

Creating a Non-Federal Rate-Based Contract Overview

Non-federal rate-based contracts calculate amounts to bill each customer as costs are accumulated against the **Project** and **Activity** combinations linked to the contract. The customer’s participation rate is applied to these costs based on the **Rate Set** associated to the contract line. Once the billable amounts are determined, the billable transactions are sent to Billing. You can set up **Billing Limits** for a rate-based contract line to ensure the limits related to an agreement are enforced. The revenue and unbilled AR accounting distributions for rate-based contract lines are stored in the accounting rules.

You can apply a prepaid amount to the contract, using the **Prepaid Balances** page, for costs to be drawn down from an advance payment received from a customer.

In order to create a rate-based contract, there must be a rate-based **Product**. Once a **Product** has been created and associated with a **Revenue** and **Billing Plan** template, the **Product** can be reused on any rate-based contract line.

Note: If you need to create a new rate-based **Product**, it is recommended that you submit a Help Desk ticket (vccc@vita.virginia.gov) with **Cardinal Project Accounting (PA)** in the subject line. The Cardinal Post Production Support (PPS) PA team will work with you to ensure the product is created correctly. If the product is not set up correctly, it will have downstream impacts to your contract, billing, and GL distribution and require a Help Desk ticket to correct the errors. For more details about creating a rate-based product, see the job aid **PA354_Creating Customer Contract Products** located on the Cardinal website in **Job Aids** under **Learning**.

Before you can create the contract, you must determine which items need to be configured, if any. For more detailed information about configuration information, see the job aids titled **PA354: Hints for Non-Federal Customer Contract Maintenance** and **PA354_Creating Customer Contract Products** located on the Cardinal website in **Job Aids** under **Learning**.

Navigation Note: Please note that you may see a Notify button at the bottom of various pages utilized while completing the processes within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

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Project Accounting Job Aid

PA354_Creating a Non-Federal Rate-Based Contract (VDOT)

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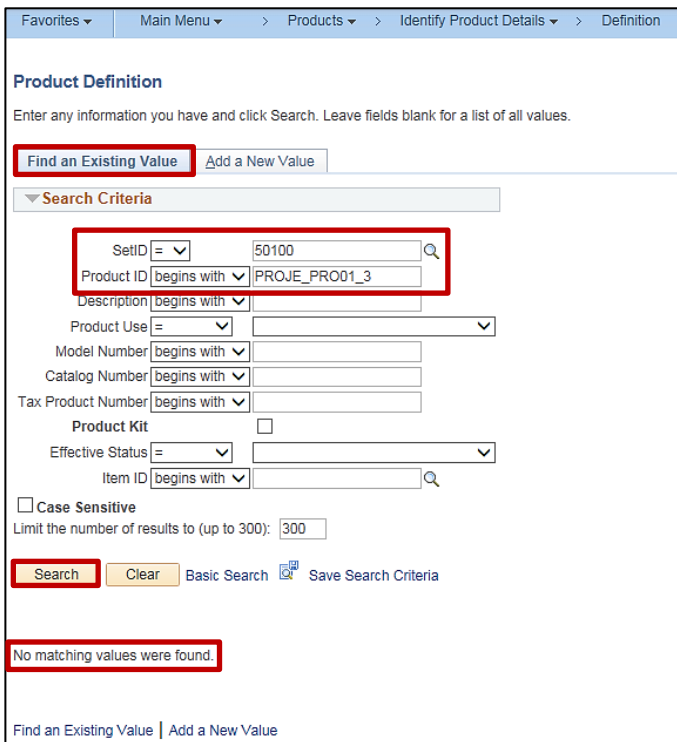
Confirm a Rate-Based Product

Before you create a contract, you must first verify whether the product exists for the category needed for billing. Products are defined by the following naming convention:

Source Type followed by **Category** followed by **Participation Rate** with an underscore between the values (e.g., **PROJE_PRO01_3**).

1. Access the **Product Definition** page using the following path:

Main Menu > Products > Identify Product Details > Definition



The screenshot shows the 'Product Definition' search interface. At the top, there are navigation tabs: 'Find an Existing Value' (highlighted with a red box) and 'Add a New Value'. Below this is a 'Search Criteria' section with several input fields: 'SetID' (dropdown menu) set to '50100', 'Product ID' (dropdown menu) set to 'begins with PROJE_PRO01_3', 'Description' (dropdown menu) set to 'begins with', 'Product Use' (dropdown menu) set to '=', 'Model Number' (dropdown menu) set to 'begins with', 'Catalog Number' (dropdown menu) set to 'begins with', 'Tax Product Number' (dropdown menu) set to 'begins with', 'Product Kit' (checkbox) set to 'off', 'Effective Status' (dropdown menu) set to '=', and 'Item ID' (dropdown menu) set to 'begins with'. There is also a 'Case Sensitive' checkbox and a 'Limit the number of results to (up to 300):' field set to '300'. At the bottom of the search criteria section, there are buttons for 'Search' (highlighted with a red box), 'Clear', 'Basic Search', and 'Save Search Criteria'. Below the search criteria, a message box states 'No matching values were found.' (highlighted with a red box). At the very bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'.

2. Click the **Find an Existing Value** tab.
 - a. **SetID: 50100** for VDOT.
 - b. **Product ID:** Enter the **Product ID**.
3. Click the **Search** button. Your search results populate on the same page below the **Search Criteria**.
 - a. If the **Product** exists, go to the [Create a Non-Federal Rate-Based Contract](#) section below.
 - b. If the **Product** does not exist (**No matching values were found**), go to the **Create a Rate-Based Product** section below.

In this scenario, the Product does not exist. See the Rate-Based section in the job aid titled **PA354_Creating Customer Contract Products** located on the Cardinal website in **Job Aids** under **Learning**.

Create a Non-Federal Rate-Based Contract

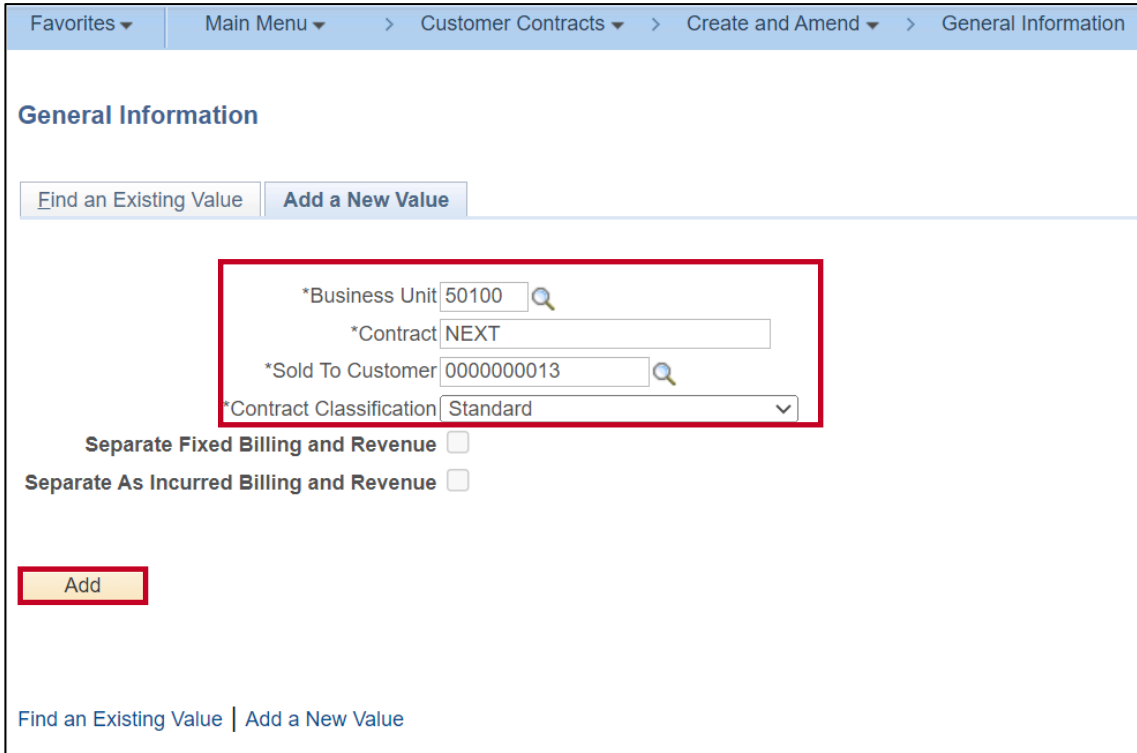
The process to create a customer contract for a non-federal rate-based contract involves the following steps:

- **Enter Contract General Information:** When you create the contract header you define information for the entire contract, this may include the contract signed date, contract administrator, and the contract type.
- **Enter Contract Line Information:** Contracts may have more than one contract line. However, most amount-based contracts will only have one. At the line level, a product is chosen that defines the contract as amount-based, recurring, or rate-based. The **Revenue** and **Bill plans** are defined at the contract line level and activities are associated with the contract lines.
- **Enter Contract Terms: Projects and Activities** are linked to the contract line on the **Related Projects** page. The same project-activity combination cannot be linked to more than one contract line for a rate-based contract.
- **Activate the Contract:** After you create the contract, add **Product(s)**, set the limits, and link the **Projects and Activities**, the contract is ready to be set to **Active**. Activating a contract indicates that all pertinent 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**.

Enter Contract General Information

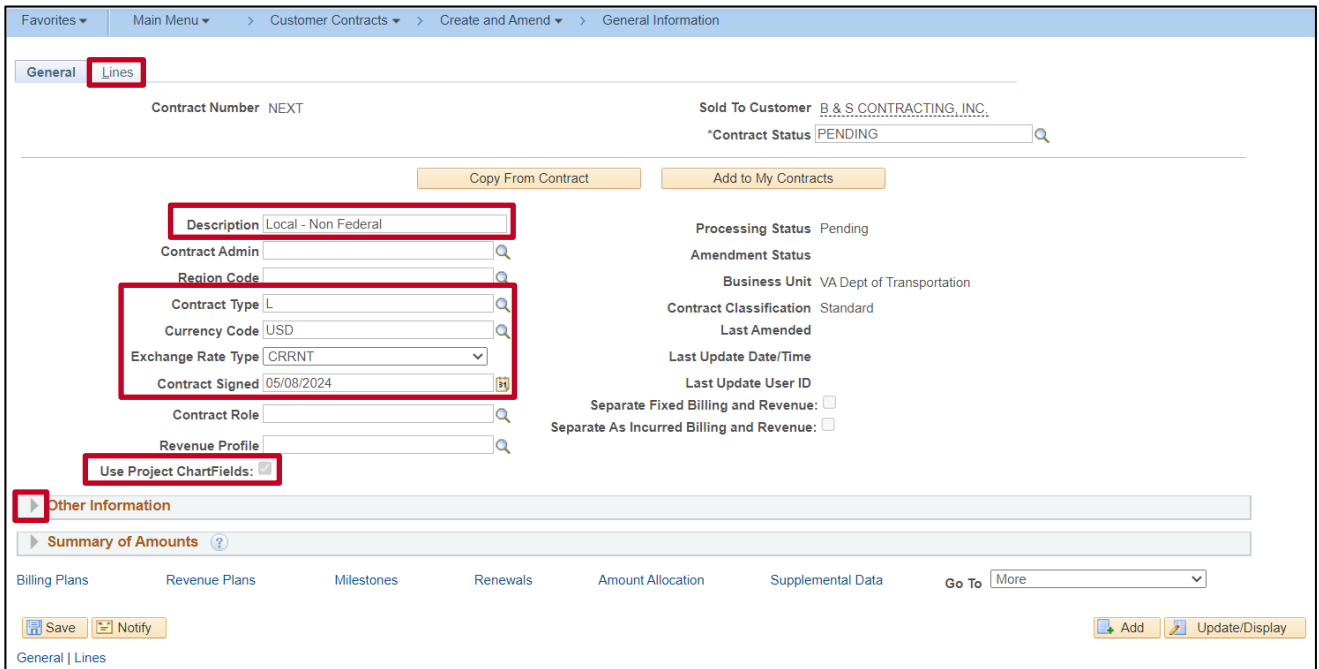
1. To create a contract, access the **General Information** page using the following path:

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

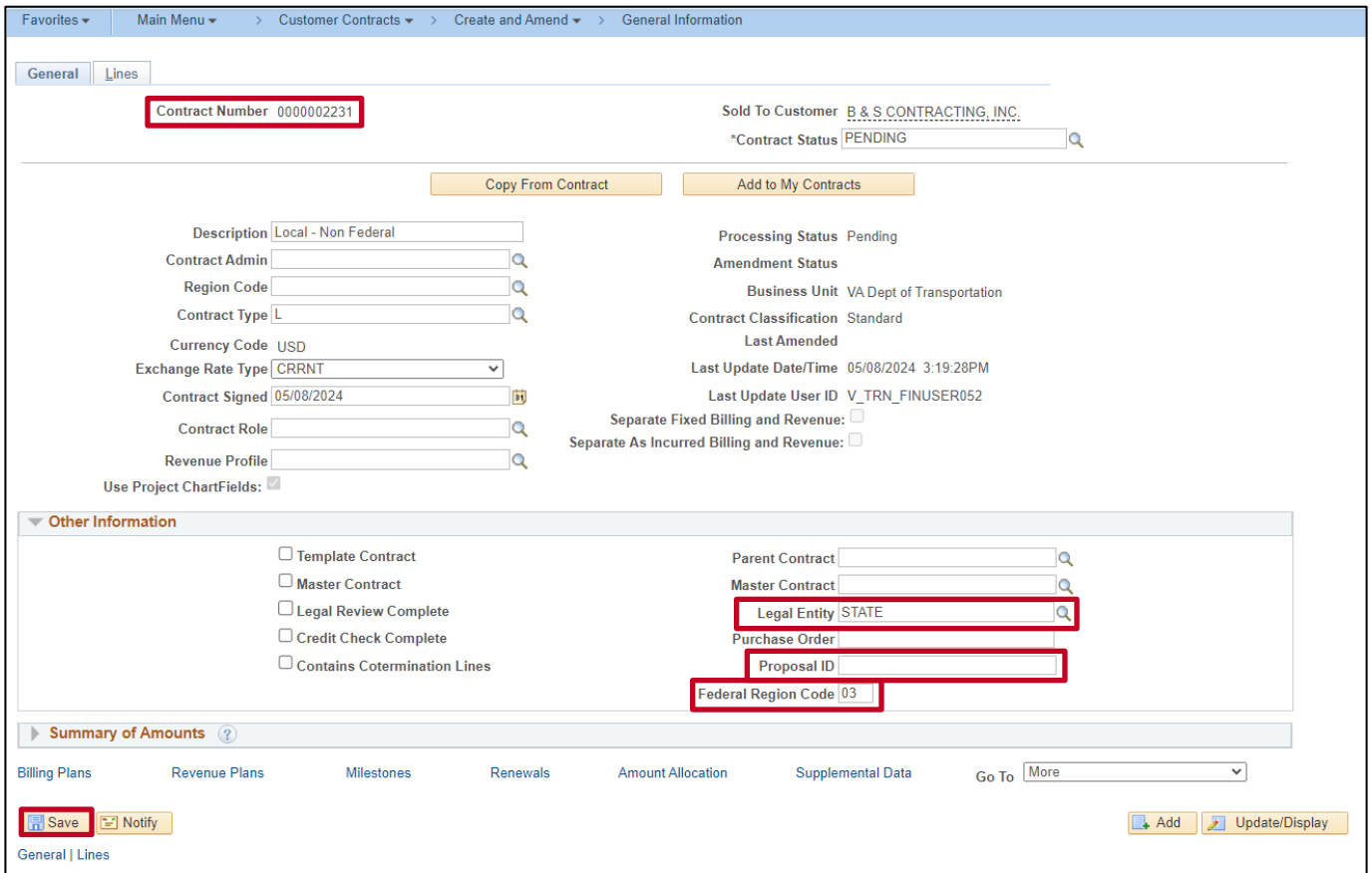


2. Click the **Add a New Value** tab.
3. **Business Unit** defaults for your agency (i.e., **50100** for VDOT).
4. **Contract**: Defaults to **Next**. Do not change it.
5. Enter the **Sold To Customer** using the look up icon.
Note: If the customer is not listed in the lookup, this means the customer has not been created or may be inactive. Consult the Accounts Receivable group to have the customer record updated.
6. **Contract Classification** defaults to **Standard**. Do not change.
7. The two checkbox fields, **Separate Fixed Billing and Revenue** and **Separate As Incurred Billing and Revenue**, are not used.
8. Click the **Add** button.

The **General Information** page displays.



9. **Description:** Enter a short detailed description about the contract. The description can be a maximum of 30 characters.
10. **Contract Type:** Select the appropriate value.
 - A:** Letter of Authorization
 - F:** Federal
 - G:** Grant
 - J:** Federal Grant (Not used in Cardinal)
 - L:** Local
 - O:** Other
 - R:** Resolution
11. **Currency Code** and **Exchange Rate Type** default. Do not change.
12. **Contract Signed:** Defaults to the current date and should be changed to the date the agreement was signed. If there is no agreement date you may use the date the contract is eligible to begin billing.
13. The **Use Project Chartfields** checkbox defaults as checked and cannot be changed.
14. Click the arrow next to the **Other Information** section to expand the section.



