

Creating Customer Contract Products Overview

Note: If you need to create a new amount-based or rate-based **Product**, it is recommended that you submit a Help Desk ticket (<u>vccc@vita.virginia.gov</u>) with **Cardinal Project Accounting (PA)** in the subject line. The Cardinal Post Production Support (PPS) PA team will work with you to ensure the product is created correctly. If the product is not set up correctly, it will have downstream impacts to your contract, billing, and GL distribution and 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 you 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, you must use an amount-based product.

If creating a new amount-based product in Cardinal you will 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 Sets** and **Distribution Codes**.

Once the **Product** has been created and associated with a **Revenue Plan Template**, a **Billing Plan Template**, and **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** and **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. You can set up **Billing Limits** for a rate-based contract line to ensure 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.

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Confirm Amount-Based Product

1. Run the **Customer Contract Products** query. Access this query by going to the Cardinal **Home** page and clicking the **Financial Based Query-based Reports** link. Before creating an Amount-Based Product, search to see if the Amount-Based Product already exists which contains the COA string needed.

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2. Run the **Customer Contract Products** query. Access this query by going to the Cardinal **Home** page and clicking the **Financial Based Query-based Reports** link.

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- 3. The **Query Viewer** page displays. In begins with field, enter **V_PA_CUST_CONTRACT_PRODUCTS**.
- 4. Click the **Search** button.
- 5. Click the HTML link.



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- 6. The **Query** page displays.
 - a. Enter the run criteria for the query. You should, at a minimum, enter the Business Unit and Product ID prefix of AMT%. If you have the other details (e.g., Product Group, Account, Fund, etc.), they can also be entered.
 - b. Click the View Results button.
- 7. 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 Non-Federal Amount Based Contract**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.
 - b. If the **Product** does not exist, you will need to determine if there is an existing distribution code which contains the appropriate COA string which can be used. Go to the **Create/Confirm Distribution Code** section of this job aid.



Confirm Distribution Code

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

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Purchasing					

1. Run the **Distribution Code** query. Access this query by going to the Cardinal **Home** page and clicking the **Financial Based Query-based Reports** link.

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- 2. The **Query Viewer** page displays. In begins with field, enter **V_PA_DISTRBUTION_CODES**.
- 3. Click the **Search** button.
- 4. Click the **HTM**L link.



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2	ADVANCON35	07/01/2016	A	Prepaid - CON - OTH	ADVANCON35	4003007	10055	0	4720				
3	AUDITAUDI2	01/01/1901	A	Audit - CON - OTH	AUDITAUDI2	4009060	10015	0	4720	12000010			
4	COALSCOALS	01/01/1901	A	Coal Severance - CCT	COALSCOALS	40042013	11000	0	4720				
5	GENERGECN1	01/01/1901	A	Generic Construction AR	GENERGECN1	4009060	99999	0	4720	12000010			
6	GENERGEN14	01/02/1901	A	Location & Design CON Private	GENERGEN14	40040001	10021	0	4720		514008	0000108401	
7	MG&SECON01	01/01/1901	A	Misc - CON - CCT/OTH-Bristol	MG&SECON01	40042011	11000	0	4720	12000010			
8	MG&SECON02	01/01/1901	A	Misc - CON - CCT/OTH-Salem	MG&SECON02	40042011	12000	0	4720	12000010			
9	MG&SECON03	01/01/1901	A	Misc - CON - CCT/OTH-Lynchburg	MG&SECON03	40042011	13000	0	4720	12000010			
10	MG&SECON04	01/01/1901	A	Misc - CON - CCT/OTH-Richmond	MG&SECON04	40042011	14000	0	4720	12000010			
11	MG&SECON05	01/01/1901	A	Misc - CON - CCT/OTH-Suffolk	MG&SECON05	40042011	15000	0	4720	12000010			
12	MG&SECON06	01/01/1901	A	Misc - CON - CCT/OTH-Fredsburg	MG&SECON06	40042011	16000	0	4720	12000010			
13	MG&SECON07	01/01/1901	A	Misc - CON - CCT/OTH-Culpeper	MG&SECON07	40042011	17000	0	4720	12000010			
14	MG&SECON08	01/01/1901	A	Misc - CON - CCT/OTH-Strunton	MG&SECON08	40042011	18000	0	4720	12000010			
15	MG&SECON09	01/01/1901	A	Misc - CON - CCT/OTH-NOVA	MG&SECON09	40042011	19000	0	4720	12000010			
16	MG&SECON30	01/01/1901	A	Misc - CON - OTH - C Office	MG&SECON30	40042011	10015	0	4720	12000010			
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- 5. The Query page displays.
 - a. Enter the run criteria for the query. You should, at a minimum, enter the **Set ID** and **Account**. If you have the other details (e.g., **Fund**, **Department** etc.), they can also be entered.
 - b. Click the View Results button.
- 6. 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 Non-Federal Amount Based Contract. This Job Aid is located on the Cardinal Website in Job Aids under Learning.
 - b. If the **Distribution Code** does not exist, go to the next step.



PA354_Creating Customer Contract Products (VDOT)

Create Distribution Code

Note: If you need to create a new **Product**, it is recommended that you submit a Help Desk ticket (<u>vccc@vita.virginia.gov</u>) with **Cardinal Project Accounting (PA)** in the subject line. The Cardinal Post Production Support (PPS) PA team will work with you to ensure the product is created correctly. If the product is not set up correctly, it will have downstream impacts to your contract, billing, and GL distribution and require a Help Desk ticket to correct the errors.

