

## Creating Non-Federal Recurring Contracts Overview

To create a Recurring Contract, a Recurring Product must be created first. Define the start date and schedule and each time the plan is eligible for billing, the system generates the appropriate Invoice Lines and sends them to the Billing module along with the accounting distribution for processing.

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

- A Revenue/Bill Plan template must be created for the number of billings (e.g., 3 months, 6 months, etc.)
- A Product must be created
- A Distribution Set must be created

**Note:** To create a new recurring Product, it is recommended that a Help Desk ticket ([vccc@vita.virginia.gov](mailto: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.

When creating a Recurring Product in Cardinal:

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

Creating Non-Federal Recurring Contracts involves the following steps:

- Creating Contract Header - When creating the Contract Header, information is defined for the entire Contract. This may include the Contract signed date, the Contract Administrator, and the Contract Type
- Creating Contract Line(s) - Contracts may have more than one Contract Line. However, most Recurring Contracts will only have one. At this level, a Product is chosen that defines the Contract as recurring
- Associating Project and Activity – A Project and Activity are associated to a Contract Line on the **Related Projects** page
- Updating the Distribution - The Project and Activity must be defined on the Distribution
- Reviewing the Billing Plan - The Billing Plan is created automatically and can be viewed. The user can also stop the recurring billing before the scheduled end date by changing the end date and saving it on this page
- Activating the Contract - Activating a Contract indicates that all data for the Contract is in Cardinal and that billing will commence



Unlike Rate-Based Contracts, the same Project/Activity combination can be associated with more than one Contract Line for a Recurring Contract. After creating the Contract, adding Product(s), setting the limits, and associating the Project/Activity(s), the Contract is ready to be set to “ACTIVE”.

**Navigation Note:** Please note that there may 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 Recurring Contracts (VDOT Only)

#### Revision History

Revision Date	Summary of Changes
10/8/2025	Baseline.

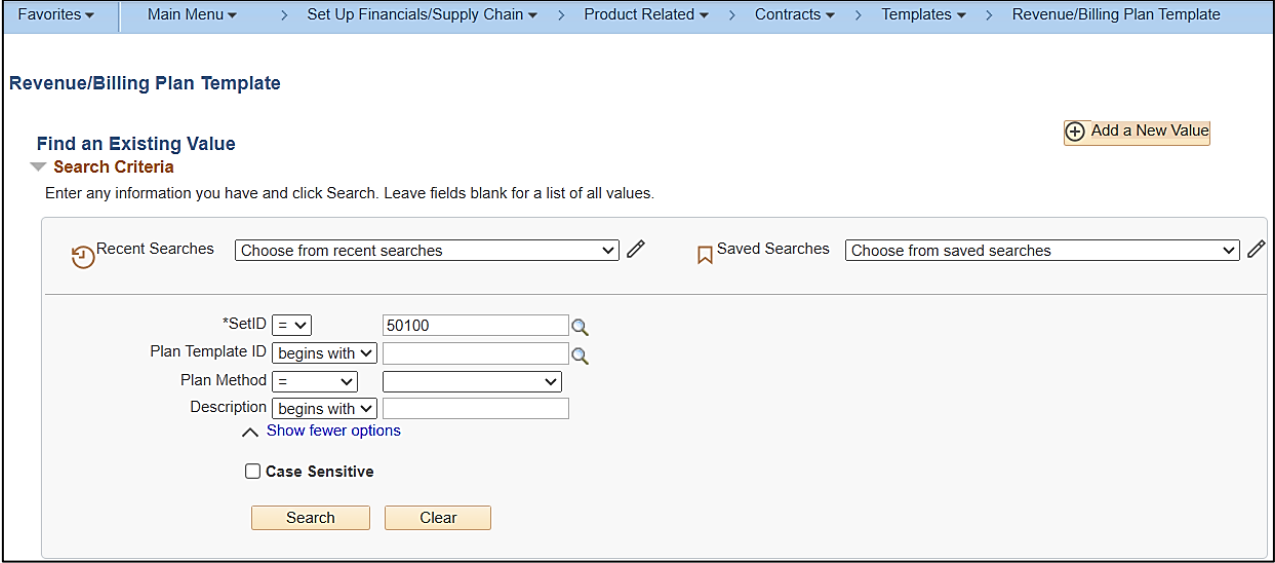





# Project Accounting Job Aid

## PA354\_Creating Non-Federal Recurring Contracts (VDOT Only)

### Creating a Recurring Revenue/Bill Plan Template







Before creating a Revenue/Bill Plan Template, validate that a Revenue/Bill Plan Template has not been created for the number of months that the Contract will need to produce a Bill.

Step	Action
1.	<p>Navigate to the <b>Revenue/Billing Plan Template</b> page using the following path:</p> <p><b>Main Menu &gt; Set Up Financials/Supply Chain &gt; Product Related &gt; Contracts &gt; Templates &gt; Revenue/Billing Plan Template</b></p> <p>The <b>Revenue/Billing Plan Template Find an Existing Value Search</b> page displays.</p> 
	<p>For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled <b>Overview of the Cardinal FIN Search Pages</b>. This Job Aid is located on the Cardinal Website in <b>Job Aids</b> under <b>Learning</b>.</p>
2.	<p>Click the <b>Plan Template ID Look up</b> icon and select "REC".</p> 
3.	<p>Click the <b>Search</b> button.</p> 



## Project Accounting Job Aid

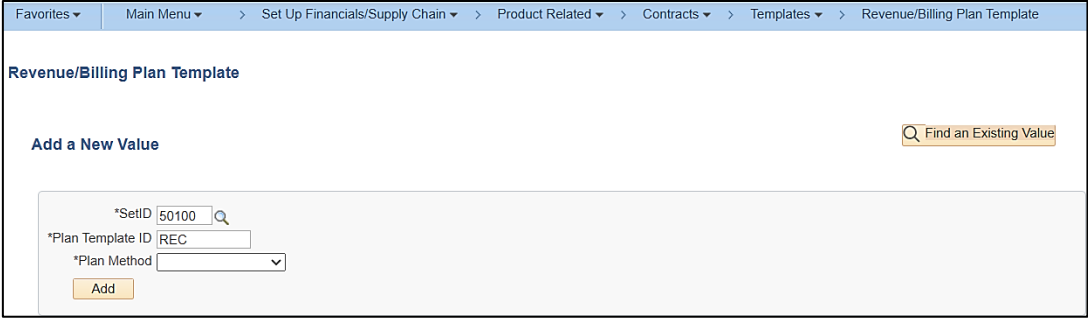
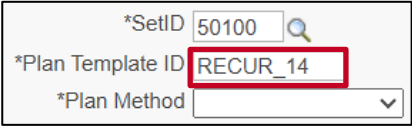


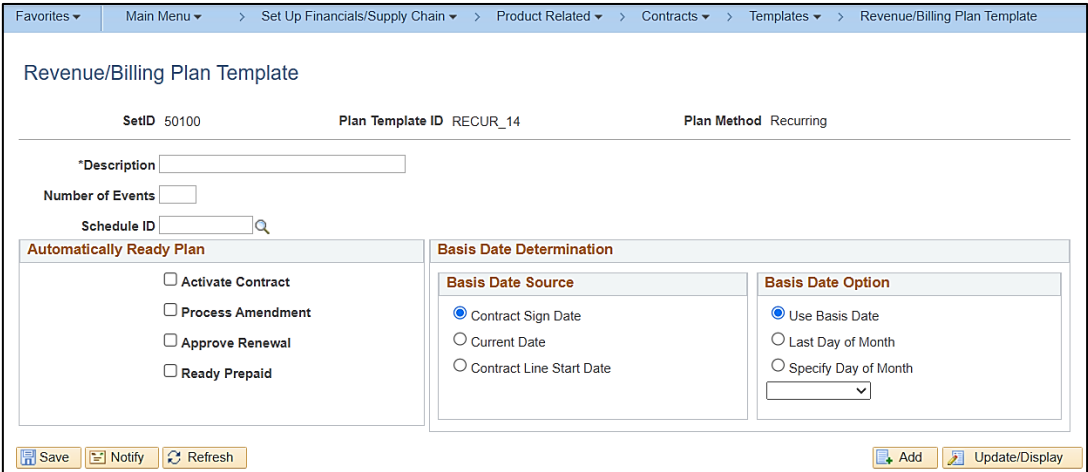
### PA354\_Creating Non-Federal Recurring Contracts (VDOT Only)

Step	Action																																																							
	<p>The search results display in the <b>Search Results</b> section.</p> <div><div><div>Search</div><div>Clear</div><div> Save Search</div></div><div><div> <b>Search Results</b></div><div>38 results - SetID "50100" Plan Template ID "REC"</div><div><div>View All   First  1-10 of 38  Last</div><table><tr><th>SetID</th><th>Plan Template ID</th><th>Plan Method</th><th>Description</th><th></th></tr><tr><td>50100</td><td>RECUR_1</td><td>Recurring</td><td>Recurring - Monthly - 1</td><td>&gt;</td></tr><tr><td>50100</td><td>RECUR_10</td><td>Recurring</td><td>Recurring - Monthly - 10</td><td>&gt;</td></tr><tr><td>50100</td><td>RECUR_11</td><td>Recurring</td><td>Recurring - Monthly - 11</td><td>&gt;</td></tr><tr><td>50100</td><td>RECUR_12</td><td>Recurring</td><td>Recurring - Monthly - 12</td><td>&gt;</td></tr><tr><td>50100</td><td>RECUR_120</td><td>Recurring</td><td>Recurring - Monthly - 120</td><td>&gt;</td></tr><tr><td>50100</td><td>RECUR_12Q</td><td>Recurring</td><td>Recurring - Quarterly 12</td><td>&gt;</td></tr><tr><td>50100</td><td>RECUR_15</td><td>Recurring</td><td>Recurring - Monthly - 15</td><td>&gt;</td></tr><tr><td>50100</td><td>RECUR_16</td><td>Recurring</td><td>Recurring - Monthly - 16</td><td>&gt;</td></tr><tr><td>50100</td><td>RECUR_17</td><td>Recurring</td><td>Recurring - Monthly - 17</td><td>&gt;</td></tr><tr><td>50100</td><td>RECUR_18</td><td>Recurring</td><td>Recurring - Monthly - 18</td><td>&gt;</td></tr></table></div></div></div>	SetID	Plan Template ID	Plan Method	Description		50100	RECUR_1	Recurring	Recurring - Monthly - 1	>	50100	RECUR_10	Recurring	Recurring - Monthly - 10	>	50100	RECUR_11	Recurring	Recurring - Monthly - 11	>	50100	RECUR_12	Recurring	Recurring - Monthly - 12	>	50100	RECUR_120	Recurring	Recurring - Monthly - 120	>	50100	RECUR_12Q	Recurring	Recurring - Quarterly 12	>	50100	RECUR_15	Recurring	Recurring - Monthly - 15	>	50100	RECUR_16	Recurring	Recurring - Monthly - 16	>	50100	RECUR_17	Recurring	Recurring - Monthly - 17	>	50100	RECUR_18	Recurring	Recurring - Monthly - 18	>
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4.	<p>Click the <b>Add a New Value</b> button.</p> <div><div> Add a New Value</div></div>																																																							



