



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.

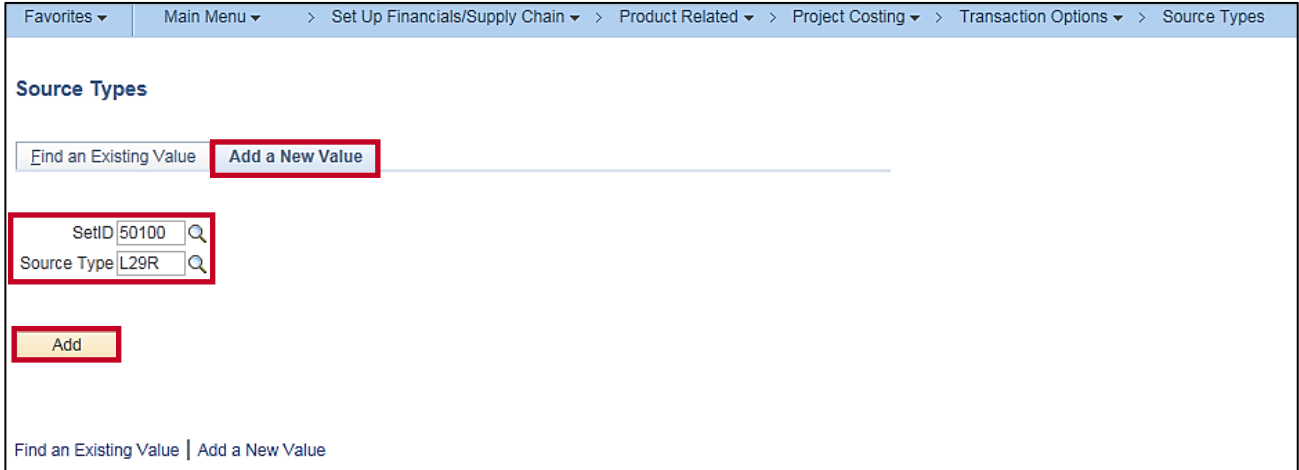
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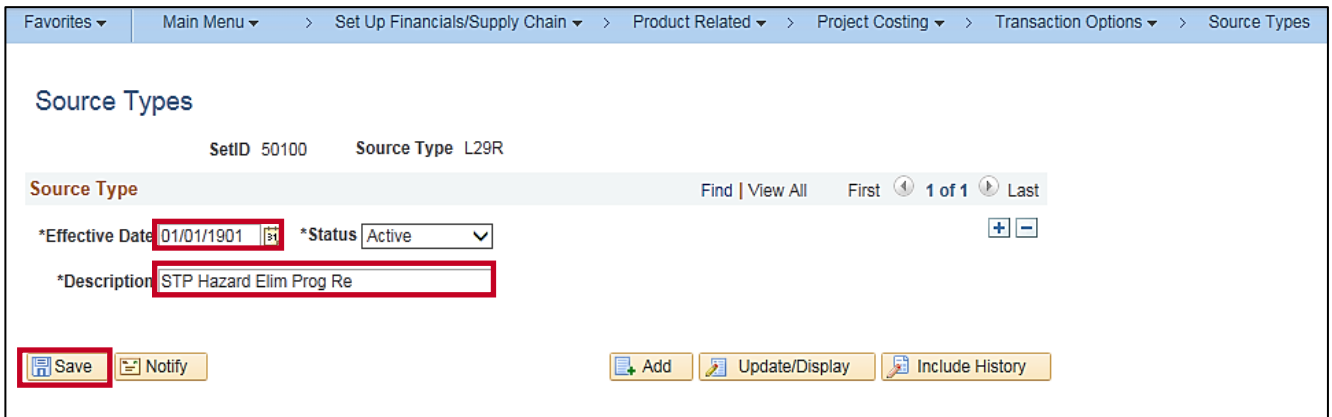
Create a Source Type

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



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.

