

Creating and Managing Non-Federal Rate-Based Prepaid Contracts Overview

There are some agreements which require the customer to pay their portion of Project costs in advance of work being initiated on the Project. In these cases, the advance payment from the customer is considered a Prepaid.

A Prepaid may be associated to a Rate-Based Contract to allow the advance payment to be drawn down (utilized) as expenditures are incurred on the Project and processed for Billing. The revenue is recognized at the time the Contract Invoice is finalized in the Billing module.

The Prepaid may be added to the Contract at the time a new Contract is created or to an existing Contract at the time the advance payment is received.

Note: To create a new Rate-Based Product, 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 you 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 about 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**.

Before creating the Contract, identify which Items need to be configured, if any. For more detailed information about 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.



Project Accounting Job Aid

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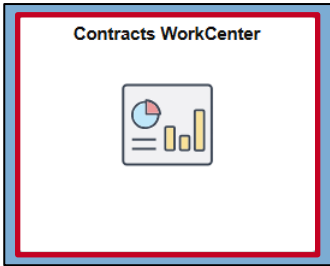
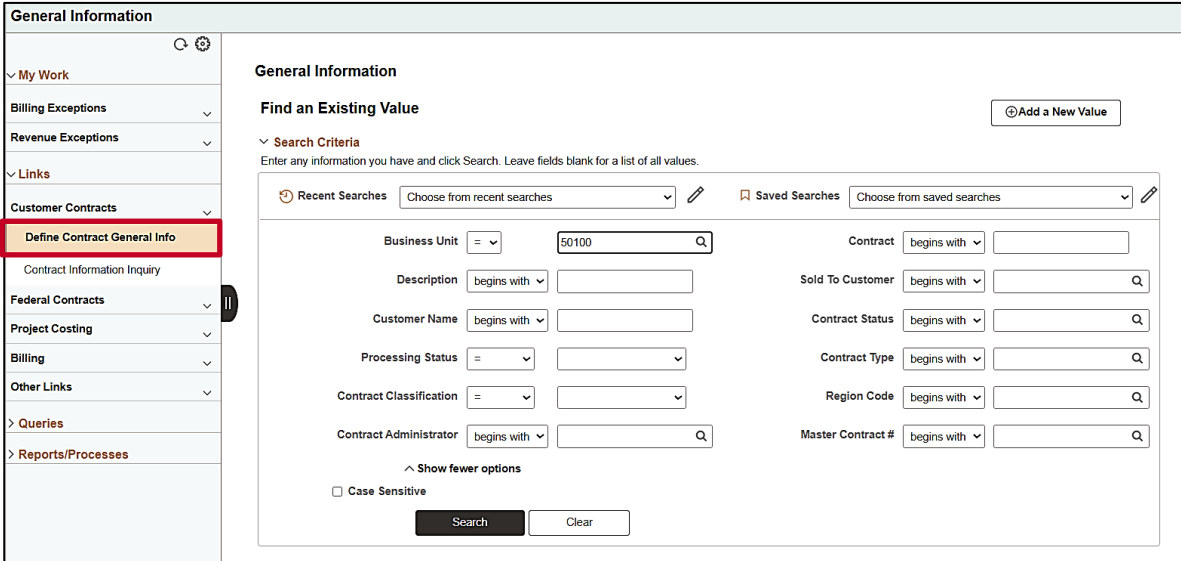
Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
10/7/2025	Baseline.

Setting up the Prepaid for a Non-Federal Rate-Based Contract

Scenario: a Prepaid will be added to a “Pending” Contract.

If adding a Prepaid to an existing “Active” Contract, an Amendment must first be created. Refer to the [Amending a Rate-Based Prepaid Contract](#) section of this Job Aid.

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



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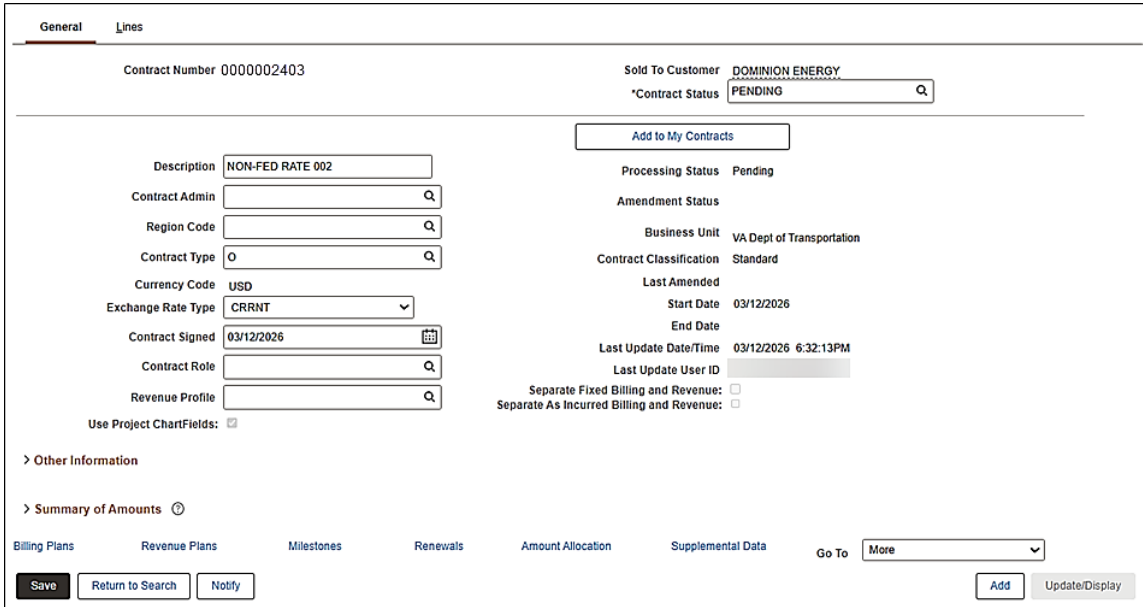
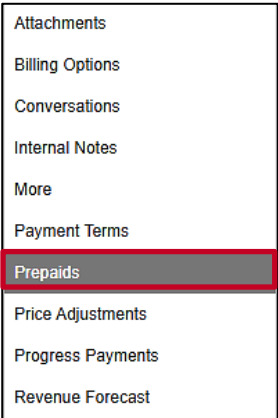
PA354 Creating and Managing Non-Federal Rate-Based Prepaid Contracts (VDOT Only)

Step	Action
	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 = ▼ 60100 Q Contract begins with ▼ Description begins with ▼ Sold To Customer begins with ▼ Q Customer Name begins with ▼ Contract Status begins with ▼ Q Processing Status = ▼ Contract Type begins with ▼ Q Contract Classification = ▼ Region Code begins with ▼ Q Contract Administrator begins with ▼ Q Master Contract # 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.
3.	Enter the Contract Number in the Contract field. Contract begins with ▼ 0000002403
4.	Click the Search button. Search Clear



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Step	Action
	The General Information page displays with the General tab displayed by default. 
5.	Click the Go To dropdown button at the bottom of the page. 
6.	Select the "Prepays" menu list item. 



