

Non-Federal Rate-Based Contracts Overview

Non-Federal Rate-Based Contracts calculate amounts to bill each customer as costs are accumulated against the Project and Activity combinations linked to the Contract. The customer's participation rate is applied to these costs based on the Rate Set associated to the Contract Line. Once the billable amounts are determined, the billable transactions are sent to Billing. Billing Limits can be set up for a Rate-Based Contract Line to ensure that the limits related to an agreement are enforced. The revenue and unbilled AR accounting distributions for Rate-Based Contract Lines are stored in the accounting rules.

A prepaid amount can be applied to the Contract using the **Prepaid Balances** page for costs to be drawn down from an advance payment received from a customer.

To create a Rate-Based Contract, there must be a Rate-Based Product. Once a Product has been created and associated with a Revenue and Billing Plan template, the Product can be reused on any Rate-Based Contract Line.

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

Before creating the Contract, users must determine which items need to be configured, if any. For more details pertaining to configuration information, see the Job Aids titled **PA354 Hints for Non-Federal Customer Contract Maintenance** and **PA354 Creating Customer Contract Products** located on the Cardinal website in **Job Aids** under **Learning**.

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



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Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
7/3/2025	Baseline.



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Confirming a Rate-Based Product

Before creating a Contract, verify whether the Product exists for the category needed for billing. Products are defined by the following naming convention:

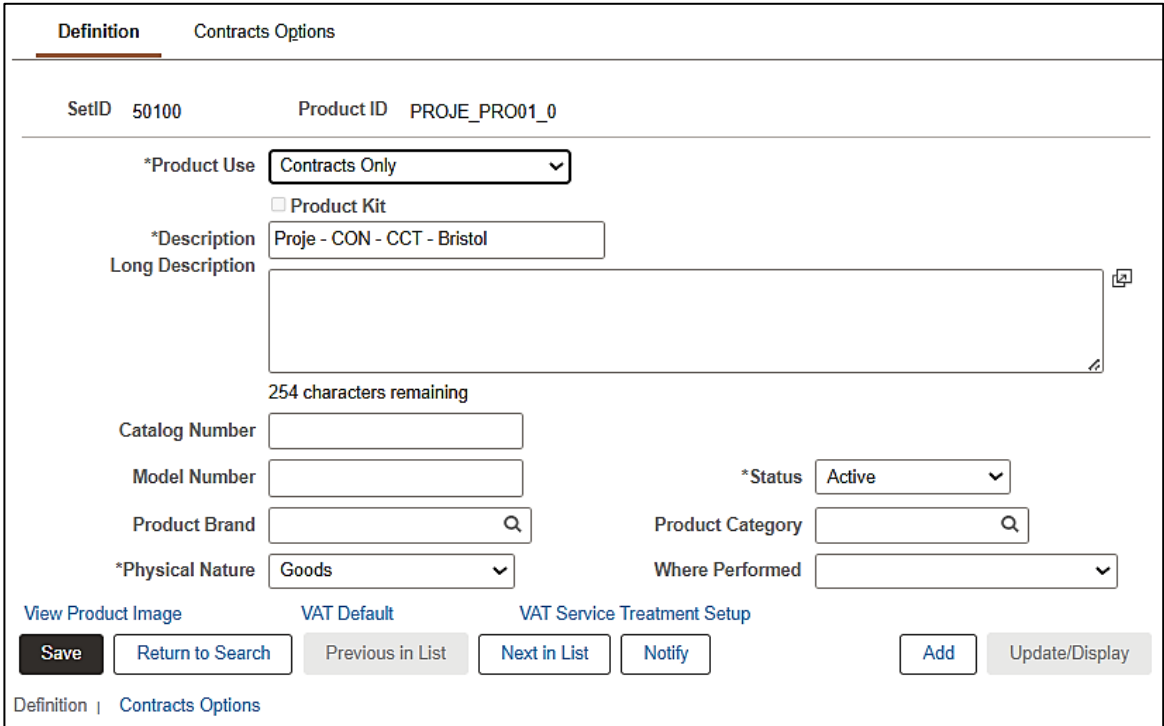
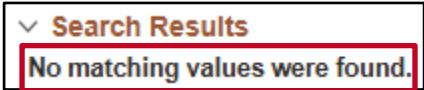
Source Type followed by Category followed by Participation Rate with an underscore between the values (e.g., "PROJE_PRO01_3").

Step	Action
1.	Navigate to the Product Definition page using the following path: NavBar > Menu > Products > Identify Product Details > Define Product and Attributes
The Product Definition Find an Existing Value Search page displays. ← Contracts WorkCenter Product Definition Find an Existing Value ⊕ Add a New Value ▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. Recent Searches Choose from recent searches ✎ Saved Searches Choose from saved searches ✎ *SetID = ▼ Q Product ID begins with ▼ Description begins with ▼ Product Use = ▼ ▼ Model Number begins with ▼ Catalog Number begins with ▼ Tax Product Number begins with ▼ Product Kit ☐ Effective Status = ▼ ▼ Item ID begins with ▼ Q ^ Show fewer options ☐ Case Sensitive Search Clear	
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search pages. This Job Aid is located on the Cardinal website in Job Aids under Learning.
2.	Enter the applicable Product ID in the Product ID field. *SetID = ▼ 50100 Q Product ID begins with ▼ PROJE_PRO01_0



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Step	Action
3.	Click the Search button. 
4.	If the Product exists, the Definition page for the Product will display. Proceed to the Creating a Non-Federal Rate-Based Contract section of this Job Aid. 
5.	If the Product does not exist, the Search Results section will display “No matching values were found”. See the Rate-Based section in the Job Aid titled PA354 Creating Customer Contract Products located on the Cardinal website in Job Aids under Learning. 

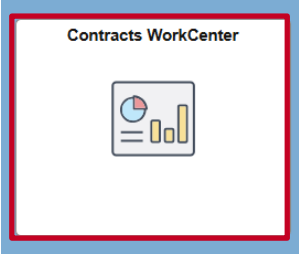
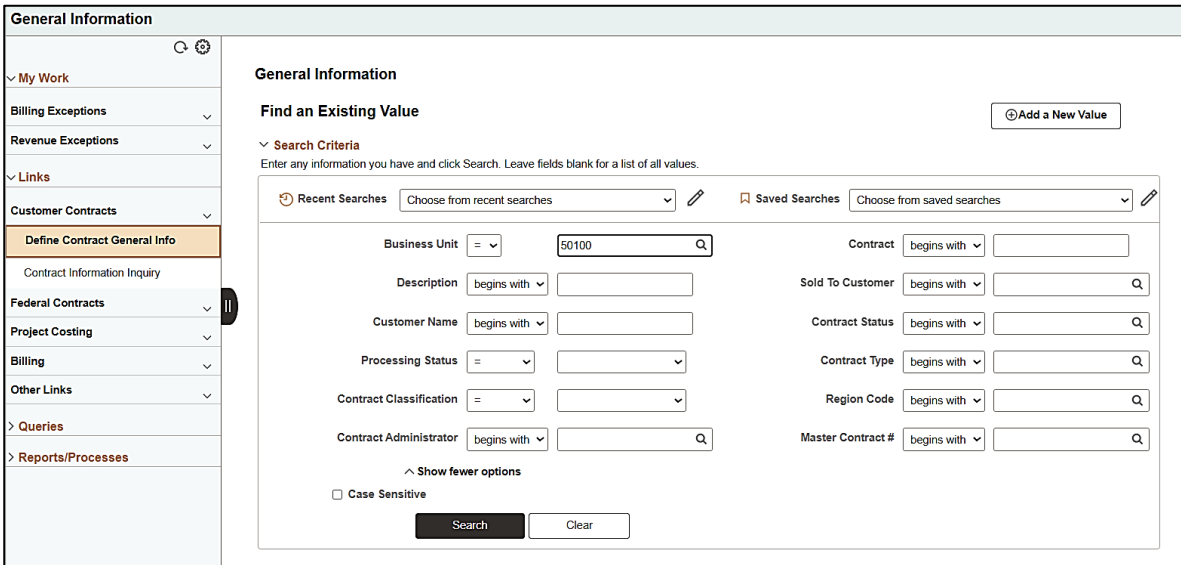


Creating a Non-Federal Rate-Based Contract

The process to create a customer Contract for a Non-Federal Rate-Based Contract involves the following steps:

1. **Entering Contract General Information:** When creating the Contract Header, information is defined for the entire Contract. This may include the Contract signed date, Contract Administrator, and the Contract Type.
2. **Entering Contract Line Information:** Contracts may have more than one Contract Line, and each Line may be set up to align with each Project phase depending on the agreement. However, most Rate-Based Contracts will only have one Line. At the Line level, a Product is chosen that defines the Contract as amount-based, recurring, or rate-based. The Revenue and Bill Plans are defined at the Contract Line level, and activities are associated with the Contract Lines.
3. **Entering Contract Terms:** Projects and Activities are linked to the Contract Line on the **Related Projects** page. The same Project-Activity combination cannot be linked to more than one Contract Line for a Rate-Based Contract.
4. **Activating the Contract:** After creating the Contract, the user will need to add Product(s), set the limits, link the Projects and Activities, and then 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 process 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 back to "Active".

Entering Contract General Information

Step	Action
1.	Navigate to the General Information page by clicking the Contracts WorkCenter tile located on the Cardinal homepage. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation in the WorkCenter: Links > Customer Contracts > Define Contract General Info Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the General Information page using the following navigation path: NavBar > Menu > Customer Contracts > Create and Amend > General Information



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



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

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



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



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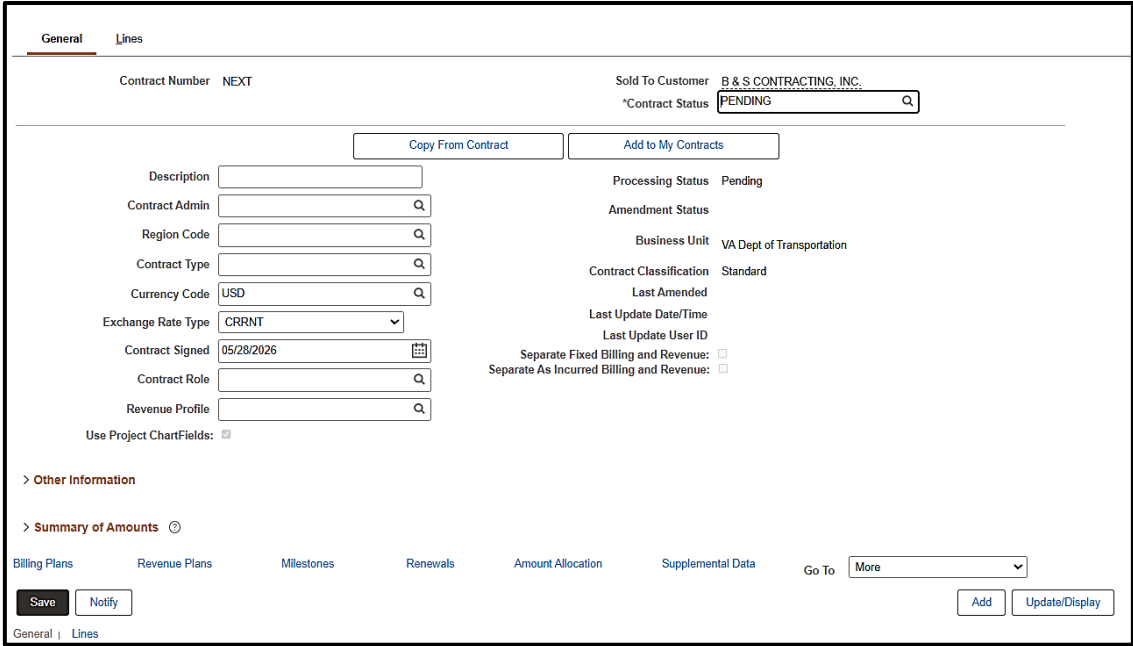
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Step	Action
	The Business Unit field defaults for the Agency, the Contract field defaults to “Next”, and the Contract Classification field defaults to “Standard”. Do not change these fields. The two checkbox options (Separate Fixed Billing and Revenue and Separate As Incurred Billing and Revenue) are not used in Cardinal. *Business Unit E0100 *Contract NEXT *Sold To Customer *Contract Classification Standard Separate Fixed Billing and Revenue ☐ Separate As Incurred Billing and Revenue ☐
4.	Click the Sold to Customer Look up icon and select the applicable Customer ID Number. *Sold To Customer 0000000013
	If the customer is not listed in the menu, this means the customer has not been created or may be inactive. Contact the Cardinal Post Production Support (PPS) PA team to have the customer record updated.
5.	Click the Add button. Add

