

## PA354\_Creating a Non-Federal Amount-Based Contract (VDOT)

### **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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### **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.

Cardinal	All - Search	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	H	Worklist Add to Favorites	Sign Out
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▶ Customers		GL Reports			
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Customer Contracts		PR Reports			
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▶ Suppliers					
Procurement Contracts					
Purchasing					

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.

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V_PA_CUST_0	CONTRACT_	PRODUCTS	Customer Contract Products	Public		HTML	Excel	XML	Schedule	Lookup Re	eferences	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 **HTM**L link.



	PA_CUST_CONT	RACT_PRODUCTS - Cus	tomer (	Contract Prod	ucts								
	Business Unit	50100 0											
	Product ID/% for all)	AMT%											
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: } ;	AMT_FEDGRT10 AMT_FEDGRT11 AMT_FED_GRT10 AMT_FED_GRT11	Federal Grant - NOVA Federal Transit Grant- Richmond Federal Grant-NOVA Federal Grant-Richmond	AMT AMT AMT AMT	AMT_FED AMT_FED AMT_FED AMT_FED	GRANTGRT12 GRANTGRT10 GRANTGRT11 GRANTGRT10 GRANTGRNT5	Federal Grabt - Local Assistan Federal Grant - NOVA Federal Transit Grant- Richmond Federal Grant - NOVA Federal Grant - Richmond	4020205 4020205 4020507 4020205 4020505	10059 19000 14000 19000 14000	04010 04010 04010 04010 04010		603015		
2 3 4 5	AMT_FEDGRT10 AMT_FEDGRT11 AMT_FED_GRT10 AMT_FED_GRT11 AMT_FED_PASS1	Federal Grant - NOVA Federal Transit Grant- Richmond Federal Grant-NOVA Federal Grant-Richmond Federal PassThrough CO	AMT AMT AMT AMT AMT	AMT_FED AMT_FED AMT_FED AMT_FED AMT_FED AMT_FED	GRANTGRT12 GRANTGRT10 GRANTGRT11 GRANTGRT10 GRANTGRNT5 FEDPASS1	Federal Grabt - Local Assistan Federal Grant - NOVA Federal Transit Grant- Richmond Federal Grant - NOVA Federal Grant - Richmond Federal PassThrough CO	4020205 4020205 4020507 4020205 4020505 609650	10059 19000 14000 19000 14000 10015	04010 04010 04010 04010 04010 04010		603015		
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2 3 4 5 5 7 7 3 9	AMT_FEDGRT10 AMT_FEDGRT11 AMT_FED_GRT10 AMT_FED_GRT10 AMT_FED_PASS1 AMT_GENER1 AMT_GENER2 AMT_GENER3	Federal Grant - NOVA Federal Transit Grant- Richmond Federal Grant-NOVA Federal Grant-Richmond Federal PassThrough CO Gener - HMO - East River Gener-HMO-STA-Research Council Gener - HMO - VCTIR	AMT AMT AMT AMT AMT AMT AMT AMT AMT	AMT_FED AMT_FED AMT_FED AMT_FED AMT_FED AMT_HMOOTH AMT_HMOOTH AMT_HMOOTH	GRANTGR112 GRANTGR110 GRANTGR110 GRANTGR110 GRANTGR110 GRANTGRN15 FEDPASS1 GENERGEH10 GENERGEH15 GENERGEN16	Federal Grabt - Local Assistan Federal Grant - NOVA Federal Transit Grant- Richmond Federal Grant - NOVA Federal Grant - Richmond Federal PassThrough CO Generic HwyMaintOps East Rv AR University of Virgina Generic Research Council HMO Private	4020205 4020205 4020507 4020205 4020505 609650 40040001 4003007 40040001	10059 19000 14000 19000 14000 10015 11099 10029 10029	04010 04010 04010 04010 04010 04010 04100 04100 04100	11210010	603015 602002 602002		
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- 5. The **Query** page displays.
  - 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.

Cardinal	All V Search	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	Search	Home Worklist Add to Favorites	Sign Out
Favorites - Main Menu -					
				Personalize Content   Layout	? Help
Menu	0 0 -	myCardinal Messages			0 🔻
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7. Run the **Distribution Code** query. Access this query by going to the Cardinal **Home** page and clicking the **Financials Query-based Reports** link.

Favorites - Main Menu -	> myCardinal Financials -	> Fir	nancials Report I	Execution	• >	Financia	Is Query-base	d Reports	
Query Viewer									
Enter any information you have an	d click Search. Leave fields blank fo	r a list o	f all values.						
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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

- 8. The **Query Viewer** page displays. In begins with field, enter **V\_PA\_DISTRBUTION\_CODES**.
- 9. Click the **Search** button.
- 10. Click the **HTM**L link.



V_PA		V_CODES - D	Distribution Co	odes								
Ac Cost ( View View	SetID 0 Cccount (% for all) 49 Fund (% for all) 04 Dept Id (% for all) % Ccenter (% for all) % v Results nload results in : E All	1100 Q 6 Q 720 Q Q Xcel SpreadShee	et CSV Text File	XML File (24 kb)						_	First 1-79	of 79 Last
Row	Distribution Code	Effective Date	Effective Status	Long Description	Short Description	Account	Dept ID	Task Fu	d Cost Center	Program	Project	Activity
1	ADVANCON34	07/01/2016	A	Prepaid - CON - STA	ADVANCON34	4003007	10030	047	0			
2	ADVANCON35	07/01/2016	A	Prepaid - CON - OTH	ADVANCON35	4003007	10055	047	0			
3	AUDITAUDI2	01/01/1901	A	Audit - CON - OTH	AUDITAUDI2	4009060	10015	047	0 12000010			
4	COALSCOALS	01/01/1901	A	Coal Severance - CCT	COALSCOALS	40042013	11000	047	0			
5	GENERGECN1	01/01/1901	A	Generic Construction AR	GENERGECN1	4009060	99999	047	0 12000010			
6	GENERGEN14	01/02/1901	A	Location & Design CON Private	GENERGEN14	40040001	10021	047	0	514008	0000108401	
7	MG&SECON01	01/01/1901	A	Misc - CON - CCT/OTH-Bristol	MG&SECON01	40042011	11000	047	0 12000010			
8	MG&SECON02	01/01/1901	A	Misc - CON - CCT/OTH-Salem	MG&SECON02	40042011	12000	047	0 12000010			
9	MG&SECON03	01/01/1901	A	Misc - CON - CCT/OTH-Lynchburg	MG&SECON03	40042011	13000	047	0 12000010			
10	MG&SECON04	01/01/1901	A	Misc - CON - CCT/OTH-Richmond	MG&SECON04	40042011	14000	047	0 12000010			
11	MG&SECON05	01/01/1901	A	Misc - CON - CCT/OTH-Suffolk	MG&SECON05	40042011	15000	047	0 12000010			
12	MG&SECON06	01/01/1901	A	Misc - CON - CCT/OTH-Fredsburg	MG&SECON06	40042011	16000	047	0 12000010			
13	MG&SECON07	01/01/1901	A	Misc - CON - CCT/OTH-Culpeper	MG&SECON07	40042011	17000	047	0 12000010			
14	MG&SECON08	01/01/1901	A	Misc - CON - CCT/OTH-Strunton	MG&SECON08	40042011	18000	047	0 12000010			
15	MG&SECON09	01/01/1901	A	Misc - CON - CCT/OTH-NOVA	MG&SECON09	40042011	19000	047	0 12000010			
16	MG&SECON30	01/01/1901	A	Misc - CON - OTH - C Office	MG&SECON3D	40042011	10015	047	0 12000010			
17	MG&SECON31	01/01/1901	A	Mise - CON - OTHer Baccouncil	MG&SECON31	400	10029-	QQ47	0 12000010	-		

- 11. The **Query** page displays.
  - a. 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.
  - b. 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.
  - a. If the **Distribution Code** exists, go to the <u>Create a Non-Federal Amount Based Contract</u> section of this job aid.
  - b. 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**

1. To create a contract, access 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 Info	rmation					
Eind an Existir	ng Value Add a N	lew Value				
Sanarata	*Busin * *Sold To C *Contract Class	ess Unit 50100 Q Contract NEXT Customer 0000000014 sification Standard	Q	~		
Separate As In	curred Billing and F	Revenue				
Add						
Find an Existing	Value Add a New V	Value				

- 2. Click the Add a new Value tab.
- 3. Business Unit: 50100 for VDOT
- 4. **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.
- 6. **Contract Classification:** Standard. Do not change.
- 7. The two check box fields, **Separate Fixed Billing and Revenue** and **Separate As Incurred Billing and Revenue**, are not used.
- 8. Click the **Add** button.



#### The General Information page displays.

Favorites 🕶	Main Menu 🗸 💦 🖒	Customer Contracts 🗸	> Create and Amend	l	formation		
General Lin	ies						
	Contract Number	NEXT			Sold To Customer W-L CONS	STRUCTION & PAVING, INC.	
					*Contract Status PENDING	٩	
			Copy From C	ontract	Add to My Contracts	]	
	Description	Other - Amount Based			Processing Status Pending		
	Contract Admin		Q		Amendment Status		
.	Region Code		Q		Business Unit VA Dept of	Transportation	
	Contract Type	C	্		Contract Classification Standard		
	Currency Code	JSD	্		Last Amended		
	Exchange Rate Type	CRRNT	~		Last Update Date/Time		
	Contract Signed	04/15/2024	51		Last Update User ID		
	Contract Role		Q	Separate Fix	ed Billing and Revenue:		
	Revenue Profile		0	Separate As Incurr	ed Billing and Revenue: 🗆		
Us	e Proiect ChartFields: 🗹						
		J					
Dther into	rmation						
Summary	of Amounts 🕜						
Billing Plans	Revenue Plans	Milestones	Renewals	Amount Allo	ocation Supplemental Data	Go To More	~
General   Lines	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.



Revenue Profile	Q			
Use Project ChartFields: 🜌				
Other Information				
C Ten	nplate Contract	Parent Contract	٩	
□ Ma	ster Contract	Master Contract	Q	
🗆 Leg	gal Review Complete	Legal Entity STATE	Q	
	edit Check Complete	Purchase Order		
Co	ntains Cotermination Lines	Proposal ID		
		Federal Region Code 03		
Summary of Amounts (2)				
Dilling Amounts		Devenue Amounto		
Billing Amounts		Revenue Amounts		
Fixed Billing	100,000	Fixed Revenue	0.00	
Discounts/Surcharges	0.00	Discounts/Surcharges	0.00	
Non-inclusive Prepaids	0.00	Non inclusive Prepaids	0.00	
Subtotal	0.00	Subtotal	0.00	
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	0.00	Total	0.00	
* Fixed	Billing Allocation Not Complete	* Fixed	Revenue Allocation Not Complete	
Billing Plans Revenue Plans	Milestones Renewals	Amount Allocation Supplemental Data	Go To More	~
Save Notify			Add	Update/Display
Ocherar J Ellies				

- 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.

