



Prepaid for Non-Federal Rate-Based Contract

There are some agreements which require the customer to pay their portion of project costs in advance of work being initiated on the project. In these cases, the advance payment from the customer is considered a prepaid.

A prepaid may be associated to a rate-based contract to allow the advance payment to be drawn down (utilized) as expenditures are incurred on the project and processed for billing. The revenue is recognized at the time the contract invoice is finalized in the billing module.

The prepaid may be added to the contract at the time a new contract is created or to an existing contract at the time the advance payment is received.

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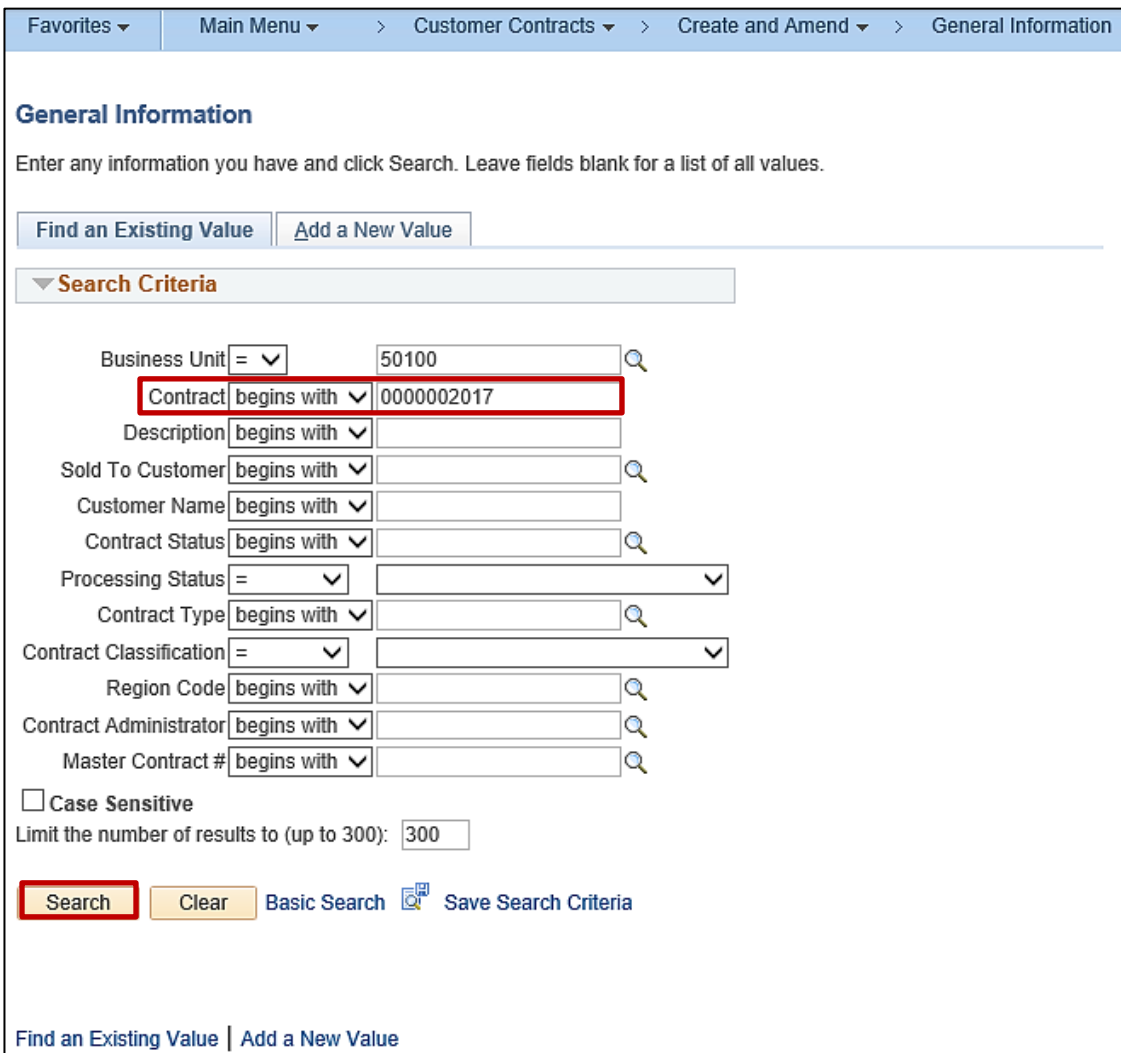
Setting up the Prepaid for a Non-Federal Rate-Based Contract

1. For this scenario, we will add a prepaid to **Pending** contract.

To add a prepaid to an existing contract, you must first create an amendment and then follow the steps listed below, prior to processing the amendment.

