



Creating a New Rate Set – Non-Structure Billing Overview

Rate Sets define the customer participation amount and the Transaction Identifier (i.e., appropriation code) to be charged in a transaction.

When creating a Rate Set for a new appropriation code, users must perform all of the steps below must. When adding a Rate Set for an existing appropriation code, users 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. For more details on structure billing, refer to the Job Aid titled **PA Creating a New Rate Set – Structure Billing (VDOT Only)** located on the Cardinal website in **Job Aids** under **Learning**.

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

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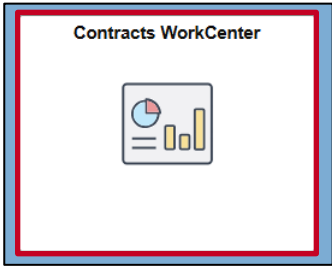
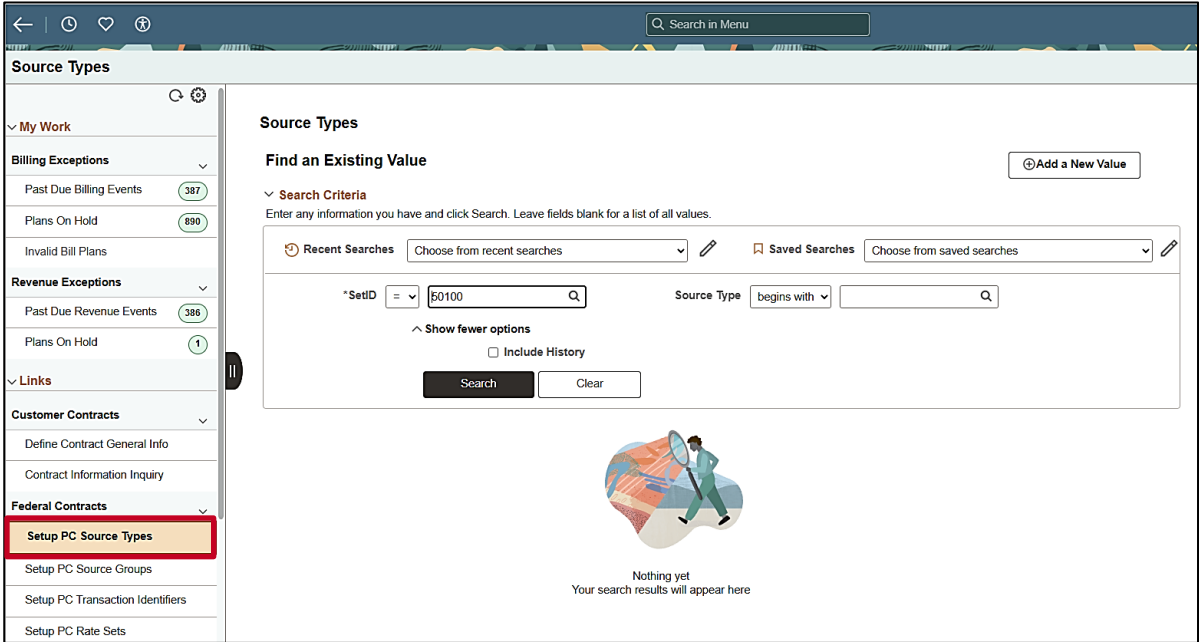
Project Accounting Job Aid

PA Creating a New Rate Set - Non-Structure Billing

Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
11/19/2024	Baseline.

Create a Source Type

Step	Action
1.	Navigate to the Source Types page by clicking the Contracts WorkCenter tile on the Cardinal Homepage. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation in the WorkCenter: Links > Federal Contracts > Setup PC Source Types Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the Source Types page using the following navigation path: NavBar > Menu > Set Up Financials/Supply Chain > Product Related > Project Costing > Transaction Options > Setup PC Source Types

Step	Action
	The Source Types Find an Existing Value Search page displays. 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 Q Source Type begins with Q ^ Show fewer options ☐ Include History Search Clear  Nothing yet Your search results will appear here
3.	Click the Add a New Value button. ⊕ Add a New Value
	The Source Types Add a New Value page displays. Source Types Add a New Value 🔍 Find an Existing Value *SetID 50100 Q *Source Type Q Add
4.	Enter "50100" in the SetID field. *SetID 50100 Q

