



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.

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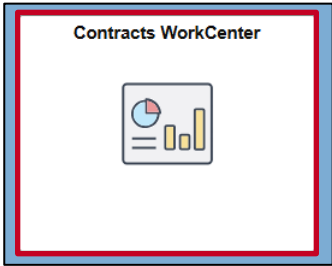
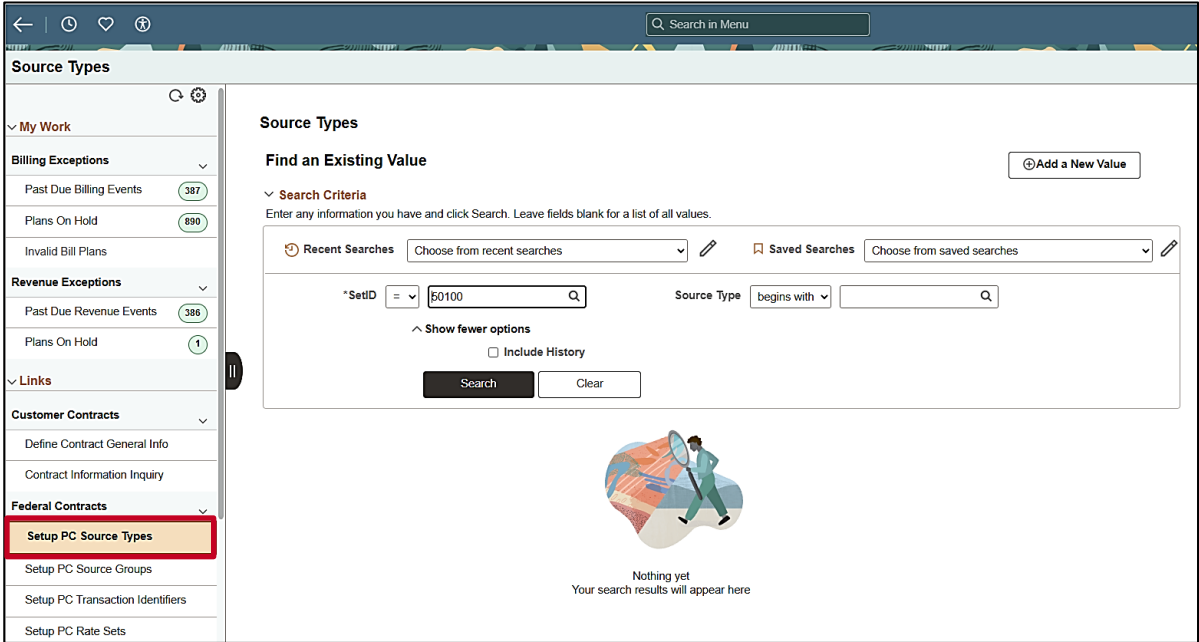
Project Accounting Job Aid

PA Creating a New Rate Set – Structure Billing

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

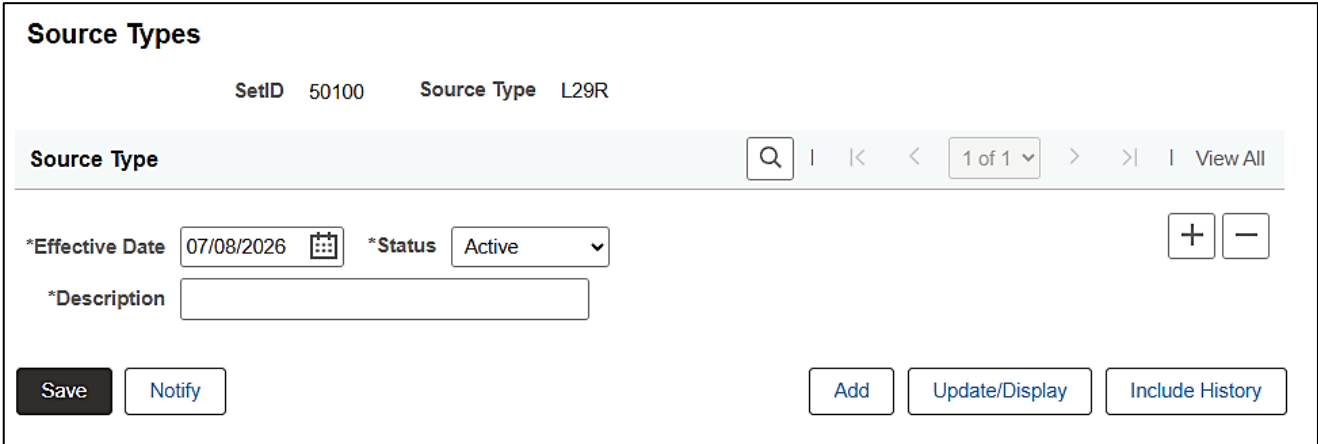
Step	Action
1.	Navigate to the Source Types page by clicking the Contracts WorkCenter tile on the Cardinal Homepage. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following 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. 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

