



Creating Non-Federal Amount-Based Prepaid Contracts Overview

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

Amount-Based Prepays are created when a customer submits an advance payment and the project and activities related to the work are being billed on a federal agreement. In these cases, a rate-based prepaid cannot be used to draw down the prepayment as expenditures are incurred.

The Amount-Based prepaid contract allows the prepayment (revenue) to be recognized over a preset period. When you create a contract line, you will need to select the appropriate template to define when the revenue for the prepayment will be recognized.

Note: 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**.

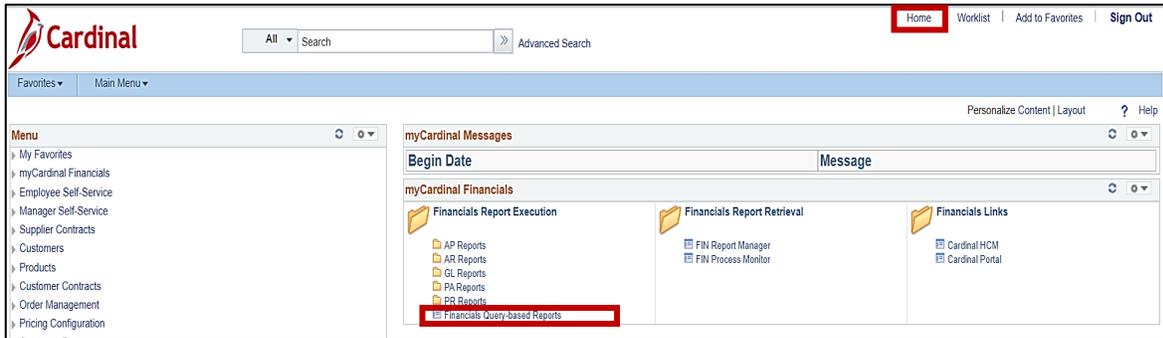
Navigation Note: Please note that you may see a Notify button at the bottom of various pages utilized while completing the processes within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

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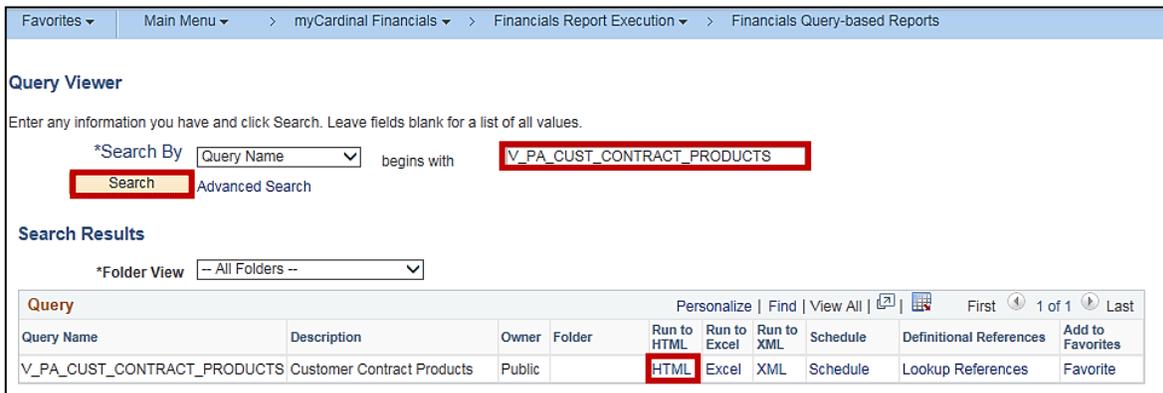
Confirm Amount-Based Prepaid Product

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



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

The **Query Viewer** page displays.



2. In the begins with field, enter **V_PA_CUST_CONTRACT_PRODUCTS**.
3. Click the **Search** button.
4. Click the **HTML** link.



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The **Query** page displays.

V_PA_CUST_CONTRACT_PRODUCTS - Customer Contract Products

Business Unit: 50100

Product ID(% for all): DEF%

Product Group(% for all): %

Account(% for all): %

Dept ID (% for all): %

Fund (% for all): %

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (31 kb)

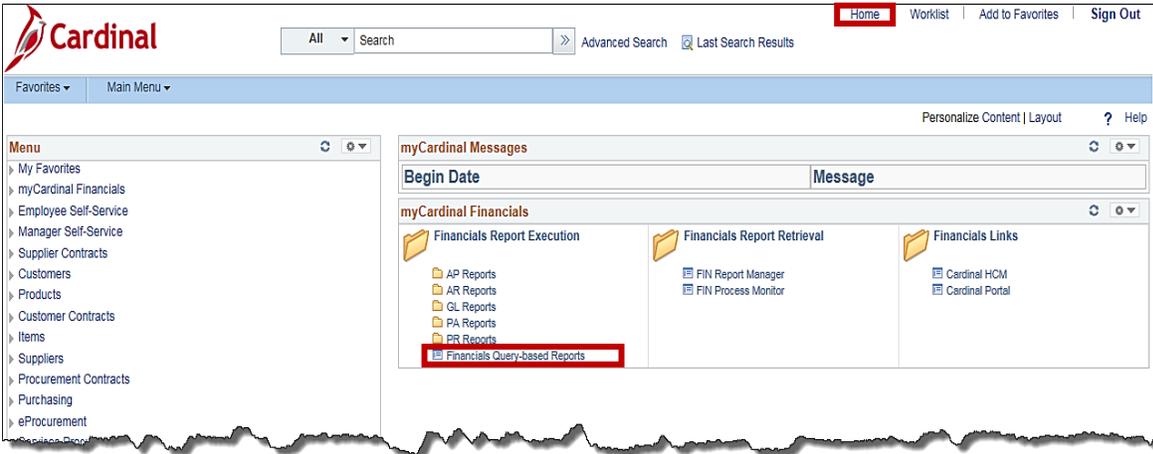
View All First 1-82 of 82 Last

Row	Product	Product Description	Price Type	Product Group	Distribution Code	Distribution Code Desr	Account	Department	Fund	Cost Center	Program	Project Id	Activity
1	DEF_PROJE1	Partic Advance-HM0-CCT-Bristol	AMT	DEF_HMOCCT	PROJEHMO01	Partic - HM0 - CCT/OTH-Bristol	4009060	11000	04100				
2	DEF_PROJE10	Partic Advance-HM0-STA-Bristol	AMT	DEF_HMOSTA	PROJEHMO10	Partic - HM0 - STA - Bristol	5014110	11000	04100		60400403		
3	DEF_PROJE11	Partic Advance-HM0-STA-Salem	AMT	DEF_HMOSTA	PROJEHMO11	Partic - HM0 - STA - Salem	5014110	12000	04100		60400403		
4	DEF_PROJE12	Partic Advance-HM0-STA-Lynchbg	AMT	DEF_HMOSTA	PROJEHMO12	Partic - HM0 - STA - Lynchburg	5014110	13000	04100		60400403		
5	DEF_PROJE13	Partic Advance-HM0-STA-Richmd	AMT	DEF_HMOSTA	PROJEHMO13	Partic - HM0 - STA - Richmond	5014110	14000	04100		60400403		
6	DEF_PROJE14	Partic Advance-HM0-STA-Suffolk	AMT	DEF_HMOSTA	PROJEHMO14	Partic - HM0 - STA - Suffolk	5014110	15000	04100		60400403		
7	DEF_PROJE15	Partic Advance-HM0-STA-Fredrbrg	AMT	DEF_HMOSTA	PROJEHMO15	Partic - HM0 - STA - Fredsburg	5014110	16000	04100		60400403		
8	DEF_PROJE16	Partic Advance-HM0-STA-Culpepr	AMT	DEF_HMOSTA	PROJEHMO16	Partic - HM0 - STA - Culpeper	5014110	17000	04100		60400403		
9	DEF_PROJE17	Partic Advance-HM0-STA-Stauntn	AMT	DEF_HMOSTA	PROJEHMO17	Partic - HM0 - STA - Staunton	5014110	18000	04100		60400403		
10	DEF_PROJE18	Partic Advance-HM0-STA-NOVA	AMT	DEF_HMOSTA	PROJEHMO18	Partic - HM0 - STA - NOVA	5014110	19000	04100		60400403		
11	DEF_PROJE19	Partic Advance-HM0-OTH-Bristol	AMT	DEF_HMOOTH	PROJEHMO01	Partic - HM0 - CCT/OTH-Bristol	4009060	11000	04100				
12	DEF_PROJE2	Partic Advance-HM0-CCT-Salem	AMT	DEF_HMOCCT	PROJEHMO02	Partic - HM0 - CCT/OTH-Salem	4009060	12000	04100				
13	DEF_PROJE20	Partic Advance-HM0-OTH-Salem	AMT	DEF_HMOOTH	PROJEHMO02	Partic - HM0 - CCT/OTH-Salem	4009060	12000	04100				
14	DEF_PROJE21	Partic Advance-HM0-OTH-Lynchbg	AMT	DEF_HMOOTH	PROJEHMO03	Partic - HM0 - CCT/OTH-Lynchbg	4009060	13000	04100				

5. Enter the run criteria for the query. You should, at a minimum, enter the **Business Unit** and the **Product ID** prefix of **DEF%**. If you have the other details (e.g., **Product Group**, **Account**, **Fund**, etc.), they can also be entered.
6. Click the **View Results** button.
7. 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 exist, go to the **Create an Amount-Based Prepaid 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 **Create/Confirm Distribution Code** section of this job aid.

Confirm Distribution Code

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



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

The **Query Viewer** Page Displays.



2. In the begins with field, enter **V_PA_DISTRBUTION_CODES**.
3. Click the **Search** button.
4. Click the **HTML** link.



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The **Query** page displays.

Row	Distribution Code	Effective Date	Effective Status	Long Description	Short Description	Account	Dept ID	Task	Fund	Cost Center	Program	Project	Activity
1	ADVANC0N34	07/01/2016	A	Prepaid - CON - STA	ADVANC0N34	4003007	10030		04720				
2	ADVANC0N35	07/01/2016	A	Prepaid - CON - OTH	ADVANC0N35	4003007	10055		04720				
3	AUDITAUDI2	01/01/1901	A	Audit - CON - OTH	AUDITAUDI2	4009060	10015		04720	12000010			
4	COALSCOALS	01/01/1901	A	Coal Severance - CCT	COALSCOALS	40042013	11000		04720				
5	GENERGENC1	01/01/1901	A	Generic Construction AR	GENERGENC1	4009060	99999		04720	12000010			
6	GENERGEN14	01/02/1901	A	Location & Design CON Private	GENERGEN14	40040001	10021		04720		514008	0000108401	
7	MG&SECON01	01/01/1901	A	Misc - CON - CCT/OTH-Bristol	MG&SECON01	40042011	11000		04720	12000010			
8	MG&SECON02	01/01/1901	A	Misc - CON - CCT/OTH-Salem	MG&SECON02	40042011	12000		04720	12000010			
9	MG&SECON03	01/01/1901	A	Misc - CON - CCT/OTH-Lynchburg	MG&SECON03	40042011	13000		04720	12000010			
10	MG&SECON04	01/01/1901	A	Misc - CON - CCT/OTH-Richmond	MG&SECON04	40042011	14000		04720	12000010			
11	MG&SECON05	01/01/1901	A	Misc - CON - CCT/OTH-Suffolk	MG&SECON05	40042011	15000		04720	12000010			
12	MG&SECON06	01/01/1901	A	Misc - CON - CCT/OTH-Fredsburg	MG&SECON06	40042011	16000		04720	12000010			
13	MG&SECON07	01/01/1901	A	Misc - CON - CCT/OTH-Culpeper	MG&SECON07	40042011	17000		04720	12000010			
14	MG&SECON08	01/01/1901	A	Misc - CON - CCT/OTH-Strunton	MG&SECON08	40042011	18000		04720	12000010			
15	MG&SECON09	01/01/1901	A	Misc - CON - CCT/OTH-NOVA	MG&SECON09	40042011	19000		04720	12000010			
16	MG&SECON30	01/01/1901	A	Misc - CON - OTH - C Office	MG&SECON30	40042011	10015		04720	12000010			
17	MG&SECON31	01/01/1901	A	Misc - CON - OTH - B Council	MG&SECON31	40042011	10030		04720	12000010			

