



Creating a Federal Contract Overview

Contracts represent an agreement between the Agency and a customer. A customer can be a Federal Agency, a local government, company, or an individual. Federal Contracts are created in Cardinal as Rate-based Contracts.

Federal Contracts are created in Cardinal based on the data contained in the Federal-Aid Project Agreement (Federal Agreement) received from the Federal Highway Administration (FHWA).

Note: This process excludes Federal agreements requiring manual billing process.

Navigation Note: Please note that there may be 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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Project Accounting Job Aid

PA353_Creating a Federal Contract (VDOT Only)

Revision History

Revision Date	Summary of Changes
8/26/2025	Baseline.



Project Accounting Job Aid

PA353_Creating a Federal Contract (VDOT Only)

Sample FHWA Federal-Aid Project Agreement

Run Date: 03/10/2017
Run Time: 15:34:04

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL HIGHWAY ADMINISTRATION
FEDERAL-AID PROJECT AGREEMENT

Report: FMISD05A
Page 1 of 1

RECIPIENT: 51-Virginia

FEDERAL PROJECT NO:

0005340

RECIPIENT PROJ. NO(S): HSIP89S83101

1. The State through its department of transportation, or other recipient, has complied, or hereby agrees to comply, with the applicable terms and conditions set forth in (a) Title 23, U.S. Code, highways; (b) The regulations issued pursuant thereto, and the policies and procedures promulgated by the Federal Highway Administration; and (c) All other applicable federal laws and regulations. 2. The State, or other recipient, stipulates that as a condition to payment of the Federal funds obligated, it accepts and will comply with the provisions set forth in 23 CFR 630.112. These provisions incorporate by reference all other federal laws and regulations pertaining to the project or the activity for which the funds are obligated. Solely for the purposes of emphasis, such applicable provisions include, but are not limited to, the requirements of Appendix A to 2 CFR Part 170—Award terms for Reporting subaward and executive compensation information, and 2 CFR 200, including for those funds for which such amount will be subawarded to a subrecipient, 2 CFR 200.331.3. Relative to the above designated project, the FHWA has authorized certain work to proceed as evidenced by the date entered opposite the specific item of work. For such authorized work, the federal funds obligated or advance-construction authorized, are not to exceed the amount shown herein. The balance of the estimated total project cost is an obligation of the State or other direct recipient. 4. Such authorization of Federal funds extends only to project costs incurred by the State, or other recipient, following Federal Highway Administration's authorization to proceed with the project.

PROJECT TITLE: Support for Highway Safety Improvement Program and Planning

PROJECT DESCRIPTION: Statewide; Various locations; To support HSIP Program implementation and planning activities. Carry out the development of RSA guide, consultant task for HSIP planning and support.

DUNS#: 809875263

CLASSIFICATION OF PHASE OF WORK
TO BE PUT UNDER AGREEMENT
HIGHWAY PLANNING & RESEARCH
PRELIMINARY ENGINEERING
RIGHT-OF-WAY
CONSTRUCTION
OTHER

EFFECTIVE DATE OF
AUTHORIZATION

01/23/2017

PROGRAM CODE	URBAN/ WITH	TOTAL COST	FEDERAL SHARE	FEDERAL FUNDS UNDER AGREEMENT	ADVANCED CONST. FUNDS
ZS30		\$7,890,000.00	100.00%	\$500,000.00	\$7,390,000.00
TOTAL		\$7,890,000.00		\$500,000.00	\$7,390,000.00

ESTIMATED TOTAL COST: \$7,890,000.00
TOTAL AUTHORIZED FOR PROJECT: \$500,000.00

TRANSPORTATION, VIRGINIA DEPARTMENT OF

AVAILABLE FUNDS CERTIFIED BY:	Tzeira Fortune	DATE:	01/20/2017
APPROVED AND REQUESTED BY:	Deborah Grant	DATE:	01/23/2017
AGRMT/MODIFY REQUESTED BY:	Deborah Grant	DATE:	01/23/2017

FEDERAL HIGHWAY ADMINISTRATION

PROJECT INFORMATION REVIEWED BY:	Rachael Blosser	DATE:	01/23/2017
APPROVAL RECOMMENDED BY:	Rachael Blosser	DATE:	01/23/2017
APPROVED AND AUTHORIZED BY:	Clementine Fleming	DATE:	01/23/2017

RECIPIENT REMARKS:

UPC 110368 - New Preliminary Engineering Authorization - Performance End Date: 08/01/19 ; ZS30 funds are authorized at 100%, which includes 10% Soft Match Credits, under the Provisions of Title 23 USC 120(i); Project added in Statewide NonMPO STIP Grouping: CN: Safety/ITS/Operational Improvements; This agreement is subject to the following award terms: <http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf> and <http://edocket.access.gpo.gov/2010/pdf/2010-22706.pdf>. CFDA #: 20.205

DIVISION REMARKS:

1/23/17-soft match applied to this project is \$50,000 to program code ZS30.



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The table below shows where the agreement data elements are entered in a Cardinal Contract:

	Agreement Data	Cardinal Page/Tab	Cardinal Field(s)
1	Federal Project Number	General Information	Contract ID/Number
2	Contract Prefix	General Information	Used in Description
3	Effective Date of Authorization	General Information	Contract Signed Date
		Contract Line	Start Date
		Related Projects	Effective Date
4	Total Authorized for Project Plus Advance Construction Funds	General Information	Proposal ID
5	Program Code	Transaction Limits	Transaction Identifier/Source Type
6	Federal Share	Transaction Limits	Used in Rate Set
		Related Projects	Used in Rate Set
7	Federal Funds Under Agreement	Transaction Limits	Limit Amount
8	Advanced Construction Funds	Transaction Limits	Limit Amount
9	UPC (Universal Project Code)	Related Projects	Project ID/number
10	Classification of Phase of Work	Related Projects	Summary Activity Phase (Participating Activities)
11	End Date	Contract Lines	End Date



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Entering Contract General Information

Step	Action
1.	<p>Navigate to the General Information page using the following path: Main Menu > Customer Contracts > Create and Amend > General Information</p> <p>The General Information Find an Existing Value Search page displays.</p> <p>Find an Existing Value Add a New Value</p> <p>Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Recent Searches Choose from recent searches Saved Searches Choose from saved searches</p> <p>Business Unit [v] [] Contract [begins with] [] Description [begins with] [] Sold To Customer [begins with] [] Customer Name [begins with] [] Contract Status [begins with] [] Processing Status [=] [v] Contract Type [begins with] [] Contract Classification [=] [v] Region Code [begins with] [] Contract Administrator [begins with] [] Master Contract # [begins with] [] Show fewer options</p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear</p> <p> Nothing yet Your search results will appear here</p>
	<p>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.</p>
2.	<p>Click the Add a New Value tab.</p>



