



# **INTRO150: Project Accounting Overview**

*Web Based Training*



# Welcome

Welcome to Cardinal Training!

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

In this course, we will show you the Project Accounting functional area and its modules.

These training materials include diagrams, charts, screenshots, etc., that clarify various Cardinal tasks and processes. The screenshots are taken from Cardinal and show pages that not all users can access. They are included here so you can see how your specific responsibilities relate to the overall transaction or process being discussed. See your Agency Security Handbook for a list of available roles and descriptions.

This course provides a general overview of Project Accounting, and is intended for all Project Accounting users. It also serves as a prerequisite for advanced Project Accounting courses.



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**INTRO101: Cardinal Overview**

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*Web Based Training*

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Rev 3/1/2012



# Introduction

The Project Accounting functional area of Cardinal is composed of two modules:

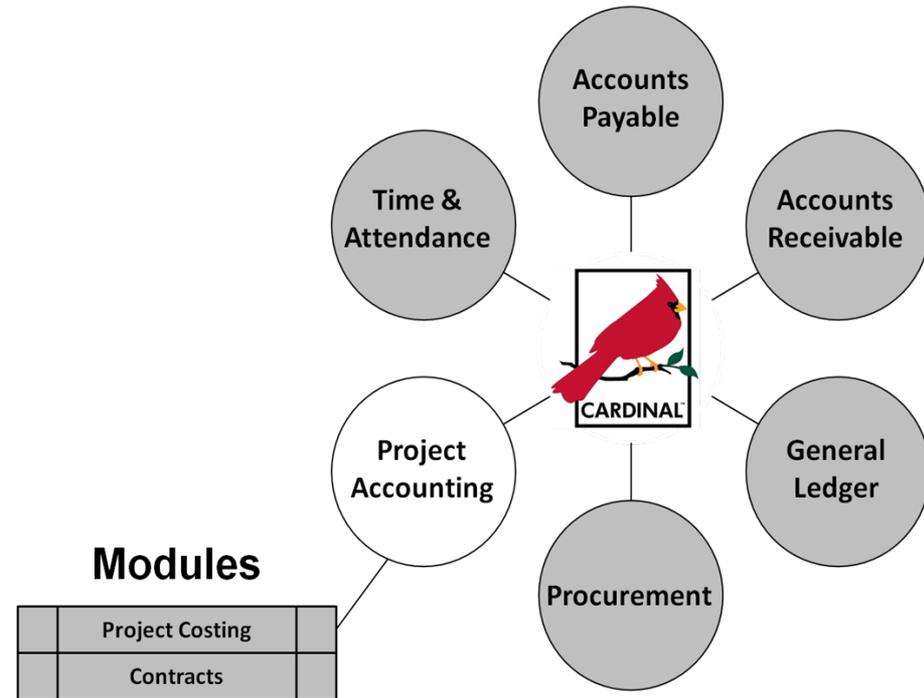
## Project Costing

The Project Costing module identifies, controls and tracks all financial information for a project. That information may then be analyzed and used to measure and manage performance over the life of the project.

## Customer Contracts

The Customer Contracts module provides for the creation of rules that govern the billing of individuals, localities, and/or the federal government for certain portions of the project related costs. Customer Contracts applies those rules to costs accumulated in the Project Costing module and calculates amounts to be billed. The customer may be billed based on project expenditures or based on a predefined amount over a defined period of time.

## Cardinal Functional Areas





# Course Objectives

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After completing this course, you will be able to:

- Explain how Project Accounting fits into Cardinal
- Describe how Project Accounting integrates with other modules in Cardinal
- Describe how Project Accounting interfaces with other systems outside of Cardinal
- Describe key reports, queries and online inquires for Project Accounting



# Lesson 1: Project Accounting Overview

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In this lesson, you will learn about the following topic:

- Key Concepts



# Key Concepts

Some key concepts in Project Accounting include:

- Project templates are used to associate standard activities to a project according to the project type. There are five project types in Cardinal (Administrative, Construction, Maintenance, Research/Planning and Capital Outlay). A standard activity can only be associated to one project type.
- The project templates in Cardinal contain a Work Breakdown Structure (WBS) which associates all activities (summary and detail) available to be used on a project. A summary activity represents a phase and cannot be used on expenditure transactions. Detail activities, which are used on expenditure transactions, roll up to a summary activity based on their corresponding activity type.
- The project status controls when project/activity combinations are available for use on transactions.
- The Funds Distribution process in Cardinal is used to split project transactions between multiple accounting distributions after they are collected in the Project Costing module.
- Summary projects are used for budgeting and reporting purposes. Cardinal allows users to create summary projects and associate detail projects through the use of project trees.



# Key Concepts (continued)

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- Changes or updates are made to customer contracts using amendments.
- A standard billing agreement is used to make third party billing consistent. Standard billing uses estimated amounts and predefined billing schedules instead of actual expenses.



# Lesson 1: Summary

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In this lesson, you learned:

- The Project Accounting functional area of Cardinal is composed of two modules: Project Costing and Customer Contracts.
- Project templates are used to associate standard activities to a project according to the project type.



# Lesson 2: Project Accounting Process

In this lesson, you will learn about the following topics:

- Project Accounting in Cardinal
- Project Costing Process
- Customer Contracts Process



# Project Accounting in Cardinal

We learned in the previous lesson that Project Accounting tracks project related costs and automates billing based on pre-established agreements. We also learned that Project Accounting provides the ability to report on the financial status of projects, which can be used to manage projects.

We will now learn about the key sub-processes within the Project Accounting functional area.

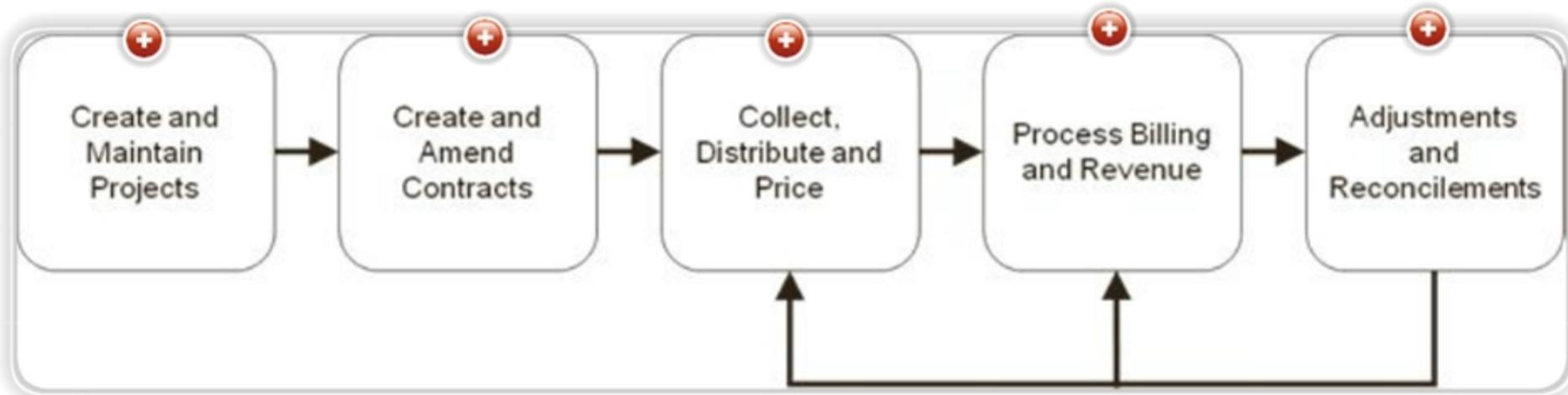
Key sub-processes in Project Accounting are:

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

# Key Sub-Processes in Project Accounting

## Introduction

Click each label to view a description of that process.





# Project Accounting in Cardinal (continued)

The two sub-processes discussed in this course are:

- Create and Maintain Projects
- Create and Amend Contracts

The Collect, Distribute, and Price; Process Billing and Revenue, and Adjustments; and Reconciliation sub-processes are detailed in the Managing Projects and Customer Contracts courses.



# Project Costing Process

In Project Costing, a project is used to collect costs incurred to perform a predefined task. The life span of a project can extend over several years.

The Project Costing process involves several sub-processes. They are:

- Create New Project from Template
- Enter/Update Project Descriptive Information
- Establish/Update Project Accounting Definition
- Define/Update Project Status

## Introduction

Click each label to view a description of that process.

Create New  
Project from  
Template

Enter/Update  
Project  
Descriptive  
Information

Establish/Update  
Project  
Accounting  
Definition

Define/Update  
Project Status

Complete Project  
Initiation Checklist  
(optional)



# Project Costing Home Page

The **Project Costing** Home Page in Cardinal provides access to the major functions in Project Costing, such as Project Definition, Activity Definition, Transaction Definition and related data.

You can navigate to this page using the following path:

**Main Menu > Project Costing**



# Project Costing Home Page (continued)

**Project Definition:** Allows a user to create, update, or view projects-related information.

**Activity Definitions:** Allows a user to create, update, or view activity information.

Project Costing

Access project costing.

<b>Flexible Analysis User Default</b> Establish flexible analysis user defaults.	<b>Flexible Analysis Template</b> Create a flexible analysis template.	<b>Project Definitions</b> Create, update, or view project-related information such as status and funding. <a href="#">General Information</a> <a href="#">Status</a>
<b>Activity Definitions</b> Create, update, or view activity information. <a href="#">Project Activities</a> <a href="#">General Information</a> <a href="#">Status</a>	<b>Funds Distribution</b> Setup and maintain funds distribution rules, review funds distribution information and report. <a href="#">Over Distribution Limit List</a>	<b>Interactive Reports</b> Review project costing data using online embedded analytics. <a href="#">Manager Transaction Review</a> <a href="#">Transactions In Progress</a> <a href="#">Projects Recon Workbench</a> <a href="#">Flexible Analysis</a>
<b>Reports</b> Review project costing data using reports. <a href="#">Project Expenditure by Employee</a> <a href="#">Project Expend by Activity Grp</a> <a href="#">Financial Summary by Program</a> <a href="#">6 More...</a>	<b>Review Costs</b> Review project costs. <a href="#">Accumulated Costs</a> <a href="#">Summarize by Analysis Type</a> <a href="#">Summarize by Category</a> <a href="#">3 More...</a>	<b>Accounting</b> Process and review pending and historical accounting entries. <a href="#">View/Delete Pending Entries</a> <a href="#">Review Accounting History</a>



# Project Definitions – General Information Page

The **General Information** page provides descriptive information regarding a project. The **Project Description** and **Project Start** and **End** dates are updated on this page.

Favorites | Main Menu > Project Costing > Project Definitions > General Information

[New Window](#) [Help](#) [Custom](#)

**General Information** | Project Costing Definition | Manager | Projects | Projects Distribution | User Fields | Rates | Attachments

Project: 0000005134 [Add to My Projects](#)

Description: 0656010169  Program Processing Status: Active  
Project Status: Open

Integration: 50100 VDOT Specific

Project Type: CONST CONSTRUCTION

Percent Complete: 0.00 As Of:

Project Health: As Of:

**Project Schedule**

Start Date: 07/01/1992 End Date: 12/31/1996 Additional Dates

**Description** Find | View All First 1 of 1 Last

Date/Time Stamp: 11/12/11 1:45:15AM User ID: CNV

Description:  
RTE 656 - RECONSTRUCT NON-HARDSURFACED ROAD 0.9 MILE SOUTH ROUTE 658 0.86 MILES EAST OF ROUTE 658

Long Description:

[Save as Template](#) [Copy Project](#)

Go To: [My Projects](#) [Project Valuation](#) [Project Team](#) [Project Activities](#) More

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Refresh](#) [Update/Display](#) [Include History](#)



# Project Activities Page

You can navigate to this page using the following path:

**Navigation > Project Costing > Activity Definitions > Project Activities**

The **Project Activities** page displays all activities associated to a project including the activity Start and End dates.

The WBS (Work Breakdown Structure) identifies and associates all activities allowed on a project. On the WBS (see red highlight on screenshot), Summary Activities are denoted in bold print and represent phases, which cannot be used on expenditure transactions. Each Summary Activity is subdivided into detail activities which can be used on expenditure transactions.

Select	WBS ID	*Activity Name	Activity	Start Date	End Date	Percent Complete			
<input type="checkbox"/>	<b>1</b>	<b>Preliminary Engineering</b>	9101	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1	PE Participating	9161	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.1	PE/Constr - Constr on PE	602	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.2	Advanced RW Prior to Acc	606	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.3	RAW Stakeout for Cond. ar	607	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.4	Const. Stakeout Prior to Ai	608	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.5	P.E. Educational Courses	609	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.6	Preliminary Surveys	611	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.7	Preliminary Studies	612	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.8	Location Surveys	613	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.9	Soil Surveys	614	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.10	Foundation Investigations	615	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.11	Road Plans	616	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.12	Structure Plans	617	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.13	Sign And Signal Plans	618	07/01/1992	12/31/1996	0.00			

**Click the image to enlarge**



# Manager Page

The **Manager** page identifies the Project Manager. The Project Manager Name and Project Role are automatically updated when entered on the **Project Team** page.

Favorites > Main Menu > Project Costing > Project Definitions > General Information

General Information | Project Costing Definition | **Manager** | Projects | Projects Distribution | User Fields | Rates | Attachments

Project: 0000005134      Description: 0656010169

Project Manager	
Effective Date:	07/01/1992
Manager Name:	Melissa Manager
Project Role:	PROJ MANAGER
Start Date:	07/01/1992
End Date:	12/31/1996

Save as Template      Copy Project

Go To: [My Projects](#)      [Project Valuation](#)      [Project Team](#)      [Project Activities](#)      More

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



# Projects Page

The **Projects** page contains sections that describe the project:

- The **Project Information** section indicates if the project is related to a disaster or property damage. If the **Disaster Indicator** checkbox is selected, the disaster number should be populated. If there is an external project number associated to the project, the value should be populated on this page.
- The **Responsible Dept** field identifies the District or Division responsible for the project although expenditures may be charged to other Districts.
- One or more **Project Reporting Categories** may be associated on this page. An example of a reporting category would be **Route 58 Corridor**.

Favorites | Main Menu > Project Costing > Project Definitions > General Information

General Information | Project Costing Definition | Manager | **Projects** | Projects Distribution | User Fields | Rates | Attachments

Business Unit: 50100 Project: 0000005134 0656010169 Project Type: CONST CONSTRUCTION

**Project Information**

External Project Number

Disaster Number

Disaster Indicator  Property Damage Indicator

Responsible Dept 11023

**Project Reporting Categories** Find | View All First 1 of 1 Last

Reporting Category



# Projects Page (continued)

Scroll down the projects page:

- One or more project routes may be associated to the project.
- The **Project** page provides an overall project budget, as well as phase budgets for the project. These budgets are for information purposes only and do not control transactions that can be charged to the project.

Project Route		Find   View All   First 1 of 1 Last	
Route	00656		

Budget Information	
Overall Project Budget	
Project Amount	134,623.27

Project Budget		Find   View All   First 1 of 1 Last	
Phase	9104	Amount	134,623.27



# Projects Page (continued)

Continue to scroll down to the bottom of the Projects page to see if the project is related to a grant. If it is, the Grant Information section provides descriptive fields that should be populated.

**Project Route** [Find](#) | [View All](#) | [First](#) **1 of 1** [Last](#)

Route	00656
-------	-------

**Budget Information**

**Overall Project Budget**

Project Amount	134,623.27
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**Project Budget** [Find](#) | [View All](#) | [First](#) **1 of 1** [Last](#)

Phase	9104	Amount	134,623.27
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**Grant Information**

Grant ID Prefix	Progress Report Status	<input type="checkbox"/> Grant In/Outbound Indicator
Sub-Grant Number	Progress Report Date	<input type="checkbox"/> Sub-Grant Indicator
Fed Catalog Number	Obligation Date	Grantor Grant ID
Grant Amount	Obligation Deadline	Fed Declaration Number
Grantor	Grantee	

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Refresh](#) [Update/Display](#) [Include History](#)



# Projects Distribution Page

Cardinal uses the funds distribution process to split project transactions based on the project distribution lines defined on this page. The split occurs after the original transactions have been posted.

Routes are not used on project distribution lines. Assets tied to Federal contracts are not entered on project distribution lines.

Business Unit: 50100      Project: 000005134      0656010169

**Project Distribution** Find | View All | First 1 of 1 Last

Effective Date: 06/10/2010       Approval Status  
Effective Status: Active       SpeedType Created Flag

Sequence	Fund	Program	Department	FIPS	Percentage	Asset	Agency Use 1	Agency Use 2	Account	Cost Center	Task
1	04720	603006	11023	021	100.00						

**Project Area** Customize | Find | View All | First 1 of 1 Last

Effective Date	Asset	Total Budget Amount
1 06/10/2010	03120	

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



# Projects Distribution Page (continued)

The first line populated in the **Project Distribution** section is used to create SpeedTypes/SpeedCharts. The SpeedTypes and SpeedCharts identify default accounting information for the project.

If the **SpeedType Created Flag** checkbox is selected on this page, the SpeedType and SpeedChart for the project have been created and can be used when entering transactions in other Cardinal modules.

Business Unit: 50100      Project: 000005134      0656010169

**Project Distribution**      Find | View All | First | 1 of 1 | Last

Effective Date: 06/10/2010       Approval Status

Effective Status: Active       SpeedType Created Flag

Sequence	Fund	Program	Department	FIPS	Percentage	Asset	Agency Use1	Agency Use 2	Account	Cost Center	Task
1	04720	603006	11023	021	100.00						

**Project Area**

Effective Date	Asset	Total Budget Amount
1 06/10/2010	03120	



# Projects Distribution Page (continued)

The **Project Area** section identifies and associates assets, such as structures, to a project. One or more assets may be associated to a project. However, this section does not impact the project distribution, so entering an asset here will not post the transaction to that asset.