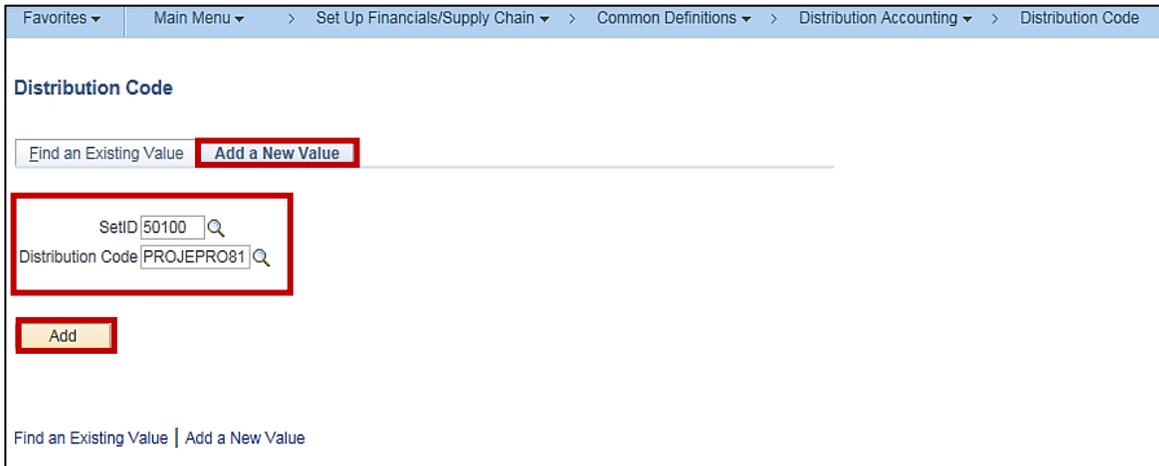
5. Enter the run criteria for the query. You should, at a minimum, enter the **Set ID** and **Account**.
6. Click the **View Results** button.
7. Review the results to see if there is an existing **Distribution Code** for the COA string which is needed to record the revenue transactions for the contract.
 - a. If the Distribution Code exists, go to the [Create an Amount-Based Prepaid Product](#) section of this job aid.
 - b. If the **Distribution Code** does not exist, go to the next step.

Create Distribution Code

1. Navigate to the Distribution Code page using the following path:

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

The **Distribution Code** search page displays.



2. On the Add a New Value tab:

- a. **SETID**: Defaults to your agency number (e.g., 50100) and should not be changed.
- b. **Distribution Code**: Enter the distribution code. The name of the distribution code should contain the corresponding source type and category. For this scenario, **PROJE** (source type) and **PRO81** (category) would be the next available distribution code name since the last one in the system is **PROJEPRO80**.

3. Click the **Add** button.



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The **Distribution Code** page displays.

The screenshot shows the 'Distribution Code' page in a software application. The page title is 'Distribution Code'. The breadcrumb navigation is: Favorites > Main Menu > Set Up Financials/Supply Chain > Common Definitions > Distribution Accounting > Distribution Code. The page displays the 'Distribution Code Definition' section for SetID 50100 and Distribution Code PROJEPRO81. The 'Distribution Code Definition' section includes the following fields: *Effective Date (01/01/1901), *Description (Partic - CON - STA-RICH-603023), Short Description (PROJEPRO81), *Distribution Type (Revenue), *Status (Active), and Contract Liability Dist Code (ADVANADCN5). Below this is the 'ChartField Values' section, which is currently empty. At the bottom of the page are buttons for Save, Notify, Add, Update/Display, and Include History.

4. Under the **Distribution Code** Definition section of the page, enter or select the following:
 - a. **Effective Date:** Enter 01/01/1901
 - b. **Description:** Enter the appropriate description
 - c. **Short Description:** Enter the Distribution Code ID
 - d. **Distribution Type:** Select Revenue
 - e. **Status:** Defaults to **Active** and should not be changed
 - f. **Contract Liability Dist Code:** Enter the Distribution Code ID of the appropriate deferred revenue distribution code which should be used to book deferred revenue. Use the **V_PA_DISTRBUTION_CODES** query to determine the available values to enter in this field.

Note: The **Contract Liability Distribution Code** is used when creating an **Amount Based Deferred** contract line to default the **Contract Liability Distribution**. The COA values are used to record the deferred revenue. The Deferred Distribution Code values should be associated to all project related distribution codes for **PROJE, COAL, MG&SECON** and **MG&SEMGS** naming convention.



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Favorites ▾ Main Menu ▾ > Set Up Financials/Supply Chain ▾ > Common Definitions ▾ > Distribution Accounting ▾ > Distribution Code

Distribution Code

SetID 50100 Distribution Code PROJEPRO81

Distribution Code Definition Find First 1 of 1 Last

*Effective Date 01/01/1901 *Status Active

*Description Partic - CON - STA-RICH-603023

Short Description PROJEPRO81

*Distribution Type Revenue Contract Liability Dist Code ADVANADCN5

ChartField Values										
*Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency	
1 5023230	04720	603023								

Save Notify Add Update/Display Include History

5. In the **ChartField Values** section of the page, enter or select the following:
 - a. **Account:** Enter the account which should be used to book revenue. In most cases, this value will be a revenue account. In some cases, an expenditure account is used to book revenue. For this scenario, you will also need to populate the **Program** as well.
 - b. **Fund Code:** Enter the fund code which should be used to book revenue.
 - c. **Program:** Only enter the **Program** code if an expenditure account is used instead of a revenue account. The Program value should be the program from the project distribution of the project associated with the contract.
6. Click the **Save** button.

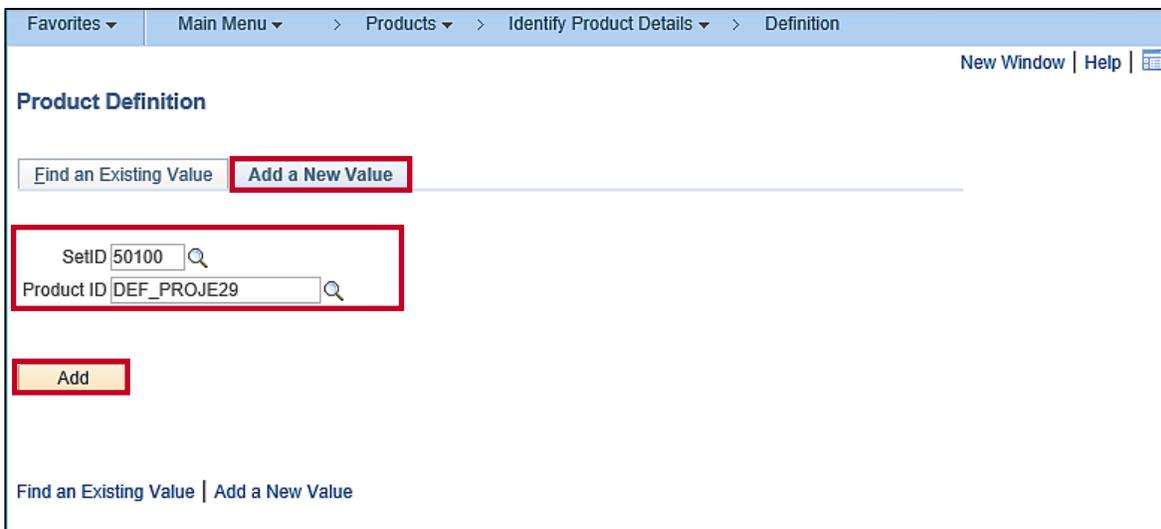
Create an Amount-Based Prepaid Product

Note: If you need to create a new amount-based **Product**, it is recommended that you submit a Help Desk ticket (yccc@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.

1. Navigate to the **Product Definition** page using the following path:

Main Menu > Products > Identify Product Details > Definition

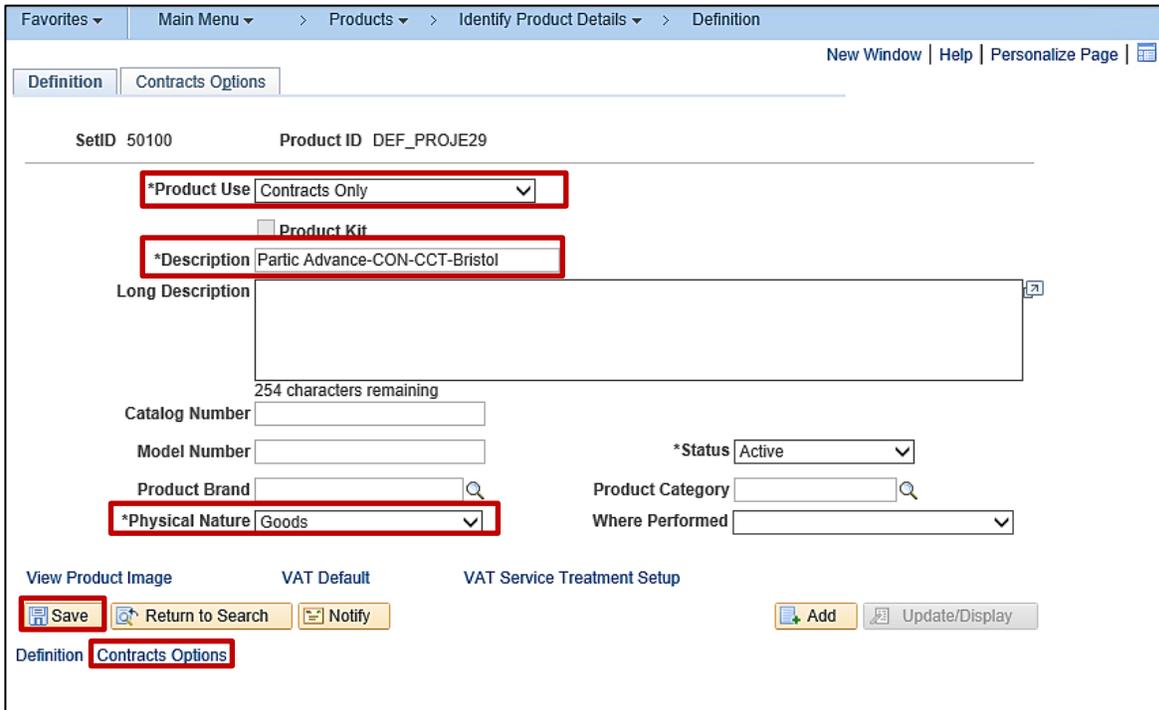
The **Product Definition** page displays



The screenshot shows the 'Product Definition' page in a web browser. The breadcrumb path is 'Main Menu > Products > Identify Product Details > Definition'. The page title is 'Product Definition'. There are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected. Below the tabs, there are two input fields: 'SetID' with the value '50100' and 'Product ID' with the value 'DEF_PROJE29'. Below these fields is an 'Add' button. At the bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'.

2. Click the **Add a New Value** tab.
3. The **SetID** and **Product ID** are populated from the **Search Criteria** you entered on the **Find an Existing Value** tab. If these fields are not populated, enter them:
 - a. **SetID:** 50100
4. Enter the new **Product ID**.
5. Click the **Add** button.

The **Definition** Page displays with the Definition tab selected.



