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

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.

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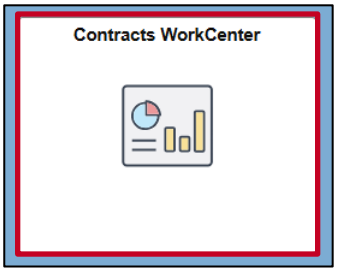
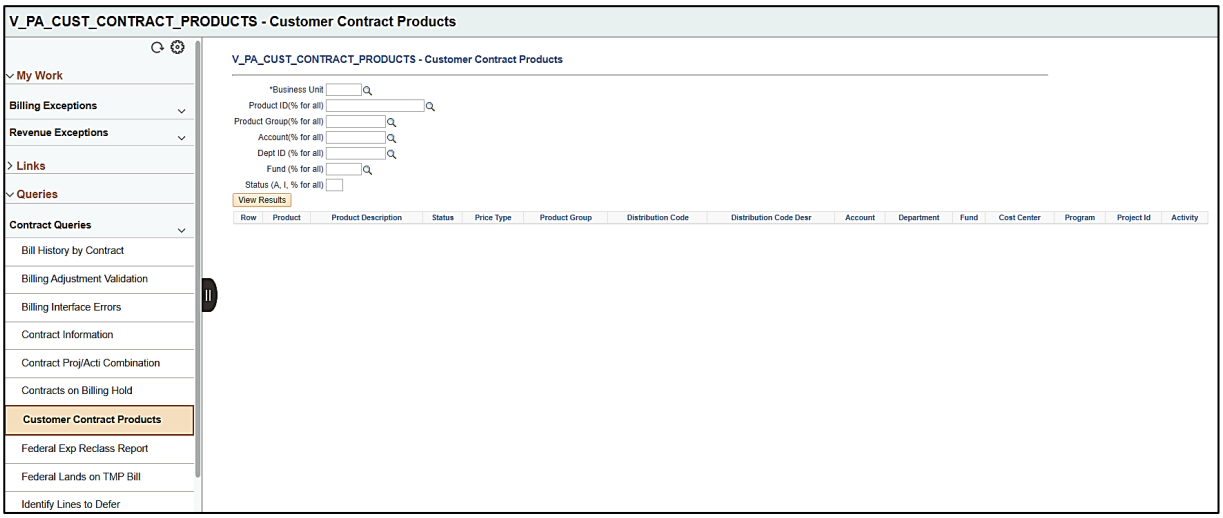
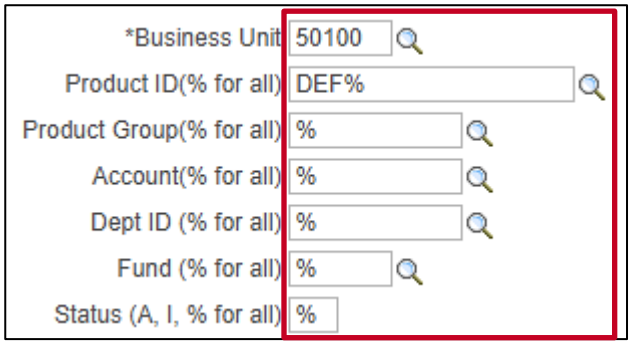
Revision History

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

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**".

Step	Action
The **V_PA_CUST_CONTRACT_PRODUCTS - Customer Contract Products** page displays.	
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. 
4.	Click the **View Results** button.

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

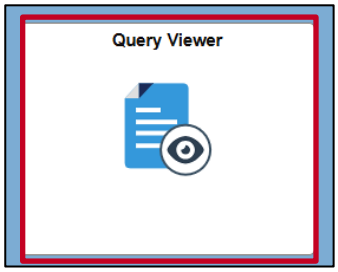
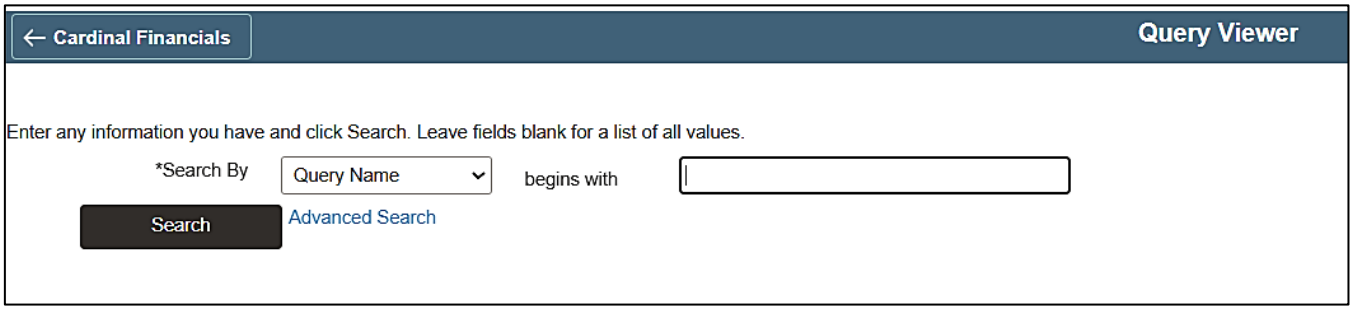
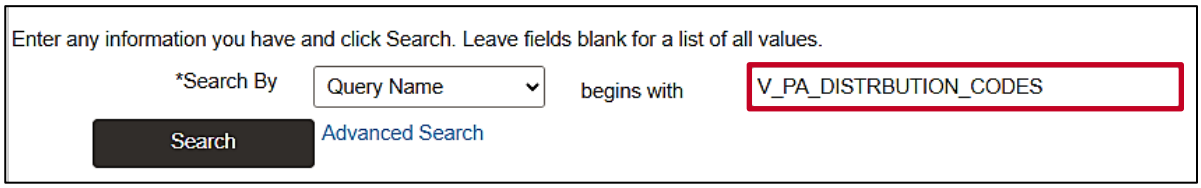
First 1-82 of 82 Last

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.

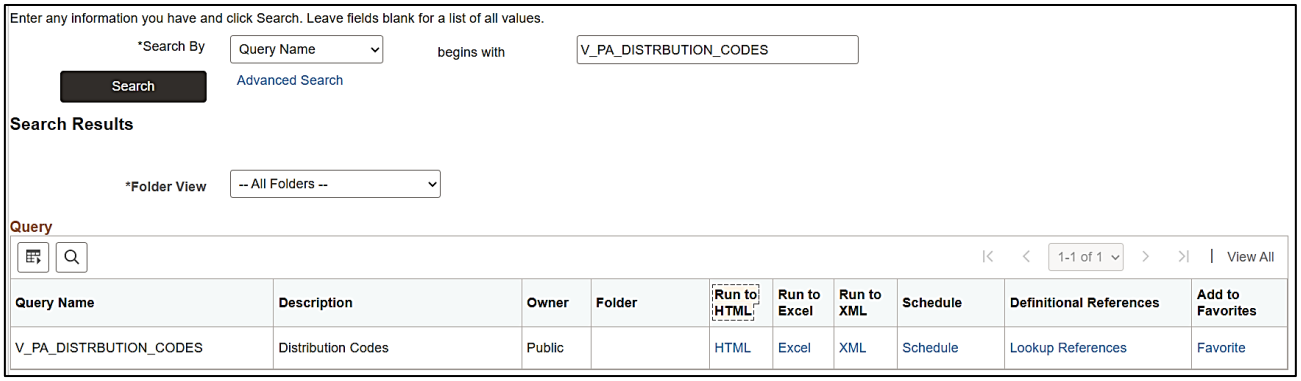
Confirming a Distribution Code

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

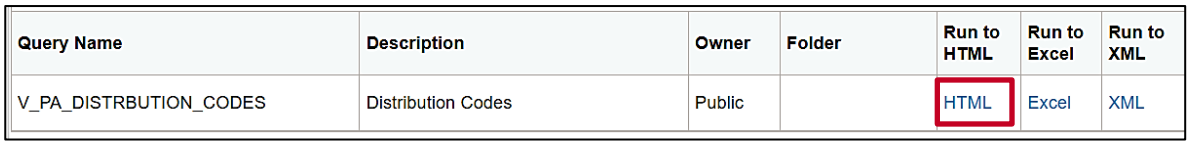
Step	Action
1.	Navigate to the **Query Viewer** page by clicking the **Query Viewer** tile. 
The **Query Viewer Search** page displays.  	
2.	Enter “V_PA_DISTRBUTION_CODES” in the **Search By begins with** field to search for the Distribution Code and verify whether a Distribution Code already exists.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

Step	Action

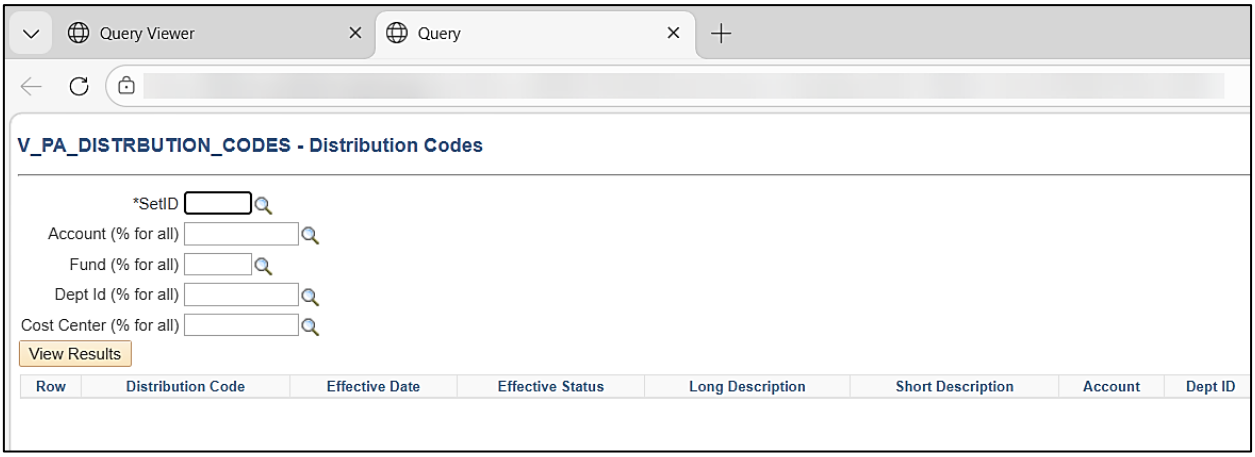
The search results display in the **Search Results** section.

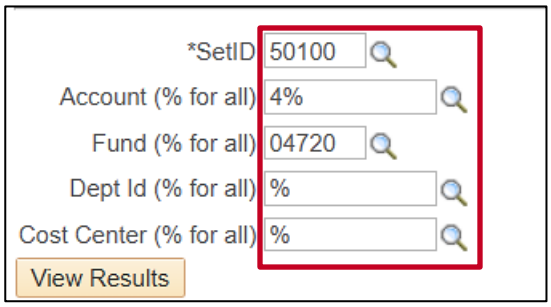


4. Click the **HTML** link to run the **Distribution Codes** query.



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



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. 
6.	Click the **View Results** button.

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

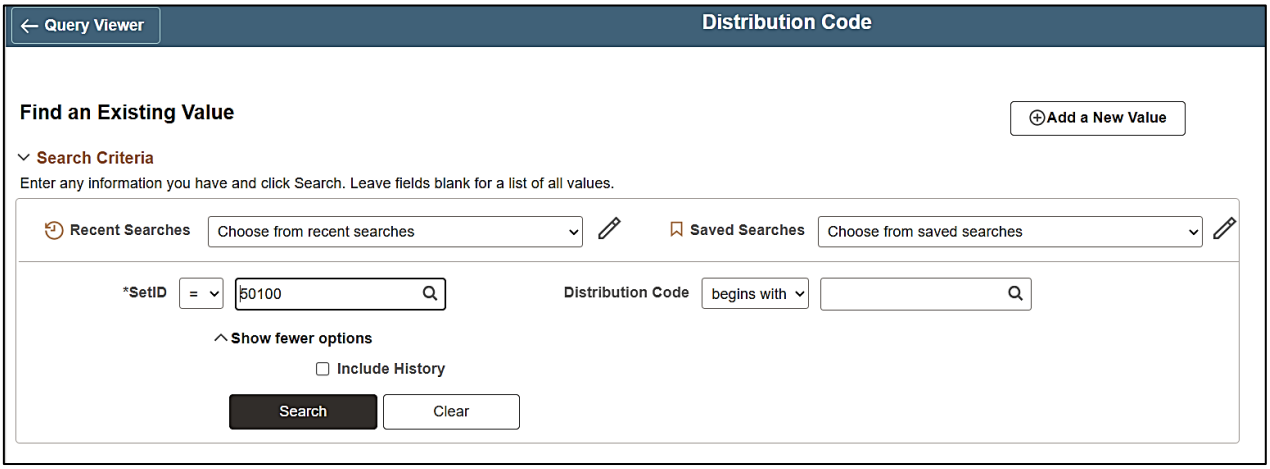
Row	Distribution Code	Effective Date	Effective Status	Long Description	Short Description	Account	Dept ID	Task	Fund	Cost Center	Program	Project	Activity
1	ADVANCON34	07/01/2016	A	Prepaid - CON - STA	ADVANCON34	4003007	10030		04720				
2	ADVANCON35	07/01/2016	A	Prepaid - CON - OTH	ADVANCON35	4003007	10055		04720				
3	AUDITAUDI2	01/01/1901	A	Audit - CON - OTH	AUDITAUDI2	4009060	10015		04720	12000010			
4	COALSCOALS	01/01/1901	A	Coal Severance - CCT	COALSCOALS	40042013	11000		04720				
5	GENERGECN1	01/01/1901	A	Generic Construction AR	GENERGECN1	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-Fredsburg	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&SEMGS51	07/01/2016	A	Misc - CON - MOU-STA-ORG 10021	MG&SEMGS51	4003007	10021		04720				
23	MG&SEMGS52	07/01/2016	A	Misc - CON - MOU-STA-ORG 15000	MG&SEMGS52	4003007	15000		04720				
24	MG&SERLD01	06/10/2016	A	Misc - Revw Land Dev -Bristol	MG&SERLD01	40026603	11000		04720	12070020	602001		

Step	Action
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. a. If the Distribution Code exists, proceed to the Creating an Amount-Based Prepaid Product section of this Job Aid b. If the Distribution Code does not exist, proceed to the Creating a Distribution Code section of this Job Aid

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**

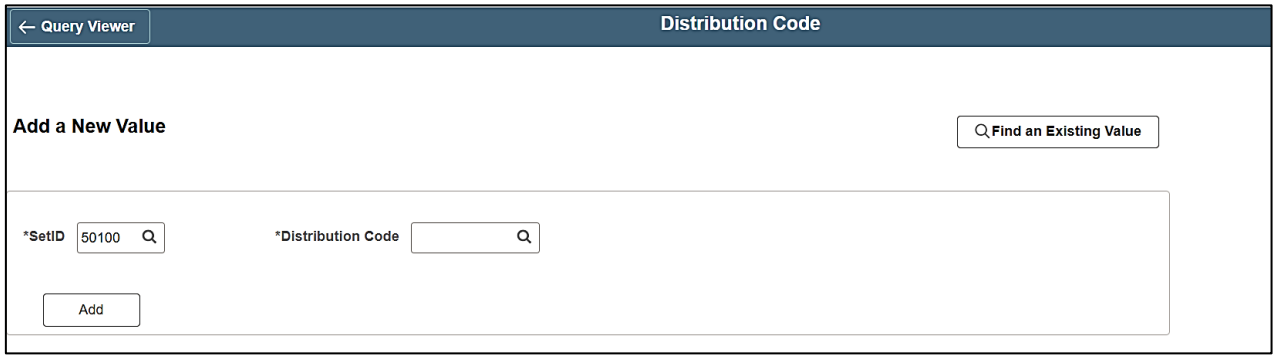
The **Distribution Code Find an Existing Value Search** page displays.

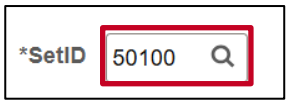
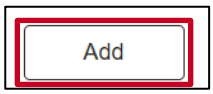


For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled **Overview of the Cardinal FIN Search Pages**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

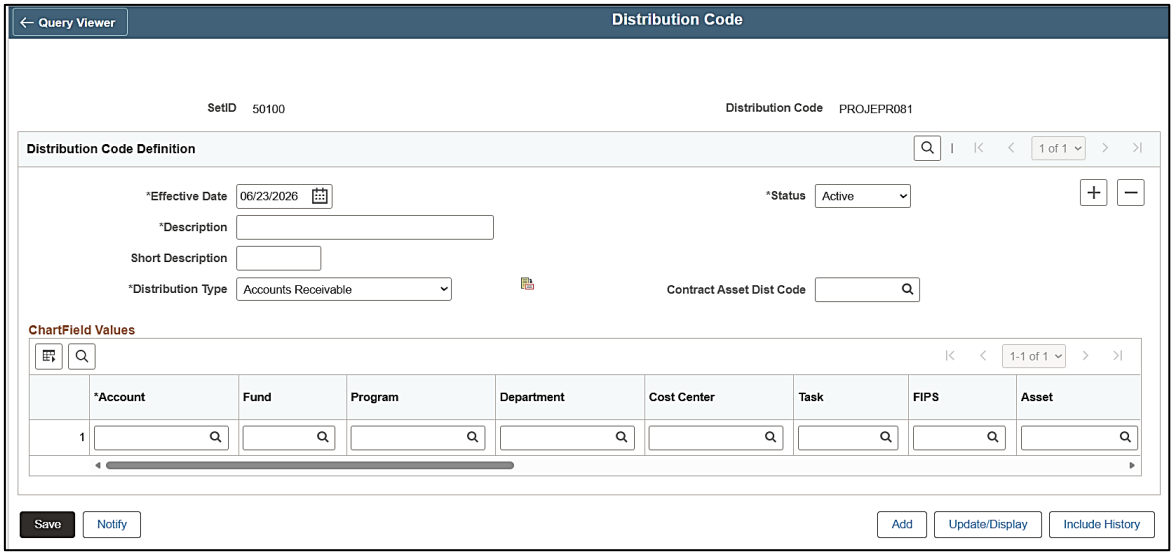
2.	Click the **Add a New Value** button.

