



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.

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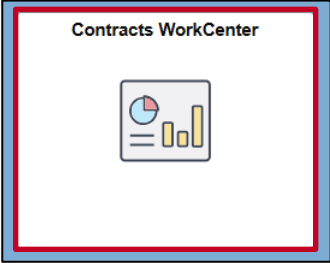
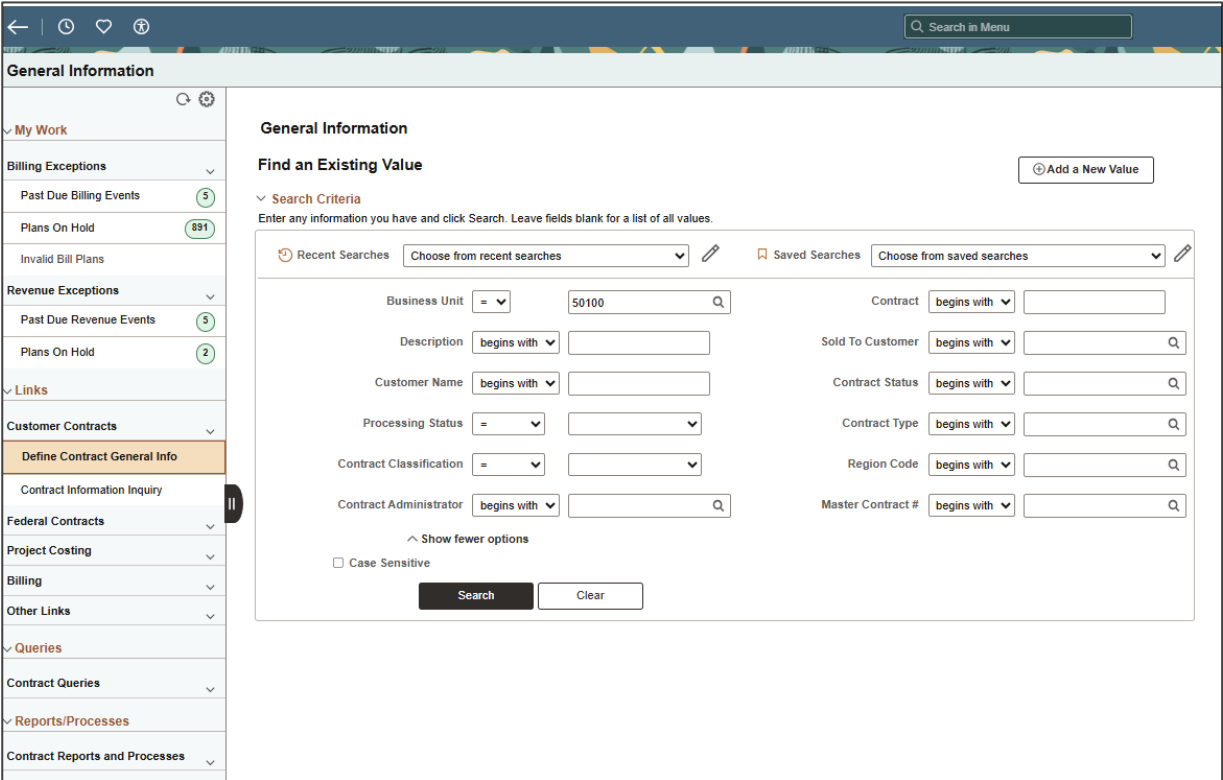
Project Accounting Job Aid

PA354 Amending Non-Federal Customer Contracts (VDOT Only)

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. 
	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. General Information Find an Existing Value ⊕ Add a New 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 Q Contract begins with ▼ Description begins with ▼ Sold To Customer begins with ▼ Q Customer Name begins with ▼ Contract Status begins with ▼ Q Processing Status = ▼ ▼ Contract Type begins with ▼ Q Contract Classification = ▼ ▼ Region Code begins with ▼ Q Contract Administrator begins with ▼ Q Master Contract # begins with ▼ Q ^ Show fewer options ☐ Case Sensitive Search Clear
	The Business Unit defaults for the user's agency. Do not change it. Business Unit = ▼ 50100 Q



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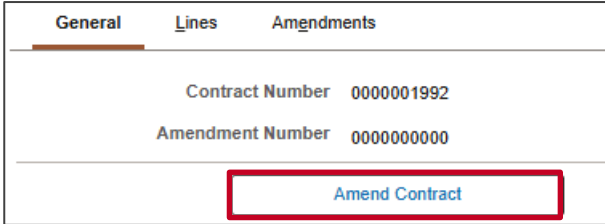
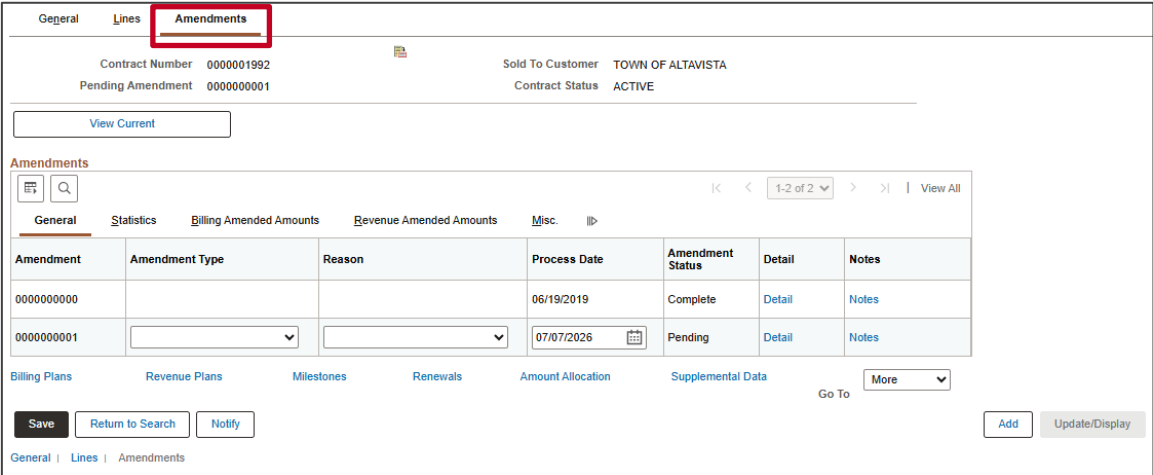
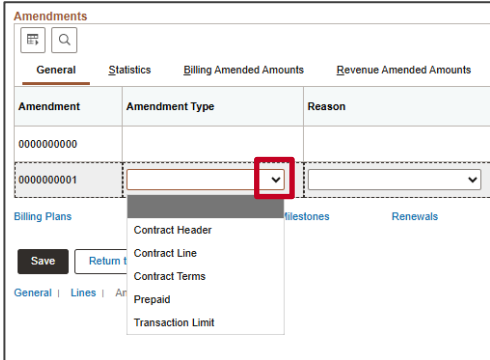
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Step	Action																																																
3.	Enter the Contract number that needs to be amended in the Contract field. General Information Find an Existing Value ⊕ Add a New Value ▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. Recent Searches Choose from recent searches ✎ Saved Searches Choose from saved searches ✎ <table><tr><td>Business Unit</td><td>=</td><td>50100</td><td>Q</td><td>Contract</td><td>begins with</td><td>0000001992</td></tr><tr><td>Description</td><td>begins with</td><td></td><td></td><td>Sold To Customer</td><td>begins with</td><td></td></tr><tr><td>Customer Name</td><td>begins with</td><td></td><td></td><td>Contract Status</td><td>begins with</td><td></td></tr><tr><td>Processing Status</td><td>=</td><td></td><td></td><td>Contract Type</td><td>begins with</td><td></td></tr><tr><td>Contract Classification</td><td>=</td><td></td><td></td><td>Region Code</td><td>begins with</td><td></td></tr><tr><td>Contract Administrator</td><td>begins with</td><td></td><td>Q</td><td>Master Contract #</td><td>begins with</td><td></td></tr></table> ^ Show fewer options ☐ Case Sensitive Search Clear	Business Unit	=	50100	Q	Contract	begins with	0000001992	Description	begins with			Sold To Customer	begins with		Customer Name	begins with			Contract Status	begins with		Processing Status	=			Contract Type	begins with		Contract Classification	=			Region Code	begins with		Contract Administrator	begins with		Q	Master Contract #	begins with							
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Processing Status	=			Contract Type	begins with																																												
Contract Classification	=			Region Code	begins with																																												
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Contract Number	0000001992	Sold To Customer	TOWN OF ALTAVISTA																																														
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Project Accounting Job Aid

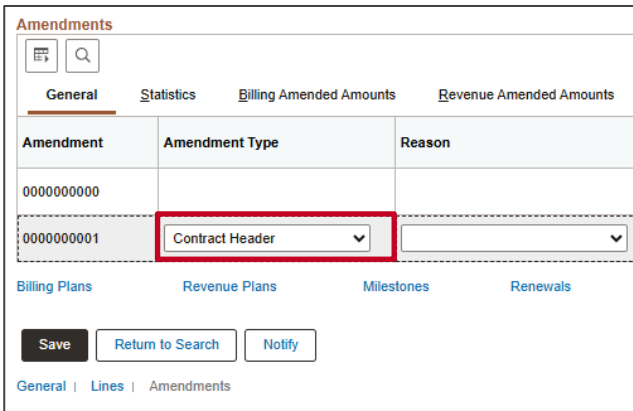
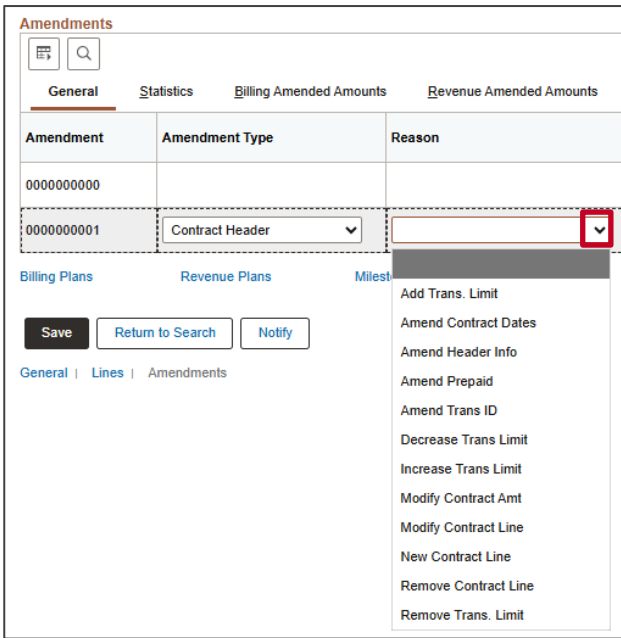
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Step	Action
5.	Click the Amend Contract button.  The screenshot shows a web interface with three tabs: General, Lines, and Amendments. The Amendments tab is selected. Below the tabs, there are fields for Contract Number (0000001992) and Amendment Number (0000000000). At the bottom, there is a blue button labeled 'Amend Contract' which is highlighted with a red rectangle.
	The Amendments tab displays.  The screenshot shows the 'Amendments' tab selected. It displays a table with columns: Amendment, Amendment Type, Reason, Process Date, Amendment Status, Detail, and Notes. There are two rows of data. The first row has Amendment 0000000000, Amendment Type (blank), Reason (blank), Process Date 06/19/2019, Amendment Status Complete, Detail Detail, and Notes Notes. The second row has Amendment 0000000001, Amendment Type (dropdown), Reason (dropdown), Process Date 07/07/2026, Amendment Status Pending, Detail Detail, and Notes Notes. The dropdown for Amendment Type is highlighted with a red rectangle.
	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.  The screenshot shows the 'Amendments' tab with the 'Amendment Type' dropdown menu open. The dropdown menu lists several options: Contract Header, Contract Line, Contract Terms, Prepaid, and Transaction Limit. The dropdown menu is highlighted with a red rectangle.



Project Accounting Job Aid

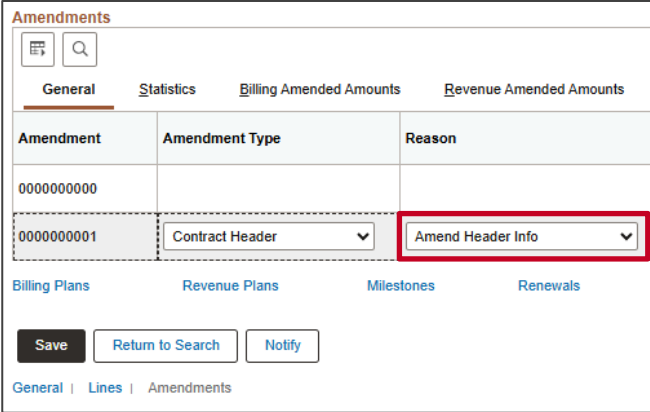
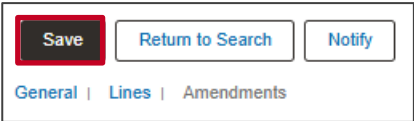
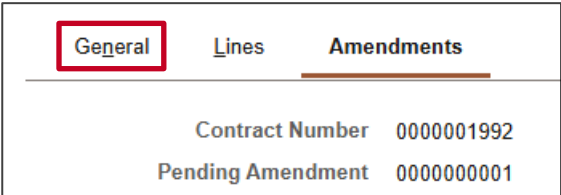
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Step	Action
7.	Select Contract Header.  The screenshot shows the 'Amendments' form with the 'General' tab selected. The 'Reason' dropdown menu is open, and 'Contract Header' is selected. The 'Amendment' field contains '0000000001'.
8.	Click the Reason dropdown menu.  The screenshot shows the 'Amendments' form with the 'Reason' dropdown menu open. The dropdown menu lists various options, including 'Add Trans. Limit', 'Amend Contract Dates', 'Amend Header Info', 'Amend Prepaid', 'Amend Trans ID', 'Decrease Trans Limit', 'Increase Trans Limit', 'Modify Contract Amt', 'Modify Contract Line', 'New Contract Line', 'Remove Contract Line', and 'Remove Trans. Limit'. The 'Reason' field is highlighted with a red box.



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



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Step	Action
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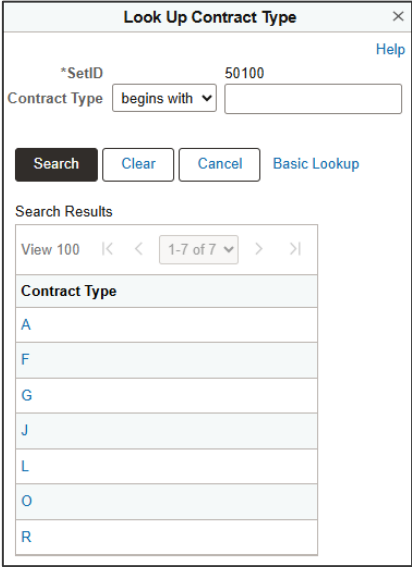
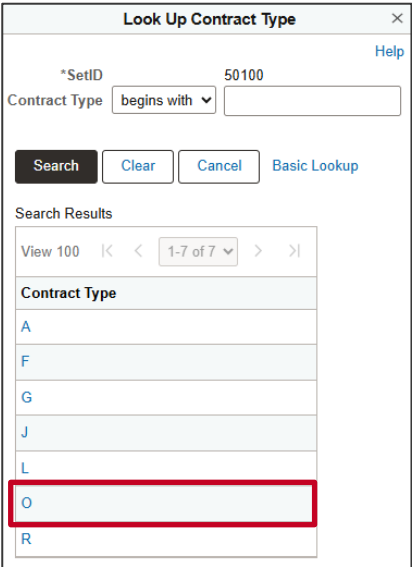
The **General** tab displays.