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

General | Lines

Contract Number 000002231

Sold To Customer B & S CONTRACTING, INC.
 *Contract Status PENDING

Copy From Contract Add to My Contracts

Description Local - Non Federal
 Contract Admin
 Region Code
 Contract Type L
 Currency Code USD
 Exchange Rate Type CRRNT
 Contract Signed 05/08/2024
 Contract Role
 Revenue Profile
 Use Project ChartFields:

Processing Status Pending
 Amendment Status
 Business Unit VA Dept of Transportation
 Contract Classification Standard
 Last Amended
 Last Update Date/Time 05/08/2024 3:19:28PM
 Last Update User ID V_TRN_FINUSER052
 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
 Master Contract
Legal Entity STATE
 Purchase Order
Proposal ID
Federal Region Code 03

Summary of Amounts

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

General | Lines

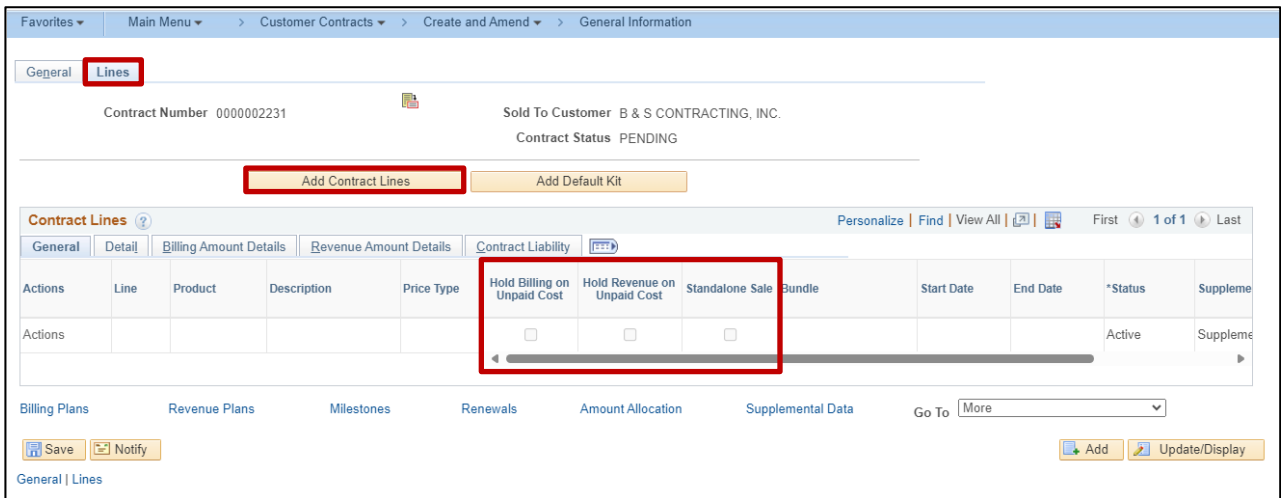
15. **Legal Entity:** select STATE
16. The **Proposal ID** field is a free form field and can be left blank. If necessary, this field can be used to enter the total contract amount. (Ex: \$5,000,000.00)
17. **Federal Region Code:** Defaults to **03 (FHWA)**. Do not change for a non-federal contract.
18. Click the **Save** button.
19. The contract number displays in the **Contract Number** field.

PA354_Creating a Non-Federal Rate-Based Contract (VDOT)**Enter Contract Line Information**

A contract line details the billing parameters that are used to calculate the amount to bill a customer and has its own accounting distributions, billing limit, billing plan, and revenue plans. Each contract line within a contract can have a status of **Active**, **Cancelled**, or **Pending**. Contracts converted to Cardinal as **CLOSED** will have a contract line status of **Inactive**.

You add contract line(s) from the **General Information** page:

1. Click the **Lines** tab.

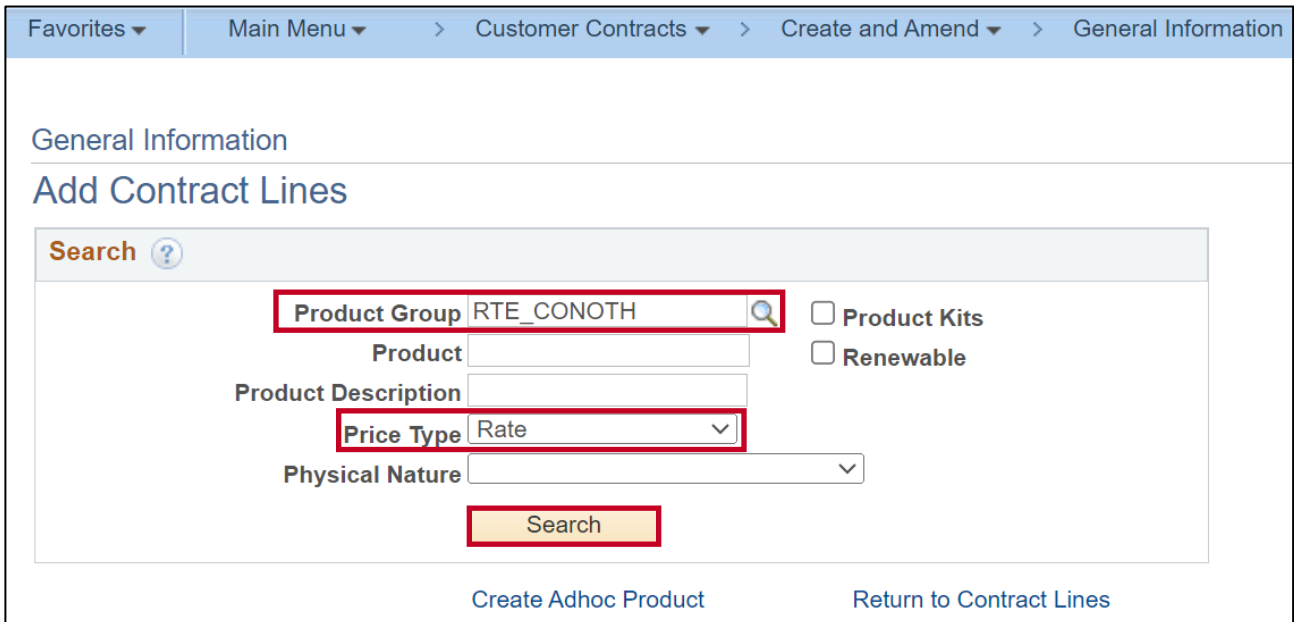


The screenshot shows the 'General Information' page for a contract. The 'Lines' tab is selected and highlighted with a red box. Below the 'Contract Lines' section, there are three checkboxes: 'Hold Billing on Unpaid Cost', 'Hold Revenue on Unpaid Cost', and 'Standalone Sale', all of which are unchecked and highlighted with a red box. The 'Add Contract Lines' button is also highlighted with a red box.

Note: The **Holding Billing on Unpaid Cost**, **Hold Revenue on Unpaid Cost** and **Standalone Sale** checkboxes default as unchecked. Do not check any of these checkboxes.

2. Click the **Add Contract Lines** button.

The **General Information – Add Contract Lines** page displays.



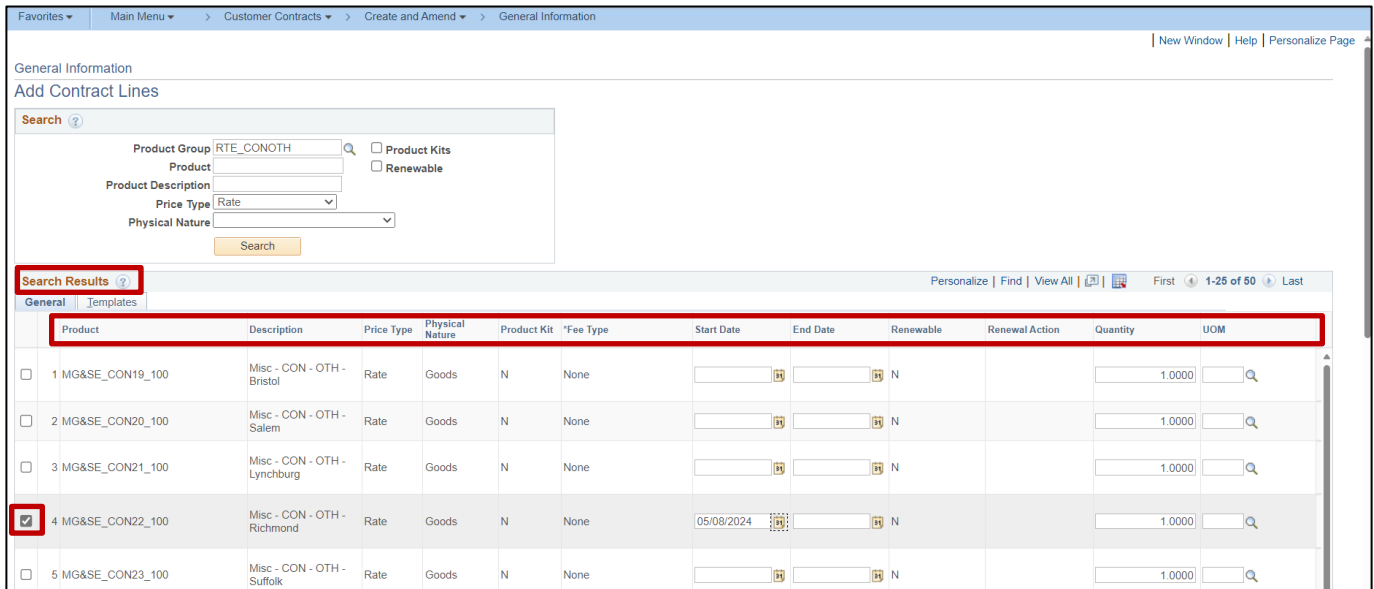
The screenshot shows the 'Add Contract Lines' page in the Cardinal system. The page has a breadcrumb trail: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information. The main heading is 'Add Contract Lines'. Below this is a search form with the following fields and options:

- Product Group:** RTE_CONOTH (highlighted with a red box)
- Product:** (empty text field)
- Product Description:** (empty text field)
- Price Type:** Rate (highlighted with a red box)
- Physical Nature:** (empty dropdown menu)
- Product Kits:**
- Renewable:**
- Search:** (highlighted with a yellow box)

At the bottom of the form, there are two links: [Create Adhoc Product](#) and [Return to Contract Lines](#).

3. To search for non-federal rate-based products:
 - a. **Product Group:** Select a value beginning with **RTE_** along with the fund and customer type being billed (e.g., **RTE_CONOTH**). Do not select **RTE_FED (Federal Government)**.
 - b. **Price Type:** Select **Rate** as this is a rate-based contract. This field displays the price type that was defined for the product on the **Product Definition** page.
4. Click the **Search** button.

The results display under the **Search Results** section.



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_CON19_100 Misc - CON - OTH - Bristol	Rate	Goods	N	None			N		1.0000	
<input type="checkbox"/> 2	MG&SE_CON20_100 Misc - CON - OTH - Salem	Rate	Goods	N	None			N		1.0000	
<input type="checkbox"/> 3	MG&SE_CON21_100 Misc - CON - OTH - Lynchburg	Rate	Goods	N	None			N		1.0000	
<input checked="" type="checkbox"/> 4	MG&SE_CON22_100 Misc - CON - OTH - Richmond	Rate	Goods	N	None	05/08/2024		N		1.0000	
<input type="checkbox"/> 5	MG&SE_CON23_100 Misc - CON - OTH - Suffolk	Rate	Goods	N	None			N		1.0000	

5. The search results display under the **Search Results** section.

The **Product** name will contain the **Source Type_Category_Participation Rate**. You will select the appropriate product based on the terms of the contract being created. For example, if the contract will bill for miscellaneous goods and services to the construction fund to a state agency customer at 100%, you would select product: **MG&SE_CON22_100**. You may use the **Distribution Codes** query (**V_PA_Distribution_Codes**) to confirm the entire COA string for the product. The **Description** field displays the description of the product.

Note: If you need to create a new rate-based **Product**, it is recommended that you submit a Help Desk ticket (vccc@vita.virginia.gov) with **Cardinal Project Accounting (PA)** in the subject line. The Cardinal Post Production Support (PPS) PA team will work with you to ensure the product is created correctly. If the product is not set up correctly, it will have downstream impacts to your contract, billing, and GL distribution and require a Help Desk ticket to correct the errors. For more details about creating a rate based product, see the job aid **PA354_Creating Customer Contract Products** located on the Cardinal website in **Job Aids** under **Learning**.

- a. Select the checkbox next to the appropriate **Product** line to create the contract line. Typically, you add only one **Product** at a time.
- b. **Price Type:** Displays the price type of the product. If you narrowed the search results by price type, this is the value you selected.
- c. **Physical Nature:** Defaults to **Goods**
- d. **Product Kit:** Defaults to **N**
- e. **Fee Type:** Defaults to **None**.
- f. **Start Date:** Enter the date the contract was signed or date billing should start.

PA354_Creating a Non-Federal Rate-Based Contract (VDOT)

- g. **End Date:** This field is left blank.
- h. **Renewable & Renewal Action:** not used in Cardinal
- i. **Quantity:** This field automatically populates. Do not change.
- j. **UOM:** Displays the unit of measure associated with the product, if any.

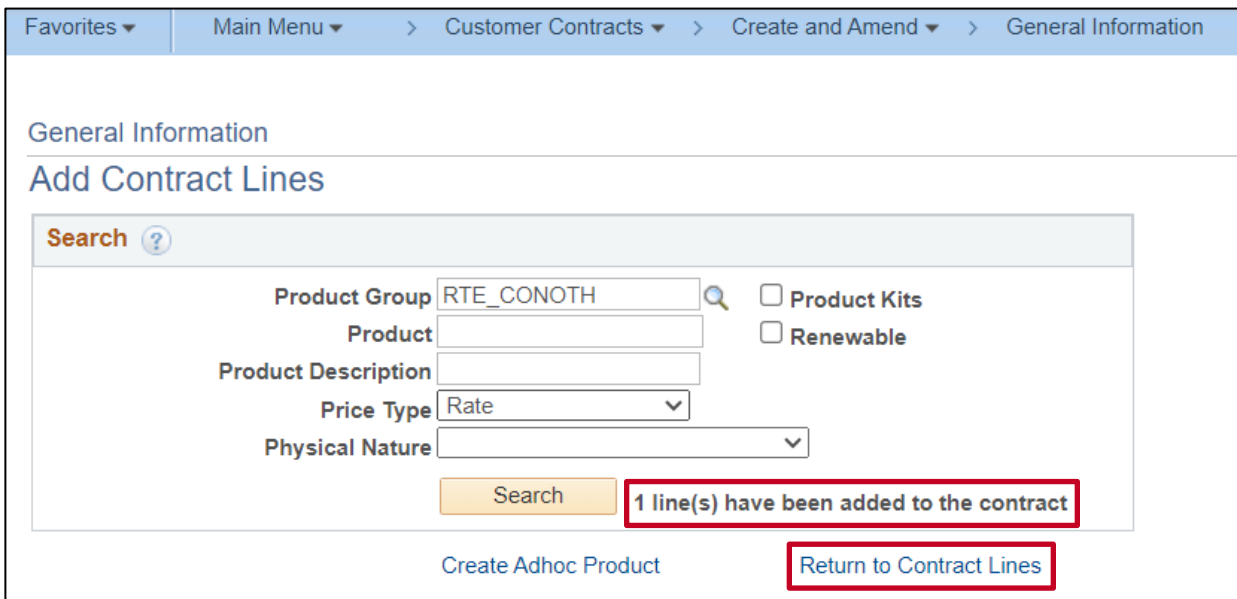
6. Scroll down to the bottom of the page.



7. **Create Plans from Template** and **Combine Like Templates:** Checkboxes default as selected. Do not change. These templates create the predefined **Billing Plans** and **Revenue Plans** for the **Product** selected.

