



Reduce Advance Construction on a Federal Contract Overview

Federal Contracts are created in Cardinal based on the data contained in the Federal Aid Project Agreement received from the Federal Highway Administration (FHWA). Modifications of these original agreements are normal and will often include reductions to Advance Construction Funds.

Table of Contents

Sample FHWA Federal Aid Project Agreement.....	2
Enter Contract General Information	3



Project Accounting Job Aid

501 PA353: Reduce Advance Construction on a Federal Contract

Sample FHWA Federal Aid Project Agreement

Run Date 03/29/2012 Run Time 08:26:48	U.S. DEPARTMENT OF TRANSPORTATION FEDERAL HIGHWAY ADMINISTRATION FEDERAL-AID PROJECT MODIFICATION	Report: FMISD06A Page 15
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STATE: VIRGINIA	PROJECT NO: PM07(231)	NO: 3
STATE PROJ. NO(S): LM7A967F10401		
DESCRIPTION: Culpeper Districtwide - LMET Schedule - Various Routes		
CLASSIFICATION OF PHASE OF WORK: CONSTR		

THE PROJECT AGREEMENT FOR THE ABOVE-REFERENCED PROJECT ENTERED INTO BETWEEN THE UNDERSIGNED PARTIES AND EXECUTED BY THE DIVISION ADMINISTRATOR ON 11/13/2009 IS HEREBY MODIFIED AS FOLLOWS:

PROGRAM CODE	URBAN/ WITH	FORMER AMOUNT	REVISED AMOUNT	
L200	ESTIMATED TOTAL OF PROJECT	\$912,338.00	\$450,899.00	1
	FEDERAL FUNDS	\$320,000.00	\$319,999.00	
	ADV CONSTRUCTION FUNDS	\$409,868.00	\$0.00	
	PERCENT FEDERAL SHARE	80.00%	80.00%	
L20R	ESTIMATED TOTAL OF PROJECT	\$1,426,076.00	\$1,426,076.00	
	FEDERAL FUNDS	\$1,140,861.00	\$1,140,861.00	
	ADV CONSTRUCTION FUNDS	\$0.00	\$0.00	
	PERCENT FEDERAL SHARE	80.00%	80.00%	
			1,460,860.00	2

STATE REMARKS:
UPC 93051 - MODIFIED AGREEMENT TO RELEASE \$1.00 FHWA (L200) FUNDS AT 80%, AND RELEASE L200 AC FUNDS: NON-PARTICIPATING = \$50,700.00. PER FFY12 1ST QUARTER FIRE REPORT TIER3.

DIVISION REMARKS:

ALL OTHER TERMS AND CONDITIONS OF THE PROJECT AGREEMENT WILL REMAIN IN FULL FORCE AND EFFECT.

DEPARTMENT OF TRANSPORTATION

AVAILABLE FUNDS CERTIFIED BY:	LYNN C. OYAN	DATE: 03/28/2012
APPROVAL RECOMMENDED BY:	EDWARD GRAJEWSKI JR	DATE: 03/28/2012
APPROVED AND AUTHORIZED BY:	EDWARD GRAJEWSKI JR	DATE: 03/28/2012

FEDERAL HIGHWAY ADMINISTRATION

APPROVAL RECOMMENDED BY:	THANH TRAN	DATE: 03/28/2012
APPROVED AND AUTHORIZED BY:	THANH TRAN	DATE: 03/28/2012
MODIFICATION APPROVED BY:	CLEMENTINE T. FLEMING	DATE: 03/28/2012

