

Create a New Rate Set Rate – Non-Structure Billing Overview

Rate Sets define the customer participation amount and the **Transaction Identifier** (i.e., appropriation code) to be charged in a transaction.

If you are creating a **Rate Set** for a new appropriation code, you must perform all of the steps detailed below. If you are adding a **Rate Set** for an existing appropriation code, you only need to create the **Rate Set**.

For structure billings (i.e., assets) the user must also ensure that the structure is defined correctly in Cardinal on the **Target** tab of the **Rate Set** pages. For more details on structure billing, refer to the job aid entitled **501 PA Create a New Rate Set – Structure Based Billing**, located on the Cardinal website in **Job Aids** under **Learning**.

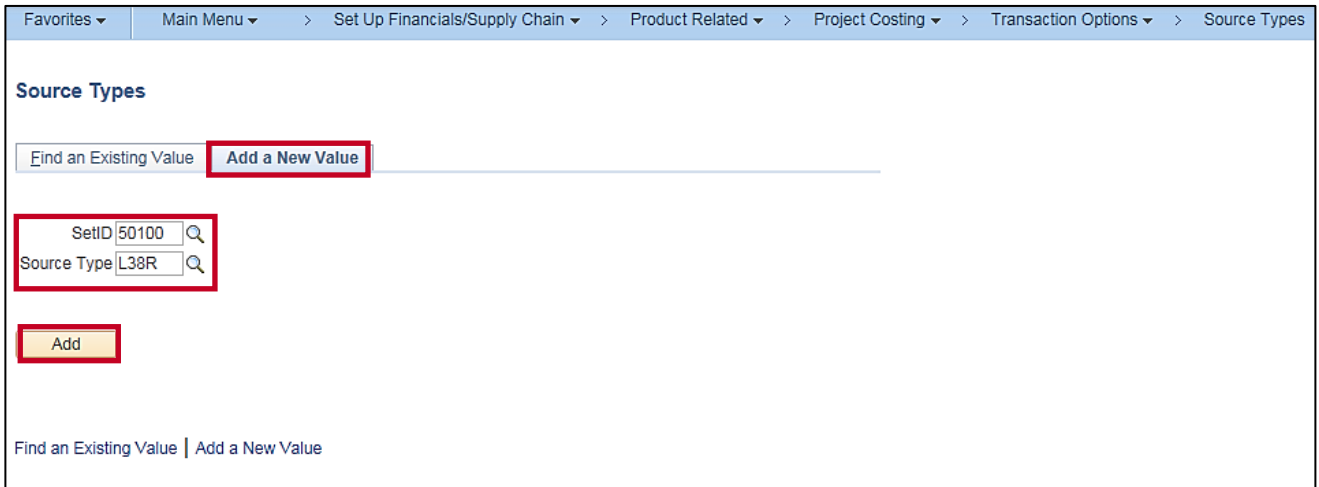
Table of Contents

Create a Source Type	2
Add the Source Type to a Source Group	3
Create a Transaction Identifier	5
Create a Rate Set	6
Create the Accounting Rules	10

Create a Source Type

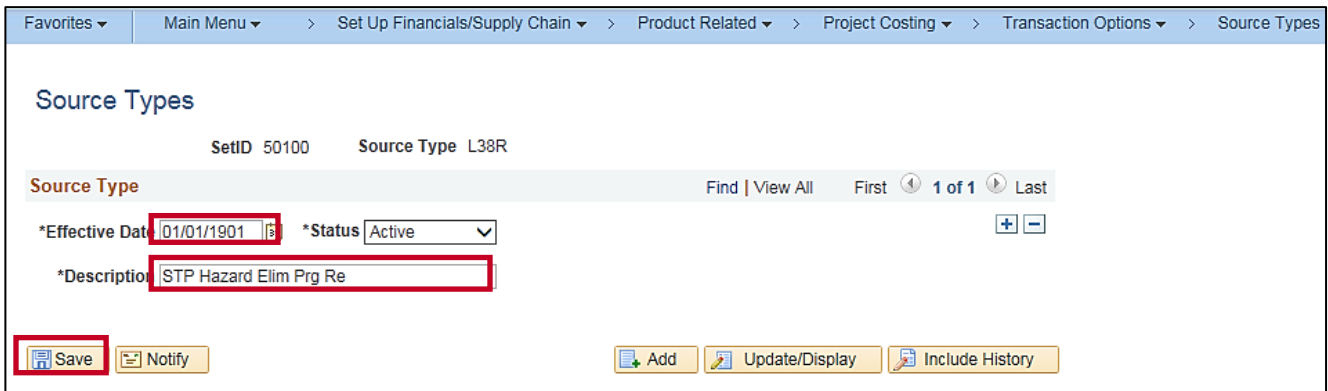
1. Access the **Source Types** page using the following path:

Main Menu > Set Up Financials/Supply Chain > Product Related > Project Costing > Transaction Options > Source Types



The screenshot shows the 'Source Types' page with the breadcrumb path: Favorites > Main Menu > Set Up Financials/Supply Chain > Product Related > Project Costing > Transaction Options > Source Types. The 'Add a New Value' tab is selected. Below the tabs, there are two input fields: 'SetID' with the value '50100' and 'Source Type' with the value 'L38R'. Both fields have search icons. Below these fields is an 'Add' button. At the bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'.

2. Click the **Add a New Value** tab.
3. **SetID: 50100**
4. **Source Type:** Enter the value for the new appropriation code.
5. Click the **Add** button.



