

Creating 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.

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Cardinal Project Accounting Job Aid

PA354_Creating Non-Federal Rate-Based Prepaid Contracts (VDOT)

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

Step	Action
1.	Navigate to the General Information page for the rate-based contract using the following path:
	Main Menu > Customer Contracts > Create and Amend > General Information
	Scenario: we will add a prepaid to a Pending contract.
	To add a prepaid to an existing contract, you must first create an amendment and then follow the steps listed below, prior to processing the amendment.

The General Information search page displays.

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Step	Action
2.	Enter the contract number in the Contract field.
	Contract begins with V
3.	Click the Search button.
	Search Clear Basic Search 🖾 Save Search Criteria
The Genera	al Information page displays.
Favorites	Main Menu Customer Contracts Create and Amend Seneral Information
General	Lines Amendments
	Contract Number 0000002017 Sold To Customer PIEDMONT CONCRETE CONTRACTORS INC.
	Amendment Number 0000000000 *Contract Status ACTIVE
	Amend Contract Add to My Contracts
	Description Compton Rd Shared Use Path Processing Status Active
	Contract Admin Q Amendment Status Complete
	Region Code Business Unit VA Dept of Transportation Contract Type A Contract Classification Standard
	Currency Code USD Start Date 08/09/2019
	Exchange Rate Type CRRNT End Date
	Contract Signed 08/09/2019 Last Update Date/Time 11/22/2019 3:51:39PM Last Update User ID SHELLY.PRYOR
	Contract Role Separate Fixed Billing and Revenue:
	Revenue Profile Separate As Incurred Billing and Revenue:
► Othe	r Information
Sum	mary of Amounts (2)
Billing Plan	
Shiniy Fia	
	C Return to Search Dupdate/Display
General L	Amendments
4.	Click the Go To drop-down menu
	Go To More
5.	Select Prepaids.
	Attachments
	Billing Options
	Conversations
	Internal Notes
	More
	Payment Terms
	Prepaids
	Price Adjustments
	Progress Payments
	Revenue Forecast
	Sales Order
	Service Orders
	Sold To Address
	Support Teams
	View Forecast



Step	Act	ion							
The Pre	paids se	ection d	isplays.						
	Favorites 🗸	Main Me	nu 🕶 > (Customer Contract	s ▾ → Create and A	mend 🔻 🚿 General	Information > Prepa	id Balances	
	Prepaids	Audit <u>H</u> istory							
		Contract Nu	nber 0000002	017		Customer PIEDMO	NT CONCRETE CONTRA	CTORS INC.	
	Contract Pr	repaid Total	6						
	P	urchased Am	ount		0.00				
		Remaining Arr			0.00				
		ommitted Arr			0.00				
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	→ Actions								
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	Save	🖈 Return to S	earch 🔡 N	lotify 🕂 Previo	ous tab 🕂 Next tab]	📑 Add	Update/Display	
	Prepaids Aud	-							
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6.			chased y the cu		field, enter th	ne amount o	f the prepaid t	hat was paid ii	า
	Actio	ons	Status	Hold	Purchased Amour	t Inclusive	Remaining Amount	Committed Amount Exp	piration Date
	-	Actions	1 Pending	✓ □	2,000.0		2,000.00	0.00 01	/02/2021 🛐
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	Actio	ons	Status	Hold	Purchased Amour	Inclusive	Remaining Amount	Committed Amount Exp	piration Date
	-	Actions	1 Pending	✓ □	2,000.0		2,000.00	0.00 01	/02/2021 🛐 >