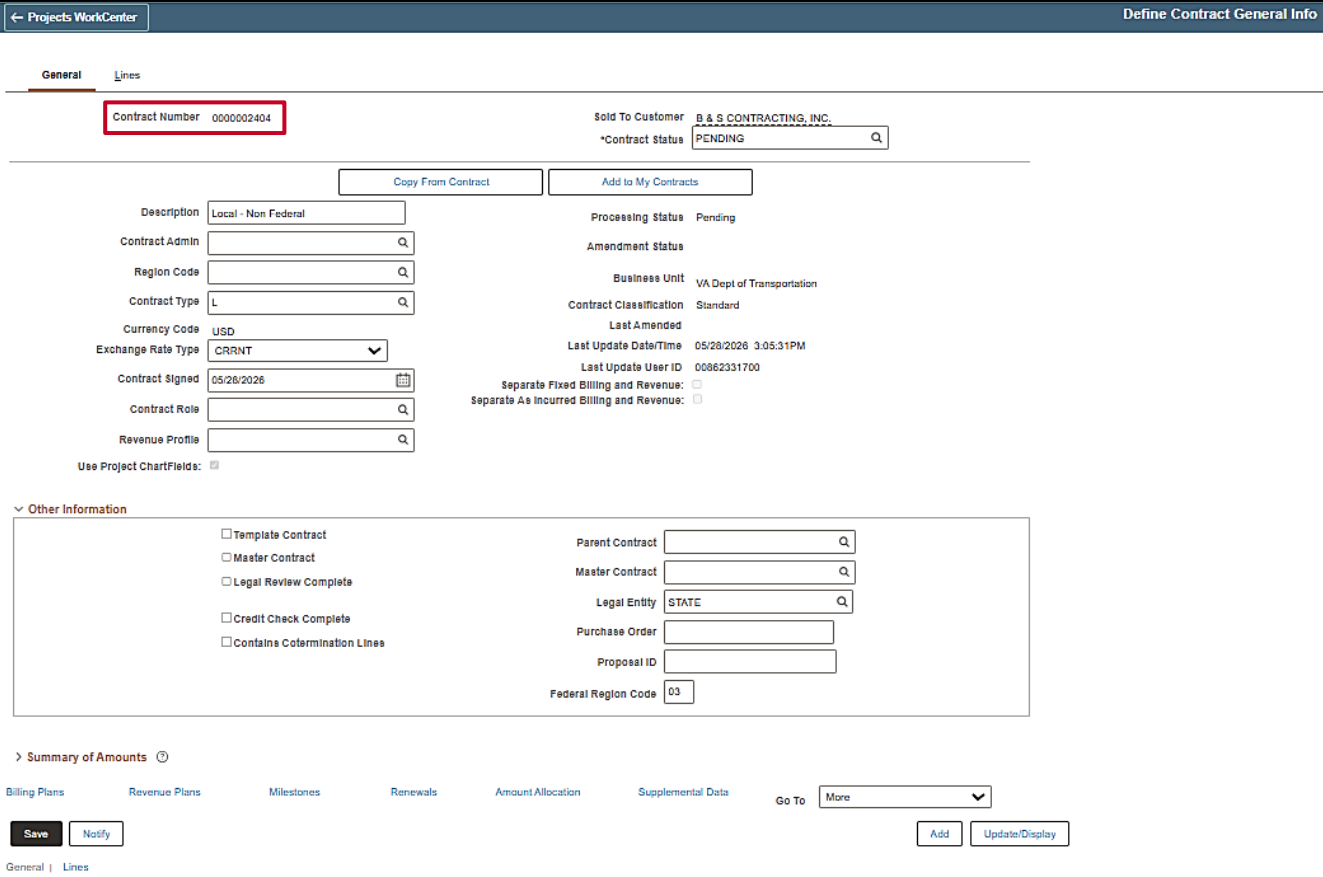


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Step	Action
	The General Information page displays with the General tab displayed by default. 
6.	Enter a short, detailed description about the Contract in the Description field. 
	The Description field is limited to a maximum of 30 characters.
7.	Click the Contract Type Look up icon and select the applicable value. 
	The Contract Type values available for selection are: • A: Letter of Authorization • F: Federal • G: Grant • J: Federal Grant (Not used in Cardinal) • L: Local • O: Other • R: Resolution

Step	Action
	The Currency Code and Exchange Rate Type fields default. Do not change these fields. Currency Code USD Exchange Rate Type CRRNT
	The Use Project ChartFields checkbox option defaults as selected and cannot be changed. Use Project ChartFields: ☒
8.	Click the Other Information Expand icon to expand the section. > Other Information
The Other Information section displays. Other Information ☐ Template Contract ☐ Master Contract ☐ Legal Review Complete ☐ Credit Check Complete ☐ Contains Coterminal Lines Parent Contract Master Contract Legal Entity Purchase Order Proposal ID Federal Region Code 03	
9.	Click the Legal Entity Look up icon and select "STATE". Legal Entity STATE
	The Proposal ID field is a free form field and can be left blank. If necessary, this field can be used to enter the total Contract amount. Proposal ID The Federal Region Code field defaults to "03" (FHWA). Do not change this field for a Non-Federal Contract. Federal Region Code 03
10.	Click the Save button. Save Notify

Step	Action
	The General tab redisplay with the Contract Number systematically assigned. 
	Entering 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 limit, Billing Plan, and Revenue Plan. Each Contract Line within a Contract can have a status of “Active”, “Cancelled”, or “Pending”. The process of adding Contract Lines begins on the General Information page.
11.	Click the Lines tab. 



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Step	Action
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The **Lines** tab displays.



The **Holding Billing on Unpaid Cost**, **Hold Revenue on Unpaid Cost**, and **Standalone Sale** checkbox options default to unchecked. Do not select any of these checkbox options.

12.

Click the **Add Contract Lines** button.

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



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Step	Action
13.	To search for Non-Federal Rate-Based Products: 1. Enter or select the Product Group: Select a value beginning with "RTE_" along with the Fund and Customer Type being billed (e.g., "RTE_CONOTH"). Do not select "RTE_FED" (Federal Government). 2. Enter or select the Price Type: Select "Rate" as this is a Rate-Based Contract. Search Product Group RTE_CONOTH ☐ Product Kits Product Product Description Price Type Rate ☐ Renewable Physical Nature Search
14.	Click the Search button. Search

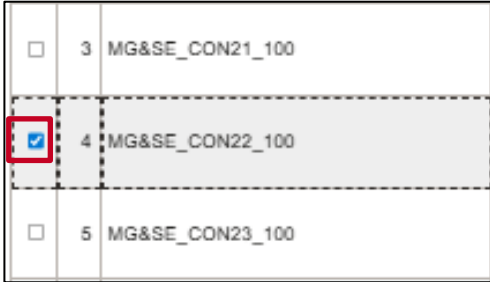
The results display within the **Search Results** section.

Search Results

1-25 of 50 [View All](#)

General Templates

	Product	Description	Price Type	Physical Nature	Product Kit	Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
☐	1 MG&SE_CON19_100	Misc - CON - OTH - Bristol	Rate	Goods	N	None			N		1.0000	Q
☐	2 MG&SE_CON20_100	Misc - CON - OTH - Salem	Rate	Goods	N	None			N		1.0000	Q
☐	3 MG&SE_CON21_100	Misc - CON - OTH - Lynchburg	Rate	Goods	N	None			N		1.0000	Q
☐	4 MG&SE_CON22_100	Misc - CON - OTH - Richmond	Rate	Goods	N	None			N		1.0000	Q
☐	5 MG&SE_CON23_100	Misc - CON - OTH - Suffolk	Rate	Goods	N	None			N		1.0000	Q
☐	6 MG&SE_CON24_100	Misc - CON - OTH - Fredericksburg	Rate	Goods	N	None			N		1.0000	Q
☐	7 MG&SE_CON25_100	Misc - CON - OTH - Culpeper	Rate	Goods	N	None			N		1.0000	Q
☐	8 MG&SE_CON26_100	Misc - CON - OTH - Staunton	Rate	Goods	N	None			N		1.0000	Q
☐	9 MG&SE_CON27_100	Misc - CON - OTH - NOVA	Rate	Goods	N	None			N		1.0000	Q
☐	10 MG&SE_CON28_100	Misc - CON - OTH - C Office	Rate	Goods	N	None			N		1.0000	Q
☐	11 MG&SE_CON30_100	Misc - CON - OTH - C Office	Rate	Goods	N	None			N		1.0000	Q
☐	12 MG&SE_CON31_100	Misc - CON - OTH - R Council	Rate	Goods	N	None			N		1.0000	Q
☐	13 MG&SE_CON32_100	Misc - CON - OTH - Fiscal	Rate	Goods	N	None			N		1.0000	Q

Step	Action
15.	Click the Select checkbox option for the applicable Product to create the Contract Line based on the terms of the Contract being created. 
	Typically, only one Product is added at a time. The Product name will contain the Source Type, Category, and Participation Rate. For example, if the Contract will bill for miscellaneous goods and services to the construction fund to an Agency customer at 100%, select product “MG&SE_CON22_100”. The Distribution Codes (V_PA_Distribution_Codes) query may be used to confirm the entire COA string for the Product. The Description field displays the description of the Product. If it is necessary to create a new rate-based Product, it is recommended that users submit a Help Desk ticket (vccc@vita.virginia.gov) with “Cardinal Project Accounting (PA)” in the subject line. The Cardinal Post Production Support (PPS) PA team will work with users to ensure that the Product is created correctly. If the product is not set up correctly, it will have downstream impacts to the Contract, billing, and GL distribution and require a Help Desk ticket to correct the errors. For more details pertaining to creating a rate-based Product, see the Job Aid titled PA354 Creating Customer Contract Products located on the Cardinal website in Job Aids under Learning.
	The Price Type field displays the Price Type of the Product. If the search results were narrowed by Price Type, this is the value selected. The Physical Nature field defaults to “Goods”. The Product Kit field defaults to “N”. The Fee Type field defaults to “None”. 
16.	Click the Start Date Calendar icon and select the date the Contract was signed or the date billing should start. 



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Step	Action																				
	The End Date field is left blank. The Renewable and Renewal Action fields are not used in Cardinal. The Quantity field auto-populates. Do not change. The UOM field displays the Unit of Measure associated with the Product, if any. <table border="1"><thead><tr><th>Start Date</th><th>End Date</th><th>Renewable</th><th>Renewal Action</th><th>Quantity</th><th>UOM</th></tr></thead><tbody><tr><td> </td><td> </td><td>N</td><td></td><td>1.0000</td><td> </td></tr></tbody></table>	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM			N		1.0000									
Start Date	End Date	Renewable	Renewal Action	Quantity	UOM																
		N		1.0000																	
	At the bottom of the page, the Create Plans from Template and Combine Like Templates checkbox options default as selected. Do not change. These Templates create the predefined Billing Plans and Revenue Plans for the Product selected. <table border="1"><thead><tr><th>Create Plans from Template</th><th>Combine Like Templates</th></tr></thead><tbody><tr><td>☒ Billing Plans ☒ Revenue Plans ☒ Renewal Plans</td><td>☒ Billing Plans ☒ Revenue Plans</td></tr></tbody></table> Add Contract LinesCreate Adhoc ProductReturn to Contract Lines	Create Plans from Template	Combine Like Templates	☒ Billing Plans ☒ Revenue Plans ☒ Renewal Plans	☒ Billing Plans ☒ Revenue Plans																
Create Plans from Template	Combine Like Templates																				
☒ Billing Plans ☒ Revenue Plans ☒ Renewal Plans	☒ Billing Plans ☒ Revenue Plans																				
17.	Click the Add Contract Lines button. Add Contract Lines																				
The General Information Add Contract Lines page redisplay. <table border="1"><thead><tr><th colspan="2">General Information</th></tr><tr><th colspan="2">Add Contract Lines</th></tr></thead><tbody><tr><td colspan="2">Search ⓘ</td></tr><tr><td>Product Group</td><td> RTE_CONOTH Q </td></tr><tr><td>Product</td><td> </td></tr><tr><td>Product Description</td><td> </td></tr><tr><td>Price Type</td><td> Rate </td></tr><tr><td>Physical Nature</td><td> </td></tr><tr><td colspan="2"> Search 1 line(s) have been added to the contract</td></tr><tr><td colspan="2">Create Adhoc ProductReturn to Contract Lines</td></tr></tbody></table>		General Information		Add Contract Lines		Search ⓘ		Product Group	RTE_CONOTH Q	Product		Product Description		Price Type	Rate	Physical Nature		Search 1 line(s) have been added to the contract		Create Adhoc Product Return to Contract Lines	
General Information																					
Add Contract Lines																					
Search ⓘ																					
Product Group	RTE_CONOTH Q																				
Product																					
Product Description																					
Price Type	Rate																				
Physical Nature																					
Search 1 line(s) have been added to the contract																					
Create Adhoc Product Return to Contract Lines																					
	A message displays indicating “1 line(s) have been added to the contract”. Search 1 line(s) have been added to the contract																				

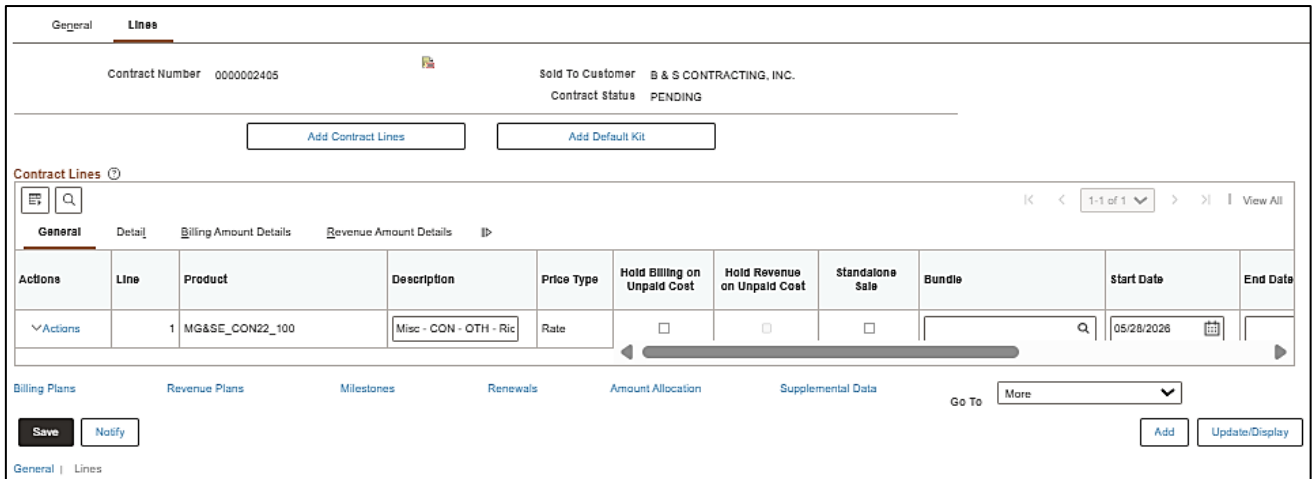


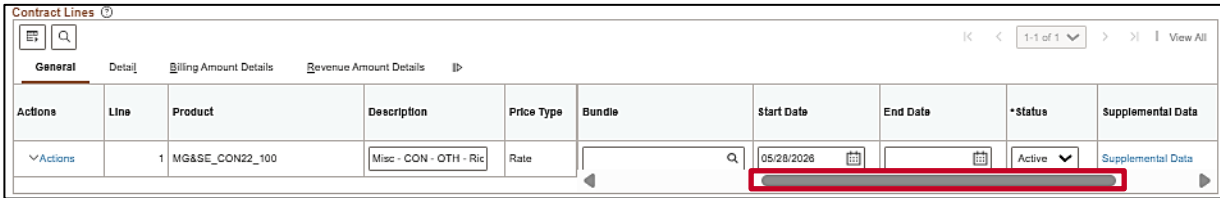
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Step	Action
18.	Click the Return to Contract Lines link.  A screenshot of a web interface showing a search bar with the text "1 line(s) have been added to the contract". Below the search bar are two buttons: "Create Adhoc Product" and "Return to Contract Lines". The "Return to Contract Lines" button is highlighted with a red rectangle.