Favorites	ustomer Contracts 🔹 > Create a	ind Amend 👻 > General	Information
General Lines			
Contract Number 000	00002232		Sold To Customer W-L CONSTRUCTION & PAVING, INC. *Contract Status [PENDING]Q
	Cop	by From Contract	Add to My Contracts
Description Ohe	er- Amount Based		Processing Status Pending
Contract Admin		Q	Amendment Status
Region Code		Q	Business Unit VA Dept of Transportation
Contract Type O		Q	Contract Classification Standard
Currency Code US	SD		Last Amended
Exchange Rate Type CR	RRNT V		Last Update Date/Time 05/02/2024 7:20:42AM
Contract Signed 04/	15/2024	31	Last Update User ID V_TRN_FINUSER052
Contract Role		Separate F Separate As Incu	Fixed Billing and Revenue: □ urred Billing and Revenue: □
Revenue Profile		Q	-
Use Project ChartFields: 🗹			

- 20. The contract number displays in the **Contract Number** field.
- 21. Click the Lines tab.



#### **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.

Favorites •	Ma	n Menu 🕶 🔷 >	Customer Contracts	<ul> <li>Create ar</li> </ul>	nd Amend 👻 >	General Informati	on					
Ge <u>n</u> eral	Lines											
	Contra	t Number 00000	002232		Sold To Cus	tomer W-L CONS	TRUCTION & PA	WING, INC.				
					Contract	Status PENDING						
			Add Contract	Lines	Add D	efault Kit						
Contract I	Lines 🧃							Perso	onalize   Find   View Al	🖉   🔜	First 🕚 1 o	f 1 🕑 Last
General	Detail	Billing Amount I	Details <u>R</u> evenue Ar	nount Details	Contract Liability							
Actions	Line	Product	Description	Price Type	Hold Billing on Unpaid Cost	Hold Revenue on Unpaid Cost	Standalone Sale	Bundle	Start Date	End Date	*Status	Suppleme
Actions											Active	Suppleme
					1							•
Billing Plans		Revenue Plan	s Mileston	es Re	enewals	Amount Allocation	Supp	lemental Data	Go To More		~	
Rave Save	🖹 Notify										Add 🗾 U	pdate/Display

**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.

Favorites <del>-</del>	Main Menu 🗸 🔿	Customer Contracts $\checkmark$ $\rightarrow$	Create and Amend - Gene	eral Information
General Info	ormation			
Add Con	tract Lines			
Search (?	)			
	Product Group		Droduct Kite	
	Product	T		
	Product Description			
	Price Type	Amount 🗸		
	Physical Nature	Search	<u> </u>	
		Create Adhoc Product	Return to Contract Lines	

- 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.





The results display under the Search Results section.

Favo	ites 🕶 Main Menu 🕶	> Customer Contra	acts 🔻 🚿	Create and A	mend 🔻 > 🛛	General Information						
	Pri	ce Type Amount	~	×								
	Fnysical	Search										
			J									
Sea	neral Templates								Personali	ze   Find   View All   (	Pirst 🕚	1-10 of 10 🕑 Last
	Product	Description	Price Type	Physical Nature	Product Kit	*Fee Туре	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
	1 AMT_MGSE2	Misc - HMO - CCT - Lynchburg	Amount	Goods	N	None	31		N		1.0000	Q
	2 AMT_PROJE1	Partic - HM0 - CCT - Bristol	Amount	Goods	N	None			N		1.0000	٩
	3 AMT_PROJE2	Partic - HM0 - CCT - Salem	Amount	Goods	N	None	ji ji		N		1.0000	Q
	4 AMT_PROJE3	Partic - HM0 - CCT - Lynchburg	Amount	Goods	N	None	31	1	N		1.0000	Q
	5 AMT_PROJE4	Partic - HM0 - CCT - Richmond	Amount	Goods	N	None	04/15/2024		Ν		1.0000	٩
	6 AMT_PROJE5	Partic - HM0 - CCT - Suffolk	Amount	Goods	N	None		. III III III III III III III III III I	N		1.0000	٩
	Select All	Clear All										
Cre	eate Plans from Templa	te Combine Like	e Template	s								
	Billing Plans	Billing Plan	ns									
	Renewal Plans	C Revenue P	lans									
	Add Contract Lines	Create Adhoc Pr	oduct	Return	to Contract Lir	nes						

- 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.
- 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.



The General Information – Add Contract Lines page returns.

Favorites -	Main Menu 🗸	> Cus	tomer Contracts 🗸	- >	Create and Amend -	> Gen	eral Information
General Info	ormation						
Add Cont	ract Lines						
Search (?)	1						
	Product C	Group AM	т_нмосст		Product Kits		
	Pr	oduct			Renewable		
	Product Descr	ption					
	Price	Type Am	ount	$\sim$			
	Physical N	ature			$\sim$		
			Search 1 I	ine(s)	have been added to t	he contra	ct
		Crea	te Adhoc Product		Return to Cont	ract Lines	

- 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 page Lines tab displays.

	Contract	t Number 0000002232		Sol	d To Customer W	/-L CONSTRUCTION & F	PAVING, INC.					
				c	ontract Status Pl	ENDING						
			Add Contract Lines		Add Default Kit							
Contract Li	nes 🍞						Perso	nalize	Find View Al	2  🔜	Fi	st 🕚 1 of 1 🕑 La
Contract Li General	ines 🕐 Detail	Billing Amount Details	Revenue Amount Details	s <u>C</u> ontract	Liability		Perso	nalize	Find View Al	21	Fi	rst 🕢 1 of 1 🕟 La
Contract Li General	nes ? Detai! Line	Billing Amount Details	Revenue Amount Details	s <u>C</u> ontract Price Type	Liability Standalone Sale	Bundle	Perso Start Date	nalize	Find View Al	*Status	Fi	rst 🕢 1 of 1 座 La
Contract Li. General Actions	ines ② Detail Line	Billing Amount Details Product 1 AMT_PROJE4	Revenue Amount Details Description Partic - HM0 - CCT - F	S <u>C</u> ontract Price Type Amount	Liability FTT	Bundle	Perso           Start Date           Q         04/15/2024	nalize	Find View Al	*Status	Fin	st (1 of 1 ) La Supplemental Data Supplemental Data
Contract Li General Actions Actions	Detail	Billing Amount Details Product 1 AMT_PROJE4	Revenue Amount Details Description Partic - HM0 - CCT - F	Contract Price Type Amount	Liability FFFF	Bundle	Perso           Start Date           Q         04/15/2024	nalize	Find View Al	*Status	Fi	st () 1 of 1 () La Supplemental Data Supplemental Data

- 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:
  - a. The billing and revenue plan that is associated with the selected Product.
  - b. 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.



### **Enter Contract Terms and Related Projects**

Favorites -	Mai	in Menu 🕶 > Custon	er Contracts 🔻 > Cre	ate and Amen	d 🔻 > Genera	I Information				
General	Lines									
	Contrac	ct Number 0000002232		Sol	d To Customer	W-L CONSTRUCTI	ION & PAVING, INC.			
					Contract Status	PENDING				
			Add Contract Lines		Add Default Kit					
Contract	Lines 🧃						Perso	nalize   Find   View All	🖉 🛛 🔜 🛛 Firs	st 🕚 1 of 1 🛞 Last
General	Detail	Billing Amount Details	Revenue Amount Detail	Is <u>C</u> ontract	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.
					4					Þ
Billing Plans		Revenue Plans	Milestones	Renewals	Amoun	t Allocation	Supplemental Data	Go To More		~
Save	😭 Notify								Add	Display
General   Line	es									

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

The Related Projects page displays.

Favorites - Main M	enu - > Customer Contracts -	> Create and	Amend 🗸 > General	Information > C	Contract Terms
Related Projects					
Contract Nur Amendment Nu	nber 0000002232 mber		Sold To Customer W Contract Status Pf	-L CONSTRUCTION ENDING	& PAVING, INC.
Contract Pro Descriț	Line		Price Type Ar	nount	
PC Busines	s Unit 50100 Q				
Associated Projects &	Activities			Personalize   🗾	First 🕚 1 of 1 🕑 Last
*Project	*Activity	Source Type	Category	Subcategory	
C 0000012417	Q 716		Q	Q	Q -
Create Project	Create Activity				
Return to General Informat	ion				
			Amount Alloca	ition	
Return to	Search 📔 Notify 🤶 Refresh	]	Update/Display	JINClude Histo	ory 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.



Favorites - Main Menu -	<ul> <li>Customer Contra</li> </ul>	acts	d Amend 🗸 > General Info	rmation > Contract Terms	S	
Related Projects						
Contract Number	0000002232		Sold To Customer W-L C	ONSTRUCTION & PAVING, IN	NC.	
Amendment Number			Contract Status PEND	ING		
Contract Line	<b>∢</b> 1 <b>▶</b>		Price Type Amour	nt		
Product Description	AMT_PROJE4 Partic - HM0 - CCT - Richr	mond				
PC Business Uni	it 50100 Q	2				
Associated Projects & Acti	vities			Per	sonalize   🕗 🛛 First 🕢 1 of 1 🕟	Last
*Project *Activ	vity Sou	rce Type Category	Subcategory	Description	Description	
O 0000012417 Q 716	Q	Q	<u>्</u> र	1538061281, N501	Road Plans	-
Create Project	Create Activity					
Return to General Information						
			Amount Allocation			
Save Return to Searc	h 🖹 Notify 🕄 Refre	resh		JE Update/Display	JInclude History Correct His	tory

**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.

Favorites -	Ma	in Menu 🗸 💦 > Custor	mer Contracts 🔻 > Cr	eate and Ame	nd 🔻 > Genera	I Information				
General	Lines									
	Contrac	t Number 0000002232	1 	Sol	d To Customer 🛛	/-L CONSTRUCTION & PAV	'ING, INC.			
				C	ontract Status P	ENDING				
			Add Contract Lines		Add Default Kit					
Contract L	Lines 👔	)					Personalize	e   Find   View All	🔎 📑 📰 🛛 Fir	st 🕚 1 of 1 🕑 Last
General	Detai <u>l</u>	Billing Amount Details	Revenue Amount Detail	s <u>C</u> ontract	Liability 💷					
Actions	Line	Product	Description	Price Type	Standalone Sale	Bundle	Start Date	End Date	*Status	Supplemental Data
		1 AMT_PROJE4	Partic - HM0 - CCT - F	Amount		Q	04/15/2024	31	Active 🗸	Supplemental Data
					•					•
Billing Plans		Revenue Plans	Milestones	Renewals	Amount	Allocation Supple	mental Data	Go To More		~
R Save	🕂 Returi	n to Search 📰 Notify	]						📑 Add	Update/Display
General   Line	s									

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



#### 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** <u>must</u> be updated on the **Unbilled Revenue** distribution line to match the **Fund** and **Department** on the **Revenue** distribution line.