Favorites | Main Menu > Project Costing > Project Definitions > General Information

General Information | Project Costing Definition | Manager | Projects | **Projects Distribution** | User Fields | Rates | Attachments

New Window | Help | Customize Page | http

Business Unit: 50100      Project: 0000005134      0656010169

### Project Distribution

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

Effective Date: 06/10/2010       Approval Status  
Effective Status: Active       SpeedType Created Flag

Sequence	Fund	Program	Department	FIPS	Percentage	Asset	Agency Use1	Agency Use 2	Account	Cost Center	Task
1	04720	603006	11023	021	100.00						

### Project Area

Effective Date	Asset	Total Budget Amount
1 06/10/2010	03120	



# Customer Contracts Process

A customer contract is an agreement between the agency and the customer being billed. The customer may be a federal agency, a local government, company or individual.

The Customer Contracts module is an integration point between Project Costing and Billing, which allows costs or labor incurred on a project to be billed through an automated process.

Cardinal bills project related costs accumulated in the Project Costing module. Billing of these costs is calculated based on accounting rules established in Project Costing combined with parameters established in the Customer Contracts module.

This data is passed to the Billing module to generate customer bills. Once billing occurs, revenue is recognized based on established revenue recognition methods.



# Create and Amend Contracts

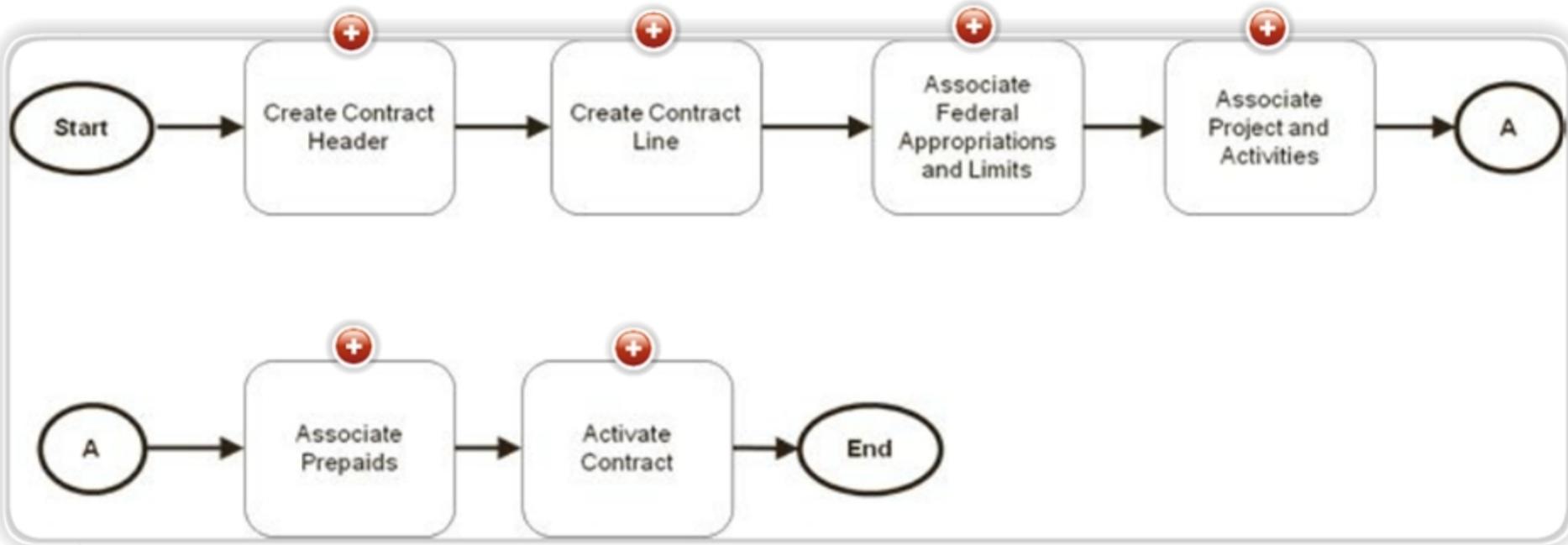
The Create Customer Contracts process involves several key sub-processes. They are:

- Create Contract Header
- Create Contract Line
- Associate Federal Appropriations and Limits
- Associate Project and Activities
- Associate Prepays
- Activate Contract

# Create and Amend Contracts Process

## Introduction

Click each label to view a description of that step in the process.





# Amend Customer Contracts

The process of Amending Customer Contracts involves several key sub-processes. They are:

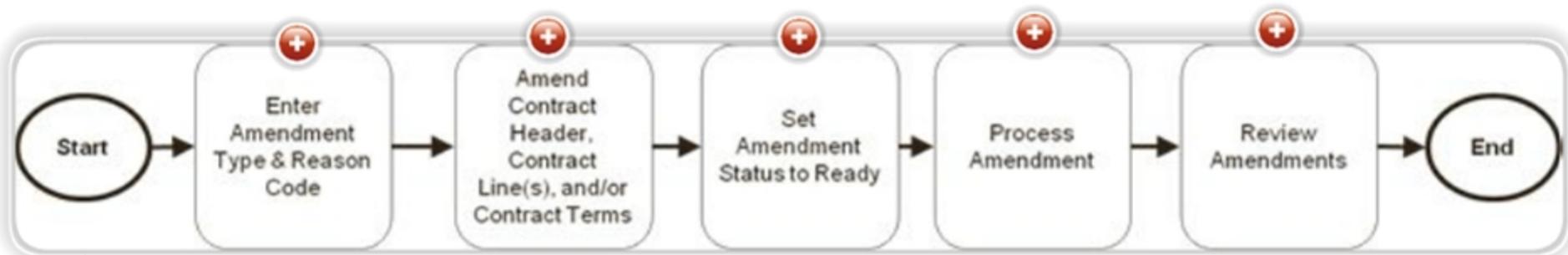
- Enter Amendment Type and Reason Code
- Amend Contract Header, Contract Line(s), and/or Contract Terms
- Set Amendment Status to Ready
- Process Amendment
- Review Amendments

The user can review and/or create Customer Contract amendments. The **Amendment** page provides an **Amendment Type and Reason**. Specific details relating to what changes were made may be accessed on the **Amendment Detail** page.

# Amend Customer Contracts Process

## Introduction

Click each label to view a description of that step in the process.





# Customer Contracts Home Page

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The **Customer Contracts** Home Page in Cardinal provides access to major functions in Customer Contracts, such as Review Contract Summary, Create and Amend, Determine Price and Terms and other Contract information.

You can navigate to this page using the following path:

**Main Menu > Customer Contracts**



# Customer Contracts Home Page (continued)

**Review Contract Summary:** Allows a user to view information about a contract.

**Create and Amend:** Allows a user to create / amend customer contract and related information.

**Determine Price and Terms:** Allows a user to determine the Contract Terms, prepaid balances and transaction limits related to a customer contract.

Customer Contracts

Access customer contracts.

<b>Contracts Center</b> Access the key areas for managing customer contracts.	<b>Review Contract Summary</b> Review a contract summary.	<b>My Contracts</b> Define and update a personalized list of contracts.
<b>Create and Amend</b> Create, modify, or review a contract and related information. <ul style="list-style-type: none"><li>General Information</li><li>Contract Notes</li><li>Fixed Fee Acctq Distribution</li><li>3 More...</li></ul>	<b>Determine Price and Terms</b> Define contractual pricing. <ul style="list-style-type: none"><li>Amount Allocation</li><li>Amendment Amount Allocation</li><li>Contract Terms</li><li>3 More...</li></ul>	<b>Schedule and Process Revenue</b> Define, review, or process revenue to be recognized. <ul style="list-style-type: none"><li>Define Revenue Plan</li><li>Assign Revenue Plan</li><li>Preview Revenue</li></ul>
<b>Review Revenue</b> Review revenue recognized. <ul style="list-style-type: none"><li>Plans</li><li>Events</li><li>As Incurred</li><li>3 More...</li></ul>	<b>Schedule and Process Billing</b> Define, review, or process billing. <ul style="list-style-type: none"><li>Define Billing Plan</li><li>Assign Billing Plan</li></ul>	<b>Review Billing</b> Review billing. <ul style="list-style-type: none"><li>Plans</li><li>Events</li><li>As Incurred</li></ul>
<b>Adjust Revenue and Billing</b> Adjust revenue and billing. <ul style="list-style-type: none"><li>Review and Manage Limits</li></ul>	<b>Review Contract Information</b> Review general information within a contract. <ul style="list-style-type: none"><li>Contracts</li><li>Amendments</li><li>Attachments</li><li>2 More...</li></ul>	<b>Reports</b> Generate reports for contract-related information. <ul style="list-style-type: none"><li>Fed Acc Unbilled CostException</li><li>Transaction Relationship Rpt</li><li>Limit Amount</li><li>5 More...</li></ul>



# General Information Page

The customer contract **General Information** page identifies the contract by number and provides other general information regarding the contract such as customer, contract status, etc.

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

General Lines Amendments

Contract Number:	0000000099	Sold To Customer:	ALBEMARLE PLACE EAAP LLC
Amendment Number:	0000000000	*Contract Status:	ACTIVE

Amend Contract Add to My Contracts

Description:	Road improvements/traffic sign	Processing Status:	Active
Contract Admin:		Amendment Status:	Complete
Region Code:		Business Unit:	VA Dept of Transportation
Contract Type:	A	Contract Classification:	Standard
Currency Code:	USD	Start Date:	02/24/2011
Exchange Rate Type:	CRRNT	End Date:	
Contract Signed:	02/24/2011	Last Update Date/Time:	11/15/2011 12:12:44PM
		Last Update User ID:	V_CONV_LOAD

Other Information

Summary of Amounts

Go To: [Billing Plans](#) [Revenue Plans](#) [Milestones](#) [Renewals](#) More

[Return to Customer Contracts](#)

Save Return to Search Notify Add Update/Display

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



# General Information – Other Information Section

Click to expand the **Other Information** section on the **General** tab.

- The **Legal Entity** field indicates the oversight status for Federal customer contracts. The available values are **FO (Federal Oversight)** or **NFO – (Non-Federal Oversight)**. For all other customer contracts, the **Legal Entity** field indicates **STATE**.
- The **Federal Region Code** field is always populated with either **03** (FHWA) or **15** (Federal Lands), and defaults with a value of **03**.
- The **Proposal ID** field indicates the total limit amount (obligation amount) of the Federal customer contract.

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

- General Information:** Contract Number: 000000099, Amendment Number: 000000000, Sold To Customer: ALBEMARLE PLACE EAAP LLC, \*Contract Status: ACTIVE.
- Buttons:** Amend Contract, Add to My Contracts.
- Contract Details:** Description: Road improvements/traffic sign, Contract Admin: [Search], Region Code: [Search], Contract Type: A, Currency Code: USD, Exchange Rate Type: CRRNT, Contract Signed: 02/24/2011, Processing Status: Active, Amendment Status: Complete, Business Unit: VA Dept of Transportation, Contract Classification: Standard, Start Date: 02/24/2011, End Date: [Search], Last Update Date/Time: 11/15/2011 12:12:44PM, Last Update User ID: V\_CONV\_LOAD.
- Other Information (Expanded):** 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:** Go To: Billing Plans, Revenue Plans, Milestones, Renewals, More [Dropdown].
- Footer:** Return to Customer Contracts [Link].

Click the image to enlarge



# Contract Lines Page

The **Contract Lines** page lists each contract line associated to the contract. From this page, you may view or access all details defined for a contract line.

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

General | **Lines** | Amendments

Contract Number: 0000000099      Sold To Customer: ALBEMARLE PLACE EAAP LLC  
Amendment Number: 0000000000      Contract Status: ACTIVE

Amend Contract

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

General | Detail | Amount Detail

Line	Product	Description▲	Price Type	Start Date	End Date	Status
1	MG&SE_MGS25_100	Road improvements/traffic sign	Rate	02/24/2011		Active

Go To: [Billing Plans](#)    [Revenue Plans](#)    [Milestones](#)    [Renewals](#)    More

[Return to Customer Contracts](#)

Save    Return to Search    Notify    Add    Update/Display

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



# Contract Line – Detail Page

In the **Contract Lines** section, click the **Detail** tab.

- The **Contract Lines Detail** page provides the status of the associated billing and revenue plans.
- The billing and revenue plan status can be:
  - **Pending:** The contract has not been activated.
  - **Ready:** The contract is active and the billing/revenue plan is ready for use but has not been used yet.
  - **In Progress:** The billing/revenue plan is being used.

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

General | **Lines** | Amendments

Contract Number: 0000000099      Sold To Customer: ALBEMARLE PLACE EAAP LLC  
Amendment Number: 0000000000      Contract Status: ACTIVE

Amend Contract

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

General | **Detail** | Amount Detail

Line	Product	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
1	MG&SE_MGS25_100	<a href="#">In Progress</a>	<a href="#">In Progress</a>	<a href="#">Contract Terms</a>	<a href="#">Distribution</a>	<a href="#">Internal Notes</a>	<a href="#">ALBEMARLE PLACE EAAP LLC</a>

Go To: [Billing Plans](#)      [Revenue Plans](#)      [Milestones](#)      [Renewals](#)      More

[Return to Customer Contracts](#)



# Contract Terms – Related Projects Page

You can navigate to this page using the following path:

**Main Menu > Customer Contracts > Determine Price & Terms > Contract Terms**

The **Related Projects** page identifies project activities associated with the contract and indicates the contract billing limit.

Favorites | Main Menu > Customer Contracts > Determine Price and Terms > Contract Terms

Related Projects | Contract Amendments

Contract Number: 000000099 Sold To Customer: ALBEMARLE PLACE EAAP LLC  
Amendment Number: 000000000 Contract Status: ACTIVE

Contract Line: 1 Price Type: Rate  
Product: MG&SE\_MGS25\_100  
Description: Road improvements/traffic sign

Amend Contract

PC Business Unit: 50100 Transaction Limits Review Limits  
Billing Limit: Perform Limit Checking  
Discount ID: Retainage ID:  
 Tiered Pricing Tiered Pricing

Associated Rates

Effective Date	Status	Rate Selection	Rate Set		
1 02/24/2011	Active	Rate Set	MG&SE_MGS25_100	Rate Set	+ -

Associated Projects & Activities

*Project	*Activity	Description	Description		
0000099624	60000	PERMIT 743-8883 ALBEMARLE PLAC	Ordinary Maintenance-Service	+ -	
0000099624	60101	PERMIT 743-8883 ALBEMARLE PLAC	Activity ID Description	+ -	
0000099624	60106	PERMIT 743-8883 ALBEMARLE PLAC	Activity ID Description	+ -	
0000099624	60151	PERMIT 743-8883 ALBEMARLE PLAC	Tree Removal	+ -	

Click the image to enlarge



# Contract Terms – Related Projects Page (continued)

The **Billing Limit** indicates the maximum amount that a customer may be billed. One or multiple projects may be associated to a customer contract.

Favorites | Main Menu > Customer Contracts > Determine Price and Terms > Contract Terms

Related Projects | Contract Amendments

Contract Number: 0000000099      Sold To Customer: ALBEMARLE PLACE EAAP LLC  
Amendment Number: 0000000000      Contract Status: ACTIVE

Contract Line: 1      Price Type: Rate  
Product: MG&SE\_MGS25\_100  
Description: Road improvements/traffic sign

Amend Contract

PC Business Unit: 50100      Transaction Limits      Review Limits  
Billing Limit:      Perform Limit Checking  
Discount ID:      Retainage ID:  
 Tiered Pricing      Tiered Pricing

Associated Rates

Effective Date	Status	Rate Selection	Rate Set
1 02/24/2011	Active	Rate Set	MG&SE_MGS25_100 Rate Set

Associated Projects & Activities

*Project	*Activity	Description	Description
0000099624	60000	PERMIT 743-8883 ALBEMARLE PLAC	Ordinary Maintenance-Service
0000099624	60101	PERMIT 743-8883 ALBEMARLE PLAC	Activity ID Description
0000099624	60106	PERMIT 743-8883 ALBEMARLE PLAC	Activity ID Description
0000099624	60151	PERMIT 743-8883 ALBEMARLE PLAC	Tree Removal



# Contract Terms – Related Projects Page (continued)

Only allowable activities that can be billed to the customer are added on this page. The **Associated Rates** section indicates the rate set used to calculate billable amounts. The rate set defines the customer's participation rate for expenditures incurred.

Favorites | Main Menu > Customer Contracts > Determine Price and Terms > Contract Terms

### Associated Rates

Customize | Find | First 1 of 1 Last

	Effective Date	Status	Rate Selection	Rate Set		
1	02/24/2011	Active	Rate Set	MG&SE_MGS25_100	Rate Set	

### Associated Projects & Activities

Customize | First 1-25 of 442 Last

	*Project	*Activity	Description	Description		
<input type="radio"/>	0000099624	60000	<a href="#">PERMIT 743-8883 ALBEMARLE PLAC</a>	<a href="#">Ordinary Maintenance-Service</a>		
<input type="radio"/>	0000099624	60101	<a href="#">PERMIT 743-8883 ALBEMARLE PLAC</a>	<a href="#">Activity ID Description</a>		
<input type="radio"/>	0000099624	60106	<a href="#">PERMIT 743-8883 ALBEMARLE PLAC</a>	<a href="#">Activity ID Description</a>		
<input type="radio"/>	0000099624	60151	<a href="#">PERMIT 743-8883 ALBEMARLE PLAC</a>	<a href="#">Tree Removal</a>		



# Transactions Limits Page

You can navigate to this page using the following path:

**Main Menu > Customer Contracts > Determine Price & Terms > Transaction Limits**

- The **Transaction Limits** page is only populated for Federal customer contracts.
- The **Transaction Limits** page provides specific details related to the appropriation codes that will be billed to FHWA.
- The **Transaction Identifier** is the Federal Appropriation code.
- The **Limit Amount** specifies the obligation amount for the specified Federal appropriation code.
- Since Cardinal bills on a priority basis, the **Use Sequence** field indicates in which order the transaction lines will be billed.
- A **rate set** is associated to each transaction line to indicate the participation rate for the Federal appropriation code.