12. For this scenario, the **Contract Type** will be changed. Click the **Contract Type** lookup button.



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Step	Action
	The Look Up Contract Type popup window displays. 
13.	Select a Contract Type. In this scenario, select “O”. 



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Step	Action
	The General tab redisplay. General Lines Amendments Contract Number0000001992 Sold To CustomerTOWN OF ALTAVISTA Pending Amendment0000000001 *Contract StatusACTIVE View Current Add to My Contracts DescriptionRt 29 Lighting Bridge Replmnt Processing StatusActive Contract Admin Amendment StatusPending Region Code Business UnitVA Dept of Transportation Contract TypeO Contract ClassificationStandard Currency CodeUSD Start Date05/29/2019 Exchange Rate TypeCRRNT End Date Contract Signed05/29/2019 Last Update Date/Time07/07/2026 1:46:42PM Contract Role Last Update User ID00862331700 Revenue Profile Separate Fixed Billing and Revenue: Separate As Incurred Billing and Revenue: Use Project ChartFields: > Other Information > Summary of Amounts Billing Plans Revenue Plans Milestones Renewals Amount Allocation Supplemental Data Go ToMore Save Return to Search Notify Add Update/Display General Lines Amendments



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Step	Action
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The **Amendments** tab displays.

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



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

Amendment Details

Contract0000001992Amendment Number0000000001Sold To Customer0000003107

Amendment TypeContract Header*Process Date07/07/2026Amendment ReasonAmend Header Info*Amendment StatusPending

Total Billing Adjustment0.00Total Revenue Adjustment0.00Fixed Billing Adjustment0.00Fixed Revenue Adjustment0.00Fixed Billing AllocationIncompleteFixed Revenue AllocationIncomplete

> Additional Amendment Details

Reference IDUser Ref #1User Ref #2

Amendment Components

GeneralStatistics

Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1 Contract Header		Type	Update	A	O

Amendment Amount AllocationReturn to General InformationInternal Notes

SaveReturn to SearchNotify

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

Amendment Details

Contract0000001992Amendment Number0000000001Sold To Customer0000003107

Amendment TypeContract Header*Process Date07/07/2026Amendment ReasonAmend Header Info*Amendment StatusPending

Total Billing Adjustment0.00Total Revenue Adjustment0.00Fixed Billing Adjustment0.00Fixed Revenue Adjustment0.00Fixed Billing AllocationIncompleteFixed Revenue AllocationIncomplete

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

Amendment Details

Contract0000001992Amendment Number0000000001Sold To Customer0000003107

Amendment TypeContract HeaderProcess Date07/07/2026Amendment ReasonAmend Header Info*Amendment StatusReady

Total Billing Adjustment0.00Total Revenue Adjustment0.00Fixed Billing Adjustment0.00Fixed Revenue Adjustment0.00Fixed Billing AllocationIncompleteFixed Revenue AllocationIncomplete

Process Amendment



Project Accounting Job Aid

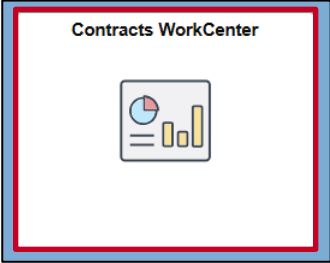
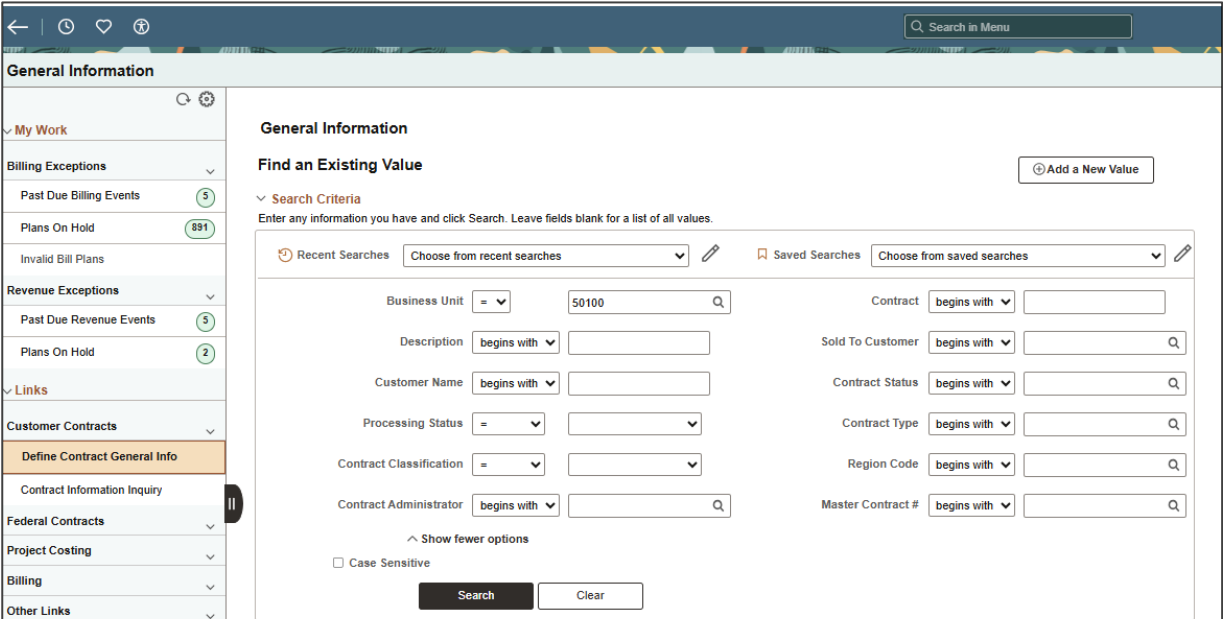
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Step	Action																														
18.	Click the Process Amendment button. <table><tr><td colspan="2">Amendment Details</td></tr><tr><td>Contract</td><td>0000001992</td></tr><tr><td>Sold To Customer</td><td>0000003107</td></tr><tr><td>Amendment Number</td><td>0000000001</td></tr><tr><td>Amendment Type</td><td>Contract Header</td></tr><tr><td>Amendment Reason</td><td>Amend Header Info</td></tr><tr><td>Process Date</td><td>07/07/2026</td></tr><tr><td>*Amendment Status</td><td>Ready</td></tr><tr><td colspan="2">Process Amendment</td></tr><tr><td>Total Billing Adjustment</td><td>0.00</td></tr><tr><td>Fixed Billing Adjustment</td><td>0.00</td></tr><tr><td>Fixed Billing Allocation</td><td>Incomplete</td></tr><tr><td>Total Revenue Adjustment</td><td>0.00</td></tr><tr><td>Fixed Revenue Adjustment</td><td>0.00</td></tr><tr><td>Fixed Revenue Allocation</td><td>Incomplete</td></tr></table>	Amendment Details		Contract	0000001992	Sold To Customer	0000003107	Amendment Number	0000000001	Amendment Type	Contract Header	Amendment Reason	Amend Header Info	Process Date	07/07/2026	*Amendment Status	Ready	Process Amendment		Total Billing Adjustment	0.00	Fixed Billing Adjustment	0.00	Fixed Billing Allocation	Incomplete	Total Revenue Adjustment	0.00	Fixed Revenue Adjustment	0.00	Fixed Revenue Allocation	Incomplete
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*Amendment Status	Ready																														
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Total Billing Adjustment	0.00																														
Fixed Billing Adjustment	0.00																														
Fixed Billing Allocation	Incomplete																														
Total Revenue Adjustment	0.00																														
Fixed Revenue Adjustment	0.00																														
Fixed Revenue Allocation	Incomplete																														

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

Amendment Details	
Contract	0000001992
Sold To Customer	0000003107
Amendment Number	0000000001
Amendment Completed On	07/07/2026 2:33PM
Amendment Type	Contract Header
Amendment Reason	Amend Header Info
Process Date	07/07/2026
Amendment Status	Complete
Total Billing Adjustment	0.00
Fixed Billing Adjustment	0.00
Fixed Billing Allocation	Incomplete
Total Revenue Adjustment	0.00
Fixed Revenue Adjustment	0.00
Fixed Revenue Allocation	Incomplete

Amending the Contract Terms

Step	Action
1.	Navigate to the Customer Contracts Define Contract General Info 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 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. General Information Find an Existing Value ⊕ Add a New 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 ▼ ✎ <table border="0"> <tr> <td>Business Unit = ▼ 50100 🔍</td> <td>Contract begins with ▼</td> </tr> <tr> <td>Description begins with ▼</td> <td>Sold To Customer begins with ▼ 🔍</td> </tr> <tr> <td>Customer Name begins with ▼</td> <td>Contract Status begins with ▼ 🔍</td> </tr> <tr> <td>Processing Status = ▼</td> <td>Contract Type begins with ▼ 🔍</td> </tr> <tr> <td>Contract Classification = ▼</td> <td>Region Code begins with ▼ 🔍</td> </tr> <tr> <td>Contract Administrator begins with ▼ 🔍</td> <td>Master Contract # begins with ▼ 🔍</td> </tr> </table> ^ Show fewer options ☐ Case Sensitive Search Clear	Business Unit = ▼ 50100 🔍	Contract begins with ▼	Description begins with ▼	Sold To Customer begins with ▼ 🔍	Customer Name begins with ▼	Contract Status begins with ▼ 🔍	Processing Status = ▼	Contract Type begins with ▼ 🔍	Contract Classification = ▼	Region Code begins with ▼ 🔍	Contract Administrator begins with ▼ 🔍	Master Contract # begins with ▼ 🔍
Business Unit = ▼ 50100 🔍	Contract begins with ▼												
Description begins with ▼	Sold To Customer begins with ▼ 🔍												
Customer Name begins with ▼	Contract Status begins with ▼ 🔍												
Processing Status = ▼	Contract Type begins with ▼ 🔍												
Contract Classification = ▼	Region Code begins with ▼ 🔍												
Contract Administrator begins with ▼ 🔍	Master Contract # begins with ▼ 🔍												
	The Business Unit defaults for the user's agency. Do not change it. Business Unit = ▼ 50100 🔍												



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Step	Action
3.	Enter the Contract number that needs to be amended in the Contract field. General Information Find an Existing Value ⊕ Add a New 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 Q Contract begins with ▼ 0000002261 Q Description begins with ▼ Q Sold To Customer begins with ▼ Q Customer Name begins with ▼ Q Contract Status begins with ▼ Q Processing Status = ▼ ▼ Contract Type begins with ▼ Q Contract Classification = ▼ ▼ Region Code begins with ▼ Q Contract Administrator begins with ▼ Q Master Contract # begins with ▼ Q ^ Show fewer options ☐ Case Sensitive Search Clear Save Search
4.	Click the Search button. Search Clear
The General tab displays. General Lines Amendments Contract Number 0000002261 Sold To Customer HRTAC Amendment Number 0000000000 *Contract Status ACTIVE Q Amend Contract Add to My Contracts Description HRTAC P-122714 Processing Status Active Contract Admin Q Amendment Status Complete Region Code Business Unit VA Dept of Transportation Contract Type A Contract Classification Standard Currency Code USD Start Date 02/13/2023 Exchange Rate Type CRRNT End Date Contract Signed 02/13/2023 Last Update Date/Time 02/26/2024 12:16:18PM Contract Role Last Update User ID DENETTA.COLES 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 Renewals Supplemental Data Go To More ▼ Save Return to Search Notify Add Update/Display General Lines Amendments	



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Step

Action

5.

Click the **Lines** tab.

General

Lines

Amendments

Contract Number

0000002261

Amendment Number

0000000000

The **Lines** tab displays.

General

Lines

Amendments

Contract Number

0000002261

Sold To Customer

HRTAC

Amendment Number

0000000000

Contract Status

ACTIVE

Amend Contract

Contract Lines

General

Detail

Billing Amount Details

Revenue Amount Details

Actions

Line

Product

Description

Price Type

Hold Billing on Unpaid Cost

Hold Revenue on Unpaid Cost

Standalone Sale

Bundle

Start Date

End Date

Actions

1

PROJE_PRO23_100

Proje - CON - OTH - St

Rate

02/13/2023

Billing Plans

Revenue Plans

Milestones

Renewals

Supplemental Data

Go To

More

Save

Return to Search

Notify

Add

Update/Display

General

Lines

Amendments

6.

Click the **Detail** tab.

General

Lines

Amendments

Contract Number

0000002261

Sold To Customer

HRTAC

Amendment Number

0000000000

Contract Status

ACTIVE

Amend Contract

Contract Lines

General

Detail

Billing Amount Details

Revenue Amount Details

Actions

Line

Product

Description

Price Type

Hold Billing on Unpaid Cost

Hold Revenue on Unpaid Cost

Standalone Sale

Bundle

Start Date

End Date

Actions

1

PROJE_PRO23_100

Proje - CON - OTH - St

Rate

02/13/2023

Billing Plans

Revenue Plans

Milestones

Renewals

Supplemental Data

Go To

More

Save

Return to Search

Notify

Add

Update/Display

General

Lines

Amendments



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Step	Action
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The **Detail** tab displays.

Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer
Actions	1	PROJE_PRO23_100	Proje - CON - OTH - Su	Rate	In Progress	In Progress	Contract Terms	Distribution	Internal Notes	HRTAC

7. Click the **Contract Terms** link.

Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer
Actions	1	PROJE_PRO23_100	Proje - CON - OTH - Su	Rate	In Progress	In Progress	Contract Terms	Distribution	Internal Notes	HRTAC



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Step	Action
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The **Related Projects** tab displays.

Related Projects

Contract Amendments

Contract Number 0000002261

Amendment Number 0000000000

Sold To Customer HRTAC

Contract Status ACTIVE

Contract Line 1

Product PROJE_PRO23_100

Description Proje - CON - OTH - Suffolk

Price Type Rate

Amend Contract

PC Business Unit 50100

Billing Limit 2,500,000.00

Revenue Limit 2,500,000.00

Discount ID

Transaction Limits

Perform Limit Checking

Review Limits

Retainage ID

Tiered Pricing

Tiered Pricing

Associated Rates

1-1 of 1

	Effective Date	Status	Rate Selection	Rate Set		
1	02/13/2023	Active	Rate Set	PROJE_PRO23_100	Rate Set	+ -

Associated Projects & Activities

1-25 of 60

	*Project	*Activity	Description	Description		
	0000122714	602	HRELI464I64 Full(IAR)UPC122714	PE/Constr - Constr on PE Job	+	-
	0000122714	606	HRELI464I64 Full(IAR)UPC122714	Advanced R/W Prior to Acq.	+	-

8. Click the **Amend Contract** button.

Related Projects

Contract Amendments

Contract Number 0000002261

Amendment Number 0000000000

Sold To Customer HRTAC

Contract Status ACTIVE

Contract Line 1

Product PROJE_PRO23_100

Description Proje - CON - OTH - Suffolk

Price Type Rate

Amend Contract

PC Business Unit 50100

Billing Limit 2,500,000.00

Revenue Limit 2,500,000.00

Discount ID

Transaction Limits

Perform Limit Checking

Review Limits

Retainage ID

Tiered Pricing

Tiered Pricing



Project Accounting Job Aid

PA354 Amending Non-Federal Customer Contracts (VDOT Only)

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

The **Contract Amendments** page displays. For this scenario, the contract amount is being modified.