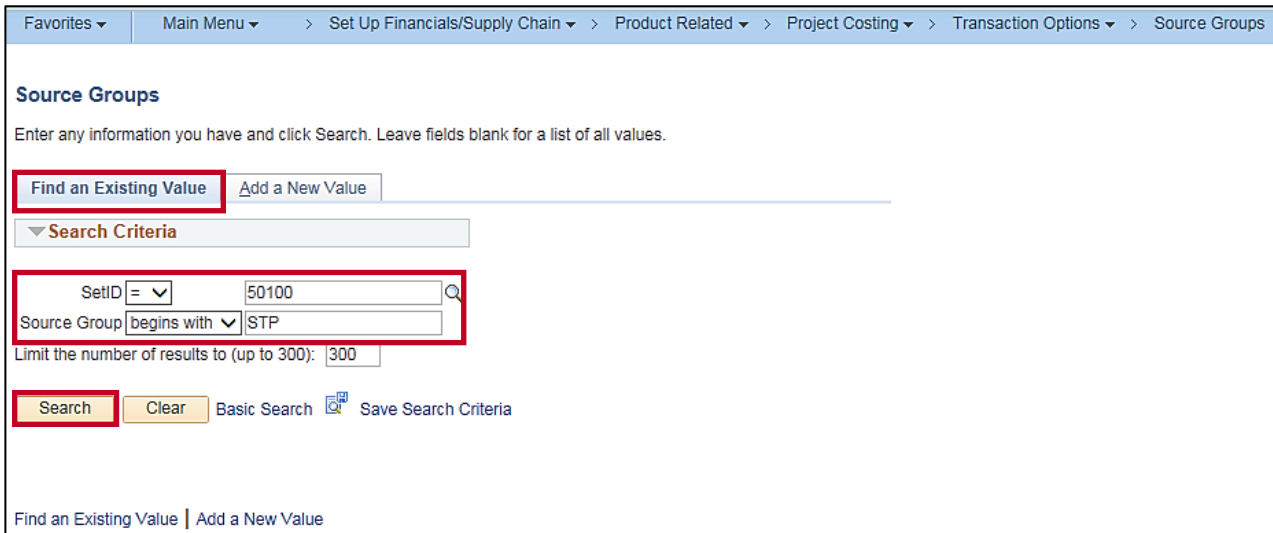
The screenshot shows the 'Source Types' page with the breadcrumb path: Favorites > Main Menu > Set Up Financials/Supply Chain > Product Related > Project Costing > Transaction Options > Source Types. The page displays details for SetID 50100 and Source Type L38R. The 'Source Type' header is visible. Below it, there are fields for '*Effective Date' (01/01/1901) and '*Status' (Active). The '*Description' field contains 'STP Hazard Elim Prg Re'. At the bottom, there are buttons for 'Save', 'Notify', 'Add', 'Update/Display', and 'Include History'.

6. The **Source Types** page displays.
7. **Effective Date: 01/01/1901**
8. **Description:** Enter a description of the new **Source Type**.
9. **Status: Active**
10. Click the **Save** button.

Add the Source Type to a Source Group

1. Access the **Source Groups** page using the following path:

Main Menu > Set Up Financials/Supply Chain > Product Related > Project Costing > Transaction Options > Source Groups



2. Click the **Find an Existing Value** tab.
3. **SetID: 50100**
4. **Source Group:** Enter the **Source Group** your **Source Type** will be added to.
5. Click the **Search** button.

[Favorites](#) > [Main Menu](#) > [Set Up Financials/Supply Chain](#) > [Product Related](#) > [Project Costing](#) > [Transaction Options](#) > [Source Groups](#)

[Source Groups](#) | [Description 1](#)

SetID 50100

Source Group STP *Description

Flexible Rate

Source Types Personalize | Find | View 100 | | First 130-132 of 132 **Last**

Source Type	Description		
<input type="text" value="QTDG"/>	<input type="text" value="NATL INFRA INVEST TIGER V"/>		
<input type="text" value="Z49A"/>	<input type="text" value="SKILLS TRAINING PROGRAM MAP-21"/>		
<input type="text" value="L38R"/>	<input type="text" value="STP Hazard Elim Prg Re"/>		

Save Return to Search Notify Previous tab Next tab Add Update/Display

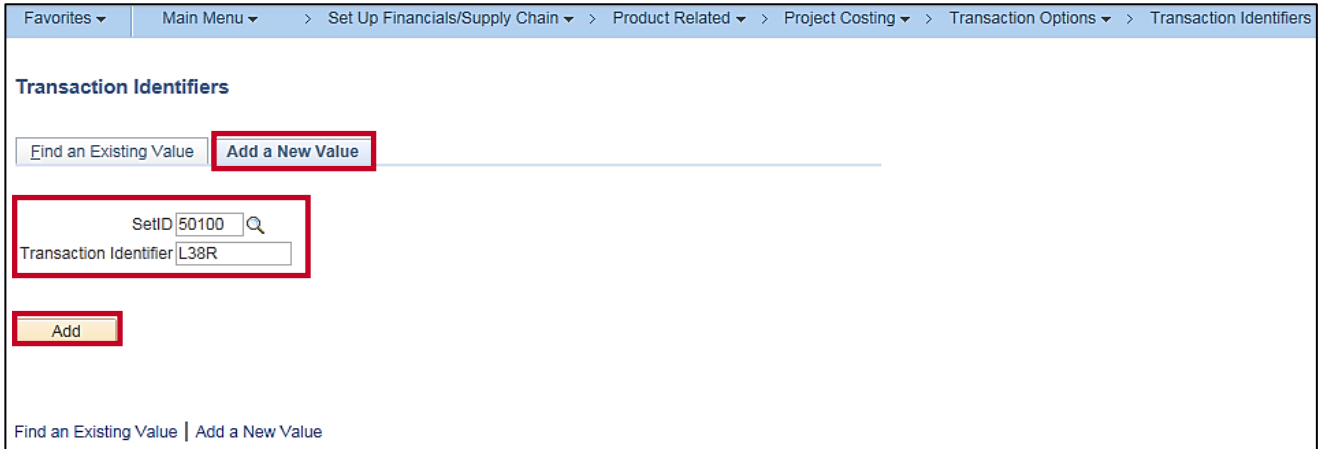
Source Groups | Description 1

6. Click the **Last** link to access to end of the list. In this example there are 121 rows prior to adding a new row. Click the **(+)** icon to add a new row.
7. On the new row, add the new **Source Type**.
8. Click the **Save** button.

