



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

PA355: Project Accounting Approvals

Web Based Training



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

1

Course Navigation

2

Approve Project Distribution

3

Approve Projects

4

Approve Billing Worksheet



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

Favorites | Main Menu > Project Costing > Project Definitions > General Information

General Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

Maximum number of rows to return (up to 300):

Business Unit: =

Project: begins with

Description: begins with

Program: =

Processing Status: =

Include History Correct History Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)



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.

The screenshot shows a web application interface for project distribution approval. The breadcrumb navigation at the top reads: Favorites | Main Menu > Project Costing > Project Definitions > General Information. The main heading is "General Information". Below the heading is a instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two tabs: "Find an Existing Value" (selected) and "Add a New Value". Below the tabs is a text input field for "Maximum number of rows to return (up to 300):" with the value "300". The search criteria section includes: "Business Unit:" with a dropdown set to "=" and a text input field containing "50100"; "Project:" with a dropdown set to "begins with" and an empty text input field; "Description:" with a dropdown set to "begins with" and an empty text input field; "Program:" with a dropdown set to "=" and a dropdown menu showing "Detail Project"; "Processing Status:" with a dropdown set to "=" and an empty dropdown menu. Below the search criteria are three checkboxes: "Include History" (unchecked), "Correct History" (checked), and "Case Sensitive" (unchecked). At the bottom of the search criteria are four buttons: "Search" (highlighted with a red box), "Clear", "Basic Search" (with a magnifying glass icon), and "Save Search Criteria" (with a magnifying glass icon). At the very bottom of the interface are two links: "Find an Existing Value" and "Add a New Value".



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.

Business Unit: 50100 Project: 000000022 0028053104

Project Distribution

Effective Date: 12/05/2012

Effective Status: Active

Approval Status

SpeedType Created Flag

Sequence	Fund	Program	Department	FIPS	Percentage	Asset	Agency Use 1	Agency Use 2	Account	Cost Center	Task
1	04100	602004	10000		100.00						

Project Area

Effective Date	Asset	Total Budget Amount
12/05/2012		

Save Return to Search Refresh Add Update/Display Include History Correct History

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

Favorites | Main Menu > Project Costing > Project Definitions > General Information

General Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Business Unit: = 50100

Project: begins with

Description: begins with

Program: = Detail Project

Processing Status: =

Include History Case Sensitive

Search Clear Basic Search Save Search Criteria



Project Approval Steps (continued)

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

Favorites Main Menu > Project Costing > Project Definitions > General Information

General Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300):

Business Unit: =

Project: begins with

Description: begins with

Program: =

Processing Status: =

Include History Case Sensitive

[Basic Search](#) [Save Search Criteria](#)



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.

General Information

Project: 000000022 Add to My Projects

*Description: 0028053104 Program Processing Status: Active
Project Status: Budget

*Integration: 50100 VDOT Specific

Project Type: CONST CONSTRUCTION

Percent Complete: 0.00 As Of:

Project Health: As Of:

Project Schedule

*Start Date: 06/30/1995 *End Date: 07/31/2001 Additional Dates

Description

Date/Time Stamp: 11/11/11 10:59:00PM User ID: CNV

Description: PPMS Job/Structure Numbers: 100

Long Description:

Save as Template Copy Project

Go To: My Projects Project Valuation Project Team Project Activities More

Save Return to Search Refresh Add Update/Display Include History Correct History

Status

Project: 000000022 Description: 0028053104

Project Status

Effective Date: 06/30/1995 Sequence: 0

*Status: B Budget

Priority: 0

Interest Calculation Factor: 0.0

Comments:

Return to General Information

Save Return to Search Notify Refresh Update/Display Include History

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.

