



Project Accounting Job Aid

PA Billing Adjustment for Change in Federal Participation Rate (VDOT Only)

Billing Adjustment for Change in Federal Participation Rate Overview

In Cardinal, a billing adjustment should be created when the participation rate on a Rate Set is changed on the Federal Agreement to adjust the life to date billings accordingly. 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 a second billing adjustment to correct the data will need to be created.

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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Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
11/19/2024	Baseline.



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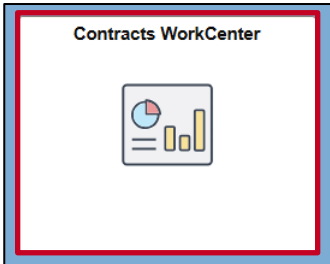
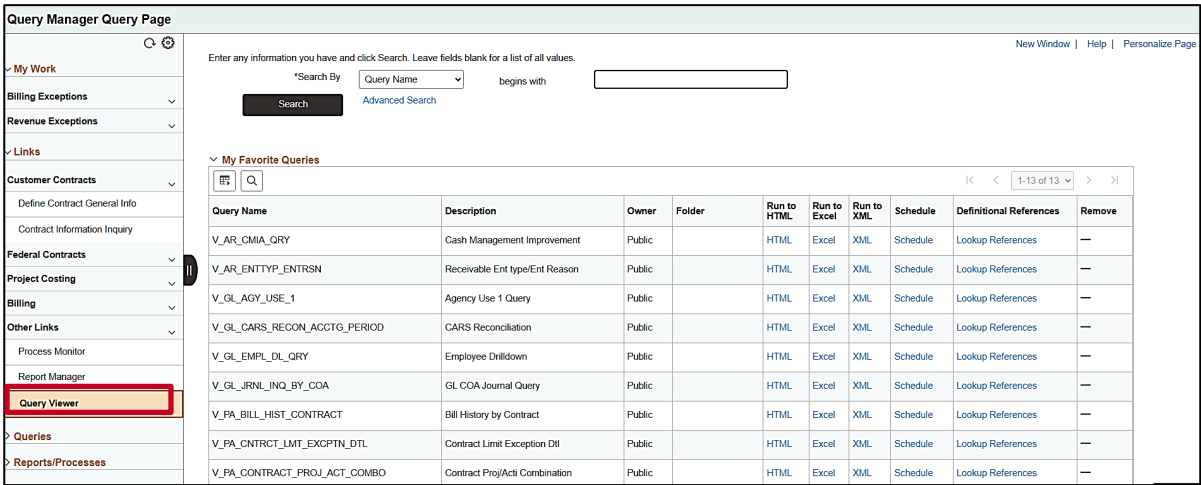
Identify if a Billing Adjustment is Needed

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.

For more information on putting a billing or revenue plan on hold, see the Job Aid titled **PA354 Creating and Managing Non-Federal Rate-Based Contracts (VDOT Only)**, located on the Cardinal website in **Job Aids** under **Learning**.

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.

Step	Action
1.	Navigate to the Query Viewer page by clicking the Contracts WorkCenter tile. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation in the WorkCenter: Links > Other Links > Query Viewer Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the Query Viewer using the following navigation path: NavBar > Menu > Reporting Tools > Query > Query Viewer



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Step	Action																																																		
	The Query Manager Query Page displays. 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 Search Advanced Search ▼ My Favorite Queries <table border="1"><thead><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>Remove</th></tr></thead><tbody><tr><td>V_AR_CMIA_QRY</td><td>Cash Management Improvement</td><td>Public</td><td></td><td>HTML</td><td>Excel</td><td>XML</td><td>Schedule</td><td>Lookup References</td><td>—</td></tr><tr><td>V_AR_ENTTYP_ENTRSN</td><td>Receivable Ent type/Ent Reason</td><td>Public</td><td></td><td>HTML</td><td>Excel</td><td>XML</td><td>Schedule</td><td>Lookup References</td><td>—</td></tr><tr><td>V_GL_AGY_USE_1</td><td>Agency Use 1 Query</td><td>Public</td><td></td><td>HTML</td><td>Excel</td><td>XML</td><td>Schedule</td><td>Lookup References</td><td>—</td></tr><tr><td>V_GL_CARS_RECON_ACCTG_PERIOD</td><td>CARS Reconciliation</td><td>Public</td><td></td><td>HTML</td><td>Excel</td><td>XML</td><td>Schedule</td><td>Lookup References</td><td>—</td></tr></tbody></table>	Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Remove	V_AR_CMIA_QRY	Cash Management Improvement	Public		HTML	Excel	XML	Schedule	Lookup References	—	V_AR_ENTTYP_ENTRSN	Receivable Ent type/Ent Reason	Public		HTML	Excel	XML	Schedule	Lookup References	—	V_GL_AGY_USE_1	Agency Use 1 Query	Public		HTML	Excel	XML	Schedule	Lookup References	—	V_GL_CARS_RECON_ACCTG_PERIOD	CARS Reconciliation	Public		HTML	Excel	XML	Schedule	Lookup References	—
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V_AR_ENTTYP_ENTRSN	Receivable Ent type/Ent Reason	Public		HTML	Excel	XML	Schedule	Lookup References	—																																										
V_GL_AGY_USE_1	Agency Use 1 Query	Public		HTML	Excel	XML	Schedule	Lookup References	—																																										
V_GL_CARS_RECON_ACCTG_PERIOD	CARS Reconciliation	Public		HTML	Excel	XML	Schedule	Lookup References	—																																										
3.	Enter the query name “V_PA_BI_ADJUST_LTD_DATA” in the begins with field. *Search By Query Name begins with V_PA_BI_ADJUST_LTD_DATA																																																		
4.	Click the Search button. Search																																																		
	The query displays in the Search Results section. Search Results *Folder View -- All Folders -- Query <table border="1"><thead><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></thead><tbody><tr><td>V_PA_BI_ADJUST_LTD_DATA</td><td>EXP and BIL Data for Bill Adj</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></tbody></table>	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																														
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V_PA_BI_ADJUST_LTD_DATA	EXP and BIL Data for Bill Adj	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite																																										
5.	Click the HTML link in the Run to HTML column. <table border="1"><tr><td>Run to HTML</td><td>Run to Excel</td></tr><tr><td>HTML</td><td>Excel</td></tr></table>	Run to HTML	Run to Excel	HTML	Excel																																														
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Step	Action
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The **EXP and BIL Data for Bill Adj** query page opens in a new browser tab.

