



Updating a Federal Contract Status Overview

Contract Status provides a visual indicator of where a Contract is in the Contract life cycle and it designates when a Contract is available for lookup and processing. It is a user-defined value that controls what processing can occur against the Contract.

The Contract Status defaults to “Pending” when a Contract is created. A different Contract Status can be selected on the **General Information** page. When changing the Contract Status, the user can only move forward. Once the status is set to “ACTIVE”, it cannot be set back to “PENDING” and once “CLOSED”, it cannot go back to “ACTIVE”. Once a Contract Status is set to “CLOSED”, it can only be reactivated by submitting a Ticket to the Help Desk.

If the user selects a Contract Status that is mapped to a different Contract Processing Status, the system performs edit checking to ensure that the Contract is eligible for the new status that was selected.

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 Updating a Federal Contract Status (VDOT Only)

Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
8/1/2025	Baseline.



Project Accounting Job Aid

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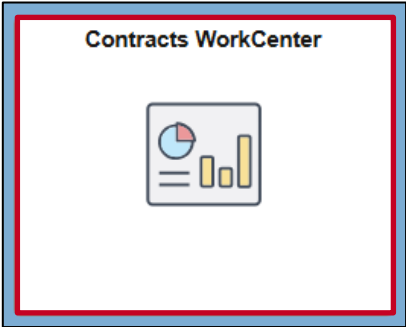
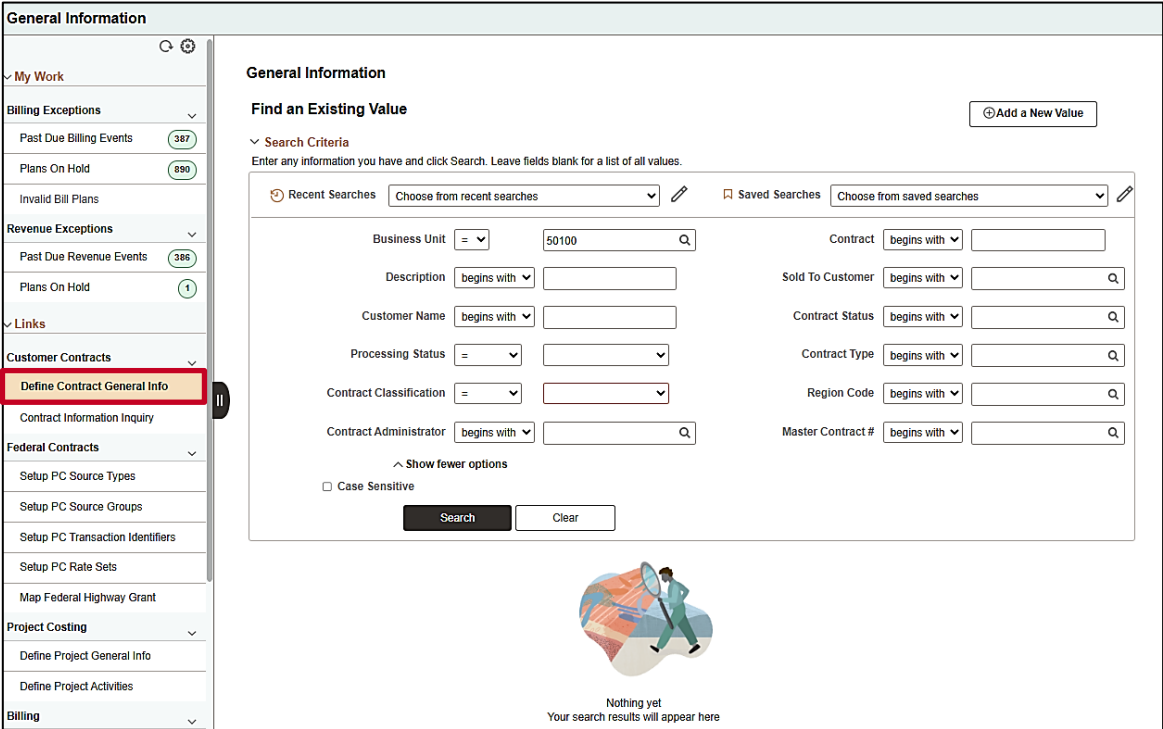
Federal Contract Statuses

Status	Use
PENDING	Default status when a new contract is created. This status indicates that the Contract was created and some data was entered. No downstream processing is allowed for the Contract.
ACTIVE	All data is entered and has passed system data validation. This status indicates that the Contract has an Active Processing Status. Controlled data fields are available for entry only through amendment processing. Downstream processing is allowed for the Contract.
CLOSED	The Contract is no longer available for processing and the data fields cannot be entered or amended. No downstream processing is allowed for the Contract. Contracts in a "CLOSED" status are removed from processing and views, but the historical Contract data is still available for query. Contracts in a "CLOSED" status can only be reactivated by submitting a Ticket to the Help Desk.
FIRE - CLOSED*	The Federal Project has been closed as the result of a FIRE review (Financial Integrity Review and Evaluation program). The Processing Status is Active; therefore, processing can occur against this Contract at a later date when Project expenditures and billings have been reconciled.
FV ACCEPTED	The final Voucher has been paid. The Processing Status is Closed indicating that the Contract is no longer available for processing. The data fields cannot be entered or amended.
FV COMPLETED	The final Voucher has been completed for the Contract; however, the Processing Status remains Active. Therefore, processing can occur against the Contract.
WITHDRAWN*	The federal Project has been withdrawn; however, the Processing Status remains Active. Therefore, processing can occur against the Contract.

* **WITHDRAWN** and **FIRE - CLOSED** were created so that the Contract Processing Status can still be Active. In some cases, these Contracts need to be opened again for use.

Update Contract Status to “ACTIVE”, “CLOSED”, or “FV COMPLETED”

The steps to update the Contract Status to “ACTIVE”, “CLOSED”, or “FV COMPLETED” are essentially the same.

Step	Action
1.	Navigate to the General Information page by clicking the Contracts WorkCenter tile. 
	For more information pertaining to 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 path 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. 

Step	Action
	Users can also access the General Information page using the following navigation path: NavBar > Menu > Customer Contracts > Create and Amend > Define Contract General Info
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 = 50100 Q Contract begins with Description begins with Sold To Customer begins with Q Customer Name begins with 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	
	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.
3.	Enter "50100" in the Business Unit field. Business Unit = 50100 Q
4.	Enter the applicable Contract Number in the Contract field. Contract begins with 5130042
5.	Click the Search button. Search Clear



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Step	Action
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The **General Information** page displays with the **General** tab displayed by default.

