



Project Accounting Job Aid

PA354 Creating Non-Federal Recurring Contracts (VDOT Only)

Creating Non-Federal Recurring Contracts Overview

In order to create a Recurring Contract, a Recurring Product must first be created. The Recurring Product defines the billing start date, the billing schedule, and the number of occurrences. Each time the contract is eligible for billing (based on the Recurring Product definition), the system automatically generates the appropriate invoice lines and sends them to the Billing module, along with the accounting distribution, for processing.

There are three steps that must be followed to create a recurring Product:

- A Revenue/Bill Plan template must be created for the number of billings (e.g., 3 months, 6 months, etc.)
- A Product must be created
- A Distribution Set must be created

Note: To create a new recurring 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.

When creating a Recurring Product in Cardinal:

- Create the Recurring Revenue/Bill Plan (if the template already exists, skip this step)
- Create the Product Definition
- Attribute by Unit of Measure
- Assign the List Price
- Assign the Product Group
- Associate the new Product with a Distribution Set and Distribution Code

Creating Non-Federal Recurring Contracts involves the following steps:

- **Creating Contract Header** – When creating the Contract Header, information is defined for the entire Contract. This may include the Contract signed date, the Contract Administrator, and the Contract Type.
- **Creating Contract Line(s)** – Contracts may have more than one Contract Line. However, most Recurring Contracts will only have one. At this level, a Product is chosen that defines the Contract as recurring.
- **Associating Project and Activity** – A Project and Activity are associated to a Contract Line on the **Related Projects** page.
- **Updating the Distribution** – The Project and Activity must be defined on the Distribution.
- **Reviewing the Billing Plan** – The Billing Plan is created automatically and can be viewed. The user can also stop the recurring billing before the scheduled end date by changing the end date and saving it on this page.
- **Activating the Contract** – Activating a Contract indicates that all data for the Contract is in Cardinal and that billing will commence.



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Unlike Rate-Based Contracts, the same Project/Activity combination can be associated with more than one Contract Line for a Recurring Contract. After creating the Contract, adding Product(s), setting the limits, and associating the Project/Activity(s), the Contract is ready to be set to "ACTIVE".

Navigation Note: Please note that there may 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.
10/8/2025	Baseline.



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Creating a Recurring Revenue/Bill Plan Template

Before creating a Revenue/Bill Plan Template, validate that a Revenue/Bill Plan Template has not been created for the number of months that the Contract will need to produce a Bill.

Step	Action
1.	Navigate to the Revenue/Billing Plan Template page using the following path: NavBar > Menu > Set Up Financials/Supply Chain > Product Related > Contracts > Templates > Setup CA Rev & Bill Plan Tmpl
The Revenue/Billing Plan Template Find an Existing Value Search page displays. ← Cardinal Financials Revenue/Billing Plan Template 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 ✎ *SetID = ▼ Q Plan Template ID begins with ▼ Q Plan Method = ▼ ▼ Description begins with ▼ ^ 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.
2.	Enter "REC" in the Plan Template ID field. *SetID = ▼ 50100 Q Plan Template ID begins with ▼ REC Q
3.	Click the Search button. Search Clear



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Step	Action																																																							
	The search results display in the Search Results section. ▼ Search Results 38 results - SetID "50100" Plan Template ID "REC" << < 1-10 of 38 > >> View All <table><thead><tr><th>SetID</th><th>Plan Template ID</th><th>Plan Method</th><th>Description</th><th></th></tr></thead><tbody><tr><td>50100</td><td>RECUR_1</td><td>Recurring</td><td>Recurring - Monthly - 1</td><td>></td></tr><tr><td>50100</td><td>RECUR_10</td><td>Recurring</td><td>Recurring - Monthly - 10</td><td>></td></tr><tr><td>50100</td><td>RECUR_11</td><td>Recurring</td><td>Recurring - Monthly - 11</td><td>></td></tr><tr><td>50100</td><td>RECUR_12</td><td>Recurring</td><td>Recurring - Monthly - 12</td><td>></td></tr><tr><td>50100</td><td>RECUR_120</td><td>Recurring</td><td>Recurring - Monthly - 120</td><td>></td></tr><tr><td>50100</td><td>RECUR_12Q</td><td>Recurring</td><td>Recurring - Quarterly 12</td><td>></td></tr><tr><td>50100</td><td>RECUR_15</td><td>Recurring</td><td>Recurring - Monthly - 15</td><td>></td></tr><tr><td>50100</td><td>RECUR_16</td><td>Recurring</td><td>Recurring - Monthly - 16</td><td>></td></tr><tr><td>50100</td><td>RECUR_17</td><td>Recurring</td><td>Recurring - Monthly - 17</td><td>></td></tr><tr><td>50100</td><td>RECUR_18</td><td>Recurring</td><td>Recurring - Monthly - 18</td><td>></td></tr></tbody></table>	SetID	Plan Template ID	Plan Method	Description		50100	RECUR_1	Recurring	Recurring - Monthly - 1	>	50100	RECUR_10	Recurring	Recurring - Monthly - 10	>	50100	RECUR_11	Recurring	Recurring - Monthly - 11	>	50100	RECUR_12	Recurring	Recurring - Monthly - 12	>	50100	RECUR_120	Recurring	Recurring - Monthly - 120	>	50100	RECUR_12Q	Recurring	Recurring - Quarterly 12	>	50100	RECUR_15	Recurring	Recurring - Monthly - 15	>	50100	RECUR_16	Recurring	Recurring - Monthly - 16	>	50100	RECUR_17	Recurring	Recurring - Monthly - 17	>	50100	RECUR_18	Recurring	Recurring - Monthly - 18	>
SetID	Plan Template ID	Plan Method	Description																																																					
50100	RECUR_1	Recurring	Recurring - Monthly - 1	>																																																				
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50100	RECUR_11	Recurring	Recurring - Monthly - 11	>																																																				
50100	RECUR_12	Recurring	Recurring - Monthly - 12	>																																																				
50100	RECUR_120	Recurring	Recurring - Monthly - 120	>																																																				
50100	RECUR_12Q	Recurring	Recurring - Quarterly 12	>																																																				
50100	RECUR_15	Recurring	Recurring - Monthly - 15	>																																																				
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	If an applicable Template is not found, the user must create a new one.																																																							
4.	Click the Add a New Value button. + Add a New Value																																																							



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Step	Action
	The Revenue/Billing Plan Template Add a New Value page displays. ← Cardinal Financials Revenue/Billing Plan Template Add a New Value Find an Existing Value *SetID *Plan Template ID *Plan Method Add
5.	Enter the Plan Template ID in the Plan Template ID field. Use “RECUR_” followed by the number of Bills. If quarterly, add the letter “Q” behind the number of bills (e.g., “RECUR_14Q”). *SetID 50100 *Plan Template ID RECUR_14 *Plan Method
6.	Click the Plan Method dropdown button and select “Recurring”. *SetID 50100 *Plan Template ID RECUR_14 *Plan Method Recurring
7.	Click the Add button. Add