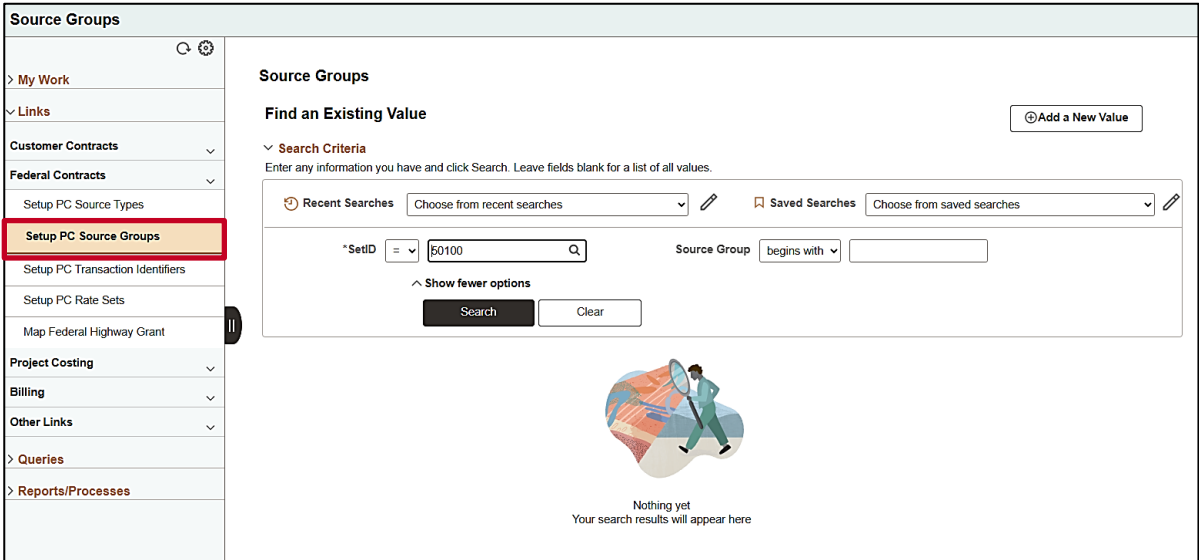


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Step	Action
5.	Enter the value for the new appropriation code in the Source Type field. *Source Type
6.	Click the Add button. Add
The Source Types page displays. Source Types SetID 50100 Source Type L36R Source Type Q < > 1 of 1 > View All *Effective Date 05/13/2026 *Status Active + - *Description Save Notify Add Update/Display Include History	
7.	Enter "01/01/1901" in the Effective Date field. *Effective Date 01/01/1901
8.	Enter a description of the new Source Type in the Description field. *Description
9.	Click the Status field dropdown button and select "Active". *Status Active
10.	Click the Save button. Save Notify

Add the Source Type to a Source Group

Step	Action
1.	Navigate to the Source Groups page by clicking the Contracts WorkCenter tile. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation in the WorkCenter: Links > Federal Contracts > Setup PC Source Groups Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the Source Groups page using the following navigation path: NavBar > Menu > Set Up Financials/Supply Chain > Product Related > Project Costing > Transaction Options > Setup PC Source Groups



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Step	Action																
	The Source Groups Find an Existing Value Search page displays. Source Groups 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 Group begins with ^ Show fewer options Search Clear																
3.	Enter "50100" in the SetID field. *SetID = 50100 🔍																
4.	Enter the applicable Source Group in the Source Group field. Source Group begins with																
5.	Click the Search button. Search Clear																
	The Source Groups page displays. Source Groups Description 1 SetID 50100 Source Group STP *Description STP Hazard Elim Prog Re Flexible Rate 1.00000 Source Types 🔍 1-3 of 147 View 100 <table border="1"><thead><tr><th>Source Type</th><th>Description</th><th></th><th></th></tr></thead><tbody><tr><td>0AV0 🔍</td><td>AC for STP</td><td>+</td><td>-</td></tr><tr><td>0BA0 🔍</td><td>STP-RHC Dev-AC</td><td>+</td><td>-</td></tr><tr><td>0BD0 🔍</td><td>STP LESS 200K</td><td>+</td><td>-</td></tr></tbody></table> Save Return to Search Notify Previous tab Next tab Add Update/Display Source Groups Description 1	Source Type	Description			0AV0 🔍	AC for STP	+	-	0BA0 🔍	STP-RHC Dev-AC	+	-	0BD0 🔍	STP LESS 200K	+	-
Source Type	Description																
0AV0 🔍	AC for STP	+	-														
0BA0 🔍	STP-RHC Dev-AC	+	-														
0BD0 🔍	STP LESS 200K	+	-														



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Step	Action
6.	Click the Last (>) icon to advance to the end of the list of Source Types. In this example, there are 147 Source Types prior to adding a new row. < < 1-3 of 147 > > View 100

The end of the **Source Types** list displays.

Source Types			
	< < 145-147 of 147 > > View 100		
Source Type	Description		
Z950	FERRY BOATS & TERMINALS FAST	+	-
Z972	HWY INFRA>200	+	-
ZS40	RAIL HWY CROSS HAZARD ELM FAST	+	-

7.	Click the Add Row (+) icon next to the last Source Type in the list. RAIL HWY CROSS HAZARD ELM FAST + -
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A new blank row is displayed.

Source Types			
	< < 148-148 of 148 > > View 100		
Source Type	Description		
		+	-



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Step	Action
8.	On the new row, add the new Source Type in the Source Type field (e.g., L36R). Source Type L36R
9.	Click the Save button. Save Return to Search Notify Previous tab Next tab

The newly added Source Type displays in the **Source Types** list.

