

Non-Federal Amount-Based Contracts Overview

Amount-based contracts are used to bill a fixed price contract for varying amounts. An amount-based contract line allows the user to bill a fixed amount against a single **Project/Activity** combination. Amount-based products allow the same **Project/Activity** combination to be associated with more than one contract line.

When creating an amount-based contract line, an amount-based product must be used. If a new amount-based Product must be created, the user should submit a Help Desk ticket (vccc@vita.virginia.gov) with **Cardinal Project Accounting (PA)** in the subject line. The Cardinal Post Production Support (PPS) PA team will ensure the 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 details about creating an amount-based product, see the Job Aid **PA354 Creating Customer Contract Products** located on the Cardinal website in **Job Aids** under **Learning**.

Once the **Product** has been confirmed/created and associated with a **Revenue Plan Template**, a **Billing Plan Template**, and **Distribution Code** it can be used on any amount-based contract line.

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



Project Accounting Job Aid

PA354 Creating a Non-Federal Amount-Based Contract (VDOT Only)

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Project Accounting Job Aid

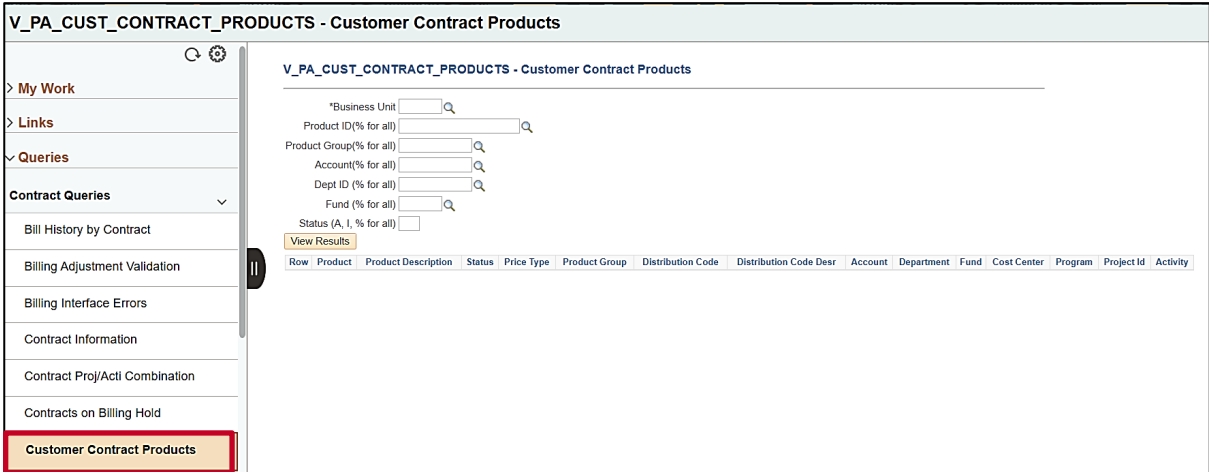
PA354 Creating a Non-Federal Amount-Based Contract (VDOT Only)

Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
11/19/2024	Baseline.

Confirming an Amount-Based 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 Contract Products query 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 this query through the Query Viewer tile on the Cardinal Financials homepage.



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Step	Action
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The **Customer Contract Products** query page displays.

V_PA_CUST_CONTRACT_PRODUCTS - Customer Contract Products

*Business Unit

Product ID(% for all)

Product Group(% for all)

Account(% for all)

Dept ID (% for all)

Fund (% for all)

Status (A, I, % for all)

[View Results](#)

Row	Product	Product Description	Status	Price Type	Product Group	Distribution Code	Distribution Code Desr	Account	Department	Fund	Cost Center	Program	Project Id	Activity
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3. Enter the run criteria for the query. At a minimum, enter the **Business Unit** and **Product ID** prefix of "AMT%". Other details (e.g., **Product Group**, **Account**, **Fund**) can also be entered.

*Business Unit

Product ID(% for all)

Product Group(% for all)

Account(% for all)

Dept ID (% for all)

Fund (% for all)

Status (A, I, % for all)

4. Click the **View Results** button.



The query results display.

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (46 kb)

View All First 1-100 of 120 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	AMT_FEDERAL	Federal - Amount Based	A	AMT	RTE_FED	GRANTGRT12	Federal Grant - Local Assistan	4020205	10059	04010		603015		
2	AMT_FEDGRT10	Federal Grant - NOVA	I	AMT	AMT_FED	GRANTGRT10	Federal Grant - NOVA	4020205	19000	04010				
3	AMT_FEDGRT11	Federal Transit Grant-Richmond	A	AMT	AMT_FED	GRANTGRT11	Federal Transit Grant-Richmond	4020507	14000	04010				
4	AMT_FED_GRT10	Federal Grant-NOVA	A	AMT	AMT_FED	GRANTGRT10	Federal Grant - NOVA	4020205	19000	04010				
5	AMT_FED_GRT11	Federal Grant-Richmond	A	AMT	AMT_FED	GRANTGRT11	Federal Grant - Richmond	4020505	14000	04010				
6	AMT_FED_PASS1	Federal PassThrough CO	A	AMT	AMT_FED	FEDPASS1	Federal PassThrough CO	609650	10015	04010				
7	AMT_GENER1	Gener - HMO - East River	A	AMT	AMT_HMOOTH	GENERGEN10	Generic HwyMaintOps East Rv AR	40040001	11099	04100				
8	AMT_GENER2	Gener-HMO-STA-Research Council	A	AMT	AMT_HMOSTA	GENERGEN15	University of Virginia Generic	4003007	10029	04100	11210010	602002		
9	AMT_GENER3	Gener - HMO - VCTIR	A	AMT	AMT_HMOOTH	GENERGEN16	Research Council HMO Private	40040001	10029	04100		602002		
10	AMT_GENER4	Gener-CON- Location & Design	A	AMT	AMT_CONOTH	GENERGEN14	Location & Design CON Private	40040001	10021	04720		514008	0000108401	
11	AMT_GENER5	Research Council HMO Dep 10144	A	AMT	AMT_HMOOTH	GENERGEN19	Research Council HMO Dep 10144	40040001	10144	04100		602002		
12	AMT_GENER6	Research Cncl HMO State 10144	A	AMT	AMT_HMOSTA	GENERGEN20	Research Cncl HMO State 10144	4003007	10144	04100		602002		
13	AMT_GENER7	Gener - RANDP - STA - VTRC	A	AMT	AMT_HMOSTA	GENERGEN21	Research Council RANDP State	40042011	10029	04100		602002		
14	AMT_MGSE1	Misc - HMO - CCT/OTH-Nova	A	AMT	AMT_HMOOTH	MGSEMG09	Misc - HMO - CCT/OTH-Nova	4009060	19000	04100	11000010			
15	AMT_MGSE2	Misc - HMO - CCT - Lynchburg	A	AMT	AMT_HMOOCT	MGSEMG03	Misc - HMO - CCT/OTH-Lynchburg	4009060	13000	04100	11000010			
16	AMT_MGSE3	Misc - HMO - OTH-Materials Div	A	AMT	AMT_HMOOTH	MGSEMG05	Misc-HMO-OTH - Materials Div	40040001	10024	04100				
17	AMT_MGSE4	Misc - HMO - OTH-Research Coun	A	AMT	AMT_HMOOTH	MGSEMG03	Misc - HMO - OTH - R Council	4009060	10029	04100	11000010			
18	AMT_PROJE079	Partic-CON-CCT-Culp Spec AcDGP	A	AMT	AMT_CONCCT	PROJEPRO79	Partic-CON-CCT-CULP-SpecAcDGP	40042011	17000	09580				
19	AMT_PROJE1	Partic - HMO - CCT - Bristol	A	AMT	AMT_HMOOCT	PROJEHMO01	Partic - HMO - CCT/OTH-Bristol	4009060	11000	04100				
20	AMT_PROJE10	Partic - HMO - STA - Bristol	A	AMT	AMT_HMOSTA	PROJEHMO10	Partic - HMO - STA - Bristol	5014110	11000	04100		60400403		



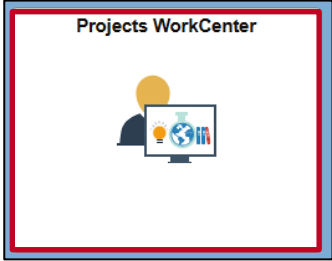
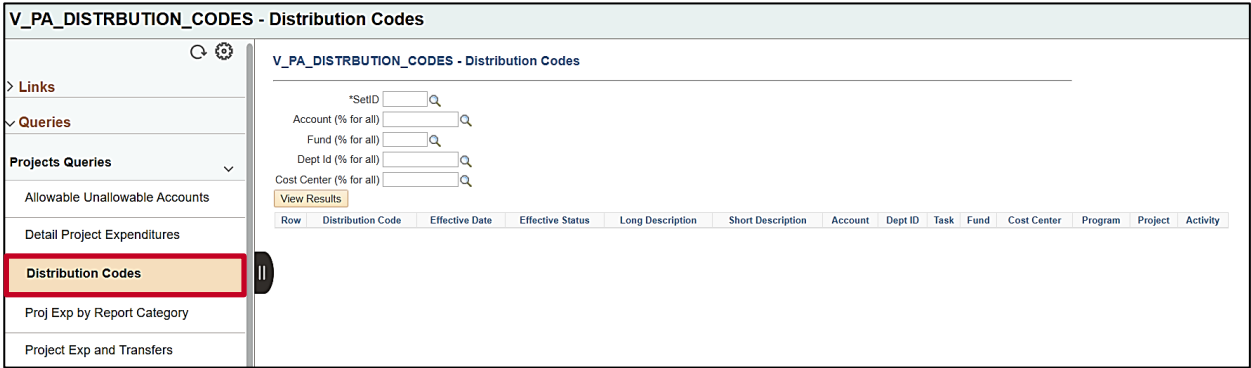
Project Accounting Job Aid

PA354 Creating a Non-Federal Amount-Based Contract (VDOT Only)

Step	Action
5.	Review the results to see if there is an existing product that has the appropriate Product Group and Chart of Accounts (COA) string which is needed to record the billing and revenue transactions for the contract. If the Product exists, go to the Creating an Amount-Based Contract section of this Job Aid. If the Product does not exist, the user will need to determine if there is an existing distribution code which contains the appropriate COA string which can be used. Go to the Confirming the Distribution Code section of this Job Aid.

Confirming the Distribution Code

Before creating a new distribution code, verify whether a code already exists.

Step	Action
1.	Navigate to the Distribution Codes query by clicking the Projects 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 > Project Queries > Distribution Codes Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access this query through the Query Viewer tile on the Cardinal Financials homepage.



Project Accounting Job Aid

PA354 Creating a Non-Federal Amount-Based Contract (VDOT Only)

Step	Action																																																																																																																																																																																																																		
	The Distribution Codes query page displays. V_PA_DISTRBTION_CODES - Distribution Codes *SetID Account (% for all) Fund (% for all) Dept Id (% for all) Cost Center (% for all) View Results <table border="1"><thead><tr><th>Row</th><th>Distribution Code</th><th>Effective Date</th><th>Effective Status</th><th>Long Description</th><th>Short Description</th><th>Account</th><th>Dept ID</th><th>Task</th><th>Fund</th><th>Cost Center</th><th>Program</th><th>Project</th><th>Activity</th></tr></thead></table>	Row	Distribution Code	Effective Date	Effective Status	Long Description	Short Description	Account	Dept ID	Task	Fund	Cost Center	Program	Project	Activity																																																																																																																																																																																																				
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12	MG&SECON06	01/01/1901	A	Misc - CON - CCT/OTH-Fredsborg	MG&SECON06	40042011	16000		04720	12000010																																																																																																																																																																																																									
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Step	Action
5.	Review the results to see if there is an existing Distribution Code for the COA string which is needed to record the revenue transactions for the contract. If the Distribution Code exists, go to the Creating a Non-Federal Amount-Based Contract section of this Job Aid. If the Distribution Code does not exist, see the Job Aid titled PA354 Creating Customer Contract Products located on the Cardinal website in Job Aids under Learning.

Creating a Non-Federal Amount-Based Contract

The process to create a customer contract for a non-federal amount-based contract involves the following steps:

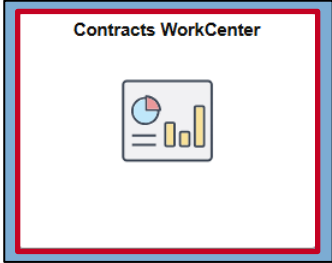
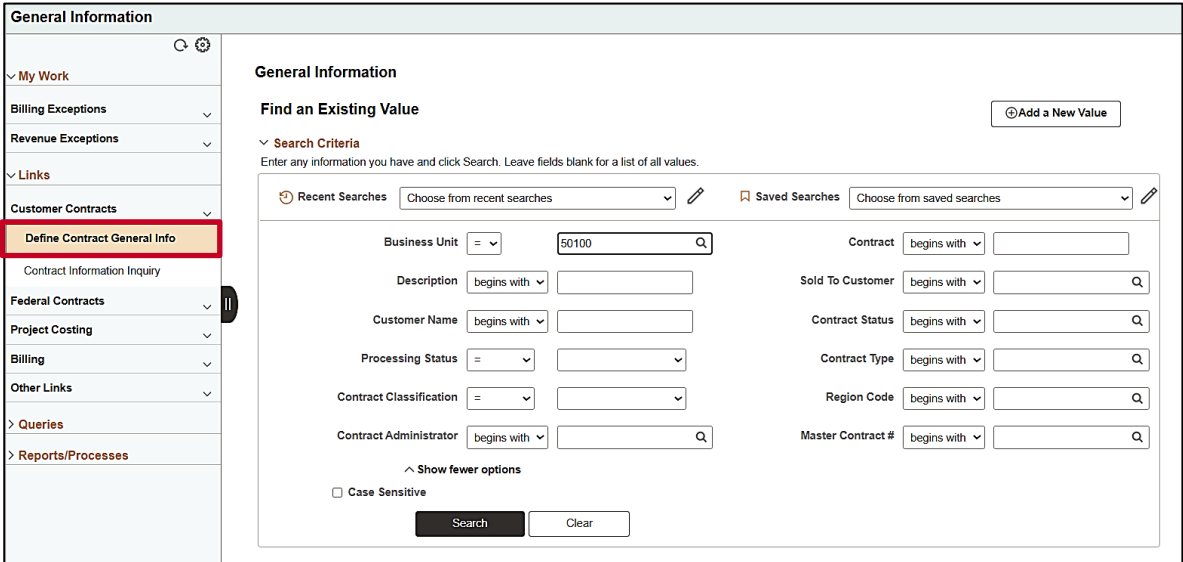
- When creating an amount-based contract line, an amount-based product must be used. If a new amount-based Product is needed, the user should submit a Help Desk ticket (vccc@vita.virginia.gov) with “Cardinal Project Accounting” in the subject line. The Cardinal Post Production Support (PPS) PA team will ensure 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. See the Job Aid titled **PA354 Creating Customer Contract Products** located on the Cardinal website in **Job Aids** under **Learning** for details.
- **Enter Contract General Information:** At the contract header level, information for the entire contract is defined; this may include the contract signed date, contract administrator, and contract type.
- **Enter Contract Line Information:** Contracts may have more than one contract line; however, most amount-based contracts will only have one. At this level, a product is chosen that defines the contract as amount-based. The **Revenue** and **Billing Plans** are defined at the line level.
- **Enter Contract Terms: Projects and Activities** are linked to a contract line on the **Related Projects** page. Unlike rate-based contracts, the same **Project/Activity** combination can be linked to more than one contract line for an amount-based contract.
- **Update the Accounting Distribution:** The **Project** and **Department** values must be defined on the accounting distribution.
- **Allocate Amounts:** After defining the amount-based contract and adding the **Products** that make up the contract, the next step is to allocate the contract's **Fixed Billing** amount. A contract cannot be set to an **Active Processing Status** until the **Fixed Billing** has been allocated and the **Allocation** option has been set to “Complete”.
- **Activate the Contract:** After creating the contract, adding **Product(s)**, setting the limits, and linking the **Projects** and **Activities**, the contract is ready to be set to “Active”. Activating a contract indicates that all pertinent data for the contract is in Cardinal. When changing the **Contract Status**, the user can only move forward; once the contract is set to “Active”, it cannot be set back to “Pending” and once “Closed”; it cannot be set to “Active”.