V_PA_BI_ADJUST_LTD_DATA - EXP and BIL Data for Bill Adj

Contract Number

Business Unit

[View Results](#)

Row	Contract Number	Contract Line Number	Project ID	Activity ID	Fund Code
-----	-----------------	----------------------	------------	-------------	-----------

6. Enter the Contract Number (e.g., 000S218) for the contract to adjust in the **Contract Number** field.

Contract Number

Business Unit

7. Enter "50100" in the **Business Unit** field.

Contract Number

Business Unit

8. Click the **View Results** button.

[View Results](#)

The life to date billing expenditures display below the query parameters.

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (161 kb)

View All First 1-100 of 507 Last

Row	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
8	000S218		1 0000081738	611	04720	603002		N/A	BILLED EXPENDITURE AMT	580.36
9	000S218		1 0000081738	611	04720	603002	L05E	FED_L05E_80	BILLED AMT	464.29
10	000S218		1 0000081738	612	04720	603002		N/A	BILLED EXPENDITURE AMT	59609.34
11	000S218		1 0000081738	612	04720	603002	L01E	FED_L01E_90	BILLED AMT	91.30
12	000S218		1 0000081738	612	04720	603002	L050	FED_L050_80	BILLED AMT	58.45
13	000S218		1 0000081738	612	04720	603002	L05E	FED_L05E_80	BILLED AMT	47321.20
14	000S218		1 0000081738	612	04720	603002	L240	FED_L240_100	BILLED AMT	283.39
15	000S218		1 0000081738	613	04720	603002		N/A	BILLED EXPENDITURE AMT	464.13
16	000S218		1 0000081738	613	04720	603002	L050	FED_L050_80	BILLED AMT	0.01
17	000S218		1 0000081738	613	04720	603002	L05E	FED_L05E_80	BILLED AMT	371.30
18	000S218		1 0000081738	614	04720	603002		N/A	BILLED EXPENDITURE AMT	6196.37

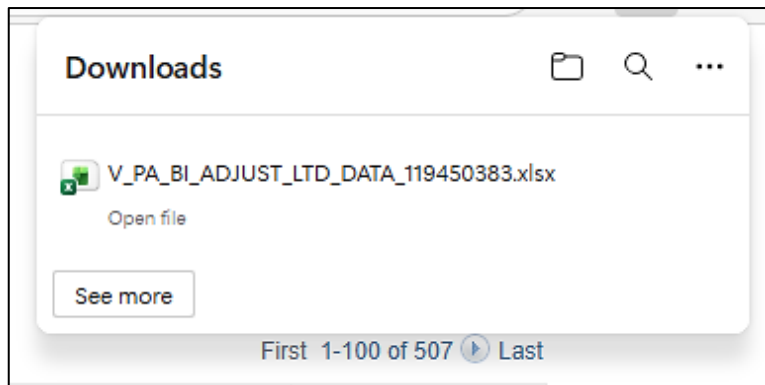


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Step	Action
9.	Click the Excel Spreadsheet link to download the results to Excel. Download results in : Excel Spreadsheet CSV Text File XML File (161 kb)

An Excel file of the results downloads.





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Calculate the Billing Adjustment

- 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 the Contract and Source Type:

- Calculate the actual total amount billed (c) using the total life to date expenditures (a) from the query and the original participation rate (b) in the original Federal Agreement:

actual total amount billed (c) = total life to date expenditures (a) * original participation rate (b)

- Calculate the revised total amount billed (e) (i.e., the amount that should have been billed based on the new participation rate) using the total life to date expenditures (a) from the query and the new participation rate (d) from the amended Federal Agreement:

revised total amount billed (e) = total life to date expenditures (a) * new participation rate (d)

- Determine if the difference between the actual total amount billed (c) and the revised total amount billed (e) represents an amount to bill or credit to the account:

revised total amount billed (e) – actual total amount billed (c) = bill/(credit)