Source Types

148-148 of 148

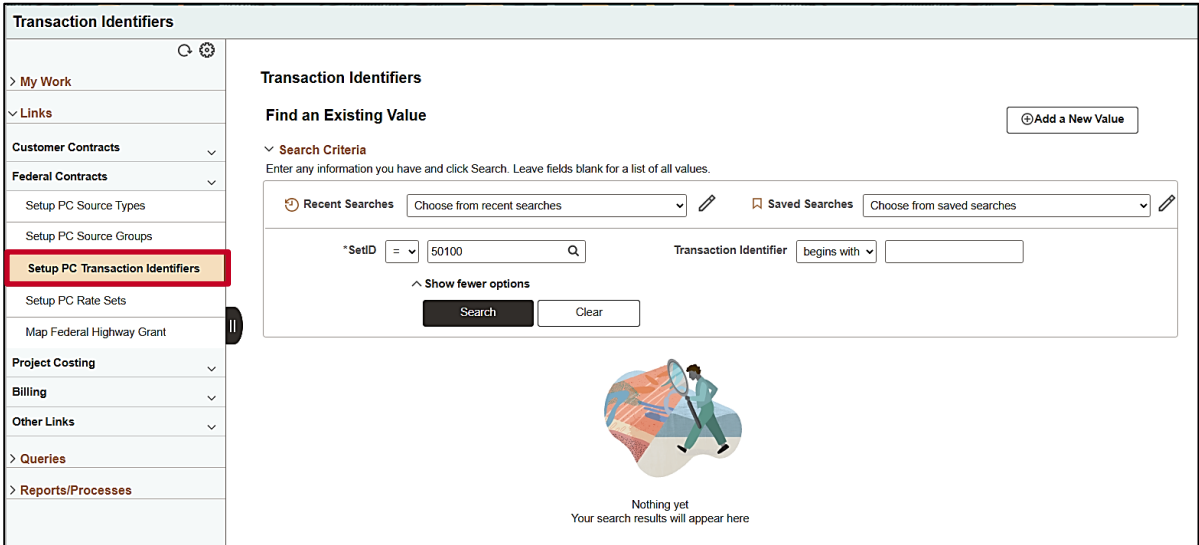
>

>|

View 100

Source Type	Description		
L36R	STP Hazard Elim Prg Re	+	-

Create a Transaction Identifier

Step	Action
1.	Navigate to the Transaction Identifier page by clicking the Contracts WorkCenter tile. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation in the WorkCenter: Links > Federal Contracts > Setup PC Transaction Identifiers Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the Source Groups page using the following navigation path: NavBar > Menu > Set Up Financials/Supply Chain > Product Related > Project Costing > Transaction Options > Setup PC Transaction Identifiers



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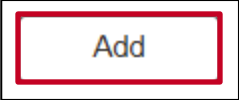
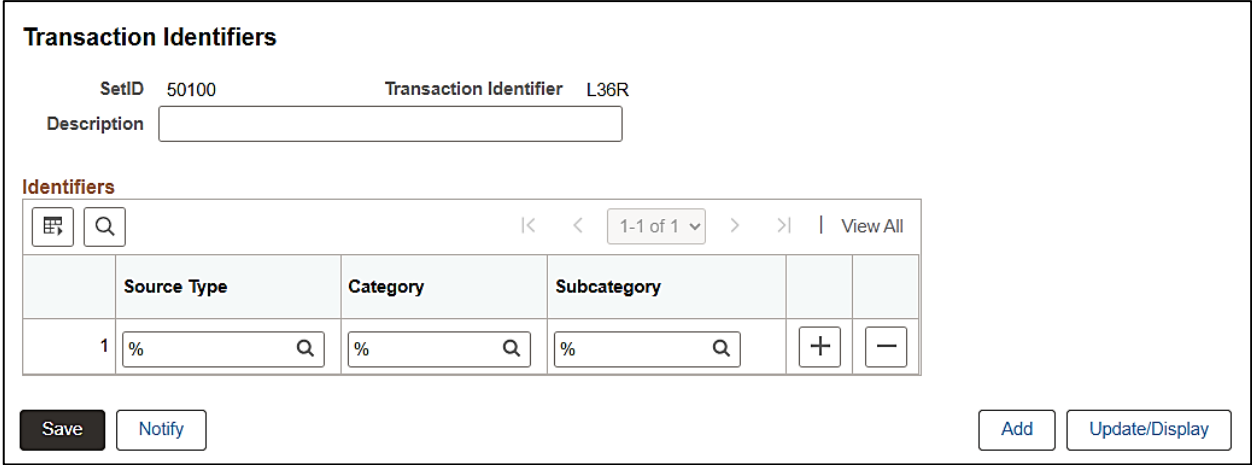
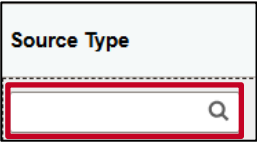
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Step	Action
	The Transaction Identifiers Find an Existing Value Search page displays. Transaction Identifiers Find an Existing Value ⊕ Add a New Value ▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. 🕒 Recent Searches Choose from recent searches ✎ 🔖 Saved Searches Choose from saved searches ✎ *SetID = 50100 🔍 Transaction Identifier begins with ^ Show fewer options Search Clear
3.	Click the Add a New Value button. ⊕ Add a New Value
	The Transaction Identifier Add a New Value page displays. Transaction Identifiers Add a New Value 🔍 Find an Existing Value *SetID 50100 🔍 Transaction Identifier Add
4.	Enter "50100" in the SetID field. *SetID 50100 🔍
5.	Enter the value for the new appropriation code in the Transaction Identifier field Note: A Transaction Identifier will have the same value as the Source Type (e.g., L36R). Transaction Identifier