# Transactions Limits Page (continued)

[Favorites](#) | [Main Menu](#) > [Customer Contracts](#) > [Determine Price and Terms](#) > [Transaction Limits](#)

[New Window](#) [Help](#)

[Transaction Limits](#) | [Contract Amendments](#)

---

**Contract Number:** 0027034      **Sold To Customer:** FEDERAL HIGHWAY ADMINISTRATION  
**Amendment Number:** 0000000000      **Contract Status:** ACTIVE

---

**Contract Line:** 1      **Price Type:** Rate  
**Product:** FEDERAL  
**Description:** BR-0027034

---

**Billing Limits** 
[Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-4 of 4](#) | [Last](#)

Transaction Identifier	Description	Limit Amount	Use Sequence	Rate Selection	Rate Set
1 H100	BR RP-65% STEA3	160,001.00	2	Rate Set	FED_H100_80
2 L110	BRIDGE PROGRAM - 15% OFF	300,500.00	3	Rate Set	FED_L110_80
3 L20E	STP - <200,000 S-LU EXT	37,692.00	4	Rate Set	FED_L20E_80
4 Q100	Bridge Replacement - 65% STEA	122,307.00	1	Rate Set	FED_Q100_80

[Transaction Identifiers](#)     

[Transaction Limits](#) | [Contract Amendments](#)



# Accounting Distribution Page

You can navigate to this page using the following path:

**Main Menu > Customer Contracts > Create & Amend > Fixed Fee Acctg Distribution**

Users may view the default entry related to a customer contract on the **Accounting Distribution** page.

Favorites | Main Menu > Customer Contracts > Create and Amend > Fixed Fee Acctg Distribution New Window ?

### Accounting Distribution

FEDERAL HIGHWAY ADMINISTRATION

Contract: 0027034    Line Num: 1    Description: BR-0027034

Negotiated Amount: 0.00    Unit: 50100    Currency: USD

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

\*Effective Date: 05/05/2010 + -

Revenue Forecast Customize | Find | First 1 of 1 Last

Percentage	Amount	GL Unit	Distribution Code	Account	Department
100.00000000	0.00	50100			

Unbilled AR Customize | Find | View All | First 1 of 1 Last

Percentage	Amount	GL Unit	Distribution Code	Account	Fund	Program	Department	Cost Center	Task
100.00000000	0.00	50100	RATE_FED	112061	04010		99999	40000000	

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



# Contract Amendments Page

Amendments are used to modify a customer contract. The **Contract Amendments** page provides a listing of all amendments on a customer contract and the status of the amendment(s).

Favorites | Main Menu > Customer Contracts > Determine Price and Terms > Transaction Limits

Transaction Limits | **Contract Amendments**

Contract Number: 0027034      Sold To Customer: FEDERAL HIGHWAY ADMINISTRATION  
Amendment Number: 0000000000      Contract Status: ACTIVE

[Amend Contract](#)

**Amendments** Customize | Find | View All | First 1 of 1 Last

General | Statistics | Amended Amounts | Misc. ☰

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000			11/15/2011	Complete	<a href="#">Detail</a>	<a href="#">Notes</a>

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

[Transaction Limits](#) | [Contract Amendments](#)



# Amendment Details Page

You can navigate to this page using the following path:

**Main Menu > Customer Contracts > Create & Amend > Amendment Details**

The **Amendment Details** page provides specific details about what was changed on the customer contract.

The screenshot shows a web browser window with the following content:

- Browser tabs: Favorites, Main Menu > Customer Contracts > Create and Amend > Amendment Details
- Page title: Amendment Details
- Contract: 000000182, Amendment Number: 000000005, Amendment Completed On: 02/23/2012 10:22AM
- Amendment Type: Prepaid, Negotiated Amount: 0.00, Amend Status: Complete
- Amendment Reason: Amend Prepaid, Cancelled Negotiated Amount: 0.00 (Net Change)
- Process Date: 02/23/2012, Discount / Surcharge: 0.00
- Allocation: Allocation Not Complete, Cancelled Discount Amount:
- Reference ID, User Ref #1, User Ref #2
- Amendment Components table:

Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1 Prepays	Prepaid Seq 2	Purchased	Update	40.49	40.94
- Buttons: Save, Return to Search, Notify

Click the image to enlarge



# Lesson 2: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question, select your answer and click **Submit** to see if you chose the correct response.



Transaction Identifiers are used on Non-Federal customer contracts.

- True
- False

A rate set defines the customer's participation rate when calculating the billable amount.

- True
- False



## Lesson 2: Summary

In this lesson, you learned:

- Key sub-processes in Project Accounting include create and maintain projects, create and amend contracts, collect, distribute and price, process billing and revenue, and adjustments and reconciliation.
- The **Project Costing** Home Page in Cardinal provides access to the major functions in Project Costing.
- The **Customer Contracts** Home Page in Cardinal provides access to major functions in customer contracts.



# Lesson 3: Project Accounting Integration

In this lesson, you will learn about the following topics:

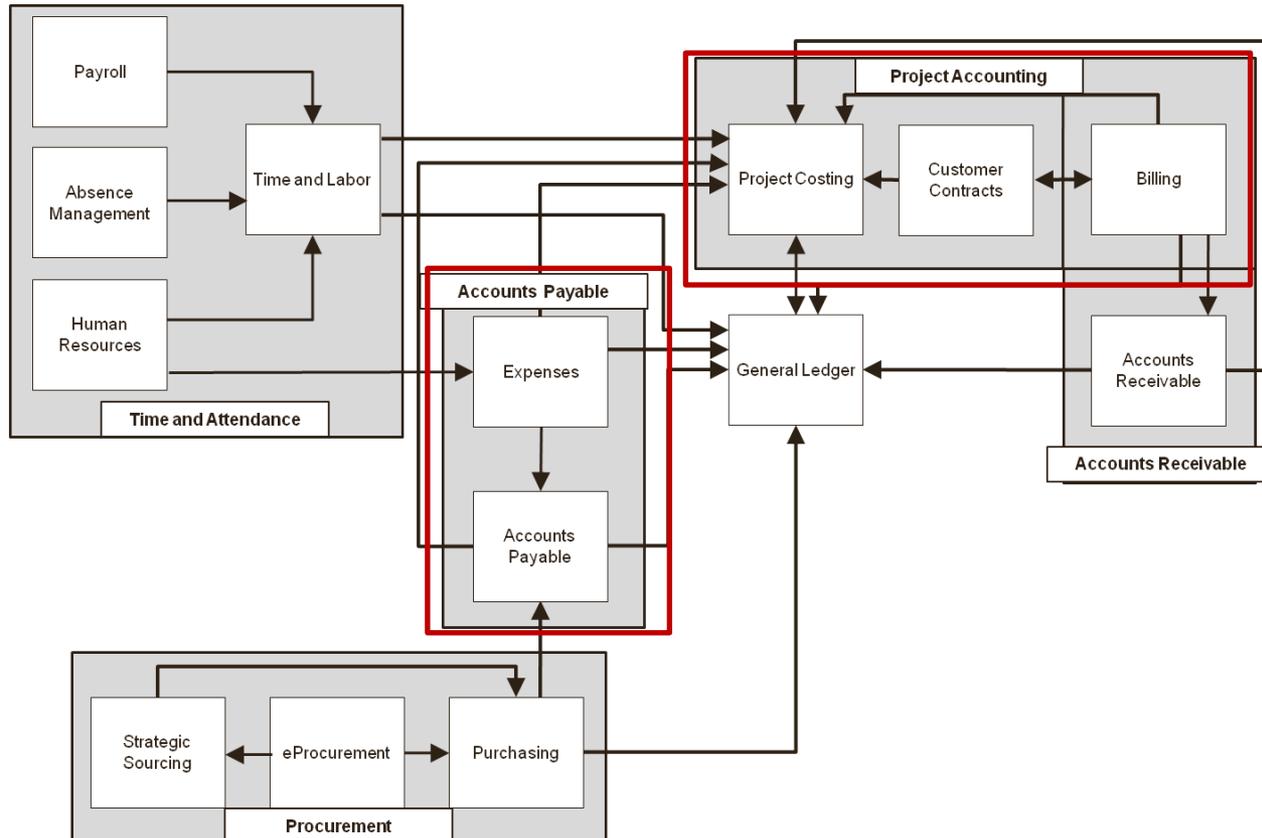
- Accounts Payable and Expenses Integration
- Billing and Accounts Receivable Integration
- General Ledger Integration
- Time and Attendance Integration
- Procurement Integration
- Interfaces



# Accounts Payable and Expenses Integration

Project Accounting integrates with Accounts Payable and Expense in the following way:

- Information from Accounts Payable's posted vouchers and expense reports is uploaded into Project Costing during nightly batch processing.

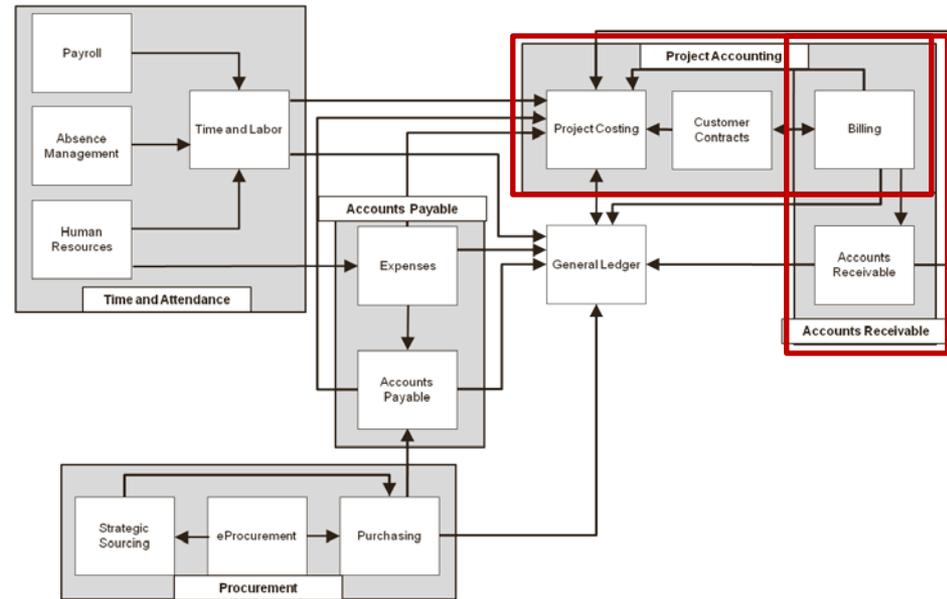




# Billing and Accounts Receivable Integration

Project Accounting integrates with Billing and Accounts Receivable in the following ways:

- The Customer Contracts module sends project billing data to the Billing module in the Accounts Receivable functional area where the related invoices and accounting entries are created.
- Once the invoices are final, related billing data is uploaded to the Customer Contracts and Project Costing modules.
- Entries created from adjustments made to Billing or Accounts Receivables are sent to the Project Costing module.

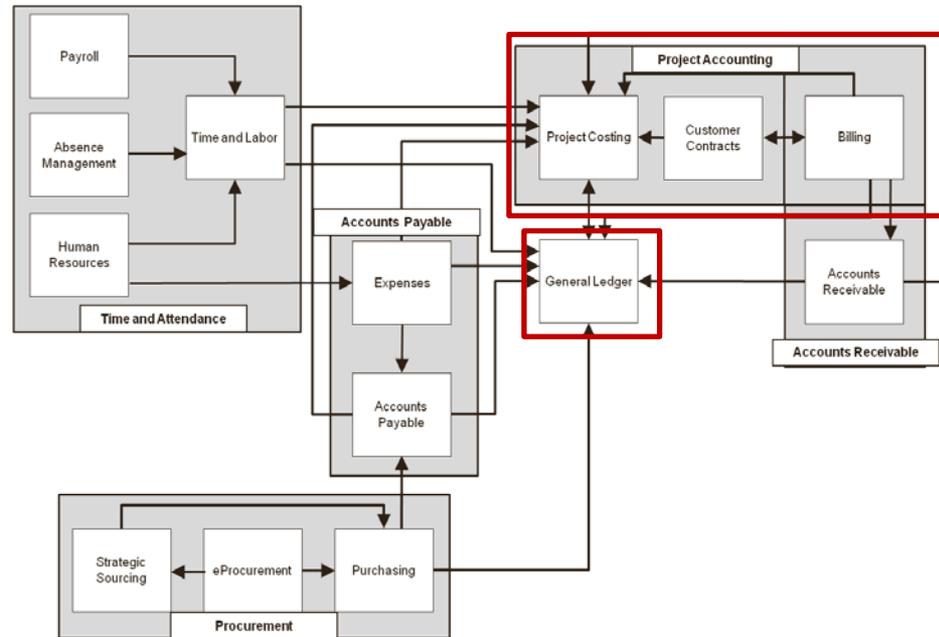




# General Ledger Integration

Project Accounting integrates with General Ledger in the following ways:

- The Project Costing module creates revenue accounting entries and entries to reclassify or split expenditures charged against multiple distributions. These entries are interfaced to the General Ledger module.
- The General Ledger module creates project related journal entries that are uploaded into the Project Costing module when valid PCBU, project and activity combinations are present.

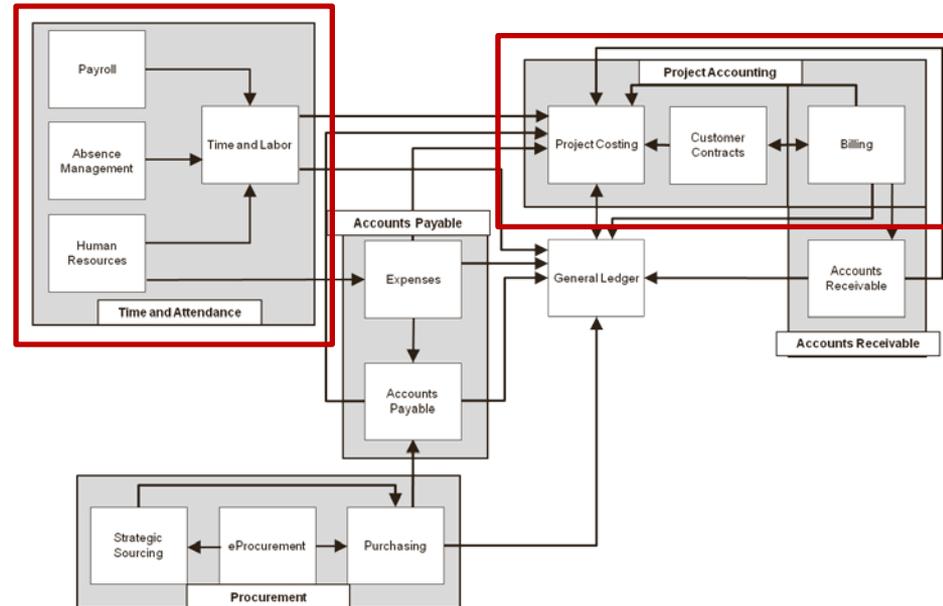




# Time & Attendance Integration

Project Accounting integrates with Time and Attendance in the following ways:

- The project processing status determines when project transactions are available to be charged to a project and how the Project Status limits the types of transactions that can be charged.
- When those status changes occur, the Project Costing module provides immediate updates to Time & Attendance. These real time updates keep the applications in sync so users do not record labor on projects that are not open for charges.
- Time entry transactions entered in Time and Attendance are uploaded to Project Costing when valid PCBU, project and activity combinations are present.

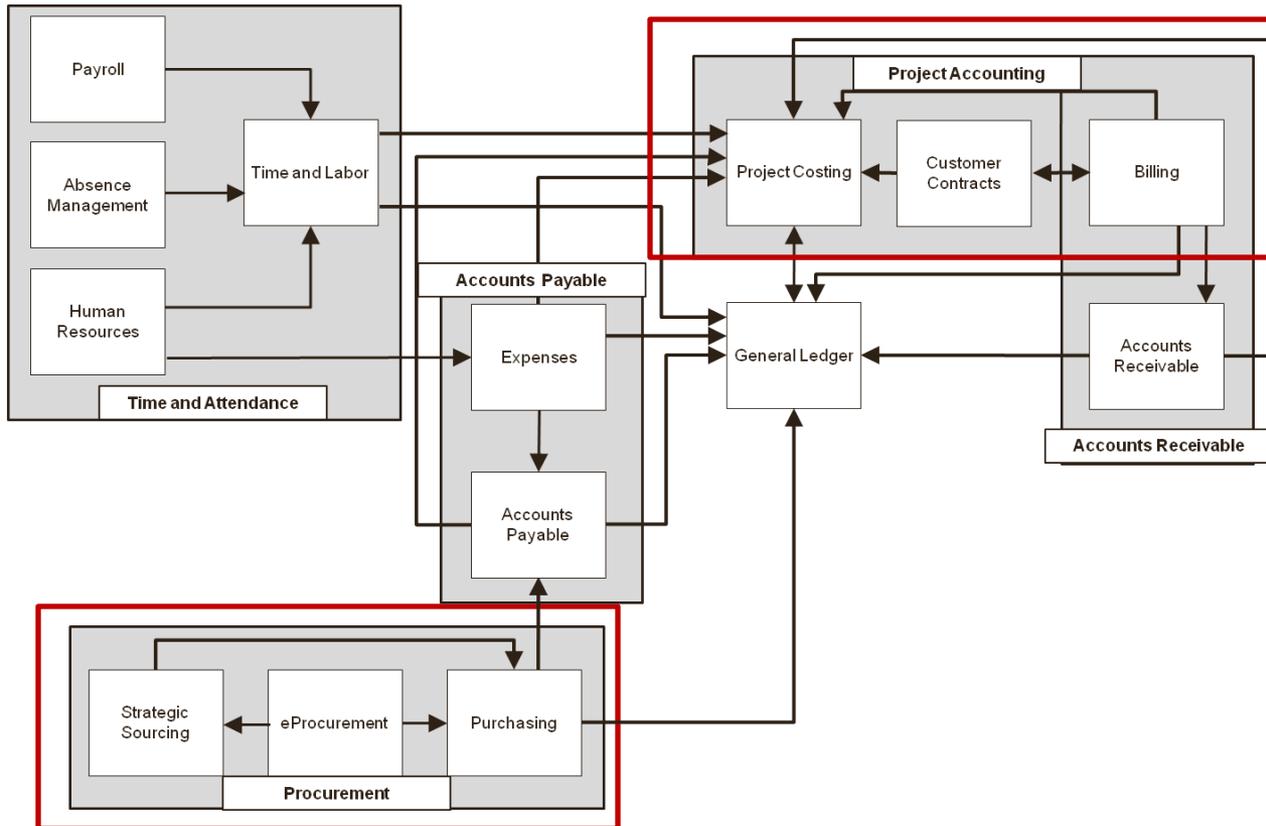




# Procurement Integration

Project Accounting integrates with Procurement in the following way:

- Procurement sends information from requisitions and purchase orders to Project Costing.