[Related Projects](#) **Contract Amendments**

Contract Number 0000002261 Sold To Customer HRTAC
Pending Amendment 0000000001 Contract Status ACTIVE

[View Current](#)

Amendments

< 1-2 of 2 > | View All

[General](#) [Statistics](#) [Billing Amended Amounts](#) [Revenue Amended Amounts](#) [Misc.](#)

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000			02/26/2024	Complete	Detail	Notes
0000000001			07/07/2024	Pending	Detail	Notes

[Return to General Information](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

[Update/Display](#) [Include History](#) [Correct History](#)

[Related Projects](#) | [Contract Amendments](#)

9. Click the **Amendment Type** dropdown menu.

[Related Projects](#) **Contract Amendments**

Contract Number 0000002261 Sold To Customer HRTAC
Pending Amendment 0000000001 Contract Status ACTIVE

[View Current](#)

Amendments

< 1-2 of 2 > | View All

[General](#) [Statistics](#) [Billing Amended Amounts](#) [Revenue Amended Amounts](#) [Misc.](#)

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000			02/26/2024	Complete	Detail	Notes
0000000001			07/07/2024	Pending	Detail	Notes

[Return to General Information](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

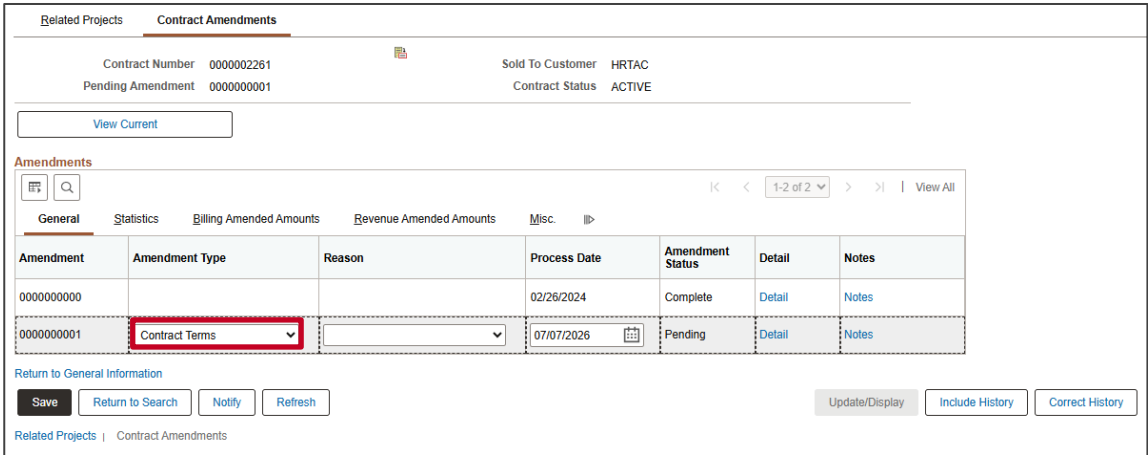
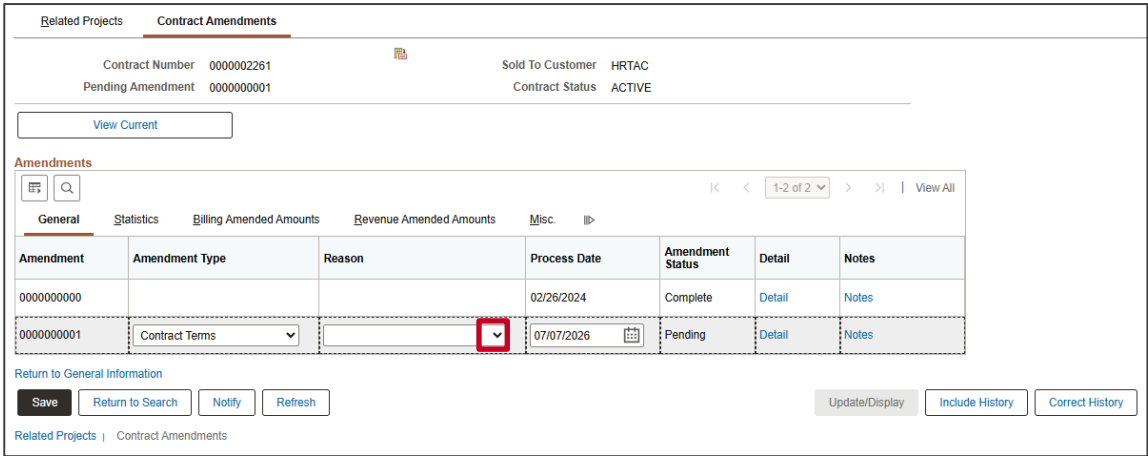
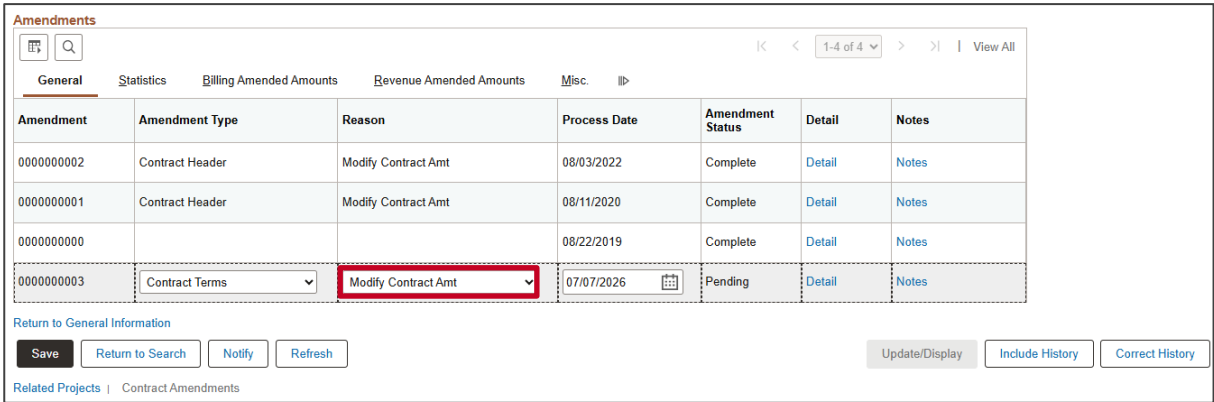
[Update/Display](#) [Include History](#) [Correct History](#)

[Related Projects](#) | [Contract Amendments](#)



Project Accounting Job Aid

PA354 Amending Non-Federal Customer Contracts (VDOT Only)

Step	Action
10.	Select "Contract Terms". 
11.	Click the Reason dropdown menu. 
12.	For this scenario, select "Modify Contract Amt". 



Project Accounting Job Aid

PA354 Amending Non-Federal Customer Contracts (VDOT Only)

Step	Action
13.	Click the Save button. Save Return to Search Notify Refresh
14.	Click the Related Projects page. Related Projects Contract Amendments Contract Number 0000002261 Pending Amendment 0000000001 View Current

The **Related Projects** tab redispays.

Related Projects

Contract Amendments

Contract Number 0000002261

Pending Amendment 0000000001

Sold To Customer HRTAC

Contract Status ACTIVE

Contract Line 1

Product PROJE_PRO23_100

Description Proje - CON - OTH - Suffolk

Price Type

Rate

View Current

PC Business Unit 50100

Billing Limit 2,500,000.00

Revenue Limit 2,500,000.00

Discount ID

Transaction Limits

Perform Limit Checking

Review Limits

Retainage ID

Tiered Pricing

Tiered Pricing

Associated Rates

	Effective Date	Status	Rate Selection	Rate Set		
1	02/13/2023	Active	Rate Set	PROJE_PRO23_100	Rate Set	+ -

Associated Projects & Activities

	*Project	*Activity	Description	Description		
	0000122714	602	HREL1464164 Full(IAR)UPC122714	PE/Constr - Constr on PE Job	+	-
	0000122714	685	HREL1464164 Full(IAR)UPC122714	Env Doc Mgmt and Preparation	+	-

Create Project

Create Activity

All Activities

Summary Activities

Delete Activities

Return to General Information

Amount Allocation

Save

Return to Search

Notify

Refresh

Update/Display

Include History

Correct History

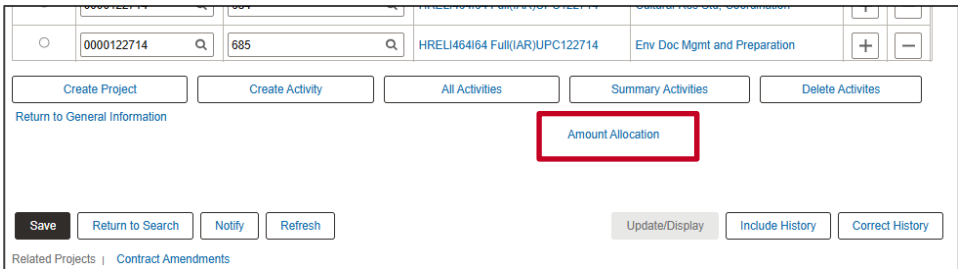
Related Projects

Contract Amendments



Project Accounting Job Aid

PA354 Amending Non-Federal Customer Contracts (VDOT Only)

Step	Action
15.	Click the Amount Allocation link at the bottom of the page.  The screenshot shows a web interface with a search bar at the top containing '0000122714', '685', and 'HRELJ464I64 Full(IAR)UPC122714'. Below the search bar are buttons for 'Create Project', 'Create Activity', 'All Activities', 'Summary Activities', and 'Delete Activities'. A link 'Return to General Information' is also present. The 'Amount Allocation' link is highlighted with a red rectangle. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Update/Display', 'Include History', and 'Correct History'. A footer link 'Related Projects Contract Amendments' is visible.

The **Amendment Billing Allocation** page displays.

Amendment Billing Allocation

Contract 0000002261
Business Unit 50100
Sold To 0000144498 HRTAC
Currency USD

Amendment 0000000001
Amendment Type Contract Terms
Amendment Reason Modify Contract Amt

Contract Billing ⓘ

Total Billing Adjustment	0.00	Unallocated Billing	0.00
Total Billing After Adjustment	2,500,000.00		

Fixed Billing ⓘ

Fixed Billing Adjustment	0.00	Unallocated Fixed Billing	0.00
Discount / Surcharge	0.00	Inclusive Prepaids Adjustment	0.00
Net Adjustment	0.00	Allocation	Incomplete

Contract Line Pricing ⓘ

1-1 of 1

Retrieve Billing Price	Line Number	Product	Current Billing Limit	New Billing Limit	Adjustment Billing Limit	Limit Check
	1	PROJE_PRO23_100	2,500,000.00	2,500,000.00		Limit Check

Select All Clear All

Adjustment Line Totals ⓘ

Billing Amount	0.00	Recurring Billing	0.00	Total Billing	0.00
Discounts/Surcharges	0.00	Billing Limit	0.00		

Prepays
Return to Contract Terms

Save Return to Search Notify



Project Accounting Job Aid

PA354 Amending Non-Federal Customer Contracts (VDOT Only)

Step

Action

16.

Click on the **Total Billing Adjustment** field. For this scenario, the billing limit is being changed.

Amendment Billing Allocation

Contract0000002261

Business Unit50100

Sold To0000144496

CurrencyUSD

HRTAC

Amendment0000000001

Amendment TypeContract Terms

Amendment ReasonModify Contract Amt

Contract Billing

Total Billing Adjustment0.00

Total Billing After Adjustment2,500,000.00

Unallocated Billing0.00

Fixed Billing

Fixed Billing Adjustment0.00

Discount / Surcharge0.00

Net Adjustment0.00

Unallocated Fixed Billing0.00

Inclusive Prepays Adjustment0.00

AllocationIncomplete

Recalculate

17.

Enter the adjustment amount. For this scenario, \$125,000.00.

Amendment Billing Allocation

Contract0000002261

Business Unit50100

Sold To0000144496

CurrencyUSD

HRTAC

Amendment0000000001

Amendment TypeContract Terms

Amendment ReasonModify Contract Amt

Contract Billing

Total Billing Adjustment125000.00

Total Billing After Adjustment2,500,000.00

Unallocated Billing0.00

Fixed Billing

Fixed Billing Adjustment0.00

Discount / Surcharge0.00

Net Adjustment0.00

Unallocated Fixed Billing0.00

Inclusive Prepays Adjustment0.00

AllocationIncomplete

Recalculate

18.

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 + \$125,000.00 = \$2,625,000.00).

Contract Line Pricing

Amounts

Detail

Retrieve Billing Price

Line Number

Product

Current Billing Limit

New Billing Limit

Adjustment Billing Limit

Limit Check

1

PROJE_PRO23_100

2,500,000.00

2,625,000.00

Limit Check

Select All

Clear All

Recalculate



Project Accounting Job Aid

PA354 Amending Non-Federal Customer Contracts (VDOT Only)

Step

Action

19.

Click either **Recalculate** button.

Amendment Billing Allocation

Contract0000002261

Business Unit50100

Sold To0000144496

CurrencyUSD

Amendment0000000001

Amendment TypeContract Terms

Amendment ReasonModify Contract Amt

Contract Billing

Total Billing Adjustment

125,000.00

Unallocated Billing

0.00

Total Billing After Adjustment

2,500,000.00

Fixed Billing

Fixed Billing Adjustment

0.00

Unallocated Fixed Billing

0.00

Discount / Surcharge

0.00

Inclusive Prepays Adjustment

0.00

Net Adjustment

0.00

Allocation

Incomplete

Recalculate

Contract Line Pricing

1-1 of 1

Amounts	Detail					
Retrieve Billing Price	Line Number	Product	Current Billing Limit	New Billing Limit	Adjustment Billing Limit	Limit Check
☐	1	PROJE_PRO23_100	2,500,000.00	2,625,000.00		Limit Check

Select All

Clear All

Recalculate



Project Accounting Job Aid

PA354 Amending Non-Federal Customer Contracts (VDOT Only)

Step

Action

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

Amendment Billing Allocation

Contract 0000002261

Business Unit 50100

Sold To 0000144498

Currency USD

Amendment 0000000001

Amendment Type Contract Terms

Amendment Reason Modify Contract Amt

Contract Billing ⓘ

Total Billing Adjustment125,000.00

Total Billing After Adjustment2,625,000.00

Unallocated Billing0.00

Fixed Billing ⓘ

Fixed Billing Adjustment0.00

Discount / Surcharge0.00

Net Adjustment0.00

Unallocated Fixed Billing0.00

Inclusive Prepays Adjustment0.00

AllocationComplete

Recalculate

Contract Line Pricing ⓘ

AmountsDetail

Retrieve Billing Price	Line Number	Product	Current Billing Limit	New Billing Limit	Adjustment Billing Limit	Limit Check
☐	1	PROJE_PRO23_100	2,500,000.00	2,625,000.00	125,000.00	Limit Check

☒ Select All

☐ Clear All

Recalculate

Adjustment Line Totals ⓘ

Billing Amount	0.00	Recurring Billing	0.00		
Discounts/Surcharges	0.00	Billing Limit	125,000.00	Total Billing	125,000.00

Prepays

Return to Contract Terms

Save

Return to Search

Notify

20.

