

Create 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: Excludes Federal agreements requiring manual billing process.

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Project Accounting Job Aid

501 PA353: Create a Federal Contract

Sample FHWA Federal-Aid Project Agreement

Run Date: 03/10/2017	U.S. DEPARTMENT OF TRANSPORTATION FEDERAL HIGHWAY ADMINISTRATION FEDERAL-AID PROJECT AGREEMENT	Report: FMISD05A Page 1 of 1			
Run Time: 15:34:04					
RECIPIENT: 51-Virginia 2	FEDERAL PROJECT NO: 000S340 1				
RECIPIENT PROJ. NO(S): HSIP 69S83101					
<p>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.</p>					
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 <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">01/23/2017</div> 3			
PROGRAM CODE	URBAN/ WITH	TOTAL COST	FEDERAL SHARE	FEDERAL FUNDS UNDER AGREEMENT	ADVANCED CONST. FUNDS
Z530 5		\$7,890,000.00	100.00% 6	\$500,000.00 7	\$7,390,000.00 8
TOTAL		\$7,890,000.00		\$500,000.00	\$7,390,000.00 4
		ESTIMATED TOTAL COST: \$7,890,000.00			
		TOTAL AUTHORIZED FOR PROJECT: \$500,000.00 5			
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:	9 10 11 UPC 110368 - New Preliminary Engineering Authorization Performance End Date: 08/01/19. Z530 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 Z530.				



Project Accounting Job Aid

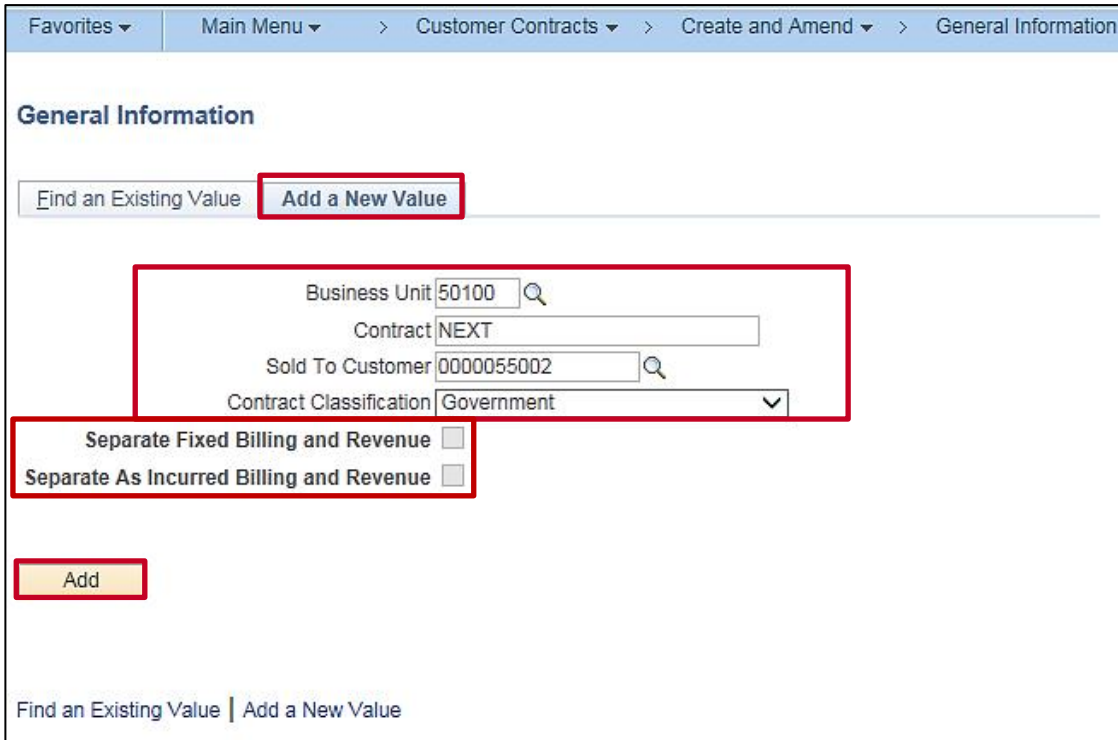
501 PA353: Create a Federal Contract

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 <u>plus</u> 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

Enter Contract General Information

1. To create a contract, access the **General Information** page using the following path:
Main Menu > Customer Contracts > Create and Amend > General Information