General

Lines

Contract Number5130042

Sold To CustomerFEDERAL HIGHWAY ADMINISTRATION

*Contract StatusPENDING

Add to My Contracts

Processing StatusPending

Amendment Status

Business UnitVA Dept of Transportation

Contract ClassificationGovernment

Last Amended

Start Date11/21/2025

End Date11/30/2029

Last Update Date/Time01/08/2026 2:27:15PM

Last Update User ID

Separate Fixed Billing and Revenue:☐

Separate As Incurred Billing and Revenue:☐

DescriptionSTP-5130042

Contract Admin

Region Code

Contract TypeF

Currency CodeUSD

Exchange Rate TypeCRRNT

Contract Signed11/21/2025

Contract Role

Revenue Profile

Use Project ChartFields:☒

> Other Information

> Summary of Amounts

Billing Plans

Revenue Plans

Milestones

Amount Allocation

Supplemental Data

Go ToMore

Save

Return to Search

Notify

Add

Update/Display

General

Lines

6. Click the **Contract Status Look Up** icon.

Sold To CustomerFEDERAL HIGHWAY ADMINISTRATION

*Contract StatusPENDING



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

Look Up Contract Status

SetID

50100

Contract Status

begins with

Search

Clear

Cancel

Basic Lookup

Search Results

View 100

< > 1-7 of 7 >>

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

7. Select the applicable Contract Status in the **Contract Status** column by clicking the corresponding link.

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



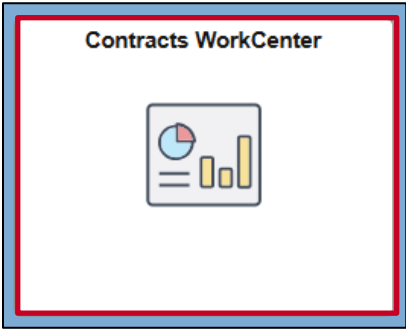
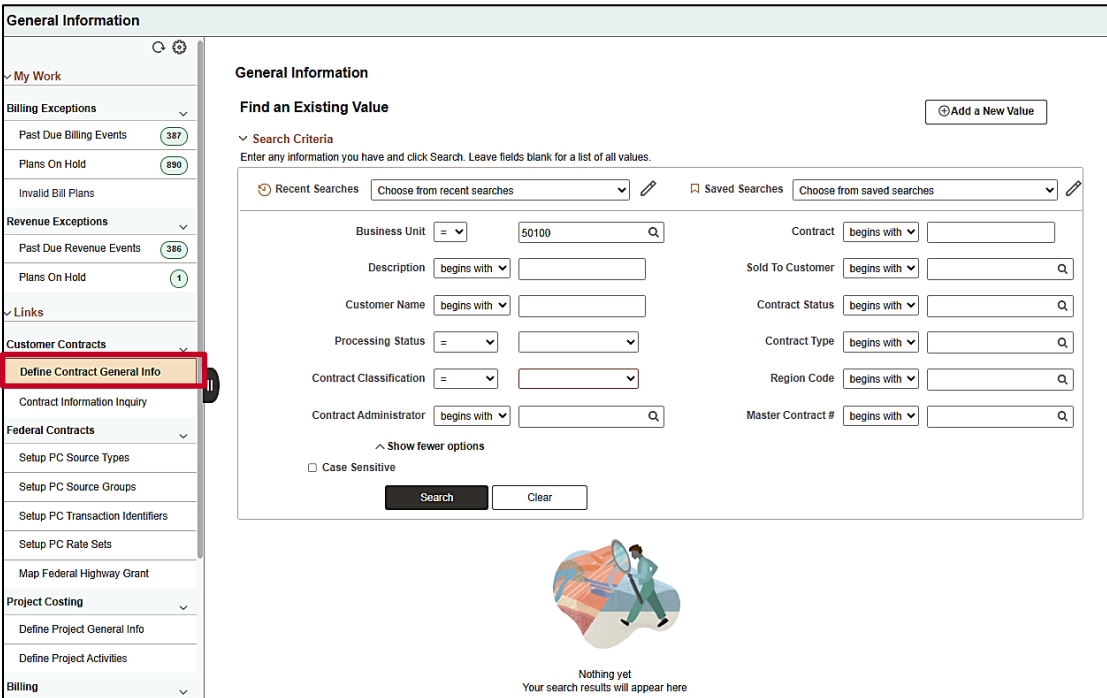
Project Accounting Job Aid

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Step	Action
	The General tab redisplay with updated Contract Status and Processing Status fields. General Lines Amendments Contract Number 5130042 Amendment Number 0000000000 Amend Contract Description STP-5130042 Contract Admin Region Code Contract Type F Currency Code USD Exchange Rate Type CRRNT Contract Signed 11/21/2025 Contract Role Revenue Profile Use Project ChartFields: ☒ Sold To Customer FEDERAL HIGHWAY ADMINISTRATION *Contract Status ACTIVE Add to My Contracts Processing Status Active Amendment Status Business Unit VA Dept of Transportation Contract Classification Government Last Amended Start Date 11/21/2025 End Date 11/30/2029 Last Update Date/Time 06/22/2026 9:35:42AM Last Update User ID 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 General Lines Amendments
8.	Click the Save button. Save Return to Search Notify
	The following guidelines apply based on the updated Contract Status: “ACTIVE” or “FV COMPLETED”: After saved, the Amend Contract button and Amendments tab are now available. Changes can be made to the Contract as needed using an Amendment. “CLOSED”: After saved, the Amend Contract button and Amendments tab are not available and the data fields cannot be modified.

Update Contract Status to “FIRE – CLOSED” or “WITHDRAWN”

When setting the Contract Status to “FIRE – CLOSED”, it may be required to lower the Transaction Limit(s) to the processed amount(s). Therefore, the user will need to process an Amendment for the Contract.

Step	Action
1.	Navigate to the General Information page by clicking the Contracts WorkCenter tile. 
	For more information pertaining to 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 path 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. 

Step	Action
	Users can also access the General Information page using the following navigation path: NavBar > Menu > Customer Contracts > Create and Amend > Define Contract General Info
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 = 50100 🔍 Contract begins with 🔍 Description begins with 🔍 Sold To Customer begins with 🔍 Customer Name begins with 🔍 Contract Status begins with 🔍 Processing Status = 🔍 Contract Type begins with 🔍 Contract Classification = 🔍 Region Code begins with 🔍 Contract Administrator begins with 🔍 Master Contract # begins with 🔍 ^ Show fewer options ☐ Case Sensitive Search Clear	
	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.
3.	Enter “50100” in the Business Unit field. Business Unit = 50100 🔍
4.	Enter the applicable Contract Number in the Contract field. Contract begins with 000S338
5.	Click the Search button. Search Clear



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Step	Action
	The General Information page displays with the General tab displayed by default. General Lines Amndments Contract Number 000S338 Sold To Customer FEDERAL HIGHWAY ADMINISTRATION Amendment Number 000000013 *Contract Status ACTIVE Amend Contract Add to My Contracts Description NHPP-000S338*SEEINTERNALNOTE Processing Status Active Contract Admin Amendment Status Complete Region Code Business Unit VA Dept of Transportation Contract Type F Contract Classification Government Currency Code USD Last Amended 09/22/2025 Exchange Rate Type CRRNT Start Date 01/30/2017 Contract Signed 01/30/2017 End Date 08/31/2029 Contract Role Last Update Date/Time 09/17/2025 2:48:18PM Revenue Profile Last Update User ID 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 General Lines Amendments



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Step	Action
7.	Click the Lines tab. General Lines Amendments

The **Lines Tab** displays.