Click the **Save** button.

Prepays

Return to Contract Terms

Save

Return to Search

Notify

21.

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

Prepays

Return to Contract Terms

Save

Return to Search

Notify



Project Accounting Job Aid

PA354 Amending Non-Federal Customer Contracts (VDOT Only)

Step	Action
	The Related Projects page displays. Related ProjectsContract Amndments Contract Number0000002261 Sold To CustomerHRTAC Amendment Number0000000000 Contract StatusACTIVE Contract Line< 1 > Price TypeRate ProductPROJE_PRO23_100 DescriptionProje - CON - OTH - Suffolk Amend Contract PC Business Unit50100 Billing Limit2,500,000.00 Revenue Limit2,500,000.00 Discount ID Transaction Limits Perform Limit Checking Review Limits Retainage ID Tiered Pricing Tiered Pricing Associated Rates Effective Date Status Rate Selection Rate Set 1 02/13/2023 Active Rate Set PROJE_PRO23_100 Rate Set + - Associated Projects & Activities *Project *Activity Description Description 0000122714 602 HRELI464I64 Full(IAR)JUPC122714 PE/Constr - Constr on PE Job + - 0000122714 606 HRELI464I64 Full(IAR)JUPC122714 Advanced R/W Prior to Acq. + - 0000122714 607 HRELI464I64 Full(IAR)JUPC122714 R/W Stakeout for Cond. and App + - 0000122714 608 HRELI464I64 Full(IAR)JUPC122714 Const. Stakeout Prior to Award + -
22.	Click the Contract Amendments tab. Related ProjectsContract Amendments Contract Number0000002261 Amendment Number0000000000



Project Accounting Job Aid

PA354 Amending Non-Federal Customer Contracts (VDOT Only)

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

The **Contract Amendments** tab displays.

Related Projects **Contract Amendments**

Contract Number 0000002261 Sold To Customer HRTAC
Amendment Number 0000000000 Contract Status ACTIVE

[Amend Contract](#)

Amendments

General Statistics Billing Amended Amounts Revenue Amended Amounts Misc. ▸

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000001	Contract Terms	Modify Contract Amt	07/07/2026	Pending	Detail	Notes
0000000000			02/26/2024	Complete	Detail	Notes

[Return to General Information](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Update/Display](#) [Include History](#) [Correct History](#)

[Related Projects](#) | [Contract Amendments](#)

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

Related Projects **Contract Amendments**

Contract Number 0000002261 Sold To Customer HRTAC
Amendment Number 0000000000 Contract Status ACTIVE

[Amend Contract](#)

Amendments

General Statistics Billing Amended Amounts Revenue Amended Amounts Misc. ▸

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000001	Contract Terms	Modify Contract Amt	07/07/2026	Pending	Detail	Notes
0000000000			02/26/2024	Complete	Detail	Notes

[Return to General Information](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Update/Display](#) [Include History](#) [Correct History](#)

[Related Projects](#) | [Contract Amendments](#)



Project Accounting Job Aid

PA354 Amending Non-Federal Customer Contracts (VDOT Only)

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

The **Amendments Details** page displays.

Amendment Details

Contract0000002261Amendment Number0000000001Sold To Customer0000144496

Amendment TypeContract Terms*Process Date07/07/2026Amendment ReasonModify Contract Amt*Amendment StatusPending

Total Billing Adjustment125,000.00Total Revenue Adjustment125,000.00Fixed Billing Adjustment0.00Fixed Revenue Adjustment0.00Fixed Billing AllocationCompleteFixed Revenue AllocationComplete

> Additional Amendment Details

Reference IDUser Ref #1User Ref #2

Amendment Components

1-2 of 2View All

GeneralStatistics

Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1 Amount Allocation	Line 1	Billing Limit	Update	2500000	2625000
2 Amount Allocation	Line 1	Revenue Limit	Update	2500000	2625000

Amendment Amount AllocationReturn to Contract TermsInternal Notes

SaveReturn to SearchNotify

24. Confirm the **Amendment Components**.

Amendment Components

1-2 of 2View All

GeneralStatistics

Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1 Amount Allocation	Line 1	Billing Limit	Update	2500000	2625000
2 Amount Allocation	Line 1	Revenue Limit	Update	2500000	2625000

Amendment Amount AllocationReturn to Contract TermsInternal Notes

SaveReturn to SearchNotify

25. Change the **Amendment Status** from “Pending” to “Ready”.

Amendment Details

Contract0000002261Amendment Number0000000001Sold To Customer0000144496

Amendment TypeContract Terms*Process Date07/07/2026Amendment ReasonModify Contract Amt*Amendment StatusPending

Total Billing Adjustment125,000.00Total Revenue Adjustment125,000.00Fixed Billing Adjustment0.00Fixed Revenue Adjustment0.00Fixed Billing AllocationCompleteFixed Revenue AllocationComplete



Project Accounting Job Aid

PA354 Amending Non-Federal Customer Contracts (VDOT Only)

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

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

Amendment Details

Contract0000002261

Amendment Number0000000001

Sold To Customer0000144496

Amendment TypeContract Terms

Process Date07/07/2026

Amendment ReasonModify Contract Amt

*Amendment StatusReady

Process Amendment

Total Billing Adjustment125,000.00

Total Revenue Adjustment125,000.00

Fixed Billing Adjustment0.00

Fixed Revenue Adjustment0.00

Fixed Billing AllocationComplete

Fixed Revenue AllocationComplete

> Additional Amendment Details

Reference ID

User Ref #1

User Ref #2

Amendment Components

General

Statistics

Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1 Amount Allocation	Line 1	Billing Limit	Update	2500000	2625000
2 Amount Allocation	Line 1	Revenue Limit	Update	2500000	2625000

Return to Contract Terms

Internal Notes

Save

Return to Search

Notify

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

Amendment Details

Contract0000002261

Amendment Number0000000001

Sold To Customer0000144496

Amendment TypeContract Terms

Process Date07/07/2026

Amendment ReasonModify Contract Amt

*Amendment StatusReady

Process Amendment

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

Amendment Details

Contract0000002261

Amendment Number0000000001

Sold To Customer0000144496

Amendment Completed On07/08/2026 9:04AM

Amendment TypeContract Terms

Process Date07/07/2026

Amendment ReasonModify Contract Amt

Amendment StatusComplete

Total Billing Adjustment125,000.00

Total Revenue Adjustment125,000.00

Fixed Billing Adjustment0.00

Fixed Revenue Adjustment0.00

Fixed Billing AllocationComplete

Fixed Revenue AllocationComplete

> Additional Amendment Details

Reference ID

User Ref #1

User Ref #2

Amendment Components

General

Statistics

Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1 Amount Allocation	Line 1	Billing Limit	Update	2500000	2625000
2 Amount Allocation	Line 1	Revenue Limit	Update	2500000	2625000

Return to Contract Terms

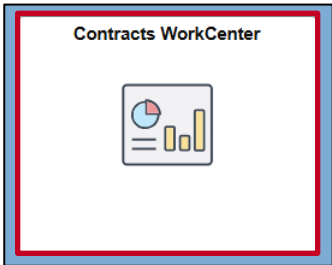
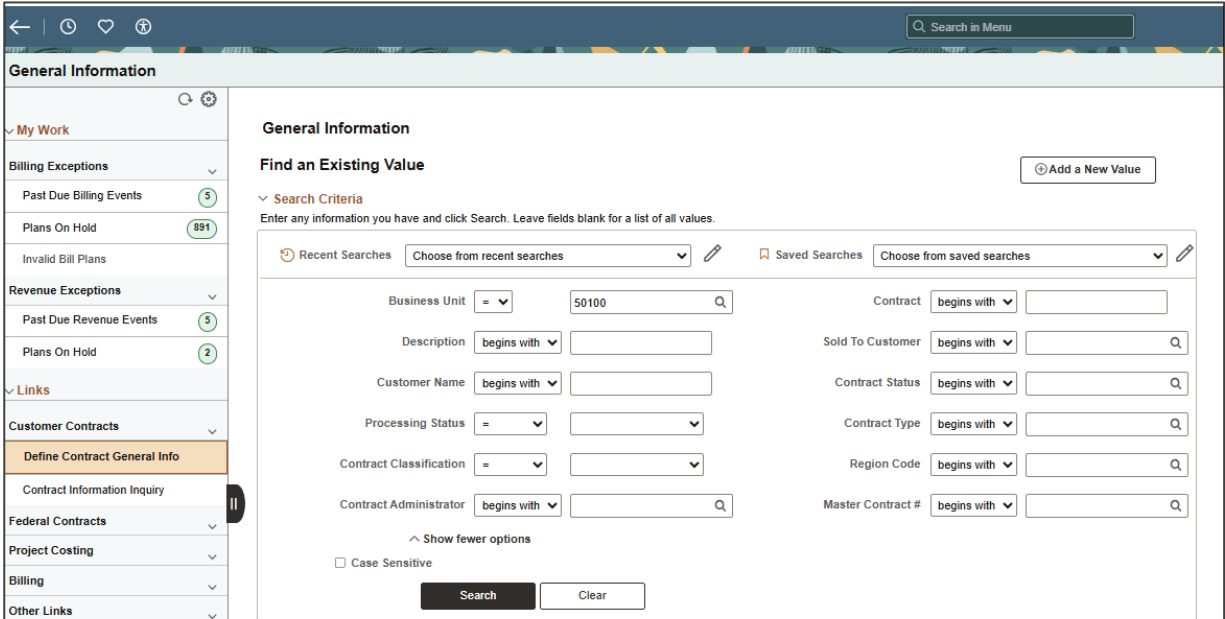
Internal Notes

Save

Return to Search

Notify

Increasing/Decreasing the Prepaid Amount

Step	Action
1.	Navigate to the Customer Contracts Define Contract General Info 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 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. 



Project Accounting Job Aid

PA354 Amending Non-Federal Customer Contracts (VDOT Only)

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. General Information Find an Existing Value ⊕ Add a New 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 Q Contract begins with ▼ Q Description begins with ▼ Q Sold To Customer begins with ▼ Q Customer Name begins with ▼ Q Contract Status begins with ▼ Q Processing Status = ▼ ▼ Contract Type begins with ▼ Q Contract Classification = ▼ ▼ Region Code begins with ▼ Q Contract Administrator begins with ▼ Q Master Contract # begins with ▼ Q ^ Show fewer options ☐ Case Sensitive Search Clear
	The Business Unit defaults for the user's agency. Do not change it. Business Unit = ▼ 50100 Q



Project Accounting Job Aid

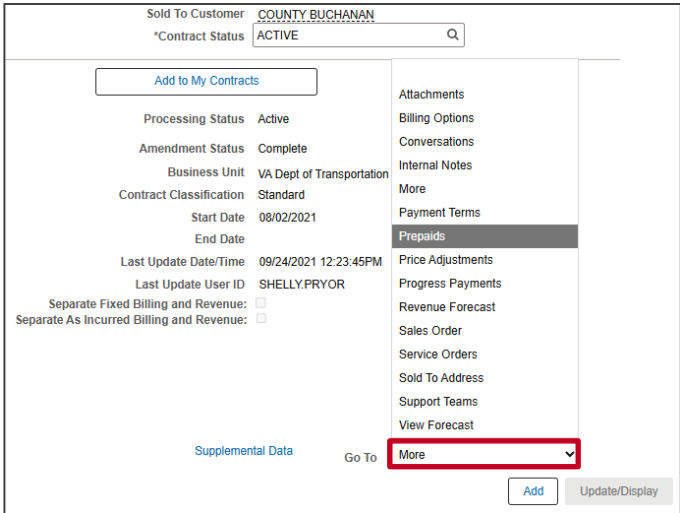
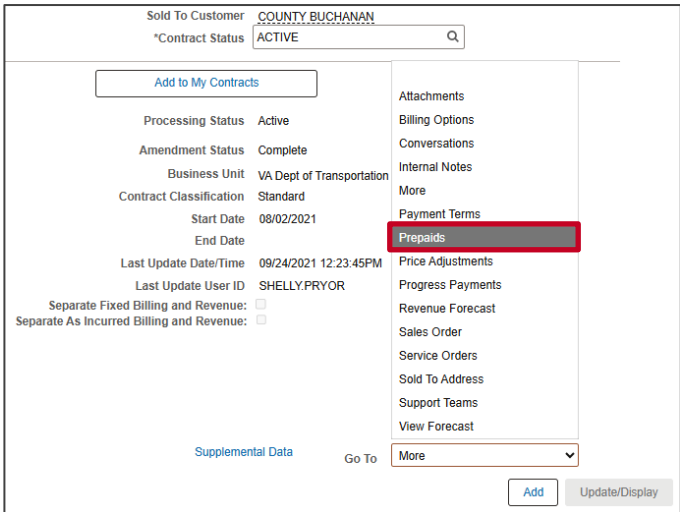
PA354 Amending Non-Federal Customer Contracts (VDOT Only)

Step	Action
3.	Enter the Contract number that needs to be amended in the Contract field. Amendment Details 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 Contract begins with 0000002120 Amendment Number begins with Customer Name begins with Amendment Status = Sold To Customer begins with Contract Status begins with Contract Administrator begins with Show fewer options Case Sensitive Search Clear Save Search



Project Accounting Job Aid

PA354 Amending Non-Federal Customer Contracts (VDOT Only)

Step	Action
5.	Click the Go To dropdown button. 
6.	Select "Prepays" from the list. 



Project Accounting Job Aid

PA354 Amending Non-Federal Customer Contracts (VDOT Only)

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

The **Prepays** tab displays.

Prepays

Audit History

Amendments

Contract Number

000002120

Sold To Customer

COUNTY BUCHANAN

Amendment Number

000000000

Contract Status

ACTIVE

Contract Prepaid Totals

Purchased Amount

170,000.00

Remaining Amount

77,915.51

Committed Amount

0.00

Amend Contract

Prepays for this Contract

General

Utilization

Initial Billing

Contract Liability Distribution

Actions

Status

Hold

Purchased Amount

Remaining Amount

Committed Amount

Expiration Date

Depleted Date

1

Ready

170,000.00

77,915.51

0.00

09/23/2022

Go To:

Billing Plans

Return to General Information

Save

Return to Search

Notify

Previous tab

Next tab

Add

Update/Display

Prepays

Audit History

Amendments

7. Click the **Amend Contract** button.

Prepays

Audit History

Amendments

Contract Number

000002120

Amendment Number

000000000

Contract Prepaid Totals

Purchased Amount

170,000.00

Remaining Amount

77,915.51

Committed Amount

0.00

Amend Contract



Project Accounting Job Aid

PA354 Amending Non-Federal Customer Contracts (VDOT Only)

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

The **Amendments** tab displays.

