Creating a New Rate Set – Structure Billing Overview

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

If you are creating a Rate Set for a new appropriation code, you must perform all of the steps detailed below. If you are adding a Rate Set for an existing appropriation code, you only need to create the Rate Set.

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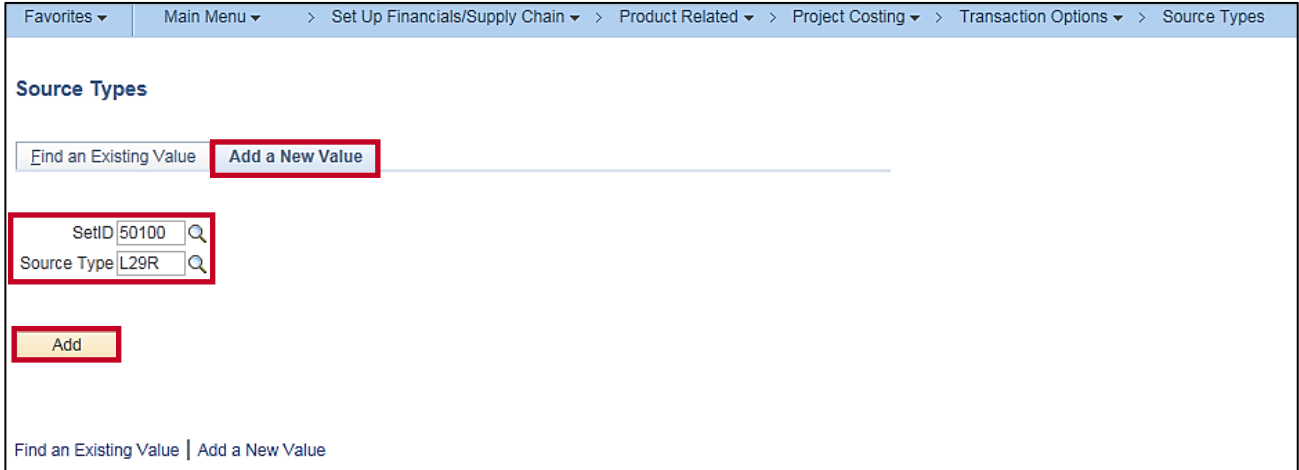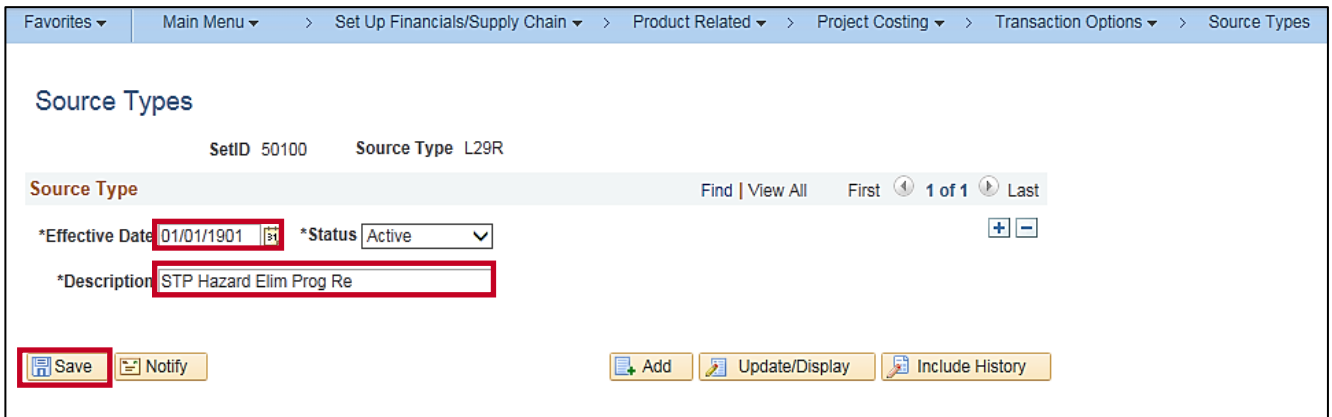
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Create a Source Type

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

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

3. **SetID**: **50100**

4. **Source Type**: Enter the value for the new appropriation code.

