



Creating and Managing Non-Federal Rate-Based Prepaid Contracts Overview

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

A Prepaid may be associated to a Rate-Based Contract to allow the advance payment to be drawn down (utilized) as expenditures are incurred on the Project and processed for Billing. The revenue is recognized at the time the Contract Invoice is finalized in the Billing module.

The Prepaid may be added to the Contract at the time a new Contract is created or to an existing Contract at the time the advance payment is received.

Note: To create a new Rate-Based Product, submit a Help Desk ticket (vccc@vita.virginia.gov) with **Cardinal Project Accounting (PA)** in the subject line. The Cardinal Post Production Support (PPS) PA team will work with you to ensure 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 details about creating a Rate-Based Product, see the Job Aid titled **PA354_Creating Customer Contract Products** located on the Cardinal website in **Job Aids** under **Learning**.

Before creating the Contract, identify which Items need to be configured, if any. For more detailed information about configuration information, see the Job Aids titled **PA354_Hints for Non-Federal Customer Contract Maintenance** and **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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PA354_Creating and Managing Non-Federal Rate-Based Prepaid Contracts (VDOT Only)

Revision History

Revision Date	Summary of Changes
10/7/2025	Baseline.



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Setting up the Prepaid for a Non-Federal Rate-Based Contract

Scenario: a Prepaid will be added to a “Pending” Contract.

If adding a Prepaid to an existing “Active” Contract, an Amendment must first be created. Refer to the [Amending a Rate-Based Contract Prepaid](#) section of this Job Aid.

Step	Action
1.	Navigate to the General Information page for the Rate-Based Contract using the following path: Main Menu > Customer Contracts > Create and Amend > General Information

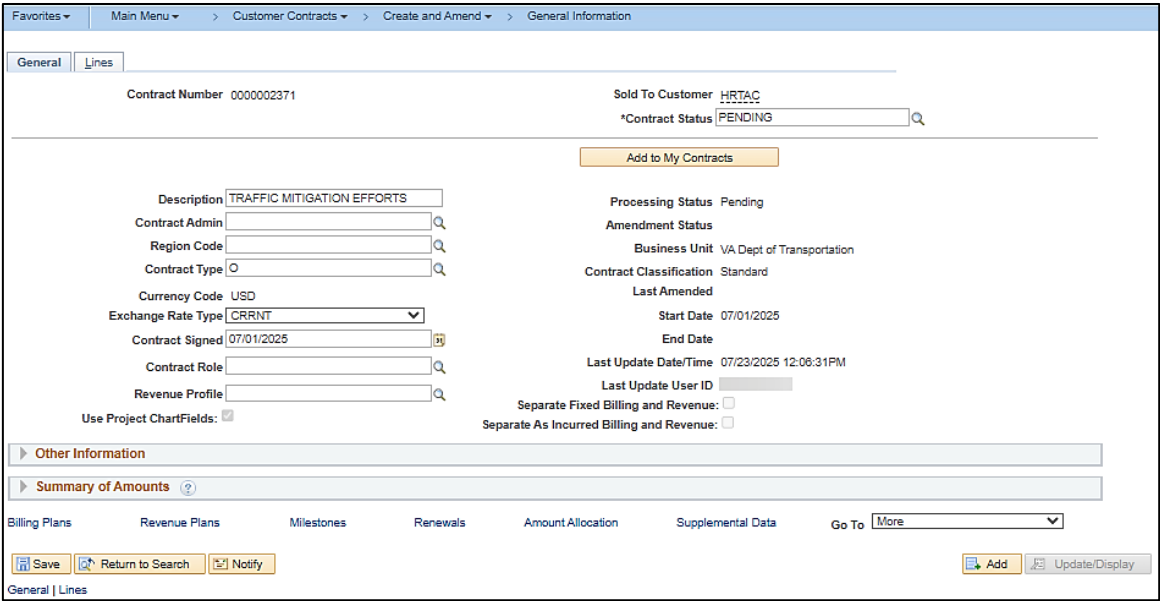

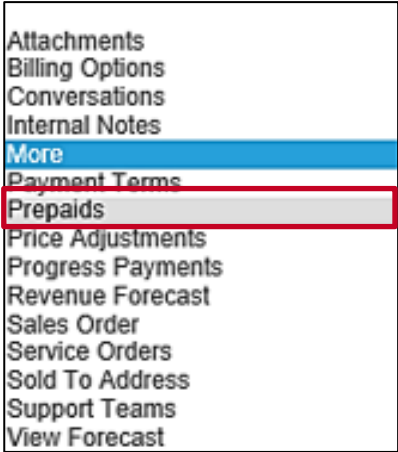
The **General Information Find an Existing Value Search** page displays.

	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 .
2.	Enter the Contract Number in the Contract field.
3.	Click the Search button.



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Step	Action
	<p>The General Information page displays with the General tab displayed by default.</p> 
4.	<p>Click the Go To dropdown button at the bottom of the page.</p> 
5.	<p>Click the "Prepays" menu list item.</p> 



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Step	Action
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The **Prepaid Balances** page displays with the **Prepays** tab displayed by default.

The **Status** field within the **Prepays for this Contract** section defaults to “Pending”.

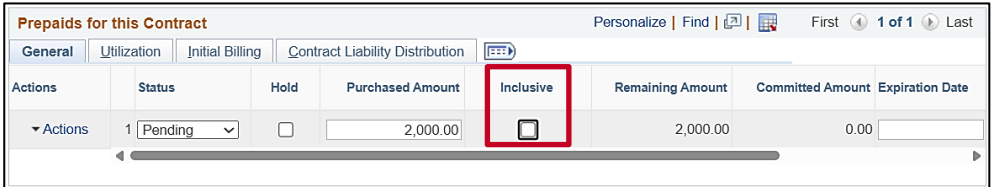
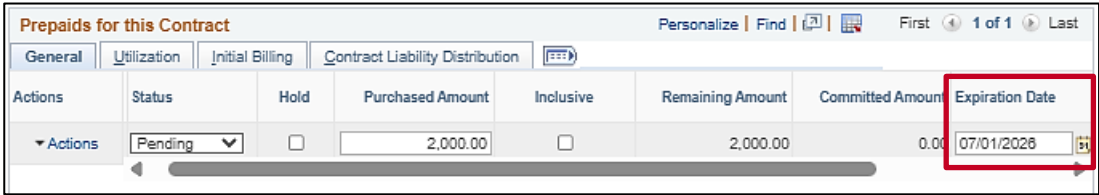




6. Enter the Prepaid amount the customer paid in advance in the **Purchased Amount** field within the **Prepays for this Contract** section.



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Step	Action
7.	<p>The Inclusive checkbox option defaults as selected. Deselect this checkbox. Deselecting this checkbox lets Cardinal know that the Prepaid amount is not included in the total Contract amount.</p>  <p>The screenshot shows a table titled 'Prepays for this Contract' with columns: Actions, Status, Hold, Purchased Amount, Inclusive, Remaining Amount, Committed Amount, and Expiration Date. The 'Inclusive' checkbox is checked and highlighted with a red box.</p>
8.	<p>Click the Expiration Date Calendar icon and select an expiration date one year in the future.</p>  <p>The screenshot shows the same table as in step 7, but the 'Expiration Date' field is highlighted with a red box. The date '07/01/2026' is visible in the field.</p>
	<p>The Expiration Date field is for informational purposes only and will not impact processing.</p>
9.	<p>Click the Utilization tab.</p>  <p>The screenshot shows the 'Prepays for this Contract' tabs: General, Utilization, Initial Billing, and Contract Liability Distribution. The 'Utilization' tab is highlighted with a red box.</p>



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Step	Action
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The **Utilization** tab displays.

