PA354 Amending Non-Federal Customer Contracts (VDOT Only)

Amending Non-Federal Customer Contracts Overview

Once a Contract is set to Active, most changes have to be made using amendments. The amendment process is required to update fields on the contract header, add additional contract lines, adjust contract amounts, update prepaid balance, etc.

This job aid provides basic steps for processing the following amendments:

- Contract Header
- Contract Terms
- Increase/Decrease Prepaid Amount
- Increase/Decrease Amount Based Contract

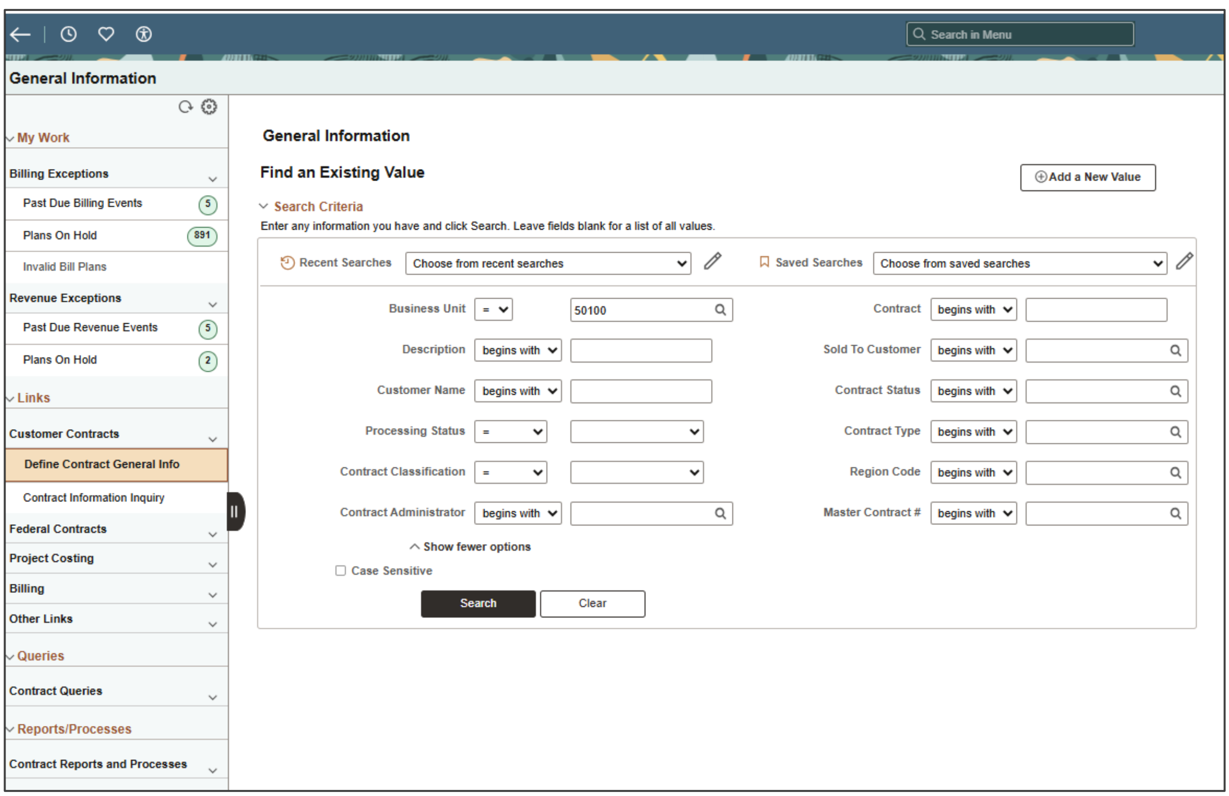
Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the process within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

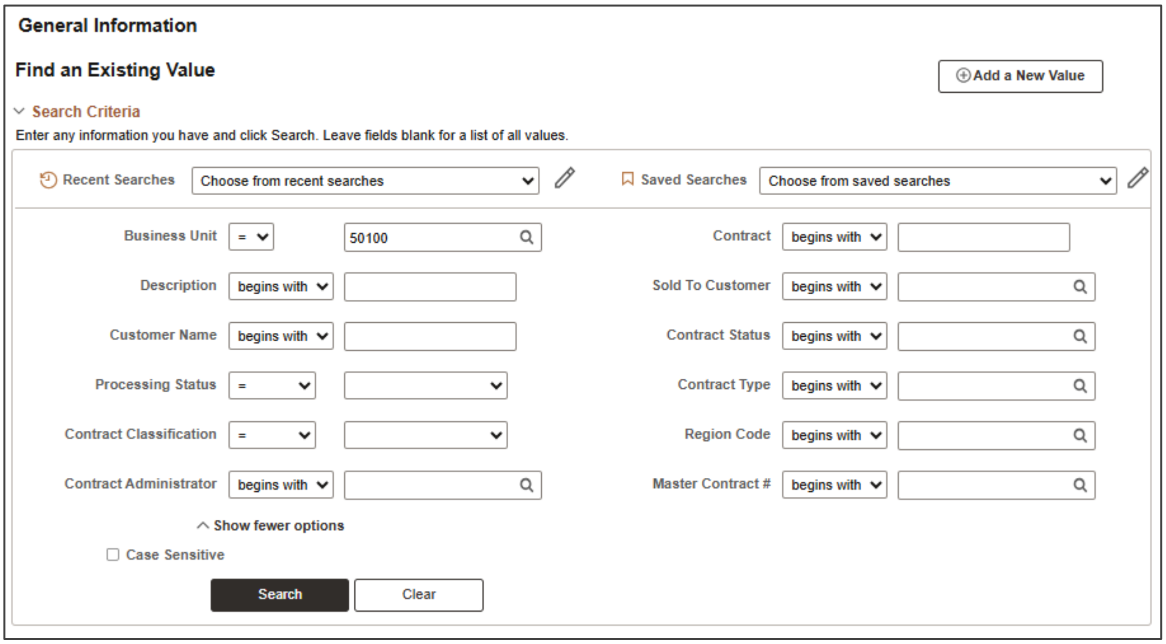
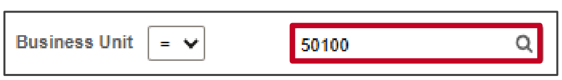
Table of Contents

Revision History

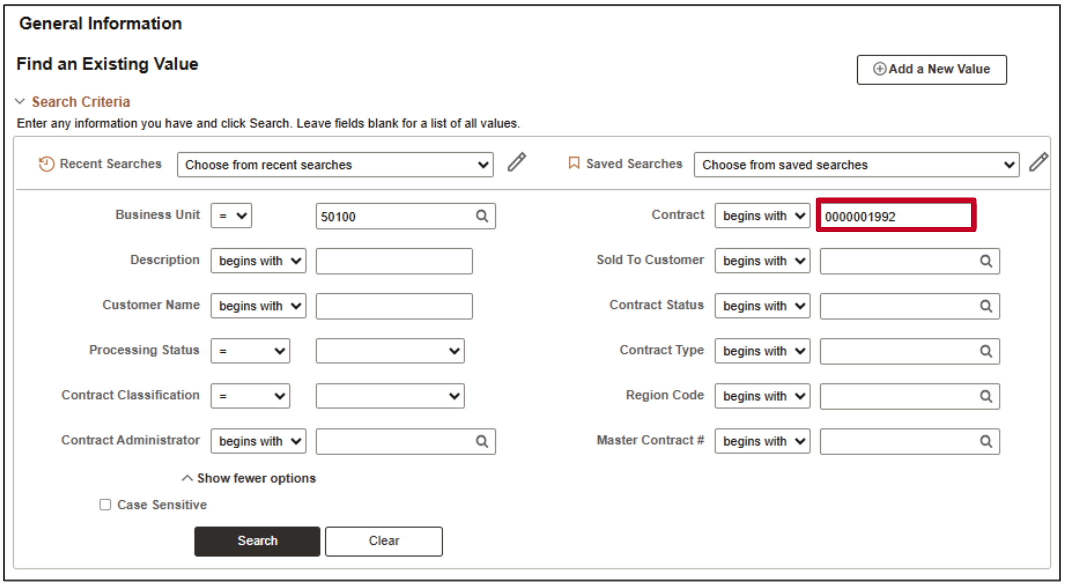
Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
10/3/2025	Baseline.

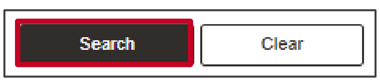
Amending the Contract Header

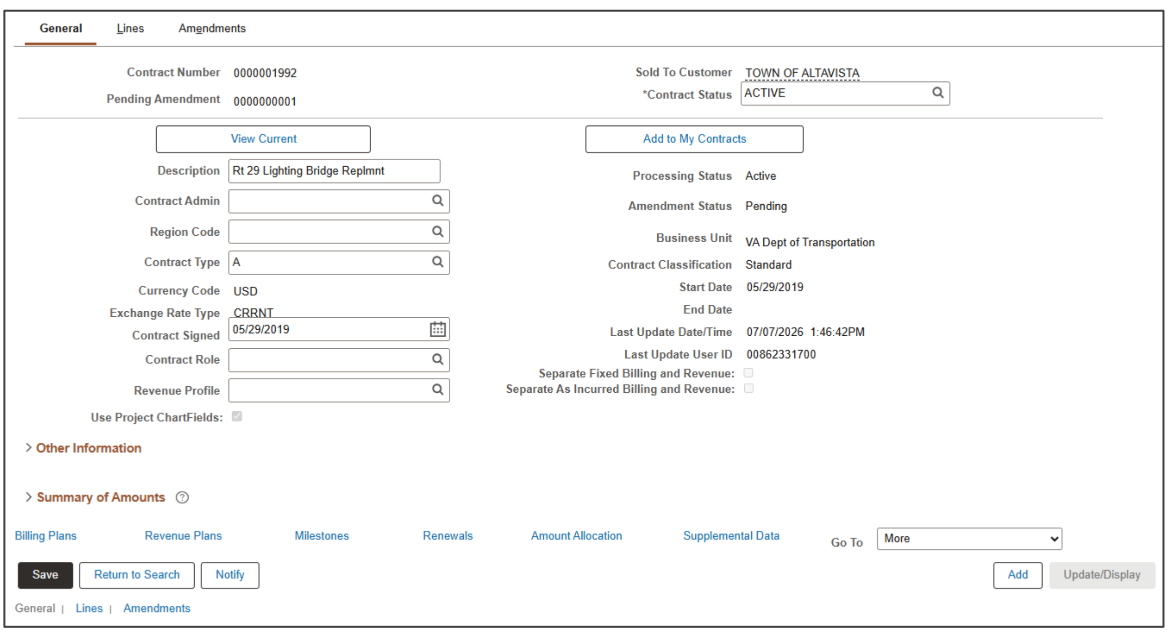
Step	Action
1.	Navigate to the **Customer Contracts Define Contract General Info** page by clicking the **Contracts WorkCenter** tile. 
i	For information about WorkCenters, see the Job Aid titled **Overview of the Cardinal Financials WorkCenters** located on the Cardinal website in **Job Aids** under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

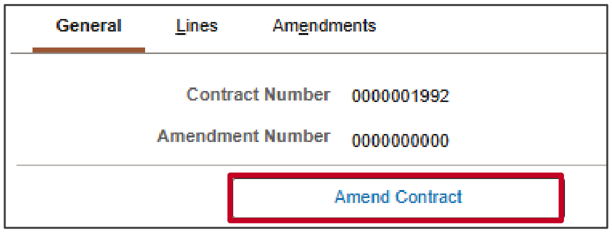
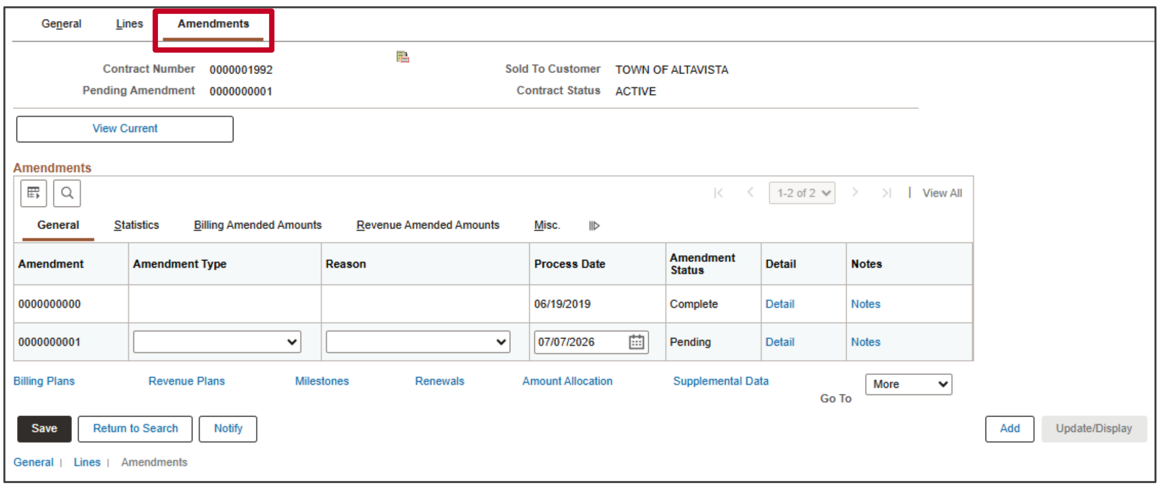
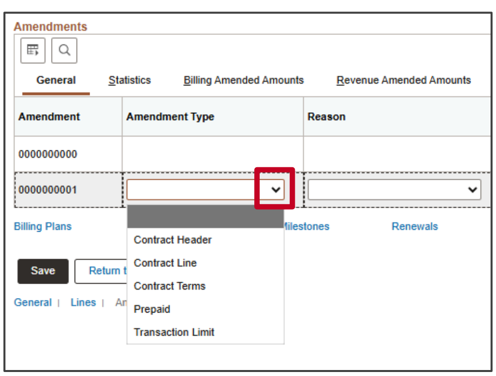
Step	Action
	Users can also access the **Define Contract General Info** page by using the following navigation path: NavBar > Menu > Customer Contracts > Create and Amend > Define Contract General Info
The **General Information Find an Existing Value Search** page displays. 	
	The **Business Unit** defaults for the user’s agency. Do not change it. 

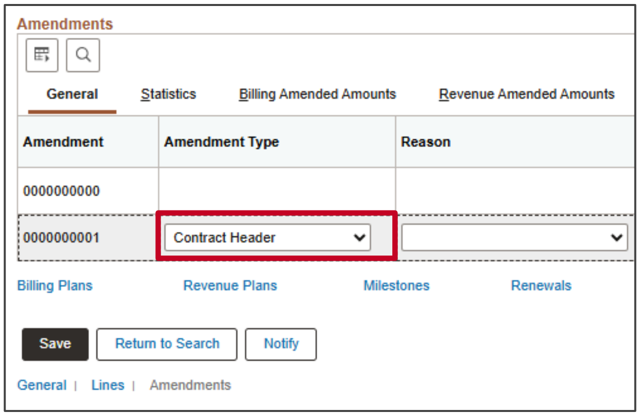
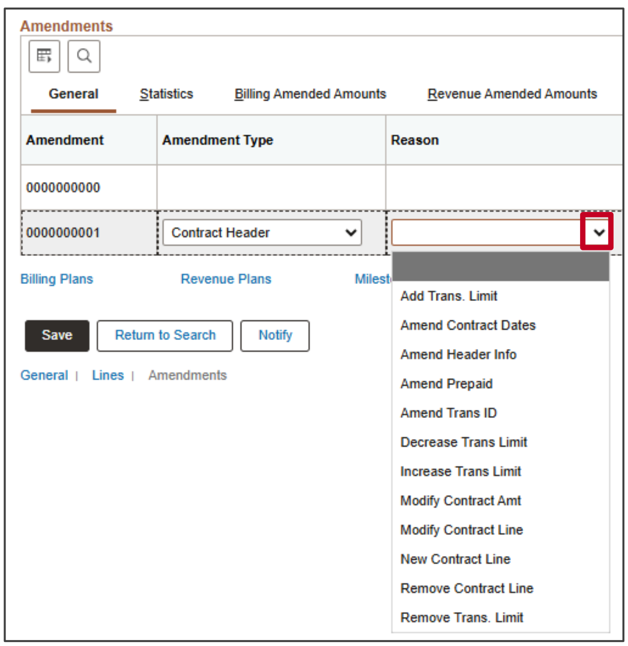
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3.</td><td>Enter the Contract number that needs to be amended in the Contract field.

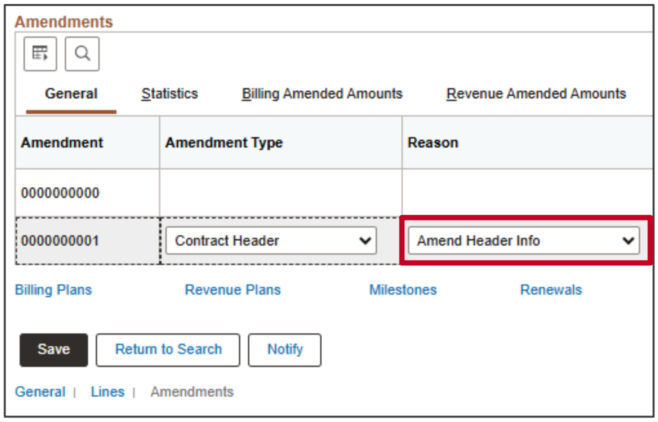
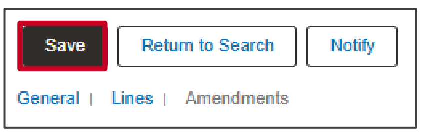
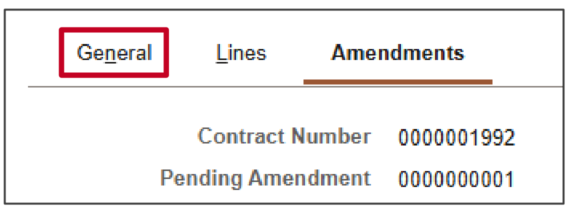

</td></tr>
<tr><td>4.</td><td>Click the Search button.

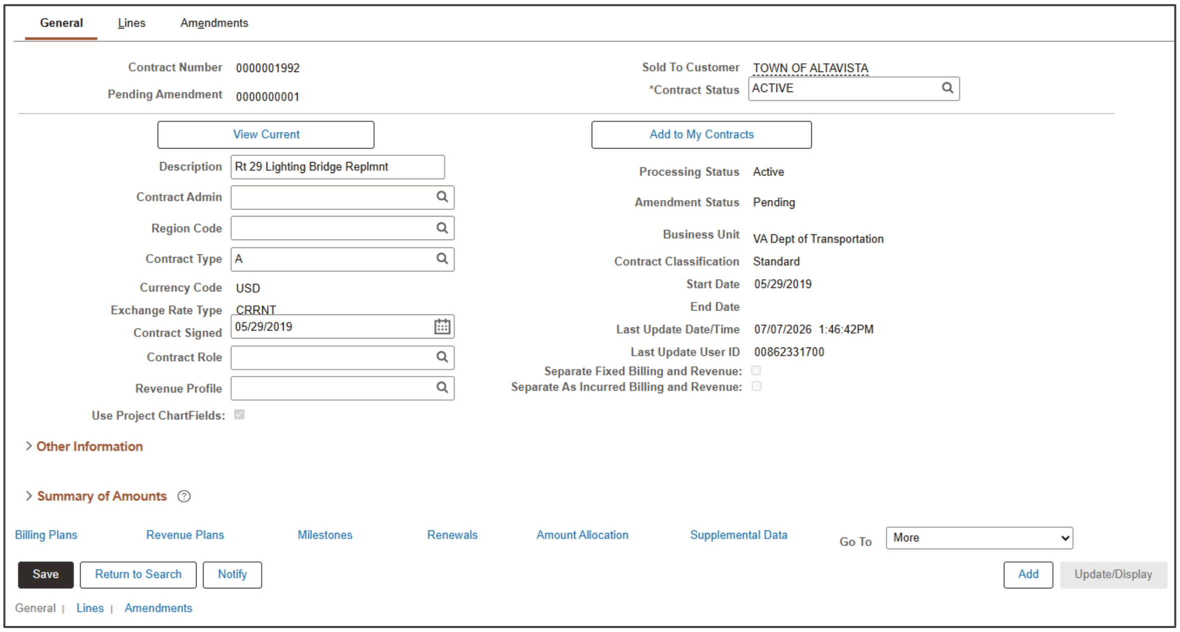
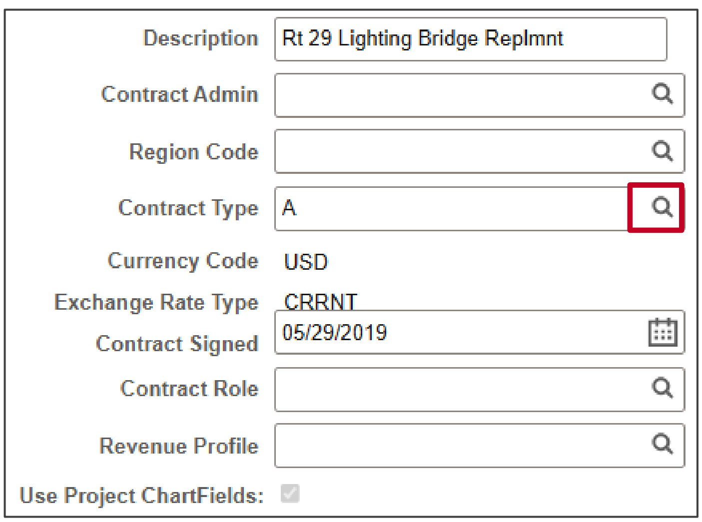

</td></tr>
<tr><td colspan="2">The General tab displays.


</td></tr>
</table>

Step	Action
5.	Click the **Amend Contract** button. 
The **Amendments** tab displays. 	
	Use this page to enter initial details to begin an amendment. Users can also view a list of all amendments made to a contract and navigate to the details of those amendments.
6.	Click the **Amendment Type** dropdown. 

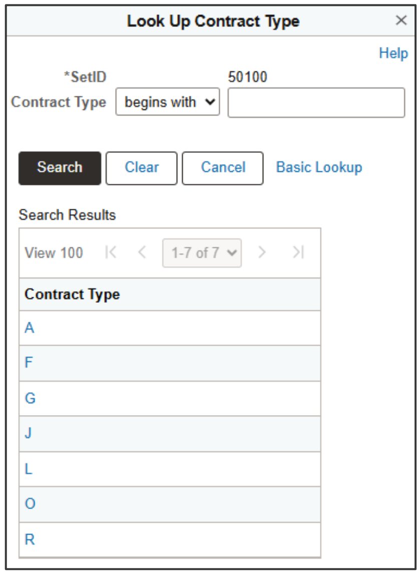
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>7.</td><td>Select Contract Header.

</td></tr>
<tr><td>8.</td><td>Click the Reason dropdown menu.

</td></tr>
</table>

Step	Action
9.	Select the **Amend Header Info** option. 
10.	Click the **Save** button. 
11.	Click the **General** tab. 

Step	Action
The **General** tab displays. 	
12.	For this scenario, the **Contract Type** will be changed. Click the **Contract Type** lookup button. 

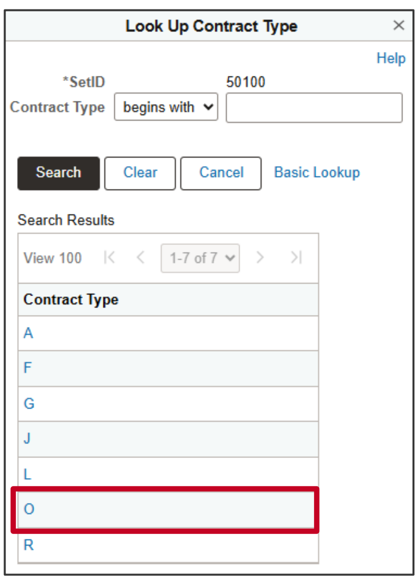
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">

The **Look Up Contract Type** popup window displays.

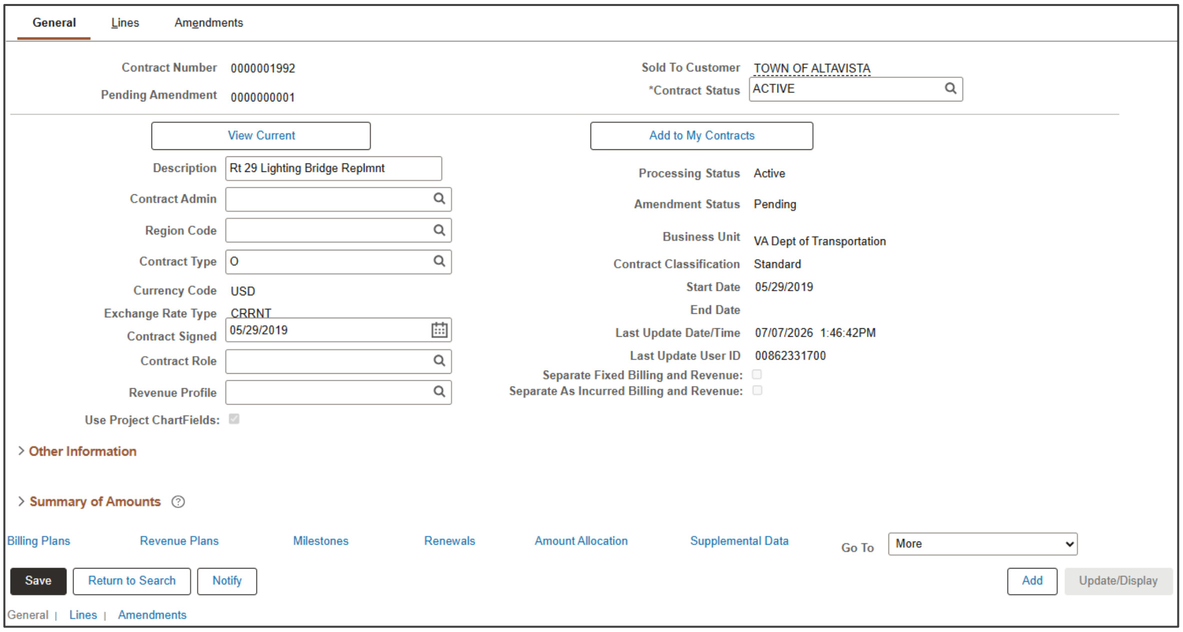
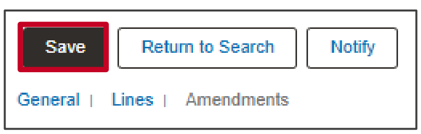
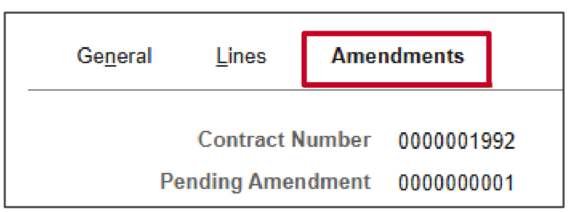


</td></tr>
<tr><td>13.</td><td>

Select a Contract Type. In this scenario, select “O”.

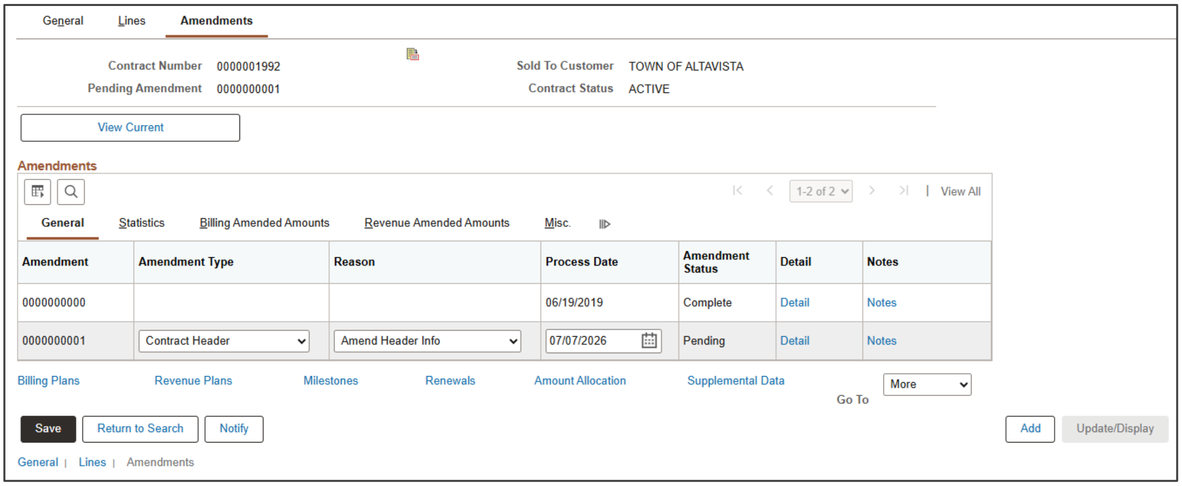


</td></tr>
</table>

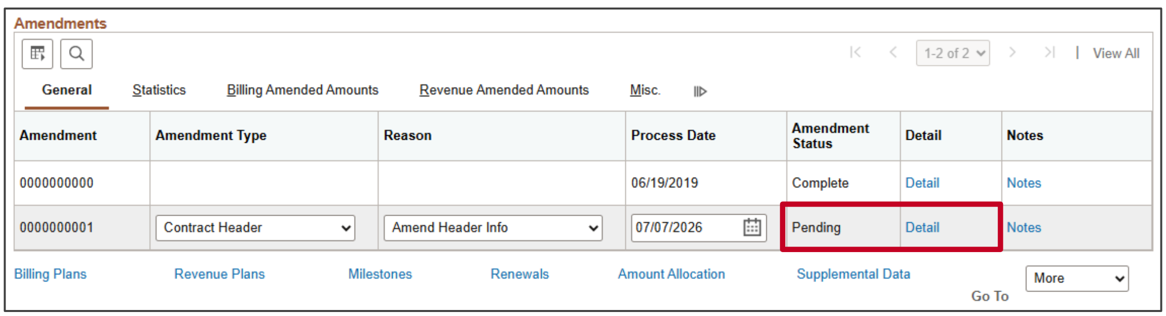
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The **General** tab redisplays.

