



# **PA353: Managing Federal Customer Contracts**

*Instructor Led Training*



# Welcome

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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 Customer Contracts in Cardinal.

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.



# Introduction

## Introduction

In the Introduction to Cardinal course, you learned that the Project Accounting functional area of Cardinal is composed of two modules:

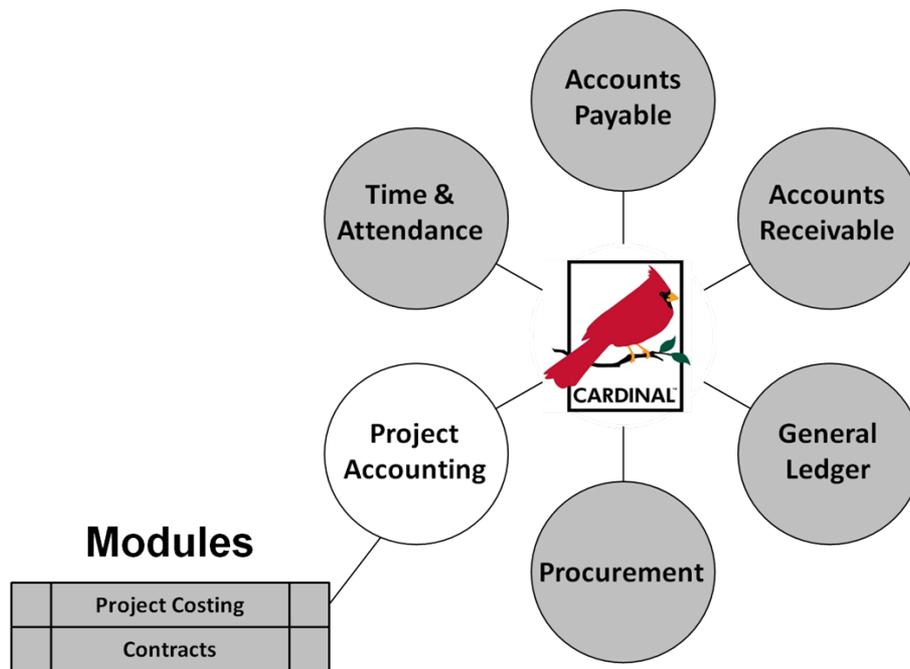
## Project Costing

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

## Customer Contracts

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

## Cardinal Functional Areas





# Course Objectives

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After completing this course, you will be able to:

- Describe key customer contract concepts
- Describe the overall customer contract process
- Create Federal rate-based contracts
- Create Amendments
- Describe key customer contract reports, queries, and online inquiries



# Agenda

We will cover the following lessons:

- Lesson 1: Understanding Customer Contracts
- Lesson 2: Understanding Project Costs
- Lesson 3: Creating Federal Customer Contracts
- Lesson 4: Creating Federal Customer Contract Hands-On Practice
- Lesson 5: Processing Federal Contracts
- Lesson 6: Creating Amendments for Federal Contracts
- Lesson 7: Creating Amendments Hands-On Practice
- Lesson 8: Federal Billing Adjustments
- Lesson 9: Customer Contracts Reports, Queries, and Online Inquiries
- Lesson 10: Create and Amend Federal Contract Hands-On Practice



# Lesson 1: Understanding Customer Contracts

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

- Project Accounting Process
- Key Concepts
- Customer Contracts Overview



# Project Accounting Process

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

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 Reconciliation



# Key Concepts

Some key concepts in customer contracts include:

- The Federal contract number is the Federal project number and can only be used once. You cannot inactivate the Federal contract and create a new contract because Cardinal does not allow duplicate contract numbers.
- Cardinal contracts do not use effective-dated logic. Amendments allow you to make changes to a contract, and save the existing contract under a different version.
- You cannot reduce contract limits below the amount that has been billed. You cannot lower the limit or obligation limit for Federal Highway Agency (FHWA) below the amount billed without first refunding the billed amount.
- For Federal contracts with more than one Federal Appropriation code, you must determine the order of priority to bill. Cardinal only bills one Federal appropriation code at a time and the use sequence determines which appropriation code is billed first.
- Cardinal associates a project and each activity to a contract. If a contract does not bill for a specific activity, the activity is not associated to the contract.



## Key Concepts (continued)

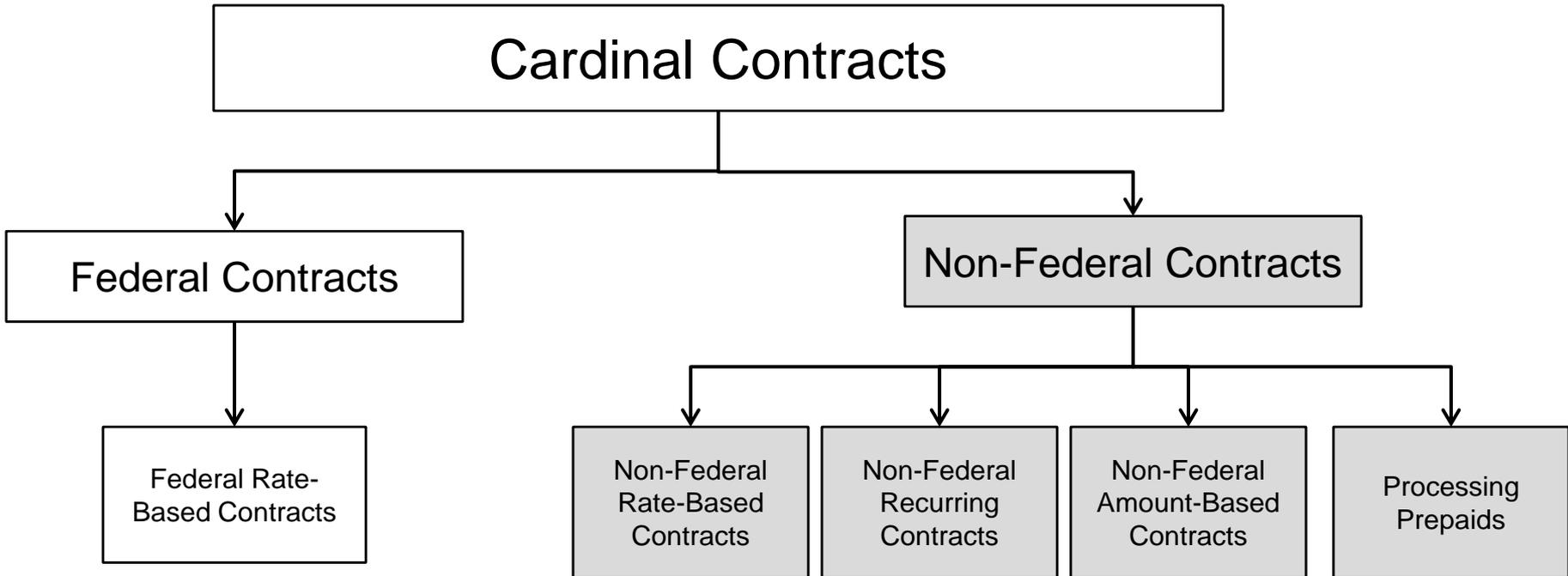
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- A project / activity combination is associated with one contract line at a time. You must remove project/activity from a contract line that is no longer in use before you can place those combinations on a different contract line.



# Understanding Customer Contracts

There are five types of contracts in Cardinal: Federal rate-based contracts, Non-Federal rate-based contracts, Non-Federal recurring contracts, Non-Federal amount-based contracts, and recurring prepaids (amount-based contract lines).





# Understanding Customer Contracts (continued)

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

The Customer Contracts module is an integration point between the Project Costing and Billing modules. Cardinal utilizes rate-based, recurring, and amount-based contract lines to facilitate billing customers.

**Rate-Based Contract:** Rate-based contract lines enable costs or labor to be incurred on a project and then automatically billed. Billing of these costs is calculated based on a rate set attached to the contract line. You can set up limits for a rate-based contract line to ensure the billing limits related to an agreement are enforced. Accounting entries for rate-based billing transactions are created through pre-configured accounting rules. You can associate prepaids with rate-based contract lines in order for costs to be drawn down from an advance payment received from a customer.



# Understanding Customer Contracts (continued)

**Recurring Contracts:** Recurring contract lines allow you to bill a customer a recurring amount on a regular basis. Distribution codes that default from products drive the accounting entries (ChartField values) associated with each recurring billing event. When creating recurring contracts, the number of Billings is predefined.

**Amount-Based Contracts:** Amount-based contract lines allow you to bill a customer a fixed amount on a one time, periodic, or regular basis. The amounts billed can vary and does not have to be the same amount each month. Amount-based contract lines also provide the ability to defer revenue associated with a billing event and recognize the revenue on an apportionment basis. Distribution codes default from the products and drive the accounting entries (ChartField values) that are associated with each amount-based billing event.

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



# Customer Contracts Home Page

The **Customer Contracts** home page in Cardinal provides access to major functions, such as review contract summary; create and amend; determine price and terms, and related data.

Favorites | Main Menu > Customer Contracts

Customer Contracts

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



# Customer Contracts

A contract consists of two components, the contract header and the contract line(s):

- The contract header contains information relevant to the entire contract and serves one primary function:
- To capture agreement information for a specific contract (**Description, Customer, Contract Type** etc).

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

General | Lines | Amendments

Contract Number:	000S207	Sold To Customer:	FEDERAL HIGHWAY ADMINISTRATION
Amendment Number:	0000000000	*Contract Status:	ACTIVE

Description:	<input type="text" value="STP000S207"/>	Processing Status:	Active
Contract Admin:	<input type="text"/>	Amendment Status:	Complete
Region Code:		Business Unit:	VA Dept of Transportation
Contract Type:	F	Contract Classification:	Standard
Currency Code:	USD	Start Date:	09/05/2006
Exchange Rate Type:	CRRNT	End Date:	
Contract Signed:	09/05/2006	Last Update Date/Time:	11/15/2011 11:36:29AM
		Last Update User ID:	V_CONV_LOAD

Other Information

Summary of Amounts

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

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



# General Information Page

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

General Lines Amendments

Contract Number:	000S207	Sold To Customer:	FEDERAL HIGHWAY ADMINISTRATION
Amendment Number:	0000000000	*Contract Status:	ACTIVE

Amend Contract Add to My Contracts

Description:	STP000S207	Processing Status:	Active
Contract Admin:		Amendment Status:	Complete
Region Code:		Business Unit:	VA Dept of Transportation
Contract Type:	F	Contract Classification:	Standard
Currency Code:	USD	Start Date:	09/05/2006
Exchange Rate Type:	CRRNT	End Date:	
Contract Signed:	09/05/2006	Last Update Date/Time:	11/15/2011 11:36:29AM
		Last Update User ID:	V_CONV_LOAD

Other Information

Summary of Amounts

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

Save Return to Search Notify Add Update/Display

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



# Contract Lines Page

- Contracts can have a contract status of **Pending**, **Active**, **Closed**, **FHWA Accepted**, **Fire Closed**, **Withdrawn**, or **FHWA Completed**, and each contract line can have a status of **Active** or **Inactive**.
- A contract line details the billing parameters that are used to calculate the amount to bill a customer and has its own accounting distributions, transaction limits, billing plans, and revenue plans.

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

General Lines Amendments

Contract Number: 000S207 Sold To Customer: FEDERAL HIGHWAY ADMINISTRATION  
Amendment Number: 0000000000 Contract Status: ACTIVE

Amend Contract

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

Line	Product	Description	Price Type	Start Date	End Date	Status
1	FEDERAL	STP000S207	Rate	09/05/2006		Active

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

Save Return to Search Notify Add Update/Display

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



# Contract Lines Page (continued)

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

General Lines Amendments

Contract Number: 000S207 Sold To Customer: FEDERAL HIGHWAY ADMINISTRATION  
 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	FEDERAL	STP000S207	Rate	09/05/2006		Active

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

Save Return to Search Notify Add Update/Display

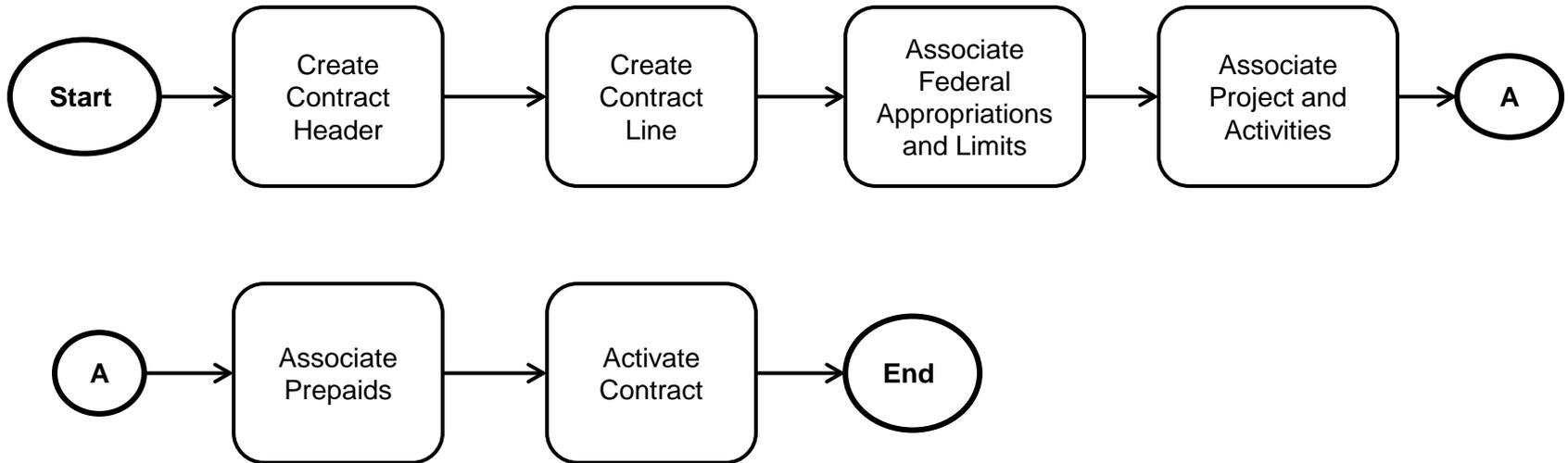
[General](#) | [Lines](#) | [Amendments](#)



# Create Customer Contracts

The Create Customer Contracts sub-process involves the following steps:

- Creating a contract header and line(s)
- Associating Federal appropriations and limits, if applicable
- Associating project and activities
- Associating prepaids, if applicable
- Activating the contract

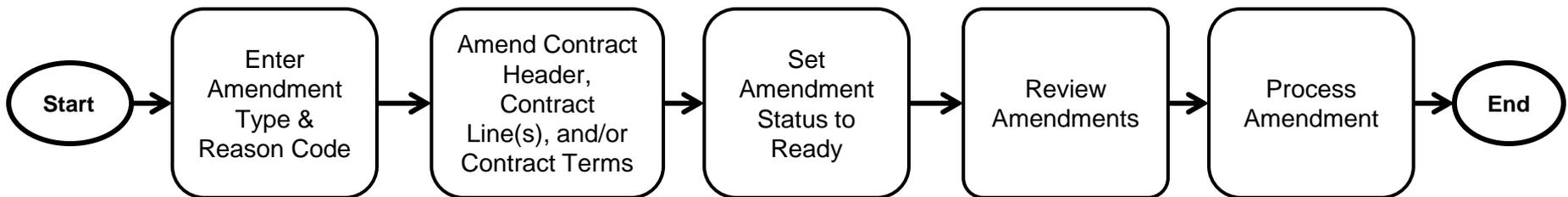




# Amend Customer Contracts

Once the contract is activated, certain changes to the contract may be performed by amending the contract. As discussed in the Project Accounting Overview course, the Amend Customer Contracts sub-process involves the following steps:

- Entering the amendment type and reason code
- Amending the contract header, line(s), and/or contract terms
- Setting the amendment to a status of **Ready**
- Processing the amendment
- Reviewing the amendment changes





# Lesson 1: Checkpoint

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

Answer the review questions below:

1. What allows Cardinal to maintain an audit trail, as well as a historical record, of any changes made to the contract throughout its lifecycle?
2. What criteria warrants a rate-based contract setup?
3. Can two Federal contracts bill for the same project / activity combination at the same time?



# Lesson 1: Summary

In this lesson, you learned:

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



# Lesson 2: Understanding Project Costs

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

- Understanding Project Costs



# Understanding Project Costs

Before a project accumulates any costs, the project and its associated activities must be established in Cardinal.

Transactional data is only interfaced to Project Costing if coded to the Project Costing Business Unit, Project ID, and Activity ID, along with the GL ChartFields on the transaction.

The screenshot shows the 'Create/Update Journal Entries' window in Cardinal. The breadcrumb trail is: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The window has tabs for Header, Lines, Totals, Errors, and Approval. The 'Lines' tab is active.

Header information: Unit: 50100, Journal ID: NEXT, Date: 01/26/2015. There are links for 'Template List' and 'Change Values'. A dropdown menu for '\*Process:' is set to 'Edit Journal', with a 'Process' button next to it.

The 'Lines' table is highlighted with a red box. It has columns: Select, Line, Agency Use 1, Agency Use 2, PC Bus Unit, Project, Activity, An Type, Source Type, Category, and Subcategory. The first row (Line 1) contains: 1, Agency Use 1 (empty), Agency Use 2 (empty), PC Bus Unit: 50100, Project: 0000077821, Activity: 930, An Type: GLJ, Source Type (empty), Category (empty), and Subcategory (empty).

Below the table is a 'Lines to add:' section with a text box containing '1' and plus/minus buttons. Below that is a 'Totals' table:

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

At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. Navigation links for 'Header | Lines | Totals | Errors | Approval' are at the very bottom.



# Understanding Project Costs (continued)

Other Cardinal modules accumulate project costs from transactions and send them to Project Costing. Project Costing uses its Funds Distribution and Pricing processes to split and bill those costs as appropriate.

You can use reports, online inquiries, analysis types and groups to review and analyze all transactions between source modules and the Project Costing module.

## **Analysis Types**

Analysis types are assigned to individual transactions to identify different types of transactions, such as estimated costs, budgeted amounts, actual costs, and billed costs. A single transaction can create multiple transaction rows as Cardinal processes it. Each analysis type maps to at least one analysis group.

## **Analysis Groups**

Analysis groups allow you to group project transactions on the reports and online inquiries used to manage projects.



# Analysis Types Used

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



# General Ledger to Project Costing

General Ledger sends all project related journal lines to Project Costing in a nightly batch process.

General Ledger transactions are posted to Project Costing with an analysis type based on the account associated with each transaction. The rules include:

- Account Type - Expense (**ATE**) is assigned to expense account transactions.
- Account Type – Revenue (**ATR**) is assigned to revenue account transactions.
- Account Type – Asset (**ATA**) is assigned to asset account transactions.
- Account Type – Liability (**ATL**) is assigned to liability account transactions.
- Account Type – Equity (**ATQ**) is assigned to equity account transactions.

Only ATE rows are eligible for billing. All transactions sent from General Ledger to Project Costing have a system source of GL Batch (BGL). Journal entries must be edited, approved, and budget checked before they can be posted in General Ledger. Only GL journals that originate in GL and include Project Costing ChartFields in the distribution are integrated to Project Costing.

Project Costing also sends transactions to General Ledger for posting to the appropriate ledgers.



# Accounts Payable to Project Costing

All available Accounts Payable transactions are sent to Project Costing in a nightly batch process.

Accounts Payable transactions are posted to Project Costing with an analysis type based on the account associated with each transaction. The rules are as follows:

- Actual Cost - (**ACT**) is assigned to expense account transactions.
- Account Type – Revenue (**ATR**) is assigned to revenue account transactions.
- Account Type – Asset (**ATA**) is assigned to asset account transactions.
- Account Type – Liability (**ATL**) is assigned to liability account transactions.
- Account Type – Equity (**ATQ**) is assigned to equity account transactions.

Only the ACT rows are eligible for billing. All transactions sent from Accounts Payable to Project Costing have a system source of AP Batch (BAP). Only vouchers that include Project Costing ChartFields in the distribution are integrated to Project Costing.



# Time and Labor to Project Costing

The Time and Labor transactions are periodically sent to Project Costing. Time and Labor actual transactions post to Project Costing with an analysis type of Time and Labor Actual (**PAY**). Only timesheets data that include Project Costing ChartFields in the distribution integrate to Project Costing.



# Accounts Receivable to Project Costing

Accounts Receivable sends project related direct journal accounting lines to the Project Costing module.

Accounts Receivable direct journal transactions post to Project Costing with an analysis type based on the account associated with each transaction. The rules include:

- Account Type - Expense (**ATE**) is assigned to expense account transactions.
- Account Type – Revenue (**ATR**) is assigned to revenue account transactions.
- Account Type – Asset (**ATA**) is assigned to asset account transactions.
- Account Type – Liability (**ATL**) is assigned to liability account transactions.
- Account Type – Equity (**ATQ**) is assigned to equity account transactions.

Only the **ATE** rows are eligible for billing. All transactions sent from Accounts Receivable to Project Costing have a system source of AR Batch (BAR). **Only direct journal** accounting lines that include Project Costing ChartFields in the distribution are integrated to Project Costing.



# Commitment Control to Project Costing

The process that sends data from Commitment Control to Project Costing runs in a nightly batch process. The Commitment Control to Project Costing process sends project related budget journal lines to the Project Costing module. All transactions sent from Commitment Control to Project Costing are assigned an analysis type of BD1 and a system source of KK Budget Journal (PKK). Only budget journal lines that include Project Costing ChartFields are sent to Project Costing.



# Expenses to Project Costing

The Expenses module sends project related employee expense report transactions to the Project Costing module.