The screenshot shows the 'Prepaid Balances' screen for Contract Number 0000002371. The 'Utilization' tab is selected, showing a table with columns: Actions, Use Sequence, Utilize Against all Lines, Contract Line Num, and Utilization Desor for Billing. The 'Utilize Against all Lines' checkbox is currently unchecked. The 'Contract Line Num' field is empty. The 'Utilization Desor for Billing' field is also empty. The 'Utilization Crite' field is partially visible. The 'Go To:' field is set to 'Billing Plans'. The 'Return to General Information' button is visible. The 'Save', 'Return to Search', 'Notify', 'Previous tab', and 'Next tab' buttons are at the bottom. The 'Add' and 'Update/Display' buttons are also visible.



The **Use Sequence** field determines which Prepaid amount to apply first when there is more than one.



The **Utilize Against all Lines** checkbox option should be left deselected. Only select this checkbox if the Prepaid amount is to be applied against all Rate-Based Contract Lines on this Contract.



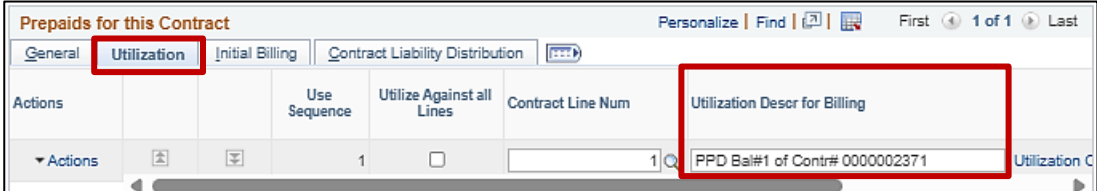
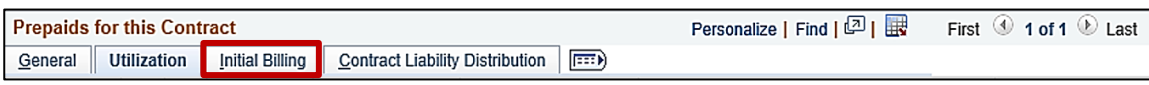
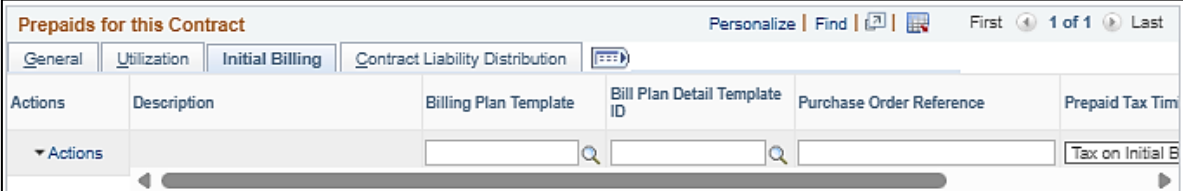
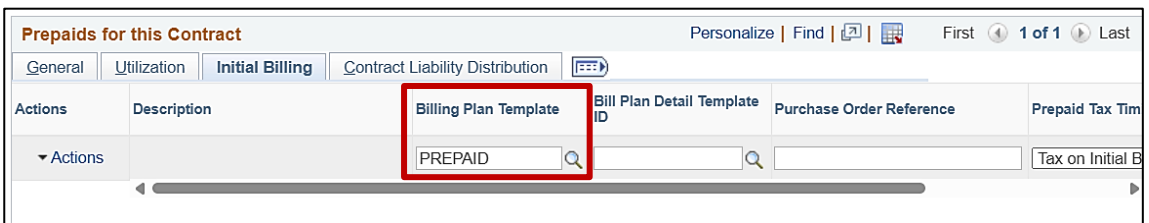

The screenshot shows the 'Prepaid Balances' screen for Contract Number 0000002371. The 'Utilization' tab is selected. The 'Utilize Against all Lines' checkbox is highlighted with a red box. The 'Contract Line Num' field is empty. The 'Utilization Desor for Billing' field is also empty. The 'Utilization Crite' field is partially visible. The 'Go To:' field is set to 'Billing Plans'. The 'Return to General Information' button is visible. The 'Save', 'Return to Search', 'Notify', 'Previous tab', and 'Next tab' buttons are at the bottom. The 'Add' and 'Update/Display' buttons are also visible.

10.

Enter the Contract Line Number in the **Contract Line Num** field to apply this Prepaid amount against.

The screenshot shows the 'Prepaid Balances' screen for Contract Number 0000002371. The 'Utilization' tab is selected. The 'Contract Line Num' field is highlighted with a red box and contains the value '1'. The 'Utilization Desor for Billing' field is also empty. The 'Utilization Crite' field is partially visible. The 'Go To:' field is set to 'Billing Plans'. The 'Return to General Information' button is visible. The 'Save', 'Return to Search', 'Notify', 'Previous tab', and 'Next tab' buttons are at the bottom. The 'Add' and 'Update/Display' buttons are also visible.

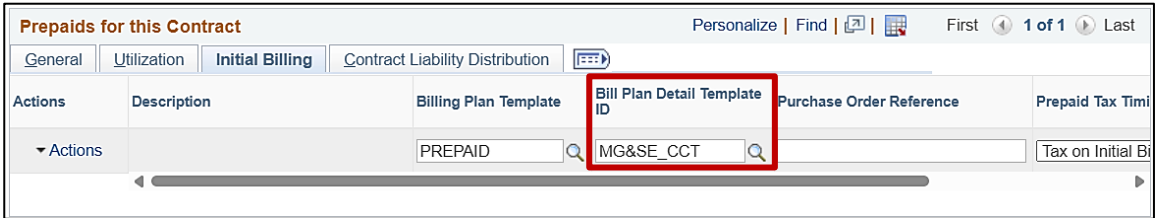



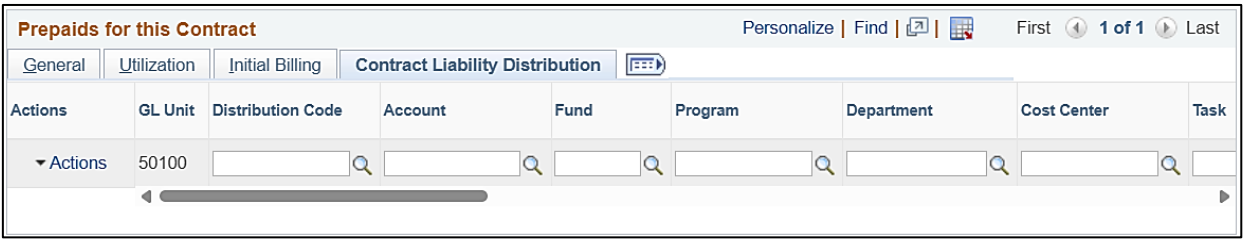

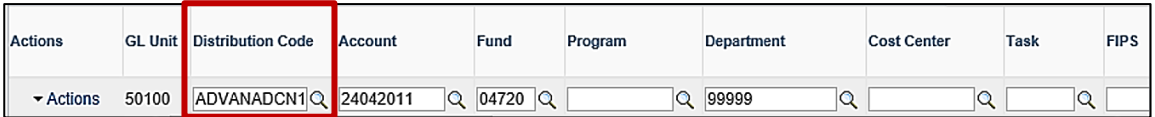

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Step	Action
11.	<p>Click the Save button.</p> 
	<p>The Utilization Descr for Billing field within the Utilization tab is automatically populated when the Save button is clicked. The description is the Prepaid Use Sequence Number joined with the Contract Number.</p> 
12.	<p>Click the Initial Billing tab.</p> 
<p>The Initial Billing tab displays.</p> 	
13.	<p>Click the Billing Plan Template Look up icon and select "PREPAID".</p> 
	<p>The Billing Plan Template automates the creation of the Prepaid Billing Plan.</p>