The **Lines** tab redisplay.

A screenshot of the 'Lines' tab in a software interface. The interface shows a table with columns: Actions, Line, Product, Description, Price Type, Hold Billing on Unpaid Cost, Hold Revenue on Unpaid Cost, Standalone Sale, Bundle, Start Date, and End Date. The first row shows Line 1, Product MG&SE_CON22_100, Description Misc - CON - OTH - Ric, Price Type Rate, and Start Date 05/28/2026. The interface also includes tabs for General, Detail, Billing Amount Details, and Revenue Amount Details. There are buttons for 'Add Contract Lines', 'Add Default Kit', 'Save', 'Notify', and 'Update/Display'.

19.	Use the horizontal scrollbar as needed to review all the information in the Contract Lines section. Verify accuracy.  A screenshot of the 'Contract Lines' section in the software interface. The interface shows a table with columns: Actions, Line, Product, Description, Price Type, Bundle, Start Date, End Date, Status, and Supplemental Data. The first row shows Line 1, Product MG&SE_CON22_100, Description Misc - CON - OTH - Ric, Price Type Rate, Start Date 05/28/2026, End Date, Status Active, and Supplemental Data. A horizontal scrollbar is highlighted with a red rectangle.
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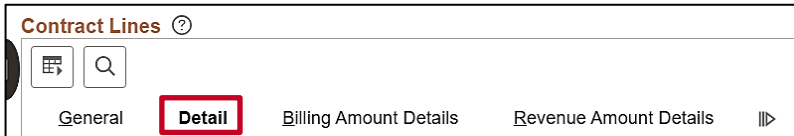
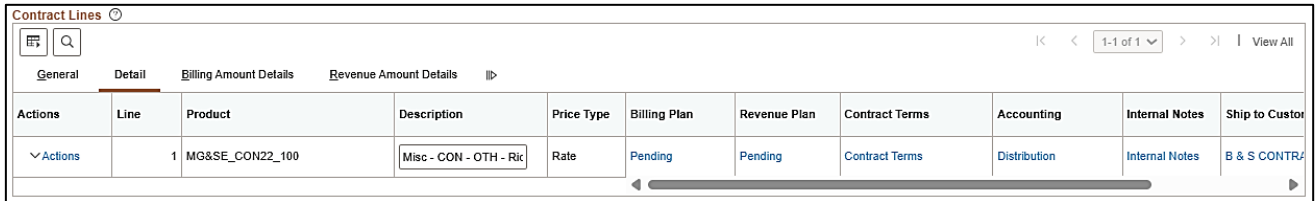
The **Product** field displays the Product that was selected.

The **Description** field displays the description associated with the selected Product.

The **Price Type** field displays the price type that was defined for the Product.

The **Start Date** field displays the date that was entered for the Product (the date the Contract was signed or the date billing should start).

The **Status** field displays the status of the Contract Line which defaults to "Active" for the Line that was just added.

Step	Action
20.	Click the Save button. 
	Saving the Contract creates both a Billing Plan and Revenue Plan that is associated with the Product used to create the Contract Line. Additional Contract Lines can be added using the Add Contract Lines icon. A Contract Line can be deleted by clicking the Delete Row icon, located at the end of each contract line. The Billing and Revenue Plans must be unassigned before the Contract Line can be deleted. A Contract Line can only be deleted from Contracts with a Processing Status of "Pending".
21.	Click the Detail tab within the Contract Lines section. 
The Contract Lines Detail tab displays. 	
	The Billing Plan and Revenue Plan fields default based on the Product selected to create the Contract Line. The status of these Plans can be: • Pending: Contract is not active • Ready: Contract is active and no transactions have been processed for the Billing or Revenue Plans • Cancelled: The Plan has been cancelled • In Progress: Transactions have been processed against the Contract's Billing Plan and Revenue Plan



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Step	Action																																								
	The Billing Amount Details and Revenue Amount Details tabs within the Contract Lines section provide further information about the Contract Lines including the Price Type, UOM, and Billing/Revenue Limit Amount, if applicable. Contract Lines General Detail Billing Amount Details Revenue Amount Details <table><tr><th>Actions</th><th>Line</th><th>Product</th><th>Description</th><th>Price Type</th><th>Quantity</th><th>UOM</th><th>Billing Limit</th><th>Unit Billing</th><th></th></tr><tr><td> Actions </td><td>1</td><td>MG&SE_CON22_100</td><td>Misc - CON - OTH - Richmond</td><td>Rate</td><td>1.0000</td><td></td><td>0.00</td><td>0.00</td><td> </td></tr></table> Contract Lines General Detail Billing Amount Details Revenue Amount Details <table><tr><th>Actions</th><th>Line</th><th>Product</th><th>Description</th><th>Price Type</th><th>Quantity</th><th>Revenue Limit</th><th>Unit Revenue</th><th>Simulate Revenue Pricing</th><th></th></tr><tr><td> Actions </td><td>1</td><td>MG&SE_CON22_100</td><td>Misc - CON - OTH - Rich</td><td>Rate</td><td>1.0000</td><td>0.00</td><td>0.00</td><td> Simulate Revenue Pricing </td><td> </td></tr></table>	Actions	Line	Product	Description	Price Type	Quantity	UOM	Billing Limit	Unit Billing		Actions	1	MG&SE_CON22_100	Misc - CON - OTH - Richmond	Rate	1.0000		0.00	0.00		Actions	Line	Product	Description	Price Type	Quantity	Revenue Limit	Unit Revenue	Simulate Revenue Pricing		Actions	1	MG&SE_CON22_100	Misc - CON - OTH - Rich	Rate	1.0000	0.00	0.00	Simulate Revenue Pricing	
Actions	Line	Product	Description	Price Type	Quantity	UOM	Billing Limit	Unit Billing																																	
Actions	1	MG&SE_CON22_100	Misc - CON - OTH - Richmond	Rate	1.0000		0.00	0.00																																	
Actions	Line	Product	Description	Price Type	Quantity	Revenue Limit	Unit Revenue	Simulate Revenue Pricing																																	
Actions	1	MG&SE_CON22_100	Misc - CON - OTH - Rich	Rate	1.0000	0.00	0.00	Simulate Revenue Pricing																																	
	Entering Contract Terms and Related Projects: The following steps detail the process to add Project(s), Activities, Rate Set(s), and set Billing Limits. After creating the Contract Header and Line(s), a Rate Set, Billing Limit, Projects, and Activities will be associated for each Contract Line. Associating Projects and Activities to the Contract Line allows transactions to be billed and prevents the combination from being associated to another Rate-Based Contract Line.																																								
	The process continues from the Detail tab within the Contract Lines section of the General Information page. Contract Lines General Detail Billing Amount Details Revenue Amount Details <table><tr><th>Actions</th><th>Line</th><th>Product</th><th>Description</th><th>Price Type</th><th>Billing Plan</th><th>Revenue Plan</th><th>Contract Terms</th><th>Accounting</th><th>Internal Notes</th><th>Ship to Custor</th></tr><tr><td> Actions </td><td>1</td><td>MG&SE_CON22_100</td><td>Misc - CON - OTH - Rik</td><td>Rate</td><td> Pending </td><td> Pending </td><td> Contract Terms </td><td> Distribution </td><td> Internal Notes </td><td> B & S CONTR </td></tr></table>	Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Custor	Actions	1	MG&SE_CON22_100	Misc - CON - OTH - Rik	Rate	Pending	Pending	Contract Terms	Distribution	Internal Notes	B & S CONTR																		
Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Custor																															
Actions	1	MG&SE_CON22_100	Misc - CON - OTH - Rik	Rate	Pending	Pending	Contract Terms	Distribution	Internal Notes	B & S CONTR																															
22.	Click the Contract Terms link in the Contract Terms field. Contract Terms Contract Terms																																								



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Step	Action
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The **Related Projects** tab displays for the selected Contract Line.

Related Projects

Contract Number 0000002405 Sold To Customer B & S CONTRACTING, INC.
Amendment Number Contract status PENDING

Contract Line 1 Price Type Rate
Product MG&SE_CON22_100
Description Misc - CON - OTH - Richmond

PC Business Unit [Search]
Billing Limit [Search]
Revenue Limit [Search]
Discount ID [Search]

Transaction Limits [Perform Limit Checking] Review Limits
Retainage ID [Search] Tiered Pricing [Tiered Pricing]

Associated Rates

	Effective Date	Status	Rate Selection	Rate Set		
1	05/28/2026	Active	Rate Set	[Search]	Rate Set	+ -

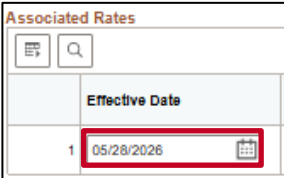
Associated Projects & Activities

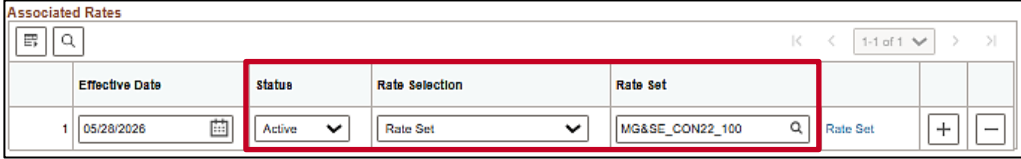
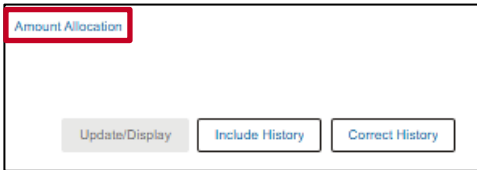
	*Project	*Activity		
0	[Search]	[Search]	+ -	

Create Project Create Activity All Activities Summary Activities Delete Activities

Return to General Information Amount Allocation

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

23.	Click the PC Business Unit Look up icon and select the Agency Business Unit. 
24.	Click the Effective Date Calendar icon within the Associated Rates section and select the applicable date. 
	The Effective Date field defaults to the current date and must be updated to the Contract signed date or the date that billing needs to start.

Step	Action
	The Status and Rate Selection fields default to “Active” and “Rate Set” respectively. Do not change this. The Rate Set field defaults from the selected Product after entering the PC Business Unit. 
25.	Click the Save button. 
26.	Click the Amount Allocation link at the bottom of the page. 
	If there is a maximum amount the customer can be billed, a Billing Limit must be entered. If a Billing Limit is not required, there is no need to access this page. Proceed to Step 31.



Project Accounting Job Aid

PA354 Creating and Managing Non-Federal Rate-Based Contracts (VDOT Only)

Step	Action
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The **Billing Allocation** tab displays for the selected Contract Line.

The screenshot shows the 'Billing Allocation' tab. At the top, it displays contract details: Contract 0000002405, Business Unit 50100, Currency USD, Sold To Customer 0000000013, and Contract Admin B & S CONTRACTING, INC.. Below this is the 'Contract Billing' section with a 'Total Billing' field (highlighted with a red box) and 'Unallocated Billing' 0.00. The 'Fixed Billing' section shows 'Fixed Billing' (highlighted with a red box), 'Billing Discounts/Surcharges' 0.00, 'Net Fixed Billing' 0.00, 'Unallocated Fixed Billing' 0.00, 'Inclusive Prepays' 0.00, and an 'Allocation' dropdown set to 'Incomplete'. A 'Recalculate' button is visible. The 'Contract Line Pricing' section shows a table with columns: Retrieve Billing Price, Line, Product, Bundle, Price Type, Quantity, Billing Limit, Limit Check, and Actions. The table has one row with Line 1, Product MG&SE_CON22_100, Price Type Rate, Quantity 1.0000, and Billing Limit 0.00. Below the table are 'Select All' and 'Clear All' checkboxes, and a 'Recalculate' button. The 'Line Totals' section shows 'Billing Amount' 0.00, 'Recurring Billing' 0.00, 'Discounts/Surcharges' 0.00, 'Billing Limit' 0.00, and 'Total Billing' 0.00. At the bottom are links for 'Prepays', 'Return to Contract Terms', and buttons for 'Save', 'Return to Search', and 'Notify'.

