



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

| Favorites Main Menu Set Up Financials/Supply Chain Product F | Related • > Project Costing • > Transaction Options • > Source Types |
|---|--|
| Source Types | |
| Eind an Existing Value Add a New Value | |
| SetID 50100 Q Source Type 29R Q | |
| Add | |
| Find an Existing Value 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.

| Favorites - | Main Menu 🗸 | > Set Up Financials/Supply C | nain 👻 🔿 | Product Related \checkmark > | Project Costing - | > Transaction Options | • > | Source Types |
|---------------------|-----------------------|------------------------------|----------|--------------------------------|-------------------|-----------------------|-----|--------------|
| Source ⁻ | Types SetID 50100 |) Source Type L29R | | | | | | |
| C | | j Source Type L251 | | | | A | | |
| Source Typ | e | | | Find View All | First 🕚 1 of 1 | Cast Cast | | |
| *Effective D | ate 01/01/1901 🛐 ' | *Status Active 🗸 | | | | + - | | |
| *Descript | ion STP Hazard Elim P | rog Re | | | | | | |
| Save | Notify | | (| 📑 Add 🛛 🔊 Update/D | isplay 🗾 Include | History | | |

- 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

| Favorites 🗸 | Main Menu 🗸 🔷 > | Set Up Financials/Supply Chain \checkmark \rightarrow | Product Related - > | Project Costing 🗸 🚿 | Transaction Options \checkmark > | Source Groups |
|------------------|---|---|---------------------|---------------------|------------------------------------|---------------|
| Source Grou | | Search. Leave fields blank for a list of al | l values. | | | |
| Find an Exist | ing Value <u>A</u> dd a Nev | v Value | | | | |
| Search Ci | iteria | | | | | |
| | 50100 begins with STP r of results to (up to 300) | 300 | | | | |
| Search | Clear Basic Search | Save Search Criteria | | | | |
| Find an Existing | Value Add a New Valu | e | | | | |

- 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.



Project Accounting Job Aid

| Favorites - Main | Menu $ ightarrow$ Set Up Financials/Supply Chain $ ightarrow$ Product Related $ ightarrow$ S | $ \begin{array}{llllllllllllllllllllllllllllllllllll$ |
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| Source Groups De | escription 1 | |
| SetID 50100 Source Group STP Flexible Rate | *Description Sur Trans | |
| Source Types | Personalize Find View 100 🖾 🗮 🛛 First 🕚 131-133 of 133 🔮 | 2 Last |
| Source Type | Description | |
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| Z49A Q | SKILLS TRAINING PROGRAM MAP-21 | |
| L29R Q | STP Hazard Elim Prog Re | |
| Source Groups Descrip | to Search Frevious tab Notify The Previous tab Notify tion 1 | Add Update/Display |

- 6. Click the Last link to access the end of the list. In this exampler, 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

| Favorites - | Main Menu 🗸 | \rightarrow Set Up Financials/Supply Chain \checkmark | Product Related \checkmark > | Project Costing 🗸 🚿 | Transaction Options \checkmark > | Transaction Identifiers |
|------------------|--------------------------------|---|--------------------------------|---------------------|------------------------------------|-------------------------|
| Transaction | Identifiers | | | | | |
| Find an Existi | ng Value Add a N | lew Value | | | | |
| Transaction Ide | SetID 50100 Q entifier L29R | | | | | |
| Add | | | | | | |
| Find an Existing | Value Add a New \ | /alue | | | | |

- 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.