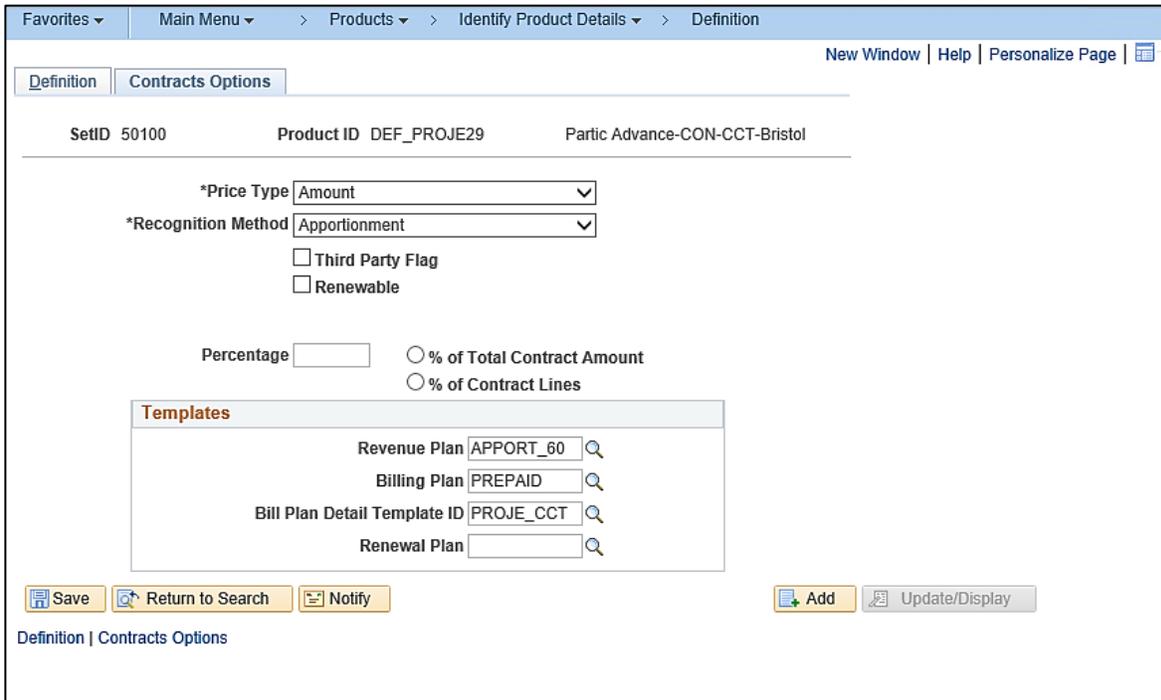
The screenshot shows the 'Definition' page for a product. The breadcrumb trail is: Favorites > Main Menu > Products > Identify Product Details > Definition. The page has two tabs: 'Definition' (selected) and 'Contracts Options'. The form contains the following fields and values:

- SetID: 50100
- Product ID: DEF_PROJE29
- *Product Use: Contracts Only (dropdown)
- Product Kit:
- *Description: Partic Advance-CON-CCT-Bristol
- Long Description: (empty text area, 254 characters remaining)
- Catalog Number: (empty text field)
- Model Number: (empty text field)
- Product Brand: (empty text field with search icon)
- *Physical Nature: Goods (dropdown)
- *Status: Active (dropdown)
- Product Category: (empty text field with search icon)
- Where Performed: (empty dropdown)

At the bottom, there are buttons for 'View Product Image', 'VAT Default', and 'VAT Service Treatment Setup'. Below these are 'Save', 'Return to Search', and 'Notify' buttons. On the right, there are 'Add' and 'Update/Display' buttons. The 'Definition' and 'Contracts Options' tabs are visible at the bottom left.

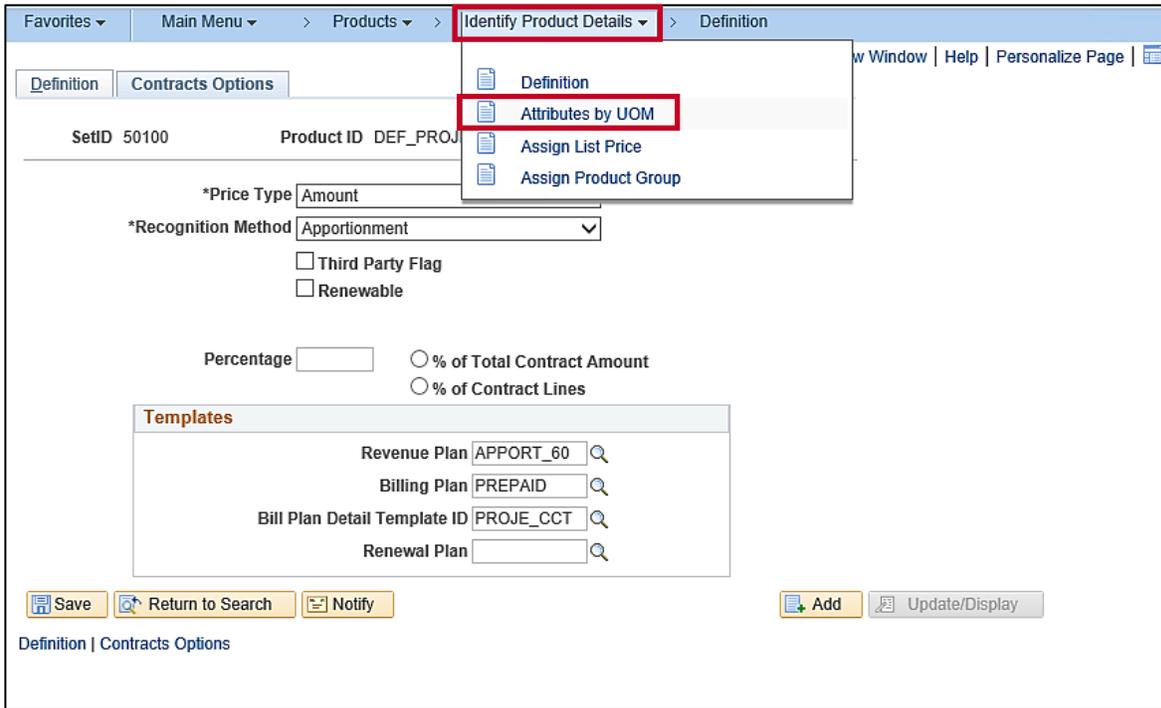
6. **Product Use:** Contracts Only. Do not change.
7. **Description:** Enter the **Distribution Code** as the description.
8. **Physical Nature:** Goods.
9. Click the **Save** button.
10. Click the **Contracts Options** tab.

The **Contracts Options** tab displays.



11. **Price Type:** Amount
12. **Recognition Method:** Apportionment
13. In the **Templates** section, select the following:
 - a. **Revenue Plan:** APPORT_60
 - b. **Billing Plan:** PREPAID
14. **Bill Plan Detail Template ID:** Select the appropriate value (e.g., **PROJE_CCT** is **Non-Federal Project – CCT**). The template selected defaults some of the contract billing information, such as **Bill Source**, **Bill Identifier**, and **Bill Cycle Identifier**.
15. Click the **Save** button.

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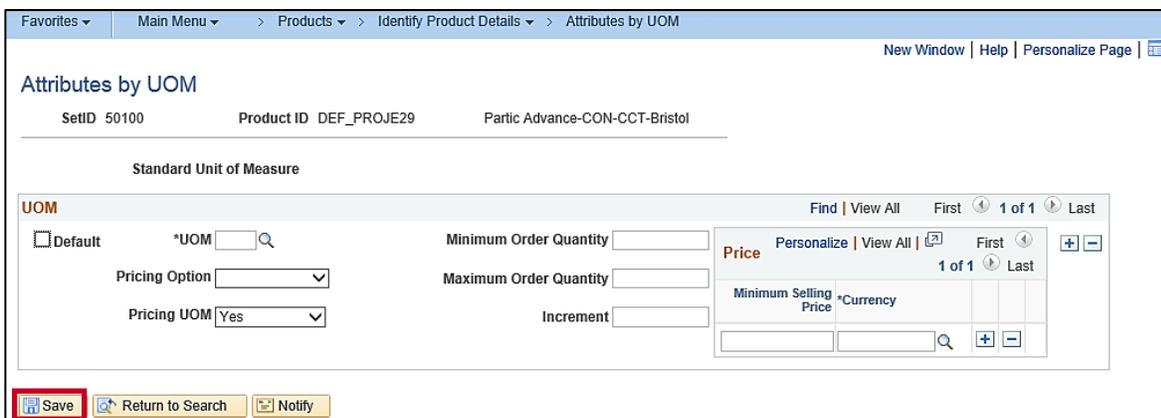


The screenshot shows a web application interface. At the top, there is a navigation breadcrumb: **Products > Identify Product Details > Definition**. The 'Identify Product Details' menu is open, and the 'Attributes by UOM' option is highlighted with a red box. Below the navigation, the main content area shows a form for 'SetID 50100' and 'Product ID DEF_PROJ'. The form includes fields for '*Price Type' (Amount), '*Recognition Method' (Apportionment), and checkboxes for 'Third Party Flag' and 'Renewable'. There are also radio buttons for 'Percentage' (e.g., '% of Total Contract Amount'). A 'Templates' section contains dropdowns for 'Revenue Plan' (APPORT_60), 'Billing Plan' (PREPAID), 'Bill Plan Detail Template ID' (PROJE_CCT), and 'Renewal Plan'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

16. From the navigation path shown above, Click **Identify Product Details** in the navigation path breadcrumbs.

17. Select the **Attributes by UOM** menu option.

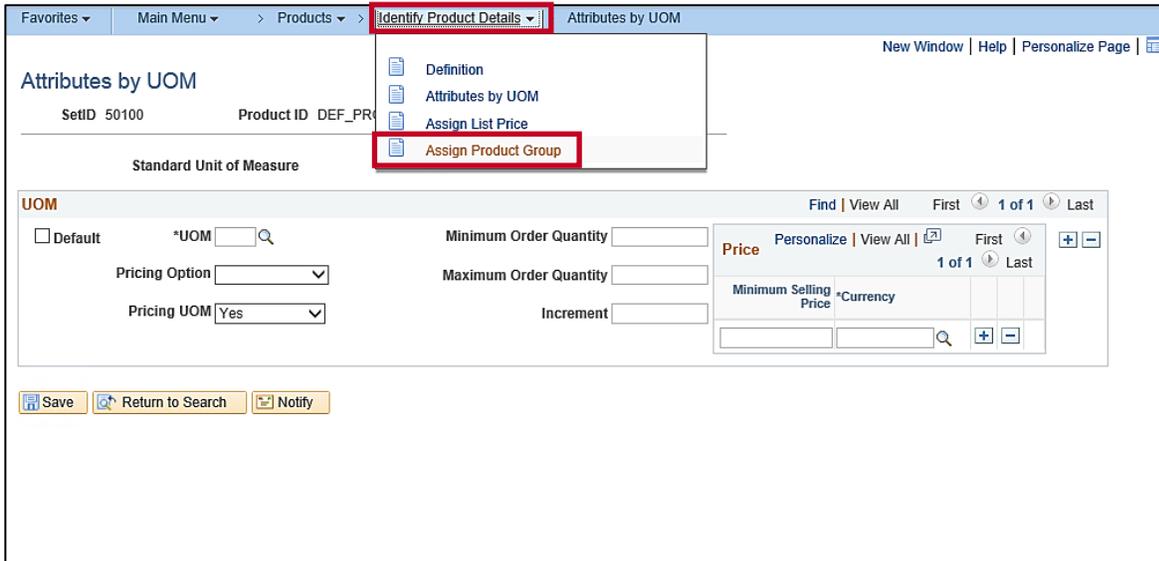
The **Attributes by UOM** page displays.



The screenshot shows the 'Attributes by UOM' page. The breadcrumb path is **Products > Identify Product Details > Attributes by UOM**. The page title is 'Attributes by UOM'. Below the title, there are fields for 'SetID 50100', 'Product ID DEF_PROJE29', and 'Partic Advance-CON-CCT-Bristol'. A section titled 'Standard Unit of Measure' contains a 'UOM' dropdown menu. To the right of the UOM dropdown are fields for 'Minimum Order Quantity', 'Maximum Order Quantity', and 'Increment'. Below these are 'Pricing Option' and 'Pricing UOM' dropdowns. A 'Price' section contains a 'Minimum Selling Price' field and a '*Currency' dropdown. At the bottom left, the 'Save' button is highlighted with a red box. Other buttons include 'Return to Search' and 'Notify'.

