



PA354: Managing Non-Federal Customer Contracts

Instructor Led Training



Welcome

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:

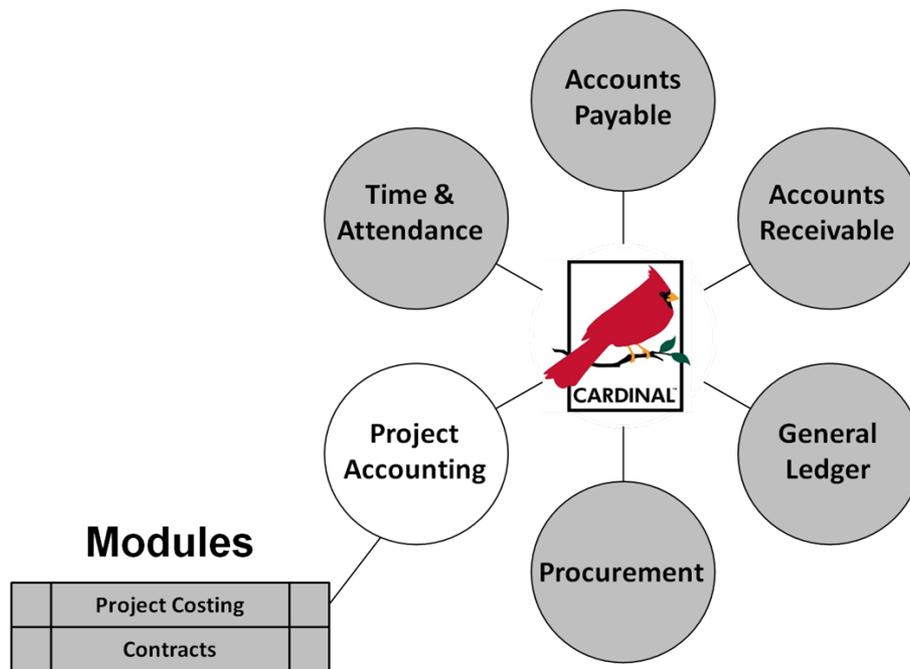
Project Costing

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

After completing this course, you will be able to:

- Describe key customer contract concepts
- Describe the overall customer contract process
- Create and maintain Non-Federal rate-based contracts
- Create and maintain Non-Federal recurring contracts
- Create and maintain Non-Federal amount-based contracts
- Create recurring prepaids (amount-based contract lines)
- Process prepaid amounts for rate-based and recurring contract lines
- Create and process amendments
- Understand billing adjustments
- 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 and Processing Non-Federal Rate-Based Contracts
- Lesson 4: Creating and Processing Non-Federal Recurring Contracts
- Lesson 5: Creating and Processing Non-Federal Amount-Based Contracts
- Lesson 6: Processing Non-Federal Prepays
- Lesson 7: Amending Non-Federal Contracts
- Lesson 8: Creating Non Federal Contracts Exercises
- Lesson 9: Customer Contracts Reports, Queries, and Online Inquiries



Lesson 1: Understanding Customer Contracts

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

- Project Accounting Process
- Key Concepts



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

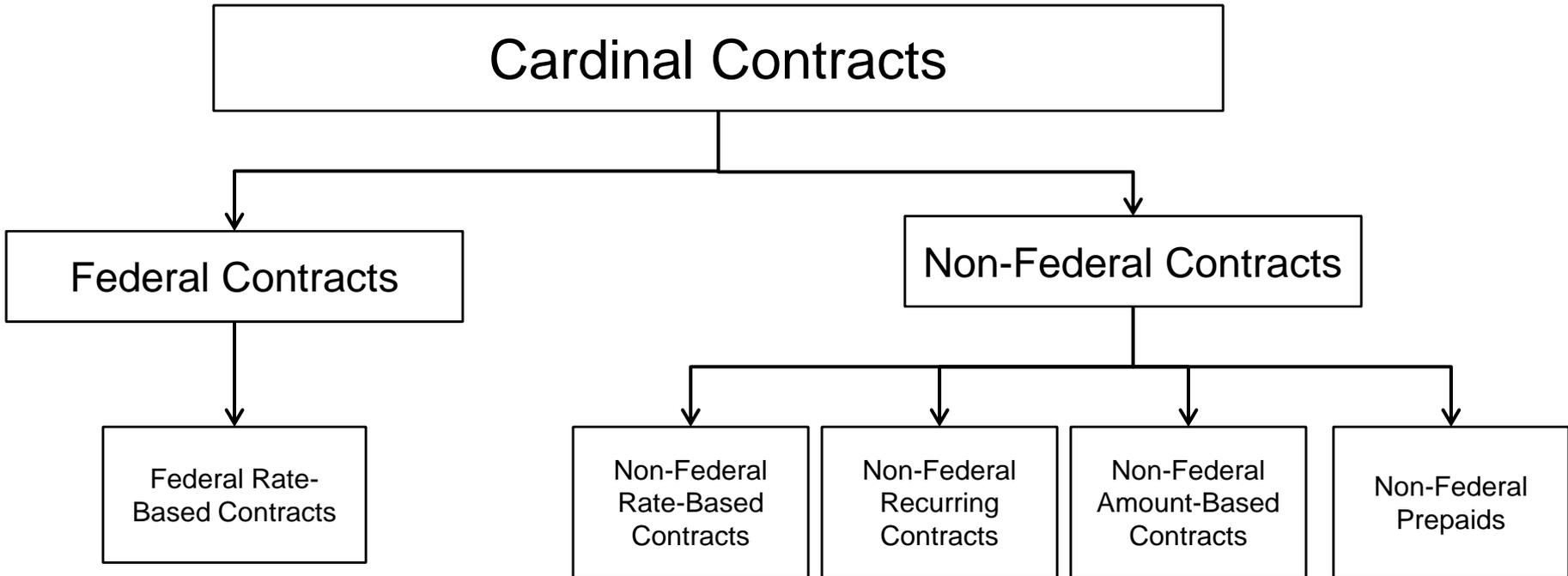
Some key concepts in customer contracts include:

- Non-Federal contract numbers are auto numbered in Cardinal.
- 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.
- 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.
- 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). Please refer to the Helpful Hints for Non-Federal Contracts job aid for more information concerning how to determine which type of contract to use.





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 the same amount each month for a specified time period. 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 in Project Accounting, 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.

Contracts Center Access the key areas for managing customer contracts.	Review Contract Summary Review a contract summary.	My Contracts Define and update a personalized list of contracts.
Create and Amend Create, modify, or review a contract and related information. <ul style="list-style-type: none">General InformationContract NotesFixed Fee Acctg Distribution3 More...	Determine Price and Terms Define contractual pricing. <ul style="list-style-type: none">Amount AllocationAmendment Amount AllocationContract Terms3 More...	Schedule and Process Revenue Define, review, or process revenue to be recognized. <ul style="list-style-type: none">Define Revenue PlanAssign Revenue PlanPreview Revenue
Review Revenue Review revenue recognized. <ul style="list-style-type: none">PlansEventsAs Incurred3 More...	Schedule and Process Billing Define, review, or process billing. <ul style="list-style-type: none">Define Billing PlanAssign Billing Plan	Review Billing Review billing. <ul style="list-style-type: none">PlansEventsAs Incurred
Adjust Revenue and Billing Adjust revenue and billing. <ul style="list-style-type: none">Review and Manage Limits	Review Contract Information Review general information within a contract. <ul style="list-style-type: none">ContractsAmendmentsAttachments2 More...	Reports Generate reports for contract-related information. <ul style="list-style-type: none">Fed Acc Unbilled CostExceptionTransaction Relationship RptLimit Amount5 More...



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:	000S247	Sold To Customer:	FEDERAL HIGHWAY ADMINISTRATION
Amendment Number:	000000000	*Contract Status:	ACTIVE

Description:	IM-000S247	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:	09/16/2010
Exchange Rate Type:	CRRNT	End Date:	
Contract Signed:	09/16/2010	Last Update Date/Time:	11/15/2011 11:36:40AM
		Last Update User ID:	V_CONV_LOAD

Other Information

Summary of Amounts

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

[Return to Customer Contracts](#)

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



General Information Page

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

General Lines Amendments

Contract Number:	000S247	Sold To Customer:	FEDERAL HIGHWAY ADMINISTRATION
Amendment Number:	0000000000	*Contract Status:	ACTIVE

Amend Contract

Add to My Contracts

Description:	IM-000S247
Contract Admin:	<input type="text"/>
Region Code:	
Contract Type:	F
Currency Code:	USD
Exchange Rate Type:	CRRNT
Contract Signed:	09/16/2010

Processing Status:	Active
Amendment Status	Complete
Business Unit:	VA Dept of Transportation
Contract Classification:	Standard
Start Date:	09/16/2010
End Date:	
Last Update Date/Time:	11/15/2011 11:36:40AM
Last Update User ID:	V_CONV_LOAD

Other Information

Summary of Amounts

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

[Return to Customer Contracts](#)

Save Return to Search Notify

Add Update/Display

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



Customer Contracts (continued)

- Non-Federal contracts can have a contract status of **Pending**, **Active**, or **Closed** and each contract line can have a status of **Active** or **Cancelled**.
- 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

Contract Number:	00S255	Sold To Customer:	FEDERAL HIGHWAY ADMINISTRATION
		*Contract Status:	PENDING

[Add to My Contracts](#)

Description:	SRTS00S255	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	Start Date:	02/23/2012
Contract Signed:	02/23/2012	End Date:	
		Last Update Date/Time:	02/24/2012 2:26:00PM
		Last Update User ID:	PPS_CORNELIA.RYAN

Other Information

Summary of Amounts

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

[Return to Customer Contracts](#)



Customer Contracts (continued)

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

General | **Lines**

Contract Number: 00S255 Sold To Customer: FEDERAL HIGHWAY ADMINISTRATION
 *Contract Status: PENDING

[Add to My Contracts](#)

Description:	<input type="text" value="SRTS00S255"/>	Processing Status:	Pending
Contract Admin:	<input type="text"/>	Amendment Status:	
Region Code:	<input type="text"/>	Business Unit:	VA Dept of Transportation
Contract Type:	<input type="text" value="F"/>	Contract Classification:	Standard
Currency Code:	USD	Last Amended:	
Exchange Rate Type:	<input type="text" value="CRRNT"/>	Start Date:	02/23/2012
Contract Signed:	<input type="text" value="02/23/2012"/>	End Date:	
		Last Update Date/Time:	02/24/2012 2:26:00PM
		Last Update User ID:	PPS_CORNELIA.RYAN

▶ Other Information

▶ Summary of Amounts

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

[Return to Customer Contracts](#)

Save Return to Search Notify Add Update/Display

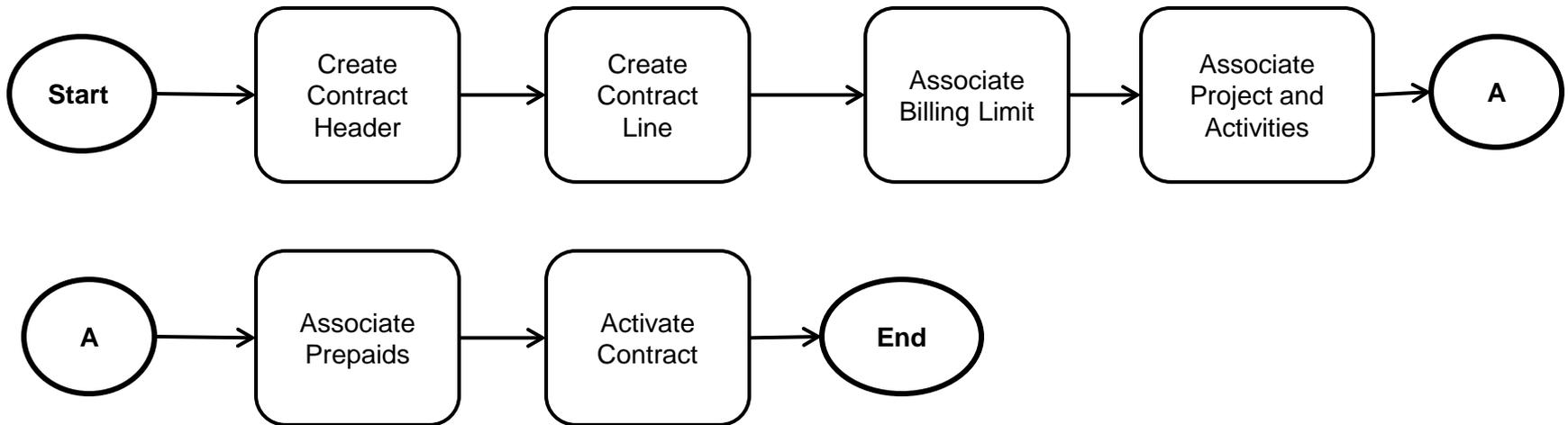
General | [Lines](#)



Create Customer Contracts

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

- Creating a contract header and line(s)
- Associate Billing Limit if applicable
- Associating project and activities
- Associating prepaids, if applicable
- Activating the contract

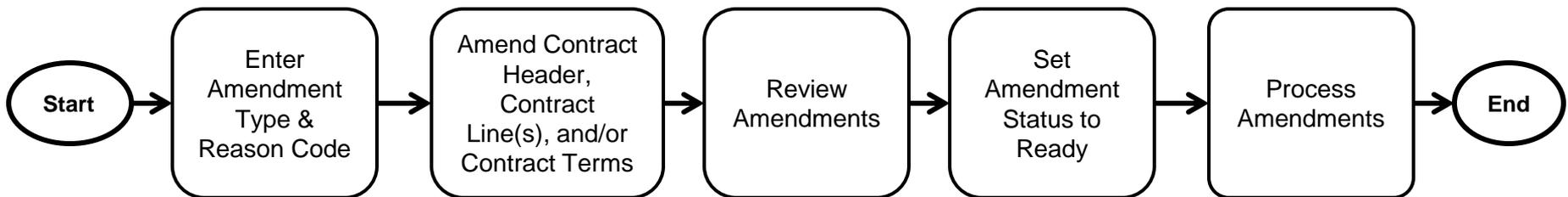




Amend Customer Contracts

Once you activate the contract, you can amend 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
- Reviewing the amendment changes
- Setting the amendment to a status of **Ready**
- Processing the amendment





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 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

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

- Processing 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' screen in Cardinal. The breadcrumb trail is: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The interface includes tabs for Header, Lines, Totals, Errors, and Approval. The 'Lines' tab is active, and a red box highlights the 'PC Bus Unit', 'Project', and 'Activity' columns in the table below.

Select	Line	Agency Use 1	Agency Use 2	PC Bus Unit	Project	Activity	An Type	Source Type	Category	Subcategory
<input type="checkbox"/>	1	<input type="text"/>	<input type="text"/>	50100	0000077821	930	GLJ	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

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. The breadcrumb trail at the very bottom is: Header | Lines | Totals | Errors | Approval.



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
FBD	Fixed Cost Billed Amount
FRV	Fixed Cost Revenue Amount
UAJ	Prepaid Utilization Adjustment
UTL	Prepaid Utilization (Billing)
ATT	Account Types - Transfer
ATR	Account Type-Revenue
ATL	Account Type-Liability
ATA	Account Type-Asset
ATQ	Account Type-Equity
BD1	Total Cost Budget - Scenario 1
DEF	Billing Deferred Amount
NBL	Not Billable



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

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

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.)



Lesson 3: Creating and Processing Non-Federal Rate-Based Contracts

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

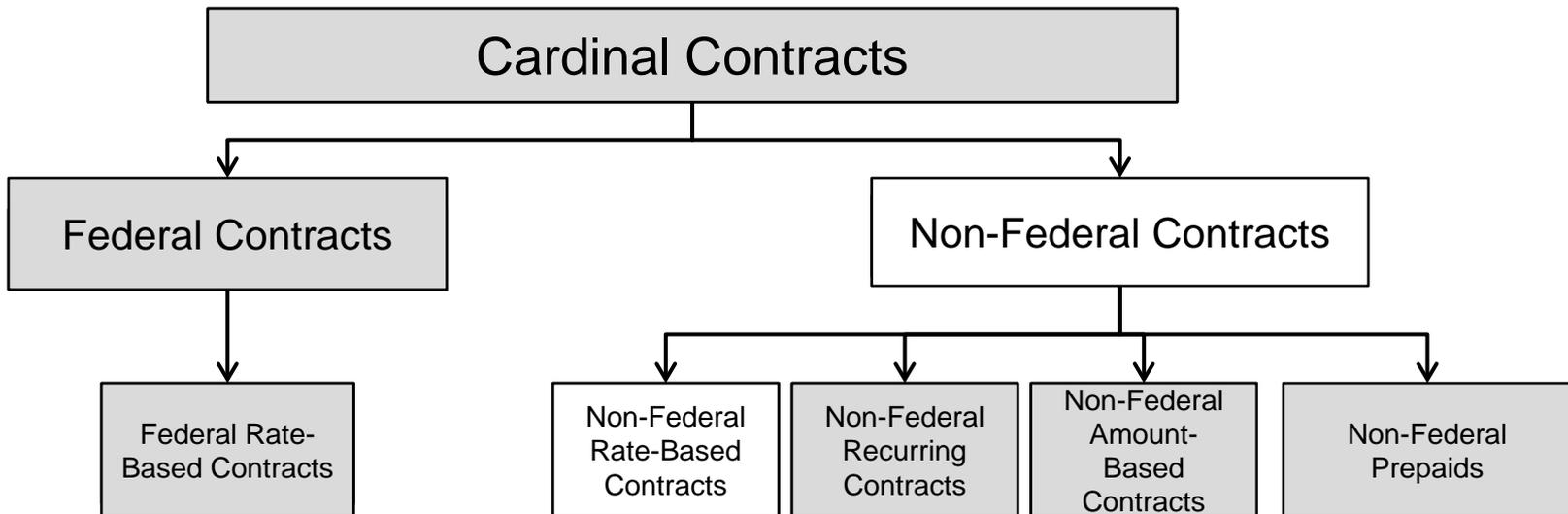
- Creating and Activating Non-Federal Rate-Based Contracts
- Processing Non-Federal Rate-Based Contracts



Creating and Activating Non-Federal 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. Project Costing receives transactional information relating to the costs as they are incurred against the project / activity combinations. Project Costing prices the transactions based on the rate set attached to the contract line. Customer Contracts picks up the Project Costing billable transactions and sends them to Billing.

The revenue and unbilled AR accounting distributions for rate based contract lines are stored in the accounting rules.





Creating a Non-Federal Rate-Based Contracts (continued)

Non-Federal

- As with Federal contracts, products are pre-configured to create the contract lines. They default the accounting distribution for each contract line, and contain templates to create the revenue and billing plan for the contract line.
- The products used to create the Non-Federal rate-based contract lines default the rate set to the contract terms.
- Pre-configured accounting rules create the revenue accounting entries for rate-based contract lines.



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 to for your agency (e.g., **50100** for VDOT). Do not change this value.
- The **Contract** field defaults to **NEXT**. Do not change this value for Non-Federal contracts.
- Select the customer from the **Sold To Customer** lookup.
- The **Contract Classification** field defaults to **Standard**. This value should not be changed.
- Click the **Add** button.

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

General Information

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

Business Unit: 50100
Contract: NEXT
Sold To Customer: 000000001
Contract Classification: Standard

Add

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



Creating Contract Header

You can create a contract header on the **General Information** page, by entering values into the following fields: **Description**, **Contract Type**, **Signed Date**, **Legal Entity**, and **Federal Region Code**.

For Non-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 Admin** field is not used in Cardinal.
- **Contract Type** field displays the contract type. Values include:
 - **A** – Letter of Authorization
 - **F** – Federal
 - **G** – Grant
 - **J** – Federal Grant
 - **L** – Local
 - **O** – Other
 - **R** – Resolution

The screenshot shows the 'General Information' page for creating a contract header. The 'Description' field is highlighted with a red box and contains the text 'Local'. The 'Contract Type' dropdown is also highlighted with a red box and is set to 'Local'. The 'Contract Signed' date is '01/12/2013'. The 'Contract Number' is 'NEXT'. The 'Sold To Customer' is 'PIEDMONT CONCRETE CONTRACTORS INC.' and the 'Contract Status' is 'PENDING'. The 'Other Information' section includes checkboxes for 'Template Contract', 'Master Contract', 'Legal Review Complete', 'Credit Check Complete', and 'Contains Coterminal Lines'. The 'Summary of Amounts' section is visible at the bottom.



Creating Contract Header (continued)

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

General | Lines

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

Buttons: Copy From Contract | Add to My Contracts

Description:	Local	Processing Status:	Pending
Contract Admin:		Amendment Status:	
Region Code:		Business Unit:	VA Dept of Transportation
Contract Type:	0	Contract Classification:	Standard
Currency Code:	USD	Last Amended:	
Exchange Rate Type:	CRRNT	Last Update Date/Time:	
Contract Signed:	01/12/2013	Last Update User ID:	

Other Information

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

Summary of Amounts

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

Buttons: Save | Notify | Add | Update/Display

General | Lines



Creating Contract Header (continued)

- The **Contract Signed** date defaults to the current date. This date should be changed to the date the agreement was signed with the non-federal customer. This date also defaults the date of the accounting distribution.
- The **Legal Entity** field is **STATE** for all Non-Federal contracts. Other values include (used only on Federal contracts):
 - **FO – Federal Oversight**
 - **NFO – Non-Federal Oversight**

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

General | Lines

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

Copy From Contract Add to My Contracts

Description: Local Processing Status: Pending
Contract Admin: Amendment Status
Region Code: Business Unit: VA Dept of Transportation
Contract Type: 0 Contract Classification: Standard
Currency Code: USD Last Amended:
Exchange Rate Type: CREDIT Last Update Date/Time:
Contract Signed: 01/12/2013 Last Update User ID:

Other Information

Template Contract Parent Contract:
 Master Contract Master Contract:
 Legal Review Complete Legal Entity: STATE
 Credit Check Complete Purchase Order:
 Contains Cotermiation Lines Proposal ID:
Federal Region Code: 03

Summary of Amounts

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

Save Notify Add Update/Display

General | Lines



Creating Contract Header (continued)

- **Proposal ID** field indicates the total limit amount (obligation amount) of the contract, for Federal contracts only. This field is not used for Non-Federal contracts. This field is for informational purposes only.
- **Federal Region Code** field defaults to **03 (FHWA)**. For Non-Federal contracts, do not change this value.
- Click the **Save** button.
- Once you click the **Save** button, the **Contract Number** displays.

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

General Lines

Contract Number: 0000001516

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

Copy From Contract Add to My Contracts

Description: Local Processing Status: Pending
Contract Admin: Amendment Status
Region Code: Business Unit: VA Dept of Transportation
Contract Type: 0 Contract Classification: Standard
Currency Code: USD Last Amended:
Exchange Rate Type: CRRNT Last Update Date/Time: 06/03/2013 10:12:03AM
Contract Signed: 03/01/2013 Last Update User ID: FINUSER01

Other Information

Template Contract Parent Contract:
 Master Contract Master Contract:
 Legal Review Complete Legal Entity: STATE
 Credit Check Complete Purchase Order:
 Contains Cotermination Lines Proposal ID:
Federal Region Code: 03

Summary of Amounts

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

Save Notify Add Update/Display

General | Lines



Creating Contract Header (continued)

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

General | Lines

Contract Number:	0000001516	Sold To Customer:	PIEDMONT CONCRETE CONTRACTORS INC.
		*Contract Status:	PENDING

Description:	Local	Processing Status:	Pending
Contract Admin:		Amendment Status:	
Region Code:		Business Unit:	VA Dept of Transportation
Contract Type:	0	Contract Classification:	Standard
Currency Code:	USD	Last Amended:	
Exchange Rate Type:	CRRNT	Last Update Date/Time:	06/03/2013 10:12:03AM
Contract Signed:	03/01/2013	Last Update User ID:	FINUSER01

Other Information

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

Summary of Amounts

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

General | Lines



Creating Contract Line(s)

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

You can create contract line(s) on the **General Information—Add Contract Lines** page, by clicking the **Add Contract Lines** button on the **Lines** tab of the **General Information** page.

- The **Add Contract Lines** button is unavailable for entry 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.

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

General | **Lines**

Contract Number: 0000001516 Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.
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

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)

To yield only Non-Federal rate-based products from your search:

- The **Product Group** field is any value beginning with **RTE**, except for **RTE_FED (Federal Government)**.
- 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**.
- Click the **Search** button to view available options.

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

General Information

Add Contract Lines

Search

Product Group: RTE_CONSTA Product Kits

Product: Renewable

Product Description:

Price Type: Rate

Physical Nature:

[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.

Search

Product Group: RTE_CONSTA Product Kits
Product: Renewable
Product Description:
Price Type: Rate Renewable
Physical Nature:

Search Results Customize | Find | View All | First 1-11 of 11

	Product	Description	Price Type	Physical Nature	Product Kit	Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
<input type="checkbox"/>	1 MG&SE_CON34_100	Misc - CON - State Agency	Rate	Goods	N	None	<input type="text" value=""/>	<input type="text" value=""/>	N		<input type="text" value="1.0000"/>	<input type="text"/>
<input type="checkbox"/>	2 MG&SE_CON35_100	Misc - CON - Other Agency	Rate	Goods	N	None	<input type="text" value=""/>	<input type="text" value=""/>	N		<input type="text" value="1.0000"/>	<input type="text"/>
<input type="checkbox"/>	3 MG&SE_CON36_100	Misc - CON - STA - Bristol	Rate	Goods	N	None	<input type="text" value=""/>	<input type="text" value=""/>	N		<input type="text" value="1.0000"/>	<input type="text"/>

Select All Clear All

Create Plans from Template

Billing Plans
 Revenue Plans
 Renewal Plans

Combine Like Templates

Billing Plans
 Revenue Plans

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



Creating Contract Line(s) (continued)

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

General Information

Add Contract Lines

Search

Product Group: RTE_CONSTA Product Kits
Product: Renewable
Product Description:
Price Type: Rate
Physical Nature:

Search Results Customize | Find | View All | First 1-11 of 11

General | Templates

	Product	Description	Price Type	Physical Nature	Product Kit	Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
<input type="checkbox"/>	1 MG&SE_CON34_100	Misc - CON - State Agency	Rate	Goods	N	None	<input type="text"/> <input type="button" value="B1"/>	<input type="text"/> <input type="button" value="B1"/>	N		<input type="text" value="1.0000"/>	<input type="button" value="Search"/>
<input type="checkbox"/>	2 MG&SE_CON35_100	Misc - CON - Other Agency	Rate	Goods	N	None	<input type="text"/> <input type="button" value="B1"/>	<input type="text"/> <input type="button" value="B1"/>	N		<input type="text" value="1.0000"/>	<input type="button" value="Search"/>
<input type="checkbox"/>	3 MG&SE_CON36_100	Misc - CON - STA - Bristol	Rate	Goods	N	None	<input type="text"/> <input type="button" value="B1"/>	<input type="text"/> <input type="button" value="B1"/>	N		<input type="text" value="1.0000"/>	<input type="button" value="Search"/>

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)

- **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.
- **Renewable:** This field is not used in Cardinal.
- **Renewal Action:** This field is not used in Cardinal.
- **Quantity:** Displays the quantity for the product. You can change the defaulted quantity.
- **UOM:** Displays the unit of measure associated to the product, if any.

Search

Product Group: RTE_CONSTA 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 type="checkbox"/> 1	MGASE_CON34_100 Misc - CON - State Agency	Rate	Goods	N	None	<input type="text"/>	<input type="text"/>	N		1.0000	<input type="text"/>
<input type="checkbox"/> 2	MGASE_CON35_100 Misc - CON - Other Agency	Rate	Goods	N	None	<input type="text"/>	<input type="text"/>	N		1.0000	<input type="text"/>
<input type="checkbox"/> 3	MGASE_CON36_100 Misc - CON - STA - Bristol	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 Line](#)



Creating Contract Line(s) (continued)

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

General Information

Add Contract Lines

Search

Product Group: RTE_CONSTA Product Kits

Product: Renewable

Product Description:

Price Type: Rate

Physical Nature:

Search Results Customize | Find | View All | | First 1-11 of 11

General | Templates

	Product	Description	Price Type	Physical Nature	Product Kit	Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
<input type="checkbox"/>	1 MG&SE_CON34_100	Misc - CON - State Agency	Rate	Goods	N	None	<input type="text"/> BT	<input type="text"/> BT	N		<input type="text"/> 1.0000	<input type="text"/> <input type="button" value="Search"/>
<input type="checkbox"/>	2 MG&SE_CON35_100	Misc - CON - Other Agency	Rate	Goods	N	None	<input type="text"/> BT	<input type="text"/> BT	N		<input type="text"/> 1.0000	<input type="text"/> <input type="button" value="Search"/>
<input type="checkbox"/>	3 MG&SE_CON36_100	Misc - CON - STA - Bristol	Rate	Goods	N	None	<input type="text"/> BT	<input type="text"/> BT	N		<input type="text"/> 1.0000	<input type="text"/> <input type="button" value="Search"/>

Select All Clear All

Create Plans from Template

Billing Plans

Revenue Plans

Renewal Plans

Combine Like Templates

Billing Plans

Revenue Plans

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



Creating Contract Line(s) (continued)

Select the appropriate **Product** and enter the **Start Date**.

Notice that the templates in the **Create Plans from Template** and **Combine Like Templates** boxes default to selected. These templates create the predefined bill plans and revenue plans for the products and should not be changed.

Click the **Add Contract Lines** button to add the product to the contract.

General Information
Add Contract Lines

Search
Product Group: RTE_CONSTA Product Kits
Product: Renewable
Product Description:
Price Type: Rate
Physical Nature:
Search

Search Results
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"/>	MG&SE_CON34_100	Misc - CON - State Agency	Rate	Goods	N	None	D3/01/2013		N		1.0000	
<input type="checkbox"/>	2 MG&SE_CON35_100	Misc - CON - Other Agency	Rate	Goods	N	None			N		1.0000	
<input type="checkbox"/>	3 MG&SE_CON36_100	Misc - CON - STA - Bristol	Rate	Goods	N	None			N		1.0000	

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

General Information

Add Contract Lines

Search

Product Group: RTE_CONSTA Product Kits
Product: Renewable
Product Description:
Price Type: Rate
Physical Nature:

Search Results Customize | Find | View All | First 1-11 of 11 Last

General | Templates

	Product	Description	Price Type	Physical Nature	Product Kit	*Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
<input checked="" type="checkbox"/>	MG&SE_CON34_100	Misc - CON - State Agency	Rate	Goods	N	None	03/01/2013		N		1.0000	
<input type="checkbox"/>	2 MG&SE_CON35_100	Misc - CON - Other Agency	Rate	Goods	N	None			N		1.0000	
<input type="checkbox"/>	3 MG&SE_CON36_100	Misc - CON - STA - Bristol	Rate	Goods	N	None			N		1.0000	

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)

After clicking the **Add Contract Lines** button, displays indicating that one line has been added to the contract.

Click the **Return to Contract Lines** link.

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

General Information

Add Contract Lines

Search

Product Group: RTE_CONSTA Product Kits
Product: Renewable
Product Description:
Price Type: Rate
Physical Nature:

1 line(s) have been added to the contract

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



Billing and Revenue Plans

After you have selected your product, saving the contract creates the billing plan and revenue plan associated with the contract line. This also defaults the required accounting distribution 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 **Detail** tab shows the billing and revenue plan status. The status for each plan is **Pending**, **Ready**, or **In Progress**. A status of **Pending** indicates the contract is not active. A status of **Ready** indicates 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 a rate set and project / activity combinations to the contract.
- The **Internal Notes** link allows you to access to add or view any notes associated to the contract line.

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

General Lines

Contract Number: 0000001516 Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.
Contract Status: PENDING

Add Contract Lines Add Default Kit

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

Line	Product	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
1	MG&SE_CON34_100	Pending	Pending	Contract Terms	Distribution	Internal Notes	PIEDMONT CONCRETE CONTRACTORS INC.

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

Save Notify Add Update/Display

General | Lines



Billing and Revenue Plans (continued)

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

General | Lines

Contract Number: 000001516 Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.
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	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
1	MG&SE_CON34_100	Pending	Pending	Contract Terms	Distribution	Internal Notes	PIEDMONT CONCRETE CONTRACTORS INC.

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

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

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



Associating Rate Set and Billing Limit for Non-Federal Rate-Based Contracts

After you create the contract header and lines, you need to associate the rate set and billing limit to the contract. Click the **Contract Terms** link to access the **Related Projects** page.

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

General | **Lines**

Contract Number: 0000001516 Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.
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	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
1	MG&SE_CON34_100	Pending	Pending	Contract Terms	Distribution	Internal Notes	PIEDMONT CONCRETE CONTRACTORS INC.

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

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

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



Associating Rate Set and Billing Limit for Non-Federal Rate-Based Contracts

On the **Related Projects** page, you must enter your agency's **PC Business Unit** (i.e., **50100** for VDOT) in the **PC Business Unit** field.

Tabing out of the **PC Business Unit** field automatically populates the rate set on the **Related Projects** page for Non-Federal contracts from the product used to create the contract line.

The **Rate Set** defines the pricing rules for the cost transactions that are associated with the project / activity combinations that link to the contract line.

