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

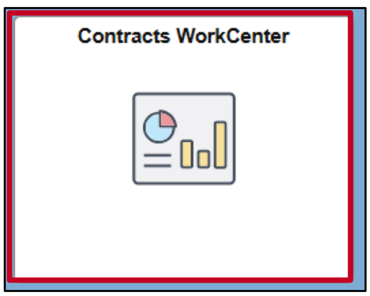
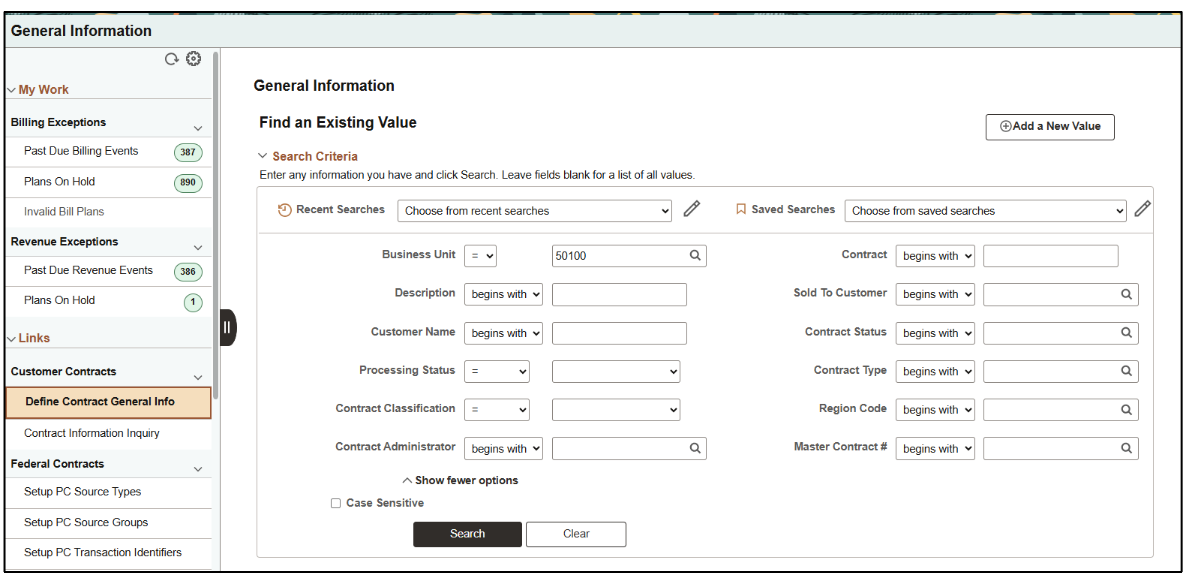
Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
8/1/2025	Baseline.

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**.

