

**Creating 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 titled **501 PA Create a New Rate Set – Structure Based Billing**, located on the Cardinal website in **Job Aids** under **Learning**.

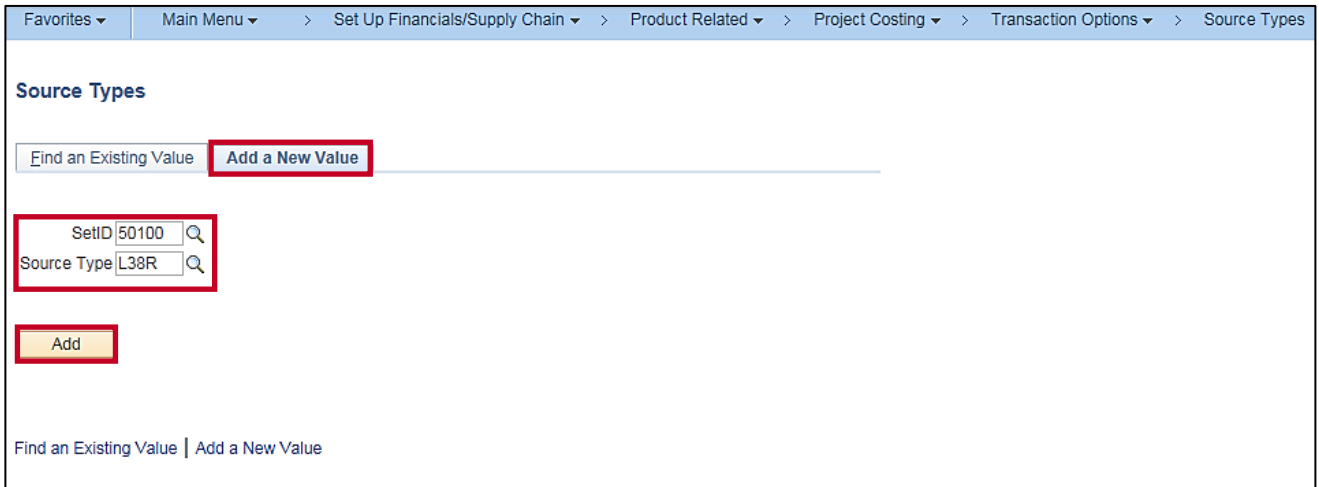
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**Create a Source Type**

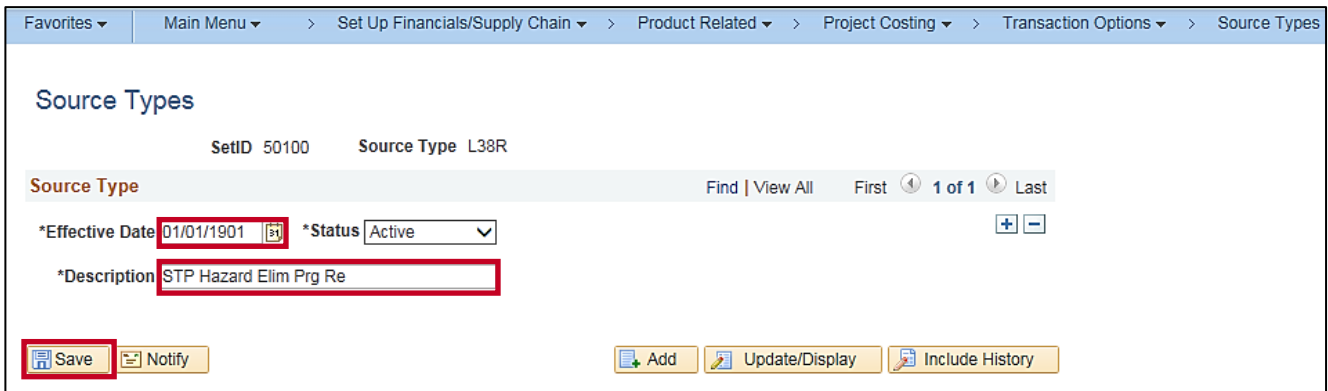
1. Access the **Source Types** page using the following path:

**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.



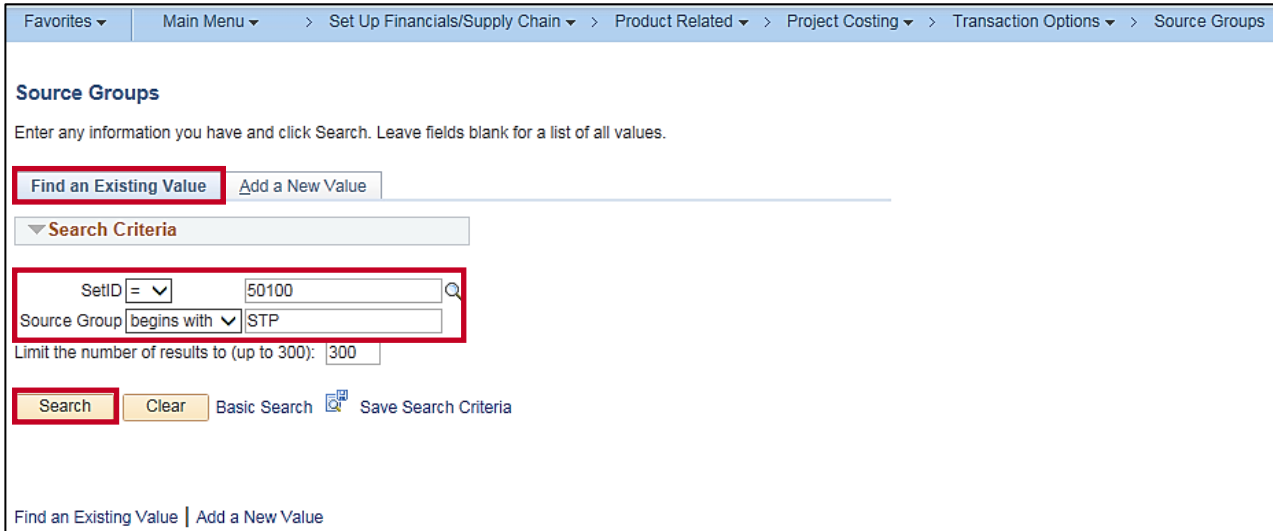
The screenshot shows the 'Source Types' page with the breadcrumb path: Favorites > Main Menu > Set Up Financials/Supply Chain > Product Related > Project Costing > Transaction Options > Source Types. The page displays the details for the new Source Type. At the top, it shows 'SetID 50100' and 'Source Type L38R'. Below this, there is a table with the following columns: 'Source Type', 'Find | View All', 'First', '1 of 1', and 'Last'. The table contains one row with the following data: '\*Effective Date' 01/01/1901, '\*Status' Active, and '\*Description' STP Hazard Elim Prg Re. Below the table, there are three buttons: 'Save', 'Notify', and 'Add'. There are also buttons for '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 Sur Trans

Flexible Rate 1.00000

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

Source Type	Description		
QTDG	NATL INFRA INVEST TIGER V		
Z49A	SKILLS TRAINING PROGRAM MAP-21		
L38R	STP Hazard Elim Prg Re		