Related Projects

Contract Number: 0000001499 Sold To Customer: CITY OF RICHMOND
Amendment Number: Contract Status: PENDING

Contract Line: 1 Price Type: Rate

Product: PROJE_PRO13_100
Description: Proje - HMO/STA - NOVA

PC Business Unit: 50100 [Transaction Limits](#) [Review Limits](#)
[Perform Limit Checking](#)

Billing Limit: 500,000

Discount ID: Retainage ID: [Tiered Pricing](#) [Tiered Pricing](#)

Associated Rates

Effective Date	Status	Rate Selection	Rate Set	
1 01/14/2013	Active	Rate Set	PROJE_PRO13_100	Rate Set

Associated Projects & Activities

*Project *Activity

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 Rate Set and Billing Limit for Non-Federal Rate-Based Contracts (continued)

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

Related Projects

Contract Number: 0000001499 Sold To Customer: CITY OF RICHMOND
 Amendment Number: Contract Status: PENDING

Contract Line: 1 Price Type: Rate
 Product: PROJE_PRO13_100
 Description: Proje - HMO/STA - NOVA

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	01/14/2013	Active	Rate Set	PROJE_PRO13_100	Rate Set	+ -

Associated Projects & Activities Customize | First 1 of 1 Last

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

[Return to General Information](#)



Associating Rate Set and Billing Limit for Non-Federal Rate-Based Contracts

- **Billing Limit** field: Populate this field if a limit was associated with the Non-Federal contract.
- **Effective Date** field: Populate this field with the start date of the agreement. This date is very important in the set up of the contract line as this date determines which transactions are priced for billing. The rate set is not available for billing until this date or after.
- **Status** field: This field is either **Active** or **Inactive**. The effective status of the associated rate definition is **Inactive** if you want to suspend pricing related to the contract line. This deletes all BIL or OLT rows associated with the contract line the next time re-pricing runs in the batch schedule.
- **Rate Selection** drop down menu: This value defaults to **Rate Set**. Do not change it.
- **Rate Set** field: Defaults based on the product you selected. Do not change this value.

Note: You must be in **Correct History** mode to set the effective date to the correct date on the **Related Projects** page. Notice that for Non-Federal contracts, you do not need to assign transaction limits, and rate set defaults.



Related Projects Page

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

Related Projects

Contract Number: 0000001499 Sold To Customer: CITY OF RICHMOND
Amendment Number: Contract Status: PENDING

Contract Line: 1 Price Type: Rate
Product: PROJE_PRO13_100
Description: Proje - HMO/STA - NOVA

PC Business Unit: 50100 [Transaction Limits](#) [Review Limits](#)
Billing Limit: 500,000 [Perform Limit Checking](#)
Discount ID: Retainage ID: [Tiered Pricing](#)

Associated Rates Customize | Find | First 1 of 1 Last

Effective Date	Status	Rate Selection	Rate Set
1 01/14/2013	Active	Rate Set	PROJE_PRO13_100

Associated Projects & Activities Customize | First 1 of 1 Last

*Project	*Activity

[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 Project Activities

You associate project activities on the **Related Projects** page. You associate project activities by selecting the project / activity combinations you want associated to the contract. This step determines which project / activity combinations are billed under the contract line.

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.

In the **Associated Project & Activities** section of the **Related Projects** page, enter the **Project ID** or click the lookup icon for a list of available projects. To add all participating activities related to the phase(s), click the **Summary Activities** button. To add an individual activity, use the activity lookup icon for a list of all available activities.

Related Projects

Contract Number: 0000001516 Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.
Amendment Number: Contract Status: PENDING

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

PC Business Unit: 50100 [Transaction Limits](#) [Review Limits](#)
Billing Limit: 500,000.00 [Perform Limit Checking](#)
Discount ID: Retainage ID: [Tiered Pricing](#)

Associated Rates

Effective Date	Status	Rate Selection	Rate Set
1 03/01/2013	Active	Rate Set	PROJE_PRO13_100 Rate Set

Associated Projects & Activities

*Project	*Activity	Description
000000016	0095076F14	

[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 Project Activities (continued)

Once you click the **Summary Activities** button, the **Summary Activity Selection** page displays. Select the checkboxes for the activities you need to add to the project.

Once you have selected all the project activities, click the **OK** button to return to the **Related Projects** page.

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

Summary Activity Selection for 0000000015

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	07/30/2011
<input type="checkbox"/>	1.1	[+] PE Participating	9161	9101	Inactive	08/09/1994	07/30/2011
<input checked="" type="checkbox"/>	1.2	[-] PE Non Participating	9171	9101	Inactive	08/09/1994	07/30/2011
	1.2.1	PE/Constr - Constr on PE Job	702	9101	Inactive	08/09/1994	07/30/2011
	1.2.2	Advanced R/W Prior To Acq	706	9101	Inactive	08/09/1994	07/30/2011
	1.2.3	R/W Stakeout For Cond & Appr	707	9101	Inactive	08/09/1994	07/30/2011
	1.2.4	Const Stakeout Prior To Award	708	9101	Inactive	08/09/1994	07/30/2011
	1.2.5	P E Educational Courses	709	9101	Inactive	08/09/1994	07/30/2011
	1.2.6	Preliminary Surveys	711	9101	Inactive	08/09/1994	07/30/2011
	1.2.7	Preliminary Studies	712	9101	Inactive	08/09/1994	07/30/2011
	1.2.8	Location Surveys	713	9101	Inactive	08/09/1994	07/30/2011
	1.2.9	Soil Surveys	714	9101	Inactive	08/09/1994	07/30/2011
	1.2.10	Foundation Investigations	715	9101	Inactive	08/09/1994	07/30/2011
	1.2.11	Road Plans	716	9101	Inactive	08/09/1994	07/30/2011
	1.2.12	Structure Plans	717	9101	Inactive	08/09/1994	07/30/2011

OK Cancel Refresh



Associating Project Activities (continued)

The activities selected display on the **Related Projects** page.

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

Related Projects

Contract Number: 0000001516 **Sold To Customer:** PIEDMONT CONCRETE CONTRACTORS INC.
Amendment Number: **Contract Status:** PENDING

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

PC Business Unit: [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	03/01/2013	Active	Rate Set	PROJE_PRO13_100	Rate Set	<input type="button" value="+"/> <input type="button" value="-"/>

Associated Projects & Activities [Customize](#) | First 1-25 of 56 Last

	*Project	*Activity	Description	Description		
<input checked="" type="radio"/>	<input type="text" value="0000000016"/>	<input type="text" value="615"/>	0095076F14	Activity ID Description	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="radio"/>	<input type="text" value="0000000016"/>	<input type="text" value="608"/>	0095076F14	Activity ID Description	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="radio"/>	<input type="text" value="0000000016"/>	<input type="text" value="609"/>	0095076F14	Activity ID Description	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="radio"/>	<input type="text" value="0000000016"/>	<input type="text" value="612"/>	0095076F14	Activity ID Description	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="radio"/>	<input type="text" value="0000000016"/>	<input type="text" value="682"/>	0095076F14	Activity ID Description	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="radio"/>	<input type="text" value="0000000016"/>	<input type="text" value="611"/>	0095076F14	Activity ID Description	<input type="button" value="+"/>	<input type="button" value="-"/>

[Return to General Information](#)



Billing Plan

To access the billing plan from the **Related Projects** page, click the **Return to General Information** link, and click the **Details** tab and **Billing Plan** link.

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.

Contract Number: 0000001516
Amendment Number: 1
Contract Line: 1
Product: MG&SE_CON34_100
Description: Misc - CON - State Agency
PC Business Unit: 50100
Billing Limit: 500,000.00
Discount ID: [Empty]Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.
Contract Status: PENDING
Price Type: Rate
Transaction Limits: [Link]
Review Limits: [Link]
Perform Limit Checking: [Button]
Retainage ID: [Empty]
Tiered Pricing: [Checked]Associated Rates Table:
| Effective Date | Status | Rate Selection | Rate Set |
| 03/01/2013 | Active | Rate Set | PROJE_PRO13_100 |
Associated Projects & Activities Table:
Project	Activity	Description	Description
0000000016	615	0095076F14	Activity ID Description
0000000016	608	0095076F14	Activity ID Description
0000000016	609	0095076F14	Activity ID Description
0000000016	612	0095076F14	Activity ID Description
0000000016	682	0095076F14	Activity ID Description
0000000016	611	0095076F14	Activity ID Description
Return to General Information [Red Box]

Contract Number: 0000001516
Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.
Contract Status: PENDING
Add Contract Lines [Button] Add Default Kit [Button]
Contract Lines Table:
| Line | Product | Billing Plan | Revenue Plan | Contract Terms | Accounting | Internal Notes | Ship to Customer Name |
| 1 | MG&SE_CON34_100 | Pending [Red Box] | Pending | Contract Terms | Distribution | Internal Notes | PIEDMONT CONCRETE CONTRACTORS INC. |
Go To: Billing Plans | Revenue Plans | Milestones | Renewals | Amount Allocation | More [Dropdown]
Save [Button] Notify [Button] Add [Button] Update/Display [Button]



Billing Plan (continued)

There are three tabs displayed on the billing plan when the contract line is rate-based:

- **Billing Plan General** tab: This tab displays all the 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 the 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 that are 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 contract line.

Contract: 000001499
Sold To Customer: 000000138 CITY OF RICHMOND
Billing Plan: B101 As Incurred - Rate Based
Description: As Incurred - Rate Based
Billing Method: As Incurred
Customer Information: BI Unit: 50100, Sold To Customer: 000000138 CITY OF RICHMOND
Billing Options: BI Type: STA, Bill Source: PROJE, Summarization Template ID: VDOT_OTHER
Billing Default Overrides: Invoice Form: LANDSCAPE, Cycle ID: MONTHLY, Bill By ID: PC_OTHER
Transaction Options: Bill Currency: Contract Currency, Attachments Options: Bill, Write-off, Hold
Tolerance Options: Minimum Bill Amount: 0.00

Source	Billing	Contracts	Projects	Cross Reference Sequence No.	Cross Reference Status	System Source	Process Instance	Last Update Date/Time	Last Update User ID	Net Amt	Gross Amt	Billing Currency	Net Extended Amt	Gross Extended
				1	Finalized	PCA		05/16/2013 12:53:23PM	DENETTA	0.000	0.000		0.000	0.000



Billing Plan (continued)

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

Billing Plan General | Events | History

Contract: 0000001499 **BI Unit:** 50100
Sold To Customer: 0000000138 CITY OF RICHMOND **Bill To:** 0000000138 CITY OF RICHMOND
Billing Plan: B101 As Incurred - Rate Based **Currency:** USD

Description: ***Billing Status:**
 Ready at Activation

Billing Method:

Customer Information

BI Unit: VA Dept of Transportation
***Bill To Customer:** CITY OF RICHMOND **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 Other [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: Non-Federal Project
Payment Method:
Payment Terms:
Billing Inquiry:
Billing Specialist:

[Return to Assign Billing Plan](#)

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



Billing Plan (continued)

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

New Window Help

Billing Plan General | Events | **History**

Contract:	0000000199	BI Unit:	50100
Sold To Customer:	0000010014	AASHTO	Bill To: 0000010014 AASHTO
Billing Plan:	B101	As Incurred - Rate Based	Currency: USD

Amount Details

Total Net Extended Amount: 6,139.52

Contract Billing History

Customize | Find | First 1-30 of 30 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		08/27/2011 12:00:00AM	V_CONV_LOAD	9,360.22	9,360.22	USD	9,360.22	9,360.22		
5	Finalized	BBI		02/13/2012 6:30:59PM	BIPCC000	597.28	597.28	USD	597.28	597.28		
6	Finalized	BBI		02/13/2012 6:30:59PM	BIPCC000	-597.28	-597.28	USD	-597.28	-597.28		
8	Finalized	BBI		04/17/2012 1:34:39PM	PPS_CORNELIARYAN	-3,220.70	-3,220.70	USD	-3,220.70	-3,220.70		
9	Finalized	BBI		05/01/2012 6:31:35PM	BIPCC000	4,051.51	4,051.51	USD	4,051.51	4,051.51		
10	Finalized	BBI		05/01/2012 6:31:35PM	BIPCC000	-4,051.51	-4,051.51	USD	-4,051.51	-4,051.51		



Revenue Plan

You can access the revenue plan from the **Billing Plan** page by clicking the **Return to General Information** link and then clicking the **Details** tab and **Revenue Plan** link.

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

General | Lines

Contract Number: 0000001516 Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.
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	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
1	MG&SE_CON34_100	Pending	Pending	Contract Terms	Distribution	Internal Notes	PIEDMONT CONCRETE CONTRACTORS INC.

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

Save Notify Add Update/Display

General | Lines



Revenue Plan (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 used to create the contract line.

- **Description** field: This field defaults and should not be changed
- **Plan Status** drop down menu: The plan status limits your ability to enter information on the page, and the processing that occurs against, the revenue plan. Available values include **Pending**, **Ready**, and **Cancelled**. The **Plan Status** field displays **Ready** once the contract is set to **Active**.
- **Hold** checkbox: You can place a contract on hold by selecting this checkbox. You can only select this checkbox when revenue plans is in a status of **Ready**. If the plan is not in a status of **Ready**, this checkbox is not visible.

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

Revenue Plan

Contract: 000001499 Business Unit: 50100 Currency: USD
Sold To Customer: 000000138 CITY OF RICHMOND GL Business Unit: 50100
Revenue Plan: R101 GL Currency: USD

Description: As Incurred - Rate Based *Plan Status: Pending
Recognition Method: As Incurred Ready at Activation

Define Events By
Add Milestone

Event	Event Type	Event Status	Accounting Date	
1	Date	Pending	01/14/2013	Event Note

Return to Assign Revenue Plan

Save Return to Search Notify Add Update/Display



Revenue Plan (continued)

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

Revenue Plan

Revenue Plan

Contract: 0000001499 Business Unit: 50100 Currency: USD
 Sold To Customer: 0000000138 CITY OF RICHMOND GL Business Unit: 50100
 Revenue Plan: R101 GL Currency: USD

Description: *Plan Status:
 Ready at Activation

Recognition Method: As Incurred

Define Events By

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

Event	Event Type	*Event Status	Accounting Date		
1	<input type="text" value="Date"/> <input type="button" value="v"/>	<input type="text" value="Pending"/> <input type="button" value="v"/>	<input type="text" value="01/14/2013"/> <input type="button" value="v"/>	Event Note	<input type="button" value="+"/> <input type="button" value="-"/>

[Return to Assign Revenue Plan](#)



Activating a Contract

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

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

General | Lines | Amendments

Contract Number:	0000000171	Sold To Customer:	CITY OF RICHMOND
Amendment Number:	0000000000	*Contract Status:	ACTIVE

Amend Contract | Add to My Contracts

Description:	Manchester Bridge "1st CITIES"	Processing Status:	Active
Contract Admin:		Amendment Status:	Complete
Region Code:		Business Unit:	VA Dept of Transportation
Contract Type:	A	Contract Classification:	Standard
Currency Code:	USD	Start Date:	04/29/2005
Exchange Rate Type:	CRRNT	End Date:	
Contract Signed:	04/29/2005	Last Update Date/Time:	11/15/2011 12:13:07PM
		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](#)



Activating a Contract (continued)

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**.

The screenshot shows the 'General Information' page for a contract. The 'Contract Status' field is highlighted with a red box and contains the value 'ACTIVE'. The page displays various contract details:

Contract Number:	000000171	Sold To Customer:	CITY OF RICHMOND
Amendment Number:	000000000	*Contract Status:	ACTIVE
Description: Manchester Bridge "1st CITIES"		Processing Status:	Active
Contract Admin:		Amendment Status:	Complete
Region Code:		Business Unit:	VA Dept of Transportation
Contract Type:	A	Contract Classification:	Standard
Currency Code:	USD	Start Date:	04/29/2005
Exchange Rate Type:	CRRNT	End Date:	
Contract Signed:	04/29/2005	Last Update Date/Time:	11/15/2011 12:13:07PM
		Last Update User ID:	V_CONV_LOAD

Other information and summary of amounts sections are visible but not fully expanded. Navigation buttons like 'Amend Contract', 'Add to My Contracts', 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display' are present at the bottom.



Closing a Contract

- You should only close a contract after the contract has fulfilled the contract terms. Once the contract is closed, it can no longer be used, amended or reactivated.
- You have to set the related revenue plan and billing plan to **Complete** prior to changing the Contract Status to Closed.

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

General | Lines | Amendments

Contract Number:	0000000171	Sold To Customer:	CITY OF RICHMOND
Amendment Number:	0000000000	*Contract Status:	CLOSED

Amend Contract | Add to My Contracts

Description:	Manchester Bridge "1st CITIES"	Processing Status:	Closed
Contract Admin:		Amendment Status:	Complete
Region Code:		Business Unit:	VA Dept of Transportation
Contract Type:	A	Contract Classification:	Standard
Currency Code:	USD	Start Date:	04/29/2005
Exchange Rate Type:	CRRNT	End Date:	
Contract Signed:	04/29/2005	Last Update Date/Time:	11/15/2011 12:13:07PM
		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



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

You are now about to view a simulation on creating a Non-federal Rate-Based Contract in Cardinal.





Processing Non-Federal Rate-Based Contracts

BIL and OLT Rows

The Pricing and Limits processes run in batch each day. The Pricing process prices the participating cost transactions associated with project / activity combinations that are linked to Non-Federal rate-based contract lines and create billing (BIL) transactions. The billing (BIL) transactions are created with the source type (Legacy System Entry Type) value and Category (Legacy System Entry Reason) value associated with the particular rate set that is assigned to same contract line as the project / activity combination(s).

The Limits process then checks the billing (BIL) transactions against the contract line limit associated with the contract line to see if a remaining limit amount exists for the contract line. If a remaining limit amount exists or no billing limit was ever established for the contract line then the Billing (BIL) transactions are successfully processed against the contract line and are processed over to the Billing module by batch processes.

If a remaining limit does not exist then the Billing (BIL) transactions are changed to Over the Limit (OLT) transactions. The OLT rows remain until the billing limit amount for the contract line is increased. When the billing limit amount is increased, the OLT rows are re-priced and changed to BIL rows that are eligible for billing.



Transactions List Page

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

Transaction List

Project: 0000092851 Description: NTPEP
 Activity: 05656 Description: Tech Labor - Other

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

Analysis Group: From Date: Through Date:
 Date Type: Max Rows: 1 to 183 of 366

Project Transactions

Customize | Find | View 7 | First 1-100 of 183 Last

*Analysis Type	Source Type	Category	Subcategory	Quantity	Unit of Measure	Source Amount	Source Currency	Transaction Detail	Drill to Source	Drill To Billing
PAY				3.50	HUR	69.73	USD			
PAY				3.50	HUR	69.73	USD			
PAY				3.00	HUR	59.77	USD			
PAY				7.50	HUR	149.41	USD			
PAY				3.00	HUR	59.77	USD			
PAY				1.00	HUR	21.73	USD			
PAY				2.75	HUR	59.77	USD			
BLD	MG&SE	MGS30				6.24	USD			
OLT	MG&SE	MGS30		0.47	EA	6,139.52	USD			
BLD	MG&SE	MGS30		0.46	EA	6,139.22	USD			
UTL	MG&SE	MGS30				11.11	USD			
UTL	MG&SE	MGS30				141.23	USD			



Contracts to Billing Process for Non-Federal Rate-Based Contracts

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

The Contracts to Billing process has three major parts: rate-based contract line billing, fixed-amount, and recurring billing. Non-Federal contracts use all three of these contract line types in Cardinal, but this section of the training focuses on 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 associates with a bill in the Billing module. All Non-Federal project billing transactions by-pass the billing worksheet and associate with a real bill in the Billing module with a status of **New**. These bills can be reviewed and set to **Ready (RDY)** before they are invoiced in the Billing module.



Accounting Process for Non-Federal Contracts

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

- For Non-Federal rate based contract lines, billing transactions have a source type value equal to the Legacy System Entry Type value and the **Category** value equal to the Legacy System Entry Reason value.
- The **Source Type** (Legacy System Entry Type) and **Category** (Legacy System Entry Reason) define the Non-Federal accounting rules. This is different from Federal contracts, where the source type (Federal Appropriation code) defines the Federal accounting rules.
- Pre-configured accounting rules exist for each source type (Legacy System Entry Type) and Category (Legacy System Entry Reason) combination that were related to converted contracts. These combinations control the ChartField values that are assigned to the accounting entries created from billing. There maybe instances where new accounting rules may need to be configured.

Search Results

View All First 1-3 of 3 Last

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	Active Status
50100	BAJ	%	%	%	50100	%	%	COALS	COALS	%	%	%	BAJ Coal Severance - CCT	Active
50100	BIL	%	%	%	50100	%	%	COALS	COALS	%	%	%	BIL Coal Severance - CCT	Active
50100	BLD	%	%	%	50100	%	%	COALS	COALS	%	%	%	BLD Coal Severance - CCT	Active



Lesson 3: Checkpoint

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

Answer the review questions below:

1. Non-Federal accounting rules are defined by _____ and _____.
2. For Non-Federal rate-based contracts, the _____ rows are limit checked against a transaction limit.
3. For Rate Based contract billing, what happens when the total amount to be billed exceeds the Billing Limit?



Lesson 3: Summary

In this lesson you learned:

- Products used to create the Non-Federal rate-based contract lines are configured to default the rate set to the contract terms page.
- After selecting the products for the contract line, saving the contract creates the billing and revenue plans associated with the contract line.
- Rate sets define the pricing rules for the cost transactions that are associated to the project / activity combination.



Lesson 4: Creating and Processing Non-Federal Recurring Contracts

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

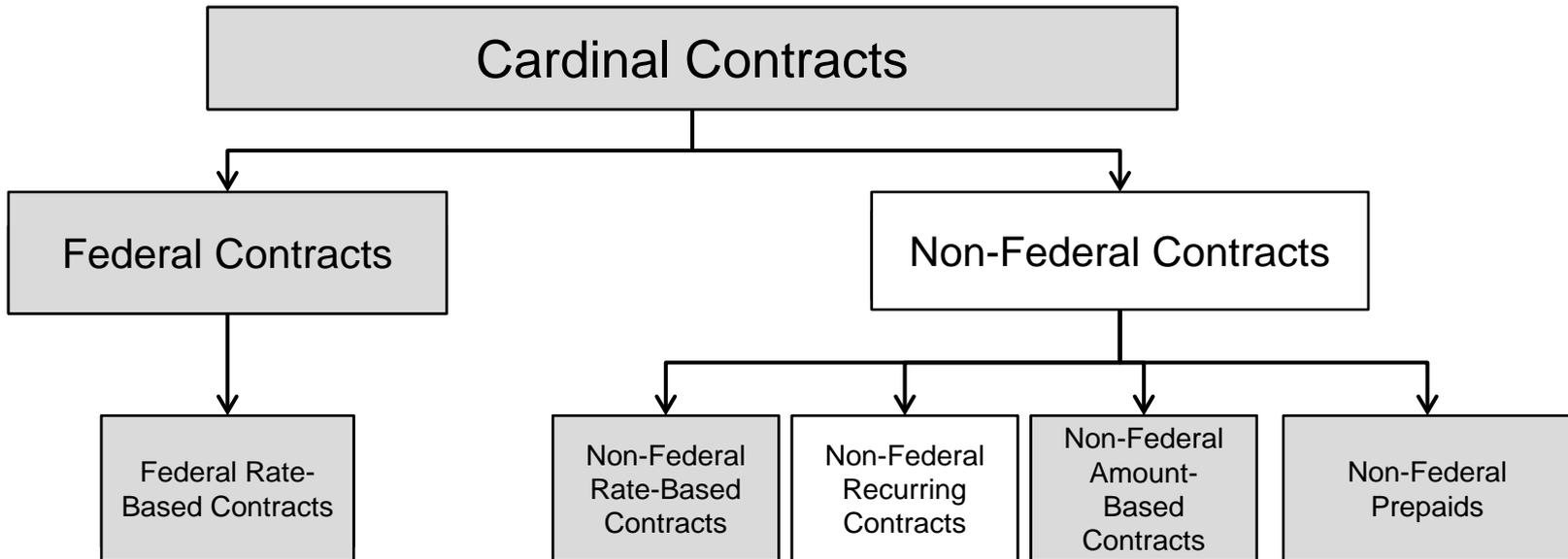
- Creating and Activating Non-Federal Recurring Contracts
- Processing Non-Federal Recurring Contracts



Creating and Activating Non-Federal Recurring Contracts

The second type of contract discussed in this course is the Non-Federal recurring contract.

Recurring contract lines generate recurring bills against a single project / activity combination. The accounting distribution information for a recurring contract line defaults from distribution sets and distribution codes onto the **Accounting Distribution** page. A revenue plan is not associated with a recurring contract line because billing manages revenue.

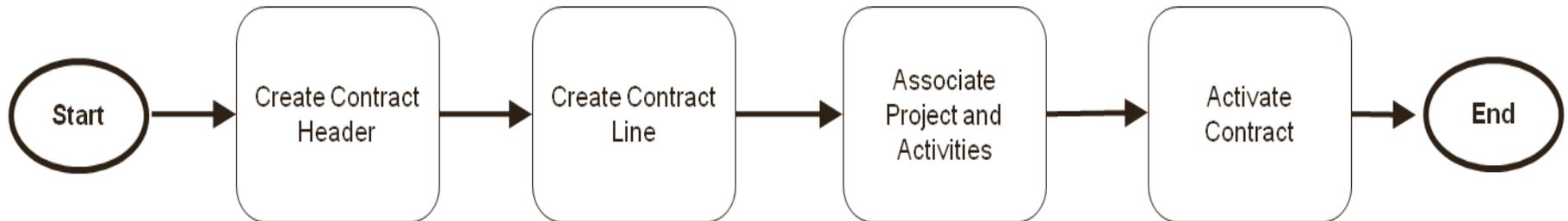




Creating a Non-Federal Recurring Contract

The Create Customer Contracts process for Non-Federal recurring contracts involves the following steps:

- Creating contract header
- Creating contract line(s)
- Associating project and activities
- Activating the contract





Adding a Contract

To create a contract:

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

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

- Click the **Add a New Value** tab.
- The **Business Unit** field defaults to for your agency (e.g., **50100** for VDOT). Do not change this value.
- The **Contract** field defaults to **NEXT**. Do not change this value for Non-Federal contracts.
- Select the customer from the **Sold To Customer** lookup.
- The **Contract Classification** field defaults to **Standard**. This value should not be changed.
- Click the **Add** button.

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

General Information

Find an Existing Value | Add a New Value

Business Unit: 50100

Contract: NEXT

Sold To Customer: 000000001

Contract Classification: Standard

Add

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



Creating Contract Header

You can create a contract header on the **General Information** page, by entering values into the following fields: **Description**, **Contract Type**, **Signed Date**, **Legal Entity**, and **Federal Region Code**.

For Non-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.
- **Contract Admin** field is not used in Cardinal.
- **Contract Type** field displays the contract type (i.e., **O (Other)**). Values include:
 - **A** – Letter of Authorization
 - **F** – Federal
 - **G** – Grant
 - **J** – Federal Grant
 - **L** – Local
 - **O** – Other
 - **R** – Resolution

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

General | Lines

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

Copy From Contract Add to My Contracts

Description: Local Processing Status: Pending
Contract Admin: Amendment Status
Region Codes: Business Unit: VA Dept of Transportation
Contract Type: O Contract Classification: Standard
Currency Code: USD Last Amended:
Exchange Rate Type: CRRNT Last Update Date/Time:
Contract Signed: 01/12/2013 Last Update User ID:

Other Information

Template Contract Parent Contract:
 Master Contract Master Contract:
 Legal Review Complete Legal Entity: STATE
 Credit Check Complete Purchase Order:
 Contains Cotermination Lines Proposal ID:
Federal Region Code: 03

Summary of Amounts

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

Save Notify Add Update/Display

General | Lines



Creating Contract Header (continued)

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

General Lines

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

Copy From Contract Add to My Contracts

Description: Local Processing Status: Pending
Contract Admin: Amendment Status
Region Code: Business Unit: VA Dept of Transportation
Contract Type: 0 Contract Classification: Standard
Currency Code: USD Last Amended:
Exchange Rate Type: CRRNT Last Update Date/Time:
Contract Signed: 01/12/2013 Last Update User ID:

Other Information

Template Contract Parent Contract:
 Master Contract Master Contract:
 Legal Review Complete Legal Entity: STATE
 Credit Check Complete Purchase Order:
 Contains Cotermination Lines Proposal ID:
Federal Region Code: 03

Summary of Amounts

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

Save Notify Add Update/Display

General | Lines



Creating Contract Header (continued)

- The **Contract Signed** date defaults to the current date. This date should be changed to the date the agreement was signed with the non-federal customer. This date also defaults the date of the accounting distribution.
- The **Legal Entity** field is **STATE** for all Non-Federal contracts. Other values include (used for Federal contracts only):
 - **FO – Federal Oversight**
 - **NFO – Non-Federal Oversight**

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

General | Lines

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

Copy From Contract Add to My Contracts

Description: Local Processing Status: Pending
Contract Admin: Amendment Status:
Region Code: Business Unit: VA Dept of Transportation
Contract Type: O Contract Classification: Standard
Currency Code: USD Last Amended:
Exchange Rate Type: CRRNT Last Update Date/Time:
Contract Signed: 01/12/2013 Last Update User ID:

Other Information

Template Contract Parent Contract: Legal Entity: STATE
 Master Contract Master Contract: Purchase Order: Proposal ID:
 Legal Review Complete Credit Check Complete Contains Cotermation Lines Federal Region Code: 03

Summary of Amounts

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

Save Notify Add Update/Display

General | Lines



Creating Contract Header (continued)

- **Proposal ID** field indicates the total limit amount (obligation amount) of the contract, for Federal contracts only. This field is not used for Non-Federal contracts. This field is for informational purposes only.
- **Federal Region Code** field defaults to **03 (FHWA)**. For Non-Federal contract, do not change this value.
- Click the **Save** button.
- Once you click the **Save** button, the **Contract Number** displays.

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

- General Information:** Contains fields for Contract Number (0000001517), Sold To Customer (CITY OF RICHMOND), and Contract Status (PENDING).
- Buttons:** Copy From Contract and Add to My Contracts.
- Description:** Local.
- Contract Admin:** [Empty field]
- Region Code:** [Empty field]
- Contract Type:** 0
- Currency Code:** USD
- Exchange Rate Type:** CRRNT
- Contract Signed:** 01/12/2013
- Processing Status:** Pending
- Amendment Status:** [Empty field]
- Business Unit:** VA Dept of Transportation
- Contract Classification:** Standard
- Last Amended:** [Empty field]
- Last Update Date/Time:** 06/03/2013 2:25:54PM
- Last Update User ID:** FINUSER01

Other Information:

- Template Contract
- Master Contract
- Legal Review Complete
- Credit Check Complete
- Contains Cotermination Lines
- Parent Contract: [Empty field]
- Master Contract: [Empty field]
- Legal Entity: STATE
- Purchase Order: [Empty field]
- Proposal ID: [Empty field]
- Federal Region Code: 03

Summary of Amounts:

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

Buttons: Save, Notify, Add, Update/Display



Creating Contract Header (continued)

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

General | Lines

Contract Number:	0000001517	Sold To Customer:	CITY OF RICHMOND
		*Contract Status:	PENDING

[Copy From Contract](#) [Add to My Contracts](#)

Description:	Local	Processing Status:	Pending
Contract Admin:		Amendment Status:	
Region Code:		Business Unit:	VA Dept of Transportation
Contract Type:	0	Contract Classification:	Standard
Currency Code:	USD	Last Amended:	
Exchange Rate Type:	CRRNT	Last Update Date/Time:	06/03/2013 2:25:54PM
Contract Signed:	01/12/2013	Last Update User ID:	FINUSER01

Other Information

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

Summary of Amounts

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

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

General | [Lines](#)



Creating Contract Line(s)

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

You can create contract line(s) on the **General Information—Add Contract Lines** page, by clicking the **Add Contract Lines** button on the **Lines** tab of the **General Information** page.

- The **Add Contract Lines** button is unavailable for entry 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.

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

General | **Lines**

Contract Number: 0000001517 Sold To Customer: CITY OF RICHMOND
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

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)

To yield only Non-Federal recurring products from your search:

- The **Product Group** field should be any of the values that begin with **REC**.
- The **Price Type** field is **Recurring** (setting this price type automatically brings up Non-Federal contracts, since only Non-Federal contracts can have recurring contract lines).
- Click the **Search** button to view available options.

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

General Information

Add Contract Lines

Search

Product Group:	REC_CONCCT	<input type="checkbox"/> Product Kits
Product:		<input type="checkbox"/> Renewable
Product Description:		
Price Type:	Recurring	
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.

