

Creating Customer Contract Products Overview

If a new amount-based or rate-based Product needs to be created, it is recommended to submit a Help Desk ticket (vccc@vita.virginia.gov) with “Cardinal Project Accounting (PA)” in the subject line. The Cardinal Post Production Support (PPS) PA team will work with the user to ensure that the Product is created correctly. If the Product is not set up correctly, it will have downstream impacts to the Contract, billing, and GL distribution and will require a Help Desk ticket to correct the errors.

Amount-Based Product

Amount-based Contracts are used to bill a fixed price Contract for varying amounts. An amount-based Contract Line allows users to bill a fixed amount against a single Project/Activity combination. Amount-based Products allow the same Project/Activity combination to be associated with more than one Contract Line.

When creating an amount-based Contract Line, the user must use an amount-based Product.

If creating a new amount-based Product in Cardinal, first create the Product Definition, assign the Product Group, and finally associate the new Product with a Distribution Set and Distribution Code. The accounting distribution information on the **Accounting Distribution** page defaults from the Distribution Set and Distribution Code.

Once the Product has been created and associated with a Revenue Plan Template, a Billing Plan Template, and a Distribution Code, it can be used on any amount-based Contract Line.

Rate-Based Product

Rate-based Contracts calculate amounts to bill each customer as costs are accumulated against the Project/Activity combinations linked to the Contract. The customer's participation is applied to these costs based on the Rate Set associated to the Contract Line. Once the billable amounts are determined, the billable transactions are sent to Billing. The user can set up Billing Limits for a rate-based Contract Line to ensure that the limits related to an agreement are enforced. The revenue and unbilled AR accounting distributions for rate-based Contract Lines are stored in the accounting rules.

Once a Product has been created and associated with a Revenue and Billing Plan template, the Product can be reused on any rate-based contract line.

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



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Project Accounting Job Aid

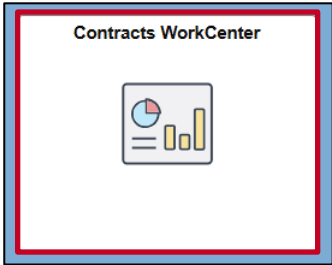
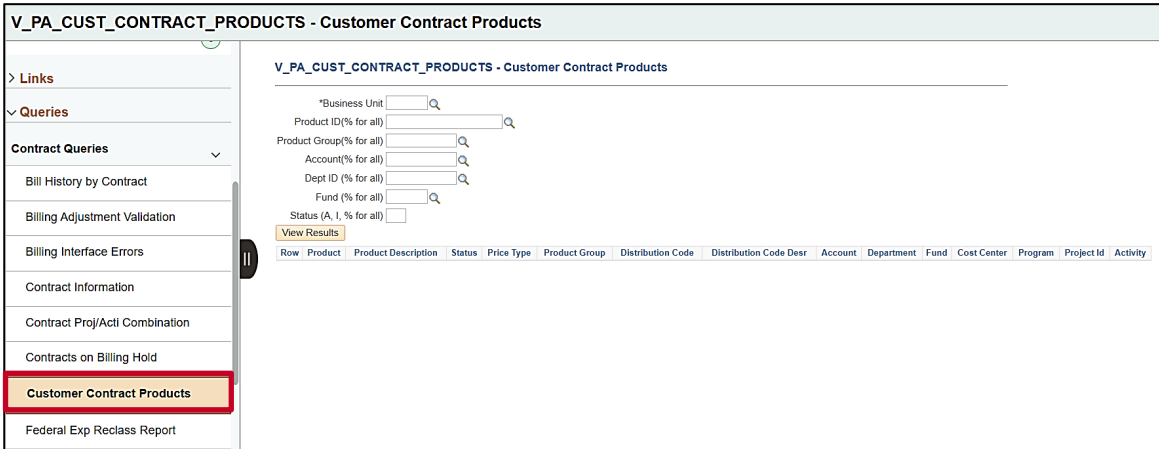
PA354 Creating Customer Contract Products (VDOT Only)

Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
10/16/2024	Baseline.

Confirming an Amount-Based Product

Run the **Customer Contract Products** query. Before creating an Amount-Based Product, search to see if the Amount-Based Product already exists which contains the Chart of Account (COA) string needed.

Step	Action
1.	Navigate to the Customer Contract Products Query 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: Queries > Contract Queries > Customer Contract Products Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 



Project Accounting Job Aid

PA354 Creating Customer Contract Products (VDOT Only)

Step	Action															
	The Customer Contract Products Query page displays. V_PA_CUST_CONTRACT_PRODUCTS - Customer Contract Products *Business Unit Product ID(% for all) Product Group(% for all) Account(% for all) Dept ID (% for all) Fund (% for all) Status (A, I, % for all) View Results <table><tr><th>Row</th><th>Product</th><th>Product Description</th><th>Status</th><th>Price Type</th><th>Product Group</th><th>Distribution Code</th><th>Distribution Code Desr</th><th>Account</th><th>Department</th><th>Fund</th><th>Cost Center</th><th>Program</th><th>Project Id</th><th>Activity</th></tr></table>	Row	Product	Product Description	Status	Price Type	Product Group	Distribution Code	Distribution Code Desr	Account	Department	Fund	Cost Center	Program	Project Id	Activity
Row	Product	Product Description	Status	Price Type	Product Group	Distribution Code	Distribution Code Desr	Account	Department	Fund	Cost Center	Program	Project Id	Activity		
3.	Enter the run criteria for the query. At a minimum, complete the Business Unit and Product ID (prefix of “AMT%”) fields. Enter other details (e.g., Product Group, Account, Fund) if available. Otherwise, enter “%” in each of the remaining fields. *Business Unit 50100 Product ID(% for all) AMT% Product Group(% for all) % Account(% for all) % Dept ID (% for all) % Fund (% for all) % Status (A, I, % for all) % View Results															
4.	Click the View Results button. View Results															



Project Accounting Job Aid

PA354 Creating Customer Contract Products (VDOT Only)

Step	Action
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The page refreshes and the results display.

V_PA_CUST_CONTRACT_PRODUCTS - Customer Contract Products

*Business Unit

Product ID(% for all)

Product Group(% for all)

Account(% for all)

Dept ID (% for all)

Fund (% for all)

Status (A, I, % for all)

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (45 kb)

[View All](#)

First 1-100 of 119 Last

Row	Product	Product Description	Status	Price Type	Product Group	Distribution Code	Distribution Code Desr	Account	Department	Fund	Cost Center	Program	Project Id	Activity
1	AMT_FEDERAL	Federal - Amount Based	A	AMT	RTE_FED	GRANTGRT12	Federal Grant - Local Assistan	4020205	10059	04010		603015		
2	AMT_FEDGRT10	Federal Grant - NOVA	I	AMT	AMT_FED	GRANTGRT10	Federal Grant - NOVA	4020205	19000	04010				
3	AMT_FEDGRT11	Federal Transit Grant-Richmond	A	AMT	AMT_FED	GRANTGRT11	Federal Transit Grant-Richmond	4020507	14000	04010				
4	AMT_FED_GRT10	Federal Grant-NOVA	A	AMT	AMT_FED	GRANTGRT10	Federal Grant - NOVA	4020205	19000	04010				
5	AMT_FED_GRT11	Federal Grant-Richmond	A	AMT	AMT_FED	GRANTGRT11	Federal Grant - Richmond	4020505	14000	04010				
6	AMT_FED_PASS1	Federal PassThrough CO	A	AMT	AMT_FED	FEDPASS1	Federal PassThrough CO	609650	10015	04010				
7	AMT_GENER1	Gener - HMO - East River	A	AMT	AMT_HMOOTH	GENERGEN10	Generic Hwy/MaintOps East Rv AR	40040001	11099	04100				
8	AMT_GENER2	Gener-HMO-STA-Research Council	A	AMT	AMT_HMOSTA	GENERGEN15	University of Virginia Generic	4003007	10029	04100	11210010	602002		
9	AMT_GENER3	Gener - HMO - VCTIR	A	AMT	AMT_HMOOTH	GENERGEN16	Research Council HMO Private	40040001	10029	04100		602002		
10	AMT_GENER4	Gener-CON- Location & Design	A	AMT	AMT_CONOTH	GENERGEN14	Location & Design CON Private	40040001	10021	04720		514008	0000108401	
11	AMT_GENER5	Research Council HMO Dep 10144	A	AMT	AMT_HMOOTH	GENERGEN19	Research Council HMO Dep 10144	40040001	10144	04100		602002		
12	AMT_GENER6	Research Cncl HMO State 10144	A	AMT	AMT_HMOSTA	GENERGEN20	Research Cncl HMO State 10144	4003007	10144	04100		602002		

5. Review the results to see if there is an existing Product that has the appropriate Product Group and COA string which is needed to record the billing and revenue transactions for the Contract.
 - a. If the Product exists, see the Job Aid titled **PA354 Creating a Non-Federal Amount Based Contract (VDOT Only)**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.
 - b. If the Product does not exist, the user will need to determine if there is an existing Distribution Code that contains the appropriate COA string which can be used. Proceed to the [Confirming a Distribution Code](#) section of this Job Aid.

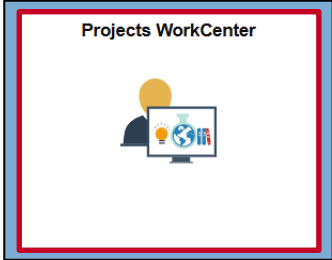
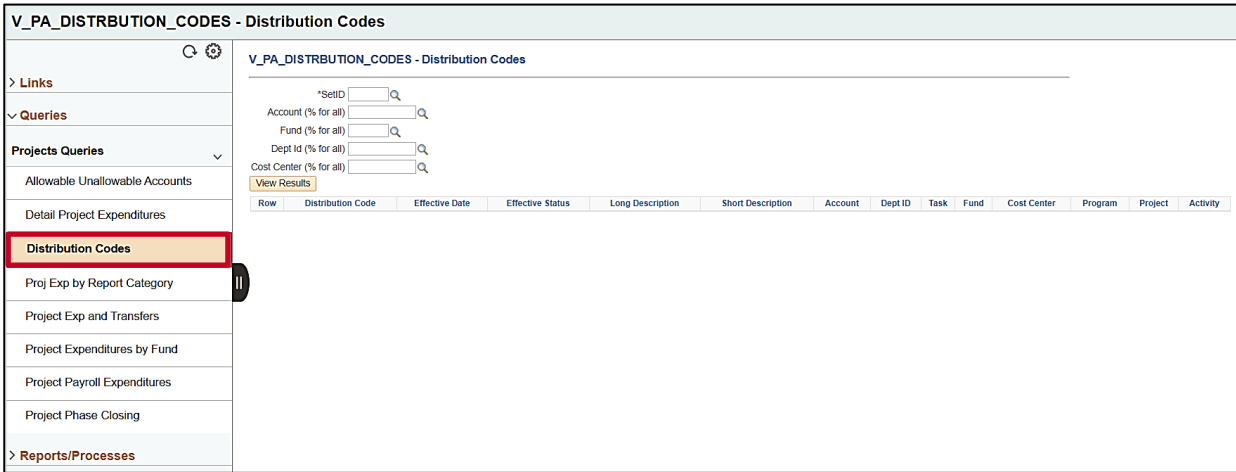


Project Accounting Job Aid

PA354 Creating Customer Contract Products (VDOT Only)

Confirming a Distribution Code

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

Step	Action
1.	Navigate to the Distribution Code Query page by clicking the Projects 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: Queries > Projects Queries > Distribution Codes Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
The Distribution Code Query page displays. 	



Project Accounting Job Aid

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

The page refreshes with the results.