The Expense Transactions post to Project Costing with an analysis type based on the account associated with each transaction. The rules include:

- Account Type - Expense (**ACT**) is assigned to expense account transactions.
- Account Type – Revenue (**ATR**) is assigned to revenue account transactions.
- Account Type – Asset (**ATA**) is assigned to asset account transactions.
- Account Type – Liability (**ATL**) is assigned to liability account transactions.
- Account Type – Equity (**ATQ**) is assigned to equity account transactions.

Only the ACT rows are eligible for billing. All transactions sent from the Expenses module to Project Costing have a system source of EX Batch (BEX). Only employee expense transactions that include Project Costing ChartFields in the distribution integrate to Project Costing.



# \*Purchasing to Project Costing

All available projects related Purchasing transactions can be sent to Project Costing during a nightly batch process. These transactions include requisitions (REQ), requisition reversals (RRV), purchase orders (COM), and purchase order reversals (CRV).

Purchasing transactions would post to Project Costing using a system source of Purchase Order Batch (BPO). Only requisitions and purchase orders that would include Project Costing ChartFields in the distribution would be sent to Project Costing.

**\* Note: This functionality is not currently used in Cardinal.**



## Lesson 2: Checkpoint

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

Answer the review questions below:

1. The project costs are created in many modules. Name two of them.
2. What ChartFields must be populated for the project transactions to be sent to Project Costing?



# Lesson 2: Summary

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In this lesson you learned:

- Project transactions must have a PCBU Project and Activity to integrate with Project Costing.
- Analysis Types are used to identify different types of transactions in the Project Cost module.
- The Analysis Types used for transactions integrated from sub-modules (Accounts Payable, Accounts Receivable, etc.)



# Review – Lessons 1 & 2

1. What modules make up Project Accounting?
2. What are some of the feeder modules?
3. What are three required fields for transactions to be sent to Project Costing?
4. Where are all transactions stored in Project Costing?
5. What distinguishes transactions on the Project Transaction table?
6. What main groups of analysis types are used?



# Lesson 3: Creating and Processing Federal Customer Contracts

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

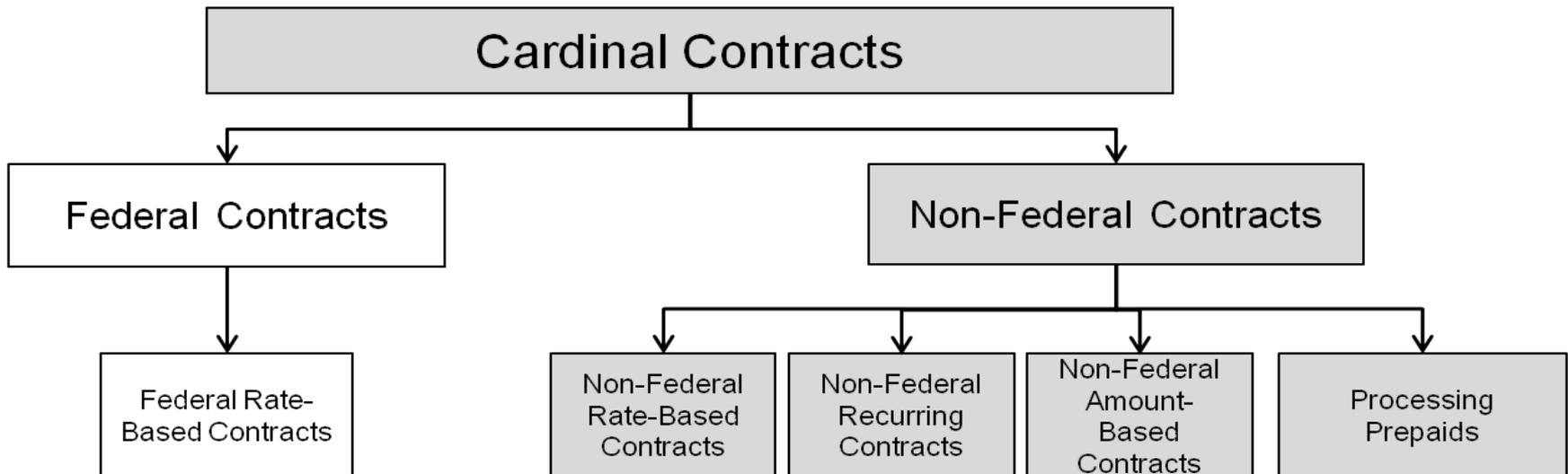
- Creating and Activating Federal Customer Contracts



# Creating and Activating Federal Customer Contracts

Most Federal customer contracts are rate-based contracts.

Rate-based contracts use rate-based contract lines, which are transaction-based contract lines set up with one or more project / activity combinations attached to them. As costs incur against the project / activity combinations, Project Costing receives transactional information relating to the costs. Project Costing prices the transactions based on the rate set attached to the contract line. The Customer Contracts module picks up the Project Costing billable transactions and sends them to the Billing module.





# Adding A Contract

To create a contract:

- Access the **General Information** page using the following path:

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

- Click the **Add a New Value** tab.
- The **Business Unit** field defaults for your agency (i.e., **50100** for VDOT). Do not change this value.
- The **Contract** field defaults to **NEXT**, replace this value with the Federal project number.

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

### General Information

Find an Existing Value Add a New Value

Business Unit: 50100

Contract: PM00216

Sold To Customer: 0000055002

Contract Classification: Standard

Add

[Find an Existing Value](#) | [Add a New Value](#)



# Adding A Contract (continued)

- Select or enter the **Sold To Customer**. For Federal Contracts the this value should always be **000055002**.
- The **Contract Classification** drop down menu defaults to **Standard**. Do not change this value. The contract classification appears on the contract header. Do not use **Internal** or **Government**.
- Click the **Add** button.

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

### General Information

Find an Existing Value Add a New Value

Business Unit: 50100  
Contract: PM00216  
Sold To Customer: 000055002  
Contract Classification: Standard

Add

Find an Existing Value | Add a New Value



# Creating Contract Header

The **Contract Header** page displays. Enter values in the following fields: **Description**, **Contract Type**, **Signed Date**, **Legal Entity**, **Proposal ID**, and **Federal Region Code**.

For Federal contracts:

- **Description** field displays a short detailed description of the contract. Entering a description about the contract helps to define the contract further and makes searching for the contract easier. This field is limited to 35 characters.
- **Contract Type** field is **F (Federal)**.
- **Currency Code** and **Exchange Rate Type** fields default. Do not change these values.

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

General Lines

Contract Number: 0000001999 Sold To Customer: FEDERAL HIGHWAY ADMINISTRATION  
\*Contract Status: PENDING

Copy From Contract Add to My Contracts

Description: Federal Stimulus Processing Status: Pending  
Contract Admin: Amendment Status  
Region Code: Business Unit: VA Dept of Transportation  
Contract Type: F Contract Classification: Standard  
Currency Code: USD Last Amended:  
Exchange Rate Type: CRRNT Last Update Date/Time:  
Contract Signed: 01/10/2013 Last Update User ID:

Other Information

Summary of Amounts

Go To: Billing Plans Revenue Plans Milestones Renewals Amount Allocation More

Return to Customer Contracts

Save Notify Add Update/Display

General | Lines



# Create Contract Header (continued)

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

General | Lines

Contract Number: 0000001999      Sold To Customer: FEDERAL HIGHWAY ADMINISTRATION  
\*Contract Status: PENDING

Copy From Contract      Add to My Contracts

Description: Federal Stimulus      Processing Status: Pending  
Contract Admin:      Amendment Status:  
Region Code:      Business Unit: VA Dept of Transportation  
Contract Type: F      Contract Classification: Standard  
Currency Code: USD      Last Amended:  
Exchange Rate Type: CRRNT      Last Update Date/Time:  
Contract Signed: 01/10/2013      Last Update User ID:

Other Information  
Summary of Amounts

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

[Return to Customer Contracts](#)

Save    Notify      Add    Update/Display

General | Lines



# Create Contract Header (continued)

- The **Contract Signed** field defaults to the current date. For federal customer contracts, change this date to the federal authorization date. For all other customer contracts, change this date to the date the agreement was signed with the third party customer. This date will also default the date of the accounting distribution.
- The **Legal Entity** field is either **FO – Federal Oversight** or **NFO – Non-Federal Oversight** when creating a Federal contract. For Non-Federal contracts, this field should be **STATE**.
- **Proposal ID** field indicates the total limit amount (obligation amount) of the contract, for Federal contracts only. For Non-Federal contracts, this field is blank. For Federal contracts this field should be populated and maintained to facilitate contract reporting.
- **Federal Region Code** field defaults to **03 (FHWA)**, but you can change this value to **15 (Federal Lands)** if needed. This is a required field for creating the contract header for Federal and Non-Federal contracts. You must either accept the defaulted value or enter another value in this field for proper processing to occur.

The screenshot displays a web application interface for creating a contract header. The interface is divided into several sections:

- General Information:** Shows Contract Number (000001999), Sold To Customer (FEDERAL HIGHWAY ADMINISTRATION), and Contract Status (PENDING).
- Description:** Includes fields for Description (Federal Stimulus), Contract Admin, Region Code, Contract Type (F), Currency Code (USD), Exchange Rate Type (CRRNT), and Contract Signed (01/10/2013). The Contract Signed field is highlighted with a red box.
- Business Information:** Includes fields for Processing Status (Pending), Amendment Status, Business Unit (VA Dept of Transportation), Contract Classification (Standard), Last Amended, Last Update DateTime, and Last Update User ID.
- Checkboxes:** Includes checkboxes for Template Contract, Master Contract, Legal Review Complete, Credit Check Complete, and Contains Cotermiation Lines.
- Parent Contract:** Includes fields for Parent Contract, Master Contract, Legal Entity (FO), Proposal ID, and Federal Region Code (03). The Legal Entity, Proposal ID, and Federal Region Code fields are highlighted with red boxes.
- Summary of Amounts:** Includes a section for Summary of Amounts with links for Billing Plans, Revenue Plans, Milestones, Renewals, and Amount Allocation.
- Buttons:** Includes buttons for Save, Notify, Add, and Update/Deploy.



# Create Contract Header (continued)

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

General | **Lines**

Contract Number: 0000001999      Sold To Customer: FEDERAL HIGHWAY ADMINISTRATION  
\*Contract Status: PENDING

Buttons: Copy From Contract    Add to My Contracts

Description: Federal Stimulus      Processing Status: Pending  
Contract Admin:      Amendment Status:  
Region Code:      Business Unit: VA Dept of Transportation  
Contract Type: F      Contract Classification: Standard  
Currency Code: USD      Last Amended:  
Exchange Rate Type: CRRNT      Last Update Date/Time:  
Contract Signed: 01/10/2013      Last Update User ID:

Options:  
 Template Contract  
 Master Contract  
 Legal Review Complete  
 Credit Check Complete  
 Contains Cotermination Lines

Parent Contract:      Legal Entity: FO  
Master Contract:      Purchase Order:  
Proposal ID:  
Federal Region Code: 03

Summary of Amounts  
Go To: [Billing Plans](#)    [Revenue Plans](#)    [Milestones](#)    [Renewals](#)    [Amount Allocation](#)    More

[Return to Customer Contracts](#)

Buttons: Save    Notify    Add    Update/Display

General | **Lines**

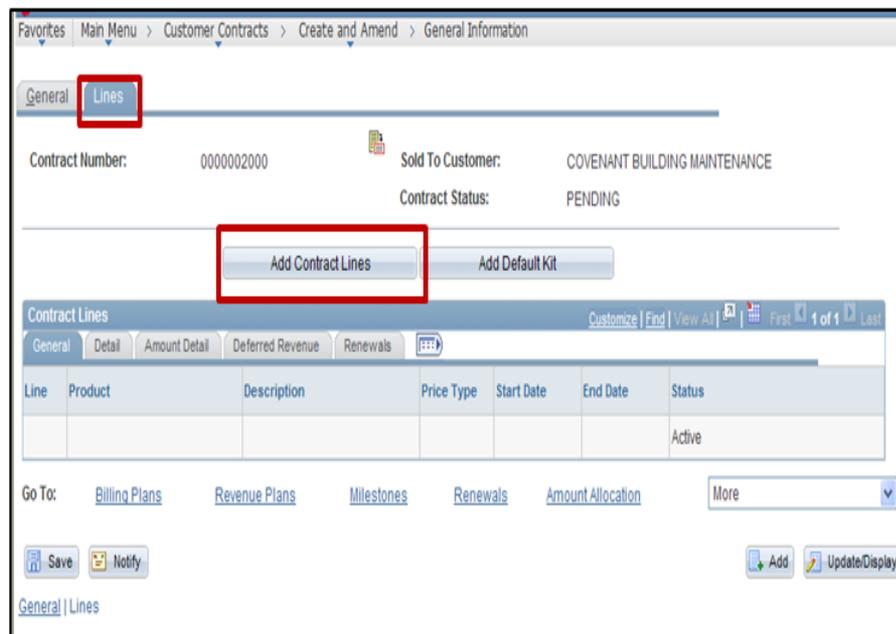


# Creating Contract Line(s)

Each contract line represents specific billing parameters, such as, accounting distributions, limits, billing plans, and revenue plans.

You can create contract line(s) on the **General Information** page.

- Click the **Lines** tab.
- Click the **Add Contract Lines** button.
- Each product appears on the contract as a distinct contract line number.
- You can only add lines to a contract that has a processing status of **Pending**; the **Add Contract Lines** button is unavailable after the contract is set to an **Active** processing status. When the contract is **Active**, you can only add new lines as part of an amendment.





# Creating Contract Line(s) (continued)

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

General **Lines**

Contract Number: 0000002000 Sold To Customer: COVENANT BUILDING MAINTENANCE  
Contract Status: PENDING

**Add Contract Lines** Add Default Kit

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

General Detail Amount Detail Deferred Revenue Renewals

Line	Product	Description	Price Type	Start Date	End Date	Status
						Active

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

Save Notify Add Update/Display

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



# Creating Contract Line(s) (continued)

You can use search parameters to narrow your results or you can click the **Search** button to see results for all products.

To narrow your search to Federal rate-based products :

- The **Product Group** field is **RTE\_FED (Rate Based Federal)**.
- The **Price Type** field is **Rate** (since this is a rate-based contract). This field displays the price type that was defined for the product on the **Product Definition** page. Values include **Amount, Percent, Rate,** and **Recurring**.

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

### General Information

## Add Contract Lines

Search

Product Group: RTE\_FED  Product Kits

Product:  Renewable

Product Description:

Price Type: Rate

Physical Nature:

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



# Creating Contract Line(s) (continued)

The search results display information about the product you are searching for, including:

- **Product:** Displays the product name.
- **Description:** Displays the description of the product.
- **Price Type:** Displays the price type of the product (if you narrowed the search results by price type, this is the value you selected).
- **Physical Nature:** Displays either **Goods** or **Services** depending on the product.
- **Product Kit:** This field is not used in Cardinal.

General Information  
Add Contract Lines

Search

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

Search Results

Product	Description	Price Type	Physical Nature	Product Kit	Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
<input checked="" type="checkbox"/> 1 FEDERAL	Federal Stimulus	Rate	Goods	N	None	01/10/2014		N		1.0000	
<input type="checkbox"/> 2 FED_LAND_100	Federal Lands - non PR20	Rate	Goods	N	None			N		1.0000	
<input type="checkbox"/> 3 GRANT_GRNT0_100	Federal Grant - Traffic & Engin	Rate	Goods	N	None			N		1.0000	
<input type="checkbox"/> 4 GRANT_GRNT1_100	Federal Grant- Research Council	Rate	Goods	N	None			N		1.0000	

Select All  Clear All

Create Plans from Template  
 Billing Plans  
 Revenue Plans  
 Renewal Plans

Combine Like Templates  
 Billing Plans  
 Revenue Plans

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



# Creating Contract Line(s) (continued)

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

New Window Help Customize Page http

### General Information

#### Add Contract Lines

**Search**

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

Search

**Search Results** Customize | Find | View All | First 1-13 of 13

General Templates

Product	Description	Price Type	Physical Nature	Product Kit	Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
<input checked="" type="checkbox"/> 1 FEDERAL	Federal 1000 Stimulus	Rate	Goods	N	None	01/10/2013 <input type="text"/>	<input type="text"/>	N		1.0000	<input type="text"/>
<input type="checkbox"/> 2 FED_LAND_100	Federal Lands - non PR20	Rate	Goods	N	None	<input type="text"/>	<input type="text"/>	N		1.0000	<input type="text"/>
<input type="checkbox"/> 3 GRANT_GRNT0_100	Federal Grant - Traffic & Engin	Rate	Goods	N	None	<input type="text"/>	<input type="text"/>	N		1.0000	<input type="text"/>
<input type="checkbox"/> 4 GRANT_GRNT1_100	Federal Grant- Research Council	Rate	Goods	N	None	<input type="text"/>	<input type="text"/>	N		1.0000	<input type="text"/>

Select All  Clear All

**Create Plans from Template**

- Billing Plans
- Revenue Plans
- Renewal Plans

**Combine Like Templates**

- Billing Plans
- Revenue Plans

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



# Creating Contract Line(s) (continued)

- **Fee Type:** Displays the fee type for contracts with a classification of **Government**. For agency contracts, this value defaults to **None**.
- **Start and End date:** Use this field to enter a start and end date for the contract line. The value that you enter appears on the **Contract - Lines** page. Note that for Federal contracts, you do not have to enter an end date.
- **Renewable:** This field is not used in Cardinal.
- **Renewal Action:** This field is not used in Cardinal.
- **Quantity:** Displays the quantity for the product.
- **UOM:** Displays the unit of measure associated to the product, if any.

General Information

Add Contract Lines

Search

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

Search Results

Product	Description	Price Type	Physical Nature	Product Kit	Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
<input checked="" type="checkbox"/> 1	FEDERAL	Federal Aid & Stimulus	Rate	Goods	N	None				1.0000	
<input type="checkbox"/> 2	FED_LAND_100	Federal Lands - non PR20	Rate	Goods	N	None				1.0000	
<input type="checkbox"/> 3	GRANT_GRNT0_100	Federal Grant - Traffic & Engin	Rate	Goods	N	None				1.0000	
<input type="checkbox"/> 4	GRANT_GRNT1_100	Federal Grant - Research Council	Rate	Goods	N	None				1.0000	

Select All Clear All

Create Plans from Template  
 Billing Plans  
 Revenue Plans  
 Renewal Plans

Combine Like Templates  
 Billing Plans  
 Revenue Plans

Add Contract Lines Create Adhoc Product Return to Contract Lines



# Creating Contract Line(s) (continued)

Select the checkbox next to the product you want to choose. For most Federal contracts, the **FEDERAL** product is selected.

Enter the **Start Date**.

Notice under the **Create Plans for Template** and **Combine Like Templates** areas, the checkboxes default as selected. These templates create the predefined bill plans and revenue plans for the product(s) selected and should not be changed.

Click the **Add Contract Lines** button.

The screenshot shows a web application interface for creating contract lines. The main section is titled "Add Contract Lines" and contains a search form with fields for Product Group (RTE\_FED), Product, Product Description, Price Type (Rate), and Physical Nature. Below the search form is a table of search results with columns: Product, Description, Price Type, Physical Nature, Product Kit, Fee Type, Start Date, End Date, Renewable, Renewal Action, Quantity, and UOM. The first row is selected, showing "FEDERAL" with a start date of 1/10/2013. Below the table are two sections: "Create Plans from Template" and "Combine Like Templates", both with checkboxes for Billing Plans, Revenue Plans, and Renewal Plans. At the bottom, there is an "Add Contract Lines" button and two other buttons: "Create Adhoc Product" and "Return to Contract Lines".

Product	Description	Price Type	Physical Nature	Product Kit	Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM	
<input checked="" type="checkbox"/> 1	FEDERAL	Federal Aid & Stimulus	Rate	Goods	N	None	1/10/2013		N		1,0000	
<input type="checkbox"/> 2	FED_LAND_100	Federal Lands - non PR20	Rate	Goods	N	None			N		1,0000	
<input type="checkbox"/> 3	GRANT_GRINT0_100	Federal Grant - Traffic & Engin	Rate	Goods	N	None			N		1,0000	
<input type="checkbox"/> 4	GRANT_GRINT1_100	Federal Grant - Research Council	Rate	Goods	N	None			N		1,0000	



# Creating Contract Line(s) (continued)

General Information

### Add Contract Lines

Search

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

Search

Search Results

Product	Description	Price Type	Physical Nature	Product Kit	*Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
<input checked="" type="checkbox"/> 1 FEDERAL	Federal Aid & Stimulus	Rate	Goods	N	None	01/10/2013		N		1.0000	
<input type="checkbox"/> 2 FED_LAND_100	Federal Lands - non PR20	Rate	Goods	N	None			N		1.0000	
<input type="checkbox"/> 3 GRANT_GRNT0_100	Federal Grant - Traffic & Engin	Rate	Goods	N	None			N		1.0000	
<input type="checkbox"/> 4 GRANT_GRNT1_100	Federal Grant- Research Council	Rate	Goods	N	None			N		1.0000	

Select All  Clear All

Create Plans from Template

- Billing Plans
- Revenue Plans
- Renewal Plans

Combine Like Templates

- Billing Plans
- Revenue Plans

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



# Creating Contract Line(s) (continued)

Once you add the contract line, a message displays indicating the number of contract lines added to the contract. Click the **Return to Contract Lines** link to continue processing the contract.