# Project Accounting Job Aid




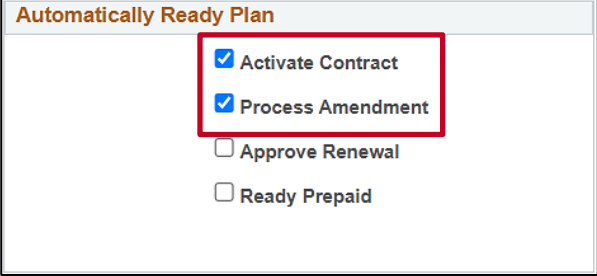
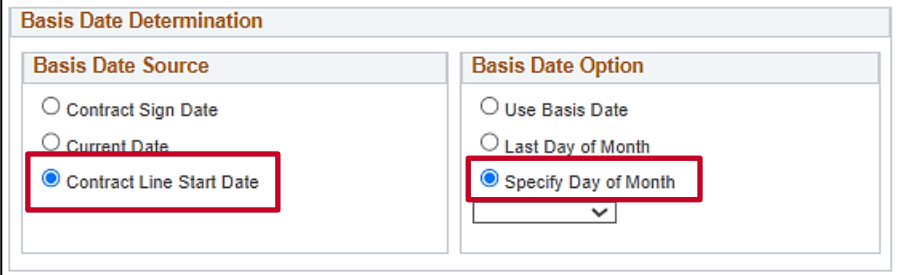
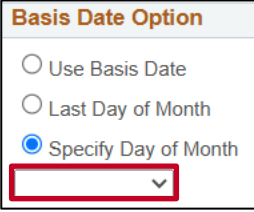
## PA354\_Creating Non-Federal Recurring Contracts (VDOT Only)

Step	Action
	<p>The <b>Revenue/Billing Plan Template Add a New Value</b> page displays.</p> 
5.	<p>Enter the Plan Template ID in the <b>Plan Template ID</b> field. Use “RECUR_” followed by the number of Bills. If quarterly, add the letter “Q” behind the number of bills (e.g., “RECUR_14Q”).</p> 
6.	<p>Click the <b>Plan Method</b> dropdown button and select “Recurring”.</p> 
7.	<p>Click the <b>Add</b> button.</p> 
	<p>The <b>Revenue/Billing Plan Template</b> page displays.</p> 



## Project Accounting Job Aid

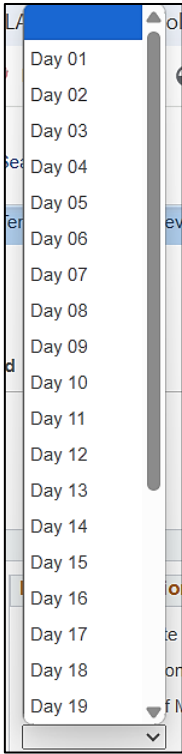
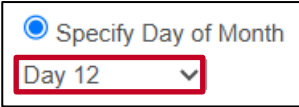

### PA354\_Creating Non-Federal Recurring Contracts (VDOT Only)

Step	Action
8.	Enter a description for the Template in the <b>Description</b> field. 
9.	Enter the applicable number of events in the <b>Number of Events</b> field. 
10.	Click the <b>Schedule ID Look up</b> icon and select the applicable Schedule ID. 
11.	Select the <b>Activate Contract</b> and <b>Process Amendment</b> checkbox options in the <b>Automatically Ready Plan</b> section. 
12.	Select the <b>Contract Line Start Date</b> radio button option within the <b>Basis Date Source</b> section and select the <b>Specify Day of Month</b> radio button option within the <b>Basis Date Option</b> section of the <b>Basis Date Determination</b> section. 
13.	Click the <b>Specify Day of Month</b> dropdown button. 



## Project Accounting Job Aid

### PA354\_Creating Non-Federal Recurring Contracts (VDOT Only)

Step	Action
	<p>The <b>Specify Day of Month</b> menu list items display.</p> 
14.	<p>Select the day of the month by clicking the corresponding list item.</p> 
15.	<p>The <b>Revenue/Billing Plan Template</b> page redisplay.</p> <p>Click the <b>Save</b> button.</p> 

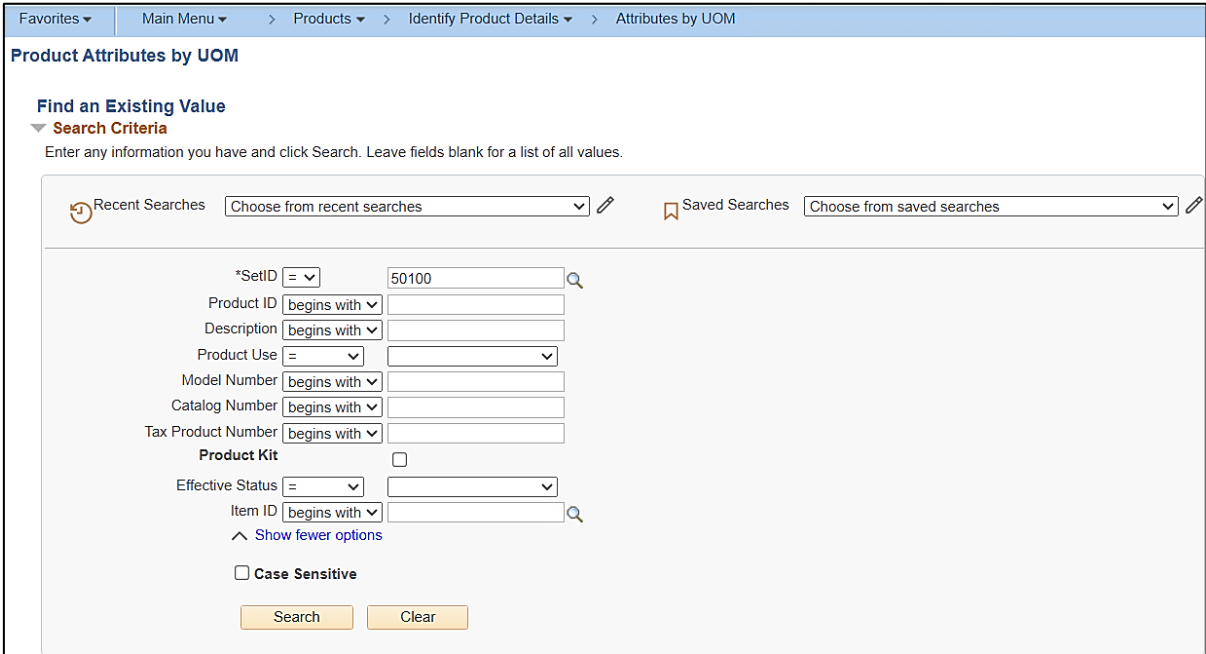






# Project Accounting Job Aid

## PA354\_Creating Non-Federal Recurring Contracts (VDOT Only)


### Creating a Recurring Product

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



## Project Accounting Job Aid

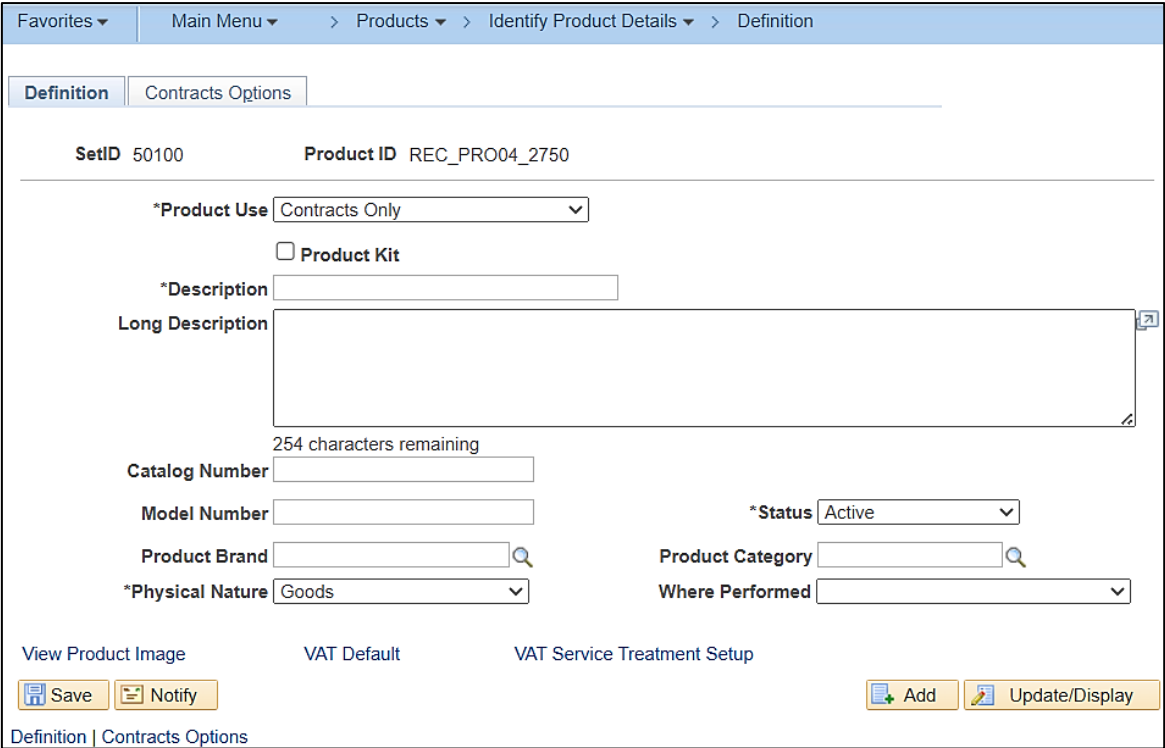

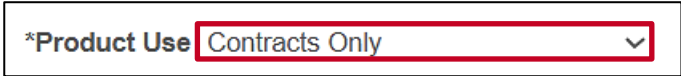



### PA354\_Creating Non-Federal Recurring Contracts (VDOT Only)

Step	Action
	<p>The <b>Product Definition Add a New Value</b> page displays.</p> <div><p><b>Product Definition</b></p><p><b>Add a New Value</b> <span>Find an Existing Value</span></p><div><p>*SetID <input type="text" value="50100"/> <span></span></p><p>*Product ID <input type="text" value="NEXT"/> <span></span></p><p><b>Add</b></p></div></div>
3.	<p>Enter the new Product ID in the <b>Product ID</b> field. Use the prefix "REC_" followed by a combination of the Category Code and Recurring Amount (e.g., "REC_PRO04_2750").</p> <div><div><p>*SetID <input type="text" value="50100"/> <span></span></p><p>*Product ID <input type="text" value="REC_PRO04_27"/> <span></span></p><p><b>Add</b></p></div></div>
	<p>Only the first 12 characters display in the <b>Product ID</b> field. However, up to 18 characters can be entered. Once added, all will display in the <b>Product ID</b> field on the <b>Definition</b> page.</p>
4.	<p>Click the <b>Add</b> button.</p> <div><div><p><b>Add</b></p></div></div>



# Project Accounting Job Aid

## PA354\_Creating Non-Federal Recurring Contracts (VDOT Only)

Step	Action
	<p>The <b>Definition</b> tab displays.</p> 
	<p>The <b>Product Use</b> field defaults to “Contracts Only”. Do not change.</p> 
5.	<p>Enter “Recurring Contract – “ followed by the dollar sign (“\$”) and the recurring amount in the <b>Description</b> field.</p> 
6.	<p>Click the <b>Physical Nature</b> dropdown button and select the applicable option (“Goods” or “Services”).</p> 
7.	<p>Click the <b>Contracts Options</b> tab.</p> 