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

General Information

Add Contract Lines

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

Search Results Customize | Find | View All | First 1-25 of 37

	Product	Description	Price Type	Physical Nature	Product Kit	Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
<input type="checkbox"/>	1 RECPRO051223782.27	Recurring Contr - 1,223,782.27	Recurring	Goods	N	None	<input type="text"/>	<input type="text"/>	N		1.0000	EA
<input type="checkbox"/>	2 RECPRO05194421442	Recur Contract - \$1,944,214.42	Recurring	Goods	N	None	<input type="text"/>	<input type="text"/>	N		1.0000	EA
<input type="checkbox"/>	3 RECPRO05_265387.73	Recurring Contract-\$265,387.73	Recurring	Goods	N	None	<input type="text"/>	<input type="text"/>	N		1.0000	EA
<input type="checkbox"/>	4 RECPRO05_421745.18	Recurring Contract-\$421,745.84	Recurring	Goods	N	None	<input type="text"/>	<input type="text"/>	N		1.0000	EA
<input type="checkbox"/>	5 REC_PRO001_1286.67	Recurring Contract \$1,286.67	Recurring	Goods	N	None	<input type="text"/>	<input type="text"/>	N		1.0000	EA

Select All Clear All

Create Plans from Template
 Billing Plans
 Revenue Plans
 Renewal Plans

Combine Like Templates
 Billing Plans
 Revenue Plans

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



Creating Contract Line(s) (continued)

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

General Information

Add Contract Lines

Search

Product Group: Product Kits

Product:

Product Description:

Price Type: Renewable

Physical Nature:

Search Results Customize | Find | View All | 1-25 of 37

General | Templates

	Product	Description	Price Type	Physical Nature	Product Kit	*Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
<input type="checkbox"/>	1 RECPR0051223782.27	Recurring Contr - 1,223,782.27	Recurring	Goods	N	None	<input type="text" value=""/>		N		<input type="text" value="1.0000"/>	EA
<input type="checkbox"/>	2 RECPR005194421442	Recur Contract - \$1,944,214.42	Recurring	Goods	N	None	<input type="text" value=""/>		N		<input type="text" value="1.0000"/>	EA
<input type="checkbox"/>	3 RECPR005_265387.73	Recurring Contract-\$265,387.73	Recurring	Goods	N	None	<input type="text" value=""/>		N		<input type="text" value="1.0000"/>	EA
<input type="checkbox"/>	4 RECPR005_421745.18	Recurring Contract-\$421,745.84	Recurring	Goods	N	None	<input type="text" value=""/>		N		<input type="text" value="1.0000"/>	EA
<input type="checkbox"/>	5 REC_PRO01_1286.67	Recurring Contract \$1,286.67	Recurring	Goods	N	None	<input type="text" value=""/>		N		<input type="text" value="1.0000"/>	EA

Select All Clear All

Create Plans from Template

Billing Plans

Revenue Plans

Renewal Plans

Combine Like Templates

Billing Plans

Revenue Plans

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



Creating Contract Line(s) (continued)

- **Fee Type:** Displays the fee type for contracts with a classification of **Government**. For Cardinal 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.
- **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.

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

General Information

Add Contract Lines

Search

Product Group: REC_CONCCT Product Kits
Product: Renewable
Product Description:
Price Type: Recurring
Physical Nature:

Search

Search Results Customize | Find | View All | Print | 1-25 of 37

General | Templates

	Product	Description	Price Type	Physical Nature	Product Kit	Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
<input type="checkbox"/>	1 RECPR0051223782.27	Recurring Contr - 1,223,762.27	Recurring	Goods	N	None	<input type="text"/>	<input type="text"/>	N		1.0000	EA
<input type="checkbox"/>	2 RECPR005194421442	Recur Contract - \$1,944,214.42	Recurring	Goods	N	None	<input type="text"/>	<input type="text"/>	N		1.0000	EA
<input type="checkbox"/>	3 RECPR005_265387.73	Recurring Contract-\$265,387.73	Recurring	Goods	N	None	<input type="text"/>	<input type="text"/>	N		1.0000	EA
<input type="checkbox"/>	4 RECPR005_421745.18	Recurring Contract-\$421,745.84	Recurring	Goods	N	None	<input type="text"/>	<input type="text"/>	N		1.0000	EA
<input type="checkbox"/>	5 REC_PRO001_1286.67	Recurring Contract \$1,286.67	Recurring	Goods	N	None	<input type="text"/>	<input type="text"/>	N		1.0000	EA

Select All Clear All

Create Plans from Template

Billing Plans
 Revenue Plans
 Renewal Plans

Combine Like Templates

Billing Plans
 Revenue Plans

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



Creating Contract Line(s) (continued)

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

General Information

Add Contract Lines

Search

Product Group: Product Kits

Product:

Product Description: Renewable

Price Type:

Physical Nature:

Search Results Customize | Find | View All | First 1-25 of 37

General Templates

	Product	Description	Price Type	Physical Nature	Product Kit	*Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
<input type="checkbox"/>	1 RECPRO051223782.27	Recurring Contr - 1,223,782.27	Recurring	Goods	N	None	<input type="text" value=""/>	<input type="text" value="31"/>	N		<input type="text" value="1.0000"/>	EA
<input type="checkbox"/>	2 RECPRO05194421442	Recur Contract - \$1,944,214.42	Recurring	Goods	N	None	<input type="text" value=""/>	<input type="text" value="31"/>	N		<input type="text" value="1.0000"/>	EA
<input type="checkbox"/>	3 RECPRO05_265387.73	Recurring Contract-\$265,387.73	Recurring	Goods	N	None	<input type="text" value=""/>	<input type="text" value="31"/>	N		<input type="text" value="1.0000"/>	EA
<input type="checkbox"/>	4 RECPRO05_421745.18	Recurring Contract-\$421,745.84	Recurring	Goods	N	None	<input type="text" value=""/>	<input type="text" value="31"/>	N		<input type="text" value="1.0000"/>	EA
<input type="checkbox"/>	5 REC_PRO01_1286.67	Recurring Contract \$1,286.67	Recurring	Goods	N	None	<input type="text" value=""/>	<input type="text" value="31"/>	N		<input type="text" value="1.0000"/>	EA

Select All Clear All

Create Plans from Template

Billing Plans

Revenue Plans

Renewal Plans

Combine Like Templates

Billing Plans

Revenue Plans

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



Creating Contract Line(s) (continued)

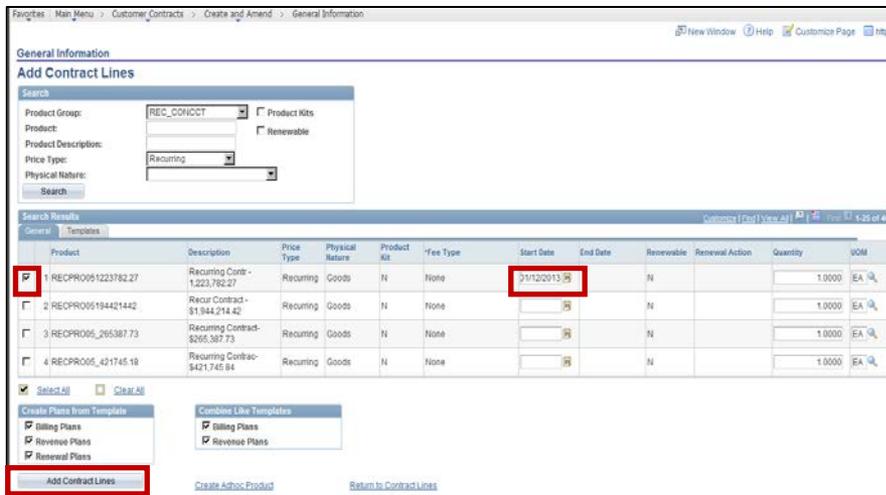
Select a **Start Date** for the recurring contract line. Once you add the product to the contract line, the start date changes when you save the recurring contract line.

The schedules associated with the recurring products are all configured to have a start date on the 12th of the month. If you enter a date prior to the 12th of the current month, then the start date changes to the 12th of the current month when you save the contract line.

If you enter a **Start Date** that is after the 12th of the current month, then the **Start Date** changes to the 12th of the following month when you save the contract line.

Select the **checkbox** next to the product you want to choose.

Enter the **Start Date**.





Creating Contract Line(s) (continued)

Notice that the templates in the **Create Plans from Template** and **Combine Like Templates** boxes default to selected. These templates create the predefined bill plans and revenue plans for the products and should not be changed.

Click the **Add Contract Lines** button to add the product to the contract.

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

New Window | Help | Customize Page | http

General Information

Add Contract Lines

Search

Product Group: REC_CONCCT Product Kits
Product: Renewable
Product Description:
Price Type: Recurring
Physical Nature:

Search

Search Results

General | Templates

	Product	Description	Price Type	Physical Nature	Product Kit	*Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
<input checked="" type="checkbox"/>	1 RECPRO051223782.27	Recurring Contr - 1,223,782.27	Recurring	Goods	N	None	01/12/2013		N		1.0000	EA
<input type="checkbox"/>	2 RECPRO05194421442	Recur Contract - \$1,944,214.42	Recurring	Goods	N	None			N		1.0000	EA
<input type="checkbox"/>	3 RECPRO05_265387.73	Recurring Contract-\$265,387.73	Recurring	Goods	N	None			N		1.0000	EA
<input type="checkbox"/>	4 RECPRO05_421745.18	Recurring Contract-\$421,745.84	Recurring	Goods	N	None			N		1.0000	EA

Select All Clear All

Create Plans from Template

- Billing Plans
- Revenue Plans
- Renewal Plans

Add Contract Lines

Combine Like Templates

- Billing Plans
- Revenue Plans

Create Adhoc Product | Return to Contract Lines



Creating Contract Line(s) (continued)

After clicking the **Add Contract Lines** button, a message displays indicating that **1 line(s) have been added to the contract**.

Click the **Return to Contract Lines** link.

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

General Information

Add Contract Lines

Search

Product Group: REC_CONCCT Product Kits

Product: Renewable

Product Description:

Price Type: Recurring

Physical Nature:

1 line(s) have been added to the contract

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

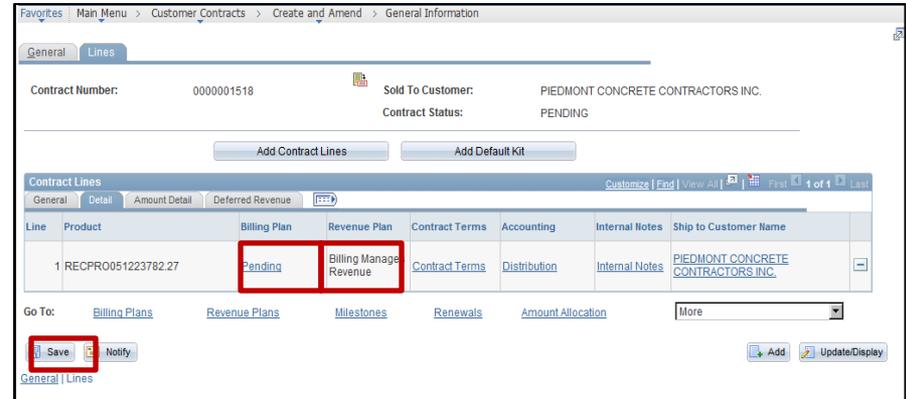


Billing and Revenue Plans

After you select your product, 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 distribution information associated with the contract line. The billing plan associated with a recurring contract line has a method of **Recurring**.

The **Detail** tab shows the **Billing 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 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 **Revenue Plan defaults** with a message that indicates **Billing Manages Revenue**.





Billing and Revenue Plans (continued)

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

General | **Lines**

Contract Number: 0000001518 Sold To Customer: **PIEDMONT CONCRETE CONTRACTORS INC.**
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](#) | [...](#)

Line	Product	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
1	RECPR0051223782.27	Pending	Billing Manages Revenue	Contract Terms	Distribution	Internal Notes	PIEDMONT CONCRETE CONTRACTORS INC.

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

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

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



Billing and Revenue Plans (continued)

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

To associate project and activities to the contract line, click the **Contract Terms** link.

The screenshot shows a software interface for managing contracts. At the top, there is a breadcrumb trail: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information. Below this, there are tabs for 'General' and 'Lines'. The 'General' tab is active, displaying contract details: Contract Number: 0000001518, Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC., and Contract Status: PENDING. There are two buttons: 'Add Contract Lines' and 'Add Default Kit'. Below this is a section for 'Contract Lines' with a table. The table has columns: Line, Product, Billing Plan, Revenue Plan, Contract Terms, Accounting, Internal Notes, and Ship to Customer Name. The first row contains: Line 1, Product RECPRO051223782.27, Billing Plan Pending, Revenue Plan Billing Manages Revenue, Contract Terms (highlighted with a red box), Accounting Distribution, Internal Notes (highlighted with a red box), and Ship to Customer Name PIEDMONT CONCRETE CONTRACTORS INC. Below the table, there is a 'Go To:' section with links for Billing Plans, Revenue Plans, Milestones, Renewals, and Amount Allocation, and a 'More' dropdown menu. At the bottom, there are 'Save' and 'Notify' buttons, and 'Add' and 'Update/Display' buttons. The breadcrumb trail at the bottom left is 'General | Lines'.



Associating Project Activities

After clicking the **Contract Terms** link, the **Related Projects** page displays.

In the **PC Business Unit** field, you need to enter your agency's value (i.e., **50100** for VDOT).

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

Related Projects

Contract Number: 0000001518 Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.
Amendment Number: Contract Status: PENDING

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

PC Business Unit:

Associated Projects & Activities Customize | 2 First 1 of 1 Last

*Project	*Activity	Source Type	Category	Subcategory
<input type="text"/>				

[Return to General Information](#)



Associating Project Activities

Enter the project you want to associate to the contract and enter an activity (nonparticipating) for the phase detailed in the agreement. This step determines which project / activity combinations are billed under the contract line. In the **Associated Projects & Activities** section, enter the **Project ID** or click the lookup icon for a list of available projects.

For recurring contract lines, only a single project / activity combination can be associated with one recurring contract line. This project / activity combination is then associated with the recurring billing events each time they are generated and sent to Billing.

The screenshot shows a software interface for 'Associated Projects & Activities'. The breadcrumb trail is: Favorites | Main Menu > Customer Contracts > Create and Amend > General Information. The 'Related Projects' section contains the following details:

- Contract Number: 000001522
- Amendment Number:
- Contract Line: 1
- Product: RECPR0051223782.27
- Description: Recurring Contr - 1,223,782.27
- PC Business Unit: 50100
- Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.
- Contract Status: PENDING
- Price Type: Recurring

The 'Associated Projects & Activities' section features a table with the following columns: *Project, *Activity, Source Type, Category, Subcategory, Description, and Description. The first row of data is highlighted with a red box:

*Project	*Activity	Source Type	Category	Subcategory	Description	Description
000000177	621				0610076182	Activity ID Description

Below the table are buttons for 'Create Project' and 'Create Activity'. At the bottom, there are navigation buttons: Save, Return to Search, Notify, Refresh, Update/Display, Include History, and Correct History.



Associating Project Activities (continued)

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

Related Projects

Contract Number: 0000001522 Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.
Amendment Number: Contract Status: PENDING

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

PC Business Unit:

Associated Projects & Activities Customize | First 1 of 1 Last

*Project	*Activity	Source Type	Category	Subcategory	Description	Description
<input type="text" value="0000000177"/>	<input type="text" value="621"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0610076182	Activity ID Description

[Return to General Information](#)



Associating Project Activities (continued)

The same project / activity combination can be associated with multiple recurring or amount-based contract lines. The same limitation seen with rate-based contract lines does not apply to recurring and amount-based contract lines.

After associating the project / activity combination, you need to return to the **Contract Lines** page. Click the **Return to General Information** link at the bottom of the **Related Projects** page

The screenshot displays a web application interface for managing contract information. The breadcrumb trail at the top reads: Favorites | Main Menu > Customer Contracts > Create and Amend > General Information.

The main content area is titled "Related Projects" and contains the following details:

- Contract Number:** 0000001522
- Amendment Number:** (empty)
- Sold To Customer:** PIEDMONT CONCRETE CONTRACTORS INC.
- Contract Status:** PENDING
- Contract Line:** 1
- Price Type:** Recurring
- Product:** RECPRO051223782.27
- Description:** Recurring Contr - 1,223,782.27
- PC Business Unit:** 50100

Below this information is a section titled "Associated Projects & Activities" with a table:

*Project	*Activity	Source Type	Category	Subcategory	Description	Description
0000000177	621				0610076182	Activity ID Description

At the bottom of the interface, there are several buttons: "Create Project", "Create Activity", and a link "Return to General Information" which is highlighted with a red box. Other buttons include "Save", "Return to Search", "Notify", "Refresh", "Update/Display", "Include History", and "Correct History".



Accessing the Accounting Distribution

The **Contract Lines** page displays. Click the **Detail** tab.

Access the **Accounting Distribution** page by clicking the **Distribution** link under the **Accounting** heading.

The screenshot shows a web application interface for 'Contract Lines'. The breadcrumb trail is 'Favorites > Main Menu > Customer Contracts > Create and Amend > General Information'. The 'Lines' tab is active. Contract details include: Contract Number: 000001518, Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC., and Contract Status: PENDING. There are buttons for 'Add Contract Lines' and 'Add Default Kit'. The 'Contract Lines' table has tabs for 'General', 'Detail', 'Amount Detail', and 'Deferred Revenue'. The 'Detail' tab is selected. The table has columns: Line, Product, Billing Plan, Revenue Plan, Contract Terms, Accounting, Internal Notes, and Ship to Customer Name. The first row shows: Line 1, Product RECPRO051223782.27, Billing Plan Pending, Revenue Plan Billing Manages Revenue, Contract Terms Contract Terms, Accounting Distribution (highlighted with a red box), Internal Notes Internal Notes, and Ship to Customer Name PIEDMONT CONCRETE CONTRACTORS INC. Below the table are links for 'Go To: Billing Plans, Revenue Plans, Milestones, Renewals, Amount Allocation' and a 'More' dropdown. At the bottom are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

Line	Product	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
1	RECPRO051223782.27	Pending	Billing Manages Revenue	Contract Terms	Distribution	Internal Notes	PIEDMONT CONCRETE CONTRACTORS INC.



Accounting Distribution

The Products default the accounting distribution, revenue plan, and bill plan for the contract line.

Even though products default the accounting distribution, you still need to access the **Accounting Distribution** page to enter the project ID on the accounting distribution lines. The project ID needs to be the same project ID you selected when selecting the project / activity combination.

Since the products default the accounting distribution, you need to be in correct history mode to enter the project ID. Click the **Correct History** button.

The screenshot shows the 'Accounting Distribution' page for 'PIEDMONT CONCRETE CONTRACTORS INC.'. The contract details are: Contract: 0000001522, Line Num: 1, Description: Recurring Contr - 1,223,782.27. Negotiated Amount: 0.00, Unit: 50100, Currency: USD. The 'Accounting Distributions' table shows one entry with an effective date of 05/16/2013. The table columns include Percentage, Amount, GL Unit, Distribution Code, Account, Fund, Program, Department, Cost Center, and Task. The 'Correct History' button at the bottom right is highlighted with a red box.

Percentage	Amount	GL Unit	Distribution Code	Account	Fund	Program	Department	Cost Center	Task
100.00000000	0.00	50100	PROJEPRO05	40042011	04720		15000		



Accounting Distribution (continued)

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

Accounting Distribution

PIEDMONT CONCRETE CONTRACTORS INC.

Contract: 0000001522 Line Num: 1 Description: Recurring Contr - 1,223,782.27

Negotiated Amount: 0.00 Unit: 50100 Currency: USD

Accounting Distributions Find | View All First 1 of 1 Last

*Effective Date: 05/16/2013 + -

Revenue Customize Find First 1 of 1 Last									
Percentage	Amount	GL Unit	Distribution Code	Account	Fund	Program	Department	Cost Center	Task
100.00000000	0.00	50100	PROJEPRO05	40042011	04720		15000		

[Return to General Information](#)

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



Accounting Distribution (continued)

Use the scroll bar to view the **Project** field.

Enter the **Project**, then click the **Save** button. After saving the project number, you need to go back to the Lines page. Notice that upon **Save**, the **Return to General Information** link is no longer visible.

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

Accounting Distribution

PIEDMONT CONCRETE CONTRACTORS INC.

Contract: 0000001522 Line Num: 1 Description: Recurring Contr - 1,223,782.27

Negotiated Amount: 0.00 Unit: 50100 Currency: USD

Accounting Distributions Find | View All First 1 of 1 Last

*Effective Date: 05/16/2013 + -

Revenue	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Project	Affiliate	Fund Affiliate	Stat	V
							0000000015				

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



Billing Plan

To access the billing plan from the **Accounting Distribution** page:

- Click the **General Information** link at the top of the page
- Click the **Lines** tab
- Click the Details tab on the Lines tab page.
- Click the link in the **Billing Plan** field.

The billing plan stores:

- The timing of billing
- How bill lines appear

The bill plan is automatically created from templates associated with the product used to create the contract line.

Contract Number: 0000001522
Amendment Number: 1
Contract Line: 1
Product: RECPR0051223782.27
Description: Recurring Contr - 1,223,782.27
PC Business Unit: 50100
Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.
Contract Status: PENDING
Price Type: Recurring

*Project	*Activity	Source Type	Category	Subcategory	Description	Description
0000000177	621				0610076182	Activity ID Description

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

Contract Number: 0000001518
Amendment Number: 1
Contract Line: 1
Product: RECPR0051223782.27
Description: Recurring Contr - 1,223,782.27
Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.
Contract Status: PENDING

Buttons: Add Contract Lines, Add Default Kit

Line	Product	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
1	RECPR0051223782.27	Pending	Billing Manages Revenue	Contract Terms	Distribution	Internal Notes	PIEDMONT CONCRETE CONTRACTORS INC.

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

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



Billing Plan

Three tabs display for the billing plan when the contract line is recurring:

- **Billing Plan General** tab: This tab displays all the 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. The Bill Plan Hold checkbox displays when the contract is **Active**.

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

Contract: 0000001522 BI Unit: 50100
Sold To Customer: 0000000001 PIEDMONT CONCRETE CONTRACTORS INC. Bill To: 0000000001 PIEDMONT CONCRETE CONTRACTORS INC.
Billing Plan: B101 Recurring - Monthly - 1 Currency: USD

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

Customer Information		Amount Detail	
BI Unit:	50100 VA Dept of Transportation	Negotiated Amount:	0.00
*Bill To Customer:	0000000001 PIEDMONT CONCRETE CONTRACTORS INC. Addr Num: 1	Total Amount:	0.00
Bill To Contact:		Total Billing History:	0.00

Billing Options

Bill Type: CCT Pre Approved [Billing Header Note](#)
Bill Source: PROJE Direct Invoice [Internal Notes](#)
VDOT Other

Purchase Order:

Billing Default Overrides

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

[Return to General Information](#)

Save Return to Search Notify Add Update/Display

Billing Plan General | Recurring Detail | History



Billing Plan General Tab

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

Billing Plan General | Recurring Detail | History

Contract: 000001522 **BI Unit:** 50100
Sold To Customer: 000000001 **PIEDMONT CONCRETE CONTRACTORS INC.** **Bill To:** 000000001 **PIEDMONT CONCRETE CONTRACTORS INC.**
Billing Plan: B101 **Recurring - Monthly - 1** **Currency:** USD

Description: ***Billing Status:** Ready at Activation
Billing Method:

Customer Information		Amount Detail	
BI Unit:	<input type="text" value="50100"/> VA Dept of Transportation	Negotiated Amount:	0.00
*Bill To Customer:	<input type="text" value="000000001"/> PIEDMONT CONCRETE CONTRACTORS INC. Addr Num: <input type="text" value="1"/>	Total Amount:	0.00
Bill To Contact:	<input type="text"/>	Total Billing History:	0.00

Billing Options
Bill Type: Pre Approved [Billing Header Note](#)
Bill Source: Direct Invoice [Internal Notes](#)
 VDOT Other
Purchase Order:

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

[Return to General Information](#)

Billing Plan General | [Recurring Detail](#) | [History](#)



Recurring Detail Tab

Recurring Detail tab: This tab allows you to preview the future recurring billing events associated with the bill plan. You can also stop the recurring billing before the scheduled end date by changing the end date and saving the page.

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

Billing Plan General **Recurring Detail** History

Contract: 0000001522 BI Unit: 50100
Sold To Customer: 0000000001 Piedmont Concrete Contractors Inc. Bill To: 0000000001 Piedmont Concrete Contractors Inc.
Billing Plan: B101 Recurring - Monthly - 1 Currency: USD

Start Date: 09/12/2011 Billing Status: Pending
End Date: 10/11/2011
Schedule: MONTHLY12

Preview Options

Next Period Preview
 Date 10/11/2011 Billing Line Note
 End of Calendar Year

[Return to General Information](#)

Save Return to Search Notify Add Update/Display

[Billing Plan General](#) | [Recurring Detail](#) | [History](#)



History Tab

History tab: This tab displays the billing history associated with the contract line.

Note: The tabs shown on the billing plan vary depending on the price type (rate-based, amount-based, or recurring) of contract line. Non-Federal contracts use all three price types.

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

New Window | Help | Customi

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

Contract: 000001508 BI Unit: 50100
 Sold To Customer: 0000000010 RECYCLING AND DISPOSAL SOLUTIONS OF VA Bill To: 0000000010 RECYCLING AND DISPOSAL SOLUTIONS OF VA
 Billing Plan: B101 Recurring - Monthly - 6 Currency: USD

Amount Details

Negotiated Amount: 0.00
 Total Net Extended Amount: 0.00

Contract Billing History Customize | Find | First 1 of 1 Last

Source | Billing | Contracts | Projects

*Cross Reference Sequence No.	*Cross Reference Status	System Source	Process Instance	*Last Update Date/Time	Last Update User ID	Net Amt	Gross Amt	Billing Currency	Net Extended Amt	Gross Extended
1	Finalized	PCA		02/19/2013 7:53:23AM	DENETTA	0.000	0.000		0.000	0.000

[Return to Assign Billing Plan](#)

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

Billing Plan General | Recurring Detail | History



Activating a Contract

After you create the contract, add product(s), set the limits, and associate the project activity(s), the contract is ready to be set to **Active**. Activating a contract indicates that all data for the contract is in 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 plans 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:	0000001520	Sold To Customer:	PIEDMONT CONCRETE CONTRACTORS INC.
Amendment Number:	0000000000	*Contract Status:	ACTIVE

Description:	<input type="text" value="Recurring"/>	Processing Status:	Active
Contract Admin:	<input type="text"/>	Amendment Status:	Complete
Region Code:		Business Unit:	VA Dept of Transportation
Contract Type:	O	Contract Classification:	Standard
Currency Code:	USD	Start Date:	04/23/2013
Exchange Rate Type:	CRRNT	End Date:	
Contract Signed:	04/23/2013	Last Update Date/Time:	04/23/2013 4:37:41PM
		Last Update User ID:	PPS_MARCY.JONES

▶ Other Information

▶ Summary of Amounts

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

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



Closing Customer Contracts

- You should only close a contract after the contract has fulfilled the contract terms. Once the contract is closed, it can no longer be used or amended.
- The related **Revenue Plans** and **Billing Plans** are automatically set to **Completed**, once the last bill is sent.

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

General | Lines | Amendments

Contract Number:	0000001520	Sold To Customer:	PIEDMONT CONCRETE CONTRACTORS INC.
Amendment Number:	0000000000	*Contract Status:	CLOSED

Amend Contract | Add to My Contracts

Description:	Recurring Prepaid	Processing Status:	Closed
Contract Admin:		Amendment Status:	Complete
Region Code:		Business Unit:	VA Dept of Transportation
Contract Type:	O	Contract Classification:	Standard
Currency Code:	USD	Start Date:	04/23/2013
Exchange Rate Type:	CRRNT	End Date:	
Contract Signed:	04/23/2013	Last Update Date/Time:	04/23/2013 4:37:41PM
		Last Update User ID:	PPS_MARCY.JONES

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 Processing Non-Federal Recurring Contracts





Contracts to Billing Process for Non-Federal Contracts

The Contracts to Billing and Billing Interfaces process the project billing from Project Costing and Customer Contracts modules to the Billing modules.

The Contracts to Billing process has three major parts: rate-based contract line billing, fixed-amount, and recurring billing. Non-Federal contracts use all three of these contract line types in Cardinal, but this section of the training focuses on recurring contract billing.

- For recurring billing, the Customer Contracts module pulls information from recurring contract lines for the current month and populates the billing interface tables with the billing information.

The Billing Interface process runs after the Contracts to Billing process and determines how each recurring contract billing transaction associates with a bill in the Billing module.

All Non-Federal recurring contract billing transactions bypass the billing worksheet and associate with a real bill in the Billing module with a status of **New**.



Lesson 4: Checkpoint

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

1. Do recurring contracts bill based on existing project expenditures. TRUE or FALSE
2. Can a project / activity combination that is currently associated to an existing contract, be associated and billed to a recurring contract. TRUE or FALSE
3. Recurring contract events bill for varying amounts. TRUE or FALSE



Lesson 4: Summary

In this lesson, you learned:

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



Lesson 5: Creating and Processing Non-Federal Amount-Based Contracts

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

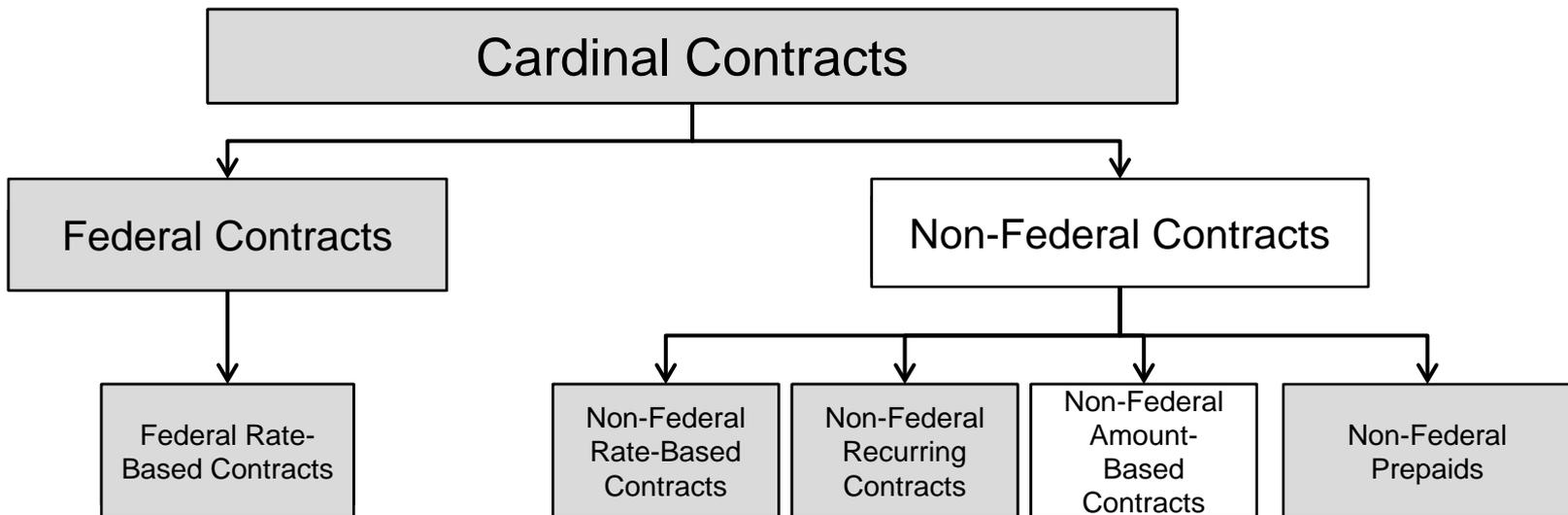
- Creating and Activating Non-Federal Amount-Based Contracts
- Contracts to Billing Process for Non-Federal Amount-Based Contracts



Creating and Processing Non-Federal Amount-Based Contracts

In the previous lesson, we discussed Non-Federal recurring contracts. The third type of contract we will review in this course is Non-Federal amount-based contracts.

Use amount-based contracts when you need to bill monthly for varying amounts. An amount-based contract line allows you to bill a fixed 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.

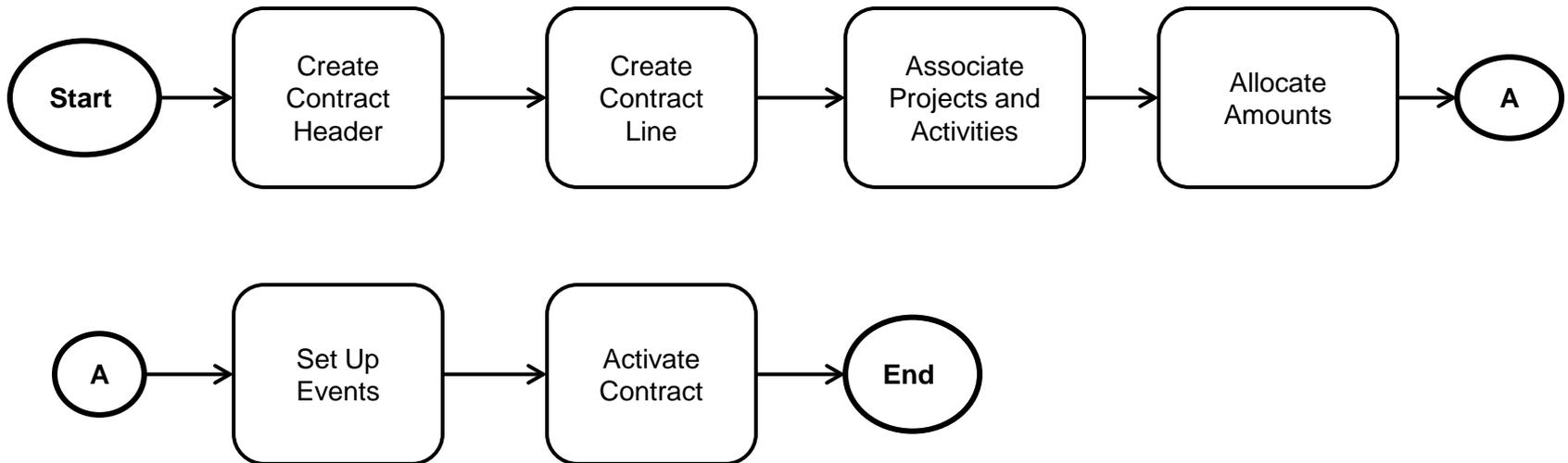




Creating a Non-Federal Amount-Based Contract

The Create Customer Contracts process for Non-Federal amount-based contracts involves the following steps:

- Creating contract header
- Creating contract line(s)
- Associating project and activities
- Allocating amounts
- Setting up events
- Activating the contract





Adding a Contract

To create a contract:

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

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

- Click the **Add a New Value** tab.
- The **Business Unit** field defaults to for your agency (e.g., **50100** for VDOT). Do not change this value.
- The **Contract** field defaults to **NEXT**. Do not change this value for Non-Federal contracts.
- Select the customer from the **Sold To Customer** lookup.
- The **Contract Classification** field defaults to **Standard**. This value should not be changed.
- Click the **Add** button.

