

Billing Adjustment for Change in Federal Participation Rate Overview

In Cardinal, a billing adjustment be created when the participation rate on a **Rate Set** is changed on the Federal Agreement to adjust the life to date billings accordingly. You will be required to manually calculate the difference between the amount that has been billed to FHWA and what should have been billed (by **Contract Line, Project, Activity** and **Appropriation Code**). This difference is the amount of the billing adjustment.

The billing adjustment will update the project transaction table and reflect in the processed amount when all required fields are populated. If all fields are not populated, the data will not flow to the project transaction table and you will have to create a second billing adjustment to correct the data.

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501 PA: Billing Adjustment for Change in Federal Participation Rate**Identify if a Billing Adjustment is Needed**

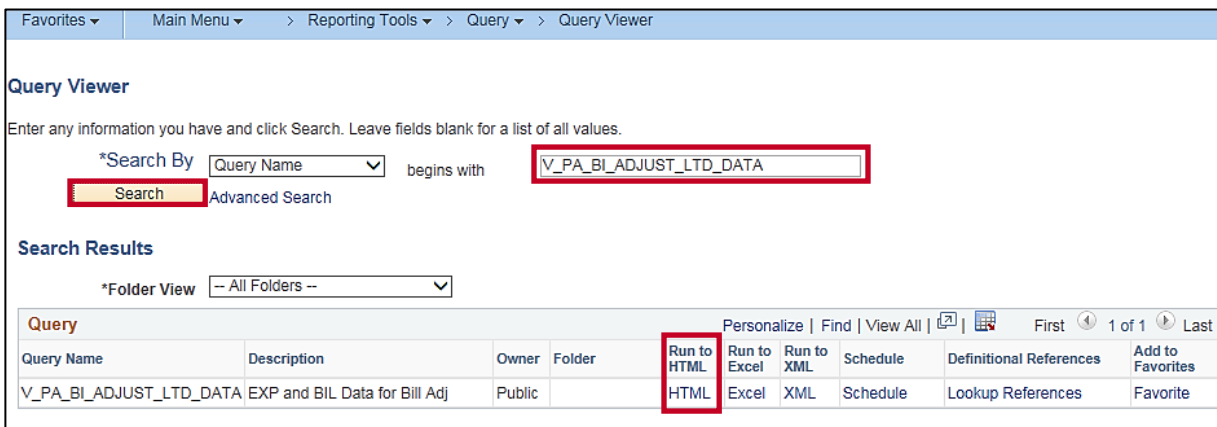
When entering a contract amendment, a billing adjustment is needed if the participation rate changes. If the former amount and the revised amount of the **Percent Federal Share** line on the amended Federal Agreement differ, a billing adjustment needs to be processed prior to amending the contract in Cardinal. The contract should be placed on **Hold** until the manual billing adjustment has been completed.

Determine the Amount Previously Billed

Determine the amount of life to date expenditures that have been billed for this contract line by **Contract/Contract Line/Project/Activity/Transaction Identifier** by using the **EXP and BIL Data for Bill Adj** query.

1. To access the query, navigate to the **Query Viewer** using the following path:

Main Menu > Reporting Tools > Query > Query Viewer



The screenshot shows the 'Query Viewer' interface. At the top, there are navigation tabs: 'Favorites', 'Main Menu', 'Reporting Tools', 'Query', and 'Query Viewer'. Below the tabs, the title 'Query Viewer' is displayed. A search instruction reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' The search criteria are: '*Search By' set to 'Query Name', 'begins with' set to 'V_PA_BI_ADJUST_LTD_DATA', and a 'Search' button highlighted in red. Below the search criteria, there is a 'Search Results' section with a '*Folder View' dropdown set to '-- All Folders --'. A table of search results is shown with the following data:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
V_PA_BI_ADJUST_LTD_DATA	EXP and BIL Data for Bill Adj	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

2. Enter the **Query Name** in the **begins with** field: **V_PA_BI_ADJUST_LTD_DATA**
3. Click the **Search** button.
4. Click the **Run to HTML** hyperlink.

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V_PA_BI_ADJUST_LTD_DATA - EXP and BIL Data for Bill Adj

Contract Number x

Business Unit

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(159 kb\)](#)

View All First 1-100 of 503 Last

	Contract Number	Contract Line Number	Project ID	Activity ID	Fund Code	Program	Source Type	Rate Set	Amount Type	Amount
1	000S218		1 0000081738	605	04720	603002		N/A	BILLED EXPENDITURE AMT	-438203.55
2	000S218		1 0000081738	605	04720	603002	L01E	FED_L01E_90	BILLED AMT	-278312.46
3	000S218		1 0000081738	605	04720	603002	L050	FED_L050_80	BILLED AMT	420.62
4	000S218		1 0000081738	605	04720	603002	L05E	FED_L05E_80	BILLED AMT	-103594.61
5	000S218		1 0000081738	606	04720	603002		N/A	BILLED EXPENDITURE AMT	3902.84
6	000S218		1 0000081738	606	04720	603002	L050	FED_L050_80	BILLED AMT	0.02
7	000S218		1 0000081738	606	04720	603002	L05E	FED_L05E_80	BILLED AMT	3122.27

5. **Contract Number:** Enter the **Contract Number** (e.g., **00S218**) for the contract you wish to adjust.
6. **Business Unit:** **50100** for VDOT
7. Click the **View Results** button. The life to date billing expenditures displays below the query parameters. The results may be downloaded to excel by clicking on the **Excel Spreadsheet** hyperlink.

