

**About Creating Non-Federal Recurring Contracts**

In order to create a recurring contract, you must first create a recurring product. Define the start date and schedule and each time the plan is eligible for billing, the system generates the appropriate invoice lines and sends them to the Billing module along with the accounting distribution for processing.

There are three steps that must be followed to create a recurring product. A Revenue/Bill Plan template must be created for the number of billings (ex: 3 months, 6 months), the Product must be created, and a Distribution set created.

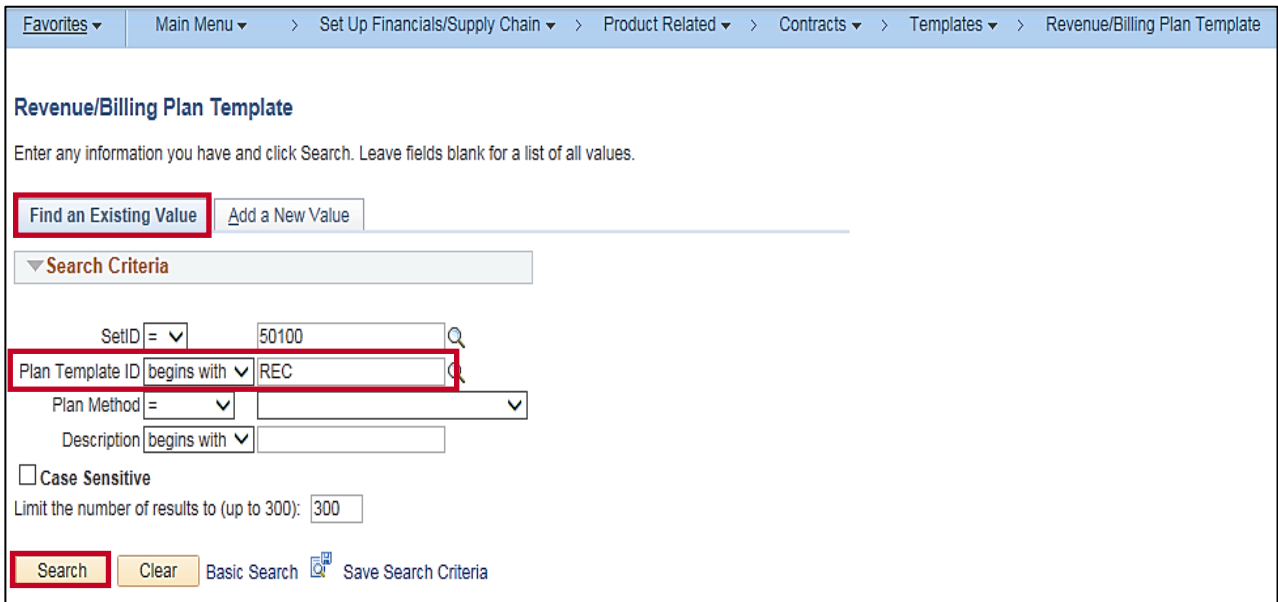
When creating a Recurring Product in Cardinal you will first create the Recurring Revenue/Bill Plan (if needed), create the Product Definition, Attribute by Unit of Measure, Assign the List Price, Assign the Product Group, and finally associate the new product with a Distribution set and Distribution Code. If the Revenue/Bill Plan Template already exists, this step is skipped.

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**To Create Recurring Revenue/Bill Plan Template:**

1. The user needs to validate that a revenue/bill plan template has not been created for the number of months that the contract will need to produce a bill. Navigate using the following path:

**Set Up Financials > Product Related > Contracts > Templates > Revenue/Billing Plan Template**

Revenue/Billing Plan Template

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

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

▼ Search Criteria

SetID = ▼ 50100

**Plan Template ID** begins with ▼ REC

Plan Method = ▼


Description begins with ▼

Case Sensitive

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

**Search** Clear Basic Search Save Search Criteria

2. On the **Find an Existing Value** tab, enter **REC** in the Plan Template ID field.
3. Click the **Search** button.

Search  Basic Search  Save Search Criteria

Search Results

View All First 1-37 of 37 Last

SetID	Plan Template ID	Plan Method	Description
50100	RECUR_1	Recurring	Recurring - Monthly - 1
50100	RECUR_10	Recurring	Recurring - Monthly - 10
50100	RECUR_11	Recurring	Recurring - Monthly - 11
50100	RECUR_12	Recurring	Recurring - Monthly - 12
50100	RECUR_120	Recurring	Recurring - Monthly - 120
50100	RECUR_12Q	Recurring	Recurring - Quarterly 12
50100	RECUR_15	Recurring	Recurring - Monthly - 15
50100	RECUR_16	Recurring	Recurring - Monthly - 16
50100	RECUR_17	Recurring	Recurring - Monthly - 17
50100	RECUR_18	Recurring	Recurring - Monthly - 18
50100	RECUR_180	Recurring	Recurring - Monthly - 180
50100	RECUR_19	Recurring	Recurring - Monthly - 19
50100	RECUR_2	Recurring	Recurring - Monthly - 2
50100	RECUR_20	Recurring	Recurring - Monthly - 20
50100	RECUR_24	Recurring	Recurring - Monthly - 24
50100	RECUR_26	Recurring	Recurring - Monthly - 26
50100	RECUR_2Q	Recurring	Recurring - Quarterly - 2
50100	RECUR_3	Recurring	Recurring - Monthly - 3
50100	RECUR_30	Recurring	Recurring - Monthly - 30
50100	RECUR_33	Recurring	Recurring - Monthly - 33
50100	RECUR_36	Recurring	Recurring - Monthly - 36
50100	RECUR_38	Recurring	Recurring - Monthly - 38
50100	RECUR_3Q	Recurring	Recurring - Quarterly - 3
50100	RECUR_4	Recurring	Recurring - Monthly - 4
50100	RECUR_46	Recurring	Recurring - Monthly - 46
50100	RECUR_48	Recurring	Recurring - Monthly - 48
50100	RECUR_5	Recurring	Recurring - Quarterly - 5
50100	RECUR_5M	Recurring	Recurring - Monthly - 5
50100	RECUR_6	Recurring	Recurring - Monthly - 6
50100	RECUR_60	Recurring	Recurring - Monthly - 60
50100	RECUR_6Q	Recurring	Recurring Quarterly-6
50100	RECUR_7	Recurring	Recurring - Monthly - 7
50100	RECUR_7Q	Recurring	Recurring - Quarterly - 7
50100	RECUR_8	Recurring	Recurring - Monthly - 8
50100	RECUR_9	Recurring	Recurring - Monthly - 9
50100	REC_3	Recurring	Recurring Monthly-3
50100	REC_4Q	Recurring	Recurring Quarterly-4

Find an Existing Value | Add a New Value

4. If template is not found, then user must create a new one. If it exists skip to step 16. If creating a new one, go to step 5.
5. Click the **Add a new Value** tab.

Navigation: Favorites ▾ | Main Menu ▾ > | Set Up Financials/Supply Chain ▾ > | Product Related ▾ > | Contracts ▾ > | Templates ▾ > | Revenue/Billing Plan Template

### Revenue/Billing Plan Template

Find an Existing Value | Add a New Value

SetID 50100 🔍

Plan Template ID RECUR\_14

Plan Method Recurring ▾

Add

Find an Existing Value | Add a New Value

6. Enter **Plan Template ID** field (**RECUR**\_number of bills).  
If quarterly, add the letter **Q** behind the number of bills (i.e., **RECUR\_14Q**)
7. Select Recurring as the Plan Method.
8. Click the **Add** button.