V_PA_DISTRBUATION_CODES - Distribution Codes

*SetID 50100

Account (% for all) 4%

Fund (% for all) 04720

Dept Id (% for all) %

Cost Center (% for all) %

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (25 kb)

View All

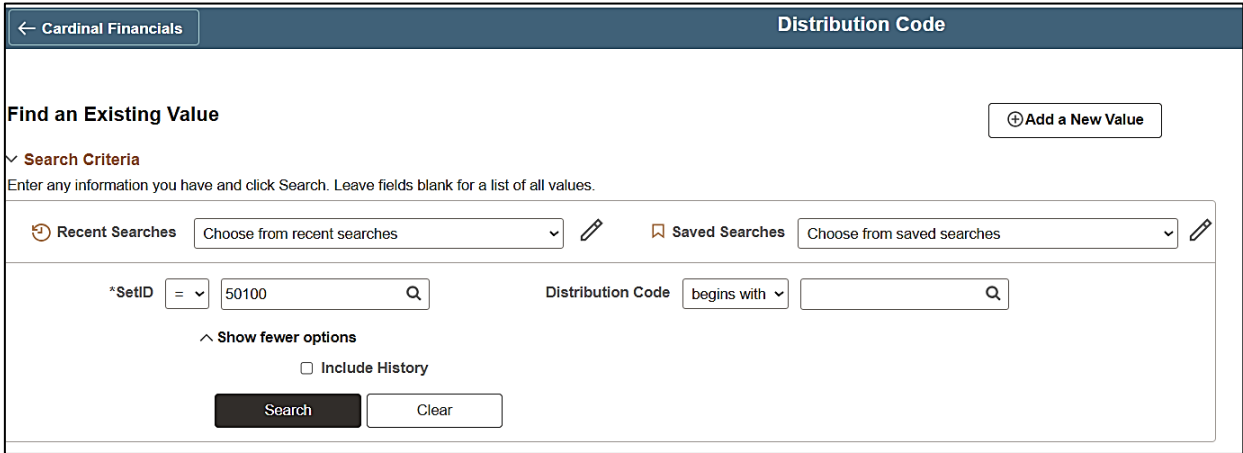
First 1-82 of 82 Last

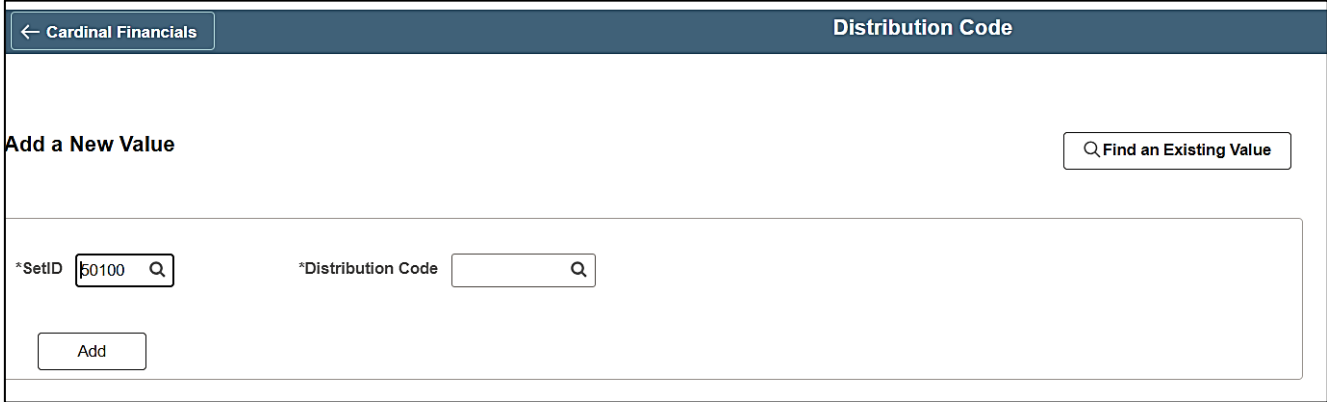
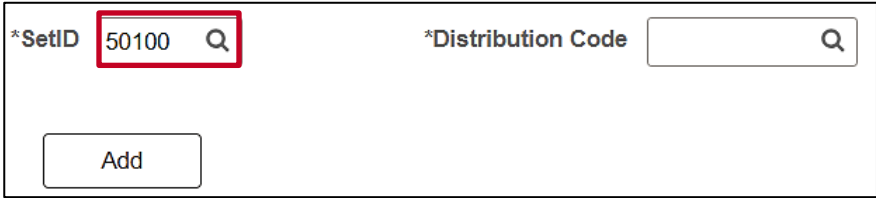
Row	Distribution Code	Effective Date	Effective Status	Long Description	Short Description	Account	Dept ID	Task	Fund	Cost Center	Program	Project	Activity
1	ADVANC0N34	07/01/2016	A	Prepaid - CON - STA	ADVANC0N34	4003007	10030		04720				
2	ADVANC0N35	07/01/2016	A	Prepaid - CON - OTH	ADVANC0N35	4003007	10055		04720				
3	AUDITAUDI2	01/01/1901	A	Audit - CON - OTH	AUDITAUDI2	4009060	10015		04720	12000010			
4	COALSCOALS	01/01/1901	A	Coal Severance - CCT	COALSCOALS	40042013	11000		04720				
5	GENERGENC1	01/01/1901	A	Generic Construction AR	GENERGENC1	4009060	99999		04720	12000010			
6	GENERGEN14	01/02/1901	A	Location & Design CON Private	GENERGEN14	40040001	10021		04720		514008	0000108401	
7	MG&SECON01	01/01/1901	A	Misc - CON - CCT/OTH-Bristol	MG&SECON01	40042011	11000		04720	12000010			
8	MG&SECON02	01/01/1901	A	Misc - CON - CCT/OTH-Salem	MG&SECON02	40042011	12000		04720	12000010			
9	MG&SECON03	01/01/1901	A	Misc - CON - CCT/OTH-Lynchburg	MG&SECON03	40042011	13000		04720	12000010			
10	MG&SECON04	01/01/1901	A	Misc - CON - CCT/OTH-Richmond	MG&SECON04	40042011	14000		04720	12000010			
11	MG&SECON05	01/01/1901	A	Misc - CON - CCT/OTH-Suffolk	MG&SECON05	40042011	15000		04720	12000010			
12	MG&SECON06	01/01/1901	A	Misc - CON - CCT/OTH-Fredsburg	MG&SECON06	40042011	16000		04720	12000010			
13	MG&SECON07	01/01/1901	A	Misc - CON - CCT/OTH-Culpeper	MG&SECON07	40042011	17000		04720	12000010			
14	MG&SECON08	01/01/1901	A	Misc - CON - CCT/OTH-Strunton	MG&SECON08	40042011	18000		04720	12000010			
15	MG&SECON09	01/01/1901	A	Misc - CON - CCT/OTH-NOVA	MG&SECON09	40042011	19000		04720	12000010			
16	MG&SECON30	01/01/1901	A	Misc - CON - OTH - C Office	MG&SECON30	40042011	10015		04720	12000010			
17	MG&SECON31	01/01/1901	A	Misc - CON - OTH - R. Council	MG&SECON31	40042011	10029		04720	12000010			
18	MG&SECON32	01/01/1901	A	Misc - CON - OTH - Fiscal	MG&SECON32	4009060	10015		04720	12000010			

| 5. | Review the results to see if there is an existing Distribution Code for the COA string which is needed to record the revenue transactions for the Contract. a. If the Distribution Code exists, see the Job Aid titled **PA354 Creating a Non-Federal Amount Based Contract (VDOT Only)**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**. b. If the Distribution Code does not exist, proceed to the [Creating a Distribution Code](#) section of this Job Aid. |

Creating a Distribution Code

If creating a new Product, it is recommended that the user submit a Help Desk ticket (vccc@vita.virginia.gov) with “Cardinal Project Accounting (PA)” in the subject line. The Cardinal Post Production Support (PPS) PA team will work with the user to ensure that the Product is created correctly. If the Product is not set up correctly, it will have downstream impacts to the Contract, billing, and GL distribution and will require a Help Desk ticket to correct the errors.

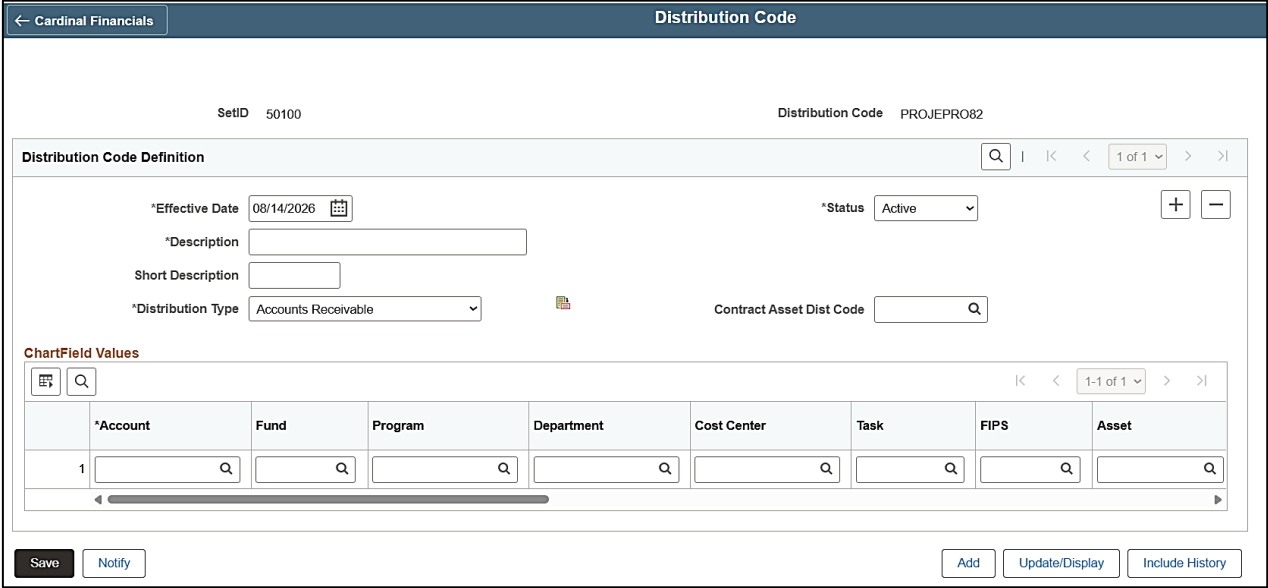
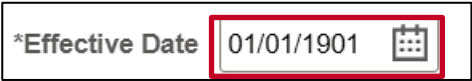
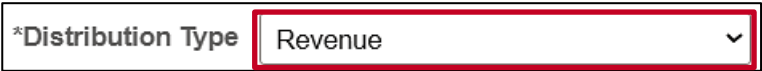
Step	Action
1.	Navigate to the Distribution Code page using the following path: NavBar > Menu > Set Up Financials/Supply Chain > Common Definitions > Distribution Accounting > Distribution Code The Distribution Code Find an Existing Value Search page displays. 
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages. This Job Aid is located on the Cardinal website in Job Aids under Learning.
2.	Click the Add a New Value button. 

Step	Action
	The Distribution Code Add a New Value page displays. 
	The SetID field defaults to the Agency's Business Unit and should not be changed. 
3.	Enter the Distribution Code name in the Distribution Code field. Use the Distribution Code Look up icon to identify the next available Distribution Code name. The name of the Distribution Code should contain the corresponding Source Type and Category. 
4.	Click the Add button. 



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Step	Action
	The Distribution Code page displays. 
5.	Enter "01/01/1901" in the Effective Date field. 
6.	Enter the applicable description in the Description field. 
7.	Enter the Distribution Code name in the Short Description field. 
8.	Click the Distribution Type dropdown button and select "Revenue". 
	The Status field defaults to "Active" and should not be changed. 



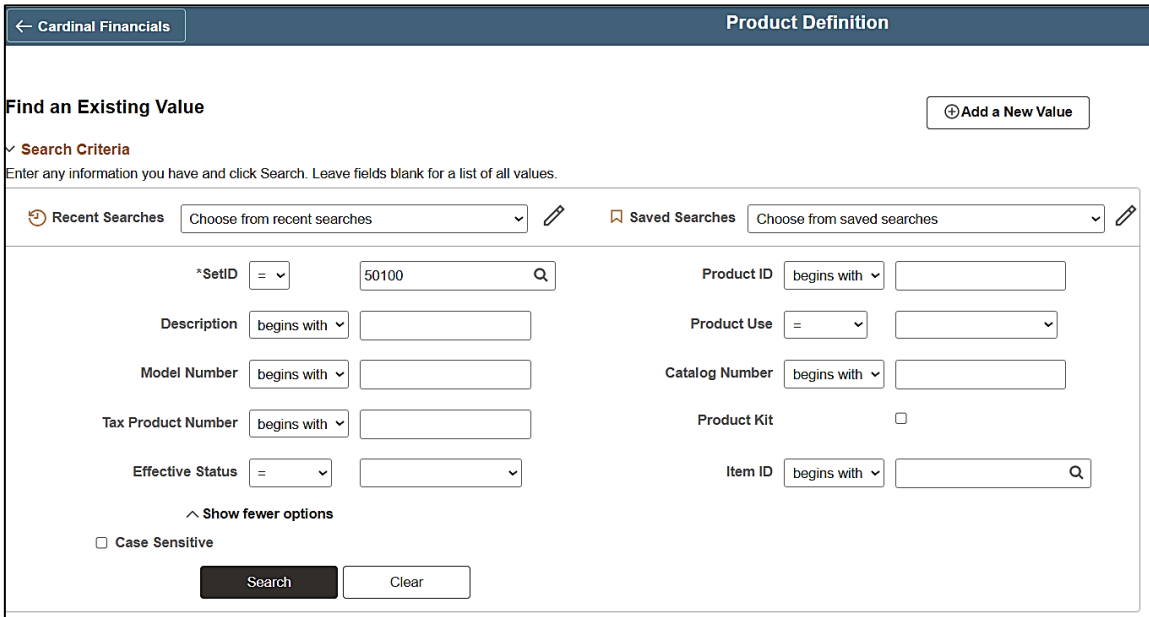
Project Accounting Job Aid

PA354 Creating Customer Contract Products (VDOT Only)

Step	Action																		
9.	Click the Contract Liability Dist Code Look up icon and select the applicable Deferred Revenue Distribution Code which should be used to book deferred revenue. Contract Liability Dist Code ADVANADCN5																		
	Use the V_PA_DISTRBUTION_CODES query to determine the available values for selection in the Contract Liability Dist Code field. Search using the Agency Business Unit in the SetID field and complete the Account and Fund fields. All Deferred Revenue Distribution Codes start with “ADVAN”. V_PA_DISTRBUTION_CODES - Distribution Codes *SetID 50100 Account (% for all) 4% Fund (% for all) 04720 Dept Id (% for all) % Cost Center (% for all) % View Results Download results in : Excel SpreadSheet CSV Text File XML File (25 kb) View All <table><tr><th>Row</th><th>Distribution Code</th><th>Effective Date</th><th>Effective Status</th><th>Long Description</th><th>Short Description</th></tr><tr><td>1</td><td>ADVANCON34</td><td>07/01/2016</td><td>A</td><td>Prepaid - CON - STA</td><td>ADVANCON34</td></tr><tr><td>2</td><td>ADVANCON35</td><td>07/01/2016</td><td>A</td><td>Prepaid - CON - OTH</td><td>ADVANCON35</td></tr></table>	Row	Distribution Code	Effective Date	Effective Status	Long Description	Short Description	1	ADVANCON34	07/01/2016	A	Prepaid - CON - STA	ADVANCON34	2	ADVANCON35	07/01/2016	A	Prepaid - CON - OTH	ADVANCON35
Row	Distribution Code	Effective Date	Effective Status	Long Description	Short Description														
1	ADVANCON34	07/01/2016	A	Prepaid - CON - STA	ADVANCON34														
2	ADVANCON35	07/01/2016	A	Prepaid - CON - OTH	ADVANCON35														
	The Deferred Revenue Distribution Code is used when creating an amount-based deferred Contract Line to default the Contract Liability Distribution. The Chart of Account (COA) values are used to record the deferred revenue. The Deferred Revenue Distribution Code values should be associated to all Project related Distribution Codes for the “PROJE”, “COAL”, “MG&SECON”, and “MG&SEMGS” naming conventions.																		
10.	Complete the following fields in the ChartField Values section of the page: Account: Select the Account which should be used to book revenue. In most cases, this value will be a Revenue Account. In some cases, an Expenditure Account is used to book revenue Fund: Select the Fund Code which should be used to book revenue Program: Only select the Program Code if an Expenditure Account is used instead of a Revenue Account. The Program value should be the Program from the distribution defined on the Project associated with the Contract ChartField Values < > 1-1 of 1 <table><tr><th></th><th>Account</th><th>Fund</th><th>Program</th><th>Department</th><th>Cost Center</th><th>Task</th><th>FIPS</th><th>Asset</th></tr><tr><td>1</td><td> 5023230 </td><td> 04720 </td><td> 100000 </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>		Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	1	5023230	04720	100000					
	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset											
1	5023230	04720	100000																

Step	Action
11.	Click the Save button. 

