



Project Accounting Job Aid

PA353 Reducing Advance Construction on a Federal Contract (VDOT Only)

Reducing 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.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the process 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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Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
11/19/2024	Baseline.



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Sample FHWA Federal Aid Project Modification

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

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	\$912,336.00	\$450,699.00
		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%

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

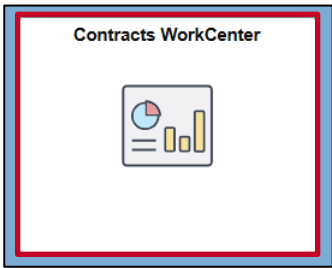
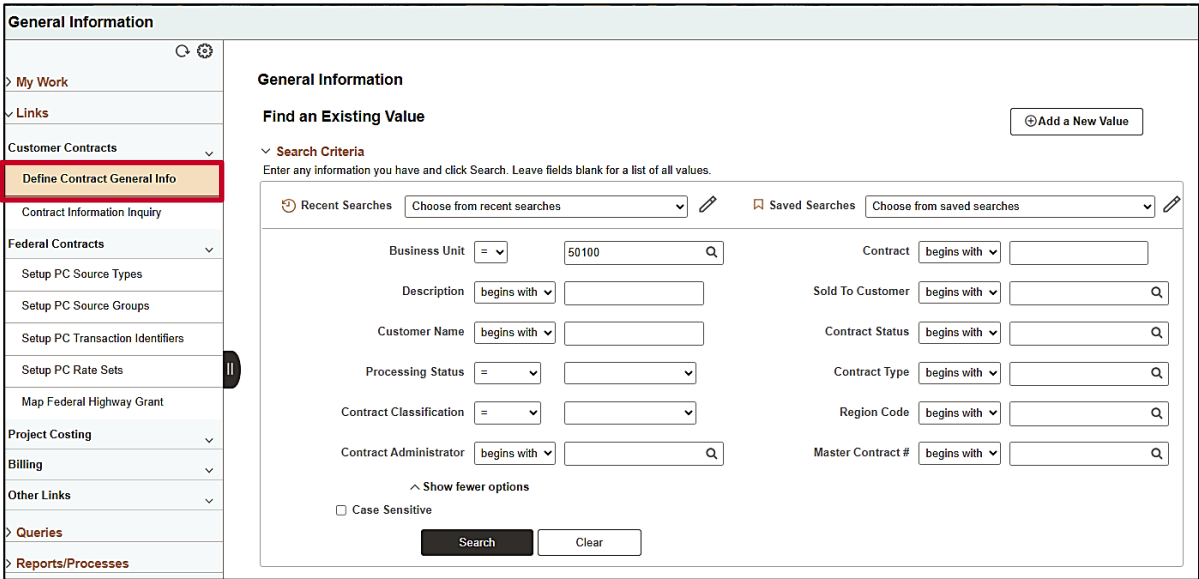
AVAILABLE FUNDS CERTIFIED BY:	LYNN C. OYAN	DATE:	03/28/2012
APPROVAL RECOMMENDED BY:	EDWARD GRAJEWSKI JR	DATE:	03/28/2012
APPROVED AND AUTHORIZED BY:	EDWARD GRAJEWSKI JR	DATE:	03/28/2012

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

This is an example of a Federal Highway Administration (FHWA) Federal Project Modification, showing that Advance Construction Funds should be reduced to zero.

Entering Contract General Information

Step	Action
1.	Navigate to the General Information page by clicking the Contracts WorkCenter tile. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation in the WorkCenter: Links > Customer Contracts > Define Contract General Info Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the General Information page using the following navigation path: NavBar > Menu > Customer Contracts > Create and Amend > Define Contract General Info



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Step	Action
	The General Information Find an Existing Value Search page displays. General Information Find an Existing Value ⊕Add a New Value ▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. 🕒 Recent Searches Choose from recent searches ✎ 🔖 Saved Searches Choose from saved searches ✎ Business Unit = ▼ Q Contract begins with ▼ Q Description begins with ▼ Q Sold To Customer begins with ▼ Q Customer Name begins with ▼ Q Contract Status begins with ▼ Q Processing Status = ▼ Q Contract Type begins with ▼ Q Contract Classification = ▼ Q Region Code begins with ▼ Q Contract Administrator begins with ▼ Q Master Contract # begins with ▼ Q ^ Show fewer options ☐ Case Sensitive Search Clear
3.	Enter the federal project/contract number in the Contract field. Contract begins with ▼
4.	Click the Search button. Search Clear



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Step	Action
------	--------

The **General Information** page displays.