Favorites ▾ | Main Menu ▾ | > Set Up Financials/Supply Chain ▾ | > Product Related ▾ | > Contracts ▾ | > Templates ▾ | > Revenue/Billing Plan Template

### Revenue/Billing Plan Template

SetID 50100 | Plan Template ID RECUR\_14 | Plan Method Recurring

\*Description Recurring Monthly-14  
 Number of Events 14  
 Schedule ID MONTHLY12

Automatically Ready Plan	Basis Date Determination				
<input checked="" type="checkbox"/> Activate Contract <input checked="" type="checkbox"/> Process Amendment <input type="checkbox"/> Approve Renewal <input type="checkbox"/> Ready Prepaid	<table border="1"> <thead> <tr> <th>Basis Date Source</th> <th>Basis Date Option</th> </tr> </thead> <tbody> <tr> <td> <input type="radio"/> Contract Sign Date  <input type="radio"/> Current Date  <input checked="" type="radio"/> Contract Line Start Date           </td> <td> <input type="radio"/> Use Basis Date  <input type="radio"/> Last Day of Month  <input checked="" type="radio"/> Specify Day of Month            Day 15         </td> </tr> </tbody> </table>	Basis Date Source	Basis Date Option	<input type="radio"/> Contract Sign Date <input type="radio"/> Current Date <input checked="" type="radio"/> Contract Line Start Date	<input type="radio"/> Use Basis Date <input type="radio"/> Last Day of Month <input checked="" type="radio"/> Specify Day of Month Day 15
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|  | 

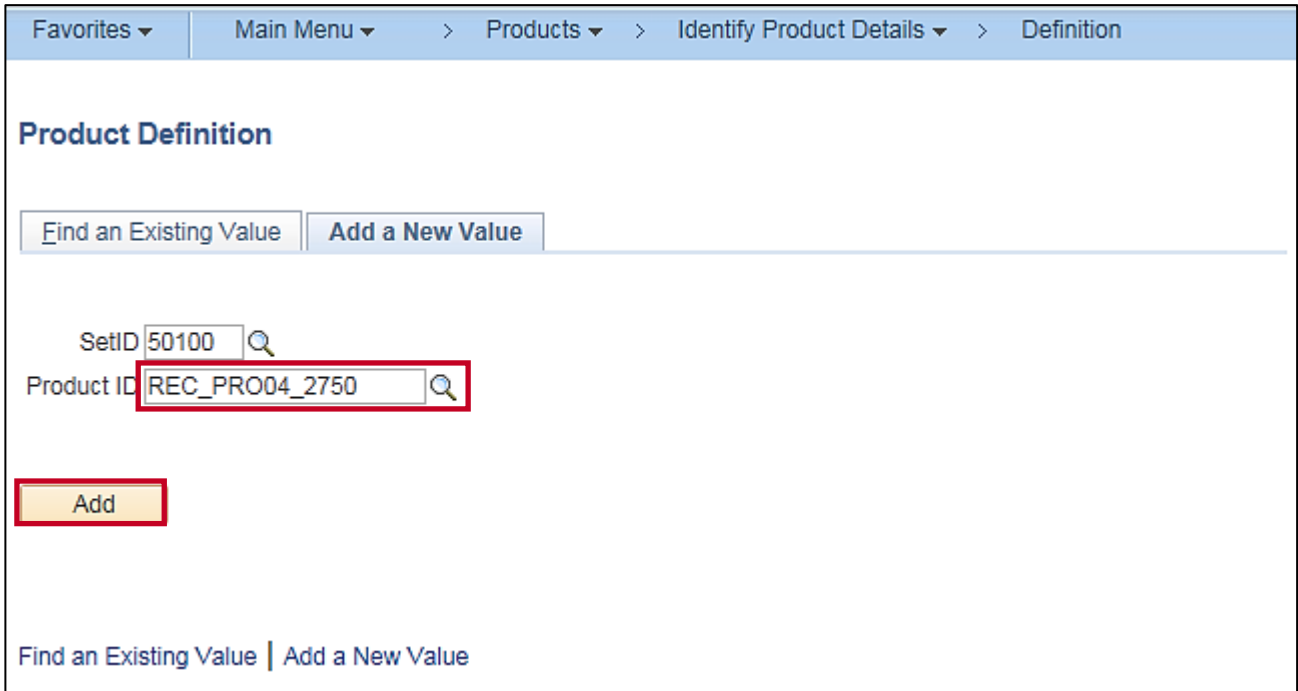
 |

9. Enter the **Description**.
10. Enter the Number of Events.
11. Select the **Schedule ID**.
12. Under the **Automatically Ready Plan** section, select **Activate Contract** and **Process Amendment**.
13. Under the **Basis Date Determination** section, select **Contract Line Start Date** as the **Basis Date Option** click the **Specify Day of the Month**.
14. Select the day of the month under the **Specify Day of Month** in the **Basis Date Option** section and select the day. For this scenario, **Day 15**.
15. Click the **Save** button.

**To Create Recurring Product:**

16. Navigate using the following path:

**Main Menu > Products > Identify Product Details > Definition**



17. Click the **Add a New Value** tab.

18. Enter the **Product ID**. It will be the prefix **REC\_** followed by a combination of the Category Code and Recurring Amount (i.e., **REC\_PRO04\_2750**).

19. Click the **Add** button.

Favorites ▾ Main Menu ▾ > Products ▾ > Identify Product Details ▾ > Definition

Definition **Contracts Options**

SetID 50100 Product ID REC\_PRO04\_2750

\*Product Use **Contracts Only** ▾  
 Product Kit

\*Description **Recurring Contract - \$2750.00**

Long Description   
254 characters remaining

Catalog Number   
Model Number   
Product Brand  🔍

\*Physical Nature **Goods** ▾

\*Status **Active** ▾  
Product Category  🔍  
Where Performed  ▾

View Product Image VAT Default VAT Service Treatment Setup

Definition | Contracts Options

20. The **Definition** tab displays. In the **Product Use** field select **Contracts Only**.
21. In the **Description** field enter **Recurring Contract-\$Amount**.
22. In the **Physical Nature** field select the appropriate option **Goods** or **Services**. For this example, it is **Goods**.
23. Click on the **Contracts Options** tab.

Favorites ▾ Main Menu ▾ > Products ▾ > Identify Product Details ▾ > Definition

Definition Contracts Options

SetID 50100 Product ID REC\_PRO04\_2750 Recurring Contract - \$2750.00

\*Price Type  ▾  
 \*Recognition Method  ▾

Third Party Flag  
 Renewable

Percentage   % of Total Contract Amount  
 % of Contract Lines

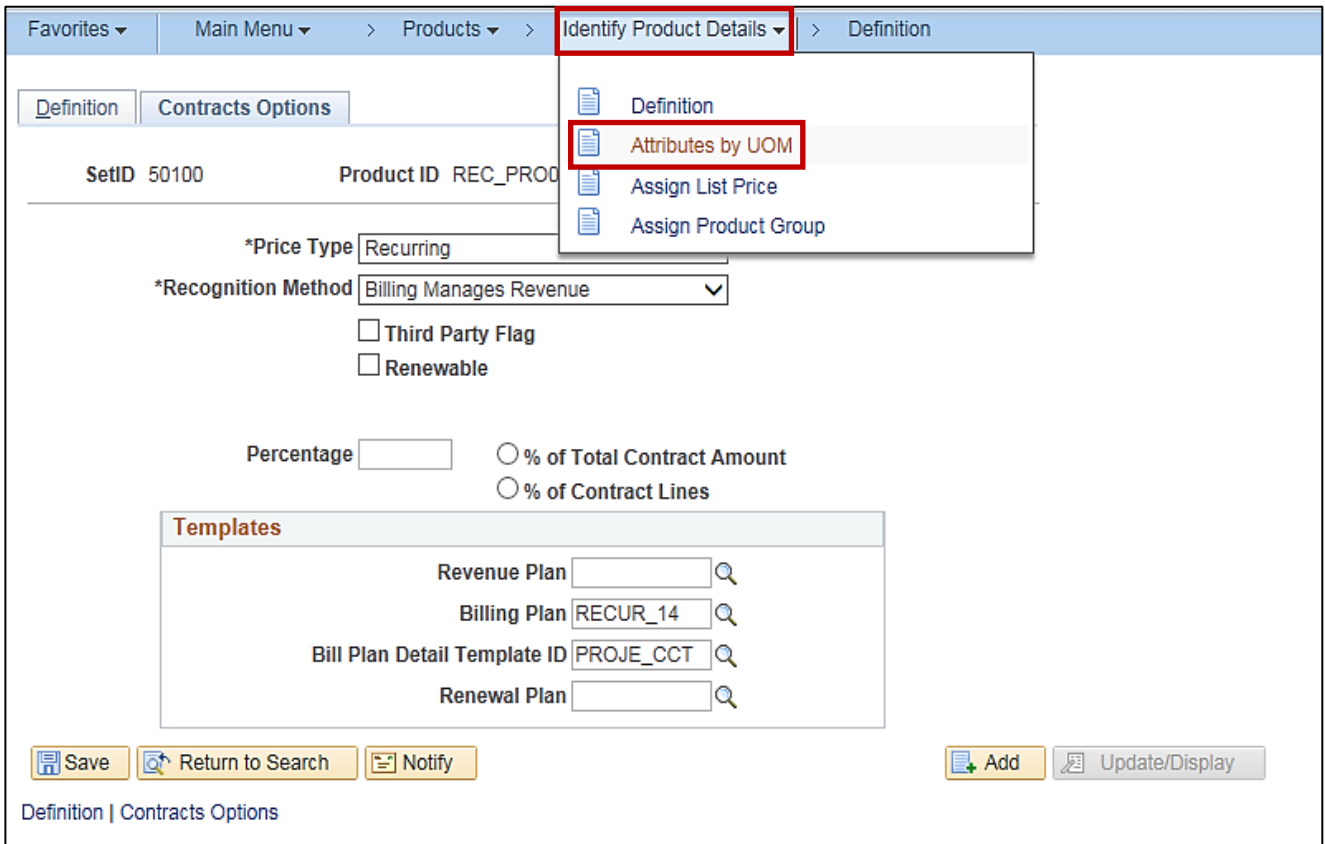
**Templates**

Revenue Plan  🔍  
 Billing Plan  🔍  
 Bill Plan Detail Template ID  🔍  
 Renewal Plan  🔍