The screenshot shows a web application window titled 'Project Costing > Project Definitions > General Information'. The main heading is 'Status'. Below it, 'Project: 0000000022' and 'Description: 0028053104' are displayed. A 'Project Status' table is shown with one row. The 'Effective Date' field contains '12/05/2012' and the 'Sequence' field contains '0'. The 'Status' field contains 'O' and the text 'Open' is displayed next to it. Other fields include 'Priority: 0', 'Interest Calculation Factor: 0.0', and a 'Comments' text area. At the bottom, there is a 'Return to General Information' link and a 'Save' button, both highlighted with red boxes. Other buttons include 'Return to Search', 'Notify', 'Refresh', 'Update/Display', and 'Include History'.

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.

The screenshot shows a web application interface for project management. The breadcrumb trail at the top reads: Favorites > Main Menu > Project Costing > Project Definitions > General Information. The main heading is 'Status'. Below it, the 'Project' ID is 0000000022 and the 'Description' is 0028053104. A 'Project Status' window is open, displaying the following fields:

Effective Date:	12/05/2012	Sequence:	2
*Status:	0	Open	
Priority:	0		
Interest Calculation Factor:	0.0		
Comments:			

At the bottom of the window, there are several buttons: Save, Return to Search, Notify, Refresh, Update/Display, and Include History. The 'Sequence' field in the 'Project Status' window is highlighted with a red box.



Project Approval Steps (continued)

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

The screenshot shows a web application interface for project management. The breadcrumb navigation at the top reads: Favorites > Main Menu > Project Costing > Project Definitions > General Information. The main navigation tabs include: General Information (selected), Project Costing Definition, Manager, Projects, Projects Distribution, User Fields, Rates, and Attachments. The project ID is 0000000022, with an 'Add to My Projects' button. The 'Processing Status' is 'Active' and 'Project Status' is 'Open' (highlighted with a red box). Other fields include: *Description: 0028053104, *Integration: 50100 (VDOT Specific), Project Type: CONST (CONSTRUCTION), Percent Complete: 0.00, and Project Health: [dropdown]. The 'Project Schedule' section shows *Start Date: 06/30/1995 and *End Date: 07/31/2001. The 'Description' section shows Date/Time Stamp: 11/11/11 10:59:00PM, User ID: CNV, and a description: 'PPMS Job/Structure Numbers: 100'. At the bottom, there are buttons for 'Save as Template', 'Copy Project', 'Go To: My Projects, Project Valuation, Project Team, Project Activities, More', and a row of utility buttons: Save, Return to Search, Refresh, Add, Update/Display, Include History, and Correct History.



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.

Favorites | Main Menu > Billing > Manage Billing Worksheet > Update Billing Worksheet

Worksheet Headers | Line Details

Business Unit: 50100

To change your search criteria, click [Set Filter Options](#)

Search

Header Level Detail

Contract	Project	Letter of Credit ID	LOC Doc ID	Pretax Invoice Amount	Currency	Add To Bill	Billing Worksheet	Header Info 1
-	-			0.000		<input type="text"/>	-	

Select All Deselect All

Approve Now Approve Later Delete Now Delete Later

Go to: [Manage Contract/Project Bills](#) [Letter of Credit Summary](#)

Save Notify Refresh

Worksheet Headers | Line Details

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.

Business Unit: 50100

To change your search criteria, click [Set Filter Options](#).

Worksheet Headers | **Line Details**

Header Level Detail Customize | Find | View All | First 1-2 of 2 Last

	Contract	Project	Letter of Credit ID	LOC Doc ID	Pretax Invoice Amount	Currency	Add To Bill	Billing Worksheet	Header Info 1
<input type="checkbox"/>	-	-			21,039.87	USD	<input type="text"/>	TMP000197	
<input type="checkbox"/>	-	-			6,916,191.17	USD	<input type="text"/>	TMP000196	

[Select All](#) [Deselect All](#)

Go to: [Manage Contract/Project Bills](#) [Letter of Credit Summary](#)

Worksheet Headers | [Line Details](#)

Click on the **Billing Worksheet** link to review the worksheet lines and to take approval action.