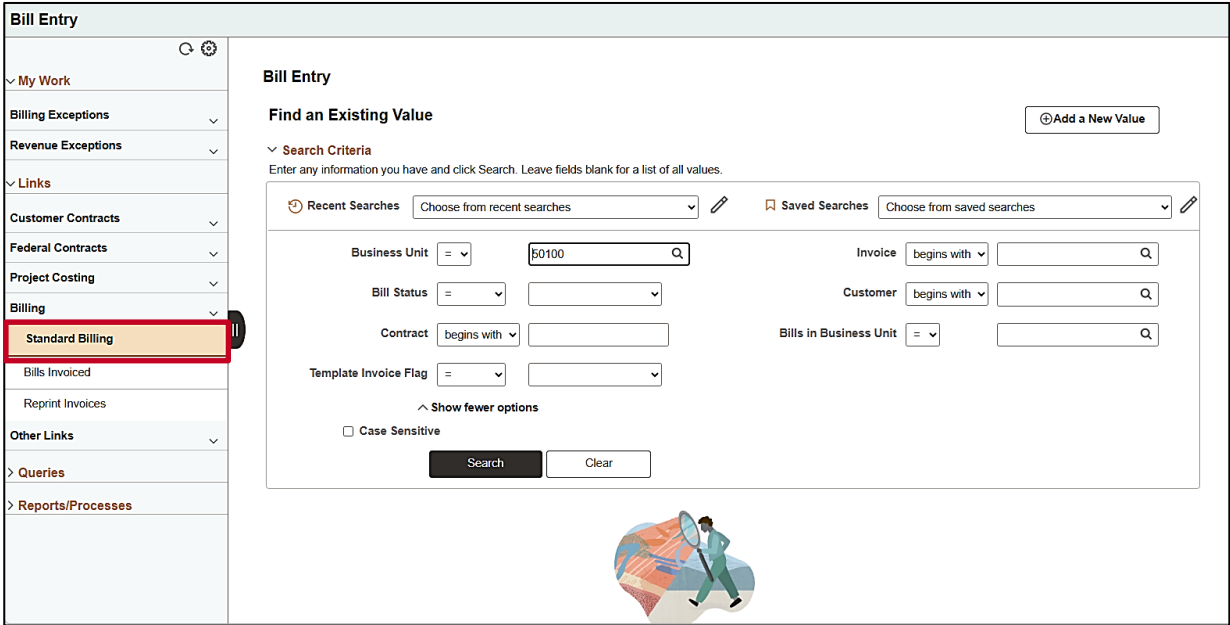
- revised total amount billed > actual total amount billed = bill
- revised total amount billed < actual total amount billed = credit

The following example is used throughout the remainder of this Job Aid:

Contract # 000S218; Source Type L220

Contract Line #	Project	Activity	(a) Total Life to Date Expenditures	(b) Original Participation Rate	(c) Actual Total Amount Billed (a * b)	(d) New Participation Rate	(e) Revised Total Amount Billed (a * d)	*Difference Bill/(Credit) (e - c)
1	0000081738	602	\$820,531.20	80%	\$656,424.96	90%	\$738,478.08	\$82,053.12
1	0000081738	606	7,025.13	80%	5,620.10	90%	6,322.62	702.51
1	0000081738	607	580.36	80%	464.29	90%	522.32	58.04

Create an Online Bill for the Billing Adjustment

Step	Action
1.	Navigate to the Bill Entry page by clicking the Contracts WorkCenter tile. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation in the WorkCenter: Links > Billing > Standard Billing Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the Bill Entry page using the following navigation path: NavBar > Menu > Billing > Maintain Bills > Standard Billing



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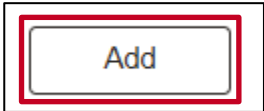
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Step	Action
	The Bill Entry Find an Existing Value Search page displays. Bill Entry Find an Existing Value + Add a New Value ▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. Recent Searches 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
3.	Click the Add a New Value button. + Add a New Value
	The Bill Entry Add a New Value page displays. Bill Entry Add a New Value Find an Existing Value *Business Unit 50100 *Invoice NEXT Bill Type Identifier Bill Source Customer Invoice Date Accounting Date Add



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Step	Action
4.	Enter "FED" in the Bill Type Identifier field. 
5.	Enter "FED" in the Bill Source field. 
6.	Enter "0000055002" in the Customer field. 
7.	Click the Add button. 



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Step	Action
	The Header – Info 1 tab of the Standard Billing page displays. Data defaults based on the Bill Source, Bill Type Identifier, and Customer number entered. Header - Info 1 Line - Info 1 Unit 50100 Invoice NEXT Pretax Amt 0.00 USD Status NEW Invoice Date Cycle ID DAILY *Type FED Source FED *Frequency Once *Customer 0000055002 SubCust1 SubCust2 View Activity FEDERAL HIGHWAY ADMINISTRATION *Invoice Form STANDARD Accounting Date From Date To Date Remit To REMIT Pay Terms NET30 Pay Method Check Sales GOVT Bank Account VDOT Bill Inquiry Phone Credit Analyst CREDIT Collector COL3 Billing Authority Billing Specialist Navigation Header - Info 1 Page Series Prev Next Go to: Notes Header Info 2 Express Entry Address Copy Address Attachments Summary Bill Search Line Search Save Notify Refresh Add Update/Display Header - Info 1 Line - Info 1



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Step	Action
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The **Line - Info 1** tab displays.

Header - Info 1

Line - Info 1

Unit 50100

Bill To 0000055002

Pretax Amt 0.00 USD

Invoice NEXT

FEDERAL HIGHWAY ADMINISTRATION

Max Rows 100

Bill Line

1 of 1

View All

Seq 1

Line

Net Extended 0.00

Table

Identifier

Description

Quantity

Unit of Measure

Unit Price 0.0000

Gross Extended 0.00

From Date

To Date

Line Type REV

Tax Code

Exempt Cert

Accumulate

Tax Exempt

Less Discount 0.00

Plus Surcharge 0.00

Net Extended 0.00

VAT Amount 0.00

Tax Amount 0.00

Net Plus Tax 0.00

Go to: Notes

Line Info 2 Express Entry

Tax

Accounting

Discount/Surcharge

Navigation Line - Info 1

Page Series Prev Next

Summary

Bill Search

Line Search

Save

Notify

Refresh

Add

Update/Display

9. Enter "BILLING ADJUSTMENT" in the **Identifier** field.

Identifier **BILLING ADJUSTMENT**

Note: This is a free form field; there are no look up values to choose from.