Definition | Contracts Options

24. In the **Price Type** field select **Recurring**.
25. In the **Recognition Method** field, select **Billing Manages Revenue**.
26. In the **Templates** section, the **Billing Plan** will associate the length of the product. In this example: **RECUR\_\_14** is for monthly recurring amounts for 14 months.
27. **The Bill Plan Detail Template ID** defaults billing information such as Bill Source, Bill Identifier and Bill Cycle Identifier on the recurring invoice. Select the appropriate option based on your project. For this example, it is **PROJE\_CCT** is Non-Federal Project – CCT.
28. Click the **Save** button.





The screenshot shows a software interface for creating contracts. At the top, there are navigation tabs: Favorites, Main Menu, Products, Identify Product Details (highlighted with a red box), and Definition. Below the navigation, there are tabs for Definition and Contracts Options. The main area contains fields for SetID (50100) and Product ID (REC\_PROD). The \*Price Type is set to Recurring, and the \*Recognition Method is Billing Manages Revenue. There are checkboxes for Third Party Flag and Renewable. A Percentage field is followed by radio buttons for % of Total Contract Amount and % of Contract Lines. A Templates section contains search fields for Revenue Plan, Billing Plan (RECUR\_14), Bill Plan Detail Template ID (PROJE\_CCT), and Renewal Plan. At the bottom, there are buttons for Save, Return to Search, Notify, Add, and Update/Display. The breadcrumb 'Definition | Contracts Options' is visible at the bottom left.

29. Navigate using the bread crumbs at the top of the page. Click the **Identify Product Details** link.
30. Click **Attributes by UOM** menu item.

Attributes by UOM

SetID 50100    Product ID REC\_PRO04\_2750    Recurring Contract - \$2750.00

Standard Unit of Measure

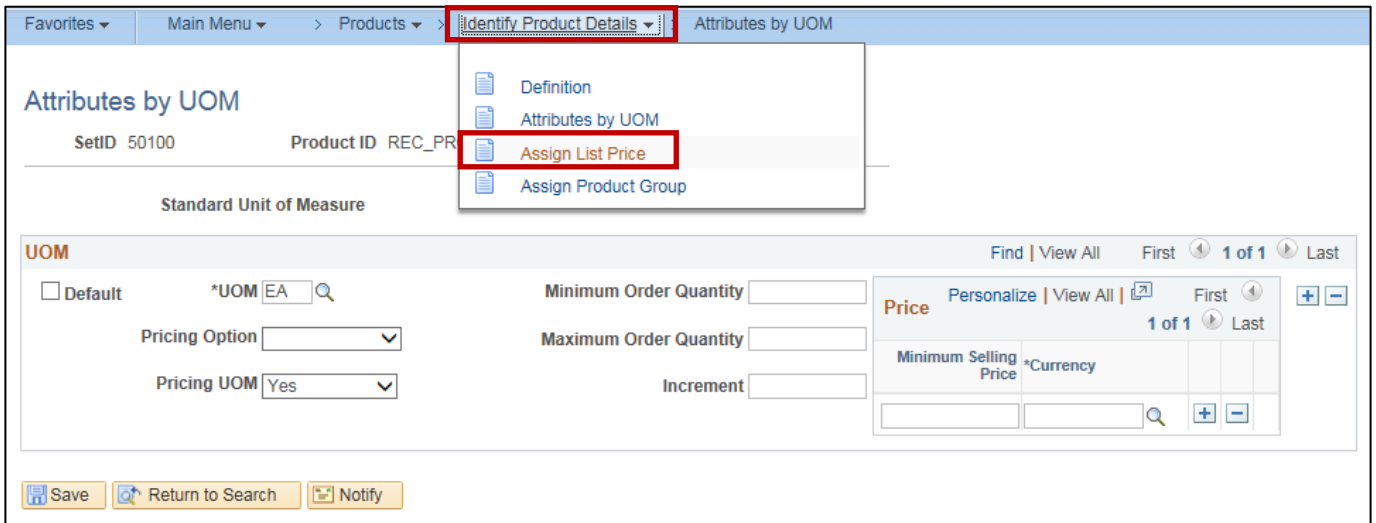
**UOM** Find | View All    First 1 of 1 Last

<input type="checkbox"/> Default	*UOM EA	Minimum Order Quantity	
Pricing Option		Maximum Order Quantity	
Pricing UOM	Yes	Increment	

Price Personalize | View All | 1 of 1 Last

Minimum Selling Price	*Currency		
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31. Select **EA** in the Unit of Measure in the **UOM** field. For recurring contracts, the **UOM** is always **EA**.
32. Click the **Save** button.



Attributes by UOM

SetID 50100 Product ID REC\_PR

Standard Unit of Measure

UOM

Find | View All First 1 of 1 Last

Default \*UOM EA

Pricing Option

Pricing UOM Yes

Minimum Order Quantity

Maximum Order Quantity

Increment

Price Personalize | View All | First 1 of 1 Last

Minimum Selling Price \*Currency

Save Return to Search Notify

33. Navigate using the bread crumbs at the top of the page. Click the **Identify Product Details** link.
34. Click **Assign List Price** menu item.

Favorites ▾ | Main Menu ▾ | > Products ▾ | Identify Product Details ▾ | Assign List Price

### Assign List Price

SetID 50100 | Product ID REC\_PRO04\_2750 | Recurring Contract - \$2750.00

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**Purchase in this UOM** Find | View All | First ◀ 1 of 1 ▶ Last

Unit of Measure EA Each

**Purchase in this Ship From BU** Find | View All | First ◀ 1 of 1 ▶ Last

Inventory Unit  \*Currency **USD**

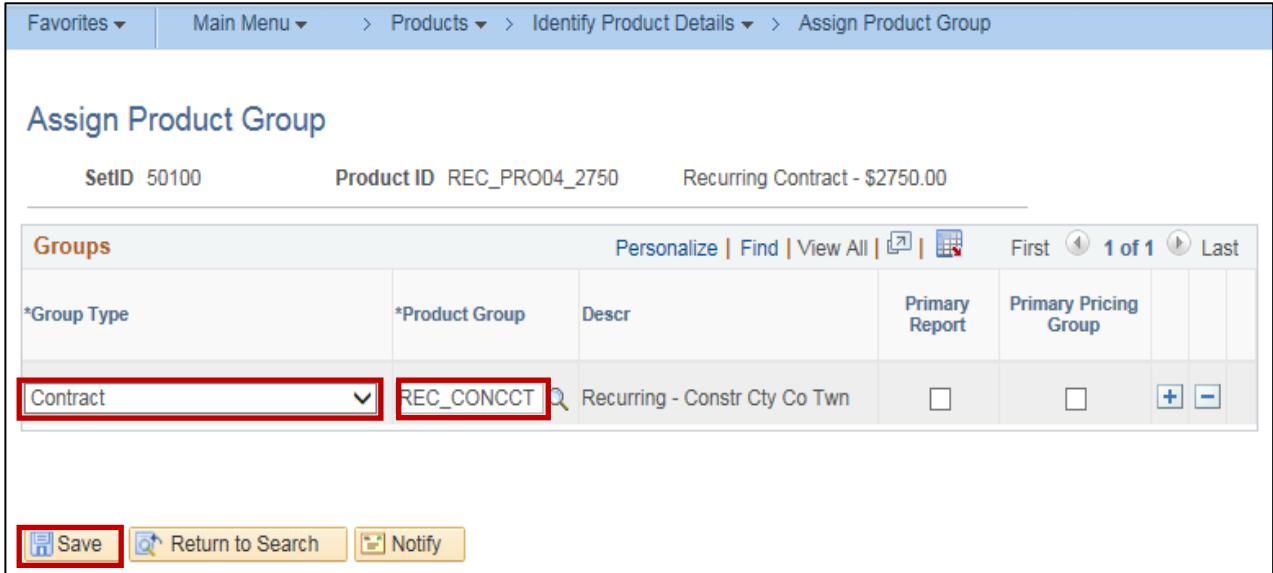
**Pricing Details** Personalize | Find | View All |   | First ◀ 1 of 1 ▶ Last

*Effective Date	*Status	List Price	Cost/Unit Usage	MSRP
<b>12/05/2011</b> <input type="button" value="Q"/>	Active ▾	<b>2750.0000</b>	0.0000	<input type="button" value="+"/> <input type="button" value="-"/>

35. The information for your product displays. Select the **USD** value in the **Currency** field.
36. In the **Pricing Details** section of the page, select the **Effective Date** for the project. This date should always be **12/05/2011**. This date determines when the product is available for use.
37. Enter the recurring amount in the **List Price** field. The **List Price** determines the amount for each recurring bill.
38. Click the **Save** button.