8. Click the **Add Contract Lines** button.

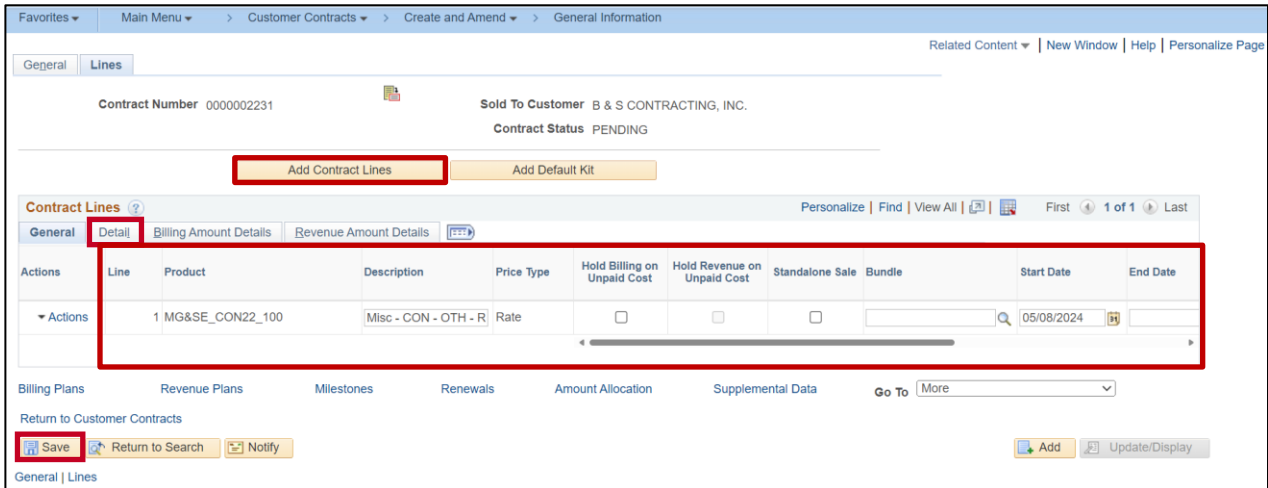
The **General Information – Add Contract Lines** page returns.



9. A message displays indicating **1 line(s) have been added to the contract.**

10. Click the **Return to Contract Lines** link to continue processing the contract.

The **General Information** page, **Lines** tab displays.



Contract Number 000002231 Sold To Customer B & S CONTRACTING, INC.
Contract Status PENDING

Add Contract Lines Add Default Kit

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

Actions	Line	Product	Description	Price Type	Hold Billing on Unpaid Cost	Hold Revenue on Unpaid Cost	Standalone Sale	Bundle	Start Date	End Date
▼ Actions	1	MG&SE_CON22_100	Misc - CON - OTH - R	Rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		05/08/2024	

Return to Customer Contracts

Save Return to Search Notify Add Update/Display

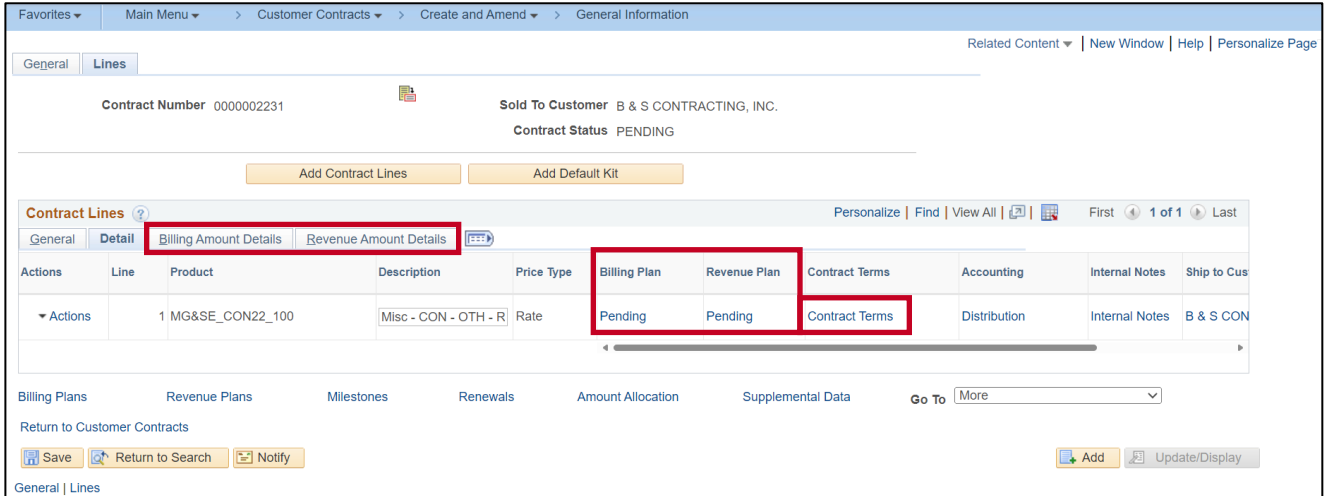
- a. **Product:** Displays the product that was selected
- b. **Description:** Displays description associated with the selected product
- c. **Price Type:** Rate
- d. **Start Date:** Enter the same date that was entered for the product
- e. **Status:** Displays the status of the line which defaults to **Active** for the line that was just added. Other statuses include **Pending**, **Inactive** or **Cancelled**. Scroll to the right on the **Contract Line** to see the **Status**.

11. Click the **Save** button.

Note: Saving the contract creates both a **Billing Plan** and **Revenue Plan** that is associated with the **Product** used to create the contract line. You can add additional contract lines using the **Add Contract Lines** button or you can delete a contract line by clicking the **Delete Row** icon (minus sign). You must un-assign the **Billing** and **Revenue Plans** before the contract line can be deleted. You can only delete a contract line from contracts with a **Processing Status** of **Pending**.

12. From the **Lines** tab, under the **Contract Lines** section, click the **Detail** tab.

The **Detail** tab displays.



The screenshot shows the 'Contract Lines' section of a software application. The 'Detail' tab is selected, and the 'Billing Amount Details' and 'Revenue Amount Details' sub-tabs are also visible. The main table displays the following information:

Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Cus
▼ Actions	1	MG&SE_CON22_100	Misc - CON - OTH - R	Rate	Pending	Pending	Contract Terms	Distribution	Internal Notes	B & S CON

Below the table, there are navigation options: 'Billing Plans', 'Revenue Plans', 'Milestones', 'Renewals', 'Amount Allocation', and 'Supplemental Data'. A 'Go To' dropdown menu is set to 'More'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

Note: The contract **Billing Plan** and **Revenue Plan** were defaulted based on the **Product** you selected to create the contract line. The status of these plans can be:

- **Pending:** Contract is not active.
- **Ready:** Contract is active and no transactions have been processed for the billing or revenue plans.
- **Cancelled:** The plan has been cancelled.
- **In Progress:** Transactions have been processed against the contract's **Billing Plan** and **Revenue Plan**.

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

[Related Content](#) | [New Window](#) | [Help](#) | [Personalize Page](#)

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

Contract Number 0000002231 **Sold To Customer** B & S CONTRACTING, INC.
Contract Status PENDING

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

Contract Lines
[Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Refresh](#) First 1 of 1 Last

[General](#) | [Detail](#) | **Billing Amount Details** | [Revenue Amount Details](#)

Actions	Line	Product	Description	Price Type	Quantity	UOM	Billing Limit	Unit Billing
▼ Actions	1	MG&SE_CON22_100	Misc - CON - OTH - Richmon	Rate	1.0000		0.00	0.00

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

[Return to Customer Contracts](#)

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

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

General | Lines

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

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

Contract Number 0000002231 **Sold To Customer** B & S CONTRACTING, INC.
Contract Status PENDING

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

Contract Lines
[Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Refresh](#) First 1 of 1 Last

[General](#) | [Detail](#) | [Billing Amount Details](#) | **Revenue Amount Details**

Actions	Line	Product	Description	Price Type	Quantity	Revenue Limit	Unit Revenue	Simulate Revenue Pricing
▼ Actions	1	MG&SE_CON22_100	Misc - CON - OTH - Rich	Rate	1.0000	0.00	0.00	Simulate Revenue Pricing

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

[Return to Customer Contracts](#)

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

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

General | Lines

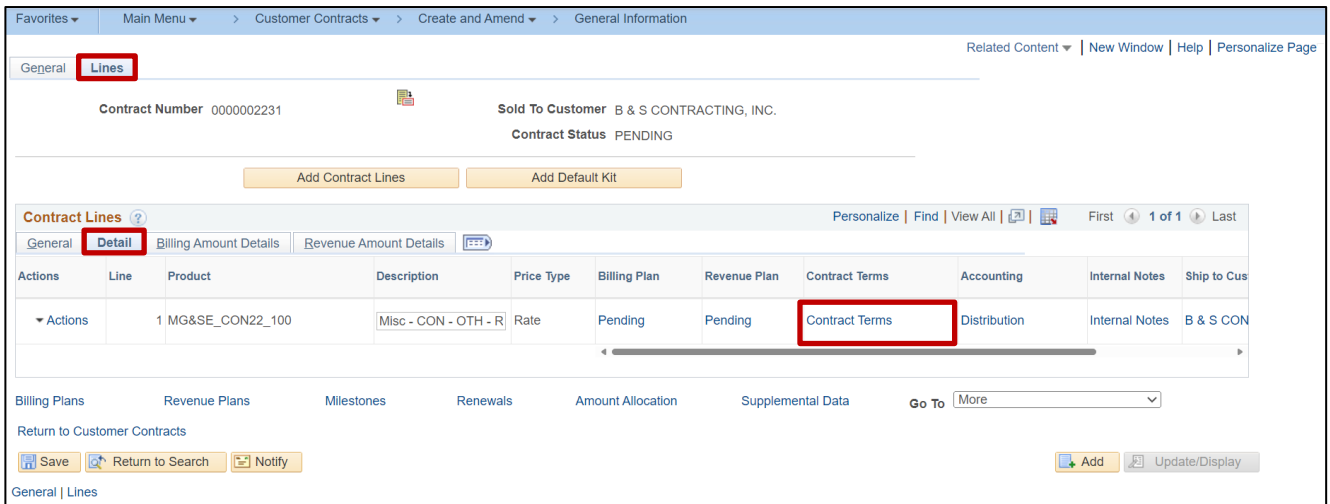
Note: The **Billing Amount Details** and **Revenue Amount Details** tabs, in the **Contract Lines** section, provide further information about the contract lines, including the Price Type, **UOM**, and **Billing/Revenue Limit Amount**, if applicable.

Enter Contract Terms and Related Projects

Add Project(s), Activities, Rate Set(s), and Billing Limits:

After you create the contract header and line, you associate a rate set, billing limit, projects and activities for each contract line. Associating projects and activities to the contract line allows transactions to be billed and prevents the combination from being associated to another rate-based contract line.

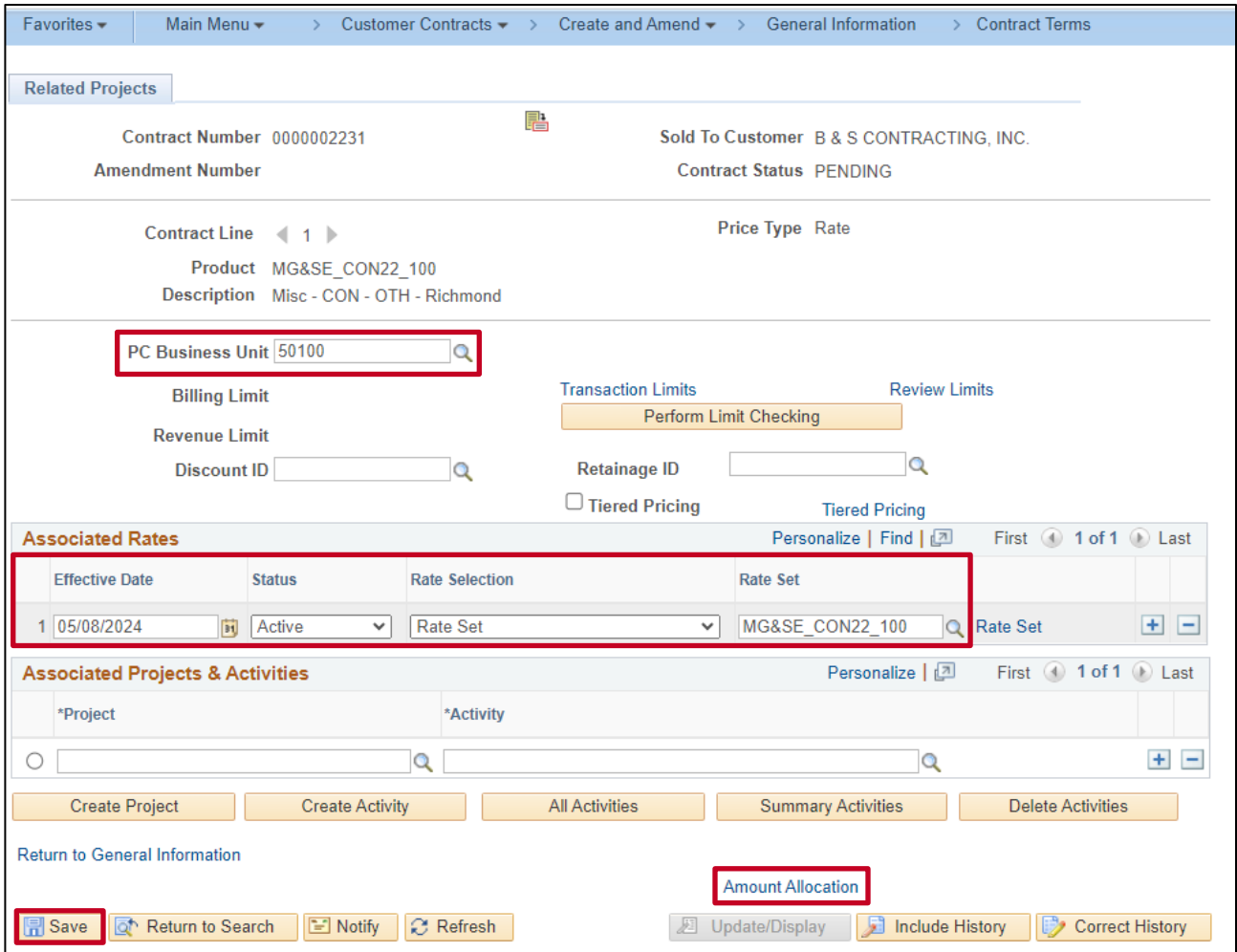
To access the pages where you add the project and activities, you will use the following navigation from the **Contract Lines** tab:



The screenshot shows a software interface for managing contract lines. At the top, there is a breadcrumb trail: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information. Below this, the 'General' tab is active, and the 'Lines' sub-tab is highlighted with a red box. The main content area displays contract details: Contract Number 000002231, Sold To Customer B & S CONTRACTING, INC., and Contract Status PENDING. There are two buttons: 'Add Contract Lines' and 'Add Default Kit'. Below this is the 'Contract Lines' section, which has a 'Detail' sub-tab highlighted with a red box. A table lists contract lines with columns: Actions, Line, Product, Description, Price Type, Billing Plan, Revenue Plan, Contract Terms, Accounting, Internal Notes, and Ship to Cus. The first row shows Line 1, Product MG&SE_CON22_100, Description Misc - CON - OTH - R, Price Type Rate, Billing Plan Pending, Revenue Plan Pending, and Contract Terms highlighted with a red box. Below the table are various navigation options like 'Billing Plans', 'Revenue Plans', 'Milestones', 'Renewals', 'Amount Allocation', and 'Supplemental Data'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

1. In the **Contract Terms** field, click the **Contract Terms** link.

The **Related Projects** tab displays for the selected **Contract Line**.



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

Related Projects

Contract Number 0000002231 Sold To Customer B & S CONTRACTING, INC.
 Amendment Number Contract Status PENDING

Contract Line ◀ 1 ▶ Price Type Rate
 Product MG&SE_CON22_100
 Description Misc - CON - OTH - Richmond

PC Business Unit 50100

Billing Limit Transaction Limits Review Limits
 Perform Limit Checking

Revenue Limit Retainage ID
 Discount ID Tiered Pricing

Associated Rates Personalize | Find | First 1 of 1 Last

Effective Date	Status	Rate Selection	Rate Set
1 05/08/2024	Active	Rate Set	MG&SE_CON22_100

Associated Projects & Activities Personalize | First 1 of 1 Last

*Project *Activity

Create Project Create Activity All Activities Summary Activities Delete Activities

Return to General Information

Amount Allocation

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

- The **Contract Terms** page, **Related Projects** tab displays for the selected **Contract Line**.
- Enter the **PC Business Unit** (i.e., **50100** for VDOT).
- The **Effective Date** defaults to the current date and must be updated to the contract signed date or the date that billing needs to start.
- The **Rate Set Status** and **Rate Selection** default to **Active** and **Rate Set**, respectively. Do not change.
- The **Rate Set** defaults from the **Product** chosen once you tab out of the **PC Business Unit** field.
- Click the **Save** button.
- If there is a maximum amount the customer can be billed, a **Billing Limit** must be entered. Click the **Amount Allocation** link at the bottom of the page. If a **Billing Limit** is not required, you do not need to access this page.

