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

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.

Table of Contents

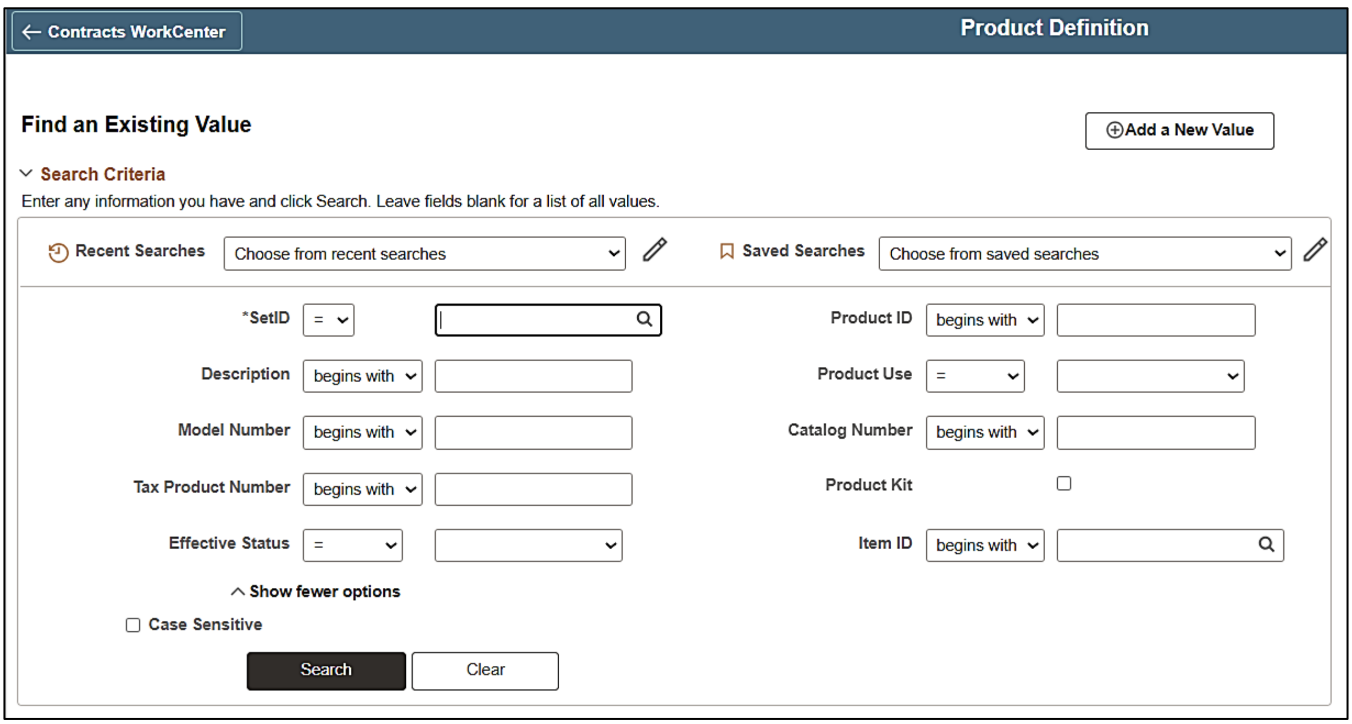
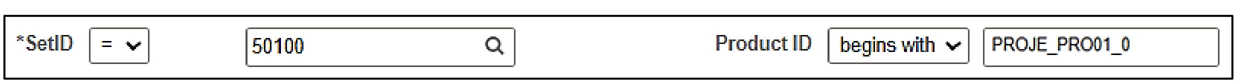
Revision History

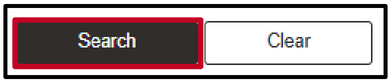
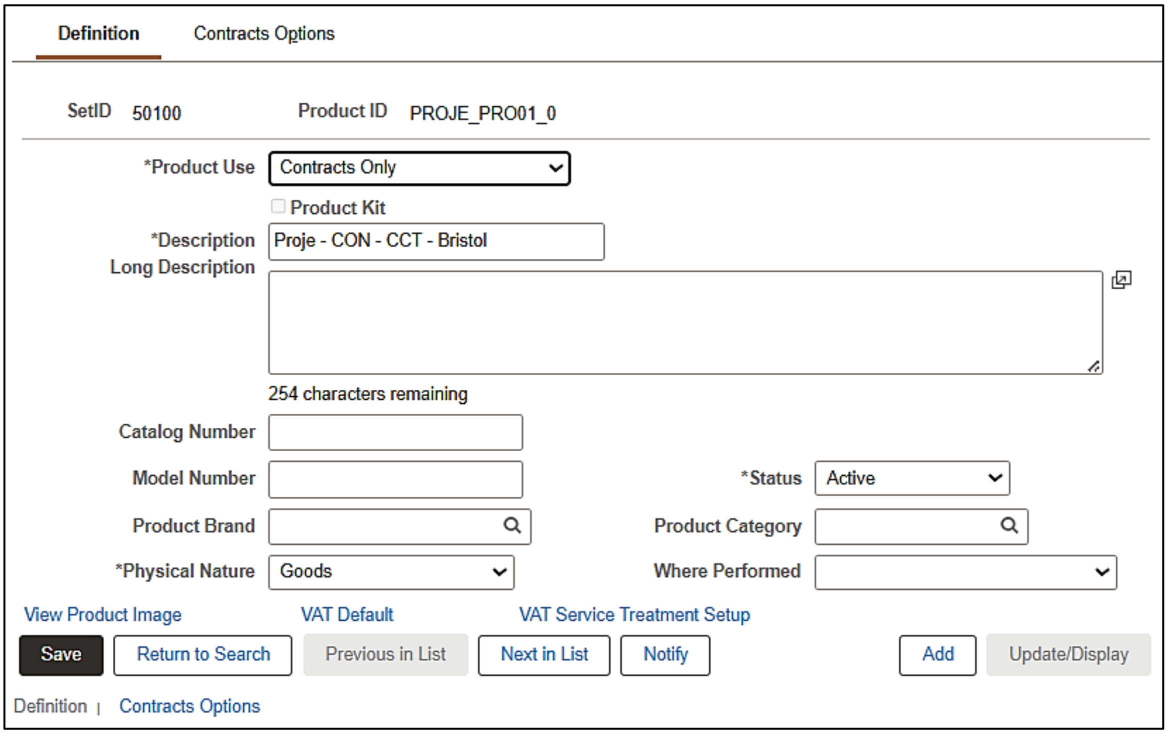
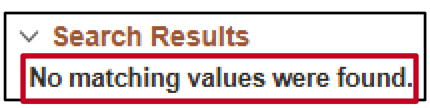
Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
7/3/2025	Baseline.

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. 
	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. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3.</td><td>Click the Search button.
</td></tr>
<tr><td>4.</td><td>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.
</td></tr>
<tr><td>5.</td><td>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.
</td></tr>
</table>

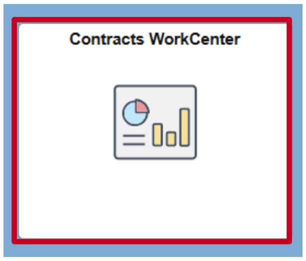
Creating a Non-Federal Rate-Based Contract

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”.

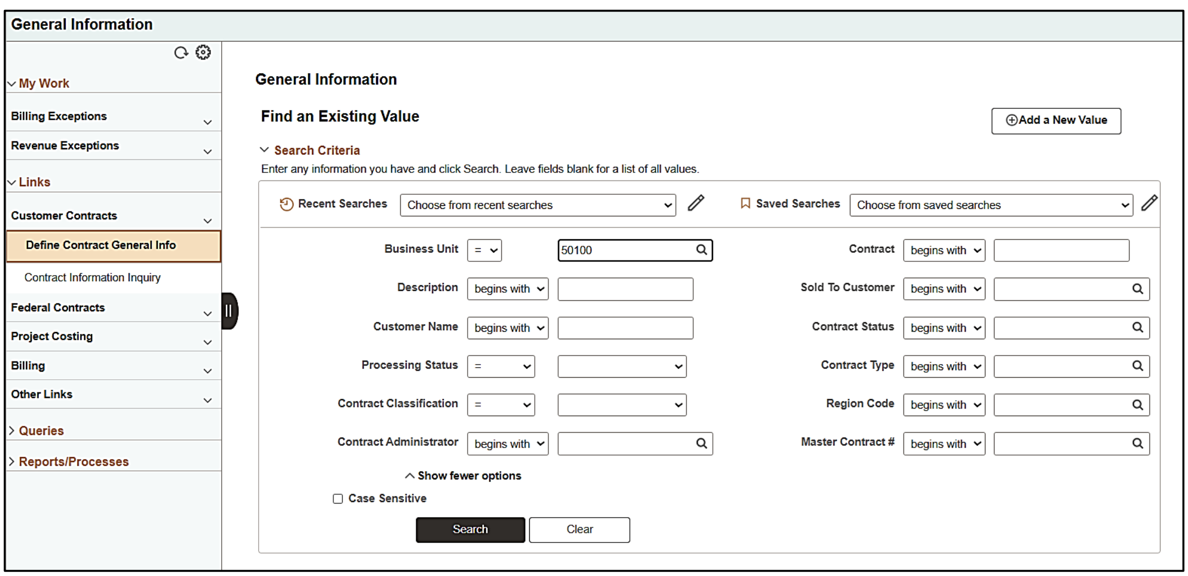
Entering Contract General Information

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Navigate to the General Information page by clicking the Contracts WorkCenter tile located on the Cardinal homepage.



</td></tr>
<tr><td></td><td>For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters loc ated on the Cardinal website in Job Aids under Learning.</td></tr>
<tr><td>2.</td><td>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.

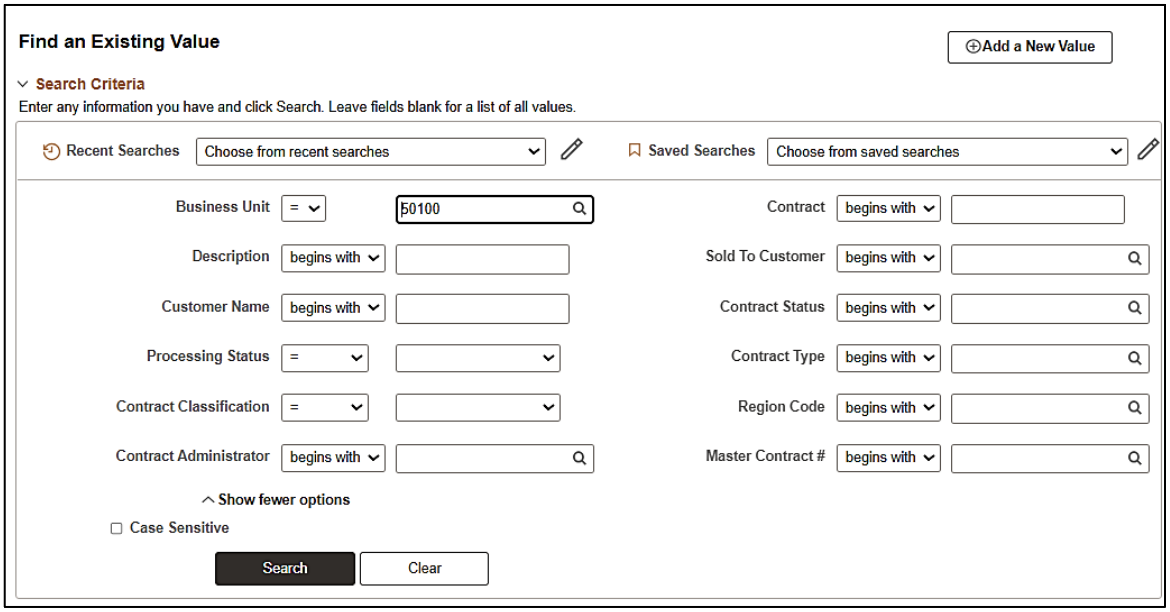


</td></tr>
<tr><td></td><td>Users can also access the General Information page using the following navigation path:

NavBar > Menu > Customer Contracts > Create and Amend > General Information</td></tr>
</table>

Step	Action

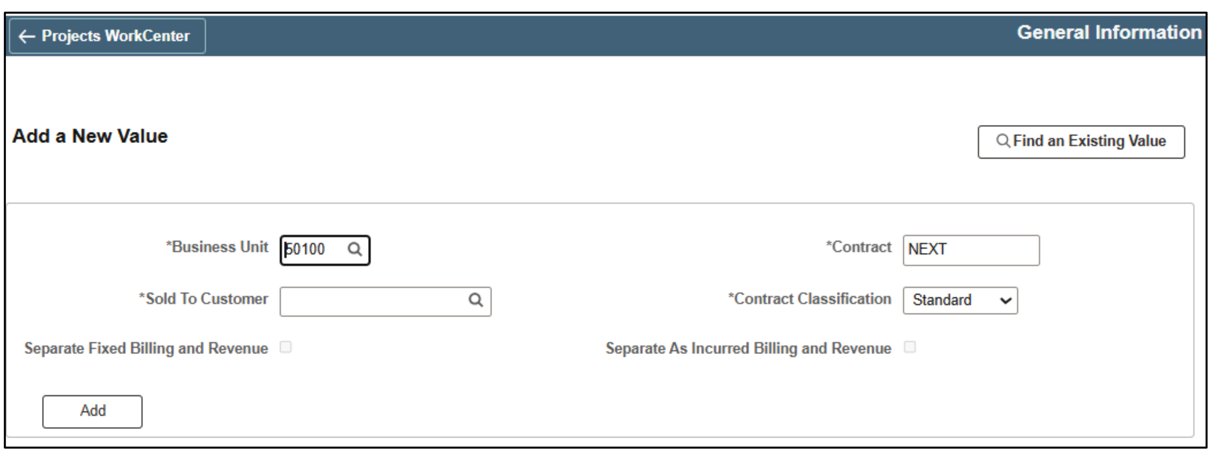
The **General Information Find an Existing Value Search** page displays.

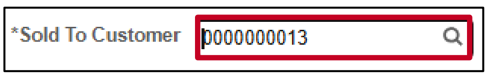


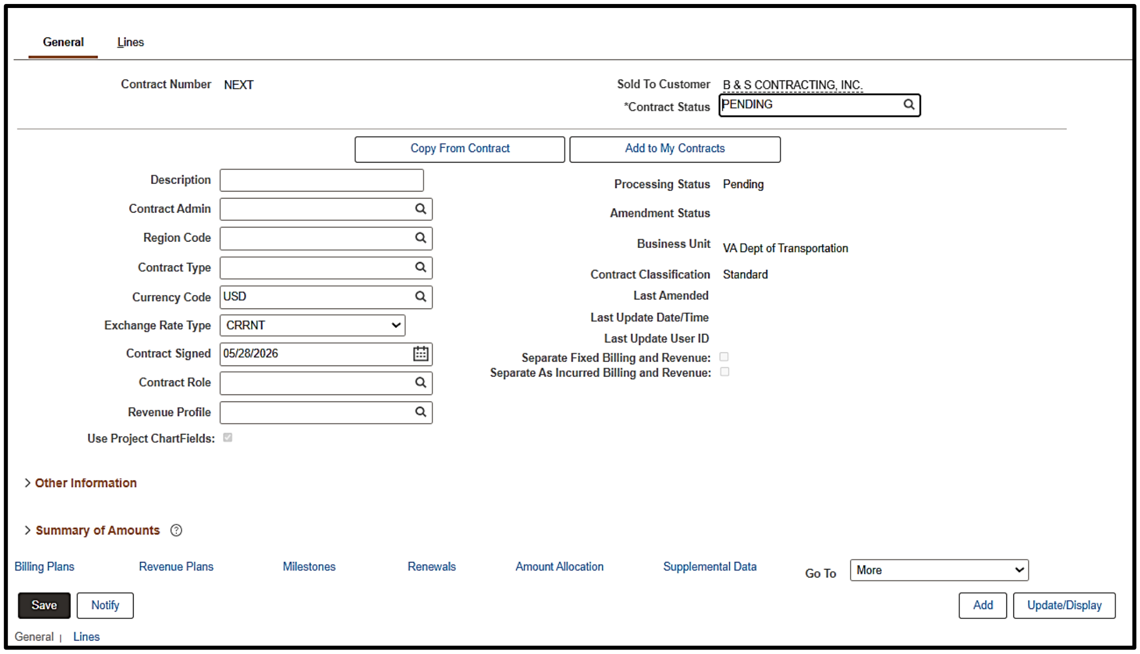
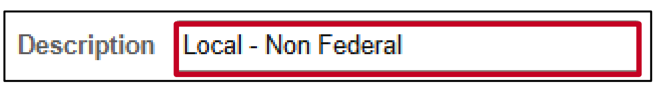
For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled **Overview of the Cardinal FIN Search** pages. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

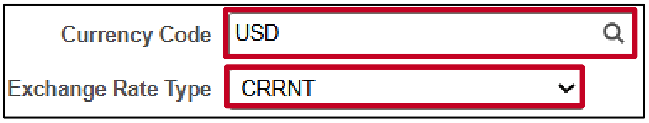
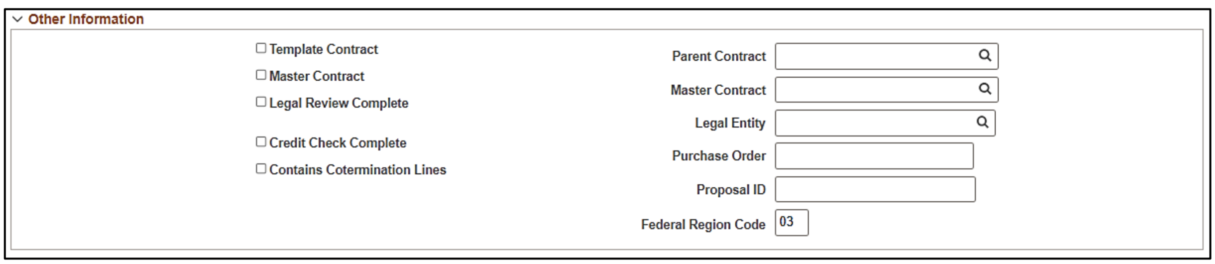
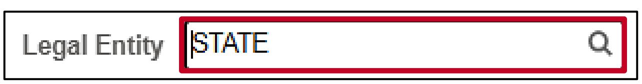
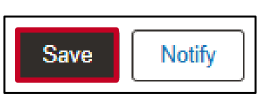
3. Click the **Add a New Value** button.