27. Enter the billing limit amount in the **Total Billing** field in the **Contract Billing** section.

This screenshot focuses on the 'Contract Billing' section. The 'Total Billing' field is highlighted with a red box and contains the value '5000.00'. The 'Unallocated Billing' field shows '0.00'.

28. Enter the billing limit amount in the **Billing Limit** field in the **Contract Line Pricing** section.

This screenshot focuses on the 'Contract Line Pricing' section. The 'Billing Limit' field in the table row for Line 1 is highlighted with a red box and contains the value '5000.00'. Other fields in the row include 'Line' 1, 'Product' MG&SE_CON22_100, 'Price Type' Rate, 'Quantity' 1.0000, and 'Limit Check' Limit Check. Below the table are 'Select All' and 'Clear All' checkboxes, and a 'Recalculate' button.

29. Click the **Recalculate** button.

This screenshot shows the 'Recalculate' button, which is highlighted with a red box.



Project Accounting Job Aid

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Step	Action																						
	In the Fixed Billing section, the Allocation field updates from “Incomplete” to “Complete”. In the Line Totals section, the Billing Limit field updates to the amount entered and the Total Billing field automatically calculates. Fixed Billing <table><tr><td>Fixed Billing</td><td></td></tr><tr><td>Billing Discounts/Surcharges</td><td>0.00</td></tr><tr><td>Net Fixed Billing</td><td>0.00</td></tr></table> <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> Recalculate Line Totals <table><tr><td>Billing Amount</td><td>0.00</td><td>Recurring Billing</td><td>0.00</td></tr><tr><td>Discounts/Surcharges</td><td>0.00</td><td>Billing Limit</td><td>5,000.00</td><td>Total Billing</td><td>5,000.00</td></tr></table>	Fixed Billing		Billing Discounts/Surcharges	0.00	Net Fixed Billing	0.00	Unallocated Fixed Billing	0.00	Inclusive Prepaids	0.00	Allocation	Complete	Billing Amount	0.00	Recurring Billing	0.00	Discounts/Surcharges	0.00	Billing Limit	5,000.00	Total Billing	5,000.00
Fixed Billing																							
Billing Discounts/Surcharges	0.00																						
Net Fixed Billing	0.00																						
Unallocated Fixed Billing	0.00																						
Inclusive Prepaids	0.00																						
Allocation	Complete																						
Billing Amount	0.00	Recurring Billing	0.00																				
Discounts/Surcharges	0.00	Billing Limit	5,000.00	Total Billing	5,000.00																		
30.	Click the Save button. Save Return to Search Notify																						
31.	Click the Return to Contract Terms link. Prepaids Return to Contract Terms Save Return to Search Notify																						



Project Accounting Job Aid

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Step	Action																								
	The Related Projects tab redisplays for the selected Contract Line. Related Projects Contract Number000002405 Amendment Number Sold To CustomerB & S CONTRACTING, INC. Contract StatusPENDING Contract Line< 1 > ProductMG&SE_CON22_100 DescriptionMisc - CON - OTH - Richmond Price Type Rate PC Business Unit50100 Billing Limit5,000.00 Revenue Limit5,000.00 Discount ID Transaction Limits Perform Limit Checking Review Limits Retainage ID ☐ Tiered Pricing Tiered Pricing Associated Rates 1-1 of 1 <table><thead><tr><th></th><th>Effective Date</th><th>Status</th><th>Rate Selection</th><th>Rate Set</th><th></th><th></th></tr></thead><tbody><tr><td>1</td><td>05/28/2026</td><td>Active</td><td>Rate Set</td><td>MG&SE_CON22_100</td><td>Rate Set</td><td> + - </td></tr></tbody></table> Associated Projects & Activities 1-1 of 1 <table><thead><tr><th></th><th>*Project</th><th>*Activity</th><th></th><th></th></tr></thead><tbody><tr><td>☐</td><td></td><td></td><td> + - </td><td></td></tr></tbody></table> Create Project Create Activity All Activities Summary Activities Delete Activities Return to General Information Amount Allocation Save Return to Search Notify Refresh Update/Display Include History Correct History		Effective Date	Status	Rate Selection	Rate Set			1	05/28/2026	Active	Rate Set	MG&SE_CON22_100	Rate Set	+ -		*Project	*Activity			☐			+ -	
	Effective Date	Status	Rate Selection	Rate Set																					
1	05/28/2026	Active	Rate Set	MG&SE_CON22_100	Rate Set	+ -																			
	*Project	*Activity																							
☐			+ -																						
32.	Click the Select radio button option and then enter or select the applicable Project ID in the Project field within the Associated Projects & Activities section. Associated Projects & Activities 1-1 of 1 <table><thead><tr><th></th><th>*Project</th><th>*Activity</th><th>Description</th><th></th><th></th></tr></thead><tbody><tr><td>☒</td><td>0000014603</td><td></td><td>U000134V42,P101,R201,C501,B618</td><td> + - </td><td></td></tr></tbody></table> Create Project Create Activity All Activities Summary Activities Delete Activities		*Project	*Activity	Description			☒	0000014603		U000134V42,P101,R201,C501,B618	+ -													
	*Project	*Activity	Description																						
☒	0000014603		U000134V42,P101,R201,C501,B618	+ -																					
i	Users, in conjunction with the Contract agreement, determine which Project/Activity combinations are to be billed under the Contract Line. The same Project/Activity combination cannot be associated with multiple Rate-Based Contract Lines.																								

Step	Action
33.	Click the Summary Activities button. Create Project Create Activity All Activities Summary Activities Delete Activities

The **Summary Activity Selection** page for the Project displays in a pop-up window.

Summary Activity Selection for 0000014603

Project Activities

1-25 of 128

View 100

Select	WBS ID	Activity Name	Activity	Activity Type	Processing Status	Start Date	End Date
☐	1	▼ Preliminary Engineering Phase	9101	9101	Inactive	05/31/1995	03/09/2017
☐	1.1	PE Participating	9161	9101	Inactive	05/31/1995	03/09/2017
☐	1.2	PE Non Participating	9171	9101	Inactive	05/31/1995	03/09/2017
☐	2	▼ Right of Way Phase	9102	9102	Inactive	09/22/2003	07/31/2017
☐	2.1	RW Participating	9162	9102	Inactive	09/22/2003	07/31/2017
☐	2.2	RW Non Participating	9172	9102	Inactive	09/22/2003	07/31/2017
☐	3	▼ Inc. Construction Phase	9103	9103	Inactive	05/31/1995	12/13/2013
☐	3.1	▼ IC Non Participating	9173	9103	Inactive	05/31/1995	12/13/2013
	3.1.1	Engineering	501	9103	Inactive	05/31/1995	12/13/2013
	3.1.2	Inclement Weather	502	9103	Inactive	05/31/1995	12/13/2013
	3.1.3	Expendable Equipment	503	9103	Inactive	05/31/1995	12/13/2013
	3.1.4	Preliminary Engr-Environmental	505	9103	Inactive	05/31/1995	12/13/2013
	3.1.5	Preliminary Engr-Scope/Field Review	510	9103	Inactive	05/31/1995	12/13/2013
	3.1.6	Engineering	511	9103	Inactive	05/31/1995	12/13/2013
	3.1.7	Land	512	9103	Inactive	05/31/1995	12/13/2013

	The Summary Activity Selection page allows users to add all Activities associated with the selected Phase(s). Detailed Activities are grouped by Project phase.
34.	Click the  or  icons to expand and collapse the Phase activities to identify the non-participating phase (or applicable) Activities that should be associated with the Contract Line. ☐ 3.1 ▼ IC Non Participating 9173 9103 Inactive 05/31/1995 12/13/2013
35.	Click the Select checkbox option for the applicable Activities to link to the Project for this Contract Line. ☒ 3.1 ▼ IC Non Participating 9173 9103 Inactive 05/31/1995 12/13/2013

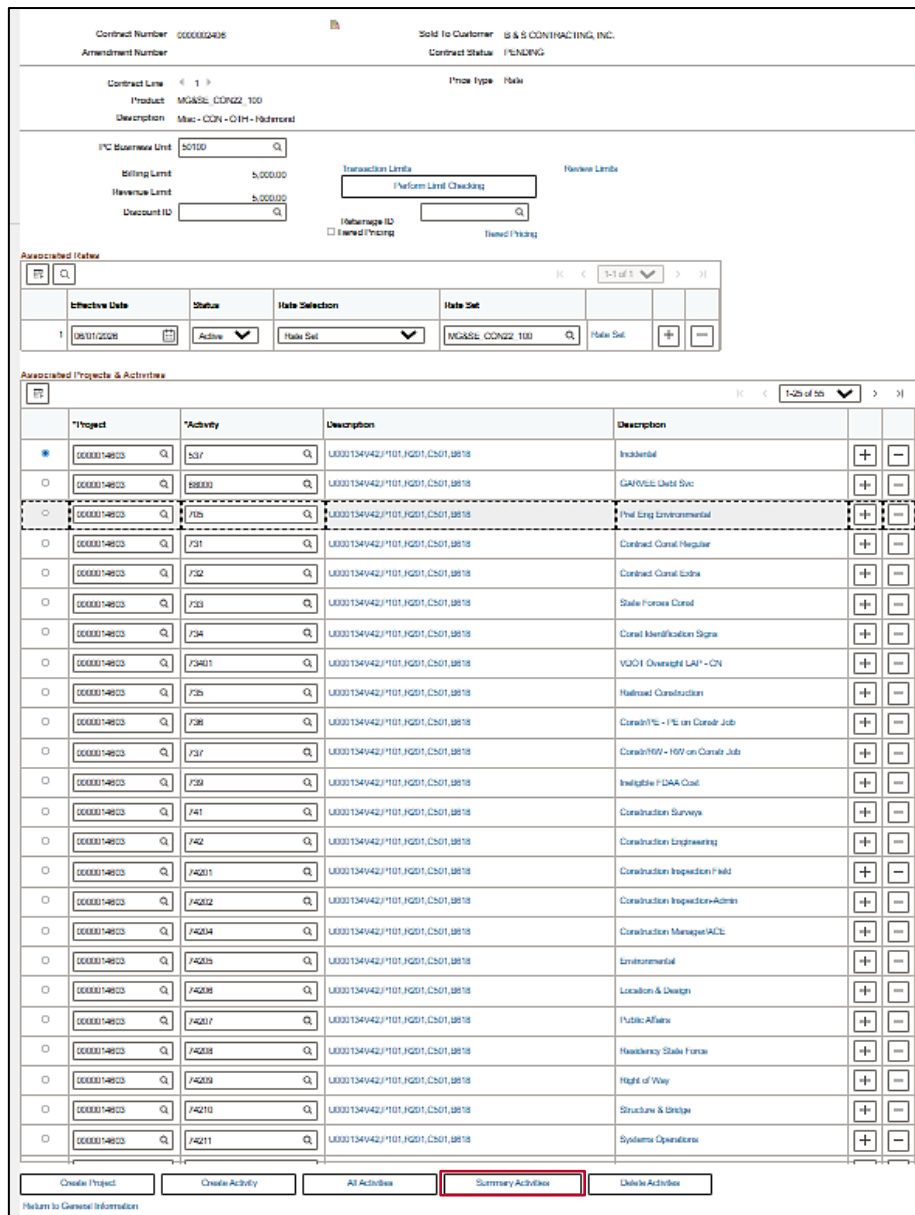


Project Accounting Job Aid

PA354 Creating and Managing Non-Federal Rate-Based Contracts (VDOT Only)

Step	Action
36.	Click the OK button. 

The **Related Projects** tab redisplay with the selected Projects/Activities populated.



The screenshot displays the 'Contract Line' details for contract number 000002408, sold to B & S CONTRACTING, INC. The contract is in 'PENDING' status. The product is 'MG&S: CON22, 100' and the description is 'Mac - CON - OTH - Rdement'. The 'Price type' is 'Rate'.

Below the contract details, there are fields for 'Billing Limit' (5,000.00), 'Revenue Limit' (5,000.00), and 'Discount ID'. There are also checkboxes for 'Transaction Limit', 'Perform Limit Checking', 'Revenue Limit', 'Reference ID', 'Fixed Pricing', and 'Fixed Pricing'.

The 'Associated Rates' section shows a table with columns: Effective Date, Status, Rate Selection, Rate Set, and Rate Set. The first row shows an active rate set for 'MG&S: CON22, 100'.

The 'Associated Projects & Activities' section shows a table with columns: Project, Activity, Description, and Description. The table lists various projects and activities, including 'Incidental', 'GARVEE Debt Sec', 'Final Eng Environmental', 'Contract Const Regular', 'Contract Const Extra', 'State Forces Const', 'Const Identification Signa', 'VDOT Overnight LAP - CN', 'Railroad Construction', 'Const 1% - 1% on Const Job', 'Const 10% - 10% on Const Job', 'Ineligible F&A Cost', 'Construction Survey', 'Construction Engineering', 'Construction Inspection Field', 'Construction Inspection Admin', 'Construction Manager (ACE)', 'Environmental', 'Location & Design', 'Public Affairs', 'Residency State Force', 'Right of Way', 'Structure & Bridge', and 'Systems Operations'.

At the bottom, there are buttons for 'Create Project', 'Create Activity', 'All Activities', 'Summary Activities', and 'Delete Activities'. The 'Summary Activities' button is highlighted with a red box.

