned to that revenue plan. You associate a product or service defined on a contract line with a revenue recognition method, manage when the conditions for recognizing the revenue have been met, and generate journal entries to enter the revenue into the general ledger system. Revenue plans are required for rate-based contract lines.



Key Terms (continued)

Source Type/Category: Optional fields that identify the purpose, or source, of transactions. Source Types are used as additional identifiers on billing transactions and are key in determining the accounting entries. Categories further define source types. Categories are combined in source groups for reporting and analysis.

Subcategory: A field that may be assigned to a transaction to identify its purpose. The Subcategory ChartField is not currently used in Cardinal, but reserved for future use.

Transaction Limit: A tool which allows you to set the maximum amount that a Federal customer can be billed for a specific transaction identifier. Transaction limits are used for Federal Highway Administration contracts. A transaction identifier is an Appropriation Code.

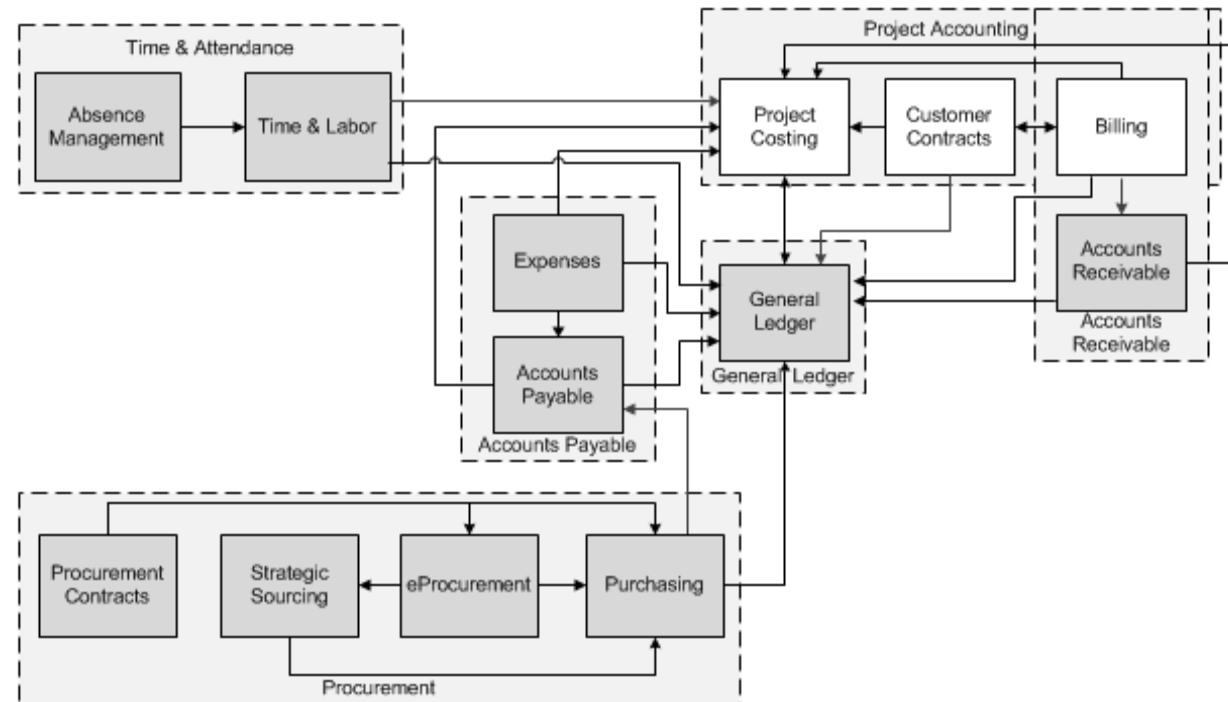
Use Sequence: Field that identifies the order in which each **Transaction Identifier** is used for billing.



