



Project Accounting Job Aid

PA353 Hints for Federal Customer Contract Maintenance (VDOT Only)

Hints for Federal Customer Contract Maintenance Overview

This Job Aid is designed to provide quick explanations of the concepts related to Federal Customer Contract maintenance.

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

Table of Contents

Revision History	2
Participation Rate Modifications	3
Putting a Billing Plan on Hold	3
Transaction Limits Amendments	8
Configuration Items Required for a Federal Contract	9
Frequently Asked Federal Contract Questions and Answers	10



Project Accounting Job Aid

PA353 Hints for Federal Customer Contract Maintenance (VDOT Only)

Revision History

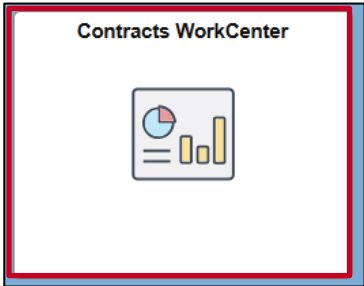
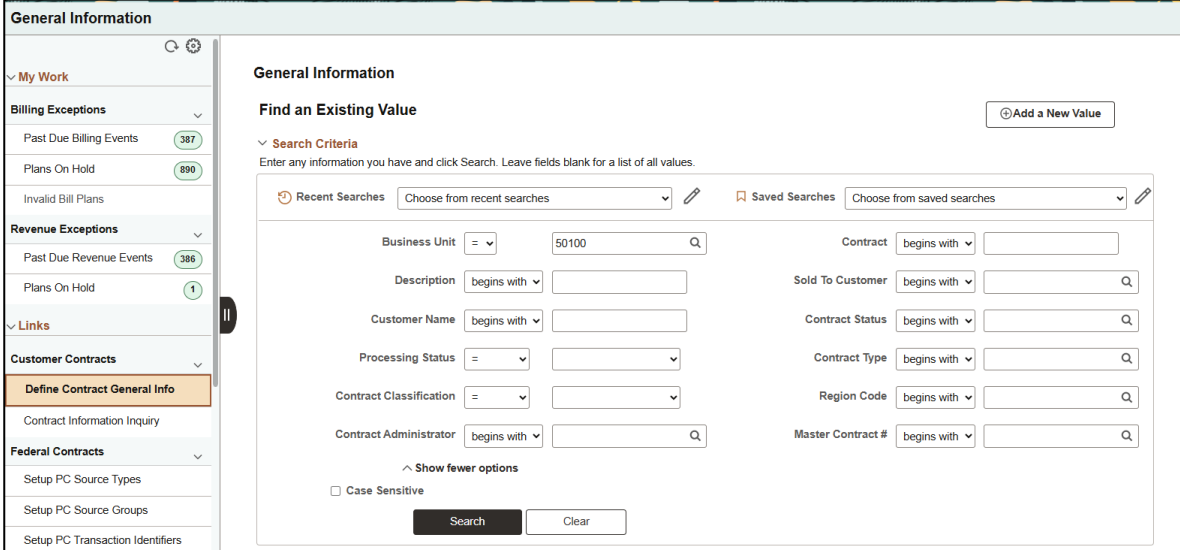
Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
8/1/2025	Baseline.

Participation Rate Modifications

For detailed instructions, refer to the Job Aid titled **PA Billing Adjustment for Change in Federal Participation Rate** located on the Cardinal website in **Job Aids** under **Learning**.

Putting a Billing Plan on Hold

This section of the Job Aid will focus specifically on the **Bill Plan** section of the **Assign Billing Plan** page and will walk through the steps to make updates in this section of the page only.

Step	Action
1.	Navigate to the General Information page by clicking the Contracts WorkCenter tile. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation path in the WorkCenter: Links > Define Contract General Info Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 

Step	Action
	Users can also access the General Information page using the following navigation path: NavBar > Menu > Customer Contracts > Create and Amend > Define Contract General Info

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

General Information

Find an Existing Value



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

 **Recent Searches**

Choose from recent searches

 **Saved Searches**

Choose from saved searches

Business Unit
=
50100

Description
begins with

Customer Name
begins with

Processing Status
=

Contract Classification
=

Contract Administrator
begins with

Contract
begins with

Sold To Customer
begins with

Contract Status
begins with

Contract Type
begins with

Region Code
begins with

Master Contract #
begins with

^ Show fewer options

☐ Case Sensitive

Search

Clear

3.	Enter the Contract number in the Contract field. Contract begins with
	If the Contract number is unknown, use any of the search fields as applicable.