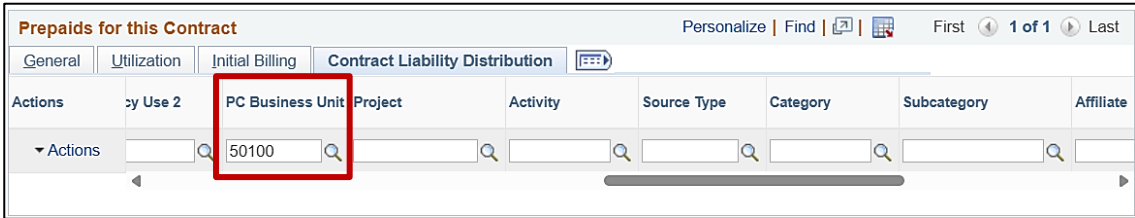
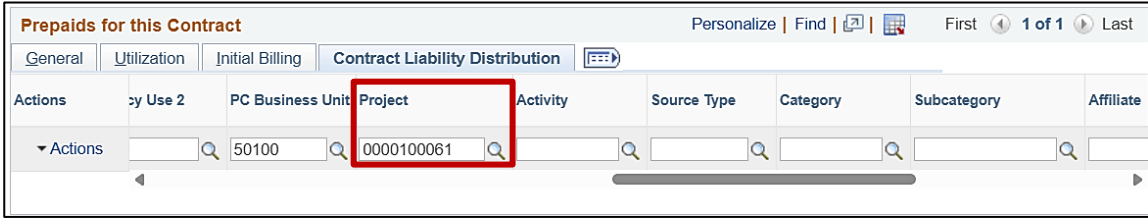

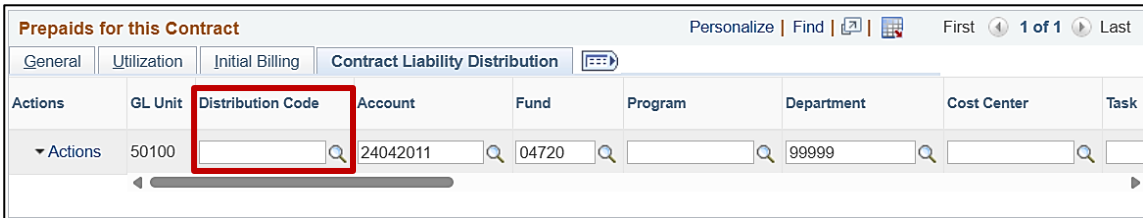
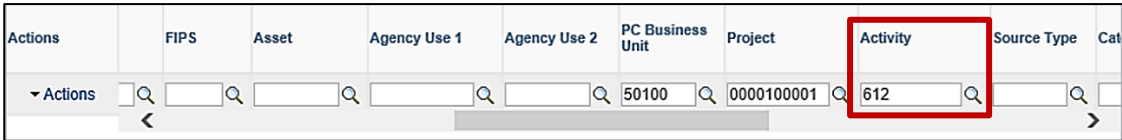

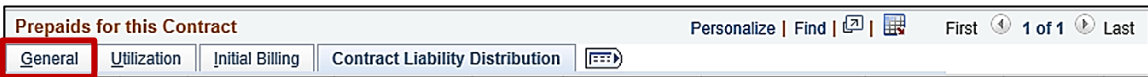


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Step	Action
14.	<p>Click the Billing Plan Detail Template ID Look up icon and select the applicable Billing Plan Detail Template ID.</p> 
	The Billing Plan Detail Template ID should have the Bill Type and Customer Type that corresponds with the Contract Line.
	The Purchase Order Reference field is not used in Cardinal. Do not enter any values. The Prepaid Tax Timing field defaults to “Tax on Initial Bill” and should not be changed.
15.	<p>Click the Contract Liability Distribution tab.</p> 
The Contract Liability Distribution tab displays.	
	
	The Contract Liability Distribution information must be defined as this controls the ChartFields which will be populated when booking prepayment.
16.	<p>Click the Distribution Code Look up icon and select the applicable Distribution Code. The Distribution Code has the Fund and Customer Type used on the Contract Line.</p> 
	The selected Distribution Code automatically populates the Account , Fund , and Department fields.

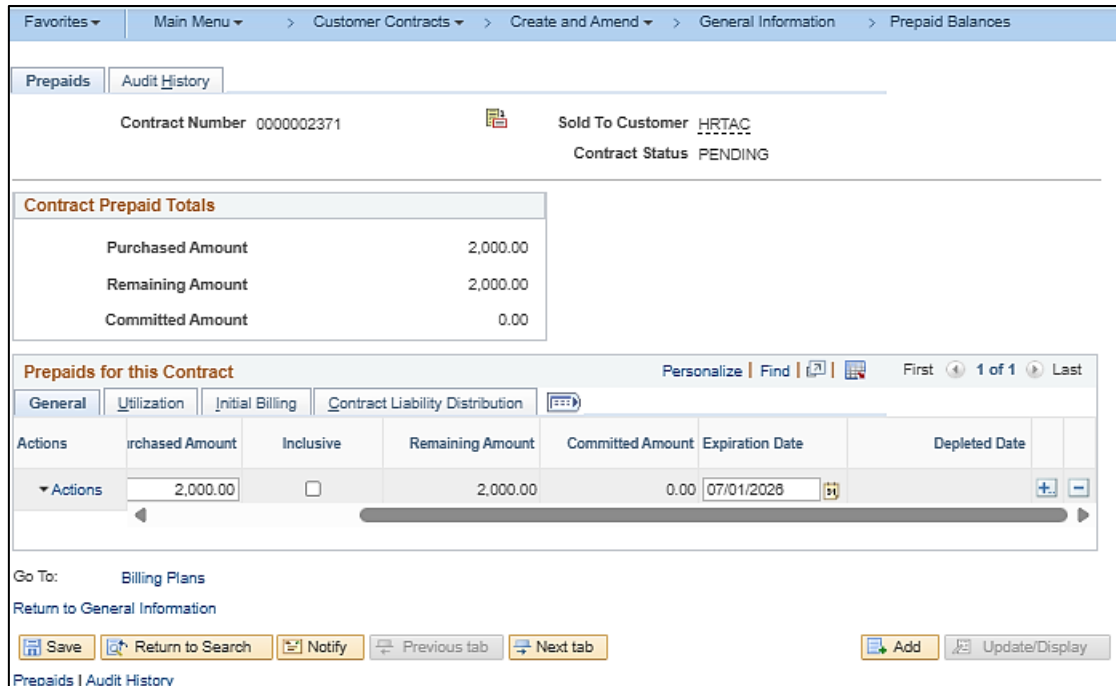
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Step	Action
17.	<p>Scroll over to the right as needed and enter the Agency Business Unit in the PC Business Unit field if it does not auto-populate.</p> 
18.	<p>Click the Project Look up icon and select the same Project ID that was used when the Contract Line was created.</p> 
	<p>Once the Project ID is entered in the Project field, the Distribution Code field clears but the ChartFields information remains populated.</p> 
19.	<p>Click the Activity Look up icon and select one of the Activities that was added on the Contract Line Related Projects page.</p> 
	<p>The Activity must be active in order for the Distribution to save.</p>
20.	<p>Click the General tab.</p> 

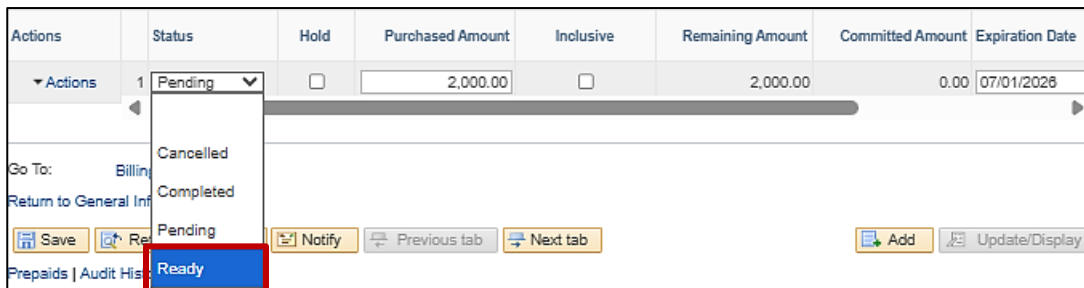
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Step	Action
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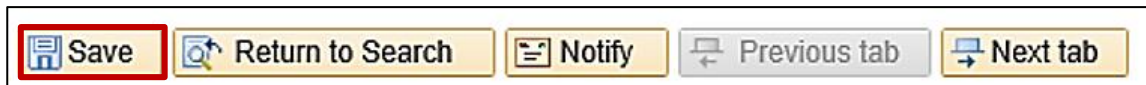
The **General** tab redisplay.