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

### General Information

## Add Contract Lines

**Search**

Product Group: RTE\_FED  Product Kits

Product:   Renewable

Product Description:

Price Type: Rate

Physical Nature:

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

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

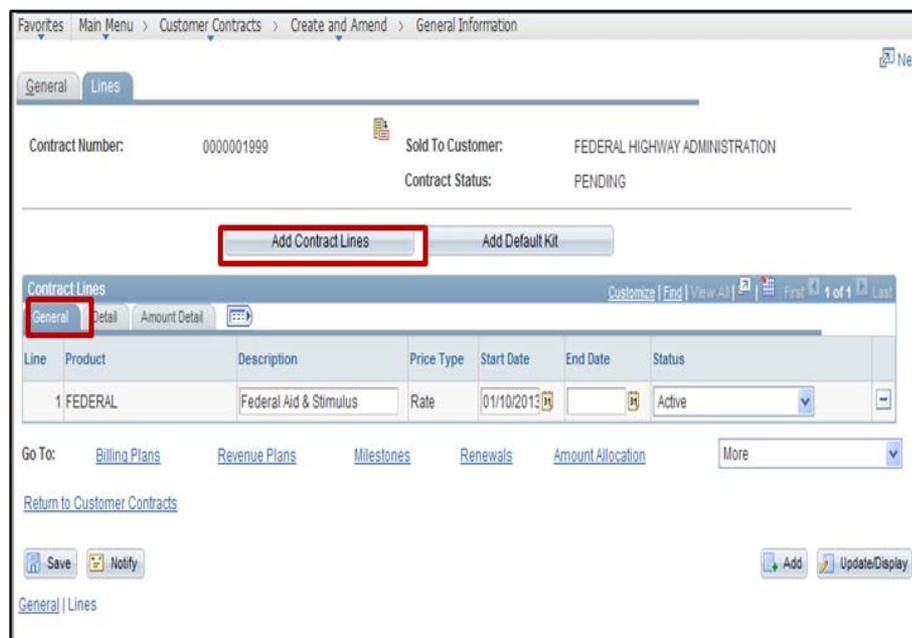


# Creating Contract Line(s) (continued)

After you select your product, you are returned to the **Lines** tab. Click the **Save** button. Saving the contract creates the billing plan and revenue plan associated with the contract line. This also defaults the required accounting distributions information associated with the contract line. The billing plan and revenue plan associated with rate-based contract lines have a method of **As Incurred**.

The **General** tab shows the basic information for the line(s), including **Product**, **Description**, **Price Type**, **Start Date**, and the **Status**. The status of a line can be **Active**, **Pending**, or **Cancelled**.

On the **Lines** tab, you have the option to add contract lines by using the **Add Contract Lines** button, or to remove lines by clicking the **Delete Row** button located at the end of each individual line.





# Creating Contract Line(s) (continued)

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

General Lines

Contract Number: 0000001999 Sold To Customer: FEDERAL HIGHWAY ADMINISTRATION  
Contract Status: PENDING

**Add Contract Lines** Add Default Kit

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	FEDERAL	Federal Aid & Stimulus	Rate	01/10/2013		Active

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

[Return to Customer Contracts](#)

Save Notify Add Update/Display

General | Lines



# Creating Contract Line(s) (continued)

The **Detail** tab shows the billing and revenue plan status. The status can be **Pending**, **Ready**, or **In Progress**. A status of **Pending** indicates the contract is not active. A status of **Ready** indicates that the contract is active and the billing and revenue plans are ready for use but are not in use. A status of **In Progress** indicates the billing and revenue plans are in use.

- The **Contract Terms** link allows you to access to the **Related Projects** page, where you can assign the rate set, project activity combinations, and transaction limits to the contract line.
- The **Internal Notes** link allows you to access the **Contract Notes** page where you can add, update, and/or view standard and custom notes associated to the contract line.

Contract Number: 0000001999 Sold To Customer: FEDERAL HIGHWAY ADMINISTRATION  
Contract Status: PENDING

Add Contract Lines Add Default Kit

Line	Product	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
1	FEDERAL	<a href="#">Pending</a>	<a href="#">Pending</a>	<a href="#">Contract Terms</a>	<a href="#">Distribution</a>	<a href="#">Internal Notes</a>	<a href="#">FEDERAL HIGHWAY ADMINISTRATION</a>

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

Return to Customer Contracts

Save Notify Add Update/Display



# Creating Contract Line(s) (continued)

The **Amount Detail** tab provides further information about the contract lines, including the **UOM**, **Negotiated Amount**, **Net Amount**, and **Limit Amount**.

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

General | **Lines**

Contract Number: 0000001999      Sold To Customer: FEDERAL HIGHWAY ADMINISTRATION  
Contract Status: PENDING

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

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

General | Detail | **Amount Detail**

Line	Product	Price Type	UOM	Negotiated Amount	Net Amount	Limit Amount
1	FEDERAL	Rate		0.00	0.00	0.00

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

[Return to Customer Contracts](#)

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

General | Lines



# Associating Projects, Activities, and Federal Appropriations and Limits

After you have created the contract header and line(s) and selected a product for each contract line, you can associate projects, activities and Federal appropriations and limits, if the contract is a Federal contract.

To do this:

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

Contract Number: 1999  
Sold To Customer: FEDERAL HIGHWAY ADMINISTRATION  
Contract Status: PENDING

Add Contract Lines    Add Default Kit

Line	Product	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
1	FEDERAL	<a href="#">Pending</a>	<a href="#">Pending</a>	<a href="#">Contract Terms</a>	<a href="#">Distribution</a>	<a href="#">Internal Notes</a>	FEDERAL HIGHWAY ADMINISTRATION

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

Save   Return to Search   Notify   Add   Update/Display



# Related Projects Page

A project and its activities may be associated to a contract on the **Related Projects** page. The **PC Business Unit** field must be populated with your agency's value (e.g., **50100** for VDOT).

- Enter your **Project ID** in the project field
- Click the radio button.
- To add activities, click the **Summary Activities** button.

Related Projects

Contract Number: 0000001999 Sold To Customer: FEDERAL HIGHWAY ADMINISTRATION  
Amendment Number: Contract Status: PENDING

Contract Line: 1 Price Type: Rate  
Product: FEDERAL  
Description: Federal Aid & Stimulus

PC Business Unit: 50100 [Transaction Limits](#) [Review Limits](#)  
Billing Limit:    
Discount ID:  Retainage ID:   
 Tiered Pricing [Tiered Pricing](#)

Effective Date	Status	Rate Selection	Rate Set
1   05/30/2013	Active	Rate Set	Rate Set

Associated Projects & Activities

*Project	*Activity	Description
0000001414		0650020168

[Return to General Information](#)



# Related Projects Page (continued)

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

### Related Projects

**Contract Number:** 0000001999      **Sold To Customer:** FEDERAL HIGHWAY ADMINISTRATION  
**Amendment Number:**      **Contract Status:** PENDING

**Contract Line:** 1      **Price Type:** Rate  
**Product:** FEDERAL  
**Description:** Federal Aid & Stimulus

**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   05/30/2013	Active	Rate Set	Rate Set

### Associated Projects & Activities

*Project	*Activity	Description
0000001414		0650020168

[Create Project](#)   [Create Activity](#)   [All Activities](#)   [Summary Activities](#)   [Delete Activites](#)

[Return to General Information](#)

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



# Adding Activities

The **Summary Activity Selection** page displays and allows you to add all activities associated with a phase at one time.

- For Federal contracts, you are able to add all participating activities at one time by clicking the checkbox next to the group of activities that should be billed.
- Once you have completed checking the appropriate activities, click the **OK** button to add the selected activities.

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

Summary Activity Selection for 0000000016

Project Activities							Customer	End	View: 100	Print	1-25 of 250	Last
Select	WBS ID	Activity Name	Activity	Activity Type	Processing Status	Start Date	End Date					
<input type="checkbox"/>	1	Preliminary Engineering Phase	9101	9101	Inactive	08/09/1994	09/29/2008					
<input checked="" type="checkbox"/>	1.1	PE Participating	9161	9101	Inactive	08/09/1994	09/29/2008					
	1.1.1	PE/Constr - Constr on PE Job	602	9101	Inactive	08/09/1994	09/29/2008					
	1.1.2	Advanced RW Prior to Acq.	606	9101	Inactive	08/09/1994	09/29/2008					
	1.1.3	R/W Stakeout for Cond. and App	607	9101	Inactive	08/09/1994	09/29/2008					
	1.1.4	Const. Stakeout Prior to Award	608	9101	Inactive	08/09/1994	09/29/2008					
	1.1.5	P.E. Educational Courses	609	9101	Inactive	08/09/1994	09/29/2008					
	1.1.6	Preliminary Surveys	611	9101	Inactive	08/09/1994	09/29/2008					
	1.1.7	Preliminary Studies	612	9101	Inactive	08/09/1994	09/29/2008					
	1.1.8	Location Surveys	613	9101	Inactive	08/09/1994	09/29/2008					
	1.1.9	Soil Surveys	614	9101	Inactive	08/09/1994	09/29/2008					
	1.1.10	Foundation Investigations	615	9101	Inactive	08/09/1994	09/29/2008					
	1.1.11	Road Plans	616	9101	Inactive	08/09/1994	09/29/2008					
	1.1.12	Structure Plans	617	9101	Inactive	08/09/1994	09/29/2008					
	1.1.13	Sign And Signal Plans	618	9101	Inactive	08/09/1994	09/29/2008					



# Adding Activities (continued)

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

Summary Activity Selection for 0000000016

Select	WBS ID	Activity Name	Activity	Activity Type	Processing Status	Start Date	End Date
<input type="checkbox"/>	1	Preliminary Engineering Phase	9101	9101	Inactive	08/09/1994	09/29/2008
<input checked="" type="checkbox"/>	1.1	PE Participating	9161	9101	Inactive	08/09/1994	09/29/2008
	1.1.1	PE/Constr - Constr on PE Job	602	9101	Inactive	08/09/1994	09/29/2008
	1.1.2	Advanced RW Prior to Acq.	606	9101	Inactive	08/09/1994	09/29/2008
	1.1.3	R/W Stakeout for Cond. and App	607	9101	Inactive	08/09/1994	09/29/2008
	1.1.4	Const. Stakeout Prior to Award	608	9101	Inactive	08/09/1994	09/29/2008
	1.1.5	P.E. Educational Courses	609	9101	Inactive	08/09/1994	09/29/2008
	1.1.6	Preliminary Surveys	611	9101	Inactive	08/09/1994	09/29/2008
	1.1.7	Preliminary Studies	612	9101	Inactive	08/09/1994	09/29/2008
	1.1.8	Location Surveys	613	9101	Inactive	08/09/1994	09/29/2008
	1.1.9	Soil Surveys	614	9101	Inactive	08/09/1994	09/29/2008
	1.1.10	Foundation Investigations	615	9101	Inactive	08/09/1994	09/29/2008
	1.1.11	Road Plans	616	9101	Inactive	08/09/1994	09/29/2008
	1.1.12	Structure Plans	617	9101	Inactive	08/09/1994	09/29/2008
	1.1.13	Sign And Signal Plans	618	9101	Inactive	08/09/1994	09/29/2008

Project Activities Customize | Find | View 100 | First 1-25 of 259 Last

OK Cancel Refresh



# Associating Federal Appropriations and Limits

Federal Appropriation codes (source types / transaction identifiers) are pre-determined values mapped to the rate set, that determine the Federal government's obligation on the contract.

Use the **Transaction Limits** hyperlink on the **Related Projects** page to access the **Transaction Limits** page.

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.

**Related Projects** section:

- Contract Number: PM12345
- Amendment Number: [empty]
- Sold To Customer: FEDERAL HIGHWAY ADMINISTRATION
- Contract Status: PENDING
- Contract Line: 1
- Product: FEDERAL
- Description: Federal Aid & Stimulus
- Price Type: Rate
- PC Business Unit: 50100
- Billing Limit: [empty]
- Discount ID: [empty]
- Retention ID: [empty]
- Buttons: [Transaction Limits](#) (highlighted with a red box), [Review Limits](#), [Person Limit Checking](#), [Tiered Pricing](#)

**Associated Rates** table:

Effective Date	Status	Rate Selection	Rate Set
1   05/31/2013	Active	Rate Set	Rate Set

**Associated Projects & Activities** table:

*Project	*Activity	Description	Description
0000001414	608	0650020168	Activity ID Description
0000001414	688	0650020168	Activity ID Description
0000001414	685	0650020168	Activity ID Description
0000001414	683	0650020168	Activity ID Description
0000001414	640	0650020168	Activity ID Description
0000001414	680	0650020168	Activity ID Description
0000001414	684	0650020168	Activity ID Description

Buttons: [Create Project](#), [Create Activity](#), [All Activities](#), [Summary Activities](#), [Delete Activities](#)

[Return to General Information](#)

Footer buttons: [Save](#), [Return to Search](#), [Notify](#), [Refresh](#), [Update/Display](#), [Include History](#), [Correct History](#)



# Associating Federal Appropriations and Limits (continued)

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

**Related Projects**

Contract Number: PM12345      Sold To Customer: FEDERAL HIGHWAY ADMINISTRATION  
Amendment Number:      Contract Status: PENDING

Contract Line: 1      Price Type: Rate  
Product: FEDERAL  
Description: Federal Aid & Stimulus

PC Business Unit:       [Transaction Limits](#)      [Review Limits](#)  
Billing Limit:         
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   05/31/2013	Active	Rate Set	Rate Set

**Associated Projects & Activities**      Customize | First 1-25 of 28 Last

*Project	*Activity	Description	Description
<input type="text" value="0000001414"/>	<input type="text" value="608"/>	<input type="text" value="0650020168"/>	<a href="#">Activity ID Description</a>
<input type="text" value="0000001414"/>	<input type="text" value="688"/>	<input type="text" value="0650020168"/>	<a href="#">Activity ID Description</a>
<input type="text" value="0000001414"/>	<input type="text" value="685"/>	<input type="text" value="0650020168"/>	<a href="#">Activity ID Description</a>
<input type="text" value="0000001414"/>	<input type="text" value="683"/>	<input type="text" value="0650020168"/>	<a href="#">Activity ID Description</a>
<input type="text" value="0000001414"/>	<input type="text" value="640"/>	<input type="text" value="0650020168"/>	<a href="#">Activity ID Description</a>
<input type="text" value="0000001414"/>	<input type="text" value="680"/>	<input type="text" value="0650020168"/>	<a href="#">Activity ID Description</a>
<input type="text" value="0000001414"/>	<input type="text" value="684"/>	<input type="text" value="0650020168"/>	<a href="#">Activity ID Description</a>

[Return to General Information](#)



# Associating Federal Appropriations and Limits (continued)

You can define transaction level limits for a rate-based contract line on the **Transaction Limits** page. Setting up a transaction level limit allows a limit to be associated to a Federal Appropriation code, which ensures the billing does not exceed the total limit amount for that Federal Appropriation code.

Enter or validate values for the following fields: **Transaction Identifier**, **Description**, **Limit Amount**, **Use Sequence**, and **Rate Set**. You can also add multiple transaction limits by using the (+) add icon.

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

Transaction Limits | Contract Amendments

Contract Number: 0044127      Sold To Customer: FEDERAL HIGHWAY ADMINISTRATION  
Amendment Number: 0000000001      Contract Status: ACTIVE

Contract Line: 1      Price Type: Rate  
Product: FEDERAL  
Description: BROS-0044127

Amend Contract

Transaction Identifier	Description	Limit Amount	Use Sequence	Rate Selection	Rate Set
1 L110	BRIDGE PROGRAM - 15% OFF	576,913.00	1	Rate Set	FED_L110_80
2 L11E	BRIDGE PROG 15% OFF S-LU EXT	267,538.00	2	Rate Set	FED_L11E_100

Return to Contract Terms      Transaction Identifiers      Perform Limit Checking

Save    Return to Search    Notify

Transaction Limits | Contract Amendments



# Associating Federal Appropriations and Limits (continued)

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

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

Transaction Limits | Contract Amendments

Contract Number: 0044127 Sold To Customer: FEDERAL HIGHWAY ADMINISTRATION  
Amendment Number: 0000000001 Contract Status: ACTIVE

Contract Line: 1 Price Type: Rate  
Product: FEDERAL  
Description: BROS-0044127

Amend Contract

Transaction Identifier	Description	Limit Amount	Use Sequence	Rate Selection	Rate Set
1 L110	BRIDGE PROGRAM - 15% OFF	576,913.00	1	Rate Set	FED_L110_80
2 L11E	BRIDGE PROG 15% OFF S-LU EXT	267,538.00	2	Rate Set	FED_L11E_100

Return to Contract Terms | Transaction Identifiers | Perform Limit Checking

Save | Return to Search | Notify

Transaction Limits | Contract Amendments



# Associating Federal Appropriations and Limits (continued)

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

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

Transaction Limits | Contract Amendments

Contract Number: 0044127 Sold To Customer: FEDERAL HIGHWAY ADMINISTRATION  
Amendment Number: 0000000001 Contract Status: ACTIVE

Contract Line: 1 Price Type: Rate  
Product: FEDERAL  
Description: BROS-0044127

Amend Contract

Billing Limits

Transaction Identifier	Description	Limit Amount	Use Sequence	Rate Selection	Rate Set
1 L110	BRIDGE PROGRAM - 15% OFF	576,913.00	1	Rate Set	FED_L110_80
2 L11E	BRIDGE PROG 15% OFF S-LU EXT	267,538.00	2	Rate Set	FED_L11E_100

Return to Contract Terms | Transaction Identifiers | Perform Limit Checking

Save | Return to Search | Notify

Transaction Limits | Contract Amendments



# Associating Federal Appropriations and Limits (continued)

- **Rate Selection** field: This defaults to **Rate Set**. Do not change this value.
- **Rate Set** field: This field should match the **Transaction Identifier** for the same line. The Auto-Sequencing process automatically changes the rate set to the rate associated to the next use sequence. This field defaults for Non-Federal contracts.

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

Transaction Limits

Contract Number: 1999      Sold To Customer: FEDERAL HIGHWAY ADMINISTRATION  
Amendment Number:      Contract Status: PENDING

Contract Line: 1      Price Type: Rate  
Product: FEDERAL  
Description: Federal Aid & Stimulus

Billing Limits

*Transaction Identifier	Description	Limit Amount	Use Sequence	Rate Selection	Rate Set
1 0420	Interstate	10,000.00	1	Rate Set	0001002_0440_80
2 0470	Interstate Resurfacing	10,000.00	2	Rate Set	0029001_4130100

Buttons: Return to Contract Terms | Transaction Identifiers | Perform Limit Checking



# Associating Federal Appropriations and Limits (continued)

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

New Window Help

**Transaction Limits**

Contract Number: 1999 Sold To Customer: FEDERAL HIGHWAY ADMINISTRATION  
Amendment Number: Contract Status: PENDING

Contract Line: 1 Price Type: Rate  
Product: FEDERAL  
Description: Federal Aid & Stimulus

**Billing Limits** Customize Find View All First 1-2 of 2 Last

*Transaction Identifier	Description	Limit Amount	Use Sequence	Rate Selection	Rate Set		
1 0420	Interstate	10,000.00	1	Rate Set	0001002_0440_80	+	-
2 0470	Interstate Resurfacing	10,000.00	2	Rate Set	0029001_4130100	+	-

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



# Associating Federal Appropriations and Limits (continued)

Once the transaction limits have been populated, the federal authorization date and the rate set are populated on the **Related Projects** page:

- The authorization date should be entered in the **Effective Date** field. This date is the Federal authorization date of the Federal project. This date is very important in the set up of the contract line as this date determines which transactions are priced for billing. The rate set is not available for billing until this date or after.

The screenshot shows a software interface for managing customer contracts. The breadcrumb trail is: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information.

**Related Projects**

Contract Number: PM12345  
Amendment Number: [empty]  
Contract Line: 1  
Product: FEDERAL  
Description: Federal Aid & Stimulus  
PC Business Unit: 50100  
Billing Limit: [empty]  
Discount ID: [empty]  
Tiered Pricing:

Sold To Customer: FEDERAL HIGHWAY ADMINISTRATION  
Contract Status: PENDING  
Price Type: Rate

Transaction Limits [link] Review Limits [link]  
Perform Limit Checking [button]  
Retainage ID: [empty] [magnifying glass]  
Tiered Pricing [link]

Effective Date	Status	Rate Selection	Rate Set
1 05/31/2013	Active	Rate Set	[empty] [magnifying glass] Rate Set [button]

**Associated Projects & Activities**

*Project	*Activity	Description	Description
0000001414	608	0650020168	Activity ID Description
0000001414	688	0650020168	Activity ID Description
0000001414	685	0650020168	Activity ID Description
0000001414	683	0650020168	Activity ID Description
0000001414	640	0650020168	Activity ID Description
0000001414	680	0650020168	Activity ID Description
0000001414	684	0650020168	Activity ID Description

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

Return to General Information [link]

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



# Associating Federal Appropriations and Limits (continued)

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

**Related Projects**

Contract Number: PM12345 Sold To Customer: FEDERAL HIGHWAY ADMINISTRATION  
Amendment Number: Contract Status: PENDING

Contract Line: 1 Price Type: Rate  
Product: FEDERAL  
Description: Federal Aid & Stimulus

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

**Contract Details**

Effective Date	Status	Rate Selection	Rate Set
1 05/31/2013	Active	Rate Set	Rate Set

**Associated Projects & Activities**

*Project	*Activity	Description	Description
0000001414	608	0650020168	Activity ID Description
0000001414	688	0650020168	Activity ID Description
0000001414	685	0650020168	Activity ID Description
0000001414	683	0650020168	Activity ID Description
0000001414	640	0650020168	Activity ID Description
0000001414	680	0650020168	Activity ID Description
0000001414	684	0650020168	Activity ID Description

Create Project Create Activity All Activities Summary Activities Delete Activities

[Return to General Information](#)

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



# Associating the Rate Set to the Contract Line

- **Billing Limit** field: On the **Related Projects** page, enter the maximum amount the customer can be billed for the contract line, if applicable. You can leave this field blank at this level and enter a value when you define your transaction limits. This field is used for Non-Federal rate-based contract lines only.