# Interfaces with SiteManager and FHWA

The Project Accounting functional area also interfaces with two external systems:

**SiteManager:** Valid ChartField combinations are interfaced to SiteManager. Cardinal sends valid project/activity combinations, valid project/structure combinations, and valid GL Accounts to SiteManager.

**FHWA (Federal Highway Administration):** Both the Accounts Receivable and the Project Accounting modules are involved in sending Project Billing Data to FHWA on a daily basis. Response data is also received in Cardinal from FHWA after the file is submitted and processed by RASPS (Rapid Approval State Payment System) the web-based system FHWA uses to process state payments.





# Lesson 3: Checkpoint

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Now is your opportunity to check your understanding of the course material. Read the question, select your answer and click **Submit** to see if you chose the correct response.



Which of the following functional areas integrate with Project Accounting?

- Asset Management, Billing and Accounts Receivable
- Inventory, Accounts Payable and Expenses
- Billing and Accounts Receivable, Time and Attendance
- None of the above



# Lesson 3: Summary

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In this lesson, you learned:

- The other five functional areas (Accounts Payable, Accounts Receivable, General Ledger, Time and Attendance, and Procurement) integrate with the Project Accounting functional area.
- Project Accounting interfaces with two external system, SiteManager and FHWA.



# Lesson 4: Project Accounting Reports, Queries and Online Inquiries

In this lesson, you will learn about the following topics:

- Project Reports
- Project Queries
- Customer Contracts Reports
- Customer Contracts Queries
- Customer Contracts Online Inquiries



# Project Reports

Projects reports can be run at various intervals. There are numerous projects reports available. Projects reports include:

- RPA090 - Project Expenditure Report by Employee
- RPA091 - Expenditures Allocations Report
- RPA094 - Project Overview Report
- RPA100 - Project Expenditure by Activity Group Report
- RPA106a - Financial Summary Project Expenditure by Activity Report
- RPA106b - Financial Summary Project Expenditure by Account Report
- RPA109 - Disaster Report
- RPA093 - Project Expenditure by Location
- RPA096 - Financial Summary by Program Report
- RPA150 - Funding Source Report

Note: All Project Accounting users are able to run these reports.



# RAP90 – Project Expenditure Report by Employee

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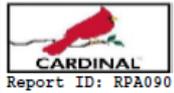
The **Project Expenditure Report by Employee** provides employee time charged to a project. The report displays the employee name, employee ID, employee department, and earnings code by project phase and activity.

You can access this report by navigating to the following path:

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



# Project Expenditure Report by Employee (continued)



Commonwealth of Virginia  
PROJECT EXPENDITURE BY EMPLOYEE

Run Date: 01/30/2013  
Run Time: 11:43 00

Report ID: RPA090

Page No. 1 of 3

Business Unit: 50100  
Project ID: 0000000015  
From Date: 01/01/1901  
To Date: 01/30/2013

Project LTD Expenditures: \$ 14,487,590.52

<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>
00148532500	Parker, Peter	11043	07/23/2012	TE00008239	06/25/2012	9104	64201	RGS		8.00	160.46
			07/23/2012	TE00008239	06/26/2012	9104	64201	RGS		8.00	160.46
			07/23/2012	TE00008239	06/27/2012	9104	64201	RGS		8.00	160.46
			07/23/2012	TE00008239	06/28/2012	9104	64201	RGS		8.00	160.46
			07/23/2012	TE00008239	06/29/2012	9104	64201	RGS		8.00	160.46
Total for Employee (00148532500)										\$	802.30
00171923300	Camp, Bob	19086	09/13/2012	TE00010037	08/27/2012	9104	64210	RGS		3.00	160.09
			09/13/2012	TE00010037	08/28/2012	9104	64210	RGS		5.00	266.81
Total for Employee (00171923300)										\$	426.90
00226818800	Ford, Fred	14017	02/22/2012	TE00001827	02/08/2012	9104	64214	RGS	FED000177	2.00	41.70
Total for Employee (00226818800)										\$	41.70
00228894100	Bourne, Jason	12024	03/02/2012	TE00002292	02/17/2012	9104	64215	RGS	FED000177	2.00	53.09



# RAP091 – Expenditures Exceed Allocations Report

The **Expenditures Exceed Allocations Report** provides a listing of all projects for which expenditures have exceeded a specified percentage of the project budget. The report also shows the variance between budgeted amounts and funded amounts and budgeted amounts and expended amounts.

You can access this report by navigating to the following path:

**Main Menu > Project Costing > Reports > Expenditures Exceed Allocations**



# Expenditures Exceed Allocations Report (continued)



Report ID: RPA091

Commonwealth of Virginia  
EXPENDITURES ALLOCATIONS REPORT

Run Date: 02/15/2011  
Run Time: 11:42 00

Page No. 1 of 1

Business Unit 50100  
Project Category ALL  
Project Status ALL  
Department ID ALL  
As of Date 02/14/2011  
Report Option Expenditure % of Budget  
Percent of Budget 0.10%  
Detail Yes

Project ID				Project Budget	Expenditures	Expenditures to Project Budget	Variance % Expended To Proj Budget
0000000069				\$ 14,000,000.00	\$ 29,720.20	\$ 13,970,279.80	0.212
<u>Dept ID</u>	<u>Fund</u>	<u>Program</u>	<u>FIPS</u>				
17000	04720	602002		2,000,000.00			
17000	04720	602001		2,000,000.00	29,720.20		
917000	04720	602001		10,000,000.00			
RPATEST				5,000,000.00	500,000.00	4,500,000.00	10.000
<u>Dept ID</u>	<u>Fund</u>	<u>Program</u>	<u>FIPS</u>				
99999	04000	6030		400,000.00			
99999	04000	6030		1,400,000.00			
99999	04000	6030		200,000.00			
99999	04000	6030		2,500,000.00			
99999	04000	6030		400,000.00			
99999	04000	6030		100,000.00			



# RPA094 – Project Overview Report

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The **Project Overview Report** provides an overview of project data, such as project start date, project description, overall project budget, budget associations, project phase data, project distribution, and project expenditures to date.

You can navigate to this report using the following path:

**Main Menu > Project Costing > Reports > Project Overview Report**



# Project Overview Report (continued)



Commonwealth of Virginia  
PROJECT OVERVIEW REPORT

Report ID: VPAR0094

Run Date: 08/23/2011  
Run Time: 02:43 00

Page No. 1 of 1

PC Business Unit: 50100  
Project ID: 0000000119  
Ltd Through Fiscal Year: 2011  
Accounting Period: 1

Start Date: 08/02/2011

Project Manager: WRIGHT, EDITH1

Description: Bridge Construction, 2210

Overall Project Budget: \$ 61,000,000.00

Project Allocations: \$ 0.00

Needed Allocations: (\$ 61,000,000.00)

	<u>9101</u>	<u>9101</u>	<u>9102</u>	<u>9103</u>	<u>9104</u>	<u>Total</u>
Status	A	I	A	I	A	
Start Date	08/02/2011	08/02/2011	08/02/2012	08/02/2013	08/02/2014	
Close Date	07/31/2012	07/31/2012	08/02/2013	08/02/2014	08/02/2015	

Project Allocations						\$ 0.00
Expenditure to Date	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Remaining Balance	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Project Category  
BRDG Strength / Widening Bridges

Distribution Split Basis and Project to Date Expenditure Detail:

<u>Fund</u>	<u>Program</u>	<u>Department</u>	<u>FIPS</u>	<u>Asset</u>	<u>Agency Use1</u>	<u>Agency Use2</u>	<u>Cost Center</u>	<u>Task</u>	<u>Account</u>	<u>Percentage</u>
04100	604001	10044	003							100.00%
Total Expenditures \$ 0.00										



# RPA100 – Project Expenditure by Activity Group Report

The **Project Expenditure by Activity Group Report** provides project expenditures by activity group such as AS, RU, PE, CEC, ADM etc. The report can be run for one or more projects and activity groups.

You can navigate to this report using the following path:

**Main Menu > Project Costing > Reports > Project Expenditure by Activity Group**



# Project Expenditure by Activity Group Report (continued)



Report ID: RPA100

Commonwealth of Virginia  
PROJECT EXPENDITURE BY ACTIVITY GROUP

Run Date: 09/13/2011  
Run Time: 03:54 00

Page No. 1 of 1

Set ID: 50100 : VA Dept of Transportation  
 Business Unit: 50100 : VA Dept of Transportation  
 Activity Tree: ACTIVITY ALL  
 Activity Node: ALL\_ACTIVITIES  
 Responsible Org:  
 Period: 3 2012  
 Projects: 0000077600

<u>Project ID</u>	<u>Activity</u>	<u>Activity Description</u>	<u>Expenditures</u>
0000077600	602	PE/Constr - Constr on PE Job	30,978.24
0000077600	605	Prel Eng. Environmetal	1,909.92
0000077600	606	Advanced R/W Prior to Acq.	956.65
0000077600	608	Const. Stakeout Prior to Award	17,715.44
0000077600	611	Preliminary Surveys	197.65
0000077600	612	Preliminary Studies	4,213.54
Node Total for 9101			\$ 55,971.44
Total			\$ 55,971.44



# RPA106a – Financial Summary Project Expenditure by Activity Report

The **Project Expenditure by Activity Report** provides the cumulative expenditure amounts for project by activity for project budget, current year and project life-to-date for YTD in current fiscal year. This report is run in batch.

You can navigate to this report using the following path:

**Main Menu > Reporting Tools > PS/nVision > Define Report Request**



# Financial Summary-Project Expenditure by Activity Report (continued)

		Commonwealth of Virginia			
		Financial Summary - Project Expenditure by Activity			
Report ID:	VPAR106				Run Date: 6/14/2011
Layout ID:	VPAR106A				Run Time: 4:33 PM
Scope :	VPAR106A	VPAR106A Scope			
Period Ending:	6/30/2011				
Business Unit:	50100	VA Dept of Transportation			
Project :	0000020167	SalemMaintRes-Interior			
		Expenditures			Project To Date
Activity	Description	Project Budget	Current Year	Project To Date	(Over) Under Project Budget
9301	Administrative Project Budget	\$0	\$0	\$0	\$0
9302	Construction Project Budget	\$0	\$0	\$0	\$0
9303	Maintenance Project Budget	\$0	\$0	\$0	\$0
040	Capital Outlay	0	-725	-725	725
9304	Capital Outlay Project Budget	9969.57	0	0	9969.57
9304	Capital Outlay Project Budget	\$9,970	(\$725)	(\$725)	\$10,695
9305	Research/Plan Project Budget	\$0	\$0	0	\$0
	<b>Total</b>	\$9,970	(\$725)	(\$725)	\$10,695



# RPA106b – Financial Summary Project Expenditure by Account

The **Project Expenditure by Account Report** provides the cumulative expenditure amounts for project by account for project by account for project budget, current year and project life-to-date. It also indicates whether the project to date expenditures are over/under the budget amount as well as the current year percentage of project budget remaining.

You can navigate to this report using the following path:

**Main Menu > Reporting Tools > PS/nVision > Define Report Request**



# Financial Summary – Project Expenditure by Account (continued)



## Commonwealth of Virginia Financial Summary - Project Expenditure by Account

Report ID:	VPAR106				
Layout ID:	VPAR106B			Run Date	August 25, 2011
Scope:	VPAR106A			Run Time	5:56:50 PM
Period Ending:	August 31, 2011				

Business Unit: 50100  
 Project: 0000012823 0262007101

Expenditures						
Account	Description	Project Budget	Current Year	Project to Date	Project to Date (Over) Under Project Budget - (G16)	Current Year % of Project Budget Remaining
5011230	Salaries, Classified	0.00	10,000.00	10,000.00	(10,000.00)	100.0000%
5099001	Budget Roll up Account	42,917,830.00	0.00	0.00	42,917,830.00	0.0000%
	All Accounts	\$42,917,830.00	\$10,000.00	\$10,000.00	\$42,907,830.00	100.0000%



# RPA109 – Disaster Report

The **Disaster Report** can be run in summary or detail format and provides specific expenditure details for all projects denoted with a disaster number and disaster indicator on the project record.

You can navigate to this report using the following path:

**Main Menu > Project Costing > Reports > Disaster Report**



# Disaster Report (continued)



## Commonwealth of Virginia DISASTER REPORT - SUMMARY

Report ID: RPA109

Run Date: 09/14/2011

Run Time: 08:42 00

Business Unit: 50100  
Date From: 06/01/2010

Page No. 1 of 11

Disaster

<u>Number</u>	<u>Project ID</u>	<u>District</u>	<u>FIPS</u>	<u>Fiscal YTD Expenditures</u>		<u>LTD Expenditures</u>
	0000092372	Culpeper	113	\$	0.00	\$ 1,726,640.54
	0000092513	Northern Virginia			0.00	(4,527.99)
	0000092513	Northern Virginia	107		0.00	2,806,592.53
	0000092540	Lynchburg	083		0.00	335,749.89
	0000092696	Bristol	197		0.00	449,499.18
	0000092698	Bristol	191		0.00	2,661,982.43
	0000092699	Salem	067		0.00	64,325.60
	0000092700	Salem			0.00	5,551.58
	0000092700	Salem	019		0.00	644.20
	0000092700	Salem	023		0.00	1,162.37
	0000092701	Richmond			0.00	53,473.35
	0000092701	Richmond	025		0.00	77,033.86
	0000092701	Richmond	117		0.00	877,364.88
	0000092701	Richmond	127		0.00	28,591.00
	0000092701	Richmond	135		0.00	36,289.04
	0000092701	Richmond	145		0.00	46,230.09
	0000092702	Staunton			0.00	366,134.15
	0000092702	Staunton	005		0.00	445.19
	0000092702	Staunton	015		0.00	969.91
	0000092702	Staunton	069		0.00	784.37



# RPA093 – Project Expenditure by Location

The **Project Expenditure by Location Report** can be run in summary or detail format. The report provides fiscal year-to-date and life-to-date budget and expenditure data by department and program for projects and cost centers.

You can navigate to this report using the following path:

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



# Project Expenditure by Location (continued)



Commonwealth of Virginia  
PROJECT EXPENDITURES BY LOCATION

Run Date: 08/25/2011  
Run Time: 10:36 00

Page No. 1 of 1

Set ID: 50100 : VA Dept of Transportation  
 Business Unit: 50100 : VA Dept of Transportation  
 Fiscal Year: 2011  
 Period: 12  
 Project Status:  
 Program: All  
 FIPS: All  
 Project Category: All  
 Project Status: All

<u>Distict</u>	<u>Current Budget</u>	<u>Current Expenses</u>	<u>Current Variance</u>	<u>LTD Budget</u>	<u>LTD Expenses</u>	<u>LTD Variance</u>
10 All Central Office Orgs	\$5,582,145,454.65	\$17,052,666.82	\$5,565,092,787.83	\$5,854,455,678.28	\$17,053,131.07	\$5,837,402,547.21
11 Bristol District Wide	\$1,654,190,423.83	\$3,448,598.19	\$1,650,741,825.64	\$2,231,817,603.84	\$3,448,598.19	\$2,228,369,005.65
12 Salem District Wide	\$1,750,290,997.97	\$3,210,135.75	\$1,747,080,862.22	\$2,220,153,921.15	\$3,210,135.75	\$2,216,943,785.40
13 Lynchburg District Wide	\$1,120,327,286.09	\$1,316,429.46	\$1,119,010,856.63	\$1,460,322,815.06	\$1,316,429.46	\$1,459,006,385.60
14 Richmond District Wide	\$2,907,674,324.08	\$2,279,343.74	\$2,905,394,980.34	\$3,864,452,941.11	\$2,279,343.74	\$3,862,173,597.37
15 HamptonRds District Wide	\$3,229,187,164.94	\$2,076,940.63	\$3,227,110,224.31	\$4,404,398,078.59	\$2,076,940.63	\$4,402,321,137.96
17 Culpeper District Wide	\$1,113,098,979.05	\$1,073,572.13	\$1,112,025,406.92	\$1,363,098,192.03	\$1,073,572.13	\$1,362,024,619.90



# RPA096 – Financial Summary by Program

The **Financial Summary by Program Report** can be run for fiscal year-to-date or life-to-date. This report provides budget expenditure data for projects and cost centers. The report displays data for each detail department value.

