Creating a New Rate Set – Structure Billing Overview

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

When creating a Rate Set for a new appropriation code, all of the steps detailed below must be performed. When adding a Rate Set for an existing appropriation code, only the Rate Set needs to be created.

For structure billings (i.e., assets) the user must also ensure that the structure is defined correctly in Cardinal on the **Target** tab of the **Rate Set** pages. The user must designate if only transactions that reference this asset are to be billed, or if all transactions except those that reference this Asset are to be billed.

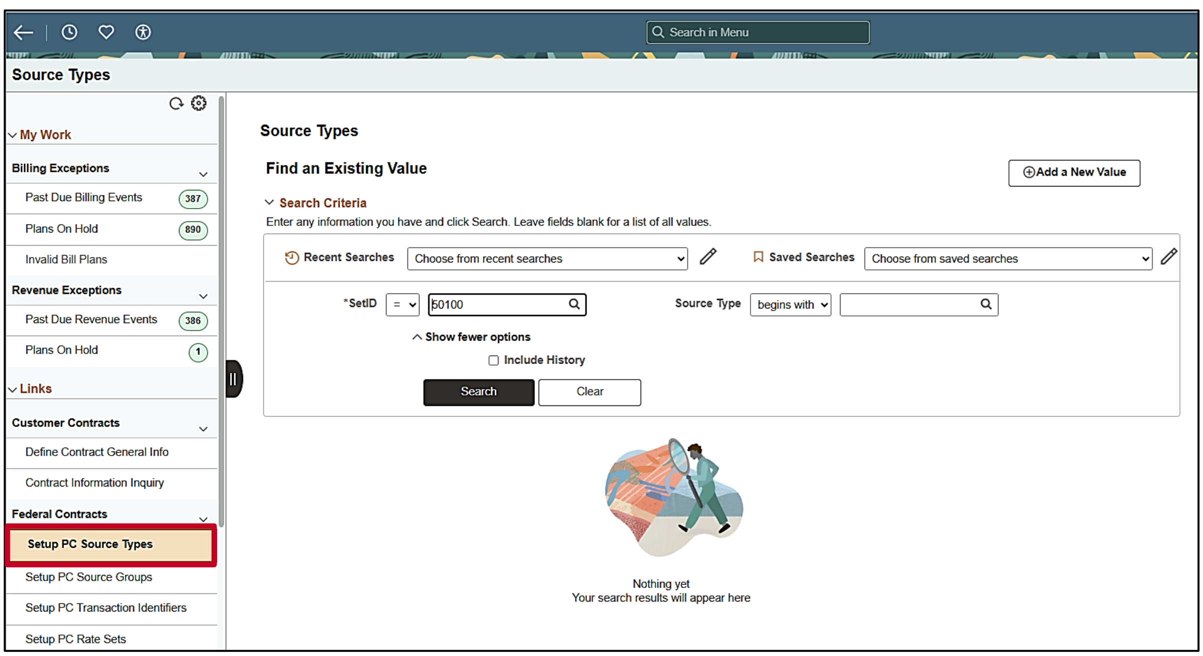
Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the process within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

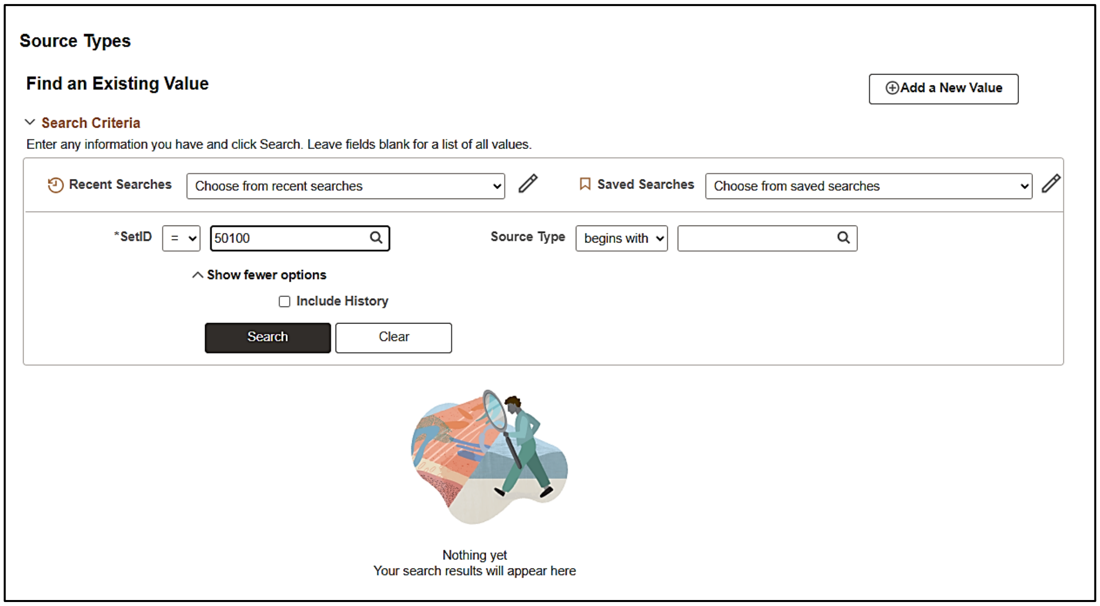
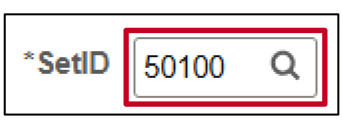
Table of Contents

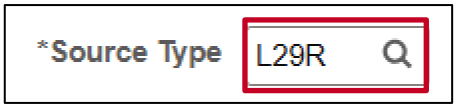
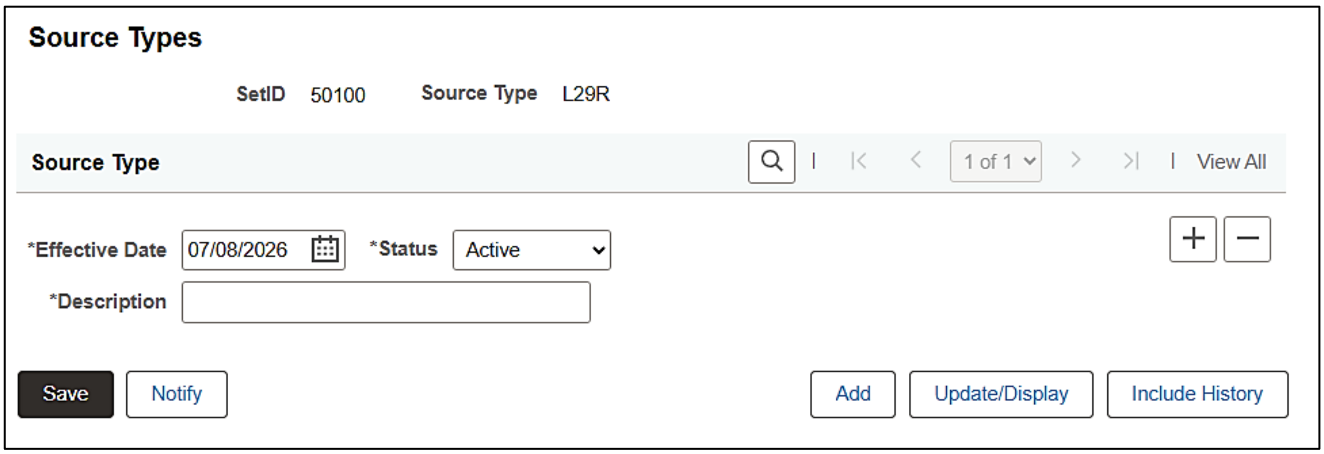
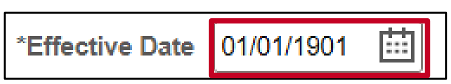
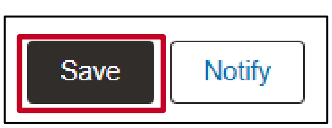
Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
11/8/2024	Baseline.

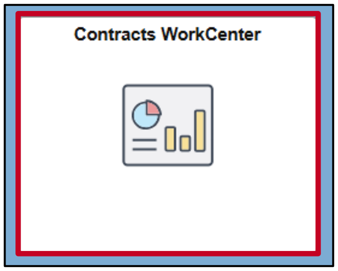
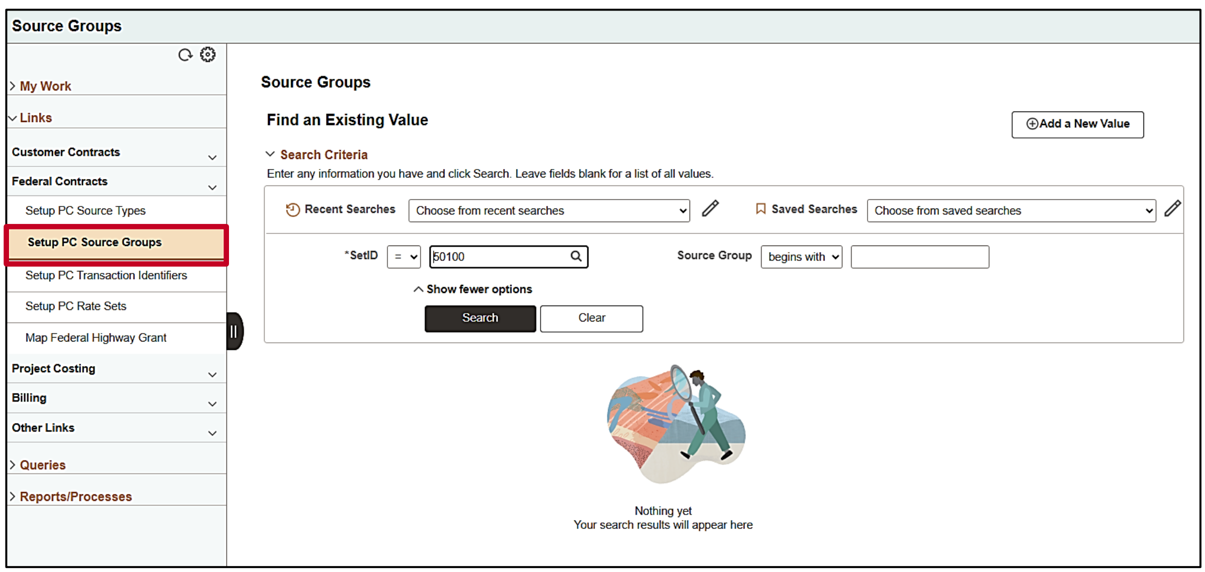
Create a Source Type

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. 
3.	Click the **Add a New Value** button. 
	The **Source Types Add a New Value** page displays. 
4.	Enter "50100" in the **SetID** field. 