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

**Related Projects**

Contract Number: 1999      Sold To Customer: FEDERAL HIGHWAY ADMINISTRATION  
Amendment Number:      Contract Status: PENDING

Contract Line: 1      Price Type: Rate  
Product: FEDERAL  
Description: Federal Aid & Stimulus

DC Business Unit: 50100      [Transaction Limits](#)      [Review Limits](#)  
**Billing Limit:**         
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   01/10/2013	Active	Rate Set	<input type="text"/>   <a href="#">Rate Set</a>

**Associated Projects & Activities**      [Customize](#) | [Find](#) | [First](#) | 1 of 1 | [Last](#)

*Project	*Activity	Description	Description
<input type="text"/>   0000001414	<input type="text"/>   602	0650020168	<a href="#">Activity ID Description</a>

[Return to General Information](#)



# Associating the Rate Set to the Contract Line

- **Status** field: This field can be either **Active** or **Inactive**.
- **Rate Selection** drop down menu: This field defaults to **Rate Set**. Do not change this value.

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

The screenshot shows a web application interface for contract management. The main content area is titled "Associated Rates" and contains a table with the following columns: Effective Date, Status, Rate Selection, and Rate Set. The first row of data shows an Effective Date of 05/31/2013, a Status of Active, a Rate Selection of Rate Set, and a Rate Set of Rate Set. A red box highlights the Status and Rate Selection columns. Below the table, there are buttons for "Create Project", "Create Activity", "All Activities", "Summary Activities", and "Delete Activities". At the bottom of the page, there are buttons for "Save", "Return to Search", "Notify", "Refresh", "Update/Display", "Include History", and "Correct History". A red box highlights the "Correct History" button.

Effective Date	Status	Rate Selection	Rate Set
1 05/31/2013	Active	Rate Set	Rate Set



# Associating the Rate Set to the Contract Line

- The **Rate Set** field: The **Rate Set** for **Use Sequence 1** on the **Transaction Limits** page should be entered in the **Rate Set** field. If you select a rate set that is not defined on the **Transaction Limits** page, an error message displays when you try to save the page.

**Note:** You must be in **Correct History** mode to change the **Effective Date** or **Rate Set** value in the associated rates section.

Associating project activities to the contract allows the transactions to be billed. Once you have added a project / activity combination to one contract, it is not available for selection on another contract.

The screenshot shows a web application interface for contract management. The top navigation bar includes 'Favorites', 'Main Menu', 'Customer Contracts', 'Create and Amend', and 'General Information'. The main content area is titled 'Related Projects' and displays contract details for Contract Number PM12345, Amendment Number, Contract Line 1, Product FEDERAL, and Description Federal Aid & Stimulus. The 'Associated Rates' section contains a table with columns for Effective Date, Status, Rate Selection, and Rate Set. A red box highlights the 'Rate Set' column in the first row. Below this is the 'Associated Projects & Activities' section with a table listing project and activity combinations. At the bottom, a 'Return to General Information' link is followed by buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Update/Display', 'Include History', and 'Correct History', with the last button highlighted by a red box.

Effective Date	Status	Rate Selection	Rate Set
1 05/31/2013	Active	Rate Set	Rate Set

*Project	*Activity	Description	Description
0000001414	608	0650020168	Activity ID Description
0000001414	688	0650020168	Activity ID Description
0000001414	685	0650020168	Activity ID Description
0000001414	683	0650020168	Activity ID Description
0000001414	640	0650020168	Activity ID Description
0000001414	680	0650020168	Activity ID Description
0000001414	684	0650020168	Activity ID Description



# Billing Plan

You can access the **Billing Plan** from the **General Information** page by clicking the **Billing Plans** link or on the **Lines** page, **Details** tab, by click the **In Progress** link in the **Billing Plan** section.

General Information page for Contract Number: 0044127, Amendment Number: 000000001. The 'Billing Plans' link is highlighted with a red box.

Contract Number:	0044127	Sold To Customer:	FEDERAL HIGHWAY ADMINISTRATION
Amendment Number:	000000001	*Contract Status:	ACTIVE
Description: IBROS-0044127		Processing Status:	Active
Contract Admin:		Amendment Status:	Complete
Region Code:		Business Unit:	VA Dept of Transportation
Contract Type:	F	Contract Classification:	Standard
Currency Code:	USD	Last Amended:	01/26/2012
Exchange Rate Type:	CRFRNT	Start Date:	06/06/2008
Contract Signed:	06/06/2008	End Date:	
		Last Update Date/Time:	01/26/2012 2:09:41PM
		Last Update User ID:	SHAUNTELL COX

Summary of Amounts

Go To: **Billing Plans** Revenue Plans Milestones Renewals

Lines page for Contract Number: 0044127, Amendment Number: 000000001. The 'Detail' tab and 'Progress' link are highlighted with red boxes.

Line	Product	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
1	FEDERAL	<b>Progress</b>	In Progress	Contract Terms	Distribution	Internal Notes	FEDERAL HIGHWAY ADMINISTRATION

Go To: Billing Plans Revenue Plans Milestones Renewals



# Billing Plan (continued)

The **Assign Billing Plan** page displays. Click the link in the **Plan** column to access the **Billing Plan** page. The billing plan stores:

- The timing of billing
- How bill lines appear

The billing plan is automatically created from templates associated with the product you selected to create the contract line. Data on this page should not be changed from the default values.

Assign Billing Plan

Contract: 0044127 BROS-0044127  
Sold To Customer: FEDERAL HIGHWAY ADMINISTRATION

Line	Product	Description	Amount	Price Type	Plan	Billing Method	Status
<input type="checkbox"/> 1	FEDERAL	BROS-0044127		Rate	B101	As Incurred	In Progress

Select All  Clear All

Bill Plan to Assign / Unassign

Billing Plan: NEXT  
Billing Method:   
Description:   
Billing Plan Template:   
Bill Plan Detail Template ID:   
Assign Assign selected Lines/Sequences to Billing Plan  
Unassign Unassign selected Lines/Sequences from Billing Plan  
Return to General Information  
Return to Search Notify



# Billing Plan (continued)

Three tabs display for the billing plan when the contract line is rate-based:

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

**Note:** The tabs shown on the billing plan vary depending on the price type (rate-based, amount-based, or recurring) of the contract line.

The screenshot displays the 'Billing Plan General' tab for a contract line. The interface includes the following sections:

- Contract Information:** Contract: 0044127, BI Unit: 50100, Sold To Customer: 0000055002 (FEDERAL HIGHWAY ADMINISTRATION), Bill To: 0000055002 (FEDERAL HIGHWAY ADMINISTRATION), Billing Plan: B101, As Incurred - Rate Based, Currency: USD.
- Description:** As Incurred - Rate Based, \*Billing Status:  Hold (highlighted with a red box).
- Customer Information:** BI Unit: 50100 (VA Dept of Transportation), \*Bill To Customer: 0000055002 (FEDERAL HIGHWAY ADMINISTRATION), Addr Num: 1.
- Billing Options:** Bill Type: FED, Bill Source: FED, Summarization Template ID: VDOT\_FHWA, VDOT FHWA, Pre Approved, Direct Invoice, Billing Header Note, Internal Notes, Preview Summarization Template.
- Billing Default Overrides:** Invoice Form: LANDSCAPE, Cycle ID: FEDERAL, Bill By ID: PC\_FEDERAL, Project Federal, Payment Method, Payment Terms, Billing Inquiry, Billing Specialist.
- Transaction Options:** Bill Currency: Contract Currency, Retainage Options: Items previously held as Retainages,  Bill,  Write-off,  Hold, Tolerance Options: Minimum Bill Amount: 0.00,  Final Bill.

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



# Billing Plan (continued)

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

Buttons: Billing Plan General | Events | History

Contract: 0044127      BI Unit: 50100  
Sold To Customer: 0000055002      FEDERAL HIGHWAY ADMINISTRATION      Bill To: 0000055002      FEDERAL HIGHWAY ADMINISTRATION  
Billing Plan: B101      As Incurred - Rate Based      Currency: USD

Description: As Incurred - Rate Based      \*Billing Status: In Progress [Cancel]       Hold

Billing Method: As Incurred

**Customer Information**

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

**Billing Options**

Bill Type: FED       Pre Approved      [Billing Header Note](#)  
Bill Source: FED       Direct Invoice      [Internal Notes](#)  
Summarization Template ID: VDOT\_FHWA      VDOT FHWA      [Preview Summarization Template](#)  
Purchase Order: [Search]

**Billing Default Overrides**

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

[Return to Assign Billing Plan](#)

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

Billing Plan General | Events | History



# Revenue Plans

You can access the revenue plan from the **General Information** page by clicking the **Revenue Plans** link or by clicking the link on the **Lines** tab, Details tab.

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

General | Lines | Amendments

Contract Number: 0044127 Sold To Customer: FEDERAL HIGHWAY ADMINISTRATION  
Amendment Number: 000000001 \*Contract Status: ACTIVE

Amend Contract Add to My Contracts

Description: BROS-0044127 Processing Status: Active  
Contract Admin: Region Code: Business Unit: VA Dept of Transportation  
Contract Type: F Contract Classification: Standard  
Currency Code: USD Last Amended: 01/28/2012  
Exchange Rate Type: CRRNT Start Date: 06/06/2008  
Contract Signed: 06/06/2008 End Date:  
Last Update Date/Time: 01/28/2012 2:09:41PM  
Last Update User ID: SHAUNTELL.COX

Other information Summary of Amounts

Go To: Billing Plans **Revenue Plans** Milestones Renewals More

Save Return to Search Notify Add Update/Display

General | Lines | Amendments

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

General | Lines | Amendments

Contract Number: 0044127 Sold To Customer: FEDERAL HIGHWAY ADMINISTRATION  
Amendment Number: 000000001 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	FEDERAL	In Progress	<b>In Progress</b>	Contract Terms	Distribution	Internal Notes	FEDERAL HIGHWAY ADMINISTRATION

Go To: Billing Plans Revenue Plans Milestones Renewals More

Save Return to Search Notify Add Update/Display

General | Lines | Amendments



# Revenue Plans (continued)

The **Assign Revenue Plan** page displays. Click the link in the **Plan** field.

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

## Assign Revenue Plan

Contract: 0044127 BROS-0044127  
Sold To Customer: FEDERAL HIGHWAY ADMINISTRATION

Contract Lines to be Assigned / Unassigned								
	Line	Product	Description	Amount	Price Type	Plan	Revenue Method	Status
<input type="checkbox"/>	1	FEDERAL	BROS-0044127		Rate	<a href="#">R101</a>	As Incurred	In Progress

Select All  Clear All

### Revenue Plan Assign/Unassign

Revenue Plan:

Revenue Method:

Description:

Assign selected contract lines to Revenue Plan

Unassign selected contract lines from Revenue Plan

[Return to General Information](#)



# Revenue Plans (continued)

When the Customer Contracts module manages revenue for a contract line, you associate each contract line with a revenue plan. The revenue plan is automatically created from templates associated with the product you selected to create the contract line.

**Note:** The **Event Detail** section of this page is not used for rate-based contract lines.

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

Revenue Plan

### Revenue Plan

Contract: 0044127 Business Unit: 50100 Currency: USD  
Sold To Customer: 0000055002 FEDERAL HIGHWAY ADMINISTRATION GL Business Unit: 50100  
Revenue Plan: R101 GL Currency: USD

Description: As Incurred - Rate Based \*Plan Status: In Progress  
Recognition Method: As Incurred  Hold

Define Events By  
[Add Milestone](#)

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

Event	Event Type	*Event Status	Accounting Date	Event Note		
1	Date	Pending	01/10/2013	<a href="#">Event Note</a>	+	-

[Return to Assign Revenue Plan](#)



# Activating a Contract

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

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

You can change the contract status from **Pending** to **Active** on the **General Information** page. Once you change the contract status, the billing and revenue plan statuses change to **Ready**.

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



# Activating a Contract (continued)

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

General | Lines | Amendments

Contract Number:	0044127	Sold To Customer:	FEDERAL HIGHWAY ADMINISTRATION
Amendment Number:	0000000001	*Contract Status:	ACTIVE

Amend Contract | Add to My Contracts

Description:	BROS-0044127	Processing Status:	Active
Contract Admin:		Amendment Status:	Complete
Region Code:		Business Unit:	VA Dept of Transportation
Contract Type:	F	Contract Classification:	Standard
Currency Code:	USD	Last Amended:	01/26/2012
Exchange Rate Type:	CRRNT	Start Date:	06/06/2008
Contract Signed:	06/06/2008	End Date:	
		Last Update Date/Time:	01/26/2012 2:09:41PM
		Last Update User ID:	SHAUNTELL.COX

Other Information

Summary of Amounts

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

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

General | Lines | Amendments



# Simulation: Creating and Activating a Federal Rate-Based Contract

You are now about to view a simulation on creating and activating a Federal rate-based contract.





# Lesson 3: Checkpoint

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

Answer the questions below:

1. What are the two main parts of a contract?
2. What does defining the **Use Sequence** on the **Transactions Limits** page do?



# Lesson 3: Summary

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In this lesson you learned:

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



# Lesson 4: Exercise – Creating a Federal Customer Contract

This lesson includes practice that will reinforce the lessons learned today. Your instructor will provide direction regarding specific activities that are part of this lesson. Please ask your instructor if you have any questions.



# Lesson 5: Processing Federal Customer Contracts

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

- Processing Federal Customer Contracts
- Contracts to Billing Process for Federal Contracts
- Accounting Process for Federal Contracts



# Processing Contracts

Cost transactions associated with a particular Federal rate-based contract line are priced for billing up to the limit amounts by creating a **BIL** row.

- This **BIL** row will have the federal appropriation code type in the Source Type field and is carried to the FHWA file extract.
- The source type value is assigned to **BIL** rows based on the rate set that is defined on the contract terms page of the contract line.
- The **BIL** rows are limit checked against the corresponding transaction limit for the Rate Set.
- If a remaining limit amount exists for the transaction limit (source type), the **BIL** rows are eligible for billing.

**Note:** Federal rate-based contracts use transaction limits while Non-Federal rate-based contracts do not use transaction limits.



# Federal Appropriations and Limits

## **BIL and OLT Rows**

The Pricing and Limits processes are run in batch each day. The Pricing process prices the participating cost transactions associated with project / activity combinations that are linked to Federal rate-based contract lines and creates billing (**BIL**) transactions.

The Limits process then checks the billing (**BIL**) transactions against the transaction limits associated with the contract lines to see if a remaining limit amount exists for the Federal Appropriation code. If a remaining limit amount exists then the billing (**BIL**) transactions are successfully processed against the contract line and are sent to the Billing module by batch processes. If a remaining limit does not exist, the billing (**BIL**) transactions are changed to over-the-limit (**OLT**) transactions.

The over-the-limit (**OLT**) transactions are eligible for re-pricing once the next transaction limit use sequence associated with the contract line is put in place by the Transaction Limits Auto-Sequencing process.



# Creating and Processing Federal Customer Contracts

favorites | Main Menu > Project Costing > Transaction Definitions > Transaction List

## Transaction List

Project: 0000000192      Description: 0095076114  
 Activity: 617      Description: Structure Plans

[Add Transactions](#)      [Transaction Adjustment](#)

Analysis Group:       From Date:       Through Date:   
 Date Type:       Max Rows:       501 to 700 of 700

Project Transactions										
*Analysis Type	Source Type	Category	Subcategory	Quantity	Unit of Measure	Source Amount	Source Currency	Transaction Detail	Drill to Source	Drill To Billing
CNV					EA	23,386.37	USD			
CNV					EA	710.99	USD			
CNV					EA	1,772.31	USD			
BLD	0420				EA	-2,560.01	USD			
BLD	0420				EA	965.22	USD			
BLD	0420				EA	1,592.45	USD			
OLT	0420				EA	2.63	USD			

[Return to Project Costing](#)



# Transactions Limits Auto-Sequencing

The Transaction Limits Auto-Sequencing process only applies to Federal contracts.

- The Transaction Limits Auto-Sequencing process runs when an OLT row has been created for a particular contract line. This process allows you to continue to bill without having to change the rate set associated with a contract line on the **Related Projects** page manually.
- The Transaction Limit Use Sequence process updates the rate set attached to the contract terms to the rate set associated with the next available transaction limits sequence.
- The OLT rows are re-priced with the new source type (Federal Appropriation code).

The screenshot displays a software interface for managing contract limits. The breadcrumb trail at the top reads: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information. The interface includes a 'Transaction Limits' tab and a 'Contract Amendments' tab. Key contract details are shown:

- Contract Number: 0044127
- Amendment Number: 000000001
- Sold To Customer: FEDERAL HIGHWAY ADMINISTRATION
- Contract Status: ACTIVE
- Contract Line: 1
- Price Type: Rate
- Product: FEDERAL
- Description: BROS-0044127

An 'Amend Contract' button is visible. Below this is a 'Billing Limits' section with a table:

Transaction Identifier	Description	Limit Amount	Use Sequence	Rate Selection	Rate Set
1 L110	BRIDGE PROGRAM - 15% OFF	576,913.00	1	Rate Set	FED_L110_80
2 L11E	BRIDGE PROG 15% OFF S-LU EXT	267,538.00	2	Rate Set	FED_L11E_100

At the bottom of the interface, there are buttons for 'Return to Contract Terms', 'Transaction Identifiers', 'Perform Limit Checking', 'Save', 'Return to Search', and 'Notify'.



# Transactions Limits Auto-Sequencing (continued)

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

 New Window Help

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

---

**Contract Number:** 0044127 **Sold To Customer:** FEDERAL HIGHWAY ADMINISTRATION  
**Amendment Number:** 0000000001 **Contract Status:** ACTIVE

---

**Contract Line:** 1 **Price Type:** Rate  
**Product:** FEDERAL  
**Description:** BROS-0044127

[Amend Contract](#)

---

**Billing Limits** 
[Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-2 of 2 | [Last](#)

Transaction Identifier	Description	Limit Amount	Use Sequence	Rate Selection	Rate Set
1 L110	BRIDGE PROGRAM - 15% OFF	576,913.00	1	Rate Set	FED_L110_80
2 L11E	BRIDGE PROG 15% OFF S-LU EXT	267,538.00	2	Rate Set	FED_L11E_100

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

Save Return to Search Notify

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



# Contracts to Billing Process for Federal Contracts

Once costs have been collected, distributed, and priced, the billable costs are ready to be accumulated and billed. The Contracts to Billing and Billing interfaces process the project billing from the Project Costing and Customer Contracts modules to the Billing module.

The Contracts to Billing process is divided into three major parts: rate-based contract line billing, fixed-amount, and recurring billing. Federal contracts only utilize rate-based contract billing.

- For rate-based billing, the Customer Contracts module pulls information from project transactions and populates the billing interface tables with the billing information.

The Billing Interface process runs after the Contracts to Billing process and it determines how each project billing transaction is associated with a bill in the Billing module. All Federal project billing transactions are associated with a temporary bill (billing worksheet) on a daily basis and are reviewed for errors before being approved.



# Contracts to Billing Process for Federal Contracts

The billing worksheet provides the ability to defer lines from bills if errors are found during review. This allows the billing data to be re-processed back in the Project Costing and Customer Contracts modules and resent to the Billing module at a later date. Once you have reviewed the temporary bill, a real bill is created.

When you approve the billing worksheet, Cardinal creates a real bill with an assigned invoice number and updates the Customer Contracts and Project Costing modules accordingly.

Favorites | Main Menu > Billing > Manage Billing Worksheet > Update Billing Worksheet

New Window | Help | Customize Page | http

Worksheet Headers | Line Details

Header Level Detail Find | View All | First | 1 of 2 | Last

Business Unit: 50100 Contract: Letter of Credit:  
Billing Worksheet: TMP000197 Project: LOC Doc ID:  
Customer: 0000055002 Gross Billable Amount: 21,039.87 USD

Bill Header To 1 40 Of 1437

Line Level Detail Customize | Find | View All | First | 1-4 of 40 | Last

General | Services | Contract/Project

Sequence	PC Bus Unit	Project	Activity	Analysis Type	Source Type	Category	Subcategory	Billing Option	Defer Date	Description	Gross Extended	Less Discount	Net Extended	View Details
1	50100	0000000098	678	BIL	Q230			Bill		FHWA Billed @80%	11.34	0.00	11.34	
2	50100	0000000098	678	BIL	Q230			Bill		FHWA Billed @80%	20.71	0.00	20.71	
3	50100	0000000098	678	BIL	Q230			Bill		FHWA Billed @80%	13.43	0.00	13.43	
4	50100	0000000098	678	BIL	Q230			Bill		FHWA Billed @80%	3.03	0.00	3.03	

[Return to Manage Billing Worksheet](#)

Save | Notify | Refresh

Worksheet Headers | Line Details



# Contracts to Billing: Billing Worksheet (continued)

---

The Create Federal Highway File process can also be run against the temporary invoice. This generates an FHWA extract file that you can submit to FHWA in order to run the Federal billing data through the FHWA system prior to approving the billing worksheet. The Federal Highway file is re-generated and submitted to FHWA after the temporary invoice is approved and the real bill is finalized. This approved file is submitted to FHWA.



# Accounting Process for Federal Contracts

Accounting rules are used to create the accounting entries associated with the Federal contract rate-based project billing. These accounting entries debit Unbilled Accounts Receivable (UAR) and credit Revenue.

- Accounting rules associated with Federal billing are defined by source type (Federal Appropriation code).
- Pre-configured accounting rules exist for each source type (Federal Appropriation code), which controls the ChartField values that are assigned to the accounting entries created from the Federal rate-based billing.
- When pricing for billing, the billing rows are priced with the source type on them, which is how the BIL rows link to the accounting rules.
- Accounting rules are not defined for source types related to advance construction.

**Search Results**

Only the first 300 results of a possible 629 can be displayed. Enter more search key information and search again to reduce the number of search results or adjust the maximum number of rows to return and search again more rows.