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

Billing Allocation
 Contract 0000002231 Sold To Customer 0000000013 B & S CONTRACTING, INC.
 Business Unit 50100 Currency USD Contract Admin

Contract Billing ?
 Total Billing 5,000.00 Unallocated Billing 0.00

Fixed Billing ?
 Fixed Billing
 Billing Discounts/Surcharges 0.00
 Net Fixed Billing 0.00
 Unallocated Fixed Billing 0.00
 Inclusive Prepays 0.00
 Allocation Complete

Recalculate

Contract Line Pricing ? Personalize | Find | First 1 of 1 Last

Retrieve Billing Price	Line	Product	Bundle	Price Type	Quantity	Billing Limit	Limit Check	Actions
<input type="checkbox"/>	1	MG&SE_CON22_100		Rate	1.0000	5,000.00	Limit Check	Actions

 Select All Clear All Recalculate

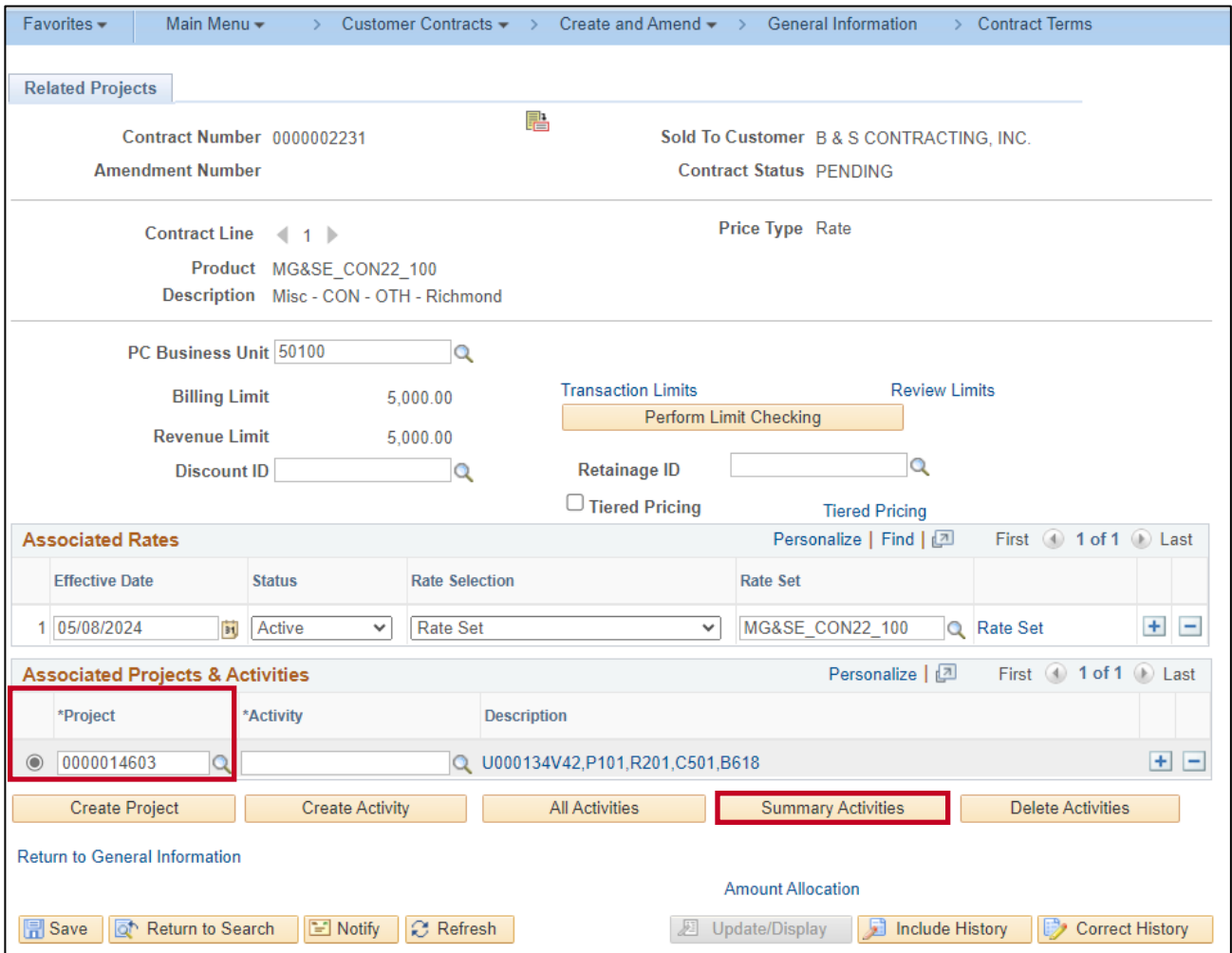
Line Totals ?

Billing Amount	0.00	Recurring Billing	0.00
Discounts/Surcharges	0.00	Billing Limit	5,000.00
		Total Billing	5,000.00

Prepays
[Return to Contract Terms](#)
 Save Return to Search Notify

9. The **Billing Allocation** page for the **Contract Line** displays.
10. In the **Contract Billing** section, enter the billing limit in the **Total Billing** field.
11. In the **Contract Line Pricing** section, enter the billing limit in the **Billing Limit** field.
12. Click the **Recalculate** button.
 - a. The **Allocation** field, in the **Fixed Billing** section, updates from **Incomplete** to **Complete**.
 - b. The **Billing Limit** field, in the **Line Totals** section, updates to the amount entered.
13. Click the **Save** button.
14. Click the **Return to Contract Terms** hyperlink.

Link Project and Activities to Contract Line



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

Related Projects

Contract Number 000002231 Sold To Customer B & S CONTRACTING, INC.
 Amendment Number Contract Status PENDING

Contract Line ◀ 1 ▶ Price Type Rate
 Product MG&SE_CON22_100
 Description Misc - CON - OTH - Richmond

PC Business Unit 50100
 Billing Limit 5,000.00 Transaction Limits Review Limits
 Revenue Limit 5,000.00 Perform Limit Checking
 Discount ID Retainage ID
 Tiered Pricing Tiered Pricing

Associated Rates Personalize | Find | First 1 of 1 Last

	Effective Date	Status	Rate Selection	Rate Set		
1	05/08/2024	Active	Rate Set	MG&SE_CON22_100	Rate Set	+ -

Associated Projects & Activities Personalize | First 1 of 1 Last

*Project	*Activity	Description	
0000014603		U000134V42,P101,R201,C501,B618	+ -

Create Project Create Activity All Activities **Summary Activities** Delete Activities

Return to General Information

Amount Allocation


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

15. The **Contract Terms** page displays for the selected contract line. If more than one tab displays, click the **Related Projects** tab.
16. Determine which **Project/Activity** combinations are to be billed under the contract line. The same **Project/Activity** combination cannot be associated with multiple rate-based contract lines.
17. In the **Associated Projects & Activities** section, click the radio button to the left of the **Project** field and enter your **Project ID**.
18. Click the **Summary Activities** button.

Associating Projects to the Contract Line

Summary Activity Selection for 0000014603 Related Content ▾ | Help

Project Activities Personalize | Find | View 100 | First 76-100 of 128 Last

Select	WBS ID	Activity Name	Activity	Activity Type	Processing Status	Start Date	End Date
<input checked="" type="checkbox"/>	4.2	 CN Non Participating	9174	9104	Inactive	05/31/1995	03/12/2019
	4.2.1	Contract Const Regular	731	9104	Inactive	05/31/1995	03/12/2019
	4.2.2	Contract Const Extra	732	9104	Inactive	05/31/1995	03/12/2019
	4.2.3	State Forces Const	733	9104	Inactive	05/31/1995	03/12/2019
	4.2.4	Railroad Construction	735	9104	Inactive	05/31/1995	03/12/2019
	4.2.5	Ineligible FDAA Cost	739	9104	Inactive	05/31/1995	03/12/2019
	4.2.6	Materials	743	9104	Inactive	05/31/1995	03/12/2019
	4.2.7	Charge Back Cost	746	9104	Inactive	05/31/1995	03/12/2019
	4.2.8	Civil Rights	748	9104	Inactive	05/31/1995	03/12/2019
	4.2.9	Const Insp & Engin Ed Courses	749	9104	Inactive	05/31/1995	03/12/2019
	4.2.10	VDOT Oversight LAP	73401	9104	Inactive	05/31/1995	03/12/2019
	4.2.11	Public Affairs	74207	9104	Inactive	05/31/1995	03/12/2019
	4.2.12	Construction Inspection Field	74201	9104	Inactive	05/31/1995	03/12/2019
	4.2.13	Construction Inspection-Admin	74202	9104	Inactive	05/31/1995	03/12/2019
	4.2.14	Construction Manager/ACE	74204	9104	Inactive	05/31/1995	03/12/2019

19. The **Summary Activity Selection** pop-up window displays and allows you to add all activities associated with your selected phase(s).

Note: Detailed activities are grouped by project phase.
20. Click the (+)/(-) icon to expand and collapse the phase activities in order to identify the **Non-Participating** phase (or appropriate) activities that should be associated to the contract.
21. **Select** the checkbox next to the **Project Activities** you wish to link to the project for this contract line.
22. Click the **OK** button. The pop-up window will close and the selected phases/activities will populate on the **Contract Terms** page, **Related Projects** tab.
23. Repeat the steps to link additional **Project** and **Activity** combinations.

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

Related Projects

Contract Number 000002231 Sold To Customer B & S CONTRACTING, INC.
 Amendment Number Contract Status PENDING

Contract Line 1 Price Type Rate
 Product MG&SE_CON22_100
 Description Misc - CON - OTH - Richmond

PC Business Unit 50100
 Billing Limit 5,000.00 Transaction Limits Review Limits
 Revenue Limit 5,000.00 Perform Limit Checking
 Discount ID Retainage ID
 Tiered Pricing Tiered Pricing

Associated Rates Personalize | Find | First 1 of 1 Last

Effective Date	Status	Rate Selection	Rate Set
1 05/21/2024	Active	Rate Set	MG&SE_CON22_100 Rate Set

Associated Projects & Activities Personalize | First 1-25 of 27 Last

*Project	*Activity	Description
<input checked="" type="radio"/> 0000014603	731	U000134V42,P101,R201,C501,B618 Contract Const Regular
<input type="radio"/> 0000014603	732	U000134V42,P101,R201,C501,B618 Contract Const Extra
<input type="radio"/> 0000014603	733	U000134V42,P101,R201,C501,B618 State Forces Const
<input type="radio"/> 0000014603	74750	U000134V42,P101,R201,C501,B618 Compliance Asst, Spec, monitor
<input type="radio"/> 0000014603	74760	U000134V42,P101,R201,C501,B618 Water Quality Permit Acq
<input type="radio"/> 0000014603	74770	U000134V42,P101,R201,C501,B618 Advertisement Schedule

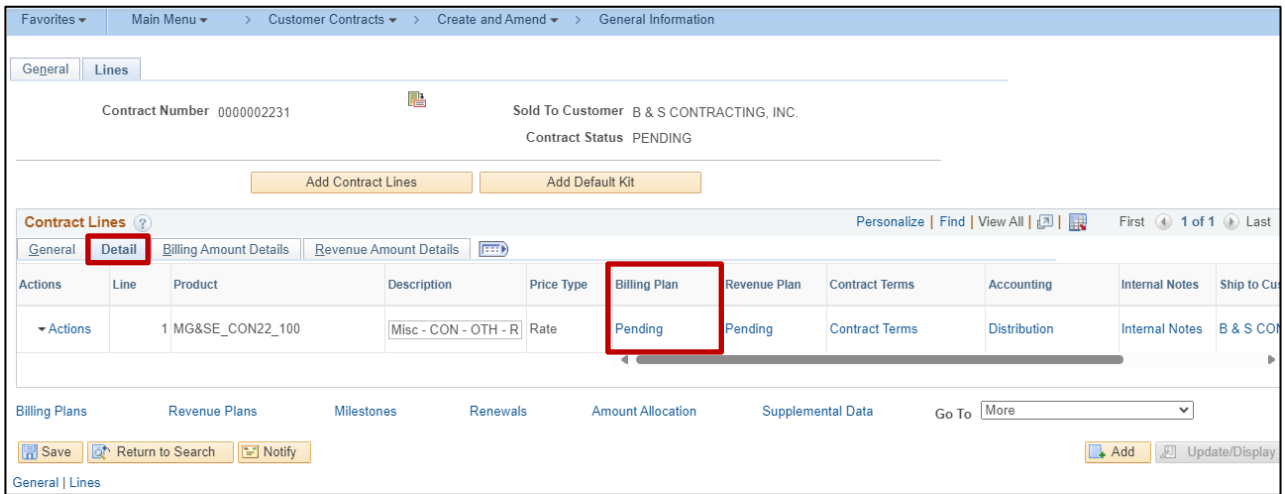
Create Project Create Activity All Activities Summary Activities Delete Activities

[Return to General Information](#)

Amount Allocation

Note: The activities you selected display on the **Related Projects** tab, for the Contract Line.

24. Click the **Save** button at the bottom of the page.
25. Click the **Return to General Information** hyperlink.
26. The **General Information** page displays.

PA354_Creating a Non-Federal Rate-Based Contract (VDOT)

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 'Lines' tab is active, showing contract details: Contract Number 0000002231, Sold To Customer B & S CONTRACTING, INC., and Contract Status PENDING. There are buttons for 'Add Contract Lines' and 'Add Default Kit'. Below this is the 'Contract Lines' section with a sub-tab for 'Detail' selected. A table lists contract lines with columns: Actions, Line, Product, Description, Price Type, Billing Plan, Revenue Plan, Contract Terms, Accounting, Internal Notes, and Ship to Customer. The first row shows Line 1, Product MG&SE_CON22_100, Description Misc - CON - OTH - R, Price Type Rate, and Billing Plan Pending. The 'Billing Plan' field is highlighted with a red box. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

27. Click **Detail** tab under the **Contract Lines** section of the page.
28. Click the **Pending** link under the **Billing Plan** field.

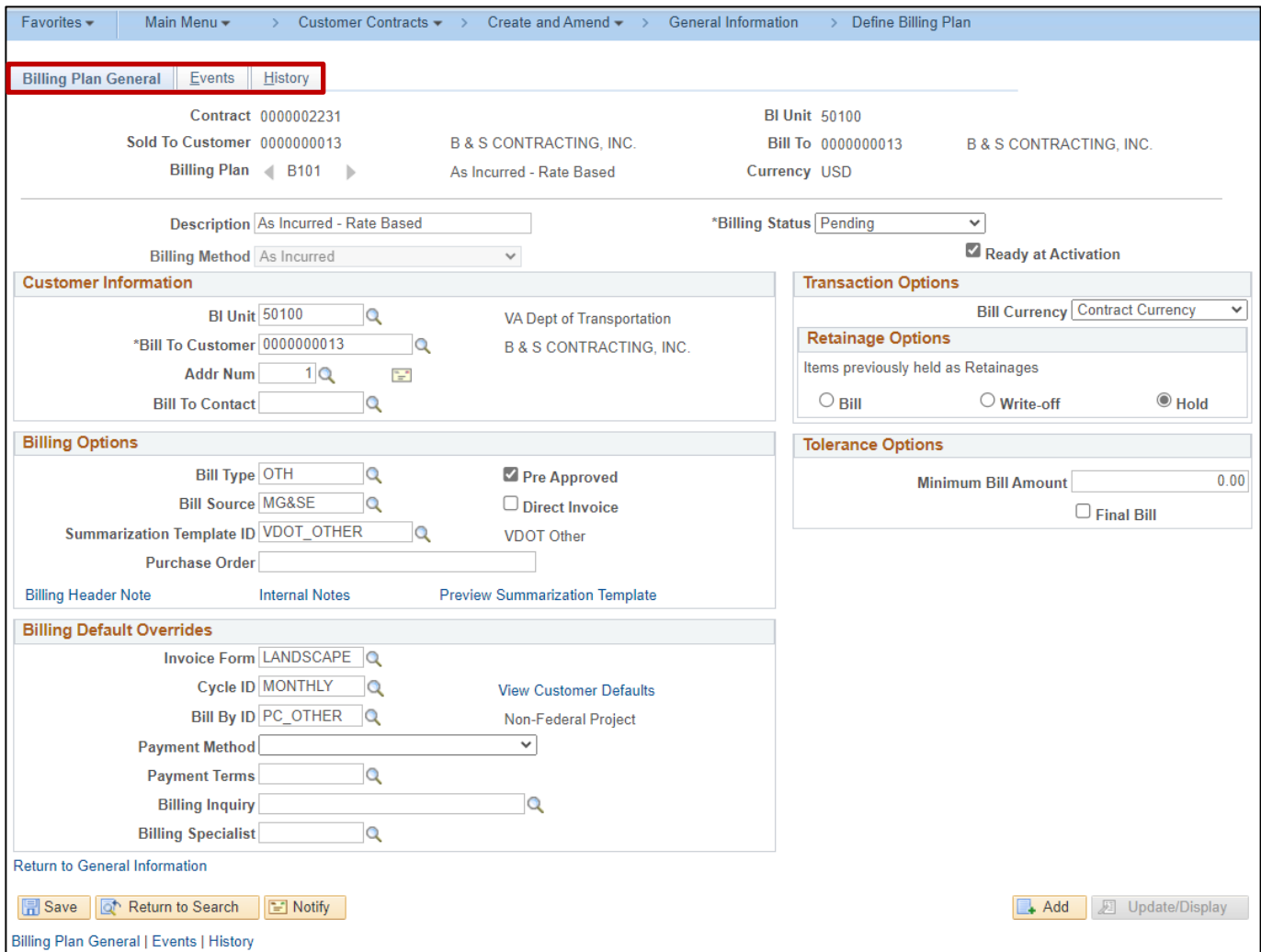
PA354_Creating a Non-Federal Rate-Based Contract (VDOT)

Billing Plan

The **Billing Plan General** page displays. The **Billing Plan** associated to your contract line is pre-populated based on the **Product** you selected to create the contract line. Do not change these default values.