Project Accounting Job Aid

PA353 Hints for Federal Customer Contract Maintenance (VDOT Only)

Step	Action																				
	The General Information Contract Header page displays with the General tab displayed by default. Contract Header General Lines Amendments Contract Number: 5A27009 Sold To Customer: FEDERAL HIGHWAY ADMINISTRATION Amendment Number: 000000000 *Contract Status: ACTIVE Amend Contract Add to My Contracts Description: DAR5A27009 Processing Status: Active Contract Admin: Amendment Status: Complete Region Code: Business Unit: VA Dept of Transportation Contract Type: F Contract Classification: Government Currency Code: USD Start Date: 09/08/2010 Exchange Rate Type: CRRNT End Date: Contract Signed: 09/08/2010 Last Update Date/Time: 02/16/2012 6:35:48PM Contract Role: Last Update User ID: Revenue Profile: Separate Fixed Billing and Revenue: ☐ Use Project ChartFields: ☒ Separate As Incurred Billing and Revenue: ☐ > Other Information > Summary of Amounts Billing Plans Revenue Plans Milestones Supplemental Data Go To: More Save Return to Search Notify Add Update/Display																				
4.	Click the Billing Plans link. Billing Plans Revenue Plans Milestones																				
	The Assign Billing Plan page displays. Assign Billing Plan Contract: 5A27009 DAR5A27009 Sold To Customer: FEDERAL HIGHWAY ADMINISTRATION Contract Lines to be Assigned / Unassigned <table border="1"><thead><tr><th>Line</th><th>Product</th><th>Line Description</th><th>Billing Amount</th><th>Price Type</th><th>Fee Type</th><th>Plan</th><th>Plan Description</th><th>Billing Method</th><th>Status</th></tr></thead><tbody><tr><td>1</td><td>FEDERAL</td><td>Federal Aid & Stimulus</td><td></td><td>Rate</td><td>None</td><td>B101</td><td>As Incurred - Rate Based</td><td>As Incurred</td><td>In Progress</td></tr></tbody></table> ☒ Select All ☐ Clear All Bill Plan to Assign / Unassign Billing Plan: NEXT Billing Plan Template: Billing Method: Bill Plan Detail Template ID: 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	Line	Product	Line Description	Billing Amount	Price Type	Fee Type	Plan	Plan Description	Billing Method	Status	1	FEDERAL	Federal Aid & Stimulus		Rate	None	B101	As Incurred - Rate Based	As Incurred	In Progress
Line	Product	Line Description	Billing Amount	Price Type	Fee Type	Plan	Plan Description	Billing Method	Status												
1	FEDERAL	Federal Aid & Stimulus		Rate	None	B101	As Incurred - Rate Based	As Incurred	In Progress												



Project Accounting Job Aid

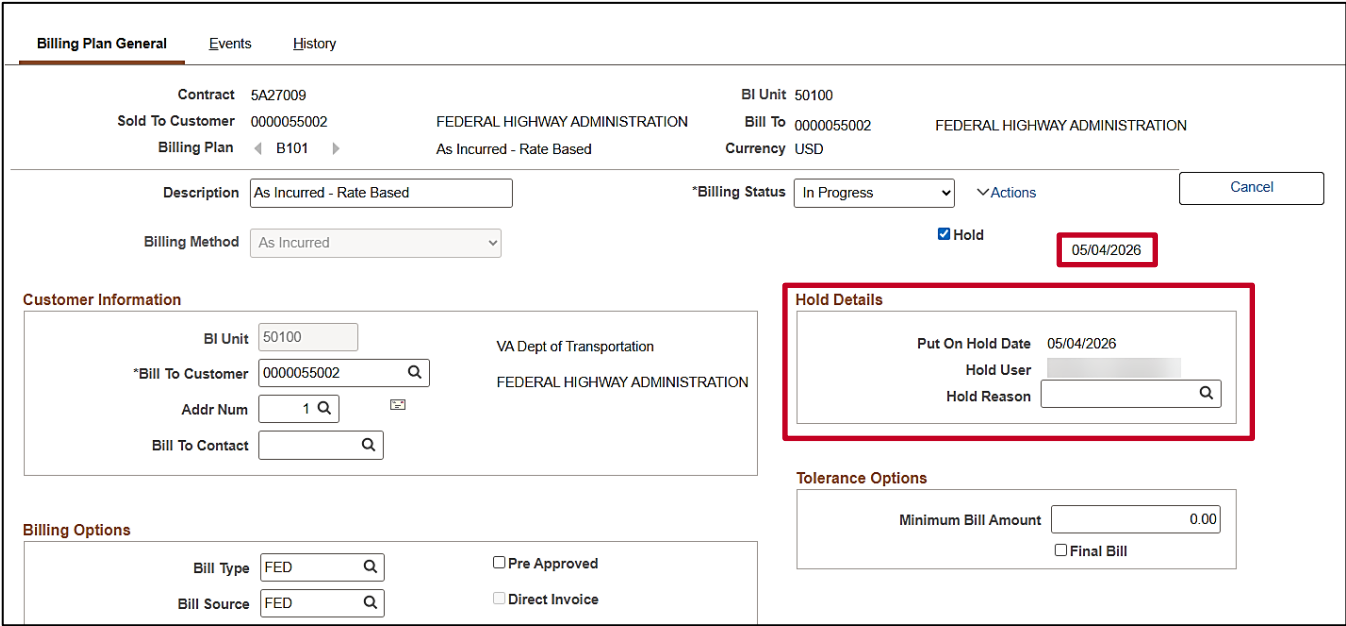
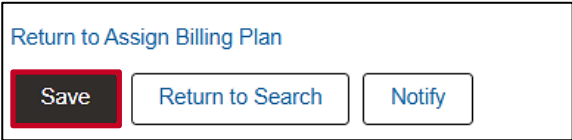
PA353 Hints for Federal Customer Contract Maintenance (VDOT Only)