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

General Information

Find an Existing Value | **Add a New Value**

Business Unit: 50100

Contract: NEXT

Sold To Customer: 0000055002

Contract Classification: Government

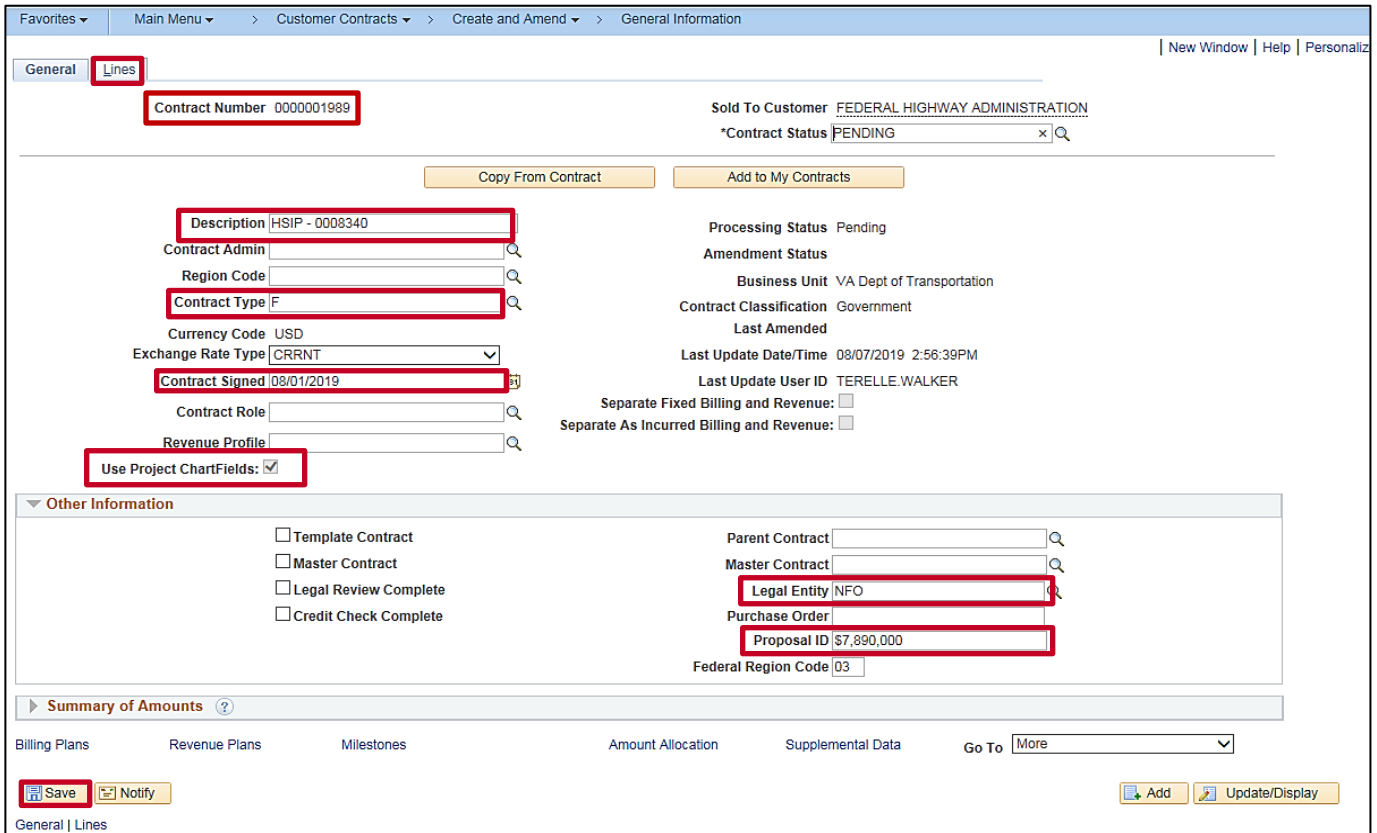
Separate Fixed Billing and Revenue

Separate As Incurred Billing and Revenue

Add

Find an Existing Value | Add a New Value

2. Click the **Add a New Value** tab.
3. **Business Unit** defaults for your agency (i.e., **50100** for VDOT). Do not change.
4. **Contract** defaults to **Next**. Replace this value with the Federal **Project Number**.
5. Enter the **Sold To Customer**. For Federal contracts this value should always be **0000055002**. Be sure to confirm the correct value has been entered before going to the next step.
6. **Contract Classification** defaults to **Standard** and must be changed to **Government**.
7. The two checkbox fields, **Separate Fixed Billing and Revenue** and **Separate As Incurred Billing and Revenue**, are not used.
8. Click the **Add** button.



10. The **General Information** page, **General** tab displays.
11. The **Description** field is populated with the Contract Prefix and Federal Project Number from the agreement. The **Description** field allows a maximum of 35 characters.
12. **Contract Type**: Select **F** (Federal)
13. **Contract Signed**: Defaults to the current date. Change this date to the **Effective Date of Authorization** found on the Federal Agreement.
14. The **Use Project ChartFields** check box defaults as checked and cannot be change.
15. Click the arrow next to the **Other Information** section to expand the section.
 - a. **Legal Entity**: Choose either **FO** (Federal Oversight) or **NFO** (Non-Federal Oversight).
 - b. **Proposal ID**: Enter the monetary obligation amount of the contract. It is calculated by adding the **Total Federal Funds Under Agreement** and the **Advanced Construction Funds** from the Federal Agreement. Use a (\$) sign, commas, and decimals when entering this value.
 - c. **Federal Region Code**: Defaults to **03 (FHWA)**. This value should be changed to **15 (Federal Lands)**, if necessary.
16. Click the **Save** button.
17. The **Contract Number** displays.
18. Click the **Lines** tab.

