

Creating a New Rate Set – 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. The user must designate if only transactions that reference this asset are to be billed, or if all transactions except those that reference this Asset are to be billed.

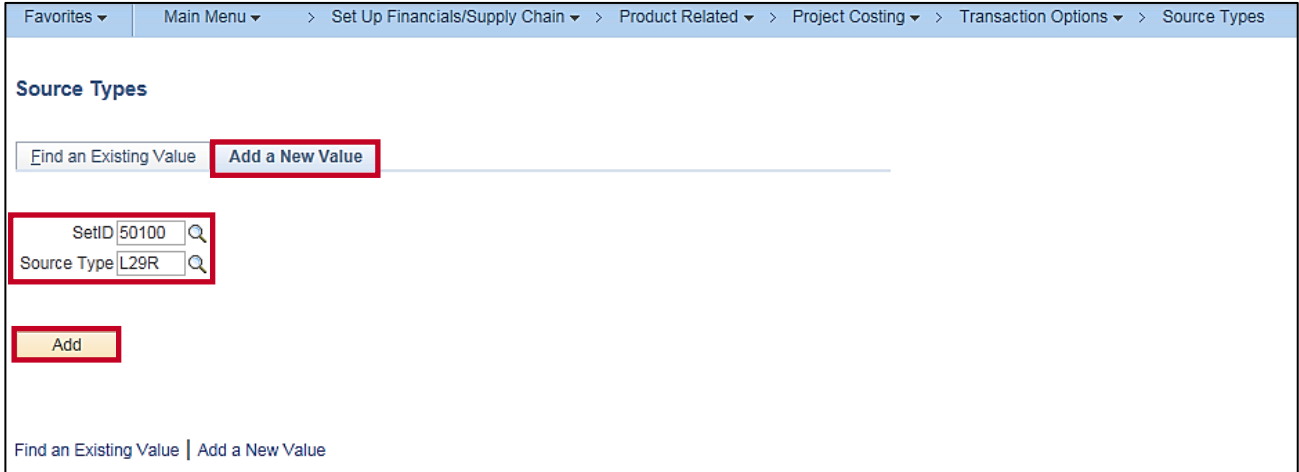
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Create a Source Type

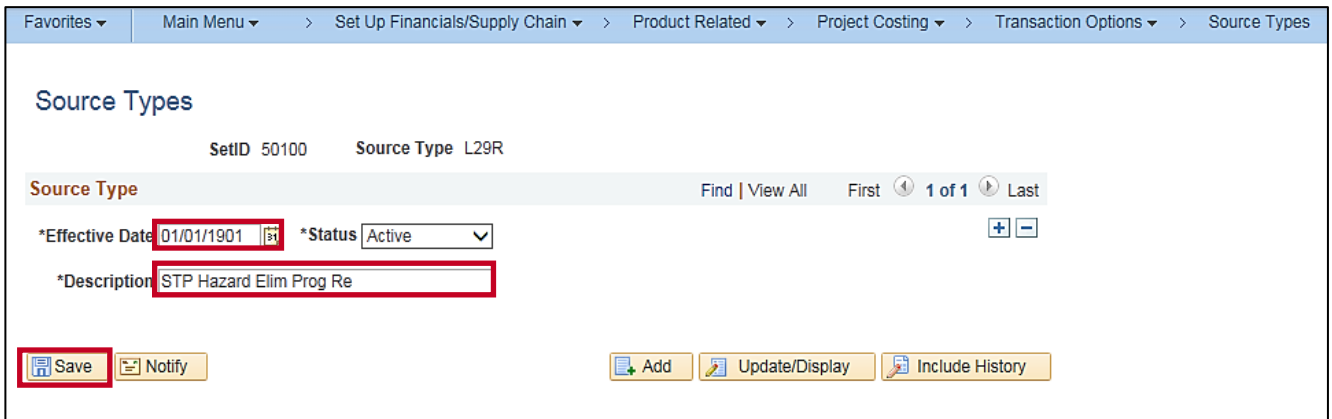
1. Access the **Source Types** page using the following path:

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 'L29R'. A red box highlights the 'Add' button below these fields. 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 **Source Types** page displays.