# Project Accounting Job Aid

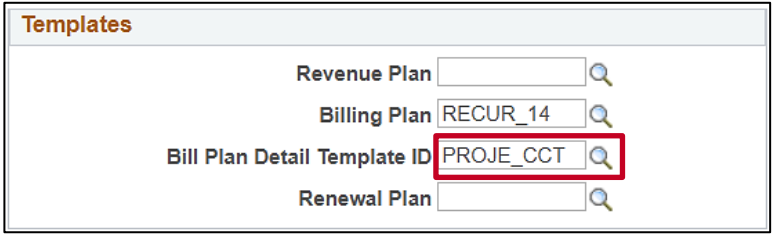


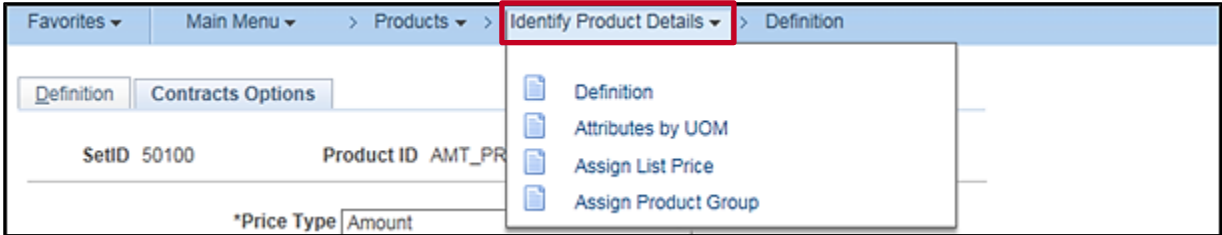
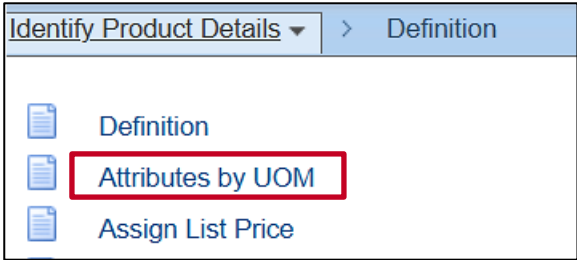
## PA354\_Creating Non-Federal Recurring Contracts (VDOT Only)

Step	Action
	<p>The <b>Contracts Options</b> tab displays.</p> <div><div><div>Favorites ▾Main Menu ▾&gt;Products ▾&gt;Identify Product Details ▾&gt;Definition</div><div><div>Definition</div><div>Contracts Options</div></div><div><div>SetID 50100</div><div>Product ID REC_PRO04_2750</div><div>Recurring Contract - \$2750.00</div></div><div><div>*Price Type Amount ▾</div><div>*Recognition Method Milestone ▾</div><div><input type="checkbox"/> Third Party Flag</div><div><input type="checkbox"/> Renewable</div><div>Percentage <input type="text"/> <input type="radio"/> % of Total Contract Amount <input type="radio"/> % of Contract Lines</div><div><div>Templates</div><div><div>Revenue Plan <input type="text"/> 🔍</div><div>Billing Plan <input type="text"/> 🔍</div><div>Bill Plan Detail Template ID <input type="text"/> 🔍</div><div>Renewal Plan <input type="text"/> 🔍</div></div></div><div><div>Save</div><div>Notify</div><div>Add</div><div>Update/Display</div></div><div>Definition   Contracts Options</div></div></div></div>
8.	<p>Complete the following fields:</p> <ol style="list-style-type: none"><li><b>Price Type:</b> select “Recurring”</li><li><b>Recognition Method:</b> select “Billing Manages Revenue”</li></ol> <div><div>*Price Type Recurring ▾</div><div>*Recognition Method Billing Manages Revenue ▾</div></div>
9.	<p>In the <b>Templates</b> section, enter or select the applicable Billing Plan in the <b>Billing Plan</b> field. The Billing Plan will associate the length of the Product (e.g., “RECUR_14” indicates monthly recurring amounts for 14 months).</p> <div><div>Templates</div><div><div>Revenue Plan <input type="text"/> 🔍</div><div>Billing Plan <input type="text"/> 🔍</div><div>Bill Plan Detail Template ID <input type="text"/> 🔍</div><div>Renewal Plan <input type="text"/> 🔍</div></div></div>



## Project Accounting Job Aid

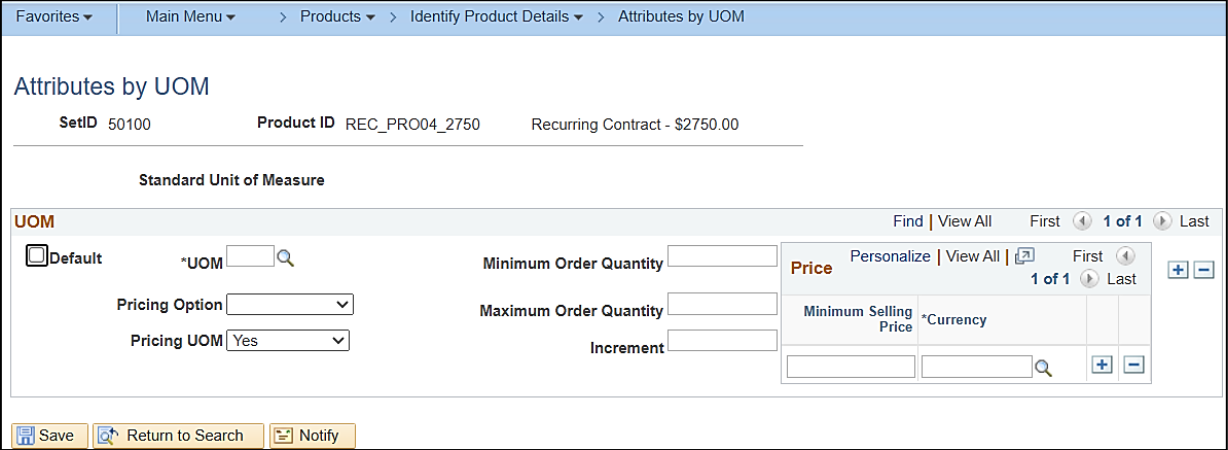


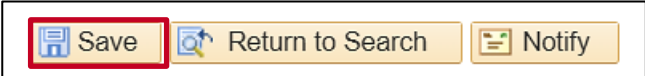
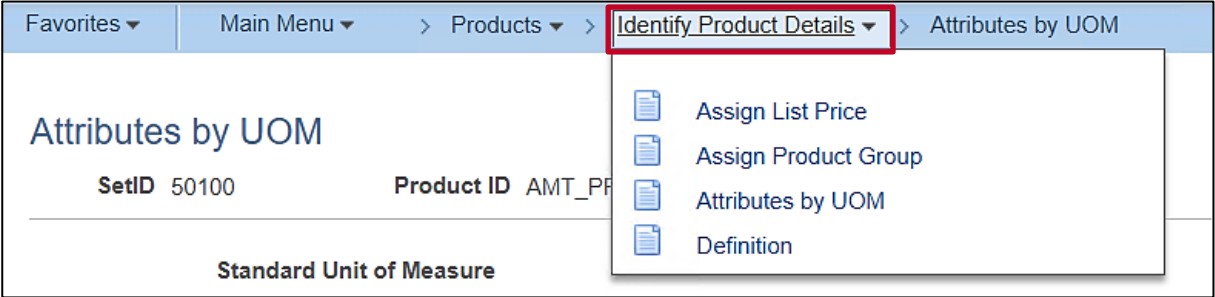
### PA354\_Creating Non-Federal Recurring Contracts (VDOT Only)

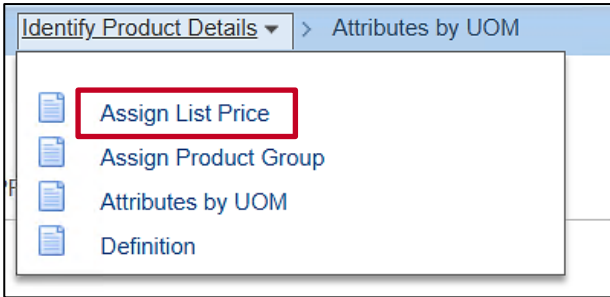
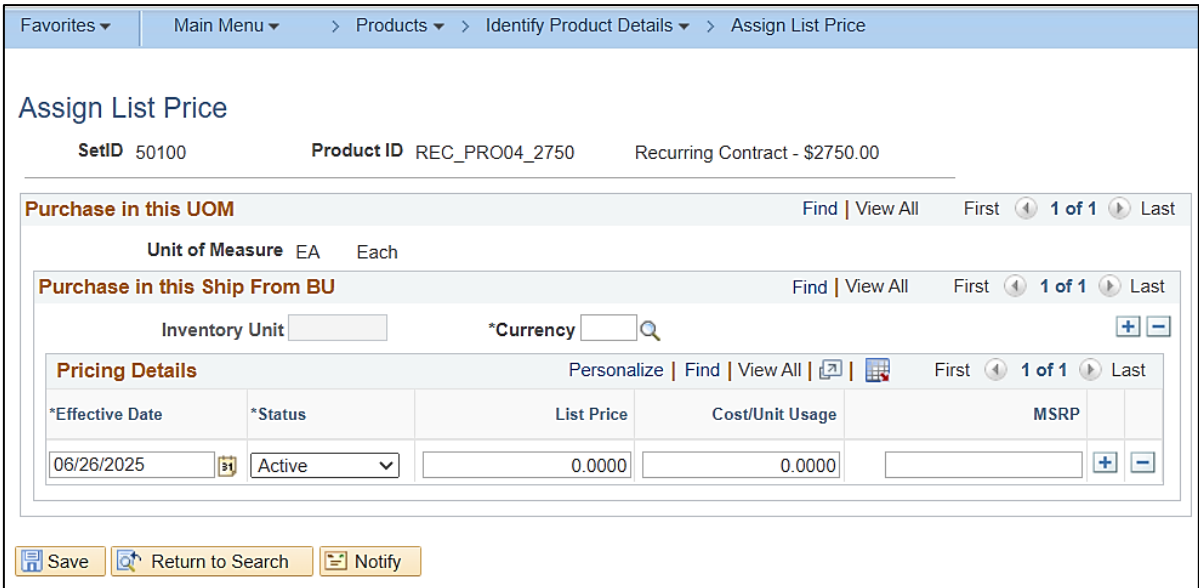



Step	Action
10.	<p>Click the <b>Bill Plan Detail Template ID Look up</b> icon and select the applicable Bill Plan Detail Template ID (e.g., "PROJE_CCT" is Non-Federal Project – CCT).</p> 
	<p>The selected Bill Plan Detail Template ID defaults some of the Contract billing information such as the Bill Source, Bill Identifier, and Bill Cycle Identifier on the recurring Invoice.</p>
11.	<p>Click the <b>Save</b> button.</p> 
12.	<p>Click the <b>Identify Product Details</b> dropdown button within the navigation path breadcrumbs.</p> 
13.	<p>Click the <b>Attributes by UOM</b> link.</p> 

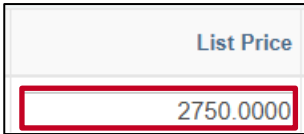

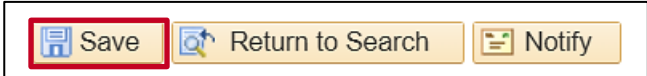
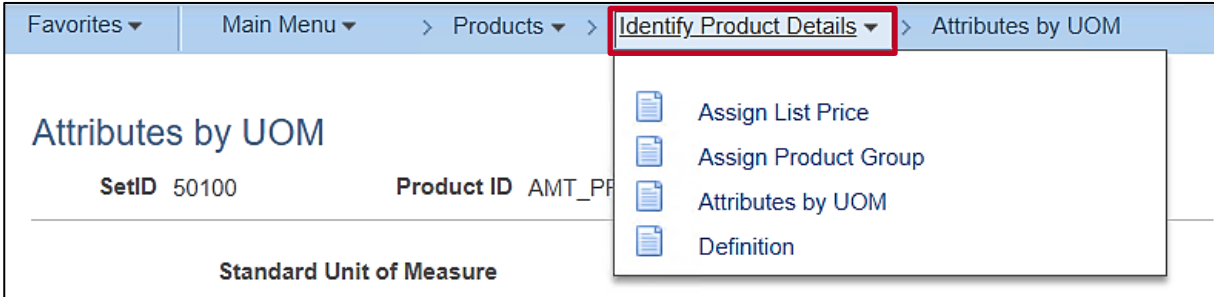
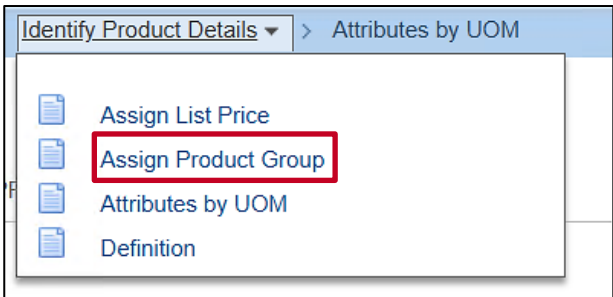