Enter Contract Line Information

Favorites ▾ | Main Menu ▾ > Customer Contracts ▾ > Create and Amend ▾ > General Information
 New Window | Help | Personalize Page |

General | Lines

Contract Number 0000001989
 Sold To Customer FEDERAL HIGHWAY ADMINISTRATION
 Contract Status PENDING

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 | Contract Liability (FEED)

Actions	Line	Product	Description	Price Type	Hold Billing on Unpaid Cost	Hold Revenue on Unpaid Cost	Standalone Sale	Fee Type	Bundle	Start Date	End Date	*Status
Actions					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None				Active

< >

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

Save Notify
 Add Update/Display

General | Lines

19. Click the **Add Contract Lines** button.

Favorites ▾ Main Menu ▾ > Customer Contracts ▾ > Create and Amend ▾ > General Information New Win

General Information

Add Contract Lines

Search ?

Product Group RTE_FED Product Kits

Product FEDERAL

Product Description

Price Type Rate

Physical Nature

Search

Search Results ? Personalize | Find | View All | 1 of 1 | First 1 of 1 Last

General Templates

	Product	Description	Price Type	Physical Nature	Product Kit	*Fee Type	Start Date	End Date	Quantity	UOM
<input checked="" type="checkbox"/>	1 FEDERAL	Federal Aid & Stimulus	Rate	Goods	N	None	08/01/2019	09/25/2021	1.0000	

Select All Clear All

Create Plans from Template

Billing Plans

Revenue Plans

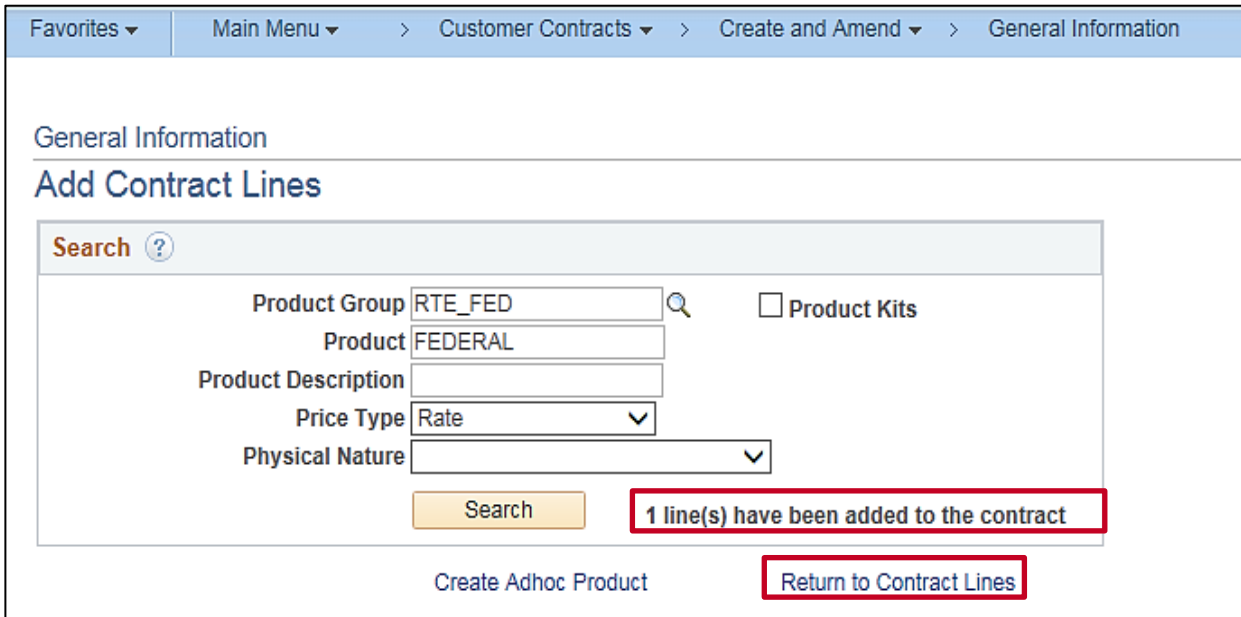
Combine Like Templates

Billing Plans

Revenue Plans

Add Contract Lines
Create Adhoc Product
Return to Contract Lines

20. The **General Information – Add Contract Lines** page displays.
21. **Product Group: RTE_FED**
22. **Product: FEDERAL**
23. **Price Type: Rate** - Select **Rate** as this is a rate-based contract.
24. Click the **Search** button. Search results display at the bottom of the page.
25. Select the checkbox next to the **Product FEDERAL**.
26. **Start Date:** Enter the Federal Agreement's Effective Date of Authorization Date.
27. **End Date:** Enter the period of performance end date. This date is found in the **Recipient Remarks** section of the Federal Agreement.
28. Click the **Add Contract Lines** button.