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

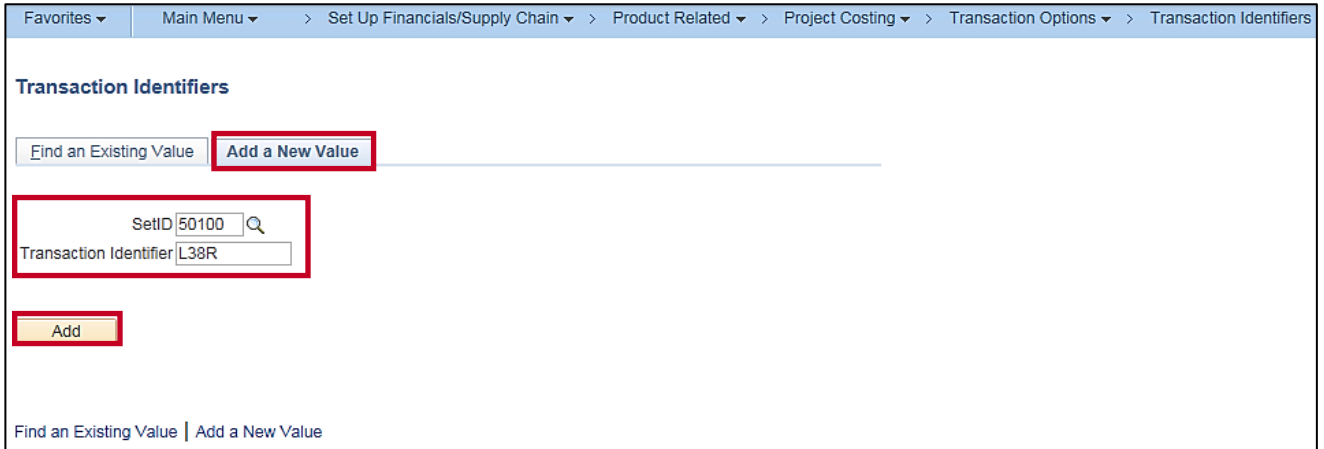
Source Groups | Description 1

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

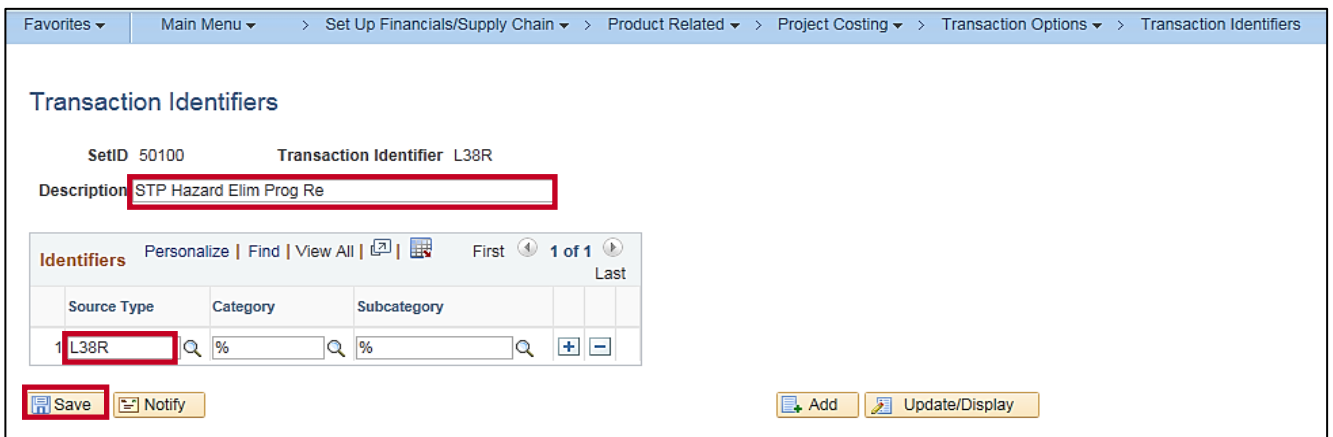
Find an Existing Value | **Add a New Value**

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	%	%

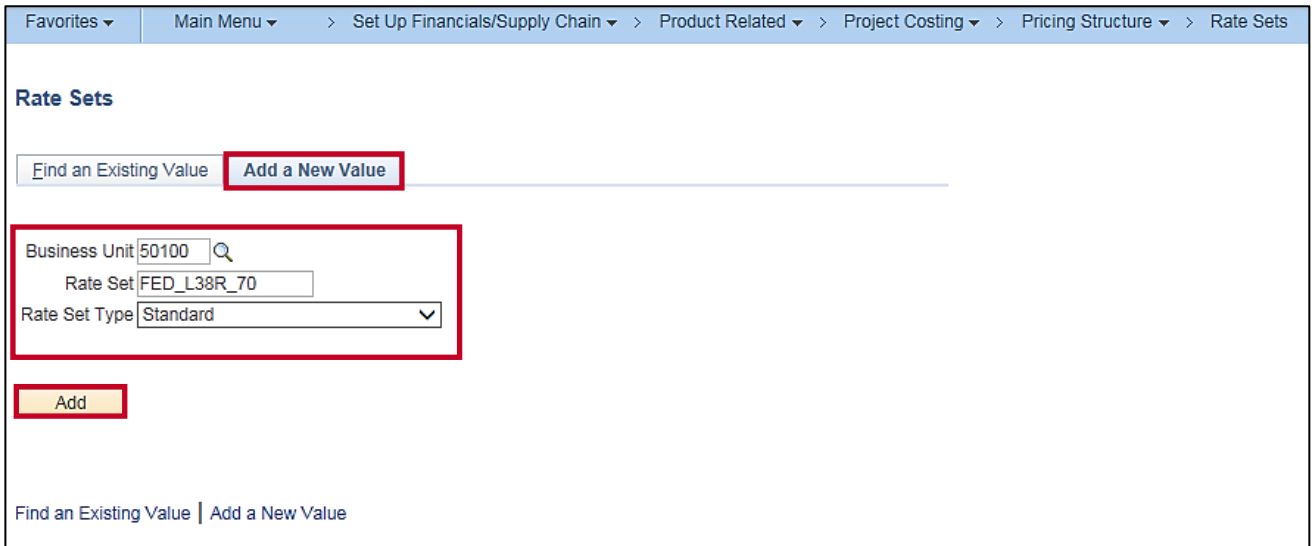
**Save**    Notify    Add    Update/Display

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.