10. Enter "Billing Adjustment" followed by the Source Type, the @ symbol and the new participation rate (e.g., "Billing Adjustment L220@90%") in the **Description** field.

Description **Billing Adjustment L220@90%**

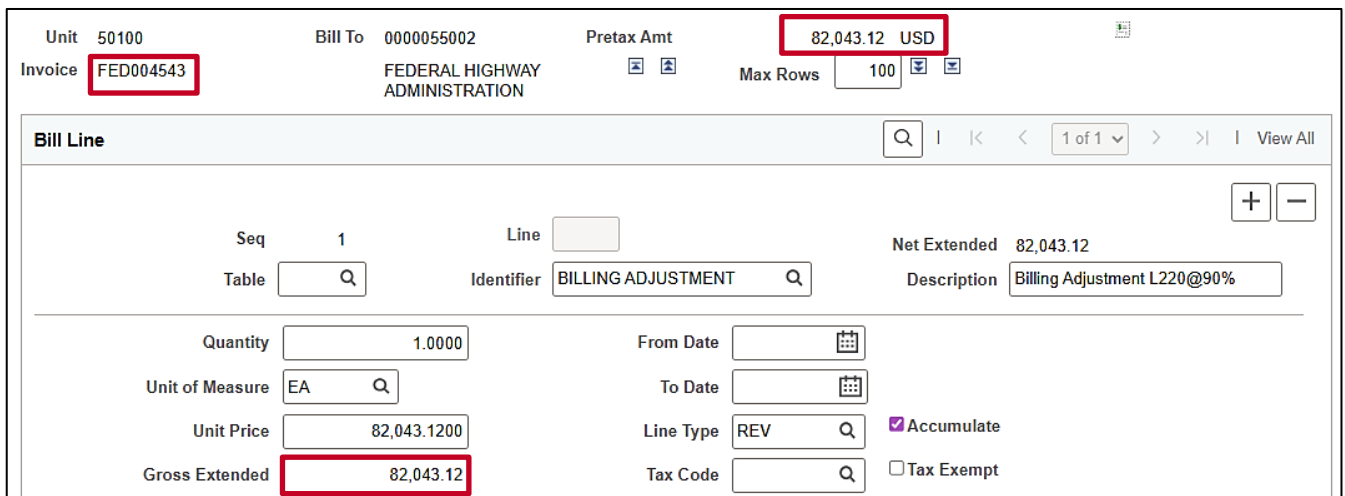


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Step	Action
11.	Enter "1" in the Quantity field. 
12.	Enter "EA" in the Unit of Measure field. 
13.	Enter the Unit Price (line adjustment amount to be billed). 
14.	Click the Save button. 

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.

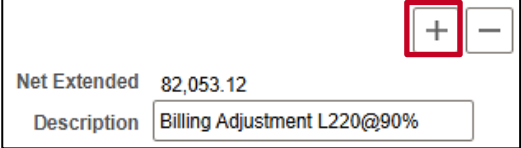


Unit 50100 Bill To 0000055002 Pretax Amt 82,043.12 USD
Invoice FED004543 FEDERAL HIGHWAY ADMINISTRATION Max Rows 100

Bill Line

Seq 1 Line Net Extended 82,043.12
Table Identifier BILLING ADJUSTMENT Description Billing Adjustment L220@90%

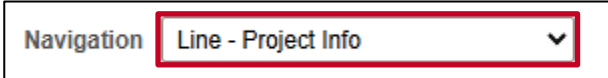
Quantity 1.0000 From Date
Unit of Measure EA To Date
Unit Price 82,043.1200 Line Type REV Accumulate
Gross Extended 82,043.12 Tax Code Tax Exempt

