

Creating Customer Contract Products Overview

Note: If you need to create a new amount-based or rate-based **Product**, it is recommended that you submit a Help Desk ticket (vccc@vita.virginia.gov) with **Cardinal Project Accounting (PA)** in the subject line. The Cardinal Post Production Support (PPS) PA team will work with you to ensure the product is created correctly. If the product is not set up correctly, it will have downstream impacts to your contract, billing, and GL distribution and require a Help Desk ticket to correct the errors.

Amount-Based Product

Amount-based contracts are used to bill a fixed price contract for varying amounts. An amount-based contract line allows you to bill a fixed amount against a single **Project/Activity** combination. Amount-based products allow the same **Project/Activity** combination to be associated with more than one contract line.

When creating an amount-based contract line, you must use an amount-based product.

If creating a new amount-based product in Cardinal you will first create the **Product Definition**, assign the **Product Group**, and finally associate the new **Product** with a **Distribution Set** and **Distribution Code**. The accounting distribution information on the **Accounting Distribution** page defaults from the **Distribution Sets** and **Distribution Codes**.

Once the **Product** has been created and associated with a **Revenue Plan Template**, a **Billing Plan Template**, and **Distribution Code** it can be used on any amount-based contract line.

Rate-Based Product

Rate-based contracts calculate amounts to bill each customer as costs are accumulated against the **Project** and **Activity** combinations linked to the contract. The customer's participation is applied to these costs based on the **Rate Set** associated to the contract line. Once the billable amounts are determined, the billable transactions are sent to Billing. You can set up **Billing Limits** for a rate-based contract line to ensure the limits related to an agreement are enforced. The revenue and unbilled AR accounting distributions for rate-based contract lines are stored in the accounting rules.

Once a **Product** has been created and associated with a **Revenue** and **Billing Plan** template, the **Product** can be reused on any rate-based contract line.

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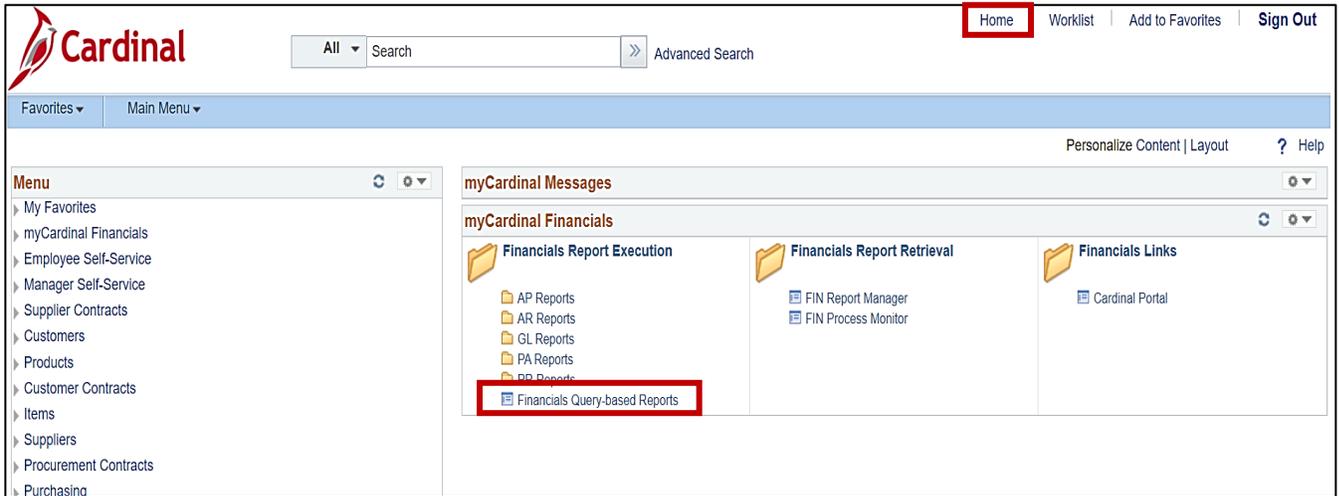
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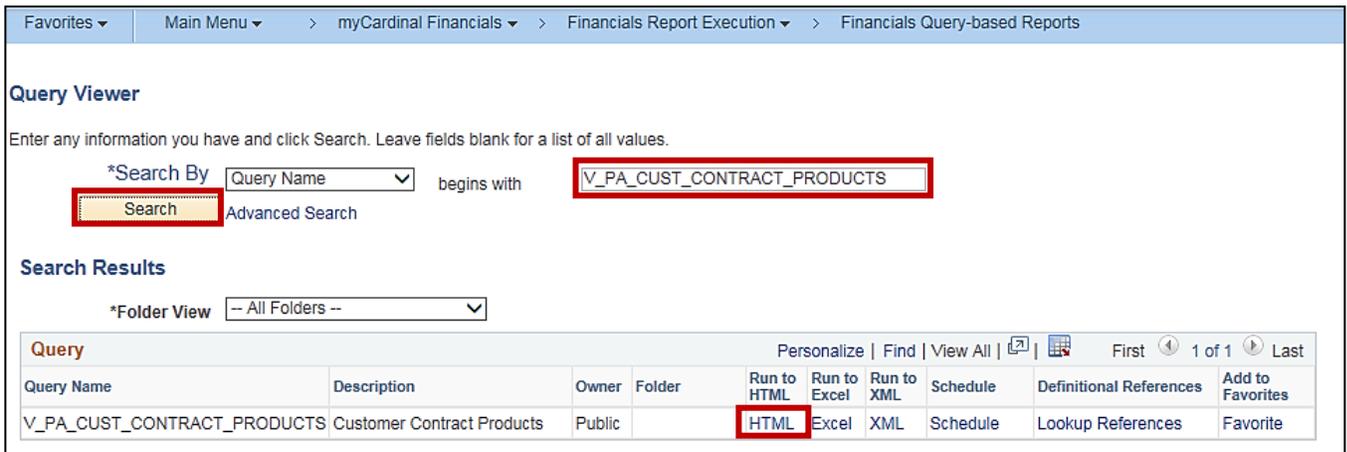
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Confirm Amount-Based Product

1. Run the **Customer Contract Products** query. Access this query by going to the Cardinal **Home** page and clicking the **Financial Based Query-based Reports** link. Before creating an Amount-Based Product, search to see if the Amount-Based Product already exists which contains the COA string needed.



2. Run the **Customer Contract Products** query. Access this query by going to the Cardinal **Home** page and clicking the **Financial Based Query-based Reports** link.



Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

Advanced Search

Search Results

*Folder View

| Query Name | Description | Owner | Folder | Run to HTML | Run to Excel | Run to XML | Schedule | Definitional References | Add to Favorites |
|-----------------------------|----------------------------|--------|--------|-------------|--------------|------------|----------|-------------------------|------------------|
| V_PA_CUST_CONTRACT_PRODUCTS | Customer Contract Products | Public | | HTML | Excel | XML | Schedule | Lookup References | Favorite |

3. The **Query Viewer** page displays. In begins with field, enter **V_PA_CUST_CONTRACT_PRODUCTS**.
4. Click the **Search** button.
5. Click the **HTML** link.

V_PA_CUST_CONTRACT_PRODUCTS - Customer Contract Products

Business Unit
 Product ID(% for all)
 Product Group(% for all)
 Account(% for all)
 Dept ID (% for all)
 Fund (% for all)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(41 kb\)](#)

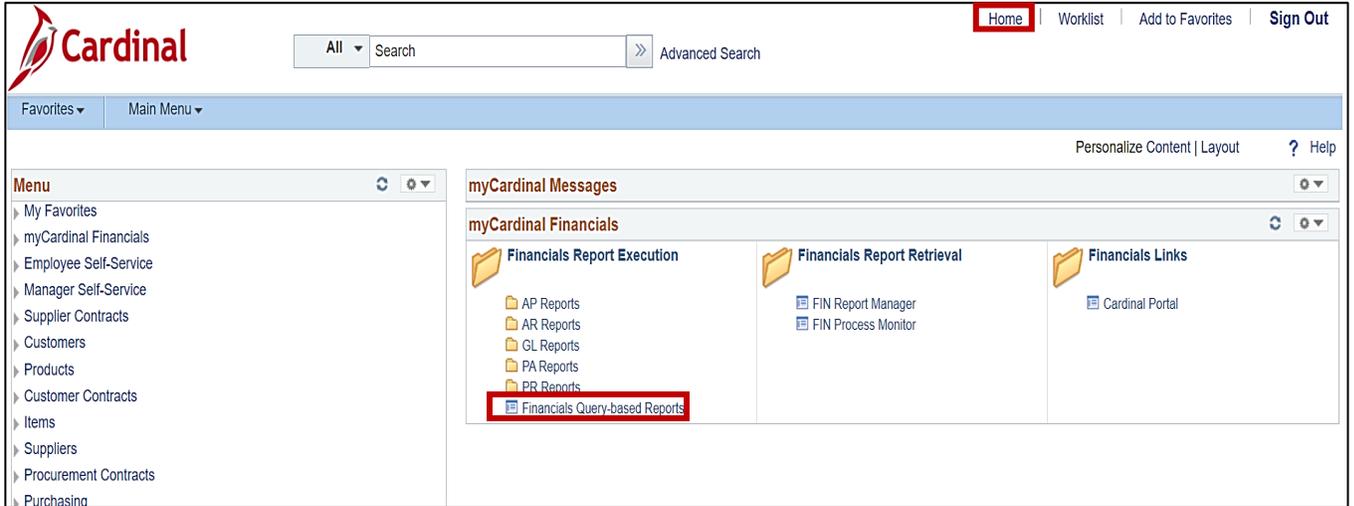
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| | Product | Product Description | Price Type | Product Group | Distribution Code | Distribution Code Desr | Account | Department | Fund | Cost Center | Program | Project Id | Activity |
|----|---------------|--------------------------------|------------|---------------|-------------------|--------------------------------|----------|------------|-------|-------------|---------|------------|----------|
| 1 | AMT_FEDERAL | Federal - Amount Based | AMT | RTE_FED | GRANTGRT12 | Federal Grabt - Local Assistan | 4020205 | 10059 | 04010 | | 603015 | | |
| 2 | AMT_FEDGRT10 | Federal Grant - NOVA | AMT | AMT_FED | GRANTGRT10 | Federal Grant - NOVA | 4020205 | 19000 | 04010 | | | | |
| 3 | AMT_FEDGRT11 | Federal Transit Grant-Richmond | AMT | AMT_FED | GRANTGRT11 | Federal Transit Grant-Richmond | 4020507 | 14000 | 04010 | | | | |
| 4 | AMT_FED_GRT10 | Federal Grant-NOVA | AMT | AMT_FED | GRANTGRT10 | Federal Grant - NOVA | 4020205 | 19000 | 04010 | | | | |
| 5 | AMT_FED_GRT11 | Federal Grant-Richmond | AMT | AMT_FED | GRANTGRT11 | Federal Grant - Richmond | 4020505 | 14000 | 04010 | | | | |
| 6 | AMT_FED_PASS1 | Federal PassThrough CO | AMT | AMT_FED | FEDPASS1 | Federal PassThrough CO | 609650 | 10015 | 04010 | | | | |
| 7 | AMT_GENER1 | Gener - HMO - East River | AMT | AMT_HMOOTH | GENERGEH10 | Generic HwyMaintOps East Rv AR | 40040001 | 11099 | 04100 | | | | |
| 8 | AMT_GENER2 | Gener-HMO-STA-Research Council | AMT | AMT_HMOSTA | GENERGEN15 | University of Virginia Generic | 4003007 | 10029 | 04100 | 11210010 | 602002 | | |
| 9 | AMT_GENER3 | Gener - HMO - VCTIR | AMT | AMT_HMOOTH | GENERGEN16 | Research Council HMO Private | 40040001 | 10029 | 04100 | | 602002 | | |
| 10 | AMT_GENER4 | Gener-CON- Location & Design | AMT | AMT_CONOTH | GENERGEN14 | Location & Design CON Private | 40040001 | 10021 | 04720 | | 514008 | 0000108401 | |
| 11 | AMT_MGSE1 | Misc-HMO-CCT/OTH-Nova | AMT | AMT_HMOOTH | MG&SEMGS09 | Misc - HMO - CCT/OTH-NOVA | 4009060 | 19000 | 04100 | 11000010 | | | |

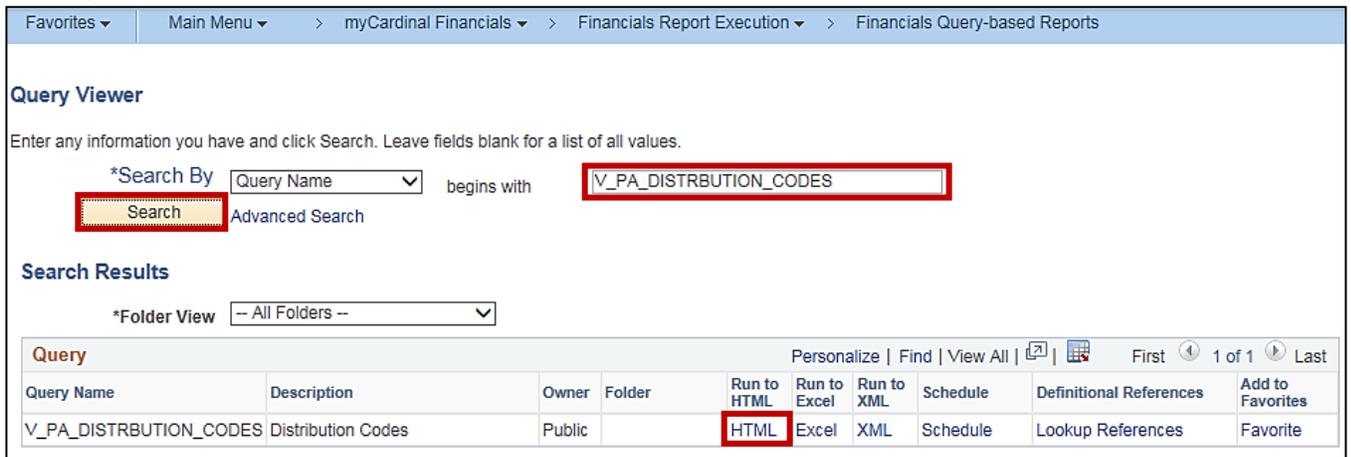
6. The **Query** page displays.
 - a. Enter the run criteria for the query. You should, at a minimum, enter the **Business Unit** and **Product ID** prefix of **AMT%**. If you have the other details (e.g., **Product Group**, **Account**, **Fund**, etc.), they can also be entered.
 - b. Click the **View Results** button.
7. Review the results to see if there is an existing product that has the appropriate **Product Group** and COA string which is needed to record the billing and revenue transactions for the contract.
 - a. If the **Product** exists, see the job aid titled **PA354_Creating Non-Federal Amount Based Contract**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.
 - b. If the **Product** does not exist, you will need to determine if there is an existing distribution code which contains the appropriate COA string which can be used. Go to the **Create/Confirm Distribution Code** section of this job aid.

Confirm Distribution Code

Before creating a new distribution code, verify whether a code already exists by running the **Distribution Code** query.



1. Run the **Distribution Code** query. Access this query by going to the Cardinal **Home** page and clicking the **Financial Based Query-based Reports** link.



2. The **Query Viewer** page displays. In begins with field, enter **V_PA_DISTRBUCTION_CODES**.
3. Click the **Search** button.
4. Click the **HTML** link.