General | Lines | Amendments

Contract Number 5111490
Amendment Number 000000000

Sold To Customer FEDERAL HIGHWAY ADMINISTRATION
Contract Status ACTIVE

[Amend Contract](#) [Add to My Contracts](#)

Description STP-5111490
Contract Admin

Processing Status Active
Amendment Status Complete
Business Unit VA Dept of Transportation
Contract Classification Government
Start Date 08/04/2025
End Date 08/31/2031
Last Update Date/Time 08/13/2025 9:47:01AM
Last Update User ID

Region Code
Contract Type F
Currency Code USD
Exchange Rate Type CRRNT
Contract Signed 08/04/2025
Contract Role
Revenue Profile
Use Project ChartFields: ☒

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](#)

5. Click the **Amend Contract** button.



The **Amendments** tab displays.

General | Lines | **Amendments**

Contract Number 5111490
Pending Amendment 0000000001

Sold To Customer FEDERAL HIGHWAY ADMINISTRATION
Contract Status ACTIVE

[View Current](#)

Amendments

[View All](#)

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

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000			08/13/2025	Complete	Detail	Notes
0000000001			06/03/2026	Pending	Detail	Notes

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

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

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



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Step	Action									
6.	Click the Amendment Type dropdown button and select “Transaction Limit”. <table><tr><th>Amendment</th><th>Amendment Type</th><th>Reason</th></tr><tr><td>0000000000</td><td></td><td></td></tr><tr><td>0000000001</td><td>Transaction Limit</td><td></td></tr></table>	Amendment	Amendment Type	Reason	0000000000			0000000001	Transaction Limit	
Amendment	Amendment Type	Reason								
0000000000										
0000000001	Transaction Limit									
7.	Click the Reason dropdown button and select “Decrease Trans Limit”. <table><tr><th>Amendment</th><th>Amendment Type</th><th>Reason</th></tr><tr><td>0000000000</td><td></td><td></td></tr><tr><td>0000000001</td><td>Transaction Limit</td><td>Decrease Trans Limit</td></tr></table>	Amendment	Amendment Type	Reason	0000000000			0000000001	Transaction Limit	Decrease Trans Limit
Amendment	Amendment Type	Reason								
0000000000										
0000000001	Transaction Limit	Decrease Trans Limit								
8.	Click the Save button. Save Return to Search Notify									
9.	Click the General tab. General Lines Amendments Contract Number5111490 Pending Amendment0000000001 Sold To CustomerFEDERAL HIGHWAY ADMINISTRATION Contract StatusACTIVE									



Project Accounting Job Aid

PA353 Reducing Advance Construction on a Federal Contract (VDOT Only)

Step	Action
------	--------

The **General** tab displays.

General | Lines | Amendments

Contract Number 5111490
Pending Amendment 000000001

Sold To Customer FEDERAL HIGHWAY ADMINISTRATION
*Contract Status ACTIVE

View Current Add to My Contracts

Description STP-5111490
Contract Admin
Region Code
Contract Type F
Currency Code USD
Exchange Rate Type CRRNT
Contract Signed 08/04/2025
Contract Role
Revenue Profile

Processing Status Active
Amendment Status Pending
Business Unit VA Dept of Transportation
Contract Classification Government
Start Date 08/04/2025
End Date 08/31/2031
Last Update Date/Time 06/03/2025 10:06:09AM
Last Update User ID
Separate Fixed Billing and Revenue:
Separate As Incurred Billing and Revenue:

Use Project ChartFields: ☒

> 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

General | Lines | Amendments

10. Click the **Expand** section **Other Information** icon (>).



The **Other Information** section displays.

> Other Information

☐ Template Contract
☐ Master Contract
☐ Legal Review Complete
☐ Credit Check Complete

Parent Contract
Master Contract
Legal Entity NFO
Purchase Order
Proposal ID \$1,222,293.00
Federal Region Code 03