[View All](#) First 1-100 of 300

Project Business Unit	Analysis Type	Analysis Group	Contract	Project	Resource General Ledger Unit	Project Type	Activity	Source Type	Category	Subcategory	Project Transaction Type	Project Transaction Code	Description	Acti Stat
50100	BIL	%	%	%	50100	%	%	C200	%	%	%	%	BIL Federal Stimulus - C200	Activ
50100	BIL	%	%	%	50100	%	%	C220	%	%	%	%	BIL Federal Stimulus - C220	Activ
50100	BIL	%	%	%	50100	%	%	C230	%	%	%	%	BIL Federal Stimulus - C230	Activ
50100	BIL	%	%	%	50100	%	%	C240	%	%	%	%	BIL Federal Stimulus - C240	Activ
50100	BIL	%	%	%	50100	%	%	C250	%	%	%	%	BIL Federal Stimulus - C250	Activ
50100	BIL	%	%	%	50100	%	%	C490	%	%	%	%	BIL Federal Stimulus - C490	Activ
50100	BIL	%	%	%	50100	%	%	0430	%	%	%	%	BIL Federal Aid - 0430	Activ
50100	BIL	%	%	%	50100	%	%	0440	%	%	%	%	BIL Federal Aid - 0440	Activ
50100	BIL	%	%	%	50100	%	%	0470	%	%	%	%	BIL Federal Aid - 0470	Activ
50100	BIL	%	%	%	50100	%	%	04L0	%	%	%	%	BIL Federal Aid - 04L0	Activ



# Accounting Process for Federal Contracts (continued)

[Favorites](#) | [Main Menu](#) > [Set Up Financials/Supply Chain](#) > [Product Related](#) > [Project Costing](#) > [General Options](#) > [Accounting Rules](#)

### Accounting Rules

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

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

Project Business Unit: =    
 Analysis Type: begins with    
 Analysis Group: begins with    
 Contract: begins with    
 Project: begins with    
 Resource General Ledger Unit: =    
 Project Type: begins with    
 Activity: begins with    
 Source Type: begins with    
 Category: begins with    
 Subcategory: begins with    
 Project Transaction Type: begins with    
 Project Transaction Code: begins with

Case Sensitive

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

### Search Results

Only the first 300 results of a possible 629 can be displayed. Enter more search key information and search again to reduce the number of search results or adjust the maximum number of rows to return and search again more rows.

[View All](#) First  1-100 of 300

Project Business Unit	Analysis Type	Analysis Group	Contract	Project	Resource General Ledger Unit	Project Type	Activity	Source Type	Category	Subcategory	Project Transaction Type	Project Transaction Code	Description	Acti Stat
50100	BIL	%	%	%	50100	%	%	C200	%	%	%	%	BIL Federal Stimulus - C200	Activ
50100	BIL	%	%	%	50100	%	%	C220	%	%	%	%	BIL Federal Stimulus - C220	Activ
50100	BIL	%	%	%	50100	%	%	C230	%	%	%	%	BIL Federal Stimulus - C230	Activ
50100	BIL	%	%	%	50100	%	%	C240	%	%	%	%	BIL Federal Stimulus - C240	Activ
50100	BIL	%	%	%	50100	%	%	C250	%	%	%	%	BIL Federal Stimulus - C250	Activ
50100	BIL	%	%	%	50100	%	%	C490	%	%	%	%	BIL Federal Stimulus - C490	Activ
50100	BIL	%	%	%	50100	%	%	0430	%	%	%	%	BIL Federal Aid - 0430	Activ
50100	BIL	%	%	%	50100	%	%	0440	%	%	%	%	BIL Federal Aid - 0440	Activ
50100	BIL	%	%	%	50100	%	%	0470	%	%	%	%	BIL Federal Aid - 0470	Activ
50100	BIL	%	%	%	50100	%	%	04L0	%	%	%	%	BIL Federal Aid - 04L0	Activ



# Accounting Process for Federal Contracts (continued)

[Favorites](#) | [Main Menu](#) > [Set Up Financials/Supply Chain](#) > [Product Related](#) > [Project Costing](#) > [General Options](#) > [Accounting Rules](#)
New Window ? Help

## Accounting Rules

**PC Business Unit:** 50100  
**Description:** BIL Federal Stimulus - C200  
**Analysis Type:** BIL  
**\*Resource General Ledger Unit:** 50100  
**\*Status:** Active  
**Analysis Group:** %  
**Source Type:** C200  
**\*Journal Template:** CA\_REV  
**Contract:** %  
**Category:** %  
**Project Type:** %  
**Subcategory:** %  
**Project:** %  
**Project Transaction Type:** %  
**Activity:** %  
**Project Transaction Code:** %

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

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

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

\*Inter-Organization Level: Default

Accounting Entries										
Seq Nbr	Debit/Credit	*Account Type	Billing Business Unit	*Account	Asset	Fund	Fund Affiliate	Department	FIPS	Agency Use
1	Debit	Unbilled Accounts Receivable	50100	112061	%	10940	%	%	%	%
1	Credit	Revenue		402020E	%	10940	%	%	%	%

[Save](#) | [Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#) | [Add](#) | [Update/Display](#)



# Closing Customer Contracts

- You should only close a contract after the contract has fulfilled the contract terms. Once the contract is closed, it cannot be used, amended or reactivated.
- You have to set the related revenue plan and billing plan to **Complete** before the contract status can be set to **Closed**.

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

General Lines

Contract Number:	0000000013	Sold To Customer:	WISE COUNTY
Amendment Number:	0000000000	*Contract Status:	CLOSED

Add to My Contracts

Description:	02091100	Processing Status:	Closed
Contract Admin:		Amendment Status:	
Region Code:		Business Unit:	VA Dept of Transportation
Contract Type:	R	Contract Classification:	Standard
Currency Code:	USD	Start Date:	10/29/1992
Exchange Rate Type:	CRRNT	End Date:	
Contract Signed:	10/29/1992	Last Update Date/Time:	11/15/2011 12:12:13PM
		Last Update User ID:	V_CONV_LOAD

Other Information

Summary of Amounts

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

Save Return to Search Notify Add Update/Display



# Lesson 5: Checkpoint

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

Answer the review questions below:

1. Transaction limits are set on what type of contract (Federal or Non-Federal)?
2. Where can you review temporary bills?
3. Accounting rules for Federal contracts are defined by \_\_\_\_\_.
4. What analysis type does the system assign to billable amounts that exceed the available transaction limits?



# Lesson 5: Summary

In this lesson, you learned:

- Federal rate-based contracts use transaction limits.
- Associating project activities to the contract allows transactions to be billed.
- You must be in the **Correct History** mode to change the **Effective Date** and **Rate Set** values in the associated rates section.
- The tabs shown on the billing plan vary depending on the price type of the contract line.
- Accounting rules are used to create accounting entries associated with the Federal contract rate-based project billing.



# Lesson 6: Creating Amendments for Federal Rate Based Contracts

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

- Understanding Amendments
- Changing / Adding Contract Lines
- Changing Contract Header Information
- Changing / Updating Transaction Limits



# Understanding Amendments

Once you create a contract and the contract status is **Active**, all changes to the contract are made using amendments.

Amendments allow you to maintain an audit trail, as well as a historical record, of changes to the contract throughout its lifecycle. After a contract has been activated, many of the contract's components can only be modified using amendment processing. This includes modifications to fields on the contract header, additional contract line(s), limit changes etc.

**Note:** You can add or remove project / activity combinations to and from a contract line without using an amendment.



# Understanding Amendments (continued)

You create an amendment by accessing the **Contract Amendments** page. On this page, you define the high-level details of the amendment, including the amendment type and amendment reason. The edits you can make include changing / adding contract lines, changing contract header information, changing / updating the contract terms, changing/updating the transaction limits, and changing/updating prepaids.

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

The screenshot shows the 'Create and Amend' page for a contract. The breadcrumb trail is: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information. The page has tabs for 'General', 'Lines', and 'Amendments'. The 'Amendments' tab is active, showing contract details: Contract Number: PM03300, Amendment Number: 0000000000, Sold To Customer: FEDERAL HIGHWAY ADMINISTRATION, and Contract Status: ACTIVE. There is an 'Amend Contract' button. Below is an 'Amendments' table with columns: Amendment, Amendment Type, Reason, Process Date, Amendment Status, Detail, and Notes. The table contains one row with Amendment 0000000000, Process Date 11/28/2012, and Amendment Status Complete. At the bottom, there are navigation links for Billing Plans, Revenue Plans, Milestones, and Renewals, along with buttons for Save, Return to Search, Notify, Add, and Update/Display.

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000			11/28/2012	Complete	<a href="#">Detail</a>	<a href="#">Notes</a>



# Understanding Amendments (continued)

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

General Lines Amendments

Contract Number: PM03300 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			11/28/2012	Complete	<a href="#">Detail</a>	<a href="#">Notes</a>

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

Save Return to Search Notify Add Update/Display

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



# Determining When Additional Contract Line(s) are Needed

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

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



# Changing / Adding Contract Lines

To change/add contract line(s), you create an amendment and then modify the contract line on the **General Information—Lines** tab. From the **General Information** page, **Lines** tab, you can view or access all details for a contract line. Modifying contract lines include removing a contract line, adding a contract line, or updating the amount of the contract line. You must click the **Amend Contract** button on the **Lines** tab to initiate the amendment.



# Changing / Adding Contract Lines

Clicking the **Amend Contract** button brings you to the **General Information—Amendments** tab. On this page you must enter in the following fields:

- **Amendment Type** drop down menu: Amendment types include **Contract Header**, **Contract Line**, **Contract Terms**, **Prepaid**, and **Transaction Limit**.
- **Reason** drop down menu: There are many values to choose from when creating an amendment. These values range from **Add Transaction Limit** to **New Contract Line**.

Contract Number: PM03300      Sold To Customer: FEDERAL HIGHWAY ADMINISTRATION  
Amendment Number: 0000000000      Contract Status: ACTIVE

**Amend Contract**

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

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000			11/28/2012	Complete	<a href="#">Detail</a>	<a href="#">Notes</a>

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

Save    Return to Search    Notify    Add    Update/Display



# Amendment Type

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

General | Lines | **Amendments**

Contract Number: PM03300      Sold To Customer: FEDERAL HIGHWAY ADMINISTRATION  
Pending Amendment: 0000000001      Contract Status: ACTIVE

[View Current](#)

**Amendments**      Customize | Find | View All | First 1-2 of 2 Last

General | Statistics | Amended Amounts | Misc.

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000			11/28/2012	Complete	<a href="#">Detail</a>	<a href="#">Notes</a>
0000000001			05/13/2013	Pending	<a href="#">Detail</a>	<a href="#">Notes</a>

Go To: [Contract Header](#)      [Milestones](#)      [Renewals](#)      [Amount Allocation](#)      [More](#)

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

General | Lines | **Amendments**

**Amendment Type** dropdown menu options:

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



# Reason

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

General | Lines | Amendments

Contract Number: PM03300 Sold To Customer: FEDERAL HIGHWAY ADMINISTRATION  
Pending Amendment: 0000000001 Contract Status: ACTIVE

View Current

Amendments Customize | Find | View All | First 1-2 of 2 Last

General | Statistics | Amended Amounts | Misc.

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000			11/28/2012	Complete	<a href="#">Detail</a>	<a href="#">Notes</a>
0000000001	Contract Line		05/13/2013	Pending	<a href="#">Detail</a>	<a href="#">Notes</a>

Go To: [Billing Plans](#) [Revenue Plans](#)

Save | Return to Search | Notify

General | Lines | Amendments

Amount Allocation | More

Add | Update/Display

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



# Changing / Adding Contract Lines (continued)

After selecting the **Amendment Type** and **Reason**, click the **Save** button.

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

General | Lines | Amendments

Contract Number: PM03300      Sold To Customer: FEDERAL HIGHWAY ADMINISTRATION  
Pending Amendment: 0000000001      Contract Status: ACTIVE

View Current

Amendments      Customize | Find | View All | First 1-2 of 2 Last

General | Statistics | Amended Amounts | Misc.

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000			11/28/2012	Complete	<a href="#">Detail</a>	<a href="#">Notes</a>
0000000001	Contract Line	New Contract Line	05/13/2013	Pending	<a href="#">Detail</a>	<a href="#">Notes</a>

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

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

General | Lines | Amendments



# Changing / Adding Contract Lines (continued)

Once you initiate the amendment, you can add contract lines by clicking the **Add Contract Lines** button. You can remove contract lines by changing the **Line Status** of the lines you want to remove to **Cancelled**. You must have at least one contract line attached to a contract before you can remove a contract line.

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

General | **Lines** | Amendments

Contract Number: PM03300      Sold To Customer: FEDERAL HIGHWAY ADMINISTRATION  
Pending Amendment: 0000000001      Contract Status: ACTIVE

View Current    **Add Contract Lines**    Add Default Kit

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	FEDERAL	Federal Aid & Stimulus	Rate	11/20/2012		Active

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

Save    Return to Search    Notify    Add    Update/Display

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



# Changing Contract Header Information

To change the contract header information, first create an amendment and then modify the contract header on the **General Information** page. You must click the **Amend Contract** button on the **General** tab to initiate the amendment.

Clicking the **Amend Contract** button brings you to the **General Information—Amendments** tab. On this page you must enter in the following fields:

- **Amendment Type** drop down menu: Amendment types include **Contract Header, Contract Line, Contract Terms, Prepaid, and Transaction Limit.**
- **Reason** drop down menu: There are many values to choose from when creating an amendment. These values range from **Add Transaction Limit** to **New Contract Line.**



# Changing Contract Header Information (continued)

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

General | Lines | Amendments

Contract Number:	PM00215	Sold To Customer:	FEDERAL HIGHWAY ADMINISTRATION
<b>Amendment Number:</b>	<b>0000000000</b>	*Contract Status:	ACTIVE

Amend Contract Add to My Contracts

Description:	STPPM00215	Processing Status:	Active
Contract Admin:		Amendment Status:	Complete
Region Code:		Business Unit:	VA Dept of Transportation
Contract Type:	F	Contract Classification:	Standard
Currency Code:	USD	Start Date:	11/08/2006
Exchange Rate Type:	CRRNT	End Date:	
Contract Signed:	11/08/2006	Last Update Date/Time:	11/15/2011 12:05:04PM
		Last Update User ID:	V_CONV_LOAD

Other Information

Summary of Amounts

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

Save Return to Search Notify Add Update/Display

General | Lines | Amendments



# Changing Contract Header Information (continued)

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

General Lines Amendments

Contract Number: PM00215 Sold To Customer: FEDERAL HIGHWAY ADMINISTRATION  
Pending Amendment: 0000000001 Contract Status: ACTIVE

View Current

Amendments Customize | Find | View All | First 1-2 of 2 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>
0000000001	Contract Header	Amend Contract Dates	05/13/2013	Pending	<a href="#">Detail</a>	<a href="#">Notes</a>

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

Save Return to Search Notify Add Update/Display

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



# Changing Contract Header Information (continued)

Once you initiate the amendment, you can change the **Description**, **Contract Type**, **Contract Signed** date, **Legal Entity**, **Proposal ID** and **Federal Region Code** fields. The **Contract Admin** field is not used in Cardinal.

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

General | Lines | Amendments

Contract Number:	PM00215	Sold To Customer:	FEDERAL HIGHWAY ADMINISTRATION
Pending Amendment:	0000000001	*Contract Status:	ACTIVE

[View Current](#) [Add to My Contracts](#)

Description:	STPPM00215	Processing Status:	Active
Contract Admin:		Amendment Status:	Pending
Region Code:		Business Unit:	VA Dept of Transportation
Contract Type:	F	Contract Classification:	Standard
Currency Code:	USD	Start Date:	11/08/2006
Exchange Rate Type:	CRRNT	End Date:	
Contract Signed:	11/08/2006	Last Update Date/Time:	05/13/2013 11:00:19AM
		Last Update User ID:	FINUSER04

Other Information

<input type="checkbox"/> Template Contract	Parent Contract:	
<input type="checkbox"/> Master Contract	Master Contract:	
<input type="checkbox"/> Legal Review Complete	Legal Entity:	NFO
<input type="checkbox"/> Credit Check Complete	Purchase Order:	
<input type="checkbox"/> Contains Cotermination Lines	Proposal ID:	\$10,114,728.00
	Federal Region Code:	03

Summary of Amounts

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

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



# Changing / Updating Transaction Limits

To change / update the transaction limits, create an amendment and then amend the transaction limits on the **Transaction Limits** page. You must click the **Amend Contract** button on the **Transaction Limits** page to initiate the amendment.

Clicking the **Amend Contract** button brings you to the **General Information—Amendments** tab. On this page you must enter in the following fields:

- **Amendment Type** drop down menu: Amendment types include **Contract Header, Contract Line, Contract Terms, Prepaid, and Transaction Limit.**
- **Reason** drop down menu: There are many values to choose from when creating an amendment. These values range from **Add Transaction Limit** to **New Contract Line.**



# Changing / Updating Transaction Limits (continued)

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

**Transaction Limits** | Contract Amendments

Contract Number: PM00216      Sold To Customer: FEDERAL HIGHWAY ADMINISTRATION  
Amendment Number: 0000000000      Contract Status: ACTIVE

Contract Line: 1      Price Type: Rate  
Product: FEDERAL  
Description: STP-PM00216

**Amend Contract**

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

Transaction Identifier	Description	Limit Amount	Use Sequence	Rate Selection	Rate Set
1 OAW0	ADVANCED CONSTRUCTION	7,645,370.00	2	Rate Set	ADC_OAW0_80
2 L24E	SURFACE TRANS FLEX S-LU EXT	2,354,630.00	1	Rate Set	FED_L24E_80

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

Save   Return to Search   Notify

Transaction Limits | [Contract Amendments](#)



# Changing / Updating Transaction Limits (continued)

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

Transaction Limits Contract Amendments

Contract Number: PM00216 Sold To Customer: FEDERAL HIGHWAY ADMINISTRATION  
Pending Amendment: 0000000001 Contract Status: ACTIVE

View Current

Amendments Customize | Find | View All | First 1-2 of 2 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>
0000000001	Transaction Limit	Decrease Trans Limit	05/13/2013	Pending	<a href="#">Detail</a>	<a href="#">Notes</a>

[Return to Contract Terms](#)

Save Return to Search Notify

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



# Changing / Updating Transaction Limits (continued)

Once you initiate the amendment, you can add a transaction limit or increase / decrease limit amount.

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

Transaction Limits | Contract Amendments

Contract Number: PM00216 | Sold To Customer: FEDERAL HIGHWAY ADMINISTRATION  
Pending Amendment: 000000001 | Contract Status: ACTIVE

Contract Line: 1 | Price Type: Rate  
Product: FEDERAL  
Description: STP-PM00216

View Current

Transaction Identifier	Description	Limit Amount	Use Sequence	Rate Selection	Rate Set	
1 0AW0	ADVANCED CONSTRUCTION	7,645,370.00	2	Rate Set	ADC_0AW0_80	+ -
2 L24E	SURFACE TRANS FLEX S-LU EXT	2,354,630.00	1	Rate Set	FED_L24E_80	+ -

Return to Contract Terms | Transaction Identifiers | Perform Limit Checking

Save | Return to Search | Notify

Transaction Limits | Contract Amendments



# Changing / Updating Transaction Limits (continued)

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

## Amendment Details

**Contract:** PM00216      **Amendment Number:** 0000000002

**Process Amendment**

---

**Amendment Type:** Transaction Limit      **Negotiated Amount:** 0.00      **\*Amend Status:** Ready

**Amendment Reason:** Decrease Trans Limit      **Cancelled Negotiated Amount:**

**Process Date:** 02/23/2015      **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	Limit ID 0AW0	Amount	Update	4262782	2000000

[Internal Notes](#)

[Return to Transaction Limits](#)



# Simulation: Creating Amendments

You are now about to view a simulation on amending the contract header and transaction limits.





# Lesson 6: Checkpoint

---

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

Answer the review question below:

1. What changes require an amendment to be processed?



# Lesson 6: Summary

---

In this lesson, you learned:

- Once you have created a contract and the contract status is **Active**, all changes to the contract are made using amendments.
- You can add or remove project / activity combinations to and from a contract line without using an amendment.



# Lesson 7: Exercise – Amending a Contract

---

This lesson includes practice that will reinforce the lessons learned today. Your instructor will provide direction regarding specific activities that are part of this lesson. Please ask your instructor if you have any questions.



# Lessons 3, 5 & 6 Review

---

1. What types of information is contained on the Contract Header?
2. What information is captured on the Contract Line?
3. The Use Sequence defines the order in which Approp codes should be billed. What sequence should always be assigned to Advance Construction?
4. What are some of the reasons why a contract does not bill?



## Lessons 3, 5 & 6 Review (continued)

5. What Analysis Types are defined on Rate Sets?
6. What does each of those Analysis Types defined in question #5 mean?
7. What is the main purpose of the Rate Set?
8. What are the main contract processes that run in batch? Explain / define each.



## Lessons 3, 5 & 6 Review (continued)

9. What changes do not require an amendment?
10. When do you need to place a Bill Plan on Hold and create an amendment?
11. Which Rate Set on the Transactions Limit page should be populated on the Contract Terms page?
12. When can Rate Sets added through an Amendment be added to the Contract Terms page?
13. When should amendments be processed?



# Lesson 8: Federal Billing Adjustments

---

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

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



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

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

- When you bill to the incorrect source type.
- When the Programming Division determines that a source type should be removed from the Federal contract and replaced with a new source type.



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

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

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



# Adding an Online Bill

You begin adding an online bill on the **Bill Entry—Add a New Value** page.

- **Business Unit** field: Defaults for your agency (i.e., **50100** for VDOT). Do not change this value.
- **Invoice** field: Defaults to **NEXT**. Do not change this value.
- **Bill Type Identifier** and **Bill Source** fields: Displays **FED (Federal)**.
- **Invoice Date** and **Accounting Date** fields: These fields should be left blank.
- Click the **Add** button.