V_PA_DISTRIBUTION_CODES - Distribution Codes

SetID
 Account (% for all)
 Fund (% for all)
 Dept Id (% for all)
 Cost Center (% for all)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(24 kb\)](#)

View All First 1-79 of 79 Last

| Row | Distribution Code | Effective Date | Effective Status | Long Description | Short Description | Account | Dept ID | Task | Fund | Cost Center | Program | Project | Activity |
|-----|-------------------|----------------|------------------|--------------------------------|-------------------|----------|---------|------|-------|-------------|---------|------------|----------|
| 1 | ADVANCON34 | 07/01/2016 | A | Prepaid - CON - STA | ADVANCON34 | 4003007 | 10030 | | 04720 | | | | |
| 2 | ADVANCON35 | 07/01/2016 | A | Prepaid - CON - OTH | ADVANCON35 | 4003007 | 10055 | | 04720 | | | | |
| 3 | AUDITAUDI2 | 01/01/1901 | A | Audit - CON - OTH | AUDITAUDI2 | 4009060 | 10015 | | 04720 | 12000010 | | | |
| 4 | COALSCOALS | 01/01/1901 | A | Coal Severance - CCT | COALSCOALS | 40042013 | 11000 | | 04720 | | | | |
| 5 | GENERGEN1 | 01/01/1901 | A | Generic Construction AR | GENERGEN1 | 4009060 | 99999 | | 04720 | 12000010 | | | |
| 6 | GENERGEN14 | 01/02/1901 | A | Location & Design CON Private | GENERGEN14 | 40040001 | 10021 | | 04720 | | 514008 | 0000108401 | |
| 7 | MG&SECON01 | 01/01/1901 | A | Misc - CON - CCT/OTH-Bristol | MG&SECON01 | 40042011 | 11000 | | 04720 | 12000010 | | | |
| 8 | MG&SECON02 | 01/01/1901 | A | Misc - CON - CCT/OTH-Salem | MG&SECON02 | 40042011 | 12000 | | 04720 | 12000010 | | | |
| 9 | MG&SECON03 | 01/01/1901 | A | Misc - CON - CCT/OTH-Lynchburg | MG&SECON03 | 40042011 | 13000 | | 04720 | 12000010 | | | |
| 10 | MG&SECON04 | 01/01/1901 | A | Misc - CON - CCT/OTH-Richmond | MG&SECON04 | 40042011 | 14000 | | 04720 | 12000010 | | | |
| 11 | MG&SECON05 | 01/01/1901 | A | Misc - CON - CCT/OTH-Suffolk | MG&SECON05 | 40042011 | 15000 | | 04720 | 12000010 | | | |
| 12 | MG&SECON06 | 01/01/1901 | A | Misc - CON - CCT/OTH-Fredsburg | MG&SECON06 | 40042011 | 16000 | | 04720 | 12000010 | | | |
| 13 | MG&SECON07 | 01/01/1901 | A | Misc - CON - CCT/OTH-Culpeper | MG&SECON07 | 40042011 | 17000 | | 04720 | 12000010 | | | |
| 14 | MG&SECON08 | 01/01/1901 | A | Misc - CON - CCT/OTH-Strunton | MG&SECON08 | 40042011 | 18000 | | 04720 | 12000010 | | | |
| 15 | MG&SECON09 | 01/01/1901 | A | Misc - CON - CCT/OTH-NOVA | MG&SECON09 | 40042011 | 19000 | | 04720 | 12000010 | | | |
| 16 | MG&SECON30 | 01/01/1901 | A | Misc - CON - OTH - C Office | MG&SECON30 | 40042011 | 10015 | | 04720 | 12000010 | | | |
| 17 | MG&SECON31 | 01/01/1901 | A | Misc - CON - OTH - B Council | MG&SECON31 | 40042011 | 10020 | | 04720 | 12000010 | | | |

5. The **Query** page displays.
 - a. Enter the run criteria for the query. You should, at a minimum, enter the **Set ID** and **Account**. If you have the other details (e.g., **Fund**, **Department** etc.), they can also be entered.
 - b. Click the **View Results** button.

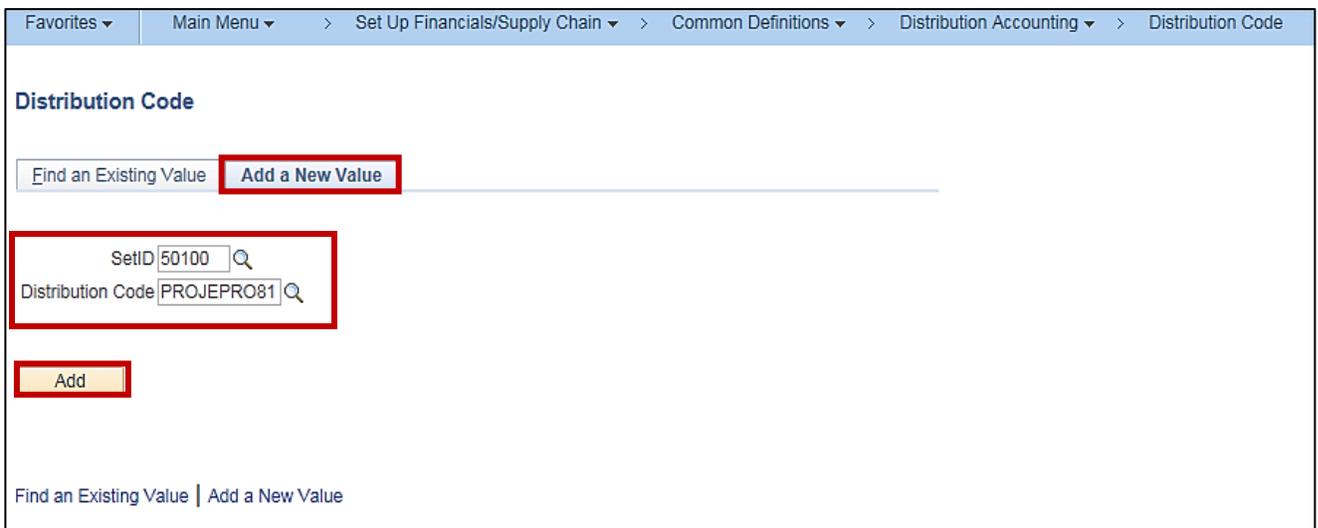
6. Review the results to see if there is an existing **Distribution Code** for the COA string which is needed to record the revenue transactions for the contract.
 - a. If the **Distribution Code** exists, see the job aid titled **PA354_Creating Non-Federal Amount Based Contract**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.
 - b. If the **Distribution Code** does not exist, go to the next step.

Create Distribution Code

Note: If you need to create a new **Product**, it is recommended that you submit a Help Desk ticket (vccc@vita.virginia.gov) with **Cardinal Project Accounting (PA)** in the subject line. The Cardinal Post Production Support (PPS) PA team will work with you to ensure the product is created correctly. If the product is not set up correctly, it will have downstream impacts to your contract, billing, and GL distribution and require a Help Desk ticket to correct the errors.

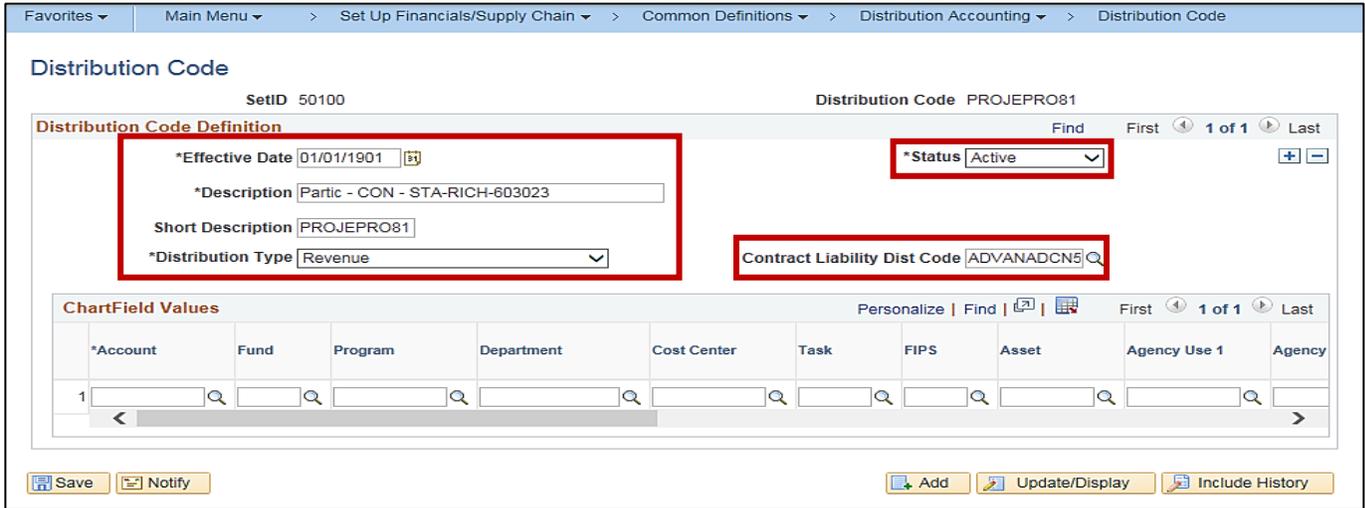
1. Navigate to the **Distribution Code** page using the following path:

Main Menu > Set Up Financials/Supply Chain > Common Definitions > Distribution Accounting > Distribution Code



2. On the Add a New Value tab:
 - a. **SetID:** Defaults to your agency number (e.g., 50100) and should not be changed.
 - b. **Distribution Code:** Enter the distribution code. The name of the distribution code should contain the corresponding source type and category. For this scenario, **PROJE** (source type) and **PRO81** (category) would be the next available distribution code name since the last one in the system is **PROJEPRO80**.
3. Click the **Add** button.

The **Distribution Code** page displays.



4. The **Distribution Code** page displays. Under the **Distribution Code Definition** section of the page, enter or select the following:
 - a. **Effective Date:** Enter 01/01/1901.
 - b. **Description:** Enter the appropriate description.
 - c. **Short Description:** Enter the Distribution Code ID.
 - d. **Distribution Type:** Select Revenue.
 - e. **Status:** Defaults to **Active** and should not be changed.
 - f. **Deferred Distribution Code:** Enter the Distribution Code ID of the appropriate deferred revenue distribution code which should be used to book deferred revenue. Use the **V_PA_DISTRBUTION_CODES** query to determine the available values to enter in this field. Search using the **SETID** for your agency (e.g., **50100**), **Account** and Fund. All Deferred Revenue Distribution Codes start with **ADVAN**.

V_PA_DISTRBUTION_CODES - Distribution Codes

SetID: 50100

Account (% for all): 24%

Fund (% for all): 04720

Dept Id (% for all): %

Cost Center (% for all): %

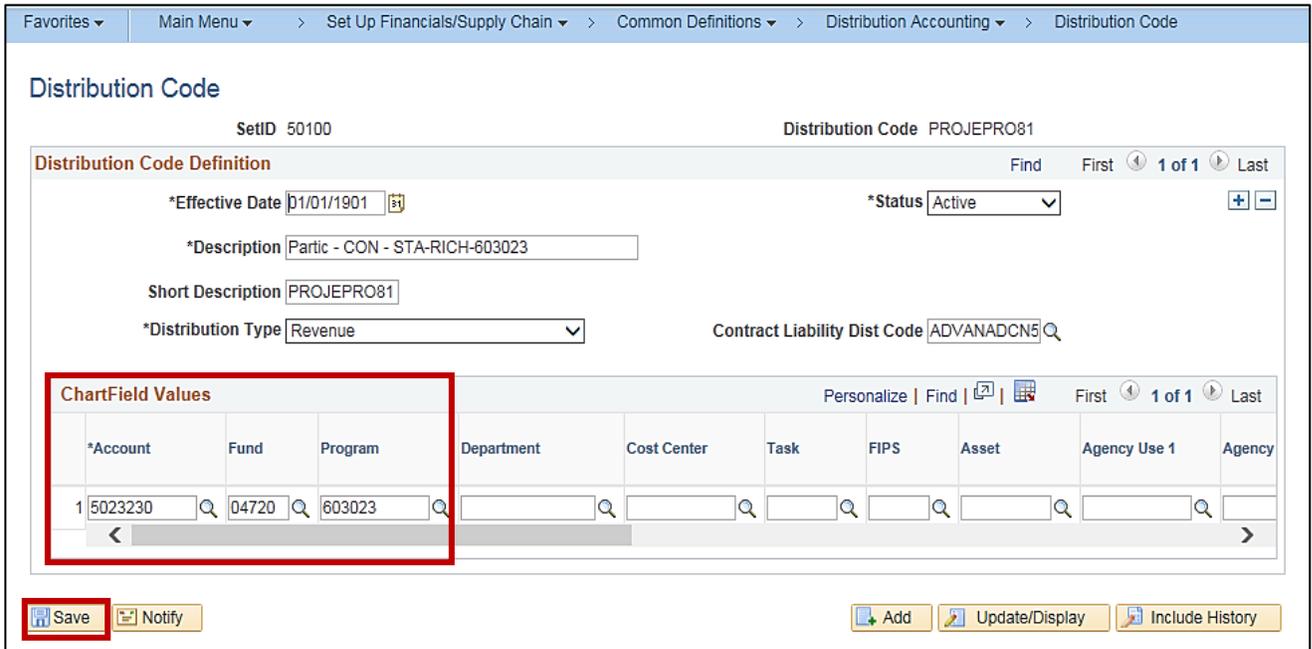
[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All First 1-6 of 6 Last

| Row | Distribution Code | Effective Date | Effective Status | Long Description | Short Description | Account | Dept ID | Task | Fund | Cost Center | Program | Project | Activity |
|-----|-------------------|----------------|------------------|--------------------------------|-------------------|----------|---------|------|-------|-------------|---------|---------|----------|
| 1 | ADVANADCN1 | 01/01/1901 | A | Prepaid - CON - CCT | ADVANADCN1 | 24042011 | 99999 | | 04720 | | | | |
| 2 | ADVANADCN2 | 01/02/1901 | A | Prepaid - CON - STA | ADVANADCN2 | 2403007 | 99999 | | 04720 | | | | |
| 3 | ADVANADCN3 | 01/01/1901 | A | Prepaid - CON - OTH | ADVANADCN3 | 24042011 | 99999 | | 04720 | | | | |
| 4 | ADVANADCN4 | 01/01/1901 | A | Prepaid - Coal Severance - CCT | ADVANADCN4 | 24042012 | 11000 | | 04720 | | | | |
| 5 | ADVANADCN5 | 01/01/1901 | A | Prepaid - CON - STA - 99999 | ADVANADCN5 | 2403007 | 99999 | | 04720 | | | | |
| 6 | ADVANADPSP | 01/01/1901 | A | Prepaid - Private Sectr - CON | ADVANADPSP | 240400 | 99999 | | 04720 | | | | |

The **Deferred Distribution Code** is used when creating an **Amount Based Deferred** contract line to default the **Contract Liability Distribution**. The Chart of Account (COA) values are used to record the deferred revenue. The Deferred Distribution Code values should be associated to all project related distribution codes for **PROJE**, **COAL**, **MG&SECON** and **MG&SEMGS** naming convention.