1. Navigate to the **Distribution Code** page using the following path:

Main Menu > Set Up Financials/Supply Chain > Common Definitions > Distribution Accounting > Distribution Code

Favorites -	Main Menu 👻	> Set Up I	Financials/Supply Chain 👻	>	Common Definitions -	>	Distribution Accounting -	>	Distribution Code
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- 2. On the Add a New Value tab:
 - a. SetID: Defaults to your agency number (e.g., 50100) and should not be changed.
 - b. Distribution Code: Enter the distribution code. The name of the distribution code should contain the corresponding source type and category. For this scenario, PROJE (source type) and PRO81 (category) would be the next available distribution code name since the last one in the system is PROJEPRO80.
- 3. Click the **Add** button.



PA354_Creating Customer Contract Products (VDOT)

The **Distribution Code** page displays.

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- 4. The **Distribution Code** page displays. Under the **Distribution Code Definition** section of the page, enter or select the following:
 - a. Effective Date: Enter 01/01/1901.
 - b. Description: Enter the appropriate description.
 - c. Short Description: Enter the Distribution Code ID.
 - d. Distribution Type: Select Revenue.
 - e. Status: Defaults to Active and should not be changed.
 - f. Deferred Distribution Code: Enter the Distribution Code ID of the appropriate deferred revenue distribution code which should be used to book deferred revenue. Use the V_PA_DISTRBUTION_CODES query to determine the available values to enter in this field. Search using the SETID for your agency (e.g., 50100), Account and Fund. All Deferred Revenue Distribution Codes start with ADVAN.

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The **Deferred 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 Distribution Code values should be associated to all project related distribution codes for **PROJE**, **COAL**, **MG&SECON** and **MG&SEMGS** naming convention.

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ChartEi	old Values					Porec	paliza L Find	101	Eiret (1) 1 of 1	Last
Charterie						reisu	nalize Filiu			Last
*Acco	ount	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency
1 5023	230 🔍	04720 Q	603023 Q	Q	Q	Q	Q	Q	Q	
<										>
🔚 Save 📑	- Notify						🗼 Add 💋	Update/Displa	iy 🗾 İnclude H	listory

- 5. In the **ChartField Values** section of the page, enter or select the following:
 - Account: Enter 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.
 For this scenario, you will also need to populate the **Program** as well.
 - b. **Fund Code**: Enter the fund code which should be used to book revenue.
 - c. **Program**: Only enter the **Program** code if an expenditure account is used instead of a <u>revenue account</u>. The Program value should be the program from the project distribution of the project associated with the contract.
- 6. Click the **Save** button.



Create an Amount-Based Product

1. Navigate to the **Product Definition** page using the following path:

Main Menu > Products > Identify Product Details > Definition

Favorites -	Main Menu -	> Products -	> Identify Product Details -	> Definition
Product Def	inition			
<u>F</u> ind an Existi	ng Value Add a N	lew Value		
SetID 501	00 🔍			
Product ID AM	T_PROJE81]Q		
Add				
Find an Existing	Value Add a New \	/alue		

- 2. Click the **Add a New Value** tab.
- 3. The **SetID** and **Product ID** are populated from the **Search Criteria** you entered on the **Find an Existing Value** tab. If these fields are not populated, enter them:
- 4. SetID: 50100
- 5. Enter the new **Product ID**.
- 6. Click the **Add** button.



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The **Definition** page, **Definition** tab displays.

Favorites ▼ Main Menu ▼ > Products ▼ > Identify Product Details ▼ > Definition
Definition Contracts Options
SetID 50100 Product ID AMT_PROJE91
*Product Use Contracts Only
Product Kit
*Description Partic - HMO - CCT - Richmond
Long Description 고
254 characters remaining
Catalog Number
*Status Active V
Product Brand Q Product Category Q
*Physical Nature Goods V Where Performed V
View Product Image VAT Default VAT Service Treatment Setup
🔚 Save 🖹 Notify 💭 Update/Display
Definition Contracts Options

- 7. Product Use: Contracts Only. Do not change.
- 8. **Description:** Enter the **Distribution Code** as the description.
- 9. Physical Nature: Goods
- 10. Click the **Save** button.
- 11. Click the Contracts Options tab.



Favorites • Main Menu • > Products • Identify Product Details • > Definition
Definition Contracts Options
SetID 50100 Product ID AMT_PROJE81 Partic- HMO - CCT - Richmond
*Price Type Amount *Recognition Method Milestone
Third Party Flag Renewable
Percentage 0% of Total Contract Amount 0% of Contract Lines
Templates
Revenue Plan MILESTONE Q
Billing Plan MILESTONE
Bill Plan Detail Template ID PROJE_CCT
Renewal Plan 🔍
Save Notify Update/Display
Definition Contracts Options

- 12. Price Type: Amount
- 13. Recognition Method: Milestone
- 14. In the Templates section, select the following:
- 15. Revenue Plan: MILESTONE
- 16. Billing Plan: MILESTONE
- 17. Bill Plan Detail Template ID: Select the appropriate value (e.g., PROJE_CCT is Non-Federal Project CCT). The template selected defaults some of the contract billing information, such as Bill Source, Bill Identifier, and Bill Cycle Identifier.
- 18. Click the **Save** button.