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Enter Contract General Information

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 > Define Contract General Info



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

General Information

Find an Existing Value ⊕ Add a New Value

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

Recent Searches Choose from recent searches

Saved Searches Choose from saved searches

Business Unit =

Contract begins with

Description begins with

Sold To Customer begins with

Customer Name begins with

Contract Status begins with

Processing Status =

Contract Type begins with

Contract Classification =

Region Code begins with

Contract Administrator begins with

Master Contract # begins with

^ Show fewer options
☐ Case Sensitive

Search

Clear

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

⊕ Add a New Value

The **General Information Add a New Value** page displays.

General Information

Add a New Value Find an Existing Value

*Business Unit

*Contract

*Sold To Customer

*Contract Classification

Separate Fixed Billing and Revenue ☐

Separate As Incurred Billing and Revenue ☐

Add



Project Accounting Job Aid

PA354 Creating a Non-Federal Amount-Based Contract (VDOT Only)

Step	Action
4.	In the Business Unit field, enter "50100". *Business Unit 50100
	The Contract field defaults to "NEXT". Do not change. *Contract NEXT
5.	Enter the Customer ID using the Sold To Customer Look Up icon. *Sold To Customer 0000000014 Note: If the customer is not listed in the look up, this means the customer has not been created or was not created correctly. Consult the Accounts Receivable group to have the customer record updated.
	The Contract Classification field defaults to "Standard". Do not change. *Contract Classification Standard The two checkbox fields, Separate Fixed Billing and Revenue and Separate As Incurred Billing and Revenue, are not used. Separate Fixed Billing and Revenue ☐ Separate As Incurred Billing and Revenue ☐
6.	Click the Add button. Add



Project Accounting Job Aid

PA354 Creating a Non-Federal Amount-Based Contract (VDOT Only)

Step	Action
	The General Information page displays. General Lines Contract NumberNEXT Sold To CustomerW-L CONSTRUCTION & PAVING, INC. *Contract StatusPENDING Copy From Contract Add to My Contracts Description Contract Admin Region Code Contract Type Currency CodeUSD Exchange Rate TypeCRRNT Contract Signed08/20/2026 Contract Role Revenue Profile Use Project ChartFields: Processing StatusPending Amendment Status Business UnitVA Dept of Transportation Contract ClassificationStandard 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 ToMore Save Notify Add Update/Display
7.	Enter a short, detailed description about the contract in the Description field. The description can be a maximum of 30 characters. DescriptionOther - Amount Based
8.	Use the Contract Type Look Up icon to select the Contract Type. Contract Type
	Valid Values for the Contract Type field are: - A: Letter of Authorization - F: Federal - G: Grant - J: Federal Grant - L: Local - O: Other - R: Resolution



Project Accounting Job Aid

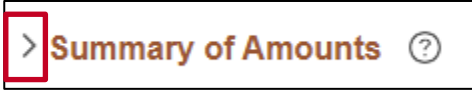
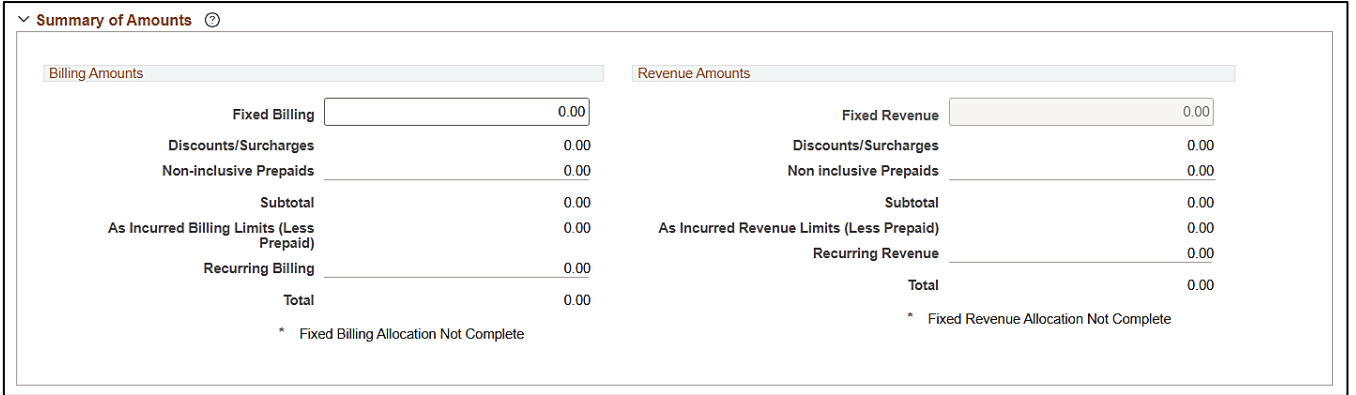
PA354 Creating a Non-Federal Amount-Based Contract (VDOT Only)

Step	Action
	The Currency Code and Exchange Rate Type field values default. Do not change. Currency Code USD Exchange Rate Type CRRNT
9.	The Contract Signed field defaults to the current date. Update with the agreement date. If there is no agreement date, use the date the contract is eligible to begin billing. This date automatically populates the effective date on the accounting distribution. Contract Signed 08/20/2026
	The Use Project ChartFields checkbox defaults as checked and cannot be changed. Use Project ChartFields: ☒
10.	Click the arrow next to the Other Information section to expand the section. > Other Information
The Other Information section displays as expanded. Other Information ☐ Template Contract ☐ Master Contract ☐ Legal Review Complete ☐ Credit Check Complete ☐ Contains Cotermination Lines Parent Contract Master Contract Legal Entity Purchase Order Proposal ID Federal Region Code 03	
11.	In the Legal Entity field, enter or select "STATE". Legal Entity STATE
	The Federal Region Code field defaults to "03" (FHWA). Do not change. Federal Region Code 03



Project Accounting Job Aid

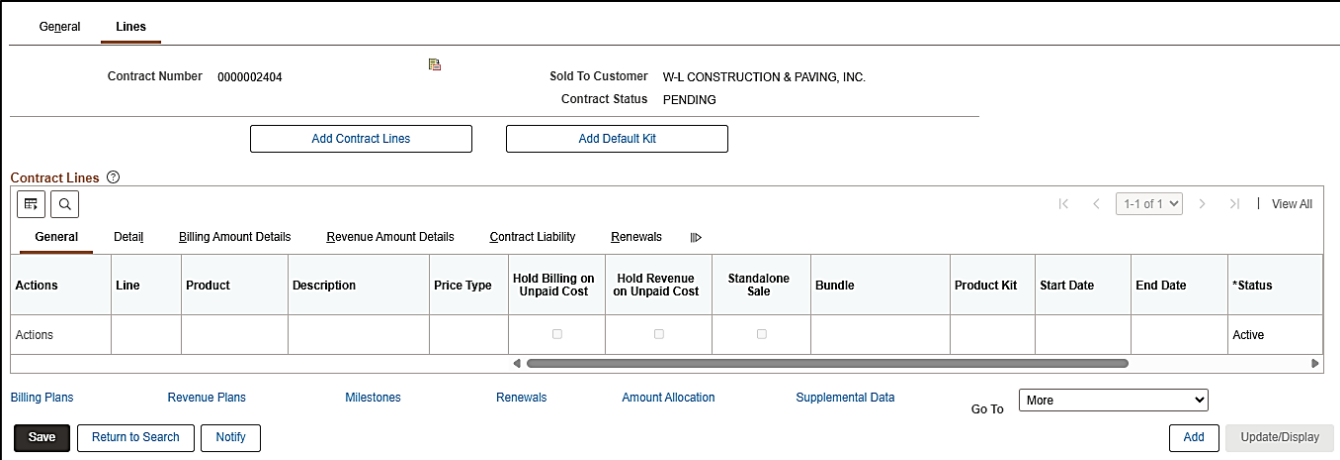
PA354 Creating a Non-Federal Amount-Based Contract (VDOT Only)

Step	Action
12.	Click the arrow next to the Summary of Amounts section to expand the section. 
The Summary of Amounts section displays as expanded. 	
13.	In the Fixed Billing field, enter the total amount to bill the customer (i.e., negotiated amount). The amount billed cannot exceed this amount.  Note: The notes below the Billing and Revenue Amounts sections indicate whether the allocation step has been completed or not. Both will display as “Not Complete” when creating the contract.
14.	Click the Save button. 
	The contract number displays in the Contract Number field. 
15.	Click the Lines tab. 



Project Accounting Job Aid

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Step	Action
	The Lines tab displays. 

Enter Contract Line Information

A contract line details the billing parameters that are used to calculate the amount to bill a customer and has its own accounting distributions, billing limits, billing plans, and revenue plans. Each contract line within a contract can have a status of “Active”, “Cancelled”, or “Pending”. Contracts converted to Cardinal as “CLOSED” will have a contract line status of “Inactive”.

Contract Lines with a **Processing Status** of “Pending” with billing and revenue plans that have not been assigned can be deleted.

Once the contract is activated, the **Add Contract Lines** button no longer displays and an amendment must be created to add additional lines to the contract.

Step	Action						
	The Hold Billing on Unpaid Cost, Hold Revenue on Unpaid Cost and Standalone Sale checkboxes default as unchecked. Do not check any of these checkboxes. <table border="1" data-bbox="256 1533 880 1732"><thead><tr><th>Hold Billing on Unpaid Cost</th><th>Hold Revenue on Unpaid Cost</th><th>Standalone Sale</th></tr></thead><tbody><tr><td>☐</td><td>☐</td><td>☐</td></tr></tbody></table>	Hold Billing on Unpaid Cost	Hold Revenue on Unpaid Cost	Standalone Sale	☐	☐	☐
Hold Billing on Unpaid Cost	Hold Revenue on Unpaid Cost	Standalone Sale					
☐	☐	☐					
1.	Click the Add Contract Lines button. <table border="1" data-bbox="256 1816 750 1900"><tbody><tr><td>Add Contract Lines</td></tr></tbody></table>	Add Contract Lines					
Add Contract Lines							



Project Accounting Job Aid

PA354 Creating a Non-Federal Amount-Based Contract (VDOT Only)

Step	Action
	The General Information Add Contract Lines page displays. General Information Add Contract Lines Search ⓘ Product Group Product Product Description Price Type Physical Nature Search ☐ Product Kits ☐ Renewable Create Adhoc ProductReturn to Contract Lines
2.	In the Product Group field, select the product which will default the appropriate distributions. Product Group AMT_HMOCCT
3.	In the Price Type field, select "Amount". Price Type Amount
4.	Click the Search button. Search



Project Accounting Job Aid

PA354 Creating a Non-Federal Amount-Based Contract (VDOT Only)

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

The results display under the **Search Results** section.

Search Results

1-12 of 12

View All

General

Templates

	Product	Description	Price Type	Physical Nature	Product Kit	*Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
☐	1 AMT_M0SE2	Misc - HMO - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	Q
☐	2 AMT_PROJE1	Partic - HMO - CCT - Bristol	Amount	Goods	N	None			N		1.0000	Q
☐	3 AMT_PROJE2	Partic - HMO - CCT - Salem	Amount	Goods	N	None			N		1.0000	Q
☐	4 AMT_PROJE3	Partic - HMO - CCT - Lynchburg	Amount	Goods	N	None			N		1.0000	Q
☒	5 AMT_PROJE4	Partic - HMO - CCT - Richmond	Amount	Goods	N	None			N		1.0000	Q
☐	6 AMT_PROJE5	Partic - HMO - CCT - Suffolk	Amount	Goods	N	None			N		1.0000	Q
☐	7 AMT_PROJE6	Partic - HMO - CCT - Fredsburg	Amount	Goods	N	None	08/21/2026		N		1.0000	Q
☐	8 AMT_PROJE7	Partic - HMO - CCT - Culpeper	Amount	Goods	N	None			N		1.0000	Q
☐	9 AMT_PROJE8	Partic - HMO - CCT - Staunton	Amount	Goods	N	None			N		1.0000	Q
☐	10 AMT_PROJE83	Partic - HMO - CCT - Fredsburg	Amount	Goods	N	None			N		1.0000	EA Q
☐	11 AMT_PROJE9	Partic - HMO - CCT - NOVA	Amount	Goods	N	None			N		1.0000	Q
☐	12 AMT_PROJE91	Partic - HMO - CCT - Richmond	Amount	Goods	N	None			N		1.0000	EA Q

☒ Select All

☐ Clear All

Create Plans from Template

Combine Like Templates

☒ Billing Plans

☒ Revenue Plans

☒ Renewal Plans

☒ Billing Plans

☒ Revenue Plans

Add Contract Lines

Create Adhoc Product

Return to Contract Lines



Several columns display under the **Search Results**.

Checkbox to select the **Product** to be added to the contract which will default the appropriate distribution.

Product: Displays the product name.

Description: Displays the description of the product.

Price Type: Displays the price type of the product.

Note: if the search results have been narrowed by price type, this is the value the user selected.

Physical Nature: Displays "Goods". This field defaults from the product.

Fee Type: Displays the fee type and defaults to "None".

Start Date: The value entered here appears on the **Contract - Lines** page.

End Date: Leave blank.

Quantity: This value is automatically populated. Do not change.

UOM: Unit of measure associated with the product as appropriate. This value defaults and should not be changed.



Project Accounting Job Aid

PA354 Creating a Non-Federal Amount-Based Contract (VDOT Only)

Step	Action
	Create Plans from Template and Combine Like Templates check boxes default as selected. Do not change. These templates create the predefined Billing Plans and Revenue Plans for the product(s) selected. 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
5.	Click the checkbox option next to the Product to be added to the contract. ☒ 5 AMT_PROJE4 Partic - HM0 - CCT - Richmond
6.	Enter a Start Date for the contract line. 08/21/2026 
7.	Click the Add Contract Lines button. Add Contract Lines



Project Accounting Job Aid

PA354 Creating a Non-Federal Amount-Based Contract (VDOT Only)

Step	Action
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The **General Information Add Contract Lines** page redisplay. A message displays indicating one line(s) have been added to the contract.

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](#)

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

[Return to Contract Lines](#)

The **General Information** page **Lines** tab displays.

General **Lines**

Contract Number 0000002404  Sold To Customer W-L CONSTRUCTION & PAVING, INC.
Contract Status PENDING

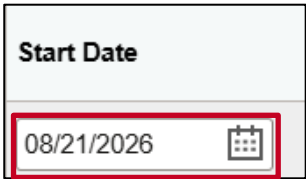
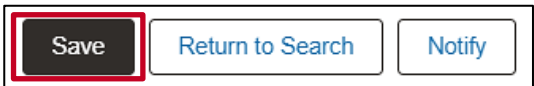
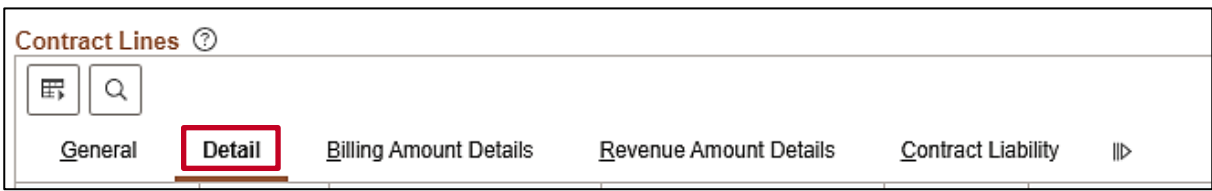
Contract Lines ?