General Information

Add Contract Lines

Search ?

Product Group RTE_FED Product Kits

Product FEDERAL

Product Description

Price Type Rate

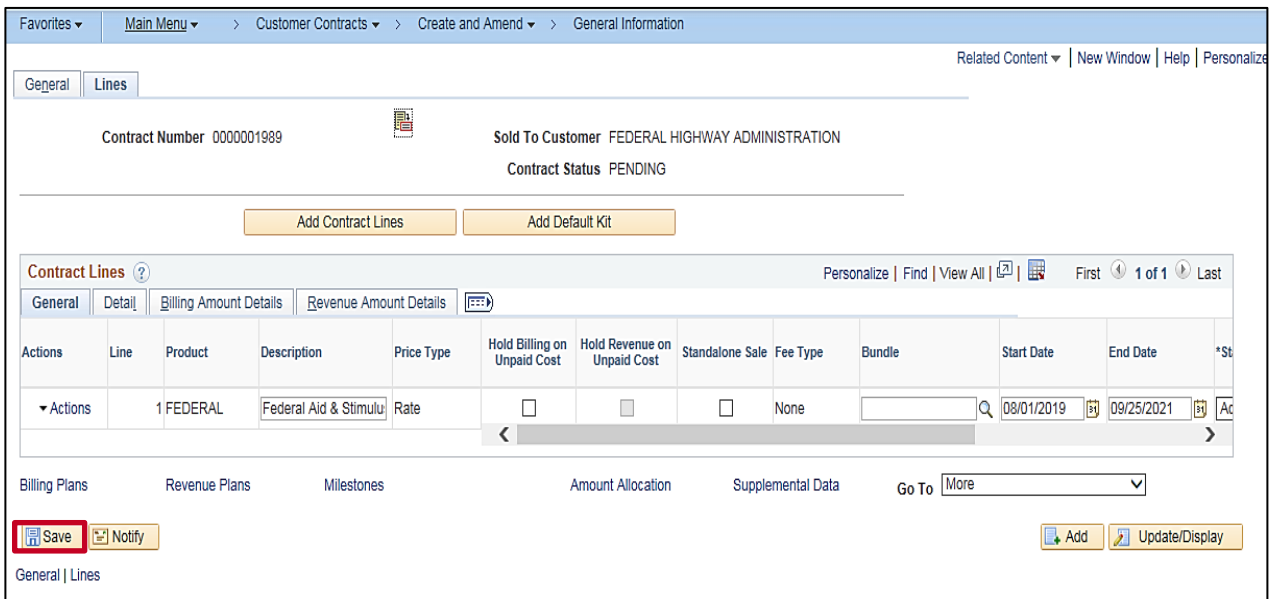
Physical Nature

Search

1 line(s) have been added to the contract

Create Adhoc Product [Return to Contract Lines](#)

29. The **General Information – Add Contract Lines** page displays.
30. A message displays indicating **1 line(s) have been added to the contract**.
31. Click the **Return to Contract Lines** hyperlink to continue processing the contract.



Contract Number 0000001989 Sold To Customer FEDERAL HIGHWAY ADMINISTRATION
Contract Status PENDING

Add Contract Lines Add Default Kit

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

Actions	Line	Product	Description	Price Type	Hold Billing on Unpaid Cost	Hold Revenue on Unpaid Cost	Standalone Sale	Fee Type	Bundle	Start Date	End Date	*St
▼ Actions	1	FEDERAL	Federal Aid & Stimulu	Rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None		08/01/2019	09/25/2021	Ac

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

Save Notify Add Update/Display

General | Lines

32. Click the **Save** button.

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 following the steps outlined above.