SetID 50100 Distribution Code PROJEPRO81

Distribution Code Definition Find First 1 of 1 Last

*Effective Date 01/01/1901 *Status Active

*Description Partic - CON - STA-RICH-603023

Short Description PROJEPRO81

*Distribution Type Revenue Contract Liability Dist Code ADVANADCN5

| ChartField Values | | | | | | | | | | |
|-------------------|----------|-------|---------|------------|-------------|------|------|-------|--------------|--------|
| | *Account | Fund | Program | Department | Cost Center | Task | FIPS | Asset | Agency Use 1 | Agency |
| 1 | 5023230 | 04720 | 603023 | | | | | | | |

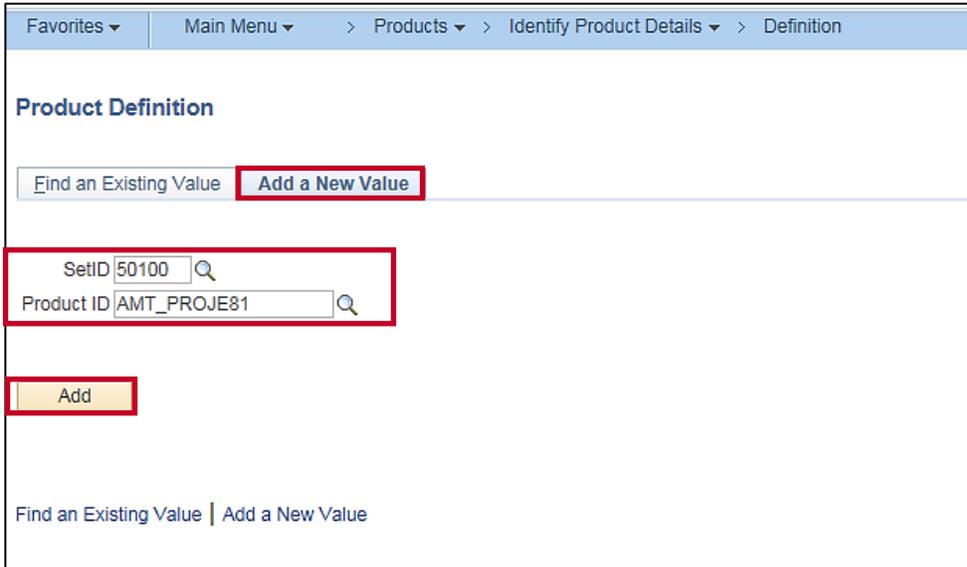
Save Notify Add Update/Display Include History

5. In the **ChartField Values** section of the page, enter or select the following:
 - a. **Account:** Enter the account which should be used to book revenue. In most cases, this value will be a revenue account. In some cases, an expenditure account is used to book revenue. For this scenario, you will also need to populate the **Program** as well.
 - b. **Fund Code:** Enter the fund code which should be used to book revenue.
 - c. **Program:** Only enter the **Program** code if an expenditure account is used instead of a revenue account. The Program value should be the program from the project distribution of the project associated with the contract.
6. Click the **Save** button.

Create an Amount-Based Product

1. Navigate to the **Product Definition** page using the following path:

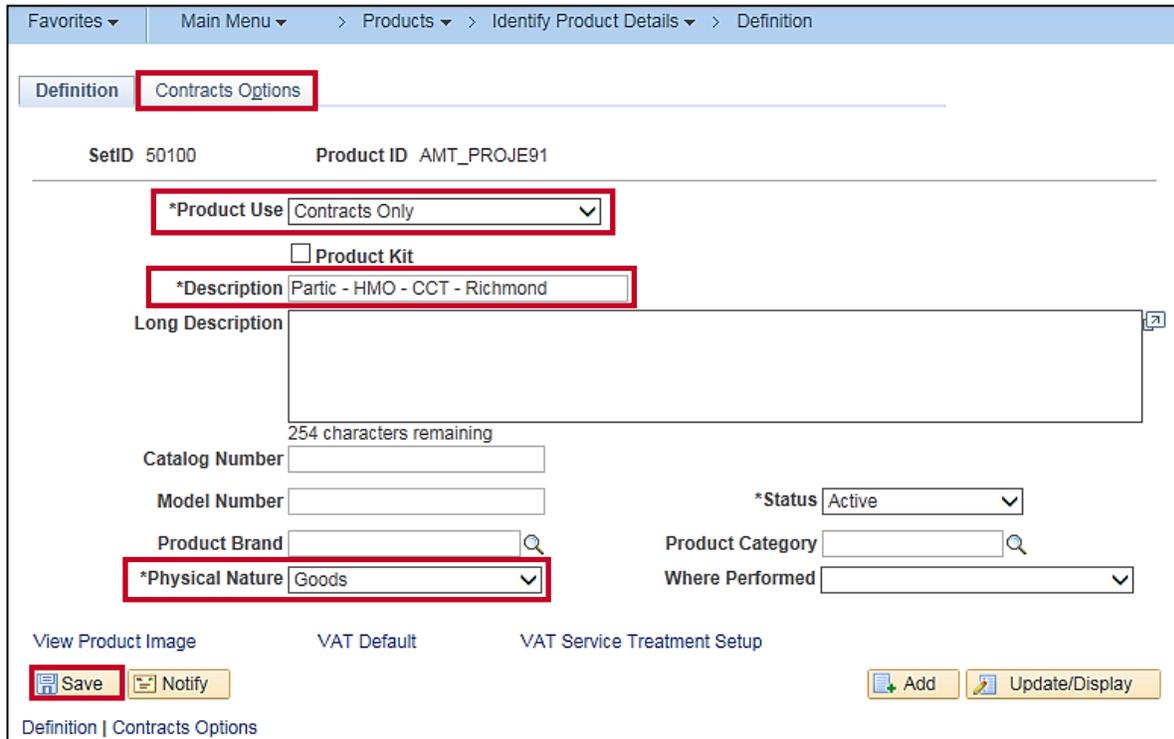
Main Menu > Products > Identify Product Details > Definition



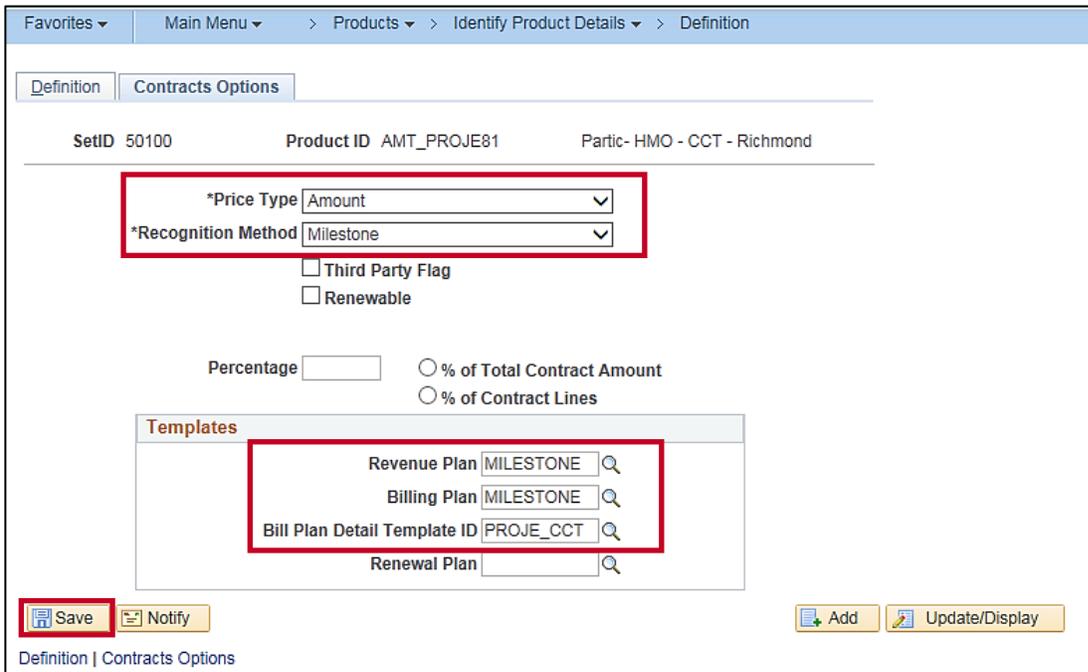
The screenshot shows the 'Product Definition' page in a web application. The breadcrumb trail at the top reads: Favorites > Main Menu > Products > Identify Product Details > Definition. Below the breadcrumb, the page title is 'Product Definition'. There are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and highlighted with a red box. Below the tabs, there are two search fields: 'SetID' with the value '50100' and 'Product ID' with the value 'AMT_PROJE81'. Both search fields have a magnifying glass icon to the right. Below the search fields, there is an 'Add' button highlighted with a red box. 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. The **SetID** and **Product ID** are populated from the **Search Criteria** you entered on the **Find an Existing Value** tab. If these fields are not populated, enter them:
4. **SetID:** 50100
5. Enter the new **Product ID**.
6. Click the **Add** button.

The **Definition** page, **Definition** tab displays.



7. **Product Use:** Contracts Only. Do not change.
8. **Description:** Enter the **Distribution Code** as the description.
9. Physical Nature: Goods
10. Click the **Save** button.
11. Click the Contracts Options tab.



Favorites ▾ Main Menu ▾ > Products ▾ > Identify Product Details ▾ > Definition

Definition Contracts Options

SetID 50100 Product ID AMT_PROJE81 Partic- HMO - CCT - Richmond

*Price Type ▾
 *Recognition Method ▾

Third Party Flag
 Renewable

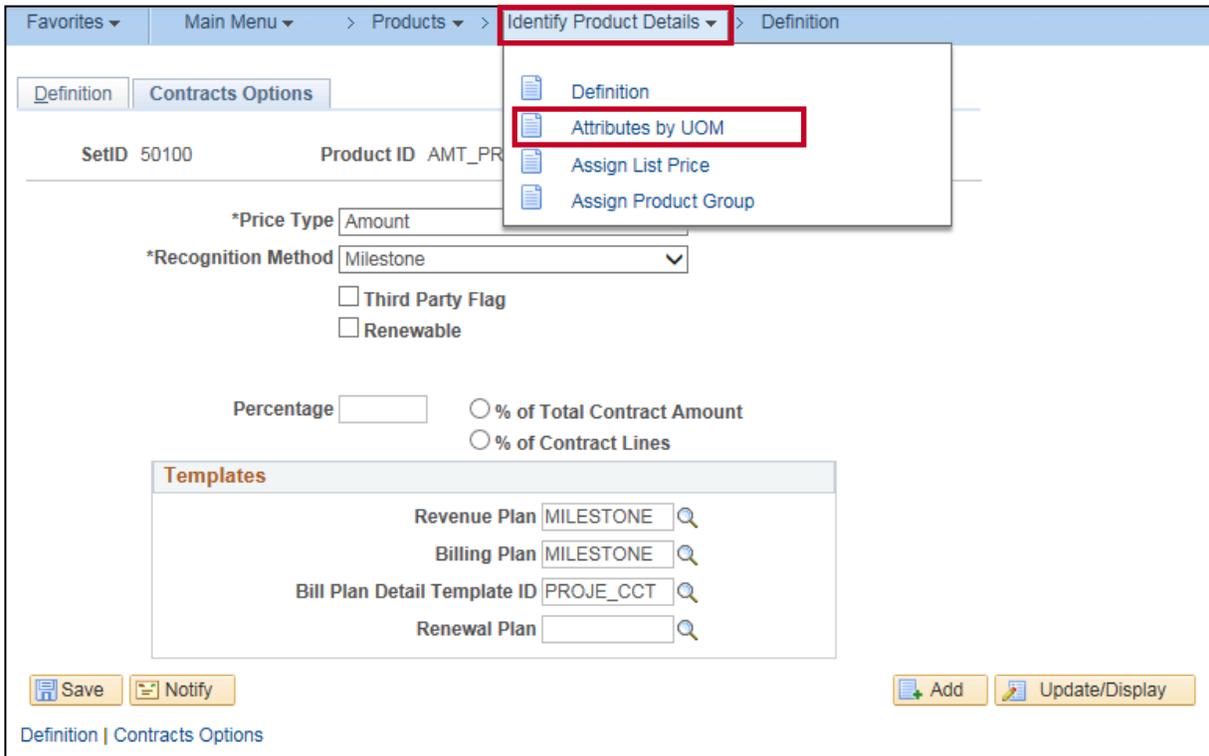
Percentage % of Total Contract Amount
 % of Contract Lines

Templates

Revenue Plan 🔍
 Billing Plan 🔍
 Bill Plan Detail Template ID 🔍
 Renewal Plan 🔍

Definition | Contracts Options

12. Price Type: Amount
13. Recognition Method: Milestone
14. In the **Templates** section, select the following:
15. Revenue Plan: MILESTONE
16. Billing Plan: MILESTONE
17. **Bill Plan Detail Template ID**: Select the appropriate value (e.g., **PROJE_CCT** is **Non-Federal Project – CCT**). The template selected defaults some of the contract billing information, such as **Bill Source**, **Bill Identifier**, and **Bill Cycle Identifier**.
18. Click the **Save** button.

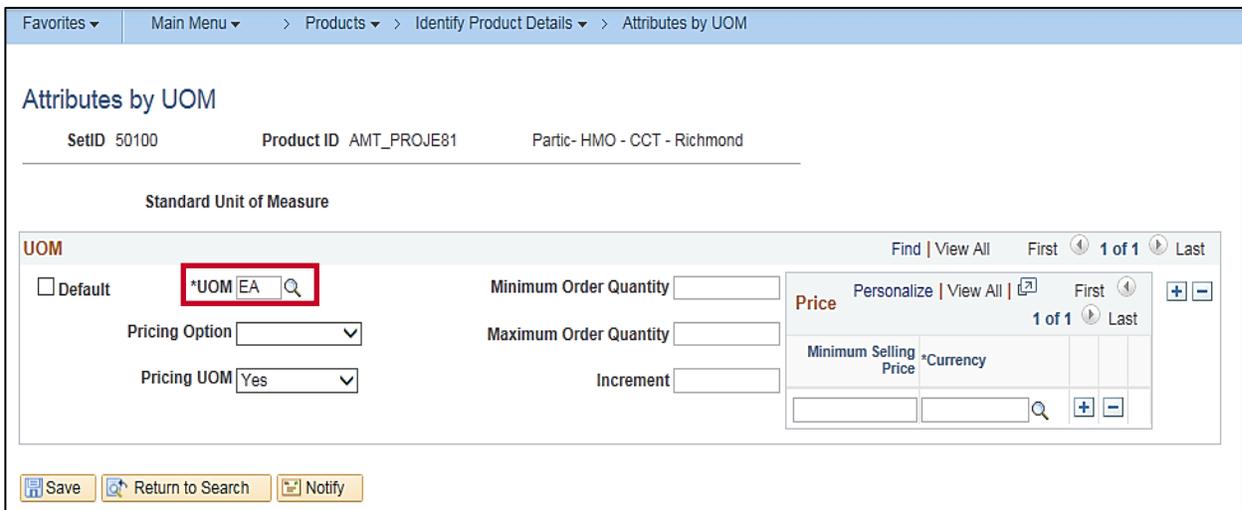


The screenshot shows the 'Identify Product Details' menu with the following options: Definition, **Attributes by UOM**, Assign List Price, and Assign Product Group. The 'Attributes by UOM' option is highlighted with a red box. The background shows the 'Definition' tab with fields for SetID (50100), Product ID (AMT_PR), Price Type (Amount), Recognition Method (Milestone), and various checkboxes for Third Party Flag and Renewable. There is also a 'Templates' section with fields for Revenue Plan, Billing Plan, Bill Plan Detail Template ID, and Renewal Plan.

19. From the navigation path above the page, Click **Identify Product Details** in the navigation path breadcrumbs.

20. Select the **Attributes by UOM** menu option.

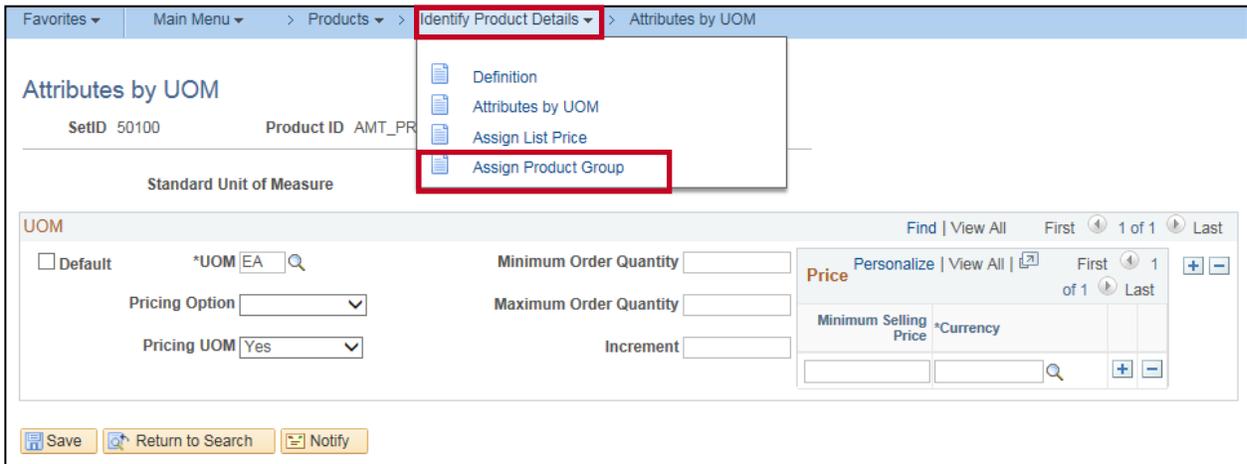
The **Attributes by UOM** page displays.