Tabs shown on the **Define Billing Plan** page vary depending on the price type (rate-based, amount-based, percent based or recurring) of the contract line. Rate-based contract lines have three tabs:

- **Billing Plan General:** Displays billing information for the contract line, such as customer information and billing options. This would also be used to put the **Billing Plan on Hold**.
- **Events:** Not used for rate-based contract lines.
- **History:** Displays the billing history for the contract line. Any bills that are created from the contract are listed on the history page.



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

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

Contract 000002231 BI Unit 50100
 Sold To Customer 000000013 B & S CONTRACTING, INC. Bill To 000000013 B & S CONTRACTING, INC.
 Billing Plan ◀ B101 ▶ As Incurred - Rate Based Currency USD

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

Customer Information

BI Unit: 50100 VA Dept of Transportation
 *Bill To Customer: 000000013 B & S CONTRACTING, INC.
 Addr Num: 1
 Bill To Contact:

Transaction Options

Bill Currency: Contract Currency

Retainage Options

Items previously held as Retainages

Bill Write-off Hold

Billing Options

Bill Type: OTH Pre Approved
 Bill Source: MG&SE Direct Invoice
 Summarization Template ID: VDOT_OTHER VDOT Other
 Purchase Order:

[Billing Header Note](#) [Internal Notes](#) [Preview Summarization Template](#)

Tolerance Options

Minimum Bill Amount: 0.00

Final Bill

[Return to General Information](#)

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

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

PA354_Creating a Non-Federal Rate-Based Contract (VDOT)

1. The key fields and values on the **Billing Plan General** tab:

The screenshot displays the 'Billing Plan General' tab with the following details:

- Contract:** 000002231
- BI Unit:** 50100
- Sold To Customer:** 0000000013
- B & S CONTRACTING, INC.**
- Bill To:** 0000000013
- B & S CONTRACTING, INC.**
- Billing Plan:** B101
- As Incurred - Rate Based**
- Currency:** USD
- Description:** As Incurred - Rate Based
- *Billing Status:** Pending
- Ready at Activation:**
- Billing Method:** As Incurred
- Customer Information:**
 - BI Unit: 50100
 - VA Dept of Transportation
 - *Bill To Customer: 0000000013
 - B & S CONTRACTING, INC.
 - Addr Num: 1
 - Bill To Contact:
- Billing Options:**
 - Bill Type: OTH
 - MG&SE
 - Summarization Template ID: VDOT_OTHER
 - VDOT Other
 - Purchase Order:
 - Pre Approved:**
 - Direct Invoice:
- 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:
- 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:

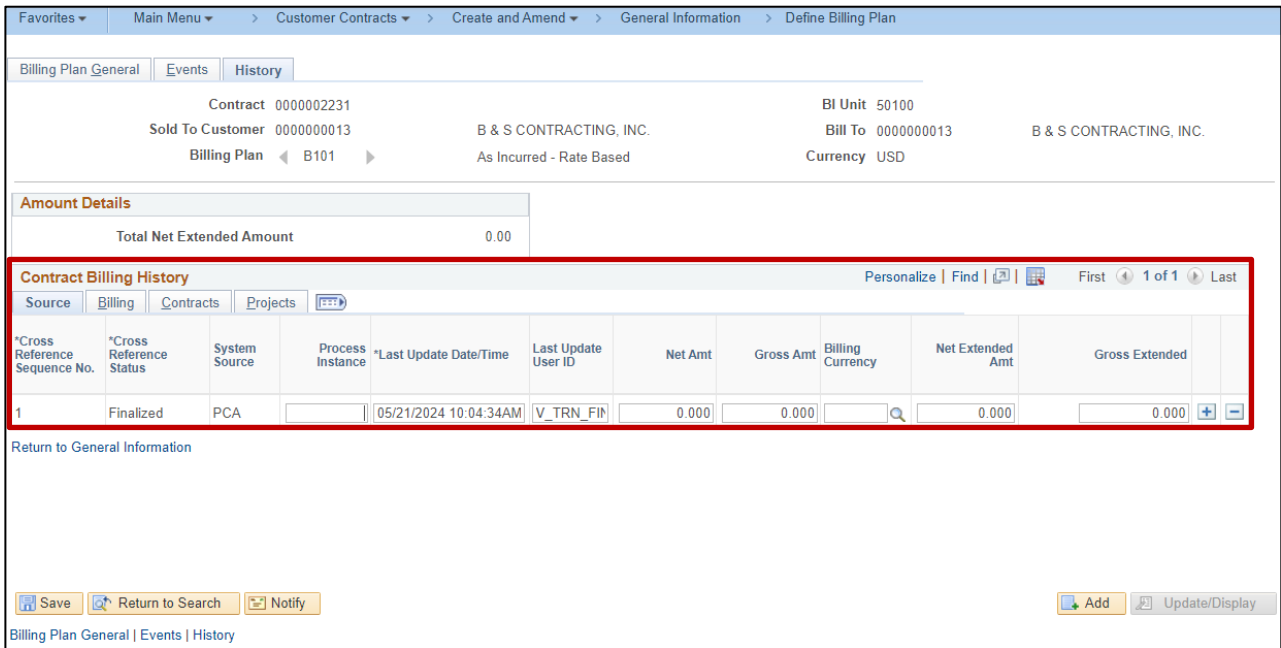
- Description:** Defaults and should not be changed
- Billing Status:** Controls the ability to enter information into and the processing that occurs against the Billing Plan. Defaults to Pending when the contract line is added. Values include **Pending**, **Ready**, and **Cancelled**.

Note: Ready displays once the contract **Status** is set to **Active**.

- Ready at Activation** checkbox: Defaults to checked when the **Billing Status** is **Pending**
- Pre Approved:** Defaults to selected. Do not change. This allows transactions to bypass the billing worksheet.

Note: The **Events** tab is not used for Rate-based contracts.

PA354_Creating a Non-Federal Rate-Based Contract (VDOT)



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

Billing Plan General | Events | History

Contract 000002231 BI Unit 50100
 Sold To Customer 000000013 B & S CONTRACTING, INC. Bill To 000000013 B & S CONTRACTING, INC.
 Billing Plan ◀ B101 ▶ As Incurred - Rate Based Currency USD

Amount Details
 Total Net Extended Amount 0.00

Contract Billing History Personalize | Find | [Print] First 1 of 1 Last

*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		05/21/2024 10:04:34AM	V_TRN_FIN	0.000	0.000		0.000	0.000

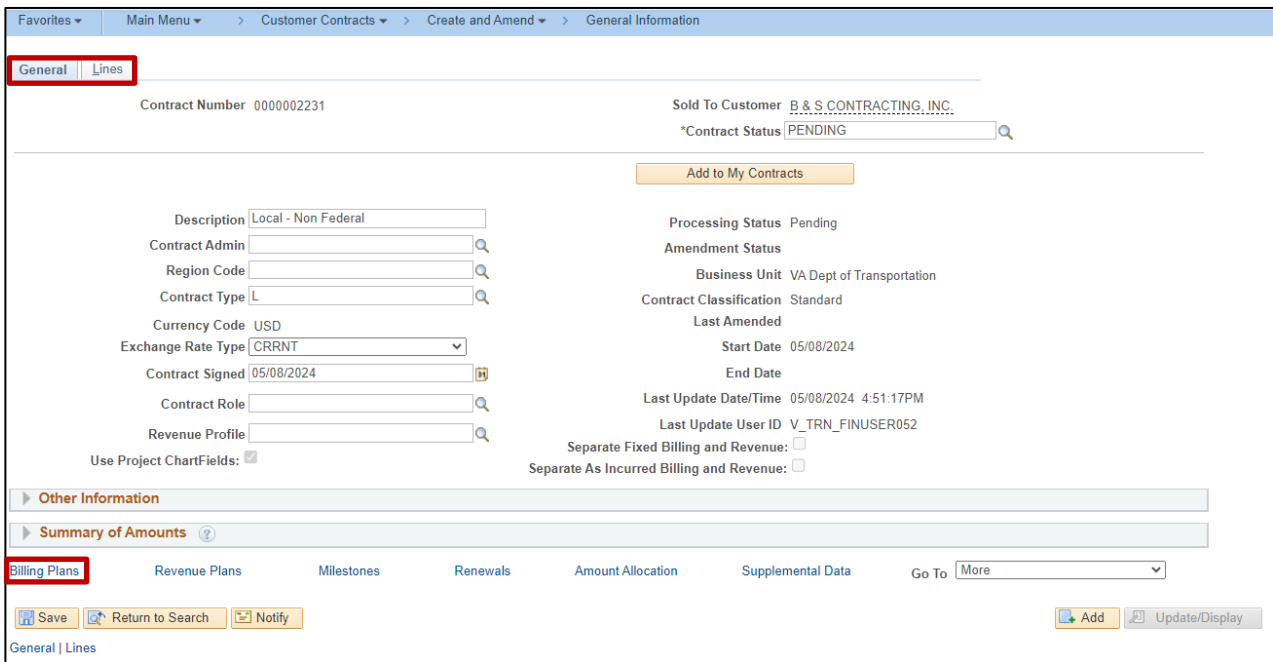
Return to General Information

Save Return to Search Notify Add Update/Display

Billing Plan General | Events | History

2. Click the **History** tab to view the status for all billing activity related to the **Billing Plan**.
3. Click the **Return to General Information** link.

Another way to access the **Billing Plan** pages is by using the **Billing Plans** link found at the bottom of the **General Information** or **Lines** tab.



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

General | Lines

Contract Number 000002231 Sold To Customer B & S CONTRACTING, INC.
 *Contract Status PENDING

Add to My Contracts

Description Local - Non Federal Processing Status Pending
 Contract Admin [Search] Amendment Status
 Region Code [Search] Business Unit VA Dept of Transportation
 Contract Type L [Search] Contract Classification Standard
 Currency Code USD Last Amended
 Exchange Rate Type CRRNT Start Date 05/08/2024
 Contract Signed 05/08/2024 [Calendar] End Date
 Contract Role [Search] Last Update Date/Time 05/08/2024 4:51:17PM
 Revenue Profile [Search] Last Update User ID V_TRN_FINUSER052
 Use Project ChartFields: Separate Fixed Billing and Revenue:
 Separate As Incurred Billing and Revenue:

Other Information
 Summary of Amounts

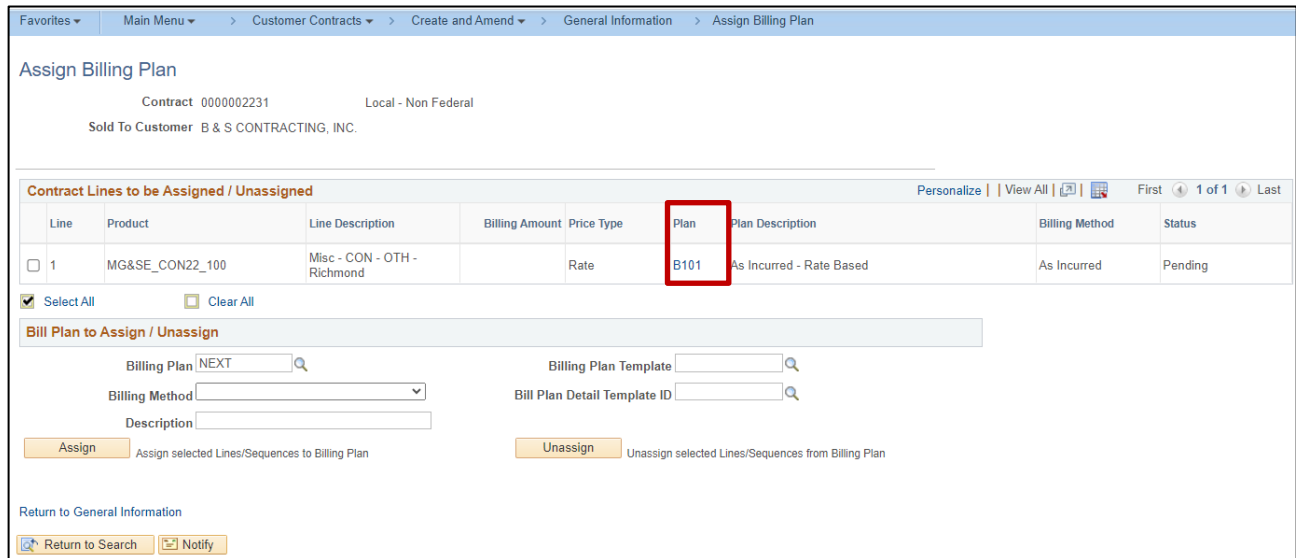
Billing Plans Revenue Plans Milestones Renewals Amount Allocation Supplemental Data Go To More

Save Return to Search Notify Add Update/Display

General | Lines

4. Click the **Billing Plans** link

The **Assign Billing Plan** page displays.



Assign Billing Plan

Contract 0000002231 Local - Non Federal
Sold To Customer B & S CONTRACTING, INC.

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	MG&SE_CON22_100		Rate	B101	As Incurred - Rate Based	As Incurred	Pending

Select All Clear All

Bill Plan to Assign / Unassign

Billing Plan

Billing Plan Template

Billing Method

Bill Plan Detail Template ID

Description

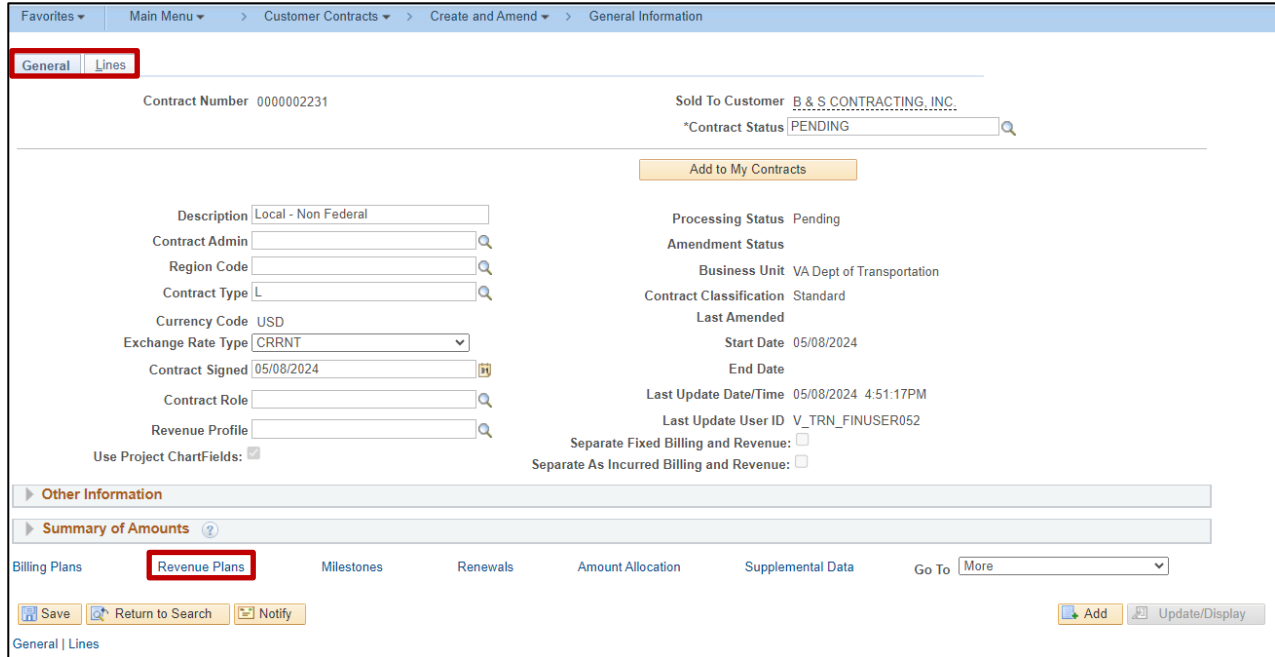
Assign selected Lines/Sequences to Billing Plan Unassign selected Lines/Sequences from Billing Plan

[Return to General Information](#)

5. Click the **Plan ID** link to access the **Billing Plan** pages.

Revenue Plan

Just like the **Billing Plan**, you can access the **Revenue Plan** from the **General Information** page.