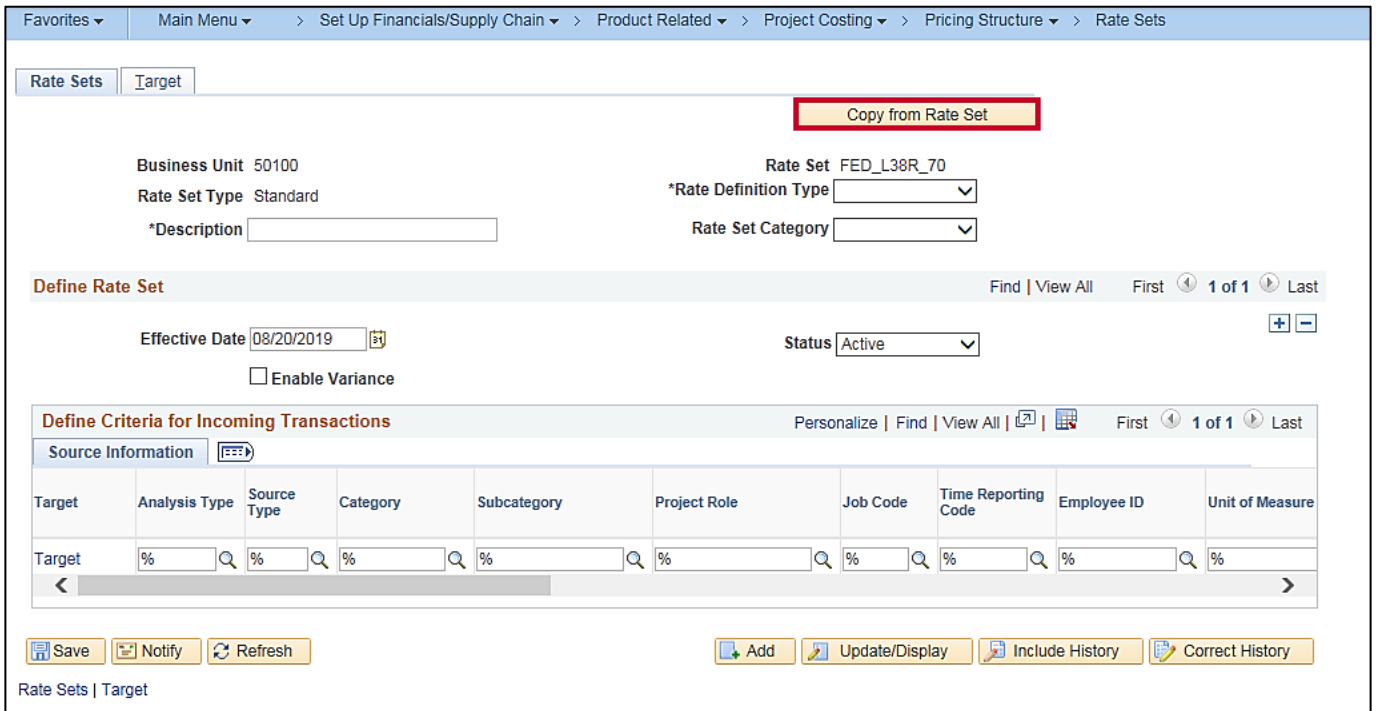
**Create a Rate Set**

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 ▾

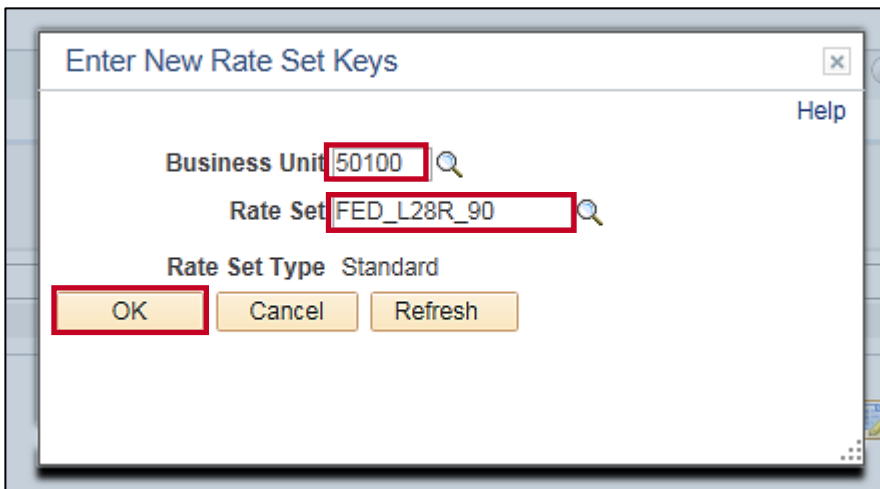
**Define Rate Set** Find | View All First 1 of 1 Last  
 Effective Date 08/20/2019 Status Active  