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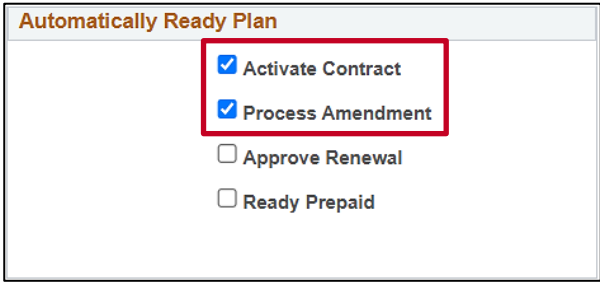
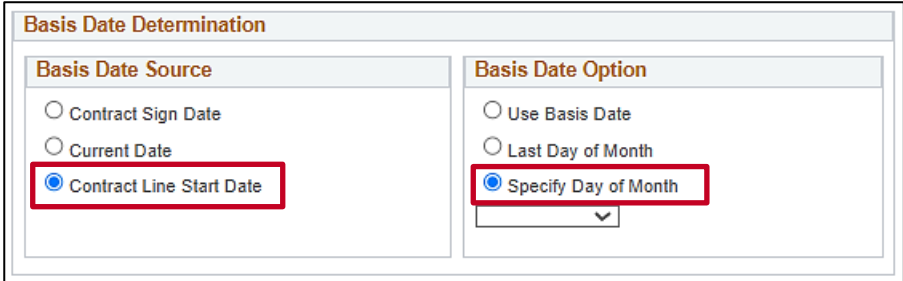
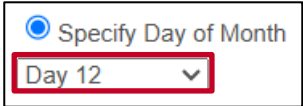
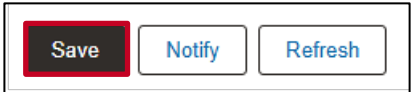
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Step	Action
	The Revenue/Billing Plan Template page displays. ← Cardinal Financials Revenue/Billing Plan Template SetID 50100 Plan Template ID RECUR_14 Plan Method Recurring *Description Number of Events Schedule ID Automatically Ready Plan ☐ Activate Contract ☐ Process Amendment ☐ Approve Renewal ☐ Ready Prepaid Basis Date Determination Basis Date Source ☒ Contract Sign Date ☐ Current Date ☐ Contract Line Start Date Basis Date Option ☒ Use Basis Date ☐ Last Day of Month ☐ Specify Day of Month Save Notify Refresh Add Update/Display



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Step	Action
11.	Select the Activate Contract and Process Amendment checkbox options in the Automatically Ready Plan section. 
12.	Select the Contract Line Start Date radio button option within the Basis Date Source section and select the Specify Day of Month radio button option within the Basis Date Option section of the Basis Date Determination section. 
13.	Click the Specify Day of Month dropdown button and select the applicable day of the month. 
14.	Click the Save button. 



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Creating a Recurring Product

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. 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 ✎ *SetID = ▼ 50100 Q Product ID begins with ▼ Description begins with ▼ Product Use = ▼ ▼ Model Number begins with ▼ Catalog Number begins with ▼ Tax Product Number begins with ▼ Product Kit ☐ Effective Status = ▼ ▼ Item ID 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.
2.	Click the Add a New Value button. ⊕ Add a New Value
The Product Definition Add a New Value page displays. Add a New Value Q Find an Existing Value *SetID 50100 Q *Product ID NEXT Q Add	



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Step	Action
3.	Enter the new Product ID in the Product ID field. Use the prefix “REC_” followed by a combination of the Category Code and Recurring Amount (e.g., “REC_PRO04_2750”). *SetID 50100 *Product ID REC_PRO04_27 Add
	Only the first 12 characters display in the Product ID field. However, up to 18 characters can be entered. Once added, all will display in the Product ID field on the Definition page.
4.	Click the Add button. Add

The **Definition** page displays.

Definition

Contracts Options

SetID 50100

Product ID REC_PRO04_2750

*Product Use

Contracts Only

☐ Product Kit

*Description

Long Description

254 characters remaining

Catalog Number

Model Number

Product Brand

*Physical Nature

Goods

*Status

Active

Product Category

Where Performed

View Product Image

VAT Default

VAT Service Treatment Setup

Save

Notify

Add

Update/Display

Definition

Contracts Options



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Step	Action
	The Product Use field defaults to "Contracts Only". Do not change. *Product Use Contracts Only
5.	Enter "Recurring Contract – " followed by the dollar sign ("\$\$") and the recurring amount in the Description field. *Description Recurring Contract - \$2750.00
6.	Click the Physical Nature dropdown button and select the applicable option ("Goods" or "Services"). *Physical Nature Goods
7.	Click the Contracts Options tab. Definition Contracts Options

The **Contracts Options** page displays.

Definition

Contracts Options

SetID50100

Product IDREC_PRO04_2750

Recurring Contract - \$2750.00

*Price Type

Amount

*Recognition Method

Milestone

☐ Third Party Flag

☐ Renewable

Percentage

☐ % of Total Contract Amount

☐ % of Contract Lines

Templates

Revenue Plan

Q

Billing Plan

Q

Bill Plan Detail Template ID

Q

Renewal Plan

Q

Save

Notify

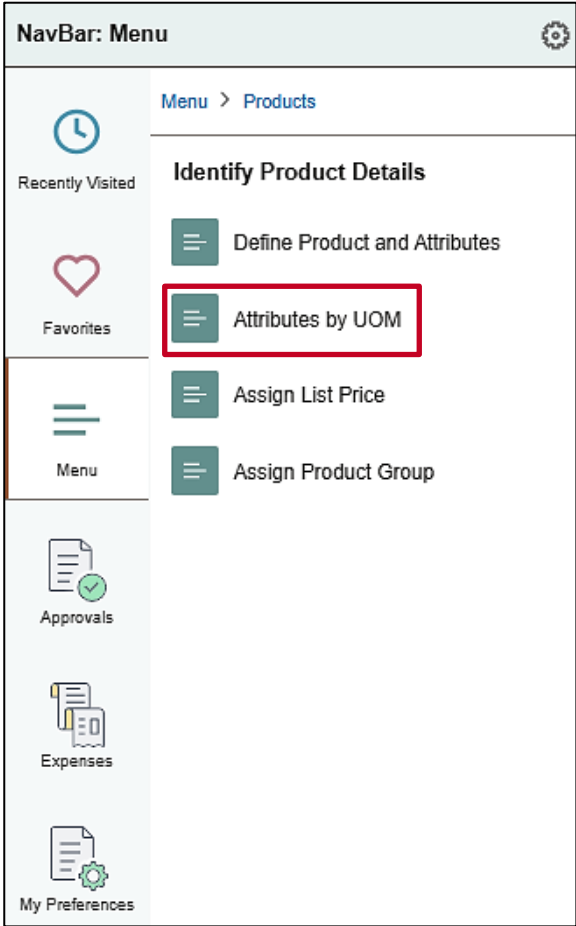
Add

Update/Display

Definition

Contracts Options

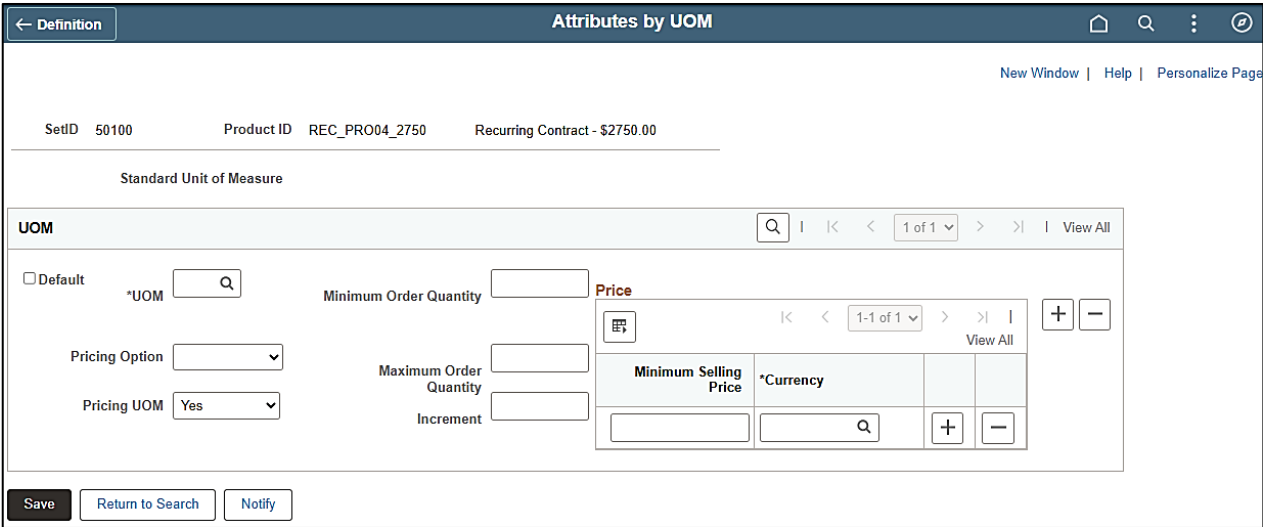
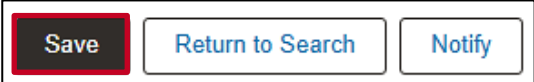
Step	Action
8.	Complete the following fields: Price Type: select “Recurring” Recognition Method: select “Billing Manages Revenue” *Price Type Recurring *Recognition Method Billing Manages Revenue
9.	In the Templates section, enter or select the applicable Billing Plan in the Billing Plan field. The Billing Plan will associate the length of the Product (e.g., “RECUR_14” indicates monthly recurring amounts for 14 months). Templates Revenue Plan Billing Plan RECUR_14 Bill Plan Detail Template ID Renewal Plan
10.	Click the Bill Plan Detail Template ID Look up icon and select the applicable Bill Plan Detail Template ID (e.g., “PROJE_CCT” is Non-Federal Project – CCT). Templates Revenue Plan Billing Plan RECUR_14 Bill Plan Detail Template ID PROJE_CCT Renewal Plan
	The selected Bill Plan Detail Template ID defaults some of the Contract billing information such as the Bill Source, Bill Identifier, and Bill Cycle Identifier on the recurring Invoice.
11.	Click the Save button. Save Notify