The **Distribution Code Add a New Value** page displays.



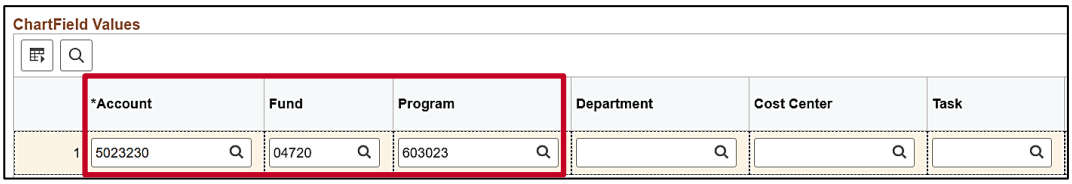
Step	Action
	The **SetID** field defaults to the Agency's Business Unit and should not be changed. 
3.	Enter the applicable Distribution Code in the **Distribution Code** field. The name of the Distribution Code should contain the corresponding Source Type and Category (e.g., "PROJEPR081").
4.	Click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

The **Distribution Code** page displays.



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

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
	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
	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 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

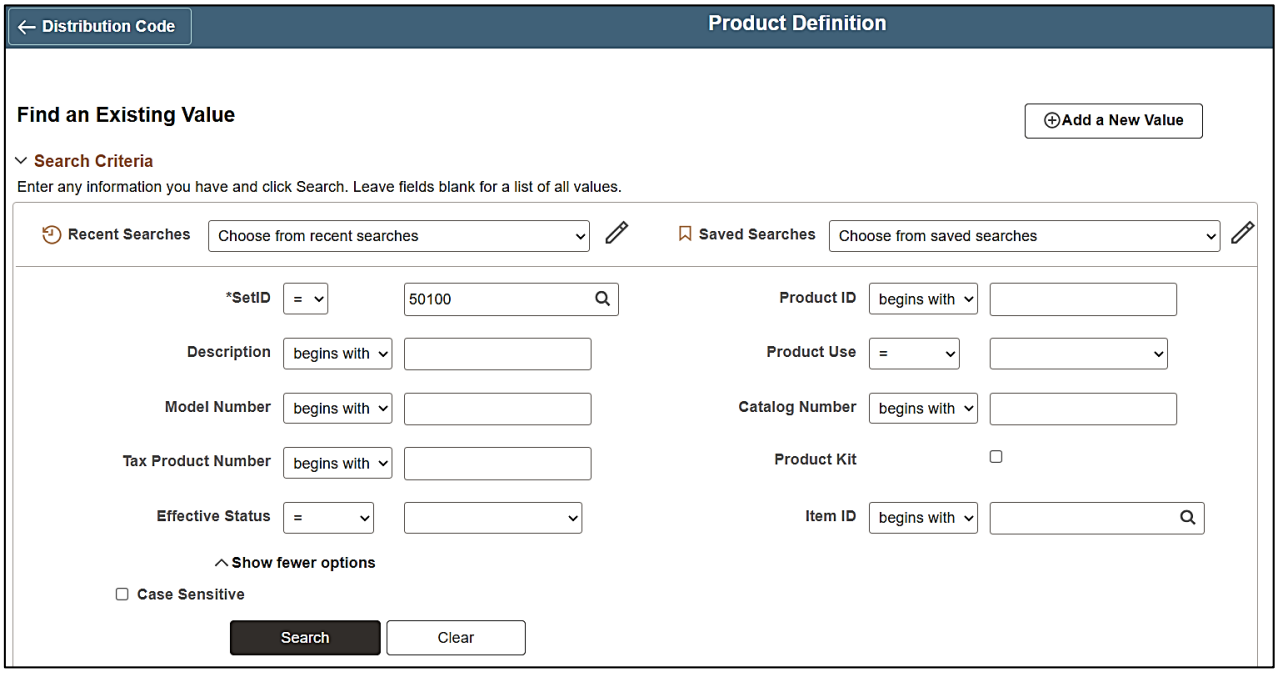
Step	Action
	The Contract Liability Dist Code is used when creating an Amount-Based Deferred Contract Line to default the Contract Liability Distribution. The Chart of Account (COA) values are used to record the deferred revenue. The Deferred Revenue Distribution Code values should be associated to all 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. 
11.	Click the **Save** button.

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.

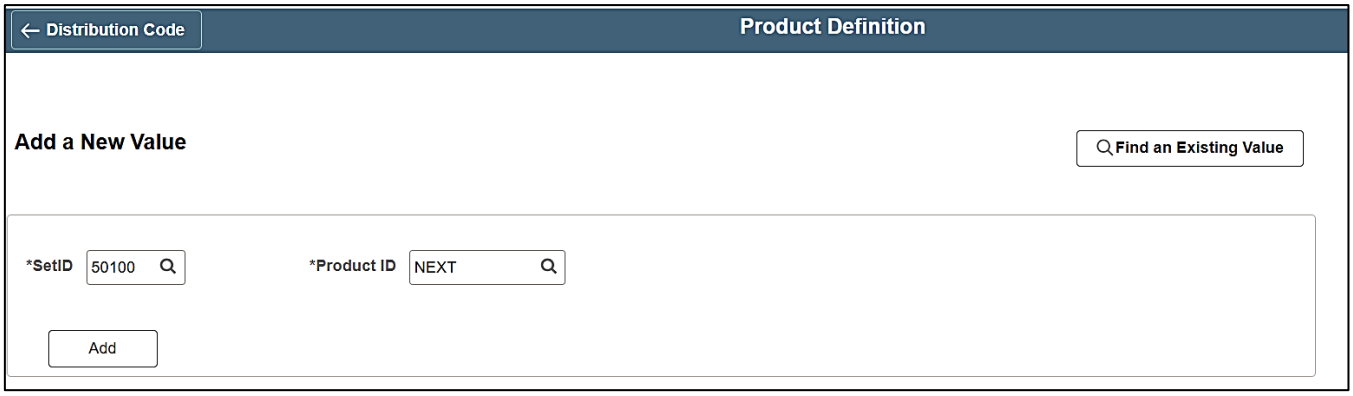
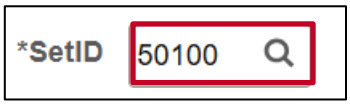
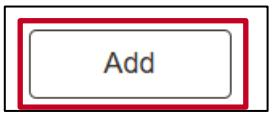
Step	Action
1.	Navigate to the **Product Definition** page using the following path: **NavBar > Menu > Products > Identify Product Details > Define Product and Attributes**

The **Product Definition Find an Existing Value Search** page displays.



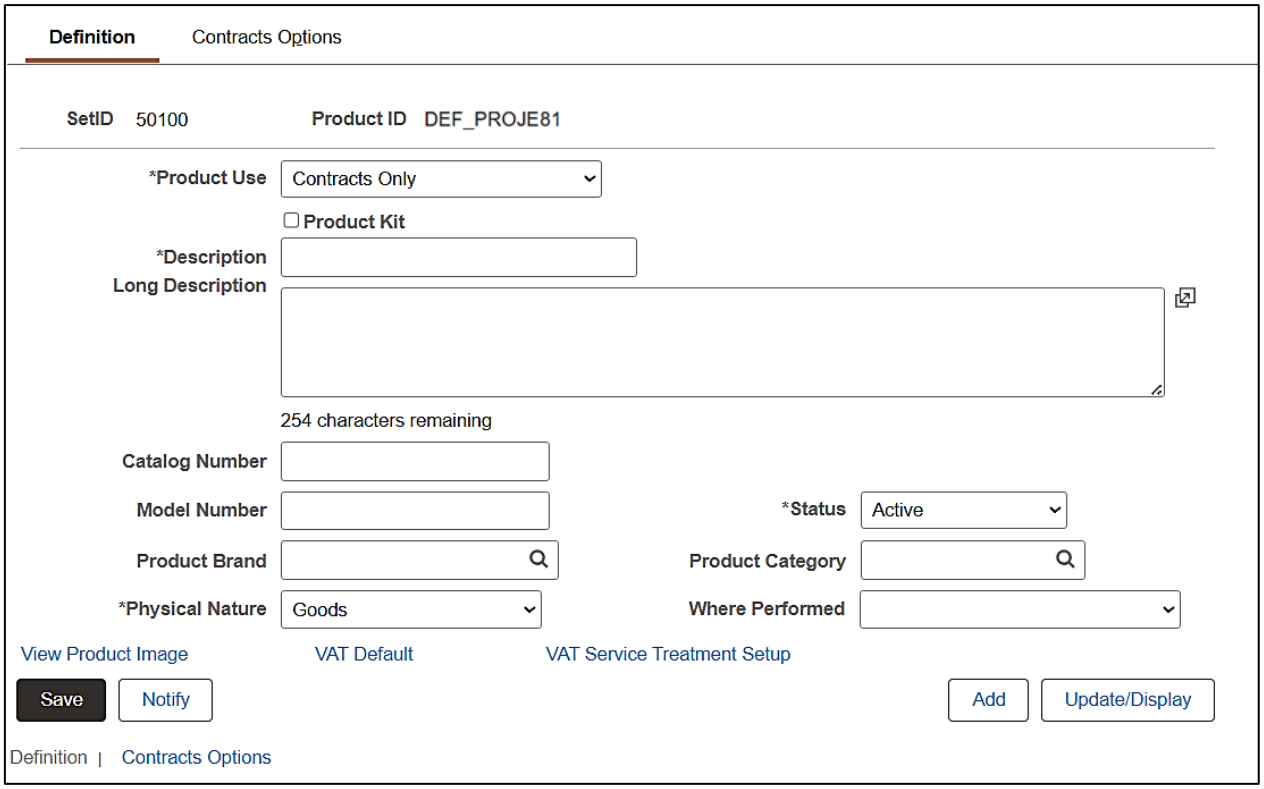
For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled **Overview of the Cardinal FIN Search Pages**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

2. Click the **Add a New Value** button.

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. 

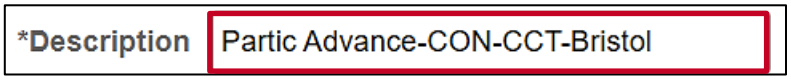
Step	Action

The **Definition** tab displays.



The **Product Use** field defaults to “Contracts Only”. Do not change.

6. Enter the Distribution Code in the **Description** field.

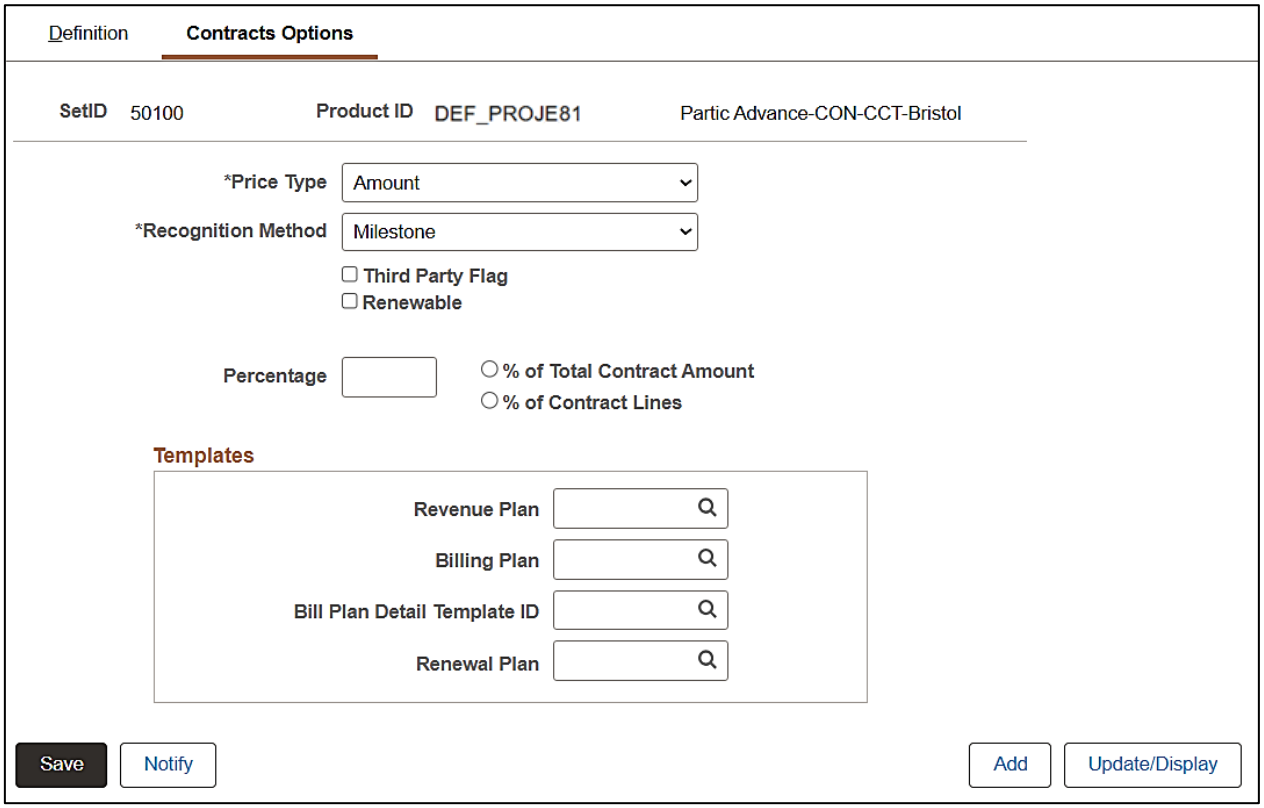


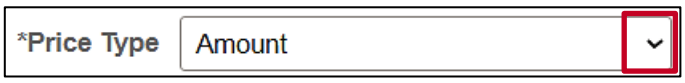
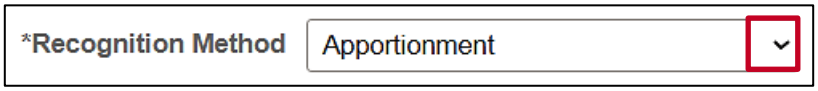
The **Physical Nature** field defaults to “Goods”. Do not change.

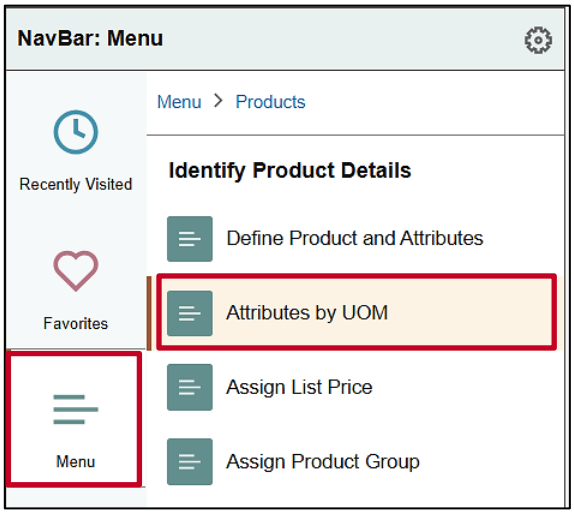
7. Click the **Save** button.

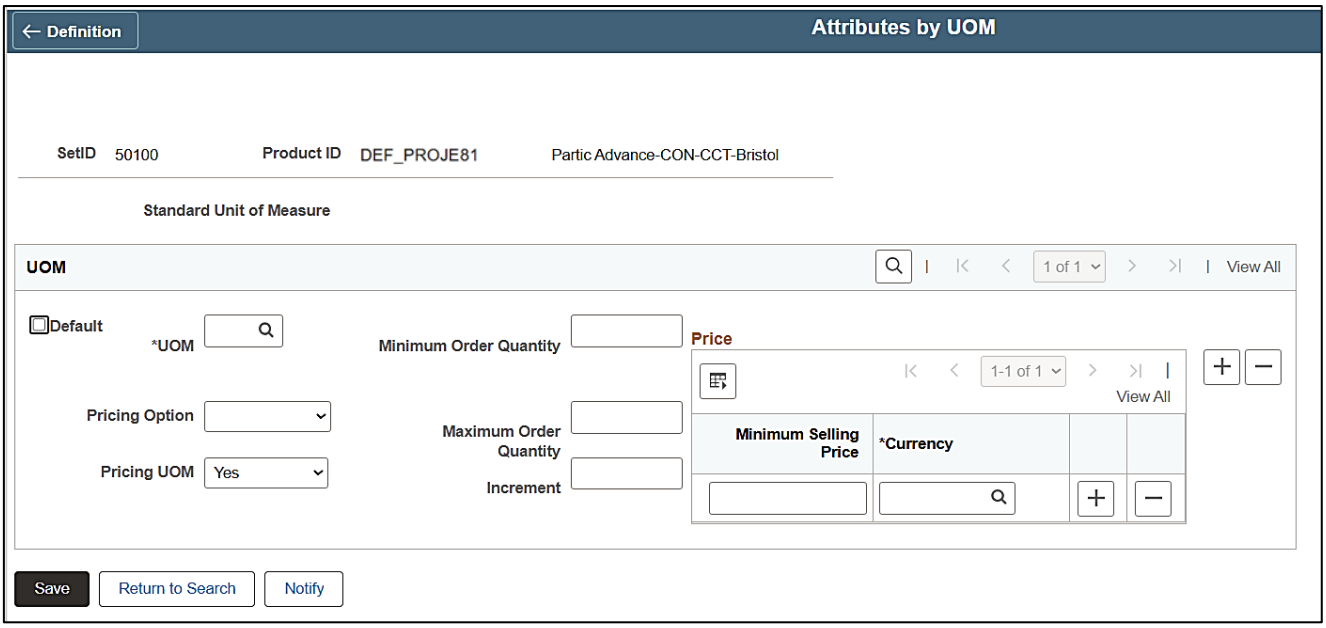
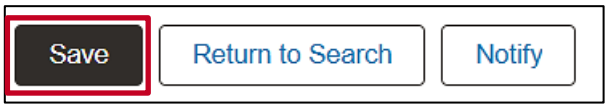
Step	Action
8.	Click the **Contracts Options** tab.