# Project Accounting Job Aid

## PA354\_Creating Non-Federal Recurring Contracts (VDOT Only)

Step	Action
	<p>The <b>Attributes by UOM</b> page displays.</p> 
14.	<p>Click the <b>UOM Look up</b> icon and select “EA” (Each).</p> 
	<p>For recurring Contracts, the Unit of Measure is always “EA” (Each).</p>
15.	<p>Click the <b>Save</b> button.</p> 
16.	<p>Click the <b>Identify Product Details</b> dropdown button within the navigation path breadcrumbs.</p> 

Step	Action
17.	<p>Click the <b>Assign List Price</b> menu list item.</p> 
<p>The <b>Assign List Price</b> page displays.</p> 	
18.	<p>Click the <b>Currency Look up</b> icon and select “USD”.</p> 
19.	<p>Enter “12/05/2011” in the <b>Effective Date</b> field.</p> 
	<p>The <b>Effective Date</b> <u>should always</u> be “12/05/2011”. This date determines when the Product is available for use.</p>

Step	Action
20.	<p>Enter the applicable recurring amount in the <b>List Price</b> field.</p> 
	<p>The defined list price determines the amount for each recurring Bill.</p>
21.	<p>Click the <b>Save</b> button.</p> 
22.	<p>Click the <b>Identify Product Details</b> dropdown button within the navigation path breadcrumbs.</p> 
23.	<p>Click the <b>Assign Product Group</b> menu list item.</p> 





# Project Accounting Job Aid

## PA354\_Creating Non-Federal Recurring Contracts (VDOT Only)

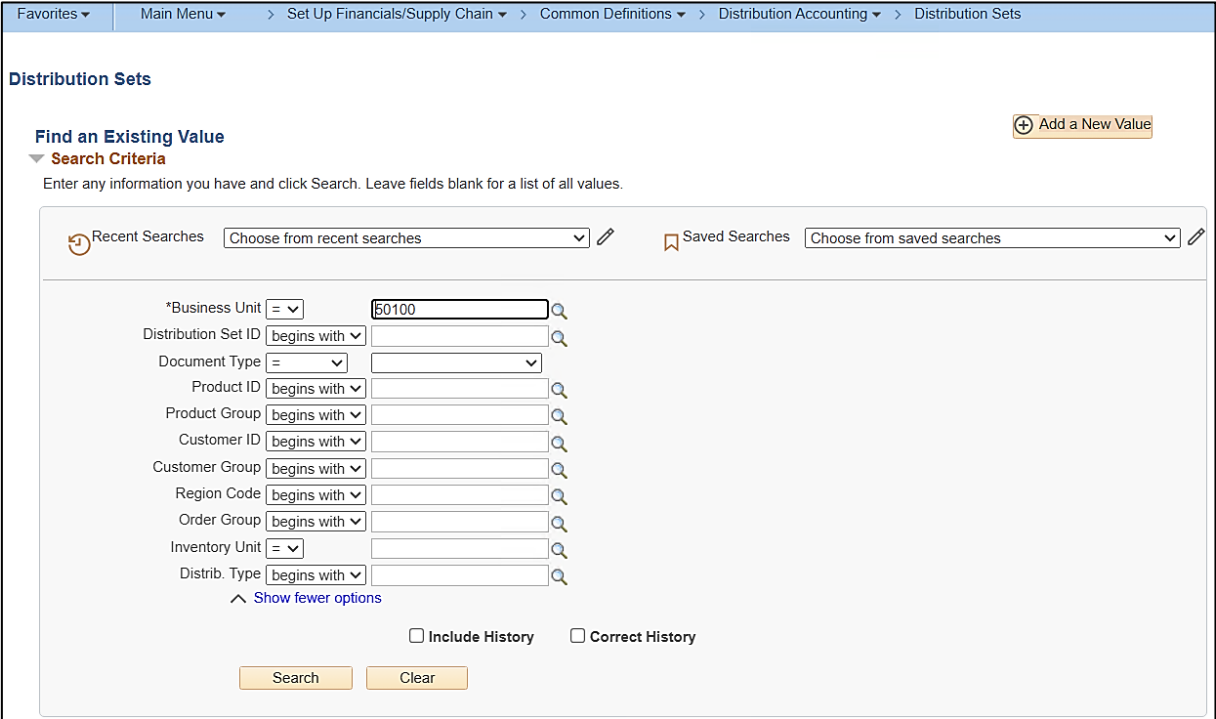


Step	Action														
	<p>The <b>Assign Product Group</b> page displays.</p> <div><div><div>Favorites ▾Main Menu ▾&gt;Products ▾&gt;Identify Product Details ▾&gt;Assign Product Group</div><div><div>Assign Product Group</div><div>SetID 50100Product ID REC_PRO04_2750Recurring Contract - \$2750.00</div><div><div>Groups</div><div>Personalize   Find   View All     First 1 of 1 Last</div><table><tr><th>*Group Type</th><th>*Product Group</th><th>Descr</th><th>Primary Report</th><th>Primary Pricing Group</th><th></th><th></th></tr><tr><td><div><div></div></div></td><td><div><div></div></div></td><td></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td></td></tr></table><div><div> Save</div><div> Return to Search</div><div> Notify</div></div></div></div></div></div>	*Group Type	*Product Group	Descr	Primary Report	Primary Pricing Group			<div><div></div></div>	<div><div></div></div>		<input type="checkbox"/>	<input type="checkbox"/>		
*Group Type	*Product Group	Descr	Primary Report	Primary Pricing Group											
<div><div></div></div>	<div><div></div></div>		<input type="checkbox"/>	<input type="checkbox"/>											
24.	<p>Click the <b>Group Type</b> dropdown button and select “Contract”.</p> <div><div><div>*Group Type</div><div>Contract ▾</div></div></div>														
25.	<p>Click the <b>Product Group Look up</b> icon and select the applicable Product Group.</p> <div><div><div>*Product Group</div><div>REC_CONCCT </div></div></div>														
	<p>The defined Product Group determines where the Product will be found when searching for the Product on the Contract.</p>														
26.	<p>Click the <b>Save</b> button.</p> <div><div><div> Save</div><div> Return to Search</div><div> Notify</div></div></div>														

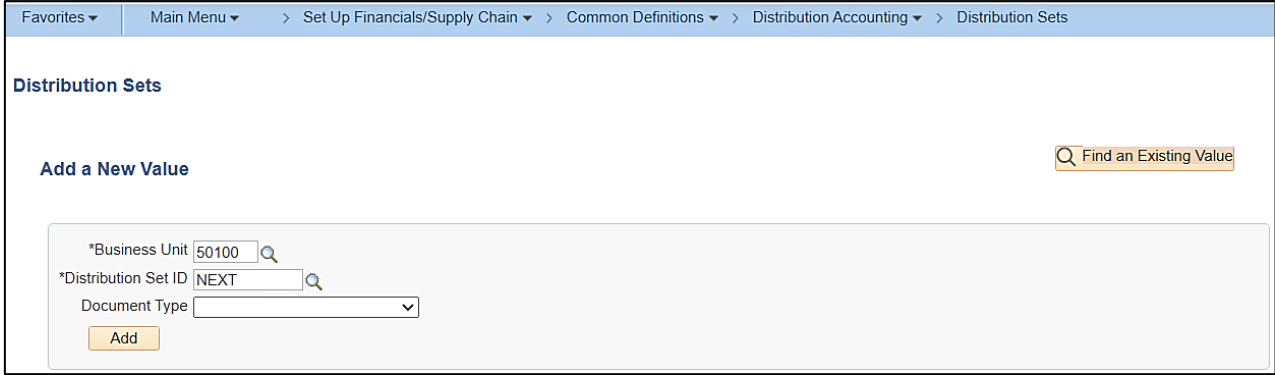

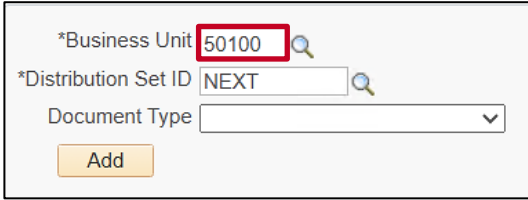

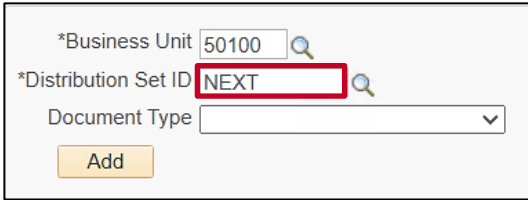
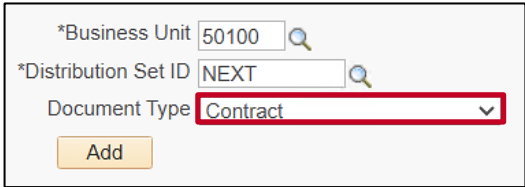



# Project Accounting Job Aid

## PA354\_Creating Non-Federal Recurring Contracts (VDOT Only)

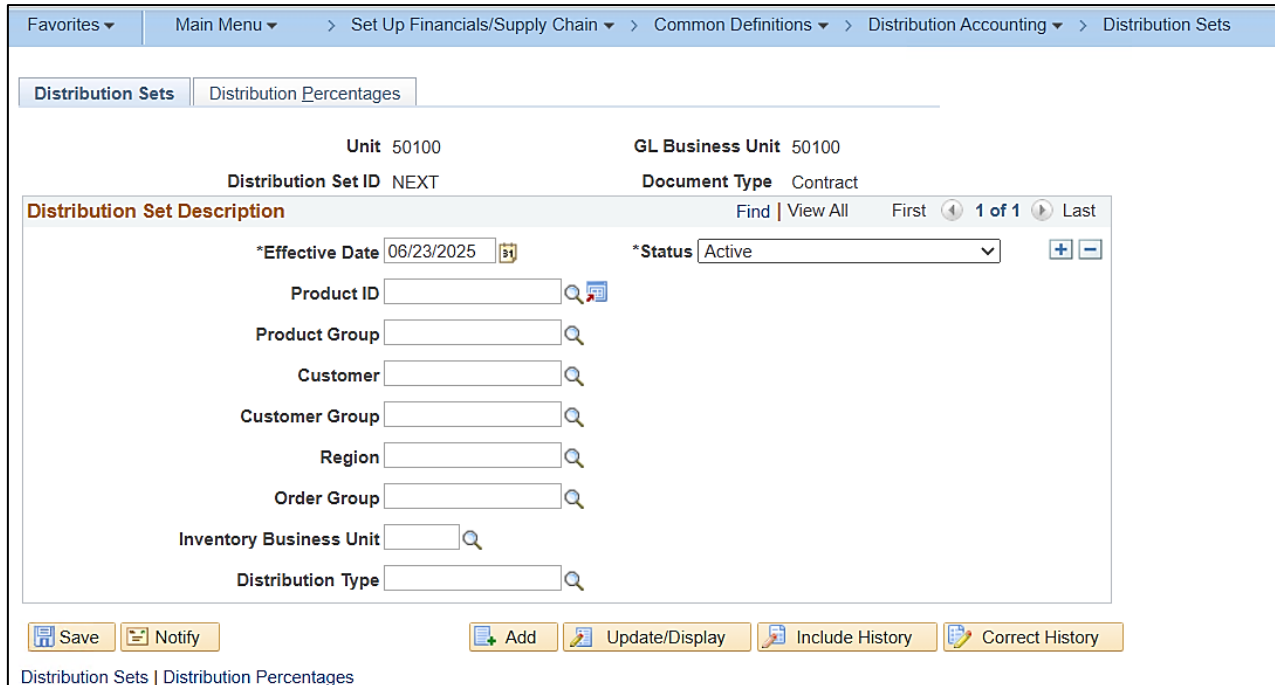
### Defining a Distribution Set





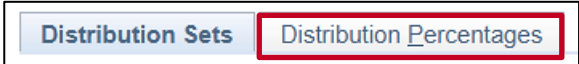
Step	Action
1.	<p>Navigate to the <b>Distribution Sets</b> page using the following path:</p> <p><b>Main Menu &gt; Set Up Financials/Supply Chain &gt; Common Definitions &gt; Distribution Accounting &gt; Distribution Sets</b></p>
<p>The <b>Distribution Sets Find an Existing Value Search</b> page displays.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

