

Creating Non-Federal Recurring Contracts Overview

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

There are three steps that must be followed to create a recurring product which are:

- A Revenue/Bill Plan template must be created for the number of billings (ex: 3 months, 6 months)
- A Product must be created
- A Distribution set created

Note: If you need to create a new recurring **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.

When creating a Recurring Product in Cardinal:

- Create the Recurring Revenue/Bill Plan (if needed). If the template already exists, skip this step.
- Create the Product Definition
- Attribute by Unit of Measure
- Assign the List Price
- Assign the Product Group
- Associate the new product with a Distribution set and Distribution Code

The Create Non-Federal Recurring contracts involves the following steps:

- Creating contract header - When you create the contract header you define information for the entire contract, this may include the contract signed date, the contract administrator, and the contract type.
- Creating contract line(s) - Contracts may have more than one contract line. However, most recurring contracts will only have one. At this level, a product is chosen that defines the contract as recurring.
- Associating project and activity - Project and Activity are associated to a contract line on the Related Projects page.
- Updating the Distribution - The project value must be defined on the distribution.
- Reviewing the Billing Plan - The billing plan is created automatically and can be viewed. You can also stop the recurring billing before the scheduled end date by changing the end date and saving it on this page.
- Activating the contract - Activating a contract indicates that all data for the contract is in Cardinal.

Unlike rate-based contracts, the same project-activity combination can be associated with more than one contract line for a recurring contract. After you create the contract, add product(s), set the limits, and associate the project activity(s), the contract is ready to be set to Active.

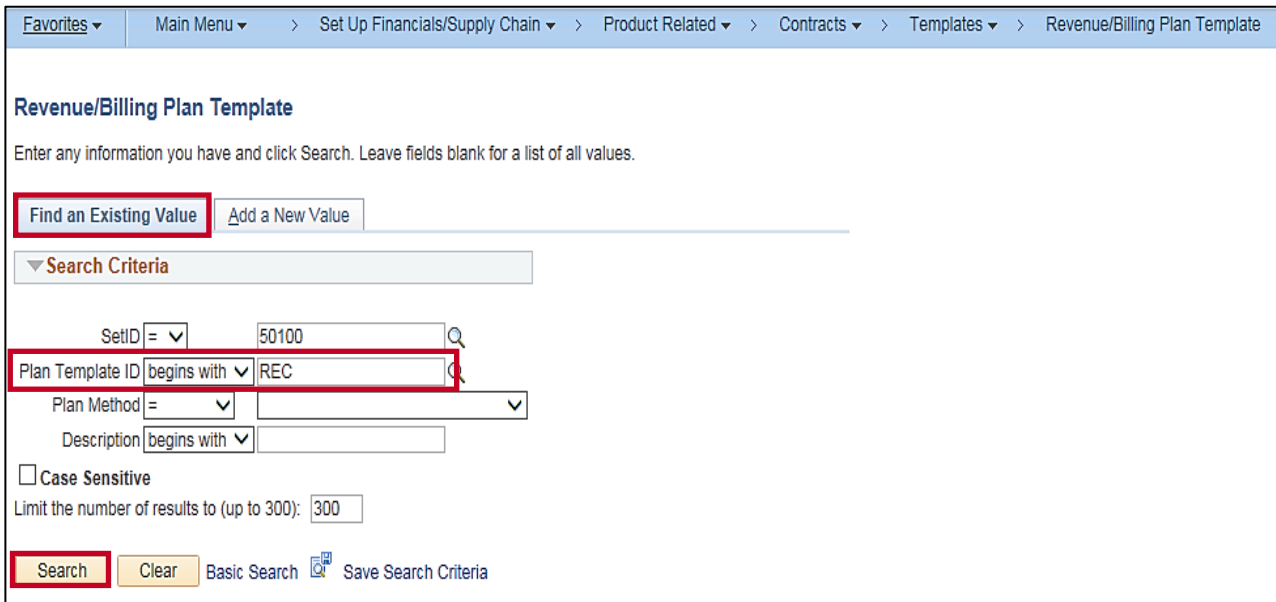
Navigation Note: Please note that you may see a Notify button at the bottom of various pages utilized while completing the processes within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

Table of Contents

Creating a Recurring Revenue/Bill Plan Template	3
Create Recurring Product	6
Define the Distribution Sets.....	12
Creating a Non-Federal Recurring Contract	14
Create Contract Header	15
Create Contract Lines.....	16
Associate Project Activities.....	20
Update Distribution.....	21
Reviewing the Billing Plan	23
Activate the Contract	26

Creating a Recurring Revenue/Bill Plan Template

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

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

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

Search Results

View All First 1-39 of 39 Last

SetID	Plan Template ID	Plan Method	Description
50100	RECUR_1	Recurring	Recurring - Monthly - 1
50100	RECUR_10	Recurring	Recurring - Monthly - 10
50100	RECUR_11	Recurring	Recurring - Monthly - 11
50100	RECUR_12	Recurring	Recurring - Monthly - 12
50100	RECUR_120	Recurring	Recurring - Monthly - 120
50100	RECUR_12Q	Recurring	Recurring - Quarterly 12
50100	RECUR_14	Recurring	Recurring Monthly-14
50100	RECUR_15	Recurring	Recurring - Monthly - 15
50100	RECUR_16	Recurring	Recurring - Monthly - 16
50100	RECUR_17	Recurring	Recurring - Monthly - 17
50100	RECUR_18	Recurring	Recurring - Monthly - 18
50100	RECUR_180	Recurring	Recurring - Monthly - 180
50100	RECUR_19	Recurring	Recurring - Monthly - 19
50100	RECUR_2	Recurring	Recurring - Monthly - 2
50100	RECUR_20	Recurring	Recurring - Monthly - 20
50100	RECUR_24	Recurring	Recurring - Monthly - 24
50100	RECUR_26	Recurring	Recurring - Monthly - 26
50100	RECUR_27	Recurring	Recurring Monthly-27
50100	RECUR_2Q	Recurring	Recurring - Quarterly - 2
50100	RECUR_3	Recurring	Recurring - Monthly - 3
50100	RECUR_30	Recurring	Recurring - Monthly - 30
50100	RECUR_33	Recurring	Recurring - Monthly - 33
50100	RECUR_36	Recurring	Recurring - Monthly - 36
50100	RECUR_38	Recurring	Recurring - Monthly - 38
50100	RECUR_3Q	Recurring	Recurring - Quarterly - 3
50100	RECUR_4	Recurring	Recurring - Monthly - 4
50100	RECUR_46	Recurring	Recurring - Monthly - 46
50100	RECUR_48	Recurring	Recurring - Monthly - 48
50100	RECUR_5	Recurring	Recurring - Quarterly - 5
50100	RECUR_5M	Recurring	Recurring - Monthly - 5

- If template is not found, then user must create a new one.
- Click the **Add a new Value** tab.

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

Revenue/Billing Plan Template

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

SetID 50100 🔍

Plan Template ID

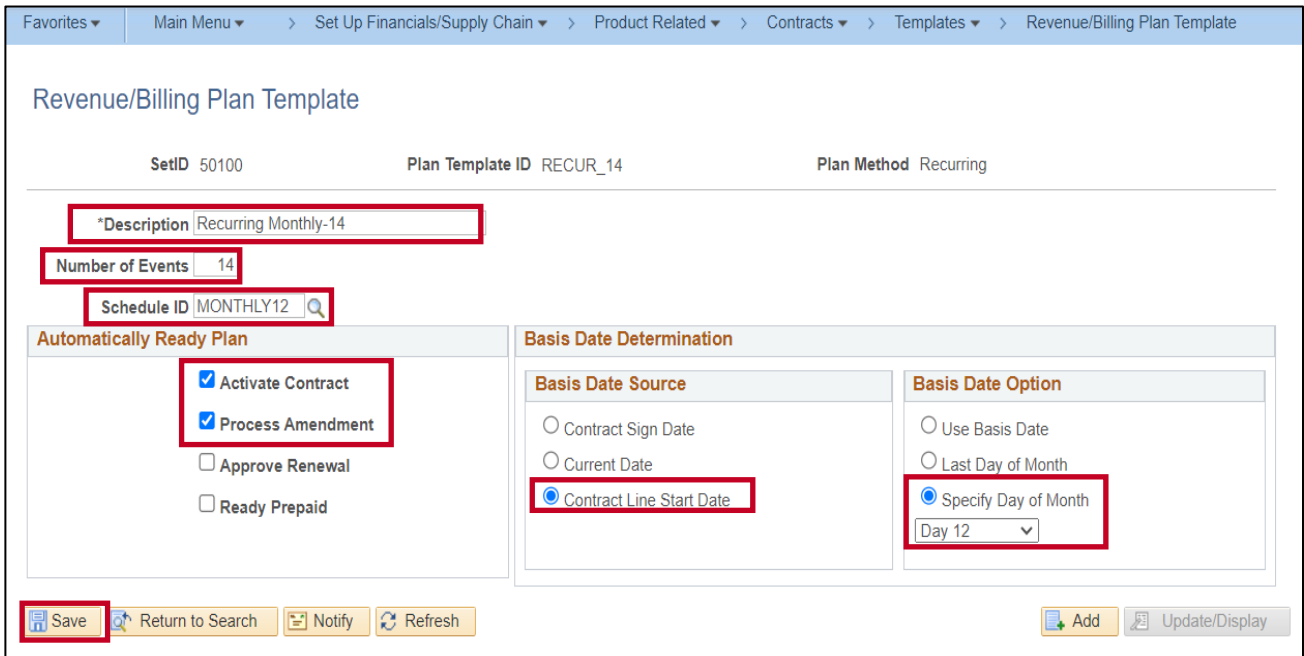
Plan Method

Add

Find an Existing Value | Add a New Value

- Enter **Plan Template ID** field (**RECUR_**number of bills).
If quarterly, add the letter **Q** behind the number of bills (i.e., **RECUR_14Q**)
- Select **Recurring** as the Plan Method.
- Click the **Add** button.

The **Revenue/Billing Plan Template** page displays.



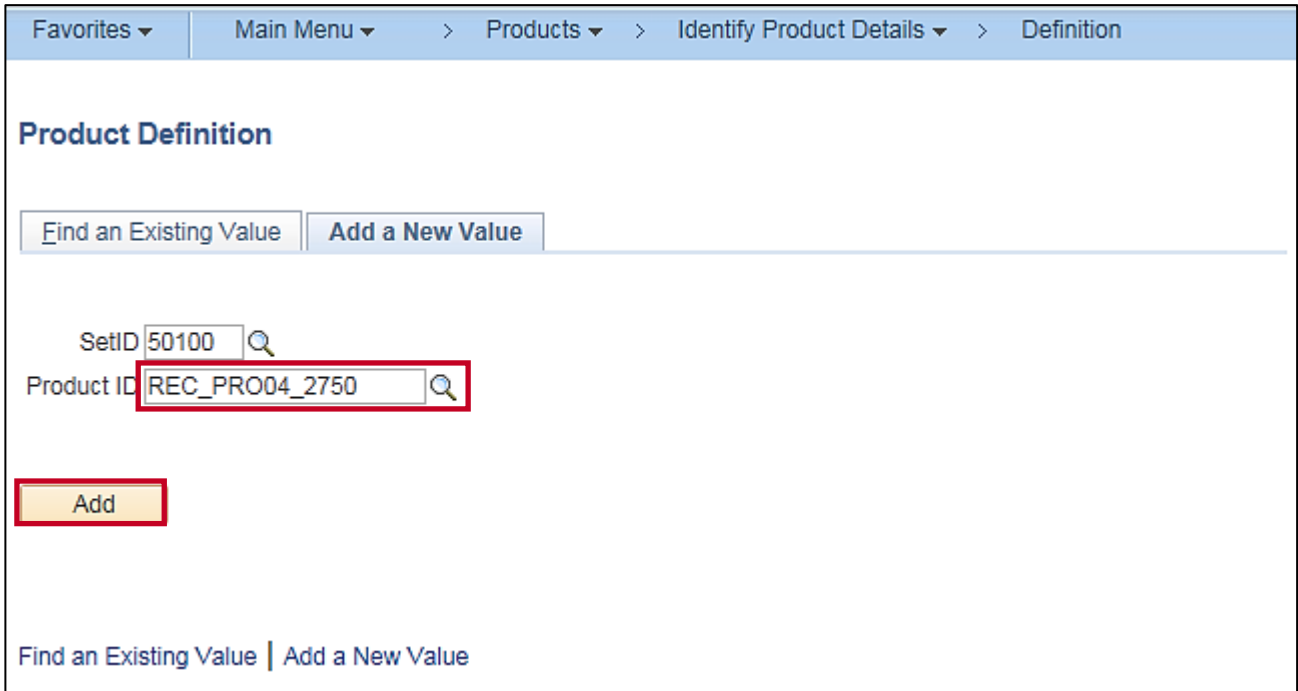
The screenshot shows the 'Revenue/Billing Plan Template' page. At the top, there is a breadcrumb trail: 'Favorites > Main Menu > Set Up Financials/Supply Chain > Product Related > Contracts > Templates > Revenue/Billing Plan Template'. Below this, the page title is 'Revenue/Billing Plan Template'. There are three fields: 'SetID 50100', 'Plan Template ID RECUR_14', and 'Plan Method Recurring'. Below these are three input fields: '*Description' with the value 'Recurring Monthly-14', 'Number of Events' with the value '14', and 'Schedule ID' with the value 'MONTHLY12'. There are two main sections: 'Automatically Ready Plan' and 'Basis Date Determination'. The 'Automatically Ready Plan' section has four checkboxes: 'Activate Contract' (checked), 'Process Amendment' (checked), 'Approve Renewal' (unchecked), and 'Ready Prepaid' (unchecked). The 'Basis Date Determination' section has two sub-sections: 'Basis Date Source' with three radio buttons ('Contract Sign Date', 'Current Date', 'Contract Line Start Date') and 'Basis Date Option' with three radio buttons ('Use Basis Date', 'Last Day of Month', 'Specify Day of Month') and a dropdown menu set to 'Day 12'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The 'Save' button is highlighted with a red box.

