



Project Accounting Approvals Overview

Project Accounting Approvals in Cardinal involve several sequential steps that ensure projects are accurately established before financial activity begins. Each project starts with the creation and approval of its accounting distribution, which sets the foundation for budgeting and determines when the project can progress to Open status. Because Cardinal does not provide automatic notifications for these approvals, coordination between project staff and approvers is essential to keep work moving.

Once a project reaches Budget status, it must be approved again before expenditure transactions can be posted, and additional approvals are required when processing FHWA Federal Billing. Temporary Billing Worksheets must be validated and approved to ensure error-free federal submissions before real bills are generated. Together, these approvals help maintain data accuracy, proper workflow, and reliable financial processing throughout the project lifecycle.

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.

Table of Contents

Revision History	2
Approving a Project Distribution	3
Approving a Project.....	7
Approving a Billing Worksheet	14



Project Accounting Job Aid

PA355 Project Accounting Approvals (VDOT Only)

Revision History

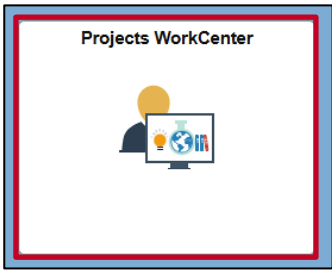
Revision Date	Summary of Changes
9/1/2026	Baseline.

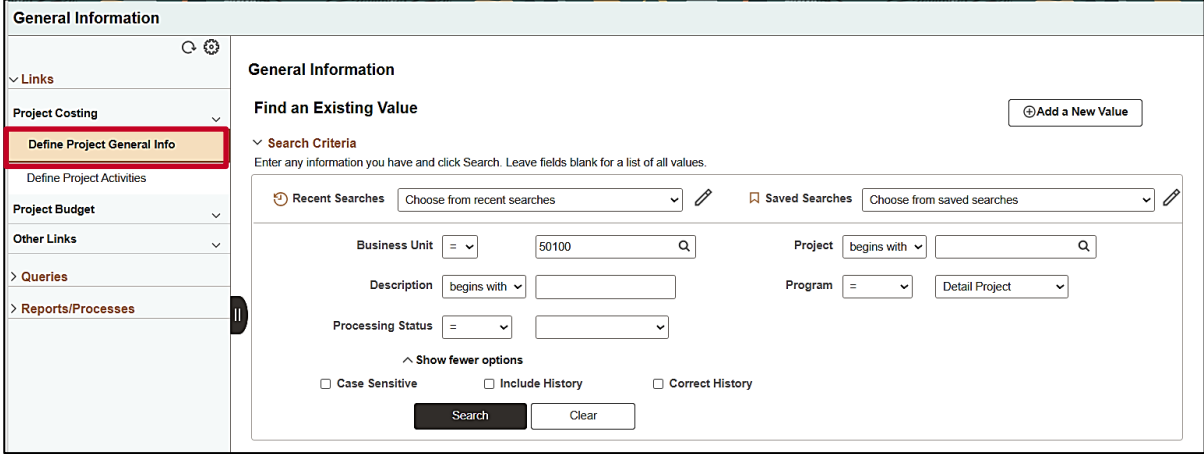
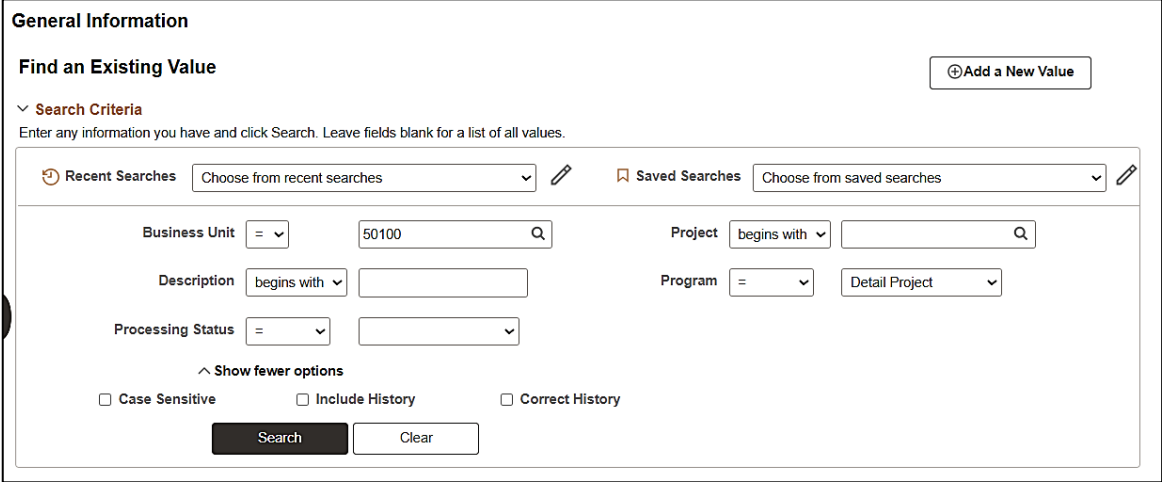
Approving a Project Distribution