Navigate to the **General Information** page for the rate-based contract using the following path:

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



2. The **General Information** page displays. Enter the contract number in the **Contract** field.
3. Click the **Search** button.



Project Accounting Job Aid

501 PA354: Prepaid for Non-Federal Rate-Based Contract

Favorites ▾ Main Menu ▾ > Customer Contracts ▾ > Create and Amend ▾ > General Information Related Content ▾ | New Window | He

General | Lines

Contract Number 000002018 Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.

*Contract Status PENDING 🔍

[Add to My Contracts](#)

| | |
|--|--|
| Description <u>RB Prepaid - PCC 280</u> | Processing Status <u>Pending</u> |
| Contract Admin <input type="text"/> 🔍 | Amendment Status |
| Region Code <input type="text"/> 🔍 | Business Unit <u>VA Dept of Transportation</u> |
| Contract Type <u>L</u> 🔍 | Contract Classification <u>Standard</u> |
| Currency Code <u>USD</u> | Last Amended |
| Exchange Rate Type <u>CRRNT</u> ▾ | Start Date <u>01/02/2020</u> |
| Contract Signed <u>12/02/2019</u> 📅 | End Date |
| Contract Role <input type="text"/> 🔍 | Last Update Date/Time <u>01/02/2020 2:02:29PM</u> |
| Revenue Profile <input type="text"/> 🔍 | Last Update User ID <u>SHELLY.PRYOR</u> |
| Use Project ChartFields: <input checked="" type="checkbox"/> | Separate Fixed Billing and Revenue: <input type="checkbox"/> |
| | Separate As Incurred Billing and Revenue: <input type="checkbox"/> |

▶ **Other Information**

▶ **Summary of Amounts** ?

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

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

General | Lines

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

4. In the **Go To** drop-down menu, select **Prepays**.



Project Accounting Job Aid

501 PA354: Prepaid for Non-Federal Rate-Based Contract

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

Prepays | Audit History

Contract Number 0000002018 Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.
Contract Status PENDING

| Contract Prepaid Totals | |
|-------------------------|------|
| Purchased Amount | 0.00 |
| Remaining Amount | 0.00 |
| Committed Amount | 0.00 |

Prepays for this Contract Personalize | Find | [?] [] First 1 of 1 Last

General **Utilization** Initial Billing Contract Liability Distribution []

| Actions | Status | Hold | Purchased Amount | Inclusive | Remaining Amount | Committed Amount | Expiration Date |
|-----------|-------------|--------------------------|------------------|-------------------------------------|------------------|------------------|-----------------|
| ▼ Actions | 1 Pending ▾ | <input type="checkbox"/> | 2,000.00 | <input checked="" type="checkbox"/> | 2,000.00 | 0.00 | 01/02/2021 [] |

Go To: Billing Plans
Return to General Information

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


Prepays | Audit History

5. In the **Prepays for this Contract** section of the page, the status defaults as **Pending**.
6. In the **Purchased Amount** field, enter the amount of the prepaid that was paid in advance by the customer.
7. The **Inclusive** checkbox defaults as checked. Uncheck this checkbox. By unchecking it, it lets Cardinal know that the prepaid amount is not included in the total contract amount.
8. In the **Expiration Date** field, enter an expiration date one year in the future for the prepaid. This field is for informational purposes only and will not impact processing.
9. Click the **Utilization** tab.


501 PA354: Prepaid for Non-Federal Rate-Based Contract

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



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

Contract Number 0000002018  Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.
 Contract Status PENDING

| Contract Prepaid Totals | |
|-------------------------|----------|
| Purchased Amount | 2,000.00 |
| Remaining Amount | 2,000.00 |
| Committed Amount | 0.00 |

[Prepays for this Contract](#) Personalize | Find |  First 1 of 1 Last

[General](#) | [Utilization](#) | [Initial Billing](#) | [Contract Liability Distribution](#)

| Actions | Use Sequence | Utilize Against all Lines | Contract Line Num | Utilization Descr for Billing | Utilization Criteria |
|---|--------------|---------------------------|-------------------|--------------------------------|--------------------------------------|
| Actions   | 1 | <input type="checkbox"/> | 1 | PPD Bal#1 of Contr# 0000002018 | Utilization Criteria |

Go To: [Billing Plans](#)
[Return to General Information](#)

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

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

10. The **Use Sequence** displays the number of prepaid amounts and Cardinal uses this to determine which amount to apply first when there is more than one.
11. The **Utilize Against all Lines** checkbox should be left unchecked. Select this checkbox if the prepaid amount is to be applied against all rate-based contract lines on this contract.
12. The **Contract Line Num** field allows you to select the contract line number you wish to apply this prepaid amount again. In most instances, this value will be 1.
13. The **Utilization Descr for Billing** field is automatically populated when you click the **Save** button. The description is the prepaid **Use Sequence** number joined with the **Contract** number.
14. Click the **Save** button. The **Utilization Descr for Billing** displays.
15. Click the **Initial Billing** tab.