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

Create Recurring Product

1. Navigate using the following path:

Main Menu > Products > Identify Product Details > Definition



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

Product Definition

Find an Existing Value | Add a New Value

SetID 50100 🔍

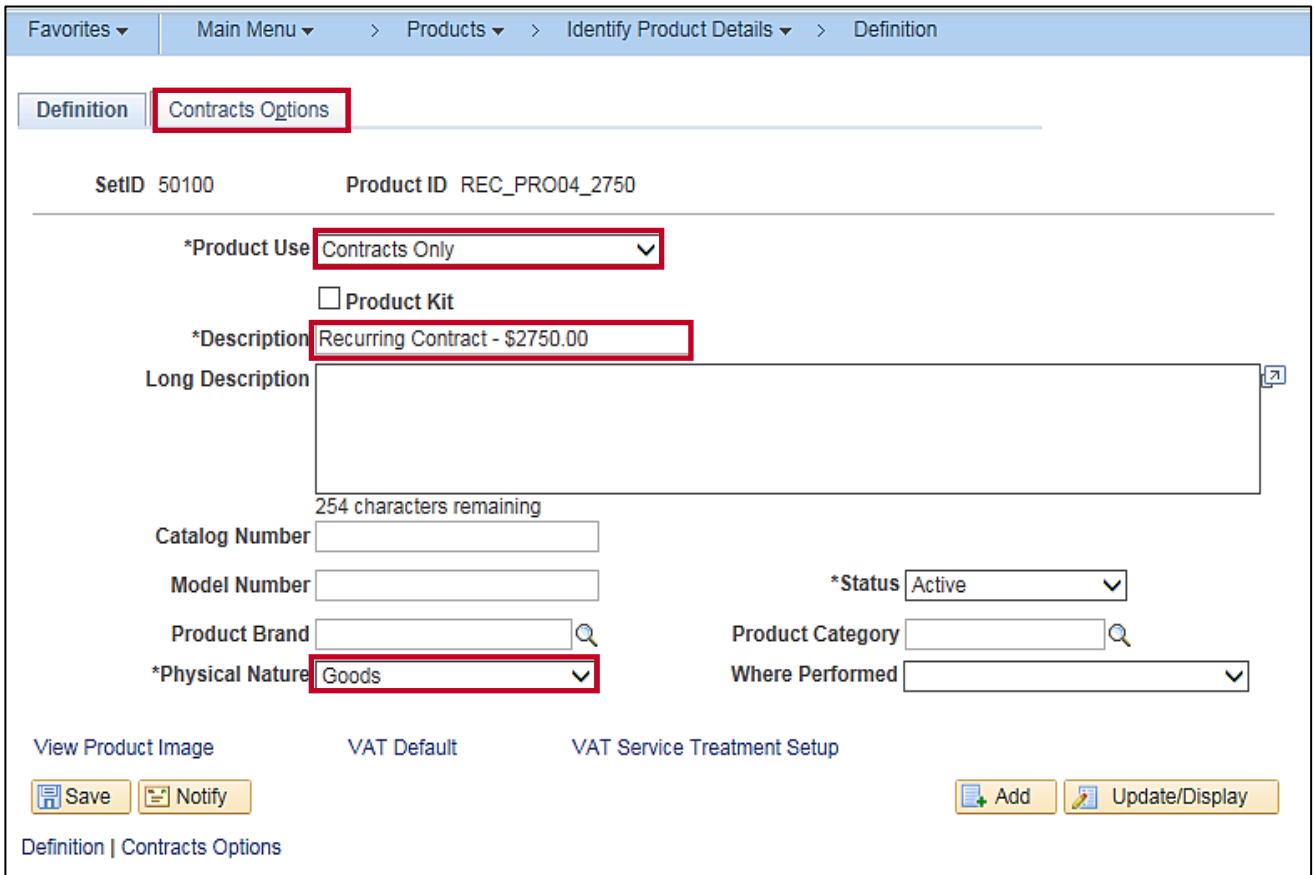
Product ID **REC_PRO04_2750** 🔍

Add

Find an Existing Value | Add a New Value

2. Click the **Add a New Value** tab.
3. Enter the **Product ID**. It will be the prefix **REC_** followed by a combination of the Category Code and Recurring Amount (i.e., **REC_PRO04_2750**).
4. Click the **Add** button.

The **Definition** tab displays.



Navigation: Favorites > Main Menu > Products > Identify Product Details > Definition

Definition | **Contracts Options**

SetID 50100 Product ID REC_PRO04_2750

*Product Use **Contracts Only** ▼
 Product Kit

*Description **Recurring Contract - \$2750.00**
Long Description [Text Area] 254 characters remaining

Catalog Number [Text Field]
Model Number [Text Field] *Status Active ▼

Product Brand [Text Field] 🔍 Product Category [Text Field] 🔍
*Physical Nature **Goods** ▼ Where Performed [Text Field] ▼

View Product Image VAT Default VAT Service Treatment Setup

Save Notify Add Update/Display

Definition | Contracts Options

5. The **Product Use** field defaults to **Contracts Only**. Do not change this value.
6. In the **Description** field enter **Recurring Contract-\$Amount**.
7. In the **Physical Nature** field select the appropriate option **Goods** or **Services**. For this example, it is **Goods**.
8. Click on the **Contracts Options** tab.

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

Definition Contracts Options

SetID 50100 Product ID REC_PRO04_2750 Recurring Contract - \$2750.00

*Price Type ▾
 *Recognition Method ▾

Third Party Flag
 Renewable

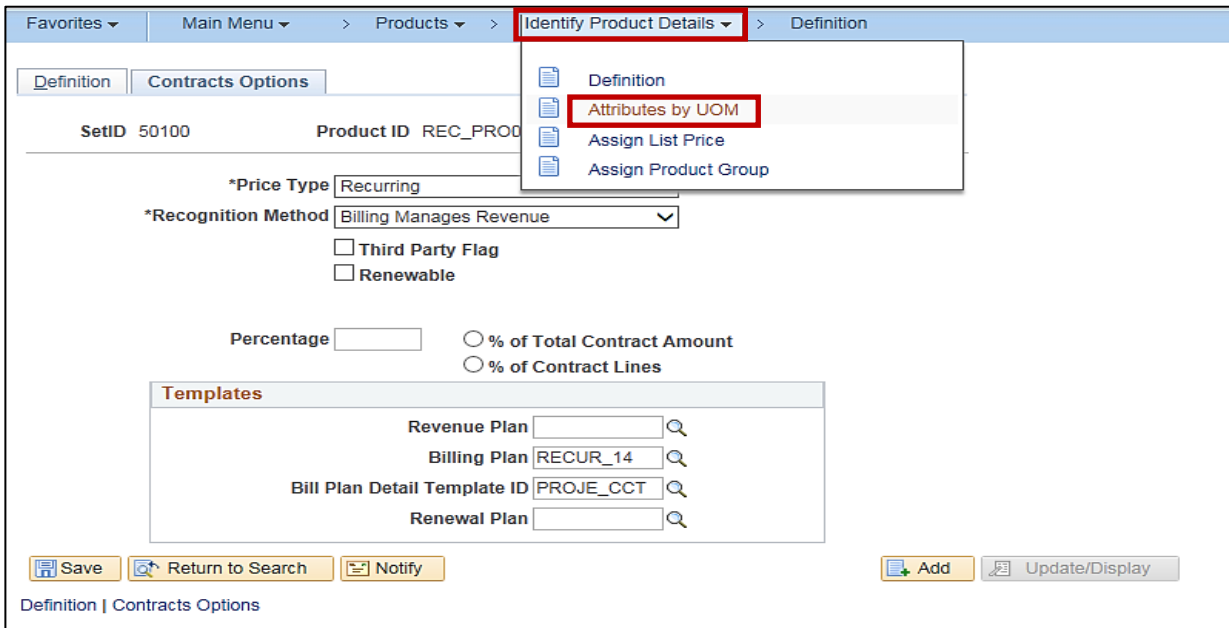
Percentage % of Total Contract Amount
 % of Contract Lines

Templates

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

Definition | Contracts Options

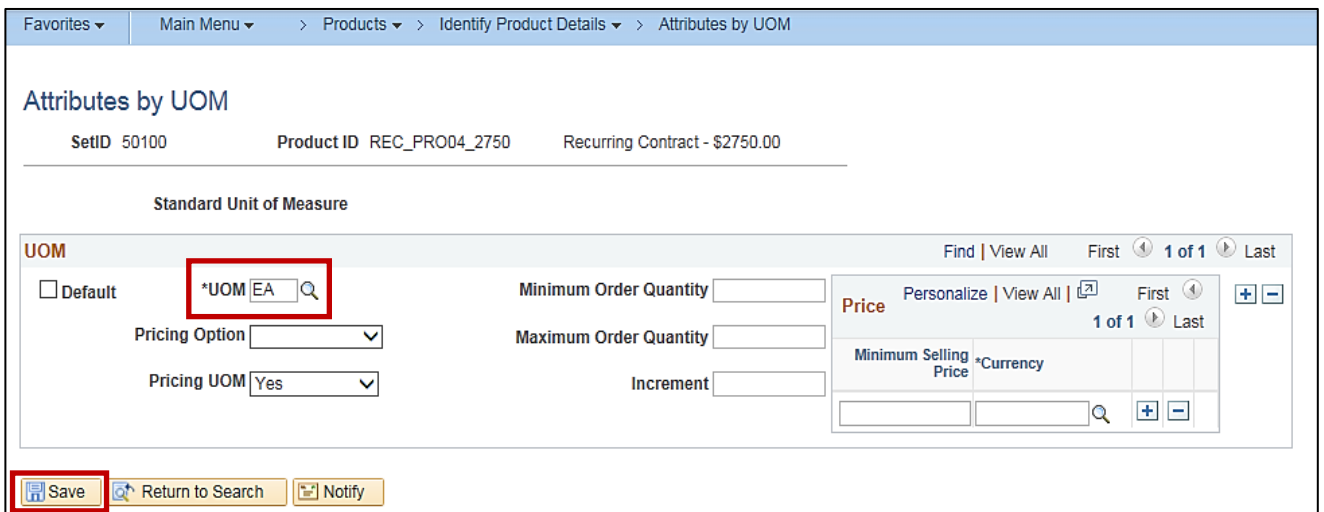
9. In the **Price Type** field select **Recurring**.
10. In the **Recognition Method** field, select **Billing Manages Revenue**.
11. In the **Templates** section, the **Billing Plan** will associate the length of the product. In this example: **RECUR__14** is for monthly recurring amounts for 14 months.
12. **The Bill Plan Detail Template ID** defaults billing information such as Bill Source, Bill Identifier and Bill Cycle Identifier on the recurring invoice. Select the appropriate option based on your project. For this example, it is **PROJE_CCT** is Non-Federal Project – CCT.
13. Click the **Save** button.



14. Navigate using the breadcrumbs at the top of the page by clicking the **Identify Product Details** link.

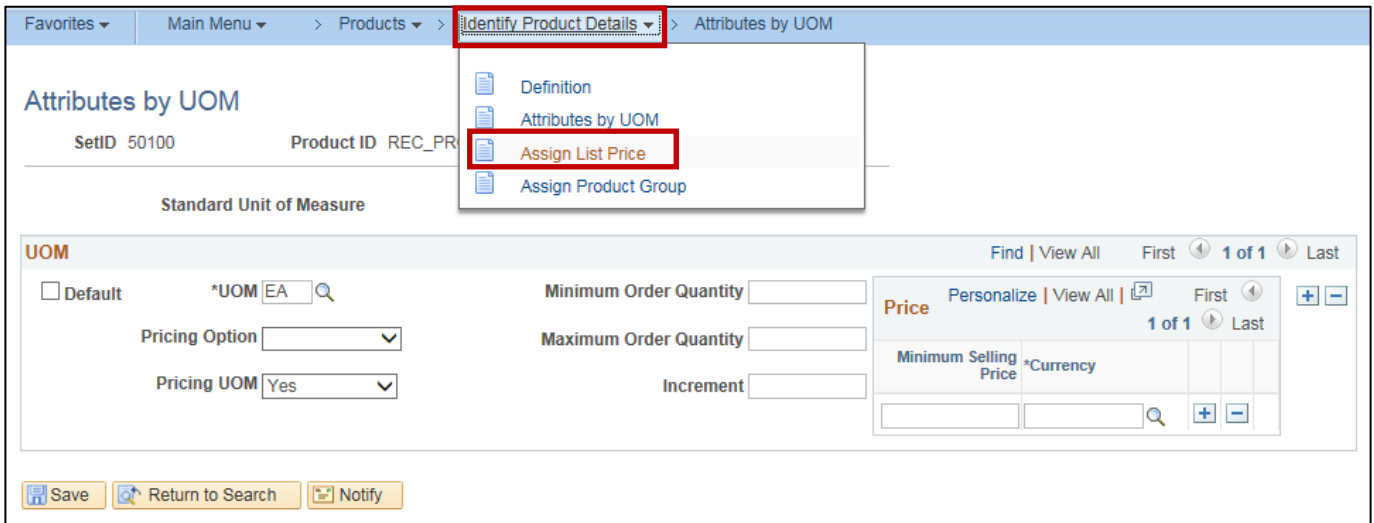
15. Click **Attributes by UOM** menu item.