Project Accounting Job Aid


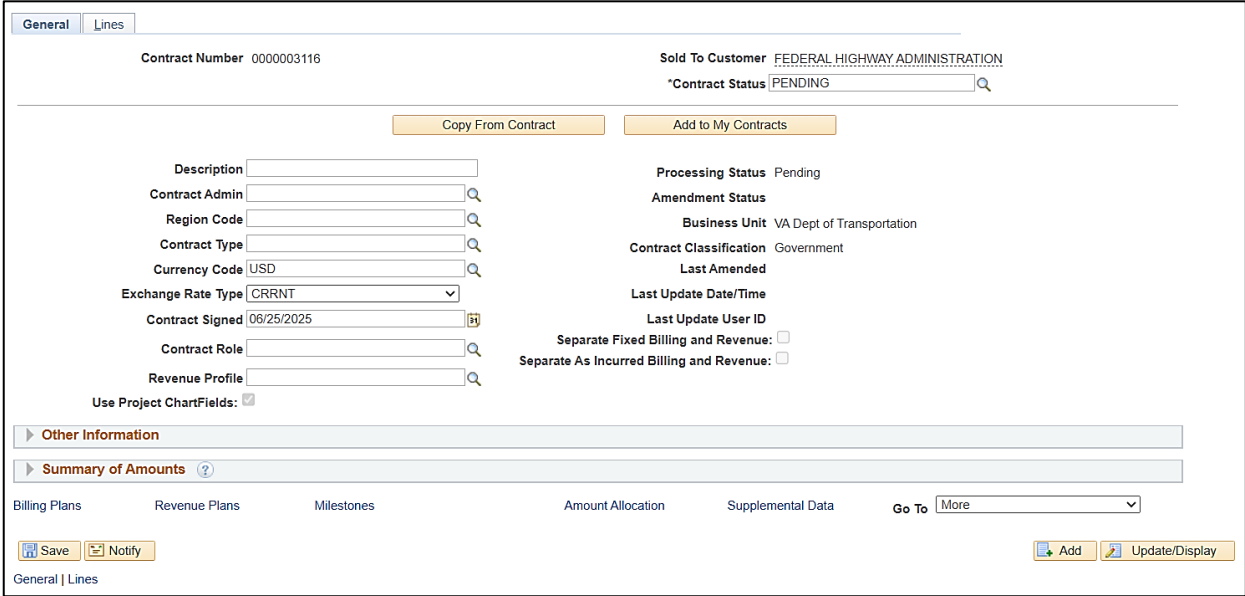




PA353_Creating a Federal Contract (VDOT Only)

Step	Action
	<p>The General Information Add a New Value page displays.</p> <div> <p>General Information</p> <p>Add a New Value Find an Existing Value</p> <div> <p>*Business Unit <input type="text"/></p> <p>*Contract NEXT</p> <p>*Sold To Customer <input type="text"/></p> <p>*Contract Classification Standard</p> <p>Separate Fixed Billing and Revenue <input type="checkbox"/></p> <p>Separate As Incurred Billing and Revenue <input type="checkbox"/></p> <p>Add</p> </div> </div>
3.	<p>Click the Business Unit Look Up icon and select the applicable Business Unit.</p> <div> <p>*Business Unit <input type="text"/></p> </div>
4.	<p>The Contract field defaults to "Next". Replace this value with the Federal Project Number.</p> <div> <p>*Contract NEXT</p> </div>
5.	<p>Click the Sold To Customer Look Up icon and select "0000055002". This value is used for all Federal Contracts.</p> <div> <p>*Sold To Customer <input type="text"/></p> </div>
6.	<p>The Contract Classification field defaults to "Standard" but must be changed for all Federal Contracts. Click the Contract Classification dropdown button and select "Government".</p> <div> <p>*Contract Classification Standard</p> <p>Government</p> <p>Internal</p> <p>Standard</p> </div>
	<p>The Separate Fixed Billing and Revenue and Separate As Incurred Billing and Revenue checkbox options are not used.</p> <div> <p>Separate Fixed Billing and Revenue <input type="checkbox"/></p> <p>Separate As Incurred Billing and Revenue <input type="checkbox"/></p> </div>



Project Accounting Job Aid






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Step	Action
7.	<p>Click the Add button.</p> 
<p>The General Information page displays with the General tab displayed by default.</p> 	
8.	<p>Enter a description for the Contract in the Description field. Include the Contract Prefix and Federal Project Number from the agreement in the description. The Description field allows a maximum of 35 characters.</p> 
9.	<p>Click the Contract Type Look Up icon and select "F" (Federal).</p> 
10.	<p>The Contract Signed field will default to the current date. Change this date to the Effective Date of Authorization found on the Federal Agreement using the Contract Signed Calendar icon.</p> 
11.	<p>The Use Project ChartFields checkbox option defaults as selected and cannot be changed.</p> 



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Step	Action
12.	Click the Expand icon to expand the Other Information section. 
13.	Click the Legal Entity Look Up icon and select either “FO” (Federal Oversight) or “NFO” (Non-Federal Oversight) based on the Contract. 
14.	Enter the monetary obligation amount of the Contract in the Proposal ID field. It is calculated by adding the Total Federal Funds Under Agreement and the Advanced Construction Funds from the Federal Agreement. Use commas and decimals when entering this value. 
15.	The Federal Region Code field defaults to “03” (FHWA). This value can be changed to “15” (Federal Lands) as needed. 
16.	Click the Save button. 



Project Accounting Job Aid

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Step	Action
	<p>The General Information page refreshes.</p> <div><div><div>Favorites ▾Main Menu ▾>Customer Contracts ▾>Create and Amend ▾>General Information</div><div><div>GeneralLines</div><div>Contract Number 0000002351</div><div>Sold To Customer FEDERAL HIGHWAY ADMINISTRATION</div><div>*Contract Status PENDING</div><div>Copy From ContractAdd to My Contracts</div><div><div><div>Description</div><div>Contract Admin</div><div>Region Code</div><div>Contract Type F</div><div>Currency Code USD</div><div>Exchange Rate Type CRRNT</div><div>Contract Signed 06/26/2025</div><div>Contract Role</div><div>Revenue Profile</div><div>Use Project ChartFields: <input checked="" type="checkbox"/></div></div><div><div>Processing Status Pending</div><div>Amendment Status</div><div>Business Unit VA Dept of Transportation</div><div>Contract Classification Government</div><div>Last Amended</div><div>Last Update Date/Time 06/26/2025 10:54:38AM</div><div>Last Update User ID</div><div>Separate Fixed Billing and Revenue: <input type="checkbox"/></div><div>Separate As Incurred Billing and Revenue: <input type="checkbox"/></div></div></div><div><div>Other Information</div><div><div><div><input type="checkbox"/> Template Contract</div><div><input type="checkbox"/> Master Contract</div><div><input type="checkbox"/> Legal Review Complete</div><div><input type="checkbox"/> Credit Check Complete</div></div><div><div>Parent Contract</div><div>Master Contract</div><div>Legal Entity NFO</div><div>Purchase Order</div><div>Proposal ID 7,890,000</div><div>Federal Region Code 03</div></div></div></div><div>Summary of Amounts ?</div></div></div></div>
17.	<p>Click the Lines tab.</p> <div><div>GeneralLines</div></div>

