Creating Customer Contract Products Overview

If a new amount-based or rate-based Product needs to be created, it is recommended to 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 the user to ensure that the Product is created correctly. If the Product is not set up correctly, it will have downstream impacts to the Contract, billing, and GL distribution and will 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 users 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, the user must use an amount-based Product.

If creating a new amount-based Product in Cardinal, 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 Set and Distribution Code.

Once the Product has been created and associated with a Revenue Plan Template**,** a Billing Plan Template, and a 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/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. The user can set up Billing Limits for a rate-based Contract Line to ensure that 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.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

Table of Contents

Revision History

Revision Date	Summary of Changes
10/16/2024	Baseline.
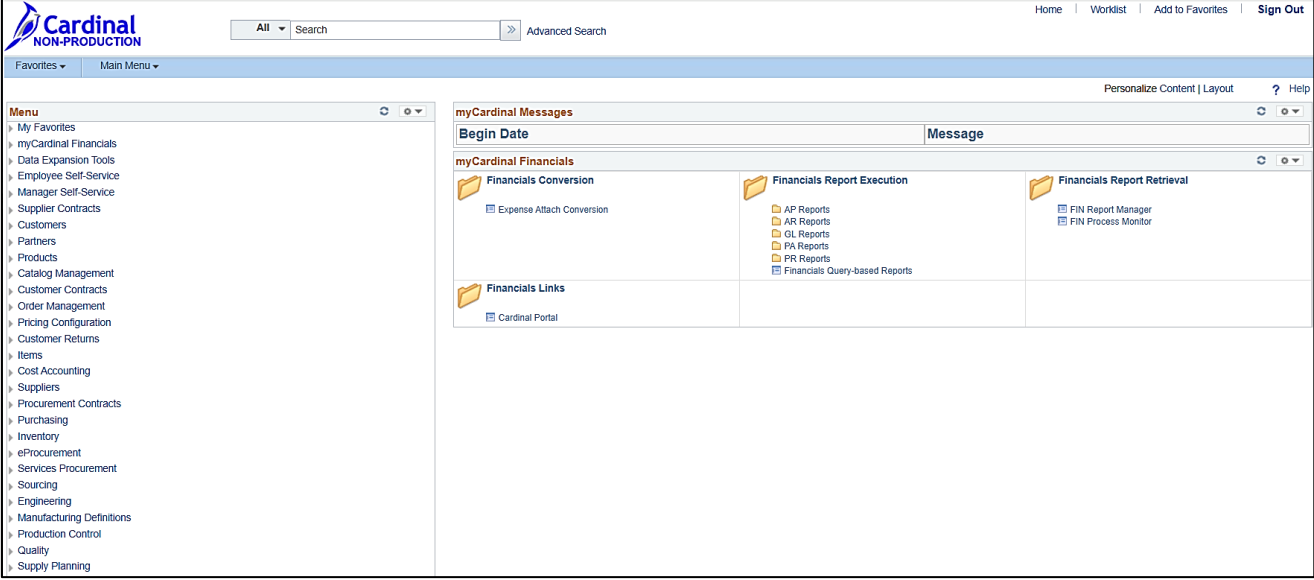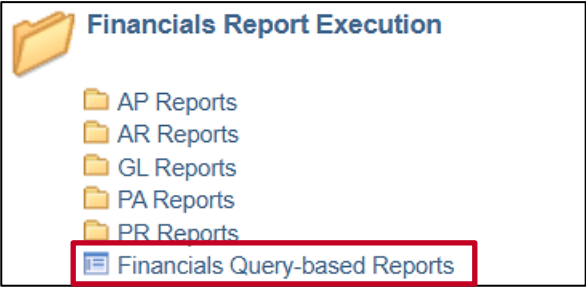
Confirming an Amount-Based Product

Run the **Customer Contract Products** query. Access this query by going to the **Cardinal Financials Homepage** 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 Chart of Account (COA) string needed.

Step	Action
1.	Begin by logging into Cardinal Financials.

The **Cardinal Financials Homepage** displays.

2.	Click the **Financials Query-based Reports** link.

Step	Action
	The **Financials Report Execution Query Search** page displays. Favorites ▾ Main Menu ▾ > myCardinal Financials ▾ > Financials Report Execution Enter any information you have and click Search. Leave fields blank for a list of all values. *Search By [Query Name ⌄] begins with [_____] [Search] Advanced Search
3.	Enter or select "V_PA_CUST_CONTRACT_PRODUCTS" in the **Search By** field. Enter any information you have and click Search. Leave fields blank for a list of all values. *Search By [Query Name ⌄] begins with [V_PA_CUST_CONTRACT_PRODUCTS] [Search] Advanced Search
4.	Click the **Search** button. *Search By [Query Name ⌄] [Search] Advanced Search
	The search results display within the **Search Results** section. Enter any information you have and click Search. Leave fields blank for a list of all values. *Search By [Query Name ⌄] begins with [V_PA_CUST_CONTRACT_PRODUCTS] [Search] Advanced Search **Search Results** *Folder View [-- All Folders -- ⌄] **Query** ... Personalize | Find | View All | 🗗 | 🔢 First ◄ 1 of 1 ► Last 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
5.	Click the **HTML** link to run the query. **Query** ... Personalize | Find | View All | 🗗 | 🔢 First ◄ 1 of 1 ► Last 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

Step	Action
	The **Customer Contract Products Query** page displays in HTML format.
6.	Enter the run criteria for the query. At a minimum, complete the **Business Unit** and **Product ID** (prefix of "AMT%") fields. Enter other details (e.g., **Product Group**, **Account**, **Fund**, etc.) if available. Otherwise, enter "%" in each of the remaining fields.
7.	Click the **View Results** button.

Step	Action
	The page refreshes and the results display.

V_PA_CUST_CONTRACT_PRODUCTS - Customer Contract Products

*Business Unit 50100

Product ID(% for all) AMT%

Product Group(% for all) %

Account(% for all) %

Dept ID (% for all) %

Fund (% for all) %

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (44 kb)

View All

First 1-100 of 117 Last

Row	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	GRANTGRNT5	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 - HM0 - East River	AMT	AMT_HMOOTH	GENERGEH10	Generic HwyMaintOps East Rv AR	40040001	11099	04100				
8	AMT_GENER2	Gener-HM0-STA-Research Council	AMT	AMT_HMOSTA	GENERGEN15	University of Virgina Generic	4003007	10029	04100	11210010	602002		
9	AMT_GENER3	Gener - HM0 - 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_GENER5	Research Council HM0 Dep 10144	AMT	AMT_HMOOTH	GENERGEN19	Research Council HMO Dep 10144	40040001	10144	04100		602002		
12	AMT_GENER6	Research Cncl HM0 State 10144	AMT	AMT_HMOSTA	GENERGEN20	Research Cncl HMO State 10144	4003007	10144	04100		602002		

8.	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 a Non-Federal Amount Based Contract (VDOT Only)**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**
	b. If the Product does not exist, the user will need to determine if there is an existing Distribution Code that contains the appropriate COA string which can be used. Proceed to the Confirming a Distribution Code section of this Job Aid

Confirming a Distribution Code

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

Step	Action
1.	Begin by logging into Cardinal Financials.

The **Cardinal Financials Homepage** displays.

Step	Action
2.	Click the **Financials Query-based Reports** link.

The **Financials Query-based Reports Search** page displays.

Step	Action
3.	Enter "V_PA_DISTRBUTION_CODES" in the **Search By** field.

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

*Search By [Query Name ▾] begins with **V_PA_DISTRBUTION_CODES**

[Search] Advanced Search |
| 4. | Click the **Search** button.

*Search By [Query Name ▾]

[Search] Advanced Search |

The search results display within the **Search Results** section.

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

*Search By [Query Name ▾] begins with V_PA_DISTRBUTION_CODES

[Search] Advanced Search

Search Results

*Folder View [-- All Folders -- ▾]

Query					Personalize | Find | View All | 📷 | 📊		First ◀ 1 of 1 ▶ Last	
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
V_PA_DISTRBUTION_CODES	Distribution Codes	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

Step	Action
5.	Click the **HTML** link to run the **Distribution Code** query.

Query					Personalize | Find | View All | 📷 | 📊		First ◀ 1 of 1 ▶ Last	
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
V_PA_DISTRBUTION_CODES	Distribution Codes	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite	

The **Distribution Code Query** page displays in HTML format.

V_PA_DISTRBUTION_CODES - Distribution Codes

*SetID [___] 🔍
Account (% for all) [___] 🔍
Fund (% for all) [___] 🔍
Dept Id (% for all) [___] 🔍
Cost Center (% for all) [___] 🔍

[View Results]

Row	Distribution Code	Effective Date	Effective Status	Long Description	Short Description	Account	Dept ID	Task	Fund	Cost Center	Program	Project	Activity

Step	Action
6.	Enter the run criteria for the query. At a minimum, complete the **Set ID** and **Account** fields. Enter other details (e.g., **Fund, Dept ID**, etc.) if available. Otherwise, enter "%" in each of the remaining fields. *SetID 50100 Account (% for all) 4% Fund (% for all) 04720 Dept Id (% for all) % Cost Center (% for all) % View Results
7.	Click the **View Results** button. View Results

The page refreshes with the results.

V_PA_DISTRBUTION_CODES - Distribution Codes

*SetID 50100
Account (% for all) 4%
Fund (% for all) 04720
Dept Id (% for all) %
Cost Center (% for all) %
View Results

Download results in : Excel SpreadSheet   CSV Text File   XML File   (24 kb)

View All   First 1-80 of 80 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	GENERGECN1	01/01/1901	A	Generic Construction AR	GENERGECN1	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 - R. Council	MG&SECON31	40042011	10029		04720	12000010			
18	MG&SECON32	01/01/1901	A	Misc - CON - OTH - Fiscal	MG&SECON32	4009060	10015		04720	12000010			

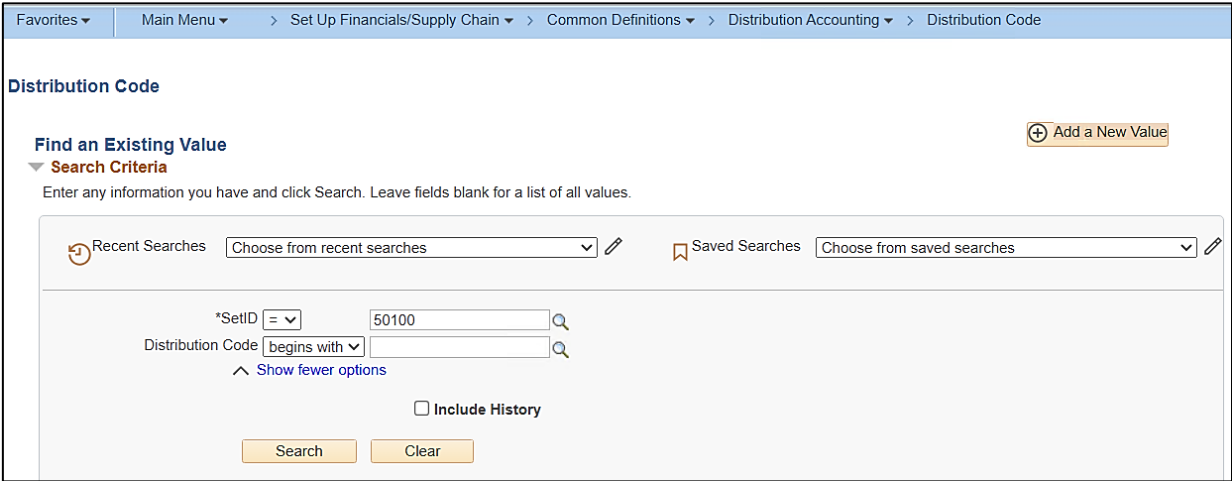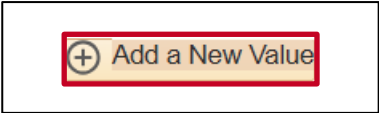| Step	Action
8.	Review the results to see if there is an existing Distribution Code for the COA string which is needed to record the revenue transactions for the Contract. a. If the Distribution Code exists, see the Job Aid titled **PA354_Creating a Non-Federal Amount Based Contract (VDOT Only)**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning** b. If the Distribution Code does not exist, proceed to the Creating a Distribution Code section of this Job Aid
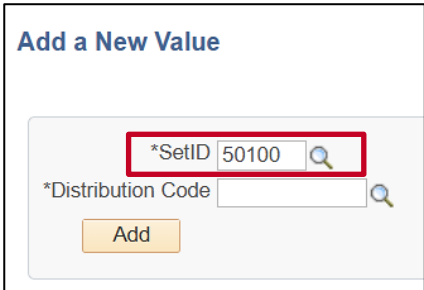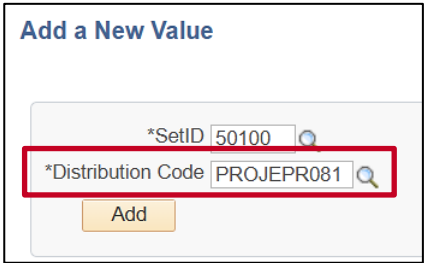
Creating a Distribution Code

If creating a new Product, it is recommended that the user 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 the user to ensure that the Product is created correctly. If the Product is not set up correctly, it will have downstream impacts to the Contract, billing, and GL distribution and will require a Help Desk ticket to correct the errors.
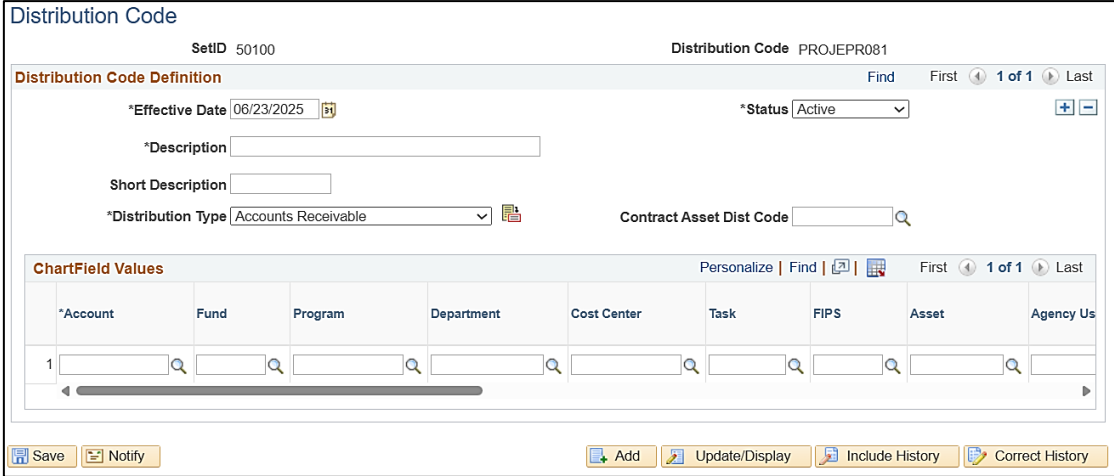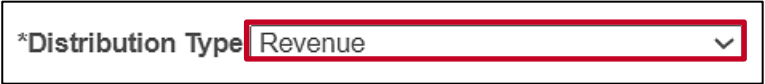
Step	Action
1.	Navigate to the **Distribution Code** page using the following path: **Main Menu > Set Up Financials/Supply Chain > Common Definitions > Distribution Accounting > Distribution Code**

The **Distribution Code Find an Existing Value Search** page displays.