The **Attributes by UOM** page displays.



16. Select **EA** in the Unit of Measure in the **UOM** field. For recurring contracts, the **UOM** is always **EA**.

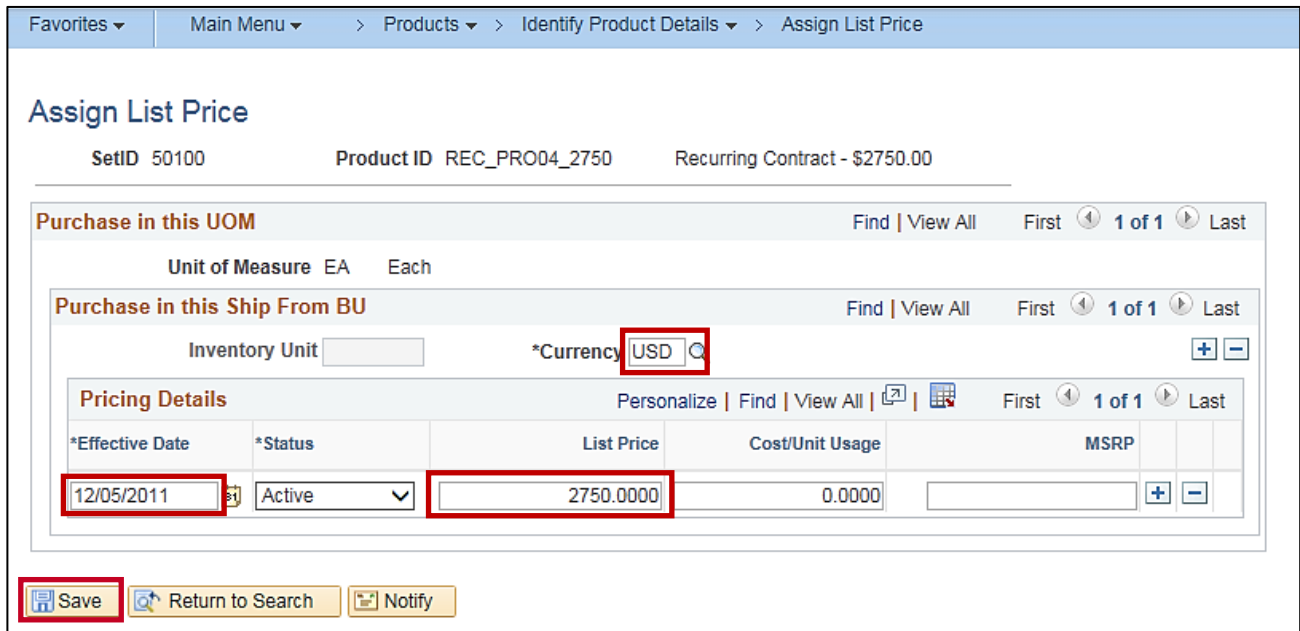
17. Click the **Save** button.



18. Navigate using the breadcrumbs at the top of the page by clicking the **Identify Product Details** link.

19. Click **Assign List Price** menu item.

The **Assign List Price** page displays.

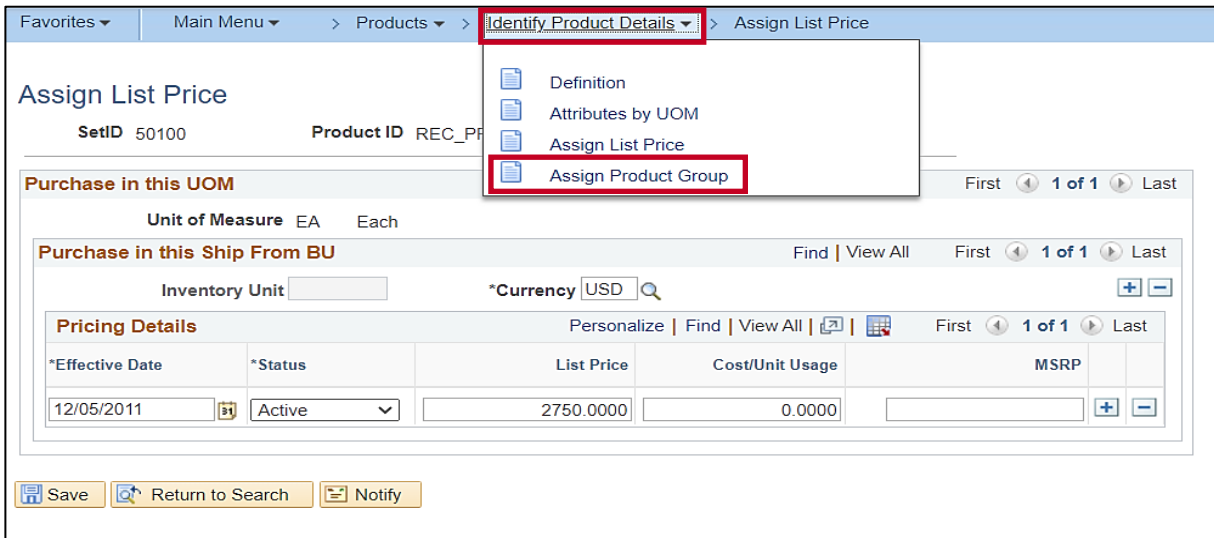


20. The information for your product displays. Select the **USD** value in the **Currency** field.

21. In the **Pricing Details** section of the page, select the **Effective Date** for the project. This date should always be 12/05/2011. This date determines when the product is available for use.

22. Enter the recurring appropriate amount in the **List Price** field. The **List Price** determines the amount for each recurring bill.

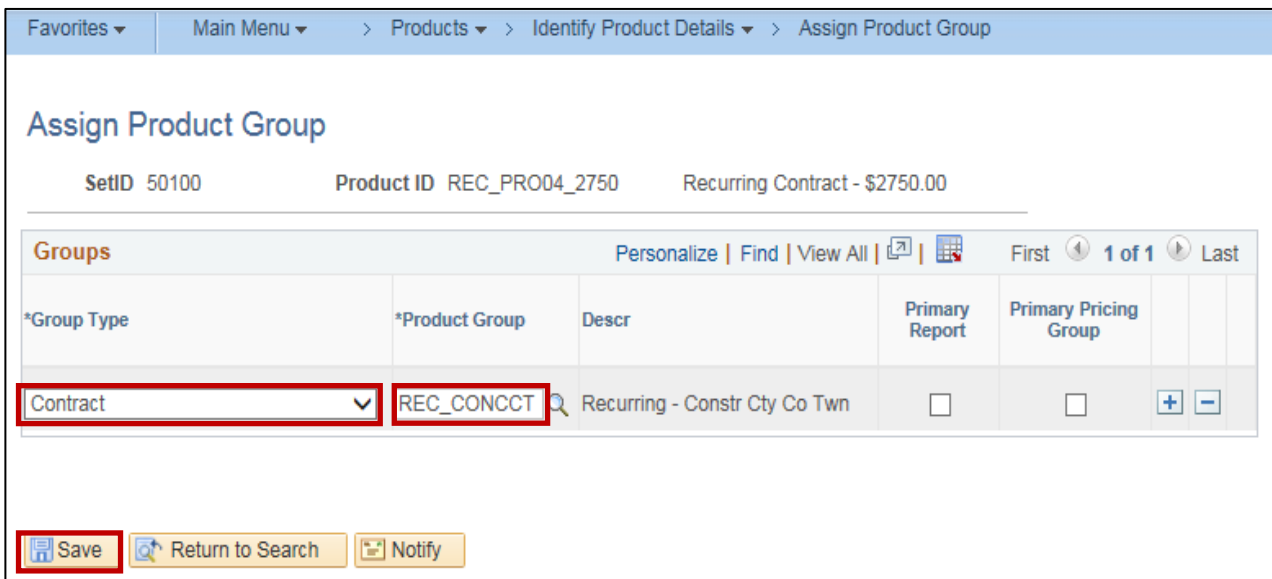
23. Click the **Save** button.



24. Navigate using the breadcrumbs at the top of the page by clicking the **Identify Product Details** link.

25. Click the **Assign Product Group** link.

The **Assign Product Group** page displays.



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

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

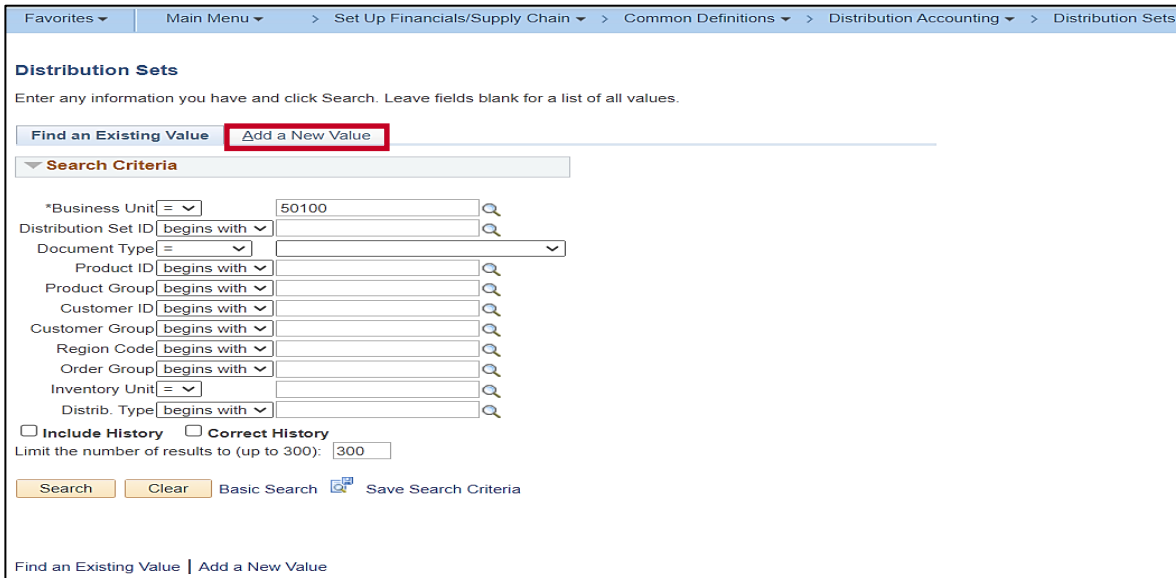
28. Click the **Save** button.

Define the Distribution Sets

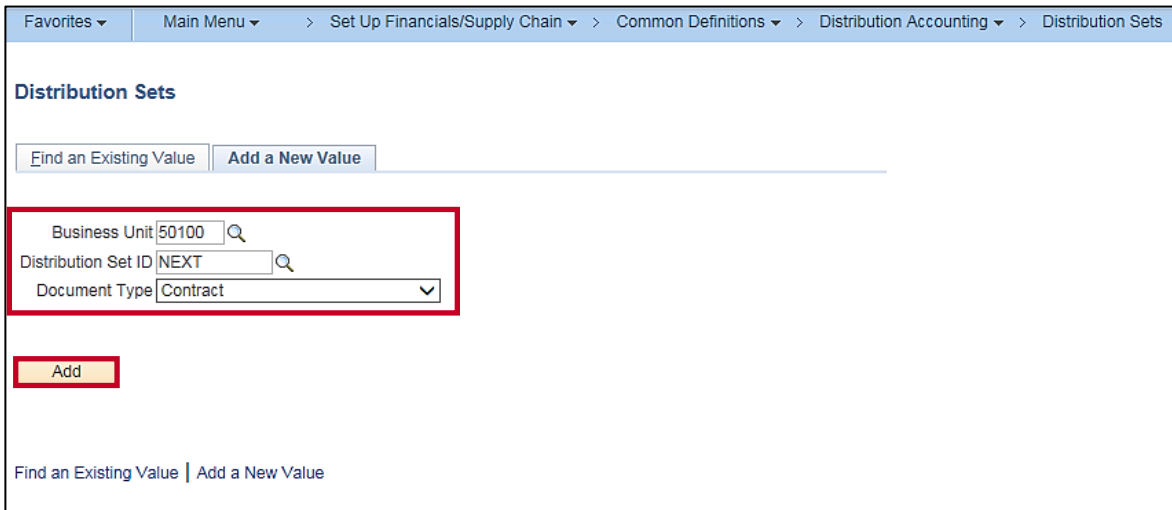
1. Navigate using the following path:

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

The **Distribution Sets Search** page displays.