11. Update the **Proposal ID** field with the applicable amount.

Proposal ID \$1,108,126

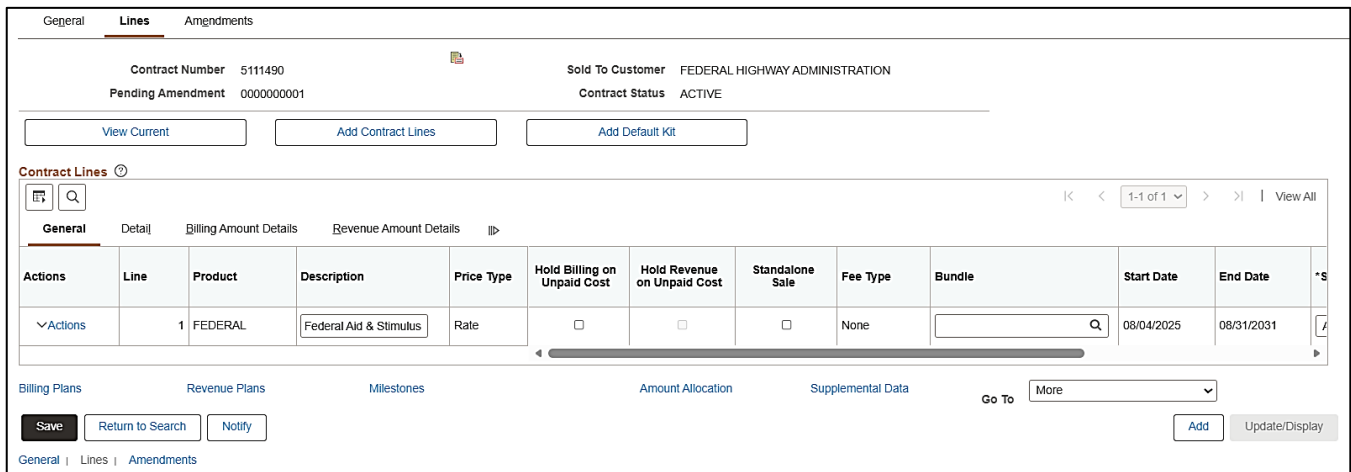


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Step	Action
12.	Click the Save button. 
13.	Click the Lines tab. 

The **Lines** tab displays.



General **Lines** Amendments

Contract Number 5111490 Sold To Customer FEDERAL HIGHWAY ADMINISTRATION
Pending Amendment 0000000001 Contract Status ACTIVE

[View Current](#) [Add Contract Lines](#) [Add Default Kit](#)

Contract Lines ⓘ

[General](#) [Detail](#) [Billing Amount Details](#) [Revenue Amount Details](#) ⓘ▶

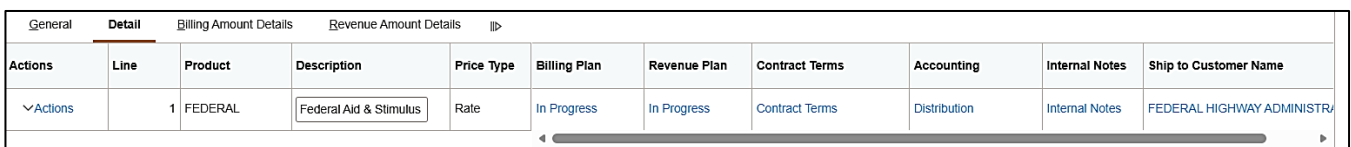
Actions	Line	Product	Description	Price Type	Hold Billing on Unpaid Cost	Hold Revenue on Unpaid Cost	Standalone Sale	Fee Type	Bundle	Start Date	End Date	*S
▼Actions	1	FEDERAL	Federal Aid & Stimulus	Rate	☐	☐	☐	None		08/04/2025	08/31/2031	

[Billing Plans](#) [Revenue Plans](#) [Milestones](#) [Amount Allocation](#) [Supplemental Data](#) Go To [More](#) [Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

General | **Lines** | Amendments

14.	Click the Detail tab in the Contract Lines section. 
-----	---

The **Detail** tab displays.



Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
▼Actions	1	FEDERAL	Federal Aid & Stimulus	Rate	In Progress	In Progress	Contract Terms	Distribution	Internal Notes	FEDERAL HIGHWAY ADMINISTRATION



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Step	Action
15.	Click the Contract Terms link. Contract Terms
	The Contract Amounts page displays. Contract Amounts Related Projects Contract Amendments Contract Number 5111490 Amendment Number 0000000000 Sold To Customer FEDERAL HIGHWAY ADMINISTRATION Contract Status ACTIVE Contract Line < 1 > Product FEDERAL Description Federal Aid & Stimulus Price Type Rate Fee Type None Amend Contract Limit Details Awarded Funded Revenue T&M 0.00 0.00 0.00 Transaction Limits Review Limits Perform Limit Checking Period of Performance Start Date 08/04/2025 End Date 08/31/2031 ☒ Control Limits and Billing Return to General Information Save Return to Search Notify Refresh Update/Display Include History Correct History
16.	Click the Review Limits link. Review Limits