Before expenditures can be posted to a project, its distribution must be approved. The Accounting Distribution Specialist creates the project distribution, and once completed, the Accounting Distribution Approver reviews and approves it, and updates the project status to Budget. This status enables the creation of SpeedTypes, SpeedCharts, and funds distribution rules, and allows budgets—but not expenditures—to be posted.

When the project later moves to Open status, both budget and expenditure transactions can be posted. Each time a new effective-dated row is added to the Project Distribution section, a fresh approval is required. If any Chart of Accounts values are invalid, the approver can reject the distribution simply by not selecting the Approval Status checkbox.

Because Cardinal does not send notifications or display pending distributions on the approver's worklist, the Accounting Distribution Specialist must manually alert the approver when a project distribution is ready for approval.

Step	Action
1.	Navigate to the General Information page by clicking the Projects 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.

Step	Action
2.	Use the following navigation in the WorkCenter: Links > Project Costing > Define Project General Info Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the General Information page using the following navigation path: NavBar > Menu > Project Costing > Project Definitions > Define Project General Info
The General Information Find an Existing Value Search page displays. 	
3.	Enter the project number in the Project field. 

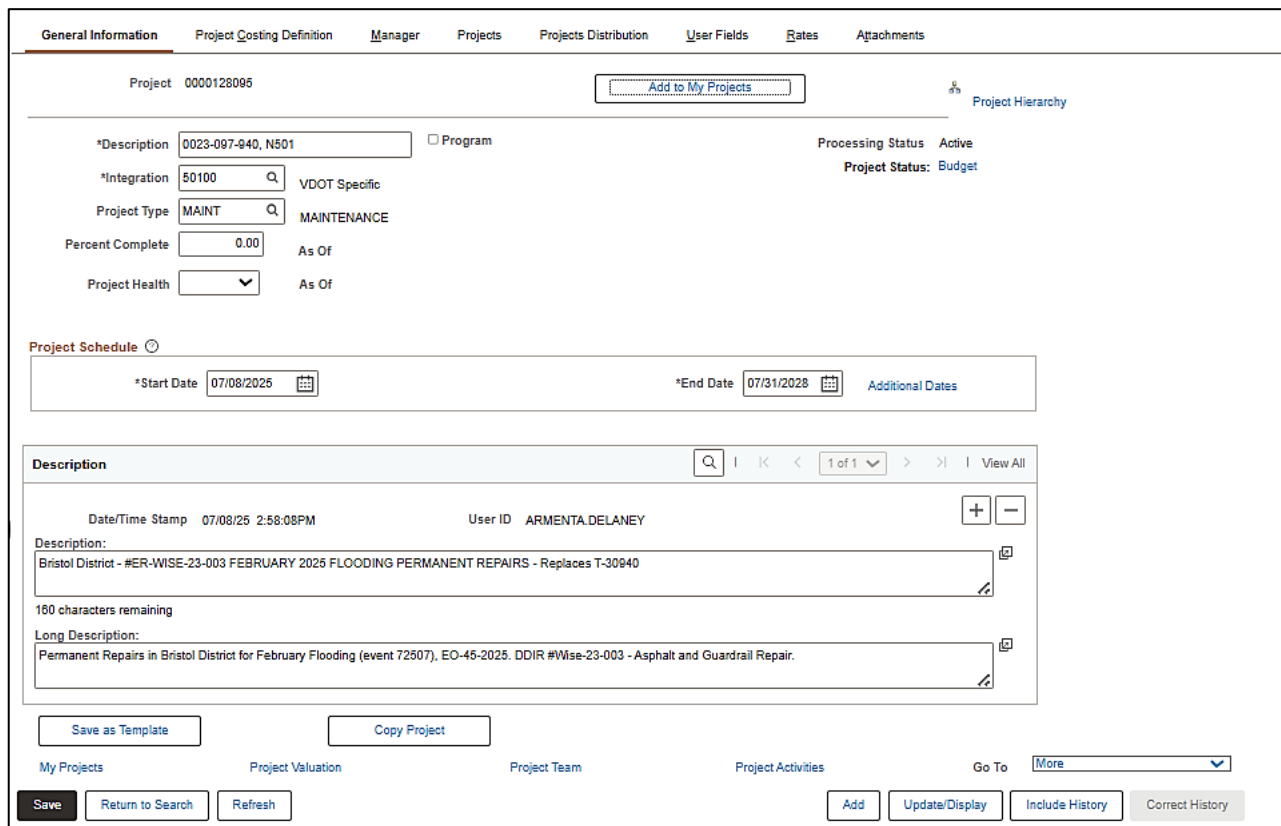


Project Accounting Job Aid

PA355 Project Accounting Approvals (VDOT Only)

Step	Action
4.	Select the Correct History checkbox option. 
5.	Click the Search button. 

The **General Information** page displays.



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

Project 0000128095 [Add to My Projects](#) [Project Hierarchy](#)

*Description: 0023-097-940, N501 ☐ Program Processing Status: Active
*Integration: 50100 VDOT Specific Project Status: Budget
Project Type: MAINT MAINTENANCE
Percent Complete: 0.00 As Of
Project Health: As Of

Project Schedule *Start Date: 07/08/2025 *End Date: 07/31/2028 Additional Dates

Description: 1 of 1 View All
Date/Time Stamp: 07/08/25 2:58:08PM User ID: ARMENTA.DELANEY
Description: Bristol District - #ER-WISE-23-003 FEBRUARY 2025 FLOODING PERMANENT REPAIRS - Replaces T-30940
100 characters remaining
Long Description: Permanent Repairs in Bristol District for February Flooding (event 72607), EO-45-2025, DDIR #Wise-23-003 - Asphalt and Guardrail Repair.

Save as Template Copy Project

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

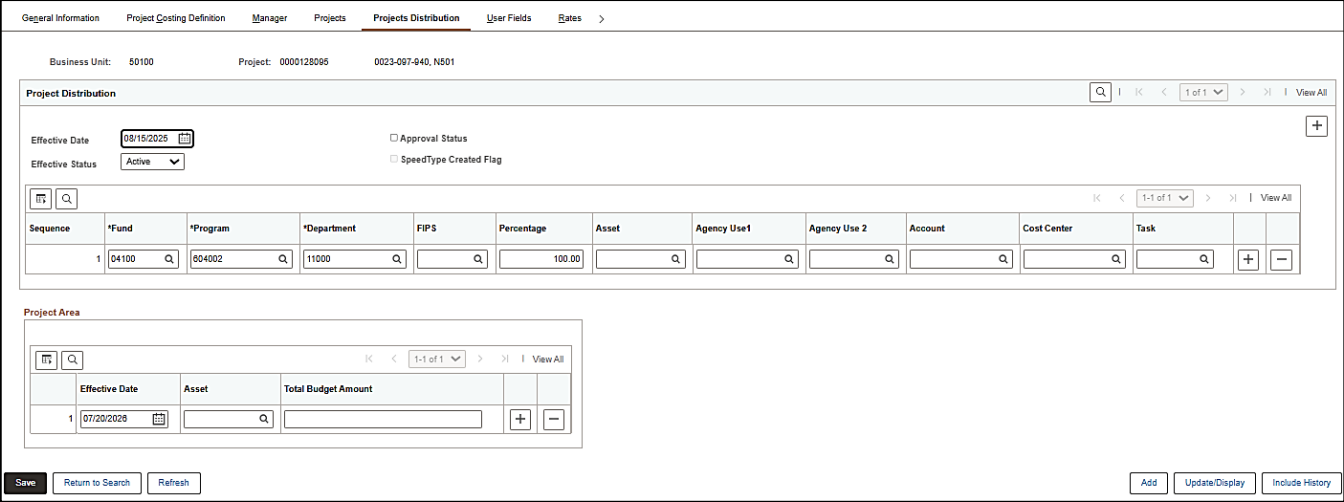
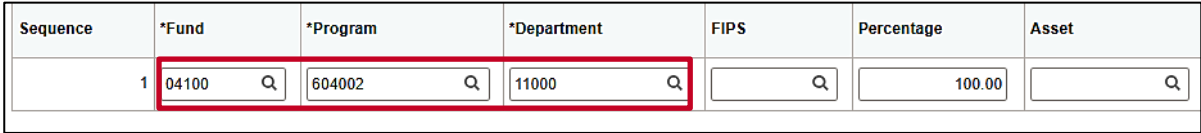
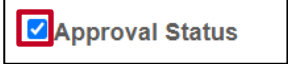
Save Return to Search Refresh Add Update/Display Include History Correct History