General

Lines

Amendments

Contract Number 000S338
Amendment Number 0000000013

Sold To Customer FEDERAL HIGHWAY ADMINISTRATION
Contract Status ACTIVE

Amend Contract

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	Status
▼ Actions	7	FEDERAL	Federal Aid & Stimulus	Rate	☐	☐	☐	None		01/30/2017	08/31/2029	A
▼ Actions	8	FEDERAL	Federal Aid & Stimulus	Rate	☐	☐	☐	None		01/30/2017	08/31/2029	A
▼ Actions	9	FEDERAL	Federal Aid & Stimulus	Rate	☐	☐	☐	None		01/30/2017	08/31/2029	A
▼ Actions	10	FEDERAL	Federal Aid & Stimulus	Rate	☐	☐	☐	None		01/30/2017	08/31/2029	A
▼ Actions	11	FEDERAL	Federal Aid & Stimulus	Rate	☐	☐	☐	None		01/30/2017	08/31/2029	A
▼ Actions	12	FEDERAL	Federal Aid & Stimulus	Rate	☐	☐	☐	None		01/30/2017	08/31/2029	A
▼ Actions	13	FEDERAL	Federal Aid & Stimulus	Rate	☐	☐	☐	None		01/30/2017	08/31/2029	A
▼ Actions	14	FEDERAL	Federal Aid & Stimulus	Rate	☐	☐	☐	None		01/30/2017	08/31/2029	A
▼ Actions	15	FEDERAL	Federal Aid & Stimulus	Rate	☐	☐	☐	None		01/30/2017	08/31/2029	A
▼ Actions	16	FEDERAL	Federal Aid & Stimulus	Rate	☐	☐	☐	None		01/30/2017	08/31/2029	A
▼ Actions	17	FEDERAL	Federal Aid & Stimulus	Rate	☐	☐	☐	None		01/30/2017	08/31/2029	A
▼ Actions	18	FEDERAL	Federal Aid & Stimulus	Rate	☐	☐	☐	None		01/30/2017	08/31/2029	A
▼ Actions	19	FEDERAL	Federal Aid & Stimulus	Rate	☐	☐	☐	None		01/30/2017	08/31/2029	A
▼ Actions	20	FEDERAL	Federal Aid & Stimulus	Rate	☐	☐	☐	None		01/30/2017	08/31/2029	A
▼ Actions	21	FEDERAL	Federal Aid & Stimulus	Rate	☐	☐	☐	None		12/15/2024	08/31/2029	A

Billing Plans Revenue Plans Milestones Supplemental Data

Go To More

Save Return to Search Notify Add Update/Display

8.	Click the Detail tab within the Contract Lines section. Contract Lines ? General Detail Billing Amount Details Revenue Amount Details
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Step	Action
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The **Detail** tab displays.

General	Detail	Billing Amount Details	Revenue Amount Details	>					
Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes
▼ Actions	7	FEDERAL	Federal Aid & Stimulus	Rate	Ready	Ready	Contract Terms	Distribution	Internal Notes
▼ Actions	8	FEDERAL	Federal Aid & Stimulus	Rate	In Progress	In Progress	Contract Terms	Distribution	Internal Notes
▼ Actions	9	FEDERAL	Federal Aid & Stimulus	Rate	Ready	Ready	Contract Terms	Distribution	Internal Notes

9. Click the **Contract Terms** link in the applicable row.

Price Type	Billing Plan	Revenue Plan	Contract Terms	Accounting
Rate	Ready	Ready	Contract Terms	Distribution

The **Contract Terms** page displays with the **Contract Amounts** tab displayed by default.

Contract Amounts		Related Projects	Contract Amendments
Contract Number 000S338		Sold To Customer FEDERAL HIGHWAY ADMINISTRATION	
Amendment Number 0000000013		Contract Status ACTIVE	
Contract Line ◀ 7 ▶		Price Type Rate	
Product FEDERAL		Fee Type None	
Description Federal Aid & Stimulus			
Amend Contract			
Limit Details			
		T&M	
Awarded		0.00	
Funded		0.00	
Revenue		0.00	
Transaction Limits		Review Limits	
Perform Limit Checking			
Period of Performance			
Start Date 01/30/2017		End Date 08/31/2029	
☒ Control Limits and Billing			
Return to General Information			
Save	Return to Search	Notify	Refresh
Update/Display		Include History	Correct History



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Step	Action																																										
10.	Click the Related Projects tab. Contract Amounts Related Projects Contract Amendments																																										
The Related Projects tab displays. Contract Amounts Related Projects Contract Amendments Contract Number 000S338 Amendment Number 0000000013 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 PC Business Unit 50100 Transaction Limits Review Limits Associated Rates <table><thead><tr><th></th><th>Effective Date</th><th>Status</th><th>Rate Selection</th><th>Rate Set</th><th></th><th></th></tr></thead><tbody><tr><td>1</td><td>01/30/2017</td><td>Active</td><td>Rate Set</td><td>FED_Y001_100</td><td>Rate Set</td><td>+ -</td></tr></tbody></table> Associated Projects & Activities <table><thead><tr><th></th><th>*Project</th><th>*Activity</th><th>Description</th><th>Description</th><th></th><th></th></tr></thead><tbody><tr><td>☐</td><td>0000109767</td><td>60000</td><td>9999-962-519, N501</td><td>Ordinary Maintenance-Service</td><td>+</td><td>-</td></tr><tr><td>☐</td><td>0000109767</td><td>60101</td><td>9999-962-519, N501</td><td>Debris Removal - Storm</td><td>+</td><td>-</td></tr><tr><td>☐</td><td>0000109767</td><td>60106</td><td>9999-962-519, N501</td><td>Bulb Replacement</td><td>+</td><td>-</td></tr></tbody></table>			Effective Date	Status	Rate Selection	Rate Set			1	01/30/2017	Active	Rate Set	FED_Y001_100	Rate Set	+ -		*Project	*Activity	Description	Description			☐	0000109767	60000	9999-962-519, N501	Ordinary Maintenance-Service	+	-	☐	0000109767	60101	9999-962-519, N501	Debris Removal - Storm	+	-	☐	0000109767	60106	9999-962-519, N501	Bulb Replacement	+	-
	Effective Date	Status	Rate Selection	Rate Set																																							
1	01/30/2017	Active	Rate Set	FED_Y001_100	Rate Set	+ -																																					
	*Project	*Activity	Description	Description																																							
☐	0000109767	60000	9999-962-519, N501	Ordinary Maintenance-Service	+	-																																					
☐	0000109767	60101	9999-962-519, N501	Debris Removal - Storm	+	-																																					
☐	0000109767	60106	9999-962-519, N501	Bulb Replacement	+	-																																					
11.	Click the Correct History button at the bottom of the page. Update/Display Include History Correct History																																										



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Step	Action								
	The Contract Terms page redisplay. Contract Amounts <u>Related Projects</u> Contract Amendments Contract Number 000S338  Sold To Customer FEDERAL HIGHWAY ADMINISTRATION Amendment Number 0000000013 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 Period of Performance Start Date 01/30/2017 End Date 08/31/2029 ☒ Control Limits and Billing Return to General Information Save Return to Search Notify Refresh Update/Display Include History Correct History Contract Amounts <u>Related Projects</u> Contract Amendments		T&M	Awarded	0.00	Funded	0.00	Revenue	0.00
	T&M								
Awarded	0.00								
Funded	0.00								
Revenue	0.00								
12.	Click the Related Projects tab. Contract Amounts Related Projects Contract Amendments								



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Step	Action
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The **Related Projects** tab displays.