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Calculate the Billing Adjustment

8. For each **Contract**, **Contract Line Number**, **Project**, **Activity**, and **Source Type** compute the net difference between the actual expenditures billed and the amount that should have been billed based on the new participation rate for your contract and **Source Type**:
 - a. Calculate the actual total billed using the life to date expenditures (a) from the query and the original participation rate (b) in the original Federal Agreement [actual billing = total life to date expenditures (a) * original participation rate (b)].
 - b. Calculate the revised total billing amount (i.e., the amount that should have been billed based on the new participation rate) using the life to date expenditures (a) from the query and the new participation rate (c) from the amended Federal Agreement [revised total billing = total life to date expenditures (a) * new participation rate (b)].
9. Determine if the difference between the actual total billed and the revised total billing represents an amount to bill or a credit to the account:
 - a. Subtract the actual total billed amount from the new total billed [actual total billed (c) – revised total billed (e) = Credit/(Bill)].
 - i. Amount billed > revised total billing = credit
 - ii. Amount billed < revised total billing = bill

Contract # 000S218; Source Type L220								
Contract Line #	Project	Activity	(a) Total Life to Date Expenditures	(b) Original Participation Rate	(c) Actual Total Billed (a * b)	(d) New Participation Rate	(e) Revised Total Billing (c * d)	*Difference Credit/(Bill) (c – e)
1	0000081738	605	\$820,531	80%	\$656,425	90%	\$738,478	\$(82,053.12)
1	0000081738	606	7,025.13	80%	5,620.10	90%	6,323	(702.51)
1	0000081738	611	580.36	80%	464.29	90%	522	(58.04)

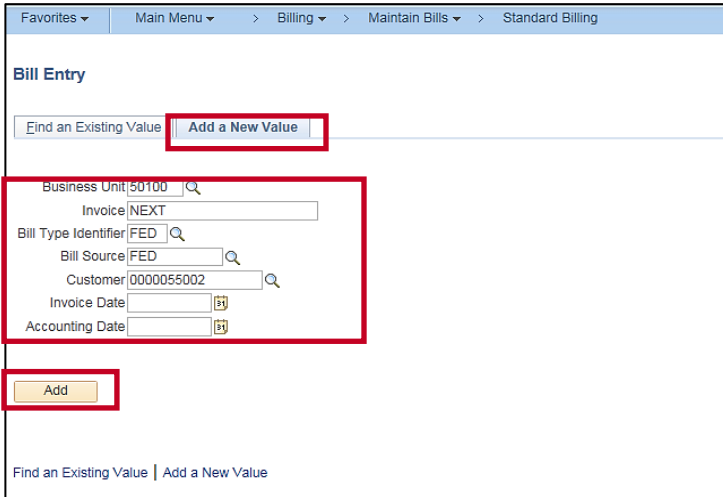
* Each unique combination of **Contract**, **Contract Line Number**, **Project**, **Activity**, and **Source Type** will be its own line on the **Billing Adjustment**. In this example three billing lines will be created.

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Create an Online Bill for the Billing Adjustment

10. To access the **Bill Entry** page, navigate using the following path:

Main Menu > Billing > Maintain Bills > Standard Billing



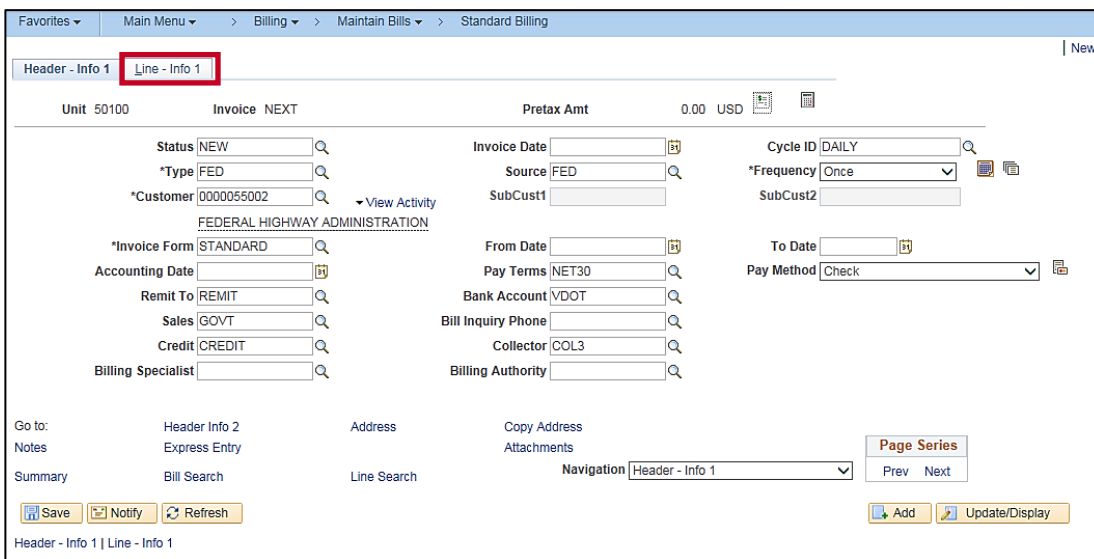
11. Click the **Add a New Value** tab.