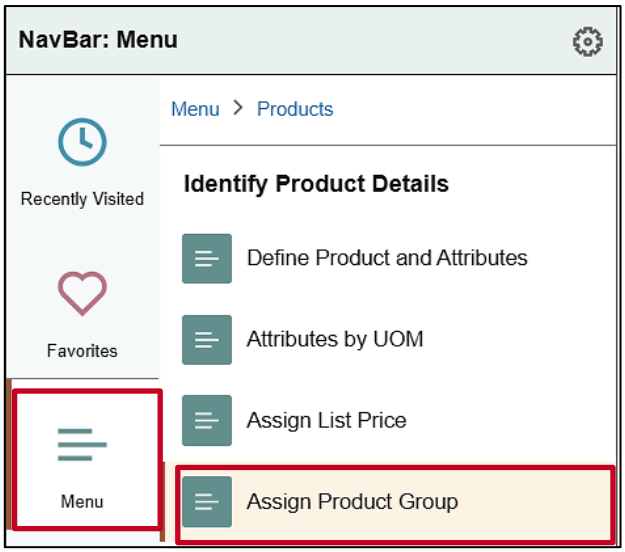
The **Contracts Options** tab displays.



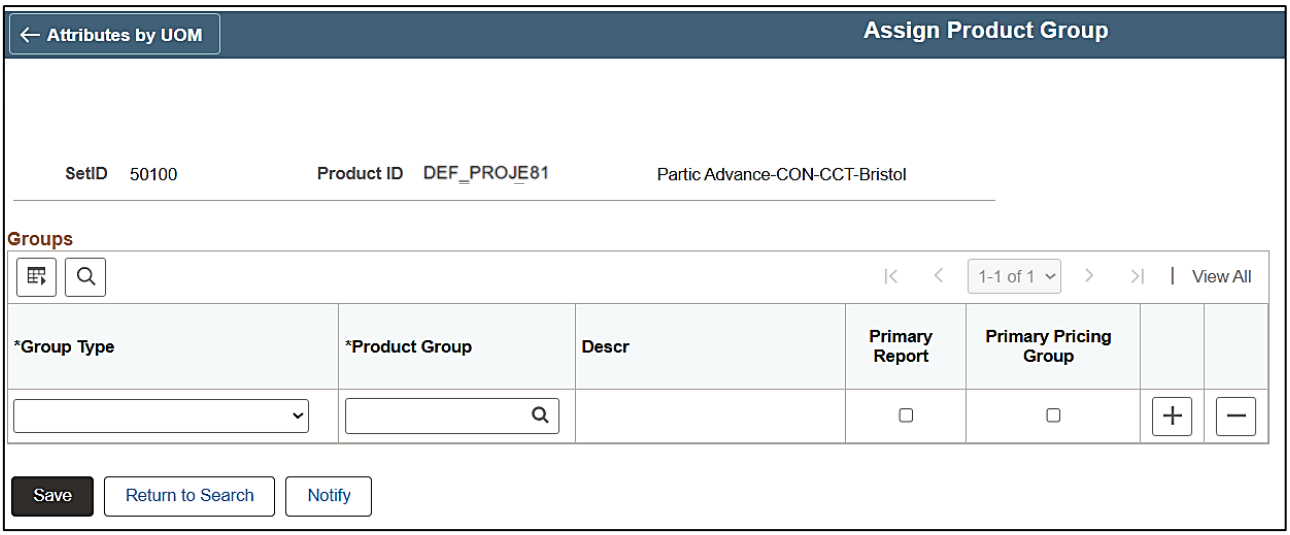
9.	Click the **Price Type** dropdown button and select “Amount”. 
10.	Click the **Recognition Method** dropdown button and select “Apportionment”. 
11.	Enter “APPORT_60” in the **Revenue Plan** field.

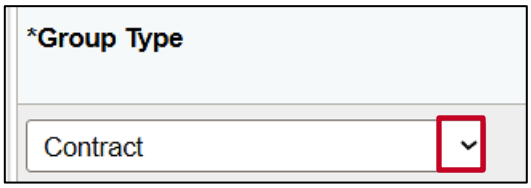
Step	Action
12.	Enter “PREPAID” in the **Billing Plan** field.
13.	Click the **Bill Plan Detail Template ID** Look up icon and select the applicable value.
	The selected Template defaults some of the Contract billing information, such as Bill Source, Bill Identifier, and Bill Cycle Identifier.
14.	Click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

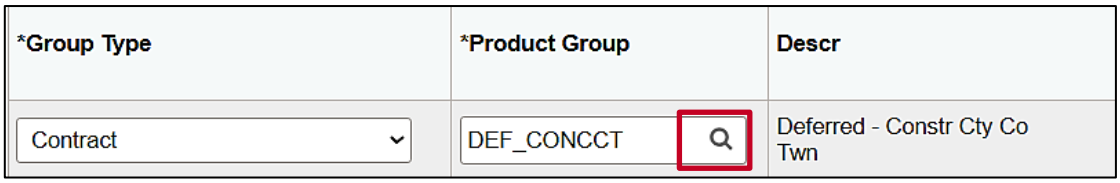
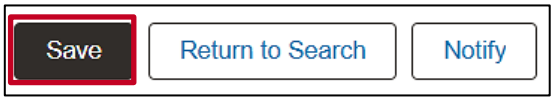
Step	Action
	The **Attributes by UOM** page displays. 
17.	Click the **UOM** Look up icon and select the applicable Unit of Measure.
18.	Click the **Save** button. 
19.	Click the **NavBar** icon.

Step	Action
20.	Click the **Menu** and the **Assign Product Group** menu list item. 

The **Assign Product Group** page displays.



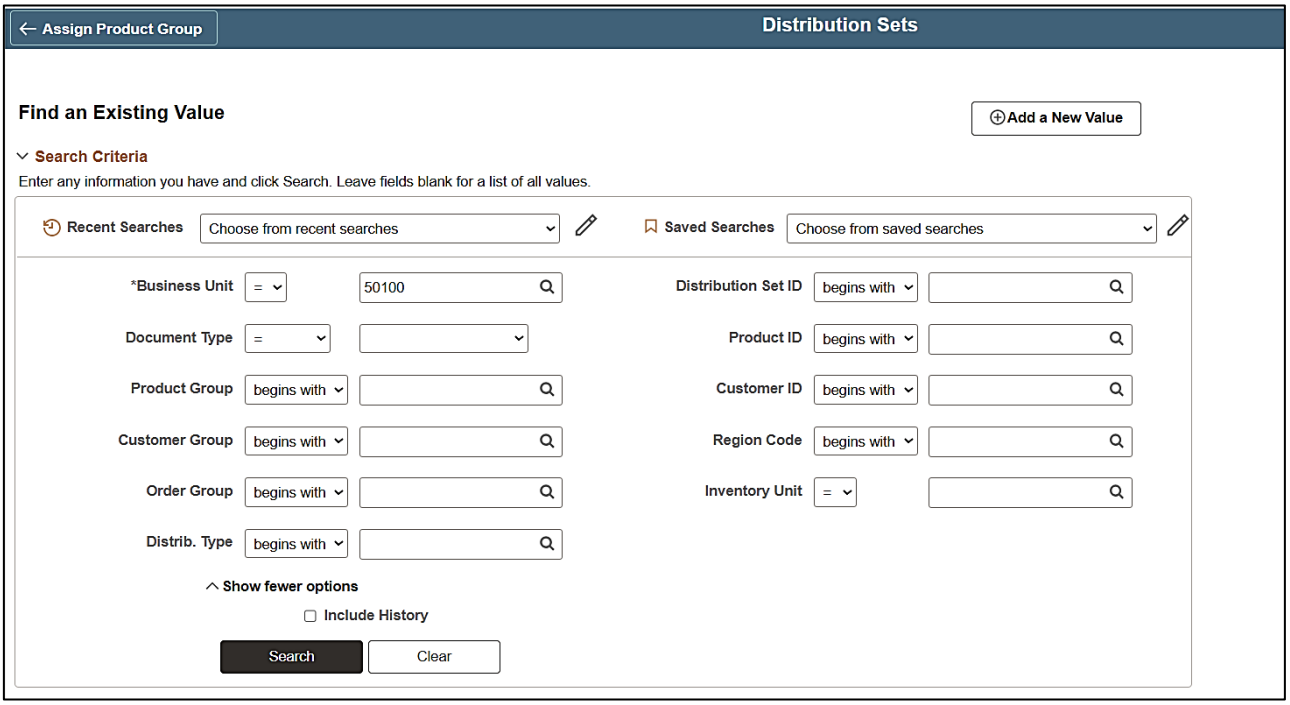
21.	Click the **Group Type** dropdown button and select “Contract”. 

Step	Action
22.	Click the **Product Group Look up** icon and select the applicable Product Group. 
	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. 

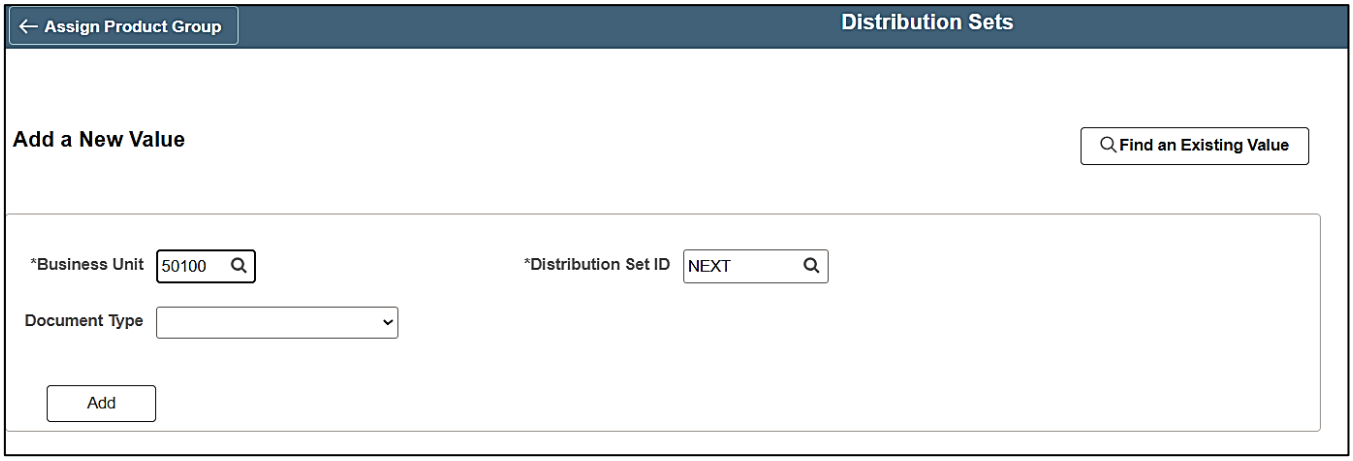
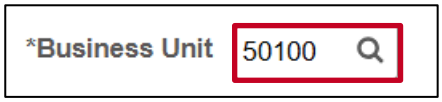
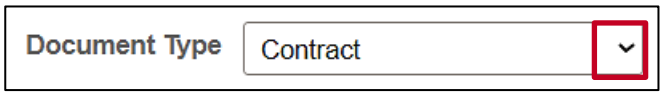
Defining a Distribution Set

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**

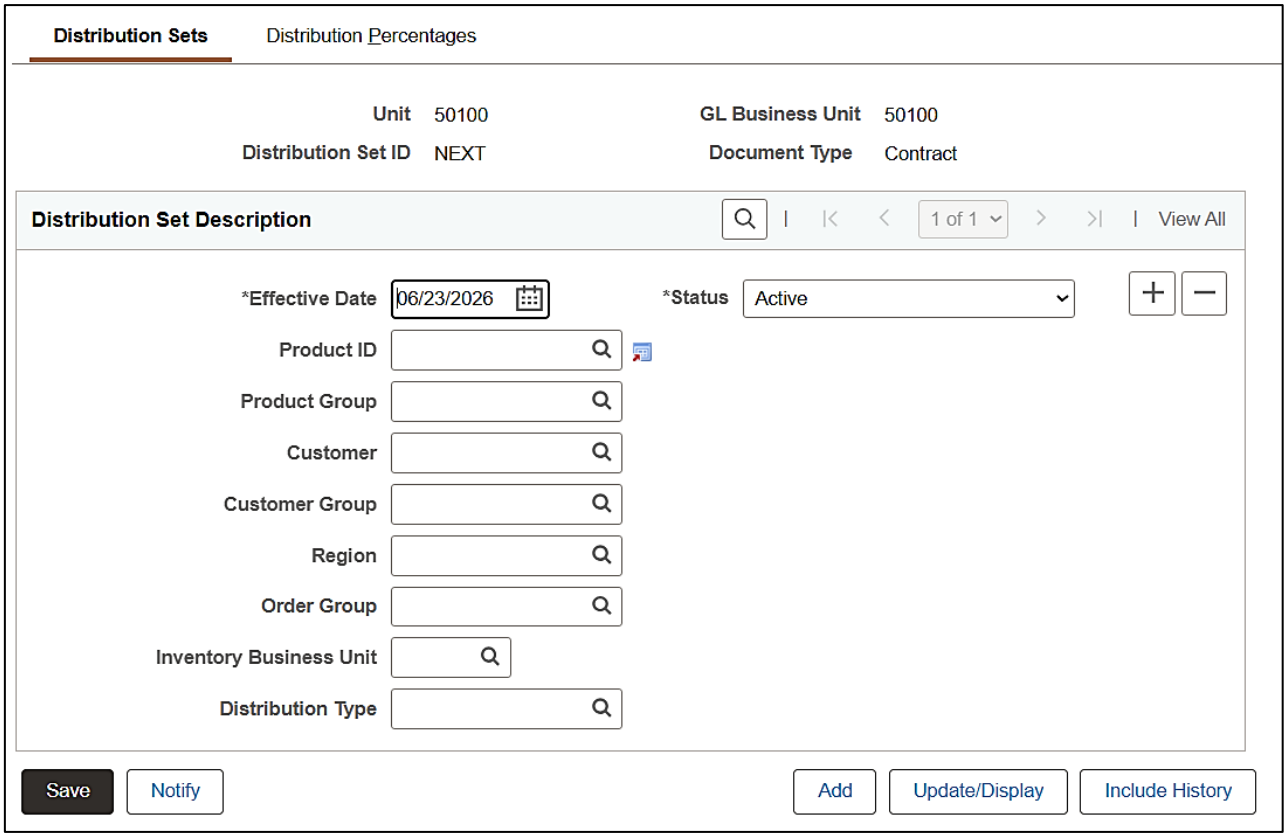
The **Distribution Sets Find an Existing Value Search** page displays.



	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.

Step	Action
The **Distribution Sets Add a New Value** page displays. 	
3.	Enter “50100” in the **Business Unit** field if it does not default. 
	The **Distribution Set ID** defaults to “NEXT”. Do not change.
4.	Click the **Document Type** dropdown button and select “Contract”. 
5.	Click the **Add** button.

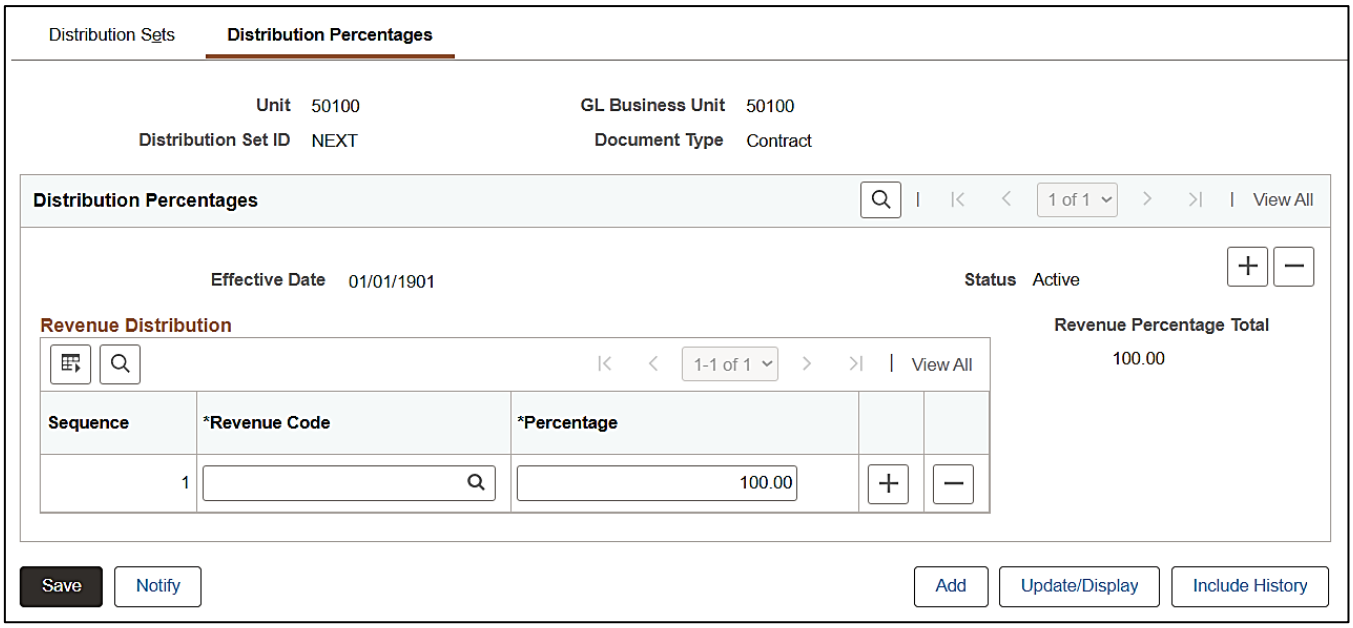
Step	Action
	The **Distribution Sets** tab displays.

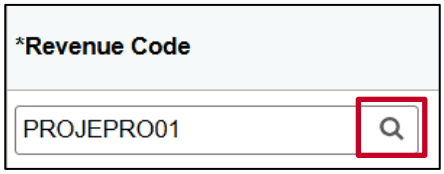


6.	Enter “01/01/1901” in the **Effective Date** field.
7.	Enter the Product ID previously created in the **Product ID** field.
8.	Confirm that the **Status** field displays “Active”.