Project Accounting Job Aid

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Step	Action
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The **Prepaid Balances** page displays with the **Prepays** tab displayed by default.

Prepays Audit History

Contract Number 000002403 Sold To Customer DOMINION ENERGY
Contract Status PENDING

Contract Prepaid Totals

Purchased Amount	0.00
Remaining Amount	0.00
Committed Amount	0.00

Prepays for this Contract

General Utilization Initial Billing Contract Liability Distribution

Actions	Status	Hold	Purchased Amount	Inclusive	Remaining Amount	Committed Amount	Expiration Date
▼ Actions	1 Pending	☐	0.00	☒	0.00	0.00	

Go To: [Billing Plans](#)
[Return to General Information](#)

[Save](#) [Return to Search](#) [Notify](#) [Previous tab](#) [Next tab](#) [Add](#) [Update/Display](#)

Prepays | Audit History



The **Status** field within the **Prepays for this Contract** section defaults to “Pending”.

Prepays for this Contract

General Utilization Initial Billing Contract Liability Distribution

Actions	Status	Hold	Purchased Amount	Inclusive	Remaining Amount	Committed Amount	Expiration Date
▼ Actions	1 Pending	☐	0.00	☒	0.00	0.00	

7. Enter the Prepaid amount the customer paid in advance in the **Purchased Amount** field within the **Prepays for this Contract** section.

Prepays for this Contract

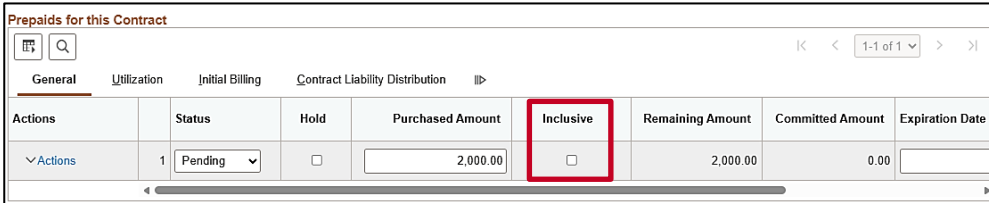
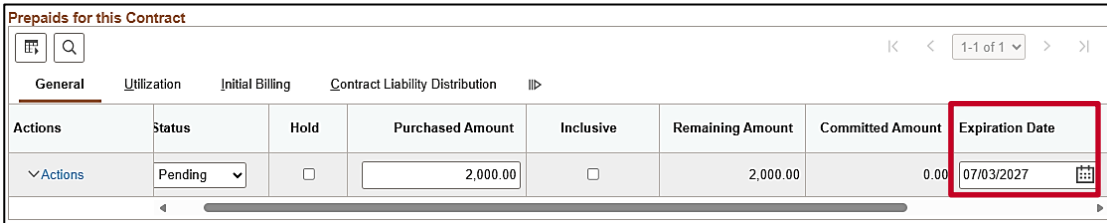
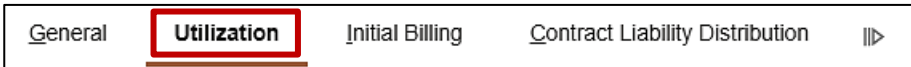
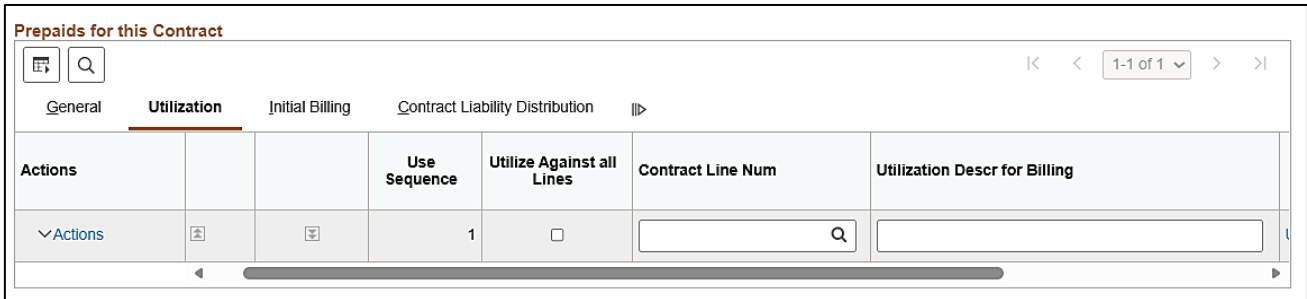
General Utilization Initial Billing Contract Liability Distribution

Actions	Status	Hold	Purchased Amount	Inclusive	Remaining Amount	Committed Amount	Expiration Date
▼ Actions	1 Pending	☐	2000.00	☒	0.00	0.00	