	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled **Overview of the Cardinal FIN Search Pages**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.
2.	Click the **Add a New Value** button.
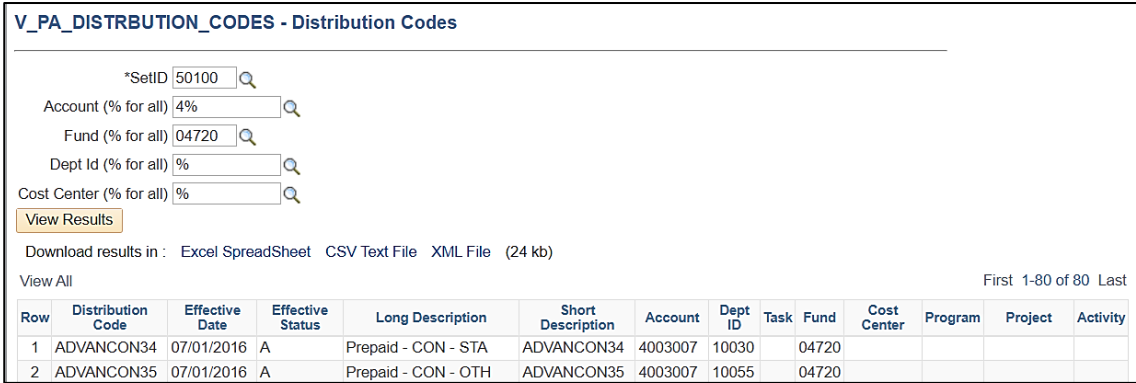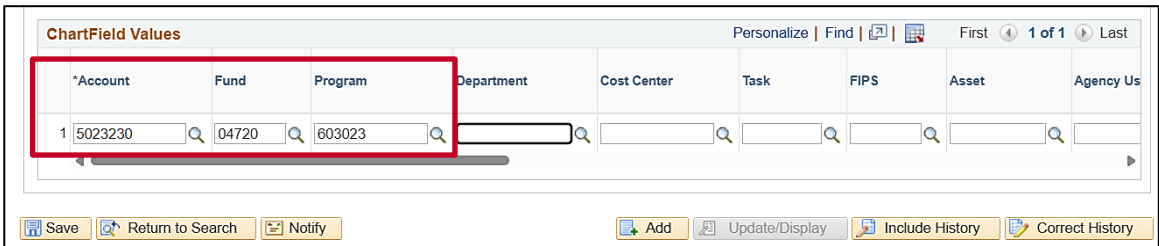
Step	Action
	The **Distribution Code Add a New Value** page displays. **Distribution Code** **Add a New Value** 🔍 Find an Existing Value *SetID 50100 🔍 *Distribution Code [_____] 🔍 [Add]
ℹ	The **SetID** field defaults to the Agency's Business Unit and should not be changed. **Add a New Value** *SetID 50100 🔍 *Distribution Code [_____] 🔍 [Add]
3.	Enter the Distribution Code name in the **Distribution Code** field. Use the **Distribution Code Look up** icon to identify the next available Distribution Code name. The name of the Distribution Code should contain the corresponding Source Type and Category. **Add a New Value** *SetID 50100 🔍 *Distribution Code PROJEPR081 🔍 [Add]
4.	Click the **Add** button. [Add]
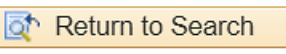
Step	Action
	The **Distribution Code** page displays. **Distribution Code** SetID 50100 Distribution Code PROJEPR081 **Distribution Code Definition** Find First ◀ **1 of 1** ▶ Last *Effective Date 06/23/2025 *Status Active ▼ ⊞ ⊟ *Description _____ Short Description _____ *Distribution Type Accounts Receivable ▼ Contract Asset Dist Code _____ 🔍 **ChartField Values** Personalize | Find | 🗗 | 🔣 First ◀ **1 of 1** ▶ Last *Account | Fund | Program | Department | Cost Center | Task | FIPS | Asset | Agency Us 1 ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ 🖫 Save 📧 Notify ➕ Add ✎ Update/Display 📄 Include History ✏ Correct History
5.	Enter "01/01/1901" in the **Effective Date** field. **Distribution Code Definition** *Effective Date **01/01/1901** 📅
6.	Enter the applicable description in the **Description** field. *Description **Partic - CON - STA - STAUNTON**
7.	Enter the Distribution Code name in the **Short Description** field. Short Description **PROJEPR081**
8.	Click the **Distribution Type** dropdown button and select "Revenue". *Distribution Type **Revenue** ▼
ℹ	The **Status** field defaults to "Active" and should not be changed. *Status **Active** ▼

Step	Action
9.	Click the **Contract Liability Dist Code Look up** icon and select the applicable Deferred Revenue Distribution Code which should be used to book deferred revenue. Contract Liability Dist Code [ADVANADCN5] 🔍
ℹ	Use the **V_PA_DISTRBUTION_CODES** query to determine the available values for selection in the **Contract Liability Dist Code** field. Search using the Agency Business Unit in the **SetID** field and complete the **Account** and **Fund** fields. All Deferred Revenue Distribution Codes start with "ADVAN". **V_PA_DISTRBUTION_CODES - Distribution Codes** *SetID 50100 🔍 Account (% for all) 4% 🔍 Fund (% for all) 04720 🔍 Dept Id (% for all) % 🔍 Cost Center (% for all) % 🔍 [View Results] Download results in : Excel SpreadSheet CSV Text File XML File (24 kb) View All First 1-80 of 80 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					
ℹ	The Deferred Revenue 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 Revenue Distribution Code values should be associated to all Project related Distribution Codes for the "PROJE", "COAL", "MG&SECON", and "MG&SEMGS" naming conventions.
10.	Complete the following fields in the **ChartField Values** section of the page: a. **Account**: Select 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 b. **Fund**: Select the Fund Code which should be used to book revenue c. **Program**: <u>Only select the Program Code if an Expenditure Account is used instead of a Revenue Account</u>. The Program value should be the Program from the distribution defined on the Project associated with the Contract **ChartField Values** Personalize	Find	🔲	🏢 First ◀ 1 of 1 ▶ Last 		*Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Us
---	---	---	---	---	---	---	---	---	---
1	5023230 🔍	04720 🔍	603023 🔍	🔍	🔍	🔍	🔍	🔍		 [💾 Save] [🔄 Return to Search] [📧 Notify] [➕ Add] [📝 Update/Display] [📄 Include History] [📄 Correct History]
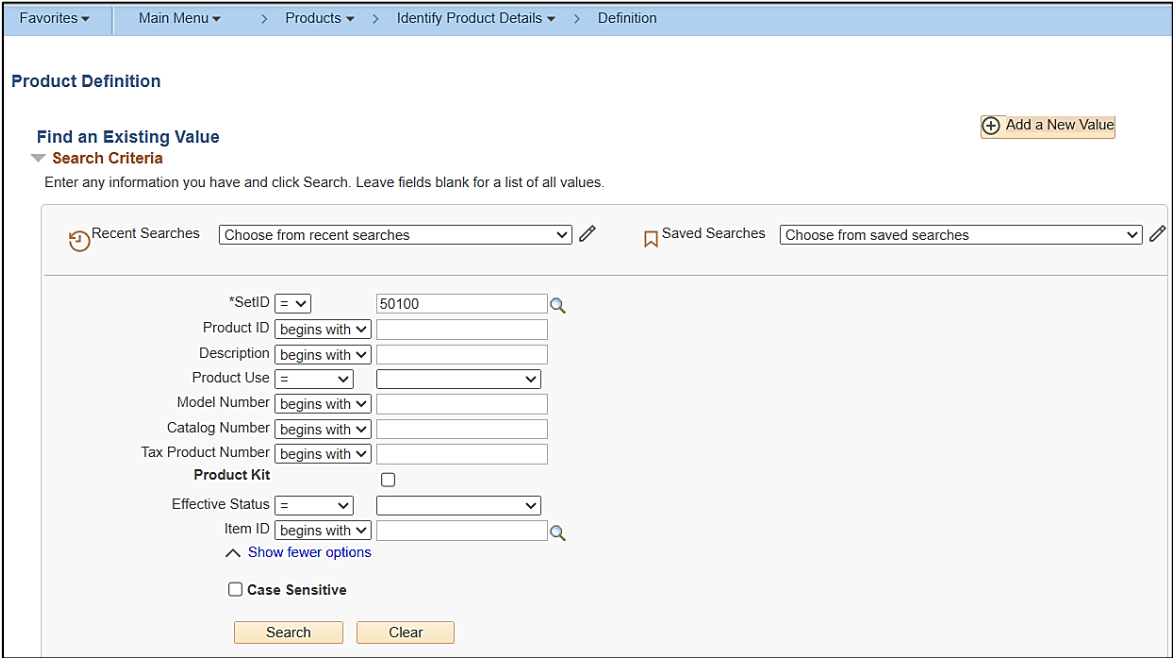
Step	Action
11.	Click the **Save** button.

Creating an Amount-Based Product

Step	Action
1.	Navigate to the **Product Definition** page using the following path: **Main Menu > Products > Identify Product Details > Definition**

The **Product Definition Find an Existing Value Search** page displays.

	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled **Overview of the Cardinal FIN Search Pages**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.
2.	Click the **Add a New Value** button. ⊕ Add a New Value

Step	Action
	The **Product Definition Add a New Value** page displays.
3.	Enter the new Product ID in the **Product ID** field.
4.	Click the **Add** button.
	The **Definition** tab displays.

Step	Action
ⓘ	The **Product Use** field defaults to "Contracts Only". Do not update this field. *Product Use [Contracts Only ▼]
5.	Enter the Distribution Code in the **Description** field. *Description [Partic - HMO - CCT - Richmond]
ⓘ	The **Physical Nature** field defaults to "Goods". Do not update this field. *Physical Nature [Goods ▼]
6.	Click the **Save** button. [💾 Save] [📧 Notify]
7.	Click the **Contracts Options** tab. [Definition] [Contracts Options]

The **Contracts Options** tab displays.
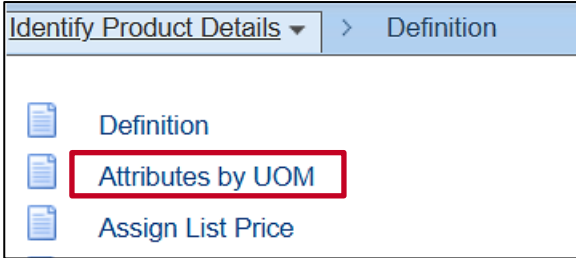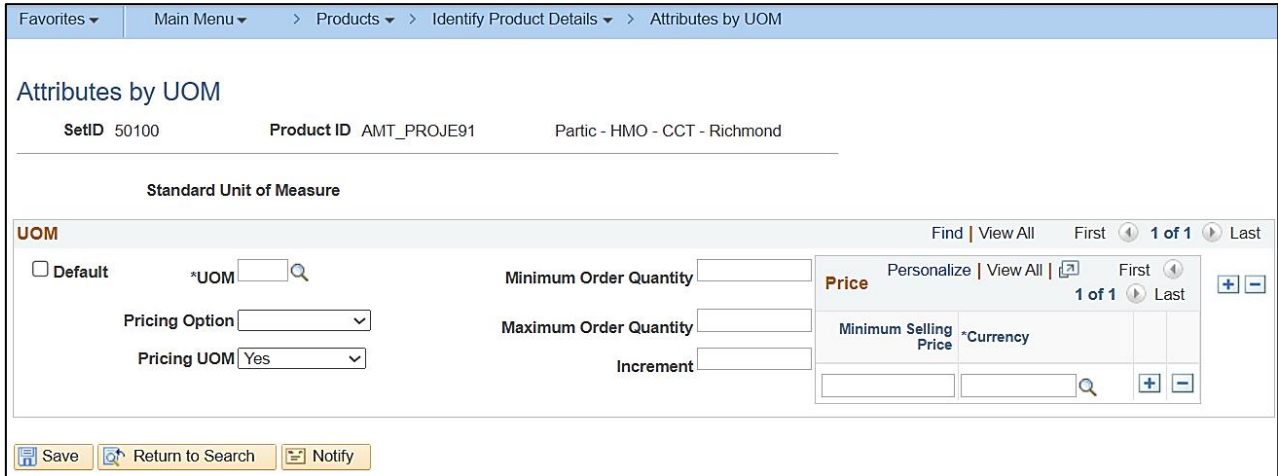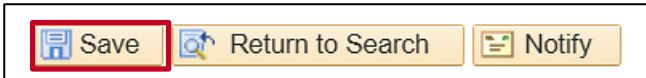
Step	Action
ℹ	The **Price Type** field defaults to "Amount" and the **Recognition Method** field defaults to "Milestone". Do not update these fields. *Price Type Amount *Recognition Method Milestone