| Favorites - | Main M | Menu 👻 🔷 🗧 🗧 | Set Up Financials/ | Supply Chain | · > F | Product Related 👻 | > F | Project Costing 🔻 | > | Transaction Options \bullet | > | Transaction Identifiers |
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| | | | | | | | | | | | | |
| Transacti | on Ide | ntifiers | | | | | | | | | | |
| SetID | 50100 | Trans | action Identifier | .29R | | | | | | | | |
| Description | STP Haza | ard Prog Re | | | | | | | | | | |
| | Persona | lize Find Vie | w All 🖓 🔣 | First 🕙 1 | 5F4 () | | | | | | | |
| Identifiers | reisona | IZE FINU FVE | | Filst 🧼 I | Las | | | | | | | |
| Source Ty | rpe | Category | Subcategory | | | | | | | | | |
| 1 L29R | ্ | % | Q % | Q | - | | | | | | | |
| 🔚 Save 📔 | Notify | | | | | | ſ | 📑 Add 🛛 🔏 U | lpda | ate/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

| Favorites Main Menu > Set Up Financials/Supply Chain > Product Related > Project Cost | ting 	→ Pricing Structure 	→ Rate Sets |
|---|--|
| Rate Sets | |
| Eind an Existing Value Add a New Value | |
| Business Unit 50100 Q Rate Set 0184008_L29R_70 Rate Set Type Standard | |
| Add | |
| Find an Existing Value Add a New Value | |

- 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/Supp | oly Chain 🗸 > Product | Related - > Project Co | sting 🗸 > P | ricing Structure 🕇 | Rate Sets | |
|-------------------------------------|--------------------------|-----------------------|------------------------|---------------|------------------------|-------------------------------|-----------------|
| Rate Sets Target | | | | | | | |
| | | | | Copy from R | ate Set | | |
| Business Unit 50100 |) | | | 0184008_L29 | R_70 | | |
| Rate Set Type Stand | ard | | *Rate Definition Type | | \sim | | |
| *Description | | | Rate Set Category | | ~ | | |
| Define Rate Set | | | | | Find Vie | ew All First 🕚 | 1 of 1 🕑 Last |
| Effective Date 08/20/ | /2019 🛐 | | Status | Active | ~ | | + - |
| 🗆 Ena | able Variance | | | | | | |
| Define Criteria for Incoming Tr | ransactions | | Persor | nalize Find | View All | 🔣 🛛 First 🕙 1 | of 1 🕑 Last |
| Source Information | | | | | | | |
| Target Analysis Type Source Type | Category S | Subcategory | Project Role | Job Code | Time Reporting Code | Employee ID | Unit of Measure |
| Target % 🔍 % | Q % Q 9 | % Q | % | % Q | % Q | % | % |
| < | • jL • jL | | · · | | | · · | > |
| Rate Sets Target | | | Add 🗾 | Update/Displa | ay 🗾 Includ | de History 🛛 📝 Co | rrect History |

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

| Enter New Rate Set Keys | × |
|--|-----------|
| Business Unit 50100 Q Rate Set D184008_LZ1R_80 × Q Rate Set Type Standard OK Cancel Refresh | Help : |

- 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.



| late Sets | Target | | | | | | | Copy from F | Rate Set | | |
|------------|---------------|--------|---------|-------|----------|-------------|-----------------------|----------------|------------------------|----------------|-----------------|
| | Busines | : Unit | t 50100 | 1 | | | Rate Set | 0184008_L2 | | | |
| | Rate Set | | | | | | *Rate Definition Type | | ~ | | |
| | *Descri | ption | 01840 | 08_L2 | 29R_70 | | Rate Set Category | | \sim | | |
| Define Ra | ate Set | | | | | | | | Find Vi | ew All First 🕢 | 1 of 1 🕑 Las |
| ,01110 110 | _ | | | | | | | | 1 114 1 11 | | +- |
| | Effective | e Date | | | | | Status | Active | \sim | | |
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| arget | Analysis | | Source | | Category | Subcategory | Project Role | Job Code | Time Reporting Code | Employee ID | Unit of Measure |
| | | 7.0 | | | | | | | | | |
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| arget | PAY | Q | % | Q | | | | | | % Q | |
| arget | ATE | Q | % | Q | | | % | | | % Q | |
| arget | FDS | Q | % | Q | | | % | | | % Q | |
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| arget | CNV | Q | % | Q | | | % | % | | % Q | |
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| | CNV | Q | % | Q | % Q | % | % | % | % | % Q | |
| Target | | | | | | | | | | | > |