Project Accounting Job Aid

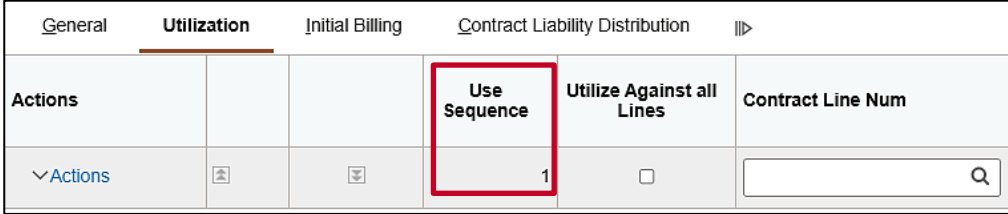
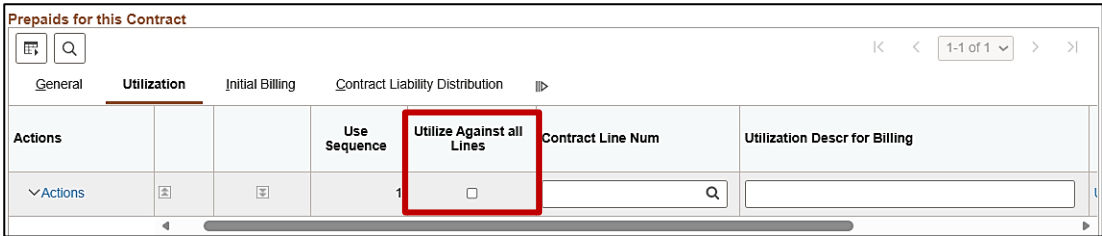
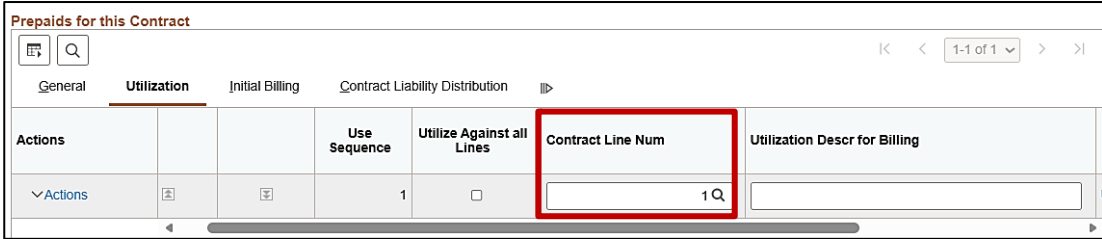
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Step	Action
8.	The Inclusive checkbox option defaults as selected. Deselect this checkbox. Deselecting this checkbox lets Cardinal know that the Prepaid amount is not included in the total Contract amount.  The screenshot shows a table titled 'Prepays for this Contract' with columns: Actions, Status, Hold, Purchased Amount, Inclusive, Remaining Amount, Committed Amount, and Expiration Date. The 'Inclusive' checkbox is currently checked and is highlighted with a red box.
9.	Click the Expiration Date Calendar icon and select an expiration date one year in the future.  The screenshot shows the same table as in step 8. The 'Expiration Date' field, which contains '07/03/2027', is highlighted with a red box. A calendar icon is visible next to the date.
	The Expiration Date field is for informational purposes only and will not impact processing.
10.	Click the Utilization tab.  The screenshot shows a navigation bar with tabs: General, Utilization, Initial Billing, and Contract Liability Distribution. The 'Utilization' tab is highlighted with a red box.
The Utilization tab displays.  The screenshot shows the 'Prepays for this Contract' table with the 'Utilization' tab selected. The table has columns: Actions, Use Sequence, Utilize Against all Lines, Contract Line Num, and Utilization Descr for Billing. The 'Utilization' tab is highlighted with a red box.	



Project Accounting Job Aid

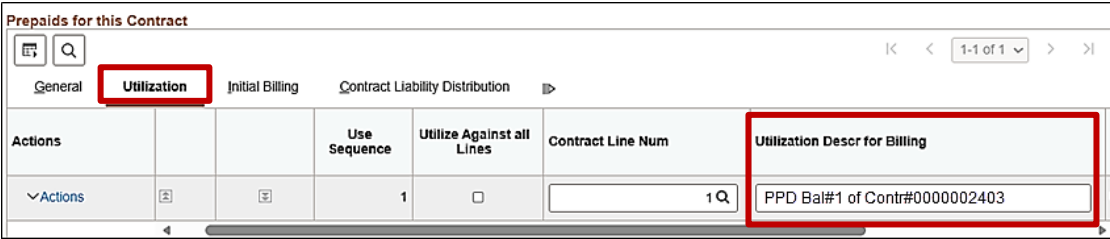
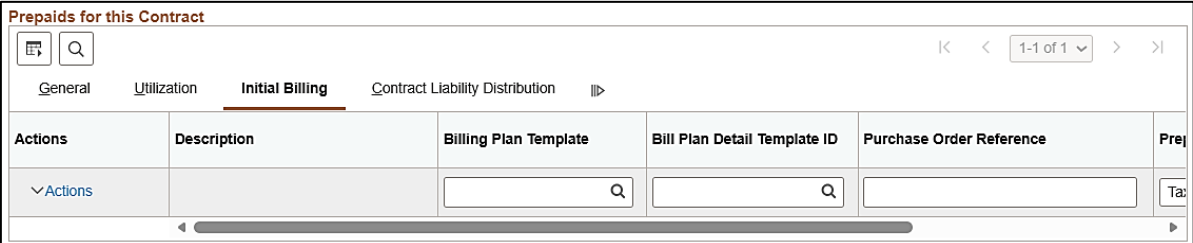
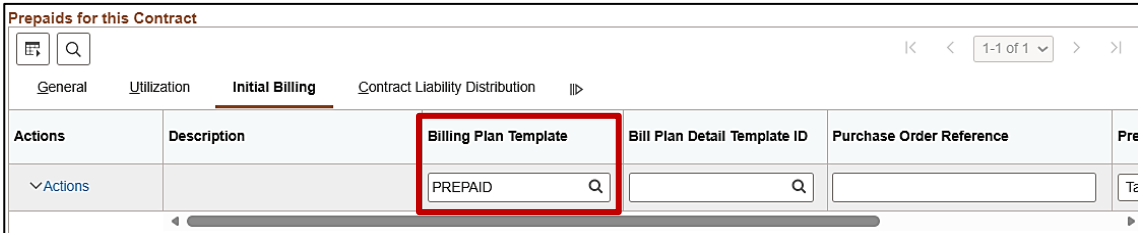
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Step	Action
	The Use Sequence field determines which Prepaid amount to apply first when there is more than one.  The screenshot shows the 'Utilization' tab with a table containing columns: 'Actions', 'Use Sequence', 'Utilize Against all Lines', and 'Contract Line Num'. The 'Use Sequence' column has a value of '1' highlighted with a red box.
	The Utilize Against all Lines checkbox option should be left deselected. Only select this checkbox if the Prepaid amount is to be applied against all Rate-Based Contract Lines on this Contract.  The screenshot shows the 'Utilization' tab with a table containing columns: 'Actions', 'Use Sequence', 'Utilize Against all Lines', 'Contract Line Num', and 'Utilization Descr for Billing'. The 'Utilize Against all Lines' column has a checkbox that is currently deselected, highlighted with a red box.
11.	Enter the Contract Line Number in the Contract Line Num field to apply this Prepaid amount against.  The screenshot shows the 'Utilization' tab with a table containing columns: 'Actions', 'Use Sequence', 'Utilize Against all Lines', 'Contract Line Num', and 'Utilization Descr for Billing'. The 'Contract Line Num' column has a text input field with the value '1' highlighted with a red box.
12.	Click the Save button.  The screenshot shows the bottom of the form with buttons: 'Save', 'Return to Search', 'Notify', 'Previous tab', and 'Next tab'. The 'Save' button is highlighted with a red box.