Project Accounting Job Aid

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

Prepays | Audit History

Contract Number 0000002018 Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.
Contract Status PENDING

| Contract Prepaid Totals | |
|-------------------------|----------|
| Purchased Amount | 2,000.00 |
| Remaining Amount | 2,000.00 |
| Committed Amount | 0.00 |

Prepays for this Contract Personalize | Find | [Print] | [Refresh] First 1 of 1 Last

General | Utilization | **Initial Billing** | Contract Liability Distribution

| Actions | Description | Billing Plan Template | Bill Plan Detail Template ID | Purchase Order Reference | Prepaid Tax Timing |
|-----------|-------------|-----------------------|------------------------------|--------------------------|---------------------|
| ▼ Actions | | PREPAID | MG&SE_CCT | | Tax on Initial Bill |

Go To: Billing Plans
Return to General Information

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

Prepays | Audit History

- Billing Plan Template:** Select **PREPAID**. The Billing Plan template automates the creation of the prepaid billing plan.
- Billing Plan Detail Template ID:** Select the **Billing Plan Detail Template ID** that has the Bill Type and Customer Type, which corresponds with the contract line created.
- Purchase Order (PO) Reference:** this field is not used in Cardinal, so do not enter any values.
- Prepaid Tax Timing:** This field defaults to **Tax on Initial Bill** and should not be changed.

501 PA354: Prepaid for Non-Federal Rate-Based Contract

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

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

Contract Number 0000002018 Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.
 Contract Status PENDING

| Contract Prepaid Totals | |
|-------------------------|----------|
| Purchased Amount | 2,000.00 |
| Remaining Amount | 2,000.00 |
| Committed Amount | 0.00 |

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

[General](#) | [Utilization](#) | [Initial Billing](#) | **[Contract Liability Distribution](#)** |

| Actions | GL Unit | Distribution Code | Account | Fund | Program | Department | Cost Center | Task | FIPS |
|-----------|---------|-------------------|----------|-------|---------|------------|-------------|------|------|
| ▼ Actions | 50100 | ADVANADCN1 | 24042011 | 04720 | | 99999 | | | |

Go To: [Billing Plans](#)
[Return to General Information](#)

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

Prepays | Audit History

20. Click the **Contract Liability Distribution** tab.
21. The **Contract Liability Distribution** must be defined as this controls the ChartFields, which will be populated when booking the prepayment.
22. **Distribution code:** Select the distribution code by using the look up icon. The **Distribution Code** automatically populates the **Account**, **Fund**, and **Department** values. Select the code which has the **Fund** and **Customer** type used on the Contract Line. For this scenario **ADVANADCN_Prepaid_CONT_CCT**.
23. Use the scrollbar to scroll right.



Project Accounting Job Aid

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

Prepays Audit History

Contract Number 0000002018 Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.
Contract Status PENDING

| Contract Prepaid Totals | |
|-------------------------|----------|
| Purchased Amount | 2,000.00 |
| Remaining Amount | 2,000.00 |
| Committed Amount | 0.00 |

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

General Utilization Initial Billing Contract Liability Distribution

| Actions | FIPS | Asset | Agency Use 1 | Agency Use 2 | PC Business Unit | Project | Activity | Source Type | Cat |
|-----------|----------------------|----------------------|----------------------|----------------------|------------------|------------|----------|----------------------|----------------------|
| ▼ Actions | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 50100 | 0000100001 | 612 | <input type="text"/> | <input type="text"/> |

Go To: Billing Plans
Return to General Information

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

Prepays | Audit History

24. Enter the following values:
- a. **PC Business Unit: 50100**
 - b. **Project:** Enter the same Project ID that was used when the contract line was created. Once you enter the Project, the **Distribution Code** disappears but the ChartFields remain.
 - c. **Activity:** Enter one of the activities which was added on the contract line **Related Projects** page.
Note: The activity must be active in order for the distribution to save.
25. Click the **General** tab.