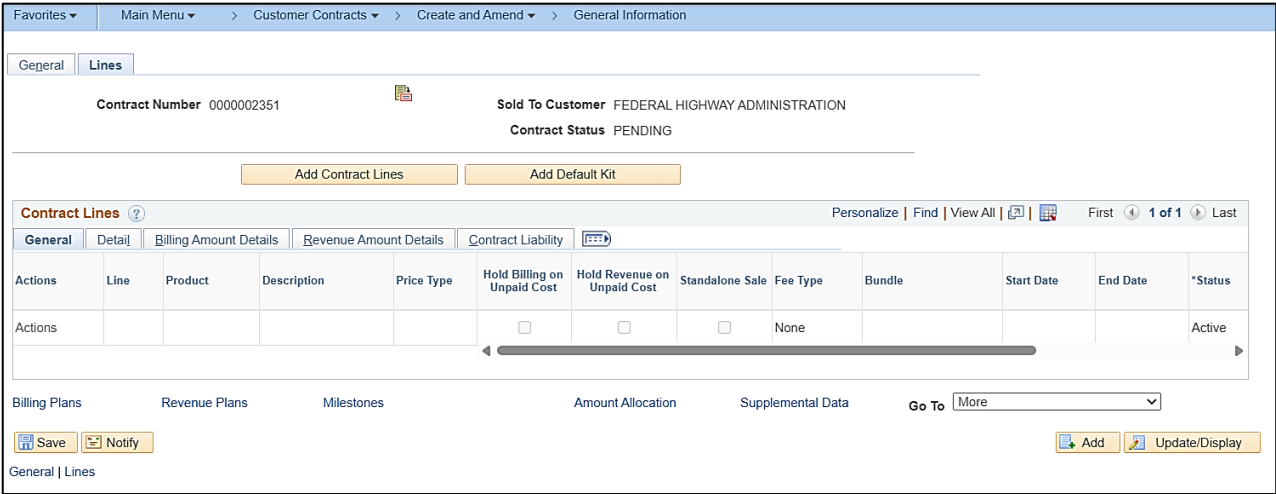

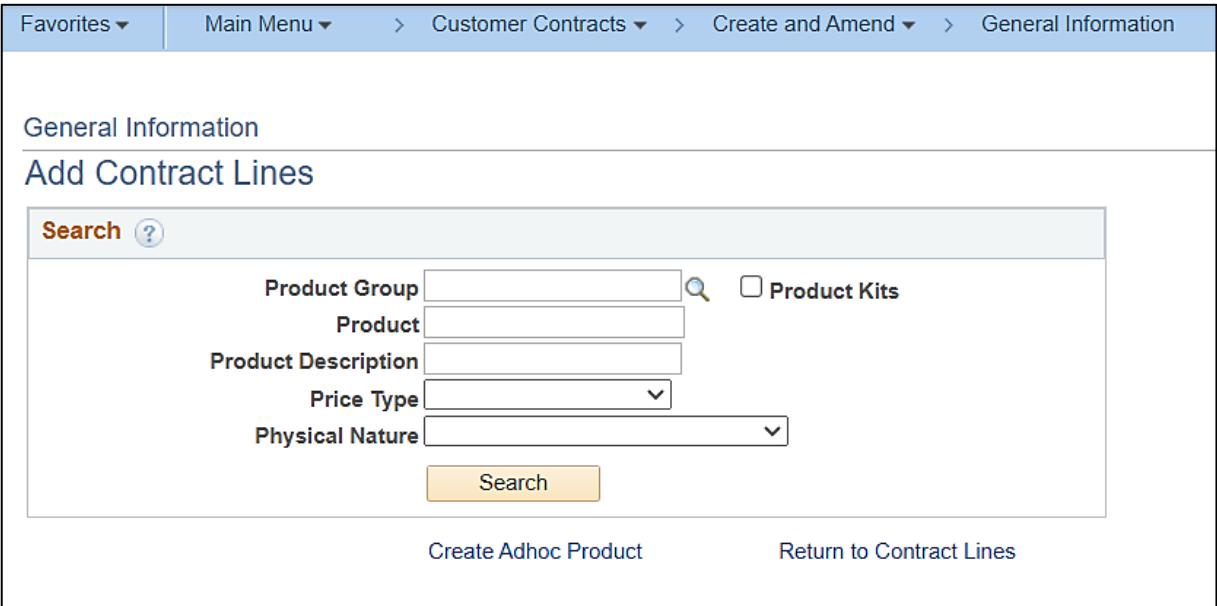


Project Accounting Job Aid

PA353_Creating a Federal Contract (VDOT Only)

Entering a Contract Line




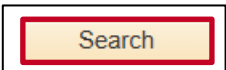
This section of the Job Aid begins on the **General Information** page. For information and navigation to this page, refer to the [Entering Contract General Information](#) section of this Job Aid.

Step	Action
	<p>The General Information (Lines tab) displays.</p> 
1.	<p>Click the Add Contract Lines button.</p> 
	<p>The General Information – Add Contract Lines page displays.</p> 

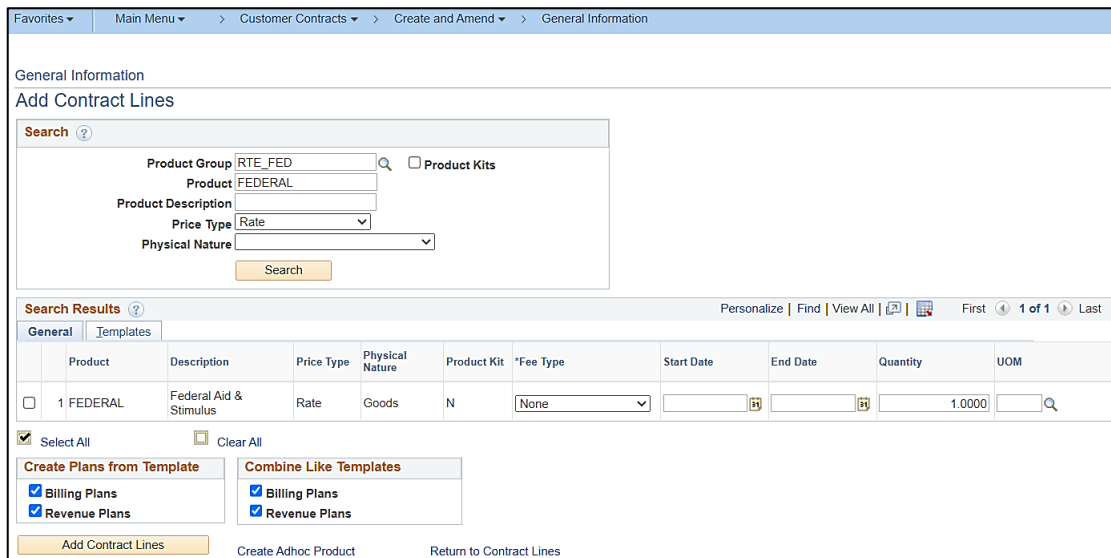


Project Accounting Job Aid


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Step	Action
2.	Click the Product Group Look Up icon and select the applicable Product Group. 
3.	Enter "FEDERAL" in the Product field. 
4.	Click the Price Type dropdown button and select "Rate" as this is a Rate-based Contract. 
5.	Click the Search button. 

The **General Information – Add Contract Lines** page refreshes with the search results displayed in the **Search Results** section.



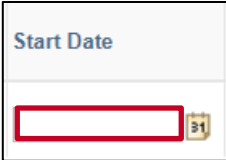
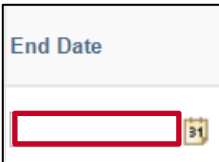

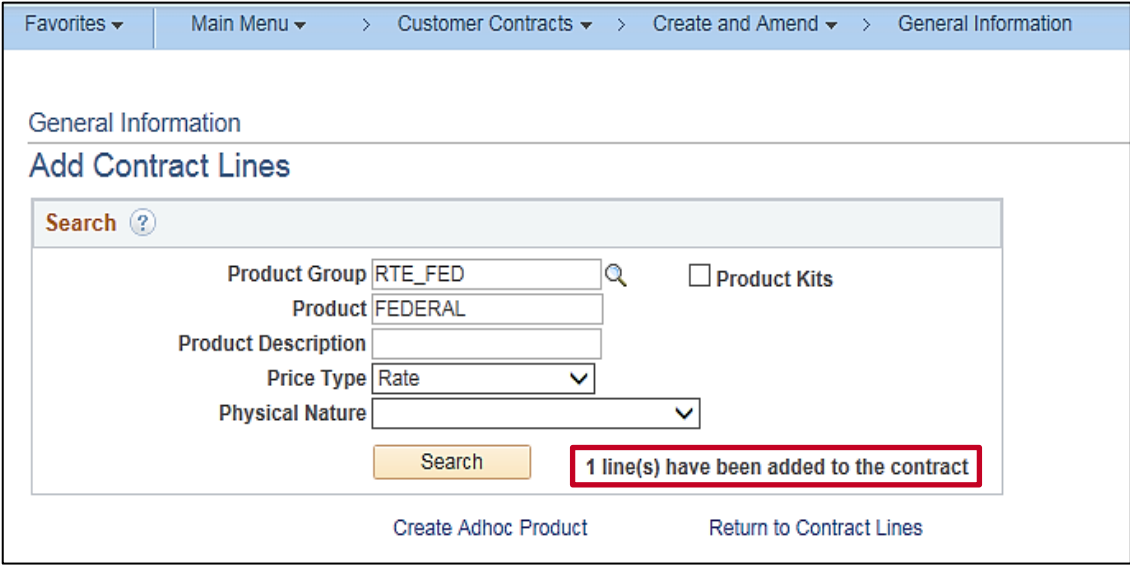

The screenshot shows the 'General Information - Add Contract Lines' page. The 'Search' section has 'Product Group' set to 'RTE_FED', 'Product' set to 'FEDERAL', 'Price Type' set to 'Rate', and 'Physical Nature' set to 'Goods'. The 'Search Results' section shows a table with one row: '1 FEDERAL' with a quantity of '1.0000'. The 'Select All' checkbox is checked. The 'Create Plans from Template' section has 'Billing Plans' and 'Revenue Plans' checked. The 'Combine Like Templates' section has 'Billing Plans' and 'Revenue Plans' checked. The 'Add Contract Lines' button is highlighted.