Contract Amounts

Related Projects

Contract Amendments

Contract Number 000S338

Sold To Customer FEDERAL HIGHWAY ADMINISTRATION

Amendment Number 0000000013

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

1-1 of 1

	Effective Date	Status	Rate Selection	Rate Set		
1	01/30/2017	Active	Rate Set	FED_Y001_100	Rate Set	+ -

Associated Projects & Activities

1-25 of 198

	*Project	*Activity	Description	Description		
☐	0000109767	60000	9999-962-519, N501	Ordinary Maintenance-Service	+	-
☐	0000109767	60101	9999-962-519, N501	Debris Removal - Storm	+	-
☐	0000109767	60106	9999-962-519, N501	Bulb Replacement	+	-

13. In the **Associated Rates** section, update the **Status** field to "Inactive".

Associated Rates

1-1 of 1

	Effective Date	Status	Rate Selection	Rate Set
1	01/30/2017	Inactive	Rate Set	FED_Y001_100



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Step	Action																
14.	Click the Rate Selection dropdown button and remove the selection by clicking the blank row in the dropdown menu. Rate Selection																
The Rate Selection field returns to “Rate Set” and the Rate Set field is now blank. Associated Rates << < 1-1 of 1 > >> <table><tr><th></th><th>Effective Date</th><th>Status</th><th>Rate Selection</th><th>Rate Set</th><th></th><th></th><th></th></tr><tr><td>1</td><td>01/30/2017</td><td>Inactive</td><td>Rate Set</td><td></td><td>Rate Set</td><td>+</td><td>-</td></tr></table>			Effective Date	Status	Rate Selection	Rate Set				1	01/30/2017	Inactive	Rate Set		Rate Set	+	-
	Effective Date	Status	Rate Selection	Rate Set													
1	01/30/2017	Inactive	Rate Set		Rate Set	+	-										
15.	Scroll to the bottom of the page and click the Save button. Return to General Information Save Return to Search Notify Refresh																
16.	Click the Return to General Information link. Return to General Information Save Return to Search Notify Refresh																



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Step	Action
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The **General Information** page redisplay with the **Lines** tab displayed.

General **Lines** Amendments

Contract Number 000S338 Sold To Customer FEDERAL HIGHWAY ADMINISTRATION
Amendment Number 0000000013 Contract Status ACTIVE

[Amend Contract](#)

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	St
▼ Actions	1	FEDERAL	Federal Aid & Stimulus	Rate	☐	☐	☐	None		01/30/2017	08/31/2029	
▼ Actions	3	FEDERAL	Federal Aid & Stimulus	Rate	☐	☐	☐	None		01/30/2017	08/31/2029	
▼ Actions	4	FEDERAL	Federal Aid & Stimulus	Rate	☐	☐	☐	None		01/30/2017	08/31/2029	
▼ Actions	5	FEDERAL	Federal Aid & Stimulus	Rate	☐	☐	☐	None		01/30/2017	08/31/2029	
▼ Actions	6	FEDERAL	Federal Aid & Stimulus	Rate	☐	☐	☐	None		01/30/2017	08/31/2029	
▼ Actions	7	FEDERAL	Federal Aid & Stimulus	Rate	☐	☐	☐	None		01/30/2017	08/31/2029	
▼ Actions	8	FEDERAL	Federal Aid & Stimulus	Rate	☐	☐	☐	None		01/30/2017	08/31/2029	

17. Click the **General** tab.

General Lines Amendments

The **General** tab displays.

General **Lines** Amendments

Contract Number 000S338 Sold To Customer FEDERAL HIGHWAY ADMINISTRATION
Amendment Number 0000000013 *Contract Status ACTIVE

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

Description NHPP-000S338*SEEINTERNALNOTE Processing Status Active
Contract Admin Amendment Status Complete
Region Code Business Unit VA Dept of Transportation
Contract Type F Contract Classification Government
Currency Code USD Last Amended 09/22/2025
Exchange Rate Type CRRNT Start Date 01/30/2017
Contract Signed 01/30/2017 End Date 08/31/2029
Contract Role Last Update Date/Time 09/17/2025 2:48:18PM
Revenue Profile Last Update User ID
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](#)

General | **Lines** | Amendments



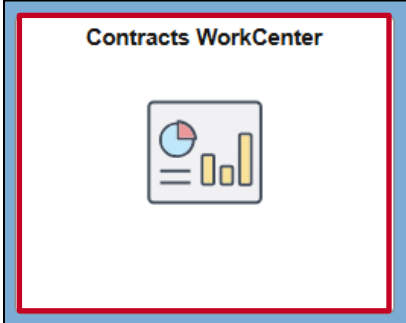
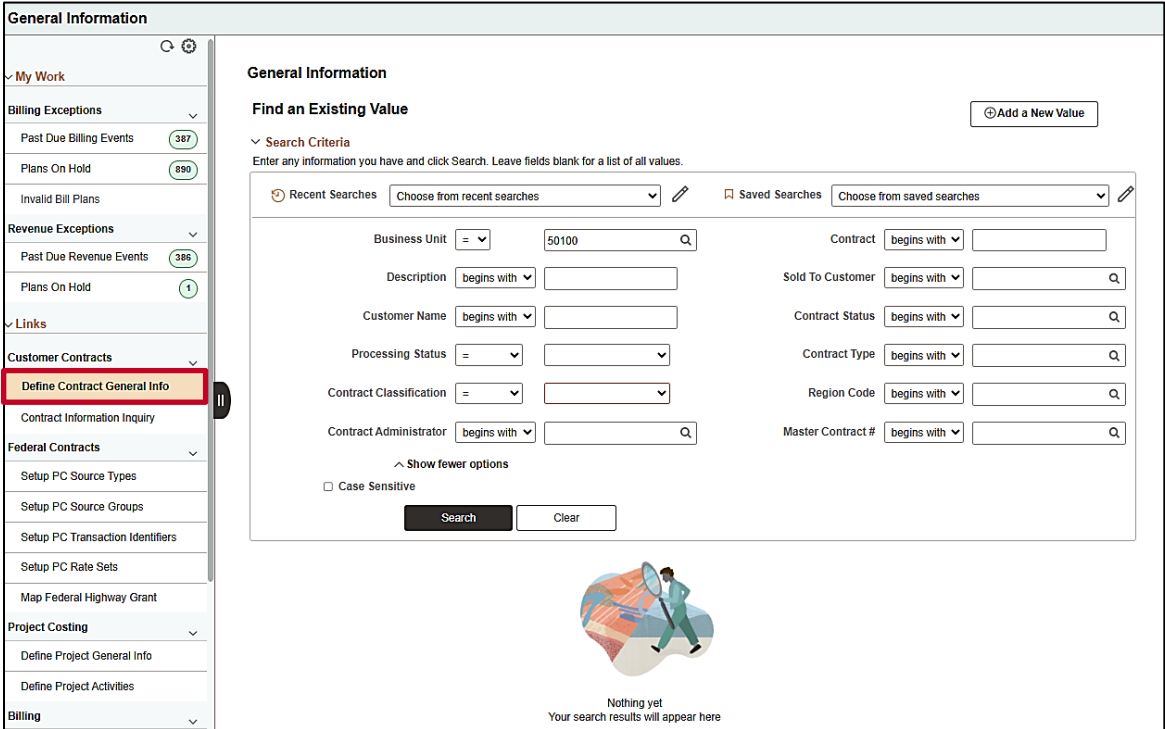
Project Accounting Job Aid