Step	Actio	n								
8.									he future for the mpact processing.	
	Actions		Status	Hold	Purchas	ed Amoun	t Inclusive	Remaining Amount	Committed Amoun Expiration Date	
	- Actio	ons	1 Pending			2,000.00	D	2,000.00	0.0 <mark>01/02/2021 5</mark>	
9.	Click	the	Utilizati	i on tab.						
	-	Prepaids for this Contract General Utilization Initial Billing Contract Liability Distribution								
	-									
The Prepai	ds sect	ion	displays	s with the	Utilizati	on ta	b selected.			
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Prepai	ds Audit <u>H</u>	<u>H</u> istory								
	Contra	act Nui	mber 000000:	2017	1 I		Customer PIEDMO	NT CONCRETE CONTR/	ACTORS INC.	
Contra	act Prepaid	Totals	s							
	Purchas				2,000.00					
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Gener			Initial Billing	Contract Liabili	ty Distribution)				
Actions		1	Use Sequence	Utilize Against all Lines	Contract Line	Num	Utilization Descr for Bi	lling		
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Go To: Return to	Billing General Info		n							
Prepaids	e 🔯 Retu Audit Histor		Search	Notify 🕂 Prev	rious tab 📮	Next tab		Add	週 Update/Display	
i								repaid amour here is more t	nts and Cardinal uses han one.	



Step	Action
10.	The Utilize Against all Lines checkbox should be left unchecked. Select this checkbox if the prepaid amount is to be applied against all rate-based contract lines on this contract.
	Actions Use Sequence Utilize Against all Lines Contract Line Num Utilization Descr for Billing
11.	The Contract Line Num field allows you to select the contract line number you wish to apply this prepaid amount to again. In most instances, this value will be 1.
	Actions Use Sequence Utilize Against all Lines Contract Line Num Utilization Descr for Billing
i	Note: The Utilization Descr for Billing field is automatically populated when you click the Save button. The description is the prepaid Use Sequence number joined with the Contract number.
	Actions Use Sequence Utilize Against all Lines Contract Line Num Utilization Descr for Billing
12.	Click the Save button. The Utilization Descr for Billing displays.
	Save 🐼 Return to Search 🔄 Notify 🖓 Previous tab
13.	Click the Initial Billing tab.
	Prepaids for this Contract Personalize Find 🖾 才 First 🕢 1 of 1 🕑 Last General Utilization Initial Billing Contract Liability Distribution Image: Addition of the second



Step	Action		
The Prepaid	s page displays with the Initi	al Billing tab selected.	
	Favorites - Main Menu - Customer Cont	racts • > Create and Amend • > General Information > Prepaid Balances	
	Prepaids Audit <u>H</u> istory		
	Contract Number 0000002017	Sold To Customer <u>PIEDMONT CONCRETE CONTRACTORS INC.</u> Contract Status PENDING	
	Contract Prepaid Totals		
	Purchased Amount Remaining Amount	2,000.00 2,000.00	
	Committed Amount	0.00	
	Prepaids for this Contract General Utilization Initial Billing Contract Lial	Personalize Find 🖾 🔣 First 🚯 1 of 1 🕢 Last	
		ling Plan Template DD Purchase Order Reference Prepaid Tax Timing	
	Actions	REPAID Q MG&SE_CCT Q Tax on Initial Bill	
	Go To: Billing Plans		
	Return to General Information		
	Return to Search Notify Prepaids Audit History	revious tab 🕂 Next tab 📭 Add 🖉 Update/Display	
14.	Billing Plan Template: Sole	ect PREPAID . The Billing Plan template autom	atos tho
14.	creation of the prepaid billing	•	
	Actions Description	Billing Plan Template Bill Plan Detail Template ID Purchase Order Reference	Prepaid Tax Timing
	- Actions	PREPAID Q MG&SE_CCT Q	Tax on Initial Bill
15.		e ID : Select the Billing Plan Detail Template Type, which corresponds with the contract line	
	Actions Description	Billing Plan Template Bill Plan Detail Template ID Purchase Order Reference	Prepaid Tax Timing
	- Actions		Tax on Initial Bill
A	Note: Purchase Order (PO) enter any values.) Reference : this field is not used in Cardinal,	so <u>do not</u>
	Actions Description	Billing Plan Template Bill Plan Detail Template ID Purchase Order Reference	Prepaid Tax Timing
	 ✓ Actions 	PREPAID Q MG&SE_CCT Q	Tax on Initial Bill
			_
6	Note: Prepaid Tax Timing: changed.	This field defaults to Tax on Initial Bill and sh	ould not be
	Actions Description	Billing Plan Template Bill Plan Detail Template ID Purchase Order Reference	Prepaid Tax Timing
	- Actions	PREPAID Q MG&SE_CCT Q	Tax on Initial Bill