Creating an Amount-Based Product

Step	Action
1.	Navigate to the Product Definition page using the following path: NavBar > Menu > Products > Identify Product Details > Define Product and Attributes
The Product Definition Find an Existing Value Search page displays. 	
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages . This Job Aid is located on the Cardinal website in Job Aids under Learning .
2.	Click the Add a New Value button. 



Project Accounting Job Aid

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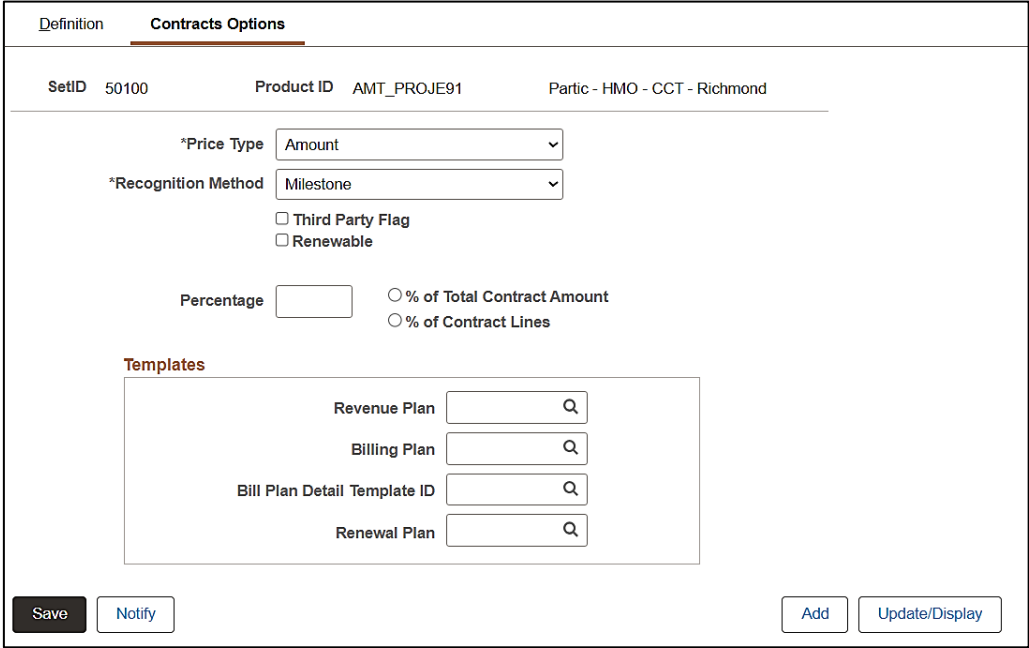
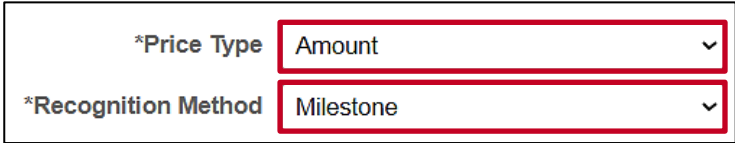
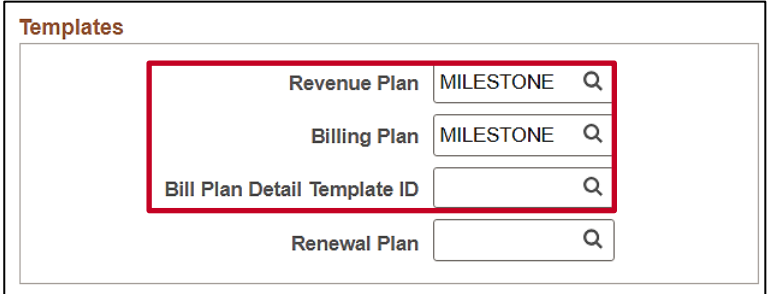
Step	Action
	The Product Definition Add a New Value page displays. ← Cardinal Financials Product Definition Add a New Value Find an Existing Value *SetID 50100 *Product ID NEXT Add

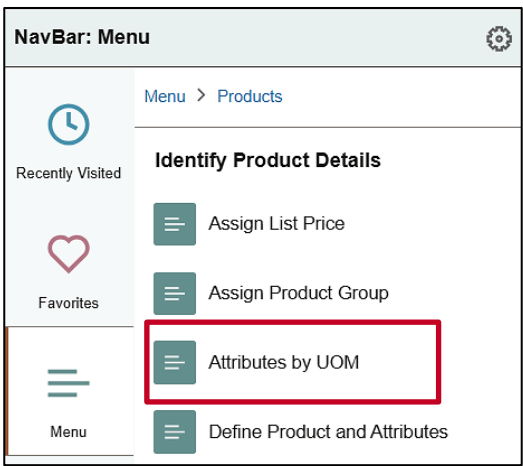
Step	Action
	The Product Use field defaults to “Contracts Only”. Do not update this field. *Product Use Contracts Only ▼
5.	Enter the Distribution Code in the Description field. *Description Partic - HMO - CCT - Richmond
6.	Verify that the Status field is set to “Active”. *Status Active ▼
	The Physical Nature field defaults to “Goods”. Do not update this field. *Physical Nature Goods ▼
7.	Click the Save button. Save Notify
8.	Click the Contracts Options tab. Definition Contracts Options



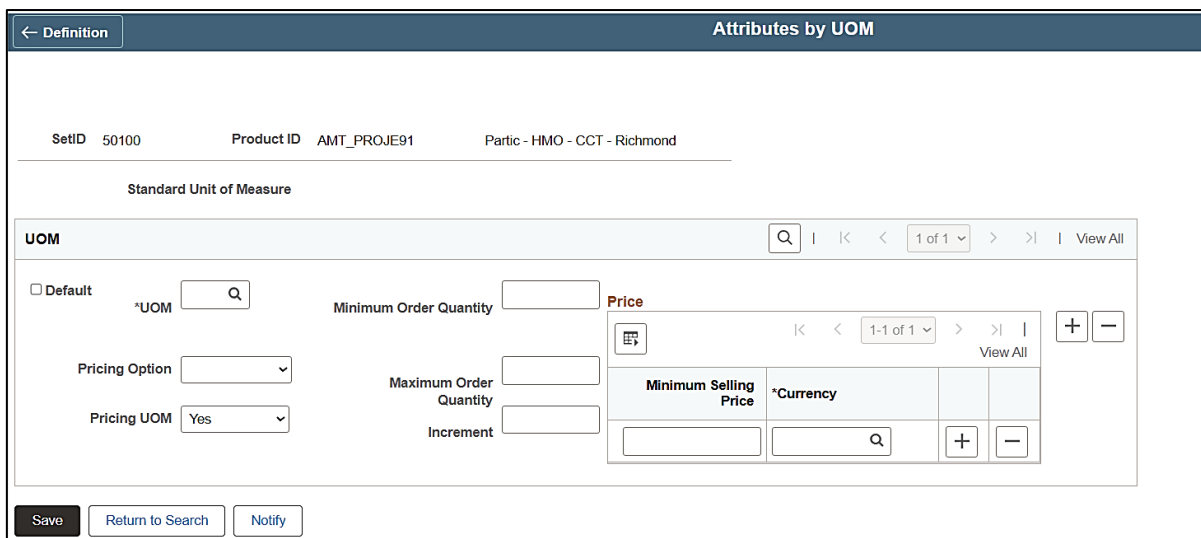
Project Accounting Job Aid

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Step	Action
	The Contracts Options tab displays. 
	The Price Type field defaults to “Amount” and the Recognition Method field defaults to “Milestone”. Do not update these fields. 
9.	Complete the following fields in the Templates section: Revenue Plan – select “MILESTONE” Billing Plan – select “MILESTONE” Bill Plan Detail Template ID – select the applicable Bill Plan Detail Template ID 

Step	Action
	The Bill Plan Detail Template selected defaults some of the Contract billing information to include the Bill Source, Bill Identifier, and Bill Cycle Identifier.
10.	Click the Save button. 
11.	Click NavBar > Menu > Products > Identify Product Details > Attributes by UOM 

The **Attributes by UOM** page displays.

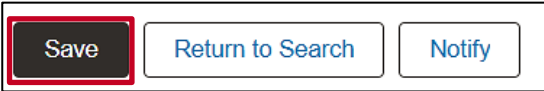
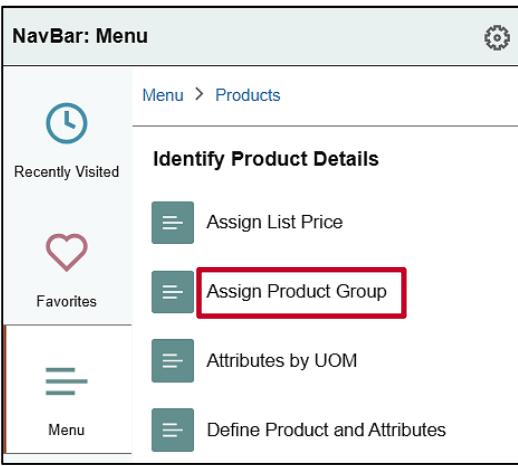


The screenshot shows the 'Attributes by UOM' page. At the top, there's a header with a back arrow and 'Definition' tab. Below the header, the page title 'Attributes by UOM' is displayed. The main content area shows fields for 'SetID' (50100), 'Product ID' (AMT_PROJE91), and 'Partic' (HMO - CCT - Richmond). Below these, there's a section for 'Standard Unit of Measure' with a 'UOM' dropdown and a search icon. To the right of the 'UOM' field are input fields for 'Minimum Order Quantity', 'Maximum Order Quantity', and 'Increment'. Below the 'UOM' field are dropdowns for 'Pricing Option' and 'Pricing UOM'. To the right of these are input fields for 'Minimum Selling Price' and '*Currency'. At the bottom, there are 'Save', 'Return to Search', and 'Notify' buttons.



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Step	Action
12.	Click the UOM Look up icon and select "EA" (each). 
13.	Click the Save button. 
14.	Click NavBar > Menu > Products > Identify Product Details > Assign Product Group 

The **Assign Product Group** page displays.