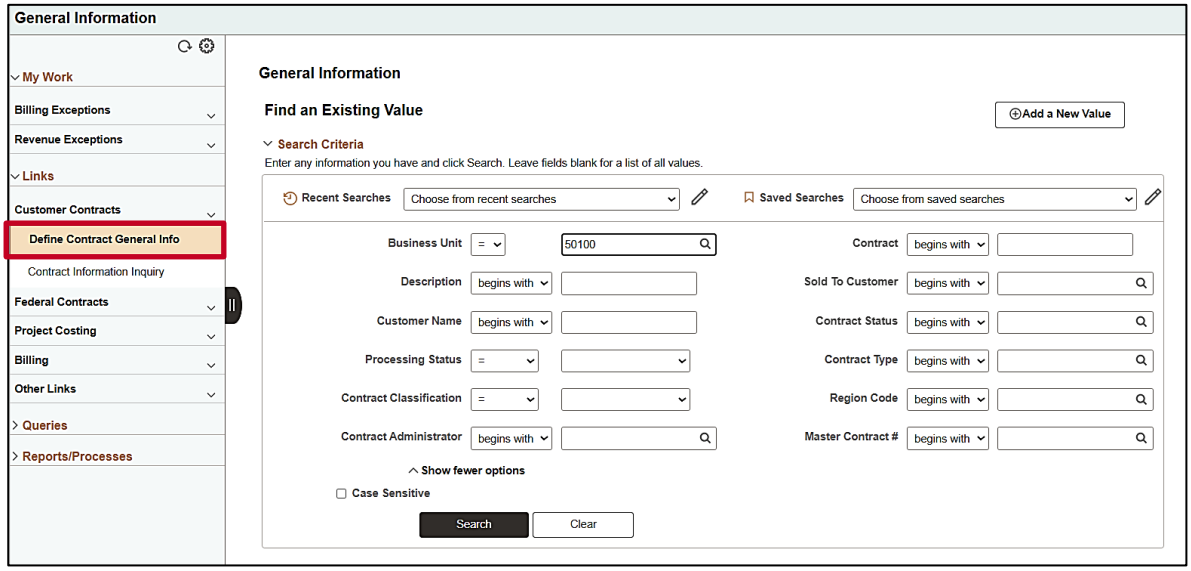
Step	Action
9.	Click the **Distribution Percentages** tab.

The **Distribution Percentages** tab displays.

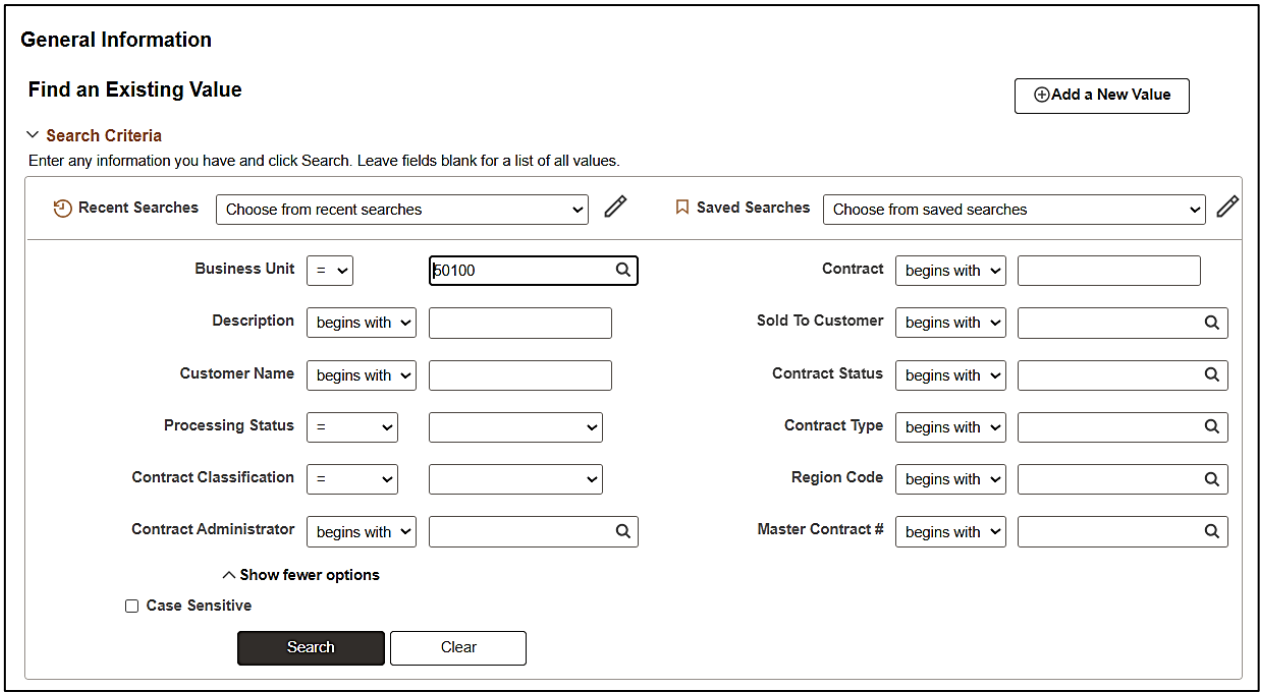


10.	Click the **Revenue Code Look up** icon and select the applicable Revenue Code (Distribution Code) for the Product created. 
	General Ledger ChartFields are linked to the Revenue Code and default on the Revenue Line of the Contract.
11.	Click the **Save** button.

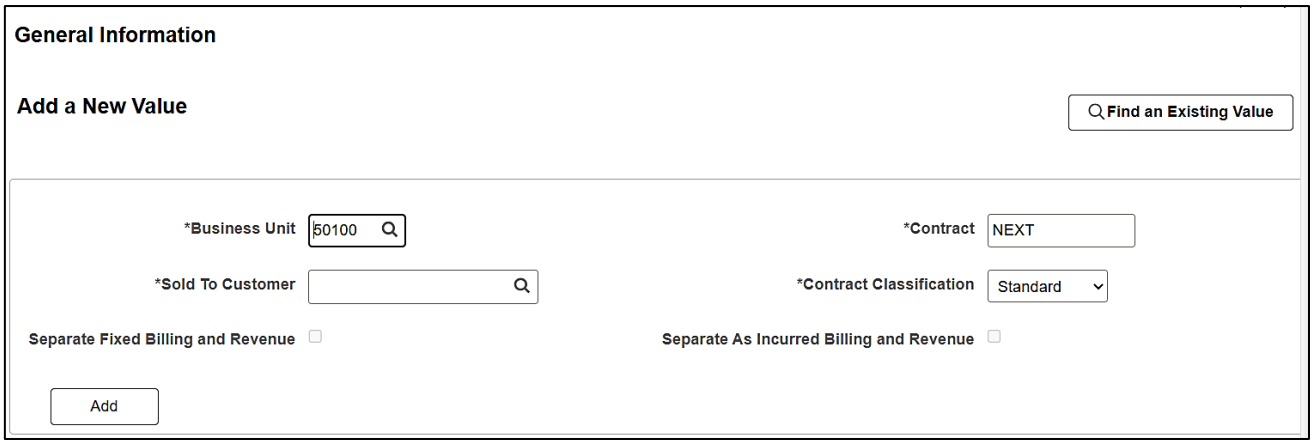
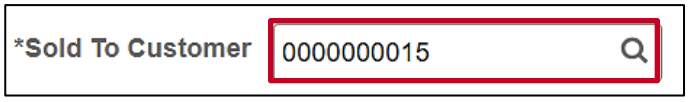
Creating a Non-Federal Amount-Based Prepaid Contract

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**

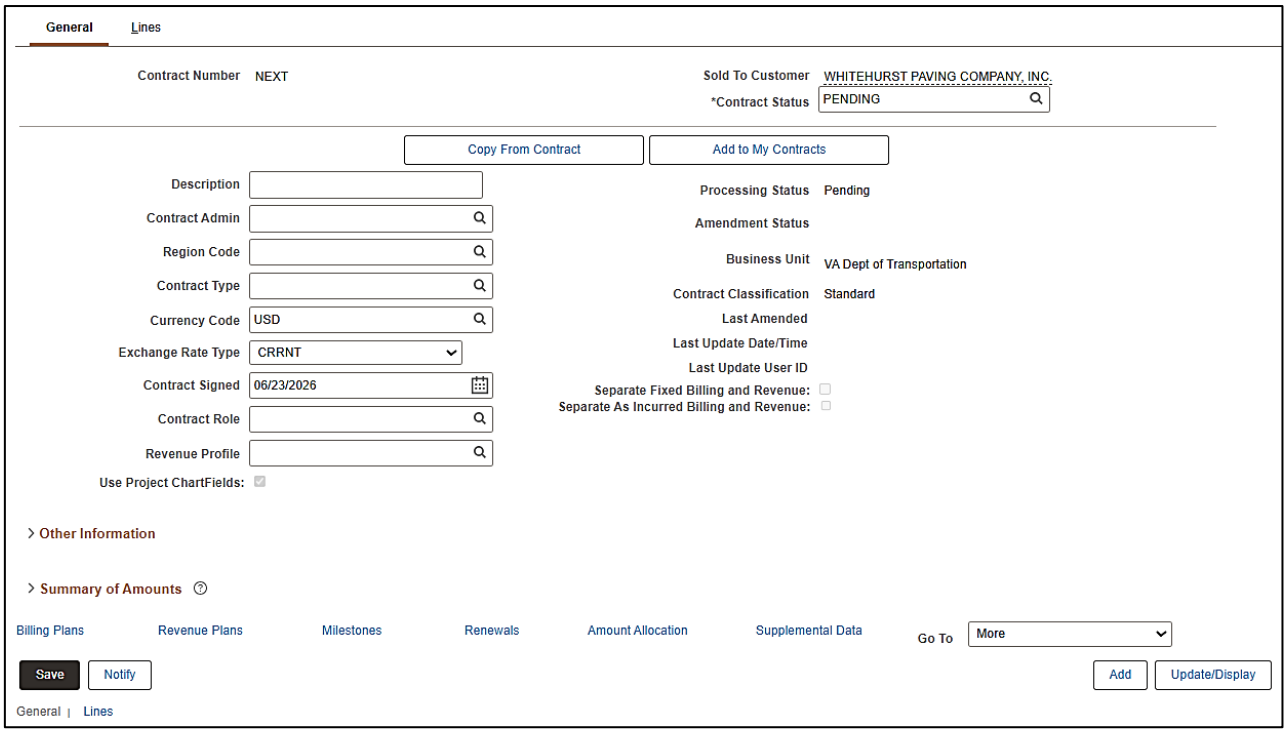
Step	Action
The **General Information Find an Existing Value Search** page displays.	

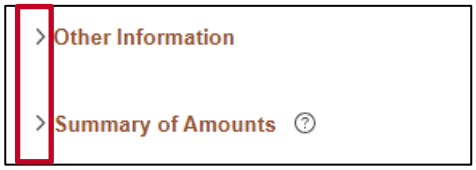


	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled **Overview of the Cardinal FIN Search Pages**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.
3.	Click the **Add a New Value** button.

Step	Action
	The **General Information Add a New Value** page displays. 
4.	Enter the Customer ID in the **Sold To Customer** field. 
5.	Click the **Add** button.

Step	Action
	The **General Information** page displays with the **General** tab displayed by default.

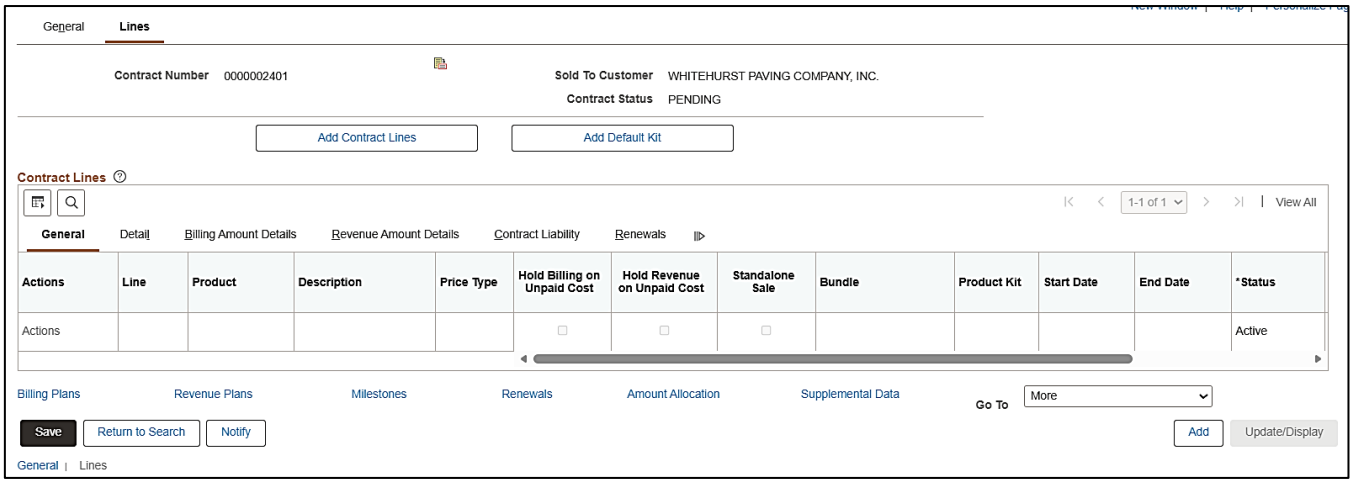


	Use the **Expand** icons to expand the **Other Information** and **Summary of Amounts** sections as needed. 
	Complete the following required fields based upon the Contract.
6.	Enter a description in the **Description** field.
7.	Enter the appropriate Contract Type in the **Contract Type** field.

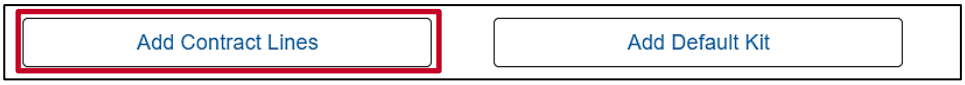
Step	Action
8.	Enter the appropriate date in the **Contract Signed** field. Contract Signed 06/23/2026
9.	Enter the appropriate legal entity in the **Legal Entity** field in the **Other Information** section. Legal Entity STATE
10.	Enter the appropriate amount in the **Fixed Billing** field in the **Summary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

Step	Action

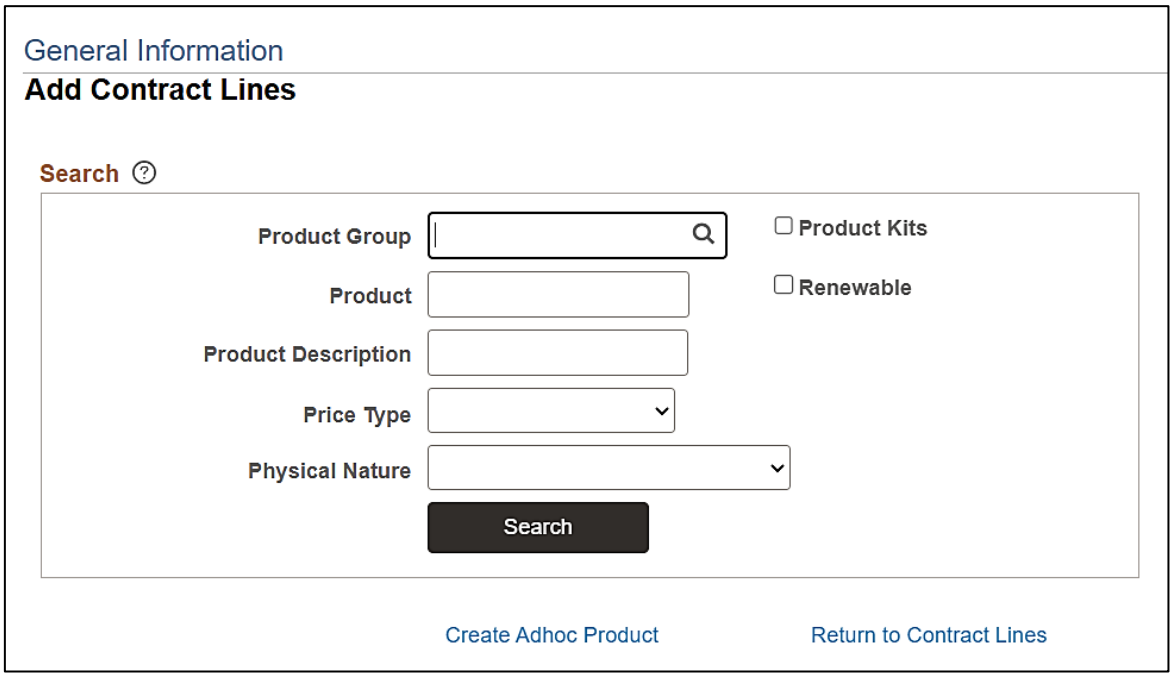
The **Lines** tab displays.



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

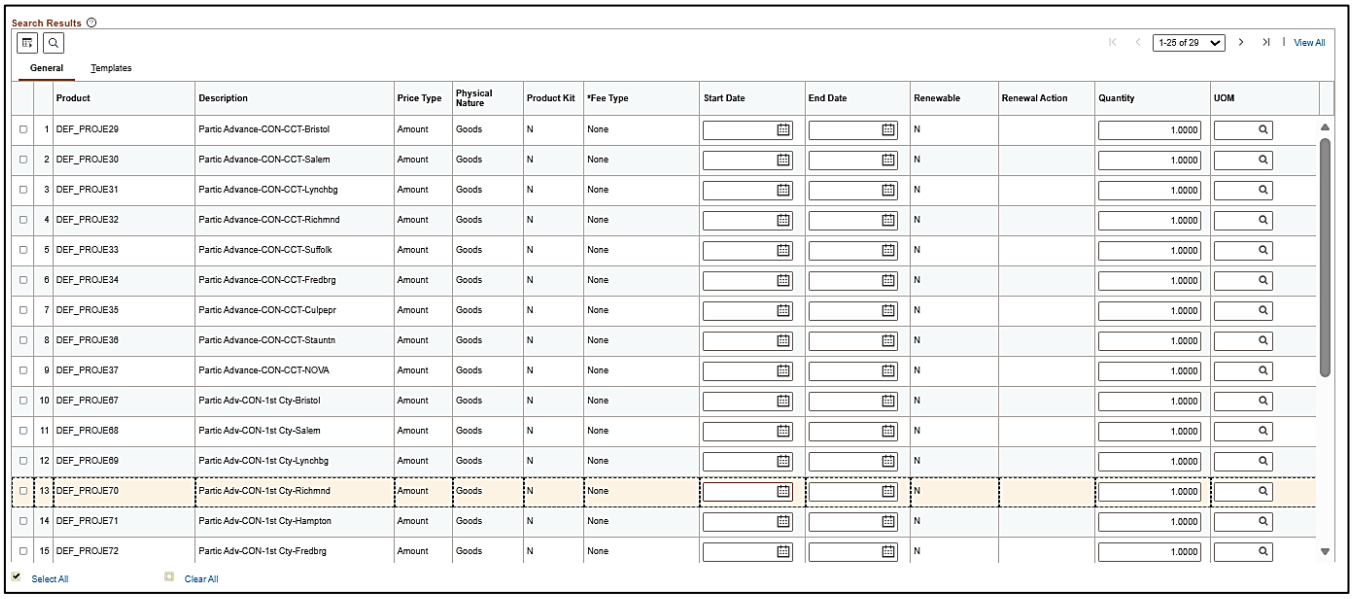


The **General Information Add Contract Lines Search** page displays.



