



Creating Non-Federal Amount-Based Prepaid Contracts Overview

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

Amount-Based Prepaid Contracts are created when a customer submits an advance payment and the Project and Activity expenditures are fixed.

The Amount-Based Prepaid Contract allows the prepayment (revenue) to be recognized over a defined period. When creating a Contract Line, select the appropriate template to define when the revenue for the prepayment will be recognized.

Note: When creating a new Amount-Based Product, it is recommended that a Help Desk ticket (vccc@vita.virginia.gov) is submitted with "Cardinal Project Accounting (PA)" in the subject line. The Cardinal Post Production Support (PPS) PA team will work with the user to ensure that the Product is created correctly. If the Product is not set up correctly, it will have downstream impacts to the Contract, Billing, and GL Distribution and require a Help Desk ticket to correct the errors. For more information pertaining to creating an Amount-Based Product, see the Job Aid titled **PA354 Creating Customer Contract Products** located on the Cardinal website in **Job Aids** under **Learning**.

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

Table of Contents

Revision History	2
Confirming an Amount-Based Prepaid Product.....	3
Confirming a Distribution Code	6
Creating a Distribution Code	9
Creating an Amount-Based Prepaid Product.....	13
Defining a Distribution Set.....	21
Creating a Non-Federal Amount-Based Prepaid Contract.....	25
Activating the Contract.....	52



Project Accounting Job Aid

PA354 Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

Revision History

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

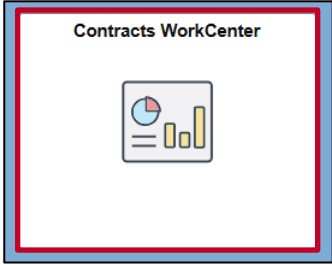
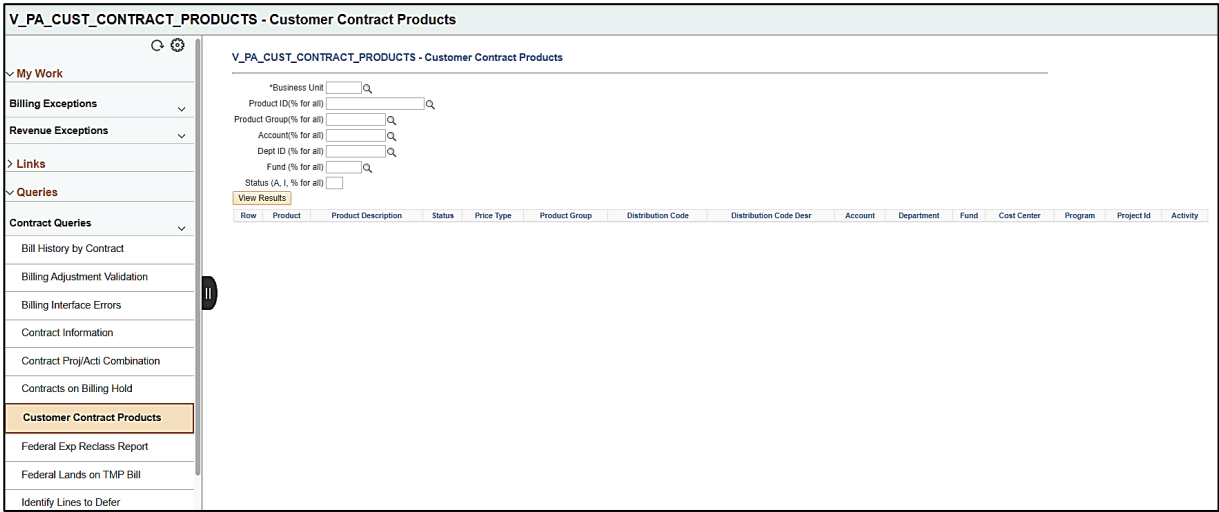


Project Accounting Job Aid

PA354 Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

Confirming an Amount-Based Prepaid Product

Before creating an Amount-Based Product, search to see if the Amount-Based Product already exists which contains the COA string needed.

Step	Action
1.	Navigate to the Customer Contracts Query 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: Queries > Contract Queries > Customer Contract Products Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the Query Viewer page by clicking the Query Viewer tile on the Cardinal home page, or by using the following navigation path: NavBar > Menu > Reporting Tools > Query > Query Viewer Users can then look up the query titled "V_PA_CUST_CONTRACT_PRODUCTS".



Project Accounting Job Aid

PA354 Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

Step	Action
	The V_PA_CUST_CONTRACT_PRODUCTS - Customer Contract Products page displays. V_PA_CUST_CONTRACT_PRODUCTS - Customer Contract Products *Business Unit Product ID(% for all) Product Group(% for all) Account(% for all) Dept ID (% for all) Fund (% for all) Status (A, I, % for all) View Results Row Product Product Description Status Price Type Product Group Distribution Code
3.	Enter the run criteria for the query. Note: At a minimum, complete the Business Unit and Product ID fields (use prefix of “DEF%” for the Product ID). Complete additional parameter fields if available. Otherwise, enter “%” in each of the remaining fields. *Business Unit 50100 Product ID(% for all) DEF% Product Group(% for all) % Account(% for all) % Dept ID (% for all) % Fund (% for all) % Status (A, I, % for all) %
4.	Click the View Results button. View Results



Project Accounting Job Aid

PA354 Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

Step

Action

The Customer Contract Products query results display.

View Results

Download results in :
Excel Spreadsheet
CSV Text File
XML File
(31 kb)

View All

First 1-82 of 82 Last

Row	Product	Product Description	Status	Price Type	Product Group	Distribution Code	Distribution Code Desr	Account	Department	Fund	Cost Center	Program	Project Id	Activity
1	DEF_PROJE1	Partic Advance-HM0-CCT-Bristol	A	AMT	DEF_HMOCCT	PROJEHMO01	Partic - HM0 - CCT/OTH-Bristol	4009060	11000	04100				
2	DEF_PROJE10	Partic Advance-HM0-STA-Bristol	A	AMT	DEF_HMOSTA	PROJEHMO10	Partic - HM0 - STA - Bristol	5014110	11000	04100		60400403		
3	DEF_PROJE11	Partic Advance-HM0-STA-Salem	A	AMT	DEF_HMOSTA	PROJEHMO11	Partic - HM0 - STA - Salem	5014110	12000	04100		60400403		
4	DEF_PROJE12	Partic Advance-HM0-STA-Lynchbg	A	AMT	DEF_HMOSTA	PROJEHMO12	Partic - HM0 - STA - Lynchburg	5014110	13000	04100		60400403		
5	DEF_PROJE13	Partic Advance-HM0-STA-Richmnd	A	AMT	DEF_HMOSTA	PROJEHMO13	Partic - HM0 - STA - Richmond	5014110	14000	04100		60400403		
6	DEF_PROJE14	Partic Advance-HM0-STA-Suffolk	A	AMT	DEF_HMOSTA	PROJEHMO14	Partic - HM0 - STA - Suffolk	5014110	15000	04100		60400403		
7	DEF_PROJE15	Partic Advance-HM0-STA-Fredbrg	A	AMT	DEF_HMOSTA	PROJEHMO15	Partic - HM0 - STA - Fredsburg	5014110	16000	04100		60400403		
8	DEF_PROJE16	Partic Advance-HM0-STA-Culpepr	A	AMT	DEF_HMOSTA	PROJEHMO16	Partic - HM0 - STA - Culpeper	5014110	17000	04100		60400403		
9	DEF_PROJE17	Partic Advance-HM0-STA-Stauntn	A	AMT	DEF_HMOSTA	PROJEHMO17	Partic - HM0 - STA - Staunton	5014110	18000	04100		60400403		
10	DEF_PROJE18	Partic Advance-HM0-STA-NOVA	A	AMT	DEF_HMOSTA	PROJEHMO18	Partic - HM0 - STA - NOVA	5014110	19000	04100		60400403		
11	DEF_PROJE19	Partic Advance-HM0-OTH-Bristol	A	AMT	DEF_HMOOTH	PROJEHMO01	Partic - HM0 - CCT/OTH-Bristol	4009060	11000	04100				
12	DEF_PROJE2	Partic Advance-HM0-CCT-Salem	A	AMT	DEF_HMOCCT	PROJEHMO02	Partic - HM0 - CCT/OTH-Salem	4009060	12000	04100				
13	DEF_PROJE20	Partic Advance-HM0-OTH-Salem	A	AMT	DEF_HMOOTH	PROJEHMO02	Partic - HM0 - CCT/OTH-Salem	4009060	12000	04100				
14	DEF_PROJE21	Partic Advance-HM0-OTH-Lynchbg	A	AMT	DEF_HMOOTH	PROJEHMO03	Partic - HM0 - CCT/OTH-Lynchbg	4009060	13000	04100				
15	DEF_PROJE22	Partic Advance-HM0-OTH-Richmnd	A	AMT	DEF_HMOOTH	PROJEHMO04	Partic - HM0 - CCT/OTH-Richmnd	4009060	14000	04100				
16	DEF_PROJE23	Partic Advance-HM0-OTH-Suffolk	A	AMT	DEF_HMOOTH	PROJEHMO05	Partic - HM0 - CCT/OTH-Suffolk	4009060	15000	04100				
17	DEF_PROJE24	Partic Advance-HM0-OTH-Fredbrg	A	AMT	DEF_HMOOTH	PROJEHMO06	Partic - HM0 - CCT/OTH-Fredbrg	4009060	16000	04100				
18	DEF_PROJE25	Partic Advance-HM0-OTH-Culpepr	A	AMT	DEF_HMOOTH	PROJEHMO07	Partic - HM0 - CCT/OTH-Culpepr	4009060	17000	04100				

5.

Review the results to see if there is an existing Product that has the appropriate Product Group and COA string which is needed to record the billing and revenue transactions for the Contract.

a.

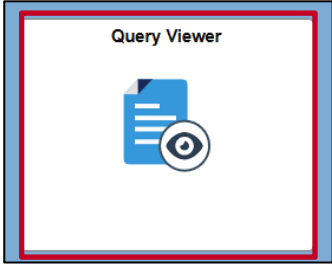
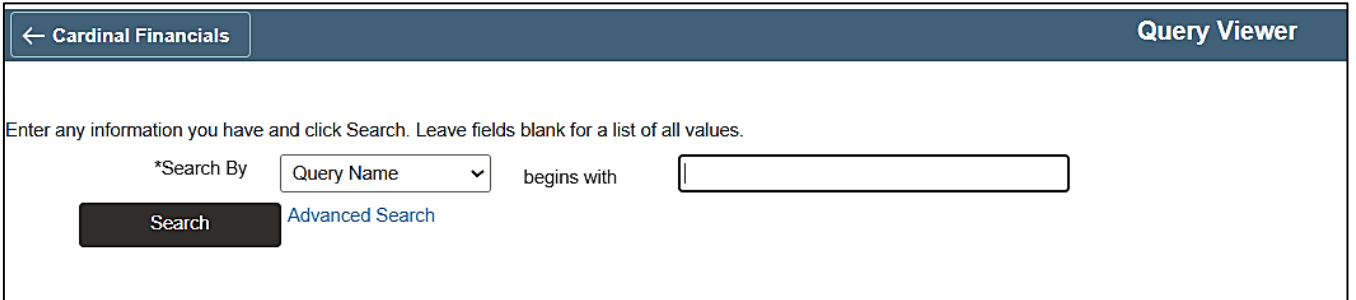
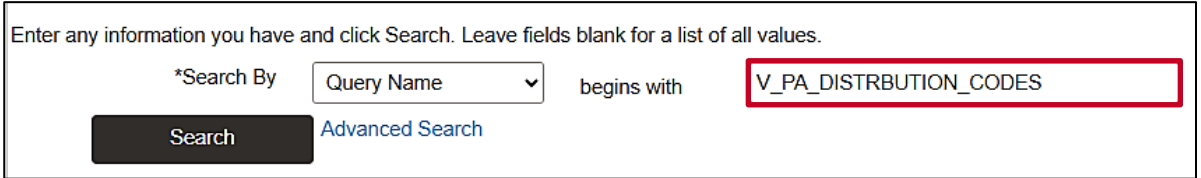
If the Product exists, go to the [Creating an Amount-Based Prepaid Contract](#) section of this Job Aid.

b.

If the Product does not exist, the user will need to determine if there is an existing Distribution Code that contains the appropriate COA string which can be used. Proceed to the [Confirming a Distribution Code](#) section of this Job Aid.

Confirming a Distribution Code

Before creating a new Distribution Code, verify whether a Distribution Code already exists by running the **Distribution Code** query.

Step	Action
1.	Navigate to the Query Viewer page by clicking the Query Viewer tile. 
The Query Viewer Search page displays. 	
2.	Enter "V_PA_DISTRBUTION_CODES" in the Search By begins with field to search for the Distribution Code and verify whether a Distribution Code already exists. 
3.	Click the Search button. 