Prepays Audit History **Amendments**

Contract Number 0000002120 Sold To Customer COUNTY BUCHANAN
Pending Amendment 0000000001 Contract Status ACTIVE

[View Current](#)

Amendments

1-2 of 2 View All

General Statistics Billing Amended Amounts Revenue Amended Amounts Misc. >>

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000			09/24/2021	Complete	Detail	Notes
0000000001			07/08/2026	Pending	Detail	Notes

[Return to General Information](#)

[Save](#) [Return to Search](#) [Notify](#) [Previous tab](#) [Next tab](#) [Add](#) [Update/Display](#)

[Prepays](#) | [Audit History](#) | [Amendments](#)

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

Amendments

1-2 of 2 View All

General Statistics Billing Amended Amounts Revenue Amended Amounts Misc. >>

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000			09/24/2021	Complete	Detail	Notes
0000000001			07/08/2026	Pending	Detail	Notes

[Return to General Information](#)

[Save](#) [Return to Search](#) [Notify](#) [Previous tab](#) [Next tab](#)

[Prepays](#) | [Audit History](#) | [Amendments](#)

- Contract Header
- Contract Line
- Contract Terms
- Prepaid**
- Transaction Limit

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

Amendments

1-2 of 2 View All

General Statistics Billing Amended Amounts Revenue Amended Amounts Misc. >>

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000			09/24/2021	Complete	Detail	Notes
0000000001	Prepaid		07/08/2026	Pending	Detail	Notes

[Return to General Information](#)

[Save](#) [Return to Search](#) [Notify](#) [Previous](#)

[Prepays](#) | [Audit History](#) | [Amendments](#)

- Add Trans. Limit
- Amend Contract Dates
- Amend Header Info
- Amend Prepaid**
- Amend Trans ID
- Decrease Trans Limit
- Increase Trans Limit
- Modify Contract Amt
- Modify Contract Line
- New Contract Line
- Remove Contract Line
- Remove Trans. Limit



Project Accounting Job Aid

PA354 Amending Non-Federal Customer Contracts (VDOT Only)

Step	Action																					
10.	Click the Save button. Return to General Information Save Return to Search Notify Previous tab Next tab Prepays Audit History Amendments																					
11.	Click the Prepays tab. Prepays Audit History Amendments Contract Number 0000002120 Sold To Customer COUNTY BUCHANAN Pending Amendment 0000000001 Contract Status ACTIVE View Current Amendments General Statistics Billing Amended Amounts Revenue Amended Amounts Misc. ID <table border="1"><thead><tr><th>Amendment</th><th>Amendment Type</th><th>Reason</th><th>Process Date</th><th>Amendment Status</th><th>Detail</th><th>Notes</th></tr></thead><tbody><tr><td>0000000000</td><td></td><td></td><td>09/24/2021</td><td>Complete</td><td>Detail</td><td>Notes</td></tr><tr><td>0000000001</td><td>Prepaid</td><td>Amend Prepaid</td><td>07/08/2026</td><td>Pending</td><td>Detail</td><td>Notes</td></tr></tbody></table>Return to General Information Save Return to Search Notify Previous tab Next tab Add Update/Display	Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes	0000000000			09/24/2021	Complete	Detail	Notes	0000000001	Prepaid	Amend Prepaid	07/08/2026	Pending	Detail	Notes
Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes																
0000000000			09/24/2021	Complete	Detail	Notes																
0000000001	Prepaid	Amend Prepaid	07/08/2026	Pending	Detail	Notes																

The **Prepays** tab displays.

Prepays [Audit History](#) [Amendments](#)

Contract Number 0000002120 Sold To Customer COUNTY BUCHANAN
Pending Amendment 0000000001 Contract Status ACTIVE

Contract Prepaid Totals

Purchased Amount	170,000.00
Remaining Amount	77,915.51
Committed Amount	0.00

[View Current](#)

Prepays for this Contract
[General](#) [Utilization](#) [Initial Billing](#) [Contract Liability Distribution](#) [ID](#)

Actions	Status	Hold	Purchased Amount	Remaining Amount	Committed Amount	Expiration Date	Depleted Date
Actions	1 Ready	☐	170,000.00	77,915.51	0.00	09/23/2022	

Go To: [Billing Plans](#)
[Return to General Information](#)
Save [Return to Search](#) [Notify](#) [Previous tab](#) [Next tab](#) [Add](#) [Update/Display](#)

[Prepays](#) | [Audit History](#) | [Amendments](#)



Project Accounting Job Aid

PA354 Amending Non-Federal Customer Contracts (VDOT Only)

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. Prepays for this Contract < < 1-1 of 1 > > General Utilization Initial Billing Contract Liability Distribution <table><thead><tr><th>Actions</th><th></th><th>Status</th><th>Hold</th><th>Purchased Amount</th><th>Remaining Amount</th><th>Committed Amount</th><th>Expiration Date</th><th>Depleted Date</th></tr></thead><tbody><tr><td>▼ Actions</td><td>1</td><td>Ready</td><td>☐</td><td>170,000.00</td><td>77,915.51</td><td>0.00</td><td>09/23/2022</td><td></td></tr></tbody></table>	Actions		Status	Hold	Purchased Amount	Remaining Amount	Committed Amount	Expiration Date	Depleted Date	▼ Actions	1	Ready	☐	170,000.00	77,915.51	0.00	09/23/2022			
Actions		Status	Hold	Purchased Amount	Remaining Amount	Committed Amount	Expiration Date	Depleted Date													
▼ Actions	1	Ready	☐	170,000.00	77,915.51	0.00	09/23/2022														
13.	Click the Save button. Prepays for this Contract < < 1-1 of 1 > > General Utilization Initial Billing Contract Liability Distribution <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><th></th></tr></thead><tbody><tr><td>▼ Actions</td><td>▼</td><td>☐</td><td>200,000.00</td><td>77,915.51</td><td>0.00</td><td>09/23/2022</td><td></td><td>+</td><td>-</td></tr></tbody></table> Go To: Billing Plans Return to General Information Save Return to Search Notify Previous tab Next tab Add Update/Display	Actions		Hold	Purchased Amount	Remaining Amount	Committed Amount	Expiration Date	Depleted Date			▼ Actions	▼	☐	200,000.00	77,915.51	0.00	09/23/2022		+	-
Actions		Hold	Purchased Amount	Remaining Amount	Committed Amount	Expiration Date	Depleted Date														
▼ Actions	▼	☐	200,000.00	77,915.51	0.00	09/23/2022		+	-												
14.	Click the Amendments tab. Prepays Audit History Amendments Contract Number 0000002120 Pending Amendment 0000000001 Contract Prepaid Totals Purchased Amount 170,000.00 Remaining Amount 77,915.51 Committed Amount 0.00																				



Project Accounting Job Aid

PA354 Amending Non-Federal Customer Contracts (VDOT Only)

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

The **Amendments** page displays.

Prepays Audit History **Amendments**

Contract Number 0000002120 Sold To Customer COUNTY BUCHANAN
Pending Amendment 0000000001 Contract Status ACTIVE

[View Current](#)

Amendments

[Grid](#) [Search](#) |< < 1-2 of 2 > >| [View All](#)

General Statistics Billing Amended Amounts Revenue Amended Amounts Misc. [ID](#)

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000			09/24/2021	Complete	Detail	Notes
0000000001	Prepaid	Amend Prepaid	07/08/2026 Calendar	Pending	Detail	Notes

[Return to General Information](#)

[Save](#) [Return to Search](#) [Notify](#) [Previous tab](#) [Next tab](#) [Add](#) [Update/Display](#)

[Prepays](#) | [Audit History](#) | [Amendments](#)

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

Amendments

[Grid](#) [Search](#) |< < 1-2 of 2 > >| [View All](#)

General Statistics Billing Amended Amounts Revenue Amended Amounts Misc. [ID](#)

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000			09/24/2021	Complete	Detail	Notes
0000000001	Prepaid	Amend Prepaid	07/08/2026 Calendar	Pending	Detail	Notes



Project Accounting Job Aid

PA354 Amending Non-Federal Customer Contracts (VDOT Only)

Step

Action

The **Amendment Details** page displays.

Amendment Details

Contract0000002120

Sold To Customer0000003001

Amendment TypePrepaid

Amendment ReasonAmend Prepaid

*Process Date07/08/2026

*Amendment StatusPending

Total Billing Adjustment0.00

Fixed Billing Adjustment0.00

Fixed Billing AllocationIncomplete

Total Revenue Adjustment0.00

Fixed Revenue Adjustment0.00

Fixed Revenue AllocationIncomplete

> Additional Amendment Details

Reference ID

User Ref #1

User Ref #2

Amendment Components

General

Statistics

Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1 Prepays	Prepaid Seq 1	Purchased	Update	170000	200000

Amendment Amount Allocation

Return to Prepaid Balances

Internal Notes

Save

Return to Search

Notify

16.

Click the dropdown button for the **Amendment Status** field.

Amendment Details

Contract0000002120

Sold To Customer0000003001

Amendment TypePrepaid

Amendment ReasonAmend Prepaid

*Process Date07/08/2026

*Amendment StatusPending

17.

Select the “Ready” option.

*Amendment StatusPending

Cancelled

Pending

Ready

Total Revenue Adjustment

Fixed Revenue Adjustment



Project Accounting Job Aid

PA354 Amending Non-Federal Customer Contracts (VDOT Only)

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

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

Amendment Details

Contract0000002120

Amendment Number0000000001

Sold To Customer0000003001

Amendment TypePrepaid

Process Date07/08/2026

Amendment ReasonAmend Prepaid

*Amendment StatusReady

Process Amendment

Total Billing Adjustment0.00

Total Revenue Adjustment0.00

Fixed Billing Adjustment0.00

Fixed Revenue Adjustment0.00

Fixed Billing AllocationIncomplete

Fixed Revenue AllocationIncomplete

> Additional Amendment Details

Reference ID

User Ref #1

User Ref #2

Amendment Components

General

Statistics

Internal Notes

Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1 Prepays	Prepaid Seq 1	Purchased	Update	170000	200000

Save

Return to Search

Notify

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

Process Amendment

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

Amendment Details

Contract0000002120

Amendment Number0000000001

Sold To Customer0000003001

Amendment Completed On07/08/2026 5:39PM

Amendment TypePrepaid

Process Date07/08/2026

Amendment ReasonAmend Prepaid

Amendment StatusComplete

Total Billing Adjustment0.00

Total Revenue Adjustment0.00

Fixed Billing Adjustment0.00

Fixed Revenue Adjustment0.00

Fixed Billing AllocationIncomplete

Fixed Revenue AllocationIncomplete

> Additional Amendment Details

Reference ID

User Ref #1

User Ref #2

Amendment Components

General

Statistics

Internal Notes

Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1 Prepays	Prepaid Seq 1	Purchased	Update	170000	200000

Save

Return to Search

Notify

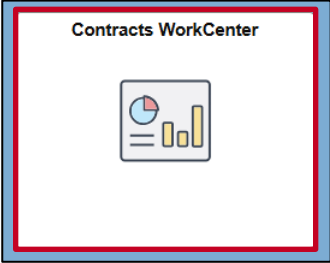
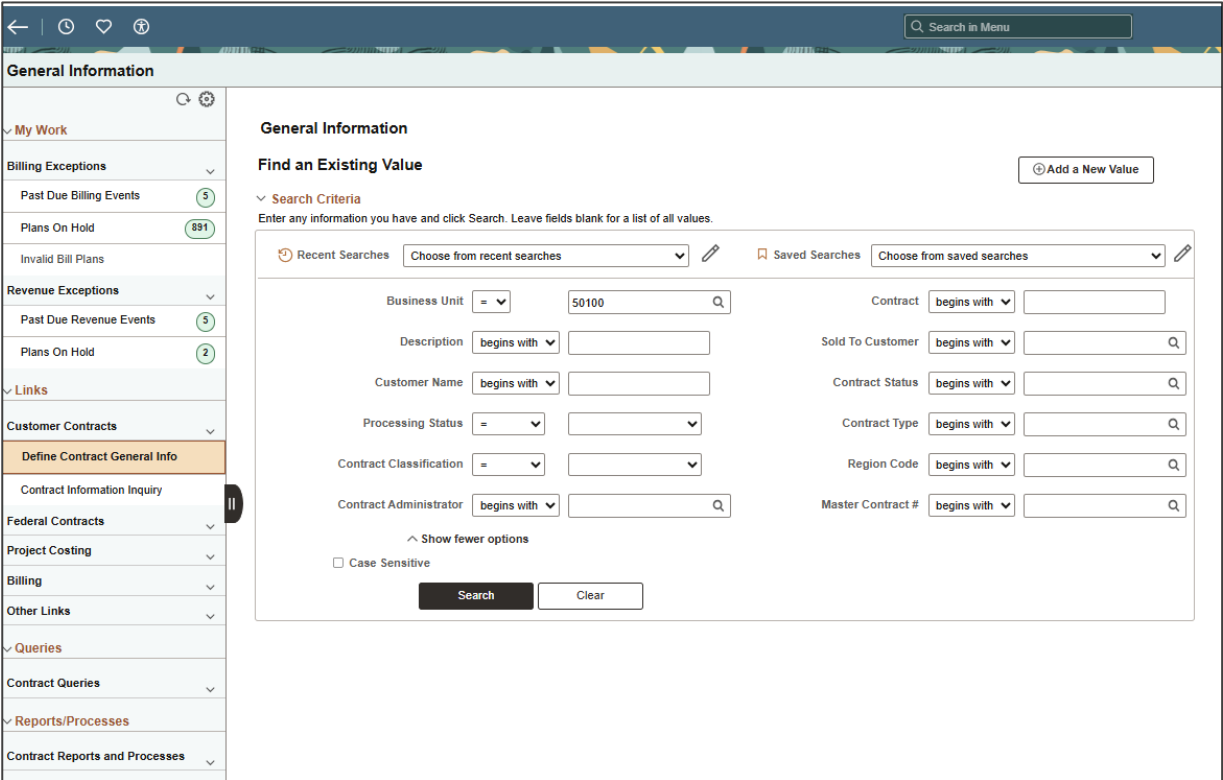


Project Accounting Job Aid

PA354 Amending Non-Federal Customer Contracts (VDOT Only)

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 Prepays. 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.

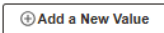
Increasing/Decreasing the Amount-Based Contract Amount

Step	Action
1.	Navigate to the Customer Contracts Define Contract General Info 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 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. 