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.



	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

Step	Action
18.	Click the **Start Date Calendar** icon and select the start date for the Contract Line.

☐	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.

General | **Templates**

The **Templates** tab displays.

General | **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	

Step	Action
20.	Click the **Revenue Plan Look up** icon for the selected Product.

		Product	Revenue Plan	Billing Plan	Billing Plan Detail
☐	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_60	PREPAID	PROJE_CCT
☐	15	DEF_PROJE72	APPORT_60	PREPAID	PROJE_CCT

The **Look Up Revenue Plan** page displays in a pop-up window.

Look Up Revenue Plan

Help

Cancel

Search Results

View 100 1-10 of 10

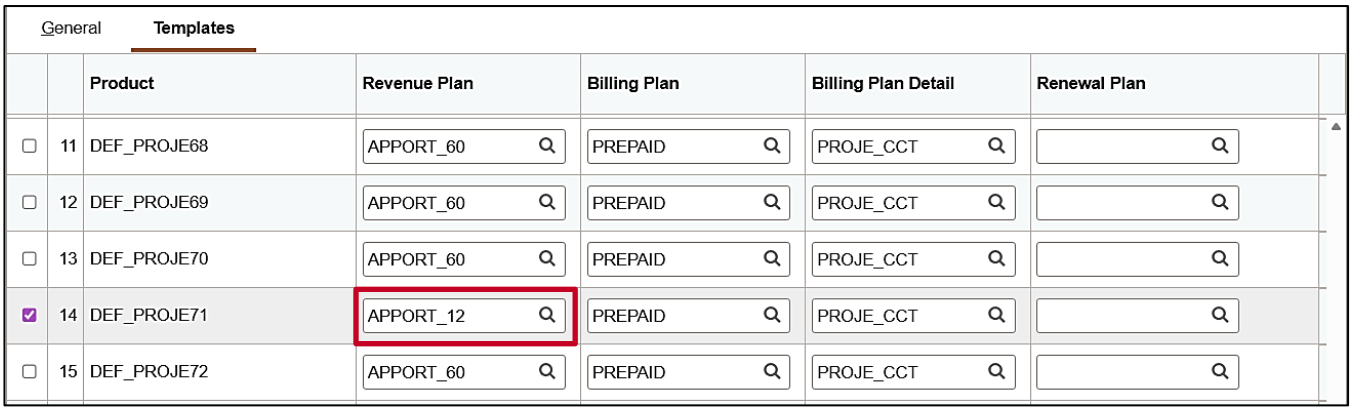
SetID	Revenue Plan Template	Plan Method	Description
50100	APPORT_12	Apportion	Apportionment - 12
50100	APPORT_120	Apportion	Apportionment - 120
50100	APPORT_180	Apportion	Apportionment -180
50100	APPORT_24	Apportion	Apportionment - 24
50100	APPORT_36	Apportion	Apportionment - 36
50100	APPORT_4	Apportion	Apportionment - 4
50100	APPORT_48	Apportion	Apportionment - 48
50100	APPORT_60	Apportion	Apportionment - 60
50100	MILESTONE	Milestone	Amount Based - Milestone
50100	RATE	As Incurr	As Incurred - Rate Based

21. Click the **Revenue Plan Template** link that has the needed Apportionment Schedule.

SetID	Revenue Plan Template	Plan Method	Description
50100	APPORT_12	Apportion	Apportionment - 12
50100	APPORT_120	Apportion	Apportionment - 120
50100	APPORT_180	Apportion	Apportionment -180

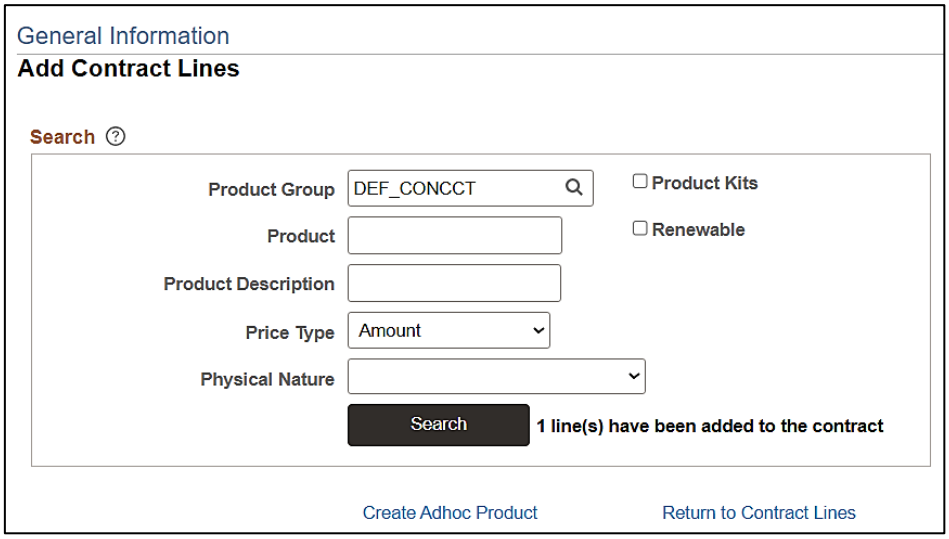
Step	Action

The **Templates** tab redisplays with the updated **Revenue Plan** selected.

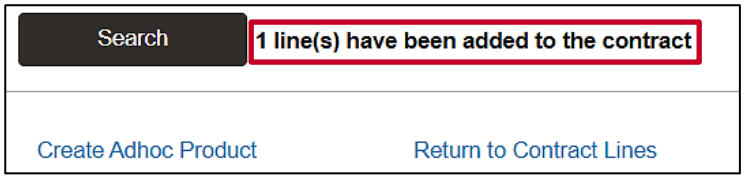


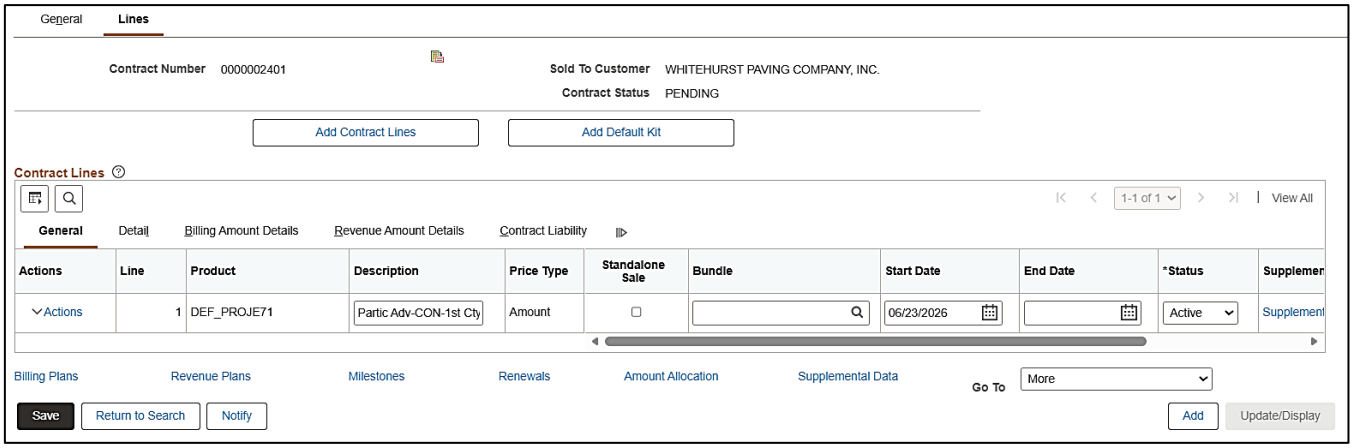
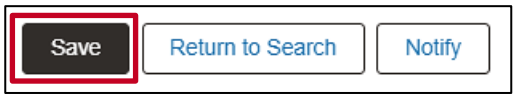
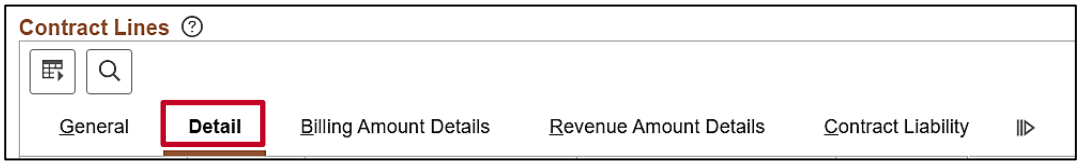
22. Scroll to the bottom of the page as needed and click the **Add Contract Lines** button.

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



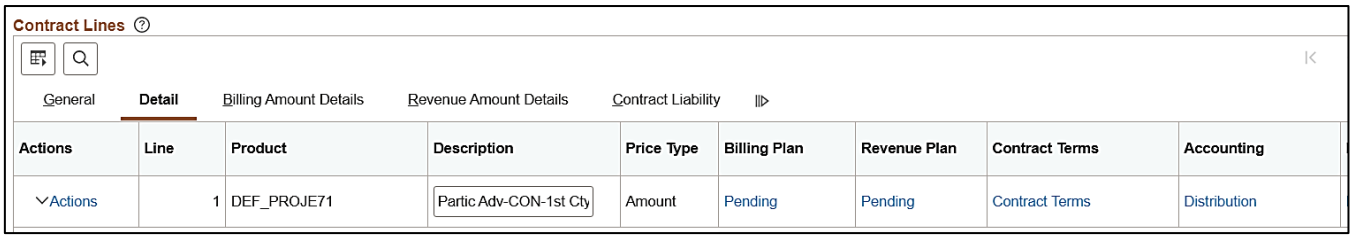
A message displays indicating that “1 line(s) have been added to the contract”.



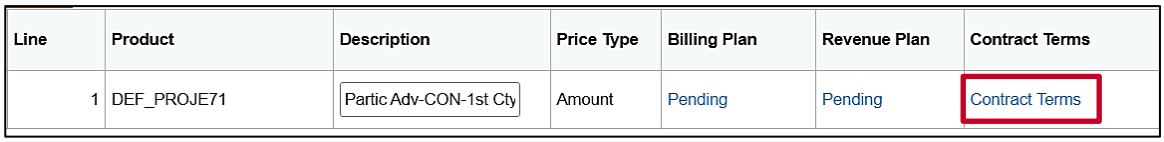
Step	Action
23.	Click the **Return to Contract Lines** link.
The **Lines** tab redisplays. 	
24.	Click the **Save** button. 
	This action saves the Contract Line and defaults the Contract Billing Plans and Revenue Plans based on the Product.
25.	Click the **Detail** tab to add the Project and Activity to the Contract Line. 

Step	Action

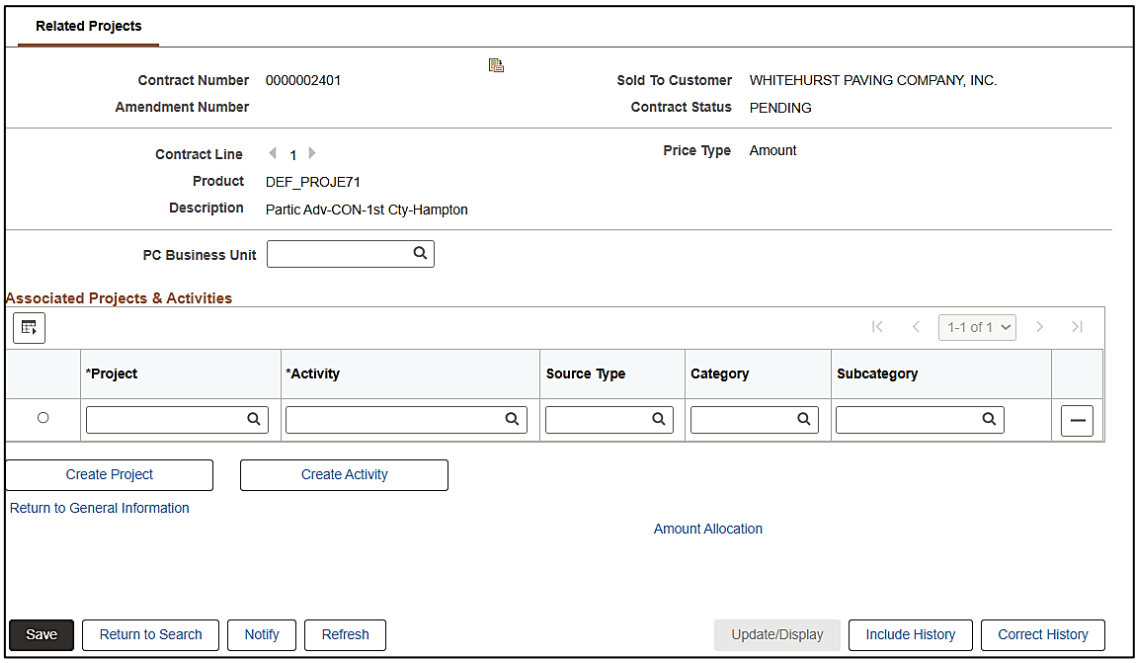
The **Contract Lines Detail** tab displays.



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

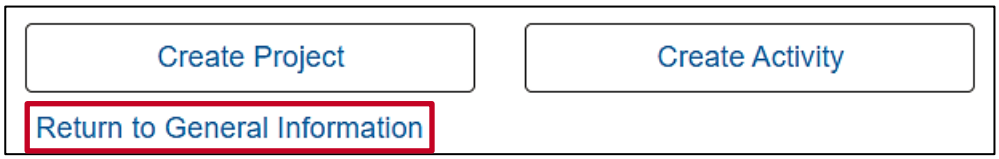


The **Related Projects** tab displays.



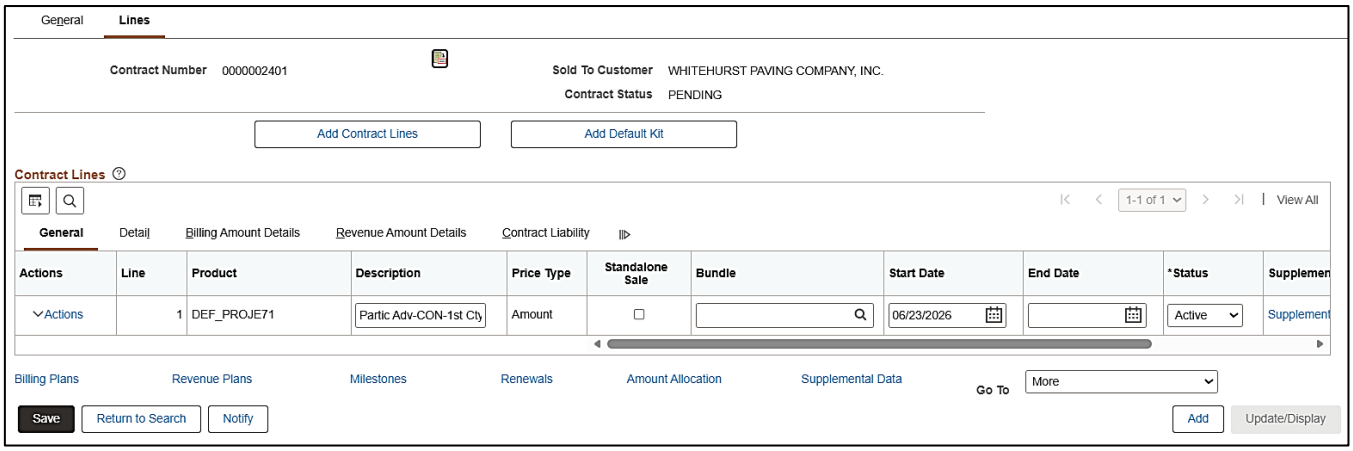
If additional tabs display, click the **Related Projects** tab.

27. Enter “50100” in the **PC Business Unit** field.

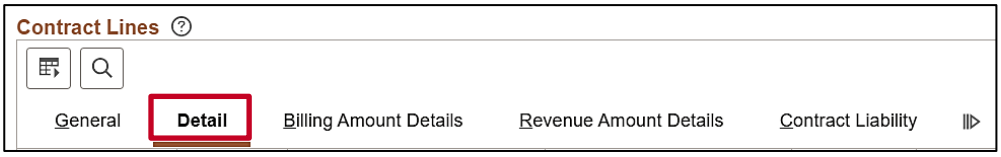
Step	Action
28.	Enter the applicable Project ID in the **Project** field.
29.	Enter the applicable Activity in the **Activity** field.
	The selected Activity must be from the associated Project phase and the Project and Activity must be active for the Accounting Distribution to save.
30.	Click the **Save** button.
31.	Click the **Return to General Information** link. 

Step	Action

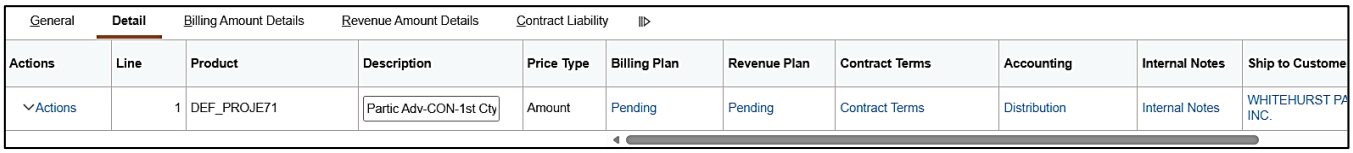
The **Lines** tab redisplays.



