

Creating a Non-Federal Amount-Based Contract Overview

Amount-based contracts are used to bill a fixed price contract for varying amounts. An amount-based contract line allows you to bill a fixed amount against a single **Project/Activity** combination. Amount-based products allow the same **Project/Activity** combination to be associated with more than one contract line.

When creating an amount-based contract line, you must use an amount-based product. If you need to create a new amount-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 an amount-based product, see the job aid **PA354_Creating Customer Contract Products** located on the Cardinal website in **Job Aids** under **Learning**.

Once the **Product** has been confirmed/created and associated with a **Revenue Plan Template**, a **Billing Plan Template**, and **Distribution Code** it can be used on any amount-based contract line.

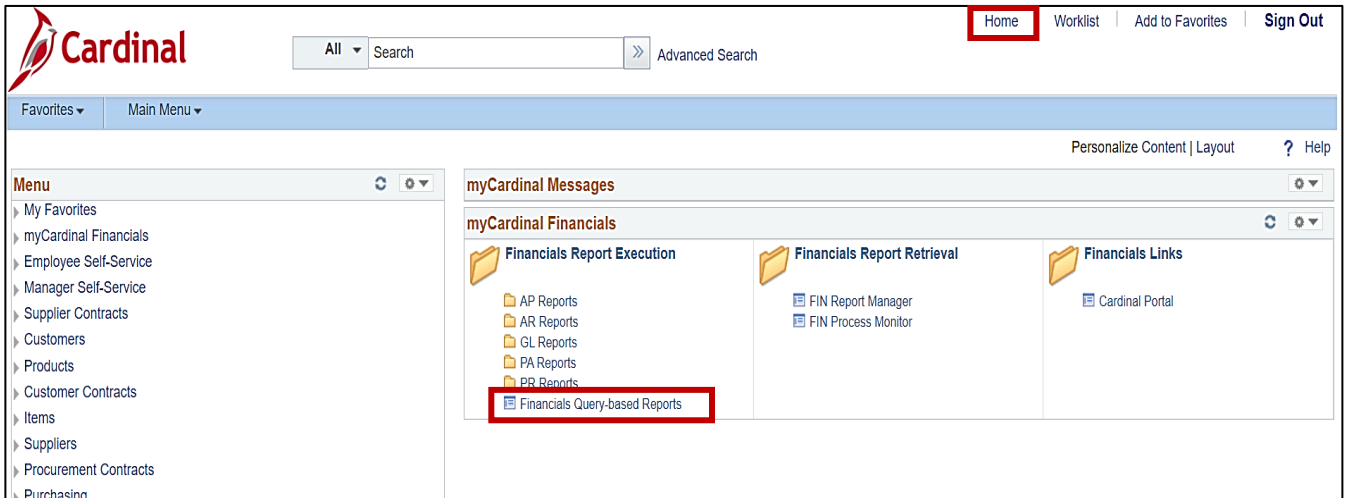
Navigation Note: Please note that you may see a Notify button at the bottom of various pages utilized while completing the processes within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

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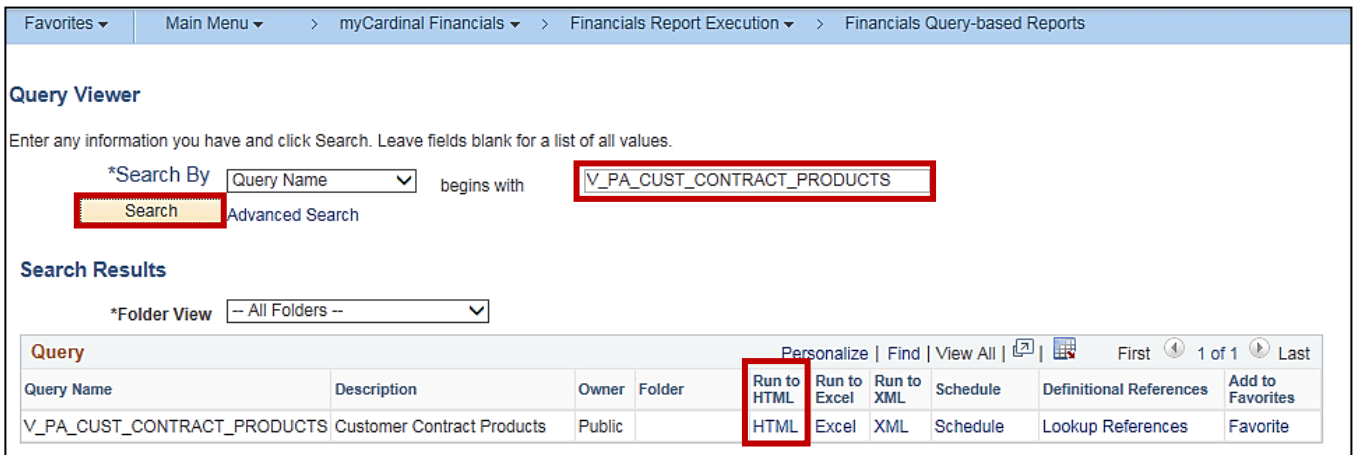
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Confirm Amount-Based Product

Before creating an Amount-Based Product, search to see if the Amount-Based Product already exists which contains the COA string needed.



1. Run the **Customer Contract Products** query. Access this query by going to the Cardinal **Home** page and clicking the **Financials Query-based Reports** link.



Query Viewer

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

*Search By Query Name begins with V_PA_CUST_CONTRACT_PRODUCTS

Search Advanced Search

Search Results

*Folder View -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
V_PA_CUST_CONTRACT_PRODUCTS	Customer Contract Products	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

2. The **Query Viewer** page displays. In begins with field, enter **V_PA_CUST_CONTRACT_PRODUCTS**.
3. Click the **Search** button.
4. Click the **HTML** link.



Project Accounting Job Aid

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

V_PA_CUST_CONTRACT_PRODUCTS - Customer Contract Products

Business Unit

Product ID(% for all)

Product Group(% for all)

Account(% for all)

Dept ID (% for all)

Fund (% for all)

View Results

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (41 kb)

View All

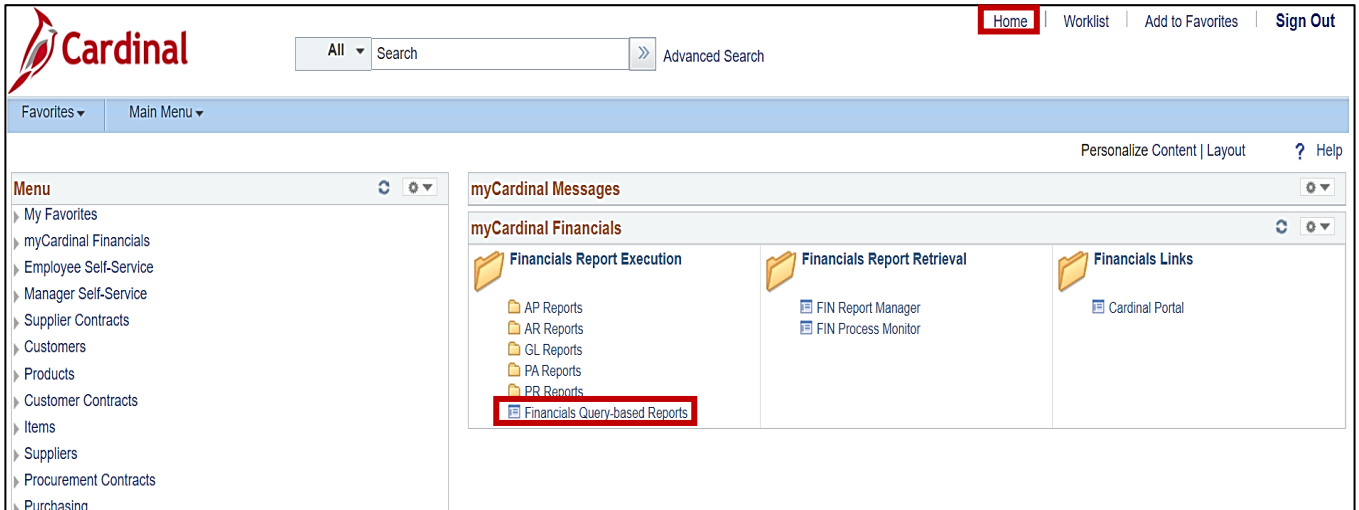
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	Product	Product Description	Price Type	Product Group	Distribution Code	Distribution Code Desr	Account	Department	Fund	Cost Center	Program	Project Id	Activity
1	AMT_FEDERAL	Federal - Amount Based	AMT	RTE_FED	GRANTGRT12	Federal Grant - Local Assistan	4020205	10059	04010		603015		
2	AMT_FEDGRT10	Federal Grant - NOVA	AMT	AMT_FED	GRANTGRT10	Federal Grant - NOVA	4020205	19000	04010				
3	AMT_FEDGRT11	Federal Transit Grant-Richmond	AMT	AMT_FED	GRANTGRT11	Federal Transit Grant-Richmond	4020507	14000	04010				
4	AMT_FED_GRT10	Federal Grant-NOVA	AMT	AMT_FED	GRANTGRT10	Federal Grant - NOVA	4020205	19000	04010				
5	AMT_FED_GRT11	Federal Grant-Richmond	AMT	AMT_FED	GRANTGRT11	Federal Grant - Richmond	4020505	14000	04010				
6	AMT_FED_PASS1	Federal PassThrough CO	AMT	AMT_FED	FEDPASS1	Federal PassThrough CO	609650	10015	04010				
7	AMT_GENER1	Gener - HMO - East River	AMT	AMT_HMOOTH	GENERGEN10	Generic HwyMaintOps East Rv AR	40040001	11099	04100				
8	AMT_GENER2	Gener-HMO-STA-Research Council	AMT	AMT_HMOSTA	GENERGEN15	University of Virginia Generic	4003007	10029	04100	11210010	602002		
9	AMT_GENER3	Gener - HMO - VCTIR	AMT	AMT_HMOOTH	GENERGEN16	Research Council HMO Private	40040001	10029	04100		602002		
10	AMT_GENER4	Gener-CON- Location & Design	AMT	AMT_CONOTH	GENERGEN14	Location & Design CON Private	40040001	10021	04720		514008	0000108401	
11	AMT_MGSE1	Misc-HMO-CCT/OTH-Nova	AMT	AMT_HMOOTH	MG&SEMGS09	Misc - HMO - CCT/OTH-NOVA	4009060	19000	04100	11000010			

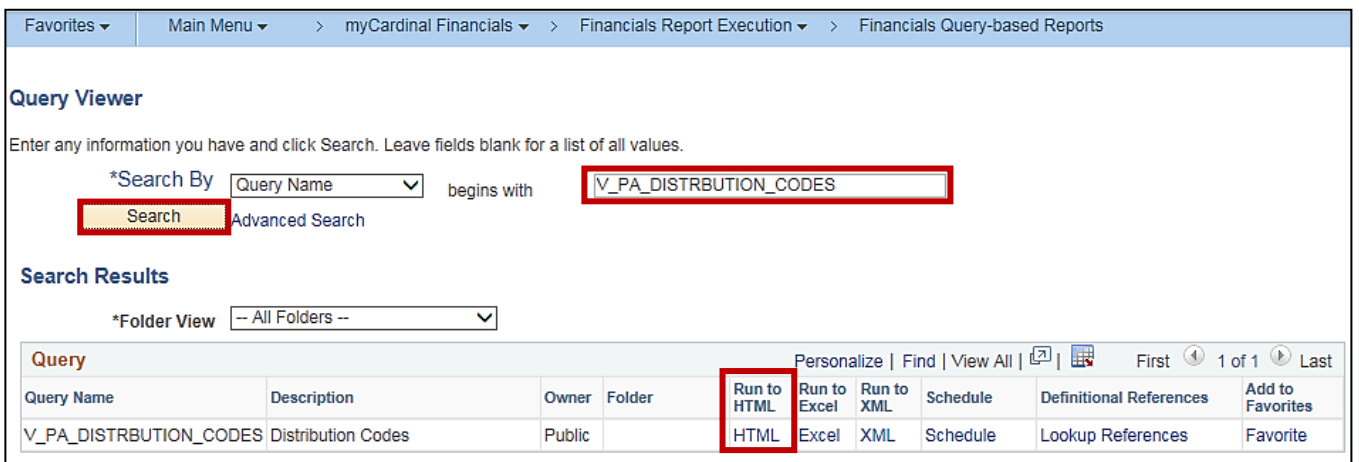
5. The **Query** page displays.
 - a. Enter the run criteria for the query. You should, at a minimum, enter the **Business Unit** and **Product ID** prefix of **AMT%**. If you have the other details (e.g., **Product Group**, **Account**, **Fund**, etc.), they can also be entered.
 - b. Click the **View Results** button.
6. Review the results to see if there is an existing product that has the appropriate **Product Group** and COA string which is needed to record the billing and revenue transactions for the contract.
 - a. If the **Product** exists, go to the [Create an Amount-Based Contract](#) section of this job aid.
 - b. If the **Product** does not exist, you will need to determine if there is an existing distribution code which contains the appropriate COA string which can be used. Go to the **Confirm Distribution Code** section of this job aid.