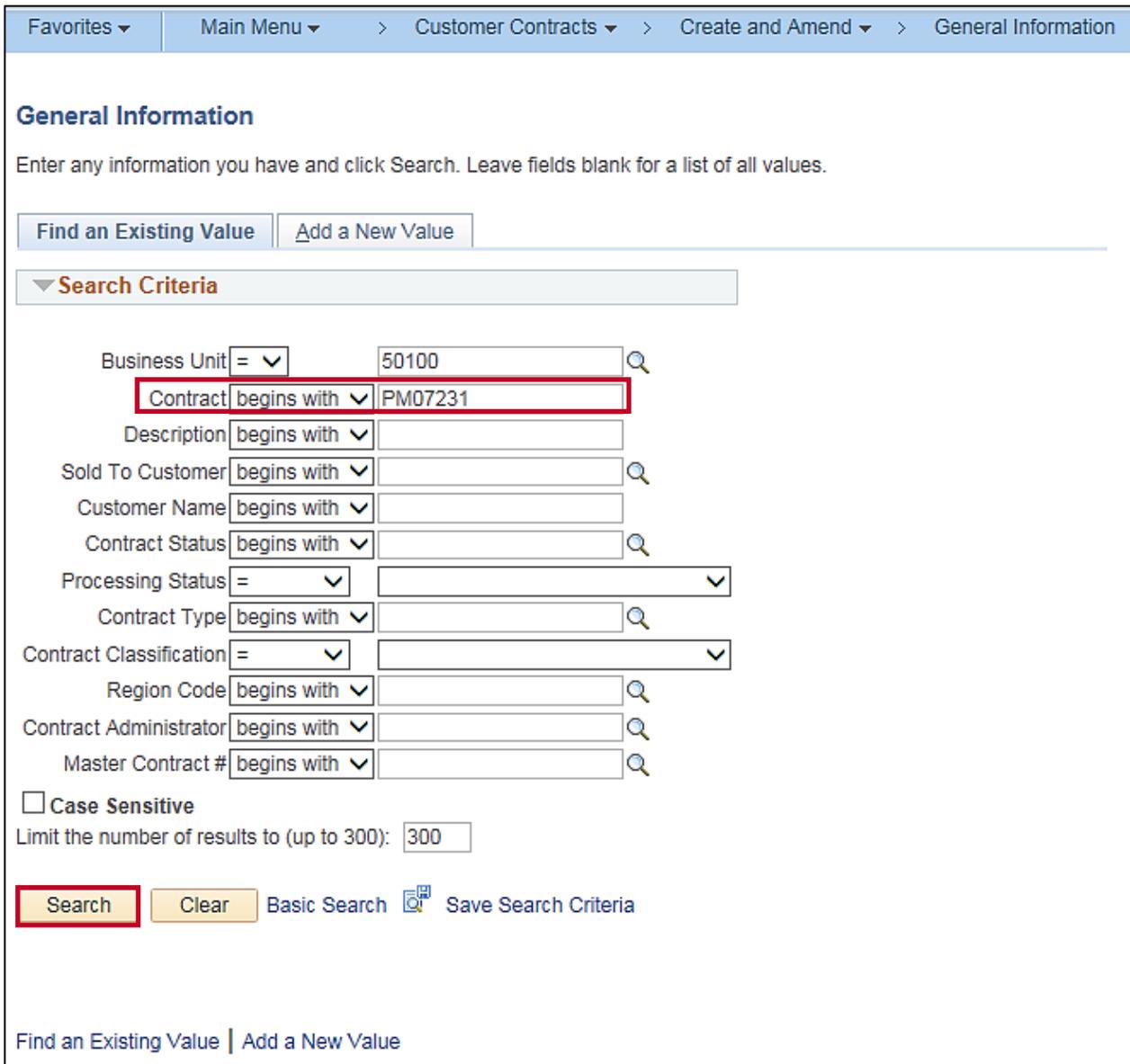
The table below shows where the data elements in the agreement are to be entered when creating a contract.

	Modification	Page	Field(s)
1	Reduce Obligation Amount	General Information	Proposal ID

Enter Contract General Information

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

Customer Contracts > Create and Amend > General Information



2. The **General Information** page displays.
3. Enter the federal project/contract number in the **Contract** field.
4. Click the **Search** button.

501 PA353: Reduce Advance Construction on a Federal Contract

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

Related Content | New Window | Help | Personal

General | Lines | Amendments

Contract Number PM07231
Amendment Number 000000003

Sold To Customer FEDERAL HIGHWAY ADMINISTRATION
*Contract Status ACTIVE

Amend Contract Add to My Contracts

Description STP-PM07231
Contract Admin

Region Code
Contract Type F
Currency Code USD
Exchange Rate Type CRRNT
Contract Signed 11/13/2009
Contract Role
Revenue Profile
Use Project ChartFields:

Processing Status Active
Amendment Status Complete
Business Unit VA Dept of Transportation
Contract Classification Government
Last Amended 08/12/2019
Start Date 11/13/2009
End Date
Last Update Date/Time 08/12/2019 8:38:01AM
Last Update User ID TERELLE.WALKER
Separate Fixed Billing and Revenue:
Separate As Incurred Billing and Revenue:

Other Information

Summary of Amounts

Billing Plans Revenue Plans Milestones Supplemental Data Go To More

Save Return to Search Notify Add Update/Display

General | Lines | Amendments

5. The **General Information** page displays.
6. Click the **Amend Contract** button.

501 PA353: Reduce Advance Construction on a Federal Contract

[Favorites](#) > [Main Menu](#) > [Customer Contracts](#) > [Create and Amend](#) > [General Information](#)
[Related Content](#) | [New](#)

[General](#) | [Lines](#) | [Amendments](#)

Contract Number PM07231 Sold To Customer FEDERAL HIGHWAY ADMINISTRATION
 Pending Amendment 0000000004 Contract Status ACTIVE

[View Current](#)

Amendments Personalize | Find | View All | [Print](#) | [Refresh](#) | First 1-5 of 5 Last

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

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000			11/15/2011	Complete	Detail	Notes
0000000001	Transaction Limit	Decrease Trans Limit	03/29/2012	Complete	Detail	Notes
0000000004	<input type="text" value="Transaction Limit"/>	<input type="text" value="Decrease Trans Limit"/>	<input type="text" value="08/12/2019"/>	Pending	Detail	Notes
0000000003	Transaction Limit	Add Trans. Limit	08/12/2019	Complete	Detail	Notes
0000000002	Transaction Limit	Remove Trans. Limit	04/02/2012	Complete	Detail	Notes

[Billing Plans](#) | [Revenue Plans](#) | [Milestones](#) | [Amount Allocation](#) | [Supplemental Data](#) | Go To [More](#)

[Save](#) | [Return to Search](#) | [Notify](#) [Add](#)

General | Lines | Amendments

7. The **Amendments** tab displays.
8. Select the **Amendment Type** from the drop-down list.
9. Select the **Reason** from the drop-down list.
10. Click the **Save** button.
11. Click the **General** tab.

501 PA353: Reduce Advance Construction on a Federal Contract

Favorites ▾ Main Menu ▾ Customer Contracts ▾ Create and Amend ▾ General Information
 Related Content ▾ New Window | Help | Personal

General **Lines** Amendments

Contract Number PM07231 Sold To Customer FEDERAL HIGHWAY ADMINISTRATION
 Pending Amendment 0000000004 *Contract Status ACTIVE

View Current Add to My Contracts

Description STP-PM07231 Processing Status Active
 Contract Admin [?] Amendment Status Pending
 Region Code [?] Business Unit VA Dept of Transportation
 Contract Type F Contract Classification Government
 Currency Code USD Last Amended 08/12/2019
 Exchange Rate Type CRRNT Start Date 11/13/2009
 Contract Signed 11/13/2009 End Date
 Contract Role [?] Last Update Date/Time 08/12/2019 10:11:01AM
 Revenue Profile [?] Last Update User ID TERELLE.WALKER
 Use Project ChartFields: Separate Fixed Billing and Revenue:
 Separate As Incurred Billing and Revenue:

Other Information

Template Contract Parent Contract [?]
 Master Contract Master Contract [?]
 Legal Review Complete Legal Entity NFO
 Credit Check Complete Purchase Order [?]
 Proposal ID \$2,500,000.00
 Federal Region Code 03

Summary of Amounts

Awarded Amounts		Funded and Revenue Amounts		
			Funded	Revenue
Awarded Cost	0.00	Cost	0.00	0.00
Awarded Fee	0.00	Fee	0.00	0.00
Awarded T&M	0.00	T&M	0.00	0.00
Subtotal	0.00	Subtotal	0.00	0.00
Fixed Price (Less Inclusive Prepays)	0.00	Fixed Price (Less Inclusive Prepays)	0.00	0.00
Total	0.00	Total	0.00	0.00

Billing Plans Revenue Plans Milestones Amount Allocation Supplemental Data Go To More ▾

Save Return to Search Notify Add Update/Display

General | Lines | Amendments

12. Expand the **Other Information** section.
13. Update the **Proposal ID** field.
14. Click the **Save** button.
15. Click the **Lines** tab.