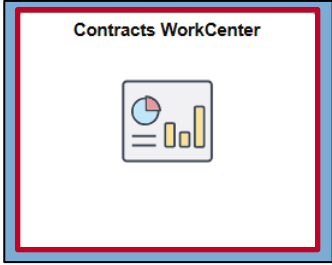
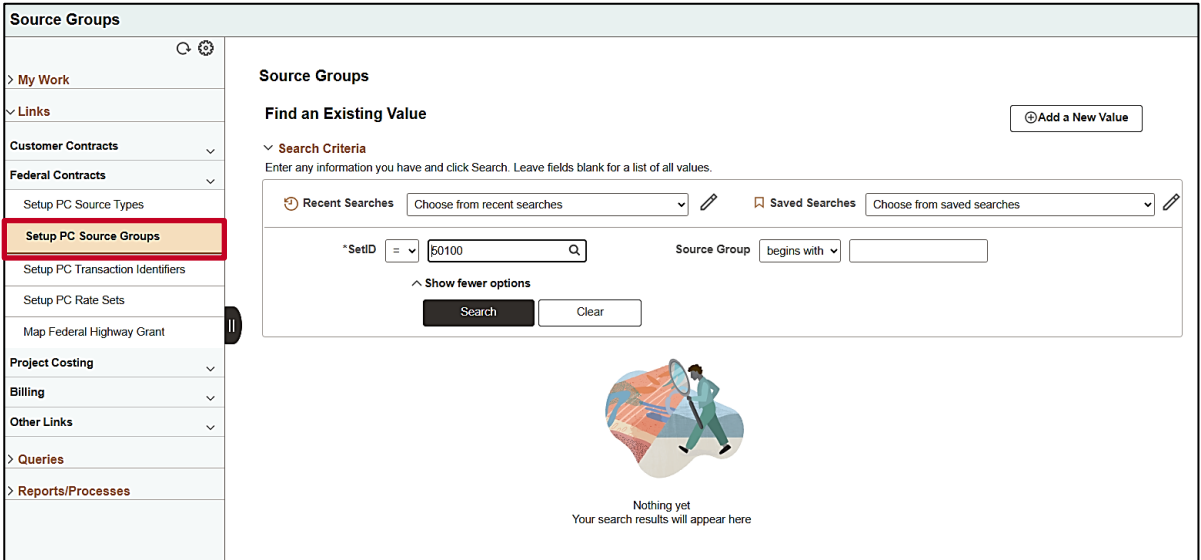


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Step	Action
5.	Enter the value for the new appropriation code in the Source Type field. 
6.	Click the Add button. 
The Source Types page displays. 	
7.	Enter "01/01/1901" in the Effective Date field. 
8.	Enter a description of the new Source Type in 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



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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 Source Group the Source Type will be added to in the Source Group field. Source Group begins with ▼ STP
5.	Click the Search button. Search Clear



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PA Creating a New Rate Set – Structure Billing

Step	Action
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The **Source Groups** page displays.

Source Groups

Description 1

SetID 50100

Source Group STP

Flexible Rate 1.00000

*Description STP Hazard Elim Prog Re

Source Types

1-3 of 146

>>

View 100

Source Type	Description		
0AV0	AC for STP	+	-
0BA0	STP-RHC Dev-AC	+	-
0BD0	STP LESS 200K	+	-

Save

Return to Search

Notify

Previous tab

Next tab

Add

Update/Display

Source Groups | Description 1

6. 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.