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



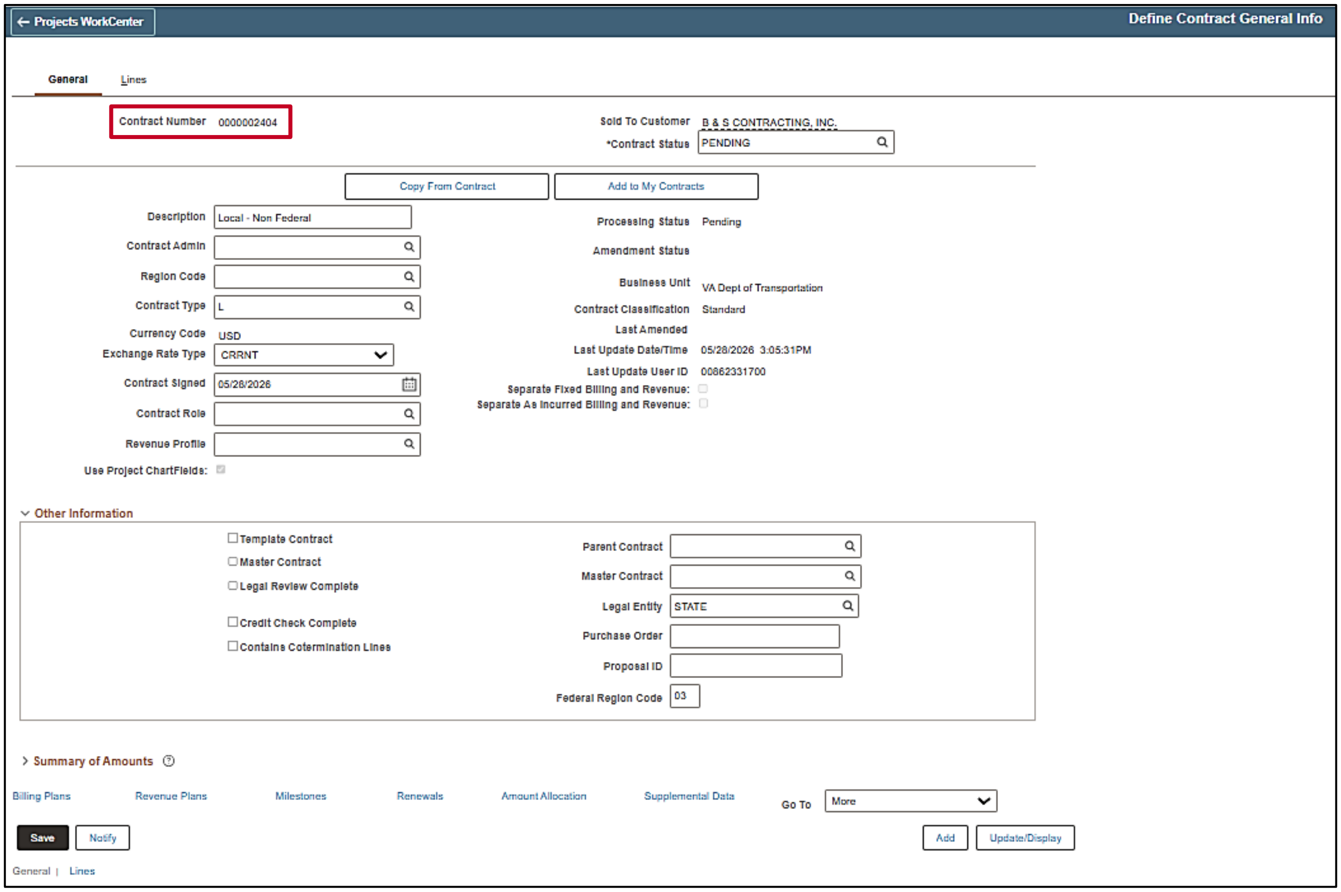
Step	Action
	The **Business Unit** field defaults for the Agency, the **Contract** field defaults to "Next", and the **Contract Classification** field defaults to "Standard". Do not change these fields. The two checkbox options (**Separate Fixed Billing and Revenue** and **Separate As Incurred Billing and Revenue)** are not used in Cardinal. 
4.	Click the **Sold to Customer Look up** icon and select the applicable Customer ID Number. 
	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. 

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. 
	The **Use Project ChartFields** checkbox option defaults as selected and cannot be changed. 
8.	Click the **Other Information Expand** icon to expand the section. 
The **Other Information** section displays.  	
9.	Click the **Legal Entity Look up** icon and select “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.  The **Federal Region Code** field defaults to “03” (FHWA). Do not change this field for a Non-Federal Contract. 
10.	Click the **Save** button. 

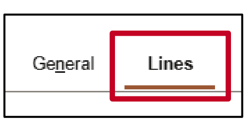
Step	Action

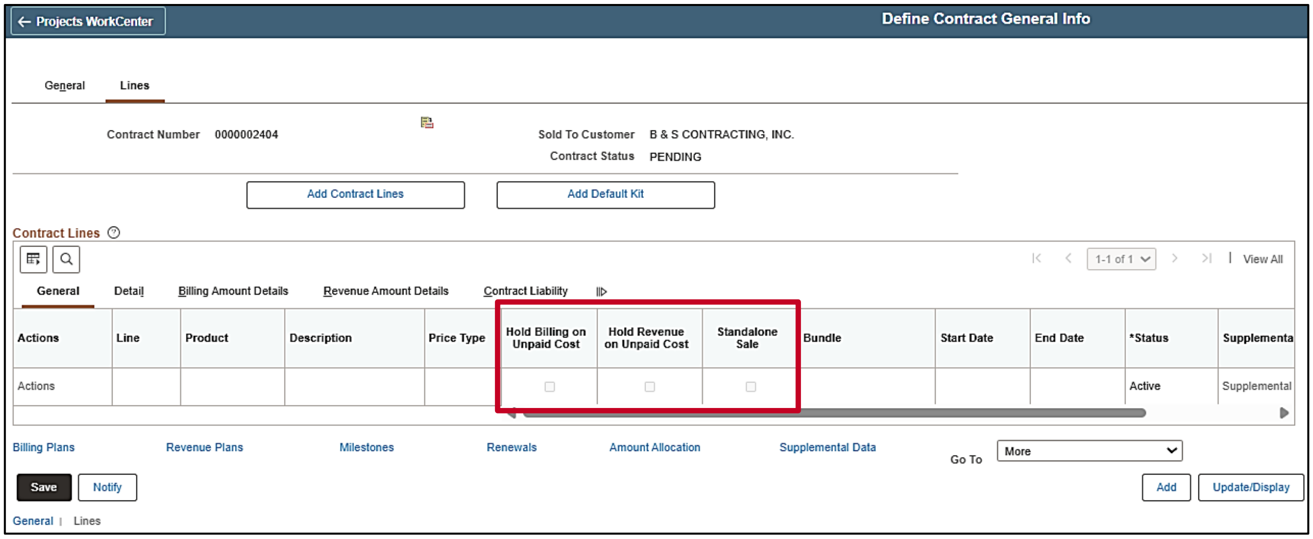
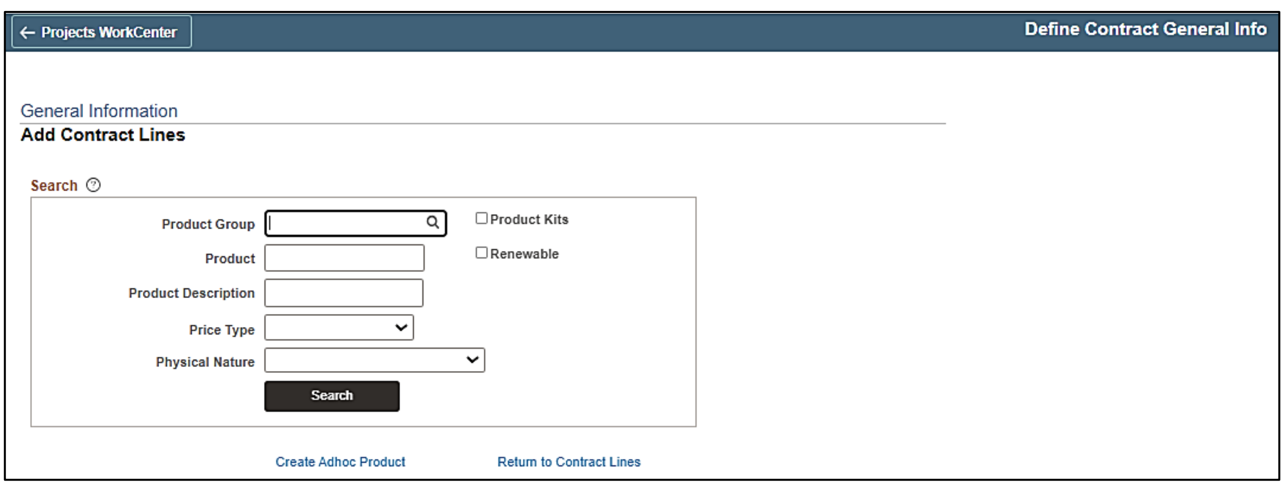
The **General** tab redisplays with the Contract Number systematically assigned.

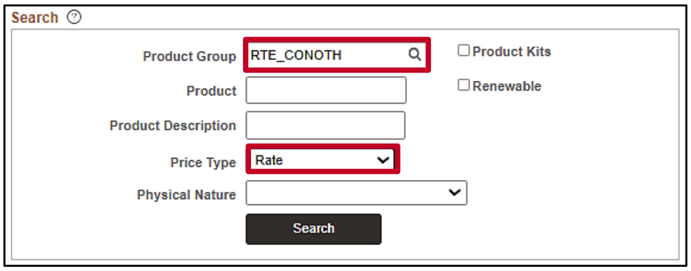
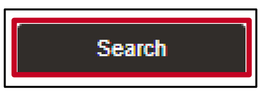


Entering Contract Line Information: A Contract Line details the billing parameters that are used to calculate the amount to bill a customer and has its own accounting distributions, billing limit, Billing Plan, and Revenue Plan. Each Contract Line within a Contract can have a status of “Active”, “Cancelled”, or “Pending”. The process of adding Contract Lines begins on the **General Information** page.

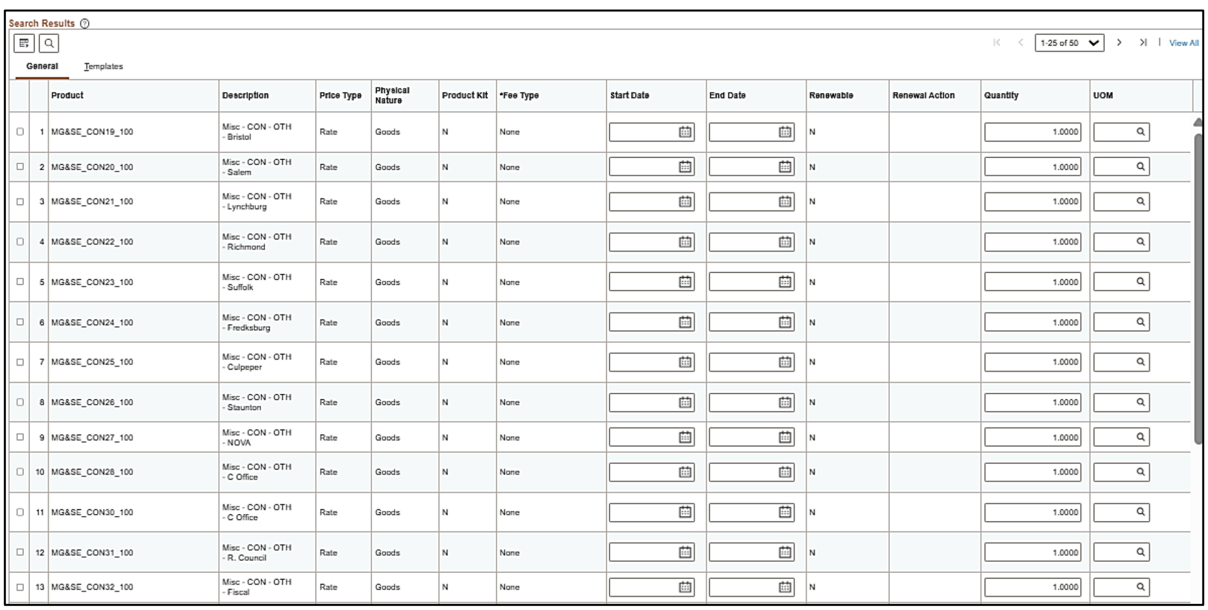
11. Click the **Lines** tab.



Step	Action
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. 	

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. 
14.	Click the **Search** button. 

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

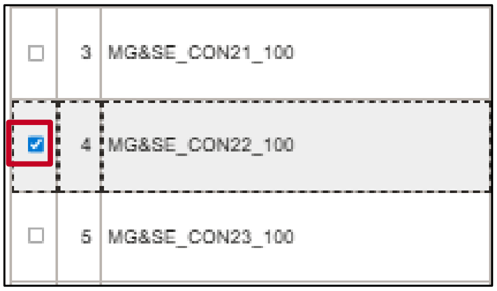


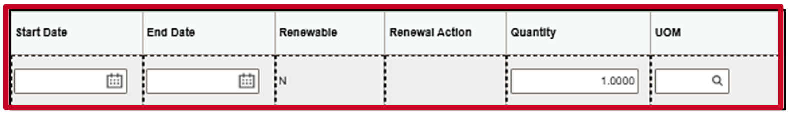
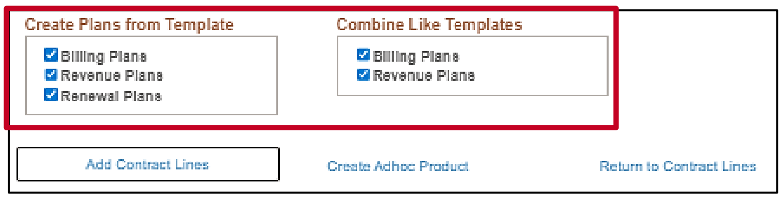
Search Results

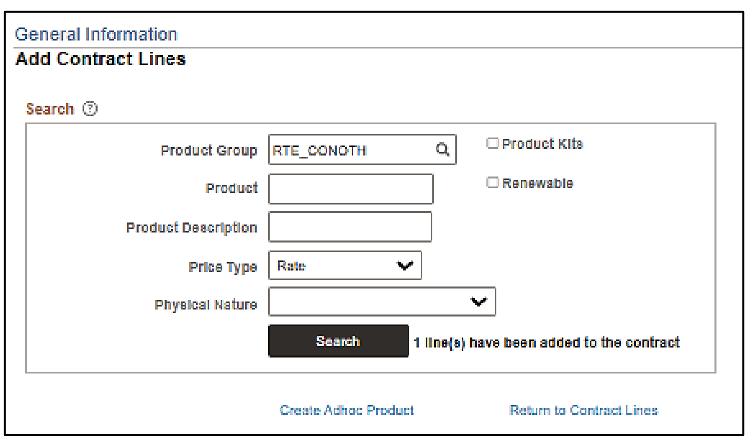
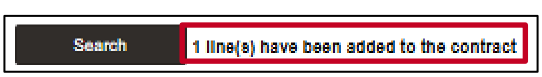
General | Templates

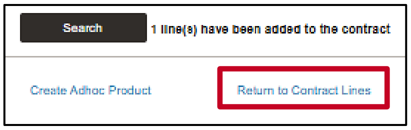
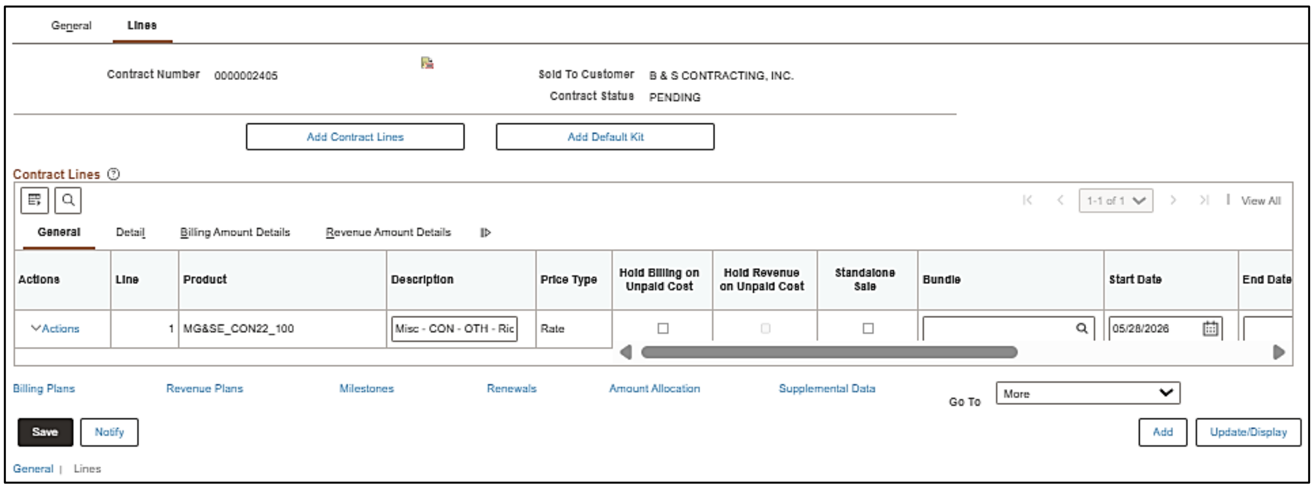
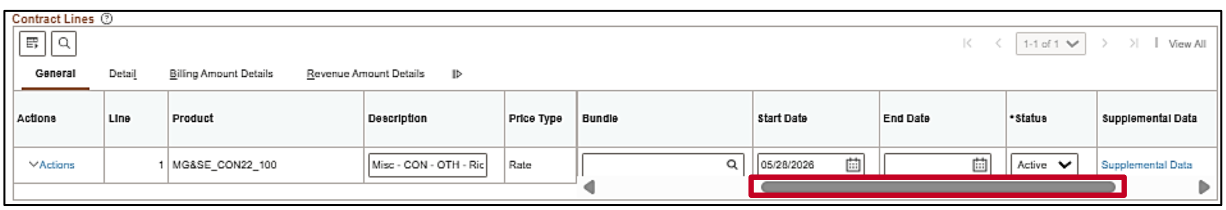
1-25 of 50 | View All

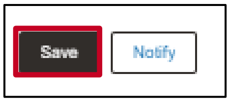
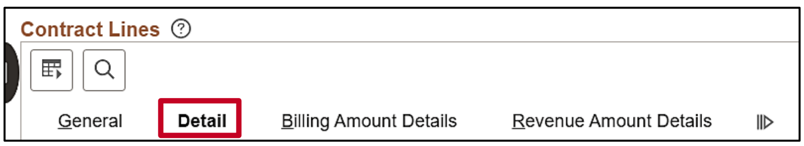
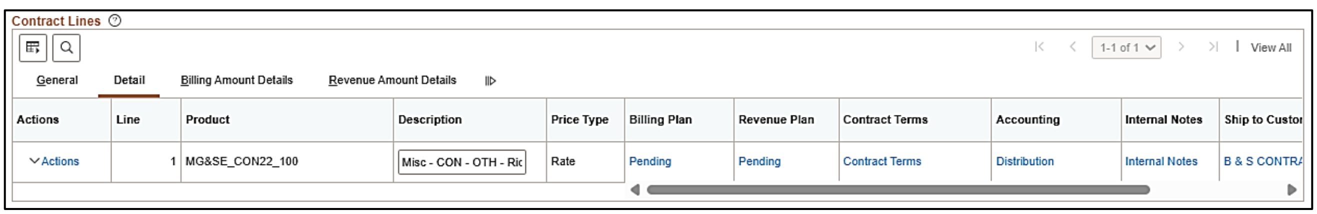
		Product	Description	Price Type	Physical Nature	Product Kit	*Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
	1	MG&SE_CON19_100	Misc - CON - OTH - Bristol	Rate	Goods	N	None			N		1.0000	
	2	MG&SE_CON20_100	Misc - CON - OTH - Salem	Rate	Goods	N	None			N		1.0000	
	3	MG&SE_CON21_100	Misc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