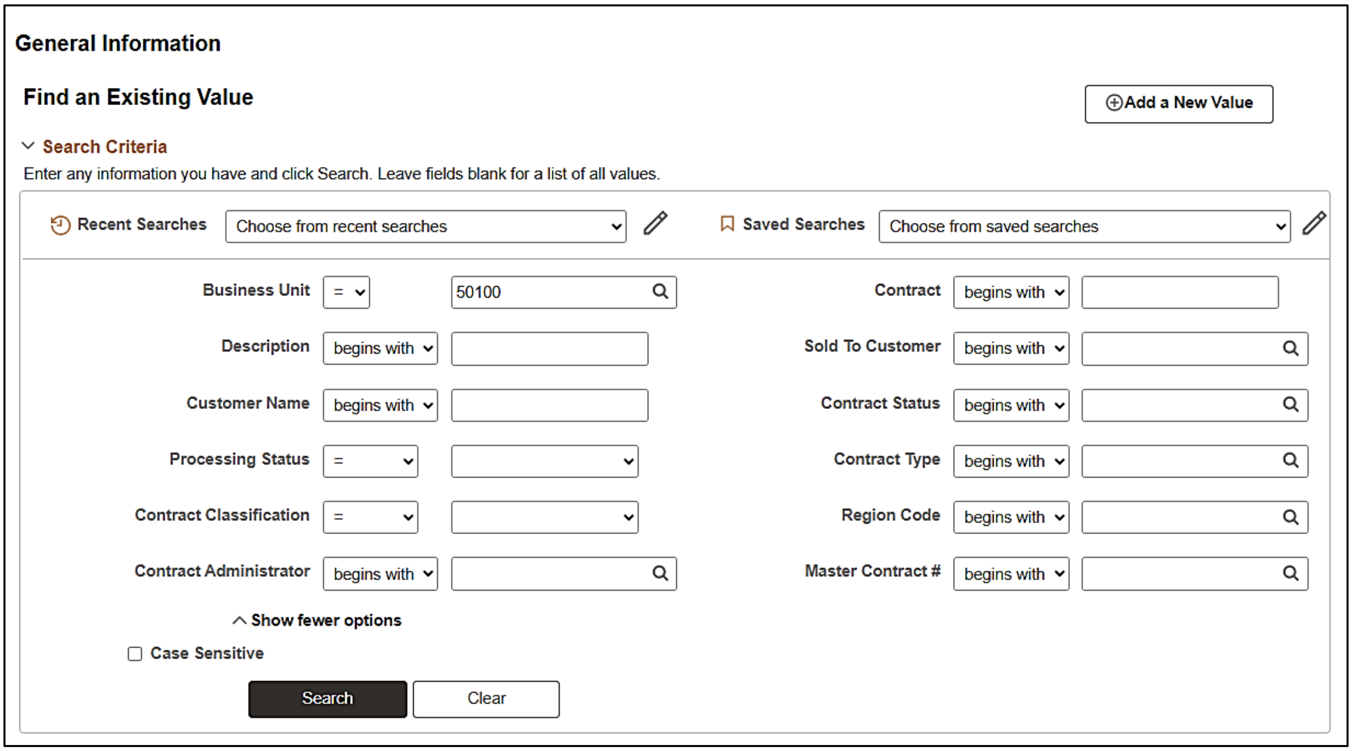
Putting a Billing Plan on Hold

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.

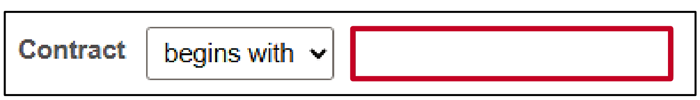
Step	Action
1.	Navigate to the **General Information** page by clicking the **Contracts WorkCenter** tile. 
	For information about WorkCenters, see the Job Aid titled **Overview of the Cardinal Financials WorkCenters** located on the Cardinal website in **Job Aids** under **Learning**.
2.	Use the following 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
ℹ	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.