<<

<

1-3 of 146

>

>|

View 100

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

Source Types

145-146 of 146

>>

View 100

Source Type	Description		
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

+

-

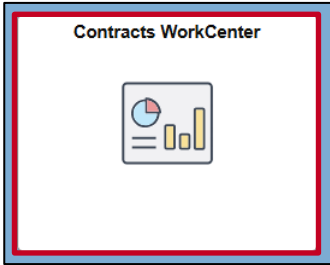
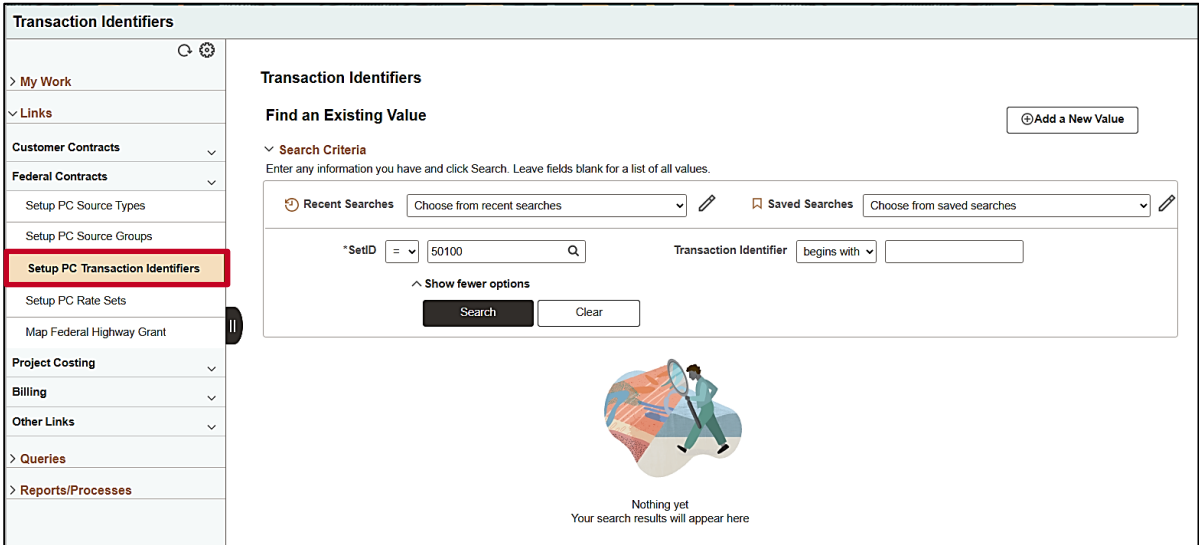