# Header – Info 1 Tab

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

Favorites Main Menu > Billing > Maintain Bills > Standard Billing

Header - Info 1 | Line - Info 1

Unit: 50100 Invoice: NEXT Pretax Amt: 0.00 USD

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

Go to: [Header Info 2](#) [Address](#) [Copy Address](#)

[Notes](#) [Express Entry](#)

[Summary](#) [Bill Search](#) [Line Search](#)

Navigation: Header - Info 1

Page Series: [Prev](#) [Next](#)

Save Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1



# Required Tabs

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

## Line—Info 1 Tab

Enter a value in each of the following fields:

- **Identifier: Billing Adjustment**
- **Description: Adjustment**
- **Gross Extended** : Appropriate amount. At first, the **Gross Extended** field value needs to be negative in order to back out of the current source type for the bill line.

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

Header - Info 1 | Line - Info 1

Unit: 50100 Bill To: 0000055002 Pretax Amt: -100.00 USD  
Invoice: FED000373 FEDERAL HIGHWAY ADMINISTRATION Max Rows: 100

Bill Line End | View All | First | 1 of 1 | Last

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

Quantity: 1.0000 From Date: [ ]  
Unit of Measure: EA To Date: [ ]  
Unit Price: -100.0000 Line Type: REV  Accumulate  
Gross Extended: -100.00 Tax Code: [ ]  Tax Exempt  
Exempt Cert: [ ]

Less Discount: 0.00  
Plus Surcharge: 0.00

Net Extended: -100.00  
VAT Amount: 0.00  
Tax Amount: 0.00

Net Plus Tax: -100.00

Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#)  
[Notes](#) [Express Entry](#)

Summary [Bill Search](#) [Line Search](#) Navigation: Line - Info 1 Page Series [Prev](#) [Next](#)

Header - Info 1 | Line - Info 1



# Required Tabs (continued)

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

Header - Info 1 | Line - Info 1

Unit: 50100      Bill To: 0000055002      Pretax Amt: -100.00 USD  
 Invoice: FED000373      FEDERAL HIGHWAY ADMINISTRATION      Max Rows: 100

---

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

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

Quantity: 1.0000      From Date:    
 Unit of Measure: EA      To Date:    
 Unit Price: -100.0000      Line Type: REV  Accumulate  
 Gross Extended: -100.00      Tax Code:   Tax Exempt  
 Exempt Cert:

Less Discount: 0.00  
 Plus Surcharge: 0.00

Net Extended: -100.00  
 VAT Amount: 0.00  
 Tax Amount: 0.00  
 Net Plus Tax: -100.00

Go to: [Line Info 2](#)      [Tax](#)      [Accounting](#)      [Discount/Surcharge](#)  
[Notes](#)      [Express Entry](#)  
[Summary](#)      [Bill Search](#)      [Line Search](#)      Navigation: Line - Info 1      Page Series: [Prev](#) [Next](#)

Header - Info 1 | Line - Info 1



# Accounting Link

Click in the **Code** field and enter the desired information. Notice that the code defaults based on the Identifier you chose. However, you need to update the revenue distribution code to display either Federal Aid Project or Federal Stimulus Project, based on the project.

Also, enter a value in the **Project** field to associate the desired project to the contract. Note that once you enter the Project, the Code entered in the Code field will no longer display.

ARRA Distribution Code must be used if adjusting ARRA Billing. If it is not used, the incorrect fund will be adjusted.

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

Header - Info 1 | Line - Info 1 | Acctg - Rev Distribution

Unit: 50100 Bill To: 0000055002 Pretax Amt: -100.00 USD  
Invoice: FED000373 FEDERAL HIGHWAY ADMINISTRATION Max Rows: 100

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

BI Creates GL Acct Entries

Bill Line Distribution - Revenue  
Acctg Information | Reference Information

Code	Account	Fund	Program	Department	Cost Center	Task	FIPS	Project	Percentag
FEAIDFEAID	4020205	04010		99999					100

Percent: 100.00 Amount: -100.00 Gross Extended: -100.00

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

Save Notify Refresh Add Update/Display

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

Header - Info 1 | Line - Info 1 | Acctg - Rev Distribution

Unit: 50100 Bill To: 0000055002 Pretax Amt: -100.00 USD  
Invoice: FED000373 FEDERAL HIGHWAY ADMINISTRATION Max Rows: 100

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

BI Creates GL Acct Entries

Bill Line Distribution - Revenue  
Acctg Information | Reference Information

Code	Account	Fund	Program	Department	Cost Center	Task	FIPS	Project	Percentag
	4020205	04010		99999				0000000015	100

Percent: 100.00 Amount: -100.00 Gross Extended: -100.00

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

Save Notify Refresh Add Update/Display



# Accounting Link (continued)

Favorites Main Menu > Billing > Maintain Bills > Standard Billing

Header - Info 1 | Line - Info 1 | **Acctg - Rev Distribution**

Unit: 50100      Bill To: 0000055002      Pretax Amt: -100.00 USD  
Invoice: FED000373      FEDERAL HIGHWAY ADMINISTRATION      Max Rows: 100

Bill Line End | View All | First 1 of 1 | Last

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

BI Creates GL Acct Entries

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

Acctg Information | Reference Information

Code	Account	Fund	Program	Department	Cost Center	Task	FIPS	Project	Percentage
FEAIDFEAID	4020205	04010		99999					100

Percent: 100.00      Amount: -100.00      Gross Extended: -100.00

Go to: [Line Info 2](#)      [Tax](#)      [Accounting](#)      [Discount/Surcharge](#)  
[Notes](#)      [Express Entry](#)  
[Summary](#)      [Bill Search](#)      [Line Search](#)      Navigation: Acctg - Rev Distribution      Page Series: [Prev](#) [Next](#)

Save    Notify    Refresh    Add    Update/Display



# Accounting Link (continued)

Favorites Main Menu > Billing > Maintain Bills > Standard Billing

Header - Info 1 | Line - Info 1 | **Acctg - Rev Distribution**

Unit: 50100 Bill To: 0000055002 Pretax Amt: -100.00 USD  
Invoice: FED000373 FEDERAL HIGHWAY ADMINISTRATION Max Rows: 100

Bill Line End | View All | First 1 of 1 Last

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

BI Creates GL Acct Entries

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

Acctg Information | Reference Information

Code	Account	Fund	Program	Department	Cost Center	Task	FIPS	Project	Percentage
+ -	4020205	04010		99999				0000000015	100

Percent: 100.00 Amount: -100.00 Gross Extended: -100.00

Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#)  
[Notes](#) [Express Entry](#) Page Series  
[Summary](#) [Bill Search](#) [Line Search](#) Navigation: Acctg - Rev Distribution Prev Next

Save Notify Refresh Add Update/Display



# Line – Project Information Tab

The fields on this tab do not default; you must enter the appropriate values and verify that what you have entered is correct. The information on this page must be accurate in order to tie the adjustment to the correct contract and project.

Required fields include **Bill Plan ID, Contract BU, Contract, PCBU, Project, Activity, and Source Type** (current source type).

- You must enter this information in correctly in order for the correct adjustments to take effect.
- Enter in the correct **Source Type** value and bill lines to offset previous billing to the old **Source Type** value and move to the new **Source Type** value. You have at least two bill lines associated with the online bill, one with a positive amount related to the new **Source Type** value and one with a negative amount related to the source type that is being backed out from the billing history under the contract.

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

Unit: 50100    Bill To: 0000055002    Invoice Amt: -0.21 USD  
Invoice: FED000230    FEDERAL HIGHWAY ADMINISTRATION    Max Rows: 100

Seq	Line	Identifier	Net Extended	Description
1	1	FHWA BILLING ADJUS	-0.21	Adjustment

Start Date:                      Transaction ID:  
End Date:                        Billing Plan ID: B101  
Activity Type:                    BP Line:  
Empl ID:                         Contracts Business Unit: 50100  
Occurrence:                     Contract: 5117106  
PPDAddSeq:                     Progress Payment Seq:  
System Source:

**Project Chartfields**

PC Bus Unit:	50100
Project:	0000056448
Activity:	616
Source Type:	Q220
Category:	
Subcategory:	

Go to: [Line Info 2](#)    [Tax](#)    [Accounting](#)    [Discount/Surcharge](#)  
[Notes](#)    [Commit Ctrl](#)    [Line Search](#)    [Page Series](#)  
[Summary](#)    [Bill Search](#)    [Line Search](#)    [Line - Project Info](#)    [Prev](#)    [Next](#)

[Return to Identify Product Details](#)

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

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



# Line – Project Information Tab (continued)

Favorites | Main Menu > Billing > Review Billing Information > Details

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

Unit: 50100      Bill To: 0000055002      Invoice Amt: -0.21 USD  
 Invoice: FED000230      FEDERAL HIGHWAY ADMINISTRATION      Max Rows: 100

Bill Line Sumry			
Seq:	1	Line:	1
		Identifier:	FHWA BILLING ADJUS
		Net Extended:	-0.21
		Description:	Adjustment

Start Date:	Transaction ID:	<b>Project Chartfields</b>
End Date:	Billing Plan ID: B101	<a href="#">Project Info</a>
Activity Type:	BP Line:	PC Bus Unit: 50100
Empl ID:	Contracts Business Unit: 50100	Project: 0000056448
Occurrence:	Contract: 5117106	Activity: 616
PPDAddSeq:	Progress Payment Seq:	Source Type: Q220
System Source:		Category:
		Subcategory:

Go to: [Line Info 2](#)      [Tax](#)      [Accounting](#)      [Discount/Surcharge](#)

[Notes](#)      [Commit Cntrl](#)      [Page Series](#)

[Summary](#)      [Bill Search](#)      [Line Search](#)      Line - Project Info      [Prev](#)      [Next](#)

[Return to Identify Product Details](#)

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

Header - Info 1 | [Line - Info 1](#) | [Line - Proj Info](#)



# Line – Info 2 Tab

The **Contract Line #** must be populated on the **Line Info 2** tab.

Click in the **Line** field for the contract only, and enter the desired contract line.

**Note:** Do not enter information in the **Line** field for the purchase order.

The screenshot shows the 'Line - Info 2' tab of a software interface. The 'Contract No.' field is populated with '5117106'. The 'Line' field in the 'Purchase Order' section is highlighted with a red box and contains the value '1'. The 'Identifier' field is 'BILLING ADJUSTMENT' and 'Description' is 'Adjustment'. The 'Net Extended' is '-100.00'. The 'Revenue Recognition Basis' is 'Invoice Date'. Navigation buttons like 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display' are visible at the bottom.



# Header- Note Tab

Enter the reason for the adjustment in the **Notes** tab, by clicking the **Notes** hyperlink. Note that this field allows for a maximum of 254 characters.

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

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

Unit: 50100      Bill To: 0000055002      Pretax Amt: -100.00 USD  
Invoice: FED000373      FEDERAL HIGHWAY ADMINISTRATION

[Customer Notes](#)

Bill Header Notes Find | View All | First 1 of 1 Last

Standard Note Flag      Std Note:

Internal Only Flag      Note Type:

Note Text:

FHWA Billing Adjustment to correct billing error in RASPS on contract 5117106 ... 9/6/12 MAG

Go to:      [Header Info 2](#)      [Address](#)      [Copy Address](#)  
[Notes](#)      [Express Entry](#)  
[Summary](#)      [Bill Search](#)      [Line Search](#)      Navigation: Header - Note

Page Series: [Prev](#) [Next](#)

Save    Notify    Refresh    Add    Update/Display

[Header - Info 1](#) | [Line - Info 1](#) | [Header - Note](#)



# Associating to New Source Type

Next, click the **Add** button to add a new bill line. Now, you access the tabs described in the previous steps, but enter in new information to use the new **Source Type** value for the bill line.

- On the **Line—Info 1** tab, enter a positive value into the **Gross Extended** field to use the new source type bill line.
- On the **Acctg—Rev Distribution** page, enter a value in the **Code** and **Project** fields.
- On the **Line—Project Info** tab enter a value in the required fields; **Contract**, **Contract BU**, **Bill Plan ID**, **PCBU**, **Project**, **Activity**, and **Source Type**. **Note:** The value entered into the **Source Type** field, should be the new source type.
- **Line—Info 2** tab, enter the desired contract line number in the **Line** field
- **Header—Info 1** tab to change the **Bill Status** to **RDY**.



# Finalizing and Printing Invoices

Once you set the invoice status to **Ready**, the invoices are finalized and printed. This is done in a batch process that runs three times a day.

The Bill plan **Hold** can be removed from the contract on the day after the billing adjustment has been finalized.

**DO NOT** remove the **Hold** on the same day that the adjustment is finalized. This could cause the system to overbill.



# Viewing Billing History

You can review billing history on the **Billing Plan—History** page. This page allows you to review the billing history for the associated contract.

Notice the adjustments reflected below.

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

New Window | Help

Billing Plan General | Events | History

Contract: 5117106      BI Unit: 50100  
 Sold To Customer: 0000055002      FEDERAL HIGHWAY ADMINISTRATION      Bill To: 0000055002      FEDERAL HIGHWAY ADMINISTRATION  
 Billing Plan: B101      As Incurred - Rate Based      Currency: USD

**Amount Details**

Total Net Extended Amount: 58,399.79

**Contract Billing History**      Customize | Find | First 1-4 of 4 Last

*Cross Reference Sequence No.	BI Unit	Billing Worksheet	Invoice	Invoice Type	Invoice Date		Billing Currency	Net Extended Amt	Gross Extended		
2	50100		CONVERSION	REG	06/23/2006	<a href="#">AR Item Info</a>	USD	58,400.00	58,400.00	+	-
3	50100		FED000224	REG	08/31/2012	<a href="#">AR Item Info</a>	USD	2,770.00	2,770.00	+	-
4	50100		FED000226	REG	09/04/2012	<a href="#">AR Item Info</a>	USD	-2,770.00	-2,770.00	+	-
5	50100		FED000230	REG	09/06/2012	<a href="#">AR Item Info</a>	USD	-0.21	-0.21	+	-

[Return to Assign Billing Plan](#)

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

Billing Plan General | Events | History



# Viewing Transaction Limits

You can review the transaction limits for Federal contracts on the **Review Limits** page. You can enter search criteria, to narrow your search or use the search button to yield all results.

Notice the contract is displayed and the adjustments are reflected in the lines.

Favorites | Main Menu > Customer Contracts > Create and Amend > General Information 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" value="0000055002"/>	Contract Classification:	<input type="text"/>
Review By:	<input type="text" value="All"/>	Contract:	<input type="text" value="5117106"/>
Max Remaining %:	<input type="text"/>	Contract Line:	<input type="text" value="1"/>

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

Remaining | Excess | Dates

Contract	Line	Transaction Identifier	Limit Amount	Processed Amount	Remaining Amount
1 5117106	1	Q220	58,400.00	58,400.00	0.00

[Return to Contract Terms](#)



# Simulation: Billing Adjustments

You are now about to view a simulation on creating an online bill to facilitate a life-to-date project billing adjustment.





# Lesson 8: Check point

---

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

Answer the review questions below:

1. When do you need a billing adjustment?



# Lesson 8: Summary

---

In this lesson, you learned:

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



# Lesson 9: Customer Contracts Reports, Queries, and Online Inquiries

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

- Reports
- Queries
- Online Inquiries



# Reports

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

- RPA90 – Project Expenditure Report by Employee
- RPA105 – Summary of Financial Activity by Project or Contract
- RPA113 – Federal Accrued Unbilled Cost by Type of Exception Report
- RPA119 – Federal Contract Status Report
- RPA145 – Transaction Relationship Report
- Limit Amount Report



# RPA90 – Project Expenditure Report by Employee

This report provides detailed information for employee charges posted to projects such as Employee ID, Employee Name, Employee Dept, Number of Hours, Journal ID, etc.

You can navigate to this report using the following path:

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

		Commonwealth of Virginia PROJECT EXPENDITURE BY EMPLOYEE								Run Date: 05/31/2013 Run Time: 03:28 00	
Report ID: RPA090		Page No. 1 of 1									
Business Unit: 50100											
Project ID: 0000077834											
From Date: 10/16/2012											
To Date: 10/16/2012											
Project LTD Expenditures: \$ 243,401.97											
<u>Emplid</u>	<u>Name</u>	<u>Employee Department</u>	<u>Accounting Date</u>	<u>Journal</u>	<u>Transaction Date</u>	<u>Phase</u>	<u>Activity</u>	<u>EarnCd</u>	<u>Invoice</u>	<u>Hours</u>	<u>Amount</u>
0029205	Parker, Peter P.	17032	10/16/2012	TE00011270	09/25/2012	9101	716	RGS	MGSE000263	3.00	116.64
			10/16/2012	TE00011270	10/09/2012	9104	736	RGS	MGSE000263	3.50	136.09
Total for Employee (00292055400)										\$	252.73
Total for the project										\$	252.73



# RPA105 - Summary of Financial Activity by Project or Contract

---

This report provides the total amount billed and collected for a particular project or a customer contract. Also, provides the status of prepaid amounts and the project budget. This report is used to review customer contract data.

You can navigate to this report using the following path:

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



# Summary of Financial Activity by Federal Project

	Commonwealth of Virginia		Run Date: 01/14/2013
	SUMMARY OF FINANCIAL ACTIVITY BY PROJECT OR CONTRACT		Run Time: 03:52 00
Report ID: RPA105			

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 > Reports > Fed. Acc Unbilled CostException**



# Federal Accrued Unbilled Cost by Type of Exception Report



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

Report ID: VPAR113

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

Page No. 1 of 61

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

### SUMMARY SECTION:

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

### Items for Projects with Exceeded Agreement:

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

### Advanced Construction Detail :

#### SUSPENSE TYPE: ADC

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



# RPA119-Federal Contract Status Report

---

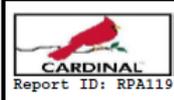
Provides total expenditures, participating and nonparticipating, the Federal share of expenditures and billed amount for a given Federal contract.

You can navigate to this report using the following path:

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



# Federal Contract Status Report



Commonwealth of Virginia  
FEDERAL CONTRACT STATUS REPORT

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

Report ID: RPA119

Page No. 1 of 2

Business Unit: 50100  
Contract Number: 5401827

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	1.00000	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	0.00	0.00
Project (0000082716) Total				38,317.45	38,317.45	0.00	0.00	0.00



# Federal Contract Status Report (continued)

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

Unprocessed/non-participating Activity Summary

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



# RPA145 – Transaction Relationship Report

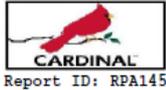
This report traces billed amounts from invoice to the original transaction. Fiscal Division users that receive specific requests to provide backup documentation related to invoices can use this report to trace back to the original transaction and ultimately to the related journal entry.

You can navigate to this report using the following path:

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



# Transaction Relationship Report



Commonwealth of Virginia  
TRANSACTION RELATIONSHIP REPORT

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

Page No. 1 of 156

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

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



# Limit Amount Report

---

This report displays the details of a contract's limit amounts including limit amounts, amount remaining for the limit, amounts in excess, and transaction and processing dates for the limits. The details of the report are determined by the criteria that is set on the Limit Amount report run control page.

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  
 Limit Type: Fund/Bill  
 Sold to Customer: %  
 Report By: Remaining  
 Max Remaining Percent: 50.00 %

Contract Admin:  
 Contract Type: %  
 Contract Classification: Standard  
 Contract: %

Business Unit: 50100 VA Dept of Transportation

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



# Queries

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

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



# Queries (continued)

- Contract Project Activities Combo
- Project Expenditures and Transfers
- Project Payroll Expenditures
- SEFA Federal Award
- Subrecipient Monitor



# Contract Limit Exception Detail

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

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:

Contract To Date:

No matching values were found.

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



# Allowable and Unallowable Project Expenditure Accounts

This query identifies all project expenditure transactions associated to the preconfigured allowable or unallowable Accounts. This query is used to review project expenditures during the final voucher process to close out a Federal project.

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 / %:

[View Results](#)

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

[View All](#) First  Last

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



# Contract with No Billing

This report identifies any contracts for which no billings have been processed. This report is to review customer contract statuses.

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](#) (1857 kb)

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	Project	Contract	Status	Type	Last Billed Date	Life-to-Date Billed Amount	Project Manager	Reason
1	000000015	0952314	ACTIVE	F	07/18/2012	13806702.65	MITCHELL,DIANE L	No billing during timespan
2	000000016	0952314	ACTIVE	F	12/14/2011	7317457.35	MITCHELL,DIANE L	No billing during timespan
3	000000054	0952354	ACTIVE	F	12/14/2011	44396437.15	MITCHELL,DIANE L	No billing during timespan
4	000000190	0952315	ACTIVE	F	12/14/2011	59734327.00	MITCHELL,DIANE L	No billing during timespan
5	000000191	0952338	ACTIVE	F	12/14/2011	3657852.81	MITCHELL,DIANE L	No billing during timespan
6	000000191	0952358	ACTIVE	F	12/14/2011	32345728.80	MITCHELL,DIANE L	No billing during timespan
7	000000192	0952338	ACTIVE	F	12/14/2011	2617576.19	MITCHELL,DIANE L	No billing during timespan



# Contract on Billing Hold

This query identifies active contracts that have been put on billing hold, that have suspended billing, or deferred lines on a billing worksheet. This query is used to monitor processing of billing holds, suspended billings or deferred billing worksheet lines related to active Customer Contracts in order to ensure these items are resolved and billing continues in a timely manner.