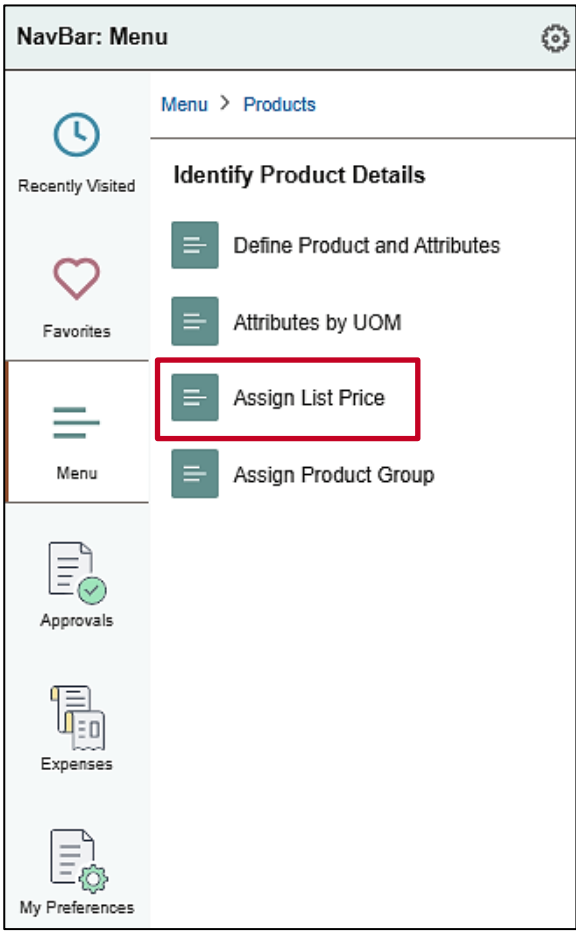
Step	Action
12.	Navigate to the Attributes by UOM page using the following path and breadcrumbs: NavBar > Menu > Attributes by UOM 
	Cardinal will continue with the process if navigation path breadcrumbs are used. Users may also access the Attributes by UOM page using the following path: NavBar > Menu > Products > Identify Product Details > Attributes by UOM When using this navigation path, users may need to re-enter the Product ID.



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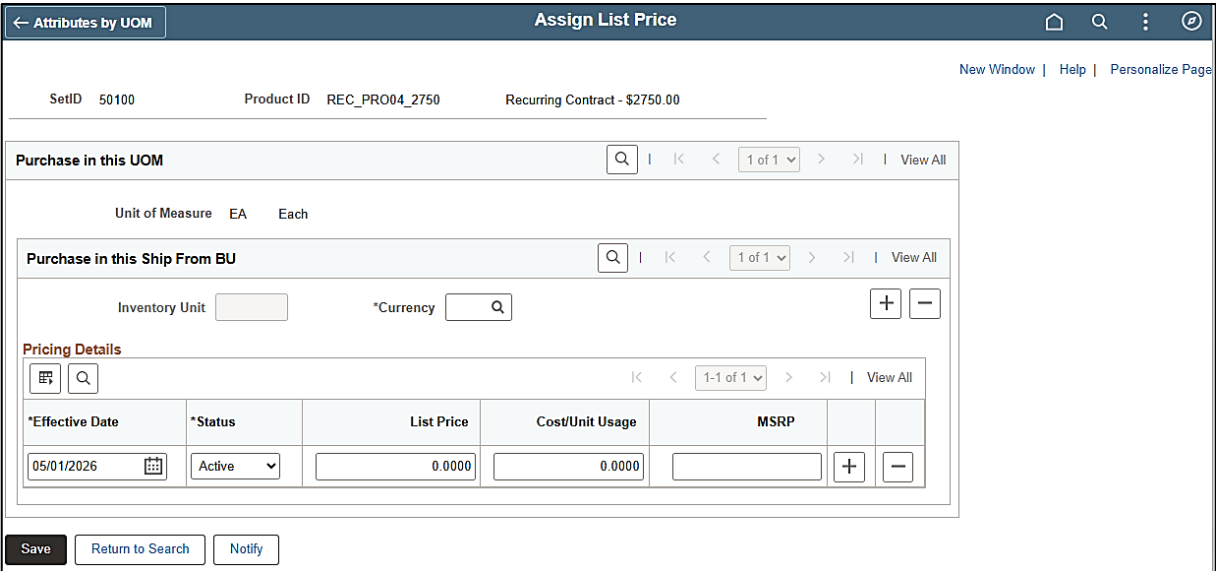
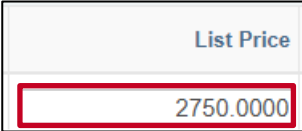
Step	Action
	The Attributes by UOM page displays. 
13.	Enter or select “EA” (Each) using the UOM Look up icon. 
	For recurring Contracts, the Unit of Measure is always “EA”.
14.	Click the Save button. 

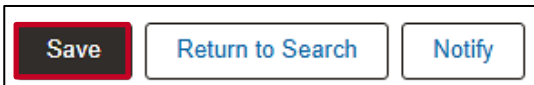
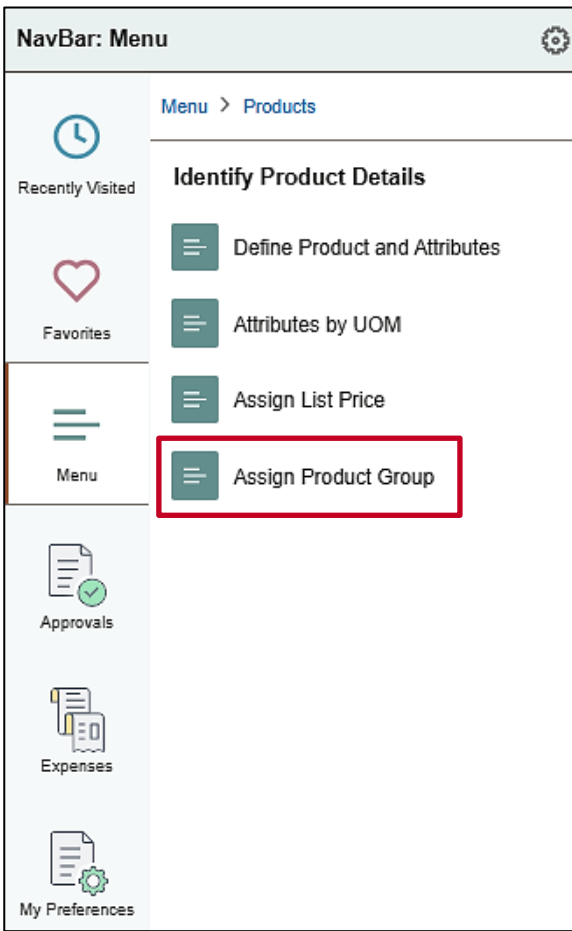
Step	Action
15.	If continuing from the Attributes by UOM page, navigate to the Assign List Price page using the following path and breadcrumbs: NavBar > Menu > Assign List Price 
	Cardinal will continue with the process if navigation path breadcrumbs are used. Users may also access the Assign List Price page using the following path: NavBar > Menu > Products > Identify Product Details > Assign List Price When using this navigation path, users may need to re-enter the Product ID.



