

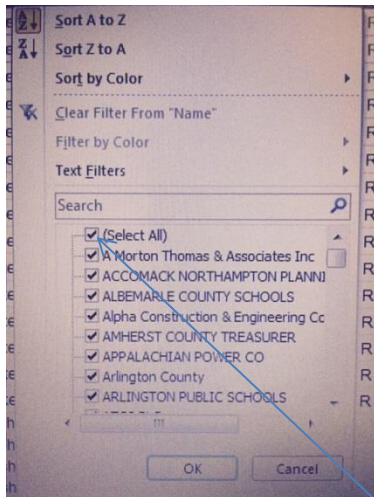
VDOT
Fiscal Office
Sub-recipient federal expenditures report
FY 2020

Filter transactions for your entity in the Excel file (the tables below are presented as examples):

Open the excel file and note that the header row on the excel file is already filtered. Each column has a little downward pointing arrow.

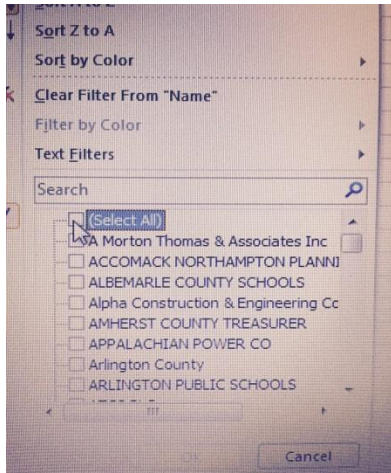
Voucher Number	Fiscal Period	Name	Account	Project Number	Project Name	Analysis Type	Rate	Bill Dt	Total Expenditure	Federal Portion of Total Expenditure	Invoice Date	Invoice ID	Payment Date	Payment Amount	EDI payment number
00363059	2	Arlington County	5014310	0000096750		BLD	90%	8/8/2014	16,472.27	14,825.04	2014-07-11	96750 9	2014-08-29	16,472.27	90019954
00398024	5	Arlington County	5014310	0000096750		BLD	90%	11/21/2014	2,290.85	2,061.77	2014-10-27	96750 10	2014-12-05	2,290.85	90023025
00450811	10	City of Suffolk	5014310	0000096750		BLD	100%	4/8/2015	59,607.53	59,607.53	2015-03-06	5977114	2015-04-24	59,607.53	90028301
00474994	12	City of Suffolk	5014310	0000096750		BLD	100%	6/4/2015	3,421.05	3,421.05	2015-05-22	5977115	2015-06-25	3,421.05	90031062
00402010	6	City of Suffolk	5014310	0000096751		BLD	100%	4/3/2015	37,367.55	37,367.55	2014-11-03	5977115	2014-12-19	37,367.55	90023558
00481345	12	City of Suffolk	5014310	0000096751		BLD	100%	6/17/2015	19,875.68	19,875.50	2015-05-19	UPC 94675 INV 4	2015-07-02	19,875.68	90031381
00481345	12	City of Harrisonburg	5014310	0000096751		OLT	100%		-	0.18	2015-05-19	UPC 94675 INV 5	2015-07-02	19,875.68	90031381
00363628	2	City of Harrisonburg	5014310	0000058598		BLD	80%	8/13/2014	3,937.15	3,149.72	2014-08-06	103587CN005	2014-09-05	3,937.15	90020100
00398044	5	City of Harrisonburg	5014310	0000058598		BLD	80%	11/21/2014	4,870.43	3,896.34	2014-10-27	103587CN005	2014-12-05	4,870.43	90023025
00436084	9	City of Harrisonburg	5014310	0000058598		BLD	80%	3/12/2015	2,577.90	1,547.39	2015-02-10	103587CN006	2015-03-20	2,577.90	90026821
00436084	9	Arlington County	5014310	0000058598		OLT	80%		-	514.93	2015-02-10	58598 16	2015-03-20	2,577.90	90026821
00484608	12	Arlington County	5014310	0000070317		BLD	80%	6/23/2015	2,164.34	1,731.47	2015-05-19	8K8715	2015-06-24	2,037.83	90030975

To find your entity, locate the column labeled "Name" and click the downward arrow and a window will pop up with all the field values.

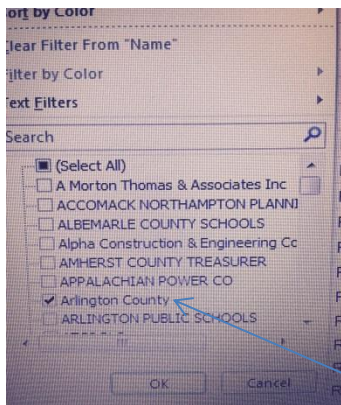


First unselect all field values by clicking on the (Select All) Button, see results below:

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Select your entity name and then the report will filter transactions only for your entity.