15.	Click the Add a New Row (+) 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.  
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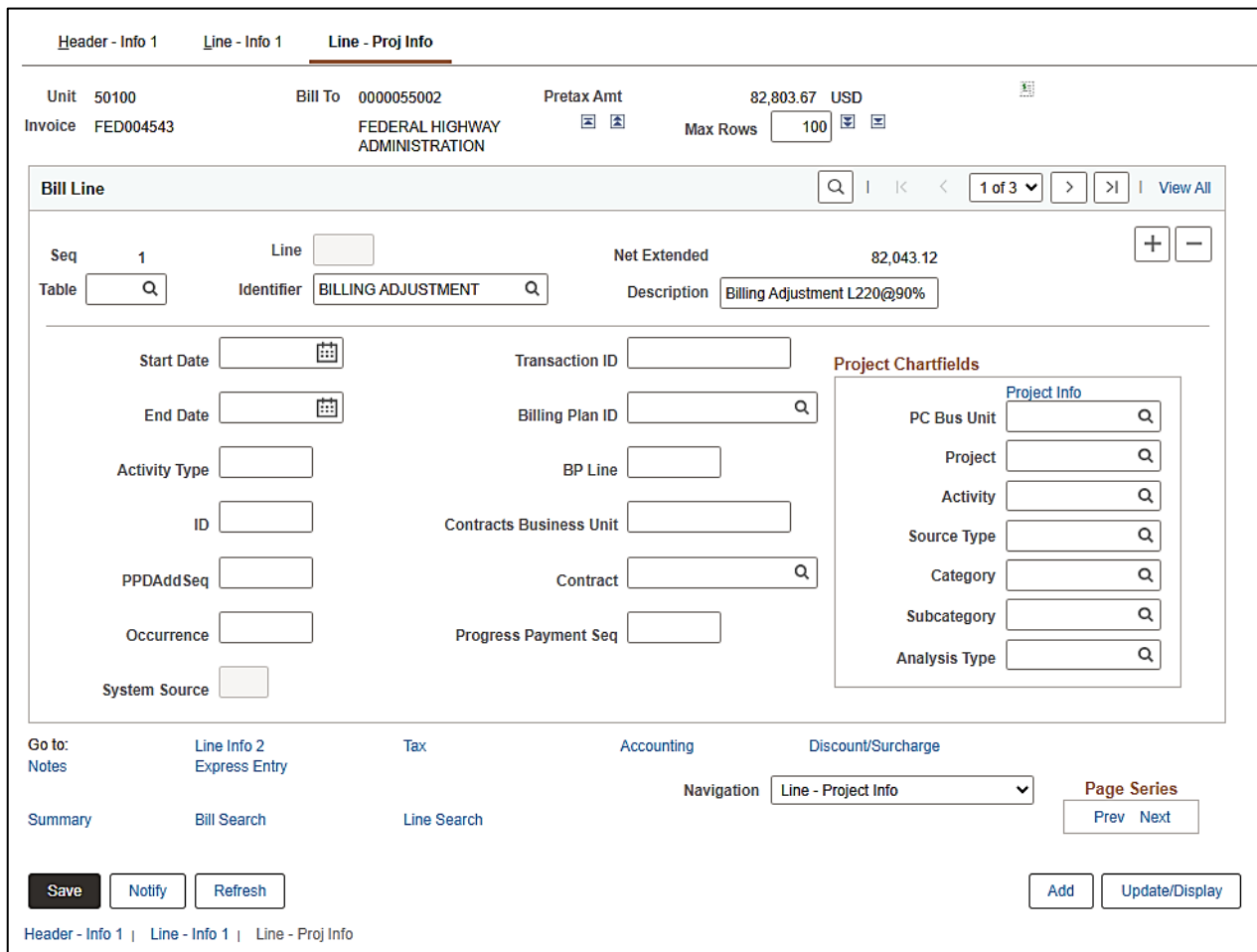


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Step	Action
16.	Repeat the steps above until all Bill Lines are entered. In this example two additional Bill Lines will need to be entered, for a total of three Bill Lines.
17.	After all Bill Lines have been entered, click the Navigation drop-down and select "Line-Project Info". 

The **Line - Proj Info** tab displays.



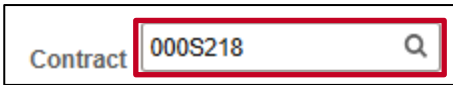
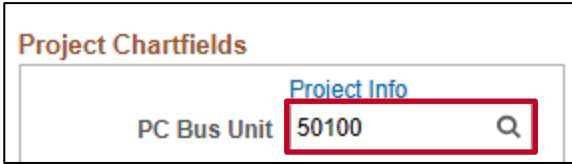
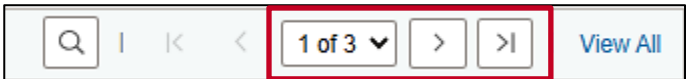
The screenshot shows the 'Line - Proj Info' tab selected. The interface includes a header section with fields for Unit (50100), Invoice (FED004543), Bill To (0000055002), Pretax Amt (82,803.67 USD), and Max Rows (100). Below this is a 'Bill Line' section with a table showing one line with Seq 1, Line identifier 'BILLING ADJUSTMENT', and Net Extended 82,043.12. The 'Description' is 'Billing Adjustment L220@90%'. To the right of the table is a 'Project Chartfields' section with a 'Project Info' sub-section containing fields for PC Bus Unit, Project, Activity, Source Type, Category, Subcategory, and Analysis Type. At the bottom, there are navigation links (Go to: Notes, Line Info 2 Express Entry, Tax, Accounting, Discount/Surcharge), a 'Navigation' drop-down menu set to 'Line - Project Info', and buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

18.	Enter the Billing Plan ID in the Billing Plan ID field. 
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Step	Action
19.	Enter "50100" in the Contracts Business Unit field. 
20.	Enter the Contract ID in the Contract field. 
21.	In the Project Chartfields section, enter "50100" in the PC Bus Unit field. 
22.	Enter the Project ID the Project field. 
23.	Enter the Bill Line's Activity number in the Activity field. 
24.	Enter the Bill Line's Source Type in the Source Type field. 
25.	Enter "BAJ" in the Analysis Type field. 
26.	Click the Save button. 
27.	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. 