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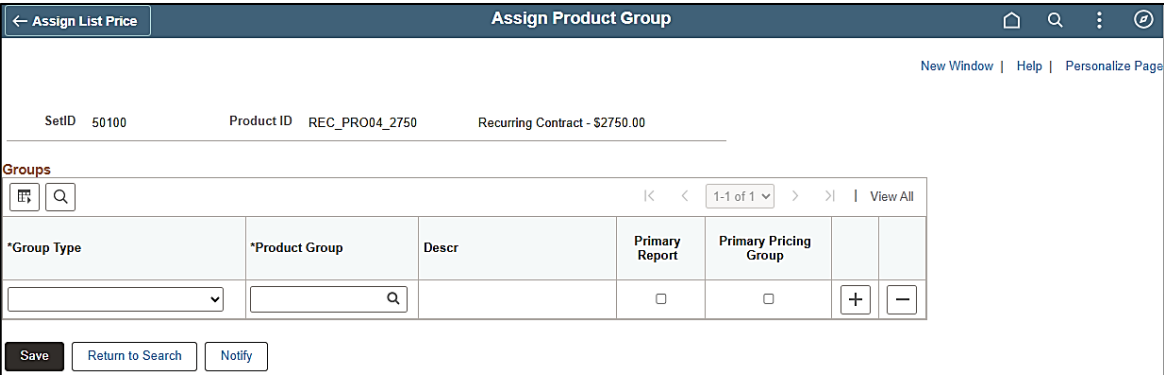
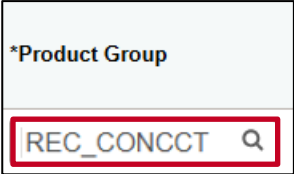
Step	Action
	The Assign List Price page displays. 
16.	Click the Currency Look up icon and select “USD”. 
17.	Enter “12/05/2011” in the Effective Date field. 
	The Effective Date should always be “12/05/2011”. This date determines when the Product is available for use.
18.	Enter the applicable recurring amount in the List Price field. 
	The defined list price determines the amount for each recurring Bill.

Step	Action
19.	Click the Save button. 
20.	If continuing from the Assign List Price page, navigate to the Assign Product Group page using the following path and breadcrumbs: NavBar > Menu > Assign Product Group 
	Cardinal will continue with the process if navigation path breadcrumbs are used. Users may also access the Assign Product Group page using the following path: NavBar > Menu > Products > Identify Product Details > Assign Product Group When using this navigation path, users may need to re-enter the Product ID.



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Step	Action
	The Assign Product Group page displays. 
21.	Click the Group Type dropdown button and select “Contract”. 
22.	Click the Product Group Look up icon and select the applicable Product Group. 
	The defined Product Group determines where the Product will be found when searching for the Product on the Contract.
23.	Click the Save button. 



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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. ← Plan Templates Distribution Sets 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 = Q Distribution Set ID begins with Q Document Type = Q Product ID begins with Q Product Group begins with Q Customer ID begins with Q Customer Group begins with Q Region Code begins with Q Order Group begins with Q Inventory Unit = Q Distrib. Type begins with Q ^ Show fewer options ☐ Include History ☐ Correct History 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.
2.	Click the Add a New Value button. ⊕ Add a New Value



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Step	Action
	The Distribution Sets Add a New Value page displays. ← Plan Templates Distribution Sets Add a New Value Find an Existing Value *Business Unit *Distribution Set ID NEXT Document Type Add
	The Business Unit field defaults to the Agency Business Unit. Do not change. *Business Unit 50100 *Distribution Set ID NEXT Document Type Add
	The Distribution Set ID defaults to “NEXT”. Do not change. *Business Unit 50100 *Distribution Set ID NEXT Document Type Add
3.	Click the Document Type dropdown button and select “Contract”. *Business Unit 50100 *Distribution Set ID NEXT Document Type Contract Add

Step	Action
4.	Click the Add button. Add

The **Distribution Sets** page displays.

← Plan Templates
Distribution Sets

Distribution Sets
 Distribution Percentages

Unit 50100

GL Business Unit 50100

Distribution Set ID NEXT

Document Type Contract

Distribution Set Description

|
 < | > |
 1 of 1 |
 View All

*Effective Date

*Status

+

-

Product ID

Product Group

Customer

Customer Group

Region

Order Group

Inventory Business Unit

Distribution Type

Save

Notify

Add

Update/Display

Include History

Correct History

5.	Enter "12/05/2011" in the Effective Date field. *Effective Date 12/05/2011
	The Effective Date <u>should always</u> be "12/05/2011". This date determines when the Distribution Set is available for use.
6.	Click the Product ID Look up icon and select the Product ID previously created. Product ID REC_PRO04_2750

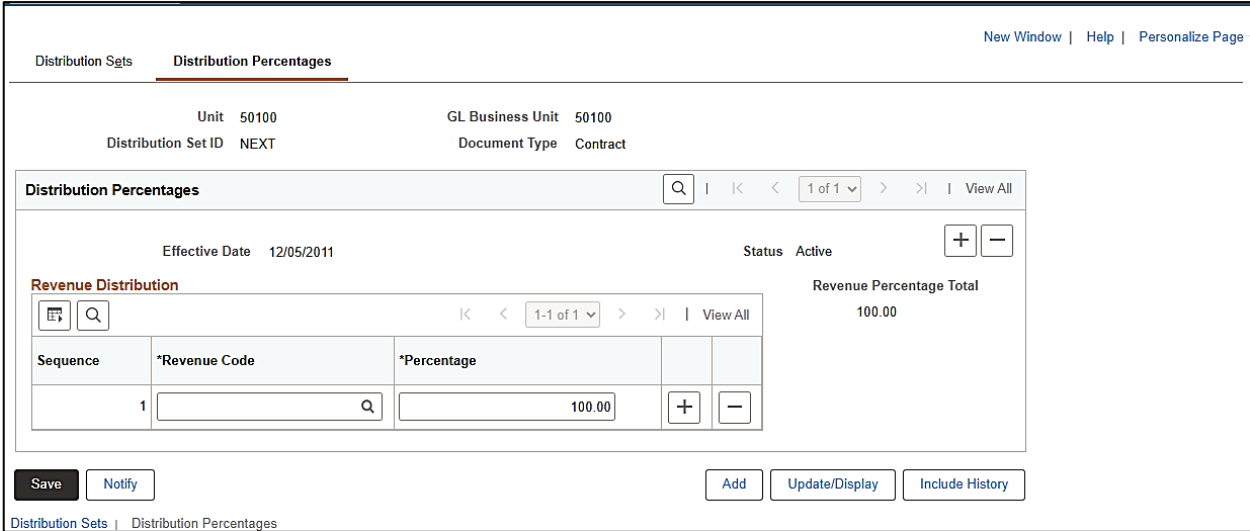
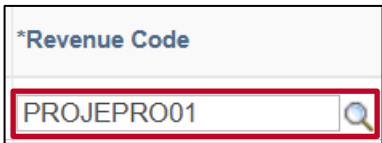
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Step	Action
7.	Confirm that the Status field displays “Active”. 
8.	Click the Distribution Percentages tab. 
The Distribution Percentages page displays. 	
9.	Click the Revenue Code Look up icon and select the applicable Revenue Code (Distribution Code). 
	General Ledger ChartFields are linked to the Revenue Code and default on the Revenue Line of the Product.
10.	Click the Save button. 