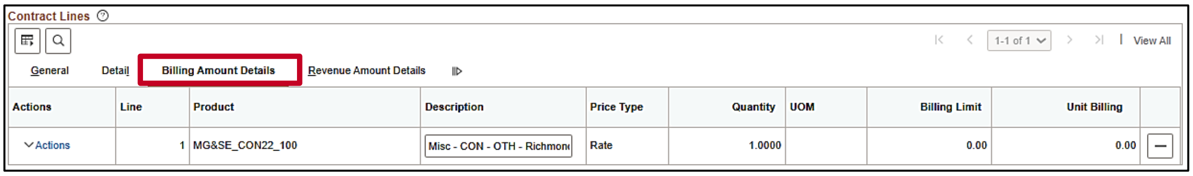
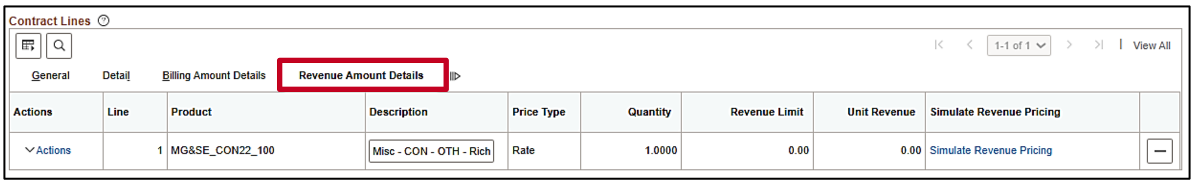
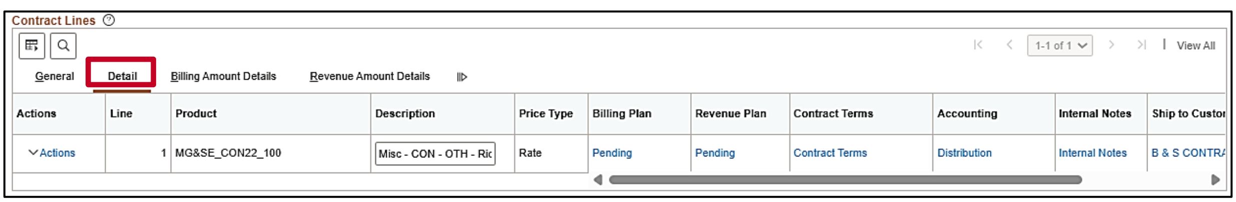
Step	Action
15.	Click the **Select** checkbox option for the applicable Product to create the Contract Line based on the terms of the Contract being created. 
	Typically, only one Product is added at a time. The Product name will contain the Source Type, Category, and Participation Rate. For example, 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. 

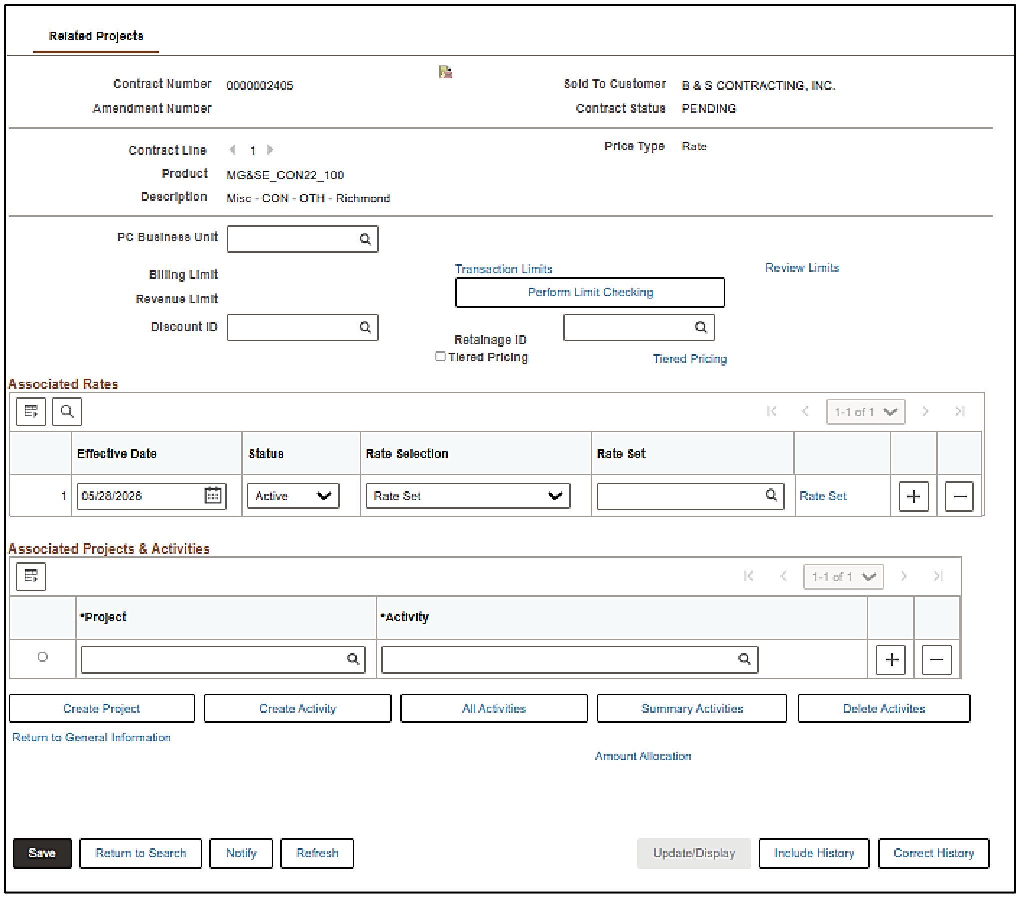
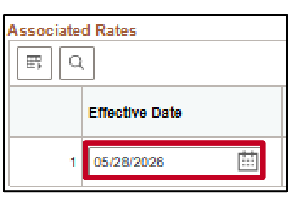
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>The End Date field is left blank.
The Renewable and Renewal Action fields are not used in Cardinal.
The Quantity field auto-populates. Do not change.
The UOM field displays the Unit of Measure associated with the Product, if any.

</td></tr>
<tr><td></td><td>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.

</td></tr>
<tr><td>17.</td><td>Click the Add Contract Lines button.

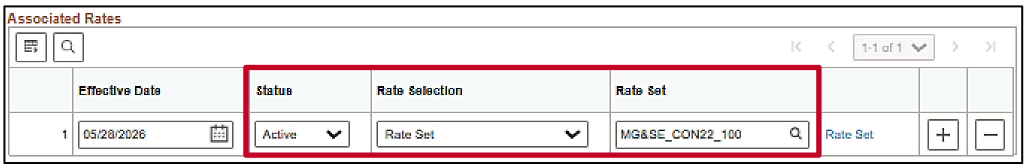
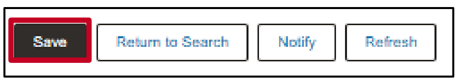
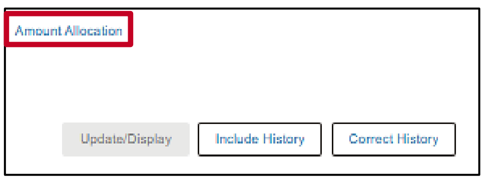
</td></tr>
<tr><td colspan="2">The General Information Add Contract Lines page redisplays.

</td></tr>
<tr><td></td><td>A message displays indicating “1 line(s) have been added to the contract”.

</td></tr>
</table>

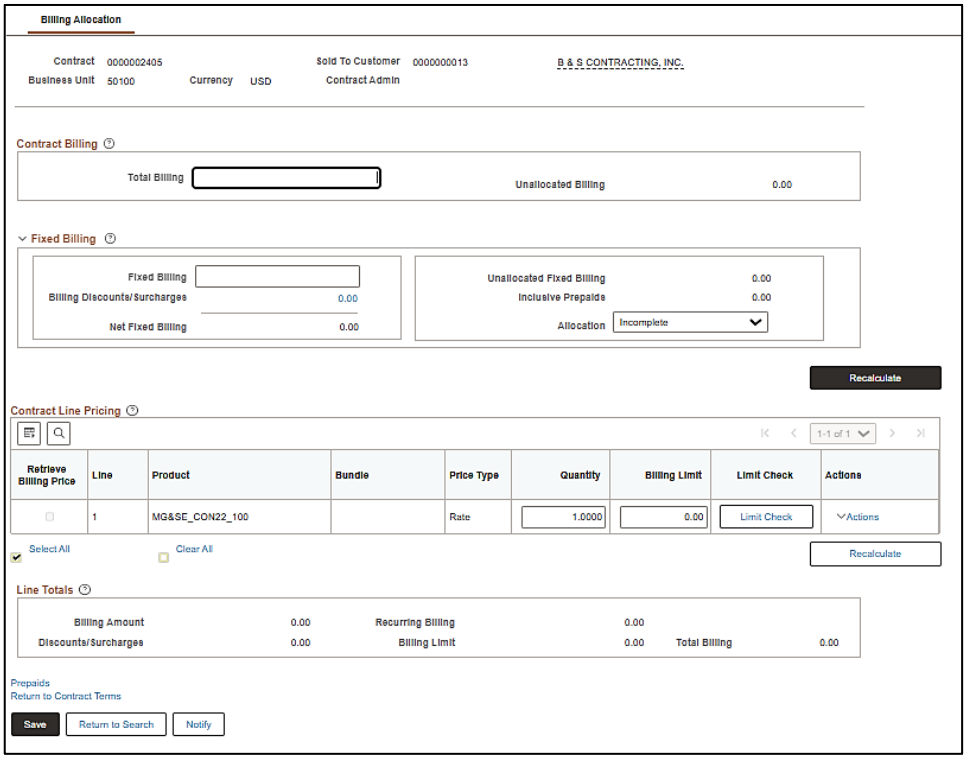
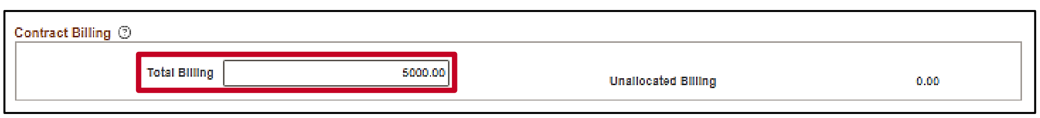
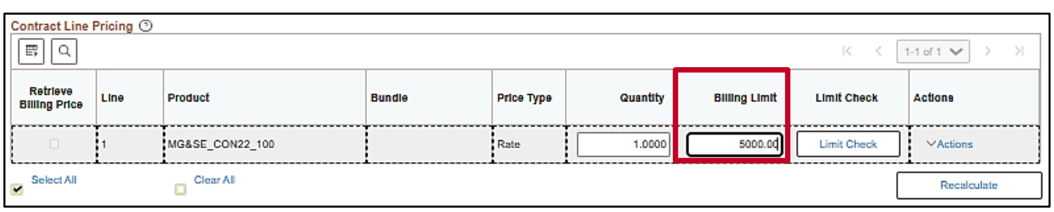
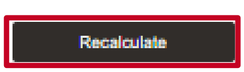
Step	Action
18.	Click the **Return to Contract Lines** link. 
The **Lines** tab redisplays. 	
19.	Use the horizontal scrollbar as needed to review all the information in the **Contract Lines** section. Verify accuracy. 
ℹ	The **Product** field displays the Product that was selected. The **Description** 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.

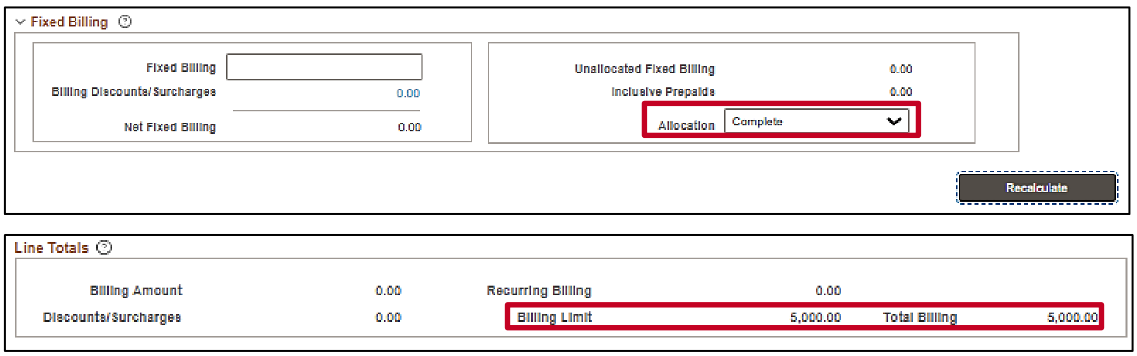
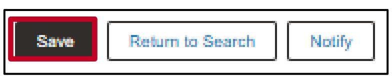
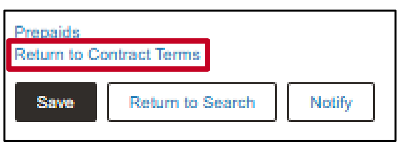
Step	Action
20.	Click the **Save** button. 
	Saving the Contract creates both a Billing Plan and Revenue Plan that is associated with the Product used to create the Contract Line. Additional Contract Lines can be added using the **Add Contract Lines** icon. A Contract Line can be deleted by clicking 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

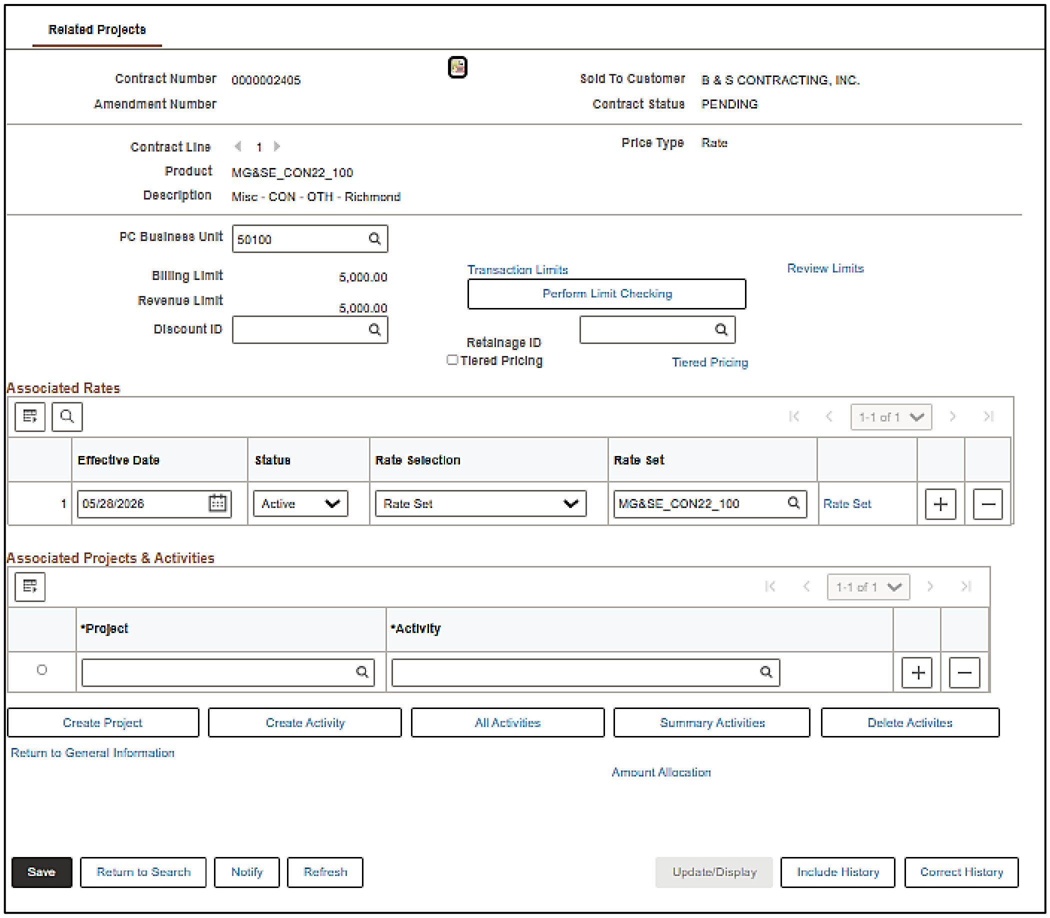
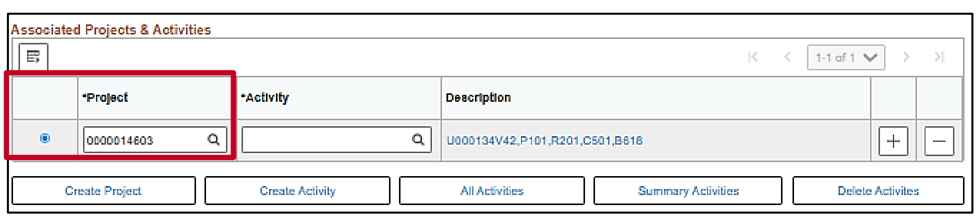
Step	Action
	The **Billing Amount Details** and **Revenue Amount Details** tabs within the **Contract Lines** section provide further information about the Contract Lines including the Price Type, UOM, and Billing/Revenue Limit Amount, if applicable.  
	Entering Contract Terms and Related Projects: The 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. 
22.	Click the **Contract Terms** link in the **Contract Terms** field. 

