



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 Contract.

Amount-Based Prepaid Contracts are created when a customer submits an advance payment and the Project and Activity expenditures are fixed.

The Amount-Based Prepaid Contract allows the prepayment (revenue) to be recognized over a defined period. When creating a Contract Line, select the appropriate template to define when the revenue for the prepayment will be recognized.

Note: When creating a new Amount-Based Product, it is recommended that a Help Desk ticket (vccc@vita.virginia.gov) is submitted with “Cardinal Project Accounting (PA)” in the subject line. The Cardinal Post Production Support (PPS) PA team will work with the user to ensure that the Product is created correctly. If the Product is not set up correctly, it will have downstream impacts to the Contract, Billing, and GL Distribution and require a Help Desk ticket to correct the errors. For more information pertaining to creating an Amount-Based Product, see the Job Aid titled **PA354_Creating Customer Contract Products** located on the Cardinal website in **Job Aids** under **Learning**.

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

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Project Accounting Job Aid

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

Revision History

Revision Date	Summary of Changes
10/3/2025	Baseline.



Project Accounting Job Aid

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

Confirming an 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.

Step	Action
1.	Begin by logging into Cardinal Financials.
<p>The Cardinal Financials Homepage displays.</p>	
2.	<p>Click the Financial Based Query-based Reports link.</p>
<p>The Financials Report Execution Query Search page displays.</p>	



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Step

Action

3.

Enter “V_PA_CUST_CONTRACT_PRODUCTS” in the **Search By begins with** field to search for the **Customer Contract Products** query.

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

*Search By

Query Name

begins with

V_PA_CUST_CONTRACT_PRODUCTS

Search

Advanced Search

4.

Click the **Search** button.

*Search By

Query Name

Search

Advanced Search

The search results display in the **Search Results** section.

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

*Search By

Query Name

begins with

V_PA_CUST_CONTRACT_PRODUCTS

Search

Advanced Search

Search Results

*Folder View

-- All Folders --

Query

Personalize

Find

View All

First

1 of 1

Last

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

5.

Click the **HTML** link to run the query.

Query

Personalize

Find

View All

First

1 of 1

Last

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



Project Accounting Job Aid

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Step	Action																		
	<p>The Customer Contract Products page displays in HTML format.</p> <div><p>V_PA_CUST_CONTRACT_PRODUCTS - Customer Contract Products</p><div><div>*Business Unit<input type="text"/></div><div>Product ID(% for all)<input type="text"/></div><div>Product Group(% for all)<input type="text"/></div><div>Account(% for all)<input type="text"/></div><div>Dept ID (% for all)<input type="text"/></div><div>Fund (% for all)<input type="text"/></div><div>View Results</div><table><tr><th>Row</th><th>Product</th><th>Product Description</th><th>Price Type</th><th>Product Group</th><th>Distribution Code</th><th>Distribution Code Desr</th><th>Account</th><th>Department</th><th>Fund</th><th>Cost Center</th><th>Program</th><th>Project Id</th><th>Activity</th></tr></table></div></div> <tr><td>6.</td><td><p>Enter the run criteria for the query.</p><p>Note: At a minimum, complete the Business Unit and Product ID fields (use prefix of “DEF%” for the Product ID). Complete additional parameter fields if available. Otherwise, enter “%” in each of the remaining fields.</p><div><div><div>*Business Unit<input type="text" value="50100"/></div><div>Product ID(% for all)<input type="text" value="DEF%"/></div><div>Product Group(% for all)<input type="text" value="%"/></div><div>Account(% for all)<input type="text" value="%"/></div><div>Dept ID (% for all)<input type="text" value="%"/></div><div>Fund (% for all)<input type="text" value="%"/></div><div>View Results</div></div></div><tr><td>7.</td><td><p>Click the View Results button.</p><div><div>View Results</div></div></td></tr></td></tr>	Row	Product	Product Description	Price Type	Product Group	Distribution Code	Distribution Code Desr	Account	Department	Fund	Cost Center	Program	Project Id	Activity	6.	<p>Enter the run criteria for the query.</p> <p>Note: At a minimum, complete the Business Unit and Product ID fields (use prefix of “DEF%” for the Product ID). Complete additional parameter fields if available. Otherwise, enter “%” in each of the remaining fields.</p> <div><div><div>*Business Unit<input type="text" value="50100"/></div><div>Product ID(% for all)<input type="text" value="DEF%"/></div><div>Product Group(% for all)<input type="text" value="%"/></div><div>Account(% for all)<input type="text" value="%"/></div><div>Dept ID (% for all)<input type="text" value="%"/></div><div>Fund (% for all)<input type="text" value="%"/></div><div>View Results</div></div></div> <tr><td>7.</td><td><p>Click the View Results button.</p><div><div>View Results</div></div></td></tr>	7.	<p>Click the View Results button.</p> <div><div>View Results</div></div>
Row	Product	Product Description	Price Type	Product Group	Distribution Code	Distribution Code Desr	Account	Department	Fund	Cost Center	Program	Project Id	Activity						
6.	<p>Enter the run criteria for the query.</p> <p>Note: At a minimum, complete the Business Unit and Product ID fields (use prefix of “DEF%” for the Product ID). Complete additional parameter fields if available. Otherwise, enter “%” in each of the remaining fields.</p> <div><div><div>*Business Unit<input type="text" value="50100"/></div><div>Product ID(% for all)<input type="text" value="DEF%"/></div><div>Product Group(% for all)<input type="text" value="%"/></div><div>Account(% for all)<input type="text" value="%"/></div><div>Dept ID (% for all)<input type="text" value="%"/></div><div>Fund (% for all)<input type="text" value="%"/></div><div>View Results</div></div></div> <tr><td>7.</td><td><p>Click the View Results button.</p><div><div>View Results</div></div></td></tr>	7.	<p>Click the View Results button.</p> <div><div>View Results</div></div>																
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Step	Action
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The **Customer Contract Products** query results display.

V_PA_CUST_CONTRACT_PRODUCTS - Customer Contract Products

*Business Unit:

Product ID(% for all):

Product Group(% for all):

Account(% for all):

Dept ID (% for all):

Fund (% for all):

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-Richmnd	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-Fredbrg	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				
15	DEF_PROJE22	Partic Advance-HM0-OTH-Richmnd	AMT	DEF_HMOOTH	PROJEHMO04	Partic - HM0 - CCT/OTH-Richmnd	4009060	14000	04100				
16	DEF_PROJE23	Partic Advance-HM0-OTH-Suffolk	AMT	DEF_HMOOTH	PROJEHMO05	Partic - HM0 - CCT/OTH-Suffolk	4009060	15000	04100				
17	DEF_PROJE24	Partic Advance-HM0-OTH-Fredbrg	AMT	DEF_HMOOTH	PROJEHMO06	Partic - HM0 - CCT/OTH-Fredbrg	4009060	16000	04100				
18	DEF_PROJE25	Partic Advance-HM0-OTH-Culpepr	AMT	DEF_HMOOTH	PROJEHMO07	Partic - HM0 - CCT/OTH-Culpepr	4009060	17000	04100				

8. 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 [Creating an Amount-Based Prepaid Contract](#) section of this Job Aid
 - b. If the Product does not exist, the user will need to determine if there is an existing Distribution Code that contains the appropriate COA string which can be used. Proceed to the [Confirming a Distribution Code](#) section of this Job Aid

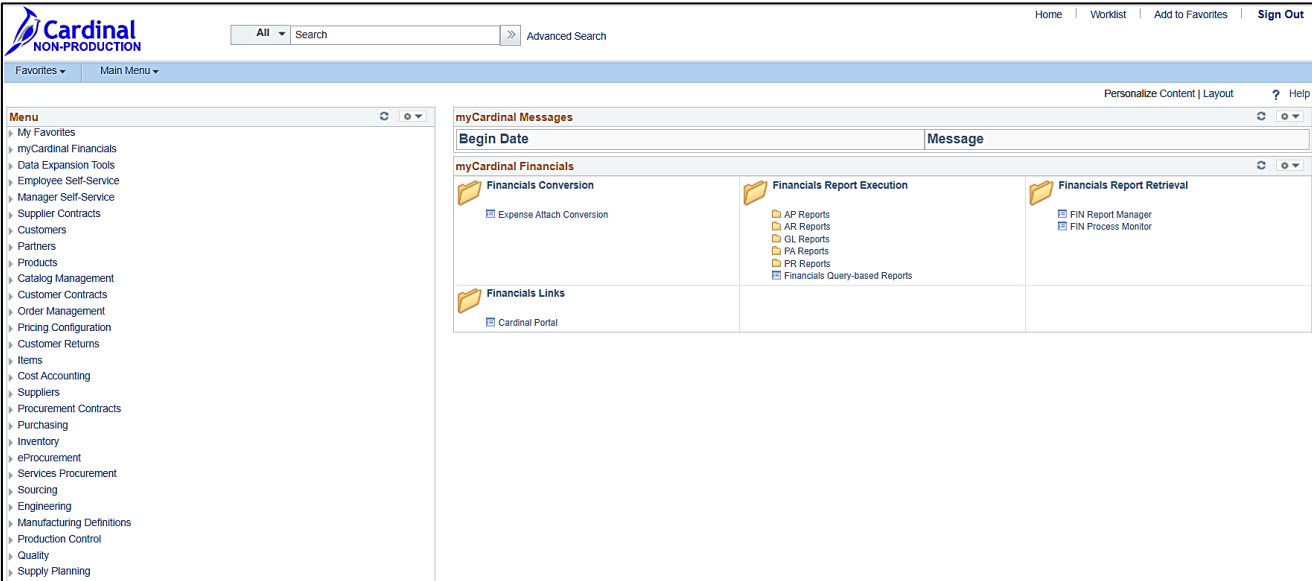
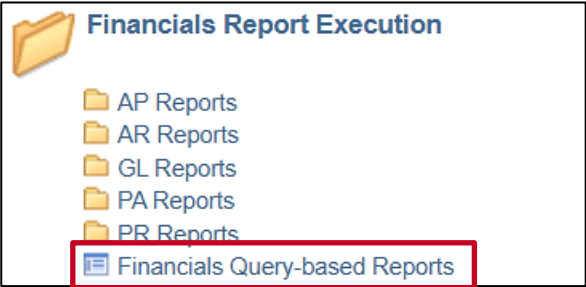
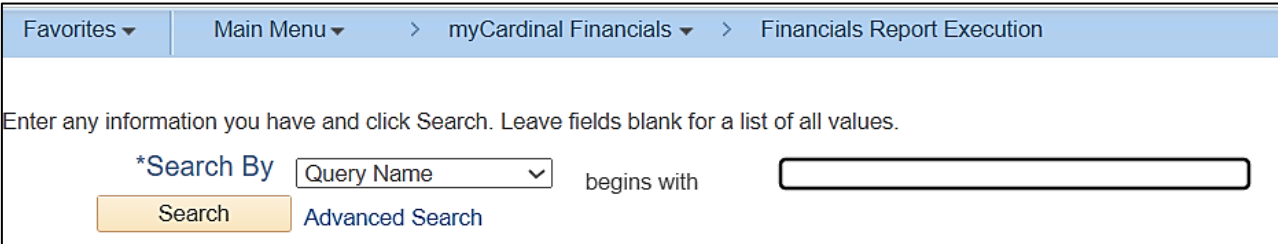


Project Accounting Job Aid

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

Confirming a Distribution Code

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

Step	Action
1.	Begin by logging into Cardinal Financials.
<p>The Cardinal Financials Homepage displays.</p> 	
2.	Click the Financial Based Query-based Reports link.
	
<p>The Financials Report Execution Query Search page displays.</p> 	



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Step	Action
3.	<p>Enter "V_PA_DISTRBUTION_CODES" in the Search By begins with field to search for the Distribution Code and verify whether a Distribution Code already exists.</p> <div><p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p><p>*Search By <input type="text" value="Query Name"/> begins with <input type="text" value="V_PA_DISTRBUTION_CODES"/></p><p><input type="button" value="Search"/> Advanced Search</p></div>
4.	<p>Click the Search button.</p> <div><p>*Search By <input type="text" value="Query Name"/></p><p><input type="button" value="Search"/> Advanced Search</p></div>

The search results display in the **Search Results** section.

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

*Search By begins with

[Advanced Search](#)

Search Results

*Folder View

Query		Personalize Find View All First 1 of 1 Last							
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

5.

Click the **HTML** link to run the **Distribution Codes** query.

Query				Personalize Find View All				First 1 of 1 Last	
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
V_PA_DISTRBUTION_CODES	Distribution Codes	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

The **Distribution Codes** page displays in HTML format.

V_PA_DISTRBUTION_CODES - Distribution Codes

*SetID

Account (% for all)

Fund (% for all)

Dept Id (% for all)

Cost Center (% for all)

Row	Distribution Code	Effective Date	Effective Status	Long Description	Short Description	Account	Dept ID	Task	Fund	Cost Center	Program	Project	Activity
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Step	Action
6.	<p>Enter the run criteria for the query.</p> <p>Note: At a minimum, complete the Set ID and Account fields. Enter other parameter fields if available. Otherwise, enter “%” in each of the remaining fields.</p> <div><div>*SetID 50100</div><div>Account (% for all) 4%</div><div>Fund (% for all) 04720</div><div>Dept Id (% for all) %</div><div>Cost Center (% for all) %</div><div>View Results</div></div>
7.	<p>Click the View Results button.</p> <div>View Results</div>

The **Distribution Codes** query results display.

V_PA_DISTRIBUTION_CODES - Distribution Codes													
*SetID 50100													
Account (% for all) 4%													
Fund (% for all) 04720													
Dept Id (% for all) %													
Cost Center (% for all) %													
View Results													
Download results in: Excel Spreadsheet CSV Text File XML File (24 kb)													
View All													
First 1-80 of 80 Last													
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	AUDITAUD12	01/01/1901	A	Audit - CON - OTH	AUDITAUD12	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 - R Council	MG&SECON31	40042011	10029		04720	12000010			
18	MG&SECON32	01/01/1901	A	Misc - CON - OTH - Fiscal	MG&SECON32	4009060	10015		04720	12000010			

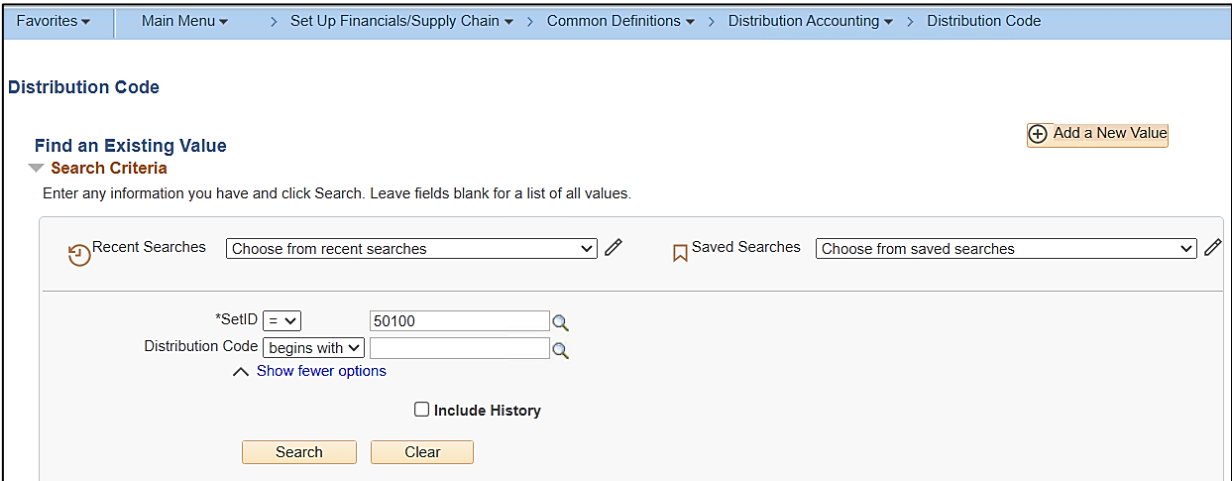



8.	<p>Review the results to see if there is an existing Distribution Code for the COA string which is needed to record the revenue transactions for the Contract.</p> <ol style="list-style-type: none">If the Distribution Code exists, proceed to the Creating an Amount-Based Prepaid Product section of this Job AidIf the Distribution Code does not exist, proceed to the Creating a Distribution Code section of this Job Aid
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Project Accounting Job Aid