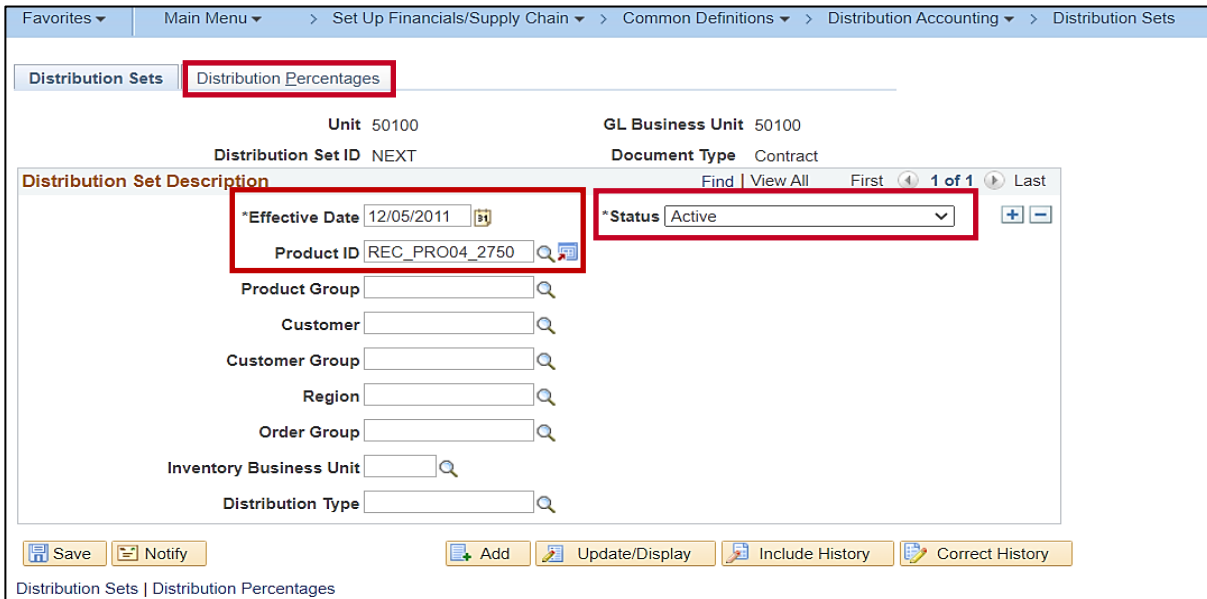


2. Click the **Add a New Value** tab.



3. The **Business Unit** defaults to **50100**. Do not change it.
4. The **Distribution Set** field defaults to **NEXT**. Do not change it.
5. In the **Document Type** field select **Contract**.
6. Click the **Add** button.

The **Distribution Sets** tab displays.



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

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

*Effective Date 12/05/2011 *Status Active

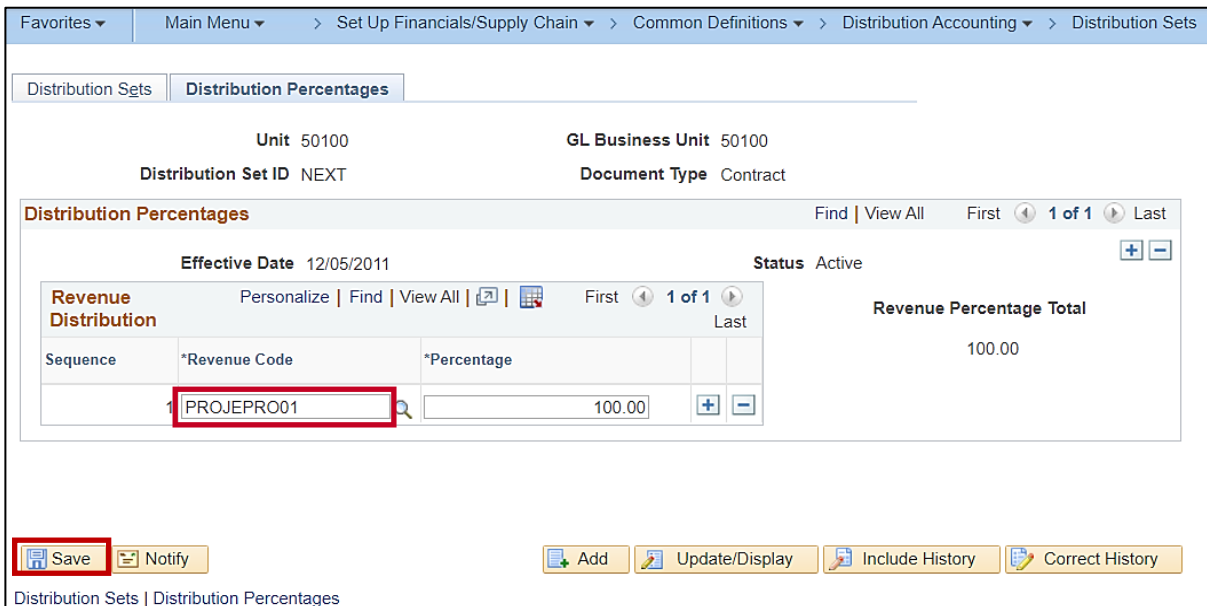
Product ID REC_PRO04_2750

Product Group
 Customer
 Customer Group
 Region
 Order Group
 Inventory Business Unit
 Distribution Type

Save Notify Add Update/Display Include History Correct History

Distribution Sets | Distribution Percentages

7. The **Effective Date** should always be entered as **12/05/2011**.
8. Enter the **Product ID**. The **Product ID** is the new **Product ID** that was created.
9. The **Status** field defaults to **Active**. Do not change it.
10. Click the **Distribution Percentages** tab.



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

Distribution Percentages Find | View All First 1 of 1 Last

Effective Date 12/05/2011 Status Active

Revenue Distribution Personalize | Find | View All First 1 of 1 Last Revenue Percentage Total

Sequence	*Revenue Code	*Percentage	
1	PROJEP001	100.00	+ -

Revenue Percentage Total: 100.00

Save Notify Add Update/Display Include History Correct History

Distribution Sets | Distribution Percentages

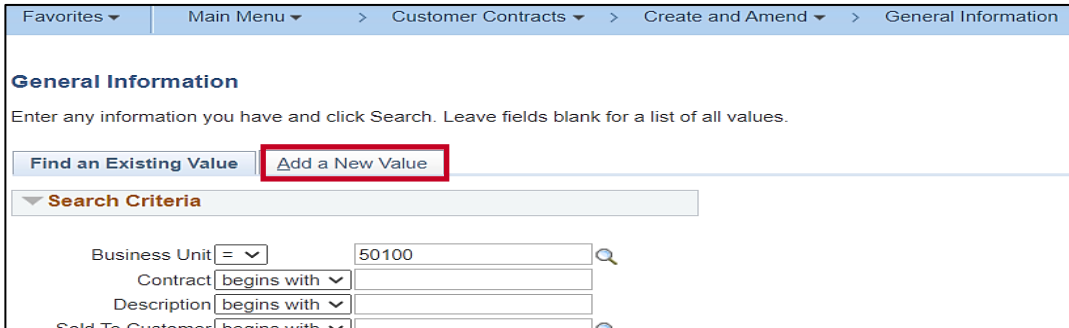
11. In the **Revenue Code** field, select a **Revenue Code** that is appropriate for the Product created. GL Chartfields are attached to the Revenue code and default on the Revenue line of the product.
12. Click the **Save** button.

Creating a Non-Federal Recurring Contract

1. Navigate using the following path:

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

The **General Information Search** page displays.



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

General Information

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

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

▼ Search Criteria

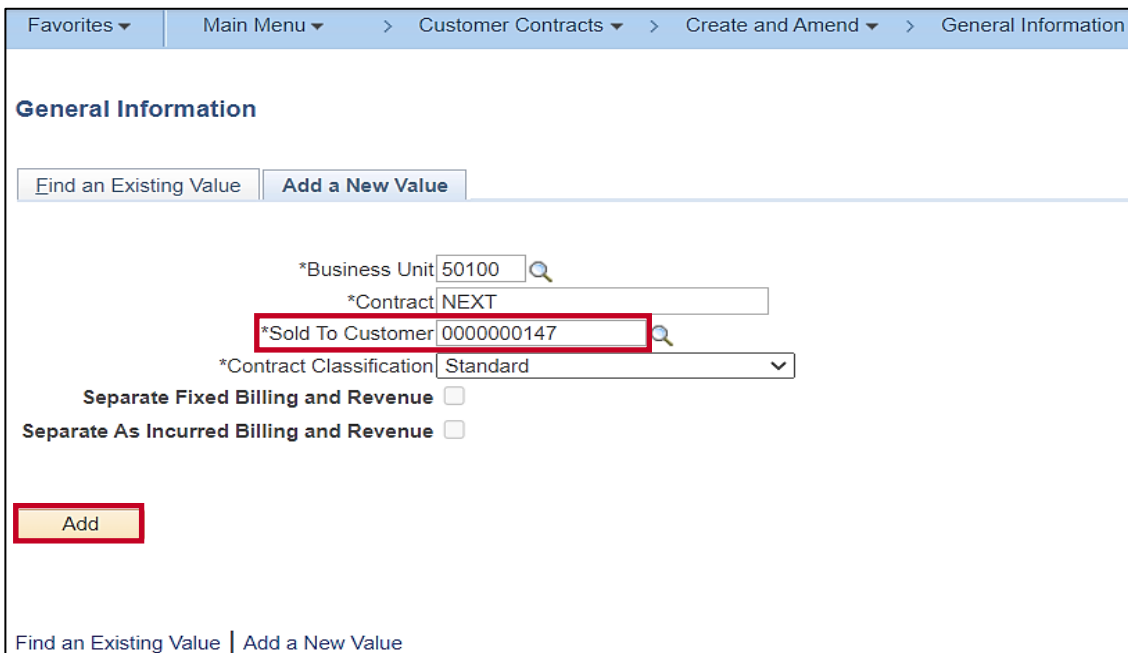
Business Unit 🔍

Contract 🔍

Description 🔍

Sold To Customer 🔍

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



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

General Information

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

*Business Unit 🔍

*Contract 🔍

***Sold To Customer** 🔍

*Contract Classification ▾

Separate Fixed Billing and Revenue

Separate As Incurred Billing and Revenue

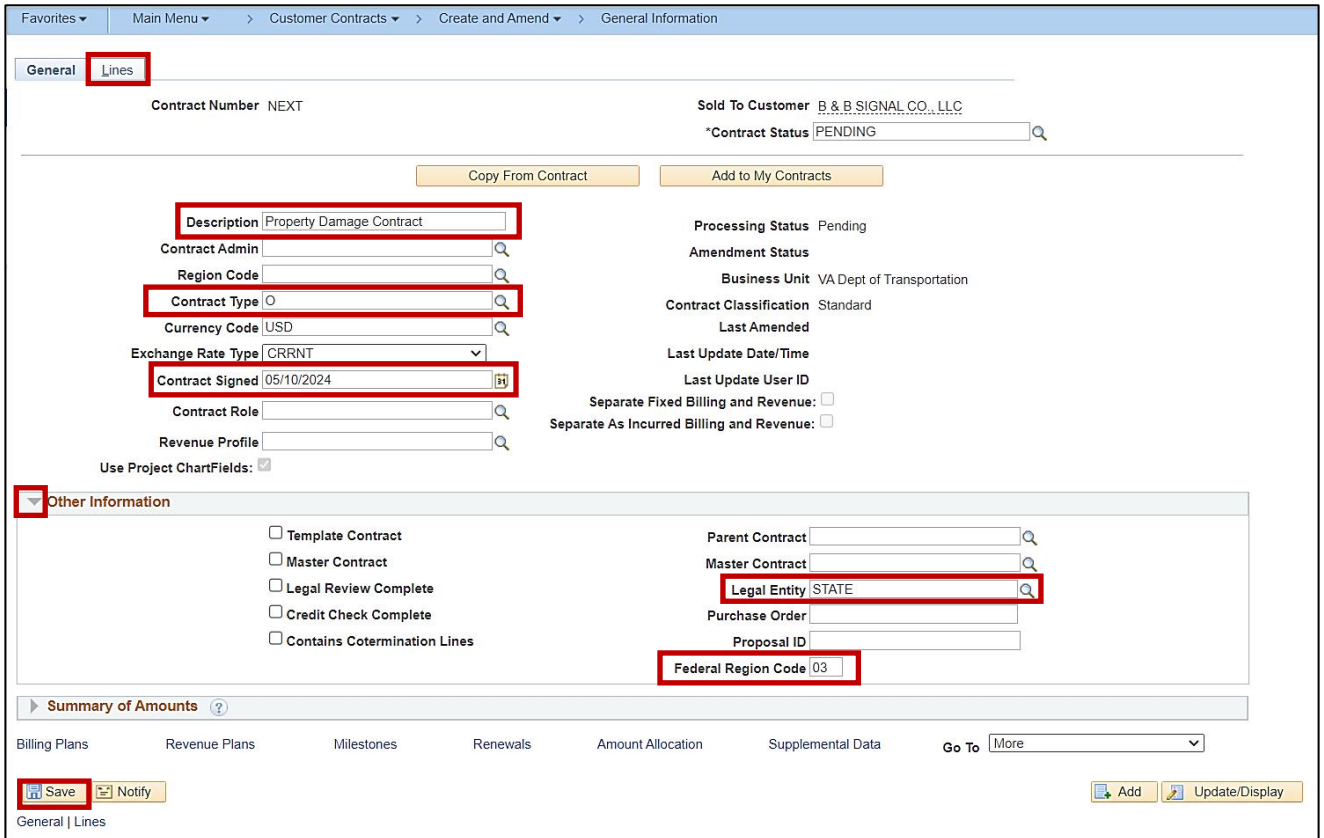
Add

Find an Existing Value | Add a New Value

3. The **Business Unit** field defaults to **50100**. Do not change it.
4. The **Contract** field defaults to **NEXT**. Do not change it.
5. Select the **Sold to Customer** by choosing the customer number of the customer that is to be billed.
Note: The contract cannot be setup unless the customer is created in the system.
6. The **Contract Classification** defaults to and should ALWAYS be **Standard**. Do not change it.
7. Click the **Add** button.