21.	Click the Status dropdown button and select “Ready”.
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22.	Click the Save button.
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	<p>The Initial Billing for the Prepaid will be processed once the Contract status is “ACTIVE”.</p> <p>Users must place the Contract Line Bill Plan on hold so that the initial Prepaid can be finalized and processed. If this step is missed, the system will create a Bill when expenditures are posted to the Project instead of drawing down the Prepaids.</p> <p>Placing the Contract Line Bill Plan on hold must also be done when adding the Prepaid to an existing Contract. See the Placing the Contract Line Bill Plan on Hold section of this Job Aid.</p>
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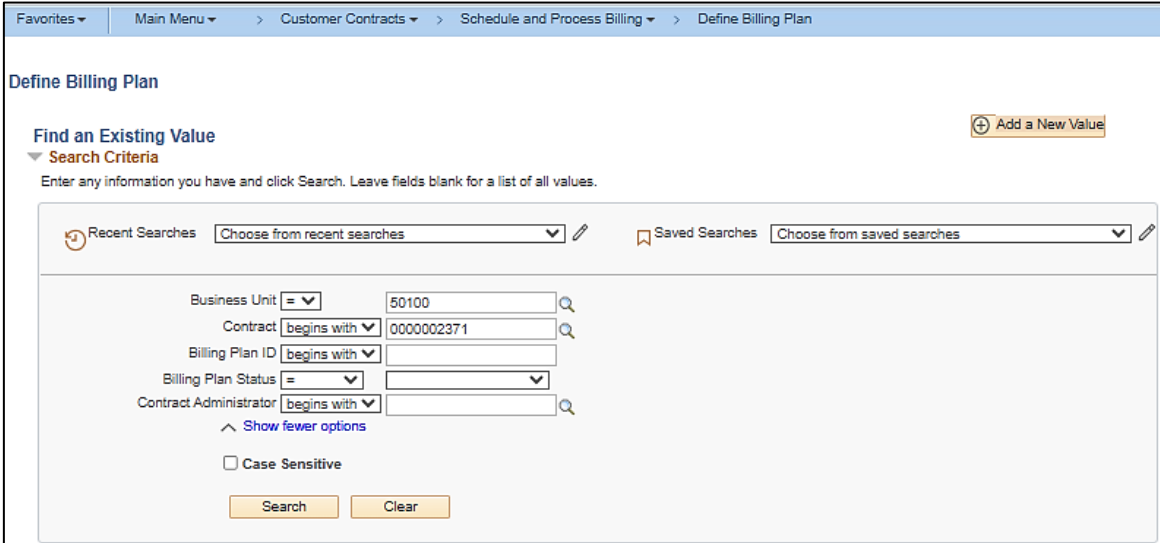

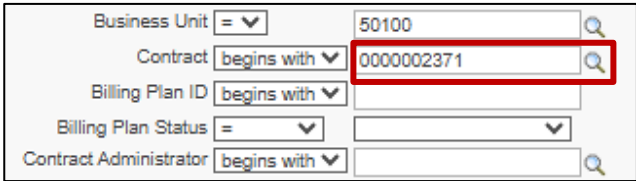
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Placing the Contract Line Bill Plan on Hold

The Contract Line Bill Plan must be placed on hold so that the initial Prepaid can be finalized and processed. If this step is missed, the system will create a Bill when expenditures are posted to the Project instead of drawing down the Prepays.


Placing the Contract Line Bill Plan on hold must also be done when adding the Prepaid to an existing Contract.

Step	Action
1.	<p>Navigate to the Billing Plan General page using the following path: Main Menu > Customer Contracts > Schedule and Process Billing > Define Billing Plan</p> <p>The Define Billing Plan 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>When navigating to the Define Billing Plan page after setting up the Prepaid, the Contract Number should auto-populate. If it does not, enter it in the Contract field.</p> 

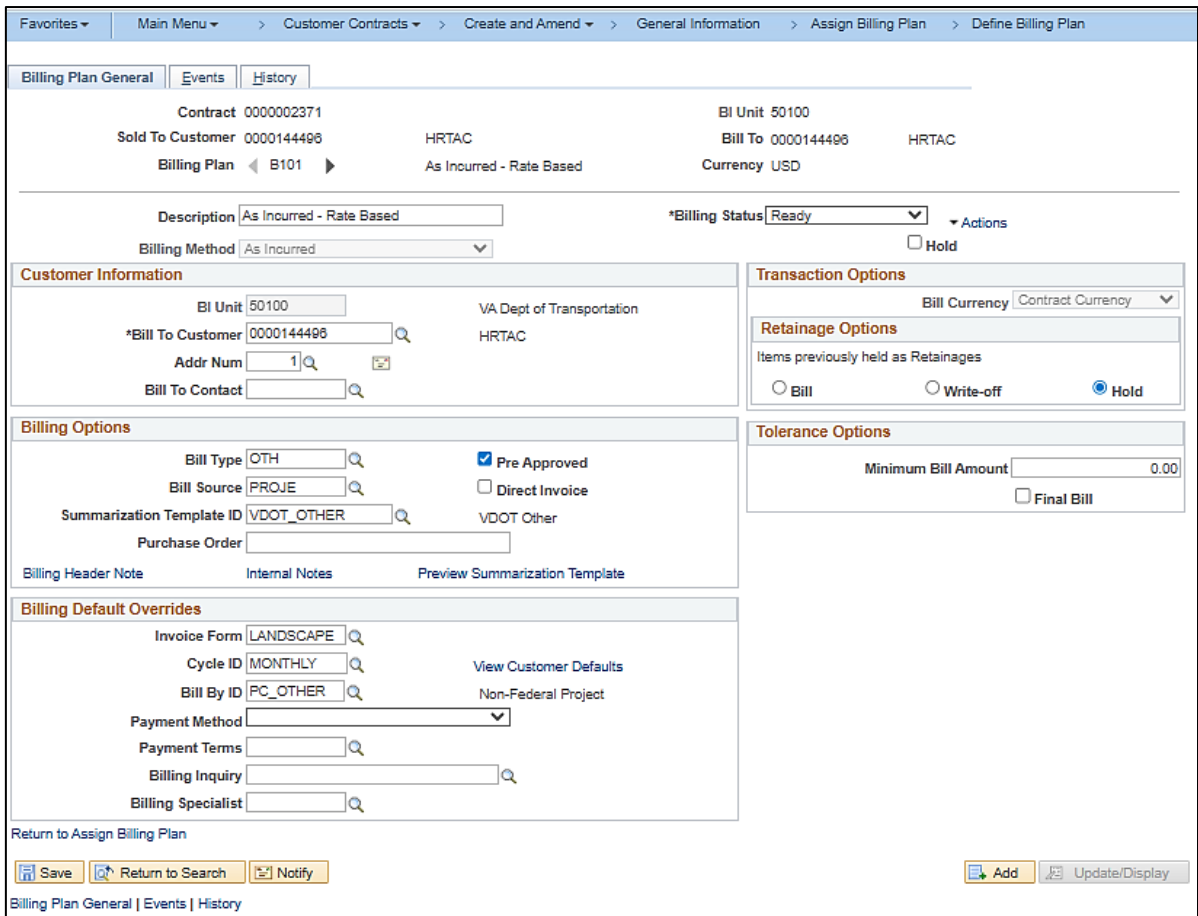


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Step	Action
3.	Click the Search button. 