Confirm Distribution Code

Before creating a new distribution code, verify whether a code already exists by running the **Distribution Code** query.



- Run the **Distribution Code** query. Access this query by going to the Cardinal **Home** page and clicking the **Financials Query-based Reports** link.



Query Viewer

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

*Search By Query Name begins with V_PA_DISTRBUTION_CODES

Search Advanced Search

Search Results

*Folder View -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
V_PA_DISTRBUTION_CODES	Distribution Codes	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

- The **Query Viewer** page displays. In begins with field, enter **V_PA_DISTRBUTION_CODES**.
- Click the **Search** button.
- Click the **HTML** link.



Project Accounting Job Aid

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

V_PA_DISTRIBUTION_CODES - Distribution Codes

SetID

Account (% for all)

Fund (% for all)

Dept Id (% for all)

Cost Center (% for all)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (24 kb)

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Row	Distribution Code	Effective Date	Effective Status	Long Description	Short Description	Account	Dept ID	Task	Fund	Cost Center	Program	Project	Activity
1	ADVANC034	07/01/2016	A	Prepaid - CON - STA	ADVANC034	4003007	10030		04720				
2	ADVANC035	07/01/2016	A	Prepaid - CON - OTH	ADVANC035	4003007	10055		04720				
3	AUDITAUDI2	01/01/1901	A	Audit - CON - OTH	AUDITAUDI2	4009060	10015		04720	12000010			
4	COALSCOALS	01/01/1901	A	Coal Severance - CCT	COALSCOALS	40042013	11000		04720				
5	GENERGEN1	01/01/1901	A	Generic Construction AR	GENERGEN1	4009060	99999		04720	12000010			
6	GENERGEN14	01/02/1901	A	Location & Design CON Private	GENERGEN14	40040001	10021		04720		514008	0000108401	
7	MG&SECON01	01/01/1901	A	Misc - CON - CCT/OTH-Bristol	MG&SECON01	40042011	11000		04720	12000010			
8	MG&SECON02	01/01/1901	A	Misc - CON - CCT/OTH-Salem	MG&SECON02	40042011	12000		04720	12000010			
9	MG&SECON03	01/01/1901	A	Misc - CON - CCT/OTH-Lynchburg	MG&SECON03	40042011	13000		04720	12000010			
10	MG&SECON04	01/01/1901	A	Misc - CON - CCT/OTH-Richmond	MG&SECON04	40042011	14000		04720	12000010			
11	MG&SECON05	01/01/1901	A	Misc - CON - CCT/OTH-Suffolk	MG&SECON05	40042011	15000		04720	12000010			
12	MG&SECON06	01/01/1901	A	Misc - CON - CCT/OTH-Fredsborg	MG&SECON06	40042011	16000		04720	12000010			
13	MG&SECON07	01/01/1901	A	Misc - CON - CCT/OTH-Culpeper	MG&SECON07	40042011	17000		04720	12000010			
14	MG&SECON08	01/01/1901	A	Misc - CON - CCT/OTH-Strunton	MG&SECON08	40042011	18000		04720	12000010			
15	MG&SECON09	01/01/1901	A	Misc - CON - CCT/OTH-NOVA	MG&SECON09	40042011	19000		04720	12000010			
16	MG&SECON30	01/01/1901	A	Misc - CON - OTH - C Office	MG&SECON30	40042011	10015		04720	12000010			
17	MG&SECON31	01/01/1901	A	Misc - CON - OTH - B Council	MG&SECON31	40042011	10030		04720	12000010			

11. The **Query** page displays.

- Enter the run criteria for the query. You should, at a minimum, enter the **Set ID** and **Account**. If you have the other details (e.g., **Fund**, **Department** etc.), they can also be entered.
- Click the **View Results** button.

12. Review the results to see if there is an existing **Distribution Code** for the COA string which is needed to record the revenue transactions for the contract.

- If the **Distribution Code** exists, go to the [Create a Non-Federal Amount Based Contract](#) section of this job aid.
- If the **Distribution Code** does not exist, see the job aid titled **PA354_Create Customer Contract Products** located on the Cardinal website in **Job Aids** under **Learning**.

PA354_Creating a Non-Federal Amount-Based Contract (VDOT)**Create a Non-Federal Amount-Based Contract**

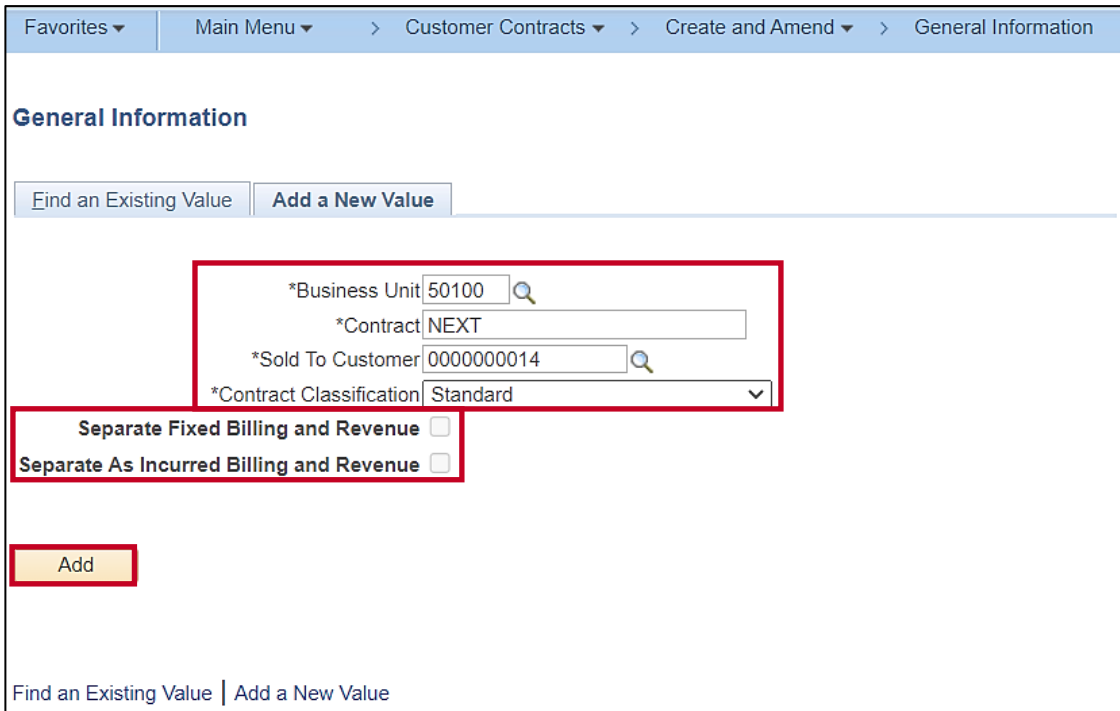
The process to create a customer contract for a non-federal amount-based contract involves the following steps:

- When creating an amount-based contract line, you must use an amount-based product. If you need to create a new amount-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. See the job aid titled **PA354_Creating Customer Contract Products** located on the Cardinal website in **Job Aids** under **Learning** for details.
- **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 contract type.
- **Enter Contract Line Information:** Contracts may have more than one contract line. However, most amount-based contracts will only have one. At this level, a product is chosen that defines the contract as amount-based. The **Revenue** and **Billing Plans** are defined at the line level.
- **Enter Contract Terms:** **Projects** and **Activities** are linked to a contract line on the **Related Projects** page. Unlike rate-based contracts, the same **Project/Activity** combination can be linked to more than one contract line for an amount-based contract.
- **Update the Accounting Distribution:** The **Project** and **Department** values must be defined on the accounting distribution.
- **Allocate Amounts:** After you define your amount-based contract and add the **Products** that make up your contract, the next step is to allocate the contract's **Fixed Billing** amount. A contract cannot be set to an **Active Processing Status** until the **Fixed Billing** has been allocated and the **Allocation** option has been set to **Complete**.
- **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

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

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



- Click the **Add a new Value** tab.
- Business Unit:** 50100 for VDOT
- Contract:** Defaults to **NEXT**. Do not change.
- Enter the **Sold To Customer** using the look up icon.
Note: If the customer is not listed in the look up, this means the customer has not been created, or was not created correctly. Consult the Accounts Receivable group to have the customer record updated.
- Contract Classification:** Standard. Do not change.
- The two check box fields, **Separate Fixed Billing and Revenue** and **Separate As Incurred Billing and Revenue**, are not used.
- Click the **Add** button.



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The **General Information** page displays.

General Information page showing contract details. Key fields highlighted with red boxes include:

- Description: Other - Amount Based
- Contract Type: O
- Currency Code: USD
- Exchange Rate Type: CRRNT
- Contract Signed: 04/15/2024
- Use Project ChartFields: ☒

Other visible fields and values:

- Contract Number: NEXT
- Sold To Customer: W-L CONSTRUCTION & PAVING, INC.
- *Contract Status: PENDING
- Processing Status: Pending
- Amendment Status: [Empty]
- Business Unit: VA Dept of Transportation
- Contract Classification: Standard
- Last Amended: [Empty]
- Last Update Date/Time: [Empty]
- Last Update User ID: [Empty]
- Separate Fixed Billing and Revenue: ☐
- Separate As Incurred Billing and Revenue: ☐

Buttons: Copy From Contract, Add to My Contracts, Save, Notify, Add, Update/Display.

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
 - L: Local
 - O: Other
 - R: Resolution
11. The **Currency Code** and **Exchange Rate Type** field values default. Do not change these values.
12. **Contract Signed:** Defaults to the current date. Update with the agreement date. If there is no agreement date, you may use the date the contract is eligible to begin billing. This date automatically populates the effective date on the accounting distribution.
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.



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15. **Legal Entity:** select **STATE**

16. **Federal Region Code:** Defaults to **03** (FHWA). Do not change this value.

17. Click the arrow next to the **Summary of Amounts** section to expand the section:

18. **Fixed Billing:** Enter the total amount to bill the customer (i.e., negotiated amount). The amount billed cannot exceed this amount.

Note: The *notes below the Billing and Revenue Amounts sections indicate whether the allocation step has been completed or not. Both will display as **Not Complete** when creating the contract.