8.	Complete the following fields in the **Templates** section:
	
	   a. **Revenue Plan** – select "MILESTONE"
	   b. **Billing Plan** – select "MILESTONE"
	   c. **Bill Plan Detail Template ID** – select the applicable Bill Plan Detail Template ID
	
	Templates
	Revenue Plan MILESTONE
	Billing Plan MILESTONE
	Bill Plan Detail Template ID
	Renewal Plan

ℹ	The Bill Plan Detail Template selected defaults some of the Contract billing information to include the Bill Source, Bill Identifier, and Bill Cycle Identifier.
9.	Click the **Save** button. Save Notify

10.	Click the **Identify Product Details** dropdown button in the navigation path breadcrumbs at the top of the page.
	
	Favorites ▾ Main Menu ▾ > Products ▾ > Identify Product Details ▾ > Definition
	
	Definition Contracts Options
	    Definition
	SetID 50100 Product ID AMT_PR Attributes by UOM
	    Assign List Price
	*Price Type Amount Assign Product Group

Step	Action
11.	Click the **Attributes by UOM** link. Identify Product Details ▾ > Definition 📄 Definition 📄 Attributes by UOM 📄 Assign List Price

The **Attributes by UOM** page displays.
Favorites ▾   Main Menu ▾   > Products ▾ > Identify Product Details ▾ > Attributes by UOM **Attributes by UOM** **SetID** 50100   **Product ID** AMT_PROJE91   Partic - HMO - CCT - Richmond **Standard Unit of Measure** **UOM**   Find | View All   First ◀ **1 of 1** ▶ Last ☐ Default   *UOM [ ] 🔍   Minimum Order Quantity [ ]   **Price**   Personalize | View All | ⧉   First ◀ 1 of 1 ▶ Last   ➕ ➖ Pricing Option [▾]   Maximum Order Quantity [ ]   Minimum Selling Price   *Currency Pricing UOM [Yes ▾]   Increment [ ]   [ ]   [ ] 🔍   ➕ ➖ 💾 Save   ↩ Return to Search   🔔 Notify

| 12. | Click the **UOM Look up** icon and select "EA" (each).

*UOM [EA] 🔍 |

| 13. | Click the **Save** button.

💾 Save   ↩ Return to Search   🔔 Notify |

Step	Action
14.	Click the **Identify Product Details** dropdown button in the navigation path breadcrumbs at the top of the page.
15.	Click the **Assign Product Group** link.

The **Assign Product Group** page displays.
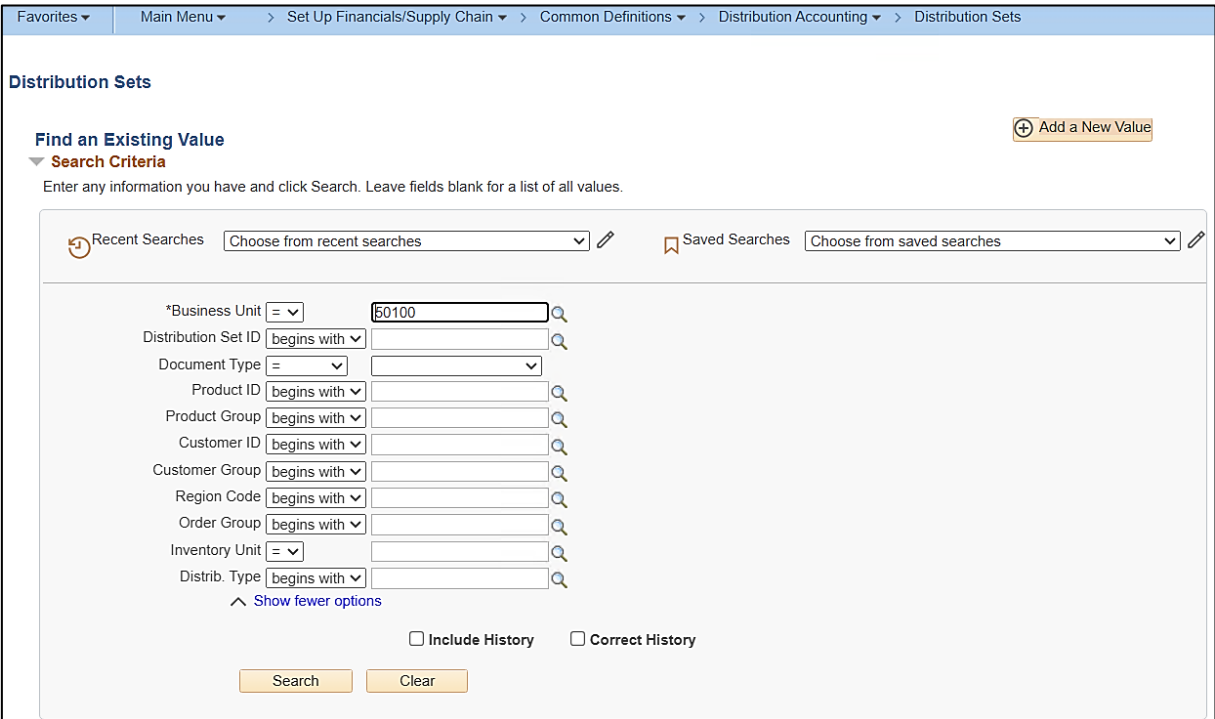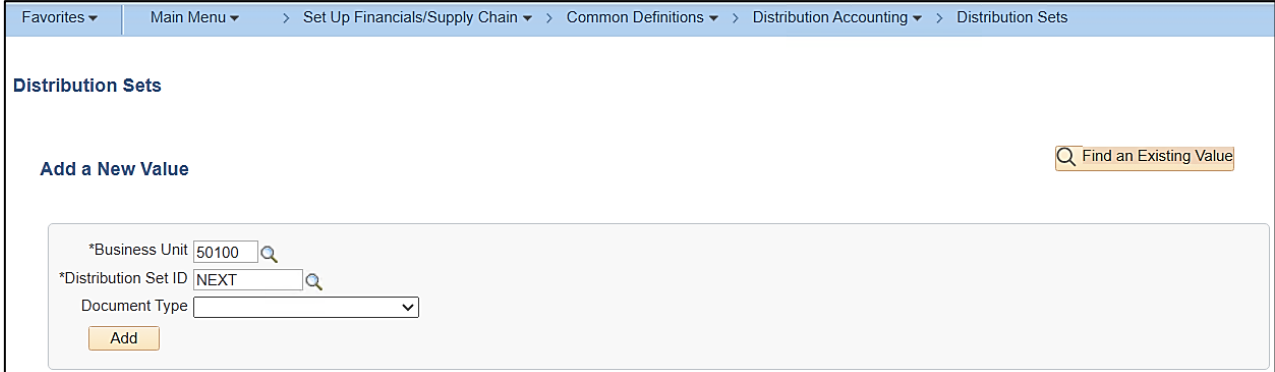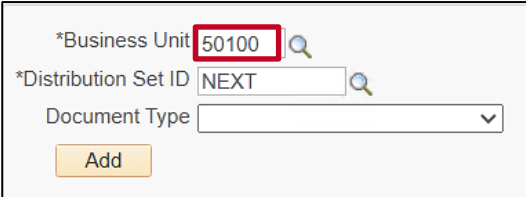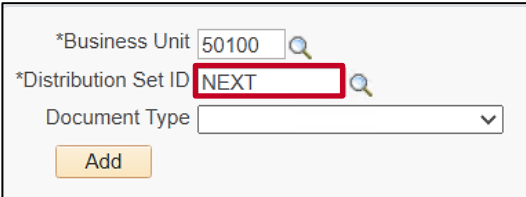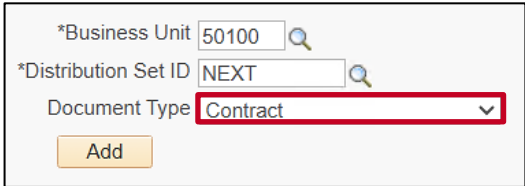
Step	Action
16.	Click the **Group Type** dropdown button and select "Contract". *Group Type Contract
17.	Click the **Product Group Look up** icon and select the appropriate Product Group. *Group Type *Product Group Descr Primary Report Contract AMT_HMOCCT 🔍 Amt Based - HMO Cty Co Twn ☐
ℹ	This value determines in which Product Group the Product will be found when searching for the Product on the Contract.
18.	Click the **Save** button. 💾 Save 🔍 Return to Search 📧 Notify

Defining a Distribution Set
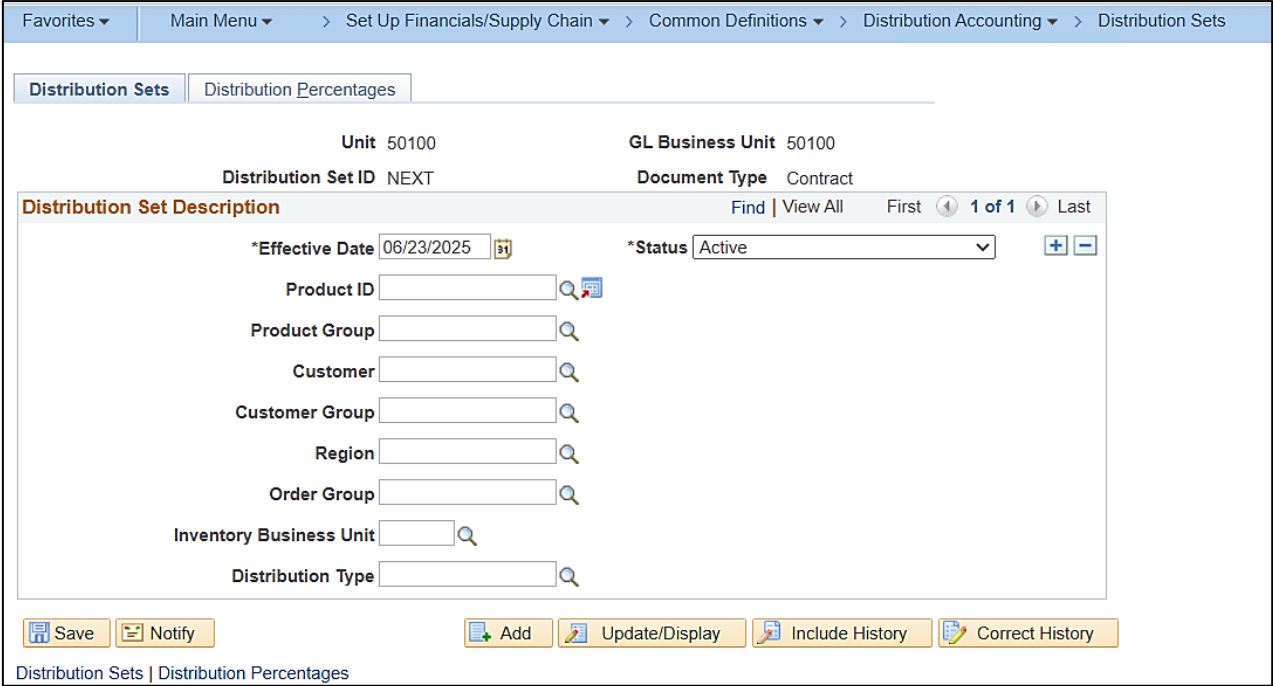
Step	Action
1.	Navigate to the **Distribution Sets** page using the following path: **Main Menu > Set Up Financials/Supply Chain > Common Definitions > Distribution Accounting > Distribution Sets**

The **Distribution Sets Find an Existing Value Search** page displays.

ℹ️	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled **Overview of the Cardinal FIN Search Pages**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.
2.	Click the **Add a New Value** button.

Step	Action
	The **Distribution Sets Add a New Value** page displays.