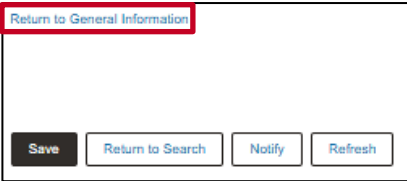
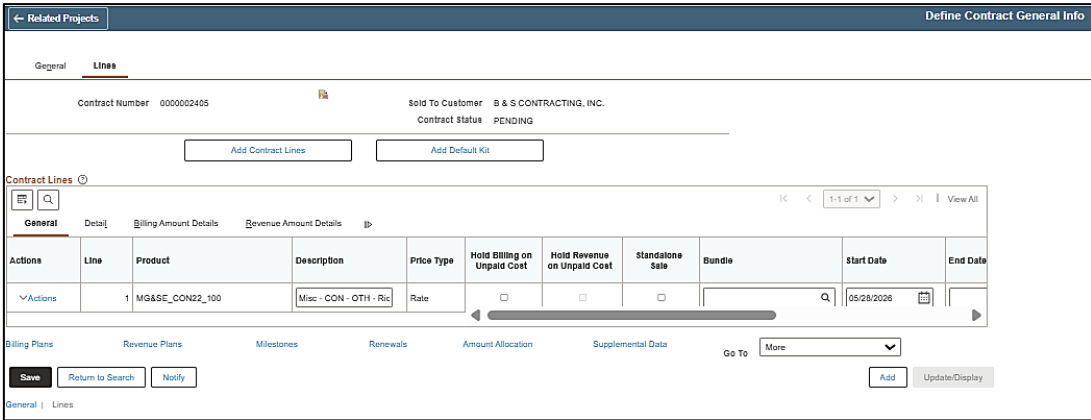
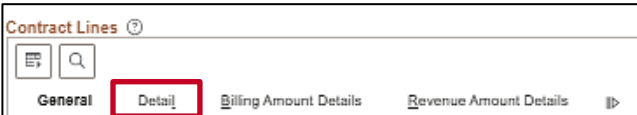
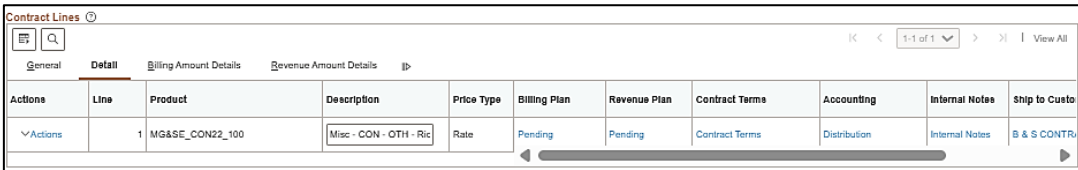
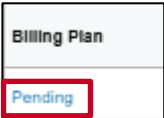


Repeat these steps to link additional Project and Activity combinations as needed. The selected Activities display on the **Related Projects** page for the Contract Line.



Project Accounting Job Aid

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Step	Action
37.	Click the Save button. 
38.	Click the Return to General Information link. 
The General Information - Line tab redispays. 	
39.	Click the Detail tab within the Contract Lines section. 
The Contract Lines tab displays. 	
40.	Click the Pending link in the Billing Plan field. 



Project Accounting Job Aid

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Step	Action
	The Billing Plan General tab displays. ← General Billing Plan General Events History Contract 0000002405 BI Unit 50100 Sold To Customer 0000000013 B & S CONTRACTING, INC. BI Unit 0000000013 B & S CONTRACTING, INC. Billing Plan < B101 > As Incurred - Rate Based Currency USD Description As Incurred - Rate Based *Billing status Pending Billing Method As Incurred ☒ Ready at Activation Customer Information BI Unit 50100 VA Dept of Transportation *Bill To Customer 0000000013 B & S CONTRACTING, INC. Add Num 1 Bill To Contact Transaction Options Bill Currency Contract Currency Retainage Options Items previously held as Retainages ☐ Bill ☐ Write-off ☒ Hold Billing Options Bill Type OTH ☒ Pre Approved Bill Source MG&SE ☐ Direct Invoice Summarization Template ID VDOT_OTHER VDOT Other Purchase Order Billing Header Note Internal Notes Preview Summarization Template Tolerance Options Minimum Bill Amount 0.00 ☐ Final Bill 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 Billing Plan General Events History

Step	Action
	The Billing Plan associated with a Contract Line is pre-populated based on the Product selected to create the Contract Line. Do not change these default values. The tabs shown on the Define Billing Plan page vary depending on the price type (rate-based, amount-based, percent based, or recurring) of the Contract Line. Rate-based Contract Lines have three tabs: • Billing Plan General: Displays billing information for the Contract Line such as customer information and billing options. This tab would also be used to put the Billing Plan on Hold. • Events: Not used for rate-based Contract Lines. • History: Displays the billing history for the Contract Line. Any bills that are created from the Contract are listed on this tab. The Description field defaults and should not be changed. The Billing Status controls the ability to enter information into the Billing Plan and the processing that occurs against the Billing Plan. The Billing Status field defaults to "Pending" when the Contract Line is added. The values include "Pending", "Ready", and "Cancelled". "Ready" displays once the Contract Status is set to "Active". The Ready at Activation checkbox option defaults as selected when the Billing Status is "Pending". The Pre Approved checkbox option defaults as selected. Do not change. This allows transactions to bypass the billing worksheet. The Events tab is not used for Rate-Based Contract Lines.
41.	Click the History tab. 



Project Accounting Job Aid

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Step	Action
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The **History** tab displays.

Contract 0000002405
Sold To Customer 0000000013
Billing Plan B101

B & S CONTRACTING, INC.
As Incurred - Rate Based

BI Unit 50100
Bill To 0000000013
Currency USD

B & S CONTRACTING, INC.

Amount Details

Total Net Extended Amount 0.00

Contract Billing History

*Cross Reference Sequence No.	*Cross Reference Status	System Source	Process Instance	*Last Update Date/Time	Last Update User ID	Net Amt	Gross Amt	Billing Currency	Net Extended Amt	Gross Extended		
1	Finalized	PCA		05/26/2026 4:40:04PM	00862331700	0.000	0.000	Q	0.000	0.000	+	-

Return to General Information

Save Return to Search Notify Add Update/Display

Billing Plan General | Events | History

42. Review the status for all billing activity related to the Billing Plan in the **Contract Billing History** section. Note: for new contracts, there will be no activity.

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

Return to General Information

Save Return to Search Notify

Billing Plan General | Events | History



Project Accounting Job Aid

PA354 Creating and Managing Non-Federal Rate-Based Contracts (VDOT Only)

Step	Action
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The **General Information – Lines** tab displays.

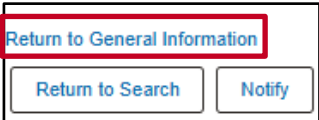
44. Another way to access the Billing Plan pages is by using the **Billing Plans** link located at the bottom of the **General Information – Lines** tab.

The **Assign Billing Plan** page displays. Record the Contract ID.

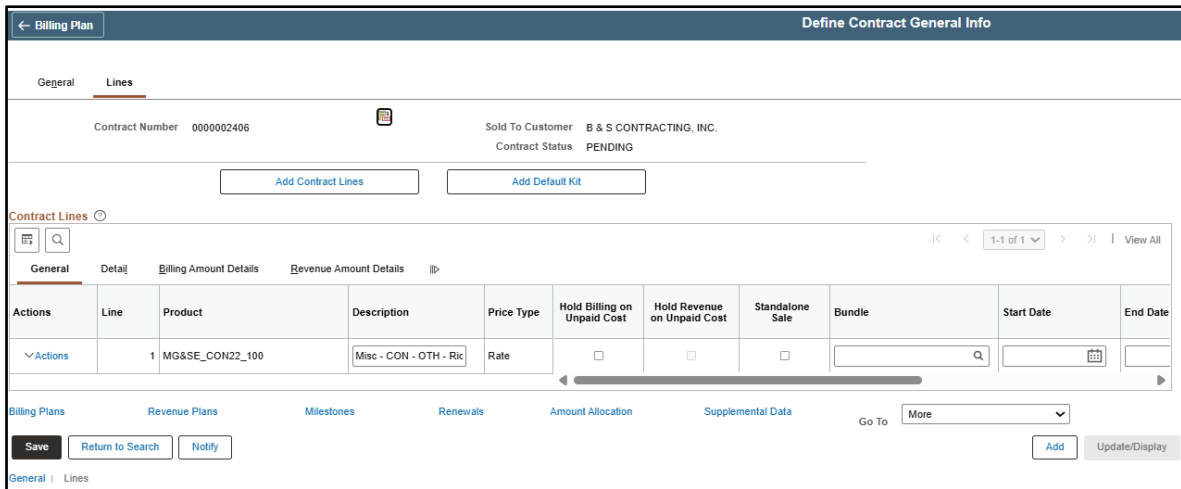


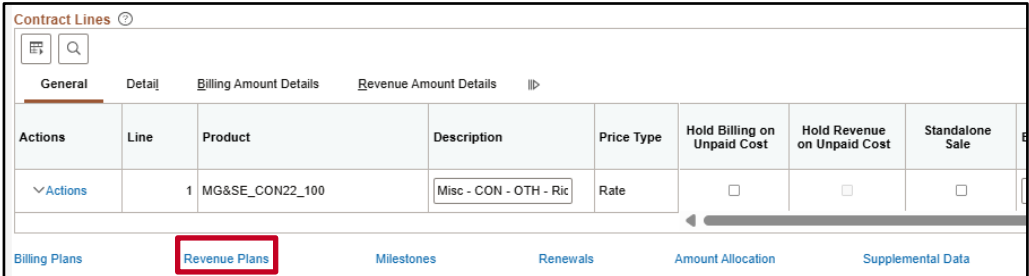
Project Accounting Job Aid

PA354 Creating and Managing Non-Federal Rate-Based Contracts (VDOT Only)

Step	Action
45.	Click the Return to General Information link at the bottom left corner of the page. 

The **Define Contract General Info** page displays.



46.	The next step is to assign a revenue plan to the contract. Click the Revenue Plans link below the Contract Lines table. 
-----	--



Project Accounting Job Aid

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Step	Action
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The **Assign Revenue Plan** page displays.

Contract 0000002406 Local - Non Federal
Sold To Customer B & S CONTRACTING, INC.

Contract Lines to be Assigned / Unassigned

Line	Product	Description	Revenue Amount	Price Type	Plan	Plan Description	Revenue Method	Status
1	MG&SE_CON22_100	Misc - CON - OTH - Richmond		Rate	R101	As Incurred - Rate Based	As Incurred	Pending

Select All Clear All

Revenue Plan Assign/Unassign

Revenue Plan NEXT Revenue Plan Template
Revenue Method
Description

Assign Unassign

Return to General Information

Return to Search Notify

47. Click the **Revenue Plan ID** link in the **Plan** field to access the **Revenue Plan** pages.

Plan	Plan Description	Revenue Method
R101	As Incurred - Rate Based	As Incurred

The **Revenue Plan** page displays.

Revenue Plan

Contract 0000002405 Business Unit 50100 Currency USD
Sold To Customer B & S CONTRACTING, INC. GL Business Unit 50100
Revenue Plan R101 GL Currency USD

Description As Incurred - Rate Based *Plan Status Pending
Recognition Method As Incurred Ready at Activation

Define Events By
Add Milestone

Event Detail

Event	Event Type	*Event Status	Accounting Date	Event Note
1	Date	Pending	05/29/2026	

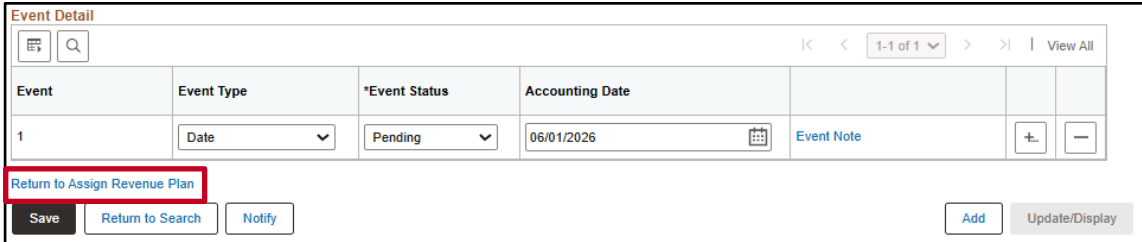
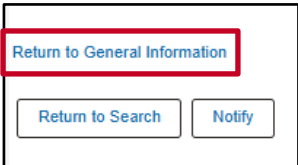
Return to Assign Revenue Plan