501 PA354: Prepaid for Non-Federal Rate-Based Contract

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

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

Contract Number 0000002018 Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.
 Contract Status PENDING

| Contract Prepaid Totals | |
|-------------------------|----------|
| Purchased Amount | 2,000.00 |
| Remaining Amount | 2,000.00 |
| Committed Amount | 0.00 |

Prepays for this Contract Personalize | Find | [Print] | [Refresh] First 1 of 1 Last

[General](#) | [Utilization](#) | [Initial Billing](#) | [Contract Liability Distribution](#)

| Actions | Hold | Purchased Amount | Inclusive | Remaining Amount | Committed Amount | Expiration Date |
|---------------------------|--------------------------|------------------|-------------------------------------|------------------|------------------|-----------------|
| 1 Pending Ready | <input type="checkbox"/> | 2,000.00 | <input checked="" type="checkbox"/> | 2,000.00 | 0.00 | 01/02/2021 |

Go To: [Billing Plans](#)
[Return to General Information](#)

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

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

26. Change the **Status** to **Ready**.

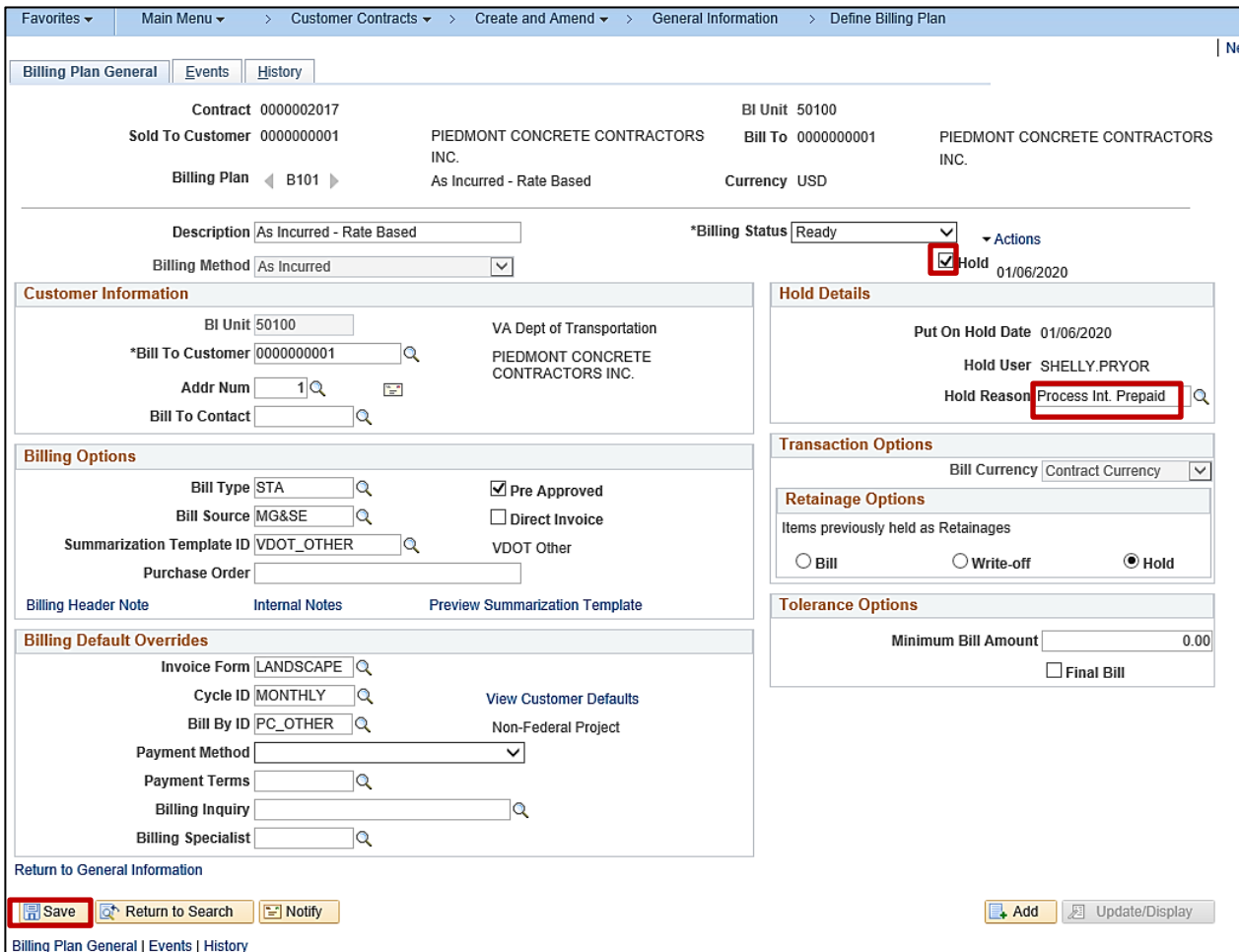
Click the **Save** button. The Initial Billing for the Prepaid will be processed once the contract status is **Active**.