</td></tr>
<tr><td>14.</td><td>Click the Save button.

</td></tr>
<tr><td>15.</td><td>Click the Amendments tab.

</td></tr>
</table>

Step	Action

The **Amendments** tab displays.

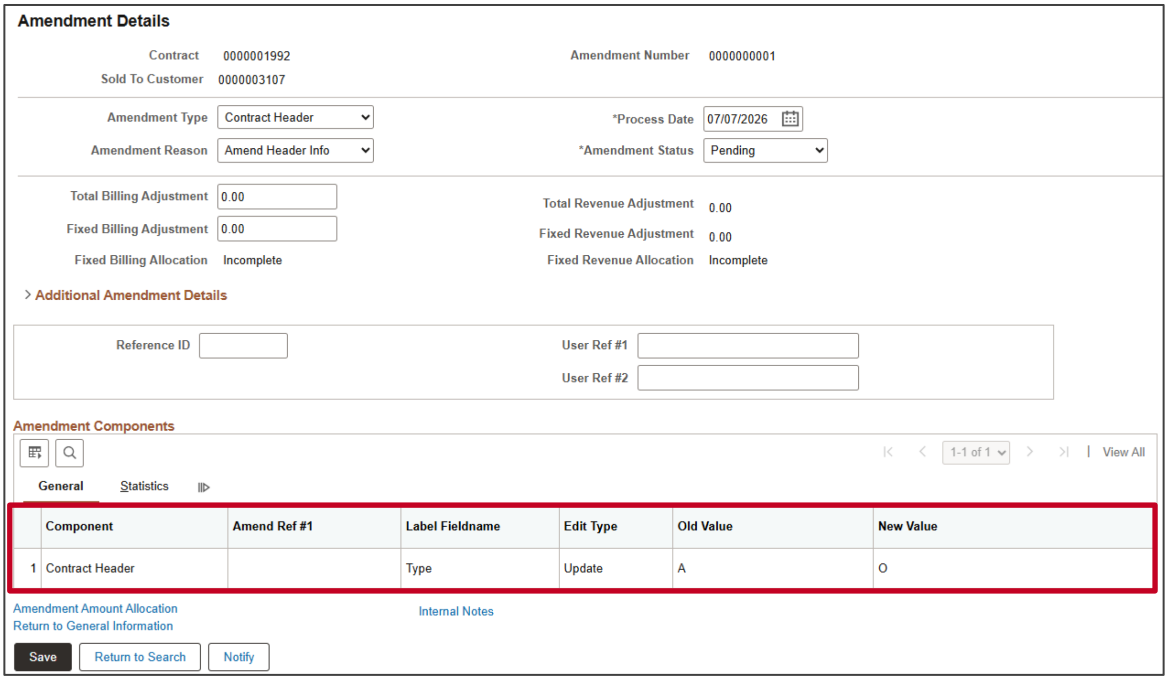


16. Click the **Detail** link next to the **Pending** amendment.



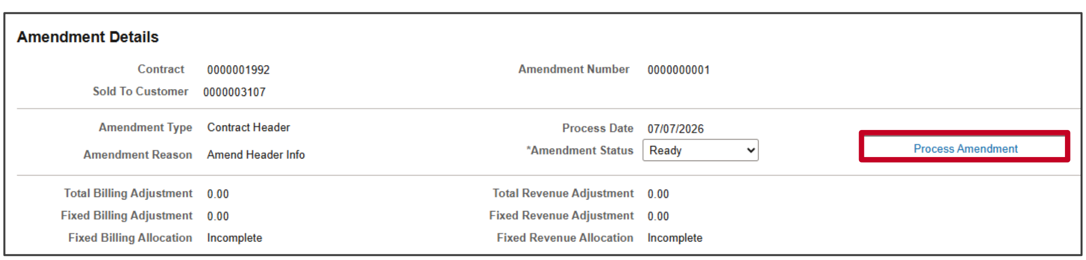
Step	Action

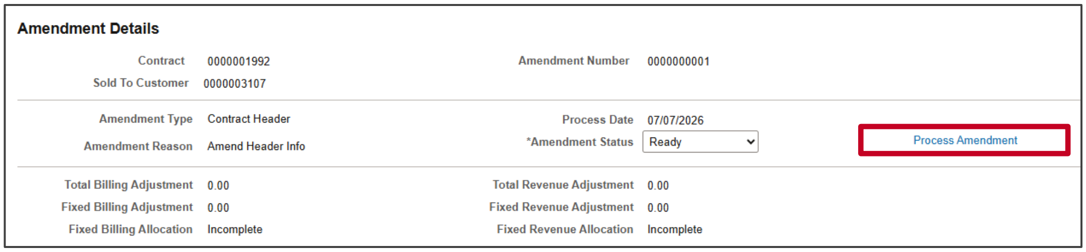
The **Amendments Details** page displays. Confirm the **Amendment Components**.



17. Click the **Amendment Status** dropdown menu and select the **Ready** option.

The **Amendment Details** page redisplays, and the **Process Amendment** button is now active.

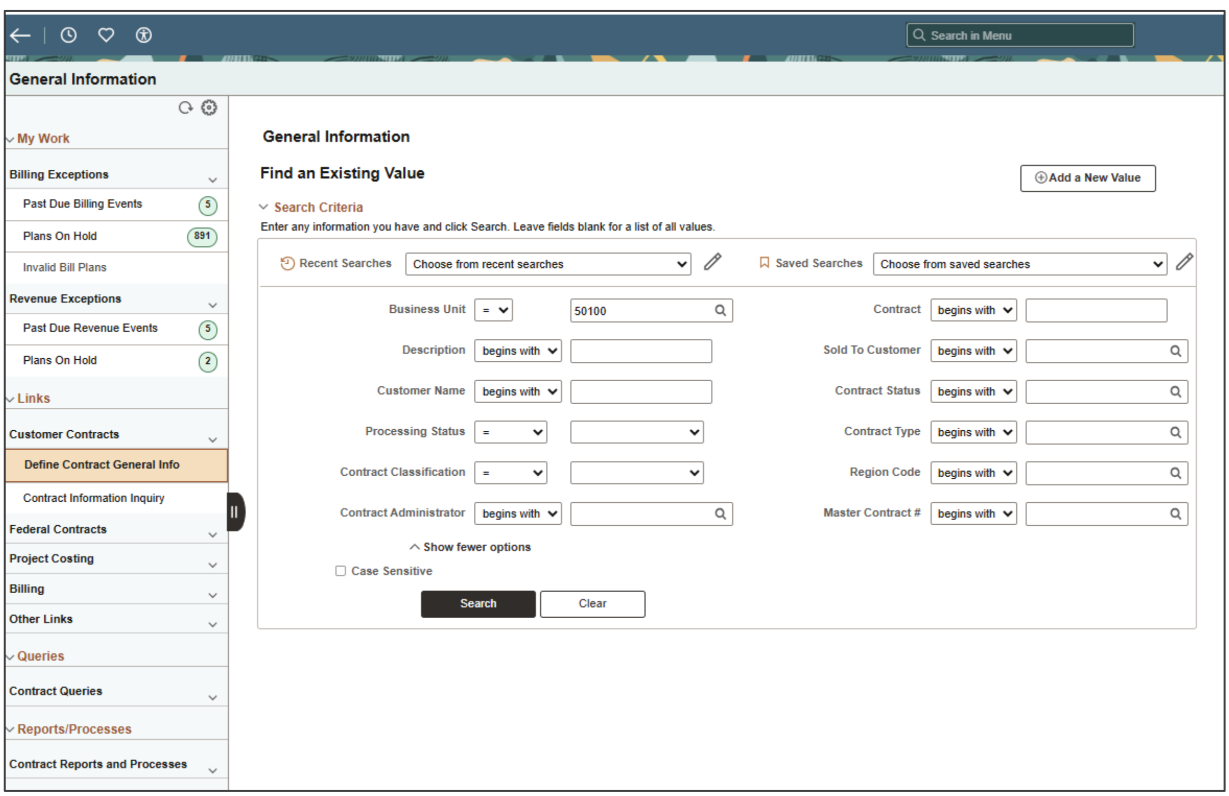


Step	Action
18.	Click the **Process Amendment** button. 

The **Amendment Details** page displays and the **Amendment Status** updates to “Complete”. The contract header has been successfully updated.

Amending the Contract Terms

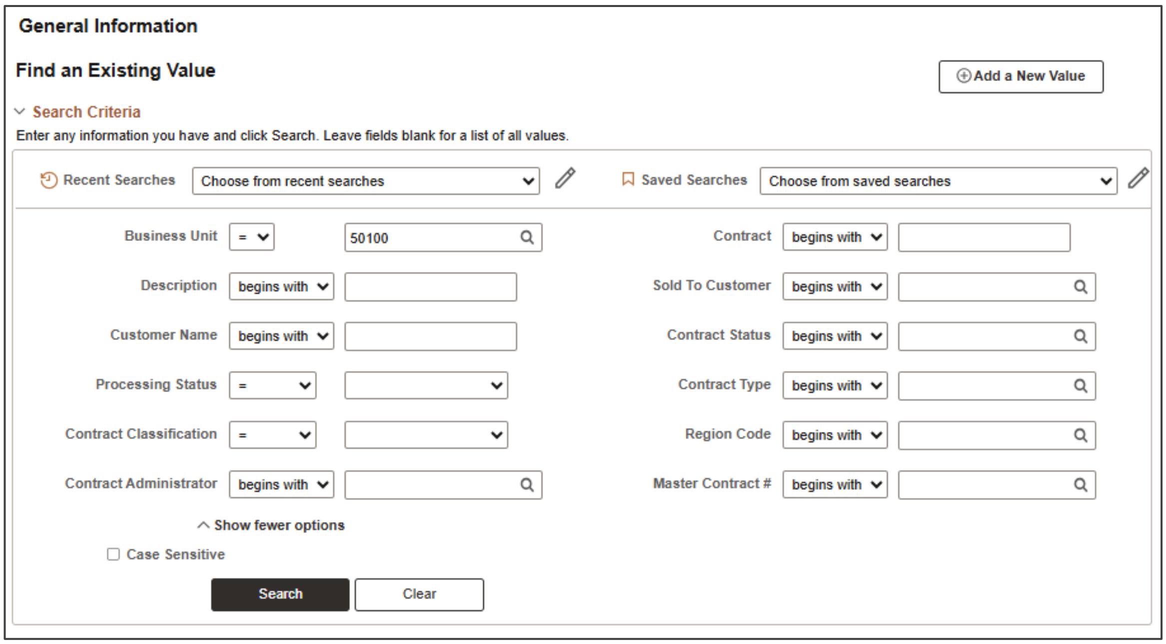
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Navigate to the Customer Contracts Define Contract General Info page by clicking the Contracts WorkCenter tile.

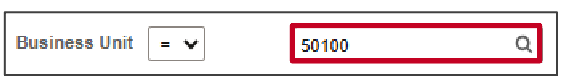

</td></tr>
<tr><td></td><td>For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.</td></tr>
<tr><td>2.</td><td>Use the following navigation in the WorkCenter: Links > Customer Contracts > Define Contract General Info
Note: WorkCenter sections, folders, and pages may vary based on the user’s Security roles.


</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>ℹ</td><td>Users can also access the Define Contract General Info page by using the following navigation path:

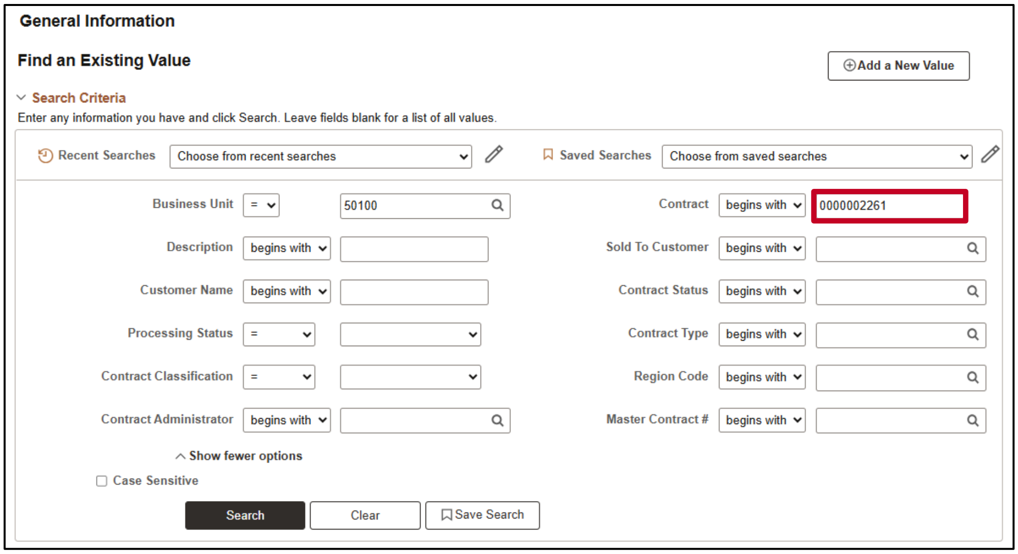
NavBar > Menu > Customer Contracts > Create and Amend > Define Contract General Info</td></tr>
<tr><td colspan="2">The General Information Find an Existing Value Search page displays.


</td></tr>
<tr><td>ℹ</td><td>The Business Unit defaults for the user’s agency. Do not change it.


</td></tr>
</table>

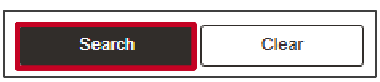
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3.</td><td>

Enter the Contract number that needs to be amended in the **Contract** field.



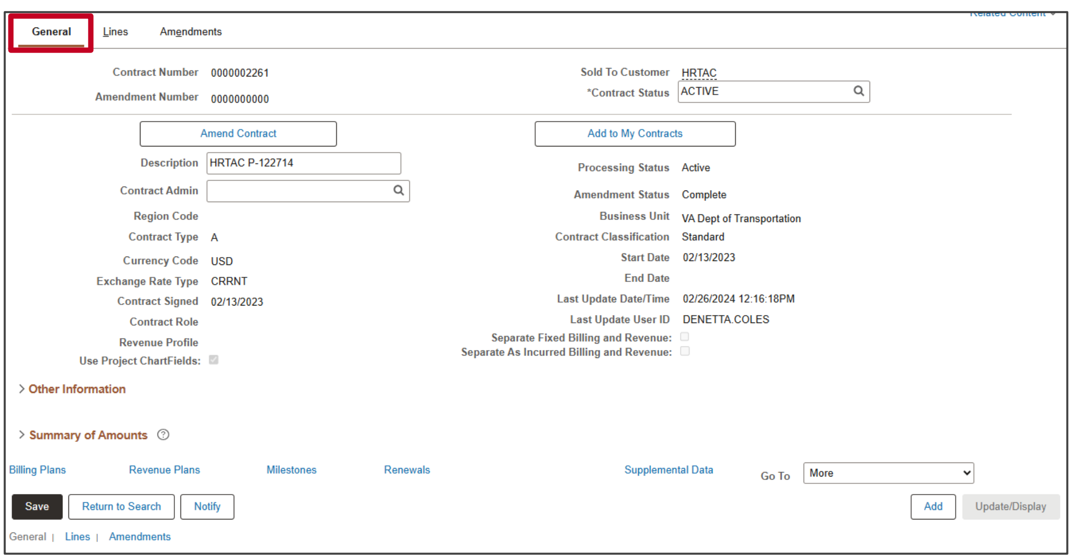
</td></tr>
<tr><td>4.</td><td>

Click the **Search** button.

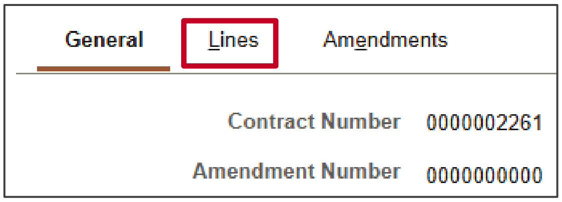


</td></tr>
<tr><td colspan="2">

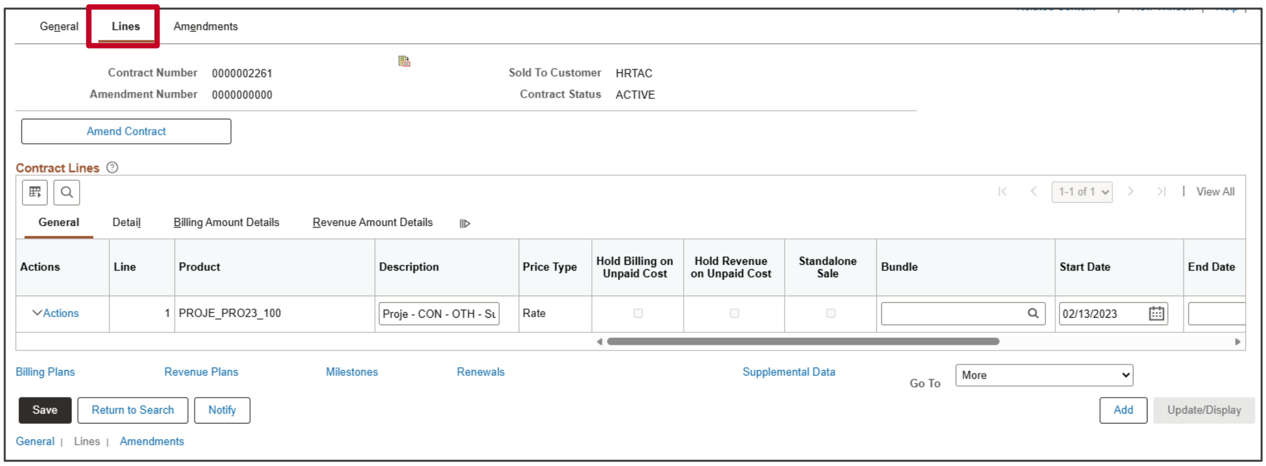
The **General** tab displays.

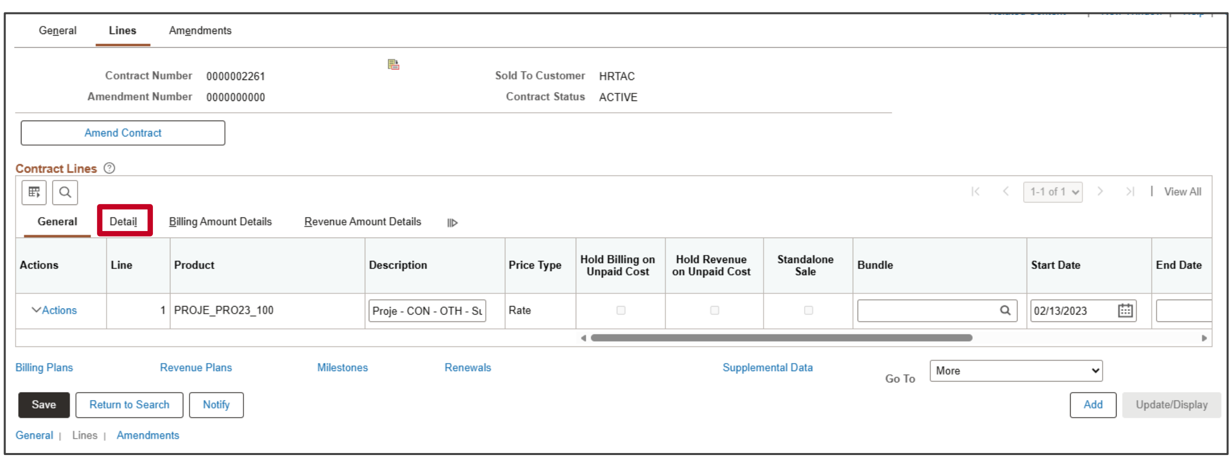


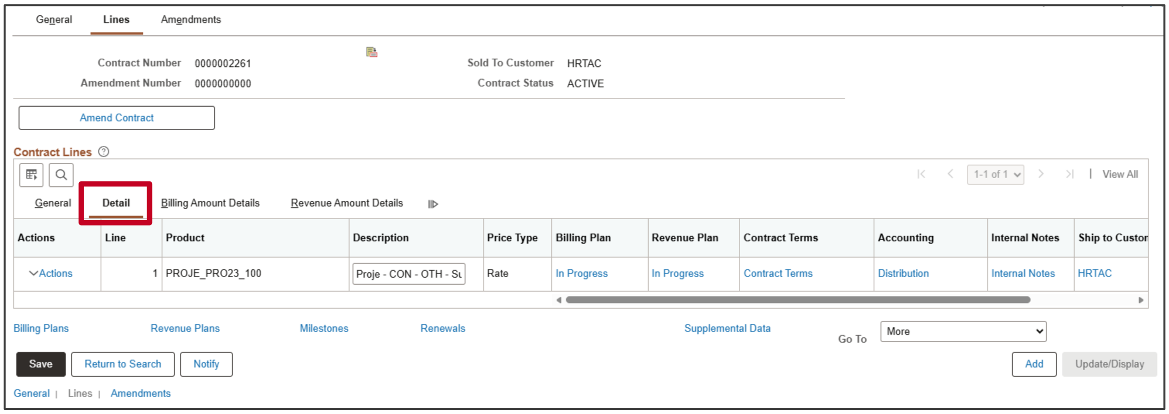
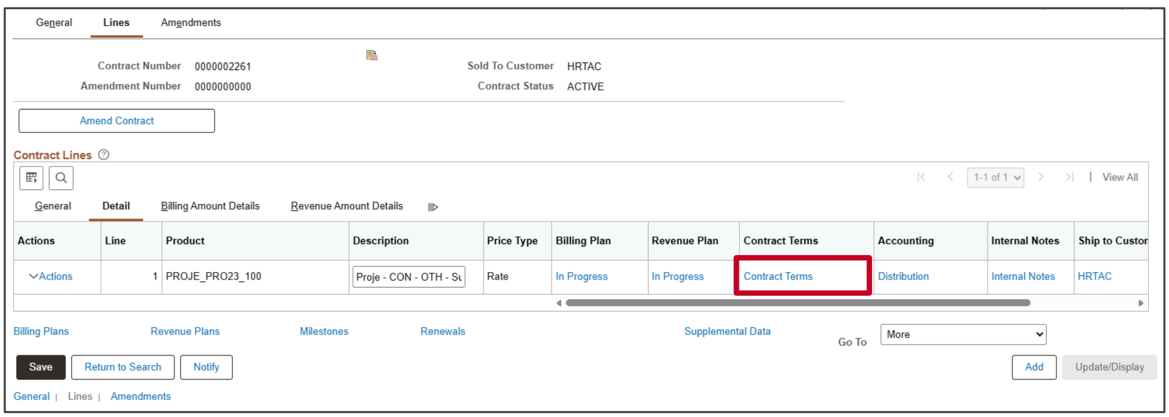
</td></tr>
</table>

Step	Action
5.	Click the **Lines** tab. 

The **Lines** tab displays.



Step	Action
6.	Click the **Detail** tab. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The **Detail** tab displays.

</td></tr>
<tr><td>7.</td><td>Click the **Contract Terms** link.