39. Navigate using the following path:

**Products > Identify Product Details > Assign Product Group**



Assign Product Group

SetID 50100      Product ID REC\_PRO04\_2750      Recurring Contract - \$2750.00

*Group Type	*Product Group	Descr	Primary Report	Primary Pricing Group		
Contract	REC_CONCCT	Recurring - Constr Cty Co Twn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

40. In the **Group Type** field select **Contract**.

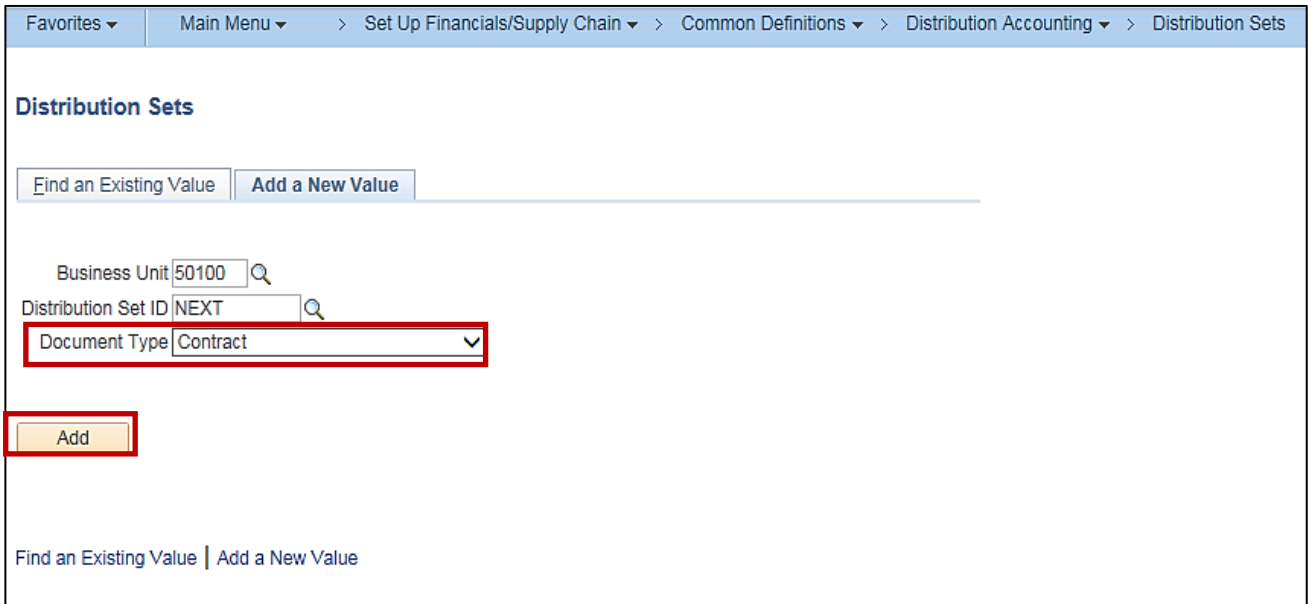
41. In the **Product Group** field enter the appropriate value. This field determines where the product will be found when searching for the product on the contract. For this scenario, it is **REC\_CONCCT**.

42. Click the **Save** button.

**To Define the Distribution Sets:**

43. Navigate using the following path:

**Set Up Financials/Supply Chain > Common Definitions > Distribution Accounting > Distribution Sets**



Favorites ▾ Main Menu ▾ > Set Up Financials/Supply Chain ▾ > Common Definitions ▾ > Distribution Accounting ▾ > Distribution Sets

**Distribution Sets**

Find an Existing Value Add a New Value

Business Unit 50100 🔍

Distribution Set ID NEXT 🔍

Document Type Contract ▾

Add

Find an Existing Value | Add a New Value

44. The **Business Unit** defaults to **50100**. Do not change it.
45. The **Distribution Set** field defaults to **NEXT**. Do not change it.
46. In the **Document Type** field select **Contract**.
47. Click the **Add** button.

Favorites ▾ Main Menu ▾ > Set Up Financials/Supply Chain ▾ > Common Definitions ▾ > Distribution Accounting ▾ > Dis

**Distribution Sets** | Distribution Percentages

Unit 50100 GL Business Unit 50100  
Distribution Set ID NEXT Document Type Contract

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

\*Effective Date 12/05/2011 \*Status Active + -

Product ID REC\_PRO04\_2750

Product Group

Customer

Customer Group

Region

Order Group

Inventory Business Unit

Distribution Type

Distribution Sets | Distribution Percentages

48. The **Effective Date** should always be entered as **12/05/2011**.
49. Enter the **Product ID**. The **Product ID** is the new **Product ID** created.
50. The **Status** field will be defaulted to **Active**. Do not change it.
51. Click the **Distribution Percentages** tab.

[Favorites](#) > [Main Menu](#) > [Set Up Financials/Supply Chain](#) > [Common Definitions](#) > [Distribution Accounting](#) > [Distribution Sets](#)

[Distribution Sets](#) | [Distribution Percentages](#)

Unit 50100      GL Business Unit 50100  
 Distribution Set ID NEXT      Document Type Contract

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

Effective Date 12/05/2011      Status Active

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

Sequence	*Revenue Code	*Percentage	
1	PROJEPRO04	100.00	[+] [-]

Revenue Percentage Total: 100.00

Distribution Sets | Distribution Percentages

52. In the **Revenue Code** field, select a **Revenue Code** that is appropriate for the Product created. GL Chartfields are attached to the Revenue code and default on the Revenue line of the product.
53. Click the **Save** button.



**Creating a Non-Federal Recurring Contract**

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

Creating contract header- When you create the contract header you define information for the entire contract, this may include the contract signed date, the contract administrator and the contract type.

Creating contract line(s)- Contracts may have more than one contract line. However, most recurring contracts will only have one. At this level, a product is chosen that defines the contract as recurring.

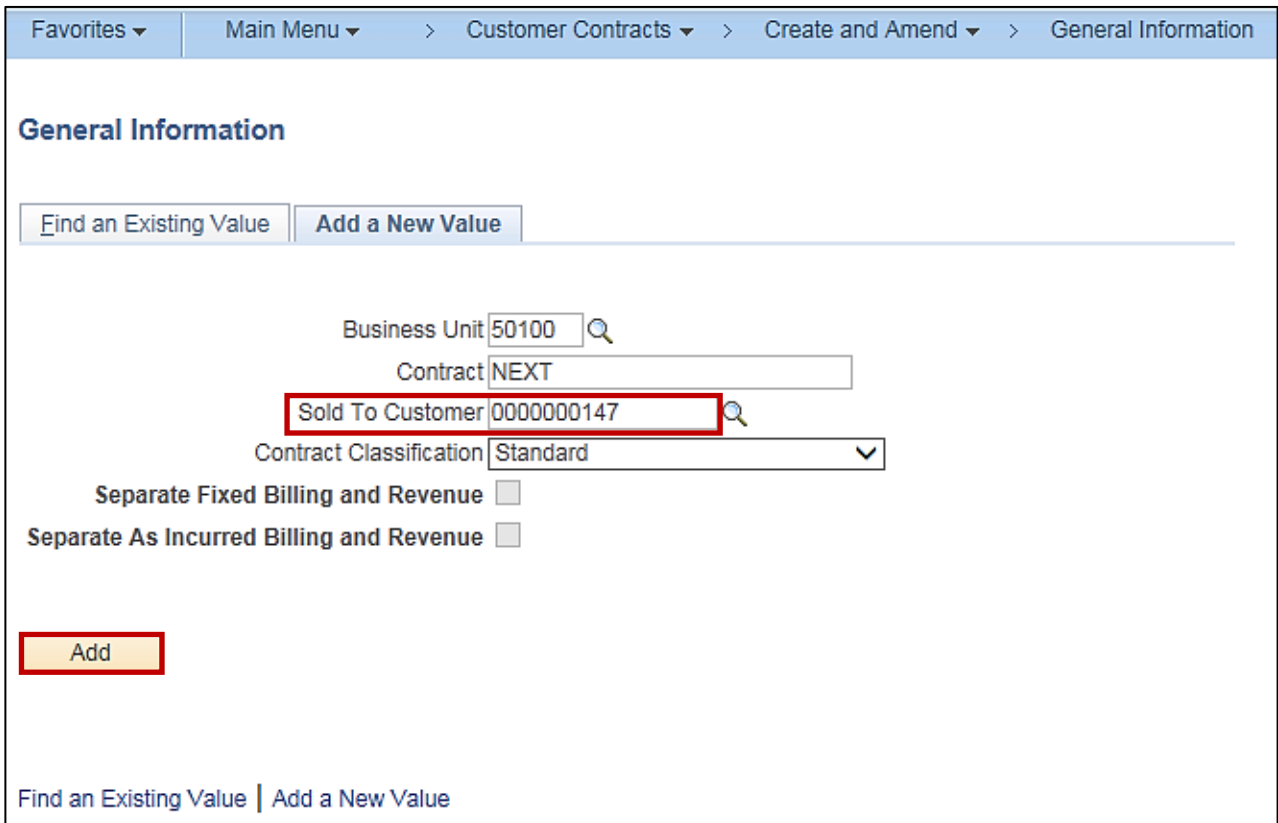
Update Distribution- The project value must be defined on the distribution.