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Step	Action																								
	A new blank row is displayed.																								
	<table border="1"><tr><td>ZS40</td><td>Q</td><td>RAIL HWY CROSS HAZARD ELM FAST</td><td>+</td><td>-</td></tr><tr><td></td><td>Q</td><td></td><td>+</td><td>-</td></tr></table>	ZS40	Q	RAIL HWY CROSS HAZARD ELM FAST	+	-		Q		+	-														
ZS40	Q	RAIL HWY CROSS HAZARD ELM FAST	+	-																					
	Q		+	-																					
8.	On the new row, add the new Source Type in the Source Type field (e.g., L29R). <table border="1"><thead><tr><th>Source Type</th><th>Description</th></tr></thead><tbody><tr><td>Z972</td><td>Q</td><td>HWY INFRA>200</td></tr><tr><td>ZS40</td><td>Q</td><td>RAIL HWY CROSS HAZARD ELM FAST</td></tr><tr><td>L29R</td><td>Q</td><td></td></tr></tbody></table>	Source Type	Description	Z972	Q	HWY INFRA>200	ZS40	Q	RAIL HWY CROSS HAZARD ELM FAST	L29R	Q														
Source Type	Description																								
Z972	Q	HWY INFRA>200																							
ZS40	Q	RAIL HWY CROSS HAZARD ELM FAST																							
L29R	Q																								
9.	Click the Save button. <table border="1"><tr><td>Save</td><td>Return to Search</td><td>Notify</td><td>Previous tab</td><td>Next tab</td></tr></table>	Save	Return to Search	Notify	Previous tab	Next tab																			
Save	Return to Search	Notify	Previous tab	Next tab																					
	The newly added Source Type displays in the Source Types list.																								
	Source Types <table border="1"><tr><td></td><td></td><td colspan="2">145-147 of 147</td><td></td><td></td><td></td><td>View 100</td></tr><tr><th>Source Type</th><th>Description</th><th></th><th></th></tr><tr><td>Z972</td><td>Q</td><td>HWY INFRA>200</td><td> + - </td></tr><tr><td>ZS40</td><td>Q</td><td>RAIL HWY CROSS HAZARD ELM FAST</td><td> + - </td></tr><tr><td>L29R</td><td>Q</td><td>STP Hazard Elim Prog Re</td><td> + - </td></tr></table>			145-147 of 147					View 100	Source Type	Description			Z972	Q	HWY INFRA>200	+ -	ZS40	Q	RAIL HWY CROSS HAZARD ELM FAST	+ -	L29R	Q	STP Hazard Elim Prog Re	+ -
		145-147 of 147					View 100																		
Source Type	Description																								
Z972	Q	HWY INFRA>200	+ -																						
ZS40	Q	RAIL HWY CROSS HAZARD ELM FAST	+ -																						
L29R	Q	STP Hazard Elim Prog 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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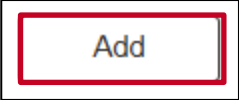
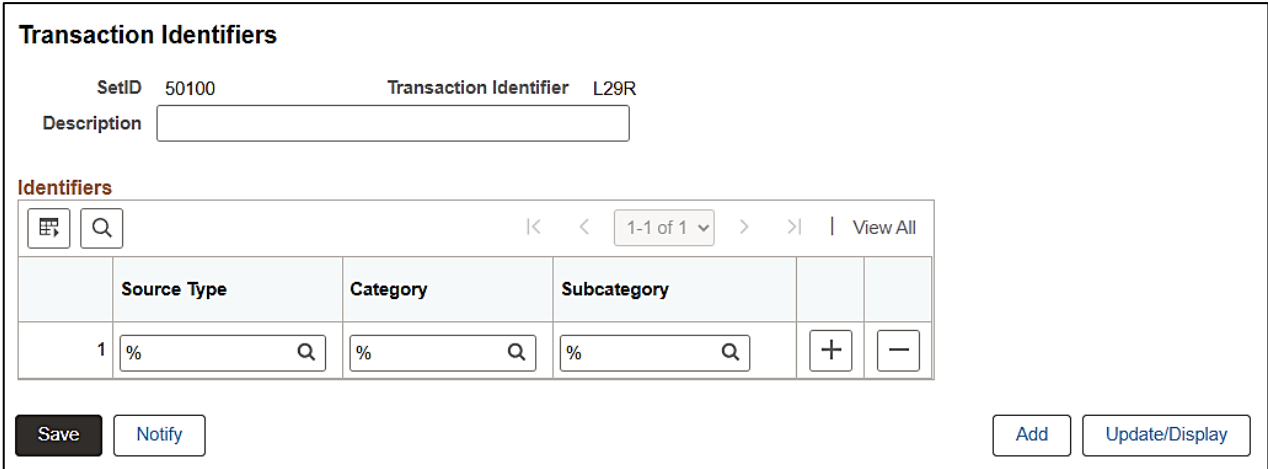
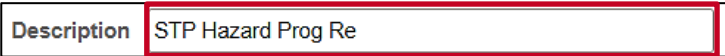
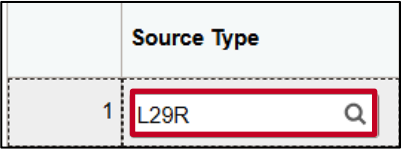
PA Creating a New Rate Set – Structure Billing

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 that a Transaction Identifier will have the same value as the Source Type (e.g., L29R). Transaction Identifier L29R