< < 1-1 of 1 > > | View All

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

Actions	Line	Product	Description	Price Type	Standalone Sale	Bundle	Start Date	End Date	*Status	Supplemental
v Actions	1	AMT_PROJE4	Partic - HM0 - CCT - Ri	Amount	☐	Q	Calendar	Calendar	Active v	Supplemental

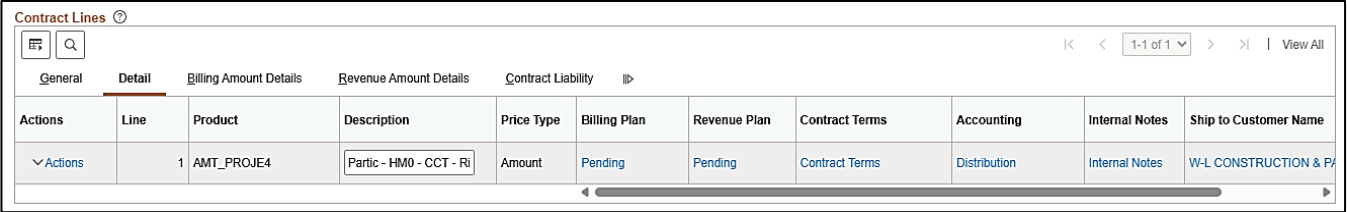
Billing Plans Revenue Plans Milestones Renewals Amount Allocation Supplemental Data Go To

Step	Action
	Product: Displays the product that was selected. Description: Displays the description associated with the selected product. Price Type: Amount. Start Date: Confirm the same date that was entered for the product. Status: Displays the status of the line which defaults to “Active” for the line that was just added. Other statuses include “Pending”, “Inactive” and “Cancelled”.
9.	Confirm the same date that was entered for the product in the Start Date field. 
10.	Click the Save button. 
	Saving the contract defaults the following components: The billing and revenue plan that is associated with the selected Product. The accounting distribution information associated with the selected Product.
11.	If applicable, add additional contract lines using the Add Contract Lines button. 
12.	Click the Detail tab under the Contract Lines section. 

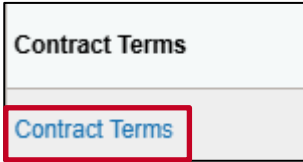


Project Accounting Job Aid

PA354 Creating a Non-Federal Amount-Based Contract (VDOT Only)

Step	Action
	The Detail tab displays.
	

Enter Contract Terms and Related Projects

Step	Action
1.	In the Contract Terms column, click the Contract Terms link. 

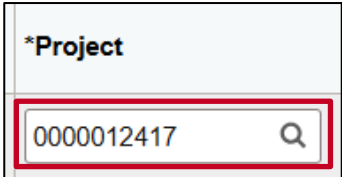
The **Related Projects** page displays.

Related Projects						
Contract Number		0000002404		Sold To Customer		W-L CONSTRUCTION & PAVING, INC.
Amendment Number				Contract Status		PENDING
Contract Line		1		Price Type		Amount
Product		AMT_PROJE4				
Description		Partic - HM0 - CCT - Richmond				
PC Business Unit						
Associated Projects & Activities						
						
Create Project		Create Activity				
Return to General Information				Amount Allocation		
Save		Return to Search		Notify		Refresh
				Update/Display		Include History
						Correct History



Project Accounting Job Aid

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Step	Action
2.	Enter "50100" in the PC Business Unit field. 
3.	Enter or select the appropriate project number in the Project field. 
4.	Determine which Project/Activity combination is to be billed under the contract line. The first non-participating activity within the phase being billed should be selected.
5.	Enter or select the appropriate activity in the Activity field. 
6.	Click the Save button. 
Two additional Description columns display at the end of the row. The first Description column displays the description of the project that was selected. The second Description column displays the description for the specific activity selected. 	
7.	Click the Return to General Information link. 



Project Accounting Job Aid

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Step	Action																						
	The Lines tab of the General Information page displays. General Lines Contract Number 0000002404 Sold To Customer W-L CONSTRUCTION & PAVING, INC. Contract Status PENDING Add Contract Lines Add Default Kit Contract Lines Grid icon Search icon 1-1 of 1 View All General Detail Billing Amount Details Revenue Amount Details Contract Liability More <table><thead><tr><th>Actions</th><th>Line</th><th>Product</th><th>Description</th><th>Price Type</th><th>Standalone Sale</th><th>Bundle</th><th>Start Date</th><th>End Date</th><th>*Status</th><th>Supplemental</th></tr></thead><tbody><tr><td>Actions</td><td>1</td><td>AMT_PROJE4</td><td>Partic - HM0 - CCT - Ri</td><td>Amount</td><td>☐</td><td></td><td>08/21/2026</td><td></td><td>Active</td><td>Supplemental</td></tr></tbody></table> Billing Plans Revenue Plans Milestones Renewals Amount Allocation Supplemental Data Go To More Save Return to Search Notify Add Update/Display General Lines	Actions	Line	Product	Description	Price Type	Standalone Sale	Bundle	Start Date	End Date	*Status	Supplemental	Actions	1	AMT_PROJE4	Partic - HM0 - CCT - Ri	Amount	☐		08/21/2026		Active	Supplemental
Actions	Line	Product	Description	Price Type	Standalone Sale	Bundle	Start Date	End Date	*Status	Supplemental													
Actions	1	AMT_PROJE4	Partic - HM0 - CCT - Ri	Amount	☐		08/21/2026		Active	Supplemental													
8.	Under the Contract Lines section, click the Detail tab. Contract Lines Grid icon Search icon General Detail Billing Amount Details Revenue Amount Details Contract Liability More																						
	The Detail tab displays. General Detail Billing Amount Details Revenue Amount Details Contract Liability More <table><thead><tr><th>Actions</th><th>Line</th><th>Product</th><th>Description</th><th>Price Type</th><th>Billing Plan</th><th>Revenue Plan</th><th>Contract Terms</th><th>Accounting</th><th>Internal Notes</th><th>Ship to Customer Name</th></tr></thead><tbody><tr><td>Actions</td><td>1</td><td>AMT_PROJE4</td><td>Partic - HM0 - CCT - Ri</td><td>Amount</td><td>Pending</td><td>Pending</td><td>Contract Terms</td><td>Distribution</td><td>Internal Notes</td><td>W-L CONSTRUCTION & PAVING, INC.</td></tr></tbody></table>	Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name	Actions	1	AMT_PROJE4	Partic - HM0 - CCT - Ri	Amount	Pending	Pending	Contract Terms	Distribution	Internal Notes	W-L CONSTRUCTION & PAVING, INC.
Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name													
Actions	1	AMT_PROJE4	Partic - HM0 - CCT - Ri	Amount	Pending	Pending	Contract Terms	Distribution	Internal Notes	W-L CONSTRUCTION & PAVING, INC.													



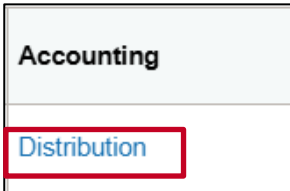
Project Accounting Job Aid

PA354 Creating a Non-Federal Amount-Based Contract (VDOT Only)

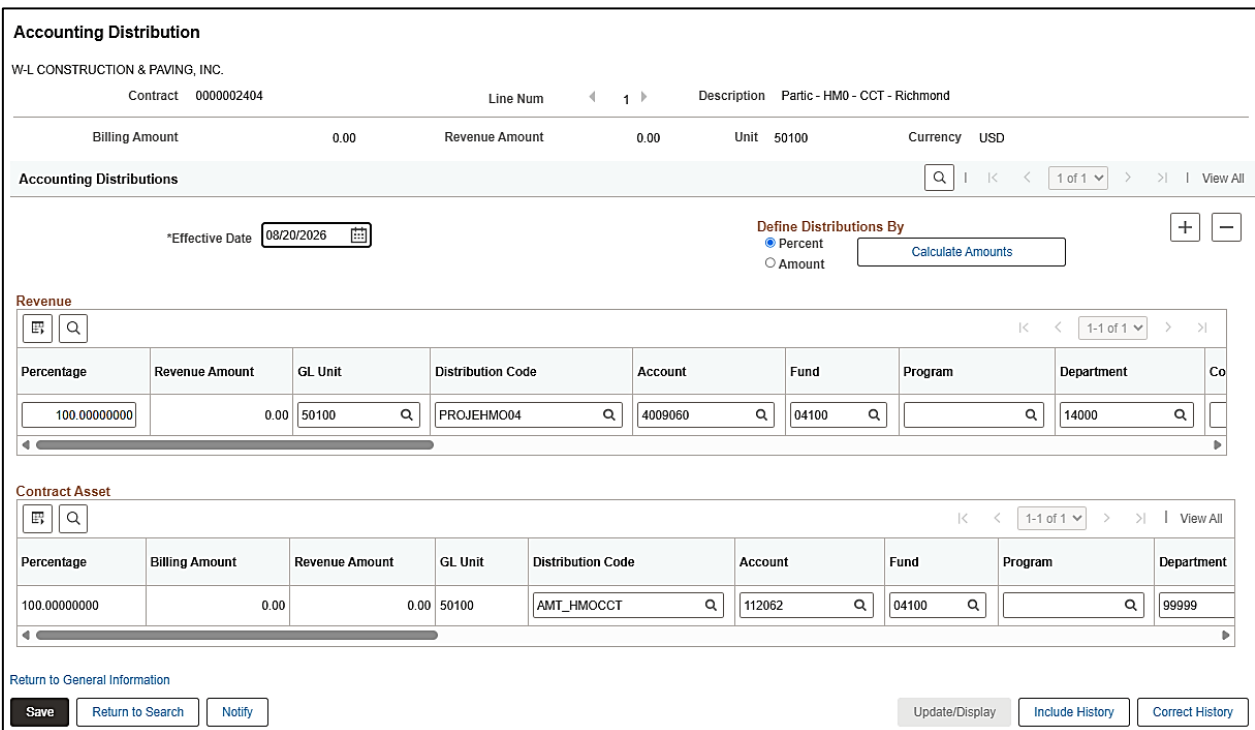
Update the Accounting Distribution

With amount-based contracts the accounting distribution line(s) default based on the **Product** selected. However, the **Project ID** needs to be added on each accounting distribution line. Enter the same **Project ID** that was selected when linking the **Project/Activity** for the contract line.

Additionally, the **Fund** and **Department** fields must be updated on the **Unbilled Revenue** distribution line to match the **Fund** and **Department** fields on the **Revenue** distribution line.

Step	Action
1.	In the Accounting column, click the Distribution link. 

The **Accounting Distribution** page displays.



The screenshot shows the 'Accounting Distribution' page for 'W-L CONSTRUCTION & PAVING, INC.' with Contract 0000002404. It displays a table for 'Accounting Distributions' with columns for Billing Amount, Revenue Amount, Unit, Description, Partic, HM0 - CCT - Richmond, and Currency. Below this, there are sections for 'Revenue' and 'Contract Asset' with detailed tables for Percentage, Revenue Amount, GL Unit, Distribution Code, Account, Fund, Program, and Department. The 'Revenue' table shows a distribution code of PROJEHMO04 and a fund of 04100. The 'Contract Asset' table shows a distribution code of AMT_HMOCCT and a fund of 112062. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'.

2.	Click the Correct History button. 
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Project Accounting Job Aid

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Step	Action								
3.	Update the Fund and Department fields on the Contract Asset distribution line to the values displayed on the Revenue distribution line. Contract Asset <table><tr><th>Account</th><th>Fund</th><th>Program</th><th>Department</th></tr><tr><td>4009060 </td><td>04100 </td><td> </td><td>14000 </td></tr></table>	Account	Fund	Program	Department	4009060	04100		14000
Account	Fund	Program	Department						
4009060	04100		14000						
4.	Update the following fields for both the Revenue and Contract Asset distribution lines. PC Business Unit: Enter “50100”. PC Business Unit 50100 Project: Enter or select the Project ID number. This Project ID number must be the same Project ID that was selected when linking the Project/Activity to the contract line. Project 0000012417 Activity: Enter or select the appropriate Activity. This Activity number must be the same Activity that was selected when linking the Project/Activity to the contract line. Activity 716 Note: The Activity value must be “Active” for the distribution to save.								
5.	Click the Save button. Save Return to Search Notify								



Project Accounting Job Aid

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Step	Action
	A message displays indicating the Contract Asset accounting distribution has been changed. Contract Asset accounting distribution has been changed. (9850,242) OK Cancel
6.	Click the OK button. OK Cancel
7.	Scroll to the end for each line and verify that the Valid checkbox is checked. Valid ☒
8.	Click the Return to General Information link. Return to General Information

The **Lines** tab redisplay.

General

Lines

Contract Number 0000002404

Sold To Customer W-L CONSTRUCTION & PAVING, INC.

Contract Status PENDING

Add Contract Lines

Add Default Kit

Contract Lines

1-1 of 1

View All

General

Detail

Billing Amount Details

Revenue Amount Details

Contract Liability

Actions	Line	Product	Description	Price Type	Standalone Sale	Bundle	Start Date	End Date	*Status	Supplemental
Actions	1	AMT_PROJE4	Partic - HM0 - CCT - Ri	Amount	☐		08/21/2026		Active	Supplemental

Billing Plans

Revenue Plans

Milestones

Renewals

Amount Allocation

Supplemental Data

Go To

More

Save

Return to Search

Notify

Add

Update/Display

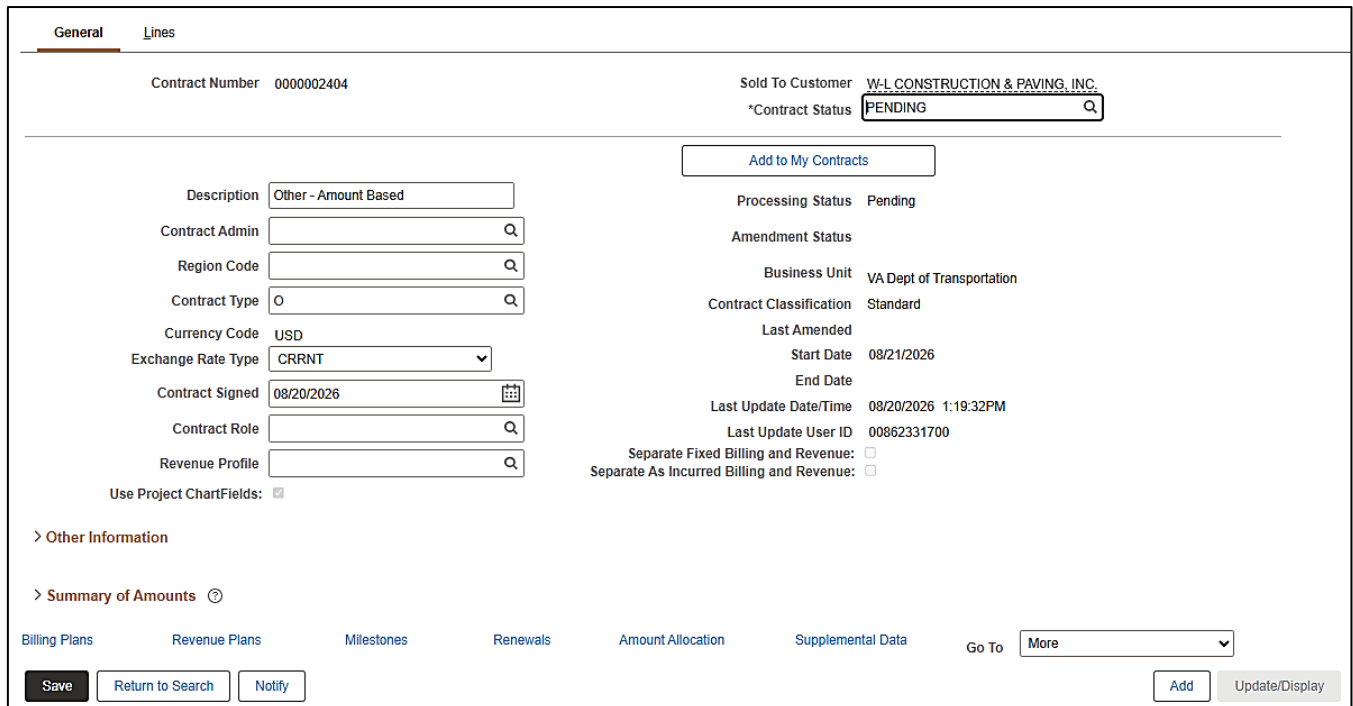


Project Accounting Job Aid

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Step	Action
9.	Click the General tab at the top of the page. 