6.	Click the Projects Distribution tab. 
----	---



Project Accounting Job Aid

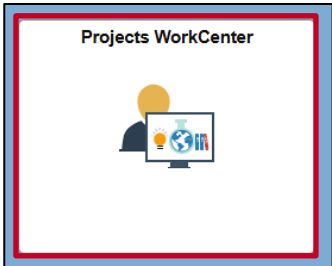
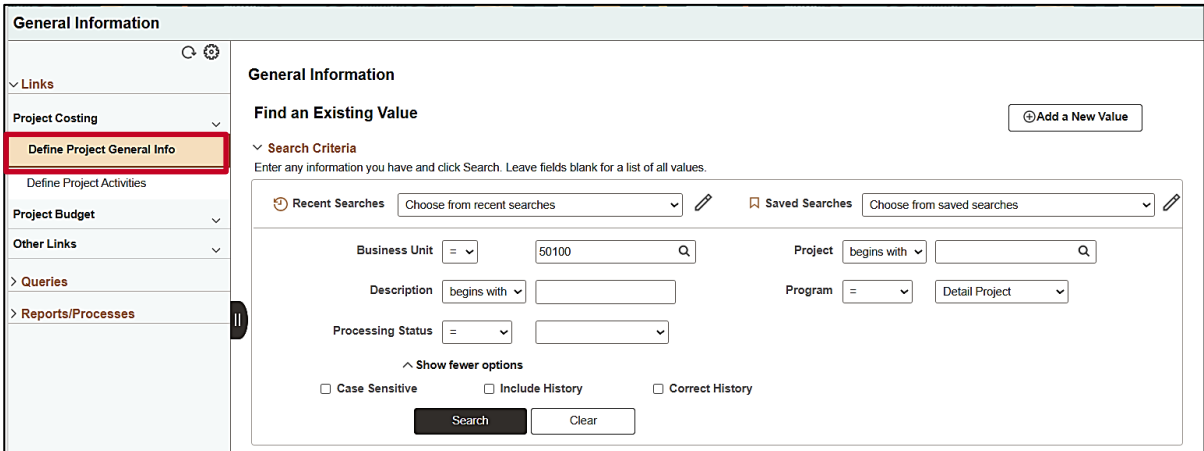
PA355 Project Accounting Approvals (VDOT Only)

Step	Action
	The Projects Distribution tab displays. 
	If the Correct History button on the Search page was not selected, it can be selected here. If it was selected on the Search page, the button will be grayed out on this page. 
7.	Review the distribution values to ensure the Chart of Accounts combination entered is valid and matches the values entered on the project Budget, if one has been posted. 
8.	Validate the distribution and select the Approval Status checkbox. 
9.	Click the Save button. 
	Cardinal does not generate an automatic email to the Project Manager or Accounting Distribution Specialist when the project distribution is approved or denied. The approver must send a manual notification, if necessary. Users can also search for their project distribution in Cardinal and check on its approval status.

Approving a Project

A project is ready for approval when it is prepared to receive expenditure transactions, meaning its distribution has already been approved and its status is set to Budget. Once the project reaches this point, the Project Manager must notify the Project Status Approver, as Cardinal does not send alerts or display the project on the approver's worklist.

The approver updates the project status from Budget to Open on the General Information page, enabling transactions and budgets from other modules to post against it. Because there is no deny function, the status should only be changed to Open when expenditure transactions are appropriate. Approving a project simply involves updating its status from Budget to Open, allowing it to be fully processed in Cardinal.