Favorites Main Menu Products Products Definition	
Definition Contracts Options Definition	
SetID 50100 Product ID AMT_PR	
*Price Type Amount Amount	
*Recognition Method Milestone	
Third Party Flag Renewable	
Percentage \bigcirc % of Total Contract Amount \bigcirc % of Contract Lines	
Templates	
Revenue Plan MILESTONE	
Billing Plan MILESTONE	
Bill Plan Detail Template ID PROJE_CCT	
Renewal Plan	
Save Notify	🛃 Add 🗾 Update/Display
Definition Contracts Options	

- 19. From the navigation path above the page, Click **Identify Product Details** in the navigation path breadcrumbs.
- 20. Select the Attributes by UOM menu option.
- The Attributes by UOM page displays.

Favorites 🗸	Main Menu 🗸	> Products -> Identify	y Product Details - > Attributes by UOM		
Attributes settD 5	by UOM 0100 F Standard Unit of	Product ID AMT_PROJE81 Measure	Partic- HMO - CCT - Richmond		
UOM				Find View All First 🕚	1 of 1 🕑 Last
Default	*UOM EA	Q	Minimum Order Quantity	Personalize View All 🧖 Fi	rst 🕚 🛨 🗕
	Pricing Option	~	Maximum Order Quantity	1 of 1	Last
	Pricing UOM Yes	×	Increment	Price *Currency	
				Q +	
🔚 Save 🔯	Return to Search	E Notify			

- 21. UOM: Select a Unit of Measure (e.g., EA).
- 22. Click the **Save** button.



Favorites - Main Menu - > Product	
Attributes by UOM SetID 50100 Product ID A Standard Unit of Measure	Attributes by UOM Attributes by UOM Attributes by UOM Assign List Price Assign Product Group
UOM	Find View All First 🕚 1 of 1 🕑 Last
Default *UOM EA Q	Minimum Order Quantity Personalize View All Price Personalize View All First (1) + - Maximum Order Quantity of 1 (1) Last
Pricing UOM Yes	Increment Minimum Selling Price *Currency
Return to Search Save	

- 23. From the navigation path above the page, click **Identify Product Details** in the navigation path breadcrumbs.
- 24. Select the Assign Product Group menu option.
- The Assign Product Group page displays.

Favorites -	Main Menu 🗸	> Products -> Iden	tify Product Details 👻 > Assign P	roduct Group				
Assign Product Group								
SetID 50	0100 Pr	Doduct ID AMT_PROJE8	81 Partic- HMO - CCT - R	Richmond				
Groups			Personalize Find View All	0	First ④ 1 of	l 🕑 Last		
*Group Type		*Product Group	Descr	Primary Report	Primary Pricing Group			
Contract	,		Amt Based - HMO Cty Co Twn			+ -		
Save 💽	Save Creater Return to Search							

- 25. Group Type: Contract
- 26. Product Group: Select the appropriate group. This value determines which Product Group the Product will be found in when searching for the Product on the contract. In this scenario, it is AMT_HMOCCT (Contract Type_Fund plus Customer type).
- 27. Click the **Save** button.





Define the Distribution Set

1. Access the **Distribution Sets** page, using the following path:

Main Menu > Set Up Financials/Supply Chain > Common Definitions > Distribution Accounting > Distribution Sets

Favorites -	Main Menu 🗸 🔿	Set Up Financials/Supply Chain 🗸	✓ > Common Definitions ✓	> Distribution Accounting -> Distribution Sets
Distribution	Sets			
Find an Existi	ing Value Add a New V	/alue		
. –				
Business L	Jnit 50100 🔍			
Distribution Set	t ID NEXT			
Document Ty	ype Contract	\checkmark		
Add				
Find an Existing	Value Add a New Value	3		

- 2. Click the Add a New Value tab.
- 3. Business Unit: 50100
- 4. Distribution Set: Defaults to NEXT. Do not change.
- 5. Document Type: Contract
- 6. Click the **Add** button.



The **Distribution Sets** page displays.

Favorites Main Menu Set Up Financials/Supply Chain	Common Definitions
Distribution Sets Distribution Percentages	
Unit 50100	GL Business Unit 50100
Distribution Set ID NEXT	Document Type Contract
Distribution Set Description	Find View All First 🕙 1 of 1 🕑 Last
*Effective Date 12/05/2011	*Status Active 🗸 🕂 -
Product ID AMT_PROJE81 Q 👳	
Product Group	
Customer	
Customer Group	
Region	
Order Group	
Inventory Business Unit	
Distribution Type	
Save Notify Distribution Sets Distribution Percentages	odate/Display Jinclude History

- 7. Enter the Effective Date. The Effective Date must be set to 12/05/2011.
- 8. Product ID: Select the Product ID you previously created (e.g., AMT_PROJE91).
- 9. Status: Active
- 10. Click the **Distribution Percentages** tab.