Project Accounting Job Aid

PA354 Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

Step	Action
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The search results display in the **Search Results** section.

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

*Search By begins with

[Advanced Search](#)

Search Results

*Folder View

Query

Print	Search								1-1 of 1	View All
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites	
V_PA_DISTRBUTION_CODES	Distribution Codes	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite	

4. Click the **HTML** link to run the **Distribution Codes** query.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML
V_PA_DISTRBUTION_CODES	Distribution Codes	Public		HTML	Excel	XML

The **Distribution Codes** page displays in HTML format in a new browser tab.

Query Viewer x Query x +

[V_PA_DISTRBUTION_CODES - Distribution Codes](#)

*SetID

Account (% for all)

Fund (% for all)

Dept Id (% for all)

Cost Center (% for all)

Row	Distribution Code	Effective Date	Effective Status	Long Description	Short Description	Account	Dept ID
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Project Accounting Job Aid

PA354 Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

Step	Action
5.	Enter the run criteria for the query. Note: At a minimum, complete the Set ID and Account fields. Enter other parameter fields if available. Otherwise, enter “%” in each of the remaining fields. *SetID 50100 Account (% for all) 4% Fund (% for all) 04720 Dept Id (% for all) % Cost Center (% for all) % View Results
6.	Click the View Results button. View Results

The **Distribution Codes** query results display.

Download results in: Excel Spreadsheet CSV Text File XML File (25 kb)

View All First 1-82 of 82 Last

Row	Distribution Code	Effective Date	Effective Status	Long Description	Short Description	Account	Dept ID	Task	Fund	Cost Center	Program	Project	Activity
1	ADVANC034	07/01/2016	A	Prepaid - CON - STA	ADVANC034	4003007	10030		04720				
2	ADVANC035	07/01/2016	A	Prepaid - CON - OTH	ADVANC035	4003007	10055		04720				
3	AUDITAUD12	01/01/1901	A	Audit - CON - OTH	AUDITAUD12	4009060	10015		04720	12000010			
4	COALSCOALS	01/01/1901	A	Coal Severance - CCT	COALSCOALS	40042013	11000		04720				
5	GENERGENC1	01/01/1901	A	Generic Construction AR	GENERGENC1	4009060	99999		04720	12000010			
6	GENERGEN14	01/02/1901	A	Location & Design CON Private	GENERGEN14	40040001	10021		04720		514008	0000108401	
7	MG&SECON01	01/01/1901	A	Misc - CON - CCT/OTH-Bristol	MG&SECON01	40042011	11000		04720	12000010			
8	MG&SECON02	01/01/1901	A	Misc - CON - CCT/OTH-Salem	MG&SECON02	40042011	12000		04720	12000010			
9	MG&SECON03	01/01/1901	A	Misc - CON - CCT/OTH-Lynchburg	MG&SECON03	40042011	13000		04720	12000010			
10	MG&SECON04	01/01/1901	A	Misc - CON - CCT/OTH-Richmond	MG&SECON04	40042011	14000		04720	12000010			
11	MG&SECON05	01/01/1901	A	Misc - CON - CCT/OTH-Suffolk	MG&SECON05	40042011	15000		04720	12000010			
12	MG&SECON06	01/01/1901	A	Misc - CON - CCT/OTH-Fredsborg	MG&SECON06	40042011	16000		04720	12000010			
13	MG&SECON07	01/01/1901	A	Misc - CON - CCT/OTH-Culpeper	MG&SECON07	40042011	17000		04720	12000010			
14	MG&SECON08	01/01/1901	A	Misc - CON - CCT/OTH-Strunton	MG&SECON08	40042011	18000		04720	12000010			
15	MG&SECON09	01/01/1901	A	Misc - CON - CCT/OTH-NOVA	MG&SECON09	40042011	19000		04720	12000010			
16	MG&SECON30	01/01/1901	A	Misc - CON - OTH - C Office	MG&SECON30	40042011	10015		04720	12000010			
17	MG&SECON31	01/01/1901	A	Misc - CON - OTH - R. Council	MG&SECON31	40042011	10029		04720	12000010			
18	MG&SECON32	01/01/1901	A	Misc - CON - OTH - Fiscal	MG&SECON32	4009060	10015		04720	12000010			
19	MG&SECON34	07/01/2016	A	Misc - CON - State Agency	MG&SECON34	4003007	10030		04720				
20	MG&SECON35	07/01/2016	A	Misc - CON - Other Agency	MG&SECON35	4003007	10055		04720				
21	MG&SECON36	01/02/1901	A	Misc - CON - STA - Bristol	MG&SECON36	4003007	11000		04720				
22	MG&SEMG51	07/01/2016	A	Misc - CON - MOU-STA-ORG 10021	MG&SEMG51	4003007	10021		04720				
23	MG&SEMG52	07/01/2016	A	Misc - CON - MOU-STA-ORG 15000	MG&SEMG52	4003007	15000		04720				
24	MG&SERLD01	06/10/2016	A	Misc - Revw Land Dev - Bristol	MG&SERLD01	40026603	11000		04720	12070020	602001		
25	MG&SERLD02	06/10/2016	A	Misc - Revw Land Dev - Salem	MG&SERLD02	40026603	12000		04720	12070020	602004		

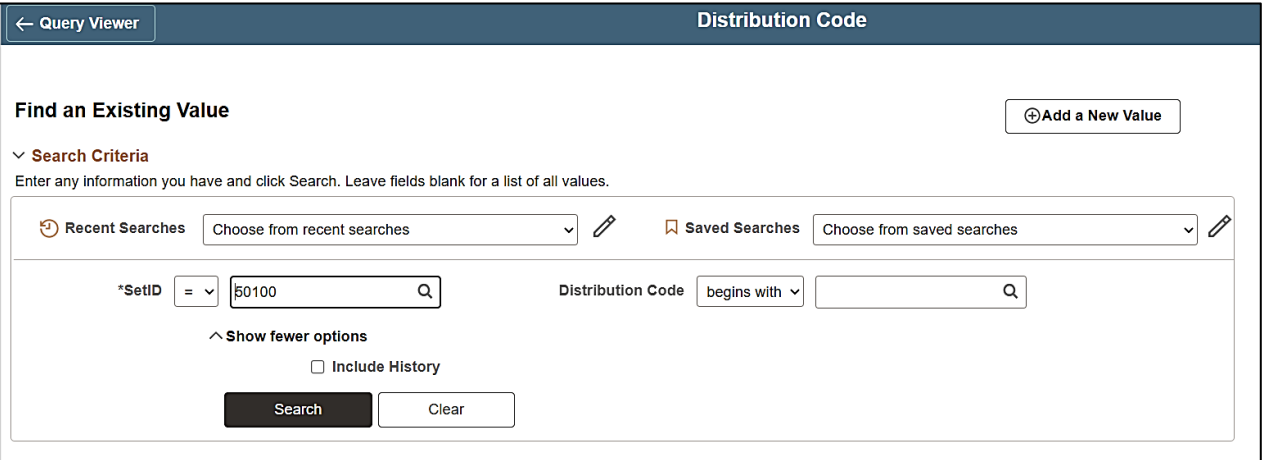
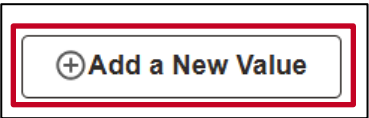
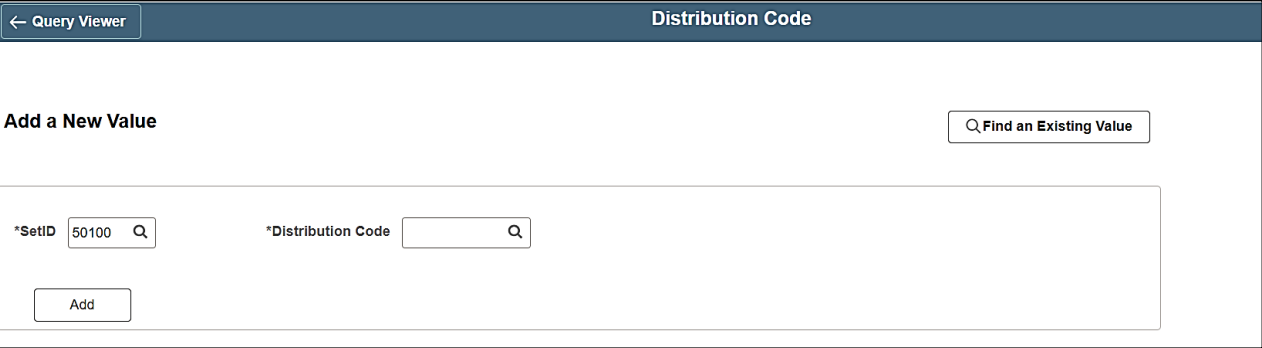
7.	Review the results to see if there is an existing Distribution Code for the COA string which is needed to record the revenue transactions for the Contract. - If the Distribution Code exists, proceed to the Creating an Amount-Based Prepaid Product section of this Job Aid - If the Distribution Code does not exist, proceed to the Creating a Distribution Code section of this Job Aid
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Project Accounting Job Aid

PA354 Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

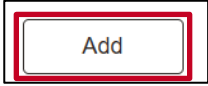
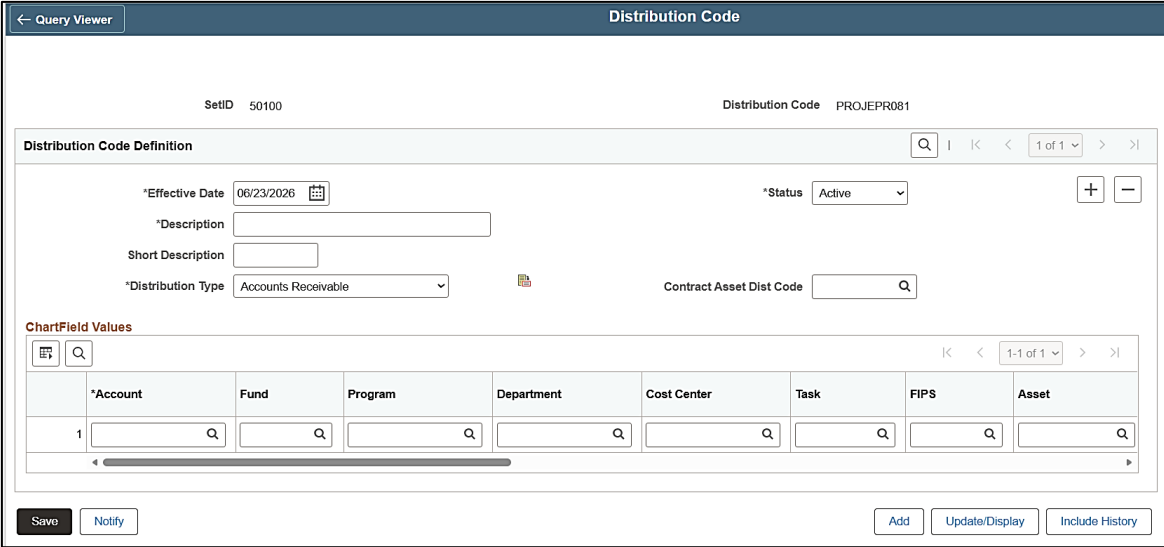
Creating a Distribution Code

Step	Action
1.	Navigate to the Distribution Code page using the following path: NavBar > Menu > Set Up Financials/Supply Chain > Common Definitions > Distribution Accounting > Distribution Code The Distribution Code Find an Existing Value Search page displays. 
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages. This Job Aid is located on the Cardinal Website in Job Aids under Learning.
2.	Click the Add a New Value button. 
	The Distribution Code Add a New Value page displays. 



Project Accounting Job Aid

PA354 Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

Step	Action
	The SetID field defaults to the Agency's Business Unit and should not be changed. 
3.	Enter the applicable Distribution Code in the Distribution Code field. The name of the Distribution Code should contain the corresponding Source Type and Category (e.g., "PROJEPR081"). 
4.	Click the Add button. 
The Distribution Code page displays. 	
5.	Enter "01/01/1901" in the Effective Date field. 