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



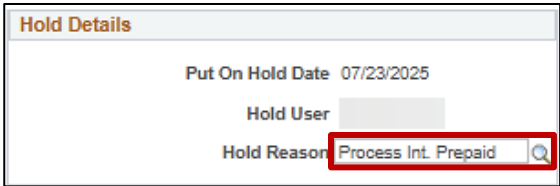
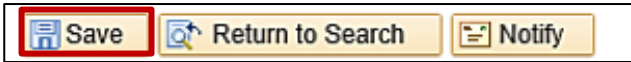

The screenshot shows the 'Define Billing Plan' page with the 'Billing Plan General' tab selected. The page displays various fields for contract information, including Contract ID (0000002371), Sold To Customer (0000144496), Billing Plan (B101), and Billing Method (As Incurred). It also shows Transaction Options, Retainage Options, and Billing Options. The 'Hold' checkbox is visible in the 'Actions' section.

4.	Click the Hold checkbox option to place the Contract Line Billing Plan on hold. 
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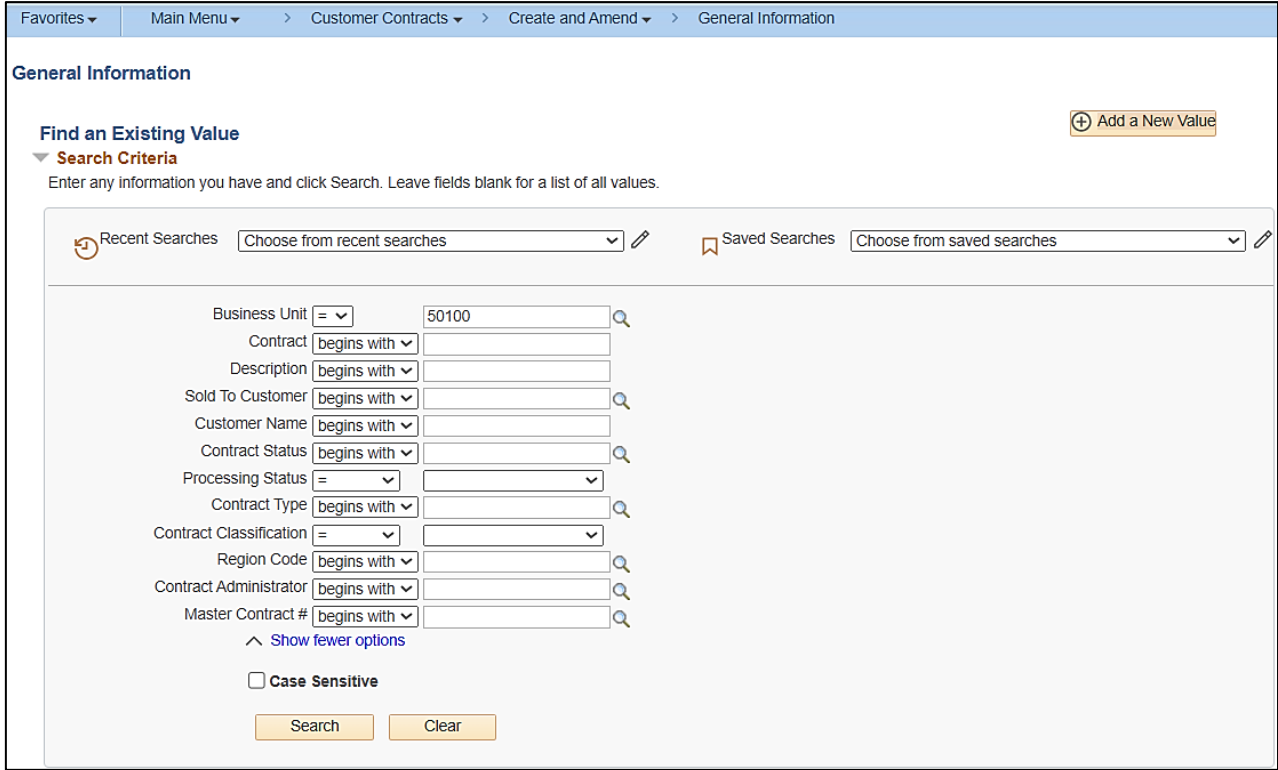

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Step	Action
5.	<p>Click the Hold Reason Look up icon and select "Process Int. Prepaid".</p> 
6.	<p>Click the Save button.</p> 
	<p>Once the Initial Prepaid Invoice has been finalized, the Billing Plan Hold can be removed the next day.</p>

Amending a Rate-Based Prepaid Contract

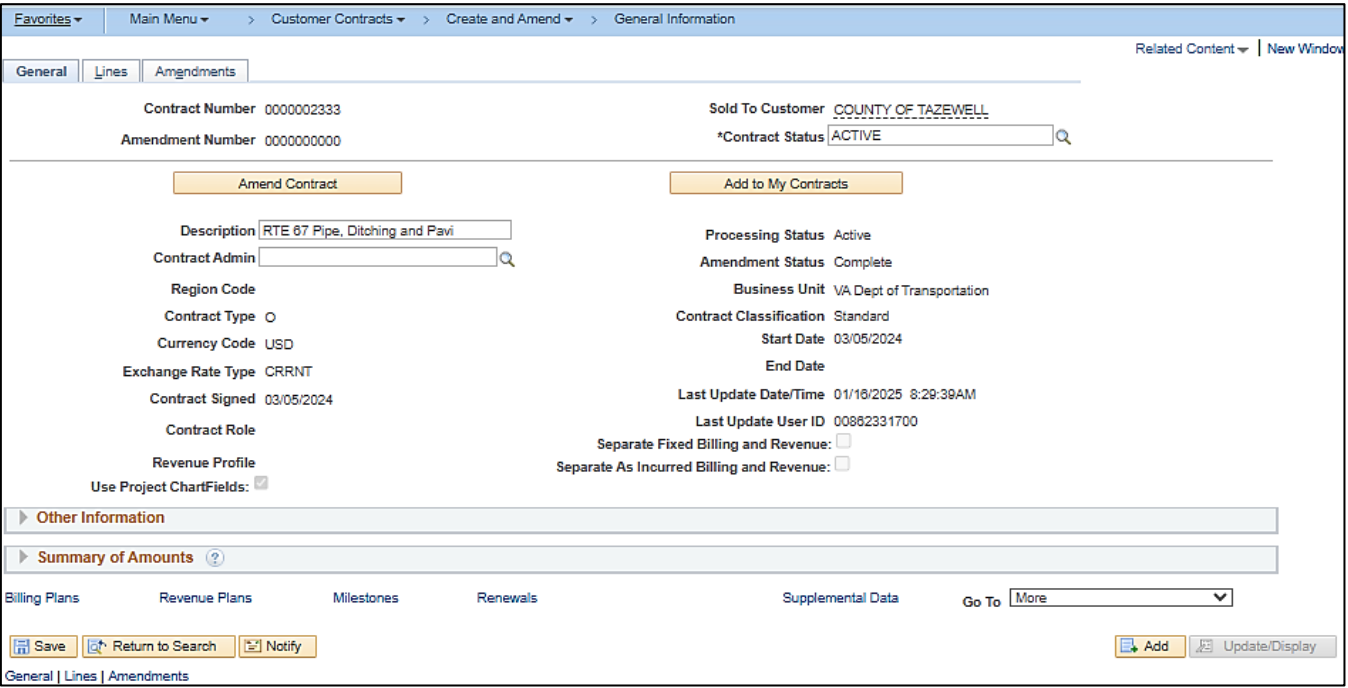
The initial Prepaid amount can be increased or decreased with an Amendment as long as the Prepaid amount is not reduced below the utilized amount. Use the steps in this section to amend a Rate-Based Prepaid Contract.

