

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

Creating Non-Federal Amount-Based Prepaid Contracts Overview

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

Amount-Based Prepaids are created when a customer submits an advance payment and the project and activities related to the work are being billed on a federal agreement. In these cases, a ratebased prepaid cannot be used to draw down the prepayment as expenditures are incurred.

The Amount-Based prepaid contract allows the prepayment (revenue) to be recognized over a preset period. When you create a contract line, you will need to select the appropriate template to define when the revenue for the prepayment will be recognized.

Note: If you need to create a new amount-based **Product**, it is recommended that you submit a Help Desk ticket (<u>vccc@vita.virginia.gov</u>) with **Cardinal Project Accounting (PA)** in the subject line. The Cardinal Post Production Support (PPS) PA team will work with you to ensure the product is created correctly. If the product is not set up correctly, it will have downstream impacts to your contract, billing, and GL distribution and require a Help Desk ticket to correct the errors. For more details about creating an amount-based product, see the job aid PA354_Creating Customer Contract Products located on the Cardinal website in Job Aids under Learning.

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

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Confirm Amount-Based Prepaid Product

Before creating an Amount-Based Product, search to see if the Amount-Based Product already exists which contains the COA string needed.

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Customer Contracts		PA Reports			
Order Management		PR Reports			
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1. Run the **Customer Contract Products** query. Access this query by going to the Cardinal **Home** page and clicking the **Financial Based Query-based Reports** link.

The Query Viewer page displays.

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V_PA_CUST_C	ONTRACT_PR	ODUCTS	Customer Contract Products	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

- 2. In the begins with field, enter **V_PA_CUST_CONTRACT_PRODUCTS**.
- 3. Click the **Search** button.
- 4. Click the **HTML** link.



The **Query** page displays.

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- 5. Enter the run criteria for the query. You should, at a minimum, enter the **Business Unit** and the **Product ID** prefix of **DEF%.** If you have the other details (e.g., **Product Group**, **Account**, **Fund**, etc.), they can also be entered.
- 6. Click the **View Results** button.
- 7. Review the results to see if there is an existing product that has the appropriate **Product Group** and COA string which is needed to record the billing and revenue transactions for the contract.
 - a. If the Product exist, go to the **Create an Amount-Based Prepaid Contract** section of this job aid.
 - b. If the Product does not exist, you will need to determine if there is an existing distribution code which contains the appropriate COA string which can be used. Go to the Create/Confirm Distribution Code section of this job aid.



Confirm Distribution Code

Before creating a new distribution code, verify whether a code already exist by running the **Distribution Code** query.

Cardinal	All - Searc	h » Advance	ed Search 🛛 😡 Last Search Results	Home Worklist Add to Favorites	Sign Out
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1. Run the **Distribution Code** query. Access this query by going to the Cardinal **Home** page and clicking the **Financial Based Query-based** Reports link.

The Query Viewer Page Displays.

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Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
V_PA_DISTRBUTION_CODES	Distribution Codes	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

- 2. In the begins with field, enter **V_PA_DISTRBUTION_CODES**.
- 3. Click the **Search** button.
- 4. Click the **HTML** link.



The **Query** page displays.

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2	ADVANCON35	07/01/2016	A	Prepaid - CON - OTH	ADVANCON35	4003007	10055	(04720				
3	AUDITAUDI2	01/01/1901	A	Audit - CON - OTH	AUDITAUDI2	4009060	10015	(04720	12000010			
4	COALSCOALS	01/01/1901	A	Coal Severance - CCT	COALSCOALS	40042013	11000	(04720				
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6	GENERGEN14	01/02/1901	A	Location & Design CON Private	GENERGEN14	40040001	10021	(04720		514008	0000108401	
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8	MG&SECON02	01/01/1901	A	Misc - CON - CCT/OTH-Salem	MG&SECON02	40042011	12000	(04720	12000010			
9	MG&SECON03	01/01/1901	A	Misc - CON - CCT/OTH-Lynchburg	MG&SECON03	40042011	13000	(04720	12000010			
10	MG&SECON04	01/01/1901	A	Misc - CON - CCT/OTH-Richmond	MG&SECON04	40042011	14000	(04720	12000010			
11	MG&SECON05	01/01/1901	A	Misc - CON - CCT/OTH-Suffolk	MG&SECON05	40042011	15000	(04720	12000010			
12	MG&SECON06	01/01/1901	A	Misc - CON - CCT/OTH-Fredsburg	MG&SECON06	40042011	16000	(04720	12000010			
13	MG&SECON07	01/01/1901	A	Misc - CON - CCT/OTH-Culpeper	MG&SECON07	40042011	17000	(04720	12000010			
14	MG&SECON08	01/01/1901	A	Misc - CON - CCT/OTH-Strunton	MG&SECON08	40042011	18000	(04720	12000010			
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- 5. Enter the run criteria for the query. You should, at a minimum, enter the **Set ID** and **Account**.
- 6. Click the **View Results** button.
- 7. Review the results to see if there is an existing **Distribution Code** for the COA string which is needed to record the revenue transactions for the contract.
 - a. If the Distribution Code exists, go to the <u>Create an Amount-Based Prepaid Product</u> section of this job aid.
 - b. If the **Distribution Code** does not exist, go to the next step.



Create Distribution Code

1. Navigate to the Distribution Code page using the following path:

Main Menu > Set Up Financials/Supply Chain > Common Definitions > Distribution Accounting > Distribution Code

The **Distribution Code** search page displays.

Favorites 🗸	Main Menu 🗸	> Set Up	Financials/Supply Chain	• >	Common Definitions -	>	Distribution Accounting -	>	Distribution Code
Distribution	Code								
Find an Exist	ing Value Add a N	ew Value							
Se Distribution Co	tID 50100 Q de PROJEPRO81 Q]							
Add									
Find an Existin	g Value Add a New ∖	/alue							

- 2. On the Add a New Value tab:
 - a. **SETID**: Defaults to your agency number (e.g., 50100) and should not be changed.
 - b. Distribution Code: Enter the distribution code. The name of the distribution code should contain the corresponding source type and category. For this scenario, PROJE (source type) and PRO81 (category) would be the next available distribution code name since the last one in the system is PROJEPRO80.
- 3. Click the **Add** button.



The **Distribution Code** page displays.

Favorites -	Main Me	nu 🕶 >	Set Up Financials/	Supply Chain 👻 > 🛛	Common Definitions	🕶 > Distri	ibution Accou	nting 👻 > Dis	stribution Code	
Distributi	on Code									
		SetID 5010	00			Distributio	n Code PRO	DJEPRO81		
Distribution	n Code Defi	nition						Find	First 🕙 1 of 1	Last
	*Effect	ve Date 01/0	1/1901 前				*Status Act	ive 🗸		+ -
	*Des	cription Part	ic - CON - STA-RIC	H-603023						
	Short Des	cription PRC	JEPRO81		_				_	
	*Dietributi		0000		Contr	oot Lipbility Di	int Code AD		1	
	Distributi	on Type Rev	enue	~	Contra		IST COUP AD	ANADONS		
ChartFie	ld Values					Perso	onalize Find	🖾 🔣	First 🕚 1 of 1 🍳	Last
*Acco	unt	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency
1	Q	Q	Q	Q	Q	Q	Q	Q	Q	
<										>
Save 🖺	Notify						🗼 Add 🛛 🌛	Update/Displa	ay 🗾 🔎 Include H	listory

- 4. Under the **Distribution Code** Definition section of the page, enter or select the following:
 - a. Effective Date: Enter 01/01/1901
 - b. **Description:** Enter the appropriate description
 - c. Short Description: Enter the Distribution Code ID
 - d. Distribution Type: Select Revenue
 - e. Status: Defaults to Active and should not be changed
 - f. Contract Liability Dist Code: Enter the Distribution Code ID of the appropriate deferred revenue distribution code which should be used to book deferred revenue. Use the V_PA_DISTRBUTION_CODES query to determine the available values to enter in this field.