Save Return to Search Notify Add Update/Display



Project Accounting Job Aid

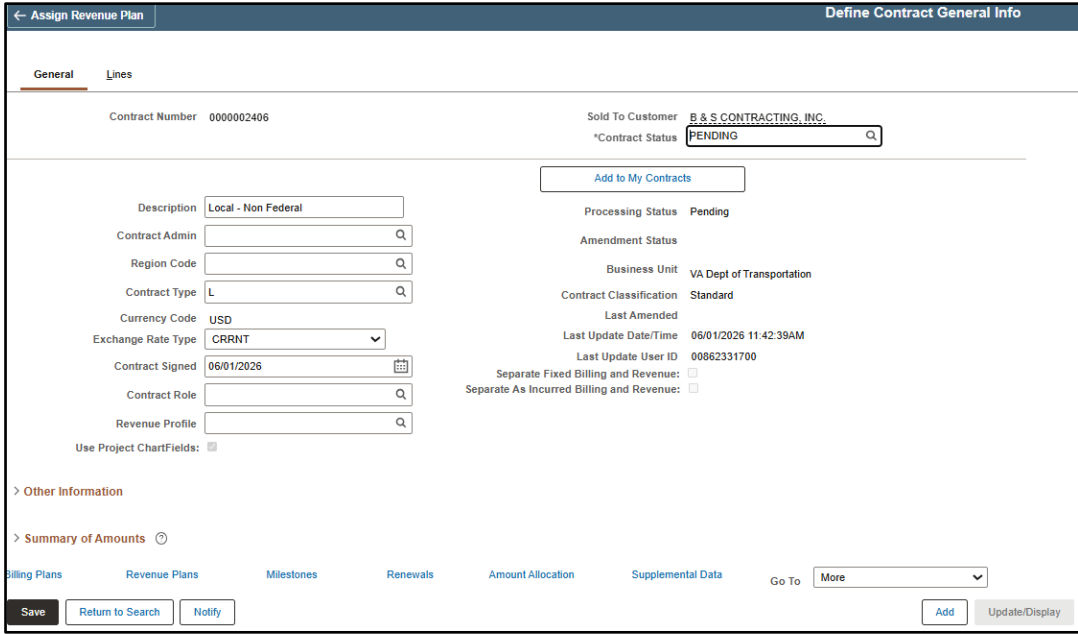
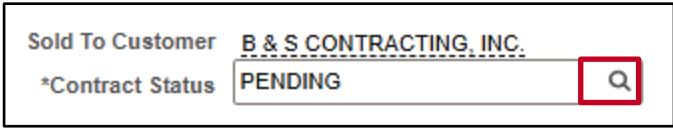
PA354 Creating and Managing Non-Federal Rate-Based Contracts (VDOT Only)

Step	Action
	The Description field defaults and should not be changed. The Plan Status defaults to “Pending” when the Contract Line is added. Values include “Pending”, “Ready”, and “Cancelled”. “Ready” displays once the Contract is set to “ACTIVE”. The Ready at Activation checkbox option defaults as selected when the Contract Line has been created. The Event Detail section is not used with rate-based Contract Lines. 
48.	Click the Return to Assign Revenue Plan link located below the Event Detail table. 
49.	Click the Return to General Information link located in the bottom left corner of the page. 



Project Accounting Job Aid

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Step	Action
	The General tab redisplay. 
	Activating the Contract: After the Contract is created, Contract Line(s) added, Transaction Limits set, Rate Set defined, and the Projects and Activities are linked to the Contract, the Contract Status can be set 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.
50.	Click the Contract Status Look up icon and select “Active”. 
	The page refreshes and the Contract Status field displays as “Active” and the Processing Status field displays as “Active”. 



Project Accounting Job Aid

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Step	Action
	An Amendments tab displays on the General Information page. For more information pertaining to amendments to Contracts, refer to the Job Aid titled PA354 Amending Non-Federal Customer Contracts located on the Cardinal website in Job Aids under Learning. Two additional buttons display: Amend Contract and Add to My Contracts. 
51.	Click the Save button. 

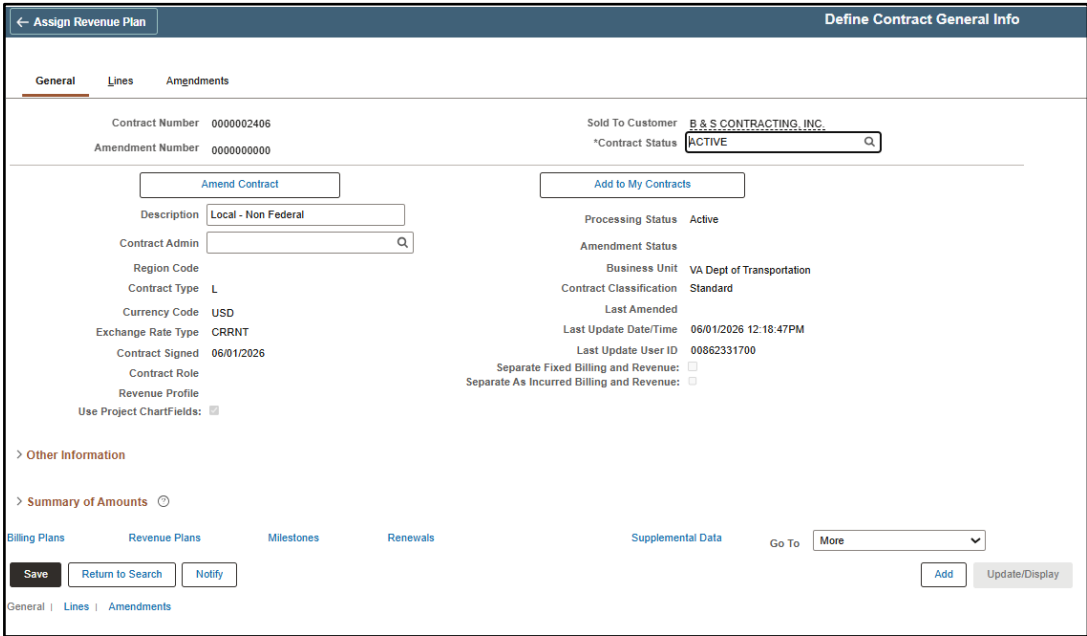
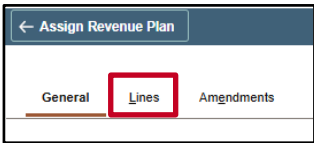


Project Accounting Job Aid

PA354 Creating and Managing Non-Federal Rate-Based Contracts (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
	The steps below begin on the General Information page. 
1.	Click the Lines tab. 



Project Accounting Job Aid

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

The **Lines** tab displays.

Define Contract General Info

General Lines Amendments

Contract Number 0000002406 Sold To Customer B & S CONTRACTING, INC.
Amendment Number 0000000000 Contract Status ACTIVE

Amend Contract

Contract Lines

General Detail Billing Amount Details Revenue Amount Details

Actions	Line	Product	Description	Price Type	Hold Billing on Unpaid Cost	Hold Revenue on Unpaid Cost	Standalone Sale	Bundle	Start Date	End Date
Actions	1	MG&SE_CON22_100	Misc - CON - OTH - Ric	Rate						

Billing Plans Revenue Plans Milestones Renewals Supplemental Data

Go To More

Save Return to Search Notify Add Update/Display

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

Contract Lines

General Detail Billing Amount Details Revenue Amount Details

Actions	Line	Product	Description	Price Type	Hold Billing on Unpaid Cost	Hold Revenue on Unpaid Cost	Standalone Sale	Bundle	Start Date	End Date
Actions	1	MG&SE_CON22_100	Misc - CON - OTH - Ric	Rate						

The **Contract Lines Detail** tab displays.

Contract Lines

General Detail Billing Amount Details Revenue Amount Details

Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer
Actions	1	MG&SE_CON22_100	Misc - CON - OTH - Ric	Rate	Ready	Ready	Contract Terms	Distribution	Internal Notes	B & S CONTR

3. Click the **Internal Notes** link in the **Internal Notes** field.

Contract Lines

General Detail Billing Amount Details Revenue Amount Details

Revenue Plan	Contract Terms	Accounting	Internal Notes
Ready	Contract Terms	Distribution	Internal Notes



Project Accounting Job Aid

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

The **Notes** page displays.

← General

Contract 0000002406 Business Unit 50100
Sold To Customer 0000000013 Contract Status ACTIVE
B & S CONTRACTING, INC. Currency Code USD
Contract Admin

Notes Contents | < > 1 of 1 View All

*Component +

*Classification Standard Note Code

Text

Last Update Last Changed By

[Return to General Information](#)

4. Click the **Component** dropdown button and select the applicable Component for the Internal Note.

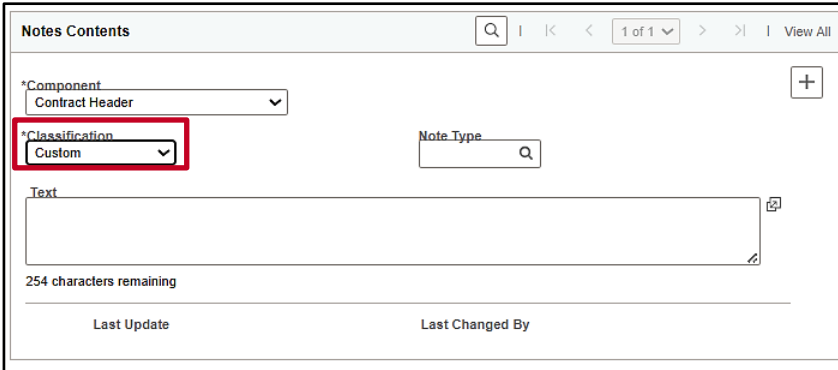
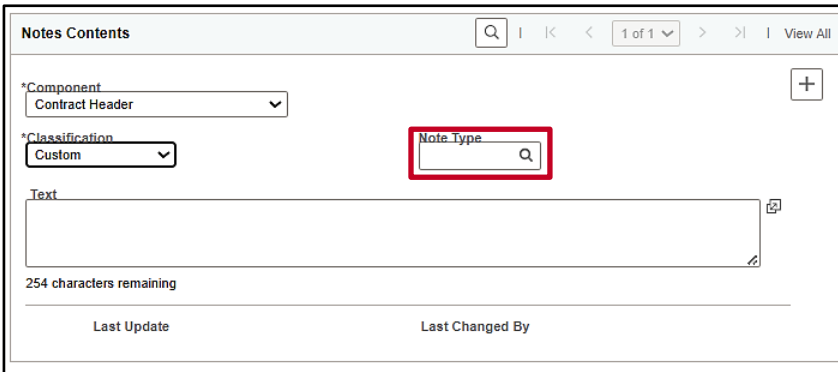
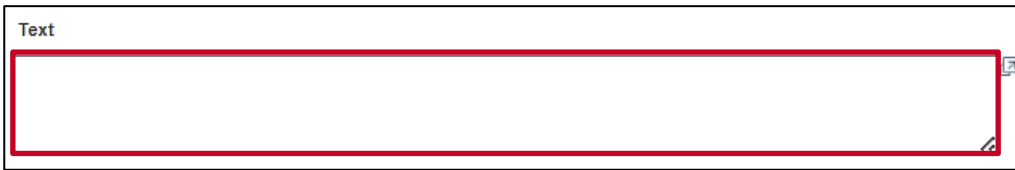
Notes Contents | < > 1 of 1 View All

*Component +

*Classification Standard Note Code

Text

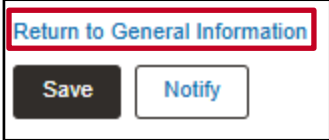
Last Update Last Changed By

Step	Action
5.	Click the Classification dropdown button and select "Custom". 
6.	Click the Note Type Look up icon and select the value for the type of note being entered. 
7.	Enter the applicable note in the Text field. 
8.	Click the Save button. 
	Once the note has been saved, the Last Update and Last Changed By fields automatically populate. 

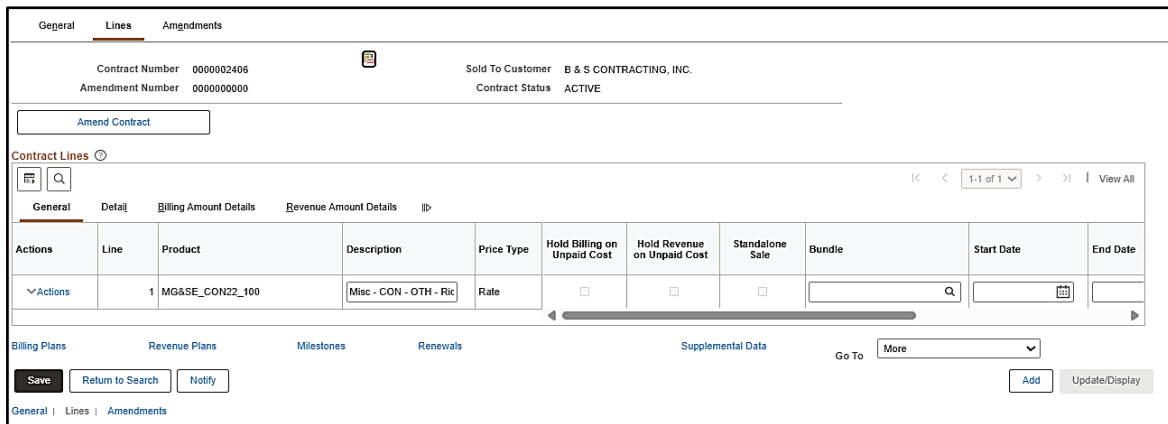


Project Accounting Job Aid

PA354 Creating and Managing Non-Federal Rate-Based Contracts (VDOT Only)

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

The **Lines** tab redisplay.



The screenshot shows the 'Lines' tab of a contract management system. At the top, there are tabs for 'General', 'Lines', and 'Amendments'. Below these, contract details are displayed: Contract Number 0000002406, Amendment Number 0000000000, Sold To Customer B & S CONTRACTING, INC., and Contract Status ACTIVE. An 'Amend Contract' button is visible. The main section is titled 'Contract Lines' and includes a search bar and a table with columns: Actions, Line, Product, Description, Price Type, Hold Billing on Unpaid Cost, Hold Revenue on Unpaid Cost, Standalone Sale, Bundle, Start Date, and End Date. A single line item is shown with Line 1, Product MG&SE_CON22_100, and Description Misc - CON - OTH - Rik. Below the table, there are tabs for Billing Plans, Revenue Plans, Milestones, Renewals, and Supplemental Data. At the bottom, there are buttons for Save, Return to Search, Notify, Add, and Update/Display.