19. Click the **Save** button.

20. The contract number displays in the **Contract Number** field.

21. Click the **Lines** tab.

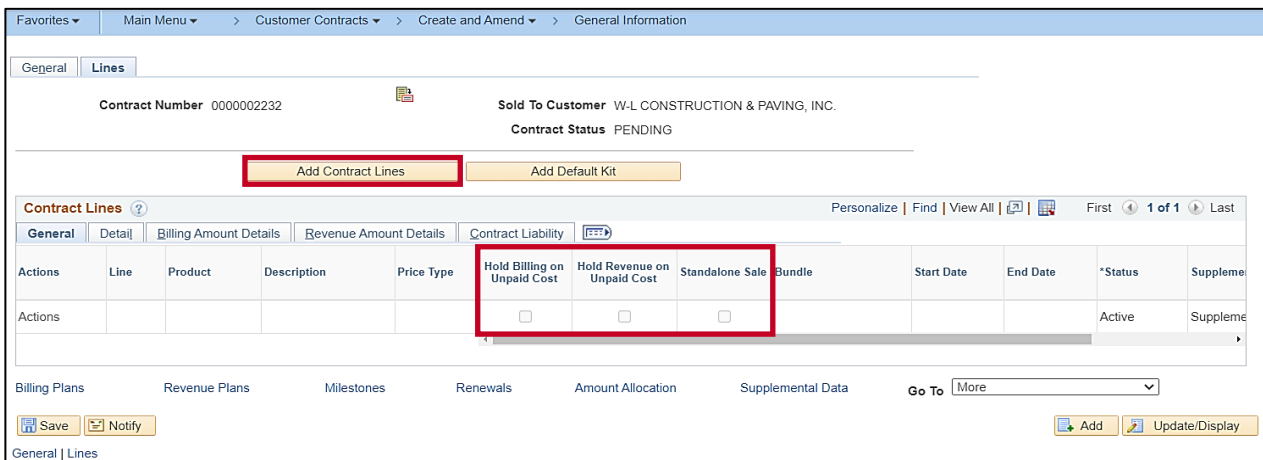
PA354_Creating a Non-Federal Amount-Based Contract (VDOT)

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 limits, billing plans, 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.

Contract Lines with a **Processing Status** of **Pending** with billing and revenue plans that have not been assigned can be deleted.

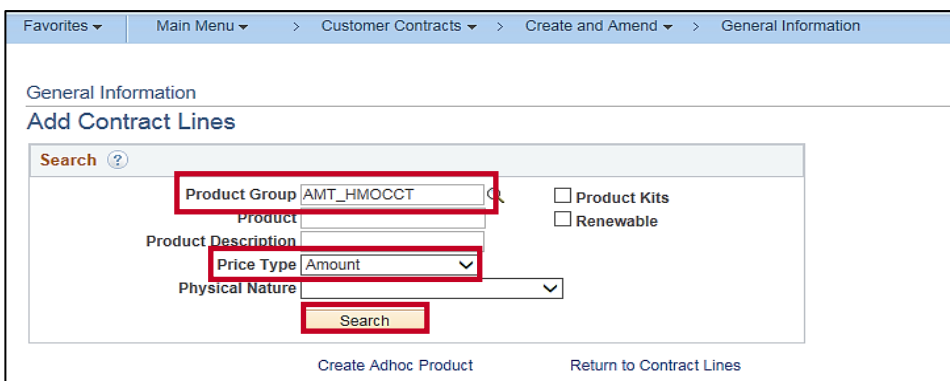
When you activate a contract, the Add Contracts Lines button no longer displays and an amendment must be created to add additional lines to the contract.



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.

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

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



2. To search for non-federal amount-based products enter/select the following:
 - a. **Product Group:** Select the product which will default the appropriate distributions.
 - b. **Price Type:** Amount
3. Click the **Search** button.



Project Accounting Job Aid

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

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
☐	1 AMT_MGSE2	Misc - HMO - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	
☐	2 AMT_PROJE1	Partic - HMO - CCT - Bristol	Amount	Goods	N	None			N		1.0000	
☐	3 AMT_PROJE2	Partic - HMO - CCT - Salem	Amount	Goods	N	None			N		1.0000	
☐	4 AMT_PROJE3	Partic - HMO - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	
☒	5 AMT_PROJE4	Partic - HMO - CCT - Richmond	Amount	Goods	N	None	04/15/2024		N		1.0000	
☐	6 AMT_PROJE5	Partic - HMO - CCT - Suffolk	Amount	Goods	N	None			N		1.0000	

☒ Select All ☐ Clear All

Create Plans from Template

- ☒ Billing Plans
- ☒ Revenue Plans
- ☒ Renewal Plans

Combine Like Templates

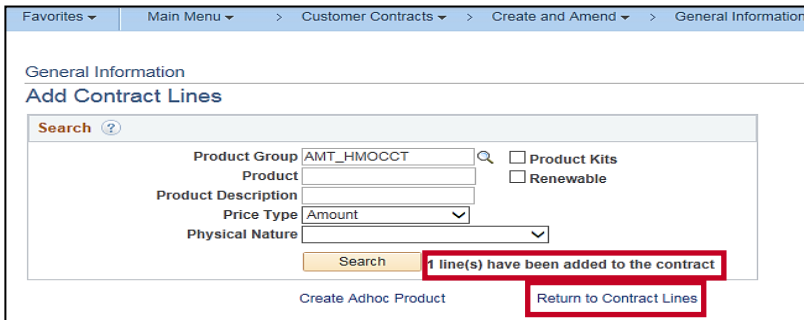
- ☒ Billing Plans
- ☒ Revenue Plans

Add Contract Lines **Create Adhoc Product** **Return to Contract Lines**

4. Several columns display under the **Search Results**.
 - a. Checkbox to select the **Product** you want to add to the contract which will default the appropriate distribution.
 - b. **Product**: Displays the product name.
 - c. **Description**: Displays the description of the product
 - d. **Price Type**: Displays the price type of the product.
Note: if you narrowed the search results by price type, this is the value you selected.
 - e. **Physical Nature**: Displays **Goods**. This field defaults from the product
 - f. **Fee Type**: Displays the fee type and defaults to **None**
 - g. **Start Date**: Enter a **Start Date** for the contract line. The value that you enter appears on the **Contract - Lines** page.
 - h. **End Date**: Leave blank
 - i. **Quantity**: This value is automatically populated. Do not change.
 - j. **UOM**: Unit of measure associated with the product as appropriate. This value defaults and should not be changed.
5. **Create Plans from Template** and **Combine Like Templates**: Check boxes default as selected. Do not change. These templates create the predefined **Billing Plans** and **Revenue Plans** for the product(s) selected.
6. Click the **Add Contract Lines** button.

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

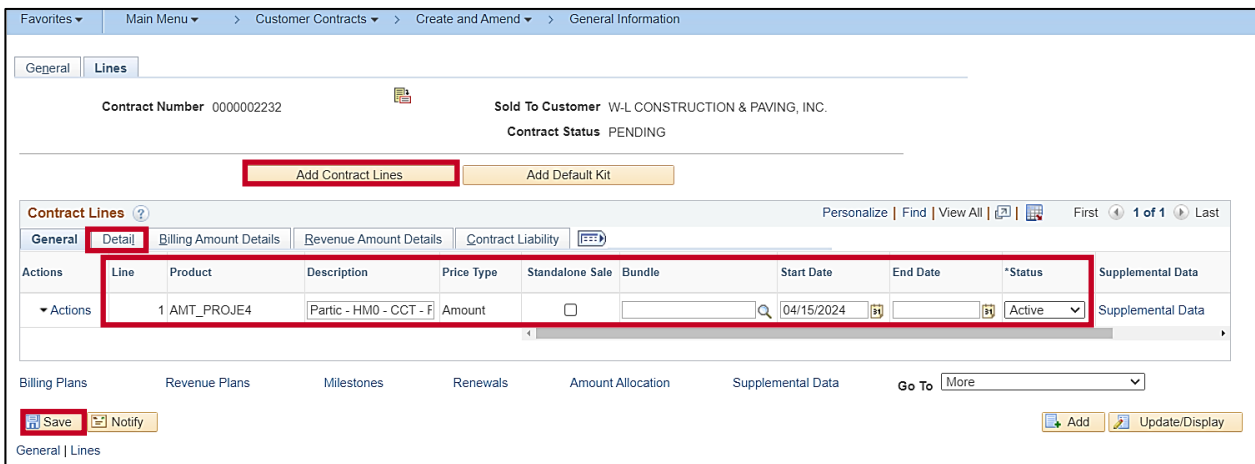
The **General Information – Add Contract Lines** page returns.



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

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

The **General Information Lines** tab displays.



9. **Product:** Displays the product that was selected

10. **Description:** Displays description associated with the selected product

11. **Price Type:** Amount

12. **Start Date:** Confirm the same date that was entered for the product

13. **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**.

14. Click the **Save** button. Saving the contract defaults the following components:

- The billing and revenue plan that is associated with the selected Product.
- The accounting distribution information associated with the selected Product.

Note: You can add additional contract lines using the **Add Contract Lines** button.

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



Project Accounting Job Aid

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Enter Contract Terms and Related Projects

Contract Number 0000002232 Sold To Customer W-L CONSTRUCTION & PAVING, INC.
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	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.

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

Save Notify Add Update/Display

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

The **Related Projects** page displays.

Contract Number 0000002232 Sold To Customer W-L CONSTRUCTION & PAVING, INC.
Amendment Number Contract Status PENDING

Contract Line 1 Price Type Amount
Product AMT_PROJE4
Description Partic - HM0 - CCT - Richmond

PC Business Unit 50100

Associated Projects & Activities Personalize | 1 of 1 | Last

*Project	*Activity	Source Type	Category	Subcategory
0000012417	716			

Create Project Create Activity

Return to General Information

Amount Allocation

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

17. Enter the **PC Business Unit: 50100** for VDOT.

18. Enter or select the project number in the **Project** field.

Note: Determine which **Project/Activity** combination is to be billed under the contract line. The first non-participating activity within the phase being billed should be selected.

19. Enter or select the **Activity**.

20. Click the **Save** button.



Project Accounting Job Aid

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

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

Related Projects

Contract Number 0000002232 Sold To Customer W-L CONSTRUCTION & PAVING, INC.
Amendment Number Contract Status PENDING

Contract Line 1 Price Type Amount
Product AMT_PROJE4
Description Partic - HM0 - CCT - Richmond

PC Business Unit 50100

Associated Projects & Activities Personalize | First 1 of 1 Last

*Project	*Activity	Source Type	Category	Subcategory	Description	Description
0000012417	716				1538061281, N501	Road Plans

Create Project Create Activity

Return to General Information

Amount Allocation

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

Note: After clicking the **Save** button, two additional Description fields display at the end of the row. The first **Description** field displays the description of the project that was selected. The second **Description** field displays the description for the specific activity selected.

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

The **Lines** tab – **General** tab displays.

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

General **Lines**

Contract Number 0000002232 Sold To Customer W-L CONSTRUCTION & PAVING, INC.
Contract Status PENDING

Add Contract Lines Add Default Kit

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

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

Actions	Line	Product	Description	Price Type	Standalone Sale	Bundle	Start Date	End Date	*Status	Supplemental Data
▼ Actions	1	AMT_PROJE4	Partic - HM0 - CCT - F	Amount	☐		04/15/2024		Active	Supplemental Data

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

Save Return to Search Notify Add Update/Display

General | Lines

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



Project Accounting Job Aid

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Update the Accounting Distribution

With amount-based contracts the accounting distribution line(s) default based on the **Product** you selected. However, you need to add the **Project ID** on each accounting distribution line. Enter the same **Project ID** you selected when linking the **Project/Activity** for the contract line.

Additionally, the **Fund** and **Department** must be updated on the **Unbilled Revenue** distribution line to match the **Fund** and **Department** on the **Revenue** distribution line.

The screenshot shows the 'Contract Lines' page for contract 0000002232. The 'Accounting' field is highlighted with a red box, showing the 'Distribution' link. The 'Contract Status' is 'PENDING'.