Note: The **Contract Liability Distribution Code** is used when creating an **Amount Based Deferred** contract line to default the **Contract Liability Distribution**. The COA values are used to record the deferred revenue. The Deferred Distribution Code values should be associated to all project related distribution codes for **PROJE**, **COAL**, **MG&SECON** and **MG&SEMGS** naming convention.





avorites 👻	Main Me	nu v 🔿	Set Up Financials	/Supply Chain 👻 > 🛛	Common Definitions	·→ Distri	ibution Accou	nting 🔻 > Dis	stribution Code	
Distribu	ition Code									
		SetID 501	00			Distributio	n Code PRO	DJEPRO81		
Distributi	ion Code Defi	nition						Find	First 🕚 1 of 1 🤇	🕑 Last
*Effective Date 01/01/1901							*Status Act	ive 🗸		+ -
	*Des	cription Par	tic - CON - STA-RIC	H-603023						
	Short Des	cription PR	DJEPRO81							
	*Distributi	on Type Re	venue	~	Contra	act Liability D	ist Code AD	ANADCN5		
Chart	Field Values					Perso	onalize Find	🖉 🔣	First 🕙 1 of 1 🖗	Last
*Ac	count	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency
1 502	23230 Q	04720 Q	603023 Q	Q	Q	Q	Q	Q	Q	
	<									>
Save	Notify						🖡 Add 💋	Update/Displa	ay 🗾 Include H	listory

- 5. In the **ChartField Values** section of the page, enter or select the following:
 - a. **Account**: Enter the account which should be used to book revenue. In most cases, this value will be a revenue account. In some cases, an expenditure account is used to book revenue. For this scenario, you will also need to populate the **Program** as well.
 - b. Fund Code: Enter the fund code which should be used to book revenue.
 - c. **Program**: Only enter the **Program** code if an expenditure account is used instead of a revenue account. The Program value should be the program from the project distribution of the project associated with the contract.
- 6. Click the **Save** button.



Create an Amount-Based Prepaid Product

Note: If you need to create a new amount-based **Product**, it is recommended that you submit a Help Desk ticket (<u>vccc@vita.virginia.gov</u>) with **Cardinal Project Accounting (PA)** in the subject line. The Cardinal Post Production Support (PPS) PA team will work with you to ensure the product is created correctly. If the product is not set up correctly, it will have downstream impacts to your contract, billing, and GL distribution and require a Help Desk ticket to correct.

1. Navigate to the **Product Definition** page using the following path:

Main Menu > Products > Identify Product Details > Definition

The **Product Definition** page displays

Favorites 🗸	Main Menu 🗸	> Products -	> Identify Product Details	5 ▼ > Definition	
Product Def	inition	New Value			New Window Help 🤖
SetID 501 Product ID DEF	00 Q F_PROJE29]q			
Add					
Find an Existing	Value Add a New	Value			

- 2. Click the **Add a New Value** tab.
- 3. The **SetID** and **Product ID** are populated from the **Search Criteria** you entered on the **Find an Existing Value** tab. If these fields are not populated, enter them:
 - a. **SetID**: 50100
- 4. Enter the new **Product ID**.
- 5. Click the **Add** button.



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The **Definition** Page displays with the Definition tab selected.

Favorites • Main Menu • > Products • Identify Product Details • > Definition
New Window Help Personalize Page 📰
Definition Contracts Options
SetID 50100 Product ID DEF_PROJE29
*Product Use Contracts Only
Product Kit
*Description Partic Advance-CON-CCT-Bristol
Long Description [고
254 characters remaining
Model Number *Status Active V
Product Brand Q Product Category Q
*Physical Nature Goods V Where Performed V
View Product Image VAT Default VAT Service Treatment Setup
Definition Contracts Options

- 6. **Product Use**: Contracts Only. Do not change.
- 7. **Description**: Enter the **Distribution Code** as the description.
- 8. **Physical Nature**: Goods.
- 9. Click the **Save** button.
- 10. Click the **Contracts Options** tab.



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The Contracts Options tab displays.

Favorites Main Menu Products Favorites F	finition
	New Window Help Personalize Page 📰 –
Definition Contracts Options	
SetID 50100 Product ID DEF_PROJE29 Partic Advance-CON	-CCT-Bristol
*Price Type Amount	
*Recognition Method Apportionment	
☐ Third Party Flag	
Renewable	
Percentage 0% of Total Contract Amount 0% of Contract Lines	7
Templates	_
Revenue Plan APPORT_60 Q	
Billing Plan PREPAID	
Bill Plan Detail Template ID PROJE_CCT	
Renewal Plan	
Return to Search	🛃 Add 🖉 Update/Display
Definition Contracts Options	

- 11. **Price Type**: Amount
- 12. Recognition Method: Apportionment
- 13. In the **Templates** section, select the following:
 - a. **Revenue Plan**: APPORT_60
 - b. Billing Plan: PREPAID
- 14. **Bill Plan Detail Template ID**: Select the appropriate value (e.g., **PROJE_CCT** is **Non-Federal Project CCT**). The template selected defaults some of the contract billing information, such as **Bill Source**, **Bill Identifier**, and **Bill Cycle Identifier**.
- 15. Click the **Save** button.



Favorites Main Menu Products Ident	tify Product Details 👻	> Definit	lion				
Definition Contracts Options	Definition			w Window	Help Pers	onalize Pag	e 📰
SetID 50100 Product ID DEF_PROJ	Attributes by UOM Assign List Price			-			
*Price Type Amount	Assign Product Grou	up					
*Recognition Method Apportionment	\sim						
Third Party Flag							
Percentage 0% of Tota	al Contract Amount ntract Lines						
Templates							
Revenue Plan AP	PORT_60 🔍						
Billing Plan PR	EPAID						
Bill Plan Detail Template ID PR	OJE_CCT 🔍						
Renewal Plan	Q						
Return to Search			📑 Add	🖉 Upda	te/Display		
Definition Contracts Options							

- 16. From the navigation path shown above, Click **Identify Product Details** in the navigation path breadcrumbs.
- 17. Select the Attributes by UOM menu option.
- The **Attributes by UOM** page displays.

Favorites -	Main Menu 🗸	> Products -> Identify	Product Details -> Attribut	es by UOM							
						New \	Vindow	Help	Pers	onalize Pa	ge 🗖
Attributes	by UOM										
SetID 50	0100	Product ID DEF_PROJE29	Partic Advance-CON	I-CCT-Bristol							
	Standard Unit o	of Measure									
UOM					Find	View All	First	④ 1	of 1 🧕	Last	
Default	*UOM	Q	Minimum Order Quantity	Drie	Personaliz	e View All	R.	First	۲	+ -	
	Pricing Option	~	Maximum Order Quantity	Plic	Je .		1 of 1	1 🕑	Last		
				Min	nimum Selling , Price	Currency					
		es 🗸	Increment					I∓I [-		
							_~				
Save 💽	Return to Search	Notify									

18. Click the **Save** button.



Favorites - Main Menu - Products - 2	Identify Product Details -	Attributes by UOM	
Attributes by UOM SetID 50100 Product ID DEF_F Standard Unit of Measure	Definition Attributes by UOM Assign List Price Assign Product Group		New Window Help Personalize Page 📰
UOM			Find View All First 🕙 1 of 1 🕑 Last
Default *UOM Q Pricing Option V Pricing UOM Yes V Find Save Return to Search Notify	Minimum Order Q Maximum Order Q Inc	uantity	Price Personalize View All Price + - 1 of 1 Last Minimum Selling Price Currency Price

- 19. From the navigation path shown above, click **Identify Product Details** in the navigation path breadcrumbs.
- 20. Select the Assign Product Group menu option.

The Assign Product Group page displays.

Assign Product Group setID 50100 Product ID DEF_PROJE29 Partic Advance-CON-CCT-Bristol Groups Personalize Find View All 🔄 🔜 First 🏵 1 of 1 🕑 Lass	New W
SetID 50100 Product ID DEF_PROJE29 Partic Advance-CON-CCT-Bristol Groups Personalize Find View All 2 1 First (1 of 1 (2) Last	
Groups Personalize Find View All 🔄 🔣 First 🕚 1 of 1 🕑 Las	
	t
*Group Type *Product Group Descr Primary Report Primary Group	
Contract DEF_CONCCT Q Deferred - Constr Cty Co Twn	

- 21. Group Type: Contract
- 22. **Product Group**: select the appropriate group. This value determines which **Product Group** the **Product** will be found in when searching for the **Product** on the contract. In this scenario, it is **DEF_CONCCT** (Contract Type_Fund <u>plus</u> Customer type).
- 23. Click the **Save** button.



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

Define the Distribution Set

1. Access the Distribution Sets page, using the following path:

Main Menu > Set Up Financials/Supply Chain > Common Definitions > Distribution Accounting > Distribution Sets

The **Distribution Sets** page displays.