</td></tr>
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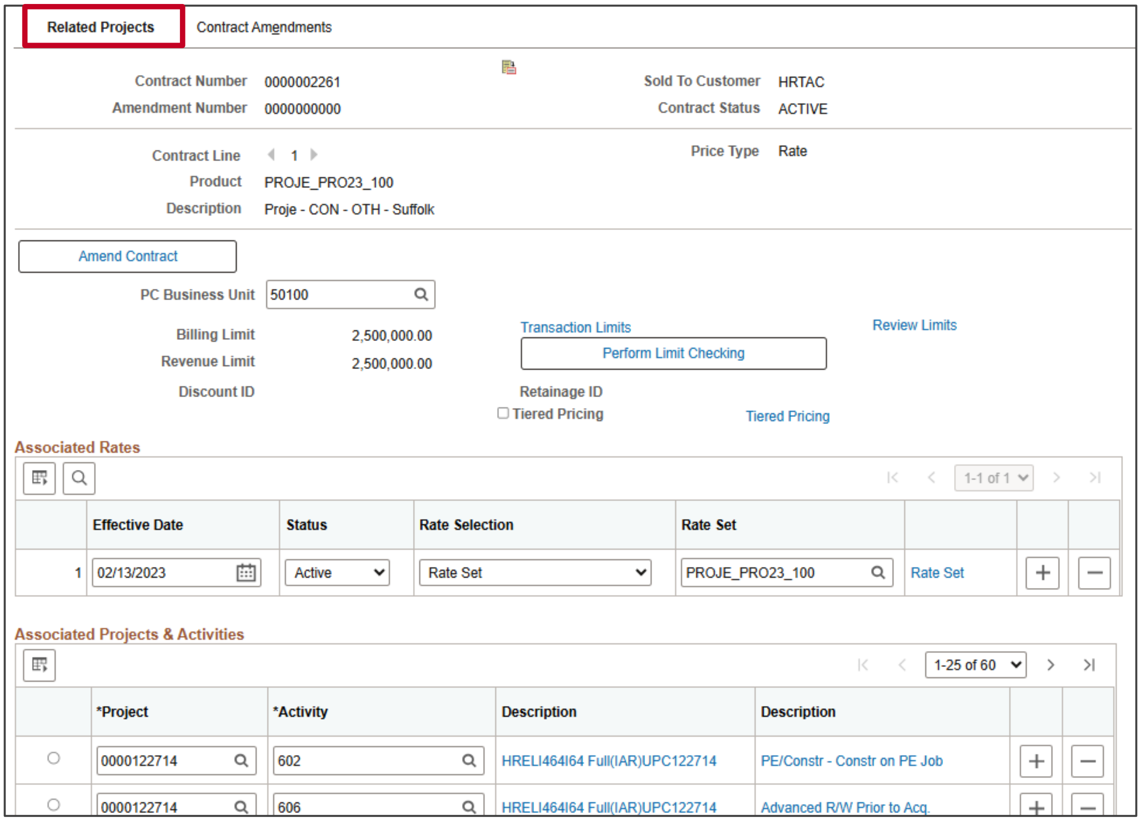
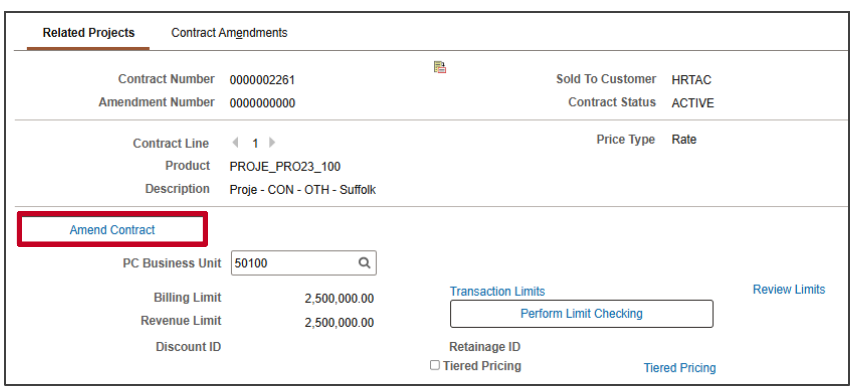
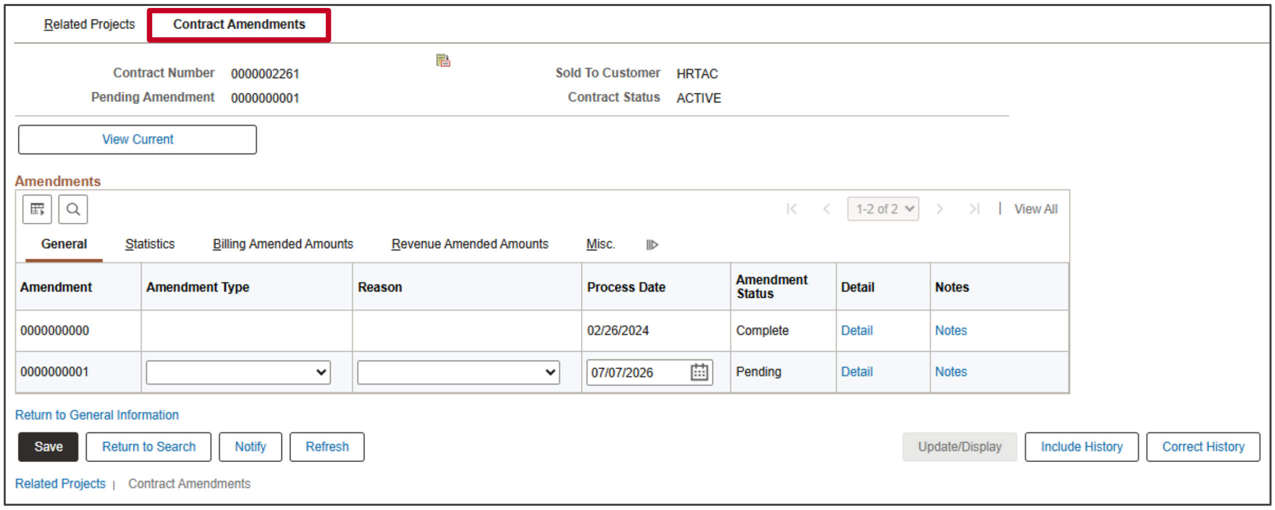
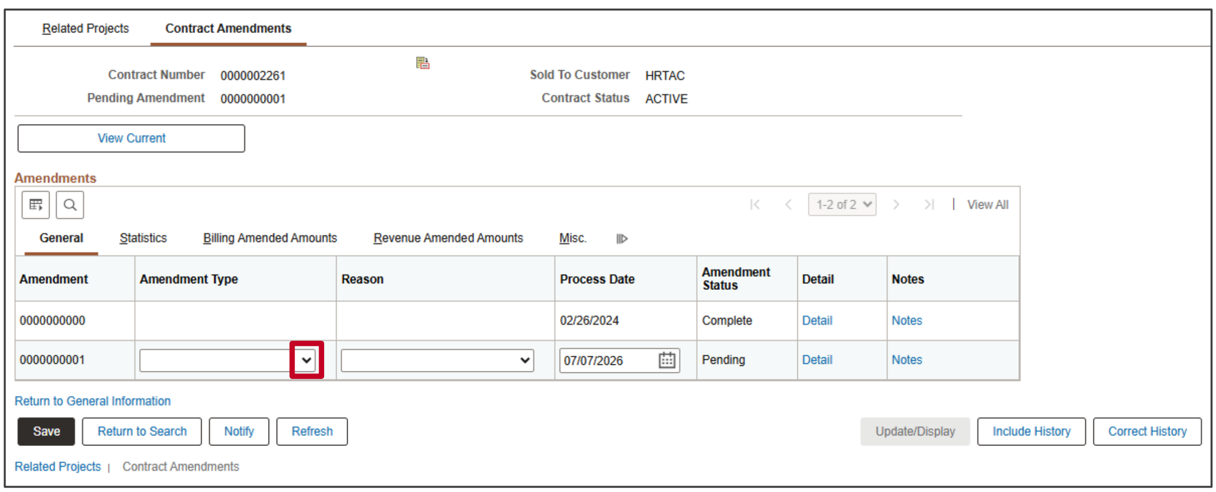
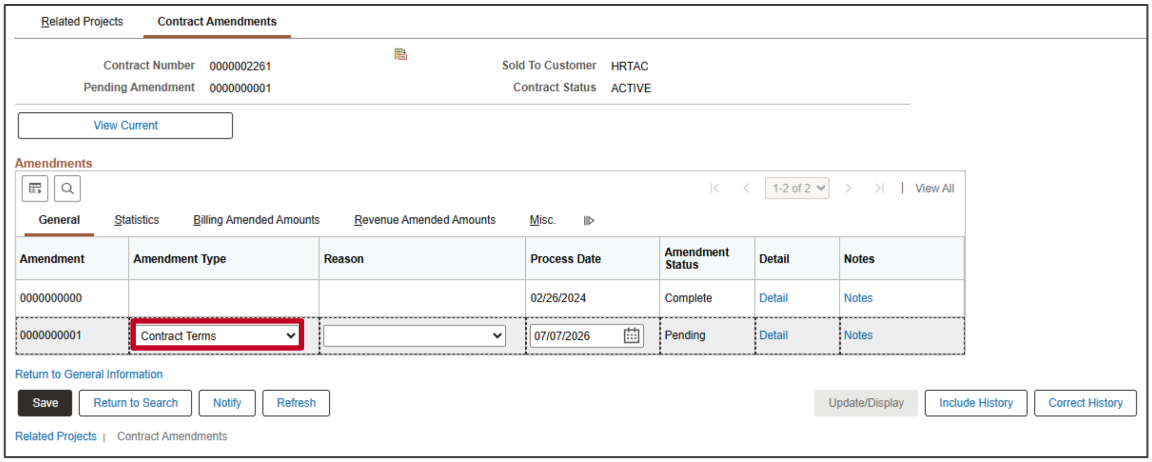
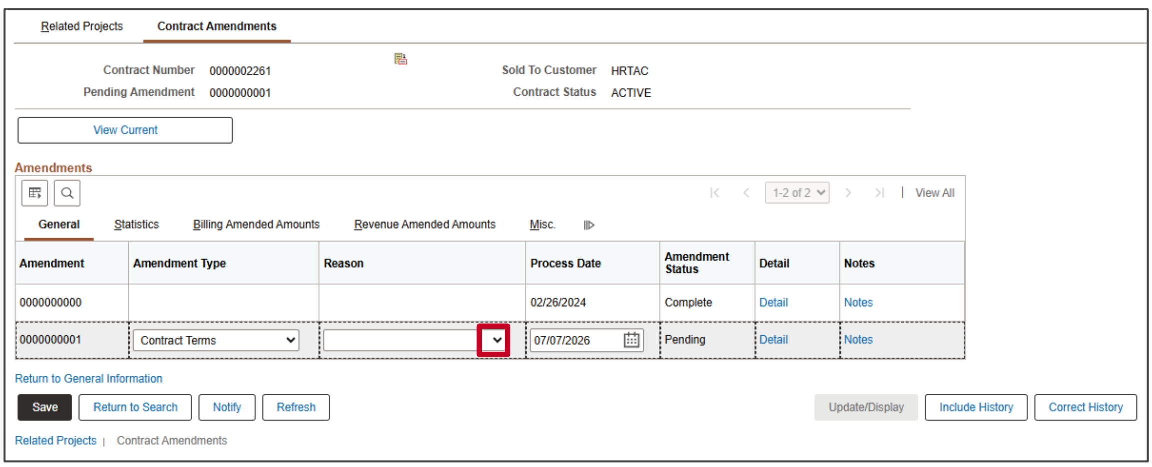
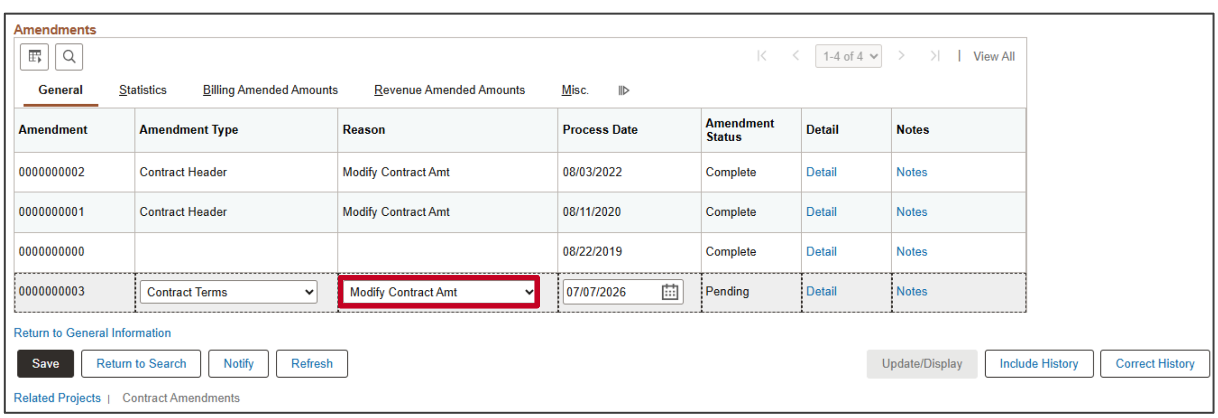
Step	Action
	The **Related Projects** tab displays. 
8.	Click the **Amend Contract** button. 

Step	Action
The **Contract Amendments** page displays. For this scenario, the contract amount is being modified. 	
9.	Click the **Amendment Type** dropdown menu. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>10.</td><td>Select “Contract Terms”.

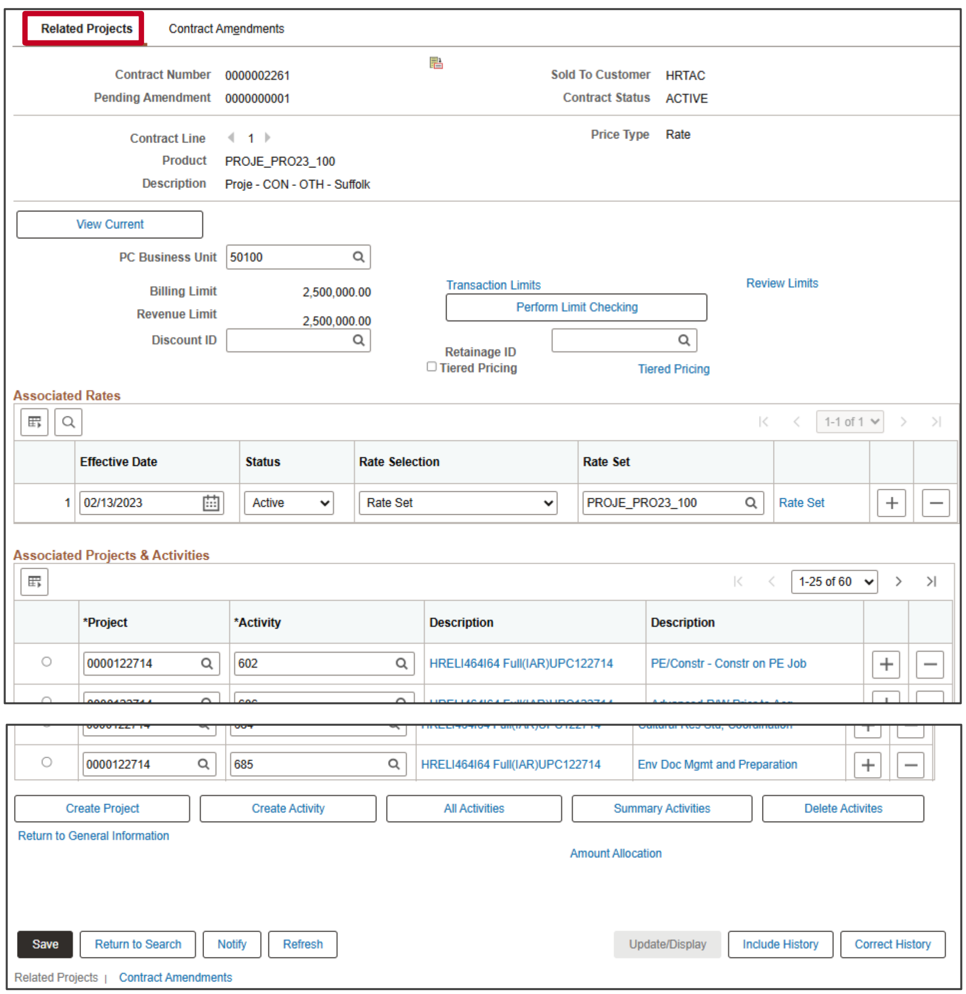

</td></tr>
<tr><td>11.</td><td>Click the Reason dropdown menu.

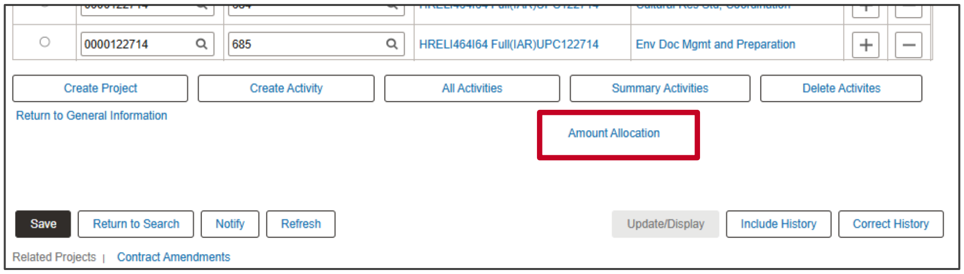

</td></tr>
<tr><td>12.</td><td>For this scenario, select “Modify Contract Amt”.


</td></tr>
</table>

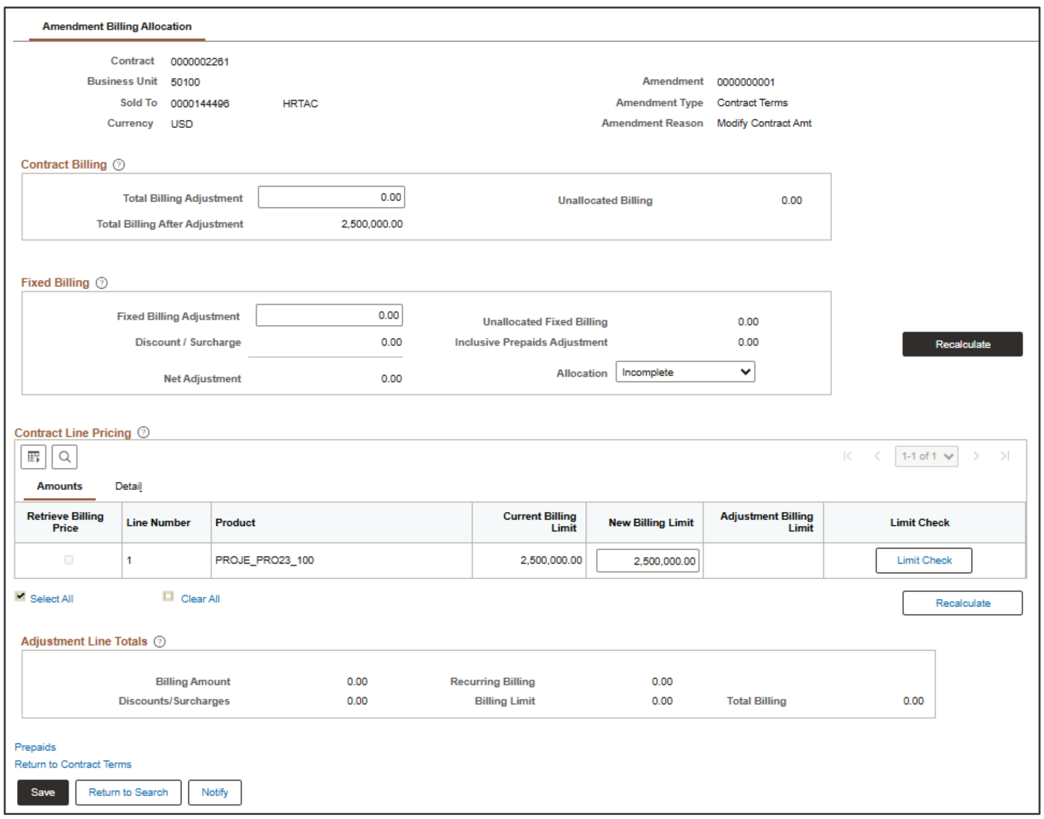
Step	Action
13.	Click the **Save** button. 
14.	Click the **Related Projects** page. 

The **Related Projects** tab redisplays.

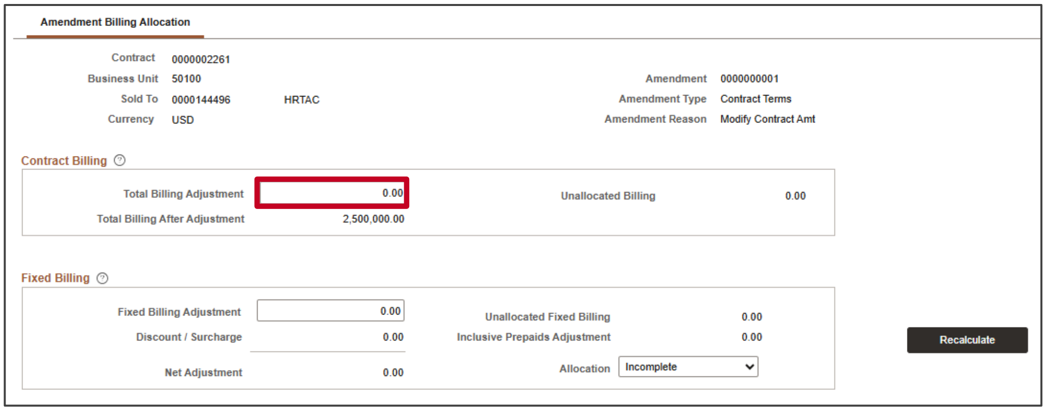


Step	Action
15.	Click the **Amount Allocation** link at the bottom of the page. 

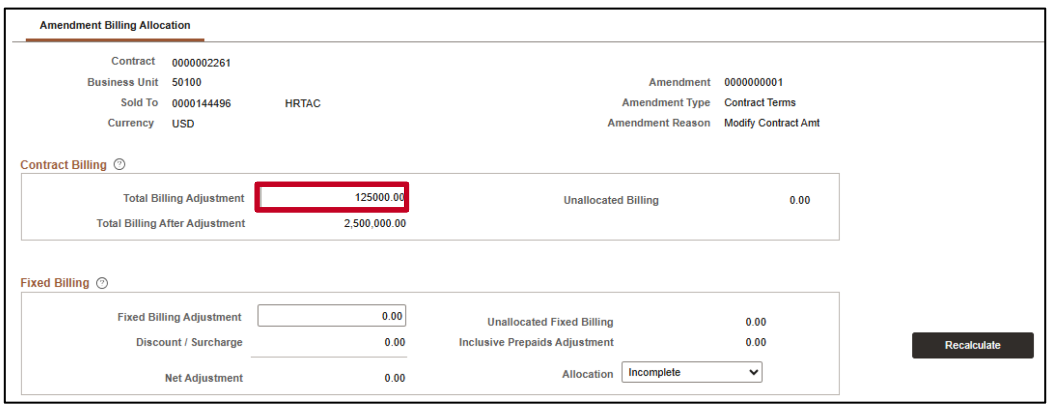
The **Amendment Billing Allocation** page displays.



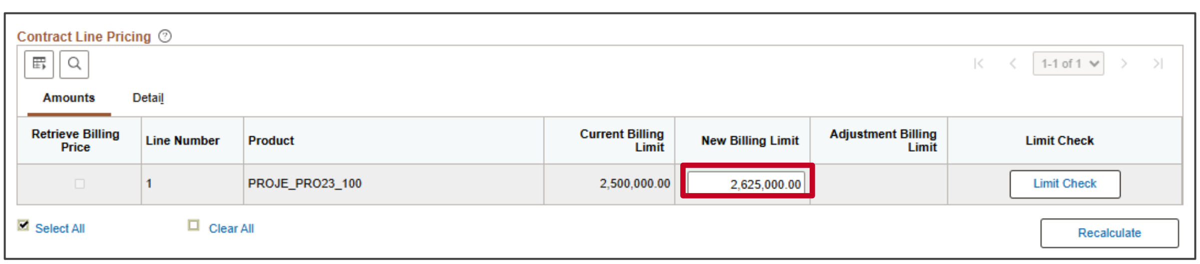
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>16.</td><td>Click on the Total Billing Adjustment field. For this scenario, the billing limit is being changed.



</td></tr>
<tr><td>17.</td><td>Enter the adjustment amount. For this scenario, $125,000.00.

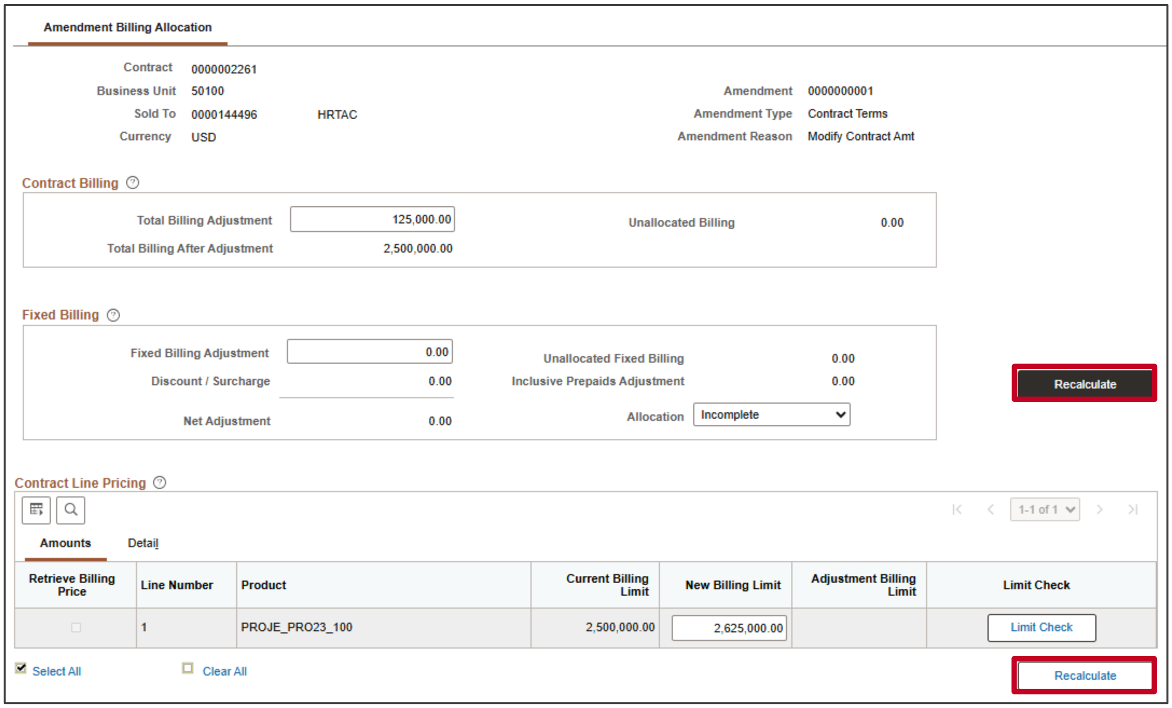


</td></tr>
<tr><td>18.</td><td>In the New Billing Limit field enter the total amount which is the Current Billing Limit + Total Billing Adjustment Amount. For this scenario, $2,625,000.00 ($2,500,000.00 + $125,000.000 = $2,625,000.00).



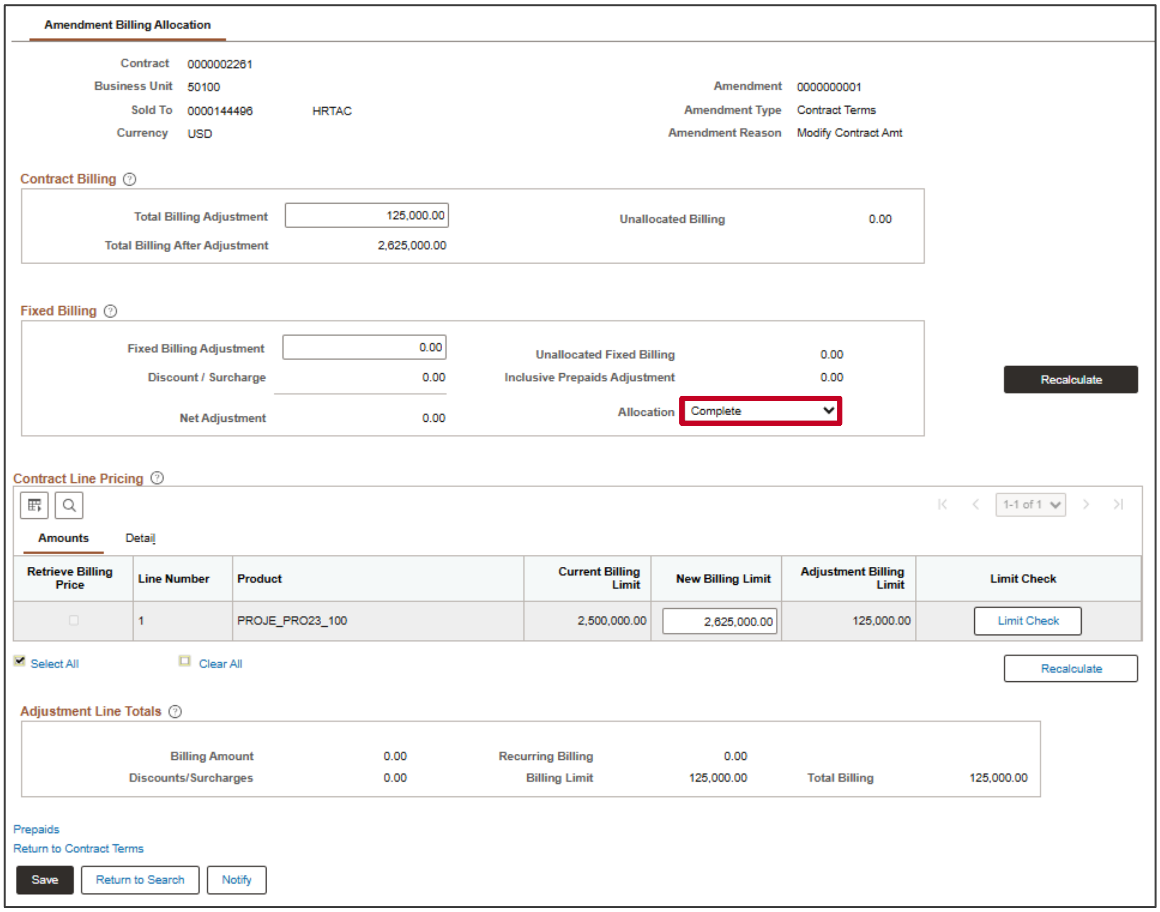
</td></tr>
</table>

Step	Action
19.	Click either **Recalculate** button.

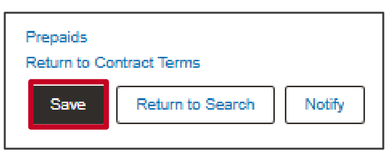


Step	Action

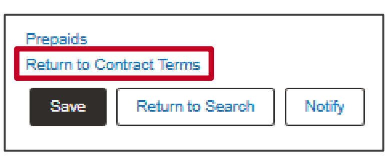
The **Amendment Billing Allocation** tab displays and the **Allocation** field changes from “Incomplete” to “Complete”.



20. Click the **Save** button.

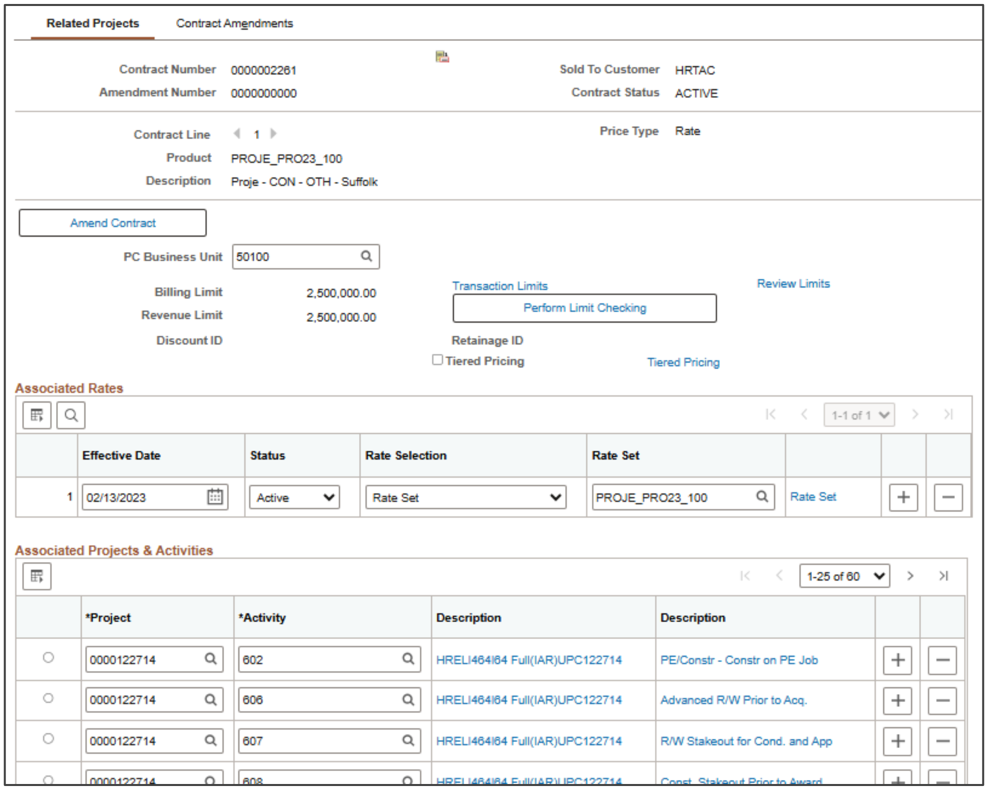


21. Click the **Return to Contract Terms** link.



Step	Action
The **Related Projects** page displays.	
22.	Click the **Contract Amendments** tab.