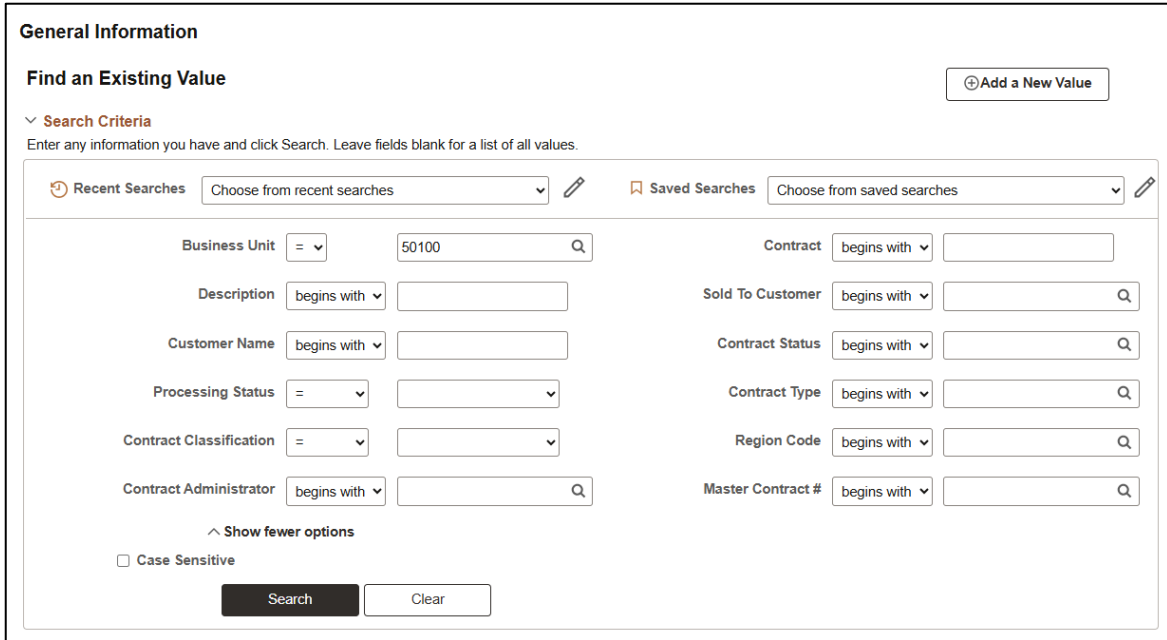
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Step	Action
18.	Update the Contract Status field to "FIRE – CLOSED" or "WITHDRAWN" as appropriate. Sold To Customer FEDERAL HIGHWAY ADMINISTRATION *Contract Status WITHDRAWN Q
19.	Click the Save button. Save Return to Search Notify

Update Contract Status to “FV ACCEPTED”

When processing a modification which indicates the final voucher has been paid, the **Contract Status** needs to be changed to “FV ACCEPTED”.

Step	Action
1.	Navigate to the General Information page by clicking the Contracts WorkCenter tile. 
	For more information pertaining to 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 path 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. 

Step	Action
	Users can also access the General Information page using the following navigation path: NavBar > Menu > Customer Contracts > Create and Amend > Define Contract General Info
The General Information Find an Existing Value Search page displays. 	
	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.
3.	Enter “50100” in the Business Unit field. 
4.	Enter the applicable Contract Number in the Contract field. 
5.	Click the Search button. 



Project Accounting Job Aid

PA353 Updating a Federal Contract Status (VDOT Only)

Step	Action
	The General Information page displays with the General tab displayed by default. General Lines Amndments Contract Number 000S345 Amendment Number 0000000005 Amend Contract Description NHPP-000S345 Contract Admin Region Code Contract Type F Currency Code USD Exchange Rate Type CRRNT Contract Signed 03/28/2017 Contract Role Revenue Profile Use Project ChartFields: ☒ > Other Information > Summary of Amounts ⓘ Billing Plans Revenue Plans Milestones Save Return to Search Notify General Lines Amendments Sold To Customer FEDERAL HIGHWAY ADMINISTRATION *Contract Status ACTIVE Add to My Contracts Processing Status Active Amendment Status Complete Business Unit VA Dept of Transportation Contract Classification Government Last Amended 06/07/2024 Start Date 03/28/2017 End Date 06/30/2026 Last Update Date/Time 06/07/2024 11:48:10AM Last Update User ID Separate Fixed Billing and Revenue: ☐ Separate As Incurred Billing and Revenue: ☐ Supplemental Data Go To More Add Update/Display
	Verify that any Amendments for the Contract are processed (i.e., Amendment Status is Complete).
6.	Click the Billing Plans link. Billing Plans Revenue Plans Milestones



Project Accounting Job Aid

PA353 Updating a Federal Contract Status (VDOT Only)

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

The **Assign Billing Plan** page displays.

Assign Billing Plan

Contract 000S345 NHPP-000S345
Sold To Customer FEDERAL HIGHWAY ADMINISTRATION

Contract Lines to be Assigned / Unassigned

☐	Line	Product	Line Description	Billing Amount	Price Type	Fee Type	Plan	Plan Description	Billing Method	Status
☐	1	FEDERAL	Federal Aid & Stimulus		Rate	None	B101	As Incurred - Rate Based	As Incurred	In Progress

☒ Select All ☐ Clear All

Bill Plan to Assign / Unassign

Billing Plan

Billing Method

Description

Billing Plan Template

Bill Plan Detail Template ID

Assign selected Lines/Sequences to Billing Plan

Unassign selected Lines/Sequences from Billing Plan

Return to General Information

7. Click the link for the Bill Plan that needs to be updated within the **Plan** column.

Price Type	Fee Type	Plan	Plan Description	Billing Method	Status
Rate	None	B101	As Incurred - Rate Based	As Incurred	In Progress

The **Billing Plan General** tab displays.