18. Click the **Save** button.

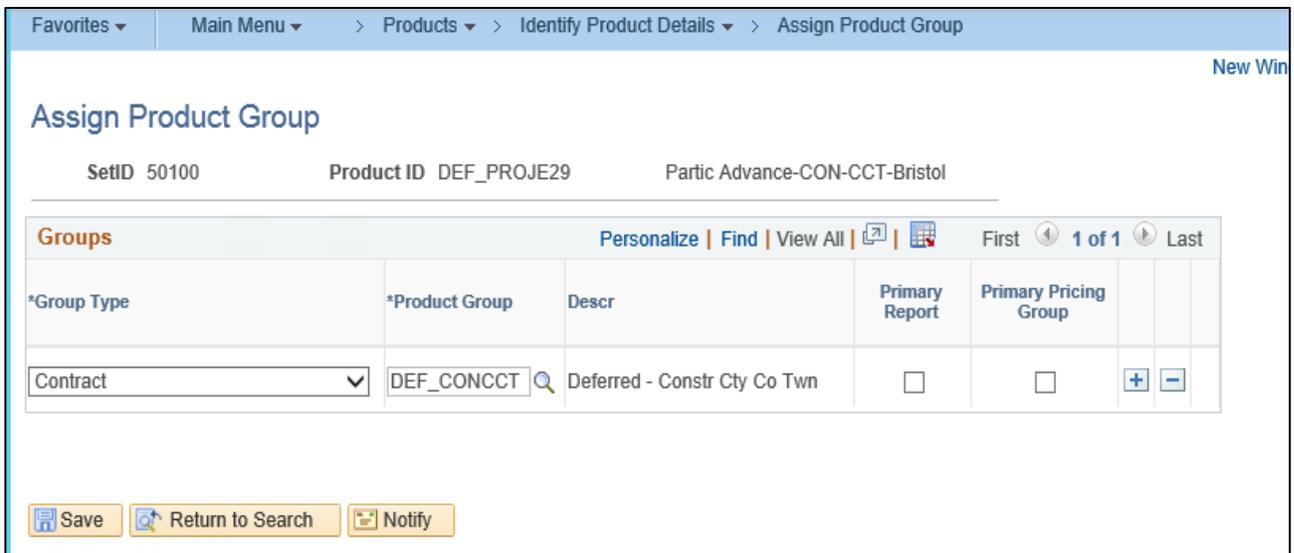
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19. From the navigation path shown above, click **Identify Product Details** in the navigation path breadcrumbs.

20. Select the **Assign Product Group** menu option.

The **Assign Product Group** page displays.



*Group Type	*Product Group	Descr	Primary Report	Primary Pricing Group
Contract	DEF_CONCCT	Deferred - Constr Cty Co Twm	<input type="checkbox"/>	<input type="checkbox"/>

21. **Group Type:** Contract

22. **Product Group:** select the appropriate group. This value determines which **Product Group** the **Product** will be found in when searching for the **Product** on the contract. In this scenario, it is **DEF_CONCCT** (Contract Type_Fund plus Customer type).

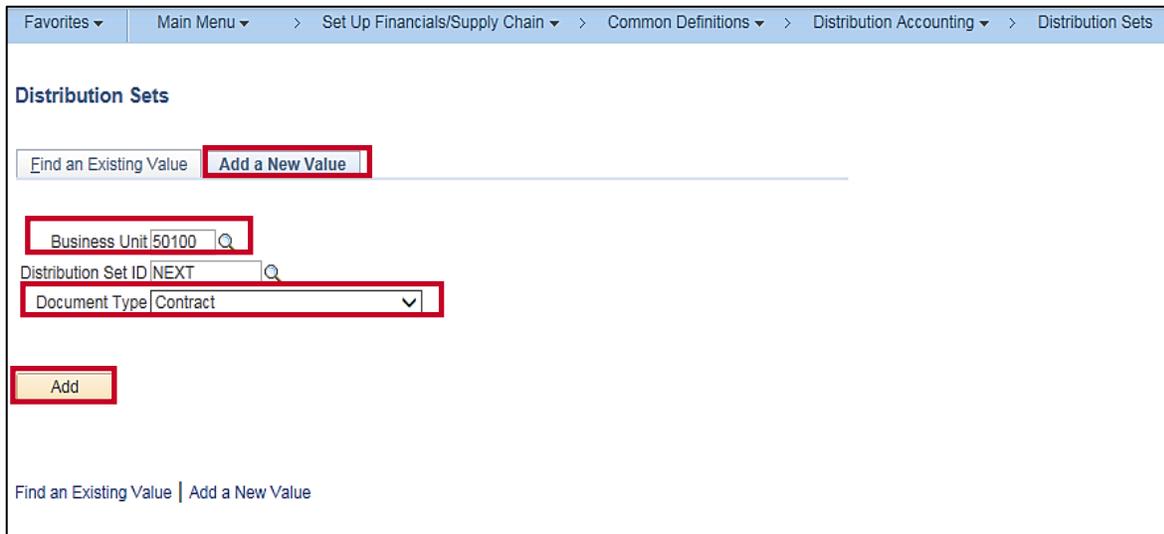
23. Click the **Save** button.

Define the Distribution Set

1. Access the Distribution Sets page, using the following path:

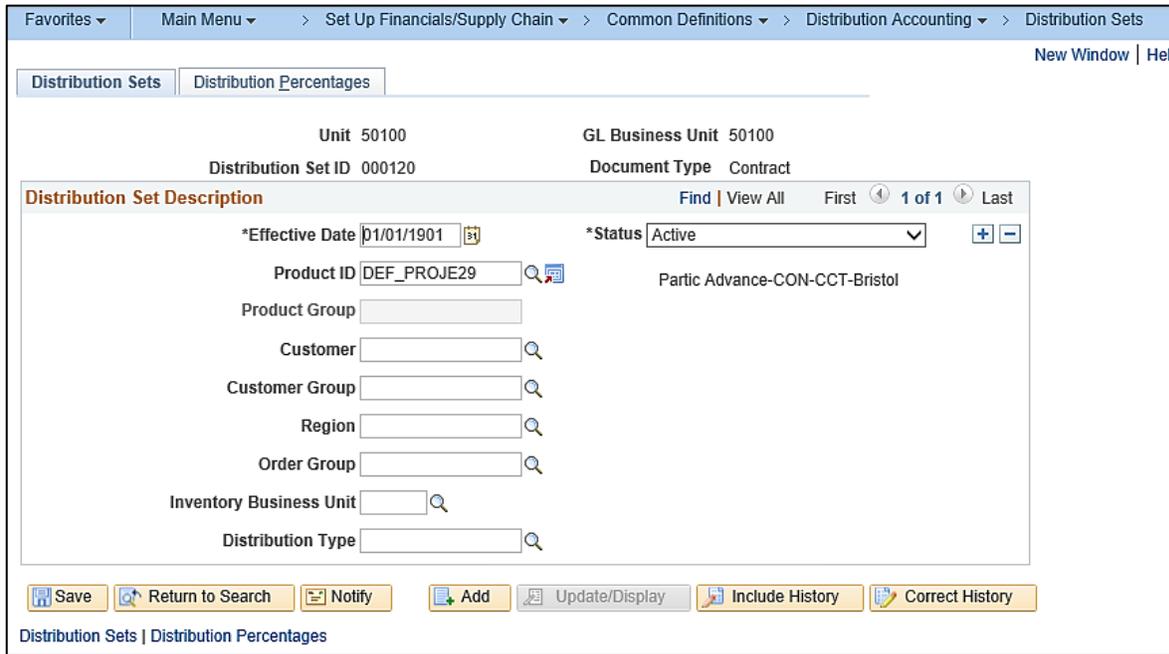
Main Menu > Set Up Financials/Supply Chain > Common Definitions > Distribution Accounting > Distribution Sets

The **Distribution Sets** page displays.



2. Click the **Add a New Value** tab.
 - a. **Business Unit:** 50100
 - b. **Distribution Set:** Defaults to NEXT. Do not change.
 - c. **Document Type:** Contract
3. Click the **Add** button.

The **Distribution Sets** page displays with the **Distribution Sets Tab** selected.



4. Enter the **Effective date**. The **Effective Date** should ne set to 01/01/1901.
5. Select the Product ID you previously created (e.g., DEF_PROJE29).
6. **Status**: Active
7. Click the **Distribution Percentages** tab.



The **Distribution Percentages** tab displays.

Unit 50100
GL Business Unit 50100
Distribution Set ID 000120
Document Type Contract

Distribution Percentages Find | View All First 1 of 1 Last

Effective Date 01/01/1901 Status Active

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

Sequence	*Revenue Code	*Percentage	Revenue Percentage Total
1	PROJEPRO01	100.00	100.00

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

Distribution Sets | Distribution Percentages

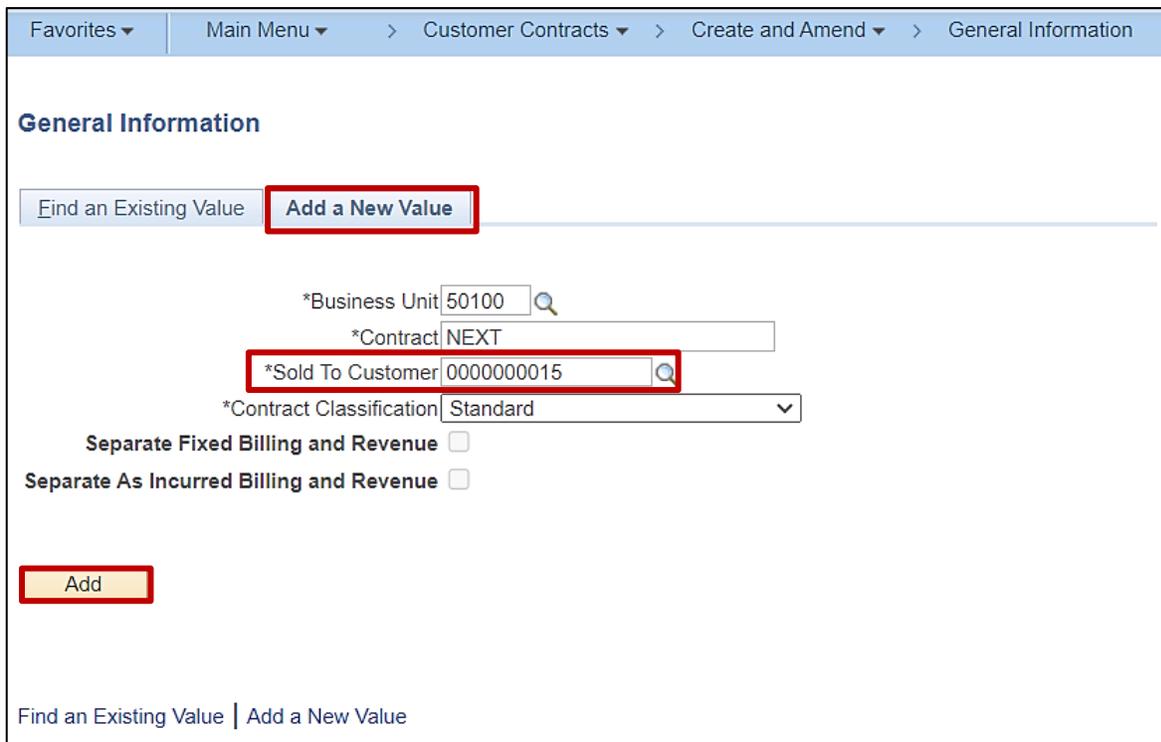
8. **Revenue Code:** Select a **Revenue Code (Distribution Code)** that is appropriate for the Product created. General Ledger ChartFields are linked to the Revenue Code and default on the revenue line of the contract.
9. Click the **Save** button.

Non-Federal Amount-Based Prepaid Contract

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

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

The **General Information** page displays.



2. Click the **Add a New Value** tab.
3. Enter the Customer ID in the **Sold to Customer** field.
4. Click the **Add** button.



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The **General Information** page displays.