12. In the **Bill Type Identifier** enter: **FED**

13. In the **Bill Source** enter: **FED**

14. In the **Customer Number** enter: **0000055002**

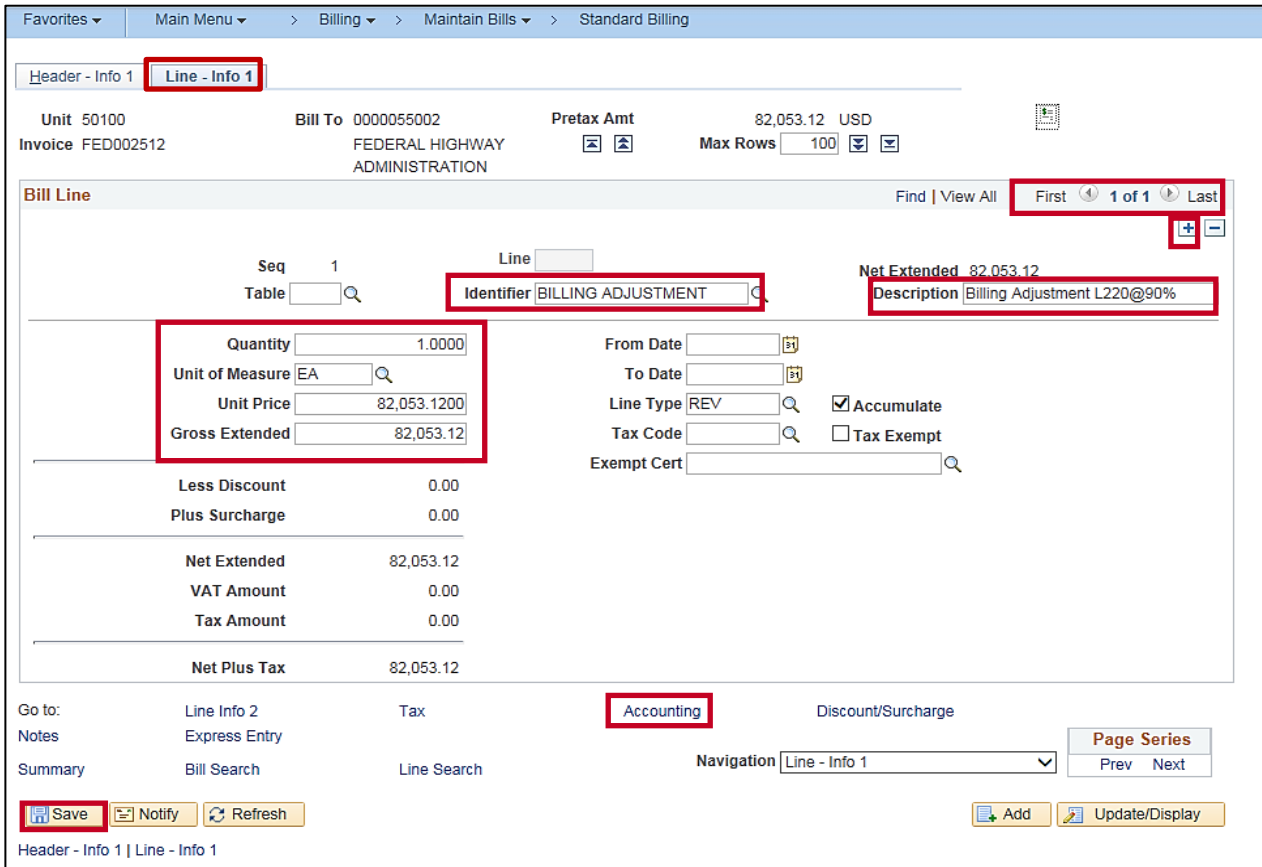
15. Click the **Add** button.



16. The **Standard Billing** page, **Header – Info 1** tab displays. Data defaults based on the **Bill Source**, **Bill Type Identifier**, and **Customer** number entered.

17. Click the **Line - Info 1** tab.

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Header - Info 1 | **Line - Info 1**

Unit 50100 Bill To 0000055002 Pretax Amt 82,053.12 USD
 Invoice FED002512 FEDERAL HIGHWAY ADMINISTRATION Max Rows 100

Bill Line Find | View All First 1 of 1 Last

Seq 1 Line Net Extended 82,053.12
 Table Identifier BILLING ADJUSTMENT Description Billing Adjustment L220@90%

Quantity 1.0000 From Date To Date
 Unit of Measure EA Line Type REV Accumulate
 Unit Price 82,053.1200 Tax Code Tax Exempt
 Gross Extended 82,053.12 Exempt Cert