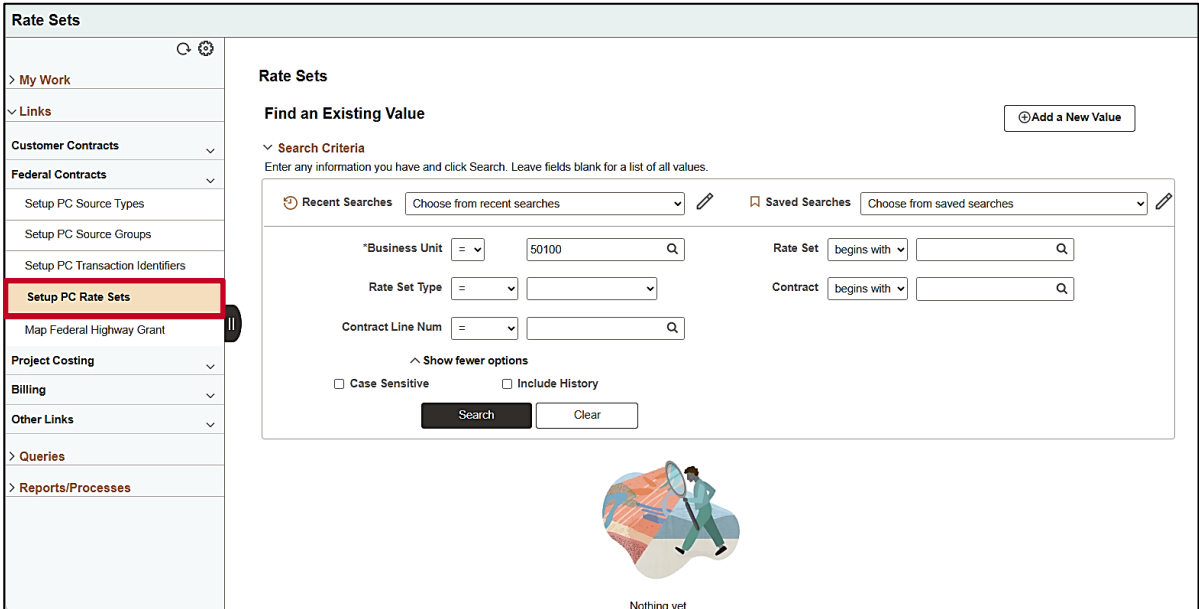


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Step	Action
6.	Click the Add button. 
The Transaction Identifiers page displays. 	
7.	Enter the appropriation code description in the Description field (e.g., “STP Hazard Prog Re”). 
8.	Enter the new Source Type (created previously) in the Source Type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

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.



The **Rate Sets Add a New Value** page displays.

Rate Sets

Add a New Value 🔍 Find an Existing Value

***Business Unit**

***Rate Set**

***Rate Set Type**

Add

4. Enter "50100" in the **Business Unit** field.





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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. *Rate Set 0184008_L29R_70
6.	Click the Rate Set Type dropdown button and select "Standard". *Rate Set Type Standard ▼
7.	Click the Add button. Add

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

Rate Sets

Target

Copy from Rate Set

Business Unit 50100Rate Set 0184008_L29R_70

Rate Set Type Standard*Rate Definition Type

*DescriptionRate Set Category

Define Rate Set

1 of 1

View All

Effective Date 07/09/2026Status Active

Enable Variance

Define Criteria for Incoming Transactions

1-1 of 1

View All

Source Information

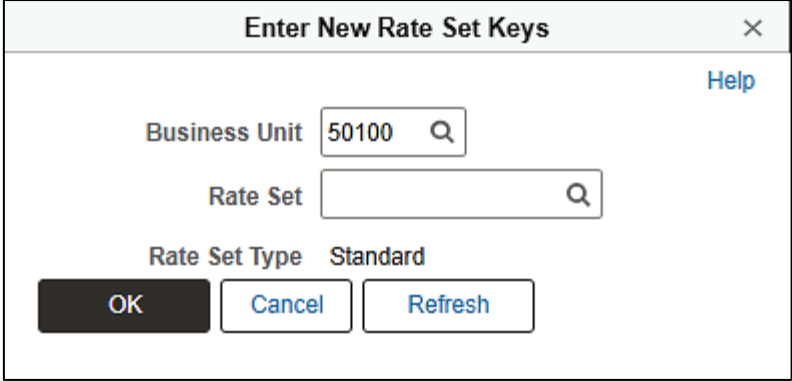
TargetAnalysis TypeSource TypeCategorySubcategoryProject RoleJob CodeTime Reporting CodeEmployee ID

Target% % % % % % % %

SaveNotifyRefreshAddUpdate/DisplayInclude History

Rate Sets | Target

8.	Click the Copy from Rate Set button. Copy from Rate Set
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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. 
11.	Click the OK button. 