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

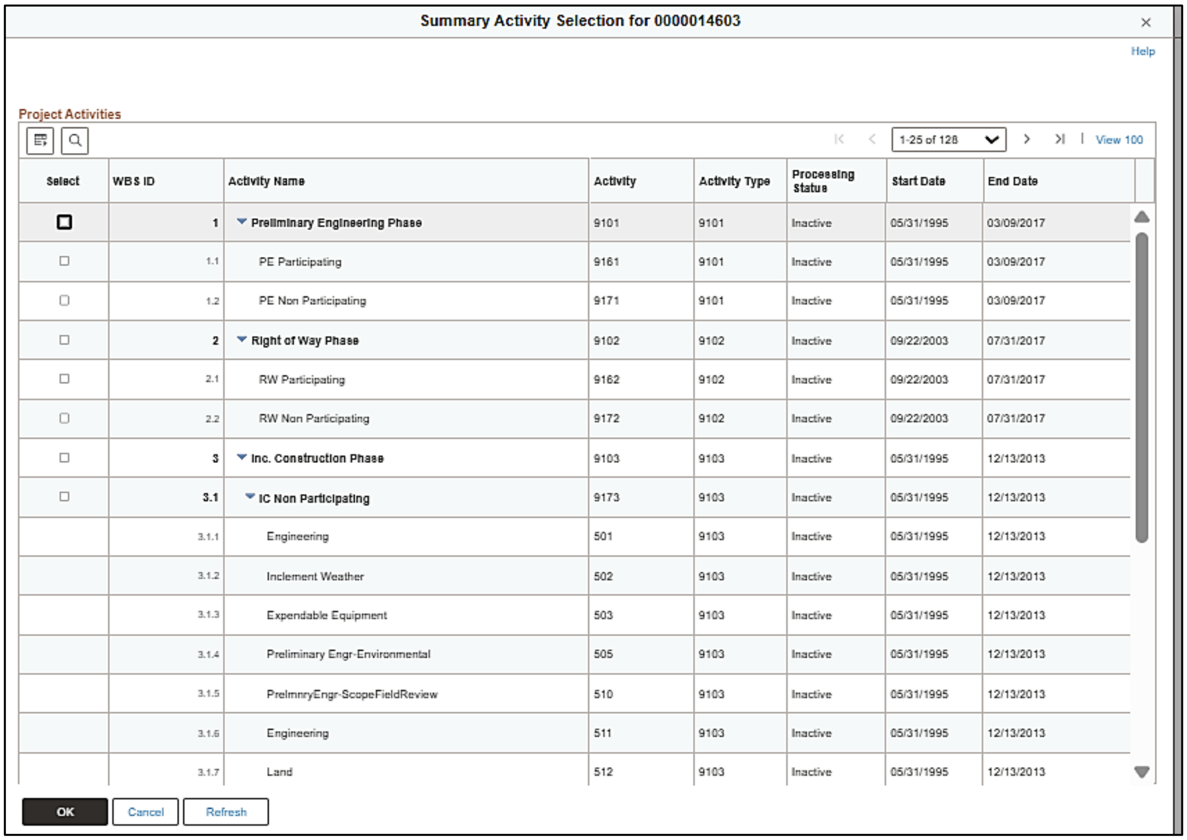
Step	Action
	The **Billing Allocation** tab displays for the selected Contract Line. 
27.	Enter the billing limit amount in the **Total Billing** field in the **Contract Billing** section. 
28.	Enter the billing limit amount in the **Billing Limit** field in the **Contract Line Pricing** section. 
29.	Click the **Recalculate** button. 

Step	Action
ℹ	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. 
30.	Click the **Save** button. 
31.	Click the **Return to Contract Terms** link. 

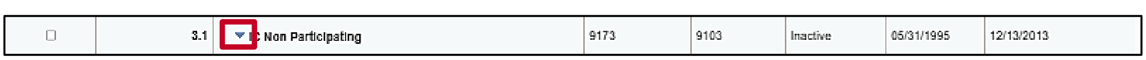
Step	Action
	The **Related Projects** tab redisplays for the selected Contract Line. 
32.	Click the **Select** radio button option and then enter or select the applicable Project ID in the **Project** field within the **Associated Projects & Activities** section. 
	Users, in conjunction with the Contract 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.

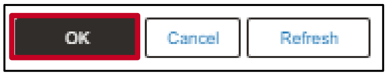
Step	Action
33.	Click the **Summary Activities** button. 

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

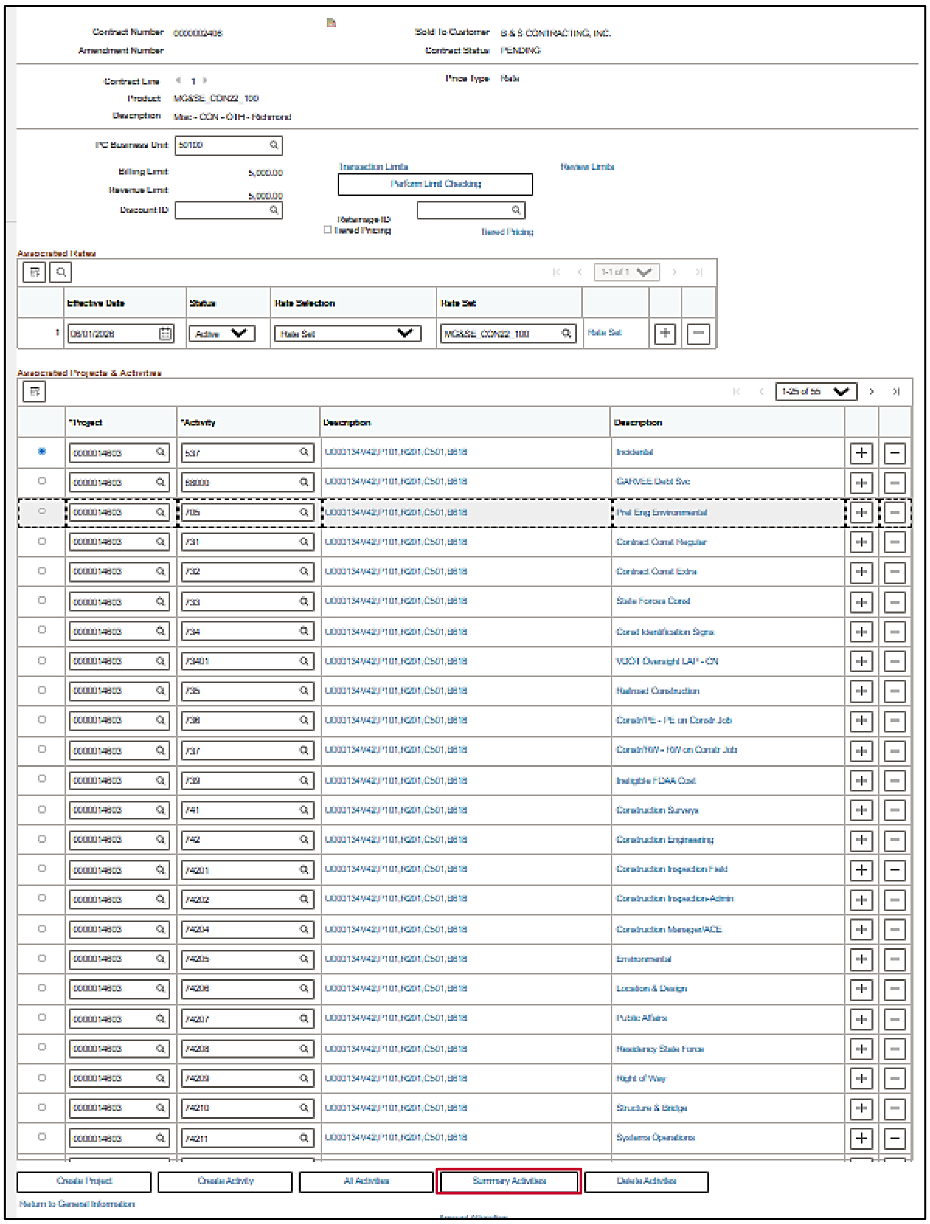


Select	WBS ID	Activity Name	Activity	Activity Type	Processing Status	Start Date	End Date
☐	1	Preliminary Engineering Phase	9101	9101	Inactive	05/31/1995	03/09/2017
☐	1.1	PE Participating	9161	9101	Inactive	05/31/1995	03/09/2017
☐	1.2	PE Non Participating	9171	9101	Inactive	05/31/1995	03/09/2017
☐	2	Right 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	PrelmnryEngr-ScopeFieldReview	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

ℹ	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. 
35.	Click the **Select** checkbox option for the applicable Activities to link to the Project for this Contract Line. 

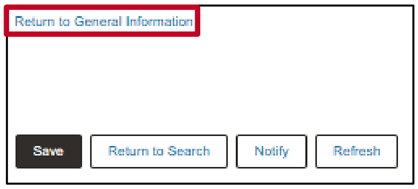
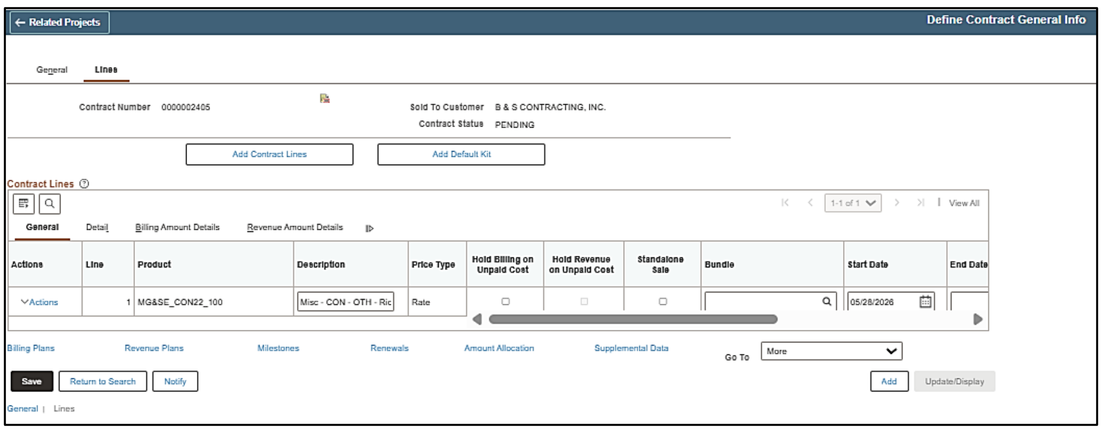
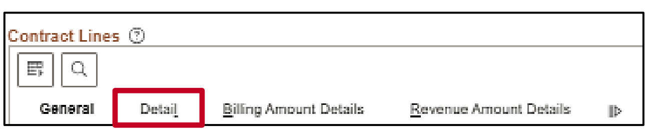
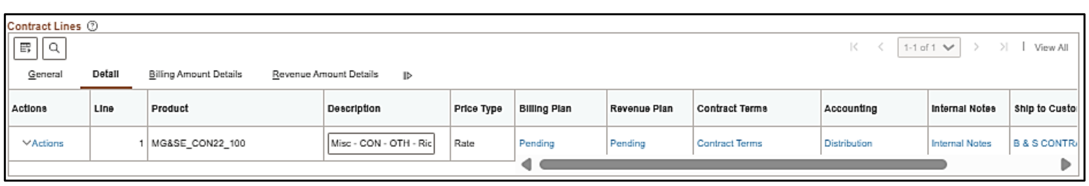
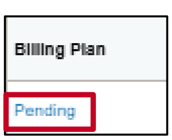
Step	Action
36.	Click the **OK** button. 

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



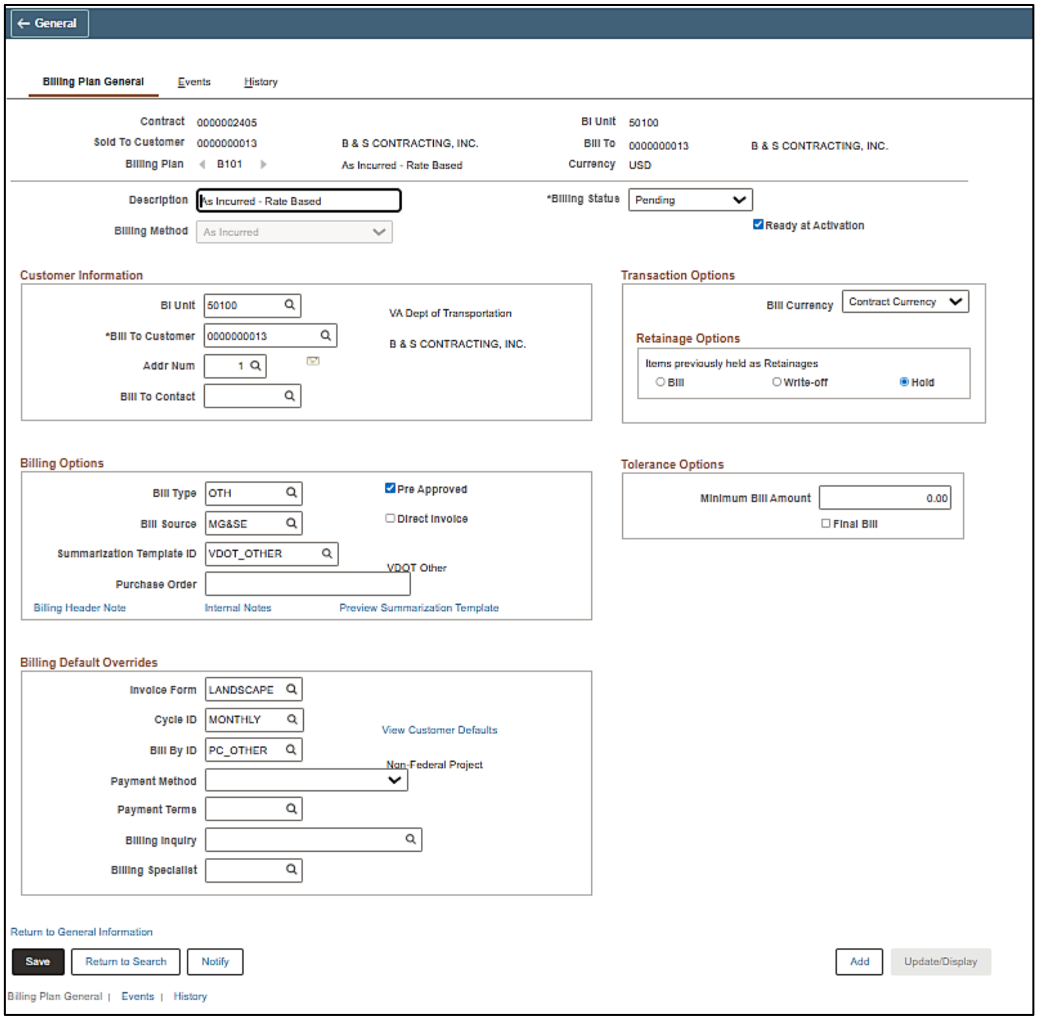
ℹ	Repeat these steps to link additional Project and Activity combinations as needed. The selected Activities display on the **Related Projects** page for the Contract Line.

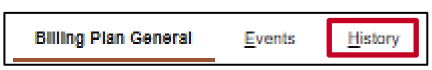
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>37.</td><td>Click the Save button.

</td></tr>
<tr><td>38.</td><td>Click the Return to General Information link.

</td></tr>
<tr><td colspan="2">The General Information - Line tab redisplays.

</td></tr>
<tr><td>39.</td><td>Click the Detail tab within the Contract Lines section.

</td></tr>
<tr><td colspan="2">The Contract Lines tab displays.

</td></tr>
<tr><td>40.</td><td>Click the Pending link in the Billing Plan field.

</td></tr>
</table>

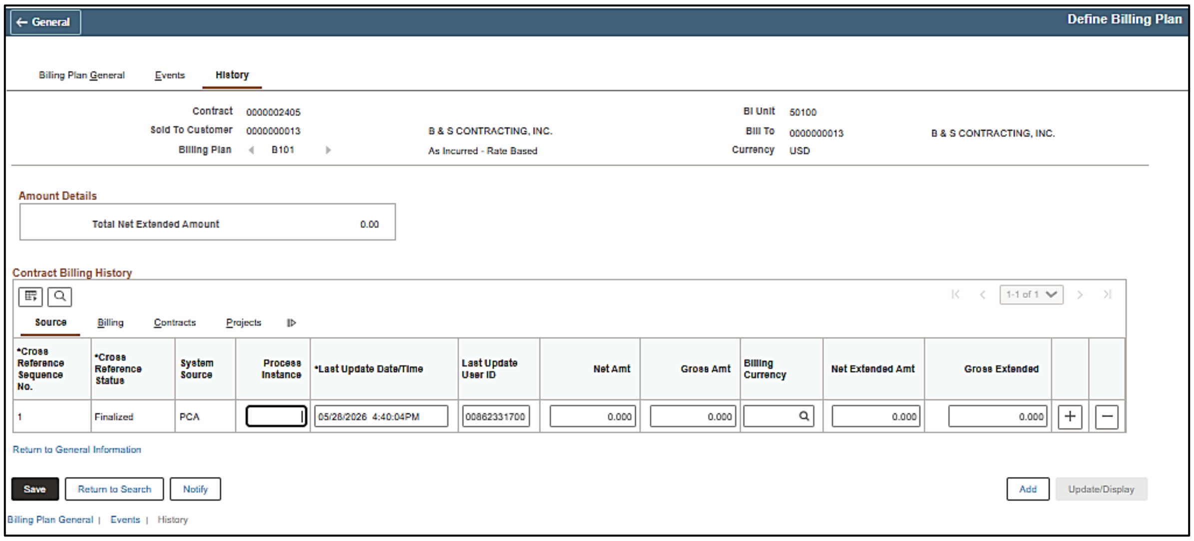
Step	Action

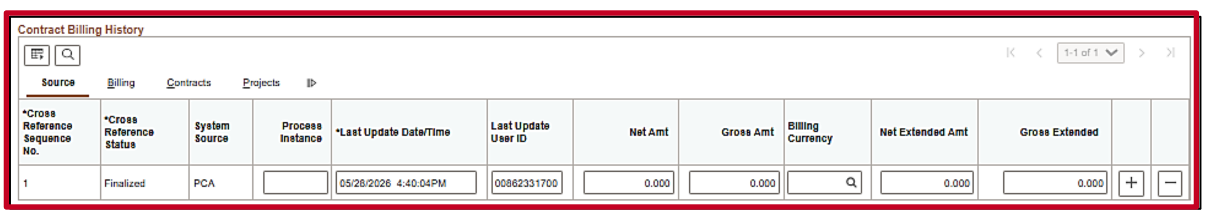
The **Billing Plan General** tab displays.

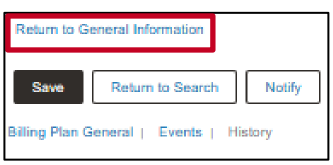


Step	Action
	The Billing Plan associated with a Contract Line is pre-populated based on the Product selected to create the Contract Line. Do not change these default values. The tabs shown on the **Define Billing Plan** page vary depending on the price type (rate-based, amount-based, percent based, or 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. 

Step	Action
The **History** tab displays.	
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.