Favorites ▾ | Main Menu ▾ | ▸ Set Up Financials/Supply Chain ▾ | ▸ Common Definitions ▾ | ▸ Distribution Accounting ▾ | ▸ Distribution Sets

Distribution Sets

Add a New Value   🔍 Find an Existing Value

*Business Unit 50100 🔍
*Distribution Set ID NEXT 🔍
Document Type [▾]
[Add]

| 3. | If the **Business Unit** field does not default, click the **Business Unit Look up** icon and select the Agency Business Unit. |

*Business Unit 50100 🔍
*Distribution Set ID NEXT 🔍
Document Type [▾]
[Add]

| ℹ | The **Distribution Set ID** field defaults to "NEXT". Do not update this field. |

*Business Unit 50100 🔍
*Distribution Set ID NEXT 🔍
Document Type [▾]
[Add]

| 4. | Click the **Document Type** dropdown button and select "Contract". |

*Business Unit 50100 🔍
*Distribution Set ID NEXT 🔍
Document Type [Contract   ▾]
[Add]

| 5. | Click the **Add** button. [Add] |
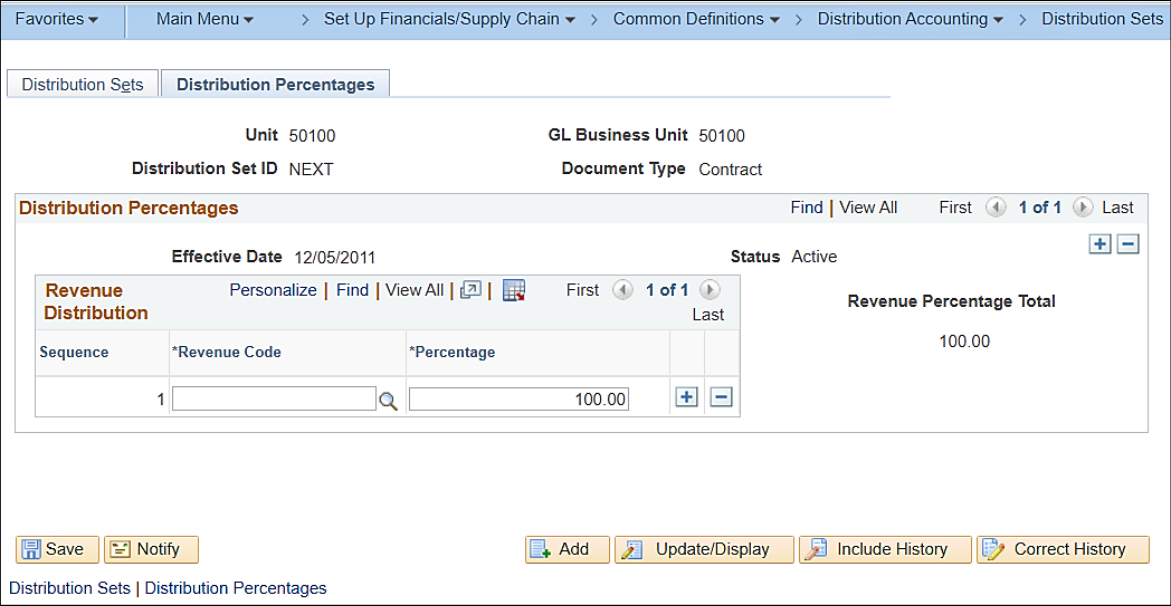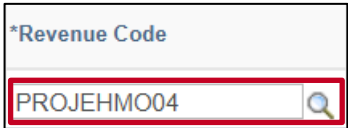
Step	Action
	The **Distribution Sets** tab displays.
6.	Always enter "12/05/2011" in the **Effective Date** field. *Effective Date 12/05/2011
7.	Click the **Product ID Look up** icon and select the Product ID previously created. Product ID AMT_PROJE91
8.	Confirm that the **Status** field displays "Active". *Status Active
9.	Click the **Distribution Percentages** tab. Distribution Sets Distribution Percentages
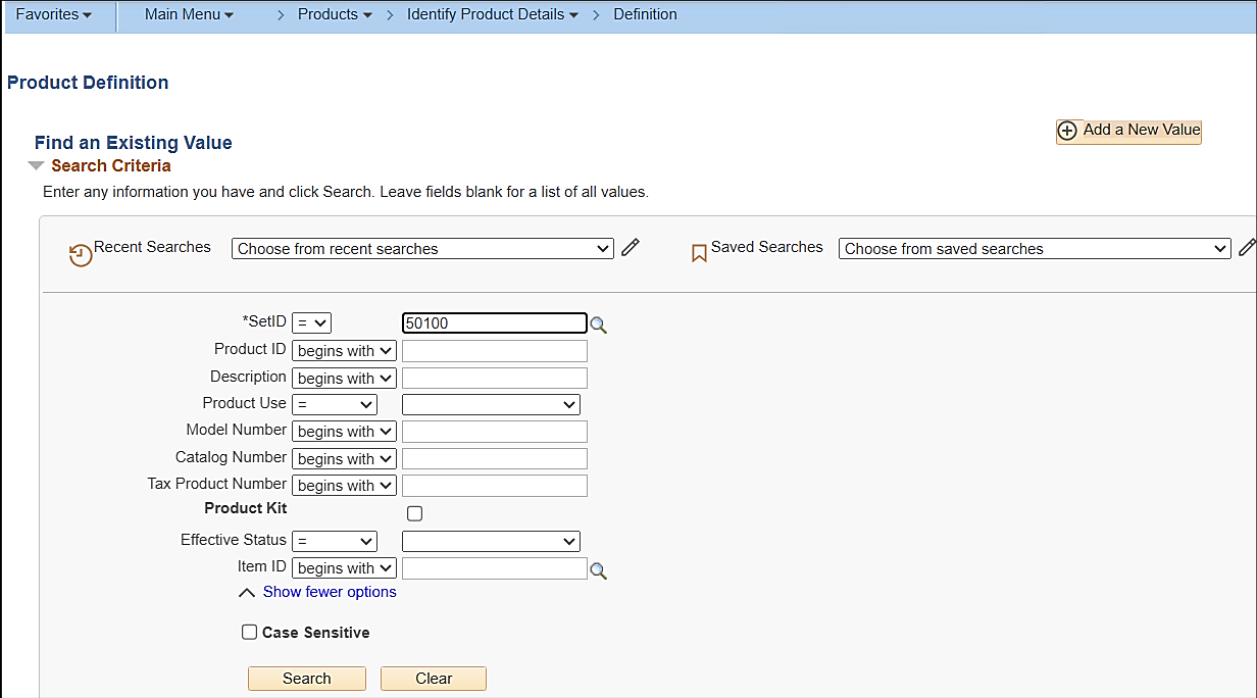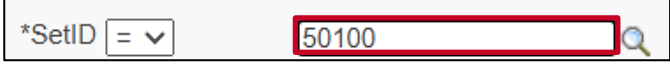
Step	Action
	The **Distribution Percentages** tab displays.
10.	Click the **Revenue Code Look up** icon and select the appropriate Revenue Code (Distribution Code) for the Product.
(i)	The General Ledger ChartFields are linked to the Revenue Code and default on the Revenue Line on the Contract.
11.	Click the **Save** button.

Confirming a Rate-Based Product

Before creating a Contract, users must first verify whether the Product exists for the Category needed for billing. Products are defined by the following naming convention:
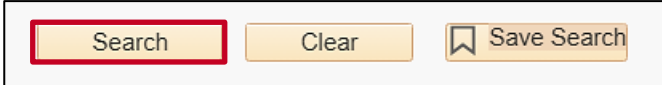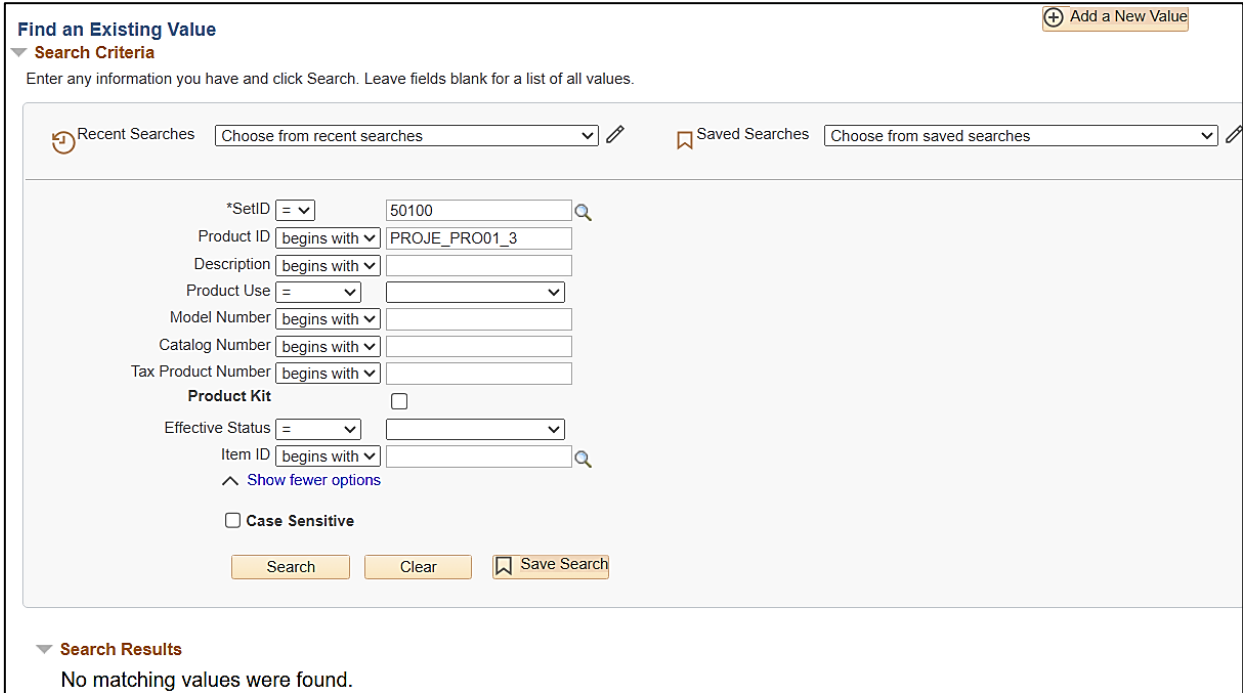
- Source Type followed by Category followed by Participation Rate with an underscore between the values (e.g., "PROJE_PRO01_3")

Step	Action
1.	Navigate to the **Product Definition** page using the following path: **Main Menu > Products > Identify Product Details > Definition**

The **Product Definition Find an Existing Value Search** page displays.

	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled **Overview of the Cardinal FIN Search Pages**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.
2.	If the **Set ID** field does not default, click the **SetID Look up** icon and select the Agency Business Unit.

Step	Action
3.	Enter the Product ID in the **Product ID** field. ***SetID** `= v` `50100` 🔍 **Product ID** `begins with v` `PROJE_PRO01_3`
4.	Click the **Search** button. [Search] [Clear] [🔖 Save Search]

The **Product Definition Find an Existing Value Search** page refreshes with the search results.

Find an Existing Value   ⊕ Add a New Value
▼ Search Criteria
Enter any information you have and click Search. Leave fields blank for a list of all values.

🕘 Recent Searches [Choose from recent searches ▾] ✎   🔖 Saved Searches [Choose from saved searches ▾] ✎

*SetID `= v` `50100` 🔍
Product ID `begins with v` `PROJE_PRO01_3`
Description `begins with v`
Product Use `= v` [▾]
Model Number `begins with v`
Catalog Number `begins with v`
Tax Product Number `begins with v`
Product Kit ☐
Effective Status `= v` [▾]
Item ID `begins with v` 🔍
∧ Show fewer options

☐ Case Sensitive

[Search] [Clear] [🔖 Save Search]

▼ Search Results
No matching values were found.

Step	Action
5.	Review the search results. a. If the Product exists, see the Job Aid titled **PA354_Creating a Non-Federal Rate-Based Contract (VDOT Only)**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning** b. If the Product does not exist ("No matching values were found." message in the **Search Results** section), proceed to the Creating a Rate-Based Product section of this Job Aid

Creating a Rate-Based Product

It is recommended that the user 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 the user to ensure that the Product is created correctly. If the Product is not set up correctly, it will have downstream impacts to the Contract, billing, and GL distribution and will require a Help Desk ticket to correct the errors.

Step	Action
1.	Navigate to the **Product Definition** page using the following path: **Main Menu > Products > Identify Product Details > Definition**
	The **Product Definition Find an Existing Value Search** page displays.
ℹ	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled **Overview of the Cardinal FIN Search Pages**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.
2.	If the SetID field does not default, click the **SetID Look up** icon and select the Agency Business Unit.

Step	Action
3.	Enter the new Product ID in the **Product ID** field. *SetID [= ▾] 50100 🔍 Product ID [begins with ▾] PROJE_PRO01_3
ℹ	The Product ID is created by using the Distribution Code plus the Participation Rate with underscores in between. For example, if the Distribution Code is "PROJEPRO01" and the Participation Rate is "3", the Product ID would be "PROJE_PRO01_3".
4.	Click the **Add a New Value** button. ⊕ Add a New Value

The **Product Definition Add a New Value** page displays with the previously entered Set ID and Product ID.

Product Definition

Add a New Value   🔍 Find an Existing Value

*SetID 50100 🔍
*Product ID PROJE_PRO01_ 🔍
[Add]

Step	Action
5.	Click the **Add** button. [Add]

Step	Action
	The **Definition** tab displays.
ℹ	The **Product Use** field defaults to "Contracts Only". Do not update this field.
6.	Enter the description in the **Description** field. This should be the same as the Distribution Code description.
ℹ	The **Physical Nature** field defaults to "Goods". Do not update this field.
7.	Click the **Contracts Options** tab.
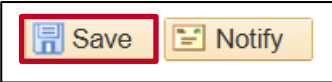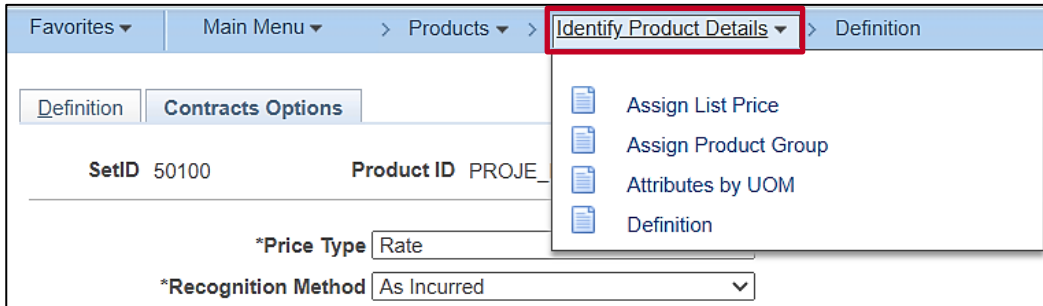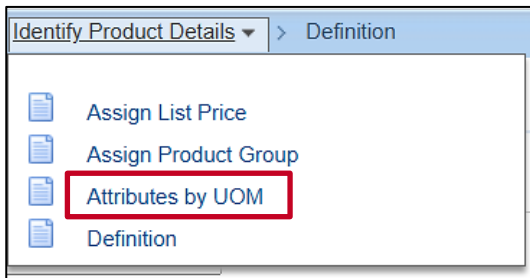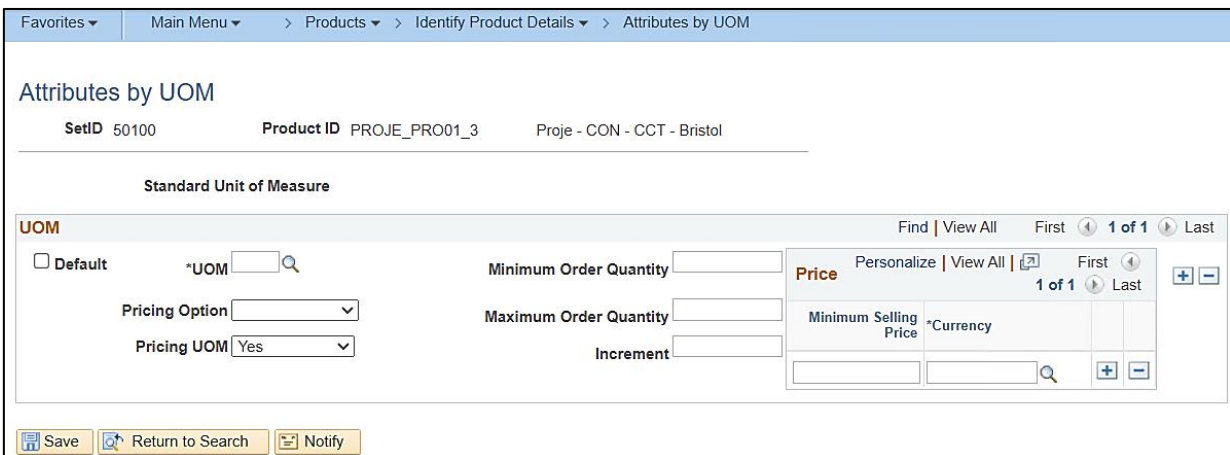
Step	Action
	The **Contract Options** tab displays.