Project Accounting Job Aid

PA354 Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

Step	Action															
6.	Enter the applicable description for the Distribution Code in the Description field. *Description Partic - CON - STA-RICH-603023															
7.	Enter the Distribution Code ID in the Short Description field. Short Description PROJEPR081															
8.	Click the Distribution dropdown button and select "Revenue". *Distribution Type Revenue															
i	The Status defaults to "Active" and should not be changed. *Status Active															
9.	Click the Contract Liability Dist Code Look up icon and select the appropriate Deferred Revenue Distribution Code which should be used to book deferred revenue. Contract Liability Dist Code ADVANADCN5															
i	The V_PA_DISTRBUTION_CODES query is used to determine the available values to enter in the Contract Liability Dist Code field. Search using the SetID (i.e., "50100"), Account, and Fund. All Deferred Revenue Distribution Codes start with "ADVAN". V_PA_DISTRBUTION_CODES - Distribution Codes *SetID 50100 Account (% for all) 4% Fund (% for all) 04720 Dept Id (% for all) % Cost Center (% for all) % View Results Download results in : Excel Spreadsheet CSV Text File XML File (25 kb) View All <table><tr><th>Row</th><th>Distribution Code</th><th>Effective Date</th><th>Effective Status</th><th>Long Description</th></tr><tr><td>1</td><td>ADVANCON34</td><td>07/01/2016</td><td>A</td><td>Prepaid - CON - STA</td></tr><tr><td>2</td><td>ADVANCON35</td><td>07/01/2016</td><td>A</td><td>Prepaid - CON - OTH</td></tr></table>	Row	Distribution Code	Effective Date	Effective Status	Long Description	1	ADVANCON34	07/01/2016	A	Prepaid - CON - STA	2	ADVANCON35	07/01/2016	A	Prepaid - CON - OTH
Row	Distribution Code	Effective Date	Effective Status	Long Description												
1	ADVANCON34	07/01/2016	A	Prepaid - CON - STA												
2	ADVANCON35	07/01/2016	A	Prepaid - CON - OTH												



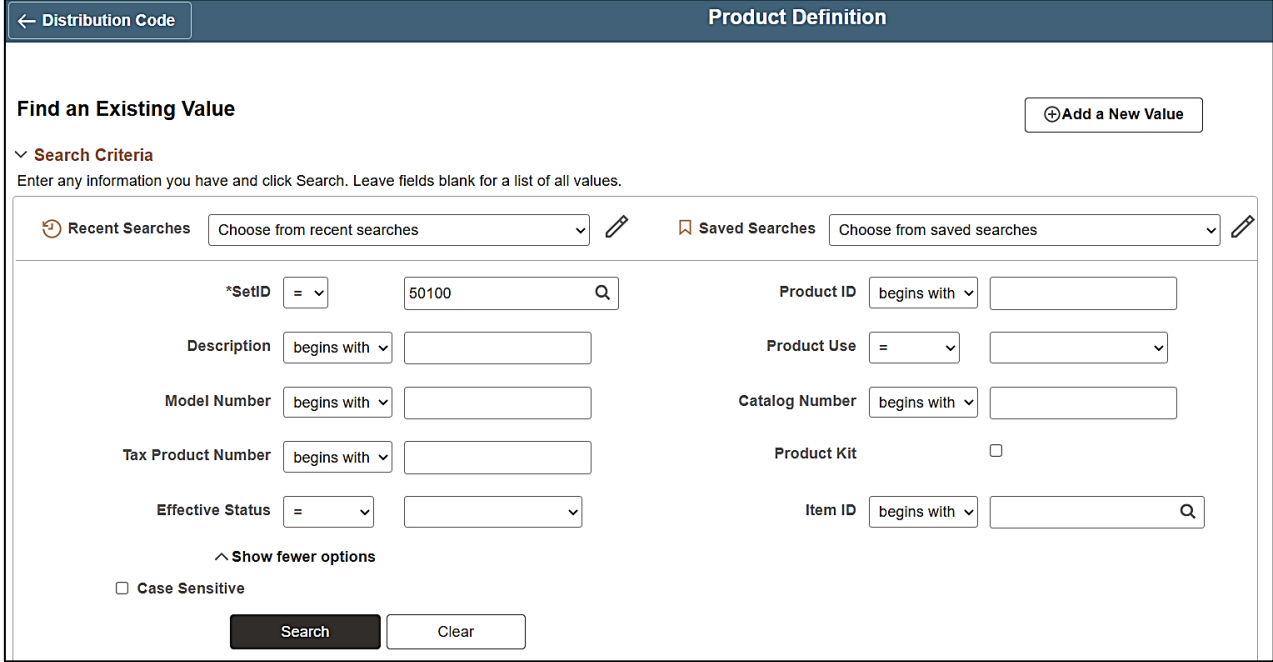
Project Accounting Job Aid

PA354 Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

Step	Action																					
	The Contract Liability Dist Code is used when creating an Amount-Based Deferred Contract Line to default the Contract Liability Distribution. The Chart of Account (COA) values are used to record the deferred revenue. The Deferred Revenue Distribution Code values should be associated to all Project related Distribution Codes for the “PROJE”, “COAL”, “MG&SECON”, and “MG&SEMGs” naming conventions.																					
10.	Complete the following fields in the ChartField Values section of the page: Account: Enter the Account which should be used to book revenue. In most cases, this value will be a revenue Account. In some cases, an expenditure Account is used to book revenue. In these cases, the Program Code will need to be populated as well. Fund: Enter the Fund Code which should be used to book revenue. Program: Only enter the Program Code if an expenditure Account is used instead of a revenue Account. The Program Code should be the Program from the Project Distribution of the Project associated with the Contract. ChartField Values <table><tr><td></td><td></td><td colspan="5"></td></tr><tr><td></td><td>*Account</td><td>Fund</td><td>Program</td><td>Department</td><td>Cost Center</td><td>Task</td></tr><tr><td>1</td><td>5023230 </td><td>04720 </td><td>603023 </td><td></td><td></td><td></td></tr></table>									*Account	Fund	Program	Department	Cost Center	Task	1	5023230 	04720 	603023 			
																						
	*Account	Fund	Program	Department	Cost Center	Task																
1	5023230 	04720 	603023 																			
11.	Click the Save button. Save Notify																					

Creating an Amount-Based Prepaid Product

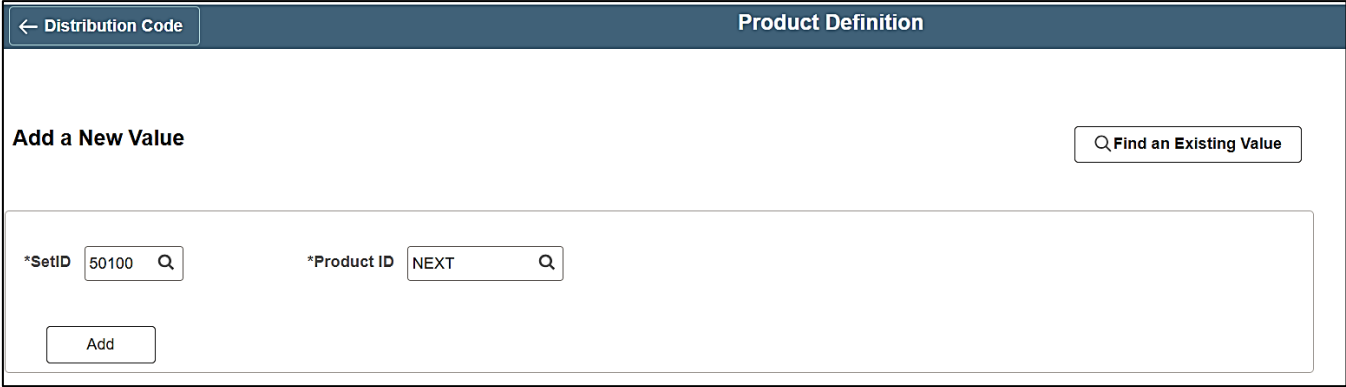
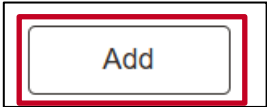
When creating a new Amount-Based Product, it is recommended that users submit a Help Desk ticket (vccc@vita.virginia.gov) with "Cardinal Project Accounting (PA)" in the subject line. The Cardinal Post Production Support (PPS) PA team will work with the user to ensure that the Product is created correctly. If the Product is not set up correctly, it will have downstream impacts to the Contract, Billing, and GL Distribution and require a Help Desk ticket to correct.

Step	Action
1.	Navigate to the Product Definition page using the following path: NavBar > Menu > Products > Identify Product Details > Define Product and Attributes The Product Definition Find an Existing Value Search page displays. 
	 For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages. This Job Aid is located on the Cardinal Website in Job Aids under Learning.
2.	Click the Add a New Value button. 



Project Accounting Job Aid

PA354 Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

Step	Action
	The Product Definition Add a New Value page displays. 
3.	Enter "50100" in the SetID field, if it does not default. 
4.	Enter the new Product ID in the Product ID field. 
5.	Click the Add button. 



Project Accounting Job Aid

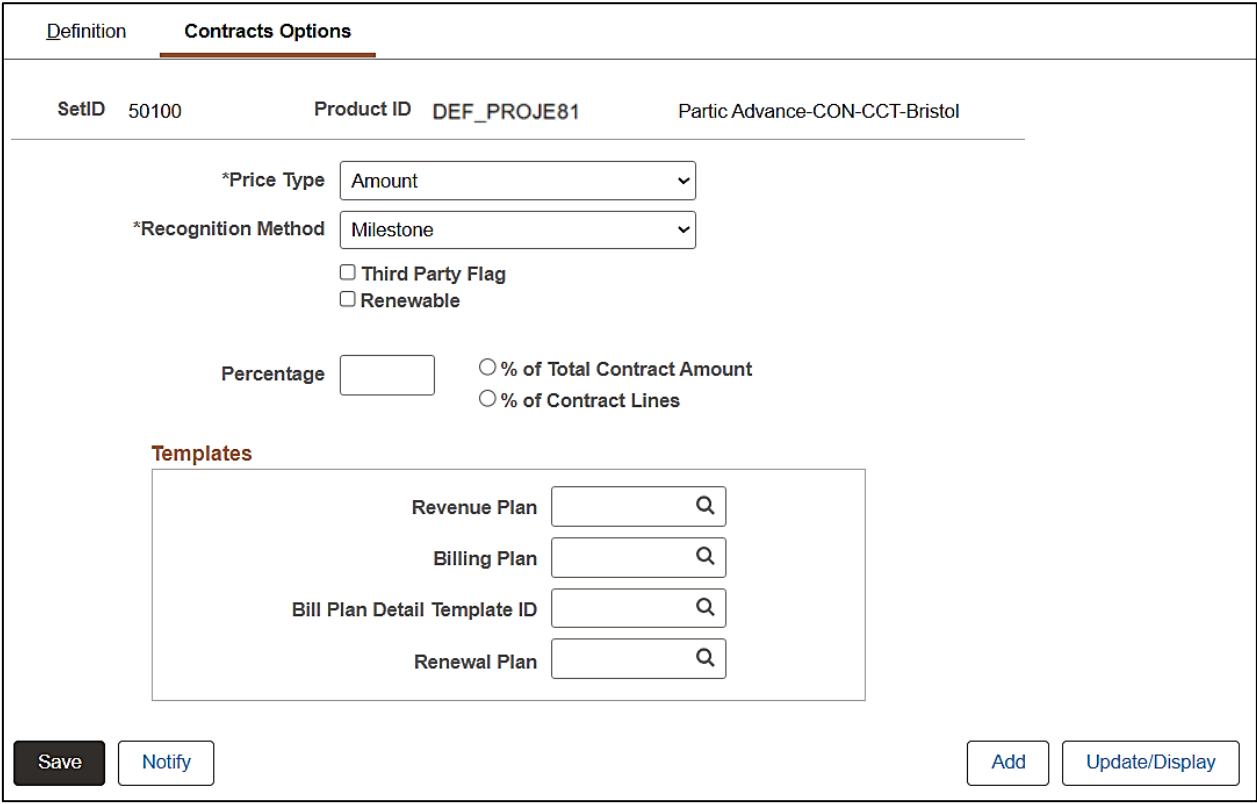
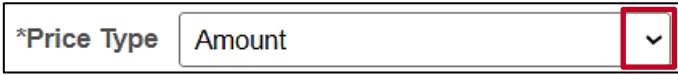
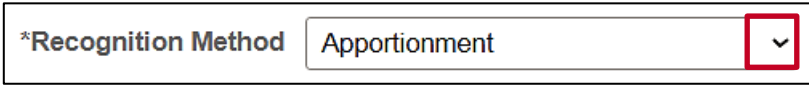
PA354 Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

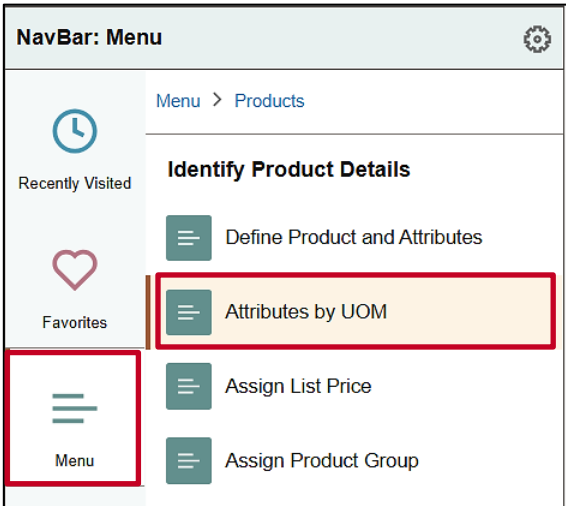
Step	Action
	The Definition tab displays. Definition Contracts Options SetID 50100Product ID DEF_PROJE81 *Product Use Contracts Only ☐ Product Kit *Description Long Description 254 characters remaining Catalog Number Model Number Product Brand *Physical Nature Goods View Product Image VAT Default VAT Service Treatment Setup Save Notify Add Update/Display Definition Contracts Options
	The Product Use field defaults to “Contracts Only”. Do not change. *Product Use Contracts Only
6.	Enter the Distribution Code in the Description field. *Description Partic Advance-CON-CCT-Bristol
	The Physical Nature field defaults to “Goods”. Do not change. *Physical Nature Goods
7.	Click the Save button. Save Notify



