



Accounts Receivable Approvals Overview

Completed Deposits are batched together under a Deposit Certificate before the entries are sent to the General Ledger. The Deposit Certificate is created on the **Approve Deposits** page. This page allows the batching of one or more Deposits within a Deposit Certificate for transmission to the General Ledger and to the Department of Treasury.

The Deposit Certificate Ticket Number is entered directly into Cardinal, and the associated Deposit IDs are selected. The associated Deposit IDs that are selected contain Direct Journal Payments, Item Payments, or a combination of both. For interfaced transactions, the Deposit Certificate is approved automatically unless manual intervention is required and the Deposit Certificate is modified online.

Once an Invoice has been finalized and the Bill status changes from “RDY” to “INV” (Invoiced), no changes can be made to the billing data on the Invoice. The Adjust Entire Bill function allows adjustments (changes) to billing data by either crediting the entire Bill, which acts to reverse the original Invoice, or by crediting the entire Bill and rebilling, which reverses the original Invoice and creates a new Bill with the adjusted (corrected) information.

When a processor makes an Item adjustment and saves it, the Item status is automatically set to “Do Not Post”. Cardinal does not notify users when Item adjustments are ready for approval, and they do not appear on the Worklist. Identify Item adjustments (debit/credit memos, write-offs, discharges, and refunds) awaiting review and approval by running the **Item Adjustments Pending Approval** query.

The Processor must follow Agency guidelines regarding how to notify the Approver that items are awaiting review and approval. For more information pertaining to managing AR transactions, refer to the Job Aid titled **AR326 Managing Accounts Receivable Transactions (VDOT Only)**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the process within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

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Accounts Receivable Job Aid

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Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
11/10/2025	Baseline.

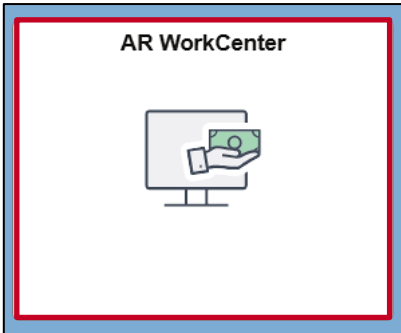


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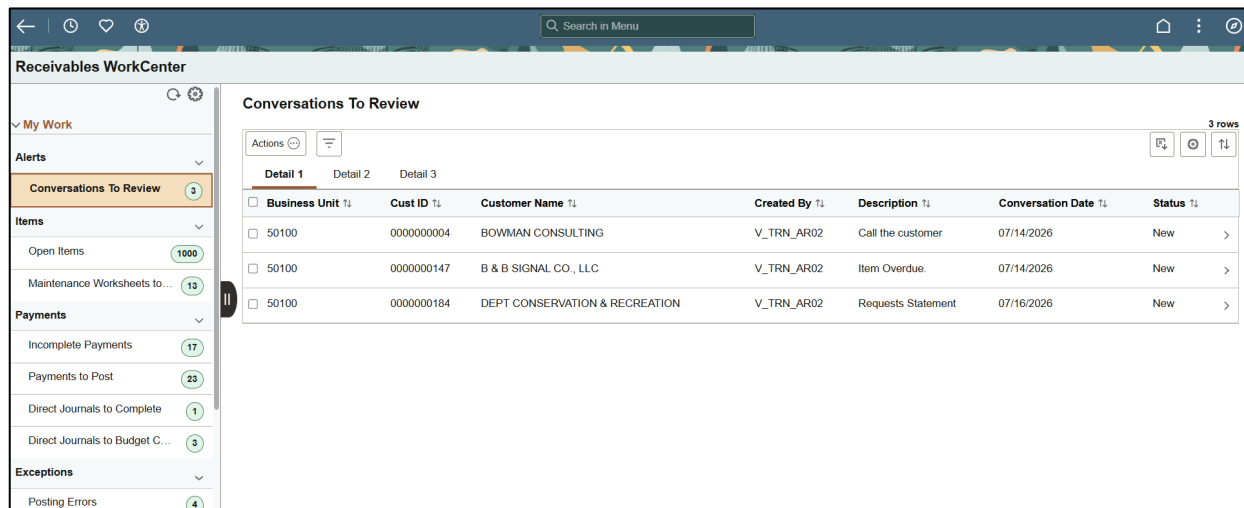
AR325 Accounts Receivable Approvals (VDOT Only)

Approving and Finalizing Deposits

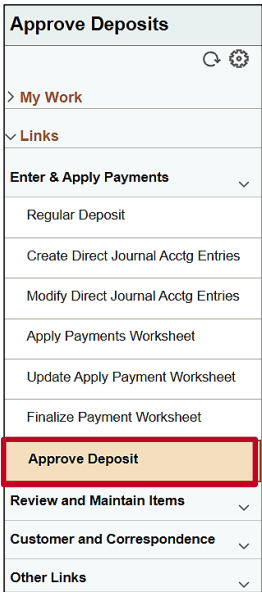
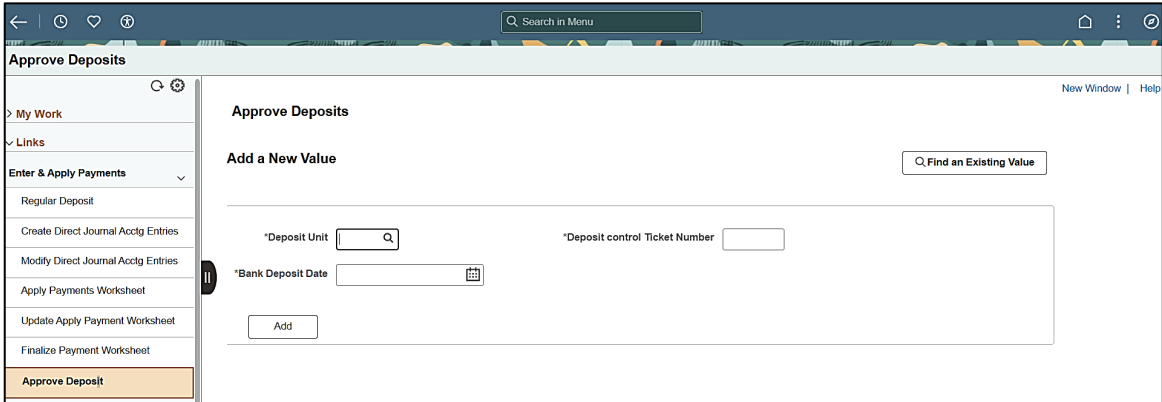
The Approver must add the Deposits on the **Approve Deposit** page and create the Deposit Control Ticket prior to approval. The Processor must follow Agency guidelines regarding how to notify the Approver that items are awaiting review and approval. Only users with the appropriate security roles can approve a Deposit.

Step	Action
1.	Navigate to the Approve Deposits page by clicking the AR WorkCenter tile. 
	For more information pertaining to WorkCenters, see the Job Aid titled Overview of the Cardinal HCM WorkCenters located on the Cardinal website in Job Aids under Learning.

The **Receivables WorkCenter** displays.