Step	Action
8.	Click the **Price Type** dropdown button and select "Rate". *Price Type [Rate ▼]
9.	Click the **Recognition Method** dropdown button and select "As Incurred". *Recognition Method [As Incurred ▼]
10.	Click the **Revenue Plan Look up** icon within the **Templates** section and select "RATE". Revenue Plan [RATE 🔍]
11.	Click the **Billing Plan Look up** icon and select "RATE". Billing Plan [RATE 🔍]
12.	Click the **Bill Plan Detail Template ID Look up** icon and select the applicable Bill Plan Detail Template ID. Bill Plan Detail Template ID [PROJE_CCT 🔍]
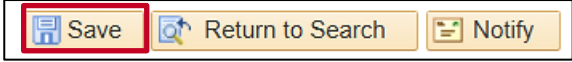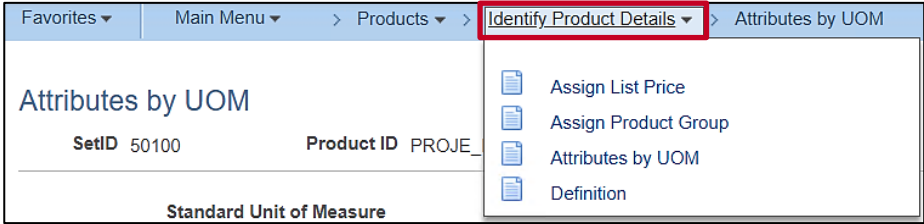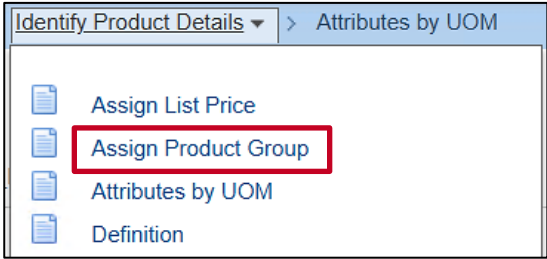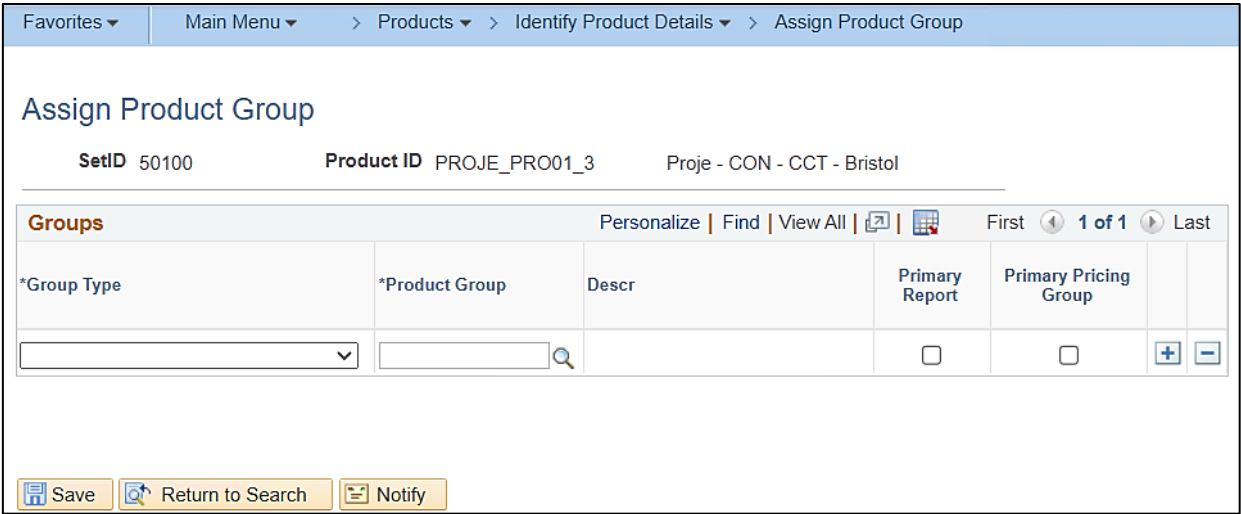
Step	Action
13.	Click the **Save** button. [Save] [Notify]
14	Click the **Identify Product Details** dropdown button in the navigation path breadcrumbs at the top of the page. Favorites ▾ Main Menu ▾ > Products ▾ > Identify Product Details ▾ > Definition Definition Contracts Options Assign List Price Assign Product Group Attributes by UOM Definition SetID 50100 Product ID PROJE_ *Price Type Rate *Recognition Method As Incurred
15.	Click the **Attributes by UOM** link. Identify Product Details ▾ > Definition Assign List Price Assign Product Group Attributes by UOM Definition

The **Attributes by UOM** page displays. Verify the information for accuracy and update as needed.

Favorites ▾   Main Menu ▾   >   Products ▾   >   Identify Product Details ▾   >   Attributes by UOM

Attributes by UOM

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

Standard Unit of Measure

UOM				Find	View All First ◀ 1 of 1 ▶ Last
☐ Default *UOM [ ]🔍		Minimum Order Quantity [ ]	Price Personalize | View All | 🔲 First ◀ 1 of 1 ▶ Last	➕➖
Pricing Option [▾]		Maximum Order Quantity [ ]	Minimum Selling Price *Currency	
Pricing UOM [Yes ▾]		Increment [ ]	[ ] [ ] [ ]🔍 ➕➖	

[Save] [Return to Search] [Notify]

Step	Action
16.	Click the **Save** button. ![Save] [Return to Search] [Notify]
17.	Click the **Identify Product Details** dropdown button in the navigation path breadcrumbs at the top of the page. Favorites ▾ Main Menu ▾ > Products ▾ > Identify Product Details ▾ > Attributes by UOM **Attributes by UOM** SetID 50100 Product ID PROJE_ Assign List Price Assign Product Group Attributes by UOM Definition **Standard Unit of Measure**
18.	Click the **Assign Product Group** link. Identify Product Details ▾ > Attributes by UOM Assign List Price Assign Product Group Attributes by UOM Definition

The **Assign Product Group** page displays.

Favorites ▾   Main Menu ▾   > Products ▾ > Identify Product Details ▾ > Assign Product Group

Assign Product Group

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

*Group Type	*Product Group	Descr	Primary Report	Primary Pricing Group		
⌄	🔍		☐	☐	➕	➖

Groups   Personalize | Find | View All | ⧉ | 🏢   First ◀ 1 of 1 ▶ Last

[Save] [Return to Search] [Notify]

Step	Action
19.	Click the **Group Type** dropdown button and select "Contract". *Group Type Contract ⌄
20.	Click the **Product Group Look up** icon and select the applicable Product Group. 	*Group Type	*Product Group	Descr	Primary Report	Primary Pricing Group		 	Contract ⌄	RTE_CONCCT 🔍	Rate Based - Constr Cty Co Twn	☐	☐	➕ ➖	
ℹ️	This value determines in which Product Group the Product will be found when searching for the Product on the Contract.
21.	Click the **Save** button. 💾 Save	🔍 Return to Search	✉ Notify
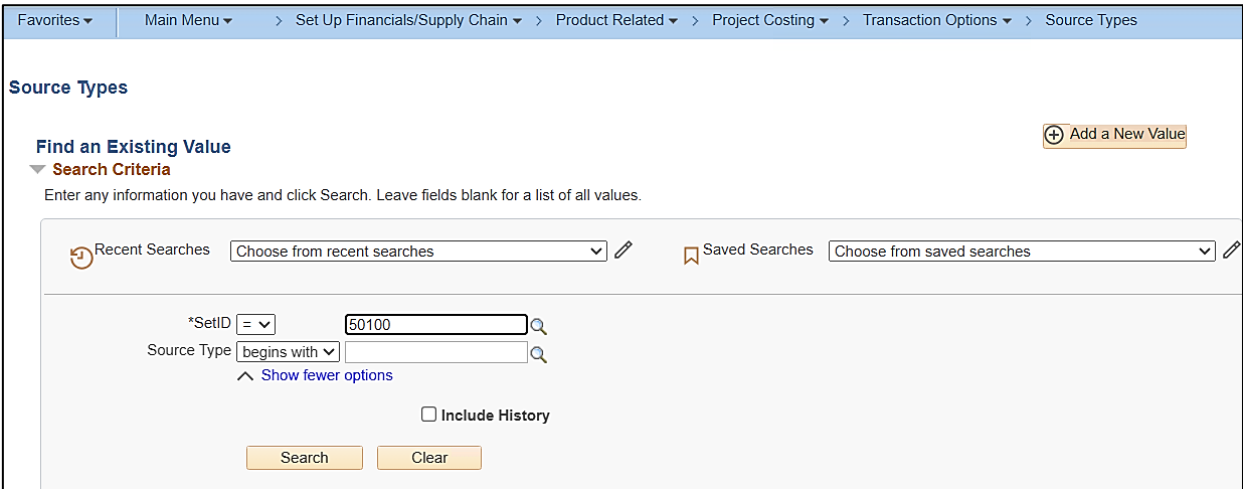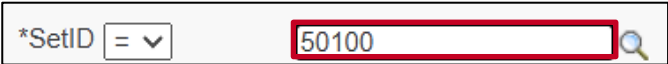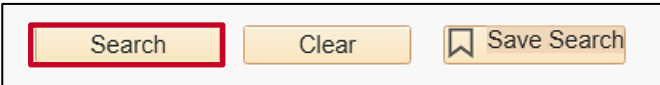
Confirming a Source Type

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

Step	Action
1.	Navigate to the **Source Types** page using the following path: **Main Menu > Set Up Financials/Supply Chain > Product Related > Project Costing > Transaction Options > Source Types**
	The **Source Types Find an Existing Value Search** page displays. ![Source Types Find an Existing Value Search page] Favorites ▾ Main Menu ▾ > Set Up Financials/Supply Chain ▾ > Product Related ▾ > Project Costing ▾ > Transaction Options ▾ > Source Types **Source Types** **Find an Existing Value** ⊕ Add a New Value ▾ **Search Criteria** Enter any information you have and click Search. Leave fields blank for a list of all values. Recent Searches Choose from recent searches ▾ ✎ Saved Searches Choose from saved searches ▾ ✎ *SetID [= ▾] 50100 🔍 Source Type [begins with ▾] 🔍 ⌃ Show fewer options ☐ Include History [Search] [Clear]
ⓘ	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled **Overview of the Cardinal FIN Search Pages**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.
2.	If the **SetID** field does not default, click the **SetID Look up** icon and select the Agency Business Unit. *SetID [= ▾] [50100] 🔍
3.	Click the **Source Type Look up** icon and select the applicable Source Type. *SetID [= ▾] 50100 🔍 Source Type [begins with ▾] [PROJE] 🔍
4.	Click the **Search** button. [Search] [Clear] 🔖 Save Search