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Step	Action																					
	The Review Limits Search page displays. Review Limits Search Criteria *Business Unit 50100 Limit Type Funded/Billing Sold To Customer 0000055002 Review By All Max Remaining % Contract Admin Contract Type Contract Classification Contract 5111490 Contract Line 1 Search Clear Return to Contract Terms																					
17.	Click the Search button. Search Clear																					
	The Limits section displays. Limits Grid Search Remaining Excess Dates <table border="1"><thead><tr><th></th><th>Contract</th><th>Line</th><th>Transaction Identifier</th><th>Billing Limit</th><th>Processed Amount</th><th>Remaining Amount</th></tr></thead><tbody><tr><td>1</td><td>5111490</td><td>1</td><td>0AW0</td><td>114,167.00</td><td>0.00</td><td>114,167.00</td></tr><tr><td>2</td><td>5111490</td><td>1</td><td>Y001</td><td>1,108,126.00</td><td>86,271.69</td><td>1,021,854.31</td></tr></tbody></table> Return to Contract Terms		Contract	Line	Transaction Identifier	Billing Limit	Processed Amount	Remaining Amount	1	5111490	1	0AW0	114,167.00	0.00	114,167.00	2	5111490	1	Y001	1,108,126.00	86,271.69	1,021,854.31
	Contract	Line	Transaction Identifier	Billing Limit	Processed Amount	Remaining Amount																
1	5111490	1	0AW0	114,167.00	0.00	114,167.00																
2	5111490	1	Y001	1,108,126.00	86,271.69	1,021,854.31																



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Step	Action								
19.	Click the Return to Contract Terms link. Return to Contract Terms								
	The Contract Amounts page displays. Contract Amounts Related Projects Contract Amendments Contract Number 5111490 Amendment Number 0000000000 Sold To Customer FEDERAL HIGHWAY ADMINISTRATION Contract Status ACTIVE Contract Line < 1 > Product FEDERAL Description Federal Aid & Stimulus Price Type Rate Fee Type None Amend Contract Limit Details <table><thead><tr><th></th><th>T&M</th></tr></thead><tbody><tr><td>Awarded</td><td>0.00</td></tr><tr><td>Funded</td><td>0.00</td></tr><tr><td>Revenue</td><td>0.00</td></tr></tbody></table> Transaction Limits Review Limits Perform Limit Checking		T&M	Awarded	0.00	Funded	0.00	Revenue	0.00
	T&M								
Awarded	0.00								
Funded	0.00								
Revenue	0.00								



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Step

Action

The **Related Projects** tab displays.

Contract Amounts

Related Projects

Contract Amendments

Contract Number5111490

Amendment Number0000000000

Sold To CustomerFEDERAL HIGHWAY ADMINISTRATION

Contract StatusACTIVE

Contract Line< 1 >

ProductFEDERAL

DescriptionFederal Aid & Stimulus

Price TypeRate

Fee TypeNone

Amend Contract

PC Business Unit50100

Transaction Limits

Review Limits

Associated Rates

1-1 of 1

	Effective Date	Status	Rate Selection	Rate Set		
1	08/04/2025	Active	Rate Set	FED_Y001_100	Rate Set	+ -

Associated Projects & Activities

1-25 of 30

	*Project	*Activity	Description	Description		
☐	0000123871	602	0003-111-357, P101	PE/Constr - Constr on PE Job	+	-
☐	0000123871	606	0003-111-357, P101	Advanced R/W Prior to Acq.	+	-
☐	0000123871	607	0003-111-357, P101	R/W Stakeout for Cond. and App	+	-

22.

In the **Associated Rates** section, delete the selection from the **Rate Set** field.

Rate Set

23.

Click the **Save** button.

Save

Return to Search

Notify

Refresh



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Step	Action
	Be sure to put the Contract Billing Plan on hold, in order to make sure no billing takes place while removing the OAW0 Transaction Identifier. For instructions on how to put the Contract Billing Plan on hold, see the Job Aid titled PA353 Hints for Federal Contract Customer Maintenance (VDOT Only) located on the Cardinal website in Job Aids under Learning. A batch process will run overnight and remove the processed amount, since the Rate Set has been removed.
24.	The next day, return to the Review Limits page by following this path: Cardinal home screen > Contracts WorkCenter tile > Links > Customer Contracts > Define Contract General Info > Search by the Contract ID > Lines tab > Detail tab > Contract Terms link > Related Projects tab > Review Limits link

The **Review Limits** page displays.