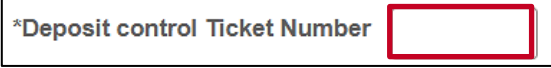
Receivables WorkCenter						
Conversations To Review						
Detail 1	Detail 2	Detail 3				
☐ Business Unit	☐ Cust ID	☐ Customer Name	☐ Created By	☐ Description	☐ Conversation Date	☐ Status
☐ 50100	☐ 000000004	☐ BOWMAN CONSULTING	☐ V_TRN_AR02	☐ Call the customer	☐ 07/14/2026	☐ New
☐ 50100	☐ 0000000147	☐ B & B SIGNAL CO., LLC	☐ V_TRN_AR02	☐ Item Overdue.	☐ 07/14/2026	☐ New
☐ 50100	☐ 0000000184	☐ DEPT CONSERVATION & RECREATION	☐ V_TRN_AR02	☐ Requests Statement	☐ 07/16/2026	☐ New

Step	Action
2.	Use the following navigation path in the WorkCenter: Links > Enter & Apply Payments > Approve Deposit Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users may also navigate to the Approve Deposits page using the following NavBar path: Menu > Accounts Receivable > Payments > Apply Payments > Approve Deposit
The Approve Deposits Add a New Value page displays. 	
3.	Click the Deposit Unit Look up icon if it does not default and select the Deposit Unit (Agency Business Unit). 

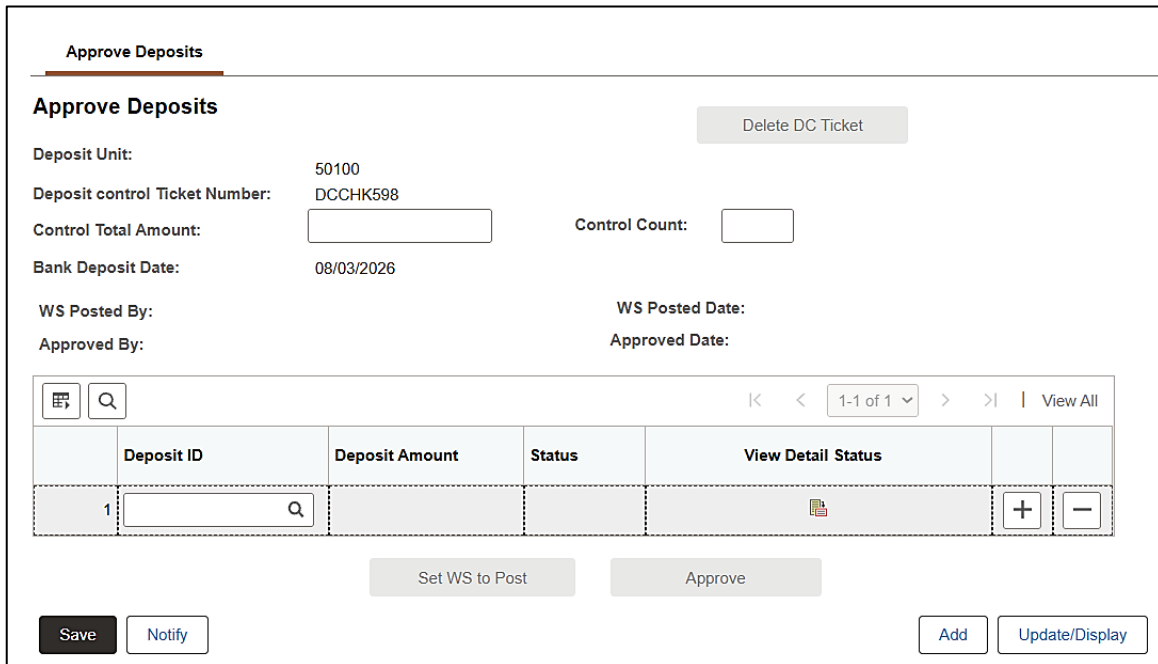


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Step	Action
4.	Enter a Deposit Control Ticket Number in the Deposit control Ticket Number field. 
5.	Click the Bank Deposit Date Calendar icon and select the applicable Bank deposit date. 
	A Deposit Control Ticket Number can be used more than once. However, the Bank deposit date must be different for the Deposit Control Ticket Number to be processed. If the same Deposit Control Ticket Number and Bank deposit date are used, Cardinal displays an error message.
6.	Click the Add button. 

The **Approve Deposits** page displays.



The **Deposit Unit**, **Deposit control Ticket Number**, and **Bank Deposit Date** fields default from the values previously entered on the **Add a New Value** tab.



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Step	Action
7.	Enter the total sum amount of all the Deposits being included in the Control Total Amount field. Control Total Amount: 1000000.00
8.	Enter the total number of Deposits (Deposit IDs) being included in the Control Count field. Control Count: 1

Sample of the **Approve Deposits** page with the **Header** section completed:

Approve Deposits

Deposit Unit: 50100
Deposit control Ticket Number: DCCHK598
Control Total Amount:
Bank Deposit Date: 08/03/2026
WS Posted By:
Approved By:

Control Count:
WS Posted Date:
Approved Date:

1-1 of 1 | View All

	Deposit ID	Deposit Amount	Status	View Detail Status		
1					+	-

Set WS to Post Approve

Save Notify Add Update/Display

9. Click the **Deposit ID Look up** icon for Row 1 and select the applicable Deposit ID. The **Deposit Amount** field will default based on the Deposit ID selected.

1-1 of 1 | View All

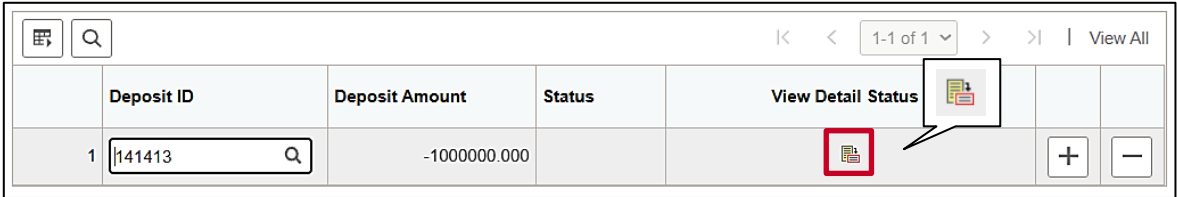
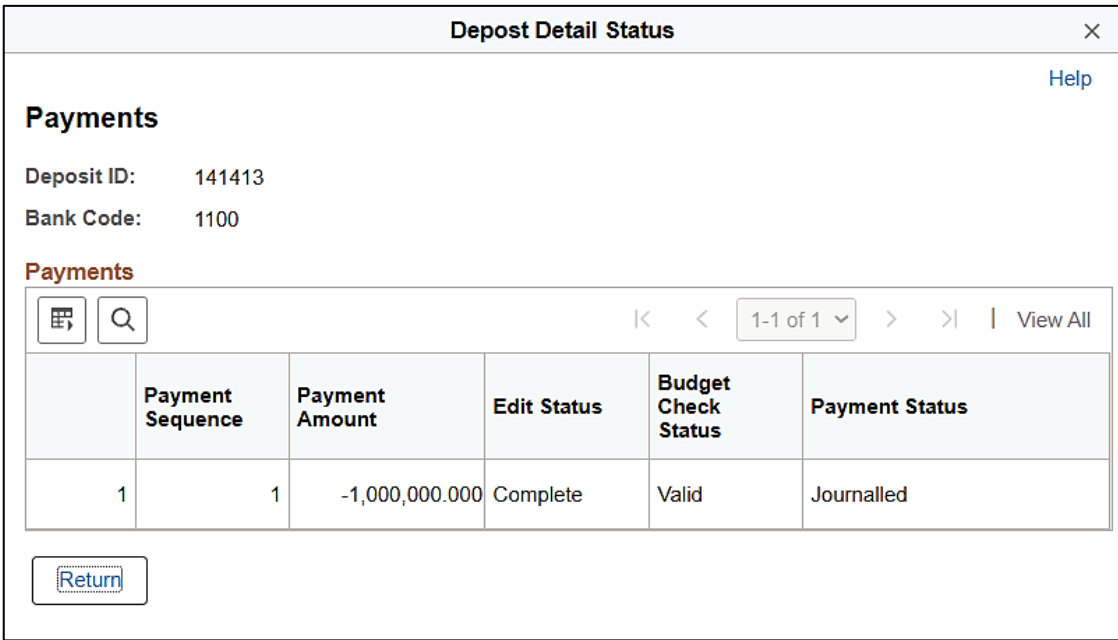
	Deposit ID	Deposit Amount	Status	View Detail Status		
1					+	-