Integration with Billing Module in Accounts Receivable

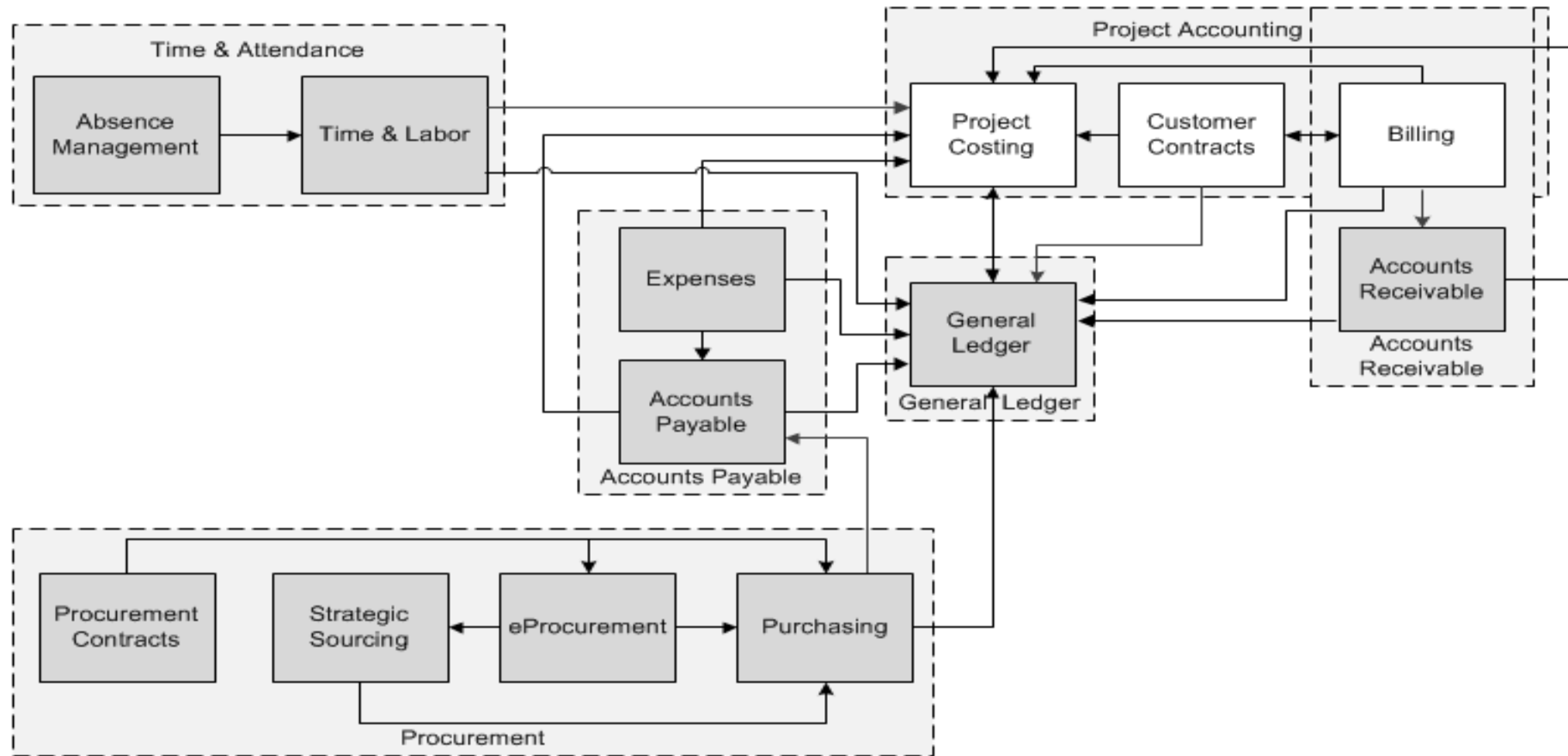
The Customer Contracts module integrates with the Billing module of the Accounts Receivable functional area to generate invoices for all contract lines.

- The Customer Contracts module sends billing information to the Billing module.
- The Customer Contracts and Project Costing modules integrate with the General Ledger.
- The Billing module generates invoices and accounts receivable entries back to the Customer Contracts and Project Costing modules.