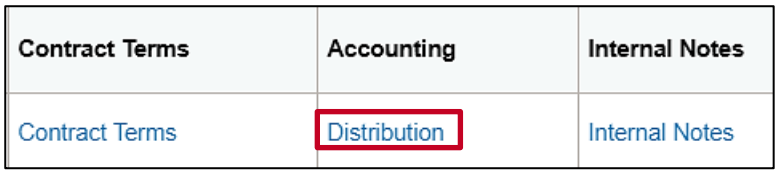
32. Click the **Detail** tab within the **Contract Lines** section.



The **Detail** tab displays.

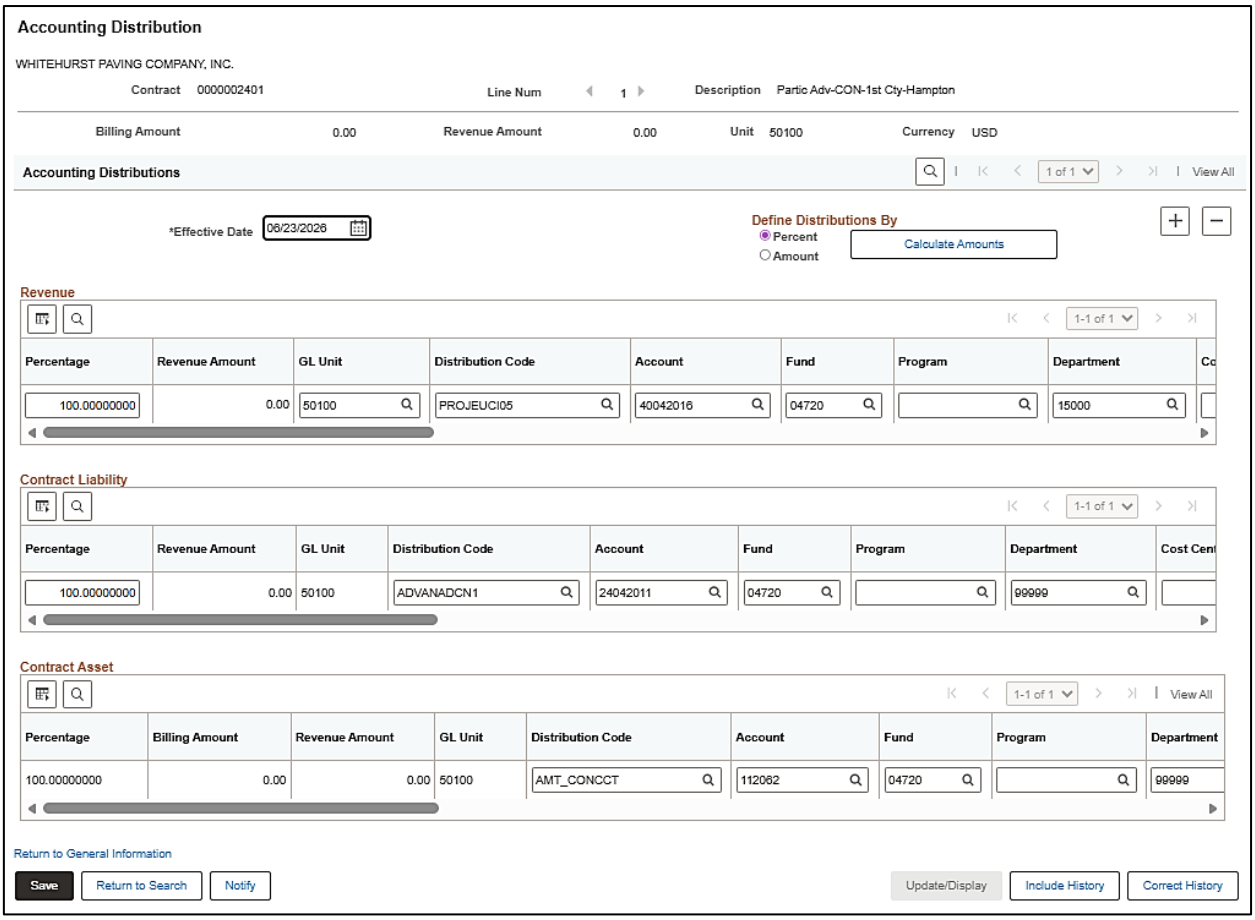


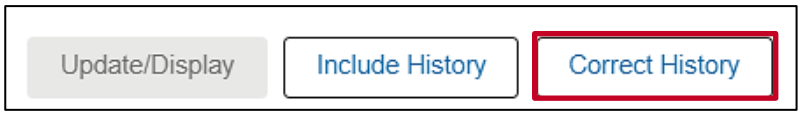
33. Click the **Distribution** link in the **Accounting** field.



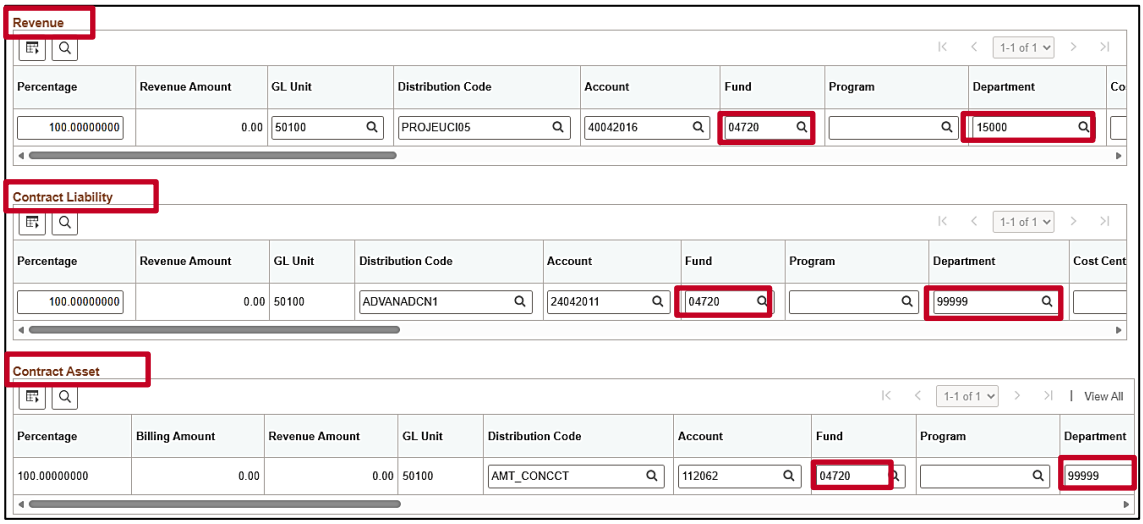
Step	Action

The **Accounting Distribution** page displays.

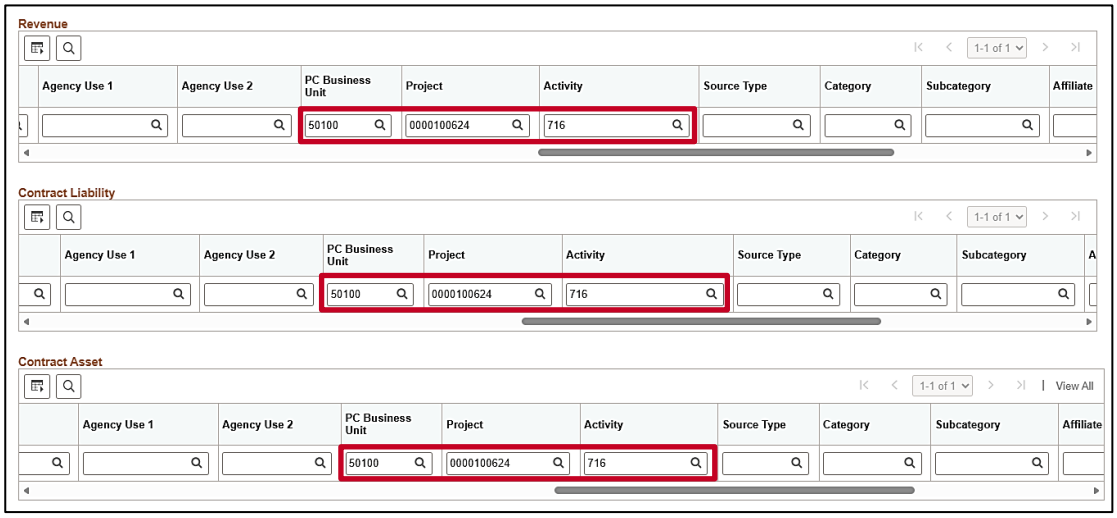


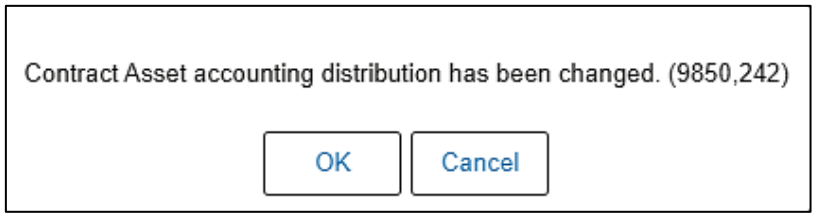
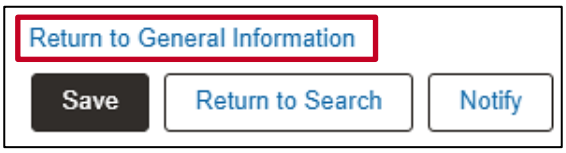
34.	Click the **Correct History** button. 

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.



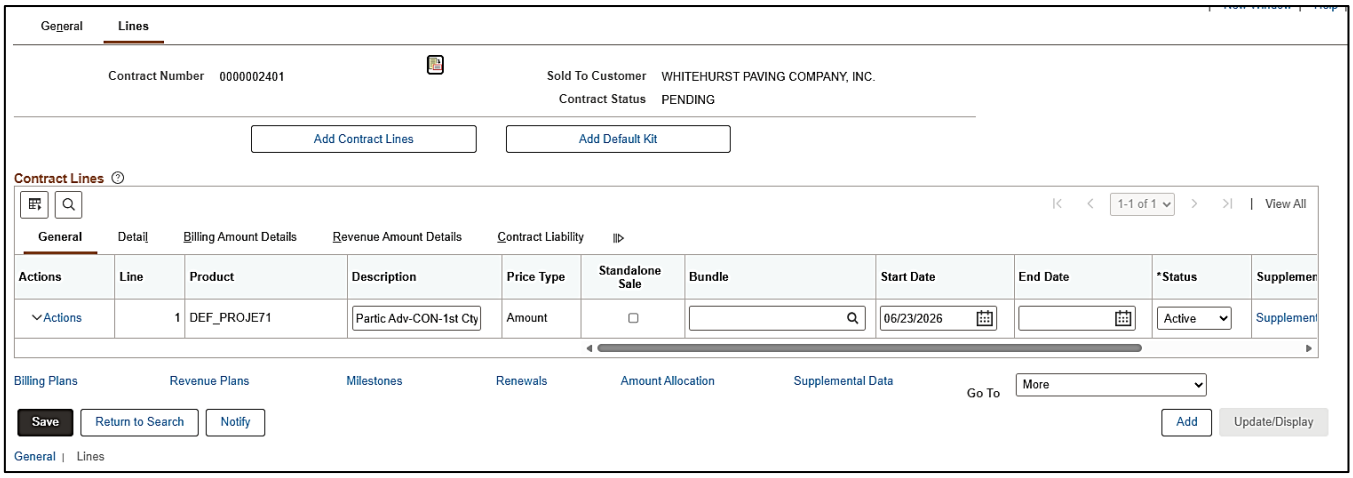
36.	Scroll to the right as needed for the Revenue, Contract Liability, and Contract Asset Lines and enter or select the following: • **PC Business Unit**: enter/select the Agency Business Unit • **Project**: enter/select the same Project ID that was used when the Contract Line was created • **Activity**: enter/select the same Activity that was used when creating the Contract Line



Step	Action
37.	Click the **Save** button.
A **Message** displays in a pop-up window indicating that the “Contract Asset accounting distribution has been changed”.  	
38.	Click the **OK** button.
39.	Scroll to the right as needed and verify that all of the distributions display as “Valid” (**Valid** checkbox option checked).
40.	Click the **Return to General Information** link at the bottom of the page. 

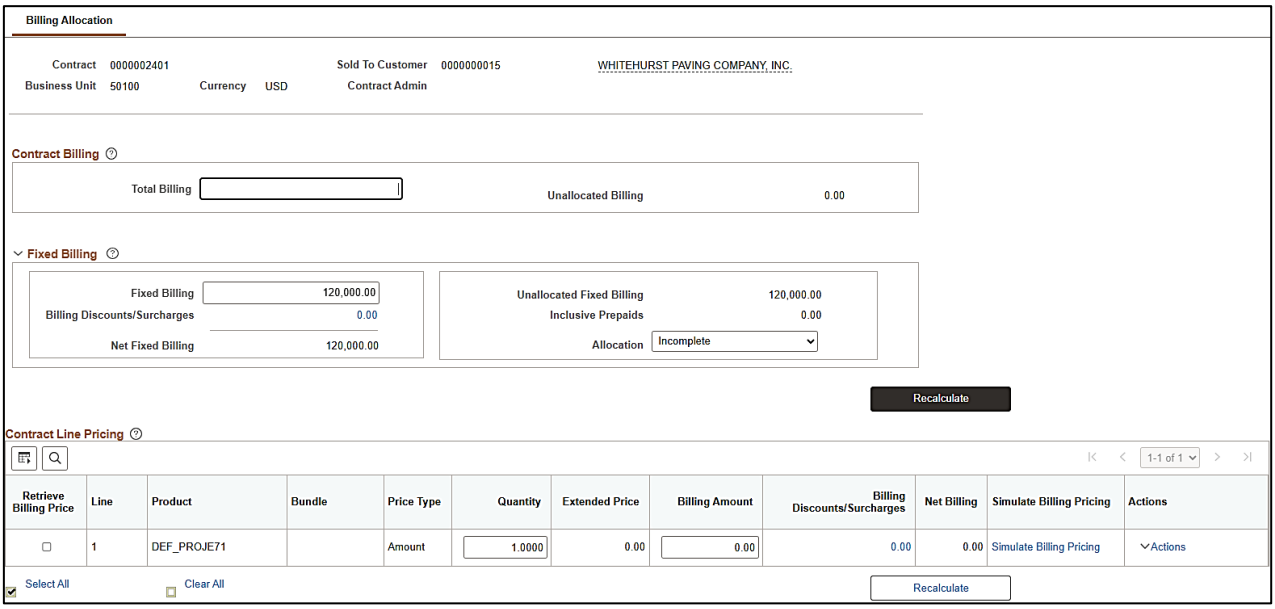
Step	Action

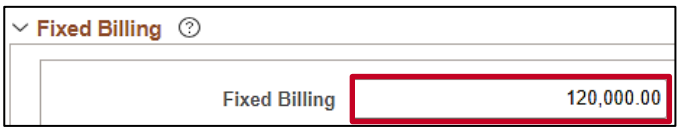
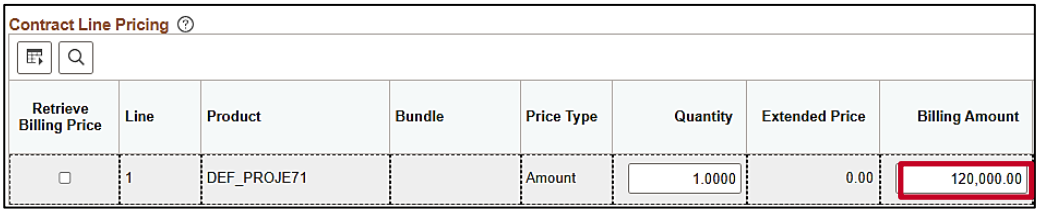
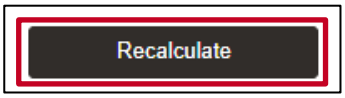
The **Lines** tab redisplays.



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

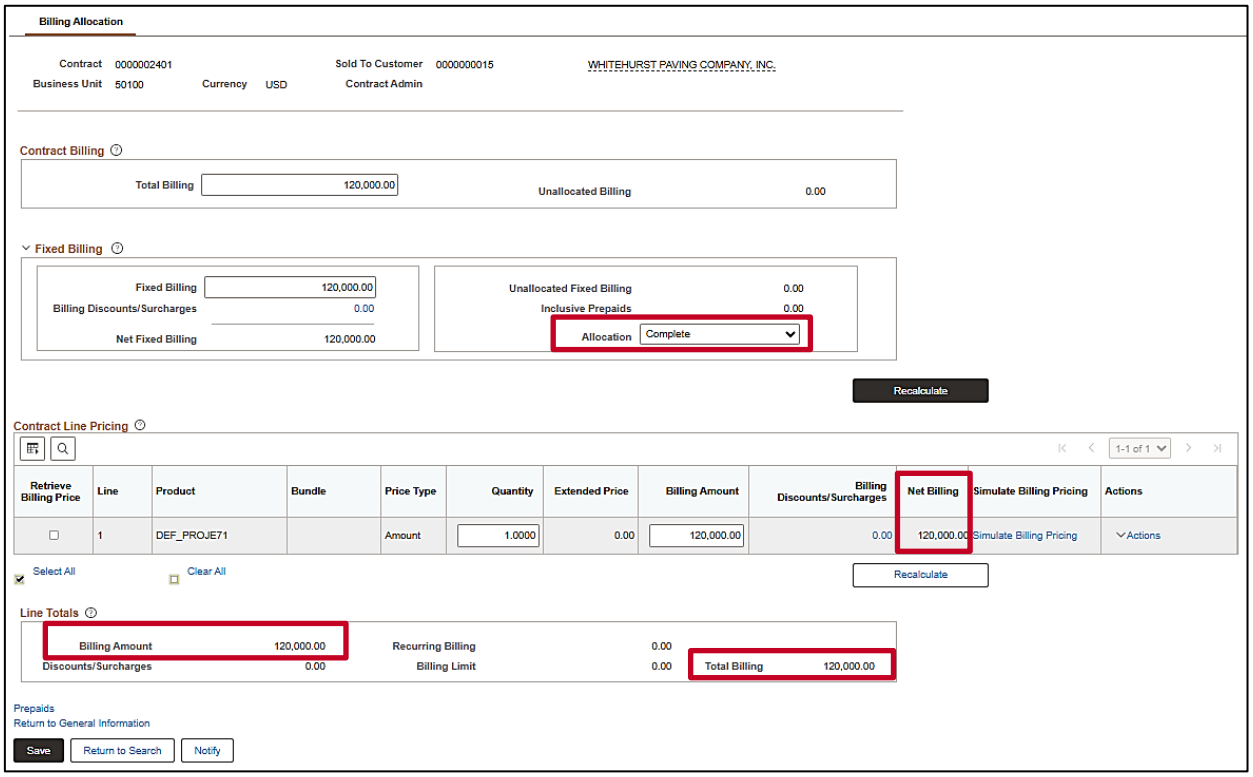
The **Billing Allocation** tab displays.