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






Creating a Distribution Code

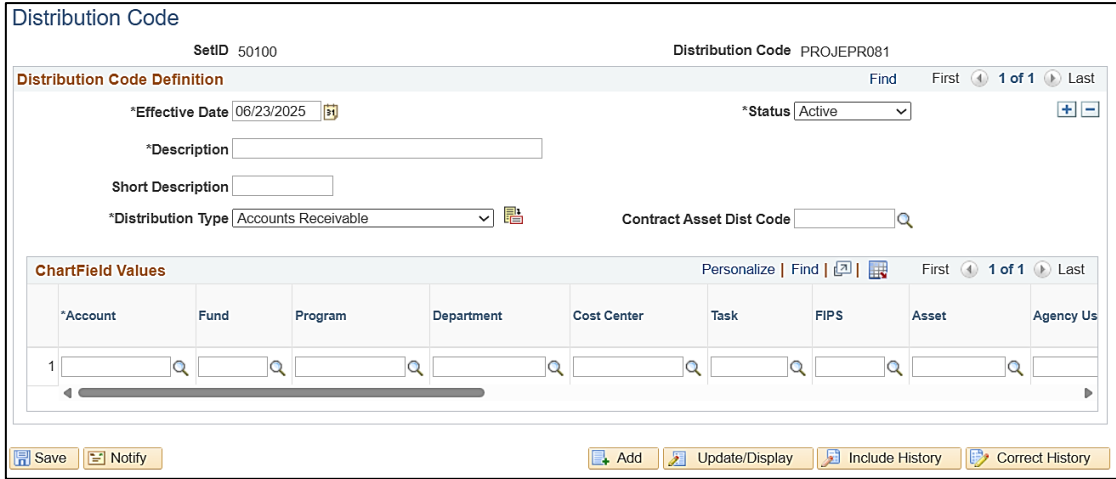



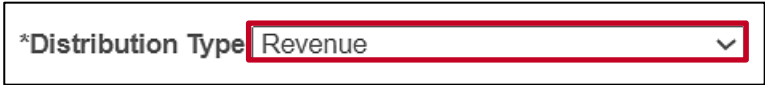


Step	Action
1.	<p>Navigate to the Distribution Code page using the following path:</p> <p>Main Menu > Set Up Financials/Supply Chain > Common Definitions > Distribution Accounting > Distribution Code</p>
<p>The Distribution Code Find an Existing Value Search page displays.</p> 	
	<p>For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages. This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p>
2.	<p>Click the Add a New Value button.</p> 
<p>The Distribution Code Add a New Value page displays.</p> 	



Project Accounting Job Aid

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Step	Action
	<p>The SetID field defaults to the Agency's Business Unit and should not be changed.</p> <div><p>Add a New Value</p><div><div>*SetID 50100 </div><div>*Distribution Code </div><div>Add</div></div></div>
3.	<p>Enter the applicable Distribution Code in the Distribution Code field.</p> <p>The name of the Distribution Code should contain the corresponding Source Type and Category (e.g., "PROJEPR081").</p> <div><p>Add a New Value</p><div><div>*SetID 50100 </div><div>*Distribution Code PROJEPR081 </div><div>Add</div></div></div>
4.	<p>Click the Add button.</p> <div><div>Add</div></div>

Step	Action
	<p>The Distribution Code page displays.</p> 
5.	<p>Enter "01/01/1901" in the Effective Date field.</p> 
6.	<p>Enter the applicable description for the Distribution Code in the Description field.</p> 
7.	<p>Enter the Distribution Code ID in the Short Description field.</p> 
8.	<p>Click the Distribution dropdown button and select "Revenue".</p> 
	<p>The Status defaults to "Active" and should not be changed.</p> 


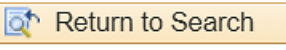
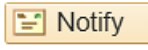
PA354_Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

Step	Action																																										
9.	<p>Click the Contract Liability Dist Code Look up icon and select the appropriate Deferred Revenue Distribution Code which should be used to book deferred revenue.</p> <div><div>Contract Liability Dist Code</div><div>ADVANADCN5</div><div></div></div>																																										
<div><div></div></div>	<p>The V_PA_DISTRBUTION_CODES query is used to determine the available values to enter in the Contract Liability Dist Code field. Search using the Agency SetID (e.g., “50100”), Account, and Fund. All Deferred Revenue Distribution Codes start with “ADVAN”.</p> <div><div>V_PA_DISTRBUTION_CODES - Distribution Codes</div><div><div>*SetID</div><div>50100</div><div></div></div><div><div>Account (% for all)</div><div>4%</div><div></div></div><div><div>Fund (% for all)</div><div>04720</div><div></div></div><div><div>Dept Id (% for all)</div><div>%</div><div></div></div><div><div>Cost Center (% for all)</div><div>%</div><div></div></div><div><div>View Results</div></div><div><div>Download results in :</div><div>Excel Spreadsheet</div><div>CSV Text File</div><div>XML File</div><div>(24 kb)</div></div><div><div>View All</div><div>First 1-80 of 80 Last</div></div><table><tr><th>Row</th><th>Distribution Code</th><th>Effective Date</th><th>Effective Status</th><th>Long Description</th><th>Short Description</th><th>Account</th><th>Dept ID</th><th>Task</th><th>Fund</th><th>Cost Center</th><th>Program</th><th>Project</th><th>Activity</th></tr><tr><td>1</td><td>ADVANCON34</td><td>07/01/2016</td><td>A</td><td>Prepaid - CON - STA</td><td>ADVANCON34</td><td>4003007</td><td>10030</td><td></td><td>04720</td><td></td><td></td><td></td><td></td></tr><tr><td>2</td><td>ADVANCON35</td><td>07/01/2016</td><td>A</td><td>Prepaid - CON - OTH</td><td>ADVANCON35</td><td>4003007</td><td>10055</td><td></td><td>04720</td><td></td><td></td><td></td><td></td></tr></table></div>	Row	Distribution Code	Effective Date	Effective Status	Long Description	Short Description	Account	Dept ID	Task	Fund	Cost Center	Program	Project	Activity	1	ADVANCON34	07/01/2016	A	Prepaid - CON - STA	ADVANCON34	4003007	10030		04720					2	ADVANCON35	07/01/2016	A	Prepaid - CON - OTH	ADVANCON35	4003007	10055		04720				
Row	Distribution Code	Effective Date	Effective Status	Long Description	Short Description	Account	Dept ID	Task	Fund	Cost Center	Program	Project	Activity																														
1	ADVANCON34	07/01/2016	A	Prepaid - CON - STA	ADVANCON34	4003007	10030		04720																																		
2	ADVANCON35	07/01/2016	A	Prepaid - CON - OTH	ADVANCON35	4003007	10055		04720																																		
<div><div></div></div>	<p>The Contract Liability Dist Code is used when creating an Amount-Based Deferred Contract Line to default the Contract Liability Distribution. The Chart of Account (COA) values are used to record the deferred revenue. The Deferred Revenue Distribution Code values should be associated to all Project related Distribution Codes for the “PROJE”, “COAL”, “MG&SECON”, and “MG&SEMGs” naming conventions.</p>																																										
10.	<p>Complete the following fields in the ChartField Values section of the page:</p> <div><div>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. In these cases, the Program Code will need to be populated as well</div><div>b. Fund: Enter the Fund Code which should be used to book revenue</div><div>c. Program: <u>Only enter the Program Code if an expenditure Account is used instead of a revenue Account.</u> The Program Code should be the Program from the Project Distribution of the Project associated with the Contract</div></div> <div><div><div>ChartField Values</div><div>Personalize Find <div></div> <div></div> First 1 of 1 Last</div><table><tr><th>*Account</th><th>Fund</th><th>Program</th><th>Department</th><th>Cost Center</th><th>Task</th><th>FIPS</th><th>Asset</th><th>Agency Us</th></tr><tr><td>1 5023230</td><td>04720</td><td>603023</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table><div><div>Save</div><div>Return to Search</div><div>Notify</div><div>Add</div><div>Update/Display</div><div>Include History</div><div>Correct History</div></div></div></div>	*Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Us	1 5023230	04720	603023																														
*Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Us																																			
1 5023230	04720	603023																																									



Project Accounting Job Aid

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

Step	Action
11.	<p>Click the Save button.</p> <div> Save  Return to Search  Notify</div>

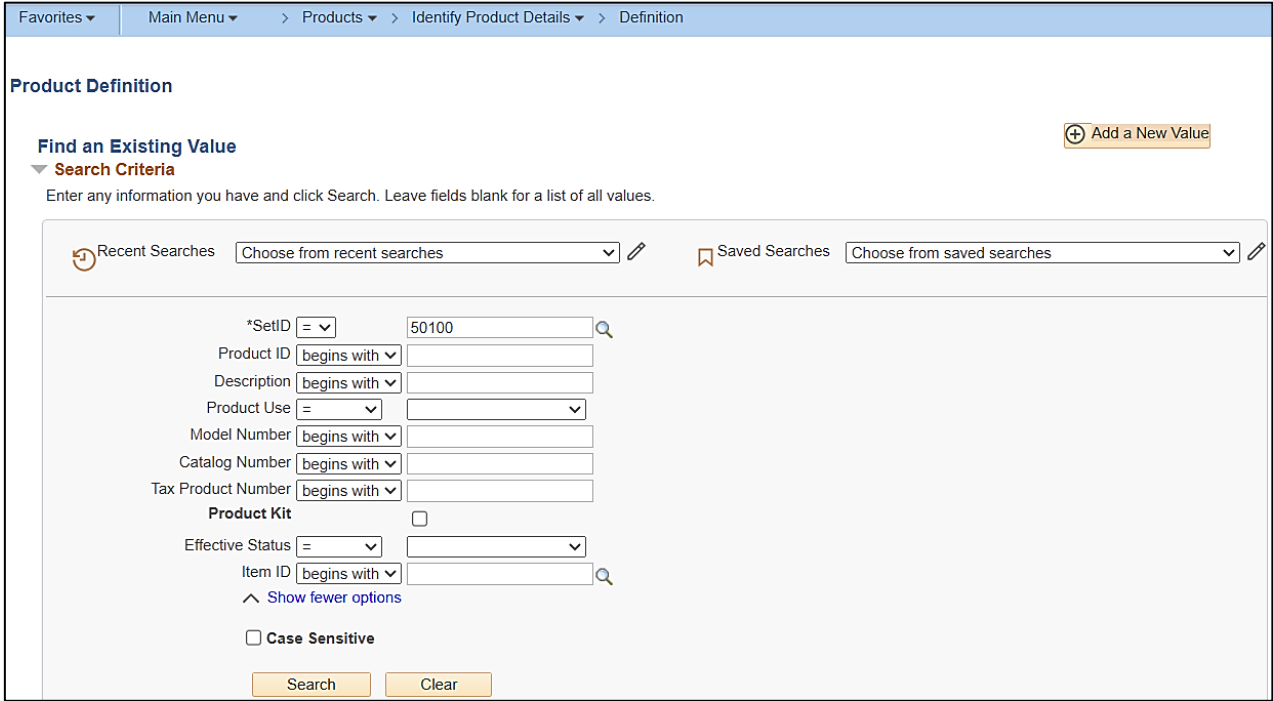




Project Accounting Job Aid

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

Creating an Amount-Based Prepaid Product

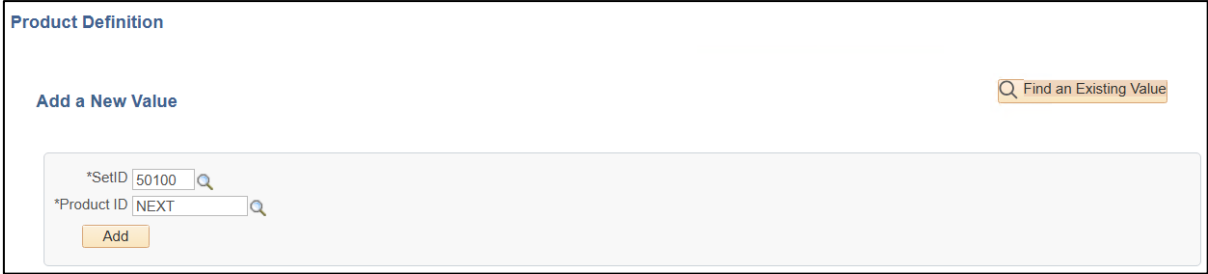

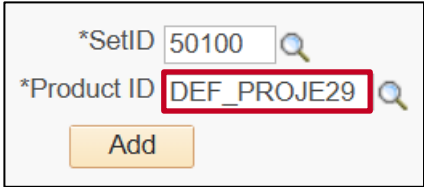

When creating a new Amount-Based Product, it is recommended that users submit a Help Desk ticket (vccc@vita.virginia.gov) with “Cardinal Project Accounting (PA)” in the subject line. The Cardinal Post Production Support (PPS) PA team will work with the user to ensure that the Product is created correctly. If the Product is not set up correctly, it will have downstream impacts to the Contract, Billing, and GL Distribution and require a Help Desk ticket to correct.