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Creating a Non-Federal Recurring Contract

Step	Action
1.	Navigate to the General Information page using the following path: NavBar > Menu > Customer Contracts > Create and Amend > Define Contract General Info The General Information Find an Existing Value Search page displays. ← Definition 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 = ▼ Q Contract begins with ▼ Description begins with ▼ Q Sold To Customer begins with ▼ Q Customer Name begins with ▼ Q Contract Status begins with ▼ Q Processing Status = ▼ Q Contract Type begins with ▼ Q Contract Classification = ▼ Q Region Code begins with ▼ Q Contract Administrator begins with ▼ Q Master Contract # begins with ▼ Q ^ Show fewer options ☐ Case Sensitive Search Clear
	i 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. ⊕ Add a New Value



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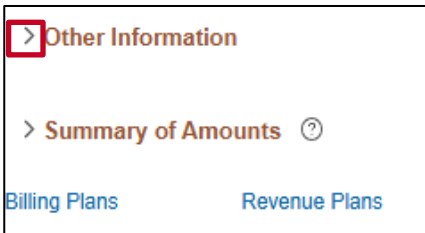
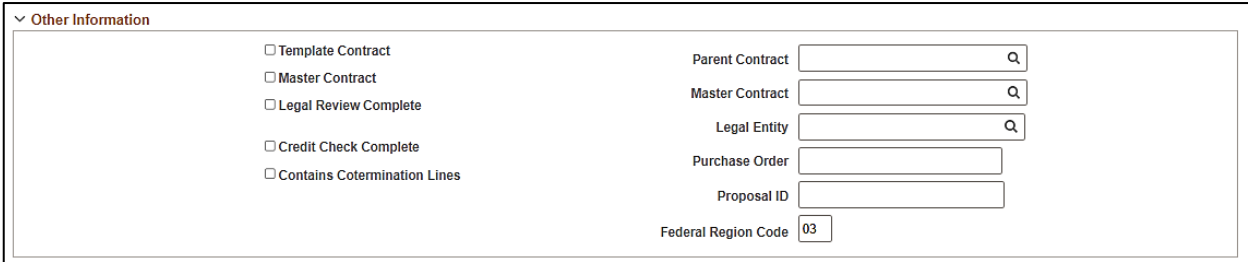
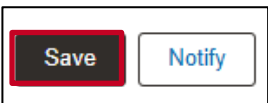
Step	Action
	The General Information Add a New Value page displays. ← Definition General Information Add a New Value Find an Existing Value *Business Unit *Contract NEXT *Sold To Customer *Contract Classification Standard Separate Fixed Billing and Revenue Separate As Incurred Billing and Revenue Add
3.	Click the Sold To Customer Look up icon and select the applicable Customer ID Number ("0000000147" has been selected in this scenario). *Sold To Customer 0000000147
	The Contract cannot be set up unless the customer is created in the system. For more information pertaining to creating a customer, refer to the Job Aid titled AR323 Creating and Maintaining Customers (VDOT Only). This Job Aid is located on the Cardinal website in Job Aids under Learning.
	The Business Unit field defaults to the Agency Business Unit and should not be changed. The Contract field defaults to "NEXT" and should not be changed. The Contract Classification field defaults to "Standard" and should not be changed.
4.	Click the Add button. Add



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Step	Action
	The Define Contract General Info page displays with the General tab displayed by default. General Lines Contract Number NEXT Sold To Customer B & B SIGNAL CO., LLC *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 05/01/2026 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

Step	Action
8.	Click the Other Information Expand section icon to expand the Other Information section. 
The Other Information section displays. 	
9	Click the Legal Entity Look up icon and select "STATE". 
	The Federal Region Code field defaults to "03" (FHWA). Do not change. 
10.	Click the Save button. 



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

The **General** page redisplay with the systematically assigned Contract Number in the **Contract Number** field.

General Lines

Contract Number 0000002400

Sold To Customer B & B SIGNAL CO., LLC

*Contract Status PENDING

Copy From Contract Add to My Contracts

Description Property Damage Contract

Contract Admin

Region Code

Contract Type

Currency Code USD

Exchange Rate Type CRRNT

Contract Signed 05/01/2026

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 05/01/2026 5:38:26PM

Last Update User ID 00862331700

Separate Fixed Billing and Revenue: ☐

Separate As Incurred Billing and Revenue: ☐

Other Information

☐ Template Contract

☐ Master Contract

☐ Legal Review Complete

☐ Credit Check Complete

Parent Contract

Master Contract

Legal Entity STATE

Purchase Order

11. Click the **Lines** tab.

General Lines

The **Lines** page displays.

General Lines

Contract Number 0000002400

Sold To Customer B & B SIGNAL CO., LLC

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	Hold Billing on Unpaid Cost	Hold Revenue on Unpaid Cost	Standalone Sale	Bundle	Start Date	End Date	*Status	Supplementa
Actions					☐	☐	☐				Active	Supplemental

Billing Plans Revenue Plans Milestones Renewals Amount Allocation Supplemental Data

Go To More

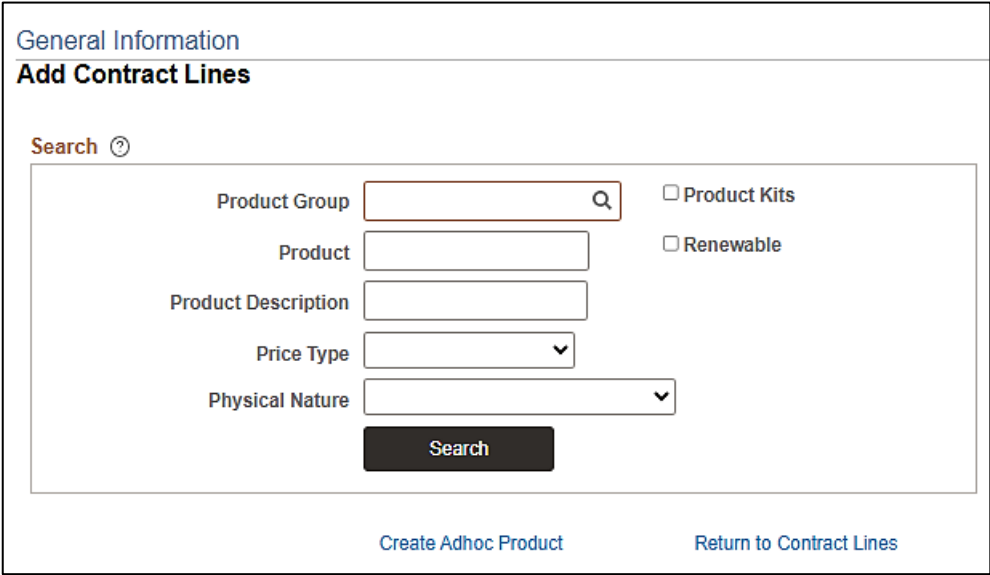
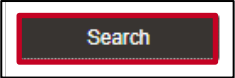
Save Notify Add Update/Display

General Lines



Project Accounting Job Aid

PA354 Creating Non-Federal Recurring Contracts (VDOT Only)

Step	Action
	Creating a Contract Line: The steps below detail the process for creating a Contract Line. Each Contract Line represents a unique Contract Product that is associated with its own accounting Distributions, Limits, Billing Plans, and Revenue Plans.
12.	Click the Add Contract Lines button. 
The General Information Add Contract Lines page displays. 	
13.	Click the Price Type dropdown button and select "Recurring". 
	Setting the Price Type to "Recurring" automatically populates Non-Federal Products as only Non-Federal Contracts can have recurring Contract Lines.
14.	Click the Search button. 