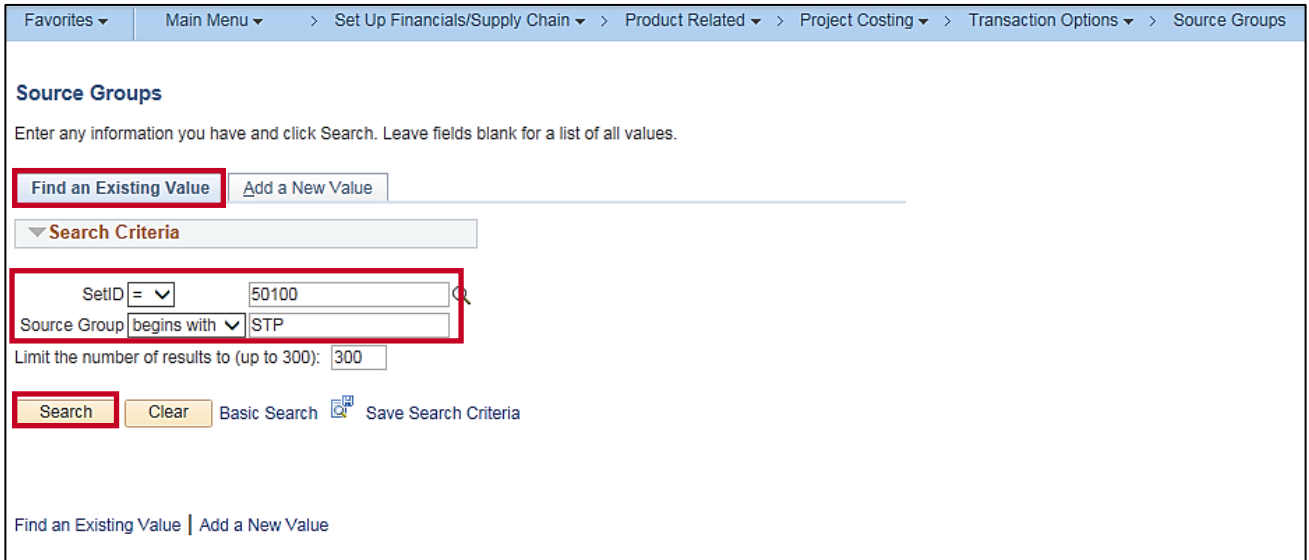


6. **Effective Date: 01/01/1901**
7. **Description:** Enter a description of the new **Source Type**.
8. **Status: Active**
9. Click the **Save** button.

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.



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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 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

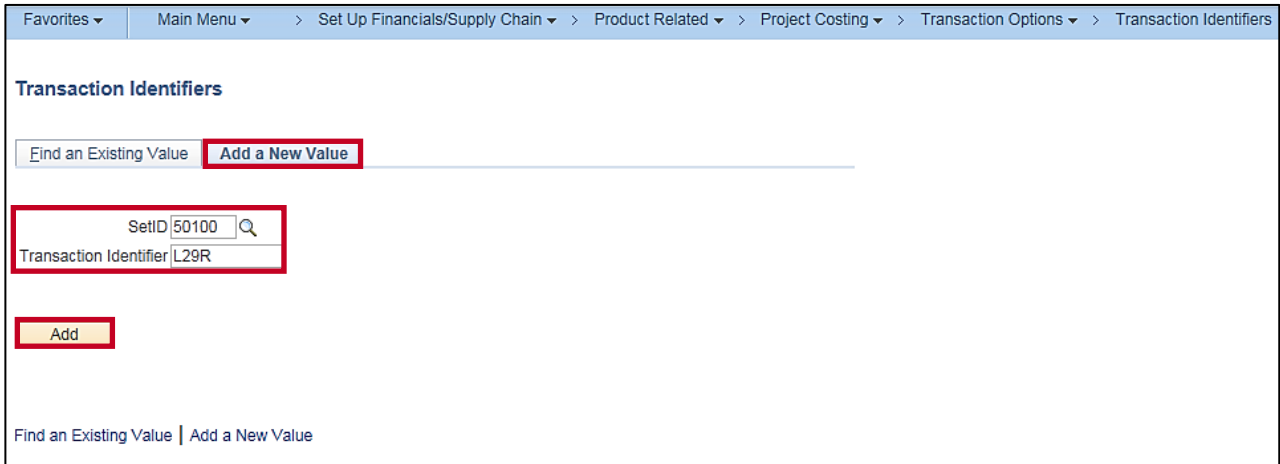
Source Groups | Description 1

- 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.
- On the new row, add the new **Source Type**.
- 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