Use the **Add a New Row** icon to create additional rows and select additional Deposit IDs for the Deposit if applicable.

1-1 of 1 | View All

	Deposit ID	Deposit Amount	Status	View Detail Status		
1					+	-

Step	Action
10.	Click the View Detail Status icon for the applicable Deposit ID to view the Payments associated with the Deposit ID and their status information. 
The Deposit Detail Status page displays in a pop-up window. 	
11.	Review the status information to ensure that: - The Edit Status field for each Payment displays “Complete”. All Payments must be complete in order to approve the Deposit. - The Budget Check Status field for each Payment displays “Valid”. All Payments must be valid in order to approve the Deposit. - The Payment Status field for each Payment displays “Journalled”. All Payments must be journalled in order to approve the Deposit.
12.	Click the Return button once the review is complete. 



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Step	Action
	Repeat Steps 9 – 11 as applicable to review the Deposit Detail Status information for each Deposit ID.
13.	Click the Save button to create the Deposit Control Ticket.  

The **Approve Deposits** page refreshes.

Approve Deposits

Approve Deposits

Delete DC Ticket

Deposit Unit: 50100

Deposit control Ticket Number: DCCHK598

Control Total Amount: 1,000,000.000

Control Count: 1

Bank Deposit Date: 08/03/2026

WS Posted By:

WS Posted Date:

Approved By:

Approved Date:

1-1 of 1

View All

	Deposit ID	Deposit Amount	Status	View Detail Status		
1	141413	-1000000.000	Complete		+	-

Set WS to Post

Approve

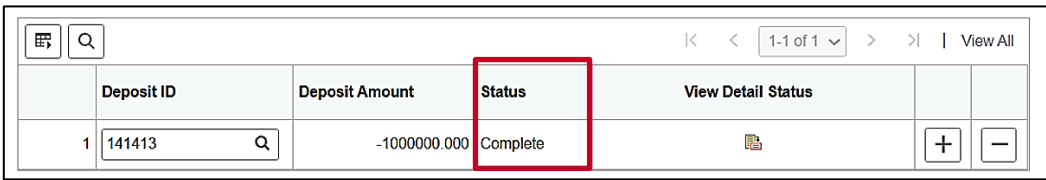
Save

Return to Search

Notify

Add

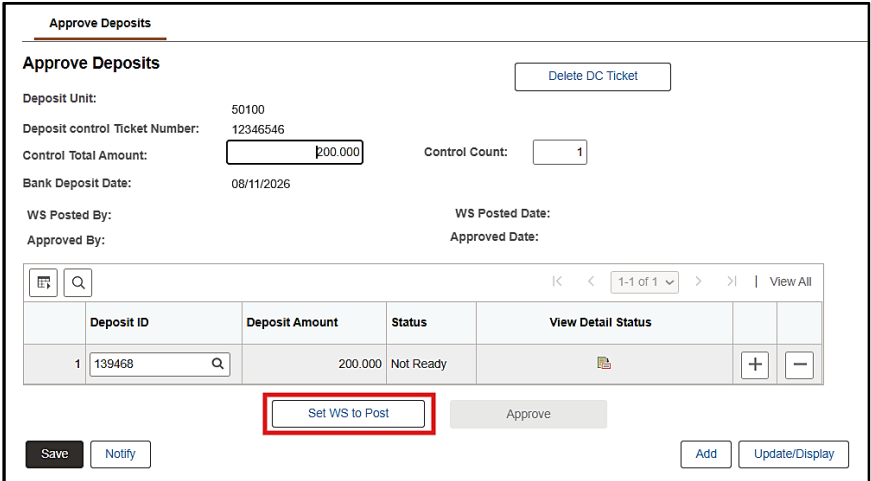
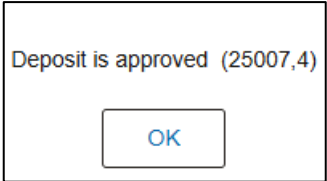
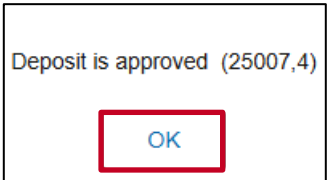
Update/Display

	The Processor must follow Agency guidelines regarding how to notify the Approver that items are awaiting review and approval. Only users with the appropriate security roles can approve a Deposit. Agency policy determines whether the Processor or the Approver will mark the entries complete and perform the manual Budget Check. Users can delete a Deposit Control Ticket before it is approved. Deposits with a "Not Ready" or "Complete" status can be deleted if the user identifies incorrect information within the DC. For more information pertaining to deleting a DC Ticket, refer to the Job Aid titled AR326 Deleting a Deposit Control Ticket. This Job Aid is located on the Cardinal Website in Job Aids under Learning.
14.	Verify that the Status field for each Deposit ID displays "Complete". 



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Step	Action
	If the deposit contains payments that are applied to items using a Payment Worksheet, the Set WS to Post button will be available. Clicking this will set all payment worksheets associated to this deposit to a batch action of 'Batch Standard'. Accounting entries for these payments will be created the next time AR Update runs in batch. Once AR Update is completed the approver will be able to Approve the Deposit in Step 15. 
15.	Click the Approve button. 
A Message displays in a pop-up window confirming that the Deposit is approved. 	
16.	Click the OK button to close the Message. 



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Step	Action
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The **Approve Deposits** page redispays.

Approve Deposits

Approve Deposits

Delete DC Ticket

Deposit Unit: 50100

Deposit control Ticket Number: DCCHK598

Control Total Amount: 1,000,000.000

Control Count: 1

Bank Deposit Date: 08/03/2026

WS Posted By: V_TRN_AR02

WS Posted Date:

Approved Date: 08/04/2026

1-1 of 1

View All

	Deposit ID	Deposit Amount	Status	View Detail Status
1	141413	-1000000.000	Approved	

Set WS to Post

Approve

Save

Return to Search

Notify

Add

Update/Display



The **Approved By** and **Approved Date** fields are automatically populated with the approval information and the **Status** field for each Deposit ID is updated to "Approved".

