Please review the Project Accounting Job Aids section for relevant 9.2 updates.

PA355: Project Accounting Approvals

Web Based Training

Revised 2/8/2013

Rev 6/11/2019

Welcome to Cardinal Training

This training provides participants with the skills and information necessary to use Cardinal and is not intended to replace existing Commonwealth and/or agency policies.

This course, and the supplemental resources listed below, are located on the Cardinal website (www.cardinalproject.virginia.gov) under Training. Cardinal Reports Catalogs are located on the Cardinal website under Resources:

- Instructor led and web based training course materials
- Job aids on topics across all functional areas
- Variety of simulations
- Glossary of frequently used terms

The Cardinal screenshots included in this training course show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

For a list of available roles and descriptions, see the Statewide Cardinal Security Handbook on the Cardinal website in the Security section under Resources.

Course Objectives

After completing this course, you will be able to:

- Navigate Through the Web Based Training
- Approve Project Distribution
- Approve Projects
- Approve Billing Worksheet

Agenda

Lesson 1: Introduction

1 Course Navigation

This lesson covers the following topics:

- How to navigate through the web based training course

Lesson 1: Summary

1 Course Navigation

In this lesson, you learned:

- How to navigate through the web based training course

Lesson 2: Introduction

2 Approve Project Distribution

This lesson covers the following topics:

- Project Distribution Approval Levels
- Project Distribution Approval Steps

Approving Project Distribution

Before you can post expenditures to a project, you must approve the project distribution.

The Accounting Distribution Specialist creates the project distribution. After this is completed the Accounting Distribution Approver can approve it. In the approval process the project status is changed to Budget. This action allows the creation of SpeedTypes, SpeedCharts, and funds distribution rules. When the project is in Budget status, budgets can be posted to the project but expenditure transactions are prohibited. Once the project is open, both budget and expenditure transactions can also be posted.

Cardinal does not send the Accounting Distribution Approver an email notification when a project distribution is ready for approval nor does it appear on their worklist. (When a project distribution is ready for approval, the Accounting Distribution Specialist should manually notify the Distribution Approver.)

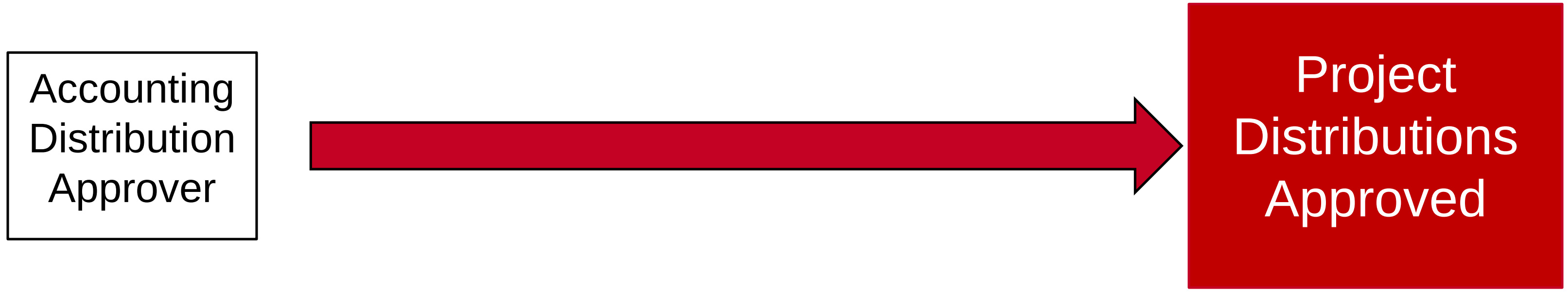
The Accounting Distribution Approver approves a project distribution on the **Project Distribution** page.

Project Distribution Approval Levels

Project distributions require one level of approval:

- **Accounting Distribution Approver**: The Accounting Distribution Approver approves the project distribution by changing the status of the project distribution from **Pending** to **Budget** and selecting the **Approval Status** checkbox.

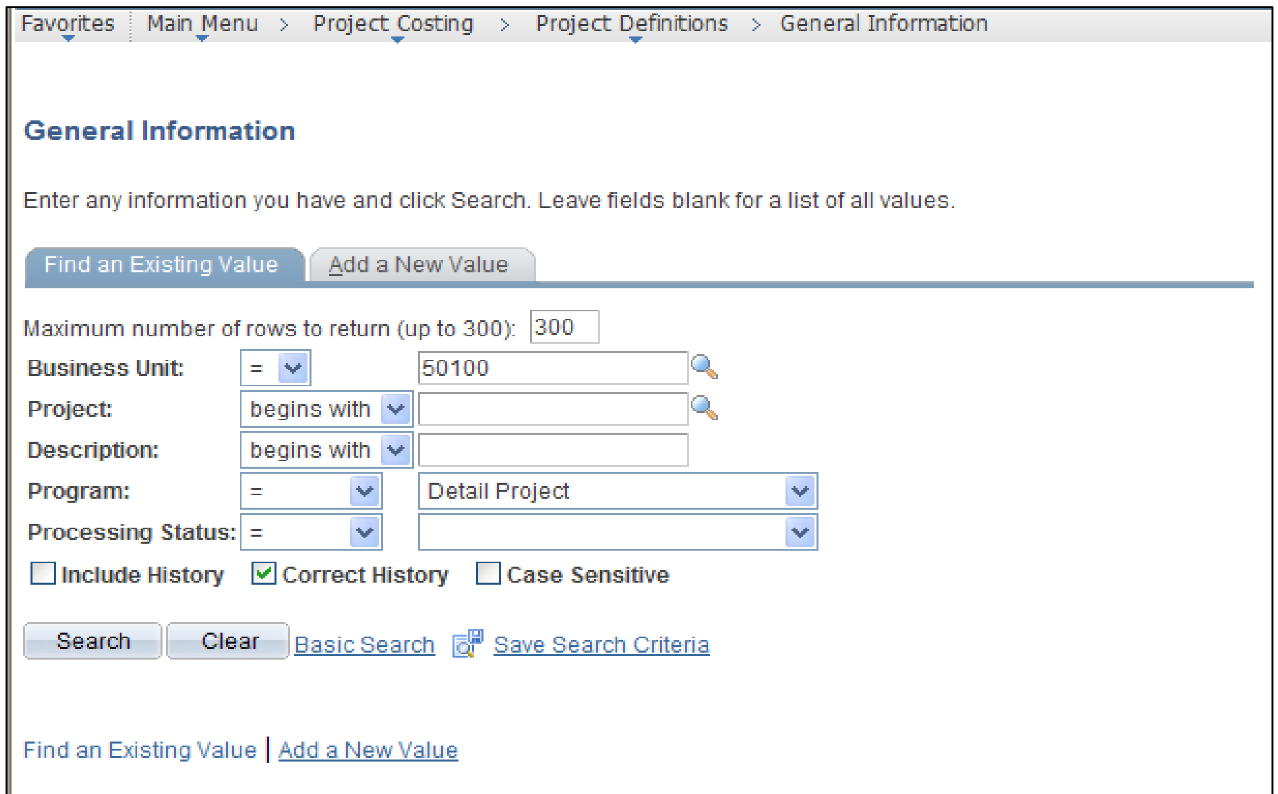
  - Each time a new effective dated row is added in the **Project Distribution** section, the approver is required to approve the new project distribution.
  - If the Chart of Account values entered on the distribution are not a valid combination, the approver can reject the project distribution by not selecting the **Approval Status** checkbox.
  - Cardinal does not generate an automatic email to the Project Manager or Accounting Distribution Specialist when the project distribution is approved or denied. The approver must send a manual notification, if necessary. Users can also search for their project distribution in Cardinal and check on its approval status.



