



#### **Entering a Standard Bill**

The process of entering a Standard Bill enables users to create new Bills efficiently and accurately. Users may receive various types of requests for Bill entry including accident reports, payable Invoices, or inventory disbursement documents. Once it is confirmed that a Bill needs to be created, the user can proceed with entering the necessary details to ensure the request is properly documented and processed.

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

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### AR323\_Entering a Standard Bill (VDOT Only)

**Revision History** 

Revision Date	Summary of Changes
10/16/2024	Baseline.



#### Entering a Standard Bill

Step	Action
1.	Navigate to the <b>Bill Entry</b> page using the following path:
	Main Menu > Billing > Maintain Bills > Standard Billing
The <b>Bi</b>	II Entry Find an Existing Value page displays.
	Bill Entry
	Find an Existing Value
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Recent Searches Choose from recent searches V Saved Searches Choose from saved searches V
	Business Unit = v Q Invoice begins with v Q Bill Status = v v
	Customer begins with v Contract begins with v Bills in Business Unit v Template Invoice Flag v V
	∧ Show fewer options
i	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
The Ac	dd a New Value page displays.
ſ	Bill Entry
	Add a New Value
	*Invoice NEXT
	Bill Source Q
	Customer
	Accounting Date
	Add
l L	



Step	Action
i	If the <b>Business Unit</b> field does not default, enter or select the applicable Business Unit. The <b>Invoice</b> field defaults to "NEXT". Do not change it.
3.	Enter or select the appropriate Bill Type using the <b>Bill Type Identifier Look Up</b> icon.       Bill Type Identifier
4.	Enter or select the appropriate Bill Source using the <b>Bill Source Look Up</b> icon.       Bill Source
5.	Enter or select the applicable Customer using the <b>Customer Look Up</b> icon.
i	If the Customer does not exist in Cardinal, the Customer must be created. For further information about creating and maintaining Customers, see the Job Aid titled AR323_Creating and Maintaining Customers (VDOT Only) located on the Cardinal website in Job Aids under Learning.
6.	Enter or select the Invoice date using the Invoice Date Calendar icon. Invoice Date
7.	Enter or select the accounting date using the Accounting Date Calendar icon.          Accounting Date
8.	Click the Add button.



Step	Action	
The <b>He</b>	eader – Info 1 tab dis	olays.
	Header - Info 1	
	Unit 50100 Invoice	EXT Pretax Amt 0.00 USD
	Status NEW *Type OTH	Q         Invoice Date         07/22/2024         I         Cycle ID         DAILY         Q           Q         Source         PROPDMG         Q         *Frequency         Once         Image: Conce Conce         Image: Conce         Image: Conce
	*Customer 0000003442	Q view Activity SubCust2 SubCust2
	DOMINION	NERGY
	*Invoice Form STANDARD	Q     From Date     iii     To Date     iii
	Accounting Date 07/26/2024	Pay Terms  NET30  Q  Pay Method  Check  V
	Remit To REMIT	Q Bank Account VDOI Q
	Credit CREDIT	
	Billing Specialist	
	Go to: Header Info 2	Address Conv Address
	Notes Express Entry	Attachments Page Series
	Summary Bill Search	Line Search Navigation Header - Info 1 V Prev Next
	Save Notify C Refresh	Add J Indate/Display
	Header - Info 1   Line - Info 1	
A	The <b>Header</b> informative Value page: Statue The Cycle ID field in options include "FE	ation applies to the Bill. The following fields default from the <b>Add a New</b> <b>s, Type</b> , <b>Customer</b> and <b>Source</b> fields. dentifies the billing cycle for the Bill and defaults to "DAILY". The other DERAL", "MONTHLY", "MTH-INSTAL", "MTH-RECUR", and "QUARTERLY".
	The <b>Frequency</b> fiel "Once". The other of creating Recurring a <b>Bill (VDOT Only)</b> a Cardinal website in	d is used to determine the frequency of the billing cycle and defaults to options include "Installment" and "Recurring." For further information on and Installment Bills, see the Job Aids titled <b>AR323_Entering a Recurring</b> and <b>AR323_Entering an Installment Bill (VDOT Only)</b> located on the <b>Job Aids</b> under <b>Learning</b> .
9.	Click the Navigatio	n dropdown button and select "Header- Info 2".
	in a location of the	