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

General Information

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

Business Unit: 50100

Contract: NEXT

Sold To Customer: 0000000001

Contract Classification: Standard

Add

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



Creating Contract Header

You can create a contract header on the **General Information** page, by entering values into the following fields: **Description**, **Contract Type**, **Signed Date**, **Legal Entity**, and **Federal Region Code**.

For Non-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.
- **Contract Admin** field is not used in Cardinal.
- **Contract Type** field displays the contract type. Values include:
 - **A** – Letter of Authorization
 - **F** – Federal
 - **G** – Grant
 - **J** – Federal Grant
 - **L** – Local
 - **O** – Other
 - **R** – Resolution

The screenshot shows the 'General Information' page for creating a contract header. The 'Description' field is highlighted with a red box and contains the text 'Local'. The 'Contract Type' dropdown is also highlighted with a red box and is set to 'L'. The 'Legal Entity' dropdown is set to 'STATE' and the 'Federal Region Code' is set to '03'. The page includes a 'Summary of Amounts' section and navigation buttons like 'Save', 'Notify', 'Add', and 'Update/Display'.



Creating a Contract Header (continued)

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

General | Lines

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

Description: Local Processing Status: Pending
Contract Admin: Amendment Status:
Region Code: Business Unit: VA Dept of Transportation
Contract Type: 0 Contract Classification: Standard
Currency Code: USD Last Amended:
Exchange Rate Type: CRRNT Last Update Date/Time:
Contract Signed: 01/12/2013 Last Update User ID:

Other Information

Template Contract Parent Contract:
 Master Contract Master Contract:
 Legal Review Complete Legal Entity: STATE
 Credit Check Complete Purchase Order:
 Contains Cotermination Lines Proposal ID:
Federal Region Code: 03

Summary of Amounts

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

General | Lines



Creating Contract Header (continued)

- The **Contract Signed** date defaults to the current date. This date should be changed to the date the agreement was signed with the non-federal customer. This date will also default the date of the accounting distribution.
- The **Legal Entity** field is **STATE** for all Non-Federal contracts. Other values include (used for Federal contracts only):
 - **FO – Federal Oversight**
 - **NFO – Non-Federal Oversight**

The screenshot shows a web-based interface for creating a contract header. The breadcrumb trail is: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information. The interface is divided into several sections:

- General Information:** Contract Number: NEXT; Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.; *Contract Status: PENDING. Buttons: Copy From Contract, Add to My Contracts.
- Contract Details:** Description: Local; Contract Admin: [empty]; Region Code: [empty]; Contract Type: 0; Currency Code: USD; Exchange Rate Type: CRRNT; Contract Signed: 01/12/2013. Processing Status: Pending; Amendment Status: [empty]; Business Unit: VA Dept of Transportation; Contract Classification: Standard; Last Amended: [empty]; Last Update Date/Time: [empty]; Last Update User ID: [empty].
- Other Information:** Template Contract, Master Contract, Legal Review Complete, Credit Check Complete, Contains Coterminal Lines (checkboxes). Parent Contract, Master Contract, Legal Entity: STATE, Purchase Order, Proposal ID, Federal Region Code: 03.
- Summary of Amounts:** Go To: Billing Plans, Revenue Plans, Milestones, Renewals, Amount Allocation, More.
- Actions:** Save, Notify, Add, Update/Display.



Creating Contract Header (continued)

- **Proposal ID** field indicates the total limit amount (obligation amount) of the contract, for Federal contracts only. This field is not used for Non-Federal contracts. This field is for informational purposes only.
- **Federal Region Code** field defaults to **03 (FHWA)**. Do not change this value for Non-Federal contracts.
- **Negotiated Amount** field captures the billable amount for the contract similar to a billing limit.
- Click the **Save** button and the contract number displays in the **Contract Number** field at the top of the page.

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

- General Information:** This section contains fields for Contract Number (000001516), Sold To Customer (PIEDMONT CONCRETE CONTRACTORS INC.), and Contract Status (PENDING). It also includes buttons for "Copy From Contract" and "Add to My Contracts".
- Description:** This section contains fields for Description (Local), Contract Admin, Region Code, Contract Type, Currency Code (USD), Exchange Rate Type (CRRNT), and Contract Signed (06/06/2013). It also includes fields for Processing Status (Pending), Amendment Status, Business Unit (VA Dept of Transportation), Contract Classification (Standard), Last Amended, Last Update Date/Time (06/06/2013 7:44:46AM), and Last Update User ID (FINUSER20).
- Other Information:** This section contains checkboxes for Template Contract, Master Contract, Legal Review Complete, Credit Check Complete, and Contains Cotermination Lines. It also includes fields for Parent Contract, Master Contract, Legal Entity (STATE), and Purchase Order. The Proposal ID and Federal Region Code (03) fields are highlighted in red.
- Summary of Amounts:** This section contains a table for Contract Amounts. The Negotiated Amount field is highlighted in red and contains the value 150,000.00. Other fields include Discounts/Surcharges (0.00), Non-inclusive Prepays (0.00), Total (150,000.00), Estimated (less Prepays) (0.00), and Estimated Total (150,000.00). A note at the bottom of the table reads "* Allocation Not Complete".
- Navigation:** At the bottom of the interface, there are links for "Go To: Billing Plans, Revenue Plans, Milestones, Renewals, Amount Allocation" and a "More" dropdown menu. There are also buttons for "Save", "Notify", "Add", and "Update/Display".



Creating Contract Header (continued)

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

General | Lines

Contract Number: 0000001516

Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.

*Contract Status: PENDING

Description: Local

Contract Admin:

Region Code:

Contract Type: O

Currency Code: USD

Exchange Rate Type: CRRNT

Contract Signed: 06/06/2013

Processing Status: Pending

Amendment Status:

Business Unit: VA Dept of Transportation

Contract Classification: Standard

Last Amended:

Last Update Date/Time: 06/06/2013 7:44:46AM

Last Update User ID: FINUSER20

Other Information

Template Contract

Master Contract

Legal Review Complete

Credit Check Complete

Contains Cotermination Lines

Parent Contract:

Master Contract:

Legal Entity: STATE

Purchase Order:

Proposal ID:

Federal Region Code: 03

Summary of Amounts

Contract Amounts

Negotiated Amount:	150,000.00
Discounts/Surcharges:	0.00
Non-inclusive Prepays:	0.00
Total:	150,000.00
Estimated (less Prepays):	0.00
Estimated Total:	150,000.00

* Allocation Not Complete

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

General | Lines



Creating Contract Line(s)

You can create contract line(s) on the **General Information—Add Contract Lines** page, by clicking the **Add Contract Lines** button on the **Lines** tab of the **General Information** page.

- You can only add lines to a contract that has a processing status of **Pending**; the **Add Contract Lines** button is unavailable for entry 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.
- Click the **Add Contract Lines** button.

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

General **Lines**

Contract Number: 000001523 Sold To Customer: CITY OF RICHMOND
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

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)

To yield only Non-Federal amount-based products from your search:

- The **Product Group** field is any value beginning with **AMT**. For example, **AMT_CONCCT (Amt Based - Constr Cty Co Twn)**.
- The **Price Type** field is **Amount** (since this is an amount-based contract). This field displays the price type that was defined for the product on the **Product Definition** page.
- Click the **Search** button.

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

General Information

Add Contract Lines

Search

Product Group: Product Kits

Product:

Product Description:

Price Type: Renewable

Physical Nature:

[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.

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

General Information

Add Contract Lines

Search

Product Group: AMT_HMOCCT Product Kits
Product: Renewable
Product Description:
Price Type: Amount
Physical Nature:

Search Results Customize | Find | View All | First 1-9 of 9 | Last

Product	Description	Price Type	Physical Nature	Product Kit	Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
<input type="checkbox"/> 1	AMT_PROJE1	Partic - HM0 - CCT - Bristol	Amount	Goods	N	None	01/14/2013		N	1.0000	
<input type="checkbox"/> 2	AMT_PROJE2	Partic - HM0 - CCT - Salem	Amount	Goods	N	None			N	1.0000	
<input type="checkbox"/> 3	AMT_PROJE3	Partic - HM0 - CCT - Lynchburg	Amount	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)

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

General Information

Add Contract Lines

Search

Product Group: Product Kits

Product:

Product Description:

Price Type: Renewable

Physical Nature:

Search Results Customize | Find | View All | First 1-9 of 9 Last

General	Templates	Product	Description	Price Type	Physical Nature	Product Kit	#Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
<input type="checkbox"/>		1 AMT_PROJE1	Partic - HMO - CCT - Bristol	Amount	Goods	N	None	01/14/2013 <input type="text"/>	<input type="text"/>	N		1.0000	<input type="text"/>
<input type="checkbox"/>		2 AMT_PROJE2	Partic - HMO - CCT - Salem	Amount	Goods	N	None	<input type="text"/>	<input type="text"/>	N		1.0000	<input type="text"/>
<input type="checkbox"/>		3 AMT_PROJE3	Partic - HMO - CCT - Lynchburg	Amount	Goods	N	None	<input type="text"/>	<input type="text"/>	N		1.0000	<input type="text"/>

Select All Clear All

Create Plans from Template

Billing Plans

Revenue Plans

Renewal Plans

Combine Like Templates

Billing Plans

Revenue Plans

[Create Adhoc Product](#)

[Return to Contract Lines](#)



Creating Contract Line(s) (continued)

- **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.
- **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.
- Use the **Add Contract Lines** button on the **General Information—Add Contract Lines** page to add the product to the contract.

General Information
Add Contract Lines

Search

Product Group: AMT_HMOCCT Product Kits
Product: Renewable
Product Description:
Price Type: Amount
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 type="checkbox"/> 1 AMT_PROJE1	Partic - HM0 - CCT - Bristol	Amount	Goods	N	None	01/14/2013		N		1.0000	
<input type="checkbox"/> 2 AMT_PROJE2	Partic - HM0 - CCT - Salem	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/> 3 AMT_PROJE3	Partic - HM0 - CCT - Lynchburg	Amount	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

General Information

Add Contract Lines

Search

Product Group: Product Kits

Product:

Product Description:

Price Type: Renewable

Physical Nature:

Search Results Customize | Find | View All | First 1-9 of 9 Last

General | Templates

	Product	Description	Price Type	Physical Nature	Product Kit	Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
<input type="checkbox"/>	1 AMT_PROJE1	Partic - HMO - CCT - Bristol	Amount	Goods	N	None	01/14/2013 <input type="text"/>	<input type="text"/>	N		<input type="text" value="1.0000"/>	<input type="text"/>
<input type="checkbox"/>	2 AMT_PROJE2	Partic - HMO - CCT - Salem	Amount	Goods	N	None	<input type="text"/>	<input type="text"/>	N		<input type="text" value="1.0000"/>	<input type="text"/>
<input type="checkbox"/>	3 AMT_PROJE3	Partic - HMO - CCT - Lynchburg	Amount	Goods	N	None	<input type="text"/>	<input type="text"/>	N		<input type="text" value="1.0000"/>	<input type="text"/>

Select All Clear All

Create Plans from Template

Billing Plans

Revenue Plans

Renewal Plans

Combine Like Templates

Billing Plans

Revenue Plans

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



Creating Contract Line(s) (continued)

Select the **Product** and enter the **Start Date**

Notice that the templates in the **Create Plans from Template** and **Combine Like Template** boxes default to selected. These templates create the predefined bill plans and revenue plans for the products and should not be changed.

Click the **Add Contract Lines** button to add the product to the contract.

General Information

Add Contract Lines

Search

Product Group: AMT_HMOCCT Product Kits
Product: Renewable
Product Description:
Price Type: Amount
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"/> AMT_PROJE1	Partic - HM0 - CCT - Bristol	Amount	Goods	N	None	01/14/2013		N		1.0000	
<input type="checkbox"/> 2 AMT_PROJE2	Partic - HM0 - CCT - Salem	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/> 3 AMT_PROJE3	Partic - HM0 - CCT - Lynchburg	Amount	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

General Information

Add Contract Lines

Search

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

Search Results Customize | Find | View All | First 1-9 of 9 Last

General | Templates

	Product	Description	Price Type	Physical Nature	Product Kit	*Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
<input checked="" type="checkbox"/>	AMT_PROJE1	Partic - HM0 - CCT - Bristol	Amount	Goods	N	None	01/14/2013 <input type="text"/>	<input type="text"/>	N		1.0000	<input type="text"/>
<input type="checkbox"/>	2 AMT_PROJE2	Partic - HM0 - CCT - Salem	Amount	Goods	N	None	<input type="text"/>	<input type="text"/>	N		1.0000	<input type="text"/>
<input type="checkbox"/>	3 AMT_PROJE3	Partic - HM0 - CCT - Lynchburg	Amount	Goods	N	None	<input type="text"/>	<input type="text"/>	N		1.0000	<input type="text"/>

Select All Clear All

Create Plans from Template

Billing Plans
 Revenue Plans
 Renewal Plans

Combine Like Templates

Billing Plans
 Revenue Plans

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



Creating Contract Line(s) (continued)

After clicking the **Add Contract Lines** button, a message displays indicating **1 line(s) have been added to the contract**.

Click the **Return to Contract Lines** link.

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

General Information

Add Contract Lines

Search

Product Group: Product Kits

Product:

Product Description:

Price Type: Renewable

Physical Nature:

1 line(s) have been added to the contract

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



Associating Project Activities

You associate project activities on the **Related Projects** page. You access this page by clicking the **Contract Terms** link on the **Detail** tab of the **Lines** page.

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

General | **Lines**

Contract Number: 0000001556 Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.
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

Line	Product	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
1	AMT_PROJE1	Pending	Pending	Contract Terms	Distribution	Internal Notes	PIEDMONT CONCRETE CONTRACTORS INC.

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

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

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



Associating Project Activities

Before you associate the project and activity to the contract, you must enter your agency's value (i.e., **50100** for VDOT) in the **PC Business Unit** field on the **Related Projects** page. This allows you to enter the project ID you want to associate with the amount-based contract line and select an activity associated with the project by clicking the lookup icon.

The same project / activity combination can be associated with multiple amount-based contract lines. The same limitation seen with rate-based contract lines does not apply to amount-based contract lines.

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

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

Related Projects

Contract Number: 0000000057 Sold To Customer: State Customer
Amendment Number: Contract Status: PENDING

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

PC Business Unit:

Associated Projects & Activities

*Project	*Activity	Source Type	Category	Subcategory	Description	Description
<input type="radio"/> 000000001	605				Construction Project Template	Prel Eng. Environmetal

Create Project Create Activity

[Return to General Information](#)

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



Associating Project Activities (continued)

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

Related Projects

Contract Number: 0000000057 Sold To Customer: State Customer
Amendment Number: Contract Status: PENDING

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

PC Business Unit:

Associated Projects & Activities Customize | First 1 of 1 Last

*Project	*Activity	Source Type	Category	Subcategory	Description	Description
<input type="text" value="0000000001"/>	<input type="text" value="605"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Construction Project Template	Prel Eng. Environmetal

[Return to General Information](#)



Accessing The Accounting Distribution Page

The Lines page displays. Click the **Distribution** link.

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

General | **Lines**

Contract Number: 0000001556 Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.
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

Line	Product	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
1	AMT_PROJE1	Pending	Pending	Contract Terms	Distribution	Internal Notes	PIEDMONT CONCRETE CONTRACTORS INC.

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

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

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



Accounting Distribution

Products are pre-configured to create the contract lines and default the accounting distribution, revenue plan, and billing plan for the contract line.

Since the accounting distribution is effective dated, you must be in correct history mode to enter the project ID. Click the **Correct History** button.

The **Fund** and **Department** must match on the **Revenue** and **Unbilled AR Distribution Lines**. Make adjustments as appropriate if necessary.

Accounting Distribution

CITY OF RICHMOND

Contract: 0000001523 Line Num: 1 Description: Partic - CON - CCT - Bristol

Negotiated Amount: 0.00 Unit: 50100 Currency: USD

Accounting Distributions

*Effective Date: 05/16/2013

Define Distributions By: Percent (selected) Amount

Calculate Amounts

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

Percentage	Amount	GL Unit	Distribution Code	Account	Fund	Program	Department	Cost Center	Task
100.00000000		0.00	50100	AMT_CONCCT	112062	04720	11000		

Return to General Information

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



Accounting Distribution (continued)

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

Accounting Distribution

CITY OF RICHMOND

Contract: 0000001523 Line Num: 1 Description: Partic - CON - CCT - Bristol

Negotiated Amount: 0.00 Unit: 50100 Currency: USD

Accounting Distributions Find | View All First 1 of 1 Last

*Effective Date: 05/16/2013

Define Distributions By: Percent Amount Calculate Amounts

Revenue										
Percentage	Amount	GL Unit	Distribution Code	Account	Fund	Program	Department	Cost Center	Task	
100.00000000		0.00	50100	PROJEP001	40042011	04720	11000			

Unbilled AR										
Percentage	Amount	GL Unit	Distribution Code	Account	Fund	Program	Department	Cost Center	Task	
100.00000000		0.00	50100	AMT_CONCCT	112062	04720	11000			

[Return to General Information](#)

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



Accounting Distribution (continued)

Use the scrollbar under the **Revenue** and **Unbilled AR** sections of the page to access, then enter the **Project ID**. The **Project ID** needs to be the same **Project ID** you selected when selecting the project / activity combination.

Click the **Save** button.

Accounting Distribution

State Customer

Contract: 0000000058 Line Num: 1 Description: Partic - HMO - OTH - Bristol

Negotiated Amount: 100,000.00 Unit: 50100 Currency: USD

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

*Effective Date: 05/18/2011 Define Distributions By Calculate Amounts

Percent Amount

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

Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Project	Affiliate	Fund Affiliate	Stat
							000000002			

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

Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Project	Affiliate	Fund Affiliate	Stat
999							000000002			

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



Accounting Distribution (continued)

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

Accounting Distribution

State Customer

Contract: 0000000058 Line Num: 1 Description: Partic - HM0 - OTH - Bristol

Negotiated Amount: 100,000.00 Unit: 50100 Currency: USD

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

*Effective Date: 05/18/2011

Define Distributions By: Percent Amount Calculate Amounts

Revenue

Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Project	Affiliate	Fund Affiliate	Stat
							0000000002			

Unbilled AR

Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Project	Affiliate	Fund Affiliate	Stat
999							0000000002			

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



Accounting Distribution (continued)

A message displays indicating **UAR distribution has been changed**.

Click the **OK** button.

Click **General Information** on the Menu bar.





Amount Allocation

You can allocate the total amount of the contract on the **Amount Allocation** page. Click the **Amount Allocation** link.

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

General | **Lines**

Contract Number:	0000001516	Sold To Customer:	PIEDMONT CONCRETE CONTRACTORS INC.
		*Contract Status:	PENDING

[Add to My Contracts](#)

Description:	Local	Processing Status:	Pending
Contract Admin:		Amendment Status:	
Region Code:		Business Unit:	VA Dept of Transportation
Contract Type:	0	Contract Classification:	Standard
Currency Code:	USD	Last Amended:	
Exchange Rate Type:	CRRNT	Start Date:	06/06/2013
Contract Signed:	06/06/2013	End Date:	
		Last Update Date/Time:	06/06/2013 8:08:29AM
		Last Update User ID:	FINUSER20

▶ Other Information

▶ Summary of Amounts

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

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

General | [Lines](#)



Amount Allocation (continued)

- **Negotiated Amount** field: Enter in the negotiated amount that you entered on the contract header into this field on the contract line. It is very important that these two fields match for proper processing.
- **Recalculate** button: Use this button to recalculate the contract line. Cardinal calculates the values on the page based on the information that you enter in the **Negotiated Amount** field.

Once recalculation is complete, the **Allocation** field changes from **Allocation Not Complete** to **Allocation Complete**.

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

Amount Allocation

Contract: 000000059 Sold To Customer: 000000004 State Customer
Business Unit: 50100 Currency: USD Contract Admin: Alexander, Jean Ann

Negotiated Amount: 5,000.00 Unallocated Amount: 0.00
Discounts/Surcharges: 0.00 Inclusive Prepays: 0.00
Net Amount: 5,000.00 Allocation: Allocation Complete

Recalculate

Reprice	Line #	Product	Price Type	Line Status	Quantity	Extended Price	Negotiated Amount	Discounts/Surcharges	Net Amount
	1	AMT_PROJE29	Amount	Active	1.0000	0.00	5,000.00	0.00	5,000.00

Select All Clear All

Line Totals

Negotiated Amt: 5,000.00 Discounts/Surcharges: 0.00

Return to General Information

Save Return to Search Notify



Amount Allocation (continued)

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

Amount Allocation

Contract: 0000000059 Sold To Customer: 0000000004 State Customer
Business Unit: 50100 Currency: USD Contract Admin: Alexander, Jean Ann

Negotiated Amount:
Discounts/Surcharges:
Net Amount: 5,000.00

Unallocated Amount: 0.00
Inclusive Prepays: 0.00
Allocation:

Recalculate

Contract Line Pricing

Reprice	Line #	Product	Price Type	Line Status	Quantity	Extended Price	Negotiated Amount	Discounts/Surcharges	Net Amount
<input type="checkbox"/>	1	AMT_PROJE29	Amount	Active	<input type="text" value="1.0000"/>	0.00	<input type="text" value="5,000.00"/>	<input type="text" value="0.00"/>	5,000.00

Select All Clear All

Recalculate

Line Totals

Negotiated Amt: 5,000.00 Discounts/Surcharges: 0.00

[Return to General Information](#)



Billing Plan

Access the billing plan by clicking the link in the **Billing Plan** field on the **Lines - Details** tab.

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

General | **Lines**

Contract Number: 000001556 Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.
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

Line	Product	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
1	AMT_PROJE1	Pending	Pending	Contract Terms	Distribution	Internal Notes	PIEDMONT CONCRETE CONTRACTORS INC.

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

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

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



Billing Plan (continued)

The billing plan stores:

- The timing of billing
- How bill lines appear

The billing plan is automatically created from templates associated with the product used to create the contract line.

Do not change these values.

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

Billing Plan General | Events | History

Contract: 0000000059 BI Unit: 50100
Sold To Customer: 0000000004 State Customer Bill To: 0000000004 State Customer
Billing Plan: B101 Amount Based - Milestone Currency: USD

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

Customer Information		Amount Detail	
BI Unit:	50100 VA Dept of Transportation	Negotiated Amount:	5,000.00
*Bill To Customer:	0000000004 State Customer	Total Amount:	5,000.00
Bill To Contact:		Total Billing History:	0.00
		Events Billed To Date:	0.00

Addr Num: 1

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

Billing Default Overrides

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



Billing Plan (continued)

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

Billing Plan General | Events | History

Contract: 0000000059 BI Unit: 50100
 Sold To Customer: 0000000004 State Customer Bill To: 0000000004 State Customer
 Billing Plan: B101 Amount Based - Milestone Currency: USD

Description: *Billing Status:
 Ready at Activation

Billing Method:

Customer Information		Amount Detail	
BI Unit:	<input type="text" value="50100"/> VA Dept of Transportation	Negotiated Amount:	5,000.00
*Bill To Customer:	<input type="text" value="0000000004"/> State Customer Addr Num: <input type="text" value="1"/>	Total Amount:	5,000.00
Bill To Contact:	<input type="text"/>	Total Billing History:	0.00
		Events Billed To Date:	0.00

Billing Options

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

Billing Default Overrides

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



Billing Plan (continued)

Three tabs display on the billing plan component when the contract line is amount-based:

- **Billing Plan General** tab: This tab displays all the 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 allows you to define events for billing plans.
- **History** tab: This tab displays the billing history associated with the contract line.

Note: The billing plan associated with an amount-based contract line has a method of **Milestone**. The tabs shown on the billing plan vary depending on the price type (rate-based, amount-based, or recurring) of contract line.

Contract: 0000000059 BI Unit: 50100
Sold To Customer: 0000000004 State Customer Bill To: 0000000004 State Customer
Billing Plan: B101 Amount Based - Milestone Currency: USD

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

Billing Method: Milestone

Customer Information
BI Unit: 50100 VA Dept of Transportation
*Bill To Customer: 0000000004 State Customer Addr Num: 1
Bill To Contact:

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

Billing Default Overrides
Invoice Form: LANDSCAPE
Cycle ID: MONTHLY [View Customer Defaults](#)
Bill By ID: PC_OTHER Non-Federal Project
Payment Method:
Payment Terms:
Billing Inquiry:
Billing Specialist:

Amount Detail	
Negotiated Amount:	5,000.00
Total Amount:	5,000.00
Total Billing History:	0.00
Events Billed To Date:	0.00



Billing Plan (continued)

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

Billing Plan General | Events | History

Contract: 0000000059 BI Unit: 50100
Sold To Customer: 0000000004 State Customer Bill To: 0000000004 State Customer
Billing Plan: B101 Amount Based - Milestone Currency: USD

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

Billing Method: Milestone

Customer Information

BI Unit: 50100 VA Dept of Transportation
*Bill To Customer: 0000000004 State Customer Addr Num: 1
Bill To Contact:

Billing Options

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

Billing Default Overrides

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

Amount Detail

Negotiated Amount:	5,000.00
Total Amount:	5,000.00
Total Billing History:	0.00
Events Billed To Date:	0.00



Setting Up Events

Next set up your events for the amount-based contract. Events are set up on the **Events** tab of the billing plan.

- **Define Events** section: This defaults to **Percent**, but you need to change this to **Amount**. You need to change this value before entering in any other information.
- **Event Type** drop down menu: This field defaults to **Date**. Do not change this value.
- **Event Status** drop down menu: You need to change the event status to **Pending** in order to change any fields.
- **Event Date** field: The event date defaults to the current date, but you can change this value.
- **Amount** field: Enter in the amount for the event. You need to change the event status back to **Ready** once you have entered in the information.

Saving the contract updates the **Remaining Amount** field to include the new event. You can add multiple events to the contract to meet the negotiated amount.

Contract: 000000059 BI Unit: 50100
Sold To Customer: 000000004 State Customer Bill To: 000000004 State Customer
Billing Plan: B101 Amount Based - Milestone Currency: USD

Define Events

Percent
 Amount

Add Milestone

Amount Detail

Total Amount: 5,000.00
Remaining Percent: 0.00000000
Remaining Amount: 2,500.00

Event Detail

Event	Event Type	Event Status	Event Date	Event Note	Amount
1	Date	Ready	01/18/2011	Event Note	2,500.00
2	Date	Ready	06/18/2011	Event Note	0.00

Return to Assign Billing Plan

Save Return to Search Notify

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



Setting Up Events (continued)

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

Tabbed interface: Billing Plan General | Billing Plan Lines | **Events** | Tax Parameters | History

Contract: 0000000059 BI Unit: 50100
Sold To Customer: 0000000004 State Customer Bill To: 0000000004 State Customer
Billing Plan: B101 Amount Based - Milestone Currency: USD

Define Events

Percent
 Amount

[Add Milestone](#)

Amount Detail

Total Amount: 5,000.00
Remaining Percent: 0.00000000
Remaining Amount: 2,500.00

Event Detail							Customize		Find	First	1-2 of 2	Last
Event	Event Type	*Event Status	Event Date			Amount						
1	Date	Ready	05/18/2011	Event Note		2,500.00	+	-				
2	Date	Ready	06/18/2011	Event Note		0.00	+	-				

[Return to Assign Billing Plan](#)

Save | Return to Search | Notify

[Billing Plan General](#) | [Billing Plan Lines](#) | [Events](#) | [Tax Parameters](#) | [History](#)



Revenue Plan

You need to access the revenue plan and enter the same information you entered on the billing plan. It is very important that the information on the billing and revenue plans match for proper processing.

Click the **Revenue Plans** link.

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

General | **Lines**

Contract Number: 0000001556 Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.
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

Line	Product	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
1	AMT_PROJE1	Pending	Pending	Contract Terms	Distribution	Internal Notes	PIEDMONT CONCRETE CONTRACTORS INC.

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

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

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



Revenue Plan

- **Define Events By** section: This defaults to **Percent**, but you need to change this to **Amount**. You need to change this value before entering in any other information.
- **Event Type** drop down menu: This field defaults to **Date**. Do not change this value.
- **Event Status** drop down menu: You need to change the event status to **Pending** in order to change any fields.
- **Accounting Date** field: The event date defaults to the current date, but you can change this value.
- **Amount** field: Enter in the amount for the event. You need to change the event status back to **Ready** once you have entered in the information.

Revenue Plan

Contract: 0000000059 Business Unit: 50100 Currency: USD
Sold To Customer: 0000000004 State Customer: GL Business Unit: 50100
Revenue Plan: R101 GL Currency: USD

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

Define Events By: Percent Amount
Amount Detail: Total Amount: 5,000.00 Remaining Amount: 0.00

Event	Event Type	*Event Status	Accounting Date	Amount
1	Date	Ready	05/18/2011	2,500.00
2	Date	Ready	06/18/2011	2,500.00

Return to Assign Revenue Plan

Save Return to Search Notify Add Update/Display

Saving the contract updates the **Remaining Amount** field to include the event detail.

Note: The revenue plan associated with an amount-based contract line has a method of **Milestone** or **Apportionment**.



Revenue Plan (continued)

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

Revenue Plan

Contract: 0000000059 **Business Unit:** 50100 **Currency:** USD
Sold To Customer: 0000000004 **State Customer:** **GL Business Unit:** 50100
Revenue Plan: R101 **GL Currency:** USD

Description: ***Plan Status:**
 Ready at Activation

Recognition Method: Milestone

Define Events By

Percent

Amount

[Internal Notes](#)

[Add Milestone](#)

Amount Detail

Total Amount: 5,000.00

Remaining Amount: 0.00

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

Event	Event Type	*Event Status	Accounting Date	Amount
1	Date	Ready	05/18/2011	2,500.00
2	Date	Ready	06/18/2011	2,500.00

[Return to Assign Revenue Plan](#)



Activating a Contract

After you create the contract, add product(s), associate the project activity(s), allocate amounts, and set up the events, the contract is ready to be set to **Active**. Activating a contract indicates that all data for the contract has been entered into Cardinal.

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

General | **Lines** | Amendments

Contract Number:	0000000014	Sold To Customer:	State Customer
Amendment Number:	0000000000	*Contract Status:	ACTIVE

Amend Contract | Add to My Contracts

Description:	3rd Party Rec and Amt Based 1	Processing Status:	Active
Contract Admin:	Evans, Karen	Amendment Status:	Complete
Region Code:		Business Unit:	VA Dept of Transportation
Contract Type:	O	Contract Classification:	Standard
Currency Code:	USD	Start Date:	11/23/2010
Exchange Rate Type:	CRRNT	End Date:	12/11/2025
Contract Signed:	11/23/2010	Last Update Date/Time:	12/29/2010 2:19:19PM
		Last Update User ID:	V_PA_CONTRACTS_MANAGER

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](#)



Activating a Contract

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 plans 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**.

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

General | Lines | Amendments

Contract Number:	0000000014	Sold To Customer:	State Customer
Amendment Number:	0000000000	*Contract Status:	ACTIVE

Amend Contract | Add to My Contracts

Description:	3rd Party Rec and Amt Based 1	Processing Status:	Active
Contract Admin:	Evans, Karen	Amendment Status:	Complete
Region Code:		Business Unit:	VA Dept of Transportation
Contract Type:	0	Contract Classification:	Standard
Currency Code:	USD	Start Date:	11/23/2010
Exchange Rate Type:	CRRNT	End Date:	12/11/2025
Contract Signed:	11/23/2010	Last Update Date/Time:	12/29/2010 2:19:19PM
		Last Update User ID:	V_PA_CONTRACTS_MANAGER

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



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.