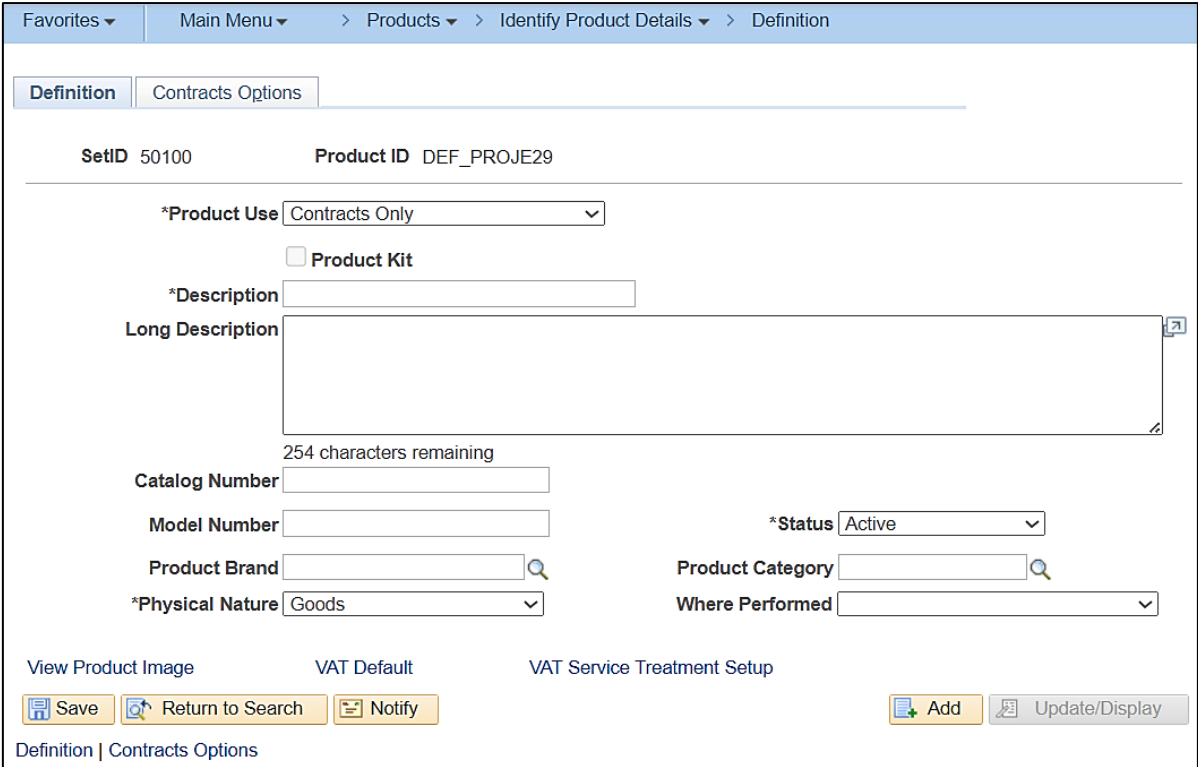


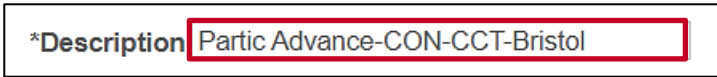


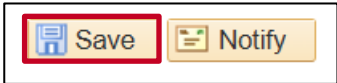
Step	Action
1.	<p>Navigate to the Product Definition page using the following path: Main Menu > Products > Identify Product Details > Definition</p> <p>The Product Definition Find an Existing Value Search page displays.</p> 
	<p>For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages. This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p>
2.	<p>Click the Add a New Value button.</p> 



Project Accounting Job Aid

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


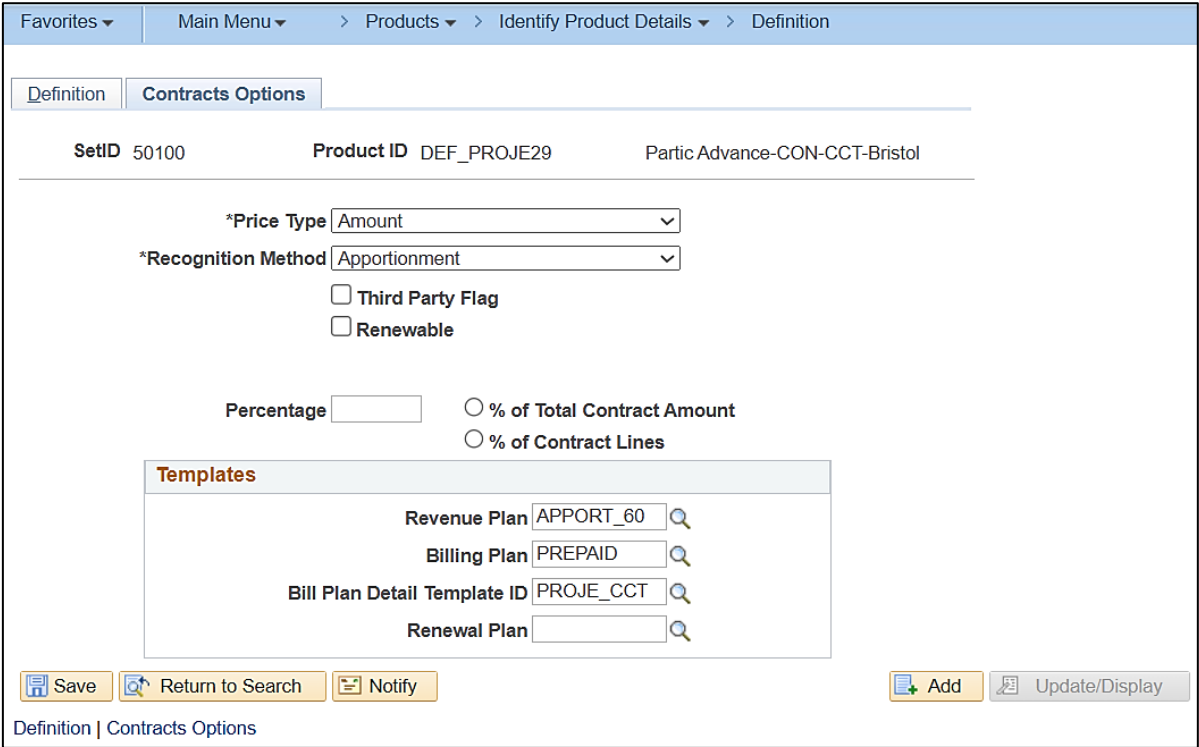
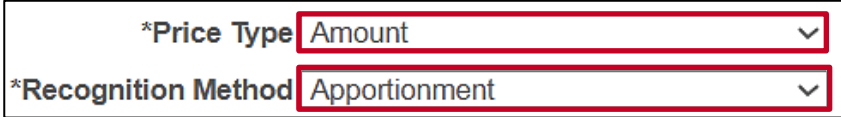
Step	Action
	<p>The Product Definition Add a New Value page displays.</p> 
3.	<p>Enter the Agency Business Unit in the SetID field if it does default.</p> 
4.	<p>Enter the new Product ID in the Product ID field.</p> 
5.	<p>Click the Add button.</p> 

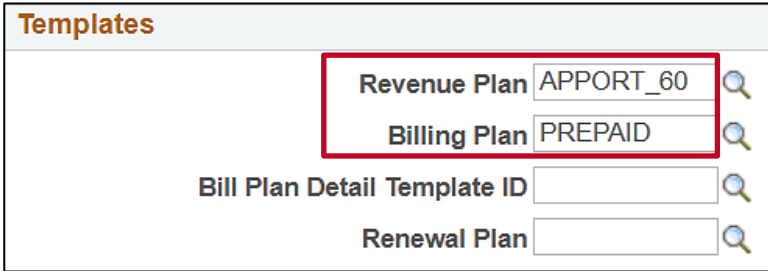
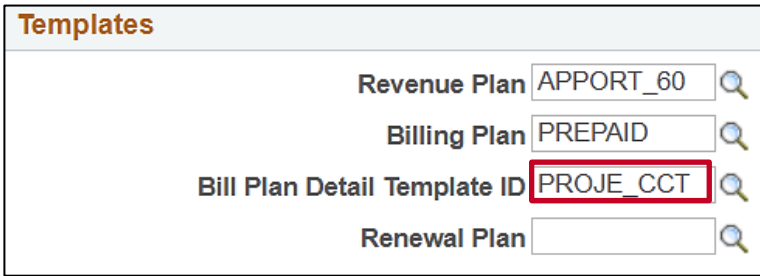

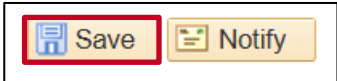
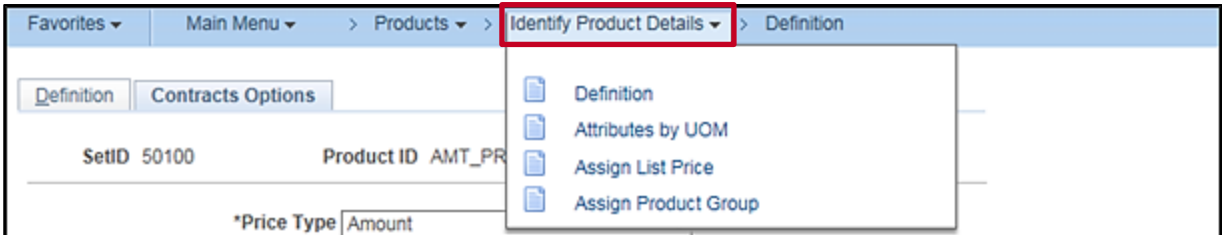
Step	Action
	<p>The Definition tab displays.</p> 
	<p>The Product Use field defaults to “Contracts Only”. Do not change.</p> 
6.	<p>Enter the Distribution Code in the Description field.</p> 
	<p>The Physical Nature field defaults to “Goods”. Do not change.</p> 
7.	<p>Click the Save button.</p> 

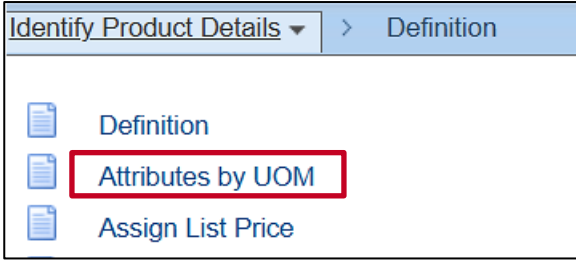
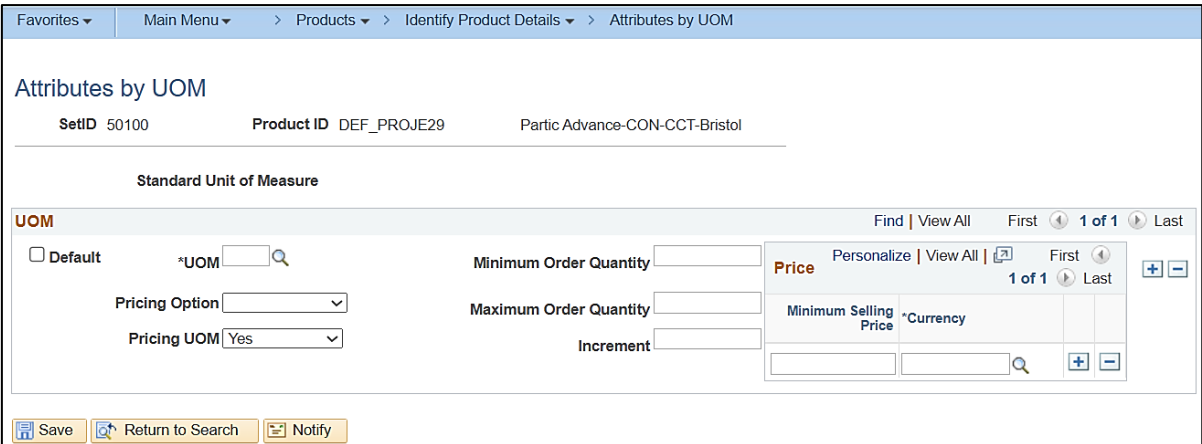

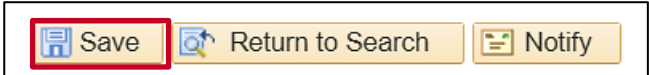


Project Accounting Job Aid

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

Step	Action
8.	<p>Click the Contracts Options tab.</p> 
	<p>The Contracts Options tab displays.</p> 
9.	<p>Complete the following fields:</p> <ol style="list-style-type: none">Price Type: Select "Amount"Recognition Method: Select "Apportionment" 

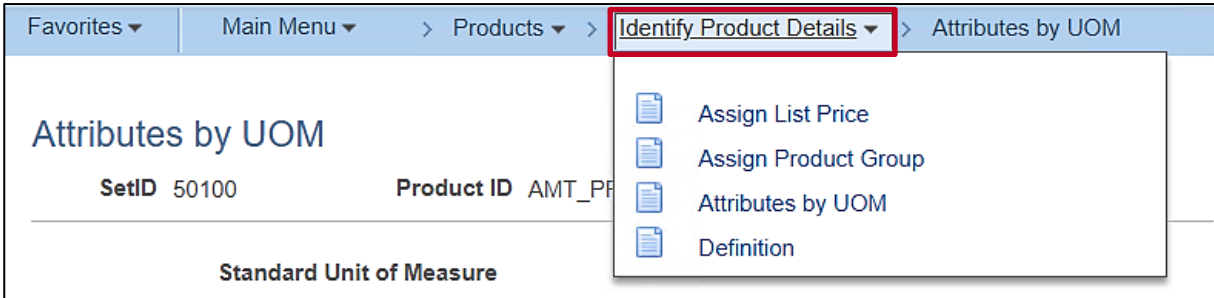
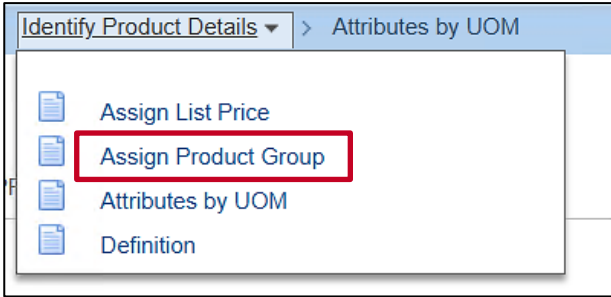
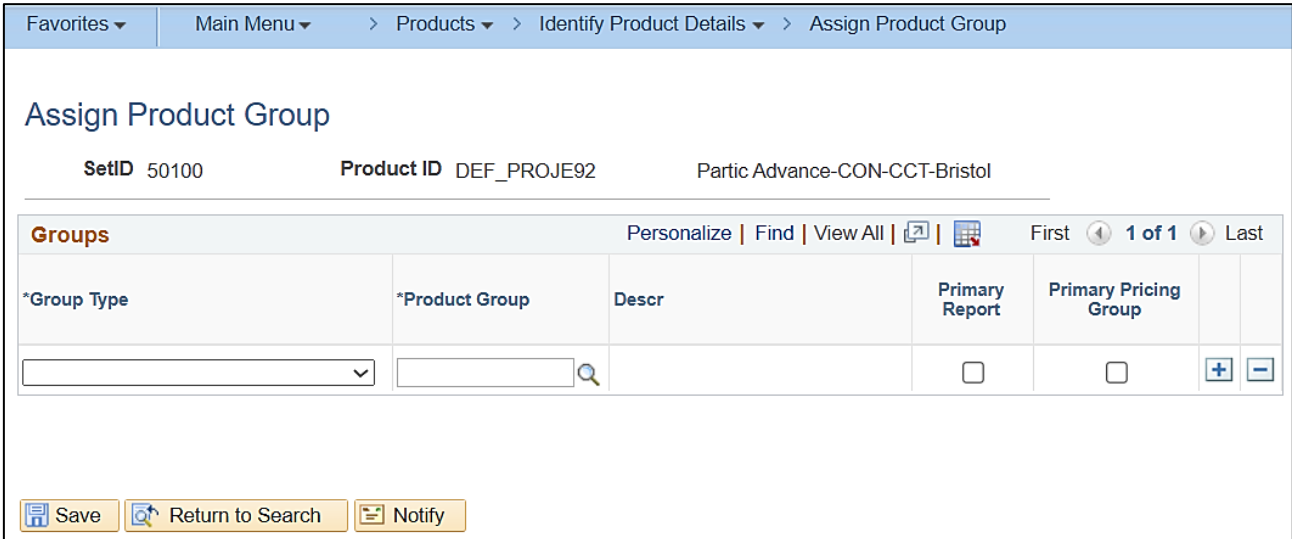
Step	Action
10.	<p>Complete the following fields in the Templates section,:</p> <ul style="list-style-type: none"> a. Revenue Plan: select "APPORT_60" b. Billing Plan: select "PREPAID" 
11.	<p>Click the Bill Plan Detail Template ID Look up icon and select the applicable value.</p> 
	<p>The selected Template defaults some of the Contract billing information, such as Bill Source, Bill Identifier, and Bill Cycle Identifier.</p>
12.	<p>Click the Save button.</p> 
13.	<p>Click the Identify Product Details dropdown button within the navigation path breadcrumbs.</p> 

Step	Action
14.	<p>Click the Attributes by UOM menu list item (link).</p> 
	<p>The Attributes by UOM page displays.</p> 
15.	<p>Click the UOM Look up icon and select the applicable Unit of Measure.</p> 
16.	<p>Click the Save button.</p> 



Project Accounting Job Aid


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

Step	Action
17.	<p>Click the Identify Product Details dropdown button within the navigation path breadcrumbs.</p> 
18.	<p>Click the Assign Product Group menu list item (link).</p> 
<p>The Assign Product Group page displays.</p> 	