Create a Transaction Identifier

1. Access the **Transaction Identifier** page using the following path:

Main Menu > Set Up Financials/Supply Chain > Product Related > Project Costing > Transaction Options > Transaction Identifiers



Transaction Identifiers

Find an Existing Value | **Add a New Value**

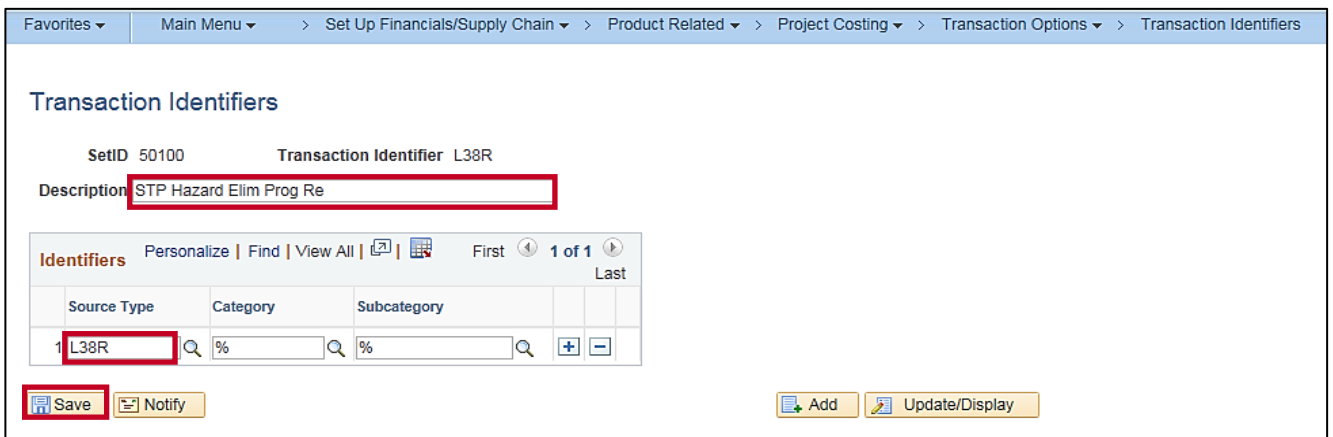
SetID: 50100

Transaction Identifier: L38R

Add

Find an Existing Value | Add a New Value

2. Click the **Add a New Value** tab.
3. **SetID: 50100**
4. **Transaction Identifier:** Enter the value for the new appropriation code.
5. Click the **Add** button.



Transaction Identifiers

SetID: 50100 Transaction Identifier: L38R

Description: **STP Hazard Elim Prog Re**

Identifiers Personalize | Find | View All | | First 1 of 1 Last

Source Type	Category	Subcategory
1 L38R <input type="text"/> <input type="button" value="Q"/>	% <input type="text"/> <input type="button" value="Q"/>	% <input type="text"/> <input type="button" value="Q"/>

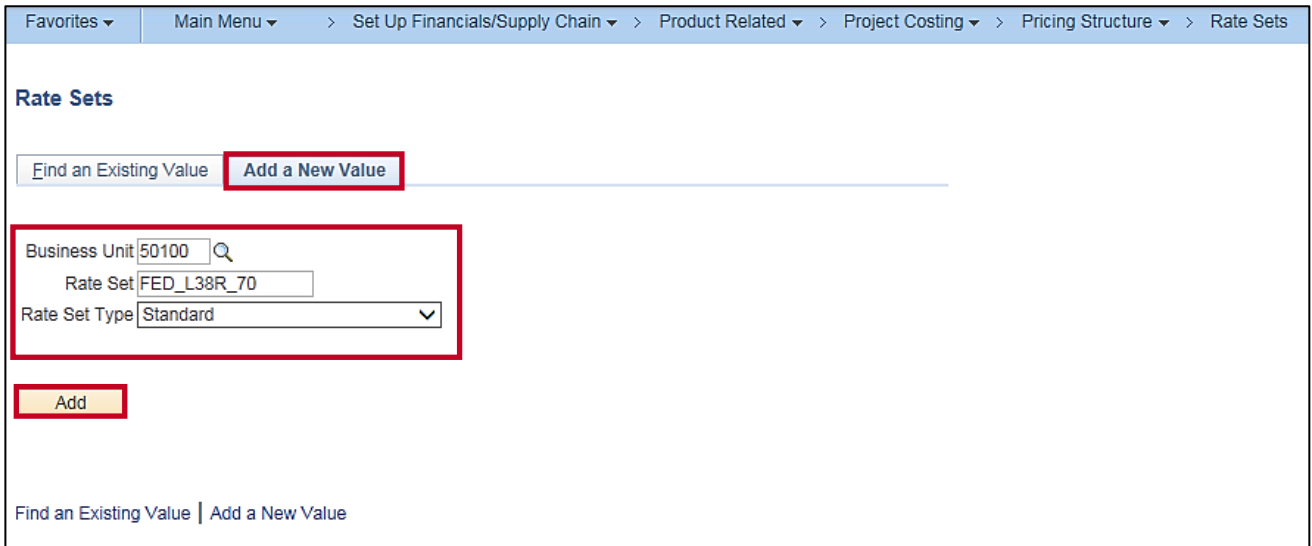
Save

6. The **Transaction Identifiers** page displays.
7. **Description:** Enter the appropriation code description.
8. **Source Type:** Enter the new **Source Type** created above.
9. Click the **Save** button.