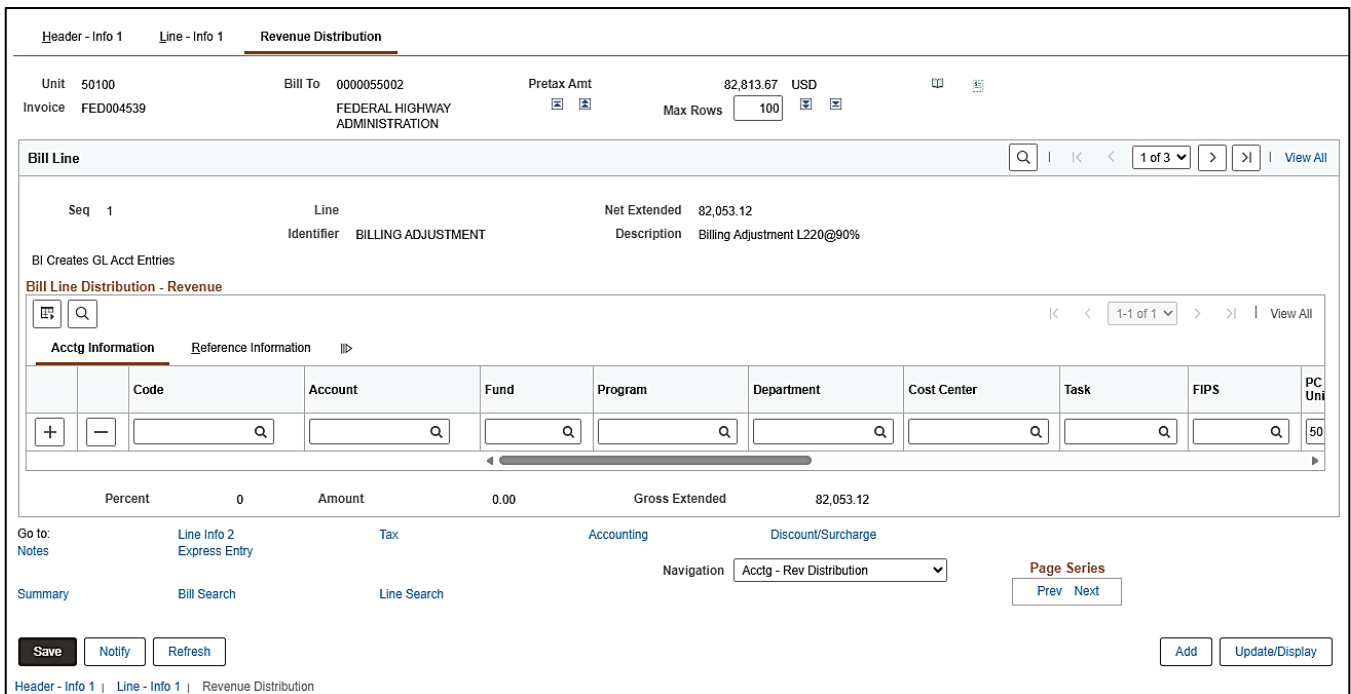


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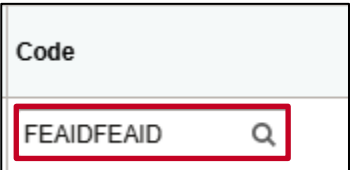
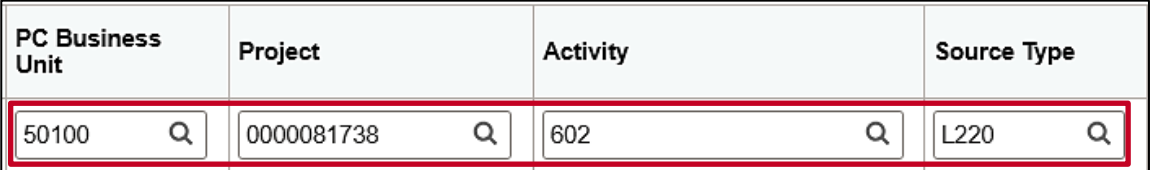
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Step	Action
28.	Click the Accounting link at the bottom of the page. 

The **Revenue Distribution** tab displays.



The screenshot shows the 'Revenue Distribution' tab selected. At the top, there are fields for Unit (50100), Bill To (0000055002), Pretax Amt (82,813.67 USD), and Invoice (FED004539). Below this is the 'Bill Line' section with a table showing 'Seq 1' and 'Line Identifier BILLING ADJUSTMENT'. The 'Net Extended' is 82,053.12. The 'Description' is 'Billing Adjustment L220@90%'. Below the table is the 'Bill Line Distribution - Revenue' section with a table for 'Acctg Information'. The table has columns for Code, Account, Fund, Program, Department, Cost Center, Task, FIPS, and PC Unit. The 'Code' field is highlighted with a red box. Below the table are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

29.	In the Bill Line Distribution – Revenue section, enter the Federal Distribution Code “FEAIDFEAID” in the Code field. 
30.	Scroll to the right and 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. 