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 line with the standard appropriation code and the other line with the Federal Lands appropriation code. If the same UPC (i.e., **Project ID**) and phase are associated with both contract lines, you will only be able to associate the UPC to one contract line. Once the first contract line has billed to the maximum, remove the project-activity combinations from that line and associate them to the second contract line. The project and activity should only be moved once billing has been completely processed. You will also need to amend the contract to change the **Federal Region Code** from **03** to **15**, or vice versa.
- Multiple projects are associated with a 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 line with the appropriate project/activity combinations

Enter Contract Amount and Related Projects

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

Related Content ▾ | New Window | Help | Pers

General | Lines

Contract Number 0000001989 Sold To Customer FEDERAL HIGHWAY ADMINISTRATION
Contract Status PENDING

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	Federal Aid & Stimulu	Rate	Pending	Pending	Contract Terms	Distribution	Internal Notes	FEDERAL HIGHWAY ADMINISTRATION

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

Save Notify Add Update/Display

General | Lines

33. Click the **Detail** tab in the **Contract Lines** section of the page.
34. Click the **Contract Terms** hyperlink.

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

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

Contract Number 0000001989 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

PC Business Unit 50100

[Transaction Limits](#) Review Limits

Associated Rates Personalize | Find | First 1 of 1 Last

Effective Date	Status	Rate Selection	Rate Set
1 08/07/2019 <input type="text"/>	Active <input type="text"/>	Rate Set <input type="text"/>	<input type="text"/> Rate Set <input type="text"/>

Associated Projects & Activities Personalize | First 1 of 1 Last

*Project	*Activity
<input type="text"/>	<input type="text"/>

[Return to General Information](#)

Amount Allocation

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

38. Enter the **PC Business Unit** (e.g., 50100 for VDOT).
39. Click the **Save** button.
40. Click the **Transaction Limits** link.

About Transaction Identifiers and Rate Sets

In Cardinal, only one appropriation code can be billed 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.

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.

If the **Transaction Identifier** is not in the drop-down box, then a new **Transaction Identifier**, **Source Type**, **Rate Set** and corresponding accounting rules will need to be created.

If the **Rate Set** is not in the drop-down box for a particular **Transaction Identifier**, then a new **Rate Set** will need to be created for that participation rate.

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.

If all money on the agreement is deemed Advanced Construction (i.e., no other appropriation codes are on the agreement), the Advanced Construction should be assigned **Use Sequence 1**. Otherwise, all Advanced Construction funds should be designated the highest **Use Sequence** number that can be assigned.

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

Transaction Limits

Contract Number 0000001989 **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 1-2 of 2 Last

*Transaction Identifier	Description	Limit Amount	Use Sequence	Rate Selection	Rate Set
1 0AW0	ADVANCED CONSTRUCTION	7,390,000.00	2	Rate Set	ADC_0AW0_100
2 ZS30	HIGHWAY SAFETY IMP PROG FAST	500,000.00	1	Rate Set	FED_ZS30_100

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

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

41. The **Contract Terms** page, **Transaction Limits** tab displays for the Contract Line.
42. **Transaction Identifier**: Enter the **Federal Appropriation code** from the Federal Agreement. The **Description** automatically populates.
43. Enter the **Limit Amount** (i.e., **Federal Funds Under Agreement**) from the Federal Agreement.
44. **Use Sequence**: Enter appropriate number based on **Source Type Priority List**. **ADC Rate Sets** will be assigned the highest **Use Sequence** number.
45. **Rate Set**: Select the appropriate **Rate Set** from the lookup. The **Rate Set** will contain the participation Rate identified on the Federal Agreement.
46. Non-structure Rate Sets are defined by: prefix of **FED** followed by **Transaction Identifier_Participation Rate** (e.g., **FED_L28R_90**).
47. Structure Rate Sets are defined by: Contract Number_Transaction Identifier_Participation Rate, (e.g., 0184008_L28R_80).
48. Use the (+) button to add additional rows if there are multiple **Transaction Identifiers** and repeat the above steps.
49. Click the **Save** button.
50. Click the **Return to Contract Terms** hyperlink.

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

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

Contract Number 000001989 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

PC Business Unit

Transaction Limits Review Limits

Associated Rates Personalize | Find | First Last

Effective Date	Status	Rate Selection	Rate Set
<input type="text" value="08/07/2019"/>	Active	Rate Set	<input type="text" value="FED_ZS30_100"/> Rate Set

Associated Projects & Activities Personalize | First Last

*Project	*Activity
<input checked="" type="radio"/> <input type="text" value="0000110368"/>	<input type="text"/>

[Return to General Information](#)

Amount Allocation

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

51. The **Contract Terms** page, **Contract Amounts** tab displays.
52. Click the **Related Projects** tab.
53. In the **Associated Rates** section, change the **Effective Date** to the Effective Date of Authorization.
54. **Rate Set:** Enter the Rate Set assigned **Use Sequence** of **1** on the **Transaction Limits** page.
55. In the **Associated Projects & Activities** section, select the radio button.
56. Enter the project number from the **Federal Agreement** in the **Project** field.
57. Click the **Summary Activities** button.