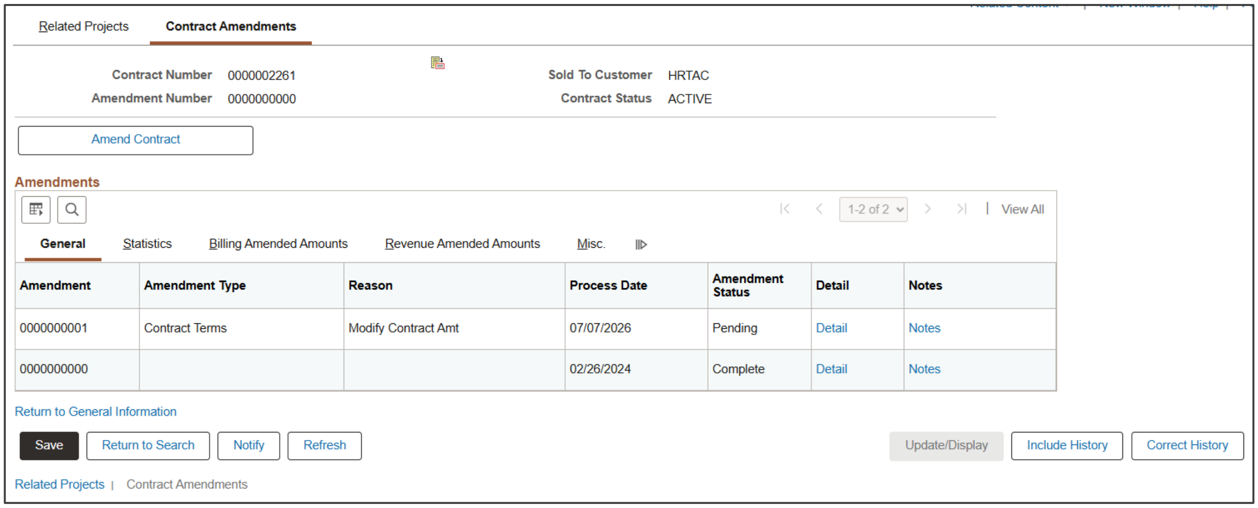
The **Related Projects** page displays.



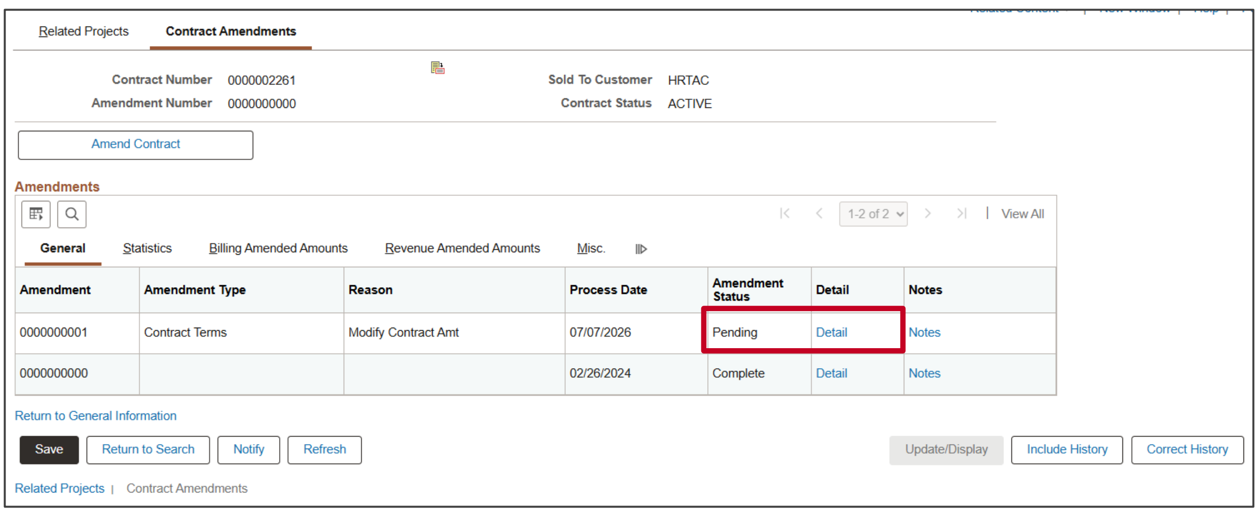
22. Click the **Contract Amendments** tab.

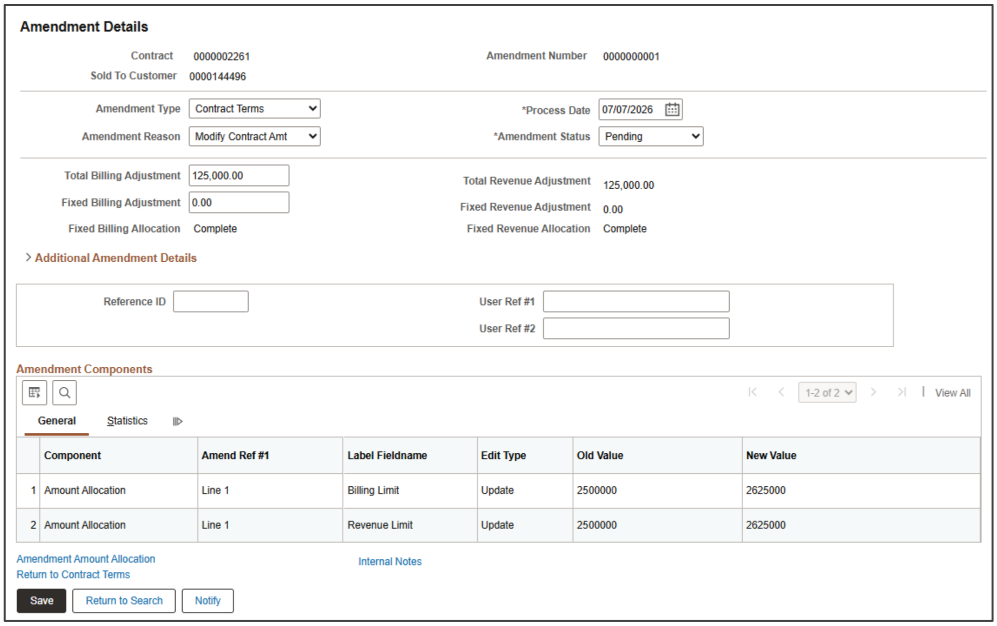
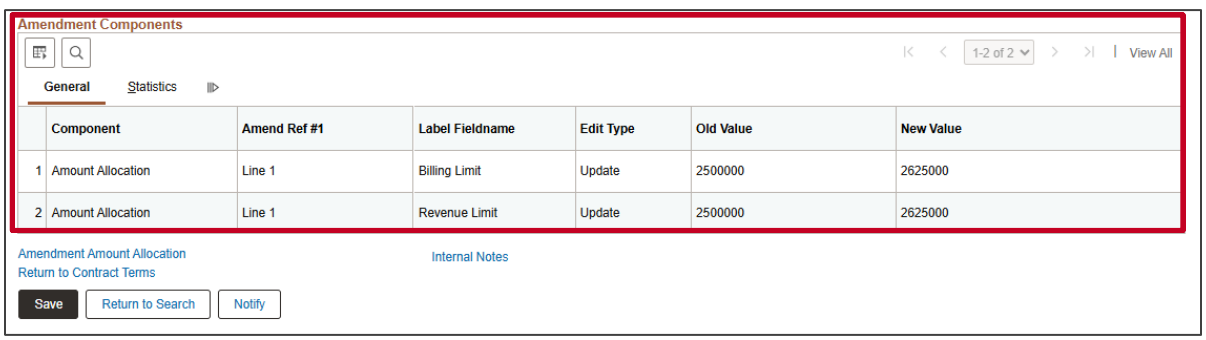
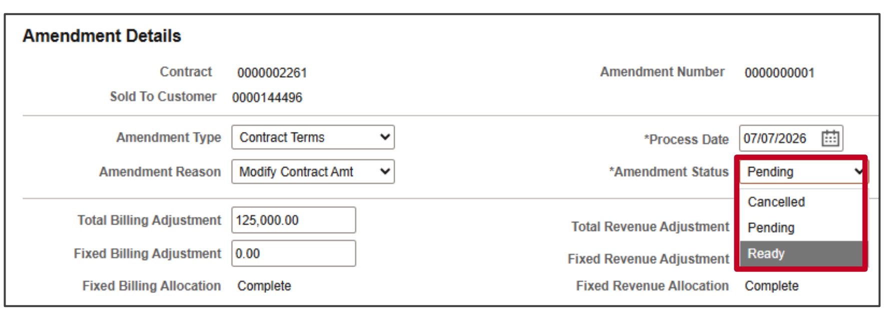
Step	Action

The **Contract Amendments** tab displays.



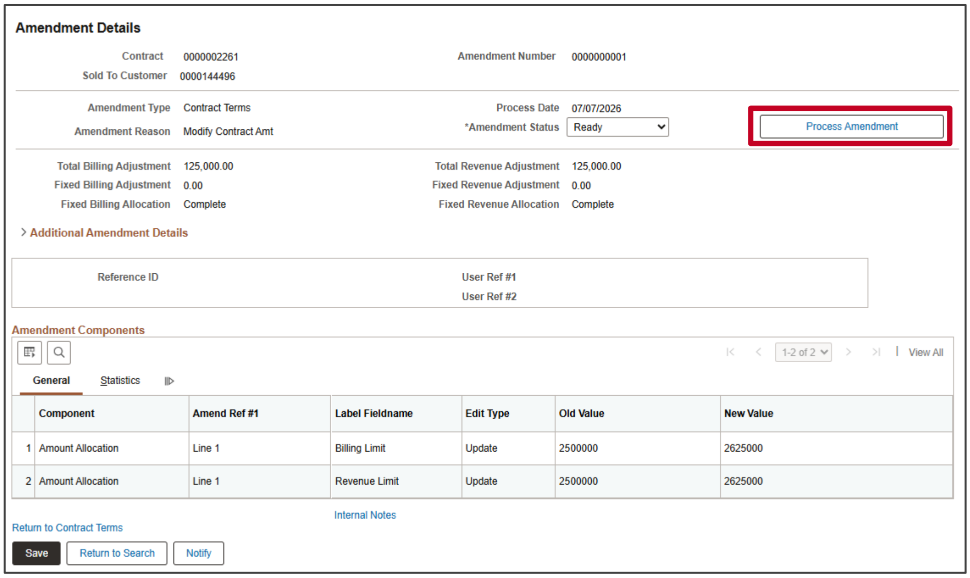
23. Click in the **Detail** link next to the amendment that was just added. It will have an **Amendment Status** of "Pending".



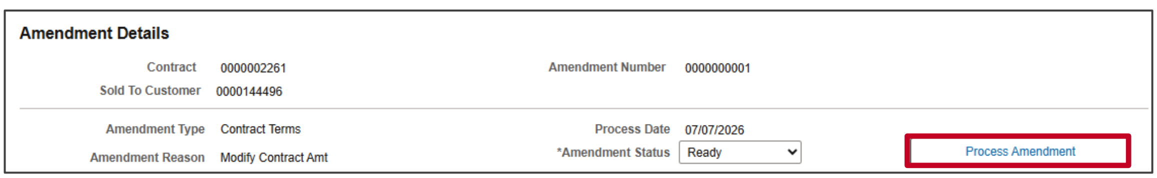
Step	Action
	The **Amendments Details** page displays. 
24.	Confirm the **Amendment Components**. 
25.	Change the **Amendment Status** from "Pending" to "Ready". 

Step	Action

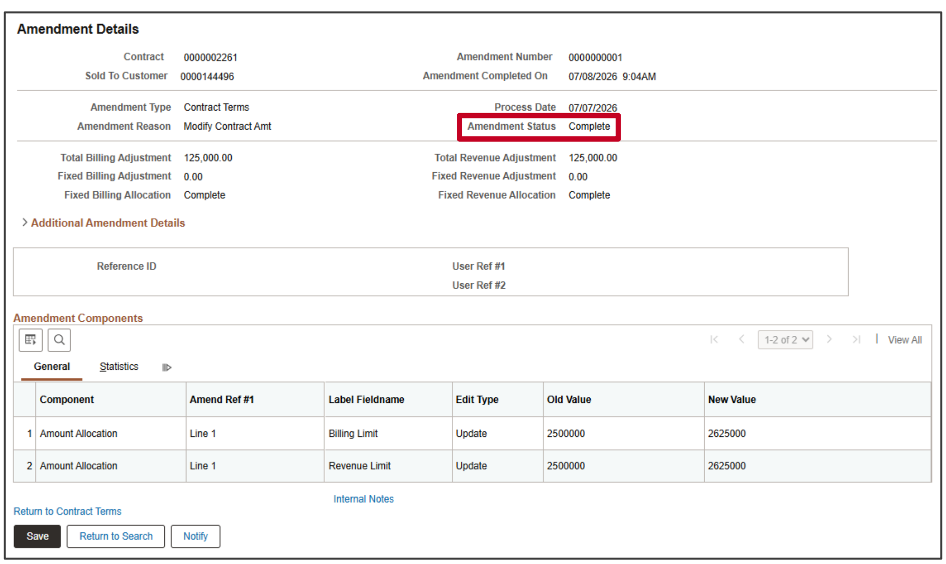
The **Amendments Details** page redisplays, and the **Process Amendment** button is now visible.



26. Click the **Process Amendment** button.



The **Amendments Details** page redisplays, and the **Amendment Status** updates to “Complete”. The Contract Terms have been successfully amended for the contract.

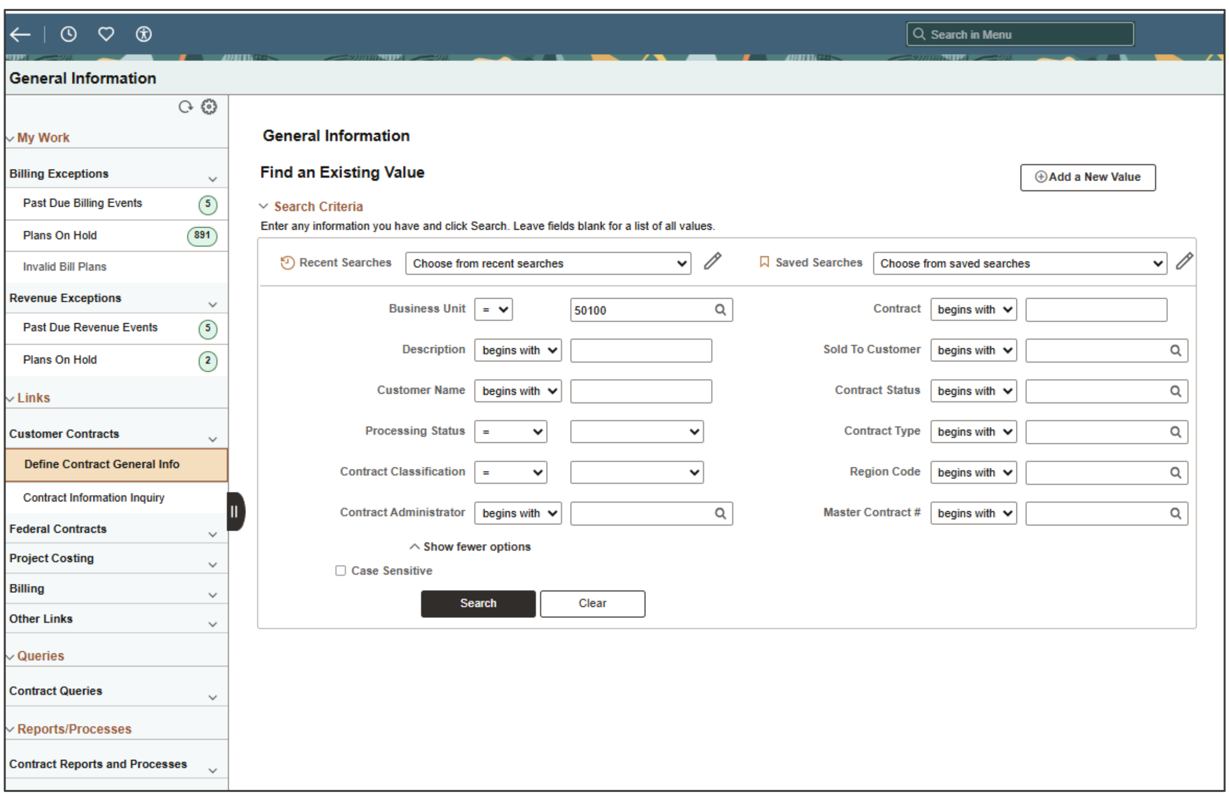


Increasing/Decreasing the Prepaid Amount

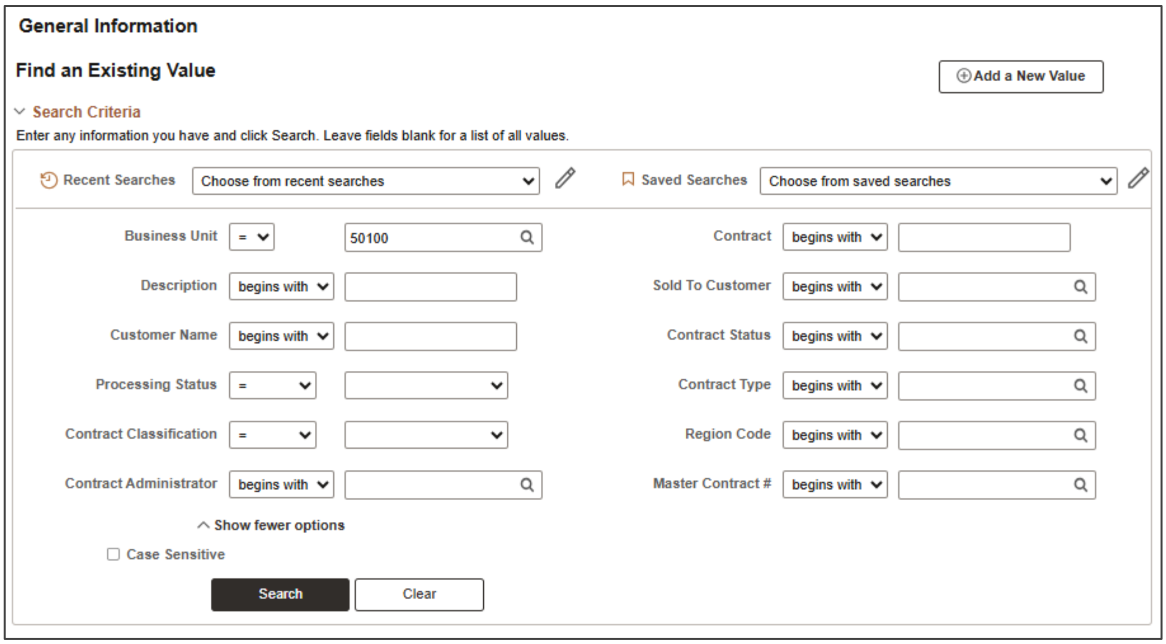
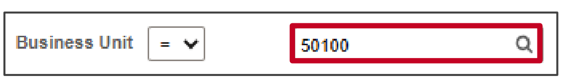
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Navigate to the Customer Contracts Define Contract General Info page by clicking the Contracts WorkCenter tile.

</td></tr>
<tr><td></td><td>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.</td></tr>
<tr><td>2.</td><td>Use the following navigation in the WorkCenter: Links > Customer Contracts > Define Contract General Info

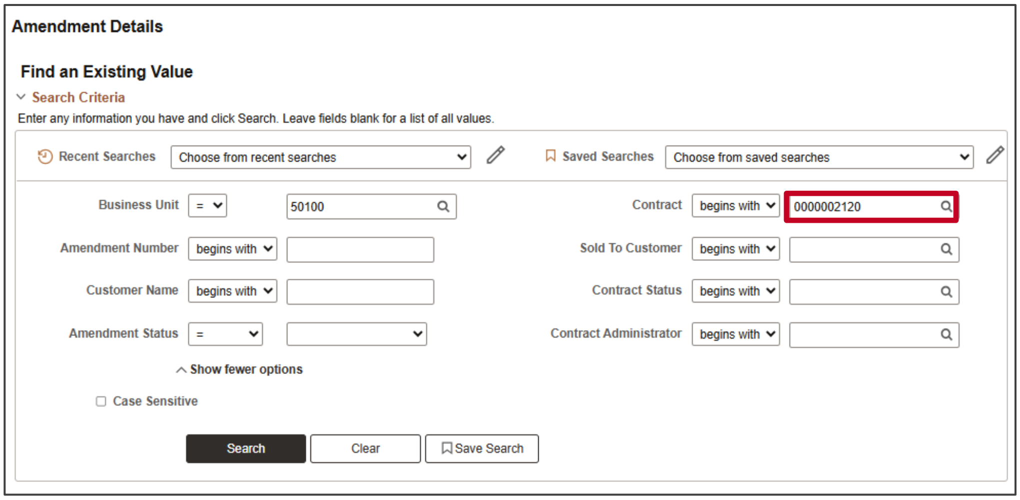
Note: WorkCenter sections, folders, and pages may vary based on the user’s Security roles.

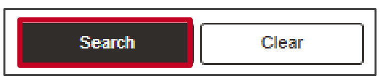


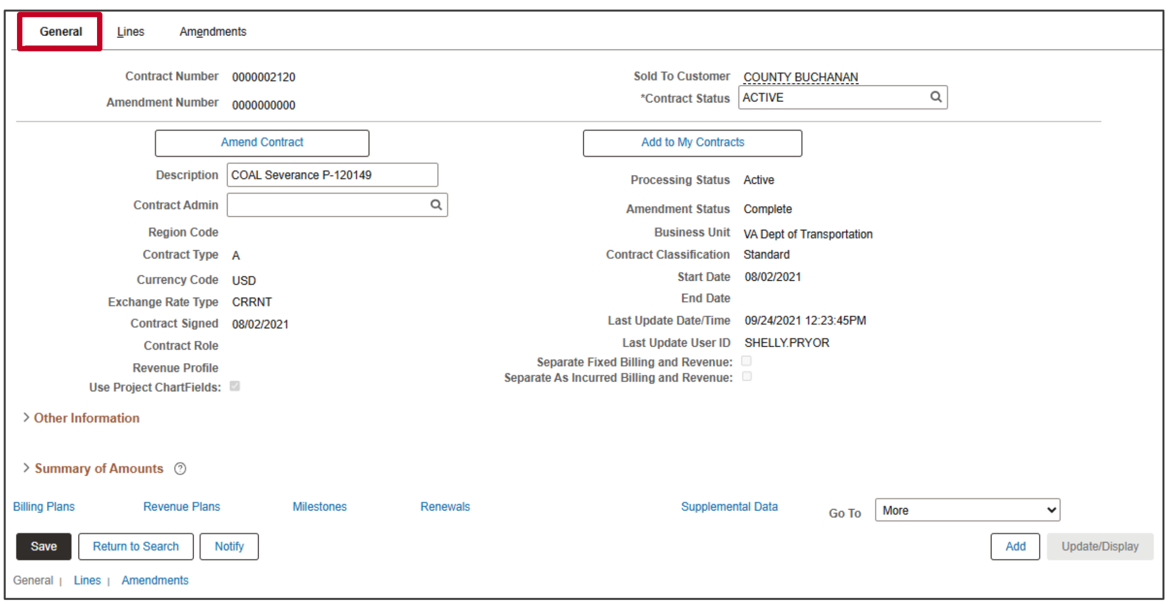
</td></tr>
</table>

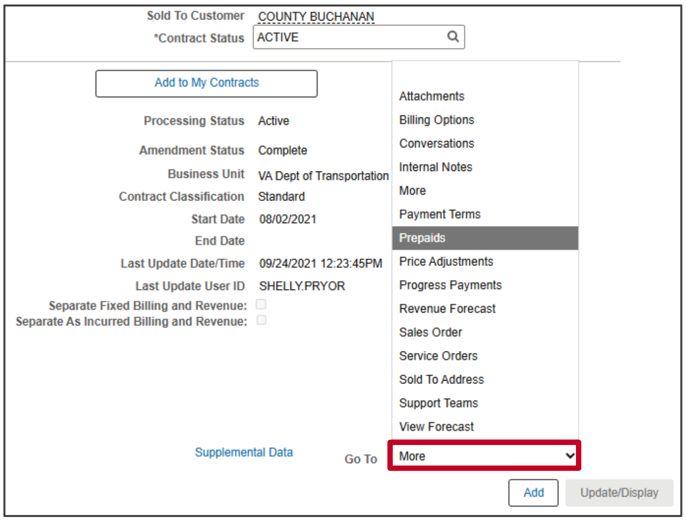
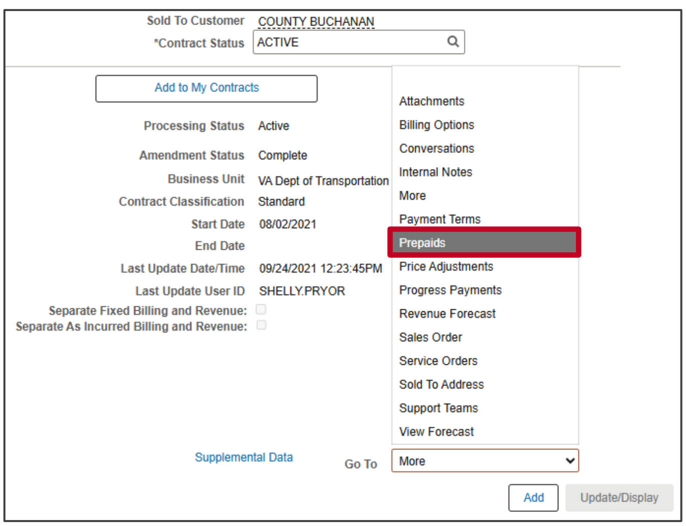
Step	Action
	Users can also access the **Define Contract General Info** page by using the following navigation path: **NavBar > Menu > Customer Contracts > Create and Amend > Define Contract General Info**
The **General Information Find an Existing Value Search** page displays. 	
	The **Business Unit** defaults for the user's agency. Do not change it. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3.</td><td>Enter the Contract number that needs to be amended in the Contract field.

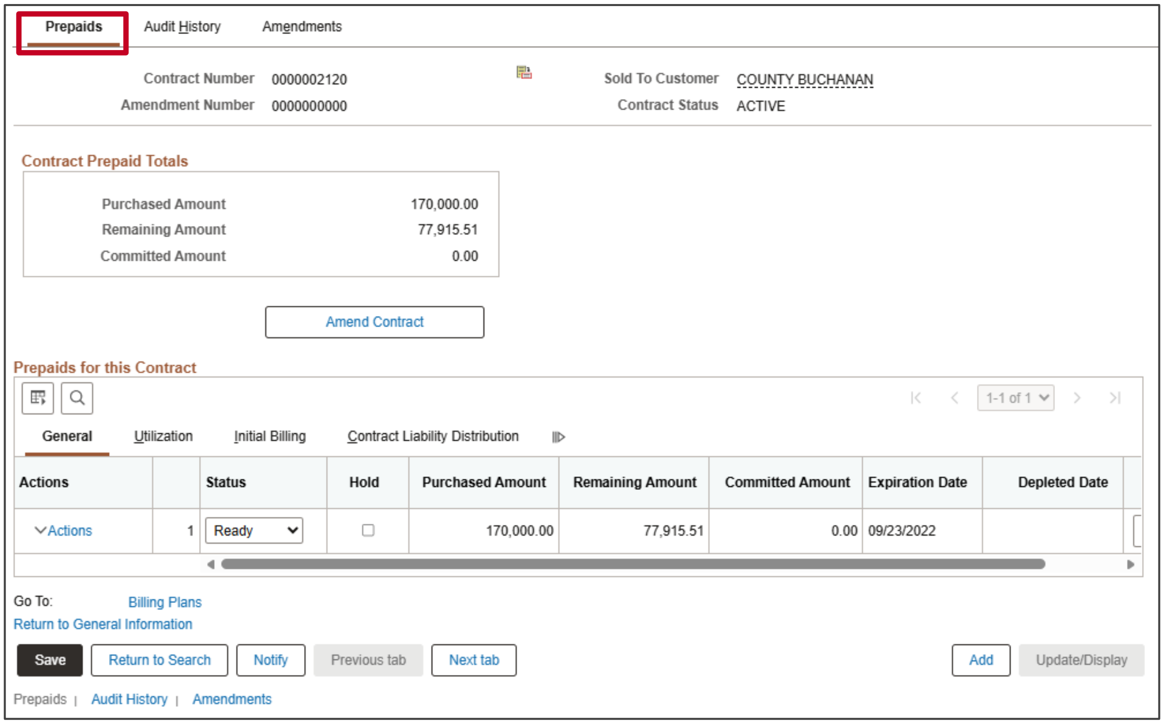

</td></tr>
<tr><td>4.</td><td>Click the Search button.