The screenshot shows the 'Attributes by UOM' page with the following details: SetID 50100, Product ID AMT_PROJE81, and Partic-HMO-CCT-Richmond. The 'Standard Unit of Measure' section is active, showing a table with one row. The '*UOM EA' field is highlighted with a red box. Other fields include Pricing Option, Pricing UOM (Yes), Minimum Order Quantity, Maximum Order Quantity, and Increment. There is also a 'Price' section with fields for Minimum Selling Price and Currency.

21. **UOM**: Select a Unit of Measure (e.g., **EA**).

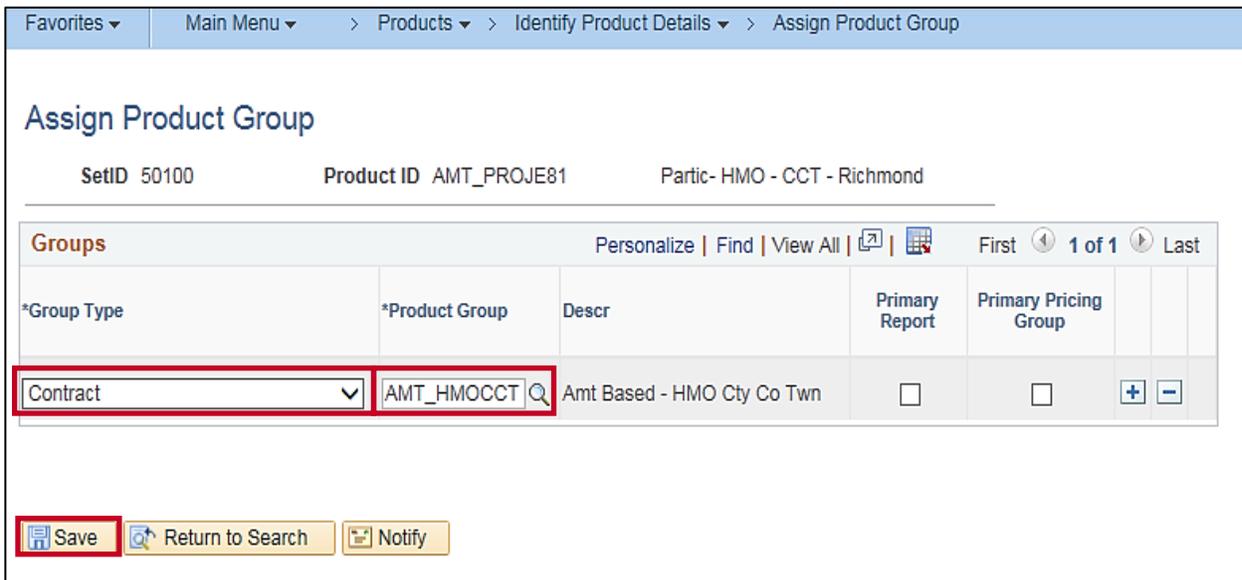
22. Click the **Save** button.



23. From the navigation path above the page, click **Identify Product Details** in the navigation path breadcrumbs.

24. Select the **Assign Product Group** menu option.

The **Assign Product Group** page displays.



25. **Group Type:** Contract

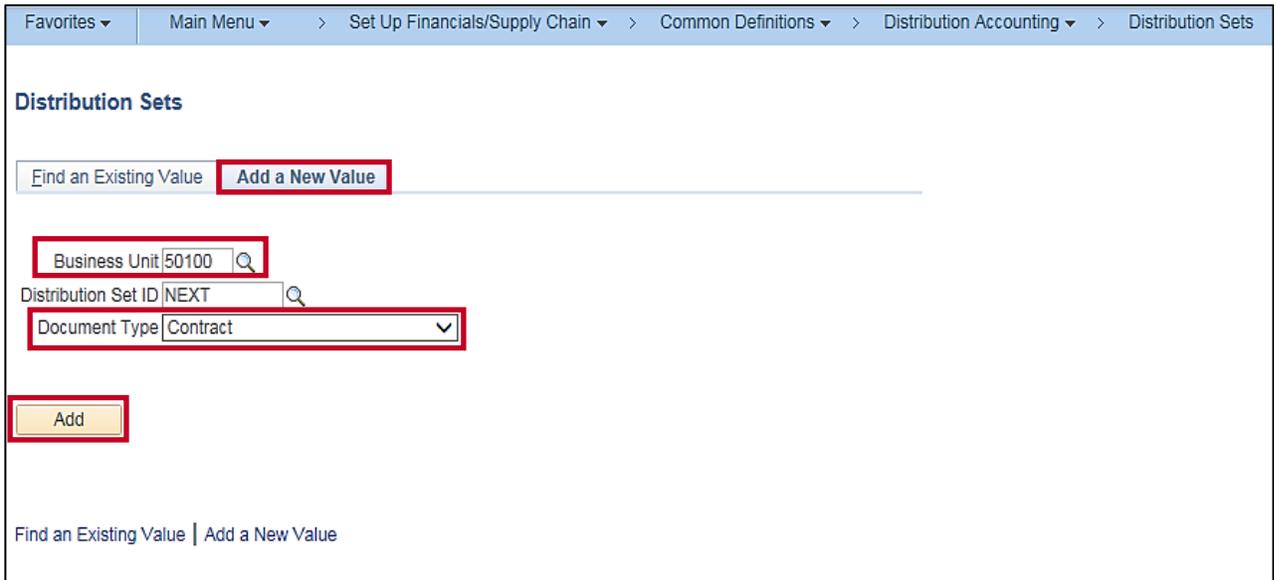
26. **Product Group:** Select the appropriate group. This value determines which **Product Group** the **Product** will be found in when searching for the **Product** on the contract. In this scenario, it is **AMT_HMOCCT** (Contract Type_Fund plus Customer type).

27. Click the **Save** button.

Define the Distribution Set

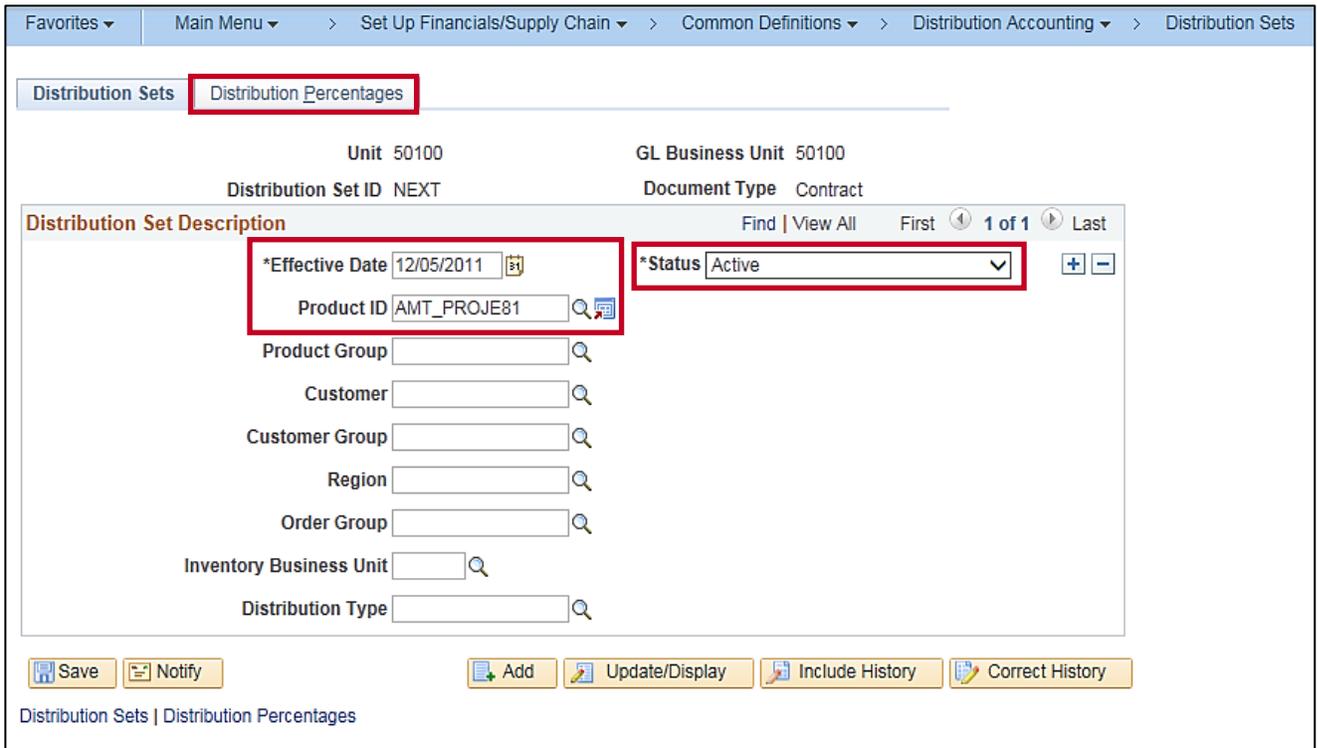
1. Access the **Distribution Sets** page, using the following path:

Main Menu > Set Up Financials/Supply Chain > Common Definitions > Distribution Accounting > Distribution Sets



2. Click the **Add a New Value** tab.
3. Business Unit: 50100
4. **Distribution Set:** Defaults to **NEXT**. Do not change.
5. Document Type: Contract
6. Click the **Add** button.

The **Distribution Sets** page displays.



Favorites > Main Menu > Set Up Financials/Supply Chain > Common Definitions > Distribution Accounting > Distribution Sets

Distribution Sets | Distribution Percentages

Unit 50100 GL Business Unit 50100
Distribution Set ID NEXT Document Type Contract

Distribution Set Description Find | View All First 1 of 1 Last

*Effective Date 12/05/2011 *Status Active
Product ID AMT_PROJE81
Product Group
Customer
Customer Group
Region
Order Group
Inventory Business Unit
Distribution Type

Save Notify Add Update/Display Include History Correct History

7. Enter the **Effective Date**. The Effective Date must be set to **12/05/2011**.
8. **Product ID**: Select the **Product ID** you previously created (e.g., **AMT_PROJE91**).
9. **Status**: Active
10. Click the **Distribution Percentages** tab.

[Favorites](#) > [Main Menu](#) > [Set Up Financials/Supply Chain](#) > [Common Definitions](#) > [Distribution Accounting](#) > [Distribution Sets](#)

[Distribution Sets](#) | [Distribution Percentages](#)

Unit 50100 GL Business Unit 50100
 Distribution Set ID NEXT Document Type Contract

Distribution Percentages Find | View All First 1 of 1 Last

Effective Date 12/05/2011 Status Active

Revenue Distribution Personalize | Find | View All | First 1 of 1 Last Revenue Percentage Total

| Sequence | *Revenue Code | *Percentage | |
|----------|---------------|-------------|-----|
| 1 | PROJEHMO04 | 100.00 | + - |

Save Notify Add Update/Display Include History

Distribution Sets | Distribution Percentages

11. **Revenue Code:** Select a **Revenue Code (Distribution Code)** that is appropriate for the **Product** created. General Ledger ChartFields are linked to the **Revenue Code** and default on the revenue line of the contract.
12. Click the **Save** button.

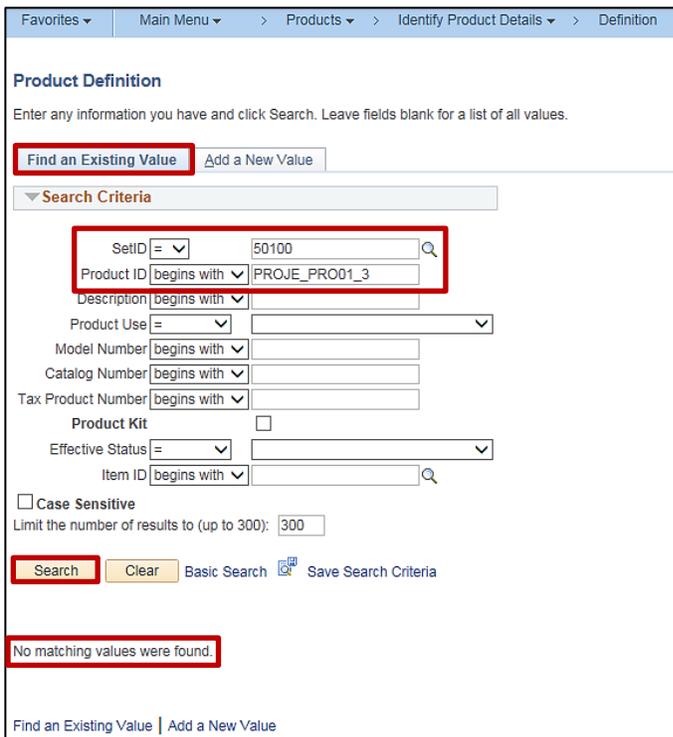
Confirm/Create a Rate-Based Product

Before you create a contract, you must first verify whether the product exists for the category needed for billing. Products are defined by the following naming convention:

Source Type followed by **Category** followed by **Participation Rate** with an underscore between the values (e.g., **PROJE_PRO01_3**).

1. Access the **Product Definition** page using the following path:

Main Menu > Products > Identify Product Details > Definition



The screenshot shows the 'Product Definition' search interface. The breadcrumb path is 'Main Menu > Products > Identify Product Details > Definition'. The 'Find an Existing Value' tab is active. The search criteria section includes: SetID (dropdown with value 50100), Product ID (dropdown with value 'begins with PROJE_PRO01_3'), Description (dropdown with value 'begins with'), Product Use (dropdown with value '='), Model Number (dropdown with value 'begins with'), Catalog Number (dropdown with value 'begins with'), Tax Product Number (dropdown with value 'begins with'), Product Kit (checkbox), Effective Status (dropdown with value '='), and Item ID (dropdown with value 'begins with'). There is a 'Case Sensitive' checkbox and a 'Limit the number of results to (up to 300): 300' field. The 'Search' button is highlighted. Below the search criteria, a message states 'No matching values were found.' At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

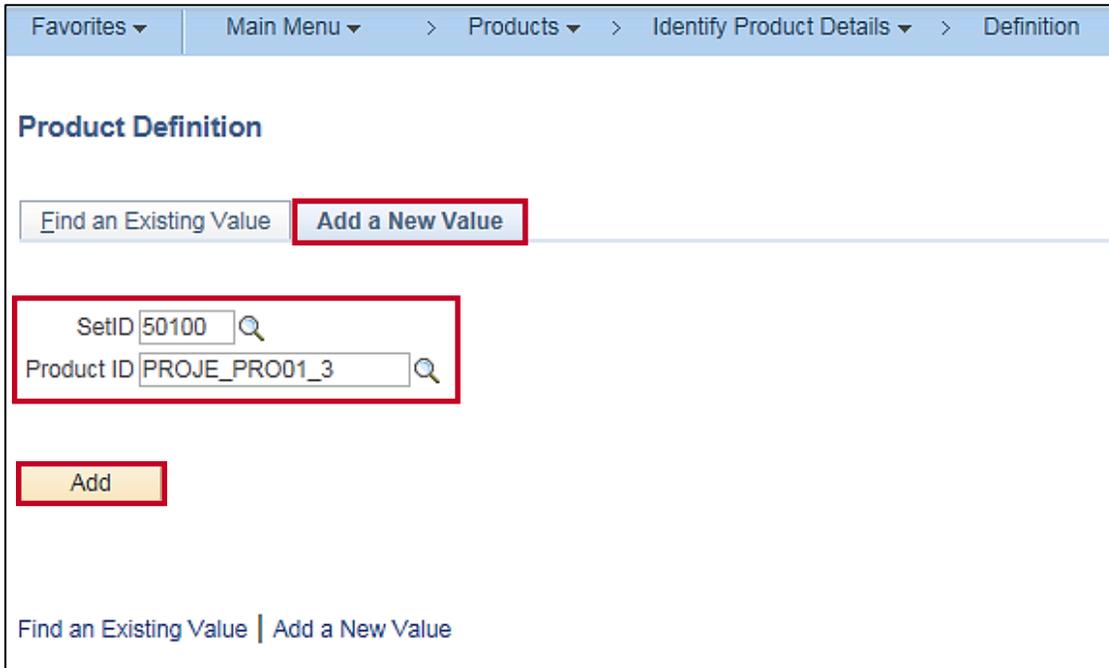
2. Click the **Find an Existing Value** tab.
 - a. **SetID: 50100** for VDOT.
 - b. **Product ID:** Enter the **Product ID**.
3. Click the **Search** button. Your search results populate on the same page below the **Search Criteria**.
 - a. If the **Product** exists, go to the [Create a Non-Federal Rate-Based Contract](#) section below.
 - b. If the **Product** does not exist (**No matching values were found**), go to the **Create a Rate-Based Product** section below.