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:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (843 kb)

[View All](#) First  Last

	Contract	Contract Type	Contract Status	Line Number	Description	Billing Plan ID	Date	Type of Hold
11	0000001593	F	ACTIVE	1	Federal Lands Fredericksburg	B101		Rate Based Contract Line is Missing Rate Set in CA_RATE table
12	0000001668	O	ACTIVE	1	Gener - University of Virginia	B101	02/13/2015	Bill Plan Associated with Contract Line is On Hold
13	0000001669	O	ACTIVE	1	Gener - University of Virginia	B101	02/13/2015	Bill Plan Associated with Contract Line is On Hold
14	0001031	F	FIRE - CLOSED	1	HSR0001031	B101		Rate Based Contract Line is Missing Rate Set in CA_RATE table
15	0001031	F	FIRE - CLOSED	1	HSR0001031	B101	06/13/2012	Bill Plan Associated with Contract Line is On Hold
16	0001046	F	FIRE - CLOSED	1	HSR0001046	B101		Rate Based Contract Line is Missing Rate Set in CA_RATE table
17	0001046	F	FIRE - CLOSED	1	HSR0001046	B101	06/13/2012	Bill Plan Associated with Contract Line is On Hold
18	000S158	F	FIRE - CLOSED	1	NH000S158	B101		Rate Based Contract Line is Missing Rate Set in CA_RATE table
19	000S158	F	FIRE - CLOSED	1	NH000S158	B101	06/13/2012	Bill Plan Associated with Contract Line is On Hold
20	000S163	F	FIRE - CLOSED	1	TEA000S163	B101		Rate Based Contract Line is Missing Rate Set in CA_RATE table
25	000S210	F	FIRE - CLOSED	1	STP000S210	B101	02/05/2013	Bill Plan Associated with Contract Line is On Hold
26	000S218	F	ACTIVE	2	NH000S218	B102		Rate Based Contract Line is Missing Rate Set in CA_RATE table
27	000S218	F	ACTIVE	2	NH000S218	R102	03/07/2014	Revenue Plan Associated with Contract Line is On Hold
28	000S222	F	FIRE - CLOSED	1	TEA-000S222	B101		Rate Based Contract Line is Missing Rate Set in CA_RATE table



# Federal Expenditure Reclassification

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

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 From:

Invoice To:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (319 kb)

[View All](#) First

	Invoice	Project ID	Fund	Program	Revenue Fund	Accounting Date	Billing Date	Summation of Resource Amount
1	FED000300	0000083536	04100	604001	04010	11/30/2012	12/07/2012	-51510.30
2	FED000300	0000083536	04100	604001	04010	12/03/2012	12/07/2012	-47483.09
3	FED000300	0000097209	04720	603002	04010	11/30/2012	12/07/2012	-25354.31
4	FED000300	0000087505	04720	603002	04010	11/30/2012	12/07/2012	-4432.19
5	FED000300	0000100023	04720	603004	04010	11/30/2012	12/07/2012	-4043.13
6	FED000300	0000097188	04720	603002	04010	11/30/2012	12/07/2012	-2944.81
7	FED000300	0000093194	04720	603002	04010	11/30/2012	12/07/2012	-2810.61
8	FED000300	0000092339	04100	604001	04010	11/30/2012	12/07/2012	-2784.52
9	FED000300	0000015988	04720	603002	04010	11/30/2012	12/07/2012	-2103.33
10	FED000300	0000018932	04720	603004	04010	12/05/2012	12/07/2012	-1704.45
11	FED000300	0000083536	04100	604004	04010	11/30/2012	12/07/2012	-1634.74



# Federal Billing by Project Category

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

You can navigate to this query using the following path:

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

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

Business Unit:

Program (Ex: 6040% or 604001):

From Date:

To Date:

Reporting Category:

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

View All First **1-6 of 6** Last

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



# Federal Contracts with No Project

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

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](#) (12 kb)

View All First 1-58 of 58 Last

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



# Bill History By Contract

The query is used to review and monitor billing history for a contract. To run the report, the user will enter a Business Unit, and Contract Number.

You can navigate to this query using the following path:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_PA\_BILL\_HIST\_CONTRACT**

**V\_PA\_BILL\_HIST\_CONTRACT - Bill History by Contract**

Business Unit:

Contract ID:

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

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

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



# Billing Adjustment Life to Date Data

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

You can navigate to this query using the following path:

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

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

Contract Number:

Business Unit:

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

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

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



# Summary of Bill Lines

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

You can navigate to this query using the following path:

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

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

Business Unit:

Invoice:  

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

View All First  Last

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



# Validate Federal Bill Lines

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

You can navigate to this query using the following path:

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

**V\_PA\_FED\_BILL\_VALIDATE - Validate Fed Bill Lines**

Business Unit:

Project:

Phase:

Accounting Date From:

Accounting Date To:

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

[View All](#) First  Last

	Business Unit	Journal ID	Project	Activity	Analysis Type	Source Type	Accounting Date	Date/Time	Contract	Contract Line Num	Billing Distribution Status	BU Amount
1	50100		0000092756	631	BLD	C240	10/28/2011	12/08/2011 10:14:18PM	FS09020	1	D	0.68
2	50100		0000092756	631	BLD	C240	11/11/2011	11/17/2011 8:22:02PM	FS09020	1	D	8713594.10
3	50100		0000092756	631	BLD	C240	11/19/2011	12/08/2011 10:14:18PM	FS09020	1	D	156940.00
4	50100		0000092756	631	BLD	C240	01/20/2012	01/24/2012 10:30:40PM	FS09020	1	D	34345.00
5	50100		0000092756	631	BLD	C240	03/14/2012	03/15/2012 8:32:36PM	FS09020	1	D	115500.00
6	50100		0000092756	631	BLD	C240	07/02/2012	07/19/2012 7:35:16PM	FS09020	1	D	44000.00
7	50100		0000092756	631	BLD	C240	08/23/2012	08/24/2012 7:16:29PM	FS09020	1	D	32250.00
8	50100		0000092756	631	BLD	C240	09/11/2012	09/14/2012 7:12:57PM	FS09020	1	D	177500.00
9	50100		0000092756	631	BLD	C240	11/01/2012	11/02/2012 7:08:45PM	FS09020	1	D	0.00
10	50100	0000729788	0000092756	631	CNV		03/25/2011	12/07/2011 4:09:32AM	FS09020	1	D	46.02
11	50100	0000778026	0000092756	631	CNV		09/20/2011	12/07/2011 4:09:32AM	FS09020	1	D	0.00
12	50100	AP00000886	0000092756	631	ACT	ZSITE	01/20/2012	01/23/2012 9:04:18PM	FS09020	1	D	34345.00
13	50100	AP00002856	0000092756	631	ACT	ZSITE	03/14/2012	03/15/2012 8:10:51PM	FS09020	1	D	115500.00
14	50100	AP00008156	0000092756	631	ACT	ZSITE	07/02/2012	07/19/2012 7:05:23PM	FS09020	1	D	44000.00
15	50100	AP00009351	0000092756	631	ACT	ZSITE	08/23/2012	08/24/2012 6:37:25PM	FS09020	1	D	32250.00



# Billing Worksheet Lines to Defer

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

You can navigate to this query using the following path:

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

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

Contract (% for all):

Source Type:

Business Unit:

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

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

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



# Federal Lands on Temp Bill

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

You can navigate to this query using the following path:

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

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

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Business Unit:

Invoice:  

No matching values were found.

	Business Unit	Invoice	Contract	Source Type	Sum Net
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# Billing Adjustments

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

You can navigate to this query using the following path:

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

V\_PA\_BILLING\_ADJUSTMENTS - Billing Adjustment Validation

User ID (% for all):

Invoice Status:

Business Unit:

Invoice (% for all):

Contract Type (% for all):

Bill Source (% for all):

Accounting Date From:

Accounting Date To:

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

View All First 1-28 of 28 Last

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



# Contracts with AC Split

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

You can navigate to this query using the following path:

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

V\_PA\_CONTRACTS\_WITH\_AC\_SPLIT - Contracts with Split AC

Business Unit (% for all): 50100

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (19 kb)

View All First 1-70 of 70 Last

	Contract #	Contract Line #	Project ID	Source Type	Analysis Type	Resource Amount	Non AC Trans ID	Non AC Rate Set	Remaining Balance
1	000S166	1	0000084272	0AWO	BIL	990410.80			
2	000S166	1	0000084272	0AWO	BIL	3360.26			
3	0078089	1	0000050075	0AWO	BIL	13566.40			
4	0176014	1	0000056934	0AWO	BIL	72284.29			
5	0332014	1	0000052515	0AWO	BIL	9328.95			
6	0366014	1	0000090059	0AWO	BIL	1874.59			
7	0413034	1	0000018878	0AWO	BIL	61724.61			
8	0576024	1	0000056940	0AWO	BIL	50424.36			
9	0643436	1	0000017368	0ACO	BIL	814153.03			
10	0661315	1	0000070043	0ACO	BIL	160351.91			
11	0661315	1	0000070043	0AWO	BIL	403275.48			
12	0812209	1	0000018889	0ACO	BIL	90589.72			
13	0812276	1	0000093462	0AWO	BIL	60.19			
14	0886015	1	0000052299	0ACO	BIL	47944.32			
15	0886015	1	0000052299	0ACO	BIL	4514.47			
16	0952465	1	0000016022	0ACO	BIL	3835.69			
17	0952487	1	0000070849	0AVO	BIL	36.80			
18	0952487	1	0000070849	0AVO	BIL	1830581.65			
19	0971027	1	0000057492	0AWO	BIL	550.45			
20	0971027	1	0000057492	0AWO	BIL	115465.00			



# Contract Info

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

You can navigate to this query using the following path:

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

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

PC Business Unit:

CA Bus. Unit:

Project ID (% For all):

Contract Num1 (% For All):

Contract Num2:

Contract Num3:

Contract Num4:

Contract Num5:

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

View All First 1-3 of 3 Last

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



# Contract Project Activities Combo

This query gives the ability to upload the associated Project and Activity Combination for a Contract to Excel and ensure all Project and Activities are added to a contract.

You can navigate to this query using the following path:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_PA\_Contract\_Proj\_Act\_Combo**

V\_PA\_CONTRACT\_PROJ\_ACT\_COMBO - Contract Proj/Acti Combination

Business Unit:

Contract:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (6 kb)

View All First

	Contract	Line Num	PC Bus Unit	Project	Phase	Activity	Descr
1	0044127	1	50100	0000087943	9101	602	PE/Constr - Constr on PE Job
2	0044127	1	50100	0000087943	9101	605	Prel Eng. Environmetal
3	0044127	1	50100	0000087943	9101	606	Advanced R/W Prior to Acq.
4	0044127	1	50100	0000087943	9101	607	R/W Stakeout for Cond. and App
5	0044127	1	50100	0000087943	9101	608	Const. Stakeout Prior to Award
6	0044127	1	50100	0000087943	9101	609	P.E. Educational Courses
7	0044127	1	50100	0000087943	9101	611	Preliminary Surveys
8	0044127	1	50100	0000087943	9101	612	Preliminary Studies
9	0044127	1	50100	0000087943	9101	613	Location Surveys
10	0044127	1	50100	0000087943	9101	614	Soil Surveys
11	0044127	1	50100	0000087943	9101	615	Foundation Investigations
12	0044127	1	50100	0000087943	9101	616	Road Plans
13	0044127	1	50100	0000087943	9101	617	Structure Plans
14	0044127	1	50100	0000087943	9101	618	Sign And Signal Plans
15	0044127	1	50100	0000087943	9101	619	Traffic Data
16	0044127	1	50100	0000087943	9101	630	Quality Assurance
17	0044127	1	50100	0000087943	9101	638	Legislative Coord, Neg, Agrmt
18	0044127	1	50100	0000087943	9101	640	CO Clearance, Product, Deliv
19	0044127	1	50100	0000087943	9101	680	Proj Air Std and Reg Cnfrmt



# Project Expense and Transfers

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

You can navigate to this query using the following path:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_PA\_Proj\_Exp\_and\_Transfers**

V\_PA\_PROJ\_EXP\_AND\_TRANSFERS - Project Exp and Transfers

Business Unit (% for all):

Activity Type (% for all):

Fund (% for all):

Project (% for all):

Fiscal Year:

Accounting Period From:

Accounting Period To:

Project Category (% for all):

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

View All First  Last

	Project	Activity ID	Activity Type	Fiscal Year	Accounting Period	Fund	Account	Program	Department	Journal ID	Journal Date	Accounting Date	System Source	Voucher	Vendor ID	Vendor Name	Vendor Class	Contract	BU Amount
1	0000100321	778	9102	2015	3	04720	5011230	603006	13010	TE00042057	09/15/2014	09/15/2014	GHR						24.17
2	0000100321	778	9102	2015	2	04720	50112301	603006	13010	ALC00000002	08/31/2014	08/31/2014	ALO						1.40
3	0000100321	778	9102	2015	2	04720	50112301	603006	13010	ALC00000003	08/31/2014	08/31/2014	ALO						1.86
4	0000100321	778	9102	2015	2	04720	50112301	603006	13010	ALC00000004	08/31/2014	08/31/2014	ALO						0.60
5	0000100321	778	9102	2015	3	04720	50112301	603006	13010	ALC00000001	09/30/2014	09/30/2014	ALO						2.38
6	0000100321	778	9102	2015	3	04720	50112301	603006	13010	ALC00000002	09/30/2014	09/30/2014	ALO						2.56
7	0000100321	778	9102	2015	3	04720	50112301	603006	13010	ALC00000003	09/30/2014	09/30/2014	ALO						3.40
8	0000100321	778	9102	2015	3	04720	50112301	603006	13010	ALC00000004	09/30/2014	09/30/2014	ALO						1.09
9	0000100321	778	9102	2015	2	04720	5011110	603006	13010	ALC00000007	08/31/2014	08/31/2014	ALO						1.93
10	0000100321	778	9102	2015	3	04720	5011110	603006	13010	ALC00000007	09/30/2014	09/30/2014	ALO						3.53
11	0000100321	778	9102	2015	2	04720	5011120	603006	13010	ALC00000009	08/31/2014	08/31/2014	ALO						0.95



# Project Payroll Expenditures

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

You can navigate to this query using the following path:

**Main Menu > Reporting Tools > Query > Query Viewer > V\_PA\_Proj\_Payroll\_Expenditures**

**V\_PA\_PROJ\_PAYROLL\_EXPENDITURES - Project Payroll Expenditures**

Business Unit (% for all):

Fund (% for all):

Activity Type (% for all):

Project Category (% for all):

Project ID (% for all):

Fiscal Year:

From Accounting Period:

To Accounting Period:

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

View All First  Last

	Project ID	Activity Type	Activity ID	Program	Dept ID	Fund	Journal ID	Journal Date	Fiscal Year	Period	Employee ID	Employee Name	Resource Quantity	Contract	Resource Amount
1	0000100321	9102	778	603006	13010	04720	TE00040372	08/14/2014	2015	2	00264926300	PARRISH,JAMES M	0.50		13.19
2	0000100321	9102	778	603006	13010	04720	TE00042057	09/15/2014	2015	3	00264926300	PARRISH,JAMES M	1.00		24.17



# SEFA Federal Award

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

You can navigate to this query using the following path:

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

V\_PA\_SEFA\_FED - SEFA Federal

Business Unit:

Fiscal Year:

Accounting Period - From:

Accounting Period - To:

Account 1:

Account 2:

Account 3:

Account 4:

Account 5:

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[View All](#) First  1-100 of 3329  Last

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



# Sub Recipient Monitoring

The new public query is for Federal Subrecipient Monitoring per federal requirements and APA audits.

You can navigate to this query using the following path:

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

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

BUSINESS UNIT:

FISCAL YEAR:

ACCOUNTING\_PERIOD - FROM:

ACCOUNTING\_PERIOD - TO:

ACCOUNT 1:

ACCOUNT 2:

ACCOUNT 3:

ACCOUNT 4:

ACCOUNT 5:

[View Results](#)

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

[View All](#) First  1-100 of 546  Last

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



# Online Inquiries

Customer contracts online inquiries can be run at various intervals. 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 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:** PM00215      **Currency:** USD      **Amendment Number:** 000000001  
**Contract Type:** F      **Business Unit:** 50100      **Contract Signed:** 11/08/2006  
**Contract Class:** Standard      **Region Code:**      **Amendment Date:** 03/27/2013  
**Contract Status:** FV ACCEPTED      **Proposal ID:** \$4,682,640.24  
**Customer:** FEDERAL HIGHWAY ADMINISTRATION

**Contract Amounts**

<b>Negotiated Amount:</b>	0.00	<b>Total Billed:</b>	4,682,640.24
<b>Discounts/Surcharges:</b>	0.00	<b>Total Collected:</b>	0.00
<b>Non-inclusive Prepays:</b>	0.00	<b>Total Revenue Recognized:</b>	0.24
<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	STPPM00215	Active	Rate	0.00	0.000	0.00	11/08/2006		Completed	Completed

**Related Projects**

PC Business Unit	Project	Description	Project Status
50100	None		

**Contract Milestones**

Milestone ID	Milestone Status	Billing Impact	Revenue Impact
None		No	No



# Review Contract Summary (continued)

Favorites Main Menu > Customer Contracts > Review Contract Summary

## Review Contract Summary

Contract Number:	<u>PM00215</u>	Currency:	USD	Amendment Number:	<u>000000001</u>
Contract Type:	F	Business Unit:	50100	Contract Signed:	11/08/2006
Contract Class	Standard	Region Code:		Amendment Date:	03/27/2013
Contract Status:	FV ACCEPTED	Proposal ID:			\$4,682,640.24
Customer:	<u>FEDERAL HIGHWAY ADMINISTRATION</u>				

### Contract Amounts

Negotiated Amount:	0.00	Total Billed:	4,682,640.24
Discounts/Surcharges:	0.00	Total Collected:	0.00 
Non-inclusive Prepays:	0.00	Total Revenue Recognized:	0.24
<b>Total:</b>	0.00	Revenue Forecasted:	0.00
Estimated (less Prepays):	0.00		
<b>Estimated Total:</b>	0.00		

### Contract Lines

Line	Product	Status	Price Type	Gross Amount	Limit Amount	Estimated Amount	Start Date	End Date	Billing Plan	Revenue Plan
1	STPPM00215	Active	Rate	0.00	0.000	0.00	11/08/2006		<a href="#">Completed</a>	<a href="#">Completed</a>

### Related Projects

PC Business Unit	Project	Description	Project Status
50100	None		

### Contract Milestones

Milestone ID	Milestone Status	Billing Impact	Revenue Impact
None		No	No



# 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: PM00216 STP-PM00216  
Sold To Customer: FEDERAL HIGHWAY ADMINISTRATION

**Contract Information**

Amendment Number: 0000000001 Business Unit: VA Dept of Transportation

**Amendment**

Amendment Reason: Increase Trans Limit Amendment Status: Complete  
Reference ID:

**Amendment Date**

Ready Date: 04/09/2013 Entered On: 04/09/2013 2:32PM  
Amend Completion Date: 04/09/2013 3:03PM  
User Preparing Chg. Pkg.: LYDIA.PE

**Information Amended**

Line Number	Field Changed	Old Value	New Value	Change Action
1	Amount	7645370	6362782	Update Record
2				Insert Record



# Review Contract Information – Amendments (continued)

Favorites Main Menu > Customer Contracts > Review Contract Information > Amendments

## Inquire Contract Amendments

### Amendment Details

Contract: PM00216 STP-PM00216

Sold To Customer: FEDERAL HIGHWAY ADMINISTRATION

#### Contract Information

Amendment Number: 0000000001 Business Unit: VA Dept of Transportation

#### Amendment

Amendment Reason: Increase Trans Limit Amendment Status: Complete

Reference ID:

#### Amendment Date

Ready Date: 04/09/2013 Entered On: 04/09/2013 2:32PM

Amend Completion Date: 04/09/2013 3:03PM

User Preparing Chg. Pkg.: LYDIA.PE

#### Information Amended

Line Number	Field Changed	Old Value	New Value	Change Action
1	Amount	7645370	6362782	Update Record
2				Insert Record



# 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: PM00216      STP-PM00216  
[Inquire Contracts](#)

Sold To Customer: FEDERAL HIGHWAY ADMINISTRATION

---

**Note Text**

DColes-Mod agree to reduce AC and add M240.

---

**Additional Note Information**

Classification: Custom

Note Type:

Contract Component: Amendments

Entered By: DENETTA.COLES

Date Time Added: 05/17/2013 9:57AM



# Review Contract Information– Projects/Activities

This report allows you to review information about a project along with it's associated activities. Once you access the this page, there are three sections of information:

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

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

**Main Menu > Customer Contracts > Review Contract Information > Projects/Activities**



# Contract and Project Information Sections

Favorites | Main Menu > Customer Contracts > Review Contract Information > Projects/Activities

**Inquire Project/Activities**

---

## Project/Activities

FEDERAL HIGHWAY ADMINISTRATION

Contract: PM00216

Contract Line: 1

**Contract Information**

Business Unit:	VA Dept of Transportation
Contract Type:	Federal
Contract Classification	Standard
Product:	FEDERAL
Product Group:	RTE_FED
Price Type:	Rate
Fee Type:	None

**Project**

Description:	PM00969032, P101
Project:	<a href="#">0000094919</a>
PC Bus Unit:	VA Dept of Transportation
Project Status:	Open
Project Type:	CONSTRUCTION



# Linked Activities

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



# Non-Linked Activities

Non-Linked Activities		
Activity	Description	Status
501	Engineering	Inactive
502	Incident Weather	Inactive
503	Expendable Equipment	Inactive
505	Preliminary Engr-Environmental	Inactive
510	Preliminary Engr-Scope Field Review	Inactive
511	Engineering	Inactive
512	Land	Inactive
513	Damages	Inactive
514	Buildings	Inactive
515	Fences	Inactive
516	Right-of-Way Markers	Inactive
517	Preliminary Engr-Utility Adjustment	Inactive
521	Clearing and Grubbing	Inactive
522	Earthwork	Inactive
523	Borrow	Inactive



# Review Billing

---

## Review Billing:

- Plans
- History
- 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](#)

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

---

**Contract:** PM00215 **BI Unit:** 50100  
**Sold To Customer:** 0000055002 FEDERAL HIGHWAY ADMINISTRATION **Bill To:** 0000055002 FEDERAL HIGHWAY ADMINISTRATION  
**Billing Plan:** B101 As Incurred - Rate Based **Currency:** USD

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

**Billing Method:**

**Customer Information**

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

**Transaction Options**

**Bill Currency:**

**Retainage Options**

Items previously held as Retainages

Bill   
  Write-off   
  Hold

**Billing Options**

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

**Tolerance Options**

**Minimum Bill Amount:**   
 Final Bill

**Billing Default Overrides**

**Invoice Form:**   
**Cycle ID:**  [View Customer Defaults](#)  
**Bill By ID:**  Project Federal  
**Payment Method:**   
**Payment Terms:**   
**Billing Inquiry:**   
**Billing Specialist:**

[Return to Billing Plan Management](#)



# Review Billing – History

Access this online inquiry using the following path:

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

The **Plans** page displays. Select the **History** tab.