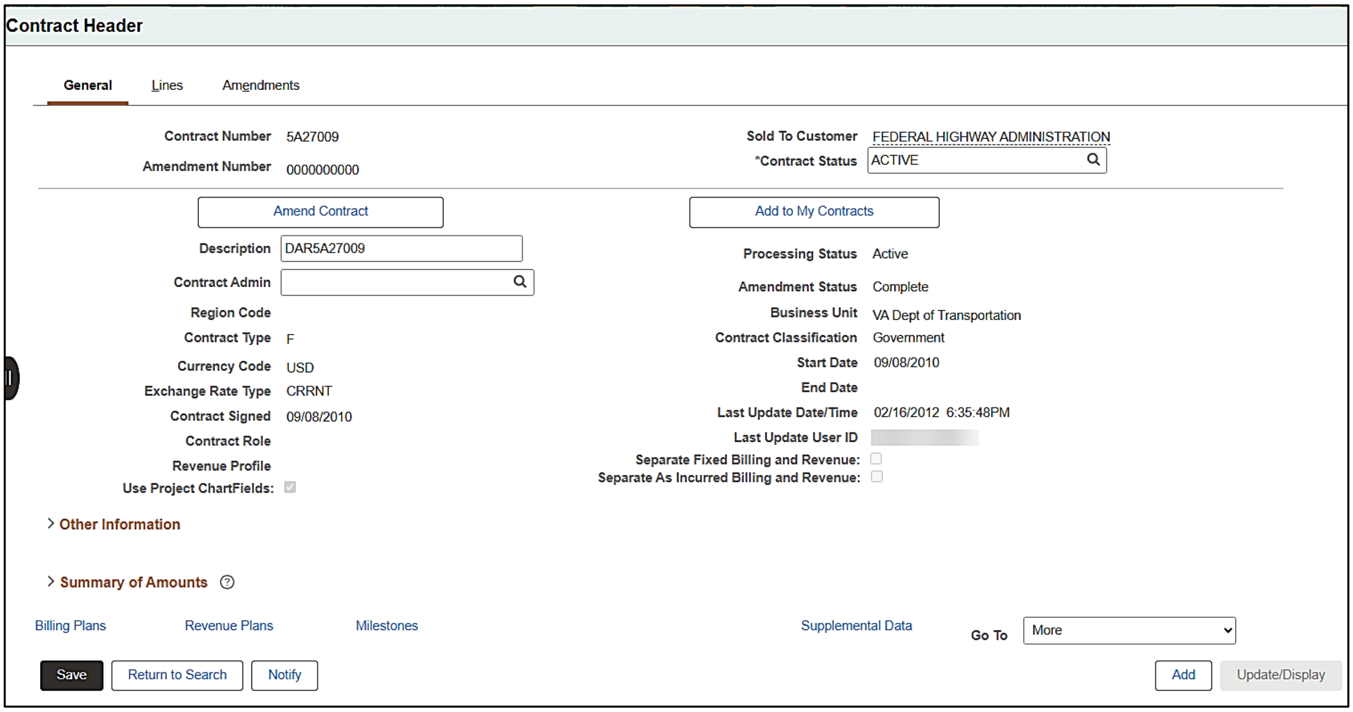
Step	Action
3.	Enter the Contract number in the **Contract** field.



Step	Action
ℹ	If the Contract number is unknown, use any of the search fields as applicable.