Associating project and activities- Projects and activities are associated to a contract line on the Related Projects page. Unlike rate based contracts, the same project-activity combination **can** be associated with more than one contract line for a recurring 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. 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**.

**To Create the Contract Header**

1. Navigate using the following path:

**Customer Contracts > Create and Amend > General Information > Add a new Value**



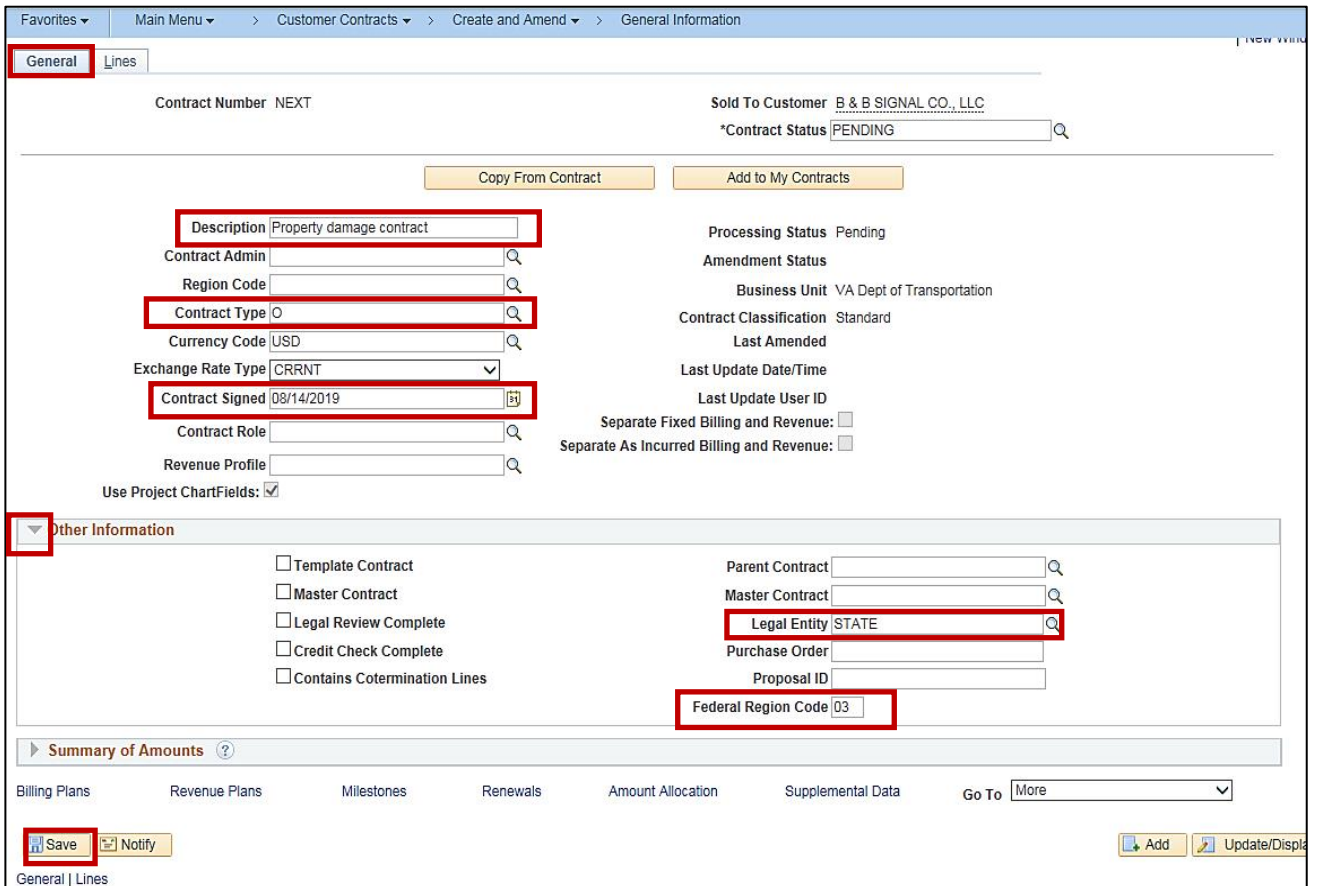
The screenshot shows the 'General Information' form in a web application. The breadcrumb trail at the top reads: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information. The form title is 'General Information'. Below the title are two buttons: 'Find an Existing Value' and 'Add a New Value'. The form contains the following fields and controls:

- Business Unit:** Text input field containing '50100' with a search icon.
- Contract:** Text input field containing 'NEXT'.
- Sold To Customer:** Text input field containing '0000000147' with a search icon. This field is highlighted with a red border.
- Contract Classification:** Dropdown menu showing 'Standard'.
- Separate Fixed Billing and Revenue:** Checkable checkbox, currently unchecked.
- Separate As Incurred Billing and Revenue:** Checkable checkbox, currently unchecked.
- Add:** A yellow button with a red border, located at the bottom left of the form.

At the bottom of the form, there are two links: 'Find an Existing Value' and 'Add a New Value'.

2. The **Business Unit** field defaults to **50100**. Do not change it.
3. The **Contract** field defaults to **NEXT**. Do not change it.
4. Select the **Sold to Customer** by choosing the customer number of the customer that is to be billed.
5. The **Contract Classification** defaults to and should ALWAYS be **Standard**. Do not change it.
6. Click the **Add** button.

**NOTE:** The contract cannot be setup until the customer is created in the system.



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

**General** | Lines

Contract Number NEXT Sold To Customer B & B SIGNAL CO., LLC  
 \*Contract Status PENDING

Copy From Contract Add to My Contracts

Description Property damage contract  
 Contract Admin [Search]  
 Region Code [Search]  
 Contract Type O [Search]  
 Currency Code USD [Search]  
 Exchange Rate Type CRRNT [Dropdown]  
 Contract Signed 08/14/2019 [Calendar]  
 Contract Role [Search]  
 Revenue Profile [Search]  
 Use Project ChartFields:

Processing Status Pending  
 Amendment Status  
 Business Unit VA Dept of Transportation  
 Contract Classification Standard  
 Last Amended  
 Last Update Date/Time  
 Last Update User ID  
 Separate Fixed Billing and Revenue:   
 Separate As Incurred Billing and Revenue:

**Other Information**

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

Summary of Amounts ?

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

Save Notify Add Update/Display

General | Lines


7. Enter information in the following fields:
  - a. **Description** – this field is a short detailed description of the contract.
  - b. **Contract Type** – select the appropriate contract type. For this example it is **O** (Other)
  - c. **Contract Signed** – this date defaults to the current date. It should be changed to the date the agreement was signed with the third party customer. This date will also default the date of the accounting distribution.
8. Expand the **Other Information** section.
9. In the **Legal Entity** field select **STATE**.
10. **Federal Region Code** field defaults to **03 (FHWA)**. Do not change this value.
11. Click the **Save** button.
12. Click on the **Lines** tab.