6.	Click the Select checkbox for the row with "FEDERAL" in the Product field. 
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Project Accounting Job Aid

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Step	Action
7.	<p>Click the Start Date Calendar icon and select the applicable date (Federal Agreement's Effective Date of Authorization).</p> 
8.	<p>Click the End Date Calendar icon and select the Period of Performance end date (found in the Recipient Remarks section of the Federal Agreement).</p> 
9.	<p>Click the Add Contract Lines button.</p> 
<p>The General Information – Add Contract Lines page redisplay with a message indicating that 1 Line has been added to the Contract.</p> 	
10.	<p>Click the Return to Contract Lines link to continue processing the Contract.</p> 



Project Accounting Job Aid

PA353_Creating a Federal Contract (VDOT Only)

Step	Action
	<p>The General Information (Lines tab) redispays.</p> <div></div>
11.	<p>Click the Save button.</p> <div></div>



When to Add an Additional Contract Line

Although most Federal Contracts only have one Contract Line, there are times when more than one Contract Line is required. Create a second Contract Line by repeating the steps in the [Entering a Contract Line](#) section of this Job Aid.

Scenarios requiring a second Contract Line:

- Both standard and Federal Lands Appropriation Codes are on one Federal Agreement; Federal Lands and standard Appropriation Codes should not be included on the same Contract Line. Instead, two Contract Lines will need to be created. One Contract Line with the standard Appropriation Code and the other Contract Line with the Federal Lands Appropriation Code. If the same UPC (i.e., Project ID) and phase are associated with both Contract Lines, the UPC can only be associated to one Contract Line. Once the first Contract Line has billed to the maximum, remove the Project-Activity combinations from that Contract Line and associate them to the second Contract Line. The Project and Activity should only be moved once billing has been completely processed. The user will also need to amend the Contract in order to change the Federal Region Code from "03" to "15", or vice versa
- Multiple Projects are associated with the Contract. Check the detailed estimate to verify if the Appropriation Codes are to be associated with specific Project phases. If this is the case, create multiple Contract Lines. Ensure that the correct transaction identifiers are assigned to the Contract Lines with the appropriate Project/Activity combinations

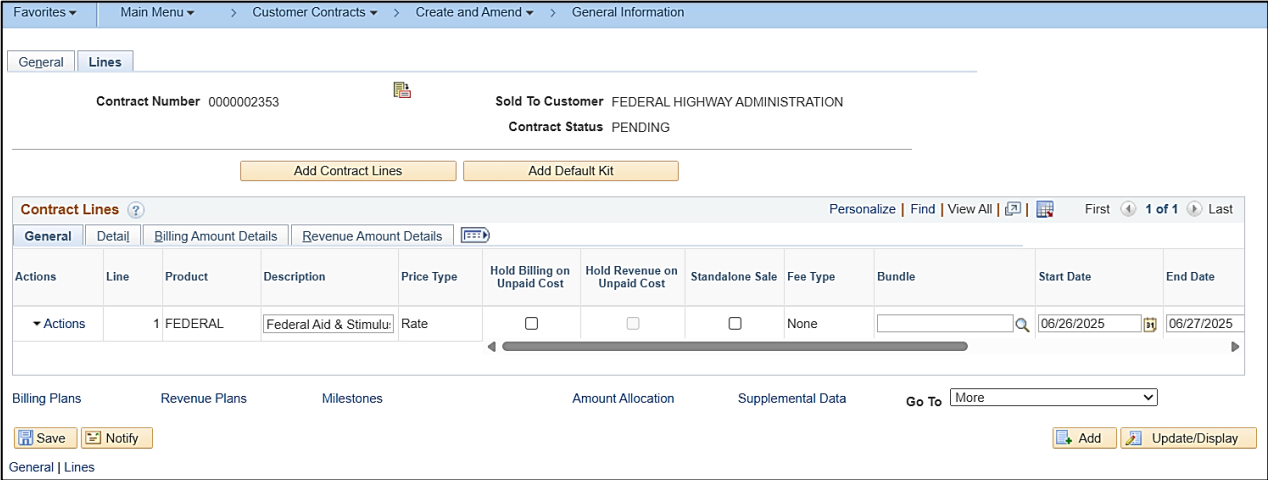

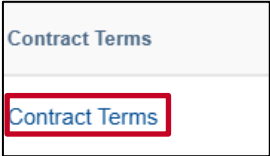


Project Accounting Job Aid

PA353_Creating a Federal Contract (VDOT Only)

Entering the Contract Amount and Related Projects

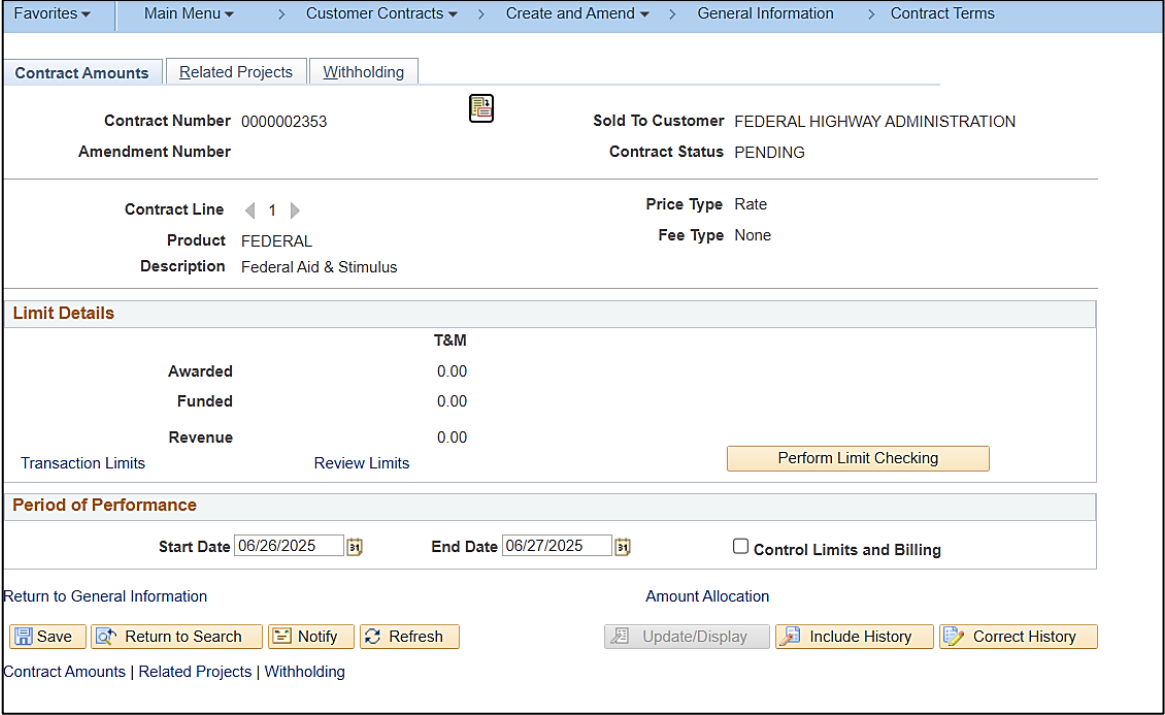


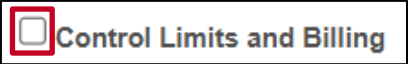
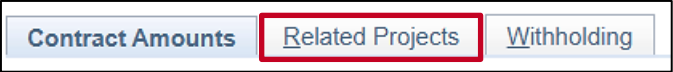
This section of the Job Aid begins on the **General Information** page (**Lines** tab). For information and navigation to get to this step, refer to the [Entering Contract General Information](#) section of this Job Aid.