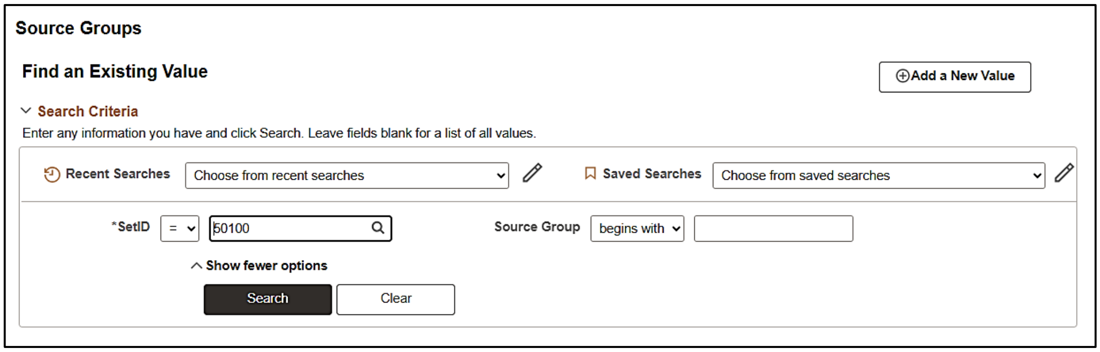
Step	Action
5.	Enter the value for the new appropriation code in the **Source Type** field. 
6.	Click the **Add** button. 
The **Source Types** page displays. 	
7.	Enter "01/01/1901" in the **Effective Date** field. 
8.	Enter a description of the new Source Type in the **Description** field. 
9.	Click the **Status** field dropdown button and select "Active". 
10.	Click the **Save** button. 

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**

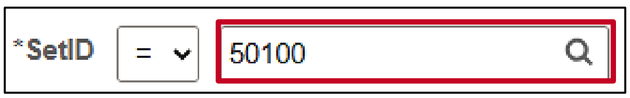
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">

The **Source Groups Find an Existing Value Search** page displays.



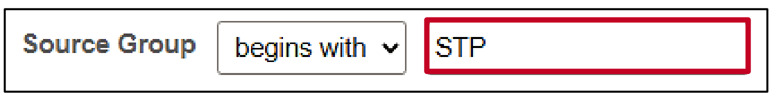
</td></tr>
<tr><td>3.</td><td>

Enter "50100" in the **SetID** field.



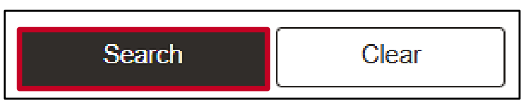
</td></tr>
<tr><td>4.</td><td>

Enter the Source Group the Source Type will be added to in the **Source Group** field.

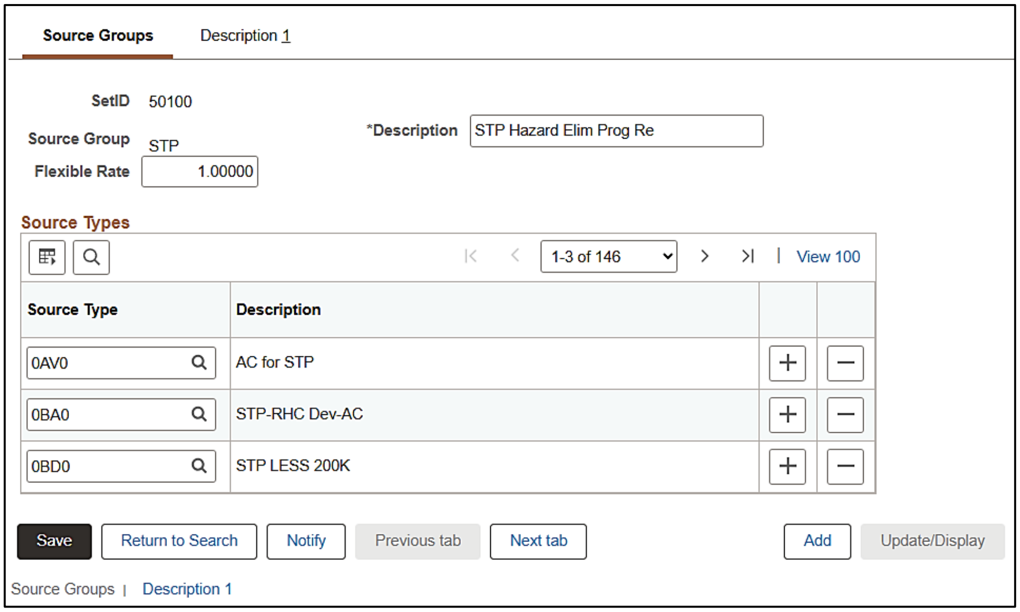
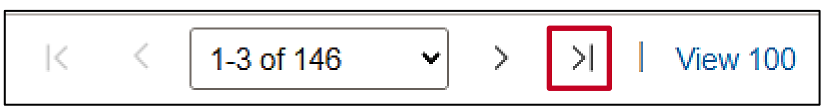
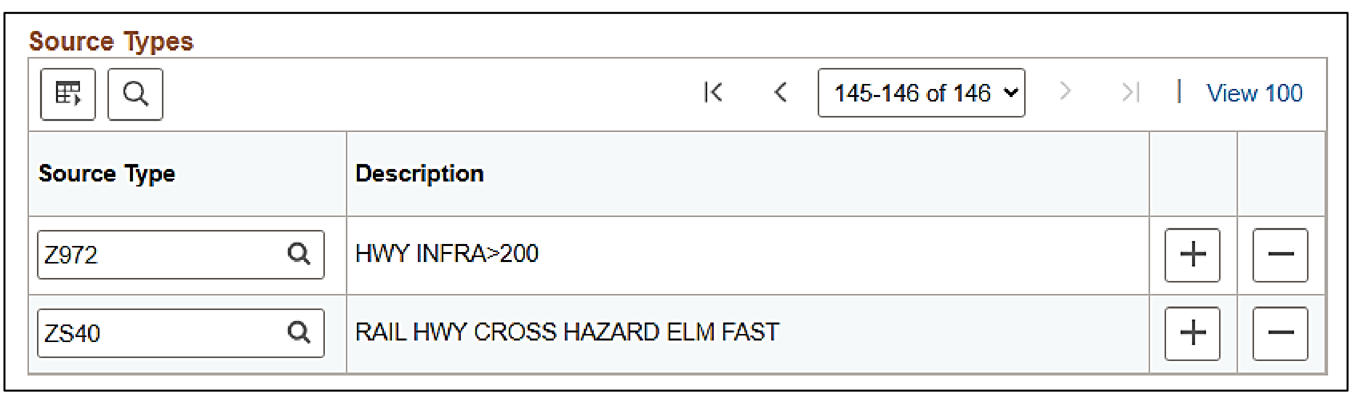


</td></tr>
<tr><td>5.</td><td>

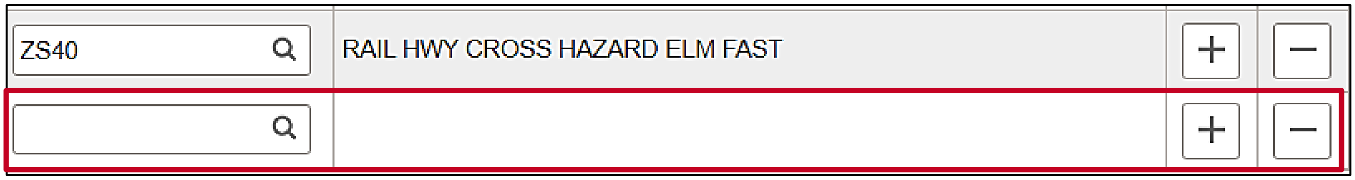
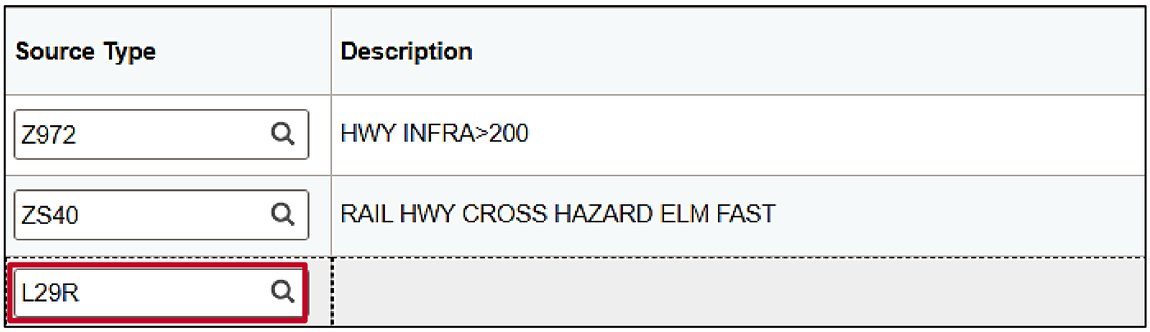
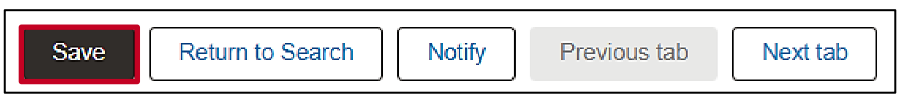
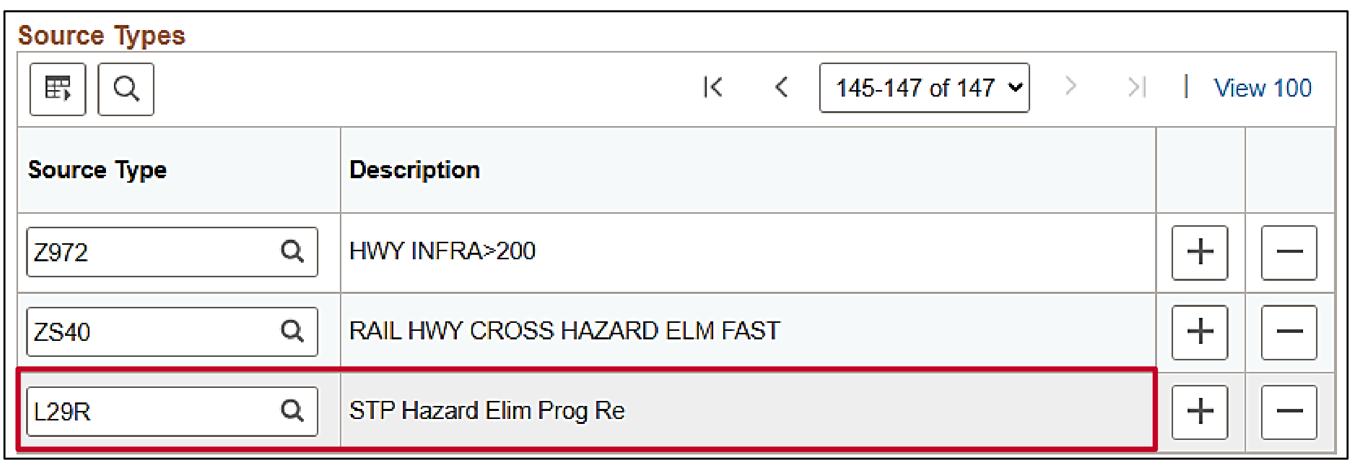
Click the **Search** button.