Favorites -	Main Menu 🗸 🔿	Set Up Financials/Supply Chain -	ightarrow Common Definitions $ ightarrow$ $ ightarrow$	Distribution Accounting ->	Distribution Sets
Distribution	Sets				
<u>F</u> ind an Existi	ing Value Add a New	Value			
Business I Distribution Se Document T	Jnit 50100 Q I ID NEXT Q ype Contract	\checkmark			
Add					
Find an Existing	Value Add a New Value	9			

- 2. Click the **Add a New Value** tab.
 - a. Business Unit: 50100
 - b. **Distribution Set**: Defaults to NEXT. Do not change.
 - c. **Document Type**: Contract
- 3. Click the **Add** button.



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The Distribution Sets page displays with the Distribution Sets Tab selected.

Favorites Main Menu Set Up Financials/Supply	y Chain 🗸 > Common Definitions 🗸 > Distribution Accounting 🗸 > Distribution Sets
	New Window He
Distribution Sets Distribution Percentages	
Unit 50100	GL Business Unit 50100
Distribution Set ID 000120	Document Type Contract
Distribution Set Description	Find View All First 🕚 1 of 1 🕑 Last
*Effective Date 01/01/1901	*Status Active V + -
Product ID DEF_PROJE29	Q 🧔 Partic Advance-CON-CCT-Bristol
Product Group	
Customer	Q
Customer Group	Q
Region	Q
Order Group	Q
Inventory Business Unit	
Distribution Type	_Q
Return to Search F Notify	Update/Display Jinclude History
Distribution Sets Distribution Percentages	

- 4. Enter the **Effective date**. The **Effective Date** should ne set to 01/01/1901.
- 5. Select the Product ID you previously created (e.g., DEF_PROJE29).
- 6. **Status**: Active
- 7. Click the **Distribution Percentages** tab.



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The **Distribution Percentages** tab displays.

Favorites 🗸 🛛 N	lain Menu 👻 🔰 > Set Up	Financials/Supply Chain -> 0	Common Definition	s 🔻 > Distributio	n Accounting 🗸 🚿	Distribution	Sets
Distribution Sets	Distribution Percentages					New Wind	ow H
	Unit 50100	GL Busin	e ss Unit 50100				
Dist	ribution Set ID 000120	Docume	ent Type Contract				
Distribution Perc	centages			Find View All	First 🕚 1 of 1	🕑 Last	
	Effective Date 01/01/1901		Status	Active		+ -	
Revenue Distribution	Personalize Fine	l View All 🖾 才 First	I of 1 Last	Revenue	Percentage Total		
Sequence	*Revenue Code	*Percentage			100.00		
1	PROJEPRO01 × Q	100.00	+ -				
Save 🔯 Ret	turn to Search 🗵 Notify	Add 🗾	Update/Display	🗾 Include Hist	ory	t History	
)istribution Sets Dis	tribution Percentages						

- 8. **Revenue Code**: Select a **Revenue Code** (**Distribution Code**) that is appropriate for the Product created. General Ledger ChartFields are linked to the Revenue Code and default on the revenue line of the contract.
- 9. Click the **Save** button.



Cardinal _____ Project Accounting Job Aid

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

Non-Federal Amount-Based Prepaid Contract

1. Navigate to the **General Information** page using the following path:

Main Menu > Customer Contracts > Create and Amend > General Information

The **General Information** page displays.

Favorites 🗸	Main Menu 🗸	> Customer Contracts -	>	Create and Amend -	>	General Information
General Info	rmation					
<u>F</u> ind an Existir	ng Value Add a N	ew Value				
	*Busin *(*Sold To C	ess Unit 50100 Q Contract NEXT ustomer 0000000015	Q			
Soparato	*Contract Class	ification Standard		~		
Separate As In	curred Billing and R	evenue				
Add						
Find an Existing	Value Add a New V	/alue				

- 2. Click the **Add a New Value** tab.
- 3. Enter the Customer ID in the **Sold to Customer** field.
- 4. Click the **Add** button.



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

The General Information page displays.

Favorites Main Menu Customer Contracts Create and Ame	end
General Lines	
Contract Number 0000002232	Sold To Customer WHITEHURST PAVING COMPANY, INC.
	*Contract Status PENDING
Copy From	n Contract Add to My Contracts
Description Local - Prepaid Amount Based	Processing Status Pending
Contract Admin	Amendment Status
Region Code	Business Unit VA Dept of Transportation
Contract Type O	Contract Classification Standard
Currency Code USD	Last Amended
Exchange Rate Type CRRNT	Last Update Date/Time
Contract Signed 05/09/2024	Last Update User ID Senarate Fixed Billing and Revenue:
Contract Role	Separate As Incurred Billing and Revenue:
Revenue Profile	
Use Project ChartFields: 🧭	
▼ Other Information	
Template Contract	Parent Contract
Master Contract	Master Contract
Legal Review Complete	Legal Entity STATE
Credit Check Complete	Purchase Order
□ Contains Cotermination Lines	Proposal ID
	Federal Region Code 03
▼ Summary of Amounts ②	
Billing Amounts	Revenue Amounts
Fixed Billing 120.00	0.00 Fixed Revenue 0.00
Discounts/Surcharges	0.00 Discounts/Surcharges 0.00
Non-inclusive Prepaids	0.00 Non inclusive Prepaids 0.00
Subtotal	0.00 Subtotal 0.00
As Incurred Billing Limits (Less Prepaid)	0.00 As Incurred Revenue Limits (Less Prepaid) 0.00
Recurring Billing	0.00 Recurring Revenue 0.00
Total	0.00 Total 0.00
 Fixed Billing Allocation Not Complete 	- Fixed Revenue Allocation Not Complete
Billing Plans Revenue Plans Milestones Renewals	Amount Allocation Supplemental Data Go To More 🗸
Save E Notify	Add Dydate/
General Lines	

- 5. Complete the required fields on the **General** tab based on the contract:
 - a. Description
 - b. Contract Type
 - c. Contract Signed
 - d. Legal Entity
 - e. Fixed Billing
- 6. Click the **Save** button. The **Contract Number** field assigns a contract number.
- 7. Click the **Lines** tab.



The Lines tab displays.

	Contract	Number 000000	2232		Sold To Cus Contract S	tomer WHITEHU Status PENDING	RST PAVING CC	MPANY, INC.				
Add Contract Lines Add Default Kit												
Contract Lines 👔 Personalize Find View All 🖉 🧱 First 🚯 1 of 1 🕟 Last												
General	Detail	Billing Amount D	etails <u>R</u> evenue An	ount Details	Contract Liability	····						
ctions	Line	Product	Description	Price Type	Hold Billing on Unpaid Cost	Hold Revenue on Unpaid Cost	Standalone Sale	Bundle	Start Date	End Date	*Status	Suppleme
ctions											Active	Supplem
												•

8. Click the Add Contract Lines button.

The General Information- Add Contract Lines page displays.

F	avorites 👻	Main Menu 🗸	> Cust	omer Contra	cts 👻 >	Create and Amend $$	> General Info	ormation
(General Info	ormation						
	Add Cont	ract Lines						
	Search ?							
		Product Gro	up DEF_C	ONCCT	Q	Product Kits		
		Produ	ct			Renewable		
		Product Descripti	on					
		Price Ty	pe Amoun	ít 🛛	\sim			
		Physical Natu	re			\sim		
			Se	earch				
			Creat	te Adhoc Pro	duct	Return to Contra	act Lines	

- 9. To select the appropriate Product for the Amount-Based Prepaid, select the appropriate product. **Note:** The Product will have a prefix of **DEF** (Deferred).
- 10. To search for non-federal amount-based products:
 - a. **Product Group**: Select a product (e.g., **DEF_CONCCT** (Deferred Constr Cty Co Twn)).
 - b. Price Type: Amount
- 11. Click the **Search** button.



The Search Results Display.