Project Accounting Job Aid

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

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

General Information

Add Contract Lines

Search

Product Group ☐ Product Kits

Product ☐ Renewable

Product Description

Price Type

Physical Nature

Search

Search Results

General Templates

	Product	Description	Price Type	Physical Nature	Product Kit	*Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
☐	1 RECPRO051223782.27	Recurring Contr - 1,223,782.27	Recurring	Goods	N	None			N		1.0000	EA Q
☐	2 RECPRO05194421442	Recur Contract - \$1,944,214.42	Recurring	Goods	N	None			N		1.0000	EA Q
☐	3 RECPRO05203396114	Recur Contract - \$2,033,961.14	Recurring	Goods	N	None			N		1.0000	EA Q
☐	4 RECPRO05_265387.73	Recurring Contract-\$265,387.73	Recurring	Goods	N	None			N		1.0000	EA Q
☐	5 RECPRO05_421745.18	Recurring Contract-\$421,745.84	Recurring	Goods	N	None			N		1.0000	EA Q
☐	6 REC_PRO01_1286.67	Recurring Contract \$1,286.67	Recurring	Goods	N	None			N		1.0000	EA Q
☐	7 REC_PRO01_1393.34	Recurring Contract \$1,393.34	Recurring	Goods	N	None			N		1.0000	EA Q
☐	8 REC_PRO01_156.79	Recurring Contract - \$156.79	Recurring	Goods	N	None			N		1.0000	EA Q
☐	9 REC_PRO01_2057.00	Recurring Contract \$2,057.00	Recurring	Goods	N	None			N		1.0000	EA Q
☐	10 REC_PRO01_223.76	Recurring Contract \$223.76	Recurring	Goods	N	None			N		1.0000	EA Q
☐	11 REC_PRO01_4334.22	Recurring Contract \$4334.22	Recurring	Goods	N	None			N		1.0000	EA Q
☐	12 REC_PRO01_5567.02	Recurring Contract - \$5,567.02	Recurring	Goods	N	None			N		1.0000	EA Q
☐	13 REC_PRO01_657.90	Recurring Contract - \$657.90	Recurring	Goods	N	None			N		1.0000	EA Q
☐	14 REC_PRO01_692.00	Recurring Contract \$692.00	Recurring	Goods	N	None			N		1.0000	EA Q
☐	15 REC_PRO01_692.000	Recurring Contract \$692.00	Recurring	Goods	N	None			N		1.0000	EA Q

☒ Select All ☐ Clear All

Create Plans from Template

☒ Billing Plans
☒ Revenue Plans
☒ Renewal Plans

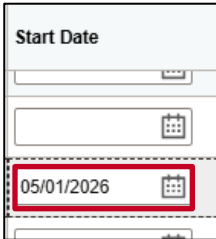
Combine Like Templates

☒ Billing Plans
☒ Revenue Plans

Add Contract Lines Create Adhoc Product Return to Contract Lines

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

☐	33 REC_PRO03_602.80	Recurring Contract - \$602.80
☐	34 REC_PRO03_683.75	Recurring Contract - \$683.75
☒	35 REC_PRO04_2750	Recurring Contract - \$2750.00
☐	36 REC_PRO04_3154.51	Recurring Contract - \$3,154.51
☐	37 REC_PRO04_9211.25	Recurring Contract - \$9,211.25

Step	Action
16.	Click the Start Date Calendar icon for the applicable Product and select the date that the Contract was signed. 
	The schedules associated with recurring Products are all configured to have a start date on the 12th of the month. If a date prior to the 12th of the current month is selected, the start date will change to the 12th of the current month when the Contract Line is saved. If a date after the 12th of the current month is selected, the start date will change to the 12th of the following month when the Contract Line is saved.
	The Create Plans from Template and Combine Like Templates checkbox options default as selected. Do not change. Create Plans from Template ☒ Billing Plans ☒ Revenue Plans ☒ Renewal Plans Combine Like Templates ☒ Billing Plans ☒ Revenue Plans
17.	Scroll to the bottom of the page as needed and click the Add Contract Lines button. 



Project Accounting Job Aid

PA354 Creating Non-Federal Recurring Contracts (VDOT Only)

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

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

General Information
Add Contract Lines

Search ?

Product Group ☐ Product Kits

Product ☐ Renewable

Product Description

Price Type

Physical Nature

1 line(s) have been added to the contract

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



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

1 line(s) have been added to the contract

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

18. Click the **Return to Contract Lines** link.

[Return to Contract Lines](#)

The **Lines** page redisplay.

General **Lines**

Contract Number 0000002400 Sold To Customer B & B SIGNAL CO., LLC
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 ID

Actions	Line	Product	Description	Price Type	Standalone Sale	Bundle	Start Date	End Date	*Status	Sup
▼ Actions	1	REC_PRO04_2750	Recurring Contract - \$2	Recurring	☐		05/01/2026		Active	Sup

Billing Plans Revenue Plans Milestones Renewals Amount Allocation Supplemental Data

Go To

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



Project Accounting Job Aid

PA354 Creating Non-Federal Recurring Contracts (VDOT Only)

Step	Action																						
	The selected Product displays in the Product field. Product REC_PRO04_2750																						
19.	Click the Save button. Save Notify																						
	The End Date field automatically calculates based on the number of events for the Product and will display after the Contract is saved. Start Date 05/12/2026 End Date 07/11/2027																						
20.	Click the Detail tab in the Contract Lines section. Contract Lines ? General Detail Billing Amount Details Revenue Amount Details Contract Liability >																						
The Detail tab displays. 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>Billing Plan</th><th>Revenue Plan</th><th>Contract Terms</th><th>Accounting</th><th>Internal Notes</th><th>Ship to Cus</th></tr><tr><td>▼ Actions</td><td>1</td><td>REC_PRO04_2750</td><td>Recurring Contract - S2</td><td>Recurring</td><td>Pending</td><td>Billing Manages Revenue</td><td>Contract Terms</td><td>Distribution</td><td>Internal Notes</td><td>B & B SIGN/</td></tr></table> Billing Plans Revenue Plans Milestones Renewals Amount Allocation Supplemental Data Go To More Save Notify Add Update/Display		Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Cus	▼ Actions	1	REC_PRO04_2750	Recurring Contract - S2	Recurring	Pending	Billing Manages Revenue	Contract Terms	Distribution	Internal Notes	B & B SIGN/
Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Cus													
▼ Actions	1	REC_PRO04_2750	Recurring Contract - S2	Recurring	Pending	Billing Manages Revenue	Contract Terms	Distribution	Internal Notes	B & B SIGN/													
21.	Click the Contract Terms link in the Contract Terms field. Contract Terms Contract Terms																						



Project Accounting Job Aid

PA354 Creating Non-Federal Recurring Contracts (VDOT Only)

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

Related Projects

Contract Number 0000002400

Amendment Number

Sold To Customer B & B SIGNAL CO., LLC

Contract Status PENDING

Contract Line < 1 >

Price Type Recurring

Product REC_PRO04_2750

Description Recurring Contract - \$2750.00

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



Associating Projects and Activities: The steps below detail the process for associating a Project and Activity with a recurring Contract Line.

Only a single Project/Activity combination can be associated with one recurring Contract Line. This Project/Activity combination is then associated with the recurring billing events each time they are generated and sent to Billing.

22. Click the **PC Business Unit Look up** icon and select the Agency Business Unit.

PC Business Unit

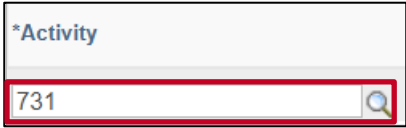
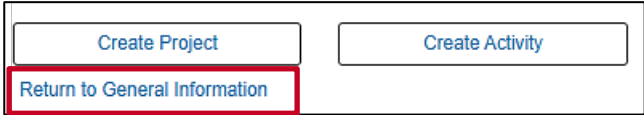
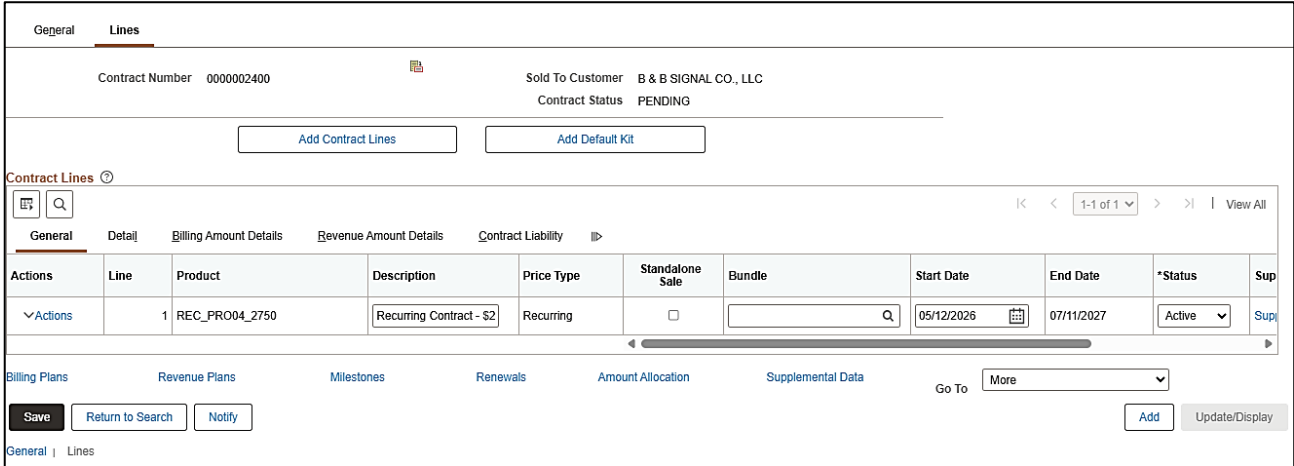
23. Click the **Project Look up** icon and select the applicable Project ID in the **Associated Projects & Activities** section.