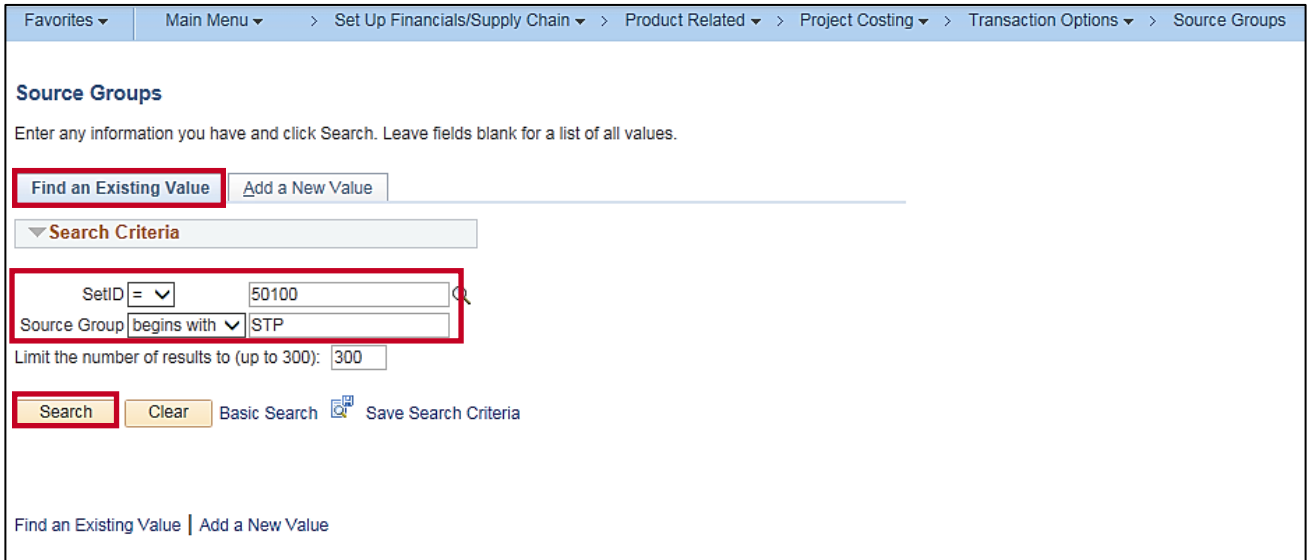
The screenshot shows the 'Source Types' page with the breadcrumb path: Favorites > Main Menu > Set Up Financials/Supply Chain > Product Related > Project Costing > Transaction Options > Source Types. The page displays details for a new Source Type. At the top, it shows 'SetID 50100' and 'Source Type L29R'. Below this, there is a search bar with 'Find | View All' and navigation buttons 'First', '1 of 1', and 'Last'. The 'Effective Date' is set to '01/01/1901' and the 'Status' is 'Active'. The 'Description' is 'STP Hazard Elim Prog Re'. At the bottom, there are buttons for 'Save', 'Notify', 'Add', 'Update/Display', and 'Include History'. The 'Save' button is highlighted with a red box.

6. **Effective Date: 01/01/1901**
7. **Description:** Enter a description of the new **Source Type**.
8. **Status: Active**
9. 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 | [Print] [Refresh] First 131-133 of 133 Last

| Source Type | Description | | |
|-------------|--------------------------------|---|---|
| QTDG | NATL INFRA INVEST TIGER V | + | - |
| Z49A | SKILLS TRAINING PROGRAM MAP-21 | + | - |
| L29R | STP Hazard Elim Prog Re | + | - |

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

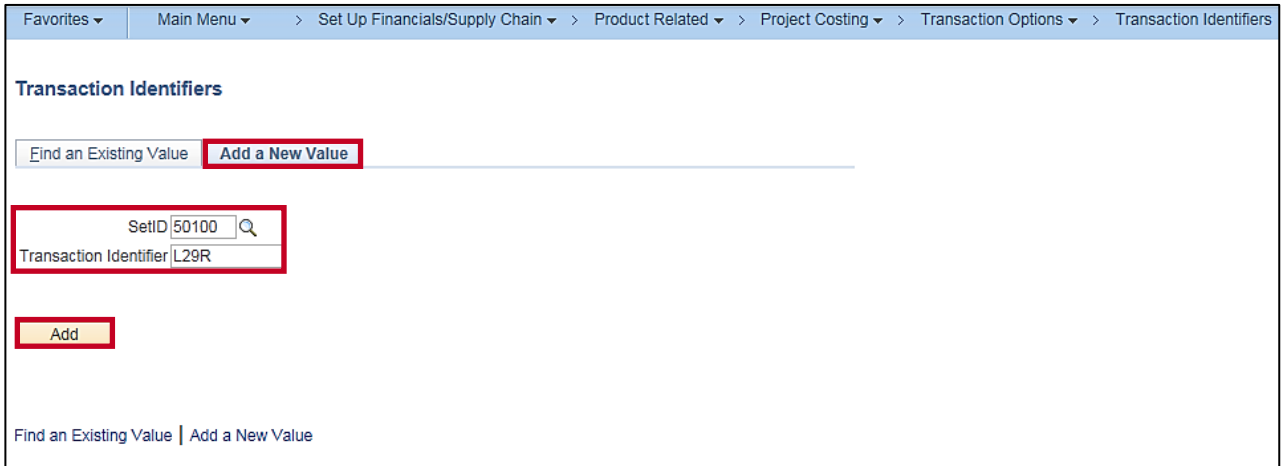
Source Groups | Description 1

6. Click the Last link to access the end of the list. In this exemplar, there are 132 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:

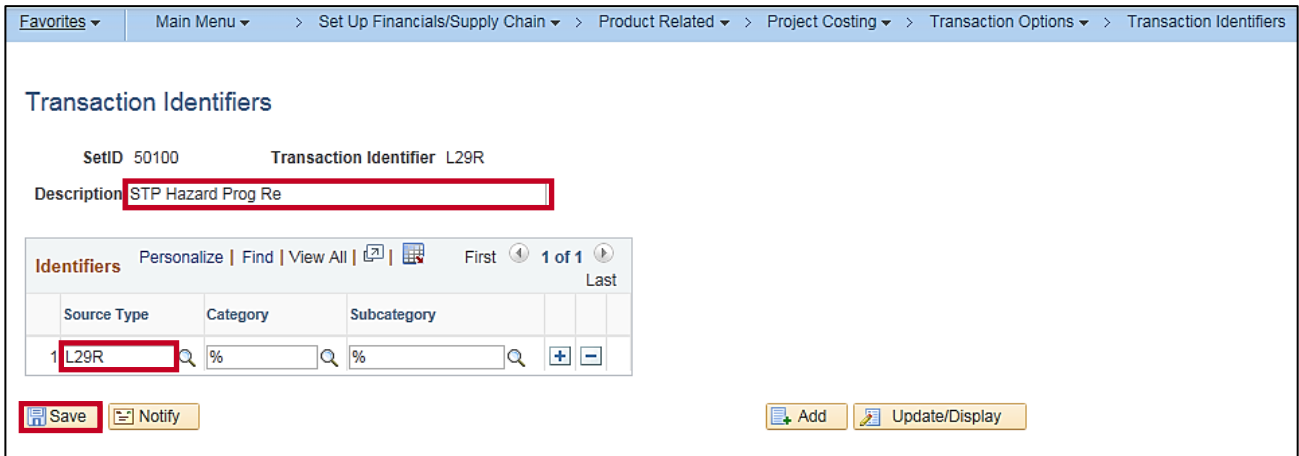
Main Menu > Set Up Financials/Supply Chain > Product Related > Project Costing > Transaction Options > Transaction Identifiers