Note: You must place the contract line **Bill Plan** on **Hold** so the initial prepaid can be finalized and processed. If this step is missed, the system will create a bill when expenditures are posted to the project instead of drawing down the prepaids.

Placing the contract line **Bill Plan** on **Hold** must also be done when adding the prepaid to an existing contract.

Placing the Contract Line Bill Plan on Hold

27. Navigate to the **Billing Plan General** page.



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

Billing Plan General | Events | History

Contract 0000002017 BI Unit 50100
 Sold To Customer 0000000001 PIEDMONT CONCRETE CONTRACTORS INC. Bill To 0000000001 PIEDMONT CONCRETE CONTRACTORS INC.
 Billing Plan ◀ B101 ▶ As Incurred - Rate Based Currency USD

Description As Incurred - Rate Based *Billing Status Ready Hold 01/06/2020

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

Billing Options
 Bill Type STA Pre Approved
 Bill Source MG&SE Direct Invoice
 Summarization Template ID VDOT_OTHER 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

Hold Details
 Put On Hold Date 01/06/2020
 Hold User SHELLY.PRYOR
 Hold Reason Process Int. Prepaid

Transaction Options
 Bill Currency Contract Currency

Retainage Options
 Items previously held as Retainages
 Bill Write-off Hold

Tolerance Options
 Minimum Bill Amount 0.00
 Final Bill

Return to General Information

Billing Plan General | Events | History

28. Place the **Contract Line Billing Plan** on hold. Select the **Hold** checkbox.

29. For **Hold Reason** select **Process Int. Prepaid**.

30. Click the **Save** button.

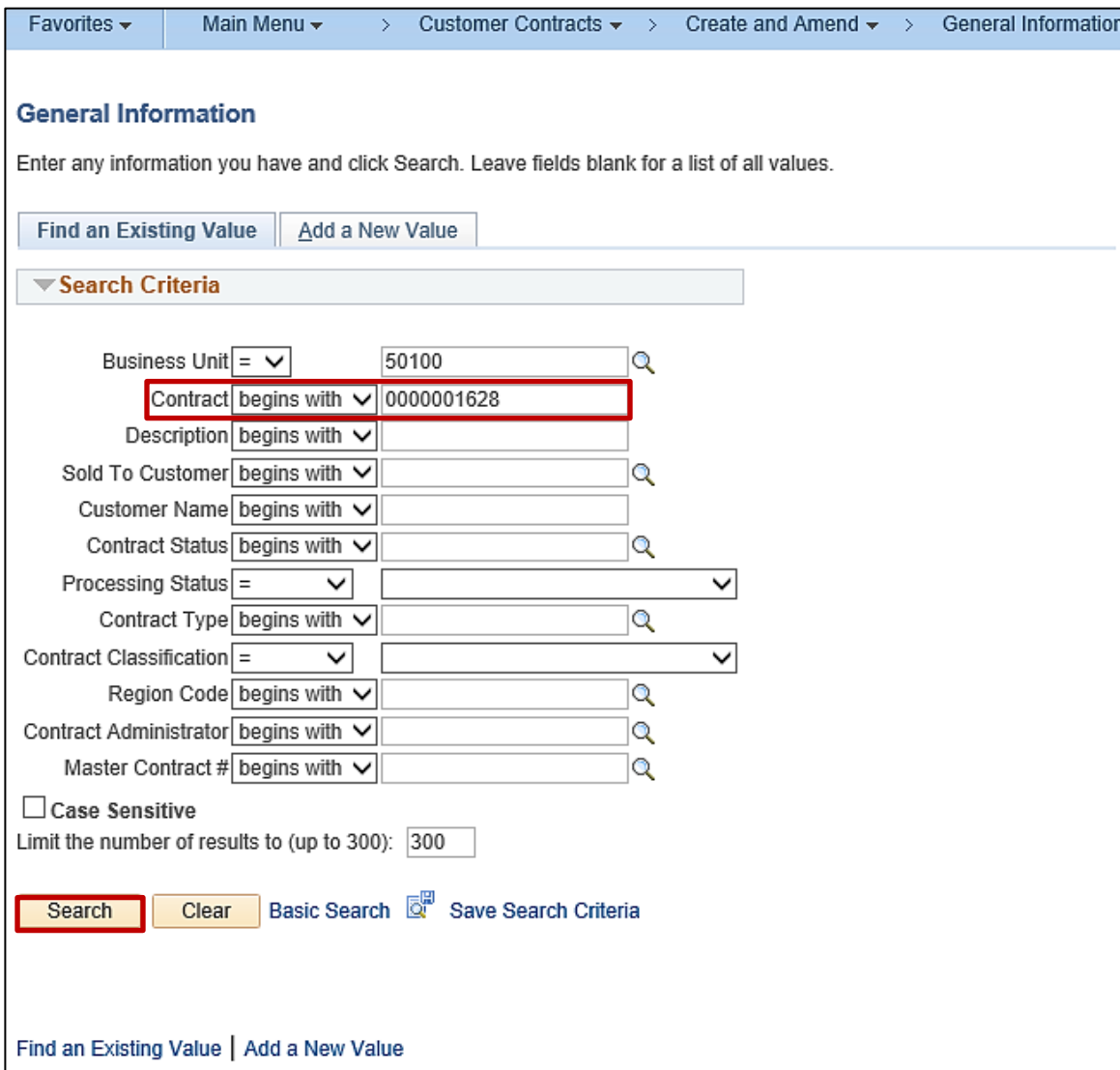
Note: Once the Initial Prepaid invoice has been finalized, you can remove the Billing Plan Hold on the next day.