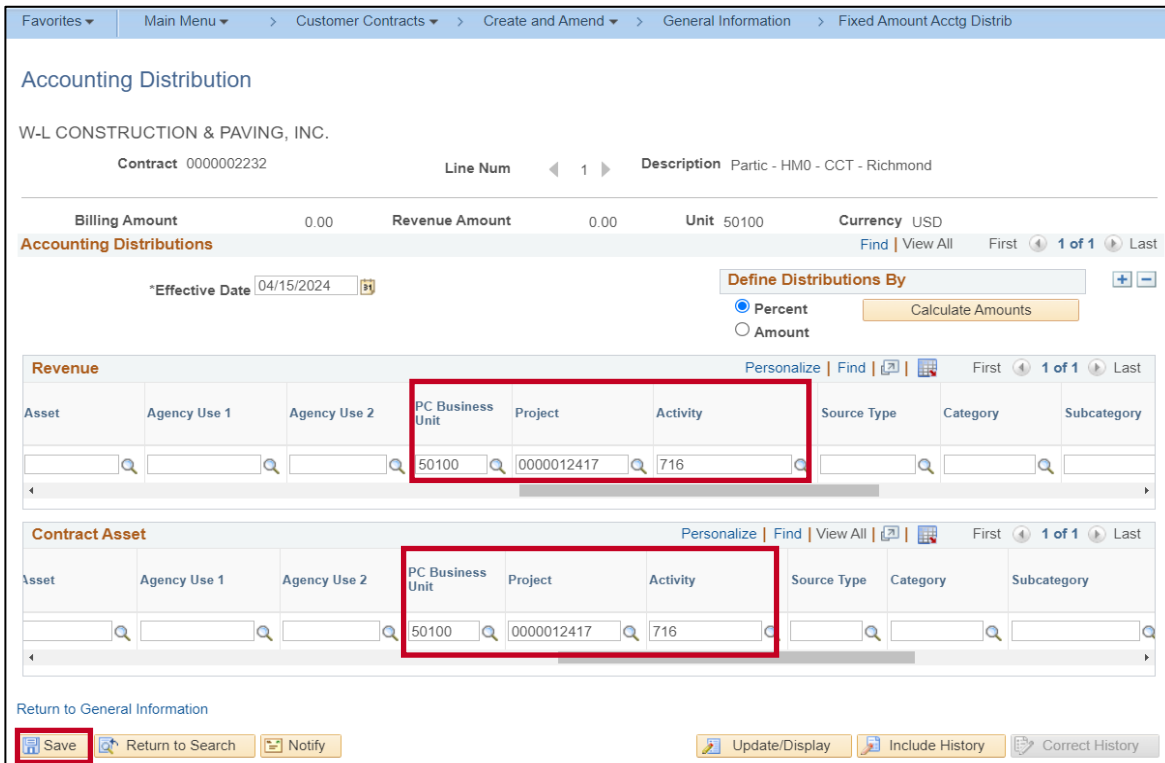
1. Click the **Distribution** link in the **Accounting** field.

The **Accounting Distribution** page displays.

The screenshot shows the 'Accounting Distribution' page for contract 0000002232. The 'Revenue' and 'Contract Asset' sections are visible. The 'Fund' and 'Department' fields are highlighted with red boxes. The 'Correct History' button is also highlighted with a red box.

2. Click the **Correct History** button.
3. Update the **Fund** and **Department** on the **Contract Asset** distribution line to the values displayed on the **Revenue** distribution line.
4. Use the scrollbar for both the **Revenue** and **Contract Asset** to update additional values in the **PC Business Unit, Project, and Activity** fields.

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

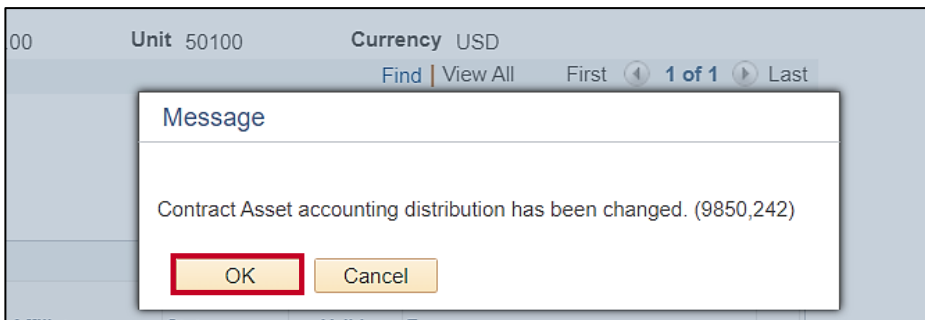


5. Enter or select the following values:

- PC Business Unit:** Enter **50100**
- Project:** Enter or select the Project ID number. This Project ID number must be the same Project ID that was selected when linking the **Project/Activity** to the contract line.
- Activity:** Enter or select the appropriate **Activity**. This **Activity** number must be the same Activity that was selected when linking the **Project/Activity** to the contract line.

Note: The activity value must be **Active** for the distribution to save.

6. Click the **Save** button.



7. A message displays indicating **Contract Asset accounting distribution has been changed**.

8. Click the **OK** button.



Project Accounting Job Aid

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

*Effective Date

Define Distributions By
☒ Percent ☐ Amount [Calculate Amounts](#)

Revenue	Source Type	Category	Subcategory	Affiliate	Fund Affiliate	Stat	Valid
							☒

Contract Asset	Activity	Source Type	Category	Subcategory	Affiliate	Fund Affiliate	Stat	Valid
616								☒

[Return to General Information](#)

[Save](#) [Return to Search](#) [Notify](#) [Update/Display](#) [Include History](#) [Correct History](#)

9. Scroll to the end for each line and verify that the **Valid** checkbox is checked.

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

The **Lines** tab returns.

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

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

Contract Number 0000002232 Sold To Customer W-L CONSTRUCTION & PAVING, INC.
Contract Status PENDING

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

Contract Lines									
General	Detail	Billing Amount Details	Revenue Amount Details	Contract Liability					
Actions	Line	Product	Description	Price Type	Standalone Sale	Bundle	Start Date	End Date	*Status
▼ Actions	1	AMT_PROJE4	Partic - HM0 - CCT - F	Amount	☐		04/15/2024		Active

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

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

General | Lines

11. Click the **General** tab at the top of the page.



Project Accounting Job Aid

PA354__Creating a Non-Federal Amount-Based Contract (VDOT)

Allocate Amount

A contract cannot be set to an active processing status until the contract amount has been allocated and the billing and revenue plans have been completed.

The screenshot displays the 'General Information' tab for a contract with the number 0000002232. The contract is currently in a 'PENDING' status. Key details include: Sold To Customer: W-L CONSTRUCTION & PAVING, INC.; Description: Other- Amount Based; Processing Status: Pending; Business Unit: VA Dept of Transportation; Contract Classification: Standard; Start Date: 04/15/2024; End Date: 05/02/2024 7:33:29AM; Last Update User ID: V_TRN_FINUSER052. The bottom navigation bar contains several links: Billing Plans, Revenue Plans, Milestones, Renewals, Amount Allocation (highlighted with a red box), Supplemental Data, and Go To. Below the navigation bar are buttons for Save, Return to Search, Notify, Add, and Update/Display.

1. Click the **Amount Allocation** link.



Project Accounting Job Aid

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

The **Billing Allocation** page displays.

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

Billing Allocation

Contract 000002232 Sold To Customer 000000014 W-L CONSTRUCTION & PAVING, INC.
Business Unit 50100 Currency USD Contract Admin

Contract Billing ?

Total Billing 100,000.00 Unallocated Billing 0.00

Fixed Billing ?

Fixed Billing 100,000.00 Unallocated Fixed Billing 100,000.00
Billing Discounts/Surcharges 0.00 Inclusive Prepays 0.00
Net Fixed Billing 100,000.00 Allocation Incomplete

Recalculate

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

Retrieve Billing Price	Line	Product	Bundle	Price Type	Quantity	Extended Price	Billing Amount	Billing Discounts/Surcharges	Net Billing	Simulate Billing Pricing	Actions
☐	1	AMT_PROJE4		Amount	1.0000	0.00	100,000.00	0.00	0.00	Simulate Billing Pricing	Actions

☒ Select All ☐ Clear All Recalculate

Line Totals ?

Billing Amount	0.00	Recurring Billing	0.00
Discounts/Surcharges	0.00	Billing Limit	0.00
Total Billing		0.00	

Prepays
Return to General Information

Save Return to Search Notify

- In the **Contract Billing** section, enter the **Total Billing** amount (i.e., contract amount)
- In the **Fixed Billing** section, the **Fixed Billing** field defaults with the fixed billing amount entered on the **General Information** page. This should be the same as the contract amount.
- In the **Contract Line** pricing section, enter the **Fixed Billing** amount in the **Billing Amount** field.
Note: The Billing Amount must match the Fixed Billing amount.
- The **Allocation** field displays as **Incomplete**.
- Click the **Recalculate** button to recalculate the line totals.
Note: It does not matter which **Recalculate** button is clicked.



Project Accounting Job Aid

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

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

Billing Allocation

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

Contract Billing

Total Billing 100,000.00 Unallocated Billing 0.00

Fixed Billing

Fixed Billing 100,000.00 Unallocated Fixed Billing 0.00
Billing Discounts/Surcharges 0.00 Inclusive Prepays 0.00
Net Fixed Billing 100,000.00 Allocation **Complete**

Recalculate

Contract Line Pricing

Retrieve Billing Price	Line	Product	Bundle	Price Type	Quantity	Extended Price	Billing Amount	Billing Discounts/Surcharges	Net Billing	Simulate Billing Pricing	Actions
☐	1	AMT_PROJE4		Amount	1.0000	0.00	100,000.00	0.00	100,000.00	Simulate Billing Pricing	Actions

☒ Select All ☐ Clear All Recalculate

Line Totals

Billing Amount	100,000.00	Recurring Billing	0.00
Discounts/Surcharges	0.00	Billing Limit	0.00
Total Billing		100,000.00	

Prepays
Return to General Information

Save **Return to Search** **Notify**

- The **Allocation** field updates to **Complete**.
- The **Billing Amount** displays in the **Billing Amount** field under the **Line Totals** section of the page.
- Click the **Save** button.
- Click the **Return to General Information** link.

The **General Tab** returns.

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

General **Lines**

Contract Number 0000002232 Sold To Customer W-L CONSTRUCTION & PAVING, INC.
*Contract Status **PENDING**

Add to My Contracts

Description Other-Amount Based Processing Status Pending
Contract Admin Amendment Status
Region Code Business Unit VA Dept of Transportation
Contract Type 0 Contract Classification Standard
Currency Code USD Last Amended
Exchange Rate Type CRRNT Start Date 04/15/2024
Contract Signed 04/15/2024 End Date
Contract Role Last Update Date/Time 05/02/2024 8:26:00AM
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

- Click the **Lines** tab.



Project Accounting Job Aid

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

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

General Lines

Contract Number 0000002232 Sold To Customer W-L CONSTRUCTION & PAVING, INC.
Contract Status PENDING

Add Contract Lines Add Default Kit

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

General Detail Billing Amount Details Revenue Amount Details Contract Liability

Actions	Line	Product	Description	Price Type	Standalone Sale	Bundle	Start Date	End Date	*Status	Supplemental Data
▼ Actions	1	AMT_PROJE4	Partic - HM0 - CCT - F	Amount	☐		04/15/2024		Active	Supplemental Data

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

Save Return to Search Notify Add Update/Display

General | Lines

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

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

General Lines

Contract Number 0000002232 Sold To Customer W-L CONSTRUCTION & PAVING, INC.
Contract Status PENDING