Step	Action		
The <b>He</b>	ader – Info 2 tab display	S.	
	Header - Info 1 Header - Info 2 Line	Info 1	
	Unit 50100 Bill Invoice NEXT	To         0000003442         Pretax Amt         0.00         USD           DOMINION ENERGY         Image: Comparison of the second	
	Paid Reference Paid Amount Fwd Balance Letter of Credit ID Letter of Credit Document ID Currency Information Billing Currency, USD	Prepayment Lookup 0.00 Entry Type Q 0.00 Entry Reason Q Entry Event Q Hold Until Date 10/07/2024 II Accrue Unbilled Exchange Rate	
	Change Bill Currency		
	Go to:       Header Info 2         Notes       Express Entry         Summary       Bill Search         Im Save       Notify         Header - Info 1   Header - Info 2   Line - Info 1	Address Copy Address Attachments Page Series Line Search Navigation Header - Info 2 Prev Next	splay
The <b>Lo</b>	Entry Type	displays.	
		Look Up Entry Type	
		Help	
		Cancel	
		Search Results	
		View 100 First 🕢 1-3 of 3 🕟 Last	
		SetIDEntry Type50100CR50100DR50100IN	
1	Every receivable transa Type associated with it. posted items within the (DR), and Invoices (IN)	ction that is entered or generated by the system must have a The Entry Type categorizes the pending items that create, o system. Examples of Entry Types are Credit Memos (CR), I	an Entry or update Debit Men



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Step	Action	
11.	Select the ap	plicable Entry Type by clicking the corresponding link.
	View 100 Fi	rst 🕢 1-3 of 3 🕟 Last
	SetID	Entry Type
	50100	CR
	50100	DR
	50100	IN
12.	Click the Entre Entry Reason	y Reason Look Up icon.

The Look Up Entry Reason page displays.

Look	Up Entry F	Reason	×
		Help	4
Can	cel		
	-		
Search	n Results		
View 10	0First 🕚	1-81 of 81 🕟 Last	
SetID	Entry Type	Entry Reason	
50100	IN	ADPEN	
50100	IN	AUDT	
50100	IN	AUDT2	
50100	IN	BRTN	
50100	IN	COAL	
50100	IN	EQDM1	
50100	IN	EQDM2	
50100	IN	EQREP	
50100	IN	EQSAL	
50100	IN	EXTR1	
50100	IN	EXTR2	
50100	IN	EXTR3	
50100	IN	EXTR4	
50100	IN	EXTR5	
50100	IN	EXTR6	
50100	IN	EZP69	
50100	IN	FED	
50100	IN	FLREP	
50100	IN	FRECO	
50100	IN	FUEL1	
50100	IN	FUEL8	
50100	IN	FUELF	
50100	IN	FUELS	
50100	IN	GECN1	
50100	IN	GEN12	
50100	IN	GEN15	
50100	IN	GRDRL	
50100	IN	GRLSA	
50100	IN	GRNT	
50100	IN		1



Step	Action			
İ	The <b>Entry Reas</b> associated with purposes. Entry (ChartField value	on categorizes differ an item defines whic reasons are also us e) for each entry type	rent uses for a single-entry type. The re h accounting entries generate and can ed to define the accounting distribution e.	eason that is be used for reporting is of accounts
13.	Click the applica	ible Entry Reason li	nk.	
	Look Up Entry	Reason		
		Help 🖌		
	Cancel			
	Search Results			
	View 100First	1.91 of 91 (A)   ast		
	SetID Entry Type	Entry Person		
	50100 IN	ADPEN		
	50100 IN	AUDT		
	50100 IN	AUDT2		
	50100 IN	BRTN		
	50100 IN	COAL		
	50100 IN	EQDM1		
	50100 IN	EQDM2		
	50100 IN	EQREP		
	50100 IN	EQSAL		
	50100 IN	EXTR1		
	50100 IN	EXTR2		
The <b>H</b> e	eader – Info 2 tab	redisplays.		
h	Unit 50100 nvoice PRDM028484	Bill To 0000003442 DOMINION ENERGY	Pretax Amt 0.00 USD	
	Paid F	Reference	Prepayment Lookup	
	Paie	d Amount 0.00	Entry Type IN	
	Fwo	d Balance 0.00	Entry Reason ADPEN	
	Letter of	Credit ID	Entry Event	
	Letter of Credit Doo	cument ID	Hold Until Date 10/07/2024	
	Currency Information			
	Billing Currency	Exchange Rate		
	Change Bill Currency	Rate 1	Type CRRNT Q Source Tables	
	Ghange bin ourfelicy	Base Curre	ncy USD Rate 1.0000000	
	Go to: Header	Info 2 Address	Copy Address	
	Notes Express	s Entry	Attachments	Page Series
	Summary Bill Sea	rch Line Search	Navigation Header - Info 2	Prev Next