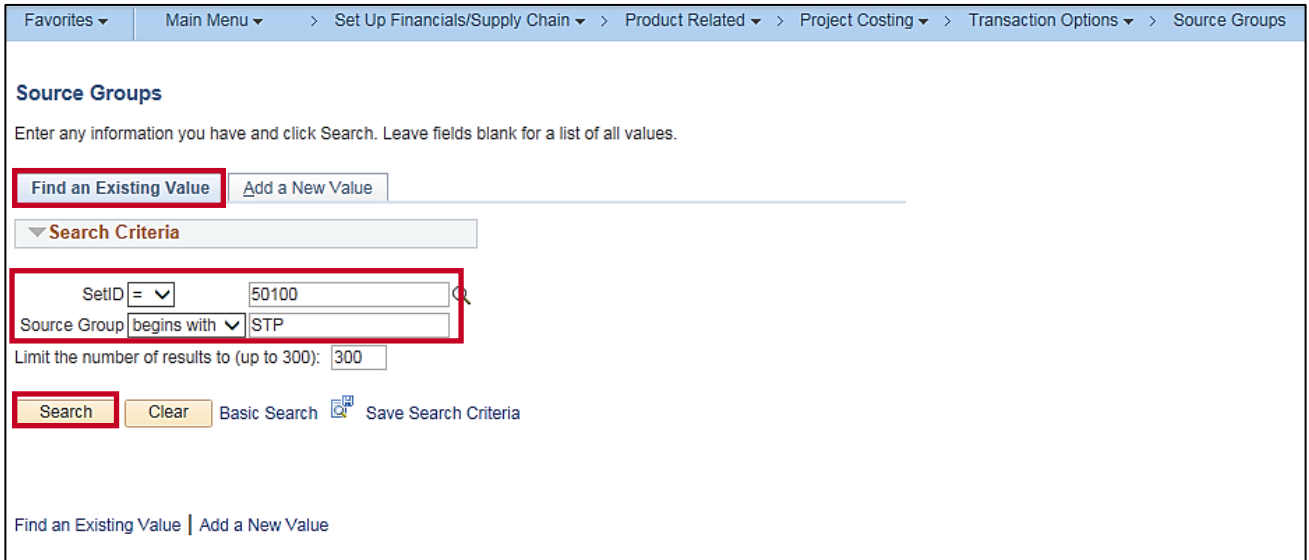5. Click the **Add** button. The **Source Types** page displays.

6. **Effective Date**: **01/01/1901**

7. **Description**: Enter a description of the new **Source Type**.

8. **Status**: **Active**

9. Click the **Save** button.

Add the Source Type to a Source Group

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

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

2. Click the **Find an Existing Value** tab.

3. **SetID**: **50100**

4. **Source Group**: Enter the **Source Group** your **Source Type** will be added to.