The **General** tab displays.



Allocate Amount

A contract cannot be set to an active processing status until the contract amount has been allocated and the billing and revenue plans have been completed.

Step	Action
1.	Click the Amount Allocation link. 



Project Accounting Job Aid

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Step	Action																																		
	The Billing Allocation page displays. Billing Allocation Contract 0000002404 Sold To Customer 0000000014 WL CONSTRUCTION & PAVING, INC. Business Unit 50100 Currency USD Contract Admin Contract Billing ⓘ Total Billing Unallocated Billing 0.00 ▼ Fixed Billing ⓘ Fixed Billing 100,000.00 Unallocated Fixed Billing 100,000.00 Billing Discounts/Surcharges 0.00 Inclusive Prepays 0.00 Net Fixed Billing 100,000.00 Allocation Incomplete Recalculate Contract Line Pricing ⓘ <table border="1"><thead><tr><th>Retrieve Billing Price</th><th>Line</th><th>Product</th><th>Bundle</th><th>Price Type</th><th>Quantity</th><th>Extended Price</th><th>Billing Amount</th><th>Billing Discounts/Surcharges</th><th>Net Billing</th><th>Simulate Billing Pricing</th><th>Actions</th></tr></thead><tbody><tr><td>☐</td><td>1</td><td>AMT_PROJE4</td><td></td><td>Amount</td><td> 1.0000 </td><td>0.00</td><td> 0.00 </td><td>0.00</td><td>0.00</td><td>Simulate Billing Pricing</td><td>▼ Actions</td></tr></tbody></table> ☒ Select All ☐ Clear All Recalculate Line Totals ⓘ <table border="1"><tbody><tr><td>Billing Amount</td><td>0.00</td><td>Recurring Billing</td><td>0.00</td><td></td></tr><tr><td>Discounts/Surcharges</td><td>0.00</td><td>Billing Limit</td><td>0.00</td><td>Total Billing 0.00</td></tr></tbody></table> Prepays Return to General Information Save Return to Search Notify	Retrieve Billing Price	Line	Product	Bundle	Price Type	Quantity	Extended Price	Billing Amount	Billing Discounts/Surcharges	Net Billing	Simulate Billing Pricing	Actions	☐	1	AMT_PROJE4		Amount	1.0000	0.00	0.00	0.00	0.00	Simulate Billing Pricing	▼ Actions	Billing Amount	0.00	Recurring Billing	0.00		Discounts/Surcharges	0.00	Billing Limit	0.00	Total Billing 0.00
Retrieve Billing Price	Line	Product	Bundle	Price Type	Quantity	Extended Price	Billing Amount	Billing Discounts/Surcharges	Net Billing	Simulate Billing Pricing	Actions																								
☐	1	AMT_PROJE4		Amount	1.0000	0.00	0.00	0.00	0.00	Simulate Billing Pricing	▼ Actions																								
Billing Amount	0.00	Recurring Billing	0.00																																
Discounts/Surcharges	0.00	Billing Limit	0.00	Total Billing 0.00																															
2.	In the Contract Billing section, enter the Total Billing amount (i.e., contract amount). Total Billing 100,000																																		
3.	In the Fixed Billing section, the Fixed Billing field defaults with the fixed billing amount entered on the General Information page. This should be the same as the contract amount. Fixed Billing 100,000.00																																		



Project Accounting Job Aid

PA354 Creating a Non-Federal Amount-Based Contract (VDOT Only)

Step	Action										
4.	In the Contract Line pricing section, enter the Fixed Billing amount in the Billing Amount field. Note: The Billing Amount must match the Fixed Billing amount. <table><tr><th>Quantity</th><th>Extended Price</th><th>Billing Amount</th></tr><tr><td>1.0000</td><td>0.00</td><td>100,000</td></tr></table>	Quantity	Extended Price	Billing Amount	1.0000	0.00	100,000				
Quantity	Extended Price	Billing Amount									
1.0000	0.00	100,000									
	The Allocation field in the Fixed Billing section displays as “Incomplete”. <table><tr><td>Allocation</td><td>Incomplete</td></tr></table>	Allocation	Incomplete								
Allocation	Incomplete										
5.	Click the Recalculate button to recalculate the line totals. <table><tr><td>Recalculate</td></tr></table> Note: It does not matter which Recalculate button is clicked.	Recalculate									
Recalculate											
	The Allocation field updates to Complete. <table><tr><td>Unallocated Fixed Billing</td><td>0.00</td></tr><tr><td>Inclusive Prepaids</td><td>0.00</td></tr><tr><td>Allocation</td><td>Complete</td></tr></table> The Billing Amount displays in the Billing Amount field under the Line Totals section of the page. <table><tr><td colspan="2">Line Totals ?</td></tr><tr><td>Billing Amount</td><td>100,000.00</td></tr></table>	Unallocated Fixed Billing	0.00	Inclusive Prepaids	0.00	Allocation	Complete	Line Totals ?		Billing Amount	100,000.00
Unallocated Fixed Billing	0.00										
Inclusive Prepaids	0.00										
Allocation	Complete										
Line Totals ?											
Billing Amount	100,000.00										
6.	Click the Save button. <table><tr><td>Save</td><td>Return to Search</td><td>Notify</td></tr></table>	Save	Return to Search	Notify							
Save	Return to Search	Notify									

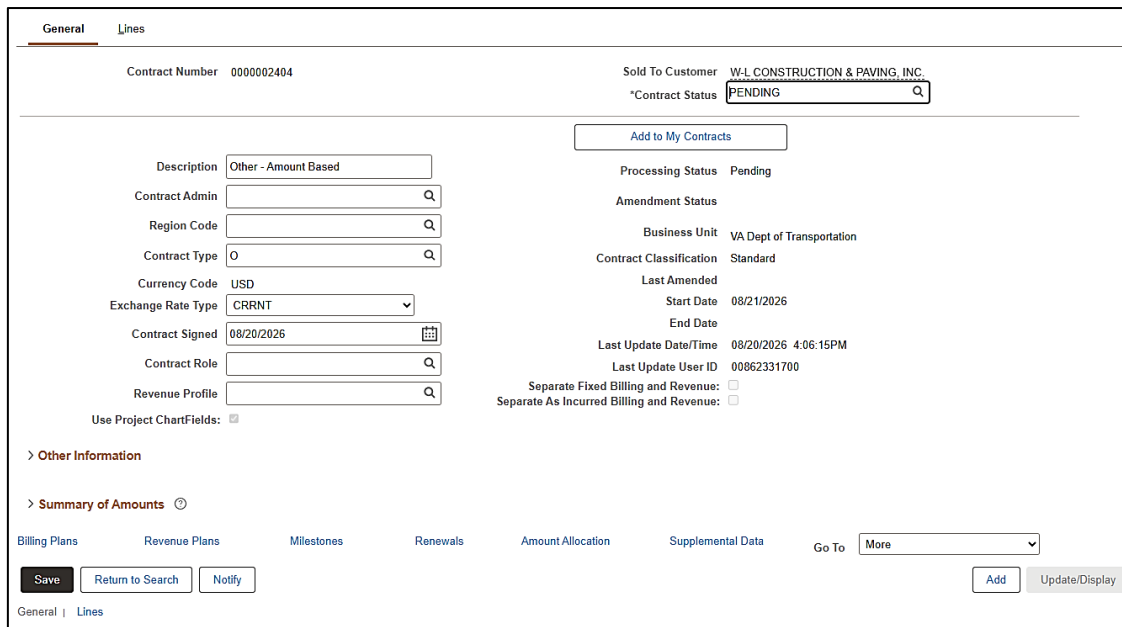


Project Accounting Job Aid

PA354 Creating a Non-Federal Amount-Based Contract (VDOT Only)

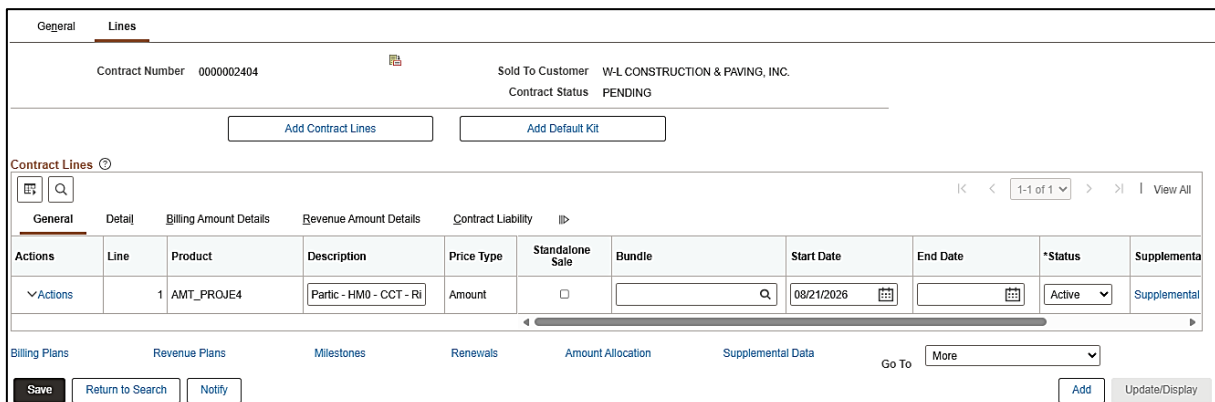
Step	Action
7.	Click the Return to General Information link. 

The **General Tab** redispays.



8.	Click the Lines tab. 
----	--

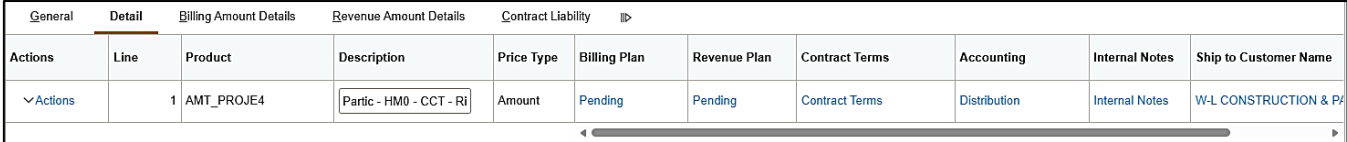
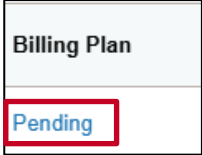
The **Lines** tab displays.





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Step	Action
9.	Click the Detail tab under the Contract Lines section. 
The Detail tab displays. 	
10.	Click the Pending link in the Billing Plan field. 

Billing Plan

The Billing Plan is based on the Product which was selected to create the contract line. Do not change the default values. Tabs that display on this page vary depending on the contract price type (rate-based, amount-based or recurring). The **Billing Plan General** tab displays the billing information for the contract line, such as customer information and billing options. It is not used on rate-based contract lines. Depending on the **Billing Status**, a billing plan for the contract can be put on hold from this tab. The **Bill Plan Hold** checkbox only displays when the contract is "Active".



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Step	Action								
	The Define Billing Plan page displays with the Billing Plan General tab displayed by default. Billing Plan General Events History Contract 0000002404 BI Unit 50100 Sold To Customer 0000000014 W-L CONSTRUCTION & PAVING, INC. Bill To 0000000014 W-L CONSTRUCTION & PAVING, INC. Billing Plan < B101 > Amount Based - Milestone Currency USD Description Amount Based - Milestone *Billing Status Pending Billing Method Milestone ☒ Ready at Activation Customer Information BI Unit 50100 VA Dept of Transportation *Bill To Customer 0000000014 W-L CONSTRUCTION & PAVING, INC. Addr Num 1 Bill To Contact Amount Detail <table><tr><td>Billing Amount</td><td>100,000.00</td></tr><tr><td>Total Amount</td><td>100,000.00</td></tr><tr><td>Total Billing History</td><td>0.00</td></tr><tr><td>Events Billed To Date</td><td>0.00</td></tr></table> Billing Options Bill Type CCT ☒ Pre Approved Bill Source PROJE ☐ Direct Invoice Summarization Template ID VDOT_OTHER VDOT Other Billing Header Note Internal Notes Preview Summarization Template Billing Default Overrides Invoice Form LANDSCAPE Cycle ID MONTHLY View Customer Defaults Bill By ID PC_OTHER Non-Federal Project Payment Method Payment Terms Billing Inquiry Billing Specialist Return to General Information Save Return to Search Notify Add Update/Display The key fields and values on the Billing Plan General tab: Description: Defaults and should not be changed. Billing Status: Controls the ability to enter information into, and the processing that occurs against, the Billing Plan. Values include “Pending”, “Ready”, and “Cancelled”. Note: “Ready” displays once the contract is set to “Active”. Ready at Activation checkbox: Defaults to checked when the Billing Status is “Pending”. Pre Approved checkbox: Defaults to selected. Do not change.	Billing Amount	100,000.00	Total Amount	100,000.00	Total Billing History	0.00	Events Billed To Date	0.00
Billing Amount	100,000.00								
Total Amount	100,000.00								
Total Billing History	0.00								
Events Billed To Date	0.00								



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Events Tab

This tab allows the user to define billing events for the Billing Plan. Amount-based contracts Billing and Revenue Plans are based on meeting specific goals identified in the contract. In Cardinal, goals are identified as Events. The user can add multiple events to the contract on the **Events** tab. The sum of the Event lines cannot exceed the contract's Fixed Billing amount.

Step	Action																											
1.	Click the Events tab. Billing Plan General Events History																											
The Events tab displays. Billing Plan General Events History Contract 0000002404 BI Unit 50100 Sold To Customer 0000000014 Bill To 0000000014 Billing Plan < B101 > W-L CONSTRUCTION & PAVING, INC. Amount Based - Milestone Currency USD W-L CONSTRUCTION & PAVING, INC. Define Events ☒ Percent ☐ Amount Calculate Amounts Add Milestone Amount Detail Total Amount 100,000.00 Remaining Percent 100.00000000 Remaining Amount 100,000.00 Event Detail 1-2 of 2 <table><thead><tr><th>Event</th><th>Event Type</th><th>*Event Status</th><th>Event Date</th><th></th><th>Percentage</th><th>Amount</th><th></th><th></th></tr></thead><tbody><tr><td>1</td><td>Date</td><td>Ready</td><td>08/20/2026</td><td>Event Note</td><td></td><td>0.00</td><td>+</td><td>-</td></tr><tr><td>2</td><td>Date</td><td>Ready</td><td>09/20/2026</td><td>Event Note</td><td></td><td>0.00</td><td>+</td><td>-</td></tr></tbody></table> Return to General Information Save Return to Search Notify Add Update/Display		Event	Event Type	*Event Status	Event Date		Percentage	Amount			1	Date	Ready	08/20/2026	Event Note		0.00	+	-	2	Date	Ready	09/20/2026	Event Note		0.00	+	-
Event	Event Type	*Event Status	Event Date		Percentage	Amount																						
1	Date	Ready	08/20/2026	Event Note		0.00	+	-																				
2	Date	Ready	09/20/2026	Event Note		0.00	+	-																				
2.	In the Define Events section, select the Amount radio button. ☐ Percent ☒ Amount																											



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Step	Action						
	The Fixed Billing amount displays in the Amount Detail section in the Total Amount field. Amount Detail <table><tr><td>Total Amount</td><td>100,000.00</td></tr><tr><td>Remaining Percent</td><td>100.00000000</td></tr><tr><td>Remaining Amount</td><td>100,000.00</td></tr></table>	Total Amount	100,000.00	Remaining Percent	100.00000000	Remaining Amount	100,000.00
Total Amount	100,000.00						
Remaining Percent	100.00000000						
Remaining Amount	100,000.00						

Event Detail Section

The **Event Detail** section will need to be completed according to the contract. The sum of the **Event** lines cannot exceed the contract's **Fixed Billing** amount. The **Fixed Billing** amount displays in the **Amount Detail** section, **Total Amount** field. The **Event Type** defaults to **Date** and should not be changed. If the **Fixed Billing** needs to be billed in multiple installments, use the **Add a new row (+)** button to add additional **Events**. The same number of **Events** should also be added to the **Revenue Plan**.