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

General | Lines | Amendments

Contract Number:	0000000014	Sold To Customer:	State Customer
Amendment Number:	0000000000	*Contract Status:	CLOSED

Add to My Contracts

Description:	3rd Party Rec and Amt Based 1	Processing Status:	Closed
Contract Admin:	Evans, Karen	Amendment Status:	Complete
Region Code:		Business Unit:	VA Dept of Transportation
Contract Type:	O	Contract Classification:	Standard
Currency Code:	USD	Start Date:	11/23/2010
Exchange Rate Type:	CRRNT	End Date:	12/11/2025
Contract Signed:	11/23/2010	Last Update Date/Time:	08/18/2011 10:17:15AM
		Last Update User ID:	V_PA_CONTRACTS_MANAGER

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



Contracts to Billing Process for Non-Federal Contracts

The Contracts to Billing and Billing Interfaces process the project billing from Project Costing and Customer Contracts modules to the Billing modules.

The Contracts Billing process has three major parts: rate-based contract line billing, fixed-amount contract line billing, and recurring billing. Non-Federal contracts use all three of these contract line types in Cardinal.

When setting up the events for a contract, the date you enter in the **Event Date** field on the **Events** tab of the billing plan is picked up by the Contracts to Billing process when it is run. Once you set the event to a **Ready** status, the event is billed when the event date becomes the current date. If you enter in a future event date, the event is not billed until that date.

The Billing Interface process runs after the Contracts to Billing process and determines how each amount-based contract billing transaction associates with a bill in the Billing module.

All Non-Federal contract billing transactions bypass the billing worksheet and associate with a real bill in the Billing module in new status. These bills are reviewed and set to **Ready (RDY)** before they are invoiced in the Billing module.



Lesson 5: Checkpoint

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

Answer the review question below:

1. What is significant about the Revenue & Bill Plan events for an amount based contract?



Lesson 5: Summary

In this lesson, you learned:

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



Lesson 6: Processing Non-Federal Prepays

In this lesson, we will cover the following topics:

- Processing Non-Federal Prepays for Rate Based Contracts
- Processing Non-Federal Recurring Prepays

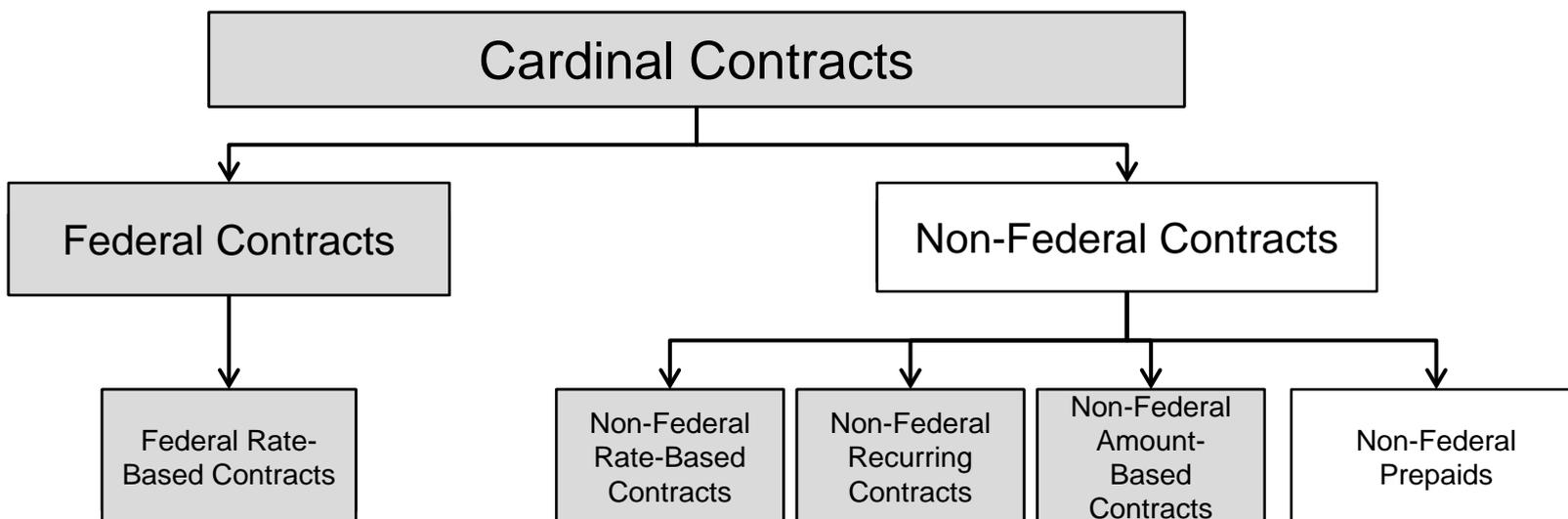


Lesson 5: Processing Non-Federal Prepays

The last type of contract discussed in this course is the recurring prepaid, which is an amount-based contract with an apportionment revenue plan.

There are two types of non-federal prepays:

- A recurring prepaid added as an amount-based line and recognizes the revenue under the course of specified time period.
- Prepays that are associated to a rate based contract and is drawn down monthly, based on expenditures incurred on a project.





Accessing the Prepaids Page

You access the **Prepaids** page from the **General** tab.

Click the **More** drop down button

Select **Prepaids** from the menu.

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

General | Lines

Contract Number: 0000001524 Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.
*Contract Status: PENDING

[Copy From Contract](#) [Add to My Contracts](#)

Description: Processing Status: Pending
Contract Admin: Amendment Status:
Region Code: Business Unit: VA Dept of Transportation
Contract Type: Contract Classification: Standard
Currency Code: USD Last Amended:
Exchange Rate Type: Last Update Date/Time: 06/04/2013 1:54:49PM
Contract Signed: Last Update User ID: FINUSER20

Other Information

Template Contract Parent Contract:
 Master Contract Master Contract:
 Legal Review Complete Legal Entity:
 Credit Check Complete Purchase Order:
 Contains Cotermination Lines Proposal ID:
Federal Region Code:

Summary of Amounts

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

General | [Lines](#)

- Attachments
- Billing Options
- Conversations
- Internal Notes
- More
- Prepaids**
- Progress Payments
- Revenue Forecast
- Sales Order
- Service Orders
- Sold To Address
- Support Teams
- View Forecast
- More



Accessing the Prepays Page (continued)

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

General | Lines

Contract Number: 0000001524 Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.
*Contract Status: PENDING

Copy From Contract Add to My Contracts

Description: Local Processing Status: Pending
Contract Admin: Amendment Status:
Region Code: Business Unit: VA Dept of Transportation
Contract Type: 0 Contract Classification: Standard
Currency Code: USD Last Amended:
Exchange Rate Type: CRRNT Last Update Date/Time: 06/04/2013 1:54:49PM
Contract Signed: 06/04/2013 Last Update User ID: FINUSER20

Other Information

Template Contract Parent Contract:
 Master Contract Master Contract:
 Legal Review Complete Legal Entity: STATE
 Credit Check Complete Purchase Order:
 Contains Coterminal Lines Proposal ID:
Federal Region Code: 03

Summary of Amounts

Go To: Billing Plans Revenue Plans Milestones Renewals Amount Allocation

Save Notify + Add Update/Display

General | Lines

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



Processing Prepays for Rate-Based Contract Lines

You establish prepays for a contract when the customer wants to prepay for their portion of the project costs. After you set up the contract line(s), you can associate prepays to the Non-Federal rate-based contract line(s).

- **Status** drop down menu: Select a status, which controls the actions that you can perform and the processing that can occur against a prepaid amount. Values are **Pending, Ready, Completed,** and **Cancelled.**
- **Hold** checkbox: Use this checkbox to place a prepaid amount on hold. When a prepaid amount is on hold, no utilization processing occurs against that amount.
- **Purchased Amount** field: Displays the sum of the purchased amounts for all prepaid sequences in the prepays for this contract.
- **Inclusive** checkbox: This checkbox defaults to selected, but you must unselect this checkbox.
- **Remaining Amount** field: Displays the purchased amount less any utilized amounts that are finalized in the Billing module.
- **Committed Amount** field: Displays the amount that has been utilized, but not finalized in Billing. When a bill is finalized, the amount for that bill is removed from the **Committed Amount** field and displays in the **Remaining Amount** field.
- **Expiration Date** field: Enter in an expiration date of the prepaid. This field is for informational purposes only.

Note: A rate based prepaid can be for a specific contract line, multiple contract lines, or all contract lines.



Processing Prepays for Rate-Based Contract Lines (continued)

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

Prepays Audit History

Contract Number: 0000000010 Sold To Customer: State Customer
Contract Status: PENDING

Contract Prepaid Totals

Purchased Amount: 0.00
Remaining Amount: 0.00
Committed Amount: 0.00

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

General Utilization Initial Billing Deferred Revenue Distribution

Status	Hold	Purchased Amount	Inclusive	Remaining Amount	Committed Amount	Expiration Date	Depleted Date
1 Pending	<input type="checkbox"/>	1000.00	<input type="checkbox"/>	0.00	0.00	04/27/2011	

Go To: [Billing Plans](#)

[Return to General Information](#)

Save Return to Search Notify Previous tab Next tab

Prepays | [Audit History](#)



Associating Prepaids and Establishing Utilization Criteria

You associate the prepaid with contract line and establish utilization criteria on the **Utilization** tab.

- **Use Sequence** field: Displays the use sequence number. If multiple prepaid amounts are associated with the same billable activity, Cardinal uses this value to determine which prepaid amount depletes first.
- **Utilize Against All Lines** checkbox: Select this checkbox if the prepaid amount applies against all rate-based lines on this contract.
- **Contract Line Num** field: Enter a contract line number to apply this prepaid amount against a specific rate-based contract line.
- **Utilization Descr for Billing** field: This description field displays on the utilization line that is included in the bill. The system auto populates this field when prepaid data is saved.
- **Utilization Criteria** link: Use this link to view the criteria utilized against this contract. This link also displays the utilization history for this prepaid amount.

The screenshot shows the 'Prepaids' section of the software. At the top, there are navigation tabs for 'Prepaids' and 'Audit History'. Below this, contract information is displayed, including 'Contract Number: 0000000010' and 'Contract Status: PENDING'. A 'Contract Prepaid Totals' summary shows 'Purchased Amount: 0.00', 'Remaining Amount: 0.00', and 'Committed Amount: 0.00'. The main area is titled 'Prepaids for this Contract' and has several sub-tabs: 'General', 'Utilization', 'Initial Billing', and 'Deferred Revenue Distribution'. The 'Utilization' sub-tab is selected, showing a table with the following columns: 'Use Sequence', 'Utilize Against all Lines', 'Contract Line Num', and 'Utilization Descr for Billing'. A red box highlights the 'Utilization Criteria' link in the table row. Below the table, there are buttons for 'Save', 'Return to Search', 'Notify', 'Previous tab', and 'Next tab'. At the bottom, there are links for 'Billing Plans', 'Return to General Information', and 'Prepaids | Audit History'.



Associating Prepaids and Establishing Utilization Criteria (continued)

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

Prepaids | Audit History

Contract Number: 0000000010  Sold To Customer: State Customer
Contract Status: PENDING

Contract Prepaid Totals

Purchased Amount:	0.00
Remaining Amount:	0.00
Committed Amount:	0.00

Prepaids for this Contract Customize | Find |  First 1 of 1 Last

General | **Utilization** | Initial Billing | Deferred Revenue Distribution 

	Use Sequence	Utilize Against all Lines	Contract Line Num	Utilization Descr for Billing	
1	1	<input type="checkbox"/>	<input type="text" value="1"/> 	<input type="text"/>	Utilization Criteria  

Go To: [Billing Plans](#)

[Return to General Information](#)

 Save  Return to Search  Notify  Previous tab  Next tab

Prepaids | [Audit History](#)



Setting Up Initial Billing

You can set up initial billing on the **Initial Billing** tab by selecting the template to create the bill plan associated with the initial prepaid.

- **Billing Plan Template** field: The Bill Plan Template should be set to **PREPAID**. The billing plan template automates the creation of the billing plan.
- **Billing Plan Detail Template ID** field: This should be similar to the naming convention of the product used to create the contract line and should have a customer identifier such as **CCT**, **OTH**, **STA**, etc.
- **Purchase Order Reference** field: If this prepaid amount is associated with a purchase order, enter the purchase order reference information. This information is included on the bill when utilization occurs.
- **Prepaid Tax Timing** drop down menu: Select when to tax the prepaid. Values are **Tax on Initial Bill**: Tax prepaid at time of initial bill or **Tax on Utilization**: Tax prepaid when utilization occurs.

Note: This field defaults to **Tax on initial Bill**. Do not change.

The screenshot displays a software interface for managing contracts. At the top, there are navigation tabs: 'Prepays', 'Audit History', and 'Amendments'. Below these, contract details are shown: 'Contract Number: 000000085', 'Amendment Number: 000000001', 'Sold To Customer: CITY OF HARRISONBURG', and 'Contract Status: ACTIVE'. A section titled 'Contract Prepaid Totals' shows 'Purchased Amount: 0.00', 'Remaining Amount: 0.00', and 'Committed Amount: 0.00'. Below this is a table for 'Prepays for this Contract' with columns: 'Description', 'Billing Plan Template', 'Bill Plan Detail Template ID', 'Purchase Order Reference', and 'Prepaid Tax Timing'. The table contains one row with the following values: '1', 'PREPAID', 'PROJE CCT', and 'Tax on Initial Bill'. A red box highlights the 'Billing Plan Template', 'Bill Plan Detail Template ID', and 'Prepaid Tax Timing' columns. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Previous tab', and 'Next tab', along with a 'Go To: Billing Plans' link and a 'Return to General Information' link.



Setting Up Initial Billing (continued)

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

Prepays | Audit History | Amendments

Contract Number: 0000000085 Sold To Customer: CITY OF HARRISONBURG
Amendment Number: 0000000001 Contract Status: ACTIVE

Contract Prepaid Totals

Purchased Amount:	0.00
Remaining Amount:	0.00
Committed Amount:	0.00

Amend Contract

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

General | Utilization | **Initial Billing** | Deferred Revenue Distribution

Description	Billing Plan Template	Bill Plan Detail Template ID	Purchase Order Reference	Prepaid Tax Timing
1	PREPAID	PROJE_CCT		Tax on Initial Bill

Go To: [Billing Plans](#)

[Return to General Information](#)

Save | Return to Search | Notify | Previous tab | Next tab

Add | Update/Display

[Prepays](#) | [Audit History](#) | [Amendments](#)



Selecting Deferred Revenue Distribution

A deferred revenue distribution can be set up by selecting a **Deferred Revenue Distribution** code from the **Distribution Code** lookup. Once you select a Distribution Code, Cardinal automatically populates some ChartFields in your accounting distribution. Instead of entering each ChartField, you can enter the distribution code to auto populate part of the accounting distribution.

You still need to enter the project ID on the deferred revenue distribution lines. The project ID needs to be the same project ID you selected when selecting the project / activity combination.

Once the deferred revenue distribution has been selected, the prepaid can be set to ready.

The screenshot shows the 'Prepays' section of the software. The 'Deferred Revenue Distribution' tab is highlighted with a red box. Below the tabs is a table with the following data:

GL Unit	Distribution Code	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset
1 50100	ADVANADCN	24042011	04720		99999				

At the bottom of the interface, there are buttons for 'Save', 'Return to Search', 'Notify', 'Previous Tab', and 'Next Tab'. The 'Prepays | Audit History' link is also visible at the bottom left.



Selecting Deferred Revenue Distribution (continued)

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

Prepays | Audit History

Contract Number: 0000000010 Sold To Customer: State Customer
Contract Status: PENDING

Contract Prepaid Totals

Purchased Amount:	0.00
Remaining Amount:	0.00
Committed Amount:	0.00

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

General | Utilization | Initial Billing | **Deferred Revenue Distribution**

GL Unit	Distribution Code	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset
1 50100	ADVANADCN	24042011	04720		99999				

Go To: [Billing Plans](#)

[Return to General Information](#)

Save Return to Search Notify Previous tab Next tab

Prepays | [Audit History](#)



Initial Prepaid Process

Once you associate the prepaid, initial prepaids are processed during the following nightly batch and a bill is generated.

Once in Accounts Receivable, a payment is applied against the item created from the initial prepaid. As transactions are processed that meet the prepaid utilization criteria, the transaction amounts reduce the remaining amount of the prepaid.

Note: The item created from the initial prepaid must be closed prior to any transactions being allowed to process against the contract. Therefore, if the project associated to the contract is being used (has existing expenditures) at the time the contract is created, the Bill Plan for the contract line must be placed on Hold after the contract is activated.

The hold can be removed the day after the item for the initial prepaid is closed.



Reviewing Remaining Balances

You can review prepaid remaining balances on the **Prepaid Balances** page.

- **Purchased Amount** field: Displays the total prepaid amount of the contract.
- **Remaining Amount** field: Displays the sum of the remaining prepaid amount on the contract.
- **Committed Amount** field: Displays the sum of the prepaid amounts that is set to be utilized.

Favorites Main Menu > Customer Contracts > Determine Price and Terms > Prepaid Balances

Prepays Audit History Amendments

Contract Number: 0000000034 Sold To Customer: State Customer
Amendment Number: 0000000002 Contract Status: ACTIVE

Contract Prepaid Totals

Purchased Amount: 52,000.00
Remaining Amount: 0.00
Committed Amount: 0.00

Amend Contract

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

Status	Hold	Purchased Amount	Remaining Amount	Committed Amount	Expiration Date	Depleted Date		
1 Ready	<input type="checkbox"/>	52,000.00	0.00	0.00	01/21/2012	01/25/2011	+	-

Go To: [Billing Plans](#)

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

Prepays | [Audit History](#) | [Amendments](#)



Reviewing Remaining Balances (continued)

You can review the completed billing plan by clicking the **Completed** link on the **Initial Billing** tab.

Favorites | Main Menu > Customer Contracts > Determine Price and Terms > Prepaid Balances

Prepays | Audit History | Amendments

Contract Number: 0000000034 Sold To Customer: State Customer
Amendment Number: 0000000002 Contract Status: ACTIVE

Contract Prepaid Totals

Purchased Amount:	52,000.00
Remaining Amount:	0.00
Committed Amount:	0.00

Amend Contract

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

General | Utilization | **Initial Billing** | Deferred Revenue Distribution

Billing Plan	Description	Billing Plan Status	Billing Plan Template	Bill Plan Detail Template ID	Purchase Order Reference	Prepaid
1 B102	Prepaid - Immediate	Completed	PREPAID	PROPDM_CCT		Tax on I

Go To: [Billing Plans](#)

[Return to Determine Price and Terms](#)

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

Prepays | [Audit History](#) | [Amendments](#)



Reviewing Remaining Balance (continued)

Navigation: Favorites | Main Menu > Customer Contracts > Determine Price and Terms > Prepaid Balances

Prepays | Audit History | Amendments

Contract Number: 0000000034 Sold To Customer: State Customer
Amendment Number: 0000000002 Contract Status: ACTIVE

Contract Prepaid Totals

Purchased Amount:	52,000.00
Remaining Amount:	0.00
Committed Amount:	0.00

[Amend Contract](#)

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

General | Utilization | Initial Billing | Deferred Revenue Distribution

Billing Plan	Description	Billing Plan Status	Billing Plan Template	Bill Plan Detail Template ID	Purchase Order Reference	Prepaid
1 B102	Prepaid - Immediate	Completed	PREPAID	PROPDM_CCT	<input type="text"/>	Tax on I

Go To: [Billing Plans](#)

[Return to Determine Price and Terms](#)

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

[Prepays](#) | [Audit History](#) | [Amendments](#)



Reviewing Remaining Balances (continued)

Most of the fields are grayed out because this billing plan has been set to **Completed**.

- **Billing Status:** Grayed out and set to **Completed**.
- **Negotiated Amount** field: Displays the negotiated amount, which is equal to the sum of the assigned line's negotiated amounts.
- **Total Amount** field: Displays the total amount, which is equal to the sum of the assigned line's net amount.
- **Total Billing History** field: Displays the sum of all of the amounts.

Contract: 0000000034 BI Unit: 50100
Sold To Customer: 0000000004 State Customer Bill To: 0000000004 State Customer
Billing Plan: B102 Prepaid - Immediate Currency: USD

Description: Prepaid - Immediate *Billing Status: Completed Cancel
Billing Method: Immediate

Customer Information
BI Unit: 50100 VA Dept of Transportation
*Bill To Customer: 0000000004 State Customer Addr Num: 1
Bill To Contact:

Billing Options
Bill Type: CCT Pre Approved Billing Header Note
Bill Source: PROPDMG Direct Invoice Internal Notes
Summarization Template ID: VDOT_OTHER VDOT Other Preview Summarization Template

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

Amount Detail
Negotiated Amount: 52,000.00
Total Amount: 52,000.00
Total Billing History: 52,000.00

[Return to Prepaid Balances](#)



Reviewing Remaining Balances (continued)

Navigation: Favorites | Main Menu > Customer Contracts > Determine Price and Terms > Prepaid Balances

Tab: Billing Plan General | History

Contract: 0000000034 BI Unit: 50100
Sold To Customer: 0000000004 State Customer Bill To: 0000000004 State Customer
Billing Plan: B102 Prepaid - Immediate Currency: USD

Description: Prepaid - Immediate *Billing Status: Completed Cancel
Billing Method: Immediate

Customer Information

BI Unit: 50100 VA Dept of Transportation
*Bill To Customer: 0000000004 State Customer Addr Num: 1
Bill To Contact:

Billing Options

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

Billing Default Overrides

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

[Return to Prepaid Balances](#)

Amount Detail

Negotiated Amount:	52,000.00
Total Amount:	52,000.00
Total Billing History:	52,000.00



Simulation: Processing Prepays for Non-Federal Contracts

You are now about to view a simulation on creating Prepays for Rate-Based contract lines in Cardinal.





Processing Recurring Prepaids

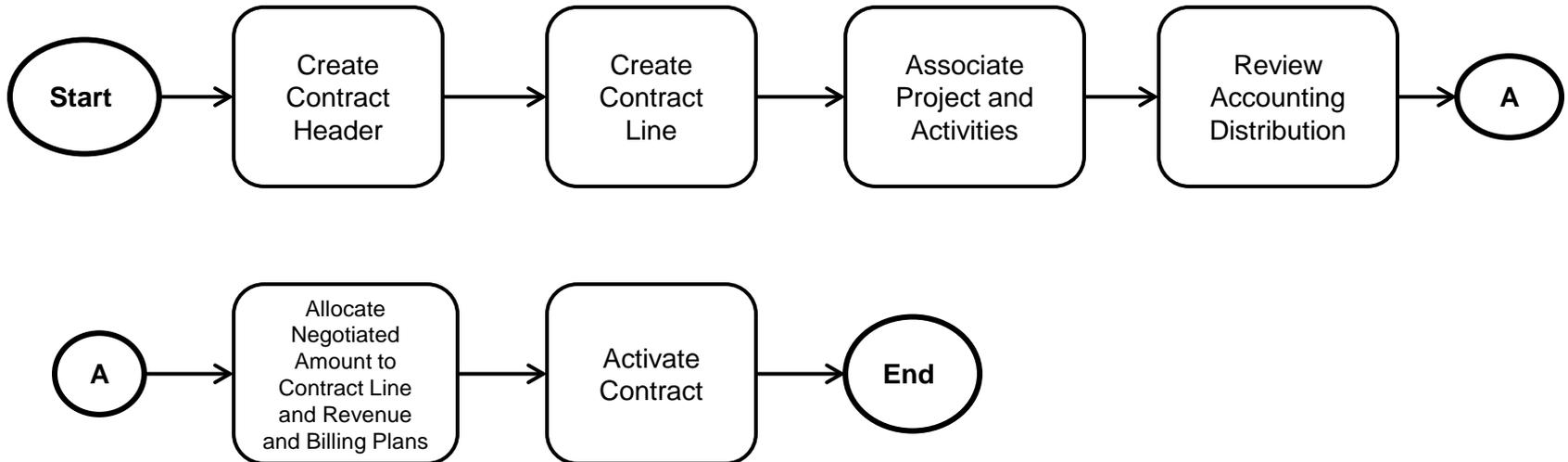
The recurring prepaid process is much different from the prepaid process for rate-based contracts. Recurring prepaids are actually amount-based contract lines that bill for the entire amount up front. Cardinal records the billed amount as deferred revenue under a revenue plan with an apportionment revenue recognition type. The revenue is then recognized over a period of time that is defined when the amount-based contract line is set up.



Processing Recurring Prepays (continued)

The steps to create a recurring contract with prepaid amounts include:

- Creating contract header
- Creating contract lines
- Associating a project / activity combination
- Reviewing accounting distribution(s)
- Allocating negotiated amount to contract line, revenue plan, and billing plan
- Activating the contract





Adding a Contract

To create a contract:

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

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

- Click the **Add a New Value** tab.
- The **Business Unit** field defaults to your agency (e.g., **50100** for VDOT). Do not change this value.
- The **Contract** field defaults to **NEXT**. Do not change this value for Non-Federal contracts.
- Select the customer from the **Sold To Customer** lookup.
- The **Contract Classification** field defaults to **Standard**. This value should not be changed.
- Click the **Add** button.

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

General Information

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

Business Unit: 50100

Contract: NEXT

Sold To Customer: 000000001

Contract Classification: Standard

Add

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



Creating Contract Header

You can create a contract header on the **General Information** page, by entering values into the following fields: **Description**, **Contract Type**, **Signed Date**, **Legal Entity**, and **Federal Region Code**.

For Non-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.
- **Contract Admin** field is not used in Cardinal.
- **Contract Type** field displays the contract type (i.e., **O (Other)**). Values include:
 - **A** – Letter of Authorization
 - **F** – Federal
 - **G** – Grant
 - **J** – Federal Grant
 - **L** – Local
 - **O** – Other
 - **R** – Resolution

The screenshot shows the 'General Information' page for creating a contract header. The 'Description' field is set to 'Local' and the 'Contract Type' is set to 'O'. The 'Contract Number' is 'NEXT' and the 'Sold To Customer' is 'PIEDMONT CONCRETE CONTRACTORS INC.'. The 'Contract Status' is 'PENDING'. The 'Processing Status' is 'Pending' and the 'Business Unit' is 'VA Dept of Transportation'. The 'Contract Classification' is 'Standard'. The 'Last Amended' date is '01/12/2013'. The 'Last Update Date/Time' is '01/12/2013'. The 'Last Update User ID' is '03'. The 'Other Information' section includes checkboxes for 'Template Contract', 'Master Contract', 'Legal Review Complete', 'Credit Check Complete', and 'Contains Cotermination Lines'. The 'Parent Contract', 'Master Contract', 'Legal Entity', 'Purchase Order', 'Proposal ID', and 'Federal Region Code' fields are also visible.



Creating Contract Header (continued)

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

General | Lines

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

Description: Local Processing Status: Pending
Contract Admin: Amendment Status:
Region Code: Business Unit: VA Dept of Transportation
Contract Type: 0 Contract Classification: Standard
Currency Code: USD Last Amended:
Exchange Rate Type: CRRNT Last Update Date/Time:
Contract Signed: 01/12/2013 Last Update User ID:

Other Information

Template Contract Parent Contract:
 Master Contract Master Contract:
 Legal Review Complete Legal Entity: STATE
 Credit Check Complete Purchase Order:
 Contains Cotermination Lines Proposal ID:
Federal Region Code: 03

Summary of Amounts

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

General | Lines



Creating Contract Header (continued)

- The **Contract Signed** date defaults to the current date. This date should be changed to the date the agreement was signed with the non-federal customer. This date will also default the date of the accounting distribution.
- The **Legal Entity** field is **STATE** for all Non-Federal contracts. Other values include (for Federal contracts only):
 - **FO – Federal Oversight**
 - **NFO – Non-Federal Oversight**

The screenshot shows a web-based application interface for creating a contract header. The 'General Information' tab is active. The 'Contract Signed' field is highlighted with a red box and contains the date '01/12/2013'. The 'Legal Entity' field is also highlighted with a red box and contains the value 'STATE'. Other fields include Contract Number (NEXT), Sold To Customer (PIEDMONT CONCRETE CONTRACTORS INC.), and Contract Status (PENDING). The interface includes various input fields, buttons, and a summary section at the bottom.



Creating Contract Header (continued)

- **Proposal ID** field indicates the total limit amount (obligation amount) of the contract, for Federal contracts only. This field is not used for Non-Federal contracts. This field is for informational purposes only.
- **Federal Region Code** field defaults to **03 (FHWA)**. For Non-Federal contracts, do not change this value.
- **Negotiated Amount:** This field displays the total amount of the prepaid.
- Click the **Save** button.
- The contract number field displays in the **Contract Number** field.

Contract Number: 000001516

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

Description: Local

Contract Admin: [Search]

Region Code: [Search]

Contract Type: O [Search]

Currency Code: USD

Exchange Rate Type: CRRNT

Contract Signed: 03/01/2013

Processing Status: Pending

Amendment Status: [Search]

Business Unit: VA Dept of Transportation

Contract Classification: Standard

Last Amended: [Search]

Last Update Date/Time: 06/04/2013 9:40:56AM

Last Update User ID: FINUSER01

Template Contract

Master Contract

Legal Review Complete

Credit Check Complete

Contains Cotermination Lines

Parent Contract: [Search]

Master Contract: [Search]

Legal Entity: STATE [Search]

Purchase Order: [Search]

Proposal ID: [Search]

Federal Region Code: 03

Contract Amounts	
Negotiated Amount:	50,000.00
Discounts/Surcharges:	0.00
Non-inclusive Prepays:	0.00
Total:	50,000.00
Estimated (less Prepays):	0.00
Estimated Total:	50,000.00

* Allocation Not Complete

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



Creating Contract Header (continued)

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

General | Lines

Contract Number: 0000001516

Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.

***Contract Status:** PENDING

Description: Local

Contract Admin:

Region Code:

Contract Type: O

Currency Code: USD

Exchange Rate Type: CRRNT

Contract Signed: 03/01/2013

Processing Status: Pending

Amendment Status:

Business Unit: VA Dept of Transportation

Contract Classification: Standard

Last Amended:

Last Update Date/Time: 06/04/2013 9:40:56AM

Last Update User ID: FINUSER01

Other Information

Template Contract

Master Contract

Legal Review Complete

Credit Check Complete

Contains Cotermination Lines

Parent Contract:

Master Contract:

Legal Entity: STATE

Purchase Order:

Proposal ID:

Federal Region Code: 03

Summary of Amounts

Contract Amounts

Negotiated Amount:	50,000.00
Discounts/Surcharges:	0.00
Non-inclusive Prepays:	0.00
Total:	50,000.00
Estimated (less Prepays):	0.00
Estimated Total:	50,000.00

* Allocation Not Complete

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

General | Lines



Creating Contract Lines

Each contract line represents a unique contract product that is associated with its own accounting distributions, limits, billing plans, and revenue plans.

You can create contract line(s) on the **General Information—Add Contract Lines** page, by clicking the **Add Contract Lines** button on the **Lines** tab.

- The **Add Contract Lines** button is unavailable for entry after the contract is set up as Active processing status. When the contract is **Active**, you can only add new lines as part of an amendment.

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

General | **Lines**

Contract Number: 0000001516 Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.
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

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 Lines (continued)

To yield only Non-Federal deferred products from your search:

- The **Product Group** field is any value beginning with **DEF (Deferred)**, because these products are set up specifically for recurring contracts with prepaid amounts.
- The **Price Type** field is **Amount** (setting this price type automatically brings up Non-Federal contracts, since only Non-Federal contracts can have recurring contract lines). This field displays the price type that was defined for the product on the **Product Definition** page. Values include **Amount**, **Percent**, **Rate**, and **Recurring**.
- Click the **Search** button to view available options.

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

General Information

Add Contract Lines

Search

Product Group: DEF_CONCCT Product Kits

Product: Renewable

Product Description:

Price Type: Amount

Physical Nature:

Search

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



Creating Contract Lines (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.