Project Accounting Job Aid

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

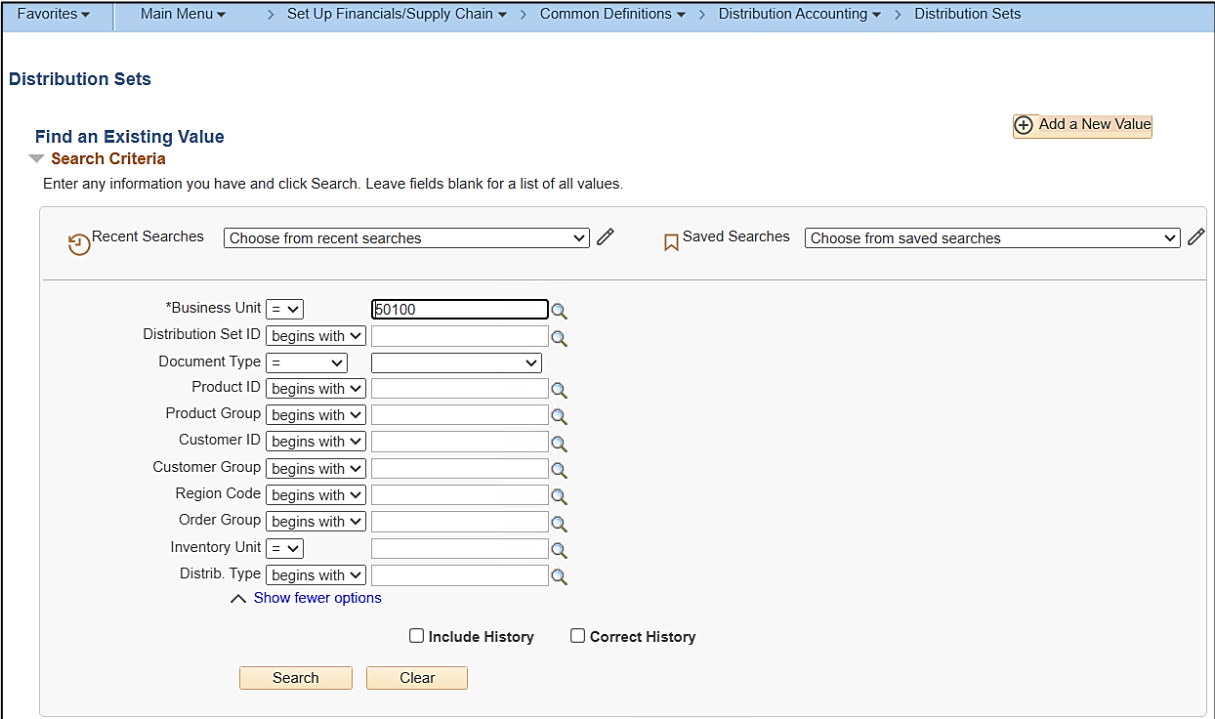


Step	Action								
19.	<p>Click the Group Type dropdown button and select “Contract”.</p> <div><div>*Group Type</div><div>Contract</div></div>								
20.	<p>Click the Product Group Look up icon and select the applicable Product Group.</p> <table><tr><th>*Group Type</th><th>*Product Group</th><th>Descr</th><th>Primary Report</th></tr><tr><td>Contract</td><td>DEF_CONCCT</td><td>Deferred - Constr Cty Co Tw</td><td><input type="checkbox"/></td></tr></table>	*Group Type	*Product Group	Descr	Primary Report	Contract	DEF_CONCCT	Deferred - Constr Cty Co Tw	<input type="checkbox"/>
*Group Type	*Product Group	Descr	Primary Report						
Contract	DEF_CONCCT	Deferred - Constr Cty Co Tw	<input type="checkbox"/>						
	<p>This value determines in which Product Group the Product will be found when searching for the Product on the Contract.</p>								
21.	<p>Click the Save button.</p> <div><div>Save</div><div>Return to Search</div><div>Notify</div></div>								



Project Accounting Job Aid

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

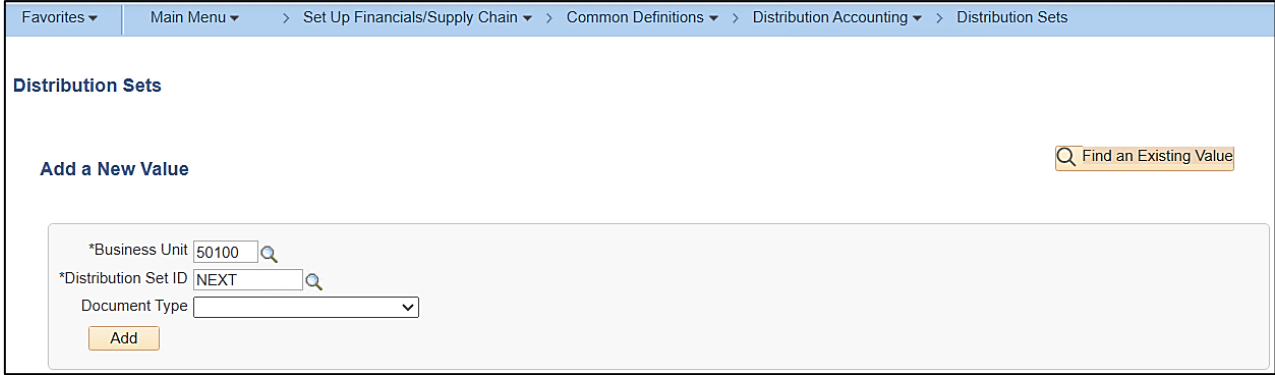
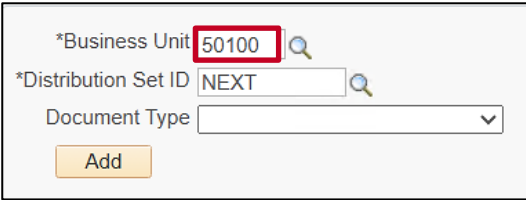

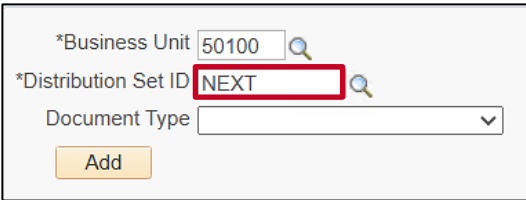
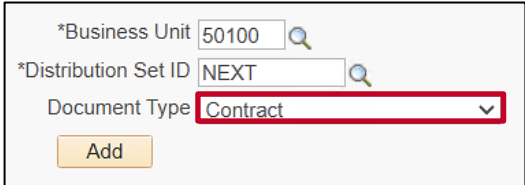

Defining a Distribution Set

Step	Action
1.	<p>Navigate to the Distribution Sets page using the following path:</p> <p>Main Menu > Set Up Financials/Supply Chain > Common Definitions > Distribution Accounting > Distribution Sets</p>
<p>The Distribution Sets Find an Existing Value Search page displays.</p> 	
	<p>For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages. This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p>
2.	<p>Click the Add a New Value button.</p> 



Project Accounting Job Aid

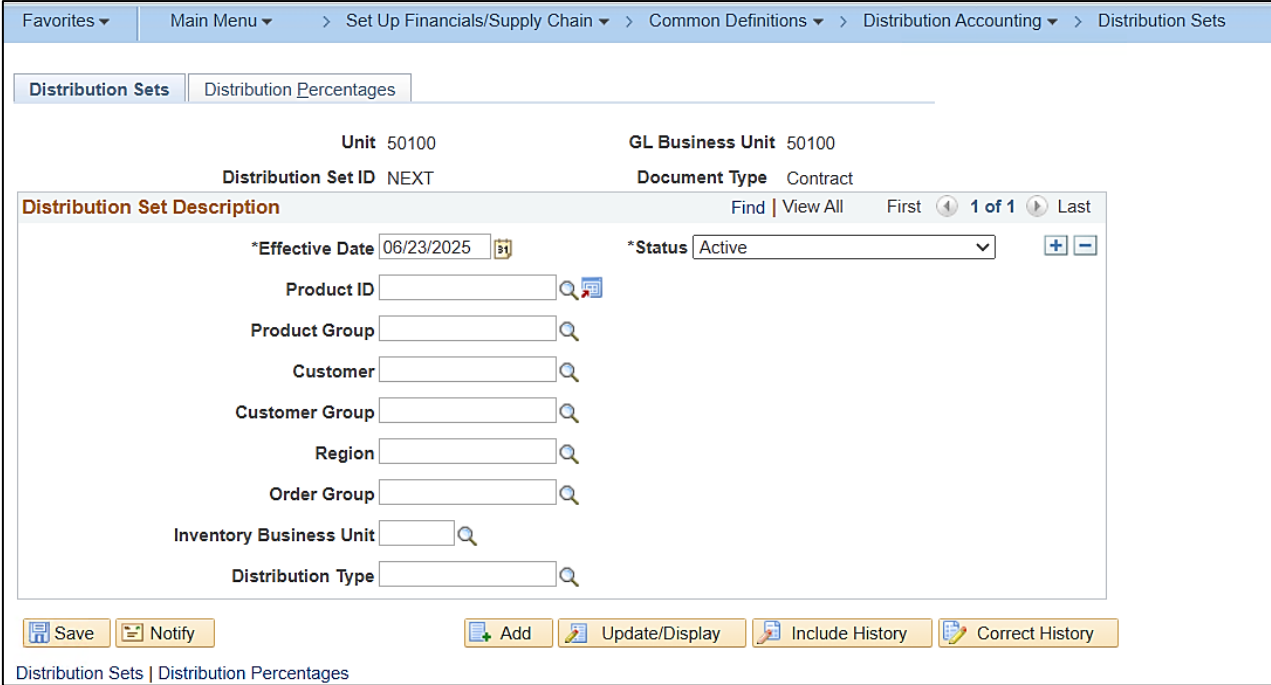



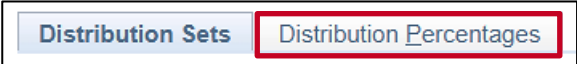
PA354_Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

Step	Action
	<p>The Distribution Sets Add a New Value page displays.</p> 
3.	<p>Enter the Agency Business Unit in the Business Unit field if it does not default.</p> 
	<p>The Distribution Set ID defaults to “NEXT”. Do not change.</p> 
4.	<p>Click the Document Type dropdown button and select “Contract”.</p> 
5.	<p>Click the Add button.</p> 



Project Accounting Job Aid

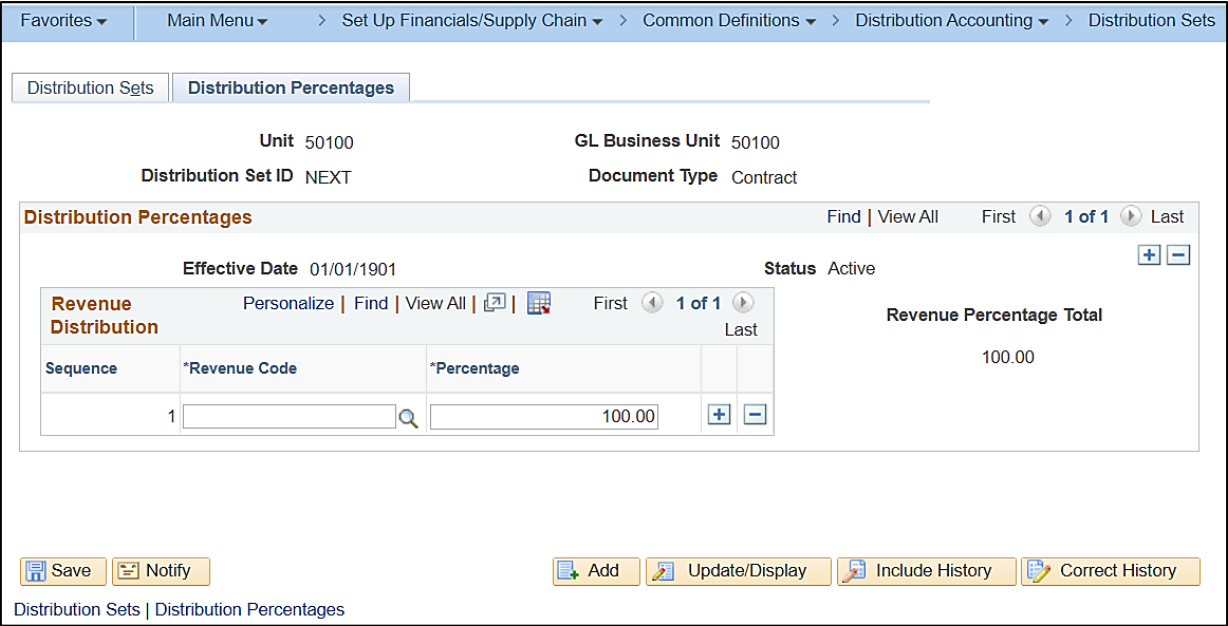
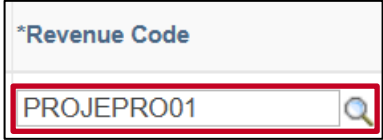


PA354_Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

Step	Action
	<p>The Distribution Sets tab displays.</p> 
6.	<p>Enter "01/01/1901" in the Effective Date field.</p> 
7.	<p>Enter the Product ID previously created in the Product ID field.</p> 
8.	<p>Confirm that the Status fields displays "Active".</p> 
9.	<p>Click the Distribution Percentages tab.</p> 



Project Accounting Job Aid

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

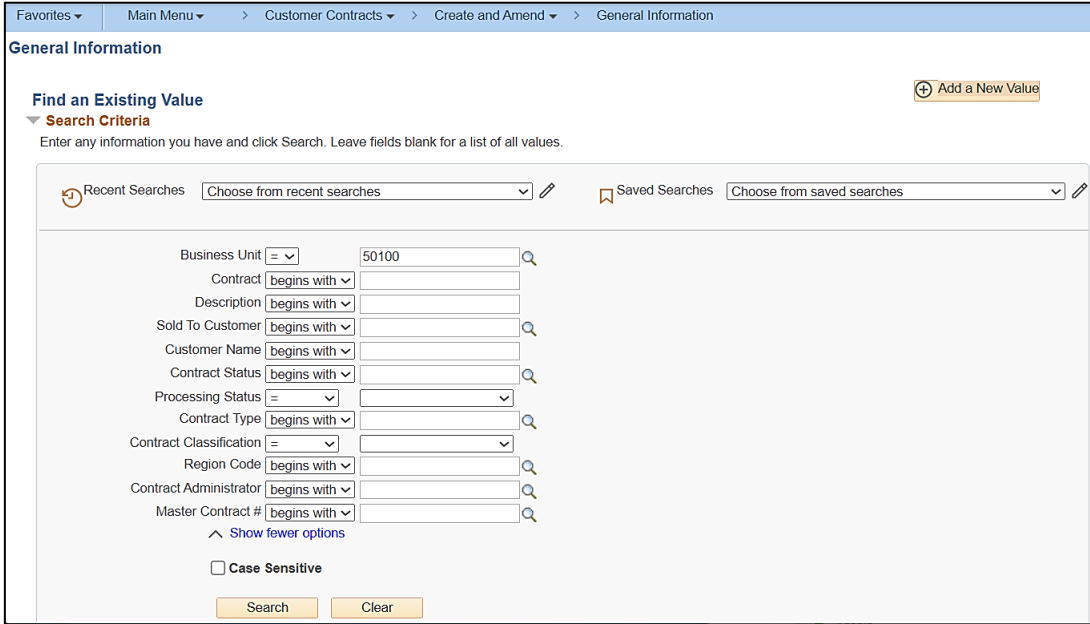


Step	Action
	<p>The Distribution Percentages tab displays.</p> 
10.	<p>Click the Revenue Code Look up icon and select the applicable Revenue Code (Distribution Code) for the Product created.</p> 
	<p>General Ledger ChartFields are linked to the Revenue Code and default on the Revenue Line of the Contract.</p>
11.	<p>Click the Save button.</p> 



Project Accounting Job Aid

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

Creating a Non-Federal Amount-Based Prepaid Contract

Step	Action
1.	<p>Navigate to the General Information page using the following path:</p> <p>Main Menu > Customer Contracts > Create and Amend > General Information</p>
<p>The General Information Find an Existing Value Search page displays.</p> 	
	<p>For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages. This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p>
2.	<p>Click the Add a New Value button.</p> 