Step	Action
	The page refreshes with the search results in the **Search Results** section. **Source Types** **Find an Existing Value** ⊕ Add a New Value ▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. ⟲ Recent Searches [Choose from recent searches ▾] ✎ 🔖 Saved Searches [Choose from saved searches ▾] ✎ *SetID [= ▾] [50100] 🔍 Source Type [begins with ▾] [PROJE] 🔍 ∧ Show fewer options ☐ Include History [Search] [Clear] 🔖 Save Search ▼ Search Results No matching values were found.
5.	Review the search results. a. If the Source Type exists, see the Job Aid titled **PA354_Creating a Non-Federal Rate-Based Contract (VDOT Only)**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning** b. If the Source Type does not exist ("No matching values were found." message in the **Search Results** section), proceed to the Creating a Source Type section of this Job Aid
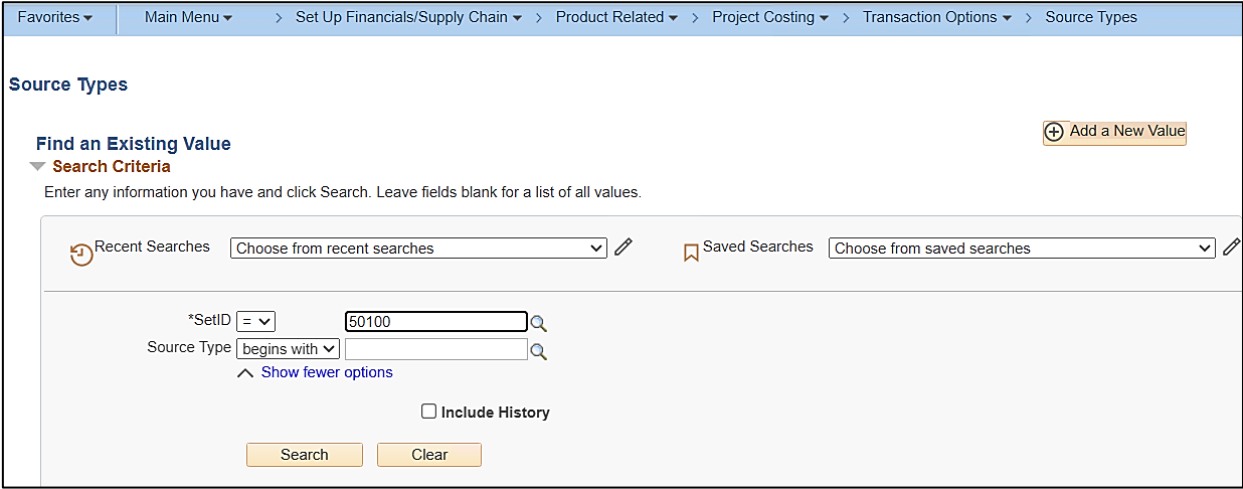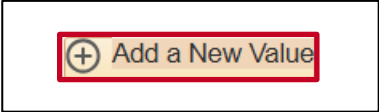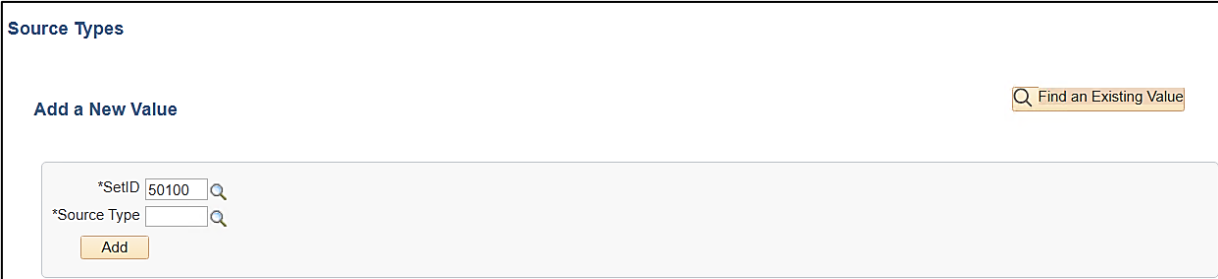
![Cardinal logo]

Creating a Source Type
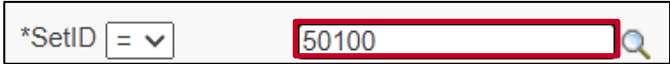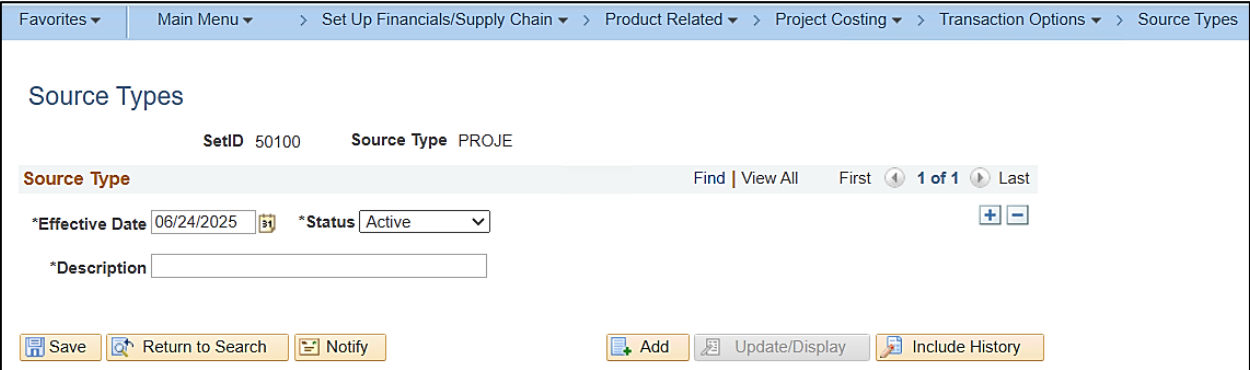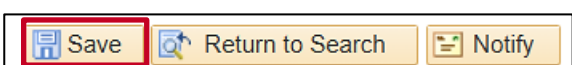
Once it has been confirmed that a Source Type does not exist, a Source Type can be created.

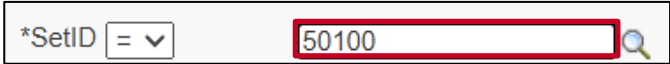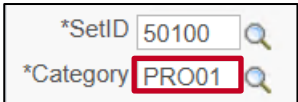| Step	Action
1.	Navigate to the **Source Types** page using the following path: **Main Menu > Set Up Financials/Supply Chain > Product Related > Project Costing > Transaction Options > Source Types**
	The **Source Types Find an Existing Value Search** page displays.
ℹ	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled **Overview of the Cardinal FIN Search Pages**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.
2.	Click the **Add a New Value** button.
	The **Source Types Add a New Value** page displays.
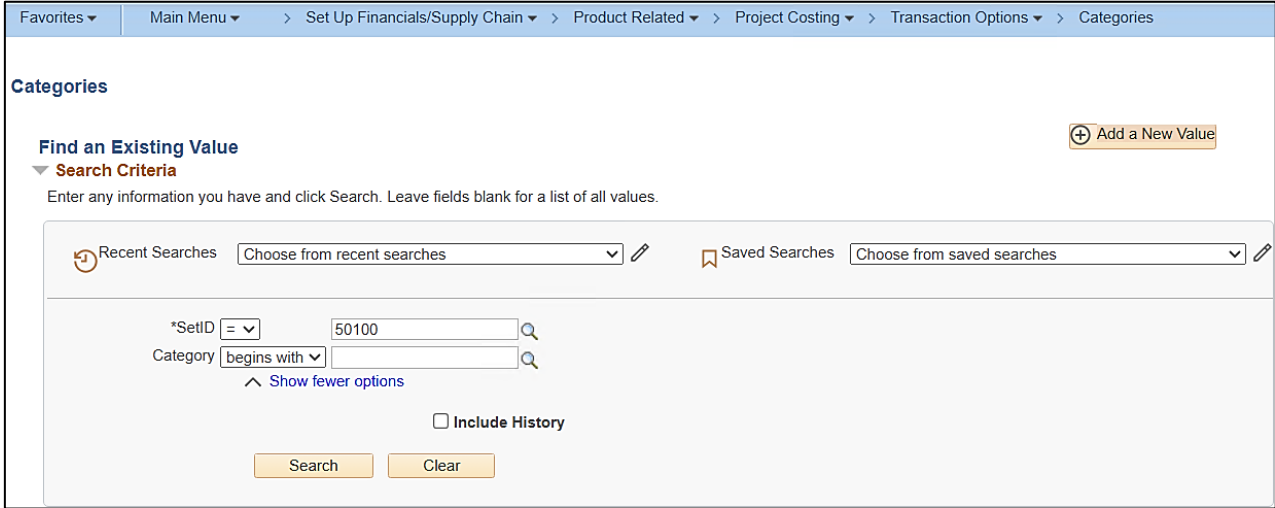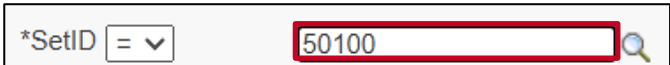
Step	Action
3.	If the **SetID** field does not default, click the **SetID Look up** icon and select the Agency Business Unit. *SetID [= ▾] 50100 🔍
4.	Click the **Source Type Look up** icon and select the applicable Source Type. *SetID [= ▾] 50100 🔍 Source Type [begins with ▾] PROJE 🔍
5.	Click the **Add** button. [Add]
	The **Source Types** page displays. Favorites ▾ Main Menu ▾ > Set Up Financials/Supply Chain ▾ > Product Related ▾ > Project Costing ▾ > Transaction Options ▾ > Source Types Source Types SetID 50100 Source Type PROJE **Source Type** Find | View All First ◀ 1 of 1 ▶ Last ➕ ➖ *Effective Date 06/24/2025 📅 *Status Active ▾ *Description [_____] [🖫 Save] [🔍 Return to Search] [📧 Notify] [➕ Add] [🗐 Update/Display] [🗐 Include History]
6.	Click the **Effective Date Look up** icon and enter "01/01/1901". Effective Date 01/01/1901 📅
7.	Confirm that the **Status** field displays "Active". *Status Active ▾
8.	Enter the applicable description in the **Description** field. *Description Non-Fed Proj Participation
9.	Click the **Save** button. [🖫 Save] [🔍 Return to Search] [📧 Notify]

Confirming the Category

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

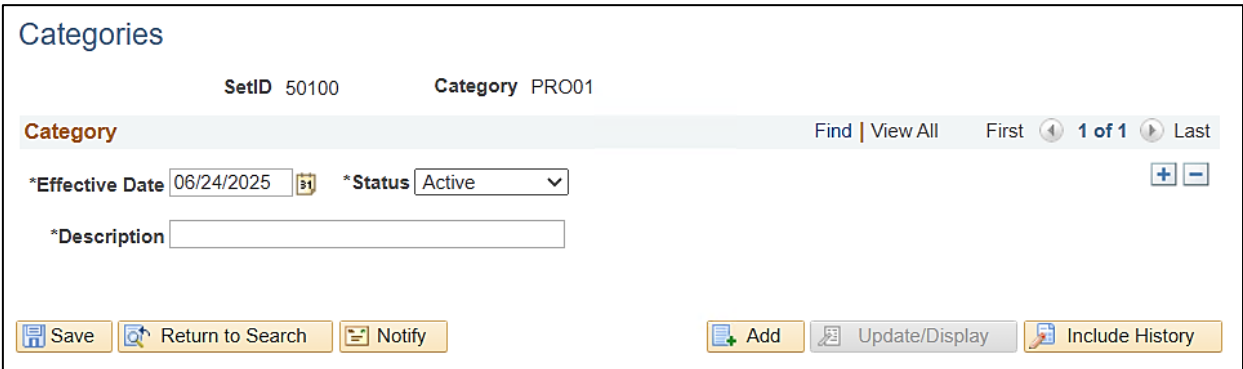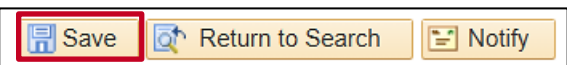| Step	Action
1.	Navigate to the **Categories** page using the following path: **Main Menu > Set Up Financials/Supply Chain > Product Related > Project Costing > Transaction Options > Categories**
	The **Categories Find an Existing Value Search** page displays.
ℹ	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled **Overview of the Cardinal FIN Search Pages**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.
2.	If the **SetID** field does not default, click the **SetID Look up** icon and select the Agency Business Unit.
3.	Click the **Category Look up** icon and select the applicable Category.

Step	Action
4.	Click the **Search** button.
The page refreshes with the search results in the **Search Results** section. 	
5.	Review the search results. a. If the Category exists, see the Job Aid titled **PA354_Creating a Non-Federal Rate-Based Contract (VDOT Only)**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning** b. If the Category does not exist ("No matching values were found." message in the **Search Results** section), proceed to the Creating a Category section of this Job Aid.

Creating a Category

Step	Action
1.	Navigate to the **Categories** page using the following path: **Main Menu > Set Up Financials/Supply Chain > Product Related > Project Costing > Transaction Options > Source Types**

The **Categories Find an Existing Value Search** page displays.

	Favorites ▾	Main Menu ▾	> Set Up Financials/Supply Chain ▾	> Product Related ▾	> Project Costing ▾	> Transaction Options ▾	> Categories

Categories

Find an Existing Value   ⊕ Add a New Value
▾ Search Criteria
Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches [Choose from recent searches ▾] ✎   Saved Searches [Choose from saved searches ▾] ✎

*SetID [= ▾] [50100] 🔍
Category [begins with ▾] [   ] 🔍
∧ Show fewer options

☐ Include History

[Search]   [Clear]

ℹ	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled **Overview of the Cardinal FIN Search Pages**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.
2.	Click the **Add a New Value** button. ⊕ Add a New Value

The **Categories Add a New Value** page displays.

Categories

Add a New Value   🔍 Find an Existing Value

*SetID [50100] 🔍
*Category [   ] 🔍
[Add]

Step	Action
3.	If the **SetID** field does not default, click the **SetID Look up** icon and select the Agency Business Unit. *SetID [= ▾] [50100] 🔍
4.	Enter the applicable Category value in the **Category** field. *SetID [50100] 🔍 *Category [PRO01] 🔍
5.	Click the **Add** button. [Add]

The **Categories** page displays.