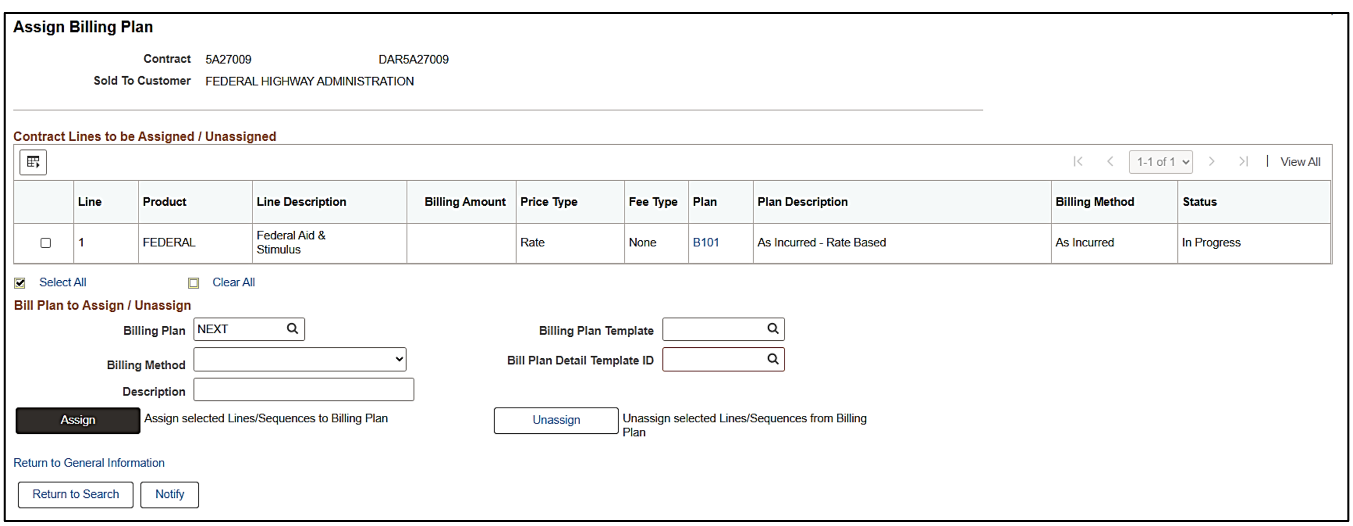
Step	Action

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



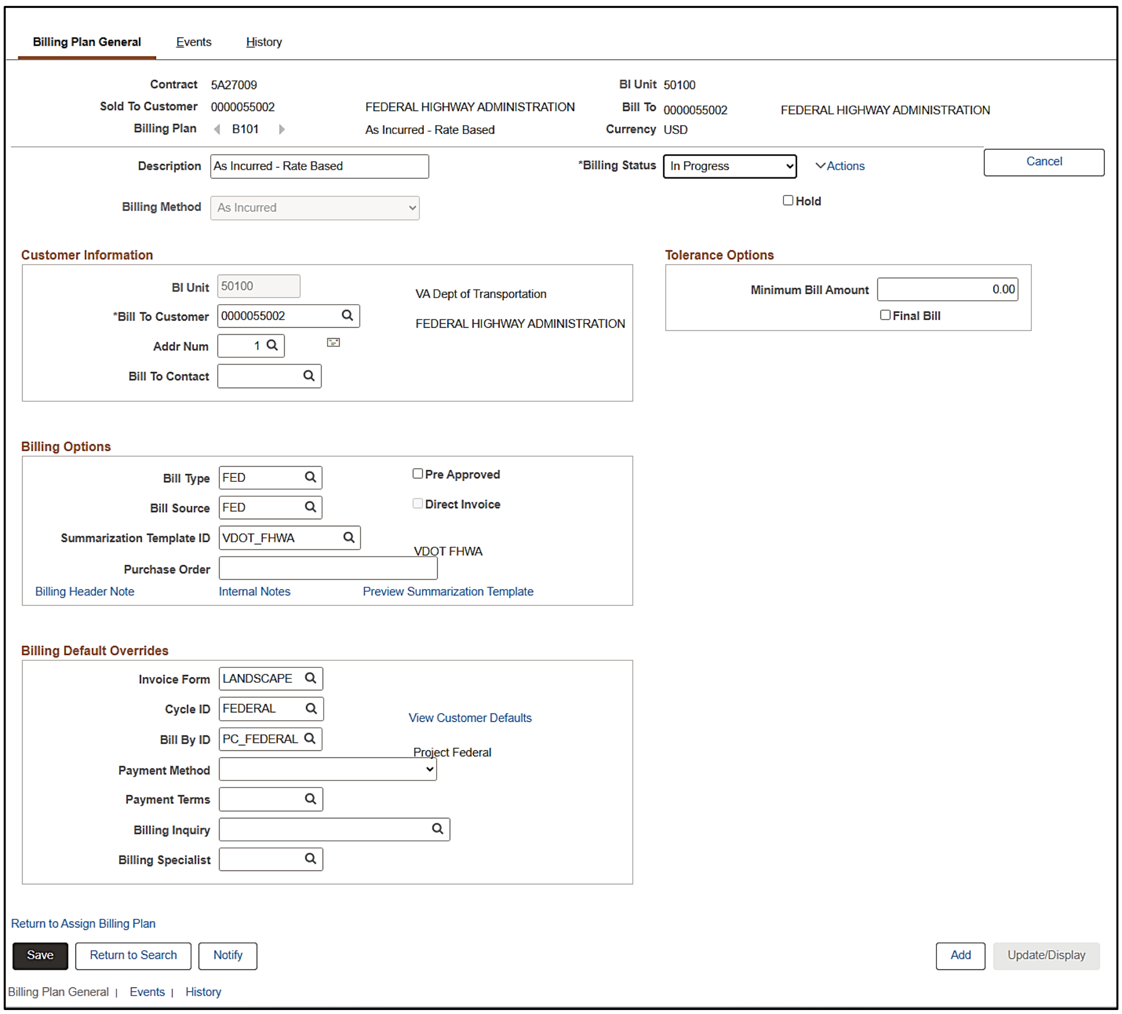
4. Click the **Billing Plans** link.