 Enable Variance

**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

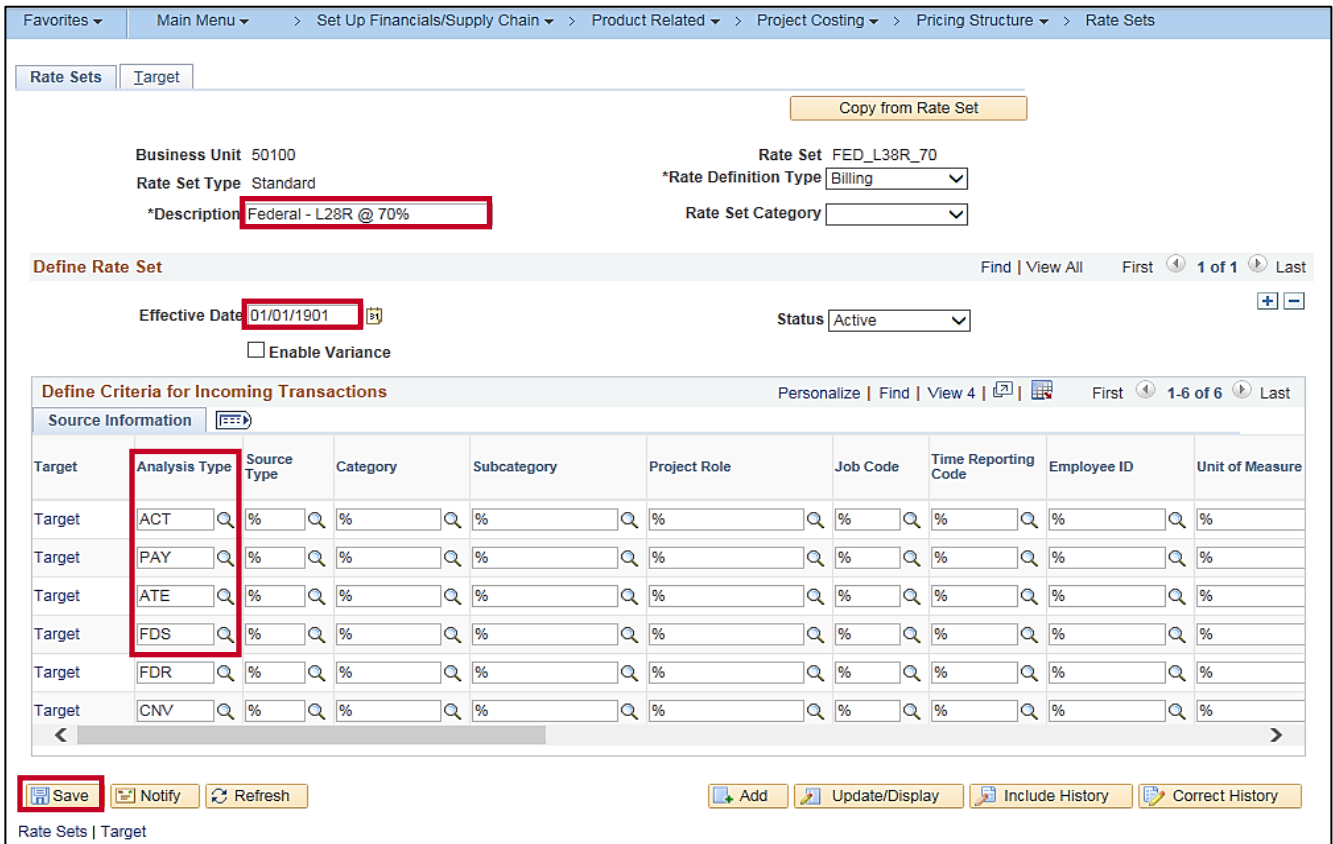
7. The **Rate Sets** page, **Rate Sets** tab displays.
8. Click the **Copy from Rate Set** button. The **Enter New Rate Set Key** pop-up window displays.