Billing Plan General Events History

Contract 000S345 BI Unit 50100
Sold To Customer 0000055002 FEDERAL HIGHWAY ADMINISTRATION Bill To 0000055002 FEDERAL HIGHWAY ADMINISTRATION
Billing Plan B101 As Incurred - Rate Based Currency USD

Description As Incurred - Rate Based *Billing Status In Progress

Billing Method As Incurred ☐ Hold

Customer Information

BI Unit 50100 VA Dept of Transportation
*Bill To Customer 0000055002 FEDERAL HIGHWAY ADMINISTRATION
Addr Num 1
Bill To Contact

Tolerance Options

Minimum Bill Amount 0.00 ☐ Final Bill

Billing Options

Bill Type FED ☐ Pre Approved
Bill Source FED ☐ Direct Invoice
Summarization Template ID VDOT_FHWA VDOT FHWA
Purchase Order



Project Accounting Job Aid

PA353 Updating a Federal Contract Status (VDOT Only)

Step	Action																																	
8.	Click the Billing Status dropdown button and select the “Completed” list item. *Billing Status Completed ▼																																	
9.	Scroll to the bottom of the page and click the Save button. Return to Assign Billing Plan Save Return to Search Notify																																	
10.	Click the Return to Assign Billing Plan link. Return to Assign Billing Plan Save Return to Search Notify																																	
The Assign Billing Plan page displays. Assign Billing Plan Contract 000S345 NHPP-000S345 Sold To Customer FEDERAL HIGHWAY ADMINISTRATION Contract Lines to be Assigned / Unassigned <table><tr><td> 1-1 of 1 > View All </td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td>Line</td><td>Product</td><td>Line Description</td><td>Billing Amount</td><td>Price Type</td><td>Fee Type</td><td>Plan</td><td>Plan Description</td><td>Billing Method</td><td>Status</td></tr><tr><td>☐</td><td>1</td><td>FEDERAL</td><td>Federal Aid & Stimulus</td><td></td><td>Rate</td><td>None</td><td>B101</td><td>As Incurred - Rate Based</td><td>As Incurred</td><td>Completed</td></tr></table> ☒ Select All ☐ Clear All Bill Plan to Assign / Unassign Billing Plan NEXT Q Billing Plan Template Q Billing Method Bill Plan Detail Template ID Q Description Assign Assign selected Lines/Sequences to Billing Plan Unassign Unassign selected Lines/Sequences from Billing Plan Return to General Information Return to Search Notify		1-1 of 1 > View All												Line	Product	Line Description	Billing Amount	Price Type	Fee Type	Plan	Plan Description	Billing Method	Status	☐	1	FEDERAL	Federal Aid & Stimulus		Rate	None	B101	As Incurred - Rate Based	As Incurred	Completed
1-1 of 1 > View All																																		
	Line	Product	Line Description	Billing Amount	Price Type	Fee Type	Plan	Plan Description	Billing Method	Status																								
☐	1	FEDERAL	Federal Aid & Stimulus		Rate	None	B101	As Incurred - Rate Based	As Incurred	Completed																								
i	If multiple lines are on the Contract, then each line needs to be updated to a “Completed” status.																																	
11.	Click the Return to General Information link. Return to General Information Return to Search Notify																																	



Project Accounting Job Aid

PA353 Updating a Federal Contract Status (VDOT Only)

Step	Action
	The General Information General tab redisplay. GeneralLinesAmendments Contract Number000S345 Amendment Number000000005 Amend Contract DescriptionNHPP-000S345 Contract Admin Region Code Contract TypeF Currency CodeUSD Exchange Rate TypeCRRNT Contract Signed03/28/2017 Contract Role Revenue Profile Use Project ChartFields:☒ Sold To CustomerFEDERAL HIGHWAY ADMINISTRATION *Contract StatusACTIVE Add to My Contracts Processing StatusActive Amendment StatusComplete Business UnitVA Dept of Transportation Contract ClassificationGovernment Last Amended06/07/2024 Start Date03/28/2017 End Date06/30/2026 Last Update Date/Time06/07/2024 11:48:10AM Last Update User ID Separate Fixed Billing and Revenue:☐ Separate As Incurred Billing and Revenue:☐ > Other Information > Summary of Amounts ⓘ Billing PlansRevenue PlansMilestonesSupplemental Data Go ToMore SaveReturn to SearchNotifyAddUpdate/Display General Lines Amendments
12.	Place the Revenue Plan on Hold. i To access the Hold checkbox option, use this path: General Information > Revenue Plans > Plan link (e.g., R101). *Plan StatusIn Progress Actions ☒ Hold Hold Details Put On Hold Date06/24/2026 Hold User Hold ReasonStop bills for line For more information on putting a billing or revenue plan on hold, see the Job Aid titled PA354 Creating and Managing Non-Federal Rate-Based Contracts (VDOT Only), located on the Cardinal website in Job Aids under Learning.
13.	Click the Lines tab. GeneralLinesAmendments



Project Accounting Job Aid

PA353 Updating a Federal Contract Status (VDOT Only)

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

The **Lines** tab displays.

General **Lines** Amendments

Contract Number 000S345
Amendment Number 0000000005

Sold To Customer FEDERAL HIGHWAY ADMINISTRATION
Contract Status ACTIVE

[Amend Contract](#)

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	Sta
▼ Actions	1	FEDERAL	Federal Aid & Stimulus	Rate	☐	☐	☐	None		03/28/2017	06/30/2026	Act

Billing Plans Revenue Plans Milestones Supplemental Data

Go To More

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

General | Lines | Amendments

14.

Click the **Detail** tab within the **Contract Lines** section.

[General](#) **Detail** [Billing Amount Details](#) [Revenue Amount Details](#)

The **Detail** tab displays.

Contract Lines ?

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

Actions	Line	Product	Description	Price Type	Billing Plan	Revenue Plan	Contract Terms
▼ Actions	1	FEDERAL	Federal Aid & Stimulus	Rate	Completed	Completed	Contract Terms

15.

Confirm that the **Billing Plan** and **Revenue Plan** are in “Completed” status.

Billing Plan	Revenue Plan
Completed	Completed

16.

Click the **Contract Terms** link in the applicable row (Line).

Contract Terms

[Contract Terms](#)



Project Accounting Job Aid

PA353 Updating a Federal Contract Status (VDOT Only)

Step	Action
	The Contract Terms page displays. Contract Amounts Related Projects Contract Amndments Contract Number 000S345 Amendment Number 0000000005 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 Transaction Limits Review Limits Perform Limit Checking Period of Performance Start Date 03/28/2017 End Date 06/30/2026 Control Limits and Billing Return to General Information Save Return to Search Notify Refresh Update/Display Include History Correct History Contract Amounts Related Projects Contract Amendments
17.	Click the Related Projects tab. Contract Amounts Related Projects Contract Amendments



Project Accounting Job Aid

PA353 Updating a Federal Contract Status (VDOT Only)