Summary Activity Selection for 0000110368 Help

Project Activities Personalize | Find | View 100 | [?] | [] | First 1-25 of 295 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	01/01/2017	12/31/2017
<input checked="" type="checkbox"/>	1.1	PE Participating	9161	9101	Inactive	01/01/2017	12/31/2017
	1.1.1	PE/Constr - Constr on PE Job	602	9101	Inactive	01/01/2017	12/31/2017
	1.1.2	Advanced R/W Prior to Acq.	606	9101	Inactive	01/01/2017	12/31/2017
	1.1.3	R/W Stakeout for Cond. and App	607	9101	Inactive	01/01/2017	12/31/2017
	1.1.4	Const. Stakeout Prior to Award	608	9101	Inactive	01/01/2017	12/31/2017
	1.1.5	P.E. Educational Courses	609	9101	Inactive	01/01/2017	12/31/2017
	1.1.6	Preliminary Surveys	611	9101	Inactive	01/01/2017	12/31/2017
	1.1.7	Preliminary Studies	612	9101	Inactive	01/01/2017	12/31/2017
	1.1.8	Location Surveys	613	9101	Inactive	01/01/2017	12/31/2017
	1.1.9	Soil Surveys	614	9101	Inactive	01/01/2017	12/31/2017
	1.1.10	Foundation Investigations	615	9101	Inactive	01/01/2017	12/31/2017
	1.1.11	Road Plans	616	9101	Inactive	01/01/2017	12/31/2017
	1.1.12	Structure Plans	617	9101	Inactive	01/01/2017	12/31/2017
	1.1.13	Sign And Signal Plans	618	9101	Inactive	01/01/2017	12/31/2017

58. The **Summary Activity Selection** pop-up window displays.
59. Click the checkbox next to the participating **Project Activities** for the phase that includes activities you wish to add. You may use the (+)/(-) icons to expand/collapse phases as needed.
60. Click the **OK** button.

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

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

Contract Number 000001989 **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

PC Business Unit 50100

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

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

Effective Date	Status	Rate Selection	Rate Set
1 08/01/2019	Active	Rate Set	Rate Set

Associated Projects & Activities [Personalize](#) | [Find](#) | [First](#) 1-25 of 28 [Last](#)

*Project	*Activity	Description	Description
<input checked="" type="radio"/> 0000110368	702	HSIP-969-S83, P101	PE/Constr - Constr on PE Job
<input type="radio"/> 0000110368	706	HSIP-969-S83, P101	Advanced R/W Prior To Acq
<input type="radio"/> 0000110368	707	HSIP-969-S83, P101	R/W Stakeout For Cond & Appr
<input type="radio"/> 0000110368	708	HSIP-969-S83, P101	Const Stakeout Prior To Award
<input type="radio"/> 0000110368	709	HSIP-969-S83, P101	P E Educational Courses
<input type="radio"/> 0000110368	786	HSIP-969-S83, P101	Noise Abatement
<input type="radio"/> 0000110368	787	HSIP-969-S83, P101	Natural Resources Studies

[Create Project](#) [Create Activity](#) [All Activities](#) [Summary Activities](#) [Delete Activities](#)

[Return to General Information](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Update/Display](#) [Include History](#) [Correct History](#)

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

61. Click the **Save** button.
62. Click the **General Information** link at the top of the page, or click the **Return to General Information** hyperlink.
63. Sign and date the paper copy of the Federal Agreement, and pass it on to be reviewed.