5. Click the **Search** button.
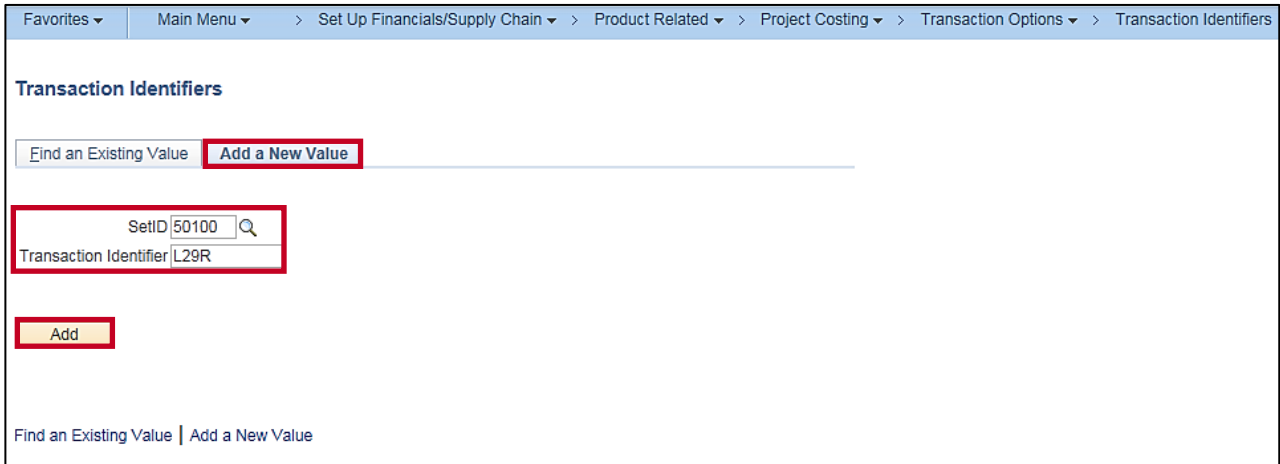
6. Click the Last link to access the end of the list. In this exampler, there are 132 rows prior to adding a new row. Click the (**+**) icon to add a new row.

7. On the new row, add the new **Source Type**.

8. Click the **Save** button.

Create a Transaction Identifier

1. Access the **Transaction Identifier** page using the following:

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

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

3. **SetID**: **50100**

4. **Transaction Identifier**: Enter the value for the new appropriation code (source type).
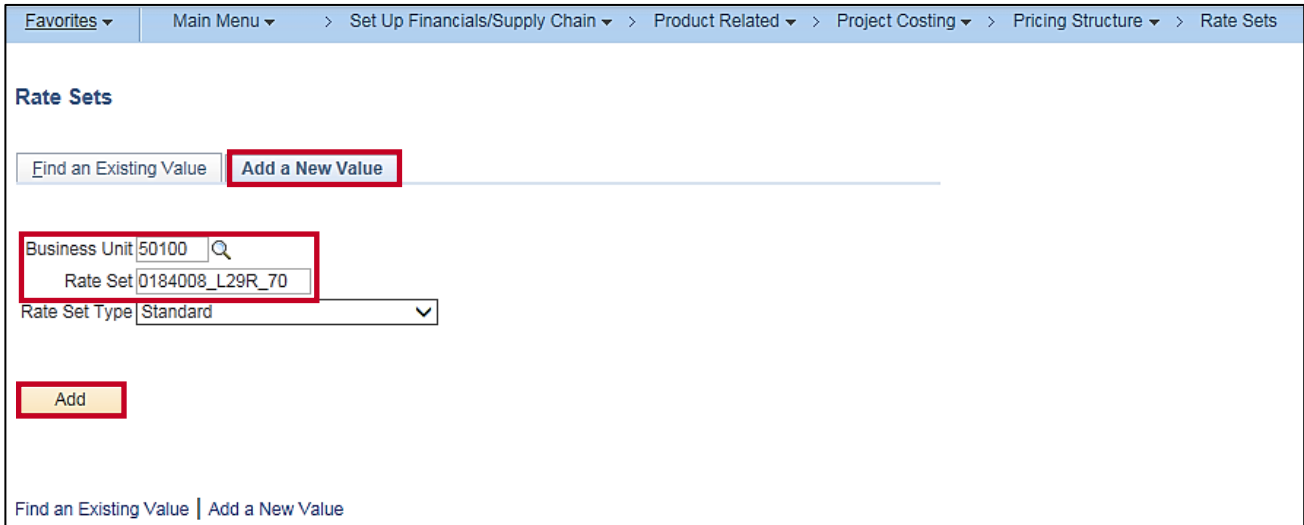
5. Click the **Add** button. The **Transaction Identifiers** page displays.

6. **Description**: Enter the appropriation code description.