Step	Action																																																								
	The Related Projects tab displays. Contract Amounts Related Projects Contract Amendments Contract Number 000S345 Sold To Customer FEDERAL HIGHWAY ADMINISTRATION Amendment Number 000000005 Contract Status ACTIVE Contract Line 1 Product FEDERAL Description Federal Aid & Stimulus Price Type Rate Fee Type None Amend Contract PC Business Unit 50100 Transaction Limits Review Limits Associated Rates <table border="1"><thead><tr><th></th><th>Effective Date</th><th>Status</th><th>Rate Selection</th><th>Rate Set</th><th></th><th></th></tr></thead><tbody><tr><td>1</td><td>03/28/2017</td><td>Active</td><td>Rate Set</td><td>FED_Z430_80</td><td>Rate Set</td><td>+ -</td></tr></tbody></table> Associated Projects & Activities <table border="1"><thead><tr><th></th><th>*Project</th><th>*Activity</th><th>Description</th><th>Description</th><th></th><th></th></tr></thead><tbody><tr><td>☐</td><td>0000110527</td><td>602</td><td>0095-969-739,P101R201,C501B657</td><td>PE/Constr - Constr on PE Job</td><td>+</td><td>-</td></tr><tr><td>☐</td><td>0000110527</td><td>605</td><td>0095-969-739,P101R201,C501B657</td><td>Prel Eng. Environmental</td><td>+</td><td>-</td></tr><tr><td>☐</td><td>0000110527</td><td>606</td><td>0095-969-739,P101R201,C501B657</td><td>Advanced R/W Prior to Acq.</td><td>+</td><td>-</td></tr><tr><td>☐</td><td>0000110527</td><td>607</td><td>0095-969-739,P101R201,C501B657</td><td>R/W Stakeout for Cond. and App</td><td>+</td><td>-</td></tr><tr><td>☐</td><td>0000110527</td><td>608</td><td>0095-969-739,P101R201,C501B657</td><td>Const. Stakeout Prior to Award</td><td>+</td><td>-</td></tr></tbody></table>		Effective Date	Status	Rate Selection	Rate Set			1	03/28/2017	Active	Rate Set	FED_Z430_80	Rate Set	+ -		*Project	*Activity	Description	Description			☐	0000110527	602	0095-969-739,P101R201,C501B657	PE/Constr - Constr on PE Job	+	-	☐	0000110527	605	0095-969-739,P101R201,C501B657	Prel Eng. Environmental	+	-	☐	0000110527	606	0095-969-739,P101R201,C501B657	Advanced R/W Prior to Acq.	+	-	☐	0000110527	607	0095-969-739,P101R201,C501B657	R/W Stakeout for Cond. and App	+	-	☐	0000110527	608	0095-969-739,P101R201,C501B657	Const. Stakeout Prior to Award	+	-
	Effective Date	Status	Rate Selection	Rate Set																																																					
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Project Accounting Job Aid

PA353 Updating a Federal Contract Status (VDOT Only)

Step	Action
	The Contract Amounts tab displays. Contract Amounts Related Projects Contract Amndments Contract Number 000S345 Amendment Number 0000000005 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 03/28/2017 End Date 06/30/2026 Control Limits and Billing Return to General Information Save Return to Search Notify Refresh Update/Display Include History Correct History Contract Amounts Related Projects Contract Amndments
19.	Click the Related Projects tab. Contract Amounts Related Projects Contract Amndments



Project Accounting Job Aid

PA353 Updating a Federal Contract Status (VDOT Only)

Step	Action																																			
	The Related Projects tab displays. Contract Amounts Related Projects Contract Amendments Contract Number 0005345 Sold To Customer FEDERAL HIGHWAY ADMINISTRATION Amendment Number 0000000005 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 <table border="1"><thead><tr><th></th><th>Effective Date</th><th>Status</th><th>Rate Selection</th><th>Rate Set</th><th></th><th></th></tr></thead><tbody><tr><td>1</td><td>03/28/2017</td><td>Active</td><td>Rate Set</td><td>FED_Z430_80</td><td>Rate Set</td><td>+ -</td></tr></tbody></table> Associated Projects & Activities <table border="1"><thead><tr><th></th><th>*Project</th><th>*Activity</th><th>Description</th><th>Description</th><th></th><th></th></tr></thead><tbody><tr><td></td><td>0000110527</td><td>602</td><td>0095-969-739,P101R201,C501B657</td><td>PE/Constr - Constr on PE Job</td><td>+</td><td>-</td></tr><tr><td></td><td>0000110527</td><td>605</td><td>0095-969-739,P101R201,C501B657</td><td>Prel Eng. Environmental</td><td>+</td><td>-</td></tr></tbody></table>		Effective Date	Status	Rate Selection	Rate Set			1	03/28/2017	Active	Rate Set	FED_Z430_80	Rate Set	+ -		*Project	*Activity	Description	Description				0000110527	602	0095-969-739,P101R201,C501B657	PE/Constr - Constr on PE Job	+	-		0000110527	605	0095-969-739,P101R201,C501B657	Prel Eng. Environmental	+	-
	Effective Date	Status	Rate Selection	Rate Set																																
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	0000110527	605	0095-969-739,P101R201,C501B657	Prel Eng. Environmental	+	-																														
20.	Click the Status dropdown button within the Associated Rates section and select the "Inactive" list item. Associated Rates <table border="1"><thead><tr><th></th><th>Effective Date</th><th>Status</th><th>Rate Selection</th><th>Rate Set</th></tr></thead><tbody><tr><td>1</td><td>03/28/2017</td><td>Inactive</td><td>Rate Set</td><td>FED_Z430_80</td></tr></tbody></table>		Effective Date	Status	Rate Selection	Rate Set	1	03/28/2017	Inactive	Rate Set	FED_Z430_80																									
	Effective Date	Status	Rate Selection	Rate Set																																
1	03/28/2017	Inactive	Rate Set	FED_Z430_80																																
21.	Click the Rate Selection dropdown button and remove the selection (click the blank row in the dropdown menu). Rate Selection																																			



Project Accounting Job Aid

PA353 Updating a Federal Contract Status (VDOT Only)

Step	Action
	The Rate Selection field returns to “Rate Set” and the Rate Set field is now blank. Associated Rates



Project Accounting Job Aid

PA353 Updating a Federal Contract Status (VDOT Only)

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

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

Delete Summary Activity for 0000110527
×
Help

Project Activities

Q

1-25 of 221

View 100

Select	WBS ID	Activity Name	Activity	Activity Type	Processing Status	Start Date	End Date
☐	1	▼ Preliminary Engineering Phase	9101	9101	Inactive	01/23/2017	10/31/2019
☐	1.1	▼ PE Participating	9161	9101	Inactive	01/23/2017	10/31/2019
	1.1.1	PE/Constr - Constr on PE Job	602	9101	Inactive	01/23/2017	10/31/2019
	1.1.2	Advanced R/W Prior to Acq.	606	9101	Inactive	01/23/2017	10/31/2019
	1.1.3	R/W Stakeout for Cond. and App	607	9101	Inactive	01/23/2017	10/31/2019
	1.1.4	Const. Stakeout Prior to Award	608	9101	Inactive	01/23/2017	10/31/2019
	1.1.5	P.E. Educational Courses	609	9101	Inactive	01/23/2017	10/31/2019
	1.1.6	Preliminary Surveys	611	9101	Inactive	01/23/2017	10/31/2019
	1.1.7	Preliminary Studies	612	9101	Inactive	01/23/2017	10/31/2019
	1.1.8	Location Surveys	613	9101	Inactive	01/23/2017	10/31/2019
	1.1.9	Soil Surveys	614	9101	Inactive	01/23/2017	10/31/2019
	1.1.10	Foundation Investigations	615	9101	Inactive	01/23/2017	10/31/2019
	1.1.11	Road Plans	616	9101	Inactive	01/23/2017	10/31/2019
	1.1.12	Structure Plans	617	9101	Inactive	01/23/2017	10/31/2019
	1.1.13	Sign And Signal Plans	618	9101	Inactive	01/23/2017	10/31/2019

OK
Cancel
Refresh

25. Click the **Select** checkbox option next to the phase of the participating activities that is to be deleted.

☒	1	▼ Preliminary Engineering Phase
-------------------------------------	---	---------------------------------

26. Click the **OK** button.

OK

Cancel

Refresh



Project Accounting Job Aid

PA353 Updating a Federal Contract Status (VDOT Only)

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

The **Related Projects** tab redisplay.