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Step	Action																																													
	The Rate Sets page redispays. Rate Sets Target Copy from Rate Set Business Unit 50100 Rate Set Type Standard *Description 0184008_LZ1R_80 Rate Set 0184008_L29R_70 *Rate Definition Type Billing Rate Set Category Define Rate Set Effective Date 01/01/1901 Status Active Define Criteria for Incoming Transactions <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 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. *Description 0184008_L29R_70 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 12 > > View All	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																																						
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Target	☐	ATE	%	%	%	%	%	%																																						
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Step	Action																																																																																																																					
i	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. Save Notify Refresh																																																																																																																					
16.	Using the scroll bar under the Define Criteria for Incoming Transactions section, scroll right to view the Asset column. Define Criteria for Incoming Transactions 1-12 of 12 View 4 Source Information <table><tr><th>Currency</th><th>General Ledger Business Unit</th><th>Account</th><th>Asset</th><th>Fund</th><th>Department</th><th>FIPS</th><th>Agency Use 2</th><th>Task</th></tr><tr><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td></tr><tr><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td></tr><tr><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td></tr><tr><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td></tr><tr><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td></tr><tr><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td></tr><tr><td>%</td><td>%</td><td>%</td><td>28011</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td></tr><tr><td>%</td><td>%</td><td>%</td><td>28011</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td></tr><tr><td>%</td><td>%</td><td>%</td><td>28011</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td></tr><tr><td>%</td><td>%</td><td>%</td><td>28011</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td></tr><tr><td>%</td><td>%</td><td>%</td><td>28011</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td></tr><tr><td>%</td><td>%</td><td>%</td><td>28011</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td></tr></table> Save Notify Refresh Add Update/Display Include History	Currency	General Ledger Business Unit	Account	Asset	Fund	Department	FIPS	Agency Use 2	Task	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	28011	%	%	%	%	%	%	%	%	28011	%	%	%	%	%	%	%	%	28011	%	%	%	%	%	%	%	%	28011	%	%	%	%	%	%	%	%	28011	%	%	%	%	%	%	%	%	28011	%	%	%	%	%
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Project Accounting Job Aid

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Step	Action																																																								
17.	Verify or update the Asset(s). <table><tr><td>%</td><td>Q</td><td>%</td><td>Q</td><td>%</td><td>Q</td><td>%</td><td>Q</td></tr><tr><td>%</td><td>Q</td><td>%</td><td>Q</td><td>28015</td><td>Q</td><td>%</td><td>Q</td></tr><tr><td>%</td><td>Q</td><td>%</td><td>Q</td><td>28015</td><td>Q</td><td>%</td><td>Q</td></tr><tr><td>%</td><td>Q</td><td>%</td><td>Q</td><td>28015</td><td>Q</td><td>%</td><td>Q</td></tr><tr><td>%</td><td>Q</td><td>%</td><td>Q</td><td>28015</td><td>Q</td><td>%</td><td>Q</td></tr><tr><td>%</td><td>Q</td><td>%</td><td>Q</td><td>28015</td><td>Q</td><td>%</td><td>Q</td></tr><tr><td>%</td><td>Q</td><td>%</td><td>Q</td><td>28015</td><td>Q</td><td>%</td><td>Q</td></tr></table>	%	Q	%	Q	%	Q	%	Q	%	Q	%	Q	28015	Q	%	Q	%	Q	%	Q	28015	Q	%	Q	%	Q	%	Q	28015	Q	%	Q	%	Q	%	Q	28015	Q	%	Q	%	Q	%	Q	28015	Q	%	Q	%	Q	%	Q	28015	Q	%	Q
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18.	Click the Save button. <table><tr><td>Save</td><td>Notify</td><td>Refresh</td></tr></table>	Save	Notify	Refresh																																																					
Save	Notify	Refresh																																																							
19.	Click the Target tab. <table><tr><td>Rate Sets</td><td>Target</td></tr></table>	Rate Sets	Target																																																						
Rate Sets	Target																																																								

The **Target** tab displays.

Rate Sets

Target

Business Unit 50100

Rate Set 0184008_L29R_70

Description 0184008_L29R_70

Rate Definition Type Billing

Rate Set Type Standard

Rate Set Category

Source Criteria

Q

|

<

>

1 of 12

>

>|

Analysis Type ACT

Project Role %

General Ledger Business Unit %

Job Code %

Time Reporting Code %

Unit of Measure %

Exclude N

Employee ID %

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

Q

|

<

>

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		0.800000	FHWA Billed @ 80%	BIL	☒	LZ1R	%	%		+	-