Add Contract Lines Add Default Kit

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

General Detail Billing Amount Details Revenue Amount Details Contract Liability

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

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

Save Return to Search Notify Add Update/Display

General | Lines

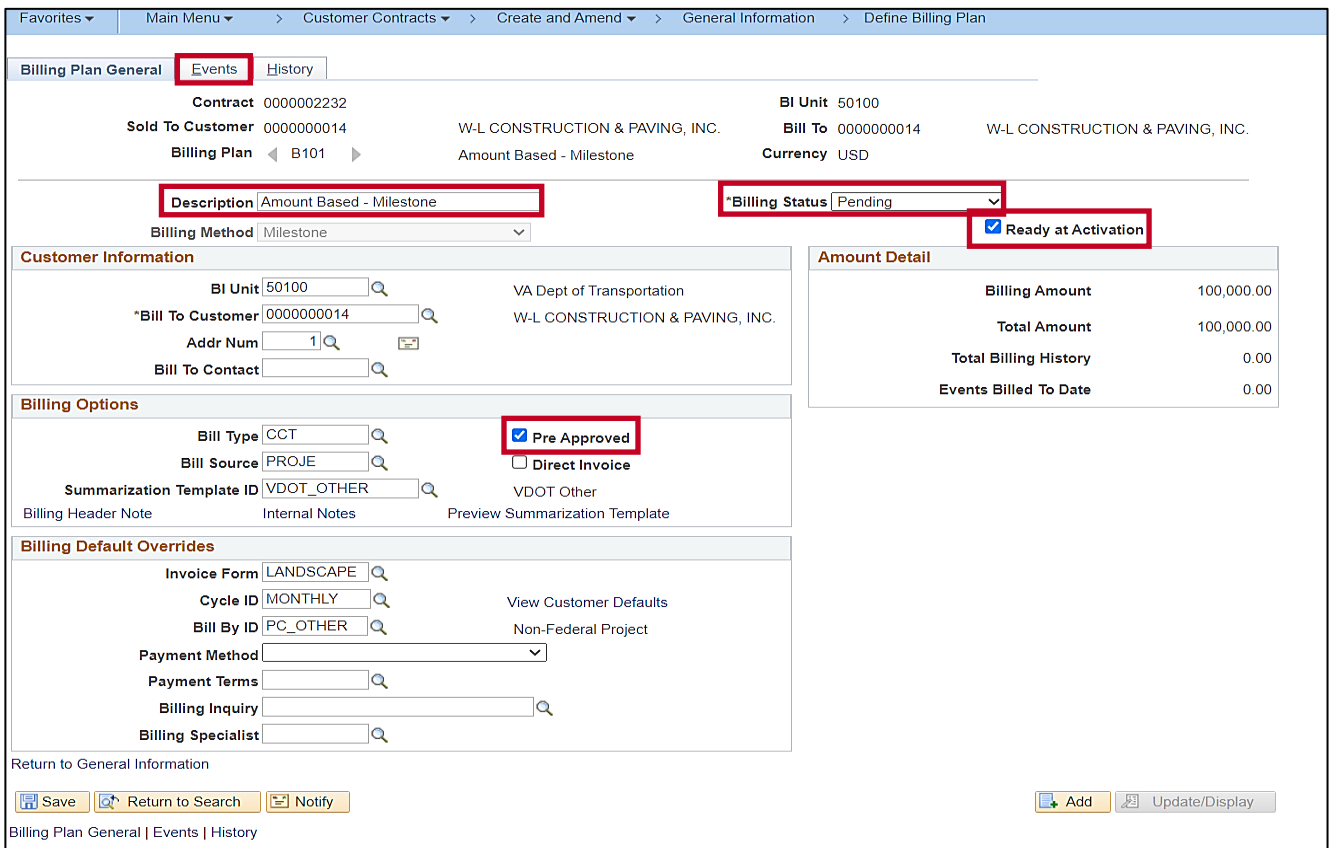
13. Click the **Pending** link in **Billing Plan** field.

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

Billing Plan

The Billing Plan is based on the Product which was selected to create the contract line. Do not change the default values. Tabs that display on this page vary depending on the contract price type (rate-based, amount-based or recurring). The **Billing Plan General** tab displays the billing information for the contract line, such as customer information and billing options. It is not used on rate-based contract lines. Depending on the **Billing Status**, a billing plan for the contract can be put on **Hold** from this tab. The **Bill Plan Hold** checkbox only displays when the contract is **Active**.

The **Define Billing Plan** page displays with the **Billing Plan General** tab displayed by default.



The screenshot shows the 'Define Billing Plan' page with the 'Billing Plan General' tab selected. Key fields and checkboxes are highlighted with red boxes:

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

Other visible fields include Contract (0000002232), BI Unit (50100), Sold To Customer (0000000014), W-L CONSTRUCTION & PAVING, INC., Billing Plan (B101), Amount Based - Milestone, Currency (USD), Billing Method (Milestone), Customer Information (BI Unit 50100, VA Dept of Transportation, *Bill To Customer 0000000014, W-L CONSTRUCTION & PAVING, INC., Addr Num 1, Bill To Contact), Billing Options (Bill Type CCT, Bill Source PROJE, Summarization Template ID VDOT_OTHER, VDOT Other, Billing Header Note Internal Notes, Preview Summarization Template), Billing Default Overrides (Invoice Form LANDSCAPE, Cycle ID MONTHLY, View Customer Defaults, Bill By ID PC_OTHER, Non-Federal Project, Payment Method, Payment Terms, Billing Inquiry, Billing Specialist).

1. The key fields and values on the **Billing Plan General** tab:
2. **Description:** Defaults and should not be changed
3. **Billing Status:** Controls the ability to enter information into and the processing that occurs against the Billing Plan. Values include **Pending**, **Ready**, and **Cancelled**.
Note: Ready displays once the contract is set to **Active**.
4. **Ready at Activation** checkbox: Defaults to checked when the **Billing Status** is **Pending**
5. **Pre Approved** checkbox: Defaults to selected. Do not change.
6. Click the **Events** tab.



Project Accounting Job Aid

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

Events Tab

This tab allows you to define billing events for the Billing Plan. Amount-based contracts Billing and Revenue Plans are based on meeting specific goals identified in the contract. In Cardinal, goals are identified as Events. You can add multiple events to the contract on the **Events** tab. The sum of the Event lines cannot exceed the contract's Fixed Billing amount.

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

Billing Plan: General | **Events** | History

Contract: 0000002232 BI Unit: 50100
Sold To Customer: 0000000014 W-L CONSTRUCTION & PAVING, INC. Bill To: 0000000014 W-L CONSTRUCTION & PAVING, INC.
Billing Plan: ◀ B101 ▶ Amount Based - Milestone Currency: USD

Define Events

☐ Percent

☒ **Amount**

Calculate Amounts

Add Milestone

Amount Detail

Total Amount	100,000.00
Remaining Percent	100.00000000
Remaining Amount	100,000.00

Event Detail

Event	Event Type	*Event Status	Event Date	Event Note	Percentage	Amount
1	Date	Ready ▾	05/02/2024	Event Note		0.00
2	Date	Ready ▾	06/02/2024	Event Note		0.00

Return to General Information

Save Return to Search Notify

Add Update/Display

Billing Plan General | Events | History

- In the **Define Events** section, select the **Amount** radio button.
- The **Fixed Billing** amount displays in the **Amount Detail** section in the **Total Amount** field.



Project Accounting Job Aid

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

Event Detail Section

The **Event Detail** section will need to be completed according to the contract. The sum of the **Event** lines cannot exceed the contract's **Fixed Billing** amount. The **Fixed Billing** amount displays in the **Amount Detail** section, **Total Amount** field. The **Event Type** defaults to **Date** and should not be changed. If the **Fixed Billing** needs to be billed in multiple installments, use the (+) button to add additional **Events**. The same number of **Events** should also be added to the **Revenue Plan**.

Note: An **Event** must have an **Event Status** of **Pending** to make updates to the **Event Date**.

Example of full amount billing as one Event

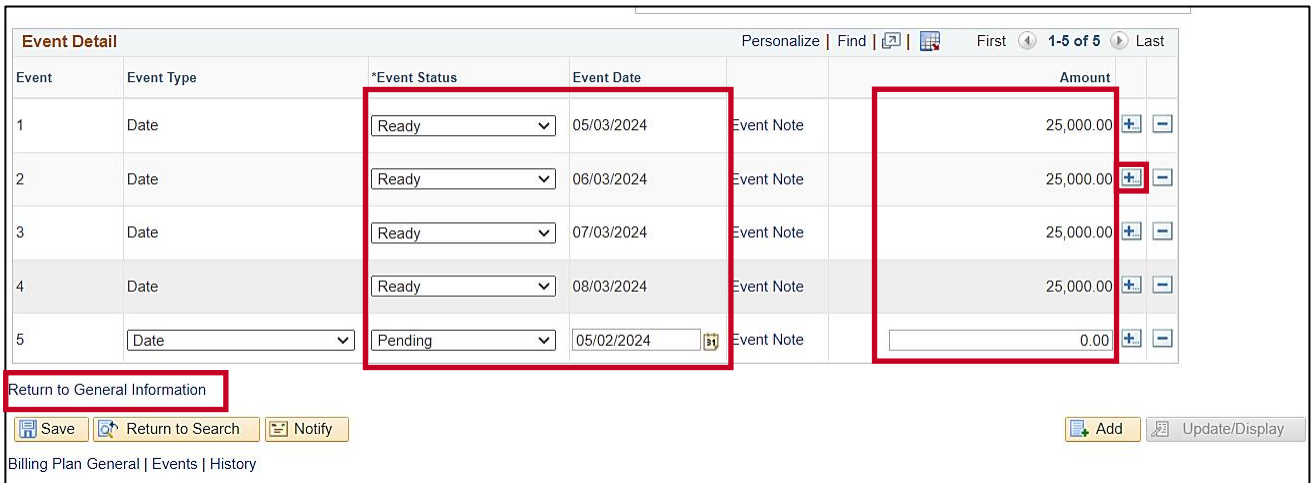
Event Detail						
			Personalize Find  		First 1-2 of 2 Last	
Event	Event Type	*Event Status	Event Date			Amount
1	Date	Ready	05/02/2024	Event Note		0.00
2	Date	Ready	06/02/2024	Event Note		0.00

Event Detail						
			Personalize Find  		First 1-2 of 2 Last	
Event	Event Type	*Event Status	Event Date			Amount
1	Date	Pending	05/03/2024	Event Note		100,000.00
2	Date	Ready	06/02/2024	Event Note		0.00

Event Detail						
			Personalize Find  		First 1-2 of 2 Last	
Event	Event Type	*Event Status	Event Date			Amount
1	Date	Ready	05/03/2024	Event Note		100,000.00
2	Date	Pending	06/02/2024	Event Note		0.00

9. For **Event** line 1:
10. Change the **Event Status** from **Ready** to **Pending**. This opens the event to allow for editing and entry.
11. **Event Date** represents the billing date as defined by the contract. Update as appropriate
12. Enter the full amount of the contract in the **Amount** field.
13. Change the **Event Status** to **Ready**
- For **Event 2** line:
14. Change the Event from **Ready** to **Pending**.
15. Leave the **Amount** as **0** since the amount is billed as one event. Leave the \$0 dollar row to keep the bill plan from completing.

Example of amount billing as multiple events



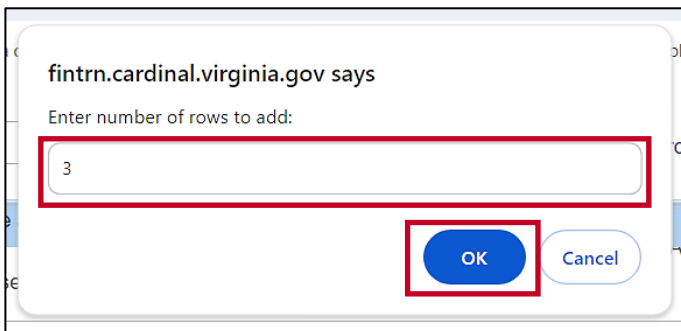
Event	Event Type	*Event Status	Event Date	Event Note	Amount
1	Date	Ready	05/03/2024		25,000.00
2	Date	Ready	06/03/2024		25,000.00
3	Date	Ready	07/03/2024		25,000.00
4	Date	Ready	08/03/2024		25,000.00
5	Date	Pending	05/02/2024		0.00

Return to General Information

Save Return to Search Notify Add Update/Display

Billing Plan General | Events | History

16. For **Event line 1**:
17. Change the **Event Status** from **Ready** to **Pending**.
18. **Event Date** represents the billing date as defined by the contract. Update as appropriate.
19. Enter the billing amount for that selected date in the **Amount** field.
20. Change the **Event Status** to **Ready** for the Event(s) that need to bill.
21. Click the **(+)** button to add new rows.



fintrn.cardinal.virginia.gov says

Enter number of rows to add:

3

OK Cancel

22. A pop-up window displays which allows the entry of the number or rows to add based on the contract.
23. Once you have entered the number of rows, click the **OK** button.
24. Follow the same steps as noted above for Event 1. For this scenario, 3 additional lines are added based on the contract (4 payments of \$25,000 each).

For **Event 5** line:

25. Change the **Event** from **Ready** to **Pending**.
26. Leave the **Amount** as **0** since the amount is billed as one event.

Message

The Event Total does not equal the Negotiated Amount.

Either adjust the amount or the percentage to correct the problem.

OK

Note: Saving updates the **Remaining Amount** to include the new event(s). If the sum of the amounts is greater than the **Total Amount** an error message displays indicating the **Total Amount** must equal the sum of the event Amounts. The event amounts must be updated and equal to the **Total Amount** before the page will save.