*Project



Project Accounting Job Aid

PA354 Creating Non-Federal Recurring Contracts (VDOT Only)

Step	Action
24.	Click the Activity Look up icon and select the applicable Activity. Note: The first Activity within the phase being billed should be added. 
	The same Project/Activity combination can be associated with multiple recurring or amount-based Contract Lines.
25.	Click the Save button. 
26.	Click the Return to General Information link. 
The Lines page redisplay. 	
27.	Click the Detail tab in the Contract Lines section. 



Project Accounting Job Aid

PA354 Creating Non-Federal Recurring Contracts (VDOT Only)

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

The **Detail** tab displays.

Contract Lines

General Detail Billing Amount Details Revenue Amount Details Contract Liability

Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer
Actions	1	REC_PRO04_2750	Recurring Contract - \$2	Recurring	Pending	Billing Manages Revenue	Contract Terms	Distribution	Internal Notes	B & B SIGNAL CO., LLC

Billing Plans Revenue Plans Milestones Renewals Amount Allocation Supplemental Data

Go To More

Save Return to Search Notify Add Update/Display

General Lines

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

Accounting

Distribution

The **Accounting Distribution** page displays.

Accounting Distribution

B & B SIGNAL CO., LLC

Contract 0000002400 Line Num 1 Description Recurring Contract - \$2750.00

Billing Amount 0.00 Revenue Amount 0.00 Unit 50100 Currency USD

Accounting Distributions

*Effective Date 05/01/2026

Revenue

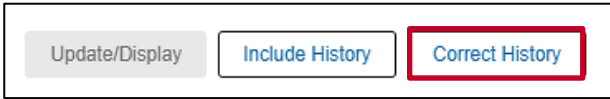
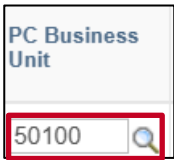
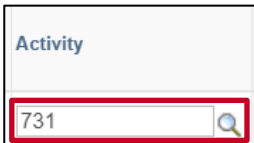
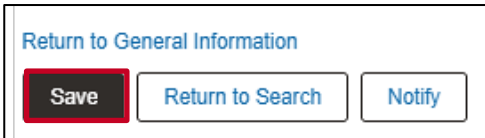
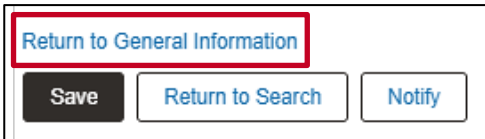
Percentage	Revenue Amount	GL Unit	Distribution Code	Account	Fund	Program	Department	Cost Cent
100.00000000	0.00	50100	PROJEPRO01	40042011	04720		11000	

Return to General Information

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



Updating the Distribution: Although Products default the accounting distribution, it is still necessary to access the **Accounting Distribution** page to enter the Project ID on the accounting Distribution Line.

Step	Action
29.	Click the Correct History button to enable the entry of the PC Business Unit, Project, and Activity fields on the Distribution Line. 
30.	Scroll to the right as needed, click the PC Business Unit Look up icon, and select the Agency Business Unit. 
31.	Click the Project Look up icon and select the applicable Project ID. 
32.	Click the Activity Look up icon and select the applicable Activity. 
	The Project ID needs to be the same Project ID selected when selecting the Project/Activity combination and the Activity must be “ACTIVE” for the distribution to save.
33.	Click the Save button. 
34.	Click the Return to General Information link. 



Project Accounting Job Aid

PA354 Creating Non-Federal Recurring Contracts (VDOT Only)

Step	Action
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The **Define Contract General Info** page redisplay with the **Lines** tab displayed by default.



Reviewing the Billing Plan: The following steps detail the process for reviewing the Billing Plan.

35. Click the **Billing Plans** link at the bottom of the page.



The **Assign Billing Plan** page displays.



Project Accounting Job Aid

PA354 Creating Non-Federal Recurring Contracts (VDOT Only)

Step	Action						
36.	Click the B101 link in the Plan field. <table border="1"><thead><tr><th>Price Type</th><th>Plan</th><th>Plan Description</th></tr></thead><tbody><tr><td>Recurring</td><td>B101</td><td>Recurring Monthly - 14</td></tr></tbody></table>	Price Type	Plan	Plan Description	Recurring	B101	Recurring Monthly - 14
Price Type	Plan	Plan Description					
Recurring	B101	Recurring Monthly - 14					
The Billing Plan General page displays. Billing Plan General Recurring Detail History Contract 0000002400 Sold To Customer 0000000147 Billing Plan < B101 > BI Unit 50100 B & B SIGNAL CO., LLC Recurring Monthly -14 Bill To 0000000147 B & B SIGNAL CO., LLC Currency USD Description Recurring Monthly -14 *Billing Status Pending Billing Method Recurring ☒ Ready at Activation Customer Information BI Unit 50100 *Bill To Customer 0000000147 Addr Num 1 Bill To Contact VA Dept of Transportation B & B SIGNAL CO., LLC Amount Detail Billing Amount 0.00 Total Amount 0.00 Total Billing History 0.00 Billing Options Bill Type CCT Bill Source PROJE Purchase Order ☒ Pre Approved ☐ Direct Invoice VDOT Other Billing Header Note Internal Notes Billing Default Overrides Invoice Form LANDSCAPE Cycle ID MONTHLY Bill By ID PC_OTHER Payment Method Payment Terms Billing Inquiry Billing Specialist View Customer Defaults Non-Federal Project							
37.	Click the Recurring Detail tab. <table border="1"><thead><tr><th>Billing Plan General</th><th>Recurring Detail</th><th>History</th></tr></thead><tbody><tr><td></td><td></td><td></td></tr></tbody></table>	Billing Plan General	Recurring Detail	History			
Billing Plan General	Recurring Detail	History					



Project Accounting Job Aid

PA354 Creating Non-Federal Recurring Contracts (VDOT Only)

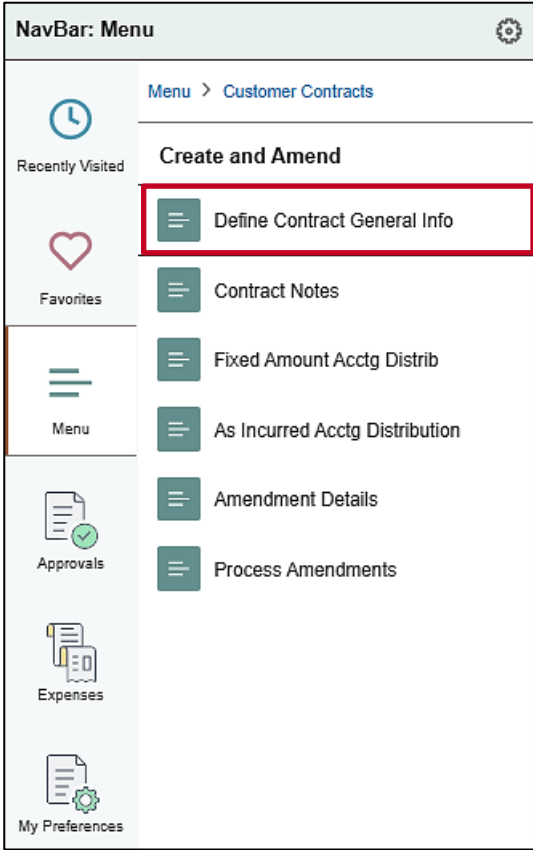
Step	Action
	The Recurring Detail page displays. Billing Plan GeneralRecurring DetailHistory Contract0000002400 BI Unit50100 Sold To Customer0000000147 B & B SIGNAL CO., LLC Bill To0000000147 B & B SIGNAL CO., LLC Billing PlanB101 Recurring Monthly -14 CurrencyUSD Start Date05/12/2026 End Date07/11/2027 ScheduleMONTHLY12 Billing StatusPending Preview Options ☒ Next Period ☐ Date07/11/2027 ☐ End of Calendar Year Preview Billing Line Note Return to Assign Billing Plan Save Return to Search Notify Add Update/Display Billing Plan General Recurring Detail History