You can navigate to this report using the following path:

**Main Menu > Project Costing > Reports > Financial Summary by Program**



# Financial Summary by Program (continued)



Commonwealth of Virginia  
FINANCIAL SUMMARY BY PROGRAM

Run Date: 07/11/2011  
Run Time: 11:25 00

GL Business Unit: 50100  
Program: 6020  
Department: 10000  
Fiscal Year: 2011  
Period: 1  
Fiscal Year

Page No. 1 of 1

<u>Dept ID</u>	<u>Description</u>	<u>Cost Center Description</u>	<u>Budget</u>	<u>Expenditures</u>	<u>Variance</u>
Total for Department Node					
		Cost Center Total	\$ 0.00	\$ 0.00	\$ 0.00
		Project Total	\$ 500,000.00	\$ 797.00	\$ 499,203.00
		Total	\$ 500,000.00	\$ 797.00	\$ 499,203.00



# RPA150 – Funding Source Report

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The **Funding Source Report** can be run in summary or detail format and provides total amounts applied to specific funding sources.

You can navigate to this report using the following path:

**Main Menu > Project Costing > Reports > Funding Source**



# Funding Source Report (continued)

Commonwealth of Virginia				
FUNDING SOURCE REPORT - SUMMARY				
Run Date: 01/24/2013				
Report ID: RPA150	Run Time: 04:16 00			
Page No. 1	of 6			
Business Unit :	50100			
Funding				
Source	Description	Original Amount	Amount Allocated	Amount Remaining
CNF433	Bonus OA: Federal Bridge	\$29,330,304.00	\$29,330,304.00	\$0.00
CNF482	Deficit Payoff-Federal Share	37,200,002.00	37,200,002.00	0
CNF675	Secondary STP Federal Formula	140,090,392.00	140,031,606.00	58,786.00
CNF878	Noninterstate Soft Match	7,750,184.00	7,750,184.00	0
CNF214	CMAQ 603021400	123,561,925.00	123,452,181.00	109,744.00
CNS260	june year end	12,075,628.00	12,075,528.00	100
MNF004	FY2013 Maint Bdgt Upload	289,742,792.52	289,580,661.52	162,131.00
MNF005	FY2013 Maint Bdgt Upload	356,835,280.38	325,135,518.38	31,699,762.00
MNF032	FY2013 Maint Bdgt Upload	12,000,000.00	12,000,000.00	0
PRS206	FY2013 Budget Amount	20,300,000.00	18,081,900.00	2,218,100.00
CNF305	Interstate Construction Program	12,767,197.62	12,762,197.69	4,999.93
CNF336	Federal Earmarks	81,268,596.00	81,268,596.00	0
CNF626	Secondary State Formula: IM converted to	10,168,705.00	10,137,162.00	31,543.00
CNF845	BROS Soft Match	3,705,975.00	3,705,975.00	0
CNS257	State Match for Special Federal Projects	10,250,696.00	10,250,696.00	0



# Project Queries

Managing project queries can be run at various intervals. There are numerous queries available. Key managing project queries include:

- RPA262 – Phase Closing
- RPA557 – Project Expenditure by Report Category
- RPA558 – Project Expenditure by Fund
- RPA112 – Detail Project Expenditures



# RPA262 – Project Phase Closing

This query provides users with a listing of project and phases with end dates that are less than the current date so that they can manually update the activity status to Inactive.

You can navigate to this query using the following path:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_PA\_PHASE\_CLOSING**

**V\_PA\_PHASE\_CLOSING - Project Phase Closing**

Business Unit:

End Date:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1773 kb)

[View All](#) First

	Project ID	Status	Activity Type	Responsible Org	Department	Description	Start Date	End Date	Project Manager
1	0000014019	B	9101			8005052560	06/30/1995	07/01/1995	PROJECT, PERRY P
2	0000014019	B	9102			8005052560	06/30/1995	07/01/1995	PROJECT, PERRY P
3	0000014019	B	9103			8005052560	06/30/1995	07/01/1995	PROJECT, PERRY P
4	0000014019	B	9104			8005052560	06/30/1995	07/01/1995	PROJECT, PERRY P
5	0000014020	B	9101			8012052560	06/30/1995	07/01/1995	PROJECT, PERRY P
6	0000014020	B	9102			8012052560	06/30/1995	07/01/1995	PROJECT, PERRY P
7	0000014020	B	9103			8012052560	06/30/1995	07/01/1995	PROJECT, PERRY P



# RPA557 – Project Expense by Reporting Category

This query allows users to review, monitor, and delete project expenditures for a specified report category such as MFED. The query should prompt for Business Unit, Fiscal Year, Accounting Period From, Accounting Period To, Reporting Category, and Activity Type or %.

You can navigate to this query using the following path:

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

**V\_PA\_PROJ\_BY\_PROJ\_CATEGORY\_SUM - Proj Exp by Report Category**

PC Business Unit:

Fiscal Year:

Accounting Period From:

Accounting Period To:

Reporting Category:

Activity Type (% for all):

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (11 kb)

View All First  Last

	Business Unit	Fiscal Year	Accounting Period	Reporting Category	Project ID	Fund Code	Program	Department ID	Monetary Amount
1	50100	2012	12	BRDG	0000082131	04720	603004	19002	16146.33
2	50100	2012	12	BRDG	0000082135	04720	603004	19002	1267.14
3	50100	2012	12	BRDG	0000082378	04720	603002	14005	1455.09
4	50100	2012	12	BRDG	0000082399	04720	603002	14005	-12.41
5	50100	2012	12	BRDG	0000082510	04720	603006	13004	1394.55
6	50100	2012	12	BRDG	0000084385	04720	603006	19002	105933.91
7	50100	2012	12	BRDG	0000085947	04720	603006	15017	12168.09
8	50100	2012	12	BRDG	0000085956	04720	603007	16006	10431.71



# RPA558 – Project Expenditures by Fund

This query allows users to pull detail project expenditures by fund. The query should prompt for business unit, fund, fiscal year, and accounting period.

You can navigate to this query using the following path:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_PA\_PROJ\_BY\_EXPENDITURE\_BY\_FUND**

**V\_PA\_PROJ\_EXPENDITURE\_BY\_FUND - Project Expenditures by Fund**

Business Unit:

Fiscal Year:

Fund (if inactive, type value):

Accounting Period From:

Accounting Period To:

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

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

	Business Unit	Fiscal Year	Accounting Period	Fund Code	Project ID	Amount	Activity Type	Program
1	50100	2012	12	04312	0000094946	2085585.39	9104	603002



# RPA112 – Detail Project Expenditures

This query provides the ability to identify all project expenditure transactions associated to the preconfigured allowable or unallowable Accounts and Activity Types. These reports is used to review project expenditures during the final billing process of a project.

You can navigate to this query using the following path:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_PA\_PRJ\_EXPEND\_DTL**

**V\_PA\_PRJ\_EXPEND\_DTL - Detail Project Expenditures**

Business Unit:

Project:

Activity Type (% for all):

Accounting Period (% For All):

Fiscal Year (% for all):

Allowable \ Unallowable \ %:

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (238 kb)

[View All](#) First  Last

	Business Unit	Journal ID	Journal Date	Journal Line	Journal Line Reference	Journal Line Source	User ID	Fiscal Year	Accounting Period	Project	Phase	Activity	Account	Account Description	Fund	Program	Department	FIPS	Agency Use 1	Asset	Voucher	Vendor Name	Monetary Amount
1	50100	PC00000003	06/30/2010	170738		GCA	V_CONV_LOAD	2010	12	0000000015	9104	645	5011110	Employer Retire Contrib-Def Ben	04720	603003	19002	059					0.98
2	50100	ALC0000011	12/31/2011	12201		ALO	V_CONV_LOAD	2012	6	0000000015	9104	636	5011110	Employer Retire Contrib-Def Ben	04720	603003	19052	059					23.07
3	50100	PC00000002	06/30/2010	156387		GCA	V_CONV_LOAD	2010	12	0000000015	9104	645	5011110	Employer Retire Contrib-Def Ben	04720	603003	19002	059					6.03
4	50100	CNVACT0608	06/08/2011	928		PNL	V_CONV_LOAD	2011	12	0000000015	9104	742	5011110	Employer Retire Contrib-Def Ben	04720	603003	19002	059					-25.56
5	50100	CNVACT0608	06/08/2011	926		PNL	V_CONV_LOAD	2011	12	0000000015	9104	64209	5011110	Employer Retire Contrib-Def Ben	04720	603003	19002	059					3.03



# Customer Contracts Reports

Customer contracts reports can be run at various intervals. There are numerous customer contracts reports available. Key customer contracts reports include:

- RPA105 – Summary of Financial Activity by Project or Contract
- RPA113 – Federal Accrued Unbilled Cost by Type of Exception Report
- RPA119 – Federal Contract Status Report
- RPA145 – Transaction Relationship Report
- RPA149 – Prepaid Report
- Limit Amount Report
- Prepaid Management Report



# RPA105 – Summary of Financial Activity by Federal Project

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**



# Summary of Financial Activity by Federal Project (continued)



Report ID: RPA105

Commonwealth of Virginia  
SUMMARY OF FINANCIAL ACTIVITY BY PROJECT OR CONTRACT

Run Date: 01/14/2013  
Run Time: 03:52 00

Page No. 1 of 1

Business Unit 50100  
As of Date 01/14/2013  
Project ID 0000000015  
Contract ID

Overall Project Budget 14,479,192.61  
Budget to Date 14,479,192.61  
Total Expenditures 14,487,590.52

<u>Contract ID</u>	<u>Billed Amount</u>	<u>Collected Amount</u>	<u>Amount Due</u>
0952314	13,806,702.65	13,806,702.65	0.00
	<u>Initial Prepaid Amount</u>	<u>Prepaid Amount Utilized</u>	<u>Amount Remaining</u>
	0.00	0.00	0.00

Contract Amount \$21,124,160.00

Suspense Amounts  
Exceeded Agreement Amt 412,187.92  
Not Yet Billed 0.00  
Advance Construction 0.00

Total Suspense Amt 412,187.92



# RPA113 – Federal Accrued Unbilled Cost by Type of Exception Report

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

You can navigate to this report using the following path:

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



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

 Report ID: VPAR113	Commonwealth of Virginia FEDERAL ACCRUED UNBILLED COST BY TYPE OF EXCEPTION REPORT	Run Date: 01/14/2013 Run Time: 03:57 00
---------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------	--------------------------------------------

Page No. 1 of 53

As of Date : 01/14/2013  
 Business Unit : 50100 VA Dept of Transportation  
 Federal Fiscal Year : 2013

**SUMMARY SECTION:**

```

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Items for Projects with Advanced Construction:          4,502,050,706.84

Items for Projects with Exceeded Agreement:            264,351,949.27
Less: Items for Emergency Relief (ER) Project:         1,533,392.00
-----
Net OLT Type Items:                                  262,818,557.27
-----

Total Suspense Items:                                262,818,557.27
-----
  
```

**Advanced Construction Detail :**

SUSPENSE TYPE: ADC

Federal Project#	Description	Processed Amount	Obligated Amount
0001045	HSR0001045	75,825.53	264,843.00
000S166	STP000S166	19,188,686.73	5,350,390.00
000S199	MBE000S199	206,807.58	345,060.00
000S208	HSIP/STP000S208	0.00	224,999.00
000S218	NH000S218	0.00	2,627,842.00



# RPA119 – Federal Contract Status Report

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

You can navigate to this report using the following path:

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



# Federal Contract Status Report (continued)

 Report ID: RPA119	Commonwealth of Virginia FEDERAL CONTRACT STATUS REPORT	Run Date: 01/17/2013 Run Time: 11:41 00
-------------------------------------------------------------------------------------------------------	------------------------------------------------------------	--------------------------------------------

Business Unit: 50100  
 Contract Number: 5401827

Page No. 1 of 2

Contract Information

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

Current Rate Details

Line#	Rate	Operating Unit	Billable Ind	Rate Amt
1	FED_09J0_100	%	BIL	1.000000

Transaction Limit Summary

Line#	Approp	Seq	Rate	Obligated Amount	Billed Amount	Not Billed Amount	Exceeded Amount
1	09J0	1	1.000000	39,367.00	38,317.45	0.00	0.00

Manual Billing Adjustments

Line#	Approp	Adjusted Amount
1	09J0	0.00

Participating Project Details

BusUnit	ProjectID	Phase	Total Expenditures	Total Part Expenditures
50100	0000082716	9105	38,317.45	38,317.45

Processed Activity Details

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



# Federal Contract Status Report (continued)

Phase (9105) Total	38,317.45	38,317.45	0.00	0.00	0.00
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Unprocessed/non-participating Activity Summary

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

End of Report



# 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**



# Transaction Relationship Report (continued)

Commonwealth of Virginia  
TRANSACTION RELATIONSHIP REPORT

Run Date: 01/14/2013  
Run Time: 04:02 00



Report ID: RPA145

Page No. 1 of 1

Business Unit: 50100 : VA Dept of Transportation  
Invoice: FED000323  
Project ID:  
Contract Number: 0036010

<u>Contract</u>	<u>Approp</u>	<u>Project ID</u>	<u>Analysis Type</u>	<u>Voucher</u>	<u>Timesheet</u>	<u>Expense</u>	<u>Journal</u>	<u>Accounting Date</u>	<u>Expenditure Amount</u>	<u>Billed Amount</u>
0036010	LZ20									(\$237,862.32) (53,021.49) (113,200.16) (9,409.87) (59,647.55) (2,583.25)
Total									\$ 0.00	(\$237,862.32)
0036010	Q200								\$	40,288.00 9,409.87 28,294.88 2,583.25
Total									\$ 0.00	\$40,288.00
0036010	Q770									\$197,574.32 113,200.16 53,021.49 31,352.67
Total									\$ 0.00	\$197,574.32
Total Amount Billed for FED000323									\$ 0.00	\$ 0.00

End of Report



# 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 will summarize 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**

		Commonwealth of Virginia PREPAID REPORT				Run Date: 02/12/2013 Run Time: 01:49 00	
Report ID: RPA149		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		



# Limit Amount Report

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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**



# Limit Amount Report (continued)

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>Remaining %</u>	<u>Last Transaction Date</u>	<u>Last Processing Date</u>
			<u>Limit</u>	<u>Remaining</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
000S075	1	QXX20	1,054,239.00	739.84	USD	0.07	9/24/2011	1/11/2013
000S137	1	33A0	206,000.00	7,591.00	USD	3.68	11/6/2008	1/11/2013
000S147	1	Q770	1,104,800.00	269,270.61	USD	24.37	11/27/2012	1/11/2013
000S153	1	33B0	130,099.00	2,338.80	USD	1.80	11/29/2012	1/11/2013
000S153	1	H220	100,000.00	25,671.00	USD	25.67	11/29/2012	1/11/2013
000S153	1	L220	423,000.00	108,587.00	USD	25.67	11/29/2012	1/11/2013
000S153	1	L22R	180,000.00	46,208.00	USD	25.67	11/29/2012	1/11/2013
000S153	1	Q220	529,605.00	135,953.00	USD	25.67	11/29/2012	1/11/2013
000S169	1	Q210	100,000.00	47,399.13	USD	47.40	12/31/2012	1/11/2013
000S176	1	H220	228,073.00	10,796.00	USD	4.73	10/26/2011	1/11/2013
000S176	1	Q220	660,240.00	14,253.41	USD	2.16	10/26/2011	1/11/2013
000S186	1	04M0	221,301.00	34,530.14	USD	15.60	11/11/2011	1/11/2013
000S189	1	H050	1,280,000.00	28,281.00	USD	2.21	2/5/2011	1/11/2013



# 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**



# 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>
000003006 WISE COUNT	000000061	PPD Bal#1 for 000000061				870,000.00	870,000.00	0.00
000003006 WISE COUNT	000000001	PPD Bal#1 for 000000001				1,606.89	0.00	0.00
000003140 BERRYVILLE	000000089	PPD Bal#1 for 000000089				283.85	0.00	0.00
000003383 RICHMOND C	000000182	PPD Bal#2 of Contr# 000000182		2/16/2013	6/1/2012	40.94	0.00	0.00
000003383 RICHMOND C	000000182	PPD Bal#1 of Contr# 000000182		2/16/2013		0.00	0.00	0.00
000003383 RICHMOND C	000000184	PPD Bal#1 for 000000184			3/1/2012	150.97	109.96	0.00
0000010013 AASHTO	000000187	PPD Bal#1 of Contr# 000000187		2/10/2013		40,500.00	13,743.58	0.00
0000010013 AASHTO	000000087	PPD Bal#1 of Contr# 000000087		2/10/2013		33,000.00	33,000.00	0.00
0000010014 AASHTO	000000176	PPD Bal#1 of Contr# 000000176		2/10/2013		47,250.00	6,721.60	0.00
0000010014 AASHTO	000000199	PPD Bal#1 of Contr# 000000199		2/10/2013		41,250.00	13,580.86	897.41
0000011943 PRTC	000000093	PPD Bal#1 of Contr# 000000093		2/10/2013		18,000.00	16,999.66	0.00
0000012474 VIRGINIA P	000000086	PPD Bal#1 for 000000086				1,408.50	0.00	0.00



# Customer Contracts Queries

Customer contracts queries can be run at various intervals. There are numerous Customer contracts queries available.