The screenshot shows the 'Transaction Identifiers' page with the following elements:

- Navigation breadcrumb: Favorites > Main Menu > Set Up Financials/Supply Chain > Product Related > Project Costing > Transaction Options > Transaction Identifiers
- Section title: Transaction Identifiers
- Buttons: Find an Existing Value, **Add a New Value** (highlighted)
- Form fields: SetID 50100, Transaction Identifier L29R (both highlighted)
- Button: **Add** (highlighted)
- Footer: 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 (source type).
5. Click the **Add** button. The **Transaction Identifiers** page displays.



The screenshot shows the 'Transaction Identifiers' page with the following elements:

- Navigation breadcrumb: Favorites > Main Menu > Set Up Financials/Supply Chain > Product Related > Project Costing > Transaction Options > Transaction Identifiers
- Section title: Transaction Identifiers
- Form fields: SetID 50100, Transaction Identifier L29R
- Form field: Description **STP Hazard Prog Re** (highlighted)
- Table:

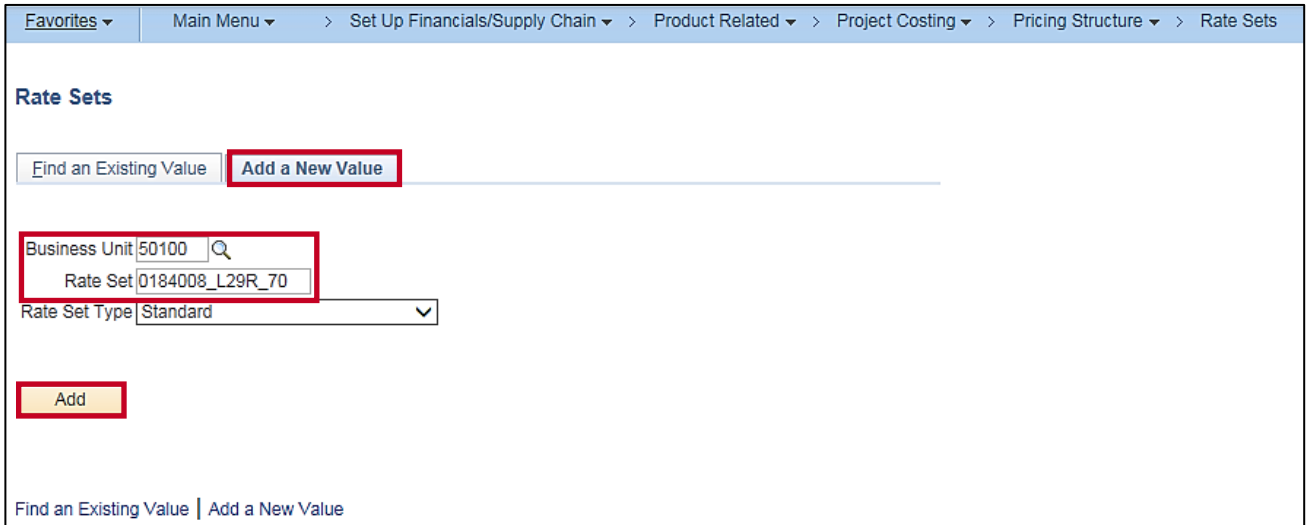
| Source Type | Category | Subcategory |
|-------------|----------|-------------|
| 1 L29R | % | % |
- Buttons: **Save** (highlighted), Notify, Add, Update/Display

6. **Description:** Enter the appropriation code description.
7. **Source Type:** Enter the new **Source Type** created above.
8. Click the **Save** button.