Project Accounting Job Aid

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



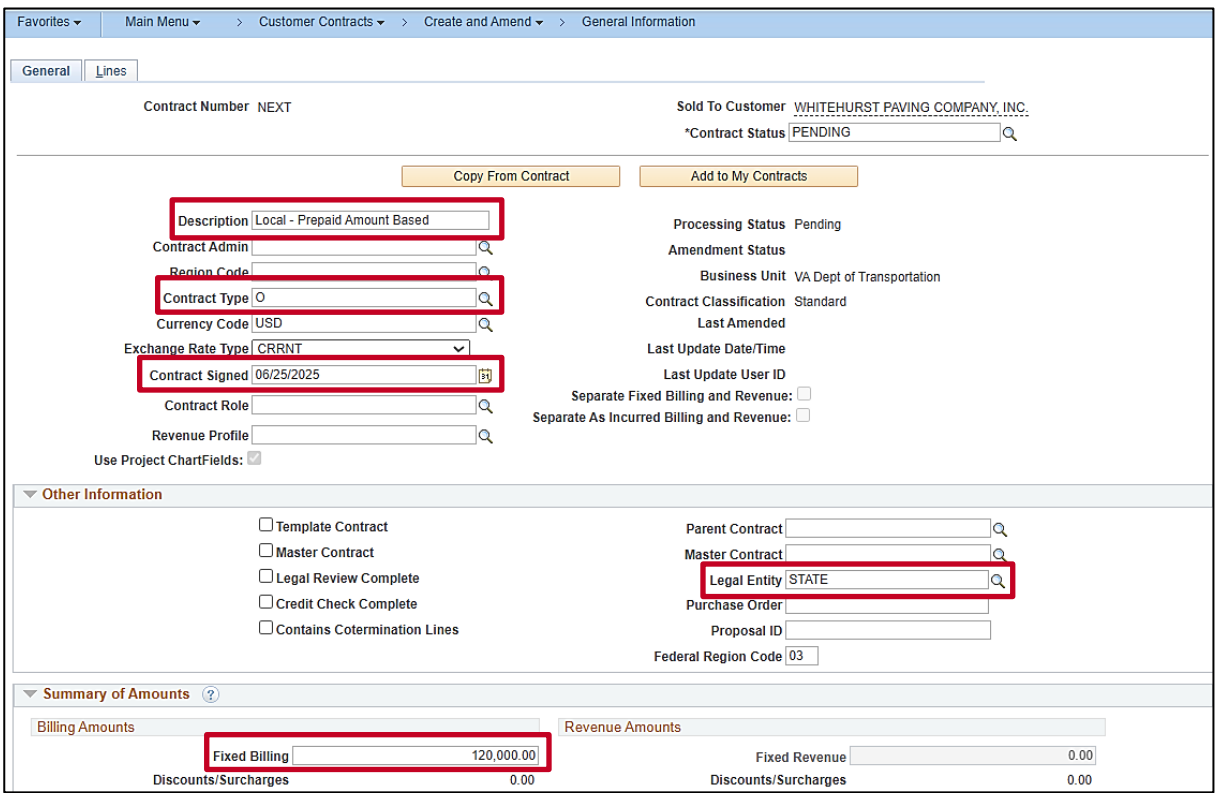
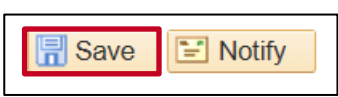
Step	Action
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The **General Information Add a New Value** page displays.

3. Enter the Customer ID in the **Sold To Customer** field.

4. Click the **Add** button.



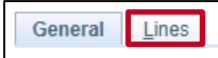
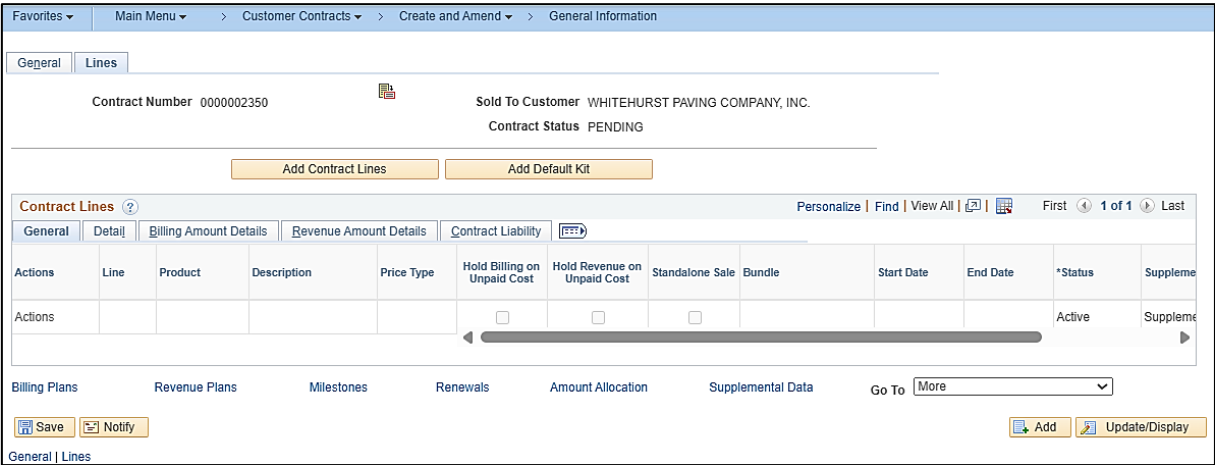

The **General Information** page displays with the **General** tab displayed by default.

Step	Action
	<p>Use the Expand icons to expand the Other Information and Summary of Amounts sections as needed.</p> 
5.	<p>Complete the following required fields based upon the Contract:</p> <ol style="list-style-type: none"> Description Contract Type Contract Signed Legal Entity Fixed Billing 
6.	<p>Click the Save button.</p> 



Project Accounting Job Aid

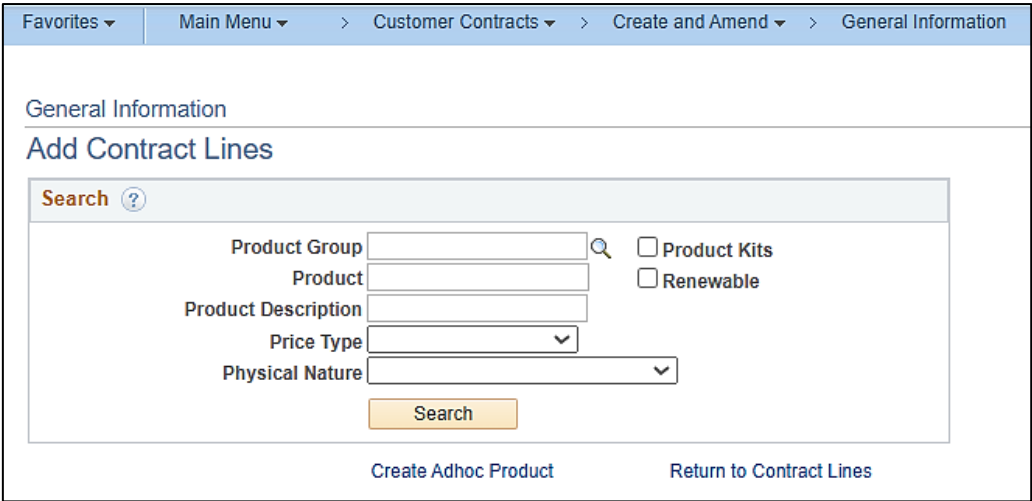




PA354_Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

Step	Action
	<p>The page refreshes and the systematically assigned Contract Number displays.</p> 
7.	<p>Click the Lines tab.</p> 
<p>The Lines tab displays.</p> 	
8.	<p>Click the Add Contract Lines button.</p> 



Project Accounting Job Aid

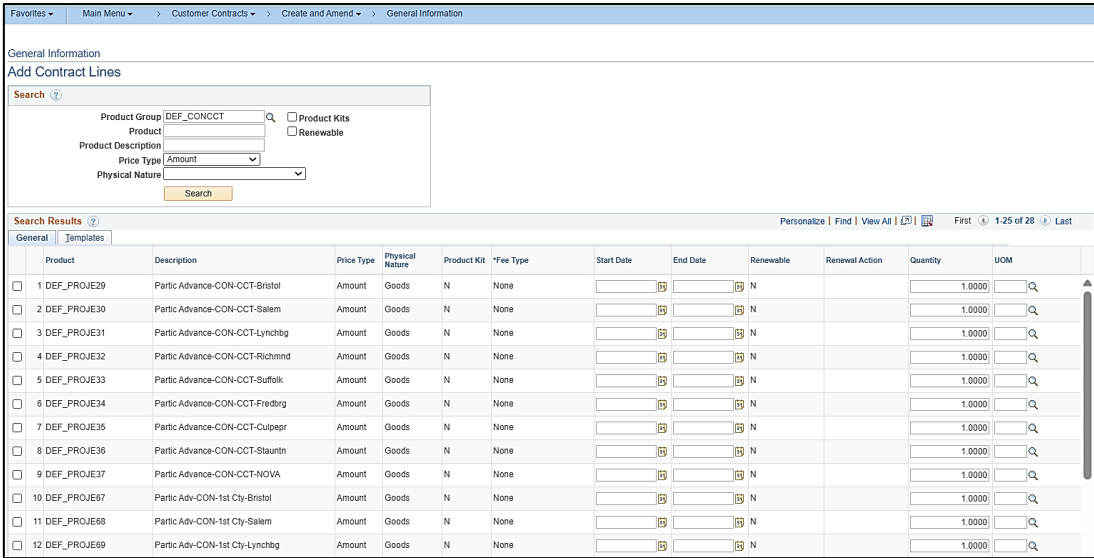

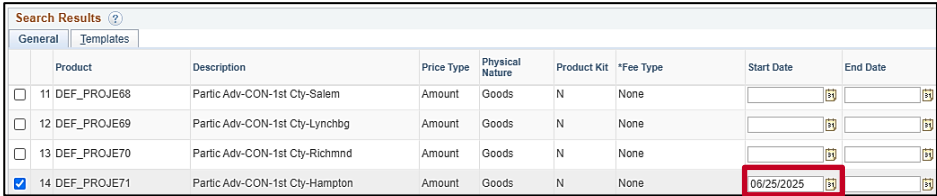


PA354_Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

Step	Action
	<p>The General Information Add Contract Lines page displays.</p> 
9.	<p>Click the Product Group Look up icon and select the Product Group.</p> 
	<p>To select the applicable Product Group for the Amount-Based Prepaid Contract, select the applicable Product. The Product will have a prefix of "DEF".</p>
10.	<p>Click the Price Type dropdown button and select "Amount".</p> 
11.	<p>Click the Search button.</p> 



Project Accounting Job Aid

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

Step	Action
	<p>The search results display in the Search Results section.</p> 
12.	<p>Click the Select checkbox option for the Product that should be used to create the Contract Line.</p> 
13.	<p>Click the Start Date Calendar icon and select the start date for the Contract Line.</p> 
	<p>The End Date field is left blank.</p> <p>The Quantity field defaults and should not be changed.</p> <p>The UOM field (Unit of Measure associated with the Product, if any) defaults and should not be changed.</p>
14.	<p>Click the Templates tab in the Search Results section.</p> 



Project Accounting Job Aid

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

Step	Action
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The **Templates** tab displays.

General Information

Add Contract Lines

Search ?

Product Group DEF_CONCCT ☐ Product Kits

Product ☐ Renewable

Product Description

Price Type Amount

Physical Nature

Search

Search Results ? Personalize Find View All 1-25 of 28 First Last

General Templates

	Product	Revenue Plan	Billing Plan	Billing Plan Detail	Renewal Plan
<input type="checkbox"/>	11 DEF_PROJE68	APPORT_60	PREPAID	PROJE_CCT	
<input type="checkbox"/>	12 DEF_PROJE69	APPORT_60	PREPAID	PROJE_CCT	
<input type="checkbox"/>	13 DEF_PROJE70	APPORT_60	PREPAID	PROJE_CCT	
<input checked="" type="checkbox"/>	14 DEF_PROJE71	APPORT_60	PREPAID	PROJE_CCT	
<input type="checkbox"/>	15 DEF_PROJE72	APPORT_60	PREPAID	PROJE_CCT	
<input type="checkbox"/>	16 DEF_PROJE73	APPORT_60	PREPAID	PROJE_CCT	
<input type="checkbox"/>	17 DEF_PROJE74	APPORT_60	PREPAID	PROJE_CCT	

15. Click the **Revenue Plan Look up** icon for the selected Product.

Search Results ? Personalize Find View All 1-25 of 28 First Last

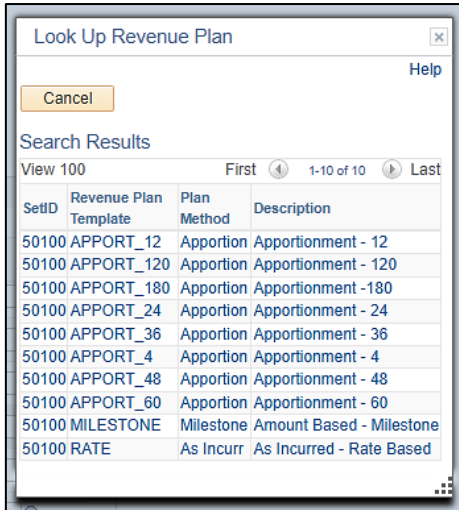


General Templates

	Product	Revenue Plan	Billing Plan	Billing Plan Detail	Renewal Plan
<input type="checkbox"/>	11 DEF_PROJE68	APPORT_60	PREPAID	PROJE_CCT	
<input type="checkbox"/>	12 DEF_PROJE69	APPORT_60	PREPAID	PROJE_CCT	
<input type="checkbox"/>	13 DEF_PROJE70	APPORT_60	PREPAID	PROJE_CCT	
<input checked="" type="checkbox"/>	14 DEF_PROJE71	APPORT_60	<input type="text"/>	PREPAID	PROJE_CCT



Project Accounting Job Aid

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

Step	Action
	<p>The Look Up Revenue Plan page displays in a pop-up window.</p> 
16.	<p>Click the Revenue Plan Template link that has the needed Apportionment Schedule.</p> 
17.	<p>Scroll to the bottom of the page as needed and click the Add Contract Lines button.</p> 



Project Accounting Job Aid

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

Step	Action
------	--------

The **General Information Add Contract Lines** 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



A message displays indicating that “1 line(s) have been added to the contract”.

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

Create Adhoc Product Return to Contract Lines

18.

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

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

Create Adhoc Product Return to Contract Lines

The **Lines** tab redisplay.