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



| Favor | | enu v | > Set L | Jp Financials/Supp | oly Chain 👻 | > Prod | uct Related | ▼ > F | Project Cos | sting v | > Pricir | ig S | tructure 👻 > Rate S | ets | | |
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| Rate | Sets Target | | | | | | | | | Сору | from Rate | Set | | | | |
| | Business | Unit 5010 | 0 | | | | | F | Rate Set (| 01840 | 08 L29R 7 | 70 | | | | |
| | | Type Stan | | | | | *Rate I | | on Type | | | ~ | | | | |
| *Description 0184008_L29R_70 Rate Set Category V | | | | | | | | | | | | | | | | |
| Def | ne Rate Set | | | | | | | | | | | | Find View All Fi | irst (| 🕖 1 of | 1 🕑 Last |
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| | Effective | Date 01/01 | | | | | | | Status [| Active | | ~ | | | | |
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| ing | | | | _ | General Le | edger | | | | | _ | | | | | |
| | Employee ID | Unit of Me | asure | Currency | Business | | Account | | Asset | | Fund | | Department | FIPS | 5 | Agency Us |
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|]Q | % | % | Q | % | % | Q | % | Q | 28011 | Q | % | Q | % | % | Q | % |
| Q | % | % | Q | % | % | Q | % | Q | 28011 | | % | Q | % | % | Q | % |
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- 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.



| Favorites - | Main Menu - | > Se | et Up Financ | ials/Supply Chain 🖥 | Product Re | lated 🔻 🚿 | Project Costing | Pricing S | Structure 👻 > Ra | te Sets | |
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| Rate Sets | Target | | | | | | | | | | |
| | siness Unit 501 | | | | | | ate Set 018400 |)8_L29R_70 | | | |
| | Description 018 te Set Type Sta | _ | _70 | | R | ate Definitio Rate Set C | on Type Billing ategory | | | | |
| Source Crite | | indui d | | | | | atogory | | Find | First 🕚 | 1 of 12 🕑 Last |
| An | alysis Type AC | т | | Project | Role % | | Ger | neral Ledger B | usiness Unit % | | |
| | Job Code % | | | | ime Reporting Code % Unit of Measure % | | | | | | |
| | | | | Employe | eID % | | | | Currency % | | |
| | lger Informatio | | | | | | | | | | |
| General Le | lger Chartfields | | | | | | | | | | |
| Source Type | Category | Subcatego | гу | Account | Asset | Fund | Department | FIPS | Agency Use 2 | Task | Cost Cent |
| % | % | % | | % | % | % | % | % | % | % | % |
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| Target | | | | | | | | | | | |
| Define Tar | get Rows | | | | | | Personal | lize Find Vie | ew All 🖾 🔣 | First 🕙 1 | of 1 🕑 Last |
| Rate Option | Rate Name | Rate Amount | Descriptior | I | Target Analysis Type | Override Source | | Target Category | Target Subcategory | To Currency | |
| MUP | • | 0.700000 | FHWA Bill | ed @ 70% | BILQ | | L29R Q | % Q | % | Q | + - |
| Rate Sets Targ | | efresh | | | | | 🛓 Add 🛛 🗾 U | Jpdate/Display | 🦻 Include Hi | istory 📝 C | orrect History |

- 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.