Favorites	Set Up Financials/Supply Chain -	$>$ Common Definitions ${\color{red} \bullet}$ $>$	Distribution Accounting -> Distribution Sets
Distribution Sets Distribution Perce	entages		
Unit 501	00 GL	Business Unit 50100	
Distribution Set ID NE	XT Do	cument Type Contract	
Distribution Percentages		Find	View All First 🕙 1 of 1 🕑 Last
Effective Date 12	/05/2011	Status Active	e 🛨 🗖
Revenue Personal Distribution	ize Find View All 🔄 📑	First ④ 1 of 1	Revenue Percentage Total
Sequence *Revenue Code	*Percentage		100.00
1 PROJEHMO04	Q 100.	00 + -	
Save Notify		Add 🗾	Update/Display
Distribution Sets Distribution Percentage	es		

- 11. **Revenue Code**: Select **a Revenue Code** (**Distribution Code**) that is appropriate for the **Product** created. General Ledger ChartFields are linked to the **Revenue Code** and default on the revenue line of the contract.
- 12. Click the **Save** button.



Confirm/Create a Rate-Based Product

Before you create a contract, you 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**).

1. Access the **Product Definition** page using the following path:

Main Menu > Products > Identify Product Details > Definition

Favorites -	Main Menu 🗸	> Products	• >	Identify Product Details -	> Definition
Product Defi	inition				
Enter any inform	nation you have and cl	lick Search. Le	ave fiel	ds blank for a list of all value	S.
Find an Exist	ting Value Add a l	New Value			
Search Cr	iteria				
	SetID = 🗸	50100		Q	
Prod	uct ID begins with 🗸	PROJE_PRO	01_3		
Descr	iption begins with 🗸				
Produc	t Use = 🗸			~	
Model Nu	Imber begins with V				
Catalog Nu	imber begins with V				
Tax Product NU	imber begins with 🗸				
Effective S				V	
Litective e	em ID begins with V				
	tive				
Limit the numbe	r of results to (up to 30	00): 300			
Search	Clear Basic Sea	rch 🖾 Save	Search	n Criteria	
No matching val	ues were found.				
Find an Existing	value Add a New V	alue			

- 2. Click the **Find an Existing Value** tab.
 - a. SetID: 50100 for VDOT.
 - b. Product ID: Enter the Product ID.
- 3. Click the **Search** button. Your search results populate on the same page below the **Search Criteria**.
 - a. If the **Product** exists, go to the **Create a Non-Federal Rate-Based Contract** section below.
 - b. If the **Product** does not exist (**No matching values were found**), go to the **Create a Rate-Based Product** section below.

In this scenario, the **Product** does not exist. Continue to the next section.



Create a Rate-Based Product

Note: While this job aid provides the steps for this process, it is recommended that you 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 you to ensure the product is created correctly. If the product is not set up correctly, it will have downstream impacts to your contract, billing, and GL distribution and require a Help Desk ticket to correct the errors.

1. Click the Add a New Value tab on the Product Definition page.

Favorites 🗸	Main Menu 🗸	>	Products 🗸	>	Identify Product Details 🗸	>	Definition	
Eind an Existing Value Add a New Value								
SetID 501 Product ID PRO	00 Q DJE_PRO01_3	Q]					
Add								
Find an Existing	Value Add a New Y	√alue						

- 2. The **SetID** and **Product ID** are populated from the **Search Criteria** you entered on the **Find an Existing Value** tab. If these fields are not populated, enter them:
 - a. **SetID**: **50100** for VDOT.
 - b. Enter the new **Product ID**.

The **Product ID** is created by using the **Distribution Code** plus the participation rate with underscores in between. For example, if your **Distribution Code** is **PROJEPRO01** and the participation rate is **3**, the **Product ID** would be **PROJE_PRO01_3**.

3. Click the **Add** button.



Favorites • Main Menu • > Products • > Identify Product Details • > Definition
Definition Contracts Options
SetID 50100 Product ID PROJE_PRO01_3
*Product Use Contracts Only
Product Kit
*Description Proje - CON - CCT - Bristol
Long Description
254 characters remaining
Catalog Number
Model Number *Status Active V
Product Brand Q Product Category Q
*Physical Nature Goods Where Performed
View Product Image VAT Default VAT Service Treatment Setup
Save Notify Update/Display
Definition Contracts Options

- 4. The **Definition** tab displays.
 - a. Product Use: Contracts Only. Do not change.
 - b. **Description**: Enter the **Description** which should be the same as the **Distribution Code** description.
 - c. Physical Nature: Goods.
- 5. Click the **Contracts Options** tab.



Favorites Main Menu Products Favorites Hentify Product Details Definition
Definition Contracts Options
SetID 50100 Product ID PROJE_PRO01_3 Proje - CON - CCT - Bristol
*Price Type Rate
*Recognition Method As Incurred
Third Party Flag
Percentage 0% of Total Contract Amount % of Contract Lines
Templates
Revenue Plan RATE
Billing Plan RATE
Bill Plan Detail Template ID PROJE_CCT
Renewal Plan
Save Notify Update/Display
Definition Contracts Options

- 6. The **Contract Options** tab displays.
 - a. Price Type: Rate
 - b. Recognition Method: As Incurred
- 7. In the **Templates** section, select the following:
 - a. Revenue Plan: RATE
 - b. Billing Plan: RATE
 - c. Bill Plan Detail Template ID: Select the appropriate value (e.g., PROJE_CCT is Non-Federal Project _CCT). The template selected defaults some of the contract billing information, such as Bill Source, Bill Identifier, and Bill Cycle Identifier which is used on the invoices generated for the contract.
- 8. Click the **Save** button.