Project Distribution Approval Steps

Project distributions are approved on the **Projects Distribution** page. You can navigate to this page using the following path:

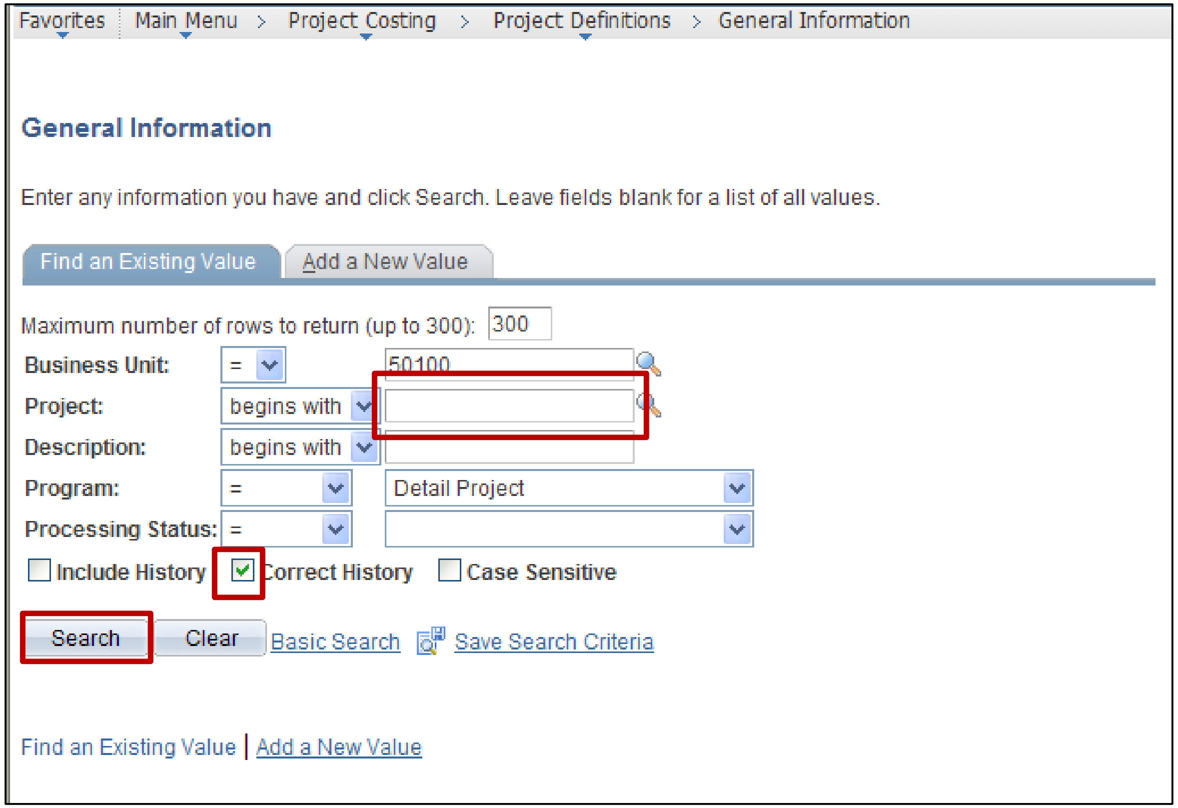
Main Menu > Project Costing > Project Definitions > General Information



Project Distribution Approval Steps (continued)

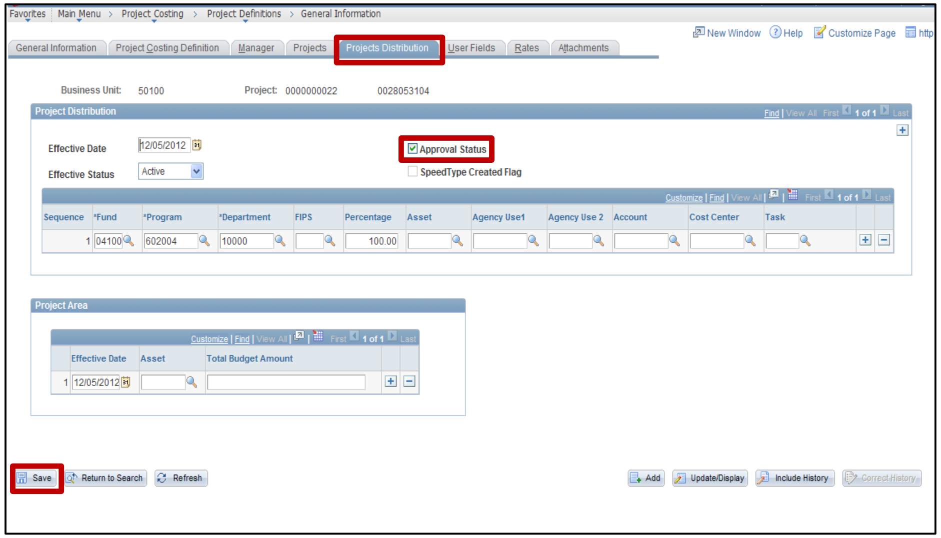
The steps to approve a project distribution are:

- Enter the project number in the **Project** field.
- Click the **Correct History** indicator.
- Click the **Search** button.



Project Distribution Approval Steps (continued)

- Click on the **Projects Distribution** tab.
- Note: If you did not click the **Correct History** button on the **Search** page, you can click it here. If it was clicked on the Search page, the button will be grayed out on this page.
- The approver must review the distribution values to ensure the Chart of Account combination entered is valid and matches the values entered on the project Budget, if one has been posted.
- Validate the distribution and select the **Approval Status** checkbox.
- Click the **Save** button.



Click on image to enlarge

Lesson 2: Summary

2 Approve Project Distribution

In this lesson, you learned:

- The Project Distribution Approval Levels
- The Project Distribution Approval Steps

Lesson 3: Introduction

3 Approving Projects

This lesson covers the following topics:

- Project Approval Levels
- Project Approval Steps

Approving Projects

A project is ready for approval processing when the project is ready to be opened to expenditure transactions. At this point the project distribution has already been approved and the project is in **Budget** status.

When a project is ready for approval, the Project Manager must notify the Project Status Approver. Cardinal does not send the approver (Project Status Approver) an email notification when a project is ready for approval processing, and it does not appear on their worklist.

The Project Status Approver approves the project on the **General Information** page by changing the project status from **Budget** to **Open**. Projects with an **Open** status allow transactions from other modules to be posted against them.

Note: The project must be set to **Budget** before it can be set to **Open**.

Project Approval Levels

Projects require one level of approval:

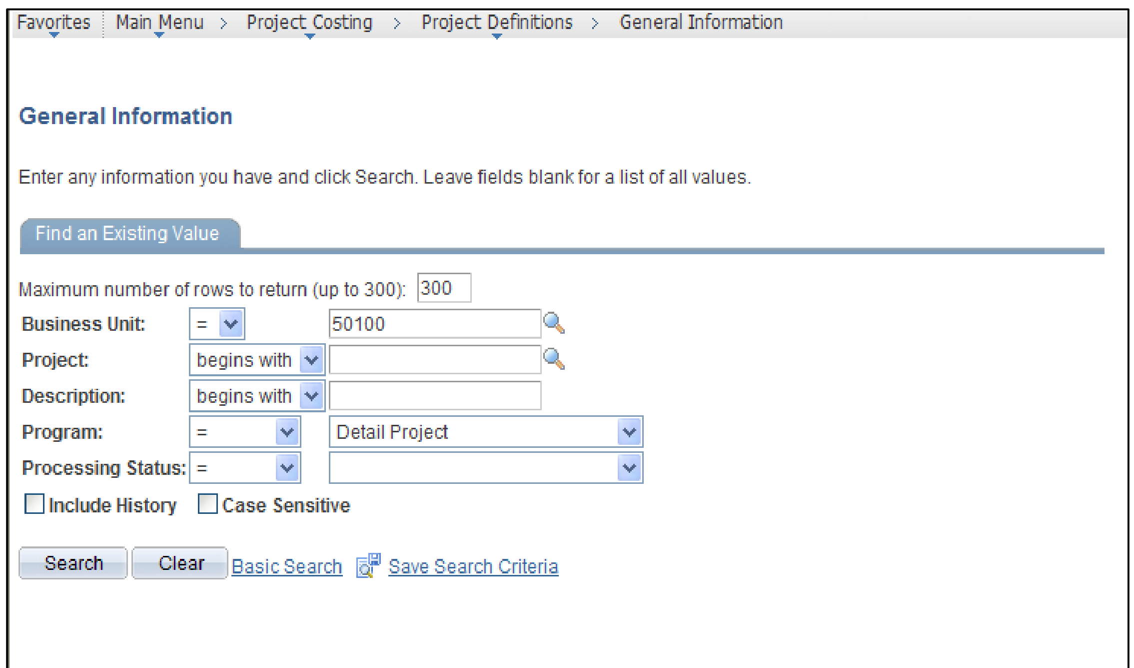
- **Project Status Approver**: This approver can choose to approve the project by opening the project to expenditure transactions.
    - If the expenditure transactions should not be posted to a project, the project status should not be updated to **Open**. There is no deny functionality.
    - Cardinal does not generate an automatic email to the Projects Manager when the project is approved. The approver must do so manually, if necessary. Users can also search for their project in Cardinal and check on its approval status.

Project Approval Steps

The **Open** status allows expenditure transactions, as well as, budgets to be processed and posted against the project in Cardinal. The steps to approve a project involve updating the project status from **Budget** to Open. Projects are approved on the **General Information** page.