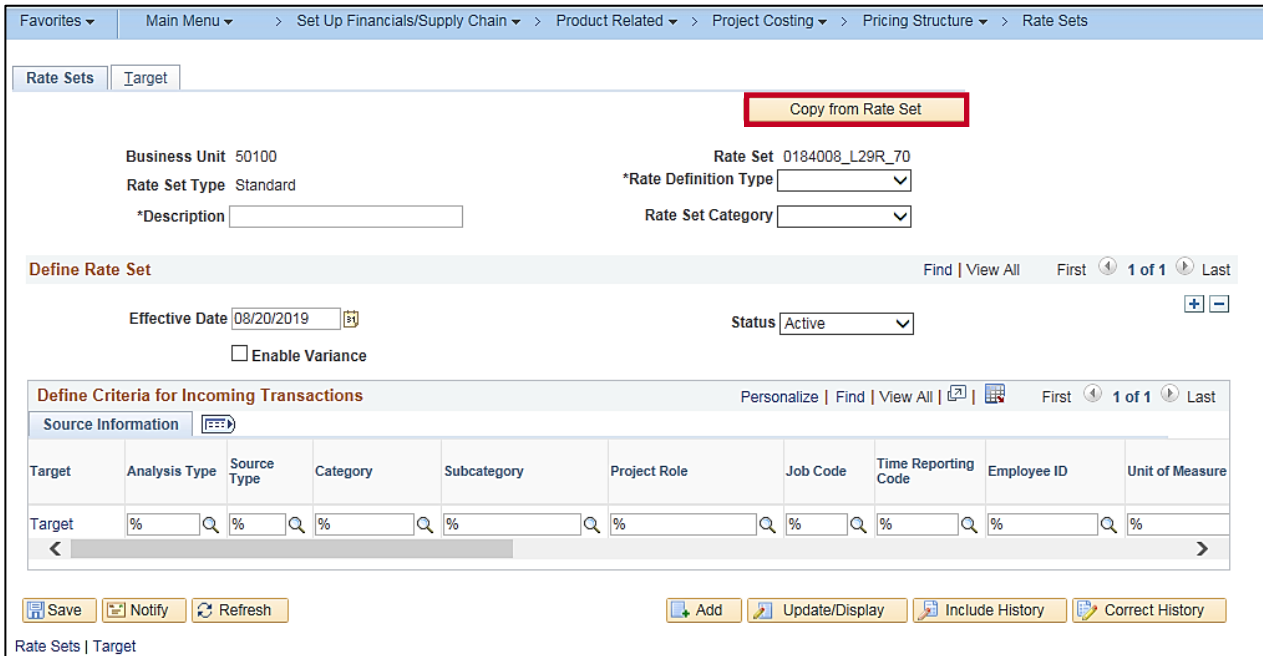
Create a Rate Set

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

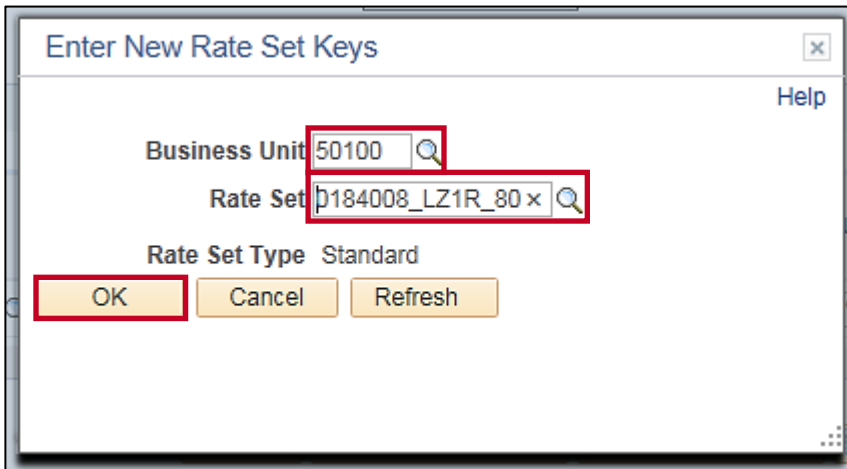
Main Menu > Set Up Financials/Supply Chain > Product Related > Project Costing > Pricing Structure > Rate Sets



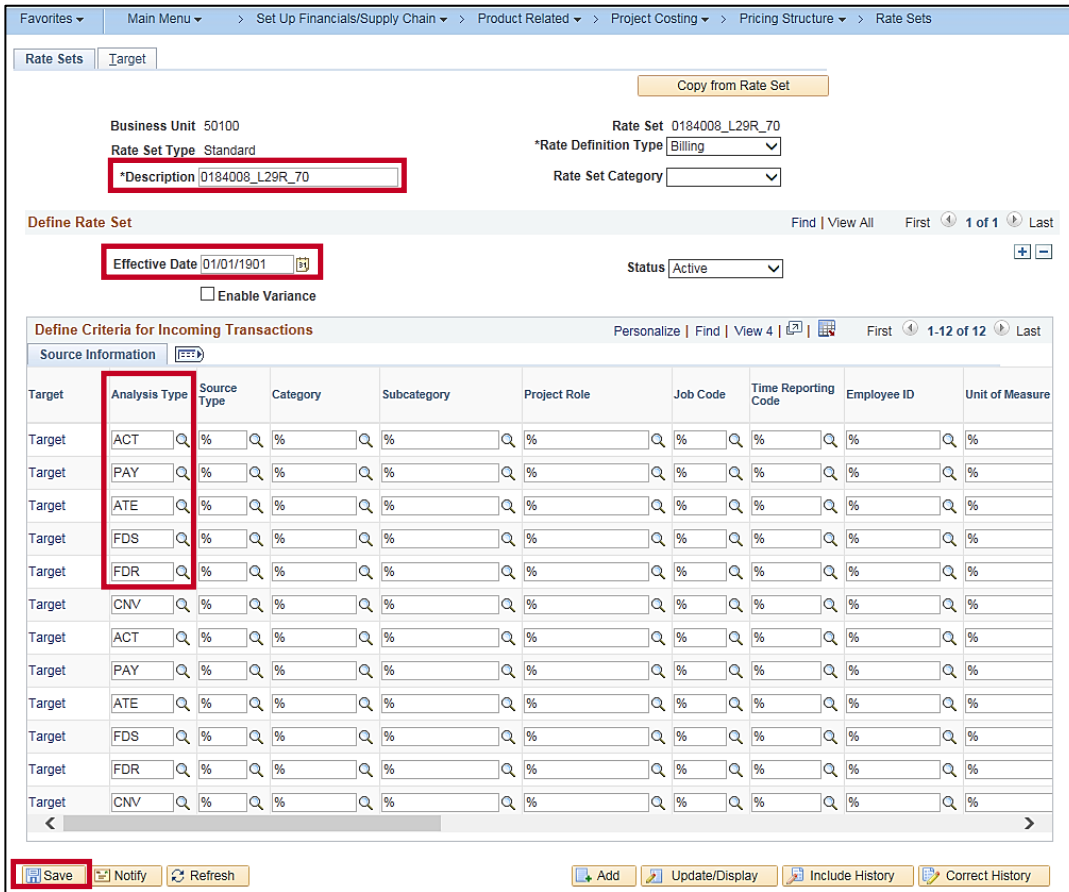
2. Click the **Add a New Value** tab.
3. **Business Unit:** 50100 for VDOT
4. **Rate Set:** Enter the **Rate Set** name. The **Rate Set** naming convention is:
CONTRACT ID_SOURCE TYPE_PARTICIPATION RATE
5. **Rate Set Type:** Standard
6. Click the **Add** button. The **Rate Sets** page, **Rate Sets**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