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

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General Lines



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Contract Number NEXT  Sold To Customer B & B SIGNAL CO., LLC  
 Contract Status PENDING

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Add Contract Lines Add Default Kit

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





General Detail Billing Amount Details Revenue Amount Details Contract Liability Renewals 

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

<  >

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

 Save  Notify  Add  Update/Display

General | Lines

- Each contract line represents a unique contract product that is associated with its own accounting distributions, limits, billing plans, and revenue plans. Click **Add Contract Lines** button.

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

General Information

Add Contract Lines

Search ?

Product Group   Product Kits

Product   Renewable

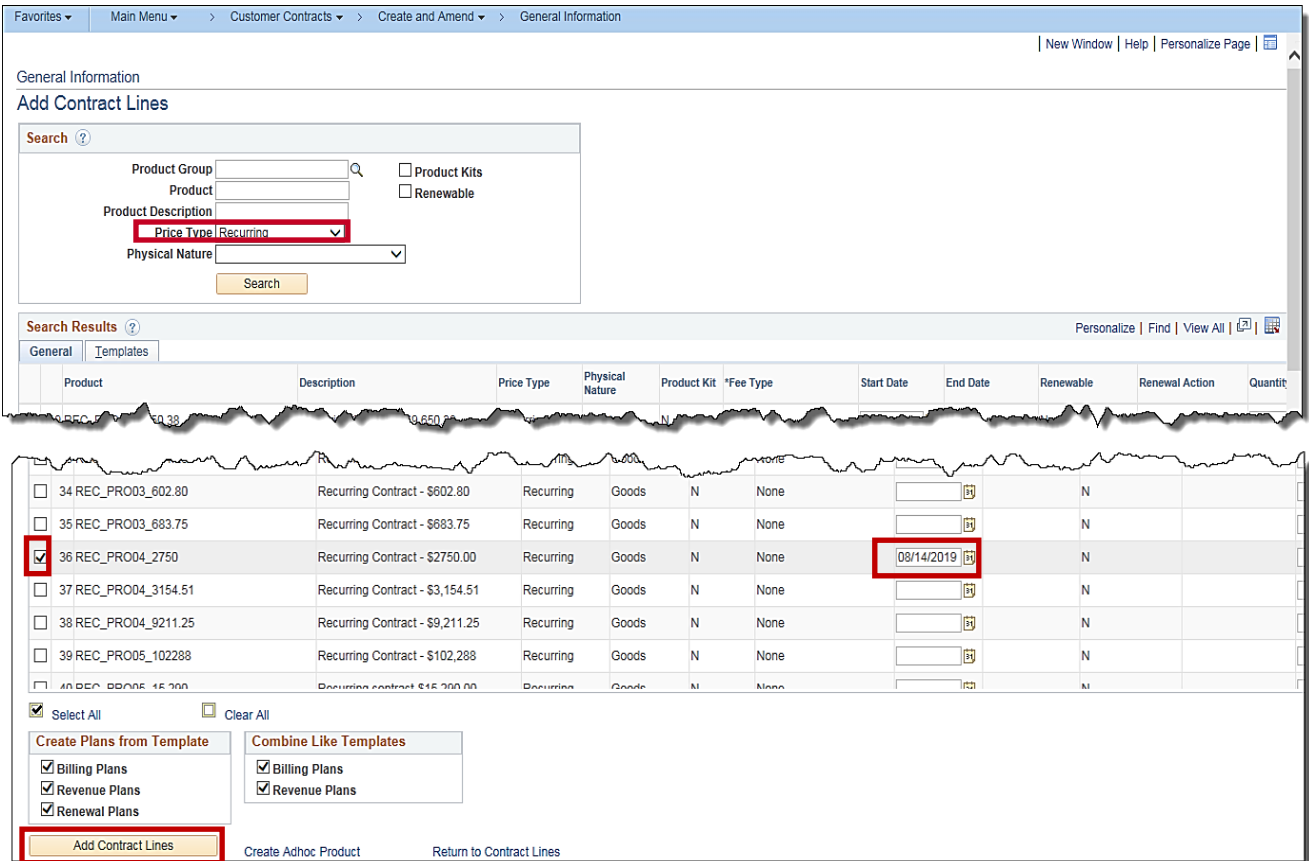
Product Description

Price Type **Recurring** ▾

Physical Nature

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

14. You can use the parameters to narrow your search results. Set the **Price Type** field to **Recurring** (setting this price type automatically brings up non-Federal products, since only non-Federal contracts can have recurring contract lines).
15. Click the **Search** button.



General Information  
Add Contract Lines

Search

Product Group    Product Kits  
 Product   Renewable  
 Product Description   
 Price Type **Recurring**   
 Physical Nature

Search Results

Product	Description	Price Type	Physical Nature	Product Kit	*Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity
<input type="checkbox"/> 34 REC_PRO03_602.80	Recurring Contract - \$602.80	Recurring	Goods	N	None	<input type="text"/>	<input type="text"/>	N		
<input type="checkbox"/> 35 REC_PRO03_683.75	Recurring Contract - \$683.75	Recurring	Goods	N	None	<input type="text"/>	<input type="text"/>	N		
<input checked="" type="checkbox"/> 36 REC_PRO04_2750	Recurring Contract - \$2750.00	Recurring	Goods	N	None	08/14/2019	<input type="text"/>	N		
<input type="checkbox"/> 37 REC_PRO04_3154.51	Recurring Contract - \$3,154.51	Recurring	Goods	N	None	<input type="text"/>	<input type="text"/>	N		
<input type="checkbox"/> 38 REC_PRO04_9211.25	Recurring Contract - \$9,211.25	Recurring	Goods	N	None	<input type="text"/>	<input type="text"/>	N		
<input type="checkbox"/> 39 REC_PRO05_102288	Recurring Contract - \$102,288	Recurring	Goods	N	None	<input type="text"/>	<input type="text"/>	N		
<input type="checkbox"/> 40 REC_PRO05_15200	Recurring contract \$15,200.00	Recurring	Goods	N	None	<input type="text"/>	<input type="text"/>	N		

Select All  Clear All

Create Plans from Template  Combine Like Templates

Billing Plans  Billing Plans  
 Revenue Plans  Revenue Plans  
 Renewal Plans

16. All products with a **Price Type** of **Recurring** display below the search box. Select the check box next to the product that you plan to use.
17. Enter the **Start Date** in the correct field. This is the date that the contract was signed.  
The **Create Plans from Template** and **Combine Like Templates** checkboxes default as selected. Do not change them.
18. Click the **Add Contract Lines**.

**NOTE:** The schedules associated with the recurring products are all configured to have a start date on the 12<sup>th</sup> of the month. If you enter a date prior to the 12<sup>th</sup> of the current month, then the start date changes to the 12<sup>th</sup> of the **current** month when you save the contract line. If you enter a Start Date that is after the 12<sup>th</sup> of the current month, then the Start Date changes to the 12<sup>th</sup> of the **following** month when you save the contract line.

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

General Information

### Add Contract Lines

Search ?

Product Group   Product Kits

Product   Renewable

Product Description

Price Type

Physical Nature

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


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

19. The **Add Contract Lines** page returns. A message displays indicating that 1 line(s) have been added to the contract.
20. Click the **Return to Contract Lines** hyperlink.

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



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General Lines


Contract Number 0000001991  Sold To Customer B & B SIGNAL CO., LLC  
 Contract Status PENDING

Add Contract Lines Add Default Kit

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

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

Actions	Line	Product	Description	Price Type	Standalone Sale	Bundle	Start Date	End Date	*Status	Supplemental Data
▼ Actions	1	REC_PRO04_2750	Recurring Contract - \$	Recurring	<input type="checkbox"/>	<input type="text"/>	08/15/2019 	10/11/2020	Active ▾	Supplemental Dat

← →

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

 Save  Notify  Add  Update/Display

General | Lines

21. The Contract **Lines** tab displays and the product selected appears as one of the contract lines.
22. Click the **Save** button.
23. The **End Date** calculates based on the number of events for the product in this case eight.
24. Click the **Detail tab** under the **Contract Lines** section of the page.