In this scenario, the **Product** does not exist. Continue to the next section.

Create a Rate-Based Product

Note: While this job aid provides the steps for this process, it is recommended that you submit a Help Desk ticket (vccc@vita.virginia.gov) with **Cardinal Project Accounting (PA)** in the subject line. The Cardinal Post Production Support (PPS) PA team will work with you to ensure the product is created correctly. If the product is not set up correctly, it will have downstream impacts to your contract, billing, and GL distribution and require a Help Desk ticket to correct the errors.

1. Click the **Add a New Value** tab on the **Product Definition** page.



2. The **SetID** and **Product ID** are populated from the **Search Criteria** you entered on the **Find an Existing Value** tab. If these fields are not populated, enter them:
 - a. **SetID: 50100** for VDOT.
 - b. Enter the new **Product ID**.

The **Product ID** is created by using the **Distribution Code** plus the participation rate with underscores in between. For example, if your **Distribution Code** is **PROJEPRO01** and the participation rate is **3**, the **Product ID** would be **PROJE_PRO01_3**.

3. Click the **Add** button.

Favorites ▾ Main Menu ▾ > Products ▾ > Identify Product Details ▾ > Definition

Definition Contracts Options

SetID 50100 Product ID PROJE_PRO01_3

*Product Use ▾

Product Kit

*Description

Long Description
254 characters remaining

Catalog Number

Model Number

Product Brand 🔍

*Physical Nature ▾

*Status ▾

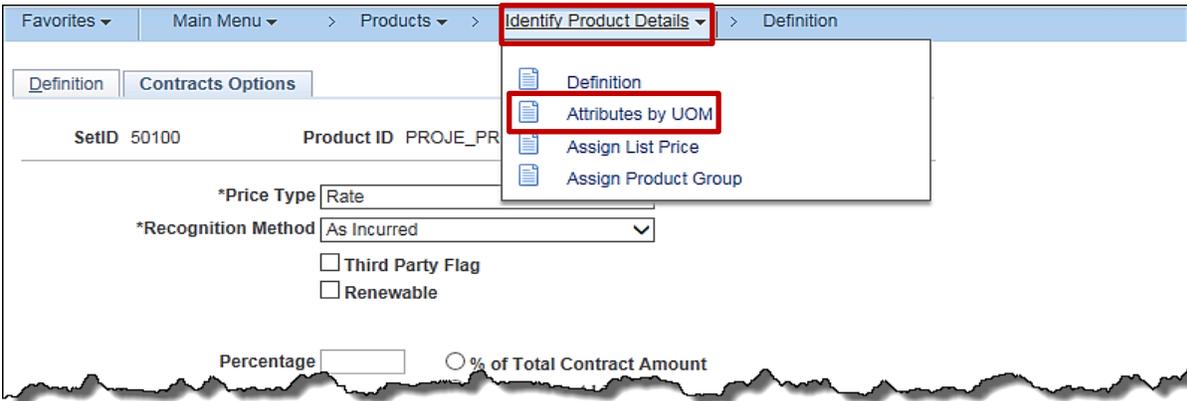
Product Category 🔍

Where Performed ▾

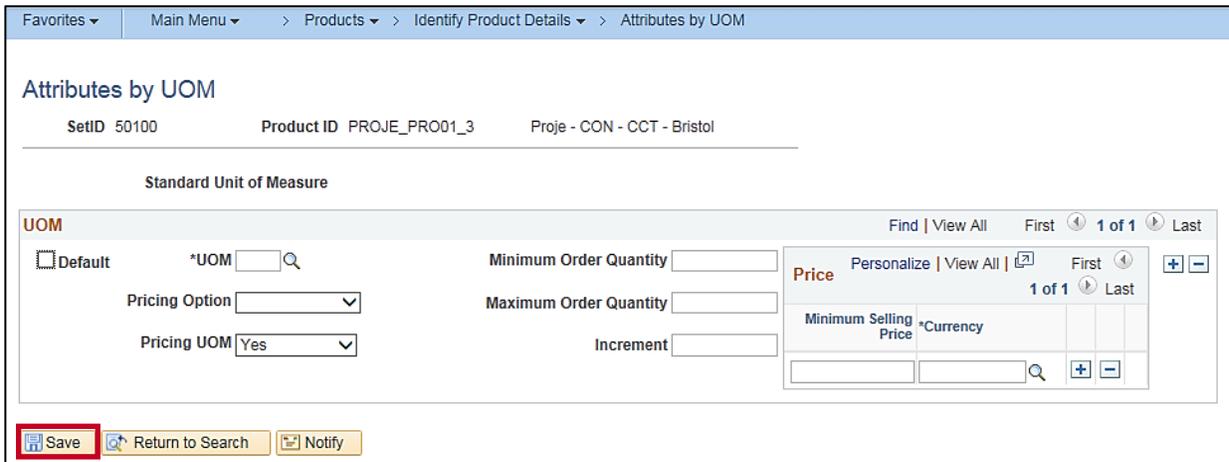
View Product Image VAT Default VAT Service Treatment Setup

Definition | Contracts Options

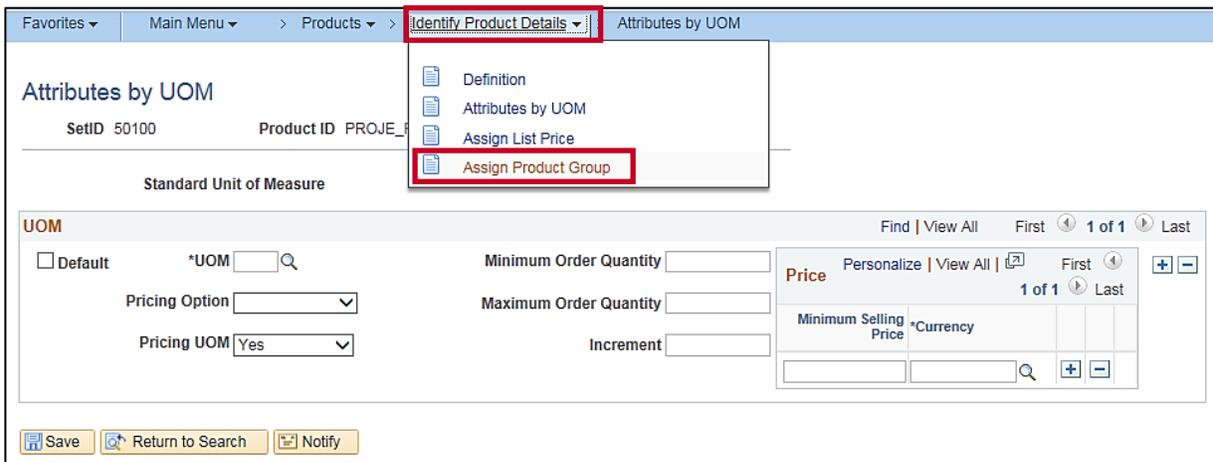
4. The **Definition** tab displays.
 - a. **Product Use: Contracts Only.** Do not change.
 - b. **Description:** Enter the **Description** which should be the same as the **Distribution Code** description.
 - c. **Physical Nature: Goods.**
5. Click the **Contracts Options** tab.



9. From the navigation path above the page, click **Identify Product Details**.
10. Select the **Attributes by UOM** menu option.



11. Click the **Save** button.



12. From the navigation path above the page, click **Identify Product Details**.
13. Select the **Assign Product Group** menu option.

[Favorites](#) > [Main Menu](#) > [Products](#) > [Identify Product Details](#) > [Assign Product Group](#) > [Attributes by UOM](#)

Assign Product Group

SetID 50100 Product ID PROJE_PRO01_3 Proje - CON - CCT - Bristol

| Groups | | Personalize | Find | View All | First | 1 of 1 | Last |
|-------------|----------------|--------------------------------|--------------------------|--------------------------|-------|--------|---|
| *Group Type | *Product Group | Descr | Primary Report | Primary Pricing Group | | | |
| Contract | RTE_CONCCT | Rate Based - Constr Cty Co Twn | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="button" value="+"/> <input type="button" value="-"/> |

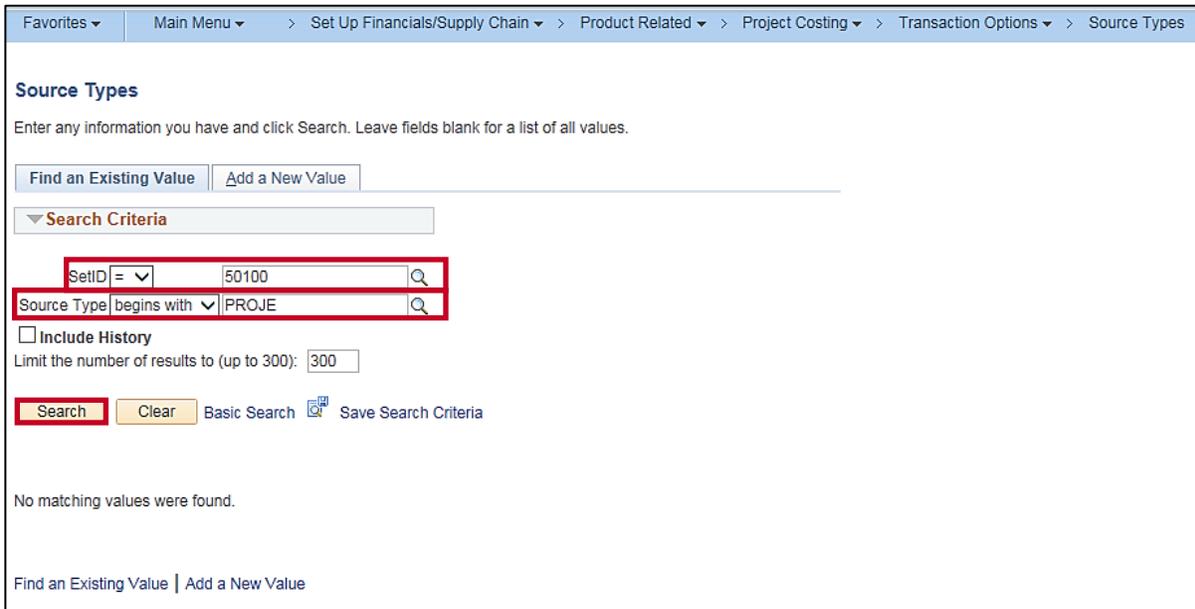
14. The **Assign Product Group** page displays.
 - a. **Group Type: Contract**
 - b. **Product Group:** Select the appropriate group. This value determines which **Product Group** the product will be found in when searching for the product on the contract. In this scenario, it is **RTE_CONCCT** (Contract Type_Fund plus Customer Type).
15. Click the **Save** button.

Confirm/Create the Source Type

Before creating a **Source Type**, search to see if the **Source Type** already exists.

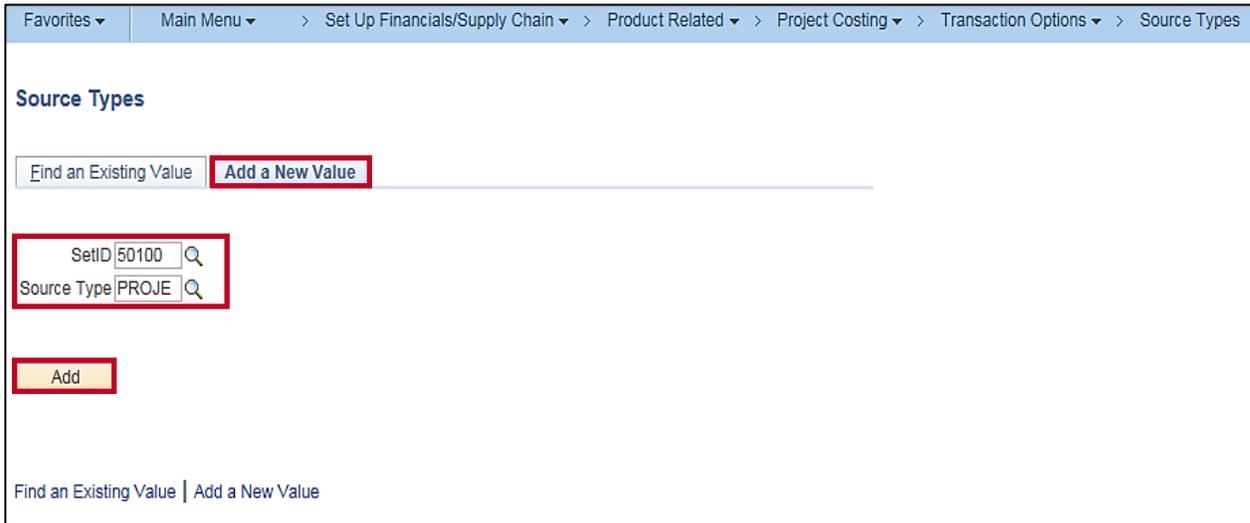
1. Access the **Source Types** page using the following path:

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



2. Click the Find an Existing Value tab
 - a. **SetID: 50100** for VDOT.
 - b. **Source Type:** Enter a **Source Type** value. For this scenario it is **PROJE**.
3. Click the **Search** button. Your search results populate on the same page below the search criteria.
 - a. If the **Source Type** exists, go to the [Create a Non-Federal Rate Based Contract](#) section below.
 - b. If the **Source Type** does not exist, go to the **Create the Source Type** section below.