Categories

SetID 50100   Category PRO01

Category   Find | View All   First ◁ **1 of 1** ▷ Last

*Effective Date [06/24/2025] 📅   *Status [Active ▾]   ➕ ➖

*Description [   ]

[💾 Save] [🔍 Return to Search] [📧 Notify]   [📋 Add] [📄 Update/Display] [📄 Include History]
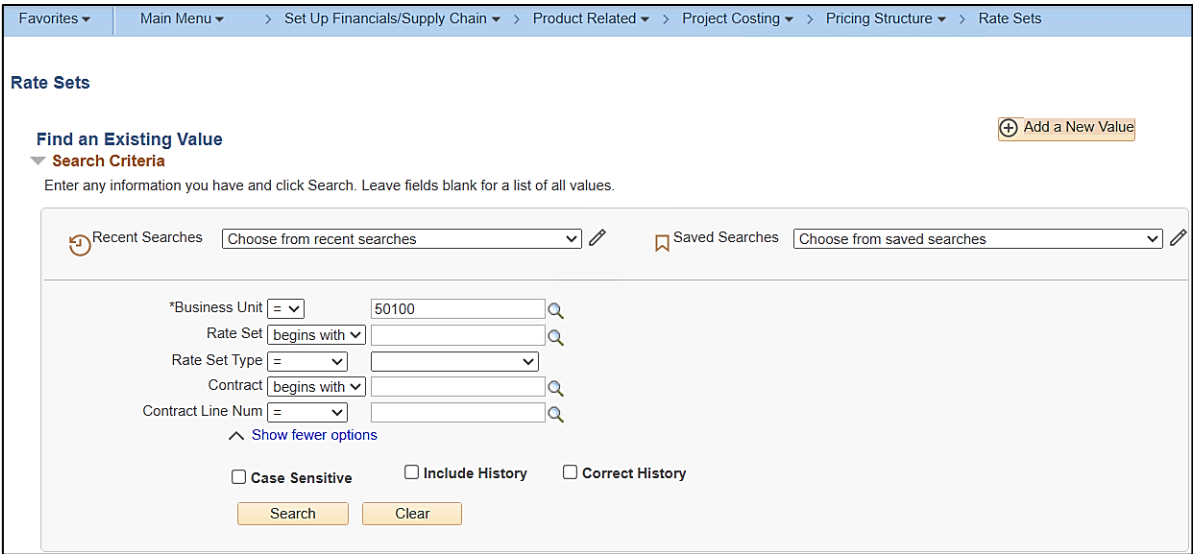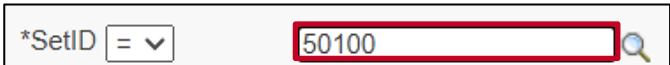
Step	Action
6.	Enter "01/01/1901" in the **Effective Date** field. Effective Date [01/01/1901] 📅
7.	Confirm that the **Status** field displays "Active". *Status [Active ▾]
8.	Enter the applicable description in the **Description** field. *Description [Proje - CON - CCT - Bristol]
9.	Click the **Save** button. [💾 Save] [🔍 Return to Search] [📧 Notify]

Confirming a 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.

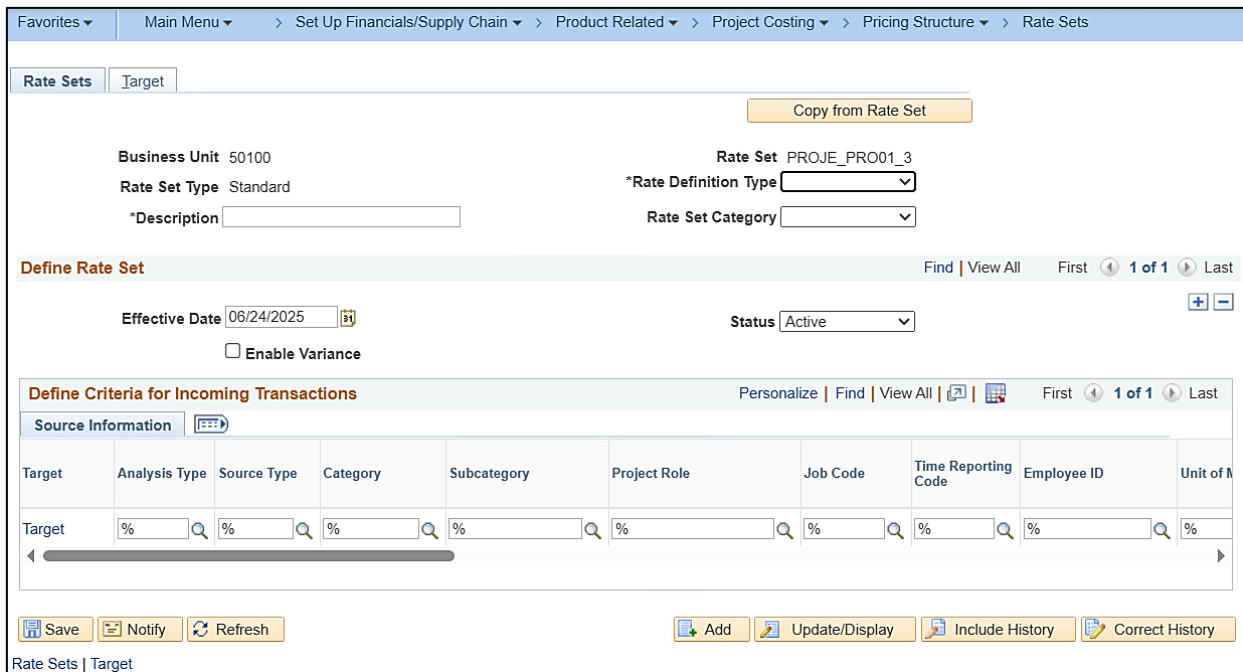| Step	Action
1.	Navigate to the **Rate Sets** page using the following path: **Main Menu > Set Up Financials/Supply Chain > Product Related > Project Costing > Pricing Structure > Rate Sets**
	The **Rate Sets Find an Existing Value Search** page displays.
ℹ	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled **Overview of the Cardinal FIN Search Pages**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.
2.	If the **SetID** field does not default, click the **SetID Look up** icon and select the Agency Business Unit.
3.	Enter the Rate Set value in the **Rate Set** field.
ℹ	The Rate Set naming convention is the Source Type, Category, and percent-to-be-billed together as one string with no spaces (e.g., **"PROJE_PRO01"**).

Step	Action
4.	Click the **Search** button.

The page refreshes with the search results in the **Search Results** section.

Step	Action
5.	Review the search results. a. If the Rate Set exists, see the Job Aid titled **PA354_Creating a Non-Federal Rate-Based Contract (VDOT Only)**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning** b. If the Rate Set does not exist ("No matching values were found." message in the **Search Results** section), proceed to the Creating a Rate Set section of this Job Aid
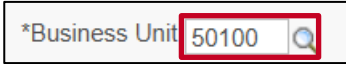
Creating a Rate Set

Step	Action
1.	Navigate to the **Rate Sets** page using the following path: **Main Menu > Set Up Financials/Supply Chain > Product Related > Project Costing > Pricing Structure > Rate Sets**

The **Rate Sets Find an Existing Value Search** page displays.

ⓘ	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled **Overview of the Cardinal FIN Search Pages**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.
2.	Click the **Add a New Value** button.
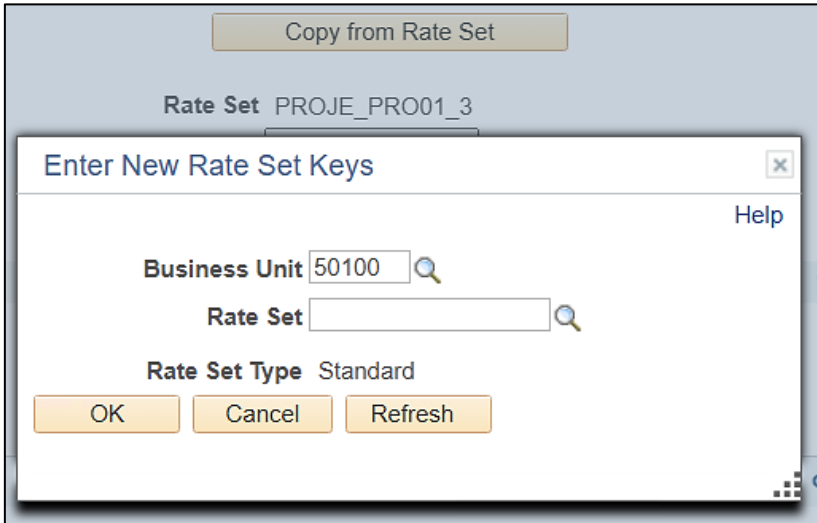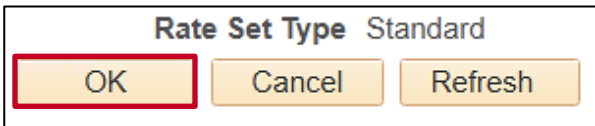
The **Rate Sets Add a New Value** page displays.

Step	Action
3.	If the **Business Unit** field does not default, click the **Business Unit Look up** icon and select the Agency Business Unit. *Business Unit [50100] 🔍
4.	The **Rate Set** field populates from the search criteria entered on the **Find an Existing Value** page. If it is not populated, enter it in the **Rate Set** field. *Business Unit [50100] 🔍 *Rate Set [PROJE_PRO01_3]
5.	Click the **Add** button. [Add]

The **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 PROJE_PRO01_3
Rate Set Type Standard   *Rate Definition Type [▾]
*Description [ ]   Rate Set Category [▾]

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

⊞ ⊟

Effective Date 06/24/2025 📅   Status [Active ▾]
☐ Enable Variance

Define Criteria for Incoming Transactions   Personalize | Find | View All | ⬚ | ⊞   First ◀ 1 of 1 ▶ Last

Source Information ⊞▸

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

💾 Save ✉ Notify 🔄 Refresh   ⊞ Add 📄 Update/Display 📄 Include History 📄 Correct History

Rate Sets | Target

ℹ️	The **Rate Set Type** field defaults to "Standard". Do not update this field.
6.	Click the **Copy from Rate Set** button. [Copy from Rate Set]

Step	Action
ℹ	The **Copy from Rate Set** feature is used to copy an existing Rate Set as a template for the Rate Set being created.

The **Enter New Rate Set Keys** page displays in a pop-up window.

Copy from Rate Set

Rate Set PROJE_PRO01_3

Enter New Rate Set Keys ✕

Help

Business Unit 50100 🔍

Rate Set [   ] 🔍

Rate Set Type Standard

OK   Cancel   Refresh

7.	Click the **Rate Set Look up** icon and select the Rate Set to be used as a template.
	Business Unit 50100 🔍
	Rate Set PROJEPRO01_0.20 🔍
	Rate Set Type Standard

8.	Click the **OK** button.
	Rate Set Type Standard
	OK Cancel Refresh

Step	Action
	The **Rate Sets** tab redisplays with the values copied from the Rate Set template selected using the **Copy from Rate Set** feature.
9.	Update the **Description** field to match the new Rate Set.
(i)	All of the Analysis Types that will be used in the pricing process are available for review. The 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.
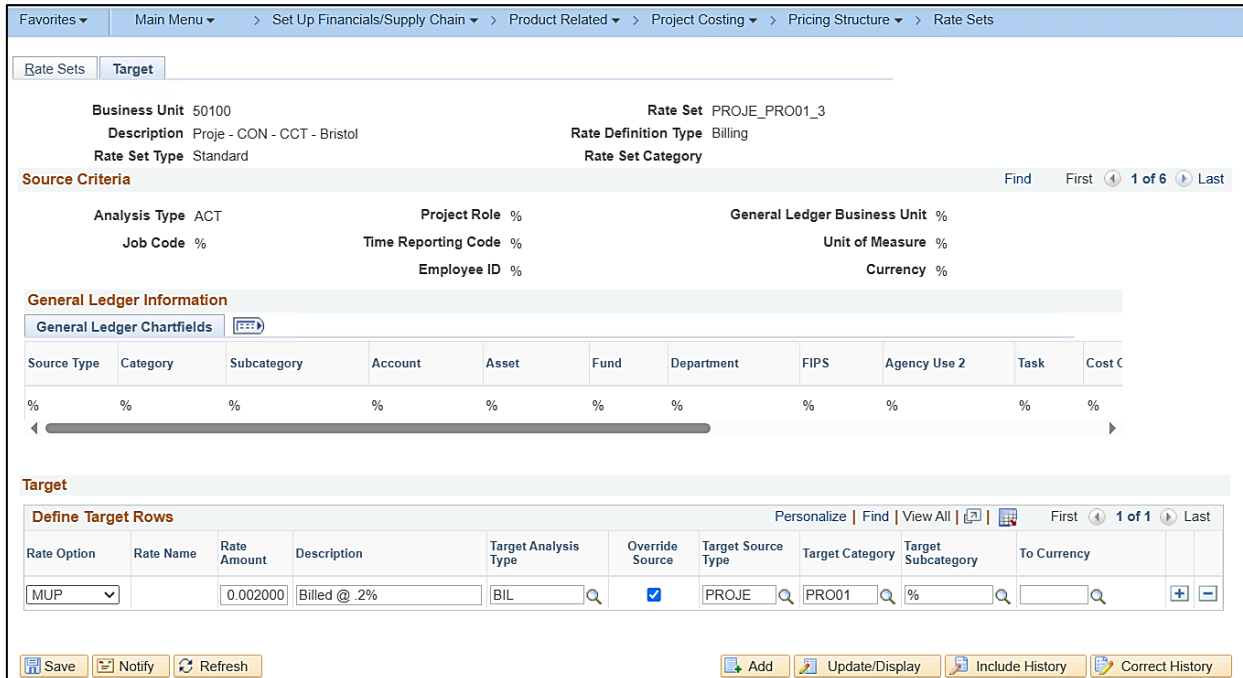
Step	Action
11.	Click the **Target** tab.

The **Target** tab displays.