Less Discount 0.00
 Plus Surcharge 0.00

Net Extended 82,053.12
 VAT Amount 0.00
 Tax Amount 0.00

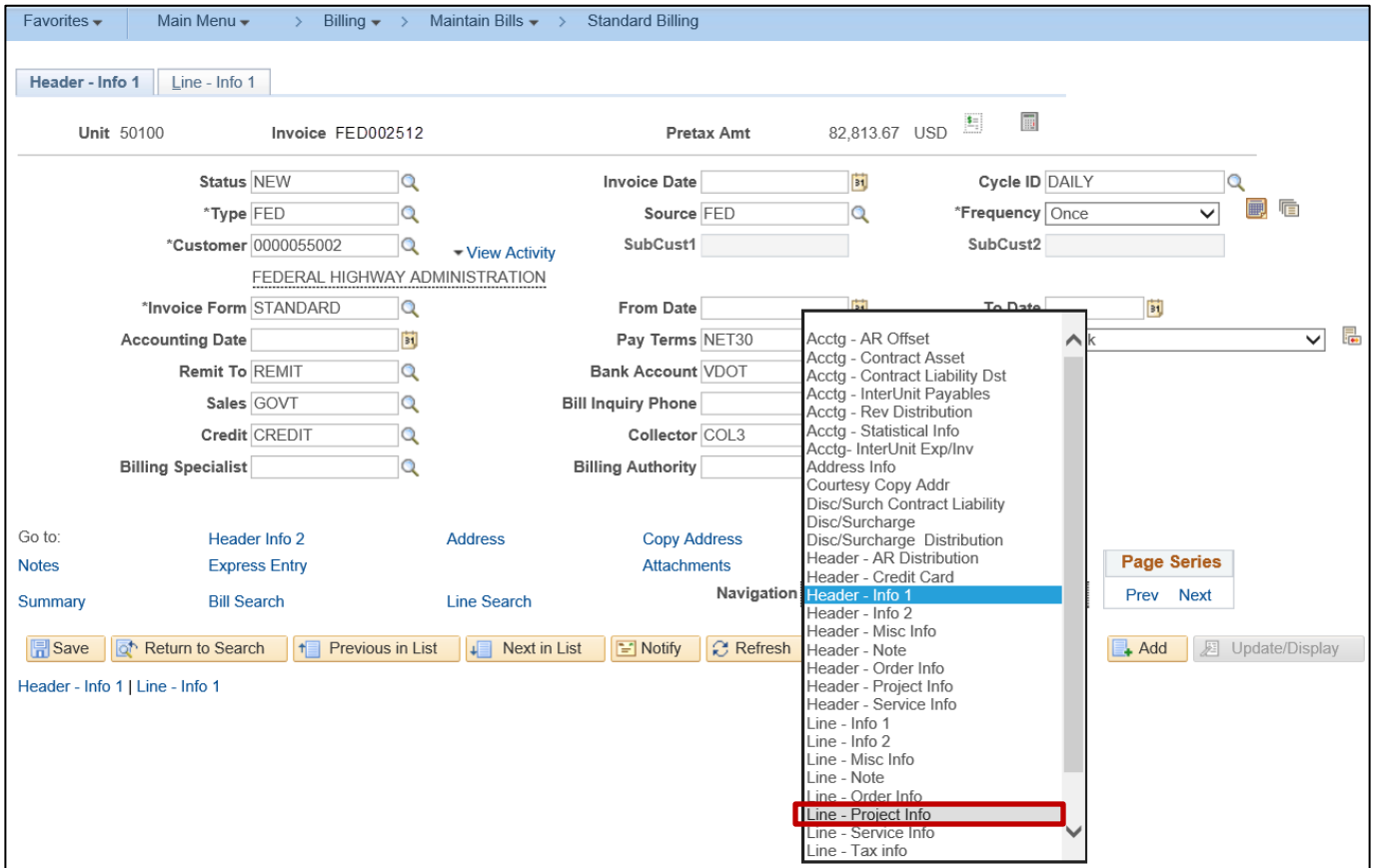
Net Plus Tax 82,053.12

Go to: Line Info 2 Tax **Accounting** Discount/Surcharge
 Notes Express Entry
 Summary Bill Search Line Search Navigation Line - Info 1 Page Series
 Save Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

18. The **Standard Billing** page, **Line – Info 1** tab displays.
19. **Identifier:** Enter **Billing Adjustment** (This is a free form field; there are no look up values to choose from.)
20. **Description:** Enter **Billing Adjustment** followed by the **Source Type**, the @ symbol and the new participation rate (e.g., **Billing Adjustment L220@90%**).
21. Enter the **Quantity: 1**
22. Enter the **Unit of Measure: EA**
23. Enter the **Unit Price** (line adjustment amount to be billed).
24. Click the **Save** button. An **Invoice** number is assigned. The **Gross Extended** amount is populated. The **Pretax Amt** is also updated and reflects the total of all bill lines entered and saved.
25. Click the (+) button to enter an additional line (if necessary). Add adjustment billing line(s) for each unique combination of **Contract, Contract Line Number, Project, Activity, and Source Type** as calculated above.
26. Repeat the steps above until all **Bill Lines** are entered. In this example two additional **Bill Lines** will need to be entered, for a total of three **Bill Lines**.

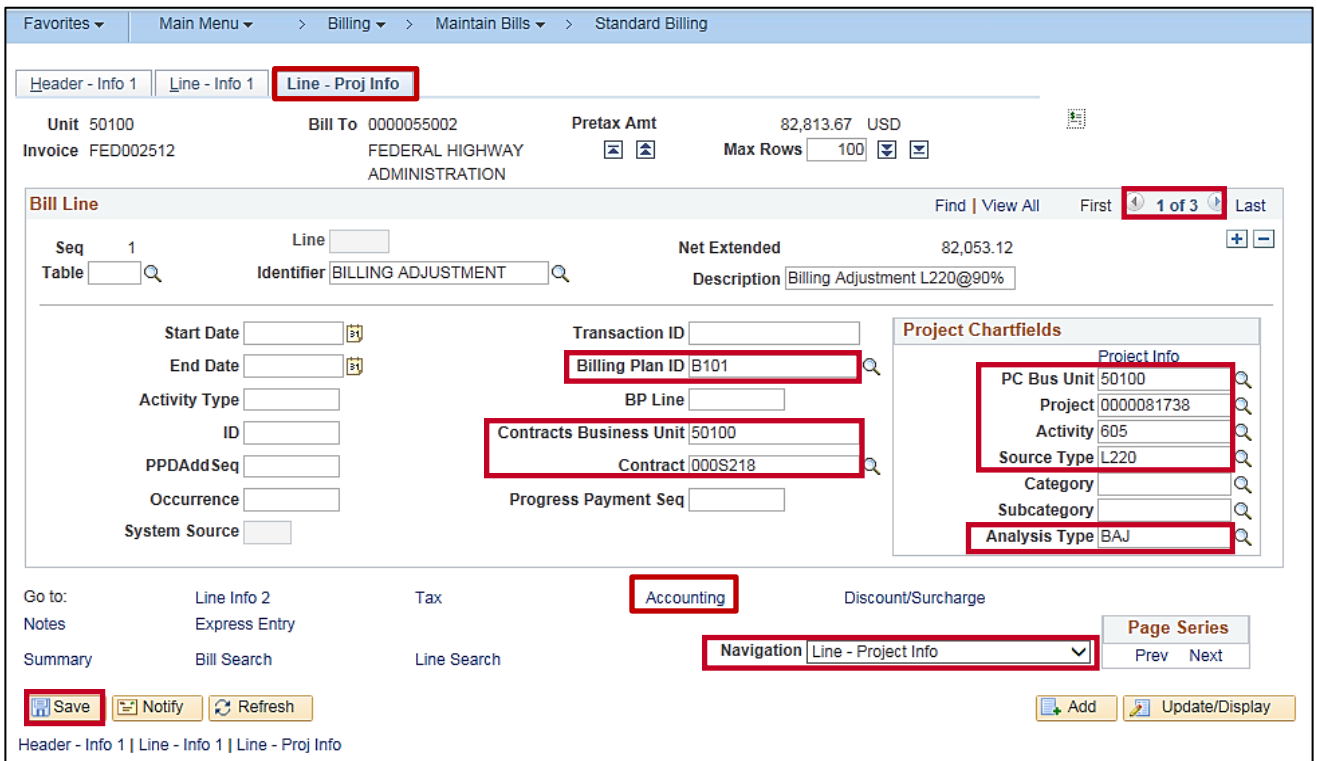
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The screenshot shows a web-based billing system interface. At the top, there are navigation tabs: "Favorites", "Main Menu", "Billing", "Maintain Bills", and "Standard Billing". Below this, there are tabs for "Header - Info 1" and "Line - Info 1". The main area displays invoice details for Unit 50100, Invoice FED002512, with a Pretax Amt of 82,813.67 USD. The customer is identified as FEDERAL HIGHWAY ADMINISTRATION. A "Navigation" dropdown menu is open, listing various information options. The option "Line - Project Info" is highlighted with a red box. Other options include "Header - Info 1", "Header - Info 2", "Header - Misc Info", "Header - Note", "Header - Order Info", "Header - Project Info", "Header - Service Info", "Line - Info 1", "Line - Info 2", "Line - Misc Info", "Line - Note", "Line - Order Info", "Line - Service Info", and "Line - Tax info".