501 PA353: Reduce Advance Construction on a Federal Contract

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

Related Content | New Window | Help | Personalize

General | **Lines** | Amendments

Contract Number PM07231 Sold To Customer FEDERAL HIGHWAY ADMINISTRATION
Pending Amendment 0000000004 Contract Status ACTIVE

View Current Add Contract Lines Add Default Kit

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

General | **Detail** | Billing Amount Details | Revenue Amount Details

Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
▼ Actions	1	FEDERAL	STP-PM07231	Rate	In Progress	In Progress	Contract Terms	Distribution	Internal Notes	FEDERAL HIGHWAY ADMINISTRATION

Billing Plans Revenue Plans Milestones Amount Allocation Supplemental Data Go To More

Save Return to Search Notify Add Update/Display

General | Lines | Amendments

16. Click the **Detail** tab in the **Contract Lines** section of the page.
17. Click the **Contract Terms** link.

501 PA353: Reduce Advance Construction on a Federal Contract

[Favorites](#) > [Main Menu](#) > [Customer Contracts](#) > [Create and Amend](#) > [General Information](#) > [Contract Terms](#)

[Contract Amounts](#) | [Related Projects](#) | [Contract Amendments](#)

Contract Number PM07231  **Sold To Customer** FEDERAL HIGHWAY ADMINISTRATION
Amendment Number 0000000003 **Contract Status** ACTIVE

Contract Line ◀ 1 ▶ **Price Type** Rate
Product FEDERAL **Fee Type** None
Description STP-PM07231

[Amend Contract](#)

PC Business Unit

Transaction Limits [Review Limits](#)

Associated Rates Personalize | Find |  First 1 of 1 Last

	Effective Date	Status	Rate Selection	Rate Set		
1	<input type="text" value="11/13/2009"/> <input type="button" value="Q"/>	<input type="text" value="Inactive"/> ▼	<input type="text" value="Rate Set"/> ▼	<input type="text" value="Rate Set"/> <input type="button" value="Q"/>	Rate Set	<input type="button" value="+"/> <input type="button" value="-"/>

Associated Projects & Activities Personalize |  First 1-25 of 25 Last

*Project	*Activity	Description	Description		
<input type="radio"/> <input type="text" value="0000093051"/> <input type="button" value="Q"/>	<input type="text" value="632"/> <input type="button" value="Q"/>	<input type="text" value="LM7A-967-F10,P401"/> <input type="button" value="Q"/>	Contract Const Extra	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="radio"/> <input type="text" value="0000093051"/> <input type="button" value="Q"/>	<input type="text" value="633"/> <input type="button" value="Q"/>	<input type="text" value="LM7A-967-F10,P401"/> <input type="button" value="Q"/>	State Forces Const	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="radio"/> <input type="text" value="0000093051"/> <input type="button" value="Q"/>	<input type="text" value="635"/> <input type="button" value="Q"/>	<input type="text" value="LM7A-967-F10,P401"/> <input type="button" value="Q"/>	Railroad Construction	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="radio"/> <input type="text" value="0000093051"/> <input type="button" value="Q"/>	<input type="text" value="64201"/> <input type="button" value="Q"/>	<input type="text" value="LM7A-967-F10,P401"/> <input type="button" value="Q"/>	Construction Inspection Field	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="radio"/> <input type="text" value="0000093051"/> <input type="button" value="Q"/>	<input type="text" value="64202"/> <input type="button" value="Q"/>	<input type="text" value="LM7A-967-F10,P401"/> <input type="button" value="Q"/>	Construction Inspection-Admin	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="radio"/> <input type="text" value="0000093051"/> <input type="button" value="Q"/>	<input type="text" value="64204"/> <input type="button" value="Q"/>	<input type="text" value="LM7A-967-F10,P401"/> <input type="button" value="Q"/>	Construction Manager/ACE	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="radio"/> <input type="text" value="0000093051"/> <input type="button" value="Q"/>	<input type="text" value="64205"/> <input type="button" value="Q"/>	<input type="text" value="LM7A-967-F10,P401"/> <input type="button" value="Q"/>	Environmental	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="radio"/> <input type="text" value="0000093051"/> <input type="button" value="Q"/>	<input type="text" value="64206"/> <input type="button" value="Q"/>	<input type="text" value="LM7A-967-F10,P401"/> <input type="button" value="Q"/>	Construction and Design	<input type="button" value="+"/>	<input type="button" value="-"/>