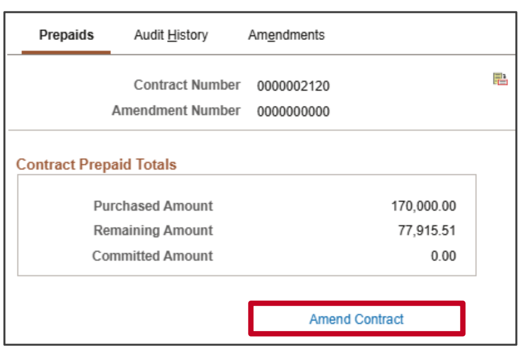

</td></tr>
<tr><td colspan="2">The General tab displays.


</td></tr>
</table>

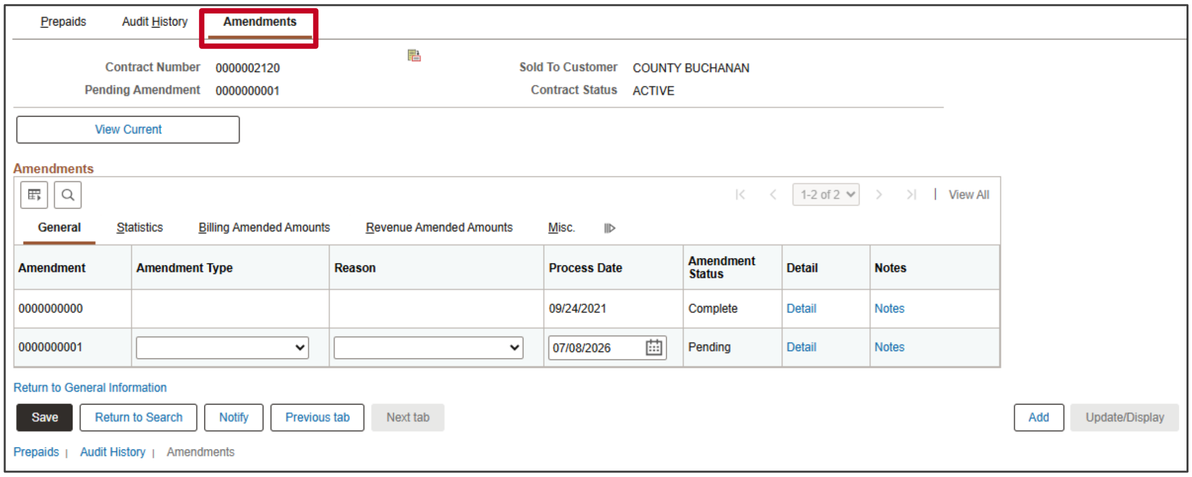
Step	Action
5.	Click the **Go To** dropdown button. 
6.	Select “Prepaids” from the list. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The **Prepaids** tab displays.

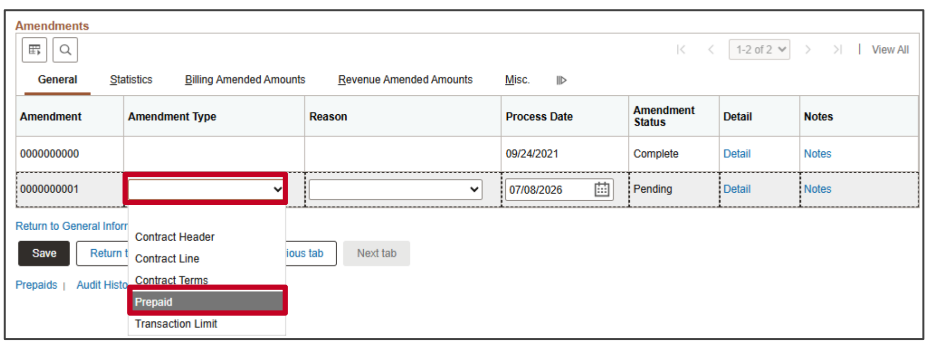

</td></tr>
<tr><td>7.</td><td>Click the **Amend Contract** button.


</td></tr>
</table>

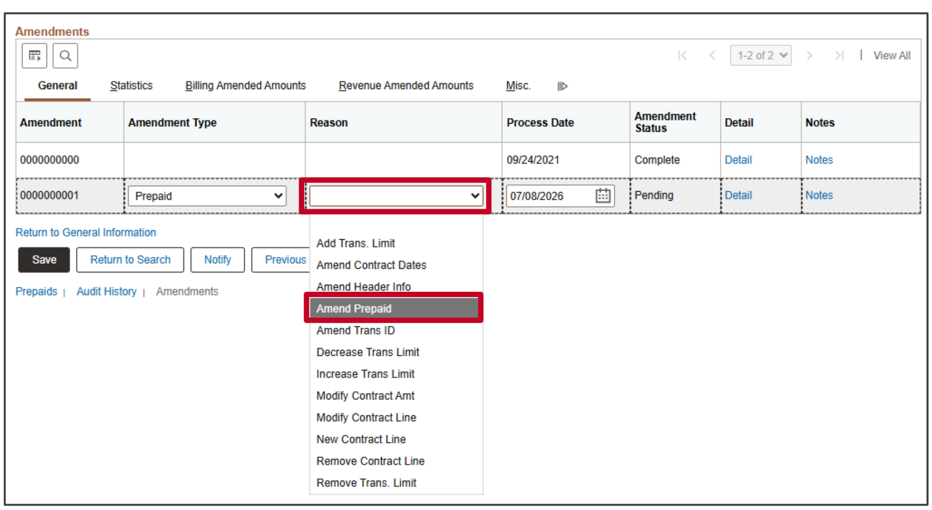
Step	Action
	The **Amendments** tab displays.

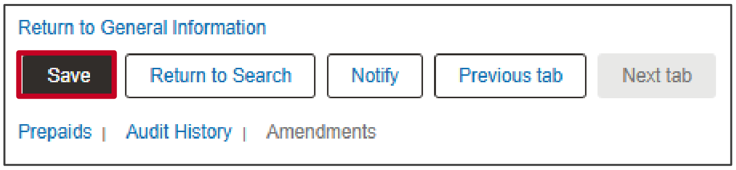
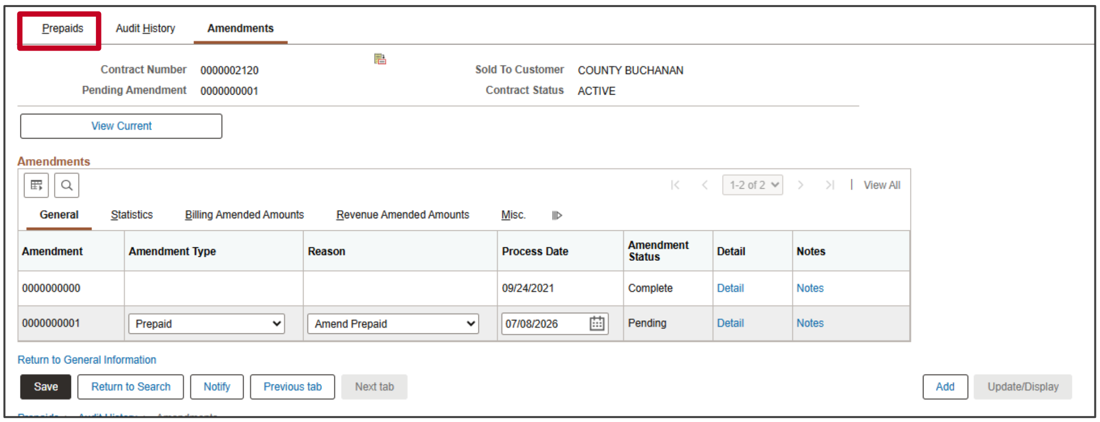


Step	Action
8.	Click the **Amendment Type** dropdown and select “Prepaid”.

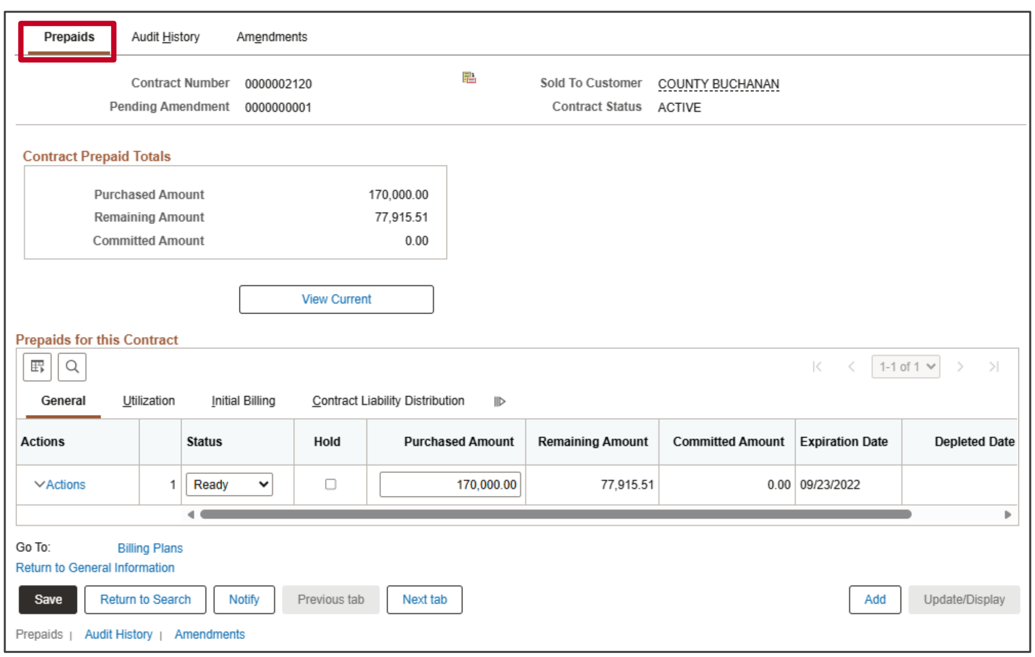


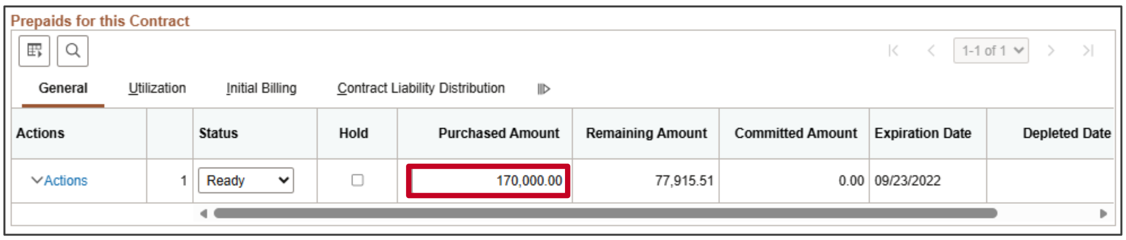
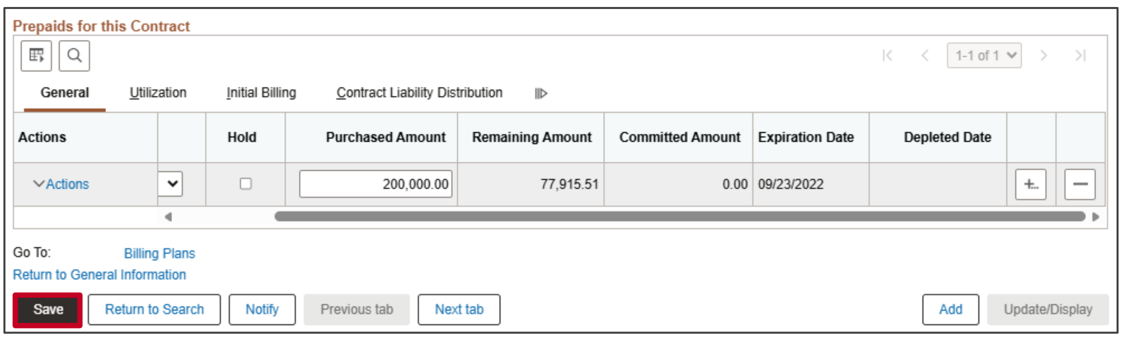
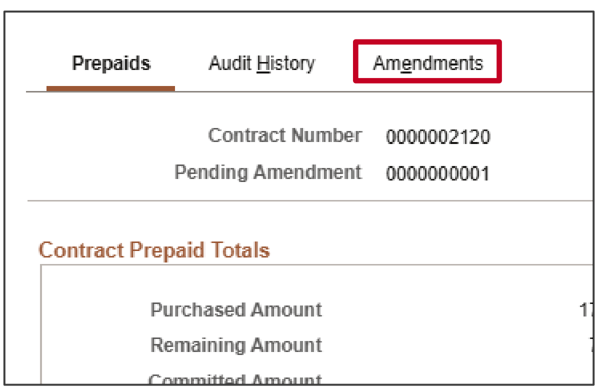
Step	Action
9.	Click the **Reason** dropdown and select “Amend Prepaid”.

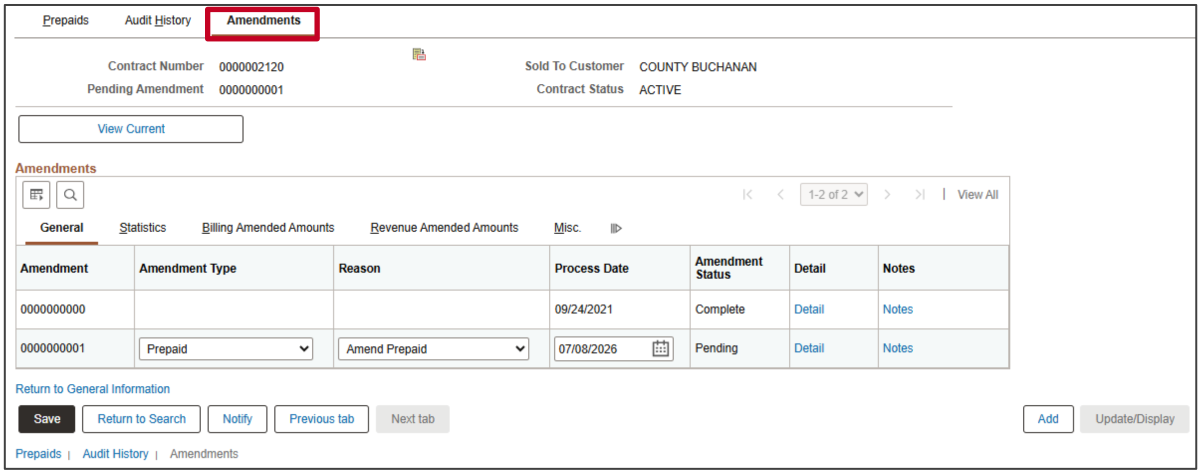
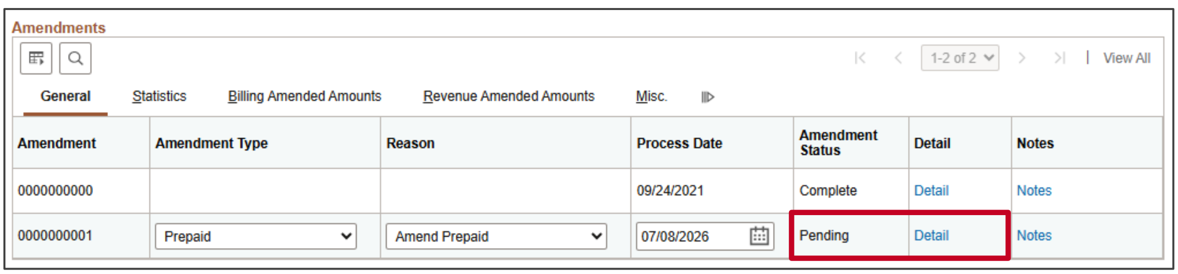


Step	Action
10.	Click the **Save** button. 
11.	Click the **Prepaids** tab. 

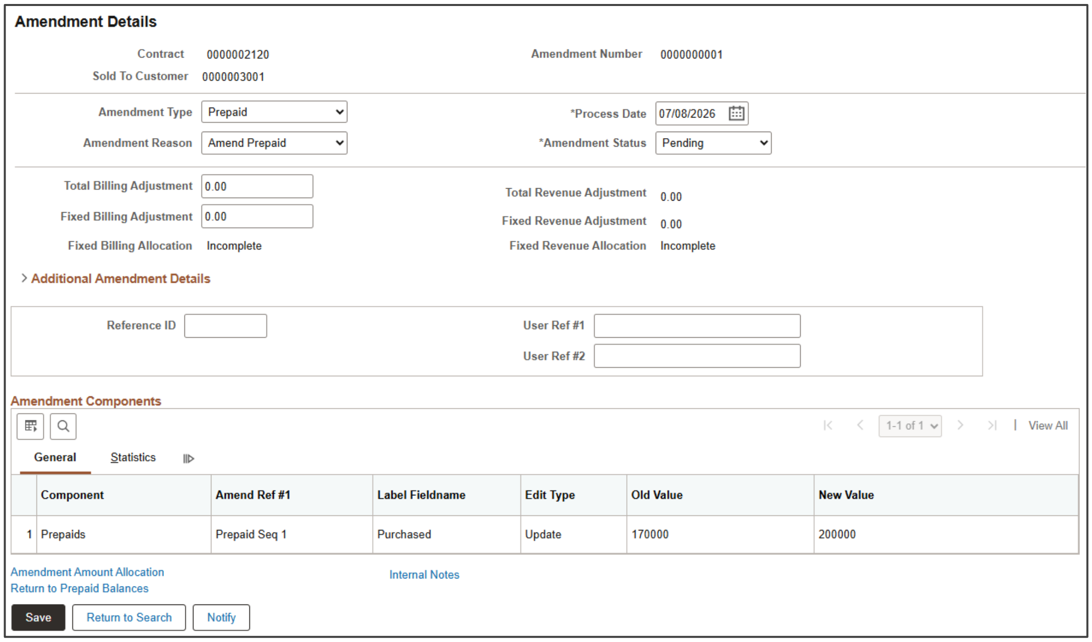
The **Prepaids** tab displays.



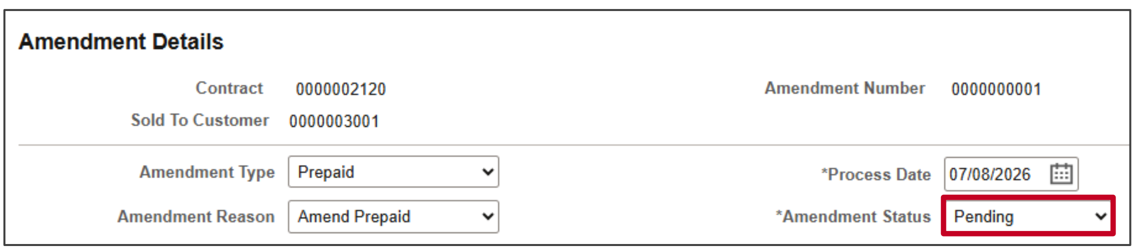
Step	Action
12.	Update the amount in the **Purchased Amount** field. The amount can be increased or decreased. For this example, increase the **Purchased Amount** from $170,000 to $200,000. If the amount is to be decreased, enter the amount in the **Purchased Amount** field. 
13.	Click the **Save** button. 
14.	Click the **Amendments** tab. 

Step	Action
The **Amendments** page displays. 	
15.	Click the **Detail** link next to the Pending amendment. 

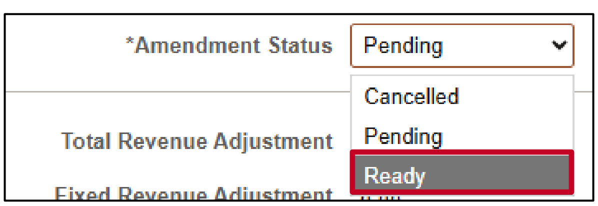
Step	Action
	The **Amendment Details** page displays.



Step	Action
16.	Click the dropdown button for the **Amendment Status** field.

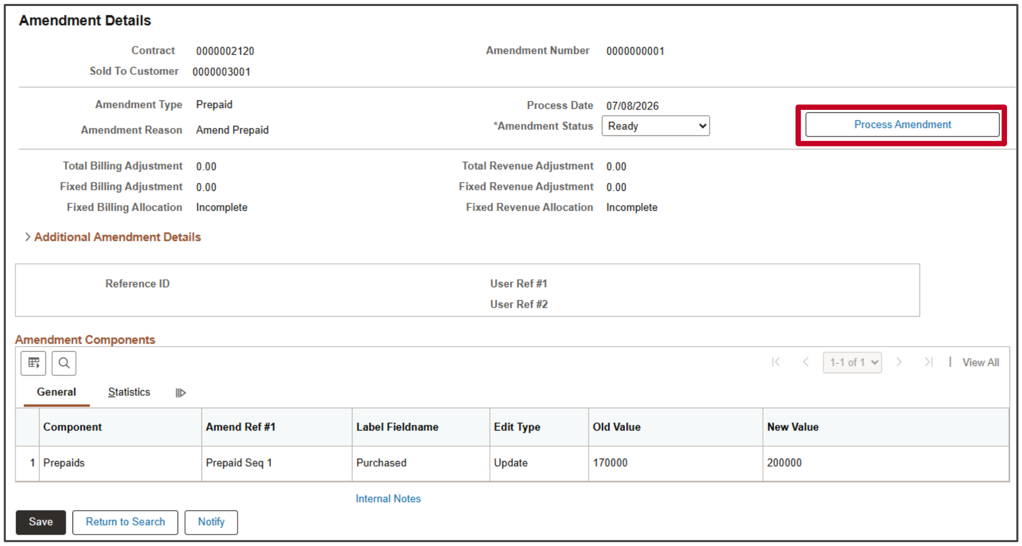


Step	Action
17.	Select the “Ready” option.



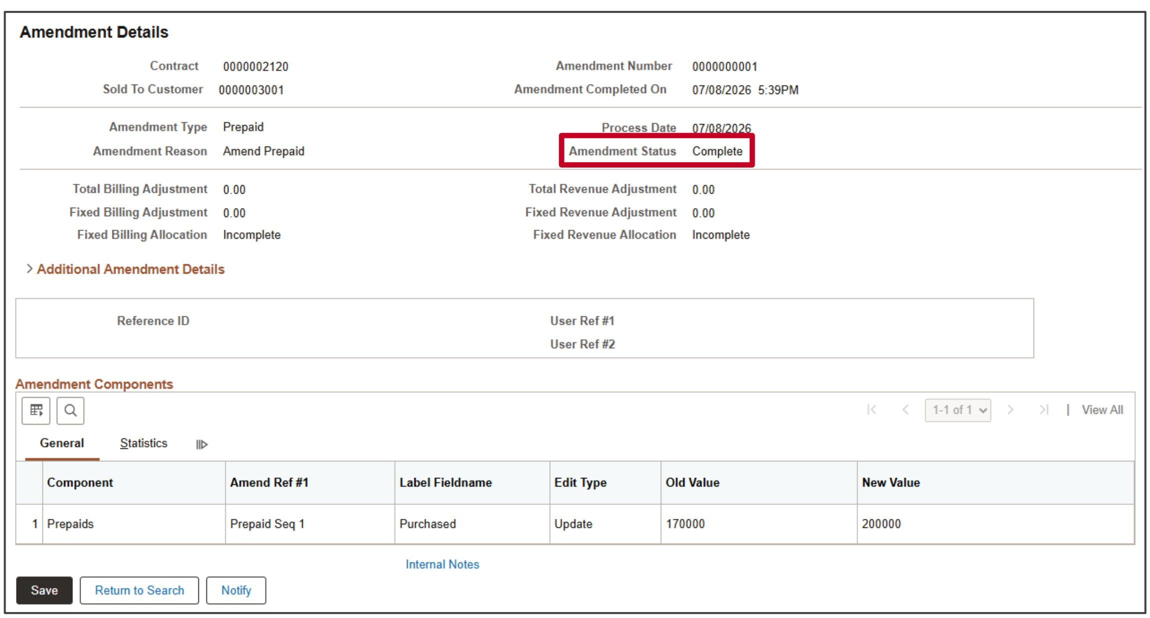
Step	Action

The **Amendment Details** page redisplays and the **Process Amendment** button is active.



18. Click the **Process Amendment** button.

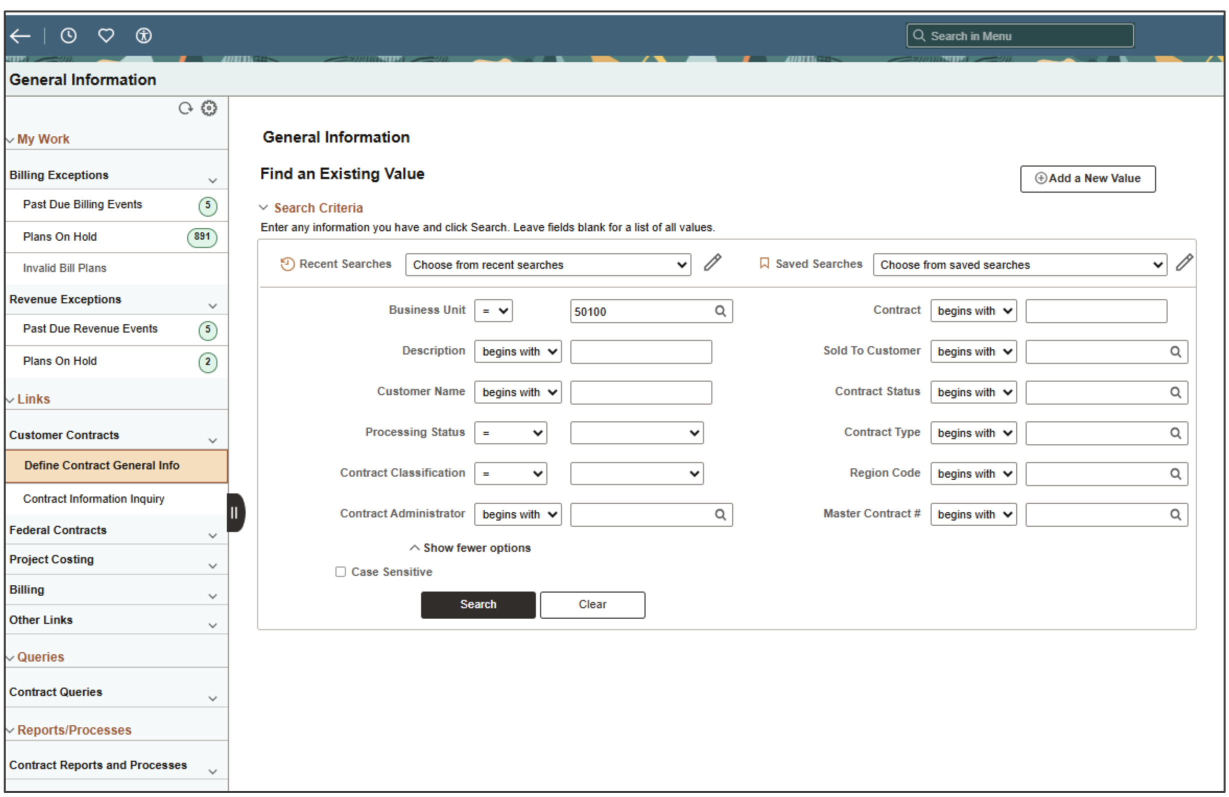
The **Amendment Details** page redisplays. The **Amendment Status** changes to “Complete” and the amendment for Prepaid status has been successfully updated.



Step	Action
	After the prepaid amendment is complete, the additional Billing for the Prepaid will be processed during the nightly batch. Users must place the Contract Line Bill Plan on hold so the additional Prepaid can be finalized and processed. If this step is missed, it is possible that the system will create a Bill when expenditures are posted to the Project instead of drawing down the Prepaids. Refer to the Placing a Contract Line Bill on Hold in the job aid titled **PA354 Creating and Managing Non-Federal Rate-Based Prepaid Contracts** located on the Cardinal website in **Job Aids** under **Learning** for more information on how to set the Billing Plan on Hold.