Step		Action											
16.		Click the	e Con	tract Liabi	ity Di	strib	ution ta	b.					
		Prepaids fo	or this Co	ontract				_	Personali	ze Find 🗖	l 🔜 🛛 Fin	st 🕚 1 o	f 1 🕑 Last
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	Prepai	ds Audit <u>H</u> ist	tory										
		Contract	Number (000002017				stomer <u>PIEDM</u> t Status PENDI		CRETE CONTR	ACTORS INC.		
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Prepaids for thi General Utiliz Actions Go To:	nis Contract ization Initia FIPS	al Billing Cont	Agency Use 1	tribution	PC Busi	nape				t
General Utiliz Actions Actions Go To: Billin	FIPS	Asset	Agency Use 1		PC Busi	nape				t
Actions - Actions C Go To: Billing	FIPS	Asset	Agency Use 1		PC Busi	ness Project	Activity	s	cource Type C	
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Go To: Billin		۹. 📃 ۹								Cat
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Prepaids Audit His	istory									
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Actio	ione	FIPS Asset	t Agency U		ency Use 2 PC E	Business Project	Activity	Sour	ce Type Cat	
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		aa	٩		Q	Q 50100 Q	0000100001	۵12	Q	



Step	Action
21.	Activity: Enter one of the activities which was added on the contract line Related Projects page.
	Actions FIPS Asset Agency Use 1 Agency Use 2 PC Business Unit Project Activity Source Type Cat
	Actions Q Q Q Q Q 50100 Q 0000100001 Q 612 Q Q
1	Note : The activity must be active in order for the distribution to save.
22.	Click the General tab.
	Prepaids for this Contract Personalize Find 2 1 Find 2
The Prepa	ids page displays with the General tab selected.
Favo	rites • Main Menu • > Customer Contracts • > Create and Amend • > General Information >> Prepaid Balances
Prep	aids Audit <u>H</u> istory
	Contract Number 0000002017 Bold To Customer PIEDMONT CONCRETE CONTRACTORS INC. Contract Status PENDING
Con	tract Prepaid Totals
	Purchased Amount 2,000.00 Remaining Amount 2,000.00
	Committed Amount 0.00
Prep	paids for this Contract Personalize Find 🖉 🔢 First 🚯 1 of 1 🕑 Last
Gen	Hold Burchased Amount Inclusive Demaining Amount Committed Amount Expiration Date
	Cancelled Completed I food I alchased andout Inclusive I completed Actions 1 Pending 2,000.00 ✓ 2,000.00 0.00 01/02/2021 Ready >
Go To:	Billing Plans
	ave 💽 Return to Search 🖃 Notify 📮 Previous tab 📮 Next tab
Prepai	ave Add Display Previous tab Add Display tab Add Add Add Add Add Add Add Add Add Ad
23.	Change the Status to Ready .
	Actions Cancelled Hold Purchased Amount Inclusive Remaining Amount Committed Amount Expiration Date
24.	Click the Save button. The Initial Billing for the Prepaid will be processed once the contract status is Active.



Step	Action
	Save Return to Search Solution Return to Search
()	Note: You must place the contract line Bill Plan on Hold so 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 prepaids.
	Placing the contract line Bill Plan on Hold must also be done when adding the prepaid to an existing contract.