Create Contract Header

The **General Information** page displays with the **General** tab displayed by default.



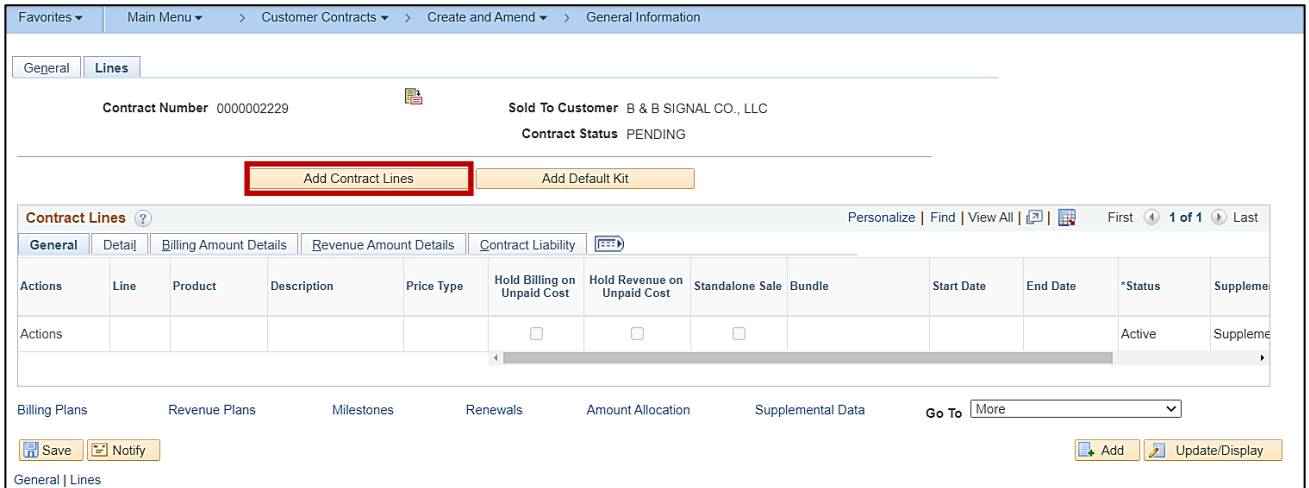
The screenshot shows the 'General Information' page for creating a contract header. The page is divided into several sections:

- General Information:** Includes fields for Contract Number (NEXT), Sold To Customer (B & B SIGNAL CO., LLC), Contract Status (PENDING), Description (Property Damage Contract), Contract Admin, Region Code, Contract Type (O), Currency Code (USD), Exchange Rate Type (CRRNT), Contract Signed (05/10/2024), Contract Role, Revenue Profile, Processing Status (Pending), Amendment Status, Business Unit (VA Dept of Transportation), Contract Classification (Standard), Last Amended, Last Update Date/Time, Last Update User ID, Separate Fixed Billing and Revenue (checkbox), and Separate As Incurred Billing and Revenue (checkbox).
- Other Information:** Includes checkboxes for Template Contract, Master Contract, Legal Review Complete, Credit Check Complete, and Contains Coterminal Lines. It also has fields for Parent Contract, Master Contract, Legal Entity (STATE), Purchase Order, Proposal ID, and Federal Region Code (03).
- Summary of Amounts:** A section with a question mark icon.
- Navigation:** Includes buttons for Billing Plans, Revenue Plans, Milestones, Renewals, Amount Allocation, Supplemental Data, and a Go To dropdown menu.
- Actions:** Includes a Save button, a Notify button, and Add and Update/Display buttons.

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

Create Contract Lines

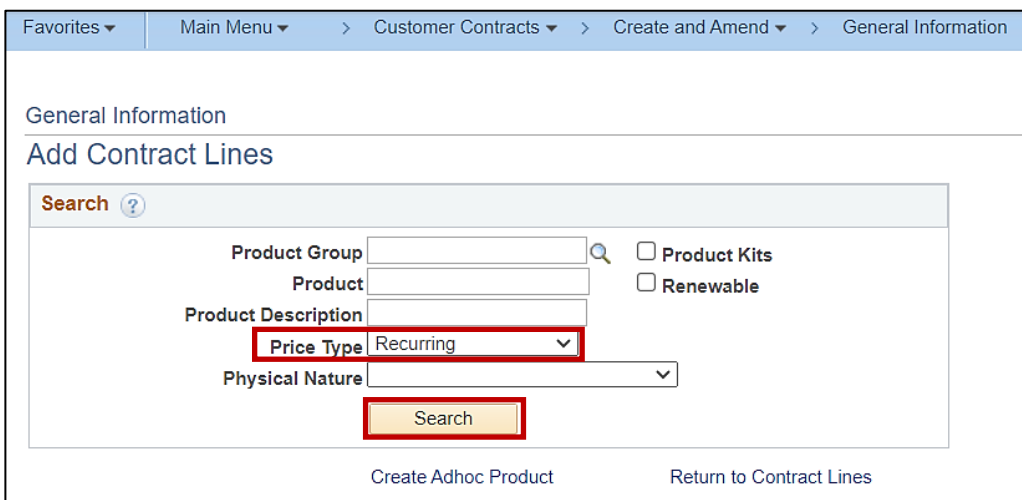
The **Lines** tab displays.



The screenshot shows the 'Lines' tab of a software interface. At the top, there are navigation tabs: 'General' and 'Lines'. Below the tabs, the 'Contract Number' is 0000002229 and the 'Sold To Customer' is B & B SIGNAL CO., LLC. The 'Contract Status' is PENDING. There are two buttons: 'Add Contract Lines' (highlighted with a red box) and 'Add Default Kit'. Below this is a table with columns: Actions, Line, Product, Description, Price Type, Hold Billing on Unpaid Cost, Hold Revenue on Unpaid Cost, Standalone Sale, Bundle, Start Date, End Date, *Status, and Suppleme. The table has one row with 'Active' status. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

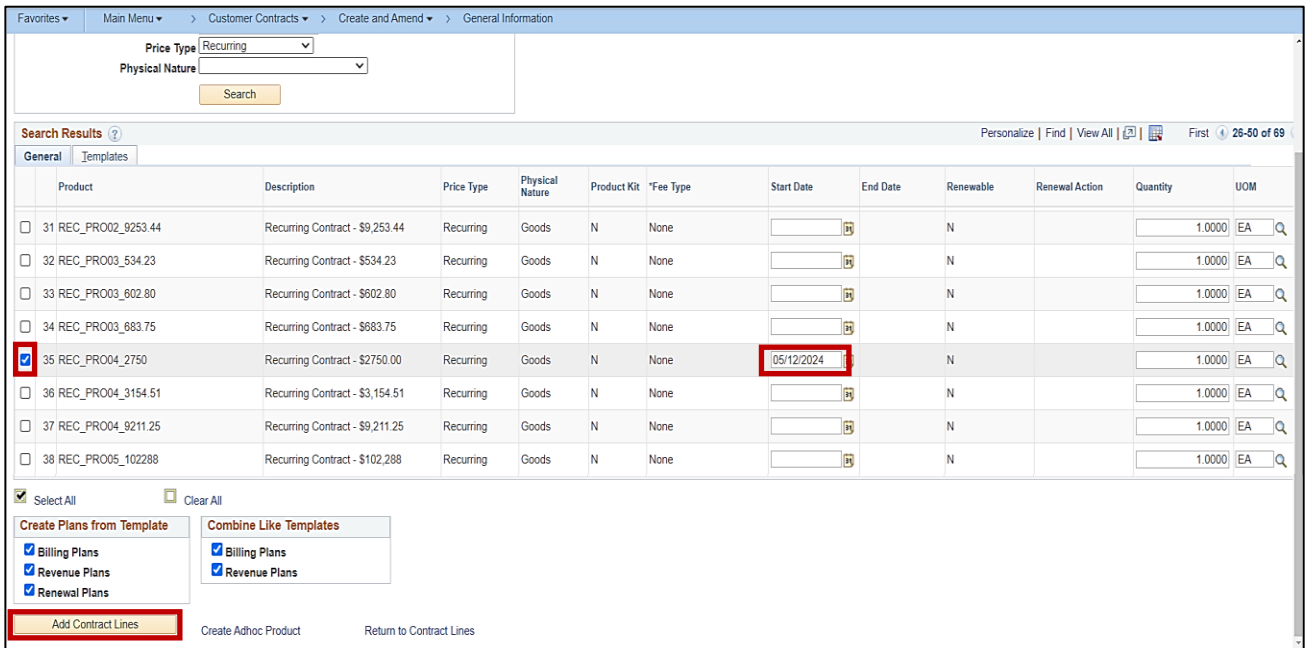
1. Each contract line represents a unique contract product that is associated with its own accounting distributions, limits, billing plans, and revenue plans. Click **Add Contract Lines** button.

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



The screenshot shows the 'Add Contract Lines' page. It has a search form with fields for 'Product Group', 'Product', 'Product Description', 'Price Type' (set to 'Recurring'), and 'Physical Nature'. There are checkboxes for 'Product Kits' and 'Renewable'. A 'Search' button is highlighted with a red box. At the bottom, there are links for 'Create Adhoc Product' and 'Return to Contract Lines'.

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



Price Type: Recurring
Physical Nature: [dropdown]
Search

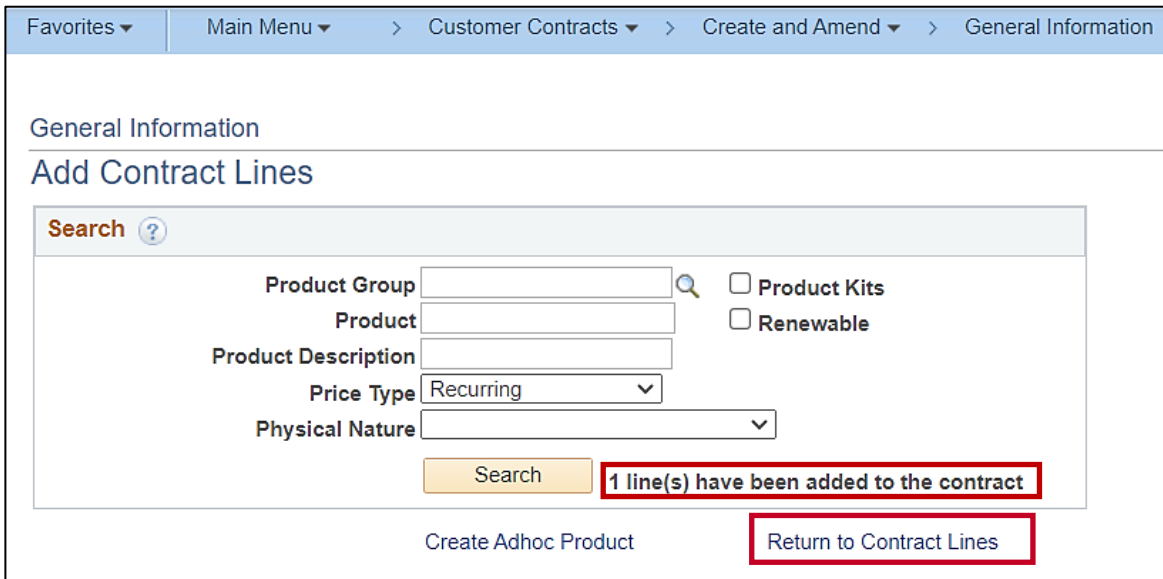
Search Results (2) Personalize Find View All First 28-50 of 69

Product	Description	Price Type	Physical Nature	Product Kit	*Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
<input type="checkbox"/> 31 REC_PRO02_9253.44	Recurring Contract - \$9,253.44	Recurring	Goods	N	None			N		1.0000	EA
<input type="checkbox"/> 32 REC_PRO03_534.23	Recurring Contract - \$534.23	Recurring	Goods	N	None			N		1.0000	EA
<input type="checkbox"/> 33 REC_PRO03_602.80	Recurring Contract - \$602.80	Recurring	Goods	N	None			N		1.0000	EA
<input type="checkbox"/> 34 REC_PRO03_683.75	Recurring Contract - \$683.75	Recurring	Goods	N	None			N		1.0000	EA
<input checked="" type="checkbox"/> 35 REC_PRO04_2750	Recurring Contract - \$2750.00	Recurring	Goods	N	None	05/12/2024		N		1.0000	EA
<input type="checkbox"/> 36 REC_PRO04_3154.51	Recurring Contract - \$3,154.51	Recurring	Goods	N	None			N		1.0000	EA
<input type="checkbox"/> 37 REC_PRO04_9211.25	Recurring Contract - \$9,211.25	Recurring	Goods	N	None			N		1.0000	EA
<input type="checkbox"/> 38 REC_PRO05_102288	Recurring Contract - \$102,288	Recurring	Goods	N	None			N		1.0000	EA

Select All Clear All
 Create Plans from Template Combine Like Templates
 Billing Plans Billing Plans
 Revenue Plans Revenue Plans
 Renewal Plans

4. All products with a **Price Type** of **Recurring** display below the search box. Search for and select the check box next to the product that you plan to use.
5. Enter the **Start Date** in the correct field. This is the date that the contract was signed.