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

General Information

Add Contract Lines

Search

Product Group: DEF_CONCCT Product Kits
Product: Renewable
Product Description:
Price Type: Amount
Physical Nature:

Search Results Customize | Find | View All | First 1-25 of 27 | Last

General | Templates

	Product	Description	Price Type	Physical Nature	Product Kit	*Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
<input checked="" type="checkbox"/>	1 DEF_PROJE29	Partic Advance-CON-CCT-Bristol	Amount	Goods	N	None	03/01/2013		N		1.0000	
<input type="checkbox"/>	2 DEF_PROJE30	Partic Advance-CON-CCT-Salem	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	3 DEF_PROJE31	Partic Advance-CON-CCT-Lynchbg	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	4 DEF_PROJE32	Partic Advance-CON-CCT-Richmnd	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/>	5 DEF_PROJE33	Partic Advance-CON-CCT-Suffolk	Amount	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 Lines (continued)

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

General Information

Add Contract Lines

Search

Product Group: DEF_CONCCT Product Kits
Product: Renewable
Product Description:
Price Type: Amount
Physical Nature:

Search Results Customize | Find | View All | First 1-25 of 27 Last

General | Templates

	Product	Description	Price Type	Physical Nature	Product Kit	*Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
<input checked="" type="checkbox"/>	1 DEF_PROJE29	Partic Advance-CON-CCT-Bristol	Amount	Goods	N	None	03/01/2013 <input type="text"/>	<input type="text"/>	N		1.0000	<input type="text"/>
<input type="checkbox"/>	2 DEF_PROJE30	Partic Advance-CON-CCT-Salem	Amount	Goods	N	None	<input type="text"/>	<input type="text"/>	N		1.0000	<input type="text"/>
<input type="checkbox"/>	3 DEF_PROJE31	Partic Advance-CON-CCT-Lynchbg	Amount	Goods	N	None	<input type="text"/>	<input type="text"/>	N		1.0000	<input type="text"/>
<input type="checkbox"/>	4 DEF_PROJE32	Partic Advance-CON-CCT-Richmnd	Amount	Goods	N	None	<input type="text"/>	<input type="text"/>	N		1.0000	<input type="text"/>
<input type="checkbox"/>	5 DEF_PROJE33	Partic Advance-CON-CCT-Suffolk	Amount	Goods	N	None	<input type="text"/>	<input type="text"/>	N		1.0000	<input type="text"/>

Select All Clear All

Create Plans from Template

- Billing Plans
- Revenue Plans
- Renewal Plans

Combine Like Templates

- Billing Plans
- Revenue Plans

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



Creating Contract Lines (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.
- **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: DEF_CONCCT Product Kits
Product: Renewable
Product Description:
Price Type: Amount
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	DEF_PROJE29 Partic Advance-CON-CCT-Bristol	Amount	Goods	N	None	03/01/2013		N		1.0000	
<input type="checkbox"/> 2	DEF_PROJE30 Partic Advance-CON-CCT-Salem	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/> 3	DEF_PROJE31 Partic Advance-CON-CCT-Lynchbg	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/> 4	DEF_PROJE32 Partic Advance-CON-CCT-Richmnd	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/> 5	DEF_PROJE33 Partic Advance-CON-CCT-Suffolk	Amount	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 Lines (continued)

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

General Information

Add Contract Lines

Search

Product Group: DEF_CONCCT Product Kits
 Product: Renewable
 Product Description:
 Price Type: Amount
 Physical Nature:

Search Results Customize | Find | View All | First 1-25 of 27 Last

General | Templates

	Product	Description	Price Type	Physical Nature	Product Kit	Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
<input checked="" type="checkbox"/>	1 DEF_PROJE29	Partic Advance-CON-CCT-Bristol	Amount	Goods	N	None	03/01/2013 <input type="text"/>	<input type="text"/>	N		1.0000	<input type="text"/>
<input type="checkbox"/>	2 DEF_PROJE30	Partic Advance-CON-CCT-Salem	Amount	Goods	N	None	<input type="text"/>	<input type="text"/>	N		1.0000	<input type="text"/>
<input type="checkbox"/>	3 DEF_PROJE31	Partic Advance-CON-CCT-Lynchbg	Amount	Goods	N	None	<input type="text"/>	<input type="text"/>	N		1.0000	<input type="text"/>
<input type="checkbox"/>	4 DEF_PROJE32	Partic Advance-CON-CCT-Richmnd	Amount	Goods	N	None	<input type="text"/>	<input type="text"/>	N		1.0000	<input type="text"/>
<input type="checkbox"/>	5 DEF_PROJE33	Partic Advance-CON-CCT-Suffolk	Amount	Goods	N	None	<input type="text"/>	<input type="text"/>	N		1.0000	<input type="text"/>

Select All Clear All

Create Plans from Template

Billing Plans
 Revenue Plans
 Renewal Plans

Combine Like Templates

Billing Plans
 Revenue Plans

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



Creating Contract Lines (continued)

- Select the checkbox next to the **Product** you want to choose.
- Select a **Start Date** for the amount contract line.
- Click the **Templates** tab.

General Information

Add Contract Lines

Search

Product Group: DEF_CONCCT Product Kits
Product: Renewable
Product Description:
Price Type: Amount
Physical Nature:

Search

Search Results

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 DEF_PROJE29	Partic Advance-CON-CCT-Bristol	Amount	Goods	N	None	3/01/2013	<input type="text"/>	N		1.0000	<input type="text"/>
<input type="checkbox"/>	2 DEF_PROJE30	Partic Advance-CON-CCT-Salem	Amount	Goods	N	None	<input type="text"/>	<input type="text"/>	N		1.0000	<input type="text"/>
<input type="checkbox"/>	3 DEF_PROJE31	Partic Advance-CON-CCT-Lynchbg	Amount	Goods	N	None	<input type="text"/>	<input type="text"/>	N		1.0000	<input type="text"/>
<input type="checkbox"/>	4 DEF_PROJE32	Partic Advance-CON-CCT-Richmnd	Amount	Goods	N	None	<input type="text"/>	<input type="text"/>	N		1.0000	<input type="text"/>
<input type="checkbox"/>	5 DEF_PROJE33	Partic Advance-CON-CCT-Suffolk	Amount	Goods	N	None	<input type="text"/>	<input type="text"/>	N		1.0000	<input type="text"/>

Select All Clear All

Create Plans from Template

- Billing Plans
- Revenue Plans
- Renewal Plans

Combine Like Templates

- Billing Plans
- Revenue Plans

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



Templates Tab

Go to the line with checkbox, selected.

Click the **Lookup** icon in the **Revenue Plan** field.

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

General Information

Add Contract Lines

Search

Product Group: DEF_CONCCT Product Kits
Product: Renewable
Product Description:
Price Type: Amount
Physical Nature:

Search

Search Results Customize | Find | View All | First 1-25 of 27 Last

General Templates

	Product	Revenue Plan	Billing Plan	Billing Plan Detail	Renewal Plan
<input checked="" type="checkbox"/>	1 DEF_PROJE29	APPORT_60 	PREPAID 	PROJE_CCT 	<input type="text"/>
<input type="checkbox"/>	2 DEF_PROJE30	APPORT_60 	PREPAID 	PROJE_CCT 	<input type="text"/>
<input type="checkbox"/>	3 DEF_PROJE31	APPORT_60 	PREPAID 	PROJE_CCT 	<input type="text"/>
<input type="checkbox"/>	4 DEF_PROJE32	APPORT_60 	PREPAID 	PROJE_CCT 	<input type="text"/>
<input type="checkbox"/>	5 DEF_PROJE33	APPORT_60 	PREPAID 	PROJE_CCT 	<input type="text"/>
<input type="checkbox"/>	6 DEF_PROJE34	APPORT_60 	PREPAID 	PROJE_CCT 	<input type="text"/>
<input type="checkbox"/>	7 DEF_PROJE35	APPORT_60 	PREPAID 	PROJE_CCT 	<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](#)



Templates Tab (continued)

Select the appropriate **Revenue Plan** from the list.

Search

Product Group: DEF_CONCCT Product Kits
Product: Renew
Product Description:
Price Type: Amount
Physical Nature:

Search

Search Results

General Templates

	Product	Revenue Plan	Billing Plan
<input checked="" type="checkbox"/>	1 DEF_PROJE29	APPORT_60	PREPAID
<input type="checkbox"/>	2 DEF_PROJE30	APPORT_60	PREPAID
<input type="checkbox"/>	3 DEF_PROJE31	APPORT_60	PREPAID
<input type="checkbox"/>	4 DEF_PROJE32	APPORT_60	PREPAID
<input type="checkbox"/>	5 DEF_PROJE33	APPORT_60	PREPAID
<input type="checkbox"/>	6 DEF_PROJE34	APPORT_60	PREPAID
<input type="checkbox"/>	7 DEF_PROJE35	APPORT_60	PREPAID
<input type="checkbox"/>	8 DEF_PROJE36	APPORT_60	PREPAID
<input type="checkbox"/>	9 DEF_PROJE37	APPORT_60	PREPAID
<input type="checkbox"/>	10 DEF_PROJE67	APPORT_60	PREPAID

Look Up

Look Up Revenue Plan

Cancel

Search Results

View 100 First 1-10 of 10 Last

SetID	Revenue Plan Template	Plan Method	Description
50100	APPORT_12	Apportion	Apportionment - 12
50100	APPORT_120	Apportion	Apportionment - 120
50100	APPORT_180	Apportion	Apportionment - 180
50100	APPORT_24	Apportion	Apportionment - 24
50100	APPORT_36	Apportion	Apportionment - 36
50100	APPORT_4	Apportion	Apportionment - 4
50100	APPORT_48	Apportion	Apportionment - 48
50100	APPORT_60	Apportion	Apportionment - 60
50100	MILESTONE	Milestone	Amount Based - Milestone
50100	RATE	As Incurr	As Incurred - Rate Based



Creating Contract Line(s)

The **Create Plans from Template** and **Combine Like Templates** checkboxes default to selected. These templates create the predefined billing plans and revenue plans for the products. Do not make any changes to these.

Click the **Add Contract Lines** button.

The screenshot shows the 'Add Contract Lines' interface. At the top, there is a search form with fields for Product Group (DEF_CONCCT), Product, Product Description, Price Type (Amount), and Physical Nature. Below the search form is a table of search results with columns for Product, Revenue Plan, Billing Plan, Billing Plan Detail, and Renewal Plan. The table contains 7 rows of data. Below the table are two panels: 'Create Plans from Template' and 'Combine Like Templates'. Both panels have checkboxes for 'Billing Plans', 'Revenue Plans', and 'Renewal Plans', all of which are checked. At the bottom, there is an 'Add Contract Lines' button, which is highlighted with a red box. Other buttons include 'Create Adhoc Product' and 'Return to Contract Lines'.

	Product	Revenue Plan	Billing Plan	Billing Plan Detail	Renewal Plan
<input checked="" type="checkbox"/>	1 DEF_PROJE29	APPORT_12	PREPAID	PROJE_CCT	
<input type="checkbox"/>	2 DEF_PROJE30	APPORT_60	PREPAID	PROJE_CCT	
<input type="checkbox"/>	3 DEF_PROJE31	APPORT_60	PREPAID	PROJE_CCT	
<input type="checkbox"/>	4 DEF_PROJE32	APPORT_60	PREPAID	PROJE_CCT	
<input type="checkbox"/>	5 DEF_PROJE33	APPORT_60	PREPAID	PROJE_CCT	
<input type="checkbox"/>	6 DEF_PROJE34	APPORT_60	PREPAID	PROJE_CCT	
<input type="checkbox"/>	7 DEF_PROJE35	APPORT_60	PREPAID	PROJE_CCT	



Creating Contract Line(s) (continued)

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

Click the **Return to Contract Lines** link.

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

General Information

Add Contract Lines

Search

Product Group: DEF_CONCCT Product Kits

Product: Renewable

Product Description:

Price Type: Amount

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, saving the contract creates the **Billing Plan** and **Revenue Plan** associated with the contract line. It also defaults the required **Accounting Distribution** information associated with the contract line.

Note: Click **Save** before continuing.

The **Detail** tab have links to access other information.

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

Click the **Contract Terms** link.

Contract Number: 000001516 Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.
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	DEF_PROJE29	Pending	Pending	Contract Terms	Distribution	Internal Notes	PIEDMONT CONCRETE CONTRACTORS INC.

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

Save Return to Search Notify Add Update/Display



Creating Contract Line(s) (continued)

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

General | **Lines**

Contract Number: 000001516 Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.
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

Line	Product	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
1	DEF_PROJE29	Pending	Pending	Contract Terms	Distribution	Internal Notes	PIEDMONT CONCRETE CONTRACTORS INC.

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

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

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



Associating Project Activities

Clicking the **Contract Terms** link opens the **Related Projects** page. You associate project activities on the **Related Projects** page. To associate project activities, select the project / activity combination you want associated to the contract. This step determines which project / activity combinations are billed under the contract line.

Before you associate project activities to the contract, you need to enter your agency's value (i.e., **50100** for VDOT) in the **PC Business Unit** field on the **Related Projects** page and save the contract. This allows you to enter the project ID you want to associate with the amount-based contract line and select an activity associated with the project by clicking the lookup icon.

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

Related Projects

Contract Number: 0000001516 Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.
Amendment Number: Contract Status: PENDING

Contract Line: 1 Price Type: Amount
Product: DEF_PROJE29
Description: Partic Advance-CON-CCT-Bristol

PC Business Unit: 50100

Associated Projects & Activities Customize | First 1 of 1 Last

*Project	*Activity	Source Type	Category	Subcategory	Description	Description
000000015	502				0095029F14	Activity ID Description

Create Project Create Activity

[Return to General Information](#)

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



Associating Project Activities

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

Related Projects

Contract Number: 0000001516  Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.
Amendment Number: Contract Status: PENDING

Contract Line: 1 Price Type: Amount
Product: DEF_PROJE29
Description: Partic Advance-CON-CCT-Bristol

PC Business Unit: 

Associated Projects & Activities Customize | First 1 of 1 Last

*Project	*Activity	Source Type	Category	Subcategory	Description	Description
<input type="text" value="0000000015"/> 	<input type="text" value="602"/> 	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	0095029F14	Activity ID Description 

[Return to General Information](#)



Associating Project Activities

In the **Associated Projects & Activities** section, enter the **Project ID** or click the lookup icon for a list of available projects. For amount-based contract lines, a single project / activity combination is associated with an amount-based contract line. When the amount-based billing event(s) is / are created, this project / activity combination is associated to the event(s) and sent to the Billing module.

You can associate the same project / activity combination with multiple amount-based contract lines. The same limitation seen with rate-based contract lines does not apply to amount-based contract lines.

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

The screenshot shows a web application interface for 'Customer Contracts' with the following details:

- Contract Number: 0000001516
- Amendment Number: (empty)
- Contract Line: 1
- Product: DEF_PROJE29
- Description: Partic Advance-CON-CCT-Bristol
- PC Business Unit: 50100
- Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.
- Contract Status: PENDING
- Price Type: Amount

The 'Associated Projects & Activities' section contains a table with the following data:

*Project	*Activity	Source Type	Category	Subcategory	Description	Description
0000000015	02				0095029F14	Activity ID Description

Below the table are buttons for 'Create Project' and 'Create Activity'. At the bottom of the interface, there is a 'Return to General Information' link and a row of utility buttons: 'Save', 'Return to Search', 'Notify', 'Refresh', 'Update/Display', 'Include History', and 'Correct History'.



Associating Project Activities (continued)

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

Related Projects

Contract Number: 0000001516 Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.
Amendment Number: Contract Status: PENDING

Contract Line: 1 Price Type: Amount
Product: DEF_PROJE29
Description: Partic Advance-CON-CCT-Bristol

PC Business Unit:

Associated Projects & Activities Customize | First 1 of 1 Last

*Project	*Activity	Source Type	Category	Subcategory	Description	Description
<input type="text" value="0000000015"/>	<input type="text" value="602"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0095029F14	Activity ID Description

[Return to General Information](#)



Accessing the Accounting Distribution

The **Contract Lines** page displays. Click the **Distribution** link.

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

General | **Lines**

Contract Number: 0000001516 Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.
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

Line	Product	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
1	DEF_PROJE29	Pending	Pending	Contract Terms	Distribution	Internal Notes	PIEDMONT CONCRETE CONTRACTORS INC.

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

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

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



Reviewing Accounting Distribution(s)

Even though products default the accounting distribution, you still need to access the **Accounting Distribution** page to enter the project ID on the accounting distribution lines. Enter the project ID for the Revenue, Deferred Revenue, and Unbilled AR lines. The project ID needs to be the same project ID you selected when associating the project / activity combination to the contract.

Since the products default the accounting distribution, you need to be in **Correct History** mode to enter the project ID.

The **Fund**, **Department** and **Project ID** values on the **Deferred Revenue** and **Unbilled AR** distribution should be the same as values on the **Revenue Distribution** line. Therefore, you should update the department values as needed.

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

The screenshot shows the 'Accounting Distributions' page for 'PIEDMONT CONCRETE CONTRACTORS INC.' with contract details. It features three data tables:

- Revenue Table:** Shows a 100% distribution to account 40042011 with Fund 04720 and Department 99999.
- Deferred Revenue Table:** Shows a 100% distribution to account 24042011 with Fund 04720 and Department 99999.
- Unbilled AR Table:** Shows a 100% distribution to account 112082 with Fund 04720 and Department 99999.

At the bottom, a red box highlights the 'Return to General Information' link, and the 'Correct History' mode is selected in the bottom right corner.



Reviewing Accounting Distribution(s) (continued)

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

PIEDMONT CONCRETE CONTRACTORS INC.

Contract: 0000001516 Line Num: 1 Description: Partic Advance-CON-CCT-Bristol

Negotiated Amount: 0.00 Unit: 50100 Currency: USD

Accounting Distributions

Find | View All First 1 of 1 Last

*Effective Date: 03/01/2013

Define Distributions By

- Percent
- Amount

Calculate Amounts

Percentage	Amount	GL Unit	Distribution Code	Account	Fund	Program	Department	Cost Center	Task
100.00000000	0.00	50100	PROJEPRO01	40042011	04720		99999		

Percentage	Amount	GL Unit	Distribution Code	Account	Fund	Program	Department	Cost Center	Task
100.00000000	0.00	50100	ADVANADCN1	24042011	04720		99999		

Percentage	Amount	GL Unit	Distribution Code	Account	Fund	Program	Department	Cost Center	Task
100.00000000	0.00	50100	AMT_CONCCT	112062	04720		99999		

[Return to General Information](#)

Save | Return to Search | Notify

Update/Display | Include History | [Correct History](#)



Accessing the Amount Allocation Page

The **Contract Lines** page displays. Click the **Amount Allocation** link.

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

General | **Lines**

Contract Number: 0000001516 Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.
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

Line	Product	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
1	DEF_PROJE29	Pending	Pending	Contract Terms	Distribution	Internal Notes	PIEDMONT CONCRETE CONTRACTORS INC.

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

Save Return to Search Notify Add Update/Display

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



Amount Allocation

You can allocate the prepaid amount to the contract line on the **Amount Allocation** page.

- **Negotiated Amount** field: Enter in the negotiated amount that you entered in on the contract header into this field on the contract line. It is very important that these two fields match for proper processing.
- **Recalculate** button: Use this button to recalculate the contract line. Cardinal calculates the values on the page based on the information that you enter in the **Negotiated Amount** field.

Once recalculation is complete, the **Allocation** field automatically updates from **Allocation Not Complete** to **Allocation Complete**.

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

Amount Allocation

Contract: 0000000046 Sold To Customer: 0000000004 State Customer
Business Unit: 50100 Currency: USD Contract Admin:

Negotiated Amount: 5,000.00
Discounts/Surcharges: 0.00
Net Amount: 5,000.00

Unallocated Amount: 0.00
Inclusive Prepaids: 0.00
Allocation: Allocation Complete

Recalculate

Reprice	Line #	Product	Price Type	Line Status	Quantity	Extended Price	Negotiated	Discounts/Surcharges	Net Amount
<input type="checkbox"/>	1	DEF_PROJE47	Amount	Active	1.0000	0.00	5,000.00	0.00	5,000.00

Select All Clear All

Recalculate

Line Totals
Negotiated Amt: 5,000.00 Discounts/Surcharges: 0.00

[Return to General Information](#)

Save Return to Search Notify



Amount Allocation (continued)

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

Amount Allocation

Contract: 0000000046 Sold To Customer: 0000000004 State Customer
Business Unit: 50100 Currency: USD Contract Admin:

Negotiated Amount:	<input type="text" value="5,000.00"/>	Unallocated Amount:	0.00
Discounts/Surcharges:	<input type="text" value="0.00"/>	Inclusive Prepays:	0.00
Net Amount:	5,000.00	Allocation:	<input type="text" value="Allocation Complete"/>

Contract Line Pricing									
Reprice	Line #	Product	Price Type	Line Status	Quantity	Extended Price	Negotiated Amount	Discounts/Surcharges	Net Amount
<input type="checkbox"/>	1	DEF_PROJE47	Amount	Active	<input type="text" value="1.0000"/>	0.00	<input type="text" value="5,000.00"/>	<input type="text" value="0.00"/>	5,000.00

Select All Clear All

Line Totals			
Negotiated Amt:	5,000.00	Discounts/Surcharges:	0.00

[Return to General Information](#)



Accessing the Billing Plan

Click the **Billing Plan** link.

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

General | **Lines**

Contract Number: 0000001516 Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.
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

Line	Product	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
1	DEF_PROJE29	Pending	Pending	Contract Terms	Distribution	Internal Notes	PIEDMONT CONCRETE CONTRACTORS INC.

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

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

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



Billing Plan

The billing plan stores:

- The timing of billing
- How bill lines appear
- The bill plan is automatically created from templates associated with the product used to create the contract line.

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

Buttons: Billing Plan General | History

Contract: 000000056 BI Unit: 50100
Sold To Customer: 000000004 State Customer Bill To: 000000004 State Customer
Billing Plan: B101 Prepaid - Immediate Currency: USD

Description: Prepaid - Immediate *Billing Status: Ready (dropdown) [Hold checkbox]

Billing Method: Immediate (dropdown)

Customer Information

BI Unit: 50100 VA Dept of Transportation
*Bill To Customer: 000000004 State Customer Addr Num: 1 [lookup icon]
Bill To Contact: [lookup icon]

Billing Options

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

Billing Default Overrides

Invoice Form: LANDSCAPE [lookup icon]
Cycle ID: MONTHLY [lookup icon] [View Customer Defaults](#)
Bill By ID: PC_OTHER [lookup icon] Non-Federal Project
Payment Method: [dropdown]
Payment Terms: [lookup icon]
Billing Inquiry: [lookup icon]
Billing Specialist: [lookup icon]

[Return to General Information](#)

Buttons: Save Return to Search Notify Add Update

Amount Detail

Negotiated Amount:	5,000.00
Total Amount:	5,000.00
Total Billing History:	0.00



Billing Plan (continued)

Two tabs display on the billing plan with recurring prepaids:

- **Billing Plan General** tab: This tab displays all the billing information for the contract, such as customer information and billing options. You can also put the billing plan on hold for the contract on this page.
- **History** tab: This tab displays the billing history associated with the contract line.

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

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

Contracts > Create and Amend > General Information

Billing Plan General | History

Contract: 0000000056 BI Unit: 50100
Sold To Customer: 0000000004 State Customer Bill To: 0000000004 State Customer
Billing Plan: B101 Prepaid - Immediate Currency: USD

Description: Prepaid - Immediate *Billing Status: Ready
Billing Method: Immediate Hold

Customer Information

BI Unit: 50100 VA Dept of Transportation
*Bill To Customer: 0000000004 State Customer Addr Num: 1
Bill To Contact:

Billing Options

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

Billing Default Overrides

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

[Return to General Information](#)

Save Return to Search Notify Add Update/Dis

Amount Detail

Negotiated Amount:	5,000.00
Total Amount:	5,000.00
Total Billing History:	0.00



Billing Plan (continued)

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

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

Contract: 0000000056 **BI Unit:** 50100
Sold To Customer: 0000000004 State Customer **Bill To:** 0000000004 State Customer
Billing Plan: B101 Prepaid - Immediate **Currency:** USD

Description: ***Billing Status:**
Billing Method: **Hold**

Customer Information

BI Unit: VA Dept of Transportation
***Bill To Customer:** State Customer **Addr Num:**
Bill To Contact:

Billing Options

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

Billing Default Overrides

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

[Return to General Information](#)

Amount Detail

Negotiated Amount: 5,000.00
Total Amount: 5,000.00
Total Billing History: 0.00



Accessing the Revenue Plan

Click the **Revenue Plan** link.

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

General | **Lines**

Contract Number: 0000001516 Sold To Customer: PIEDMONT CONCRETE CONTRACTORS INC.
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

Line	Product	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
1	DEF_PROJE29	Pending	Pending	Contract Terms	Distribution	Internal Notes	PIEDMONT CONCRETE CONTRACTORS INC.

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

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

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



Revenue Plan

The revenue plan is automatically created from templates associated with the product used to create the contract line. You can also put the revenue plan on hold for the contract line on this page.

- **Description** field: Enter a description to define the revenue plan.
- **Plan Status** drop down menu: The plan status limits your ability to enter information into this page, and the processing that occurs against the revenue plan. Available values include **Pending, Ready, and Cancelled**. The **Plan Status** field displays **Ready** once the contract is set to **Active**.
- **Hold** checkbox: Select this checkbox to put the revenue plan on hold.
- The **Event Detail** section displays the schedule of when the deferred revenue is reversed and revenue is recognized.

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

Revenue Plan

Contract: 0000000056 Business Unit: 50100 Currency: USD
Sold To Customer: 0000000004 State Customer GL Business Unit: 50100
Revenue Plan: R101 GL Currency: USD

Description: Apportionment - 60 *Plan Status: Ready
Recognition Method: Apportionment Hold

Define Events By
 Percent
 Amount
[Internal Notes](#) [Preview Revenue](#)

Amount Detail
Total Amount: 5,000.00
Remaining Amount: 0.00

Apportionment Parameters
Start Date: 04/19/2011 End Date: 04/19/2012 Number of Periods:
Schedule ID:
Amount:

Event Detail

Event	*Event Status	Accounting Date	Amount	From Date	To Date
1	Ready	06/30/2011	416.67	05/12/2011	06/11/2011
2	Ready	07/31/2011	416.67	06/12/2011	07/11/2011
3	Ready	08/31/2011	416.67	07/12/2011	08/11/2011
4	Ready	09/30/2011	416.67	08/12/2011	09/11/2011
5	Ready	10/31/2011	416.67	09/12/2011	10/11/2011
6	Ready	11/30/2011	416.67	10/12/2011	11/11/2011



Revenue Plan (continued)

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

Revenue Plan

Revenue Plan

Contract: 0000000056 **Business Unit:** 50100 **Currency:** USD
Sold To Customer: 0000000004 **State Customer** **GL Business Unit:** 50100
Revenue Plan: R101 **GL Currency:** USD

Description: Apportionment - 60 ***Plan Status:** Ready

Recognition Method: Apportionment **Hold**

Define Events By

Percent
 Amount

[Internal Notes](#) [Preview Revenue](#)

Amount Detail

Total Amount: 5,000.00
Remaining Amount: 0.00

Apportionment Parameters

Start Date: 04/19/2011 **End Date:** 04/19/2012 **Number of Periods:**
Schedule ID:
Amount:

Event Detail Customize | Find | View All | First 1-12 of 12 Last

Event	*Event Status	Accounting Date		Amount	From Date	To Date		
1	Ready	06/30/2011	Event Note	416.67	05/12/2011	06/11/2011	+...	-
2	Ready	07/31/2011	Event Note	416.67	06/12/2011	07/11/2011	+...	-
3	Ready	08/31/2011	Event Note	416.67	07/12/2011	08/11/2011	+...	-
4	Ready	09/30/2011	Event Note	416.67	08/12/2011	09/11/2011	+...	-
5	Ready	10/31/2011	Event Note	416.67	09/12/2011	10/11/2011	+...	-
6	Ready	11/30/2011	Event Note	416.67	10/12/2011	11/11/2011	+...	-



Activating a Contract

Once you create the contract, add product(s), associate the project activity(s), allocate amounts, and set up the events, 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 plans 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**.

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

General | Lines | Amendments

Contract Number: 0000000014
Amendment Number: 0000000000

Sold To Customer: [Field]
*Contract Status: ACTIVE

Amend Contract | Add to My Contracts

Description: 3rd Party Rec and Amt Based 1
Contract Admin: Evans, Karen
Region Code: [Field]
Contract Type: 0
Currency Code: USD
Exchange Rate Type: CRRNT
Contract Signed: 11/23/2010

Processing Status: Active
Amendment Status: Complete
Business Unit: VA Dept of Transportation
Contract Classification: Standard
Start Date: 11/23/2010
End Date: 12/11/2025
Last Update DateTime: 12/29/2010 2:19:19PM
Last Update User ID: V_PA_CONTRACTS_MANAGER

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



Activating a Contract (continued)

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

General | Lines | Amendments

Contract Number:	000000014	Sold To Customer:	State Customer
Amendment Number:	000000000	*Contract Status:	ACTIVE

Buttons: Amend Contract | Add to My Contracts

Description:	3rd Party Rec and Amt Based 1	Processing Status:	Active
Contract Admin:	Evans, Karen	Amendment Status:	Complete
Region Code:		Business Unit:	VA Dept of Transportation
Contract Type:	0	Contract Classification:	Standard
Currency Code:	USD	Start Date:	11/23/2010
Exchange Rate Type:	CRRNT	End Date:	12/11/2025
Contract Signed:	11/23/2010	Last Update Date/Time:	12/29/2010 2:19:19PM
		Last Update User ID:	V_PA_CONTRACTS_MANAGER

Other Information

Summary of Amounts

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

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

General | Lines | Amendments



Simulation: Processing Prepays for Non-Federal Contracts

You are now about to view a simulation on creating prepays for recurring contract lines in Cardinal.





Lesson 6: Checkpoint

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

Answer the review questions below:

1. Which prepaid type draws down deferred revenue based on expenditures incurred on the associated project?
2. What controls the number of revenue events when creating a Recurring Prepaid?
3. When processing prepaids, what books cash received from customer to deferred revenue account?



Lesson 6: Summary

In this lesson, you learned:

- Prepays are established for a contract when the customer wants to prepay for rate-based goods and services. After you set up the contract line(s), you can associate prepays to the Non-Federal rate-based contract line(s).
- There are two types of prepays:
 - A recurring prepaid where revenue is recognized over a period of time.
 - A rate based prepaid, where the prepaid amount is drawn down based on project expenditures.



Lesson 7: Amending Non-Federal Contracts

In this you will learn about the following topics:

- Understanding Contract Amendments
- Changing Contract Header
- Changing / Adding a Contract Line
- Changing Contract Terms
- Changing / Updating Prepaids
- Changing Contract Amounts



Understanding Contract Amendments

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

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



Understanding Contract Amendments (continued)

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

Amendments allow you to maintain an audit trail, as well as a historical record, of changes to the contract throughout its lifecycle. 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), adjustment to billings etc.

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



Changing Contract Header

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.

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

General | Lines | Amendments

Contract Number:	0000000088	Sold To Customer:	VIRGINIA PORT AUTHORITY
Amendment Number:	0000000000	*Contract Status:	ACTIVE

Amend Contract Add to My Contracts

Description:	NIT Central Rail Yard, Phase2	Processing Status:	Active
Contract Admin:		Amendment Status:	Complete
Region Code:		Business Unit:	VA Dept of Transportation
Contract Type:	A	Contract Classification:	Standard
Currency Code:	USD	Start Date:	06/02/2010
Exchange Rate Type:	CRRNT	End Date:	
Contract Signed:	06/02/2010	Last Update Date/Time:	11/15/2011 12:12:33PM
		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

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**. When making changes to the **Contract Header**, choose the **Amend Header Info** option.
- Click on the **General** tab.

Contract Number: 0000000088 Sold To Customer: VIRGINIA PORT AUTHORITY
Pending Amendment: 0000000001 Contract Status: ACTIVE

View Current

Amendments

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000			11/15/2011	Complete	Detail	Notes
0000000001	Contract Header	Amend Header Info	05/22/2013	Pending	Detail	Notes

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

Once you initiate the amendment, you can change the **Description**, **Contract Type**, **Contract Signed** date, **Legal Entity**, and **Federal Region Code** fields.

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

General | Lines | Amendments

Contract Number:	0000000088	Sold To Customer:	VIRGINIA PORT AUTHORITY
Pending Amendment:	0000000001	*Contract Status:	ACTIVE

Description:	NIT Central Rail Yard, Phase2	Processing Status:	Active
Contract Admin:		Amendment Status:	Pending
Region Code:		Business Unit:	VA Dept of Transportation
Contract Type:	A	Contract Classification:	Standard
Currency Code:	USD	Start Date:	06/02/2010
Exchange Rate Type:	CRRNT	End Date:	
Contract Signed:	06/02/2010	Last Update Date/Time:	05/22/2013 1:06:05PM
		Last Update User ID:	FINUSER01

Other Information

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

Summary of Amounts

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

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



Changing Contract Header

In this example, the Contract Signed date was changed from 06/02/2010 to 06/30/2010.

Click the **Amendments** tab.

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

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

Contract Number:	0000000088	Sold To Customer:	VIRGINIA PORT AUTHORITY
Pending Amendment:	0000000001	*Contract Status:	ACTIVE

Description:	NIT Central Rail Yard, Phase2	Processing Status:	Active
Contract Admin:	<input type="text"/>	Amendment Status:	Pending
Region Code:	<input type="text"/>	Business Unit:	VA Dept of Transportation
Contract Type:	A	Contract Classification:	Standard
Currency Code:	USD	Start Date:	06/02/2010
Exchange Rate Type:	CRBNT	End Date:	
Contract Signed:	06/30/2010	Last Update Date/Time:	04/06/2015 9:38:19AM
		Last Update User ID:	DENETTA.COLES

Other Information

Summary of Amounts

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

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



Changing Contract Header

The **Amendment Status** is **Pending**. Click the **Detail** link to access the Amendments Details page.

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

General Lines Amendments

Contract Number: 0000000088 Sold To Customer: VIRGINIA PORT AUTHORITY
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	Detail	Notes
0000000001	Contract Header	Amend Header Info	04/06/2015	Pending	Detail	Notes

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

To process the amendment the **Amend Status** must be updated. In the **Amend Status** field, change the **Status** from **Pending** to **Ready**.

Once you select **Ready**, the **Process Amendment** button displays at the top of the page. Click the **Process Amendment** button.