Increasing/Decreasing the Amount-Based Contract Amount

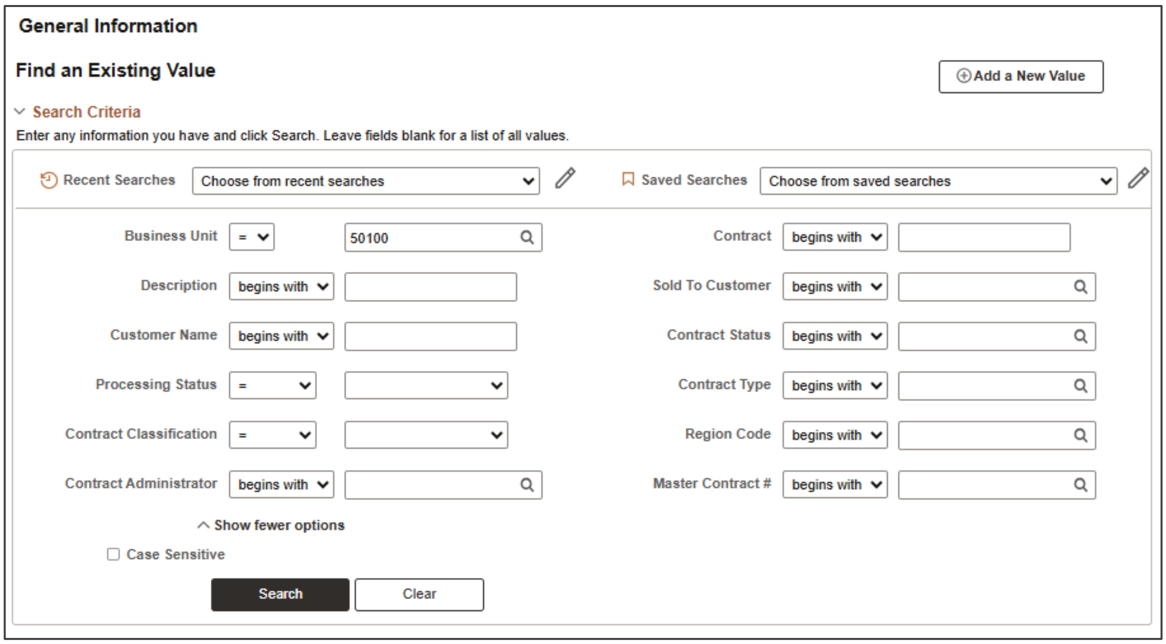
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Navigate to the Customer Contracts Define Contract General Info page by clicking the Contracts WorkCenter tile.

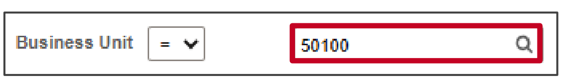

</td></tr>
<tr><td>i</td><td>For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.</td></tr>
<tr><td>2.</td><td>Use the following navigation in the WorkCenter:
Links > Customer Contracts > Define Contract General Info
Note: WorkCenter sections, folders, and pages may vary based on the user’s Security roles.


</td></tr>
</table>

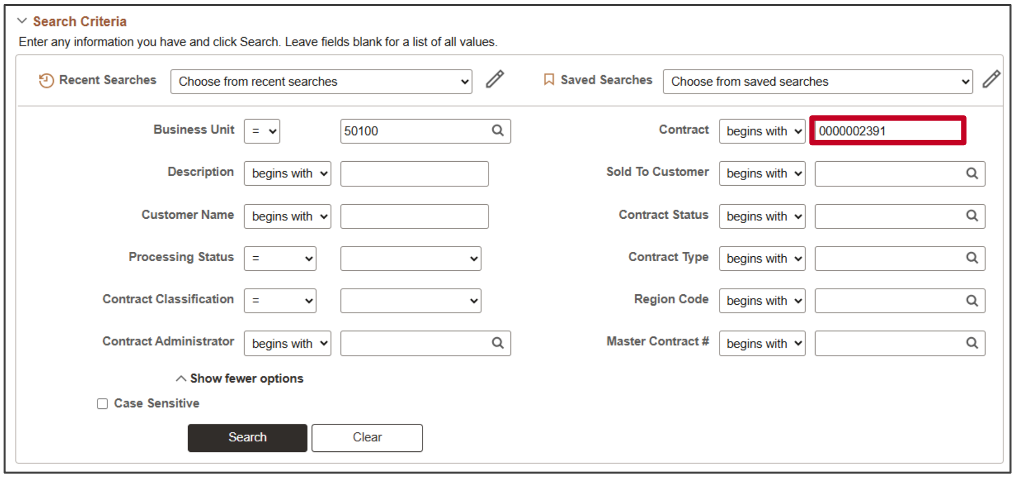
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>ℹ</td><td>Users can also access the Define Contract General Info page by using the following navigation path:

NavBar > Menu > Customer Contracts > Create and Amend > Define Contract General Info</td></tr>
<tr><td colspan="2">The General Information Find an Existing Value Search page displays.

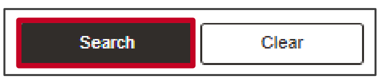

</td></tr>
<tr><td>ℹ</td><td>The Business Unit defaults for the user’s agency. Do not change it.


</td></tr>
</table>

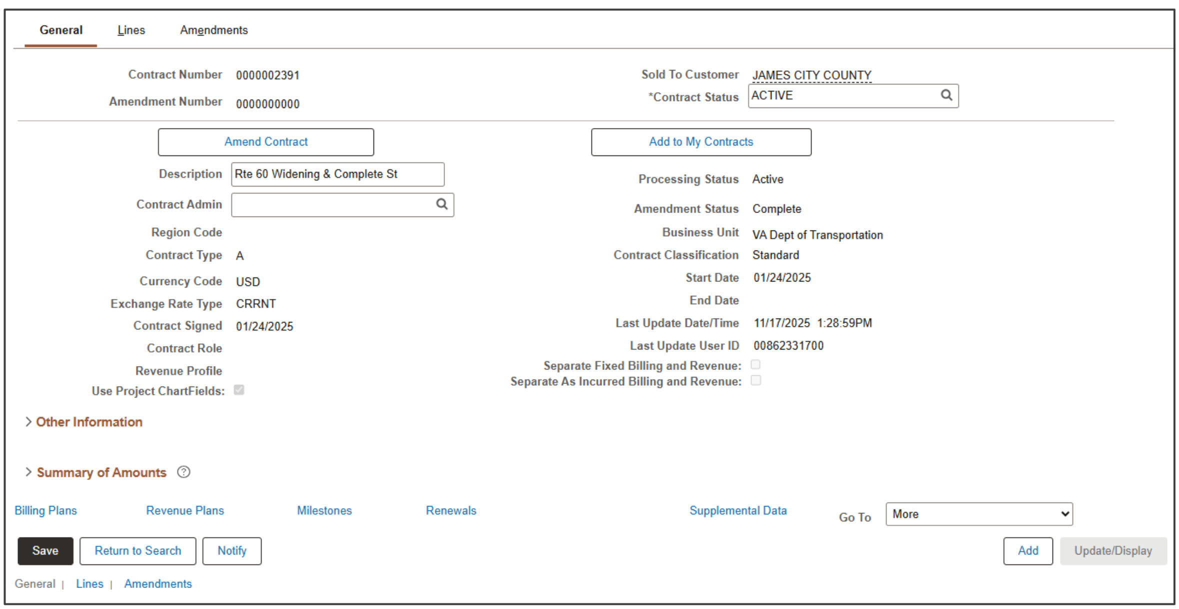
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3.</td><td>Enter the Contract number that needs to be amended in the Contract field.



</td></tr>
<tr><td>4.</td><td>Click the Search button.



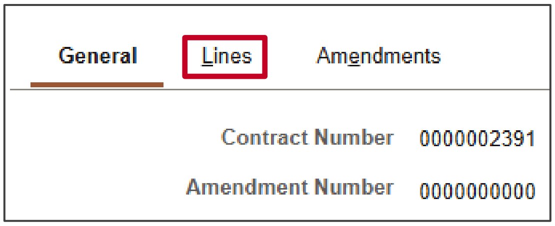
</td></tr>
<tr><td colspan="2">The General tab displays.



</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>5.</td><td>

Click the **Lines** tab.

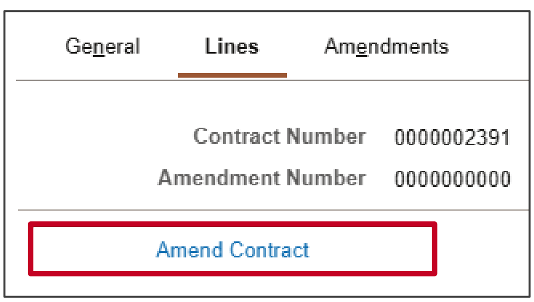


</td></tr>
<tr><td colspan="2">

The **Lines** tab displays.

</td></tr>
<tr><td>6.</td><td>

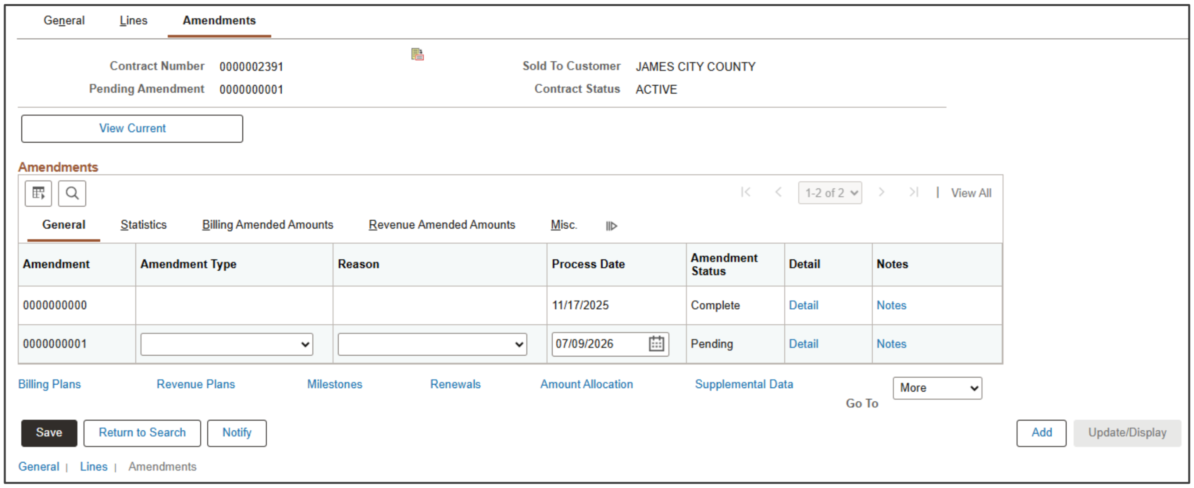
Click the **Amend Contract** button.



</td></tr>
</table>

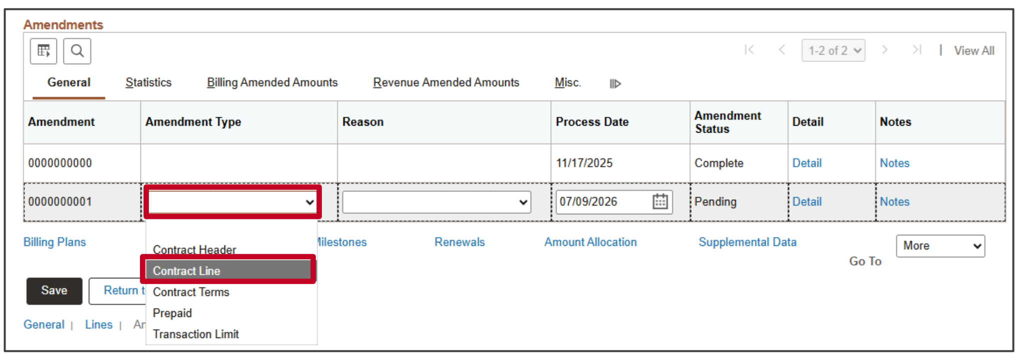
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">

The **Amendments** tab displays.



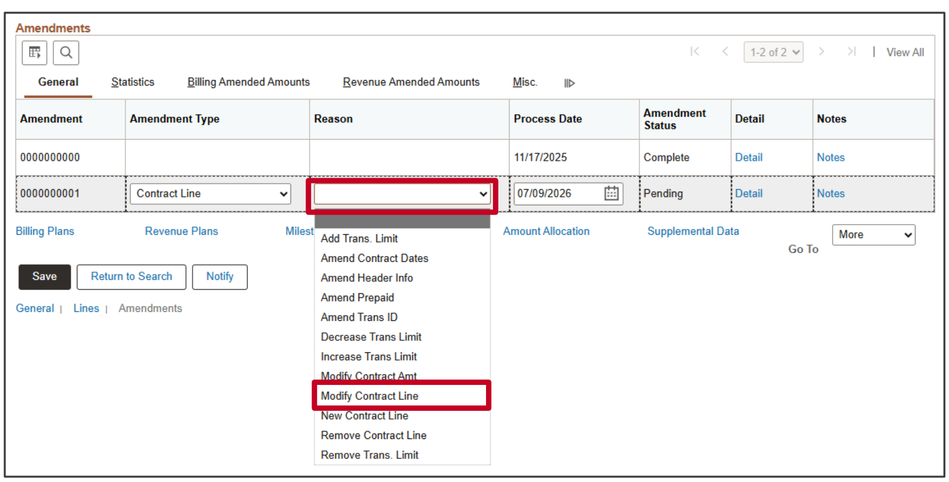
</td></tr>
<tr><td>7.</td><td>

Click the **Amendment Type** dropdown, select “Contract Line”.



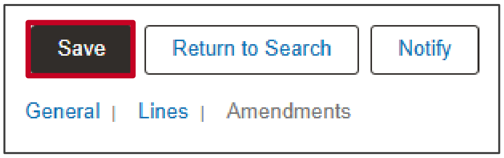
</td></tr>
<tr><td>8.</td><td>

Click the **Reason** dropdown, select “Modify Contract Line”.

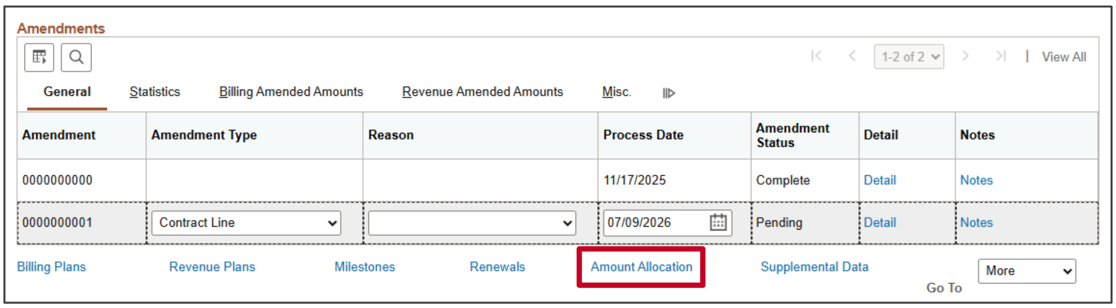


</td></tr>
</table>

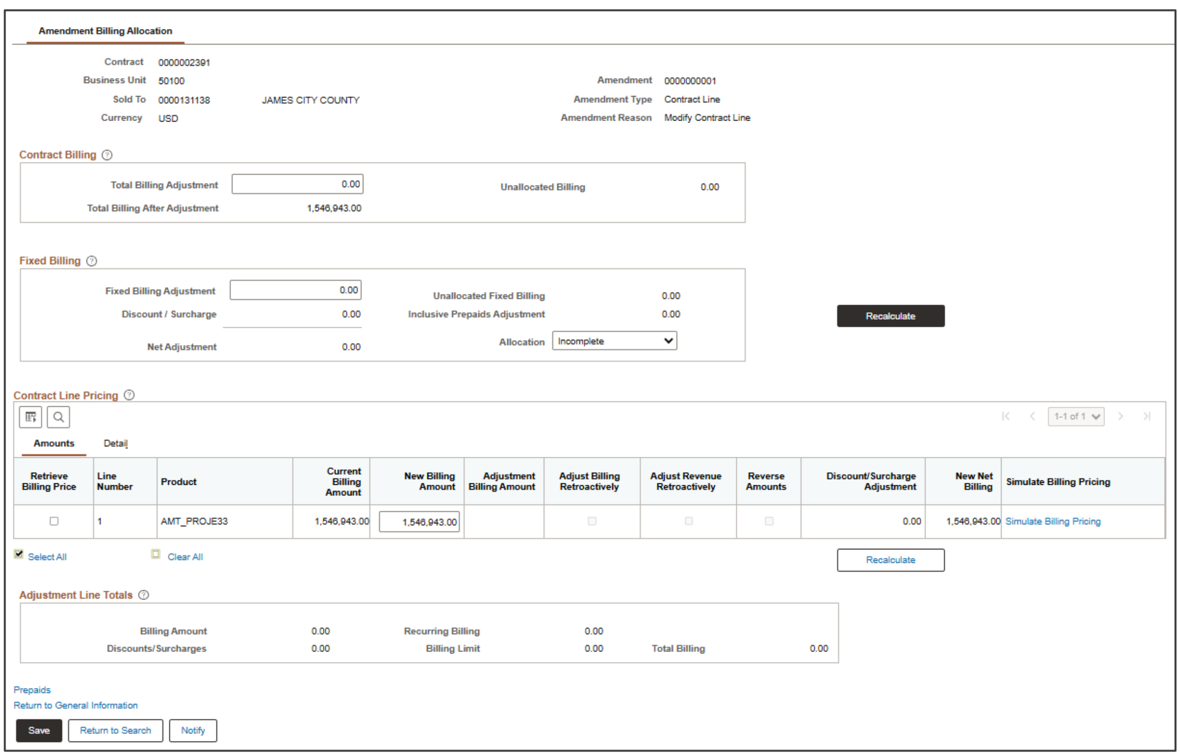
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>9.</td><td>Click the Save button.



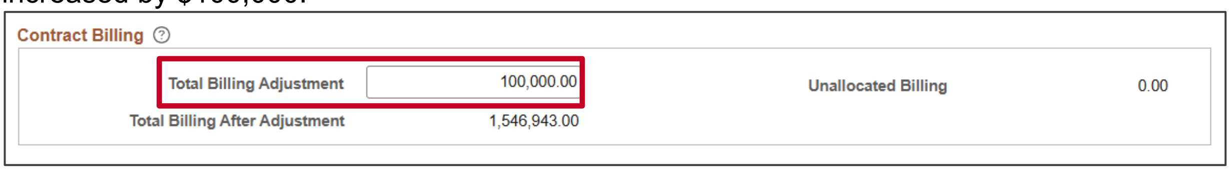
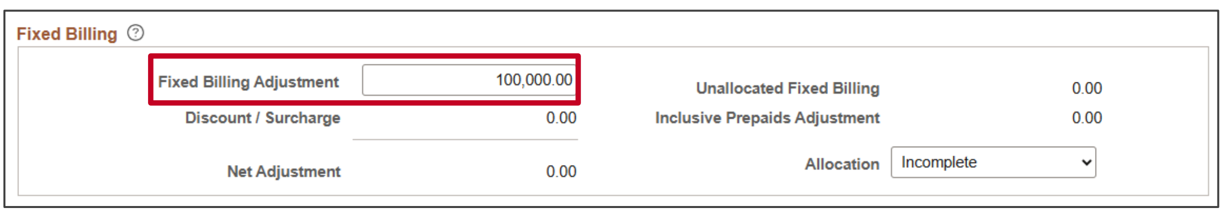
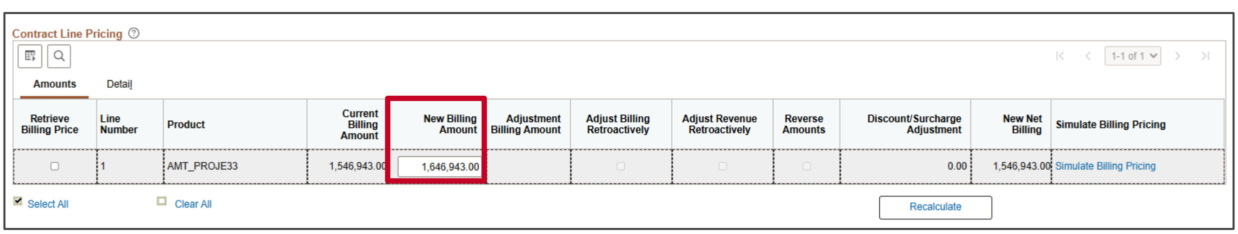
</td></tr>
<tr><td>10.</td><td>Click the Amount Allocation link.

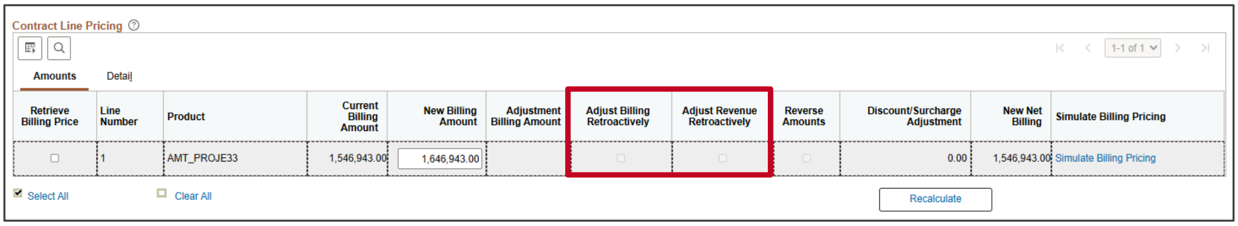
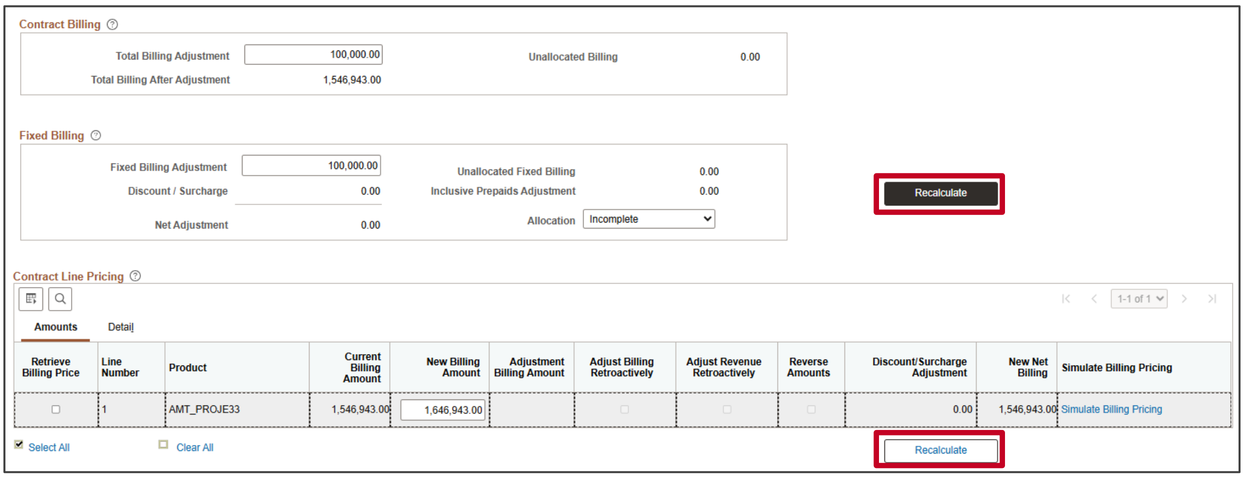
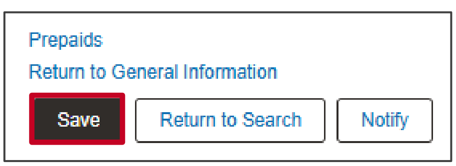


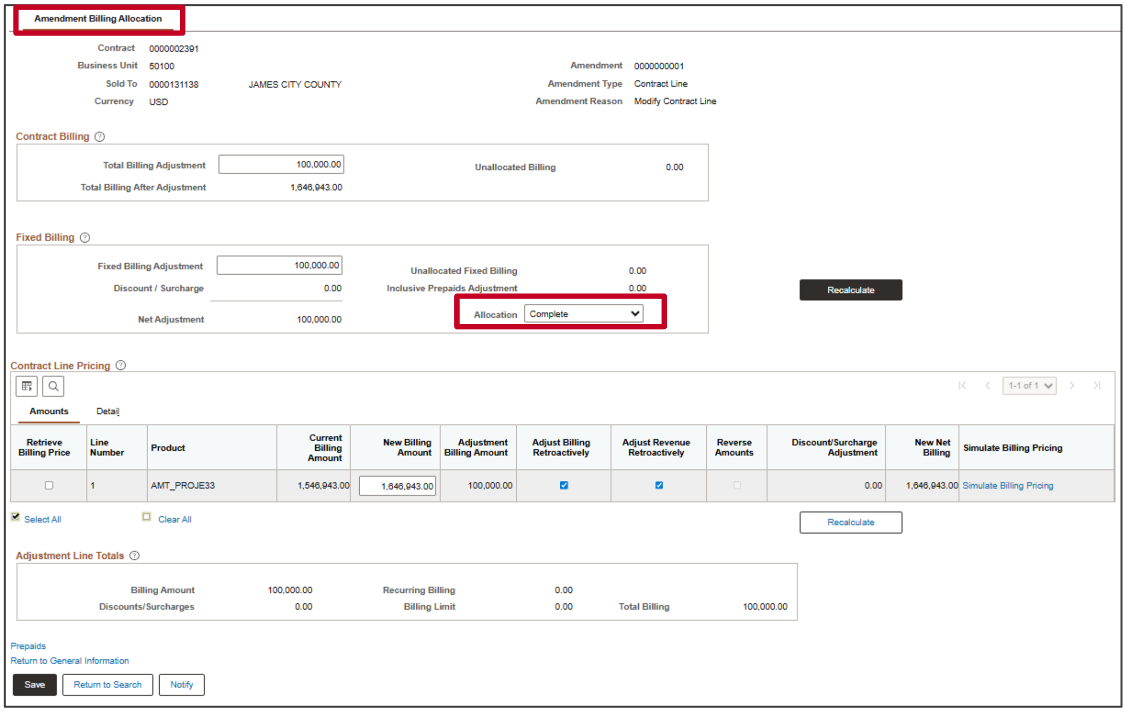
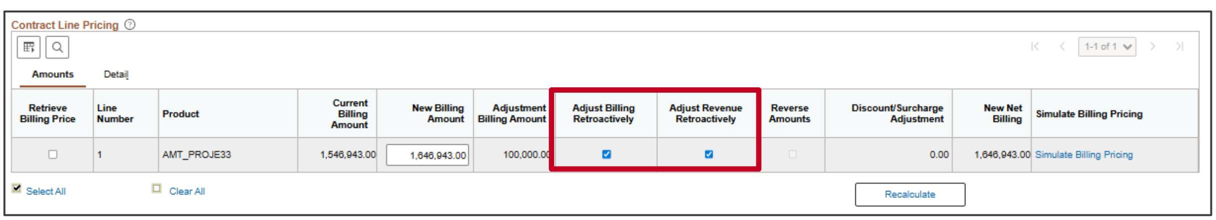
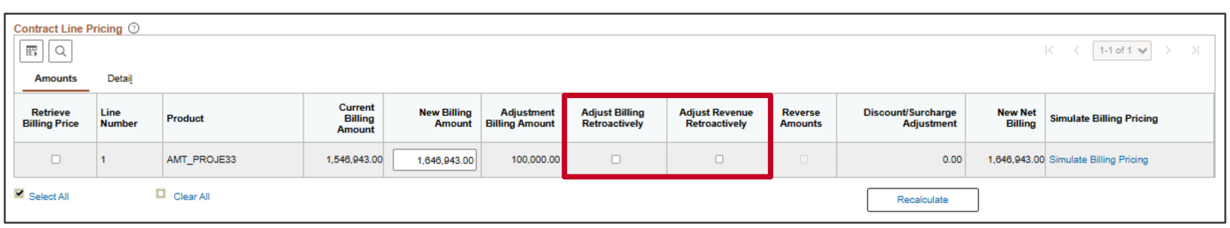
</td></tr>
<tr><td colspan="2">The Amendment Billing Allocation page displays.