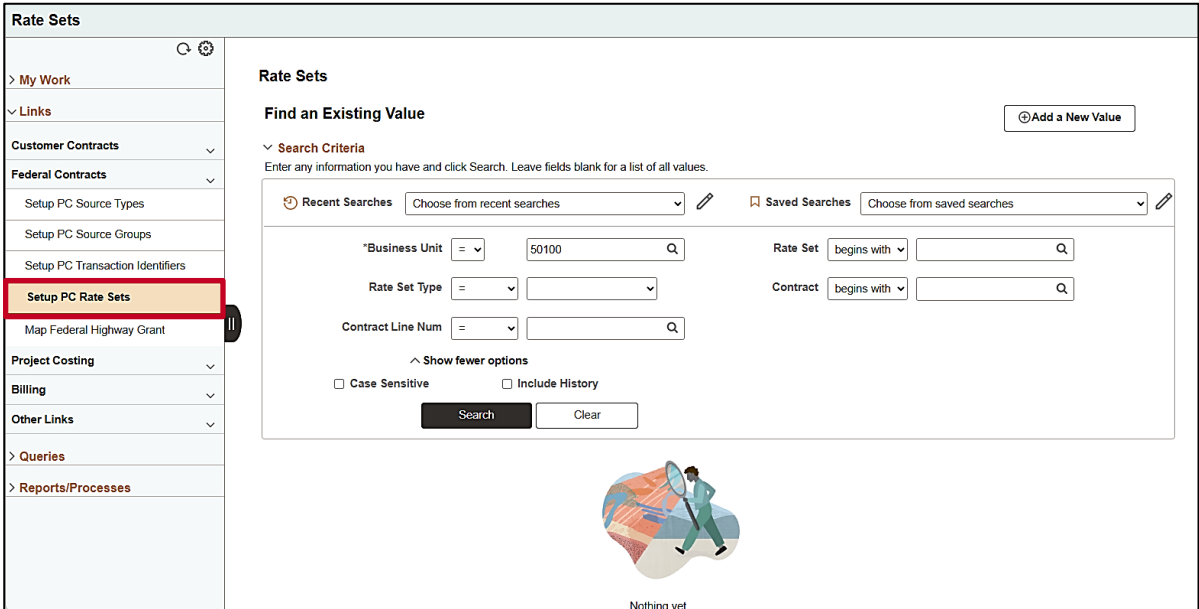


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Step	Action
6.	Click the Add button. 
The Transaction Identifiers page displays. 	
7.	Enter the appropriation code description in the Description field (e.g., “STP Hazard Elim Prog Re”). 
8.	Enter the new Source Type (created previously) in the Source Type field (e.g., L36R). For instructions on creating a new Source Type, see the Create a Source Type section in this Job Aid. 
9.	Click the Save button. 

Create a Rate Set

Step	Action
1.	Navigate to the Rate Sets page by clicking the Contracts WorkCenter tile. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation in the WorkCenter: Links > Federal Contracts > Setup PC Rate Sets Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the Rate Sets page using the following navigation path: NavBar > Menu > Set Up Financials/Supply Chain > Product Related > Project Costing > Transaction Options > Setup PC Rate Sets



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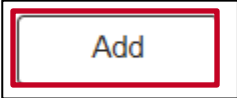
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Step	Action
	The Rate Sets Find an Existing Value Search page displays. Rate Sets Find an Existing Value ⊕ Add a New Value ▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. 🕒 Recent Searches Choose from recent searches ✎ 🔖 Saved Searches Choose from saved searches ✎ *Business Unit = 50100 🔍 Rate Set begins with 🔍 Rate Set Type = 🔍 Contract begins with 🔍 Contract Line Num = 🔍 ^ Show fewer options ☐ Case Sensitive ☐ Include History Search Clear
3.	Click the Add a New Value button. ⊕ Add a New Value
	The Rate Set Add a New Value page displays. Rate Sets Add a New Value 🔍 Find an Existing Value *Business Unit 50100 🔍 *Rate Set 🔍 *Rate Set Type Standard ▼ Add
4.	Enter "50100" in the Business Unit field. *Business Unit 50100 🔍