Step	Action
	<p>The Lines tab displays.</p> 
1.	<p>Click the Detail tab in the Contract Lines section of the page.</p> 
2.	<p>Click the Contract Terms link within the Contract Terms column.</p> 



Project Accounting Job Aid

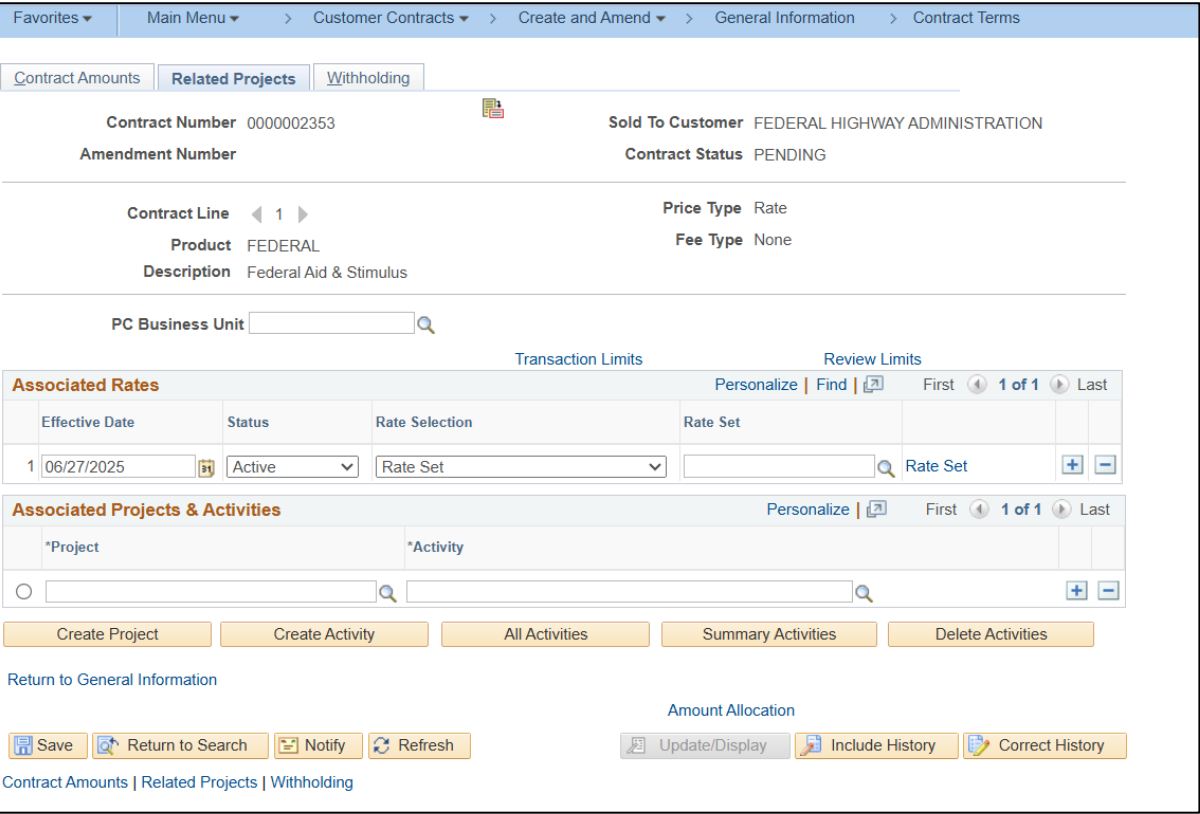

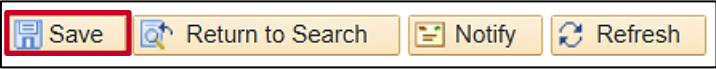

PA353_Creating a Federal Contract (VDOT Only)

Step	Action
	<p>The Contract Terms page displays with the Contracts Amounts tab displayed by default for the selected Contract Line.</p> 
	<p>The Start Date and End Date fields within the Period of Performance section default from the dates entered on the Contract Line.</p> 
3.	<p>Click the Control Limits and Billing checkbox option.</p> 
4.	<p>Click the Related Projects tab.</p> 



Project Accounting Job Aid


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Step	Action
	<p>The Related Projects tab displays.</p> 
5.	<p>Click the PC Business Unit Look Up icon and select the applicable Business Unit.</p> 
6.	<p>Click the Save button.</p> 
7.	<p>Click the Transaction Limits link.</p> 



Project Accounting Job Aid

PA353_Creating a Federal Contract (VDOT Only)

Step	Action
	<p>Transaction Identifiers and Rate Sets</p> <p>In Cardinal, only one Appropriation Code can bill at a time. When multiple Transaction Identifiers are listed, the user must determine the billing priority for the Contract Line. In other words, the user must determine which Appropriation Code bills first. The user should consult the Source Type Priority list for this information.</p> <p>When setting up the initial Contract, the Rate Set assigned “Use Sequence 1” should be the Rate Set that is linked on the Contract Terms page (Related Projects tab).</p> <p>If the Transaction Identifier is not in the dropdown menu, then a new Transaction Identifier, Source Type, Rate Set, and corresponding accounting rules will need to be created. To create these, see the Job Aid titled PA_Creating a New Rate Set – Structure Billing (VDOT Only). This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p> <p>If the Rate Set is not in the dropdown menu for a particular Transaction Identifier, then a new Rate Set will need to be created for that participation rate. To create a new Rate Set, see the Job Aid titled PA_Creating a New Rate Set – Structure Billing (VDOT Only). This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p> <p>If there is money allocated towards Advanced Construction Funds, use the Transaction Identifier “0AW0” and the Rate Set of “ADC_0AW0” with the appropriate participation rate.</p> <p>If all money on the Agreement is deemed Advanced Construction (i.e., no other Appropriation Codes are on the Agreement), the Advance Construction should be assigned “Use Sequence 1”. Otherwise, all Advance Construction funds should be designated the highest Use Sequence Number that can be assigned.</p>

The **Transaction Limits** tab displays for the Contract Line.

Favorites ▾Main Menu ▾Customer Contracts ▾Create and Amend ▾General Information ▾Contract Terms

Transaction Limits

Contract Number 0000002353

Sold To Customer FEDERAL HIGHWAY ADMINISTRATION

Amendment Number

Contract Status PENDING

Contract Line 1



Price Type Rate

Product FEDERAL

Fee Type None

Description Federal Aid & Stimulus

Billing Limits ?