Amending a Rate-Based Contract Prepaid

You can increase or decrease the initial prepaid amount with an amendment as long as you do not reduce the prepaid amount below the utilized amount. Follow the steps below to amend a Rate-Based Contract Prepaid.

1. Navigate to the **General Information** page using the following path:

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



2. Enter the contract number in the **Contract** field.
3. Click the **Search** button.



Project Accounting Job Aid

501 PA354: Prepaid for Non-Federal Rate-Based Contract

Contract Number 000001628
Amendment Number 000000009
Sold To Customer AASHTO
*Contract Status ACTIVE

Amend Contract Add to My Contracts

Description Fabricate 40 sign sheet panels
Contract Admin
Processing Status Active
Amendment Status Complete

Region Code
Contract Type O
Business Unit VA Dept of Transportation
Contract Classification Standard
Currency Code USD
Last Amended 01/24/2019
Exchange Rate Type CRRNT
Start Date 03/05/2014
Contract Signed 03/05/2014
End Date
Last Update Date/Time 01/23/2019 3:10:23PM
Contract Role
Last Update User ID WANDA.JACKSON
Revenue Profile
Separate Fixed Billing and Revenue:
Use Project ChartFields:
Separate As Incurred Billing and Revenue:

Other Information
Summary of Amounts

Billing Plans Revenue Plans Milestones Renewals Supplemental Data Go To

Save Return to Search Notify

General | Lines | Amendments

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

4. On the **General** tab, in the **Go To** field, select **Prepays** from the drop-down menu.

Contract Number 000001628
Amendment Number 000000009
Sold To Customer AASHTO
Contract Status ACTIVE

Amend Contract

Contract Prepaid Totals

| | |
|------------------|------------|
| Purchased Amount | 227,001.89 |
| Remaining Amount | 63,478.31 |
| Committed Amount | 4,912.74 |

Prepays for this Contract

| Actions | Status | Hold | Purchased Amount | Remaining Amount | Committed Amount | Expiration Date | Depleted Date |
|---------|--------|--------------------------|------------------|------------------|------------------|-----------------|---------------|
| 1 | Ready | <input type="checkbox"/> | 30,000.00 | 0.00 | 0.00 | 08/30/2015 | 06/01/201 |
| 2 | Ready | <input type="checkbox"/> | 56,751.89 | 0.00 | 0.00 | 03/24/2016 | 08/09/201 |
| 3 | Ready | <input type="checkbox"/> | 44,250.00 | 0.00 | 0.00 | 08/25/2016 | 06/29/201 |
| 4 | Ready | <input type="checkbox"/> | 41,250.00 | 8,728.31 | 4,912.74 | 04/27/2017 | |
| 5 | Ready | <input type="checkbox"/> | 0.00 | 0.00 | 0.00 | 07/07/2018 | |
| 6 | Ready | <input type="checkbox"/> | 54,750.00 | 54,750.00 | 0.00 | 02/16/2019 | |

Go To: Billing Plans
Return to General Information

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

Prepays | Audit History | Amendments



Project Accounting Job Aid

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5. The **Prepays** tab displays. Click the **Amend Contract** button.

The screenshot shows the 'Prepaid Balances' interface. At the top, there are navigation tabs: 'Prepays' (highlighted with a red box), 'Audit History', and 'Amendments'. Below the tabs, contract information is displayed: 'Contract Number 0000001628', 'Pending Amendment 0000000010', 'Sold To Customer AASHTO', and 'Contract Status ACTIVE'. A 'View Current' button is present. The main section is titled 'Amendments' and contains a table with columns: Amendment, Amendment Type, Reason, Process Date, Amendment Status, Detail, and Notes. The table lists several amendments, with the last one (0000000010) highlighted in grey and having dropdown menus for 'Amendment Type' (set to 'Prepaid') and 'Reason' (set to 'Amend Prepaid'), both highlighted with red boxes. Below the table, there are buttons for 'Save' (highlighted with a red box), 'Return to Search', 'Notify', 'Previous tab', and 'Next tab'. At the bottom, there are links for 'Return to General Information' and 'Prepays | Audit History | Amendments'.