Cardinal Project Accounting Job Aid

PA354_Creating Non-Federal Rate-Based Prepaid Contracts (VDOT)

Placing the Contract Line Bill Plan on Hold

Step	Action
1.	Navigate to the Billing Plan General page.
	Main Menu > Customer Contracts > Create and Amend > General Information > Define Billing Plan
The Billing	Plan General page displays.
F	avorites Main Menu Customer Contracts Create and Amend General Information Define Billing Plan
E	Silling Plan General Events History
	Contract 0000000017 BI Unit 50100 Sold To Customer 0000000001 PIEDMONT CONCRETE CONTRACTORS Bill To 0000000001 PIEDMONT CONCRETE CONTRACTORS INC. INC. INC. INC.
	Billing Plan 🚽 B101 🕨 As Incurred - Rate Based Currency USD
	Description As Incurred Ready As Incurred As Incurred Incurred Incu
	Customer Information Hold Details BI Unit 50100 VA Dept of Transportation *Bill To Customer 0000000001 PIEDMONT CONCRETE CONTRACTORS INC. Addr Num 1 Bill To Contact Q
1	Silling Options
	Bill Type STA Q ✓ Pre Approved Bill Source MG&SE Q ○ Direct Invoice Summarization Template ID VDOT_OTHER Q VDOT Other Purchase Order ○ Bill ○ Write-off
	Silling Header Note Internal Notes Preview Summarization Template Tolerance Options
	Silling Default Overrides Minimum Bill Amount 0.00 Invoice Form LANDSCAPE Final Bill Final Bill Cycle ID MONTHLY View Customer Defaults Final Bill Bill By ID PC_OTHER Non-Federal Project Final Bill Payment Method V Final Bill Billing Inquiry Q Final Bill Billing Specialist Q Final Bill
	eturn to General Information Save Return to Search Dupdate/Display Ing Plan General Events History
2.	Place the Contract Line Billing Plan on hold. Select the Hold checkbox.
	Billing Plan General Events History
	Contract 0000002017 BI Unit 50100 Sold To Customer 000000001 PIEDMONT CONCRETE CONTRACTORS Bill To 0000000001 PIEDMONT CONCRETE CONTRACTORS INC. INC. INC. INC. INC.
	Billing Plan d B101 As Incurred - Rate Based Currency USD
	Description As Incurred - Rate Based *Billing Status Ready Actions Billing Method As Incurred Image: Status Image: Status Image: Status



Step	Action
3.	For Hold Reason select Process Int. Prepaid
	Hold Details
	Put On Hold Date 01/06/2020
	Hold User SHELLY.PRYOR
	Hold Reason Process Int. Prepaid
4.	Click the Save button.
	Save Return to Search
i	Note: Once the Initial Prepaid invoice has been finalized, you can remove the Billing Plan Hold on the next day.



Amending a Rate-Based Contract Prepaid

You can increase or decrease the initial prepaid amount with an amendment as long as you do not reduce the prepaid amount below the utilized amount. Follow the steps below to amend a Rate-Based Contract Prepaid.

Step	Action
1.	Navigate to the General Information page using the following path:
	Main Menu > Customer Contracts > Create and Amend > General Information

The General Information search page displays.



Step	Action
2.	Enter the contract number in the Contract field. Contract begins with
3.	Click the Search button. Search Clear Basic Search Save Search Criteria
Favori Gene ► Ot ► St Billing F Billing F Genera	al Lines Angendments Contract Number 000000 1628 Sold To Customer AASHTO Amendment Number 000000011 Contract Status ACTIVE Amend Contract Add to My Contracts Description advicate 40 sign sheet panels Processing Status Active Contract Admin Amendment Status Complete Region Code Contract Admin Contract Takended Contract Classification Standard Contract Outpue Contract Classification Standard Contract Guessing Status Active Contract Region Code Contract Mannel Contract Takended Contract Mannel Contract Status Complete Region Code Contract Mannel Contract Mannel Contract Takended Contract Status Complete Region Code Contract Classification Standard Contract Guessing Status Contract Mannel Contract Mannel Contract Mannel Contract Mannel Contract Mannel Contract Mannel Contract Status Contract Classification Standard Contract Contract Status Contract Contract Classification Standard Contract Contract Mannel Contract Contract Status Contract Contract Mannel Contr
4. 5.	Click the Go To drop-down menu Go To More On the General tab, in the Go To field, select Prepaids from the drop-down menu. Attachments Billing Options Conversations Internal Notes Progress Payments Progress Payments Revenue Forecast Sales Orders Sold To Address Support Farams View Forecast