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

General | **Lines**

Contract Number 000001991 Sold To Customer B & B SIGNAL CO., LLC  
Contract Status PENDING

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

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

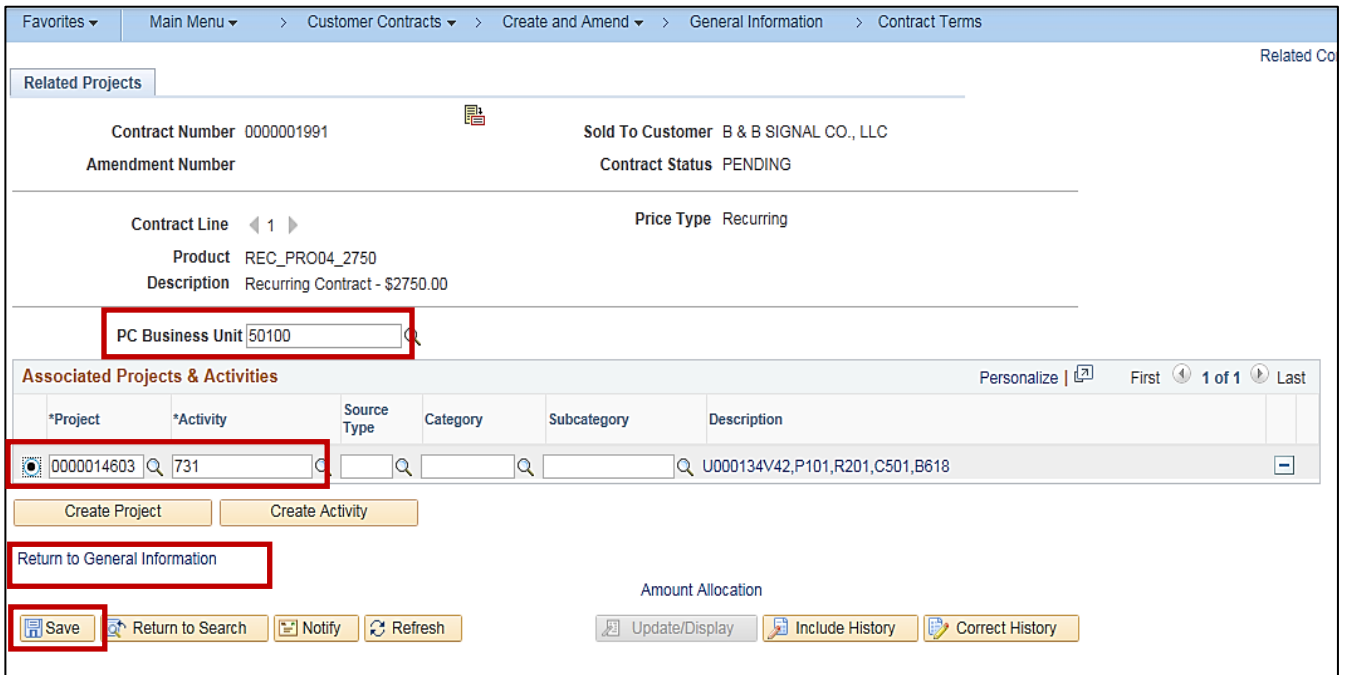
General	Detail	Billing Amount Details	Revenue Amount Details	Contract Liability						
Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer
▼ Actions	1	REC_PRO04_2750	Recurring Contract - \$	Recurring	Pending	Billing Management Revenue	<a href="#">Contract Terms</a>	Distribution	Internal Notes	B & B SIGNAL CO., LLC

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

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

General | Lines

25. The **Contract Lines Detail** page displays. Click on the **Contract Terms** hyperlink.




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 > Contract Terms. Below this, the 'Related Projects' section displays contract information: Contract Number 0000001991, Sold To Customer B & B SIGNAL CO., LLC, Amendment Number, and Contract Status PENDING. The 'Contract Line' section shows Contract Line 1, Price Type Recurring, Product REC\_PRO04\_2750, and Description Recurring Contract - \$2750.00. A red box highlights the 'PC Business Unit' field with the value 50100. Below this is the 'Associated Projects & Activities' section, which includes a table with columns for \*Project, \*Activity, Source Type, Category, Subcategory, and Description. A red box highlights the first row of the table with Project ID 0000014603 and Activity 731. Below the table are buttons for 'Create Project' and 'Create Activity'. A red box highlights the 'Return to General Information' hyperlink. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Update/Display', 'Include History', and 'Correct History'. A red box highlights the 'Save' button.

26. The **Related Projects** page displays. Select or enter the **PC Business Unit** (for VDOT **50100**).
27. Determine which project/activity combination is to be billed under the contract line. The first activity within the phase being billed should be added.
28. 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.  
**NOTE:** The same project/activity combination can be associated with multiple recurring or amount-based contract lines. The limitation seen with rate-based contract lines does not apply to recurring and/or amount-based contract lines.
29. Click the **Save** button.
30. Click the **Return to General Information** hyperlink.

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



---


General | **Lines**

Contract Number 0000001991  Sold To Customer B & B SIGNAL CO., LLC  
 Contract Status PENDING

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

---

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

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

Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Cu
▼ Actions	1	REC_PRO04_2750	Recurring Contract - \$	Recurring	Pending	Billing Manages Revenue	Contract Terms	Distribution	Internal Notes	B & B SIG

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

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

General | Lines

31. The **Contract Lines Detail** page displays.
32. Click the **Detail** tab.
33. Click on the **Accounting Distribution** hyperlink. 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

[Favorites](#) > [Main Menu](#) > [Customer Contracts](#) > [Create and Amend](#) > **General Information** > [Fixed Amount Acctg Distrib](#)

Accounting Distribution

B & B SIGNAL CO., LLC

Contract 000001991      Line Num 1      Description Recurring Contract - \$2750.00

---

Billing Amount 0.00      Revenue Amount 0.00      Unit 50100      Currency USD

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

\*Effective Date 08/14/2019

**Revenue**      Personalize | Find |      First 1 of 1 Last

Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	Activity	Source Type	Category
					50100	0000014603	731		

Return to General Information

34. 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.
35. Click the **Correct History** button.
36. Scroll to the right to enter the following:
  - a. **PC Business Unit: 50100**
  - b. **Project:** Project ID
  - c. **Activity:** Enter or select the activity

**Note:** The activity value must be **Active** for the distribution to save.
37. Click the **Save** button.
38. Click the **General Information** link at the top of the page.

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

General | Lines

Contract Number 0000001991 Sold To Customer B & B SIGNAL CO., LLC  
\*Contract Status PENDING

Add to My Contracts

Description Property damage contract 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 CRRRT Start Date 08/15/2019  
Contract Signed 08/14/2019 End Date 10/11/2020  
Contract Role [?] Last Update Date/Time 08/14/2019 1:57:41PM  
Revenue Profile [?] Last Update User ID SHELLY.PRYOR  
Use Project ChartFields:  Separate Fixed Billing and Revenue:   
Separate As Incurred Billing and Revenue:

Other Information

Summary of Amounts ?

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

Save Return to Search Notify Add Update/Display

General | Lines

39. Select the **Billing Plans** hyperlink at the bottom of the page.

[Favorites](#) > [Main Menu](#) > [Customer Contracts](#) > [Create and Amend](#) > [General Information](#) > [Assign Billing Plan](#)
New Window | Help | Person

**Assign Billing Plan**

Contract 0000001991      Property damage contract  
 Sold To Customer B & B SIGNAL CO., LLC

---

**Contract Lines to be Assigned / Unassigned** Personalize | View All | First 1 of 1 Last

Line	Product	Line Description	Billing Amount	Price Type	Plan	Plan Description	Billing Method	Status
<input type="checkbox"/> 1	REC_PRO04_2750	Recurring Contract - \$2750.00		Recurring	<b>B101</b>	Recurring Monthly-14	Recurring	Pending

Select All       Clear All

**Bill Plan to Assign / Unassign**

Billing Plan    
 Billing Method    
 Description

Billing Plan Template    
 Bill Plan Detail Template ID

Assign selected Lines/Sequences to Billing Plan     
  Unassign selected Lines/Sequences from Billing Plan

[Return to General Information](#)

40. The **Assign Billing Plan** page displays. Select the Bill Plan for the contract line by clicking on the link under **Plan**.