Favorites | Main Menu > Customer Contracts > Review Billing > Plans New Window

Billing Plan General | Events | **History**

Contract: PM00215      BI Unit: 50100  
 Sold To Customer: 0000055002      FEDERAL HIGHWAY ADMINISTRATION      Bill To: 0000055002      FEDERAL HIGHWAY ADMINISTRATION  
 Billing Plan: B101      As Incurred - Rate Based      Currency: USD

---

**Amount Details**

Total Net Extended Amount: 4,682,640.24

**Contract Billing History** Customize | Find | First 1-3 of 3 Last

Source | Billing | Contracts | Projects

*Cross Reference Sequence No.	*Cross Reference Status	System Source	Process Instance	*Last Update Date/Time	Last Update User ID	Net Amt	Gross Amt	Billing Currency	Net Extended Amt	Gross Extended		
2	Finalized	BBI		11/11/2011 12:00:00AM	V_CONV_LOAD	4,682,640.00	4,682,640.00	USD	4,682,640.00	4,682,640.00	+	-
3	Finalized	BBI		12/14/2011 2:17:20PM	BIPCC000	0.24	0.24	USD	0.24	0.24	+	-
4	Finalized	BBI		02/12/2013 6:33:38PM	BIPCC000	0.00	0.00	USD	0.00	0.00	+	-

[Return to Billing Plan Management](#)



# Review Billing – As Incurred

Favorites | Main Menu > Customer Contracts > Review Billing > Plans

Billing Plan General | Events | History

Contract: PM00215 BI Unit: 50100  
Sold To Customer: 0000055002 FEDERAL HIGHWAY ADMINISTRATION Bill To: 0000055002 FEDERAL HIGHWAY ADMINISTRATION  
Billing Plan: B101 As Incurred - Rate Based Currency: USD

Description: As Incurred - Rate Based \*Billing Status: Completed   
Billing Method: As Incurred

**Customer Information**

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

**Billing Options**

Bill Type: FED  Pre Approved [Billing Header Note](#)  
Bill Source: FED  Direct Invoice [Internal Notes](#)  
Summarization Template ID: VDOT\_FHWA VDOT FHWA [Preview Summarization Template](#)  
Purchase Order:

**Billing Default Overrides**

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

**Transaction Options**

Bill Currency: Contract Currency

**Retainage Options**

Items previously held as Retainages

Bill  Write-off  Hold

**Tolerance Options**

Minimum Bill Amount: 0.00  
 Final Bill

[Return to Billing Plan Management](#)



# Review Revenue

## Review Revenue:

- Plans
- As Incurred
- As Incurred Jrnl Acctg Lines

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:** PM00215      **Business Unit:** 50100      **Currency:** USD  
**Sold To Customer:** 0000055002      **FEDERAL HIGHWAY ADMINISTRATION GL Business Unit:** 50100  
**Revenue Plan:** R101      **GL Currency:** USD

**Description:**       **\*Plan Status:**

**Recognition Method:** As Incurred

Define Events By

[Add Milestone](#)

### Event Detail

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

Event	Event Type	*Event Status	Accounting Date	
1	Date	Pending	02/23/2015	<a href="#">Event Note</a>

[Return to Plans](#)



# Review Revenue – As Incurred

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

## Review Revenue - As Incurred

**Search Criteria**

GL Business Unit:  Contract:

PC Business Unit:  Contract Classification:

Revenue Plan:

**Fee Type:**

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

**Detail** Customize | Find | First 1-23 of 23 Last

General **Contract**

Contract	Select	PC Business Unit	Project	Activity	Transaction ID	Accounting Date	Discount ID	Amount	Currency
PM00215	<input type="checkbox"/>	50100	0000083529	619	175150738	02/08/2013		93,236.68	USD
PM00215	<input type="checkbox"/>	50100	0000083529	619	175150739	02/08/2013		-221,115.46	USD
PM00215	<input type="checkbox"/>	50100	0000083529	619	175150740	02/08/2013		303,204.98	USD
PM00215	<input type="checkbox"/>	50100	0000083529	619	175150741	02/08/2013		-303,204.98	USD
PM00215	<input type="checkbox"/>	50100	0000083529	619	175150742	02/08/2013		62,180.16	USD
PM00215	<input type="checkbox"/>	50100	0000083529	619	175150743	02/08/2013		-62,180.16	USD
PM00215	<input type="checkbox"/>	50100	0000083529	619	175150744	02/08/2013		-91,464.00	USD
PM00215	<input type="checkbox"/>	50100	0000083529	619	175150745	02/08/2013		91,464.00	USD
PM00215	<input type="checkbox"/>	50100	0000083529	619	175150746	02/08/2013		153,264.00	USD



# 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 1-2 of 2 Last

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



# Review and Manage Limits

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

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

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

### Review Limits

Search Criteria

*Business 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="PM00215"/>
Max Remaining %:	<input type="text"/>	Contract Line:	<input type="text" value="1"/>

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

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



# 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](#) | | [First](#) < 1 of 1 > [Last](#)

General   Details  

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

[Create New Contract](#)   [Search Contracts](#)



# My Contracts (continued)

Favorites Main Menu > Customer Contracts > My Contracts

## Search Contracts

User ID: PETER PARKER Name: PETER PARKER

**Search Criteria**

\*Business Unit: 50100  My Contracts Contract Type: F

Contract Number: PM Contract Class:

Sold To Customer: Contract Status:

Region Code: From Sign Date:

Contract Admin: To Sign Date:

Legal Entity:

Processing Status

- Pending
- Active
- Closed

Search Clear

### Contract List

Customize | Find | View 100 | First 1-25 of 1198 Last

My Contract	Contract	Description	Business Unit	Type	Contract Classification	Sold To Customer
<input type="checkbox"/>	PM00215	STPPM00215	50100	F	Standard	FEDERAL HIGHWAY ADMINISTRATION
<input type="checkbox"/>	PM00216	STP-PM00216	50100	F	Standard	FEDERAL HIGHWAY ADMINISTRATION
<input type="checkbox"/>	PM00217	STPPM00217	50100	F	Standard	FEDERAL HIGHWAY ADMINISTRATION



# Lesson 9: Summary

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In this lesson, you learned about:

- Reports
- Queries
- Online inquiries



# Lesson 10: Create and Amend Federal Contract Hands-On Practice

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This lesson includes practice that will reinforce lessons learn today. Your instructor will provide direction regarding specific activities that are part of this lesson. Please ask your instructor if you have any questions.



# Course Summary

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In this course, you learned how to:

- Describe key customer contract concepts
- Describe the overall customer contract process
- Create Federal rate-based contracts
- Create Amendments
- Describe key customer contract reports, queries, and online inquiries



# Course Evaluation

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Congratulations! You have completed the **PA353: Managing Federal Customer Contracts** course. Please use the evaluation link to assess this course.



# Appendix

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- Key Terms
- Integrations and Interfaces



# Key Terms

---

**Revenue Plan:** Contains a list of events defining when revenue is recognized for each contract line assigned to that revenue plan. Revenue plans are required for rate-based contracts.

**Billing Plan:** Stores the timing of billing, how bill lines appear, and which notes relate to the bill.

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

**Use Sequence:** Identifies the order in which each transaction identifier is used for billing.

**Customer:** Identifies the entity (i.e., Federal government, individual, or locality) providing funding or reimbursement of costs for one or more projects.

**Customer Contract:** Is an agreement between the Department and a customer. Automated billing is based on this agreement.

**Contract Line:** Details the billing parameters that are used to calculate the amount to bill a customer.



## Key Terms (continued)

**Customer Contract Number:** Is an auto-generated sequential number for all Non-Federal contracts. For Federal contracts, the contract number is the Federal project number.

**Rate-Based Contract:** Are transaction-based contracts set up with one or more project / activity combinations attached to them. These contracts bill based on incurred expenditures.

**Recurring Contract:** Are contracts that generate recurring bills, that are based on a set amount. These contracts are not billed based on project costs incurred.

**Amount-Based Contract:** Are contracts that bill a defined amount against a single project / activity combination. The accounting distribution information for an amount-based contract line defaults from distribution sets and distribution codes onto the **Accounting Distribution** page.

**Products:** Define a contract line and default many of the necessary components of a contract line.

**Distribution Sets / Distribution Codes:** Default the accounting distribution associated with a recurring and amount-based contract line.

**Accounting Rules:** Create billing and revenue entries for rate-based contract lines.



## Key Terms (continued)

**Prepaid:** Identifies a prepayment received in advance of billing. Customers can prepay for rate-based goods and services. You can apply prepaid amounts to one or more rate-based contract lines.

**Transaction Limit:** Establishes the maximum amount that a customer can be billed for a specific transaction identifier. Transaction limits are used for Federal Highway Administration contracts. An example of a transaction identifier is an Appropriation code.

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

**Contract Status:** Indicates where your contract is in the contract life cycle and when it is available for lookup and processing.

**Amendment:** Allows you to maintain an audit trail, as well as a historical record, of any changes made to the contract throughout its lifecycle. After a contract has been activated, many of the contract's components can only be modified using amendment processing. This includes modifications to fields on the contract header, adding contract line(s), limit change etc.

**Project:** A planned undertaking with a finite beginning and a finite end. Project IDs are a unique ten digit sequential identifier.



## Key Terms (continued)

**Project Costing ChartFields:** Fields that record Chart of Accounts elements related to projects. The Project ChartFields are Project Costing Business Unit (PCBU), Project Activity, Source Type, Category, and SubCategory. PCBU, Project ID and Activity are required on all project transactions.

**Project Costing Business Unit (PCBU):** An operational subset of an agency; it is used to identify select project defaults (e.g., statewide is **99999**).

**Project ID:** An auto-generated sequential number required on all project transactions that allows you to track financial information and report on a specific project.

**Activity:** Is a task that represents a category of costs incurred on a project. An activity is required on all project transactions.

**SourceType / Category:** Optional fields that allow you to identify the purpose of individual transactions.

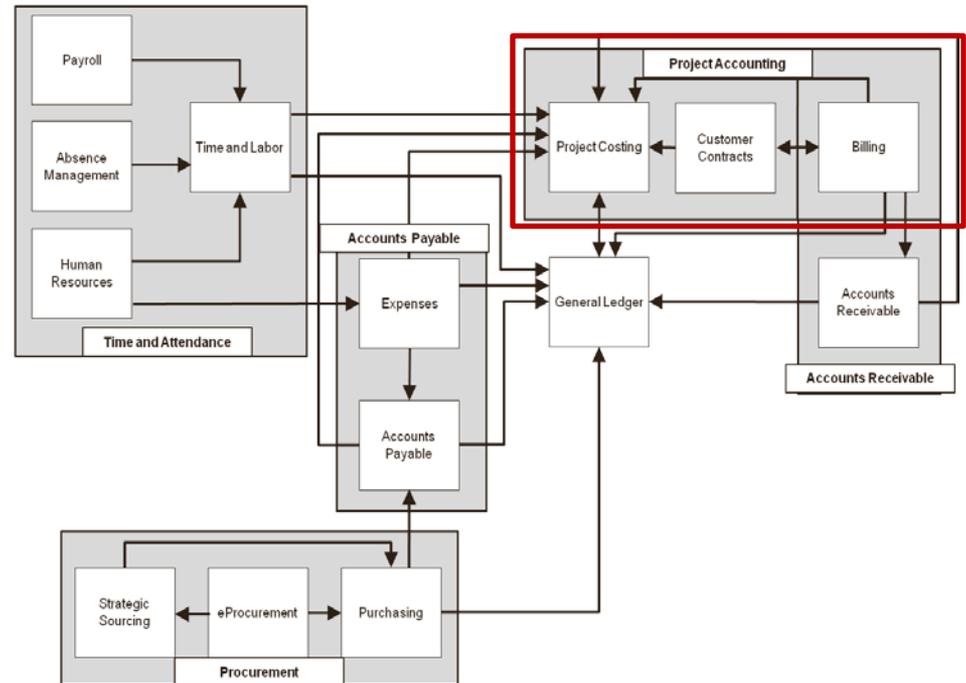
**Subcategory:** You can assign this field to individual transactions to identify its purpose. SubCategory ChartField is not currently used in Cardinal, but reserved for future use.



# Integration with Billing Module in Accounts Receivable

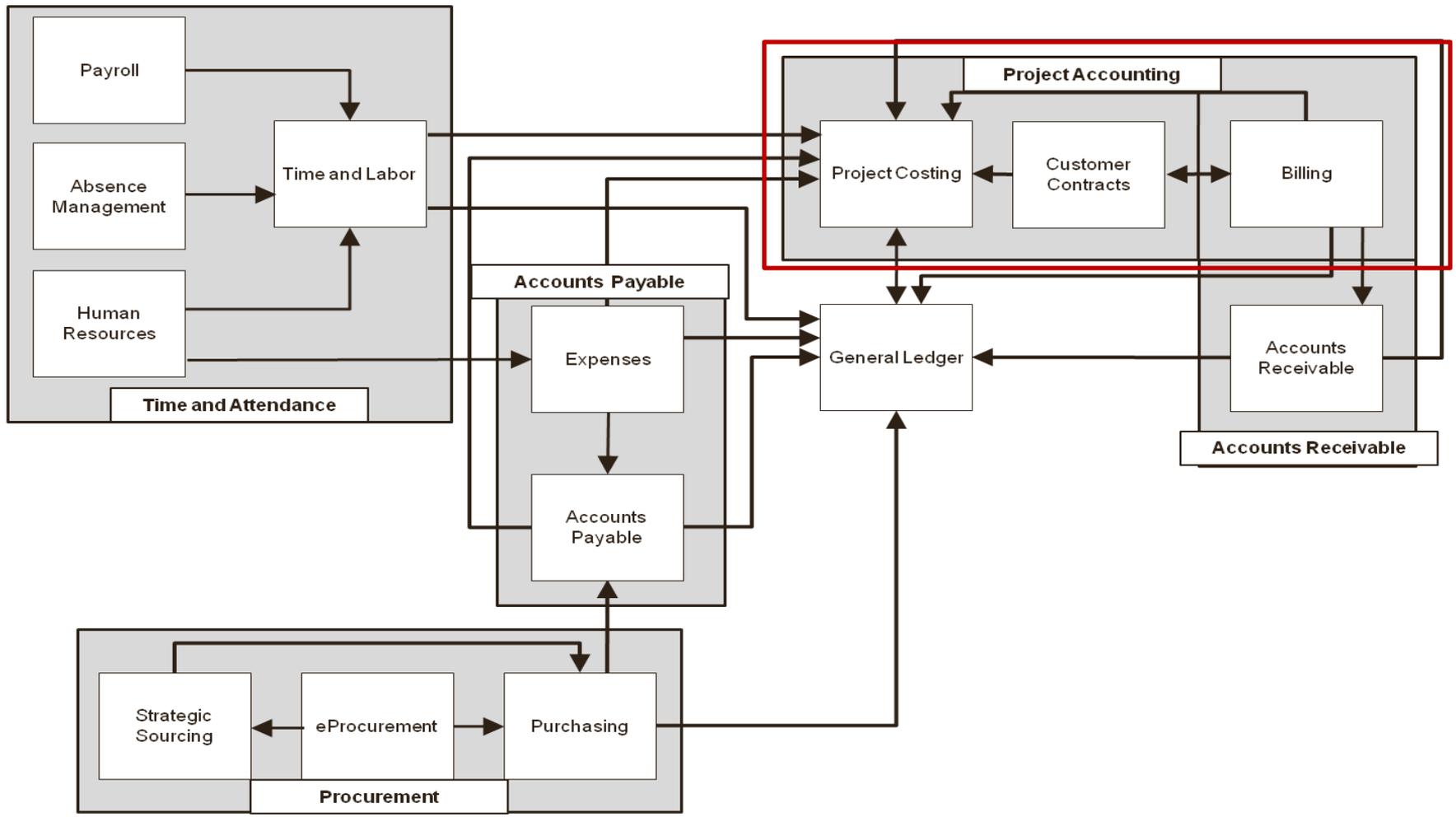
The Customer Contracts module integrates with the Billing module of the Accounts Receivable functional area to generate invoices for all contract lines.

- The Customer Contracts module sends billing information for fixed amount and recurring contract lines to the Billing module.
- The Customer Contracts and Project Costing modules send billing information for rate-based contract lines to the Billing module.
- The Billing module generates invoices and accounting entries for the contract lines and sends information regarding invoices back to the Customer Contracts and Project Costing modules.





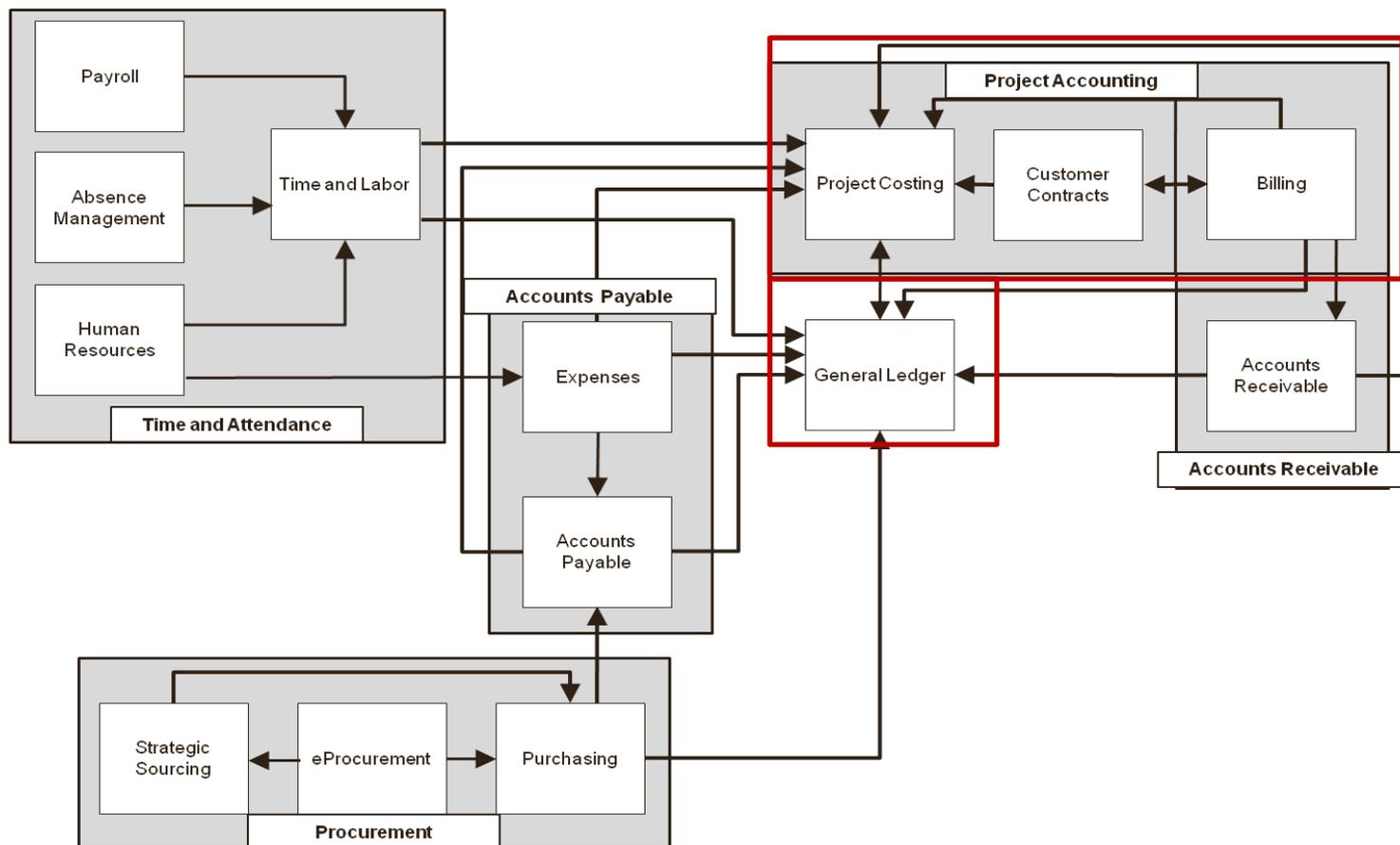
# Integration with Billing Module in Accounts Receivable (continued)





# Integration with General Ledger

The Customer Contracts module integrates with the General Ledger module to generate accounting entries related to rate-based and amount-based contracts lines.





# Interface with FHWA

The Customer Contracts module also interfaces with an external system.

**FHWA:** Both the Accounts Receivable and the Project Accounting modules are involved in sending Project Billing Data to FHWA on a daily basis. The Billing module uses data sent from the Customer Contracts and Project Costing modules when sending bills to FHWA. FHWA's Rapid Approval State Payment System (RASPS) sends a response file once RASPS processes the FHWA extract.