← Attributes by UOM

Assign Product Group

SetID 50100 Product ID AMT_PROJE91 Partic - HMO - CCT - Richmond

Groups

Q

|< < 1-1 of 1 > >| View All

*Group Type	*Product Group	Descr	Primary Report	Primary Pricing Group		
	Q		☐	☐	+	-

Save

Return to Search

Notify



Project Accounting Job Aid

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Step	Action										
15.	Click the Group Type dropdown button and select “Contract”. *Group Type Contract										
16.	Click the Product Group Look up icon and select the appropriate Product Group. <table><tr><th>*Group Type</th><th>*Product Group</th><th>Descr</th><th>Primary Report</th><th>Primary Pricing Group</th></tr><tr><td>Contract</td><td>AMT_HMOCCT</td><td>Amt Based - HMO Cty Co Twn</td><td>☐</td><td>☐</td></tr></table>	*Group Type	*Product Group	Descr	Primary Report	Primary Pricing Group	Contract	AMT_HMOCCT	Amt Based - HMO Cty Co Twn	☐	☐
*Group Type	*Product Group	Descr	Primary Report	Primary Pricing Group							
Contract	AMT_HMOCCT	Amt Based - HMO Cty Co Twn	☐	☐							
	This value determines in which Product Group the Product will be found when searching for the Product on the Contract.										
17.	Click the Save button. Save Return to Search Notify										



Project Accounting Job Aid

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Defining a Distribution Set

Step	Action
1.	Navigate to the Distribution Sets page using the following path: NavBar > Menu > Set Up Financials/Supply Chain > Common Definitions > Distribution Accounting > Distribution Sets
The Distribution Sets Find an Existing Value Search page displays. ← Cardinal Financials Distribution 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 Distribution Set ID begins with Product ID begins with Customer ID begins with Region Code begins with Inventory Unit = Document Type = Product Group begins with Customer Group begins with Order Group begins with Distrib. Type begins with ^ Show fewer options ☐ Include History Search Clear	
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages. This Job Aid is located on the Cardinal website in Job Aids under Learning.
2.	Click the Add a New Value button. ⊕ Add a New Value

Step	Action
The Distribution Sets Add a New Value page displays.	
The screenshot shows the 'Add a New Value' form. At the top right is a button labeled 'Find an Existing Value'. Below it are two input fields: '*Business Unit' containing '50100' and '*Distribution Set ID' containing 'NEXT', both with search icons. Below these is a 'Document Type' dropdown menu. At the bottom left is an 'Add' button.	
3.	If the Business Unit field does not default, click the Business Unit Look up icon and select the Agency Business Unit. A close-up of the '*Business Unit' field showing the value '50100' and a search icon. The entire field is highlighted with a red rectangle.
	The Distribution Set ID field defaults to "NEXT". Do not update this field. A close-up of the '*Distribution Set ID' field showing the value 'NEXT' and a search icon. The entire field is highlighted with a red rectangle.
4.	Click the Document Type dropdown button and select "Contract". A close-up of the 'Document Type' dropdown menu showing 'Contract' as the selected option. The dropdown box is highlighted with a red rectangle.
5.	Click the Add button. A close-up of the 'Add' button at the bottom of the form. The button is highlighted with a red rectangle.



Project Accounting Job Aid

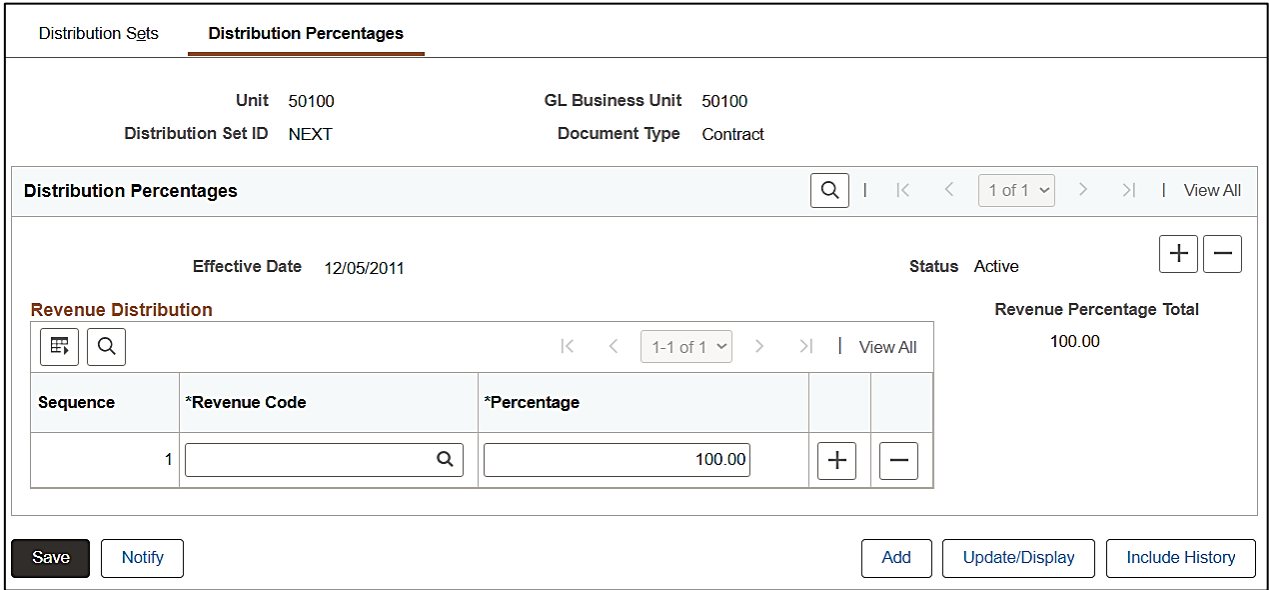
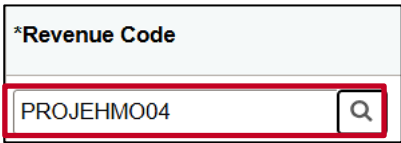
PA354 Creating Customer Contract Products (VDOT Only)

Step	Action
	The Distribution Sets page displays. ← Cardinal Financials Distribution Sets Distribution Sets Distribution Percentages Unit 50100GL Business Unit 50100 Distribution Set ID NEXTDocument Type Contract Distribution Set Description Q < > 1 of 1 > > View All *Effective Date08/14/2026 *StatusActive + - Product ID Product Group Customer Customer Group Region Order Group Inventory Business Unit Distribution Type Save Notify Add Update/Display Include History
6.	Always enter “12/05/2011” in the Effective Date field. *Effective Date 12/05/2011
7.	Click the Product ID Look up icon and select the Product ID previously created. Product ID AMT_PROJE91
8.	Confirm that the Status field displays “Active”. *Status Active



Project Accounting Job Aid

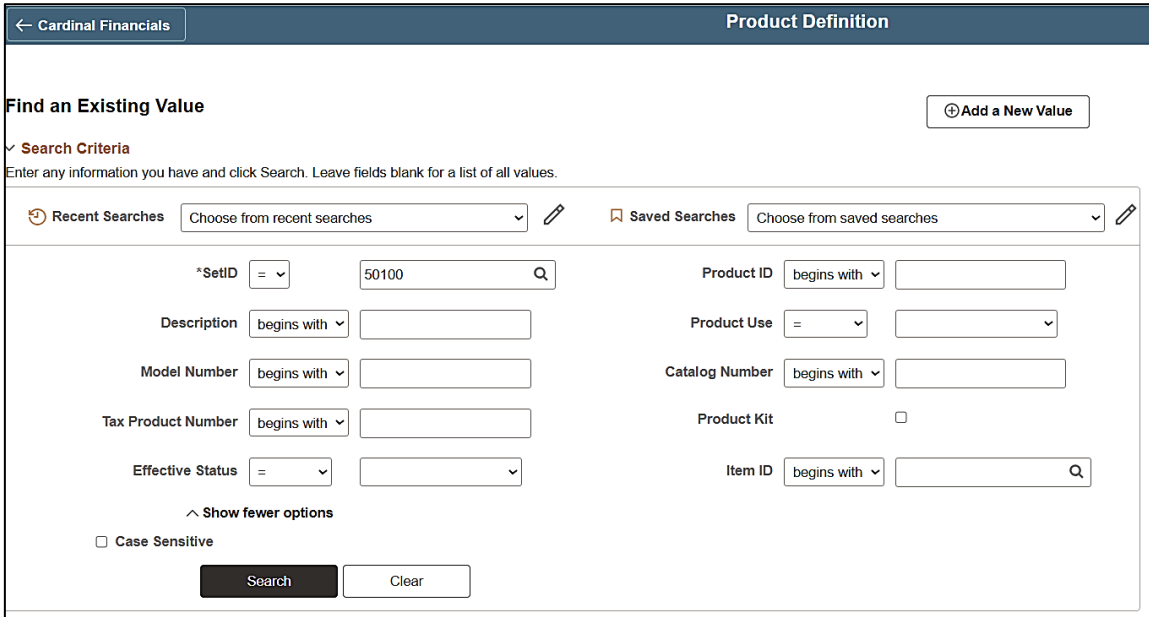
PA354 Creating Customer Contract Products (VDOT Only)

Step	Action
9.	Click the Distribution Percentages tab. 
The Distribution Percentages tab displays. 	
10.	Click the Revenue Code Look up icon and select the appropriate Revenue Code (Distribution Code) for the Product. 
	The General Ledger ChartFields are linked to the Revenue Code and default on the Revenue Line on the Contract.
11.	Click the Save button. 

Confirming a Rate-Based Product

Before creating a Contract, users must first verify whether the Product exists for the Category needed for billing. Products are defined by the following naming convention:

- Source Type followed by Category followed by Participation Rate with an underscore between the values (e.g., "PROJE_PRO01_3")

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



Project Accounting Job Aid

PA354 Creating Customer Contract Products (VDOT Only)

Step	Action
4.	Click the Search button. Search Clear The Product Definition Find an Existing Value Search page refreshes with the search results. Find an Existing 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 Description begins with Model Number begins with Tax Product Number begins with Effective Status = Product ID begins with PROJE_PRO01_3 Product Use = Catalog Number begins with Product Kit Item ID begins with Q ^ Show fewer options ☐ Case Sensitive Search Clear Save Search Search Results No matching values were found.
5.	Review the search results. - If the Product exists, see the Job Aid titled PA354 Creating a Non-Federal Rate-Based Contract (VDOT Only). This Job Aid is located on the Cardinal website in Job Aids under Learning. - If the Product does not exist ("No matching values were found." message in the Search Results section), proceed to the Creating a Rate-Based Product section of this Job Aid.

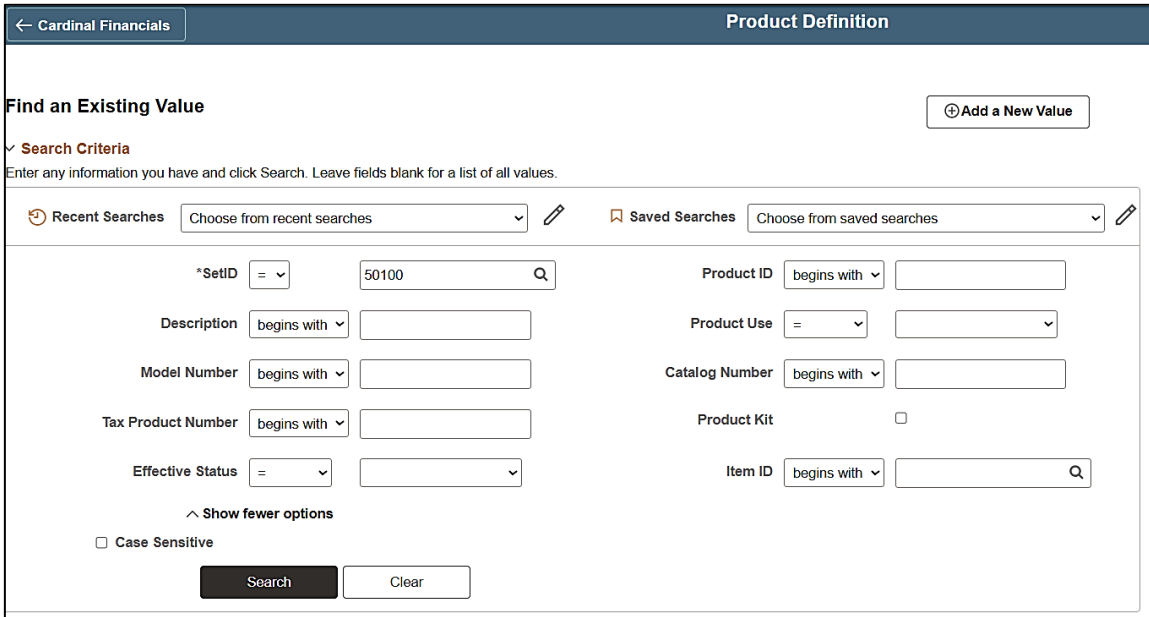


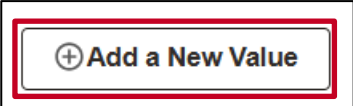
Project Accounting Job Aid

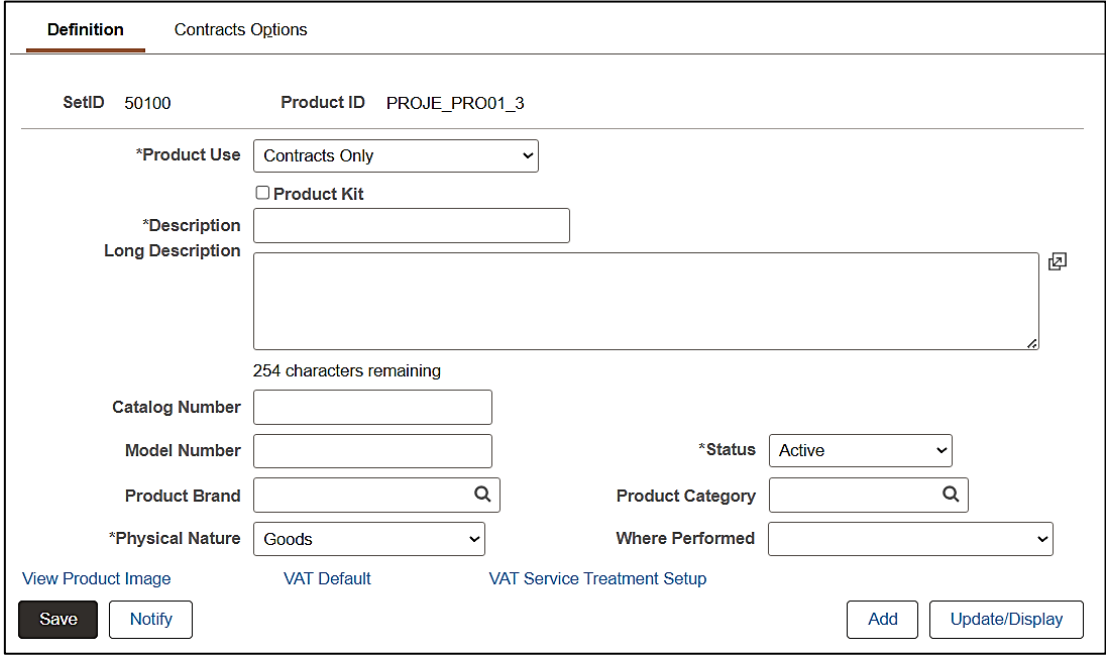
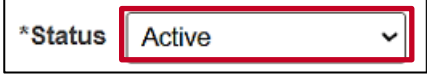
PA354 Creating Customer Contract Products (VDOT Only)

Creating a Rate-Based Product

It is recommended that the user submit a Help Desk ticket (yccc@vita.virginia.gov) with “Cardinal Project Accounting (PA)” in the subject line. The Cardinal Post Production Support (PPS) PA team will work with the user to ensure that the Product is created correctly. If the Product is not set up correctly, it will have downstream impacts to the Contract, billing, and GL distribution and will require a Help Desk ticket to correct the errors.