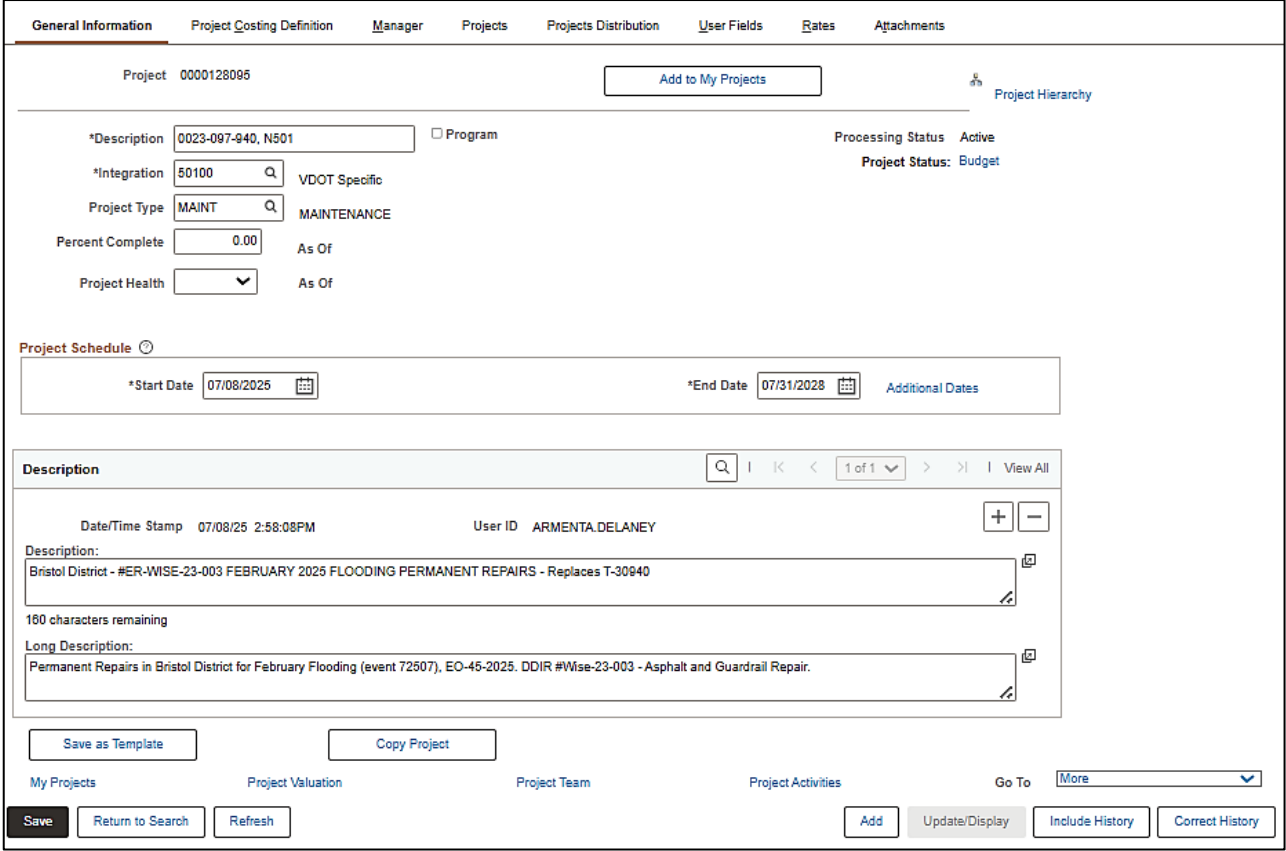
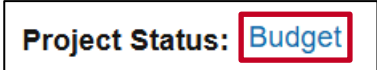
Step	Action
1.	Navigate to the General Information page by clicking the Projects WorkCenter tile. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation in the WorkCenter: Links > Project Costing > Define Project General Info Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 

Step	Action
	Users can also access the General Information page using the following navigation path: NavBar > Menu > Project Costing > Project Definitions > Define Project General Info
	The General Information Find an Existing Value Search page displays. General Information 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 Project begins with ▼ Q Description begins with ▼ Program = ▼ Detail Project ▼ Processing Status = ▼ ▼ ^ Show fewer options ☐ Case Sensitive ☐ Include History ☐ Correct History Search Clear
3.	Enter the Project ID in the Project field. Project begins with ▼ 0000128095 Q
4.	Click the Search button. Search Clear 🔖 Save Search



Project Accounting Job Aid

PA355 Project Accounting Approvals (VDOT Only)

Step	Action
	The General Information tab for the project displays.  The screenshot shows the 'General Information' tab for project 0000128095. The 'Project Status' is 'Budget'. The 'Description' field is '0023-097-940, N501'. The 'Integration' is '50100'. The 'Project Type' is 'MAINT'. The 'Percent Complete' is '0.00'. The 'Project Health' is 'As Of'. The 'Project Schedule' shows a start date of '07/08/2025' and an end date of '07/31/2028'. The 'Description' field is 'Bristol District - #ER-WISE-23-003 FEBRUARY 2025 FLOODING PERMANENT REPAIRS - Replaces T-30940'. The 'Long Description' is 'Permanent Repairs in Bristol District for February Flooding (event 72507), EO-45-2025. DDIR #Wise-23-003 - Asphalt and Guardrail Repair.' The 'Project Status' is 'Budget'.
5.	In the Project Status field, click the Budget link.  The screenshot shows the 'Project Status' field with the 'Budget' link highlighted by a red box.