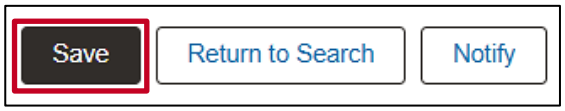
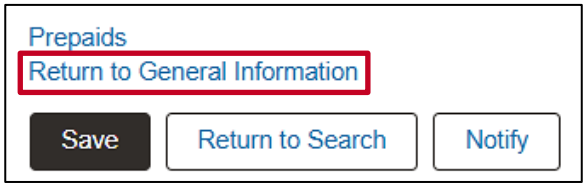


Step	Action
42.	Enter the applicable amount in the **Total Billing** field.
43.	Enter the applicable amount in the **Fixed Billing** field if it does not auto-populate. **Note**: This is the fixed billing amount entered on the **General Information** page. 
44.	Enter the fixed billing amount in the **Billing Amount** field in the **Contract Line Pricing** section. 
45.	Click the **Recalculate** button. **Note**: It does not matter which **Recalculate** button is clicked. 

Step	Action

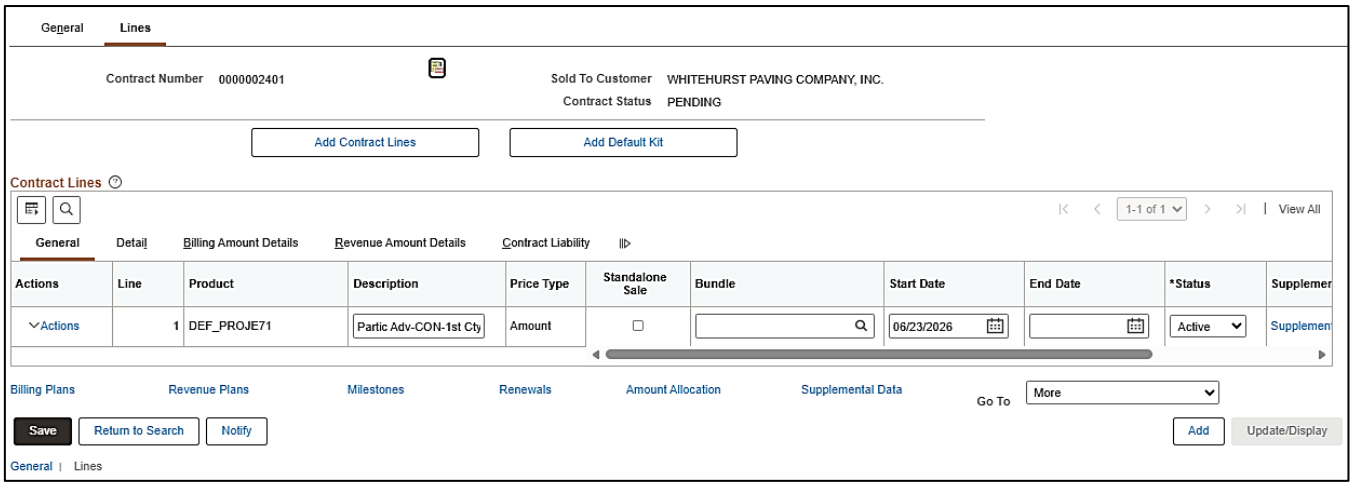
This process updates the **Allocation** field from “Incomplete” to “Complete” and updates the **Net Billing**, **Billing Amount**, and **Total Billing** fields with the applicable amount.



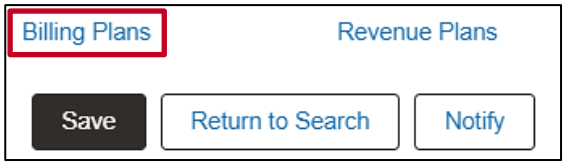
46.	Click the **Save** button. 
47.	Click the **Return to General Information** link. 

Step	Action

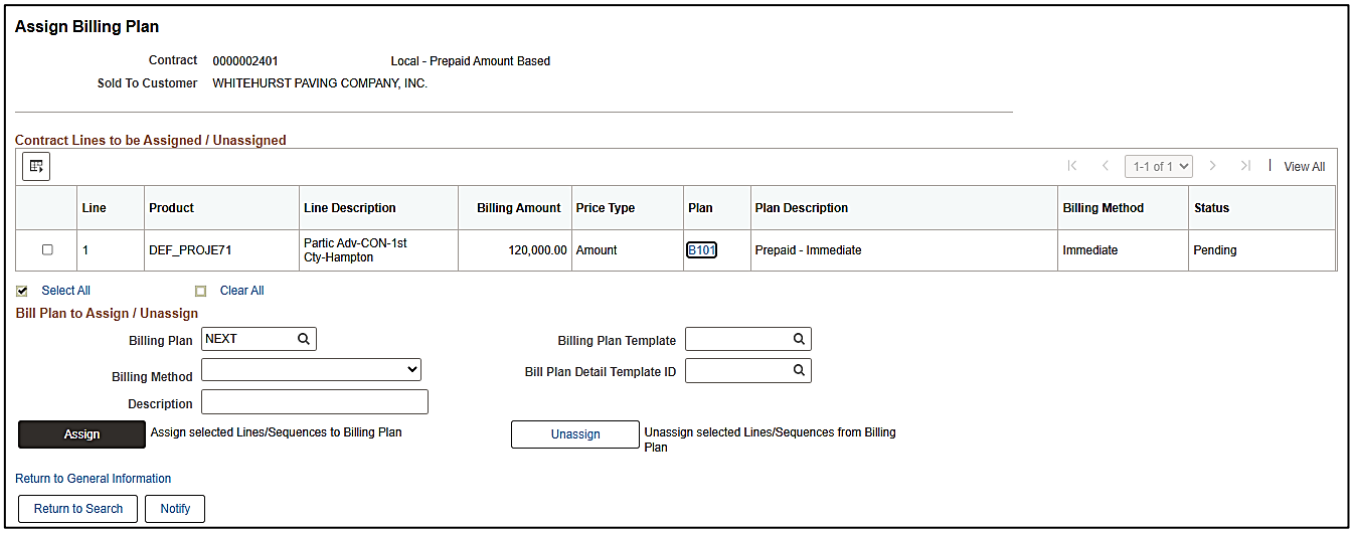
The **Lines** tab redisplays.



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



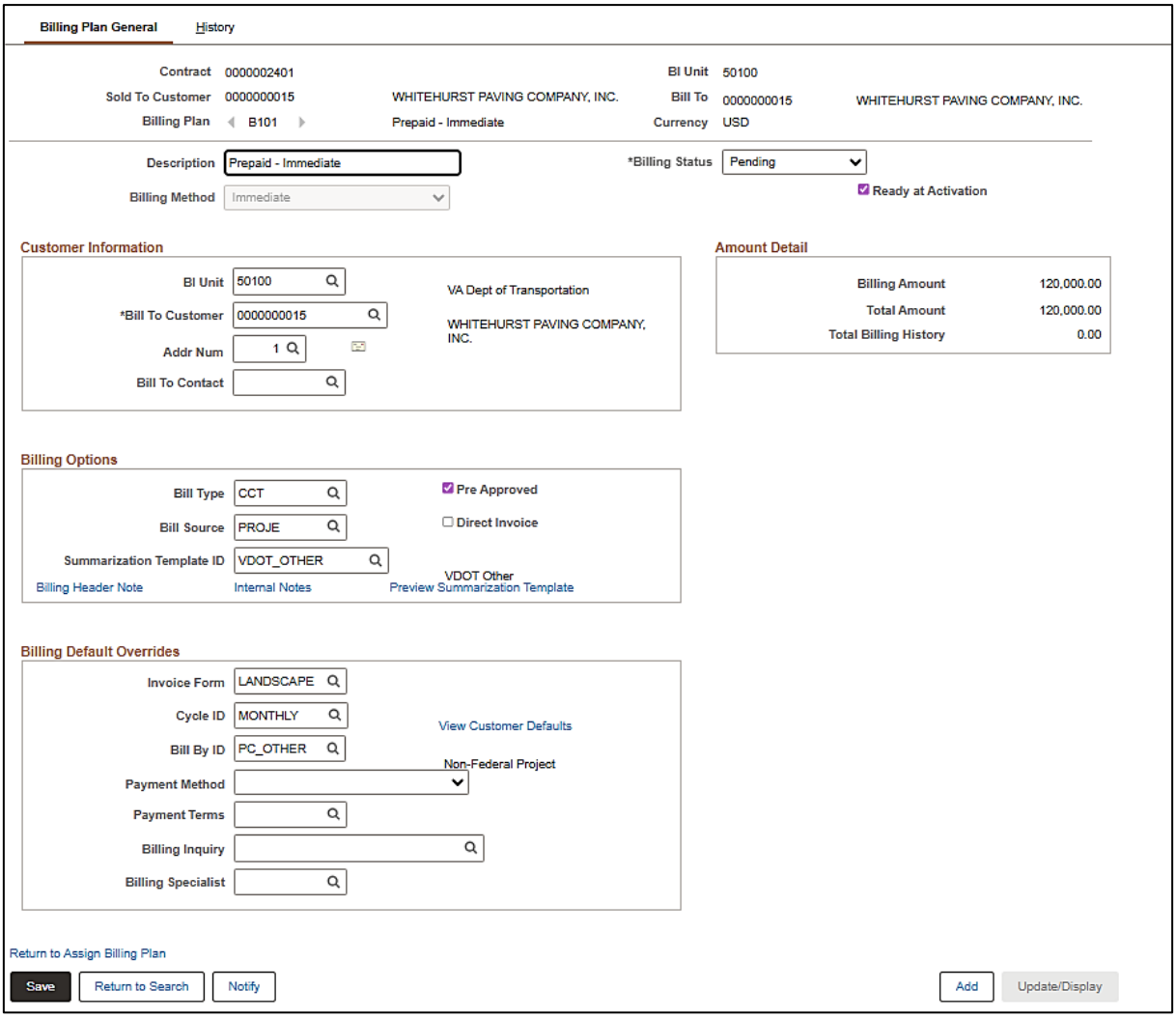
The **Assign Billing Plan** page displays.



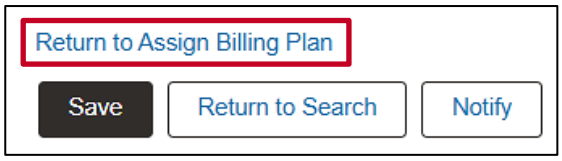
Step	Action
49.	Click the **B101** link in the **Plan** field.

Billing Amount	Price Type	Plan	Plan Description
120,000.00	Amount	B101	Prepaid - Immediate

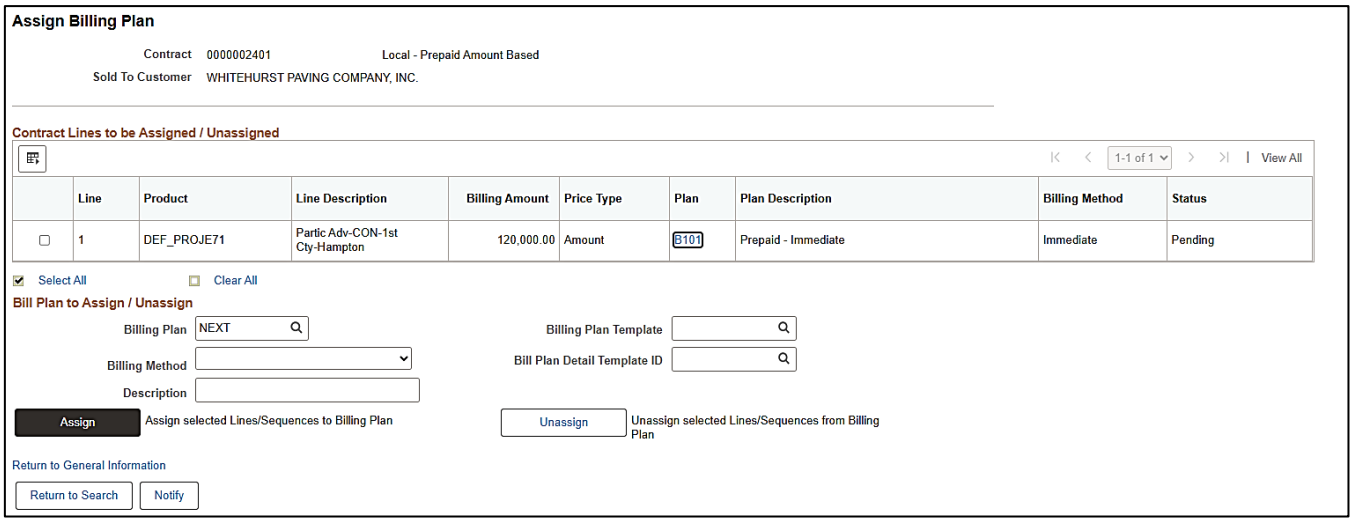
The **Billing Plan General** tab displays.

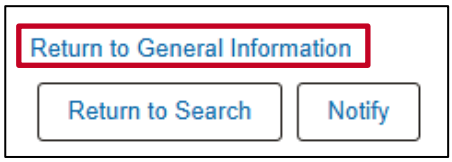


No changes are required on this page. However, the user should confirm that the information in the **Billing Options** and **Bill Default Overrides** sections is accurate.

Step	Action
50.	Click the **Return to Assign Billing Plan** link. 

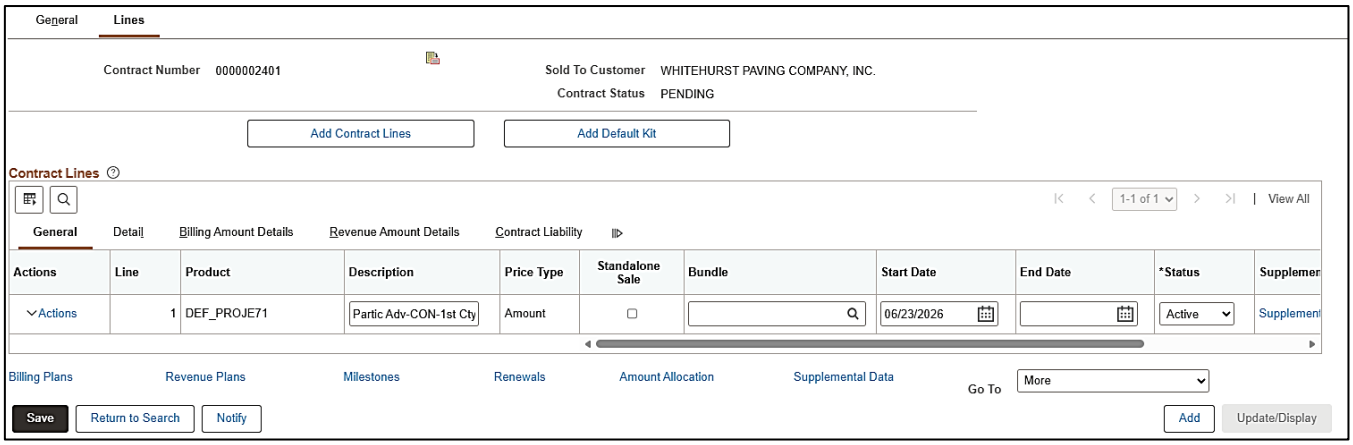
The **Assign Billing Plan** page redisplays.



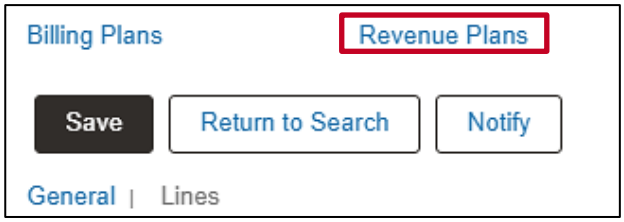
51.	Click the **Return to General Information** link. 

Step	Action

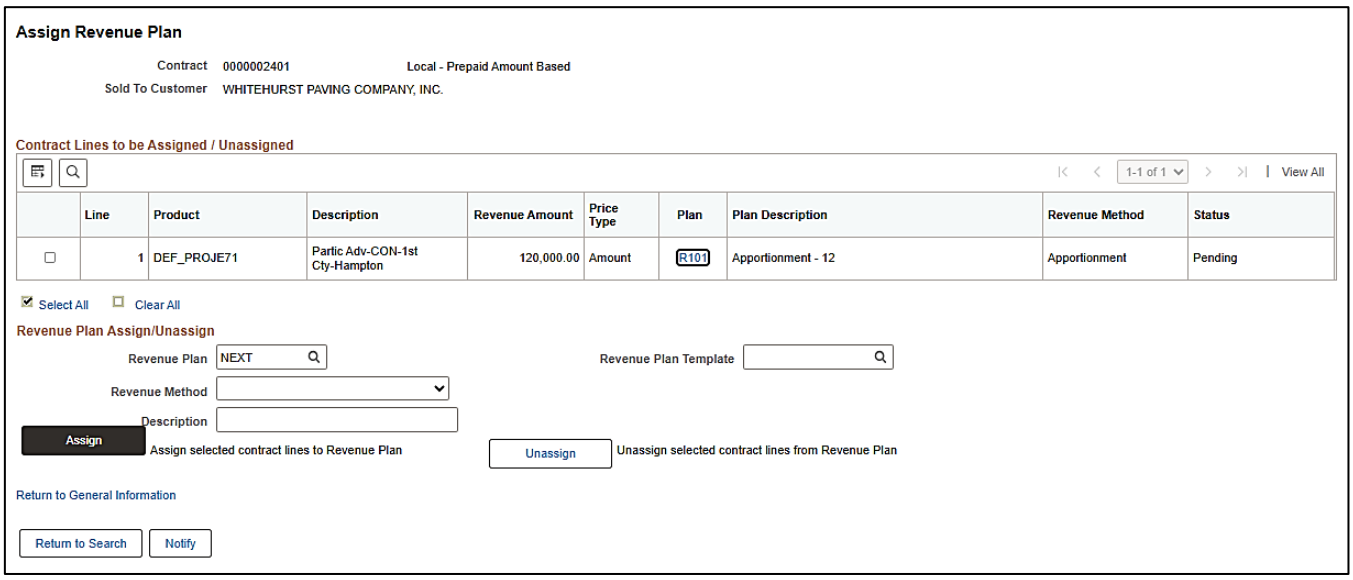
The **Lines** tab redisplays.