7. Click the **Copy from Rate Set** button.



8. The **Enter New Rate Set Key** pop-up window displays.
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.



Business Unit 50100 Rate Set 0184008_L29R_70
 Rate Set Type Standard *Rate Definition Type Billing
 *Description 0184008_L29R_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 | First 1-12 of 12 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 | % | % | % | % | % | % | % | % |
| Target | ACT | % | % | % | % | % | % | % | % |
| Target | PAY | % | % | % | % | % | % | % | % |
| Target | ATE | % | % | % | % | % | % | % | % |
| Target | FDS | % | % | % | % | % | % | % | % |
| Target | FDR | % | % | % | % | % | % | % | % |
| Target | CNV | % | % | % | % | % | % | % | % |

Save Notify Refresh Add Update/Display Include History Correct History

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** link.

Analysis Types include:

- **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.

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 0184008_L29R_70
 Rate Set Type Standard *Rate Definition Type Billing ▾
 *Description 0184008_L29R_70 Rate Set Category ▾

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

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

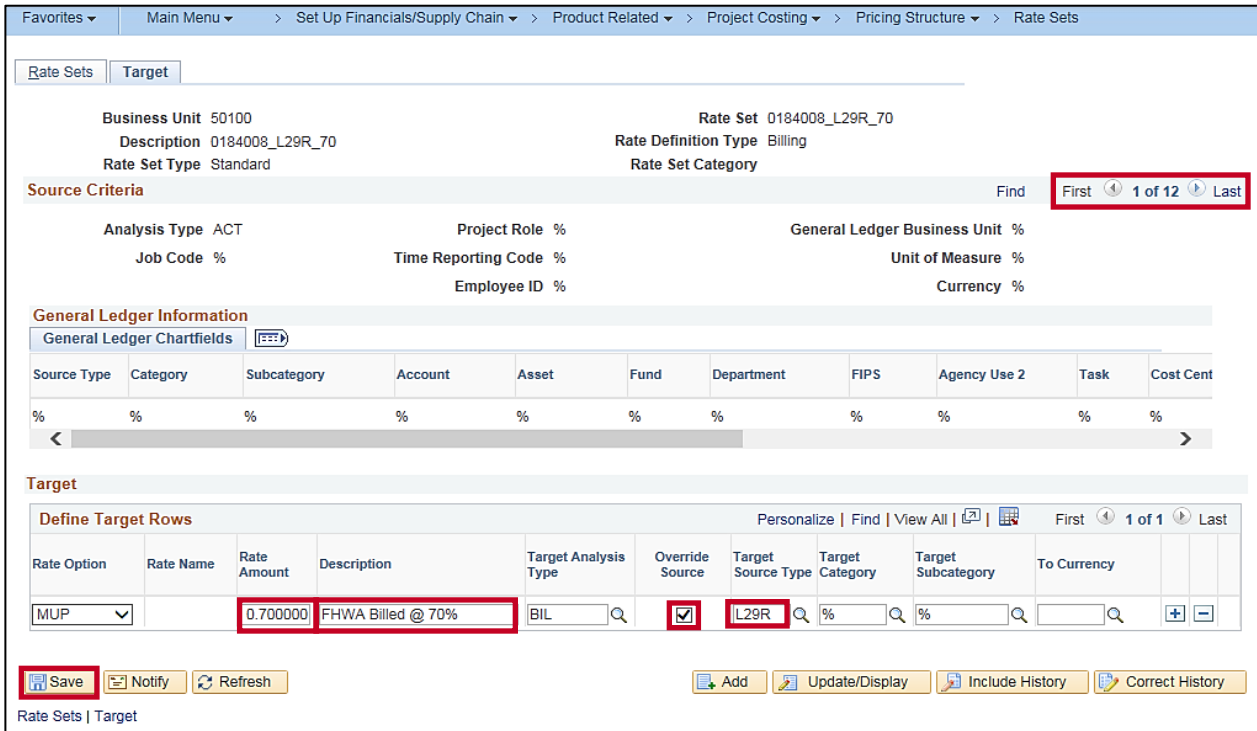
Define Criteria for Incoming Transactions Personalize | Find | View 4 | First 1-12 of 12 Last