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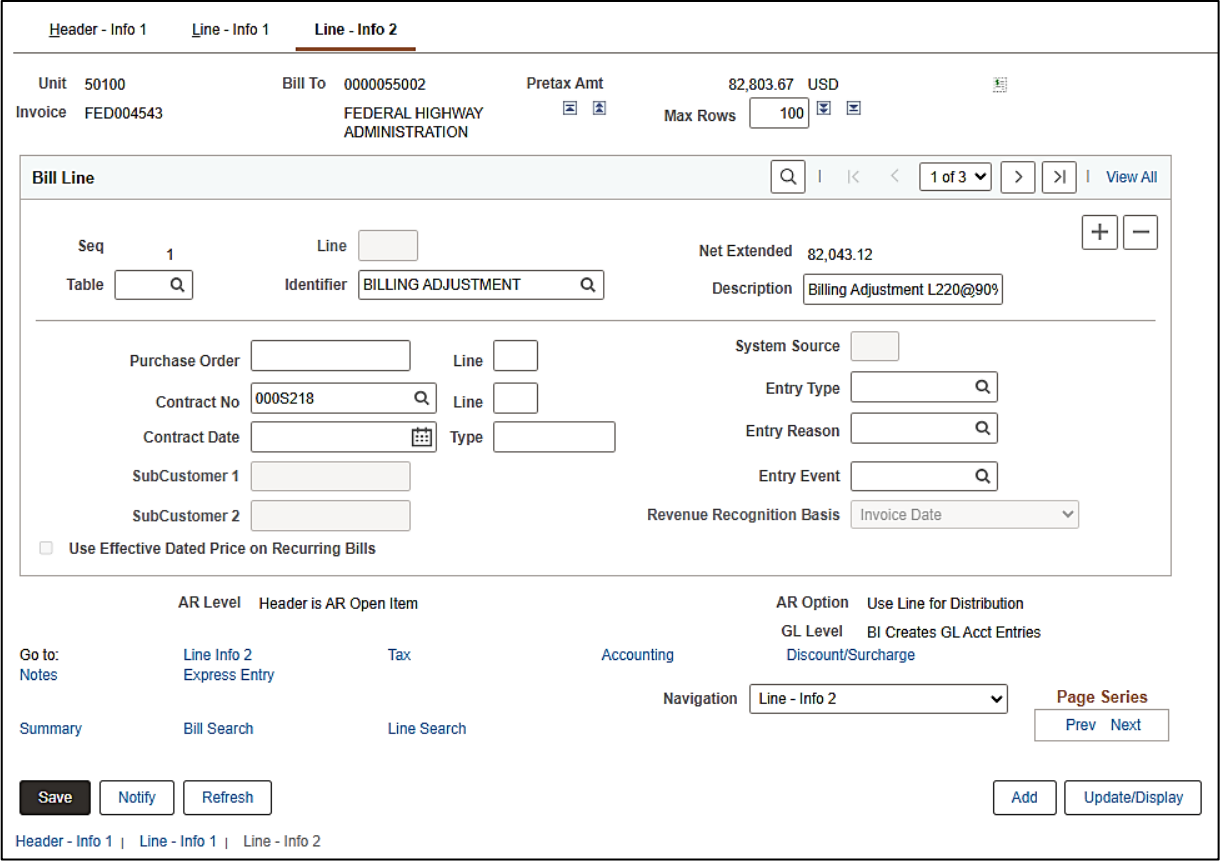
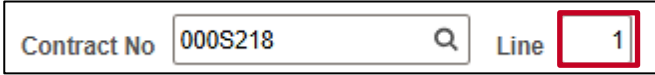
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Step	Action
31.	Using the navigational arrows in the Bill Line section header, scroll through each Bill Line and update the Bill Line Distribution – Revenue section as noted in the steps above. Be sure to add the appropriate Project number and Activity for each Bill Line updated. 
32.	Click the Save button. 
After saving, the Code field(s) become blank. 	
33.	From the Navigation drop-down list, select the Line – Info 2 option. 



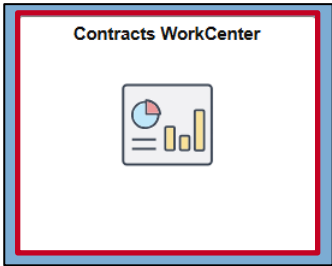
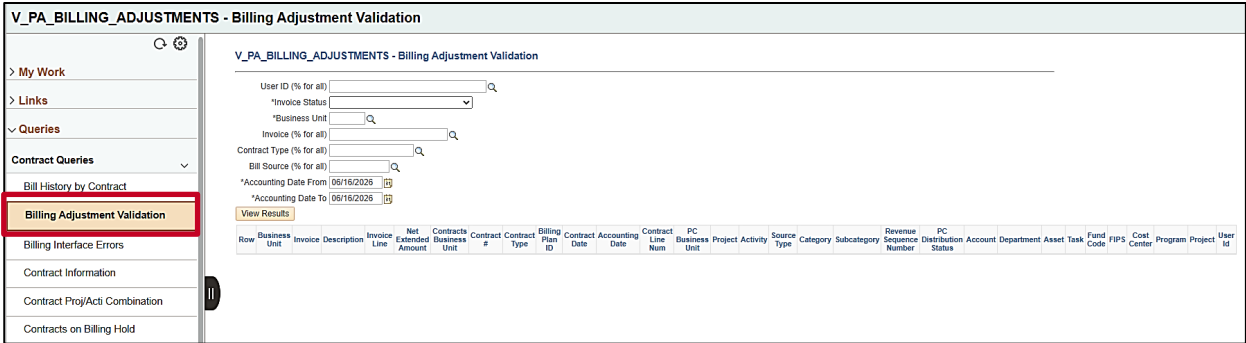
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Step	Action
The Line – Info 2 tab displays.	
	
34.	Enter the contract line number in the Line field box next to the Contract No field. In most cases the contract line number will be 1, however, verify this in case the line number is different on the actual contract. 
35.	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. 
36.	Click the Save button. 

Verify Data Input

Verify all fields have been populated on the Billing Adjustment by using the Billing Adjustment Validation query.

Step	Action
1.	Navigate to the Billing Adjustment Validation query by clicking the Contracts WorkCenter tile. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation in the WorkCenter: Queries > Contract Queries > Billing Adjustment Validation Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the Query Viewer using the following navigation path: NavBar > Menu > Reporting Tools > Query > Query Viewer