Note: An **Event** must have an **Event Status** of "Pending" to make updates to the **Event Date**.

Example of Full Amount Billing as One Event

Step

Action

The steps below outline the process for completing this example.

Event Detail

<

>

1-2 of 2

<

>

Event	Event Type	*Event Status	Event Date		Amount		
1	Date	Ready	08/20/2026	Event Note	100,000.00	+	-
2	Date	Pending	09/20/2026	Event Note	0.00	+	-

3.

For **Event** line 1, change the **Event Status** from “Ready” to “Pending”. This opens the event to allow for editing and entry.

*Event Status	Event Date	
Pending	08/20/2026	Event Note



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Step	Action												
4.	Event Date represents the billing date as defined by the contract. Update as appropriate. <table><tr><td>*Event Status</td><td>Event Date</td><td></td></tr><tr><td>Pending ▾</td><td>08/20/2026 </td><td>Event Note</td></tr></table>	*Event Status	Event Date		Pending ▾	08/20/2026	Event Note						
*Event Status	Event Date												
Pending ▾	08/20/2026	Event Note											
5.	Enter the full amount of the contract in the Amount field. <table><tr><td></td><td>Amount</td><td></td><td></td></tr><tr><td>Event Note</td><td> 100,000 </td><td>+...</td><td>—</td></tr></table>		Amount			Event Note	100,000	+...	—				
	Amount												
Event Note	100,000	+...	—										
6.	Change the Event Status to “Ready”. <table><tr><td>*Event Status</td></tr><tr><td>Ready ▾</td></tr></table>	*Event Status	Ready ▾										
*Event Status													
Ready ▾													
7.	For Event line 2, change the Event Status from “Ready” to “Pending”. <table><tr><th>Event</th><th>Event Type</th><th>*Event Status</th><th>Event Date</th></tr><tr><td>1</td><td>Date</td><td>Ready ▾</td><td>08/20/2026</td></tr><tr><td>2</td><td>Date ▾</td><td>Pending ▾</td><td>09/20/2026 </td></tr></table>	Event	Event Type	*Event Status	Event Date	1	Date	Ready ▾	08/20/2026	2	Date ▾	Pending ▾	09/20/2026
Event	Event Type	*Event Status	Event Date										
1	Date	Ready ▾	08/20/2026										
2	Date ▾	Pending ▾	09/20/2026										
8.	Leave the Amount as “0”. Since the amount is billed as one event, leave the \$0 dollar row to keep the bill plan from completing. <table><tr><td></td><td>Amount</td><td></td><td></td></tr><tr><td>Event Note</td><td>100,000.00</td><td>+...</td><td>—</td></tr><tr><td>Event Note</td><td> 0.00 </td><td>+...</td><td>—</td></tr></table>		Amount			Event Note	100,000.00	+...	—	Event Note	0.00	+...	—
	Amount												
Event Note	100,000.00	+...	—										
Event Note	0.00	+...	—										



Project Accounting Job Aid

PA354 Creating a Non-Federal Amount-Based Contract (VDOT Only)

Example of Amount Billing as Multiple Events

Step	Action																																																
	The steps below outline the process for completing this example. Event Detail <table border="1"><thead><tr><th>Event</th><th>Event Type</th><th>*Event Status</th><th>Event Date</th><th></th><th>Amount</th><th></th><th></th></tr></thead><tbody><tr><td>1</td><td>Date</td><td>Ready</td><td>08/20/2026</td><td>Event Note</td><td>25,000.00</td><td>+</td><td>-</td></tr><tr><td>2</td><td>Date</td><td>Ready</td><td>09/20/2026</td><td>Event Note</td><td>25,000.00</td><td>+</td><td>-</td></tr><tr><td>3</td><td>Date</td><td>Ready</td><td>10/20/2026</td><td>Event Note</td><td>25,000.00</td><td>+</td><td>-</td></tr><tr><td>4</td><td>Date</td><td>Ready</td><td>11/20/2026</td><td>Event Note</td><td>25,000.00</td><td>+</td><td>-</td></tr><tr><td>5</td><td>Date</td><td>Pending</td><td>12/20/2026</td><td>Event Note</td><td>0.00</td><td>+</td><td>-</td></tr></tbody></table>	Event	Event Type	*Event Status	Event Date		Amount			1	Date	Ready	08/20/2026	Event Note	25,000.00	+	-	2	Date	Ready	09/20/2026	Event Note	25,000.00	+	-	3	Date	Ready	10/20/2026	Event Note	25,000.00	+	-	4	Date	Ready	11/20/2026	Event Note	25,000.00	+	-	5	Date	Pending	12/20/2026	Event Note	0.00	+	-
Event	Event Type	*Event Status	Event Date		Amount																																												
1	Date	Ready	08/20/2026	Event Note	25,000.00	+	-																																										
2	Date	Ready	09/20/2026	Event Note	25,000.00	+	-																																										
3	Date	Ready	10/20/2026	Event Note	25,000.00	+	-																																										
4	Date	Ready	11/20/2026	Event Note	25,000.00	+	-																																										
5	Date	Pending	12/20/2026	Event Note	0.00	+	-																																										
9.	For Event line 1, change the Event Status from “Ready” to “Pending”. <table border="1"><thead><tr><th>*Event Status</th><th>Event Date</th><th></th></tr></thead><tbody><tr><td>Pending</td><td>08/20/2026</td><td>Event Note</td></tr></tbody></table>	*Event Status	Event Date		Pending	08/20/2026	Event Note																																										
*Event Status	Event Date																																																
Pending	08/20/2026	Event Note																																															
10.	Event Date represents the billing date as defined by the contract. Update as appropriate. <table border="1"><thead><tr><th>*Event Status</th><th>Event Date</th><th></th></tr></thead><tbody><tr><td>Pending</td><td>08/20/2026</td><td>Event Note</td></tr></tbody></table>	*Event Status	Event Date		Pending	08/20/2026	Event Note																																										
*Event Status	Event Date																																																
Pending	08/20/2026	Event Note																																															
11.	Enter the billing amount for that selected date in the Amount field. <table border="1"><thead><tr><th>Amount</th></tr></thead><tbody><tr><td>25,000</td></tr></tbody></table>	Amount	25,000																																														
Amount																																																	
25,000																																																	
12.	Change the Event Status to “Ready” for the Event(s) that need to bill. <table border="1"><thead><tr><th>*Event Status</th><th>Event Date</th></tr></thead><tbody><tr><td>Ready</td><td>08/20/2026</td></tr></tbody></table>	*Event Status	Event Date	Ready	08/20/2026																																												
*Event Status	Event Date																																																
Ready	08/20/2026																																																



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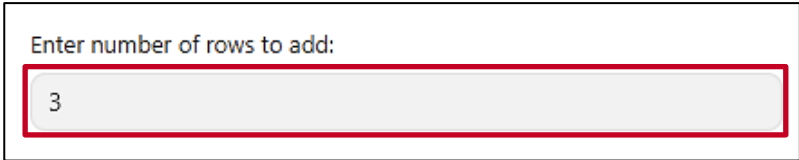
Step	Action
13.	Click the Add new row (+) button to add new rows. 

A pop-up window displays which allows the entry of the number of rows to add based on the contract.

fintnrn.cardinal.virginia.gov says

Enter number of rows to add:

OK Cancel

14.	Enter the number of rows to add. 
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15.	Click the OK button. 
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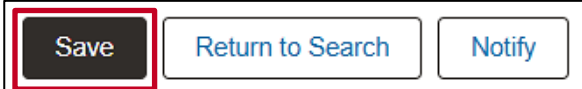
The new rows display in the **Event Detail** section.

Event Detail							
 		< < 1-5 of 5 > >					
Event	Event Type	*Event Status	Event Date		Amount		
1	Date	Ready ▾	08/20/2026	Event Note	25,000.00	+...	-
2	Date ▾	Pending ▾	08/20/2026 	Event Note	0.00	+...	-
3	Date ▾	Pending ▾	08/20/2026 	Event Note	0.00	+...	-
4	Date ▾	Pending ▾	08/20/2026 	Event Note	0.00	+...	-
5	Date ▾	Pending ▾	09/20/2026 	Event Note	0.00	+...	-

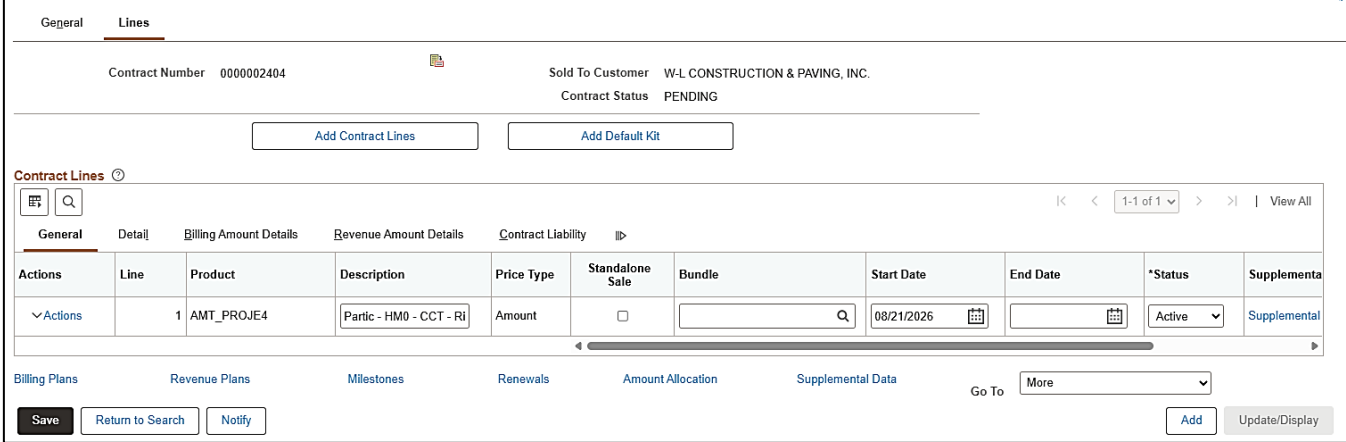


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Step	Action
16.	Follow the steps from above for each of the new rows. For this scenario, three additional lines are added based on the contract (four payments of \$25,000 each).
17.	For Event line 5, change the Event Status from “Ready” to “Pending”. Leave the Amount as “0” since the amount is billed as one event. 
	Saving updates the Remaining Amount , including the new event(s). If the sum of the amounts is greater than the Total Amount an error message displays indicating the Total Amount must equal the sum of the event Amounts. The event amounts must be updated and equal to the Total Amount before the page will save.
18.	Click the Save button. 
19.	Click the Return to General Information link. 

The **Lines** tab redispays.



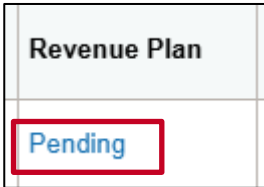


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Revenue Plan

The Revenue Plan contains a list of events defining when revenue is recognized for the Billing Events defined in the Bill Plan. Revenue should be recognized when amounts are billed. As a result, the **Billing Plan** and **Revenue Plan Event** dates and amounts must match.

Step	Action
1.	Click the Detail tab under the Contract Lines section. 
2.	Click the Pending link in the Revenue Plan column. 

The **Revenue Plan** page displays.

Revenue Plan

Revenue Plan

Contract 0000002404Business Unit 50100Currency USD
Sold To Customer 0000000014W-L CONSTRUCTION & PAVING, INC.GL Business Unit 50100
Revenue Plan ◀ R101 ▶GL Currency USD

Description Amount Based - Milestone*Plan Status Pending
Recognition Method Milestone☒ Ready at Activation

Define Events By
☒ Percent
☐ Amount
Internal Notes
Add Milestone

Calculate Amounts

Amount Detail
Total Amount 100,000.00
Remaining Percent 100
Remaining Amount 100,000.00

Event Detail

123

1-2 of 2

View All

Event	Event Type	*Event Status	Accounting Date		Percent Complete	Amount		
1	Date	Ready	08/20/2026	Event Note		0.00	+	-
2	Date	Ready	09/20/2026	Event Note		0.00	+	-

Return to General Information
SaveReturn to SearchNotifyAddUpdate/Display

Step	Action
	The Description field defaults and should not be changed. The Plan Status field controls the processing that occurs against the Revenue Plan. Values include: Pending: Displays by default. When a revenue plan is saved in a pending status, the system will not process the plan. Ready: Cardinal automatically sets the Revenue Plan status to “Ready” upon contract activation. Cancelled: Once a revenue plan has been cancelled, it cannot be reopened. The Ready at Activation checkbox defaults as checked when the contract line has been created.
3.	In the Define Events By section, select the Amount radio button. Define Events By ☐ Percent ☒ Amount Internal Notes Add Milestone
	The Event Detail section for the Revenue Plan must match the information that was entered on the Billing Plan. If multiple events were entered on the Billing Plan, enter the same number of Revenue Events, with identical Event line numbers, Event (Accounting) Dates, and Event Amounts. Use the Add a new row (+) button to add additional Events. Note: See the examples below that show how these fields are completed for one event vs multiple events to coincide with the Billing examples displayed earlier.



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

Example with One Event – Revenue Plan

Event Detail

1-2 of 2

>

>|

View All

Event	Event Type	*Event Status	Accounting Date		Amount		
1	Date	Ready	08/20/2026	Event Note	100,000.00	+..	—
2	Date	Pending	09/20/2026	Event Note	0.00	+..	—

Example with Multiple Events – Revenue Plan

Event Detail

1-5 of 5

>

>|

View All

Event	Event Type	*Event Status	Accounting Date		Amount		
1	Date	Ready	08/20/2026	Event Note	25,000.00	+..	—
2	Date	Ready	09/20/2026	Event Note	25,000.00	+..	—
3	Date	Ready	10/20/2026	Event Note	25,000.00	+..	—
4	Date	Ready	11/20/2026	Event Note	25,000.00	+..	—
5	Date	Pending	12/20/2026	Event Note	0.00	+..	—

4. For **Event** line 1, change the **Event Status** from “Ready” to “Pending”. This opens the event to allow for editing and entry.

Event	Event Type	*Event Status	Accounting Date
1	Date	Pending	08/20/2026

5. **Event Date** represents the billing date as defined by the contract. Update as appropriate.

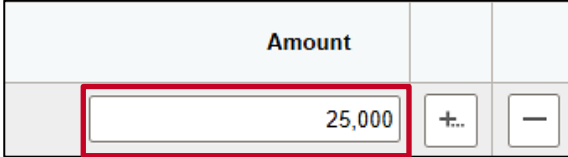
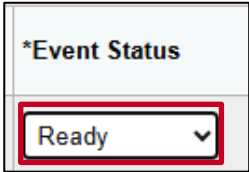
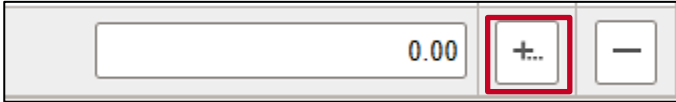
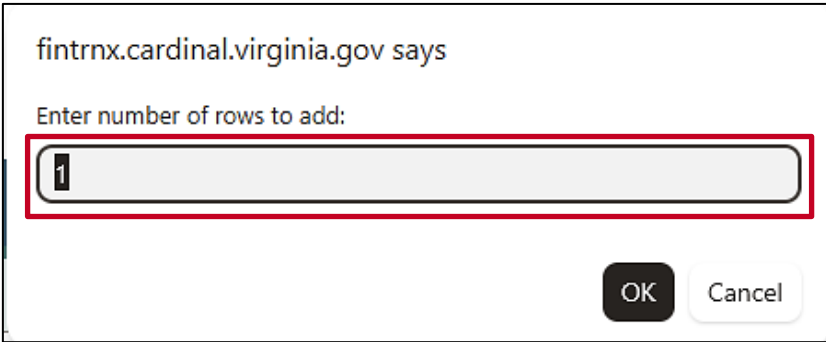
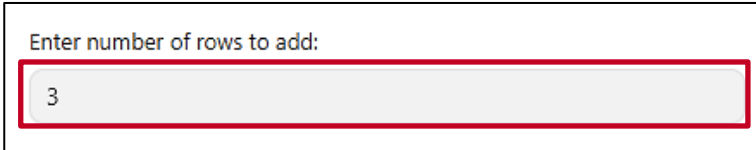
Accounting Date

08/20/2026



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Step	Action
6.	Enter the value for that date in the Amount field. In the case of a “one event” plan, this is the full amount of the contract. 
7.	Change the Event Status field to “Ready”. 
8.	Click the Add new row (+) button to add new rows. 
A pop-up window displays which allows the entry of the number of rows to add based on the contract. 	
9.	Enter the number of rows to add. 