Step	Action
5.	Click the link for the Bill Plan that needs to be placed on Hold within the Plan column. Plan B101
The Billing Plan General page displays. Billing Plan General Events History Contract 5A27009 BI Unit 50100 Sold To Customer 0000055002 FEDERAL HIGHWAY ADMINISTRATION Bill To 0000055002 FEDERAL HIGHWAY ADMINISTRATION Billing Plan < B101 > As Incurred - Rate Based Currency USD Description As Incurred - Rate Based *Billing Status In Progress Actions Cancel Billing Method As Incurred Hold Customer Information BI Unit 50100 VA Dept of Transportation *Bill To Customer 0000055002 FEDERAL HIGHWAY ADMINISTRATION Addr Num 1 Bill To Contact Tolerance Options Minimum Bill Amount 0.00 Final Bill Billing Options Bill Type FED Pre Approved Bill Source FED Direct Invoice Summarization Template ID VDOT_FHWA VDOT FHWA Purchase Order Billing Header Note Internal Notes Preview Summarization Template Billing Default Overrides Invoice Form LANDSCAPE Cycle ID FEDERAL View Customer Defaults Bill By ID PC_FEDERAL Project Federal Payment Method Payment Terms Billing Inquiry Billing Specialist Return to Assign Billing Plan Save Return to Search Notify Add Update/Display Billing Plan General Events History	
6.	Select the Hold checkbox option (located below the Billing Status field). Hold



Project Accounting Job Aid

PA353 Hints for Federal Customer Contract Maintenance (VDOT Only)

Step	Action
	The page refreshes and a Hold Details section displays.  The screenshot shows the 'Billing Plan General' tab selected. The 'Description' is 'As Incurred - Rate Based' and 'Billing Method' is 'As Incurred'. The '*Billing Status' is 'In Progress'. The 'Hold' checkbox is checked, and the date '05/04/2026' is displayed next to it. The 'Hold Details' section is highlighted with a red box, showing 'Put On Hold Date' as '05/04/2026', 'Hold User' as a greyed-out field, and 'Hold Reason' as a searchable field. Other sections like 'Customer Information' and 'Billing Options' are also visible.
	The current date displays the right of the Hold checkbox option. The current date also displays in the Hold Details section in the Put On Hold Date field.
7.	Click the Hold Reason Lookup icon and select the reason for the Hold.  The screenshot shows the 'Hold Reason' search field with a magnifying glass icon, highlighted with a red box.
8.	Click the Save button.  The screenshot shows the 'Save' button highlighted with a red box, along with 'Return to Assign Billing Plan', 'Return to Search', and 'Notify' buttons.
	The Billing Plan is now on Hold. Once the Billing Plan is placed on Hold, new billable amount (BIL) Lines will not be created until the Hold has been removed. The steps to place a Revenue Plan on Hold are the same except the user would choose the Revenue Plans link.



Transaction Limits Amendments

Transaction Limits cannot be reduced to an amount lower than the processed amount. If a modification is received which requires a reduction of the limit which is lower than the processed amount, the user must determine whether the processed amount has been completely billed to FHWA or whether the processed amount contains pending transactions.

1. If the processed amount has been completely billed to FHWA:
 - a. Process a Billing Adjustment to return the amount billed back to FHWA.
2. If the processed amount contains pending transactions:
 - a. Remove the Rate Set from the **Contract Terms** page.
 - b. Place the Bill Plan on Hold so that the amount can be cleared by batch processes.
 - c. On the following day, reduce the Transaction Limit by processing an Amendment.