Billing Worksheet Approval Steps (continued)

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

Favorites | Main Menu > Billing > Manage Billing Worksheet > Update Billing Worksheet

New Window | Help | Customize Page | http

Worksheet Headers | **Line Details**

Header Level Detail Find | View All

Business Unit: 50100 Contract: Letter of Credit:
Billing Worksheet: TMP000197 Project: LOC Doc ID:
Customer: 0000055002 Gross Billable Amount: 21,039.87 USD

Bill Header To 1 40 Of 1437

Line Level Detail Customize | Find | View All

General | **Services** | Contract/Project

Sequence	PC Bus Unit	Project	Activity	Analysis Type	Source Type	Category	Subcategory	Billing Option	Defer Date	Description	Gross Extended	Less Discount	Net Extended
1	50100	0000000098	678	BIL	Q230			Bill		FHWA Billed @80%	11.34	0.00	11.34
2	50100	0000000098	678	BIL	Q230			Bill		FHWA Billed @80%	20.71	0.00	20.71
3	50100	0000000098	678	BIL	Q230			Bill		FHWA Billed @80%	13.43	0.00	13.43
4	50100	0000000098	678	BIL	Q230			Bill		FHWA Billed @80%	3.03	0.00	3.03

Return to Billing

Save | Notify | Refresh

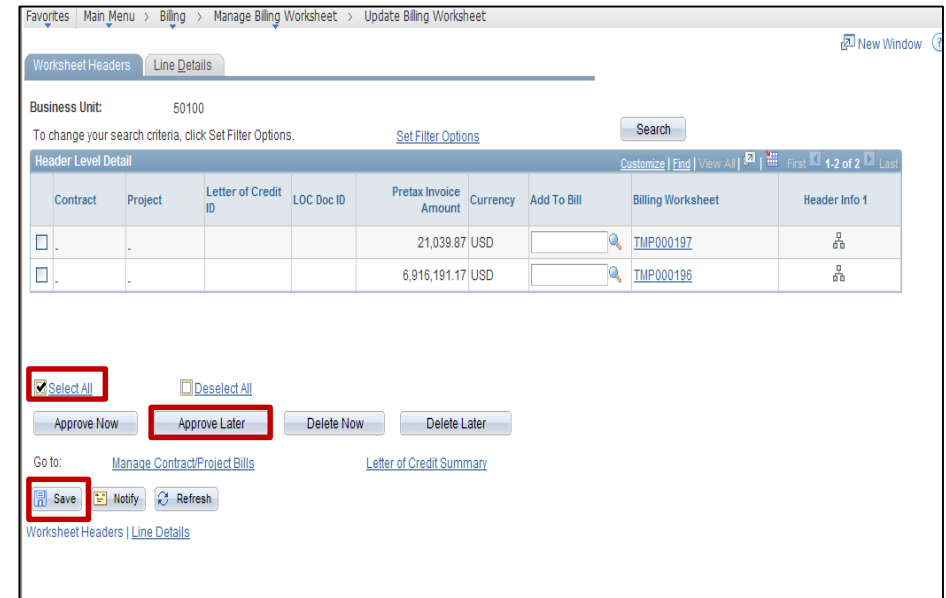
Worksheet Headers | Line Details



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

Favorites | Main Menu > Project Costing > Project Definitions > General Information

General Information | Project Costing Definition | Manager | Projects | **Projects Distribution** | User Fields | Rates | Attachments

New Window | Help | Customize Page | http

Business Unit: 50100 Project: 000000022 0028053104

Project Distribution Find | View All | First 1 of 1 Last

Effective Date: 12/05/2012 **Approval Status**

Effective Status: Active SpeedType Created Flag

Sequence	*Fund	*Program	*Department	FIPS	Percentage	Asset	Agency Use1	Agency Use 2	Account	Cost Center	Task
1	04100	602004	10000		100.00						