</td></tr>
</table>

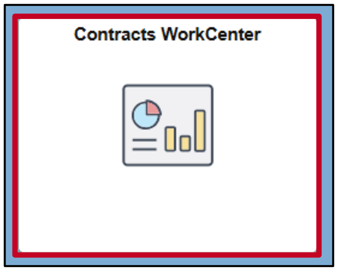
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Source Groups page displays.

</td></tr>
<tr><td>6.</td><td>Click the Last (>|) icon to advance to the end of the list of Source Types. In this example, there are 146 Source Types prior to adding a new row.

</td></tr>
<tr><td colspan="2">The end of the Source Types list displays.

</td></tr>
<tr><td>7.</td><td>Click the Add Row (+) icon next to the last Source Type in the list.

</td></tr>
</table>

Step	Action
	A new blank row is displayed. 
8.	On the new row, add the new Source Type in the **Source Type** field (e.g., L29R). 
9.	Click the **Save** button. 
	The newly added Source Type displays in the **Source Types** list. 

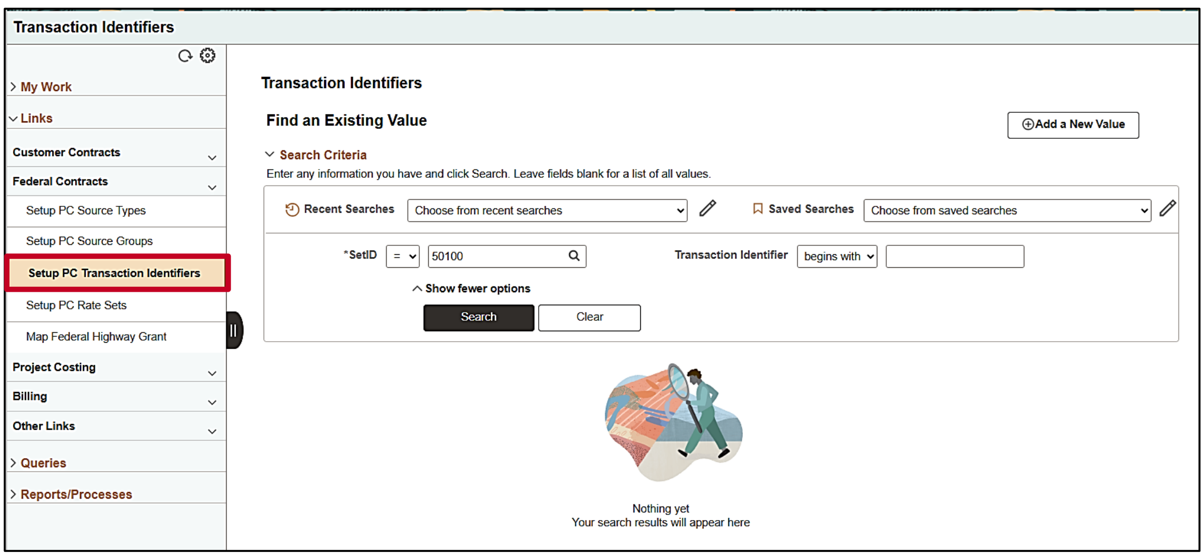
Create a Transaction Identifier

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Navigate to the Transaction Identifier page by clicking the Contracts WorkCenter tile.



</td></tr>
<tr><td></td><td>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.</td></tr>
<tr><td>2.</td><td>Use the following navigation in the WorkCenter: Links > Federal Contracts > Setup PC Transaction Identifiers

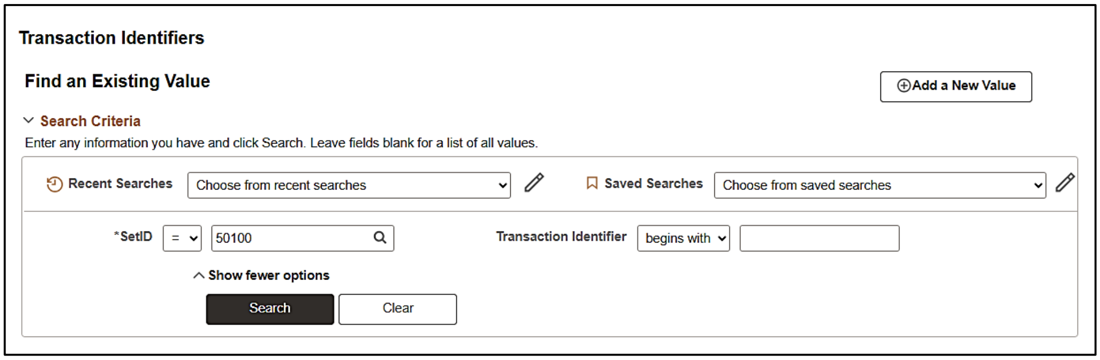
Note: WorkCenter sections, folders, and pages may vary based on the user’s Security roles.



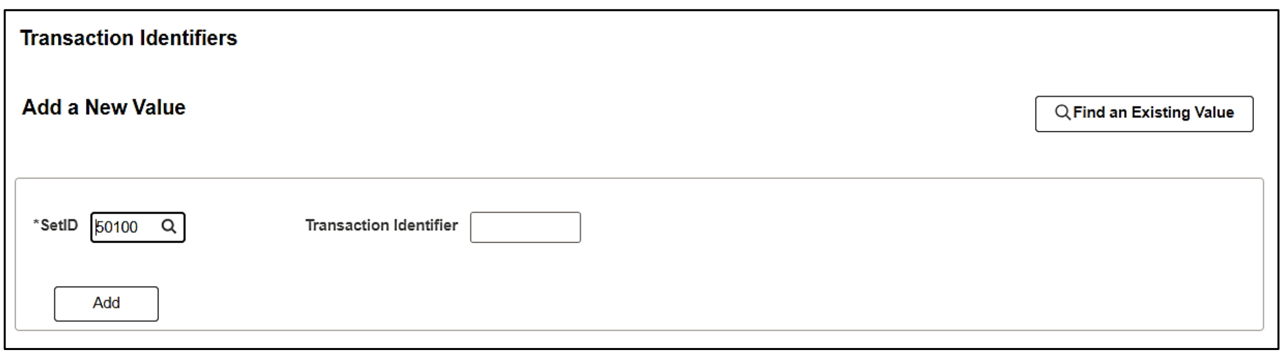
</td></tr>
<tr><td></td><td>Users can also access the Source Groups page using the following navigation path:

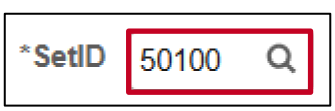
NavBar > Menu > Set Up Financials/Supply Chain > Product Related > Project Costing > Transaction Options > Setup PC Transaction Identifiers</td></tr>
</table>

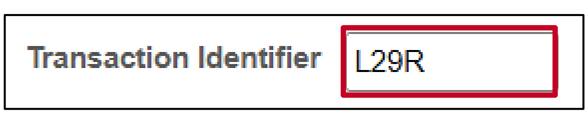
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Transaction Identifiers Find an Existing Value Search page displays.

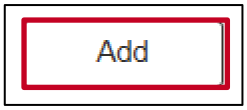
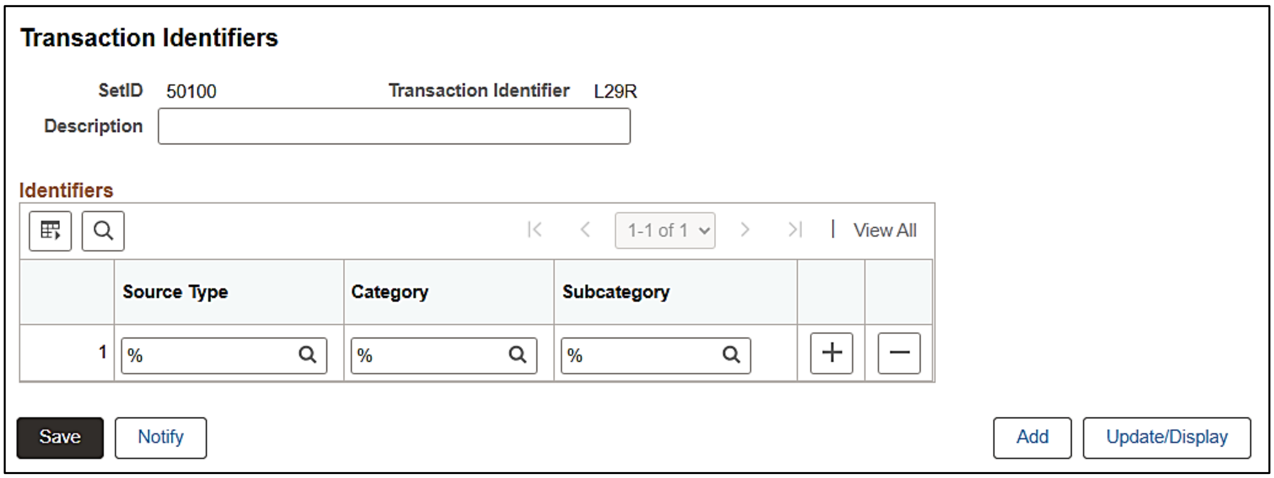
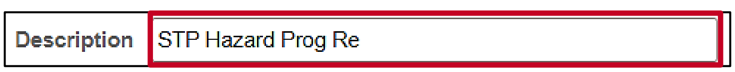
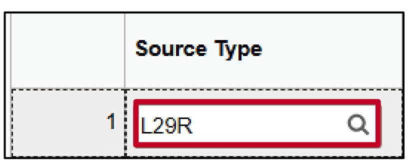
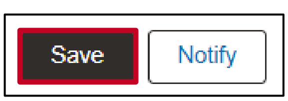

</td></tr>
<tr><td>3.</td><td>Click the Add a New Value button.