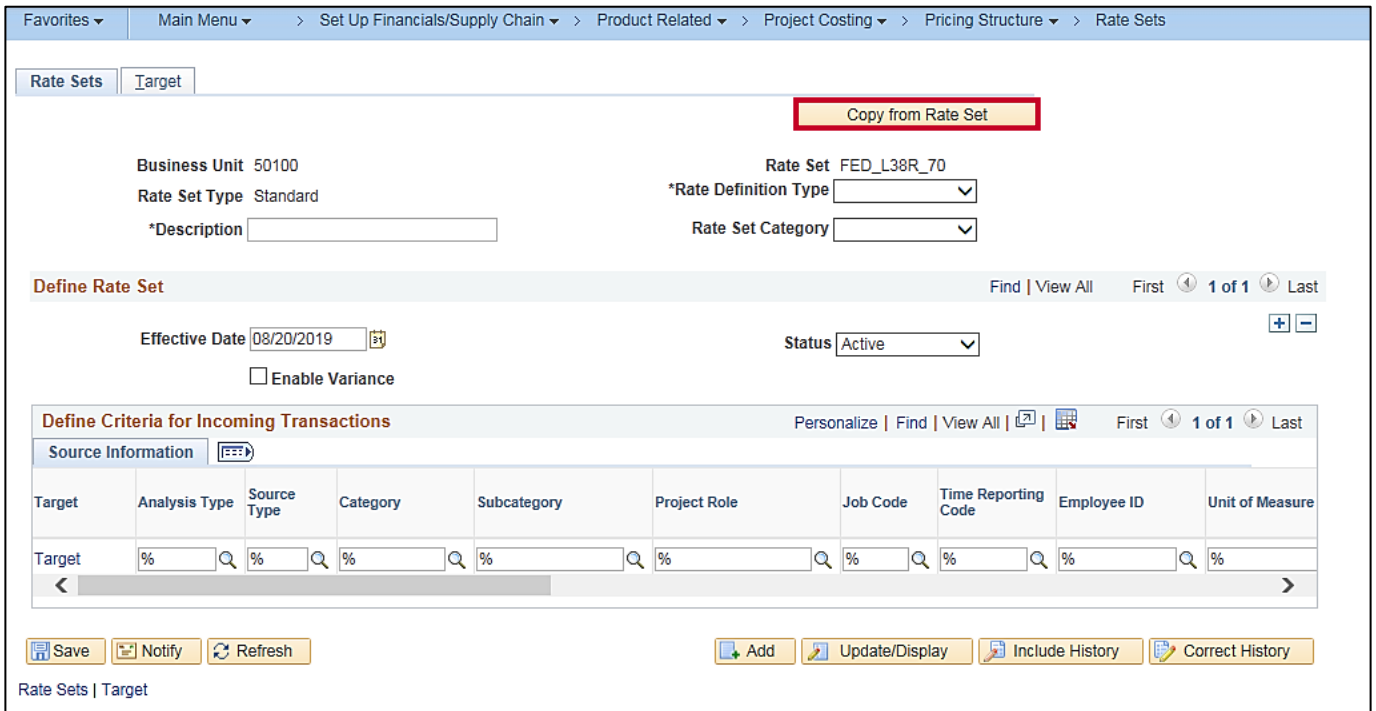
Create a Rate Set

1. Access the **Rate Sets** page using the following path:

Main Menu > Set Up Financials/Supply Chain > Product Related > Project Costing > Pricing Structure > Rate Sets



2. Click the **Add a New Value** tab.
3. **Business Unit:** 50100 for VDOT
4. **Rate Set:** Enter the **Rate Set** name. The **Rate Set** naming convention is:
FED_SOURCE TYPE_PARTICIPATION RATE
5. **Rate Set Type:** Standard
6. Click the **Add** button.



Favorites ▾ Main Menu ▾ > Set Up Financials/Supply Chain ▾ > Product Related ▾ > Project Costing ▾ > Pricing Structure ▾ > Rate Sets

Rate Sets | Target

Copy from Rate Set

Business Unit 50100 Rate Set FED_L38R_70
 Rate Set Type Standard *Rate Definition Type ▾
 *Description Rate Set Category ▾

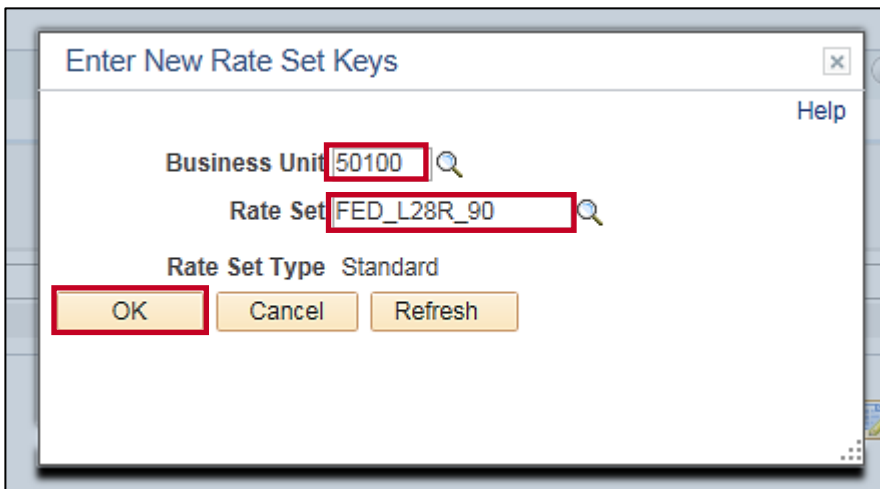
Define Rate Set Find | View All First 1 of 1 Last
 Effective Date 08/20/2019 Status Active
 Enable Variance

Define Criteria for Incoming Transactions Personalize | Find | View All | First 1 of 1 Last

Target	Analysis Type	Source Type	Category	Subcategory	Project Role	Job Code	Time Reporting Code	Employee ID	Unit of Measure
Target	%	%	%	%	%	%	%	%	%

Rate Sets | Target

7. The **Rate Sets** page, **Rate Sets** tab displays.
8. Click the **Copy from Rate Set** button. The **Enter New Rate Set Key** pop-up window displays.