Project Accounting Job Aid

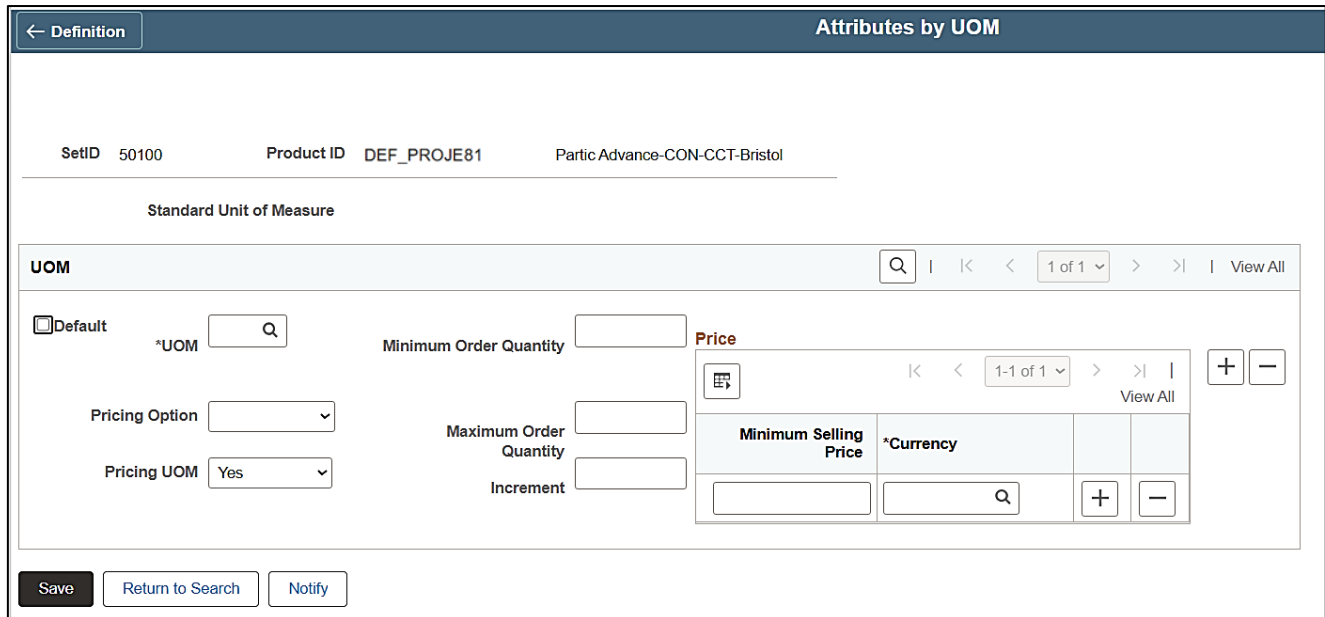
PA354 Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

Step	Action
8.	Click the Contracts Options tab.  A screenshot showing two tabs: 'Definition' and 'Contracts Options'. The 'Contracts Options' tab is highlighted with a red rectangular box.
The Contracts Options tab displays.  A screenshot of the 'Contracts Options' tab interface. It shows fields for 'SetID' (50100), 'Product ID' (DEF_PROJE81), and 'Partic Advance-CON-CCT-Bristol'. Below these are dropdowns for '*Price Type' (Amount) and '*Recognition Method' (Milestone). There are checkboxes for 'Third Party Flag' and 'Renewable'. A 'Percentage' field is followed by radio buttons for '% of Total Contract Amount' and '% of Contract Lines'. A 'Templates' section contains search fields for 'Revenue Plan', 'Billing Plan', 'Bill Plan Detail Template ID', and 'Renewal Plan'. At the bottom are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.	
9.	Click the Price Type dropdown button and select "Amount".  A screenshot of the '*Price Type' dropdown menu. The word 'Amount' is selected, and the dropdown arrow is highlighted with a red rectangular box.
10.	Click the Recognition Method dropdown button and select "Apportionment".  A screenshot of the '*Recognition Method' dropdown menu. The word 'Apportionment' is selected, and the dropdown arrow is highlighted with a red rectangular box.
11.	Enter "APPORT_60" in the Revenue Plan field.  A screenshot of the 'Revenue Plan' search field. The text 'APPORT_60' is entered, and the search icon is highlighted with a red rectangular box.

Step	Action
12.	Enter "PREPAID" in the Billing Plan field. 
13.	Click the Bill Plan Detail Template ID Look up icon and select the applicable value. 
	The selected Template defaults some of the Contract billing information, such as Bill Source, Bill Identifier, and Bill Cycle Identifier.
14.	Click the Save button. 
15.	Click the NavBar icon. 
16.	Click Menu and the Attributes by UOM menu list item. 

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

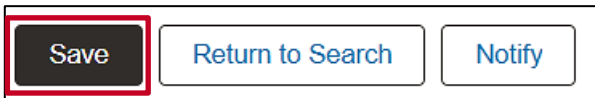
The **Attributes by UOM** page displays.



17. Click the **UOM** Look up icon and select the applicable Unit of Measure.



18. Click the **Save** button.



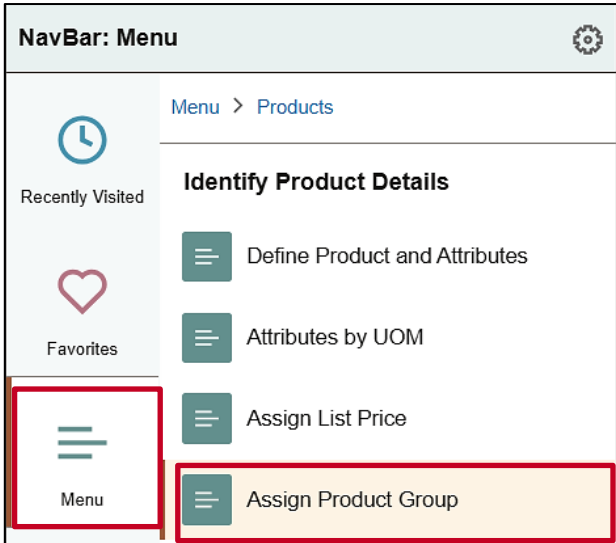
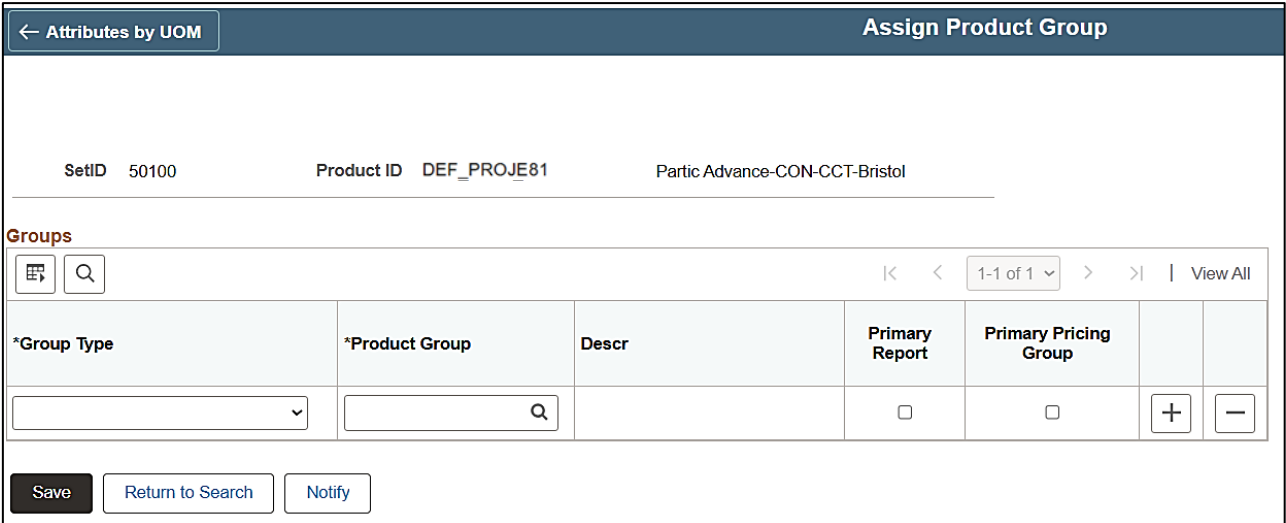
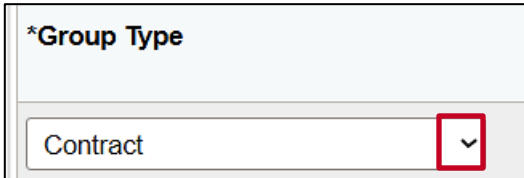
19. Click the **NavBar** icon.





Project Accounting Job Aid

PA354 Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

Step	Action
20.	Click the Menu and the Assign Product Group menu list item. 
The Assign Product Group page displays. 	
21.	Click the Group Type dropdown button and select "Contract". 



Project Accounting Job Aid

PA354 Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

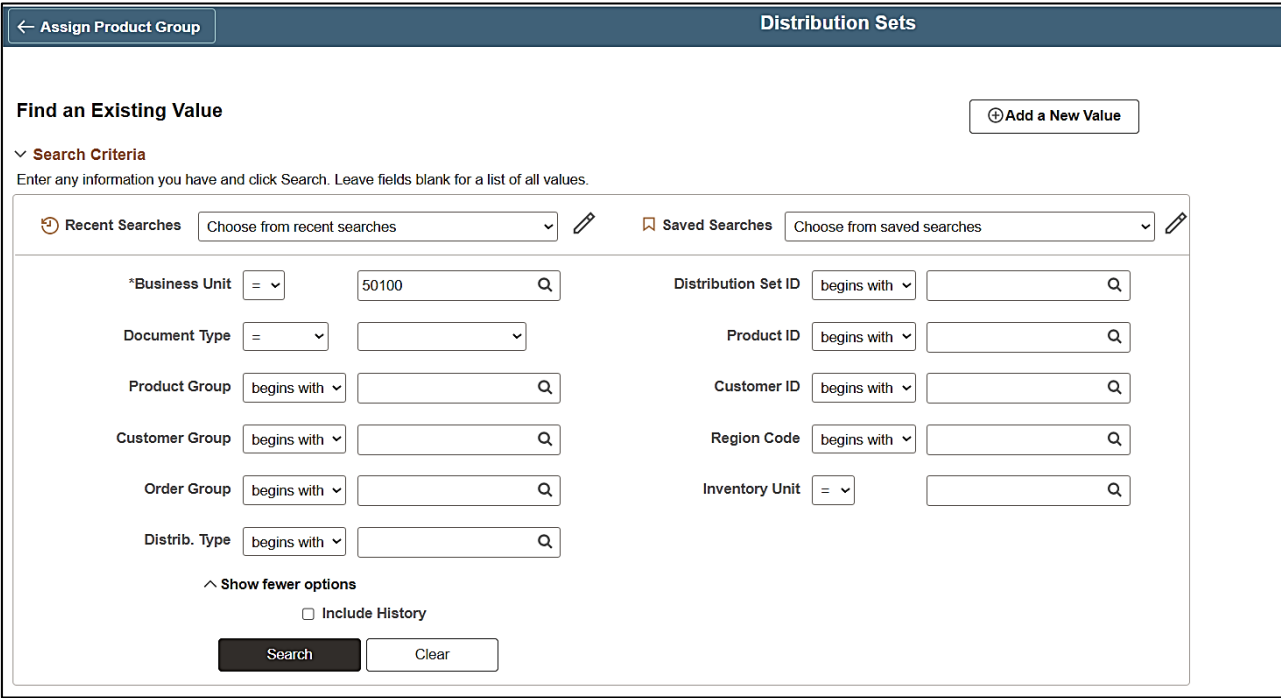
Step	Action						
22.	Click the Product Group Look up icon and select the applicable Product Group. <table><tr><th>*Group Type</th><th>*Product Group</th><th>Descr</th></tr><tr><td> Contract </td><td> DEF_CONCCT </td><td>Deferred - Constr Cty Co Twn</td></tr></table>	*Group Type	*Product Group	Descr	Contract	DEF_CONCCT	Deferred - Constr Cty Co Twn
*Group Type	*Product Group	Descr					
Contract	DEF_CONCCT	Deferred - Constr Cty Co Twn					
	This value determines in which Product Group the Product will be found when searching for the Product on the Contract.						
23.	Click the Save button. Save Return to Search Notify						



Project Accounting Job Aid

PA354 Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

Defining a Distribution Set

Step	Action
1.	Navigate to the Distribution Sets page using the following path: NavBar > Menu > Set Up Financials/Supply Chain > Common Definitions > Distribution Accounting > Distribution Sets
The Distribution Sets Find an Existing Value Search page displays. 	
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages. This Job Aid is located on the Cardinal website in Job Aids under Learning.
2.	Click the Add a New Value button. 