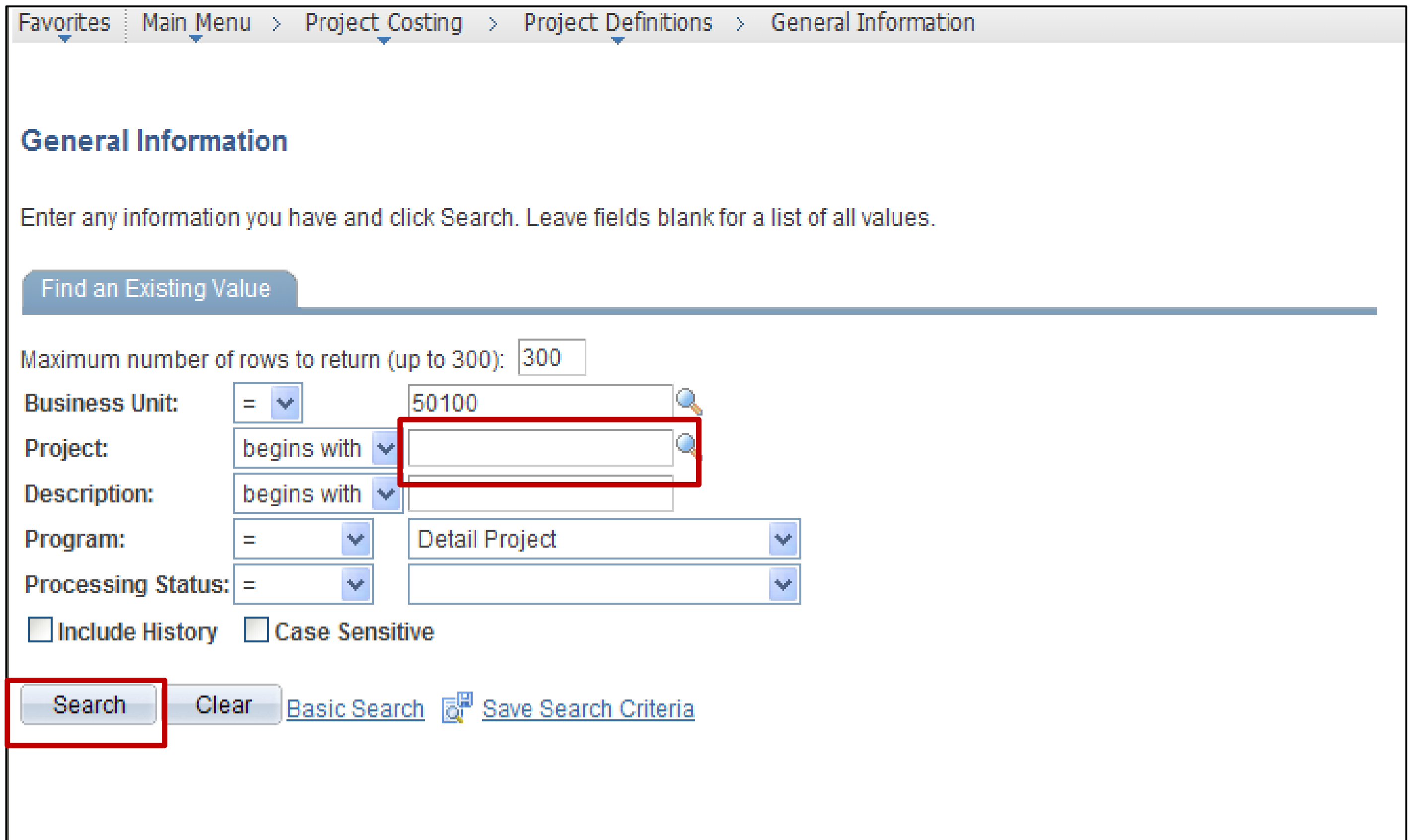
You can navigate to this page using the following path:

Main Menu > Project Costing > Project Definitions > General Information



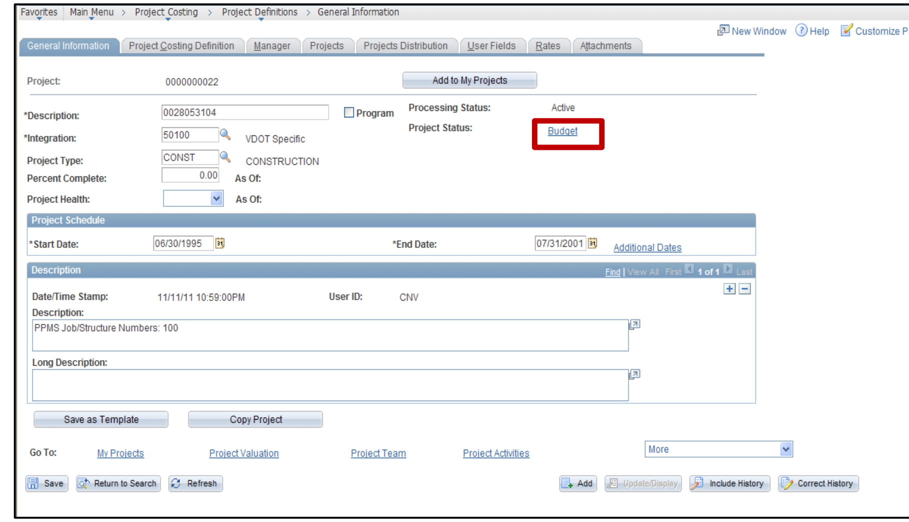
Project Approval Steps (continued)

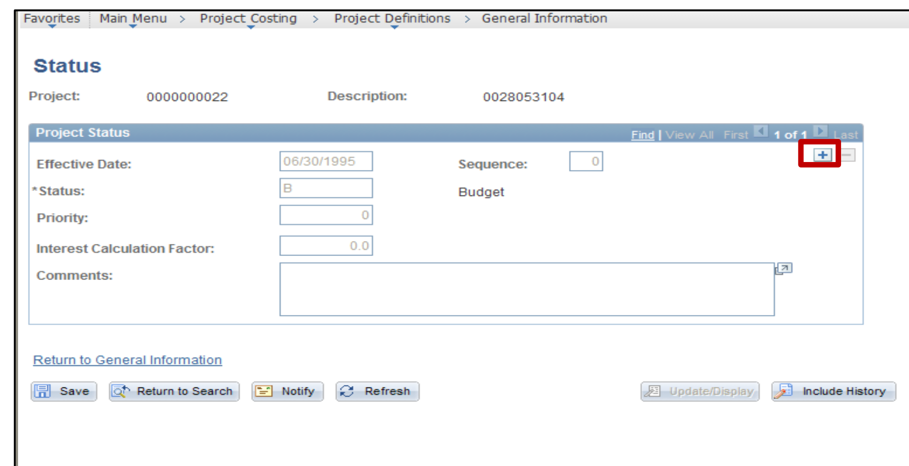
- The **General Information** search page displays. Entering the project id in the **Project** field.



Project Approval Steps (continued)

- In the **General Information** tab for your project, click the **Budget** link.
- The **Status** page displays. Add a new effective-dated row by clicking the add button **(+)**.
- Once you click the **(+)** button, the next sequence number displays.

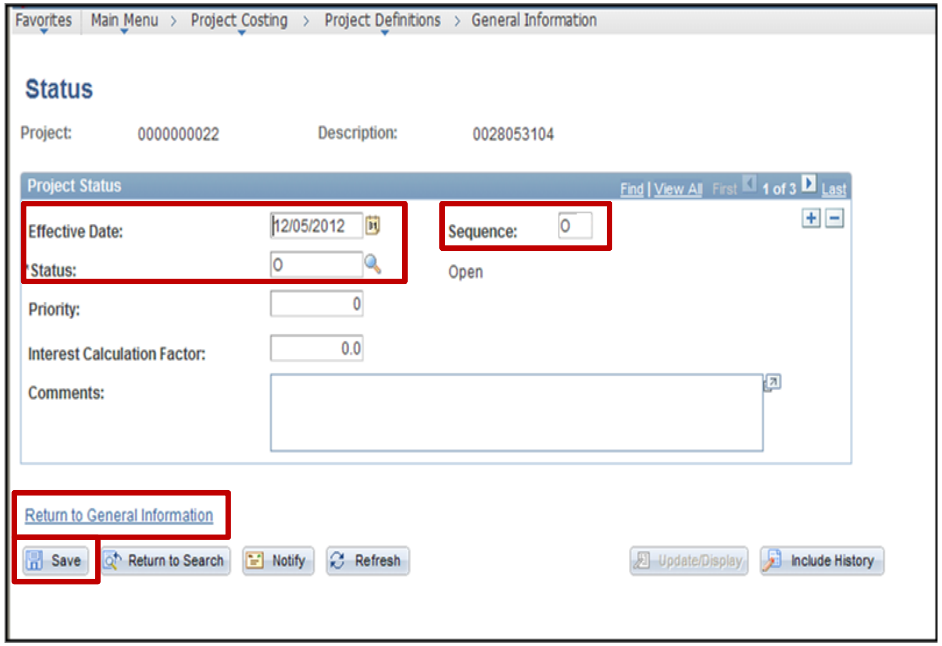




Click on each image to enlarge

Project Approval Steps (continued)

- Enter the **Effective Date**. This effective date must be prior to the date the first expenditure must be posted to the project. If you add a future-effective date, the project status is not effective until this date is reached.
- Notice that a new **Sequence** defaults. The **Sequence** allows you to enter multiple rows for the same **Effective Date**. This number defaults to one greater than the previous row.
- Enter or select **O** (Open) in the **Status** field.
- Click the **Save** button.
- Click the **Return to General Information** link to go back to the **General Information** page.