| Source Information | Employee ID | Unit of Measure | Currency | General Ledger Business Unit | Account | Asset | Fund | Department | FIPS | Agency Us |
|--------------------|-------------|-----------------|----------|------------------------------|---------|-------|------|------------|------|-----------|
| Q | % | Q | % | Q | % | Q | % | Q | % | Q |
| Q | % | Q | % | Q | % | Q | % | Q | % | Q |
| Q | % | Q | % | Q | % | Q | % | Q | % | Q |
| Q | % | Q | % | Q | % | Q | % | Q | % | Q |
| Q | % | Q | % | Q | % | Q | % | Q | % | Q |
| Q | % | Q | % | Q | % | Q | % | Q | % | Q |
| Q | % | Q | % | Q | % | 28011 | Q | % | Q | % |
| Q | % | Q | % | Q | % | 28011 | Q | % | Q | % |
| Q | % | Q | % | Q | % | 28011 | Q | % | Q | % |
| Q | % | Q | % | Q | % | 28011 | Q | % | Q | % |
| Q | % | Q | % | Q | % | 28011 | Q | % | Q | % |
| Q | % | Q | % | Q | % | 28011 | Q | % | Q | % |

Save Notify Refresh Add Update/Display Include History Correct History

Rate Sets | Target

16. Using the scroll bar under the **Define Criteria for Incoming Transactions** section, scroll right to view the **Asset** column.
17. Verify or update the **Asset(s)**.
18. Click the **Save** button.
19. Click the **Target** tab.



Business Unit 50100 Rate Set 0184008_L29R_70
 Description 0184008_L29R_70 Rate Definition Type Billing
 Rate Set Type Standard Rate Set Category

Source Criteria Find First 1 of 12 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 []

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

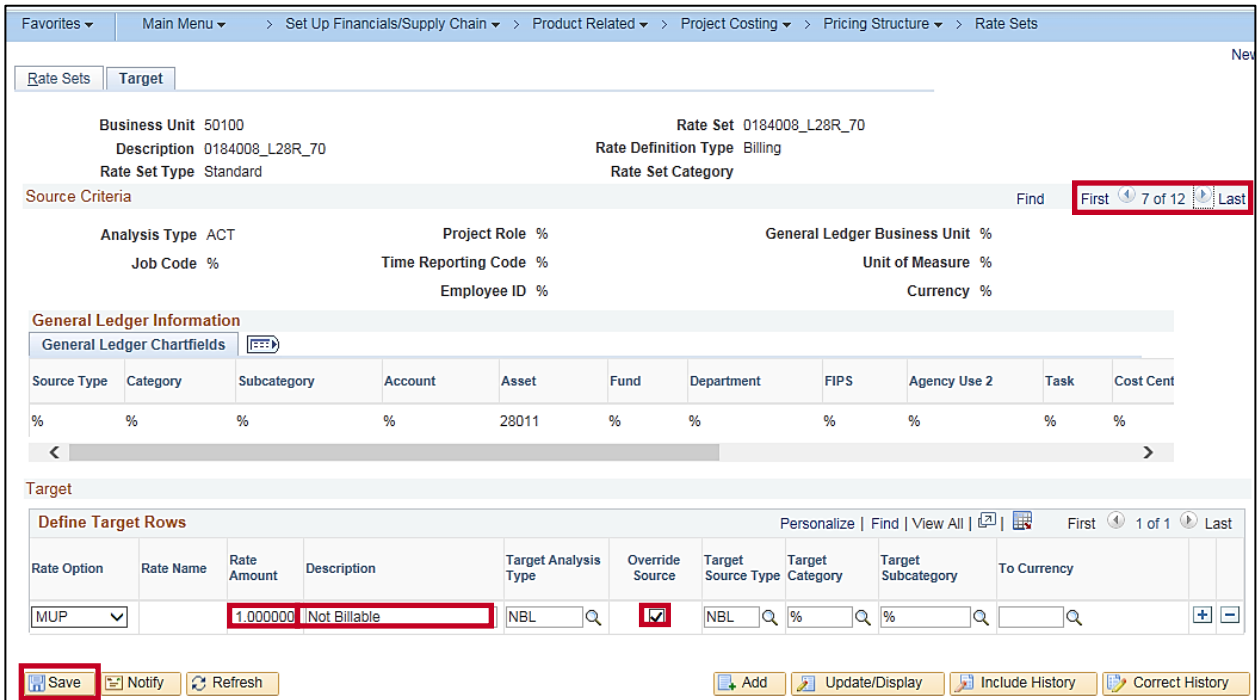
Target Define Target Rows Personalize | Find | View All | 1 of 1 Last

| 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"/> | L29R | % | % | |

Save Notify Refresh Add Update/Display Include History Correct History

Rate Sets | Target

20. For each **Analysis Type** where the **Target Analysis Type** is **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
21. **Description**: FHWA Billed @ [Participation Rate] (e.g., FHWA Billed @70%)
22. **Override Source**: Selected
23. From the **Source Criteria** section use the navigation arrows to scroll through each **Analysis Type**, and repeat the steps above for each **Analysis Type**.
24. Click the **Save** button.