Favor	Favorites + Main Menu + > Coulomer Contracts + > Create and Amend + > General Information											
Gene	eral Information											
Add	Contract Lines											
Sear	rch 👔											
Sear	Product (Pr Product Descr Price Physical N rch Results ?	Sroup DEF_CONCCT Q Produ oduct Renew iption v Type Amount v lature Search						Personaliz	ze Find View All 🔓	리 🔐 First 🛈	1-25 of 27 🚯 Last	
Gen	Product	Description	Price Type	Physical	Product Kit	*Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
0	11 DEF_PROJE68	Partic Adv-CON-1st Cty-Salem	Amount	Goods	N	None	1	1	N		1.0000	Q
0	12 DEF_PROJE69	Partic Adv-CON-1st Cty-Lynchbg	Amount	Goods	N	None			N		1.0000	Q
0	13 DEF_PROJE70	Partic Adv-CON-1st Cty-Richmnd	Amount	Goods	N	None		ij	N		1.0000	٩
	14 DEF_PROJE71	Partic Adv-CON-1st Cty-Hampton	Amount	Goods	N	None	05/09/2024		N		1.0000	٩
	15 DEF_PROJE72	Partic Adv-CON-1st Cty-Fredbrg	Amount	Goods	N	None			N		1.0000	٩
	16 DEF_PROJE73	Partic Adv-CON-1st Cty-Culpepr	Amount	Goods	N	None	Ħ	Ħ	N		1.0000	٩

- 12. Select the check box next to the product that should be used to create the contract line.
 - a. **Start Date** field: Enter a start date for the contract line. The value that you enter appears on the **Contract Lines** page.
 - b. End Date field: This field is left blank.
 - c. Quantity field: This field defaults and should not be changed.
 - d. **UOM** field: Unit of measure associated with the product, if any. This field defaults and should not be changed.
- 13. Click the **Templates** tab.

The Templates tab displays.

14. Click the **Revenue Plan** look up icon for the Product you selected.



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The Revenue Plan Look Up results display.

Favorites -	Main Menu 🗸 >	Customer Contracts -	> Create and Amend -	> General Informa	ation	
General Info	ormation					
Add Cont	tract Lines					
Search (?)						
	Product Group	DEF CONCCT	Q Product Kits		Look Up Revenu	e Plan 🛛 🔍
	Product		Renewable			Help
	Product Description				Cancel	
	Price Type	Amount 🗸				
	Physical Nature		~		Search Results	
		Search			View 100	First 🕚 1-10 of 10 🕟 Last
		Jearch			Revenue Plan	Plan Description
Search Res	sults (2)		Personalize Find	View All 1 🗇 I 📖	Template	Method
General	Tomplator				50100 APPORT_12	Apportion Apportionment - 12
Oeneral	remplates				50100 APPORT_120	Apportion Apportionment - 120
Prod	luct	Revenue Plan	Billing Plan	Billing Plan Detail	50100 APPORT 24	Apportion Apportionment - 24
□ 11 DEF	PROJE68	APPORT 60	PREPAID	PROJE CCT	50100 APPORT_36	Apportion Apportionment - 36
0			(Intervite) of		50100 APPORT_4	Apportion Apportionment - 4
12 DEF	_PROJE69	APPORT_60	PREPAID Q	PROJE_CCT	C 50100 APPORT_48	Apportion Apportionment - 48
					50100 APPORT_60	Apportion Apportionment - 60
13 DEF	PROJE/0	APPORI_60		PROJE_CCT	50100 MILESTONE	Milestone Amount Based - Milestone
🔽 14 DEF	_PROJE71	APPORT_60	PREPAID	PROJE_CCT	C	AS Incurr AS incurred - Rate Based
15 DEF	_PROJE72	APPORT_60	PREPAID	PROJE_CCT	a	
16 DEF	_PROJE73	APPORT_60	PREPAID	PROJE_CCT]q	٩
17 DEF	_PROJE74	APPORT_60	PREPAID	PROJE_CCT	Q	٩

15. Select the **Revenue Plan** template that has the needed apportionment schedule. For this scenario, **Apportionment – 12** which recognized revenue over 12 months.

D 12 DEF_PROJE69	APPORT_60 Q PREPAID		٩
D 13 DEF_PROJE70	APPORT_60 Q PREPAID		٩
✓ 14 DEF_PROJE71	APPORT_12 Q PREPAID		٩
D 15 DEF_PROJE72	APPORT_60 Q PREPAID		٩
D 16 DEF_PROJE73	APPORT_60 Q PREPAID		٩
Select All	lear All		
Create Plans from Template	Combine Like Templates		
✓ Billing Plans	Billing Plans		
🗹 Revenue Plans	🗹 Revenue Plans		
Renewal Plans			
Add Contract Lines	Create Adhoc Product	Return to Contract Lines	

16. Scroll to the bottom of the page and click the **Add Contract Lines** button.



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The Add Contract Line Search page redisplays.

Favorites 🗸	Main Menu 🗸	> Customer Contrac	ts 🔻 > Cr	eate and Amend 🔻	> General Info	ormation
General Info	ormation					
Add Cont	tract Lines					
Search ?)					1
	Product Gr	oup DEF_CONCCT	Q	Product Kits		-
	Prod	luct		Renewable		
	Product Descript	tion				
	Price T	ype Amount	~			
	Physical Nat	ture		~		
		Search	1 line(s) hav	ve been added to th	ne contract	
		Create Adhoc Proc	luct	Return to Contra	act Lines	

Note: A message displays indicating 1 line(s) have been added to the contract.

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

The Contract Lines page redisplays.

Favorites 🕶	Mair	n Menu 👻 > Custome	r Contracts 🔹 > Create	e and Amend 🗸	> General Info	rmation				
General	Lines									
	Contrac	t Number 0000002232		Sold T	o Customer WHI	EHURST PAVI	NG COMPANY, INC.			
				Con	tract Status PEN	DING				
		A	dd Contract Lines		Add Default Kit					
Contract L	ines 👔)					Personali	ze Find View All 🛛	📔 🔜 🛛 First	🚯 1 of 1 🛞 Last
General	Detail	Billing Amount Details	Revenue Amount Details	Contract Lia	ability 📖					
Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Nan
		1 DEF_PROJE71	Partic Adv-CON-1st C	Amount	Pending	Pending	Contract Terms	Distribution	Internal Notes	WHITEHURST PAVI COMPANY, INC.
					•					•
Billing Plans		Revenue Plans	Milestones	Renewals	Amount Allo	cation	Supplemental Data	Go To More		~
R Save	🖃 Notify								📑 Add	Dpdate/Display
General Line	s									

- 18. Click the **Save** button. This saves the contract line and defaults the contract Billing and Revenue Plans based on the Product.
- 19. Click the **Detail** tab to add the **Project** and **Activity** to the contract line.
- 20. Click the **Contract Terms** link.



The Contract Terms - Related Projects page displays.

Favorites 🕶	Main Menu	 Customer 0 	Contracts \checkmark \rightarrow	Create and Amer	nd 🕶 > General Infor	mation > Contract Terms				
Related Proje	cts									
с	ontract Numb	er 0000002232		Solo	To Customer WHITE	HURST PAVING COMPANY, INC.				
Amer	ndment Numbe	er		C	Contract Status PENDING					
	Contract Line	• ◀ 1 ▶	t							
	Produc	t DEF_PROJE71								
	Description	Partic Adv-CON-1st	Cty-Hampton							
F	PC Business U	nit 50100	Q							
Associated F	Projects & Ac	tivities				Perso	onalize 🗾 🛛 First 🕢 1 of 1 🕢) Last		
*Project	*Ac	tivity	Source Type	Category	Subcategory	Description	Description			
00001006	24 Q 716	s Q	Q	Q	٩	0017-036-579, P101	Road Plans	-		
Create P	roject	Create Activity								
Return to Gene	ral Information									
					Amount Allocation					
🔚 Save	Return to Sea	rch 🖹 Notify 📿	Refresh			🖉 Update/Display 🍃	Dinclude History Difference H	istory		

Note: If additional tabs display, click the **Related Projects** tab

- 21. To associate a **Project** and **Activity**:
 - a. Enter the PC Business Unit (e.g., 50100 for VDOT).
 - b. Enter your **Project ID** in the **Project** field.
 - c. Enter an activity in the **Activity** field. The Activity must be an activity from the associated project phase.

Note: The Project and Activity must be active for the Accounting Distribution to save.

- 22. Click the **Save** button.
- 23. Click the **Return to General Information** link.

The Lines tab returns.