Contract Number 0000002232 Sold To Customer WHITEHURST PAVING COMPANY, INC.
*Contract Status PENDING

Copy From Contract Add to My Contracts

Description Local - Prepaid Amount Based Processing Status Pending
Contract Admin Contract Admin Amendment Status
Region Code Region Code Business Unit VA Dept of Transportation
Contract Type Contract Type Contract Classification Standard
Currency Code USD Last Amended
Exchange Rate Type CRRNT Last Update Date/Time
Contract Signed 05/09/2024 Last Update User ID
Contract Role Separate Fixed Billing and Revenue:
Revenue Profile Separate As Incurred Billing and Revenue:
Use Project ChartFields:

Other Information

Template Contract Parent Contract
 Master Contract Master Contract
 Legal Review Complete Legal Entity STATE
 Credit Check Complete Purchase Order
 Contains Cotermination Lines Proposal ID
Federal Region Code 03

Summary of Amounts

Billing Amounts		Revenue Amounts	
Fixed Billing	120,000.00	Fixed Revenue	0.00
Discounts/Surcharges	0.00	Discounts/Surcharges	0.00
Non-inclusive Prepays	0.00	Non inclusive Prepays	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

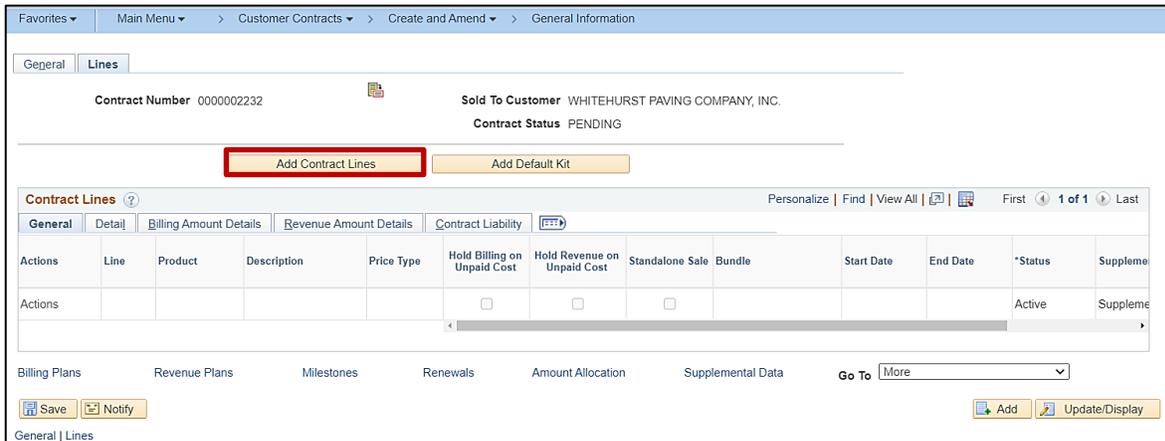
* Fixed Billing Allocation Not Complete * Fixed Revenue Allocation Not Complete

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

Save Notify Add Update/Dis

5. Complete the required fields on the **General** tab based on the contract:
 - a. **Description**
 - b. **Contract Type**
 - c. **Contract Signed**
 - d. **Legal Entity**
 - e. **Fixed Billing**
6. Click the **Save** button. The **Contract Number** field assigns a contract number.
7. Click the **Lines** tab.

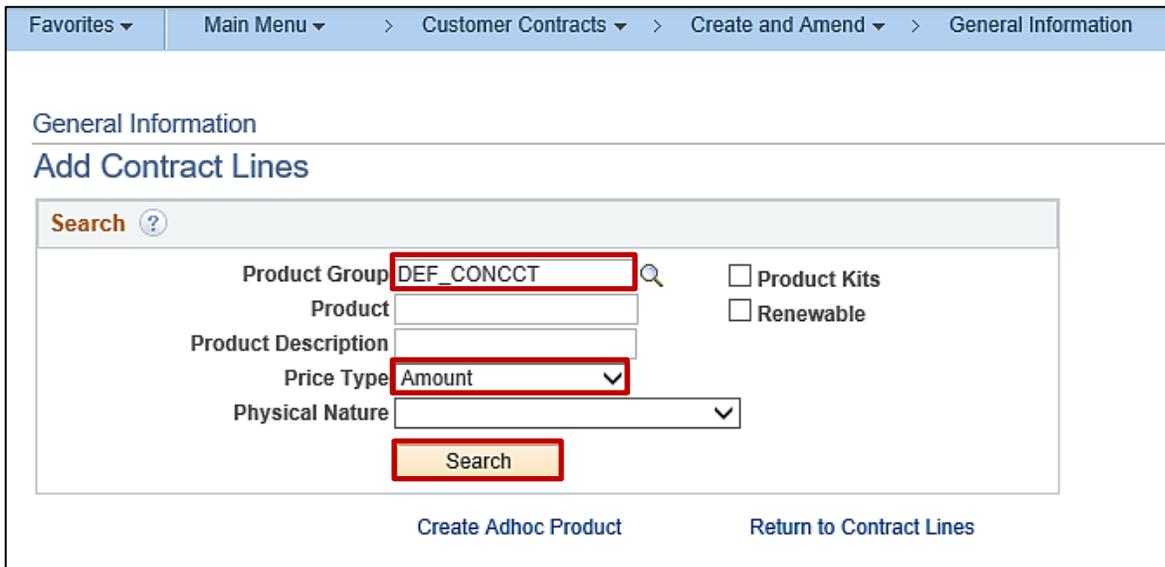
The **Lines** tab displays.



The screenshot shows the 'Lines' tab of a software interface. At the top, there are navigation menus: 'Favorites', 'Main Menu', 'Customer Contracts', 'Create and Amend', and 'General Information'. Below these, there are tabs for 'General' and 'Lines'. The 'Lines' tab is active, showing contract details: 'Contract Number 0000002232', 'Sold To Customer WHITEHURST PAVING COMPANY, INC.', and 'Contract Status PENDING'. Two buttons are visible: 'Add Contract Lines' (highlighted with a red box) and 'Add Default Kit'. Below the buttons is a 'Contract Lines' section with a table. The table has columns for 'Actions', 'Line', 'Product', 'Description', 'Price Type', 'Hold Billing on Unpaid Cost', 'Hold Revenue on Unpaid Cost', 'Standalone Sale', 'Bundle', 'Start Date', 'End Date', '*Status', and 'Suppleme'. The table is currently empty. At the bottom of the interface, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

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

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



The screenshot shows the 'General Information- Add Contract Lines' page. At the top, there are navigation menus: 'Favorites', 'Main Menu', 'Customer Contracts', 'Create and Amend', and 'General Information'. Below these, there is a 'General Information' section with a sub-section 'Add Contract Lines'. A search bar is visible. Below the search bar, there are several input fields: 'Product Group' (set to 'DEF_CONCCT', highlighted with a red box), 'Product', 'Product Description', 'Price Type' (set to 'Amount', highlighted with a red box), and 'Physical Nature'. There are also two checkboxes: 'Product Kits' and 'Renewable'. A 'Search' button is highlighted with a red box. At the bottom of the page, there are two links: 'Create Adhoc Product' and 'Return to Contract Lines'.

9. To select the appropriate Product for the Amount-Based Prepaid, select the appropriate product.
Note: The Product will have a prefix of **DEF** (Deferred).

10. To search for non-federal amount-based products:

- a. **Product Group:** Select a product (e.g., **DEF_CONCCT** (Deferred - Constr Cty Co Twn)).
- b. **Price Type:** Amount

11. Click the **Search** button.



Project Accounting Job Aid

PA354_Creating Non-Federal Amount-Based Prepaid Contracts (VDOT)

The Search Results Display.

General Information

Add Contract Lines

Search

Product Group: DEF_CONCCT
Product:
Product Description:
Price Type: Amount
Physical Nature:
Product Kits:
Renewable:

Search Results

Product	Description	Price Type	Physical Nature	Product Kit	Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
<input type="checkbox"/> 11 DEF_PROJE68	Partic Adv-CON-1st Cty-Salem	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/> 12 DEF_PROJE69	Partic Adv-CON-1st Cty-Lynchbg	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/> 13 DEF_PROJE70	Partic Adv-CON-1st Cty-Richmd	Amount	Goods	N	None			N		1.0000	
<input checked="" type="checkbox"/> 14 DEF_PROJE71	Partic Adv-CON-1st Cty-Hampton	Amount	Goods	N	None	05/09/2024		N		1.0000	
<input type="checkbox"/> 15 DEF_PROJE72	Partic Adv-CON-1st Cty-Fredbrg	Amount	Goods	N	None			N		1.0000	
<input type="checkbox"/> 16 DEF_PROJE73	Partic Adv-CON-1st Cty-Culpepr	Amount	Goods	N	None			N		1.0000	

12. Select the check box next to the product that should be used to create the contract line.

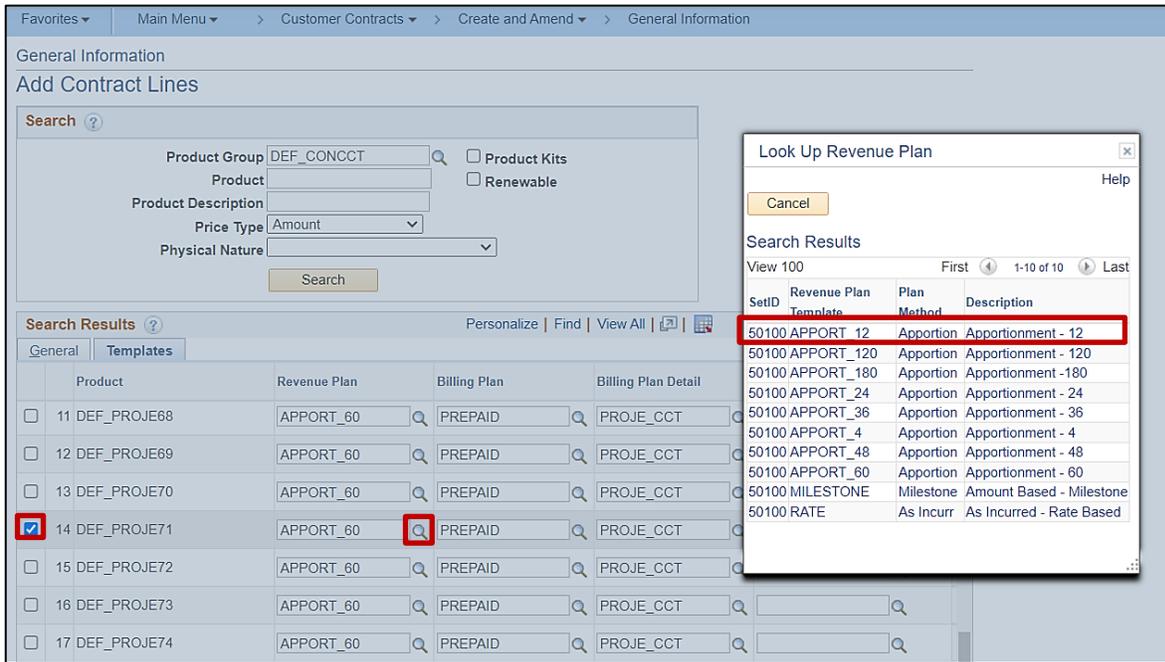
- Start Date** field: Enter a start date for the contract line. The value that you enter appears on the **Contract – Lines** page.
- End Date** field: This field is left blank.
- Quantity** field: This field defaults and should not be changed.
- UOM** field: Unit of measure associated with the product, if any. This field defaults and should not be changed.

13. Click the **Templates** tab.

The **Templates** tab displays.

14. Click the **Revenue Plan** look up icon for the Product you selected.

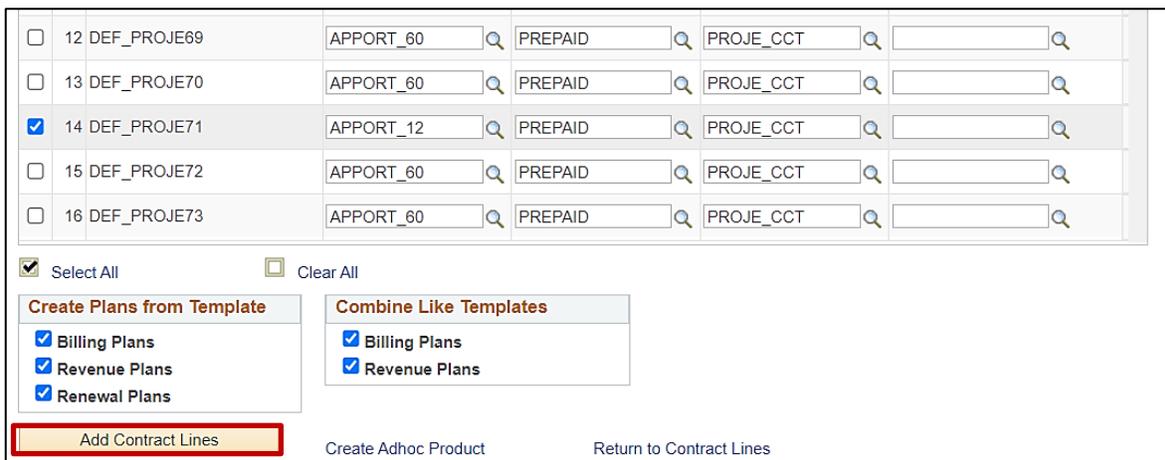
The **Revenue Plan Look Up** results display.