</td></tr>
<tr><td colspan="2">The Transaction Identifier Add a New Value page displays.

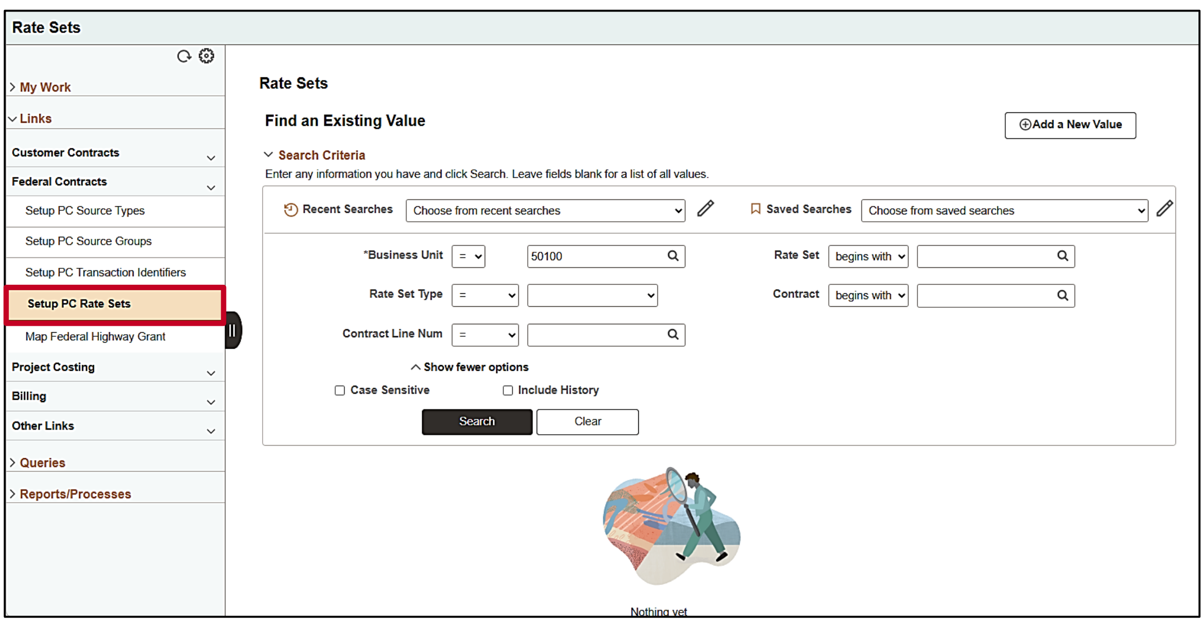

</td></tr>
<tr><td>4.</td><td>Enter "50100" in the SetID field.

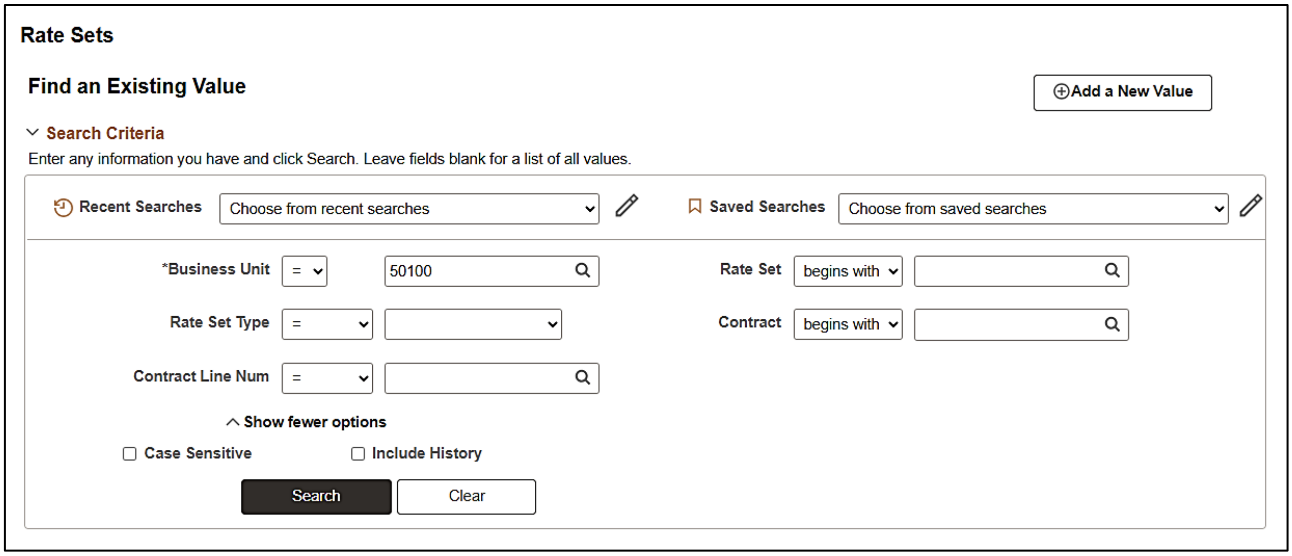
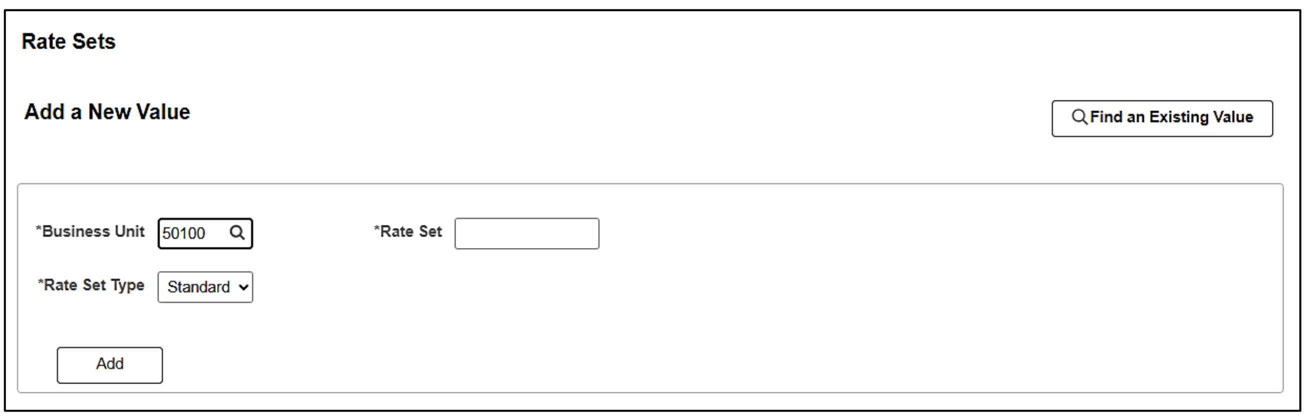
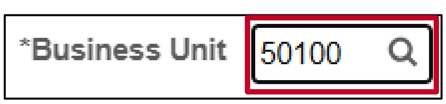

</td></tr>
<tr><td>5.</td><td>Enter the value for the new appropriation code in the Transaction Identifier field.
Note that a Transaction Identifier will have the same value as the Source Type (e.g., L29R).

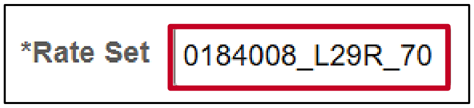

</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>6.</td><td>Click the Add button.
</td></tr>
<tr><td colspan="2">The Transaction Identifiers page displays.
</td></tr>
<tr><td>7.</td><td>Enter the appropriation code description in the Description field (e.g., “STP Hazard Prog Re”).
</td></tr>
<tr><td>8.</td><td>Enter the new Source Type (created previously) in the Source Type field. For instructions on creating a new Source Type, see the Create a Source Type section in this Job Aid.
</td></tr>
<tr><td>9.</td><td>Click the Save button.
</td></tr>
</table>