Favorites -	Ma	in Menu 👻 > Custom	er Contracts 🔻 > Crea	te and Amend	i → General I	nformation								
General	Lines													
	Contract Number 0000002232 Cold To Customer WHITEHURST PAVING COMPANY, INC.													
				Co	ntract Status PEN	NDING								
		A	dd Contract Lines		Add Default Kit									
Contract	Lines 🕜						Persor	alize Find View All 🚑	First	④ 1 of 1 🕟 Last				
General	Detail	Billing Amount Details	Revenue Amount Details	Contract L	iability 💷									
Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Nan				
- Actions	,	1 DEF_PROJE71	Partic Adv-CON-1st C	Amount	Pending	Pending	Contract Terms	Distribution	Internal Notes	WHITEHURST PAVI COMPANY, INC.				
					4					•				
Billing Plans		Revenue Plans	Milestones	Renewals	Amount All	ocation	Supplemental Data	Go To More		~				
R Save	💇 Returr	to Search 🔄 Notify							📑 Add	E Update/Display				
General Lin	es													

- 24. Click the **Detail** tab.
- 25. Click the **Distribution** link under the **Accounting** column.



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

The Accounting Distribution page displays.

Favorites -	Main Menu 🗸 💦 👌	Customer Contract	s 🗸 > Create and A	mend •	 Generation 	al Inforr	mation > F	ixed Amount Acc	tg Distrib					
Accounting Distribution														
WHITEHURST	PAVING COMPANY	, INC.												
Co	ntract 0000002232		Line Num 📢	1 🕨	Descriptio	on Par	rtic Adv-CON-1	st Cty-Hampton						
Billing A	mount	0.00 Rev	enue Amount	0.0) Un	it 5010	00 c	urrency USD						
Accounting Dis	Accounting Distributions Find View All First (1 of 1) Last													
	*Effective Date 05/09/2024 iii Define Distributions By + -													
						0	Percent	Calcula	ate Amounts					
						0	Amount							
Revenue						F	Personalize F	ind [신지] 🏬	First 🕚 1 of 1 🕑	Last				
centage	Revenue Amount	GL Unit	Distribution Code		Account		Fund	Program	Department	Co				
100.00000000	0.00	50100	PROJEUCI05	Q	40042016	Q	04720 Q		Q 15000	Q				
•										•				
Contract Liab	ility					F	Personalize F	ind 🔁 🔣	First 🕚 1 of 1 🕑	Last				
Percentage	Revenue Amount	GL Unit	Distribution Code		Account		Fund	Program	Department	Co				
100.00000	000	0.00 50100		Q	24042011		04720 Q		Q 15000					
4			ł.							•				
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Contract Asso					T CI.	301121120	e i iiid view			Last				
Billing Amount	Revenue Amount	GL Unit	Distribution Code		Account		Fund	Program	Department	¢				
	0.00	0.00 50100	AMT_CONCCT	C	112062	Q	04720	2	Q 15000	Q				
4										•				
Poture to Conseral Information														
Return to General														
🛗 Save 🛛 🔯 R	eturn to Search	otify			6	🎽 Up	date/Display	j Include His	story 👘 Correct Hi	story				

Note: The Fund and Department must match on the Revenue, Contract Liability, and Contract Asset lines.

- 26. Click the **Correct History** button.
- 27. Update the **Fund** and/or the **Department** values as appropriate.
- 28. Click the scrollbars to scroll right.



Favori	ites 🔻	 Main M 	len	iu ▼ →	С	ustomer Contrac	cts	 Create and 	A	Amend 🔻 > Ge	ene	eral Information	> Fixed Amount	Acctg Distrib	
Acc	Accounting Distribution														
WHIT	WHITEHURST PAVING COMPANY, INC.														
	Contract 0000002232 Line Num 1 Description Partic Adv-CON-1st Cty-Hampton														
	Bil	lling Amount			(0.00 Rev	vei	nue Amount		0.00	Ur	nit 50100	Currency US	SD	
Acco	Accounting Distributions Find View All First (1 of 1 (2) Last														
	*Effective Date 05/09/2024 3														
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												⊖ Amou	int		
Rev	Revenue Personalize Find 🔄 🧱 First 🕢 1 of 1 🕟 Last														
	Task	ζ.	FI	PS	As	sset	A	gency Use 1	A	Agency Use 2	PC Ur	C Business P nit	roject	Activity	Source Tyj
Q		Q		Q		٩		Q		Q	50	0100 Q (0000100624 Q	716	
٩															•
Con	trac	t Liability										Person	alize Find 🗗	First 🕢 1 of 1	● Last
	Та	isk		FIPS	,	Asset		Agency Use 1		Agency Use 2		PC Business Unit	Project	Activity	Source
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				510.0							Г	PC Business			
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	Q		Q		2		Q		2		a	50100 Q	0000100624	716 Q	
4															
Doture	Zetum to General Information														
Return	10 0	eneral mormat	.00	·											
🔚 Sa	ve	Return to	Se	arch 📔 I	Vot	tify					l	// Update/D	isplay 🗾 🗾 Includ	le History 👘 Corre	ct History

- 29. Enter the following:
 - a. PC Business Unit: 50100
 - b. **Project**: Enter the same Project ID that was used when the contract line was created.
 - c. Activity: Enter the same activity that was used when adding the contract line.

Note: The activity must be active for the distribution to save.

30. Click the **Save** button.



A message displays indicating the Contract Asset accounting distribution has been changed.



31. Click the **OK** button.

The Accounting Distribution page returns.

Favorites 🕶	Ma	ain Menu 🗸	> Customer Con	tracts 🗸 > Create an	d Amend 🔻 > 🛛 Ge	eneral Information	> Fixed Amour	nt Acctg Distrib						
Accounting Distribution														
WHITEHUR	WHITEHURST PAVING COMPANY, INC.													
	Contract 0000002232 Line Num 4 1 Description Partic Adv-CON-1st Cty-Hampton													
Billing	Billing Amount 0.00 Revenue Amount 0.00 Unit 50100 Currency USD													
Accounting	Accounting Distributions Find View All First () 1 of 1 () Last													
	*Effective Date 05/09/2024 iii Define Distributions By													
						Percent	C	Calculate Amounts						
Revenue						Personalize	Find 🔁	📑 First 🕢 1 of 1 🕟 Last						
ity	ty Source Type Category Subcategory Affiliate Fund Affiliate Stat Valid													
	Q	Q	Q	Q		Q	Q							
4								•						
Contract Li	ability	,				Personalize	Find 🔁	First 🕢 1 of 1 🕑 Last						
y		Source Type	Category	Subcategory	Affiliate	Fund Affiliate	Stat	Valid						
	Q	Q	Q	Q		Q	Q							
•								•						
0						Described in Fig. (1)	C AU 1							
Contract A	sset					Personalize Find	View All	First 🐠 1 of 1 🕑 Last						
Activity		Source Type	Category	Subcategory	Affiliate	Fund Affiliate	Stat	Valid						
716	Q	Q	Q	Q	Q	Q	Q							
4														
Return to Gene	ral Info	rmation												
🔚 Save 🔯	🖫 Save 🔯 Return to Search 😰 Notify													

- 32. Scroll to the right to verify that all distributions are Valid.
- 33. Click the **Return to General Information** link.



The Lines tab displays.

Favorites 🗸	Mair	Menu - > Custome	Contracts 🕶 > Creat	e and Amend	 General In 	nformation							
Ge <u>n</u> eral L	Lines												
	Contract Number 0000002232 Sold To Customer WHITEHURST PAVING COMPANY, INC.												
				Con	tract Status PEN	IDING							
	Add Contract Lines Add Default Kit												
Contract Li	ines 🕐							Personalize	Find View All	2 🔜 🛛 Fi	irst 🕚 1 of 1 🕑 Last		
General	Detail	Billing Amount Details	evenue Amount Details	Contract Lia	ability 💷								
Actions	Line	Product	Description	Price Type	Standalone Sale	Bundle		Start Date	End Date	*Status	Supplemental Data		
		1 DEF_PROJE71	Partic Adv-CON-1st C	Amount			٩	05/09/2024		Active	Supplemental Data		
					4						Þ		
Billing Plans		Revenue Plans	Milestones	Renewals	Amount All	ocation	Supplement	ntal Data	Go To More		~		
🔚 Save 🧕	🏌 Return	to Search 🖹 Notify								📑 Ad	d 🖉 Update/Display		
General Lines	5												

34. Click the Amount Allocation link.

The **Billing Allocation** page displays.