Enter New Rate Set Keys Help

Business Unit 50100
 Rate Set FED_L28R_90
 Rate Set Type Standard

9. **Business Unit: 50100**
10. **Rate Set:** Enter the value of an existing **Rate Set** that you would like to use as a template for your new **Rate Set**.
11. Click the **OK** button.

Favorites ▾ Main Menu ▾ > Set Up Financials/Supply Chain ▾ > Product Related ▾ > Project Costing ▾ > Pricing Structure ▾ > Rate Sets

Rate Sets | Target

Copy from Rate Set

Business Unit 50100
 Rate Set Type Standard
 *Description **Federal - L28R @ 70%**

Rate Set FED_L38R_70
 *Rate Definition Type Billing
 Rate Set Category

Define Rate Set Find | View All First 1 of 1 Last

Effective Date **01/01/1901** Status Active
 Enable Variance

Define Criteria for Incoming Transactions Personalize | Find | View 4 | 1-6 of 6 Last

Source Information

Target	Analysis Type	Source Type	Category	Subcategory	Project Role	Job Code	Time Reporting Code	Employee ID	Unit of Measure
Target	ACT	%	%	%	%	%	%	%	%
Target	PAY	%	%	%	%	%	%	%	%
Target	ATE	%	%	%	%	%	%	%	%
Target	FDS	%	%	%	%	%	%	%	%
Target	FDR	%	%	%	%	%	%	%	%
Target	CNV	%	%	%	%	%	%	%	%

Rate Sets | Target

12. Update the **Description** to reflect the name of the new **Rate Set**.
13. **Effective Date: 01/01/1901**
14. In the **Define Criteria for Incoming Transactions** section you can view all of the **Analysis Types** that will be collected for use in the pricing process. Use the navigation arrows to scroll through and view all the **Analysis Types**, or Click the **View All** hyperlink.

Analysis Types includes:

- **ACT** (Actual Cost)
- **PAY** (Time and Labor Actual)
- **ATE** (Account Type-Expense)
- **FDS** (State Distribution)
- **FDR** (Fund Distribution Reversals)
- **CNV** (Converted Expenditures)

15. Click the **Save** button.
16. Click the **Target** tab.

Favorites ▾ Main Menu ▾ > Set Up Financials/Supply Chain ▾ > Product Related ▾ > Project Costing ▾ > Pricing Structure ▾ > Rate Sets

Rate Sets **Target**

Business Unit 50100 Rate Set FED_L38R_70
 Description Federal - L28R @ 70% Rate Definition Type Billing
 Rate Set Type Standard Rate Set Category

Source Criteria Find First **1 of 6** Last

Analysis Type ACT Project Role % General Ledger Business Unit %
 Job Code % Time Reporting Code % Unit of Measure %
 Employee ID % Currency %

General Ledger Information

General Ledger Chartfields (FF)

Source Type	Category	Subcategory	Account	Asset	Fund	Department	FIPS	Agency Use 2	Task	Cost Cent
%	%	%	%	%	%	%	%	%	%	%

Target

Define Target Rows Personalize | Find | View All | First **1 of 1** Last

Rate Option	Rate Name	Rate Amount	Description	Target Analysis Type	Override Source	Target Source Type	Target Category	Target Subcategory	To Currency
MUP ▾		0.700000	FHWA Billed @70%	BIL 🔍	<input checked="" type="checkbox"/>	L38R 🔍	% 🔍	% 🔍	🔍