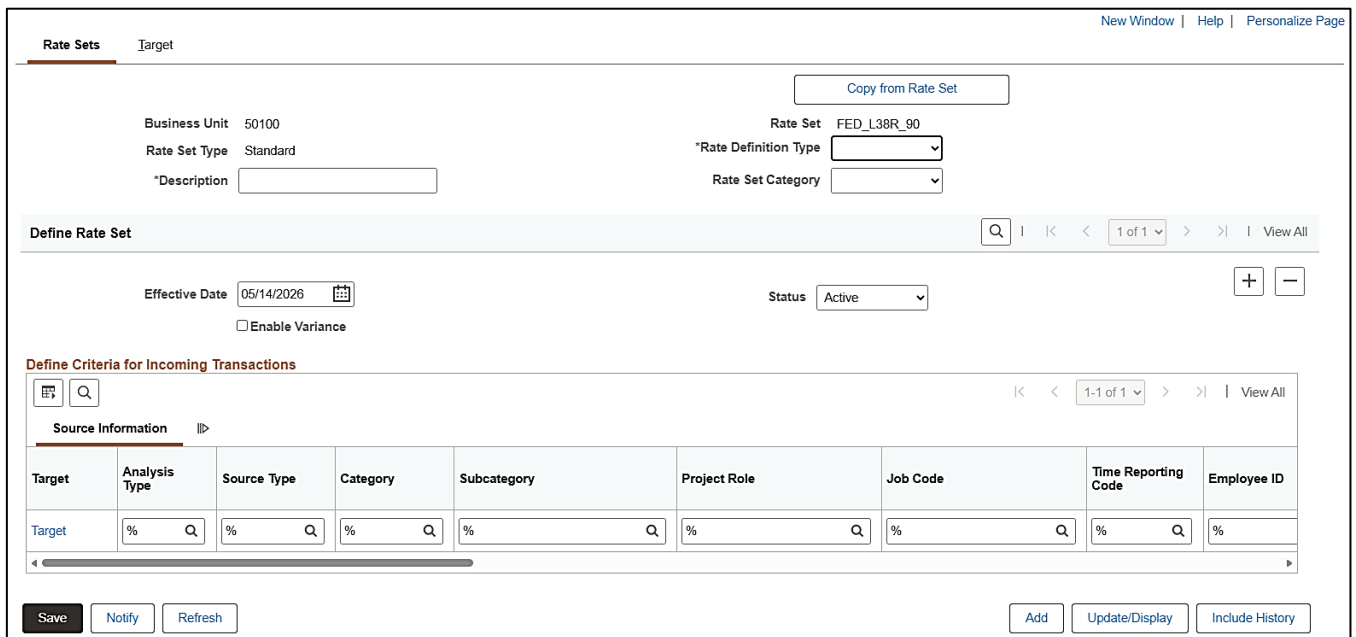


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Step	Action
5.	Enter the Rate Set name in the Rate Set field. Note: The Rate Set naming convention is FED_SOURCE TYPE_PARTICIPATION RATE (e.g., FED_L38R_90) 
6.	Click the Rate Set Type dropdown button and select "Standard". 
7.	Click the Add button. 

The **Rate Sets** page displays with the **Rate Sets** tab displayed by default.



Rate Sets Target

Business Unit 50100 Rate Set FED_L38R_90

Rate Set Type Standard *Rate Definition Type

*Description Rate Set Category

Copy from Rate Set

Define Rate Set

Effective Date 05/14/2026 Status Active

Enable Variance

Define Criteria for Incoming Transactions

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

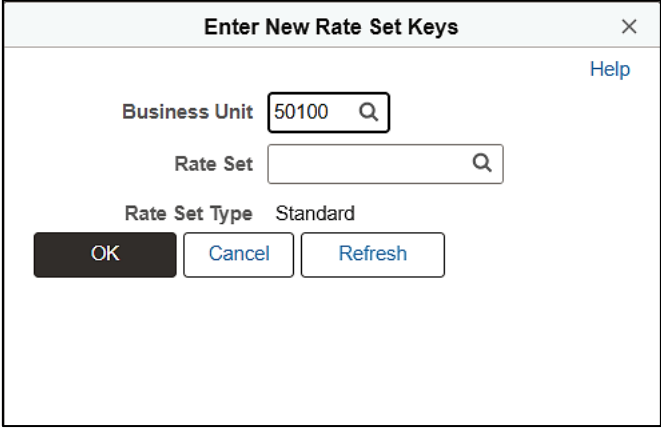
Save Notify Refresh Add Update/Display Include History

8.	Click the Copy from Rate Set button. 
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Step	Action
	The Enter New Rate Set Keys page displays in a pop-up window. 
9.	Enter "50100" in the Business Unit field. 
10.	Enter the name of an existing Rate Set in the Rate Set field to use as a template for the new Rate Set (e.g., "FED_L28R_90"). 
11.	Click the OK button. 



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Step	Action																																													
	The Rate Sets page redispays. Rate Sets Target Copy from Rate Set Business Unit50100 Rate Set TypeStandard *DescriptionFederal - L28R @ 90% Rate SetFED_L38R_90 *Rate Definition TypeBilling Rate Set Category Define Rate Set Effective Date01/01/1901 StatusActive Define Criteria for Incoming Transactions Source Information <table><thead><tr><th>Target</th><th>Exclude</th><th>Analysis Type</th><th>Source Type</th><th>Category</th><th>Subcategory</th><th>Project Role</th><th>Job Code</th><th>Time Reporting Code</th></tr></thead><tbody><tr><td>Target</td><td></td><td>ACT</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td></tr><tr><td>Target</td><td>☐</td><td>PAY</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td></tr><tr><td>Target</td><td>☐</td><td>ATE</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td></tr><tr><td>Target</td><td>☐</td><td>FDS</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td></tr></tbody></table> Save Notify Refresh Add Update/Display Include History	Target	Exclude	Analysis Type	Source Type	Category	Subcategory	Project Role	Job Code	Time Reporting Code	Target		ACT	%	%	%	%	%	%	Target	☐	PAY	%	%	%	%	%	%	Target	☐	ATE	%	%	%	%	%	%	Target	☐	FDS	%	%	%	%	%	%
Target	Exclude	Analysis Type	Source Type	Category	Subcategory	Project Role	Job Code	Time Reporting Code																																						
Target		ACT	%	%	%	%	%	%																																						
Target	☐	PAY	%	%	%	%	%	%																																						
Target	☐	ATE	%	%	%	%	%	%																																						
Target	☐	FDS	%	%	%	%	%	%																																						
12.	Update the Description field to reflect the name of the new Rate Set (e.g., Federal - L38R @90%). Note: The Description field defaults to the description from the copied Rate Set. *Description																																													
13.	Enter "01/01/1901" in the Effective Date field. Effective Date 01/01/1901																																													
14.	In the Define Criteria for Incoming Transactions section, 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. < < 1-4 of 6 > > View All																																													



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Step	Action
	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. 
16.	Click the Target tab. 