Once the Deposit is approved, it will be processed further during nightly batch processing. The nightly batch processing includes:

- The Deposit Post Processor batch process prepares the batched and approved Direct Journal Deposits for posting to the General Ledger
- The subsequent Journal Generator batch process then creates Journal Entries from the Accounts Receivable module and posts them to the General Ledger



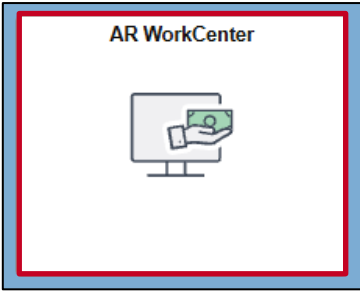
Accounts Receivable Job Aid

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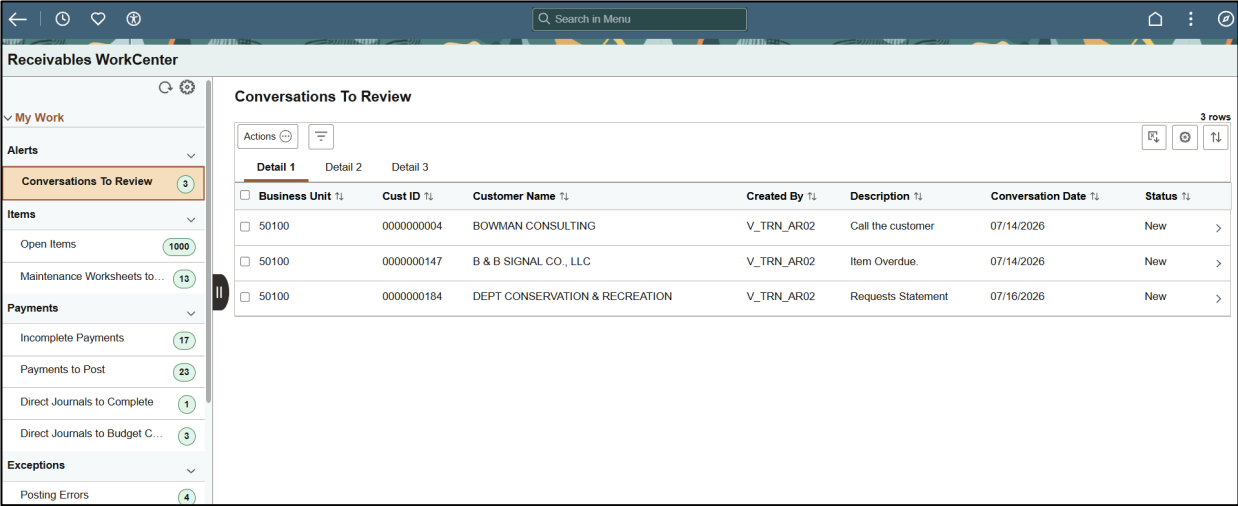
Billing Adjustment Review Process

Use the following process to determine if there are billing adjustments pending review or approval.

For more information pertaining to adjusting a Bill or Bill Line, refer to the Job Aid titled **AR323 Adjusting a Bill and Bill Line (VDOT Only)**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

Step	Action
1.	Navigate to the Query Viewer page by clicking on the AR WorkCenter tile. 
	For more information pertaining to WorkCenters, see the Job Aid titled Overview of the Cardinal HCM WorkCenters located on the Cardinal website in Job Aids under Learning.

The **Receivables WorkCenter** displays.



Conversations To Review						
Business Unit	Cust ID	Customer Name	Created By	Description	Conversation Date	Status
50100	000000004	BOWMAN CONSULTING	V_TRN_AR02	Call the customer	07/14/2026	New
50100	000000147	B & B SIGNAL CO., LLC	V_TRN_AR02	Item Overdue	07/14/2026	New
50100	000000184	DEPT CONSERVATION & RECREATION	V_TRN_AR02	Requests Statement	07/16/2026	New

2.	Navigate to the Billing Adjustments Pending Approval query using the WorkCenter: Links > Other Links > Query Viewer
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Step	Action																				
	The Query Viewer page displays. Enter any information you have and click Search. Leave fields blank for a list of all values. *Search By Query Name begins with Search Advanced Search																				
3.	Enter the query name, V_AR_PEND_BI_ADJ in the begins with field. Click the Search button. Enter any information you have and click Search. Leave fields blank for a list of all values. *Search By Query Name begins with V_AR_PEND_BI_ADJ Search Advanced Search																				
4.	The Query search results display. Enter any information you have and click Search. Leave fields blank for a list of all values. New Window Help Personalize Page *Search By Query Name begins with V_AR_PEND_BI_ADJ Search Advanced Search Search Results *Folder View -- All Folders -- Query 1-1 of 1 < > View <table><tr><th>Query Name</th><th>Description</th><th>Owner</th><th>Folder</th><th>Run to HTML</th><th>Run to Excel</th><th>Run to XML</th><th>Schedule</th><th>Definitional References</th><th>Add to Favorites</th></tr><tr><td>V_AR_PEND_BI_ADJ</td><td>Adjustment Pending Approval-BI</td><td>Public</td><td></td><td>HTML</td><td>Excel</td><td>XML</td><td>Schedule</td><td>Lookup References</td><td>Favorite</td></tr></table>	Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites	V_AR_PEND_BI_ADJ	Adjustment Pending Approval-BI	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites												
V_AR_PEND_BI_ADJ	Adjustment Pending Approval-BI	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite												
5.	Click the HTML within the Run to HTML field or click the Excel link within the Run to Excel field to view the query. Enter any information you have and click Search. Leave fields blank for a list of all values. New Window Help Personalize Page *Search By Query Name begins with V_AR_PEND_BI_ADJ Search Advanced Search Search Results *Folder View -- All Folders -- Query 1-1 of 1 < > View <table><tr><th>Query Name</th><th>Description</th><th>Owner</th><th>Folder</th><th>Run to HTML</th><th>Run to Excel</th><th>Run to XML</th><th>Schedule</th><th>Definitional References</th><th>Add to Favorites</th></tr><tr><td>V_AR_PEND_BI_ADJ</td><td>Adjustment Pending Approval-BI</td><td>Public</td><td></td><td>HTML</td><td>Excel</td><td>XML</td><td>Schedule</td><td>Lookup References</td><td>Favorite</td></tr></table>	Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites	V_AR_PEND_BI_ADJ	Adjustment Pending Approval-BI	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites												
V_AR_PEND_BI_ADJ	Adjustment Pending Approval-BI	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite												



Accounts Receivable Job Aid

AR325 Accounts Receivable Approvals (VDOT Only)