Favorites Main Menu Customer Contracts Create and Amend Create														
T dvomes T	maintine		ier oonnacto · · · /	orcate and ran			<i>y y mounty mo</i>	cation						
Billing Allocatio	n													
Contra	ct 000000	02232	Sold To	Customer 000	0000015	WHITEH	URST PAVING CO	DMPANY, INC.						
Business Un	nit 50100	Currency	USD Cont	ract Admin										
	Contract Billing (2)													
Contract Bill														
Total Billing 120,000.00 Unallocated Billing 0.00														
 Fixed Bill 	ing 🕐													
	Fi	xed Billing	120,0	00.00		Unallocated Fix	ed Billing	120,000.00						
Billing Di	scounts/S	Surcharges		0.00		Inclusive	Prepaids	0.00						
Ū	Billing Discounts/Surcharges 0.00 Inclusive Prepaids 0.00													
	Net Fi	xed Billing	120,0	00.00			Allocation Incom	nplete 🗸	J					
									Recalculate					
Contract Line	e Pricing	(?)							Personalize	- Find 🔃 🧱	First 🕚 1 of 1 🕑 Last			
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Billing Price	Tille I	Todact	Dundie	нисе туре	Quantity	Extended Frice	Dilling Amount	bining Discounts/Surcharge	s werbinning .	Simulate bining Fricing	Actions			
. 1		DEF_PROJE71		Amount	1.0000	0.00	120,000.00	0.0	0.00 9	Simulate Billing Pricing	- Actions			
Select All		🔲 Clear All							Recalculate					
Line Totals	?													
Billi	ing Amou	at	0.00	Pacu	rring Billing		0.0	n						
Discounte/	e		0.00	Recu	Dilling Dilling		0.0	D Total Billing	0.0	0				
Discounts/s	surcharge	:>	0.00		oning Limit		0.0	o iotai billing	0.0	v				
Prepaids Return to Genera	al Informat	ion												
T Save Qr H	Return to S	earcn 🔄 Notify												

- 35. Enter the appropriate value in the **Total Billing** field.
- 36. The **Fixed Billing** field pre-populates with the fixed billing amount entered on the **General Information** page. If not, enter the appropriate amount.
- 37. In the **Contract Line Pricing** section of the page, enter the Fixed Billing Amount in the **Billing Amount** field.



Favorites -	Mair	n Menu 👻 🔷 >	Customer Contracts \checkmark \rightarrow	Create and	Amend - > Ge	eneral Information	> Amount Allo	cation			
Billing Allocati	ion										
Dining Anocati									_		
Contra	act 000	0002232	Sold To	Customer (000000015	WHITEH	URST PAVING CO	OMPANY, INC.			
Business U	Jnit 50	100 Curr	rency USD Contr	act Admin							
Contract Bil	lling (2									
	Total Billing 120,000.00 Unallocated Billing 0.00										
									0.00		
▼ Fixed Bil	lling (?									
		Fixed Billing	120,0	00.00		Unallocated Fig	ked Billing		0.00		
Billing D	Discoun	ts/Surcharges		0.00		Inclusive	Prepaids		0.00		
		-	400.00			_ г	Allegation Comp	lete	v		
	INE	et Fixed billing	120,00	0.00			Anocation	1010			
0									Recalculate		
Contract Li	ne Pric	ing 🕐							Personali	ze Find 📳 🔡	-ırst 🕚 1 of 1 🕑 Last
Retrieve Billing Price	Line	Product	Bundle	Price Type	Quantity	Extended Price	Billing Amount	Billing Discounts/Surch	arges Net Billing	Simulate Billing Pricing	Actions
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Select All		🔲 Clear A	II						Recalculate	•	
Line Totals	?										
Bil	lling Am	ount	120,000.00	Re	curring Billing		0.0	D			
Discounts	Discounts/Surcharges 0.00 Billing Limit 0.00 Total Billing 120,000.00										
Prepaids											
Return to Gene	eral Infor	mation									
🔚 Save	Return	to Search 🖃	Notify								

38. Click the **Recalculate** button. This process updates the **Allocation** field from "Incomplete" to "Complete".

Note: It does not matter which Recalculate button is clicked.

- 39. Click the **Save** button.
- 40. Click the **Return to General Information** link.

The Lines tab displays.

Favorites -	Ma	ain Menu 🕶	> Custon	ner Contracts 🗸 > Creat	e and Amend	 General I 	nformation					
Ge <u>n</u> eral	Lines											
	Contra	ct Number 000	0002232		Sold To	Customer WH	ITEHURST PAVING C	OMPA	NY, INC.			
					Cont	ract Status PEN	IDING					
			/	Add Contract Lines	A	dd Default Kit				-		
Contract	Lines 👔								Personalize	Find View All 🗇	First	🕚 1 of 1 🛞 Last
General	Detail	Billing Amoun	t Details	Revenue Amount Details	Contract Lia	bility 💷						
Actions	Line	Product		Description	Price Type	Standalone Sale	Bundle		Start Date	End Date	*Status	Supplemental Data
- Actions	;	1 DEF_PROJ	IE71	Partic Adv-CON-1st C	Amount			Q	05/09/2024	31	Active 🗸	Supplemental Data
						•						•
Billing Plans		Revenue Pla	ans	Milestones	Renewals	Amount All	ocation Sup	pleme	ntal Data (Go To More		~
🔚 Save	💇 Retur	n to Search	🖹 Notify								📑 Add	Dpdate/Display
General Lin	es											

41. Click the **Billing Plans** link.



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The Assign Billing Plan page displays.

Favo	rites 🔻	Main Menu 🗸	$ ightarrow$ Customer Contracts \checkmark $ ightarrow$	Create and Amend	i▼ > Gene	eral Informatio	n > Assign Billing Plan		
Ass	sign Bi	illing Plan							
	s	Contract 0000 old To Customer WHI	1002232 Local - TEHURST PAVING COMPANY, I	Prepaid Amount Ba NC.	sed				
Cor	ntract L	ines to be Assigned	/ Unassigned				Pers	ionalize View All 🕘 📑 F	irst 🜒 1 of 1 🕞 Last
	Line	Product	Line Description	Billing Amount	Price Type	Plan	Plan Description	Billing Method	Status
	1	DEF_PROJE71	Partic Adv-CON-1st Cty- Hampton	120,000.00	Amount	B101	Prepaid - Immediate	Immediate	Pending
💌 s	Select All	🔲 Cle	ar All						
Bill	Plan to	Assign / Unassign							
		Billing Plan NEX	T Q		Billing I	Plan Templat	e Q		
		Billing Method		~	Bill Plan Deta	il Template II	۵۵		
	Assign	Description Assign selected Lir	nes/Sequences to Billing Plan		Unassign	Unassig	n selected Lines/Sequences from Billing Plan		
Retur	rn to Gen Return to	eral Information Search							

42. Click the **B101** link under the **Plan** column.

The Define Billing Plan-Billing Plan General tab displays.

Favorites -	Main Menu - > Customer Contract	ts \checkmark > Create and Amend \checkmark > General Informat	ion > Assign Billing Plan > Define Billing Plan
Billing Plan G	eneral History		
0	Contract 0000002222	BI	Unit E0400
	Sold To Customer 0000000015	WHITEHUBST PAVING COMPANY INC B	
	Billing Plan B101	Prepaid - Immediate Curr	ency USD
		·	
	Description Prepaid - Immediate	*Billing St	tatus Pending ~
	Billing Method Immediate	~	Ready at Activation
Customer In	formation		Amount Detail
	BI Unit 50100	VA Dept of Transportation	Billing Amount 120,000.00
	*Bill To Customer 000000015	WHITEHURST PAVING COMPANY, INC.	Total Amount 120,000.00
	Addr Num 1 Q		Total Billing History 0.00
	Bill To Contact		
Billing Optio	ons		
	Bill Type CCT	Pre Approved	
	Bill Source PROJE	Direct Invoice	
Summa	rization Template ID VDOT_OTHER	VDOT Other	
Billing Header	Note Internal Notes	Preview Summarization Template	
Billing Defau	ult Overrides		
	Invoice Form LANDSCAPE		
	Cycle ID MONTHLY	View Customer Defaults	
	BIII By ID PC_OTHER	Non-Federal Project	
	Payment Method	~	
	Payment Terms		
	Billing Inquiry	9	
	Billing Specialist		
Return to Assigr	n Billing Plan		
🔚 Save 🔯	Return to Search		📑 Add 🖉 Update/Display
3illing Plan Gen	eral History		

Note: There are no changes needed on this page.

43. Click the Return to Assign Billing Plan link.



Cardinal Project Accounting Job Aid

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

The Assign Billing Plan page returns.