Transaction Identifiers

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

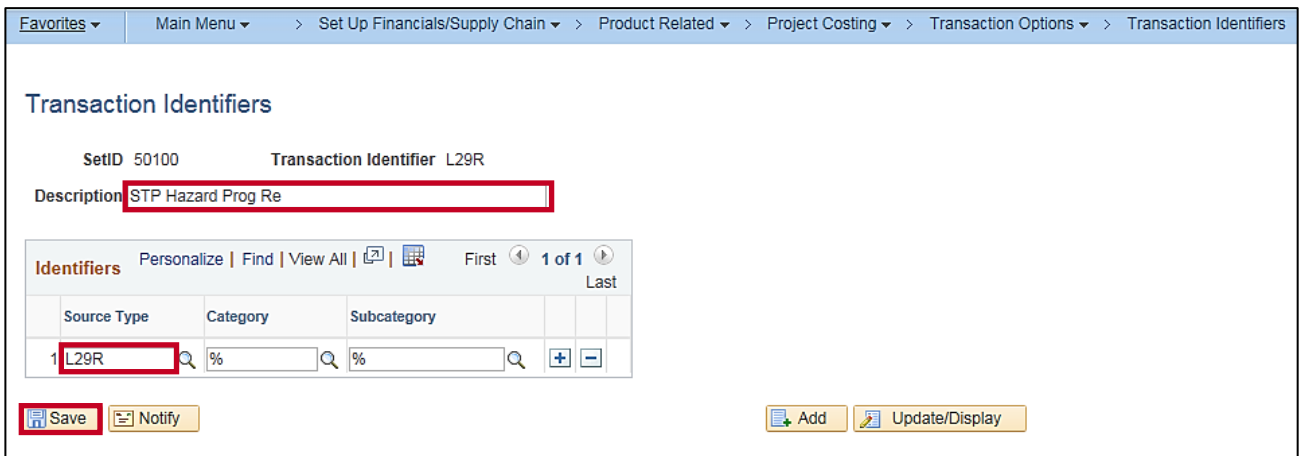
SetID 50100

Transaction Identifier L29R

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 (source type).
5. Click the **Add** button. The **Transaction Identifiers** page displays.



Transaction Identifiers

SetID 50100 Transaction Identifier L29R

Description **STP Hazard Prog Re**

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

Source Type	Category	Subcategory
1 L29R	%	%

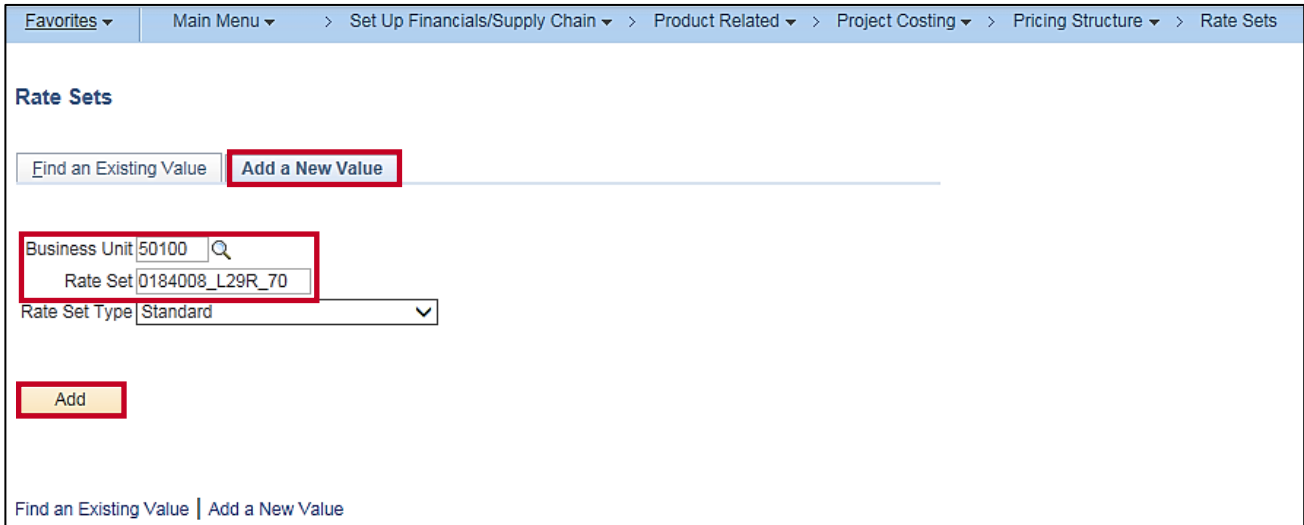
Save **Notify** **Add** **Update/Display**