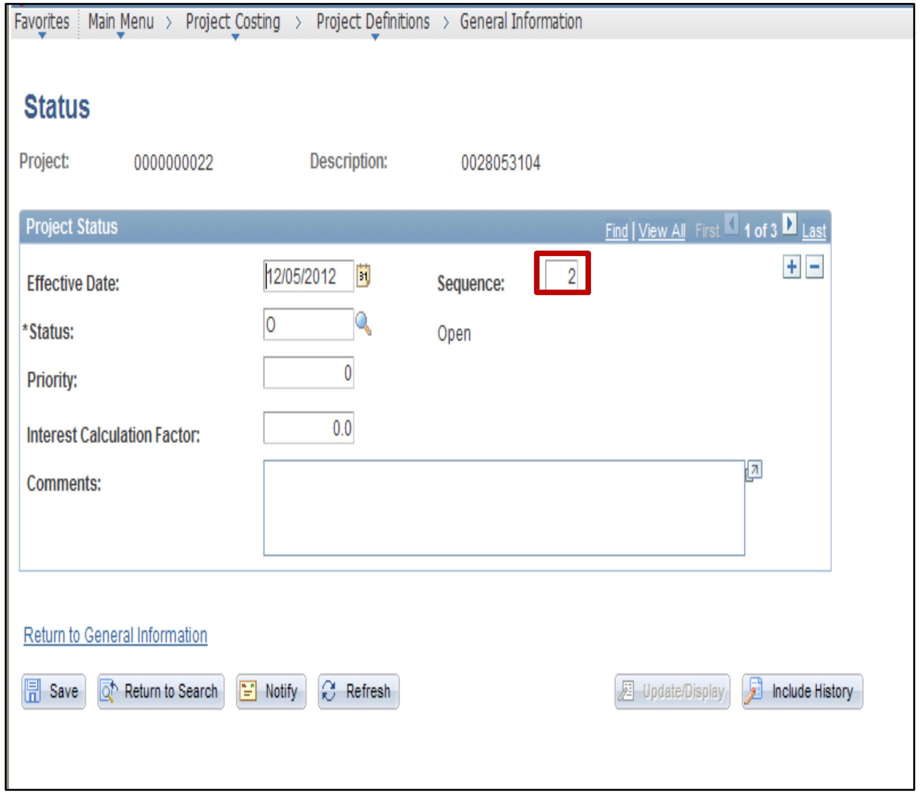


Click on image to enlarge

Project Approval Steps (continued)

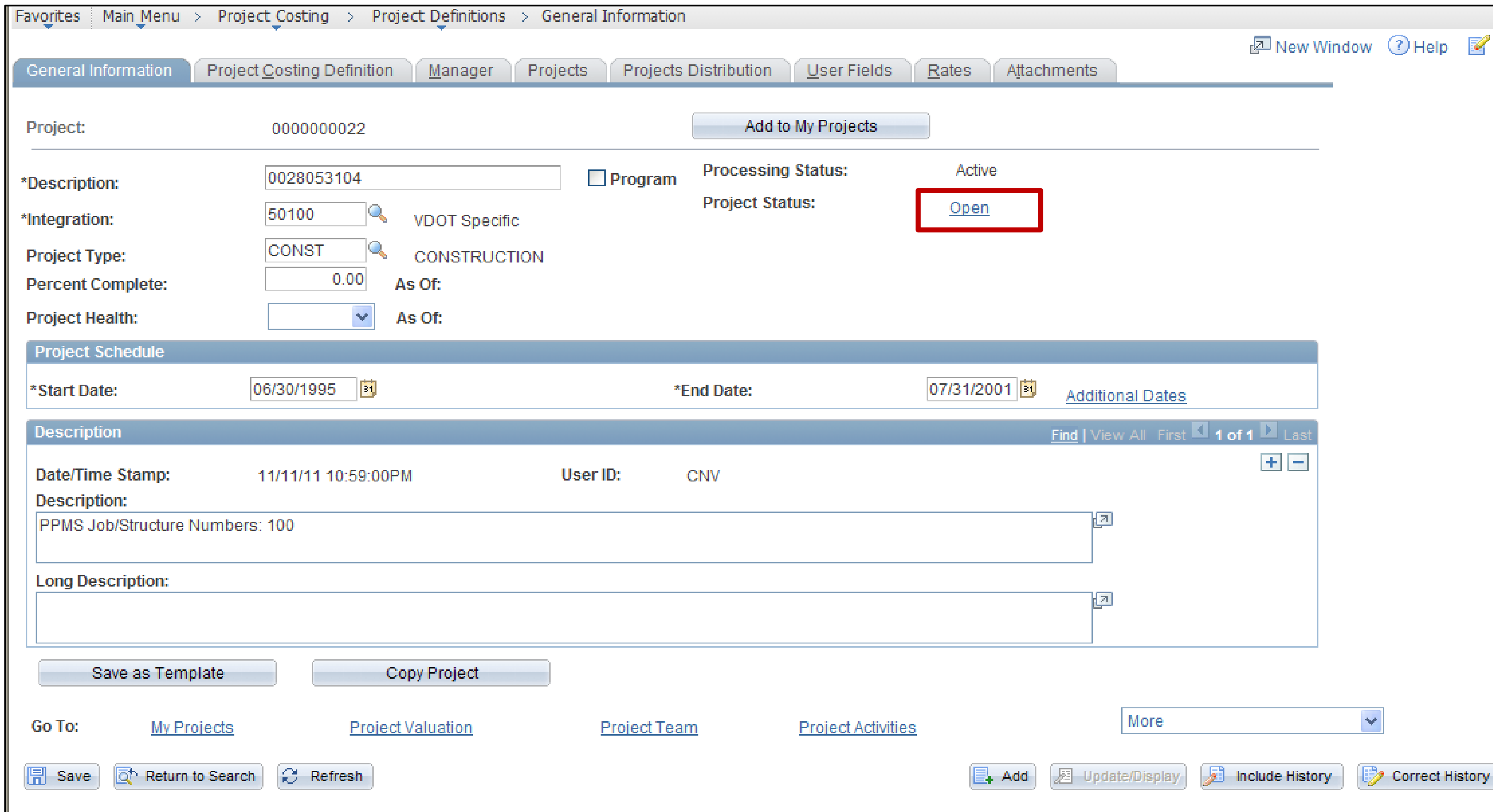
Note: If the project is closed and needs to be temporary opened, a new sequence should be added to the current Effective Date instead of adding a new effective dated row.0

Temporary changes to a project's status should be made by adding a new sequence to the current **Effective Date**. For example: If a project status is closed effective 10/1/12, sequence 0, but payroll charges need to be processed on 10/3/12, add sequence 1 to the 10/1/12 row. To close the project after payroll has finished processing, add sequence 2 to the 10/1/12 row.



Project Approval Steps (continued)

The **Processing Status** field changes from **Budget** to **Active** once the **Open Status** is **Saved**.



Lesson 3: Summary

3 Approve Projects

In this lesson, you learned:

- The Project Approval Levels
- The Project Approval Steps

Lesson 4: Introduction

4 Approving Billing Worksheet

This lesson covers the following topics:

- Billing Worksheet Approval Levels
- Billing Worksheet Approval Levels Steps

Approving Billing Worksheet

Before temporary bills can become real bills, the billing worksheet must be approved. When processing the federal bill, the billing worksheet is created to determine if the bill contains errors in the federal system. The billing worksheet is used for FHWA Federal Bills only. The billing worksheet is ready to be approved once the billing worksheet approver determines the bill does not contain errors in the federal system.

Cardinal does not send the Billing Worksheet Approver an email notification when the billing worksheet is ready for approval processing and it does not appear on their worklist. The Billing Worksheet Approver must manually review temporary bills on a daily basis to determine which are ready for approval.

The billing worksheet is approved on the **Update Billing Worksheet** page. The Billing Worksheet Approver can review the billing worksheet and can defer lines as needed before approving the billing worksheet. Once the billing worksheet is approved and processed, a real bill is created.