Step	Action
12.	Review the **Define Target Rows** section and update the **Description**, **Target Source Type**, and **Target Category** fields as applicable to match the rate amount: **Rate Option**: verify or select "MUP" **Rate Amount**: enter the customer's participation rate in decimal format (i.e., enter ".03" for 3%) **Description**: enter a description of the rate **Target Analysis Type**: verify or select "BIL" **Override Source**: defaults as selected. Do not update this field **Target Source Type**: update to match the Source Type created **Target Category**: update to match the Category created
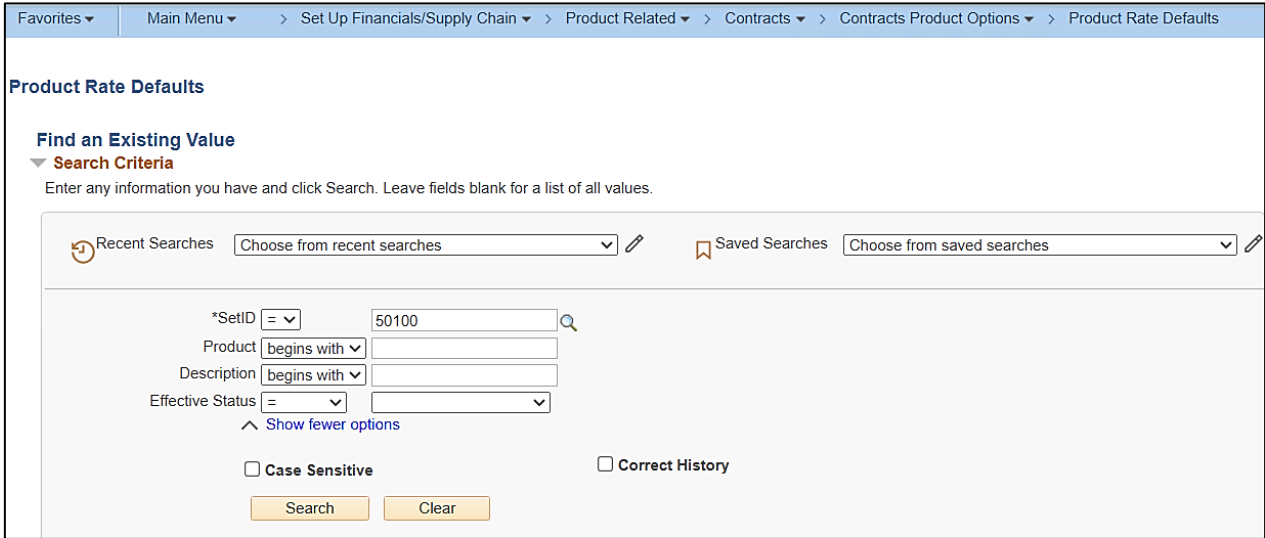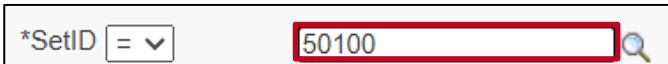
Step	Action
13.	Review the **Source Criteria** section. Use the arrows in the top navigation bar to navigate through each Analysis Type. Update each as needed.
14.	Click the **Save** button.

Creating Product Rate Defaults

Step	Action
1.	Navigate to 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**
	The **Product Rate Defaults Find an Existing Value Search** page displays.
ℹ	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled **Overview of the Cardinal FIN Search Pages**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.
2.	If the **SetID** field does not default, click the **SetID Look up** icon and select the Agency Business Unit.
3.	Enter the created Product in the **Product** field.
4.	Click the **Search** button.

Step	Action
	The page refreshes with the search results.

	The search results populate on the same page below the search criteria or, if the full Product name was entered along with the proper SetID, the **Product Rate Defaults** page will display automatically.

5.	Verify and/or complete the following fields: a. **Effective Date**: verify or enter "01/01/1901" b. **PC Business Unit**: verify or select the Agency Business Unit c. **Rate Selection**: verify or select "Rate Set" d. **Rate Set**: verify that the value is the Rate Set value previously created

6.	Click the **Save** button.

Confirming an Accounting Rule

Before creating an Accounting Rule, search to see if the Accounting Rule already exists.

Step	Action
1.	Navigate to the **Accounting Rules** page using the following path: **Main Menu > Set Up Financials/Supply Chain > Product Related > Project Costing > General Options > Accounting Rules**

The **Accounting Rules Find an Existing Value Search** page displays.

ℹ	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled **Overview of the Cardinal FIN Search Pages**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

Step	Action
2.	Verify and/or complete the following search criteria fields: a. **Project Business Unit**: verify or select the Agency Business Unit b. **Resource General Ledger Unit**: verify or select the Agency Business Unit c. **Source Type**: select the Source Type previously created d. **Category**: select the Category previously created
3.	Click the **Search** button.
	The page refreshes with the search results in the **Search Results** section.
5.	Review the search results. a. If the Accounting Rule exists, see the Job Aid titled **PA354_Creating a Non-Federal Rate-Based Contract (VDOT Only)**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning** b. If the Accounting Rule does not exist ("No matching values were found." message in the **Search Results** section), proceed to the Creating an Accounting Rule section of this Job Aid

Creating an Accounting Rule

Step	Action
1.	Navigate to the **Accounting Rules** page using the following path: **Main Menu > Set Up Financials/Supply Chain > Product Related > Project Costing > General Options > Accounting Rules**

The **Accounting Rules Find an Existing Value Search** page displays.

	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled **Overview of the Cardinal FIN Search Pages**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

Step	Action
2.	Verify or complete the following search criteria fields: a. **Project Business Unit**: verify or select the Agency Business Unit b. **Analysis Type**: verify or select "BAJ" c. **Resource General Ledger Unit**: verify or select the Agency Business Unit d. **Source Type**: verify or select "PROJE" e. **Category**: verify or select "PRO" *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
3.	Click the **Search** button. Search Clear

The page refreshes with the search results in the **Search Results** section.

Search Results

34 results - Project Business Unit "50100" Analysis Type "BAJ" +3 more

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	Alternate Account	Departme
50100	BAJ	%	%	%	50100	%	%	PROJE	PRO01	%	%	%	%	%	%
50100	BAJ	%	%	%	50100	%	%	PROJE	PRO02	%	%	%	%	%	%
50100	BAJ	%	%	%	50100	%	%	PROJE	PRO03	%	%	%	%	%	%
50100	BAJ	%	%	%	50100	%	%	PROJE	PRO04	%	%	%	%	%	%
50100	BAJ	%	%	%	50100	%	%	PROJE	PRO05	%	%	%	%	%	%
50100	BAJ	%	%	%	50100	%	%	PROJE	PRO06	%	%	%	%	%	%
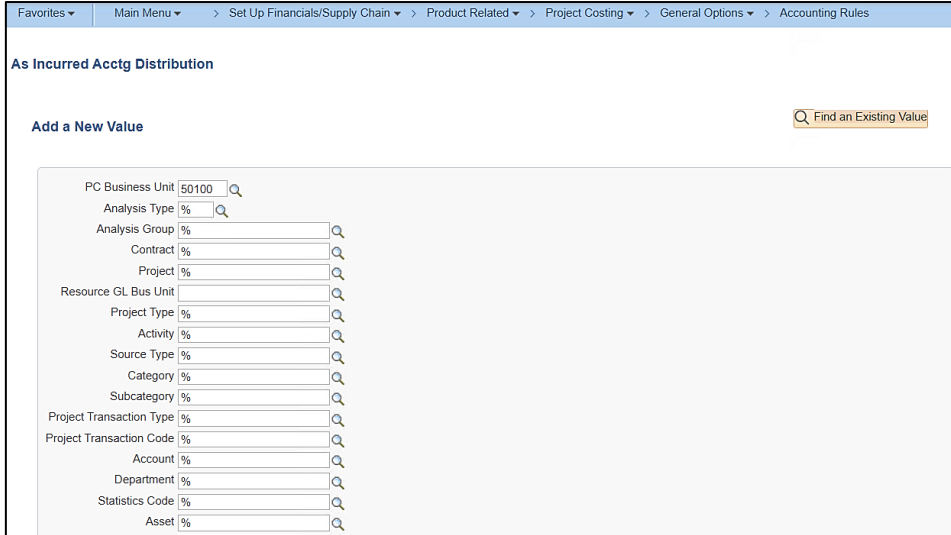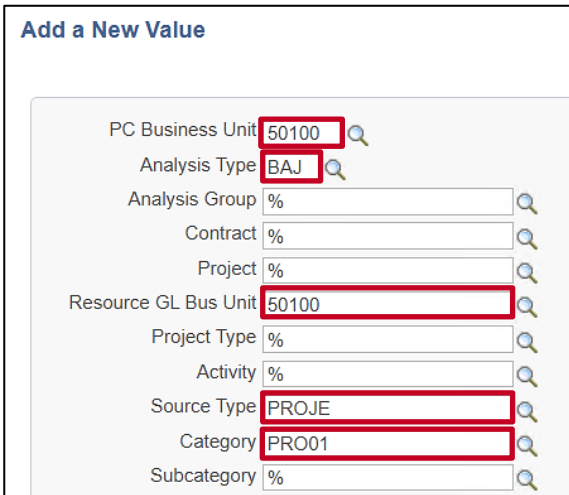
Step	Action
4.	Click anywhere in the row for where the **Analysis Type** field is "BAJ" and the **Category** field begins with "PRO". ▼ Search Results 34 results - Project Business Unit "50100" Analysis Type "BAJ" +3 more <table><tr><td>Project Business Unit</td><td>Analysis Type</td><td>Analysis Group</td><td>Contract</td><td>Project</td><td>Resource General Ledger Unit</td><td>Project Type</td><td>Activity</td><td>Source Type</td><td>Category</td><td>Subcategory</td><td>Project Transaction Type</td><td>Project Transaction Code</td><td>Account</td></tr><tr><td>50100</td><td>BAJ</td><td>%</td><td>%</td><td>%</td><td>50100</td><td>%</td><td>%</td><td>PROJE</td><td>PRO01</td><td>%</td><td>%</td><td>%</td><td>%</td></tr><tr><td>50100</td><td>BAJ</td><td>%</td><td>%</td><td>%</td><td>50100</td><td>%</td><td>%</td><td>PROJE</td><td>PRO02</td><td>%</td><td>%</td><td>%</td><td>%</td></tr><tr><td>50100</td><td>BAJ</td><td>%</td><td>%</td><td>%</td><td>50100</td><td>%</td><td>%</td><td>PROJE</td><td>PRO03</td><td>%</td><td>%</td><td>%</td><td>%</td></tr><tr><td>50100</td><td>BAJ</td><td>%</td><td>%</td><td>%</td><td>50100</td><td>%</td><td>%</td><td>PROJE</td><td>PRO04</td><td>%</td><td>%</td><td>%</td><td>%</td></tr></table>
	The **Accounting Rules** page displays.
5.	Click the **Copy Accounting Entries To…** link. Copy Accounting Entries To...
ⓘ	The copy feature is used to copy an existing Accounting Rule as a template for the Accounting Rule being created.
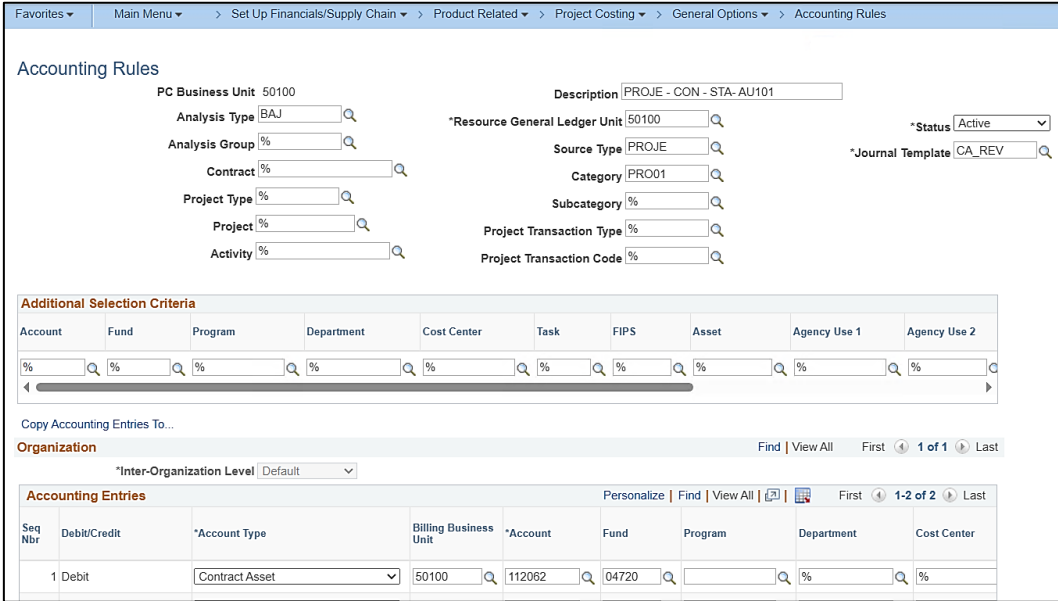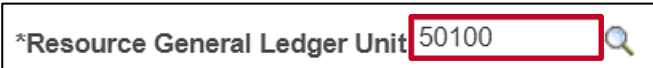
Step	Action
	The **As Incurred Acctg Distribution Add a New Value** page displays.
5.	Verify or complete the following fields: a. **Analysis Type**: verify or select "BAJ" b. **PC Business Unit** and **Resource GL Bus Unit**: verify or select the Agency Business Unit c. **Source Type**: verify or select "PROJE" d. **Category**: verify or select the applicable Category
6.	Click the **Add** button.

Step	Action

The **Accounting Rules** page displays with the values copied from the Accounting Rules template selected using the **Copy Accounting Entries To…** feature.

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

Accounting Rules

PC Business Unit 50100

Analysis Type	BAJ		Description	PROJE - CON - STA- AU101		*Status	Active
Analysis Group	%		*Resource General Ledger Unit	50100		*Journal Template	CA_REV
Contract	%		Source Type	PROJE			
Project Type	%		Category	PRO01			
Project	%		Subcategory	%			
Activity	%		Project Transaction Type	%			
			Project Transaction Code	%			

Additional Selection Criteria

Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2
%	%	%	%	%	%	%	%	%	%

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
1	Debit	Contract Asset	50100	112062	04720		%	%

7.	Enter a description in the **Description** field. Use the Description from the Distribution Code or use the following: Source Type – Fund – Customer Type – Distribution Name. Description [Proje - CON - CCT - Bristol]
8.	Click the **Resource General Ledger Unit Look up** icon and select the Agency Business Unit. *Resource General Ledger Unit [50100]
9.	Enter the first five characters of the naming convention of the Product/Distribution Code in the **Source Type** field. Source Type [PROJE]
10.	Enter the next five characters of the naming convention of the Product/Distribution Code (after the Source Type) in the **Category** field. Category [PRO01]
11.	Enter "CA_REV" in the **Journal Template** field. *Journal Template [CA_REV]

Step	Action
12.	Click the **Save** button.
13.	Accounting rules for the "BIL" and "BLD" Analysis Types for the same Source Type and Category combination must also be created. Repeat Steps 2 through 12 for each additional Analysis Type ("BIL" and "BLD").
14.	Click the **Save** button.