General Information

Contract Number 0000002350 Sold To Customer WHITEHURST PAVING COMPANY, INC.
Contract Status PENDING

Add Contract Lines Add Default Kit

Contract Lines ? Personalize Find View All 1 of 1 Last

Actions	Line	Product	Description	Price Type	Standalone Sale	Bundle	Start Date	End Date	Status	Supplemental Data
Actions	1	DEF_PROJE71	Partic Adv-CON-1st C	Amount	<input type="checkbox"/>		06/25/2025		Active	Supplemental Data

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



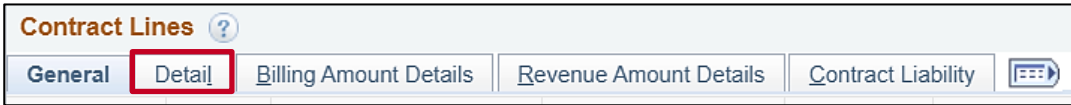
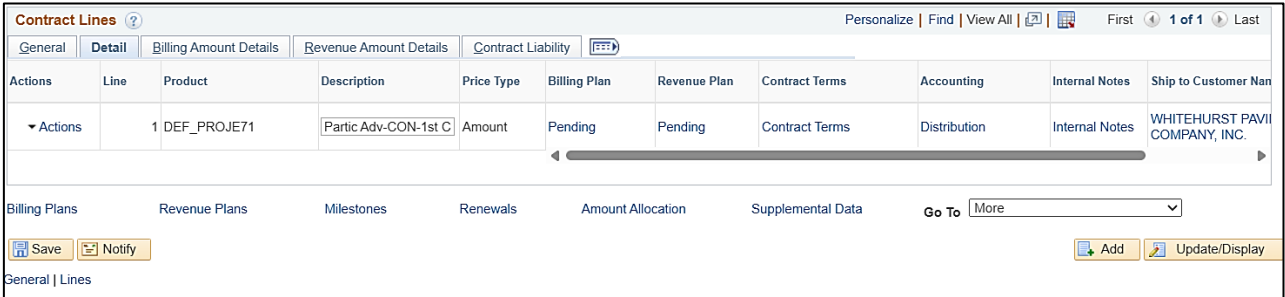
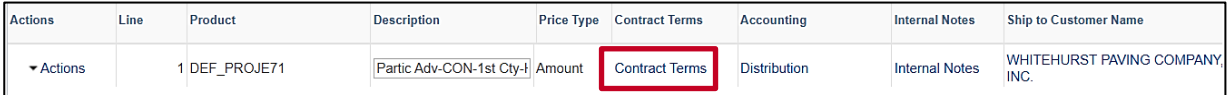
Save Notify Add Update/Display

General | Lines



Project Accounting Job Aid

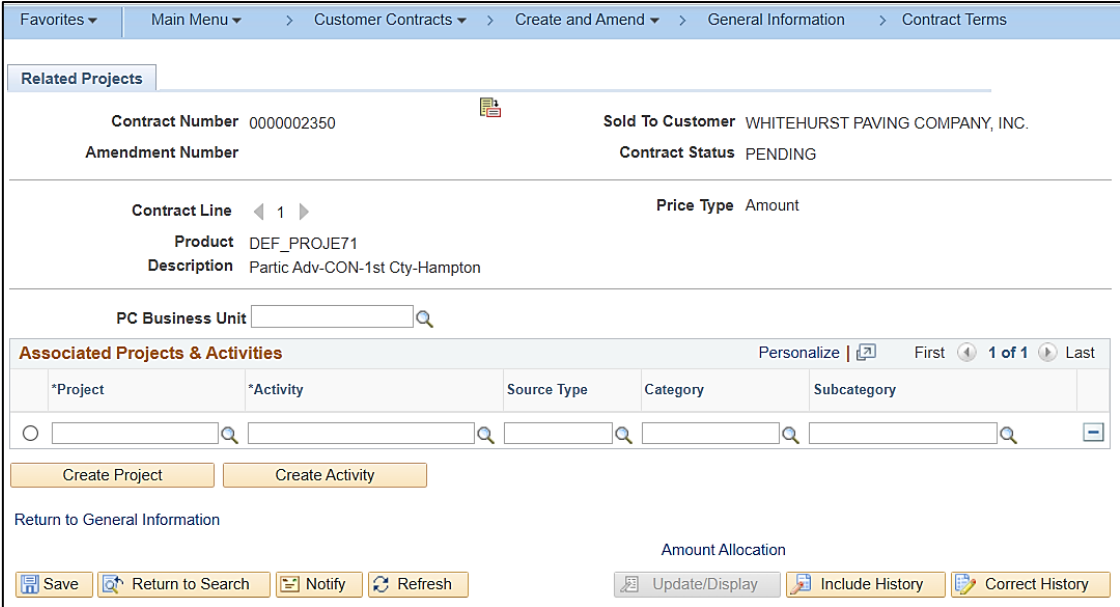

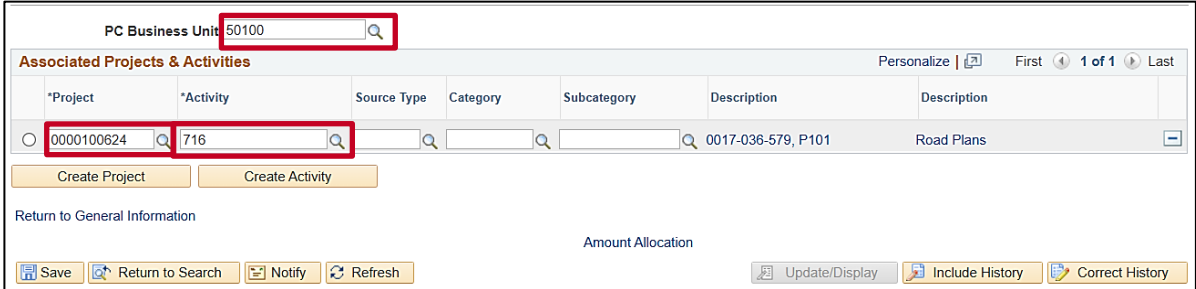

PA354_Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

Step	Action
19.	<p>Click the Save button.</p> 
	<p>This action saves the Contract Line and defaults the Contract Billing Plans and Revenue Plans based on the Product.</p>
20.	<p>Click the Detail tab to add the Project and Activity to the Contract Line.</p> 
<p>The Contract Lines Detail tab displays.</p> 	
21.	<p>Click the Contract Terms link within the Contract Terms field.</p> 



Project Accounting Job Aid


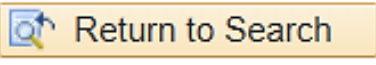
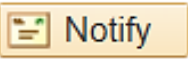

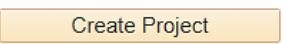
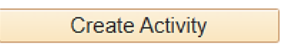
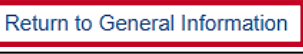
PA354_Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

Step	Action
	<p>The Related Projects tab displays.</p> 
	If additional tabs display, click the Related Projects tab.
22.	<p>To associate a Project and Activity, complete the following:</p> <ol style="list-style-type: none">Enter the Agency Business Unit in the PC Business Unit fieldEnter the applicable Project ID in the Project fieldEnter the applicable Activity in the Activity field 
	The selected Activity must be from the associated Project phase and the Project and Activity must be active for the Accounting Distribution to save.

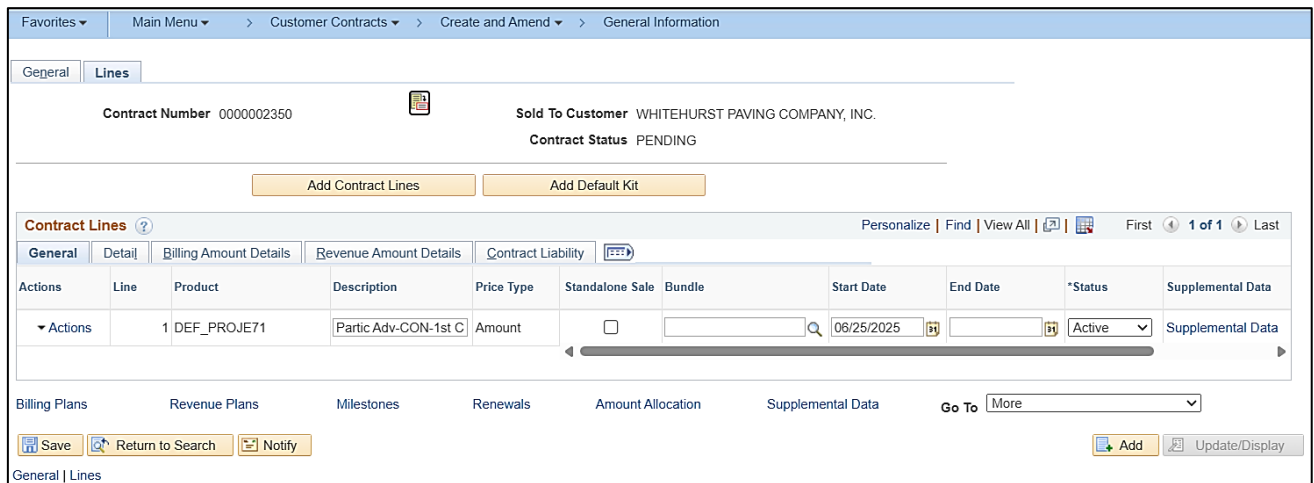


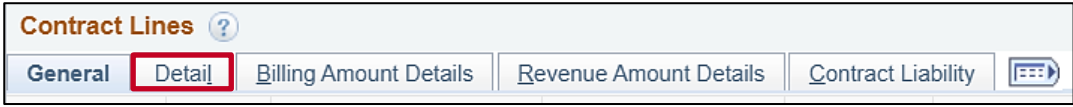
Project Accounting Job Aid

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

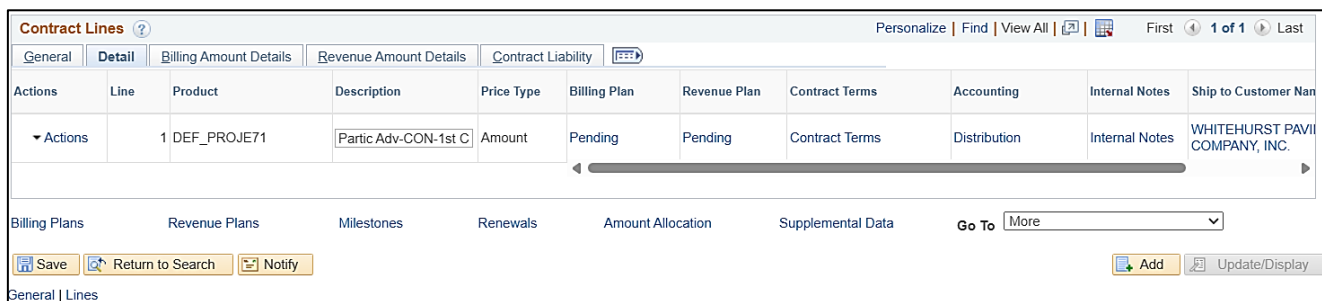
Step	Action
23.	Click the Save button.    
24.	Click the Return to General Information link.   

The **Lines** tab redisplay.



25.	Click the Detail tab within the Contract Lines section. 
-----	---

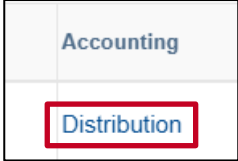
The **Detail** tab displays.



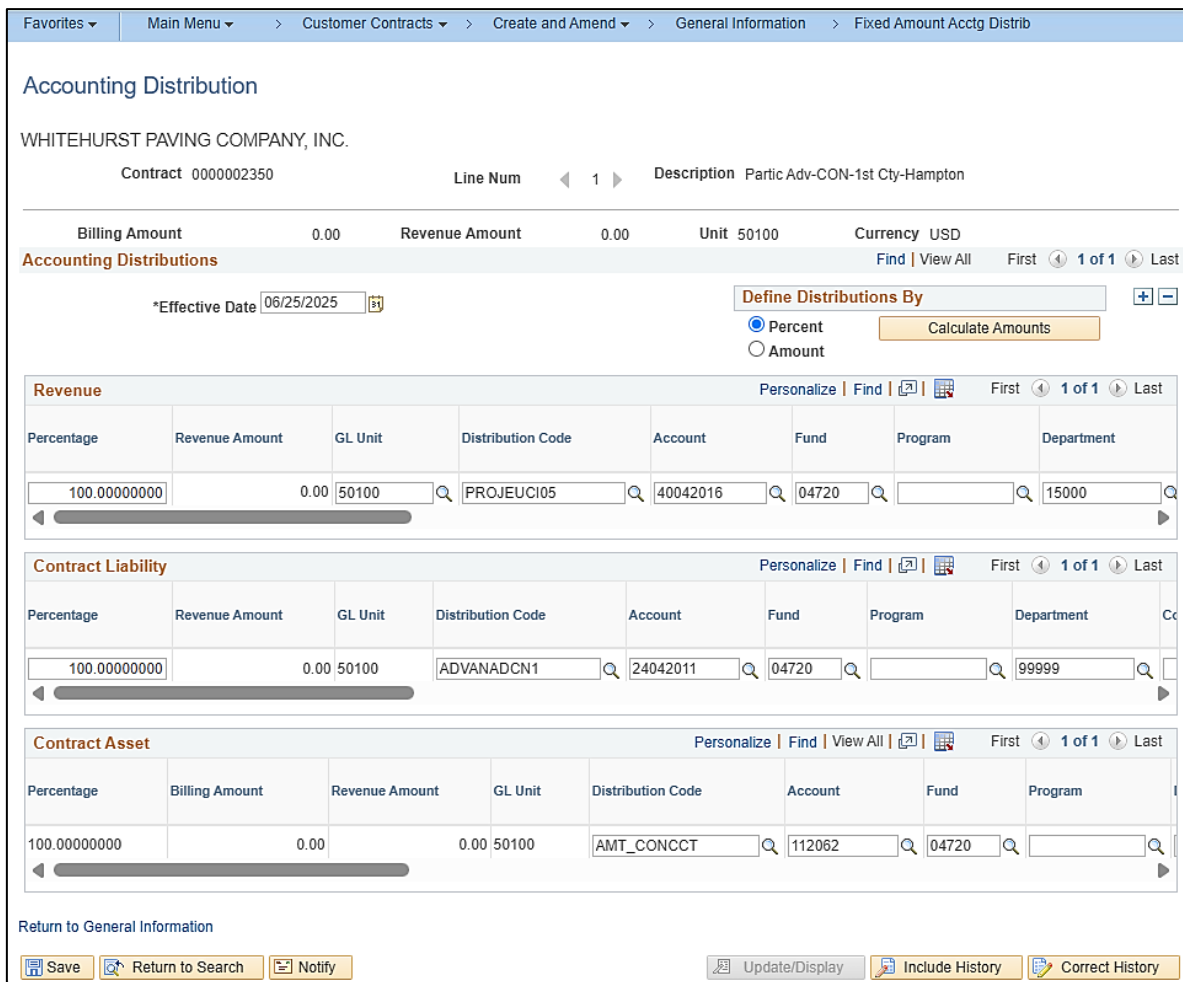


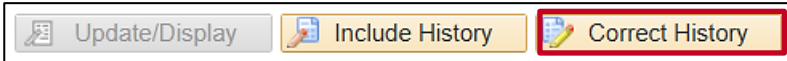
Project Accounting Job Aid

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

Step	Action
26.	Click the Distribution link in the Accounting field. 

The **Accounting Distribution** page displays.