Project Accounting Job Aid

PA354 Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

Step	Action
	The Distribution Sets Add a New Value page displays. ← Assign Product Group Distribution Sets Add a New Value Q Find an Existing Value *Business Unit50100Q *Distribution Set IDNEXTQ Document Type▼ Add
3.	Enter “50100” in the Business Unit field if it does not default. *Business Unit 50100Q
	The Distribution Set ID defaults to “NEXT”. Do not change. *Distribution Set ID NEXTQ
4.	Click the Document Type dropdown button and select “Contract”. Document Type Contract▼
5.	Click the Add button. Add



Project Accounting Job Aid

PA354 Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

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

The **Distribution Sets** tab displays.

Distribution Sets

Distribution Percentages

Unit50100

GL Business Unit50100

Distribution Set IDNEXT

Document TypeContract

Distribution Set Description

Q

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<

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1 of 1

>

>

|

View All

*Effective Date06/23/2026

*StatusActive

+

-

Product ID

Product Group

Customer

Customer Group

Region

Order Group

Inventory Business Unit

Distribution Type

Save

Notify

Add

Update/Display

Include History

6. Enter "01/01/1901" in the **Effective Date** field.

*Effective Date

01/01/1901

7. Enter the Product ID previously created in the **Product ID** field.

Product ID

DEF_PROJE81

8. Confirm that the **Status** field displays "Active".

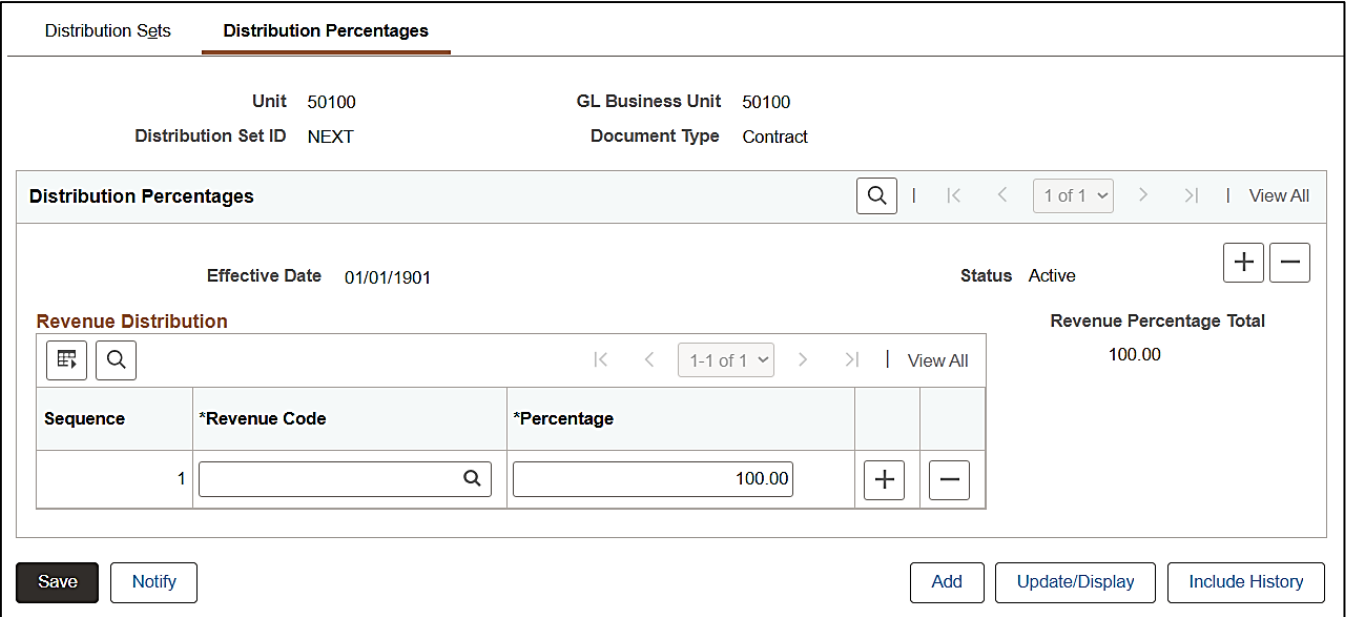
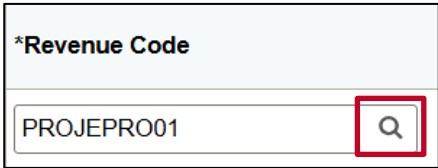
*Status

Active

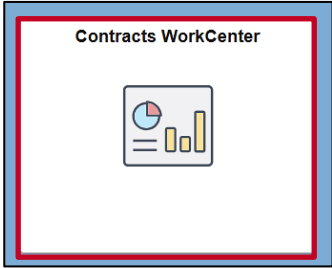
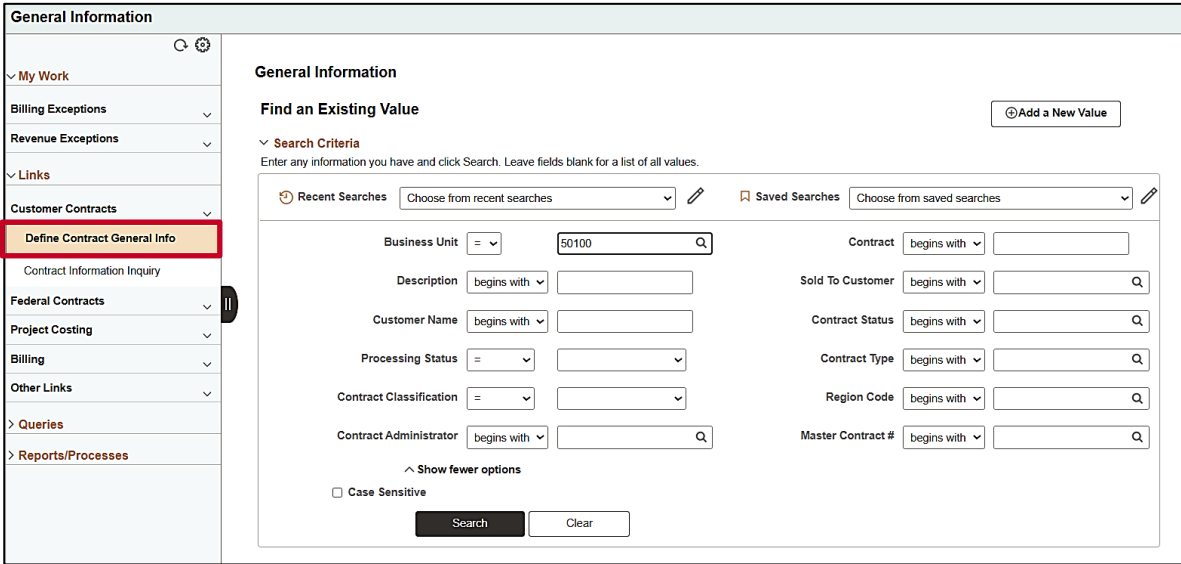


Project Accounting Job Aid

PA354 Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

Step	Action
9.	Click the Distribution Percentages tab. 
The Distribution Percentages tab displays. 	
10.	Click the Revenue Code Look up icon and select the applicable Revenue Code (Distribution Code) for the Product created. 
	General Ledger ChartFields are linked to the Revenue Code and default on the Revenue Line of the Contract.
11.	Click the Save button. 

Creating a Non-Federal Amount-Based Prepaid Contract

Step	Action
1.	Navigate to the General Information page by clicking the Contracts WorkCenter tile. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation 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. 
	Users can also access the General Information page using the following navigation path: NavBar > Menu > Customer Contracts > Create and Amend > General Information



Project Accounting Job Aid

PA354 Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

Step	Action
	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 = ▼ 60100 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
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages. This Job Aid is located on the Cardinal website in Job Aids under Learning.
3.	Click the Add a New Value button. ⊕ Add a New Value



Project Accounting Job Aid

PA354 Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

Step	Action
	The General Information Add a New Value page displays. General Information Add a New Value Find an Existing Value *Business Unit50100 *ContractNEXT *Sold To Customer *Contract ClassificationStandard Separate Fixed Billing and Revenue Separate As Incurred Billing and Revenue Add
4.	Enter the Customer ID in the Sold To Customer field. *Sold To Customer0000000015
5.	Click the Add button. Add



Project Accounting Job Aid

PA354 Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

Step	Action
	The General Information page displays with the General tab displayed by default. General Lines Contract Number NEXT Sold To Customer WHITEHURST PAVING COMPANY, INC. *Contract Status PENDING Copy From Contract Add to My Contracts Description Contract Admin Region Code Contract Type Currency Code USD Exchange Rate Type CRRNT Contract Signed 06/23/2026 Contract Role Revenue Profile Use Project ChartFields: ☒ Processing Status Pending Amendment Status Business Unit VA Dept of Transportation Contract Classification Standard Last Amended Last Update Date/Time Last Update User ID Separate Fixed Billing and Revenue: ☐ Separate As Incurred Billing and Revenue: ☐ > Other Information > Summary of Amounts ? Billing Plans Revenue Plans Milestones Renewals Amount Allocation Supplemental Data Go To More Save Notify Add Update/Display General Lines



Project Accounting Job Aid

PA354 Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

Step	Action
8.	Enter the appropriate date in the Contract Signed field. Contract Signed 06/23/2026 
9.	Enter the appropriate legal entity in the Legal Entity field in the Other Information section. Legal Entity STATE 
10.	Enter the appropriate amount in the Fixed Billing field in the Summary of Amounts section. Fixed Billing 120,000.00
11.	Click the Save button. Save 
	The page refreshes and the systematically-assigned Contract Number displays. Contract Number 0000002401
12.	Click the Lines tab. General Lines



Project Accounting Job Aid

PA354 Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

Step	Action
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The **Lines** tab displays.

General | **Lines**

Contract Number 0000002401 Sold To Customer WHITEHURST PAVING COMPANY, INC.
Contract Status PENDING

[Add Contract Lines](#) [Add Default Kit](#)

Contract Lines ⓘ

General | Detail | Billing Amount Details | Revenue Amount Details | Contract Liability | Renewals | ⓘ

Actions	Line	Product	Description	Price Type	Hold Billing on Unpaid Cost	Hold Revenue on Unpaid Cost	Standalone Sale	Bundle	Product Kit	Start Date	End Date	*Status
Actions					☐	☐	☐					Active

Billing Plans Revenue Plans Milestones Renewals Amount Allocation Supplemental Data

Go To [More](#)

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

General | Lines

13. Click the **Add Contract Lines** button.

[Add Contract Lines](#) [Add Default Kit](#)

The **General Information Add Contract Lines Search** page displays.

General Information

Add Contract Lines

Search ⓘ

Product Group

Product

Product Description

Price Type

Physical Nature

☐ Product Kits

☐ Renewable

[Create Adhoc Product](#) [Return to Contract Lines](#)



Project Accounting Job Aid

PA354 Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

Step	Action
14.	Click the Product Group Look up icon and select the applicable Product Group. Product Group DEF_CONCCT 
	To select the applicable Product Group for the Amount-Based Prepaid Contract, select the applicable Product. The Product will have a prefix of "DEF".
15.	Click the Price Type dropdown button and select "Amount". Price Type Amount 
16.	Click the Search button. Search

The search results display in the **Search Results** section.