Event Detail						Personalize Find   First  1-5 of 5  Last	
Event	Event Type	*Event Status	Event Date		Amount		
1	Date	Ready 	05/03/2024	Event Note	25,000.00	 	
2	Date	Ready 	06/03/2024	Event Note	25,000.00	 	
3	Date	Ready 	07/03/2024	Event Note	25,000.00	 	
4	Date	Ready 	08/03/2024	Event Note	25,000.00	 	
5		Pending 	05/02/2024 	Event Note	0.00	 	

[Return to General Information](#)

 Save
  Return to Search
  Notify

 Add
  Update/Display

Billing Plan General | Events | History

27. Click the **Save** button.
28. Click the **Return to General Information** link.



Project Accounting Job Aid

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

Revenue Plan

The Revenue Plan contains a list of events defining when revenue is recognized for the Billing Events defined in the Bill Plan. Revenue should be recognized when amounts are billed. As a result, the **Billing Plan** and **Revenue Plan Event** dates and amounts must match.

Contract Number 000002232 Sold To Customer W-L CONSTRUCTION & PAVING, INC. Contract Status PENDING

Add Contract Lines Add Default Kit

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

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

Actions	Line	Product	Description	Price Type	Standalone Sale	Bundle	Start Date	End Date	*Status	Supplemental Data
▼ Actions	1	AMT_PROJE4	Partic - HM0 - CCT - F	Amount	☐		04/15/2024		Active	Supplemental Data

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

Save Return to Search Notify Add Update/Display

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

Contract Number 000002232 Sold To Customer W-L CONSTRUCTION & PAVING, INC. Contract Status PENDING

Add Contract Lines Add Default Kit

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

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

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

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

Save Return to Search Notify Add Update/Display

2. Click the **Pending** link in the **Revenue Plan** field.



Project Accounting Job Aid

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

The **Revenue Plan** page displays.

Revenue Plan

Contract 0000002232 Business Unit 50100 Currency USD
Sold To Customer 0000000014 W-L CONSTRUCTION & PAVING, INC. GL Business Unit 50100
Revenue Plan R101 GL Currency USD

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

Recognition Method: Milestone

Define Events By
☐ Percent ☒ Amount
Internal Notes
Add Milestone

Amount Detail

Total Amount	100,000.00
Remaining Percent	100.00000000
Remaining Amount	100,000.00

Event Detail

Event	Event Type	*Event Status	Accounting Date	Event Note	Percent Complete	Amount
1	Date	Ready	05/02/2024			0.00
2	Date	Ready	06/02/2024			0.00

Return to General Information
Save Return to Search Notify Add Update/Display

3. The **Description** field defaults and should not be changed.
4. The **Plan Status** field controls the processing that occurs against the Revenue Plan. Values include:
 - a. **Pending:** Displays by default. When a revenue plan is saved in a pending status, the system will not process the plan.
 - b. **Ready:** Cardinal automatically sets the Revenue Plan status to Ready upon contract activation.
 - c. **Cancelled:** Once a revenue plan has been cancelled, it cannot be reopened.
5. The **Ready at Activation** checkbox defaults as checked when the contract line has been created.
6. In the **Define Events By** section, select the **Amount** radio button.
7. The **Event Detail** section for the **Revenue Plan** must match the information that was entered on the **Billing Plan**. If multiple events were entered on the **Billing Plan**, enter the same number of **Revenue Events**, with identical **Event** line numbers, Event (Accounting) Dates, and Event Amounts. Use the (+) button to add additional Events.

Note: See the examples on the next page that show how these fields are completed for one event vs multiple events to coincide with the Billing examples displayed earlier.



Project Accounting Job Aid

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

Example showing one Event – Revenue Plan

Event Detail							Personalize Find View All [Icons]		First	1-2 of 2	Last
Event	Event Type	*Event Status	Accounting Date			Amount					
1	Date	Ready	05/03/2024	[Icon]	Event Note	100,000.00	[+]	[-]			
2	Date	Pending	06/02/2024	[Icon]	Event Note	0.00	[+]	[-]			

8. For **Event** line 1:

- Change the **Event Status** from **Ready** to **Pending**. This opens the event to allow for editing and entry.
- Event Date** represents the billing date as defined by the contract. Update as appropriate
- Enter the full amount of the contract in the **Amount** field.
- Change the **Event Status** to **Ready**.

For **Event 2** line:

- Change the Event from **Ready** to **Pending**.
- Leave the **Amount** as **0** since the amount is billed as one event. Leave the \$0 dollar row to keep the bill plan from completing.

Example with multiple Events – Revenue Plan

Event Detail							Personalize Find View All [Icons]		First	1-5 of 5	Last
Event	Event Type	*Event Status	Accounting Date			Amount					
1	Date	Ready	05/03/2024	[Icon]	Event Note	25,000.00	[+]	[-]			
2	Date	Ready	06/03/2024	[Icon]	Event Note	25,000.00	[+]	[-]			
3	Date	Ready	07/30/2024	[Icon]	Event Note	25,000.00	[+]	[-]			
4	Date	Ready	08/03/2024	[Icon]	Event Note	25,000.00	[+]	[-]			
5	Date	Pending	05/02/2024	[Icon]	Event Note	0.00	[+]	[-]			

[Return to General Information](#)

Save

Return to Search

Notify

Add

Update/Display

9. Click the **Save** button.

Note: Saving updates the **Remaining Amount** to include the new event(s). If the sum of the amounts is greater than the **Total Amount** an error message displays indicating the **Total Amount** must equal the sum of the event Amounts. The event amounts must be updated and equal to the **Total Amount** before the page will save.

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



Project Accounting Job Aid

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

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

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

General | Lines

Contract Number 0000002232 Sold To Customer W-L CONSTRUCTION & PAVING, 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	Standalone Sale	Bundle	Start Date	End Date	*Status	Supplemental Data
▼ Actions	1	AMT_PROJE4	Partic - HM0 - CCT - F	Amount	☐		04/15/2024		Active ▾	Supplemental Data

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

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

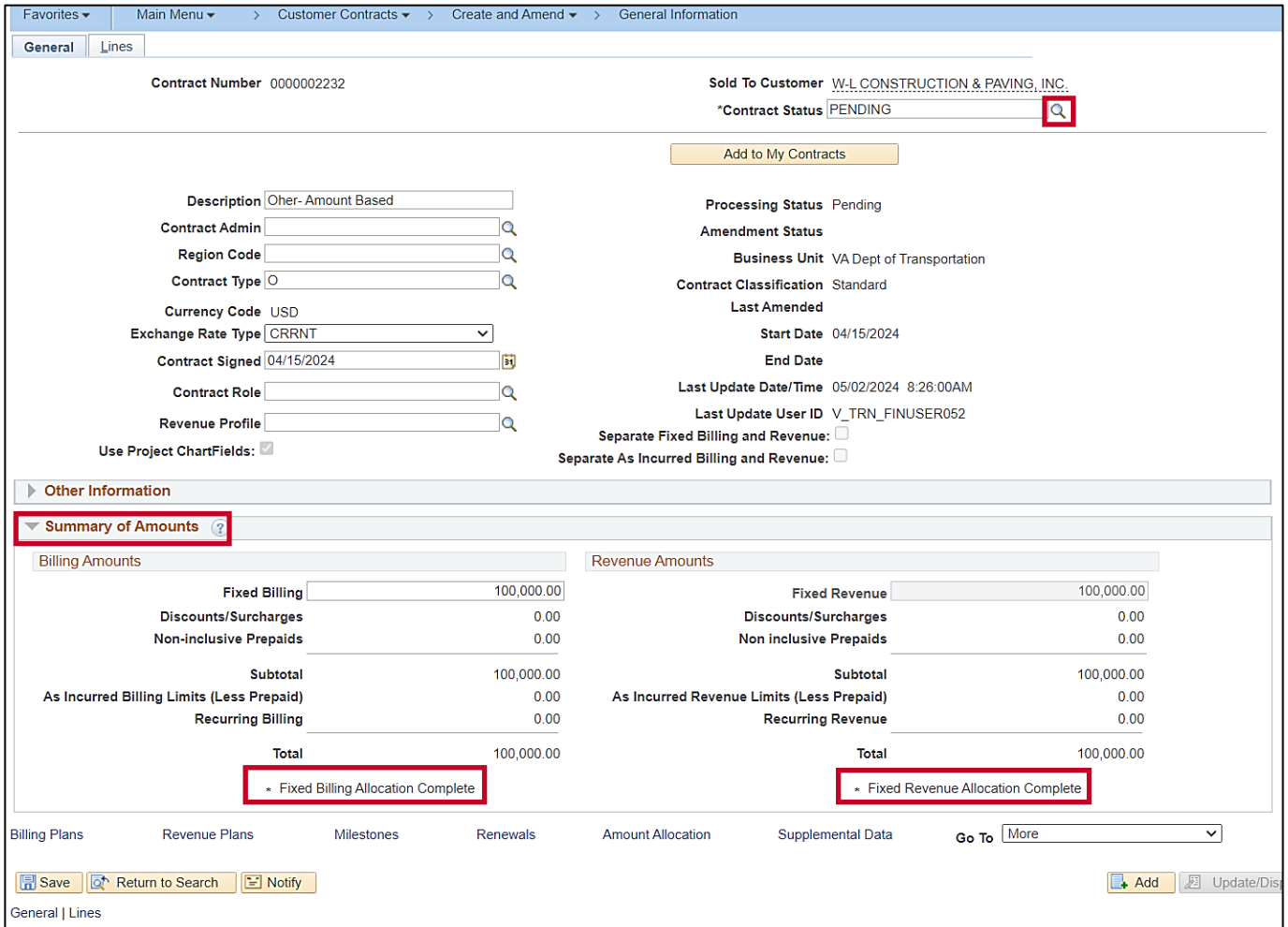
General | Lines

11. Click the **General** tab at the top of the page.

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

Activate the Contract

After you create the contract, add contract line(s), set **Transaction Limits**, define the **Rate Set**, and link the projects and activities, 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.



Contract Number 0000002232

Sold To Customer W.L. CONSTRUCTION & PAVING, INC.

*Contract Status **PENDING**

Add to My Contracts

Description Other-Amount Based

Contract Admin

Region Code

Contract Type

Currency Code USD

Exchange Rate Type CRRNT

Contract Signed 04/15/2024

Contract Role

Revenue Profile

Use Project ChartFields: ☒

Processing Status Pending

Amendment Status

Business Unit VA Dept of Transportation

Contract Classification Standard

Last Amended

Start Date 04/15/2024

End Date

Last Update Date/Time 05/02/2024 8:26:00AM

Last Update User ID V_TRN_FINUSER052

Separate Fixed Billing and Revenue: ☐

Separate As Incurred Billing and Revenue: ☐

Other Information

Summary of Amounts

Billing Amounts		Revenue Amounts	
Fixed Billing	100,000.00	Fixed Revenue	100,000.00
Discounts/Surcharges	0.00	Discounts/Surcharges	0.00
Non-Inclusive Prepays	0.00	Non-Inclusive Prepays	0.00
Subtotal	100,000.00	Subtotal	100,000.00
As Incurred Billing Limits (Less Prepaid)	0.00	As Incurred Revenue Limits (Less Prepaid)	0.00
Recurring Billing	0.00	Recurring Revenue	0.00
Total	100,000.00	Total	100,000.00

* Fixed Billing Allocation Complete

* Fixed Revenue Allocation Complete

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

Save Return to Search Notify Add Update/Dis

1. From the **General Information** page, **General** tab, use the arrow next to the **Summary of Amounts** section to expand the section.
2. The messages ***Fixed Billing Allocation Complete** and ***Fixed Revenue Allocation Complete** appear under the Billing Amounts and Revenue Amounts sections. These messages disappear once the **Contract Status** is updated to **Active**.
3. Click the **Contract Status** lookup icon.