Create the Source Type



Source Types

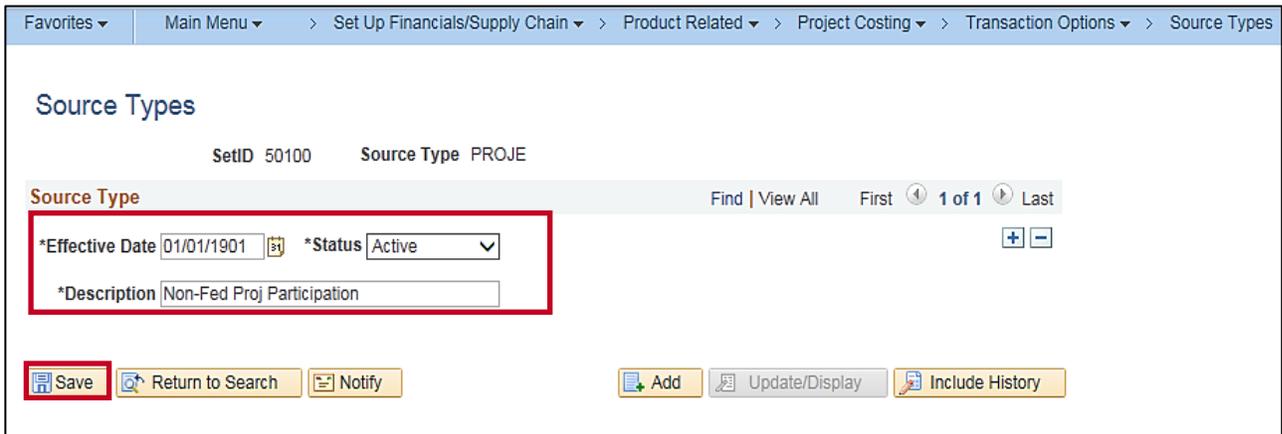
Find an Existing Value | **Add a New Value**

SetID 50100 | Source Type PROJE

Add

Find an Existing Value | Add a New Value

1. Click the **Add a New Value** tab.
 - a. **SetID: 50100** for VDOT.
 - b. **Source Type:** Enter the **Entry Type** value in **Source Type** field. For this scenario it is **PROJE**.
2. Click the **Add** button.



Source Types

SetID 50100 Source Type PROJE

Source Type Find | View All First 1 of 1 Last

*Effective Date 01/01/1901 *Status Active

*Description Non-Fed Proj Participation

Save Return to Search Notify Add Update/Display Include History

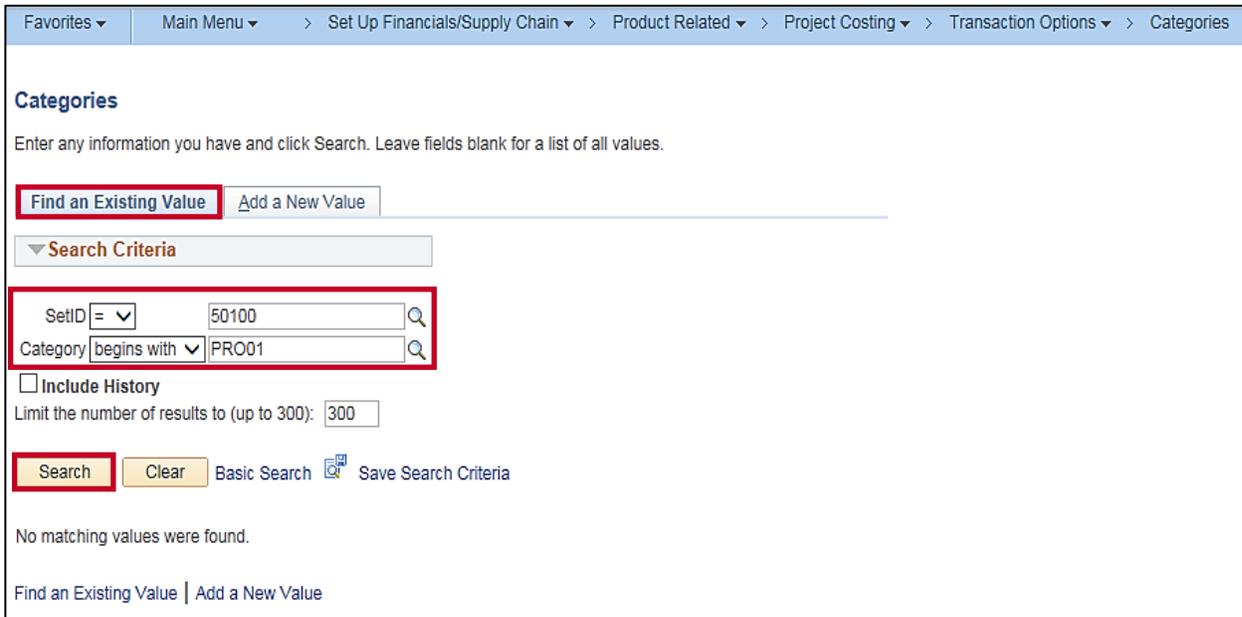
3. The **Source Types** page displays.
 - a. **Effective Date: 01/01/1901**
 - b. **Status: Active**
 - c. **Description:** Enter an applicable description.
4. Click the **Save** button.

Confirm/Create the Category

Before creating a **Category**, search to see if the **Category** already exists.

1. Access the **Category** page using the following path:

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



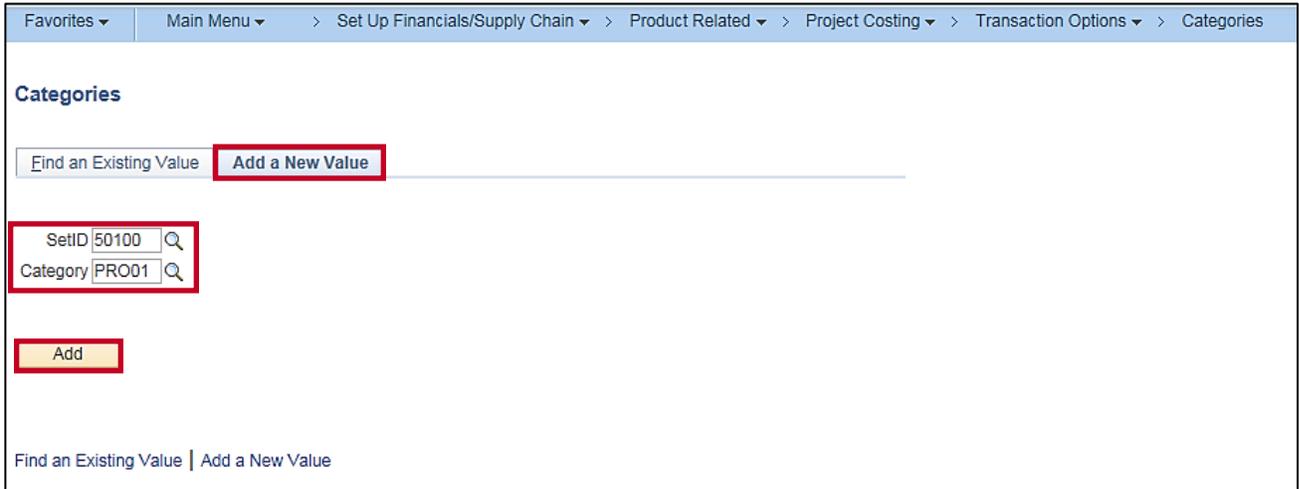
2. Click the Find an Existing Value tab.

- a. **SetID:** 50100 for VDOT.
- b. **Category:** Enter a **Category** value. For this scenario, it is **PRO01**.

3. Click the **Search** button. Your search results populate on the same page below the search criteria.

- a. If the **Category** exists, go to the [Create a Non-Federal Rate Based Contract](#) section below.
- b. If the **Category** does not exist, go to the **Create a Category** section below.

Create the Category



Categories

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

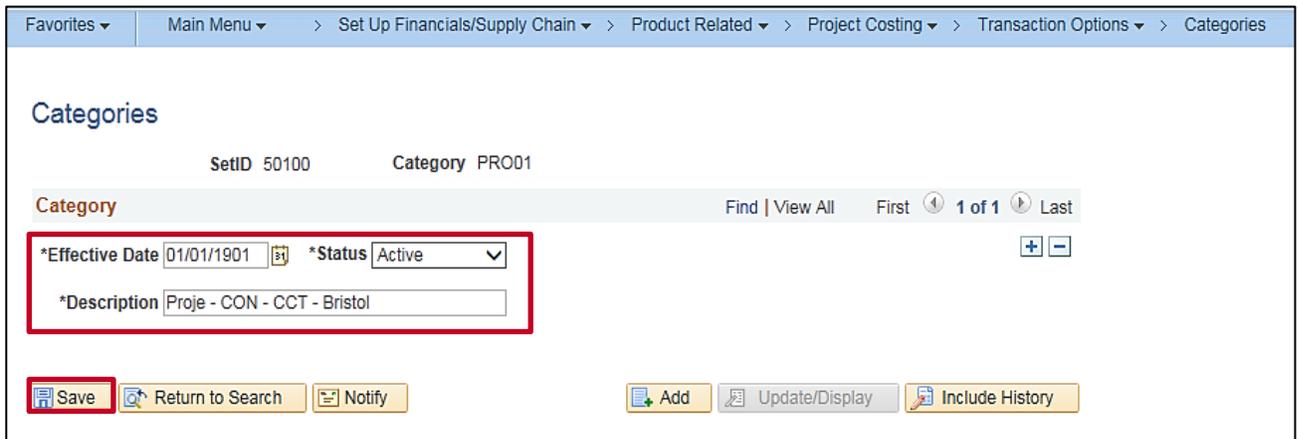
SetID 50100

Category PRO01

Add

Find an Existing Value | Add a New Value

1. Click the **Add a New Value** tab.
 - a. **SetID: 50100** for VDOT.
 - b. **Category:** Enter the new **Category** value. For this scenario, it is **PRO01**.
2. Click the **Add** button.



Categories

SetID 50100 Category PRO01

Category Find | View All First 1 of 1 Last

*Effective Date 01/01/1901 *Status Active

*Description Proje - CON - CCT - Bristol

Save Return to Search Notify Add Update/Display Include History

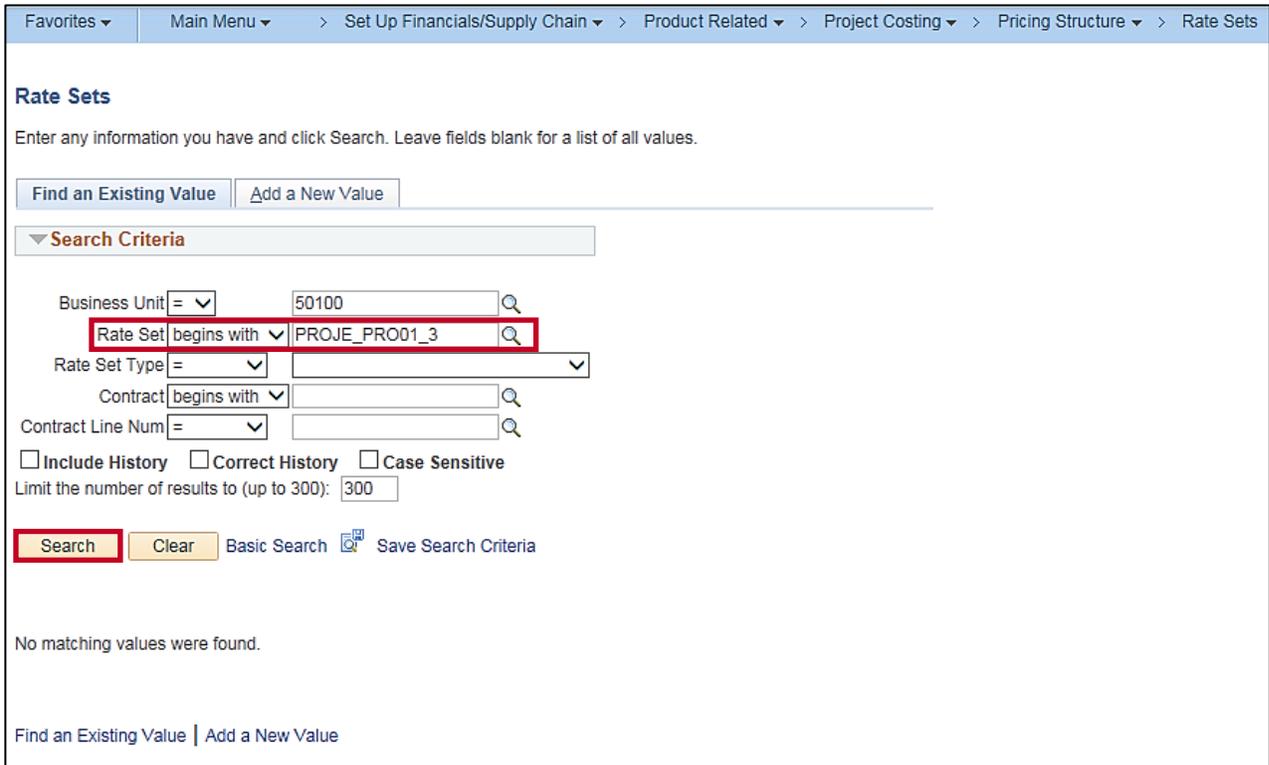
3. The **Categories** page displays.
 - a. Effective Date: 01/01/1901
 - b. **Status:** Active
 - c. **Description:** Enter an applicable description.
4. Click the **Save** button.

Confirm/Create the Rate Set

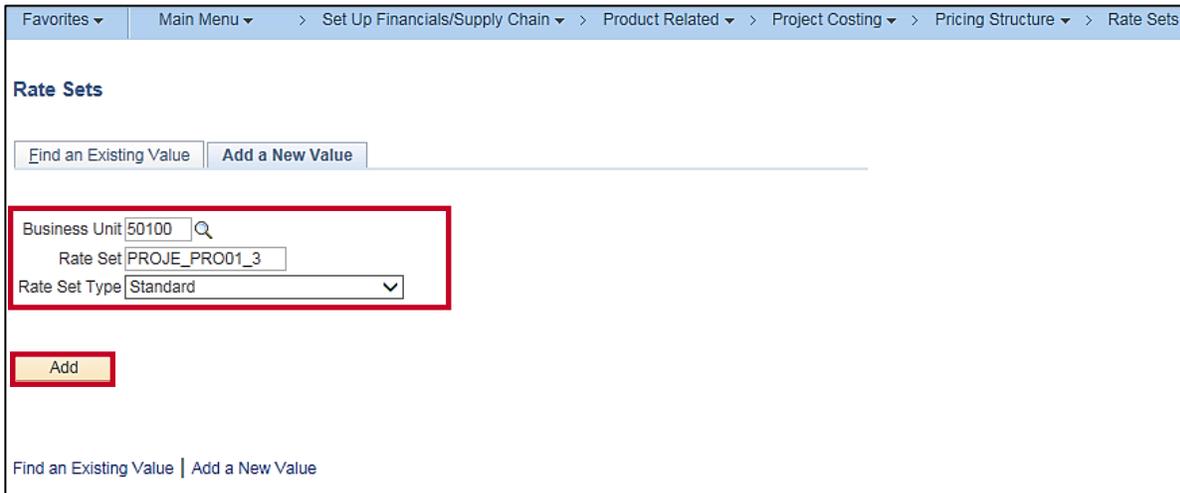
Before creating a **Rate Set**, search to see if the **Rate Set** already exists for the **Source Type** and **Category** that will be used for billing.