Step	Action
1.	<p>Navigate to the General Information page using the following path: 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>Enter the Contract Number in the Contract field.</p> 



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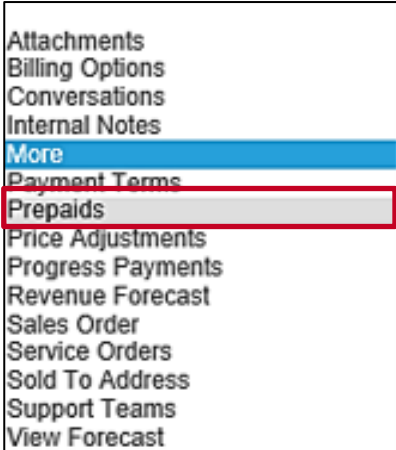
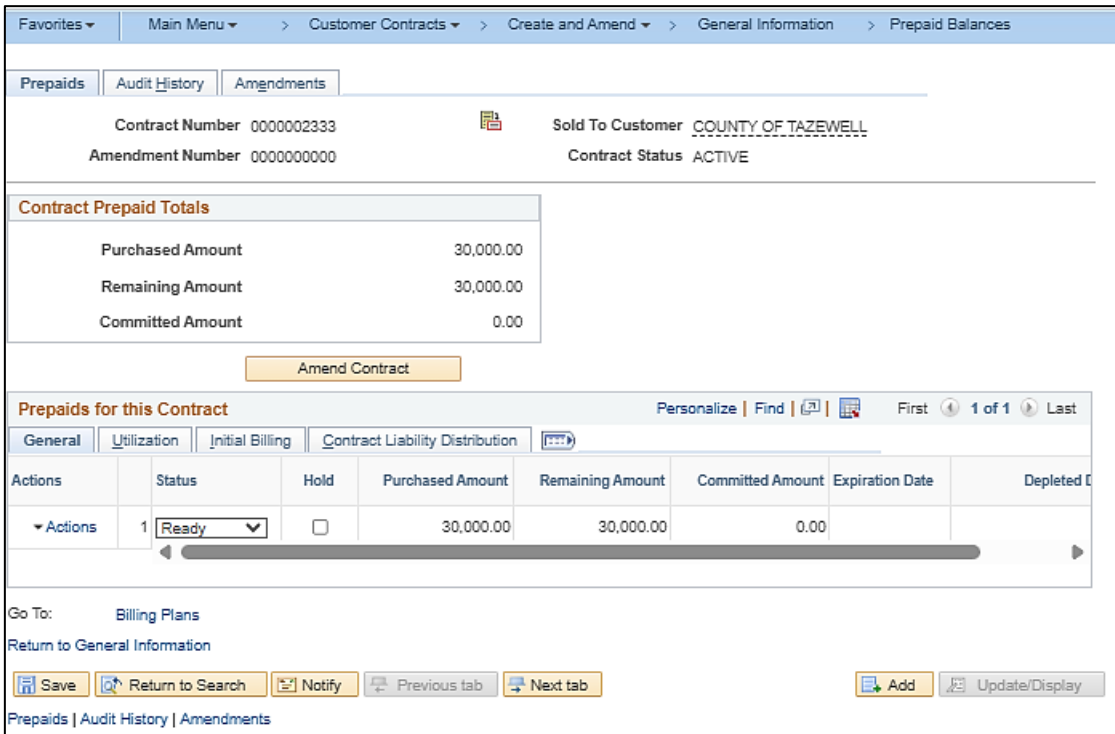

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Step	Action
3.	<p>Click the Search button.</p> <div><input type="button" value="Search"/> <input type="button" value="Clear"/></div>
<p>The General Information page displays with the General tab displayed by default.</p> <div></div>	
4.	<p>Click the Go To dropdown button.</p> <div><input type="button" value="Go To"/> <input type="button" value="More"/> <input type="button" value="v"/></div>



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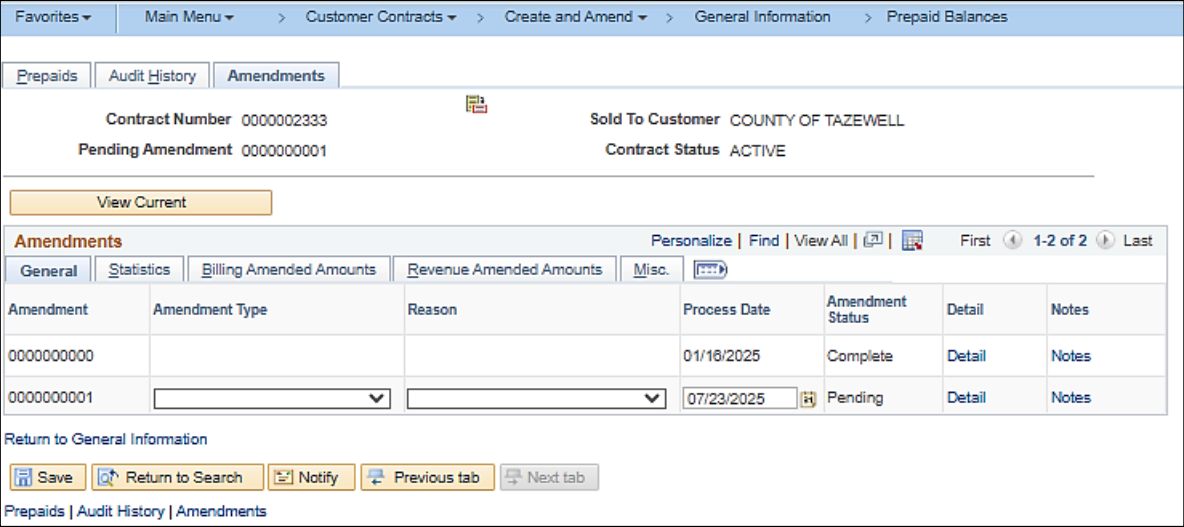



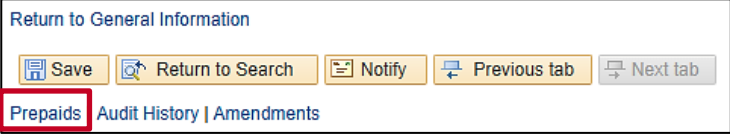
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Step	Action
5.	<p>Click the "Prepays" menu list item.</p>  <p>The screenshot shows a vertical menu with the following items: Attachments, Billing Options, Conversations, Internal Notes, More, Prepays (highlighted with a red box), Price Adjustments, Progress Payments, Revenue Forecast, Sales Order, Service Orders, Sold To Address, Support Teams, and View Forecast.</p>
	<p>The Prepaid Balances page displays with the Prepays tab displayed by default.</p>  <p>The screenshot shows the 'Prepaid Balances' page for Contract Number 0000002333. It includes tabs for Prepays, Audit History, and Amendments. The 'Contract Prepaid Totals' section shows Purchased Amount (30,000.00), Remaining Amount (30,000.00), and Committed Amount (0.00). Below this is a table titled 'Prepays for this Contract' with columns for Actions, Status, Hold, Purchased Amount, Remaining Amount, Committed Amount, Expiration Date, and Depleted. The table contains one row with Status 'Ready' and a value of 30,000.00. At the bottom, there is an 'Amend Contract' button.</p>
6.	<p>Click the Amend Contract button.</p>  <p>The screenshot shows a yellow button with the text 'Amend Contract' in black, outlined with a red border.</p>



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Step	Action
	<p>The Amendments tab displays.</p> 
7.	<p>Click the Amendment Type dropdown button and select “Prepaid”.</p> 
8.	<p>Click the Reason dropdown button and select “Amend Prepaid”.</p> 
9.	<p>Click the Save button.</p> 
10.	<p>Click the Prepays link.</p> 



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Step	Action
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The **Prepays** tab displays.