Search Results 





1-25 of 29

<

>

|

View All

General

Templates

	Product	Description	Price Type	Physical Nature	Product Kit	*Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
☐	1 DEF_PROJE29	Partic Advance-CON-CCT-Bristol	Amount	Goods	N	None			N		1.0000 	
☐	2 DEF_PROJE30	Partic Advance-CON-CCT-Salem	Amount	Goods	N	None			N		1.0000 	
☐	3 DEF_PROJE31	Partic Advance-CON-CCT-Lynchbg	Amount	Goods	N	None			N		1.0000 	
☐	4 DEF_PROJE32	Partic Advance-CON-CCT-Richmnd	Amount	Goods	N	None			N		1.0000 	
☐	5 DEF_PROJE33	Partic Advance-CON-CCT-Suffolk	Amount	Goods	N	None			N		1.0000 	
☐	6 DEF_PROJE34	Partic Advance-CON-CCT-Fredbrg	Amount	Goods	N	None			N		1.0000 	
☐	7 DEF_PROJE35	Partic Advance-CON-CCT-Culpepr	Amount	Goods	N	None			N		1.0000 	
☐	8 DEF_PROJE36	Partic Advance-CON-CCT-Stauntn	Amount	Goods	N	None			N		1.0000 	
☐	9 DEF_PROJE37	Partic Advance-CON-CCT-NOVA	Amount	Goods	N	None			N		1.0000 	
☐	10 DEF_PROJE67	Partic Adv-CON-1st Cty-Bristol	Amount	Goods	N	None			N		1.0000 	
☐	11 DEF_PROJE68	Partic Adv-CON-1st Cty-Salem	Amount	Goods	N	None			N		1.0000 	
☐	12 DEF_PROJE69	Partic Adv-CON-1st Cty-Lynchbg	Amount	Goods	N	None			N		1.0000 	
☐	13 DEF_PROJE70	Partic Adv-CON-1st Cty-Richmnd	Amount	Goods	N	None			N		1.0000 	
☐	14 DEF_PROJE71	Partic Adv-CON-1st Cty-Hampton	Amount	Goods	N	None			N		1.0000 	
☐	15 DEF_PROJE72	Partic Adv-CON-1st Cty-Fredbrg	Amount	Goods	N	None			N		1.0000 	



Select All



Clear All

17.

Click the **Select** checkbox option for the Product that should be used to create the Contract Line.

☐	13	DEF_PROJE70	Partic Adv-CON-1st Cty-Richmnd	Amount
☒	14	DEF_PROJE71	Partic Adv-CON-1st Cty-Hampton	Amount
☐	15	DEF_PROJE72	Partic Adv-CON-1st Cty-Fredbrg	Amount



Project Accounting Job Aid

PA354 Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

Step	Action																											
18.	Click the Start Date Calendar icon and select the start date for the Contract Line. <table><tr><td>☐</td><td>13</td><td>DEF_PROJE70</td><td>Partic Adv-CON-1st Cty-Richmnd</td><td>Amount</td><td>Goods</td><td>N</td><td>None</td><td> </td></tr><tr><td>☒</td><td>14</td><td>DEF_PROJE71</td><td>Partic Adv-CON-1st Cty-Hampton</td><td>Amount</td><td>Goods</td><td>N</td><td>None</td><td>06/23/2026 </td></tr><tr><td>☐</td><td>15</td><td>DEF_PROJE72</td><td>Partic Adv-CON-1st Cty-Fredbrg</td><td>Amount</td><td>Goods</td><td>N</td><td>None</td><td> </td></tr></table>	☐	13	DEF_PROJE70	Partic Adv-CON-1st Cty-Richmnd	Amount	Goods	N	None		☒	14	DEF_PROJE71	Partic Adv-CON-1st Cty-Hampton	Amount	Goods	N	None	06/23/2026	☐	15	DEF_PROJE72	Partic Adv-CON-1st Cty-Fredbrg	Amount	Goods	N	None	
☐	13	DEF_PROJE70	Partic Adv-CON-1st Cty-Richmnd	Amount	Goods	N	None																					
☒	14	DEF_PROJE71	Partic Adv-CON-1st Cty-Hampton	Amount	Goods	N	None	06/23/2026																				
☐	15	DEF_PROJE72	Partic Adv-CON-1st Cty-Fredbrg	Amount	Goods	N	None																					
	The End Date field is left blank. The Quantity field defaults and should not be changed. The UOM field (Unit of Measure associated with the Product, if any) defaults and should not be changed.																											
19.	Click the Templates tab in the Search Results section. <u>General</u> Templates																											

The **Templates** tab displays.

<u>General</u> Templates						
	Product	Revenue Plan	Billing Plan	Billing Plan Detail	Renewal Plan	
☐	1 DEF_PROJE29	APPORT_60	PREPAID	PROJE_CCT		
☐	2 DEF_PROJE30	APPORT_60	PREPAID	PROJE_CCT		
☐	3 DEF_PROJE31	APPORT_60	PREPAID	PROJE_CCT		
☐	4 DEF_PROJE32	APPORT_60	PREPAID	PROJE_CCT		
☐	5 DEF_PROJE33	APPORT_60	PREPAID	PROJE_CCT		
☐	6 DEF_PROJE34	APPORT_60	PREPAID	PROJE_CCT		
☐	7 DEF_PROJE35	APPORT_60	PREPAID	PROJE_CCT		
☐	8 DEF_PROJE36	APPORT_60	PREPAID	PROJE_CCT		



Project Accounting Job Aid

PA354 Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

Step	Action
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The **Templates** tab redisplay with the updated **Revenue Plan** selected.

General		Templates				
		Product	Revenue Plan	Billing Plan	Billing Plan Detail	Renewal Plan
☐	11	DEF_PROJE68	APPORT_60	PREPAID	PROJE_CCT	
☐	12	DEF_PROJE69	APPORT_60	PREPAID	PROJE_CCT	
☐	13	DEF_PROJE70	APPORT_60	PREPAID	PROJE_CCT	
☒	14	DEF_PROJE71	APPORT_12	PREPAID	PROJE_CCT	
☐	15	DEF_PROJE72	APPORT_60	PREPAID	PROJE_CCT	

22. Scroll to the bottom of the page as needed and click the **Add Contract Lines** button.

[Add Contract Lines](#)

The **General Information Add Contract Lines Search** page redisplay.

General Information

Add Contract Lines

Search

Product Group

DEF_CONCCT

Product

Product Description

Price Type

Amount

Physical Nature

☐ Product Kits

☐ Renewable

Search

1 line(s) have been added to the contract

Create Adhoc Product

Return to Contract Lines



A message displays indicating that "1 line(s) have been added to the contract".

Search

1 line(s) have been added to the contract

Create Adhoc Product

Return to Contract Lines



Project Accounting Job Aid

PA354 Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

Step	Action																						
23.	Click the Return to Contract Lines link. Search 1 line(s) have been added to the contract Create Adhoc Product Return to Contract Lines																						
The Lines tab redispays.																							
General Lines Contract Number 0000002401 Sold To Customer WHITEHURST PAVING COMPANY, INC. Contract Status PENDING Add Contract Lines Add Default Kit Contract Lines General Detail Billing Amount Details Revenue Amount Details Contract Liability <table><tr><th>Actions</th><th>Line</th><th>Product</th><th>Description</th><th>Price Type</th><th>Standalone Sale</th><th>Bundle</th><th>Start Date</th><th>End Date</th><th>*Status</th><th>Supplemen</th></tr><tr><td>▼ Actions</td><td>1</td><td>DEF_PROJE71</td><td>Partic Adv-CON-1st Cty</td><td>Amount</td><td>☐</td><td></td><td>06/23/2026</td><td></td><td>Active</td><td>Supplement</td></tr></table> Billing Plans Revenue Plans Milestones Renewals Amount Allocation Supplemental Data Go To More Save Return to Search Notify Add Update/Display		Actions	Line	Product	Description	Price Type	Standalone Sale	Bundle	Start Date	End Date	*Status	Supplemen	▼ Actions	1	DEF_PROJE71	Partic Adv-CON-1st Cty	Amount	☐		06/23/2026		Active	Supplement
Actions	Line	Product	Description	Price Type	Standalone Sale	Bundle	Start Date	End Date	*Status	Supplemen													
▼ Actions	1	DEF_PROJE71	Partic Adv-CON-1st Cty	Amount	☐		06/23/2026		Active	Supplement													
24.	Click the Save button. Save Return to Search Notify																						
i	This action saves the Contract Line and defaults the Contract Billing Plans and Revenue Plans based on the Product.																						
25.	Click the Detail tab to add the Project and Activity to the Contract Line. Contract Lines General Detail Billing Amount Details Revenue Amount Details Contract Liability																						



Project Accounting Job Aid

PA354 Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

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

The **Contract Lines 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
▼ Actions	1	DEF_PROJE71	Partic Adv-CON-1st Cty	Amount	Pending	Pending	Contract Terms	Distribution

26.

Click the **Contract Terms** link within the **Contract Terms** field.

Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms
1	DEF_PROJE71	Partic Adv-CON-1st Cty	Amount	Pending	Pending	Contract Terms

The **Related Projects** tab displays.

Related Projects

Contract Number 0000002401 Sold To Customer WHITEHURST PAVING COMPANY, INC.
Amendment Number Contract Status PENDING

Contract Line ◀ 1 ▶ Price Type Amount
Product DEF_PROJE71
Description Partic Adv-CON-1st Cty-Hampton

PC Business Unit

Associated Projects & Activities

1-1 of 1

*Project	*Activity	Source Type	Category	Subcategory

Create Project Create Activity

[Return to General Information](#) [Amount Allocation](#)

Save Return to Search Notify Refresh Update/Display Include History Correct History



If additional tabs display, click the **Related Projects** tab.

27.

Enter "50100" in the **PC Business Unit** field.

PC Business Unit



Project Accounting Job Aid

PA354 Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

Step	Action				
28.	Enter the applicable Project ID in the Project field. <table><tr><td>*Project</td><td>*Activity</td></tr><tr><td> 0000100624 </td><td> </td></tr></table>	*Project	*Activity	0000100624	
*Project	*Activity				
0000100624					
29.	Enter the applicable Activity in the Activity field. <table><tr><td>*Project</td><td>*Activity</td></tr><tr><td> 0000100624 </td><td> 716 </td></tr></table>	*Project	*Activity	0000100624	716
*Project	*Activity				
0000100624	716				
	The selected Activity must be from the associated Project phase and the Project and Activity must be active for the Accounting Distribution to save.				
30.	Click the Save button. Save Return to Search Notify Refresh				
31.	Click the Return to General Information link. Create Project Create Activity Return to General Information				



Project Accounting Job Aid

PA354 Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

Step	Action
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The **Lines** tab redisplay.

General **Lines**

Contract Number 000002401 Sold To Customer WHITEHURST PAVING COMPANY, INC.
Contract Status PENDING

[Add Contract Lines](#) [Add Default Kit](#)

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	Supplemen
▼ Actions	1	DEF_PROJE71	Partic Adv-CON-1st Cty	Amount	☐		06/23/2026		Active	Supplement

Billing Plans Revenue Plans Milestones Renewals Amount Allocation Supplemental Data Go To More

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

32. Click the **Detail** tab within the **Contract Lines** section.

Contract Lines ?

[General](#) **Detail** [Billing Amount Details](#) [Revenue Amount Details](#) [Contract Liability](#) ||>

The **Detail** tab displays.

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 Custome
▼ Actions	1	DEF_PROJE71	Partic Adv-CON-1st Cty	Amount	Pending	Pending	Contract Terms	Distribution	Internal Notes	WHITEHURST PA INC.

33. Click the **Distribution** link in the **Accounting** field.

Contract Terms	Accounting	Internal Notes
Contract Terms	Distribution	Internal Notes



Project Accounting Job Aid

PA354 Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

Step	Action																																																				
	The Accounting Distribution page displays. Accounting Distribution WHITEHURST PAVING COMPANY, INC. Contract 0000002401 Line Num 1 Description Partic Adv-CON-1st City-Hampton Billing Amount 0.00 Revenue Amount 0.00 Unit 50100 Currency USD Accounting Distributions 1 of 1 View All *Effective Date 08/23/2026 Define Distributions By ☒ Percent ☐ Amount Calculate Amounts Revenue <table border="1"><thead><tr><th>Percentage</th><th>Revenue Amount</th><th>GL Unit</th><th>Distribution Code</th><th>Account</th><th>Fund</th><th>Program</th><th>Department</th></tr></thead><tbody><tr><td>100.00000000</td><td>0.00</td><td>50100</td><td>PROJEU05</td><td>40042016</td><td>04720</td><td></td><td>15000</td></tr></tbody></table> Contract Liability <table border="1"><thead><tr><th>Percentage</th><th>Revenue Amount</th><th>GL Unit</th><th>Distribution Code</th><th>Account</th><th>Fund</th><th>Program</th><th>Department</th><th>Cost Cent</th></tr></thead><tbody><tr><td>100.00000000</td><td>0.00</td><td>50100</td><td>ADVANCN1</td><td>24042011</td><td>04720</td><td></td><td>99999</td><td></td></tr></tbody></table> Contract Asset <table border="1"><thead><tr><th>Percentage</th><th>Billing Amount</th><th>Revenue Amount</th><th>GL Unit</th><th>Distribution Code</th><th>Account</th><th>Fund</th><th>Program</th><th>Department</th></tr></thead><tbody><tr><td>100.00000000</td><td>0.00</td><td>0.00</td><td>50100</td><td>AMT_CONCCT</td><td>112062</td><td>04720</td><td></td><td>99999</td></tr></tbody></table> Return to General Information Save Return to Search Notify Update/Display Include History Correct History	Percentage	Revenue Amount	GL Unit	Distribution Code	Account	Fund	Program	Department	100.00000000	0.00	50100	PROJEU05	40042016	04720		15000	Percentage	Revenue Amount	GL Unit	Distribution Code	Account	Fund	Program	Department	Cost Cent	100.00000000	0.00	50100	ADVANCN1	24042011	04720		99999		Percentage	Billing Amount	Revenue Amount	GL Unit	Distribution Code	Account	Fund	Program	Department	100.00000000	0.00	0.00	50100	AMT_CONCCT	112062	04720		99999
Percentage	Revenue Amount	GL Unit	Distribution Code	Account	Fund	Program	Department																																														
100.00000000	0.00	50100	PROJEU05	40042016	04720		15000																																														
Percentage	Revenue Amount	GL Unit	Distribution Code	Account	Fund	Program	Department	Cost Cent																																													
100.00000000	0.00	50100	ADVANCN1	24042011	04720		99999																																														
Percentage	Billing Amount	Revenue Amount	GL Unit	Distribution Code	Account	Fund	Program	Department																																													
100.00000000	0.00	0.00	50100	AMT_CONCCT	112062	04720		99999																																													
34.	Click the Correct History button. Update/Display Include History Correct History																																																				