Business Unit 50100 Rate Set 0184008_L28R_70
 Description 0184008_L28R_70 Rate Definition Type Billing
 Rate Set Type Standard Rate Set Category

Source Criteria Find First 7 of 12 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

| Source Type | Category | Subcategory | Account | Asset | Fund | Department | FIPS | Agency Use 2 | Task | Cost Cent |
|-------------|----------|-------------|---------|-------|------|------------|------|--------------|------|-----------|
| % | % | % | % | 28011 | % | % | % | % | % | % |

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 | | 1.000000 | Not Billable | NBL | <input checked="" type="checkbox"/> | NBL | % | % | |

Save Notify Refresh Add Update/Display Include History Correct History

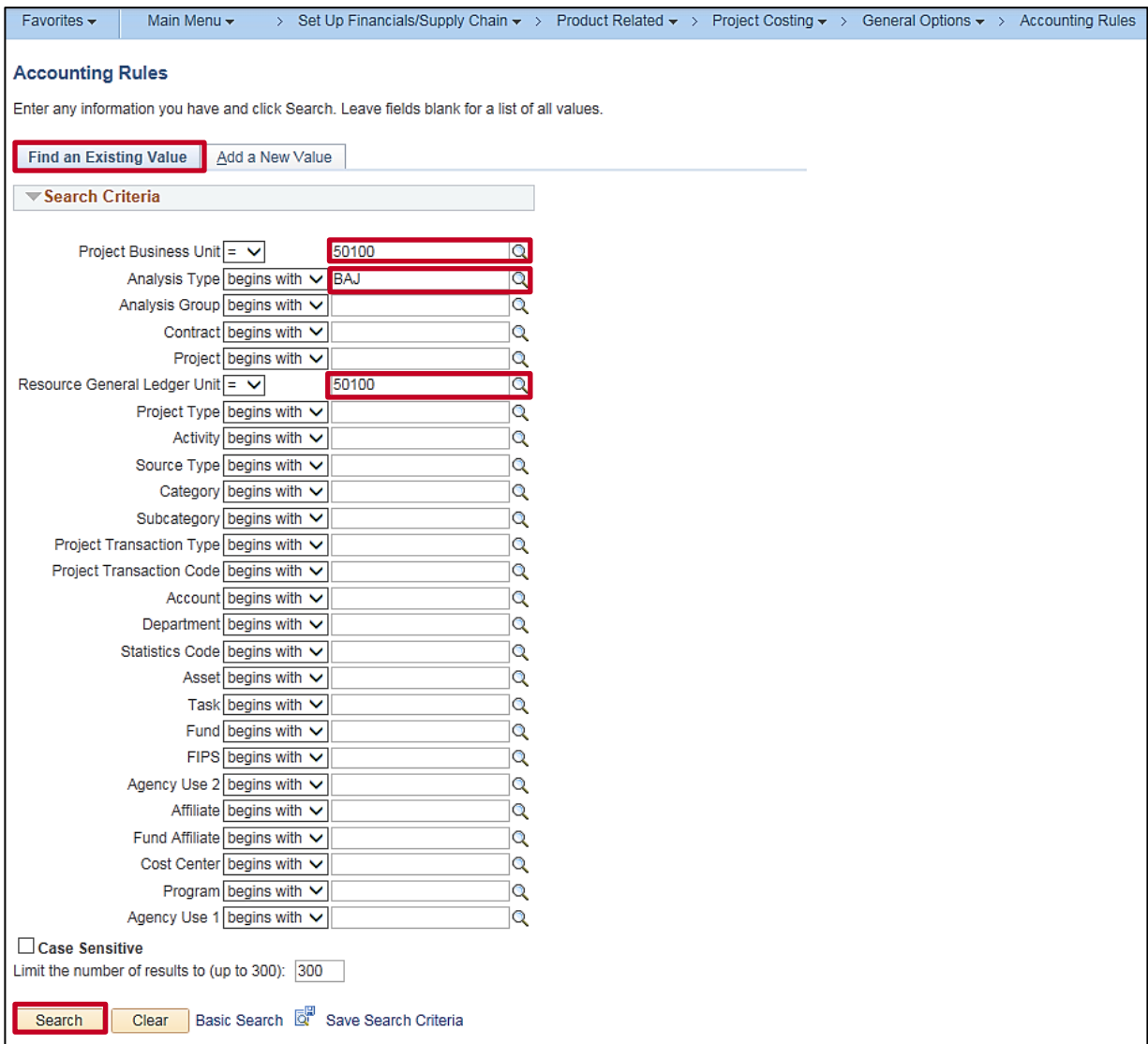
25. For each **Analysis Type** where the **Target Analysis Type** is **NBL** (Not Billable), update the following fields to match the **Rate Set**:
 - a. **Rate Amount: 1.0**
 - b. **Target Source Type: NBL**
26. **Description: Not Billable**
27. **Override Source: Selected**
28. From the **Source Criteria** section use the navigation arrows to scroll through each **Analysis Type**, and repeat the steps above for each **Analysis Type**.
29. Click the **Save** button.

Create 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



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**.

Search Results
300 of 788 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 Center | Cost Program | Agency Use 1 | Description |
|-----------------------|---------------|----------------|----------|---------|------------------------------|--------------|----------|-------------|----------|-------------|--------------------------|--------------------------|---------|------------|-----------------|-------|------|------|------|--------------|-----------|-----------------------|--------------|--------------|-------------|
| 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 |

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**).