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

Step	Action
	The Product ID is created by using the Distribution Code plus the Participation Rate with underscores in between. For example, if the Distribution Code is "PROJEPRO01" and the Participation Rate is "3", the Product ID would be "PROJE_PRO01_3".
4.	Click the Add a New Value button. 
The Product Definition Add a New Value page displays with the previously entered Set ID and Product ID. 	
5.	Click the Add button. 

Step	Action
	The Definition tab displays. 
	The Product Use field defaults to “Contracts Only”. Do not update this field. 
6.	Enter the description in the Description field. This should be the same as the Distribution Code description. 
7.	Verify that the Status field is set to “Active”. 
	The Physical Nature field defaults to “Goods”. Do not update this field. 
8.	Click the Contracts Options tab. 



Project Accounting Job Aid

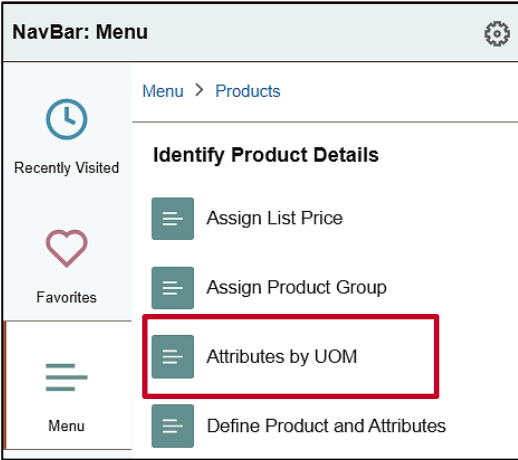
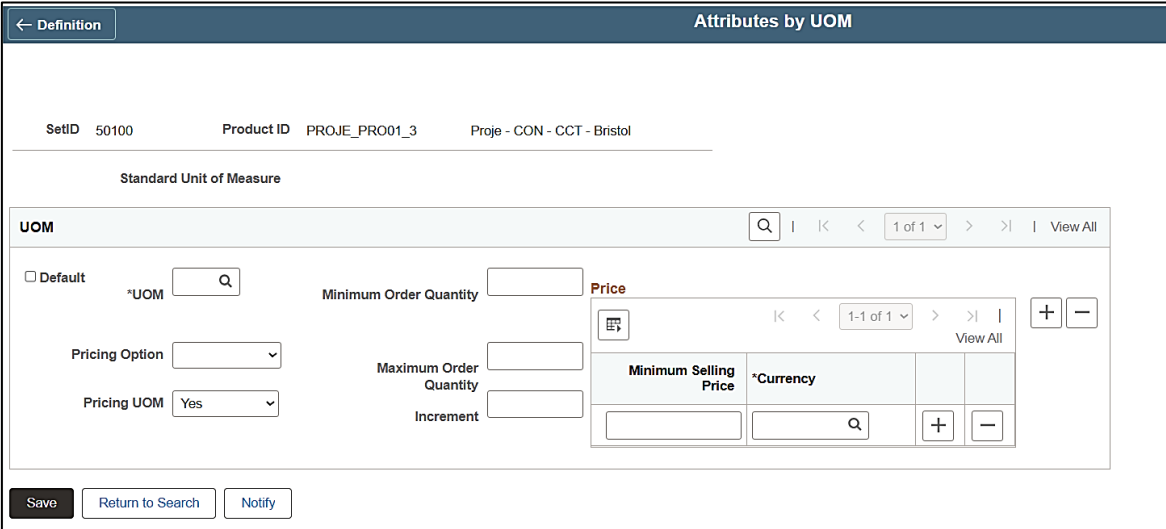
PA354 Creating Customer Contract Products (VDOT Only)

Step	Action
	The Contract Options tab displays. Definition Contracts Options SetID 50100 Product ID PROJE_PRO01_3 Proje - CON - CCT - Bristol *Price Type Amount *Recognition Method Milestone ☐ Third Party Flag ☐ Renewable Percentage ☐ % of Total Contract Amount ☐ % of Contract Lines Templates Revenue Plan Q Billing Plan Q Bill Plan Detail Template ID Q Renewal Plan Q Save Notify Add Update/Display
9.	Click the Price Type dropdown button and select “Rate”. *Price Type Rate ▼
10.	Click the Recognition Method dropdown button and select “As Incurred”. *Recognition Method As Incurred ▼
11.	Click the Revenue Plan Look up icon within the Templates section and select “RATE”. Revenue Plan RATE Q
12.	Click the Billing Plan Look up icon and select “RATE”. Billing Plan RATE Q

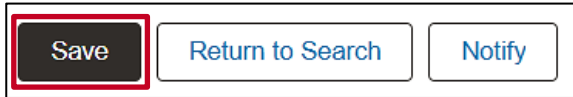


Project Accounting Job Aid

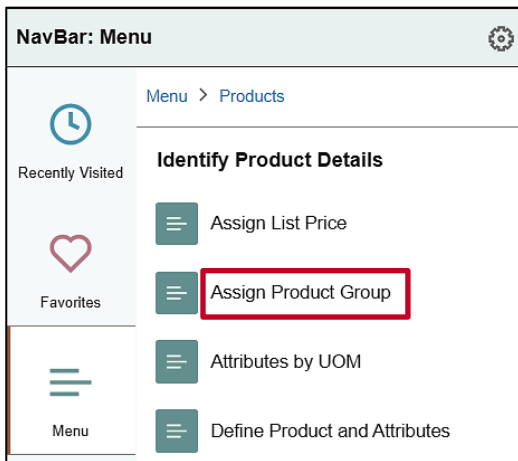
PA354 Creating Customer Contract Products (VDOT Only)

Step	Action
13.	Click the Bill Plan Detail Template ID Look up icon and select the applicable Bill Plan Detail Template ID. 
14.	Click the Save button. 
15.	Click NavBar > Menu > Products > Identify Product Details > Attributes by UOM 
The Attributes by UOM page displays. Verify the information for accuracy and update as needed. 	

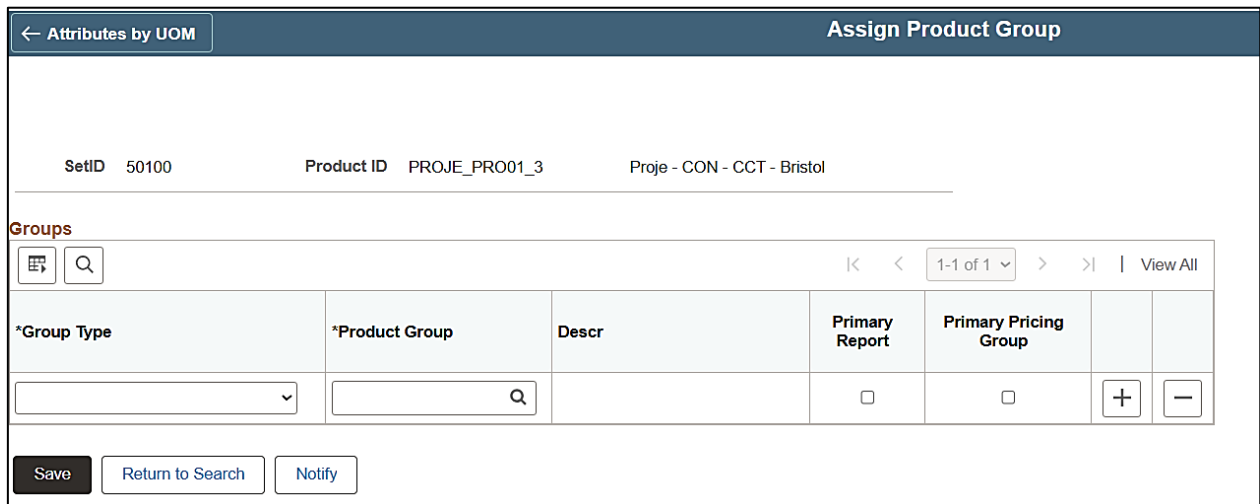
Step	Action
16.	Click the Save button.



17.	Click NavBar > Menu > Products > Identify Product Details > Assign Product Group
-----	---



The **Assign Product Group** page displays.



18.	Click the Group Type dropdown button and select "Contract".
-----	--





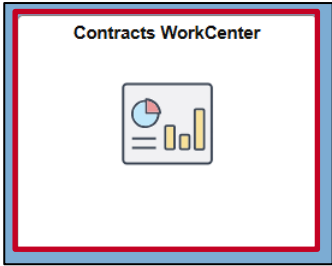
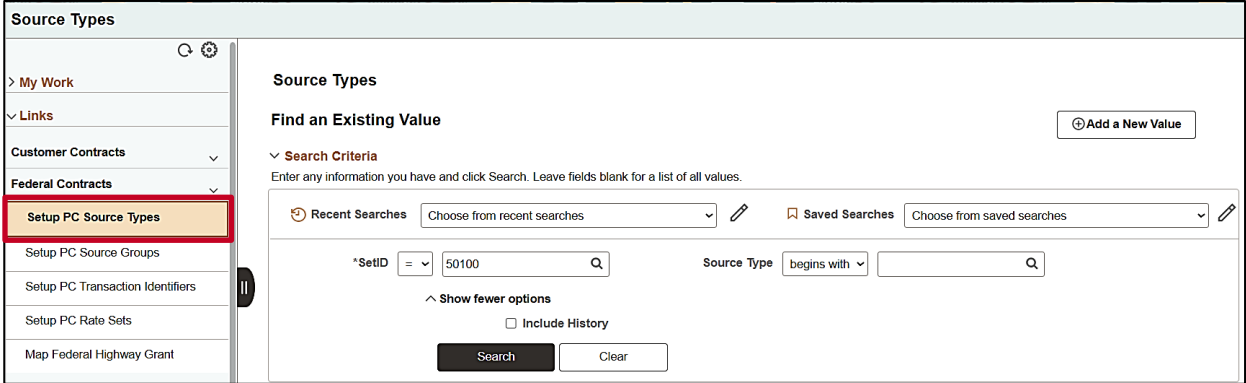
Project Accounting Job Aid

PA354 Creating Customer Contract Products (VDOT Only)

Step	Action				
19.	Click the Product Group Look up icon and select the applicable Product Group. <table><tr><td>*Product Group</td><td>Descr</td></tr><tr><td>RTE_CONCCT </td><td>Rate Based - Constr Cty Co Twn</td></tr></table>	*Product Group	Descr	RTE_CONCCT 	Rate Based - Constr Cty Co Twn
*Product Group	Descr				
RTE_CONCCT 	Rate Based - Constr Cty Co Twn				
	This value determines in which Product Group the Product will be found when searching for the Product on the Contract.				
20.	Click the Save button. <table><tr><td>Save</td><td>Return to Search</td><td>Notify</td></tr></table>	Save	Return to Search	Notify	
Save	Return to Search	Notify			

Confirming a Source Type

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

Step	Action
1.	Navigate to the Source Types page 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 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



Project Accounting Job Aid

PA354 Creating Customer Contract Products (VDOT Only)

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 🔍 Source Type begins with ▼ 🔍 ^ Show fewer options ☐ Include History Search Clear



Project Accounting Job Aid

PA354 Creating Customer Contract Products (VDOT Only)

Step

Action

The page refreshes with the search results in the **Search Results** section or the **Source Type** 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

▼

PROJE

Q

^ Show fewer options

☐ Include History

Search

Clear

Save Search

▼ Search Results

1 result - SetID "50100" Source Type "PRO"

<

1-1 of 1

>

>

| View All

SetID	Source Type	Description	
50100	PROJE	Non-Fed Proj Participation	>

6.

Review the search results.

a.