Favorites 🗸	Mair	n Menu 👻 🔷 > Custom	ner Contracts 👻 > Cre	eate and Ame	nd 🕶 > Gener	al Information				
General	Lines									
	Contract	Number 0000002232		Sol	d To Customer	N-L CONSTRUCT	ION & PAVING, INC.			
				c	ontract Status	PENDING				
		4	Add Contract Lines		Add Default Kit					
Contract L	ines 👔						Perso	nalize   Find   View All	🔁   🔣 🛛 Firs	t 🕢 1 of 1 🕟 Last
General	Detail	Billing Amount Details	Revenue Amount Detail	s <u>C</u> ontract	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.
					4					•
Billing Plans		Revenue Plans	Milestones	Renewals	Amoun	Allocation	Supplemental Data	Go To More		~
Save	🖈 Return	to Search 🔛 Notify							📑 Add	Dipdate/Display
General   Lines	s									

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

The Accounting Distribution page displays.

Favorites -	Main Menu 🗸	> Customer Contracts -	> Create and A	mend 🔻 > G	eneral Information	> Fixed Amount Acct	g Distrib
Accounting	Distribution						
W-L CONSTRU	ICTION & PAVIN	G, INC.					
Co	ntract 0000002232		Line Num ┥	1 🕨 Desc	eription Partic - H	M0 - CCT - Richmond	
Billing Ar	nount	0.00 Reven	ue Amount	0.00	Unit 50100	Currency USD	
Accounting Dis	tributions					Find View All	First 🕚 1 of 1 🕟 Last
	*Effective Date 04	4/15/2024			Define D	istributions By	+ -
					Perce Amou	ent Calcula unt	te Amounts
Revenue					Person	alize   Find   🖉   🔣	First 🕚 1 of 1 🕟 Last
nue Amount	GL Unit	Distribution Code	Account	Fund	Program	Department	Cost Center Tasl
0.0	50100 Q	PROJEHMO04	4009060	04100	Q	Q 14000	a
Contract Asse	t				Personalize Fir	nd   View All   🔁   🔜	First 🕢 1 of 1 🕑 Last
Revenue Amou	nt GL Unit	Distribution Code	Account	Fund	Program	Department	Cost Center
0	0.00 50100	AMT_HMOCCT	Q 112062	C. 04100		Q 14000	a
Return to General I	nformation	Notify			Dpdate/D	Display 🗾 Include His	tory 🛛 🌮 Correct History 🚽

- 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.



Favorites 🕶	Main Menu 🗸 🔷 >	Customer Contra	acts 🔻 > Cre	eate and Amend 🗸 🚿	General	Information	> Fixed A	mount Acctg Distril	þ	
Accountin	g Distribution									
W-L CONST	RUCTION & PAVING	G, INC.								
	Contract 0000002232		Line Nur	n 🖣 1 🕨 I	Description	Partic - HM0 ·	- CCT - Ric	hmond		
Billing	Amount	0.00 R	evenue Amoun	t 0.00	Unit	50100	Curren	¢y USD		
Accounting [	Distributions						Find	View All Fin	st 🕚 1 of 1	🕑 Last
	*Effective Date 04/	15/2024				Define Distr	ributions l	Ву		+ -
						Percent		Calculate Amo	unts	
Revenue						Personalize	e   Find   🛙	🔊   📑 🛛 First	④ 1 of 1 🤇	Last
Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	Activity		Source Typ	e Category	Subc	ategory
	م 📃 م		50100 🔍	0000012417	716	Q		Q	Q	
4										Þ
Contract As	sset				Perso	nalize   Find	View All 🛛	쾨ㅣ 🔜 🛛 First	④ 1 of 1 🤇	Last
Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	Activity	Sou	гсе Туре	Category	Subcategory	
	م 📃 🔍	Q	50100 Q	0000012417	716	C	Q	Q		Q
4										Þ
Return to Gener	ral Information									
🔚 Save 🔯	Return to Search	Notify			j.	Update/Displ	ay 🔎	Include History	Correct	History

- 5. Enter or select the following values:
  - a. PC Business Unit: Enter 50100
  - b. **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.
  - c. 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.

Unit 50100	Currency USD		
	Find View All	First 🕢 1 of 1 🕑 Last	
Message			
Contract Asset	accounting distribution ha	s been changed. (9850,242)	
ОК	Cancel		
	Unit 50100 Message Contract Asset OK	Unit 50100 Currency USD Find View All Message Contract Asset accounting distribution has OK Cancel	Unit 50100 Currency USD Find View All First (1 of 1) Last Message Contract Asset accounting distribution has been changed. (9850,242) OK Cancel

- 7. A message displays indicating **Contract Asset accounting distribution has been changed.**
- 8. Click the **OK** button.



	*E	ffectiv	e Date (	)4/15/2024	3					Defi	ne Dist	ributio	ns By			+ -
	-									0	Percent		Cal	Iculate Amounts	;	
										0,	Amount					
Rever	nue									Pe	ersonaliz	e   Find	101	First 🕢	1 of 1 🕑	Last
	Source Type	)	Categor	у	Subcate	gory	Affiliate		Fund Af	iliate	Stat			Valid		
	L	Q		٩		٩		٩		٩		Q			G	÷ -
Contr	act Asset									Personalize	Find	View A	1 🔄 🗄	First 🕚	1 of 1 🕑	Last
Activity		Source	е Туре	Category		Subcategory		Affiliate		Fund Affiliate	•	Stat		Va	lid	
616	٩		Q		Q		Q		Q		Q		Q	E	2	
4																•
Return to	General Info	mation	]													
🔚 Save	e 🔯 Retur	n to Se	arch	🖹 Notify						🔰 Upd	late/Displ	lay	🔊 Include	e History	P Correct Hi	istory

- 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 -	Ma	n Menu 👻 🔷 >	Customer Contracts • > Cr	eate and Ame	nd 🔻 > Genera	I Information				
General L	ines									
	Contrac	t Number 0000002	232	Sol	d To Customer W	-L CONSTRUCTION & PAV	ING, INC.			
			Add Contract Lines		Add Default Kit					
Contract Li	ines 👔						Persona	ize   Find   View All	🖉   🔣 🛛 Fin	st 🕢 1 of 1 🕑 Last
General	Detail	Billing Amount Det	tails Revenue Amount Detail	s <u>C</u> ontract	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		Q	04/15/2024	31	Active 🗸	Supplemental Data
					4					•
Billing Plans		Revenue Plans	Milestones	Renewals	Amount	Allocation Supple	mental Data	Go To More		~
General   Lines	Returr	to Search	lotify						📑 Add	週 Update/Display

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



#### 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.

Favorites   Main Menu	Customer Contracts $\checkmark$ >	Create and Amend -	> General Information			
General						
Contract Number	0000002232		Sold To (	Customer W-L CONSTRU	CTION & PAVING, INC.	
			*Contra	act Status PENDING	Q	
			Add to	My Contracts		
Description	Oher- Amount Based		Processi	ng Status Pending		
Contract Admin		Q	Amendme	ent Status		
Region Code		Q	Busi	ness Unit VA Dept of Trans	sportation	
Contract Type	0	Q	Contract Clas	sification Standard		
Currency Code	USD		Last	Amended		
Exchange Rate Type	CRRNT	~	:	Start Date 04/15/2024		
Contract Signed	04/15/2024	1		End Date		
Contract Role		Q	Last Update [	Date/Time 05/02/2024 7:33	3:29AM	
Revenue Profile		Q	Last Updat	te User ID V_TRN_FINUSE	ER052	
Use Project ChartFields:	2		Separate Fixed Billing and	Revenue:		
		Sepa	rate As incurred billing and			
Other Information						
Summary of Amounts (?)						
Billing Plans Revenue Plans	Milestones	Renewals	Amount Allocation	Supplemental Data	Go To More	~
Save 🔯 Return to Search	Notify					🛃 Add 🖉 Update/Display
General   Lines						

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



#### The **Billing Allocation** page displays.

Favorites 🕶	Main N	lenu <del>▼</del> → Cust	omer Contracts 🔻 🔿	Create and Ame	nd 🔻 > 🔇	General Information	> Amount Allocat	ion			
Billing Allocati	on										
Contr	act 0000	002232	Sold T	o Customer 0000	00014	W-L CO	NSTRUCTION & PAV	ING, INC.			
Business U	nit 5010	) Currency	USD Con	tract Admin							
Contract Bi	lling 🕐										
	Г	Total Billing		100,000.00		Unalloc	ated Billing		0.00		
▼ Fixed Bi	lling										
		Fixed Billing	100	,000.00		Unallocated F	ixed Billina	100.000.00	D		
Billing D	)iscounts	/Surcharges		0.00		Inclusiv	e Prepaids	0.00	D		
	Net	Fixed Billing	100,	.000.00		Г	Allocation Incomple	ete 🗸			
									Recalculate		
Contract Li	ne Pricin	g 🕐							Personalize	Find   🔄   📑	First 🕢 1 of 1 🕑 Last
Retrieve Billing Price	Line	Product	Bundle	Price Type	Quantity	Extended Price	Billing Amount Billin	ng Discounts/Surcharges	Net Billing Si	imulate Billing Pricing	Actions
	1	AMT_PROJE4		Amount	1.0000	0.00	100,000.00	0.00	0.00 Si	imulate Billing Pricing	<ul> <li>Actions</li> </ul>
Select All		🔲 Clear All							Recalculate		
Line Totals	?										
Bil	ling Amo	unt	0.00	Recurr	ng Billing		0.00				
Discounts	/Surcharç	jes	0.00	Bi	lling Limit		0.00	Total Billing	0.0	DO	
Prepaids											
Return to Gene	ral Inform	ation	_								
🔚 Save 🛛 💽	Return to	Search 🔛 Notify									

- 2. In the **Contract Billing** section, enter the **Total Billing** amount (i.e., contract amount)
- 3. 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.
- 5. The Allocation field displays as Incomplete.
- 6. Click the **Recalculate** button to recalculate the line totals.

Note: It does not matter which Recalculate button is clicked.