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

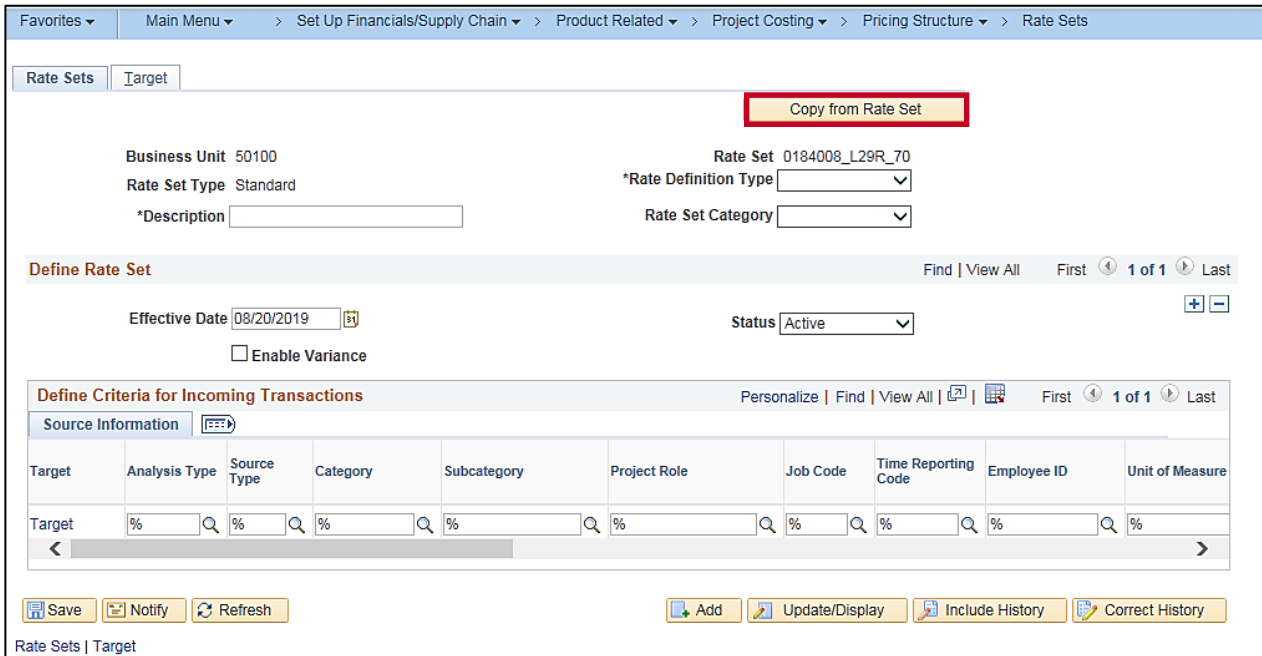
Create a Rate Set

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.