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Step	Action																																																
	Click the OK button. OK Cancel																																																
The new rows display in the Event Detail section. Event Detail < > 1-5 of 5 > > View All <table><tr><th>Event</th><th>Event Type</th><th>*Event Status</th><th>Accounting Date</th><th></th><th>Amount</th><th></th><th></th></tr><tr><td>1</td><td>Date</td><td>Ready</td><td>08/20/2026</td><td>Event Note</td><td>25,000.00</td><td>+..</td><td>-</td></tr><tr><td>2</td><td>Date</td><td>Pending</td><td>08/20/2026</td><td>Event Note</td><td>0.00</td><td>+..</td><td>-</td></tr><tr><td>3</td><td>Date</td><td>Pending</td><td>08/20/2026</td><td>Event Note</td><td>0.00</td><td>+..</td><td>-</td></tr><tr><td>4</td><td>Date</td><td>Pending</td><td>08/20/2026</td><td>Event Note</td><td>0.00</td><td>+..</td><td>-</td></tr><tr><td>5</td><td>Date</td><td>Pending</td><td>08/20/2026</td><td>Event Note</td><td>0.00</td><td>+..</td><td>-</td></tr></table>		Event	Event Type	*Event Status	Accounting Date		Amount			1	Date	Ready	08/20/2026	Event Note	25,000.00	+..	-	2	Date	Pending	08/20/2026	Event Note	0.00	+..	-	3	Date	Pending	08/20/2026	Event Note	0.00	+..	-	4	Date	Pending	08/20/2026	Event Note	0.00	+..	-	5	Date	Pending	08/20/2026	Event Note	0.00	+..	-
Event	Event Type	*Event Status	Accounting Date		Amount																																												
1	Date	Ready	08/20/2026	Event Note	25,000.00	+..	-																																										
2	Date	Pending	08/20/2026	Event Note	0.00	+..	-																																										
3	Date	Pending	08/20/2026	Event Note	0.00	+..	-																																										
4	Date	Pending	08/20/2026	Event Note	0.00	+..	-																																										
5	Date	Pending	08/20/2026	Event Note	0.00	+..	-																																										
10.	Follow the same steps as noted above for Event 1. For this scenario, three additional lines of \$25,000 each are added based on the Contract and Billing Plan.																																																
11.	For the final Event line, change the Event Status from “Ready” to “Pending”.																																																
	Date Pending																																																
12.	Leave the Amount of the final Event line as “0”. Since the amount is billed as one event, Leave the \$0 dollar row to keep the bill plan from completing.																																																
	0.00 +.. -																																																
13.	Click the Save button.																																																
	Save Return to Search Notify																																																
i	Saving updates the Remaining Amount , including the new event(s). If the sum of the amounts is greater than the Total Amount an error message displays indicating the Total Amount must equal the sum of the event amounts. The event amounts must be updated and equal to the Total Amount before the page will save.																																																



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Step	Action
14.	Click the Return to General Information link. Return to General Information
The General Information page Lines tab displays.	
15.	Click the General tab at the top of the page. General Lines



Project Accounting Job Aid

PA354 Creating a Non-Federal Amount-Based Contract (VDOT Only)

Step	Action
	The General tab displays. General Lines Contract Number 0000002404 Sold To Customer W-L CONSTRUCTION & PAVING, INC. *Contract Status PENDING Add to My Contracts Processing Status Pending Amendment Status Business Unit VA Dept of Transportation Contract Classification Standard Last Amended Start Date 08/21/2026 End Date Last Update Date/Time 08/20/2026 4:06:15PM Last Update User ID 00862331700 Separate Fixed Billing and Revenue: ☐ Separate As Incurred Billing and Revenue: ☐ Description Other - Amount Based Contract Admin Region Code Contract Type O Currency Code USD Exchange Rate Type CRRNT Contract Signed 08/20/2026 Contract Role Revenue Profile Use Project ChartFields: ☒ > 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

Activate the Contract

After creating the contract, adding contract line(s), setting **Transaction Limits**, defining the **Rate Set**, defining the Distribution, and linking the projects and activities, the user can set the **Contract Status** to "Active". Activating a contract indicates that all data for the contract has been entered into Cardinal. Activating a customer contract requires the same steps for every contract, regardless of type. This task is performed by the reviewer.

Step	Action
1.	From the General Information page, General tab, click the arrow next to the Summary of Amounts section to expand the section. > Summary of Amounts ?



Project Accounting Job Aid

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Step	Action																		
	The Summary of Amounts section displays. Summary of Amounts ⓘ <table><thead><tr><th>Billing Amounts</th><th>Revenue Amounts</th></tr></thead><tbody><tr><td>Fixed Billing 100,000.00</td><td>Fixed Revenue 100,000.00</td></tr><tr><td>Discounts/Surcharges 0.00</td><td>Discounts/Surcharges 0.00</td></tr><tr><td>Non-inclusive Prepays 0.00</td><td>Non inclusive Prepays 0.00</td></tr><tr><td>Subtotal 100,000.00</td><td>Subtotal 100,000.00</td></tr><tr><td>As Incurred Billing Limits (Less Prepaid) 0.00</td><td>As Incurred Revenue Limits (Less Prepaid) 0.00</td></tr><tr><td>Recurring Billing 0.00</td><td>Recurring Revenue 0.00</td></tr><tr><td>Total 100,000.00</td><td>Total 100,000.00</td></tr><tr><td>* Fixed Billing Allocation Complete</td><td>* Fixed Revenue Allocation Complete</td></tr></tbody></table>	Billing Amounts	Revenue Amounts	Fixed Billing 100,000.00	Fixed Revenue 100,000.00	Discounts/Surcharges 0.00	Discounts/Surcharges 0.00	Non-inclusive Prepays 0.00	Non inclusive Prepays 0.00	Subtotal 100,000.00	Subtotal 100,000.00	As Incurred Billing Limits (Less Prepaid) 0.00	As Incurred Revenue Limits (Less Prepaid) 0.00	Recurring Billing 0.00	Recurring Revenue 0.00	Total 100,000.00	Total 100,000.00	* Fixed Billing Allocation Complete	* Fixed Revenue Allocation Complete
Billing Amounts	Revenue Amounts																		
Fixed Billing 100,000.00	Fixed Revenue 100,000.00																		
Discounts/Surcharges 0.00	Discounts/Surcharges 0.00																		
Non-inclusive Prepays 0.00	Non inclusive Prepays 0.00																		
Subtotal 100,000.00	Subtotal 100,000.00																		
As Incurred Billing Limits (Less Prepaid) 0.00	As Incurred Revenue Limits (Less Prepaid) 0.00																		
Recurring Billing 0.00	Recurring Revenue 0.00																		
Total 100,000.00	Total 100,000.00																		
* Fixed Billing Allocation Complete	* Fixed Revenue Allocation Complete																		
	The messages *Fixed Billing Allocation Complete and *Fixed Revenue Allocation Complete appear under the Billing Amounts and Revenue Amounts sections. These messages disappear once the Contract Status is updated to "Active". <table><tbody><tr><td>Recurring Billing 0.00</td><td>Total 100,000.00</td></tr><tr><td>Total 100,000.00</td><td>Total 100,000.00</td></tr><tr><td>* Fixed Billing Allocation Complete</td><td>* Fixed Revenue Allocation Complete</td></tr></tbody></table>	Recurring Billing 0.00	Total 100,000.00	Total 100,000.00	Total 100,000.00	* Fixed Billing Allocation Complete	* Fixed Revenue Allocation Complete												
Recurring Billing 0.00	Total 100,000.00																		
Total 100,000.00	Total 100,000.00																		
* Fixed Billing Allocation Complete	* Fixed Revenue Allocation Complete																		
2.	Click the Contract Status Look up icon. *Contract Status PENDING 																		

Step	Action																								
	The Look Up Contract Status page displays in a pop-up window. Look Up Contract Status SetID 50100 Contract Status begins with Search Clear Cancel Basic Lookup Search Results View 100 < < 1-7 of 7 > > <table><thead><tr><th>Contract Status</th><th>Description</th><th>Processing Status</th></tr></thead><tbody><tr><td>ACTIVE</td><td>Active</td><td>Active</td></tr><tr><td>CLOSED</td><td>Closed</td><td>Closed</td></tr><tr><td>FIRE - CLOSED</td><td>Closed For FHWA FIRE</td><td>Active</td></tr><tr><td>FV ACCEPTED</td><td>FHWA Accepted</td><td>Closed</td></tr><tr><td>FV COMPLETED</td><td>Fiscal Completed</td><td>Active</td></tr><tr><td>PENDING</td><td>Pending</td><td>Pending</td></tr><tr><td>WITHDRAWN</td><td>Contract Withdrawn</td><td>Active</td></tr></tbody></table>	Contract Status	Description	Processing Status	ACTIVE	Active	Active	CLOSED	Closed	Closed	FIRE - CLOSED	Closed For FHWA FIRE	Active	FV ACCEPTED	FHWA Accepted	Closed	FV COMPLETED	Fiscal Completed	Active	PENDING	Pending	Pending	WITHDRAWN	Contract Withdrawn	Active
Contract Status	Description	Processing Status																							
ACTIVE	Active	Active																							
CLOSED	Closed	Closed																							
FIRE - CLOSED	Closed For FHWA FIRE	Active																							
FV ACCEPTED	FHWA Accepted	Closed																							
FV COMPLETED	Fiscal Completed	Active																							
PENDING	Pending	Pending																							
WITHDRAWN	Contract Withdrawn	Active																							
3.	Select Active to activate the contract. <table><thead><tr><th>Contract Status</th><th>Description</th><th>Processing Status</th></tr></thead><tbody><tr><td>ACTIVE</td><td>Active</td><td>Active</td></tr></tbody></table>	Contract Status	Description	Processing Status	ACTIVE	Active	Active																		
Contract Status	Description	Processing Status																							
ACTIVE	Active	Active																							
4.	Click the Save button. The contract is now active. Save Return to Search Notify																								



Project Accounting Job Aid

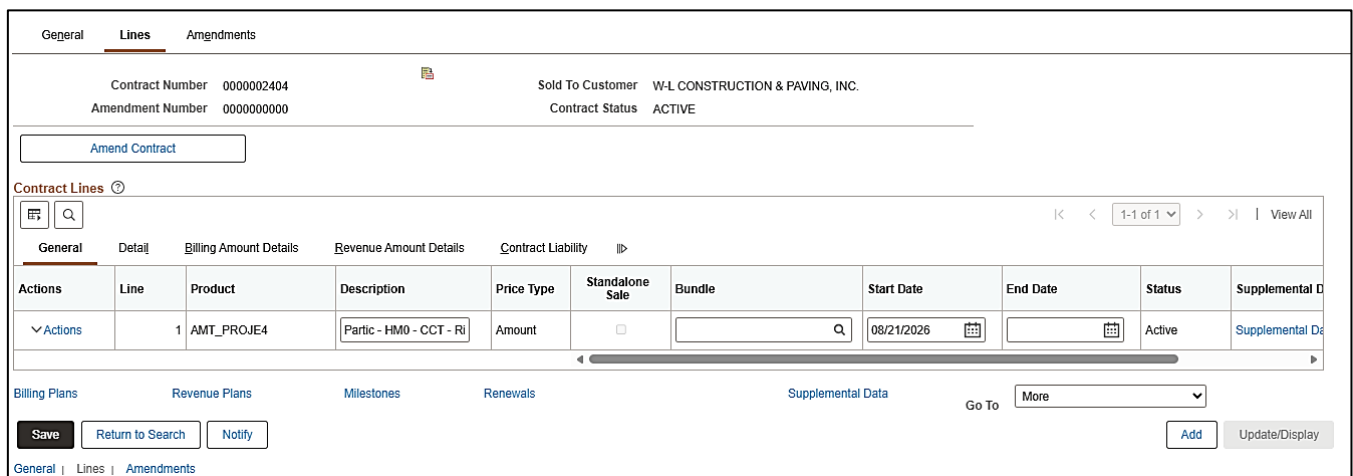
PA354 Creating a Non-Federal Amount-Based Contract (VDOT Only)

Adding Internal Notes

Internal notes can be added to the contract at any point to provide additional explanation for maintenance and updates made to the contract.

Step	Action
1.	To access the Internal Notes page, from the General tab, click the Lines tab. 

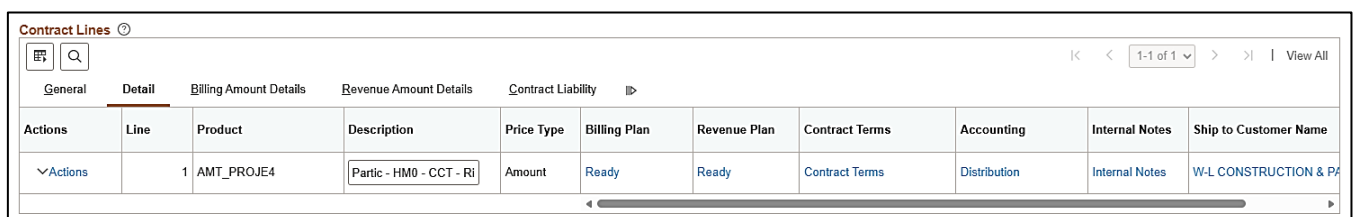
The **Lines** tab displays.



2. Click the **Detail** tab under the **Contract Lines** section.



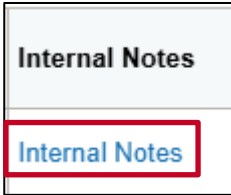
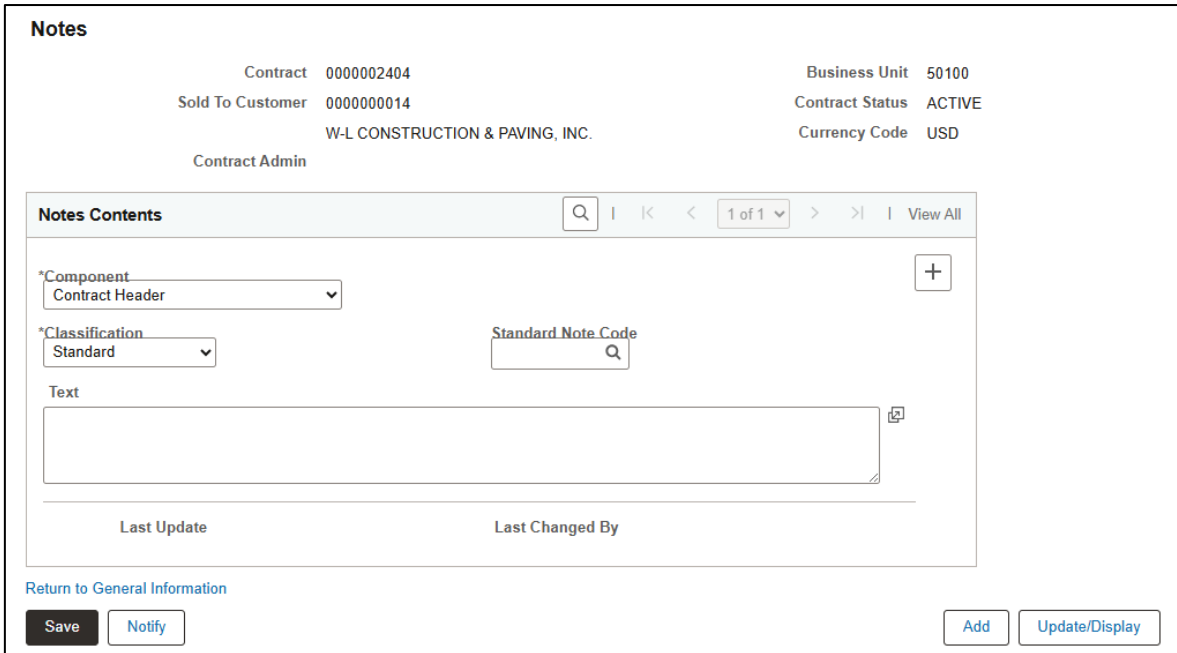
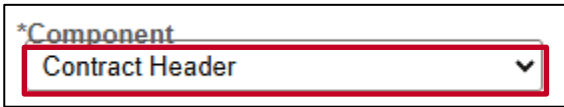
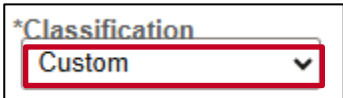
The **Detail** tab displays.