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

Remaining Excess Dates

	Contract	Line	Transaction Identifier	Billing Limit	Processed Amount	Remaining Amount
1	5111490	1	OAW0	114,167.00	0.00	114,167.00
2	5111490	1	Y001	1,108,126.00	86,271.69	1,021,854.31

[Return to Contract Terms](#)

25.

Verify that by removing the rate set the processed amount on the ADC rate set (see Step 22) was released. The **Processed Amount** should be zero.

Transaction Identifier	Billing Limit	Processed Amount	Remaining Amount
OAW0	114,167.00	0.00	114,167.00
Y001	1,108,126.00	86,271.69	1,021,854.31



The ADC Transaction Identifier will be available for reducing.



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Step	Action
26.	Click the Return to Contract Terms link. 

The **Contract Amounts** page displays.

Contract Amounts

Related Projects

Contract Amendments

Contract Number 5111490

Amendment Number 0000000000

Sold To Customer FEDERAL HIGHWAY ADMINISTRATION

Contract Status ACTIVE

Contract Line 1

Product FEDERAL

Description Federal Aid & Stimulus

Price Type Rate

Fee Type None

Amend Contract

Limit Details

Awarded

Funded

Revenue

T&M

0.00

0.00

0.00

Transaction Limits

Review Limits

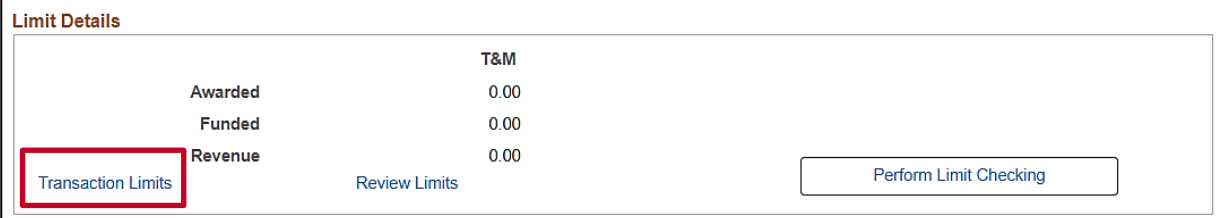
Perform Limit Checking

Period of Performance

Start Date 08/04/2025

End Date 08/31/2031

Control Limits and Billing

27.	Click the Transaction Limits link. 
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Step	Action																					
	The Transaction Limits page displays. Transaction Limits Contract Amendments Contract Number 5111490 Amendment Number 0000000000 Sold To Customer FEDERAL HIGHWAY ADMINISTRATION Contract Status ACTIVE Contract Line 1 Product FEDERAL Description Federal Aid & Stimulus Price Type Rate Fee Type None Amend Contract Billing Limits 1-2 of 2 View All <table><thead><tr><th></th><th>Transaction Identifier</th><th>Description</th><th>Limit Amount</th><th>Use Sequence</th><th>Rate Selection</th><th>Rate Set</th></tr></thead><tbody><tr><td>1</td><td>0AW0</td><td>ADVANCED CONSTRUCTION</td><td>114,167.00</td><td>1</td><td>Rate Set</td><td>ADC_0AW0_100</td></tr><tr><td>2</td><td>Y001</td><td>NATIONAL HIGHWAY PERF IIJA</td><td>1,108,126.00</td><td>2</td><td>Rate Set</td><td>FED_Y001_100</td></tr></tbody></table> Return to Contract Terms Transaction Identifiers Perform Limit Checking Save Return to Search Notify Transaction Limits Contract Amendments		Transaction Identifier	Description	Limit Amount	Use Sequence	Rate Selection	Rate Set	1	0AW0	ADVANCED CONSTRUCTION	114,167.00	1	Rate Set	ADC_0AW0_100	2	Y001	NATIONAL HIGHWAY PERF IIJA	1,108,126.00	2	Rate Set	FED_Y001_100
	Transaction Identifier	Description	Limit Amount	Use Sequence	Rate Selection	Rate Set																
1	0AW0	ADVANCED CONSTRUCTION	114,167.00	1	Rate Set	ADC_0AW0_100																
2	Y001	NATIONAL HIGHWAY PERF IIJA	1,108,126.00	2	Rate Set	FED_Y001_100																
	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.																					
28.	Click the Amend Contract button. Amend Contract																					
	A message displays in a pop-up window, notifying the user that the previously created Amendment is available to edit. Amendment number 0000000001, Type: Transaction Limit is currently available for edit. (9853,2) OK																					
2927.	Click the OK button. OK																					