🔚 Save 🔯 Return to Search 🔄 Notify 🤶 Refresh

Header - Info 1 | Header - Info 2 | Line - Info 1

📑 Add 🖉 Update/Display



Step	Action
14.	Click the Line – Info 1 tab.
	Header - Info 1 Header - Info 2 Line - Info 1
The Lir	ne – Info 1 tab displays.
	Line - Into 1         Line - Into 1           Unit 50100         Bill To 0000003442         Pretax Amt         0.00         USD           Invoice         PRDM028484         DOMINION ENERGY         Image: Amage: A
	Bill Line Find   View All First ④ 1 of 1 ④ Last
	see 4 line
	Seq   Image: Constraint of the second seco
	Quantity From Date 3
	Unit of Measure To Date
	Gross Extended 0.00 Tax Code C Tax Exempt
	Less Discount 0.00
	Plus Surcharge 0.00
	Net Extended 0.00
	VAT Amount         0.00           Tax Amount         0.00
	Net Plus Tax 0.00
	Go to: Line Info 2 Tax Accounting Discount/Surcharge
	Notes Express Entry Page Series Page Series Page Vertex Page Verte
	Summary Bill Search Line Search Prev Next
	Im Save     Im Refurn to Search     Im Notify     Im Refresh       Header - Info 1     Line - Info 1
15	Click the <b>Table Look Up</b> icon
15.	
	Table Q
The <b>Lo</b>	ok Up Table page displays.
	Select one of the following values:
	D Discount Table
	ID PS/Billing Charge Id
	S Surcharge Table
	Cancel



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Step	Action
j	The <b>Table</b> field determines the options available in the <b>Identifier</b> field. The "Discount Table" and "Surcharge Table" options are not used in Cardinal.
16.	Click the ID PS/Billing Charge Id link. ID PS/Billing Charge Id
17.	Click the Identifier Look Up icon.