Save

Notify

Refresh

Add

Update/Display

Include History

Rate Sets | Target



Project Accounting Job Aid

PA Creating a New Rate Set – Structure Billing

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

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

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

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

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



Project Accounting Job Aid

PA Creating a New Rate Set – Structure Billing

Step	Action																																														
25.	In the Source Criteria section, use the Next (>) button to move to the next Analysis Type. Source Criteria Analysis Type ACT Project Role % General Ledger Business Unit % Job Code % Time Reporting Code % Unit of Measure % Exclude N Employee ID % Currency % General Ledger Information General Ledger Chartfields <table><tr><th>Source Type</th><th>Category</th><th>Subcategory</th><th>Account</th><th>Asset</th><th>Fund</th><th>Department</th><th>FIPS</th><th>Agency Use 2</th><th>Task</th><th>Cost Center</th></tr><tr><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td></tr></table> Target 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><th>Target Category</th><th>Target Subcategory</th><th>To Currency</th><th></th><th></th></tr><tr><td>MUP</td><td></td><td>0.700000</td><td>FHWA Billed @ 70%</td><td>BIL</td><td>☒</td><td>L29R</td><td>%</td><td>%</td><td></td><td>+</td><td>-</td></tr></table>	Source Type	Category	Subcategory	Account	Asset	Fund	Department	FIPS	Agency Use 2	Task	Cost Center	%	%	%	%	%	%	%	%	%	%	%	Rate Option	Rate Name	Rate Amount	Description	Target Analysis Type	Override Source	Target Source Type	Target Category	Target Subcategory	To Currency			MUP		0.700000	FHWA Billed @ 70%	BIL	☒	L29R	%	%		+	-
Source Type	Category	Subcategory	Account	Asset	Fund	Department	FIPS	Agency Use 2	Task	Cost Center																																					
%	%	%	%	%	%	%	%	%	%	%																																					
Rate Option	Rate Name	Rate Amount	Description	Target Analysis Type	Override Source	Target Source Type	Target Category	Target Subcategory	To Currency																																						
MUP		0.700000	FHWA Billed @ 70%	BIL	☒	L29R	%	%		+	-																																				
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. Save Notify Refresh																																														
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 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>1.000000</td><td>Not Billable</td><td>NBL</td><td>☒</td><td>NBL</td></tr></table>	Rate Option	Rate Name	Rate Amount	Description	Target Analysis Type	Override Source	Target Source Type	MUP		1.000000	Not Billable	NBL	☒	NBL																																
Rate Option	Rate Name	Rate Amount	Description	Target Analysis Type	Override Source	Target Source Type																																									
MUP		1.000000	Not Billable	NBL	☒	NBL																																									
29.	Click the Save button. Save Notify Refresh																																														



Project Accounting Job Aid

PA Creating a New Rate Set – Structure Billing

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 Recent Searches Choose from recent searches Saved Searches Choose from saved searches *Project Business Unit = 50100 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 Subcategory begins with
2.	Enter "50100" in the Project Business Unit field. *Project Business Unit = 50100
3.	Enter "BAJ" in the Analysis Type field. Analysis Type begins with BAJ



Project Accounting Job Aid

PA Creating a New Rate Set – Structure Billing

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. *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 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	%	%	%	%	%



Project Accounting Job Aid

PA Creating a New Rate Set – 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><th>Project Business Unit</th><th>Analysis Type</th><th>Analysis Group</th><th>Contract</th><th>Project</th><th>Resource General Ledger Unit</th><th>Project Type</th><th>Activity</th><th>Source Type</th></tr><tr><td>50100</td><td>BAJ</td><td>%</td><td>%</td><td>%</td><td>50100</td><td>%</td><td>%</td><td>C200</td></tr><tr><td>50100</td><td>BAJ</td><td>%</td><td>%</td><td>%</td><td>50100</td><td>%</td><td>%</td><td>C220</td></tr><tr><td>50100</td><td>BAJ</td><td>%</td><td>%</td><td>%</td><td>50100</td><td>%</td><td>%</td><td>C230</td></tr><tr><td>50100</td><td>BAJ</td><td>%</td><td>%</td><td>%</td><td>50100</td><td>%</td><td>%</td><td>C240</td></tr><tr><td>50100</td><td>BAJ</td><td>%</td><td>%</td><td>%</td><td>50100</td><td>%</td><td>%</td><td>C250</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></tr><tr><td>50100</td><td>BAJ</td><td>%</td><td>%</td><td>%</td><td>50100</td><td>%</td><td>%</td><td>0430</td></tr></table>	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
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.