27. After all **Bill Lines** have been entered, click the **Navigation** drop-down and select **Line-Project Info** option.

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Header - Info 1 | Line - Info 1 | **Line - Proj Info**

Unit 50100 Bill To 0000055002 Pretax Amt 82,813.67 USD
 Invoice FED002512 FEDERAL HIGHWAY ADMINISTRATION Max Rows 100

Bill Line Find | View All First **1 of 3** Last

Seq	Line	Net Extended
1		82,053.12

Table Identifier: BILLING ADJUSTMENT Description: Billing Adjustment L220@90%

Transaction ID: **Billing Plan ID B101**
 BP Line: **Contracts Business Unit 50100**
 Contract: **000S218**

Project Chartfields

Project Info	
PC Bus Unit	50100
Project	000081738
Activity	605
Source Type	L220
Category	
Subcategory	
Analysis Type	BAJ

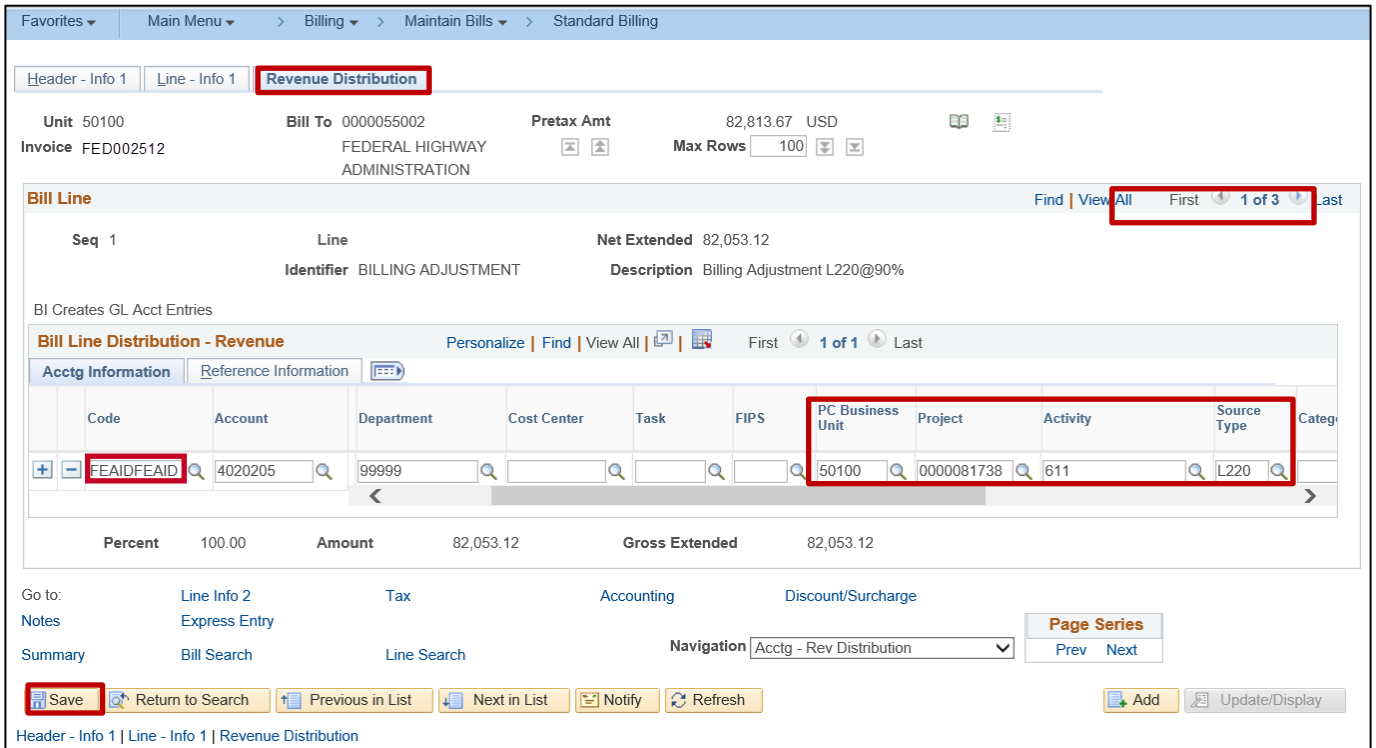
Go to: Accounting Discount/Surcharge
 Notes Express Entry Page Series
 Summary Bill Search Line Search Navigation **Line - Project Info** Prev Next

Save Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1 | Line - Proj Info

28. The **Line - Proj Info** tab displays.
29. In the **Bill Line** section, for each **Bill Line**:
 - a. Enter the **Contract** fields:
 - i. **Billing Plan ID**
 - ii. **Contracts Business Unit: 50100**
 - iii. **Contract**
 - b. Enter the **Project ChartFields**:
 - i. **PC Bus Unit: 50100**
 - ii. **Project**
 - iii. **Activity**
 - iv. **Source Type**
 - v. **Analysis Type: BAJ**
30. Click the **Save** button.
31. From the **Bill Line** section use the navigation arrows to scroll through each **Bill Line** and repeat the **Line – Proj Info** steps for each **Bill Line**.
32. Click the **Accounting** link at the bottom of the page.