Project Accounting Job Aid

PA355 Project Accounting Approvals (VDOT Only)

Step	Action
	The Status page displays. Status Project 0000128095 Description 0023-097-940, N501 Project Status < 1 of 2 > > View All Effective Date 07/08/2025 Sequence 1 + *Status B Budget Priority 0 Interest Calculation Factor 0.00 Comments per A Delaney email 7/8/25 LP 📎 Return to General Information Save Return to Search Notify Refresh Update/Display Include History
6.	Click the Include History button. Update/Display Include History
7.	Click the View All link (changes to View 1). < 1 of 2 > > View All



Project Accounting Job Aid

PA355 Project Accounting Approvals (VDOT Only)

Step	Action
	All Project Status records display. Status Project 0000128095 Description 0023-097-940, N501 Project Status Q < > 1-2 of 2 View 1 Effective Date 07/08/2025 Sequence 1 + *Status B Budget Priority 0 Interest Calculation Factor 0.00 Comments per A Delaney email 7/8/25 LP 📎 Effective Date 07/08/2025 📅 Sequence 0 + *Status P Pending Priority 0 Interest Calculation Factor 0.00 Comments 📎 Return to General Information Save Return to Search Notify Refresh Update/Display Include History
8.	Click the Add Row button (+) to add a new effective-dated row. Project Status Q < > 1-2 of 2 View 1 Effective Date 07/08/2025 Sequence 1 + *Status B Budget
9.	Enter the Effective Date in the Effective Date field. This effective date must be prior to the date the first expenditure can be posted to the project. If a future-effective date is added, the project status is not effective until this date is reached. Effective Date 07/20/2026 📅



Project Accounting Job Aid

PA355 Project Accounting Approvals (VDOT Only)

Step	Action
10.	Enter or select "O" (Open) in the Status field. *Status O Open
11.	Click the Save button. Save Return to Search Notify Refresh
12.	Click the Return to General Information link. Return to General Information

The **General Information** page displays.

General Information

Project Costing Definition

Manager

Projects

Projects Distribution

User Fields

Rates

Attachments

Project 0000128095

Add to My Projects

Project Hierarchy

*Description 0023-097-940, N501

Program

Processing Status Active

Project Status: Open

*Integration 50100

VDOT Specific

Project Type MAINT

MAINTENANCE

Percent Complete 0.00

As Of

Project Health

As Of

Project Schedule

*Start Date 07/08/2025

*End Date 07/31/2028

Additional Dates

Description

1 of 1

View All

Date/Time Stamp 07/08/25 2:58:08PM

User ID ARMENTA.DELANEY

Description:

Bristol District - #ER-WISE-23-003 FEBRUARY 2025 FLOODING PERMANENT REPAIRS - Replaces T-30940

160 characters remaining

Long Description:

Permanent Repairs in Bristol District for February Flooding (event 72507), EO-45-2025, DDIR #Wise-23-003 - Asphalt and Guardrail Repair.

Save as Template

Copy Project

My Projects

Project Valuation

Project Team

Project Activities

Go To More

Save

Return to Search

Refresh

Add

Update/Display

Include History

Correct History

The **Processing Status** field changes from Budget to Active once the "Open" Project Status is saved.

Processing Status

Active

Project Status:

Open



Project Accounting Job Aid

PA355 Project Accounting Approvals (VDOT Only)