Project Accounting Job Aid

PA354 Amending Non-Federal Customer Contracts (VDOT Only)

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. 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 ▼  <table><tr><td>Business Unit</td><td>= ▼</td><td>50100 🔍</td><td>Contract</td><td>begins with ▼</td><td></td></tr><tr><td>Description</td><td>begins with ▼</td><td></td><td>Sold To Customer</td><td>begins with ▼</td><td>🔍</td></tr><tr><td>Customer Name</td><td>begins with ▼</td><td></td><td>Contract Status</td><td>begins with ▼</td><td>🔍</td></tr><tr><td>Processing Status</td><td>= ▼</td><td>▼</td><td>Contract Type</td><td>begins with ▼</td><td>🔍</td></tr><tr><td>Contract Classification</td><td>= ▼</td><td>▼</td><td>Region Code</td><td>begins with ▼</td><td>🔍</td></tr><tr><td>Contract Administrator</td><td>begins with ▼</td><td>🔍</td><td>Master Contract #</td><td>begins with ▼</td><td>🔍</td></tr></table> ^ Show fewer options ☐ Case Sensitive Search Clear	Business Unit	= ▼	50100 🔍	Contract	begins with ▼		Description	begins with ▼		Sold To Customer	begins with ▼	🔍	Customer Name	begins with ▼		Contract Status	begins with ▼	🔍	Processing Status	= ▼	▼	Contract Type	begins with ▼	🔍	Contract Classification	= ▼	▼	Region Code	begins with ▼	🔍	Contract Administrator	begins with ▼	🔍	Master Contract #	begins with ▼	🔍
Business Unit	= ▼	50100 🔍	Contract	begins with ▼																																	
Description	begins with ▼		Sold To Customer	begins with ▼	🔍																																
Customer Name	begins with ▼		Contract Status	begins with ▼	🔍																																
Processing Status	= ▼	▼	Contract Type	begins with ▼	🔍																																
Contract Classification	= ▼	▼	Region Code	begins with ▼	🔍																																
Contract Administrator	begins with ▼	🔍	Master Contract #	begins with ▼	🔍																																
	The Business Unit defaults for the user's agency. Do not change it. Business Unit = ▼ 50100 🔍																																				



Project Accounting Job Aid

PA354 Amending Non-Federal Customer Contracts (VDOT Only)

Step	Action
3.	Enter the Contract number that needs to be amended in the Contract field. ▼ 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 Q Contract begins with 0000002391 Description begins with Sold To Customer begins with Q Customer Name begins with Contract Status begins with Q Processing Status = ▼ Contract Type begins with Q Contract Classification = ▼ Region Code begins with Q Contract Administrator begins with Q Master Contract # begins with Q ⤴ Show fewer options ☐ Case Sensitive Search Clear
4.	Click the Search button. Search Clear
The General tab displays. General Lines Amndments Contract Number 0000002391 Sold To Customer JAMES CITY COUNTY Amendment Number 0000000000 *Contract Status ACTIVE Q Amend Contract Add to My Contracts Description Rte 60 Widening & Complete St Processing Status Active Contract Admin Q Amendment Status Complete Region Code Business Unit VA Dept of Transportation Contract Type A Contract Classification Standard Currency Code USD Start Date 01/24/2025 Exchange Rate Type CRRNT End Date Contract Signed 01/24/2025 Last Update Date/Time 11/17/2025 1:28:59PM Contract Role Last Update User ID 00862331700 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 Renewals Supplemental Data Go To More ▼ Save Return to Search Notify Add Update/Display General Lines Amendments	



Project Accounting Job Aid

PA354 Amending Non-Federal Customer Contracts (VDOT Only)

Step

Action

5.

Click the **Lines** tab.

General

Lines

Amendments

Contract Number

0000002391

Amendment Number

0000000000

The **Lines** tab displays.

General

Lines

Amendments

Contract Number

0000002391

Amendment Number

0000000000

Sold To Customer

JAMES CITY COUNTY

Contract Status

ACTIVE

Amend Contract

Contract Lines

General

Detail

Billing Amount Details

Revenue Amount Details

Contract Liability

Actions

Line

Product

Description

Price Type

Standalone Sale

Bundle

Start Date

End Date

Status

Supplemental

1

AMT_PROJE33

Partic - CON - CCT - Si

Amount

01/24/2025

Active

Supplemental

Billing Plans

Revenue Plans

Milestones

Renewals

Supplemental Data

Go To

More

Save

Return to Search

Notify

Add

Update/Display

General

Lines

Amendments

6.

Click the **Amend Contract** button.

General

Lines

Amendments

Contract Number

0000002391

Amendment Number

0000000000

Amend Contract



Project Accounting Job Aid

PA354 Amending Non-Federal Customer Contracts (VDOT Only)

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

The **Amendments** tab displays.

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

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



Project Accounting Job Aid

PA354 Amending Non-Federal Customer Contracts (VDOT Only)

Step

Action

9.

Click the **Save** button.

Save

Return to Search

Notify

General

Lines

Amendments

10.

Click the **Amount Allocation** link.

Amendments

1-2 of 2

View All

General

Statistics

Billing Amended Amounts

Revenue Amended Amounts

Misc.

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000			11/17/2025	Complete	Detail	Notes
0000000001	Contract Line		07/09/2026	Pending	Detail	Notes

Billing Plans

Revenue Plans

Milestones

Renewals

Amount Allocation

Supplemental Data

Go To

More

The **Amendment Billing Allocation** page displays.

Amendment Billing Allocation

Contract 0000002391

Business Unit 50100

Sold To 0000131138

Currency USD

JAMES CITY COUNTY

Amendment 0000000001

Amendment Type Contract Line

Amendment Reason Modify Contract Line

Contract Billing

Total Billing Adjustment 0.00

Unallocated Billing 0.00

Total Billing After Adjustment 1,546,943.00

Fixed Billing

Fixed Billing Adjustment 0.00

Unallocated Fixed Billing 0.00

Discount / Surcharge 0.00

Inclusive Prepaids Adjustment 0.00

Net Adjustment 0.00

Allocation Incomplete

Recalculate

Contract Line Pricing

1-1 of 1

Retrieve Billing Price	Line Number	Product	Current Billing Amount	New Billing Amount	Adjustment Billing Amount	Adjust Billing Retroactively	Adjust Revenue Retroactively	Reverse Amounts	Discount/Surcharge Adjustment	New Net Billing	Simulate Billing Pricing
☐	1	AMT_PROJE33	1,546,943.00	1,546,943.00		☐	☐	☐	0.00	1,546,943.00	Simulate Billing Pricing

Select All

Clear All

Recalculate

Adjustment Line Totals

Billing Amount 0.00

Recurring Billing 0.00

Discounts/Surcharges 0.00

Billing Limit 0.00

Total Billing 0.00

Prepaids

[Return to General Information](#)

Save

Return to Search

Notify



Project Accounting Job Aid

PA354 Amending Non-Federal Customer Contracts (VDOT Only)

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. Contract Billing ⓘ <table><tr><td>Total Billing Adjustment</td><td>100,000.00</td><td>Unallocated Billing</td><td>0.00</td></tr><tr><td>Total Billing After Adjustment</td><td>1,546,943.00</td><td></td><td></td></tr></table>	Total Billing Adjustment	100,000.00	Unallocated Billing	0.00	Total Billing After Adjustment	1,546,943.00																																	
Total Billing Adjustment	100,000.00	Unallocated Billing	0.00																																					
Total Billing After Adjustment	1,546,943.00																																							
12.	In the Fixed Billing section, enter the total adjustment amount (positive or negative) in the Fixed Billing Adjustment field. Fixed Billing ⓘ <table><tr><td>Fixed Billing Adjustment</td><td>100,000.00</td><td>Unallocated Fixed Billing</td><td>0.00</td></tr><tr><td>Discount / Surcharge</td><td>0.00</td><td>Inclusive Prepays Adjustment</td><td>0.00</td></tr><tr><td>Net Adjustment</td><td>0.00</td><td>Allocation</td><td>Incomplete</td></tr></table>	Fixed Billing Adjustment	100,000.00	Unallocated Fixed Billing	0.00	Discount / Surcharge	0.00	Inclusive Prepays Adjustment	0.00	Net Adjustment	0.00	Allocation	Incomplete																											
Fixed Billing Adjustment	100,000.00	Unallocated Fixed Billing	0.00																																					
Discount / Surcharge	0.00	Inclusive Prepays Adjustment	0.00																																					
Net Adjustment	0.00	Allocation	Incomplete																																					
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. Contract Line Pricing ⓘ 1-1 of 1 <table><tr><th>Amounts</th><th>Detail</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></tr><tr><th>Retrieve Billing Price</th><th>Line Number</th><th>Product</th><th>Current Billing Amount</th><th>New Billing Amount</th><th>Adjustment Billing Amount</th><th>Adjust Billing Retroactively</th><th>Adjust Revenue Retroactively</th><th>Reverse Amounts</th><th>Discount/Surcharge Adjustment</th><th>New Net Billing</th><th>Simulate Billing Pricing</th><th></th></tr><tr><td>☐</td><td>1</td><td>AMT_PROJE33</td><td>1,546,943.00</td><td>1,646,943.00</td><td></td><td>☐</td><td>☐</td><td>☐</td><td>0.00</td><td>1,546,943.00</td><td>Simulate Billing Pricing</td><td></td></tr></table> ☒ Select All☐ Clear All Recalculate	Amounts	Detail												Retrieve Billing Price	Line Number	Product	Current Billing Amount	New Billing Amount	Adjustment Billing Amount	Adjust Billing Retroactively	Adjust Revenue Retroactively	Reverse Amounts	Discount/Surcharge Adjustment	New Net Billing	Simulate Billing Pricing		☐	1	AMT_PROJE33	1,546,943.00	1,646,943.00		☐	☐	☐	0.00	1,546,943.00	Simulate Billing Pricing	
Amounts	Detail																																							
Retrieve Billing Price	Line Number	Product	Current Billing Amount	New Billing Amount	Adjustment Billing Amount	Adjust Billing Retroactively	Adjust Revenue Retroactively	Reverse Amounts	Discount/Surcharge Adjustment	New Net Billing	Simulate Billing Pricing																													
☐	1	AMT_PROJE33	1,546,943.00	1,646,943.00		☐	☐	☐	0.00	1,546,943.00	Simulate Billing Pricing																													



Project Accounting Job Aid

PA354 Amending Non-Federal Customer Contracts (VDOT Only)

Step

Action

14.

Verify that the **Adjust Billing Retroactively** and **Adjust Revenue Retroactively** checkboxes are both unchecked.

Contract Line Pricing

1-1 of 1

Amounts

Detail

Retrieve Billing Price	Line Number	Product	Current Billing Amount	New Billing Amount	Adjustment Billing Amount	Adjust Billing Retroactively	Adjust Revenue Retroactively	Reverse Amounts	Discount/Surcharge Adjustment	New Net Billing	Simulate Billing Pricing
☐	1	AMT_PROJE33	1,546,943.00	1,646,943.00		☐	☐	☐	0.00	1,546,943.00	Simulate Billing Pricing

☒ Select All

☐ Clear All

Recalculate

15.

Click either **Recalculate** button.

Contract Billing

Total Billing Adjustment

100,000.00

Total Billing After Adjustment

1,546,943.00

Unallocated Billing

0.00

Fixed Billing

Fixed Billing Adjustment

100,000.00

Discount / Surcharge

0.00

Net Adjustment

0.00

Unallocated Fixed Billing

0.00

Inclusive Prepays Adjustment

0.00

Allocation

Incomplete

Recalculate

Contract Line Pricing

1-1 of 1

Amounts

Detail

Retrieve Billing Price	Line Number	Product	Current Billing Amount	New Billing Amount	Adjustment Billing Amount	Adjust Billing Retroactively	Adjust Revenue Retroactively	Reverse Amounts	Discount/Surcharge Adjustment	New Net Billing	Simulate Billing Pricing
☐	1	AMT_PROJE33	1,546,943.00	1,646,943.00		☐	☐	☐	0.00	1,546,943.00	Simulate Billing Pricing

☒ Select All

☐ Clear All

Recalculate

16.

Click the **Save** button.

Prepays

[Return to General Information](#)

Save

Return to Search

Notify



Project Accounting Job Aid

PA354 Amending Non-Federal Customer Contracts (VDOT Only)

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

The **Amendment Billing Allocation** page redisplay. The **Allocation** status updates to “Complete”.

Amendment Billing Allocation

Contract: 0000002391
Business Unit: 50100
Sold To: 0000131138
Currency: USD
JAMES CITY COUNTY
Amendment: 0000000001
Amendment Type: Contract Line
Amendment Reason: Modify Contract Line

Contract Billing

Total Billing Adjustment: 100,000.00
Total Billing After Adjustment: 1,046,943.00
Unallocated Billing: 0.00

Fixed Billing

Fixed Billing Adjustment: 100,000.00
Discount / Surcharge: 0.00
Net Adjustment: 100,000.00
Unallocated Fixed Billing: 0.00
Inclusive Prepaids Adjustment: 0.00
Allocation: Complete

Contract Line Pricing

Retrieve Billing Price	Line Number	Product	Current Billing Amount	New Billing Amount	Adjustment Billing Amount	Adjust Billing Retroactively	Adjust Revenue Retroactively	Reverse Amounts	Discount/Surcharge Adjustment	New Net Billing	Simulate Billing Pricing
☐	1	AMT_PROJE33	1,546,943.00	1,046,943.00	100,000.00	☒	☒	☐	0.00	1,046,943.00	Simulate Billing Pricing

Adjustment Line Totals

Billing Amount	100,000.00	Recurring Billing	0.00	Total Billing	100,000.00
Discounts/Surcharges	0.00	Billing Limit	0.00		

Prepays
Return to General Information
Save Return to Search Notify

17. The **Adjust Billing Retroactively** and **Adjust Revenue Retroactively** checkboxes should be unchecked.

Contract Line Pricing

Retrieve Billing Price	Line Number	Product	Current Billing Amount	New Billing Amount	Adjustment Billing Amount	Adjust Billing Retroactively	Adjust Revenue Retroactively	Reverse Amounts	Discount/Surcharge Adjustment	New Net Billing	Simulate Billing Pricing
☐	1	AMT_PROJE33	1,546,943.00	1,046,943.00	100,000.00	☒	☒	☐	0.00	1,046,943.00	Simulate Billing Pricing

Adjustment Line Totals

Billing Amount	100,000.00	Recurring Billing	0.00	Total Billing	100,000.00
Discounts/Surcharges	0.00	Billing Limit	0.00		

Prepays
Return to General Information
Save Return to Search Notify

If they were defaulted to checked, uncheck them and click the **Save** button.

Contract Line Pricing

Retrieve Billing Price	Line Number	Product	Current Billing Amount	New Billing Amount	Adjustment Billing Amount	Adjust Billing Retroactively	Adjust Revenue Retroactively	Reverse Amounts	Discount/Surcharge Adjustment	New Net Billing	Simulate Billing Pricing
☐	1	AMT_PROJE33	1,546,943.00	1,046,943.00	100,000.00	☐	☐	☐	0.00	1,046,943.00	Simulate Billing Pricing

Adjustment Line Totals

Billing Amount	100,000.00	Recurring Billing	0.00	Total Billing	100,000.00
Discounts/Surcharges	0.00	Billing Limit	0.00		

Prepays
Return to General Information
Save Return to Search Notify



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.



Project Accounting Job Aid

PA354 Amending Non-Federal Customer Contracts (VDOT Only)

Step	Action
18.	Click the Return to General Information link. Prepays Return to General Information Save Return to Search Notify
The General tab displays. General Lines Amendments Contract Number 0000002391 Amendment Number 0000000000 Sold To Customer JAMES CITY COUNTY *Contract Status ACTIVE Amend Contract Add to My Contracts Description Rte 60 Widening & Complete St Contract Admin Region Code Contract Type A Currency Code USD Exchange Rate Type CRRNT Contract Signed 01/24/2025 Contract Role Revenue Profile Use Project ChartFields Processing Status Active Amendment Status Pending Business Unit VA Dept of Transportation Contract Classification Standard Start Date 01/24/2025 End Date Last Update Date/Time 07/09/2026 2:20:38PM Last Update User ID 00862331700 Separate Fixed Billing and Revenue: Separate As Incurred Billing and Revenue: Other Information Summary of Amounts Billing Plans Revenue Plans Milestones Renewals Supplemental Data Go To More Save Return to Search Notify General Lines Amendments	
19.	Click the Amendments tab. General Lines Amendments Contract Number 0000002391 Amendment Number 0000000000



Project Accounting Job Aid

PA354 Amending Non-Federal Customer Contracts (VDOT Only)

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

The **Amendments** tab displays.