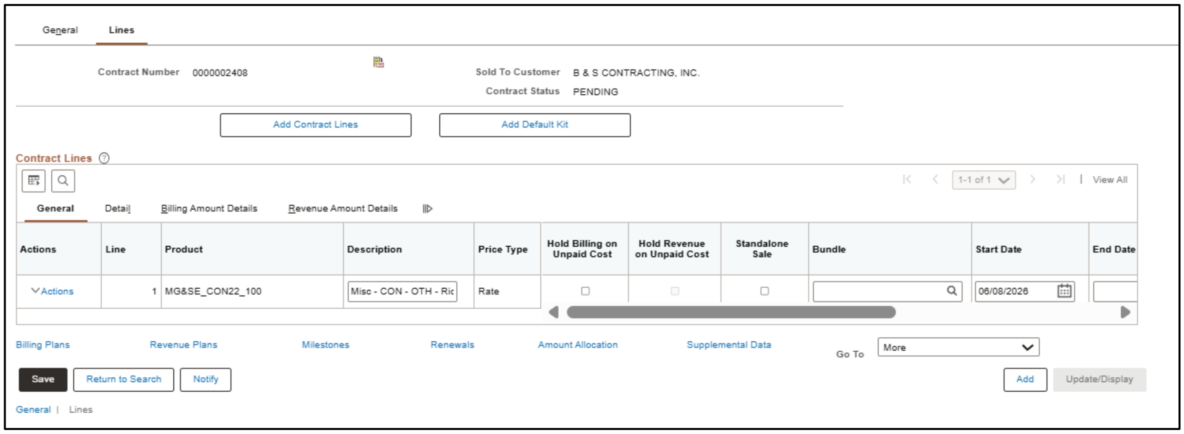




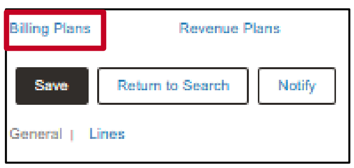


Step | **Action**

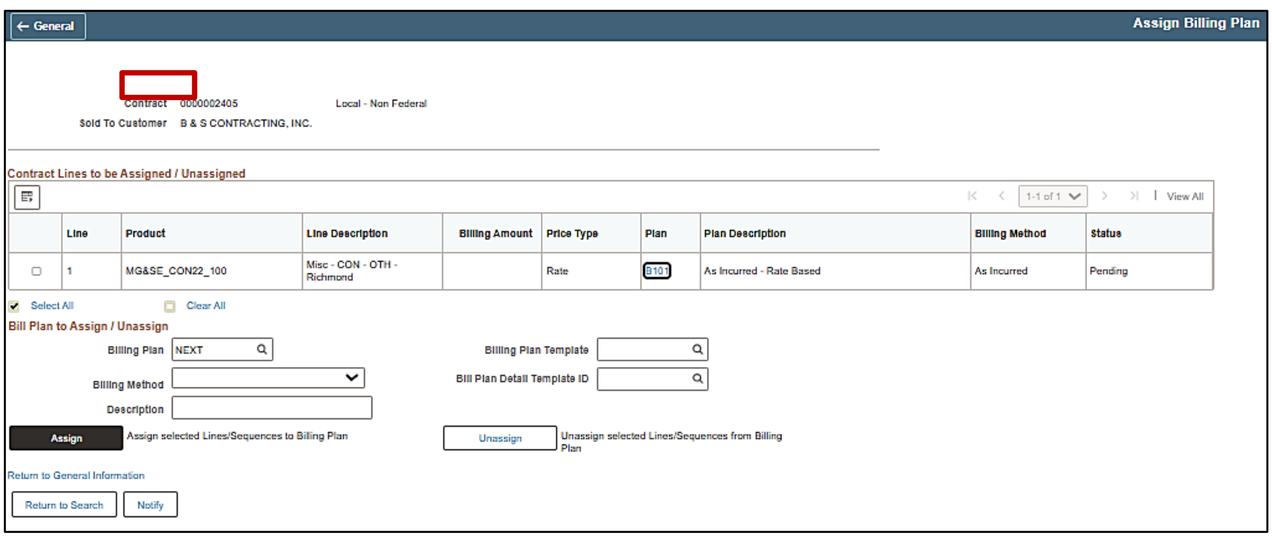
The **General Information – Lines** tab displays.



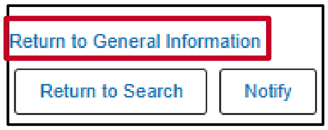
44. Another way to access the Billing Plan pages is by using the **Billing Plans** link located at the bottom of the **General Information – Lines** tab.



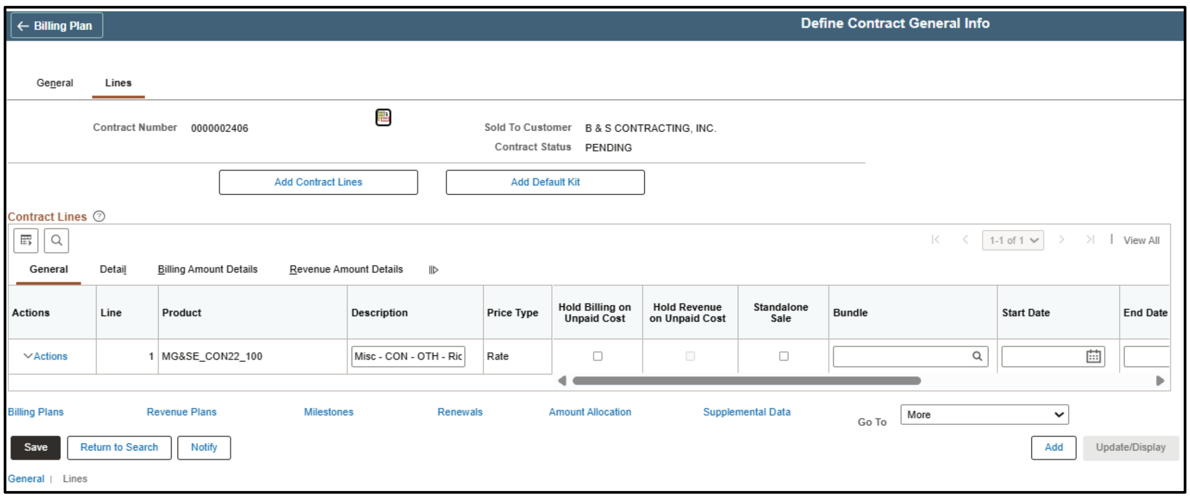
The **Assign Billing Plan** page displays. Record the Contract ID.



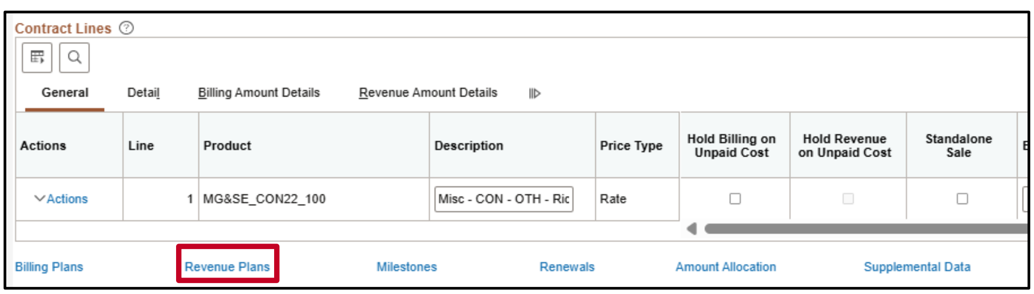
Step	Action
45.	Click the **Return to General Information** link at the bottom left corner of the page.



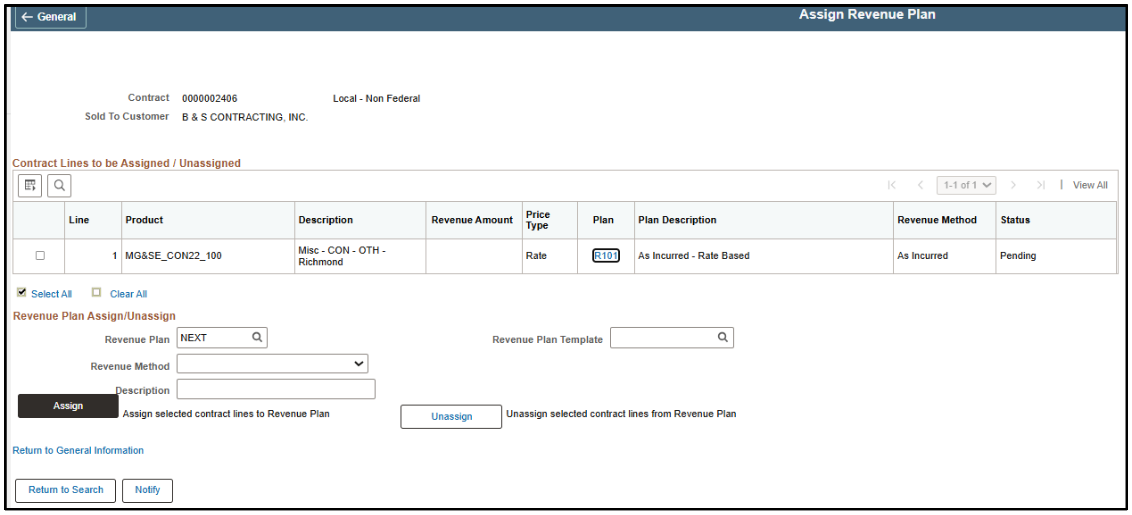
The **Define Contract General Info** page displays.



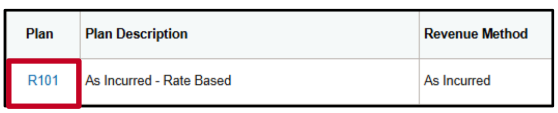
Step	Action
46.	The next step is to assign a revenue plan to the contract. Click the **Revenue Plans** link below the Contract Lines table.



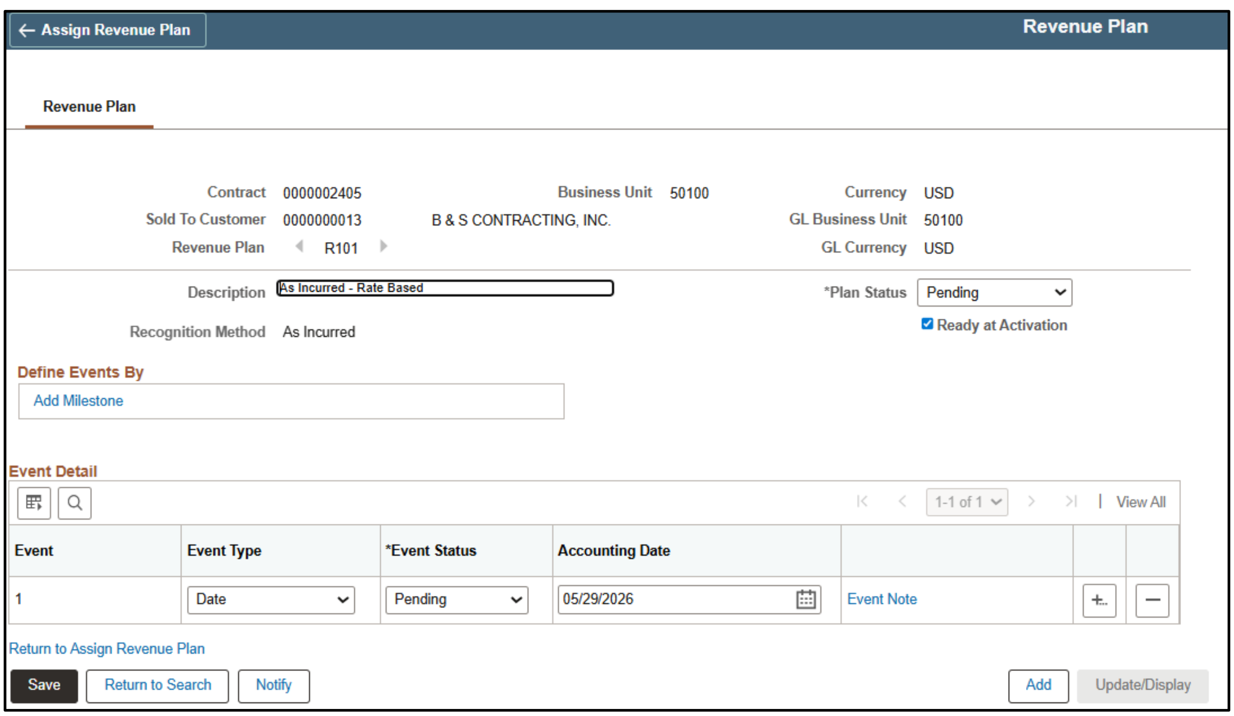
Step	Action
The **Assign Revenue Plan** page displays.	



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



The **Revenue Plan** page displays.



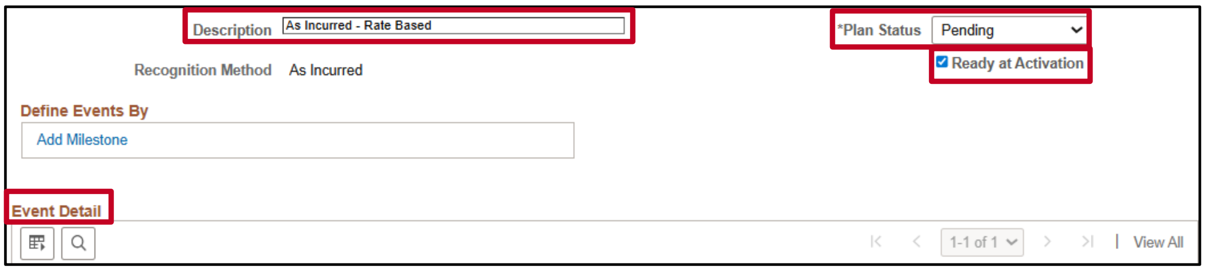
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>

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”.

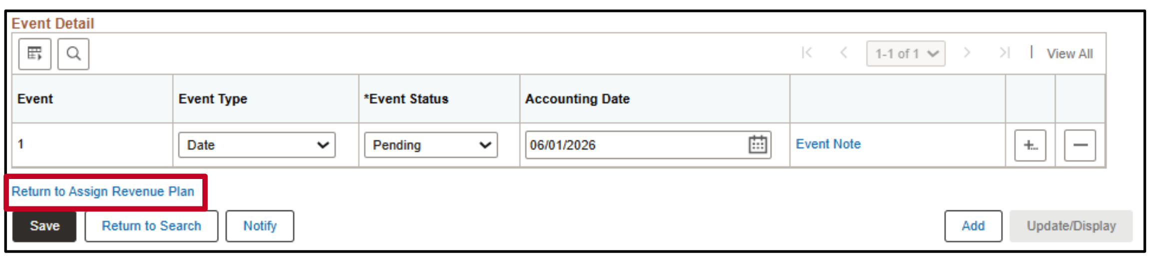
The **Ready at Activation** checkbox option defaults as selected when the Contract Line has been created.

The **Event Detail** section is not used with rate-based Contract Lines.



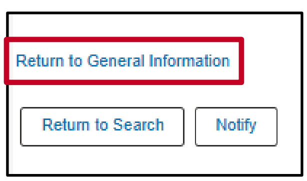
</td></tr>
<tr><td>48.</td><td>

Click the **Return to Assign Revenue Plan** link located below the Event Detail table.



</td></tr>
<tr><td>49.</td><td>

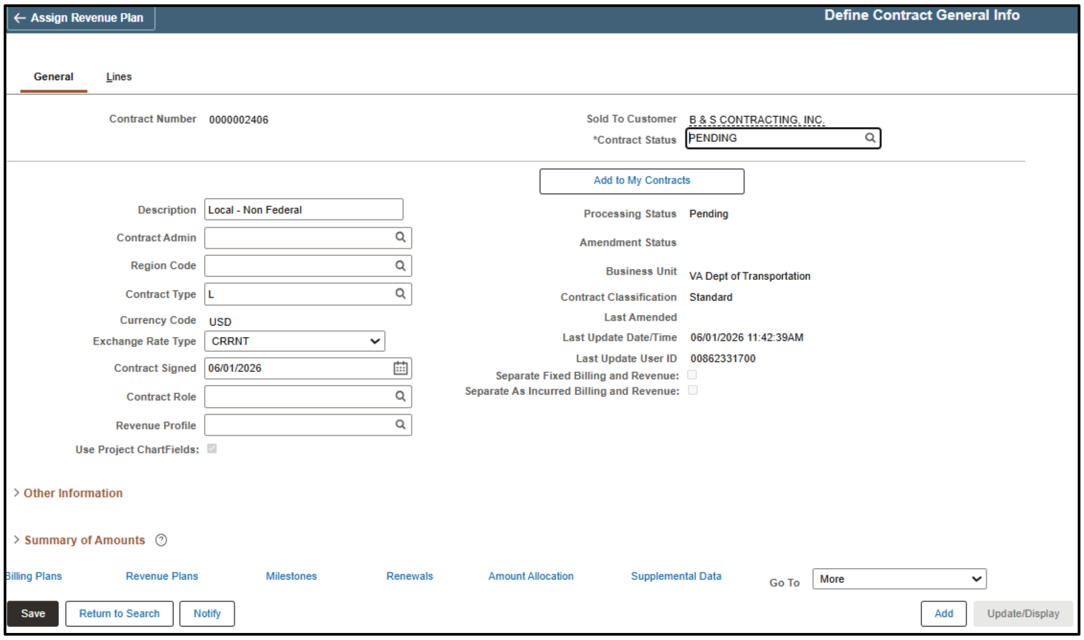
Click the **Return to General Information** link located in the bottom left corner of the page.



</td></tr>
</table>

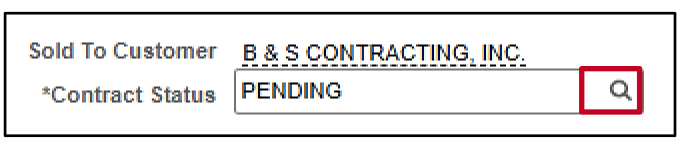
Step	Action

The **General** tab redisplays.

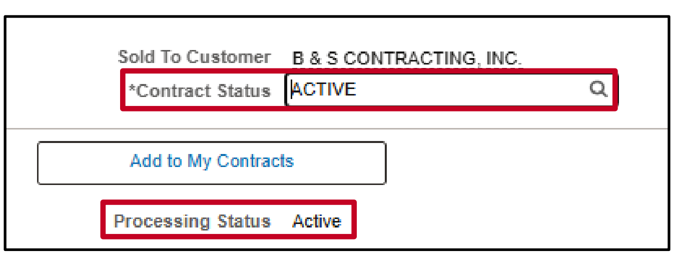


Activating the Contract: After the Contract is created, Contract Line(s) added, Transaction Limits set, Rate Set defined, and the Projects and Activities are linked to the Contract, the Contract Status can be set to "Active". Activating a Contract indicates that all data for the Contract has been entered 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".



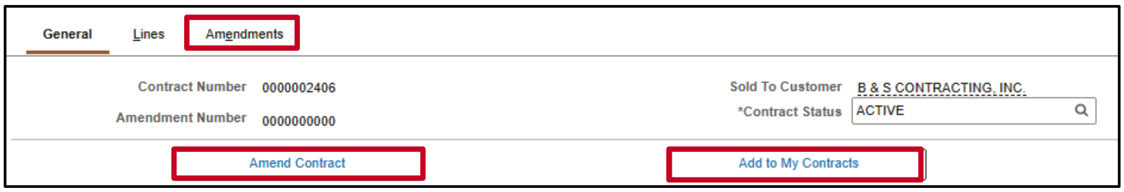
The page refreshes and the **Contract Status** field displays as "Active" and the **Processing Status** field displays as "Active".



<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>

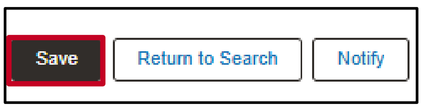
An **Amendments** tab displays on the **General Information** page. For more information pertaining to amendments to Contracts, refer to the Job Aid titled **PA354 Amending Non-Federal Customer Contracts** located on the Cardinal website in **Job Aids** under **Learning**.

Two additional buttons display: **Amend Contract** and **Add to My Contracts**.