Contract Number 000002231 Sold To Customer B & S CONTRACTING, INC.
 *Contract Status PENDING

Add to My Contracts

Description Local - Non Federal Processing Status Pending
 Contract Admin Amendment Status
 Region Code Business Unit VA Dept of Transportation
 Contract Type L Contract Classification Standard
 Currency Code USD Last Amended
 Exchange Rate Type CRRNT Start Date 05/08/2024
 Contract Signed 05/08/2024 End Date
 Contract Role Last Update Date/Time 05/08/2024 4:51:17PM
 Revenue Profile Last Update User ID V_TRN_FINUSER052
 Use Project ChartFields: Separate Fixed Billing and Revenue:
 Separate As Incurred Billing and Revenue:

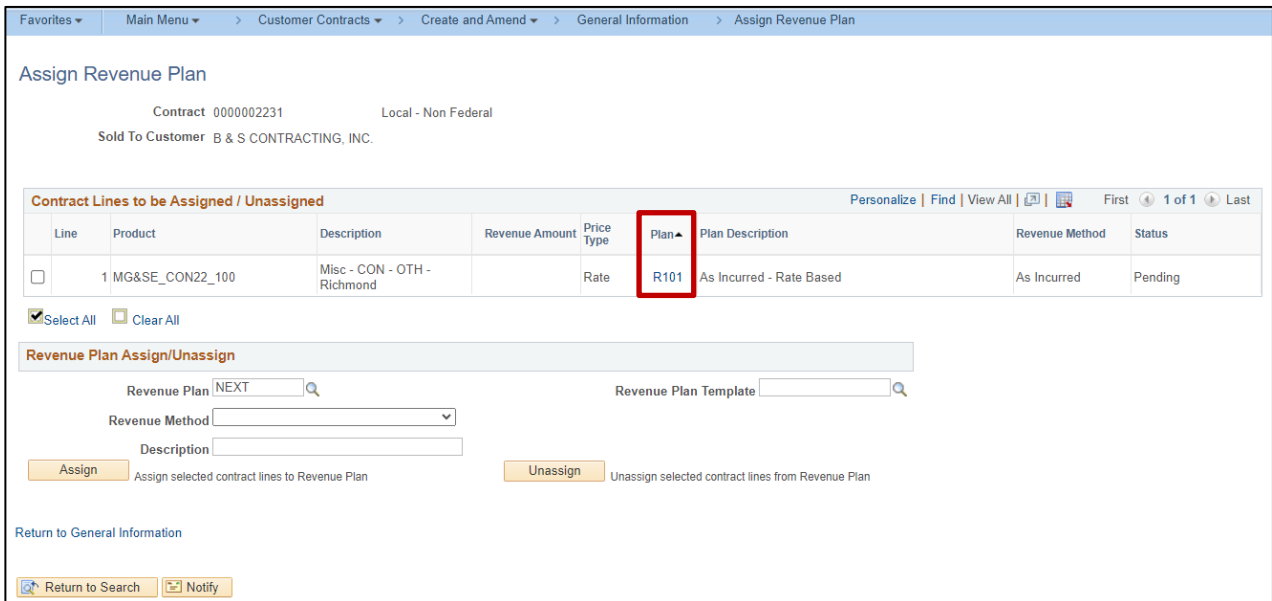
Other Information
 Summary of Amounts

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

Save Return to Search Notify Add Update/Display

1. Click the **Revenue Plans** link at the bottom of the **General** or **Lines** tab.

The **Assign Revenue Plan** page displays.



Assign Revenue Plan

Contract 000002231 Local - Non Federal
 Sold To Customer B & S CONTRACTING, INC.

Line	Product	Description	Revenue Amount	Price Type	Plan	Plan Description	Revenue Method	Status
<input type="checkbox"/>	1 MG&SE_CON22_100	Misc - CON - OTH - Richmond		Rate	R101	As Incurred - Rate Based	As Incurred	Pending

Select All Clear All

Revenue Plan Assign/Unassign

Revenue Plan NEXT Revenue Plan Template

Revenue Method

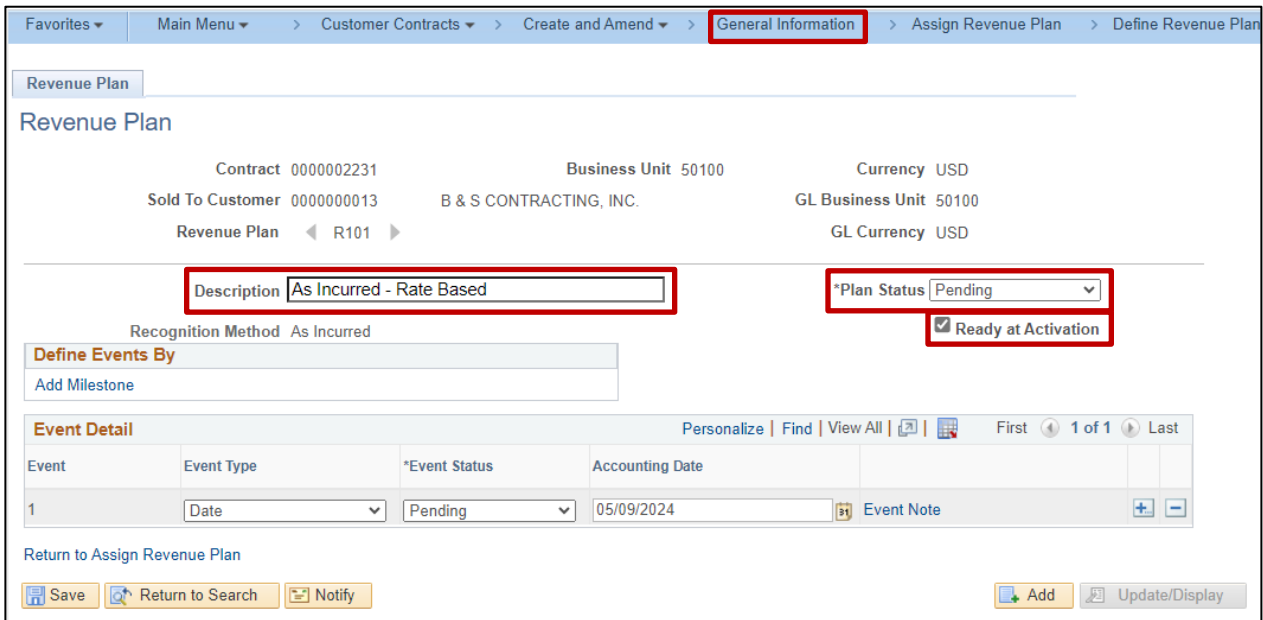
Description

Assign Unassign

Return to General Information

Return to Search Notify

2. Click the **Plan ID** link.



Favorites ▾ Main Menu ▾ > Customer Contracts ▾ > Create and Amend ▾ > **General Information** > Assign Revenue Plan > Define Revenue Plan

Revenue Plan
 Revenue Plan

Contract 000002231 Business Unit 50100 Currency USD
 Sold To Customer 000000013 B & S CONTRACTING, INC. GL Business Unit 50100
 Revenue Plan ◀ R101 ▶ GL Currency USD

Description *Plan Status

Recognition Method As Incurred Ready at Activation

Define Events By
 Add Milestone

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

Event	Event Type	*Event Status	Accounting Date	
1	Date	Pending	05/09/2024	Event Note

Return to Assign Revenue Plan

Save Return to Search Notify Add Update/Display

- a. The **Description** field defaults and should not be changed.
- b. **Plan Status**: Defaults to **Pending** when the contract line is added. Values include **Pending**, **Ready**, and **Cancelled**.

Note: **Ready** displays once the contract is set to **Active**.

- c. The **Ready at Activation** checkbox defaults as checked when the contract line has been created.

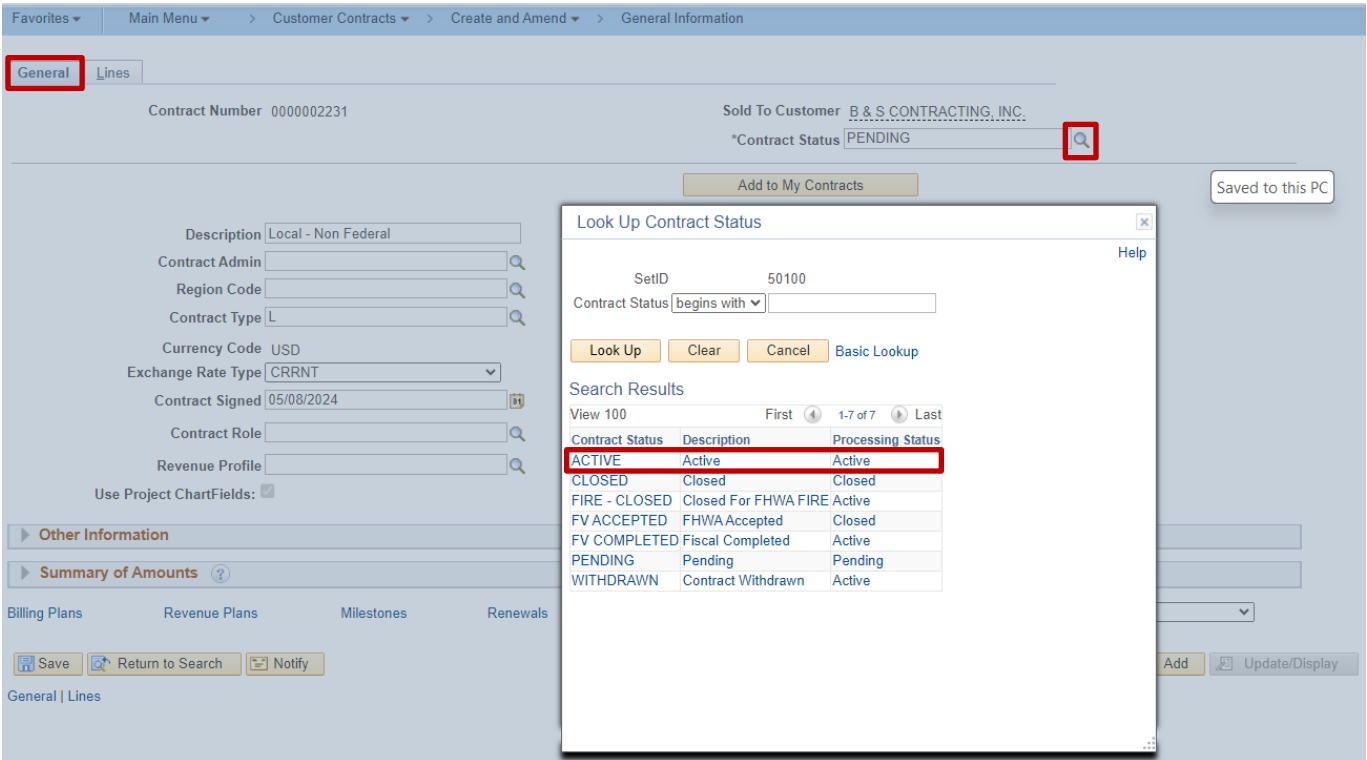
Note: The **Event Detail** section: Not used with rate-based contract lines.

3. Return to the **General Information** page by clicking **General Information** in the navigation breadcrumb path.

PA354_Creating a Non-Federal Rate-Based Contract (VDOT)

Activate the Contract

After you create the contract, add the contract line(s), set **Transaction Limits**, define the **Rate Set**, and link the **Projects** and **Activities** to the contract, you can set the **Contract Status** to **Active**. Activating a contract indicates that all data for the contract has been entered into Cardinal. Activating a customer contract requires the same steps for every contract, regardless of type. This task is performed by the reviewer.

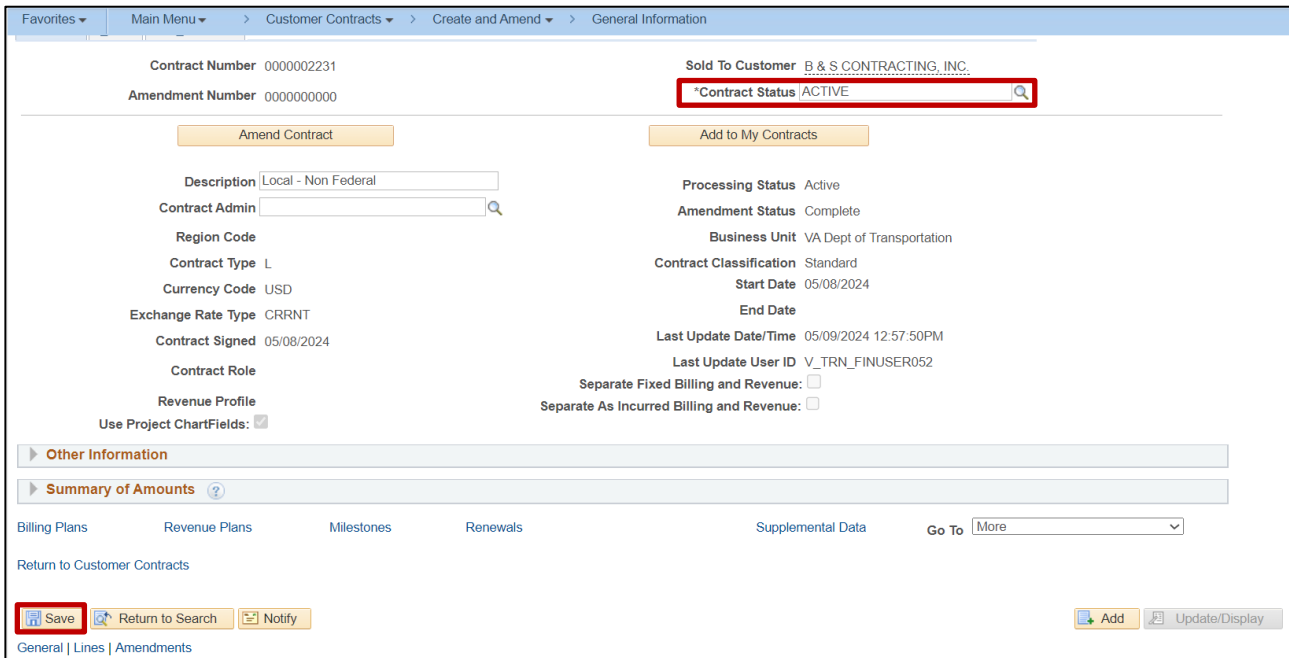


The screenshot shows the 'General' tab of a contract in the Cardinal system. The 'Contract Status' field is currently 'PENDING' and is highlighted with a red box. A 'Look Up Contract Status' pop-up window is open, showing search results for 'ACTIVE' contracts. The 'ACTIVE' row is highlighted in red in the search results table.

Contract Status	Description	Processing Status
ACTIVE	Active	Active
CLOSED	Closed	Closed
FIRE - CLOSED	Closed For FHWA FIRE	Active
FV ACCEPTED	FHWA Accepted	Closed
FV COMPLETED	Fiscal Completed	Active
PENDING	Pending	Pending
WITHDRAWN	Contract Withdrawn	Active

1. From the **General** tab, click the **look up** icon to the right of the **Contract Status** field.
2. The **Look Up Contract Status** pop-up window displays, select **ACTIVE** to activate the contract.

PA354_Creating a Non-Federal Rate-Based Contract (VDOT)



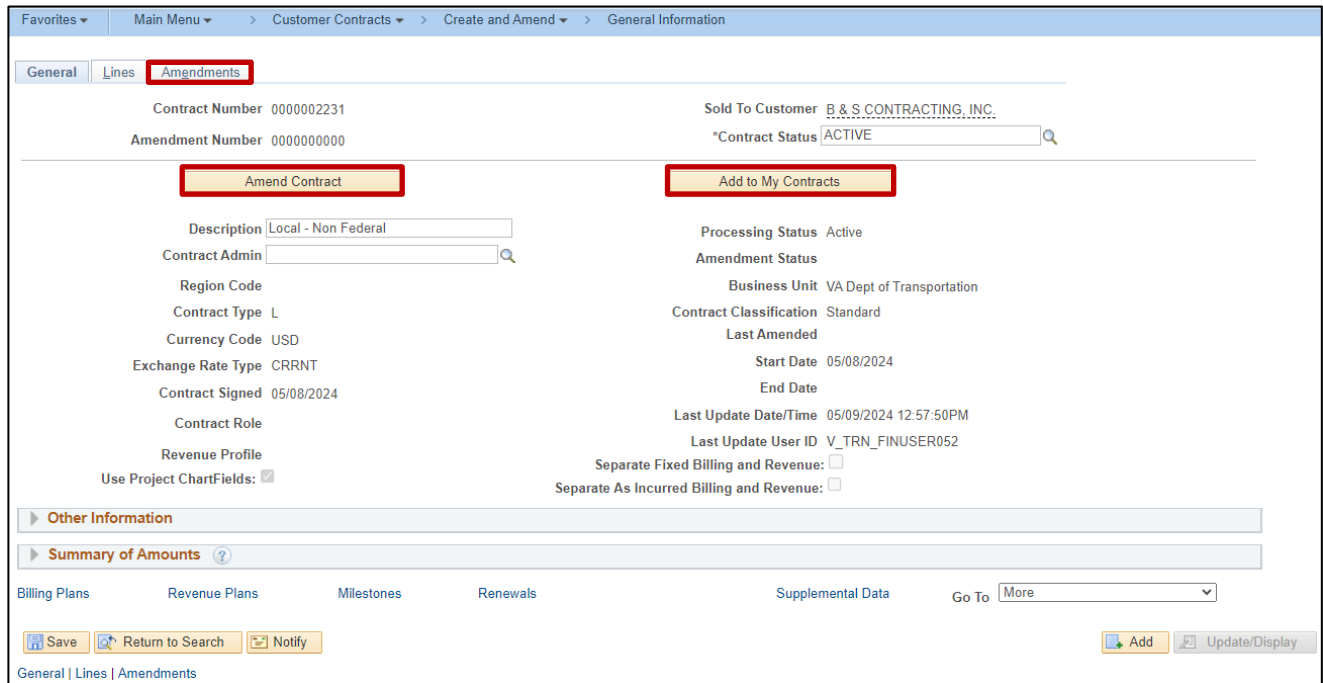
The screenshot displays the 'General Information' page for a contract. The breadcrumb trail at the top reads: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information. The contract details are as follows:

Contract Number	0000002231	Sold To Customer	B & S CONTRACTING, INC.
Amendment Number	000000000	*Contract Status	ACTIVE
Amend Contract		Add to My Contracts	
Description	Local - Non Federal	Processing Status	Active
Contract Admin		Amendment Status	Complete
Region Code		Business Unit	VA Dept of Transportation
Contract Type	L	Contract Classification	Standard
Currency Code	USD	Start Date	05/08/2024
Exchange Rate Type	CRRNT	End Date	
Contract Signed	05/08/2024	Last Update Date/Time	05/09/2024 12:57:50PM
Contract Role		Last Update User ID	V_TRN_FINUSER052
Revenue Profile		Separate Fixed Billing and Revenue:	<input type="checkbox"/>
Use Project ChartFields:	<input checked="" type="checkbox"/>	Separate As Incurred Billing and Revenue:	<input type="checkbox"/>

Below the details are sections for 'Other Information' and 'Summary of Amounts'. At the bottom, there are navigation links for Billing Plans, Revenue Plans, Milestones, Renewals, and Supplemental Data. A 'Go To' dropdown menu is set to 'More'. At the bottom left, the 'Save' button is highlighted with a red box. Other buttons include 'Return to Search', 'Notify', 'Add', and 'Update/Display'. A breadcrumb trail at the very bottom reads: General | Lines | Amendments.