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

Amendment Details

Contract: 0000000088 Amendment Number: 000000001

Amendment Type: Contract Header Negotiated Amount: 0.00 *Amend Status: Pending

Amendment Reason: Amend Header Info Cancelled Negotiated Amount: Net Change: 0.00

*Process Date: 04/06/2015 Discount / Surcharge: 0.00 Canceled Discount Amount:

Allocation: Allocation Not Complete

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

Amendment Components

Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1 Contract Header		Signed on	Update	2010-06-02	2010-06-30

[Amendment Amount Allocation](#) [Internal Notes](#)
[Return to General Information](#)

Save Return to Search Notify



Changing Contract Header

The **Amend Status** changes to **Complete**. This process automatically saves any amended changes.

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

Amendment Details

Contract: 0000000088 Amendment Number: 0000000001 Amendment Completed On: 04/06/2015 9:41AM

Amendment Type: Contract Header Negotiated Amount: 0.00 **Amend Status: Complete**

Amendment Reason: Amend Header Info Cancelled Negotiated Amount:

Net Change
0.00

Process Date: 04/06/2015 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 Contract Header		Signed on	Update	2010-06-02	2010-06-30

[Internal Notes](#)

Save Return to Search Notify



Changing / Adding a Contract Line

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 inactivating 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.

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

General | **Lines** | Amendments

Contract Number: 0000000081 Sold To Customer: CITY OF LYNCHBURG
Amendment Number: 0000000000 Contract Status: ACTIVE

Amend Contract

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

General | Detail | Amount Detail

Line	Product	Description	Price Type	Start Date	End Date	Status
1	MG&SE_UCI03_100	Greenview Drive	Rate	09/10/2009		Active

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

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

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



Changing / Adding a Contract Line

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

The screenshot shows a web application interface for managing contract amendments. The breadcrumb trail is: Favorites | Main Menu > Customer Contracts > Create and Amend > General Information. The 'Lines' tab is selected and highlighted with a red box. Below the tabs, there are fields for Contract Number (0000000081), Pending Amendment (0000000001), Sold To Customer (CITY OF LYNCHBURG), and Contract Status (ACTIVE). A 'View Current' button is present. Below this is the 'Amendments' section with a table. The table has columns: Amendment, Amendment Type, Reason, Process Date, Amendment Status, Detail, and Notes. The second row is highlighted with a red box and shows Amendment 0000000001, Amendment Type 'Contract Line', Reason 'Modify Contract Line', Process Date 05/22/2013, and Amendment Status 'Pending'. Below the table are navigation links: Go To: Billing Plans, Revenue Plans, Milestones, Renewals, Amount Allocation, and a 'More' dropdown. At the bottom, there are buttons for 'Save' (highlighted with a red box), 'Return to Search', 'Notify', 'Add', and 'Update/Display'. The breadcrumb trail at the bottom is: General | Lines | Amendments.

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000			11/15/2011	Complete	Detail	Notes
0000000001	Contract Line	Modify Contract Line	05/22/2013	Pending	Detail	Notes



Changing / Adding a Contract Line

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: 0000000081 Sold To Customer: CITY OF LYNCHBURG
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	MG&SE_UCI03_100	Greenview Drive	Rate	09/10/2009		Active

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

Save Return to Search Notify Add Update/Display

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



Changing / Adding a Contract Line

After adding the additional contract line, you are able to see all contract lines. In this example, we added one contract line and now the contract has two lines.

Click the **Amendments** tab.

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

General | Lines | **Amendments**

Contract Number: 0000000081 Sold To Customer: CITY OF LYNCHBURG
Pending Amendment: 0000000001 Contract Status: ACTIVE

View Current | Add Contract Lines | Add Default Kit

Contract Lines Customize | Find | View All | 1-2 of 2 | First | Last

General | Detail | Amount Detail

Line	Product	Description	Price Type	Start Date	End Date	Status
1	MG&SE_UCI03_100	Greenview Drive	Rate	09/10/2009		Active
2	MG&SE_UCI04_100	CON -1st City-Richmnd	Rate	03/31/2014		Active

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

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

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



Changing / Adding a Contract Line

Click the Detail link next to the new line that was added. Note the Amendment Status is Pending.

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

General | Lines | Amendments

Contract Number: 0000000081 Sold To Customer: CITY OF LYNCHBURG
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
0000000001	Contract Line	Modify Contract Line	04/06/2015	Pending	Detail	Notes
0000000000			11/15/2011	Complete	Detail	Notes

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

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

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



Changing / Adding a Contract Line

To process the amendment, the **Amend Status** must be changed to **Ready**.

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

Amendment Details

Contract: 000000081 Amendment Number: 000000001

Amendment Type: Negotiated Amount: *Amend Status:
Amendment Reason: Cancelled Negotiated Amount:
*Process Date: Discount / Surcharge: 0.00

Allocation: Allocation Not Complete Cancelled Discount Amount:

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

Amendment Components

General | Templates | Statistics |

Component	Amend Ref #1	Label Fieldname▲	Edit Type	Old Value	New Value
1 Contract Header	Line 2		Insert		MG&SE_UCI04_100

[Amendment Amount Allocation](#) [Internal Notes](#)
[Return to General Information](#)



Changing / Adding a Contract Line

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

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

Amendment Details

Contract: 0000000081 Amendment Number: 0000000001

Process Amendment

Amendment Type: Contract Line Negotiated Amount: 0.00 *Amend Status: Ready

Amendment Reason: Modify Contract Line Cancelled Negotiated Amount: **Net Change**

Process Date: 04/06/2015 Discount / Surcharge: 0.00 0.00

Allocation: Allocation Not Complete Cancelled Discount Amount:

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

Amendment Components

General | Templates | Statistics | | [Customize](#) | [Find](#) | [View All](#) | | | [First](#) | **1 of 1** | [Last](#)

Component	Amend Ref #1	Label Fieldname▲	Edit Type	Old Value	New Value
1 Contract Header	Line 2		Insert		MG&SE_UCI04_100

[Internal Notes](#)

[Return to General Information](#)



Changing / Adding a Contract Line

The **Amendment Status** changes to **Complete**. Cardinal automatically saves the edit.

All changes are now active in the system.

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

Amendment Details

Contract:	0000000081	Amendment Number:	0000000001	Amendment Completed On:	04/06/2015 10:09AM
Amendment Type:	Contract Line	Negotiated Amount:	0.00	Amend Status:	Complete
Amendment Reason:	Modify Contract Line	Cancelled Negotiated Amount:		Net Change	0.00
Process Date:	04/06/2015	Discount / Surcharge:	0.00		
Allocation:	Allocation Not Complete	Cancelled Discount Amount:			

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

Amendment Components

General | Templates | Statistics

Component	Amend Ref #1	Label Fieldname▲	Edit Type	Old Value	New Value
1 Contract Header	Line 2		Insert		MG&SE_UCI04_100

[Internal Notes](#)

Save | Return to Search | Notify



Changing Contract Terms

To change / update the contract terms information, first create an amendment, and then you can amend the contract terms on the **Related Projects** page.

You must click the **Amend Contract** button on the **Related Projects** page to initiate the amendment.



Changing Contract Terms

A Billing limit can be added to a contract. In this example, there is no billing limit. In order to add one you will need to amend the contract.

Clicking the **Amend Contract** button takes you to the **General Information—Amendments** tab.

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

Related Projects | **Contract Amendments**

Contract Number: 0000000086 Sold To Customer: VIRGINIA PORT AUTHORITY
Amendment Number: 0000000000 Contract Status: ACTIVE

Contract Line: 1 Price Type: Rate
Product: MG&SE_CON34_100
Description: I-564 Intermodal Connector

Amend Contract

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

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

Effective Date	Status	Rate Selection	Rate Set		
1 10/01/2009	Active	Rate Set	MG&SE_CON34_100 Rate Set	+	-

Associated Projects & Activities Customize | 1-25 of 88 | First | Last

Project	*Activity*	Description	Description		
0000005742	621	Perform ROW Services for VPA	Staff Appraising	+	-



Changing Contract Terms

- **Amendment Type** drop down menu: Amendment types include **Contract Header**, **Contract Line**, **Contract Terms**, **Prepaid**, and **Transaction Limit**.
- Amendment **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**, and is based on the amendment reason you chose.

Click the **Related Projects** tab.

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

Related Projects | **Contract Amendments**

Contract Number: 0000000086 Sold To Customer: VIRGINIA PORT AUTHORITY
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	Detail	Notes
0000000001	Contract Terms	Modify Contract Line	04/06/2015	Pending	Detail	Notes

[Return to General Information](#)

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

[Related Projects](#) | [Contract Amendments](#)



Changing Contract Terms

Once you initiate the amendment, you can update the **Billing Limit** field for a Non-Federal rate-based contract on the **Related Projects** page.

Enter or update the billing limit in the Billing Limit field. In this example, we added a limit. If the billing limit needs to be changed, you change it.

Once you have entered or updated the limit, click the **Contract Amendments** tab.

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

Related Projects | **Contract Amendments**

Contract Number: 0000000086 Sold To Customer: VIRGINIA PORT AUTHORITY
Pending Amendment: 0000000001 Contract Status: ACTIVE

Contract Line: 1 Price Type: Rate
Product: MG&SE_CON34_100
Description: I-564 Intermodal Connector

[View Current](#)

PC Business Unit: 50100 [Transaction Limits](#) [Review Limits](#)
Billing Limit: 2,000,000.00 [Perform Limit Checking](#)
Discount ID: [Retainage ID:](#)
 Tiered Pricing [Tiered Pricing](#)

Associated Rates [Customize](#) | [Find](#) | First 1 of 1 Last

Effective Date	Status	Rate Selection	Rate Set
1 10/01/2009	Active	Rate Set	MG&SE_CON34_100

Associated Projects & Activities [Customize](#) | [Find](#) | First 1-25 of 88 Last

Project	*Activity*	Description	Description
0000095743	621	Perform ROW Services for VPA	Staff Appraisin



Changing Contract Terms

Click the **Details** link on the contract line you are amending.

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

Related Projects | **Contract Amendments**

Contract Number: 0000000086 Sold To Customer: VIRGINIA PORT AUTHORITY
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
0000000001	Contract Terms	Modify Contract Line	04/06/2015	Pending	Detail	Notes
0000000000			11/15/2011	Complete	Detail	Notes

[Return to General Information](#)

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

[Related Projects](#) | [Contract Amendments](#)



Changing Contract Terms

To process the amendment, the Amendment Status must be changed from **Pending** to **Ready**.

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

Amendment Details

Contract: 0000000086 Amendment Number: 0000000001

Amendment Type: Contract Terms Negotiated Amount: 0.00 *Amend Status: Pending
Amendment Reason: Modify Contract Line Cancelled Negotiated Amount: Net Change 0.00 Ready
*Process Date: 04/06/2015 Discount / Surcharge: 0.00

Allocation: Allocation Not Complete Cancelled Discount Amount:

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

Amendment Components

General Statistics

Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1 Contractor Terms	Line 1	Funded	Update	0	2000000

[Amendment Amount Allocation](#) [Internal Notes](#)
[Return to Contract Terms](#)

Save Return to Search Notify



Changing Contract Terms

The **Process Amendment** button displays once the **Amend Status** is set to **Ready**. Click the **Process Amendment** button.

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

Amendment Details

Contract: 000000086 Amendment Number: 000000001

Process Amendment

Amendment Type: Contract Terms Negotiated Amount: 0.00 *Amend Status: Ready

Amendment Reason: Modify Contract Line Cancelled Negotiated Amount:

Process Date: 04/06/2015 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 Contractor Terms	Line 1	Funded	Update	0	2000000

[Internal Notes](#)

[Return to Contract Terms](#)



Changing Contract Terms

The **Amendment Status** changes to **Complete**. This process automatically saves the changes.

The changes are now active in the system.

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

Amendment Details

Contract: 0000000086 Amendment Number: 0000000001 Amendment Completed On: 04/06/2015 10:50AM

Amendment Type: Contract Terms Negotiated Amount: 0.00 **Amend Status: Complete**

Amendment Reason: Modify Contract Line Cancelled Negotiated Amount:

Net Change
0.00

Process Date: 04/06/2015 Discount / Surcharge: 0.00

Allocation: Allocation Not Complete Cancelled Discount Amount:

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

Amendment Components

General Statistics [icon] Customize | Find | View All | First 1 of 1 Last

Component	Amend Ref #1	Label Fieldname ▲	Edit Type	Old Value	New Value
1 Contractor Terms	Line 1	Funded	Update	0	2000000

[Internal Notes](#)

Save Return to Search Notify



Changing / Updating Prepaids

You can change an initial prepaid amount after it is processed by creating and processing an amendment. You can reduce the prepaid amount up to the unused prepaid amount. No limit exists if the you increases the prepaid amount. You must click the **Amend Contract** button on the **Prepaids** 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.**
- **Amendment 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.**



Accessing Prepays Page

You access the **Prepays** page from the **General** tab.

Click the **More** drop down button and select **Prepays** from the menu.

The screenshot shows a web application interface for contract management. The breadcrumb trail is: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information. The 'General' tab is active. Contract details include: Contract Number: 000000086, Amendment Number: 000000001, Sold To Customer: VIRGINIA PORT AUTHORITY, and *Contract Status: ACTIVE. A dropdown menu is open, listing various options such as Attachments, Billing Options, Conversations, Internal Notes, More, Payment Terms, **Prepays** (highlighted in blue), Progress Payments, Revenue Forecast, Sales Order, Service Orders, Sold To Address, Support Teams, View Forecast, and More. The 'More' dropdown button at the bottom right is also highlighted with a red box.

Contract Number:	000000086	Sold To Customer:	VIRGINIA PORT AUTHORITY
Amendment Number:	000000001	*Contract Status:	ACTIVE
Description: I-564 Intermodal Connector		Processing Status:	Active
Contract Admin:		Amendment Status:	Complete
Region Code:		Business Unit:	VA Dept of Tra
Contract Type: O		Contract Classification:	Standard
Currency Code: USD		Last Amended:	04/06/2015
Exchange Rate Type: CRRNT		Start Date:	01/13/2010
Contract Signed: 01/13/2010		End Date:	
		Last Update Date/Time:	04/06/2015 10
		Last Update User ID:	DENETTA.COL

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

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



Changing / Updating Prepaids (continued)

Click the **Amend Contract** button.

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

Prepaids | Audit History | Amendments

Contract Number: 0000000086  Sold To Customer: VIRGINIA PORT AUTHORITY
Amendment Number: 0000000000 Contract Status: ACTIVE

Contract Prepaid Totals

Purchased Amount:	1,408.50
Remaining Amount:	0.00
Committed Amount:	0.00

Amend Contract

Prepaids for this Contract Customize | Find |  First 1 of 1 Last

General | Utilization | Initial Billing | Deferred Revenue Distribution 

Status	Hold	Purchased Amount	Remaining Amount	Committed Amount	Expiration Date	Depleted Date		
1 Ready <input type="text"/>	<input type="checkbox"/>	1,408.50	0.00	0.00			<input type="button" value="+"/>	<input type="button" value="-"/>

Go To: [Billing Plans](#)

[Return to General Information](#)

 Save  Return to Search  Notify  Previous tab  Next tab

Prepaids | [Audit History](#) | [Amendments](#)



Changing / Updating Prepaids (continued)

For the **Amendment Type** select **Prepaid**.

Select the **Reason**. For this scenario, **Modify Contract Amt**.

Click the **Save** button.

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

Prepaids | Audit History | **Amendments**

Contract Number: 0000000086 Sold To Customer: VIRGINIA PORT AUTHORITY
Pending Amendment: 0000000001 Contract Status: ACTIVE

View Current

Amendments Customize | Find | View All | 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	Detail	Notes
0000000001	Prepaid	Modify Contract Amt	04/15/2015	Pending	Detail	Notes

[Return to General Information](#)

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

[Prepaids](#) | [Audit History](#) | [Amendments](#)



Changing / Updating Prepaids (continued)

Once you initiate the amendment, you can modify the prepaid amount on the **Prepaid** tab. Update the **Purchased Amount** to the appropriate value to reduce the prepaid.

Click the **Save** button.

Click the **Amendments** tab.

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

Prepaids | Audit History | **Amendments**

Contract Number: 0000000086 Sold To Customer: VIRGINIA PORT AUTHORITY
Pending Amendment: 0000000002 Contract Status: ACTIVE

Contract Prepaid Totals

Purchased Amount:	1,408.50
Remaining Amount:	0.00
Committed Amount:	0.00

View Current

Prepaids for this Contract

Status	Hold	Purchased Amount	Remaining Amount	Committed Amount	Expiration Date	Depleted Date
1 Ready	<input type="checkbox"/>	0.00	0.00	0.00		

Go To: [Billing Plans](#)
[Return to General Information](#)

Save | Return to Search | Notify | Previous tab | Next tab

[Prepaids](#) | [Audit History](#) | [Amendments](#)



Changing / Updating Prepaids (continued)

Click the **Detail** link.

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

Prepaids | Audit History | **Amendments**

Contract Number: 0000000086 Sold To Customer: VIRGINIA PORT AUTHORITY
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	Detail	Notes
0000000001	Prepaid	Modify Contract Amt	04/15/2015	Pending	Detail	Notes

[Return to General Information](#)

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

[Prepaids](#) | [Audit History](#) | [Amendments](#)



Changing / Updating Prepaids (continued)

Click the **Amend Status** dropdown menu and select **Ready**.

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

Amendment Details

Contract: 0000000086 Amendment Number: 0000000001

Amendment Type: Prepaid Negotiated Amount: 0.00 *Amend Status: Pending
Amendment Reason: Modify Contract Amt Cancelled Negotiated Amount: 0.00
*Process Date: 04/15/2015 Discount / Surcharge: 0.00

Allocation: Allocation Not Complete Cancelled Discount Amount:

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

Amendment Components

General | Statistics

Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1					

[Amendment Amount Allocation](#) [Internal Notes](#)
[Return to Prepaid Balances](#)

Save Return to Search Notify



Changing / Updating Prepaids (continued)

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

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

Amendment Details

Contract: 0000000086 Amendment Number: 0000000001

Process Amendment

Amendment Type: Prepaid Negotiated Amount: 0.00 *Amend Status: Ready

Amendment Reason: Modify Contract Amt Cancelled Negotiated Amount: **Net Change**

Process Date: 04/15/2015 Discount / Surcharge: 0.00 0.00

Allocation: Allocation Not Complete Cancelled Discount Amount:

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

Amendment Components

General Statistics [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)

Component	Amend Ref #1	Label Fieldname ▲	Edit Type	Old Value	New Value
1					

[Internal Notes](#)

[Return to Prepaid Balances](#)



Changing / Updating Prepaids (continued)

The **Amend Status** changes to **Complete**. The changes are now active in the system. Once the amendment is processed, the initial billing is processed when the batch processes run.

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

Amendment Details

Contract: 0000000086 Amendment Number: 0000000001 Amendment Completed On: 04/15/2015 9:56AM

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

Amendment Reason: Modify Contract Amt Cancelled Negotiated Amount:

Process Date: 04/15/2015 Discount / Surcharge: 0.00

Allocation: Allocation Not Complete Cancelled Discount Amount:

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

Amendment Components

General Statistics [Menu]

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

Component	Amend Ref #1	Label Fieldname▲	Edit Type	Old Value	New Value
1					

[Internal Notes](#)

Save Return to Search Notify



Changing Contract Amounts (continued)

The negotiated amount for an Amount Based Contract may need to be increased or decreased. This change must be done through an amendment.

To amend the contract amount, access the Contract Line page using the following path:

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

Click the **Lines** tab and click the **Amend Contract** button.

Contract Number: 0000001578 Sold To Customer: FAIRFAX COUNTY
Amendment Number: 0000000000 Contract Status: ACTIVE

[Amend Contract](#)

Line	Product	Description	Price Type	Start Date	End Date	Status
1	AMT_PROJE37	Partic - CON - CCT - NOVA	Amount	09/18/2012		Active

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

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

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



Changing Contract Amounts (continued)

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.** When making changes to the **Contract Header**, choose the **Amend Header Info** option.

Click the **Amount Allocation** link.

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

General | Lines | Amendments

Contract Number: 0000001578 Sold To Customer: FAIRFAX COUNTY
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			02/11/2014	Complete	Detail	Notes
0000000001	Contract Line	Modify Contract Amt	08/04/2014	Pending	Detail	Notes

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

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

General | Lines | Amendments



Changing Contract Amounts (continued)

Complete the Amount Allocation for the Amendment.

Note that the **Adjust Billing Retroactively** and **Adjust Revenue Retroactively** checkboxes are both unchecked.

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

Amendment Amount Allocation

Contract: 0000001578 Amendment: 0000000001
Business Unit: 50100 Currency: USD Amendment Type: Contract Line
Sold To: 0000003249 FAIRFAX COUNTY Amendment Reason: Modify Contract Amt

Adjustment Amount:	-146,930.00	Unallocated Adjustment Amount:	0.00
Discount / Surcharge:	0.00	Inclusive Prepays Adjustment:	0.00
Net Change:	-146,930.00	Allocation:	Allocation Complete

Contract Line Pricing

Amounts | Detail

Reprice	Line #	Current Amount	Negotiated Amount	Adjustment Amount	Adjust Billing Retroactively	Adjust Revenue Retroactively	Reverse Amounts	Discount/Surcharge Adjustment	Net Amount
<input type="checkbox"/>	1	146,930.00	0.00	-146,930.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00	0.00

[Select All](#) [Clear All](#)

Line Totals

Adjustment Amount:	-146,930.00	Discounts/Surcharges:	0.00
--------------------	-------------	-----------------------	------

[Return to General Information](#)



Changing Contract Amounts (continued)

Once you change the **Amend Status** to **Ready** and the **Process Amendment** button displays.

Click **Process Amendment** button. The **Amend Status** will update to **Complete**.

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

Amendment Details

Contract: 0000001578 Amendment Number: 0000000001 Amendment Completed On: 08/04/2014 3:58PM

Amendment Type: Contract Line Negotiated Amount: -146,930.00 **Amend Status: Complete**

Amendment Reason: Modify Contract Amt Cancelled Negotiated Amount:

Net Change
-146,930.00

Process Date: 08/04/2014 Discount / Surcharge: 0.00

Allocation: Allocation Complete Cancelled Discount Amount:

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

Amendment Components

General | Statistics | [Filter]

Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1 Amount Allocation	Line 1	Gross Amt	Update	146930	0

[Internal Notes](#)



Changing Contract Amounts (continued)

Once the Amendment is processed, the **Bill Plan** and **Revenue Plan** must be updated. As a result, the **Bill Plan** and **Revenue Plan** are set to **Action Required**. This effectively places the contract on Hold until manual updates are completed.

Go to the **Bill Plan** and **Revenue Plan** to complete the amendment

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

General | **Lines** | Amendments

Contract Number: 0000001578 Sold To Customer: FAIRFAX COUNTY
Amendment Number: 0000000001 Contract Status: ACTIVE

Amend Contract

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

General | Detail | Amount Detail | Deferred Revenue

Line	Product	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
1	AMT_PROJE37	Action Required	Action Required	Contract Terms	Distribution	Internal Notes	FAIRFAX COUNTY

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

Save Return to Search Notify Add Update/Display

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



Changing Contract Amounts (continued)

You must add a Bill Event in the Amount of the Adjustment and Ready the Billing Event. In this example, the amount is -146,930.00.

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

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

Contract: 000001578 BI Unit: 50100
Sold To Customer: 000003249 FAIRFAX COUNTY Bill To: 000003249 FAIRFAX COUNTY
Billing Plan: B101 Amount Based - Milestone Currency: USD

Define Events

Percent
 Amount

[Add Milestone](#)

Amount Detail

Total Amount: 0.00
Remaining Amount: 0.00

Event Detail Customize | Find | First 1-3 of 3 Last

Event	Event Type	*Event Status	Event Date	Event Note	Amount
1	Date	Completed	02/05/2014	Event Note	146,930.00
2	Date	Ready	08/01/2014	Event Note	-146,930.00
3	Date	Pending	08/04/2014	Event Note	0.00

[Return to General Information](#)

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

[Billing Plan General](#) | [Billing Plan Lines](#) | [Events](#) | [Tax Parameters](#) | [History](#)



Changing Contract Amounts (continued)

On this page, users should click the **Reviewed** button. This changes the status from **Action Required** to **In Progress**. Select the **Reviewed** button on the **Bill Plan** page.

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

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

Contract: 000001578 BI Unit: 50100
Sold To Customer: 000003249 FAIRFAX COUNTY Bill To: 000003249 FAIRFAX COUNTY
Billing Plan: B101 Amount Based - Milestone Currency: USD

Description: Amount Based - Milestone *Billing Status: Action Required **Reviewed**
Billing Method: Milestone Hold

Customer Information

BI Unit: 50100 VA Dept of Transportation
*Bill To Customer: 000003249 FAIRFAX COUNTY Addr Num: 1
Bill To Contact:

Billing Options

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

Billing Default Overrides

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

[Return to General Information](#)

Amount Detail

Negotiated Amount:	0.00
Total Amount:	0.00
Total Billing History:	146,930.00
Events Billed To Date:	146,930.00



Changing Contract Amounts (continued)

After the **Bill Plan** has been updated, the Revenue Plan events should be updated.

Click the **Action Required** link to access the Revenue Plan.

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

General | **Lines** | Amendments

Contract Number: 0000001578 Sold To Customer: FAIRFAX COUNTY
Amendment Number: 0000000001 Contract Status: ACTIVE

Amend Contract

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

General | Detail | Amount Detail | Deferred Revenue

Line	Product	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
1	AMT_PROJE37	Action Required	Action Required	Contract Terms	Distribution	Internal Notes	FAIRFAX COUNTY

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

Save Return to Search Notify Add Update/Display

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



Changing Contract Amounts (continued)

You must add a Revenue Event in the Amount of the adjustment and ready the Revenue Event. In this example, the amount is -146,930.00. Select the **Reviewed** button the Revenue Plan page after the events have been updated.

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

Revenue Plan

Contract: 000001578 Business Unit: 50100 Currency: USD
Sold To Customer: 000003249 FAIRFAX COUNTY GL Business Unit: 50100
Revenue Plan: R101 GL Currency: USD

Description: *Plan Status: Action Required **Reviewed**
Recognition Method: Milestone Hold

Define Events By
 Percent
 Amount
[Internal Notes](#) [Preview Revenue](#)
[Add Milestone](#)

Amount Detail
Total Amount: 0.00
Remaining Amount: 0.00

Event Detail
Customize | Find | View All | First 1-3 of 3 Last

Event	Event Type	*Event Status	Accounting Date	Event Note	Amount
1	Date	Completed	02/05/2014	Event Note	146,930.00
2	Date	Ready	08/01/2014	Event Note	-146,930.00
3	Date	Pending	08/04/2014	Event Note	0.00

[Return to General Information](#)

Save Return to Search Notify Add Update/Display



Understanding Adjustments to Non-Federal Contract billings

Once Contract Billings have been processed, requests may be received to make an adjustment to amounts billed.

Because of the integration between the Billing, Contracts and Project Costing modules, each instance will need to be analyzed to ensure the proper steps are taken to keep the modules in sync. One major rule for adjustments to rate based contract billings is to not use credit / rebill functionality. Adjustments should be made by updating the project expenditures.

In addition, the credit rebill functionality should not be used with Recurring or Amount Based contracts.



Simulation: Changing Contract Header, Terms & Prepaids and Changing/Adding Contract Lines

You are now about to view two simulations: Changing Non-Federal Contract Header, Terms and Prepaids and Changing / Adding Contract Lines in Cardinal.





Lesson 7: Checkpoint

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

Answer the review questions below:

1. What changes can be made to a contract without having to amend the contract?
2. What makes data entered as an amendment active in the system?



Lesson 7: Summary

In this lesson, you learned:

- Once you create a contract and it is Active, all changes to the contract are made using amendments.
- Amendments are created by accessing the Contract Amendments page.
- When amendments are saved, Cardinal saves the new data in a separate amendment table and assigns the number to the amendment.
- The steps involved with changing the contract header, adding or changing a contract line, changing contract terms and changing and updating prepaids.



Lesson 8: Creating Non-Federal Contracts Exercises

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 9: Customer Contracts Reports, Queries, and Online Inquiries

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

- Reports
- Queries
- Online Inquiries



Reports

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

- RPA90 – Project Expenditure Report by Employee
- RPA105 – Summary of Financial Activity by Project or Contract
- RPA145 – Transaction Relationship Report
- RPA149 – Prepaid Report
- Limit Amount Report
- Prepaid Management 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											
Emplid	Name	Employee Department	Accounting Date	Journal	Transaction Date	Phase	Activity	EarnCd	Invoice	Hours	Amount
0029205	Parker, Peter P.	17032	10/16/2012	TR00011270	09/25/2012	9101	716	RGS	MGSE000263	3.00	116.64
			10/16/2012	TR00011270	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 Project or Contract



Commonwealth of Virginia
SUMMARY OF FINANCIAL ACTIVITY BY PROJECT OR CONTRACT

Run Date: 01/14/2013
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



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

 Run Date: 06/06/2013 Run Time: 01:20 00										
Commonwealth of Virginia TRANSACTION RELATIONSHIP REPORT										
Report ID: RPA145										
Page No. 1 of 1										
Business Unit: 50100 : VA Dept of Transportation										
Invoice: PROJ000333										
Project ID:										
Contract Number:										
<u>Contract</u>	<u>Approp</u>	<u>Project ID</u>	<u>Analysis Type</u>	<u>Voucher</u>	<u>EmplID</u>	<u>Expense</u>	<u>Journal</u>	<u>Accounting Date</u>	<u>Expenditure Amount</u>	<u>Billed Amount</u>
0000000875	PROJE	0000091887	ATE				0000020421	05/31/2013	36.45	\$2,836.45
		0000091887	ACT	00202182			AP00020498	06/04/2013	2,800.00	2,800.00
Total									\$2,836.45	\$2,836.45
Total Amount Billed for PROJ000333									\$ 2,836.45	\$ 2,836.45



RPA149 – Prepaid Report

This report identifies amounts received from customers in advance of project billing. This report will identify the initial prepayment amount and amounts drawn down over the life of the project. The report will summarize data by fund and account for each project and customer contract combination. Fiscal Division will use this report to monitor funds received in advance as well as the remaining amount for an advance.

You can navigate to this report using the following path:

Main Menu > Customer Contracts > Reports > Prepaid Report

 Report ID: RPA149		Commonwealth of Virginia PREPAID REPORT			Run Date: 02/12/2013 Run Time: 01:49 00	
Page No. 1 of 1						
Set ID:	50100					
Business Unit:	50100					
Fund Code:	All					
Account ID:	All					
Department ID:	19000					
Project ID:	All					
As of Date:	02/12/2013					
<u>Fund</u>	<u>Project ID</u>	<u>Contract ID</u>	<u>Account</u>	<u>Prepaid Amount</u>	<u>Remaining Amount</u>	<u>Last Date Utilized</u>
04720	0000089486	0000001482	24042011	75,000.00	0.00	11/11/2012
Total for Fund				75,000.00	0.00	
Total				75,000.00	0.00	



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

Business Unit: 50100 VA Dept of Transportation

<u>Contract Number</u>	<u>Line</u>	<u>Transaction Id</u>	<u>Funding Limits</u>		<u>Remaining %</u>	<u>Last Transaction Date</u>	<u>Last Processing Date</u>
			<u>Limit</u>	<u>Remaining</u>			
000000106	1		7,881.00	3,657.92 USD	46.41	8/20/2011	1/11/2013
000000111	1		1,500.00	478.12 USD	31.87	9/24/2011	1/11/2013
000000112	1		1,500.00	406.12 USD	27.07	8/20/2011	1/11/2013
000000113	1		1,500.00	166.00 USD	11.07	9/10/2011	1/11/2013
000000199	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



Prepaid Management Report

This report displays the details on prepaid balances, including the status, the date the balances are expected to expire, and the amount remaining. The details of the report are determined by the criteria that is set on the Prepaid Balance report run control page.