The screenshot shows the 'Amend Contract' page with the 'Amendments' tab selected. The page displays contract details: Contract Number 0000002391, Amendment Number 0000000000, Sold To Customer JAMES CITY COUNTY, and Contract Status ACTIVE. Below this is a table of amendments.

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000001	Contract Line	Modify Contract Line	07/09/2026	Pending	Detail	Notes
0000000000			11/17/2025	Complete	Detail	Notes

At the bottom of the table, there are links for Billing Plans, Revenue Plans, Milestones, Renewals, and Supplemental Data. A 'Go To' dropdown menu is also present. Below the table are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

20. Click the **Detail** link next to contract line amendment that was just added. The Amendment Status should be "Pending".

This screenshot is a closer view of the 'Amendments' table. The 'Detail' link for the first amendment (Amendment 0000000001) is highlighted with a red box. The 'Amendment Status' for this row is 'Pending'.

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000001	Contract Line	Modify Contract Line	07/09/2026	Pending	Detail	Notes
0000000000			11/17/2025	Complete	Detail	Notes



Project Accounting Job Aid

PA354 Amending Non-Federal Customer Contracts (VDOT Only)

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

The **Amendment Details** page displays.

Amendment Details

Contract 0000002391
Sold To Customer 0000131138

Amendment Number 0000000001

Amendment Type **Contract Line** *Process Date 07/09/2026
Amendment Reason **Modify Contract Line** *Amendment Status **Pending**

Total Billing Adjustment 100,000.00
Fixed Billing Adjustment 100,000.00
Fixed Billing Allocation Complete

Total Revenue Adjustment 100,000.00
Fixed Revenue Adjustment 100,000.00
Fixed Revenue Allocation Complete

> Additional Amendment Details

Reference ID User Ref #1
User Ref #2

Amendment Components

< 1-2 of 2 > View All

General Statistics

Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1 Amount Allocation	Line 1	Billing Amount	Update	1546943	1646943
2 Amount Allocation	Line 1	Revenue Amount	Update	1546943	1646943

Amendment Amount Allocation
Return to General Information

Internal Notes

21. Confirm **Amendment Components**.

Amendment Components

< 1-2 of 2 > View All

General Statistics

Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1 Amount Allocation	Line 1	Billing Amount	Update	1546943	1646943
2 Amount Allocation	Line 1	Revenue Amount	Update	1546943	1646943

Amendment Amount Allocation
Return to General Information

Internal Notes

22. Click the **Amendment Status** dropdown, select the “Ready” option.

Amendment Details

Contract 0000002391
Sold To Customer 0000131138

Amendment Number 0000000001

Amendment Type **Contract Line** *Process Date 07/09/2026
Amendment Reason **Modify Contract Line** *Amendment Status **Pending**

Total Billing Adjustment 100,000.00
Fixed Billing Adjustment 100,000.00
Fixed Billing Allocation Complete

Total Revenue Adjustment
Fixed Revenue Adjustment **Ready**
Fixed Revenue Allocation Complete



Project Accounting Job Aid

PA354 Amending Non-Federal Customer Contracts (VDOT Only)

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

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

Amendment Details

Contract	000002391	Amendment Number	0000000001
Sold To Customer	0000131138		
Amendment Type	Contract Line	Process Date	07/09/2026
Amendment Reason	Modify Contract Line	*Amendment Status	Ready
Total Billing Adjustment	100,000.00	Total Revenue Adjustment	100,000.00
Fixed Billing Adjustment	100,000.00	Fixed Revenue Adjustment	100,000.00
Fixed Billing Allocation	Complete	Fixed Revenue Allocation	Complete

> Additional Amendment Details

Reference ID	User Ref #1
	User Ref #2

Amendment Components

General

Statistics

Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1 Amount Allocation	Line 1	Billing Amount	Update	1546943	1646943
2 Amount Allocation	Line 1	Revenue Amount	Update	1546943	1646943

[Return to General Information](#) [Internal Notes](#)

[Save](#) [Return to Search](#) [Notify](#)

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

Amendment Details

Contract	000002391	Amendment Number	0000000001
Sold To Customer	0000131138		
Amendment Type	Contract Line	Process Date	07/09/2026
Amendment Reason	Modify Contract Line	*Amendment Status	Ready

[Process Amendment](#)



Project Accounting Job Aid

PA354 Amending Non-Federal Customer Contracts (VDOT Only)

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

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

Amendment Details

Contract0000002391

Sold To Customer0000131138

Amendment Number0000000001

Amendment Completed On07/09/2026 3:03PM

Amendment TypeContract Line

Amendment ReasonModify Contract Line

Process Date07/09/2026

Amendment StatusComplete

Total Billing Adjustment100,000.00

Fixed Billing Adjustment100,000.00

Fixed Billing AllocationComplete

Total Revenue Adjustment100,000.00

Fixed Revenue Adjustment100,000.00

Fixed Revenue AllocationComplete

> Additional Amendment Details

Reference ID

User Ref #1

User Ref #2

Amendment Components

General

Statistics

Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1 Amount Allocation	Line 1	Billing Amount	Update	1546943	1646943
2 Amount Allocation	Line 1	Revenue Amount	Update	1546943	1646943

Return to General Information

Internal Notes

Save

Return to Search

Notify

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

Return to General Information

Save

Return to Search

Notify

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

General

Lines

Amendments

Contract Number0000002391

Sold To CustomerJAMES CITY COUNTY

Amendment Number0000000001

Contract StatusACTIVE

Amend Contract

Amendments

General

Statistics

Billing Amended Amounts

Revenue Amended Amounts

Misc.

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000001	Contract Line	Modify Contract Line	07/09/2026	Complete	Detail	Notes
0000000000			11/17/2025	Complete	Detail	Notes

Billing Plans

Revenue Plans

Milestones

Renewals

Supplemental Data

Go To

More

Save

Return to Search

Notify

Add

Update/Display

General | Lines | Amendments



Project Accounting Job Aid

PA354 Amending Non-Federal Customer Contracts (VDOT Only)

Step	Action
25.	Click the Lines tab. General Lines Amendments Contract Number 0000002391 Amendment Number 0000000001

The **Lines** tab displays.

General **Lines** Amendments

Contract Number 0000002391
Amendment Number 0000000001

Sold To Customer JAMES CITY COUNTY
Contract Status ACTIVE

Amend Contract

Contract Lines

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

Actions	Line	Product	Description	Price Type	Standalone Sale	Bundle	Start Date	End Date	Status	Supplementa
Actions	1	AMT_PROJE33	Partic - CON - CCT - St	Amount	☐		01/24/2025		Active	Supplemental

Billing Plans Revenue Plans Milestones Renewals Supplemental Data

Go To More

Save Return to Search Notify

General | Lines | Amendments

26.

Click the **Detail** tab under the **Contract Lines** section of the page.

Contract Lines

<<

<

1-1 of 1

>

>>

|

View All

General

Detail

Billing Amount Details

Revenue Amount Details

Contract Liability

⋮

Actions	Line	Product	Description	Price Type	Standalone Sale	Bundle	Start Date	End Date	Status	Supplementa
Actions	1	AMT_PROJE33	Partic - CON - CCT - St	Amount	☐		01/24/2025		Active	Supplemental

The **Detail** tab displays.

Contract Lines

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

Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
Actions	1	AMT_PROJE33	Partic - CON - CCT - St	Amount	Action Required	Action Required	Contract Terms	Distribution	Internal Notes	JAMES CITY COUNTY

Billing Plans Revenue Plans Milestones Renewals Supplemental Data

Go To More

Save Return to Search Notify

General | Lines | Amendments



Project Accounting Job Aid

PA354 Amending Non-Federal Customer Contracts (VDOT Only)

Step	Action																						
27.	Click the Ready or Action Required link under the Billing Plan column. Contract Lines General Detail Billing Amount Details Revenue Amount Details Contract Liability IP <table><thead><tr><th>Actions</th><th>Line</th><th>Product</th><th>Description</th><th>Price Type</th><th>Billing Plan</th><th>Revenue Plan</th><th>Contract Terms</th><th>Accounting</th><th>Internal Notes</th><th>Ship to Customer Name</th></tr></thead><tbody><tr><td>▼ Actions</td><td>1</td><td>AMT_PROJE33</td><td>Partic - CON - CCT - Si</td><td>Amount</td><td>Action Required</td><td>Action Required</td><td>Contract Terms</td><td>Distribution</td><td>Internal Notes</td><td>JAMES CITY COUNTY</td></tr></tbody></table> Billing Plans Revenue Plans Milestones Renewals Supplemental Data Go To More Save Return to Search Notify Add Update/Display General Lines Amendments The Billing Plan General tab displays. Billing Plan General Events History Contract000002391 BI Unit50100 Sold To Customer0000131138 JAMES CITY COUNTY Bill To0000131138 JAMES CITY COUNTY Billing PlanB101 Amount Based - Milestone CurrencyUSD DescriptionAmount Based - Milestone *Billing StatusAction Required ▼ Actions Reviewed Billing MethodMilestone Hold Customer Information BI Unit50100 VA Dept of Transportation *Bill To Customer0000131138 JAMES CITY COUNTY Addr Num1 Bill To Contact Amount Detail Billing Amount1,646,943.00 Total Amount1,646,943.00 Total Billing History1,546,943.00 Events Billed To Date1,546,943.00 Billing Options Bill TypeCCT Pre Approved Bill SourcePROJE Direct Invoice Summarization Template IDVDOT_OTHER VDOT Other Billing Header Note Internal Notes Preview Summarization Template Billing Default Overrides Invoice FormLANDSCAPE Cycle IDMONTHLY View Customer Defaults Bill By IDPC_OTHER Non-Federal Project Payment Method Payment Terms Billing Inquiry Billing Specialist Return to General Information Save Return to Search Notify Add Update/Display i 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.	Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name	▼ Actions	1	AMT_PROJE33	Partic - CON - CCT - Si	Amount	Action Required	Action Required	Contract Terms	Distribution	Internal Notes	JAMES CITY COUNTY
Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name													
▼ Actions	1	AMT_PROJE33	Partic - CON - CCT - Si	Amount	Action Required	Action Required	Contract Terms	Distribution	Internal Notes	JAMES CITY COUNTY													



Project Accounting Job Aid

PA354 Amending Non-Federal Customer Contracts (VDOT Only)

Step	Action																											
28.	Click the Events tab. Billing Plan GeneralEventsHistory Contract0000002391 Sold To Customer0000131138 Billing Plan◀ B101 ▶																											
The Events tab displays. Billing Plan GeneralEventsHistory Contract0000002391 Sold To Customer0000131138 Billing Plan◀ B101 ▶ JAMES CITY COUNTY Amount Based - Milestone BI Unit50100 Bill To0000131138 CurrencyUSD JAMES CITY COUNTY Define Events ☐ Percent ☒ Amount Add Milestone Amount Detail Total Amount1,646,943.00 Remaining Amount100,000.00 Event Detail 1-2 of 2 <table><tr><th>Event</th><th>Actions</th><th>Event Type</th><th>*Event Status</th><th>Event Date</th><th></th><th>Amount</th><th></th><th></th></tr><tr><td>1</td><td>Actions</td><td>Date</td><td>Completed</td><td>11/13/2025</td><td>Event Note</td><td>1,546,943.00</td><td>+</td><td>-</td></tr><tr><td>2</td><td>Actions</td><td>Date</td><td>Pending</td><td>12/13/2025</td><td>Event Note</td><td>0.00</td><td>+</td><td>-</td></tr></table> Return to General Information Save Return to Search Notify Add Update/Display Billing Plan General Events History		Event	Actions	Event Type	*Event Status	Event Date		Amount			1	Actions	Date	Completed	11/13/2025	Event Note	1,546,943.00	+	-	2	Actions	Date	Pending	12/13/2025	Event Note	0.00	+	-
Event	Actions	Event Type	*Event Status	Event Date		Amount																						
1	Actions	Date	Completed	11/13/2025	Event Note	1,546,943.00	+	-																				
2	Actions	Date	Pending	12/13/2025	Event Note	0.00	+	-																				
29.	In the Define Events section, verify the Amount radio button is selected. If not, select the Amount radio button. Define Events ☐ Percent ☒ Amount Add Milestone																											



Project Accounting Job Aid

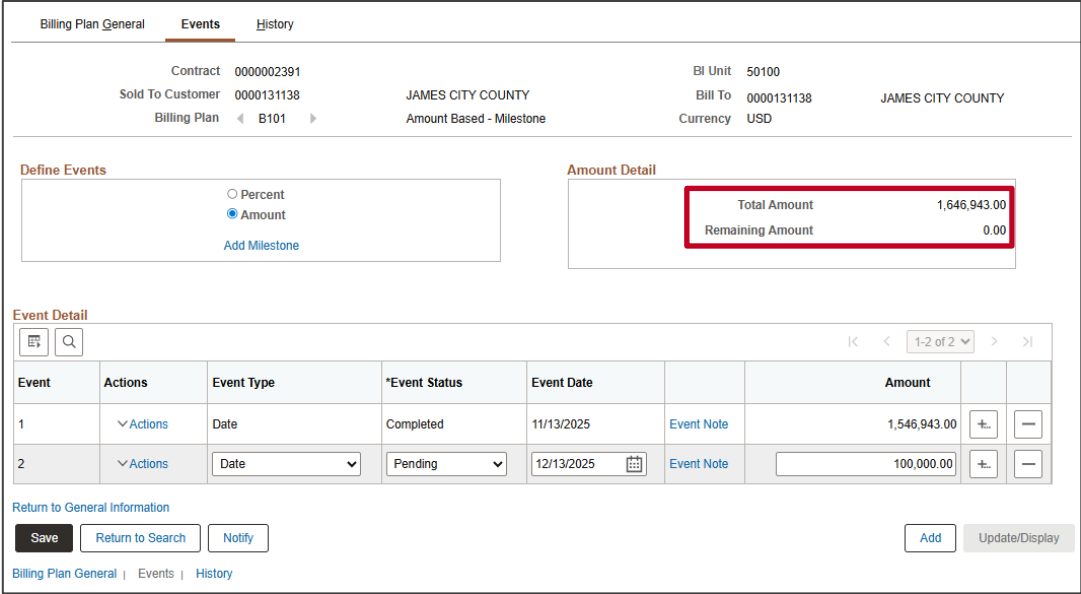
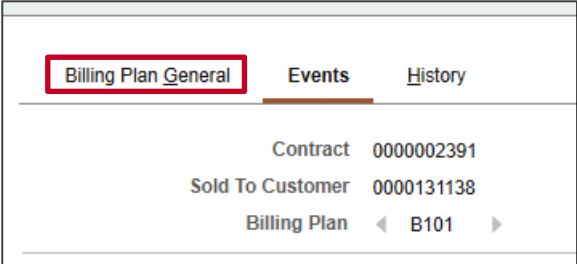
PA354 Amending Non-Federal Customer Contracts (VDOT Only)

Step	Action
30.	In the Event Detail section of the page, update events and the Amount field for the amount of the contract adjustment.
	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.