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Step	Action								
30.	Remove the Limit Amount and the Use Sequence for the Advanced Construction Transaction Identifier (0AW0). <table><tr><th>Transaction Identifier</th><th>Description</th><th>Limit Amount</th><th>Use Sequence</th></tr><tr><td>0AW0</td><td>ADVANCED CONSTRUCTION</td><td></td><td></td></tr></table>	Transaction Identifier	Description	Limit Amount	Use Sequence	0AW0	ADVANCED CONSTRUCTION		
Transaction Identifier	Description	Limit Amount	Use Sequence						
0AW0	ADVANCED CONSTRUCTION								
31.	Click the Save button if the limit amount is being set to 0. Save Return to Search Notify								
	If the Advanced Construction amount is not being lowered to zero, then lower the Limit Amount to the given amount and leave the Use Sequence number on the transaction identifier.								
32.	Click the Return to Contract Terms link. Return to Contract Terms								



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Step	Action
	The Contract Amounts page displays. Contract Amounts Related Projects Contract Amendments Contract Number 5111490 Amendment Number 000000000 Sold To Customer FEDERAL HIGHWAY ADMINISTRATION Contract Status ACTIVE Contract Line 1 Product FEDERAL Description Federal Aid & Stimulus Price Type Rate Fee Type None Amend Contract Limit Details Awarded 0.00 Funded 0.00 Revenue 0.00 T&M 0.00 Transaction Limits Review Limits Perform Limit Checking Period of Performance Start Date 08/04/2025 End Date 08/31/2031 Control Limits and Billing Return to General Information Save Return to Search Notify Refresh Update/Display Include History Correct History
33.	If the limit amount was lowered to zero on the Transaction Limits tab, click the Correct History button. Update/Display Include History Correct History
34.	Click the Related Projects tab. Contract Amounts Related Projects Contract Amendments



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Step	Action
	The Related Projects tab displays. Contract Amounts Related Projects Contract Amendments Contract Number 5111490 Sold To Customer FEDERAL HIGHWAY ADMINISTRATION Amendment Number 0000000000 Contract Status ACTIVE Contract Line 1 Price Type Rate Product FEDERAL Fee Type None Description Federal Aid & Stimulus Amend Contract PC Business Unit 50100 Transaction Limits Review Limits Associated Rates Effective Date Status Rate Selection Rate Set 1 08/04/2025 Active Rate Set Rate Set + -



Project Accounting Job Aid

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Step	Action
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The **Contract Amendments** tab displays.

Contract Amounts Related Projects **Contract Amendments**

Contract Number 5111490 Sold To Customer FEDERAL HIGHWAY ADMINISTRATION
Amendment Number 000000000 Contract Status ACTIVE

[Amend Contract](#)

Amendments

[Grid](#) [Search](#) 1-2 of 2 [View All](#)

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

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
000000001	Transaction Limit	Decrease Trans Limit	06/03/2026	Pending	Detail	Notes
000000000			08/13/2025	Complete	Detail	Notes

[Return to General Information](#)

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

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

Amendment Type	Reason	Process Date	Amendment Status	Detail
Transaction Limit	Decrease Trans Limit	06/03/2026	Pending	Detail

The **Amendment Details** page displays.

Amendment Details

Contract 5111490 Amendment Number 000000001
Sold To Customer 0000055002

Amendment Type [Transaction Limit](#) *Process Date 06/03/2026 [Calendar](#)
Amendment Reason [Decrease Trans Limit](#) *Amendment Status [Pending](#)

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

[Grid](#) [Search](#) 1-3 of 3 [View All](#)

General Statistics [More](#)

Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1 Contract Header		Proposal	Update	\$1,222,293.00	1,108,126



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Step	Action
39.	Click the Amendment Status dropdown button and select "Ready". Process Date 06/03/2026 *Amendment Status Ready ▾
The Process Amendment button displays. Process Date 06/03/2026 *Amendment Status Ready ▾ Process Amendment	
40.	Click the Process Amendment button. Process Amendment
The Amendment Status changes to "Complete". Process Date 06/03/2026 Amendment Status Complete	
	Remember to take the Contract Billing Plan off Hold.