Favorites 🕶	Mai	n Menu 🕶 > Ci	ustomer Contracts 🔻	Create an	d Amend 👻 > 🛛 🤇	General Informatio	n > Amount/	Allocation			
Rilling Allog	ation										
Dining Alloc									_		
Cor	ntract 00	00002232	Sold	To Customer	000000014	W-L C	ONSTRUCTION	& PAVING, INC.			
Business	s Unit 50	100 Curren	cy USD Co	ntract Admin							
Contract	Billing (	?)									
		Total Billing		100,000.00		Unallo	cated Billing		0.00		
- Fixed	Billing	9)									
		·									
		Fixed Billing	100	,000.00		Unallocated	Fixed Billing	1	0.00		
Billing	g Discour	nts/Surcharges		0.00		Inclus	ive Prepaids		0.00		
	N	et Fixed Billing	100	,000.00			Allocation Co	mplete	~		
									Recalcula	te	
Contract	Line Pric	sing 🕐							Personaliz	e   Find   🔁   🔣	First 🕢 1 of 1 🕟 Last
Retrieve Billing Price	e Line	Product	Bundle	Price Type	Quantity	Extended Price	Billing Amount	Billing Discounts/Surcharg	es 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 Al	II	Clear All							Recalcula	te	
Line Tota	ls 👔										
	Billing An	nount	100,000.00	R	lecurring Billing		(	0.00			
Discour	nts/Surch	arges	0.00		Billing Limit		(	0.00 Total Billing	100,000	0.00	
Prepaids Return to Go	anaral Info	rmation									
		to Search	tifu								
m oave	K IVerall		uny l								

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

#### The General Tab returns.

Favorites	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	Oher- Amount Based		Processing Status Pending
Contract Admin		Q	Amendment Status
Region Code		Q	Business Unit VA Dept of Transportation
Contract Type	0	Q	Contract Classification Standard
Currency Code	USD		Last Amended
Exchange Rate Type	CRRNT	~	Start Date 04/15/2024
Contract Signed	04/15/2024	<b>B</b>	End Date
Contract Role		Q	Last Update Date/Time 05/02/2024 8:26:00AM
Develop Develop			Last Update User ID V_TRN_FINUSER052
Revenue Profile		Q	Separate Fixed Billing and Revenue:
Use Project ChartFields:	21	Separ	rate As Incurred Billing and Revenue:
Other Information			

11. Click the Lines tab.



Favorites 🕶	Ma	in Menu 🗸 🚽 > Custor	ner Contracts 🔻 > Cre	eate and Amer	nd 🕶 > 🛛 Genera	I Information				
Ge <u>n</u> eral	Lines									
	Contrac	ct Number 0000002232		Sole	d To Customer 🕔	/-L CONSTRUCTION & PAV	ING, INC.			
				C	ontract Status P	ENDING				
			Add Contract Lines		Add Default Kit					
Contract	Lines 🥐	)					Personalize	Find   View All	🔎 📘 🛛 Firs	t 🕚 1 of 1 🛞 Last
General	Detail	Billing Amount Details	Revenue Amount Detail	s <u>C</u> ontract	Liability 💷					
Actions	Line	Product	Description	Price Type	Standalone Sale	Bundle	Start Date	End Date	*Status	Supplemental Data
	6	1 AMT_PROJE4	Partic - HM0 - CCT - F	Amount	0	٩	04/15/2024		Active 🗸	Supplemental Data
					4					•
Billing Plans		Revenue Plans	Milestones	Renewals	Amount	Allocation Supple	mental Data	Go To More		~
🔚 Save	Retur	n to Search 📰 Notify	]						📑 Add	辺 Update/Display
General   Lin	es									

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

Favorites -	Ma	ain Menu 🗸 🛛 > Custo	mer Contracts 🗸 > Cr	eate and Ame	nd 🔻 > Genera	al Information				
Ge <u>n</u> eral	Lines									
	Contra	ct Number 0000002232		So	d To Customer V Contract Status F	V-L CONSTRUCT PENDING	ION & PAVING, INC.			
			Add Contract Lines		Add Default Kit					
Contract I	Lines 🕜	0					F	Personalize   Find   View	All   🕘   🔣 🛛 Fir	st 🚯 1 of 1 🛞 Last
<u>G</u> eneral	Detail	Billing Amount Details	Revenue Amount Detail	s <u>C</u> ontrac	t 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	Amount	Allocation	Supplemental Da	ta Go To More	•	v
General   Line	💽 Retur	rn to Search F Notify	]						Add	DUpdate/Display

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



#### **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.

Favorites -	Main Menu 🔻	> Customer Cor	tracts - > Create and	Amend - > General	nformatio	n > Define Billing	) Plan	
Billing Plan G	eneral Events	History						
Dilling Plan G	eneral <u>Events</u>	<u>H</u> istory						
	Contract	0000002232			BIU	Jnit 50100		
	Sold to Customer	000000014	W-L CONSTRUC	CTION & PAVING, INC.	Bill	<b>To</b> 0000000014	W-L CONSTRUCTION &	PAVING, INC.
	Billing Plan	B101     B	Amount Based -	Milestone	Currer	icy USD		
	Description	Amount Based - Mile	estone	*8	illing Sta	tus Pending	~	
	Billing Method	Milestone	$\sim$				Ready at Activation	
Customer In	formation					Amount Detail		
	BI Unit	50100 🔍	VA Dept	of Transportation			Billing Amount	100,000.00
	*Bill To Customer	000000014	🔍 W-L CO	NSTRUCTION & PAVING,	INC.		Total Amount	100 000 00
	Addr Num	1 🔍	(h					100,000.00
	Bill To Contact	<u>م</u>					lotal Billing History	0.00
Billing Optio	ns					E	vents Billed To Date	0.00
	Bill Type	ССТ	🗹 Pre A	pproved				
	Bill Source	PROJE Q	🗆 Direc	t Invoice				
Summa	rization Template ID	VDOT_OTHER		ther				
Billing Header	Note	Internal Notes	Preview Summaria	zation Template				
Billing Defau	ult Overrides							
	Invoice Form	LANDSCAPE 🔍						
	Cycle ID	MONTHLY	View Cus	tomer Defaults				
	Bill By ID	PC_OTHER	Non-Fee	leral Project				
	Payment Method		~					
	Payment Terms	۹.						
	Billing Inquiry		Q					
	Billing Specialist	:Q						
Return to Gener	al Information							
🔚 Save 🔯	Return to Search	🔚 Notify					📑 Add 💹	Jpdate/Display
illing Plan Gen	eral   Events   History							

- 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.



#### **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.

Billing Plan <u>G</u> e	eneral Events History	,							
	Contract 00000	02232			BI Unit 5010	00			
	Sold To Customer 00000	00014 W-	L CONSTRUCTION	N & PAVING, INC.	Bill To 0000	000014	W-L CONSTRUCT	ION & PA	/ING, INC.
	Billing Plan 🔌 B1	101 🕨 An	nount Based - Miles	tone	Currency USD				
Define Even	its			Amount De	tail				
		ercent			То	tal Amount	1	00,000.00	
	O Ar	Calculate Amounts			Remaini	ng Percent	100.	00000000	1
	Add M	lilestone			Remaini	ng Amount	1	00,000.00	
Event Detail	I				Personalize   Find	🖉   🔣 🛛 Fi	rst 🕢 1-2 of 2 🥡	Last	
Event E	Event Type	*Event Status	Event Date		Percentage		Amount		
1 0	Date	Ready ~	05/02/2024	Event Note			0.00	+ -	
		()	06/02/2024	Event Note			0.00	<b>H H</b>	

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



#### **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.

Event D	etail			Personalize	e   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 Det	tail			Personalize	Find 🛛 🗐 🔣	First 🕚 1-2 of 2 🕟 Last
Event	Event Type	*Event Status	Event Date			Amount
1	Date	✓ Pending	♥ 05/03/2024	B Event Note		100,000.00
2	Date	Ready	▶ 06/02/2024	Event Note		0.00 🐀 🖃
Event De	tail			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	B Event Note		0.00 🛨 🗖

#### Example of full amount billing as one Event

- 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

vent	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	Date 🗸	Pending 🗸	05/02/2024	Event Note	0.00 +
Return to G	eneral Information				
🔚 Save	💽 Return to Search 📔 Notify				📑 Add 🗵 Updat

- 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.



- 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.





**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 De	tail			Personalize	Find   🔄   🔣 First 🕢 1-5 of 5	🕑 La	ast
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	Date	Pendina 🗸	05/02/2024	Event Note	0.00	÷.	-

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



#### **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.

Favorites -	Mai	n Menu 👻 🔷 >	Custor	ner Contracts 🔻 > Cr	eate and Ame	nd 🔻 > Genera	I Information	1					
General L	ines												
	Contract	<b>t Number</b> 00000	02232		Sol	ld To Customer W Contract Status P	/-L CONSTR ENDING	UCTION & PAVI	NG, INC.				
				Add Contract Lines		Add Default Kit							
Contract L	ines 🕐								Perso	nalize	Find View All	2   🔜 🛛 F	irst 🕢 1 of 1 🕟 Last
General	Detail	Billing Amount	Details	Revenue Amount Detail	s <u>C</u> ontract	t Liability							
Actions	Line	Product		Description	Price Type	Standalone Sale	Bundle		Start Date		End Date	*Status	Supplemental Data
<ul> <li>→ Actions</li> </ul>		1 AMT_PROJE	4	Partic - HM0 - CCT - F	Amount			٩	04/15/2024	Ħ	31	Active ~	Supplemental Data
						•							•
Billing Plans		Revenue Plan	s	Milestones	Renewals	Amount	Allocation	Suppler	mental Data		Go To More		~
General I Lines	Return	to Search	Notify	]								A	dd 🖉 Update/Display

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

Favorites 🕶	Ma	ain Menu 🕶 > Custo	mer Contracts 🗸 > Cr	eate and Ame	nd 🕶 > Genera	I Information						
General	Lines											
	Contract Number 0000002232 Sold To Customer W-L CONSTRUCTION & PAVING, INC.											
				c	ontract Status Pl	ENDING						
			Add Contract Lines		Add Default Kit							
Contract L	ines 🧃	)					Pers	onalize   Find   View All	계 🔣 🛛 Firs	t 🚯 1 of 1 🕟 Last		
<u>G</u> eneral	Detail	Billing Amount Details	Revenue Amount Detail	s <u>C</u> ontract	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		~		
General   Line	र्के Retur	n to Search 🔚 Notify							Add	週 Update/Display		

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



#### The **Revenue Plan** page displays.

Favorites 🕶	Main Menu 🗸	> Customer Cont	racts	nend 🔻 > G	eneral Information > De	efine Revenue Plan	
Pevenue Pla							
Revenueria	Plan						
Cvenue	i lan						
	Contract	0000002232	Busines	s Unit 50100	Currency	USD	
	Sold To Customer	000000014	W-L CONSTRUCTION & F	PAVING, INC.	GL Business Unit	t 50100	
	Revenue Plan	🖣 R101 🕨			GL Currency	USD	
		Amount Deced	411 +		101 011		
	Description	Amount Based - N	lilestone		"Plan Status	Pending V	4
	Recognition Method	Milestone				Ready at Activation	
Define Eve	nts By			Amount E	Detail		
⊖ Percent	_	Calculate Am	ounts		Total Amount	t 100	,000.00
Amount					Remaining Percent	t 100.00	000000
Add Milestor	:S				Remaining Amount	t 100	.000.00
							,
Event Deta	il			Personal	lize   Find   View All   🗾	📑 🛛 💽 First 🕢 1-2 of	2 🕟 Last
Event	Event Type	*Event Status	Accounting Date		Percent Complete	Amou	unt
1	Date 🗸	Ready 🗸	05/02/2024	Event Note		0	.00 👥 🖃
2	Date 🗸	Ready 🗸	06/02/2024	Event Note		0	.00 👥 🖃
Return to Gen	eral Information						
Save 5	Return to Search	Notify				Add	Undate/Display
	Return to Search	NOULY				Auu //-	- opuater 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.



#### Example showing one Event – Revenue Plan

Event Deta	ail			Perso	nalize   Find   View	All 🛛 🛛 🔣	First 🕢 1-2 of 2 🤇	🕑 La	ast
Event	Event Type	*Event Status	Accounting Date				Amount		
1	Date	✓ Ready ✓	05/03/2024	31	Event Note		100,000.00	+	-
2	Date	✓ Pending ✓	06/02/2024	Ħ	Event Note		0.00	<b>+</b>	-

- 8. For **Event** line 1:
  - a. Change the **Event Status** from **Ready** to **Pending**. This opens the event to allow for editing and entry.
  - b. **Event Date** represents the billing date as defined by the contract. Update as appropriate
  - c. Enter the full amount of the contract in the **Amount** field.
  - d. Change the **Event Status** to **Ready**.