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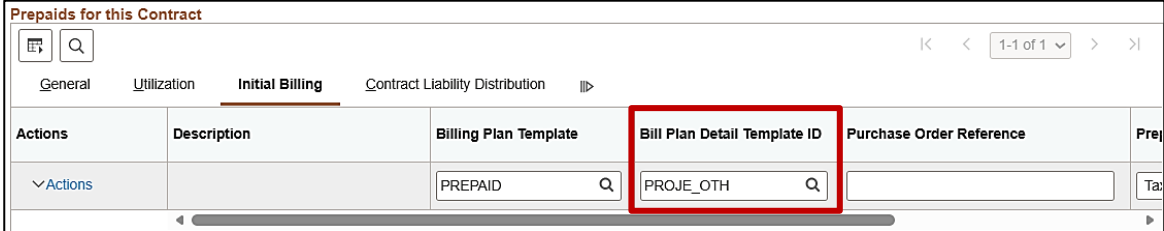
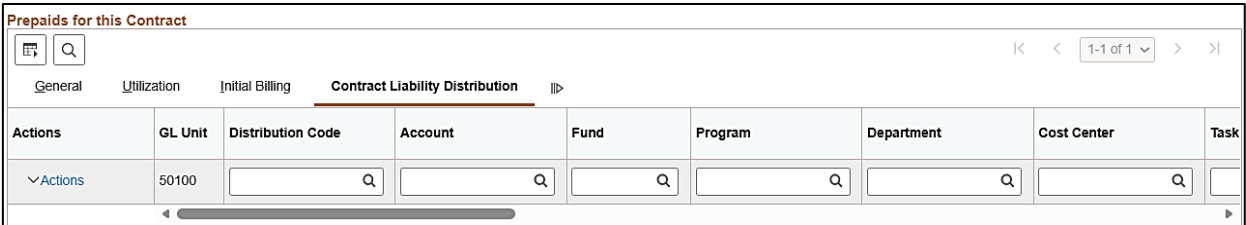
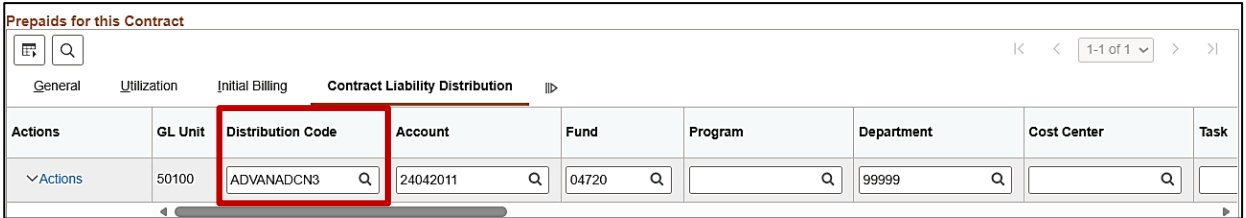
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Step	Action
	The Utilization Descr for Billing field within the Utilization tab is automatically populated when the Save button is clicked. The description is the Prepaid Use Sequence Number joined with the Contract Number. 
13.	Click the Initial Billing tab. 
	The Initial Billing tab displays. 
14.	Click the Billing Plan Template Look up icon and select "PREPAID". 
	The Billing Plan Template automates the creation of the Prepaid Billing Plan.



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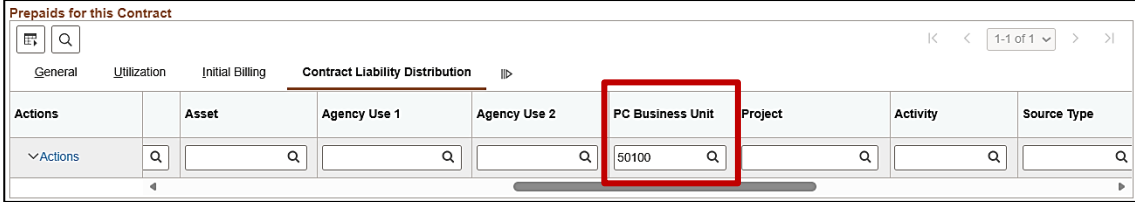
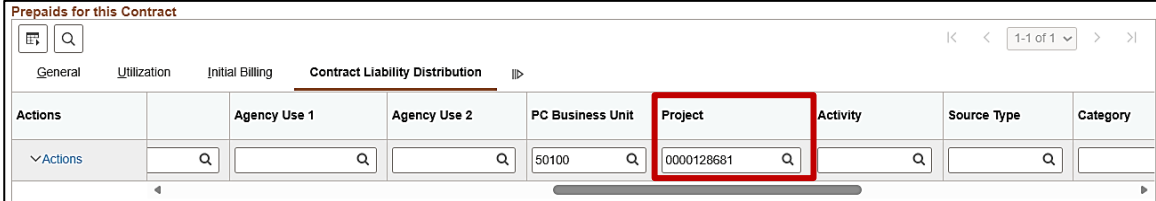
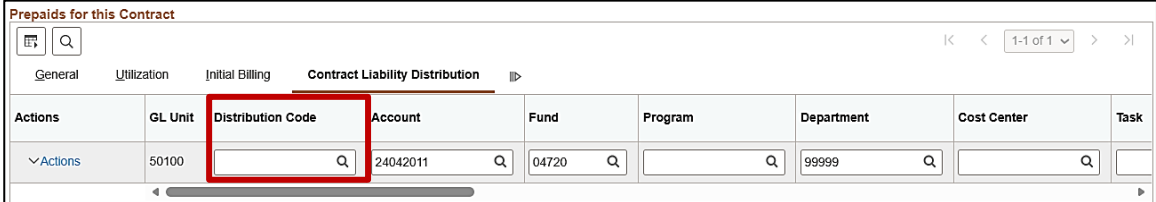
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Step	Action
15.	Click the Billing Plan Detail Template ID Look up icon and select the applicable Billing Plan Detail Template ID. 
	The Billing Plan Detail Template ID should have the Bill Type and Customer Type that corresponds with the Contract Line.
	The Purchase Order Reference field is not used in Cardinal. Do not enter any values. The Prepaid Tax Timing field defaults to “Tax on Initial Bill” and should not be changed.
16.	Click the Contract Liability Distribution tab. 
The Contract Liability Distribution tab displays. 	
	The Contract Liability Distribution information must be defined, as this controls the ChartFields which will be populated when booking the prepayment.
17.	Click the Distribution Code Look up icon and select the applicable Distribution Code. The Distribution Code has the Fund and Customer Type used on the Contract Line. 