| Favorites 🗸 | Main Menu 🗸 | > Set Up Financ | ials/Supply Chain | Product Re | lated 🔻 🕥 i | Project Costing | Pricing S | Structure 🗸 > Rat | te Sets | | | |
|---------------|------------------|----------------------------|-------------------|--------------------------------|--------------------|-----------------------|-------------------------------|-----------------------|-----------|-------|-----------|----------|
| | | | | | | | | | | | | Nev |
| Rate Sets | Target | | | | | | | | | | | |
| Bu | siness Unit 5010 | DO | | | R | ate Set 01840 | 08 L28R_70 | | | | | |
| | Description 0184 | 4008_L28R_70 | | R | ate Definitio | on Type Billing | | | | | | |
| | te Set Type Star | ndard | | | Rate Set Ca | ategory | | | | _ | | |
| Source Criter | ia | | | | | | | | Find | First | 🕙 7 of 12 | 2 🕑 Last |
| An | alysis Type ACT | r | Project | Role % | | Ge | neral Ledger I | Business Unit % | | | | |
| | Job Code % | | Time Reporting (| Code % | | | Ur | nit of Measure % | | | | |
| | | | Employ | ee ID % | | | | Currency % | | | | |
| General Le | dger Informatio | n | | | | | | | | | | |
| General Le | dger Chartfields | | | | | | | | | | | |
| Source Type | Category | Subcategory | Account | Asset | Fund | Department | FIPS | Agency Use 2 | т | ask | Cost Cent | |
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| < | | | | | | | | | | | > | |
| Target | | | | | | | | | | | | |
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| Rate Option | | Rate Amount Description | | Target Analysis Type | Override Source | Target Source Type | | Target Subcategory | To Curre | псу | | |
| MUP 🔪 | | 1.000000 Not Billable | e | NBL | | NBL Q | % | % | | Q | | + - |
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- 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

| Favorites - Mair | n Menu 👻 🔷 🚿 | Set Up Financials/Supply Chain 🗸 🔿 | Product Related -> | Project Costing 🗸 🚿 | General Options 🗸 🚿 | Accounting Rules |
|----------------------------|----------------------|---|---|---------------------|---------------------|------------------|
| Accounting Rules | | | | | | |
| Enter any information yo | u have and click S | earch. Leave fields blank for a list of | all values. | | | |
| Find an Existing Valu | Add a New | Value | | | | |
| Search Criteria | | | | | | |
| Project Busine | ss Unit = 🗸 | 50100 Q | | | | |
| Analysi | s Type begins wit | h 🗸 BAJ 🔍 | | | | |
| Analysis | Group begins wit | h ✔ Q | | | | |
| С | ontract begins wit | h ✔Q | | | | |
| | Project begins wit | h ✔Q | | | | |
| Resource General Ledg | er Unit = 🗸 | 50100 Q | | | | |
| Projec | t Type begins wit | h 🗸 🔍 🔍 | | | | |
| | Activity begins wit | h 🗸 🔍 | | | | |
| Sourc | e Type begins wit | h ✔Q | | | | |
| Ca | tegory begins wit | h 🗸 🔍 🔍 | | | | |
| Subca | tegory begins wit | h 🗸 🔍 🔍 | | | | |
| Project Transactio | n Type begins wit | h ✔ Q | | | | |
| Project Transaction | Code begins wit | h ✔ Q | | | | |
| A | ccount begins wit | h ✔ Q | | | | |
| Depa | rtment begins wit | h ✔ Q | | | | |
| Statistics | Code begins wit | h 🗸 🔍 | | | | |
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| Agency | Use 2 begins wit | h 🗸 🔍 🔍 | | | | |
| A | Affiliate begins wit | | | | | |
| Fund / | Affiliate begins wit | h 🗸 🔍 🔍 | | | | |
| Cost | Center begins wit | | | | | |
| Pi | ogram begins wit | h 🗸 🔍 🔍 | | | | |
| Agency | Use 1 begins wit | | | | | |
| Case Sensitive | | | | | | |
| Limit the number of result | ts to (up to 300): | 300 | | | | |
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| Search Clear | Basic Search | Save Search Criteria | | | | |