7. **Source Type**: Enter the new **Source Type** created above.
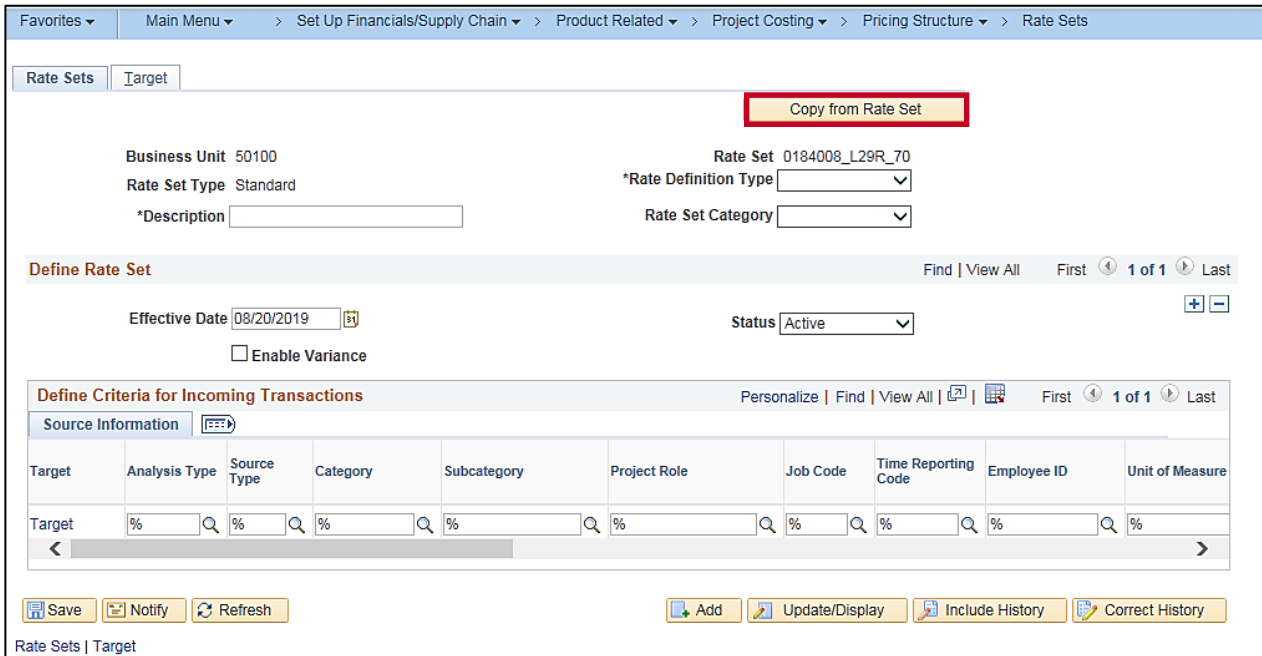
8. Click the **Save** button.

Create a Rate Set

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

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

3. **Business Unit**: **50100** for VDOT

4. **Rate Set**: Enter the **Rate Set** name. The **Rate Set** naming convention is: **CONTRACT ID_SOURCE TYPE_PARTICIPATION RATE**

5. **Rate Set Type**: **Standard**

6. Click the **Add** button. The **Rate Sets** page, **Rate Sets** tab displays.

7. Click the **Copy from Rate Set** button.

8. The **Enter New Rate Set Key** pop-up window displays.

9. **Business Unit**: **50100**

10. **Rate Set**: Enter the value of an existing **Rate Set** that you would like to use as a template for your new **Rate Set**.

11. Click the **OK** button.

12. Update the **Description** to reflect the name of the new **Rate Set**.

13. **Effective Date**: **01/01/1901**

14. In the **Define Criteria for Incoming Transactions** section you can 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.

    Analysis Types include:

    – **ACT** (Actual Cost)

    – **PAY** (Time and Labor Actual)

    – **ATE** (Account Type-Expense)

    – **FDS** (State Distribution)

    – **FDR** (Fund Distribution Reversals)

    – **CNV** (Converted Expenditures)

15. Click the **Save** button.

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

17. Verify or update the **Asset**(s).

18. Click the **Save** button.

19. Click the **Target** tab.

20. For each **Analysis Type** where the **Target Analysis Type** is **BIL** (Billable Amount), update the following fields to match the **Rate Set**:

    a. **Rate Amount**: Participation Rate in decimal form (**.70**)

    b. **Target Source Type**: Appropriation code

21. **Description**: **FHWA Billed @ [Participation Rate]** (e.g., **FHWA Billed @70%**)

22. **Override Source**: **Selected**

23. From the **Source Criteria** section use the navigation arrows to scroll through each **Analysis Type**, and repeat the steps above for each **Analysis Type**.