27.	Click the Correct History button. 
-----	--



Project Accounting Job Aid

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

Step	Action																																																						
28.	<p>The Fund and Department fields must match for the Revenue, Contract Liability, and Contract Asset Lines. Update the Fund and/or the Department values as applicable.</p> <div><div>Revenue</div><table><tr><td>Percentage</td><td>Revenue Amount</td><td>GL Unit</td><td>Distribution Code</td><td>Account</td><td>Fund</td><td>Program</td><td>Department</td></tr><tr><td>100.00000000</td><td>0.00</td><td>50100</td><td>PROJFUC05</td><td>40042018</td><td>04720</td><td></td><td>15000</td></tr></table><div>Contract Liability</div><table><tr><td>Percentage</td><td>Revenue Amount</td><td>GL Unit</td><td>Distribution Code</td><td>Account</td><td>Fund</td><td>Program</td><td>Department</td></tr><tr><td>100.00000000</td><td>0.00</td><td>50100</td><td></td><td>24042011</td><td>04720</td><td></td><td>15000</td></tr></table><div>Contract Asset</div><table><tr><td>Billing Amount</td><td>Revenue Amount</td><td>GL Unit</td><td>Distribution Code</td><td>Account</td><td>Fund</td><td>Program</td><td>Department</td></tr><tr><td>0.00</td><td>0.00</td><td>50100</td><td>AMT_CONCCT</td><td>112062</td><td>04720</td><td></td><td>15000</td></tr></table></div>	Percentage	Revenue Amount	GL Unit	Distribution Code	Account	Fund	Program	Department	100.00000000	0.00	50100	PROJFUC05	40042018	04720		15000	Percentage	Revenue Amount	GL Unit	Distribution Code	Account	Fund	Program	Department	100.00000000	0.00	50100		24042011	04720		15000	Billing Amount	Revenue Amount	GL Unit	Distribution Code	Account	Fund	Program	Department	0.00	0.00	50100	AMT_CONCCT	112062	04720		15000						
Percentage	Revenue Amount	GL Unit	Distribution Code	Account	Fund	Program	Department																																																
100.00000000	0.00	50100	PROJFUC05	40042018	04720		15000																																																
Percentage	Revenue Amount	GL Unit	Distribution Code	Account	Fund	Program	Department																																																
100.00000000	0.00	50100		24042011	04720		15000																																																
Billing Amount	Revenue Amount	GL Unit	Distribution Code	Account	Fund	Program	Department																																																
0.00	0.00	50100	AMT_CONCCT	112062	04720		15000																																																
29.	<p>Scroll to the right as needed for the Revenue, Contract Liability, and Contract Asset Lines and enter or select the following:</p> <div><div>a. PC Business Unit: enter/select the Agency Business Unit</div><div>b. Project: enter/select the same Project ID that was used when the Contract Line was created</div><div>c. Activity: enter/select the same Activity that was used when creating the Contract Line</div></div> <div><div>Revenue</div><table><tr><td>Task</td><td>FIPS</td><td>Asset</td><td>Agency Use 1</td><td>Agency Use 2</td><td>PC Business Unit</td><td>Project</td><td>Activity</td><td>Source Type</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>50100</td><td>0000100624</td><td>716</td><td></td></tr></table><div>Contract Liability</div><table><tr><td>Task</td><td>FIPS</td><td>Asset</td><td>Agency Use 1</td><td>Agency Use 2</td><td>PC Business Unit</td><td>Project</td><td>Activity</td><td>Source Type</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>50100</td><td>0000100624</td><td>716</td><td></td></tr></table><div>Contract Asset</div><table><tr><td>Task</td><td>FIPS</td><td>Asset</td><td>Agency Use 1</td><td>Agency Use 2</td><td>PC Business Unit</td><td>Project</td><td>Activity</td><td>Source Type</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>50100</td><td>0000100624</td><td>716</td><td></td></tr></table></div>	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	Activity	Source Type						50100	0000100624	716		Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	Activity	Source Type						50100	0000100624	716		Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	Activity	Source Type						50100	0000100624	716	
Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	Activity	Source Type																																															
					50100	0000100624	716																																																
Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	Activity	Source Type																																															
					50100	0000100624	716																																																
Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	Activity	Source Type																																															
					50100	0000100624	716																																																
30.	<p>Click the Save button.</p> <div><div>Save</div><div>Return to Search</div><div>Notify</div></div>																																																						

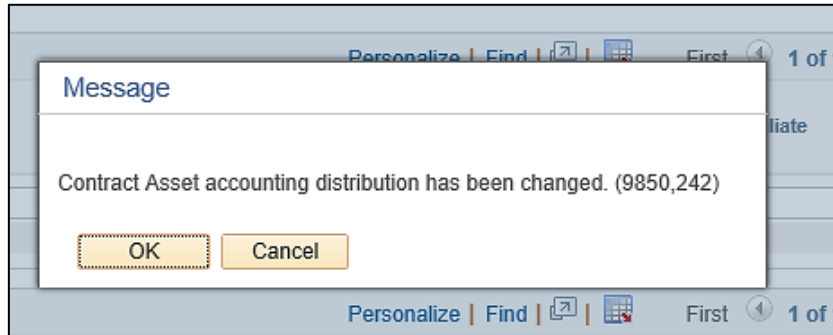


Project Accounting Job Aid

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

Step	Action
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A **Message** displays in a pop-up window indicating that the “Contract Asset accounting distribution has been changed”.



31.	Click the OK button.
-----	-----------------------------



The **Accounting Distribution** page redispays.

Accounting Distribution

WHITEHURST PAVING COMPANY, INC.

Contract 0000002232 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 Type
					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 Type
					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 Type
					50100	0000100624	716	

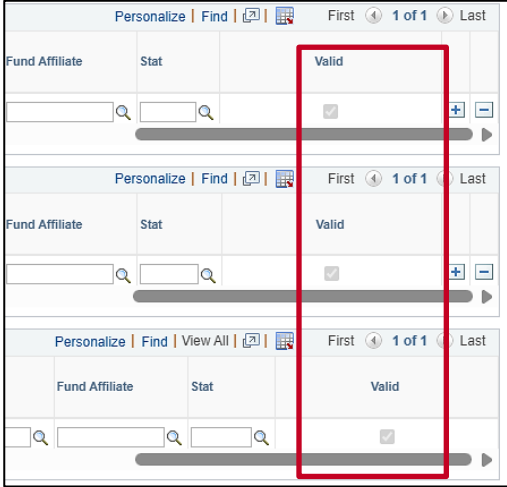
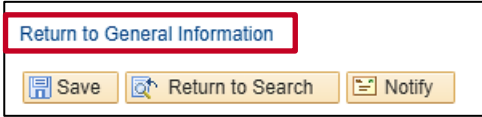
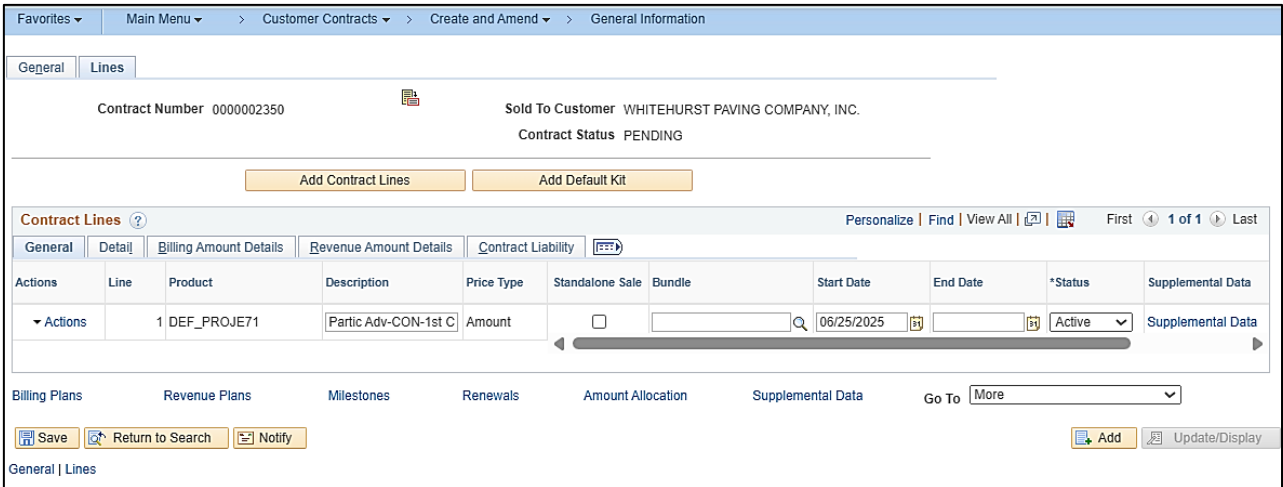
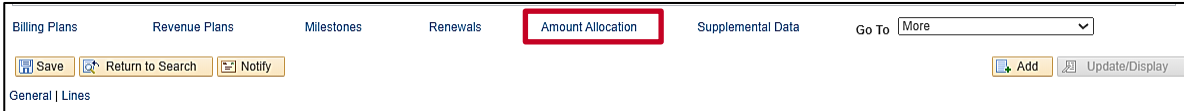
Return to General Information

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



Project Accounting Job Aid

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

Step	Action
32.	<p>Scroll to the right as needed and verify that all of the distributions display as “Valid” (Valid checkbox option checked).</p>  <p>The screenshot shows a table with columns for Fund Affiliate, Stat, and Valid. The 'Valid' column has a checkbox that is checked. A red box highlights the 'Valid' column header and the checked checkbox.</p>
33.	<p>Click the Return to General Information link.</p>  <p>The screenshot shows a button labeled 'Return to General Information' with a red box around it. Below it are buttons for 'Save', 'Return to Search', and 'Notify'.</p>
<p>The Lines tab redisplay</p>  <p>The screenshot shows the 'Lines' tab in the software interface. It displays a table with columns for Contract Lines, including Line, Product, Description, Price Type, Standalone Sale, Bundle, Start Date, End Date, *Status, and Supplemental Data. The 'Status' column shows 'Active'. Below the table are buttons for 'Add Contract Lines', 'Add Default Kit', 'Save', 'Return to Search', and 'Notify'. There are also tabs for 'Billing Plans', 'Revenue Plans', 'Milestones', 'Renewals', 'Amount Allocation', and 'Supplemental Data'. The 'Amount Allocation' tab is highlighted with a red box.</p>	
34.	<p>Click the Amount Allocation link.</p>  <p>The screenshot shows the 'Amount Allocation' link in the software interface. It is highlighted with a red box. Below it are buttons for 'Save', 'Return to Search', and 'Notify'. There are also tabs for 'Billing Plans', 'Revenue Plans', 'Milestones', 'Renewals', 'Amount Allocation', and 'Supplemental Data'. The 'Amount Allocation' tab is highlighted with a red box.</p>



Project Accounting Job Aid

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

Step	Action
------	--------

The **Billing Allocation** tab displays.

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

Billing Allocation

Contract 0000002350 Sold To Customer 0000000015 WHITEHURST PAVING COMPANY, INC.
Business Unit 50100 Currency USD Contract Admin

Contract Billing ?

Total Billing Unallocated Billing 0.00

Fixed Billing ?

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

Recalculate

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

Retrieve Billing Price	Line	Product	Bundle	Price Type	Quantity	Extended Price	Billing Amount	Billing Discounts/Surcharges	Net Billing	Simulate Billing Pricing	Actions
<input type="checkbox"/>	1	DEF_PROJE71		Amount	1.0000	0.00	<input type="text"/> 0.00	0.00	0.00	Simulate Billing Pricing	▼ Actions

☒ Select All ☐ Clear All Recalculate

Line Totals ?

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

Prepays
Return to General Information

Save Return to Search Notify

35. Enter the applicable amount in the **Total Billing** field.

Contract Billing ?

Total Billing 120,000.00

36. Enter the applicable amount in the **Fixed Billing** field if it does not auto-populate.
Note: This is the fixed billing amount entered on the **General Information** page.

Fixed Billing ?

Fixed Billing 120,000.00

37. Enter the fixed billing amount in the **Billing Amount** field in the **Contract Line Pricing** section.

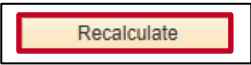

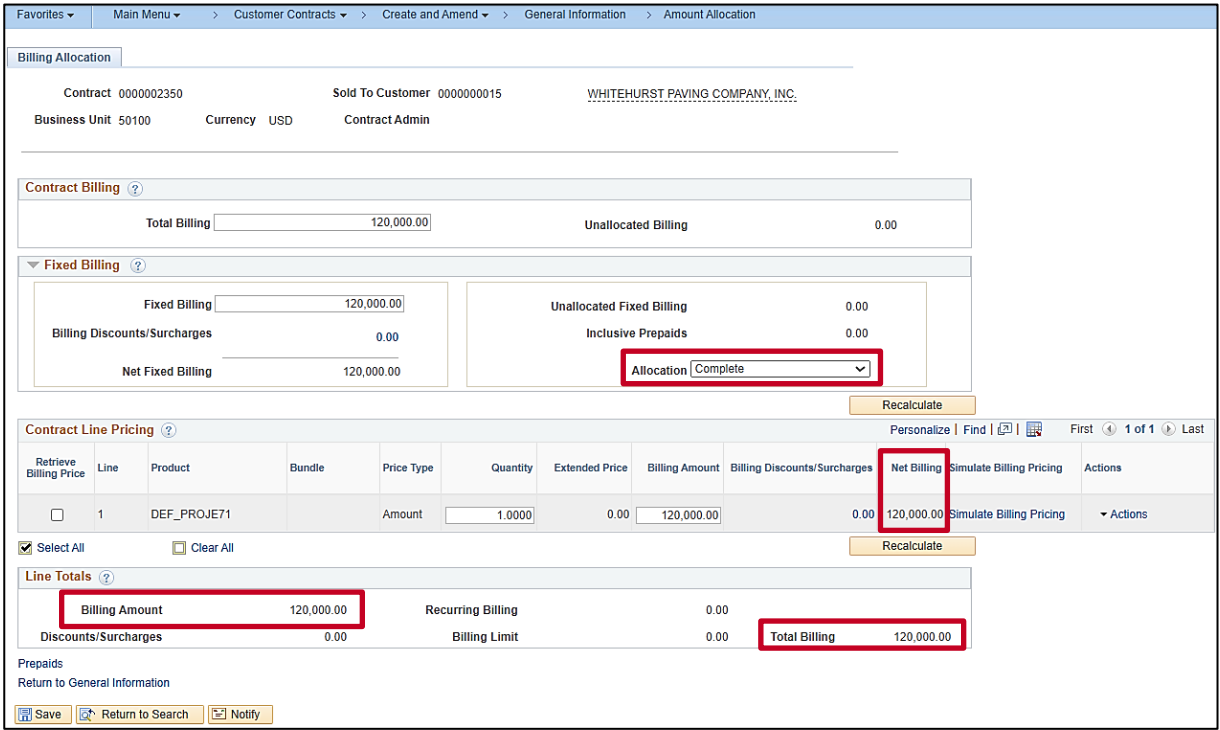

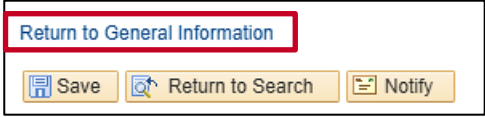
Contract Line Pricing ?

Retrieve Billing Price	Line	Product	Bundle	Price Type	Quantity	Extended Price	Billing Amount
<input type="checkbox"/>	1	DEF_PROJE71		Amount	1.0000	0.00	<input type="text"/> 120,000.00



Project Accounting Job Aid

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

Step	Action
38.	<p>Click the Recalculate button.</p> <p>Note: It does not matter which Recalculate button is clicked.</p> <p></p>
	<p>This process updates the Allocation field from “Incomplete” to “Complete” and updates the Net Billing, Billing Amount, and Total Billing fields with the applicable amount.</p> <p></p>
39.	<p>Click the Save button.</p> <p></p>
40.	<p>Click the Return to General Information link.</p> <p></p>



Project Accounting Job Aid

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

Step	Action
------	--------

The **Lines** tab redisplay.

Contract Number 0000002350 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"/>		06/25/2025		Active	Supplemental Data

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

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

General | Lines

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

[Billing Plans](#) [Revenue Plans](#)

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

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

The **Assign Billing Plan** page displays.

Assign Billing Plan

Contract 0000002350 Local - Prepaid Amount Based
Sold To Customer WHITEHURST PAVING COMPANY, INC.