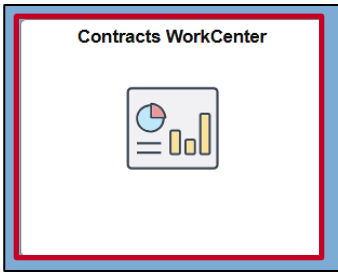
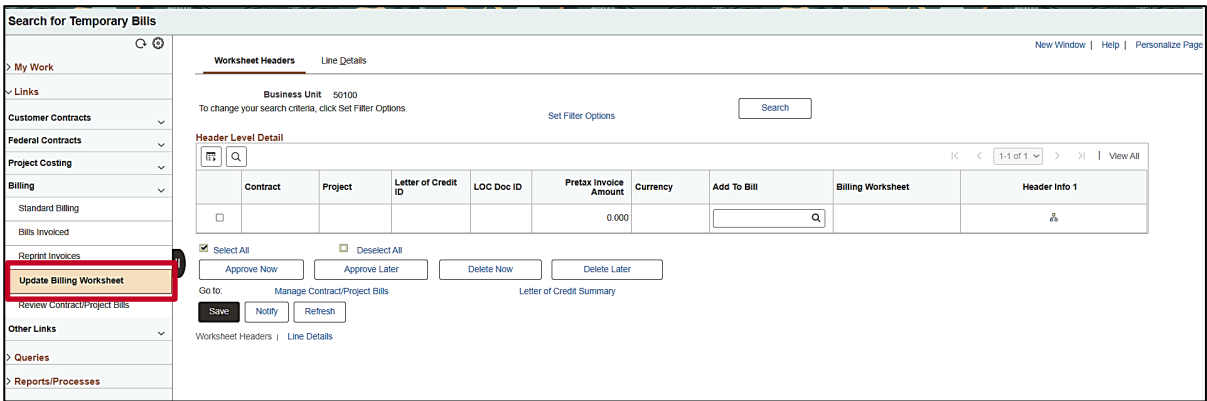
Step	Action
	Cardinal does not generate an automatic email to the Projects Manager when the project is approved. The approver must do so manually, if necessary. Users can also search for their project in Cardinal and check on its approval status.
	If the project is closed and needs to be temporarily opened, a new sequence should be added to the current Effective Date instead of adding a new effective dated row. Temporary changes to a project's status should be made by adding a new sequence to the current Effective Date. For example: If a project status is closed effective 10/21/19, sequence 1, but payroll charges need to be processed on 10/25/19, add sequence 2 to the 10/21/19 row with a Status of "O". To close the project after payroll has finished processing, add sequence 3 to the 10/21/19 row with a Status of "C".

Approving a Billing Worksheet

Before temporary bills become real bills, the Billing Worksheet must be approved. For FHWA Federal Bills, the worksheet is created to identify any errors in the federal system and must be submitted to FHWA at least once in temporary status to confirm it is error-free before final submission.

Because Cardinal does not send notifications or display the worksheet on the approver's worklist, the Billing Worksheet Approver must manually review temporary bills daily to determine which are ready for approval. The worksheet is approved on the Update Billing Worksheet page, where the approver can review and defer lines as needed.

Once approved and processed, the Billing Worksheet generates a real bill, and the approver's review ensures all data is accurate.

Step	Action
1.	Navigate to the Update Billing Worksheet 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 > Update Billing Worksheet Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the Update Billing Worksheet page using the following navigation path: NavBar > Menu > Billing > Manage Billing Worksheet > Update Billing Worksheet



Project Accounting Job Aid

PA355 Project Accounting Approvals (VDOT Only)

Step

Action

The **Update Billing Worksheet** page displays.

Worksheet HeadersLine DetailsNew Window | Help | Personalize Page

Business Unit 50100

To change your search criteria, click Set Filter Options.

Set Filter Options

Search

Header Level Detail

1-1 of 1 | View All

	Contract	Project	Letter of Credit ID	LOC Doc ID	Pretax Invoice Amount	Currency	Add To Bill	Billing Worksheet	Header Info 1
☐					0.000				

☒ Select All☐ Deselect All

Approve NowApprove LaterDelete NowDelete Later

Go to: Manage Contract/Project BillsLetter of Credit Summary

SaveNotifyRefresh

3.

Click the **Search** button.

Search

Temporary Bills to be approved display in the **Header Level Detail** section.

Header Level Detail

1-3 of 3 | View All

	Contract	Project	Letter of Credit ID	LOC Doc ID	Pretax Invoice Amount	Currency	Add To Bill	Billing Worksheet	Header Info 1
☐					2,060.67	USD		TMP003540	
☐					8,467.27	USD		TMP003536	
☐					1,200.00	USD		TMP003535	

Do not approve the billing worksheet unless it has been submitted to the Rapid Approval and State Payment System (RASPS) at least one time.

4.

Billing Worksheet

TMP003540



Project Accounting Job Aid

PA355 Project Accounting Approvals (VDOT Only)

Step	Action
------	--------

The **Line Details** tab displays.