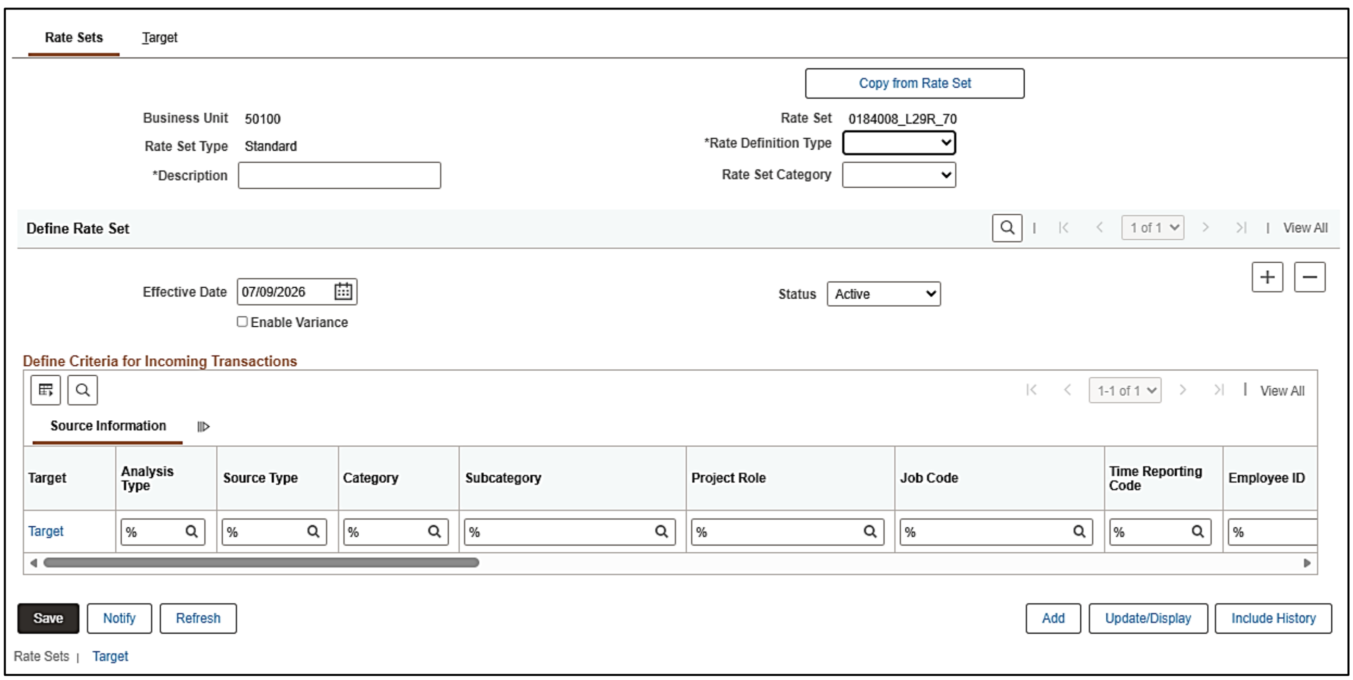
Create a Rate Set

Step	Action
1.	Navigate to the **Rate Sets** page by clicking the **Contracts WorkCenter** tile. 
ℹ	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. 
ℹ	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**

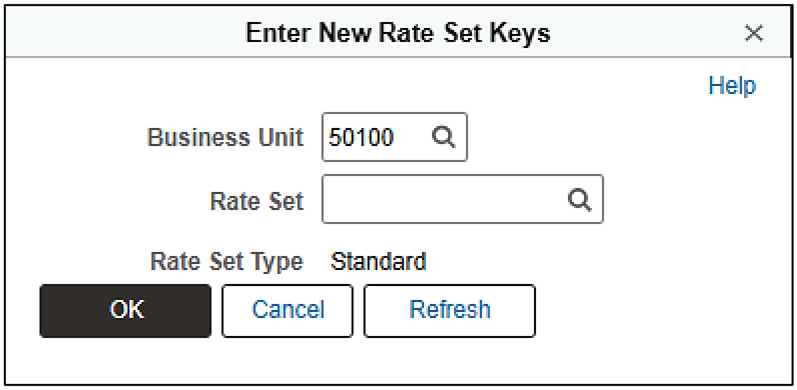
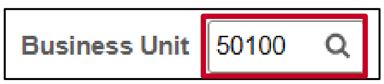
Step	Action
	The **Rate Sets Find an Existing Value Search** page displays. 
3.	Click the **Add a New Value** button. 
	The **Rate Sets Add a New Value** page displays. 
4.	Enter "50100" in the **Business Unit** field. 

Step	Action
5.	Enter the Rate Set name in the **Rate Set** field. **Note:** The Rate Set naming convention is CONTRACT ID_SOURCE TYPE_PARTICIPATION RATE. 
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.

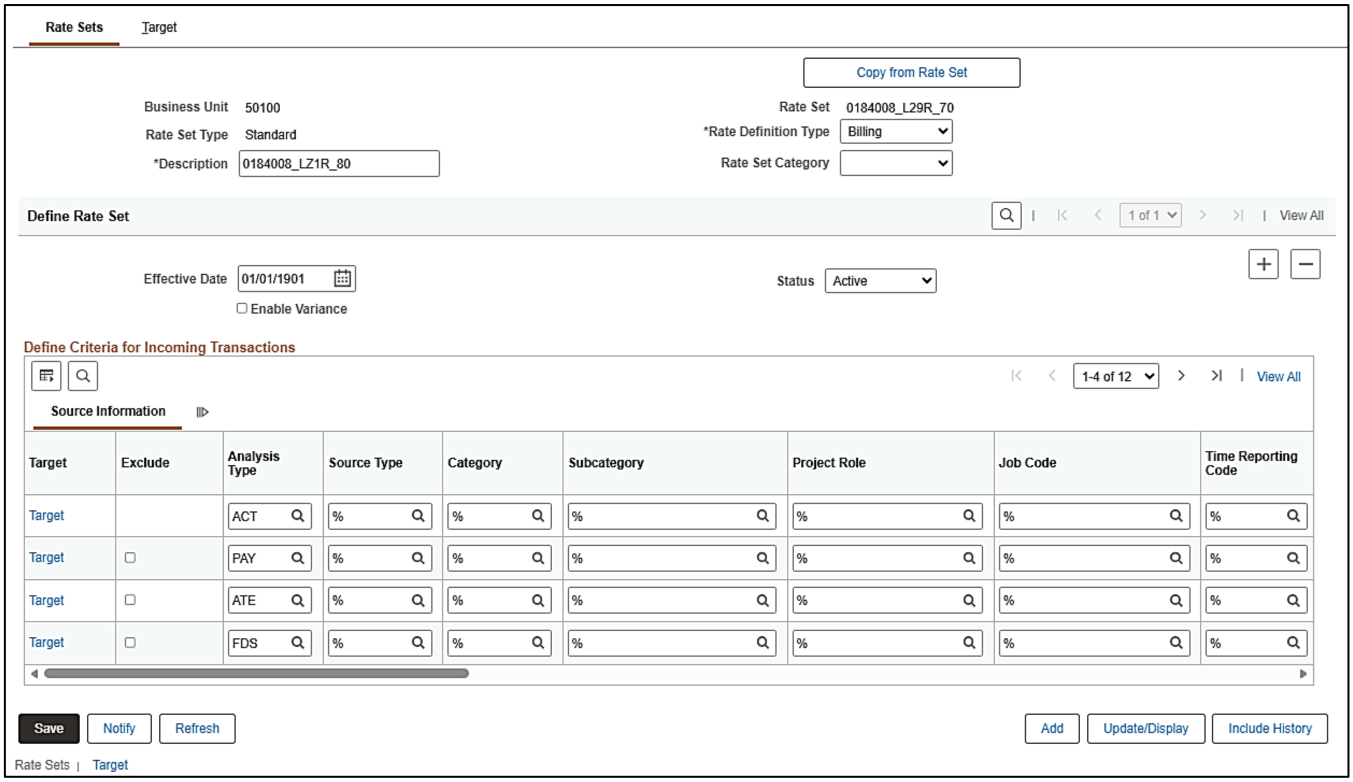


Step	Action
8.	Click the **Copy from Rate Set** button. 

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. 
11.	Click the **OK** button. 

Step	Action

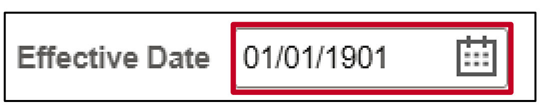
The **Rate Sets** page redisplays.



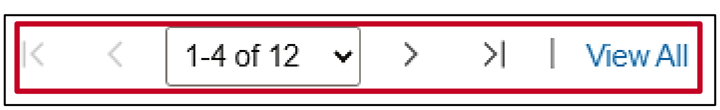
12. Update the **Description** field to reflect the name of the new Rate Set (e.g., Federal – L29R @ 70%).

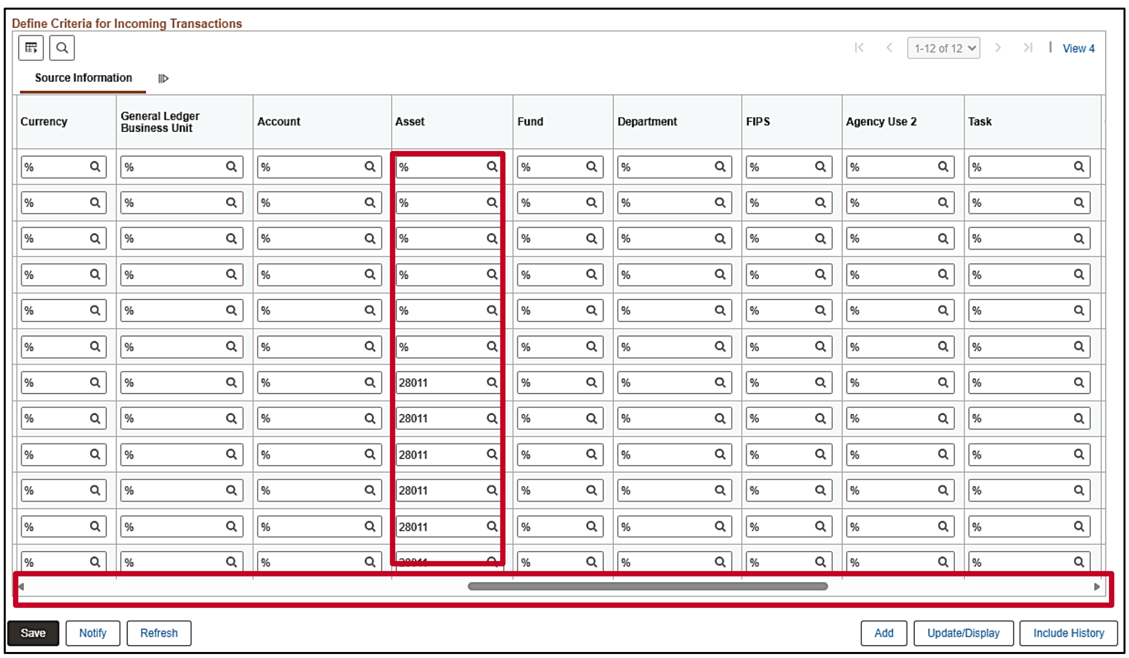
Note: The **Description** field defaults to the description from the copied Rate Set.