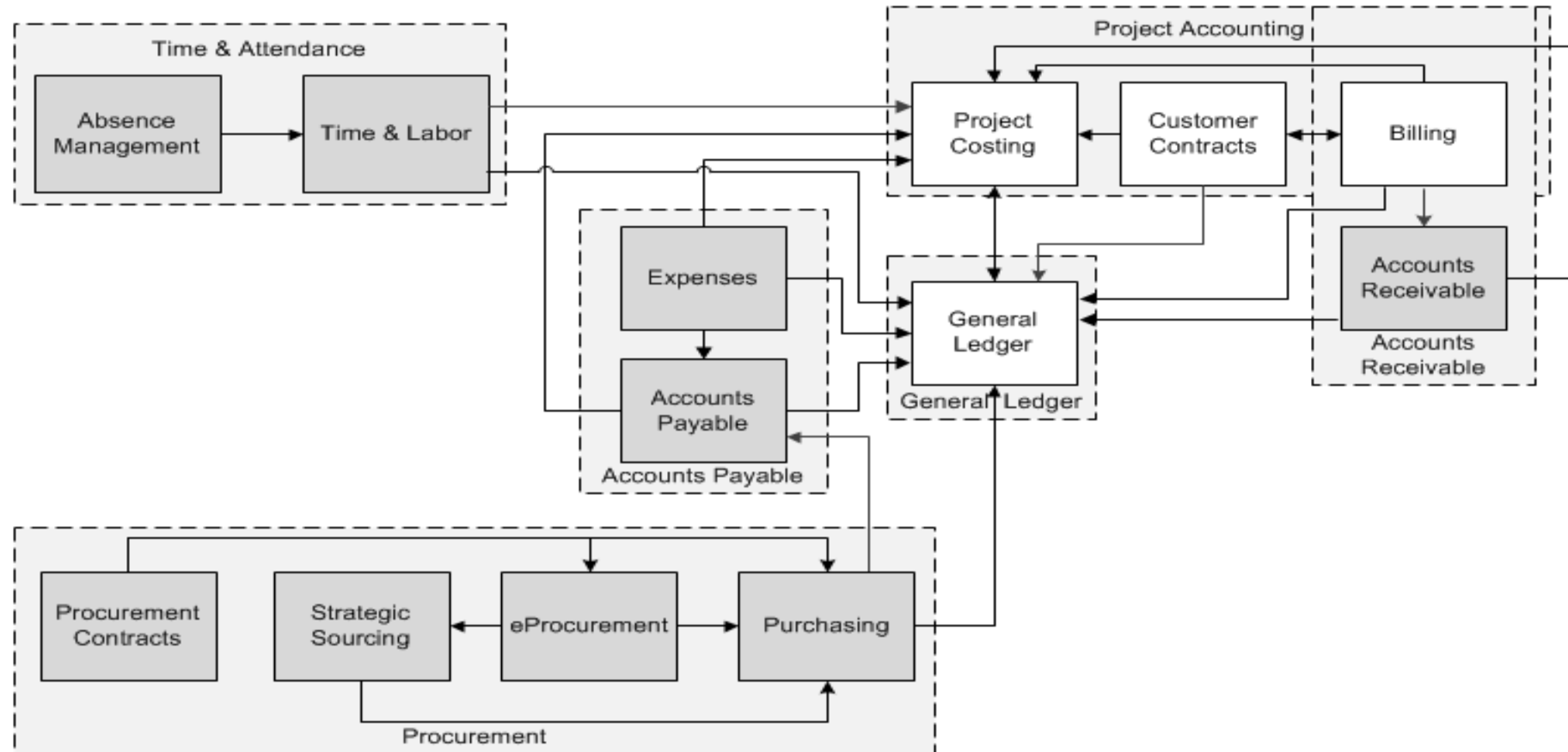
Integration with Billing Module in Accounts Receivable (continued)





Integration with General Ledger

The Customer Contracts module integrates with the General Ledger module to generate accounting entries related to rate-based and amount-based contracts lines.





Interface with FHWA



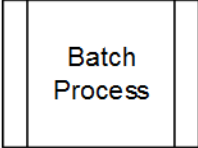
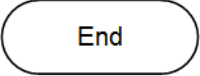
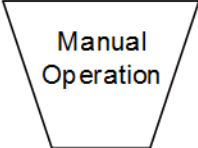
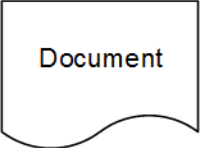
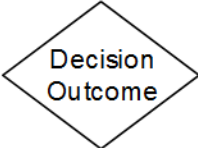
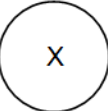
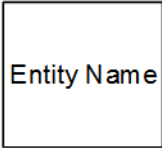
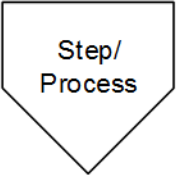
The Customer Contracts module also interfaces with an external system.

FHWA: Both the Accounts Receivable and the Project Accounting modules are involved in sending Project Billing Data to FHWA on a daily basis. The Billing module uses data sent from the Customer Contracts and Project Costing modules when sending bills to FHWA. FHWA's Rapid Approval State Payment System (RASPS) sends a response file once RASPS processes the FHWA extract.





Flowchart Key

	Depicts a process step or interface.		Indicates point at which the process begins. Does not represent any activity.
	Specifies a batch process.		Indicates point at which the process ends. Does not represent any activity.
	Depicts a process step that is preformed manually.		Depicts a document of any kind, either electronic or hard copy.
	Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.		Indicates an on-page or intra process connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page.
	Represents an entity (person, organization, etc.).		Connects steps between business processes.