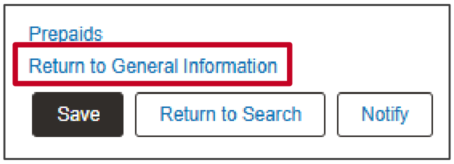
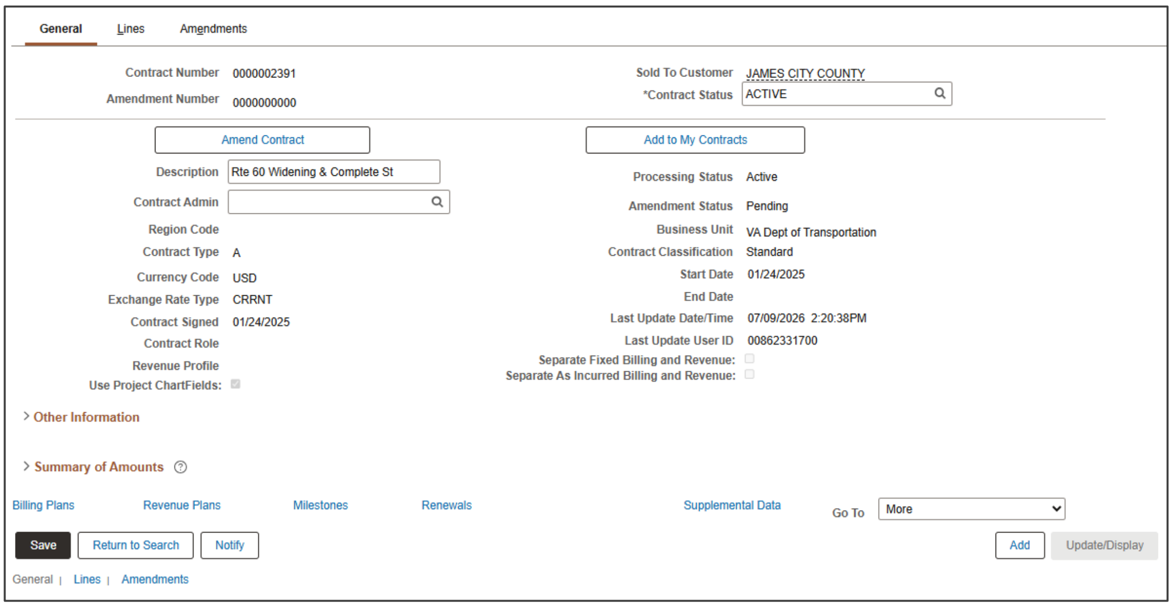
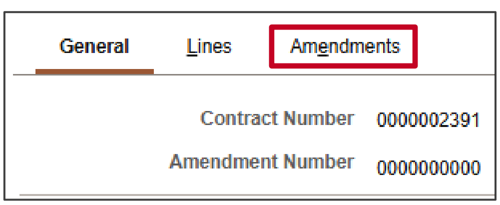


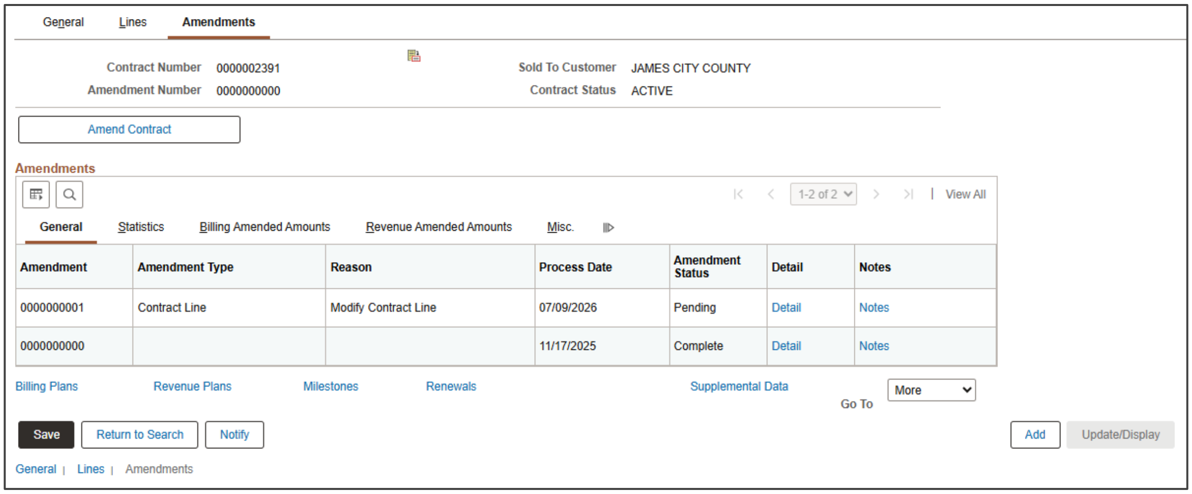
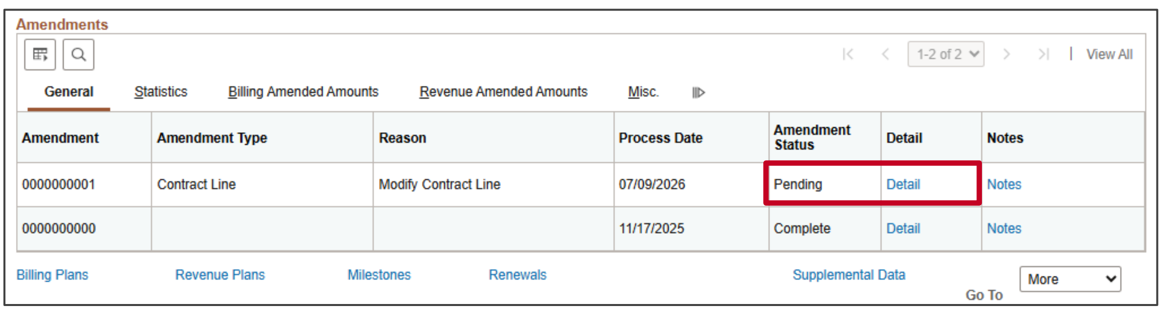
</td></tr>
</table>

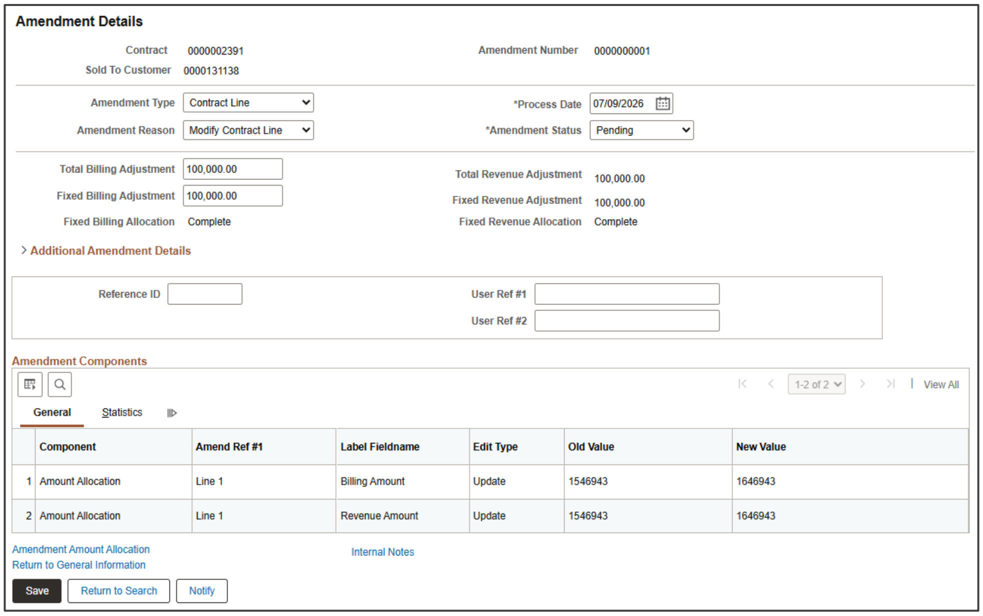
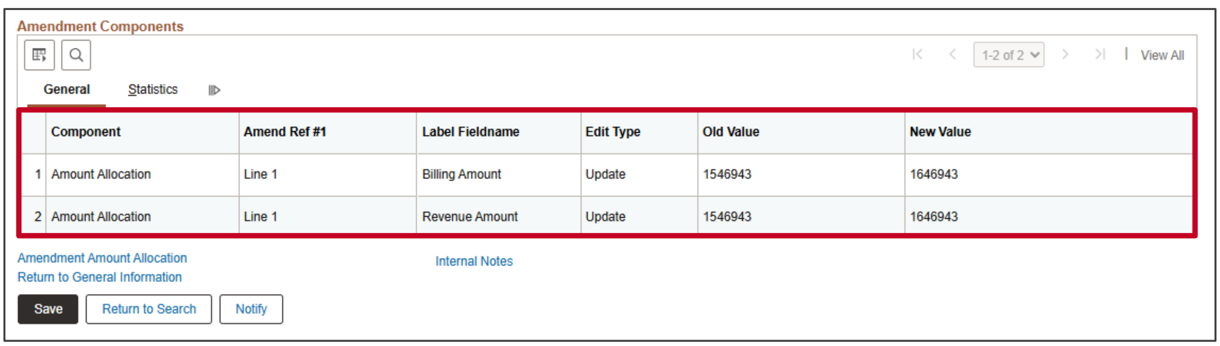
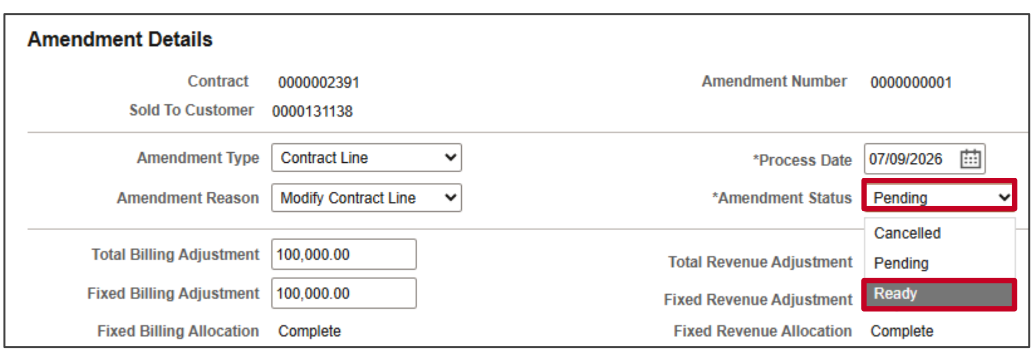
Step	Action
	If decreasing the contract amount, the decrease amount cannot be less than the amount that has already been billed. If it is necessary to decrease the contract amount to an amount less than the amount that has already billed, it is recommended to submit a Help Desk ticket (vccc@vita.virginia.gov) with Cardinal Project Accounting (PA) in the subject line. The Cardinal Post Production Support (PPS) PA team will ensure the transaction is processed correctly.
	Any time the contract amount for an amount-based contract line is modified, allocate the adjustment amount across the amount-based contract lines using the **Amendment Billing Allocation** tab.
11.	In the **Contract Billing** section, enter the total adjustment amount (positive or negative) in the **Total Billing Adjustment** field. To increase the contract amount, add a positive number and to decrease the contract amount, enter a negative number. For this scenario, the amount will be increased by $100,000. 
12.	In the **Fixed Billing** section, enter the total adjustment amount (positive or negative) in the **Fixed Billing Adjustment** field. 
13.	Update the **New Billing Amount** to reflect the amended total billing for the line (total amount of the adjustment + Current Billing Amount). For this scenario, 1,546,943 + 100,000 = 1,646,943. 

Step	Action
14.	Verify that the **Adjust Billing Retroactively** and **Adjust Revenue Retroactively** checkboxes are both unchecked. 
15.	Click either **Recalculate** button. 
16.	Click the **Save** button. 

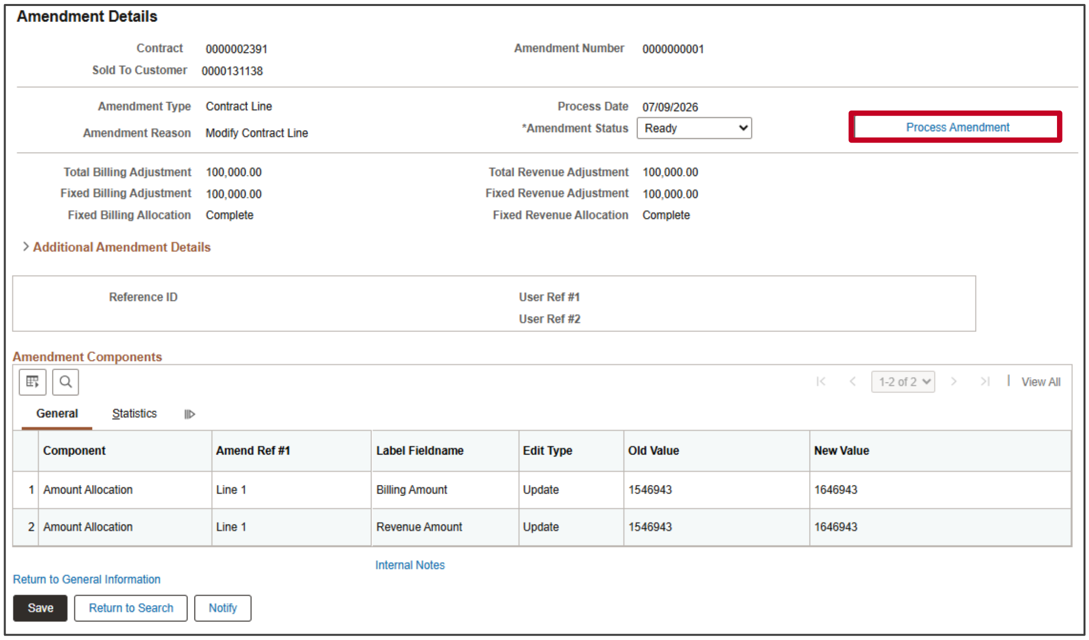
Step	Action
	The **Amendment Billing Allocation** page redisplays. The **Allocation** status updates to “Complete”. 
17.	The **Adjust Billing Retroactively** and **Adjust Revenue Retroactively** checkboxes should be unchecked.  If they were defaulted to checked, uncheck them and click the **Save** button. 
	If amending the contract to reduce the amount below what has been billed, the **Adjust Billing Retroactively** and **Adjust Revenue Retroactively** checkboxes must be checked.

Step	Action
18.	Click the **Return to General Information** link. 
	The **General** tab displays. 
19.	Click the **Amendments** tab. 

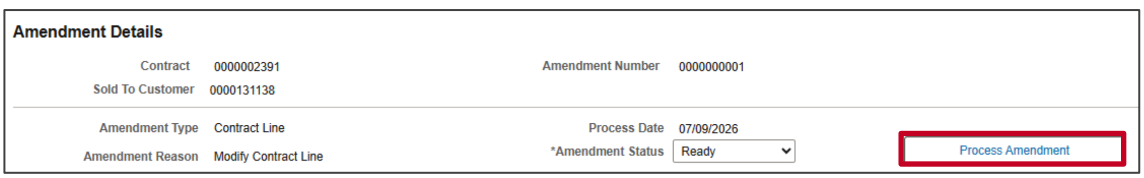
Step	Action
	The **Amendments** tab displays. 
20.	Click the **Detail** link next to contract line amendment that was just added. The Amendment Status should be “Pending”. 

Step	Action
	The **Amendment Details** page displays. 
21.	Confirm **Amendment Components**. 
22.	Click the **Amendment Status** dropdown, select the "Ready" option. 

Step	Action
	The **Process Amendments** page displays, and the **Process Amendment** button is now active.

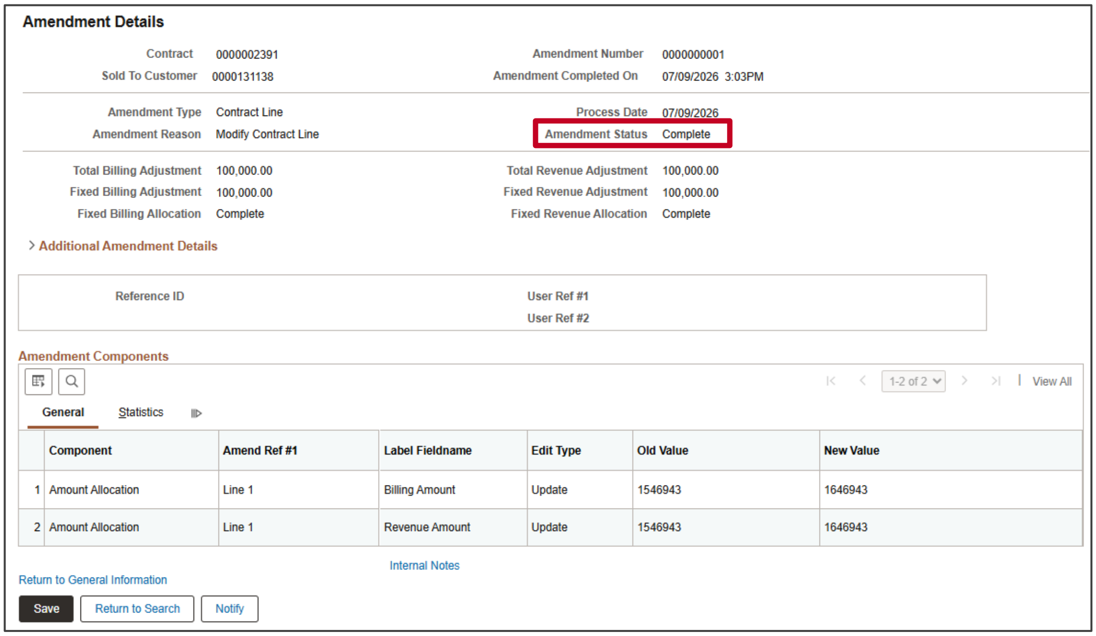


Step	Action
23.	Click the **Process Amendment** button.

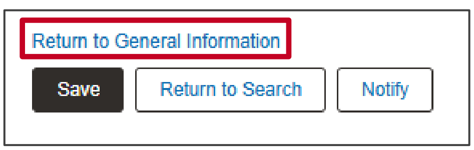


Step	Action

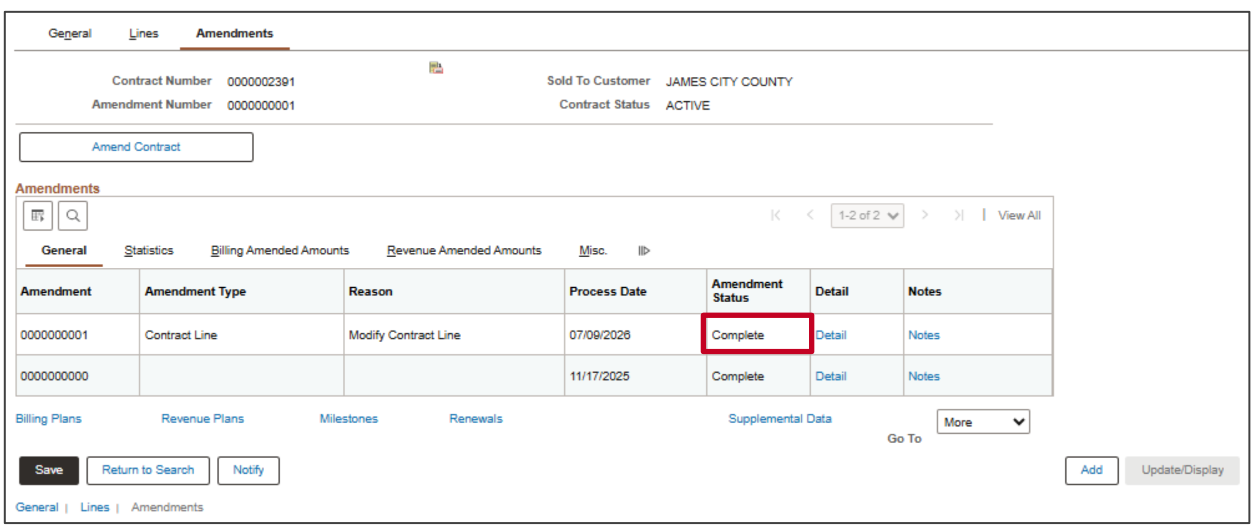
The **Amendment Details** page displays and the **Amendment Status** updates to “Complete”. The amended amount has been successfully processed.

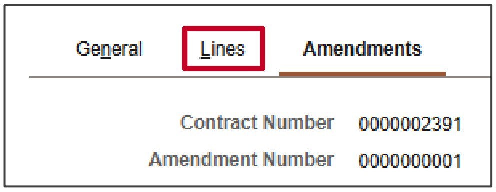
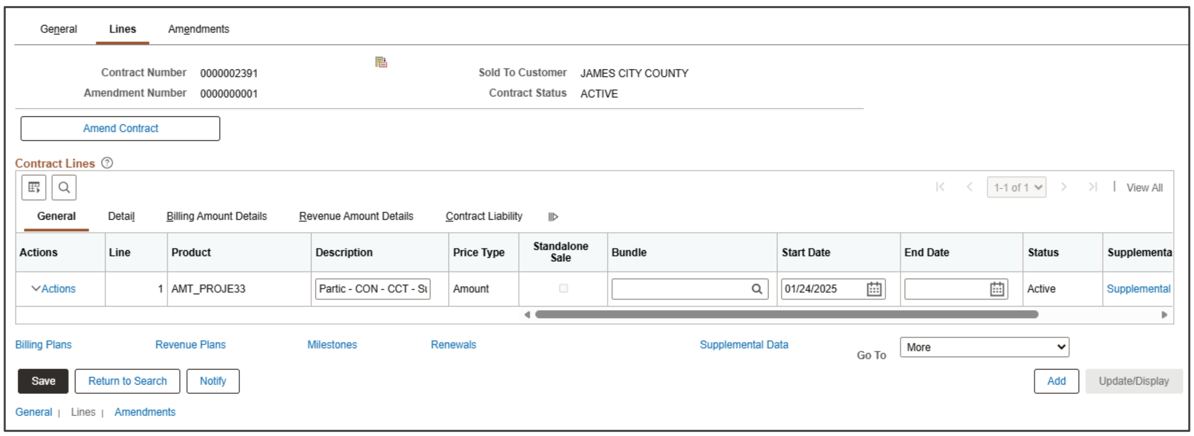
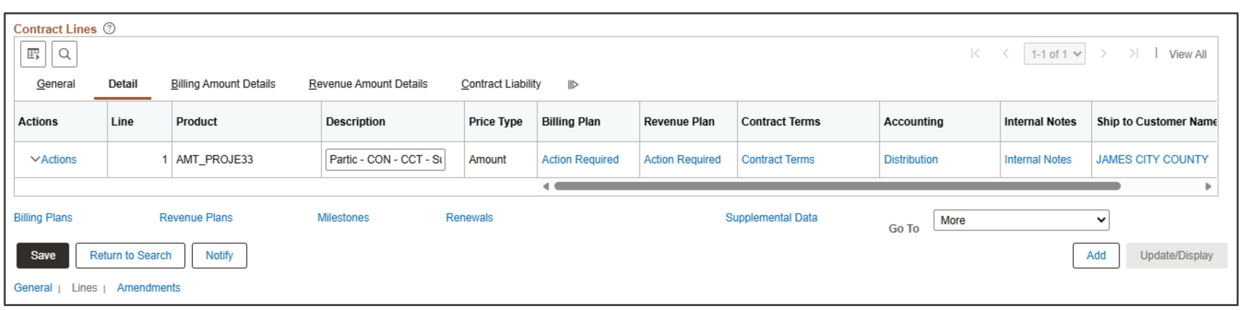


Step	Action
24.	Click the **Return to General Information** link.

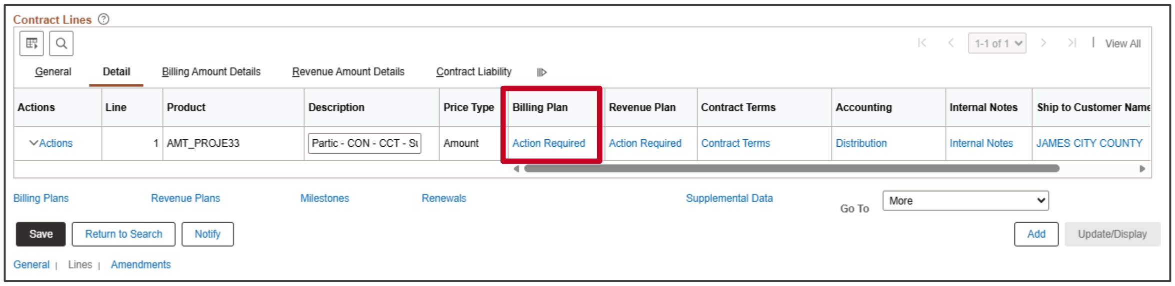


The **Amendments** tab displays and the **Contract Amount** is updated and complete.

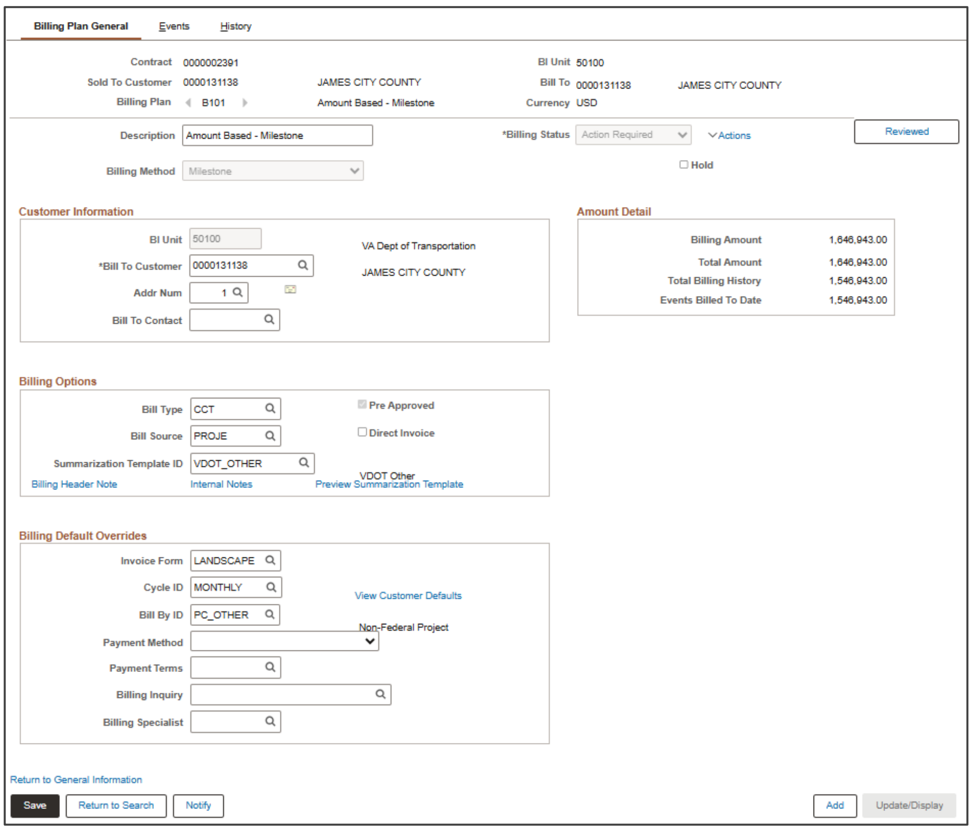


Step	Action
25.	Click the **Lines** tab. 
The **Lines** tab displays. 	
26.	Click the **Detail** tab under the **Contract Lines** section of the page. 
The **Detail** tab displays. 	

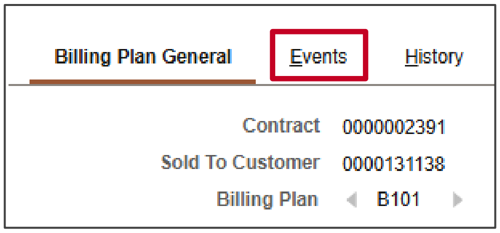
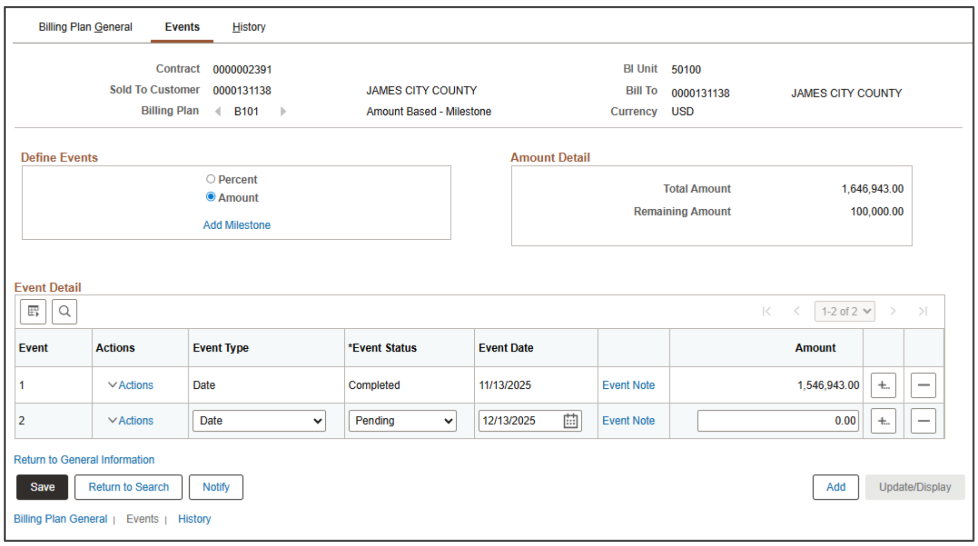
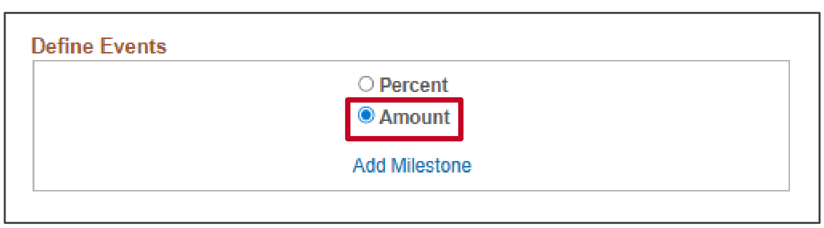
Step	Action
27.	Click the **Ready** or **Action Required** link under the **Billing Plan** column.