Step	Action																																																																																																																																																																																																																																																							
	The V_AR_PEND_BI_ADJ search fields display in a new browser window. V_AR_PEND_BI_ADJ - Adjustment Pending Approval-BI Business Unit Invoice Amount >= 0.000 Invoice Amount <= 0.000 View Results <table><tr><th>Row</th><th>Unit</th><th>Invoice</th><th>Bill To</th><th>Status</th><th>Consol Inv</th><th>Adjusted</th><th>Adjustment</th></tr></table>	Row	Unit	Invoice	Bill To	Status	Consol Inv	Adjusted	Adjustment																																																																																																																																																																																																																																															
Row	Unit	Invoice	Bill To	Status	Consol Inv	Adjusted	Adjustment																																																																																																																																																																																																																																																	
6.	Click the Business Unit Look up icon if it does not default and select the Agency Business Unit. V_AR_PEND_BI_ADJ - Adjustment Pending Approval-BI Business Unit																																																																																																																																																																																																																																																							
7.	Enter the applicable Invoice amount in both of the Invoice Amount fields. Invoice Amount >= 0.000 Invoice Amount <= 0.000 View Results																																																																																																																																																																																																																																																							
8.	Click the View Results button to download the query results. View Results																																																																																																																																																																																																																																																							
	The V_AR_PEND_BI_ADJ – Adjustment Pending Approval-BI results display. Business Unit60100 Invoice Amount >=1000.000 Invoice Amount <=1000000.000 View Results Download results in : Excel Spreadsheet CSV Text File XML File (6 kb) View All <table><tr><th>Row</th><th>Unit</th><th>Invoice</th><th>Bill To</th><th>Status</th><th>Consol Inv</th><th>Adjusted</th><th>Adjusting</th><th>Latest</th><th>Adjusted</th><th>Inv Amt</th><th>Entry Type</th><th>Reason</th></tr><tr><td>1</td><td>50100</td><td>FUEL000099</td><td>0000050410</td><td>CAN</td><td></td><td>FUEL000099</td><td></td><td>FUEL000099</td><td>N</td><td>7381.540</td><td>IN</td><td>FUEL1</td></tr><tr><td>2</td><td>50100</td><td>FUEL000218</td><td>0000050292</td><td>CAN</td><td></td><td>FUEL000217</td><td></td><td>FUEL000218</td><td>N</td><td>2770.200</td><td>IN</td><td>FUEL1</td></tr><tr><td>3</td><td>50100</td><td>GENE000868</td><td>0000123054</td><td>CAN</td><td></td><td>GENE000867</td><td></td><td>GENE000868</td><td>N</td><td>43140.630</td><td>IN</td><td>GENC1</td></tr><tr><td>4</td><td>50100</td><td>GENE006536</td><td>0000133052</td><td>CAN</td><td></td><td>GENE006535</td><td></td><td>GENE006536</td><td>N</td><td>461812.440</td><td>IN</td><td>SUMM</td></tr><tr><td>5</td><td>50100</td><td>MGSE000349</td><td>0000136999</td><td>CAN</td><td></td><td>MGSE000348</td><td></td><td>MGSE000349</td><td>N</td><td>162860.020</td><td>IN</td><td>MGS09</td></tr><tr><td>6</td><td>50100</td><td>PRDM002147</td><td>0000143349</td><td>CAN</td><td></td><td>PRDM002146</td><td></td><td>PRDM002147</td><td>N</td><td>6295.000</td><td>IN</td><td>PRDM</td></tr><tr><td>7</td><td>50100</td><td>PRDM002922</td><td>0000144194</td><td>CAN</td><td></td><td>PRDM002921</td><td></td><td>PRDM002922</td><td>N</td><td>2565.500</td><td>IN</td><td>GRDRL</td></tr><tr><td>8</td><td>50100</td><td>PRDM005579</td><td>0000136962</td><td>CAN</td><td></td><td>PRDM005578</td><td></td><td>PRDM005579</td><td>N</td><td>5479.520</td><td>IN</td><td>MGS04</td></tr><tr><td>9</td><td>50100</td><td>PRDM015943</td><td>0000011891</td><td>CAN</td><td></td><td>PRDM015942</td><td></td><td>PRDM015943</td><td>N</td><td>1027.400</td><td>IN</td><td>PRDM</td></tr><tr><td>10</td><td>50100</td><td>PRDM023503</td><td>0000165828</td><td>CAN</td><td></td><td>PRDM023502</td><td></td><td>PRDM023503</td><td>N</td><td>21199.200</td><td>IN</td><td>GRDRL</td></tr><tr><td>11</td><td>50100</td><td>PRDM024233</td><td>0000166571</td><td>CAN</td><td></td><td>PRDM024232</td><td></td><td>PRDM024233</td><td>N</td><td>6876.660</td><td>IN</td><td>GRDRL</td></tr><tr><td>12</td><td>50100</td><td>PRDM025900</td><td>0000168002</td><td>CAN</td><td></td><td>PRDM025899</td><td></td><td>PRDM025900</td><td>N</td><td>12523.990</td><td>IN</td><td>PRDM</td></tr><tr><td>13</td><td>50100</td><td>PRDM028062</td><td>0000170598</td><td>CAN</td><td></td><td>PRDM028061</td><td></td><td>PRDM028062</td><td>N</td><td>4757.500</td><td>IN</td><td>GRDRL</td></tr><tr><td>14</td><td>50100</td><td>PRDM028064</td><td>0000170599</td><td>CAN</td><td></td><td>PRDM028063</td><td></td><td>PRDM028064</td><td>N</td><td>20300.000</td><td>IN</td><td>PRDM</td></tr><tr><td>15</td><td>50100</td><td>PRDM028381</td><td>0000170726</td><td>CAN</td><td></td><td>PRDM028380</td><td></td><td>PRDM028381</td><td>N</td><td>2858.200</td><td>IN</td><td>GRDRL</td></tr><tr><td>16</td><td>50100</td><td>PRDM030958</td><td>0000173601</td><td>CAN</td><td></td><td>PRDM030957</td><td></td><td>PRDM030958</td><td>N</td><td>6123.700</td><td>IN</td><td>GRDRL</td></tr><tr><td>17</td><td>50100</td><td>PROJ001635</td><td>0000010696</td><td>CAN</td><td></td><td>PROJ001634</td><td></td><td>PROJ001635</td><td>N</td><td>55463.500</td><td>IN</td><td>PROJ</td></tr><tr><td>18</td><td>50100</td><td>RETR001612</td><td>0000144029</td><td>NEW</td><td></td><td>RETR001611</td><td></td><td>RETR001612</td><td>N</td><td>167892.240</td><td>IN</td><td>RETR</td></tr></table>	Row	Unit	Invoice	Bill To	Status	Consol Inv	Adjusted	Adjusting	Latest	Adjusted	Inv Amt	Entry Type	Reason	1	50100	FUEL000099	0000050410	CAN		FUEL000099		FUEL000099	N	7381.540	IN	FUEL1	2	50100	FUEL000218	0000050292	CAN		FUEL000217		FUEL000218	N	2770.200	IN	FUEL1	3	50100	GENE000868	0000123054	CAN		GENE000867		GENE000868	N	43140.630	IN	GENC1	4	50100	GENE006536	0000133052	CAN		GENE006535		GENE006536	N	461812.440	IN	SUMM	5	50100	MGSE000349	0000136999	CAN		MGSE000348		MGSE000349	N	162860.020	IN	MGS09	6	50100	PRDM002147	0000143349	CAN		PRDM002146		PRDM002147	N	6295.000	IN	PRDM	7	50100	PRDM002922	0000144194	CAN		PRDM002921		PRDM002922	N	2565.500	IN	GRDRL	8	50100	PRDM005579	0000136962	CAN		PRDM005578		PRDM005579	N	5479.520	IN	MGS04	9	50100	PRDM015943	0000011891	CAN		PRDM015942		PRDM015943	N	1027.400	IN	PRDM	10	50100	PRDM023503	0000165828	CAN		PRDM023502		PRDM023503	N	21199.200	IN	GRDRL	11	50100	PRDM024233	0000166571	CAN		PRDM024232		PRDM024233	N	6876.660	IN	GRDRL	12	50100	PRDM025900	0000168002	CAN		PRDM025899		PRDM025900	N	12523.990	IN	PRDM	13	50100	PRDM028062	0000170598	CAN		PRDM028061		PRDM028062	N	4757.500	IN	GRDRL	14	50100	PRDM028064	0000170599	CAN		PRDM028063		PRDM028064	N	20300.000	IN	PRDM	15	50100	PRDM028381	0000170726	CAN		PRDM028380		PRDM028381	N	2858.200	IN	GRDRL	16	50100	PRDM030958	0000173601	CAN		PRDM030957		PRDM030958	N	6123.700	IN	GRDRL	17	50100	PROJ001635	0000010696	CAN		PROJ001634		PROJ001635	N	55463.500	IN	PROJ	18	50100	RETR001612	0000144029	NEW		RETR001611		RETR001612	N	167892.240	IN	RETR
Row	Unit	Invoice	Bill To	Status	Consol Inv	Adjusted	Adjusting	Latest	Adjusted	Inv Amt	Entry Type	Reason																																																																																																																																																																																																																																												
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i	Take note of the Invoice Number(s) for any billing adjustments awaiting review and approval. It is recommended to run this query daily to ensure the timely processing of adjustments. The following steps are used to review and approve billing adjustments.																																																																																																																																																																																																																																																							