Favorites Main Menu Products	Identify Product Details Definition
Definition Contracts Options	Definition
SetID 50100 Product ID PROJE_PR	Attributes by UOM
*Price Type Rate	Assign Product Group
*Recognition Method As Incurred	~
Third Party Flag	
Percentage 0% o	f Total Contract Amount

- 9. From the navigation path above the page, click **Identify Product Details**.
- 10. Select the Attributes by UOM menu option.

Favorites -	Main Menu 🗸	> Products ->	Identify Product Details -> Attributes by UO	M	
Attributes SetID 5	by UOM 0100	Product ID PROJE	_PRO01_3 Proje - CON - CCT - Bristol		
	Stanuaru Unit U	Imedsure			
UOM				Find View All	First 🖤 1 of 1 🐨 Last
Default	*UOM	Q	Minimum Order Quantity	Personalize View All	First 🕙 🛨 🗕
	Pricing Option	~	Maximum Order Quantity		1 of 1 🕑 Last
	Pricing UOM Ye	s 🗸	Increment	Price *Currency	
					Q + -
Save 💽	Return to Search	E Notify			

11. Click the Save button.

Favorites -	Main Menu 🗸	> Products ->	Identify Product Details 👻	Attributes by UOM		
Attributes setID_5	by UOM 0100 Standard Unit o	Product ID PROJE_f	Definition Attributes by UOM Assign List Price Assign Product Grou	p		
UOM					Find View All	First 🕙 1 of 1 🕑 Last
Default	*UOM Pricing Option Pricing UOM Y	Q > 95 V	Minimum Order Maximum Order In	QuantityQuantity	Personalize View All Minimum Selling Price *Currency	Pirst ④ 1 of 1 ⓓ Last Q ➡ ■
🔚 Save 🔯	Return to Search	Notify				

- 12. From the navigation path above the page, click **Identify Product Details**.
- 13. Select the Assign Product Group menu option.



Favorites 🗸	Main Menu 🗸	> Products -> Iden	tify Product Details 🗸 > Assign P	roduct Group	> Attributes t	by UOM
Assign Pro	oduct Group					
SetID 50)100 P	roduct ID PROJE_PRO	D1_3 Proje - CON - CCT - B	ristol		
Groups			Personalize Find View All	@ 🔣	First ④ 1 of 1	Last
*Group Type		*Product Group	Descr	Primary Report	Primary Pricing Group	
Contract		▼ RTE_CONCCT Q	Rate Based - Constr Cty Co Twn			+ -
🔚 Save 💽	Return to Search	E Notify				

- 14. The Assign Product Group page displays.
 - a. Group Type: Contract
 - b. **Product Group**: Select the appropriate group. This value determines which **Product Group** the product will be found in when searching for the product on the contract. In this scenario, it is **RTE_CONCCT** (Contract Type_Fund plus Customer Type).
- 15. Click the **Save** button.





Confirm/Create the Source Type

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

1. Access the **Source Types** page using the following path:

Main Menu > Set Up Financials/Supply Chain > Product Related > Project Costing > Transaction Options > Source Types

Favorites Main Menu Set Up Financials/Supply Chain Product Related Project Costing Transaction Options Source Types
Source Types Enter any information you have and click Search. Leave fields blank for a list of all values.
Find an Existing Value Add a New Value
▼Search Criteria
SettD = 50100 Q Source Type begins with PROJE Q
Linclude History Limit the number of results to (up to 300): 300
Search Clear Basic Search 🖾 Save Search Criteria
No matching values were found.
Find an Existing Value Add a New Value

- 2. Click the Find an Existing Value tab
 - a. SetID: 50100 for VDOT.
 - b. Source Type: Enter a Source Type value. For this scenario it is PROJE.
- 3. Click the **Search** button. Your search results populate on the same page below the search criteria.
 - a. If the **Source Type** exists, go to the <u>Create a Non-Federal Rate Based Contract</u> section below.
 - b. If the **Source Type** does not exist, go to the **Create the Source Type** section below.



Create the Source Type

Favorites -	Main Menu 🗸	> Set Up Financi	als/Supply Chain $ extsf{-}$ >	Product Related -	> Project Cos	ting 👻 >	Transaction Options \checkmark >	Source Types
Source Type	95							
Eind an Existi	ng Value Add a M	New Value						
SetID 56 Source Type P Add	0100 Q ROJE Q							
Find an Existing	Value Add a New V	Value						

- 1. Click the Add a New Value tab.
 - a. SetID: 50100 for VDOT.
 - b. Source Type: Enter the Entry Type value in Source Type field. For this scenario it is PROJE.
- 2. Click the **Add** button.

Favorites Main Menu Set Up Financials/Supply Chain	▼ > Product Related ▼ > Project Costing ▼ > Transaction Options ▼ > Source Types
Source Types	
SetID 50100 Source Type PROJE	
Source Type	Find View All First ④ 1 of 1 🕑 Last
*Effective Date 01/01/1901 (1) *Status Active V *Description Non-Fed Proj Participation	+ -
Save Return to Search 🔄 Notify	🕞 Add 🖉 Update/Display

- 3. The Source Types page displays.
 - a. Effective Date: 01/01/1901
 - b. Status: Active
 - c. **Description**: Enter an applicable description.
- 4. Click the **Save** button.