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

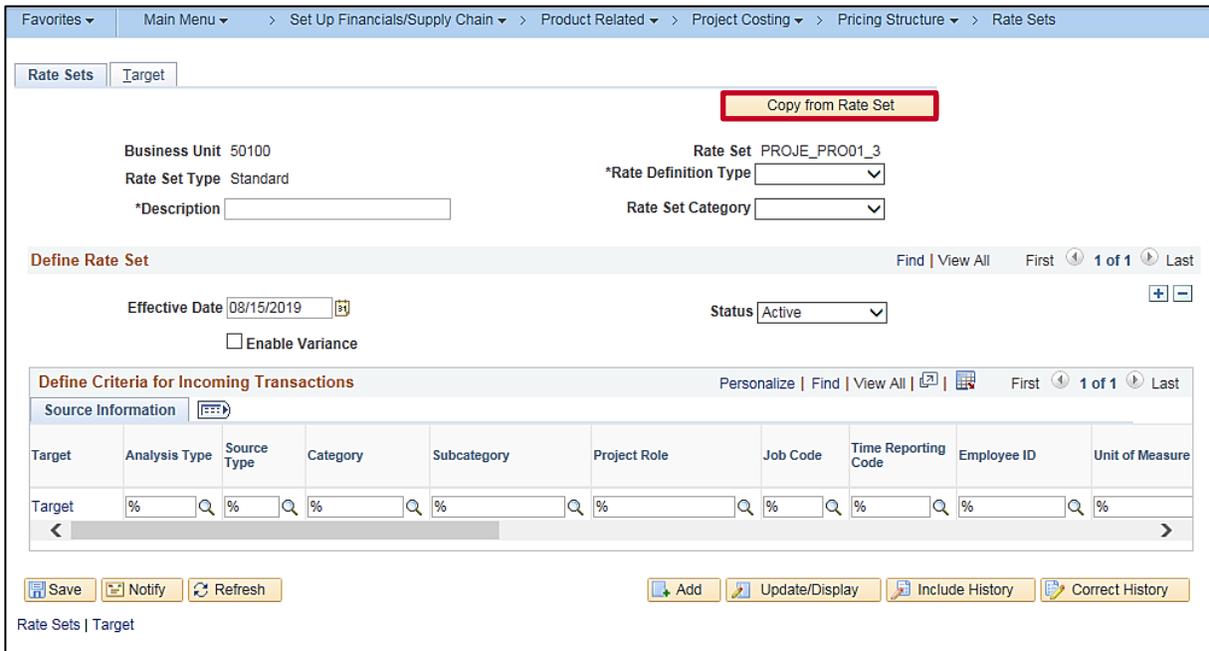
Main Menu > Set Up Financials/Supply Chain > Product Related > Project Costing > Pricing Structure > Rate Sets



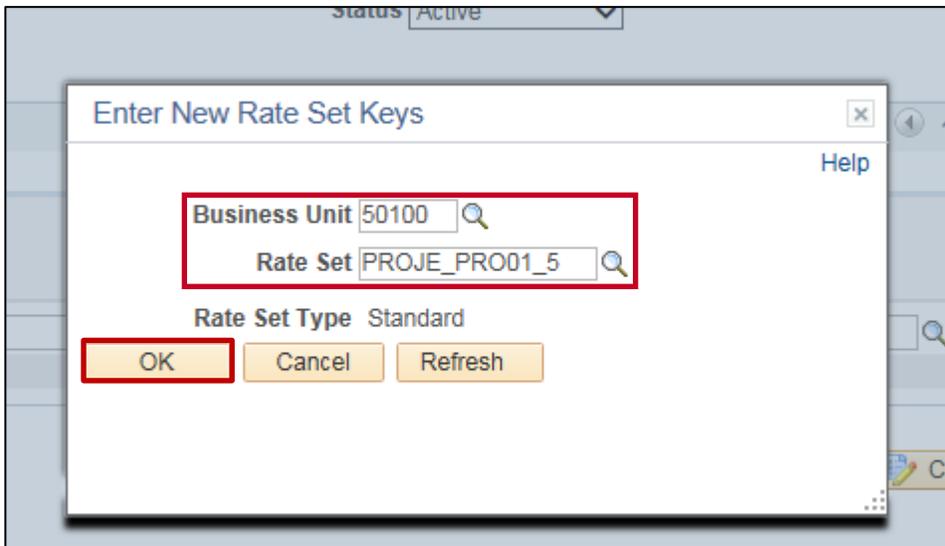
2. Click the **Find an Existing Value** tab.
 - a. **Rate Set:** Enter the **Rate Set**. The **Rate Set** naming convention is the **Source Type**, **Category**, and percent to be billed together as one string, no spaces (i.e., **PROJE_PRO01**). Enter **Source Type_Category** code in the **Rate Set** field.
3. Click the **Search** button. Your search results populate on the same page below the **Search Criteria**.
 - a. If the **Rate Set** exists, go to the [Create a Non-Federal Rate Based Contract](#) section below.
 - b. If the **Rate Set** does not exist, go to the **Create a Rate Set** section below.

Create the Rate Set

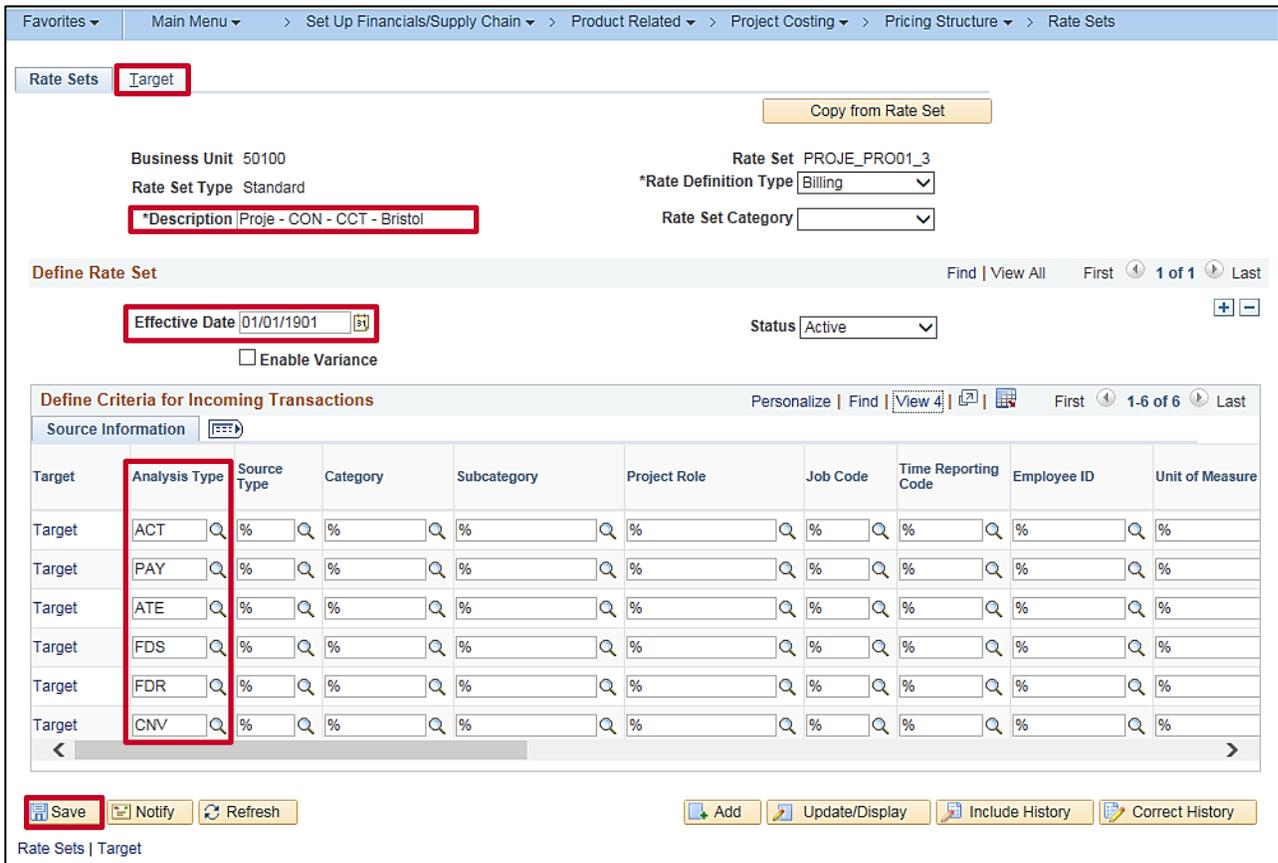
1. Click the **Add a New Value** tab.
 - a. **Business Unit: 50100**
 - b. The **Rate Set** populates from the search criteria you entered on the **Find an Existing Value** tab. If it is not populated, enter it.
 - c. **Rate Set Type: Standard**
2. Click the **Add** button.



3. The **Rate Sets** page, **Rate Sets** tab displays. From here you will use the copy feature to copy an existing **Rate Set** as a template for the **Rate Set** you are creating.
4. Click the **Copy from Rate Set** button.



5. The **Enter New Rate Set Keys** pop-up window displays.
 - a. **Business Unit: 50100** for VDOT.
 - b. Select the **Rate Set** that will be used as a template for the **Rate Set** you are creating.
6. Click the **OK** button.



Rate Sets | **Target**

Copy from Rate Set

Business Unit 50100 Rate Set PROJE_PRO01_3
 Rate Set Type Standard *Rate Definition Type Billing
 *Description Proje - CON - CCT - Bristol 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

7. The **Rate Sets** page, **Rate Sets** tab displays and the values from the **Rate Set** you copied using the **Copy from Rate Set** feature default into the new **Rate Set**.
8. The **Description** is populated with the description of the **Rate Set** used to **Copy From**. The **Description** must be updated to match the new **Rate Set** (e.g., **PROJE – CON – CCT – Bristol**).
9. In the **Define Criteria for Incoming Transactions** section, **Effective Date** is **01/01/1901**, all the **Analysis Types** are visible that will be used in the pricing process.

Analysis Types include:

ACT: Actual Cost

PAY: Time and Labor Actual

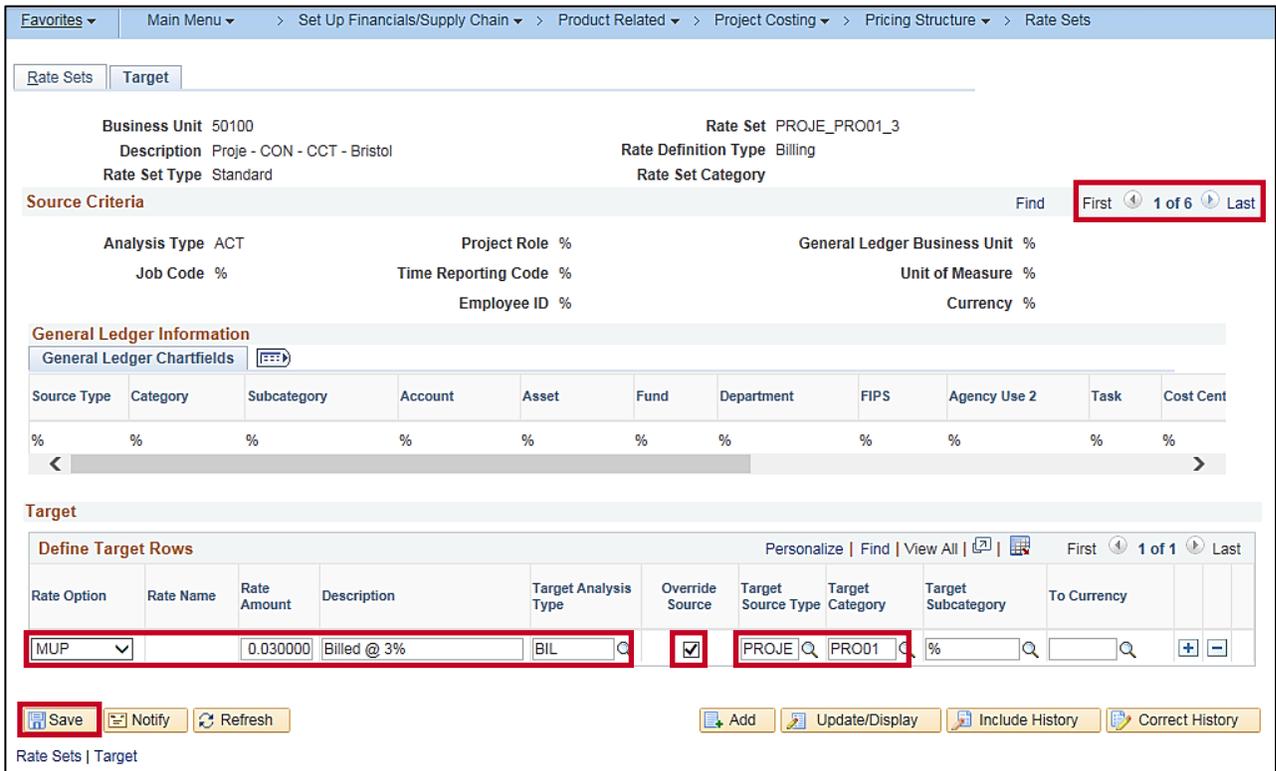
ATE: Account Type-Expense

FDS: State Distribution

FDR: Fund Distribution Reversals

CNV: Converted Expenditures

10. Click the **Save** button.
11. Click the **Target** tab.



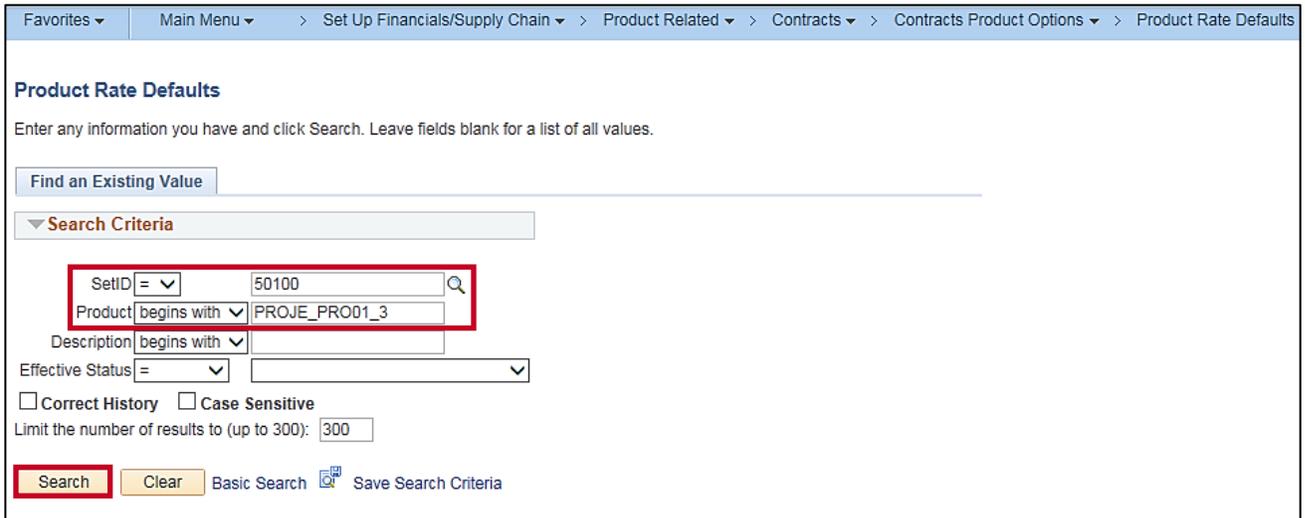
The screenshot shows the 'Rate Sets' application interface. The 'Target' section is active, displaying a table for 'Define Target Rows'. The table has the following columns: Rate Option, Rate Name, Rate Amount, Description, Target Analysis Type, Override Source, Target Source Type, Target Category, Target Subcategory, and To Currency. A single row is visible with the following values: Rate Option: MUP, Rate Name: (empty), Rate Amount: 0.030000, Description: Billed @ 3%, Target Analysis Type: BIL, Override Source: , Target Source Type: PROJE, Target Category: PROD1, Target Subcategory: %, and To Currency: %. The 'Save' button is highlighted in red.

12. **Define Target Rows** section: Update the **Description**, **Target Source Type**, and **Target Category** as appropriate to match the rate amount, as needed.
 - a. **Rate Option: MUP**
 - b. **Rate Amount:** The customer's participation rate in decimal format (e.g., enter **.03** for 3%).
 - c. **Target Analysis Type: BIL**
 - d. **Target Source Type:** Update to match the **Source Type** you created.
 - e. **Target Category:** Update to match the **Category** you created.
13. **Source Criteria** section: Use the arrows in the top navigation bar to navigate through each **Analysis Type**. Update each as appropriate.
14. **Override Source:** Default is selected. Do not change.
15. Click the **Save** button.