Key customer contracts queries include:

- RPA111 - Contract Limit Exception Detail
- RPA112 - Allowable and Unallowable Project Expenditure Accounts
- RPA117 - Contract with No Billing
- RPA120 - Contract on Billing Hold
- RPA147 - Federal Expenditure Reclassification
- RPA555 - TMOC Federal Project Query
- RPA556 - Federal Contracts with no Project
- RPA559 - Bill History by Contract
- RPA562 - Billing Adjustment Life to Date Data
- RPA565 - Billing Worksheet Lines to Defer

Note: The Contracts Manager can run these queries.



# RPA111 – Contract Limit Exception Detail

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

You can navigate to this query using the following path:

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

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

Contract From Date: 01/18/2010

Contract To Date: 01/18/2011

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (10240 kb)

[View All](#) First 1-100 of 15705 Last

	Contract	Customer	Contract Status	Processing Status	Contract Type	Description	Start Date	Negotiated Amount	Merchant	Transaction Limit Identifier	Transaction Limit Amount	Rate Set	Rate Plan	Rate Selection	PC Business Unit	Project	Activity	Exception Message
1	000S238	000055002	ACTIVE	A	F	STP000S238	03/05/2010	0.000	1	LS30	540000.000	FED_LS30_90		TMPL	50100	0000093035	602	Obligation Amount Exceeds
2	000S238	000055002	ACTIVE	A	F	STP000S238	03/05/2010	0.000	1	LS30	540000.000	FED_LS30_90		TMPL	50100	0000093035	602	Rate Set Exceeds 100%
3	000S238	000055002	ACTIVE	A	F	STP000S238	03/05/2010	0.000	1	LS30	540000.000	FED_LS30_90		TMPL	50100	0000093035	605	Obligation Amount Exceeds
4	000S238	000055002	ACTIVE	A	F	STP000S238	03/05/2010	0.000	1	LS30	540000.000	FED_LS30_90		TMPL	50100	0000093035	605	Rate Set Exceeds 100%



# RPA112 – 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 by the Fiscal Division to review project expenditures during the final voucher process to close out a Federal project.

You can navigate to this query using the following path:

**Main Menu > Reporting tools > Query > Query Viewer > V\_PA\_PROJ\_EXPENDITURE\_ACCTS**

**V\_PA\_PROJ\_EXPENDITURE\_ACCTS - Allowable Unallowable Accounts**

---

PC Business Unit:

Project ID (% for All):

Activity Type (% for All):

From Accounting Date:

To Accounting Date:

Allowable / Unallowable:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (367 kb)

[View All](#) First

	Journal ID	Journal Date	Accounting Date	Accounting Period	Fiscal Year	Business Unit	Project	Activity	Analysis Type	Account	Account Description	Fund	Program	Department	Cost Center	FIPS	Asset	Route	Contract	Amount
1			02/08/2011	0	0	50100	0000000061	607	BIL	5012550	Highway Repair & Maint Service	04100	514008	14006					0000000017	2500.000
2			02/15/2011	0	0	50100	0000000061	602	BIL	5012550	Highway Repair & Maint Service	04100	514009	14006					0000000017	700000.000
3			02/15/2011	0	0	50100	0000000061	602	BIL	5012550	Highway Repair & Maint Service	04100	514009	14006					0000000017	100000.000
4			02/08/2011	0	0	50100	0000000061	607	BIL	5012550	Highway Repair & Maint Service	04100	514008	14006					0000000017	16412.000



# RPA117 – Contract with No Billing

This report identifies any contracts for which no billings have been processed. This report is used by the Fiscal Division 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):

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1512 kb)

[View All](#) First  Last

	Project	Contract	Last Billed Date	Life-to-Date Billed Amount	Name	Type	Reason
1	0000000253	0191002	05/21/2010	6367534.000	MITCHELL,DIANE L	F	No billing during timespan
2	0000000293	5404111	12/23/2010	5485.000	MITCHELL,DIANE L	F	No billing during timespan
3	0000000313	0131019	12/31/2010	499233.000	MITCHELL,DIANE L	F	No billing during timespan
4	0000000564	0012101	03/22/2008	1931367.000	MITCHELL,DIANE L	F	No billing during timespan
5	0000000688	5128201	12/31/2010	1326125.000	ESTES,MICHAEL A	F	No billing during timespan
6	0000000688	5128276	12/31/2010	4079.000	ESTES,MICHAEL A	F	No billing during timespan
7	0000000954	5108128	12/23/2010	392130.000	MITCHELL,DIANE L	F	No billing during timespan
8	0000000968	0153004	04/24/2008	730398.000	MITCHELL,DIANE L	F	No billing during timespan



# RPA120 – 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 by the Fiscal Division to monitor processing of billing holds, suspended billings or deferred billing worksheet lines related to active Customer Contracts in order to ensure these items are resolved and billing continues in a timely manner.

You can navigate to this query using the following path:

**Main Menu > Reporting tools > Query > Query Viewer > V\_PA\_CA\_BI\_HOLD**

**V\_PA\_CA\_BI\_HOLD - Contracts on Billing Hold**

Business Unit:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (48 kb)

[View All](#) First [1-100 of 171](#) Last

	Contract	Line Number	Description	Billing Plan ID	Type of Hold
1	0000000003	1	Misc - HMO - CCT - Fredksburg	B101	Rate Based Contract Line does not have row defined in CA_RATE table
2	0000000005	1	Misc - HMO - CCT - Fredksburg	B101	Rate Based Contract Line does not have row defined in CA_RATE table
3	0000000006	1	Equipment Property Damage -CCT	B101	Rate Based Contract Line does not have row defined in CA_RATE table
4	0000000007	1	Misc - HMO - CCT - Fredksburg	B101	Rate Based Contract Line does not have row defined in CA_RATE table
5	0000000030	1	Misc - HMO - CCT - Fredksburg	B101	Rate Based Contract Line does not have row defined in CA_RATE table
6	0000000035	1	Prj Prop Dmg - CCT - Bristol	B101	Rate Based Contract Line does not have row defined in CA_RATE table



# RPA147 – Federal Expenditure Reclassification

The Federal Expenditure Reclassification query identifies federal expenditures related to a federal reimbursement received so that those expenditures maybe moved to the Federal Fund. Fiscal Division Staff will use this query to create the journal entry to move the expenditures from the construction to the Federal Fund.

You can navigate to this query using the following path:

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

**V\_PA\_FED\_EXP\_RECLASS - Federal Exp Reclass Report**

Invoice:

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

View All First  Last

	Invoice	Fund	Descr	Account	Department	Program	Cost Center	Summation of Resource Amount
1	MGSE-000012	04720	Highway Construction Fund	5023990	10029	514008		50.000
2	MGSE-000012	04720	Highway Construction Fund	5023970	10029	514008		100.000
3	MGSE-000012	04720	Highway Construction Fund	5023960	10029	514008		600.000



# RPA555 – TMOG Federal Project Query

This query returns information related to Federal Contracts for transfer to TMOG. The query provides the LTD billed amount for all projects of V\_PROJ\_CATEGORY of 'MFED' and contract with a federal customer for all expenditures charged to the 6040 program.

You can navigate to this query using the following path:

**Main Menu > Reporting tools > Query > Query Viewer > V\_PA\_TMOG\_FED\_PRJ**

**V\_PA\_TMOG\_FED\_PRJ - TMOG Federal project Query**

Business Unit:

Program (Ex: 6040% or 604001):

From Date:

To Date:

Reporting Category:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (2 kb)

View All First 1-9 of 9 Last

	Project ID	Contract Number	Department	Effective Status	Fund Code	Program	Total Billed Amount	District	Rpt Category
1	0000057492	0971027	11000	Active	04100	604002	198103.170	11	BRDG
2	0000064472	0038123	18000	Active	04100	604002	1359.490	18	BRDG
3	0000094963	BR03288	13010	Active	04100	604003	1548.360	13	BRDG
4	0000094963	BR03288	13011	Active	04100	604003	825795.040	13	BRDG
5	0000094963	BR03288	13067	Active	04100	604003	65.440	13	BRDG
6	0000095093	0661343	19002	Active	04100	604001	1569436.310	19	BRDG
7	0000095093	0661343	19086	Active	04100	604001	27.700	19	BRDG
8	0000095824	BR03279	13004	Active	04100	604002	184431.890	13	BRDG
9	0000095824	BR03295	13004	Active	04100	604002	302406.000	13	BRDG



# RPA556 – Federal Contracts with No Project

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

You can navigate to this query using the following path:

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

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

Business Unit:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (11 kb)

View All First [1-54 of 54](#) Last

	Business Unit	Contract Number	Line Num	Transaction Identifier	Description	Limit Amount	Processed Amount
1	50100	0027033	1	L110	BRIDGE PROGRAM - 15% OFF	406091.00	0.00
2	50100	0153016	1	H110	BR-OFF STEA03	69566.00	0.00
3	50100	0153016	1	Q110	BR-OFF-TEA21	269686.00	0.00
4	50100	0526103	1	4130	Public Lands Hwys-BILL REG 03	1362450.00	1325516.28
5	50100	0573101	1	33D0	STP-State Flexible	124419.00	-10852.58
6	50100	0573101	1	0750	Rural Secondary	525986.00	0.00
7	50100	0581012	1	Q500	FD RST-TEA21	169007.00	145038.00



# RPA559 – 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](#) (1 kb)

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

	Business Unit	Contract ID	Project	Appropriation Code	Invoice	Invoice Date	Target Payment	LTD Billed Amount	Invoiced Amount	Payment Date
1	50100	0000000001	0000035956		Conversion			943587.47	943587.47	



# RPA 562 – Billing Adjustment Life to Date Data

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

You can navigate to this query using the following path:

**Main Menu > Reporting tools > Query > Query Viewer > V\_PA\_BIL\_ADJ\_LTD\_DATA**

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

Contract Number:

Business Unit:

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

View All First  Last

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



# RPA565 – Billing Worksheet Lines to Defer

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

You can navigate to this query using the following path:

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

The screenshot shows a Query Manager window with the following breadcrumb path: Favorites > Main Menu > Reporting Tools > Query > Query Manager. The interface includes tabs for Records, Query, Expressions, Prompts, Fields, Criteria, Having, View SQL, and Run. The query title is "Contract (% for all) = 0512104,Source Type=33D0,Business Unit=50100". Below the title are links for "View All", "Rerun Query", "Download to Excel", and "Download to XML". The table displays 10 records, with a "First" button and "1-89 of 89" indicating the total number of records. The table columns are Business Unit, Invoice, Sequence, Project, Contract, Source Type, and Amount.

	Business Unit	Invoice	Sequence	Project	Contract	Source Type	Amount
1	50100	TMP000224	1	0000012768	0512104	33D0	19.86
2	50100	TMP000224	2	0000012768	0512104	33D0	13.21
3	50100	TMP000224	3	0000012768	0512104	33D0	18.66
4	50100	TMP000224	4	0000012768	0512104	33D0	16.16
5	50100	TMP000224	5	0000012768	0512104	33D0	25.81
6	50100	TMP000224	6	0000012768	0512104	33D0	18.18
7	50100	TMP000224	7	0000012768	0512104	33D0	0.07
8	50100	TMP000224	8	0000012768	0512104	33D0	5.83
9	50100	TMP000224	9	0000012768	0512104	33D0	59.89
10	50100	TMP000224	10	0000012768	0512104	33D0	2.02



# Customer Contracts 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 Jrnl Acctg Lines
- Review Revenue - As Incurred Jrnl Acctg Lines
- Review Revenue - History
- Review and Manage 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: [0000001999](#)    Currency: USD    Amendment Number:

Contract Type: F    Business Unit: 50100    Contract Signed: 01/10/2013

Contract Class: Standard    Region Code:    Amendment Date:

Contract Status: PENDING    Proposal ID: 00000012345

Customer: FEDERAL HIGHWAY ADMINISTRATION

---

**Contract Amounts**

Negotiated Amount:	0.00	Total Billed:	0.00
Discounts/Surcharges:	0.00	Total Collected:	0.00
Non-inclusive Prepays:	0.00	Total Revenue Recognized:	0.00
Total:	0.00	Revenue Forecasted:	0.00
Estimated (less Prepays):	0.00		
Estimated Total:	0.00		

---

**Contract Lines** Customize | Find | | First 1 of 1 Last

Line	Product	Status	Price Type	Gross Amount	Limit Amount	Estimated Amount	Start Date	End Date	Billing Plan	Revenue Plan
1	Federal Aid & Stimulus	Active	Rate	0.00	0.000	0.00	01/10/2013		<a href="#">Pending</a>	<a href="#">Pending</a>

---

Related Projects				Contract Milestones			
PC Business Unit	Project	Description	Project Status	Milestone ID	Milestone Status	Billing Impact	Revenue Impact
	None			None		No	No

[Return to Search](#)    [Refresh](#)



# Review Contract Summary (continued)

Favorites | Main Menu > Customer Contracts > Review Contract Summary

## Review Contract Summary

**Contract Number:** [0000001999](#)    **Currency:** USD    **Amendment Number:**  
**Contract Type:** F    **Business Unit:** 50100    **Contract Signed:** 01/10/2013  
**Contract Class:** Standard    **Region Code:**    **Amendment Date:**  
**Contract Status:** PENDING    **Proposal ID:** 00000012345  
**Customer:** [FEDERAL HIGHWAY ADMINISTRATION](#)

**Contract Amounts**

<b>Negotiated Amount:</b>	0.00	<b>Total Billed:</b>	0.00
<b>Discounts/Surcharges:</b>	0.00	<b>Total Collected:</b>	0.00
<b>Non-inclusive Prepays:</b>	0.00	<b>Total Revenue Recognized:</b>	0.00
<b>Total:</b>	0.00	<b>Revenue Forecasted:</b>	0.00
<b>Estimated (less Prepays):</b>	0.00		
<b>Estimated Total:</b>	0.00		

**Contract Lines** Customize | Find | First 1 of 1 Last

Line	Product	Status	Price Type	Gross Amount	Limit Amount	Estimated Amount	Start Date	End Date	Billing Plan	Revenue Plan
1	Federal Aid & Stimulus	Active	Rate	0.00	0.000	0.00	01/10/2013		<a href="#">Pending</a>	<a href="#">Pending</a>

**Related Projects**

PC Business Unit	Project	Description	Project Status
	None		

**Contract Milestones**

Milestone ID	Milestone Status	Billing Impact	Revenue Impact
None		No	No

Return to Search    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: 0000001425      GEC Design I495/DAAH Improvmt  
Sold To Customer: METROPOLITAN WASHINGTON AIRPORT AUTH

---

#### Contract Information

Amendment Number: 0000000001      Business Unit: VA Dept of Transportation

---

#### Amendment

Amendment Reason: Modify Contract Amt      Amendment Status: Cancelled  
Reference ID:

---

#### Amendment Date

Ready Date: 07/16/2012      Entered On: 07/16/2012 1:23PM  
Amend Completion Date:  
User Preparing Chg. Pkg.: PPS\_JOHN

---

#### Information Amended

Line Number	Field Changed	Old Value	New Value	Change Action
1	Gross Amt	10272605.5	9732200.86	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: 000001425 GEC Design I495/DAAH Improvmnt  
Sold To Customer: METROPOLITAN WASHINGTON AIRPORT AUTH

#### Contract Information

Amendment Number: 0000000001 Business Unit: VA Dept of Transportation

#### Amendment

Amendment Reason: Modify Contract Amt Amendment Status: Cancelled

Reference ID:

#### Amendment Date

Ready Date: 07/16/2012 Entered On: 07/16/2012 1:23PM

Amend Completion Date:

User Preparing Chg. Pkg.: PPS\_JOHN

#### Information Amended

Line Number	Field Changed	Old Value	New Value	Change Action
1	Gross Amt	10272605.5	9732200.86	Update Record

Return to Search Notify Refresh



# Review Contract Information – Notes

You can navigate to these online inquiries using the following path:

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

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

## Contract Notes

Contract: 0000001425 GEC Design I495/DAAH Improvmt  
[Inquire Contracts](#)

Sold To Customer: METROPOLITAN WASHINGTON AIRPORT AUTH

### Note Text

Based on email from District on 9/26/12, the Contract amount was reduced by .64 cents. Total bills to the customer overbilled the .64 cents. New Contract amount is 10,275,698.36. MDJ

### Additional Note Information

Classification: Custom

Note Type:

Contract Component: Amendments

Entered By: PPS\_MARCY.JONES

Date Time Added: 09/26/2012 1:20PM



# 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 New Window

---

**Billing Plan General** | Events | History

Contract: 0000001425      BI Unit: 50100  
 Sold To Customer: 0000133944      METROPOLITAN WASHINGTON AIRPORT AUTH      Bill To: 0000133944      METROPOLITAN WASHINGTON AIRPORT AUTH  
 Billing Plan: B101      Amount Based - Milestone      Currency: USD

Description:       \*Billing Status:    
 Billing Method:        Hold

Customer Information		Amount Detail	
BI Unit:	<input type="text" value="50100"/> VA Dept of Transportation	Negotiated Amount:	10,275,698.36
*Bill To Customer:	<input type="text" value="0000133944"/> METROPOLITAN WASHINGTON AIRPORT AUTH      Addr Num: <input type="text" value="1"/>	Total Amount:	10,275,698.36
Bill To Contact:	<input type="text"/>	Total Billing History:	10,275,698.36
<b>Billing Options</b> Bill Type: <input type="text" value="OTH"/> <input checked="" type="checkbox"/> Pre Approved <a href="#">Billing Header Note</a> Bill Source: <input type="text" value="PROJE"/> <input type="checkbox"/> Direct Invoice <a href="#">Internal Notes</a> Summarization Template ID: <input type="text" value="VDOT_OTHER"/> VDOT Other <a href="#">Preview Summarization Template</a>		Events Billed To Date: 10,275,698.36	
<b>Billing Default Overrides</b> Invoice Form: <input type="text" value="LANDSCAPE"/> Cycle ID: <input type="text" value="MONTHLY"/> <a href="#">View Customer Defaults</a> Bill By ID: <input type="text" value="PC_OTHER"/> Non-Federal Project Payment Method: <input type="text"/> Payment Terms: <input type="text"/> Billing Inquiry: <input type="text"/> Billing Specialist: <input type="text"/>			

[Return to Billing Plan Management](#)



# Review Billing – History

Access this online inquiry using the following path:

**Main Menu > Customer Contracts > Review Billing**

The Plans page displays. Select the History tab.