Save Notify Refresh Add Update/Display Include History Correct History

Rate Sets | Target

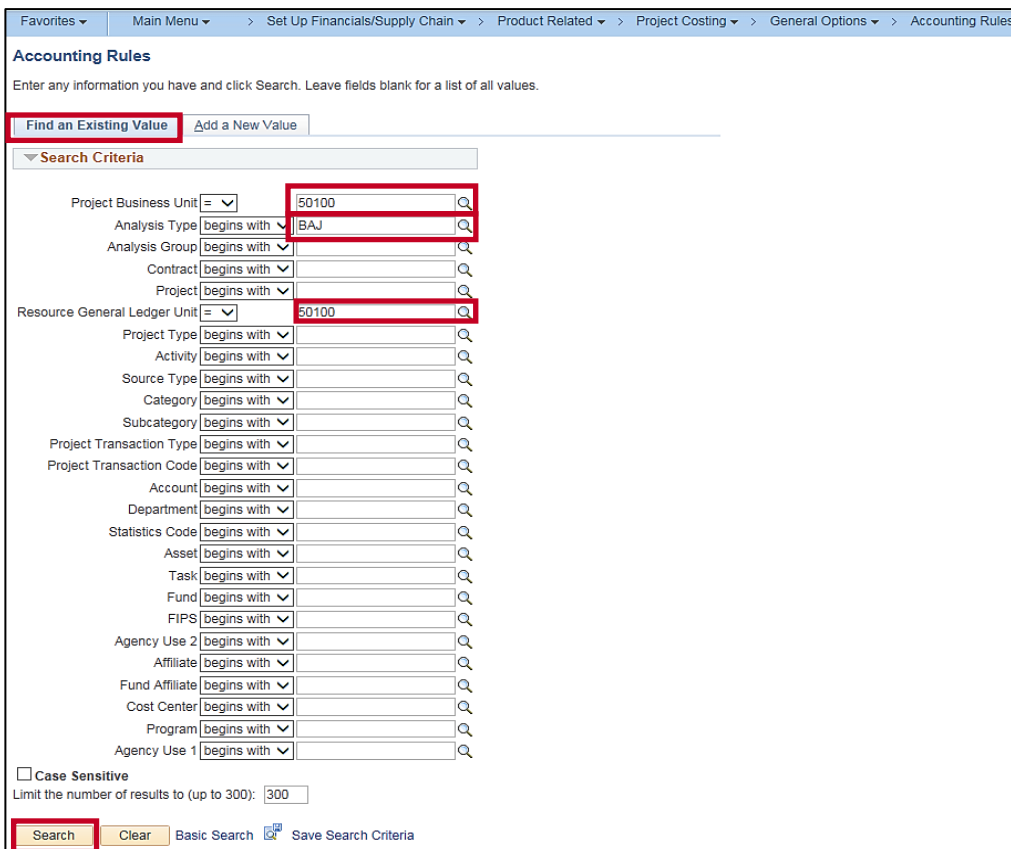
17. Click the **Target** tab.
18. For each **Analysis Type** where the **Target Analysis Type** equals **BIL** (Billable Amount), update the following fields to match the **Rate Set**:
 - a. **Rate Amount**: Participation rate in decimal form (**.70**).
 - b. **Target Source Type**: Appropriation code
19. **Description**: FHWA Billed @ [Participation Rate] (e.g., FHWA Billed @70%)
20. **Override Source**: Selected
21. From the **Source Criteria** section use the navigation arrows to scroll through each **Analysis Type**, and repeat the steps above for each for each **Analysis Type**.
22. Click the **Save** button.

Create the Accounting Rules

From the **Accounting Rules** page you will copy an existing **Accounting Rule** to use as the template for your new Accounting Rule. You will repeat the create **Accounting Rule** process three times in order to create an **Accounting Rule** for the **BAJ** (Billing Adjustment), **BIL** (Billable Amount), and **BLD** (Billed Amount) **Analysis Types**.

1. Access the **Accounting Rules** page using the following path:

Main Menu > Set Up Financials/Supply Chain > Product Related > Project Costing > General Options > Accounting Rules



The screenshot shows the 'Accounting Rules' search interface. The breadcrumb path is: Favorites > Main Menu > Set Up Financials/Supply Chain > Product Related > Project Costing > General Options > Accounting Rules. The page title is 'Accounting Rules'. Below the title is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Under 'Search Criteria', several fields are visible: Project Business Unit (dropdown), Analysis Type (dropdown), Analysis Group (dropdown), Contract (dropdown), Project (dropdown), Resource General Ledger Unit (dropdown), Project Type (dropdown), Activity (dropdown), Source Type (dropdown), Category (dropdown), Subcategory (dropdown), Project Transaction Type (dropdown), Project Transaction Code (dropdown), Account (dropdown), Department (dropdown), Statistics Code (dropdown), Asset (dropdown), Task (dropdown), Fund (dropdown), FIPS (dropdown), Agency Use 2 (dropdown), Affiliate (dropdown), Fund Affiliate (dropdown), Cost Center (dropdown), Program (dropdown), and Agency Use 1 (dropdown). The values '50100' and 'BAJ' are entered in the Project Business Unit, Analysis Type, and Resource General Ledger Unit fields respectively. At the bottom, there is a 'Search' button, a 'Clear' button, a 'Basic Search' checkbox, and a 'Save Search Criteria' button. A 'Case Sensitive' checkbox is also present, and a limit of 300 results is set.

2. Click the **Find an Existing Value** tab.
3. **Project Business Unit: 50100**
4. **Analysis Type: BAJ**
When creating **Accounting Rules**, you will always enter **BAJ**, **BIL**, or **BLD** in this field. One rule for each of these **Analysis Types** will need to be created.
5. **Resource General Ledger Unit: 50100**
6. Click the **Search** button. Search results display below the **Search Criteria**.



Project Accounting Job Aid

501 PA: Create a New Rate Set – Non-Structure Billing

Search Results
300 of 768 results are displayed.

View All

Project Business Unit	Analysis Type	Analysis Group	Contract	Project	Resource General Ledger Unit	Project Type	Activity	Source Type	Category	Subcategory	Project Transaction Type	Project Transaction Code	Account	Department	Statistics Code	Asset	Task	Fund	FIPS	Agency Use 2	Affiliate	Fund Affiliate	Cost Center	Program	Agency Use 1	Desc
50100	BAJ	%	%	%	50100	%	%	C200	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	BAJ Federal
50100	BAJ	%	%	%	50100	%	%	C220	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	BAJ Federal
50100	BAJ	%	%	%	50100	%	%	C230	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	BAJ Federal
50100	BAJ	%	%	%	50100	%	%	C240	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	BAJ Federal
50100	BAJ	%	%	%	50100	%	%	C250	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	BAJ Federal
50100	BAJ	%	%	%	50100	%	%	C490	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	BAJ Federal
50100	BAJ	%	%	%	50100	%	%	0430	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	BAJ Federal
50100	BAJ	%	%	%	50100	%	%	0440	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	BAJ Federal
50100	BAJ	%	%	%	50100	%	%	0470	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	BAJ Federal
50100	BAJ	%	%	%	50100	%	%	04L0	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	BAJ Federal
50100	BAJ	%	%	%	50100	%	%	04M0	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	BAJ Federal
50100	BAJ	%	%	%	50100	%	%	0500	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	BAJ Federal
50100	BAJ	%	%	%	50100	%	%	0540	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	BAJ Federal

7. Select a value from the search results, where the **Source Type** is a regular appropriation code. If you are creating a **Rate Set** for an American Recovery and Reinvestment Act (ARRA) appropriation code, select the **Accounting Rule** where the **Source Type** is an ARRA appropriation code (i.e., begins with the letter **C**). The **Accounting Rules** page displays.