Project Accounting Job Aid

PA353 Hints for Federal Customer Contract Maintenance (VDOT Only)

Configuration Items Required for a Federal Contract

Configuration Item	Federal Rate-Based
Transaction Identifier *	✓
Product	✓
Source Type *	✓
Source Group *	✓
Rate Set *	✓
Accounting Rule *	✓
Product Group	✓
Detail Bill Plan Template	✓
Revenue/Bill Plan Template	✓

* These Configuration Items are required when a new Appropriation Code is received. See the Job Aid titled **PA Creating a New Rate Set - Non-Structure Billing (VDOT Only)** for more details about these Configuration Items. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.



Project Accounting Job Aid

PA353 Hints for Federal Customer Contract Maintenance (VDOT Only)

Frequently Asked Federal Contract Questions and Answers

Question	Answer
Can a Federal Contract bill two different Projects at the same time?	Yes, a Federal Contract can have many Projects in the Associated Projects & Activities section of the Contract Terms page. Additionally, Projects can be linked to the same phase (i.e., Activity) because the Contract is billing different expenditures.
When can a Project be linked to a Contract?	Projects cannot be associated to a Contract unless the Project Status and Processing Status are at least "Budget/Active". If the Project Status is not set as "Budget", complete the Amendment leaving the Project field blank and include a comment on the Internal Note page.
Can two Federal Contracts bill the same Project simultaneously?	Yes, but only if each Contract is billing for a different phase. As the user enters a new Contract and reviews the Summary Activities section, the user can tell whether a Project and Phase have already been assigned to another Contract. If the list of available Activities does not include the applicable Activity, the Project/Activity combination has already been assigned to another Contract. If a Participating Phase is checked where there are not available Activities, Cardinal issues an error message. When Activities cannot be associated to a Contract, leave the Project field blank and complete the Amendment as usual. Include a comment on the Internal Notes page that the Phase is already associated to Contract Number "XXX".
When can Projects and Activities be moved to a different Contract Line or a different Contract?	Since only one Contract can bill the same Project and Activity at a time, Projects and Activities should not be moved to the second Contract until the transactions have fully processed and any pending transactions have been cleared on the first Contract Line/Contract. Pending transactions include split Billable Amount (BIL) or Billing Deferred Amount (DEF) rows. If the Contract is included on the daily bill to FHWA, the Project and Activities should not be moved until the next day.



Project Accounting Job Aid

PA353 Hints for Federal Customer Contract Maintenance (VDOT Only)

Question	Answer
Can a Federal Contract bill Region 03 and Region 15 simultaneously?	No, Contracts with Region 03 and Region 15 need to be set up with two Contract Lines, one for each Region. For the first Contract Line, the Federal Region Code on the Contract Header, and the Contract Line with the associated Project and Phase, should be for the same Region currently billing. The second Contract Line, which is not billing, will not have a Project and Phase associated to it. Once the first Contract Line (for the first Region) is complete, manually update Contract Line 1 to stop billing, and manually update the second Contract Line to begin billing. Be sure to also update the Federal Region Code on the Header in order to bill the correct Region related to Contract Line 2.
Which Federal Contract Line is currently billing?	A Contract Line with a Project (or many Projects) and Activities linked to that Contract Line will bill up to the Transaction Limit as new transactions are posted for the Project. Any Contract Line with Project/Activity combinations will bill unless any of the following are true: • The Bill Plan is on Hold • There is no Rate Set populated on the Contract Terms page • There are no expenditures to bill • The billing for expenditures has exceeded the obligation amount
Why does the Proposal ID need to be added to the Federal Contract Header?	The Proposal ID is used in many Project Accounting reports. In order for these reports to be a useful tool providing Contract information for review, the Proposal ID should always be updated with the total obligated amount for the Federal Contract.



Project Accounting Job Aid

PA353 Hints for Federal Customer Contract Maintenance (VDOT Only)

Question	Answer
How can I correct billing the wrong Project or Activities to a Federal Contract?	First, navigate to the Related Projects tab of the Contract Terms page and click on the Review Limits link to ensure that the Contract has no processed amounts. If the Contract has never billed (i.e., zero processed amounts): • Click the radio button beside the first incorrect Project. • Click on the Delete Activities button at the bottom of the Contract Terms page. • Select the checkbox next to the phase(s) that needs to be deleted and click the OK button. • The Contract Terms page will redisplay. • Click the Save button. • Repeat as needed for other Projects associated to the Contract that should be removed. If the Contract has billed (i.e., processed amounts exist). • Place the Billing Plan on Hold. • From the Related Projects tab, remove the Rate Set to ensure that any pending transactions are cleared. • Click the Save button. • Process a manual Billing Adjustment to return the amount to the incorrectly billed Contract. If the amount should have been billed to a different Contract, the Lines to bill the new Contract can also be added. • Once the Billing Adjustment is processed, remove the Hold • Follow the steps noted above to delete the incorrect Project/Activity combinations. • Link the correct Project/Activity combinations to the Contract as appropriate.