- 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 | | | | | | | | | | | | | | | | | | | | | | | | | | (|
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| | 5 results | are displ | ayed. | | | | | | | | | | | | | | | | | | | | | | | Elect (|
| View All Project Business Unit | Analysis Type | Analysis Group | Contract | | Resource General Ledger Unit | Project | Activity | Source Type | Category | Subcategory | Project Transaction Type | Project Transaction Code | Account | Department | Statistics Code | Asset | t Task | Fund | FIPS | Agency Use 2 | | Fund Affiliate | | Program | Agency Use 1 | First De |
| 0100 | BAJ | % | % | % | 50100 | % | % | C200 | % | % | % | % | % | % | % | % | % | % | % | % | % | % | % | % | % | BAJ Federa |
| 0100 | BAJ | % | % | % | 50100 | % | % | C220 | % | % | % | % | % | % | % | % | % | % | % | % | % | % | % | % | % | BAJ Federa |
| 0100 | BAJ | % | % | % | 50100 | % | % | C230 | % | % | % | % | % | % | % | % | % | % | % | % | % | % | % | % | % | BAJ Feder |
| 0100 | BAJ | % | % | % | 50100 | % | % | C240 | % | % | % | % | % | % | % | % | % | % | % | % | % | % | % | % | % | BAJ Feder |
| 0100 | BAJ | % | % | % | 50100 | % | % | C250 | % | % | % | % | % | % | % | % | % | % | % | % | % | % | % | % | % | BAJ Feder |
| 0100 | BAJ | % | % | % | 50100 | % | % | C490 | % | % | % | % | % | % | % | % | % | % | % | % | % | % | % | % | % | BAJ Federa |
| 0100 | BAJ | % | % | % | 50100 | % | % | 0430 | % | % | % | % | % | % | % | % | % | % | % | % | % | % | % | % | % | BAJ Feder |
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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**).



| Favorit | es 🔻 | Main Menu - | > Set Up Fi | nancials/Supply Chain | Product I | Related 👻 🔅 | Proje | ct Costing - | > General Opti | ons 🗸 🖒 Accou | inting R | lules | | |
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- 8. The Accounting Rules page displays.
- 9. Click the **Copy Accounting Entries To** ... link.



Project Accounting Job Aid

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

| Favorites Main Menu Set Up Financials/Supply Chain Product Related Favorites General Options Accounting Rules |
|---|
| As Incurred Acctg Distribution |
| |
| PC Business Unit 50100 Q Analysis Type BAJ Q Analysis Group % Q |
| Contract % Q |
| Resource GL Bus Unit 50100 Q |
| Project Type % Q Activity % Q |
| Source Type L29R% Q Category % Q |
| Subcategory % Q Project Transaction Type % Q |
| Project Transaction Code % Q Account % Q |
| Department % Q Statistics Code % Q |
| Asset % |
| Task % Q Fund % Q |
| FIPS % Q Agency Use 2 % Q |
| Affiliate % Q Fund Affiliate % Q |
| Cost Center % Q Program % Q |
| 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.



| | ounting Rules | | | | | | | | | | New Wi |
|------------|-----------------------|-------------------------|------|------------------------|--------|------------------|-------------|------------------------|--------------------|------------------|----------|
| | - | Business Unit 50100 | | | | Desc | ription BA | J Federal Aid - L29R | | | |
| | | Analysis Type BAJ 🔍 | | *Re | sour | ce General Led | ger Unit 50 | D100 Q | | *Status | Active 🗸 |
| | 1 | Analysis Group % | | | | | ce Type L2 | | *1 | ournal Template | |
| | | Contract % | Q | | | | ategory % | | J | ournal remplate | |
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| Seq Ibr | Debit/Credit | *Account Type | | Billing Business Ur | nit */ | Account | Fund | Program | Department | Cost Center | Task |
| | 1 Debit | Contract Asset | ~ | 50100 | Q 1 | 12061 🔍 | 04010 C | 2Q | % | . % Q | % |
| | 1 Credit | Revenue | ~ | | 4 | 020205 🔍 | 04010 | 2 0 | % | % Q | % |
| | Credit | | | | | | | | | | |

- 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**.