Billing Worksheet Approval Levels

The billing worksheet requires one level of approval:

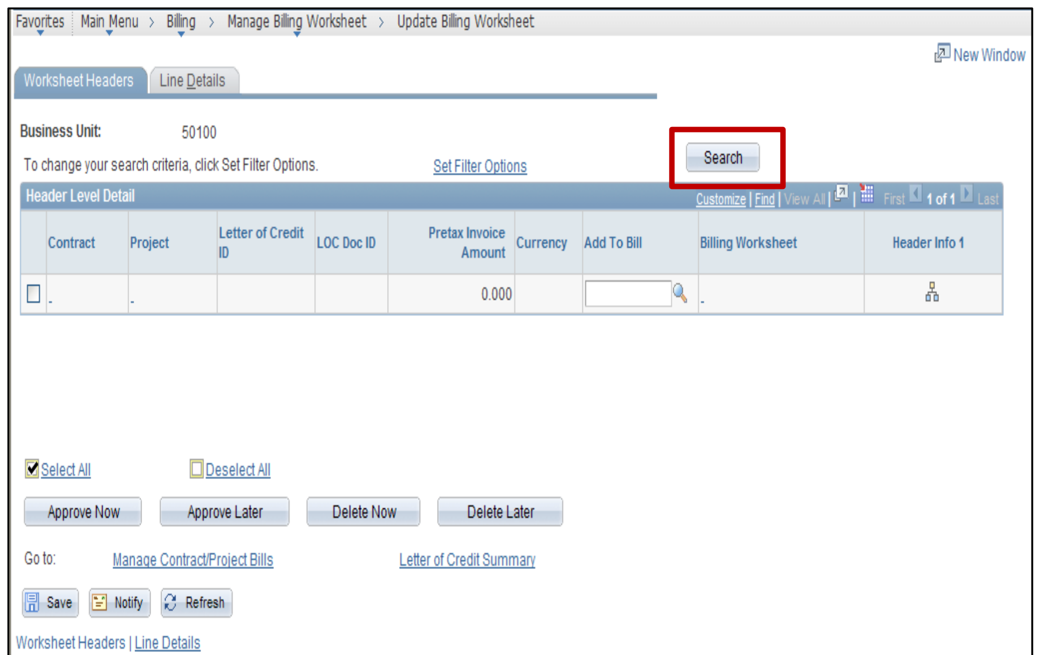
- **Billing Worksheet Approver:** The Billing Worksheet Approver reviews the lines on the billing worksheet to validate accuracy of data.
    - In Cardinal, the Billing Worksheet is always submitted to RASPS in temporary status (prior to approval) at least once to ensure the file is error free before the final submission.

Billing Worksheet Approval Steps

To approve the Billing Worksheet, access the **Update Billing Worksheet** page. You can navigate to this page using the following path:

Main Menu > Billing > Manage Billing Worksheet > Update Billing Worksheet

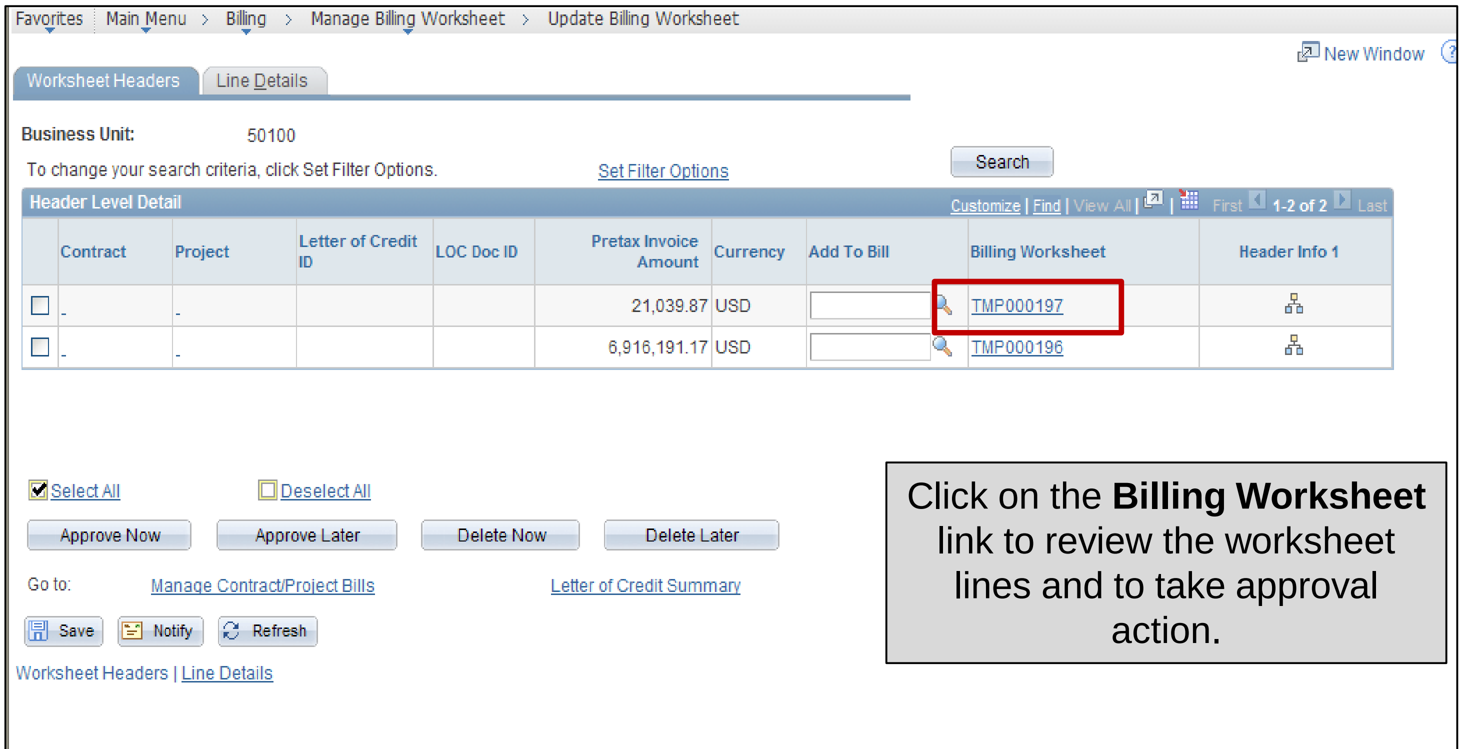
- Click the **Search** button.



Click on image to enlarge

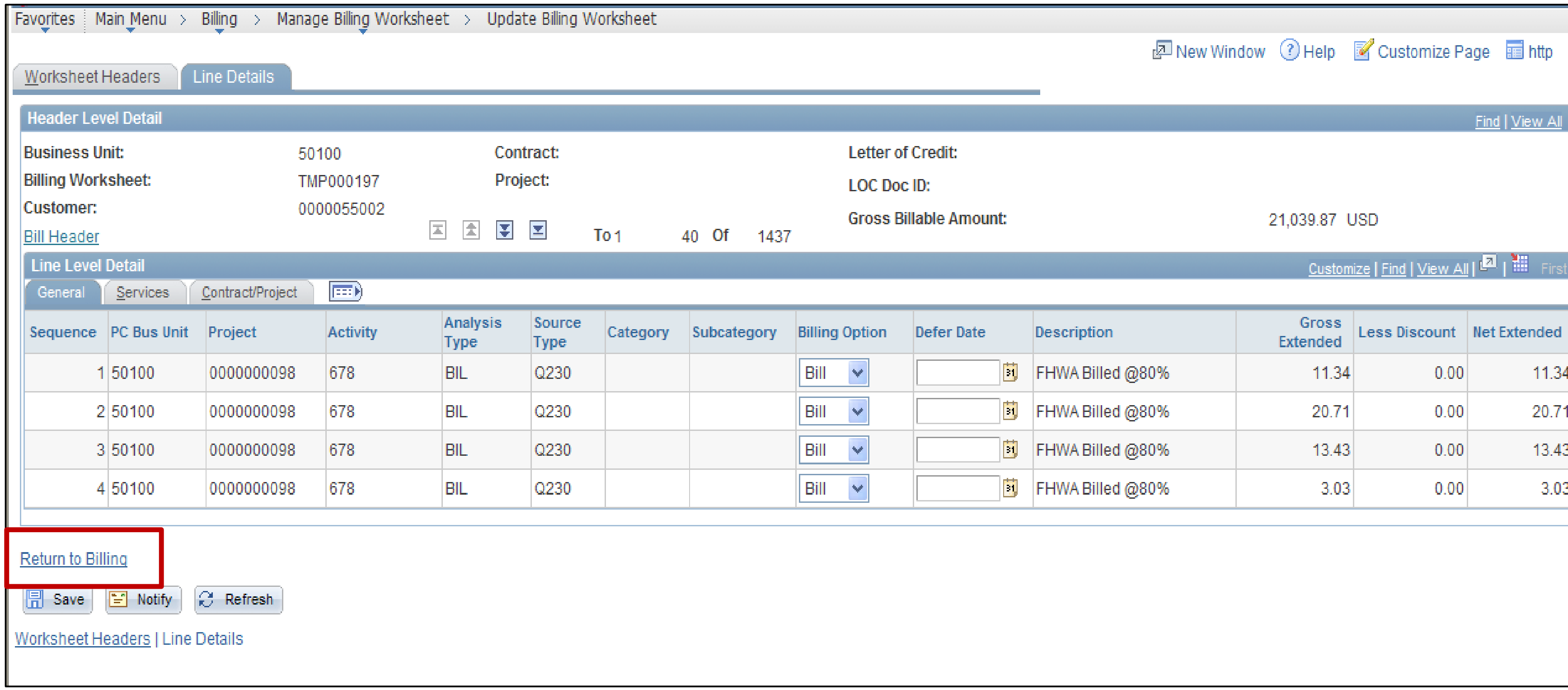
Billing Worksheet Approval Steps (continued)

- Review all details based on relevant policies.
- Do not approve the billing worksheet unless it has been submitted to RASPS at least one time
- To review, click on the **Billing Worksheet** link.