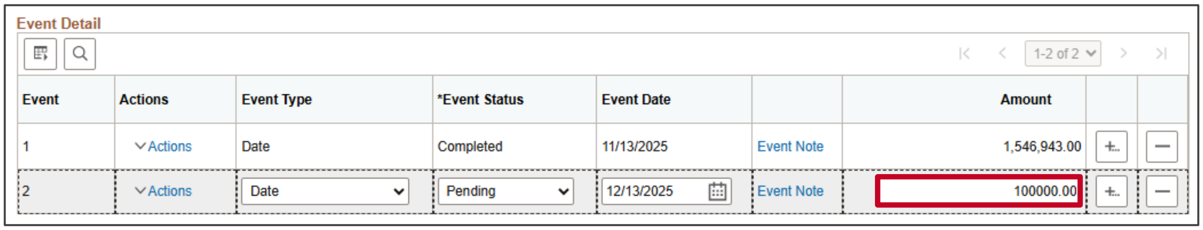
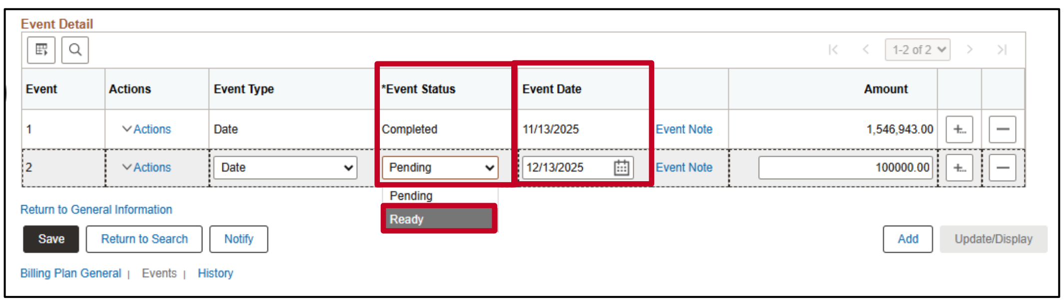
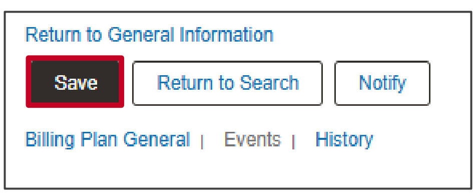


The **Billing Plan General** tab displays.

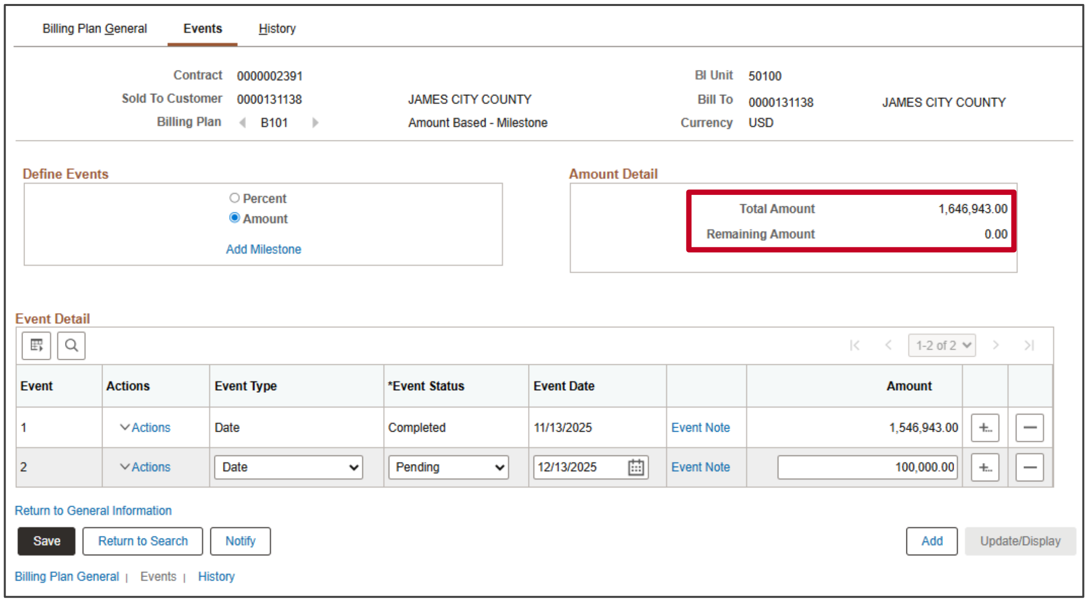


Sometimes the **Billing Plan** status will be "Ready" and sometimes it will be "Action Required" as this is a system issue. The **Billing Plan** and **Revenue Plan** should always be reviewed regardless of the status that displays.

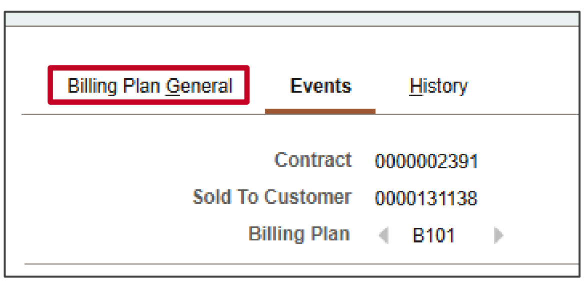
Step	Action
28.	Click the **Events** tab. 
The **Events** tab displays. 	
29.	In the **Define Events** section, verify the **Amount** radio button is selected. If not, select the **Amount** radio button. 

Step	Action
30.	In the **Event Detail** section of the page, update events and the **Amount** field for the amount of the contract adjustment. 
ℹ	Be sure the Event number is the same when the **Revenue Plan** page is updated.
31.	Update the **Event Date** to the needed bill date, and then set the **Event Status** to “Ready”. 
32.	Click the **Save** button. 

Step	Action
	The **Events** tab displays and the **Total Amount** and **Remaining Amount** fields update.

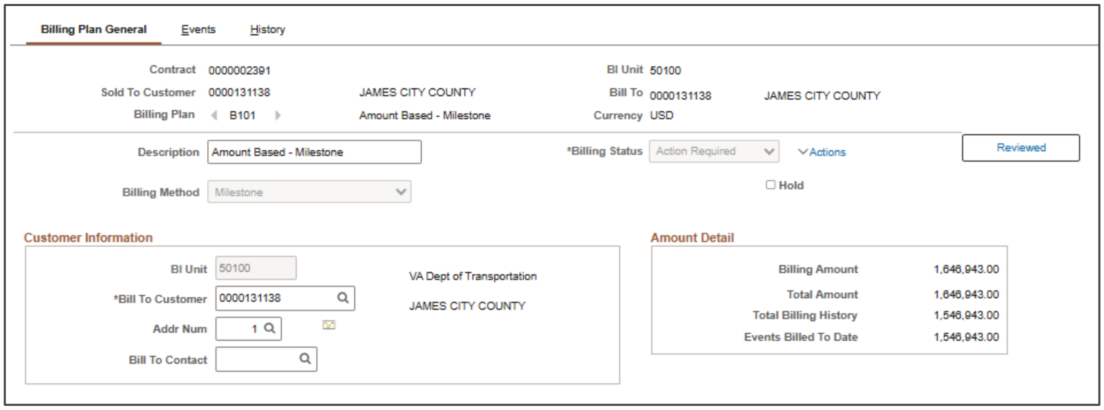


i	If the adjustment should be made to existing events that do not have an event status of complete, do not add a new event. Change the event status for the event that needs to be updated from “Ready” to “Pending”. This will open the amount field so the amount can be edited. Once updated, change the event status back to “Ready” and click the **Save** button.
33.	Click the **Billing Plan General** tab.

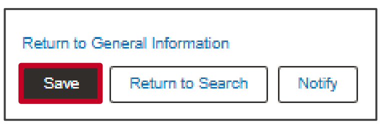


Step	Action

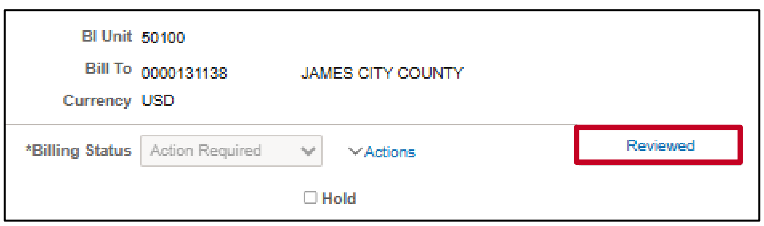
The **Billing Plan General** page displays.

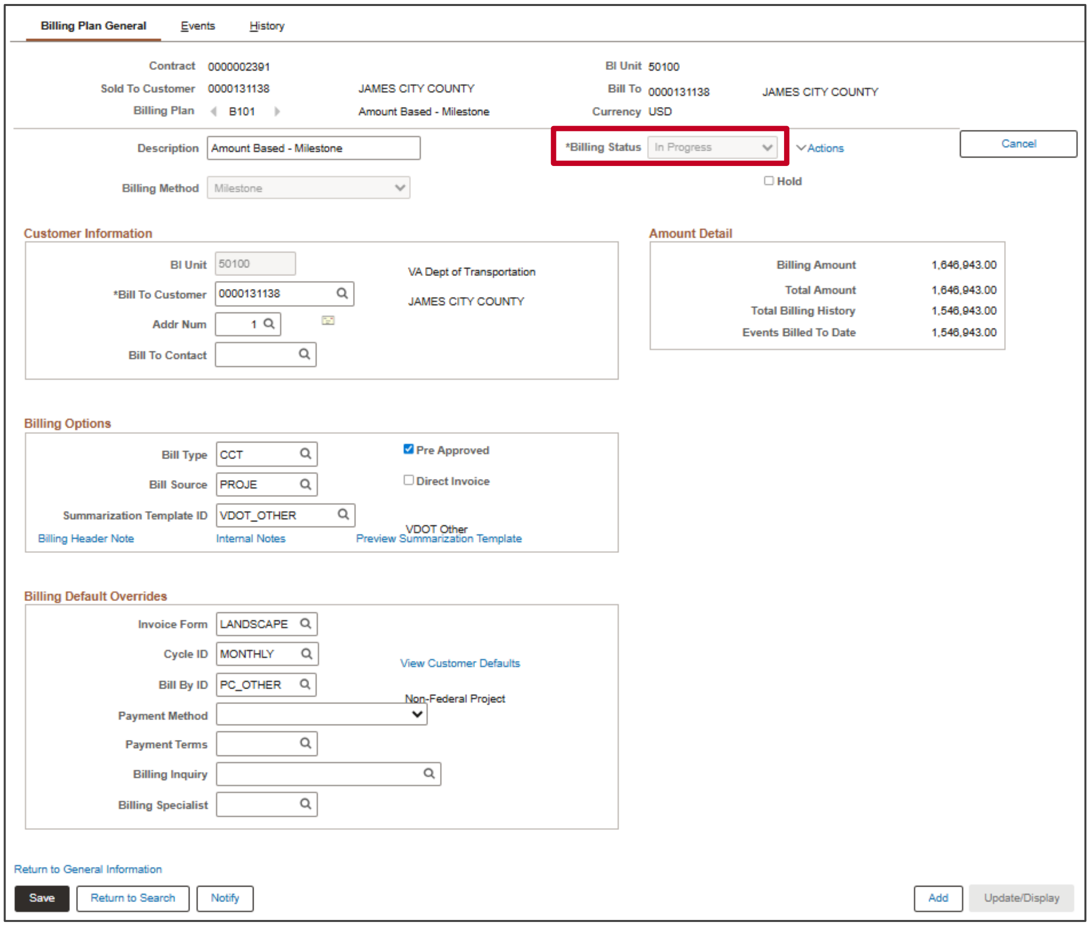
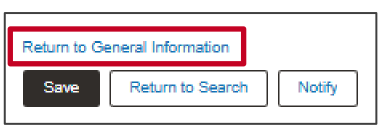
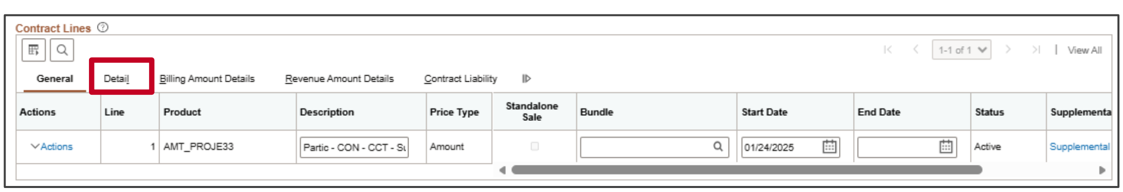


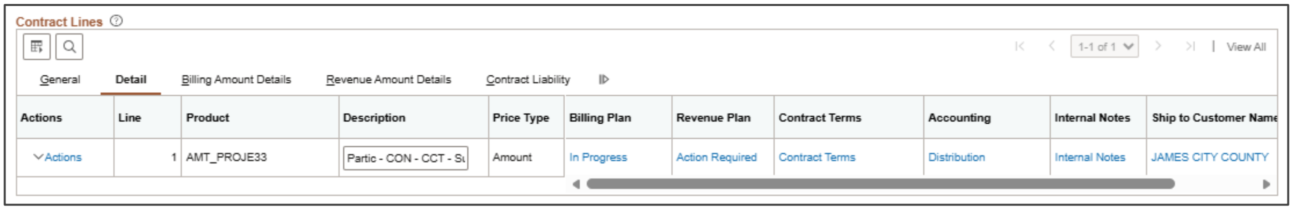
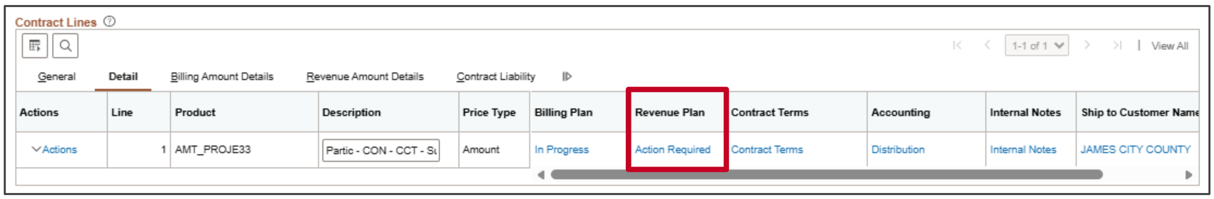
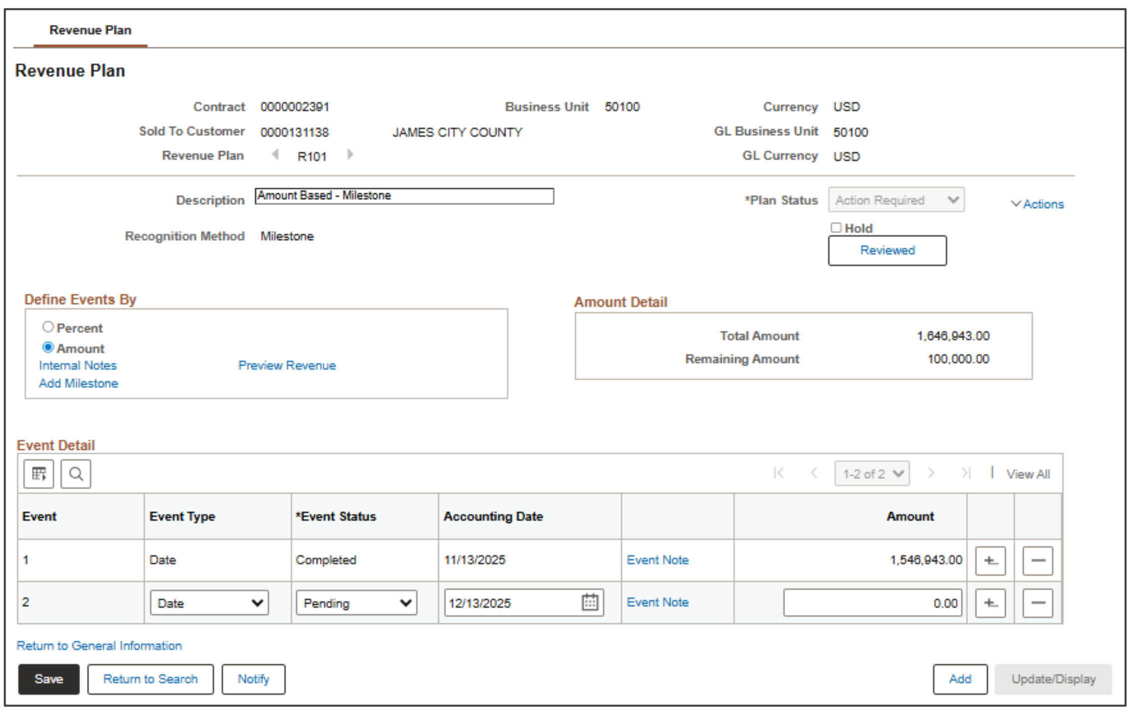
34. Click the **Save** button.

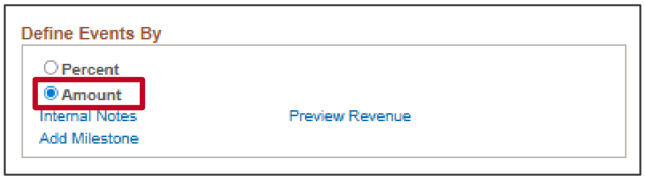
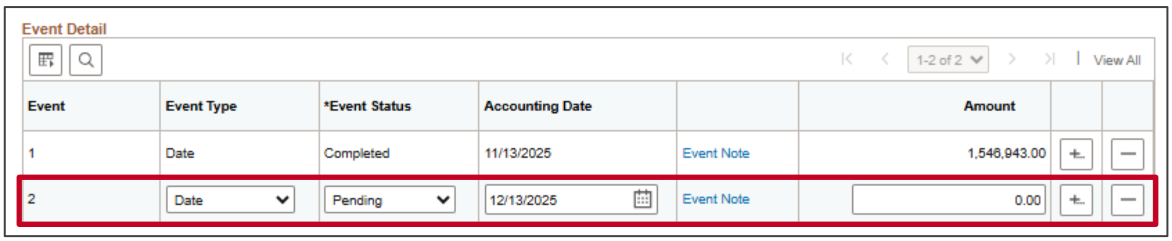
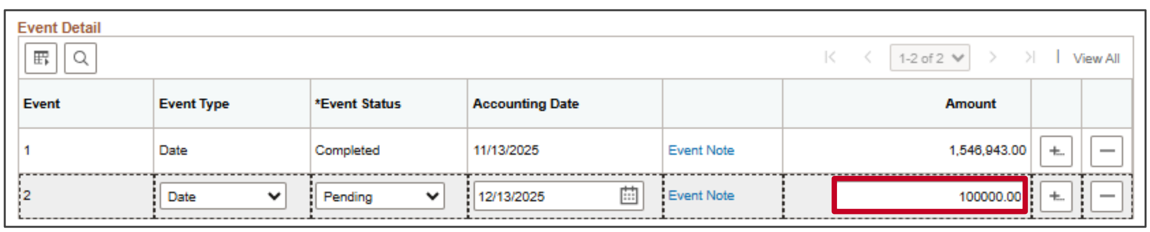
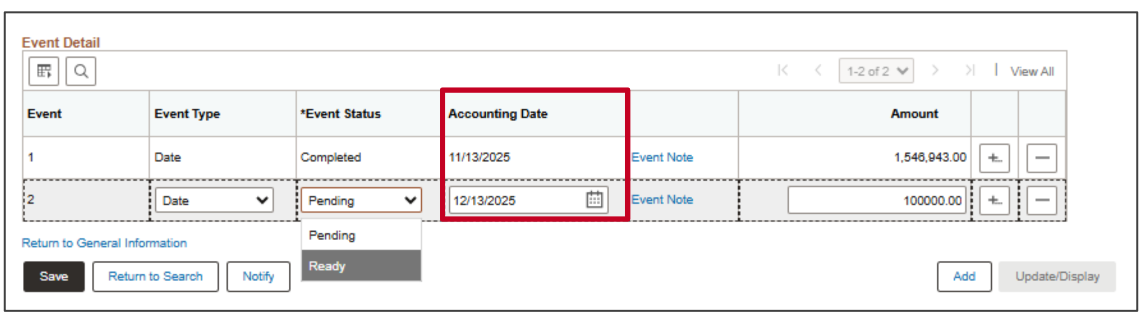


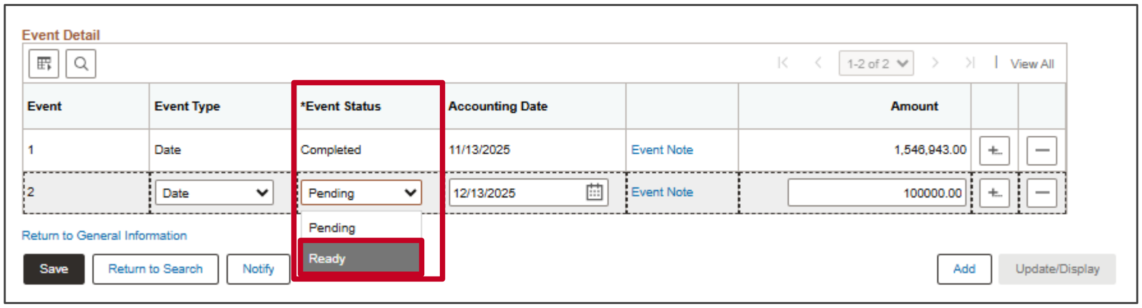
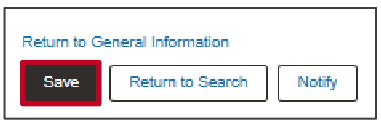
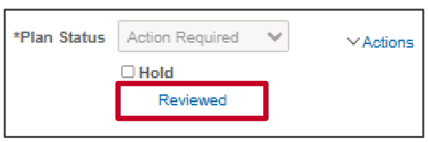
35. After completing all updates, click the **Reviewed** button next to the **Billing Status** section.

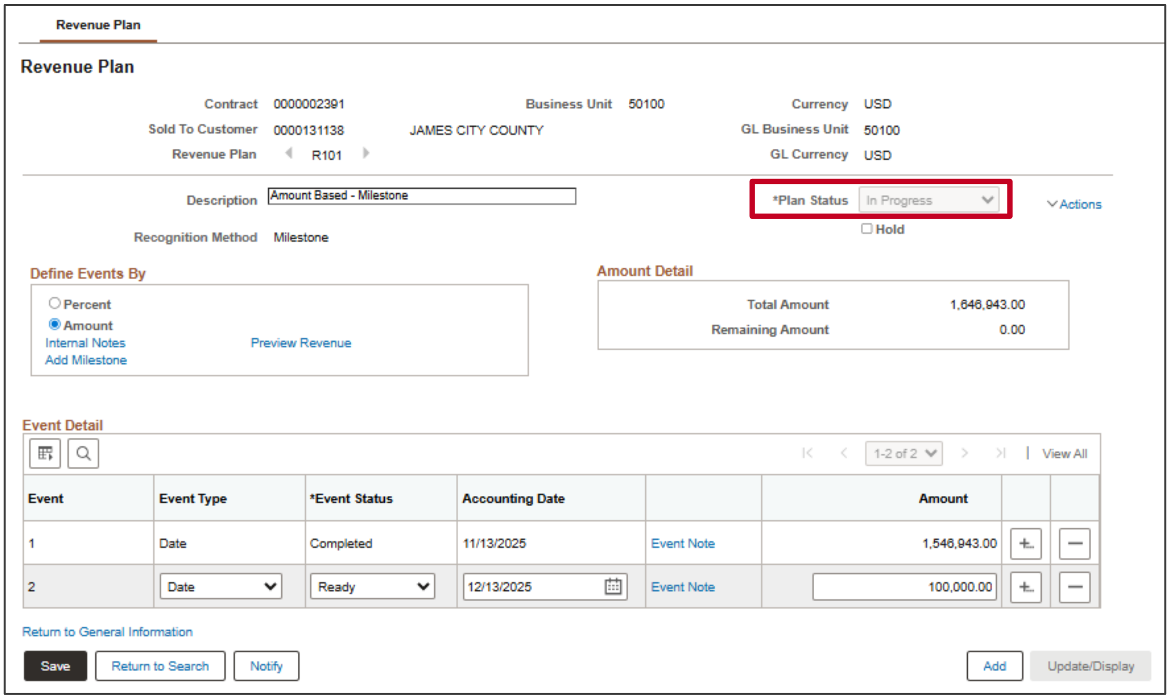
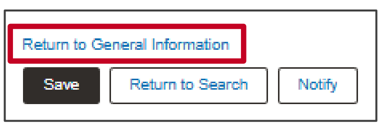
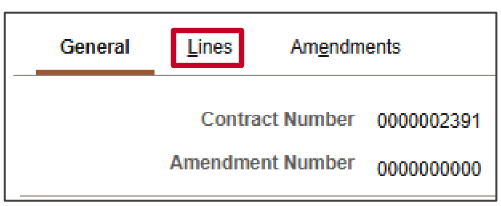


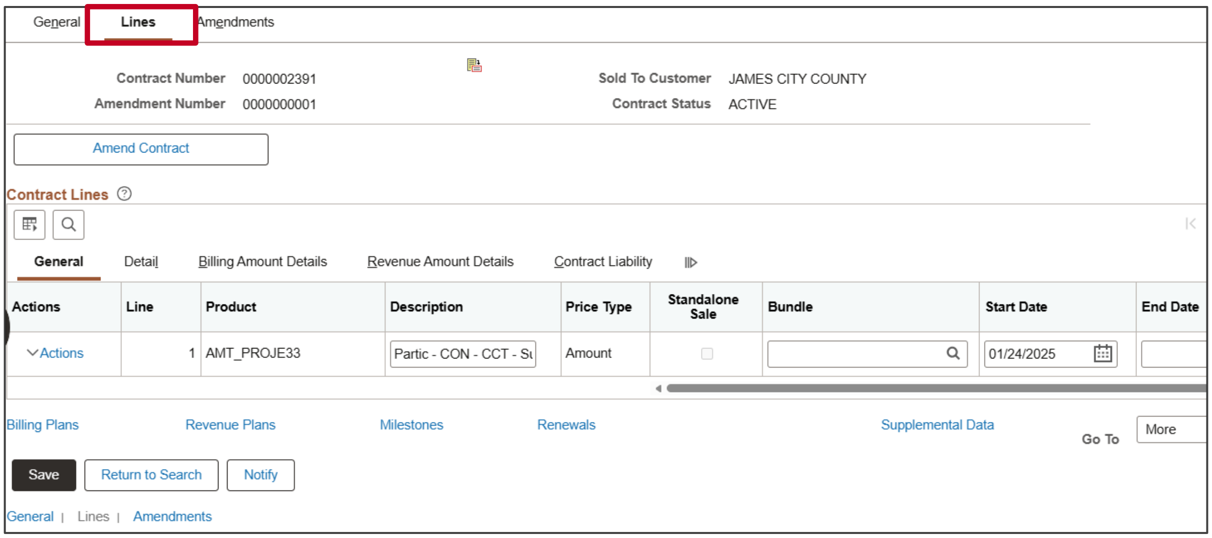
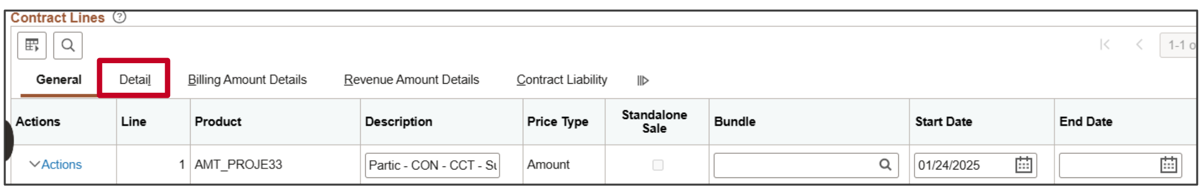
Step	Action
	The **Billing Plan General** tab displays and the **Billing Status** field updates to “Ready” or “In Progress”. 
36.	Click the **Return to General Information** link at the bottom of the page. 
37.	Click the **Detail** tab. 

Step	Action
The **Details** tab displays. 	
38.	Click **Action Required** link under the **Revenue Plan** column. 
The **Revenue Plan** tab displays. 	
	The **Revenue Plan** must be adjusted to match change made to the **Billing Plan**. The Revenue events, event dates, event statuses and event amounts should be identical to what is on the **Billing Plan Events** tab.

Step	Action
39.	In the **Define Events By** section, verify the **Amount** radio button is selected. If not, click the **Amount** radio button. 
40.	In the **Event Detail** section, add a line if necessary to add an event. Remember, the Event number should match the Billing Plan Event number. 
41.	Enter the **Amount** (for this scenario 100,000) 
42.	Update the **Accounting Date** to match what was entered on the Bill Plan. 

Step	Action
43.	Update the **Event Status** to "Ready". 
44.	Click the **Save** button. 
45.	After completing all updates, click the **Reviewed** button under the **Plan Status** section. 

Step	Action
	The **Revenue Plan** tab displays and the **Plan Status** field updates to “Ready” or “In Progress”. 
46.	Click the **Return to General Information** link at the bottom of the page. 
47.	Click the **Lines** tab. 

Step	Action
	The **Lines** tab displays. 
48.	Click the **Detail** tab in the **Contract Lines** section. 
	The **Detail** tab displays in the **Contract Lines** section and the **Billing Plan** field and the **Revenue Plan** field updates to “Ready” or “In Progress”.