#### The Look Up Identifier page displays.

Look op identillet						~
					Help	
SetID	50100					
Billing Currency	USD					
Identifier begins wi	th 🗸					
Description begins wi	th 🖌					
Description Degins wi	ui •					
Look Up Clear	Cancel	Basic Lookup				
Search Results						
View 100			First 🕢	1-14	6 of 146 💿 Last	
ldentifier	Effective Date	Description	Unit of Measure	List Price	Distribution Code	
AUDIT1	01/01/1901	Audit - HMO - OTH	EA	0	AUDITAUDIT	
AUDIT2	01/01/1901	Audit - CON - OTH	EA	0	AUDITAUDI2	
DECALSCVSS	01/02/1901	Decals/Signs - CVSS	EA	0	DECALS	
DMVGRNT	01/02/1901	DMV Open Container Grant	EA	0	DMVGRANT	
EQUIPPROPDMGAR-01	12/01/2015	EQUIPPROPDMGAR-Bristol	EA	0	EQREP-01	
EQUIPPROPDMGAR-02	12/01/2015	EQUIPPROPDMGAR-Salem	EA	0	EQREP-02	
EQUIPPROPDMGAR-03	12/01/2015	EQUIPPROPDMGAR-Lynchburg	EA	0	EQREP-03	
EQUIPPROPDMGAR-04	12/01/2015	EQUIPPROPDMGAR-Richmond	EA	0	EQREP-04	
EQUIPPROPDMGAR-05	12/01/2015	EQUIPPROPDMGAR-Hampton Roads	EA	0	EQREP-05	
EQUIPPROPDMGAR-06	12/01/2015	EQUIPPROPDMGAR-Fredericksburg	EA	0	EQREP-06	
EQUIPPROPDMGAR-07	12/01/2015	EQUIPPROPDMGAR-Culpeper	EA	0	EQREP-07	
EQUIPPROPDMGAR-08	12/01/2015	EQUIPPROPDMGAR-Staunton	EA	0	EQREP-08	
EQUIPPROPDMGAR-09	12/01/2015	EQUIPPROPDMGAR-NOVA	EA	0	EQREP-09	
EQUIPPROPDMGST-01	12/01/2015	EQUIPPROPDMGST-Bristol	EA	0	EQREP-10	
EQUIPPROPDMGST-02	12/01/2015	EQUIPPROPDMGST-Salem	EA	0	EQREP - 11	
EQUIPPROPDMGST-03	12/01/2015	EQUIPPROPDMGST-Lynchburg	EA	0	EQREP - 12	
EQUIPPROPDMGST-04	12/01/2015	EQUIPPROPDMGST-Richmond	EA	0	EQREP - 13	
EQUIPPROPDMGST-05	12/01/2015	EQUIPPROPDMGST-Hampton Roads	EA	0	EQREP - 14	
EQUIPPROPDMGST-06	12/01/2015	EQUIPPROPDMGST-Fredericksburg	EA	0	EQREP - 15	
EQUIPPROPDMGST-07	12/01/2015	EQUIPPROPDMGST-Culpeper	EA	0	EQREP - 16	
EQUIPPROPDMGST-08	12/01/2015	EQUIPPROPDMGST-Staunton	EA	0	EQREP - 17	
EQUIPPROPDMGST-09	12/01/2015	EQUIPPROPDMGST-NOVA	EA	0	EQREP - 18	
EQUIPWOREPAIRAR	01/01/1901	Equipment Workorder Repair A/R	EA	0	EQREPEQREP	
FLINAVANALOO	01/01/1001	Conorio ELIMA Missollonoous		0	OF NED OF LIMP	1



Step	Action
i	The Identifier is used to select the item that is being billed and the associated charge distribution.
18.	Use the <b>Identifier</b> field to narrow down the search results as needed.

The Look Up Identifier page refreshes and the search results display.

					Help
SetID	50100				
Billing Currency	USD				
Identifier begins with	PRO				
Description begins with					
Beechpater [Begine ma	· · · ]				
Look Up Clear	Cancel	Basic Lookup			
Search Results					
View 100			First	1-	19 of 19 🕟 Last
Identifier	Effective	Description	Unit of	List	Distribution
luenunei	Date	Description	Measure	Price	Code
PROPDMGAR-BRISTOL	01/01/1901	Property Damage A/R - Bristol	EA	0	CALCUCAL01
PROPDMGAR-CULPEPER	01/01/1901	Property Damage A/R - Culpeper	EA	0	CALCUCAL07
PROPDMGAR-FREDERIC	01/01/1901	Property Damage A/R - Frederic	EA	0	CALCUCAL06
PROPDMGAR-HAMPTRDS	01/01/1901	Property Damage A/R - HamptRds	EA	0	CALCUCAL05
PROPDMGAR-LYNCHBRG	01/01/1901	Property Damage A/R - Lynchbrg	EA	0	CALCUCAL03
PROPDMGAR-NOVA	01/01/1901	Property Damage A/R - NOVA	EA	0	CALCUCAL09
PROPDMGAR-RICHMOND	01/01/1901	Property Damage A/R - Richmond	EA	0	CALCUCAL04
PROPDMGAR-SALEM	01/01/1901	Property Damage A/R - Salem	EA	0	CALCUCAL02
PROPDMGAR-STAUNTON	01/01/1901	Property Damage A/R - Staunton	EA	0	CALCUCAL08
PROPDMGAR-TOLL	01/01/1901	Property Damage A/R - Toll	EA	0	CALCUCAL34
PROPDMGST-BRISTOL	01/01/1901	Property Damage StAgy-Bristol	EA	0	CALCUCAL10
PROPDMGST-CULPEPER	01/01/1901	Property Damage StAgy-Culpeper	EA	0	CALCUCAL16
PROPDMGST-FREDERIC	01/01/1901	Property Damage StAgy-Frederic	EA	0	CALCUCAL15
PROPDMGST-HAMPTRDS	01/01/1901	Property Damage StAgy-HamptRds	EA	0	CALCUCAL14
PROPDMGST-LYNCHBRG	01/01/1901	Property Damage StAgy-Lynchbrg	EA	0	CALCUCAL12
PROPDMGST-NOVA	01/01/1901	Property Damage StAgy-NOVA	EA	0	CALCUCAL18
PROPDMGST-RICHMOND	01/01/1901	Property Damage StAgy-Richmond	EA	0	CALCUCAL13
PROPDMGST-SALEM	01/01/1901	Property Damage StAgy-Salem	EA	0	CALCUCAL11
PROPRINGET STALINTON	01/01/1901	Property Damage StAgy-Staupton	FA	0	CALCUCAL17