Accounting Rules

PC Business Unit 50100 Description BAJ Federal Aid - 0500

Analysis Type BAJ *Resource General Ledger Unit 50100 *Status Active

Analysis Group % Source Type 0500 *Journal Template CA_REV

Contract % Category %

Project Type % Subcategory %

Project % Project Transaction Type %

Activity % Project Transaction Code %

Additional Selection Criteria

Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Affiliate	Ft
%	%	%	%	%	%	%	%	%	%	%	%

Copy Accounting Entries To...

Organization Find | View All First 1 of 1 Last

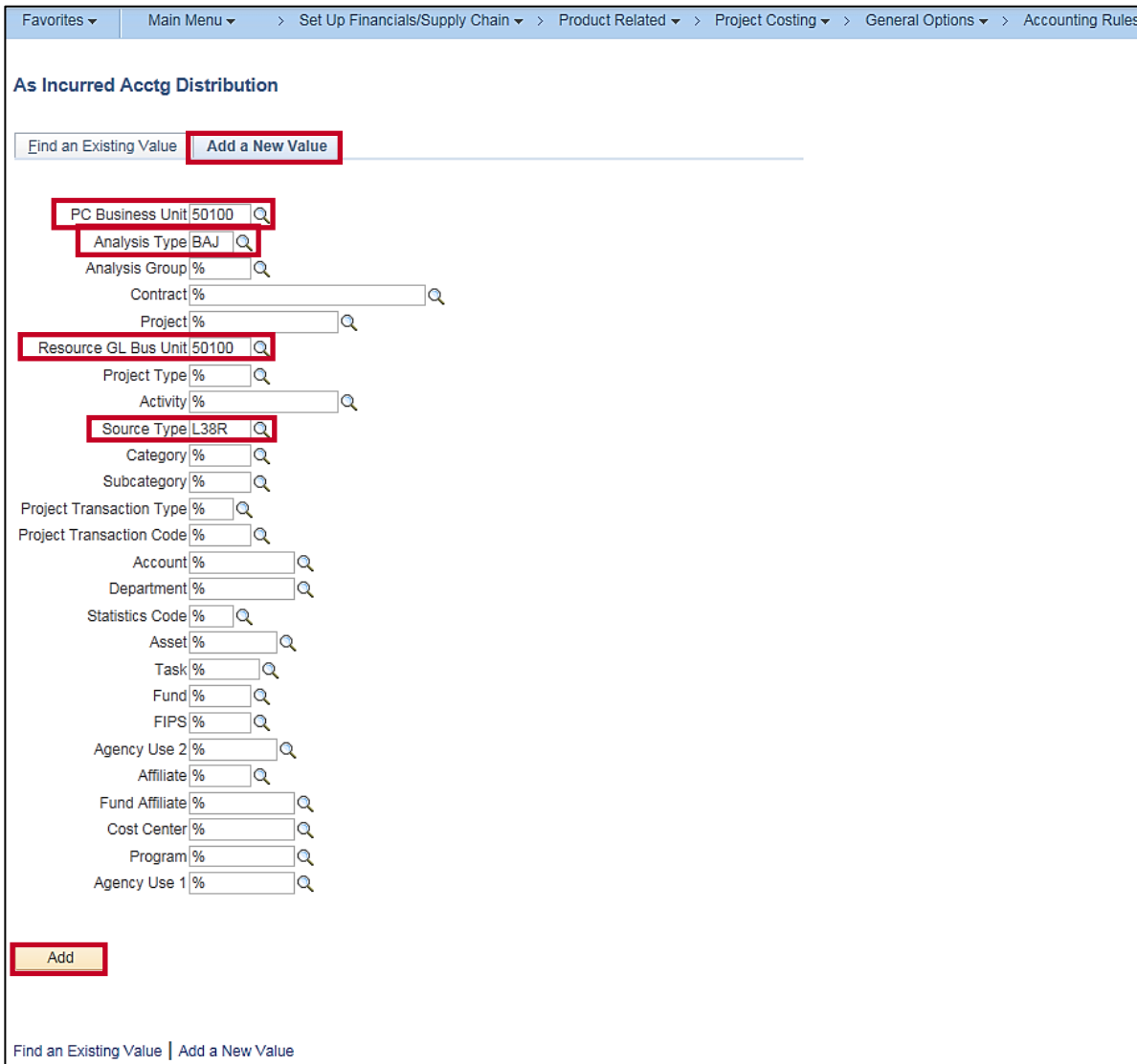
*Inter-Organization Level Default

Accounting Entries Personalize | Find | View All | First 1-2 of 2 Last

Seq Nbr	Debit/Credit	*Account Type	Billing Business Unit	*Account	Fund	Program	Department	Cost Center	Task
1	Debit	Contract Asset	50100	112061	04010	%	%	%	%
1	Credit	Revenue		4020205	04010	%	%	%	%

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

8. Click the **Copy Accounting Entries To...** hyperlink.



Favorites > Main Menu > Set Up Financials/Supply Chain > Product Related > Project Costing > General Options > Accounting Rules