For Event 2 line:

- e. Change the Event from **Ready** to **Pending**.
- f. 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 Det	ail		P	ersonalize   Find   Vie	ew All   🔁   🔣 🛛 First 🕢 1-5 of 5 🕧	Last
Event	Event Type	*Event Status	Accounting 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 ×	07/30/2024	Event Note	25,000.00	+
4	Date	Ready	08/03/2024	Event Note	25,000.00	+
5	Date	V Pending V	05/02/2024	Event Note	0.00	+

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.



The General Information page - Lines tab displays.

Favorites 🗸	M	ain Menu 🔻	> Cust	omer Contracts 🗸 > Cr	eate and Ame	nd 🔻 > Genera	al Information							
Ge <u>n</u> eral	Lines													
	Contra	ct Number (	000002232		Sol	d To Customer 🕅	V-L CONSTRUC	CTION & PAVI	NG, INC.					
					c	Contract Status P	ENDING							
				Add Contract Lines		Add Default Kit								
Contract I	Lines (	2							Perso	nalize	Find View All	2	Fire	st 🕚 1 of 1 🕑 Last
General	Detail	Billing Am	ount Details	Revenue Amount Detail	s <u>C</u> ontract	Liability 📖								
Actions	Line	Product		Description	Price Type	Standalone Sale	Bundle		Start Date		End Date	*Status		Supplemental Data
		1 AMT_PF	ROJE4	Partic - HM0 - CCT - F	Amount			Q	04/15/2024	Ħ		Active	~	Supplemental Data
						4								•
Billing Plans		Revenue	Plans	Milestones	Renewals	Amount	Allocation	Supplen	iental Data		Go To More			v
Save	or Retu	rn to Search	E Notify										🖡 Add	Dpdate/Display
General   Line	es													

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





#### 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.

Seneral Lines         Contract Number 0000002232         Sold To Customer W.H. "Contract Status [PEN]         Add to My Contracts         Description Oher-Amount Based         Processing Status Pene Contract Admin         Region Code         Contract Type O         Contract Type O         Contract Type O         Contract Signed 04/15/2024         Exchange Rate Type CRRNT         Contract Role         Contract Role         Contract Role         Contract Role         Contract Role         Contract Role         Contract Billing and Revenue:         Separate Fixed Billing and Revenue:         Separate As Incurred Billing and Revenue:         Separate As Incurred Billing and Revenue:         Size Separate Fixed Billing and Revenue:         Size Separate Fixed Billing and Revenue:         Separate As Incurred Billing and Revenue:         Separate As Incurred Billing and Revenue:         Summary of Amounts         Fixed Billing 100,000.00         As Incurred Billing Limits (Less Prepaids         Non-inclusive Prepaids       0.00         As Incurred Billing Limits (Less Prepaid)       0.00         As Incurred Billing Limits (Less Prepaid)       0.00 <tr< th=""><th>CONSTRUCTION &amp; PAVING, INC. DING</th><th></th></tr<>	CONSTRUCTION & PAVING, INC. DING	
Contract Number 0000002232       Sold To Customer W.H.         'Contract Status PEN         Add to My Contracts         Add to My Contracts         Description Oher-Amount Based       Processing Status Pend         Contract Admin       Amendment Status         Region Code       Business Unit VAD         Contract Type O       Contract Classification Stan         Currency Code       Use Project Contract Signed 04/15/2024         Contract Role       Last Update Date/Time 05/0         Contract Role       Last Update Date/Time 05/0         Use Project ChartFields:       Separate Fixed Billing and Revenue:         Other Information       Separate As Incurred Billing and Revenue:         Summary of Amounts       Fixed Billing         Fixed Billing 100,000.00       Fixed Revenue Amounts         Fixed Billing 100,000.00       Sub         As Incurred Billing Limits (Less Prepaid)       0.00         As Incurred Revenue Limits (Less Prepaid)       0.00         Fixed Billing Allocation Complete       Fixed Billing Allocation Complete	CONSTRUCTION & PAVING, INC. DING	
**Contract Status PEN         Add to My Contracts         Description Oher-Amount Based       Processing Status Pen         Contract Admin       Amendment Status         Region Code       Business Unit VAE         Contract Type O       Contract Classification Stan         Currency Code USD       Last Amended         Exchange Rate Type CRRNT       Start Date 04/1         Contract Signed 04/15/2024       Billing and Revenue         Contract Role       Last Update Date/Time 05/0         Contract Role       Last Update User ID V, Ti         Separate Fixed Billing and Revenue:       Separate Fixed Billing and Revenue:         Other Information       Summary of Amounts         Summary of Amounts       Prixed Billing 100,000,00         Fixed Billing Amounts       Revenue Amounts         Fixed Billing 100,000,00       Fixed Revenue         Subtotal       100,000,00       Sub         As Incurred Billing Limits (Less Prepaid)       0.00       As Incurred Revenue Limits (Less Prepaid)         As Incurred Billing Limits (Less Prepaid)       0.00       Recurring Revenue Free Head Billing Allocation Complete	DING Q ling ept of Transportation dard	
Add to My Contracts         Description       Oher-Amount Based       Processing Status       Penn         Contract Admin       Amendment Status       Business Unit       VAC         Contract Type       Contract Classification       Star         Currency Code       USD       Last Amended         Exchange Rate Type       Contract Classification       Start Date         Contract Signed       04/15/2024       End Date         Contract Role       Last Update Date/Time       05/0         Contract Role       Last Update Date/Time       05/0         Revenue Profile       Separate Fixed Billing and Revenue:       Separate As Incurred Billing and Revenue:         Summary of Amounts       C       Separate As Incurred Billing and Revenue:       Separate As Incurred Billing and Revenue:         Submary of Amounts       Fixed Billing       100,000.00       Fixed Revenue         Subtotal       100,000.00       Sub       As Incurred Revenue Limits (Less Prepid)         As Incurred Billing Limits (Less Prepid)       0.00       As Incurred Revenue Limits (Less Prepid)         0.00       Fixed Billing       100,000.00       Sub         As Incurred Billing Limits (Less Prepid)       0.00       As Incurred Revenue Limits (Less Prepid)         0.00       Fixed Billin	ling ept of Transportation dard	
Description       Oher-Amount Based       Processing Status       Pend         Contract Admin       Amendment Status       Amendment Status       Amendment Status         Region Code       Business Unit VAL       Contract Classification Stan       Start Date         Contract Type O       Contract Classification Stan       Contract Classification Stan       Contract Classification Stan         Currency Code       USD       Last Amended       Last Amended         Exchange Rate Type CRRNT       Start Date 04/1       Contract Signed 04/15/2024       End Date         Contract Role       Last Update Date/Time 05/0       Last Update Date/Time 05/0         Contract Role       Last Update Date/Time 05/0       Last Update User ID V_Ti         Separate Fixed Billing and Revenue:       Separate As Incurred Billing and Revenue:       Discounts/Surcharges         Other Information       Contract Signed 04/16/2024       Fixed Revenue       Fixed Revenue         Submary of Amounts       Processing Status       Non       Discounts/Surcharges       0.00         Subtotal       100,000.00       Fixed Revenue       Subtotal       Non inclusive Prep         Subtotal       100,000.00       Sub       As Incurred Revenue Limits (Less Prep       Subtotal         As Incurred Billing Limits (Less Prepaid)       0.00	ling ept of Transportation dard	
Contract Admin Amendment Status   Region Code Business Unit VAL   Contract Type Contract Classification   Currency Code USD   Last Amended   Exchange Rate Type CRNT   Contract Signed 04/15/2024   Exchange Rate Type Start Date   Contract Signed 04/15/2024   End Date Contract Classification   Contract Role Last Update Date/Time   Contract Role Last Update User ID   V_TI Separate Fixed Billing and Revenue:   Use Project ChartFields: Separate As Incurred Billing and Revenue:   Summary of Amounts Revenue Amounts   Fixed Billing 100,000.00   Fixed Billing 0.00   As Incurred Billing Limits (Less Prepaid) 0.00   As Incurred Billing 0.00   As Incurred Billing 0.00   Fixed Billing 0.00   As Incurred Billing Limits (Less Prepaid) 0.00   Fixed Billing Allocation Complete	ept of Transportation dard	
Region Code G Business Unit VAL   Contract Type O Contract Classification Stan   Currency Code USD Last Amended   Exchange Rate Type CRRNT Start Date   Other Last Opdate Date/Time 06/0   Revenue Profile Cast Update Date/Time   Use Project ChartFields: Separate Fixed Billing and Revenue:   Summary of Amounts Eited Billing   Fixed Billing 100,000.00   Fixed Billing 0.00   Non-inclusive Prepaids 0.00   Non-inclusive Prepaids 0.00   As Incurred Billing Limits (Less Prepaid) 0.00   As Incurred Billing 0.00   As Incurred Billing 0.00   As Incurred Billing Limits (Less Prepaid) 0.00   Fixed Billing Allocation Complete -	ept of Transportation dard	
Contract Type Contract Classification Start   Currency Code USD Last Amended   Exchange Rate Type CRRNT Start Date   Contract Signed 04/15/2024 isi   Contract Signed 04/15/2024 isi   Contract Role Cast Update Date/Time 05/0   Revenue Profile Cast Update Date/Time 05/0   Use Project ChartFields: Separate Fixed Billing and Revenue: Separate Fixed Billing and Revenue:   Summary of Amounts Revenue Amounts   Fixed Billing 100,000.00 Fixed Revenue   Simmary of Amounts Prepaids 0.00   Subtotal 100,000.00 Start Revenue   As Incurred Billing Limits (Less Prepaid) 0.00 As Incurred Revenue Limits (Less Prepaid)   As Incurred Billing Limits (Less Prepaid) 0.00 As Incurred Revenue Limits (Less Prepaid)   Total 100,000.00 Fixed Revenue	dard	
Currency Code USD       Last Amended         Exchange Rate Type (CRRNT       Start Date       04/1         Contract Signed 04/15/2024       isi       End Date         Contract Role       Cast Update Date/Time       05/0         Revenue Profile       Last Update User ID       V_T         Use Project ChartFields:       Separate Fixed Billing and Revenue:       Separate Fixed Billing and Revenue:       0         Summary of Amounts       Revenue Amounts       Separate As Incurred Billing and Revenue:       100,000.00       Fixed Revenue Amounts         Summary of Amounts       Inscounts/Surcharges       0.00       Non inclusive Prepaids       Subtotal         Non-inclusive Prepaids       0.00       As Incurred Revenue Limits (Less Prepaid)       0.00       As Incurred Revenue Limits (Less Prepaid)       Subtotal       100,000.00       Fixed Revenue Limits (Less Prepaid)       Subtotal       100,000.00       Fixed Revenue Limits (Less Prepaid)       Subtotal       Fixed Revenue Limits (Less Prepaid)       Subtotal       Subtotal       Subtotal       Subtotal       Fixed Revenue		
Exchange Rate Type CRRNT       Start Date 04/1         Contract Signed 04/15/2024       isi       End Date         Contract Role       Last Update Date/Time 05/0         Revenue Profile       Last Update Date/Time 05/0         Use Project ChartFields:       Separate Fixed Billing and Revenue:         Summary of Amounts       Separate As Incurred Billing and Revenue:         Summary of Amounts       Revenue Amounts         Fixed Billing       100,000.00         Fixed Billing       0.00         Non-inclusive Prepaids       0.00         Non-inclusive Prepaids       0.00         As Incurred Billing Limits (Less Prepaid)       0.00         As Incurred Billing       0.00         As Incurred Billing       0.00         Fixed Billing       0.00         As Incurred Billing Limits (Less Prepaid)       0.00         As Incurred Billing Limits (Less Prepaid)       0.00         As Incurred Billing Allocation Complete       Fixed Billing Allocation Complete		
Contract Signed 04/15/2024 isi End Date   Contract Role Isst Update Date/Time 05/0   Revenue Profile Isseparate Fixed Billing and Revenue Isseparate Fixed Billing and Revenue   Use Project ChartFields: Separate As Incurred Billing and Revenue   Other Information Summary of Amounts   Summary of Amounts Revenue Amounts   Fixed Billing 100,000.00   Fixed Billing 0.00   Discounts/Surcharges 0.00   Non-inclusive Prepaids 0.00   Non-inclusive Prepaids 0.00   As Incurred Billing Limits (Less Prepaid) 0.00   As Incurred Billing 0.00   As Incurred Billing 0.00   As Incurred Billing 0.00   As Incurred Billing 0.00   Fixed Billing 0.00   As Incurred Billing Limits (Less Prepaid) 0.00   As Incurred Billing Limits (Less Prepaid) 0.00   As Incurred Billing Limits (Less Prepaid) 0.00   As Incurred Billing Allocation Complete Fixed Billing Allocation Complete	5/2024	
Contract Role       Cast Update Date/Time       05/0         Revenue Profile       Last Update User ID       V_T         Use Project ChartFields:       Separate Fixed Billing and Revenue:       Image: Separate As Incurred Billing and Revenue:       Image: Separate As Incurred Billing and Revenue:       Image: Separate As Incurred Billing and Revenue:         Other Information       Summary of Amounts       Revenue Amounts         Summary of Amounts       Revenue Amounts         Fixed Billing       100,000.00       Fixed Revenue Amounts/Surcharges         Discounts/Surcharges       0.00       Non inclusive Prepaids         Non-inclusive Prepaids       0.00       As Incurred Revenue Limits (Less Prepaid)         As Incurred Billing Limits (Less Prepaid)       0.00       As Incurred Revenue Limits (Less Prepaid)         Total       100,000.00       Fixed Revenue Limits (Less Prepaid)         * Fixed Billing Allocation Complete       * Fixed Billing Allocation Complete		
Revenue Profile Last Update User ID   Use Project ChartFields: Separate Fixed Billing and Revenue:   Summary of Amounts Separate As Incurred Billing and Revenue:   Summary of Amounts Revenue Amounts   Fixed Billing 100,000.00   Fixed Billing 0.00   Discounts/Surcharges 0.00   Non-inclusive Prepaids 0.00   As Incurred Billing Limits (Less Prepaid) 0.00   As Incurred Billing 0.00   Fixed Billing 0.00   As Incurred Billing Limits (Less Prepaid) 0.00   As Incurred Billing 0.00   Fixed Billing Allocation Complete *	2/2024 8:26:00AM	
Separate Fixed Billing and Revenue         Use Project ChartFields:         Other Information         Summary of Amounts         Separate As Incurred Billing and Revenue:         Billing Amounts         Fixed Billing         100,000.00         Subtotal         100,000.00         As Incurred Billing Limits (Less Prepaid)         0.00         As Incurred Billing         0.00         Total         100,000.00         * Fixed Billing Allocation Complete	RN_FINUSER052	
Use Project ChartFields:       Separate As Incurred Billing and Revenue:         Other Information       •         Summary of Amounts       •         Billing Amounts       Revenue Amounts         Fixed Billing       100,000.00         Fixed Billing       0.00         Discounts/Surcharges       0.00         Non-inclusive Prepaids       0.00         Subtotal       100,000.00         As Incurred Billing Limits (Less Prepaid)       0.00         As Incurred Billing       0.00         Total       100,000.00 <ul> <li>Fixed Billing Allocation Complete</li> <li>•</li> <li>•</li> <li>Fixed Billing Allocation Complete</li> <li>•</li> <li>•</li></ul>		
Billing Amounts         Revenue Amounts           Fixed Billing         100,000.00         Fixed Revenue Amounts           Discounts/Surcharges         0.00         Discounts/Surcharges           Non-inclusive Prepaids         0.00         Non inclusive Prepaids           Subtotal         100,000.00         Sub           As Incurred Billing Limits (Less Prepaid)         0.00         As Incurred Revenue Limits (Less Prepaid)           Total         100,000.00         Recurring Revenue Limits (Less Prepaid)           * Fixed Billing Allocation Complete         * Fixed Billing Allocation Complete		
Fixed Billing     100,000.00     Fixed Revi       Discounts/Surcharges     0.00     Discounts/Surcharges       Non-inclusive Prepaids     0.00     Non inclusive Prep       Subtotal     100,000.00     Sub       As Incurred Billing Limits (Less Prepaid)     0.00     As Incurred Revenue Limits (Less Prepaid)       Total     100,000.00     -       * Fixed Billing Allocation Complete     -     -		
Discounts/Surcharges     0.00     Discounts/Surcharges       Non-inclusive Prepaids     0.00     Non inclusive Prep       Subtotal     100,000.00     Sub       As Incurred Billing Limits (Less Prepaid)     0.00     As Incurred Revenue Limits (Less Prep       Recurring Billing     0.00     Recurring Revenue Limits (Less Prep       Total     100,000.00	nue 100,000.00	
Non-inclusive Prepaids     0.00     Non inclusive Prep       Subtotal     100,000.00     Sub       As Incurred Billing Limits (Less Prepaid)     0.00     As Incurred Revenue Limits (Less Prep       Recurring Billing     0.00     Recurring Revenue Limits (Less Prepaid)       Total     100,000.00     Image: Constraint of the second	rges 0.00	
Subtotal     100,000.00     Sub       As Incurred Billing Limits (Less Prepaid)     0.00     As Incurred Revenue Limits (Less Prepaid)       Recurring Billing     0.00     Recurring Revenue Limits (Less Prepaid)       Total     100,000.00     Image: Complete Com	-14- 0.00	
As Incurred Billing Limits (Less Prepaid) 0.00 As Incurred Revenue Limits (Less Prep Recurring Billing 0.00 Recurring Reve Total 100,000.00 * Fixed Billing Allocation Complete	aigs 0.00	
Recurring Billing     0.00     Recurring Revu       Total     100,000.00     -       * Fixed Billing Allocation Complete     *	arcs 0.00 total 100,000.00	
Total 100,000.00 * Fixed Billing Allocation Complete	arcs 0.00 kotal 100,000.00 kaid) 0.00	
✤ Fixed Billing Allocation Complete	atas         0.00           kotal         100,000.00           aid)         0.00           nue         0.00	
	arcs         0.00           total         100,000.00           aid)         0.00           nue         0.00           fotal         100,000.00	
ing Plans Revenue Plans Milestones Renewals Amount Allocation Supplemental	atos         0.00           kotal         100,000.00           haid)         0.00           mue         0.00           fotal         100,000.00           Fixed Revenue Allocation Complete         100,000.00	
	arcs         0.00           total         100,000.00           arid)         0.00           fotal         100,000.00           fotal         100,000.00           Fixed Revenue Allocation Complete         Data           Go To         More	~
	aids         0.00           kotal         100,000.00           iaid)         0.00           initial         0.00           fotal         100,000.00           Fixed Revenue Allocation Complete         0.00           Data         Go To	×