Project Accounting Job Aid

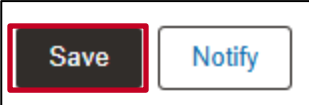
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Step	Action
3.	Click the Internal Notes link under the Internal Notes column.  The screenshot shows a table with a column labeled 'Internal Notes'. Within this column, there is a button labeled 'Internal Notes' which is highlighted with a red rectangular box.
The Notes page displays.  The screenshot shows the 'Notes' page. At the top, it displays contract information: Contract 0000002404, Business Unit 50100, Sold To Customer 0000000014, Contract Status ACTIVE, W-L CONSTRUCTION & PAVING, INC., Currency Code USD, and Contract Admin. Below this is a 'Notes Contents' section with a search bar, navigation buttons, and a dropdown menu for '*Component' set to 'Contract Header'. There is also a dropdown for '*Classification' set to 'Standard' and a 'Standard Note Code' field. A large text area is present for entering notes. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display', along with a link to 'Return to General Information'.	
4.	Click the Component dropdown button and select the appropriate component (e.g., Billing Plan, Amendment, Revenue Plan, Contract Header).  The screenshot shows the '*Component' dropdown menu. The dropdown is open, and 'Contract Header' is selected. The dropdown is highlighted with a red rectangular box. Note: Additional fields will display based on the component selected, except for the “Contract Header” option.
5.	Click the Classification dropdown button and select “Custom”.  The screenshot shows the '*Classification' dropdown menu. The dropdown is open, and 'Custom' is selected. The dropdown is highlighted with a red rectangular box.

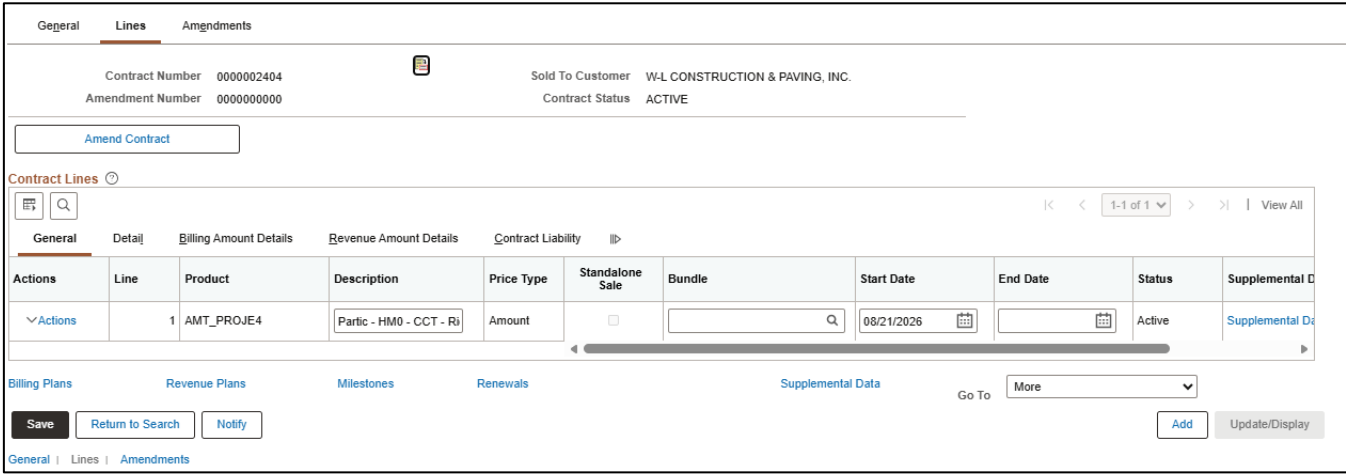


Project Accounting Job Aid

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Step	Action
	The Standard Note Code field is changed to the Note Type field. This field is not required. 
6.	In the Text field, enter a note as appropriate. 
7.	Click the Save button to save the notes. 
	Once the note has been saved, the Last Update and Last Changed by fields update. 
8.	Click the Return to General Information link. 

The **General Information** page **Lines** tab redisplay.



The screenshot shows the 'General Information' page with the 'Lines' tab selected. The page displays contract details for Contract Number 0000002404 and Amendment Number 0000000000, sold to W-L CONSTRUCTION & PAVING, INC. The contract status is ACTIVE. Below the contract details, there is a table for 'Contract Lines' with columns: Actions, Line, Product, Description, Price Type, Standalone Sale, Bundle, Start Date, End Date, Status, and Supplemental Data. The table shows one line item with Line 1, Product AMT_PROJE4, and Description Partic - HM0 - CCT - R. The Start Date is 08/21/2026, and the Status is Active. At the bottom of the page, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.



Project Accounting Job Aid

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Placing a Hold on the Billing & Revenue Plan

After updating the **Contract Status** to “Active”, the user can navigate back to the **Billing Plan** or **Revenue Plan** and view that each plan’s status has updated to “Ready”. There may be times when a Billing or Revenue plan needs to be placed on hold for various reasons or “In Progress” if billings have already occurred.

Step	Action
1.	To place the Billing or Revenue Plan status on hold, from the General Information page, click the Billing Plans link or Revenue Plans link. Billing PlansRevenue PlansMilestonesRenewals

The **Assign Billing Plan** page or **Assign Revenue Plan** page displays.

Assign Billing Plan
Contract 0000002404 Other - Amount Based
Sold To Customer W-L CONSTRUCTION & PAVING, INC.

Contract Lines to be Assigned / Unassigned

< < 1-1 of 1 > > | View All

	Line	Product	Line Description	Billing Amount	Price Type	Plan	Plan Description	Billing Method	Status
☐	1	AMT_PROJE4	Partic - HMO - CCT - Richmond	100,000.00	Amount	B101	Amount Based - Milestone	Milestone	Ready

☒ **Select All** ☐ **Clear All**

Bill Plan to Assign / Unassign
Billing Plan
Billing Method
Description
Billing Plan Template
Bill Plan Detail Template ID
 Assign selected Lines/Sequences to Billing Plan
 Unassign selected Lines/Sequences from Billing Plan
[Return to General Information](#)

2. In the **Contract Lines to be Assigned / Unassigned** section, click the link in the **Plan** column.

Price Type	Plan	Plan Description
Amount	B101	Amount Based - Milestone



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Step	Action
	The Billing Plan General tab or Revenue Plan tab displays. Billing Plan GeneralEventsHistory Contract0000002404 BI Unit50100 Sold To Customer0000000014W-L CONSTRUCTION & PAVING, INC. Bill To0000000014W-L CONSTRUCTION & PAVING, INC. Billing PlanB101Amount Based - Milestone CurrencyUSD DescriptionAmount Based - Milestone *Billing StatusReady Actions Billing MethodMilestone Hold
3.	Click the Hold checkbox option to put the plan on hold. ☒ Hold
	Once the check box is checked, a Hold Details section displays, with three fields. Hold Details Put On Hold Date08/21/2026 Hold User00862331700 Hold Reason Put On Hold Date: populates with the current date Note: For the Billing Plan only, the Hold date also displays next to the Hold checkbox Hold User: populates with the name of the person who placed the Hold Hold Reason: provides a lookup icon to select the reason for the Hold
4.	Click the Hold Reason Look up icon. Hold Reason

Step	Action																																				
	The Look Up Hold Reason page displays in a popup window. Look Up Hold Reason ✕ Help *SetID 50100 Hold Reason begins with Description begins with Search Clear Cancel Basic Lookup Search Results View 100 < < 1-10 of 10 > > <table><thead><tr><th>Hold Reason</th><th>Description</th></tr></thead><tbody><tr><td>BAJ</td><td>Billing Adjustment</td></tr><tr><td>DPPD</td><td>Process Def Prepaid</td></tr></tbody></table>	Hold Reason	Description	BAJ	Billing Adjustment	DPPD	Process Def Prepaid																														
Hold Reason	Description																																				
BAJ	Billing Adjustment																																				
DPPD	Process Def Prepaid																																				
5.	Select the appropriate Hold Reason .																																				
i	See the table below for a list of Hold Reasons, Description, and the Type of Contract each hold reason applies to: <table><thead><tr><th>Hold Reason</th><th>Description</th><th>Type of Contract</th></tr></thead><tbody><tr><td>BAJ</td><td>Billing Adjustment</td><td>Federal</td></tr><tr><td>DPPD</td><td>Process Def Paid</td><td>Non-Federal</td></tr><tr><td>FPMD</td><td>Federal Programs Management Division</td><td>Federal</td></tr><tr><td>OTH</td><td>Other</td><td>Federal and Non-Federal</td></tr><tr><td>PED</td><td>PED Expired</td><td>Federal</td></tr><tr><td>PPD</td><td>Process Int. Prepaid</td><td>Non-Federal</td></tr><tr><td>RATE</td><td>Clear Processed Amt.</td><td>Federal and Non-Federal</td></tr><tr><td>STOP</td><td>Stop Bills for Line</td><td>Federal and Non-Federal</td></tr><tr><td>UPED</td><td>Make Update to PED</td><td>Federal</td></tr><tr><td>WITH</td><td>Withdrawn</td><td>Federal</td></tr><tr><td>WKST</td><td>Clear <u>Wksht</u> Error</td><td>Federal</td></tr></tbody></table> Be sure to select the correct hold reason based on the contract. There are no edits for this field so if the user selects one that does not match with the contract type, Cardinal will not display an error message.	Hold Reason	Description	Type of Contract	BAJ	Billing Adjustment	Federal	DPPD	Process Def Paid	Non-Federal	FPMD	Federal Programs Management Division	Federal	OTH	Other	Federal and Non-Federal	PED	PED Expired	Federal	PPD	Process Int. Prepaid	Non-Federal	RATE	Clear Processed Amt.	Federal and Non-Federal	STOP	Stop Bills for Line	Federal and Non-Federal	UPED	Make Update to PED	Federal	WITH	Withdrawn	Federal	WKST	Clear <u>Wksht</u> Error	Federal
Hold Reason	Description	Type of Contract																																			
BAJ	Billing Adjustment	Federal																																			
DPPD	Process Def Paid	Non-Federal																																			
FPMD	Federal Programs Management Division	Federal																																			
OTH	Other	Federal and Non-Federal																																			
PED	PED Expired	Federal																																			
PPD	Process Int. Prepaid	Non-Federal																																			
RATE	Clear Processed Amt.	Federal and Non-Federal																																			
STOP	Stop Bills for Line	Federal and Non-Federal																																			
UPED	Make Update to PED	Federal																																			
WITH	Withdrawn	Federal																																			
WKST	Clear <u>Wksht</u> Error	Federal																																			



Project Accounting Job Aid

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Step	Action
6.	Click the Save button. Save Return to Search Notify



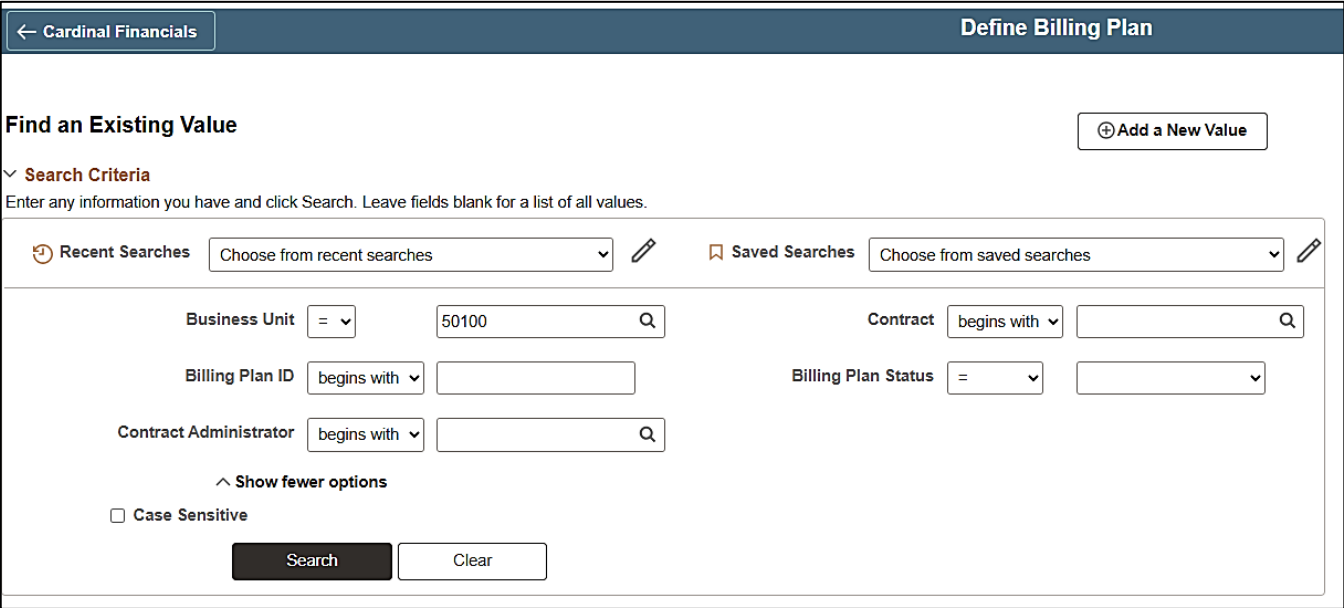
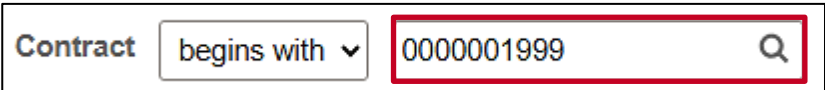
Project Accounting Job Aid

PA354 Creating a Non-Federal Amount-Based Contract (VDOT Only)

Closing a Contract

A contract should only be closed after the contract has fulfilled the contract terms. When a change is initiated to the contract status, the system performs a series of checks to ensure that the contract meets the necessary criteria to move to the next status. If the contract meets all the necessary criteria, the Contract Status can advance. For an amount-based contract, the Billing Plan, **Billing Status** must be set to **Completed** as well as the Revenue Plan, **Plan Status**.

Once the contract is Closed, it can no longer be used, amended, or reactivated. Closed contracts are removed from processing and views, but historical contract data is still available for query.

Step	Action
	To close the contract, both the Billing Plan and Revenue Plan statuses must have a Plan Status of "Completed".
1.	To update the Billing Plan Status, navigate to the Billing Plan using the following path: NavBar > Menu > Customer Contracts > Schedule and Process Billing > Define Billing Plan The Define Billing Plan Find an Existing Value Search page displays. 
2.	Enter the contract number in the Contract field. 