Project Accounting Job Aid

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

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

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

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

Billing Amounts		Revenue Amounts	
Fixed Billing	100,000.00	Fixed Revenue	100,000.00
Discounts/Surcharges	0.00	Discounts/Surcharges	0.00
Non-inclusive Prepays	0.00	Non inclusive Prepays	0.00
Subtotal	100,000.00	Subtotal	100,000.00
As Incurred Billing Limits (Less Prepaid)	0.00	As Incurred Revenue Limits (Less Prepaid)	0.00
Recurring Billing	0.00	Recurring Revenue	0.00
Total	100,000.00	Total	100,000.00

5. Click the **Save** button. The contract is now active.



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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.

Contract Number 0000002232
Amendment Number 0000000000
Sold To Customer W-L CONSTRUCTION & PAVING, INC.
Contract Status ACTIVE
Description Other-Amount Based
Contract Admin [Search]
Region Code
Contract Type [Radio]
Currency Code USD
Exchange Rate Type CRRNT
Contract Signed 04/15/2024
Contract Role
Revenue Profile
Use Project ChartFields: [X]
Processing Status Active
Amendment Status
Business Unit VA Dept of Transportation
Contract Classification Standard
Last Amended
Start Date 04/15/2024
End Date
Last Update Date/Time 05/02/2024 9:41:29AM
Last Update User ID V_TRN_FINUSER052
Separate Fixed Billing and Revenue: []
Separate As Incurred Billing and Revenue: []

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

Contract Number 0000002232
Amendment Number 0000000000
Sold To Customer W-L CONSTRUCTION & PAVING, INC.
Contract Status ACTIVE
Contract Lines
General Detail Billing Amount Details Revenue Amount Details Contract Liability
Actions Line Product Description Price Type Billing Plan Revenue Plan Contract Terms Accounting Internal Notes Ship to Customer Name
1 AMT_PROJE4 Partic - HM0 - CCT - F Amount Ready Ready Contract Terms Distribution Internal Notes W-L CONSTRUCTION PAVING, INC.
Billing Plans Revenue Plans Milestones Renewals Supplemental Data Go To More
Save Return to Search Notify Add Update/Display

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

Contract Number 0000002232
Amendment Number 0000000000
Sold To Customer W-L CONSTRUCTION & PAVING, INC.
Contract Status ACTIVE
Contract Lines
General Detail Billing Amount Details Revenue Amount Details Contract Liability
Actions Line Product Description Price Type Billing Plan Revenue Plan Contract Terms Accounting Internal Notes Ship to Customer Name
1 AMT_PROJE4 Partic - HM0 - CCT - F Amount Pending Pending Contract Terms Distribution Internal Notes W-L CONSTRUCTION PAVING, INC.
Billing Plans Revenue Plans Milestones Renewals Supplemental Data Go To More
Save Return to Search Notify Add Update/Display

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

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[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** Contract Header

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

Text

Last Update Last Changed By

[Return to General Information](#)

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

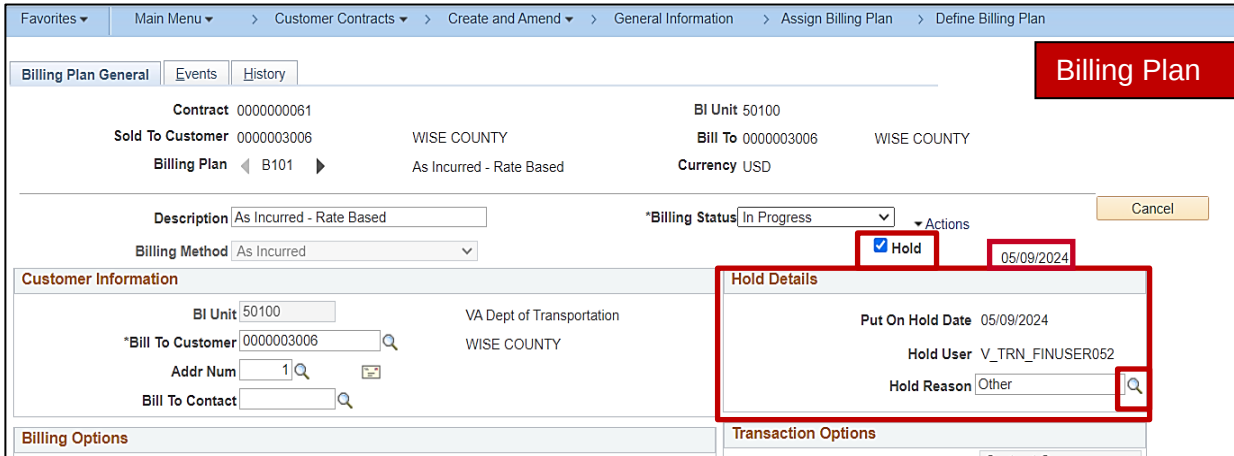
4. Select the appropriate **Component** using the lookup icon (e.g., Billing Plan, Amendment, Revenue Plan, Contract Header).
- Note:** Additional fields will display based on the **Component** selected except for **Contract Header** option.
5. Click the **Classification** dropdown menu. Select **Custom**.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

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

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 or In Progress if billings have already occurred.

1. To place the **Billing** or **Revenue Plan** status on **Hold** navigate to the appropriate page.



Billing Plan

Contract 0000000061 BI Unit 50100
Sold To Customer 0000003006 WISE COUNTY Bill To 0000003006 WISE COUNTY
Billing Plan B101 As Incurred - Rate Based Currency USD

Description As Incurred - Rate Based *Billing Status In Progress Actions
Billing Method As Incurred ☒ Hold 05/09/2024

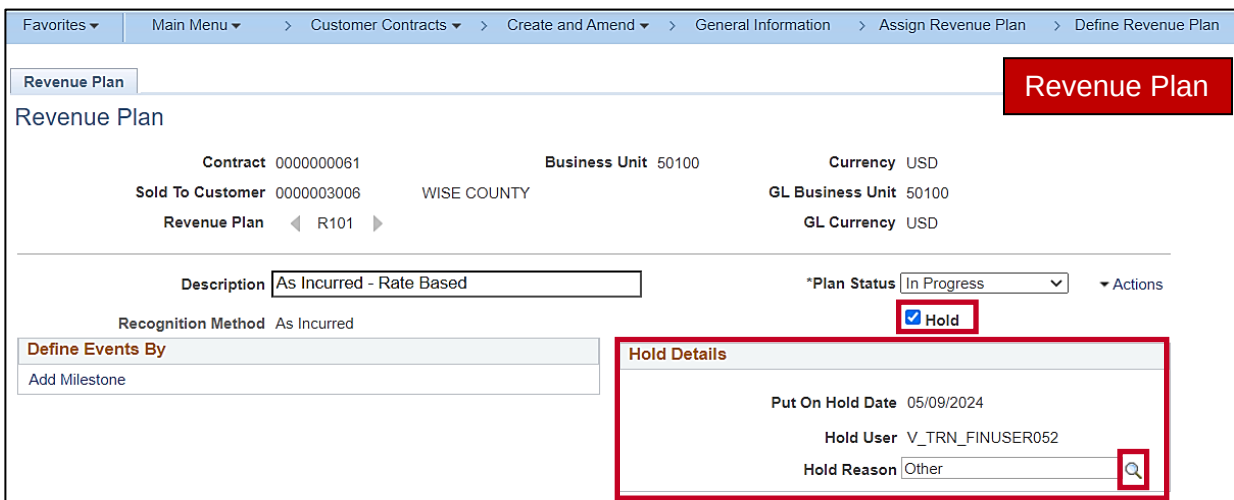
Customer Information

BI Unit 50100 VA Dept of Transportation
*Bill To Customer 0000003006 WISE COUNTY
Addr Num 1
Bill To Contact

Hold Details

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

Billing Options **Transaction Options**



Revenue Plan

Contract 0000000061 Business Unit 50100 Currency USD
Sold To Customer 0000003006 WISE COUNTY GL Business Unit 50100
Revenue Plan R101 GL Currency USD

Description As Incurred - Rate Based *Plan Status In Progress Actions
Recognition Method As Incurred ☒ Hold

Define Events By

Add Milestone

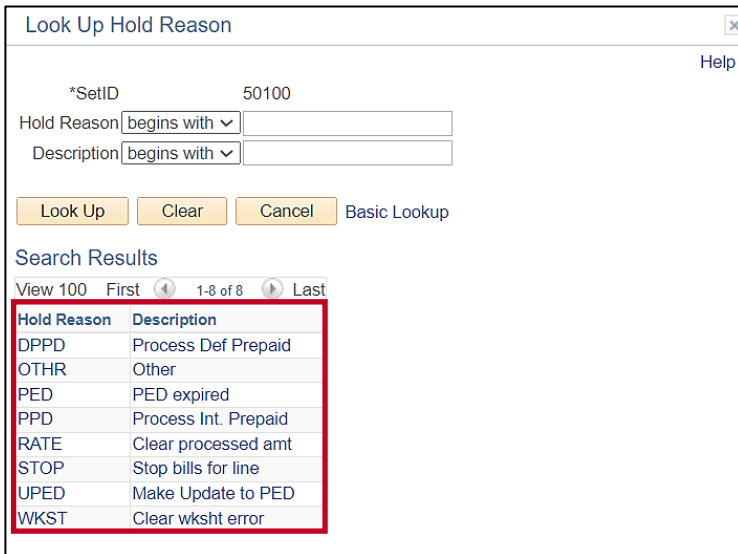
Hold Details

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

2. On the **Billing Plan General** or **Revenue Plan** tab, click the **Hold** check box to put the plan on hold.
3. Once the check box is checked, a **Hold Details** section displays, with three fields.
 - a. **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
 - b. **Hold User:** populates with the name of the person who placed the Hold
 - c. **Hold Reason:** provides a lookup icon to select the reason for the Hold
4. Click the **Hold Reason** lookup icon.

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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.

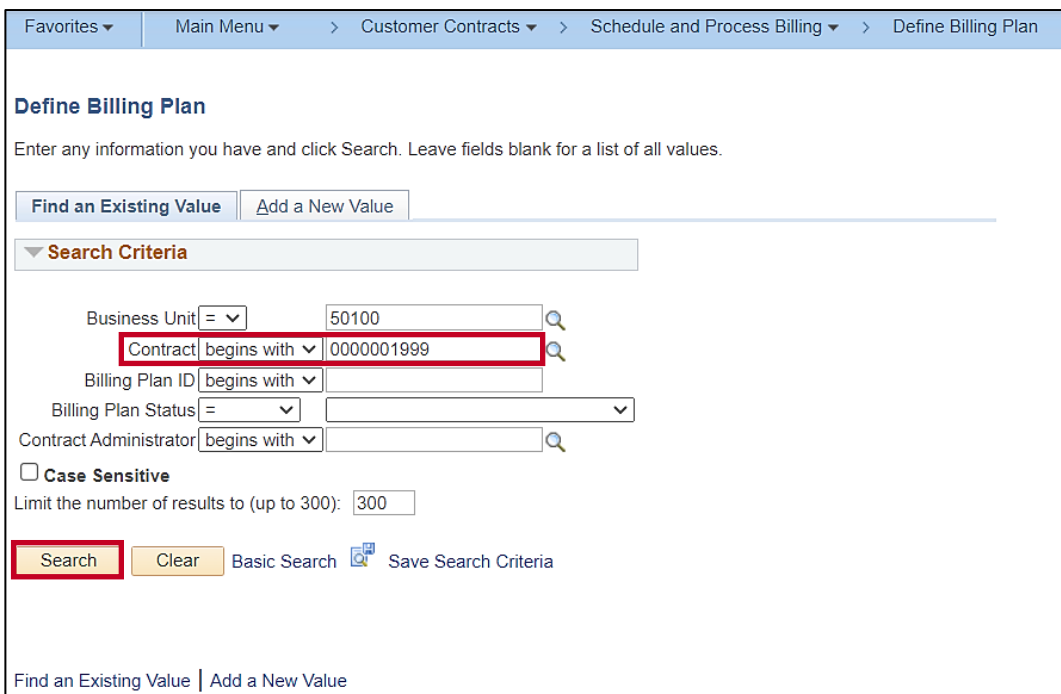
Closing a Contract

A contract should only be closed after the contract has fulfilled the contract terms. When a change is initiated to the contract status, the system performs a series of checks to ensure that the contract meets the necessary criteria to move to the next status. If the contract meets all the necessary criteria, the Contract Status can advance. For an amount-based contract, the Billing Plan, **Billing Status** must be set to **Completed** as well as the Revenue Plan, **Plan Status**.