← Cardinal Financials

Accounting Rules

PC Business Unit 50100

Analysis Type BAJ

Analysis Group %

Contract %

Project Type %

Project %

Activity %

Description BAJ Federal Aid - 0430

*Resource General Ledger Unit 50100

Source Type 0430

Category %

Subcategory %

Project Transaction Type %

Project Transaction Code %

*Status Active

*Journal Template CA_REV

Additional Selection Criteria

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

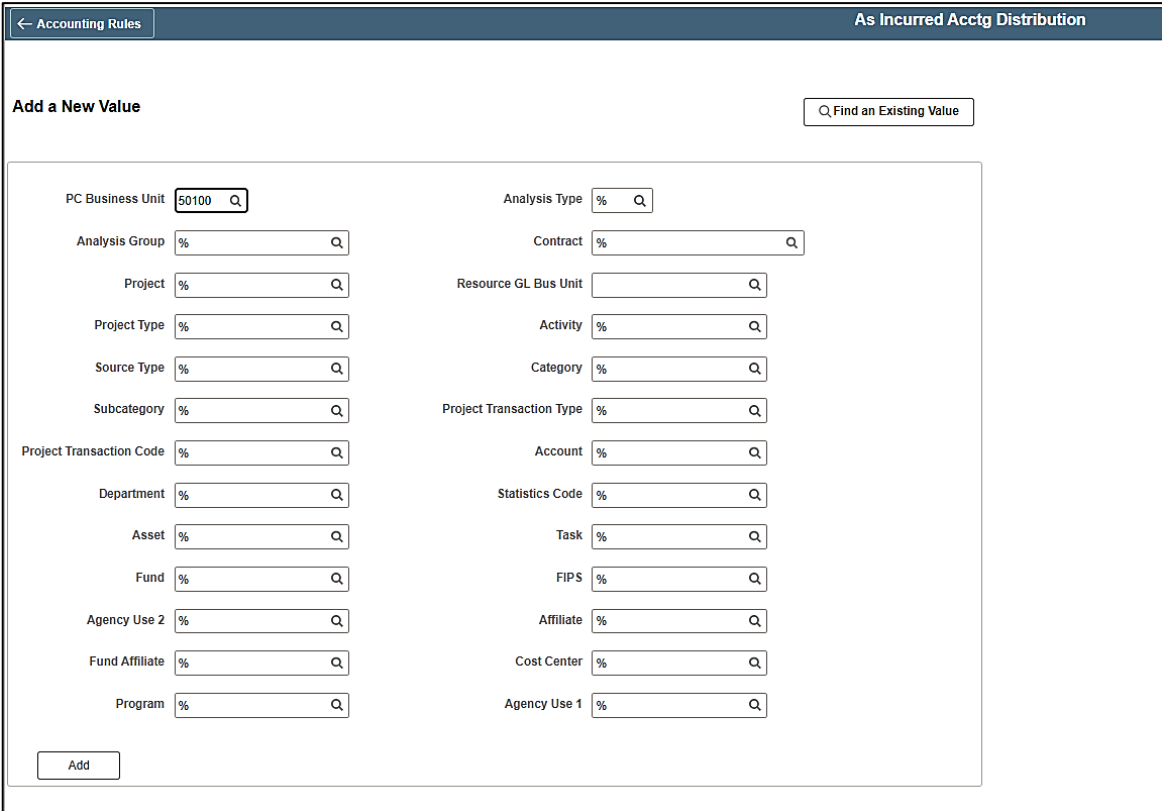
Copy Accounting Entries To...

Organization

*Inter-Organization Level Default

Accounting Entries

Seq Nbr	Debit/Credit	*Account Type	Billing Business Unit	*Account	Fund	Program	Department	Cost Center
---------	--------------	---------------	-----------------------	----------	------	---------	------------	-------------

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.



Project Accounting Job Aid

PA Creating a New Rate Set – Structure Billing

Step	Action
10.	Enter "50100" in the Resource GL Bus Unit field. Resource GL Bus Unit 50100
11.	Enter the new Source Type in the Source Type field. Source Type L29R
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

L29R

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

1 of 1

View All

*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



Project Accounting Job Aid

PA Creating a New Rate Set – Structure Billing

Step	Action
	The Analysis Type field defaults from the Accounting Rule copied. Analysis Type BAJ Q
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” Description BAJ Federal Aid - L29R
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 L29R Q
16.	Enter "CA_REV" in the Journal Template field. *Journal Template CA_REV Q
17.	Confirm that the Accounting Entries (debit and credit lines) are set up as expected. If not, update them accordingly. Accounting Entries Seq Nbr Debit/Credit *Account Type Billing Business Unit *Account Fund Program Department Cost Center 1 Debit Contract Asset 50100 112051 04010 % % 1 Credit Revenue 4020205 04010 % %
18.	Click the Save button. Save Notify
19.	Repeat this section for the BIL and BLD Analysis Types for this Source Type.