3. At the top of the page, change the **Contract Status** from **Pending** to **Active**.
4. Click the **Save** button.

After the contract is saved:



Contract Number 0000002231
Amendment Number 0000000000

Sold To Customer B & S CONTRACTING, INC.
*Contract Status ACTIVE

Amend Contract **Add to My Contracts**

Description Local - Non Federal
Contract Admin
Region Code
Contract Type L
Currency Code USD
Exchange Rate Type CRRNT
Contract Signed 05/08/2024
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 05/08/2024
End Date
Last Update Date/Time 05/09/2024 12:57:50PM
Last Update User ID V_TRN_FINUSER052
Separate Fixed Billing and Revenue:
Separate As Incurred Billing and Revenue:

Other Information
Summary of Amounts

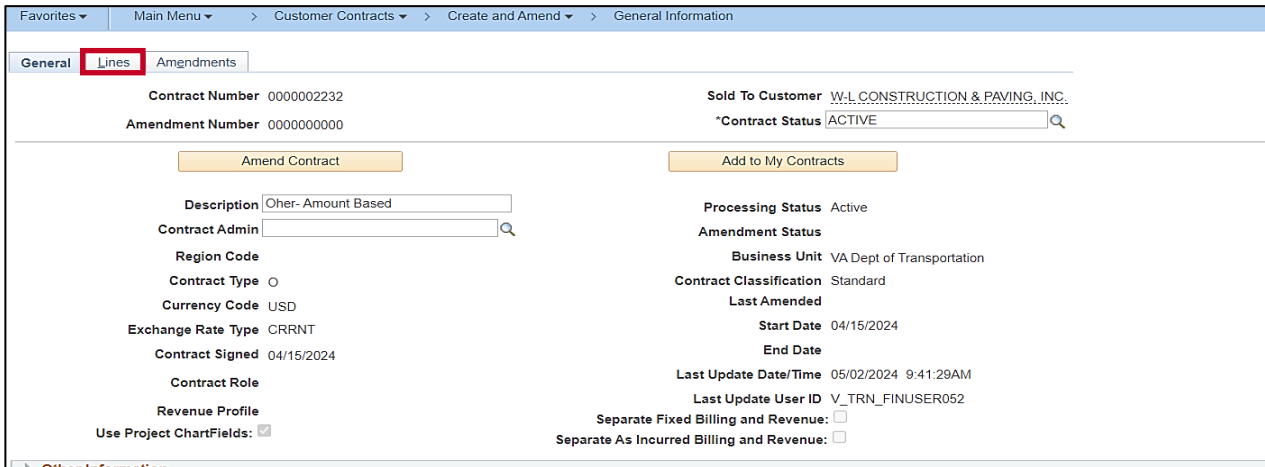
Billing Plans Revenue Plans Milestones Renewals Supplemental Data Go To More

Save Return to Search Notify Add Update/Display

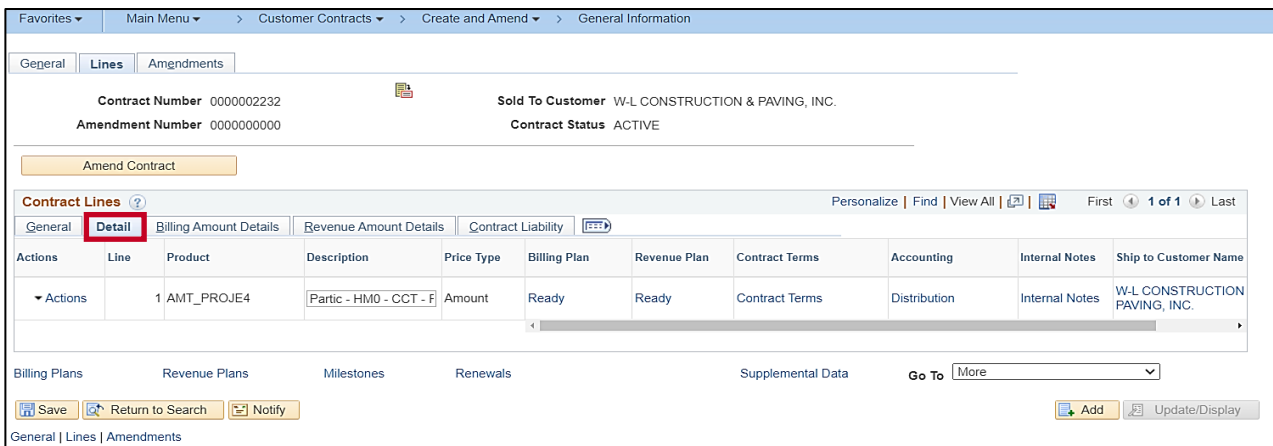
- An **Amendments** tab displays. Amendments to contracts are discussed in another lesson in this course.
- Two additional buttons display:
 - **Amend Contract**
 - **Add to My Contracts**

Adding Internal Notes

You can add internal notes to the contract at any point to provide additional explanation for maintenance and updates made to the contract.

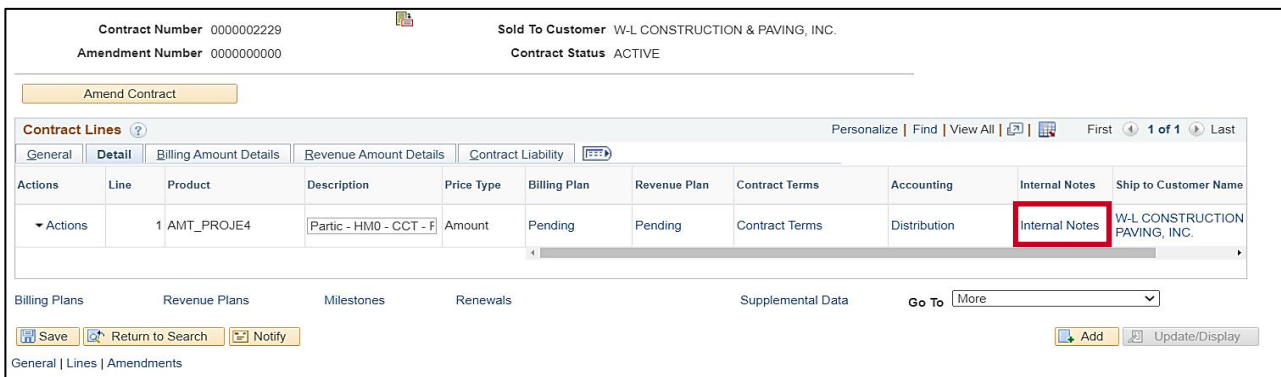


1. To access the **Internal Notes** page, from the **General** tab, click the **Lines** tab.



Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
▼ Actions	1	AMT_PROJE4	Partic - HM0 - CCT - F	Amount	Ready	Ready	Contract Terms	Distribution	Internal Notes	W-L CONSTRUCTION PAVING, INC.

2. Click the **Detail** tab under the **Contract Lines** section.



Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
▼ Actions	1	AMT_PROJE4	Partic - HM0 - CCT - F	Amount	Pending	Pending	Contract Terms	Distribution	Internal Notes	W-L CONSTRUCTION PAVING, INC.

3. Click the **Internal Notes** link under the **Internal Notes** field.

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

Notes

Contract 0000002232 **Business Unit** 50100
Sold To Customer 0000000014 **Contract Status** ACTIVE
W-L CONSTRUCTION & PAVING, INC. **Currency Code** USD
Contract Admin

Notes Contents Find | View All First 1 of 1 Last

***Component**

***Classification** **Standard Note Code**

Text

Last Update **Last Changed By**

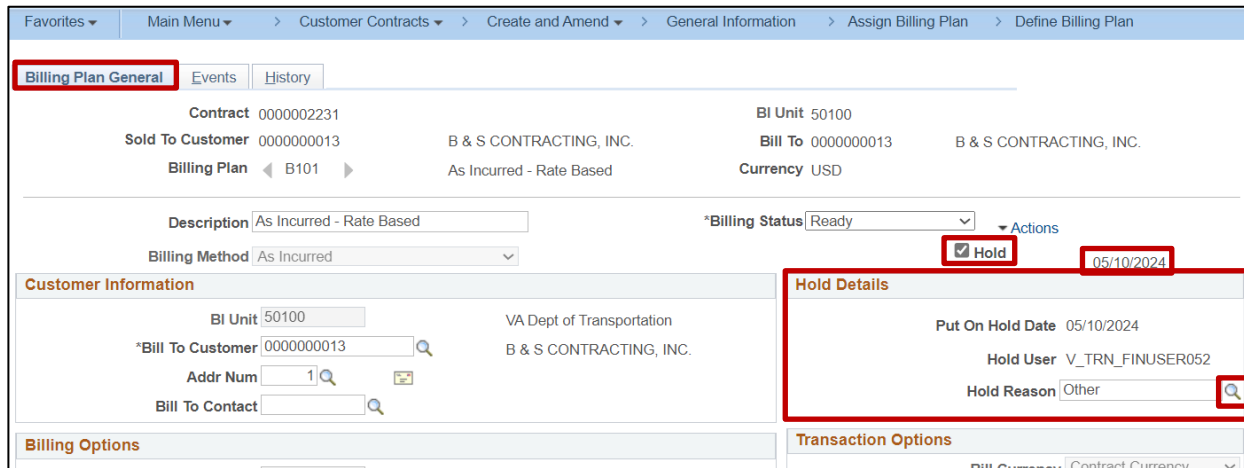
[Return to General Information](#)

4. To enter Internal Notes:
5. Select the appropriate **Component** (e.g., Billing Plan, Amendment, Revenue Plan, Contract Header)
6. Click the **Classification** dropdown menu. Select **Custom**.
7. Click the look up icon in the Standard Note Code field. Select the appropriate value for the type of note being entered.
8. In the **Text** field, enter the appropriate note.
9. Click the **Save** button to save the notes.
10. Once the note has been saved, the **Last Update** and **Last Changed** by fields update.
11. Click the Return to General Information link when done.

Placing a Hold on the Billing & Revenue Plan

After you update the **Contract Status** to **Active**, you can navigate back to the **Billing Plan** or **Revenue Plan** and view that each plan's status has updated to **Ready**. There may be times when a Billing or Revenue plan needs to be placed on hold for various reasons.

- To place the Billing or Revenue Plan status on hold, navigate to the appropriate page.



Billing Plan General | Events | History

Contract 000002231 BI Unit 50100
 Sold To Customer 000000013 B & S CONTRACTING, INC. Bill To 000000013 B & S CONTRACTING, INC.
 Billing Plan B101 As Incurred - Rate Based Currency USD

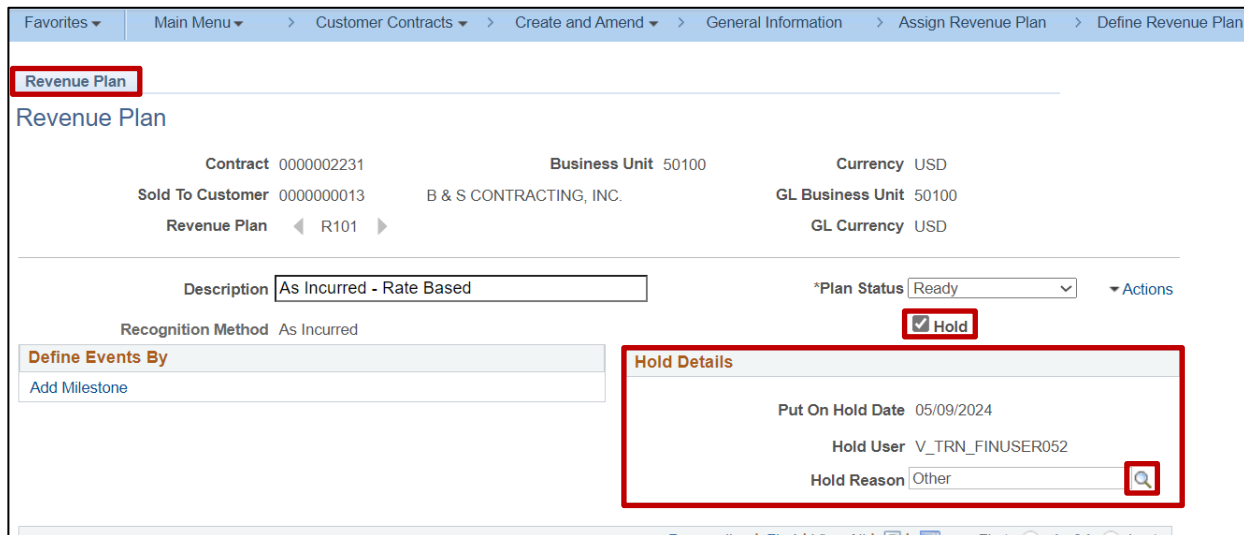
Description As Incurred - Rate Based *Billing Status Ready Hold 05/10/2024

Billing Method As Incurred

Customer Information BI Unit 50100 VA Dept of Transportation
 *Bill To Customer 000000013 B & S CONTRACTING, INC.
 Addr Num 1 Bill To Contact

Hold Details
 Put On Hold Date 05/10/2024
 Hold User V_TRN_FINUSER052
 Hold Reason Other

Billing Options **Transaction Options**



Revenue Plan

Contract 000002231 Business Unit 50100 Currency USD
 Sold To Customer 000000013 B & S CONTRACTING, INC. GL Business Unit 50100
 Revenue Plan R101 GL Currency USD

Description As Incurred - Rate Based *Plan Status Ready Hold

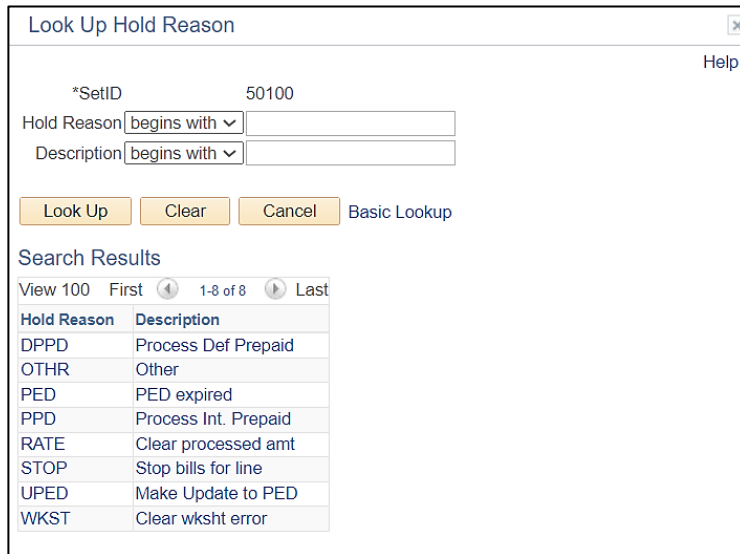
Recognition Method As Incurred

Define Events By
 Add Milestone

Hold Details
 Put On Hold Date 05/09/2024
 Hold User V_TRN_FINUSER052
 Hold Reason Other

- On the **Billing Plan General** or **Revenue Plan** tab, click the **Hold** check box to put the plan on hold.
- Once the check box is checked, a **Hold Details** section displays, with three fields.
 - Put On Hold Date:** populates with the current date
Note: For the Billing Plan only, the Hold date also displays next to the **Hold** checkbox.
 - Hold User:** populates with the name of the person who placed the Hold.
 - Hold Reason:** provides a lookup icon to select the reason for the Hold.
- Click the **Hold Reason** lookup icon.