You can navigate to this report using the following path:

Main Menu > Customer Contracts > Reports > Prepaid Management



Prepaid Management Report (continued)

1/22/2013

Contracts Prepaid Management Report

Business Unit: 50100 VA Dept of Transportation

Contract Currency: USD

<u>Sold To Customer</u>	<u>Contract</u>	<u>Billing Utilization Description</u>	<u>Purchase Order</u>	<u>Expir. Date</u>	<u>Depletion Date</u>	<u>Purchase Amount</u>	<u>Remaining Amount</u>	<u>Committed Amount</u>
000003006 WISE COUNT	000000061	PPD Bal#1 for 000000061				870,000.00	870,000.00	0.00
000003006 WISE COUNT	000000001	PPD Bal#1 for 000000001				1,606.89	0.00	0.00
000003140 BERRYVILLE	000000089	PPD Bal#1 for 000000089				283.85	0.00	0.00
000003383 RICHMOND C	000000182	PPD Bal#2 of Contr# 000000182		2/16/2013	6/1/2012	40.94	0.00	0.00
000003383 RICHMOND C	000000182	PPD Bal#1 of Contr# 000000182		2/16/2013		0.00	0.00	0.00
000003383 RICHMOND C	000000184	PPD Bal#1 for 000000184			3/1/2012	150.97	109.96	0.00
000010013 AASHTO	000000187	PPD Bal#1 of Contr# 000000187		2/10/2013		40,500.00	13,743.58	0.00
000010013 AASHTO	000000087	PPD Bal#1 of Contr# 000000087		2/10/2013		33,000.00	33,000.00	0.00
000010014 AASHTO	000000176	PPD Bal#1 of Contr# 000000176		2/10/2013		47,250.00	6,721.60	0.00
000010014 AASHTO	000000199	PPD Bal#1 of Contr# 000000199		2/10/2013		41,250.00	13,580.86	897.41
000011943 PRTC	000000093	PPD Bal#1 of Contr# 000000093		2/10/2013		18,000.00	16,999.66	0.00
000012474 VIRGINIA P	000000086	PPD Bal#1 for 000000086				1,408.50	0.00	0.00



Queries

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

- Allowable and Unallowable Project Expenditure Accounts
- Contract with No Billing
- Contract on Billing Hold
- Bill History by Contract
- Validate Federal Bill Lines
- Contract Project Activities Combo
- Project Expenditures & Transfers
- Project Payroll Expenditures



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				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				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				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				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				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				0015045	308.79	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)

[View All](#) First Last

	Project	Contract	Status	Type	Last Billed Date	Life-to-Date Billed Amount	Project Manager	Reason
1	0000000015	0952314	ACTIVE	F	07/18/2012	13806702.65	MITCHELL,DIANE L	No billing during timespan
2	0000000016	0952314	ACTIVE	F	12/14/2011	7317457.35	MITCHELL,DIANE L	No billing during timespan
3	0000000054	0952354	ACTIVE	F	12/14/2011	44396437.15	MITCHELL,DIANE L	No billing during timespan
4	0000000190	0952315	ACTIVE	F	12/14/2011	59734327.00	MITCHELL,DIANE L	No billing during timespan
5	0000000191	0952338	ACTIVE	F	12/14/2011	3657852.81	MITCHELL,DIANE L	No billing during timespan
6	0000000191	0952358	ACTIVE	F	12/14/2011	32345728.80	MITCHELL,DIANE L	No billing during timespan
7	0000000192	0952338	ACTIVE	F	12/14/2011	2617576.19	MITCHELL,DIANE L	No billing during timespan



Contract on Billing Hold

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

You can navigate to this query using the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_PA_CA_BI_HOLD

V_PA_CA_BI_HOLD - Contracts on Billing Hold

Business Unit:

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



Bill History By Contract

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

You can navigate to this query using the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_PA_BILL_HIST_CONTRACT

V_PA_BILL_HIST_CONTRACT - Bill History by Contract

Business Unit:

Contract ID:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (4 kb)

View All First [1-16 of 16](#) Last

	Business Unit	Contract ID	Project	Appropriation Code	Invoice	Invoice Date	Target Payment	LTD Billed Amount	Invoiced Amount	Payment Date
1	50100	0000000199	0000092851		Conversion			9360.22	9360.22	
2	50100	0000000199	0000092851	MG&SE	MGSE000038	02/10/2012		25750.26	597.28	
3	50100	0000000199	0000092851	MG&SE	MGSE000047	02/10/2012		25750.26	-597.28	
4	50100	0000000199	0000092851	MG&SE	MGSE000091	05/01/2012		25750.26	0.00	
5	50100	0000000199	0000092851	MG&SE	MGSE000106	06/01/2012		25750.26	0.00	



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](#) (162 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		0000092851	056	BAJ	MG&SE	02/10/2012	02/10/2012 6:32:31PM	0000000199	1	D	-597.28
2	50100		0000092851	056	BLD	MG&SE	01/23/2012	02/01/2012 9:50:48PM	0000000199	1	D	597.28
3	50100		0000092851	056	BLD	MG&SE	01/23/2012	02/14/2012 8:49:21PM	0000000199	1	D	597.28
54	50100		0000092851	056	PAY		01/15/2013	02/07/2013 9:28:23AM	0000000199	1	D	39.06
55	50100		0000092851	056	PAY		07/15/2013	07/30/2013 12:09:34PM	0000000199	1	D	463.55
56	50100		0000092851	056	UTL	MG&SE	05/01/2012	05/01/2012 6:32:54PM	0000000199	1	I	2865.51
57	50100		0000092851	056	UTL	MG&SE	06/01/2012	06/01/2012 6:32:43PM	0000000199	1	I	9496.77
68	50100	0000007526	0000092851	056	ATE		06/29/2012	07/17/2012 7:05:01PM	0000000199	1	D	-13.45
69	50100	0000007527	0000092851	056	ATE		06/29/2012	07/17/2012 7:05:01PM	0000000199	1	D	-0.61



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



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: [000000001](#) **Currency:** USD **Amendment Number:** [000000000](#)
Contract Type: R **Business Unit:** 50100 **Contract Signed:** 07/01/1982
Contract Class: Standard **Region Code:** **Amendment Date:**
Contract Status: ACTIVE **Proposal ID:** \$.00
Customer: WISE COUNTY

Contract Amounts

Negotiated Amount:	0.00	Total Billed:	943,587.47
Discounts/Surcharges:	0.00	Total Collected:	0.00
Non-inclusive Prepaids:	1,606.89	Total Revenue Recognized:	0.00
Total:	1,606.89	Revenue Forecasted:	0.00
Estimated (less Prepaids):	0.00		
Estimated Total:	1,606.89		

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	02031146	Active	Rate	0.00	0.000	0.00	07/01/1982		In Progress	In Progress

Related Projects

PC Business Unit	Project	Description	Project Status
50100	0000035956	9999097T95, PE101	Open

Contract Milestones

Milestone ID	Milestone Status	Billing Impact	Revenue Impact
None		No	No

[Return to Search](#) [Previous in List](#) [Next in List](#) [Refresh](#)



Review Contract Summary (continued)

Favorites Main Menu > Customer Contracts > Review Contract Summary

Review Contract Summary

Contract Number:	<u>0000000001</u>	Currency:	USD	Amendment Number:	<u>0000000000</u>
Contract Type:	R	Business Unit:	50100	Contract Signed:	07/01/1982
Contract Class:	Standard	Region Code:		Amendment Date:	
Contract Status:	ACTIVE	Proposal ID:		Proposal ID:	\$.00
Customer:	<u>WISE COUNTY</u>				

Contract Amounts

Negotiated Amount:	0.00	Total Billed:	943,587.47
Discounts/Surcharges:	0.00	Total Collected:	0.00 
Non-inclusive Prepays:	1,606.89	Total Revenue Recognized:	0.00
Total:	1,606.89	Revenue Forecasted:	0.00
Estimated (less Prepays):	0.00		
Estimated Total:	1,606.89		

Contract Lines

Line	Product	Status	Price Type	Gross Amount	Limit Amount	Estimated Amount	Start Date	End Date	Billing Plan	Revenue Plan
1	02031146	Active	Rate	0.00	0.000	0.00	07/01/1982		In Progress	In Progress

Related Projects

PC Business Unit	Project	Description	Project Status
50100	0000035956	9999097T95, PE101	Open

Contract Milestones

Milestone ID	Milestone Status	Billing Impact	Revenue Impact
None		No	No

 Return to Search
  Previous in List
  Next in List
  Refresh



Review Contract Information - Amendments

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

Main Menu > Customer Contracts > Review Contract Information > Amendments

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

Inquire Contract Amendments

Amendment Details

Contract: 0000001425 GEC Design I495/DAAH Improvmnt
Sold To Customer: METROPOLITAN WASHINGTON AIRPORT AUTH

Contract Information

Amendment Number: 0000000001 Business Unit: VA Dept of Transportation

Amendment

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

Amendment Date

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

User Preparing Chg. Pkg.: PPS_JOHN

Information Amended

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

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



Review Contract Information – Amendments (continued)

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

Inquire Contract Amendments

Amendment Details

Contract: 0000001425 GEC Design I495/DAAH Improvmnt
Sold To Customer: METROPOLITAN WASHINGTON AIRPORT AUTH

Contract Information

Amendment Number: 0000000001 Business Unit: VA Dept of Transportation

Amendment

Amendment Reason: Modify Contract Amt Amendment Status: Cancelled

Reference ID:

Amendment Date

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

Amend Completion Date:

User Preparing Chg. Pkg.: PPS_JOHN

Information Amended

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

Return to Search Notify Refresh



Review Contract Information - Notes

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

Main Menu > Customer Contracts > Review Contract Information > Notes

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

Contract Notes

Contract: 000001425 GEC Design I495/DAAH Improvmnt
[Inquire Contracts](#)

Sold To Customer: METROPOLITAN WASHINGTON AIRPORT AUTH

Note Text

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

Additional Note Information

Classification: Custom

Note Type:

Contract Component: Amendments

Entered By: PPS_MARCY.JONES

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



Review 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: 0000000071

Contract Line: 1

Contract Information

Business Unit: VA Dept of Transportation

Contract Type: Federal Grant

Contract Classification: Standard

Product: GRANT_GRNT1_100

Product Group: RTE_FED

Price Type: Rate

Fee Type: None

Project

Description: RC2G DurablyTomCrBrdg

Project: [0000021561](#)

PC Bus Unit: VA Dept of Transportation

Project Status: Open

Project Type: RESEARCH/ PLANNING



Linked Activities

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

Linked Activities		
Activity	Description	Status
6000	Research & Studies - Part	Inactive
6940	Research Council Participation	Inactive
6941	Civil Rights	Inactive
7000	Research & Studies - Non Part	Inactive
7940	Research Council Non-Part	Inactive
800	Administration	Inactive
801	Comprehensive Transpo. Studies	Inactive
802	Continuing Transpo. Studies	Inactive
803	Data Processing Analysis	Inactive
804	Eval of Traffic Contrl Devices	Inactive
805	Functional Classifctn Studies	Inactive
806	General Drafting (T&P)	Inactive
807	Interstate Cost Estimate	Inactive
808	Keypunching- Data Processing	Inactive
809	Mapping	Inactive



Non-Linked Activities

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

Non-Linked Activities

Activity	Description	Status
9107	Planning Phase	Inactive
9108	Research Phase	Inactive
9117	PL Budget	Inactive
9118	RE Budget	Inactive
9167	PL Participating	Inactive
9168	RE Participating	Inactive
9178	RE Non Participating	Inactive
9305	Research/Plan Project Budget	Active
9360	Budget Activities	Active
9460	Inactive Activities	Inactive
9466	Inactive Participating	Inactive
9467	Inactive Non Participating	Inactive

Return to Search Notify



Review Billing

Review Billing:

- Plans
- History
- Events
- As Incurred

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

Main Menu > Customer Contracts > Review Billing > (select online inquiry name)

Note: The **History** information is located on the **Plans** page. Select the **History** tab to view the history for the selected contract.



Review Billing: Plans

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

Billing Plan General | Events | History

Contract:	000001425	BI Unit:	50100
Sold To Customer:	0000133944	METROPOLITAN WASHINGTON AIRPORT AUTH	Bill To: 0000133944 METROPOLITAN WASHINGTON AIRPORT AUTH
Billing Plan:	B101	Amount Based - Milestone	Currency: USD

Description: *Billing Status:
 Billing Method: Hold

Customer Information		Amount Detail	
BI Unit:	<input type="text" value="50100"/>	VA Dept of Transportation	Negotiated Amount: 10,275,698.36
*Bill To Customer:	<input type="text" value="0000133944"/>	METROPOLITAN WASHINGTON AIRPORT AUTH	Total Amount: 10,275,698.36
Bill To Contact:	<input type="text"/>	Addr Num: <input type="text" value="1"/>	Total Billing History: 10,275,698.36
			Events Billed To Date: 10,275,698.36

Billing Options

Bill Type:	<input type="text" value="OTH"/>	<input checked="" type="checkbox"/> Pre Approved	Billing Header Note
Bill Source:	<input type="text" value="PROJE"/>	<input type="checkbox"/> Direct Invoice	Internal Notes
Summarization Template ID	<input type="text" value="VDOT_OTHER"/>	VDOT Other	Preview Summarization Template

Billing Default Overrides

Invoice Form:	<input type="text" value="LANDSCAPE"/>	
Cycle ID:	<input type="text" value="MONTHLY"/>	View Customer Defaults
Bill By ID:	<input type="text" value="PC_OTHER"/>	Non-Federal Project
Payment Method:	<input type="text"/>	
Payment Terms:	<input type="text"/>	
Billing Inquiry:	<input type="text"/>	
Billing Specialist:	<input type="text"/>	

[Return to Billing Plan Management](#)



Review Billing – History

Access this online inquiry using the following path:

Main Menu > Customer Contracts > Review Billing

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

Favorites Main Menu > Customer Contracts > Review Billing > Plans

New Window Help Cus

Billing Plan General Events **History**

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

Amount Details

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

Contract Billing History Customize Find First 1-19 of 19 Last

Source Billing Contracts Projects

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



Review Billing - Events

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

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

Review Billing - Events

Search Criteria

*Business Unit: <input type="text" value="50100"/>	Contract: <input type="text" value="0000001425"/>	Method	Fee Type:
Billing Plan ID: <input type="text"/>	Contract Classification: <input type="text"/>	<input checked="" type="checkbox"/> Milestone	<input checked="" type="checkbox"/> None
Billing Business Unit: <input type="text"/>	Billing Plan Status: <input type="text"/>	<input checked="" type="checkbox"/> Percent Complete	<input checked="" type="checkbox"/> Fixed Fee
	Bill To Customer: <input type="text"/>	<input checked="" type="checkbox"/> Value Based	<input checked="" type="checkbox"/> Award Fee
		<input checked="" type="checkbox"/> As Incurred	<input checked="" type="checkbox"/> Incentive Fee
			<input checked="" type="checkbox"/> Other Fee

Events Customize | Find | View All | First 1-11 of 11 Last

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

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

[Select All](#) [Clear All](#)

Update Events

Pending
 Ready
 Reversal Initiated



Review Billing – As Incurred

Favorites | Main Menu > Customer Contracts > Review Billing > As Incurred New Window

Billing Plan General | Events | History

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

Description: *Billing Status:
 Billing Method: Hold

Customer Information

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

Billing Options

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

Billing Default Overrides

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

[Return to Search - As Incurred](#)



Review Revenue

Review Revenue:

- Plans
- Events
- As Incurred
- Fixed Fee Jrnl Acctg Lines
- As Incurred Jrnl Acctg Lines
- History

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

Main Menu > Customer Contracts > Review Revenue > (select online inquiry name)



Review Revenue - Plans

[Favorites](#) | [Main Menu](#) > [Customer Contracts](#) > [Review Revenue](#) > [Plans](#)

Revenue Plan

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

Description: ***Plan Status:**

Recognition Method: Milestone Hold

Define Events By

Percent
 Amount

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

Amount Detail

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

Event Detail Customize | Find | View All | First 1-12 of 12 Last

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

[Return to Plans](#)



Review Revenue – Events

Favorites Main Menu > Customer Contracts > Review Revenue > Events

Review Revenue - Events

Search Criteria

*Business Unit: Contract:

Revenue Plan: Contract Classification:

GL Business Unit: Plan Status: Hold

PC Business Unit: Sold To Customer:

Method	Fee Type:
<input checked="" type="checkbox"/> Milestone	<input checked="" type="checkbox"/> None
<input checked="" type="checkbox"/> Percent Complete	<input checked="" type="checkbox"/> Fixed Fee
<input checked="" type="checkbox"/> Apportionment	<input checked="" type="checkbox"/> Award Fee
<input checked="" type="checkbox"/> As Incurred	<input checked="" type="checkbox"/> Incentive Fee
	<input checked="" type="checkbox"/> Other Fee

Events

Customize | Find | View All | First 1-12 of 12

	Business Unit	Customer	Contract	Revenue Plan	Plan Status	Method	Event	Event Status	Hold	Hold Date	GL Unit	Amount	Currency	Fee Type
<input type="checkbox"/>	50100	0000133944	0000001425	R101	In Progress	Milestone	1	Completed	<input type="checkbox"/>	09/26/2012	50100	\$1,535,427.00	USD	None
<input type="checkbox"/>	50100	0000133944	0000001425	R101	In Progress	Milestone	2	Completed	<input type="checkbox"/>	09/26/2012	50100	\$1,300,749.00	USD	None
<input type="checkbox"/>	50100	0000133944	0000001425	R101	In Progress	Milestone	3	Completed	<input type="checkbox"/>	09/26/2012	50100	\$346,144.00	USD	None
<input type="checkbox"/>	50100	0000133944	0000001425	R101	In Progress	Milestone	4	Completed	<input type="checkbox"/>	09/26/2012	50100	\$3,286,341.00	USD	None
<input type="checkbox"/>	50100	0000133944	0000001425	R101	In Progress	Milestone	5	Completed	<input type="checkbox"/>	09/26/2012	50100	\$1,107,070.00	USD	None
<input type="checkbox"/>	50100	0000133944	0000001425	R101	In Progress	Milestone	6	Completed	<input type="checkbox"/>	09/26/2012	50100	\$1,115,096.00	USD	None
<input type="checkbox"/>	50100	0000133944	0000001425	R101	In Progress	Milestone	7	Completed	<input type="checkbox"/>	09/26/2012	50100	\$906,858.00	USD	None
<input type="checkbox"/>	50100	0000133944	0000001425	R101	In Progress	Milestone	8	Completed	<input type="checkbox"/>	09/26/2012	50100	\$125,210.50	USD	None
<input type="checkbox"/>	50100	0000133944	0000001425	R101	In Progress	Milestone	9	Completed	<input type="checkbox"/>	09/26/2012	50100	\$80.50	USD	None
<input type="checkbox"/>	50100	0000133944	0000001425	R101	In Progress	Milestone	10	Completed	<input type="checkbox"/>	09/26/2012	50100	\$3,013.00	USD	None
<input type="checkbox"/>	50100	0000133944	0000001425	R101	In Progress	Milestone	11	Pending	<input type="checkbox"/>	09/26/2012	50100		USD	None
<input type="checkbox"/>	50100	0000133944	0000001425	R101	In Progress	Milestone	12	Completed	<input type="checkbox"/>	09/26/2012	50100	\$549,710.00	USD	None

Select All Clear All

Update Events

Pending
 Ready
 Reversal Initiated

Accounting Date:



Review Revenue – As Incurred

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

Review Revenue - As Incurred

Search Criteria

GL Business Unit:	<input type="text" value="50100"/>	Contract:	<input type="text" value="0000001426"/>	Fee Type: <input checked="" type="checkbox"/> None <input checked="" type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Award Fee <input checked="" type="checkbox"/> Incentive Fee <input checked="" type="checkbox"/> Other Fee
PC Business Unit:	<input type="text"/>	Contract Classification:	<input type="text"/>	
		Revenue Plan:	<input type="text"/>	

Detail

Customize | Find | First 1-29 of 29 Last

General Contract

Contract	Select	PC Business Unit	Project	Activity	Transaction ID	Accounting Date	Discount ID	Amount	Currency
0000001426	<input type="checkbox"/>	50100	0000082839	731	65322919	02/06/2012		-232,493.00	USD
0000001426	<input type="checkbox"/>	50100	0000082839	731	75920770	04/16/2012		232,493.00	USD
0000001426	<input type="checkbox"/>	50100	0000082839	74211	110772744	08/03/2012		-194,539.66	USD
0000001426	<input type="checkbox"/>	50100	0000082839	74211	137125968	10/25/2012		43,000.66	USD
0000001426	<input type="checkbox"/>	50100	0000082839	74211	144056017	11/01/2012		-255,266.00	USD
0000001426	<input type="checkbox"/>	50100	0000082839	74211	50100 PROJ000171 2 1	11/19/2012		-43,000.66	USD



Review Revenue – Fixed Fee Jrnl Acctg Lines

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

Find an Existing Value

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

Business Unit: =

Journal ID: begins with

Journal Date: =

GL Journal Line Number: =

Ledger: begins with

Contracts Business Unit: begins with

Contract: begins with

Contract Line Num: =

Case Sensitive

[Basic Search](#)

Search Results

View All First 1-41 of 41 Last

Business Unit	Journal ID	Journal Date	GL Journal Line Number	Ledger	Contracts Business Unit	Contract	Contract Line Num
50100	CAREV02395	03/05/2012	1	ACTUALS	50100	0000001425	1
50100	CAREV02395	03/05/2012	2	ACTUALS	50100	0000001425	1
50100	CAREV02964	03/19/2012	1	ACTUALS	50100	0000001425	1
50100	CAREV02964	03/19/2012	2	ACTUALS	50100	0000001425	1
50100	CAREV04046	04/13/2012	1	ACTUALS	50100	0000001425	1
50100	CAREV04046	04/13/2012	2	ACTUALS	50100	0000001425	1



Review Revenue – As Incurred Jrnl Acctg Lines

[Favorites](#) | [Main Menu](#) > [Customer Contracts](#) > [Review Revenue](#) > [As Incurred Jrnl Acctg Lines](#)

As Incurred Jrnl Acctg Lines

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

Find an Existing Value

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

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

Case Sensitive

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

Search Results

View All First 1-44 of 44 Last

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



Review Revenue - History

Favorites Main Menu > Customer Contracts > Review Revenue > History

New V

Fixed Fee Revenue History

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

Revenue Plan History

Find | View All First 1 of 11 Last

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

Revenue											
Dist Seq #	GL Unit	Discount ID	Amount	Base Amount	Account	Fund	Program	Department	Cost Center	Task	FIPS
1	50100		-1,535,427.00	-1,535,427.00	4004001	04720		19000			
1	50100		0.10	0.10	4004001	04720		19000			

Deferred Revenue												
Dist Seq #	GL Unit	Discount ID	Amount	Base Amount	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset

Unbilled AR											
Dist Seq #	GL Unit	Discount ID	Amount	Base Amount	Account	Fund	Program	Department	Cost Center	Task	FIPS
1	50100		1,535,427.00	1,535,427.00	112064	04720		19000			
1	50100		-0.10	-0.10	112064	04720		19000			

Return to Search Notify



Review and Manage Limits

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

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

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

Review Limits

Search Criteria

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

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

Remaining | Excess | Dates

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



My Contracts

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

Main Menu > Customer Contracts > My Contracts

Favorites | Main Menu > Customer Contracts > My Contracts

My Contracts

User ID: PETER.PARKER Name: PETER PARKER

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

General Details [Menu Icon]

Contract	Description	Business Unit	Contract Type	Contract Classification	Sold To Customer
5A01047	HSIP5A01047	50100	F	Standard	FEDERAL HIGHWAY ADMINISTRATION

[Create New Contract](#) [Search Contracts](#)



Lesson 9: Summary

In this lesson, you learned about:

- Reports
- Queries
- Online inquiries



Course Summary

In this course, you learned how to:

- Describe key customer contract concepts
- Describe the overall customer contract process
- Understand customer contracts
- Create and maintain Federal rate-based contracts
- Create and maintain Non-Federal rate-based contracts
- Create and maintain Non-Federal recurring contracts
- Create and maintain Non-Federal amount-based contracts
- Create recurring prepaids (amount-based contract lines)
- Process prepaid amounts for rate-based and recurring contract lines
- Create and process amendments
- Understand billing adjustments
- Describe key customer contract reports, queries, and online inquiries



Course Evaluation

Congratulations! You have completed the **PA354: Managing Customer Contracts** course. Please use the evaluation link to assess this course.



Appendix

- 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.

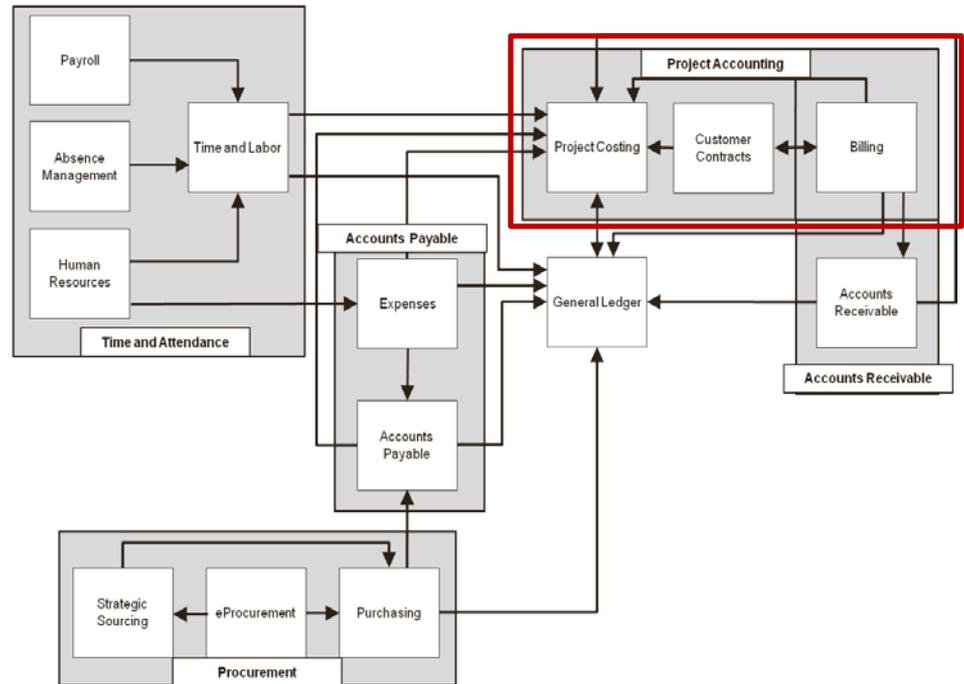
Subcategory: You can assign this field to individual transactions to identify its purpose. SubCategory ChartField is not currently used in Cardinal, but reserved for future use.



Integration with Billing Module in Accounts Receivable

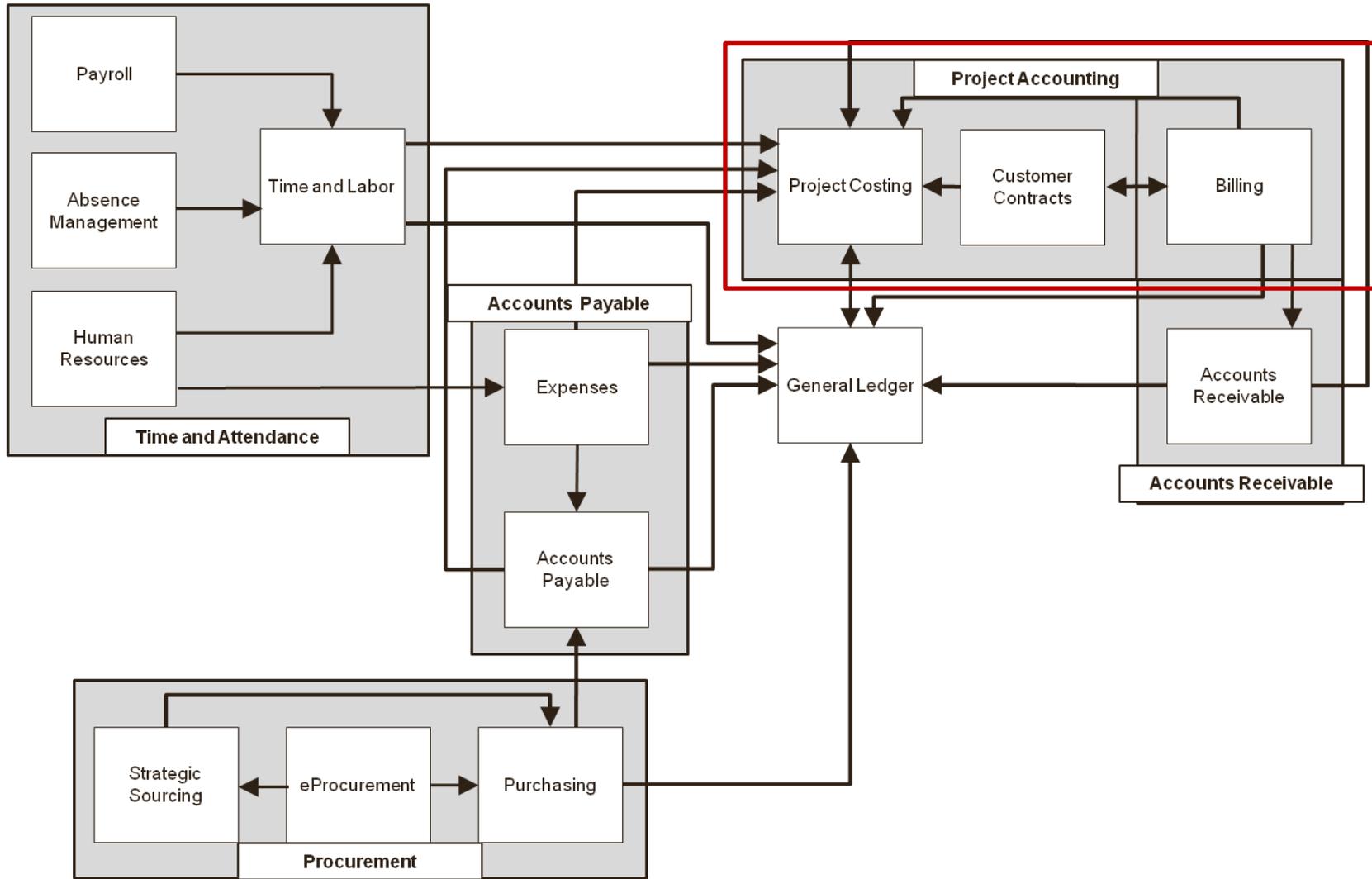
The Customer Contracts module integrates with the Billing module of the Accounts Receivable functional area to generate invoices for all contract lines.

- 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.





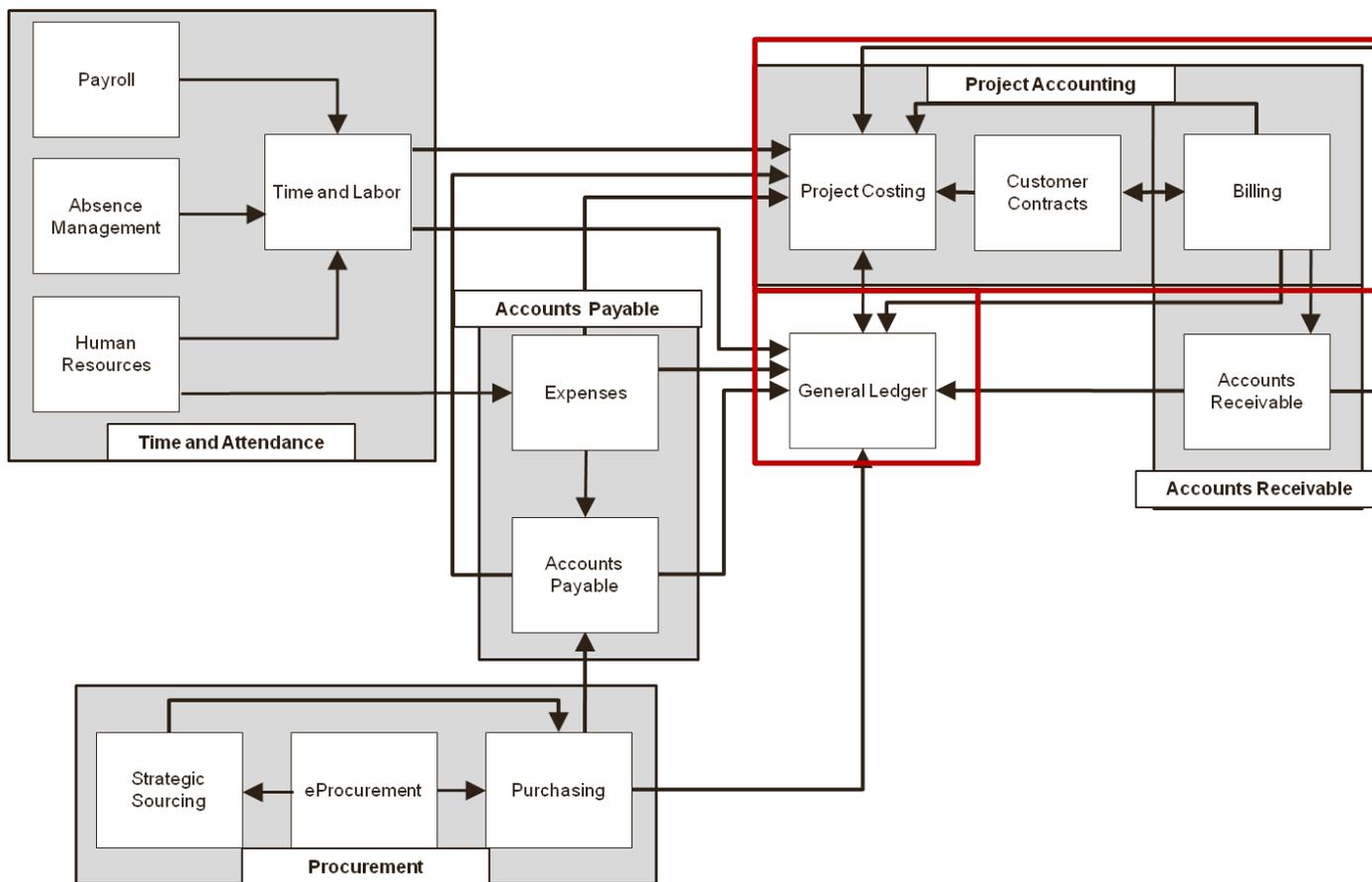
Integration with Billing Module in Accounts Receivable (continued)





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.