Step	Action
	<p>The <b>Distribution Sets Add a New Value</b> page displays.</p> 
	<p>The <b>Business Unit</b> field defaults to the Agency Business Unit. Do not change.</p> 
	<p>The <b>Distribution Set ID</b> defaults to "NEXT". Do not change.</p> 
3.	<p>Click the <b>Document Type</b> dropdown button and select "Contract".</p> 
4.	<p>Click the <b>Add</b> button.</p> 

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

The **Distribution Sets** page displays.

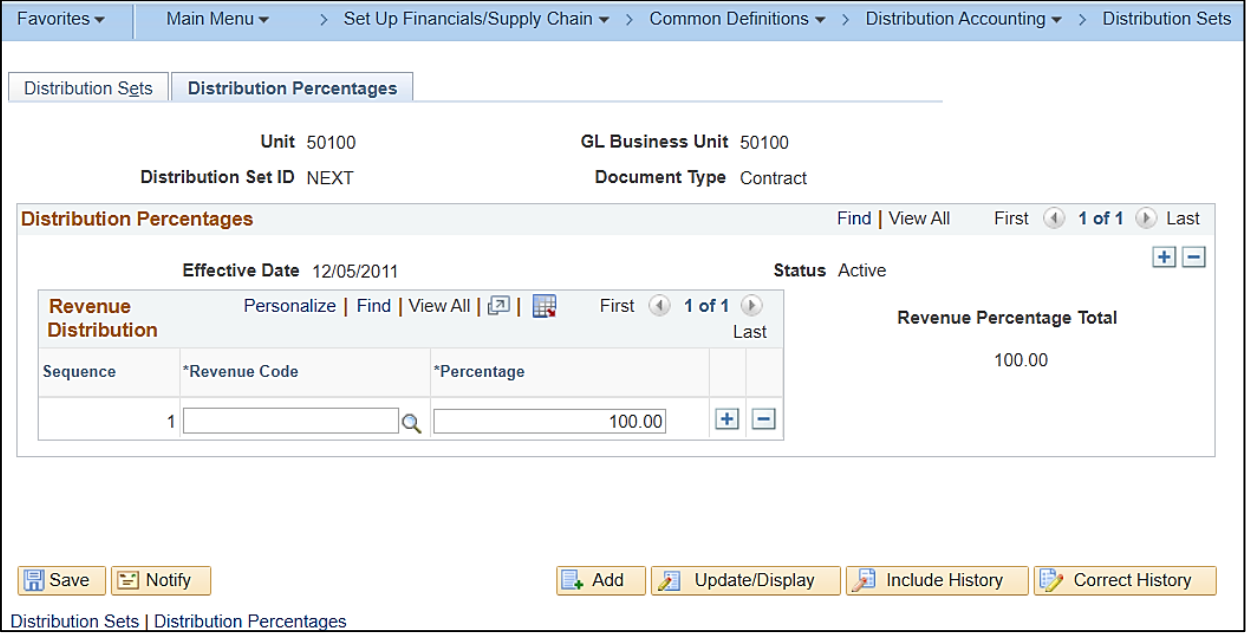
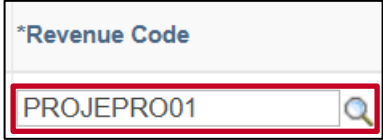




5.	Enter "12/05/2011" in the <b>Effective Date</b> field. 
	The <b>Effective Date</b> <u>should always</u> be "12/05/2011". This date determines when the Distribution Set is available for use.
6.	Click the <b>Product ID Look up</b> icon and select the Product ID previously created. 
7.	Confirm that the <b>Status</b> field displays "Active". 
8.	Click the <b>Distribution Percentages</b> tab. 



# Project Accounting Job Aid

## PA354\_Creating Non-Federal Recurring Contracts (VDOT Only)

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



# Project Accounting Job Aid

## PA354\_Creating Non-Federal Recurring Contracts (VDOT Only)

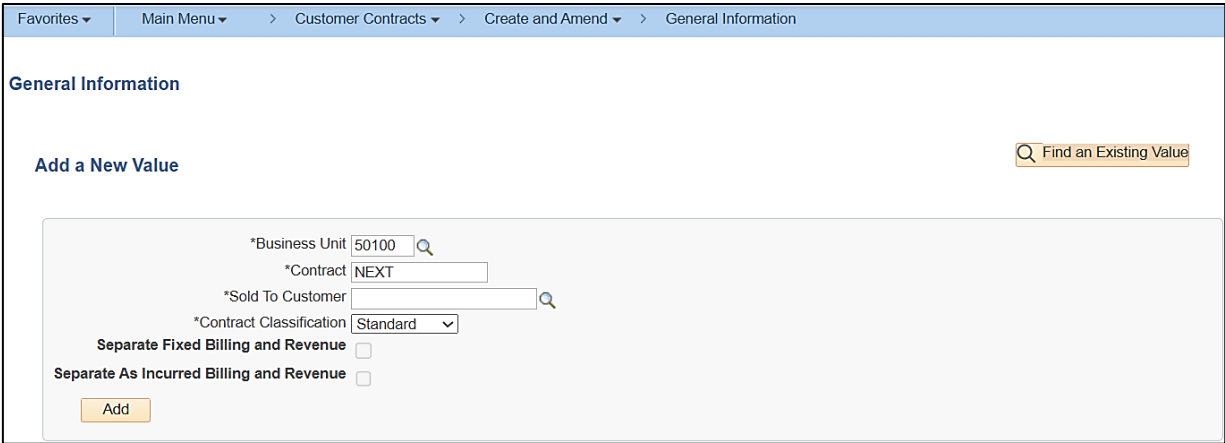
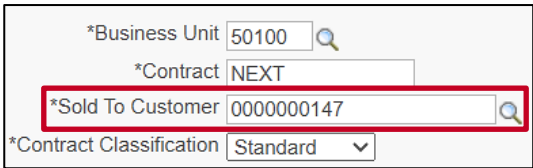



### Creating a Non-Federal Recurring Contract

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



# Project Accounting Job Aid

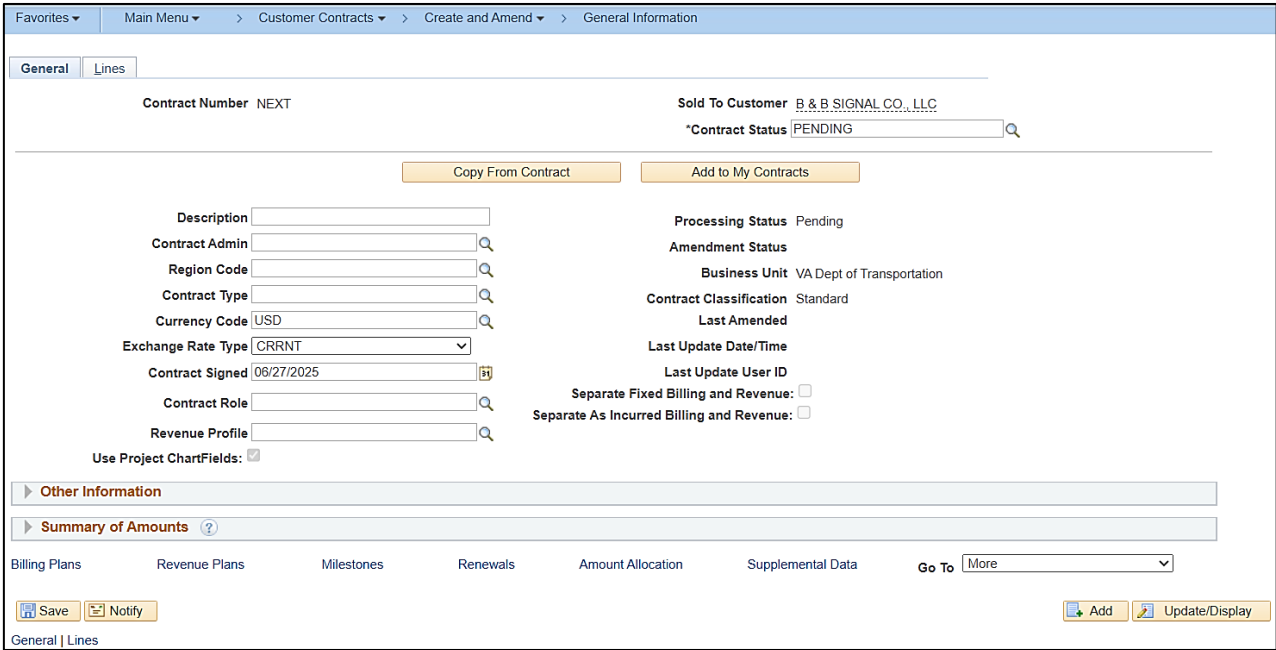





## PA354\_Creating Non-Federal Recurring Contracts (VDOT Only)

Step	Action
	<p>The <b>General Information Add a New Value</b> page displays.</p> 
3.	<p>Click the <b>Sold To Customer Look up</b> icon and select the applicable Customer ID Number.</p> 
	<p>The Contract cannot be set up unless the customer is created in the system. For more information pertaining to creating a customer, refer to the Job Aid titled <b>AR323_Creating and Maintaining Customers (VDOT Only)</b>. This Job Aid is located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p>
	<p>The <b>Business Unit</b> field defaults to the Agency Business Unit and should not be changed.</p> <p>The <b>Contract</b> field defaults to “NEXT” and should not be changed.</p> <p>The <b>Contract Classification</b> field defaults to “Standard” and should not be changed.</p>
4.	<p>Click the <b>Add</b> button.</p> 



# Project Accounting Job Aid

## PA354\_Creating Non-Federal Recurring Contracts (VDOT Only)

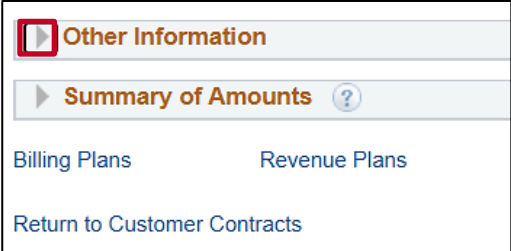


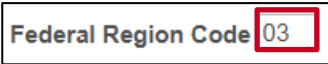

Step	Action
<p>The <b>General Information</b> page displays with the <b>General</b> tab displayed by default.</p> 	
	<b>Creating a Contract Header:</b> The steps below detail the process for creating a Contract Header.
5	Enter a short, detailed description of the Contract in the <b>Description</b> field. 
6.	Click the <b>Contract Type Look up</b> icon and select the applicable Contract Type. 
7.	Click the <b>Contract Signed Calendar</b> icon and select the date the agreement was signed with the third-party customer. 
	The <b>Contract Signed</b> field defaults to the current date but can be updated as needed. The selected date will also default the date of the accounting distribution.