Project Accounting Job Aid

PA354 Creating Non-Federal Recurring Contracts (VDOT Only)

Step	Action																																																																								
	The preview results display in the Preview Results section. Billing Plan GeneralRecurring DetailHistory Contract0000002400 BI Unit50100 Sold To Customer0000000147 Bill To0000000147 Billing PlanB101 Recurring Monthly -14 CurrencyUSD B & B SIGNAL CO., LLC B & B SIGNAL CO., LLC Start Date05/12/2026 End Date07/11/2027 ScheduleMONTHLY12 Billing StatusPending Preview Options ☐ Next Period ☒ Date07/11/2027 ☐ End of Calendar Year Preview Billing Line Note Preview Results 1-14 of 14 <table><thead><tr><th>Contract Line Number</th><th>Product</th><th>Quantity</th><th>Unit of Measure</th><th>Period Start Date</th><th>Period End Date</th><th>Unit Price</th><th>Total Amount</th></tr></thead><tbody><tr><td>1</td><td>REC_PRO04_2750</td><td>1.0000</td><td>EA</td><td>05/12/2026</td><td>06/11/2026</td><td>2,750.00</td><td>2,750.00</td></tr><tr><td>1</td><td>REC_PRO04_2750</td><td>1.0000</td><td>EA</td><td>06/12/2026</td><td>07/11/2026</td><td>2,750.00</td><td>2,750.00</td></tr><tr><td>1</td><td>REC_PRO04_2750</td><td>1.0000</td><td>EA</td><td>07/12/2026</td><td>08/11/2026</td><td>2,750.00</td><td>2,750.00</td></tr><tr><td>1</td><td>REC_PRO04_2750</td><td>1.0000</td><td>EA</td><td>08/12/2026</td><td>09/11/2026</td><td>2,750.00</td><td>2,750.00</td></tr><tr><td>1</td><td>REC_PRO04_2750</td><td>1.0000</td><td>EA</td><td>09/12/2026</td><td>10/11/2026</td><td>2,750.00</td><td>2,750.00</td></tr><tr><td>1</td><td>REC_PRO04_2750</td><td>1.0000</td><td>EA</td><td>10/12/2026</td><td>11/11/2026</td><td>2,750.00</td><td>2,750.00</td></tr><tr><td>1</td><td>REC_PRO04_2750</td><td>1.0000</td><td>EA</td><td>11/12/2026</td><td>12/11/2026</td><td>2,750.00</td><td>2,750.00</td></tr><tr><td>1</td><td>REC_PRO04_2750</td><td>1.0000</td><td>EA</td><td>12/12/2026</td><td>01/11/2027</td><td>2,750.00</td><td>2,750.00</td></tr></tbody></table>	Contract Line Number	Product	Quantity	Unit of Measure	Period Start Date	Period End Date	Unit Price	Total Amount	1	REC_PRO04_2750	1.0000	EA	05/12/2026	06/11/2026	2,750.00	2,750.00	1	REC_PRO04_2750	1.0000	EA	06/12/2026	07/11/2026	2,750.00	2,750.00	1	REC_PRO04_2750	1.0000	EA	07/12/2026	08/11/2026	2,750.00	2,750.00	1	REC_PRO04_2750	1.0000	EA	08/12/2026	09/11/2026	2,750.00	2,750.00	1	REC_PRO04_2750	1.0000	EA	09/12/2026	10/11/2026	2,750.00	2,750.00	1	REC_PRO04_2750	1.0000	EA	10/12/2026	11/11/2026	2,750.00	2,750.00	1	REC_PRO04_2750	1.0000	EA	11/12/2026	12/11/2026	2,750.00	2,750.00	1	REC_PRO04_2750	1.0000	EA	12/12/2026	01/11/2027	2,750.00	2,750.00
Contract Line Number	Product	Quantity	Unit of Measure	Period Start Date	Period End Date	Unit Price	Total Amount																																																																		
1	REC_PRO04_2750	1.0000	EA	05/12/2026	06/11/2026	2,750.00	2,750.00																																																																		
1	REC_PRO04_2750	1.0000	EA	06/12/2026	07/11/2026	2,750.00	2,750.00																																																																		
1	REC_PRO04_2750	1.0000	EA	07/12/2026	08/11/2026	2,750.00	2,750.00																																																																		
1	REC_PRO04_2750	1.0000	EA	08/12/2026	09/11/2026	2,750.00	2,750.00																																																																		
1	REC_PRO04_2750	1.0000	EA	09/12/2026	10/11/2026	2,750.00	2,750.00																																																																		
1	REC_PRO04_2750	1.0000	EA	10/12/2026	11/11/2026	2,750.00	2,750.00																																																																		
1	REC_PRO04_2750	1.0000	EA	11/12/2026	12/11/2026	2,750.00	2,750.00																																																																		
1	REC_PRO04_2750	1.0000	EA	12/12/2026	01/11/2027	2,750.00	2,750.00																																																																		
40.	Review the previewed billing events for accuracy and then click the Save button. Save Return to Search Notify																																																																								

Step	Action
41.	Navigate to the Define Contract General Info page using the following path and breadcrumbs: NavBar > Menu > Define Contract General Info 
	Cardinal will continue with the process if navigation path breadcrumbs are used. Users may also access the Define Contract General Info page using the following path: NavBar > Menu > Customer Contracts > Create and Amend > Define Contract General Info When using this navigation path, users may need to re-enter the Contract Number.



Project Accounting Job Aid

PA354 Creating Non-Federal Recurring Contracts (VDOT Only)

Step	Action
	The Define Contract General Info page redisplay with the General tab displayed by default. ← Billing Plan General Define Contract General Info General Lines Contract Number 0000002400 Sold To Customer B & B SIGNAL CO., LLC *Contract Status PENDING Add to My Contracts Description Property Damage Contract Contract Admin Region Code Contract Type O Currency Code USD Exchange Rate Type CRRNT Contract Signed 05/01/2026 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 05/12/2026 End Date 07/11/2027 Last Update Date/Time 05/01/2026 6:01:59PM Last Update User ID 00862331700 Separate Fixed Billing and Revenue: ☐ Separate As Incurred Billing and Revenue: ☐ > Other Information > Summary of Amounts Billing Plans Revenue Plans Milestones Renewals Amount Allocation Supplemental Data Go To More Save Return to Search Notify Add Update/Display General Lines
	Activating the Contract: The following steps detail the process for activating a Contract.
42.	Click the Contract Status Look up icon and select “ACTIVE”. Sold To Customer B & B SIGNAL CO., LLC *Contract Status ACTIVE



Project Accounting Job Aid

PA354 Creating Non-Federal Recurring Contracts (VDOT Only)

Step	Action
	The General page redisplay with the Contract Status field set to “ACTIVE”. ← Billing Plan General Define Contract General Info General Lines Amendments Contract Number0000002400 Sold To CustomerB & B SIGNAL CO. LLC Amendment Number0000000000 *Contract StatusACTIVE Amend Contract Add to My Contracts DescriptionProperty Damage Contract 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 Date05/12/2026 Contract Signed05/01/2026 End Date07/11/2027 Contract Role Last Update Date/Time05/01/2026 7:01:30PM Revenue Profile Last Update User ID00862331700 Use Project ChartFields: ☒ Separate Fixed Billing and Revenue:☐ Separate As Incurred Billing and Revenue:☐ > Other Information > Summary of Amounts Billing Plans Revenue Plans Milestones Renewals Supplemental Data Go ToMore Save Return to Search Notify Add Update/Display General Lines Amendments