Project Accounting Job Aid

PA354 Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

Step	Action																																																						
35.	The Fund and Department fields must match for the Revenue, Contract Liability, and Contract Asset Lines. Update the Fund and/or the Department values as applicable. Revenue <table><tr><th>Percentage</th><th>Revenue Amount</th><th>GL Unit</th><th>Distribution Code</th><th>Account</th><th>Fund</th><th>Program</th><th>Department</th><th>Co</th></tr><tr><td>100.00000000</td><td>0.00</td><td>50100</td><td>PROJEUCI05</td><td>40042016</td><td>04720</td><td></td><td>15000</td><td></td></tr></table> Contract Liability <table><tr><th>Percentage</th><th>Revenue Amount</th><th>GL Unit</th><th>Distribution Code</th><th>Account</th><th>Fund</th><th>Program</th><th>Department</th><th>Cost Cent</th></tr><tr><td>100.00000000</td><td>0.00</td><td>50100</td><td>ADVANADCN1</td><td>24042011</td><td>04720</td><td></td><td>99999</td><td></td></tr></table> Contract Asset <table><tr><th>Percentage</th><th>Billing Amount</th><th>Revenue Amount</th><th>GL Unit</th><th>Distribution Code</th><th>Account</th><th>Fund</th><th>Program</th><th>Department</th></tr><tr><td>100.00000000</td><td>0.00</td><td>0.00</td><td>50100</td><td>AMT_CONCCT</td><td>112062</td><td>04720</td><td></td><td>99999</td></tr></table>	Percentage	Revenue Amount	GL Unit	Distribution Code	Account	Fund	Program	Department	Co	100.00000000	0.00	50100	PROJEUCI05	40042016	04720		15000		Percentage	Revenue Amount	GL Unit	Distribution Code	Account	Fund	Program	Department	Cost Cent	100.00000000	0.00	50100	ADVANADCN1	24042011	04720		99999		Percentage	Billing Amount	Revenue Amount	GL Unit	Distribution Code	Account	Fund	Program	Department	100.00000000	0.00	0.00	50100	AMT_CONCCT	112062	04720		99999
Percentage	Revenue Amount	GL Unit	Distribution Code	Account	Fund	Program	Department	Co																																															
100.00000000	0.00	50100	PROJEUCI05	40042016	04720		15000																																																
Percentage	Revenue Amount	GL Unit	Distribution Code	Account	Fund	Program	Department	Cost Cent																																															
100.00000000	0.00	50100	ADVANADCN1	24042011	04720		99999																																																
Percentage	Billing Amount	Revenue Amount	GL Unit	Distribution Code	Account	Fund	Program	Department																																															
100.00000000	0.00	0.00	50100	AMT_CONCCT	112062	04720		99999																																															
36.	Scroll to the right as needed for the Revenue, Contract Liability, and Contract Asset Lines and enter or select the following: • PC Business Unit: enter/select the Agency Business Unit • Project: enter/select the same Project ID that was used when the Contract Line was created • Activity: enter/select the same Activity that was used when creating the Contract Line Revenue <table><tr><th>Agency Use 1</th><th>Agency Use 2</th><th>PC Business Unit</th><th>Project</th><th>Activity</th><th>Source Type</th><th>Category</th><th>Subcategory</th><th>Affiliate</th></tr><tr><td></td><td></td><td>50100</td><td>0000100624</td><td>716</td><td></td><td></td><td></td><td></td></tr></table> Contract Liability <table><tr><th>Agency Use 1</th><th>Agency Use 2</th><th>PC Business Unit</th><th>Project</th><th>Activity</th><th>Source Type</th><th>Category</th><th>Subcategory</th><th>A</th></tr><tr><td></td><td></td><td>50100</td><td>0000100624</td><td>716</td><td></td><td></td><td></td><td></td></tr></table> Contract Asset <table><tr><th>Agency Use 1</th><th>Agency Use 2</th><th>PC Business Unit</th><th>Project</th><th>Activity</th><th>Source Type</th><th>Category</th><th>Subcategory</th><th>Affiliate</th></tr><tr><td></td><td></td><td>50100</td><td>0000100624</td><td>716</td><td></td><td></td><td></td><td></td></tr></table>	Agency Use 1	Agency Use 2	PC Business Unit	Project	Activity	Source Type	Category	Subcategory	Affiliate			50100	0000100624	716					Agency Use 1	Agency Use 2	PC Business Unit	Project	Activity	Source Type	Category	Subcategory	A			50100	0000100624	716					Agency Use 1	Agency Use 2	PC Business Unit	Project	Activity	Source Type	Category	Subcategory	Affiliate			50100	0000100624	716				
Agency Use 1	Agency Use 2	PC Business Unit	Project	Activity	Source Type	Category	Subcategory	Affiliate																																															
		50100	0000100624	716																																																			
Agency Use 1	Agency Use 2	PC Business Unit	Project	Activity	Source Type	Category	Subcategory	A																																															
		50100	0000100624	716																																																			
Agency Use 1	Agency Use 2	PC Business Unit	Project	Activity	Source Type	Category	Subcategory	Affiliate																																															
		50100	0000100624	716																																																			



Project Accounting Job Aid

PA354 Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

Step	Action																																								
37.	Click the Save button. Save Return to Search Notify																																								
A Message displays in a pop-up window indicating that the “Contract Asset accounting distribution has been changed”. Contract Asset accounting distribution has been changed. (9850,242) OK Cancel																																									
38.	Click the OK button. OK Cancel																																								
39.	Scroll to the right as needed and verify that all of the distributions display as “Valid” (Valid checkbox option checked). <table><tr><th>Subcategory</th><th>Affiliate</th><th>Fund Affiliate</th><th>Stat</th><th>Valid</th><th></th><th></th></tr><tr><td> </td><td> </td><td> </td><td> </td><td>☒</td><td>+</td><td>-</td></tr></table> << < 1-1 of 1 > >> <table><tr><th>Subcategory</th><th>Affiliate</th><th>Fund Affiliate</th><th>Stat</th><th>Valid</th><th></th><th></th></tr><tr><td> </td><td> </td><td> </td><td> </td><td>☒</td><td>+</td><td>-</td></tr></table> << < 1-1 of 1 > >> View All <table><tr><th></th><th>Subcategory</th><th>Affiliate</th><th>Fund Affiliate</th><th>Stat</th><th>Valid</th></tr><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td>☒</td></tr></table>	Subcategory	Affiliate	Fund Affiliate	Stat	Valid							☒	+	-	Subcategory	Affiliate	Fund Affiliate	Stat	Valid							☒	+	-		Subcategory	Affiliate	Fund Affiliate	Stat	Valid						☒
Subcategory	Affiliate	Fund Affiliate	Stat	Valid																																					
				☒	+	-																																			
Subcategory	Affiliate	Fund Affiliate	Stat	Valid																																					
				☒	+	-																																			
	Subcategory	Affiliate	Fund Affiliate	Stat	Valid																																				
					☒																																				
40.	Click the Return to General Information link at the bottom of the page. Return to General Information Save Return to Search Notify																																								



Project Accounting Job Aid

PA354 Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

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

The **Lines** tab redisplay.

General **Lines**

Contract Number 0000002401 Sold To Customer WHITEHURST PAVING COMPANY, INC.
Contract Status PENDING

[Add Contract Lines](#) [Add Default Kit](#)

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	Supplement
▼ Actions	1	DEF_PROJE71	Partic Adv-CON-1st Cty	Amount	☐		06/23/2026		Active	Supplement

Billing Plans Revenue Plans Milestones Renewals Amount Allocation Supplemental Data

Go To More

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

General | Lines

41. Click the **Amount Allocation** link.

[Renewals](#)

[Amount Allocation](#)

[Supplemental Data](#)

The **Billing Allocation** tab displays.

Billing Allocation

Contract 0000002401 Sold To Customer 0000000015 WHITEHURST PAVING COMPANY, INC.
Business Unit 50100 Currency USD Contract Admin

Contract Billing

Total Billing Unallocated Billing 0.00

▼ **Fixed Billing**

Fixed Billing	120,000.00	Unallocated Fixed Billing	120,000.00
Billing Discounts/Surcharges	0.00	Inclusive Prepays	0.00
Net Fixed Billing	120,000.00	Allocation	Incomplete

[Recalculate](#)

Contract Line Pricing

Retrieve Billing Price	Line	Product	Bundle	Price Type	Quantity	Extended Price	Billing Amount	Billing Discounts/Surcharges	Net Billing	Simulate Billing Pricing	Actions
☐	1	DEF_PROJE71		Amount	1.0000	0.00	0.00	0.00	0.00	Simulate Billing Pricing	▼ Actions

☒ Select All ☐ Clear All [Recalculate](#)



Project Accounting Job Aid

PA354 Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

Step	Action
42.	Enter the applicable amount in the Total Billing field. Contract Billing ⓘ Total Billing 120,000.00
43.	Enter the applicable amount in the Fixed Billing field if it does not auto-populate. Note: This is the fixed billing amount entered on the General Information page. ▼ Fixed Billing ⓘ Fixed Billing 120,000.00
44.	Enter the fixed billing amount in the Billing Amount field in the Contract Line Pricing section. Contract Line Pricing ⓘ Retrieve Billing Price Line Product Bundle Price Type Quantity Extended Price Billing Amount ☐ 1 DEF_PROJE71 Amount 1.0000 0.00 120,000.00
45.	Click the Recalculate button. Note: It does not matter which Recalculate button is clicked. Recalculate



Project Accounting Job Aid

PA354 Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

Step	Action
	This process updates the Allocation field from “Incomplete” to “Complete” and updates the Net Billing, Billing Amount, and Total Billing fields with the applicable amount. Billing Allocation Contract 0000002401 Sold To Customer 0000000015 Business Unit 50100 Currency USD Contract Admin WHITEHURST PAVING COMPANY, INC. Contract Billing ⓘ Total Billing 120,000.00 Unallocated Billing 0.00 Fixed Billing ⓘ Fixed Billing 120,000.00 Billing Discounts/Surcharges 0.00 Net Fixed Billing 120,000.00 Unallocated Fixed Billing 0.00 Inclusive Prepays 0.00 Allocation Complete Recalculate Contract Line Pricing ⓘ Retrieve Billing Price Line Product Bundle Price Type Quantity Extended Price Billing Amount Billing Discounts/Surcharges Net Billing Simulate Billing Pricing Actions 1 DEF_PROJE71 Amount 1.0000 0.00 120,000.00 0.00 120,000.00 Simulate Billing Pricing Actions Select All Clear All Recalculate Line Totals ⓘ Billing Amount 120,000.00 Recurring Billing 0.00 Discounts/Surcharges 0.00 Billing Limit 0.00 Total Billing 120,000.00 Prepays Return to General Information Save Return to Search Notify
46.	Click the Save button. Save Return to Search Notify
47.	Click the Return to General Information link. Prepays Return to General Information Save Return to Search Notify



Project Accounting Job Aid

PA354 Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

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

The **Lines** tab redisplay.

General

Lines

Contract Number 0000002401

Sold To Customer WHITEHURST PAVING COMPANY, INC.

Contract Status PENDING

Add Contract Lines

Add Default Kit

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	Supplier
▼ Actions	1	DEF_PROJE71	Partic Adv-CON-1st Cty	Amount	☐		06/23/2026		Active	Supplemen

Billing Plans

Revenue Plans

Milestones

Renewals

Amount Allocation

Supplemental Data

Go To

More

Save

Return to Search

Notify

Add

Update/Display

General

Lines

48. Click the **Billing Plans** link.

Billing Plans

Revenue Plans

Save

Return to Search

Notify

The **Assign Billing Plan** page displays.

Assign Billing Plan

Contract 0000002401

Local - Prepaid Amount Based

Sold To Customer WHITEHURST PAVING COMPANY, INC.