</td></tr>
<tr><td>51.</td><td>

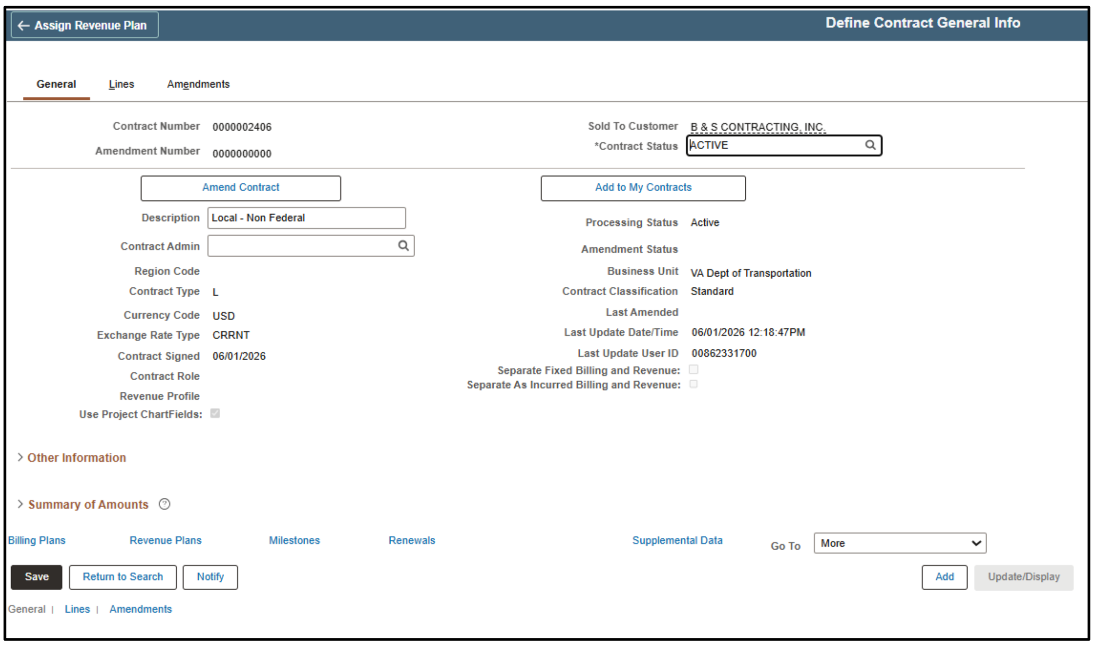
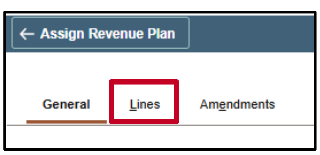
Click the **Save** button.

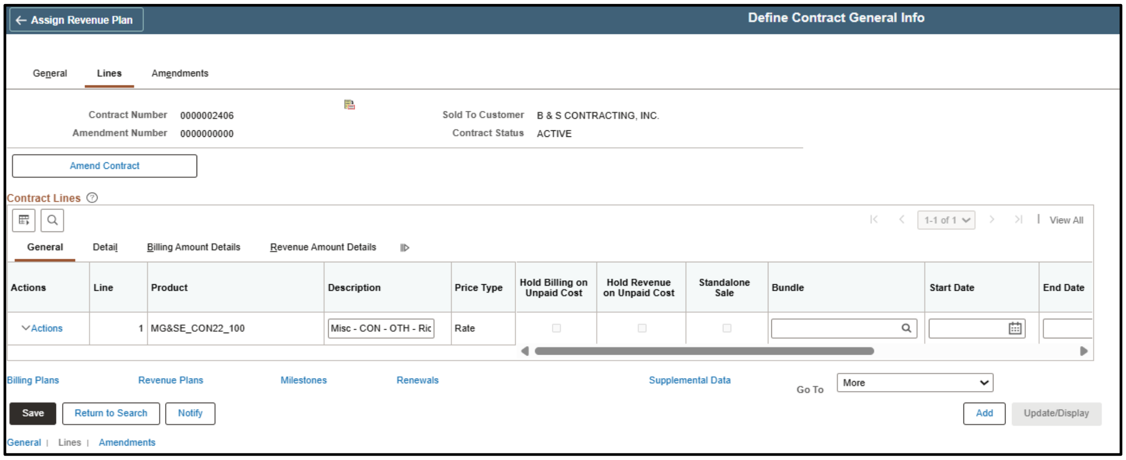
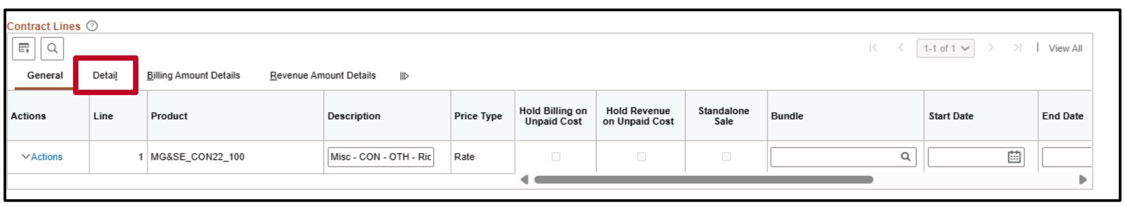
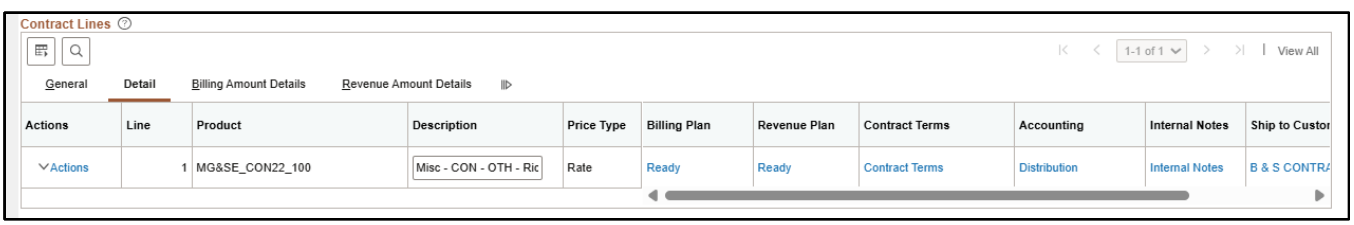
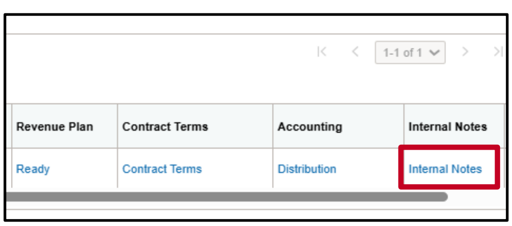


</td></tr>
</table>

Adding Internal Notes

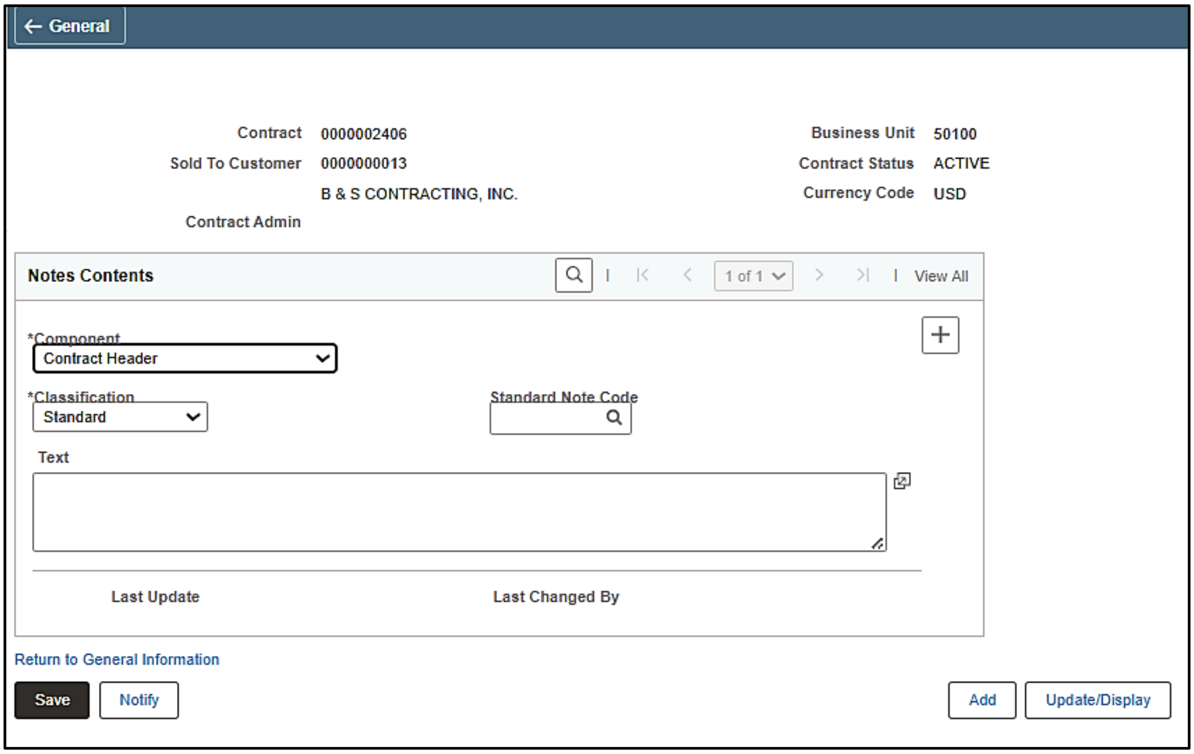
Internal Notes can be added to the Contract at any point to provide additional explanation for maintenance and updates made to the Contract.

Step	Action
	The steps below begin on the **General Information** page. 
1.	Click the **Lines** tab. 

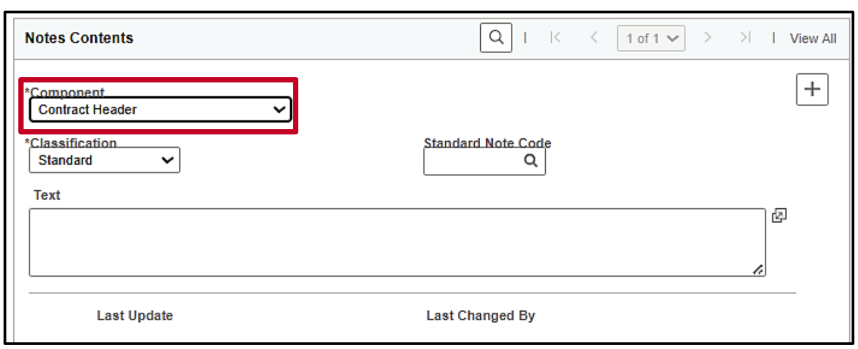
Step	Action
The **Lines** tab displays.	
	
2.	Click the **Detail** tab within the **Contract Lines** section.
	
The **Contract Lines Detail** tab displays.	
	
3.	Click the **Internal Notes** link in the **Internal Notes** field.
	

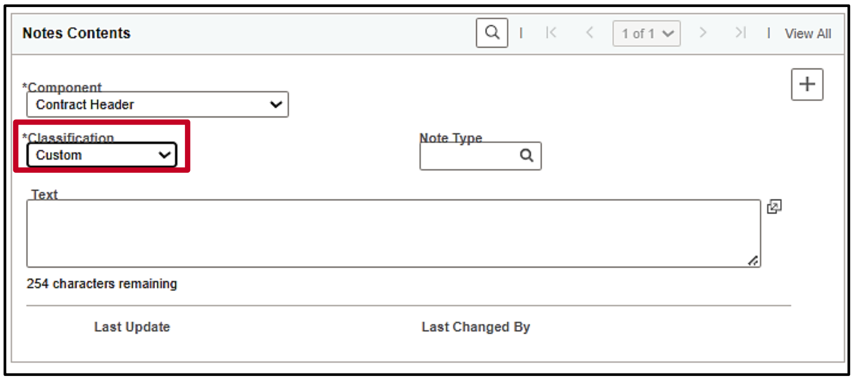
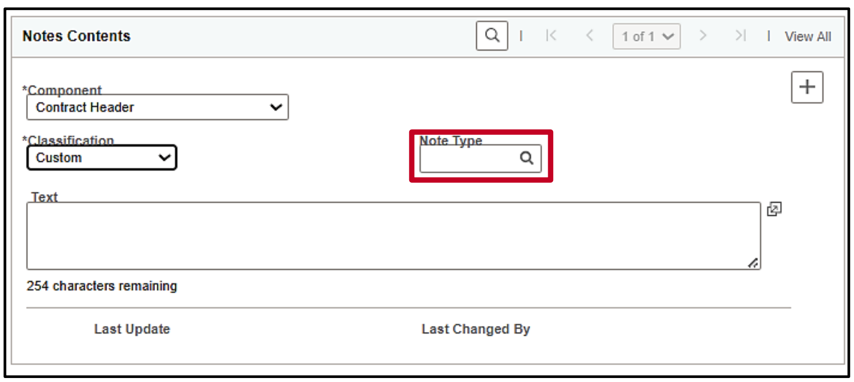
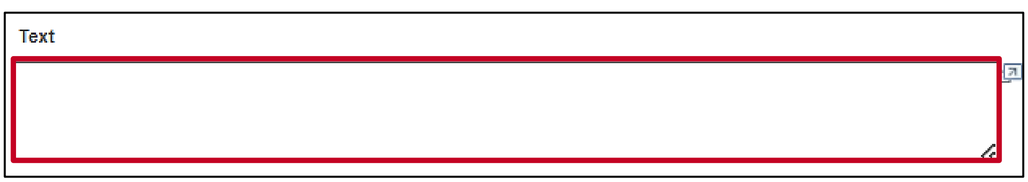
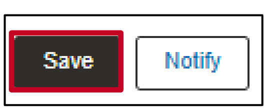
Step	Action

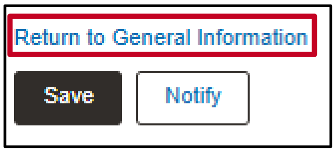
The **Notes** page displays.

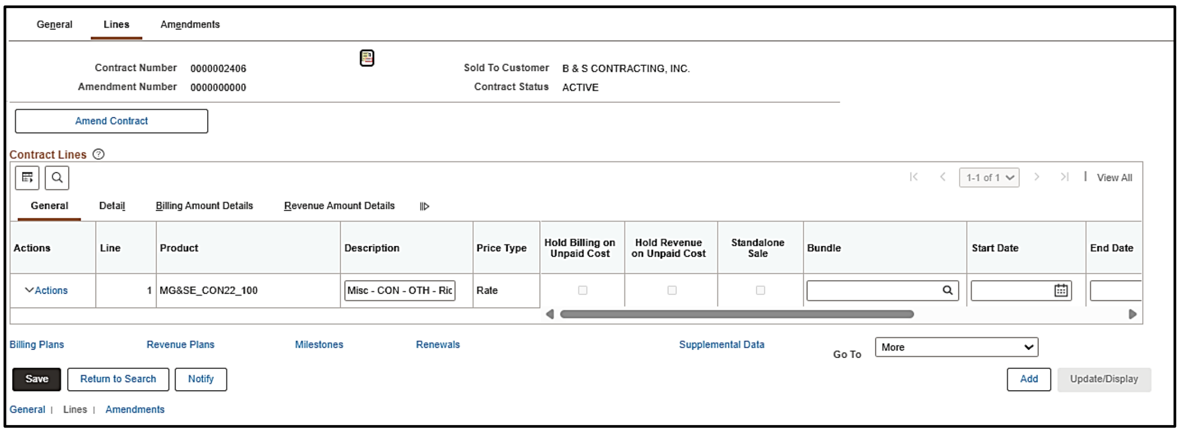


4. Click the **Component** dropdown button and select the applicable Component for the Internal Note.



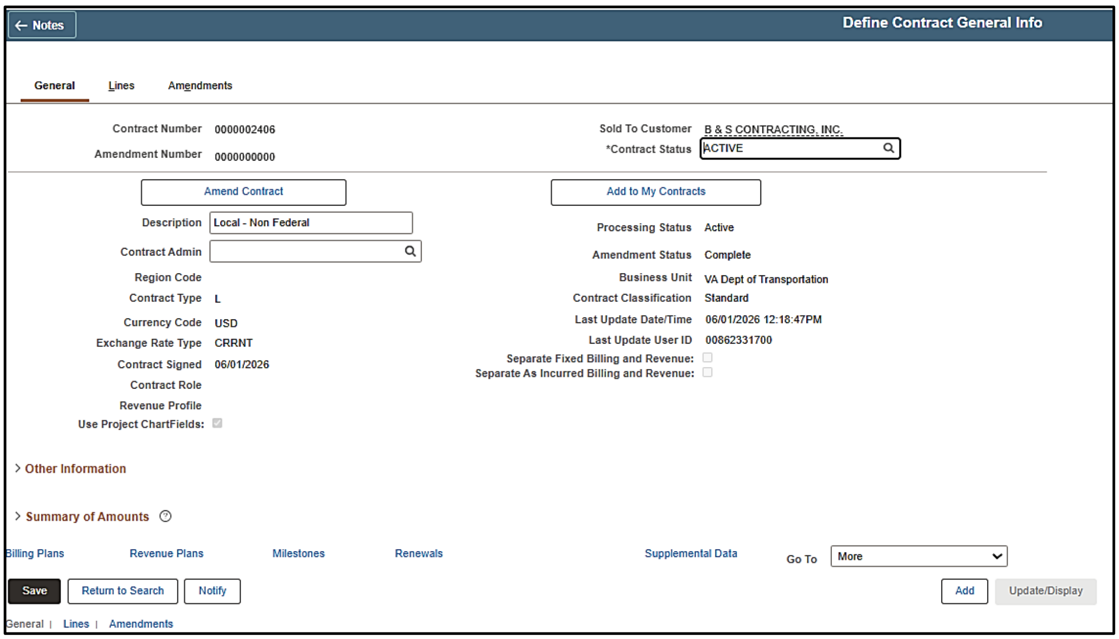
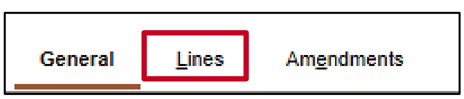
Step	Action
5.	Click the **Classification** dropdown button and select “Custom”. 
6.	Click the **Note Type Look up** icon and select the value for the type of note being entered. 
7.	Enter the applicable note in the **Text** field. 
8.	Click the **Save** button. 
	Once the note has been saved, the **Last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

Step	Action
9.	Click the **Return to General Information** link. 
The **Lines** tab redisplays.	