The **Target** page displays.

Rate Sets

Target

Business Unit50100

DescriptionFederal - L38R @ 90%

Rate Set TypeStandard

Rate SetFED_L38R_90

Rate Definition TypeBilling

Rate Set Category

Source Criteria

Analysis TypeACT

Job Code%

ExcludeN

Project Role%

Time Reporting Code%

Employee ID%

General Ledger Business Unit%

Unit of Measure%

Currency%

General Ledger Information

General Ledger Chartfields

Source Type	Category	Subcategory	Account	Asset	Fund	Department	FIPS	Agency Use 2	Task	Cost Center
%	%	%	%	%	%	%	%	%	%	%

Target

Define Target Rows

1-1 of 1

View All

Rate Option	Rate Name	Rate Amount	Description	Target Analysis Type	Override Source	Target Source Type	Target Category	Target Subcategory	To Currency		
MUP		0.900000	FHWA Billed @90%	BIL	☒	L28R	%	%		+	-

Save

Notify

Refresh

Add

Update/Display

Include History

Rate Sets | Target



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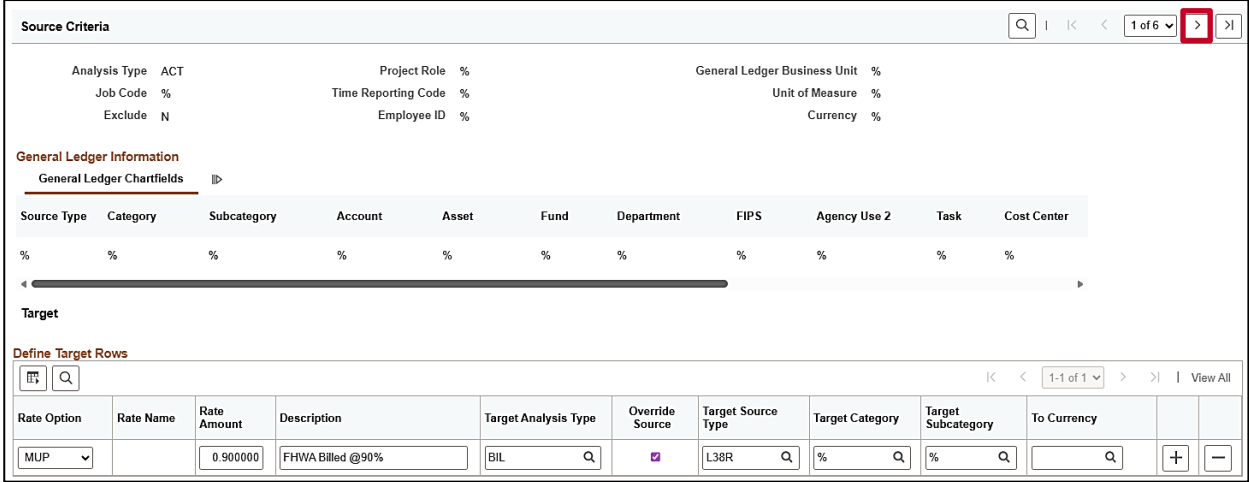
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Step	Action														
17.	In the Define Target Rows section, update the Rate Amount, Description, Override Source, and Target Source Type fields to match the new Rate Set, for each Analysis Type where the Target Analysis Type equals BIL (Billable Amount). These fields will default to values from the copied Rate Set. Define Target Rows <table><tr><th>Rate Option</th><th>Rate Name</th><th>Rate Amount</th><th>Description</th><th>Target Analysis Type</th><th>Override Source</th><th>Target Source Type</th></tr><tr><td>MUP</td><td></td><td>0.900000</td><td>FHWA Billed @90%</td><td>BIL</td><td>☒</td><td>L38R</td></tr></table>	Rate Option	Rate Name	Rate Amount	Description	Target Analysis Type	Override Source	Target Source Type	MUP		0.900000	FHWA Billed @90%	BIL	☒	L38R
Rate Option	Rate Name	Rate Amount	Description	Target Analysis Type	Override Source	Target Source Type									
MUP		0.900000	FHWA Billed @90%	BIL	☒	L38R									
18.	Update the Rate Amount field with the participation rate in decimal form (e.g., 0.90). <table><tr><th>Rate Option</th><th>Rate Name</th><th>Rate Amount</th><th>Description</th><th>Target Analysis Type</th><th>Override Source</th><th>Target Source Type</th></tr><tr><td>MUP</td><td></td><td>0.900000</td><td>FHWA Billed @90%</td><td>BIL</td><td>☒</td><td>L38R</td></tr></table>	Rate Option	Rate Name	Rate Amount	Description	Target Analysis Type	Override Source	Target Source Type	MUP		0.900000	FHWA Billed @90%	BIL	☒	L38R
Rate Option	Rate Name	Rate Amount	Description	Target Analysis Type	Override Source	Target Source Type									
MUP		0.900000	FHWA Billed @90%	BIL	☒	L38R									
19.	In the Description field, enter a description using this format: "FHWA Billed @ [Participation Rate]" (e.g., "FHWA Billed @90%"). <table><tr><th>Rate Option</th><th>Rate Name</th><th>Rate Amount</th><th>Description</th><th>Target Analysis Type</th><th>Override Source</th><th>Target Source Type</th></tr><tr><td>MUP</td><td></td><td>0.900000</td><td>FHWA Billed @90%</td><td>BIL</td><td>☒</td><td>L38R</td></tr></table>	Rate Option	Rate Name	Rate Amount	Description	Target Analysis Type	Override Source	Target Source Type	MUP		0.900000	FHWA Billed @90%	BIL	☒	L38R
Rate Option	Rate Name	Rate Amount	Description	Target Analysis Type	Override Source	Target Source Type									
MUP		0.900000	FHWA Billed @90%	BIL	☒	L38R									
20.	Select the Override Source checkbox option. <table><tr><th>Rate Option</th><th>Rate Name</th><th>Rate Amount</th><th>Description</th><th>Target Analysis Type</th><th>Override Source</th><th>Target Source Type</th></tr><tr><td>MUP</td><td></td><td>0.900000</td><td>FHWA Billed @90%</td><td>BIL</td><td>☒</td><td>L38R</td></tr></table>	Rate Option	Rate Name	Rate Amount	Description	Target Analysis Type	Override Source	Target Source Type	MUP		0.900000	FHWA Billed @90%	BIL	☒	L38R
Rate Option	Rate Name	Rate Amount	Description	Target Analysis Type	Override Source	Target Source Type									
MUP		0.900000	FHWA Billed @90%	BIL	☒	L38R									
21.	Update the Target Source Type field with the new Source Type appropriation code (e.g., L38R). <table><tr><th>Rate Option</th><th>Rate Name</th><th>Rate Amount</th><th>Description</th><th>Target Analysis Type</th><th>Override Source</th><th>Target Source Type</th></tr><tr><td>MUP</td><td></td><td>0.900000</td><td>FHWA Billed @90%</td><td>BIL</td><td>☒</td><td>L38R</td></tr></table>	Rate Option	Rate Name	Rate Amount	Description	Target Analysis Type	Override Source	Target Source Type	MUP		0.900000	FHWA Billed @90%	BIL	☒	L38R
Rate Option	Rate Name	Rate Amount	Description	Target Analysis Type	Override Source	Target Source Type									
MUP		0.900000	FHWA Billed @90%	BIL	☒	L38R									