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Unit 50100 Bill To 0000055002 Pretax Amt 82,813.67 USD
 Invoice FED002512 FEDERAL HIGHWAY ADMINISTRATION Max Rows 100

Revenue Distribution

Seq 1 Line Net Extended 82,053.12
 Identifier BILLING ADJUSTMENT Description Billing Adjustment L220@90%

BI Creates GL Acct Entries

Bill Line Distribution - Revenue

Code	Account	Department	Cost Center	Task	FIPS	PC Business Unit	Project	Activity	Source Type	Category
FEAIDFEAID	4020205	99999				50100	0000081738	611	L220	

Percent 100.00 Amount 82,053.12 Gross Extended 82,053.12

Go to: Line Info 2 Tax Accounting Discount/Surcharge
 Notes Express Entry
 Summary Bill Search Line Search Navigation Acctg - Rev Distribution Page Series Prev Next

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

33. The **Revenue Distribution** tab displays.
34. In the **Bill Line Distribution – Revenue** section, enter the **Federal Distribution Code (FEAIDFEAID)** in the **Code** field for adjustments using regular appropriation codes.
35. Verify that the **PC Business Unit**, **Project**, **Activity**, and **Source Type** values are correct. These values should match values entered on the **Line-Project Info** page.
36. Using the navigational arrows in the **Bill Line** section header, scroll through each **Bill Line** and update the **Bill Line Distribution – Revenue** section as noted in the steps above. Be sure to add the appropriate **Project** number for each **Bill Line** you update.
37. Click the **Save** button.



Project Accounting Job Aid

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Favorites ▾ Main Menu ▾ > Billing ▾ > Maintain Bills ▾ > Standard Billing

Header - Info 1 | Line - Info 1 | Revenue Distribution

Unit 50100 Bill To 0000055002 Pretax Amt 82,813.67 USD
Invoice FED002512 FEDERAL HIGHWAY ADMINISTRATION Max Rows 100

Bill Line Find | View All First 1 of 3 Last

Seq 1 Line Net Extended 82,053.12
Identifier BILLING ADJUSTMENT Description Billing Adjustment L220@90%

BI Creates GL Acct Entries

Bill Line Distribution - Revenue Personalize | Find | View All | First 1 of 1 Last

Code	Account	Department	Cost Center	Task	FIPS	PC Business Unit	Project	Activity	Source Type	Category
	4020205	99999				50100	0000081738	611	L220	

Percent 100.00 Amount 82,053.12 Gross Extended 82,053.12

Go to: Line Info 2 Tax Accounting Discount/Surcharge
Notes Express Entry
Summary Bill Search Line Search Navigation Acctg - Rev Distribution Page Series Prev Next

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1 | Revenue Distribution

38. When you click **Save**, the **Code** field(s) become blank.
39. Click the arrow to enter and save the information for the additional lines.

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Favorites ▾ Main Menu ▾ Billing ▾ Maintain Bills ▾ Standard Billing

Header - Info 1 | Line - Info 1 | Revenue Distribution

Unit 50100 Bill To 0000055002 Pretax Amt 82,813.67 USD
 Invoice FED002512 FEDERAL HIGHWAY ADMINISTRATION Max Rows 100

Bill Line Find | View All First 1 of 3 Last
 Seq 1 Line Net Extended 82,053.12
 Identifier BILLING ADJUSTMENT Description Billing Adjustment L220@90%

BI Creates GL Acct Entries

Bill Line Distribution - Revenue Personalize | Find | View All |

Code	Account	Department	Cost Center	Task	FI
	4020205	99999			
Percent	100.00	Amount	82,053.12	Gross Extended	

Go to: Line Info 2 Tax Accounting
 Notes Express Entry
 Summary Bill Search Line Search

Navigation
 Save Return to Search Previous in List Next in List Notify Refresh

Header - Info 1 | Line - Info 1 | Revenue Distribution

- Acctg - AR Offset
- Acctg - Contract Asset
- Acctg - Contract Liability Dst
- Acctg - InterUnit Payables
- Acctg - Rev Distribution**
- Acctg - Statistical Info
- Acctg - InterUnit Exp/Inv
- Address Info
- Courtesy Copy Addr
- Disc/Surch Contract Liability
- Disc/Surcharge
- Disc/Surcharge Distribution
- Header - AR Distribution
- Header - Credit Card
- Header - Info 1
- Header - Info 2
- Header - Misc Info
- Header - Note
- Header - Order Info
- Header - Project Info
- Header - Service Info
- Line - Info 1
- Line - Info 2**
- Line - Misc Info
- Line - Note
- Line - Order Info
- Line - Project Info
- Line - Service Info
- Line - Tax info