## Project Accounting Job Aid

### PA354\_Creating Non-Federal Recurring Contracts (VDOT Only)

Step	Action
8.	<p>Click the <b>Other Information Expand</b> icon to expand the <b>Other Information</b> section.</p> 
9	<p>Click the <b>Legal Entity Look up</b> icon and select "STATE".</p> 
	<p>The <b>Federal Region Code</b> field defaults to "03" (FHWA). Do not change.</p> 
10.	<p>Click the <b>Save</b> button.</p> 



# Project Accounting Job Aid

## PA354\_Creating Non-Federal Recurring Contracts (VDOT Only)

Step	Action
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The **General Information** page redisplay with the systematically assigned Contract Number in the **Contract Number** field.

Contract Number 0000002354

Sold To Customer B & B SIGNAL CO., LLC

\*Contract Status PENDING

Copy From Contract Add to My Contracts

Description Property Damage Contract

Contract Admin

Region Code

Contract Type

Currency Code USD

Exchange Rate Type CRRNT

Contract Signed 06/10/2025

Contract Role

Revenue Profile

Use Project ChartFields: ☒

Processing Status Pending

Amendment Status

Business Unit VA Dept of Transportation

Contract Classification Standard

Last Amended

Last Update Date/Time 06/27/2025 1:10:46PM

Last Update User ID

Separate Fixed Billing and Revenue: ☐

Separate As Incurred Billing and Revenue: ☐

Other Information

Template Contract ☐

Master Contract ☐

Legal Review Complete ☐

Parent Contract

Master Contract

Legal Entity STATE

11. Click the **Lines** tab.

The **Lines** tab displays.

Contract Number 0000002354

Sold To Customer B & B SIGNAL CO., LLC

Contract Status PENDING

Add Contract Lines Add Default Kit

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

General Detail Billing Amount Details Revenue Amount Details Contract Liability

Actions	Line	Product	Description	Price Type	Hold Billing on Unpaid Cost	Hold Revenue on Unpaid Cost	Standalone Sale	Bundle	Start Date	End Date	*Status	Supplemental
Actions					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				Active	Supplemental

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

Return to Customer Contracts



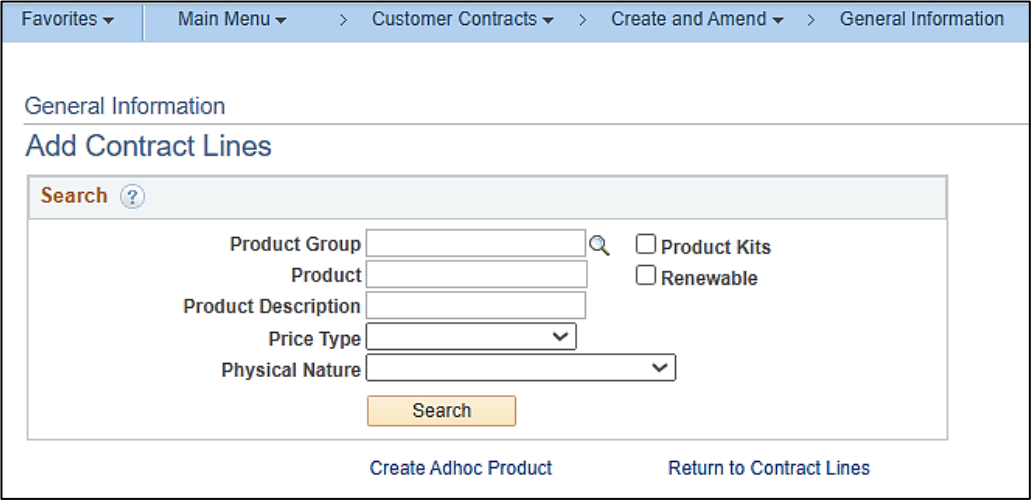



Save Notify Add Update/Display

General | Lines



## Project Accounting Job Aid

### PA354\_Creating Non-Federal Recurring Contracts (VDOT Only)

Step	Action
	<b>Creating a Contract Line:</b> The steps below detail the process for creating a Contract Line. Each Contract Line represents a unique Contract Product that is associated with its own accounting Distributions, Limits, Billing Plans, and Revenue Plans.
12.	<p>Click the <b>Add Contract Lines</b> button.</p> 
<p>The <b>General Information Add Contract Lines</b> page displays.</p> 	
13.	<p>Click the <b>Price Type</b> dropdown button and select “Recurring”.</p> 
	Setting the Price Type to “Recurring” automatically populates Non-Federal Products as only Non-Federal Contracts can have recurring Contract Lines.
14.	<p>Click the <b>Search</b> button.</p> 



# Project Accounting Job Aid

## PA354\_Creating Non-Federal Recurring Contracts (VDOT Only)

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

Product	Description	Price Type	Physical Nature	Product Kit	*Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
<input type="checkbox"/> 1 RECPRO051223782.27	Recurring Contr - 1,223,782.27	Recurring	Goods	N	None			N		1.0000	EA
<input type="checkbox"/> 2 RECPRO05194421442	Recur Contract - \$1,944,214.42	Recurring	Goods	N	None			N		1.0000	EA
<input type="checkbox"/> 3 RECPRO05203396114	Recur Contract - \$2,033,961.14	Recurring	Goods	N	None			N		1.0000	EA
<input type="checkbox"/> 4 RECPRO05_265387.73	Recurring Contract \$265,387.73	Recurring	Goods	N	None			N		1.0000	EA
<input type="checkbox"/> 5 RECPRO05_421745.18	Recurring Contract \$421,745.84	Recurring	Goods	N	None			N		1.0000	EA
<input type="checkbox"/> 6 REC_PRO01_1286.67	Recurring Contract \$1,286.67	Recurring	Goods	N	None			N		1.0000	EA
<input type="checkbox"/> 7 REC_PRO01_1393.34	Recurring Contract \$1,393.34	Recurring	Goods	N	None			N		1.0000	EA
<input type="checkbox"/> 8 REC_PRO01_156.79	Recurring Contract - \$156.79	Recurring	Goods	N	None			N		1.0000	EA
<input type="checkbox"/> 9 REC_PRO01_2057.00	Recurring Contract \$2,057.00	Recurring	Goods	N	None			N		1.0000	EA
<input type="checkbox"/> 10 REC_PRO01_223.76	Recurring Contract \$223.76	Recurring	Goods	N	None			N		1.0000	EA
<input type="checkbox"/> 11 REC_PRO01_4334.22	Recurring Contract \$4334.22	Recurring	Goods	N	None			N		1.0000	EA
<input type="checkbox"/> 12 REC_PRO01_5567.02	Recurring Contract - \$5,567.02	Recurring	Goods	N	None			N		1.0000	EA
<input type="checkbox"/> 13 REC_PRO01_657.90	Recurring Contract - \$657.90	Recurring	Goods	N	None			N		1.0000	EA
<input type="checkbox"/> 14 REC_PRO01_662.00	Recurring Contract \$662.00	Recurring	Goods	N	None			N		1.0000	EA
<input type="checkbox"/> 15 REC_PRO01_662.00	Recurring Contract \$662.00	Recurring	Goods	N	None			N		1.0000	EA

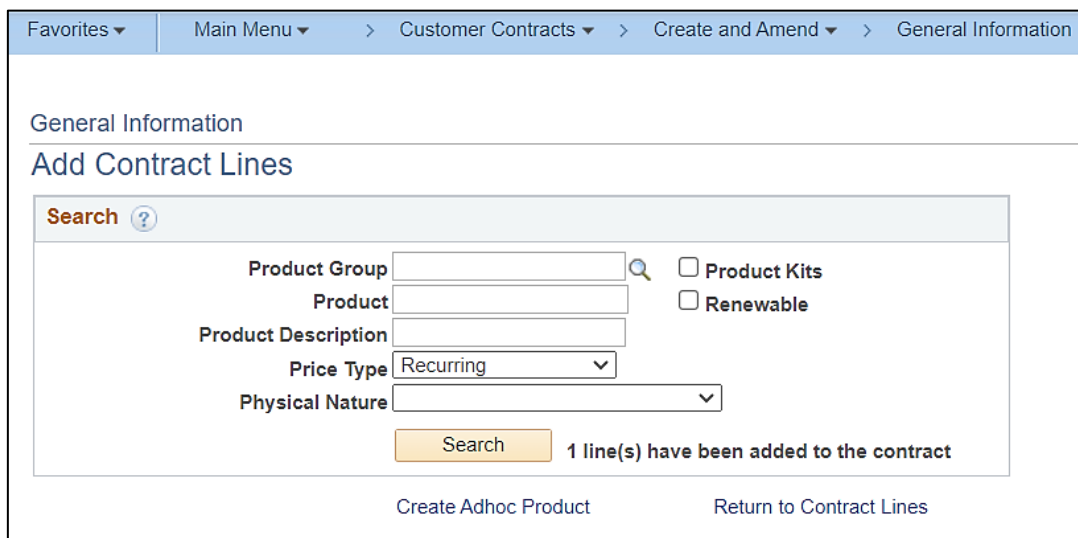
15. Click the **Select** checkbox option for the Product that should be used to create the Contract Line.

<input type="checkbox"/>	33 REC_PRO03_602.80	Recurring Contract - \$602.80
<input type="checkbox"/>	34 REC_PRO03_683.75	Recurring Contract - \$683.75
<input checked="" type="checkbox"/>	35 REC_PRO04_2750	Recurring Contract - \$2750.00
<input type="checkbox"/>	36 REC_PRO04_3154.51	Recurring Contract - \$3,154.51
<input type="checkbox"/>	37 REC_PRO04_9211.25	Recurring Contract - \$9,211.25


16. Click the **Start Date Calendar** icon for the applicable Product and select the date that the Contract was signed.

Step	Action
	<p>The schedules associated with recurring Products are all configured to have a start date on the 12th of the month.</p> <p>If a date prior to the 12th of the current month is selected, the start date will change to the 12th of the current month when the Contract Line is saved.</p> <p>If a date after the 12th of the current month is selected, the start date will change to the 12th of the following month when the Contract Line is saved.</p>
	<p>The <b>Create Plans from Template</b> and <b>Combine Like Templates</b> checkbox options default as selected. Do not change.</p> <div> <div> <b>Create Plans from Template</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Billing Plans</li> <li><input checked="" type="checkbox"/> Revenue Plans</li> <li><input checked="" type="checkbox"/> Renewal Plans</li> </ul> </div> <div> <b>Combine Like Templates</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Billing Plans</li> <li><input checked="" type="checkbox"/> Revenue Plans</li> </ul> </div> </div>
17.	<p>Scroll to the bottom of the page as needed and click the <b>Add Contract Lines</b> button.</p> <div> <div>Add Contract Lines</div> </div>

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




The screenshot shows the 'General Information Add Contract Lines' page. At the top is a breadcrumb trail: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information. Below this is the 'General Information' section with the title 'Add Contract Lines'. A search bar with a question mark icon is present. The search criteria include: Product Group (text input), Product (text input), Product Description (text input), Price Type (dropdown menu set to 'Recurring'), and Physical Nature (dropdown menu). To the right of these fields are two checkboxes: 'Product Kits' and 'Renewable'. A 'Search' button is located below the criteria. Below the search button, a message states '1 line(s) have been added to the contract'. At the bottom of the form are two links: 'Create Adhoc Product' and 'Return to Contract Lines'.