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

Rate Sets | Target

Copy from Rate Set

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

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

Effective Date 08/20/2019 Status Active

☐ Enable Variance

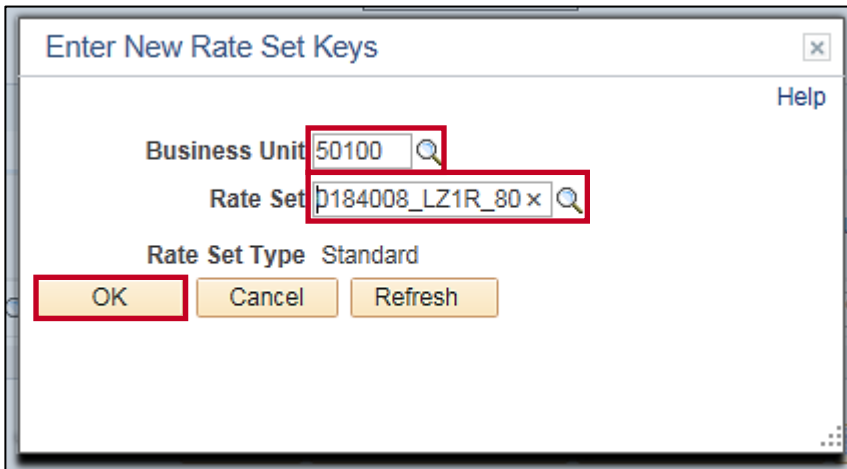
Define Criteria for Incoming Transactions Personalize | Find | View All | 1 of 1 Last

Source Information

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

Rate Sets | Target

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



Enter New Rate Set Keys

Business Unit 50100

Rate Set 0184008_LZ1R_80

Rate Set Type Standard

- The **Enter New Rate Set Key** pop-up window displays.
- Business Unit: 50100**
- Rate Set:** Enter the value of an existing **Rate Set** that you would like to use as a template for your new **Rate Set**.
- Click the **OK** button.



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

Buttons: 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: [Dropdown]

Define Rate Set
Effective Date: 01/01/1901
Status: Active
☐ Enable Variance

Define Criteria for Incoming Transactions
Personalize | Find | View 4 | 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	%	%	%	%	%	%	%	%

Buttons: 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.



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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
%	%	%	%	%	%	%	%	%	%
%	%	%	%	%	%	%	%	%	%
%	%	%	%	%	%	%	%	%	%
%	%	%	%	%	%	%	%	%	%
%	%	%	%	%	%	%	%	%	%
%	%	%	%	%	%	%	%	%	%
%	%	%	%	%	28011	%	%	%	%
%	%	%	%	%	28011	%	%	%	%
%	%	%	%	%	28011	%	%	%	%
%	%	%	%	%	28011	%	%	%	%
%	%	%	%	%	28011	%	%	%	%
%	%	%	%	%	28011	%	%	%	%

Save Notify Refresh Add Update/Display Include History Correct History

Rate Sets | Target

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



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

Rate Sets | Target

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 | 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"/>	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.



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PA_Creating a New Rate Set – Structure Billing (VDOT Only)