52. Click the **Revenue Plans** link.



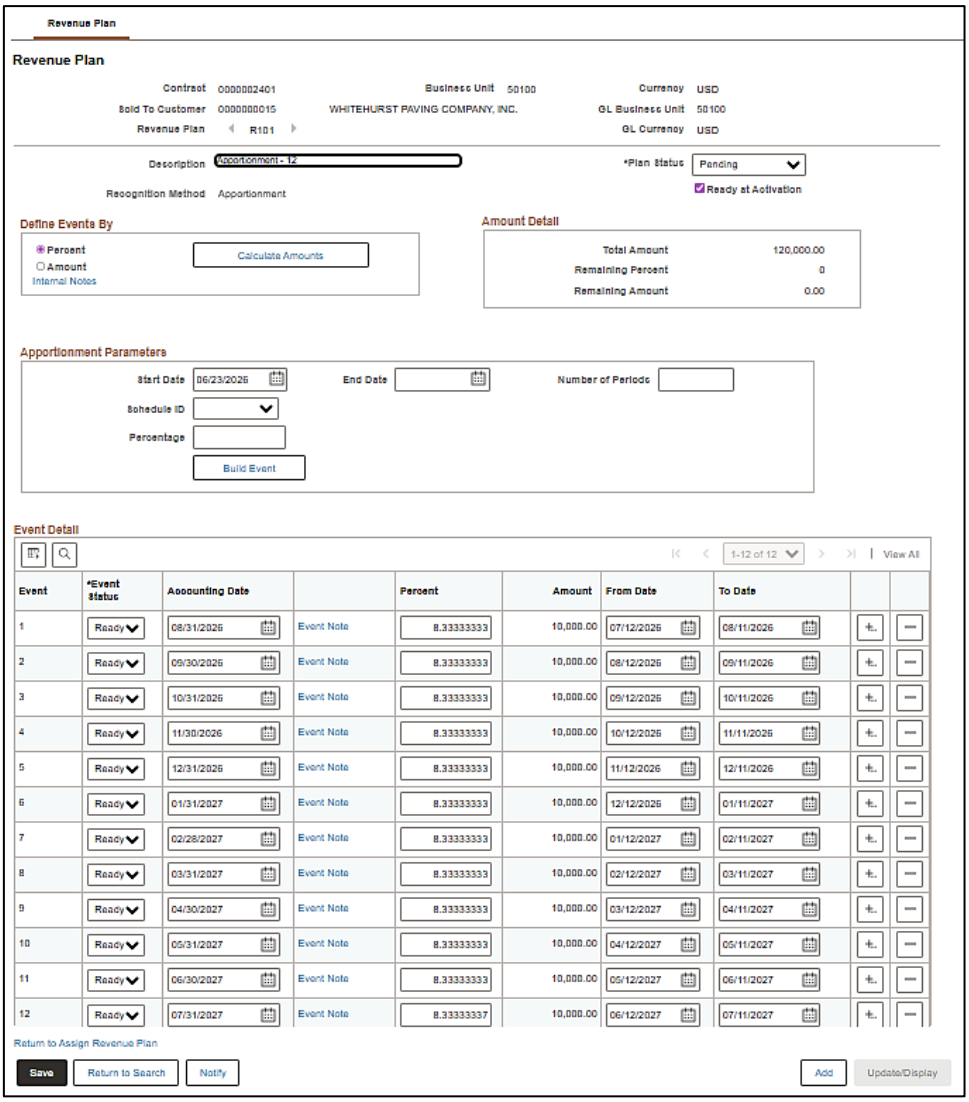
The **Assign Revenue Plan** page displays.

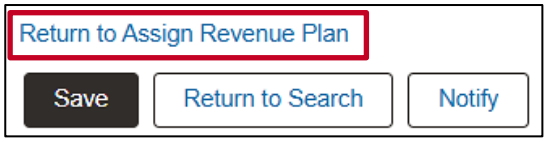


Step	Action
53.	Click the **R101** link in the **Plan** field.

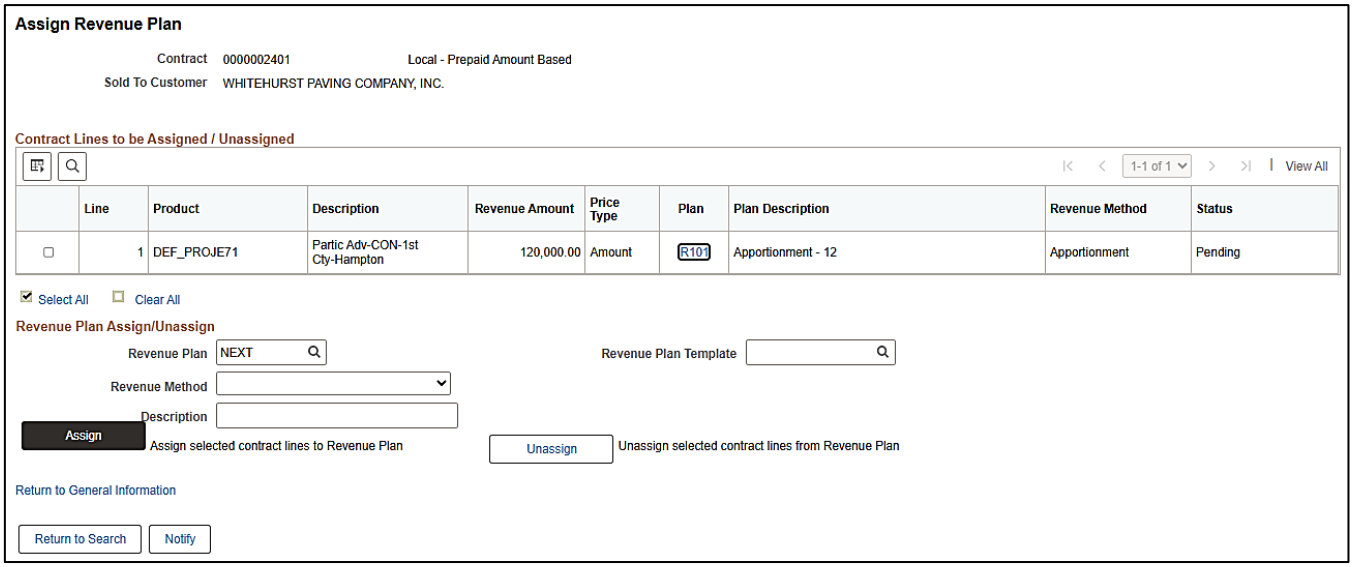
Price Type	Plan	Plan Description
Amount	R101	Apportionment - 12

The **Revenue Plan** page displays.



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. 

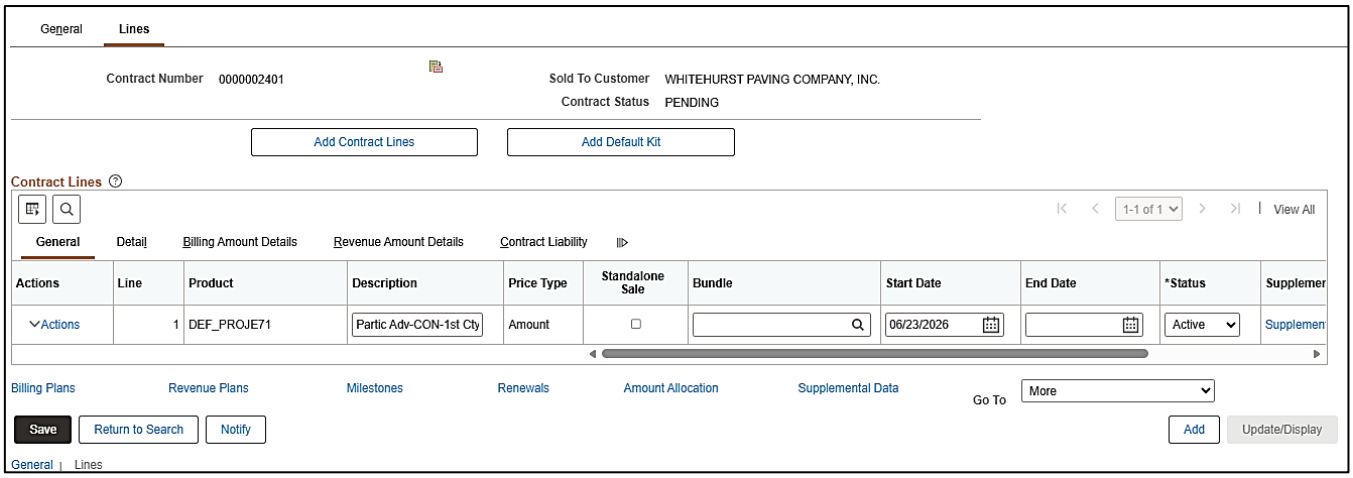
The **Assign Revenue Plan** page redisplays.



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

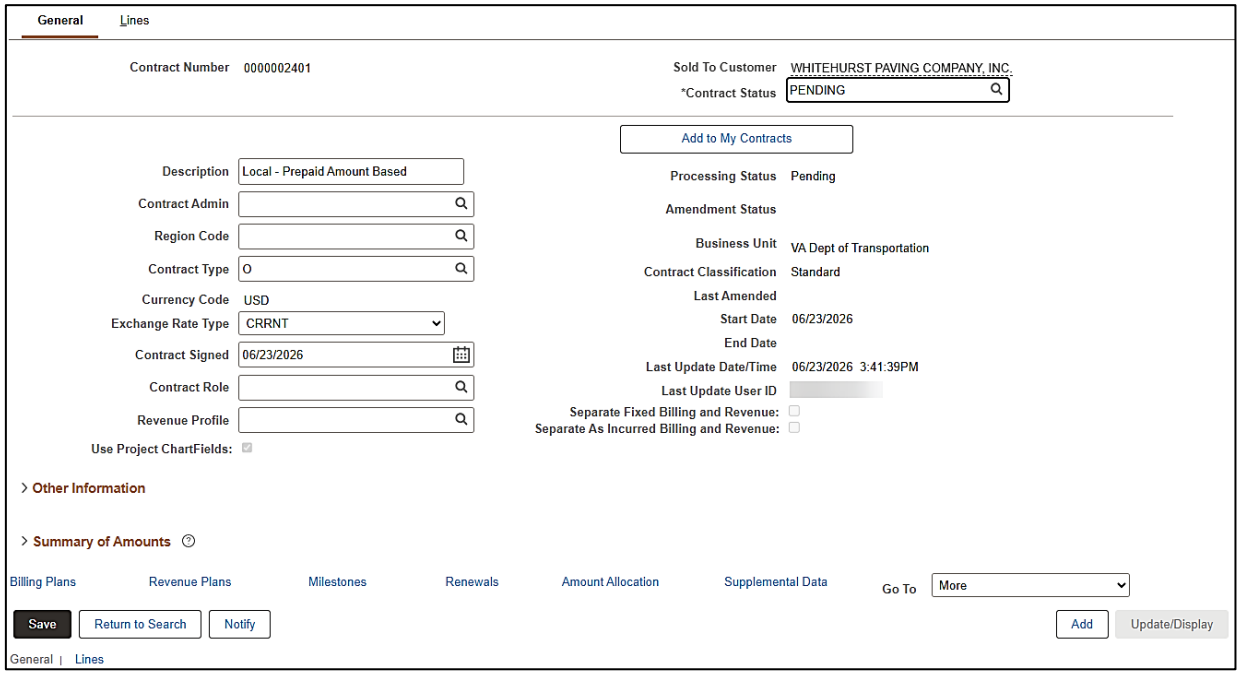
Step	Action

The **Lines** tab redisplays.



56. Click the **General** tab.

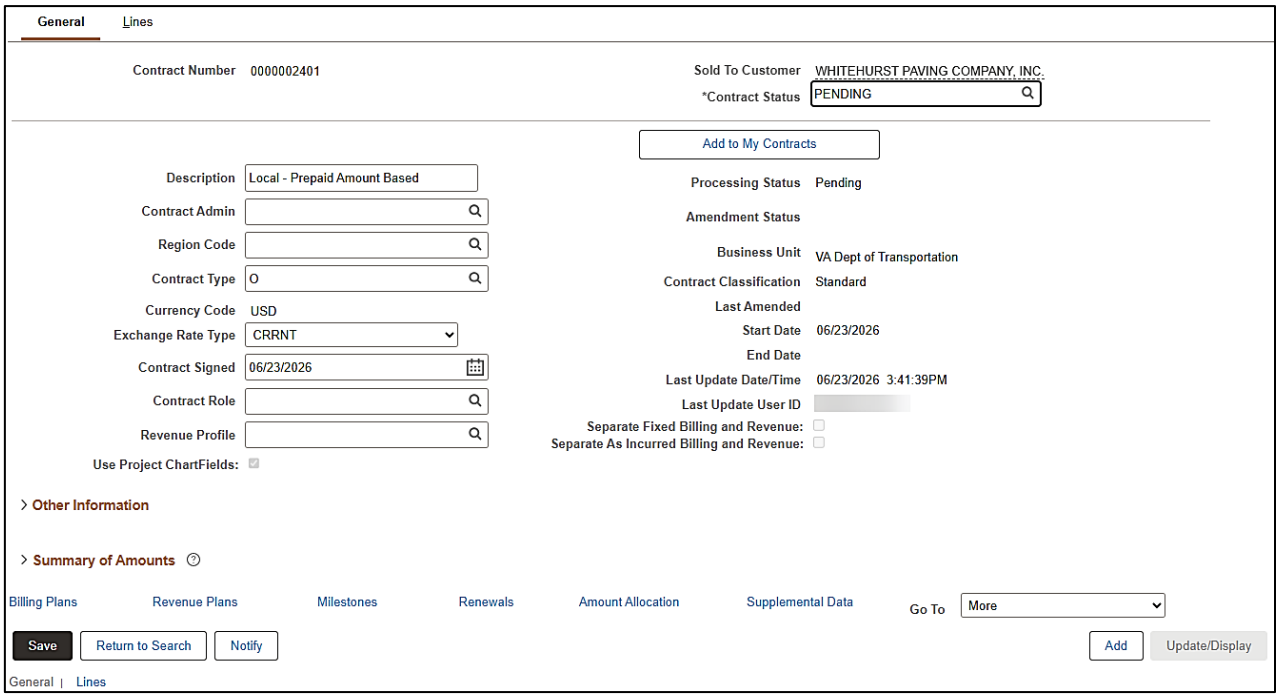
The **General** tab redisplays.



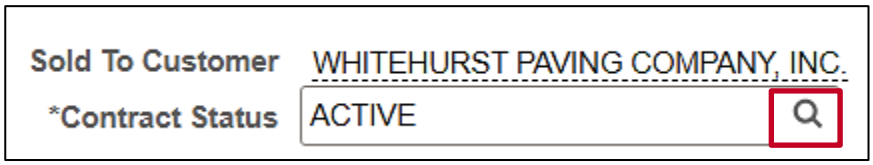
Activating the Contract

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.

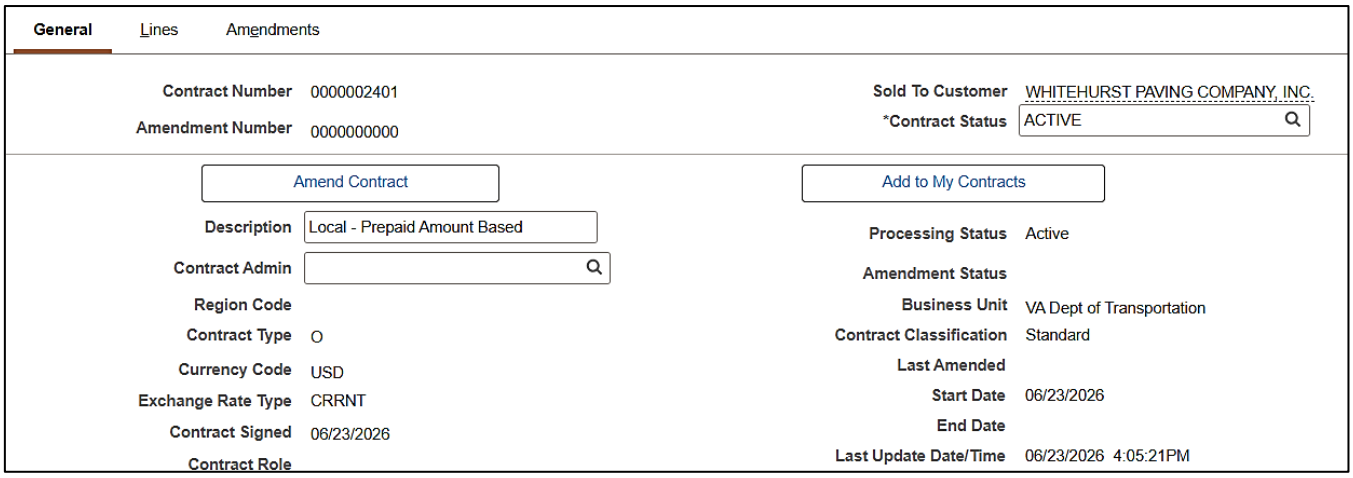
Step	Action
	The **Customer Contract General Information** page displays with the **General** tab displayed by default.



1.	Click the **Contract Status Look up** icon and select “ACTIVE”.



Step	Action
	The **General Information** page refreshes with “ACTIVE” displayed in the **Contract Status** field.



2.	Click the **Save** button.
	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**.