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

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

---

**Contract** 0000001991 **BI Unit** 50100  
**Sold To Customer** 0000000147 B & B SIGNAL CO., LLC **Bill To** 0000000147 B & B SIGNAL CO., LLC  
**Billing Plan** ◀ B101 ▶ Recurring Monthly-14 **Currency** USD

---

**Description** Recurring Monthly-14 **\*Billing Status** Pending ▼  
**Billing Method** Recurring ▼  Ready at Activation

Customer Information	Amount Detail						
<b>BI Unit</b> 50100 <input type="text"/> <input type="button" value="Q"/> <span style="margin-left: 50px;">VA Dept of Transportation</span> <b>*Bill To Customer</b> 0000000147 <input type="text"/> <input type="button" value="Q"/> <span style="margin-left: 50px;">B &amp; B SIGNAL CO., LLC</span> <b>Addr Num</b> 1 <input type="text"/> <input type="button" value="Q"/> <input type="button" value="E"/> <b>Bill To Contact</b> <input type="text"/> <input type="button" value="Q"/>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;"><b>Billing Amount</b></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td style="text-align: right;"><b>Total Amount</b></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td style="text-align: right;"><b>Total Billing History</b></td> <td style="text-align: right;">0.00</td> </tr> </table>	<b>Billing Amount</b>	0.00	<b>Total Amount</b>	0.00	<b>Total Billing History</b>	0.00
<b>Billing Amount</b>	0.00						
<b>Total Amount</b>	0.00						
<b>Total Billing History</b>	0.00						

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**Billing Options**

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

[Billing Header Note](#)    [Internal Notes](#)

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**Billing Default Overrides**

**Invoice Form** LANDSCAPE    
**Cycle ID** MONTHLY   [View Customer Defaults](#)  
**Bill By ID** PC\_OTHER   Non-Federal Project  
**Payment Method**  ▼  
**Payment Terms**    
**Billing Inquiry**    
**Billing Specialist**

[Return to Assign Billing Plan](#)

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

41. The **Bill Plan General** page displays. Select the **Recurring Detail** tab.

## 501 PA354 Creating Non-Federal Recurring Contracts

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

Billing Plan General Recurring Detail History

Contract 0000001991 BI Unit 50100

Sold To Customer 0000000147 B & B SIGNAL CO., LLC Bill To 0000000147 B & B SIGNAL CO., LLC

Billing Plan ◀ B101 ▶ Recurring Monthly-14 Currency USD

Start Date  Billing Status Pending

End Date

Schedule

**Preview Options**

Next Period Preview

Date  Billing Line Note

End of Calendar Year

**Preview Results** Personalize | Find |  |  | First 1-14 of 14 Last

Contract Line Number	Product	Quantity	Unit of Measure	Period Start Date	Period End Date	Unit Price	Total Amount
1	REC_PRO04_2750	1.0000	EA	08/15/2019	09/11/2019	2,483.87	2,483.87
1	REC_PRO04_2750	1.0000	EA	09/12/2019	10/11/2019	2,750.00	2,750.00
1	REC_PRO04_2750	1.0000	EA	10/12/2019	11/11/2019	2,750.00	2,750.00
1	REC_PRO04_2750	1.0000	EA	11/12/2019	12/11/2019	2,750.00	2,750.00
1	REC_PRO04_2750	1.0000	EA	12/12/2019	01/11/2020	2,750.00	2,750.00
1	REC_PRO04_2750	1.0000	EA	01/12/2020	02/11/2020	2,750.00	2,750.00
1	REC_PRO04_2750	1.0000	EA	02/12/2020	03/11/2020	2,750.00	2,750.00
1	REC_PRO04_2750	1.0000	EA	03/12/2020	04/11/2020	2,750.00	2,750.00
1	REC_PRO04_2750	1.0000	EA	04/12/2020	05/11/2020	2,750.00	2,750.00
1	REC_PRO04_2750	1.0000	EA	05/12/2020	06/11/2020	2,750.00	2,750.00
1	REC_PRO04_2750	1.0000	EA	06/12/2020	07/11/2020	2,750.00	2,750.00
1	REC_PRO04_2750	1.0000	EA	07/12/2020	08/11/2020	2,750.00	2,750.00
1	REC_PRO04_2750	1.0000	EA	08/12/2020	09/11/2020	2,750.00	2,750.00
1	REC_PRO04_2750	1.0000	EA	09/12/2020	10/11/2020	2,750.00	2,750.00

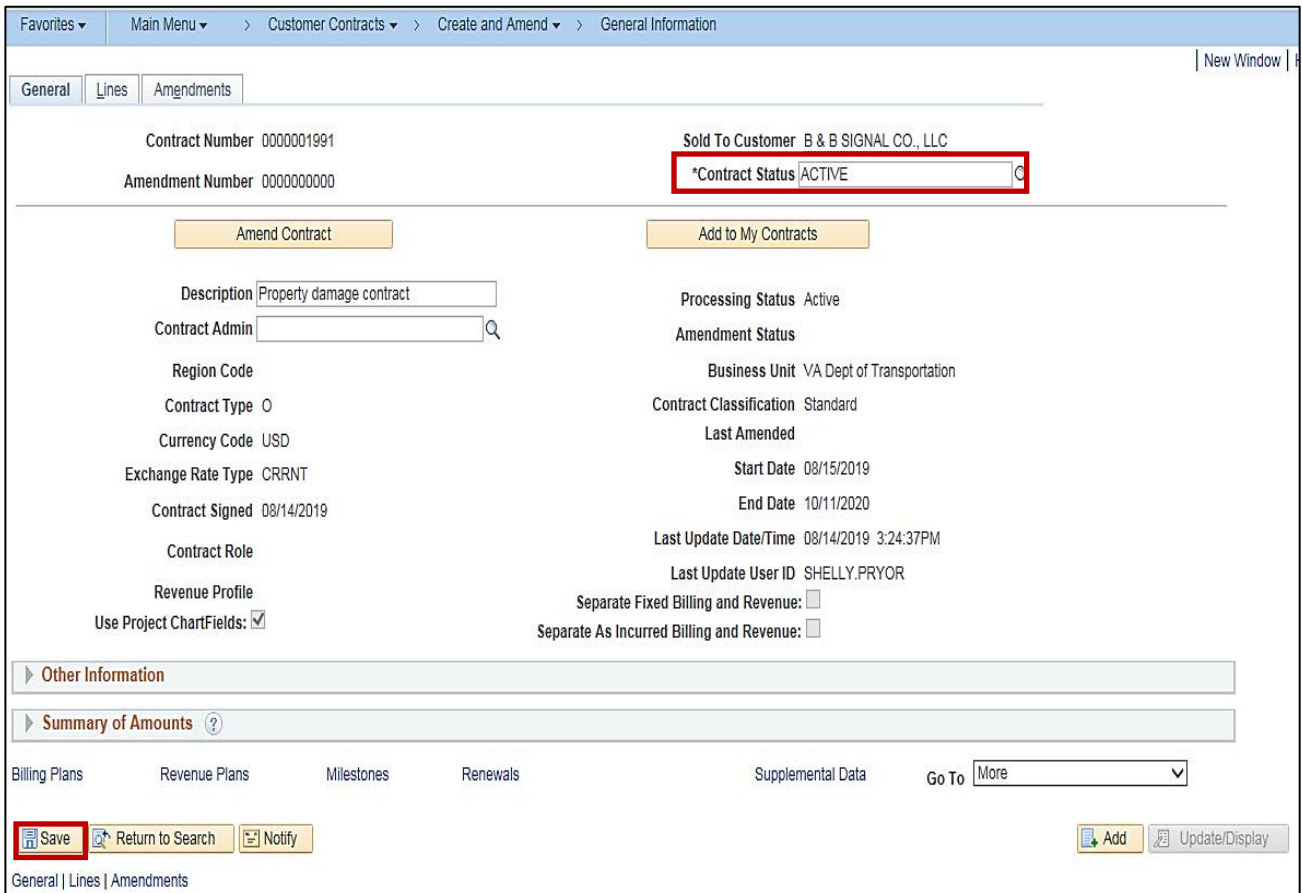
[Return to Assign Billing Plan](#)

Save Return to Search Notify Add Update/Display

Billing Plan General | Recurring Detail | History

42. 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.
43. Under **Preview Options** section select the radio button beside **Date**.
44. Click the **Preview** button.
45. Click the **Save** button.
46. Click the **General Information** link on the Menu Bar.





Contract Number 000001991  
Amendment Number 000000000  
Sold To Customer B & B SIGNAL CO., LLC  
\*Contract Status ACTIVE

Amend Contract Add to My Contracts

Description Property damage contract  
Contract Admin  
Region Code  
Contract Type O  
Currency Code USD  
Exchange Rate Type CRRNT  
Contract Signed 08/14/2019  
Contract Role  
Revenue Profile  
Use Project ChartFields:

Processing Status Active  
Amendment Status  
Business Unit VA Dept of Transportation  
Contract Classification Standard  
Last Amended  
Start Date 08/15/2019  
End Date 10/11/2020  
Last Update Date/Time 08/14/2019 3:24:37PM  
Last Update User ID SHELLY.PRYOR  
Separate Fixed Billing and Revenue:   
Separate As Incurred Billing and Revenue:

Other Information  
Summary of Amounts

Billing Plans Revenue Plans Milestones Renewals Supplemental Data Go To More

Save Return to Search Notify Add Update/Display

47. The **General Information** page displays. Change the **Contract Status** of the contract from **Pending** to **Active**.

48. Click the **Save** button.