Once the contract is Closed, it can no longer be used, amended, or reactivated. Closed contracts are removed from processing and vides, but 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 update the **Billing Plan Status**, navigate to the Billing Plan 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.



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

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

Tab: Billing Plan General | **Events** | History

Contract: 0000001999 BI Unit: 50100
Sold To Customer: 0000100140 COUNTY WARREN Bill To: 0000100140 COUNTY WARREN
Billing Plan: B101 Amount Based - Milestone Currency: USD

Description: Amount Based - Milestone *Billing Status: In Progress Actions: [Cancel] Hold: ☐

Billing Method: Milestone

Customer Information

BI Unit: 50100 VA Dept of Transportation
*Bill To Customer: 0000100140 COUNTY WARREN
Addr Num: 1 Bill To Contact: [Search]

Amount Detail

Billing Amount	355,000.00
Total Amount	355,000.00
Total Billing History	355,000.00
Events Billed To Date	355,000.00

Billing Options

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

Billing Default Overrides

Invoice Form: LANDSCAPE

5. Click the **Events** tab.

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

Tab: Billing Plan General | **Events** | History

Contract: 0000001999 BI Unit: 50100
Sold To Customer: 0000100140 COUNTY WARREN Bill To: 0000100140 COUNTY WARREN
Billing Plan: B101 Amount Based - Milestone Currency: USD

Define Events

☐ Percent
☒ Amount
Add Milestone

Amount Detail

Total Amount	355,000.00
Remaining Amount	0.00

Event Detail

Personalize | Find | [Icons] First 1-2 of 2 Last

Event	Actions	Event Type	*Event Status	Event Date	Event Note	Amount	
1	▼ Actions	Date	Completed	08/14/2019	Event Note	355,000.00	[+/-]
2	▼ Actions	Date	Pending	09/14/2019	Event Note	0.00	[+/-]

Return to Assign Billing Plan

[Save] [Return to Search] [Notify] [Add] [Update/Display]

Billing Plan General | Events | History

6. Delete the \$0 event.



Project Accounting Job Aid

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

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

Billing Plan General | **Events** | History

Contract 0000001999 BI Unit 50100
Sold To Customer 0000100140 COUNTY WARREN Bill To 0000100140 COUNTY WARREN
Billing Plan ◀ B101 ▶ Amount Based - Milestone Currency USD

Define Events

☐ Percent
☒ Amount
Add Milestone

Amount Detail

Total Amount	355,000.00
Remaining Amount	0.00

Event Detail Personalize | Find | First ◀ 1 of 1 ▶ Last

Event	Actions	Event Type	*Event Status	Event Date		Amount	
1	▼ Actions	Date	Completed	08/14/2019	Event Note	355,000.00	

Return to Assign Billing Plan

Save Return to Search Notify Add Up

Billing Plan General | Events | History

- Click the **Save** button.
- Click the **Billing Plan General** tab.

Navigation: Favorites ▾ Main Menu ▾ > Customer Contracts ▾ > Schedule and Process Billing ▾ > Define Billing Plan

Billing Plan General | Events | History

Contract 0000001999 BI Unit 50100
Sold To Customer 0000100140 COUNTY WARREN Bill To 0000100140 COUNTY WARREN
Billing Plan ◀ B101 ▶ Amount Based - Milestone Currency USD

Description Amount Based - Milestone ***Billing Status** Completed ▾ Actions Cancel

Billing Method Milestone ▾

Customer Information

BI Unit	50100	VA Dept of Transportation
*Bill To Customer	0000100140	COUNTY WARREN
Addr Num	1	
Bill To Contact		

Amount Detail

Billing Amount	355,000.00
Total Amount	355,000.00
Total Billing History	355,000.00
Events Billed To Date	355,000.00

Billing Options

- The **Billing Status** is now **Completed**.



Project Accounting Job Aid

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

10. Next navigate to the **Revenue Plan** using the following path:

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

Define Revenue Plan

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 begins with

Revenue Plan begins with

Revenue Plan Status

Contract Administrator begins with

☐ Case Sensitive

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

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

11. Enter the contract number in the **Contract** field.

12. Click the **Search** button.

Revenue Plan

Contract 0000001999 Business Unit 50100 Currency USD

Sold To Customer 0000100140 COUNTY WARREN GL Business Unit 50100

Revenue Plan R101 GL Currency USD

Description Amount Based - Milestone *Plan Status In Progress Actions

Recognition Method Milestone ☐ Hold

Define Events By

☐ Percent

☒ Amount

Internal Notes Preview Revenue

Add Milestone

Amount Detail

Total Amount	355,000.00
Remaining Amount	0.00

Event Detail Personalize Find View All First 1-2 of 2 Last

Event	Event Type	*Event Status	Accounting Date	Event Note	Amount
1	Date	Completed	08/14/2019	Event Note	355,000.00
2	Date	Pending	09/14/2019	Event Note	0.00

Return to General Information

13. Delete the **\$0** event.



Project Accounting Job Aid

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

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

Revenue Plan

Revenue Plan

Contract 0000001999 Business Unit 50100 Currency USD
Sold To Customer 0000100140 COUNTY WARREN GL Business Unit 50100
Revenue Plan ◀ R101 ▶ GL Currency USD

Description Amount Based - Milestone *Plan Status Completed ▾ Actions
☐ Hold

Recognition Method Milestone

Define Events By
☐ Percent
☒ Amount
Internal Notes Preview Revenue
Add Milestone

Amount Detail

Total Amount	355,000.00
Remaining Amount	0.00

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

Event	Event Type	*Event Status	Accounting Date	Amount
1	Date	Completed	08/14/2019	355,000.00

Save Return to Search Notify Add Update/Display

14. Click the **Save** button.

15. The **Plan Status** updates to **Completed**.

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

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

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

General Lines Amendments

Contract Number 0000001999 Sold To Customer COUNTY WARREN
Amendment Number 0000000000 *Contract Status ACTIVE

Amend Contract Add to My Contracts

Description Rev Share Local Match-112495
Contract Admin
Region Code
Contract Type A
Currency Code USD
Exchange Rate Type CRRNT
Contract Signed 10/17/2017
Contract Role
Revenue Profile
Use Project ChartFields: ☒

Processing Status Active
Amendment Status Complete
Business Unit VA Dept of Transportation
Contract Classification Standard
Start Date 10/17/2017
End Date
Last Update Date/Time 08/19/2019 9:13:29AM
Last Update User ID
Separate Fixed Billing and Revenue: ☐
Separate As Incurred Billing and Revenue: ☐

Other Information
Summary of Amounts ?

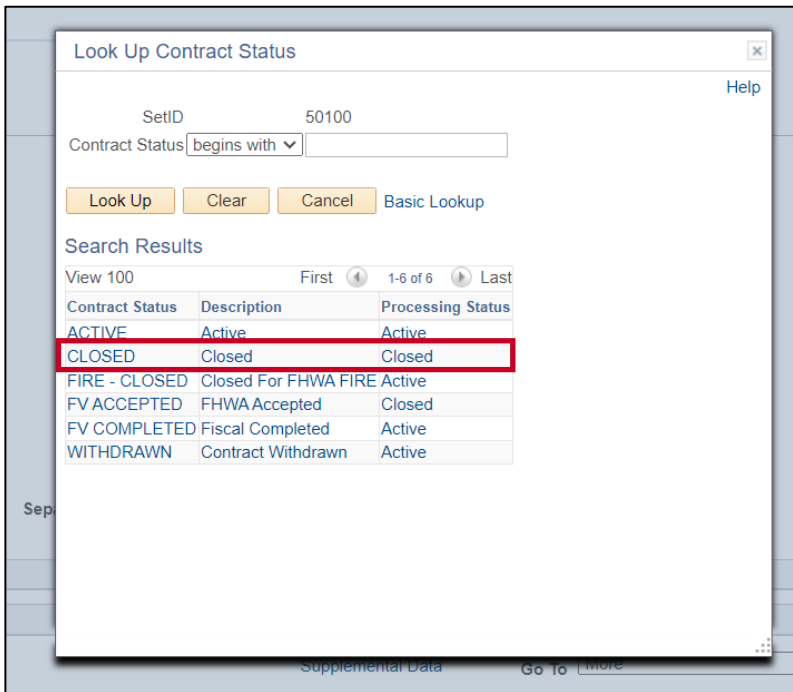
Billing Plans Revenue Plans Milestones Renewals Supplemental Data Go To More ▾

Save Return to Search Notify Add Update/Display

General | Lines | Amendments

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

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



Look Up Contract Status

SetID 50100

Contract Status begins with

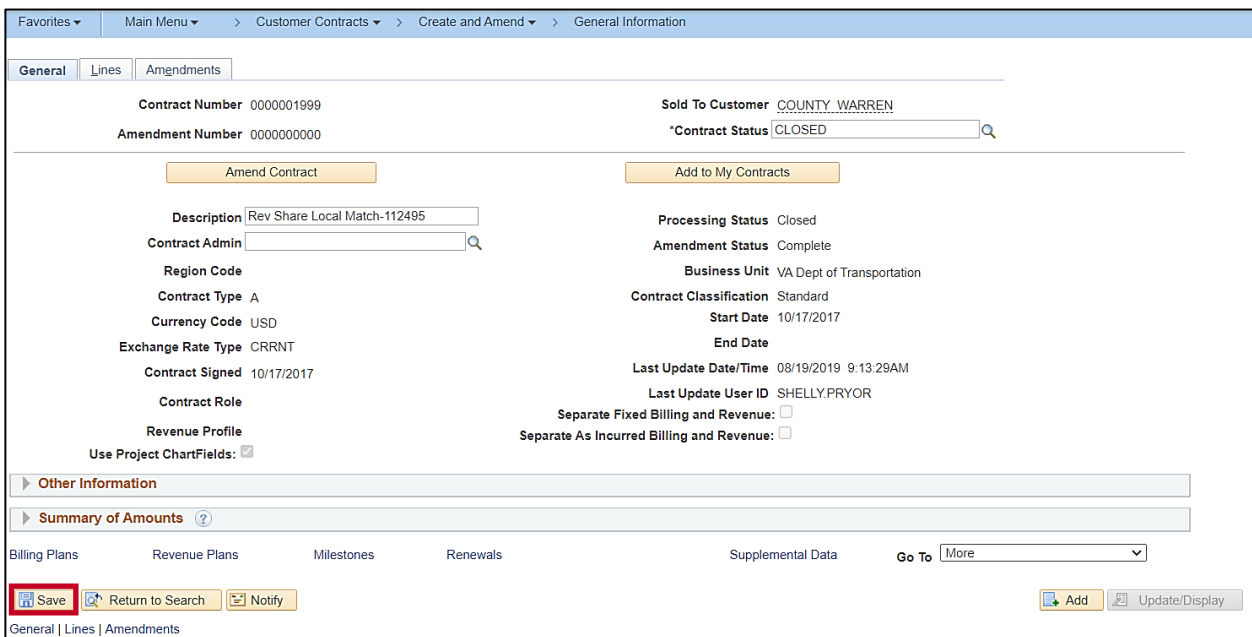
Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-6 of 6 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
WITHDRAWN	Contract Withdrawn	Active

18. Select **Closed**.



Favorites Main Menu Customer Contracts Create and Amend General Information

General Lines Amendments

Contract Number 0000001999 Sold To Customer COUNTY WARREN

Amendment Number 0000000000 *Contract Status CLOSED

Amend Contract Add to My Contracts

Description Rev Share Local Match-112495

Contract Admin

Region Code

Contract Type A

Currency Code USD

Exchange Rate Type CRRNT

Contract Signed 10/17/2017

Contract Role

Revenue Profile

Use Project ChartFields: ☒

Processing Status Closed

Amendment Status Complete

Business Unit VA Dept of Transportation

Contract Classification Standard

Start Date 10/17/2017

End Date

Last Update Date/Time 08/19/2019 9:13:29AM

Last Update User ID SHELLYPRYOR

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

19. Click the **Save** button.