18. The **Related Projects** page displays.
19. Click the **Review Limits** link.

501 PA353: Reduce Advance Construction on a Federal Contract

[Favorites](#) > [Main Menu](#) > [Customer Contracts](#) > [Create and Amend](#) > [General Information](#) > [Contract Terms](#) > [Review and Manage Limits](#)

Review Limits

Search Criteria

*Business Unit:
 Contract Admin:
 Limit Type:
 Contract Type:
 Sold To Customer:
 Contract Classification:
 Review By:
 Contract:
 Max Remaining %:
 Contract Line:

Limits Personalize | Find | View All |

Contract	Line	Transaction Identifier	Billing Limit	Processed Amount	Remaining Amount
1 PM07231		1 0AW0	409,868.00	38,308.95	373,559.05
2 PM07231		1 L200	319,999.00	319,999.00	0.00
3 PM07231		1 L20R	1,140,861.00	1,140,861.00	0.00

[Return to Contract Terms](#)

20. The **Review Limits** page displays.
21. Click the **Search** button.
22. Examine the limits for the transaction limits associated with the contract.
 - If the ADC **Transaction Identifier (0AW0)** has a **Processed Amount**, then this amount must be released before the advanced construction amount can be released.
23. Click the **Return to Contract Terms** link.

501 PA353: Reduce Advance Construction on a Federal Contract

[Favorites](#) > [Main Menu](#) > [Customer Contracts](#) > [Create and Amend](#) > [General Information](#) > [Contract Terms](#)

[Contract Amounts](#) | [Related Projects](#) | [Contract Amendments](#)

Contract Number PM07231  **Sold To Customer** FEDERAL HIGHWAY ADMINISTRATION
Amendment Number 0000000003 **Contract Status** ACTIVE

Contract Line < 1 > **Price Type** Rate
Product FEDERAL **Fee Type** None
Description STP-PM07231

PC Business Unit

[Transaction Limits](#) [Review Limits](#)

Associated Rates [Personalize](#) | [Find](#) | [First](#) < 1 of 1 > [Last](#)

	Effective Date	Status	Rate Selection	Rate Set		
1	11/13/2009 <input type="button" value="Q"/>	Active <input type="button" value="v"/>	Rate Set <input type="button" value="v"/>	<input type="text" value="Rate Set"/> <input type="button" value="Q"/>	Rate Set	<input type="button" value="+"/> <input type="button" value="-"/>

Associated Projects & Activities [Personalize](#) | [First](#) < 1-25 of 25 > [Last](#)

*Project	*Activity	Description	Description		
<input type="radio"/> 0000093051 <input type="button" value="Q"/>	<input type="text" value="632"/> <input type="button" value="Q"/>	<input type="text" value="LM7A-967-F10,P401"/> <input type="button" value="Q"/>	Contract Const Extra	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="radio"/> 0000093051 <input type="button" value="Q"/>	<input type="text" value="633"/> <input type="button" value="Q"/>	<input type="text" value="LM7A-967-F10,P401"/> <input type="button" value="Q"/>	State Forces Const	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="radio"/> 0000093051 <input type="button" value="Q"/>	<input type="text" value="635"/> <input type="button" value="Q"/>	<input type="text" value="LM7A-967-F10,P401"/> <input type="button" value="Q"/>	Railroad Construction	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="radio"/> 0000093051 <input type="button" value="Q"/>	<input type="text" value="643"/> <input type="button" value="Q"/>	<input type="text" value="LM7A-967-F10,P401"/> <input type="button" value="Q"/>	Civil Rights	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="radio"/> 0000093051 <input type="button" value="Q"/>	<input type="text" value="649"/> <input type="button" value="Q"/>	<input type="text" value="LM7A-967-F10,P401"/> <input type="button" value="Q"/>	Con Insp & Engineering Ed Cour	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="radio"/> 0000093051 <input type="button" value="Q"/>	<input type="text" value="68000"/> <input type="button" value="Q"/>	<input type="text" value="LM7A-967-F10,P401"/> <input type="button" value="Q"/>	GARVEE Debt Svc	<input type="button" value="+"/>	<input type="button" value="-"/>

[Return to General Information](#)

[Contract Amounts](#) | [Related Projects](#) | [Contract Amendments](#)

24. Click the **Correct History** button at the bottom of the page.
25. Click the **Ok** button when the message box appears.
26. In the **Associated Rates** area remove the **Rate Set** and click the **Save** button.