6. The **Amendments** tab displays. In this scenario, the prepaid amount is being changed.
7. In the **Amendment Type** field select **Prepaid**.
8. In the **Reason** field select **Amend Prepaid**.
9. Click the **Save** button.
10. Click the **Prepays** tab.



Project Accounting Job Aid

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virginia.gov needs some information

Script Prompt:
Enter number of rows to add:

OK
Cancel

CONTRACTS.CA_HDR_PNG.GBL?FolderPath=PORTAL_RK

Advanced Search Last Search Results

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

Prepays Audit History Amendments

Contract Number 0000001628 Sold To Customer AASHTO
Amendment Number 000000009 Contract Status ACTIVE

Contract Prepaid Totals

| | |
|------------------|------------|
| Purchased Amount | 227,001.89 |
| Remaining Amount | 63,478.31 |
| Committed Amount | 4,912.74 |

Amend Contract

Prepays for this Contract Personalize Find First 1-6 of 6 Last

General Utilization Initial Billing Contract Liability Distribution

| Actions | Hold | Purchased Amount | Remaining Amount | Committed Amount | Expiration Date | Depleted Date | | |
|-------------|--------------------------|------------------|------------------|------------------|-----------------|---------------|---|---|
| ▼ Actions 1 | <input type="checkbox"/> | 30,000.00 | 0.00 | 0.00 | 08/30/2015 | 06/01/2016 | + | - |
| ▼ Actions 2 | <input type="checkbox"/> | 56,751.89 | 0.00 | 0.00 | 03/24/2016 | 08/09/2017 | + | - |
| ▼ Actions 3 | <input type="checkbox"/> | 44,250.00 | 0.00 | 0.00 | 08/25/2016 | 06/29/2018 | + | - |
| ▼ Actions 4 | <input type="checkbox"/> | 41,250.00 | 8,728.31 | 4,912.74 | 04/27/2017 | | + | - |
| ▼ Actions 5 | <input type="checkbox"/> | 0.00 | 0.00 | 0.00 | 07/07/2018 | | + | - |
| ▼ Actions 6 | <input type="checkbox"/> | 54,750.00 | 54,750.00 | 0.00 | 02/16/2019 | | + | - |

Go To: Billing Plans
Return to General Information

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

Prepays | Audit History | Amendments

11. The **Prepays** tab displays. Increase or decrease the prepaid amount on this tab.
12. In this example, there are previous amendments. Scroll to the end of the line and click the plus (+) button to add a row.
13. When the **Script Prompt** message displays, click the **OK** button to add 1 row.



Project Accounting Job Aid

501 PA354: Prepaid for Non-Federal Rate-Based Contract

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

Prepaids | Audit History | Amendments

Contract Number 0000001628 Sold To Customer AASHTO
Pending Amendment 0000000010 Contract Status ACTIVE

| Contract Prepaid Totals | |
|-------------------------|------------|
| Purchased Amount | 277,001.89 |
| Remaining Amount | 113,478.31 |
| Committed Amount | 4,912.74 |

View Current

Prepaids for this Contract Personalize | Find | First 1-7 of 7 Last

General | Utilization | Initial Billing | Contract Liability Distribution

| Actions | Status | Hold | Purchased Amount | Remaining Amount | Committed Amount | Expiration Date | Depleted D |
|-----------|-----------|--------------------------|------------------|------------------|------------------|-----------------|------------|
| ▼ Actions | 1 Ready | <input type="checkbox"/> | 30,000.00 | 0.00 | 0.00 | 08/30/2015 | 06/01/20 |
| ▼ Actions | 2 Ready | <input type="checkbox"/> | 56,751.89 | 0.00 | 0.00 | 03/24/2016 | 08/09/20 |
| ▼ Actions | 3 Ready | <input type="checkbox"/> | 44,250.00 | 0.00 | 0.00 | 08/25/2016 | 06/29/20 |
| ▼ Actions | 4 Ready | <input type="checkbox"/> | 41,250.00 | 8,728.31 | 4,912.74 | 04/27/2017 | |
| ▼ Actions | 5 Ready | <input type="checkbox"/> | 0.00 | 0.00 | 0.00 | 07/07/2018 | |
| ▼ Actions | 6 Ready | <input type="checkbox"/> | 54,750.00 | 54,750.00 | 0.00 | 02/16/2019 | |
| ▼ Actions | 7 Pending | <input type="checkbox"/> | 50,000.00 | 50,000.00 | 0.00 | 01/07/2021 | |

Go To: Billing Plans
Return to General Information

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

Prepaids | Audit History | Amendments

14. For this scenario, we are increasing the prepaid by 50,000. Enter the amount of the increase in the **Purchased Amount** field.