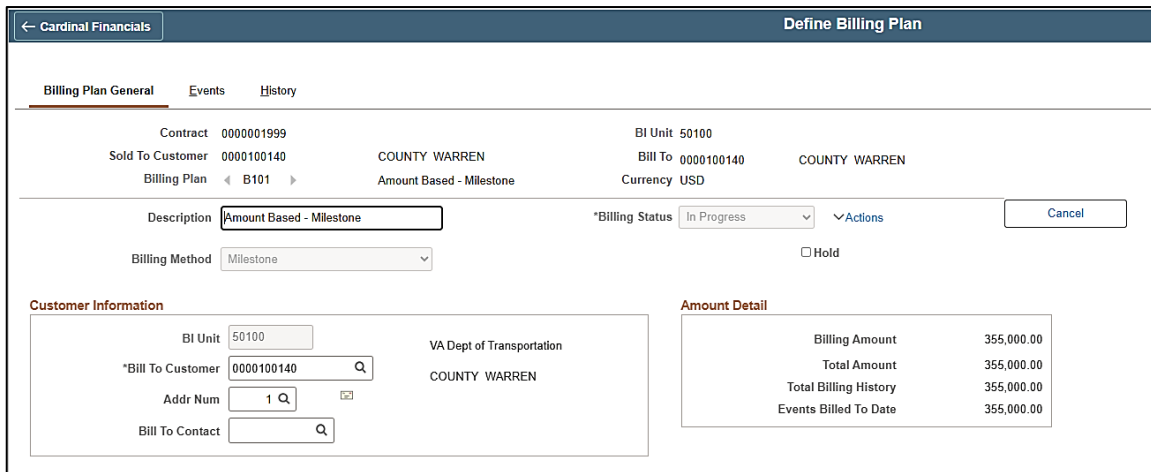


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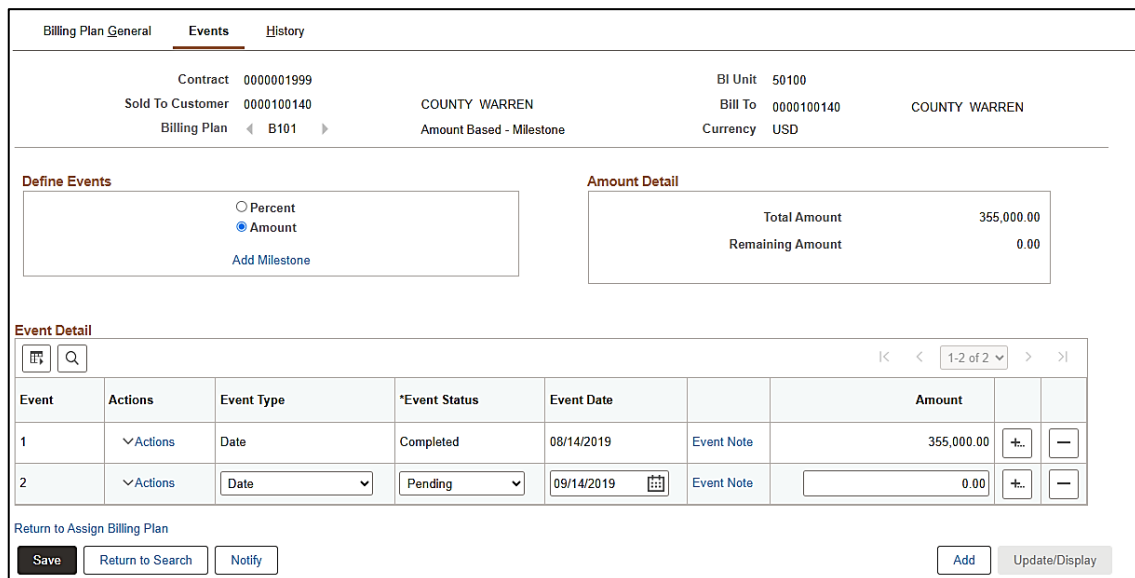
Step	Action
3.	Click the Search button. 

The **Define Billing Plan** page **Billing Plan General** tab displays.



4.	Click the Events tab. 
----	---

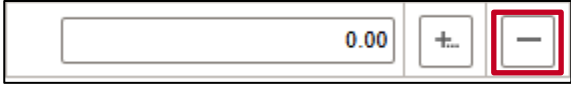
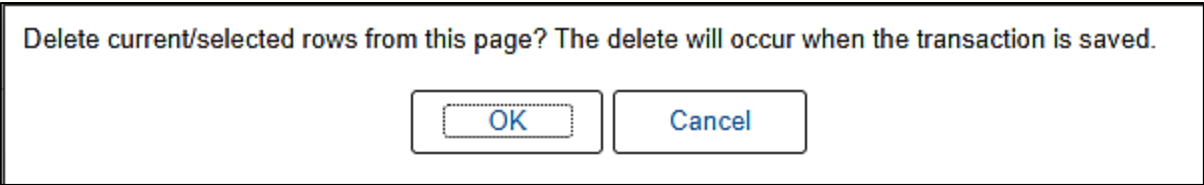
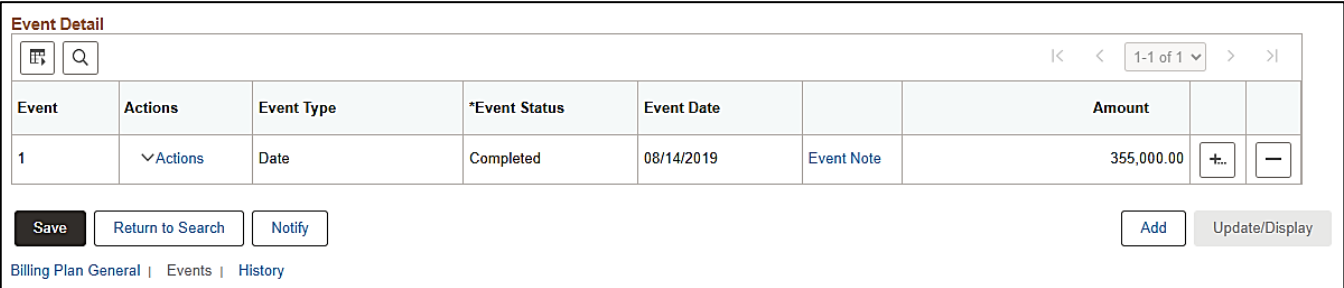
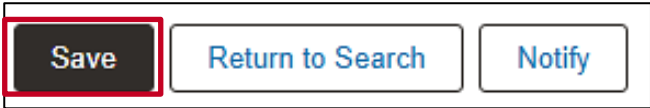
The **Events** tab displays.





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Step	Action
5.	Delete the \$0 event by clicking the Delete row (-) button. 
A warning message displays in a popup window. 	
6.	Click the OK button. 
The Event Detail section redisplay. 	
7.	Click the Save button. 
8.	Click the Billing Plan General tab. 



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Step	Action								
	The Billing Plan General tab displays and the Billing Status is now "Completed". Billing Plan General Events History Contract 0000001999 Sold To Customer 0000100140 Billing Plan B101 COUNTY WARREN Amount Based - Milestone BI Unit 50100 Bill To 0000100140 Currency USD COUNTY WARREN Description Amount Based - Milestone Billing Method Milestone *Billing Status Completed Actions Cancel Customer Information BI Unit 50100 *Bill To Customer 0000100140 Addr Num 1 Bill To Contact VA Dept of Transportation COUNTY WARREN Amount Detail<table><tr><td>Billing Amount</td><td>355,000.00</td></tr><tr><td>Total Amount</td><td>355,000.00</td></tr><tr><td>Total Billing History</td><td>355,000.00</td></tr><tr><td>Events Billed To Date</td><td>355,000.00</td></tr></table>	Billing Amount	355,000.00	Total Amount	355,000.00	Total Billing History	355,000.00	Events Billed To Date	355,000.00
Billing Amount	355,000.00								
Total Amount	355,000.00								
Total Billing History	355,000.00								
Events Billed To Date	355,000.00								



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Step	Action
10.	Enter the contract number in the Contract field. 
11.	Click the Search button. 

The **Revenue Plan** page displays.

← Billing Plan General

Revenue Plan

Revenue Plan

Contract 0000001999Business Unit 50100Currency USD
Sold To Customer 0000100140COUNTY WARRENGL Business Unit 50100
Revenue Plan R101GL Currency USD

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

Define Events By
☐ Percent
☒ Amount
[Internal Notes](#)
[Add Milestone](#)

Amount Detail
Total Amount 355,000.00
Remaining Amount 0.00

Preview Revenue

Event Detail

12345678910

1-2 of 2View All

Event	Event Type	*Event Status	Accounting Date		Amount		
1	Date	Completed	08/14/2019	Event Note	355,000.00	+	-
2	Date	Pending	09/14/2019	Event Note	0.00	+	-

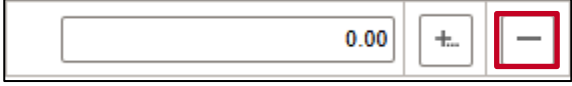
Save

Return to Search

Notify

Add

Update/Display

12.	Delete the \$0 event by clicking the Delete row (-) button. 
-----	--



Project Accounting Job Aid

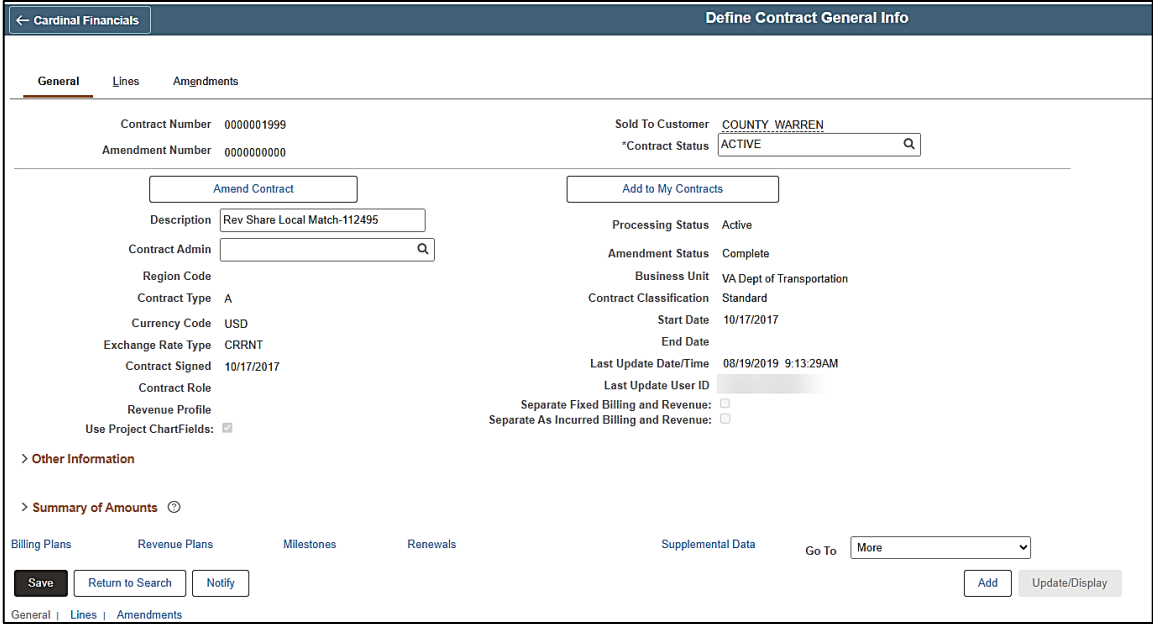
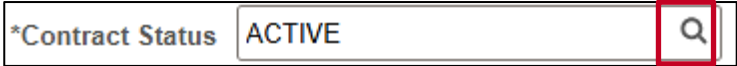
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Step	Action																
	A warning message displays in a popup window. Delete current/selected rows from this page? The delete will occur when the transaction is saved. OK Cancel																
13.	Click the OK button. OK Cancel																
	The Event Detail section redispays. Event Detail 1-1 of 1 < > View All <table><tr><th>Event</th><th>Event Type</th><th>*Event Status</th><th>Accounting Date</th><th></th><th>Amount</th><th></th><th></th></tr><tr><td>1</td><td>Date</td><td>Completed</td><td>08/14/2019</td><td>Event Note</td><td>355,000.00</td><td>+..</td><td>-</td></tr></table> Save Return to Search Notify Add Update/Display	Event	Event Type	*Event Status	Accounting Date		Amount			1	Date	Completed	08/14/2019	Event Note	355,000.00	+..	-
Event	Event Type	*Event Status	Accounting Date		Amount												
1	Date	Completed	08/14/2019	Event Note	355,000.00	+..	-										
14.	Click the Save button. Save Return to Search Notify																
	The Plan Status updates to “Completed”. *Plan Status Completed ▼ ▼ Actions ☐ Hold																
15.	Navigate to the General Information page using the following path: NavBar > Menu > Customer Contracts > Create and Amend > Define Contract General Info																



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Step	Action
	The Define Contract General Info page displays. 
16.	Click the Contract Status Look up icon. 



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Step	Action																					
	The Look Up Contract Status page displays in a popup window. Look Up Contract Status × SetID50100 Contract Statusbegins with Search Clear Cancel Basic Lookup Search Results View 1001-6 of 6 <table><tr><th>Contract Status</th><th>Description</th><th>Processing Status</th></tr><tr><td>ACTIVE</td><td>Active</td><td>Active</td></tr><tr><td>CLOSED</td><td>Closed</td><td>Closed</td></tr><tr><td>FIRE - CLOSED</td><td>Closed For FHWA FIRE</td><td>Active</td></tr><tr><td>FV ACCEPTED</td><td>FHWA Accepted</td><td>Closed</td></tr><tr><td>FV COMPLETED</td><td>Fiscal Completed</td><td>Active</td></tr><tr><td>WITHDRAWN</td><td>Contract Withdrawn</td><td>Active</td></tr></table>	Contract Status	Description	Processing Status	ACTIVE	Active	Active	CLOSED	Closed	Closed	FIRE - CLOSED	Closed For FHWA FIRE	Active	FV ACCEPTED	FHWA Accepted	Closed	FV COMPLETED	Fiscal Completed	Active	WITHDRAWN	Contract Withdrawn	Active
Contract Status	Description	Processing Status																				
ACTIVE	Active	Active																				
CLOSED	Closed	Closed																				
FIRE - CLOSED	Closed For FHWA FIRE	Active																				
FV ACCEPTED	FHWA Accepted	Closed																				
FV COMPLETED	Fiscal Completed	Active																				
WITHDRAWN	Contract Withdrawn	Active																				
17.	Select the “CLOSED” option from the Contract Status column. <table><tr><th>Contract Status</th><th>Description</th><th>Processing Status</th></tr><tr><td>ACTIVE</td><td>Active</td><td>Active</td></tr><tr><td>CLOSED</td><td>Closed</td><td>Closed</td></tr></table>	Contract Status	Description	Processing Status	ACTIVE	Active	Active	CLOSED	Closed	Closed												
Contract Status	Description	Processing Status																				
ACTIVE	Active	Active																				
CLOSED	Closed	Closed																				



Project Accounting Job Aid

PA354 Creating a Non-Federal Amount-Based Contract (VDOT Only)

Step	Action
	The Define Contract General Info page redisplay, with the Contract Status field updated to "CLOSED". GeneralLinesAmendments Contract Number000001999 Sold To CustomerCOUNTY WARREN Amendment Number000000000 *Contract StatusCLOSED Amend Contract Add to My Contracts DescriptionRev Share Local Match-112495 Processing StatusClosed Contract Admin Amendment StatusComplete Region Code Business UnitVA Dept of Transportation Contract TypeA Contract ClassificationStandard Currency CodeUSD Start Date10/17/2017 Exchange Rate TypeCRRNT End Date Contract Signed10/17/2017 Last Update Date/Time08/19/2019 9:13:29AM Contract Role Last Update User IDSHELLY.PRYOR Revenue Profile Separate Fixed Billing and Revenue: Use Project ChartFields:☒ Separate As Incurred Billing and Revenue: > Other Information > Summary of Amounts Billing Plans Revenue Plans Milestones Renewals Supplemental Data Go ToMore Save Return to Search Notify Add Update/Display
18.	Click the Save button. Save Return to Search Notify