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Step	Action
22.	In the Source Criteria section, use the Next (>) button to move to the next Analysis Type.  The screenshot shows the 'Source Criteria' section of the software. It includes fields for Analysis Type, Project Role, General Ledger Business Unit, Job Code, Time Reporting Code, Unit of Measure, Exclude, Employee ID, and Currency. Below these is the 'General Ledger Information' section with a 'General Ledger Chartfields' table. The table has columns for Source Type, Category, Subcategory, Account, Asset, Fund, Department, FIPS, Agency Use 2, Task, and Cost Center. Below the table is a 'Target' section with a 'Define Target Rows' table. The 'Define Target Rows' table has columns for Rate Option, Rate Name, Rate Amount, Description, Target Analysis Type, Override Source, Target Source Type, Target Category, Target Subcategory, and To Currency. The 'Rate Option' is set to 'MUP', 'Rate Amount' is '0.900000', 'Description' is 'FHWA Billed @90%', 'Target Analysis Type' is 'BIL', 'Target Source Type' is 'L38R', and 'Target Category' is '%'. The 'Next (>)' button is highlighted with a red box.
23.	Repeat Steps 17-21 for each for each Analysis Type.
24.	Click the Save button.  The screenshot shows three buttons: 'Save', 'Notify', and 'Refresh'. The 'Save' button is highlighted with a red box.



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Create the Accounting Rules

From the Accounting Rules page, copy an existing Accounting Rule to use as the template for a new Accounting Rule. Repeat this process three times in order to create an Accounting Rule for the BAJ (Billing Adjustment), BIL (Billable Amount), and BLD (Billed Amount) Analysis Types.

Step	Action
1.	Navigate to the Accounting Rules page using the following navigation path: NavBar > Menu > Set Up Financials/Supply Chain > Product Related > Project Costing > General Options > Setup PC Accounting Rules The Accounting Rules Find an Existing Value Search page displays. ← Cardinal Financials Accounting Rules 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 ✎ *Project Business Unit = ▼ 🔍 Analysis Type begins with ▼ 🔍 Analysis Group begins with ▼ 🔍 Contract begins with ▼ 🔍 Project begins with ▼ 🔍 *Resource General Ledger Unit = ▼ 🔍 Project Type begins with ▼ 🔍 Activity begins with ▼ 🔍 Source Type begins with ▼ 🔍 Category begins with ▼ 🔍
2.	Enter "50100" in the Project Business Unit field. *Project Business Unit = ▼ 50100 🔍



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Step	Action
3.	Enter "BAJ" in the Analysis Type field. Analysis Type begins with ▾ BAJ Q
	When creating Accounting Rules, always enter BAJ, BIL, or BLD in this field. One rule for each of these Analysis Types will need to be created.
4.	Enter "50100" in the Resource General Ledger Unit field. *Resource General Ledger Unit = ▾ 50100 Q
5.	Click the Search button. Search Clear

Search results display in the **Search Results** section.