Step	Action						
The Prepa	ids tab displays.						
	Favorites - Main Menu - >	Customer Contracts - Crea	ate and Amend 🗸	> General Information	on > Prepaid Ba	lances	
	Prepaids Audit History Amendme	ents					
	Contract Number 000000 Amendment Number 000000		Sold To Custome Contract State				
	Contract Prepaid Totals						
	Purchased Amount	227,001.89					
	Remaining Amount	63,478.31					
	Committed Amount	4,912.74					
		Amend Contract			_		
	Prepaids for this Contract General Utilization Initial Billing	Contract Liability Distribution	Per	sonalize Find 🗖	First 🕙 1	-6 of 6 🕑 Last	
			Remaining Amount	Committed Amount	Expiration Date	Depleted Dat	
	- Actions 1 Ready -	30,000.00	0.00	0.00	08/30/2015	06/01/201	
	✓ Actions 2 Ready ✓	56,751.89	0.00	0.00	03/24/2016	08/09/201	
		44,250.00	0.00	0.00	08/25/2016	06/29/201	
		41,250.00	8,728.31	4,912.74 0	04/27/2017		
	✓ Actions 5 Ready ✓	0.00	0.00	0.00 0	07/07/2018		
	← Actions 6 Ready ✓	54,750.00	54,750.00	0.00 0	02/16/2019	>	
	Go To: Billing Plans Return to General Information Save Return to Search E Prepaids Audit History Amendments	Notify 🕂 Previous tab 🗍	Next tab		📑 Add 🛛 🔊	Update/Display	
6.	Click the Amend Cor Amend Co						



Step	Action						
The Amen	idments ta	ab displays. In th	nis scenario, the p	orepaid am	nount is beir	ng changed.	
	Favorites -	Main Menu 🗸 > Customer	Contracts - Create and Amend	I 🕶 > General Inform	nation > Prepaid Bala	nces	1
	Prepaids Au	dit <u>H</u> istory Amendments				1	R
				o Customer AASHTO			
		ntract Number 0000001628 ng Amendment 0000000010		tract Status ACTIVE			
	Viev	v Current					
	Amendments			Personalize Find Vie	ew 10 🖓 🔜 🛛 First	④ 1-11 of 11 🕑 Last	
	General <u>S</u> t	atistics Billing Amended Amount	s <u>R</u> evenue Amended Amounts	Misc.			
	Amendment	Amendment Type	Reason	Process Date	Amendment Status Detail	Notes	
	000000009	Contract Line	New Contract Line	01/16/2019	Complete Detail	Notes	
	8000000008	Prepaid	Amend Prepaid	02/16/2018	Complete Detail	Notes	
	000000007	Transaction Limit	Decrease Trans Limit	08/09/2017	Complete Detail	Notes	
	000000006	Prepaid	Amend Prepaid	08/08/2017	Complete Detail	Notes	
	000000005	Prepaid	Amend Prepaid	07/07/2017	Complete Detail	Notes	
	000000004	Prepaid	Amend Prepaid	04/27/2016	Complete Detail	Notes	
	000000003	Prepaid Transaction Limit	Amend Prepaid	08/24/2015	Complete Detail	Notes	
	0000000002	Prepaid	Amend Prepaid	03/24/2015	Complete Detail	Notes	
	0000000000	Геран	Amena repaid	07/29/2014	Complete Detail	Notes	
	000000010	Prepaid	Amend Prepaid		Pending Detail	Notes	
	Return to Genera	I Information	<u> </u>				
	🔚 Save 🔯	Return to Search 🔚 Notify	₽ Previous tab				
	Prepaids Audit H	listory Amendments					
7.			field select Prep				
	000000010	Prepaid	 Amend Prepaid 	✓ 01	/06/2020 🗓 Pen	ding Detail	Notes
8.	In the Re	ason field selec	t Amend Prepai	d			
	000000010	Prepaid	Amend Prepaid	▼] 01/	06/2020 🔋 Pend	ing Detail	Notes
9.	Click the	Save button.					
	R Save	Return to Sea	rch 🔚 Notify	7 Previous 1	tab 🖵 Next	tab	