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

Accounting Rules

PC Business Unit 50100 Description BAJ Federal Aid - 0430
 Analysis Type BAJ × Q *Resource General Ledger Unit 50100 Q *Status Active ▾
 Analysis Group % Q Source Type 0430 Q *Journal Template CA_REV Q
 Contract % Q Category % Q
 Project Type % Q Subcategory % Q
 Project % Q Project Transaction Type % Q
 Activity % Q Project Transaction Code % Q

| Additional Selection Criteria | | | | | | | | | | | |
|-------------------------------|------|---------|------------|-------------|------|------|-------|--------------|--------------|-----------|-----|
| Account | Fund | Program | Department | Cost Center | Task | FIPS | Asset | Agency Use 1 | Agency Use 2 | Affiliate | Fu |
| % Q | % Q | % Q | % Q | % Q | % Q | % Q | % Q | % Q | % Q | % Q | % Q |

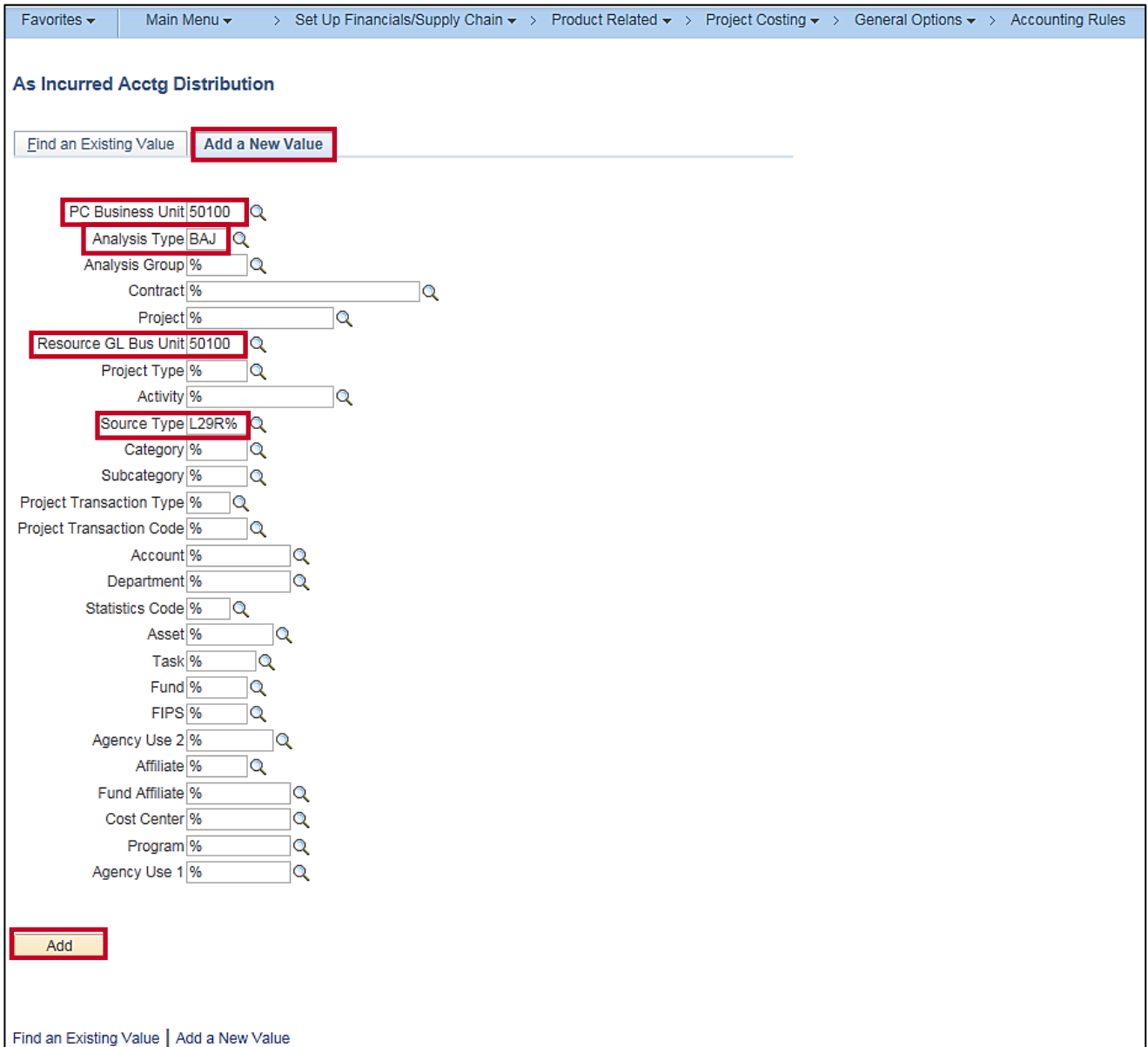
Copy Accounting Entries To...

Organization Find | View All First 1 of 1 Last
 *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 Q | 112061 Q | 04010 Q | % Q | % Q | % Q | % Q |
| 1 | Credit | Revenue ▾ | | 4020205 Q | 04010 Q | % Q | % Q | % Q | % Q |

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

8. The **Accounting Rules** page displays.
9. Click the **Copy Accounting Entries To ...** link.



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

As Incurred Acctg Distribution

PC Business Unit: 50100
 Analysis Type: BAJ
 Analysis Group: %
 Contract: %
 Project: %
 Resource GL Bus Unit: 50100
 Project Type: %
 Activity: %
 Source Type: L29R%
 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: %

Find an Existing Value | Add a New Value

10. The **Accounting Rules - As Incurred Acctg Distribution** page displays.
11. Click the **Add a New Value** tab.
12. **PC Business Unit: 50100**
13. **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.
14. **Resource GL Bus Unit: 50100**
15. **Source Type:** Enter the new **Source Type**.
16. Click the **Add** button.

Accounting Rules

PC Business Unit 50100

Analysis Type **BAJ**

Analysis Group %

Contract %

Project Type %

Project %

Activity %

Description **BAJ Federal Aid - L29R**

*Resource General Ledger Unit **50100**

Source Type **L29R**

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 | Fu |
|---------|------|---------|------------|-------------|------|------|-------|--------------|--------------|-----------|----|
| % | % | % | % | % | % | % | % | % | % | % | % |

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 **Notify** **Add** **Update/Display**

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