Note: The schedules associated with the recurring products are all configured to have a start date on the 12th of the month. If you enter a date prior to the 12th of the current month, then the start date changes to the 12th of the current month when you save the contract line. If you enter a Start Date that is after the 12th of the current month, then the Start Date changes to the 12th of the following month when you save the contract line.
6. The **Create Plans from Template** and **Combine Like Templates** checkboxes default as selected. Do not change them.
7. Click the **Add Contract Lines** button.



General Information

Add Contract Lines

Search ?

Product Group Product Kits

Product Renewable

Product Description

Price Type

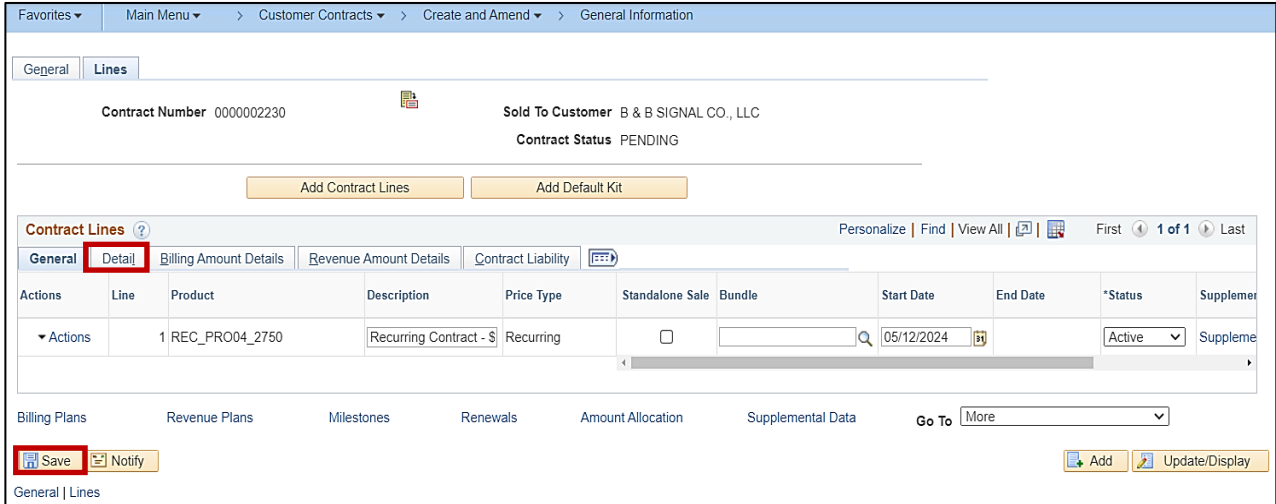
Physical Nature

1 line(s) have been added to the contract

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

9. Click the **Return to Contract Lines** hyperlink.

The Contract **Lines** tab returns.



General Information

Contract Number 000002230 Sold To Customer B & B SIGNAL CO., LLC

Contract Status PENDING

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

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

Actions	Line	Product	Description	Price Type	Standalone Sale	Bundle	Start Date	End Date	*Status	Suppleme
▼ Actions	1	REC_PRO04_2750	Recurring Contract - \$	Recurring	<input type="checkbox"/>	<input type="text"/>	05/12/2024		Active	Suppleme

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

General | Lines

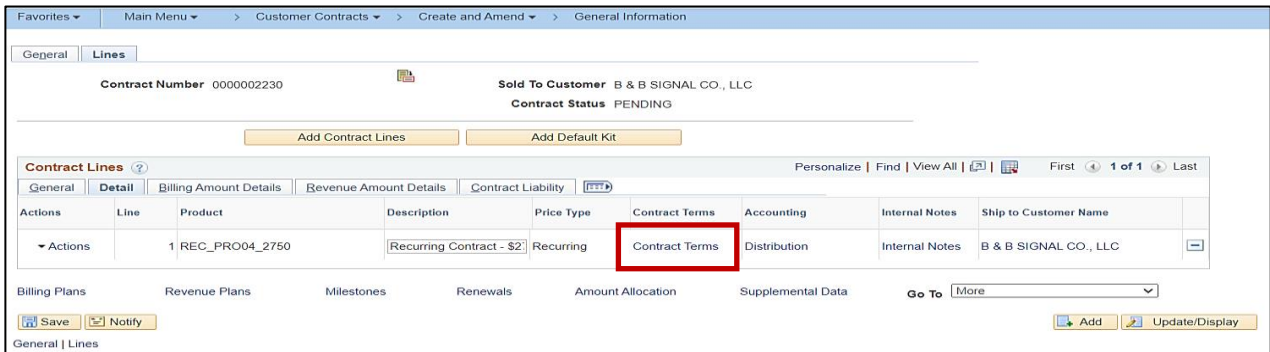
Note: The selected product displays under the Product field.

10. Click the **Save** button.

11. The **End Date** calculates based on the number of events for the product and will display after the contract is saved.

12. Click the **Detail tab** under the **Contract Lines** section of the page.

The **Contract Line - Detail** tab displays.



Contract Number 000002230 Sold To Customer B & B SIGNAL CO., LLC
Contract Status PENDING

Add Contract Lines Add Default Kit

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

Actions	Line	Product	Description	Price Type	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
▼ Actions	1	REC_PRO04_2750	Recurring Contract - \$2	Recurring	Contract Terms	Distribution	Internal Notes	B & B SIGNAL CO., LLC

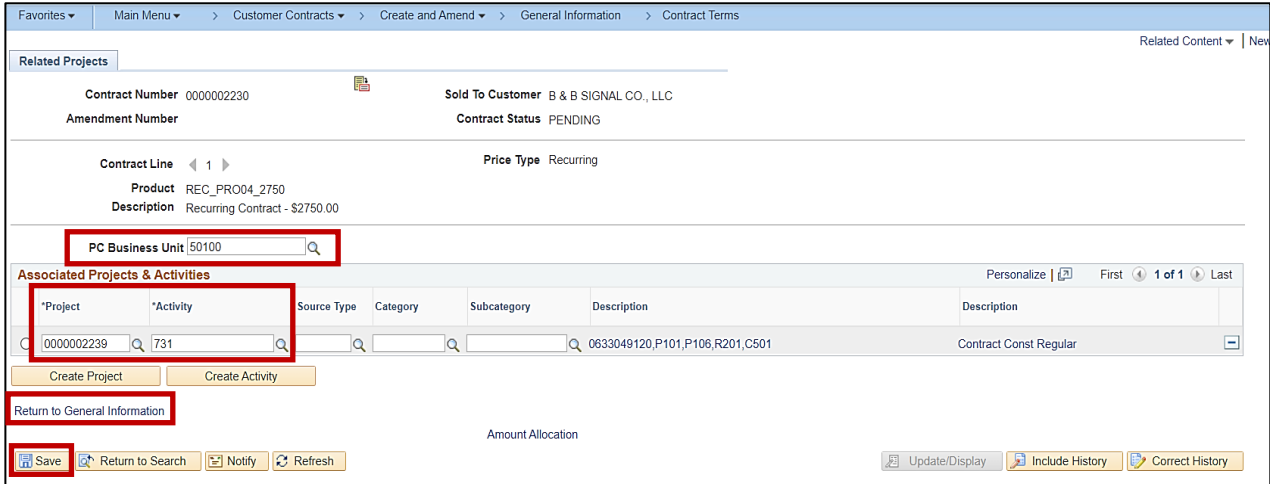
Billing Plans Revenue Plans Milestones Renewals Amount Allocation Supplemental Data Go To More

Save Notify Add Update/Display

13. Click on the **Contract Terms** hyperlink.

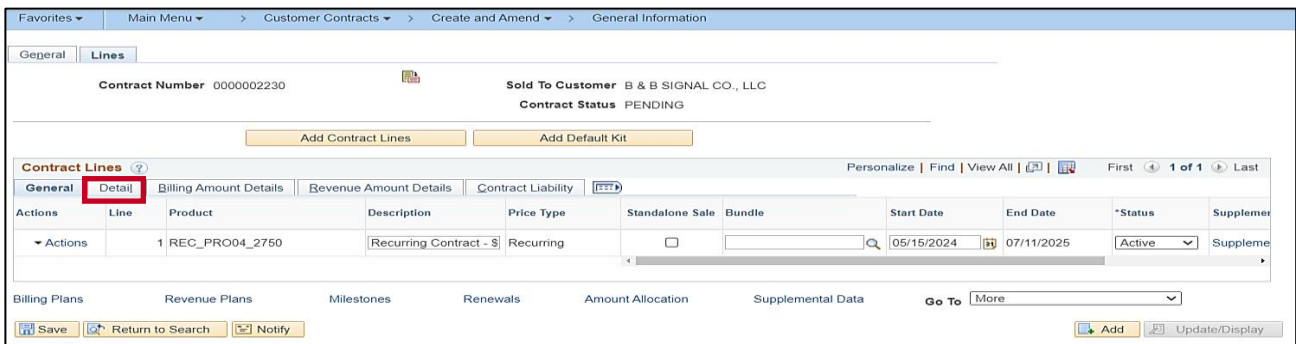
Associate Project Activities

The **Related Projects** page displays.

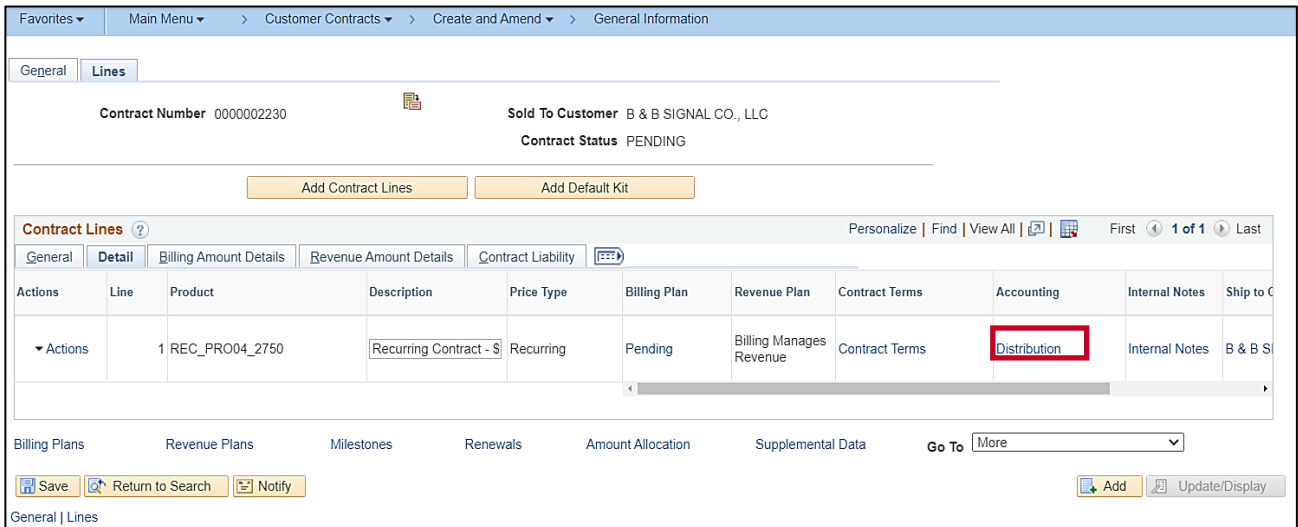


1. Select or enter the **PC Business Unit** (for VDOT **50100**).
2. In the **Associated Projects & Activities** section:
 - a. **Project** field: enter or select the appropriate **Project ID**.
Note: For recurring contract lines, only a single project/activity combination can be associated with one recurring contract line. This project/activity combination is then associated with the recurring billing events each time they are generated and sent to Billing.
 - b. **Activity** field: enter or select the appropriate activity. The first activity within the phase being billed should be added.
Note: The same project/activity combination can be associated with multiple recurring or amount-based contract lines.
3. Click the **Save** button.
4. Click the **Return to General Information** hyperlink.