The screenshot shows the 'Look Up Revenue Plan' dialog box with search results. The results table is as follows:

SetID	Revenue Plan Template	Plan Method	Description
50100	APPORT_12	Apportion	Apportionment - 12
50100	APPORT_120	Apportion	Apportionment - 120
50100	APPORT_180	Apportion	Apportionment - 180
50100	APPORT_24	Apportion	Apportionment - 24
50100	APPORT_36	Apportion	Apportionment - 36
50100	APPORT_4	Apportion	Apportionment - 4
50100	APPORT_48	Apportion	Apportionment - 48
50100	APPORT_60	Apportion	Apportionment - 60
50100	MILESTONE	Milestone	Amount Based - Milestone
50100	RATE	As Incurr	As Incurred - Rate Based

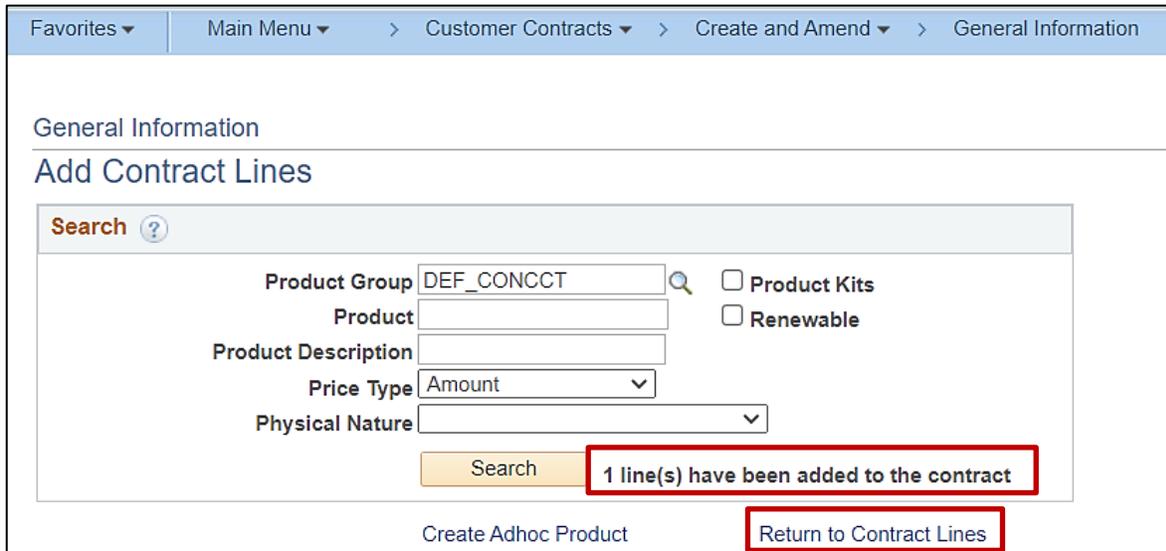
15. Select the **Revenue Plan** template that has the needed apportionment schedule. For this scenario, **Apportionment – 12** which recognized revenue over 12 months.



The screenshot shows the 'Add Contract Lines' button highlighted in red. Below the table, there are options to 'Create Plans from Template' and 'Combine Like Templates', both with 'Billing Plans' and 'Revenue Plans' checked. At the bottom, there are buttons for 'Add Contract Lines', 'Create Adhoc Product', and 'Return to Contract Lines'.

16. Scroll to the bottom of the page and click the **Add Contract Lines** button.

The **Add Contract Line** Search page redisplay.



General Information

Add Contract Lines

Search ?

Product Group DEF_CONCCT Product Kits

Product Renewable

Product Description

Price Type Amount

Physical Nature

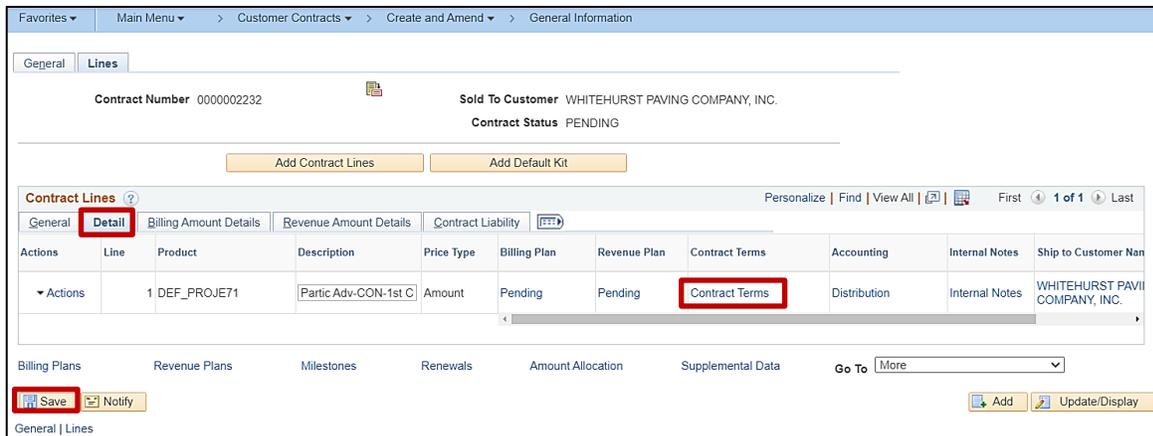
Search **1 line(s) have been added to the contract**

Create Adhoc Product [Return to Contract Lines](#)

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

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

The **Contract Lines** page redisplay.



Contract Number 0000002232 Sold To Customer WHITEHURST PAVING COMPANY, INC.

Contract Status PENDING

Add Contract Lines Add Default Kit

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

Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
▼ Actions	1	DEF_PROJE71	Partic Adv-CON-1st C	Amount	Pending	Pending	Contract Terms	Distribution	Internal Notes	WHITEHURST PAVING COMPANY, INC.

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

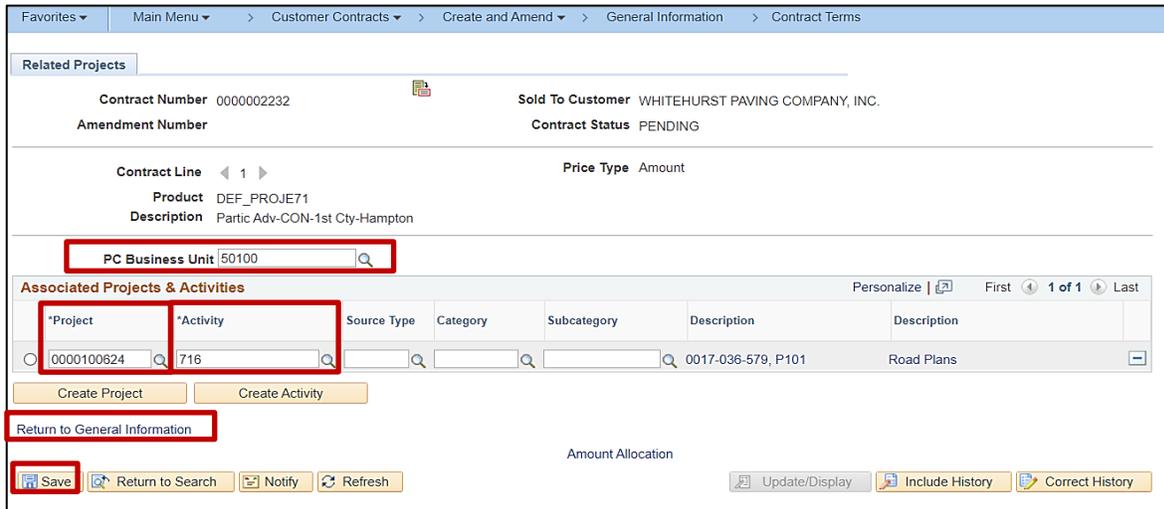
[Save](#) [Notify](#) [Add](#) [Update/Display](#)

18. Click the **Save** button. This saves the contract line and defaults the contract Billing and Revenue Plans based on the Product.

19. Click the **Detail** tab to add the **Project** and **Activity** to the contract line.

20. Click the **Contract Terms** link.

The **Contract Terms – Related Projects** page displays.

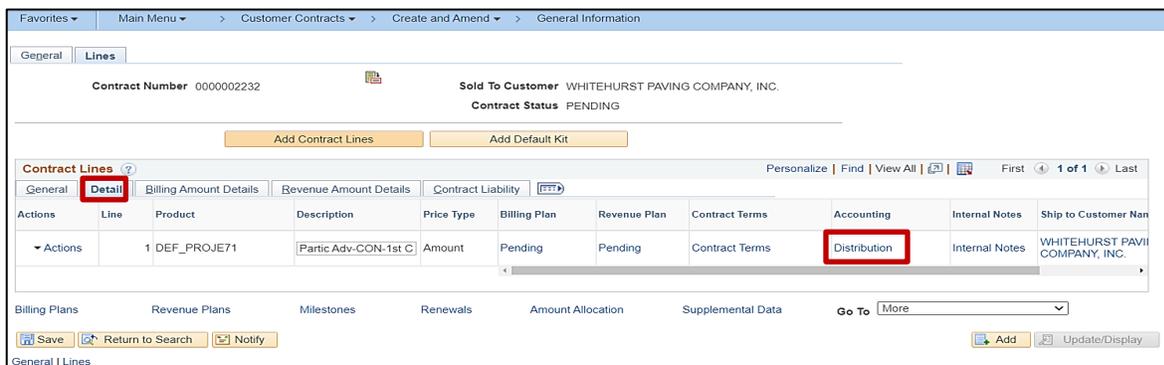


Note: If additional tabs display, click the **Related Projects** tab

21. To associate a **Project** and **Activity**:
 - a. Enter the **PC Business Unit** (e.g., **50100** for VDOT).
 - b. Enter your **Project ID** in the **Project** field.
 - c. Enter an activity in the **Activity** field. The Activity must be an activity from the associated project phase.

Note: The Project and Activity must be active for the Accounting Distribution to save.
22. Click the **Save** button.
23. Click the **Return to General Information** link.

The **Lines** tab returns.



24. Click the **Detail** tab.
25. Click the **Distribution** link under the **Accounting** column.



Project Accounting Job Aid

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The **Accounting Distribution** page displays.

Accounting Distribution

WHITEHURST PAVING COMPANY, INC.

Contract 000002232 Line Num 1 Description Partic Adv-CON-1st Cty-Hampton

Billing Amount 0.00 Revenue Amount 0.00 Unit 50100 Currency USD

Accounting Distributions Find | View All First 1 of 1 Last

*Effective Date 05/09/2024 Define Distributions By Calculate Amounts

Percent Amount

Revenue Personalize | Find | View All | First 1 of 1 Last

Percentage	Revenue Amount	GL Unit	Distribution Code	Account	Fund	Program	Department
100.00000000	0.00	50100	PROJEUCI05	40042016	04720		15000

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

Percentage	Revenue Amount	GL Unit	Distribution Code	Account	Fund	Program	Department
100.00000000	0.00	50100		24042011	04720		15000

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

Billing Amount	Revenue Amount	GL Unit	Distribution Code	Account	Fund	Program	Department
0.00	0.00	50100	AMT_CONCCT	112062	04720		15000

Return to General Information

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

Note: The Fund and Department must match on the Revenue, Contract Liability, and Contract Asset lines.

26. Click the **Correct History** button.
27. Update the **Fund** and/or the **Department** values as appropriate.
28. Click the scrollbars to scroll right.



Project Accounting Job Aid

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Accounting Distribution

WHITEHURST PAVING COMPANY, INC.