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

Rate Sets | Target

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

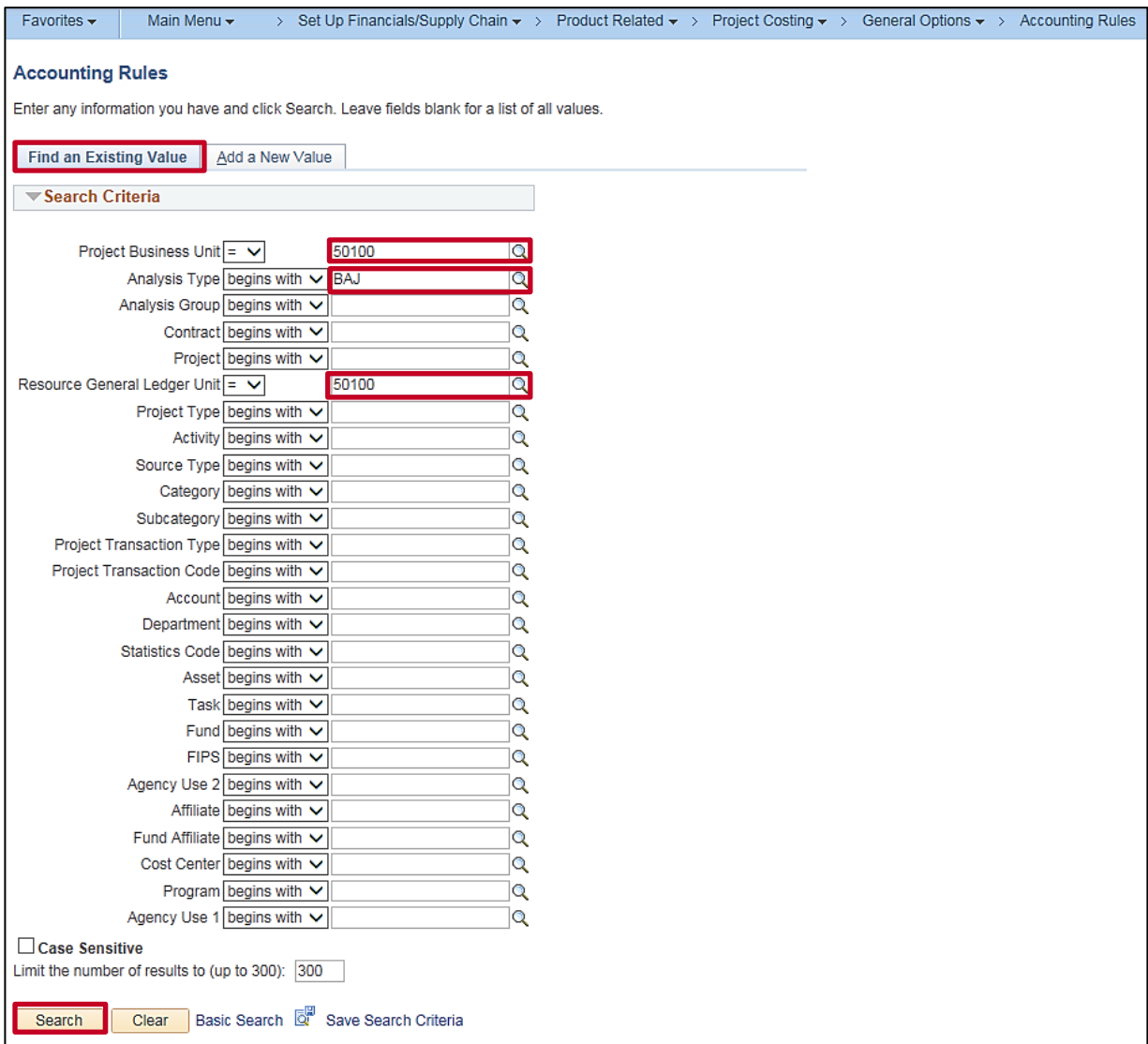
25. For each **Analysis Type** where the **Target Analysis Type** is **NBL** (Not Billable), update the following fields to match the **Rate Set**:
 - a. **Rate Amount: 1.0**
 - b. **Target Source Type: NBL**
26. **Description: Not Billable**
27. **Override Source: Selected**
28. From the **Source Criteria** 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**



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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 768 results are displayed.

View All

Project Business Unit	Analysis Type	Analysis Group	Contract	Project	Resource General Ledger Unit	Project Type	Activity	Source Type	Category	Subcategory	Project Transaction Type	Project Transaction Code	Account	Department	Statistics Code	Asset	Task	Fund	FIPS	Agency Use 2	Affiliate	Fund Affiliate	Cost Center	Program	Agency Use 1	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	%	%	0480	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	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**).



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Accounting Rules

PC Business Unit 50100 Description BAJ Federal Aid - 0430

Analysis Type BAJ Analysis Group % Contract % Project Type % Project % Activity %

*Resource General Ledger Unit 50100 Source Type 0430 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

*Inter-Organization Level Default

Accounting Entries

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

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

- The **Accounting Rules** page displays.
- 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

[Find an Existing Value](#) | [Add a New Value](#)

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

[Add](#)

[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.



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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
% <input type="text"/>	% <input type="text"/>	% <input type="text"/>	% <input type="text"/>	% <input type="text"/>	% <input type="text"/>	% <input type="text"/>	% <input type="text"/>	% <input type="text"/>	% <input type="text"/>	% <input type="text"/>	% <input type="text"/>

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		%	%	%

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**.