- 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.



# \_\_\_\_\_ PA354\_Creating a Non-Federal Amount-Based Contract (VDOT)

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

Favorites   Main Menu   Customer Contracts   Create and A	mend	
General Lines		
Contract Number 0000002229	Sold To Customer W-L CONSTRUCTION & PAVING INC. *Contract Status [PENDING Q	
	Add to My Contracts	Look Up Contract Status Help
Description Other - Amount Based Contract Admin Q Region Code Q Contract Type O Q Currency Code USD Exchange Rate Type CRRNT Contract Signed 04/15/2024 F Contract Role Q Revenue Profile Q	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 04/26/2024 10:40:32AM Last Update User ID V_TRN_FINUSER052 Senarate Exped Billion and Devenue	SetID       50100         Contract Status begins with ♥         Look Up       Clear         Cancel       Basic Lookup         Search Results         View 100       First ④         Trice       Active         Cottact Status       Description         Processing Status         ACTIVE       Active         CLOSED       Closed         FIRE<
Use Project ChartFields: S S Other Information	Separate Fixed Dilling and Revenue:	FV COMPLETED Fiscal Completed         Active           PENDING         Pending         Pending           WITHDRAWN         Contract Withdrawn         Active
Summary of Amounts (2)		
Billing Amounts	Revenue Amounts	
Fixed Billing 100,000.00 Discounts/Surcharges 0.00 Non inclusive Prenade 0.00	Fixed Revenue 10 Discounts/Surcharges Non inclusive Prevaide	

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

Favorites	Contracts	> General Information		
General Lines Amendments				
Contract Number, 0000003333		Sold To Customer WL CONS		
Contract Number 0000002232			TRUCTION & PAVING, INC.	
Amendment Number 000000000	)	Contract Status ACTIVE	Q	
Amend Contract		Add to My Contracts		
Description Oher- Amour	nt Based	Processing Status Active		
Contract Admin	Q	Amendment Status		
Region Code		Business Unit VA Dept of	Transportation	
Contract Type 🔾		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	9:41:29AM	
Revenue Profile		Last Update User ID V_TRN_FI	NUSER052	
Use Project ChartFields: 🖾	Ser	Separate Fixed Billing and Revenue:		
A Others before after	•••			
Summary of Amounts (2)				
Billing Amounts		Revenue Amounts		
Fixed Billing	100,000.00	Fixed Revenue	100,000.00	
Discounts/Surcharges	0.00	Discounts/Surcharges	0.00	
Non-inclusive Prepaids	0.00	Non inclusive Prepaids	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	
Billing Plans Revenue Plans N	Ailestones Renewals	Supplemental Data	Go To More	~
Return to Search 🖼 Notify General   Lines   Amendments			Add	Dupdate/Displa

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



### **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.

Favorites  Main Menu  Customer Contracts	Create and Amend
General Lines Amendments	
Contract Number 0000002232	Sold To Customer W-L CONSTRUCTION & PAVING, INC.
Amendment Number 000000000	*Contract Status ACTIVE
Amend Contract	Add to My Contracts
Description Oher- Amount Based	Processing Status Active
Contract Admin	Q Amendment Status
Region Code	Business Unit VA Dept of Transportation
Contract Type 🔾	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 9:41:29AM
Revenue Profile Use Project ChartFields: 🖾	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.