Personalize | Find | View All |   First 1 of 1 Last


*Transaction Identifier	Description	Limit Amount	Use Sequence	Rate Selection	Rate Set
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	Rate Set ▾	<input type="text"/>


[Return to Contract Terms](#)

Transaction Identifiers

Perform Limit Checking

 Save

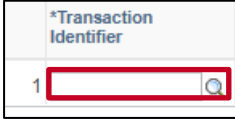
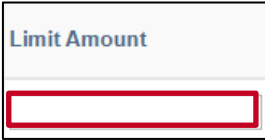
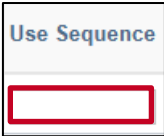
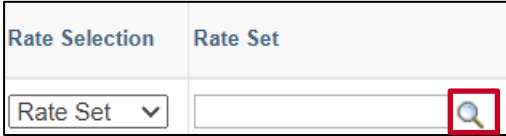


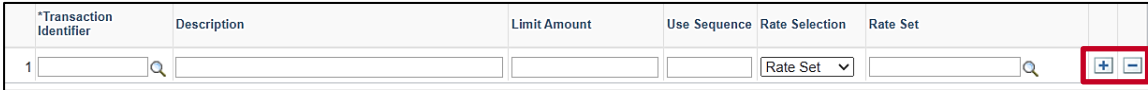
 Return to Search

 Notify



Project Accounting Job Aid

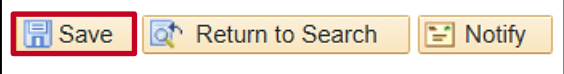

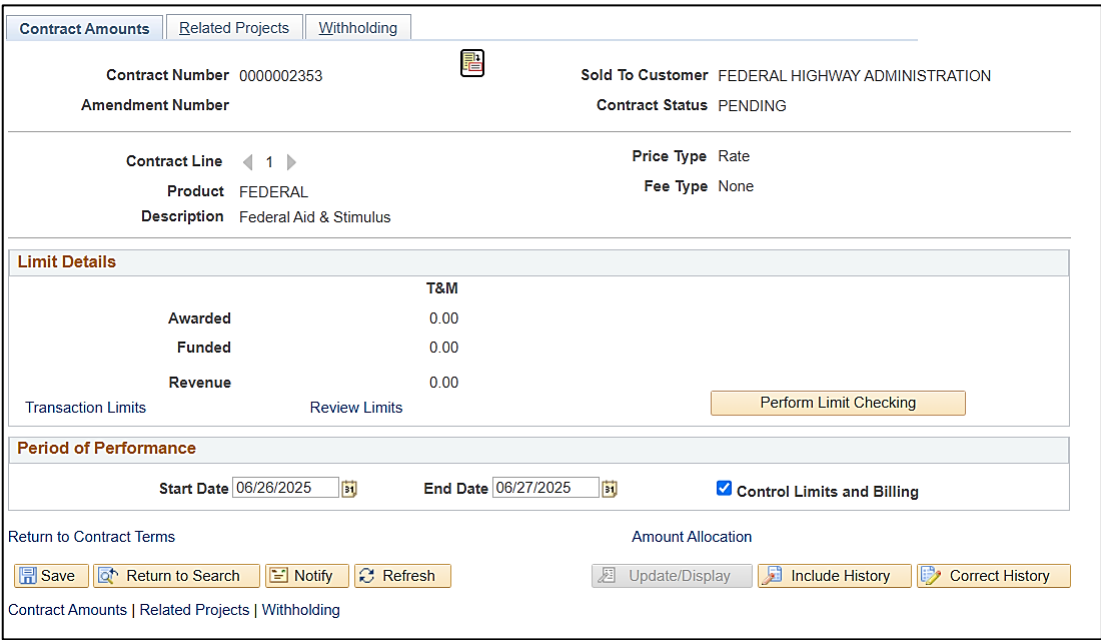
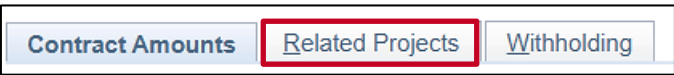
PA353_Creating a Federal Contract (VDOT Only)

Step	Action
8.	<p>Click the Transaction Identifier Look Up icon and select the applicable Federal Appropriation Code from the Federal Agreement. The Description field will automatically populate once selected.</p> 
9.	<p>Enter the Limit Amount (i.e., Federal Funds Under Agreement) from the Federal Agreement in the Limit Amount field.</p> 
10.	<p>Enter the appropriate Use Sequence Number (based on the Source Type Priority List) in the Use Sequence field.</p> <p>Note: ADC Rate Sets will be assigned using the highest Use Sequence Number.</p> 
11.	<p>Click the Rate Set Look Up icon and select the appropriate Rate Set. The Rate Set will contain the participation rate identified on the Federal Agreement.</p> 
	<p>Non-structure Rate Sets are defined with a prefix of “FED” followed by the Transaction Identifier_Participation Rate (e.g., FED_L28R_90).</p> <p>Structure Rate Sets are defined by Contract Number_Transaction Identifier_Participation Rate (e.g., 0184008_L28R_80).</p>
	<p>Use the Add a New Row (+) icon to add additional rows if there are multiple Transaction Identifiers and repeat these steps.</p> 



Project Accounting Job Aid

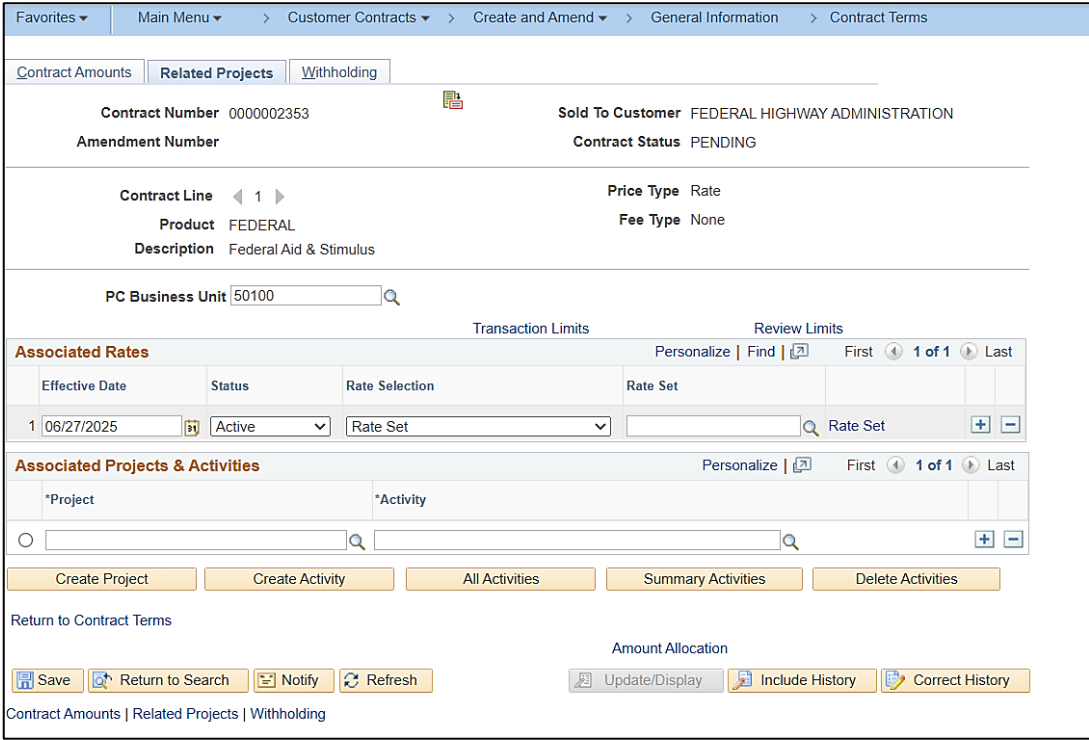
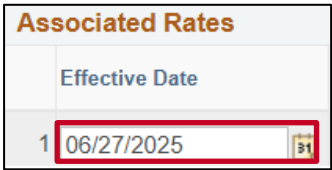

PA353_Creating a Federal Contract (VDOT Only)

Step	Action
12.	<p>Click the Save button.</p> 
13.	<p>Click the Return to Contract Terms link.</p> 
<p>The Contract Terms page displays with the Contract Amounts tab displayed by default.</p> 	
14.	<p>Click the Related Projects tab.</p> 



Project Accounting Job Aid

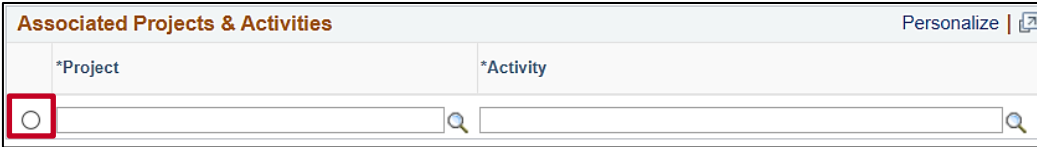

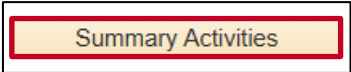
PA353_Creating a Federal Contract (VDOT Only)

Step	Action
	<p>The Related Projects tab displays.</p> 
15.	<p>The Effective Date field in the Associated Rates section defaults to the current date. Update this date as needed to the Effective Date of Authorization from the Federal Agreement using the Effective Date Calendar icon.</p> 
16.	<p>Enter the Rate Set assigned in the Use Sequence field on the Transaction Limits page in the Rate Set field or use the Rate Set Look Up icon to locate and select the Rate Set.</p> 



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Step	Action
17.	Click the Select radio button for the first row in the Associated Projects & Activities section. 
18.	Click the Project Look Up icon and select the Project Number from the Federal Agreement. 
19.	Click the Summary Activities button. 