Worksheet Headers | **Line Details**

Header Level Detail

Business Unit: 50100 Contract: Letter of Credit
Billing Worksheet: TMP003540 Project: LOC Doc ID
Customer: 0000055002 Gross Billable Amount: 2,080.87 USD
Bill Header

Line Level Detail

General Services Contract/Project ID

Sequence	PC Bus Unit	Project	Activity	Analysis Type	Source Type	Category	Subcategory	Billing Option	Defer Date	Description	Gross Extended	Less Discount	Net Extended	View Details
1	50100	0000110155	631	BIL	V200			Bill		FHWA Billed @81.50%	2,037.50	0.00	2,037.50	
2	50100	0000110155	63401	BIL	V200			Bill		FHWA Billed @81.50%	6.50	0.00	6.50	
3	50100	0000110155	63401	BIL	V200			Bill		FHWA Billed @81.50%	5.99	0.00	5.99	
4	50100	0000110155	63401	BIL	V200			Bill		FHWA Billed @81.50%	9.27	0.00	9.27	

Save Notify Refresh

Worksheet Headers | Line Details

5. Review all details based on relevant policies.

6. After reviewing the Line Details, click the **Worksheet Headers** tab.

Worksheet Headers

Line Details

The **Worksheet Headers** tab redispays.

Worksheet Headers | Line Details

Business Unit: 50100
To change your search criteria, click Set Filter Options. Set Filter Options Search

Header Level Detail

	Contract	Project	Letter of Credit ID	LOC Doc ID	Pretax Invoice Amount	Currency	Add To Bill	Billing Worksheet	Header Info 1
☐					2,060.67	USD		TMP003540	
☐					8,467.27	USD		TMP003536	
☐					1,200.00	USD		TMP003535	

☒ Select All ☐ Deselect All

Approve Now Approve Later Delete Now Delete Later

Go to: Manage Contract/Project Bills Letter of Credit Summary

Save Notify Refresh



Project Accounting Job Aid

PA355 Project Accounting Approvals (VDOT Only)

Step	Action																																													
7.	Select the checkbox next to the line items to be approved (or select the Select All checkbox). <table><tr><th></th><th>Contract</th><th>Project</th><th>Letter of Credit ID</th><th>LOC Doc ID</th><th>Pretax Invoice Amount</th><th>Currency</th><th>Add To Bill</th><th>Billing Worksheet</th></tr><tr><td>☒</td><td></td><td></td><td></td><td></td><td>2,060.67</td><td>USD</td><td> </td><td>TMP003540</td></tr><tr><td>☐</td><td></td><td></td><td></td><td></td><td>8,467.27</td><td>USD</td><td> </td><td>TMP003536</td></tr><tr><td>☐</td><td></td><td></td><td></td><td></td><td>1,200.00</td><td>USD</td><td> </td><td>TMP003535</td></tr><tr><td colspan="9">☒ Select All ☐ Deselect All</td></tr></table>		Contract	Project	Letter of Credit ID	LOC Doc ID	Pretax Invoice Amount	Currency	Add To Bill	Billing Worksheet	☒					2,060.67	USD		TMP003540	☐					8,467.27	USD		TMP003536	☐					1,200.00	USD		TMP003535	☒ Select All ☐ Deselect All								
	Contract	Project	Letter of Credit ID	LOC Doc ID	Pretax Invoice Amount	Currency	Add To Bill	Billing Worksheet																																						
☒					2,060.67	USD		TMP003540																																						
☐					8,467.27	USD		TMP003536																																						
☐					1,200.00	USD		TMP003535																																						
☒ Select All ☐ Deselect All																																														
8.	Click the Approve Later button which allows the Billing Worksheet to be approved in an automatic batch process later in time. Approve Later Or click the Delete Later button which allows the Billing Worksheet to be deleted in an automatic batch process later in time. Delete Later																																													
	The Approve Now and Delete Now buttons are not used in Cardinal. Do not click them.																																													

The Approved or Deleted Billing Worksheet is removed from the **Update Billing Worksheet** page.

Worksheet Headers

Line Details

Business Unit 50100

To change your search criteria, click Set Filter Options.

Set Filter Options

Search

Header Level Detail

Q

1-2 of 2

>

>|

View All

	Contract	Project	Letter of Credit ID	LOC Doc ID	Pretax Invoice Amount	Currency	Add To Bill	Billing Worksheet	Header Info 1
☐					8,467.27	USD		TMP003536	
☐					1,200.00	USD		TMP003535	

☒ Select All ☐ Deselect All

Approve Now

Approve Later

Delete Now

Delete Later

Go to:

Manage Contract/Project Bills

Letter of Credit Summary

Save

Notify

Refresh

Worksheet Headers | Line Details