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Step	Action																															
The Billing Adjustment Validation query page displays.																																
V_PA_BILLING_ADJUSTMENTS - Billing Adjustment Validation User ID (% for all) *Invoice Status *Business Unit Invoice (% for all) Contract Type (% for all) Bill Source (% for all) *Accounting Date From 06/16/2026 *Accounting Date To 06/16/2026 View Results <table><tr><th>Row</th><th>Business Unit</th><th>Invoice</th><th>Description</th><th>Invoice Line</th><th>Net Extended Amount</th><th>Contracts Business Unit</th><th>Contract #</th><th>Contract Type</th><th>Billing Plan ID</th><th>Contract Date</th><th>Accounting Date</th><th>Contract Line Num</th><th>PC Business Unit</th><th>Project</th><th>Activity</th><th>Source Type</th><th>Category</th><th>Subcategory</th><th>Revenue Sequence Number</th><th>PC Distribution Status</th><th>Account</th><th>Department</th><th>Asset</th><th>Task</th><th>Fund Code</th><th>FIPS</th><th>Cost Center</th><th>Program</th><th>Project</th><th>User Id</th></tr></table>		Row	Business Unit	Invoice	Description	Invoice Line	Net Extended Amount	Contracts 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
Row	Business Unit	Invoice	Description	Invoice Line	Net Extended Amount	Contracts 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		
3.	Enter the User ID in the User ID field. User ID (% for all)																															
4.	Click the Invoice Status dropdown button and select "New Bill". *Invoice Status New Bill																															
5.	Enter "50100" in the Business Unit field. *Business Unit 50100																															
6.	Enter the Invoice ID or “%” in the Invoice field. Invoice (% for all)																															
7.	Enter "F" in the Contract Type field. Contract Type (% for all)																															
8.	Enter “%” in the Bill Source field. Bill Source (% for all)																															
9.	Enter "01/01/1901" in the Accounting Date From field. *Accounting Date From 01/01/1901																															
10.	Enter today's date in the Accounting Date To field. *Accounting Date To 06/18/2026																															



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Step

Action

11.

Click the **View Results** button.

View Results

The Billing Adjustment Lines display below the search parameters.

View Results

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (2 kb)

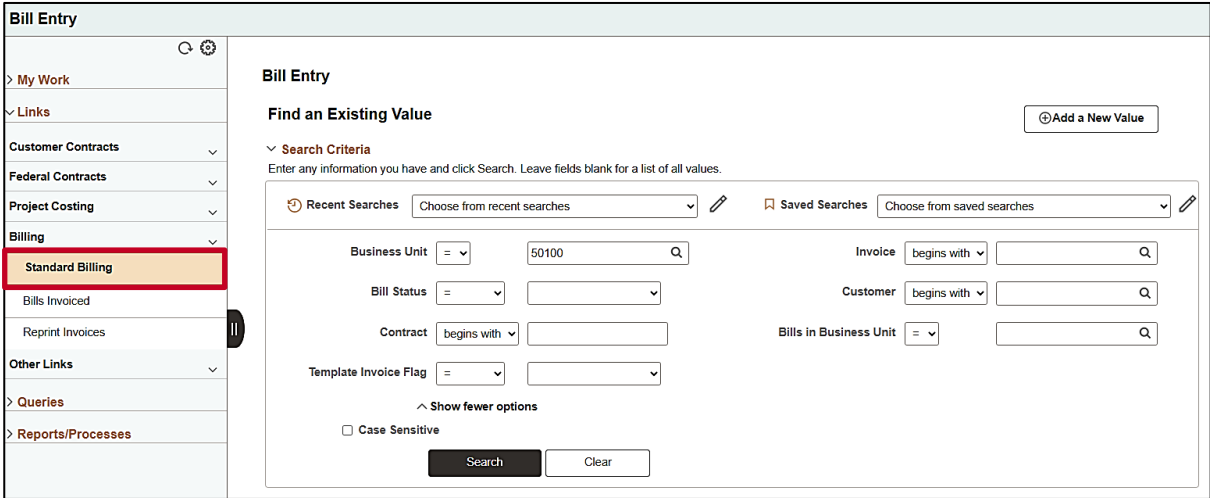
View All

Row	Business Unit	Invoice	Description	Invoice Line	Net Extended Amount	Contracts 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
1	50100	FED004543	Billing Adjustment L220@90%	0	82043.120	50100	000S218	F	B101			1	50100	0000081738	602	L220			1	N	4020205
2	50100	FED004543	Billing Adjustment L220@90%	0	58.040	50100	000S218	F	B101			1	50100	0000081738	607	L220			1	N	4020205
3	50100	FED004543	Billing Adjustment L220@90%	0	702.510	50100	000S218	F	B101			1	50100	0000081738	606	L220			1	N	4020205

12.

If data has been missed or entered incorrectly, go back to the Invoice and update it with the appropriate data.

Set Invoice to Ready (RDY)

Step	Action
1.	Navigate to the Bill Entry page by clicking the Contracts WorkCenter tile. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation in the WorkCenter: Links > Billing > Standard Billing Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the Bill Entry page using the following navigation path: NavBar > Menu > Billing > Maintain Bills > Standard Billing



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Step	Action
	The Bill Entry Find an Existing Value Search page displays. ← Process List 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 Q Invoice begins with ▼ Q Bill Status = ▼ ▼ Customer begins with ▼ Q Contract begins with ▼ ▼ Bills in Business Unit = ▼ Q Template Invoice Flag = ▼ ▼ ^ Show fewer options ☐ Case Sensitive Search Clear



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Step	Action
	The Bill Entry page displays the Invoice, with the Header - Info 1 tab displayed by default. Header - Info 1 Line - Info 1 Unit 50100 Invoice FED004543 Pretax Amt 82,803.67 USD Status NEW Invoice Date Cycle ID DAILY *Type FED Source FED *Frequency Once *Customer 0000055002 SubCust1 SubCust2 FEDERAL HIGHWAY ADMINISTRATION From Date To Date *Invoice Form STANDARD Pay Terms NET30 Pay Method Check Accounting Date Remit To REMIT Bank Account VDOT Sales GOVT Bill Inquiry Phone Collector COL3 Credit Analyst CREDIT Billing Authority Billing Specialist Go to: Notes Header Info 2 Express Entry Address Copy Address Attachments Summary Bill Search Line Search Navigation Header - Info 1 Page Series Prev Next Save Return to Search Notify Refresh Add Update/Display Header - Info 1 Line - Info 1