Note: Remember to place the contract on **Hold**.

501 PA353: Reduce Advance Construction on a Federal Contract

[Favorites](#) > [Main Menu](#) > [Customer Contracts](#) > [Create and Amend](#) > [General Information](#) > [Contract Terms](#) > [Review and Manage Limits](#)

Review Limits

Search Criteria

*Business Unit:
 Limit Type:
 Sold To Customer:
 Review By:
 Max Remaining %:

Contract Admin:
 Contract Type:
 Contract Classification:
 Contract:
 Contract Line:

Limits Personalize | Find | View All | First 1-3 of 3 Last

Contract	Line	Transaction Identifier	Billing Limit	Processed Amount	Remaining Amount
1 PM07231		1 0AWD	409,868.00	0.00	409,868.00
2 PM07231		1 L200	319,999.00	319,999.00	0.00
3 PM07231		1 L20R	1,140,861.00	1,140,861.00	0.00

27. The next day, return to the **Review Limits** page.
28. Verify that by removing the rate set the processed amount on the ADC rate set (see [step 22](#)) was released.
29. The ADC **Transaction Identifier** will be available for reducing.
30. Click the **Return to Contract Terms** link and the **Transaction Limits** link.

Note: If the processed amount does not reduce to zero, there is a split AC row that must be cleared by entering a ticket to the helpdesk. Before entering the ticket, a non-AC rate set should be entered on the **Contract Terms** page.

501 PA353: Reduce Advance Construction on a Federal Contract

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

Transaction Limits | Contract Amendments

Contract Number PM07231  Sold To Customer FEDERAL HIGHWAY ADMINISTRATION
 Amendment Number 000000003 Contract Status ACTIVE

Contract Line 1 Price Type Rate
 Product FEDERAL Fee Type None
 Description STP-PM07231

Amend Contract

Billing Limits ? Personalize | Find | View All |  First 1-3 of 3 Last

Transaction Identifier	Description	Limit Amount	Use Sequence	Rate Selection	Rate Set
1 0AW0	ADVANCED CONSTRUCTION	409,868.00	3	Rate Set	ADC_0AW0_80
2 L200	STP<200,000 Population	319,999.00	1	Rate Set	FED_L200_80
3 L20R	STP-<2000.000 RE	1,140,861.00	2	Rate Set	FED_L20R_80

Return to Contract Terms Transaction Identifiers **Perform Limit Checking**

 Save  Return to Search  Notify

Transaction Limits | Contract Amendments

31. On the **Transaction Limits** tab, click the **Amend Contract** button.

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

Transaction Limits | Contract Amendments

Contract Number PM07231  Sold To Customer FEDERAL HIGHWAY ADMINISTRATION
 Pending Amendment 000000004 Contract Status ACTIVE

Contract Line 1 Price Type Rate
 Product FEDERAL Fee Type None
 Description STP-PM07231

View Current

Billing Limits ? Personalize | Find | View All |  First 1-3 of 3 Last

Transaction Identifier	Description	Limit Amount	Use Sequence	Rate Selection	Rate Set
1 0AW0	ADVANCED CONSTRUCTION				
2 L200	STP<200,000 Population				
3 L20R	STP-<2000.000 RE				

Message

Amendment number 000000004, Type: Transaction Limit is currently available for edit. (9853,2)

OK

Return to Contract Terms **Perform Limit Checking**

 Save  Return to Search  Notify

Transaction Limits | Contract Amendments

32. A message displays. Click the **OK** button.

501 PA353: Reduce Advance Construction on a Federal Contract

[Favorites](#) > [Main Menu](#) > [Customer Contracts](#) > [Create and Amend](#) > [General Information](#) > [Contract Terms](#)