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

Summary Activity Selection for 0000000016							
Project Activities							
Personalize Find View 100 First 1-25 of 267 Last							
Select	WBS ID	Activity Name	Activity	Activity Type	Processing Status	Start Date	End Date
<input type="checkbox"/>	1	Preliminary Engineering Phase	9101	9101	Inactive	08/09/1994	09/29/2008
<input type="checkbox"/>	1.1	PE Participating	9161	9101	Inactive	08/09/1994	09/29/2008
	1.1.1	PE/Constr - Constr on PE Job	602	9101	Inactive	08/09/1994	09/29/2008
	1.1.2	Advanced R/W Prior to Acq.	606	9101	Inactive	08/09/1994	09/29/2008
	1.1.3	R/W Stakeout for Cond. and App	607	9101	Inactive	08/09/1994	09/29/2008
	1.1.4	Const. Stakeout Prior to Award	608	9101	Inactive	08/09/1994	09/29/2008
	1.1.5	P.E. Educational Courses	609	9101	Inactive	08/09/1994	09/29/2008
	1.1.6	Preliminary Surveys	611	9101	Inactive	08/09/1994	09/29/2008
	1.1.7	Preliminary Studies	612	9101	Inactive	08/09/1994	09/29/2008
	1.1.8	Location Surveys	613	9101	Inactive	08/09/1994	09/29/2008
	1.1.9	Soil Surveys	614	9101	Inactive	08/09/1994	09/29/2008
	1.1.10	Foundation Investigations	615	9101	Inactive	08/09/1994	09/29/2008
	1.1.11	Road Plans	616	9101	Inactive	08/09/1994	09/29/2008
	1.1.12	Structure Plans	617	9101	Inactive	08/09/1994	09/29/2008
	1.1.13	Sign And Signal Plans	618	9101	Inactive	08/09/1994	09/29/2008
OK Cancel Refresh							



Project Accounting Job Aid

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Step	Action																
20.	<p>Click the Select checkbox option associated with the Activity Name for the Phase that includes Activities that need to be added.</p> <p>Use the Expand (+) or Collapse (-) icons to expand or collapse Phases as needed.</p> <div><div>Project Activities</div><table><tr><th>Select</th><th>WBS ID</th><th>Activity Name</th></tr><tr><td><input type="checkbox"/></td><td>1</td><td><input type="checkbox"/> Preliminary Engineering Phase</td></tr><tr><td><input type="checkbox"/></td><td>1.1</td><td><input type="checkbox"/> PE Participating</td></tr></table></div>	Select	WBS ID	Activity Name	<input type="checkbox"/>	1	<input type="checkbox"/> Preliminary Engineering Phase	<input type="checkbox"/>	1.1	<input type="checkbox"/> PE Participating							
Select	WBS ID	Activity Name															
<input type="checkbox"/>	1	<input type="checkbox"/> Preliminary Engineering Phase															
<input type="checkbox"/>	1.1	<input type="checkbox"/> PE Participating															
21.	<p>Click the OK button.</p> <div><div>OK</div><div>Cancel</div><div>Refresh</div></div>																
<p>The Related Projects tab redispays.</p> <div><div><div>Favorites</div><div>Main Menu</div><div>Customer Contracts</div><div>Create and Amend</div><div>General Information</div><div>Contract Terms</div></div><div><div>Contract Amounts</div><div>Related Projects</div><div>Withholding</div></div><div><div>Contract Number 0000002353</div><div>Sold To Customer FEDERAL HIGHWAY ADMINISTRATION</div><div>Amendment Number</div><div>Contract Status PENDING</div></div><div><div>Contract Line 1</div><div>Price Type Rate</div><div>Product FEDERAL</div><div>Fee Type None</div><div>Description Federal Aid & Stimulus</div></div><div><div>PC Business Unit 50100</div></div><div><div>Transaction Limits</div><div>Review Limits</div></div><div><div>Associated Rates</div><div>Personalize</div><div>Find</div><div>First</div><div>1 of 1</div><div>Last</div></div><table><tr><th>Effective Date</th><th>Status</th><th>Rate Selection</th><th>Rate Set</th></tr><tr><td>1 06/27/2025</td><td>Active</td><td>Rate Set</td><td>Rate Set</td></tr></table><div><div>Associated Projects & Activities</div><div>Personalize</div><div>Find</div><div>First</div><div>1 of 1</div><div>Last</div></div><table><tr><th>*Project</th><th>*Activity</th><th>Description</th><th>Description</th></tr><tr><td>0000000016</td><td>606</td><td>0095076F14</td><td>Advanced R/W Prior to Acq.</td></tr></table><div><div>Create Project</div><div>Create Activity</div><div>All Activities</div><div>Summary Activities</div><div>Delete Activities</div></div><div><div>Return to Contract Terms</div></div><div><div>Save</div><div>Return to Search</div><div>Notify</div><div>Refresh</div><div>Update/Display</div><div>Include History</div><div>Correct History</div></div><div><div>Contract Amounts</div><div>Related Projects</div><div>Withholding</div></div></div>		Effective Date	Status	Rate Selection	Rate Set	1 06/27/2025	Active	Rate Set	Rate Set	*Project	*Activity	Description	Description	0000000016	606	0095076F14	Advanced R/W Prior to Acq.
Effective Date	Status	Rate Selection	Rate Set														
1 06/27/2025	Active	Rate Set	Rate Set														
*Project	*Activity	Description	Description														
0000000016	606	0095076F14	Advanced R/W Prior to Acq.														
22.	<p>Click the Save button.</p> <div><div>Save</div><div>Return to Search</div><div>Notify</div><div>Refresh</div></div>																
23.	<p>Sign and date the paper copy of the Federal Agreement and pass it on to be reviewed.</p>																



Overview of the Review Process

Upon completion of the Contract data entry, the Contract should be reviewed by another user. The reviewer should specifically:

- **Customer ID:** Verify that the Customer ID is correct. If incorrect, submit a helpdesk ticket to have it updated
- **Contract Start Date:** Ensure that the date was changed to the Federal Authorization date (i.e., the date the Contract was signed)
- **Proposal ID:** Verify the amount entered in this field equals the Total Authorized for the Project plus any Advance Construction Funds. Additionally, verify that the value was entered using the proper currency format
- **Legal Entity:** Verify that the correct designation was entered/selected
- **Federal Region Code:**
 - Verify that “03” was entered as the Federal Region Code except for Contracts where all the Appropriation Codes are for Federal Lands. In these cases, verify that the Federal Region Code is “15”
 - If there are two Contract Lines on the Contract (one with standard Appropriation Codes and the other with Federal Lands Appropriation Codes), validate that the Federal Region Code for the Contract Line that is billing is the one assigned on the **General Information** page
- **Related Projects:**
 - Verify that the correct Project(s) and Activities (i.e., Phase(s)) are assigned
 - Verify that the correct number of Activities is listed
 - Verify that the Effective Date and Rate Set are correct
- **Transaction Identifiers:**
 - Verify that the Transaction Identifiers and Limit Amounts (i.e., Transaction Limits) are entered correctly
 - Verify that the Use Sequence Numbers match the order in which the most recent Source Type Priority List specifies