The **Contract Lines General** tab returns.



5. Under the **Contract Lines** section, click the **Detail** tab.

Update Distribution

Contract Number 000002230 Sold To Customer B & B SIGNAL CO., LLC
Contract Status PENDING

Add Contract Lines Add Default Kit

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

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

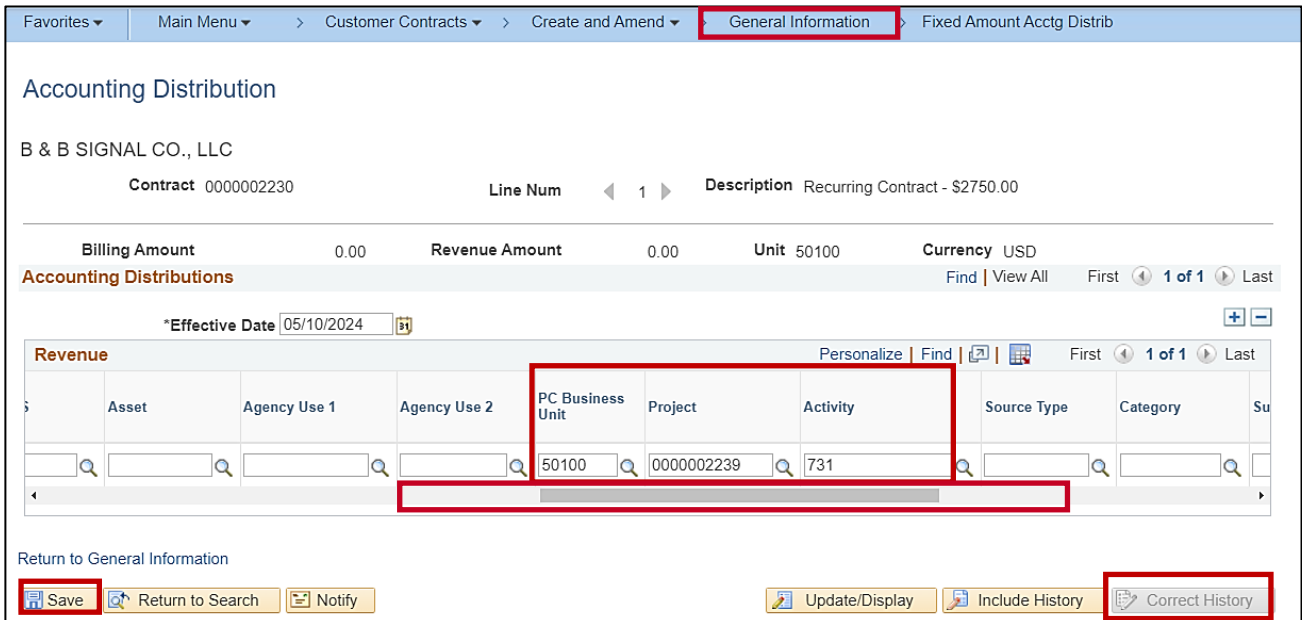
Billing Plans Revenue Plans Milestones Renewals Amount Allocation Supplemental Data Go To More

Save Return to Search Notify Add Update/Display

1. Click on the **Distribution** link in the **Accounting** field.

Note: Even though products default the accounting distribution, you still need to access the **Accounting Distribution** page to enter the **Project ID** on the accounting distribution lines.

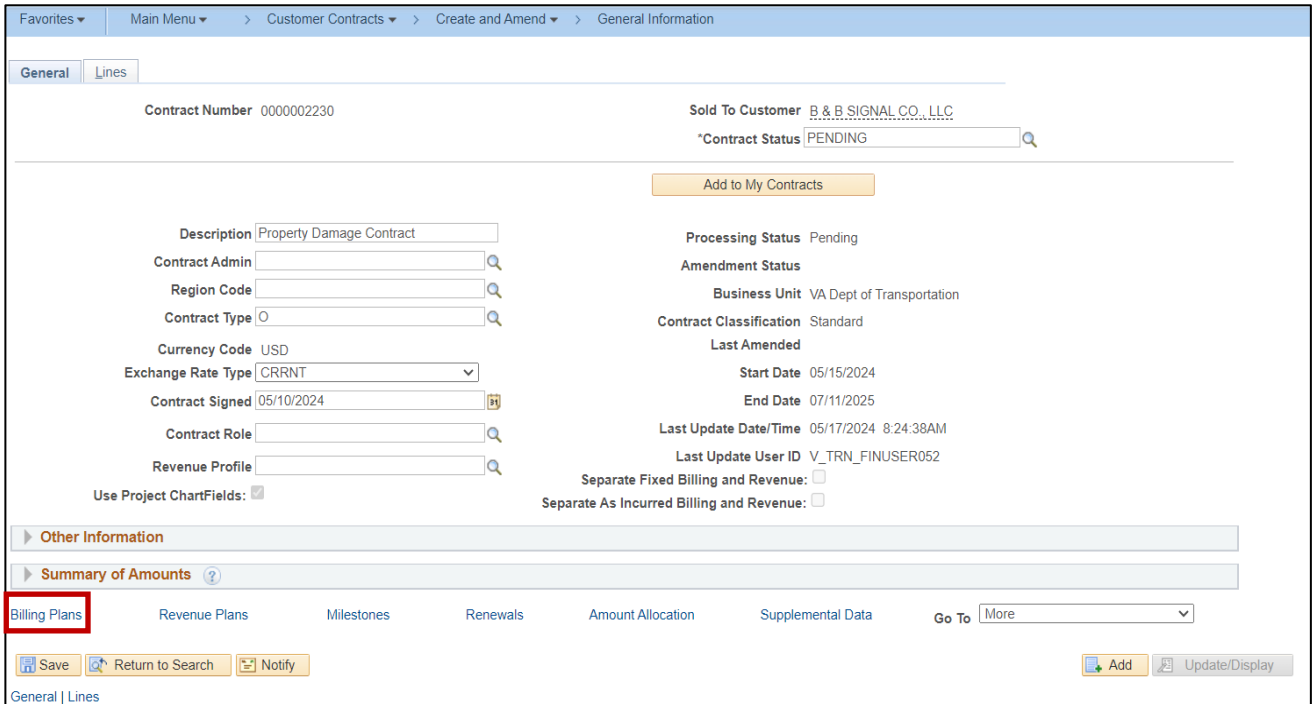
The **Accounting Distribution** page displays.



2. The products default the accounting distribution. Click the **Correct History** button to enable entry of the **PC Business Unit**, **Project** and **Activity** fields on the distribution line.
 3. Use the scrollbar to scroll to the right to enter the following:
 - a. **PC Business Unit: 50100**
 - b. **Project: Project ID**
 - c. **Activity:** Enter or select the activity
- Note:** The **Project ID** needs to be the same **Project ID** you selected when selecting the project/activity combination. The activity value must be **Active** for the distribution to save.
4. Click the **Save** button.
 5. Click the **General Information** link at the top of the page.

Reviewing the Billing Plan

The **General Information – General** tab displays.



Contract Number 000002230 Sold To Customer B & B SIGNAL CO., LLC
 *Contract Status PENDING

Add to My Contracts

Description Property Damage Contract Processing Status Pending
 Contract Admin [Search] Amendment Status
 Region Code [Search] Business Unit VA Dept of Transportation
 Contract Type O [Search] Contract Classification Standard
 Currency Code USD Last Amended
 Exchange Rate Type CRRNT Start Date 05/15/2024
 Contract Signed 05/10/2024 End Date 07/11/2025
 Contract Role [Search] Last Update Date/Time 05/17/2024 8:24:38AM
 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

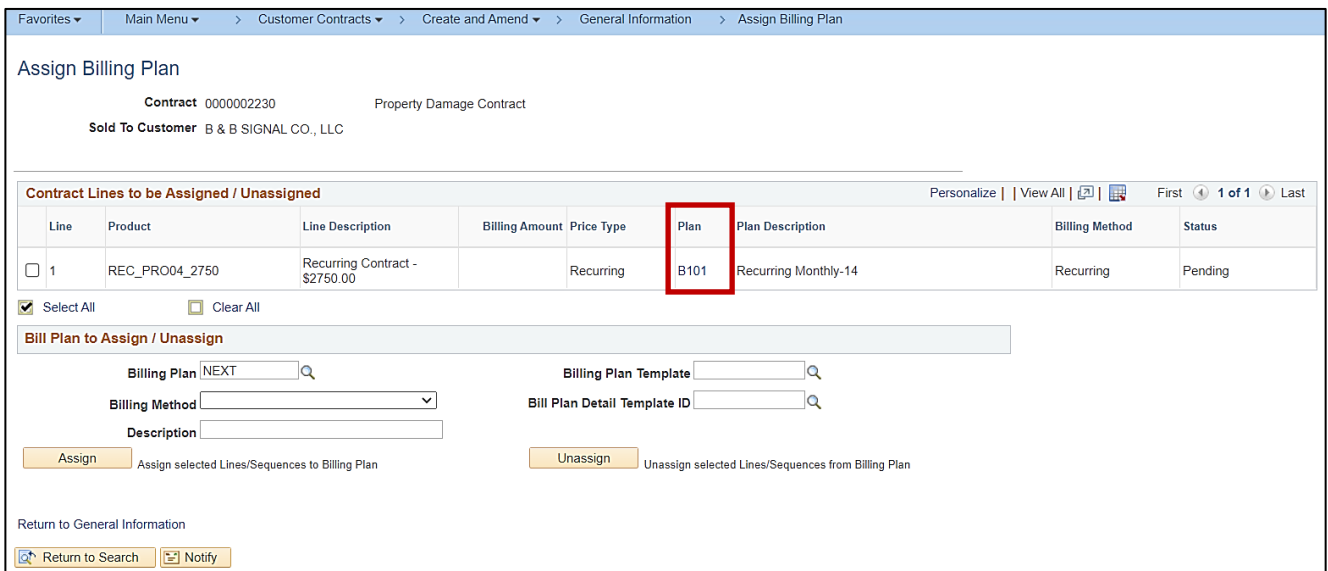
Summary of Amounts

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

Save Return to Search Notify Add Update/Display

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

The **Assign Billing Plan** page displays.



Assign Billing Plan

Contract 000002230 Property Damage Contract
 Sold To Customer B & B SIGNAL CO., LLC

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

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

Select All Clear All

Bill Plan to Assign / Unassign

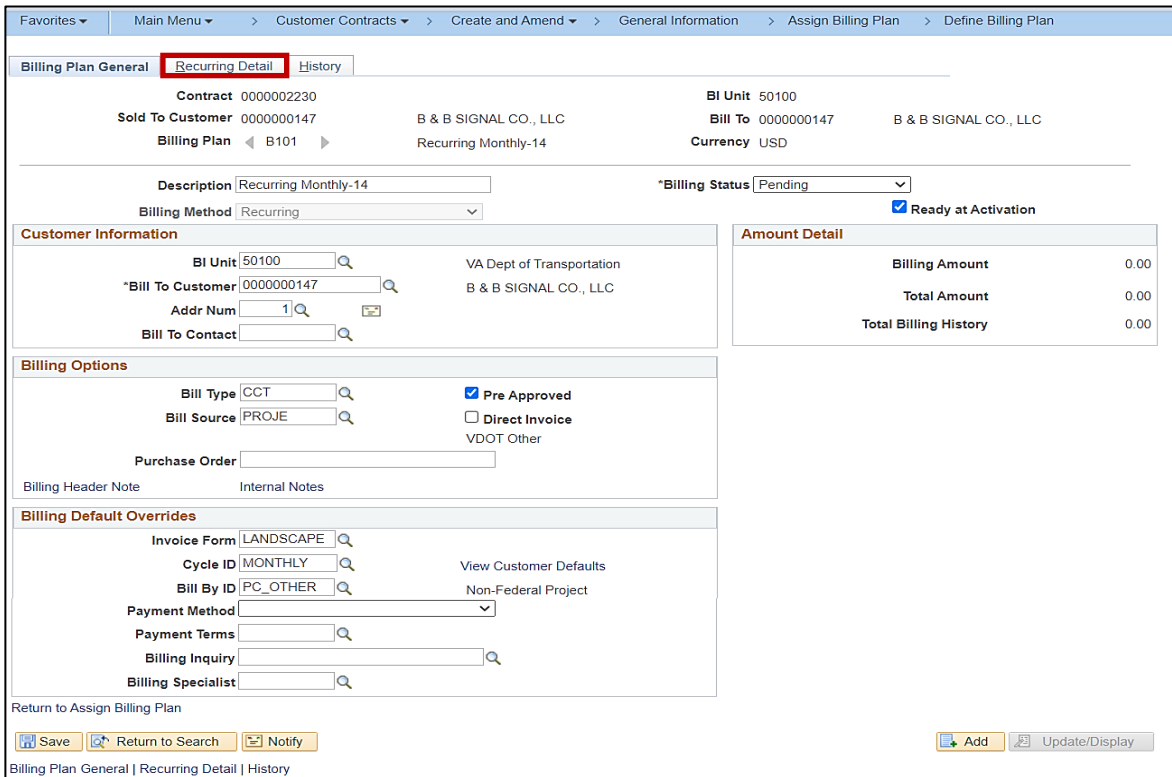
Billing Plan NEXT [Search]
 Billing Method [Dropdown]
 Description [Text]
 Billing Plan Template [Search]
 Bill Plan Detail Template ID [Search]