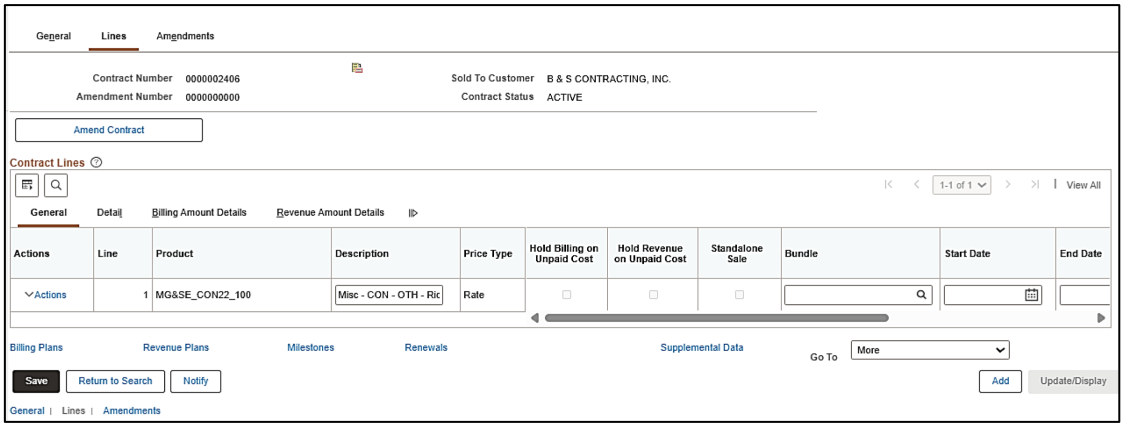


Placing a Hold on a Billing or Revenue Plan

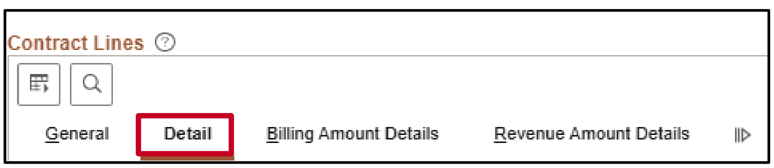
After updating the Contract Status to “Active”, users can navigate back to the Billing Plan or Revenue Plan and verify that each Plan’s status has updated to “Ready”. There may be times when a Billing or Revenue Plan needs to be placed on hold for various reasons.

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

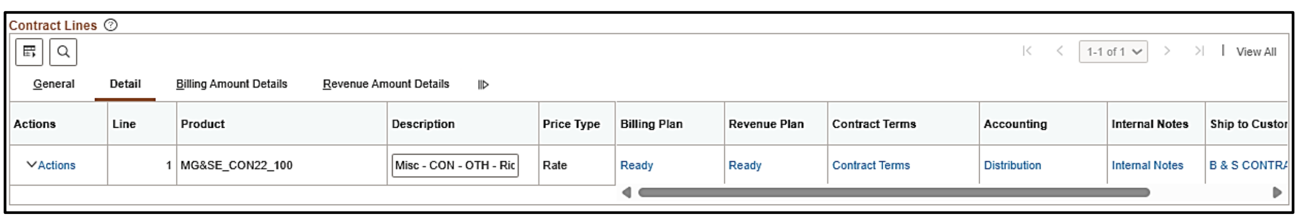
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The **Lines** tab displays.



</td></tr>
<tr><td>2.</td><td>Click the **Detail** tab within the **Contract Lines** section.

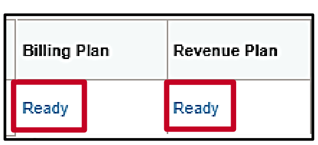


</td></tr>
<tr><td colspan="2">The **Contract Lines Detail** tab displays.

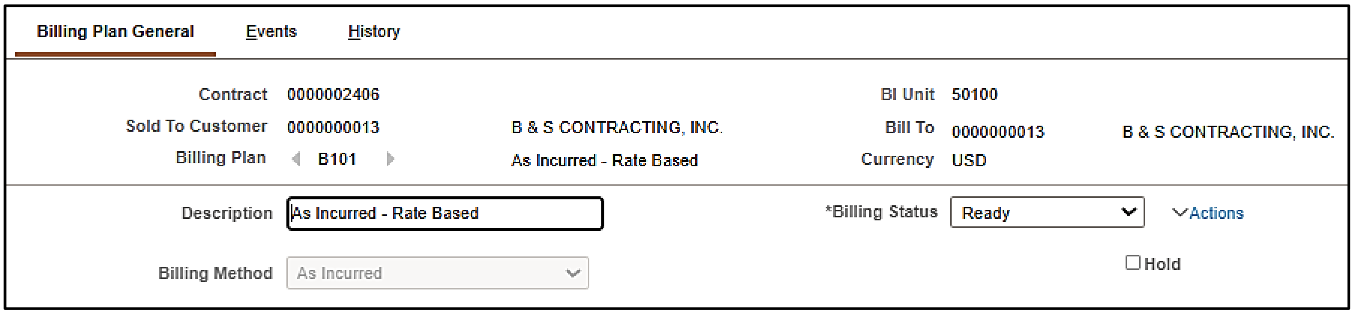
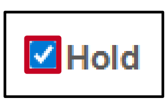
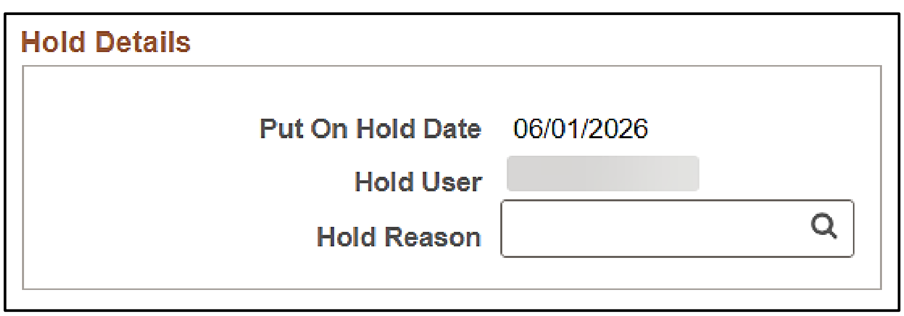


</td></tr>
<tr><td>3.</td><td>Click the **Ready** link below the corresponding Plan to be placed on Hold.

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

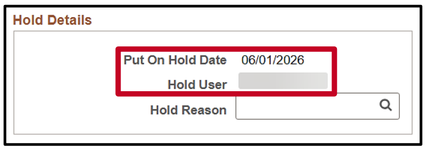


</td></tr>
</table>

Step	Action
	The **Define Billing Plan** or **Define Revenue Plan** page will display respectively.  
	The process to place a Plan on hold is the same for both the Billing Plan and Revenue Plan.
4.	Click the **Hold** checkbox option, located below the **Billing Status** or **Plan Status** field. 
	The **Hold Details** section displays. 

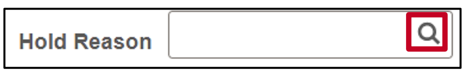
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>The Put On Hold Date field populates with the current date and cannot be updated.

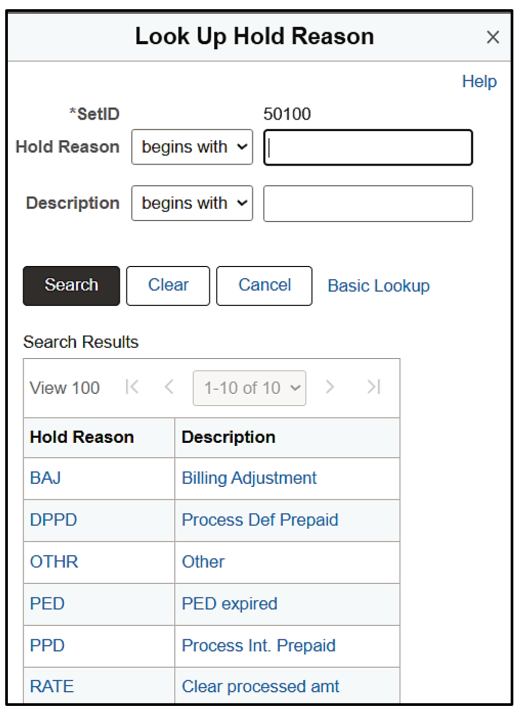
The Hold User field populates with the name of the person who placed the Hold and cannot be updated.



For the Billing Plan only, the hold date displays next to the Hold checkbox.


</td></tr>
<tr><td>5.</td><td>Click the Hold Reason Look up icon.

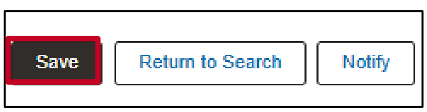

</td></tr>
<tr><td colspan="2">The Look Up Hold Reason page displays in a pop-up window.


</td></tr>
</table>

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.

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 Wksht Error	Federal

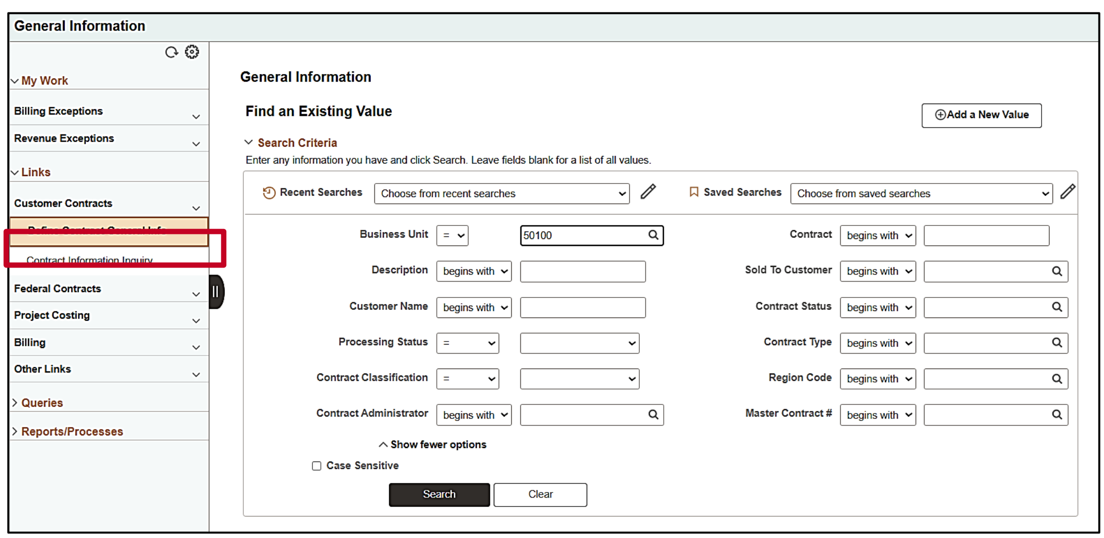
Step	Action
	Be sure to select the correct Hold Reason based on the Contract Type. There are no edits for this field. If the Hold Reason selected does not match with the Contract Type, Cardinal will not display an error message.
7.	Click the **Save** button.



Closing a Customer Contract

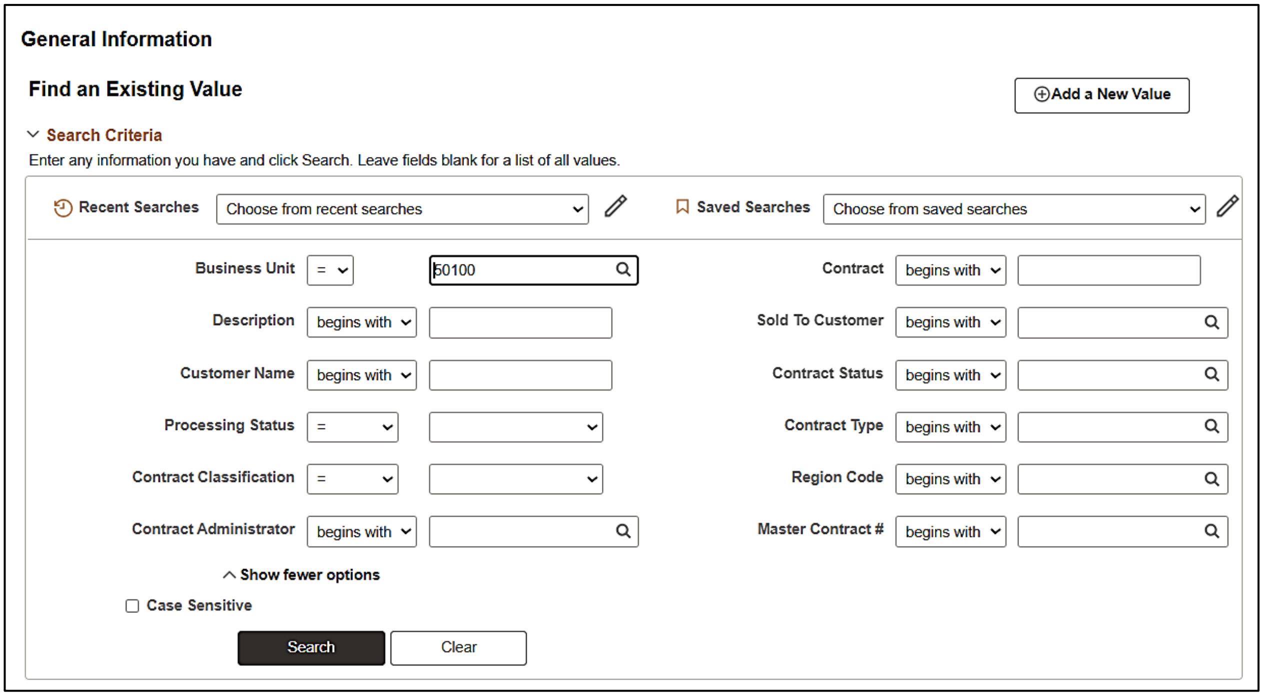
A Contract should only be closed after the Contract has fulfilled the Contract terms. When initiating a change in the Processing Status for a Contract, the system performs a series of checks to ensure that the Contract meets all the necessary criteria to move to the next Processing Status level. Unless 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. 

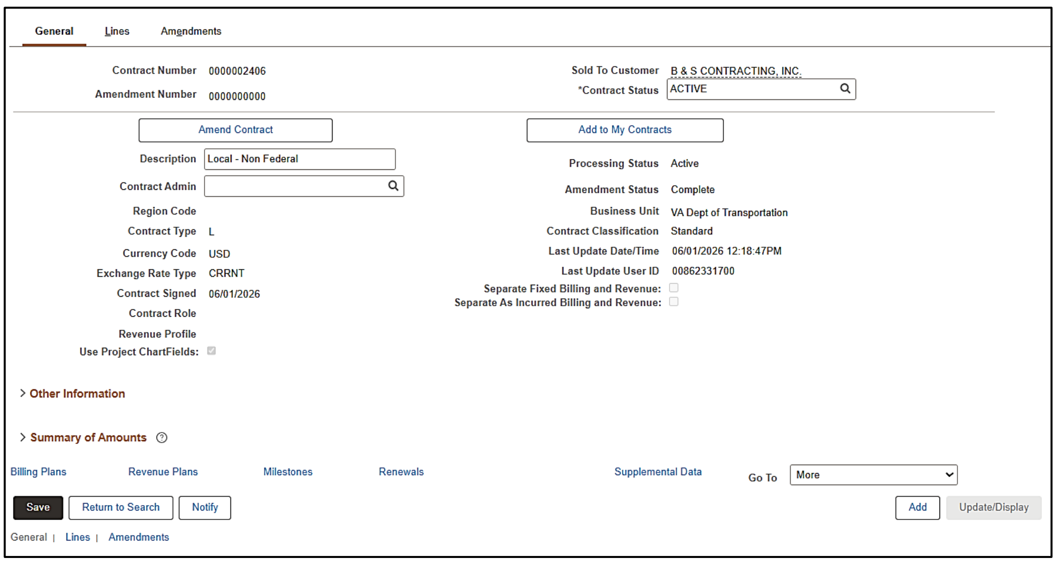
Step	Action
	Users can also access the **General Information** page using the following navigation path: **NavBar > Menu > Customer Contracts > Create and Amend > General Information**

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

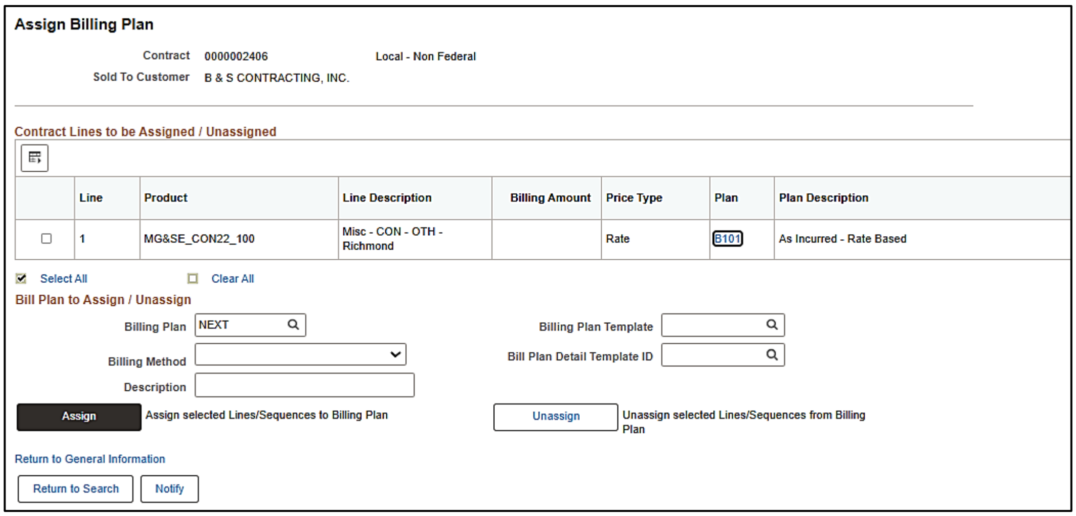
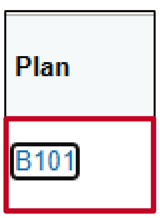


Step	Action
3.	Enter the applicable Contract Number in the **Contract** field. 
4.	Click the **Search** button. 

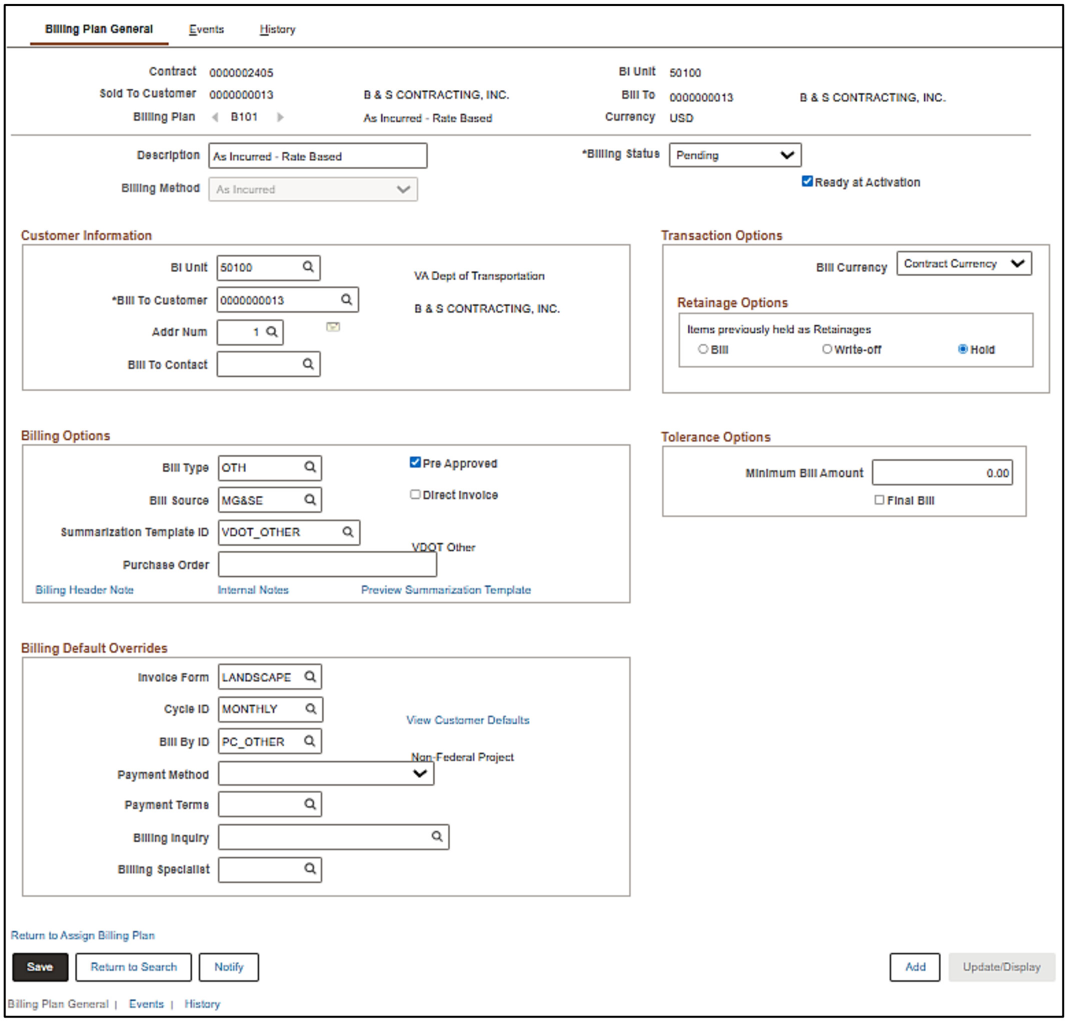
The **Define Contract General Info** page displays.