Confirm/Create the Category

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

1. Access the **Category** page using the following path:

Main Menu > Set Up Financials/Supply Chain > Product Related > Project Costing > Transaction Options > Category

Favorites Main Menu Set Up Financials/Supply Chain Product Related Project Costing Transaction Options Category	ries
ategories nter any information you have and click Search. Leave fields blank for a list of all values.	
Find an Existing Value Add a New Value Search Criteria	
SetID = v 50100 Q Category begins with v PRO01 Q	
mit the number of results to (up to 300): 300 Search Clear Basic Search Clear	
o matching values were found.	
nd an Existing Value Add a New Value	

- 2. Click the Find an Existing Value tab.
 - a. SetID: 50100 for VDOT.
 - b. Category: Enter a Category value. For this scenario, it is PRO01.
- 3. Click the **Search** button. Your search results populate on the same page below the search criteria.
 - a. If the Category exists, go to the Create a Non-Federal Rate Based Contract section below.
 - b. If the **Category** does not exist, go to the **Create a Category** section below.



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Create the Category

Favorites 🗸	Main Menu 🗸	> Set Up Financials/Supply Chain -	> Product Related ->	Project Costing 🗸 🚿	Transaction Options ->	Categories
Categories						
Find an Existing	g Value Add a Nev	v Value				
SetID 50100	Q					
Category PRO01	1_Q					
Add						
Add						
Find an Existing \	Value Add a New Val	ue				

- 1. Click the Add a New Value tab.
 - a. SetID: 50100 for VDOT.
 - b. Category: Enter the new Category value. For this scenario, it is PRO01.
- 2. Click the Add button.

Favorites -	Main Menu 🗸	> Set Up Financials/Supply	$\text{Chain} \bullet \rightarrow $	Product Relate	d 🗸 🗇 Projec	t Costing \checkmark >	Transaction Op	otions \checkmark >	Categories
Categorie	es								
	SetID 50100	Category PROD	1						
Category				Fi	nd View All	First 🕙 1	of 1 🕑 Last		
*Effective Da *Descripti	ate 01/01/1901) iii 'i	- Bristol					• -		
Save	Return to Search	Votify		📑 Add 🛛 🖉] Update/Displ	ay 🗾 Inc	lude History		

- 3. The Categories page displays.
 - a. Effective Date: 01/01/1901
 - b. Status: Active
 - c. **Description**: Enter an applicable description.
- 4. Click the Save button.



Confirm/Create the 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.

1. Access the Rate Sets page using the following path:

Main Menu > Set Up Financials/Supply Chain > Product Related > Project Costing > Pricing Structure > Rate Sets

Favorites -	Main Menu 🗸	> Set Up Financials	/Supply Chain $ extsf{-}$ >	Product Related -	> Project Costing	• >	Pricing Structure 👻	> Rate Sets
Rate Sets								
Enter any inform	ing Value	ck Search. Leave field lew Value	s blank for a list of a	II values.				
Search Cr	iteria							
Business l	Jnit = 🗸 5	0100	٩					
Rate Set T	ype = V	ROJE_PROU1_3	✓					
Contr	act begins with 🗸		Q					
Contract Line N	tory Correct His r of results to (up to 30	tory Case Sensit	Q ive					
Search	Clear Basic Sea	ch 🖾 Save Search	Criteria					
No matching val	ues were found.							
Find an Existing	Value Add a New V	alue						

- 2. Click the **Find an Existing Value** tab.
 - a. Rate Set: Enter the Rate Set. The Rate Set naming convention is the Source Type,
 Category, and percent to be billed together as one string, no spaces (i.e., PROJE_PRO01).
 Enter Source Type_Category code in the Rate Set field.
- 3. Click the Search button. Your search results populate on the same page below the Search Criteria.
 - a. If the Rate Set exists, go to the Create a Non-Federal Rate Based Contract section below.
 - b. If the Rate Set does not exist, go to the Create a Rate Set section below.



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Create the Rate Set

Favorites - Main Menu - Set Up Financia	Is/Supply Chain -> Product Related ->	 Project Costing - > 	Pricing Structure + >	Rate Sets
Rate Sets				
Eind an Existing Value Add a New Value				
	_			
Business Unit 50100 Q				
Rate Set PROJE_PRO01_3				
	-			
Add				
Find an Existing Value Add a New Value				

1. Click the Add a New Value tab.

a. Business Unit: 50100

- b. The **Rate Set** populates from the search criteria you entered on the **Find an Existing Value** tab. If it is not populated, enter it.
- c. Rate Set Type: Standard
- 2. Click the **Add** button.



Favorites 🗸	Main Menu	→ S	et Up Financials/Su	oply Chain 👻 👌 Produc	t Related 🗸 > Project Co	osting 👻 🕥 F	Pricing Structure 🗸	> Rate Sets	
Rate Sets	Target				_	Convitor	Pata Cat		
						Copy Iron P	Kale Sel		
	Business Unit	50100			Rate Set	PROJE_PRO	001_3		
	Rate Set Type	Standard			*Rate Definition Type		\sim		
	*Description				Rate Set Category		\checkmark		
Define Rate	e Set						Find Vie	w All First 🕚	1 of 1 🕑 Last
	Effective Date	08/15/2019	ii)		Status	Active	~		+ -
		Enable	/ariance						
Define Cri	iteria for Incon	ning Trans	actions		Perso	nalize Find	View All 💷	🖪 🛛 First 🕚 1	of 1 🕑 Last
Source Inf	formation 💷	D							
Target	Analysis Type	Source Type	Category	Subcategory	Project Role	Job Code	Time Reporting Code	Employee ID	Unit of Measure
Target	% Q	% 0	%	%	%	% Q	% Q	%	%
<							, •	· · · · · · · · · · · · · · · · · · ·	>
Rate Sets Tar	🖹 Notify 🔀 F	Refresh			📑 Add 🗾	Update/Displa	ay 🗾 Include	e History 🛛 💱 Co	prrect History

- 3. The **Rate Sets** page, **Rate Sets** tab displays. From here you will use the copy feature to copy an existing **Rate Set** as a template for the **Rate Set** you are creating.
- 4. Click the **Copy from Rate Set** button.