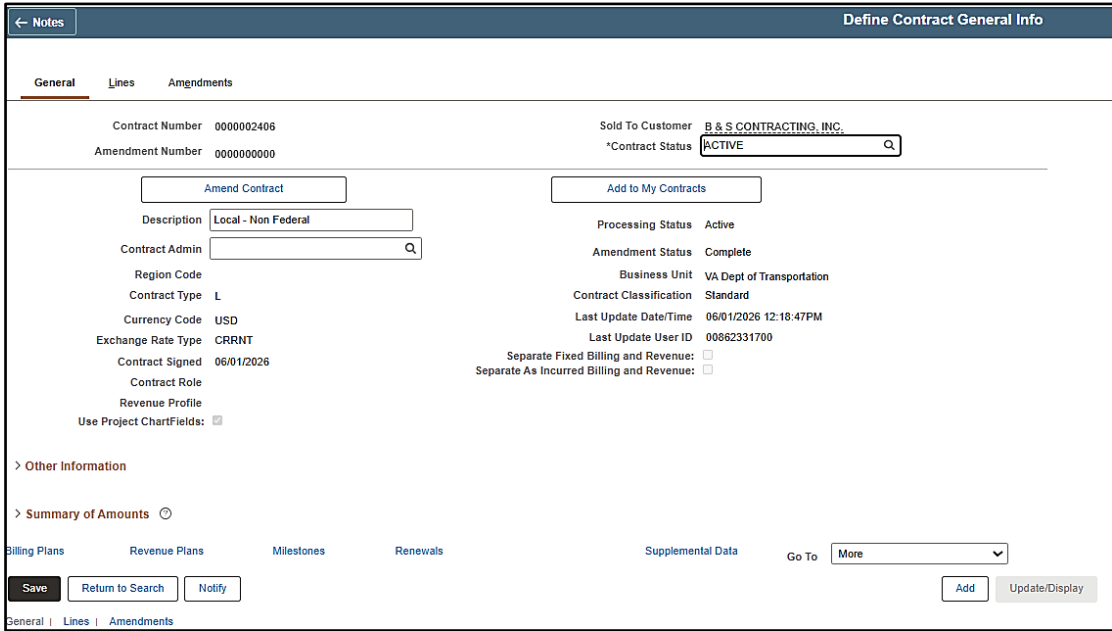


Project Accounting Job Aid

PA354 Creating and Managing Non-Federal Rate-Based Contracts (VDOT Only)

Placing a Hold on a Billing or Revenue Plan

After updating the Contract Status to “Active”, users can navigate back to the Billing Plan or Revenue Plan and verify 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.

Step	Action
	The steps below begin on the General tab on the Define Contract General Info page. 
1.	Click the Lines tab. 



Project Accounting Job Aid

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

The **Lines** tab displays.

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

The **Contract Lines Detail** tab displays.

- Click the **Ready** link below the corresponding Plan to be placed on Hold.

Note: The **Plan** link will either display as “Ready” or “In Progress”.

PA354 Creating and Managing Non-Federal Rate-Based Contracts (VDOT Only)

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

The **Define Billing Plan** or **Define Revenue Plan** page will display respectively.

Billing Plan General		Events	History
Contract	0000002406	BI Unit	50100
Sold To Customer	0000000013	B & S CONTRACTING, INC.	
Billing Plan	◀ B101 ▶	As Incurred - Rate Based	
Bill To	0000000013	B & S CONTRACTING, INC.	
Currency	USD		
Description	As Incurred - Rate Based	*Billing Status	Ready Actions
Billing Method	As Incurred		☐ Hold

Revenue Plan

Contract

000002406

Business Unit

50100

Currency

USD

Sold To Customer

000000013

B & S CONTRACTING, INC.

GL Business Unit

50100

Revenue Plan

◀ R101 ▶

GL Currency

USD

Description

As Incurred - Rate Based

*Plan Status

Ready

▼

Recognition Method

As Incurred

▼ Actions

☐ Hold

	The process to place a Plan on hold is the same for both the Billing Plan and Revenue Plan.
---	--

- Click the **Hold** checkbox option, located below the **Billing Status** or **Plan Status** field.

☒ Hold

The **Hold Details** section displays.

Hold Details

Put On Hold Date

06/01/2026

Hold User

Hold Reason

Step	Action
i	The Put On Hold Date field populates with the current date and cannot be updated. The Hold User field populates with the name of the person who placed the Hold and cannot be updated. Hold Details Put On Hold Date 06/01/2026 Hold User Hold Reason For the Billing Plan only, the hold date displays next to the Hold checkbox. Hold 06/01/2026
5.	Click the Hold Reason Look up icon. Hold Reason

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

>

>

Hold Reason	Description
BAJ	Billing Adjustment
DPPD	Process Def Prepaid
OTHR	Other
PED	PED expired
PPD	Process Int. Prepaid
RATE	Clear processed amt

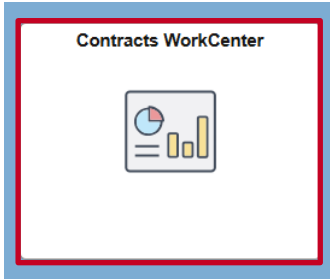
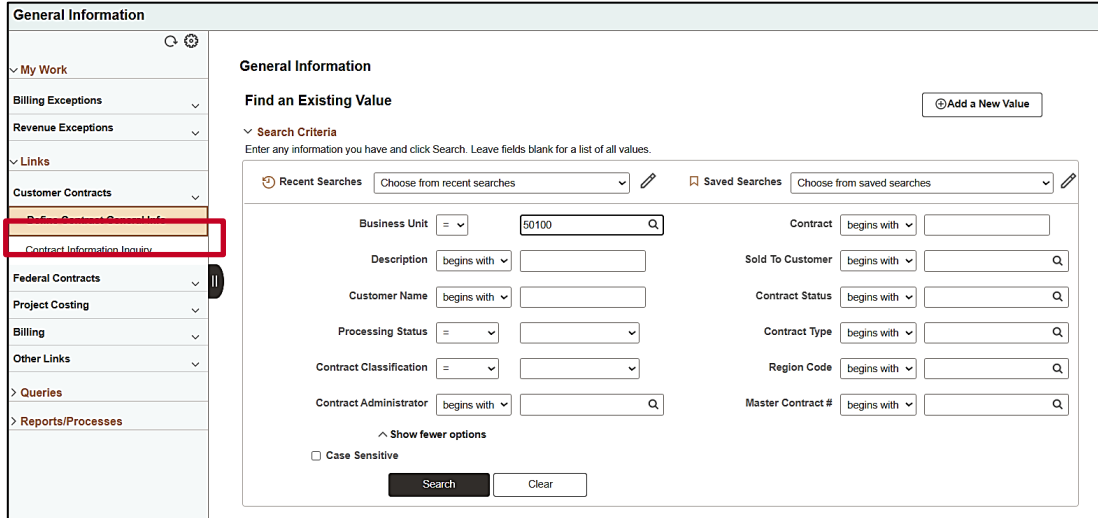
PA354 Creating and Managing Non-Federal Rate-Based Contracts (VDOT Only)

Step	Action																																				
6.	Select the appropriate Hold Reason by clicking the corresponding link. The table below provides a list of Hold Reasons along with their description and the type of Contract they are associated with. <table><tr><th>Hold Reason</th><th>Description</th><th>Type of Contract</th></tr><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></table>	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																																			
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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																																			
	Be sure to select the correct Hold Reason based on the Contract Type. There are no edits for this field. If the Hold Reason selected does not match with the Contract Type, Cardinal will not display an error message.																																				
7.	Click the Save button. Save Return to Search Notify																																				

Closing a Customer Contract

A Contract should only be closed after the Contract has fulfilled the Contract terms. When initiating a change in the Processing Status for a Contract, the system performs a series of checks to ensure that the Contract meets all the necessary criteria to move to the next Processing Status level. Unless the Contract meets all the necessary criteria, the Processing Status cannot advance. Once the Contract is closed, it can no longer be used, amended, or reactivated. Closed Contracts are removed from processing, but the historical Contract data is still available for query.

To close a Contract, both the Billing Plan and Revenue Plan statuses must be “Completed”.

Step	Action
1.	To access the Define Billing or Revenue Plan pages, click the Contracts WorkCenter tile on the Financials homepage. 
	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.
1.	Use the following navigation in the WorkCenter: Links > Customer Contracts > Define Contract General Info Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 



Project Accounting Job Aid

PA354 Creating and Managing Non-Federal Rate-Based Contracts (VDOT Only)

Step	Action
	Users can also access the General Information page using the following navigation path: NavBar > Menu > Customer Contracts > Create and Amend > General Information

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

=

E0100

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

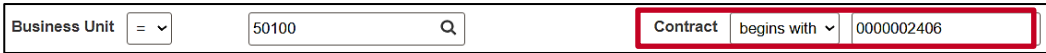
Search

Clear

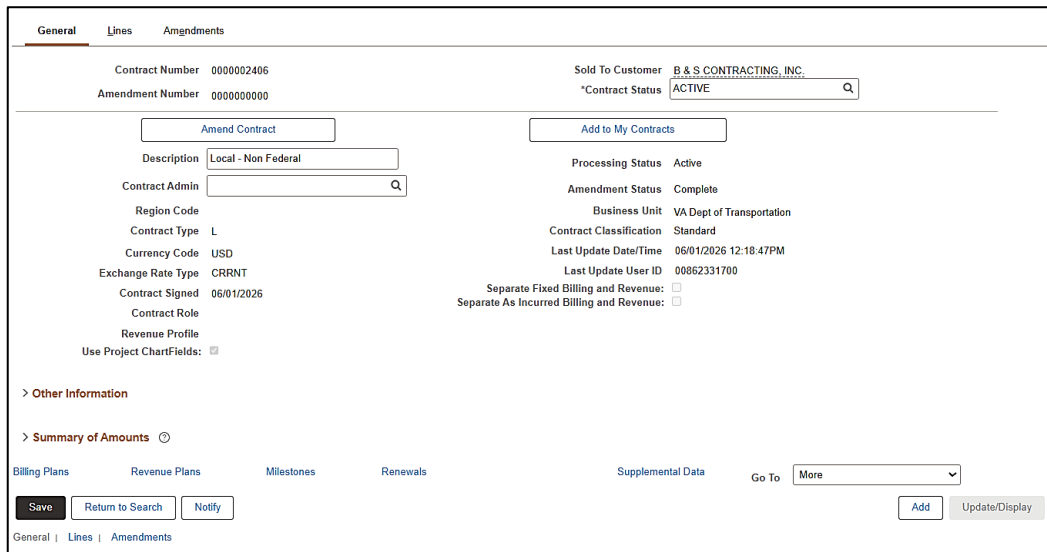


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Step	Action
3.	Enter the applicable Contract Number in the Contract field. 
4.	Click the Search button. 

The **Define Contract General Info** page displays.





Project Accounting Job Aid

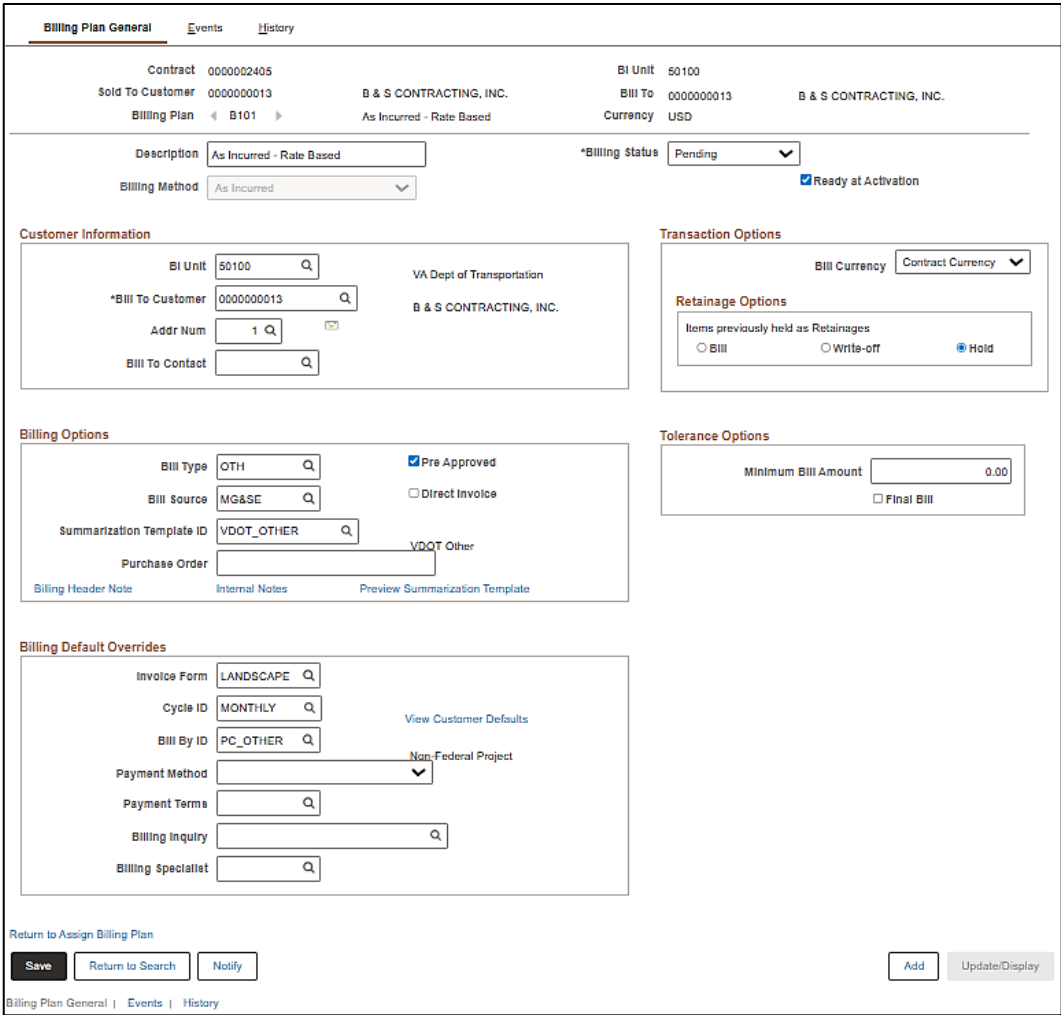
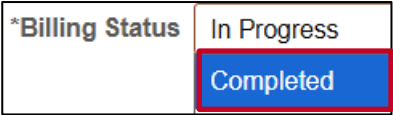
PA354 Creating and Managing Non-Federal Rate-Based Contracts (VDOT Only)