Action						
Select the ap	pplicable Identi	fier by clicking the corre	espondin	g link		
Look Up Ident	tifier					×
					He	lp
SetID	50100					
Billing Currency	USD					
Identifier	begins with 🗸 PRO					
Description	begins with 🗸					
Look Up	Clear Cancel	Basic Lookup				
Search Decults						
View 100	5		Fire	t a	1.10 of 10 1 a	et
VIEW 100	Effective		Unit of	Liet	Distribution	St
Identifier	Date	Description	Measure	Price	Code	
PROPDMGAR-BF	RISTOL 01/01/1901	Property Damage A/R - Bristol	EA	0	CALCUCAL01	
PROPDMGAR-CL	ULPEPER 01/01/1901	Property Damage A/R - Culpeper	EA	0	CALCUCAL07	
PROPDMGAR-FF	REDERIC 01/01/1901	Property Damage A/R - Frederic	EA	0	CALCUCAL06	
PROPDMGAR-HA	AMPTRDS 01/01/1901	Property Damage A/R - HamptRds	EA	0	CALCUCAL05	
PROPDMGAR-LY	NCHBRG 01/01/1901	Property Damage A/R - Lynchbrg	EA	0	CALCUCAL03	
PROPDMGAR-NO	OVA 01/01/1901	Property Damage A/R - NOVA	EA	0	CALCUCAL09	
PROPDMGAR-RI	ALEM 01/01/1901	Property Damage A/R - Richmond Property Damage A/R - Salem	EA	0	CALCUCAL04	
PROPDMGAR-ST	TAUNTON 01/01/1901	Property Damage A/R - Staunton	FA	0	CALCUCAL 08	
e – Info 1 tat	b redisplays.			0		
e – Info 1 tak	b redisplays. 		0.0	0 USD		
e – Info 1 tak Header - Info 1 L Unit 50100 Invoice NEXT	b redisplays. _ine - Info 1 Bill To 000 DO	00003442 Pretax Amt MINION ENERGY 📧 🛣	0.0 Max Rows	0 USD	]	
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e – Info 1 tał	b redisplays. ine - Info 1 Bill To 000 DO Seq 1 Table ID Q Quantity Juit of Measure EA Unit Price Gross Extended Less Discount Plus Surcharge Net Extended VAT Amount Tax Amount Net Plus Tax Line Info 2 Express Entry Bill Search	00003442 Pretax Amt MINION ENERGY   Line Identifier PROPDMGAR-RICHMC Identifier PROPDMGAR-RICHMC O.000 Line Type F 0.000 Line Type F 0.000 Line Type F 0.000 Exempt Cert 0.00 0.00 0.00 0.00 0.00 Con Tax Accounting Line Search	0.0 Max Rows	0 USD 100 😨 🖻 Net E De: Tax E Discount/S - Info 1	Find   View All Fi xtended 0.00 scription Property Da mulate xempt	rst () 1 of 1 () Last () () () () () () () () () () () () () (