Step	Actio	n								
10.	Click t	Click the Prepaids tab.								
			_							
	Pre	pai	ds	Audit H	listory	Amendment	S			
The Prep	aids tab	o displ	ays.	Increase or	decrease t	he prepaid amount c	on this tab.			
]	virginia.gov r	eeds some	informatio	n		×		7		
	Script Prompt:				0	CONTRACTS.CA_HDR_PNG.GB	L?FolderPath=PORTAL_R(▾ 🔒 ♂	Se		
	Enter number	of rows to ad	d:		Can					
	1					Adv	ranced Search 🛛 🗕 Last Search Resu	ilts		
	Favorites -	Main	Menu 🗸	> Customer Contr	acts 👻 > Create a	nd Amend -> General Information	> Prepaid Balances			
	Prepaids	Audit <u>H</u> isto	ory Am	endments						
			0	000001628	E So	Id To Customer AASHTO				
				00000009		Contract Status ACTIVE				
	Contract Pr	epaid Tot	als							
	Р	urchased /	Amount		227,001.89					
		emaining /			63,478.31					
	c	ommitted	Amount		4,912.74					
	Descentido de	- 4h in Cou		Amend Contract						
	Prepaids fo General	Utilization	Initial E	illing <u>C</u> ontract Liabi	ity Distribution	Personalize Find 🖓 🧱	First ④ 1-6 of 6 🕑 Last			
	Actions		Hold	Purchased Amount	Remaining Amount	Committed Amount Expiration Date	Depleted Date			
		1 🗸		30,000.00	0.00	0.00 08/30/2015	06/01/2016 🐜 🖃			
		2 🗸		56,751.89	0.00	0.00 03/24/2016	08/09/2017 🕂 🗖			
		3 🗸		44,250.00	0.00	0.00 08/25/2016	06/29/2018 🛨 💻			
	→ Actions	4 🗸		41,250.00	8,728.31	4,912.74 04/27/2017	+ . -			
		5 🗸		0.00	0.00	0.00 07/07/2018	+ . -			
		6 ~		54,750.00	54,750.00	0.00 02/16/2019	+ -			
	Go To: Return to Gene	Billing Plar								
	Save C	return t	o Search		evious tab <mark>- Next</mark>	tab	📑 Add 🗵 Update/Display			
	Prepaids Audi	t History A	Amendmer	ıts						



Step	Action
11.	In this example, there are previous amendments. Scroll to the end of the line and click the plus (+) button to add a row.
	Depleted Date
	06/01/2016 🛨 🖃
	08/09/2017 🛨 🖃
	06/29/2018 🛨 🗖
12.	When the Script Prompt message displays, click the OK button to add 1 row.
	virginia.gov needs some information
	Script Prompt: OK Enter number of rows to add: Cancel
13.	For this scenario, we are increasing the prepaid by 50,000. Enter the amount of the increase in the Purchased Amount field.
	Purchased Amount
	30,000.00
	56,751.89
	44,250.00
	41,250.00
	0.00
	54,750.00
	50,000.00