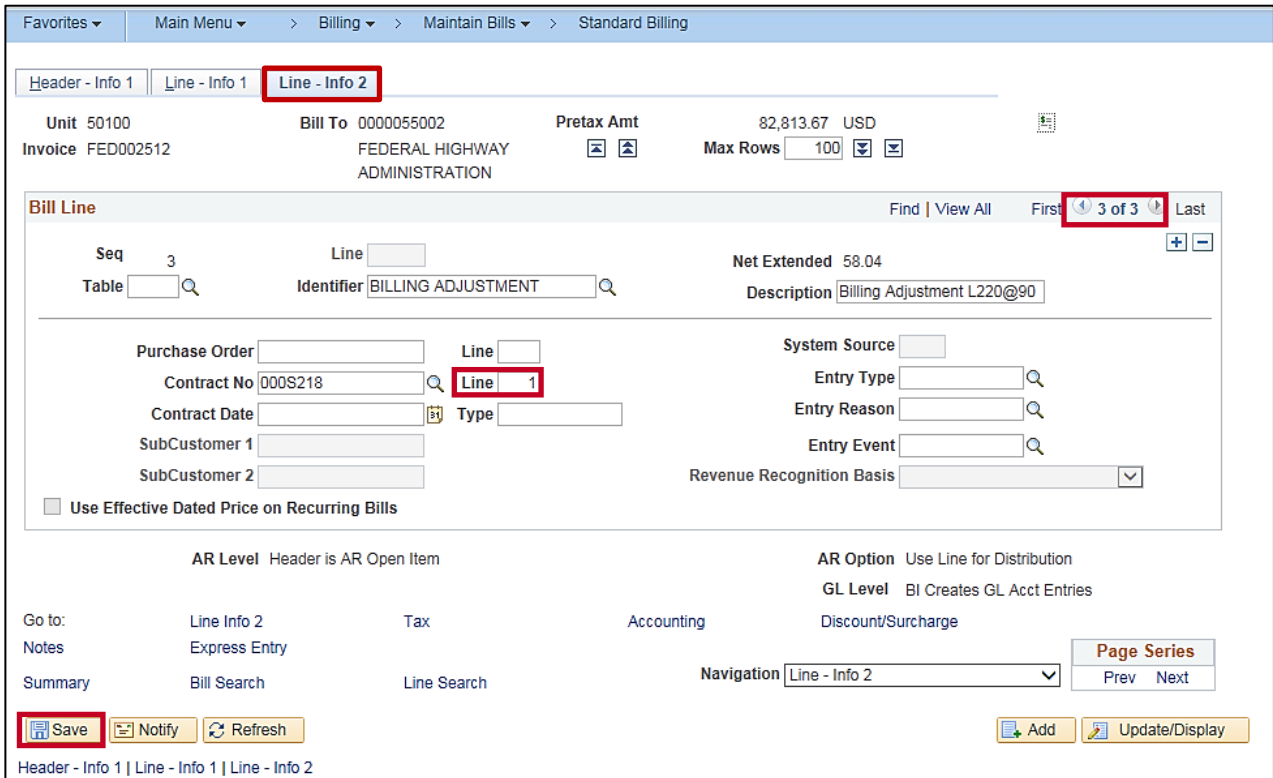
Activity Source Type Categ
 611 L220

Page Series
 Prev Next

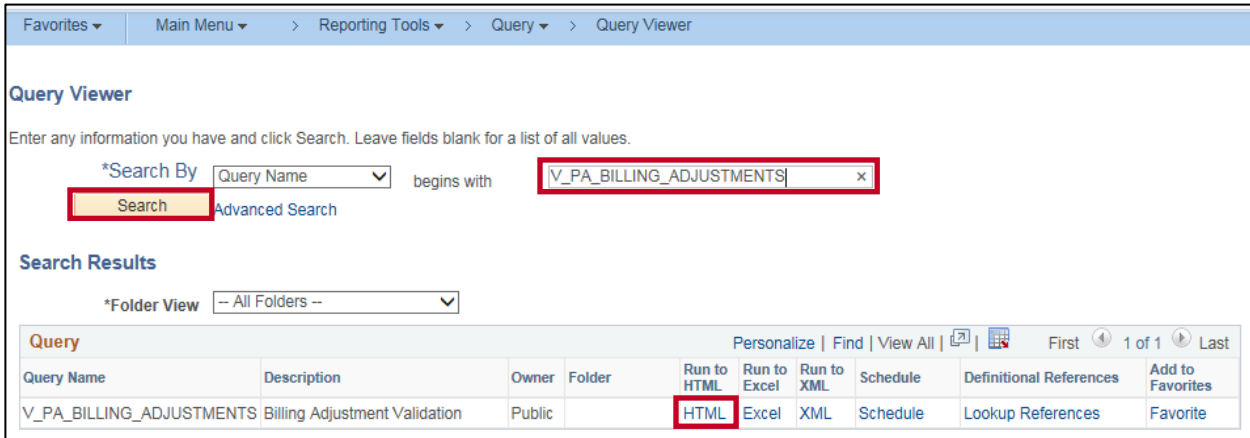
Add Update/Display

40. From the **Navigation** drop-down list, select the **Line – Info 2** option.

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41. The **Line – Info 2** tab displays.
42. Enter the contract line number in the **Line** field box next to the **Contract No.** field. In most cases the contract line number will be **1**, however, verify this in case the line number is different on the actual contract.
43. From the **Bill Line** section use the navigation arrows to scroll through each bill line and repeat the **Line – Info 1** step for each bill line.
44. Click the **Save** button.

Verify Data Input

The screenshot shows the 'Query Viewer' interface. At the top, there are navigation tabs: 'Favorites', 'Main Menu', 'Reporting Tools', 'Query', and 'Query Viewer'. Below this, the 'Query Viewer' section contains a search area with a dropdown menu set to 'Query Name' and a text input field containing 'V_PA_BILLING_ADJUSTMENTS'. A 'Search' button is highlighted with a red box. Below the search area, the 'Search Results' section shows a table with one row of results. The table has columns for 'Query Name', 'Description', 'Owner', 'Folder', 'Run to HTML', 'Run to Excel', 'Run to XML', 'Schedule', 'Definitional References', and 'Add to Favorites'. The 'Run to HTML' link is highlighted with a red box.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
V_PA_BILLING_ADJUSTMENTS	Billing Adjustment Validation	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

45. Verify all fields have been populated on the **Billing Adjustment** by using the **Billing Adjustment Validation** query. To access the query, navigate using the following path:
Main Menu > Reporting Tools > Query > Query Viewer
46. Enter **Query Name: V_PA_BILLING_ADJUSTMENTS**
47. Click the **Search** button.
48. Click the **HTML** hyperlink.