The screenshot shows the 'Prepaid Balances' screen for a contract. The breadcrumb trail is: Favorites > Main Menu > Customer Contracts > Create and Amend > General Information > Prepaid Balances. The 'Prepays' tab is selected. Contract details include: Contract Number 0000002333, Pending Amendment 0000000001, Sold To Customer COUNTY OF TAZEWELL, and Contract Status ACTIVE. A 'Contract Prepaid Totals' section shows: Purchased Amount 30,000.00, Remaining Amount 30,000.00, and Committed Amount 0.00. Below this is a 'View Current' button. The 'Prepays for this Contract' section has tabs for General, Utilization, Initial Billing, and Contract Liability Distribution. The 'General' tab is active, showing a table with columns: Actions, Status, Hold, Purchased Amount, Remaining Amount, Committed Amount, Expiration Date, and Depleted Date. The table contains one row with a status of 'Ready' and a purchased amount of 30,000.00. At the bottom, there are buttons for Save, Return to Search, Notify, Previous tab, Next tab, Add, and Update/Display.



Prepaid amounts can be increased or decreased in the **Prepays** tab.

11.

Scroll right as needed within the **Prepays for this Contract** section and click the **Add a New Row** icon.

This screenshot is similar to the previous one, but the 'Add a New Row' icon (a plus sign in a square) is highlighted with a red box in the bottom right corner of the table.



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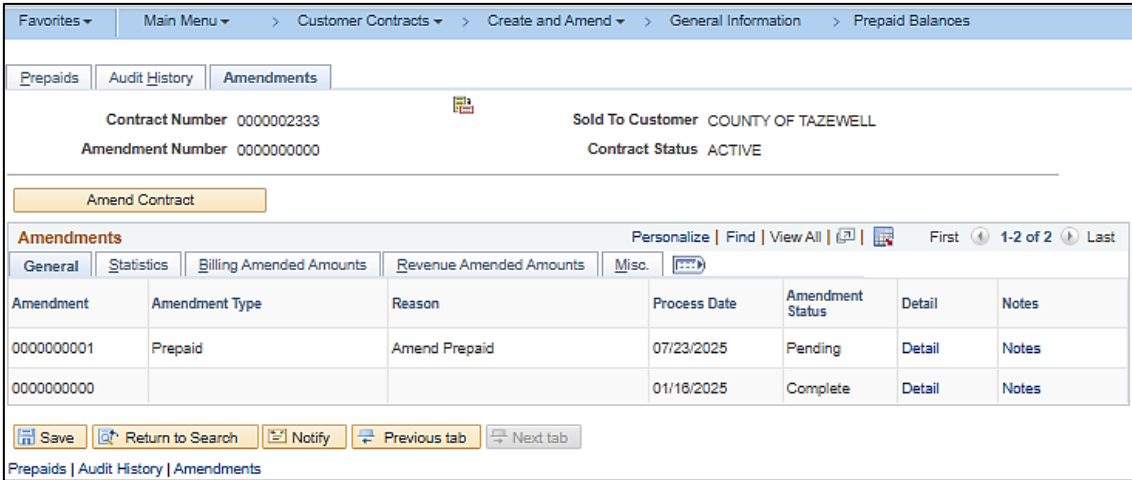
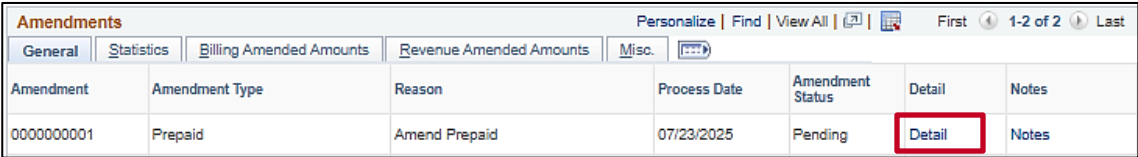
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Step	Action																											
	<p>A prompt message displays in a pop-up window to confirm the number of rows to be added.</p> <div><div>fintrn.cardinal.virginia.gov says</div><div>Enter number of rows to add:</div><div><input type="text" value="1"/></div><div><div>OK</div><div>Cancel</div></div></div>																											
12.	<p>Click the OK button to add “1” row.</p> <div><div>fintrn.cardinal.virginia.gov says</div><div>Enter number of rows to add:</div><div><input type="text" value="1"/></div><div><div>OK</div><div>Cancel</div></div></div>																											
	<p>The Prepays for this Contract section refreshes with the new row added.</p> <div><div><div>Prepays for this Contract</div><div>Personalize Find First 1-2 of 2 Last</div><div><div>General</div><div>Utilization</div><div>Initial Billing</div><div>Contract Liability Distribution</div><div></div></div><table><thead><tr><th>Actions</th><th></th><th>Hold</th><th>Purchased Amount</th><th>Remaining Amount</th><th>Committed Amount</th><th>Expiration Date</th><th>Depleted Date</th><th></th></tr></thead><tbody><tr><td>▼ Actions</td><td>▼</td><td><input type="checkbox"/></td><td><input type="text" value="30,000.00"/></td><td>30,000.00</td><td>0.00</td><td></td><td></td><td>+ -</td></tr><tr><td>▼ Actions</td><td>▼</td><td><input type="checkbox"/></td><td><input type="text" value="0.00"/></td><td>0.00</td><td>0.00</td><td><input type="text"/></td><td></td><td>+ -</td></tr></tbody></table></div></div>	Actions		Hold	Purchased Amount	Remaining Amount	Committed Amount	Expiration Date	Depleted Date		▼ Actions	▼	<input type="checkbox"/>	<input type="text" value="30,000.00"/>	30,000.00	0.00			+ -	▼ Actions	▼	<input type="checkbox"/>	<input type="text" value="0.00"/>	0.00	0.00	<input type="text"/>		+ -
Actions		Hold	Purchased Amount	Remaining Amount	Committed Amount	Expiration Date	Depleted Date																					
▼ Actions	▼	<input type="checkbox"/>	<input type="text" value="30,000.00"/>	30,000.00	0.00			+ -																				
▼ Actions	▼	<input type="checkbox"/>	<input type="text" value="0.00"/>	0.00	0.00	<input type="text"/>		+ -																				
13.	<p>Enter the amount of increase in the Purchased Amount field.</p> <div><div><div>Prepays for this Contract</div><div>Personalize Find First 1-2 of 2 Last</div><div><div>General</div><div>Utilization</div><div>Initial Billing</div><div>Contract Liability Distribution</div><div></div></div><table><thead><tr><th>Actions</th><th></th><th>Hold</th><th>Purchased Amount</th><th>Remaining Amount</th><th>Committed Amount</th><th>Expiration Date</th><th>Depleted Date</th><th></th></tr></thead><tbody><tr><td>▼ Actions</td><td>▼</td><td><input type="checkbox"/></td><td><input type="text" value="30,000.00"/></td><td>30,000.00</td><td>0.00</td><td></td><td></td><td>+ -</td></tr><tr><td>▼ Actions</td><td>▼</td><td><input type="checkbox"/></td><td><input type="text" value="50,000.00"/></td><td>50,000.00</td><td>0.00</td><td><input type="text"/></td><td></td><td>+ -</td></tr></tbody></table></div></div>	Actions		Hold	Purchased Amount	Remaining Amount	Committed Amount	Expiration Date	Depleted Date		▼ Actions	▼	<input type="checkbox"/>	<input type="text" value="30,000.00"/>	30,000.00	0.00			+ -	▼ Actions	▼	<input type="checkbox"/>	<input type="text" value="50,000.00"/>	50,000.00	0.00	<input type="text"/>		+ -
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14.	<p>Proceed to Steps 8 through 24 in the Setting up the Prepaid for a Non-Federal Rate-Based Contract section of this Job Aid to complete all required tabs (General, Utilization, Initial Bill, and Contract Liability Distribution) and then return to Step 15 in this section.</p>																											