For example, if Arlington County is selected, the transaction table will appear as follows (only a subset of the data is shown here).

Voucher Number	Fiscal Period	Name	Account	Project Number	Project Name	Analysis Type	Rate	Bill Date	Total Expenditure	Federal Portion of Total Expenditure	Invoice Date	Invoice ID	Payment Date	Payment Amount	EDI payment number
00363059	2	Arlington County	5014310	0000096750		BLD	90%	8/8/2014	16,472.27	14,825.04	2014-07-11	96750 9	2014-08-29	16,472.27	90019954
00398024	5	Arlington County	5014310	0000096750		BLD	90%	11/21/2014	2,290.85	2,061.77	2014-10-27	96750 10	2014-12-05	2,290.85	90023025
00450811	10	Arlington County	5014310	0000096750		BLD	100%	4/8/2015	59,607.53	59,607.53	2015-03-06	96750 11	2015-04-24	59,607.53	90028301
00474994	12	Arlington County	5014310	0000096750		BLD	100%	6/4/2015	3,421.05	3,421.05	2015-05-22	96750 12	2015-06-25	3,421.05	90031062
00402010	6	Arlington County	5014310	0000096751		BLD	100%	4/3/2015	37,367.55	37,367.55	2014-11-03	96751 8	2014-12-19	37,367.55	90023558
00481345	12	Arlington County	5014310	0000096751		BLD	100%	6/17/2015	19,875.68	19,875.50	2015-05-19	96751 9	2015-07-02	19,875.68	90031381
00481345	12	Arlington County	5014310	0000096751		OLT	100%		-	0.18	2015-05-19	96751 9	2015-07-02	19,875.68	90031381
00363628	2	Arlington County	5014310	0000058598		BLD	80%	8/13/2014	3,937.15	3,149.72	2014-08-06	58598 14	2014-09-05	3,937.15	90020100
00398044	5	Arlington County	5014310	0000058598		BLD	80%	11/21/2014	4,870.43	3,896.34	2014-10-27	58598 15	2014-12-05	4,870.43	90023025
00436084	9	Arlington County	5014310	0000058598		BLD	80%	3/12/2015	2,577.90	1,547.39	2015-02-10	58598 16	2015-03-20	2,577.90	90026821
00436084	9	Arlington County	5014310	0000058598		OLT	80%		-	514.93	2015-02-10	58598 16	2015-03-20	2,577.90	90026821
00484608	12	Arlington County	5014310	0000070317		BLD	80%	6/23/2015	2,164.34	1,731.47	2015-05-19	8K8715	2015-06-24	2,037.83	90030975
00484608	12	Arlington County	50232302	0000070317		BLD	80%	6/23/2015	541.09	432.87	2015-05-19	8K8715	2015-06-24	2,037.83	90030975
00361036	1	Arlington County	5014310	0000070625		BLD	100%	8/1/2014	9,240.00	9,240.00	2014-07-22	70625 3	2014-08-22	9,240.00	90019815

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Subrecipient header row terms:

Voucher Number – Number assigned in VDOT’s accounting system to identify a record of expenditure

Fiscal Period – an interval of time during the twelve months of the Fiscal Year (1 equals the month of July, 2 equals the month of August and so forth in VDOT’s fiscal year ending 6/30/20XX)

Name – name of the sub-recipient entity

Account – classification used to record an expense transaction for accounting, financial management and budgeting purposes.

Project Number – Universal project code assigned by VDOT

Project Name- Title of project

Analysis Type - VDOT use only to determine billing status with FHWA

Rate – is the federal participation rate

Bill Date - invoice date when billed to the Federal Highway Administration

Total Expenditures - amount of total expenditure

Federal Portion of Total Expenditures – federal participation rate times the amount of total expenditure. **This is the column that must be reconciled.**

Sub-Recipient Invoice Date – date of the invoice from the sub-recipient entity

Invoice ID – number identifying the invoice from the sub-recipient entity

Payment Date – scheduled date of payment by VDOT to the sub-recipient entity

EDI payment reference – payment identification number

Payment Amount – amount paid to the sub-recipient entity by VDOT

(If exact payment amounts are shown in two different rows, those transactions actually pertain to the same voucher number and are on two separate rows to show the BLD amount and the OLT amount) and you need to consider this as one payment not two. The EDI payment number will be the same also. Also, note that the payment amount and total expenditure amount will not always agree because of deductions such as the sub-recipient’s responsible portion of VDOT’s expenditures on a project.