New Window Help	Personalize Page 📰
alize View All 🖉 🗮	
alize View All 🔍 🚟	
alize View All 🗇 🔜	
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alize View All 🖓 🗮	
and the second of the	First 🕙 1 of 1 🕑
Billing Method	Status
Immediate	Pending
	IIIZe View All [27] Billing Method Immediate

44. Click the Return to General Information link.

The Lines tab displays.

Favorites 🕶	Ma	in Menu 👻 🔅	Custom	er Contracts 🗸 🚿 Creat	te and Amend	 General I 	nformation				
Ge <u>n</u> eral	Lines										
	Contrac	t Number 0000	002232		Sold T	o Customer WH	ITEHURST PAVING COMP	ANY, INC.			
					Con	tract Status PEN	IDING				
			A	Add Contract Lines	A	Add Default Kit			_		
Contract I	contract Lines 💿 Personalize Find View All 🕗 醥 First 🚯 1 of 1 🕟 Last										
General	Detail	Billing Amount	Details	Revenue Amount Details	Contract Lia	ability 💷					
Actions	Line	Product		Description	Price Type	Standalone Sale	Bundle	Start Date	End Date	*Status	Supplemental Data
 Actions 		1 DEF_PROJE	71	Partic Adv-CON-1st C	Amount			05/09/2024	31	Active 🗸	Supplemental Data
						•					•
Billing Plans		Revenue Plan	IS	Milestones	Renewals	Amount All	ocation Supplem	ental Data	Go To More		~
🔚 Save	한 Returi	n to Search	Notify							📑 Add	Update/Display
General Line	s										

45. Click the **Revenue Plans** link.



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

The Assign Revenue Plan page displays.

Favo	rites 🔻	Main Menu 🕶	> Customer Contracts ->	Create and Amend	i ▼ > Ge	eneral Info	rmation > Assign Revenue Plan		
Ass	ian Re	evenue Plan							
7 100	igirric	2							
	s	Contract 000 old To Customer WH	10002232 Local	- Prepaid Amount B	ased				
Co	ntract Li	nes to be Assigned	/ Unassigned				Personalize Find Vi	ew All 🖉 🔣 🛛 Fir	st 🕚 1 of 1 🕟 Last
	Line	Product	Description	Revenue Amount	Price Type	Plan▲	Plan Description	Revenue Method	Status
0	1	1 DEF_PROJE71	Partic Adv-CON-1st Cty- Hampton	120,000.00	Amount	R101	Apportionment - 12	Apportionment	Pending
S	Select All	Clear All							
Rev	enue Pla	an Assign/Unassign	1						
		Revenue Plan NE	XT Q			Reve	nue Plan Template		
		Revenue Method		\sim					
	A	Description				_			
	Assign	Assign selected con	tract lines to Revenue Plan		Unassign	Unassi	gn selected contract lines from Revenue Plan		
Boture	to Conor	al Information							
Neturi	nto Gener	ai mornau01							
<u>و</u> ې ۲	Return to S	Search E Notify							

46. Click the R101 link under the Plan field.



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

The Revenue Plan page displays.

evenu	e Plan									
	Co	ntract 0000002232	2	Business U	nit 50100	Currency	USD			
	Sold To Cus	tomer 0000000015	5 WHITEH	IURST PAVING COM	PANY, INC.	GL Business Unit	50100			
	Revenue	Plan 🖣 R101				GL Currency	USD			
	Descr	iption Apportionn	nent - 12			*Plan Status	Pending	~		
	Recognition M	ethod Apportionme	ent				🗹 Ready at A	ctivation		
Define E	vents By				Amount Detail					
Perce Amou	nt	Calcu	Ilate Amounts			Total Amount		120,00	00.00	
Internal N	otes				R	emaining Percent		0.0000	0000	
					R	emaining Amount			0.00	
Apportio	nment Paramete	ers	r++1		(144)					
	Star	t Date 05/09/2024	≥	End Date	81	Number of Peri	ods			
	Perce	ntage								
		Build Eve	ent							
Event De	etail				Personalize Find	View All 🔄 📑	First 🕚	1-12 of 12	🕑 La	ast
Event	*Event Status	Accounting Date		Percent	Amount	From Date	To Date			
	Ready V	06/30/2024	Event Note	8.33333333	10,000.00	05/12/2024	06/11/2024	31	+.	-
2	Ready V	07/31/2024	Event Note	8.33333333	10,000.00	06/12/2024	07/11/2024	31	+.	-
2	Ready V	07/31/2024	Event Note	8.33333333 8.333333333	10,000.00	06/12/2024	07/11/2024	3	+.	-
2 3 4	Ready V Ready V Ready V	07/31/2024 08/31/2024 09/30/2024	B Event Note B Event Note B Event Note	8.33333333 8.33333333 8.33333333 8.33333333	10,000.00 10,000.00 10,000.00	06/12/2024 (1) 07/12/2024 (1) 08/12/2024 (1)	07/11/2024 08/11/2024 09/11/2024)))	+. +.	-
2 3 4 5	Ready Ready Ready Ready Ready	07/31/2024 08/31/2024 09/30/2024 10/31/2024	iEvent NoteiiEvent NoteiiiEvent NoteiiiEvent Note	8.33333333 8.33333333 8.33333333 8.33333333	10,000.00 10,000.00 10,000.00 10,000.00	06/12/2024 (5) 07/12/2024 (5) 08/12/2024 (5) 09/12/2024 (5)	07/11/2024 08/11/2024 09/11/2024 10/11/2024	b) b) b)	+. +. +.	-
2 3 4 5 3	Ready Ready Ready Ready Ready Ready	07/31/2024 08/31/2024 09/30/2024 10/31/2024 11/30/2024	iv Event Note	8.33333333 8.33333333 8.33333333 8.33333333	10,000.00 10,000.00 10,000.00 10,000.00 10,000.00	06/12/2024 (1) 07/12/2024 (1) 08/12/2024 (1) 09/12/2024 (1) 10/12/2024 (1)	07/11/2024 08/11/2024 09/11/2024 10/11/2024 11/11/2024	ii ii ii ii	+. +.	
2 3 4 5 5 7	Ready	07/31/2024 08/31/2024 09/30/2024 10/31/2024 11/30/2024 12/31/2024	iEvent NoteiiEvent NoteiiiEvent NoteiiiEvent NoteiiiEvent NoteiiiEvent Note	8.33333333 8.33333333 8.33333333 8.33333333	10,000.00 10,000.00 10,000.00 10,000.00 10,000.00 10,000.00	06/12/2024 (i) 07/12/2024 (i) 08/12/2024 (i) 09/12/2024 (i) 10/12/2024 (i) 11/12/2024 (i)	07/11/2024 08/11/2024 09/11/2024 10/11/2024 11/11/2024 12/11/2024		+.	
2 3 4 5 5 7 7	Ready	07/31/2024 08/31/2024 09/30/2024 10/31/2024 11/30/2024 12/31/2024 01/31/2025	 ivent Note 	8.3333333 8.3333333 8.3333333 8.3333333 8.3333333 8.3333333 8.3333333 8.33333333	10,000.00 10,000.00 10,000.00 10,000.00 10,000.00 10,000.00	06/12/2024 (i) 07/12/2024 (i) 08/12/2024 (i) 09/12/2024 (i) 10/12/2024 (i) 11/12/2024 (i) 12/12/2024 (i)	07/11/2024 08/11/2024 09/11/2024 10/11/2024 11/11/2024 12/11/2024 01/11/2025	19 19 19 19 19 19 19 19	+. +.	
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2 3 4 5 6 7 7 8 8 9 10	Ready	07/31/2024 08/31/2024 09/30/2024 10/31/2024 11/30/2024 12/31/2024 01/31/2025 02/28/2025 03/31/2025 04/30/2025	iEvent NoteiiEvent NoteiiiEvent NoteiiiEvent NoteiiiEvent NoteiiiEvent NoteiiiEvent NoteiiiEvent NoteiiiEvent NoteiiiEvent NoteiiiEvent Note	8.3333333 8.33333333 8.33333333 8.333333333 8.333333333 8.333333333 8.333333333 8.333333333 8.333333333 8.333333333 8.333333333 8.333333333 8.333333333 8.333333333 8.333333333 8.333333333 8.333333333 8.333333333 8.333333333	10,000.00 10,000.00 10,000.00 10,000.00 10,000.00 10,000.00 10,000.00 10,000.00 10,000.00	06/12/2024 (i) 07/12/2024 (i) 08/12/2024 (i) 10/12/2024 (i) 11/12/2024 (i) 12/12/2024 (i) 01/12/2025 (i) 02/12/2025 (i) 03/12/2025 (i)	07/11/2024 08/11/2024 109/11/2024 10/11/2024 11/11/2024 12/11/2025 102/11/2025 103/11/2025 104/11/2025		+. +. +. +. +. +. +.	