The **Look Up Hold Reason** pop up window displays.



Hold Reason	Description
DPPD	Process Def Prepaid
OTHR	Other
PED	PED expired
PPD	Process Int. Prepaid
RATE	Clear processed amt
STOP	Stop bills for line
UPED	Make Update to PED
WKST	Clear wksht error

5. Select the appropriate **Hold Reason**.

See the table below for a list of **Hold Reasons**, **Description**, and the **Type of Contract** each hold reason applies to:

Hold Reason	Description	Type of Contract
DPPD	Process Def Prepaid	Non-Federal
OTHR	Other	Federal and Non-Federal
PED	PED expired	Federal
PPD	Process Int. Prepaid	Non-Federal
RATE	Clear processed amt	Federal and Non-Federal
STOP	Stop bills for line	Federal and Non-Federal
UPED	Make Update to PED	Federal
WKST	Clear wksht error	Federal

Note: Be sure to select the correct hold reason based on the contract. There are no edits for this field, so if you select one that does not match with the contract type, Cardinal will not display an error message.



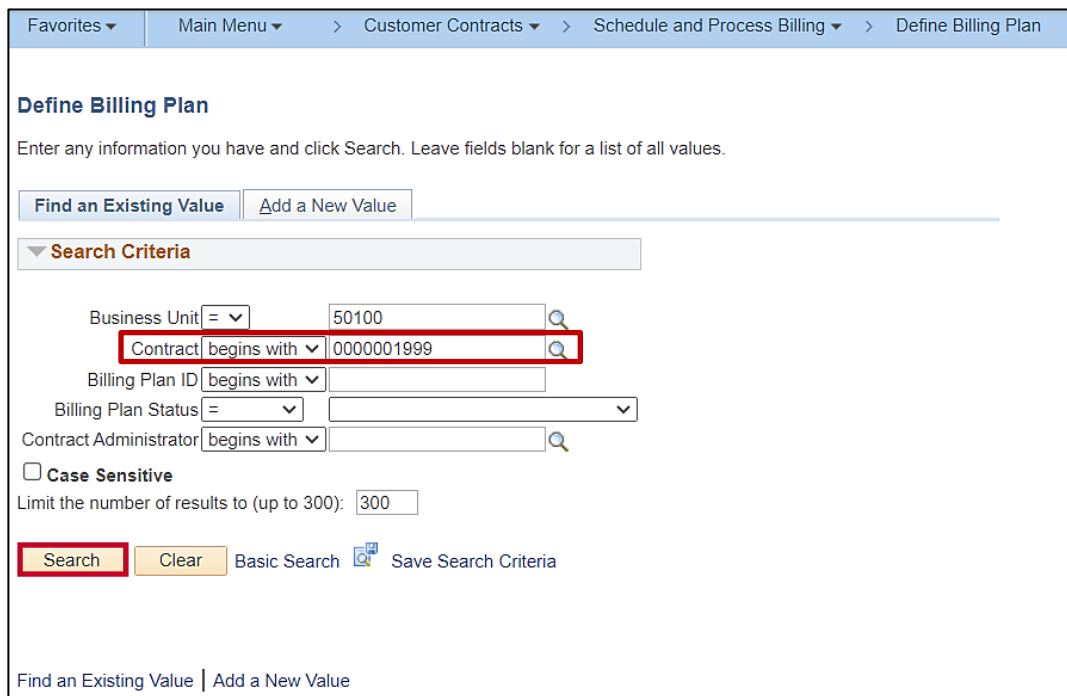
6. Click the **Save** button.

Closing a Customer Contract

You should only close a contract after the contract has fulfilled the contract terms. When you initiate a change in the processing status for a contract, the system performs a series of checks to ensure that the contract meets all of the necessary criteria to move to the next processing status level. Unless the contract meets all of the necessary criteria, the **Processing Status** cannot advance. Once the contract is **Closed**, it can no longer be used, amended, or reactivated. **Closed** contracts are removed from processing, but the historical contract data is still available for query.

1. To close the contract, both the **Billing Plan** and **Revenue Plan** statuses must have a **Plan Status** of **Completed**.
2. To set the related **Billing Plan** to **Complete**, navigate using the following path:

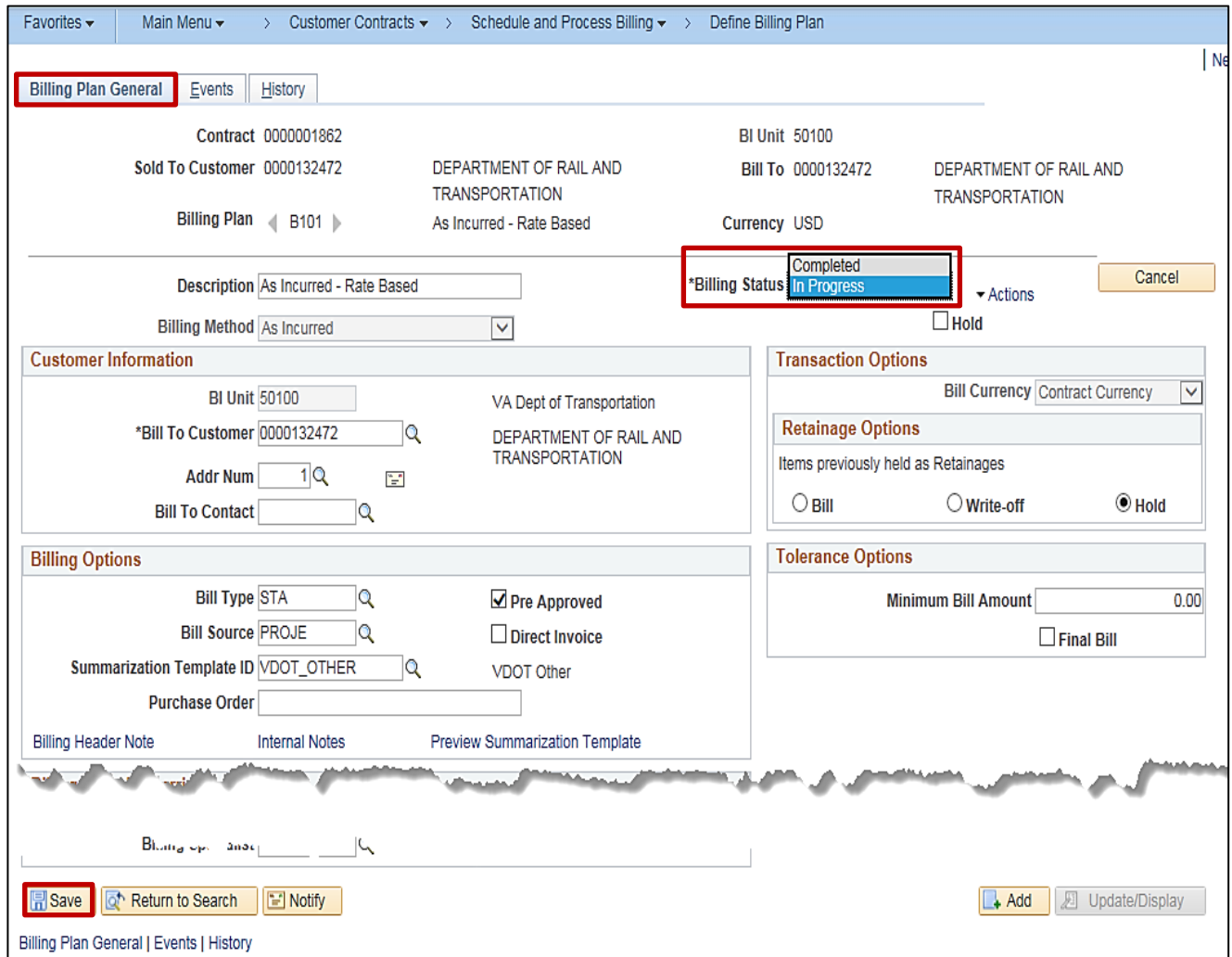
Main Menu > Customer Contracts > Schedule and Process Billing > Define Billing Plan



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

PA354_Creating a Non-Federal Rate-Based Contract (VDOT)

The Define Billing Plan – Billing Plan General tab displays.

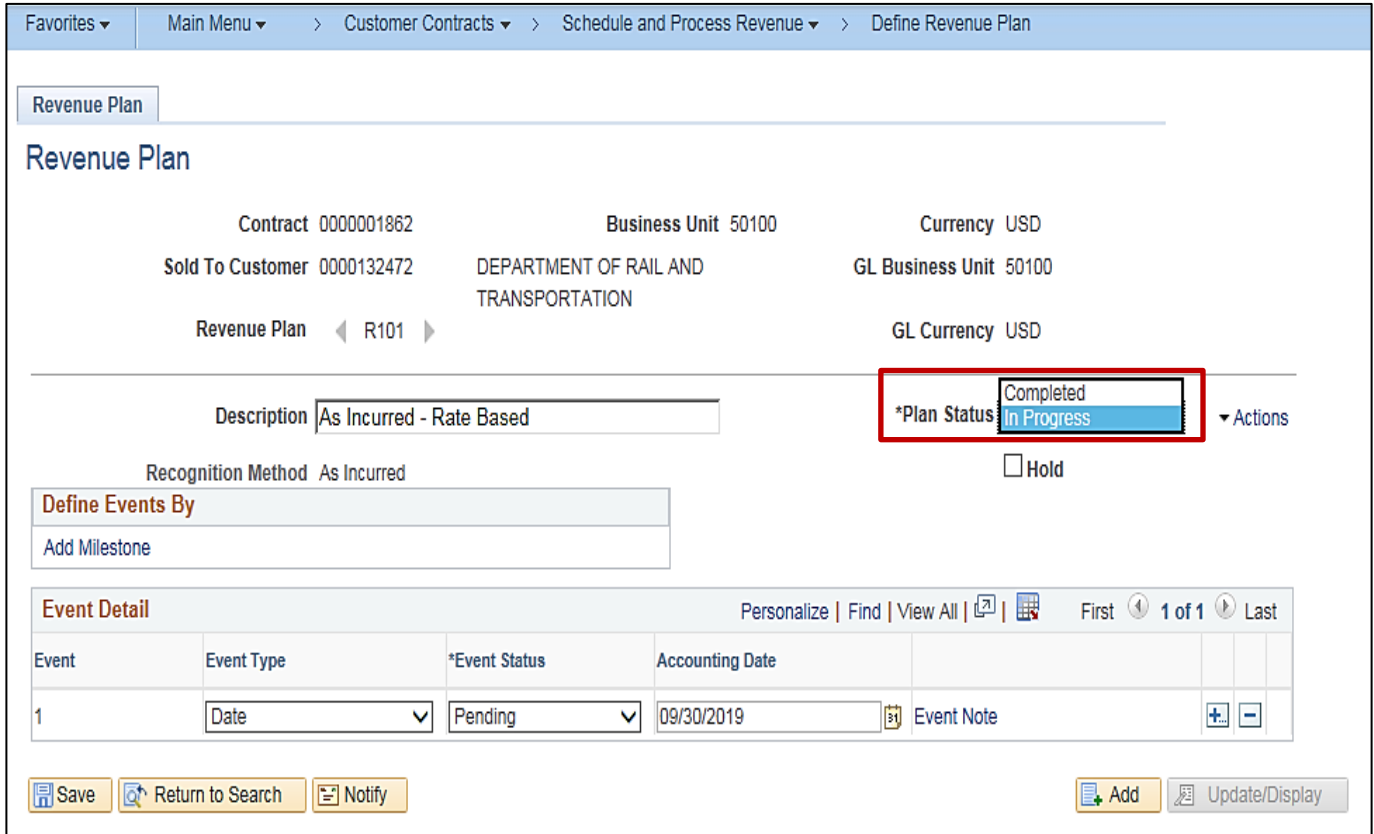


The screenshot displays the 'Define Billing Plan' window, specifically the 'Billing Plan General' tab. The interface includes a breadcrumb trail: Favorites > Main Menu > Customer Contracts > Schedule and Process Billing > Define Billing Plan. The 'Billing Plan General' tab is active, showing contract details such as Contract 000001862, Sold To Customer 0000132472, and Billing Plan B101. A dropdown menu for '*Billing Status' is open, showing 'Completed' and 'In Progress' options. The 'Save' button is highlighted with a red box. Other sections include Customer Information, Transaction Options, Billing Options, and Tolerance Options.

5. From the **Billing Plan General** tab, select the **Billing Status** of **Completed** using the drop-down arrow.
6. Click the **Save** button at the bottom of the page.

PA354_Creating a Non-Federal Rate-Based Contract (VDOT)

- To set the related **Revenue Plan** to **Complete**, navigate using the following path:
Main Menu > Customer Contracts > Schedule and Process Revenue > Define Revenue Plan
- Search using **Business Unit** and **Contract** as search criteria.



Favorites ▾ Main Menu ▾ > Customer Contracts ▾ > Schedule and Process Revenue ▾ > Define Revenue Plan

Revenue Plan

Revenue Plan

Contract 0000001862 Business Unit 50100 Currency USD
 Sold To Customer 0000132472 DEPARTMENT OF RAIL AND TRANSPORTATION GL Business Unit 50100
 Revenue Plan ◀ R101 ▶ GL Currency USD

Description *Plan Status Completed
In Progress ▾ Actions

Recognition Method As Incurred Hold

Define Events By

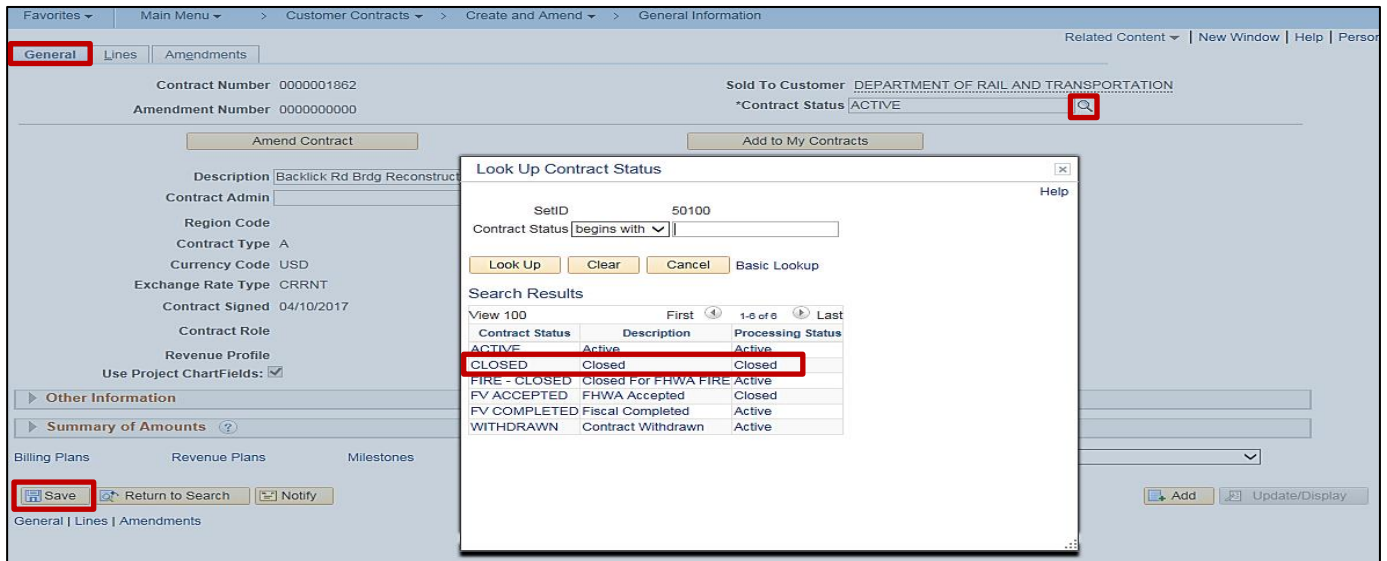
Event Detail Personalize | Find | View All | | First 1 of 1 Last

Event	Event Type	*Event Status	Accounting Date		
1	<input type="text" value="Date"/> ▾	<input type="text" value="Pending"/> ▾	<input type="text" value="09/30/2019"/> <input type="button" value="Calendar"/>	Event Note	<input type="button" value="+"/> <input type="button" value="-"/>

- On the **Revenue Plan** page, select the **Plan Status** of **Completed** using the drop-down arrow.
- Click the **Save** button.

11. To set the **Contract Status** to **Closed**, navigate using the following path:

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



The screenshot shows the 'Look Up Contract Status' dialog box with the following search results table:

Contract Status	Description	Processing Status
ACTIVE	Active	Active
CLOSED	Closed	Closed
FIRE - CLOSED	Closed For FHWA FIRE	Active
FV ACCEPTED	FHWA Accepted	Closed
FV COMPLETED	Fiscal Completed	Active
WITHDRAWN	Contract Withdrawn	Active

12. On the General tab, select the **Contract Status** of **Closed** using the drop-down arrow.

13. Click the **Save** button.