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.



Rate Sets | Target

Copy from Rate Set

Business Unit 50100 Rate Set FED\_L38R\_70  
 Rate Set Type Standard \*Rate Definition Type Billing  
 \*Description Federal - L28R @ 70% 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

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	%	%	%	%	%	%	%	%

Save Notify Refresh Add Update/Display Include History Correct History

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.



## PA\_Creating a New Rate Set – Non-Structure Billing (VDOT)

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

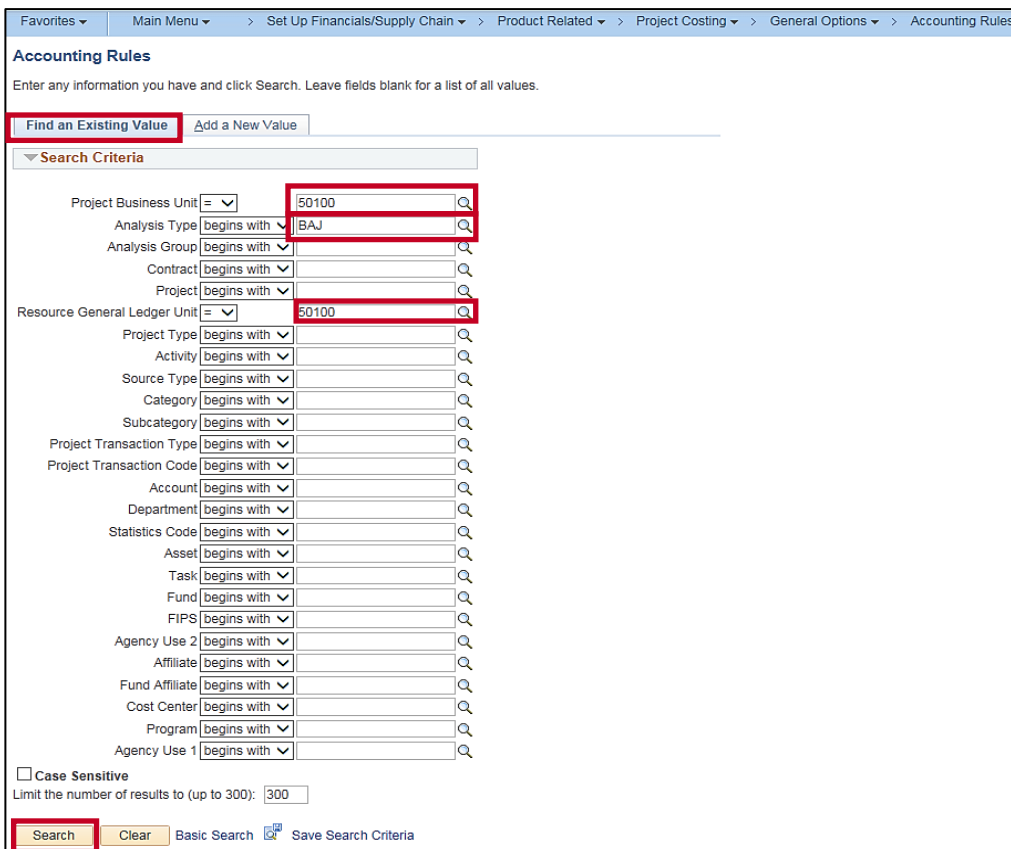
17. Click the **Target** tab.
18. For each **Analysis Type** where the **Target Analysis Type** equals **BIL** (Billable Amount), update the following fields to match the **Rate Set**:
  - a. **Rate Amount**: Participation rate in decimal form (.70).
  - b. **Target Source Type**: Appropriation code
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 'Find an Existing Value' tab is active. Below the search criteria, the following fields are populated: Project Business Unit (50100), Analysis Type (BAJ), and Resource General Ledger Unit (50100). The 'Search' button is highlighted with a red box.