- 47. The **Recognition Method** field defaults to **Apportionment** for the contract.
- 48. The **Event Detail** section prepopulates based on the Revenue Plan selected when the contract line was added. No changes are required on this page.
- 49. Click the **Return to Assign Revenue Plan** page.



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The Assign Revenue Plan page returns.

Favo	rites 🕶	Main Menu 👻 🔿	> Customer Contracts ->	Create and Amend	l▼ > Ge	eneral Info	rmation > Assign Revenue Plan		
Ass	ian Re	evenue Plan							
		Contract 0000	0002232	Prenaid Amount B	hese				
	s	Sold To Customer WHI	TEHURST PAVING COMPANY,	INC.	aseu				
Co	ntract L	ines to be Assigned	/ Unassigned				Personalize	Find View All 🔄 🔢 🛛 F	irst 🕢 1 of 1 🕑 Last
	Line	Product	Description	Revenue Amount	Price Type	Plan▲	Plan Description	Revenue Method	Status
		1 DEF_PROJE71	Partic Adv-CON-1st Cty- Hampton	120,000.00	Amount	R101	Apportionment - 12	Apportionment	Pending
?	Select All	Clear All							
Rev	enue Pl	an Assign/Unassign							
		Revenue Plan NEX	(T 🔍			Reve	nue Plan Template	2	
		Revenue Method		~					
	Assist	Description			Unanaira	_			
	Assign	Assign selected contr	ract lines to Revenue Plan		Unassign	Unassi	gn selected contract lines from Revenue Plan		
Retur	n to Gene	ral Information							
_									
₫^ F	Return to S	Search 🔚 Notify							

50. Click the Return to General Information link.

The Lines tab displays.

Main	Menu 👻 >	Custome	r Contracts 🔹 🚿 Creat	e and Amend	I ▼ → General I	nformation								
es														
ontract I	Number 0000002	2232		Sold	To Customer WH	TEHURST	PAVING COMPA	NY, INC.						
				Co	ntract Status PEN	IDING								
		Ad	d Contract Lines		Add Default Kit									
s ?								Persona	lize	Find View All	2		First	🚯 1 of 1 🛞 Last
etail I	Billing Amount De	tails <u>R</u>	evenue Amount Details	Contract L	iability 💷									
Line	Product		Description	Price Type	Standalone Sale	Bundle		Start Date		End Date		*Status		Supplemental Data
	1 DEF_PROJE71		Partic Adv-CON-1st C	Amount			٩	05/09/2024	31		31	Active	¥	Supplemental Data
					4									Þ
	Revenue Plans		Milestones	Renewals	Amount All	ocation	Suppleme	ntal Data	(Go To More				~
Return t	o Search 📔 N	Notify											Add	, Update/Display
	Main s ntract l tail ine	Main Menu	Main Menu Custome C	Main Menu	Main Menu	Main Menu > Customer Contracts > Create and Amend > General Ir s	Main Menu	Main Menu + > Customer Contracts + > Create and Amend + > General Information s Intract Number 0000002232 Sold To Customer WHITEHURST PAVING COMPA Contract Status PENDING Add Contract Lines Add Default Kit s ? Hall Billing Amount Details Revenue Amount Details Contract Liability Important ine Product Description Price Type Standalone Sale Bundle 1 DEF_PROJE71 Partic Adv-CON-1st C Amount Revenue Plans Milestones Renewals Amount Allocation Suppleme Neturn to Search The Notify	Main Menu	Main Menu	Main Menu	Main Menu	Man Menu	Main Menu

51. Click the **General** tab.



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Activating the Contract

The General Information tab displays.

Favorites Main Menu	Customer Contracts - Cre	eate and Amend	
General Lines Amendments			
Contract Number	0000002232	Sold To Custome	WHITEHURST PAVING COMPANY, INC.
Amendment Number	0000000000	*Contract Statu:	S PENDING
An	end Contract	Add to My Contr	racts
Description	Local - Prepaid Amount Based	Processing Status	s Active
Contract Admin		Q Amendment Statu	5
Region Code		Business Uni	it VA Dept of Transportation
Contract Type	0	Contract Classification	n Standard
Currency Code	USD	Last Amended	d
Exchange Rate Type	CRRNT	Start Date	e 05/09/2024
Contract Signed	05/09/2024	End Date	e
Contract Role		Last Update Date/Time	e 05/09/2024 9:52:52AM
Revenue Profile		Last Update User ID	V_TRN_FINUSER052
Use Project ChartFields:	v	Separate Fixed Billing and Revenu Separate As Incurred Billing and Revenue	e:
Other Information			
Summary of Amounts (2)			
Billing Plans Revenue Plans	Milestones	Renewals Supple	emental Data Go To More 🗸
Save Return to Search] Notify		📑 Add 🖉 Update/Display
General Lines Amendments			

1. To activate the contract, click the look up icon for the **Contract Status** field.

The Look Up Contract Status pop-up window displays.

Favorites Main Menu Customer Contracts Create and	Amend - > General Information		
General Lines			New Window He
Contract Number 0000002232	Sold To Customer WHITEHURST PAVING CO *Contract Status	MPANY, INC.	
Description Local - Prepaid Amount Based Contract Admin Region Code Contract Type O Currency Code USO Exchange Rate Type GRRNT V Contract Role Revenue Profile Use Project ChartFields:	Add to My Contracts Add to My Contracts Processing Status Pending Amendment Status Business Unit VA Dept of Transportation Contract Classification Standard Last Amended Start Date 05/09/2024 End Date Last Update Date/Time 05/09/2024 918:43AM Last Update Date/Time 05/09/2024 918:43AM Last Update Date/Time 05/09/2024 918:43AM Separate Fixed Billing and Revenue: Separate As incurred Billing and Revenue:	Look Up Contract Status SetiD 50100 Contract Status begins with ▼ Look Up Clear Contract Status begins with ▼ Look Up Clear Cancel Basic Lookup Search Results First ④ View 100 First ④ Cityte Active CITYE Active CIOSED Closed CVACCEPTED Closed CVACCEPTED First Guopheted CVACCEPTED Prediction PHOLOCHTED Pending WithDRAWN Contract Withdrawn	(X) Help
Summary of Amounts (2) Billing Plans Revenue Plans Milestones Rener	wals Amount Allocation Supplemental Data Go To		
Save C Return to Search Y Notify General Lines			

2. Select Active to activate the contract.



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The General Information page displays with "Active" selected in the Contract Status field.

Favorites ▼ Main Menu ▼ > C	ustomer Contracts 🔹 > Create a	id Amend → General Inf	formation		
General Lines Amendments					
Contract Number 00	100002232		Sold To Customer WHITEHURST	PAVING COMPANY, INC.	
Amendment Number 00	00000000		*Contract Status ACTIVE	Q	
Amend	I Contract		Add to My Contracts		
Description Lor	cal - Prepaid Amount Based		Processing Status Active		
Contract Admin		٩,	Amendment Status		
Region Code			Business Unit VA Dept of Tran	sportation	
Contract Type 🔾		C	Contract Classification Standard		
Currency Code US	SD		Last Amended		
Exchange Rate Type CF	RRNT		Start Date 05/09/2024		
Contract Signed 05	j/09/2024		End Date		
Contract Role Revenue Profile		I	Last Update Date/Time 05/09/2024 9:5	2:52AM	
		Last Update User ID V_TRN_FINUSER052 Separate Fixed Billing and Revenue: □			
Ose Project Chartheids:		Separate As Incurre	ed Billing and Revenue:		
Other Information					
Summary of Amounts 👔					
ling Plans Revenue Plans	Milestones Rer	ewals	Supplemental Data	Go To More	~
🚮 Save 🔯 Return to Search 🖃 No	otify				📑 Add 🛛 🖉 Update/Disp
eneral Lines Amendments					

3. Click the **Save** button.

Note: You can change the initial prepaid amount after it is processed by creating and processing an amendment. One example of this, is when a prepaid amount is reduced to the unused prepaid balance.