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

Return to General Information
 Return to Search Notify

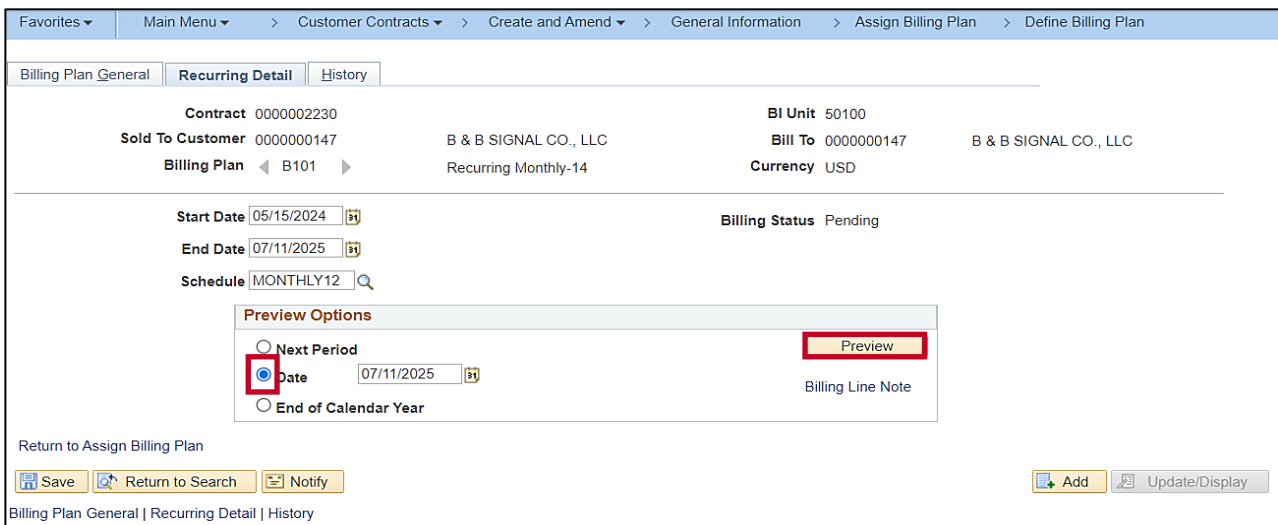
2. Click the **B101** link in the **Plan** field.

The **Define Billing Plan – Billing Plan General** tab displays.



The screenshot shows the 'Define Billing Plan' window with the 'Billing Plan General' tab selected. The 'Recurring Detail' sub-tab is highlighted with a red box. The interface displays contract information (Contract 0000002230, Sold To Customer 0000000147, Billing Plan B101), customer information (BI Unit 50100, VA Dept of Transportation), and billing options (Bill Type CCT, Bill Source PROJE, Pre Approved checked). A table on the right shows 'Amount Detail' with Billing Amount, Total Amount, and Total Billing History all at 0.00. At the bottom, there are buttons for Save, Return to Search, Notify, Add, and Update/Display.

3. Click the **Recurring Detail** tab.



The screenshot shows the 'Define Billing Plan' window with the 'Recurring Detail' sub-tab selected. It displays start and end dates (Start Date: 05/15/2024, End Date: 07/11/2025) and a schedule of MONTHLY12. The 'Preview Options' section has three radio buttons: 'Next Period', 'Date' (which is selected and highlighted with a red box), and 'End of Calendar Year'. A 'Preview' button is also highlighted with a red box. The interface includes the same navigation and action buttons as the previous screenshot.

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

4. Under **Preview Options** section select the radio button beside **Date**.
5. Click the **Preview** button.

PA354_Creating Non-Federal Recurring Contracts (VDOT)

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

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

Contract 0000002230 **BI Unit** 50100
Sold To Customer 000000147 **B & B SIGNAL CO., LLC** **Bill To** 000000147 **B & B SIGNAL CO., LLC**
Billing Plan ◀ B101 ▶ **Recurring Monthly-14** **Currency** USD

Start Date 05/15/2024 **Billing Status** Pending
End Date 07/11/2025
Schedule MONTHLY12

Preview Options
 Next Period **Preview**
 Date 07/11/2025 **Billing Line Note**
 End of Calendar Year

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

Contract Line Number	Product	Quantity	Unit of Measure	Period Start Date	Period End Date	Unit Price	Total Amount
1	REC_PRO04_2750	1.0000	EA	05/15/2024	06/11/2024	2,483.87	2,483.87
1	REC_PRO04_2750	1.0000	EA	06/12/2024	07/11/2024	2,750.00	2,750.00
1	REC_PRO04_2750	1.0000	EA	07/12/2024	08/11/2024	2,750.00	2,750.00
1	REC_PRO04_2750	1.0000	EA	08/12/2024	09/11/2024	2,750.00	2,750.00
1	REC_PRO04_2750	1.0000	EA	09/12/2024	10/11/2024	2,750.00	2,750.00
1	REC_PRO04_2750	1.0000	EA	10/12/2024	11/11/2024	2,750.00	2,750.00
1	REC_PRO04_2750	1.0000	EA	11/12/2024	12/11/2024	2,750.00	2,750.00
1	REC_PRO04_2750	1.0000	EA	12/12/2024	01/11/2025	2,750.00	2,750.00
1	REC_PRO04_2750	1.0000	EA	01/12/2025	02/11/2025	2,750.00	2,750.00
1	REC_PRO04_2750	1.0000	EA	02/12/2025	03/11/2025	2,750.00	2,750.00
1	REC_PRO04_2750	1.0000	EA	03/12/2025	04/11/2025	2,750.00	2,750.00
1	REC_PRO04_2750	1.0000	EA	04/12/2025	05/11/2025	2,750.00	2,750.00
1	REC_PRO04_2750	1.0000	EA	05/12/2025	06/11/2025	2,750.00	2,750.00
1	REC_PRO04_2750	1.0000	EA	06/12/2025	07/11/2025	2,750.00	2,750.00

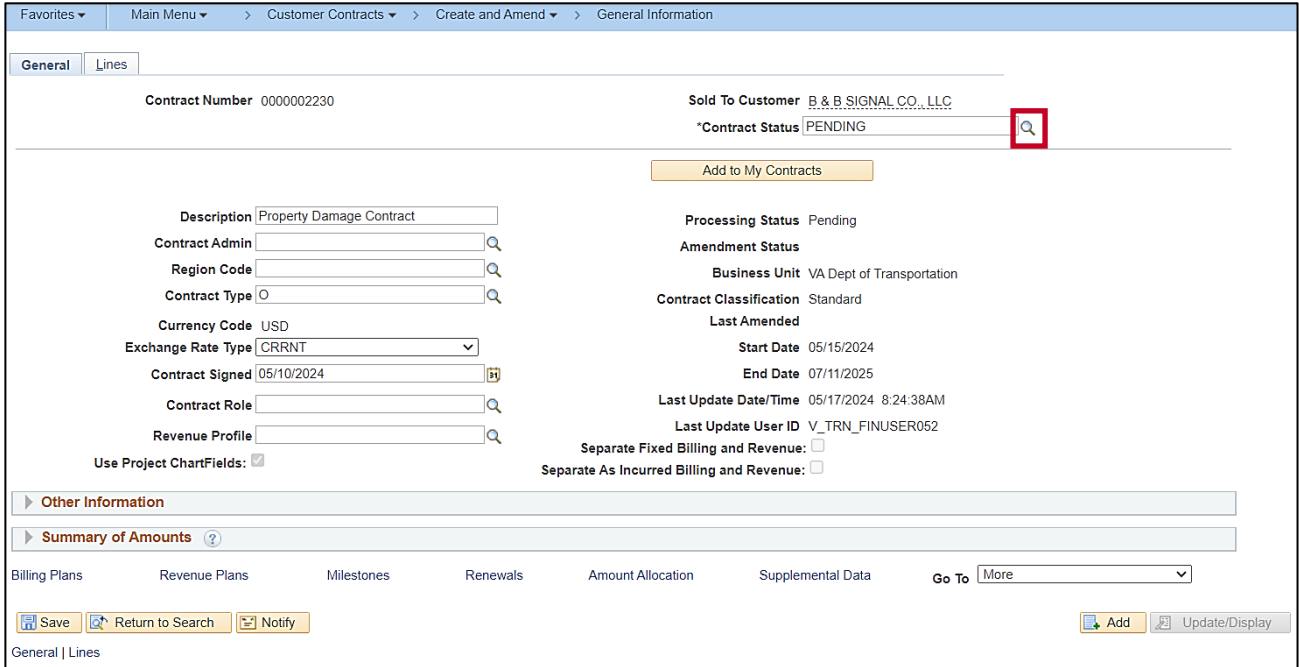
[Return to Assign Billing Plan](#)

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

- Click the **Save** button.
- Click the **General Information** link on the Menu Bar.

Activate the Contract

The **General Information** page displays.



Contract Number 000002230 Sold To Customer B & B SIGNAL CO., LLC
 *Contract Status PENDING

Add to My Contracts

Description Property Damage Contract Processing Status Pending
 Contract Admin Contract Admin Amendment Status
 Region Code Region Code Business Unit VA Dept of Transportation
 Contract Type Contract Type Contract Classification Standard
 Currency Code USD Last Amended
 Exchange Rate Type CRRNT Start Date 05/15/2024
 Contract Signed 05/10/2024 End Date 07/11/2025
 Contract Role Last Update Date/Time 05/17/2024 8:24:38AM
 Revenue Profile Last Update User ID V_TRN_FINUSER052
 Use Project ChartFields: Separate Fixed Billing and Revenue:
 Separate As Incurred Billing and Revenue:

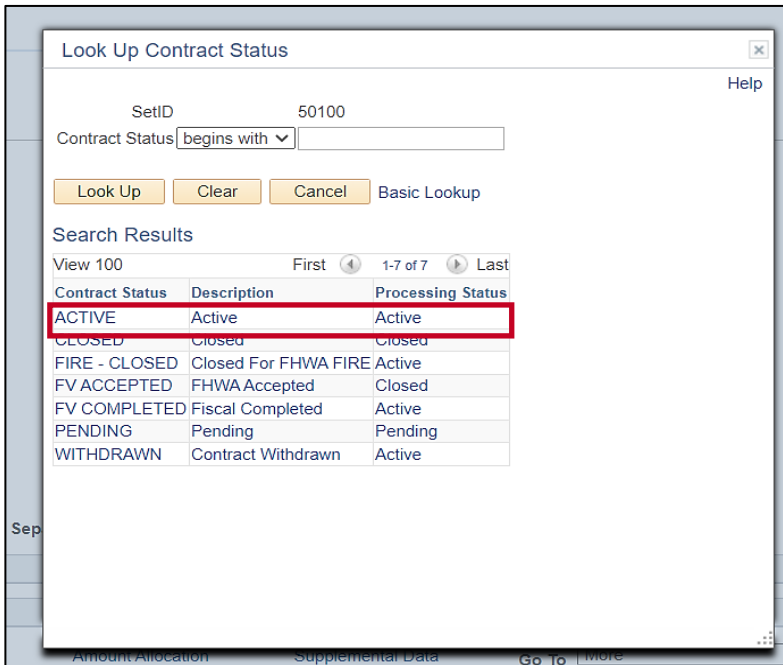
Other Information
 Summary of Amounts

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

Save Return to Search Notify Add Update/Display

1. Click the **Contract Status** look up icon.

The **Look Up Contract Status** pop up window displays.



Look Up Contract Status

SetID 50100
 Contract Status begins with

Look Up Clear Cancel Basic Lookup

Search Results
 View 100 First 1-7 of 7 Last

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

2. Select **Active** to activate the contract.

PA354_Creating Non-Federal Recurring Contracts (VDOT)

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

General | Lines | Amendments

Contract Number 0000002230 Sold To Customer B & B SIGNAL CO., LLC
Amendment Number 0000000000 *Contract Status ACTIVE

Amend Contract Add to My Contracts

Description Property Damage Contract Processing Status Active
Contract Admin Contract Admin Amendment Status
Region Code Business Unit VA Dept of Transportation
Contract Type O Contract Classification Standard
Currency Code USD Last Amended
Exchange Rate Type CRRNT Start Date 05/15/2024
Contract Signed 05/10/2024 End Date 07/11/2025
Contract Role Last Update Date/Time 05/17/2024 9:34:26AM
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 Supplemental Data Go To More ▾

Save Return to Search Notify Add Update/Display

General | Lines | Amendments

3. Click the **Save** button.