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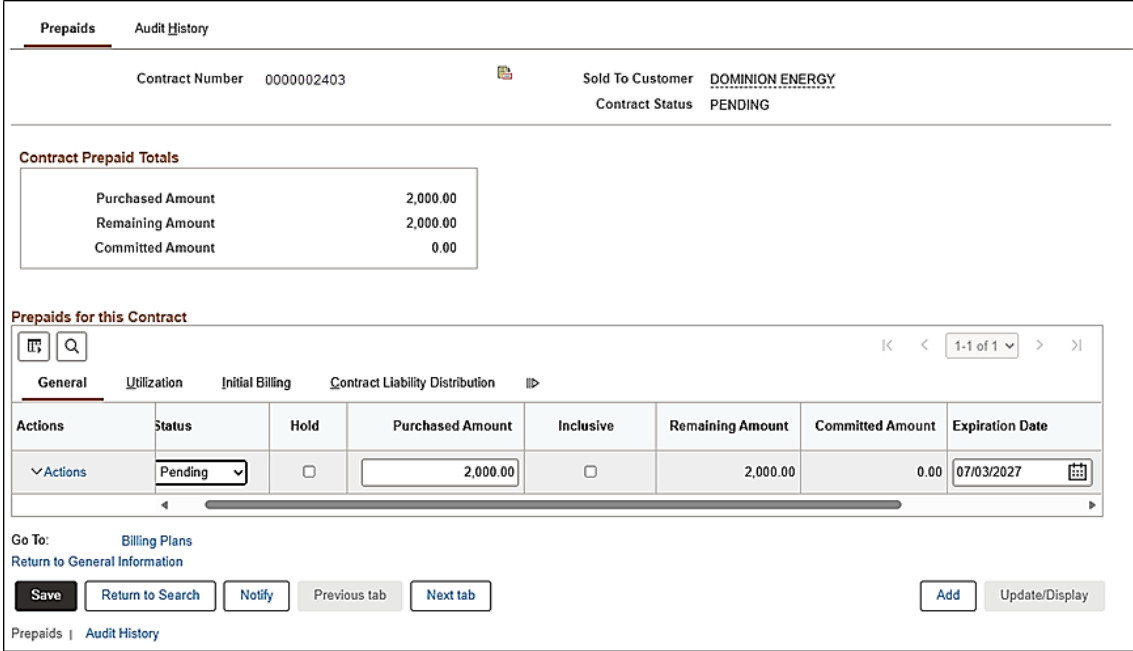
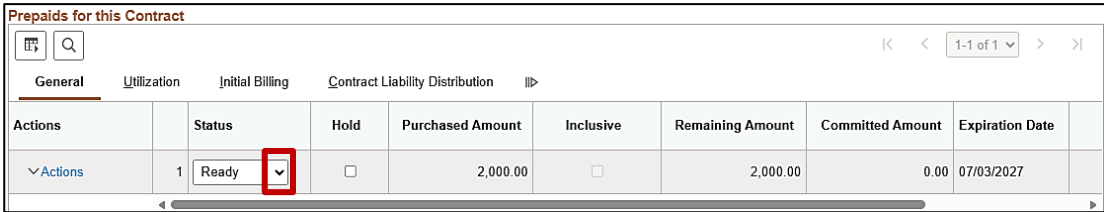
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Step	Action
	The selected Distribution Code automatically populates the Account , Fund , and Department fields.
18.	Scroll over to the right as needed and enter the Agency Business Unit in the PC Business Unit field if it does not auto-populate. 
19.	Click the Project Look up icon and select the same Project ID that was used when the Contract Line was created. 
	Once the Project ID is entered in the Project field, the Distribution Code field clears but the ChartFields information remains populated. 
20.	Click the Activity Look up icon and select one of the Activities that was added on the Contract Line Related Projects page. 
	The Activity must be active in order for the Distribution to save.



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Step	Action
21.	Click the General tab. 
The General tab redispays. 	
22.	Click the Status dropdown button and select "Ready". 
23.	Click the Save button. 



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Step	Action
	The Initial Billing for the Prepaid will be processed once the Contract status is "ACTIVE". Users must place the Contract Line Bill Plan on hold so that the initial Prepaid can be finalized and processed. If this step is missed, the system will create a Bill when expenditures are posted to the Project instead of drawing down the Prepays. Placing the Contract Line Bill Plan on hold must also be done when adding the Prepaid to an existing Contract. See the Placing the Contract Line Bill Plan on Hold section of this Job Aid.



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Placing the Contract Line Bill Plan on Hold

The Contract Line Bill Plan must be placed on hold so that the initial Prepaid can be finalized and processed. Note that the Contract must be in Active status for the Bill Plan to be put on hold. If this step is missed, the system will create a Bill when expenditures are posted to the Project instead of drawing down the Prepays.

Placing the Contract Line Bill Plan on hold must also be done when adding the Prepaid to an existing Contract.

Step	Action
1.	Navigate to the Billing Plan General page using the following path: NavBar > Menu > Customer Contracts > Schedule and Process Billing > Define Billing Plan
The Define Billing Plan Find an Existing Value Search page displays. 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 = ▼ 50100 Q Contract begins with ▼ Q Billing Plan ID begins with ▼ Billing Plan Status = ▼ ▼ Contract Administrator 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.	When navigating to the Define Billing Plan page after setting up the Prepaid, the Contract Number should auto-populate. If it does not, enter it in the Contract field. Contract begins with ▼ 0000002403 Q
3.	Click the Search button. Search Clear



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Step	Action
	The Define Billing Plan page displays with the Billing Plan General tab displayed by default. Billing Plan General Events History Contract 0000002403 Sold To Customer 0000003442 Billing Plan < B101 > BI Unit 50100 Bill To 0000003442 Currency USD DOMINION ENERGY As Incurred - Rate Based DOMINION ENERGY Description As Incurred - Rate Based *Billing Status Ready Actions Billing Method As Incurred Hold Customer Information BI Unit 50100 *Bill To Customer 0000003442 Addr Num 1 Bill To Contact VA Dept of Transportation DOMINION ENERGY Transaction Options Bill Currency Contract Currency Retainage Options Items previously held as Retainages ☐ Bill ☐ Write-off ☒ Hold Billing Options Bill Type OTH Bill Source MG&SE Summarization Template ID VDOT_OTHER Purchase Order ☒ Pre Approved ☐ Direct Invoice VDOT Other Tolerance Options Minimum Bill Amount 0.00 ☐ Final Bill Billing Default Overrides Invoice Form LANDSCAPE Cycle ID MONTHLY Bill By ID PC_OTHER Payment Method Payment Terms Billing Inquiry Billing Specialist View Customer Defaults Non-Federal Project Save Return to Search Notify Add Update/Display
4.	Click the Hold checkbox option to place the Contract Line Billing Plan on hold. *Billing Status Ready Actions ☒ Hold 07/03/2026