Step	Action
i	Once the Identifier is selected, the <b>Description</b> and <b>Unit of Measure</b> fields auto-populate. Do not change them.
20.	Enter the applicable quantity in the <b>Quantity</b> field.
	Quantity
21.	Enter the applicable unit price amount in the <b>Unit Price</b> field.
	Unit Price
22.	Click the <b>Refresh</b> button to calculate the Bill total.
	C Refresh
The Lii	<b>ne – Info 1</b> tab refreshes.
	Header - Info 1 Line - Info 1
	Unit         50100         Bill To         0000003442         Pretax Amt         3,000.00         USD           Invoice         PRDM028484         DOMINION ENERGY         Image: Compared and the second and
	Bill Line Find   View All First () 1 of 1 () Last
	Seq     1     Line     Net Extended     3,000.00       Table ID     Identifier     PROPDMGAR-RICHMOND     Description     Property Damage A/R - Richmond
	Quantity 3.0000 From Date
	Unit of Measure EA Q To Date
	Unit Price 1,000.0000 Line Type REV Q Z Accumulate
	Gross Extended 3,000.00 Tax Code Q Tax Exempt
	Less Discount 0.00
	Plus Surcharge 0.00
	Net Extended 3,000.00
	Tax Amount 0.00
	Net Plus Tax 3,000.00
	Go to:     Line Info 2     Tax     Accounting     Discount/Surcharge       Notes     Express Entry
	Summary Bill Search Line Search Navigation Line - Info 1 V Prev Next
	Refresh
	Header - Info 1   Line - Info 1
6	The <b>Net Plus Tax</b> field auto-populates. This is the amount that is shown on the Bill.



Step	Action
23.	Click the <b>Notes</b> link to add notes to the Invoice Line. Notes

#### The **Line – Note** tab displays.

Unit 50100	Bill To 0000003442 Pretax	Amt 3 000 00 USD	
Invoice PRDM028484	DOMINION ENERGY	Max Rows 100 😨 🗵	u
Bill Line		Find View All First (1 of 1 ) Last	
Seq 1	Line	Net Extended 3,000.00	
	Identifier PROPDMGAR-RICHMOND	Description Property Damage A/R - Richmond	
Bill Line Note		Find   View All First 🕢 1 of 1 🕟 Last	
Standard Note Flag	Standard Note Code	٩ + -	
Internal Only Flag	Note Type	٩	
Note Text			
254 characters remaining			
Go to: Line Info 2	Tax	Accounting Discount/Surcharge	
Notes Express En	.ry	Navigation Line - Note	Page Series
Summary Bill Search	Line Search	-	FIEV INEXL
Return to Search	🖹 Notify 🥰 Refresh		📑 Add 🛛 🖉 Update/Display
Header - Info 1   Line - Info 1   Line -	Note		
nter any applicable	e notes in the <b>Note Te</b>	<b>kt</b> field.	
ill Line Note		Find View All	First 🕢 1 of 1 🕟 Last
Standard Note Flag	Standard Note Code		
additionation note Flat	Standard Note Code	¥	+ -
		Q	
Internal Only Flag	Note lype		
Internal Only Flag	Note lype		
Internal Only Flag Note Text	Note lype		য
Internal Only Flag Note Text	Note lype		<u>a</u>
Internal Only Flag Note Text	Note lype		ুয়