24. Click the **Save** button.

25. For each **Analysis Type** where the **Target Analysis Type** is **NBL** (Not Billable), update the following fields to match the **Rate Set**:

   a. **Rate Amount**: **1.0**

   b. **Target Source Type**: **NBL**

26. **Description**: **Not Billable**

27. **Override Source**: **Selected**

28. From the **Source Criteria** section use the navigation arrows to scroll through each **Analysis Type**, and repeat the steps above for each **Analysis Type**.

29. Click the **Save** button.

Create Accounting Rules

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

1. Access the **Accounting Rules** page using the following path:

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

2. Click the **Find an Existing Value** tab.

3. **Project Business Unit**: **50100**

4. **Analysis Type**: BAJ

   When creating **Accounting Rules**, you will always enter **BAJ**, **BIL,** or **BLD** in this field. One rule for each of these **Analysis Types** will need to be created.

5. **Resource General Ledger Unit**: **50100**

6. Click the **Search** button. Search results display below the **Search Criteria**.

Search Results

300 of 768 results are displayed.

View All   First

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	Department	Statistics Code	Asset	Task	Fund	FIPS	Agency Use 2	Affiliate	Fund Affiliate	Cost Center	Program	Agency Use 1	Des
50100	BAJ	%	%	%	50100	%	%	C200	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	BAJ Federal
50100	BAJ	%	%	%	50100	%	%	C220	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	BAJ Federal
50100	BAJ	%	%	%	50100	%	%	C230	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	BAJ Federal
50100	BAJ	%	%	%	50100	%	%	C240	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	BAJ Feder
50100	BAJ	%	%	%	50100	%	%	C250	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	BAJ Fede
50100	BAJ	%	%	%	50100	%	%	C490	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	BAJ Federal
50100	BAJ	%	%	%	50100	%	%	0430	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	BAJ Federal
50100	BAJ	%	%	%	50100	%	%	0440	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	BAJ Federal
50100	BAJ	%	%	%	50100	%	%	0470	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	BAJ Federal
50100	BAJ	%	%	%	50100	%	%	04L0	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	BAJ Fede

7. Select a value from the search results where the **Source Type** is a regular appropriation code. If you are creating a **Rate Set** for an American Recovery and Reinvestment Act (ARRA) appropriation code, select the **Accounting Rule** where the **Source Type** is an ARRA appropriation code (i.e., begins with the letter **C**).

8.   The **Accounting Rules** page displays.

9.   Click the **Copy Accounting Entries To …** link.

10. The **Accounting Rules - As Incurred Acctg Distribution** page displays.

11. Click the **Add a New Value** tab.

12. **PC Business Unit**: **50100**

13. **Analysis Type**: **BAJ**
When creating **Accounting Rules**, you will always enter **BAJ**, **BIL,** or **BLD** in this field. One rule for each of these **Analysis Types** will need to be created.

14. **Resource GL Bus Unit**: **50100**

15. **Source Type**: Enter the new **Source Type**.

16. Click the **Add** button.

17. A new **Accounting Rules** page displays. The **Analysis Type** field defaults from the **Accounting Rule** you copied.

18. **Description**: Use the following naming conventions:

    a. Non ARRA: **Analysis Type** – Federal Aid – **Source Type**

    b. ARRA: **Analysis Type** – Federal Stimulus – **Source Type**

19. **Resource General Ledger Unit**: **50100**

20. **Source Type**: the new **Source Type**

21. **Journal Template**: **CA_REV**

22. Click the **Save** button.

23. Repeat these steps for the **BIL** and **BLD Analysis Types** for this **Source Type**.