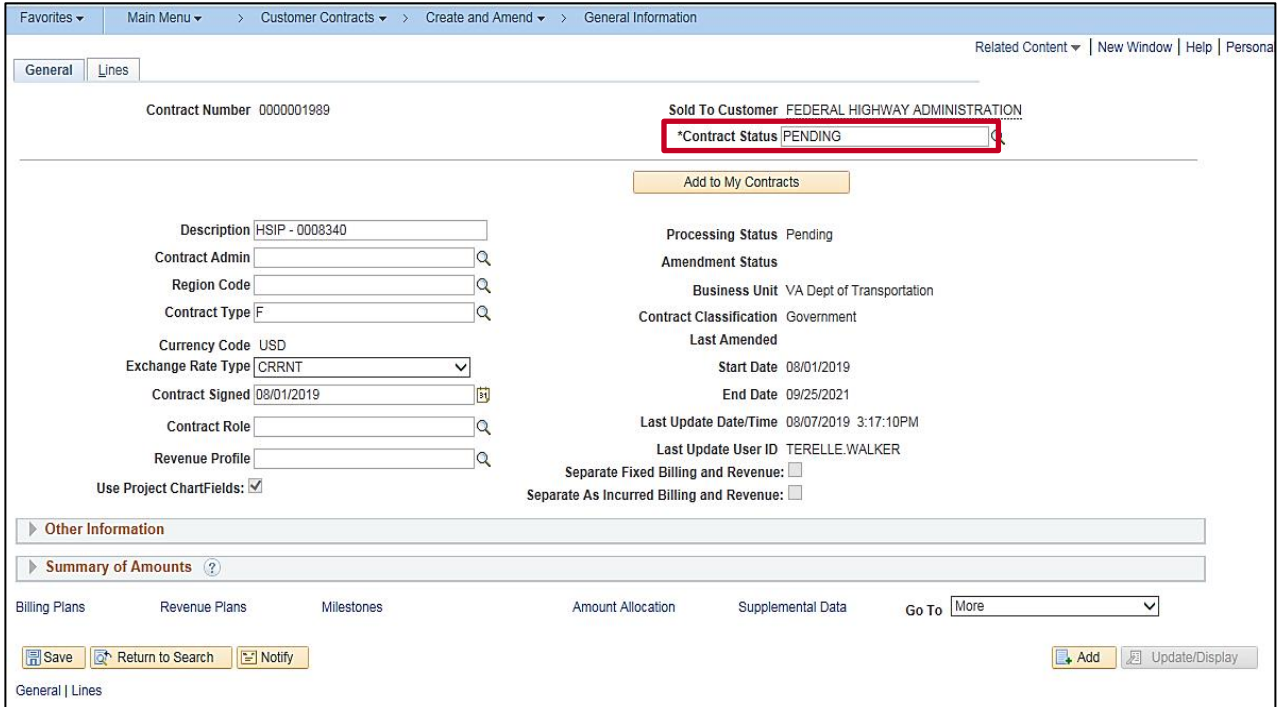
The Review Process

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

- **Customer ID: 0000055002** - If the **Customer ID** is incorrect, submit a helpdesk ticket to have it updated.
- **Contract Start Date:** The default 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 Project plus Advance Construction Funds, and the value was entered using the proper currency format.
- **Legal Entity:** Correct designation entered.
- **Federal Region Code:**
 - **03** is entered as the **Federal Region Code** except for contracts where all the appropriation codes are for Federal Lands. In this case, the **Federal Region Code** should be **15**.
 - If there are two contract lines on one contract, one with standard appropriation codes and the other with Federal Lands appropriation codes, validate that the region code for the contract line that is billing is the one assigned on the **General Information** page.
- **Related Projects:**
 - Correct project(s) and activities (i.e., phase(s)) are assigned.
 - The correct number of activities is listed.
 - The **Effective Date** and **Rate Set** are correct.
- **Transaction Identifiers:**
 - **Transaction Identifiers** and **Limit Amounts** (i.e., **Transaction Limits**) are entered correctly.
 - **Use Sequence** numbers match the order in which the most recent Source Type Priority List specifies.

Activate Contract

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



Contract Number 000001989

Sold To Customer FEDERAL HIGHWAY ADMINISTRATION

*Contract Status PENDING

Add to My Contracts

Description HSIP - 0008340

Contract Admin [lookup]

Region Code [lookup]

Contract Type F [lookup]

Currency Code USD

Exchange Rate Type CRRNT

Contract Signed 08/01/2019

Contract Role [lookup]

Revenue Profile [lookup]

Use Project ChartFields:

Processing Status Pending

Amendment Status

Business Unit VA Dept of Transportation

Contract Classification Government

Last Amended

Start Date 08/01/2019

End Date 09/25/2021

Last Update Date/Time 08/07/2019 3:17:10PM

Last Update User ID TERELLE.WALKER

Separate Fixed Billing and Revenue:

Separate As Incurred Billing and Revenue:

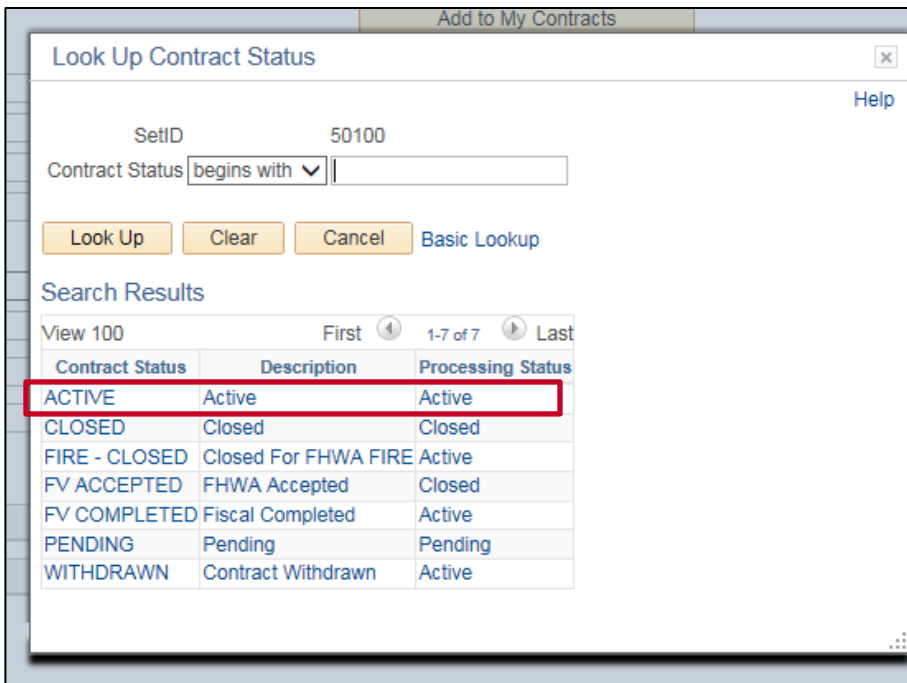
Other Information

Summary of Amounts

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

Save Return to Search Notify Add Update/Display

64. Click the lookup icon to the right of the **Contract Status** field.



Look Up Contract Status

SetID 50100

Contract Status begins with [lookup]

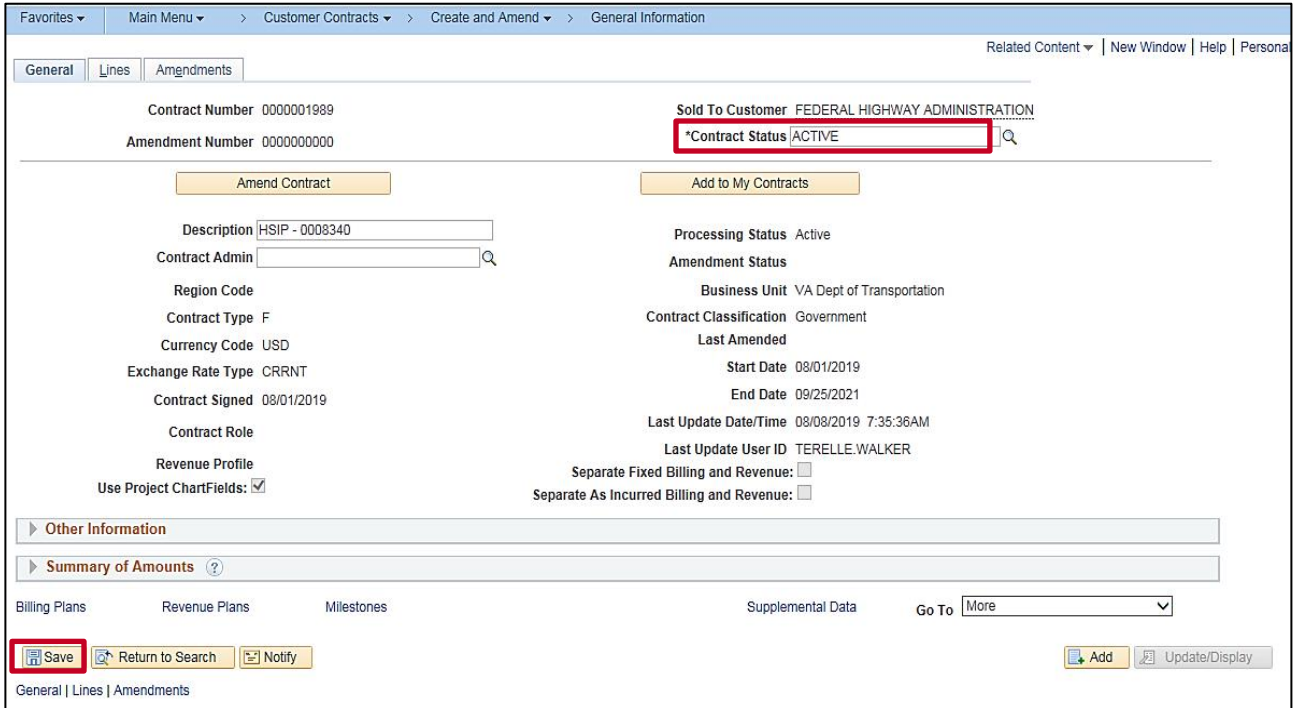
Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-7 of 7 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
PENDING	Pending	Pending
WITHDRAWN	Contract Withdrawn	Active

65. Select the **Active** option.



Contract Number 000001989
Amendment Number 000000000
Sold To Customer FEDERAL HIGHWAY ADMINISTRATION
*Contract Status ACTIVE

Amend Contract Add to My Contracts

Description HSIP - 0008340
Contract Admin
Region Code
Contract Type F
Currency Code USD
Exchange Rate Type CRRNT
Contract Signed 08/01/2019
Contract Role
Revenue Profile
Use Project ChartFields:

Processing Status Active
Amendment Status
Business Unit VA Dept of Transportation
Contract Classification Government
Last Amended
Start Date 08/01/2019
End Date 09/25/2021
Last Update Date/Time 08/08/2019 7:35:36AM
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

66. Click the **Save** button at the bottom of the page.

Note: The **Amend Contract** button and **Amendments** tab are now available and many data fields cannot be modified without creating an amendment to the contract.