Billing Worksheet Approval Steps (continued)

After reviewing the **Line Details**, click the **Return to Billing** link to return.

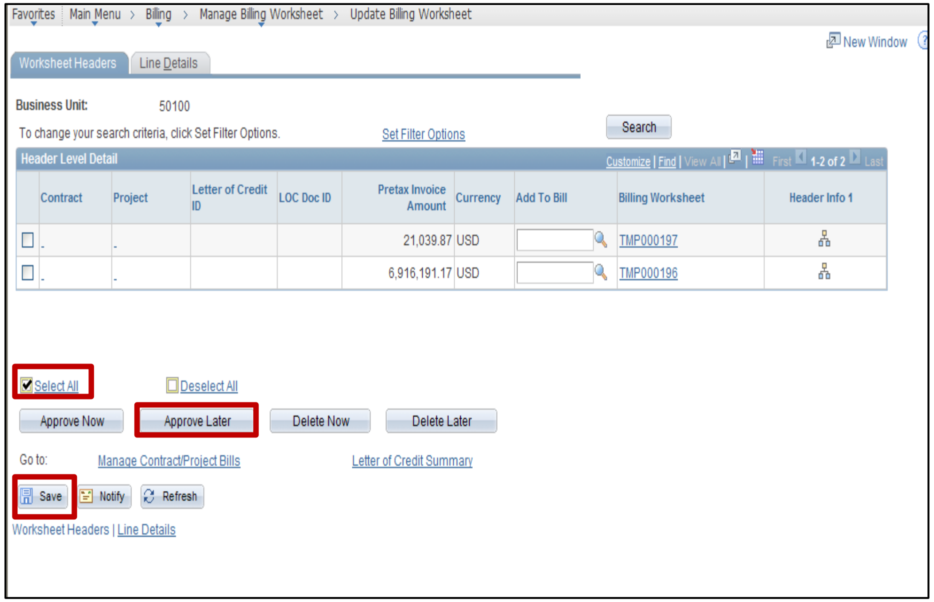


Billing Worksheet Approval Steps (continued)

- Select the checkbox next to the line items you want to approve (or select the **Select All** checkbox).

- You have two options:
  - Click the **Approve Later** button which allows the Billing Worksheet to be approved in an automatic batch process later in time.
  - Click the **Delete Later** button which allows the Billing Worksheet to be deleted in an automatic batch process later in time.

Note that the **Approve Now** and **Delete Now** buttons are not used in Cardinal. Do not select them.



Click on image to enlarge

Lesson 4: Summary

4 Approve Billing Worksheet

In this lesson, you learned:

- The Billing Worksheet Approval Levels
- The Billing Worksheet Approval Levels Steps

Lesson 4: Checkpoint

Now is your opportunity to check your understanding of the course material.

Read the question on the next slide(s), select answer(s) and click **Submit** to see if you chose the correct response. No questions in old deck. Pages were blank

Which action does the Accounting Distribution Specialist need to perform prior to approving a project distribution?

- Set up the project distributions for the project
- Click the **Correct History** button
- Select the **Approval Status** checkbox
- Change the project status to **Active**

Before the approver can approve a project, he/she must first set the status to **B** (Budget) and then **O** (Open).

- True
- False

When approving the billing worksheet, the approver can only approve one line at a time.

- True
- False

Course Summary

PA355 | Project Accounting Approvals

In this course, you learned about:

- Approve Project Distribution
- Approve Projects
- Approve Billing Worksheet

Course Evaluation

Congratulations! You successfully completed the **501 PA355: Project Accounting Approvals** course.

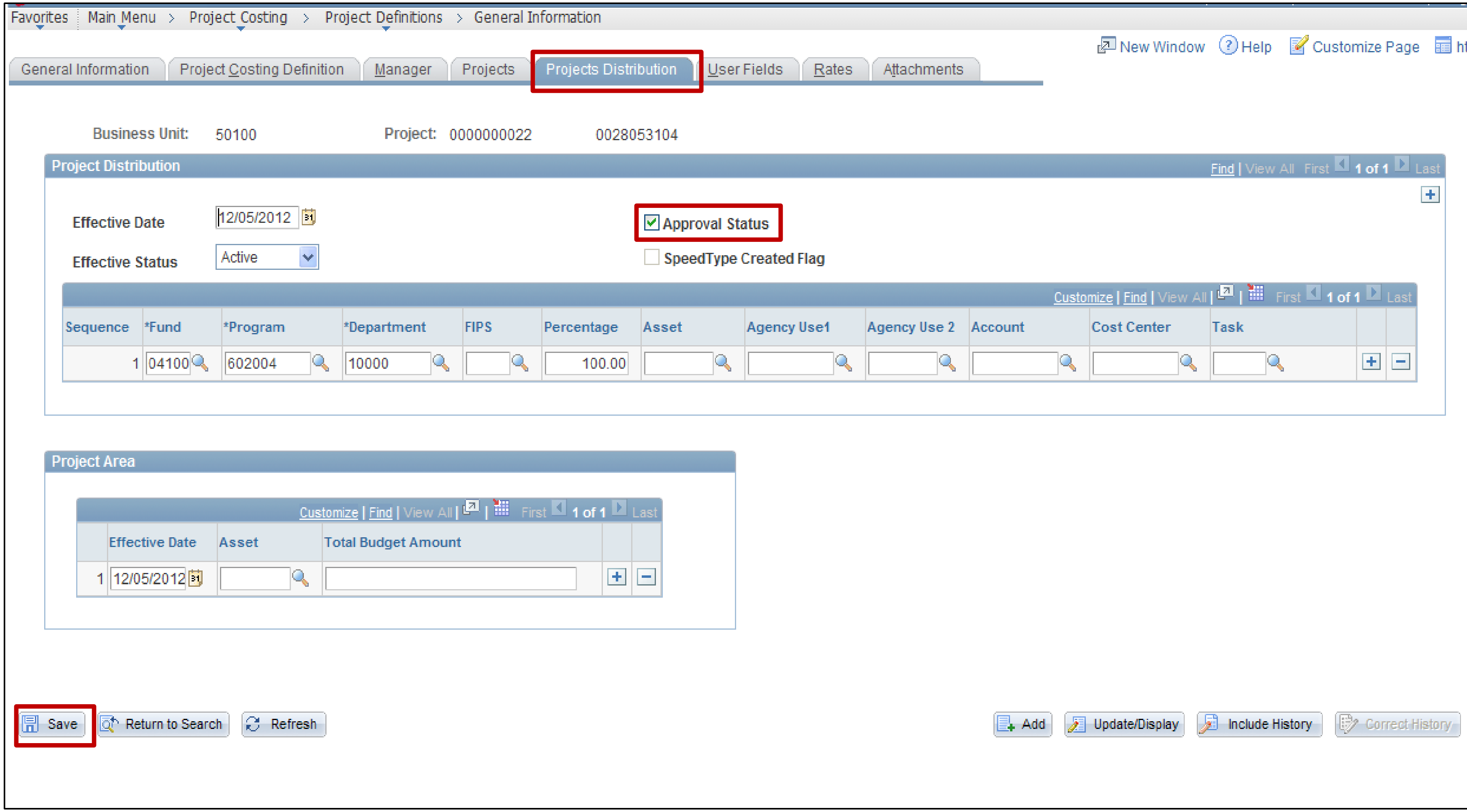
Click here to access the evaluation survey for this course.

Once you have completed and submitted the survey, close the survey window. To close the web based training course, click the [**X**] button in the upper right corner.