**Contract Details:**

Contract:	0000001425	BI Unit:	50100		
Sold To Customer:	0000133944	METROPOLITAN WASHINGTON AIRPORT AUTH	Bill To:	0000133944	METROPOLITAN WASHINGTON AIRPORT AUTH
Billing Plan:	B101	Amount Based - Milestone	Currency:	USD	

**Amount Details**

Negotiated Amount:	10,275,698.36
Total Net Extended Amount:	10,275,698.36

**Contract Billing History**

*Cross Reference Sequence No.	*Cross Reference Status	System Source	Process Instance	*Last Update Date/Time	Last Update User ID	Net Amt	Gross Amt	Billing Currency	Net Extended Amt	Gross Extended		
1	Finalized	BBI		03/05/2012 6:34:35PM	BIPCC000	1,535,427.00	1,535,427.00	USD	1,535,427.00	1,535,427.00	+	-
2	Finalized	BBI		03/07/2012 6:30:58PM	BIPCC000	1,300,749.00	1,300,749.00	USD	1,300,749.00	1,300,749.00	+	-
3	Finalized	BBI		03/21/2012 6:31:14PM	BIPCC000	895,854.00	895,854.00	USD	895,854.00	895,854.00	+	-
4	Finalized	BBI		04/20/2012 6:31:15PM	BIPCC000	3,286,341.00	3,286,341.00	USD	3,286,341.00	3,286,341.00	+	-



# Review Billing – Events

[Favorites](#) | [Main Menu](#) > [Customer Contracts](#) > [Review Billing](#) > [Events](#)

[New Window](#) [Help](#)

## Review Billing - Events

**Search Criteria**

*Business Unit:	<input type="text" value="50100"/>	Contract:	<input type="text" value="0000001425"/>
Billing Plan ID:	<input type="text"/>	Contract Classification:	<input type="text"/>
Billing Business Unit:	<input type="text"/>	Billing Plan Status:	<input type="text"/>
		Bill To Customer:	<input type="text"/>

**Method**

 Milestone  
 Percent Complete  
 Value Based  
 As Incurred

**Fee Type:**

 None  
 Fixed Fee  
 Award Fee  
 Incentive Fee  
 Other Fee

**Events** 
[Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-11 of 11](#) | [Last](#)

[Contract Billing Information](#) | [Billing Financial Information](#)

	Business Unit	Contract	Billing Plan	Billing Method	Plan Status	Event	Event Status	Hold	Hold Date	Billing Business Unit	Bill To Customer
<input type="checkbox"/>	50100	0000001425	B101	Milestone	In Progress	1	Completed	<input type="checkbox"/>		50100	0000133944
<input type="checkbox"/>	50100	0000001425	B101	Milestone	In Progress	2	Completed	<input type="checkbox"/>		50100	0000133944
<input type="checkbox"/>	50100	0000001425	B101	Milestone	In Progress	3	Completed	<input type="checkbox"/>		50100	0000133944
<input type="checkbox"/>	50100	0000001425	B101	Milestone	In Progress	4	Completed	<input type="checkbox"/>		50100	0000133944
<input type="checkbox"/>	50100	0000001425	B101	Milestone	In Progress	5	Completed	<input type="checkbox"/>		50100	0000133944
<input type="checkbox"/>	50100	0000001425	B101	Milestone	In Progress	6	Completed	<input type="checkbox"/>		50100	0000133944
<input type="checkbox"/>	50100	0000001425	B101	Milestone	In Progress	7	Completed	<input type="checkbox"/>		50100	0000133944
<input type="checkbox"/>	50100	0000001425	B101	Milestone	In Progress	8	Completed	<input type="checkbox"/>		50100	0000133944
<input type="checkbox"/>	50100	0000001425	B101	Milestone	In Progress	9	Completed	<input type="checkbox"/>		50100	0000133944
<input type="checkbox"/>	50100	0000001425	B101	Milestone	In Progress	10	Completed	<input type="checkbox"/>		50100	0000133944
<input type="checkbox"/>	50100	0000001425	B101	Milestone	In Progress	11	Pending	<input type="checkbox"/>		50100	0000133944

[Select All](#)    [Clear All](#)

**Update Events**

Pending  
 Ready  
 Reversal Initiated



# Review Billing – As Incurred

Navigation: Favorites | Main Menu > Customer Contracts > Review Billing > As Incurred

Buttons: [New Window](#)

Tabbed Interface: Billing Plan General | **Events** | History

**Contract:** 0000001418      **BI Unit:** 50100  
**Sold To Customer:** 0000000133      **BILL MILLER EQUIPMENT SALES, INC.**      **Bill To:** 0000000133      **BILL MILLER EQUIPMENT SALES, INC.**  
**Billing Plan:** B101      **As Incurred - Rate Based**      **Currency:** USD

**Description:**       **\*Billing Status:**    
 **Hold**

**Billing Method:**

**Customer Information**

**BI Unit:**       VA Dept of Transportation  
**\*Bill To Customer:**        **BILL MILLER EQUIPMENT SALES, INC.**      **Addr Num:**

**Bill To Contact:**

**Billing Options**

**Bill Type:**         **Pre Approved**      [Billing Header Note](#)  
**Bill Source:**         **Direct Invoice**      [Internal Notes](#)  
**Summarization Template ID:**        VDOT Other      [Preview Summarization Template](#)

**Purchase Order:**

**Billing Default Overrides**

**Invoice Form:**

**Cycle ID:**        [View Customer Defaults](#)

**Bill By ID:**        Non-Federal Project

**Payment Method:**

**Payment Terms:**

**Billing Inquiry:**

**Billing Specialist:**

**Transaction Options**

**Bill Currency:**

**Retainage Options**

Items previously held as Retainages

**Bill**       **Write-off**       **Hold**

**Tolerance Options**

**Minimum Bill Amount:**

**Final Bill**

[Return to Search - As Incurred](#)

Buttons:



# Review Revenue

## Review Revenue:

- Plans
- Events
- As Incurred
- Fixed Fee Jrnl 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

**Revenue Plan**

**Revenue Plan**

Contract: 000001425      Business Unit: 50100      Currency: USD  
 Sold To Customer: 0000133944      METROPOLITAN WASHINGTON      GL Business Unit: 50100  
 Revenue Plan: R101      AIRPORT AUTH      GL Currency: USD

Description:       \*Plan Status:   
 Recognition Method: Milestone       Hold

**Define Events By**

Percent  
 Amount

[Internal Notes](#)      [Preview Revenue](#)  
[Add Milestone](#)      [Amendment Event Detail](#)

**Amount Detail**

Total Amount: 10,275,698.36  
 Remaining Amount: 0.00

Event Detail							
Event	Event Type	*Event Status	Accounting Date		Amount	Amendment Amt	
1	Date	Completed	01/17/2012	<a href="#">Event Note</a>	1,535,427.00	-0.10	+ -
2	Date	Completed	02/17/2012	<a href="#">Event Note</a>	1,300,749.00	-0.08	+ -
3	Date	Completed	03/17/2012	<a href="#">Event Note</a>	346,144.00	-0.02	+ -
4	Date	Completed	04/17/2012	<a href="#">Event Note</a>	3,286,341.00	-0.20	+ -
5	Date	Completed	05/17/2012	<a href="#">Event Note</a>	1,107,070.00	-0.07	+ -
6	Date	Completed	06/17/2012	<a href="#">Event Note</a>	1,115,096.00	-0.07	+ -
7	Date	Completed	07/17/2012	<a href="#">Event Note</a>	906,858.00	-0.06	+ -
8	Date	Completed	08/17/2012	<a href="#">Event Note</a>	125,210.50	-0.01	+ -
9	Date	Completed	08/24/2012	<a href="#">Event Note</a>	80.50		+ -
10	Date	Completed	09/07/2012	<a href="#">Event Note</a>	3,013.00		+ -
11	<input type="text" value="Date"/>	<input type="text" value="Pending"/>	03/17/2012	<a href="#">Event Note</a>	<input type="text" value="0.00"/>		+ -
12	Date	Completed	03/18/2012	<a href="#">Event Note</a>	549,710.00	-0.03	+ -

[Return to Plans](#)



# Review Revenue – Events

Favorites | Main Menu > Customer Contracts > Review Revenue > Events

## Review Revenue - Events

**Search Criteria**

\*Business Unit:  Contract:   
 Revenue Plan:  Contract Classification:   
 GL Business Unit:  Plan Status:   Hold  
 PC Business Unit:  Sold To Customer:

**Method**

- Milestone
- Percent Complete
- Apportionment
- As Incurred

**Fee Type:**

- None
- Fixed Fee
- Award Fee
- Incentive Fee
- Other Fee

Events <span style="float: right;">Customize   Find   View All   First 1-12 of 12</span>														
Business Unit	Customer	Contract	Revenue Plan	Plan Status	Method	Event	Event Status	Hold	Hold Date	GL Unit	Amount	Currency	Fee Type	
<input type="checkbox"/>	50100	0000133944	0000001425	R101	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	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	In Progress	Milestone	3 Completed	<input type="checkbox"/>	09/26/2012	50100	\$346,144.00	USD	None	
<input type="checkbox"/>	50100	0000133944	0000001425	R101	In Progress	Milestone	4 Completed	<input type="checkbox"/>	09/26/2012	50100	\$3,286,341.00	USD	None	
<input type="checkbox"/>	50100	0000133944	0000001425	R101	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	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	In Progress	Milestone	7 Completed	<input type="checkbox"/>	09/26/2012	50100	\$906,858.00	USD	None	
<input type="checkbox"/>	50100	0000133944	0000001425	R101	In Progress	Milestone	8 Completed	<input type="checkbox"/>	09/26/2012	50100	\$125,210.50	USD	None	
<input type="checkbox"/>	50100	0000133944	0000001425	R101	In Progress	Milestone	9 Completed	<input type="checkbox"/>	09/26/2012	50100	\$80.50	USD	None	
<input type="checkbox"/>	50100	0000133944	0000001425	R101	In Progress	Milestone	10 Completed	<input type="checkbox"/>	09/26/2012	50100	\$3,013.00	USD	None	
<input type="checkbox"/>	50100	0000133944	0000001425	R101	In Progress	Milestone	11 Pending	<input type="checkbox"/>	09/26/2012	50100		USD	None	
<input type="checkbox"/>	50100	0000133944	0000001425	R101	In Progress	Milestone	12 Completed	<input type="checkbox"/>	09/26/2012	50100	\$549,710.00	USD	None	

Select All  Clear All

**Update Events**

Pending  
 Ready  
 Reversal Initiated

Accounting Date:



# Review Revenue – As Incurred

Favorites Main Menu > Customer Contracts > Review Revenue > As Incurred

## Review Revenue - As Incurred

### Search Criteria

GL Business Unit:  
 Contract:  
 Fee Type:
 

- None
- Fixed Fee
- Award Fee
- Incentive Fee
- Other Fee

PC Business Unit:  
 Contract Classification:

Revenue Plan:

### Detail

Customize | Find |  |  | First 1-29 of 29 Last

General Contract

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	50100 PROJ000171 2 1	11/19/2012		-43,000.66	USD



# Review Revenue – Fixed Fee Jrnl Acctg Lines

[Favorites](#) > [Main Menu](#) > [Customer Contracts](#) > [Review Revenue](#) > [Fixed Fee Jrnl Acctg Lines](#)

Find an Existing Value

Maximum number of rows to return (up to 300):

**Business Unit:** =

**Journal ID:** begins with

**Journal Date:** =

**GL Journal Line Number:** =

**Ledger:** begins with

**Contracts Business Unit:** begins with

**Contract:** begins with

**Contract Line Num:** =

Case Sensitive

[Basic Search](#)

### Search Results

View All First  1-41 of 41  Last

<a href="#">Business Unit</a>	<a href="#">Journal ID</a>	<a href="#">Journal Date</a>	<a href="#">GL Journal Line Number</a>	<a href="#">Ledger</a>	<a href="#">Contracts Business Unit</a>	<a href="#">Contract</a>	<a href="#">Contract Line Num</a>
<a href="#">50100</a>	<a href="#">CAREV02395</a>	<a href="#">03/05/2012</a>	<a href="#">1</a>	<a href="#">ACTUALS</a>	<a href="#">50100</a>	<a href="#">0000001425</a>	<a href="#">1</a>
<a href="#">50100</a>	<a href="#">CAREV02395</a>	<a href="#">03/05/2012</a>	<a href="#">2</a>	<a href="#">ACTUALS</a>	<a href="#">50100</a>	<a href="#">0000001425</a>	<a href="#">1</a>
<a href="#">50100</a>	<a href="#">CAREV02964</a>	<a href="#">03/19/2012</a>	<a href="#">1</a>	<a href="#">ACTUALS</a>	<a href="#">50100</a>	<a href="#">0000001425</a>	<a href="#">1</a>
<a href="#">50100</a>	<a href="#">CAREV02964</a>	<a href="#">03/19/2012</a>	<a href="#">2</a>	<a href="#">ACTUALS</a>	<a href="#">50100</a>	<a href="#">0000001425</a>	<a href="#">1</a>
<a href="#">50100</a>	<a href="#">CAREV04046</a>	<a href="#">04/13/2012</a>	<a href="#">1</a>	<a href="#">ACTUALS</a>	<a href="#">50100</a>	<a href="#">0000001425</a>	<a href="#">1</a>
<a href="#">50100</a>	<a href="#">CAREV04046</a>	<a href="#">04/13/2012</a>	<a href="#">2</a>	<a href="#">ACTUALS</a>	<a href="#">50100</a>	<a href="#">0000001425</a>	<a href="#">1</a>



# Review Revenue – As Incurred Jrnl Acctg Lines

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

### As Incurred Jrnl Acctg Lines

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

**Find an Existing Value**

Maximum number of rows to return (up to 300):

**GL Business Unit:** =    
**Journal ID:** begins with   
**Journal Date:** =    
**GL Journal Line Number:** =   
**Ledger:** begins with    
**PC Business Unit:** begins with    
**Project:** begins with    
**Contract:** begins with    
**Contract Line Num:** =

Case Sensitive

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

### Search Results

View All First  1-44 of 44  Last

GL Business Unit	Journal ID	Journal Date	GL Journal Line Number	Ledger	PC Business Unit	Project	Contract	Contract Line Num
50100	CAREV03483	04/02/2012	367	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV03483	04/02/2012	368	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV03483	04/02/2012	369	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV03483	04/02/2012	370	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV04704	05/01/2012	89	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV04704	05/01/2012	90	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV04704	05/01/2012	91	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV04704	05/01/2012	92	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV04704	05/01/2012	93	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV04704	05/01/2012	94	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV05932	06/01/2012	145	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV05932	06/01/2012	146	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV05932	06/01/2012	147	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV05932	06/01/2012	148	ACTUALS	50100	0000082839	0000001426	2
50100	CAREV07304	07/03/2012	153	ACTUALS	50100	0000082839	0000001426	2



# Review Revenue – History

[Favorites](#) | [Main Menu](#) > [Customer Contracts](#) > [Review Revenue](#) > [History](#)
[New View](#)

## Fixed Fee Revenue History

**Contract:** 0000001425      **Business Unit:** 50100      **Currency:** USD  
**Sold To Customer:** 0000133944      **METROPOLITAN WASHINGTON AIRPORT AUTH**      **GL Business Unit:** 50100  
**Revenue Plan:** R101      **GL Currency:** USD

**Revenue Plan History** [Find](#) | [View All](#) | First **1** of **11** | [Last](#)

**Contract Line Num:** 1      **Event Number:** 1      **Amount:** 1,535,426.90

Revenue											
<a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">Print</a>   <a href="#">Grid</a>   First <b>1</b> of <b>2</b>   <a href="#">Last</a>											
Dist Seq #	GL Unit	Discount ID	Amount	Base Amount	Account	Fund	Program	Department	Cost Center	Task	FIPS
1	50100		-1,535,427.00	-1,535,427.00	4004001	04720		19000			
1	50100		0.10	0.10	4004001	04720		19000			

Deferred Revenue												
<a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">Print</a>   <a href="#">Grid</a>   First <b>1</b> of <b>1</b>   <a href="#">Last</a>												
Dist Seq #	GL Unit	Discount ID	Amount	Base Amount	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset

Unbilled AR											
<a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">Print</a>   <a href="#">Grid</a>   First <b>1</b> of <b>2</b>   <a href="#">Last</a>											
Dist Seq #	GL Unit	Discount ID	Amount	Base Amount	Account	Fund	Program	Department	Cost Center	Task	FIPS
1	50100		1,535,427.00	1,535,427.00	112064	04720		19000			
1	50100		-0.10	-0.10	112064	04720		19000			

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



# Review and Manage Limits

You can navigate to these online inquiries using the following path:

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

Favorites | Main Menu > Customer Contracts > Adjust Revenue and Billing > Review and Manage Limits New Window

### Review Limits

**Search Criteria**

*Business Unit:	<input type="text" value="50100"/>	Contract Admin:	<input type="text"/>
Limit Type:	<input type="text" value="Funded and Billing"/>	Contract Type:	<input type="text"/>
Sold To Customer:	<input type="text"/>	Contract Classification:	<input type="text"/>
Review By:	<input type="text" value="All"/>	Contract:	<input type="text" value="0000001426"/>
Max Remaining %:	<input type="text"/>	Contract Line:	<input type="text"/>

**Limits** Customize | Find | View All | First 1 of 1 Last

Remaining | Excess | Dates

Contract	Line	Transaction Identifier	Limit Amount	Processed Amount	Remaining Amount
1 0000001426	2		7,133,742.02	2,032,117.29	5,101,624.73



# 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: PETER.PARKER      Name: PETER PARKER

My Contracts Customize | Find | View All | [Grid Icon] | First 1 of 1 Last

General | Details [Details Icon]

Contract	Description	Business Unit	Contract Type	Contract Classification	Sold To Customer
<a href="#">5A01047</a>	HSIP5A01047	50100	F	Standard	FEDERAL HIGHWAY ADMINISTRATION

[Search Contracts](#)



# Lesson 4: Summary

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In this lesson you learned:

- There are numerous Project Accounting reports, queries and online inquiries available for Projects and Customer Contracts.