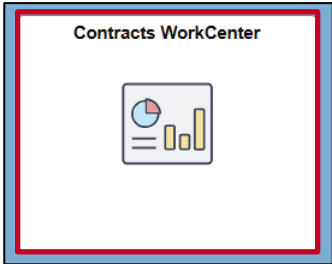
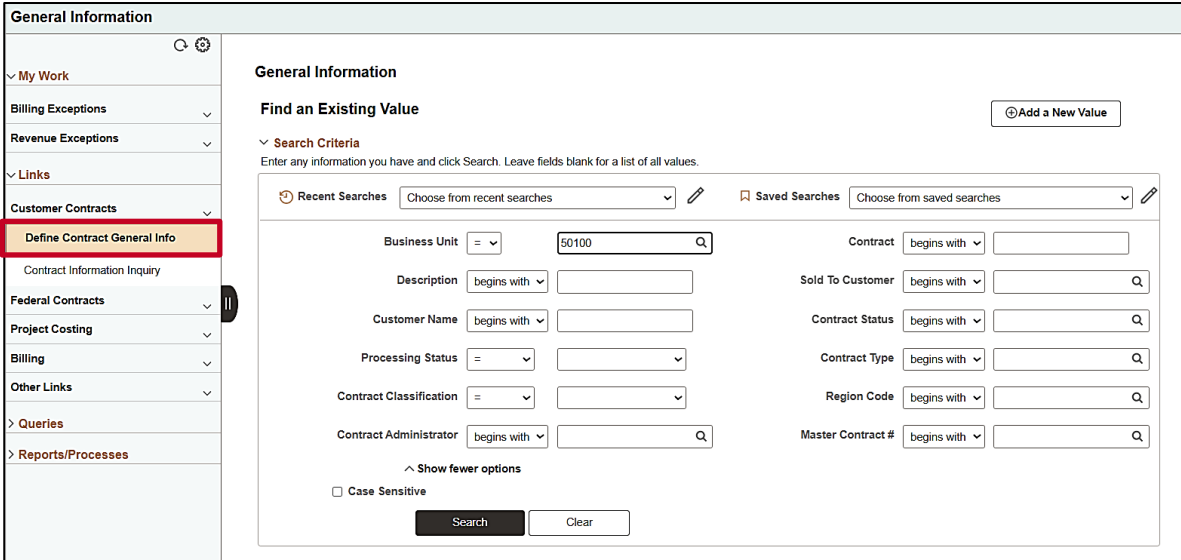
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Step	Action
5.	Click the Hold Reason Look up icon and select "Process Int. Prepaid". Hold Details Put On Hold Date 07/03/2026 Hold User Hold Reason Process Int. Prepaid 
6.	Click the Save button. Save Return to Search Notify
	Once the Initial Prepaid Invoice has been finalized, the Billing Plan Hold can be removed the next day.

Amending a Rate-Based Prepaid Contract

The initial Prepaid amount can be increased or decreased with an Amendment as long as the Prepaid amount is not reduced below the utilized amount. Use the steps in this section to amend a Rate-Based Prepaid Contract.

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



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Step	Action
	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 = ▼ 00100 Q Contract begins with ▼ Description begins with ▼ Sold To Customer begins with ▼ Q Customer Name begins with ▼ Contract Status begins with ▼ Q Processing Status = ▼ ▼ Contract Type begins with ▼ Q Contract Classification = ▼ ▼ Region Code begins with ▼ Q Contract Administrator begins with ▼ Q Master Contract # 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 .
3.	Enter the Contract Number in the Contract field. Contract begins with ▼ 0000002403
4.	Click the Search button. Search Clear



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Step	Action
	The General Information page displays with the General tab displayed by default. GeneralLinesAmendments Contract Number0000002403 Sold To CustomerDOMINION ENERGY Amendment Number0000000000 *Contract StatusACTIVE Amend Contract Add to My Contracts DescriptionNON-FED RATE 002 Processing StatusActive Contract Admin Amendment StatusComplete Region Code Business UnitVA Dept of Transportation Contract TypeO Contract ClassificationStandard Currency CodeUSD Start Date03/12/2026 Exchange Rate TypeCRRNT End Date Contract Signed03/12/2026 Last Update Date/Time07/03/2026 5:39:26PM Contract Role Last Update User ID Revenue Profile Separate Fixed Billing and Revenue: Use Project ChartFields: Separate As Incurred Billing and Revenue: > Other Information > Summary of Amounts Billing Plans Revenue Plans Milestones Renewals Supplemental Data Go ToMore Save Return to Search Notify Add Update/Display
5.	Click the Go To dropdown button. Go To More
6.	Select the “Prepays” menu list item. Attachments Billing Options Conversations Internal Notes More Payment Terms Prepays Price Adjustments Progress Payments Revenue Forecast



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Step	Action
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The **Prepaid Balances** page displays with the **Prepays** tab displayed by default.

Prepays

Audit History

Amendments

Contract Number

0000002403

Sold To Customer

DOMINION ENERGY

Amendment Number

0000000000

Contract Status

ACTIVE

Contract Prepaid Totals

Purchased Amount

2,000.00

Remaining Amount

2,000.00

Committed Amount

0.00

Amend Contract

Prepays for this Contract

<<

<

1-1 of 1

>

>>

General

Utilization

Initial Billing

Contract Liability Distribution

||>

Actions		Status	Hold	Purchased Amount	Remaining Amount	Committed Amount	Expiration Date	Depleted Date
▼ Actions	1	Ready		2,000.00	2,000.00	0.00	07/03/2027	

Go To:

Billing Plans

Return to General Information

Save

Return to Search

Notify

Previous tab

Next tab

Add

Update/Display

Prepays | Audit History | Amendments

7. Click the **Amend Contract** button.

Amend Contract



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Step	Action																					
	The Amendments tab displays. Prepays Audit History Amendments Contract Number 0000002403 Pending Amendment 0000000001 Sold To Customer DOMINION ENERGY Contract Status ACTIVE View Current Amendments 1-2 of 2 > > View All General Statistics Billing Amended Amounts Revenue Amended Amounts Misc. <table><thead><tr><th>Amendment</th><th>Amendment Type</th><th>Reason</th><th>Process Date</th><th>Amendment Status</th><th>Detail</th><th>Notes</th></tr></thead><tbody><tr><td>0000000000</td><td></td><td></td><td>07/03/2026</td><td>Complete</td><td>Detail</td><td>Notes</td></tr><tr><td>0000000001</td><td> </td><td> </td><td>07/03/2026 </td><td>Pending</td><td>Detail</td><td>Notes</td></tr></tbody></table> Return to General Information Save Return to Search Notify Previous tab Next tab Prepays Audit History Amendments	Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes	0000000000			07/03/2026	Complete	Detail	Notes	0000000001			07/03/2026	Pending	Detail	Notes
Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes																
0000000000			07/03/2026	Complete	Detail	Notes																
0000000001			07/03/2026	Pending	Detail	Notes																
8.	Click the Amendment Type dropdown button and select "Prepaid". 0000000001 Prepaid 07/03/2026 Pending																					
9.	Click the Reason dropdown button and select "Amend Prepaid". 0000000001 Prepaid Amend Prepaid 07/03/2026 Pending																					
10.	Click the Save button. Save Return to Search Notify Previous tab Next tab																					
11.	Click the Prepays link. Save Return to Search Notify Previous tab Next tab Prepays Audit History Amendments																					



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Step	Action
	The Prepays tab displays. Prepays Audit History Amendments Contract Number 0000002403 Sold To Customer DOMINION ENERGY Pending Amendment 0000000001 Contract Status ACTIVE Contract Prepaid Totals Purchased Amount 2,000.00 Remaining Amount 2,000.00 Committed Amount 0.00 View Current Prepays for this Contract General Utilization Initial Billing Contract Liability Distribution Actions Status Hold Purchased Amount Remaining Amount Committed Amount Expiration Date Depleted Date 1 Ready ☐ 2,000.00 2,000.00 0.00 07/03/2027 Go To: Billing Plans Return to General Information Save Return to Search Notify Previous tab Next tab Add Update/Display



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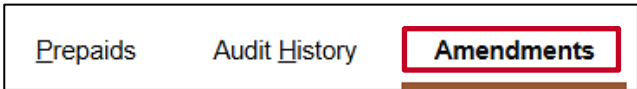
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Step	Action																														
	A prompt message displays in a pop-up window to confirm the number of rows to be added. fintrnx.cardinal.virginia.gov says Enter number of rows to add: 1 OK Cancel																														
13.	Click the OK button to add “1” row. fintrnx.cardinal.virginia.gov says Enter number of rows to add: 1 OK Cancel																														
	The Prepays for this Contract section refreshes with the new row added. Prepays for this Contract 1-2 of 2 General Utilization Initial Billing Contract Liability Distribution > <table><tr><th>Actions</th><th></th><th>Hold</th><th>Purchased Amount</th><th>Remaining Amount</th><th>Committed Amount</th><th>Expiration Date</th><th>Depleted Date</th><th></th><th></th></tr><tr><td>▼ Actions</td><td>▼</td><td>☐</td><td>2,000.00</td><td>2,000.00</td><td>0.00</td><td>07/03/2027</td><td></td><td> + - </td><td> - </td></tr><tr><td>▼ Actions</td><td>▼</td><td>☐</td><td>0.00</td><td>0.00</td><td>0.00</td><td> </td><td></td><td> + - </td><td> - </td></tr></table>	Actions		Hold	Purchased Amount	Remaining Amount	Committed Amount	Expiration Date	Depleted Date			▼ Actions	▼	☐	2,000.00	2,000.00	0.00	07/03/2027		+ -	-	▼ Actions	▼	☐	0.00	0.00	0.00			+ -	-
Actions		Hold	Purchased Amount	Remaining Amount	Committed Amount	Expiration Date	Depleted Date																								
▼ Actions	▼	☐	2,000.00	2,000.00	0.00	07/03/2027		+ -	-																						
▼ Actions	▼	☐	0.00	0.00	0.00			+ -	-																						
14.	Enter the amount of increase in the Purchased Amount field. Prepays for this Contract 1-2 of 2 General Utilization Initial Billing Contract Liability Distribution > <table><tr><th>Actions</th><th></th><th>Hold</th><th>Purchased Amount</th><th>Remaining Amount</th><th>Committed Amount</th><th>Expiration Date</th><th>Depleted Date</th><th></th><th></th></tr><tr><td>▼ Actions</td><td>▼</td><td>☐</td><td>2,000.00</td><td>2,000.00</td><td>0.00</td><td>07/03/2027</td><td></td><td> + - </td><td> - </td></tr><tr><td>▼ Actions</td><td>▼</td><td>☐</td><td>15,000.00</td><td>15,000.00</td><td>0.00</td><td> </td><td></td><td> + - </td><td> - </td></tr></table>	Actions		Hold	Purchased Amount	Remaining Amount	Committed Amount	Expiration Date	Depleted Date			▼ Actions	▼	☐	2,000.00	2,000.00	0.00	07/03/2027		+ -	-	▼ Actions	▼	☐	15,000.00	15,000.00	0.00			+ -	-
Actions		Hold	Purchased Amount	Remaining Amount	Committed Amount	Expiration Date	Depleted Date																								
▼ Actions	▼	☐	2,000.00	2,000.00	0.00	07/03/2027		+ -	-																						
▼ Actions	▼	☐	15,000.00	15,000.00	0.00			+ -	-																						