	Actio	n								
14.	Click the Save button.									
	R Sa	ave 🔯 Return to	Search F Notify	Previous tab	- Nex	kt tab				
15.	Click t	he Amendment	s tab.							
	Pr	epaids Au	dit <u>H</u> istory Am	endments	;					
•		- tek diselaria								
		s tab displays. Main Menu → Custome	er Contracts \checkmark > Create and Amend \checkmark	 General Informa 	tion > Pre	paid Balances	; R			
	Pending / View C endments		Contr	Customer AASHTO act Status ACTIVE ersonalize Find View	10 🗗 🏬	First 🕚	1-11 of 11 🕑 Last			
	neral <u>S</u> tatis dment	stics <u>B</u> illing Amended Amoun	nts <u>R</u> evenue Amended Amounts <u>Reason</u>	Process Date	Amendment	Detail				
					Chattan		Notes			
00000	00009	Contract Line	New Contract Line		Status					
	000009	Contract Line Prepaid	New Contract Line Amend Prepaid	01/16/2019	Status Complete Complete	Detail	Notes Notes Notes			
00000				01/16/2019	Complete	Detail	Notes			
00000	800008	Prepaid	Amend Prepaid	01/16/2019 02/16/2018	Complete Complete	Detail Detail	Notes Notes			
00000	000008	Prepaid Transaction Limit	Amend Prepaid Decrease Trans Limit	01/16/2019 02/16/2018 08/09/2017	Complete Complete Complete	Detail Detail Detail	Notes Notes			
	000008 000007 000006	Prepaid Transaction Limit Prepaid	Amend Prepaid Decrease Trans Limit Amend Prepaid	01/16/2019 02/16/2018 08/09/2017 08/08/2017	Complete Complete Complete Complete	Detail Detail Detail Detail Detail Detail	Notes Notes Notes Notes Notes			
	000008 000007 000006 000005	Prepaid Transaction Limit Prepaid Prepaid	Amend Prepaid Decrease Trans Limit Amend Prepaid Amend Prepaid	01/16/2019 02/16/2018 08/09/2017 08/08/2017 07/07/2017	Complete Complete Complete Complete	Detail Detail Detail Detail Detail Detail Detail	Notes Notes Notes Notes Notes Notes Notes			
	000008 000007 000006 000005 000004	Prepaid Transaction Limit Prepaid Prepaid Prepaid	Amend Prepaid Decrease Trans Limit Amend Prepaid Amend Prepaid Amend Prepaid	01/16/2019 02/16/2018 02/16/2017 08/09/2017 08/08/2017 07/07/2017 04/27/2016	Complete Complete Complete Complete Complete Complete	Detail Detail Detail Detail Detail Detail Detail Detail Detail	NotesNotesNotesNotesNotesNotesNotesNotesNotes			
	000008 000007 000006 000005 000004 000003	Prepaid Transaction Limit Prepaid Prepaid Prepaid Prepaid	Amend Prepaid Decrease Trans Limit Amend Prepaid	01/16/2019 02/16/2018 02/09/2017 08/09/2017 08/08/2017 07/07/2017 04/27/2016 08/24/2015	Complete Complete Complete Complete Complete Complete	Detail	Notes I Notes I			
	000008 000007 000006 000005 000004 000003	Prepaid Transaction Limit Prepaid Prepaid Prepaid Prepaid Transaction Limit	Amend Prepaid Decrease Trans Limit Amend Prepaid Amend Prepaid Amend Prepaid Amend Prepaid Increase Trans Limit	01/16/2019 02/16/2018 08/09/2017 08/08/2017 08/08/2017 04/27/2016 08/24/2015 08/24/2015	Complete Complete Complete Complete Complete Complete Complete	Detail	NotesINotesINotesINotesINotesINotesINotesINotesINotesINotesINotesINotesINotesINotesINotesINotesI			
	000008 000007 000006 000005 000004 000003 000002	Prepaid Transaction Limit Prepaid Prepaid Prepaid Prepaid Transaction Limit	Amend Prepaid Decrease Trans Limit Amend Prepaid Amend Prepaid Amend Prepaid Amend Prepaid Increase Trans Limit Amend Prepaid Increase Trans Limit Amend Prepaid	01/16/2019 02/16/2018 02/16/2018 08/09/2017 08/08/2017 04/27/2016 08/24/2015 03/24/2015 03/24/2015 03/24/2015	Complete Complete Complete Complete Complete Complete Complete Complete	Detail	NotesINotesINotesINotesINotesINotesINotesINotesINotesINotesINotesINotesINotesINotesINotesINotesINotesINotesINotesI			
000000 000000 000000 000000 000000 00000	2000008 2000007 2000006 2000005 2000004 2000002 2000001 2000000 2000001 2000000 2000010 2000010 2000010 2000010 20000010 20000010 2000001 2000001 2000005 200005 200005 200005 200005 200005 200005 200005 200005 200005 200005 200005 200005 200005 200005 200005 200005 20005 20005 20005 20005 20005 20005 20005 20005 20005 20005 20005 2005	Prepaid Transaction Limit Prepaid Prepaid Prepaid Transaction Limit Prepaid Prepaid	Amend Prepaid Decrease Trans Limit Amend Prepaid Amend Prepaid Amend Prepaid Amend Prepaid Increase Trans Limit Amend Prepaid Increase Trans Limit Increase Trans Limit	01/16/2019 02/16/2018 02/16/2018 08/09/2017 08/08/2017 04/27/2016 08/24/2015 03/24/2015 03/24/2015 03/24/2015	Complete Complete Complete Complete Complete Complete Complete Complete Complete	Detail	NotesI			
00000 00000 00000 00000 00000 00000 0000	2000008 2000007 2000005 2000004 2000003 2000002 2000001 2000001 2000001 2000001 2000001 2000001 2000001 2000001 2000001 2000001 2000001 2000001 2000001 2000001 2000005 200005 200005 200005 200005 200005 200005 200005 200005 200005 200005 200005 200005 20005 20005 20005 20005 20005 20005 20005 20005 20005 2005	Prepaid Transaction Limit Prepaid Prepaid Prepaid Prepaid Transaction Limit Prepaid Prepaid Formation turn to Search Notify ory Amendments	Amend Prepaid Amend Prepaid Decrease Trans Limit Amend Prepaid	 01/16/2019 02/16/2018 08/09/2017 08/08/2017 07/07/2017 04/27/2016 08/24/2015 03/24/2015 03/24/2015 03/24/2015 01/07/2020 is 	Complete Complete Complete Complete Complete Complete Complete Complete Complete Complete Pending	Detail	NotesI			