Step	Action
	Notes can be selected using the <b>Standard Note Code Look Up</b> icon or entered free form directly in the <b>Note Text</b> box. If a Standard Note Code is selected, the <b>Standard Note Flag</b> checkbox option will display as "checked" and the <b>Note Type</b> field will auto-populate. When entering notes free form in the <b>Note Text</b> field, the <b>Note Type</b> will auto-populate with no Flag. Multiple notes can be added by clicking the <b>Add a New Row</b> icon (+).
	Notes can also be added to the Header which will be demonstrated later in this. Job Aid
<b>G</b>	The state of the s
	Bill Line Note Find View All   Find View All First () 1 of 1 () Last I of 1 () Last <pi ()="" 1="" last<="" of="" p=""> I of 1 () Last I of 1 ()</pi>
25	Click the <b>Save</b> button
20.	R Save
26.	Click the <b>Header – Info 1</b> tab.
	Header - Info 1 Line - Note
The <b>F</b>	leader – Info 1 tab redisplays.
	Header - Info 1
	Unit 50100 Invoice PRDM028484 Pretax Amt 3,000.00 USD
	Status NEW C Invoice Date 07/22/2024 B Cycle ID DAILY
	*Type OTH C Source PROPDING C *Frequency Once V W 19
	Accounting Date 07/26/2024
	Remit To REMIT Q Bank Account VDOT Q
	Sales GOVT Q Bill Inquiry Phone 804-786-4102 Q
	Credit CREDIT Q Collector COL4 Q
	Billing Specialist Q Billing Authority Q

Copy Address

Attachments

Navigation Header - Info 1

Go to:

Notes

Summary

Header - Info 1 | Line - Info 1

Header Info 2

Express Entry

Bill Search

Address

🖫 Save 🔯 Return to Search 👘 Previous in List 📮 Next in List 🔄 Notify 📿 Refresh

Line Search

Page Series

Prev Next

📑 Add 🖉 Update/Display

 $\checkmark$ 



Step	Action
27.	Click the <b>Notes</b> link to add notes to the Header.

#### The Header – Note tab displays.

INVOICE FRDIVI030	584 DC	DMINION ENERGY				
				Customer Notes		
Bill Header Not	es		Find   View /	All First 🕚 1 of 1	Last	
Standard No	te Flag	Std Note	Q		+ -	
Internal Only	Flag	Note Type	_ <b>Q</b>			
Note Text:						
					2	
254 above to a a					1.	
204 characters re	maining					
Go to:	Header Info 2	Address	Copy Address			Page Series
Notes	Express Entry		Allachments	gation Header - Note		Prev Next
Summary	Bill Search	Line Search		<b>.</b>		
🔚 Save 🖃 No	tify 🔀 Refresh					Add 🕖 Update/Display
Header - Info 1   Lin	e - Info 1   Header - Note					
Enter any	applicable note	s in the <b>Note</b> 1	Fext field.			
,	otes		Find	View All First	🚯 1 of 1 🕟 L	ast
Bill Header No		Stal Mate			+	
Bill Header No		Std Note	Q			
Bill Header No	lote Flag	Note Type				
Bill Header No	lote Flag ly Flag	Note Type				
Bill Header No Standard N Internal On Note Text:	lote Flag Ily Flag	Note Type	Q			
Bill Header No Standard N Internal On Note Text:	lote Flag Ily Flag	Note Type	Q			2



Step	Action
1	Notes can be selected using the <b>Std Note Look Up</b> icon or entered free form directly in the <b>Note Text</b> box. If a Standard Note Code is selected, the <b>Standard Note Flag</b> checkbox option will display as "checked" and the <b>Note Type</b> field will auto-populate. When entering notes free form in the <b>Note Text</b> field, the <b>Note Type</b> will auto-populate with no Flag. Multiple notes can be added by clicking the <b>Add a New Row</b> icon (+). Notes added here will appear at the bottom of the Invoice beneath the last Line of the Invoice. <b>Bill Header Notes Std Note Type Std N</b>
29.	Click the <b>Save</b> button.
	Reverse Save
30.	Click the Line – Info 1 tab.
	Header - Info 1 Line - Info 1 Line - Note