Contract Lines to be Assigned / Unassigned [Personalize](#) [View All](#) [First](#) [1 of 1](#) [Last](#)

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

☒ [Select All](#) ☐ [Clear All](#)


Bill Plan to Assign / Unassign

Billing Plan [Find](#) Billing Plan Template [Find](#)
Billing Method [Find](#) Bill Plan Detail Template ID [Find](#)
Description

[Assign](#) Assign selected Lines/Sequences to Billing Plan [Unassign](#) Unassign selected Lines/Sequences from Billing Plan

[Return to General Information](#)

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

Step	Action						
42.	<p>Click the B101 link in the Plan field.</p> <table><tr><th>Price Type</th><th>Plan</th><th>Plan Description</th></tr><tr><td>Amount</td><td>B101</td><td>Prepaid - Immediate</td></tr></table>	Price Type	Plan	Plan Description	Amount	B101	Prepaid - Immediate
Price Type	Plan	Plan Description					
Amount	B101	Prepaid - Immediate					
<p>The Billing Plan General tab displays.</p> <div><div><div><div><div>Favorites</div><div>Main Menu</div><div>Customer Contracts</div><div>Create and Amend</div><div>General Information</div><div>Assign Billing Plan</div><div>Define Billing Plan</div></div><div><div>Billing Plan General</div><div>History</div></div></div><div><div>Contract 0000002350</div><div>Sold To Customer 0000000015</div><div>Billing Plan ◀ B101 ▶</div><div>Prepaid - Immediate</div><div>BI Unit 50100</div><div>Bill To 0000000015</div><div>Currency USD</div><div>WHITEHURST PAVING COMPANY, INC.</div><div>WHITEHURST PAVING COMPANY, INC.</div></div><div><div>Description Prepaid - Immediate</div><div>*Billing Status Pending</div><div>Billing Method Immediate</div><div>Ready at Activation</div></div><div><div><div>Customer Information</div><div>BI Unit 50100</div><div>*Bill To Customer 0000000015</div><div>Addr Num 1</div><div>Bill To Contact</div><div>VA Dept of Transportation</div><div>WHITEHURST PAVING COMPANY, INC.</div></div><div><div>Amount Detail</div><div>Billing Amount 120,000.00</div><div>Total Amount 120,000.00</div><div>Total Billing History 0.00</div></div></div><div><div><div>Billing Options</div><div>Bill Type CCT</div><div>Bill Source PROJE</div><div>Summarization Template ID VDOT_OTHER</div><div>Billing Header Note</div><div>Internal Notes</div><div>Preview Summarization Template</div><div>Pre Approved</div><div>Direct Invoice</div><div>VDOT Other</div></div><div><div>Billing Default Overrides</div><div>Invoice Form LANDSCAPE</div><div>Cycle ID MONTHLY</div><div>Bill By ID PC_OTHER</div><div>Payment Method</div><div>Payment Terms</div><div>Billing Inquiry</div><div>Billing Specialist</div><div>View Customer Defaults</div><div>Non-Federal Project</div></div></div><div><div>Return to Assign Billing Plan</div><div>Save</div><div>Return to Search</div><div>Notify</div><div>Add</div><div>Update/Display</div></div><div>Billing Plan General History</div></div></div>							
	<p>No changes are required on this page. However, the user should confirm that the information in the Billing Options and Bill Default Overrides sections is accurate.</p>						
43.	<p>Click the Return to Assign Billing Plan link.</p> <div><div><div>Return to Assign Billing Plan</div><div>Save</div><div>Return to Search</div><div>Notify</div><div>Billing Plan General History</div></div></div>						



Project Accounting Job Aid

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

Step	Action
------	--------

The **Assign Billing Plan** page redispays.

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

Assign Billing Plan

Contract 0000002350 Local - Prepaid Amount Based
Sold To Customer WHITEHURST PAVING COMPANY, INC.

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

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

☒ Select All ☐ Clear All

Bill Plan to Assign / Unassign

Billing Plan Billing Plan Template
Billing Method Bill Plan Detail Template ID
Description

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

[Return to General Information](#)

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

[Return to General Information](#)

The **Lines** tab redispays.

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

General | **Lines**

Contract Number 0000002350 Sold To Customer WHITEHURST PAVING COMPANY, INC.
Contract Status PENDING

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

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

Actions	Line	Product	Description	Price Type	Standalone Sale	Bundle	Start Date	End Date	*Status	Supplemental Data
▼ Actions	1	DEF_PROJE71	Partic Adv-CON-1st C	Amount	<input type="checkbox"/>	<input type="text" value=""/>	06/25/2025		Active	Supplemental Data

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

[General | Lines](#)

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

[Billing Plans](#) [Revenue Plans](#)

[General | Lines](#)



Project Accounting Job Aid

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

Step

Action

The **Assign Revenue Plan** page displays.

Favorites

Main Menu

Customer Contracts

Create and Amend

General Information

Assign Revenue Plan

Assign Revenue Plan

Contract 0000002350

Local - Prepaid Amount Based

Sold To Customer WHITEHURST PAVING COMPANY, INC.

Contract Lines to be Assigned / Unassigned

Personalize | Find | View All | First 1 of 1 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

Unassign

Assign selected contract lines to Revenue Plan

Unassign selected contract lines from Revenue Plan

Return to General Information

Return to Search

Notify

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

Price Type	Plan	Plan Description
Amount	R101	Apportionment - 12



Project Accounting Job Aid

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

Step	Action
------	--------

The **Revenue Plan** page displays.

Revenue Plan

Contract 0000002350 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 ☐ Amount ☐ Internal Notes
Calculate Amounts

Amount Detail
Total Amount 120,000.00
Remaining Percent 0.00000000
Remaining Amount 0.00

Apportionment Parameters
Start Date 06/25/2025 End Date Number of Periods
Schedule ID
Percentage
Build Event

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

Event	*Event Status	Accounting Date	Percent	Amount	From Date	To Date
1	Ready	08/31/2025	8.33333333	10,000.00	07/12/2025	08/11/2025
2	Ready	09/30/2025	8.33333333	10,000.00	08/12/2025	09/11/2025
3	Ready	10/31/2025	8.33333333	10,000.00	09/12/2025	10/11/2025
4	Ready	11/30/2025	8.33333333	10,000.00	10/12/2025	11/11/2025
5	Ready	12/31/2025	8.33333333	10,000.00	11/12/2025	12/11/2025
6	Ready	01/31/2026	8.33333333	10,000.00	12/12/2025	01/11/2026
7	Ready	02/28/2026	8.33333333	10,000.00	01/12/2026	02/11/2026
8	Ready	03/31/2026	8.33333333	10,000.00	02/12/2026	03/11/2026
9	Ready	04/30/2026	8.33333333	10,000.00	03/12/2026	04/11/2026
10	Ready	05/31/2026	8.33333333	10,000.00	04/12/2026	05/11/2026
11	Ready	06/30/2026	8.33333333	10,000.00	05/12/2026	06/11/2026
12	Ready	07/31/2026	8.33333337	10,000.00	06/12/2026	07/11/2026

Return to Assign Revenue Plan
Save Return to Search Notify Add Update/Display



The **Recognition Method** field defaults to “Apportionment” for the Contract. The **Event Detail** section prepopulates based on the Revenue Plan selected when the Contract Line was added. No changes are required on this page. However, the user should confirm that the number of Events is as expected in the **Event Detail** section. If the number of Events is not as expected, the user should review the selected Revenue Plan for accuracy.



Project Accounting Job Aid

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Step	Action																		
47.	<div>Click the Return to Assign Revenue Plan link.</div> <div><div>Return to Assign Revenue Plan</div><div><div> Save</div><div> Return to Search</div><div> Notify</div></div></div>																		
<div>The Assign Revenue Plan page redisplays.</div> <div><div><div>Favorites ▾Main Menu ▾Customer Contracts ▾Create and Amend ▾General Information ▾Assign Revenue Plan</div><div>Assign Revenue Plan</div><div>Contract 0000002350Local - Prepaid Amount Based</div><div>Sold To Customer WHITEHURST PAVING COMPANY, INC.</div><div><div>Contract Lines to be Assigned / Unassigned</div><div>Personalize Find View All First 1 of 1 Last</div><table><tr><th>Line</th><th>Product</th><th>Description</th><th>Revenue Amount</th><th>Price Type</th><th>Plan</th><th>Plan Description</th><th>Revenue Method</th><th>Status</th></tr><tr><td><input type="checkbox"/></td><td>1 DEF_PROJE71</td><td>Partic Adv-CON-1st Cty-Hampton</td><td>120,000.00</td><td>Amount</td><td>R101</td><td>Apportionment - 12</td><td>Apportionment</td><td>Pending</td></tr></table><div><input checked="" type="checkbox"/> Select All<input type="checkbox"/> Clear All</div><div><div>Revenue Plan Assign/Unassign</div><div><div>Revenue Plan NEXT</div><div>Revenue Plan Template</div><div>Revenue Method</div><div>Description</div></div><div><div>Assign</div>Assign selected contract lines to Revenue Plan<div><div>Unassign</div>Unassign selected contract lines from Revenue Plan</div></div></div><div>Return to General Information</div><div><div> Return to Search</div><div> Notify</div></div></div></div></div>		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
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											
48.	<div>Click the Return to General Information link.</div> <div><div>Return to General Information</div><div><div> Return to Search</div><div> Notify</div></div></div>																		



Project Accounting Job Aid

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Step	Action
	<p>The General tab redisplay.</p> <div><div>Favorites ▾Main Menu ▾ > Customer Contracts ▾ > Create and Amend ▾ > General Information</div><div><div>General Lines</div><div><div>Contract Number 0000002350</div><div>Sold To Customer WHITEHURST PAVING COMPANY, INC.</div><div>*Contract Status PENDING</div><div>Add to My Contracts</div></div><div><div><div>Description Local - Prepaid Amount Based</div><div>Contract Admin</div><div>Region Code</div><div>Contract Type</div><div>Currency Code USD</div><div>Exchange Rate Type CRRNT</div><div>Contract Signed 06/25/2025</div><div>Contract Role</div><div>Revenue Profile</div><div>Use Project ChartFields: <input checked="" type="checkbox"/></div></div><div><div>Processing Status Pending</div><div>Amendment Status</div><div>Business Unit VA Dept of Transportation</div><div>Contract Classification Standard</div><div>Last Amended</div><div>Start Date 06/25/2025</div><div>End Date</div><div>Last Update Date/Time 06/25/2025 4:39:59PM</div><div>Last Update User ID</div><div>Separate Fixed Billing and Revenue: <input type="checkbox"/></div><div>Separate As Incurred Billing and Revenue: <input type="checkbox"/></div></div></div><div><div>Other Information</div><div>Summary of Amounts</div></div><div><div>Billing PlansRevenue PlansMilestonesRenewalsAmount AllocationSupplemental Data</div><div>Go To More</div></div><div><div>SaveReturn to SearchNotify</div><div>AddUpdate/Display</div></div><div>General Lines</div></div></div>

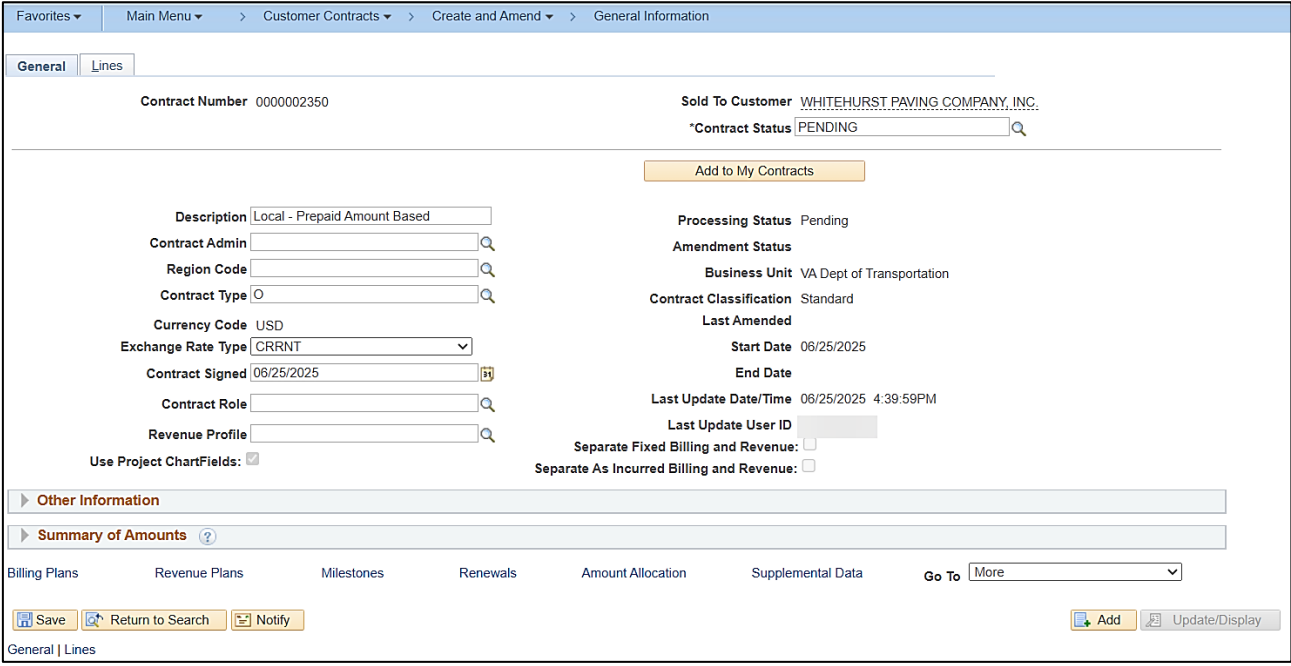
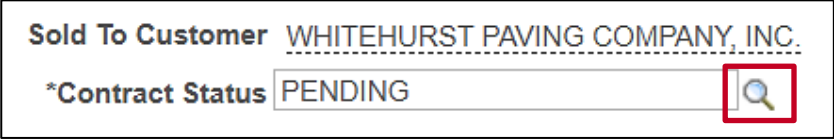


Project Accounting Job Aid

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

Activating the Contract

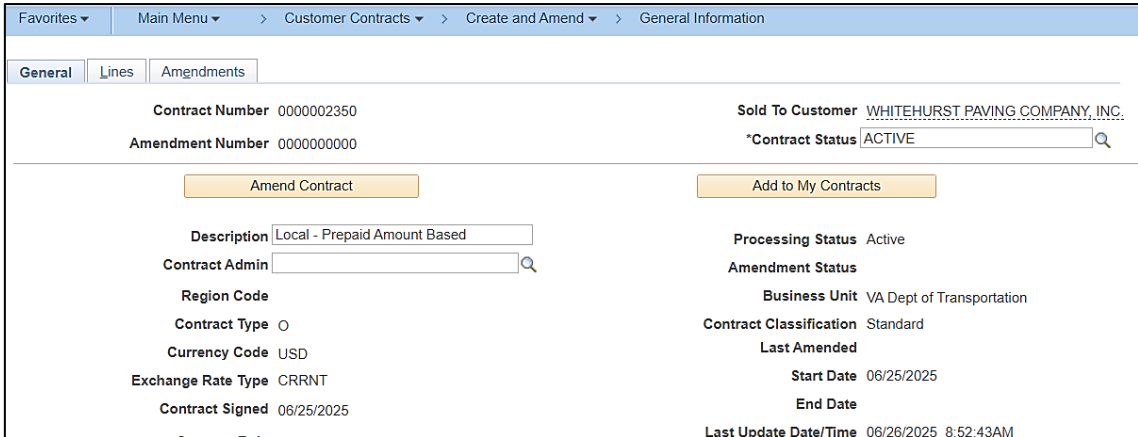
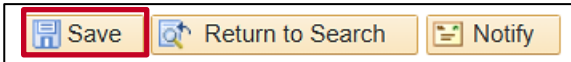

This section of the Job Aid begins on the **Customer Contract General Information** page. For information and navigation to get to this step, refer to the [Creating a Non-Federal Amount-Based Prepaid Contract](#) section of this Job Aid.

Step	Action
	<p>The Customer Contract General Information page displays with the General tab displayed by default.</p>  <p>1. Click the Contract Status Look up icon and select “ACTIVE”.</p> 



Project Accounting Job Aid

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Step	Action
	<p>The General Information page refreshes with “ACTIVE” displayed in the Contract Status field.</p> 
2.	<p>Click the Save button.</p> 
	<p>The initial prepaid amount can be changed 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. For more information pertaining to creating and processing an amendment, refer to the Job Aid titled PA354_Amending Non-Federal Customer Contracts. This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p>