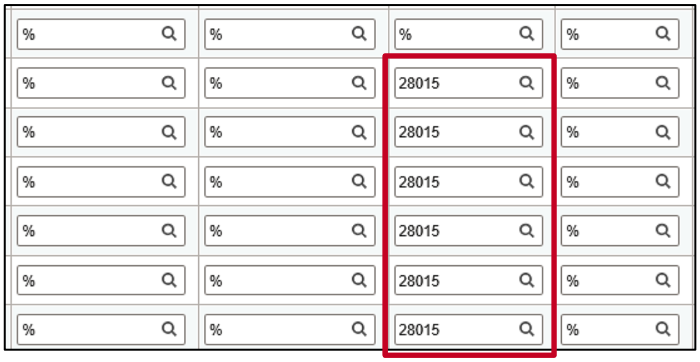
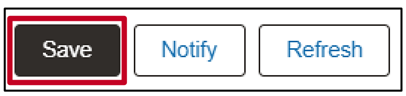
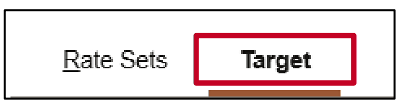
13. Enter "01/01/1901" in the **Effective Date** field.



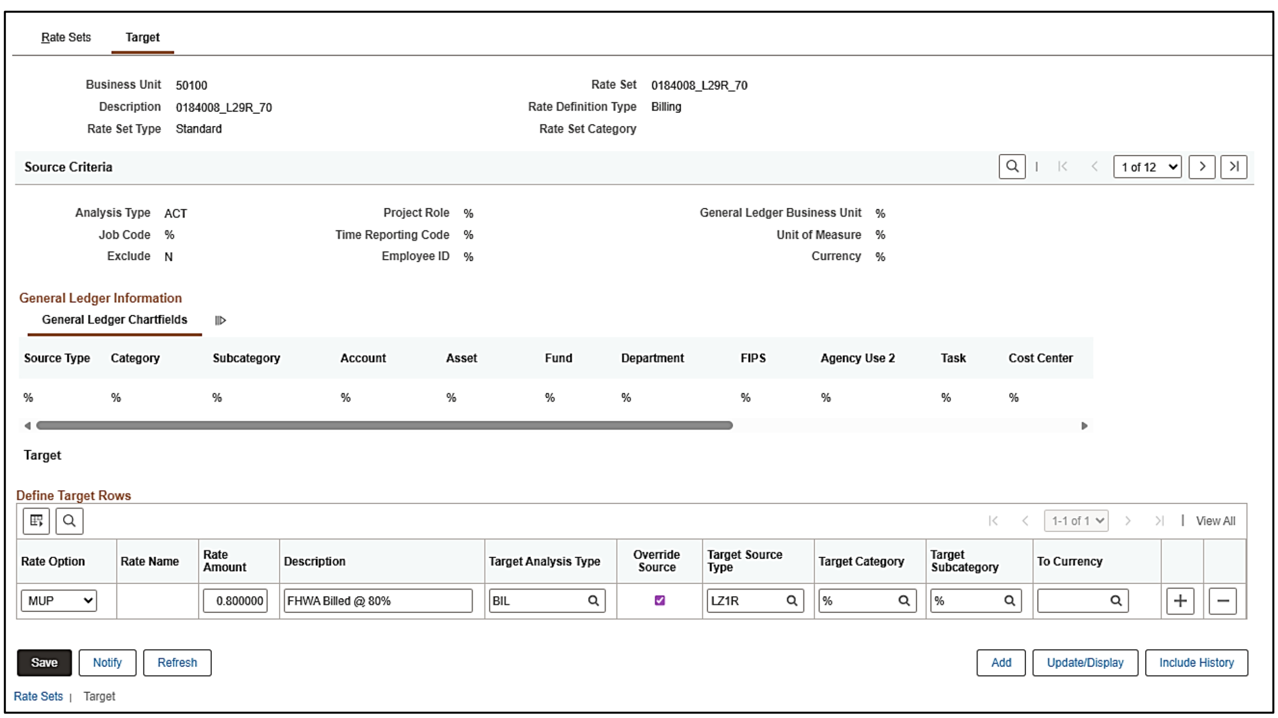
14. In the **Define Criteria for Incoming Transactions** section, view all of the Analysis Types that will be collected for use in the pricing process. Use the navigation arrows to scroll through and view all the Analysis Types or click the **View All** link.



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.	Using the scroll bar under the **Define Criteria for Incoming Transactions** section, scroll right to view the **Asset** column. 

Step	Action
17.	Verify or update the Asset(s). 
18.	Click the **Save** button. 
19.	Click the **Target** tab. 

The **Target** tab displays.



Step	Action
20.	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

Rate Option	Rate Name	Rate Amount	Description	Target Analysis Type	Override Source	Target Source Type
MUP		0.800000	FHWA Billed @ 80%	BIL	☑	LZ1R

Step	Action
21.	Update the **Rate Amount** field with the participation rate in decimal form (e.g., 0.70).

Rate Option	Rate Name	Rate Amount	Description	Target Analysis Type	Override Source	Target Source Type
MUP		0.70	FHWA Billed @ 80%	BIL	☑	LZ1R

Step	Action
22.	In the **Description** field, enter a description using this format: "FHWA Billed @ [Participation Rate]" (e.g., "FHWA Billed @ 70%").

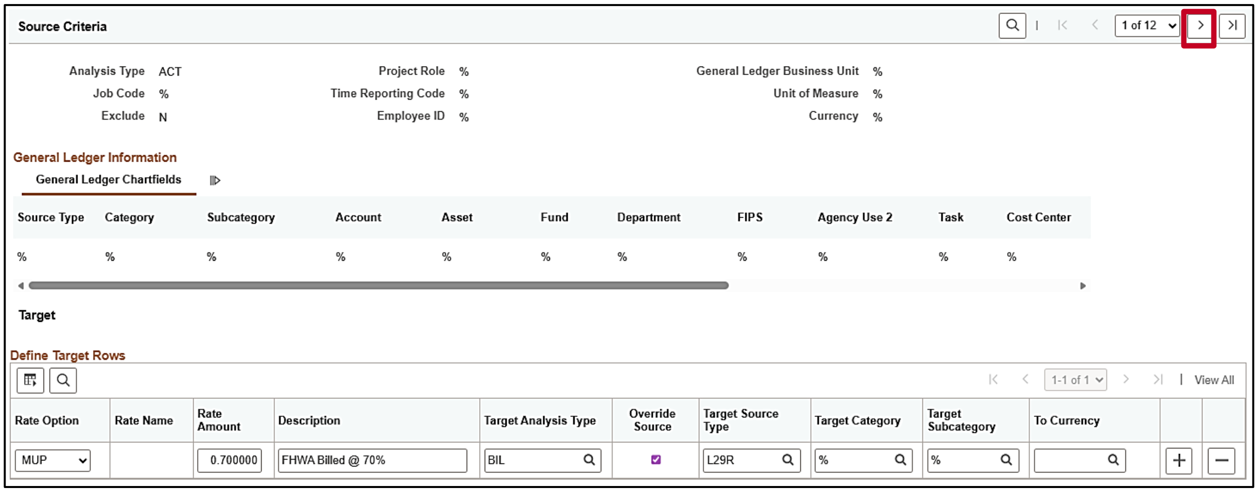
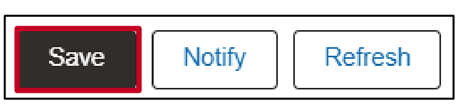
Rate Option	Rate Name	Rate Amount	Description	Target Analysis Type	Override Source	Target Source Type
MUP		0.70	FHWA Billed @ 70%	BIL	☑	LZ1R

Step	Action
23.	Select the **Override Source** checkbox option.

Rate Option	Rate Name	Rate Amount	Description	Target Analysis Type	Override Source	Target Source Type
MUP		0.70	FHWA Billed @ 70%	BIL	☑	LZ1R

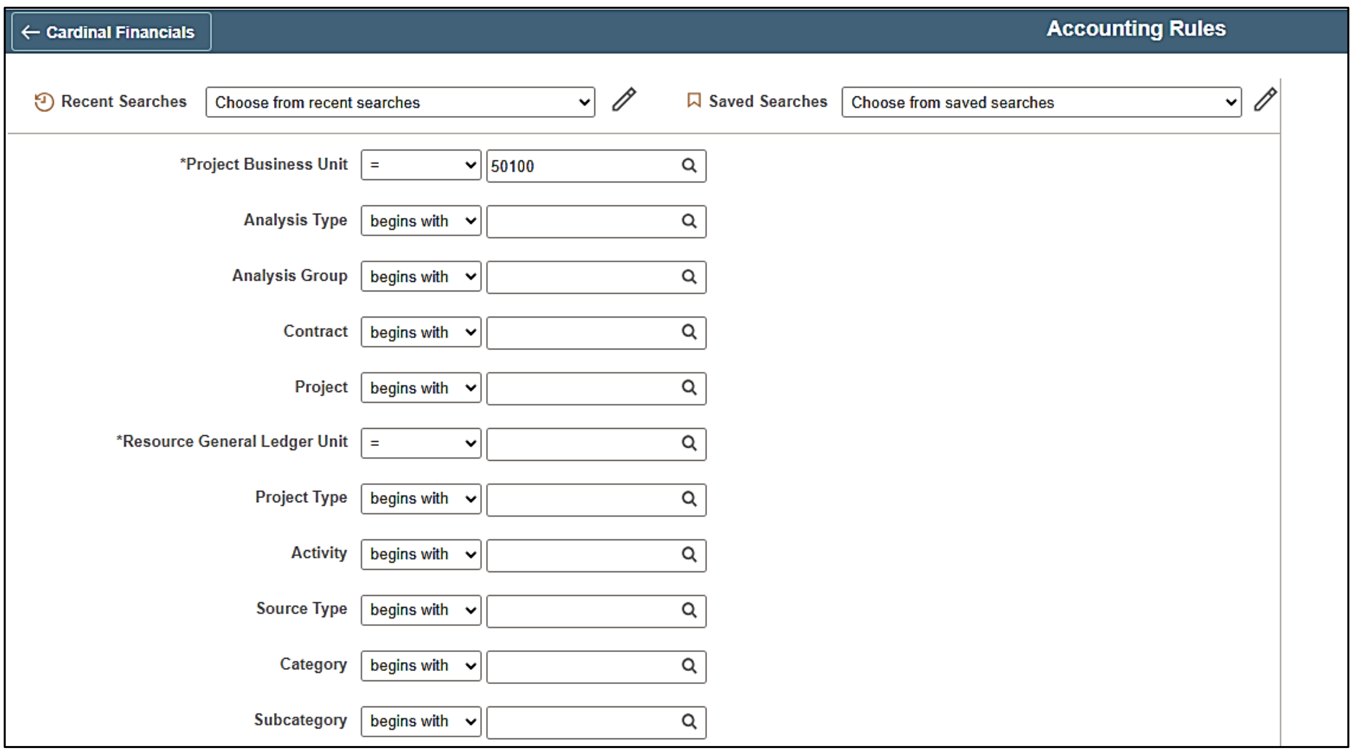
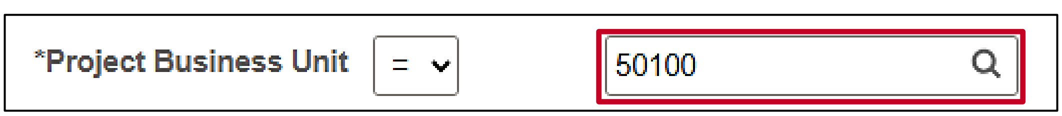
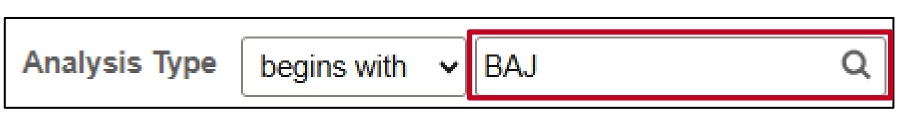
Step	Action
24.	Update the **Target Source Type** field with the new Source Type appropriation code.