Contract Lines to be Assigned / Unassigned

	Line	Product	Line Description	Billing Amount	Price Type	Plan	Plan Description	Billing Method	Status
☐	1	DEF_PROJE71	Partic Adv-CON-1st Cty-Hampton	120,000.00	Amount	B101	Prepaid - Immediate	Immediate	Pending

☒ Select All

☐ Clear All

Bill Plan to Assign / Unassign

Billing Plan NEXT

Billing Method

Description

Billing Plan Template

Bill Plan Detail Template ID

Assign

Assign selected Lines/Sequences to Billing Plan

Unassign

Unassign selected Lines/Sequences from Billing Plan

Return to General Information

Return to Search

Notify



Project Accounting Job Aid

PA354 Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

Step	Action								
49.	Click the B101 link in the Plan field. <table><tr><th>Billing Amount</th><th>Price Type</th><th>Plan</th><th>Plan Description</th></tr><tr><td>120,000.00</td><td>Amount</td><td>B101</td><td>Prepaid - Immediate</td></tr></table>	Billing Amount	Price Type	Plan	Plan Description	120,000.00	Amount	B101	Prepaid - Immediate
Billing Amount	Price Type	Plan	Plan Description						
120,000.00	Amount	B101	Prepaid - Immediate						

The **Billing Plan General** tab displays.

Billing Plan GeneralHistory

Contract000002401BI Unit50100
Sold To Customer0000000015WHITEHURST PAVING COMPANY, INC.Bill To0000000015WHITEHURST PAVING COMPANY, INC.
Billing PlanB101Prepaid - ImmediateCurrencyUSD

DescriptionPrepaid - Immediate*Billing StatusPending
Billing MethodImmediate☒ Ready at Activation

Customer Information

BI Unit50100VA Dept of Transportation
*Bill To Customer0000000015WHITEHURST PAVING COMPANY, INC.
Addr Num1Bill To Contact
Amount Detail
Billing Amount120,000.00
Total Amount120,000.00
Total Billing History0.00

Billing Options

Bill TypeCCT☒ Pre Approved
Bill SourcePROJE☐ Direct Invoice
Summarization Template IDVDOT_OTHERVDOT Other
Billing Header NoteInternal NotesPreview Summarization Template

Billing Default Overrides

Invoice FormLANDSCAPE
Cycle IDMONTHLYView Customer Defaults
Bill By IDPC_OTHERNon-Federal Project
Payment Method
Payment Terms
Billing Inquiry
Billing Specialist

Return to Assign Billing Plan
SaveReturn to SearchNotifyAddUpdate/Display



No changes are required on this page. However, the user should confirm that the information in the **Billing Options** and **Bill Default Overrides** sections is accurate.



Project Accounting Job Aid

PA354 Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

Step

Action

50.

Click the **Return to Assign Billing Plan** link.

Return to Assign Billing Plan

Save

Return to Search

Notify

The **Assign Billing Plan** page redispays.

Assign Billing Plan

Contract 0000002401

Local - Prepaid Amount Based

Sold To Customer WHITEHURST PAVING COMPANY, INC.

Contract Lines to be Assigned / Unassigned

1

DEF_PROJE71

Partic Adv-CON-1st
City-Hampton

120,000.00

Amount

B101

Prepaid - Immediate

Immediate

Pending

☒ Select All

☐ Clear All

Bill Plan to Assign / Unassign

Billing Plan NEXT

Billing Method

Description

Billing Plan Template

Bill Plan Detail Template ID

Assign

Unassign

Assign selected Lines/Sequences to Billing Plan

Unassign selected Lines/Sequences from Billing Plan

Return to General Information

Return to Search

Notify

51.

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

Return to General Information

Return to Search

Notify



Project Accounting Job Aid

PA354 Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

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

The **Lines** tab redisplay.

General

Lines

Contract Number 0000002401

Sold To Customer WHITEHURST PAVING COMPANY, INC.

Contract Status PENDING

Add Contract Lines

Add Default Kit

Contract Lines

General

Detail

Billing Amount Details

Revenue Amount Details

Contract Liability

ID

Actions	Line	Product	Description	Price Type	Standalone Sale	Bundle	Start Date	End Date	*Status	Supplier
Actions	1	DEF_PROJE71	Partic Adv-CON-1st Cty	Amount	☐		06/23/2026		Active	Supplemen

Billing Plans

Revenue Plans

Milestones

Renewals

Amount Allocation

Supplemental Data

Go To More

Save

Return to Search

Notify

Add

Update/Display

52.

Click the **Revenue Plans** link.

Billing Plans

Revenue Plans

Save

Return to Search

Notify

General | Lines

The **Assign Revenue Plan** page displays.

Assign Revenue Plan

Contract 0000002401

Local - Prepaid Amount Based

Sold To Customer WHITEHURST PAVING COMPANY, INC.

Contract Lines to be Assigned / Unassigned

	Line	Product	Description	Revenue Amount	Price Type	Plan	Plan Description	Revenue Method	Status
☐	1	DEF_PROJE71	Partic Adv-CON-1st Cty-Hampton	120,000.00	Amount	R101	Apportionment - 12	Apportionment	Pending

☒ Select All ☐ Clear All

Revenue Plan Assign/Unassign

Revenue Plan NEXT

Revenue Plan Template

Revenue Method

Description

Assign

Assign selected contract lines to Revenue Plan

Unassign

Unassign selected contract lines from Revenue Plan

Return to General Information

Return to Search

Notify



Project Accounting Job Aid

PA354 Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

Step	Action						
53.	Click the R101 link in the Plan field. <table><tr><th>Price Type</th><th>Plan</th><th>Plan Description</th></tr><tr><td>Amount</td><td>R101</td><td>Apportionment - 12</td></tr></table>	Price Type	Plan	Plan Description	Amount	R101	Apportionment - 12
Price Type	Plan	Plan Description					
Amount	R101	Apportionment - 12					

The **Revenue Plan** page displays.

Revenue Plan

Contract 0000002401Business Unit 50100Currency USD
Sold To Customer 0000000015WHITEHURST PAVING COMPANY, INC.OL Business Unit 50100
Revenue Plan < R101 >OL Currency USD

Description Apportionment - 12*Plan Status Pending
Recognition Method Apportionment☒ Ready at Activation

Define Events By
☒ Percent
☐ Amount
Internal Notes

Calculate Amounts

Amount Detail
Total Amount 120,000.00
Remaining Percent 0
Remaining Amount 0.00

Apportionment Parameters
Start Date 06/23/2026End Date
Schedule ID
Percentage
Build Event

Event Detail
1-12 of 12 | View All

Event	*Event Status	Accounting Date	Event Note	Percent	Amount	From Date	To Date		
1	Ready	06/31/2026	Event Note	8.33333333	10,000.00	07/12/2026	08/11/2026	ft.	---
2	Ready	09/30/2026	Event Note	8.33333333	10,000.00	08/12/2026	09/11/2026	ft.	---
3	Ready	10/31/2026	Event Note	8.33333333	10,000.00	09/12/2026	10/11/2026	ft.	---
4	Ready	11/30/2026	Event Note	8.33333333	10,000.00	10/12/2026	11/11/2026	ft.	---
5	Ready	12/31/2026	Event Note	8.33333333	10,000.00	11/12/2026	12/11/2026	ft.	---
6	Ready	01/31/2027	Event Note	8.33333333	10,000.00	12/12/2026	01/11/2027	ft.	---
7	Ready	02/28/2027	Event Note	8.33333333	10,000.00	01/12/2027	02/11/2027	ft.	---
8	Ready	03/31/2027	Event Note	8.33333333	10,000.00	02/12/2027	03/11/2027	ft.	---
9	Ready	04/30/2027	Event Note	8.33333333	10,000.00	03/12/2027	04/11/2027	ft.	---
10	Ready	05/31/2027	Event Note	8.33333333	10,000.00	04/12/2027	05/11/2027	ft.	---
11	Ready	06/30/2027	Event Note	8.33333333	10,000.00	05/12/2027	06/11/2027	ft.	---
12	Ready	07/31/2027	Event Note	8.33333333	10,000.00	06/12/2027	07/11/2027	ft.	---

Return to Assign Revenue Plan
SaveReturn to SearchNotifyAddUpdate/Display



Project Accounting Job Aid

PA354 Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

Step	Action
	The Recognition Method field defaults to “Apportionment” for the Contract. The Event Detail section prepopulates based on the Revenue Plan selected when the Contract Line was added. No changes are required on this page. However, the user should confirm that the number of Events is as expected in the Event Detail section. If the number of Events is not as expected, the user should review the selected Revenue Plan for accuracy.
54.	Click the Return to Assign Revenue Plan link. Return to Assign Revenue Plan Save Return to Search Notify
The Assign Revenue Plan page redisplay. Assign Revenue Plan Contract 0000002401 Local - Prepaid Amount Based Sold To Customer WHITEHURST PAVING COMPANY, INC. Contract Lines to be Assigned / Unassigned	



Project Accounting Job Aid

PA354 Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

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

The **Lines** tab redisplay.

General

Lines

Contract Number 0000002401

Sold To Customer WHITEHURST PAVING COMPANY, INC.

Contract Status PENDING

Add Contract Lines

Add Default Kit

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	Supplier
▼Actions	1	DEF_PROJE71	Partic Adv-CON-1st Cty	Amount	☐		06/23/2026		Active	Supplier

Billing Plans

Revenue Plans

Milestones

Renewals

Amount Allocation

Supplemental Data

Go To More

Save

Return to Search

Notify

Add

Update/Display

General | Lines

56. Click the **General** tab.

General

Lines

The **General** tab redisplay.

General

Lines

Contract Number 0000002401

Sold To Customer WHITEHURST PAVING COMPANY, INC.

*Contract Status PENDING

Add to My Contracts

Description Local - Prepaid Amount Based

Contract Admin

Region Code

Contract Type 0

Currency Code USD

Exchange Rate Type CRRNT

Contract Signed 06/23/2026

Contract Role

Revenue Profile

Use Project ChartFields: ☒

Processing Status Pending

Amendment Status

Business Unit VA Dept of Transportation

Contract Classification Standard

Last Amended

Start Date 06/23/2026

End Date

Last Update Date/Time 06/23/2026 3:41:39PM

Last Update User ID

Separate Fixed Billing and Revenue: ☐

Separate As Incurred Billing and Revenue: ☐

> Other Information

> Summary of Amounts

Billing Plans

Revenue Plans

Milestones

Renewals

Amount Allocation

Supplemental Data

Go To More

Save

Return to Search

Notify

Add

Update/Display

General | Lines



Project Accounting Job Aid

PA354 Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

Activating the Contract

This section of the Job Aid begins on the **Customer Contract General Information** page. For information and navigation to get to this step, refer to the [Creating a Non-Federal Amount-Based Prepaid Contract](#) section of this Job Aid.

Step	Action
	The Customer Contract General Information page displays with the General tab displayed by default. General Lines Contract Number 0000002401 Sold To Customer WHITEHURST PAVING COMPANY, INC. *Contract Status PENDING Add to My Contracts Description Local - Prepaid Amount Based Contract Admin Region Code Contract Type 0 Currency Code USD Exchange Rate Type CRRNT Contract Signed 06/23/2026 Contract Role Revenue Profile Use Project ChartFields: ☐ Processing Status Pending Amendment Status Business Unit VA Dept of Transportation Contract Classification Standard Last Amended Start Date 06/23/2026 End Date Last Update Date/Time 06/23/2026 3:41:39PM Last Update User ID Separate Fixed Billing and Revenue: ☐ Separate As Incurred Billing and Revenue: ☐ > Other Information > Summary of Amounts Billing Plans Revenue Plans Milestones Renewals Amount Allocation Supplemental Data Go To More Save Return to Search Notify Add Update/Display

1.

Click the **Contract Status Look up** icon and select "ACTIVE".

Sold To Customer WHITEHURST PAVING COMPANY, INC.

*Contract Status



Project Accounting Job Aid

PA354 Creating Non-Federal Amount-Based Prepaid Contracts (VDOT Only)

Step	Action
	The General Information page refreshes with “ACTIVE” displayed in the Contract Status field. GeneralLinesAmendments Contract Number0000002401 Sold To CustomerWHITEHURST PAVING COMPANY, INC. Amendment Number0000000000 *Contract StatusACTIVE Amend Contract Add to My Contracts DescriptionLocal - Prepaid Amount Based Processing StatusActive Contract Admin Amendment Status Region Code Business UnitVA Dept of Transportation Contract TypeO Contract ClassificationStandard Currency CodeUSD Last Amended Exchange Rate TypeCRRNT Start Date06/23/2026 Contract Signed06/23/2026 End Date Contract Role Last Update Date/Time06/23/2026 4:05:21PM
2.	Click the Save button. Save Return to Search Notify
	The initial prepaid amount can be changed after it is processed by creating and processing an amendment. One example of this is when a prepaid amount is reduced to the unused prepaid balance. For more information pertaining to creating and processing an amendment, refer to the Job Aid titled PA354 Amending Non-Federal Customer Contracts. This Job Aid is located on the Cardinal website in Job Aids under Learning.