Find an Existing Value Add a New Value > Search Criteria ▼ Search Results Only the first 300 results of a possible 932 can be displayed. Project Business Unit "50100" Analysis Type "BAJ" +1 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
50100	BAJ	%	%	%	50100	%	%	C200	%	%	%	%	%
50100	BAJ	%	%	%	50100	%	%	C220	%	%	%	%	%
50100	BAJ	%	%	%	50100	%	%	C230	%	%	%	%	%
50100	BAJ	%	%	%	50100	%	%	C240	%	%	%	%	%
50100	BAJ	%	%	%	50100	%	%	C250	%	%	%	%	%



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PA Creating a New Rate Set - Non-Structure Billing

Step	Action																																								
6.	Select a value from the search results, where the Source Type is a regular appropriation code. If 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”). <table><tr><td>50100</td><td>BAJ</td><td>%</td><td>%</td><td>%</td><td>50100</td><td>%</td><td>%</td><td>C250</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>C490</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>0430</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>0440</td><td>%</td></tr></table>	50100	BAJ	%	%	%	50100	%	%	C250	%	50100	BAJ	%	%	%	50100	%	%	C490	%	50100	BAJ	%	%	%	50100	%	%	0430	%	50100	BAJ	%	%	%	50100	%	%	0440	%
50100	BAJ	%	%	%	50100	%	%	C250	%																																
50100	BAJ	%	%	%	50100	%	%	C490	%																																
50100	BAJ	%	%	%	50100	%	%	0430	%																																
50100	BAJ	%	%	%	50100	%	%	0440	%																																

The **Accounting Rules** page displays.

← Cardinal Financials

Accounting Rules

PC Business Unit

50100

Description

BAJ Federal Aid - 0430

Analysis Type

BAJ

*Resource General Ledger Unit

50100

Analysis Group

%

Source Type

0430

*Status

Active

Contract

%

Category

%

*Journal Template

CA_REV

Project Type

%

Subcategory

%

Project

%

Project Transaction Type

%

Activity

%

Project Transaction Code

%

Additional Selection Criteria

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

Copy Accounting Entries To...

7.	Click the Copy Accounting Entries To... link. Copy Accounting Entries To...
----	--



Project Accounting Job Aid

PA Creating a New Rate Set - Non-Structure Billing

Step	Action
	The As Incurred Acctg Distribution Add a New Value page displays. ← Accounting Rules As Incurred Acctg Distribution Add a New Value Q Find an Existing Value PC Business Unit50100Q Analysis Type%Q Analysis Group%Q Contract%Q Project%Q Resource GL Bus UnitQ Project Type%Q Activity%Q Source Type%Q Category%Q Subcategory%Q Project Transaction Type%Q Project Transaction Code%Q Account%Q Department%Q Statistics Code%Q Asset%Q Task%Q Fund%Q FIPS%Q Agency Use 2%Q Affiliate%Q Fund Affiliate%Q Cost Center%Q Program%Q Agency Use 1%Q Add
8.	Enter "50100" in the PC Business Unit field. PC Business Unit50100Q
9.	Enter "BAJ" in the Analysis Type field. Analysis TypeBAJQ
	When creating accounting rules, always enter "BAJ", "BIL", or "BLD" in the Analysis Type field. One rule for each of these Analysis Types will need to be created.
10.	Enter "50100" in the Resource GL Bus Unit field. Resource GL Bus Unit50100Q



Project Accounting Job Aid

PA Creating a New Rate Set - Non-Structure Billing

Step	Action
11.	Enter the new Source Type in the Source Type field (e.g., L36R). Source Type
12.	Click the Add button. Add

The **Accounting Rules** page displays.

← Accounting Rules

Accounting Rules

PC Business Unit 50100
Analysis Type BAJ
Analysis Group %
Contract %
Project Type %
Project %
Activity %

Description
*Resource General Ledger Unit 50100
Source Type L38R
Category %
Subcategory %
Project Transaction Type %
Project Transaction Code %

*Status Active
*Journal Template

Additional Selection Criteria

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

Organization

*Inter-Organization Level Default

Accounting Entries

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

Save

Notify

Add

Update/Display



The **Analysis Type** field defaults from the Accounting Rule copied.

Analysis Type BAJ



Project Accounting Job Aid

PA Creating a New Rate Set - Non-Structure Billing

Step	Action
13.	Enter a Description in the Description field, using the following naming conventions: • Non ARRA: “Analysis Type – Federal Aid – Source Type” • ARRA: “Analysis Type – Federal Stimulus – Source Type” e.g., “BAJ - Federal Aid - L38R” Description
14.	Enter "50100" in the Resource General Ledger Unit field. *Resource General Ledger Unit 50100 Q
15.	Enter the new Source Type in the Source Type field. Source Type Q
16.	Enter "CA_REV" in the Journal Template field. *Journal Template CA_REV Q
17.	Click the Save button. Save Notify
18.	Repeat this section for the BIL and BLD Analysis Types for this Source Type.