Contract 000002232 Line Num 1 Description Partic Adv-CON-1st Cty-Hampton

Billing Amount 0.00 Revenue Amount 0.00 Unit 50100 Currency USD

Accounting Distributions Find | View All First 1 of 1 Last

*Effective Date 05/09/2024

Define Distributions By
 Percent Calculate Amounts
 Amount

Revenue Personalize | Find | View All | First 1 of 1 Last

Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	Activity	Source Ty
					50100	0000100624	716	

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

Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	Activity	Source Ty
					50100	0000100624	716	

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

Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	Activity	Source Ty
					50100	0000100624	716	

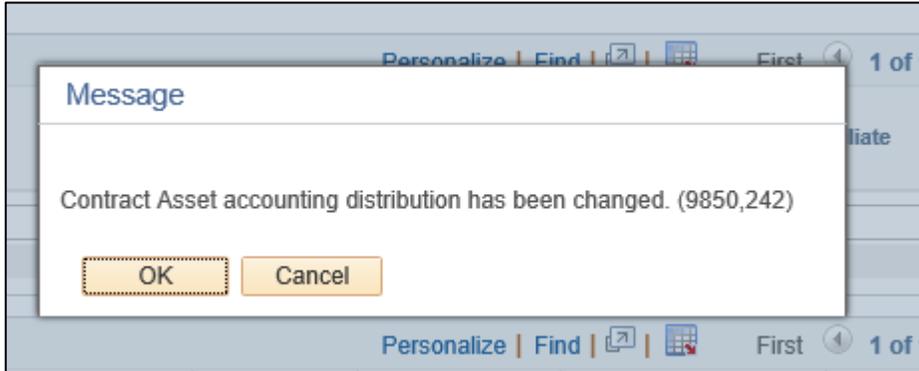
Return to General Information

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

- 29. Enter the following:
 - a. **PC Business Unit:** 50100
 - b. **Project:** Enter the same Project ID that was used when the contract line was created.
 - c. **Activity:** Enter the same activity that was used when adding the contract line.

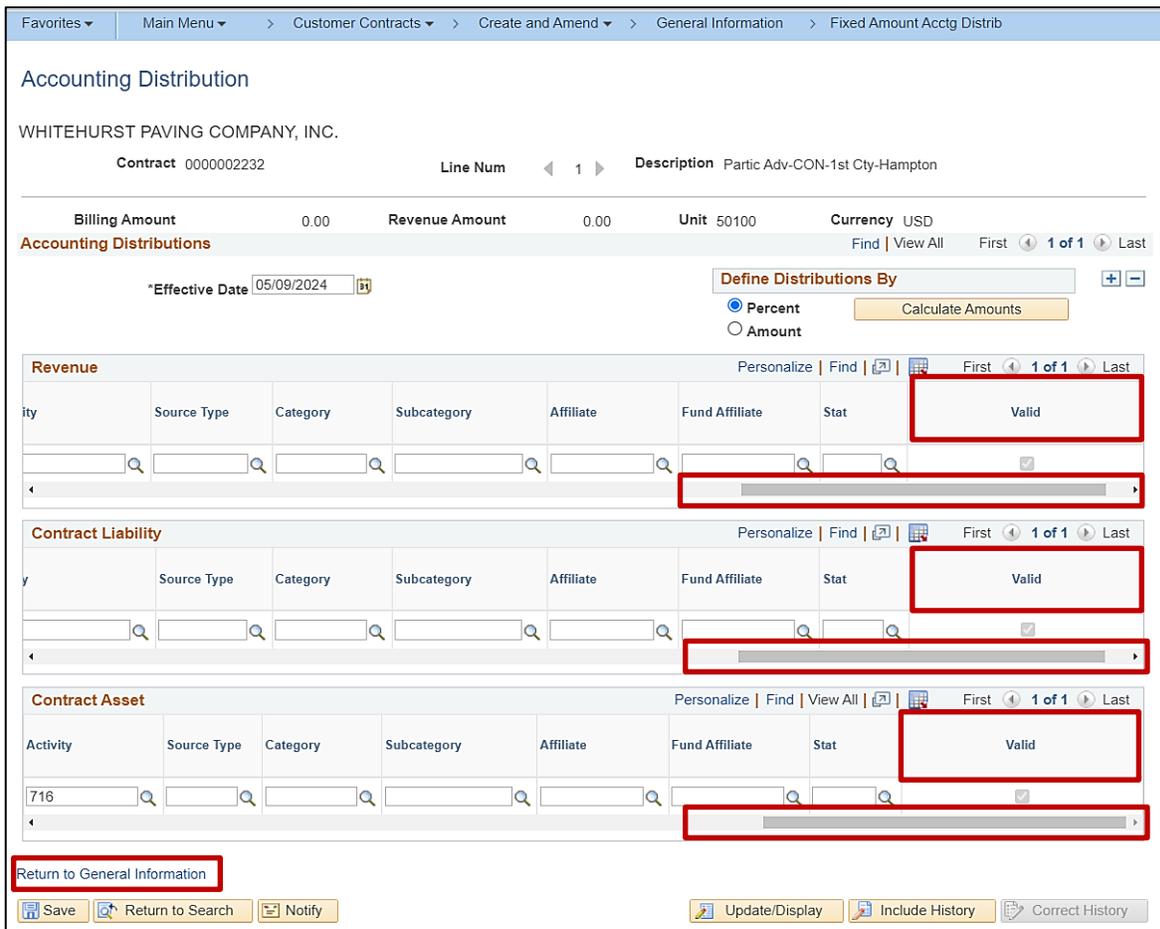
Note: The activity must be active for the distribution to save.
- 30. Click the **Save** button.

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



31. Click the **OK** button.

The **Accounting Distribution** page returns.



32. Scroll to the right to verify that all distributions are **Valid**.

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



Project Accounting Job Aid

PA354_Creating Non-Federal Amount-Based Prepaid Contracts (VDOT)

The **Lines** tab displays.

The screenshot shows the 'Lines' tab of a software application. The breadcrumb trail is: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information. The 'Contract Number' is 0000002232 and the 'Sold To Customer' is WHITEHURST PAVING COMPANY, INC. The 'Contract Status' is PENDING. There are buttons for 'Add Contract Lines' and 'Add Default Kit'. Below this is the 'Contract Lines' section with tabs for 'General', 'Detail', 'Billing Amount Details', 'Revenue Amount Details', and 'Contract Liability'. A table lists contract lines with columns: Actions, Line, Product, Description, Price Type, Standalone Sale, Bundle, Start Date, End Date, Status, and Supplemental Data. The first line is Line 1, Product DEF_PROJE71, Description Partic Adv-CON-1st C, Price Type Amount, Standalone Sale checkbox, Bundle, Start Date 05/09/2024, End Date, Status Active, and Supplemental Data. Below the table are tabs for Billing Plans, Revenue Plans, Milestones, Renewals, Amount Allocation (highlighted with a red box), and Supplemental Data. At the bottom are buttons for Save, Return to Search, Notify, Add, and Update/Display.

34. Click the **Amount Allocation** link.

The **Billing Allocation** page displays.

The screenshot shows the 'Billing Allocation' page. The breadcrumb trail is: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information > Amount Allocation. The 'Contract' is 0000002232, 'Business Unit' is 50100, 'Currency' is USD, and 'Contract Admin' is WHITEHURST PAVING COMPANY, INC. The 'Contract Billing' section shows 'Total Billing' 120,000.00 and 'Unallocated Billing' 0.00. The 'Fixed Billing' section shows 'Fixed Billing' 120,000.00, 'Unallocated Fixed Billing' 120,000.00, 'Billing Discounts/Surcharges' 0.00, and 'Net Fixed Billing' 120,000.00. The 'Allocation' dropdown is set to 'Incomplete'. There is a 'Recalculate' button. Below is the 'Contract Line Pricing' section with a table: Retrieve Billing Price, Line, Product, Bundle, Price Type, Quantity, Extended Price, Billing Amount, Billing Discounts/Surcharges, Net Billing, Simulate Billing Pricing, and Actions. The first row is Line 1, Product DEF_PROJE71, Price Type Amount, Quantity 1.0000, Extended Price 0.00, Billing Amount 120,000.00 (highlighted with a red box), Billing Discounts/Surcharges 0.00, Net Billing 0.00, Simulate Billing Pricing, and Actions. There are 'Select All' and 'Clear All' checkboxes and a 'Recalculate' button. The 'Line Totals' section shows: Billing Amount 0.00, Recurring Billing 0.00, Discounts/Surcharges 0.00, Billing Limit 0.00, and Total Billing 0.00. At the bottom are buttons for Save, Return to Search, and Notify.

35. Enter the appropriate value in the **Total Billing** field.

36. The **Fixed Billing** field pre-populates with the fixed billing amount entered on the **General Information** page. If not, enter the appropriate amount.

37. In the **Contract Line Pricing** section of the page, enter the Fixed Billing Amount in the **Billing Amount** field.



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Contract 000002232 Sold To Customer 000000015 WHITEHURST.PAVING.COMPANY, INC.
Business Unit 50100 Currency USD Contract Admin

Contract Billing
Total Billing 120,000.00 Unallocated Billing 0.00

Fixed Billing
Fixed Billing 120,000.00 Unallocated Fixed Billing 0.00
Billing Discounts/Surcharges 0.00 Inclusive Prepays 0.00
Net Fixed Billing 120,000.00 Allocation Complete

Contract Line Pricing
Personalize | Find | First 1 of 1 Last
Retrieve Billing Price Line Product Bundle Price Type Quantity Extended Price Billing Amount Billing Discounts/Surcharges Net Billing Simulate Billing Pricing Actions
1 DEF_PROJE71 Amount 1,0000 0.00 120,000.00 0.00 120,000.00 Simulate Billing Pricing Actions

Line Totals
Billing Amount 120,000.00 Recurring Billing 0.00
Discounts/Surcharges 0.00 Billing Limit 0.00 Total Billing 120,000.00

Prepays
Return to General Information
Save Return to Search Notify

38. Click the **Recalculate** button. This process updates the **Allocation** field from “Incomplete” to “Complete”.

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

39. Click the **Save** button.

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

The **Lines** tab displays.

Contract Number 000002232 Sold To Customer WHITEHURST.PAVING.COMPANY, INC.
Contract Status PENDING

Add Contract Lines Add Default Kit

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

Actions	Line	Product	Description	Price Type	Standalone Sale	Bundle	Start Date	End Date	Status	Supplemental Data
Actions	1	DEF_PROJE71	Partic Adv-CON-1st C	Amount	<input type="checkbox"/>		05/09/2024		Active	Supplemental Data

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

Save Return to Search Notify Add Update/Display

41. Click the **Billing Plans** link.



Project Accounting Job Aid

PA354_Creating Non-Federal Amount-Based Prepaid Contracts (VDOT)

The **Assign Billing Plan** page displays.

Line	Product	Line Description	Billing Amount	Price Type	Plan	Plan Description	Billing Method	Status	
<input type="checkbox"/>	1	DEF_PROJE71	Partic Adv-CON-1st Cty-Hampton	120,000.00	Amount	B101	Prepaid - Immediate	Immediate	Pending

42. Click the **B101** link under the **Plan** column.

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

Customer Information	Amount Detail
BI Unit: 50100 *Bill To Customer: 0000000015 Addr Num: 1 Bill To Contact:	Billing Amount: 120,000.00 Total Amount: 120,000.00 Total Billing History: 0.00

Note: There are no changes needed on this page.

43. Click the **Return to Assign Billing Plan** link.



Project Accounting Job Aid

PA354_Creating Non-Federal Amount-Based Prepaid Contracts (VDOT)

The **Assign Billing Plan** page returns.

Contract 000002019 Local - Prepaid Amt-Based
Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.

Line	Product	Line Description	Billing Amount	Price Type	Plan	Plan Description	Billing Method	Status
<input type="checkbox"/>	DEF_PROJE29	Partic Advance-CON-CCT-Bristol	50,000.00	Amount	B101	Prepaid - Immediate	Immediate	Pending

Select All Clear All

Bill Plan to Assign / Unassign

Billing Plan: NEXT Billing Plan Template: Billing Method: Bill Plan Detail Template ID: Description: Assign Unassign

[Return to General Information](#) [Return to Search](#) [Notify](#)

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

The **Lines** tab displays.