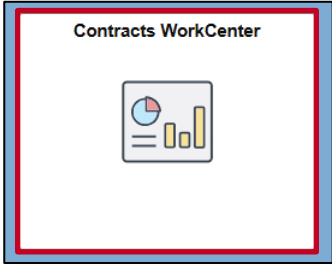
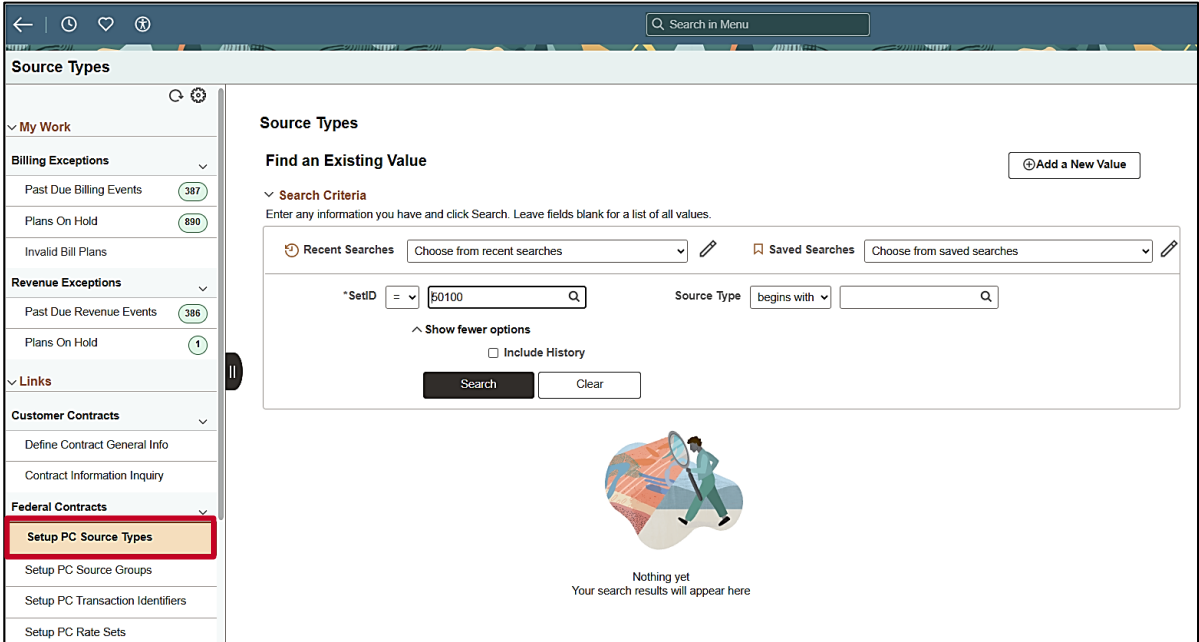
If the Source Type exists, see the Job Aid titled **PA354 Creating a Non-Federal Rate-Based Contract (VDOT Only)**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

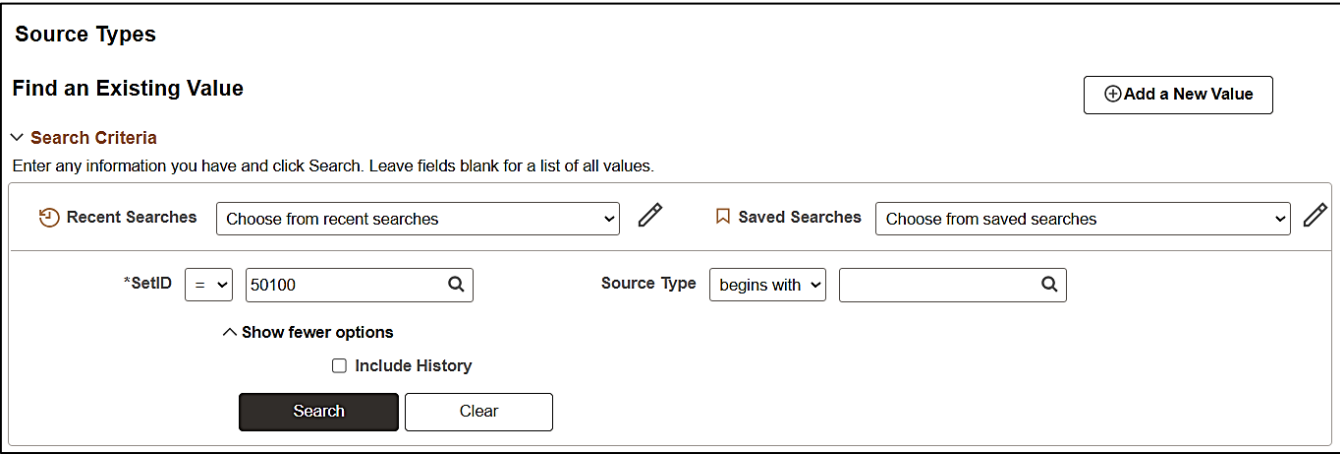
b.

If the Source Type does not exist (“No matching values were found.” message in the **Search Results** section), proceed to the [Creating a Source Type](#) section of this Job Aid.

Creating a Source Type

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

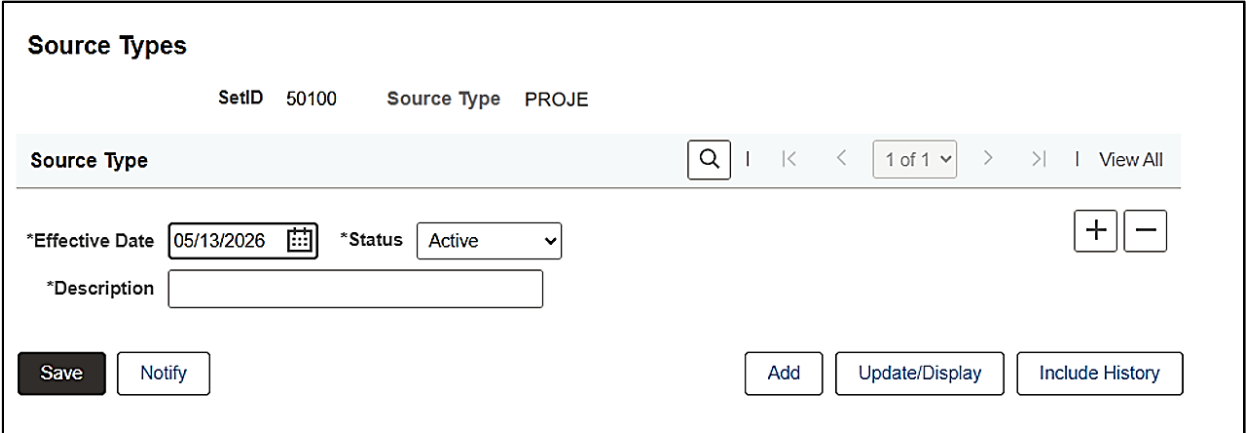
Step	Action
1.	Navigate to the Source Types page by clicking the Contracts WorkCenter tile on the Cardinal Homepage. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following 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 if it is not entered by default. 
5.	Enter the value for the new appropriation code in the Source Type field. 



Project Accounting Job Aid

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Step	Action
6.	Click the Add button. 
The Source Types page displays. 	
7.	Enter "01/01/1901" in the Effective Date field. 
8.	Enter the applicable description in the Description field. 
9.	Confirm that the Status field displays "Active". 
10.	Click the Save button. 



Project Accounting Job Aid

PA354 Creating Customer Contract Products (VDOT Only)

Confirming a Category

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

Step	Action
1.	Navigate to the Categories page using the following path: NavBar > Menu > Set Up Financials/Supply Chain > Product Related > Project Costing > Transaction Options > Setup PC Transaction Category
The Categories Find an Existing Value Search page displays. ← Cardinal Financials Categories Find an Existing Value ⊕ Add a New Value ▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. 🕒 Recent Searches Choose from recent searches ✎ 🔖 Saved Searches Choose from saved searches ✎ *SetID = ▼ 50100 Q Category begins with ▼ Q ^ Show fewer options ☐ Include History Search Clear	
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages. This Job Aid is located on the Cardinal website in Job Aids under Learning.
2.	If the SetID field does not default, click the SetID Look up icon and select the Agency Business Unit. *SetID = ▼ 50100 Q
3.	Enter all or part of the desired category code in the Category field. Category begins with ▼ PRO Q
4.	Click the Search button. Search Clear



Project Accounting Job Aid

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Step

Action

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

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

Category

begins with

PRO

Q

^ Show fewer options

☐ Include History

Search

Clear

Save Search

Search Results

34 results - SetID "50100" Category "PRO"

<<

<

1-34 of 34

>

>>

View All

SetID	Category	Description	
50100	PRO01	Proje - CON - CCT - Bristol	>
50100	PRO02	Proje - CON - CCT - Salem	>
50100	PRO03	Proje - CON - CCT - Lynchbg	>

5.

Review the search results.

a.

If the Category exists, see the Job Aid titled **PA354 Creating a Non-Federal Rate-Based Contract (VDOT Only)**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

b.

If the Category does not exist ("No matching values were found." message in the **Search Results** section), proceed to the [Creating a Category](#) section of this Job Aid.



Project Accounting Job Aid

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Creating a Category

Step	Action
1.	Navigate to the Categories page using the following path: NavBar > Menu > Set Up Financials/Supply Chain > Product Related > Project Costing > Transaction Options > Setup PC Transaction Category

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



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

2. Click the **Add a New Value** button.

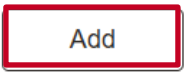


The **Categories Add a New Value** page displays.



Project Accounting Job Aid

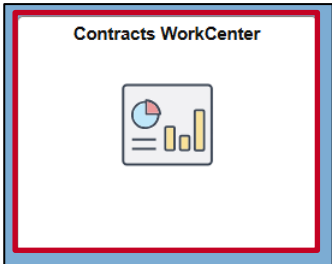
PA354 Creating Customer Contract Products (VDOT Only)

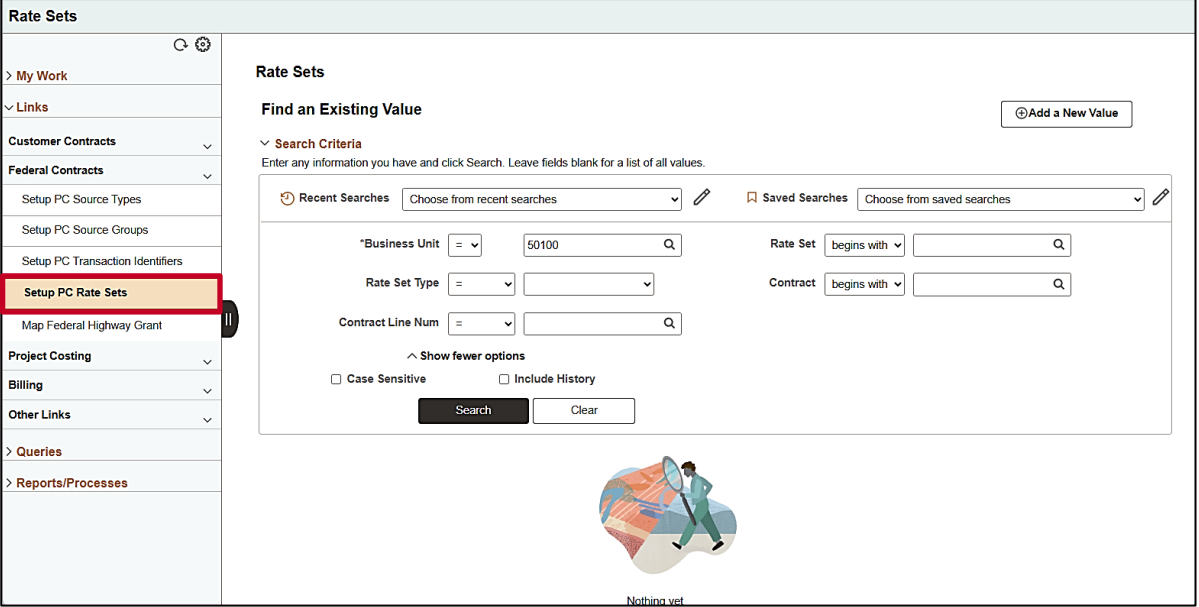
Step	Action
3.	If the SetID field does not default, click the SetID Look up icon and select the Agency Business Unit. *SetID 50100 
4.	Enter the applicable Category value in the Category field. *Category PRO01 
5.	Click the Add button. 
The Categories page displays. SetID 50100 Category PRO01 Category  < < 1 of 1 > > View All *Effective Date 08/19/2026  *Status Active    *Description     	
6.	Enter "01/01/1901" in the Effective Date field. *Effective Date 01/01/1901 
7.	Confirm that the Status field displays "Active". *Status Active 

Step	Action
8.	Enter the applicable description in the Description field. 
9.	Click the Save button. 

Confirming a Rate Set

Before creating a Rate Set, search to see if the Rate Set already exists for the Source Type and Category that will be used for billing.

Step	Action
1.	Navigate to the Rate Sets page 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 .

Step	Action
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

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



Project Accounting Job Aid

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Step	Action
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages . This Job Aid is located on the Cardinal website in Job Aids under Learning .
3.	If the Business Unit field does not default, click the Business Unit Look up icon and select the Agency Business Unit. 
4.	Enter the Rate Set value in the Rate Set field. 
	The Rate Set naming convention is the Source Type, Category, and percent-to-be-billed together as one string with no spaces (e.g., "PROJE_PRO01").
5.	Click the Search button. 

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

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 ▼ PROJE_PRO01_3 

Rate Set Type = ▼ 

Contract begins with ▼ 

Contract Line Num = ▼ 

Show fewer options ^

☐ Case Sensitive

☐ Include History

Search

Clear

 Save Search

Search Results
No matching values were found.