# Course Summary

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In this course, you learned to:

- Explain the purpose and benefits of Project Accounting
- Explain how Project Accounting fits into Cardinal
- Describe how Project Accounting integrates with other Cardinal modules
- Describe key reports, queries and online inquires for Project Accounting



# Course Evaluation

Congratulations! You successfully completed the **INTRO150: Project Accounting Overview** course. Please use the evaluation link to assess this course.

[Click here to access the survey](#)

Once you have completed and submitted the survey, close the survey window. To close the web based training course, click the **Exit Course** button.



# Appendix

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- Key Terms
- Process Flows and Descriptions
- Screenshots



# Key Terms

## **Project Costing ChartFields:**

- Project Costing Business Unit (PCBU)
- Project ID
- Project Activity
- Source Type
- Category
- Subcategory

PCBU, Project ID and Activity values are required on all project transactions

**Project Costing Business Unit (PCBU):** Represents a grouping of projects for a given agency or entity for reporting and analysis purposes. PCBU IDs contain a combination of five letters or numbers and is required on all project transactions.

**Activity:** Represents a specific category of costs incurred on a project. Activity is required on all project transactions.



# Key Terms (continued)

**Source Type/Category:** These fields may be assigned to individual transactions to identify its revenue or funding source. Source Types are used as additional identifiers on billing transactions and are key in determining the accounting entries.

**Sub-Category:** The Sub-Category field is reserved for future use in Cardinal.

**Class Field (FIPS-Federal Information Processing Standards):** FIPS codes are pre-assigned numbers used to identify cities, counties and towns.

**Asset:** One or more assets may be associated to a project. Budgets and expenses can be tracked by asset category or specific asset.

**SpeedType/SpeedChart:** A SpeedType provides a short cut that autopopulates some ChartFields on a transaction. Additional ChartFields may also have to be entered in order to successfully submit transactions. A SpeedChart is a shorthand key in Cardinal that autopopulates some ChartFields in the accounting distribution.

**Analysis Types:** Analysis Types group transactions for processing and reporting purposes.



# Key Terms (continued)

**Customer:** A customer is an entity responsible for paying 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:** The Customer Contract is an agreement between the department and a customer. Automated billing is based on this agreement. The Customer Contract Number is an auto-generated sequential number for all non-federal contracts. For federal customer contracts, the Customer Contract Number is the Federal Project Number and can only be used once.

**Contract Administrator:** This field is used to capture the Fiscal Division staff responsible for maintaining the contract.

**Contract Line:** A Contract Line details the billing parameters to be used to calculate the amount to bill a customer.

**Contract Line Billing Limit:** The Contract Line Billing Limit establishes the maximum amount a customer can be billed.



## Key Terms (continued)

**Transaction Identifier:** This field associates Federal appropriation codes to its corresponding obligation amount on the Customer Contract Line. Source types facilitate the creation of accounting entries for Federal and third party billing. Each Transaction Identifier has a correlating Rate Set.

**Transaction Limit:** The Transaction Limit established the maximum amount that a customer can be billed for a specific Transaction Identifier. Transactions Limits are used for Federal Highway Administration contracts. An example of a Transaction Identifier is an appropriation code.

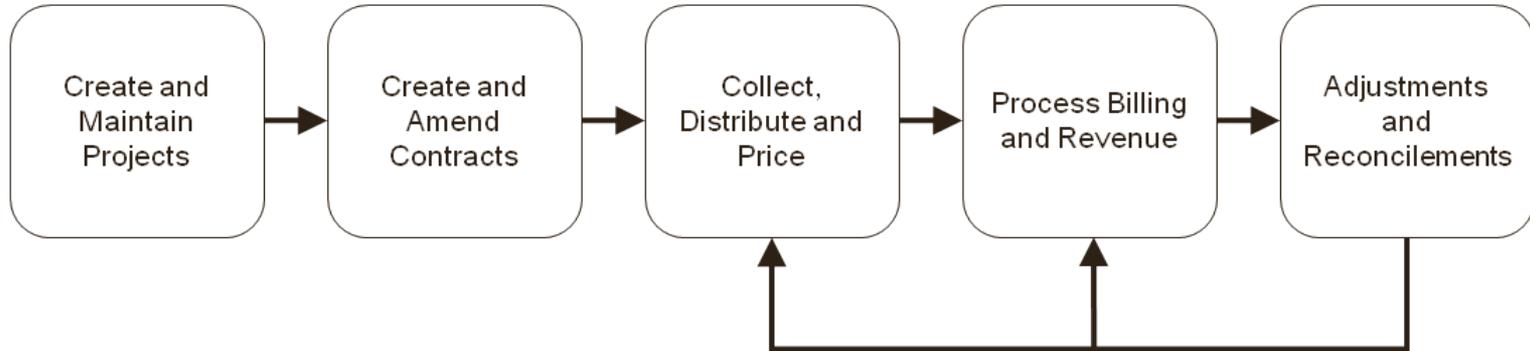
**Rate Set:** A Rate Set specifies the participation rate that is applied to expenditures when the billable amount is calculated.

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

**Prepaid:** Prepaids are funds received in advance of billing. The Prepaid is applied to the Customer Contract and is drawn down based on subsequent billed amounts.



# Key Project Accounting Sub-processes and Descriptions



- **Create and Maintain Projects:** This process includes creating a Project from a template; entering or updating the Project description; establishing the accounting distribution; defining the Project status; and completing the optional Project initiation checklist.
- **Create and Amend Contracts:** This process includes creating a contract (Federal or Non-Federal), associating projects and activities to a contract, associating prepaids to a contract, activating the contract, and amending the contract as necessary.
- **Collect, Distribute, and Price:** This process interfaces project transactions from other modules into Project Costing, splits transactions based on the associated funds distribution and calculates billable amounts.
- **Process Billing and Revenue:** This process includes interfacing billing data to the billing module, generating invoices and creating accounting entries. Invoices can be created and reviewed prior to printing.
- **Adjustments and Reconciliation:** This process includes creating billing cost adjustments and relevant reconciliation processes to ensure data interfaced between modules remains in sync.



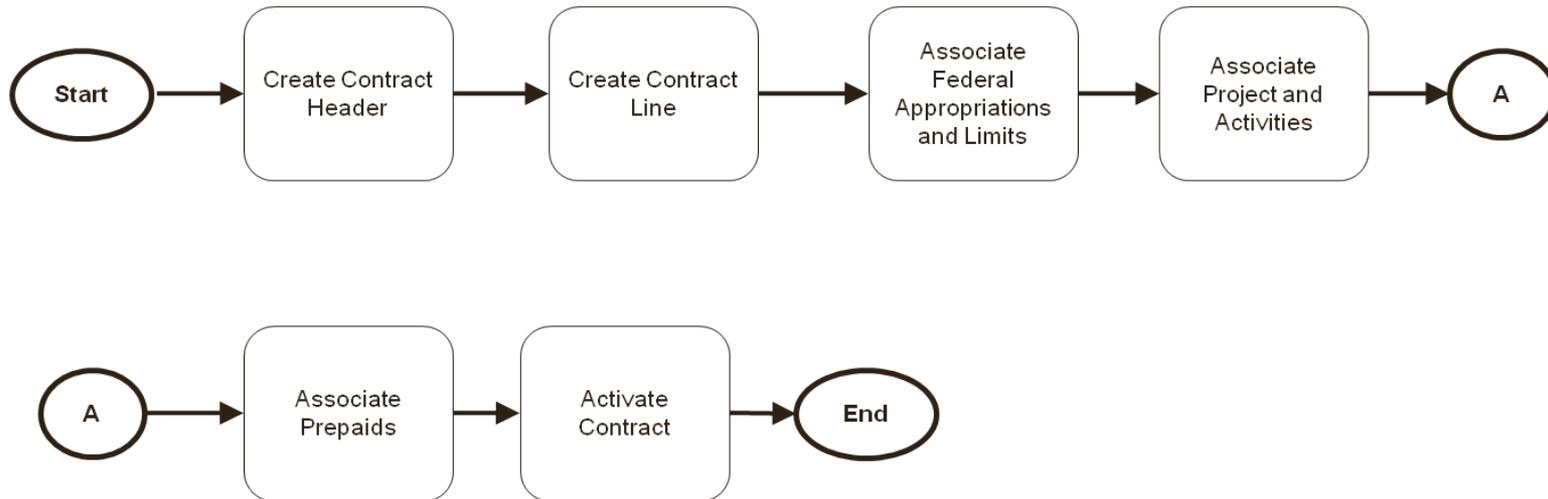
# Create and Maintain Projects Process and Descriptions



- **Create New Project from Template:** New projects are created using predefined Project templates.
- **Enter/Update Project Descriptive Information:** Users can enter/update the following information on the project record: Project Start and End Dates, Project Description(s), Project Manager, Projects page information, Activity Start and End Dates, and Activity Processing Status.
- **Establish/Update Project Accounting Definition:** Users may establish/update the project distribution information. Project distributions may have multiple lines if the distribution is used to split transactions. The project distribution is also used to create project SpeedTypes/SpeedCharts.
- **Define/Update Project Status:** The Project Status may be one of five values: Pending, Budget, Hold, Open and Closed. These values are assigned to a project to control the entry of budget and expenditure transactions.
- **Complete Project Initiation Checklist (optional):** The Project Initiation Checklist is a series of links that define the pages that should be accessed when creating a new project.



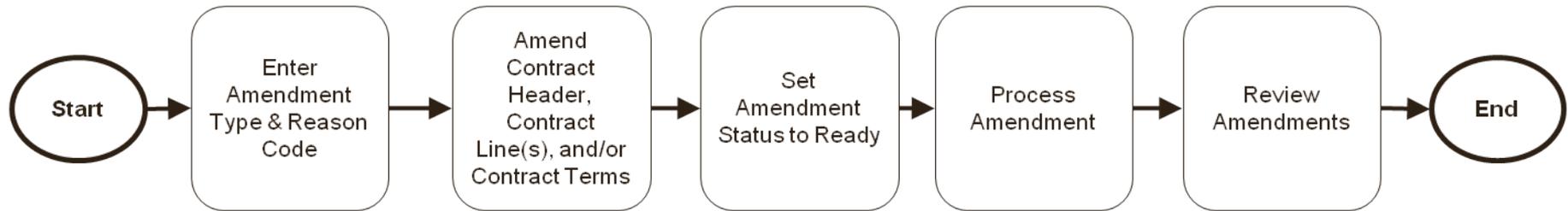
# Create Contract Process and Descriptions



- **Create Contract Header:** Users can enter/update contract information such as Contract Number, Contract Type, etc.
- **Create Contract Line:** Users can enter/update the billing parameters established for the customer contract such as rate sets, billing plan, revenue plan, billing limit and products that default the accounting distribution.
- **Associate Federal Appropriations and Limits:** Users can enter Federal Appropriation codes and obligation amounts established on the transaction limits page for Federal customer contracts.
- **Associate Project and Activities:** Users can associate the projects and activities to the customer contract on the **Related Projects** page. Billable amounts will be calculated for the project/activity combinations listed on the **Related Projects** page.
- **Associate Prepays:** Users can associate prepaid amounts to the customer contract.
- **Activate Contract:** Users can update the contract status. The contract must be in **Active** status for billing parameters to be available for processing.



# Amend Customer Contracts and Descriptions



- **Enter Amendment Type and Reason Code:** Users can enter an amendment type and reason code for the amendment. Amendment types include **Contract Line, Contract Header, Contract Terms, and Transaction Limit**.
- **Amend Contract Header, Contract Line(s), and/or Contract Terms:** Users can navigate to the specific area of the contract to change/update what is needed.
- **Set Amendment Status to Ready:** When finished creating the amendment, the users can set the amendment status to **Ready**.
- **Process Amendment:** Users can process the amendment by clicking the **Process Amendment** button. This process changes the amendment status to **Completed**, and the values from the amendment become the current contract values.
- **Review Amendments:** Users can review any amendments by accessing the **Amendment** page.



# Project Activities Page

Favorites Main Menu > Project Costing > Activity Definitions > Project Activities

Project: 000005134 Description: 0656010169 Processing Status: Active

Number Rows: 1 Expand: All Subtasks

Project Activities Customize | Find | View 100 | First 1-25 of 301 Last

Schedule More Dates Details User Fields

Select	WBS ID	*Activity Name	Activity	Start Date	End Date	Percent Complete			
<input type="checkbox"/>	1	Preliminary Engineering	9101	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1	PE Participating	9161	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.1	PE/Constr - Constr on PE	602	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.2	Advanced R/W Prior to Acc	606	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.3	R/W Stakeout for Cond. ar	607	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.4	Const. Stakeout Prior to A	608	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.5	P.E. Educational Courses	609	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.6	Preliminary Surveys	611	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.7	Preliminary Studies	612	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.8	Location Surveys	613	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.9	Soil Surveys	614	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.10	Foundation Investigations	615	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.11	Road Plans	616	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.12	Structure Plans	617	07/01/1992	12/31/1996	0.00			
<input type="checkbox"/>	1.1.13	Sign And Signal Plans	618	07/01/1992	12/31/1996	0.00			

Save as Template

Save Return to Search Previous in List Next in List Notify Refresh

Click the image to return



# General Information – Other Information Section

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

General Lines Amendments

Contract Number:	0000000099	Sold To Customer:	ALBEMARLE PLACE EAAP LLC
Amendment Number:	0000000000	*Contract Status:	ACTIVE

Amend Contract Add to My Contracts

Description:	Road improvements/traffic sign	Processing Status:	Active
Contract Admin:		Amendment Status:	Complete
Region Code:		Business Unit:	VA Dept of Transportation
Contract Type:	A	Contract Classification:	Standard
Currency Code:	USD	Start Date:	02/24/2011
Exchange Rate Type:	CRRNT	End Date:	
Contract Signed:	02/24/2011	Last Update Date/Time:	11/15/2011 12:12:44PM
		Last Update User ID:	V_CONV_LOAD

Other Information

<input type="checkbox"/> Template Contract	Parent Contract:	
<input type="checkbox"/> Master Contract	Master Contract:	
<input type="checkbox"/> Legal Review Complete	Legal Entity:	STATE
<input type="checkbox"/> Credit Check Complete	Purchase Order:	
<input type="checkbox"/> Contains Cotermination Lines	Proposal ID:	\$ .00
	Federal Region Code:	03

Summary of Amounts

Go To: [Billing Plans](#) [Revenue Plans](#) [Milestones](#) [Renewals](#) More

[Return to Customer Contracts](#)

Click the image to return



# Contract Terms – Related Projects Page

Favorites | Main Menu > Customer Contracts > Determine Price and Terms > Contract Terms

**Related Projects** | Contract Amendments

Contract Number: 0000000099      Sold To Customer: ALBEMARLE PLACE EAAP LLC  
Amendment Number: 0000000000      Contract Status: ACTIVE

Contract Line: 1      Price Type: Rate  
Product: MG&SE\_MGS25\_100  
Description: Road improvements/traffic sign

[Amend Contract](#)

PC Business Unit:       [Transaction Limits](#)      [Review Limits](#)  
Billing Limit: [Perform Limit Checking](#)  
Discount ID:      Retainage ID:  
 Tiered Pricing      [Tiered Pricing](#)

**Associated Rates**      Customize | Find | First 1 of 1 Last

	Effective Date	Status	Rate Selection	Rate Set		
1	02/24/2011	Active	Rate Set	MG&SE_MGS25_100	Rate Set	+ -

**Associated Projects & Activities**      Customize | First 1-25 of 442 Last

*Project	*Activity	Description	Description		
0000099624	60000	PERMIT 743-8883 ALBEMARLE PLAC	Ordinary Maintenance-Service	+ -	
0000099624	60101	PERMIT 743-8883 ALBEMARLE PLAC	Activity ID Description	+ -	
0000099624	60106	PERMIT 743-8883 ALBEMARLE PLAC	Activity ID Description	+ -	
0000099624	60151	PERMIT 743-8883 ALBEMARLE PLAC	Tree Removal	+ -	

Click the image to return



# Amendment Details Page

Favorites | Main Menu > Customer Contracts > Create and Amend > Amendment Details New Window

## Amendment Details

Contract: 000000182      Amendment Number: 000000005      Amendment Completed On: 02/23/2012 10:22AM

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Amendment Type: Prepaid      Negotiated Amount: 0.00      Amend Status: Complete

Amendment Reason: Amend Prepaid      Cancelled Negotiated Amount: Net Change  
0.00

Process Date: 02/23/2012      Discount / Surcharge: 0.00

Allocation: Allocation Not Complete      Cancelled Discount Amount:

Reference ID:      User Ref #1:      User Ref #2:

**Amendment Components** Customize | Find | View All | First 1 of 1 Last

General | Statistics |

Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1 Prepays	Prepaid Seq 2	Purchased	Update	40.49	40.94

[Internal Notes](#)

[Return to Create and Amend](#)

Save    Return to Search    Notify

Click the image to return