Appendix

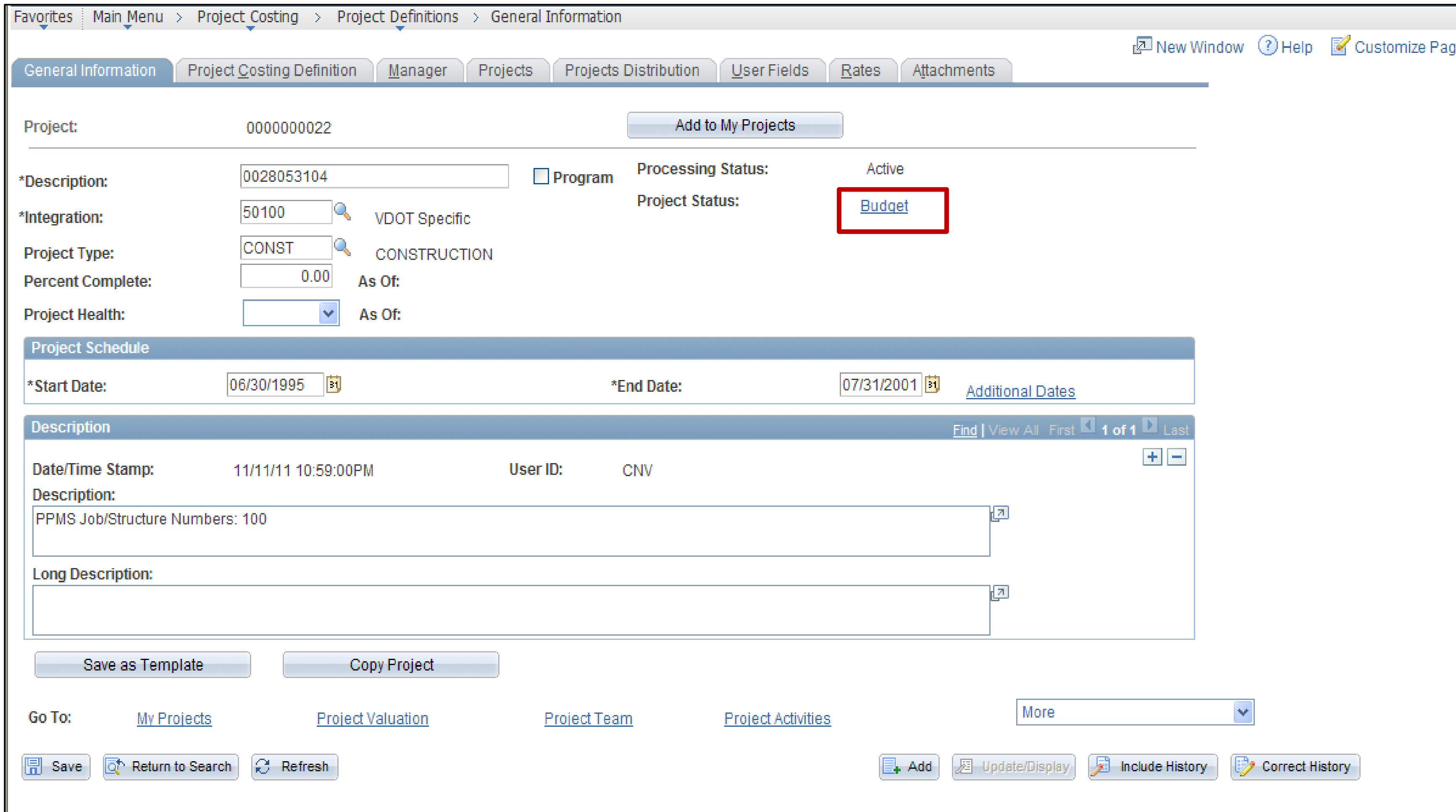
- Diagrams and Screenshots

Project Distribution Tab



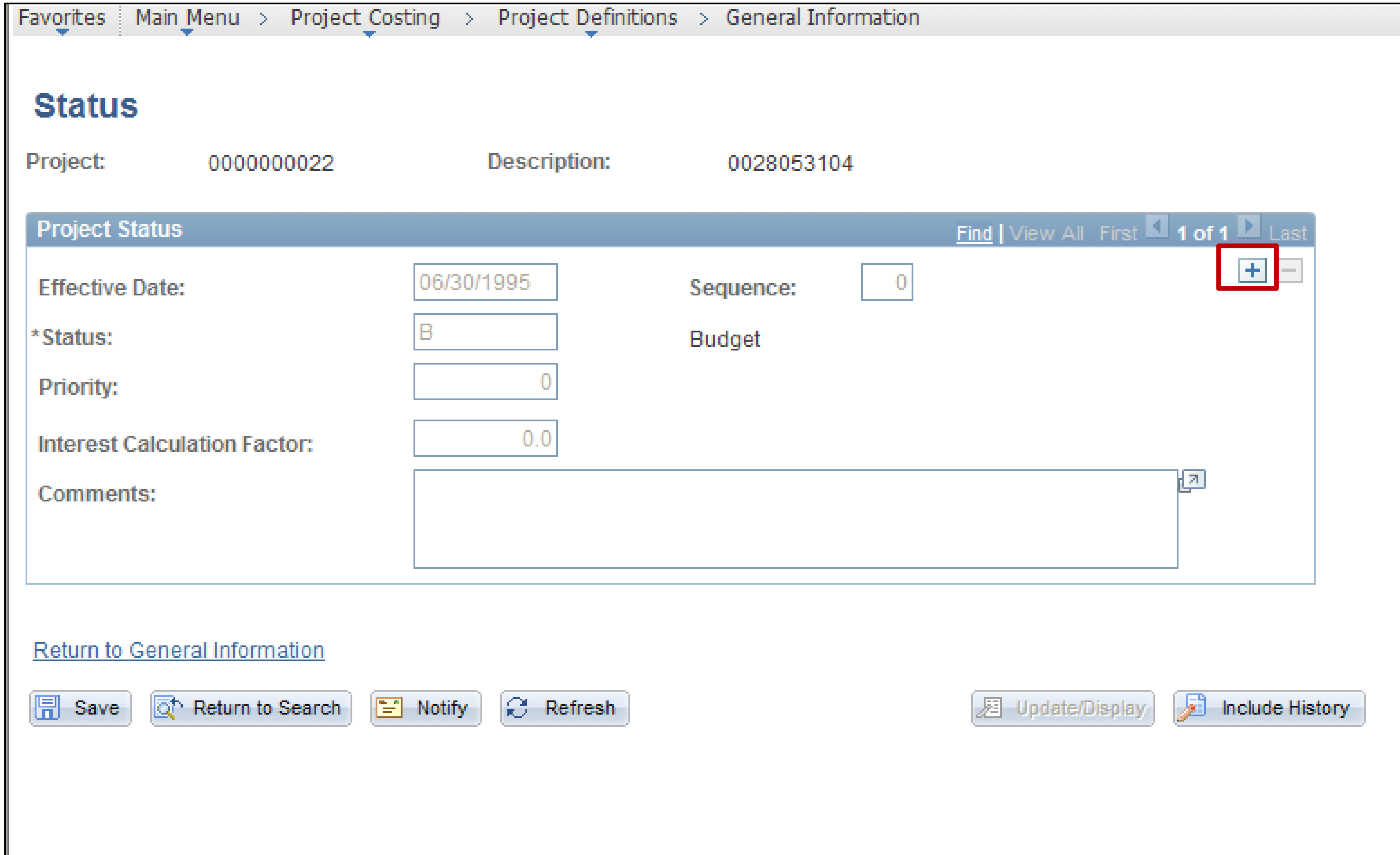
Click on image to return

Budget Link



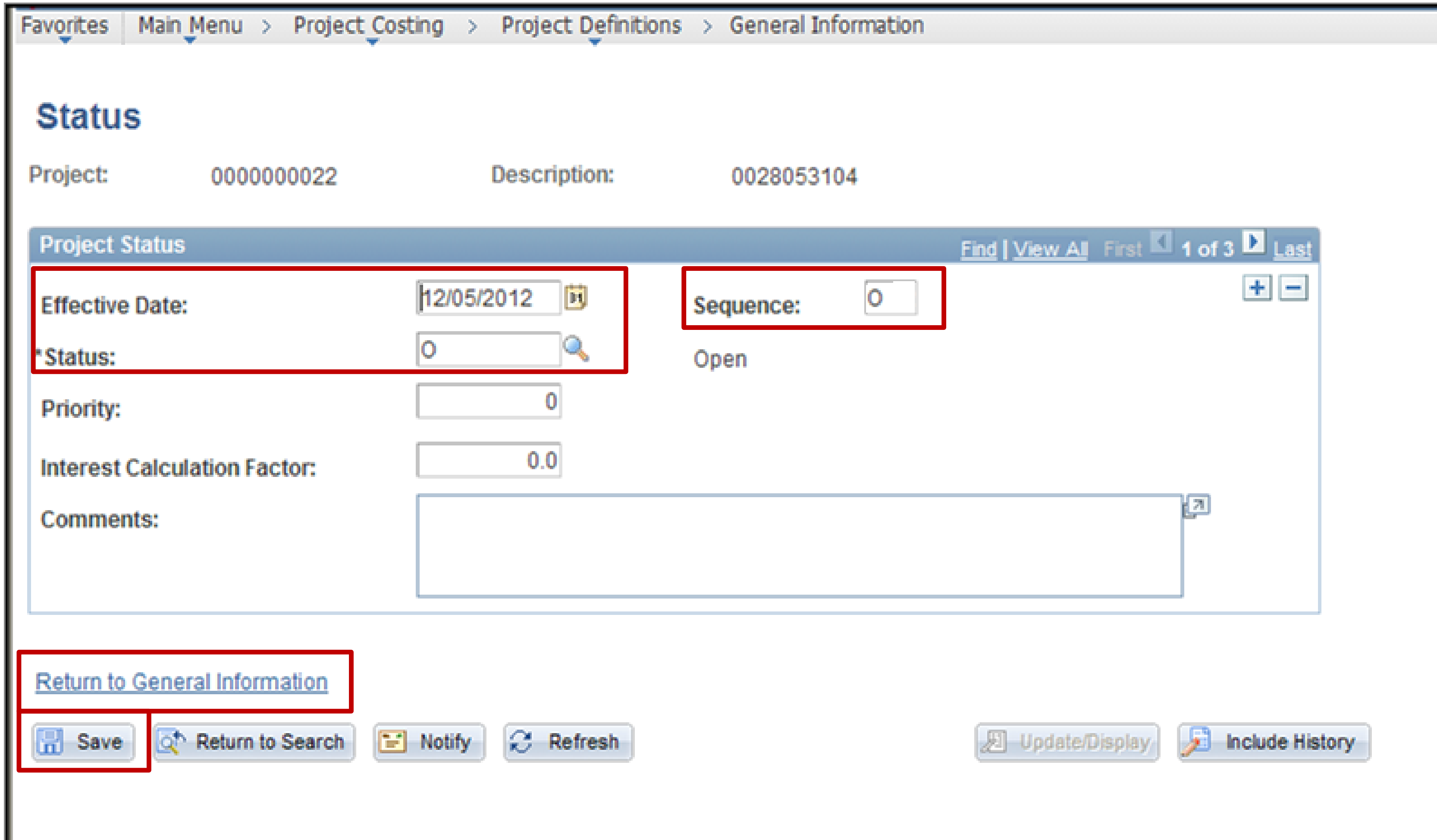
Click on image to return

Project Status Page