Contract Amounts

Related Projects

Contract Amendments

Contract Number 000S345

Sold To Customer FEDERAL HIGHWAY ADMINISTRATION

Amendment Number 000000005

Contract Status ACTIVE

Contract Line 1

Product FEDERAL

Description Federal Aid & Stimulus

Price Type Rate

Fee Type None

Amend Contract

PC Business Unit 50100

Transaction Limits

Review Limits

Associated Rates

	Effective Date	Status	Rate Selection	Rate Set		
1	03/28/2017	Inactive	Rate Set		Rate Set	+ -

Associated Projects & Activities

	*Project	*Activity	Description	Description		
	0000110527	605	0095-969-739,P101R201,C501B657	Prel Eng. Environmetal	+ -	

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

27.

If there are activities still associated to the Contract, click the **Remove Row (-)** icon next to each of the activities.

Associated Projects & Activities

	*Project	*Activity	Description	Description		
	0000110527	605	0095-969-739,P101R201,C501B657	Prel Eng. Environmetal	+ -	

A **Delete Confirmation** message displays in a pop-up window confirming that the delete will occur when the transaction is saved.

Delete current/selected rows from this page? The delete will occur when the transaction is saved.

OK

Cancel

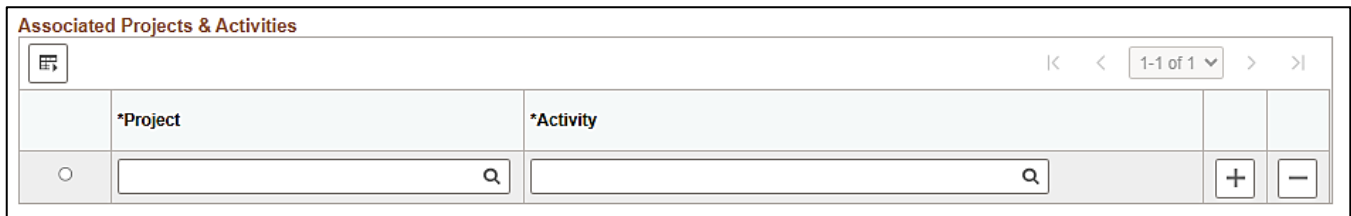


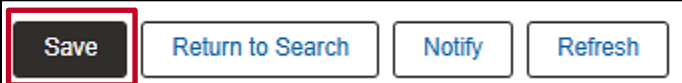
Project Accounting Job Aid

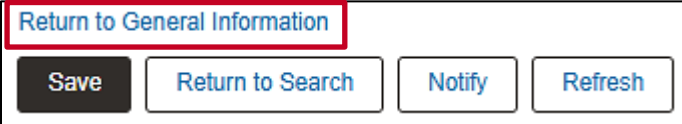
PA353 Updating a Federal Contract Status (VDOT Only)

Step	Action
28.	Click the OK button to close the message. 

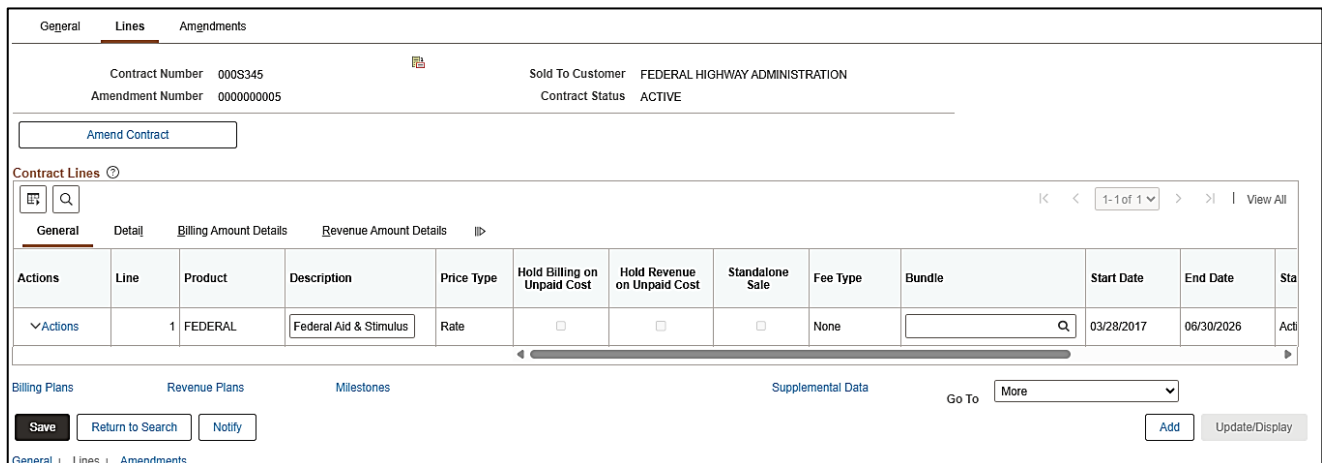
The **Associated Projects & Activities** section redisplay with the deleted row no longer displayed.

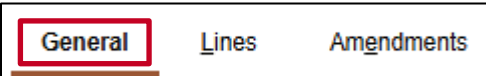


29.	Click the Save button. 
-----	--

30.	Click the Return to General Information link. 
-----	---

The **General Information** page redisplay with the **Lines** tab displayed.



31.	Click the General tab. 
-----	--



Project Accounting Job Aid

PA353 Updating a Federal Contract Status (VDOT Only)

Step	Action
	The General tab displays. General Lines Amendments Contract Number 000S345 Sold To Customer FEDERAL HIGHWAY ADMINISTRATION Amendment Number 0000000005 *Contract Status ACTIVE Amend Contract Add to My Contracts Description NHPP-000S345 Processing Status Active Contract Admin Amendment Status Complete Region Code Business Unit VA Dept of Transportation Contract Type F Contract Classification Government Currency Code USD Last Amended 06/07/2024 Exchange Rate Type CRRNT Start Date 03/28/2017 Contract Signed 03/28/2017 End Date 06/30/2026 Contract Role Last Update Date/Time 06/07/2024 11:48:10AM Revenue Profile Last Update User ID 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 General Lines Amendments
32.	Update the Contract Status field to “FV ACCEPTED”. Sold To Customer FEDERAL HIGHWAY ADMINISTRATION *Contract Status FV ACCEPTED
33.	Click the Save button. Save Return to Search Notify