	Status Active	
	Enter New Rate Set Keys	× (
		Help
	Business Unit 50100 Q Rate Set PROJE_PRO01_5 Q	
_	Rate Set Type Standard	
	OK Cancel Refresh	
		: .::

- 5. The Enter New Rate Set Keys pop-up window displays.
 - a. Business Unit: 50100 for VDOT.
 - b. Select the Rate Set that will be used as a template for the Rate Set you are creating.
- 6. Click the **OK** button.



Favorites 🗸	Main Me	nu 🗸	>	Se	et Up Financials/Su	pply Chain 👻 > Produc	t Related 👻 > Project C	Cos	sting 👻 >	Pr	icing Structure •	 Rate Sets 	
	_												
Rate Sets	<u>T</u> arget									_			
									Copy from	i Ra	ate Set		
	Business U	nit	50100				Rate Set	t	PROJE_PF	20	01_3		
	Rate Set Ty	ре	Standard	d		_	*Rate Definition Type	e E	Billing		~		
	*Descript	onF	Proje - C	ON	I - CCT - Bristol		Rate Set Category	y L			~		
Define Ra	te Set										Find Vi	ew All 🛛 First 🕚	1 of 1 🕑 Last
	_	. 5		_									+ -
	Effective D	ate	01/01/19	01	31		Status	s	Active		\checkmark		
			Enabl	e١	/ariance								
Define C	riteria for Inc	omi	ng Trar	158	actions		Perso	ona	lize Find	1	/iew 4 🖾 🗄	📱 🛛 First 🕚 1-	6 of 6 🕑 Last
Source In	nformation)	I										
Target	Analysis Typ	e S T	Source Type		Category	Subcategory	Project Role		Job Code		Time Reporting Code	Employee ID	Unit of Measure
Target	ACT	۹	%	٩	%	%	%	2	%	2	% Q	%	%
Target	PAY	۹	%	٩	%	%	%	2	%	2	%	%	%
Target	ATE	۹ و	%	٩	%	%	%	2	%	2	% 🔍	%	%
Target	FDS	۹ و	%	٩	%	%	%	2	%	2	% 🔍	%	%
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- 7. The **Rate Sets** page, **Rate Sets** tab displays and the values from the **Rate Set** you copied using the **Copy from Rate Set** feature default into the new **Rate Set**.
- 8. The **Description** is populated with the description of the **Rate Set** used to **Copy From**. The **Description** must be updated to match the new **Rate Set** (e.g., **PROJE CON CCT Bristol**).
- 9. In the **Define Criteria for Incoming Transactions** section, **Effective Date** is **01/01/1901**, all the **Analysis Types** are visible that will be used in the pricing process.

Analysis Types include:

ACT: Actual Cost

- PAY: Time and Labor Actual
- ATE: Account Type-Expense
- FDS: State Distribution
- **FDR**: Fund Distribution Reversals
- **CNV**: Converted Expenditures
- 10. Click the **Save** button.
- 11. Click the **Target** tab.



Favorites -	Main Menu -	> Se	t Up Financ	ials/Supply Chain 🕇	 Product Re 	lated $ ightarrow$	Project Costing 🗸	> Pricing Stru	icture 👻 🖂 Rate S	Sets	
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- 12. **Define Target Rows** section: Update the **Description**, **Target Source Type**, and **Target Category** as appropriate to match the rate amount, as needed.
 - a. Rate Option: MUP
 - b. Rate Amount: The customer's participation rate in decimal format (e.g., enter .03 for 3%).
 - c. Target Analysis Type: BIL
 - d. Target Source Type: Update to match the Source Type you created.
 - e. Target Category: Update to match the Category you created.
- 13. **Source Criteria** section: Use the arrows in the top navigation bar to navigate through each **Analysis Type**. Update each as appropriate.
- 14. **Override Source**: Default is selected. Do not change.
- 15. Click the **Save** button.





Create the Product Rate Defaults

1. Access the **Product Rate Defaults** page using the following path:

Main Menu > Set Up Financials/Supply Chain > Product Related > Contracts > Contracts Product Options > Product Rate Defaults

Favorites -	Main Menu 🗸	> Set Up Financials/Supp	ly Chain 👻 🗄	> Product Related ->	Contracts \checkmark >	Contracts Product	Options 🗸 >	Product Rate Defaults
Product Rate	e Defaults nation you have and c	lick Search. Leave fields blar	k for a list of	ali values.				
Find an Exist	ing Value							
Search Cr	iteria							
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Correct His Limit the numbe	tory Case Sens r of results to (up to 3	sitive 800): 300						
Search	Clear Basic Sea	arch 📴 Save Search Crite	ia					

- a. SetID: 50100 for VDOT.
- b. Product: Enter the Product you created. For this scenario, it is PROJE_PRO01_3.
- 2. Click the **Search** button.