As Incurred Acctg Distribution

Find an Existing Value | **Add a New Value**

PC Business Unit 50100

Analysis Type BAJ

Analysis Group %

Contract %

Project %

Resource GL Bus Unit 50100

Project Type %

Activity %

Source Type L38R

Category %

Subcategory %

Project Transaction Type %

Project Transaction Code %

Account %

Department %

Statistics Code %

Asset %

Task %

Fund %

FIPS %

Agency Use 2 %

Affiliate %

Fund Affiliate %

Cost Center %

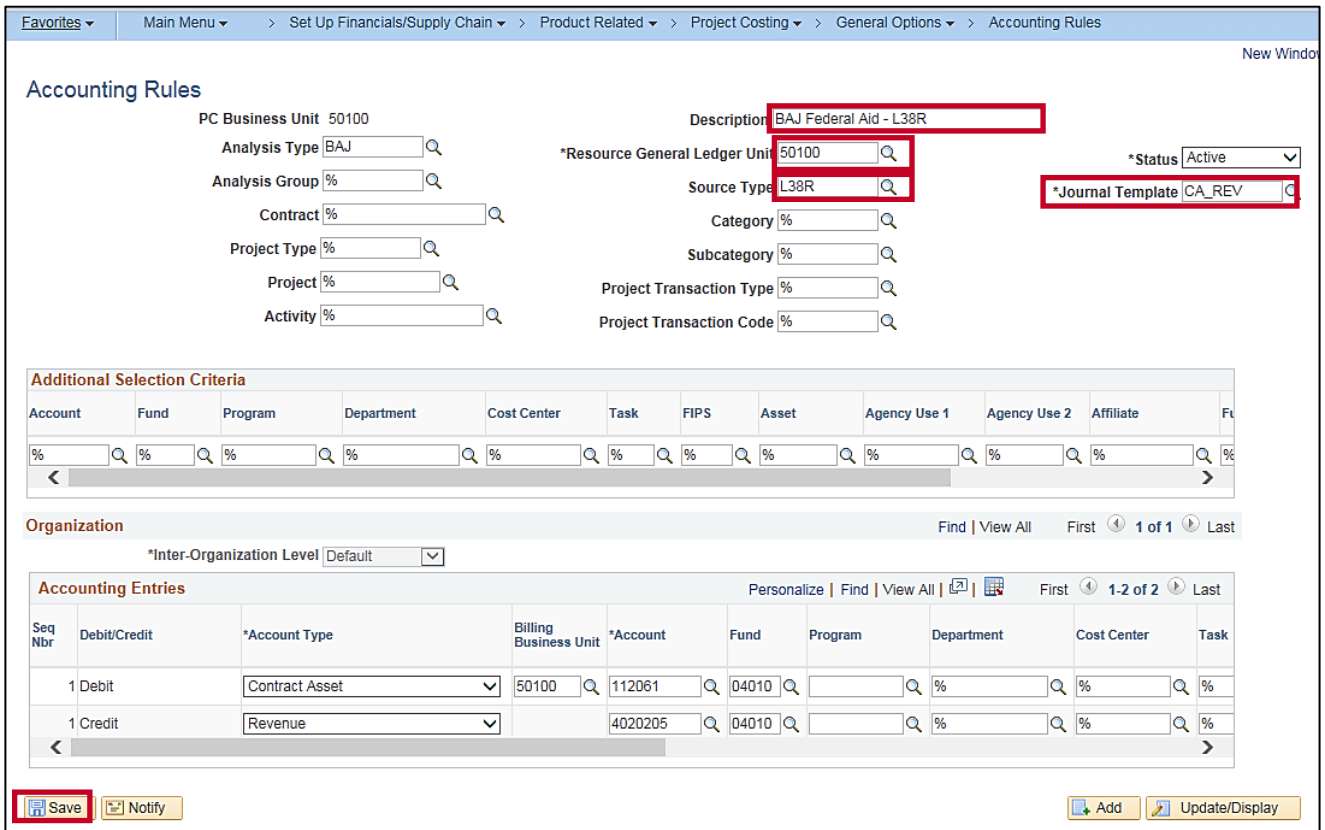
Program %

Agency Use 1 %

Add

Find an Existing Value | Add a New Value

9. The **Accounting Rules - As Incurred Acctg Distribution** page displays.
10. Click the **Add a New Value** tab.
11. **PC Business Unit: 50100**
12. **Analysis Type: BAJ**
When creating accounting rules, you will always enter **BAJ**, **BIL**, or **BLD** in this field. One rule for each of these **Analysis Types** will need to be created.
13. **Resource GL Bus Unit: 50100**
14. **Source Type:** Enter the new **Source Type**.
15. Click the **Add** button.



Accounting Rules

PC Business Unit: 50100
 Analysis Type: BAJ
 Analysis Group: %
 Contract: %
 Project Type: %
 Project: %
 Activity: %

Description: BAJ Federal Aid - L38R
 *Resource General Ledger Unit: 50100
 Source Type: L38R
 Category: %
 Subcategory: %
 Project Transaction Type: %
 Project Transaction Code: %

*Status: Active
 *Journal Template: CA_REV

Additional Selection Criteria

Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	Affiliate	Ft
%	%	%	%	%	%	%	%	%	%	%	%

Organization

*Inter-Organization Level: Default

Accounting Entries

Seq Nbr	Debit/Credit	*Account Type	Billing Business Unit	*Account	Fund	Program	Department	Cost Center	Task
1	Debit	Contract Asset	50100	112061	04010		%	%	%
1	Credit	Revenue		4020205	04010		%	%	%

Buttons: Save, Notify, Add, Update/Display

16. A new **Accounting Rules** page displays. The **Analysis Type** field defaults from the **Accounting Rule** you copied.
17. **Description:** Use the following naming conventions:
 - a. Non ARRA: **Analysis Type** – Federal Aid – **Source Type**
 - b. ARRA: **Analysis Type** – Federal Stimulus – **Source Type**
18. **Resource General Ledger Unit: 50100**
19. **Source Type:** the new **Source Type**
20. **Journal Template: CA_REV**
21. Click the **Save** button.
22. Repeat these steps for the **BIL** and **BLD Analysis Types** for this **Source Type**.