Project Accounting Job Aid

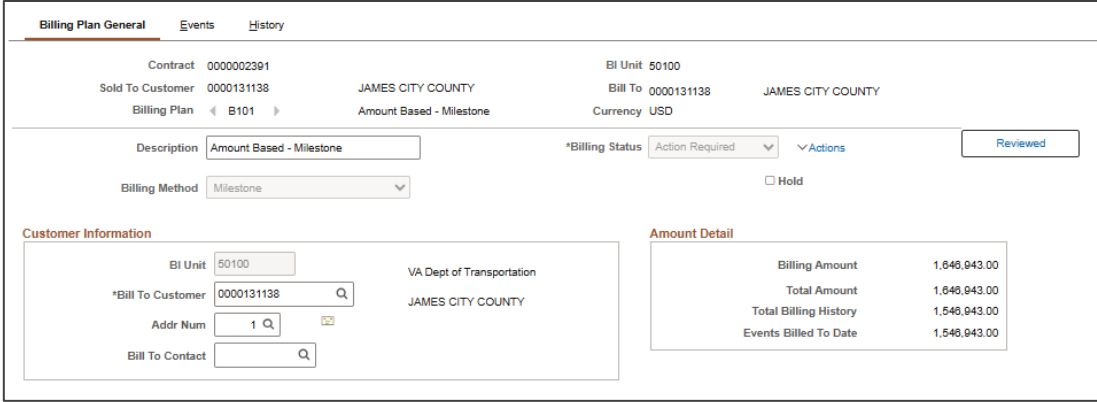
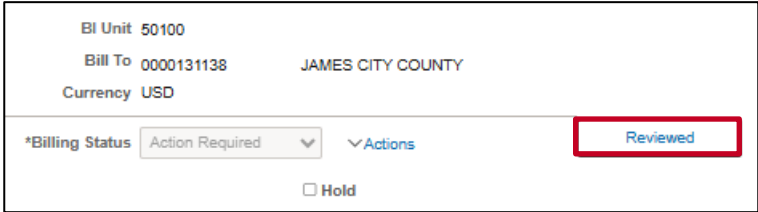
PA354 Amending Non-Federal Customer Contracts (VDOT Only)

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



Project Accounting Job Aid

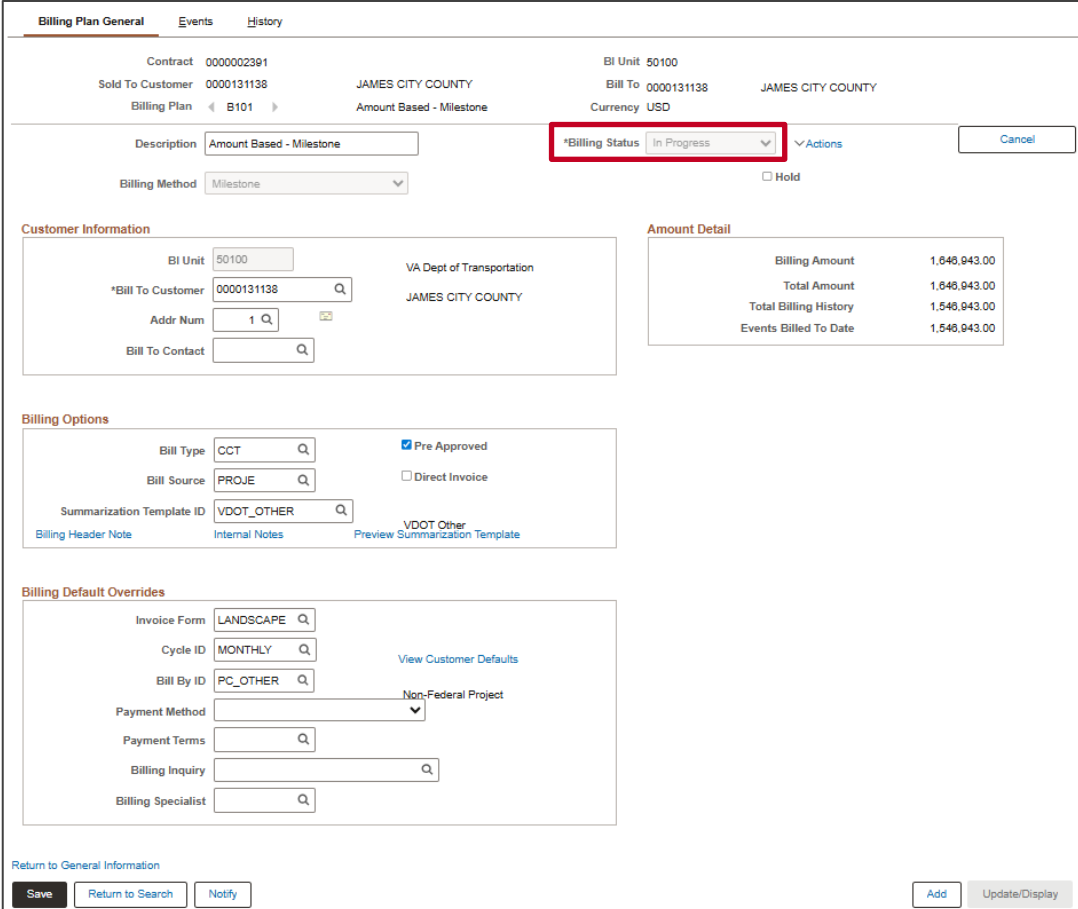
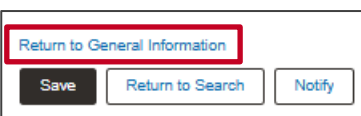
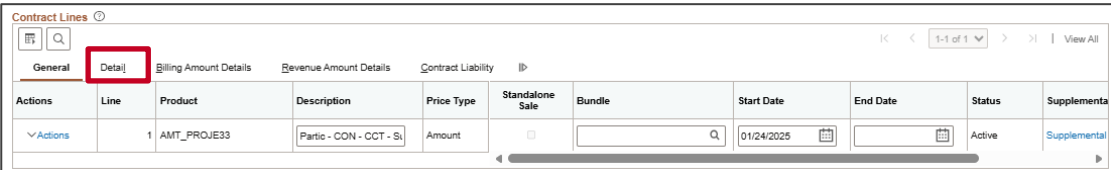
PA354 Amending Non-Federal Customer Contracts (VDOT Only)

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. 



Project Accounting Job Aid

PA354 Amending Non-Federal Customer Contracts (VDOT Only)

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. 



Project Accounting Job Aid

PA354 Amending Non-Federal Customer Contracts (VDOT Only)

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

The **Details** tab displays.

Contract Lines

General Detail Billing Amount Details Revenue Amount Details Contract Liability IP

Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
Actions	1	AMT_PROJE33	Partic - CON - CCT - S	Amount	In Progress	Action Required	Contract Terms	Distribution	Internal Notes	JAMES CITY COUNTY

38. Click **Action Required** link under the **Revenue Plan** column.

Contract Lines

General Detail Billing Amount Details Revenue Amount Details Contract Liability IP

Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
Actions	1	AMT_PROJE33	Partic - CON - CCT - S	Amount	In Progress	Action Required	Contract Terms	Distribution	Internal Notes	JAMES CITY COUNTY

The **Revenue Plan** tab displays.

Revenue Plan

Contract 0000002391 Business Unit 50100 Currency USD
Sold To Customer 0000131138 JAMES CITY COUNTY GL Business Unit 50100
Revenue Plan R101 GL Currency USD

Description Amount Based - Milestone *Plan Status Action Required
Recognition Method Milestone

Define Events By
☐ Percent
☒ Amount
Internal Notes
Add Milestone

Amount Detail
Total Amount 1,046,943.00
Remaining Amount 100,000.00

Event Detail

Event	Event Type	*Event Status	Accounting Date	Amount
1	Date	Completed	11/13/2025	1,546,943.00
2	Date	Pending	12/13/2025	0.00

Return to General Information
Save Return to Search Notify Add Update/Display



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.



Project Accounting Job Aid

PA354 Amending Non-Federal Customer Contracts (VDOT Only)

Step	Action																								
39.	In the Define Events By section, verify the Amount radio button is selected. If not, click the Amount radio button. Define Events By ☐ Percent ☒ Amount Internal Notes Add Milestone Preview Revenue																								
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. Event Detail 1-2 of 2 View All <table><tr><th>Event</th><th>Event Type</th><th>*Event Status</th><th>Accounting Date</th><th></th><th>Amount</th><th></th><th></th></tr><tr><td>1</td><td>Date</td><td>Completed</td><td>11/13/2025</td><td>Event Note</td><td>1,546,943.00</td><td> </td><td> </td></tr><tr><td>2</td><td> Date </td><td> Pending </td><td> 12/13/2025 </td><td>Event Note</td><td> 0.00 </td><td> </td><td> </td></tr></table>	Event	Event Type	*Event Status	Accounting Date		Amount			1	Date	Completed	11/13/2025	Event Note	1,546,943.00			2	Date	Pending	12/13/2025	Event Note	0.00		
Event	Event Type	*Event Status	Accounting Date		Amount																				
1	Date	Completed	11/13/2025	Event Note	1,546,943.00																				
2	Date	Pending	12/13/2025	Event Note	0.00																				
41.	Enter the Amount (for this scenario 100,000) Event Detail 1-2 of 2 View All <table><tr><th>Event</th><th>Event Type</th><th>*Event Status</th><th>Accounting Date</th><th></th><th>Amount</th><th></th><th></th></tr><tr><td>1</td><td>Date</td><td>Completed</td><td>11/13/2025</td><td>Event Note</td><td>1,546,943.00</td><td> </td><td> </td></tr><tr><td>2</td><td> Date </td><td> Pending </td><td> 12/13/2025 </td><td>Event Note</td><td> 100000.00 </td><td> </td><td> </td></tr></table>	Event	Event Type	*Event Status	Accounting Date		Amount			1	Date	Completed	11/13/2025	Event Note	1,546,943.00			2	Date	Pending	12/13/2025	Event Note	100000.00		
Event	Event Type	*Event Status	Accounting Date		Amount																				
1	Date	Completed	11/13/2025	Event Note	1,546,943.00																				
2	Date	Pending	12/13/2025	Event Note	100000.00																				
42.	Update the Accounting Date to match what was entered on the Bill Plan. Event Detail 1-2 of 2 View All <table><tr><th>Event</th><th>Event Type</th><th>*Event Status</th><th>Accounting Date</th><th></th><th>Amount</th><th></th><th></th></tr><tr><td>1</td><td>Date</td><td>Completed</td><td>11/13/2025</td><td>Event Note</td><td>1,546,943.00</td><td> </td><td> </td></tr><tr><td>2</td><td> Date </td><td> Pending </td><td> 12/13/2025 </td><td>Event Note</td><td> 100000.00 </td><td> </td><td> </td></tr></table> Return to General Information Save Return to Search Notify Pending Ready Add Update/Display	Event	Event Type	*Event Status	Accounting Date		Amount			1	Date	Completed	11/13/2025	Event Note	1,546,943.00			2	Date	Pending	12/13/2025	Event Note	100000.00		
Event	Event Type	*Event Status	Accounting Date		Amount																				
1	Date	Completed	11/13/2025	Event Note	1,546,943.00																				
2	Date	Pending	12/13/2025	Event Note	100000.00																				



Project Accounting Job Aid

PA354 Amending Non-Federal Customer Contracts (VDOT Only)

Step	Action																								
43.	Update the Event Status to “Ready”. Event Detail 1-2 of 2 > > View All <table><tr><th>Event</th><th>Event Type</th><th>*Event Status</th><th>Accounting Date</th><th></th><th>Amount</th><th></th><th></th></tr><tr><td>1</td><td>Date</td><td>Completed</td><td>11/13/2025</td><td>Event Note</td><td>1,546,943.00</td><td>+/-</td><td>—</td></tr><tr><td>2</td><td>Date</td><td>Pending</td><td>12/13/2025</td><td>Event Note</td><td>100000.00</td><td>+/-</td><td>—</td></tr></table> Return to General Information Save Return to Search Notify Pending Ready Add Update/Display	Event	Event Type	*Event Status	Accounting Date		Amount			1	Date	Completed	11/13/2025	Event Note	1,546,943.00	+/-	—	2	Date	Pending	12/13/2025	Event Note	100000.00	+/-	—
Event	Event Type	*Event Status	Accounting Date		Amount																				
1	Date	Completed	11/13/2025	Event Note	1,546,943.00	+/-	—																		
2	Date	Pending	12/13/2025	Event Note	100000.00	+/-	—																		
44.	Click the Save button. Return to General Information Save Return to Search Notify																								
45.	After completing all updates, click the Reviewed button under the Plan Status section. *Plan Status Action Required Actions ☐ Hold Reviewed																								



Project Accounting Job Aid

PA354 Amending Non-Federal Customer Contracts (VDOT Only)

Step

Action

The **Revenue Plan** tab displays and the **Plan Status** field updates to “Ready” or “In Progress”.

Revenue Plan

Revenue Plan

Contract 000002391Business Unit 50100Currency USD
Sold To Customer 0000131138JAMES CITY COUNTYGL Business Unit 50100
Revenue Plan R101GL Currency USD

Description Amount Based - Milestone*Plan Status In Progress Actions
Recognition Method MilestoneHold

Define Events By
Percent
Amount
Internal Notes
Add MilestonePreview Revenue

Amount Detail
Total Amount 1,040,943.00
Remaining Amount 0.00

Event Detail
1-2 of 2 View All

Event	Event Type	*Event Status	Accounting Date		Amount		
1	Date	Completed	11/13/2025	Event Note	1,540,943.00	+	-
2	Date	Ready	12/13/2025	Event Note	100,000.00	+	-

Return to General Information
SaveReturn to SearchNotifyAddUpdate/Display

46.

Click the **Return to General Information** link at the bottom of the page.

Return to General Information

SaveReturn to SearchNotify

47.

Click the **Lines** tab.

GeneralLinesAmendments

Contract Number 000002391
Amendment Number 000000000



Project Accounting Job Aid

PA354 Amending Non-Federal Customer Contracts (VDOT Only)

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

The **Lines** tab displays.

General **Lines** Amendments

Contract Number 0000002391 Sold To Customer JAMES CITY COUNTY
Amendment Number 0000000001 Contract Status ACTIVE

[Amend Contract](#)

Contract Lines

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

Actions	Line	Product	Description	Price Type	Standalone Sale	Bundle	Start Date	End Date
▼ Actions	1	AMT_PROJE33	Partic - CON - CCT - Si	Amount	☐		01/24/2025	

[Billing Plans](#) [Revenue Plans](#) [Milestones](#) [Renewals](#) [Supplemental Data](#) [Go To](#) [More](#)

[Save](#) [Return to Search](#) [Notify](#)

[General](#) | [Lines](#) | [Amendments](#)

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

Contract Lines

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

Actions	Line	Product	Description	Price Type	Standalone Sale	Bundle	Start Date	End Date
▼ Actions	1	AMT_PROJE33	Partic - CON - CCT - Si	Amount	☐		01/24/2025	

[Billing Plans](#) [Revenue Plans](#) [Milestones](#) [Renewals](#) [Supplemental Data](#) [Go To](#) [More](#)

[Save](#) [Return to Search](#) [Notify](#)

[General](#) | [Lines](#) | [Amendments](#)

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”.

General **Lines** Amendments

Contract Number 0000002391 Sold To Customer JAMES CITY COUNTY
Amendment Number 0000000001 Contract Status ACTIVE

[Amend Contract](#)

Contract Lines

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

Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer
▼ Actions	1	AMT_PROJE33	Partic - CON - CCT - Si	Amount	In Progress	In Progress	Contract Terms	Distribution	Internal Notes	JAMES CITY COU

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