Favorites	ancials/Supply Chain \checkmark > Product Related \checkmark	> Contracts ->	Contracts Product Options \checkmark >	Product Rate Defaults
Draduat Pata Dafaulta				
Product Rate Delauits				
SetID 50100				
Product ID PROJE_PRO01_3				
Description Proje - CON - CCT -	Bristol			
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Save Return to Search	Update/Display Correct Histo	¥		

- a. Your search results populate on the same page below the search criteria or, if you entered the full **Product** name along with the proper **SetID**, the **Product Rate Defaults** page will open.
- b. Verify and/or enter the following:
- c. Effective Date: 01/01/1901
- d. PC Business Unit: 50100 for VDOT.
- e. Rate Selection: Rate Set
- f. **Rate Set**: Verify the value is the **Rate Set** value you previously created. For this scenario, it is **PROJE_PRO01_3**.
- 3. Click the **Save** button.



Confirm/Create the Accounting Rule

Before creating the **Accounting Rule**, search to see if the **Accounting Rule** already exists. In this example, we will create the **Accounting Rule** for **PROJE PRO01**.

1. To access the Accounting Rules page, navigate using the following path:

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

Favorites • Main Menu • > Set Up Financials/Supply Chain • > Product Related • > Project Costing • > General Options • > Accounting Rules
Accounting Rules
Enter any information you have and click Search. Leave fields blank for a list of all values.
Find an Existing Value
Search Criteria
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Analysis Type begins with V
Analysis Group begins with V Q
Project begins with
Resource General Ledger Unit = V 50100 Q
Activity begins with 🗸
Source Type begins with V PROJE
Category begins with ↓ PRO01 Q
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Agency Use 1 begins with V
Case Sensitive
Limit the number of results to (up to 300): 300
Search Clear Basic Search Criteria
No matching values were found.
Find an Existing Value Add a New Value Add a

- 2. Click the Find an Existing Value tab.
 - a. Project Business Unit: 50100 for VDOT.
 - b. Resource General Ledger Unit: 50100 for VDOT.
 - c. Source Type: Enter the Source Type you created. In this scenario, it is PROJE.
 - d. Category: Enter the Category you created. In this scenario, it is .
- 3. Click the **Search** button.
 - a. If the **Accounting Rule** exists, go to the <u>Create a Non-Federal Rate Based Contract</u> section of this job aid.

If the Accounting Rule does not exist, go to the Create the Accounting Rule section below.



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Create the Accounting Rule

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- 4. On the **Find an Existing Value** tab, update the search fields as follows:
 - a. Project Business Unit: 50100 for VDOT.
 - b. Analysis Type: BAJ
 - c. Resource General Ledger Unit: 50100 for VDOT.
 - d. Source Type: PROJE
 - e. Category: begins with PRO
- 5. Click the **Search** button.
- 6. Select a value from the list, where the **Analysis Type** is **BAJ** and the **Category** begins with **PRO**. The **Accounting Rules** page displays. From here you will use the copy feature to copy an existing **Accounting Rule** as a template for the **Accounting Rule** you are creating.



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	Main Menu 🗸	> Set Up Financials/Supply Chain -	> Product R	Related 👻 > Pro	oject Costing -	 General Optic 	ons 🗸 > Accounting	Rules	
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Accour	nting Rules								
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7. Click the **Copy Accounting Entries To...** hyperlink.



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Agency	Use 1 %	Q					
Add							

- 8. The As Incurred Acctg Distribution page, Add a New Value tab displays.
- 9. Enter the values you previously created. In this scenario:
 - a. Analysis Type: BAJ
 - b. Resource GL Bus Unit: 50100 for VDOT.
 - c. Source Type: PROJE
 - d. Category: PRO01
- 10. Click the **Add** button.



Accounting Rules PC Business Unit 50100 Analysis Type BAJ Analysis Group % Contract % Project Type % Activity % Activit	*Status Active *Journal Template CA_REV
PC Business Unit 50100 Description Proje - CON - CCT - Bristol Analysis Type BAJ Contract *Resource General Ledger Unit 50100 Contract Analysis Group % Contract % Category PROJE Category PROJE Project Type % Subcategory % Category % Category % Activity % Project Transaction Type % Category % Category % Additional Selection Criteria Activity % Project Transaction Code % Category %	*Status Active *Journal Template CA_REV
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1 Debit Contract Asset V 50100 Q 112062 Q 04720 Q %	Q % Q %

- 11. The Accounting Rules page displays and the values from the Accounting Rule you copied using the Copy Accounting Entries To... feature defaults into the new Accounting Rule.
- 12. Enter a **Description**:
 - a. Use the **Description** from the **Distribution Code**, or
 - b. Use the following: Source Type Fund Customer Type District Name
 - c. Resource General Ledger Unit: 50100 for VDOT.
 - d. **Source Type**: Enter the first five characters of the naming convention of the **Product/Distribution Code**. For this scenario, it is **PROJE**.
 - e. **Category**: Enter the next five characters of the naming convention of the **Product/Distribution Code** (after the **Source Type**). For this scenario, it is **PRO01**.
 - f. Journal Template: CA_REV
- 13. Click the **Save** button.
- 14. To create the accounting rule for **BIL** and **BLD Analysis Types** for the same **Source Type** and **Category** combination, update the **Analysis Type** field as appropriate (e.g., **BIL**,**BLD**) and click the **Save** button.