Favorites -	• Mai	n Menu - > Custon	ner Contracts - > Cre	eate and Amer	nd 🕶 > Genera	I Information				
General	Lines	Amendments								
	Contrac	t Number 0000002232		Sol	d To Customer V	V-L CONSTRUCTI	ON & PAVING, INC.			
A I	Amendmen	t Number 0000000000		c	ontract Status A	CTIVE				
	Amend Cor	ntract								
Contract	Lines 🕐						Persona	ilize   Find   View All	계 🔣 🛛 Firs	t 🕚 1 of 1 🛞 Last
General	Detail	Billing Amount Details	Revenue Amount Detail	s <u>C</u> ontract	Liability 💷					
Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
- Action:	s	1 AMT_PROJE4	Partic - HM0 - CCT - F	Amount	Ready	Ready	Contract Terms	Distribution	Internal Notes	W-L CONSTRUCTION PAVING, INC.
					4					•
Billing Plans	•	Revenue Plans	Milestones	Renewals			Supplemental Data	Go To More		~
🔚 Save	Return	to Search 📰 Notify	]						📑 Add	ይ Update/Display
General   Lin	nes   Amend	ments								

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

	Contrac	t Number 0000002229		So	d To Customer	W-L CONSTRUCT	ION & PAVING, INC.			
An	nendmen	t Number 0000000000		0	Contract Status	ACTIVE				
A	mend Co	ntract								
Contract L	ines 👔	)					Pe	ersonalize   Find   View All	💷   🔜 🛛 Firs	st 🕢 1 of 1 🕑 Last
General	Detail	Billing Amount Details	Revenue Amount Detail	s <u>C</u> ontrac	t Liability	)				
Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
<ul> <li>Actions</li> </ul>		1 AMT_PROJE4	Partic - HM0 - CCT - F	Amount	Pending	Pending	Contract Terms	Distribution	Internal Notes	W-L CONSTRUCTION PAVING, INC.
					4					
illing Plans		Revenue Plans	Milestones	Renewals			Supplemental Data	a Go To More		~
🔚 Save	Return	n to Search 🔛 Notify							Add	Dupdate/Display
eneral   Line	s   Ameno	dments								

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



Favorites 🗸	Main Menu 🗸 💦 🗧 🗧	Customer Contracts -	> Create and Ame	end 🔻 > Ger	neral Information	> Contract N	Votes
Notos							
NOLES	Contract	0000002232			Business	Unit 50100	
	Sold To Customer	0000000014			Contract St	atus ACTIVE	
		W-L CONSTRUCTION 8	PAVING, INC.		Currency 0	Code USD	
	Contract Admin						
Notes Conten	ts			Find View All	First 🕢 1 of	1 🕟 Last	
*Component						+	
Contract Head	ler	$\checkmark$					
*Classification		3	Standard Note Code	1			
Standard	~	[	্				
Text							
						<u>a</u>	
						4	
Las	st Update	]	Last Changed By	1			
Return to Genera	Information						
Return to Genera	innormation						
🔚 Save 🔛 N	Notify					📑 Add	Dpdate/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.



### 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.

Favorites •         Main Menu •         >         Customer Contracts •         >         Create and Amend •         >	General Information > Assign Billing Plan > Define Billing Plan
Billing Plan General Events History	Billing Plan
Contract 000000061	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
Billing Method As Incurred	✓ Hold 05/09/2024
Customer Information	Hold Details
BI Unit 50100 VA Dept of Transporta	tion Put On Hold Date 05/09/2024
*Bill To Customer 0000003006 Q WISE COUNTY	Hold User V_TRN_FINUSER052
Addr Num 1Q	Hold Reason Other
Bill To Contact	
Billing Options	Transaction Options
	Em - Contract Constant
Favorites  Main Menu  Customer Contracts  Create and An	mend $\checkmark$ > General Information > Assign Revenue Plan > Define Revenue Plan
Revenue Plan	Revenue Plan
Revenue Plan	Revenue Flam
Contract 000000061 Busines	ss 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	Hold Details
Add Milestone	
	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.



The Look Up Hold Reason pop up window displays.

Look Up F	lold Reason		
*SetID	50100		
Hold Reason	begins with 🗸		
Description	bogins with x		
Description	begins with +		
Look Up	Clear	Desis Leslaum	
LOOK OP	Clear	Basic Lookup	
Search Res	sults		
View 100 Fi	rst 🕢 1-8 of 8 🕟 Last		
View 100 Fi Hold Reason	rst 🕚 1-8 of 8 🕟 Last Description		
View 100 Fi Hold Reason DPPD	rst ④ 1-8 of 8   Last Description Process Def Prepaid		
View 100 Fi Hold Reason DPPD OTHR	rst 🕢 1-8 of 8 🕟 Last Description Process Def Prepaid Other		
View 100 Fi Hold Reason DPPD OTHR PED	rst (1-8 of 8 ) Last Description Process Def Prepaid Other PED expired		
View 100 Fi Hold Reason DPPD OTHR PED PPD	rst (1-8 of 8 (1) Last Description Process Def Prepaid Other PED expired Process Int. Prepaid		
View 100 Fi Hold Reason DPPD OTHR PED PPD RATE	rst (1-8 of 8 (1) Last Description Process Def Prepaid Other PED expired Process Int. Prepaid Clear processed amt		
View 100 Fi Hold Reason DPPD OTHR PED PPD RATE STOP	rst (1-8 of 8 (1-2 constraints) Description Process Def Prepaid Other PED expired Process Int. Prepaid Clear processed amt Stop bills for line		
View 100 Fi Hold Reason DPPD OTHR PED PPD RATE STOP UPED	rst () 1-8 of 8 () Last Description Process Def Prepaid Other PED expired Process Int. Prepaid Clear processed amt Stop bills for line Make Update to PED		

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.



## PA354\_Creating a Non-Federal Amount-Based Contract (VDOT)

### **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

Favorites  Main Menu  Customer Contracts  Schedule and Process Billing  Define Billing Plan	
Define Billing 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 =  50100   Contract begins with  0000001999   Billing Plan ID begins with    Billing Plan Status =    Contract Administrator begins with	
Case Sensitive	
Limit the number of results to (up to 300): 300	
Search Clear Basic Search 🖾 Save Search Criteria	
Find an Existing Value   Add a New Value	

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



## PA354\_Creating a Non-Federal Amount-Based Contract (VDOT)

The Define Billing Plan – Billing Plan General tab displays.

Favorites  Main Menu  Customer Contra	acts $\bullet$ > Create and Amend $\bullet$ > 0	General Information > Assign Bi	lling Plan > Define Billing F	'lan
Billing Plan General				
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 - Mileste	one	*Billing Status In Progress	✓ Actions	Cancel
Billing Method Milestone	$\checkmark$		Hold	
Customer Information		Amount Detail		
BI Unit 50100	VA Dept of Transportation		Billing Amount	355,000.00
*Bill To Customer 0000100140	COUNTY WARREN		Total Amount	255 000 00
Addr Num 🔢 🔍 🔚				355,000.00
Bill To Contact			lotal Billing History	355,000.00
Billing Options			Events Billed To Date	355,000.00
Bill Type CCT	Pre Approved			
Bill Source REVSH	Direct Invoice			
Summarization Template ID VDOT_OTHER	Q VDOT Other			
Billing Header Note Internal Notes	Preview Summarization Template			
Billing Default Overrides				
Invoice Form LANDSCAPE				

#### 5. Click the **Events** tab.

Favorites -	Main Menu 🗸	> Customer Contracts -	> Create and Amend	<ul> <li>General Infor</li> </ul>	mation > As	sign Billing Plan	> Define Billing	Plan
Billing Plan G	eneral Events	History						
	Contra	act 0000001999			BI Unit 50100	)		
	Sold To Custom	ner 0000100140	COUNTY WARREN		Bill To 00001	00140 C	OUNTY WARREN	N
	Billing Pl	an ┥ B101 🗼	Amount Based - Milestone	e (	Currency USD			
Define Eve	nts			Amount Detail				
		O Percent			Tota	l Amount	35	5,000.00
		Amount  Add Milestone			Remaining	g Amount		0.00
Event Deta	il			Pers	onalize   Find	🕗 📘 🛃 First	t 🕢 1-2 of 2 🕑	Last
Event	Actions	Event Type	*Event Status	Event Date			Amount	
1	✓ Actions	Date	Completed	08/14/2019	Event Note		355,000.00	+ -
2		Date ~	Pending ~	09/14/2019	Event Note		0.00	±. 🖃
Return to Assig	an Billing Plan							
Save	Return to Search	n E Notify					Add	足 Update/Displa
3illing Plan Ge	neral   Events   Hist	ory						

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



## PA354\_Creating a Non-Federal Amount-Based Contract (VDOT)

Favorites -	Main Menu 🗸	<ul> <li>Customer Contracts</li> </ul>	<ul> <li>Create and Amer</li> </ul>	d 🔻 > Genera	I Information	> Assign Billing Plan	n → Define Billing Plan
Billing Plan	General Events	History					
	Contr	act 0000001999			BI Unit	50100	
	Sold To Custor	ner 0000100140	COUNTY WARREN		Bill To	0000100140	COUNTY WARREN
	Billing P	lan ┥ B101 🕨	Amount Based - Milest	one	Currency	USD	
Define Ev	rents			Amount De	etail		
		O Percent				Total Amount	355,000.00
		Amount			Rem	aining Amount	0.00
		Add Milestone				annig / mount	0.00
Event De	tail				Personalize	Find 🛛 🗐 🔜	First 🕢 1 of 1 🕟 Last
Event	Actions	Event Type	*Event Status	Event Date			Amount
1		Date	Completed	08/14/2019	Event Note		355,000.00 🛨 🖃
Return to Ass	ign Billing Plan						
Rave Save	Return to Searc	h Notify					📑 Add 🖉 Up
Billing Plan G	ieneral   Events   His	tory					

#### 7. Click the **Save** button.

#### 8. Click the **Billing Plan General** tab.

Favorites  Main Menu  Customer Contract	ts $\checkmark$ > Schedule and Process Billing	→ Define I	Billing Plan			
Billing Plan General Events History						
Contract 0000001999		BIU	Jnit 50100			
Sold To Customer 0000100140	COUNTY WARREN	Bill	To 0000100140	COUNTY WARREN		
Billing Plan 🚽 B101 🕨	Amount Based - Milestone	Currer	ncy USD			
Description Amount Based - Mileston	ne	*Billing Sta	tus Completed	✓ Actions	Cancel	d
Billing Method Milestone	~					
Customer Information			Amount Detail			
BI Unit 50100	VA Dept of Transportation			Billing Amount	355,000.00	
*Bill To Customer 0000100140	COUNTY WARREN			Total Amount	355,000.00	
Addr Num 1				Total Billing History	355,000.00	
Bill To Contact			F	Events Billed To Date	355 000 00	
Billing Options				Ivents billed to bate	333,000.00	

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



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

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

Favorites -	Main Menu 👻	Customer Contracts	>	Schedule and Process Revenue -	>	Define Revenue Plan
Define Reven	ue Plan	Search Leave fields blan	r for a	list of all values		
Find an Existi	ng Value Add a Ner	w Value	K IOI a			
Search Crit	teria					
Busines Co Revenue Revenue Plan S Contract Adminis Contract Adminis Case Sensiti Limit the number	s Unit = • [ Intract begins with • ] Plan begins with • ] Status = • [ strator begins with • ] ve of results to (up to 300) Clear Basic Search	50100 0000001999 	Q Q Q a	v		
Find an Existing	Value   Add a New Valu	le				

- 11. Enter the contract number in the **Contract** field.
- 12. Click the **Search** button.