Customize | Find | View All | First 1 of 1 Last

Project Area Customize | Find | View All | First 1 of 1 Last

Effective Date	Asset	Total Budget Amount
12/05/2012		

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

Click on image to return



Budget Link

Favorites | Main Menu > Project Costing > Project Definitions > General Information

New Window | Help | Customize Page

General Information | Project Costing Definition | Manager | Projects | Projects Distribution | User Fields | Rates | Attachments

Project: 000000022 [Add to My Projects](#)

*Description: 0028053104 Program Processing Status: Active
Project Status: **Budget**

*Integration: 50100 VDOT Specific
Project Type: CONST CONSTRUCTION
Percent Complete: 0.00 As Of:
Project Health: As Of:

Project Schedule

*Start Date: 06/30/1995 *End Date: 07/31/2001 [Additional Dates](#)

Description Find | View All First 1 of 1 Last

Date/Time Stamp: 11/11/11 10:59:00PM User ID: CNV

Description:
PPMS Job/Structure Numbers: 100

Long Description:

[Save as Template](#) [Copy Project](#)

Go To: [My Projects](#) [Project Valuation](#) [Project Team](#) [Project Activities](#) More

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

Click on image to return



Project Status Page

Favorites Main Menu > Project Costing > Project Definitions > General Information

Status

Project: 0000000022 Description: 0028053104

Project Status		Find View All	First	1 of 1	Last
Effective Date:	<input type="text" value="06/30/1995"/>	Sequence:	<input type="text" value="0"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
*Status:	<input type="text" value="B"/>	Budget			
Priority:	<input type="text" value="0"/>				
Interest Calculation Factor:	<input type="text" value="0.0"/>				
Comments:	<input type="text"/>				

[Return to General Information](#)

Click on image to return



Project Status Page (continued)

Favorites | Main Menu > Project Costing > Project Definitions > General Information

Status

Project: 000000022 Description: 0028053104

Project Status Find | View All First 1 of 3 Last

Effective Date:	<input type="text" value="12/05/2012"/>	Sequence:	<input type="text" value="0"/>
*Status:	<input type="text" value="0"/>	Open	
Priority:	<input type="text" value="0"/>		
Interest Calculation Factor:	<input type="text" value="0.0"/>		
Comments:	<input type="text"/>		

[Return to General Information](#)

Click on image to return



Update Billing Worksheet Page

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

New Window

Worksheet Headers Line Details

Business Unit: 50100

To change your search criteria, click Set Filter Options. [Set Filter Options](#)

Search

Header Level Detail [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)

	Contract	Project	Letter of Credit ID	LOC Doc ID	Pretax Invoice Amount	Currency	Add To Bill	Billing Worksheet	Header Info 1
<input type="checkbox"/>	-	-			0.000		<input type="text"/>	-	

[Select All](#) [Deselect All](#)

[Approve Now](#) [Approve Later](#) [Delete Now](#) [Delete Later](#)

Go to: [Manage Contract/Project Bills](#) [Letter of Credit Summary](#)

[Save](#) [Notify](#) [Refresh](#)

[Worksheet Headers](#) | [Line Details](#)

Click on image to return



Update Billing Worksheet Page (continued)

Favorites | Main Menu > Billing > Manage Billing Worksheet > Update Billing Worksheet

Worksheet Headers | Line Details

Business Unit: 50100

To change your search criteria, click [Set Filter Options](#).

Header Level Detail Customize | Find | View All | First 1-2 of 2 Last

	Contract	Project	Letter of Credit ID	LOC Doc ID	Pretax Invoice Amount	Currency	Add To Bill	Billing Worksheet	Header Info 1
<input type="checkbox"/>	-	-			21,039.87	USD	<input type="text"/>	TMP000197	
<input type="checkbox"/>	-	-			6,916,191.17	USD	<input type="text"/>	TMP000196	

[Select All](#) [Deselect All](#)

Go to: [Manage Contract/Project Bills](#) [Letter of Credit Summary](#)

[Worksheet Headers](#) | [Line Details](#)

Click on image to return