[Transaction Limits](#) | [Contract Amendments](#)

Contract Number PM07231 **Sold To Customer** FEDERAL HIGHWAY ADMINISTRATION
Pending Amendment 0000000004 **Contract Status** ACTIVE

Contract Line 1 **Price Type** Rate
Product FEDERAL **Fee Type** None
Description STP-PM07231

[View Current](#)

Billing Limits Personalize | Find | View All | [Print](#) | [Refresh](#) First 1-3 of 3 Last

Transaction Identifier	Description	Limit Amount	Use Sequence	Rate Selection	Rate Set		
1 0AW0	ADVANCED CONSTRUCTION			Rate Set	ADC_0AW0_80	<input type="text"/>	+
2 L200	STP<200,000 Population	319,999.00	1	Rate Set	FED_L200_80	<input type="text"/>	+
3 L20R	STP-<2000.000 RE	1,140,861.00	2	Rate Set	FED_L20R_80	<input type="text"/>	+

[Return to Contract Terms](#) [Transaction Identifiers](#) [Perform Limit Checking](#)

[Save](#) [Return to Search](#) [Notify](#)

Transaction Limits | Contract Amendments

33. Remove the **Limit Amount** and the **Use Sequence** for the Advanced **Transaction Identifier (0AW0)**.
34. Click the **Save** button if the limit amount is being set to **0**.
 - If it is not being lowered to zero, then lower to the given amount and leave the **Use Sequence** number on the transaction identifier.
35. Click the **Return to Contract Terms** link.

501 PA353: Reduce Advance Construction on a Federal Contract

[Favorites](#) > [Main Menu](#) > [Customer Contracts](#) > [Create and Amend](#) > [General Information](#) > [Contract Terms](#)

[Contract Amounts](#) | [Related Projects](#) | **[Contract Amendments](#)**

Contract Number PM07231 Sold To Customer FEDERAL HIGHWAY ADMINISTRATION
 Amendment Number 0000000003 Contract Status ACTIVE

Contract Line < 1 > Price Type Rate
 Product FEDERAL Fee Type None
 Description STP-PM07231

Amend Contract

PC Business Unit

Transaction Limits Review Limits

Associated Rates Personalize | Find | First Last

Effective Date	Status	Rate Selection	Rate Set		
1 11/13/2009	Active	Rate Set	FED_L20R_80	Rate Set	+ -

Associated Projects & Activities Personalize | First Last

*Project	*Activity	Description	Description		
<input type="radio"/> 0000093051	632	LM7A-967-F10,P401	Contract Const Extra	+ -	
<input type="radio"/> 0000093051	633	LM7A-967-F10,P401	State Forces Const	+ -	
<input type="radio"/> 0000093051	635	LM7A-967-F10,P401	Railroad Construction	+ -	
<input type="radio"/> 0000093051	64001	LM7A-967-F10,P401	Construction Inspection Field	+ -	
<input type="radio"/> 0000093051	649	LM7A-967-F10,P401	Con Insp & Engineering Ed Cour	+ -	
<input type="radio"/> 0000093051	68000	LM7A-967-F10,P401	GARVEE Debt Svc	+ -	

Create Project Create Activity All Activities Summary Activities Delete Activities

Return to General Information

Contract Amounts | Related Projects | Contract Amendments

36. If the limit amount was lowered to zero on the **Transaction Limits** tab, click the **Correct History** button.
37. Update the **Rate Set** on the **Associated Rates** section to the rate set of the previous sequence.
 - If the limit is not being lowered to zero, the advance construction rate set should be replaced on the **Contract Terms** page.
38. Click the **Save** button.
39. Click the **Contract Amendments** tab at the top of the page.

501 PA353: Reduce Advance Construction on a Federal Contract

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

Contract Amounts | Related Projects | **Contract Amendments**

Contract Number PM07231
Amendment Number 000000003

Sold To Customer FEDERAL HIGHWAY ADMINISTRATION
Contract Status ACTIVE

Amend Contract

Amendments Personalize | Find | View All | First 1-5 of 5 Last

General | Statistics | Billing Amended Amounts | Revenue Amended Amounts | Misc.