Rate Option	Rate Name	Rate Amount	Description	Target Analysis Type	Override Source	Target Source Type
MUP		0.700000	FHWA Billed @ 70%	BIL	☑	L29R

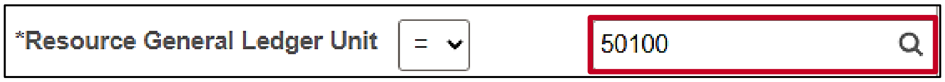
Step	Action
25.	In the **Source Criteria** section, use the **Next** (**>**) button to move to the next Analysis Type. 
26.	Repeat Steps 17-24 for each for each Analysis Type where the **Target Analysis Type** equals “BIL” (Billable Amount).
27.	Click the **Save** button. 
28.	For each Analysis Type where the Target Analysis Type is NBL (Not Billable), verify and update as needed the following fields to match the Rate Set: **Rate Amount**: 1.0 **Description**: Not Billable **Override Source**: Selected **Target Source Type**: NBL 
29.	Click the **Save** button. 

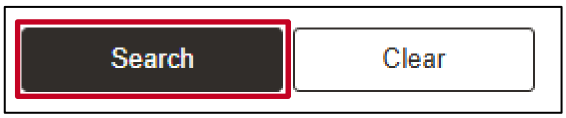
Create the Accounting Rules

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.

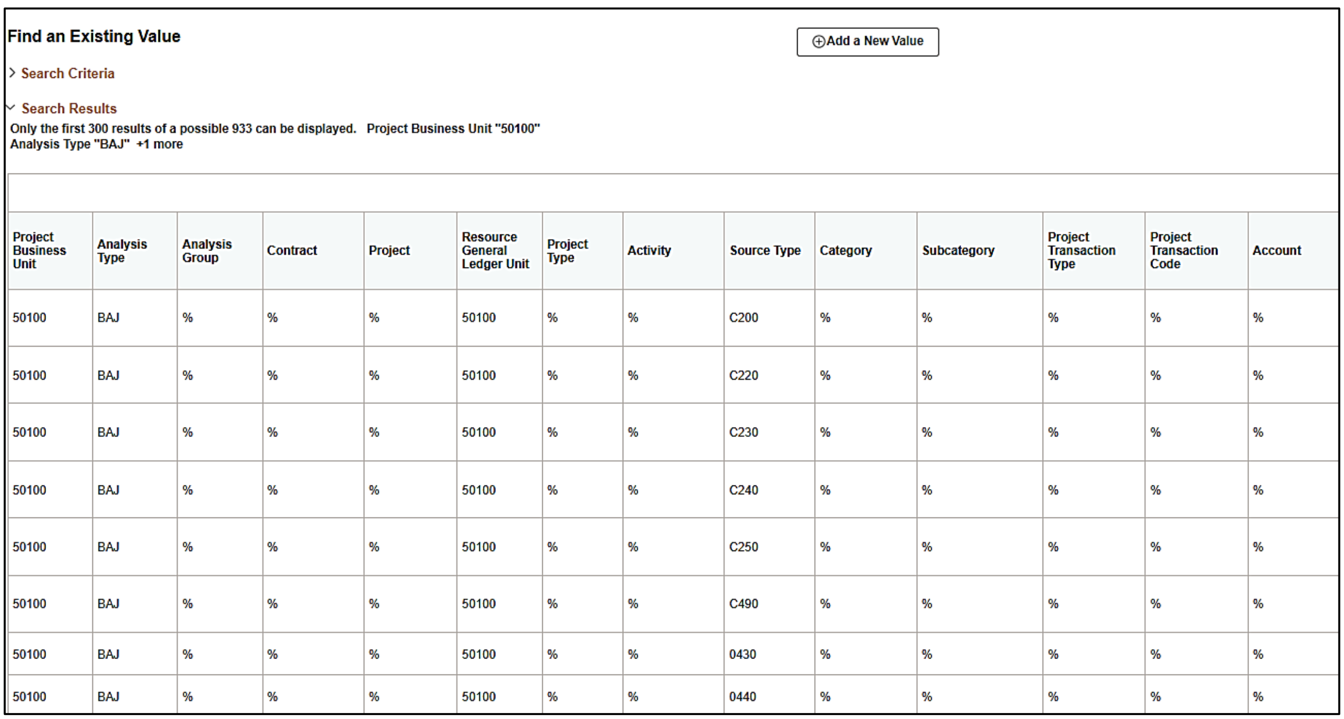
Step	Action
1.	Navigate to the **Accounting Rules** page using the following navigation path: **NavBar > Menu > Set Up Financials/Supply Chain > Product Related > Project Costing > General Options > Setup PC Accounting Rules**
	The **Accounting Rules Find an Existing Value Search** page displays. 
2.	Enter "50100" in the **Project Business Unit** field. 
3.	Enter "BAJ" in the **Analysis Type** field. 

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





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



Find an Existing Value

Add a New Value

Search Criteria

Search Results

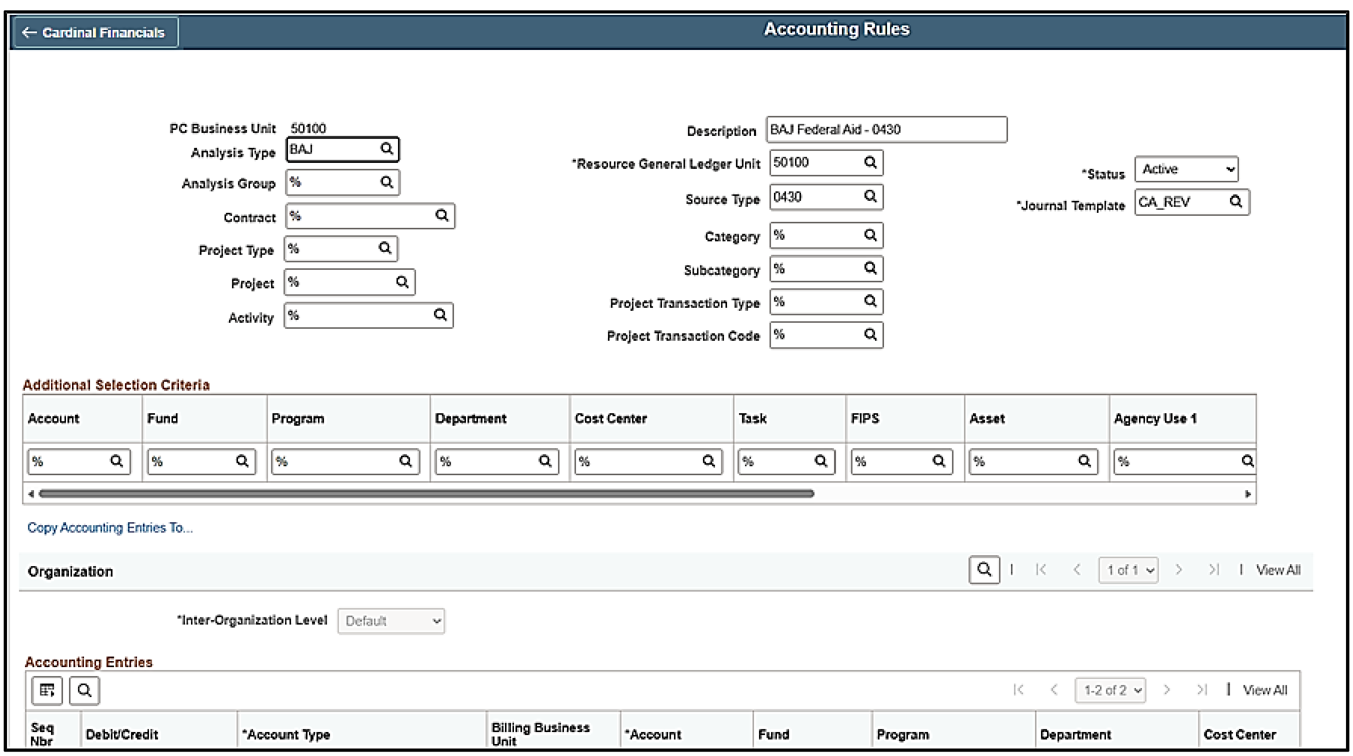
Only the first 300 results of a possible 933 can be displayed. Project Business Unit "50100" Analysis Type "BAJ" +1 more