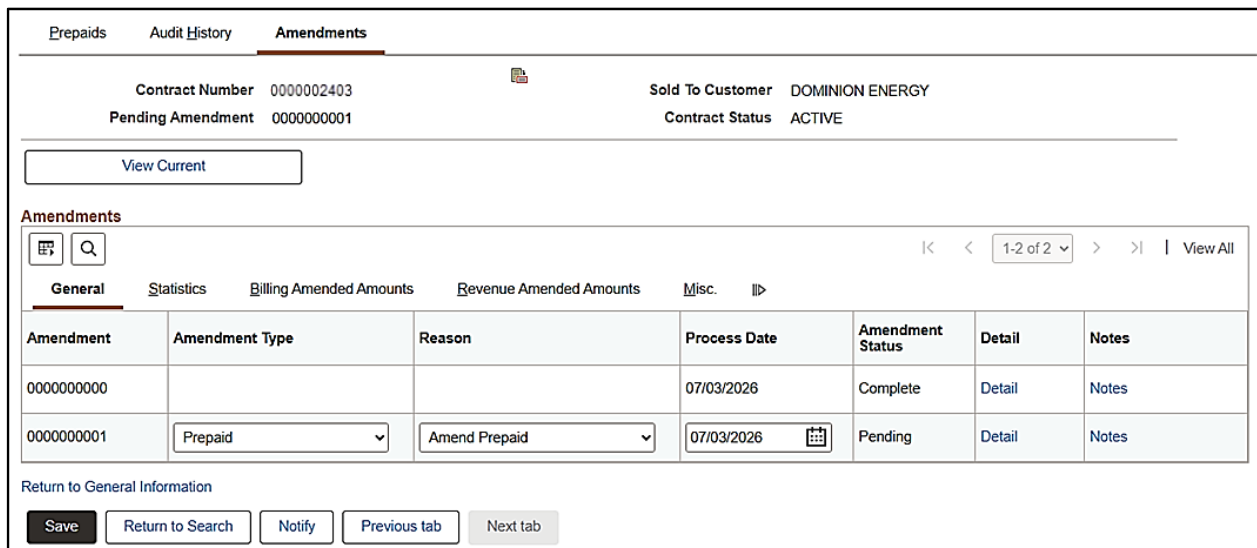


Project Accounting Job Aid

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

Step	Action
15.	Proceed to Steps 8 - 22 in the Setting up the Prepaid for a Non-Federal Rate-Based Contract section of this Job Aid to complete all required tabs (General , Utilization , Initial Bill , and Contract Liability Distribution) and then return to Step 16 in this section.
16.	Click the Save button. 
17.	Click the Amendments tab. 

The **Amendments** tab displays.



Prepaids Audit History **Amendments**

Contract Number 0000002403 Sold To Customer DOMINION ENERGY
Pending Amendment 0000000001 Contract Status ACTIVE

[View Current](#)

Amendments

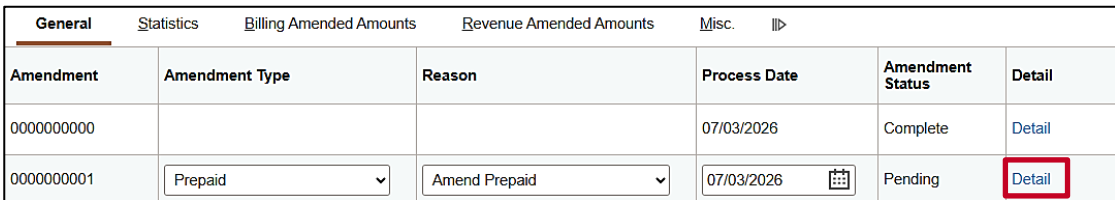
[1-2 of 2](#) [View All](#)

General Statistics Billing Amended Amounts Revenue Amended Amounts Misc. [11](#)

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000			07/03/2026	Complete	Detail	Notes
0000000001	Prepaid	Amend Prepaid	07/03/2026	Pending	Detail	Notes

[Return to General Information](#)

[Save](#) [Return to Search](#) [Notify](#) [Previous tab](#) [Next tab](#)

18.	Click the Detail link on the Amendment Line that was added. 
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Project Accounting Job Aid

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

Step	Action														
	The Amendment Details page displays. Amendment Details Contract0000002403 Amendment Number0000000001 Sold To Customer0000163854 Amendment TypePrepaid *Process Date07/03/2026 Amendment ReasonAmend Prepaid *Amendment StatusPending Total Billing Adjustment0.00 Total Revenue Adjustment0.00 Fixed Billing Adjustment0.00 Fixed Revenue Adjustment0.00 Fixed Billing AllocationIncomplete Fixed Revenue AllocationIncomplete > Additional Amendment Details Reference ID User Ref #1 User Ref #2 Amendment Components 1-1 of 1 View All General Statistics ID> <table><thead><tr><th></th><th>Component</th><th>Amend Ref #1</th><th>Label Fieldname</th><th>Edit Type</th><th>Old Value</th><th>New Value</th></tr></thead><tbody><tr><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table> Amendment Amount Allocation Return to Prepaid Balances Internal Notes Save Return to Search Notify		Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value	1						
	Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value									
1															
19.	Click the Amendment Status dropdown button and select “Ready” to process the Amendment. Process Date07/03/2026 *Amendment StatusReady														
	The Process Amendment button displays once the Amendment Status is changed to “Ready”. Process Date07/03/2026 *Amendment StatusReady Process Amendment														
20.	Click the Process Amendment button. Process Amendment														



Project Accounting Job Aid

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

Step	Action																												
	The Amendment Status changes to “Complete” and the changes are now active in Cardinal. Amendment Details<table><tr><td>Contract</td><td>0000002403</td><td>Amendment Number</td><td>0000000001</td></tr><tr><td>Sold To Customer</td><td>0000163854</td><td>Amendment Completed On</td><td>07/03/2026 6:48PM</td></tr><tr><td>Amendment Type</td><td>Prepaid</td><td>Process Date</td><td>07/03/2026</td></tr><tr><td>Amendment Reason</td><td>Amend Prepaid</td><td>Amendment Status</td><td>Complete</td></tr><tr><td>Total Billing Adjustment</td><td>0.00</td><td>Total Revenue Adjustment</td><td>0.00</td></tr><tr><td>Fixed Billing Adjustment</td><td>0.00</td><td>Fixed Revenue Adjustment</td><td>0.00</td></tr><tr><td>Fixed Billing Allocation</td><td>Incomplete</td><td>Fixed Revenue Allocation</td><td>Incomplete</td></tr></table>	Contract	0000002403	Amendment Number	0000000001	Sold To Customer	0000163854	Amendment Completed On	07/03/2026 6:48PM	Amendment Type	Prepaid	Process Date	07/03/2026	Amendment Reason	Amend Prepaid	Amendment Status	Complete	Total Billing Adjustment	0.00	Total Revenue Adjustment	0.00	Fixed Billing Adjustment	0.00	Fixed Revenue Adjustment	0.00	Fixed Billing Allocation	Incomplete	Fixed Revenue Allocation	Incomplete
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Fixed Billing Adjustment	0.00	Fixed Revenue Adjustment	0.00																										
Fixed Billing Allocation	Incomplete	Fixed Revenue Allocation	Incomplete																										
	The Initial Billing for the Prepaid will be processed once the Contract status is “Active”. Users must again place the Contract Line Bill Plan on hold so the additional Prepaid can be finalized and processed. If this step is missed, the system will create a Bill when expenditures are posted to the Project instead of drawing down the Prepays. Refer to the Placing a Contract Line Bill on Hold section of this Job Aid.																												