Project Accounting Job Aid

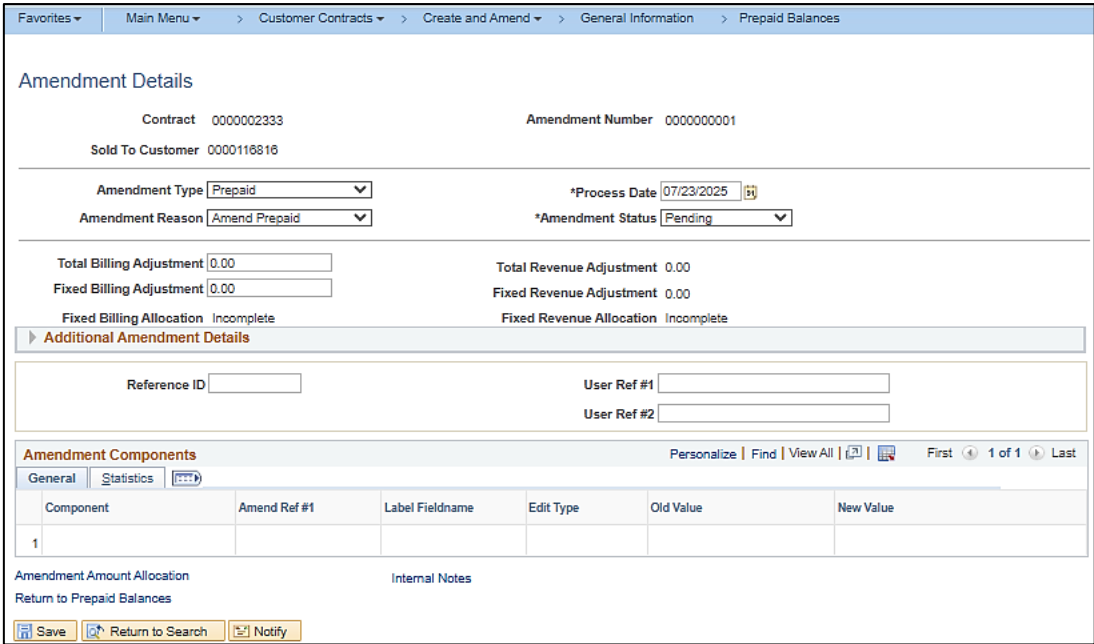
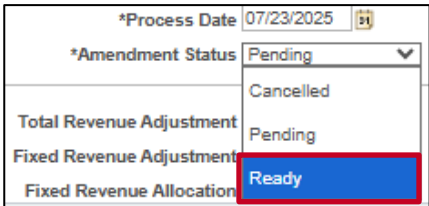

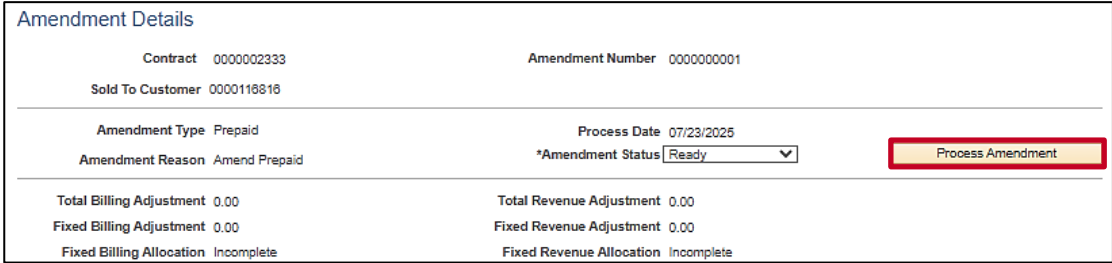
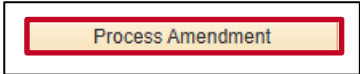
PA354_Creating and Managing Non-Federal Rate-Based Prepaid Contracts (VDOT Only)

Step	Action
15.	<p>Click the Save button.</p> 
16.	<p>Click the Amendments tab at the top of the page or the Amendments link at the bottom of the page.</p> 
<p>The Amendments tab displays.</p> 	
17.	<p>Click the Detail link on the Amendment Line that was added.</p> 



Project Accounting Job Aid



PA354_Creating and Managing Non-Federal Rate-Based Prepaid Contracts (VDOT Only)

Step	Action
	<p>The Amendment Details page displays.</p> 
18.	<p>Click the Amendment Status dropdown button and select “Ready” to process the Amendment.</p> 
	<p>The Process Amendment button displays once the Amendment Status is changed to “Ready”.</p> 
19.	<p>Click the Process Amendment button.</p> 



Project Accounting Job Aid

PA354_Creating and Managing Non-Federal Rate-Based Prepaid Contracts (VDOT Only)

Step	Action																												
	<p>The Amendment Status changes to “Complete” and the changes are now active in Cardinal.</p> <div><p>Amendment Details</p><table><tr><td>Contract</td><td>0000002333</td><td>Amendment Number</td><td>0000000001</td></tr><tr><td>Sold To Customer</td><td>0000116816</td><td>Amendment Completed On</td><td>07/24/2025 9:02AM</td></tr><tr><td>Amendment Type</td><td>Prepaid</td><td>Process Date</td><td>07/23/2025</td></tr><tr><td>Amendment Reason</td><td>Amend Prepaid</td><td>Amendment Status</td><td>Complete</td></tr><tr><td>Total Billing Adjustment</td><td>0.00</td><td>Total Revenue Adjustment</td><td>0.00</td></tr><tr><td>Fixed Billing Adjustment</td><td>0.00</td><td>Fixed Revenue Adjustment</td><td>0.00</td></tr><tr><td>Fixed Billing Allocation</td><td>Incomplete</td><td>Fixed Revenue Allocation</td><td>Incomplete</td></tr></table></div>	Contract	0000002333	Amendment Number	0000000001	Sold To Customer	0000116816	Amendment Completed On	07/24/2025 9:02AM	Amendment Type	Prepaid	Process Date	07/23/2025	Amendment Reason	Amend Prepaid	Amendment Status	Complete	Total Billing Adjustment	0.00	Total Revenue Adjustment	0.00	Fixed Billing Adjustment	0.00	Fixed Revenue Adjustment	0.00	Fixed Billing Allocation	Incomplete	Fixed Revenue Allocation	Incomplete
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	<p>The Initial Billing for the Prepaid will be processed once the Contract status is “Active”.</p> <p>Users must again place the Contract Line Bill Plan on hold so the additional Prepaid can be finalized and processed. If this step is missed, the system will create a Bill when expenditures are posted to the Project instead of drawing down the Prepays. Refer to the Placing a Contract Line Bill on Hold section of this Job Aid.</p>																												