The **Assign Billing Plan** page displays.



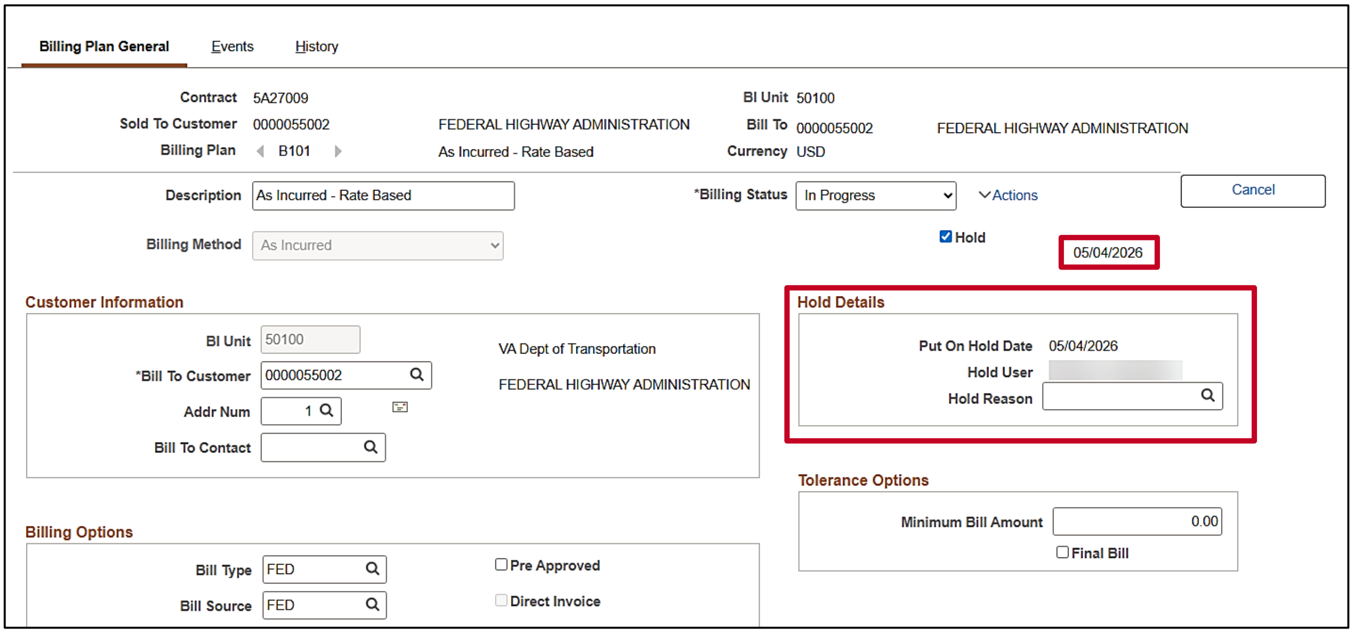
Step	Action
5.	Click the link for the Bill Plan that needs to be placed on Hold within the **Plan** column. 

The **Billing Plan General** page displays.



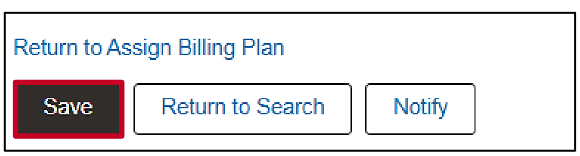
Step	Action
6.	Select the **Hold** checkbox option (located below the **Billing Status** field). 

Step	Action
	The page refreshes and a **Hold Details** section displays.



	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.

8.	Click the **Save** button.



	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.

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**.

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.

<table>
<tr><th>Question</th><th>Answer</th></tr>
<tr><td>Can a Federal Contract bill Region 03 and Region 15 simultaneously?</td><td>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 Contact 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.</td></tr>
<tr><td>Which Federal Contract Line is currently billing?</td><td>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</td></tr>
<tr><td>Why does the Proposal ID need to be added to the Federal Contract Header?</td><td>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.</td></tr>
</table>

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.