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

## PA\_Creating a New Rate Set – Non-Structure Billing (VDOT)

Search Results  
300 of 768 results are displayed.

View All First

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

- 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

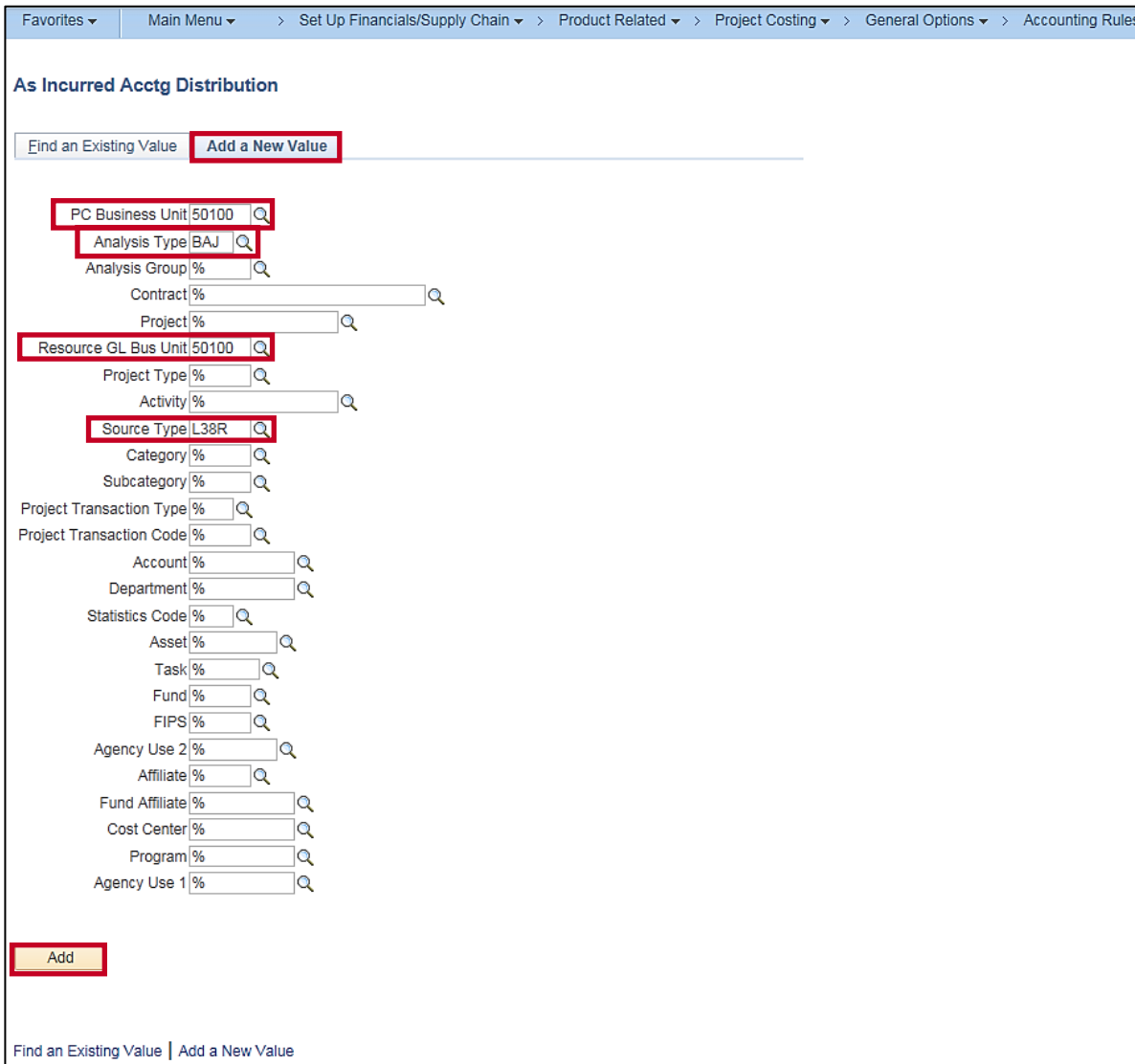
\*Inter-Organization Level: Default

**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

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



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** 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 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**.