Create the Product Rate Defaults

1. Access the **Product Rate Defaults** page using the following path:

Main Menu > Set Up Financials/Supply Chain > Product Related > Contracts > Contracts Product Options > Product Rate Defaults



Product Rate Defaults

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

SetID = 50100

Product begins with PROJE_PRO01_3

Description begins with

Effective Status =

Correct History Case Sensitive

Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria

- a. **SetID: 50100** for VDOT.
 - b. **Product:** Enter the **Product** you created. For this scenario, it is **PROJE_PRO01_3**.
2. Click the **Search** button.

Product Rate Defaults

SetID 50100
Product ID PROJE_PRO01_3
Description Proje - CON - CCT - Bristol

Effective Date Options Find | View All First 1 of 1 Last
Effective Date 01/01/1901

Sets/Plans by Unit Personalize | View All | First 1 of 1 Last

| PC Business Unit | Rate Selection | Rate Set |
|------------------|----------------|---------------|
| 50100 | Rate Set | PROJE_PRO01_3 |

Save Return to Search Update/Display Correct History

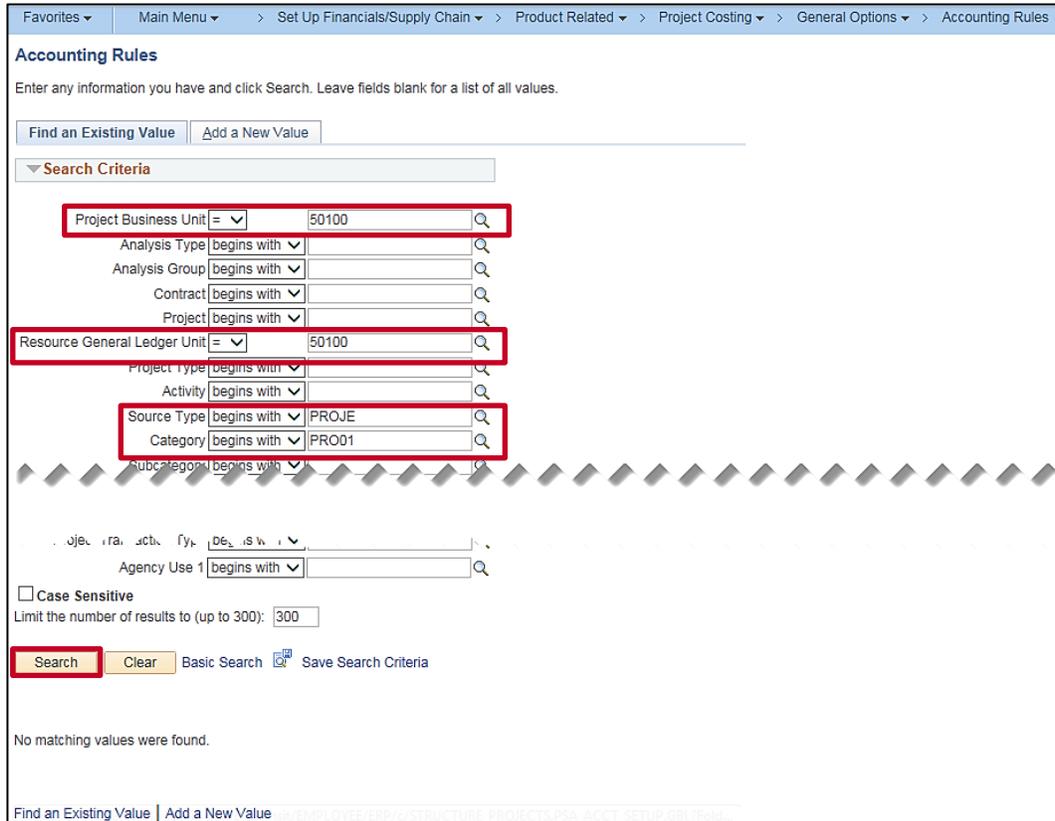
- a. Your search results populate on the same page below the search criteria or, if you entered the full **Product** name along with the proper **SetID**, the **Product Rate Defaults** page will open.
 - b. Verify and/or enter the following:
 - c. **Effective Date: 01/01/1901**
 - d. **PC Business Unit: 50100** for VDOT.
 - e. **Rate Selection: Rate Set**
 - f. **Rate Set:** Verify the value is the **Rate Set** value you previously created. For this scenario, it is **PROJE_PRO01_3**.
3. Click the **Save** button.

Confirm/Create the Accounting Rule

Before creating the **Accounting Rule**, search to see if the **Accounting Rule** already exists. In this example, we will create the **Accounting Rule** for **PROJE PRO01**.

- To access the **Accounting Rules** page, navigate using the following path:

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

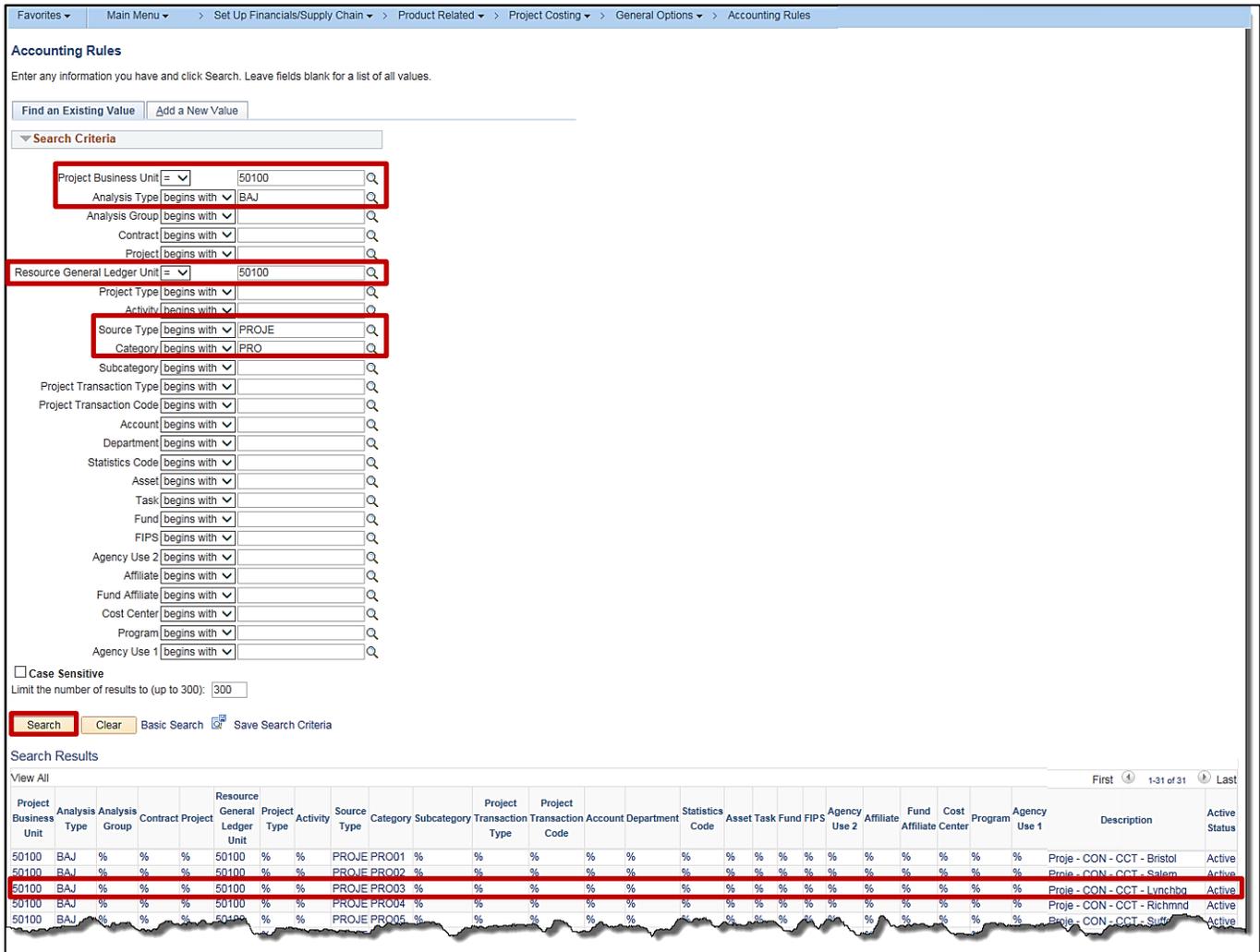


The screenshot shows the 'Accounting Rules' search interface. The breadcrumb path is: Favorites > Main Menu > Set Up Financials/Supply Chain > Product Related > Project Costing > General Options > Accounting Rules. Below the breadcrumb, there are buttons for 'Find an Existing Value' and 'Add a New Value'. A 'Search Criteria' section contains several search fields: 'Project Business Unit' (dropdown set to '50100'), 'Analysis Type' (dropdown 'begins with'), 'Analysis Group' (dropdown 'begins with'), 'Contract' (dropdown 'begins with'), 'Project' (dropdown 'begins with'), 'Resource General Ledger Unit' (dropdown set to '50100'), 'Project Type' (dropdown 'begins with'), 'Activity' (dropdown 'begins with'), 'Source Type' (dropdown set to 'PROJE'), 'Category' (dropdown set to 'PRO01'), and 'Subcategory' (dropdown 'begins with'). Below these fields are 'Agency Use 1' (dropdown 'begins with') and a 'Case Sensitive' checkbox. A 'Limit the number of results to (up to 300):' field is set to '300'. At the bottom, there are 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' buttons. The message 'No matching values were found.' is displayed at the bottom of the search results area.

- Click the **Find an Existing Value** tab.
 - Project Business Unit: 50100** for VDOT.
 - Resource General Ledger Unit: 50100** for VDOT.
 - Source Type:** Enter the **Source Type** you created. In this scenario, it is **PROJE**.
 - Category:** Enter the **Category** you created. In this scenario, it is .
- Click the **Search** button.
 - If the **Accounting Rule** exists, go to the [Create a Non-Federal Rate Based Contract](#) section of this job aid.

If the **Accounting Rule** does not exist, go to the **Create the Accounting Rule** section below.

Create the Accounting Rule



Accounting Rules
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Project Business Unit = 50100
 Analysis Type begins with BAJ
 Analysis Group begins with
 Contract begins with
 Project begins with
 Resource General Ledger Unit = 50100
 Project Type begins with
 Activity begins with
 Source Type begins with PROJE
 Category begins with PRO
 Subcategory begins with
 Project Transaction Type begins with
 Project Transaction Code begins with
 Account begins with
 Department begins with
 Statistics Code begins with
 Asset begins with
 Task begins with
 Fund begins with
 FIPS begins with
 Agency Use 2 begins with
 Affiliate begins with
 Fund Affiliate begins with
 Cost Center begins with
 Program begins with
 Agency Use 1 begins with

Case Sensitive
 Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-31 of 31 Last

| 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 | Description | Active Status |
|-----------------------|---------------|----------------|----------|---------|------------------------------|--------------|----------|-------------|----------|-------------|--------------------------|--------------------------|---------|------------|-----------------|-------|------|------|------|--------------|-----------|----------------|-------------|---------|-----------------------------|-------------|---------------|
| 50100 | BAJ | % | % | % | 50100 | % | % | PROJE | PRO01 | % | % | % | % | % | % | % | % | % | % | % | % | % | % | % | Proje - CON - CCT - Bristol | Active | |
| 50100 | BAJ | % | % | % | 50100 | % | % | PROJE | PRO02 | % | % | % | % | % | % | % | % | % | % | % | % | % | % | % | Proje - CON - CCT - Salem | Active | |
| 50100 | BAJ | % | % | % | 50100 | % | % | PROJE | PRO03 | % | % | % | % | % | % | % | % | % | % | % | % | % | % | % | Proje - CON - CCT - Lynchbg | Active | |
| 50100 | BAJ | % | % | % | 50100 | % | % | PROJE | PRO04 | % | % | % | % | % | % | % | % | % | % | % | % | % | % | % | Proje - CON - CCT - Richmd | Active | |
| 50100 | BAJ | % | % | % | 50100 | % | % | PROJE | PRO05 | % | % | % | % | % | % | % | % | % | % | % | % | % | % | % | Proje - CON - CCT - Suff | Active | |

4. On the **Find an Existing Value** tab, update the search fields as follows:
 - a. **Project Business Unit: 50100** for VDOT.
 - b. **Analysis Type: BAJ**
 - c. **Resource General Ledger Unit: 50100** for VDOT.
 - d. **Source Type: PROJE**
 - e. **Category: begins with PRO**
5. Click the **Search** button.
6. Select a value from the list, where the **Analysis Type** is **BAJ** and the **Category** begins with **PRO**. The **Accounting Rules** page displays. From here you will use the copy feature to copy an existing **Accounting Rule** as a template for the **Accounting Rule** you are creating.

[Favorites](#) > [Main Menu](#) > [Set Up Financials/Supply Chain](#) > [Product Related](#) > [Project Costing](#) > [General Options](#) > [Accounting Rules](#)
New Window | H

Accounting Rules

PC Business Unit Description

Analysis Type *Resource General Ledger Unit *Status

Analysis Group Source Type *Journal Template

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 |
|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| <input type="text" value="%"/> |

[Copy Accounting Entries To...](#)

Organization Find | View All | First 1 of 1 Last

*Inter-Organization Level

Accounting Entries

Personalize | Find | View All | First Last

| Seq Nbr | Debit/Credit | *Account Type | Billing Business Unit | *Account | Fund | Program | Department | Cost Center | Task |
|---------|--------------|---|------------------------------------|---------------------------------------|------------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| 1 | Debit | <input type="text" value="Contract Asset"/> | <input type="text" value="50100"/> | <input type="text" value="112062"/> | <input type="text" value="04720"/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> |
| 1 | Credit | <input type="text" value="Revenue"/> | <input type="text" value=""/> | <input type="text" value="40042011"/> | <input type="text" value="04720"/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> |

7. 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

PC Business Unit

Analysis Type

Analysis Group %

Contract %

Project %

Resource GL Bus 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 %

8. The **As Incurred Acctg Distribution** page, **Add a New Value** tab displays.
9. Enter the values you previously created. In this scenario:
 - a. **Analysis Type: BAJ**
 - b. **Resource GL Bus Unit: 50100** for VDOT.
 - c. **Source Type: PROJE**
 - d. **Category: PRO01**
10. Click the **Add** button.

Accounting Rules

PC Business Unit 50100

Analysis Type

Analysis Group %

Contract %

Project Type %

Project %

Activity %

Description

*Resource General Ledger Unit

*Status

Source Type

*Journal Template

Category

Subcategory %

Project Transaction Type %

Project Transaction Code %

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

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 | <input type="text" value="Contract Asset"/> | <input type="text" value="50100"/> | <input type="text" value="112062"/> | <input type="text" value="04720"/> | | % | % | % |
| 1 | Credit | <input type="text" value="Revenue"/> | | <input type="text" value="40042011"/> | <input type="text" value="04720"/> | | % | % | % |

11. The **Accounting Rules** page displays and the values from the **Accounting Rule** you copied using the **Copy Accounting Entries To...** feature defaults into the new **Accounting Rule**.
12. Enter a **Description**:
 - a. Use the **Description** from the **Distribution Code**, or
 - b. Use the following: **Source Type – Fund – Customer Type – District Name**
 - c. **Resource General Ledger Unit: 50100** for VDOT.
 - d. **Source Type**: Enter the first five characters of the naming convention of the **Product/Distribution Code**. For this scenario, it is **PROJE**.
 - e. **Category**: Enter the next five characters of the naming convention of the **Product/Distribution Code** (after the **Source Type**). For this scenario, it is **PRO01**.
 - f. **Journal Template: CA_REV**
13. Click the **Save** button.
14. To create the accounting rule for **BIL** and **BLD Analysis Types** for the same **Source Type** and **Category** combination, update the **Analysis Type** field as appropriate (e.g., **BIL, BLD**) and click the **Save** button.