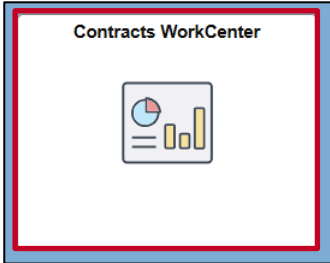
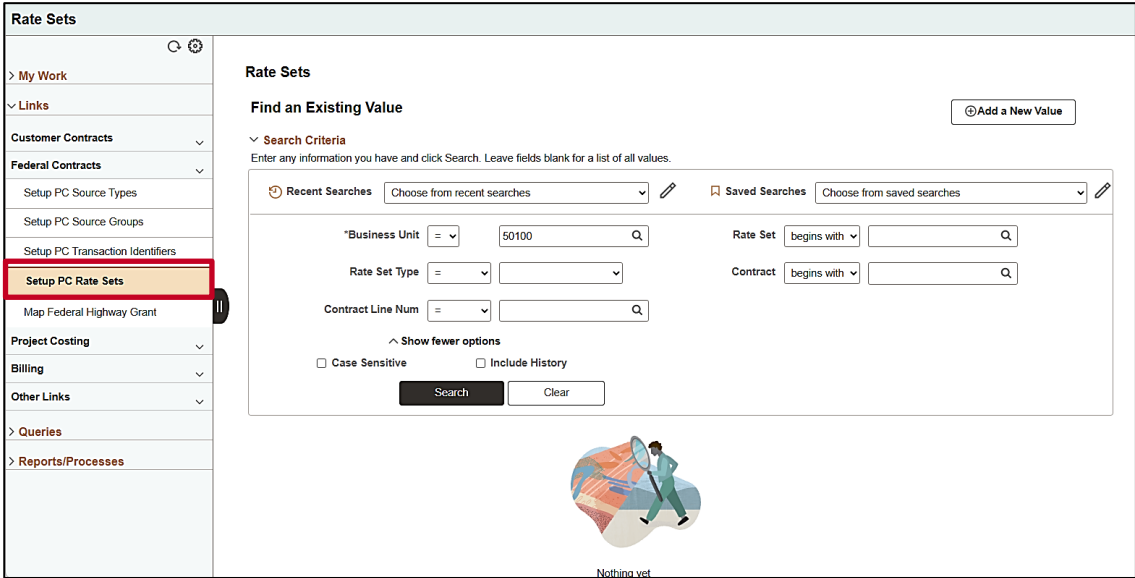


Project Accounting Job Aid

PA354 Creating Customer Contract Products (VDOT Only)

Step	Action
6.	Review the search results. - If the Rate Set exists, see the Job Aid titled PA354 Creating a Non-Federal Rate-Based Contract (VDOT Only). This Job Aid is located on the Cardinal website in Job Aids under Learning. - If the Rate Set does not exist ("No matching values were found." message in the Search Results section), proceed to the Creating a Rate Set section of this Job Aid.

Creating a Rate Set

Step	Action
1.	Navigate to the Rate Sets page 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



Project Accounting Job Aid

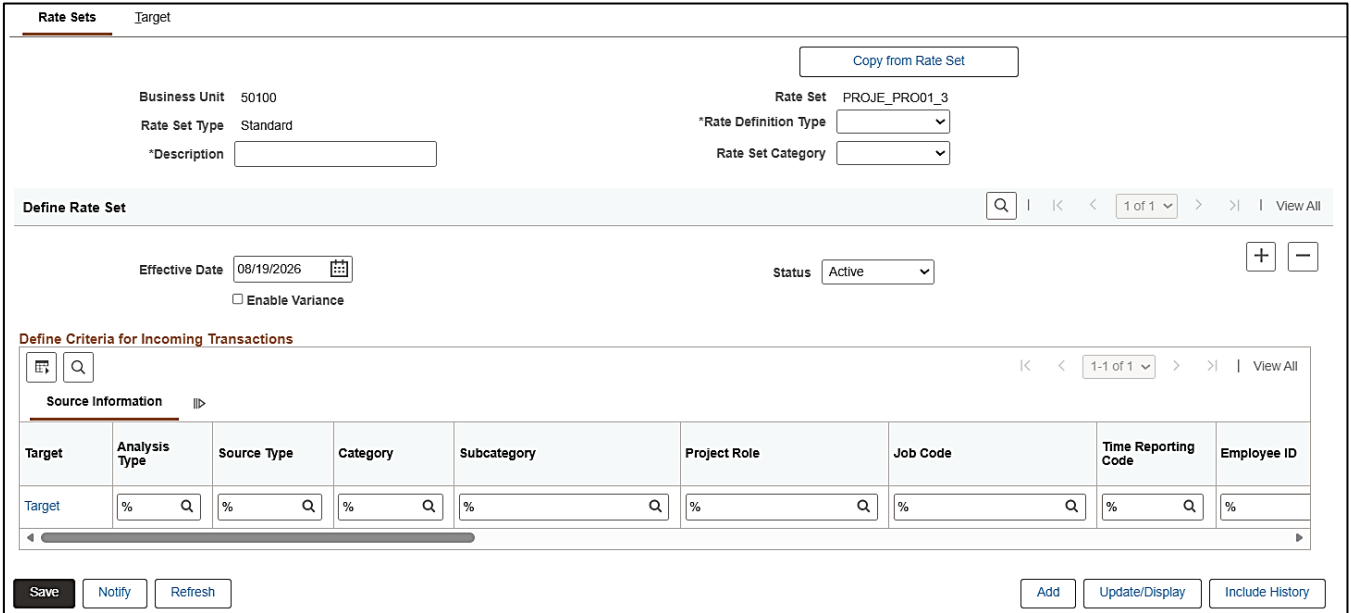
PA354 Creating Customer Contract Products (VDOT Only)

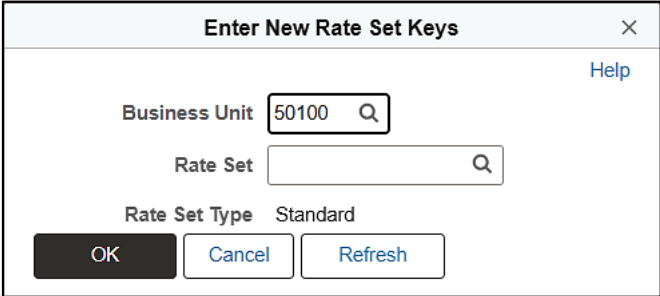
Step	Action
	The Rate Sets Find an Existing Value Search page displays. Rate Sets Find an Existing Value ⊕ Add a New Value ▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. Recent Searches Choose from recent searches ✎ Saved Searches Choose from saved searches ✎ *Business Unit = 50100 Q Rate Set begins with Q Rate Set Type = Contract begins with Q Contract Line Num = Q ^ Show fewer options ☐ Case Sensitive ☐ Include History Search Clear
3.	Click the Add a New Value button. ⊕ Add a New Value
	The Rate Sets Add a New Value page displays. Rate Sets Add a New Value Q Find an Existing Value *Business Unit 50100 Q *Rate Set *Rate Set Type Standard ▼ Add
4.	If the Business Unit field does not default, click the Business Unit Look up icon and select the Agency Business Unit. *Business Unit 50100 Q



Project Accounting Job Aid

PA354 Creating Customer Contract Products (VDOT Only)

Step	Action
5.	The Rate Set field populates from the search criteria entered on the Find an Existing Value page. If it is not populated, enter it in the Rate Set field. *Rate Set PROJE_PRO01_3
	The Rate Set Type field defaults to “Standard”. Do not update this field. *Rate Set Type Standard
6.	Click the Add button. Add
The Rate Sets page displays with the Rate Sets tab displayed by default.  The screenshot shows the 'Rate Sets' page with the 'Target' tab selected. At the top right is a 'Copy from Rate Set' button. Below it are input fields for 'Business Unit' (50100), 'Rate Set Type' (Standard), 'Rate Set' (PROJE_PRO01_3), 'Rate Definition Type' (dropdown), and 'Rate Set Category' (dropdown). There is also a 'Description' field. Below these is a 'Define Rate Set' section with 'Effective Date' (08/19/2026), 'Status' (Active), and an 'Enable Variance' checkbox. At the bottom is a 'Define Criteria for Incoming Transactions' section with a table of search criteria including Target, Analysis Type, Source Type, Category, Subcategory, Project Role, Job Code, Time Reporting Code, and Employee ID. At the very bottom are buttons for 'Save', 'Notify', 'Refresh', 'Add', 'Update/Display', and 'Include History'.	
7.	Click the Copy from Rate Set button. Copy from Rate Set
	The Copy from Rate Set feature is used to copy an existing Rate Set as a template for the Rate Set being created.

Step	Action
	The Enter New Rate Set Keys page displays in a pop-up window. 
8.	Enter "50100" in the Business Unit field. 
9.	Click the Rate Set Look up icon and select the Rate Set to be used as a template. 
10.	Click the OK button. 



Project Accounting Job Aid

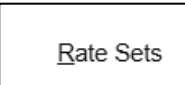
PA354 Creating Customer Contract Products (VDOT Only)

Step	Action																																													
	The Rate Sets tab redisplay with the values copied from the Rate Set template selected using the Copy from Rate Set feature. Rate Sets Target Copy from Rate Set Business Unit 50100 Rate Set Type Standard *Description Proje - CON - CCT - Bristol Rate Set PROJE_PRO01_3 *Rate Definition Type Billing Rate Set Category Define Rate Set Effective Date 01/01/1901 Status Active 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	%	%	%	%	%	%																																						
11.	Update the Description field to match the new Rate Set. *Description Proje - CON - CCT - Bristol																																													
12.	Enter "01/01/1901" in the Effective Date field. Effective Date 01/01/1901																																													
13.	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																																													



Project Accounting Job Aid

PA354 Creating Customer Contract Products (VDOT Only)

Step	Action
	All of the Analysis Types that will be used in the pricing process are available for review. The Analysis Types include: • ACT (Actual Cost) • PAY (Time and Labor Actual) • ATE (Account Type-Expense) • FDS (State Distribution) • FDR (Fund Distribution Reversals) • CNV (Converted Expenditures)
14.	Click the Save button. 
15.	Click the Target tab. 

The **Target** tab displays.

Rate Sets

Target

Business Unit 50100

Rate Set PROJE_PRO01_3

Description Proje - CON - CCT - Bristol

Rate Definition Type Billing

Rate Set Type Standard

Rate Set Category

Source Criteria

Q

|

<

>

1 of 6

>

>|

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		0.002000	Billed @ .2%	BIL	☒	PROJE	PRO01	%			+ -

Save

Notify

Refresh

Add

Update/Display

Include History

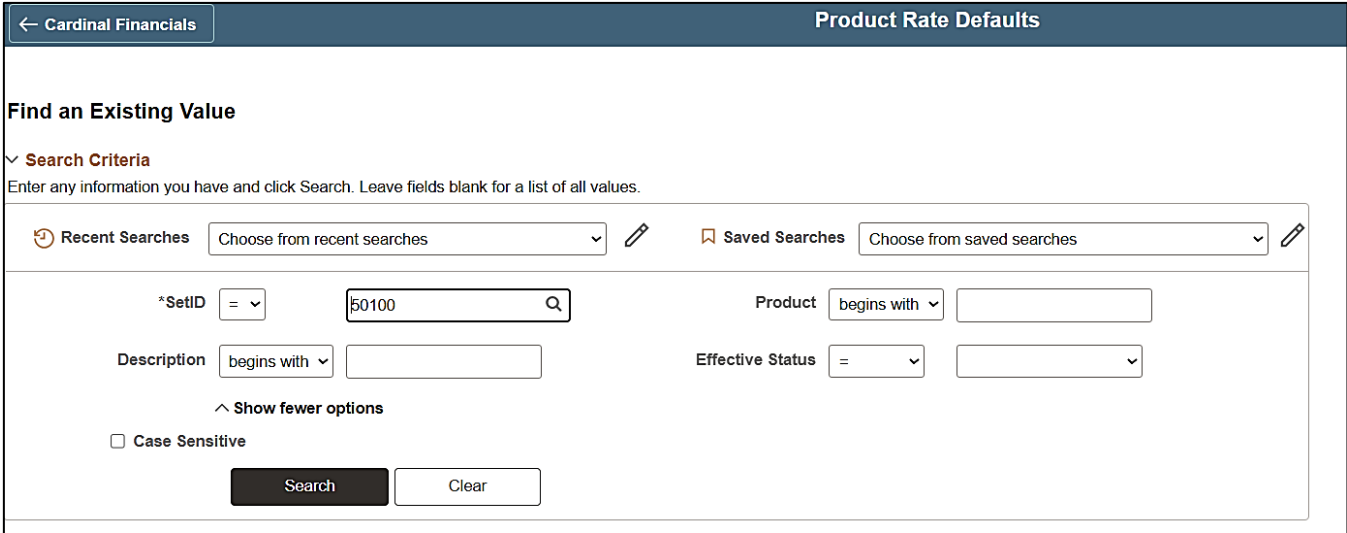


Project Accounting Job Aid

PA354 Creating Customer Contract Products (VDOT Only)