Contract 000001999 Business Unit 50100 Currency USD   Sold To Custome 0000101010 COUNTY WARREN GL Business Unit 50100   Revenue Plan R101 CUUNTY WARREN GL Currency USD   Description   Amount Based - Milestone *Plan Status In Progress    Percent   Hold   Preview Revenue   Add Milestone Preview Revenue    Percent      Preview Revenue     Add Milestone     Percent     Percent     Percent     Percent     Percent     Percent     Percent     Percent	Revenue Plan										
Contract 000001999 Business Unit 50100 Currency USD   Sold To Customer 0000100140 COUNTY WARREN GL Business Unit 50100   Revenue Plan R101 COUNTY WARREN GL Currency USD   Personation Method   Milestone Milestone Progress Progress Progress   O Percent Nonunt Nonunt S55,000.00 Remaining Amount 000   Add Milestone Preview Revenue Accounting Date First € 1-2 of 2 €   Event Detail   Event Type Yent Status Nonunt S55,000.00   1 Date Completed 08/14/2019 Event Note S55,000.00   2 Date Pending 09/14/2019 Event Note S55,000.00	Revenue P	lan									
Sold To Customer 0000100140 COUNTY WARREN GL Business Unit 50100   Revenue Plan R101     Description Amount   Amount Define Events by   O Percent   Amount Internal Notto   Add Milestone        Event Detail         Event Detail        Event Type   Event Type   Event Type   Event Type   Event Type   Percent   Oppleted   Oppleted </td <td></td> <td>Contract (</td> <td>000001999</td> <td>Business</td> <td>Unit 5010</td> <td>0</td> <td>Currency USD</td> <td></td> <td></td>		Contract (	000001999	Business	Unit 5010	0	Currency USD				
Revenue Plan R101     Description     Amount   Internal Notes   Add Milestone     Percent   Amount   Internal Notes   Add Milestone     Percent literation     Percent literation    <		Sold To Customer (	0000100140 COUN	TY WARREN		GL B	usiness Unit 5010	0			
Description Amount Based - Milestone   Recognition Method Milestone   Define Events By Improve Milestone   Improve Method Milestone   Improve Milestone Improve Milestone   Event Detail Improve Milestone   Event Type Improve Milestone   Improve Milestone Improve Milestone   Event Type Improve Milestone   Improve Milestone Improve Milestone   Event Type Improve Milestone   Improve Milestone Improve Milestone   Improve Milestone Improve Milestone   Event Type Improve Milestone   Improve Milestone Improve Milestone   Improv		Revenue Plan	R101				GL Currency USD				
Indition Method Milestore         Indition Method Milestore         Opercent       Amount Detail         Total Amount       355,000.00         Revenue       Revenue       Second Colspan="2">Second Colspan="2"         Add Milestore       Preview Revenue       Second Colspan="2"       Second Colspan="2"         Event Detail       Second Colspan="2"        Second Colspan="2"        Second Colspan="2"          Second Colspan="2" <th <="" colspan="2" td="" th<=""><td></td><td>Description /</td><td>Amount Based - Mileston</td><td>e</td><td></td><td></td><td>*Plan Status In Pro</td><td>ogress 🗸</td><td></td></th>	<td></td> <td>Description /</td> <td>Amount Based - Mileston</td> <td>e</td> <td></td> <td></td> <td>*Plan Status In Pro</td> <td>ogress 🗸</td> <td></td>			Description /	Amount Based - Mileston	e			*Plan Status In Pro	ogress 🗸	
Define Events By         O Percent       Amount Detail         Amount Internal Notes       Preview Revenue       Total Amount       355,000.00         Add Milestone       Preview Revenue       Perconalize   Find   View All [2] [2] First (1-2 of 2)       First (1-2 of 2)         Event Detail       Event Type       *Event Status       Accounting Date       First (1-2 of 2)       Amount         1       Date       Completed       08/14/2019       Event Note       S55,000.00       Event         2       Date       Pending       09/14/2019       Event Note       0.00       Event	Re	cognition Method	lilestone				Пно	ld			
○ Percent ● Amount 355,00.00   Notes Remaining Amount 0.00   Add Milestone • Freview Revenue 0.00   Event Detail • Freview Revenue • • • • • • • • • • • • • • • • • • •	Define Events	ву			Amount	Detail					
Internal Notes Add Milestone     Preview Revenue     Remaining Amount     0.00       Event Detail     Preview Revenue     Preview Revenue     Preview Revenue     Preview Revenue     Remaining Amount     0.00       Event Detail     Event Type     *Event Status     Accounting Date     Personalize   Find   View All   20   10   10   10   10   10   10   10	○ Percent					٦	lotal Amount	355,00	00.00		
Add Milestone         Event Detail       Personalize   Find   View All   2   1 First (1-2 of 2 )         Event Detail       First (1-2 of 2 )         Event Type       *Event Status       Accounting Date       Amount         1       Date       Completed       08/14/2019       Event Note       355,000.0       1         2       Date       Pending       09/14/2019       Event Note       0.00       1	Amount Internal Notes	F	Preview Revenue			Remain	ning Amount		0.00		
Personalize   Find   View All [ 2] [ First ( 1-2 of 2 )         Event       Event Type       *Event Status       Accounting Date       Amount         1       Date       Completed       08/14/2019       Event Note       355,000.00       •         2       Date       Pending       09/14/2019       Event Note       0.00       •	Add Milestone										
Event Type*Event StatusAccounting DateAccounting DateAmount1DateCompleted08/14/2019Event Note355,000.00E2DatePending09/14/2019Event Note0.00E	Event Detail				Persor	nalize   Find   Vi	ew All 🛛 🖉 🔛	First 🕚 1-2 of 2	🕑 Last		
1         Date         Completed         08/14/2019         Event Note         355,000.00           2         Date         Pending         09/14/2019         Event Note         0.00	Event	Event Type	*Event Status	Accounting Date	9			Amount	t		
2 Date V Pending V 09/14/2019 B Event Note 0.00	1	Date	Completed	08/14/2019		Event Note		355,000.00	) 🛨 🖃		
	2	Date	✓ Pending	♥ 09/14/2019	31	Event Note		0.00	• 🛨 🖃		
Return to General Information	Return to Genera	I Information									

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



Favorites 🔻	Main Menu 🗸 🔷 🚿	Customer Contracts -	Schedule and Press of the second s	ocess Revenue 🔻	> Define Revenue F	Plan	
Revenue Plan							
Revenue F	Plan						
	Contract 0	000001999	Business	Unit 50100	Currency	USD	
Sold To Customer 0000100140 COUNTY WARREN			Y WARREN		GL Business Unit	50100	
	Revenue Plan	R101			GL Currency	USD	
Description Amount Based - Milestone Recognition Method Milestone					*Plan Status	Completed	✓ Actions
Define Even	ts By			Amount Detail			
○ Percent					Total Amount	35	5,000.00
Amount Internal Notes Preview Revenue					Remaining Amount		0.00
Add Milestone							
Event Detail Personalize   Find   View All   🔄   🔣 First 🕢 1 of 1 🕟 Last						f1 🕑 Last	
Event	Event Type	*Event Status	Accounting Date			Am	ount
1	Date	Completed	08/14/2019	Event Note	e	355,00	0.00 🛨 🖃
🔒 Save	Return to Search	E Notify				Add ,	週 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	Customer Contracts - C	reate and Amend 👻 >	General Information		
General Lines Amendments					
Contract Number	0000001999		Sold To Customer COUNTY WAR	REN	
Amendment Number	000000000		*Contract Status ACTIVE	۹.	
Am	iend Contract		Add to My Contracts		
Description	Rev Share Local Match-112495		Processing Status Active		
Contract Admin		Q	Amendment Status Complete		
Region Code			Business Unit VA Dept of Trans	sportation	
Contract Type	A		Contract Classification Standard		
Currency Code	USD		Start Date 10/17/2017		
Exchange Rate Type	CRRNT		End Date		
Contract Signed	10/17/2017		Last Update Date/Time 08/19/2019 9:13	3:29AM	
Contract Role			Last Update User ID		
Revenue Profile		Separate	As Incurred Billing and Revenue:		
Use Project ChartFields:		Separate			
Other Information					
Summary of Amounts (?)					
Billing Plans Revenue Plans	Milestones	Renewals	Supplemental Data	Go To More	~
Save C Return to Search	] Notify				Add Dydate/Display
General Filles   Antendments					

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



# \_\_\_\_\_ PA354\_Creating a Non-Federal Amount-Based Contract (VDOT)

Look Up Con	tract Status		×	
			Help	l
SetID	50100			l
Contract Status	begins with			ł
Contract Status				l
	Olaan Oanad			l
Lоок Up	Clear	Basic Lookup		l
Search Result	s			l
View 100	First 🕚	1-6 of 6 🕟 Last		l
Contract Status	Description	Processing Status		l
ACTIVE	Active	Active		l
CLOSED	Closed	Closed		I
FIRE - CLOSED	Closed For FHWA FIRE	Active		l
FV ACCEPTED	FHWA Accepted	Closed		l
FV COMPLETED	Fiscal Completed	Active		l
WITHDRAWN	Contract Withdrawn	Active		l
				l
epa				l
				l
				ł
-				H
				l
	Suppleme	ntal Data	Go To More	Ī

#### 18. Select Closed.

Favorites  Main Menu  Customer Contracts  Create and Am	end  + > General Information
General Lines Amendments	
Contract Number 0000001999	Sold To Customer COUNTY WARREN
Amendment Number 000000000	*Contract Status CLOSED Q
Amend Contract	Add to My Contracts
Description Rev Share Local Match-112495	Processing Status Closed
Contract Admin	Amendment Status Complete
Region Code	Business Unit VA Dept of Transportation
Contract Type A	Contract Classification Standard
Currency Code USD	Start Date 10/17/2017
Exchange Rate Type CRRNT	End Date
Contract Signed 10/17/2017	Last Update Date/Time 08/19/2019 9:13:29AM
Contract Role	Last Update User ID SHELLY.PRYOR Separate Fixed Billing and Revenue:
Revenue Profile	Separate As Incurred Billing and Revenue:
Use Project ChartFields: 🖾	
Other Information	
Summary of Amounts	
Billing Plans Revenue Plans Milestones Renewals	Supplemental Data Go To More
Save Return to Search	🖡 Add 🛛 🖉 Update/Display
General   Lines   Amendments	

19. Click the Save button.