Contract Number 000002232 Sold To Customer WHITEHURST PAVING COMPANY, INC.
Contract Status PENDING

Add Contract Lines Add Default Kit

Actions	Line	Product	Description	Price Type	Standalone Sale	Bundle	Start Date	End Date	Status	Supplemental Data
▼ Actions	1	DEF_PROJE71	Partic Adv-CON-1st C	Amount	<input type="checkbox"/>		05/09/2024		Active	Supplemental Data

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

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

45. Click the **Revenue Plans** link.



Project Accounting Job Aid

PA354_Creating Non-Federal Amount-Based Prepaid Contracts (VDOT)

The **Assign Revenue Plan** page displays.

Assign Revenue Plan

Contract 0000002232 Local - Prepaid Amount Based
Sold To Customer WHITEHURST PAVING COMPANY, INC.

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

Line	Product	Description	Revenue Amount	Price Type	Plan	Plan Description	Revenue Method	Status
<input type="checkbox"/>	1 DEF_PROJE71	Partic Adv-CON-1st Cty-Hampton	120,000.00	Amount	R101	Apportionment - 12	Apportionment	Pending

Select All Clear All

Revenue Plan Assign/Unassign

Revenue Plan Revenue Plan Template

Revenue Method

Description

Assign selected contract lines to Revenue Plan Unassign selected contract lines from Revenue Plan

Return to General Information

46. Click the **R101** link under the **Plan** field.



Project Accounting Job Aid

PA354_Creating Non-Federal Amount-Based Prepaid Contracts (VDOT)

The **Revenue Plan** page displays.

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

Revenue Plan

Contract 0000002232 Business Unit 50100 Currency USD
Sold To Customer 0000000015 WHITEHURST PAVING COMPANY, INC. GL Business Unit 50100
Revenue Plan R101 GL Currency USD

Description: Apportionment - 12 *Plan Status: Pending
Recognition Method: Apportionment Ready at Activation

Define Events By
 Percent Calculate Amounts
 Amount
Internal Notes

Amount Detail

Total Amount	120,000.00
Remaining Percent	0.00000000
Remaining Amount	0.00

Apportionment Parameters

Start Date: 05/09/2024 End Date: Number of Periods: Schedule ID: Percentage: Build Event

Event Detail Personalize | Find | View All | First | 1-12 of 12 | Last

Event	*Event Status	Accounting Date	Event Note	Percent	Amount	From Date	To Date		
1	Ready	06/30/2024	Event Note	8.33333333	10,000.00	05/12/2024	06/11/2024	+	-
2	Ready	07/31/2024	Event Note	8.33333333	10,000.00	06/12/2024	07/11/2024	+	-
3	Ready	08/31/2024	Event Note	8.33333333	10,000.00	07/12/2024	08/11/2024	+	-
4	Ready	09/30/2024	Event Note	8.33333333	10,000.00	08/12/2024	09/11/2024	+	-
5	Ready	10/31/2024	Event Note	8.33333333	10,000.00	09/12/2024	10/11/2024	+	-
6	Ready	11/30/2024	Event Note	8.33333333	10,000.00	10/12/2024	11/11/2024	+	-
7	Ready	12/31/2024	Event Note	8.33333333	10,000.00	11/12/2024	12/11/2024	+	-
8	Ready	01/31/2025	Event Note	8.33333333	10,000.00	12/12/2024	01/11/2025	+	-
9	Ready	02/28/2025	Event Note	8.33333333	10,000.00	01/12/2025	02/11/2025	+	-
10	Ready	03/31/2025	Event Note	8.33333333	10,000.00	02/12/2025	03/11/2025	+	-
11	Ready	04/30/2025	Event Note	8.33333333	10,000.00	03/12/2025	04/11/2025	+	-
12	Ready	05/31/2025	Event Note	8.33333337	10,000.00	04/12/2025	05/11/2025	+	-

Return to Assign Revenue Plan

Save Return to Search Notify Add Update/Display

- 47. The **Recognition Method** field defaults to **Apportionment** for the contract.
- 48. The **Event Detail** section prepopulates based on the Revenue Plan selected when the contract line was added. No changes are required on this page.
- 49. Click the **Return to Assign Revenue Plan** page.



Project Accounting Job Aid

PA354_Creating Non-Federal Amount-Based Prepaid Contracts (VDOT)

The **Assign Revenue Plan** page returns.

Assign Revenue Plan

Contract 0000002232 Local - Prepaid Amount Based
Sold To Customer WHITEHURST PAVING COMPANY, INC.

Contract Lines to be Assigned / Unassigned

Line	Product	Description	Revenue Amount	Price Type	Plan	Plan Description	Revenue Method	Status
<input type="checkbox"/>	1 DEF_PROJE71	Partic Adv-CON-1st Cty-Hampton	120,000.00	Amount	R101	Apportionment - 12	Apportionment	Pending

Select All Clear All

Revenue Plan Assign/Unassign

Revenue Plan: NEXT Revenue Plan Template:
Revenue Method:
Description:
Assign Unassign

Return to General Information

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

The **Lines** tab displays.

General Lines

Contract Number 0000002232 Sold To Customer WHITEHURST PAVING COMPANY, INC.
Contract Status PENDING

Add Contract Lines Add Default Kit

Contract Lines

Actions	Line	Product	Description	Price Type	Standalone Sale	Bundle	Start Date	End Date	Status	Supplemental Data
▼ Actions	1	DEF_PROJE71	Partic Adv-CON-1st C	Amount	<input type="checkbox"/>		05/09/2024		Active	Supplemental Data

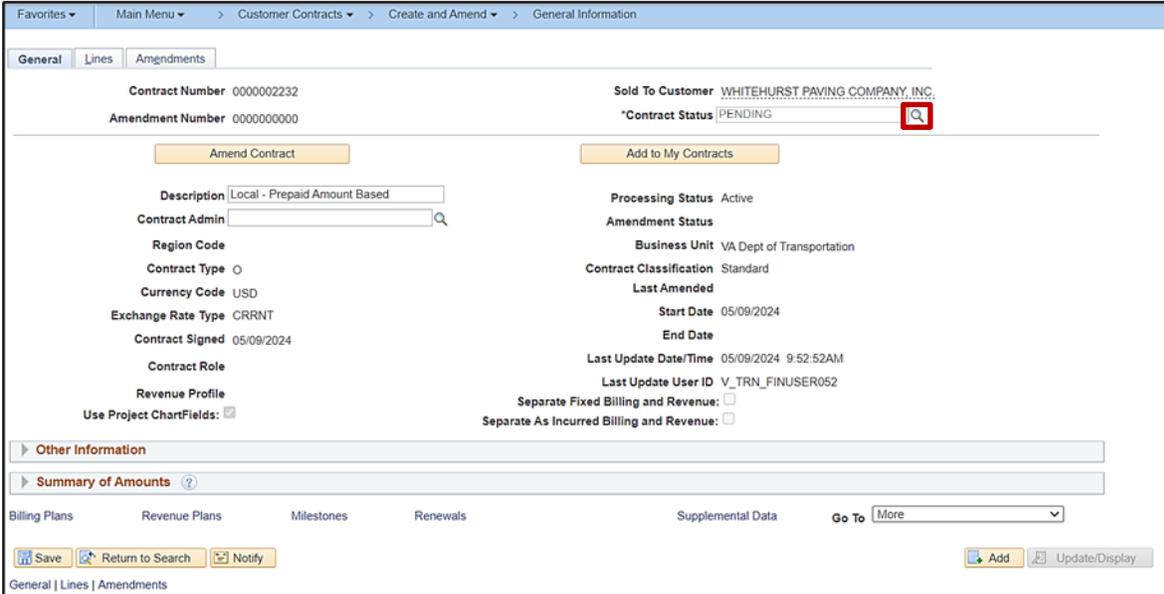
Billing Plans Revenue Plans Milestones Renewals Amount Allocation Supplemental Data Go To More

Save Return to Search Notify Add Update/Display

51. Click the **General** tab.

Activating the Contract

The **General Information** tab displays.



Contract Number 000002232
 Amendment Number 000000000
 Sold To Customer WHITEHURST PAVING COMPANY, INC.
 *Contract Status PENDING

Amend Contract Add to My Contracts

Description Local - Prepaid Amount Based
 Contract Admin
 Region Code
 Contract Type
 Currency Code USD
 Exchange Rate Type CRRNT
 Contract Signed 05/09/2024
 Contract Role
 Revenue Profile
 Use Project ChartFields:

Processing Status Active
 Amendment Status
 Business Unit VA Dept of Transportation
 Contract Classification Standard
 Last Amended
 Start Date 05/09/2024
 End Date
 Last Update Date/Time 05/09/2024 9:52:52AM
 Last Update User ID V_TRN_FINUSER052
 Separate Fixed Billing and Revenue:
 Separate As Incurred Billing and Revenue:

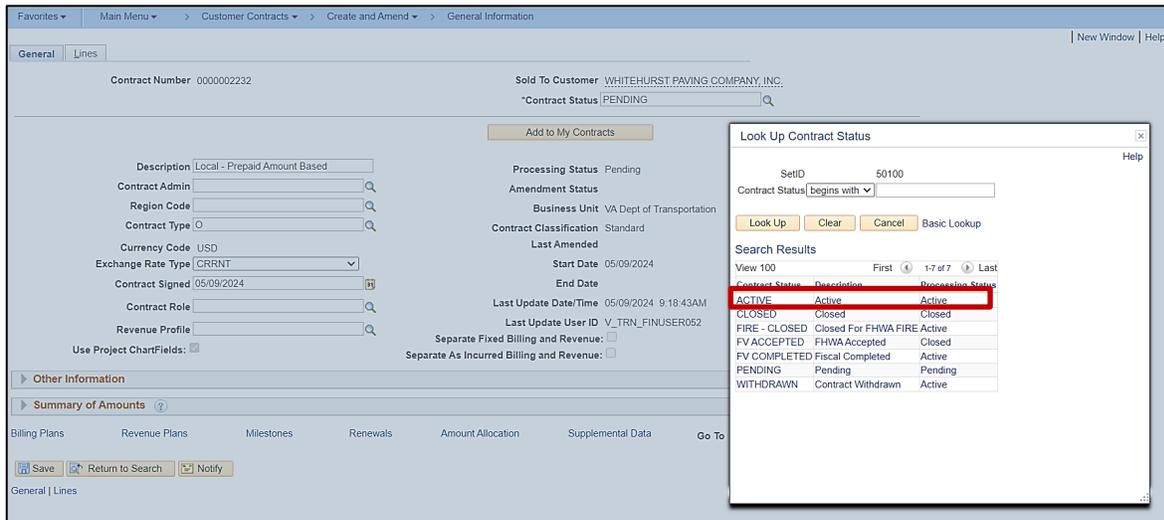
Other Information
 Summary of Amounts

Billing Plans Revenue Plans Milestones Renewals Supplemental Data Go To More

Save Return to Search Notify Add Update/Display

- To activate the contract, click the look up icon for the **Contract Status** field.

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



Look Up Contract Status

SetID 50100
 Contract Status begins with

Look Up Clear Cancel Basic Lookup

Search Results

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

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



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The **General Information** page displays with “Active” selected in the **Contract Status** field.

Contract Number 0000002232 Sold To Customer WHITEHURST PAVING COMPANY, INC.
Amendment Number 0000000000 *Contract Status ACTIVE

Amend Contract Add to My Contracts

Description Local - Prepaid Amount Based Processing Status Active
Contract Admin Contract Admin 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 05/09/2024
Contract Signed 05/09/2024 End Date
Contract Role Last Update Date/Time 05/09/2024 9:52:52AM
Revenue Profile Last Update User ID V_TRN_FINUSER052
Use Project ChartFields: Separate Fixed Billing and Revenue:
Separate As Incurred Billing and Revenue:

Other Information
Summary of Amounts

Billing Plans Revenue Plans Milestones Renewals Supplemental Data Go To More

Save Return to Search Notify Add Update/Display

3. Click the **Save** button.

Note: You can change the initial prepaid amount after it is processed by creating and processing an amendment. One example of this, is when a prepaid amount is reduced to the unused prepaid balance.