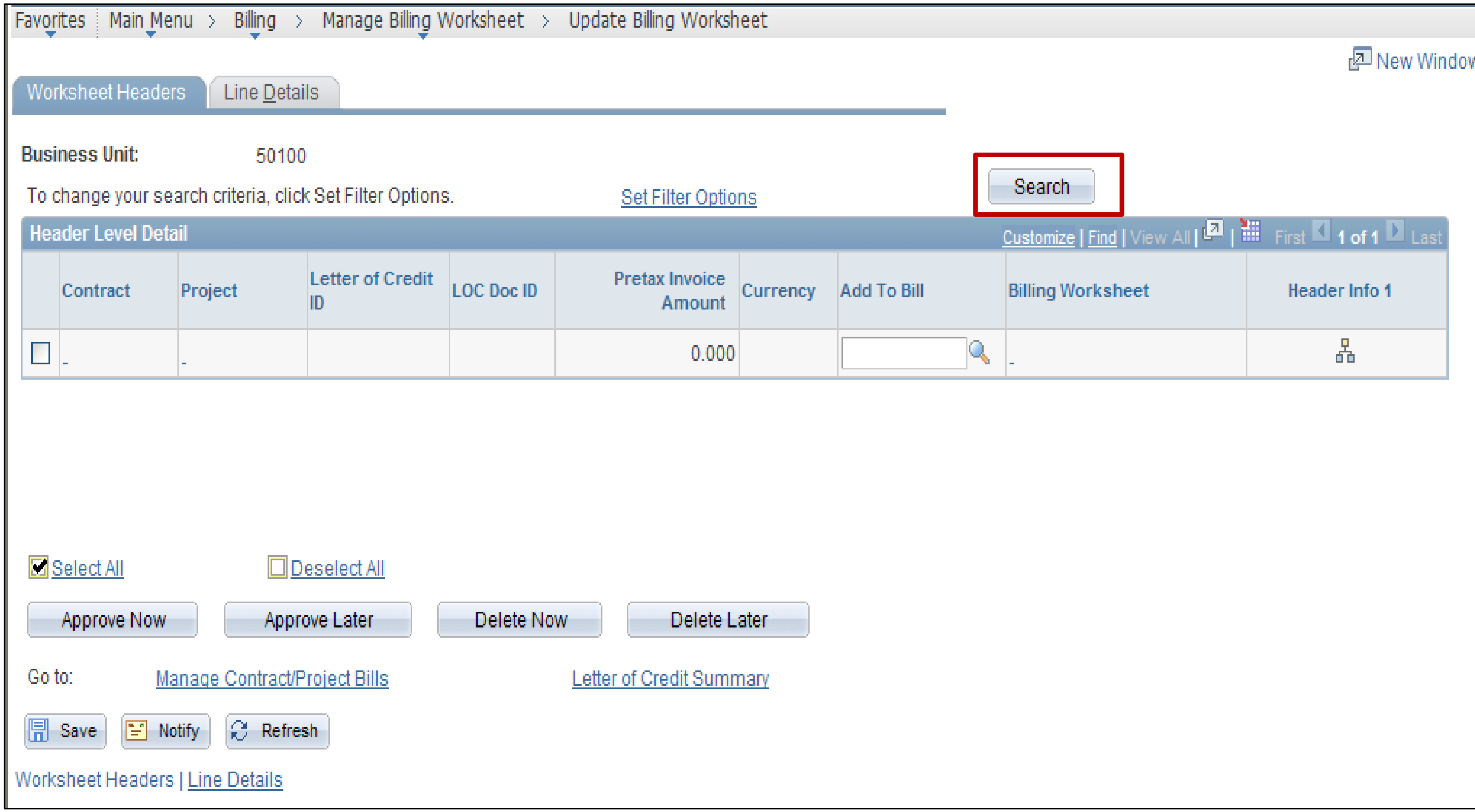
Click on image to return

Project Status Page (continued)



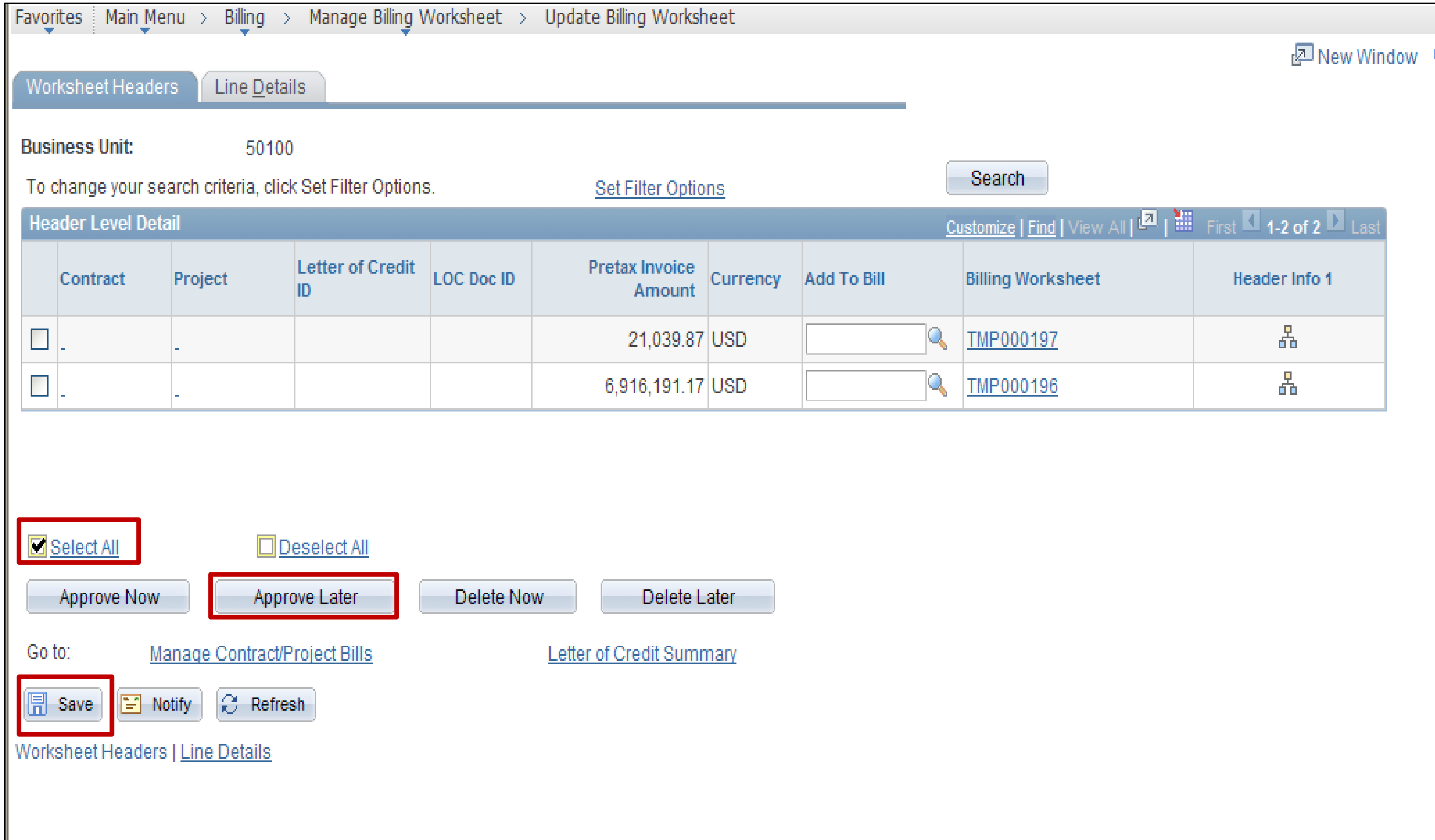
Click on image to return

Update Billing Worksheet Page



Click on image to return

Update Billing Worksheet Page (continued)



Click on image to return