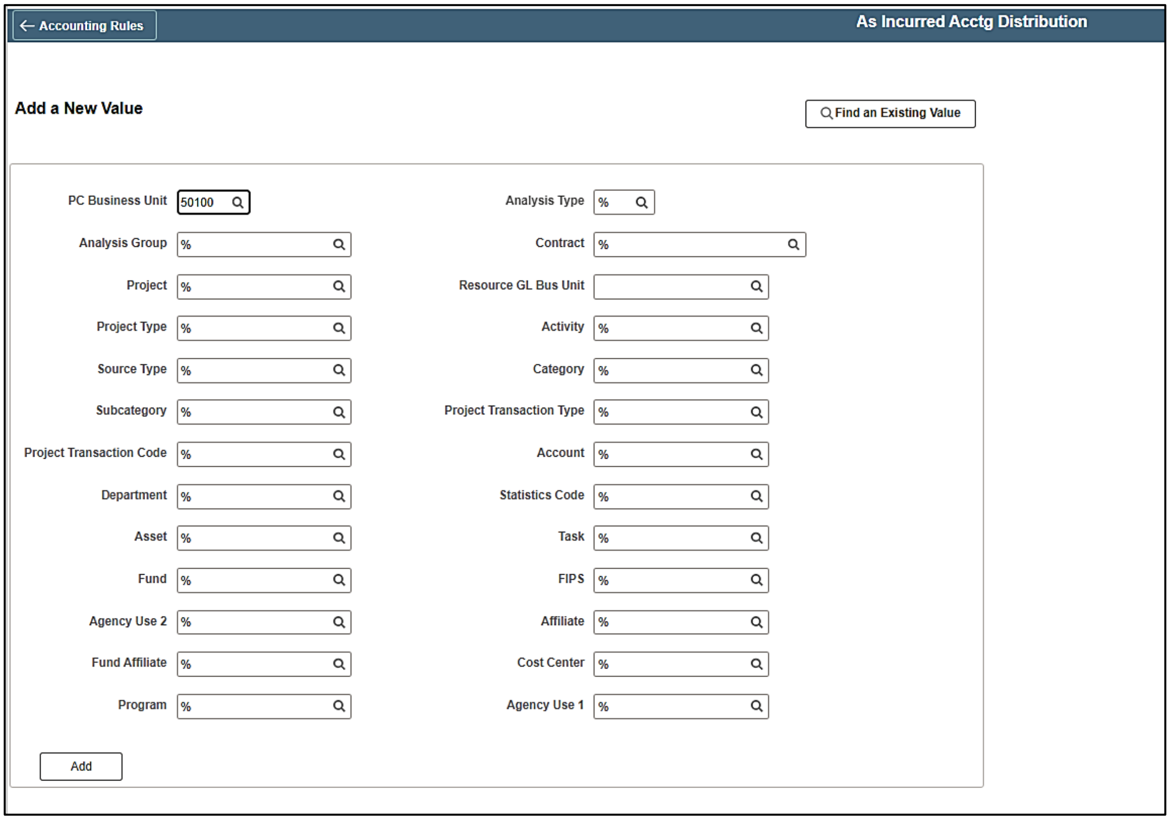
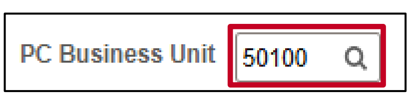
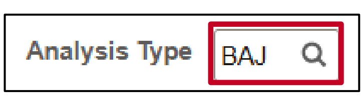
Project Business Unit	Analysis Type	Analysis Group	Contract	Project	Resource General Ledger Unit	Project Type	Activity	Source Type	Category	Subcategory	Project Transaction Type	Project Transaction Code	Account
50100	BAJ	%	%	%	50100	%	%	C200	%	%	%	%	%
50100	BAJ	%	%	%	50100	%	%	C220	%	%	%	%	%
50100	BAJ	%	%	%	50100	%	%	C230	%	%	%	%	%
50100	BAJ	%	%	%	50100	%	%	C240	%	%	%	%	%
50100	BAJ	%	%	%	50100	%	%	C250	%	%	%	%	%
50100	BAJ	%	%	%	50100	%	%	C490	%	%	%	%	%
50100	BAJ	%	%	%	50100	%	%	0430	%	%	%	%	%
50100	BAJ	%	%	%	50100	%	%	0440	%	%	%	%	%

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”).

Project Business Unit	Analysis Type	Analysis Group	Contract	Project	Resource General Ledger Unit	Project Type	Activity	Source Type
50100	BAJ	%	%	%	50100	%	%	C200
50100	BAJ	%	%	%	50100	%	%	C220
50100	BAJ	%	%	%	50100	%	%	C230
50100	BAJ	%	%	%	50100	%	%	C240
50100	BAJ	%	%	%	50100	%	%	C250
50100	BAJ	%	%	%	50100	%	%	C490
50100	BAJ	%	%	%	50100	%	%	0430

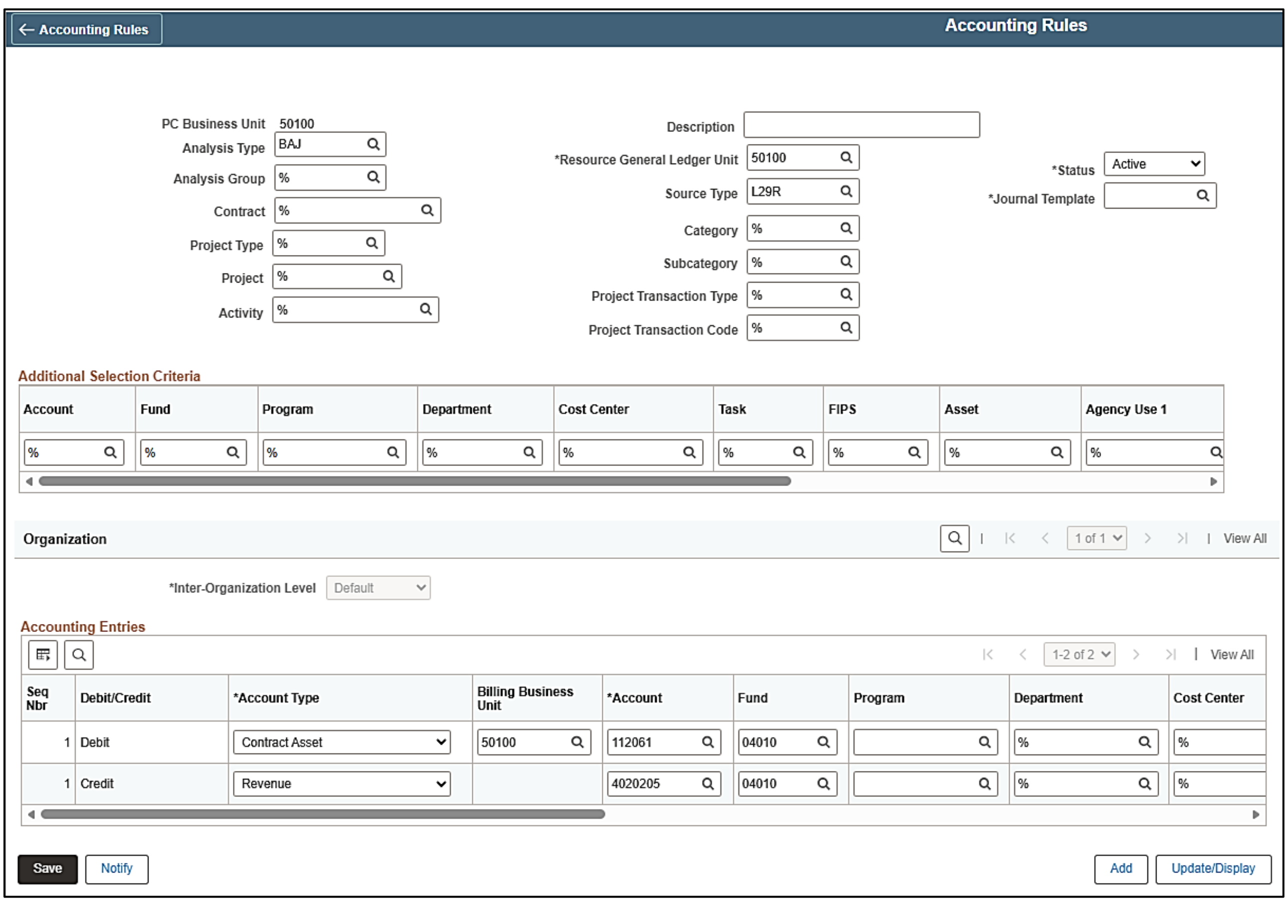
The **Accounting Rules** page displays.

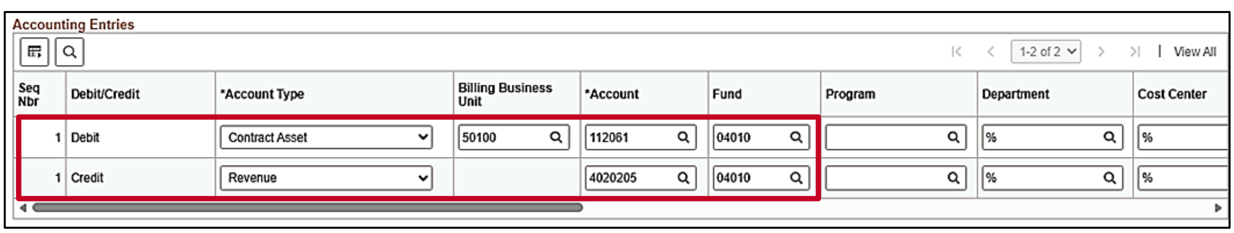


Step	Action
7.	Click the **Copy Accounting Entries To…** link. 
The **As Incurred Acctg Distribution Add a New Value** page displays. 	
8.	Enter “50100” in the **PC Business Unit** field. 
9.	Enter "BAJ" in the **Analysis Type** field. 
	When creating accounting rules, always enter “BAJ”, “BIL”, or “BLD” in the **Analysis Type** field. One rule for each of these Analysis Types will need to be created.

Step	Action
10.	Enter "50100" in the **Resource GL Bus Unit** field. 
11.	Enter the new Source Type in the **Source Type** field. 
12.	Click the **Add** button. 

The **Accounting Rules** page displays.



Step	Action
	The **Analysis Type** field defaults from the Accounting Rule copied. 
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**" 
14.	Enter "50100" in the **Resource General Ledger Unit** field. 
15.	Enter the new Source Type in the **Source Type** field. 
16.	Enter "CA_REV" in the **Journal Template** field. 
17.	Confirm that the **Accounting Entries** (debit and credit lines) are set up as expected. If not, update them accordingly. 
18.	Click the **Save** button. 
19.	Repeat this section for the BIL and BLD Analysis Types for this Source Type.