Step	Action																								
16.	Review the Define Target Rows section and update the Description, Target Source Type, and Target Category fields as applicable to match the rate amount: Rate Option: verify or select “MUP” Rate Amount: enter the customer’s participation rate in decimal format (i.e., enter “.03” for 3%) Description: enter a description of the rate Target Analysis Type: verify or select “BIL ” Override Source: defaults as selected. Do not update this field Target Source Type: update to match the Source Type created Target Category: update to match the Category created Define Target Rows 1-1 of 1 View All <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>0.03</td><td>Billed @ 3%</td><td>BIL</td><td>☒</td><td>PROJE</td><td>PRO01</td><td>%</td><td></td><td>+</td><td>-</td></tr></table>	Rate Option	Rate Name	Rate Amount	Description	Target Analysis Type	Override Source	Target Source Type	Target Category	Target Subcategory	To Currency			MUP		0.03	Billed @ 3%	BIL	☒	PROJE	PRO01	%		+	-
Rate Option	Rate Name	Rate Amount	Description	Target Analysis Type	Override Source	Target Source Type	Target Category	Target Subcategory	To Currency																
MUP		0.03	Billed @ 3%	BIL	☒	PROJE	PRO01	%		+	-														
17	Review the Source Criteria section. Use the arrows in the top navigation bar to navigate through each Analysis Type. Update each as needed. Source Criteria 1 of 6 > >> <table><tr><td>Analysis Type</td><td>ACT</td><td>Project Role</td><td>%</td><td>General Ledger Business Unit</td><td>%</td></tr><tr><td>Job Code</td><td>%</td><td>Time Reporting Code</td><td>%</td><td>Unit of Measure</td><td>%</td></tr><tr><td>Exclude</td><td>N</td><td>Employee ID</td><td>%</td><td>Currency</td><td>%</td></tr></table>	Analysis Type	ACT	Project Role	%	General Ledger Business Unit	%	Job Code	%	Time Reporting Code	%	Unit of Measure	%	Exclude	N	Employee ID	%	Currency	%						
Analysis Type	ACT	Project Role	%	General Ledger Business Unit	%																				
Job Code	%	Time Reporting Code	%	Unit of Measure	%																				
Exclude	N	Employee ID	%	Currency	%																				
18.	Click the Save button. Save Notify Refresh																								

Creating Product Rate Defaults

Step	Action
1.	Navigate to the Product Rate Defaults page using the following path: NavBar > Menu > Set Up Financials/Supply Chain > Product Related > Contracts > Contracts Product Options > Setup CA Product Rate Defaults The Product Rate Defaults Find an Existing Value Search page displays. 
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages. This Job Aid is located on the Cardinal website in Job Aids under Learning.
2.	If the SetID field does not default, click the SetID Look up icon and select the Agency Business Unit. 
3.	Enter the created Product in the Product field. 
4.	Click the Search button. 



Project Accounting Job Aid

PA354 Creating Customer Contract Products (VDOT Only)

Step

Action

The page refreshes with the search results.

← Cardinal Financials

Product Rate Defaults

SetID 50100

Product ID PROJE_PRO01_3

Description Proje - CON - CCT - Bristol

Effective Date Options

Effective Date 08/19/2026

Sets/Plans by Unit

PC Business Unit	Rate Selection	Rate Set		
	Rate Set		+	-

Save

Return to Search

i

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



Project Accounting Job Aid

PA354 Creating Customer Contract Products (VDOT Only)

Step	Action										
5.	Verify and/or complete the following fields: a. Effective Date: verify or enter “01/01/1901” b. PC Business Unit: verify or select the Agency Business Unit c. Rate Selection: verify or select “Rate Set” d. Rate Set: verify that the value is the Rate Set value previously created Effective Date Options Effective Date 01/01/1901 + - Sets/Plans by Unit 1-1 of 1 View All <table><tr><th>PC Business Unit</th><th>Rate Selection</th><th>Rate Set</th><th></th><th></th></tr><tr><td>50100</td><td>Rate Set</td><td>PROJE_PRO01_3</td><td>+</td><td>-</td></tr></table>	PC Business Unit	Rate Selection	Rate Set			50100	Rate Set	PROJE_PRO01_3	+	-
PC Business Unit	Rate Selection	Rate Set									
50100	Rate Set	PROJE_PRO01_3	+	-							
6.	Click the Save button. Save Return to Search										



Project Accounting Job Aid

PA354 Creating Customer Contract Products (VDOT Only)

Confirming an Accounting Rule

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

Step	Action
1.	Navigate to the Accounting Rules page using the following 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 Homepage

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

=

50100

Q

Analysis Type

begins with

Q

Analysis Group

begins with

Q

Contract

begins with

Q

Project

begins with

Q

*Resource General Ledger Unit

=

Q

Project Type

begins with

Q

Activity

begins with

Q

Source Type

begins with

Q

Category

begins with

Q

Subcategory

begins with

Q



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



Project Accounting Job Aid

PA354 Creating Customer Contract Products (VDOT Only)

Step	Action
2.	Verify and/or complete the following search criteria fields: Project Business Unit: verify or select the Agency Business Unit Resource General Ledger Unit: verify or select the Agency Business Unit Source Type: select the Source Type previously created Category: select the Category previously created *Project Business Unit = 50100 Q Analysis Type begins with Q Analysis Group begins with Q Contract begins with Q Project begins with Q *Resource General Ledger Unit = 50100 Q Project Type begins with Q Activity begins with Q Source Type begins with PROJE Q Category begins with PRO01 Q
3.	Click the Search button at the bottom of the page. Search Clear

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

▼ Search Results											
3 results - Project Business Unit "50100" Resource General Ledger Unit "50100" +2 more											
Project Business Unit	Analysis Type	Analysis Group	Contract	Project	Resource General Ledger Unit	Project Type	Activity	Source Type	Category	Subcategory	Project Transaction Type
50100	BAJ	%	%	%	50100	%	%	PROJE	PRO01	%	%
50100	BIL	%	%	%	50100	%	%	PROJE	PRO01	%	%
50100	BIL	%	%	%	50100	%	%	PROJE	PRO01	%	%



Project Accounting Job Aid

PA354 Creating Customer Contract Products (VDOT Only)

Step	Action
4.	Review the search results. - If the Accounting Rule exists, see the Job Aid titled PA354 Creating a Non-Federal Rate-Based Contract (VDOT Only). This Job Aid is located on the Cardinal website in Job Aids under Learning - If the Accounting Rule does not exist ("No matching values were found." message in the Search Results section), proceed to the Creating an Accounting Rule section of this Job Aid



Project Accounting Job Aid

PA354 Creating Customer Contract Products (VDOT Only)

Creating an Accounting Rule

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 Homepage](#)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

Saved Searches

*Project Business Unit

=

Q

Analysis Type

begins with

Q

Analysis Group

begins with

Q

Contract

begins with

Q

Project

begins with

Q

*Resource General Ledger Unit

=

Q

Project Type

begins with

Q

Activity

begins with

Q

Source Type

begins with

Q

Category

begins with

Q

Subcategory

begins with

Q



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



Project Accounting Job Aid

PA354 Creating Customer Contract Products (VDOT Only)

Step	Action
2.	Verify or complete the following search criteria fields: a. Project Business Unit: verify or select the Agency Business Unit b. Analysis Type: verify or select "BAJ" c. Resource General Ledger Unit: verify or select the Agency Business Unit d. Source Type: verify or select "PROJE" e. Category: verify or select "PRO" *Project Business Unit = 50100 Analysis Type begins with BAJ Analysis Group begins with Contract begins with Project begins with *Resource General Ledger Unit = 50100 Project Type begins with Activity begins with Source Type begins with PROJE Category begins with PRO
3.	Click the Search button. Search Clear

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

✓ Search Results															
34 results - Project Business Unit "50100" Analysis Type "BAJ" +3 more															
Project Business Unit	Analysis Type	Analysis Group	Contract	Project	Resource General Ledger Unit	Project Type	Activity	Source Type	Category	Subcategory	Project Transaction Type	Project Transaction Code	Account	Alternate Account	Department
50100	BAJ	%	%	%	50100	%	%	PROJE	PRO01	%	%	%	%	%	%
50100	BAJ	%	%	%	50100	%	%	PROJE	PRO02	%	%	%	%	%	%
50100	BAJ	%	%	%	50100	%	%	PROJE	PRO03	%	%	%	%	%	%
50100	BAJ	%	%	%	50100	%	%	PROJE	PRO04	%	%	%	%	%	%
50100	BAJ	%	%	%	50100	%	%	PROJE	PRO05	%	%	%	%	%	%
50100	BAJ	%	%	%	50100	%	%	PROJE	PRO06	%	%	%	%	%	%
50100	BAJ	%	%	%	50100	%	%	PROJE	PRO07	%	%	%	%	%	%
50100	BAJ	%	%	%	50100	%	%	PROJE	PRO08	%	%	%	%	%	%



Project Accounting Job Aid

PA354 Creating Customer Contract Products (VDOT Only)

Step

Action

4.

Click anywhere in the row for where the **Analysis Type** field is “BAJ” and the **Category** field begins with “PRO”.

Project Business Unit	Analysis Type	Analysis Group	Contract	Project	Resource General Ledger Unit	Project Type	Activity	Source Type	Category	Subcategory
50100	BAJ	%	%	%	50100	%	%	PROJE	PRO01	%
50100	BAJ	%	%	%	50100	%	%	PROJE	PRO02	%
50100	BAJ	%	%	%	50100	%	%	PROJE	PRO03	%

The **Accounting Rules** page displays.

← Product Rate Defaults

Accounting Rules

PC Business Unit 50100

Analysis Type BAJ

Analysis Group %

Contract %

Project Type %

Project %

Activity %

Description Proje - CON - CCT - Salem

*Resource General Ledger Unit 50100

Source Type PROJE

Category PRO02

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
1	Debit	Contract Asset	50100	112062	04720		%	%
1	Credit	Revenue		40042011	04720		%	%

Save

Return to Search

Previous in List

Next in List

Notify

Add

Update/Display

5. Click the **Copy Accounting Entries To...** link.

[Copy Accounting Entries To...](#)



The copy feature is used to copy an existing Accounting Rule as a template for the Accounting Rule being created.



Project Accounting Job Aid

PA354 Creating Customer Contract Products (VDOT Only)

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 Unit%Q 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



Project Accounting Job Aid

PA354 Creating Customer Contract Products (VDOT Only)

Step	Action
6.	Verify or complete the following fields: a. Analysis Type: verify or select "BAJ" b. PC Business Unit and Resource GL Bus Unit: verify or select the Agency Business Unit c. Source Type: verify or select "PROJE" d. Category: verify or select the applicable Category PC Business Unit 50100 Q Analysis Type BAJ Q Analysis Group % Q Contract % Q Project % Q Resource GL Bus Unit 50100 Q Project Type % Q Activity % Q Source Type PROJE Q Category PRO01 Q Subcategory % Q Project Transaction Type % Q
7.	Click the Add button. Add



Project Accounting Job Aid

PA354 Creating Customer Contract Products (VDOT Only)

Step	Action																																													
	The Accounting Rules page displays with the values copied from the Accounting Rules template selected using the Copy Accounting Entries To... feature. ← Cardinal Financials Accounting Rules PC Business Unit: 50100 Description: PROJE - CON - STA - AU101 Analysis Type: BAJ *Resource General Ledger Unit: 50100 Analysis Group: % Source Type: PROJE Contract: % Category: PRO01 Project Type: % Subcategory: % Project: % Project Transaction Type: % Activity: % Project Transaction Code: % *Status: Active *Journal Template: CA_REV Additional Selection Criteria <table><thead><tr><th>Account</th><th>Fund</th><th>Program</th><th>Department</th><th>Cost Center</th><th>Task</th><th>FIPS</th><th>Asset</th><th>Agency Use 1</th></tr></thead><tbody><tr><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td><td>%</td></tr></tbody></table> Copy Accounting Entries To... Organization *Inter-Organization Level: Default Accounting Entries <table><thead><tr><th>Seq Nbr</th><th>Debit/Credit</th><th>*Account Type</th><th>Billing Business Unit</th><th>*Account</th><th>Fund</th><th>Program</th><th>Department</th><th>Cost Center</th></tr></thead><tbody><tr><td>1</td><td>Debit</td><td>Contract Asset</td><td>50100</td><td>112062</td><td>04720</td><td></td><td>%</td><td>%</td></tr><tr><td>1</td><td>Credit</td><td>Revenue</td><td></td><td>40042011</td><td>04720</td><td></td><td>%</td><td>%</td></tr></tbody></table> Save Return to Search Previous in List Next in List Notify Add Update/Display	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	%	%	%	%	%	%	%	%	%	Seq Nbr	Debit/Credit	*Account Type	Billing Business Unit	*Account	Fund	Program	Department	Cost Center	1	Debit	Contract Asset	50100	112062	04720		%	%	1	Credit	Revenue		40042011	04720		%	%
Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1																																						
%	%	%	%	%	%	%	%	%																																						
Seq Nbr	Debit/Credit	*Account Type	Billing Business Unit	*Account	Fund	Program	Department	Cost Center																																						
1	Debit	Contract Asset	50100	112062	04720		%	%																																						
1	Credit	Revenue		40042011	04720		%	%																																						
8.	Enter a description in the Description field. Use the Description from the Distribution Code or use the following format: Source Type – Fund – Customer Type – Distribution Name. Description PROJE - CON - CCT - Bristol																																													
9.	Click the Resource General Ledger Unit Look up icon and select the Agency Business Unit. *Resource General Ledger Unit 50100																																													
10.	Enter the first five characters of the naming convention of the Product/Distribution Code in the Source Type field. Source Type PROJE																																													

Step	Action
11.	Enter the next five characters of the naming convention of the Product/Distribution Code (after the Source Type) in the Category field. 
12.	Enter "CA_REV" in the Journal Template field. 
13.	Click the Save button. 
14.	Accounting rules for the "BIL" and "BLD" Analysis Types for the same Source Type and Category combination must also be created. Repeat Steps 2 through 13 for each additional Analysis Type ("BIL" and "BLD").
15.	Click the Save button. 