	<p>A message displays indicating "1 line(s) have been added to the contract".</p> <div> <div> <div>Search</div> <div>1 line(s) have been added to the contract</div> </div> <div> <a href="#">Create Adhoc Product</a> <a href="#">Return to Contract Lines</a> </div> </div>
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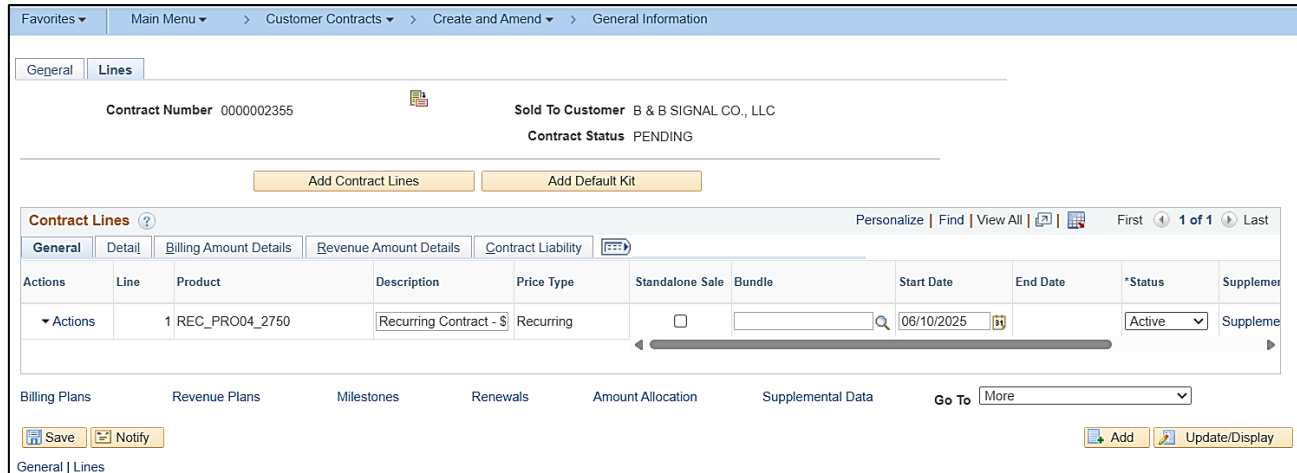






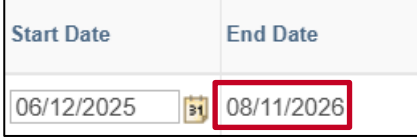
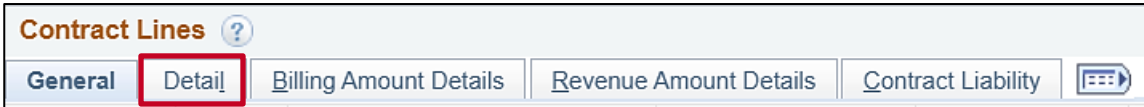
## Project Accounting Job Aid

### PA354\_Creating Non-Federal Recurring Contracts (VDOT Only)

Step	Action
18.	Click the <b>Return to Contract Lines</b> link. 

The **Lines** tab redisplay.



	The selected Product displays in the <b>Product</b> field. 
19.	Click the <b>Save</b> button. 
	The <b>End Date</b> field automatically calculates based on the number of events for the Product and will display after the Contract is saved. 
20.	Click the <b>Detail</b> tab in the <b>Contract Lines</b> section. 



# Project Accounting Job Aid

## PA354\_Creating Non-Federal Recurring Contracts (VDOT Only)

Step	Action
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The **Detail** tab displays.

21.



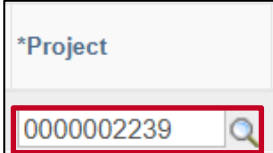
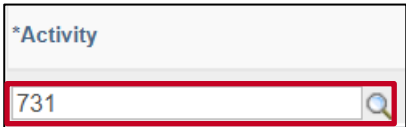

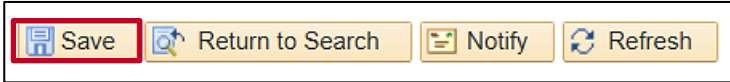
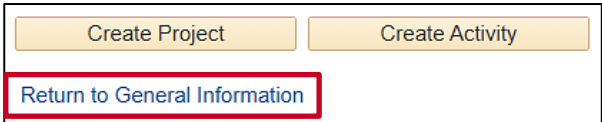
Click the **Contract Terms** link in the **Contract Terms** field.

The **Related Projects** page displays.



## Project Accounting Job Aid

### PA354\_Creating Non-Federal Recurring Contracts (VDOT Only)

Step	Action
	<p><b>Associating Projects and Activities:</b> The steps below detail the process for associating a Project and Activity with a recurring Contract Line.</p> <p>Only a single Project/Activity combination can be associated with one recurring Contract Line. This Project/Activity combination is then associated with the recurring billing events each time they are generated and sent to Billing.</p>
22.	<p>Click the <b>PC Business Unit Look up</b> icon and select the Agency Business Unit.</p> 
23.	<p>Click the <b>Project Look up</b> icon and select the applicable Project ID in the <b>Associated Projects &amp; Activities</b> section.</p> 
24.	<p>Click the <b>Activity Look up</b> icon and select the applicable Activity.</p> <p>The first Activity within the phase being billed should be added.</p> 
	<p>The same Project/Activity combination can be associated with multiple recurring or amount-based Contract Lines.</p>
25.	<p>Click the <b>Save</b> button.</p> 
26.	<p>Click the <b>Return to General Information</b> link.</p> 





# Project Accounting Job Aid

## PA354\_Creating Non-Federal Recurring Contracts (VDOT Only)

Step	Action
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The **Lines** tab redisplay.

Contract Number 0000002355 Sold To Customer B & B SIGNAL CO., LLC  
Contract Status PENDING

Add Contract Lines Add Default Kit

Contract Lines ? Personalize Find View All 1 of 1 Last

Actions	Line	Product	Description	Price Type	Standalone Sale	Bundle	Start Date	End Date	Status	Supplier
▼ Actions	1	REC_PRO04_2750	Recurring Contract - \$	Recurring	<input type="checkbox"/>		06/12/2025	08/11/2026	Active	Suppleme

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

Save Return to Search Notify Add Update/Display

General | Lines

27. Click the **Detail** tab in the **Contract Lines** section.

Contract Lines ?

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

The **Detail** tab displays.

Contract Lines ? Personalize Find View All 1 of 1 Last

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

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

Save Notify Add Update/Display

General | Lines

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

Accounting



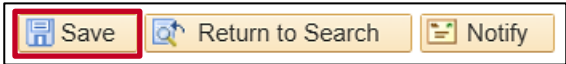

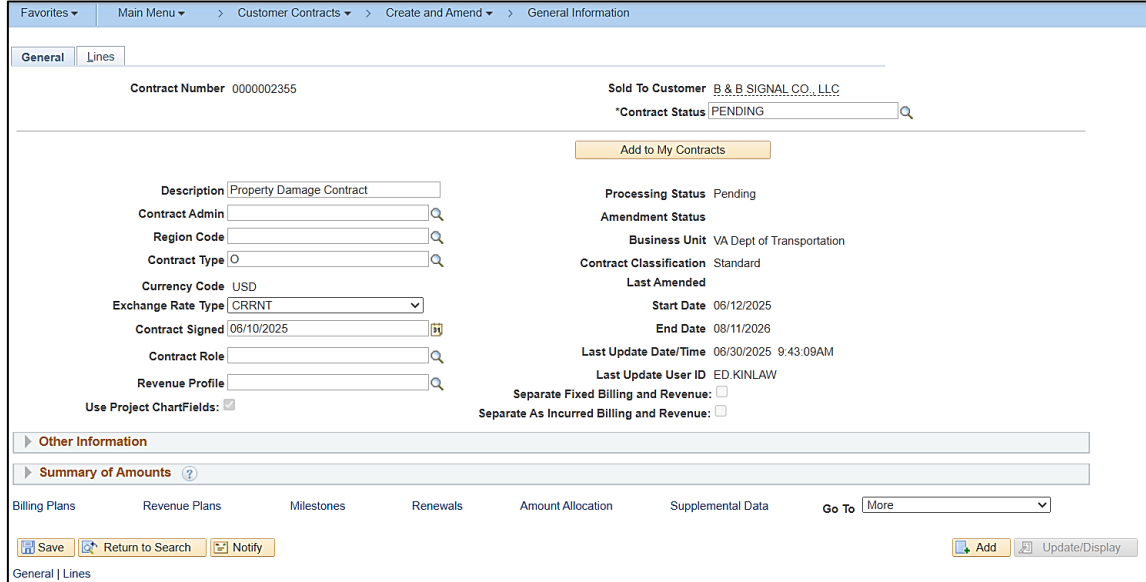

Distribution



# Project Accounting Job Aid

## PA354\_Creating Non-Federal Recurring Contracts (VDOT Only)


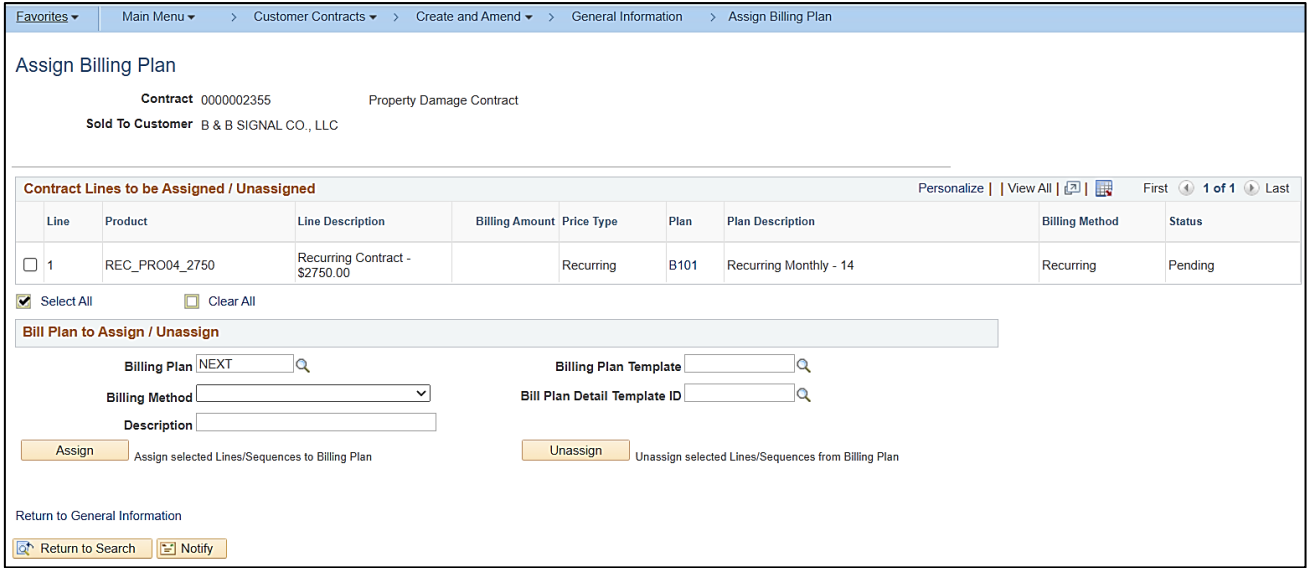

Step	Action
	<p>The <b>Accounting Distribution</b> page displays.</p> <div></div>
	<p><b>Updating the Distribution:</b> Although Products default the accounting distribution, it is still necessary to access the <b>Accounting Distribution</b> page to enter the Project ID on the accounting Distribution Line.</p>
29.	<p>Click the <b>Correct History</b> button to enable the entry of the <b>PC Business Unit</b>, <b>Project</b>, and <b>Activity</b> fields on the Distribution Line.</p> <div></div>
30.	<p>Scroll to the right as needed, click the <b>PC Business Unit Look up</b> icon, and select the Agency Business Unit.</p> <div></div>
31.	<p>Click the <b>Project Look up</b> icon and select the applicable Project ID.</p> <div></div>