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V_PA_BILLING_ADJUSTMENTS - Billing Adjustment Validation

User ID (% for all) DENETTA.COLES

Invoice Status **New Bill**

Business Unit 50100

Invoice (% for all) FED000179

Contract Type (% for all) F

Bill Source (% for all) %

Accounting Date From 01/01/1901

Accounting Date To 03/09/2017

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (15 kb)

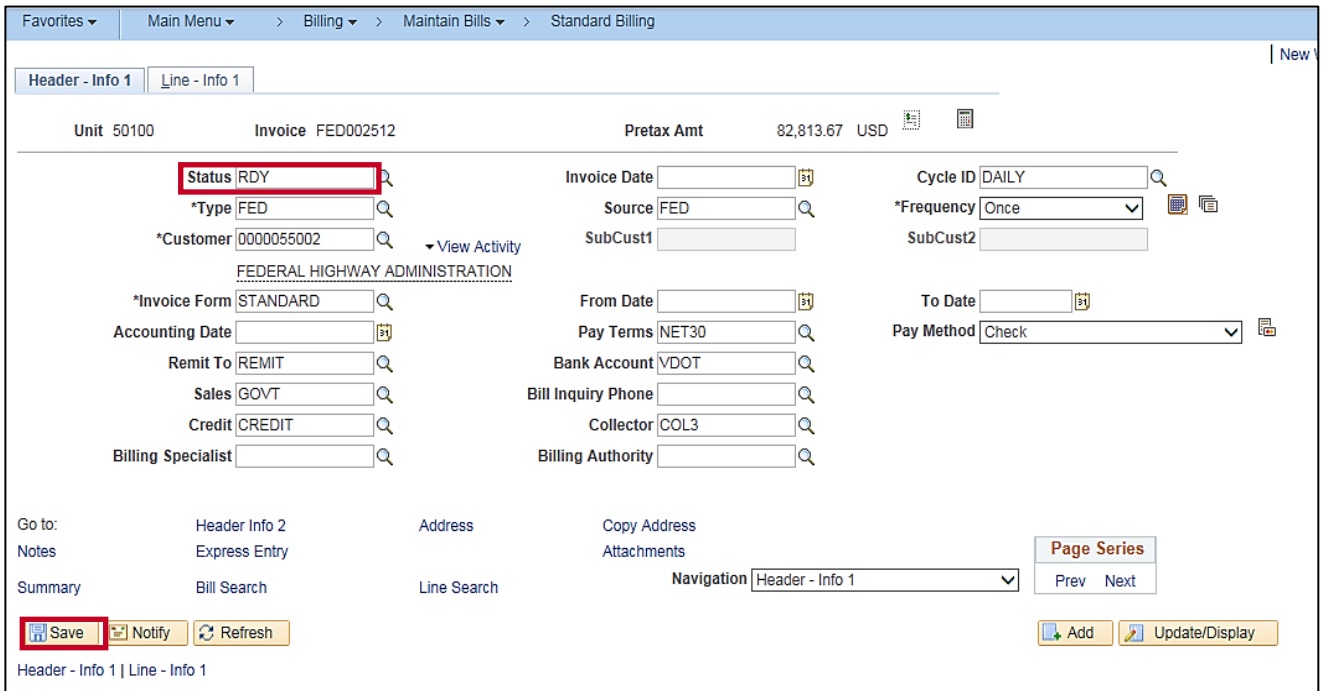
View All First 1-22 of 22 Last

Business Unit	Invoice	Description	Invoice Line	Net Extended Amount	Contract Business Unit	Contract #	Contract Type	Billing Plan ID	Contract Date	Accounting Date	Contract Line Num	PC Business Unit	Project	Activity	Source Type	Category	Subcategory	Revenue Sequence Number	PC Distribution Status	Account	Department	Asset Task	Fund Code	FIPS	Cost Center	Program	Project	User ID
1	50100	Billing Adjustment-L2ZE	1	1,280	50100	5A01305	F	B101	07/19/2012		1	50100	0000018634	64660	L2ZE			1	D	4020205	99999		04010				0000018634	DENETTA.COLES
2	50100	Billing Adjustment-H220	2	4,790	50100	5184003	F	B101	07/19/2012		1	50100	0000097811	612	H220			1	D	4020205	99999		04010				0000097811	DENETTA.COLES
3	50100	Billing Adjustment-L20E	3	2,170	50100	0688013	F	B101	07/19/2012		1	50100	0000080668	626	L20E			1	D	4020205	99999		04010				0000080668	DENETTA.COLES

49. Enter your **User ID**.
50. Select **Invoice Status: New Bill**
51. Enter **Business Unit: 50100**
52. Enter your **Invoice ID or %**.
53. Enter **Contract Type: F**
54. Enter **Bill Source: %**
55. Enter **Accounting Date From: 01/01/1901**
56. Enter **Accounting Date To: Today's Date**
57. Click the **View Results** button. If data has been missed or entered incorrectly, go back to your **Invoice** and enter the appropriate data. Follow the steps identified in this job aid to update your **Invoice**.
58. To update the **Invoice** to a **Status of Ready to Invoice**, navigate to and select your **Invoice** from the **Standard Billing** page using the following path:

Main Menu > Billing > Standard Billing

Set Invoice to Ready (RDY)



The screenshot shows a web-based billing system interface. At the top, there are navigation tabs: 'Header - Info 1' and 'Line - Info 1'. Below this, the invoice details are displayed:

- Unit: 50100, Invoice: FED002512, Pretax Amt: 82,813.67 USD
- Status: **RDY** (highlighted with a red box)
- *Type: FED
- *Customer: 0000055002
- *Invoice Form: STANDARD
- Accounting Date: [empty]
- Remit To: REMIT
- Sales: GOVT
- Credit: CREDIT
- Billing Specialist: [empty]
- Invoice Date: [empty]
- Source: FED
- SubCust1: [empty]
- From Date: [empty]
- Pay Terms: NET30
- Bank Account: VDOT
- Bill Inquiry Phone: [empty]
- Collector: COL3
- Billing Authority: [empty]
- Cycle ID: DAILY
- *Frequency: Once
- SubCust2: [empty]
- To Date: [empty]
- Pay Method: Check

At the bottom of the form, there are several buttons: 'Save' (highlighted with a red box), 'Notify', 'Refresh', 'Add', and 'Update/Display'. There is also a 'Page Series' section with 'Prev' and 'Next' buttons.

59. Change the **Status** from **NEW** to Ready (**RDY**).
60. Click the **Save** button.
61. The contract **Bill Plan Hold** can be removed a day after the **Billing Adjustment** has been finalized (Invoice **Status** is **INV**).