Step	Action						
The Line – Info 1 tab redisplays.							
	Header - Info 1 Line - Info 1						
	Unit         50100         Bill To         0000003442         Pretax Amt         3,000.00         USD           Invoice         PRDM028484         DOMINION ENERGY         Image: Amage: Am						
	Bill Line Find   View All First 🕢 1 of 1 🕟 Last						
	Seq 1 Line Net Extended 3,000.00						
	Table     ID     Identifier     PROPDMGAR-RICHMOND     Description     Property Damage A/R - Richmond						
	Quantity 3.0000 From Date						
	Unit of Measure EA 🔍 To Date 🕅						
	Unit Price 1,000.0000 Line Type REV Q Accumulate						
	Gross Extended 3,000.00 Tax Code Q Tax Exempt						
	Exempt Cert Q						
	Plus Surcharge 0.00						
	Net Extended 3,000.00						
	VAT Amount 0.00						
	Tax Amount 0.00						
	Net Plus Tax 3,000.00						
	Go to:     Line Info 2     Tax     Accounting     Discount/Surcharge						
	Notes     Express Entry     Page Series       Summary     Bill Search     Line Search     View Next						
	🔚 Save 🔯 Return to Search 👘 Previous in List 🚽 Next in List 🖻 Notify 😂 Refresh						
	Header - Info 1   Line - Info 1						
31.	Click the Accounting link.						
	Accounting						



Step	Action
The <b>Re</b>	venue Distribution tab displays.
	Header - Info 1 Line - Info 1 Revenue Distribution
	Unit         50100         Bill To         0000003442         Pretax Amt         3,000.00         USD         Image: Comparison of the compari
	Bill Line Find   View All First () 1 of 1 () Last
	Seq 1     Line     Net Extended     3,000.00       Identifier     PROPDMGAR-RICHMOND     Description     Property Damage A/R - Richmond
	Bill Line Distribution - Revenue     Personalize   Find   View All   [2]   [2]     First (1) 1 of 1 (2) Last
	Acctg Information Reference Information
	Code Account Fund Program Department Cost Center Task FIPS PC Busine
	Percent         100.00         Amount         3,000.00         Gross Extended         3,000.00
þ	Go to: Line Info 2 Tax Accounting Discount/Surcharge Notes Express Entry Summary Bill Search Line Search Line Search Line Search Control Contr
6	Review the accounting distribution that shows in the <b>Acctg Information</b> tab and make changes if necessary. Use the horizontal scrollbar directly beneath this section to view all values as needed.
	The accounting information shown here is populated based upon the Identifier previously selected.
32.	Click the <b>Header – Info 1</b> tab.
	Header - Info 1 Line - Note



Step	Action						
The <b>Header – Info 1</b> tab redisplays.							
	Header - Info 1 Line - Info 1						
	Unit 50100 Invoice PR	DM028484	Pretax Amt	3,000.00 US	sp 🖭 🔟		
	Status NEW	Q	Invoice Date 07/22/2024	31	Cycle ID DAILY	Q	
	*Type OTH *Customer 0000003442	Q	Source PROPDMG	Q	*Frequency Once		
	DOMINION EN	ERGY	tivity		Subcustz		
	*Invoice Form STANDARD	Q	From Date	31	To Date	31	
	Accounting Date 07/26/2024	31	Pay Terms NET30	Q	Pay Method Check	✓	
	Remit To REMIT	Q	Bank Account VDOT	Q			
	Sales GOVT	Q	Bill Inquiry Phone 804-786-4102	Q			
	Credit CREDIT	Q	Collector COL4	Q			
	Billing Specialist	Q	Billing Authority	Q			
	Go to: Header Info 2	Address	Copy Address				
	Notes Express Entry		Attachments			Page Series	
	Summary Bill Search	Line Searc	h Navigation	Header - Info 1	~	Prev Next	
	Return to Search	vious in List 📕 Ne	xt in List 🔄 Notify 🤶 Refresh			Add I Update/Display	
	Header - Info 1   Line - Info 1						
33.	Click the Status Look Up icon.          Status       NEW						
The Look Up Status page displays.							
		Loc	ok Up Status				
		Selec CAN FNL HLD INV PND RDY TMF TMF C	ct one of the following values Canceled Finalized Bill Hold Bill Invoiced Bill New Bill Pending Approval Ready to Invoice Temporary Bill Temporary Ready Bill ancel				
34.	Click the RDY Ready to Invoice list item.						
	RDY Ready to Invoice						



Step	Action			
35.	Click the <b>Save</b> button.			
	Reverse Save			
36.	Once the Invoice is in a "RDY" status, it will be processed by the next scheduled batch run. During batch, the Bill status changes from "RDY" (Ready to Invoice) to "INV" (Invoiced) and no further changes can be made to the billing data.			