Accounts Receivable Job Aid

AR325 Accounts Receivable Approvals (VDOT Only)

Step	Action
9.	Navigate to the Standard Billing page using the NavBar: Menu > Billing > Maintain Bills > Standard Billing NavBar: Menu - Recently Visited - Correct Budget Check Errors - Correct Entry Type - Correct Staged Acctg Errors - Correct Summarization Template - Menu - Create Consolidated Header - Create Installment Bills - Create Recurring Bills - Define Bill Copy Group - Define Copy Group Details - Express Billing - Installment Bill Schedules - Invoice Maintenance - Recurring Bill Schedules - Screen for Denied Parties Standard Billing - Approvals - My Preferences
The Bill Entry Find an Existing Value Search page displays. Bill Entry 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 🔍 Invoice begins with 🔍 Bill Status = 🔍 Customer begins with 🔍 Contract begins with 🔍 Bills in Business Unit = 🔍 Template Invoice Flag = 🔍 ⤴ 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.



Accounts Receivable Job Aid

AR325 Accounts Receivable Approvals (VDOT Only)

Step	Action
10.	Click the Business Unit Look up icon if it does not default and select the Agency Business Unit. Business Unit 50100 Q
11.	Enter the applicable Invoice Number in the Invoice field. Invoice begins with Q
12.	Click the Search button. Search Clear
The Standard Billing page displays for the applicable Invoice with the Header – Info 1 tab displayed by default. Header - Info 1 Line - Info 1 Unit 50100 Invoice RETR001612 Pretax Amt 167,892.24 USD Status NEW Q Invoice Date Q Cycle ID DAILY Q *Type OTH Q Source RETRE Q *Frequency Once Q *Customer 0000144029 Q SubCust1 Q SubCust2 Q View Activity JULIUS BRANSCOME, INC. *Invoice Form STANDARD Q From Date Q To Date Q Accounting Date Q Pay Terms NET30 Q Pay Method Check Q Remit To REMIT Q Bank Account VDOT Q Sales BUSINESS Q Bill Inquiry Phone 804-371-7435 Q Credit Analyst CREDIT Q Collector COL16 Q Billing Specialist BIL6 Q Billing Authority Q Billing Specialist - Fredericksburg Go to: Header Info 2 Address Copy Address Notes Express Entry Attachments Summary Bill Search Line Search Navigation Header - Info 1 Prev Next Add Update/Display Save Return to Search Notify Refresh Header - Info 1 Line - Info 1	
13.	Review the billing adjustment and make any required changes.
	To approve the adjustment, change the status from “NEW” to “RDY” (Ready to Invoice).
14.	Click the Status Look up icon and select the “RDY” (Ready to Invoice) list item. Status RDY Q

Step	Action
15.	Click the Save button. Save Return to Search Notify Refresh
	If the adjustment is not approved, the reason for denial must be communicated directly to the processor. The processor can then edit the adjustment accordingly. Once the Invoice is in a “RDY” status, it will be processed by the next scheduled batch run. During batch, the Bill status changes from “RDY” (Ready to Invoice) to “INV” (Invoiced) and no further changes can be made to the billing data.



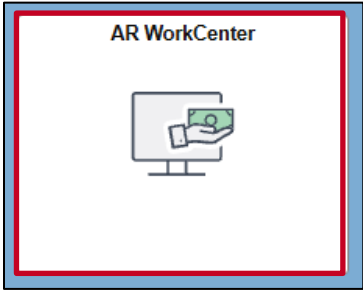
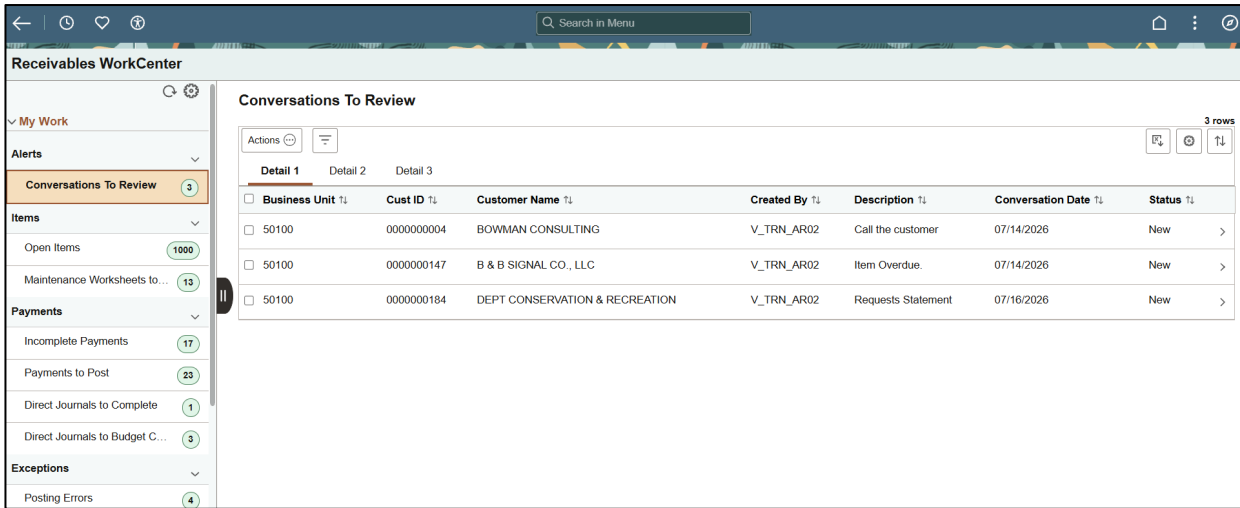
Accounts Receivable Job Aid

AR325 Accounts Receivable Approvals (VDOT Only)

Item Adjustment Approval Process

The Bill Lines (Items) on an Invoice with a status of “RDY” or “NEW” can be adjusted. Item adjustments require one level of approval. Identify Item adjustments (debit/credit memos, write-offs, discharges, and refunds) awaiting review and approval by running the **Item Adjustments Pending Approval** query.