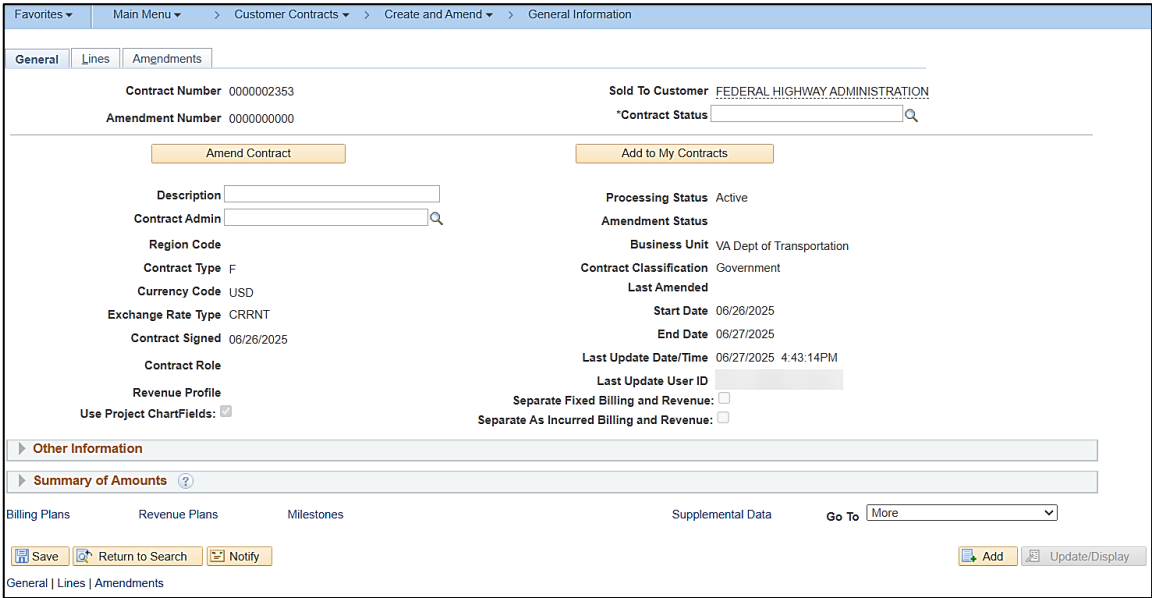
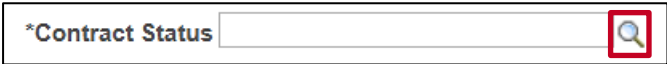
Project Accounting Job Aid

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Activating a Contract

To activate the Contract, return to the **General** tab of the **General Information** page.

This section of the Job Aid begins on the **General Information** page (**General** tab). For information and the navigation used to get to this tab, refer to the [Entering Contract General Information](#) section of this Job Aid.

Step	Action
	<p>The General Information page (General tab) displays.</p>  <p>The screenshot shows the 'General Information' page for a contract. The 'General' tab is selected. The page displays contract details such as Contract Number (0000002353), Amendment Number (0000000000), Sold To Customer (FEDERAL HIGHWAY ADMINISTRATION), and Contract Status (a dropdown menu with a search icon). There are buttons for 'Amend Contract' and 'Add to My Contracts'. The page also shows various status fields like Processing Status (Active), Amendment Status, Business Unit (VA Dept of Transportation), Contract Classification (Government), Last Amended, Start Date (06/26/2025), End Date (06/27/2025), Last Update Date/Time (06/27/2025 4:43:14PM), Last Update User ID, and checkboxes for 'Separate Fixed Billing and Revenue' and 'Separate As Incurred Billing and Revenue'. At the bottom, there are sections for 'Other Information' and 'Summary of Amounts', and a 'Go To' dropdown menu set to 'More'. Navigation buttons like 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display' are also visible.</p>
1.	<p>Click the Contract Status Look Up icon.</p>  <p>The close-up shows the '*Contract Status' dropdown menu with a search icon (magnifying glass) to its right, which is the 'Contract Status Look Up' icon mentioned in the instruction.</p>



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Step	Action
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The **Look Up Contract Status** page displays in a pop-up window.

Sold To Customer: FEDERAL HIGHWAY ADMINISTRATION

Look Up Contract Status

SetID: 50100

Contract Status: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-6 of 6 Last

Contract Status	Description	Processing Status
ACTIVE	Active	Active
CLOSED	Closed	Closed
FIRE - CLOSED	Closed For FHWA FIRE	Active
FV ACCEPTED	FHWA Accepted	Closed
FV COMPLETED	Fiscal Completed	Active
WITHDRAWN	Contract Withdrawn	Active

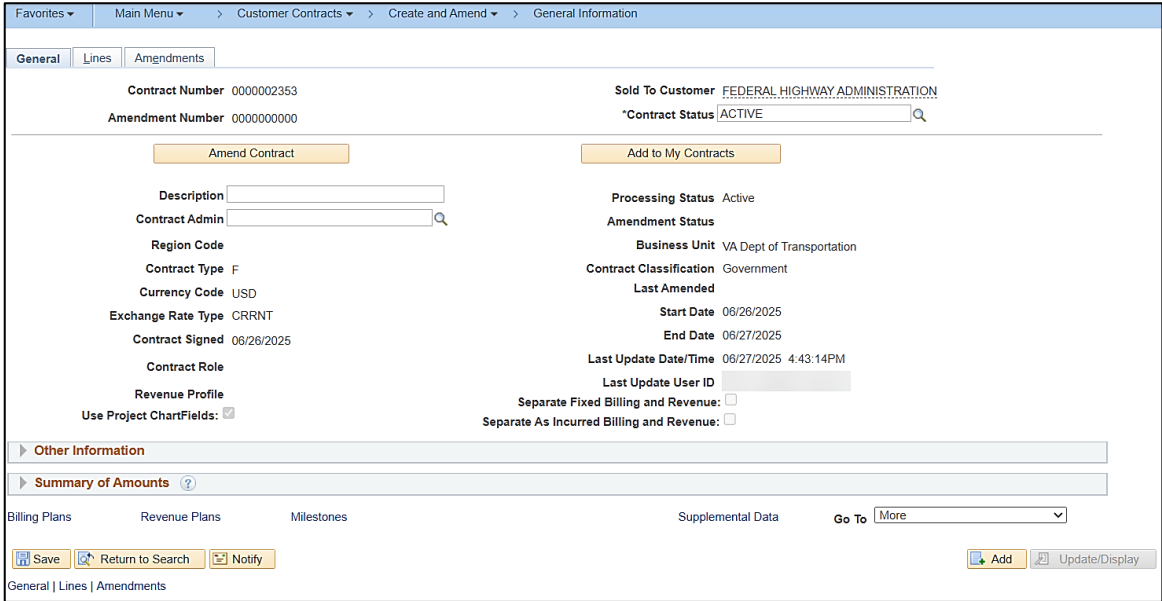
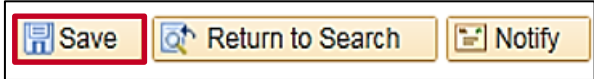

2. Click the **ACTIVE** link within the **Contract Status** column.

Contract Status	Description	Processing Status
ACTIVE	Active	Active
CLOSED	Closed	Closed
FIRE - CLOSED	Closed For FHWA FIRE	Active
FV ACCEPTED	FHWA Accepted	Closed
FV COMPLETED	Fiscal Completed	Active
WITHDRAWN	Contract Withdrawn	Active



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Step	Action
	<p>The General tab redisplay.</p> 
3.	<p>Click the Save button.</p> 
	<p>The Amend Contract button and Amendments tab are now available. At this point, most of the data fields cannot be modified without creating an Amendment to the Contract.</p>