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
000000004	Transaction Limit	Decrease Trans Limit	08/12/2019	Pending	Detail	Notes
000000003	Transaction Limit	Add Trans. Limit	08/12/2019	Complete	Detail	Notes
000000002	Transaction Limit	Remove Trans. Limit	04/02/2012	Complete	Detail	Notes
000000001	Transaction Limit	Decrease Trans Limit	03/29/2012	Complete	Detail	Notes
000000000			11/15/2011	Complete	Detail	Notes

Return to General Information

Save | Return to Search | Notify | Refresh | Update/Display | Include History | Correct History

Contract Amounts | Related Projects | Contract Amendments

40. Click the **Detail** link for the Amendment that was added.

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

Amendment Details

Contract PM07231
Amendment Number 000000004

Sold To Customer 0000055002

Amendment Type Transaction Limit
Amendment Reason Decrease Trans Limit

*Process Date 08/12/2019
***Amendment Status Pending**

Total Billing Adjustment 0.00
Fixed Billing Adjustment 0.00

Total Revenue Adjustment 0.00
Fixed Revenue Adjustment 0.00

Fixed Billing Allocation Incomplete
Fixed Revenue Allocation Incomplete

▶ **Additional Amendment Details**

Reference ID
User Ref #1
User Ref #2

Amendment Components Personalize | Find | View All | First 1-2 of 2 Last

General | Statistics

Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1 Contract Header		Proposal	Update	\$1,460,860.00	\$2,500,000.00
2	Limit ID 0AW0	Amount	Update	409868	0

Amendment Amount Allocation
Return to Contract Terms

Save | Return to Search | Notify

41. In the **Amendment Status** field, click the drop-down menu to change the **Amend Status** to **Ready**.

501 PA353: Reduce Advance Construction on a Federal Contract

[Favorites](#) > [Main Menu](#) > [Customer Contracts](#) > [Create and Amend](#) > [General Information](#) > [Contract Terms](#)
New

Amendment Details

Contract PM07231 **Amendment Number** 000000004
Sold To Customer 000055002

Amendment Type Transaction Limit **Process Date** 08/12/2019
Amendment Reason Decrease Trans Limit ***Amendment Status** Ready

Process Amendment

Total Billing Adjustment 0.00 **Total Revenue Adjustment** 0.00
Fixed Billing Adjustment 0.00 **Fixed Revenue Adjustment** 0.00
Fixed Billing Allocation Incomplete **Fixed Revenue Allocation** Incomplete

▶ **Additional Amendment Details**

Reference ID **User Ref #1**
User Ref #2

Amendment Components Personalize | Find | View All | | | First 1-2 of 2 Last

[General](#) | [Statistics](#) | [...](#)

Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1 Contract Header		Proposal	Update	\$1,460,860.00	\$2,500,000.00
2	Limit ID 0AW0	Amount	Update	409868	0

Internal Notes

Return to Contract Terms

Save Return to Search Notify

42. The **Process Amendment** button displays. Click the **Process Amendment** button.

[Favorites](#) > [Main Menu](#) > [Customer Contracts](#) > [Create and Amend](#) > [General Information](#) > [Contract Terms](#)
New

Amendment Details

Contract PM07231 **Amendment Number** 000000004
Sold To Customer 000055002 **Amendment Completed On** 08/12/2019 10:58AM

Amendment Type Transaction Limit **Process Date** 08/12/2019
Amendment Reason Decrease Trans Limit **Amendment Status** Complete

Total Billing Adjustment 0.00 **Total Revenue Adjustment** 0.00
Fixed Billing Adjustment 0.00 **Fixed Revenue Adjustment** 0.00
Fixed Billing Allocation Incomplete **Fixed Revenue Allocation** Incomplete

▶ **Additional Amendment Details**

Reference ID **User Ref #1**
User Ref #2

Amendment Components Personalize | Find | View All | | | First 1-2 of 2 Last

[General](#) | [Statistics](#) | [...](#)

Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1 Contract Header		Proposal	Update	\$1,460,860.00	\$2,500,000.00
2	Limit ID 0AW0	Amount	Update	409868	0

Internal Notes

Return to Contract Terms

Save Return to Search Notify

43. The **Amend Status** changes to **Complete**.

Note: Remember to take the contract off **Hold**.