For more information pertaining to adjusting a Bill or Bill Line, refer to the Job Aid titled **AR323 Adjusting a Bill and Bill Line (VDOT Only)**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Step	Action
1.	Navigate to the Query Viewer from the AR WorkCenter tile: 
	For more information pertaining to WorkCenters, see the Job Aid titled Overview of the Cardinal HCM WorkCenters located on the Cardinal website in Job Aids under Learning .
The Receivables WorkCenter displays. 	
2.	Navigate to the Item Adjustments Pending Approval query using the WorkCenter: Links > Other Links > Query Viewer



Accounts Receivable Job Aid

AR325 Accounts Receivable Approvals (VDOT Only)

Step	Action																				
	The Query Viewer Search page displays. Enter any information you have and click Search. Leave fields blank for a list of all values. *Search By Query Name begins with Search Advanced Search																				
3.	Enter the query using the following path in the begins with field: V_AR_PEND_WS_ADJ. Click the Search button. Enter any information you have and click Search. Leave fields blank for a list of all values. *Search By Query Name begins with V_AR_PEND_WS_ADJ Search Advanced Search																				
	The Query results display. Query Grid Search < < 1-1 of 1 > > View All <table><tr><th>Query Name</th><th>Description</th><th>Owner</th><th>Folder</th><th>Run to HTML</th><th>Run to Excel</th><th>Run to XML</th><th>Schedule</th><th>Definitional References</th><th>Add to Favorites</th></tr><tr><td>V_AR_PEND_WS_ADJ</td><td>Adjustment WS Pending Approval</td><td>Public</td><td></td><td>HTML</td><td>Excel</td><td>XML</td><td>Schedule</td><td>Lookup References</td><td>Favorite</td></tr></table>	Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites	V_AR_PEND_WS_ADJ	Adjustment WS Pending Approval	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites												
V_AR_PEND_WS_ADJ	Adjustment WS Pending Approval	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite												
4.	Click the HTML link within the Run to HTML field or the Excel link within the Run to Excel field to view the query. Query Grid Search < < 1-1 of 1 > > View All <table><tr><th>Query Name</th><th>Description</th><th>Owner</th><th>Folder</th><th>Run to HTML</th><th>Run to Excel</th><th>Run to XML</th><th>Schedule</th><th>Definitional References</th><th>Add to Favorites</th></tr><tr><td>V_AR_PEND_WS_ADJ</td><td>Adjustment WS Pending Approval</td><td>Public</td><td></td><td>HTML</td><td>Excel</td><td>XML</td><td>Schedule</td><td>Lookup References</td><td>Favorite</td></tr></table>	Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites	V_AR_PEND_WS_ADJ	Adjustment WS Pending Approval	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
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V_AR_PEND_WS_ADJ	Adjustment WS Pending Approval	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite												
5.	Click the Business Unit Look up icon if it does not default and select the Agency Business Unit. V_AR_PEND_WS_ADJ - Adjustment WS Pending Approval Business Unit (% For All)																				
6.	Enter the applicable WorkSheet amount in both of the WorkSheet Amount fields. WorkSheet Amount >= 0.00 WorkSheet Amount <= 0.00																				
7.	Click the View Results button to view the query results. View Results																				



Accounts Receivable Job Aid

AR325 Accounts Receivable Approvals (VDOT Only)

Step	Action
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The **V_AR_PEND_WS_ADJ - Item Adjustments Pending Approval** query results display.

Business Unit (% For All) Worksheet Amount >= Worksheet Amount <= View Results

Download results in: Excel Spreadsheet CSV Text File XML File (6 kb)

Row	Business Unit	Worksheet	User	Unit	Posting Status	Control Amount	Entered Amount	Entry Type	Entry Reason	Item Balance	Action	Count	Count	Cust_Id	Entry Type	Reason
1	50100	69370		50100	N	0.000	0.000			-292594.710 A		0	0	Y	MATCH	
2	50100	69370		50100	N	0.000	0.000			-75885.250 A		0	0	Y	MATCH	
3	50100	69370		50100	N	0.000	0.000			292594.710 A		0	0	Y	MATCH	
4	50100	69370		50100	N	0.000	0.000			368579.960 A		0	0	Y	MATCH	
5	50100	69932		50100	N	0.000	0.000 MATCH			-596.280 A		2	2	Y	MATCH	
6	50100	69932		50100	N	0.000	0.000 MATCH			596.280 A		2	2	Y	MATCH	
7	50100	69932		50100	N	0.000	0.000			319563.900 A		2	2	Y	MATCH	
8	50100	69933		50100	N	186.460	186.460			-620.500 A		1	1	Y	RC	OVRPY
9	50100	69933		50100	N	186.460	186.460 RC		OVRPY	-186.460 A		1	1	Y	RC	OVRPY
10	50100	70025		50100	N	0.000	0.000 MATCH			-185.540 A		3	3	Y	MATCH	
11	50100	70025		50100	N	0.000	0.000 MATCH			-78.760 A		3	3	Y	MATCH	
12	50100	70025		50100	N	0.000	0.000			-13.860 A		3	3	Y	MATCH	
13	50100	70025		50100	N	0.000	0.000			13.860 A		3	3	Y	MATCH	
14	50100	70025		50100	N	0.000	0.000 MATCH			264.300 A		3	3	Y	MATCH	
15	50100	70037		50100	N	13.860	13.860			-185.540 A		1	1	N	RC	OVRPY
16	50100	70037		50100	N	13.860	13.860			-78.760 A		1	1	N	RC	OVRPY
17	50100	70037		50100	N	13.860	13.860 RC		OVRPY	-13.860 A		1	1	N	RC	OVRPY
18	50100	70043		50100	N	-100.000	-100.000 WOFFD		BADDT	100.000 A		1	1	Y	WOFFD	BADDT



Take note of the Worksheet ID(s) for the Item(s) to be approved from the query list.