Step	Action
The Ame	ndment Details page displays.
Fa	worites Main Menu Customer Contracts Create and Amend General Information Prepaid Balances
A	Amendment Details Contract 0000001628 Amendment Number 0000000010 Sold To Customer 0000010013
-	Amendment Type Prepaid *Process Date 1//07/2020 [Si] Amendment Reason Amend Prepaid *Amendment Status Ready
	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 Additional Amendment Details Complete Complete Complete
	Reference ID User Ref #1 User Ref #2
	Amendment Components Personalize Find View All 🖉 🔣 First 🚯 1 of 1 🕖 Last General Statistics
	Component Amend Ref #1 Label Fieldname Edit Type Old Value New Value 1
Re	mendment Amount Allocation Internal Notes eturn to Prepaid Balances
17.	To process the amendment, change the Amendment Status from Pending to Ready. *Process Date 01/07/2020 Cancelled *Amendment Status Pending Ready
18.	A Process Amendment button displays. Click the Process Amendment button.
	Process Date 01/07/2020 *Amendment Status Ready Process Amendment



avorites 👻	Main Menu 🗸	> Customer Contra	cts 🗸 > Create and Am	end 🔻 > General Int	formation > Prepaid	I Balances	
Amendm	ent Details						
	Contract	000001628		Amendment Numbe	r 0000000010		
Sold To Customer 0000010013		Amer	dment Completed On	01/07/2020 9:42AM			
	Amendment Type	Prepaid		Process Dat	e 01/07/2020		
An	nendment Reason	Amend Prepaid		Amendment Statu	s Complete]	
Total E	Billing Adjustment	0.00	Tot	al Revenue Adjustmer	nt 0.00		
Fixed E	Billing Adjustment	0.00	Fixed Revenue Adjustment 0.00				
Fixed	Billing Allocation	Incomplete	Fiz	ked Revenue Allocatio	n Incomplete		
Addition	nal Amendment	Details					
	Reference ID			User Ref #	1		
				User Ref #	2		
Amendmer	nt Components				Personalize Find	View All 🗖 📑 🛛 First	🕚 1 of 1 🕑 Last
General	Statistics						
Compone	nt	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value	
1							
			Internal Notes				
eturn to Prep	aid Balances						