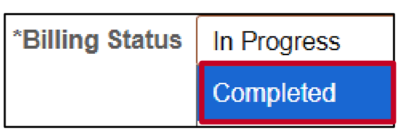
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>5.</td><td>Click the Billing Plans link below the Summary of Amounts section.

</td></tr>
<tr><td colspan="2">The Assign Billing Plan page displays.

</td></tr>
<tr><td>6.</td><td>Click the Billing Plan ID link in the Plan field.

</td></tr>
</table>

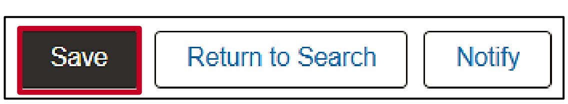
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">
The Billing Plan General page displays.



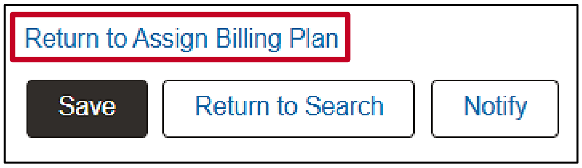
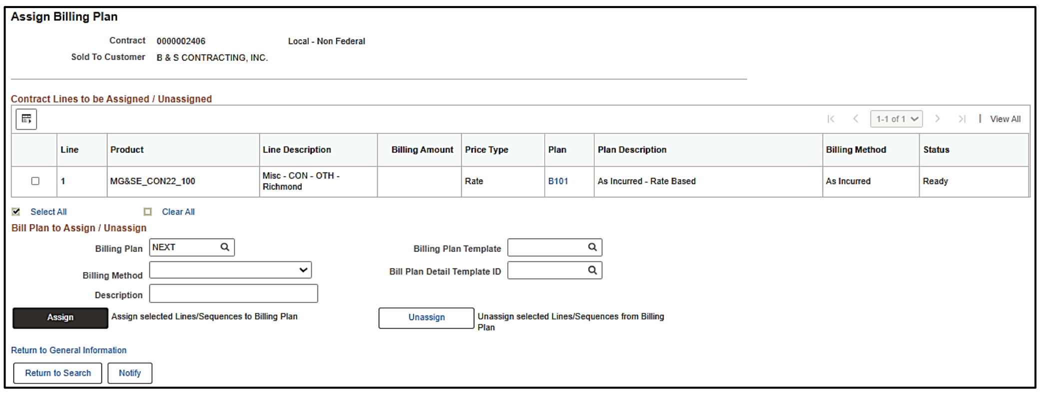
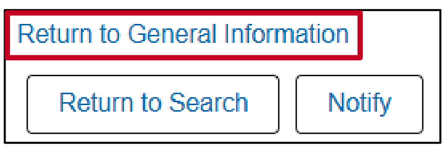
</td></tr>
<tr><td>7.</td><td>
Click the Billing Status dropdown button and select “Completed”.



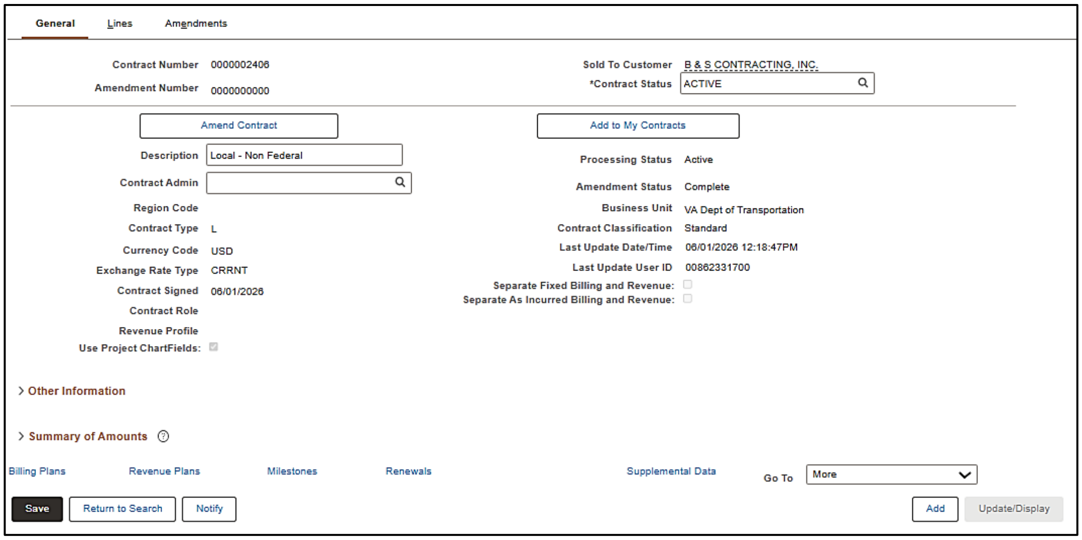
</td></tr>
<tr><td>8.</td><td>
Click the Save button.



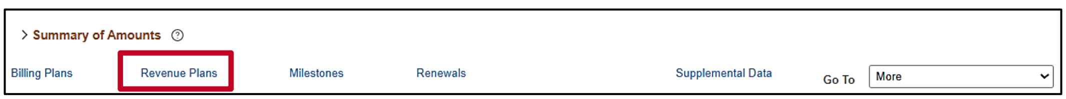
</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>9.</td><td>Click the Return to Assign Billing Plan link.

</td></tr>
<tr><td colspan="2">The Assign Billing Plan page displays.

</td></tr>
<tr><td>10.</td><td>Click the Return to General Information link.

</td></tr>
</table>

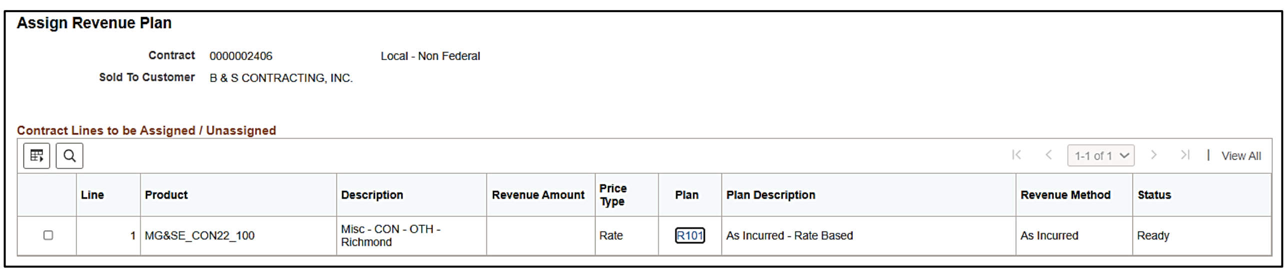
Step	Action
The **General Information** page displays.	

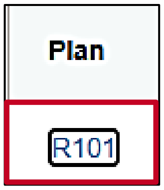
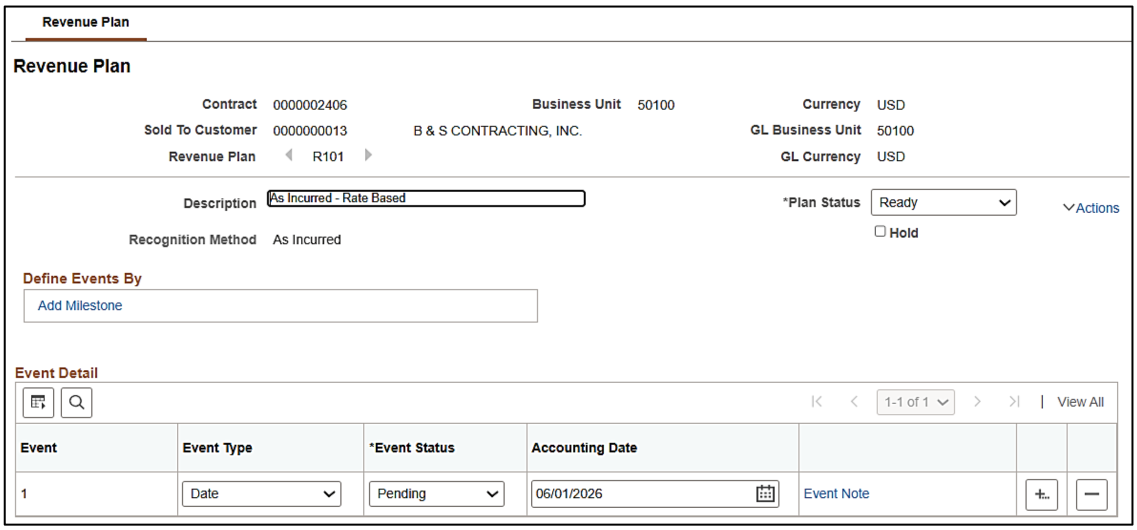
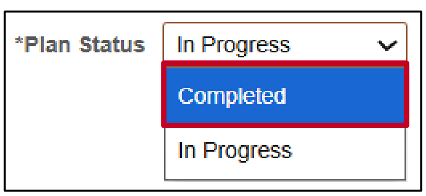
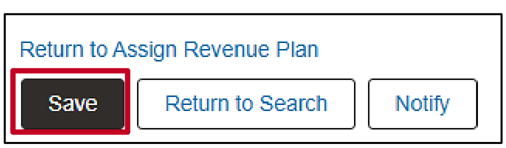
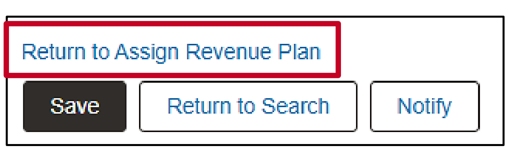


Step	Action
11.	Click the **Revenue Plans** link.

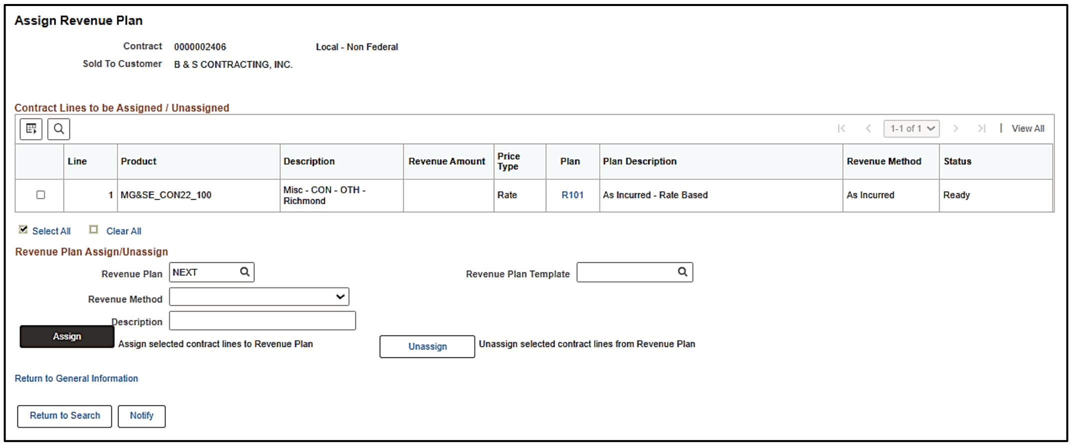


The **Assign Revenue Plan** page displays.

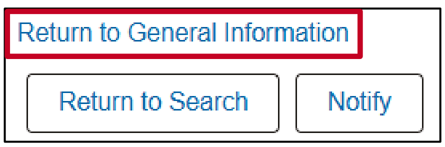


Step	Action
12.	Click the **Revenue Plan ID** link in the **Plan** field. 
	The **Revenue Plan** page appears. 
13.	Click the **Plan Status** dropdown button and select “Completed”. 
14.	Click the **Save** button. 
15.	Click the **Return to Assign Revenue Plan** link. 

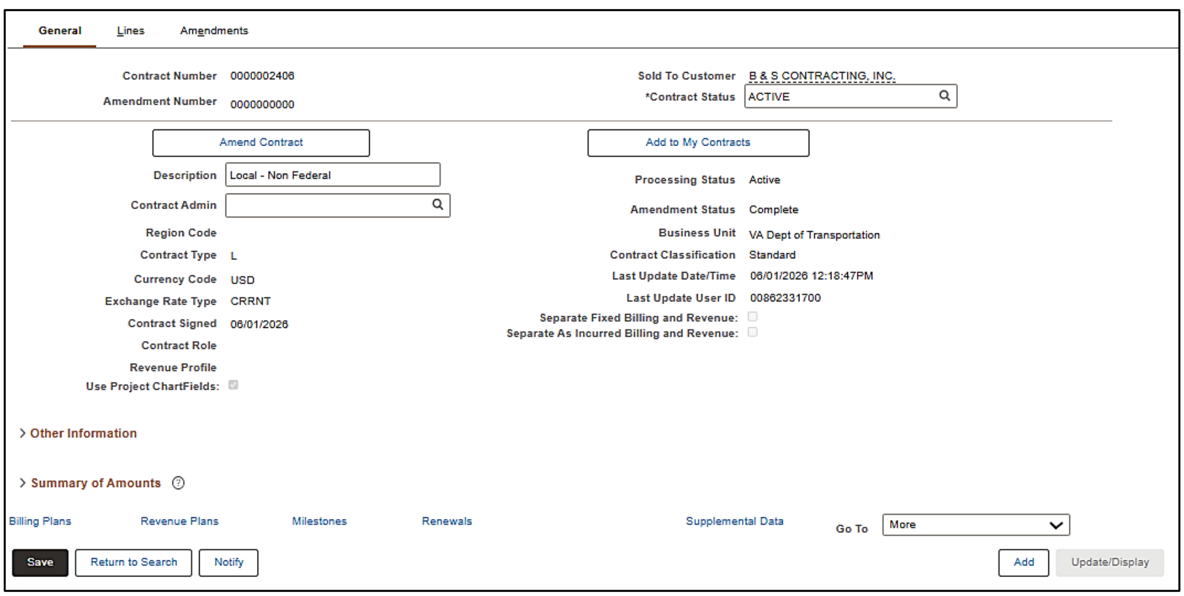
Step	Action
	The **Assign Billing Plan** page displays.



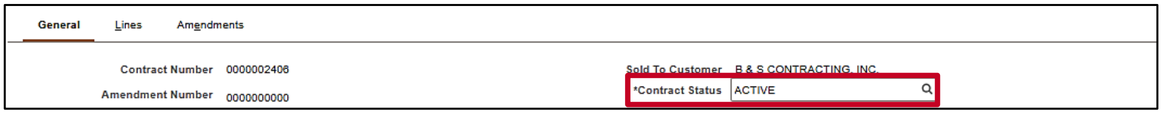
Step	Action
16.	Click the **Return to General Information** link.



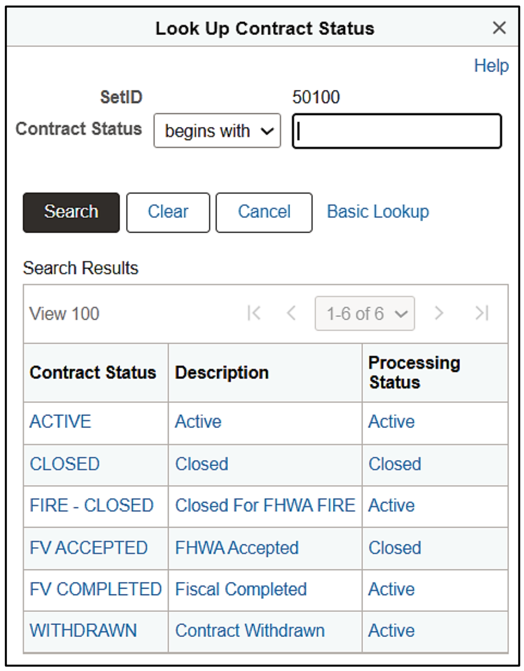
The **General Information** page displays.



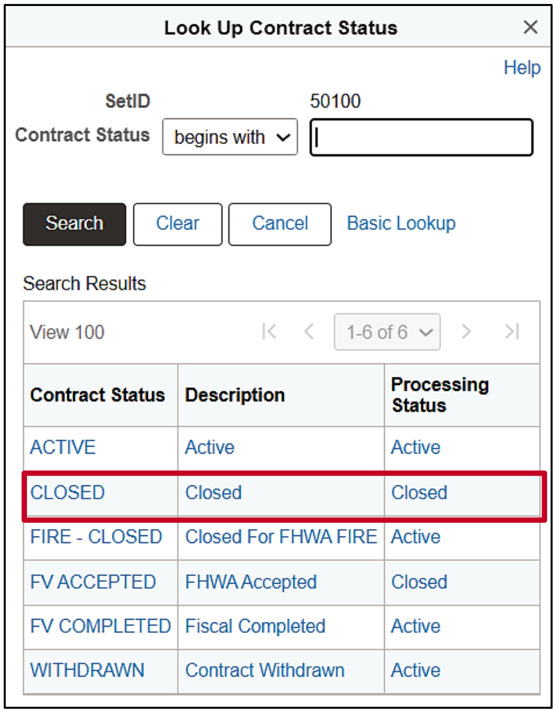
Step	Action
17.	Click the **Contract Status** field.

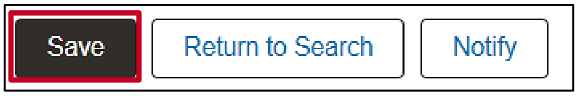


The **Look Up Contract Status** window displays.



Step	Action
18.	Click “Closed”.



Step	Action
19.	Click the **Save** button. 

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