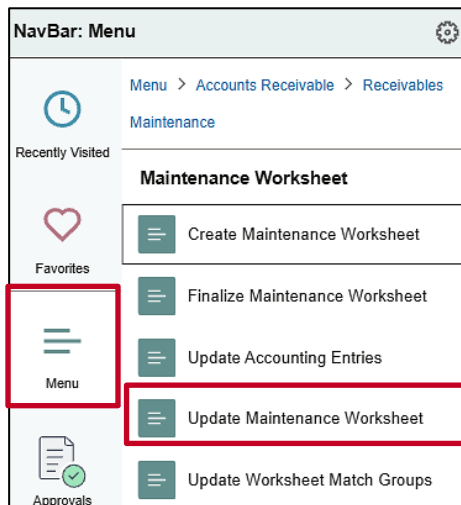
Run this query daily to ensure the timely processing of adjustments.

When an Item for adjustment is identified, approve it by changing the Item status from “Do Not Post” to “Batch Standard” on the Worksheet.

The following steps are used to review and approve Item adjustments.

8. Navigate to the **Update Maintenance Worksheet** page using the following path from the NavBar:

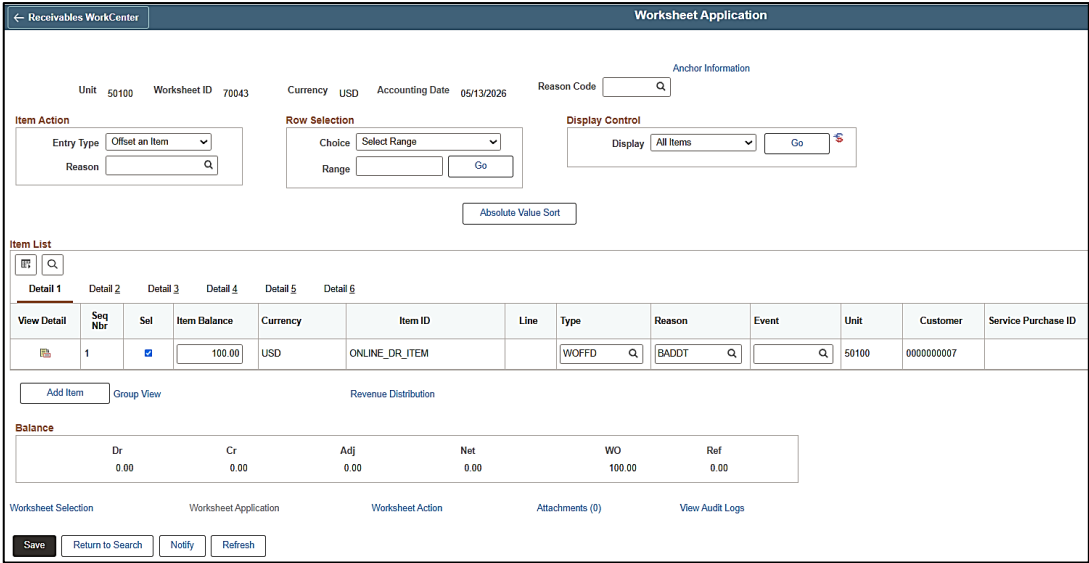
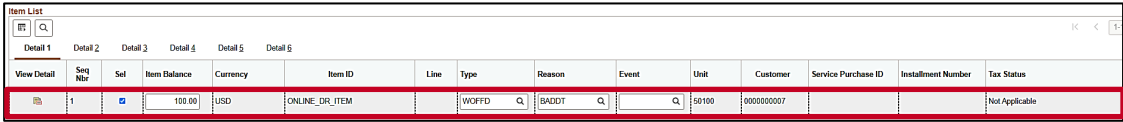
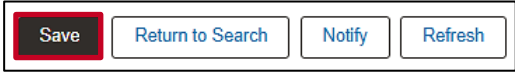
Menu > Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Update Maintenance Worksheet

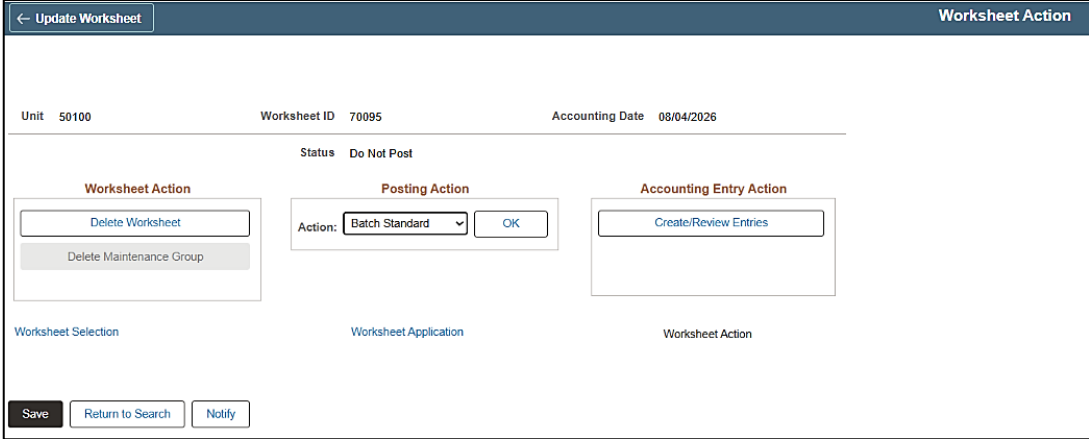
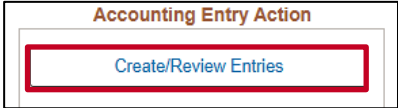
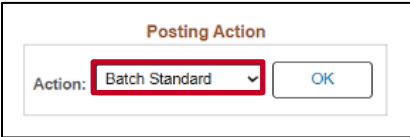
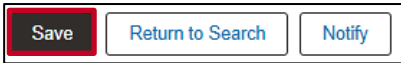
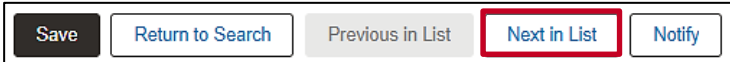




Accounts Receivable Job Aid

AR325 Accounts Receivable Approvals (VDOT Only)

Step	Action
	The Worksheet Application page displays for the applicable Worksheet ID. 
	The Worksheet Application page is used to offset Items, create write-offs, or adjust posted Items.
12.	Update the Item that needs to be adjusted within the Item List section. 
13.	Click the Save button. 
14.	Once the page refreshes, click the Worksheet Action link. 

Step	Action
	The Worksheet Action page displays. 
15.	Click the Create/Review Entries button in the Accounting Entry Action section to create, view, or edit accounting entries as needed. 
16.	Click the Action dropdown button in the Posting Action section and select "Batch Standard". 
17.	Click the OK button to save the action. 
18.	Click the Save button. 
	Click the Next in List button as needed and repeat these steps to set any remaining Payments to "Batch Standard". 



Accounts Receivable Job Aid

AR325 Accounts Receivable Approvals (VDOT Only)

Step	Action
	If the adjustment is not approved, the reason for denial must be communicated directly to the processor. The processor can then edit the adjustment, if applicable. Once the Item adjustment has been approved, it processes during the nightly batch processing. Once the transactions are set to "Batch Standard", the nightly AR Batch Stream will process these transactions. During batch, the Bill status changes from "RDY" (Ready to Invoice) to "INV" (Invoiced) and no further changes can be made to the billing data.