Note: If you need to reduce the prepaid amount for **sequence 6** from 54,750 to 50,000, you would change the purchase amount for **sequence 6** to 50,000.

15. Click the **Save** button.

16. Click the **Amendments** tab.



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

Prepays | Audit History | Amendments

Contract Number 000001628 Sold To Customer AASHTO
Pending Amendment 000000010 Contract Status ACTIVE

[View Current](#)

Amendments Personalize | Find | View 10 | First 1-11 of 11 Last

| Amendment | Amendment Type | Reason | Process Date | Amendment Status | Detail | Notes |
|-----------|-------------------|----------------------|--------------|------------------|------------------------|-----------------------|
| 000000009 | Contract Line | New Contract Line | 01/16/2019 | Complete | Detail | Notes |
| 000000008 | Prepaid | Amend Prepaid | 02/16/2018 | Complete | Detail | Notes |
| 000000007 | Transaction Limit | Decrease Trans Limit | 08/09/2017 | Complete | Detail | Notes |
| 000000006 | Prepaid | Amend Prepaid | 08/08/2017 | Complete | Detail | Notes |
| 000000005 | Prepaid | Amend Prepaid | 07/07/2017 | Complete | Detail | Notes |
| 000000004 | Prepaid | Amend Prepaid | 04/27/2016 | Complete | Detail | Notes |
| 000000003 | Prepaid | Amend Prepaid | 08/24/2015 | Complete | Detail | Notes |
| 000000002 | Transaction Limit | Increase Trans Limit | 03/24/2015 | Complete | Detail | Notes |
| 000000001 | Prepaid | Amend Prepaid | 03/24/2015 | Complete | Detail | Notes |
| 000000000 | | | 07/29/2014 | Complete | Detail | Notes |
| 000000010 | Prepaid | Amend Prepaid | 01/07/2020 | Pending | Detail | Notes |

[Return to General Information](#)

[Save](#) [Return to Search](#) [Notify](#) [Previous tab](#) [Next tab](#)

Prepays | Audit History | Amendments

17. Click the **Detail** link next to the amendment that was added.

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

Amendment Details

Contract 000001628 Amendment Number 000000010
 Sold To Customer 0000010013

Amendment Type *Process Date 01/07/2020
 Amendment Reason *Amendment Status

Total Billing Adjustment 0.00 Total Revenue Adjustment 0.00
 Fixed Billing Adjustment 0.00 Fixed Revenue Adjustment 0.00
 Fixed Billing Allocation Incomplete Fixed Revenue Allocation Incomplete

▶ **Additional Amendment Details**

Reference ID User Ref #1
 User Ref #2

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

| Component | Amend Ref #1 | Label Fieldname | Edit Type | Old Value | New Value |
|-----------|--------------|-----------------|-----------|-----------|-----------|
| 1 | | | | | |

Amendment Amount Allocation Internal Notes
 Return to Prepaid Balances

18. To process the amendment, change the **Amendment Status** from **Pending** to **Ready**.



Process Date 01/07/2020
 *Amendment Status

19. A **Process Amendment** button displays.

20. Click the **Process Amendment** button.



Project Accounting Job Aid

501 PA354: Prepaid for Non-Federal Rate-Based Contract

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

Amendment Details

Contract 0000001628 Amendment Number 0000000010
Sold To Customer 0000010013 Amendment Completed On 01/07/2020 9:42AM

Amendment Type Prepaid Process Date 01/07/2020
Amendment Reason Amend Prepaid **Amendment Status Complete**

Total Billing Adjustment 0.00 Total Revenue Adjustment 0.00
Fixed Billing Adjustment 0.00 Fixed Revenue Adjustment 0.00
Fixed Billing Allocation Incomplete Fixed Revenue Allocation Incomplete

▶ **Additional Amendment Details**

| | |
|--------------|-------------|
| Reference ID | User Ref #1 |
| | User Ref #2 |

Amendment Components

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

General | Statistics [Filter]

| Component | Amend Ref #1 | Label Fieldname | Edit Type | Old Value | New Value |
|-----------|--------------|-----------------|-----------|-----------|-----------|
| 1 | | | | | |

Internal Notes

Return to Prepaid Balances

[Save] [Return to Search] [Notify]

21. The **Amendment Status** changes to **Complete** and the changes are now active in the system.