Step	Action																		
5.	Click the Billing Plans link below the Summary of Amounts section. > Summary of Amounts ⓘ Billing Plans Revenue Plans Milestones Renewals Supplemental Data Go To More The Assign Billing Plan page displays. Assign Billing Plan Contract 0000002406Local - Non Federal Sold To Customer B & S CONTRACTING, INC. Contract Lines to be Assigned / Unassigned <table><tr><th></th><th>Line</th><th>Product</th><th>Line Description</th><th>Billing Amount</th><th>Price Type</th><th>Plan</th><th>Plan Description</th></tr><tr><td>☐</td><td>1</td><td>MG&SE_CON22_100</td><td>Misc - CON - OTH - Richmond</td><td></td><td>Rate</td><td>B101</td><td>As Incurred - Rate Based</td></tr></table> ☒ Select All ☐ Clear All Bill Plan to Assign / Unassign Billing Plan NEXT Billing Plan Template Billing Method Bill Plan Detail Template ID Description Assign Assign selected Lines/Sequences to Billing Plan Unassign Unassign selected Lines/Sequences from Billing Plan Return to General Information Return to Search Notify <tr><td>6.</td><td> Click the Billing Plan ID link in the Plan field. Plan B101 </td></tr>		Line	Product	Line Description	Billing Amount	Price Type	Plan	Plan Description	☐	1	MG&SE_CON22_100	Misc - CON - OTH - Richmond		Rate	B101	As Incurred - Rate Based	6.	Click the Billing Plan ID link in the Plan field. Plan B101
	Line	Product	Line Description	Billing Amount	Price Type	Plan	Plan Description												
☐	1	MG&SE_CON22_100	Misc - CON - OTH - Richmond		Rate	B101	As Incurred - Rate Based												
6.	Click the Billing Plan ID link in the Plan field. Plan B101																		



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Step	Action
	The Billing Plan General page displays. 
7.	Click the Billing Status dropdown button and select “Completed”. 
8.	Click the Save button. 



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Step	Action
9.	Click the Return to Assign Billing Plan link. Return to Assign Billing Plan Save Return to Search Notify
The Assign Billing Plan page displays. Assign Billing Plan Contract 0000002406 Local - Non Federal Sold To Customer B & S CONTRACTING, INC. Contract Lines to be Assigned / Unassigned 1 Line Product Line Description Billing Amount Price Type Plan Plan Description Billing Method Status 1 MG&SE_CON22_100 Misc - CON - OTH - Richmond Rate B101 As Incurred - Rate Based As Incurred Ready ☒ Select All ☐ Clear All Bill Plan to Assign / Unassign Billing Plan NEXT Q Billing Method Description Assign Assign selected Lines/Sequences to Billing Plan Unassign Unassign selected Lines/Sequences from Billing Plan Return to General Information Return to Search Notify	
10.	Click the Return to General Information link. Return to General Information Return to Search Notify



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Step	Action
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The **General Information** page displays.

General Lines Amendments

Contract Number 0000002408 Sold To Customer B & S CONTRACTING, INC.
Amendment Number 0000000000 *Contract Status ACTIVE

Amend Contract Add to My Contracts

Description Local - Non Federal Processing Status Active
Contract Admin Complete
Region Code Business Unit VA Dept of Transportation
Contract Type L Contract Classification Standard
Currency Code USD Last Update Date/Time 06/01/2026 12:18:47PM
Exchange Rate Type CRRNT Last Update User ID 00862331700
Contract Signed 06/01/2026 Separate Fixed Billing and Revenue: ☐
Contract Role Separate As Incurred Billing and Revenue: ☐
Revenue Profile
Use Project ChartFields: ☒

> Other Information

> Summary of Amounts ⓘ

Billing Plans Revenue Plans Milestones Renewals Supplemental Data Go To More

Save Return to Search Notify Add Update/Display

11. Click the **Revenue Plans** link.

> Summary of Amounts ⓘ

Billing Plans Revenue Plans Milestones Renewals Supplemental Data Go To More

The **Assign Revenue Plan** page displays.

Assign Revenue Plan

Contract 0000002408 Local - Non Federal
Sold To Customer B & S CONTRACTING, INC.

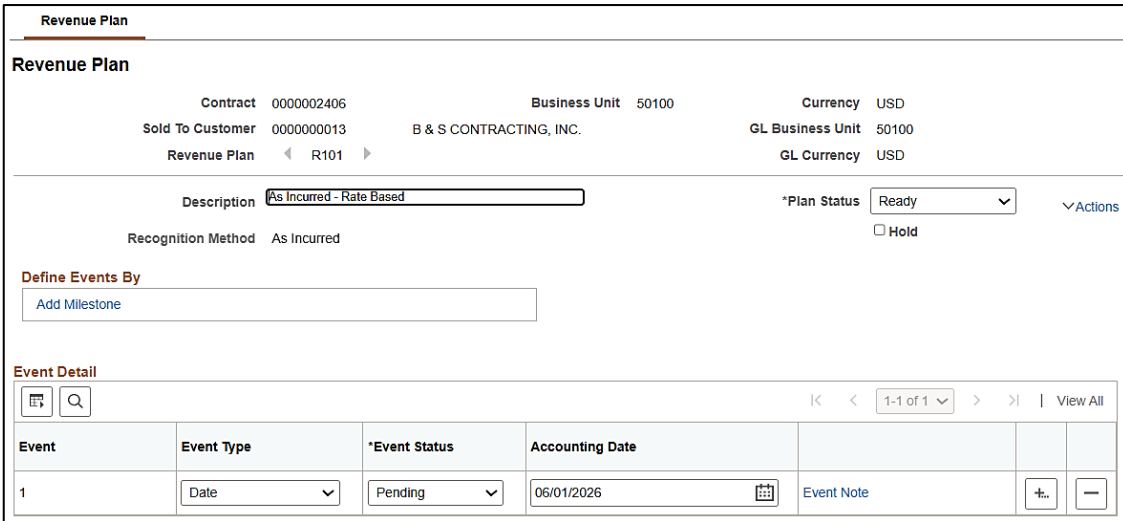
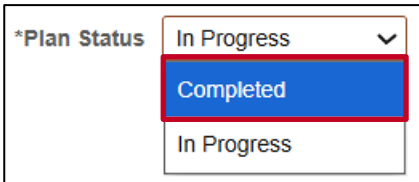
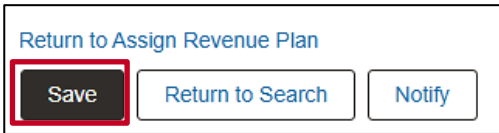
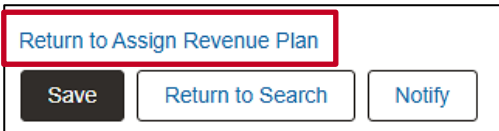
Contract Lines to be Assigned / Unassigned

Line	Product	Description	Revenue Amount	Price Type	Plan	Plan Description	Revenue Method	Status
1	MG&SE_CON22_100	Misc - CON - OTH - Richmond		Rate	R101	As Incurred - Rate Based	As Incurred	Ready



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Step	Action
12.	Click the Revenue Plan ID link in the Plan field. 
The Revenue Plan page appears. 	
13.	Click the Plan Status dropdown button and select “Completed”. 
14.	Click the Save button. 
15.	Click the Return to Assign Revenue Plan link. 



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Step	Action																		
	The Assign Billing Plan page displays. Assign Revenue Plan Contract 0000002406 Local - Non Federal Sold To Customer B & S CONTRACTING, INC. Contract Lines to be Assigned / Unassigned <table border="1"><thead><tr><th>Line</th><th>Product</th><th>Description</th><th>Revenue Amount</th><th>Price Type</th><th>Plan</th><th>Plan Description</th><th>Revenue Method</th><th>Status</th></tr></thead><tbody><tr><td>1</td><td>MG&SE_CON22_100</td><td>Misc - CON - OTH - Richmond</td><td></td><td>Rate</td><td>R101</td><td>As Incurred - Rate Based</td><td>As Incurred</td><td>Ready</td></tr></tbody></table> ☒ Select All ☐ Clear All Revenue Plan Assign/Unassign Revenue Plan NEXT Revenue Plan Template Revenue Method Description Assign Assign selected contract lines to Revenue Plan Unassign Unassign selected contract lines from Revenue Plan Return to General Information Return to Search Notify	Line	Product	Description	Revenue Amount	Price Type	Plan	Plan Description	Revenue Method	Status	1	MG&SE_CON22_100	Misc - CON - OTH - Richmond		Rate	R101	As Incurred - Rate Based	As Incurred	Ready
Line	Product	Description	Revenue Amount	Price Type	Plan	Plan Description	Revenue Method	Status											
1	MG&SE_CON22_100	Misc - CON - OTH - Richmond		Rate	R101	As Incurred - Rate Based	As Incurred	Ready											
16.	Click the Return to General Information link. Return to General Information Return to Search Notify																		
	The General Information page displays. General Lines Amendments Contract Number 0000002406 Sold To Customer B & S CONTRACTING, INC. Amendment Number 0000000000 *Contract Status ACTIVE Amend Contract Add to My Contracts Description Local - Non Federal Contract Admin Region Code Contract Type L Currency Code USD Exchange Rate Type CRRNT Contract Signed 06/01/2026 Contract Role Revenue Profile Use Project ChartFields: ☒ Processing Status Active Amendment Status Complete Business Unit VA Dept of Transportation Contract Classification Standard Last Update Date/Time 06/01/2026 12:18:47PM Last Update User ID 00862331700 Separate Fixed Billing and Revenue: ☐ Separate As Incurred Billing and Revenue: ☐ > Other Information > Summary of Amounts ⓘ Billing Plans Revenue Plans Milestones Renewals Supplemental Data Go To More Save Return to Search Notify Add Update/Display																		

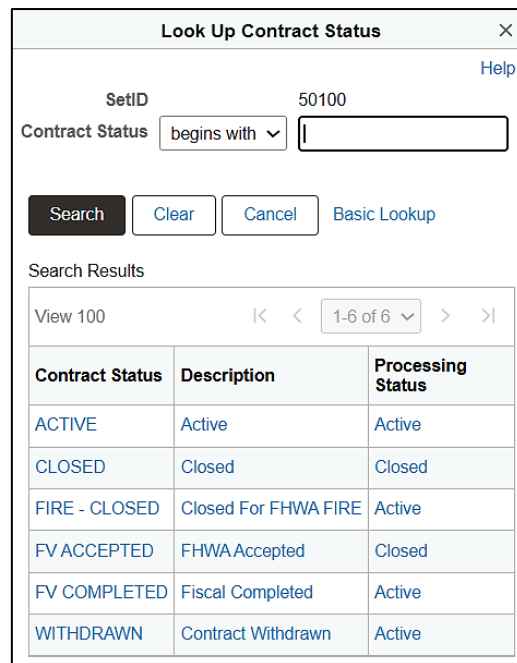


Project Accounting Job Aid

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Step	Action
17.	Click the Contract Status field. 

The **Look Up Contract Status** window displays.



Look Up Contract Status [X] [Help](#)

SetID 50100

Contract Status begins with []

Search **Clear** **Cancel** Basic Lookup

Search Results

View 100 |< < 1-6 of 6 > >|

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



Project Accounting Job Aid

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Step	Action																					
18.	Click “Closed”. Look Up Contract Status × Help SetID 50100 Contract Status begins with Search Clear Cancel Basic Lookup Search Results View 100 ⏪ < 1-6 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																				



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

The **General Information** page displays with **Contract Status** as “Closed”.

General

Lines

Amndments

Contract Number 0000002406

Sold To Customer B & S CONTRACTING, INC.

Amendment Number 0000000000

*Contract Status CLOSED

Add to My Contracts

Description Local - Non Federal

Contract Admin

Region Code

Contract Type L

Currency Code USD

Exchange Rate Type CFRNT

Contract Signed 06/01/2026

Contract Role

Revenue Profile

Use Project ChartFields: ☒

Processing Status Closed

Amendment Status Complete

Business Unit VA Dept of Transportation

Contract Classification Standard

Last Update Date/Time 06/02/2026 8:38:57AM

Last Update User ID 00862331700

Separate Fixed Billing and Revenue: ☐

Separate As Incurred Billing and Revenue: ☐

> Other Information

> Summary of Amounts ⓘ

Billing Plans

Revenue Plans

Milestones

Renewals

Supplemental Data

Go To More

Save

Return to Search

Notify

Add

Update/Display

General

Lines

Amendments