Step	Action
32.	<p>Click the <b>Activity Look up</b> icon and select the applicable Activity.</p> 
	<p>The Project ID needs to be the same Project ID selected when selecting the Project/Activity combination and the Activity must be “ACTIVE” for the distribution to save.</p>
33.	<p>Click the <b>Save</b> button.</p> 
34.	<p>Click the <b>General Information</b> link within the navigation path breadcrumbs.</p> 
<p>The <b>General Information</b> page redispays with the <b>General</b> tab displayed by default.</p> 	
	<p><b>Reviewing the Billing Plan:</b> The following steps detail the process for reviewing the Billing Plan.</p>



# Project Accounting Job Aid

## PA354\_Creating Non-Federal Recurring Contracts (VDOT Only)

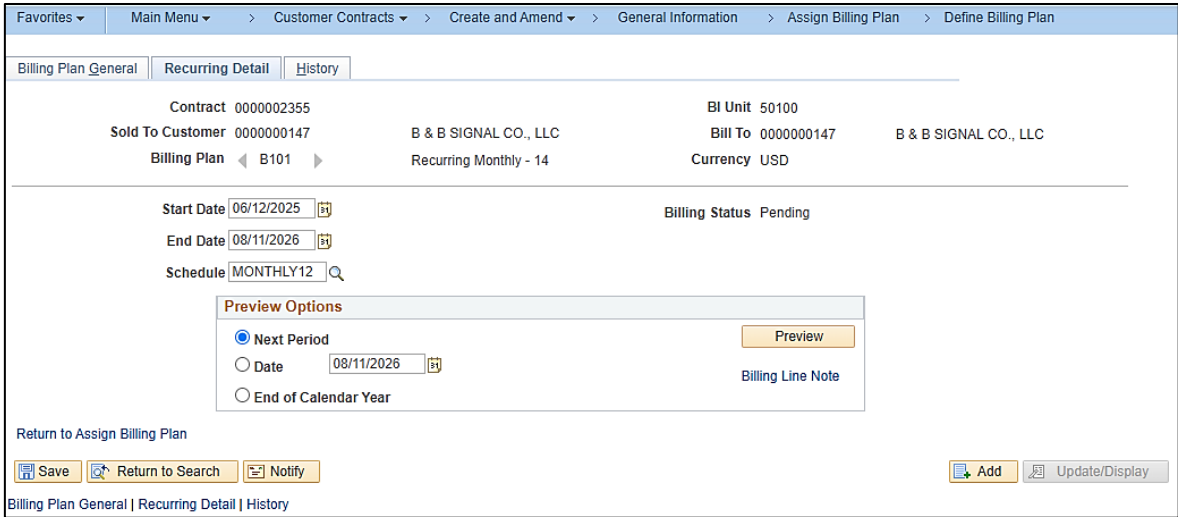

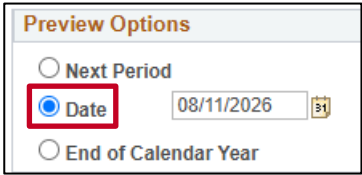
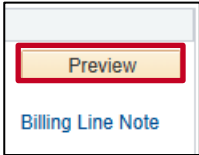
Step	Action
35.	<p>Click the <b>Billing Plans</b> link at the bottom of the page.</p> <div></div>
<p>The <b>Assign Billing Plan</b> page displays.</p> <div></div>	
36.	<p>Click the <b>B101</b> link in the <b>Plan</b> field.</p> <div></div>



# Project Accounting Job Aid

## PA354\_Creating Non-Federal Recurring Contracts (VDOT Only)

Step	Action
	<p>The <b>Billing Plan General</b> tab displays..</p> <div><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><div>Billing Plan General</div><div>Recurring Detail</div><div>History</div></div></div><div><div>Contract 0000002355</div><div>BI Unit 50100</div><div>Sold To Customer 0000000147</div><div>B &amp; B SIGNAL CO., LLC</div><div>Bill To 0000000147</div><div>B &amp; B SIGNAL CO., LLC</div><div>Billing Plan ◀ B101 ▶</div><div>Recurring Monthly - 14</div><div>Currency USD</div></div><div><div>Description Recurring Monthly - 14</div><div>*Billing Status Pending ▾</div><div>Billing Method Recurring ▾</div><div><input checked="" type="checkbox"/> Ready at Activation</div></div><div><div><div>Customer Information</div><div>BI Unit 50100</div><div>VA Dept of Transportation</div><div>*Bill To Customer 0000000147</div><div>B &amp; B SIGNAL CO., LLC</div><div>Addr Num 1</div><div>Bill To Contact</div></div><div><div>Amount Detail</div><div>Billing Amount 0.00</div><div>Total Amount 0.00</div><div>Total Billing History 0.00</div></div></div><div><div>Billing Options</div><div>Bill Type CCT</div><div><input checked="" type="checkbox"/> Pre Approved</div><div>Bill Source PROJE</div><div><input type="checkbox"/> Direct Invoice</div><div>VDOT Other</div><div>Purchase Order</div></div><div><div>Billing Header Note</div><div>Internal Notes</div></div><div><div>Billing Default Overrides</div><div>Invoice Form LANDSCAPE</div><div>Cycle ID MONTHLY</div><div>View Customer Defaults</div><div>Bill By ID PC_OTHER</div><div>Non-Federal Project</div><div>Payment Method</div><div>Payment Terms</div><div>Billing Inquiry</div><div>Billing Specialist</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   Recurring Detail   History</div></div></div>
37.	<p>Click the <b>Recurring Detail</b> tab.</p> <div><div>Billing Plan General</div><div>Recurring Detail</div><div>History</div></div>

Step	Action
	<p>The <b>Recurring Detail</b> tab displays.</p> 
	<p>This tab allows the user to preview future recurring billing events associated with the Bill Plan. The user can also stop the recurring billing before the scheduled end date by changing the end date and saving the page.</p>
38.	<p>Click the <b>Date</b> radio button option in the <b>Preview Options</b> section.</p> 
39.	<p>Click the <b>Preview</b> button.</p> 



# Project Accounting Job Aid

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Step

Action

The preview results display in the **Preview Results** section.

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

Billing Plan GeneralRecurring DetailHistory

Contract 0000002355BI Unit 50100

Sold To Customer 0000000147B & B SIGNAL CO., LLCBill To 0000000147B & B SIGNAL CO., LLC

Billing Plan ◀ B101 ▶Recurring Monthly - 14Currency USD

Start Date 06/12/2025End Date 08/11/2026Schedule MONTHLY12Billing Status Pending

Preview Options

☐ Next Period

☒ Date 08/11/2026

☐ End of Calendar Year

Preview

Billing Line Note

Preview Results

PersonalizeFind1-14 of 14FirstLast

Contract Line Number	Product	Quantity	Unit of Measure	Period Start Date	Period End Date	Unit Price	Total Amount
1	REC_PRO04_2750	1.0000	EA	06/12/2025	07/11/2025	2,750.00	2,750.00
1	REC_PRO04_2750	1.0000	EA	07/12/2025	08/11/2025	2,750.00	2,750.00
1	REC_PRO04_2750	1.0000	EA	08/12/2025	09/11/2025	2,750.00	2,750.00
1	REC_PRO04_2750	1.0000	EA	09/12/2025	10/11/2025	2,750.00	2,750.00
1	REC_PRO04_2750	1.0000	EA	10/12/2025	11/11/2025	2,750.00	2,750.00
1	REC_PRO04_2750	1.0000	EA	11/12/2025	12/11/2025	2,750.00	2,750.00
1	REC_PRO04_2750	1.0000	EA	12/12/2025	01/11/2026	2,750.00	2,750.00
1	REC_PRO04_2750	1.0000	EA	01/12/2026	02/11/2026	2,750.00	2,750.00
1	REC_PRO04_2750	1.0000	EA	02/12/2026	03/11/2026	2,750.00	2,750.00
1	REC_PRO04_2750	1.0000	EA	03/12/2026	04/11/2026	2,750.00	2,750.00
1	REC_PRO04_2750	1.0000	EA	04/12/2026	05/11/2026	2,750.00	2,750.00
1	REC_PRO04_2750	1.0000	EA	05/12/2026	06/11/2026	2,750.00	2,750.00

40.

Review the previewed billing events for accuracy and then click the **Save** button.

SaveReturn to SearchNotify

41.

Click the **General Information** link within the navigation path breadcrumbs.

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



# Project Accounting Job Aid

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Step	Action
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The **General Information** page redisplay with the **General** tab displayed by default.

	<b>Activating the Contract:</b> The following steps detail the process for activating a Contract.
42.	Click the <b>Contract Status Look up</b> icon and select “ACTIVE”. 





# Project Accounting Job Aid

## PA354\_Creating Non-Federal Recurring Contracts (VDOT Only)

Step	Action
	<p>The <b>General Information</b> page redisplay with the Contract Status set to “ACTIVE”.</p> <div><div><div>Favorites ▾Main Menu ▾Customer Contracts ▾Create and Amend ▾General Information</div><div><div>General   Lines   Amendments</div><div><div>Contract Number 0000002355</div><div>Sold To Customer <u>B &amp; B SIGNAL CO., LLC</u></div><div>Amendment Number 0000000000</div><div>*Contract Status <u>ACTIVE</u> <input type="text"/></div><div><div>Amend Contract</div><div>Add to My Contracts</div></div><div><div>Description <u>Property Damage Contract</u></div><div>Processing Status <u>Active</u></div><div>Contract Admin <input type="text"/></div><div>Amendment Status</div><div>Region Code</div><div>Business Unit <u>VA Dept of Transportation</u></div><div>Contract Type <u>O</u></div><div>Contract Classification <u>Standard</u></div><div>Currency Code <u>USD</u></div><div>Last Amended</div><div>Exchange Rate Type <u>CRRNT</u></div><div>Start Date <u>06/12/2025</u></div><div>Contract Signed <u>06/10/2025</u></div><div>End Date <u>08/11/2026</u></div><div>Contract Role</div><div>Last Update Date/Time <u>07/01/2025 9:24:38AM</u></div><div>Revenue Profile</div><div>Last Update User ID <input type="text"/></div><div>Use Project ChartFields: <input checked="" type="checkbox"/></div><div>Separate Fixed Billing and Revenue: <input type="checkbox"/></div><div>Separate As Incurred Billing and Revenue: <input type="checkbox"/></div><div><div>Other Information</div><div>Summary of Amounts <input type="text"/></div></div><div><div>Billing Plans</div><div>Revenue Plans</div><div>Milestones</div><div>Renewals</div><div>Supplemental Data</div><div>Go To <u>More</u> ▾</div></div><div><div>Return to Customer Contracts</div></div><div><div><div>Save</div><div>Return to Search</div><div>Notify</div></div><div><div>Add</div><div>Update/Display</div></div></div><div>General   Lines   Amendments</div></div></div></div></div></div>
43.	<p>Click the <b>Save</b> button.</p> <div><div><div>Save</div><div>Return to Search</div><div>Notify</div></div></div>