



### 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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# Accounts Receivable Job Aid

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

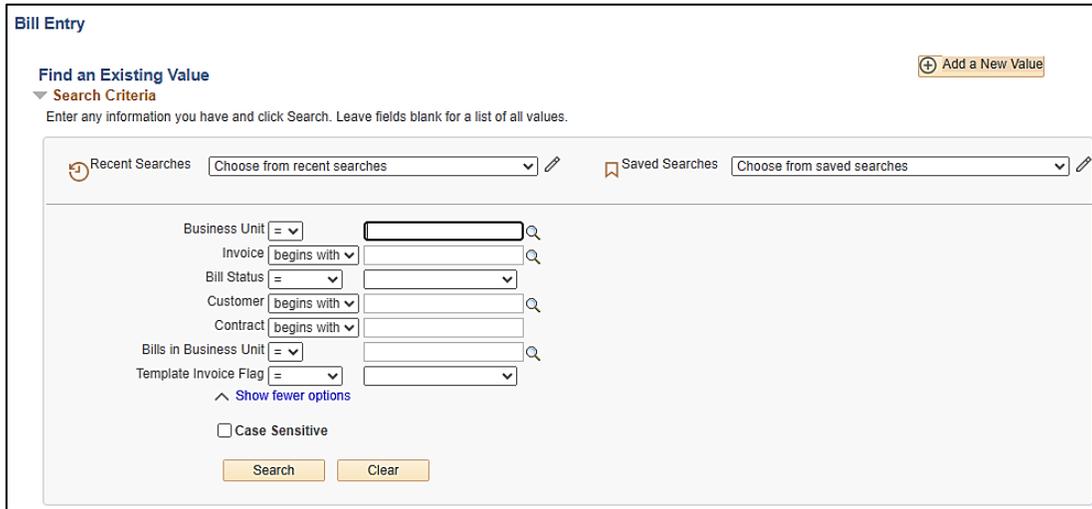
### Revision History

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: <b>Main Menu &gt; Billing &gt; Maintain Bills &gt; Standard Billing</b>

The **Bill Entry Find an Existing Value** 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 <b>Add a New Value</b> button.
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The **Add a New Value** page displays.



Step	Action
	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. <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> <span style="border: 1px solid #ccc; padding: 2px;">Bill Type Identifier</span> <span style="border: 1px solid #ccc; padding: 2px;"> </span>  </div>
4.	Enter or select the appropriate Bill Source using the <b>Bill Source Look Up</b> icon. <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> <span style="border: 1px solid #ccc; padding: 2px;">Bill Source</span> <span style="border: 1px solid #ccc; padding: 2px;"> </span>  </div>
5.	Enter or select the applicable Customer using the <b>Customer Look Up</b> icon. <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> <span style="border: 1px solid #ccc; padding: 2px;">Customer</span> <span style="border: 1px solid #ccc; padding: 2px;"> </span>  </div>
	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 <b>AR323_Creating and Maintaining Customers (VDOT Only)</b> located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b> .
6.	Enter or select the Invoice date using the <b>Invoice Date Calendar</b> icon. <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> <span style="border: 1px solid #ccc; padding: 2px;">Invoice Date</span> <span style="border: 1px solid #ccc; padding: 2px;"> </span>  </div>
7.	Enter or select the accounting date using the <b>Accounting Date Calendar</b> icon. <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> <span style="border: 1px solid #ccc; padding: 2px;">Accounting Date</span> <span style="border: 1px solid #ccc; padding: 2px;"> </span>  </div>
8.	Click the <b>Add</b> button. <div style="border: 1px solid #ccc; padding: 5px; display: inline-block; background-color: #fff9c4;"> <span style="border: 1px solid #ccc; padding: 5px;">Add</span> </div>



# Accounts Receivable Job Aid

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

Step	Action
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The **Header – Info 1** tab displays.



The **Header** information applies to the Bill. The following fields default from the **Add a New Value** page: **Status, Type, Customer** and **Source** fields.

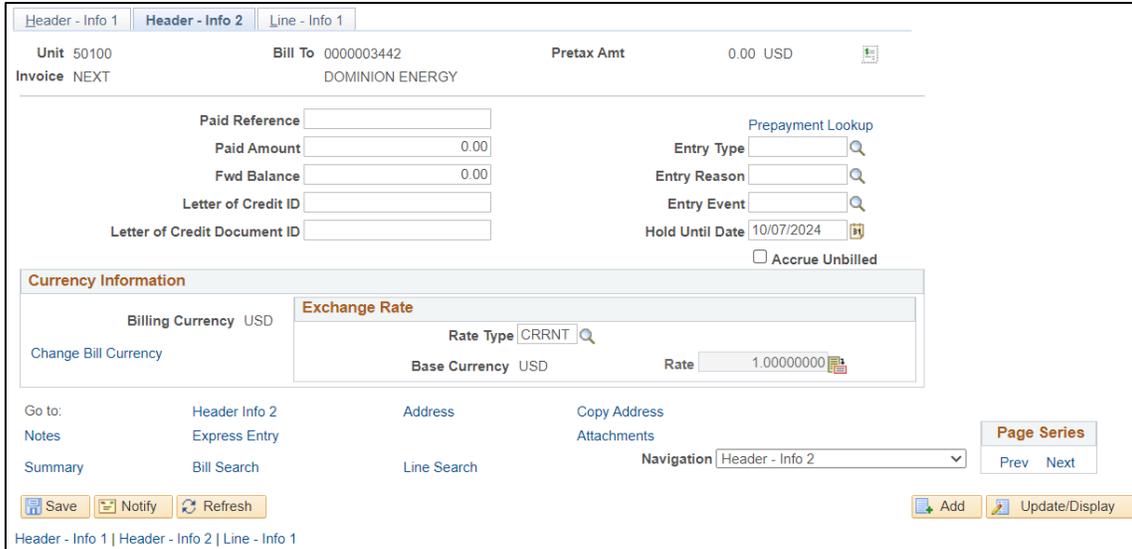
The **Cycle ID** field identifies the billing cycle for the Bill and defaults to “DAILY”. The other options include “FEDERAL”, “MONTHLY”, “MTH-INSTAL”, “MTH-RECUR”, and “QUARTERLY”.

The **Frequency** field is used to determine the frequency of the billing cycle and defaults to “Once”. The other options include “Installment” and “Recurring.” For further information on creating Recurring and Installment Bills, see the Job Aids titled **AR323\_Entering a Recurring Bill (VDOT Only)** and **AR323\_Entering an Installment Bill (VDOT Only)** located on the Cardinal website in **Job Aids** under **Learning**.

- Click the **Navigation** dropdown button and select “Header- Info 2”.

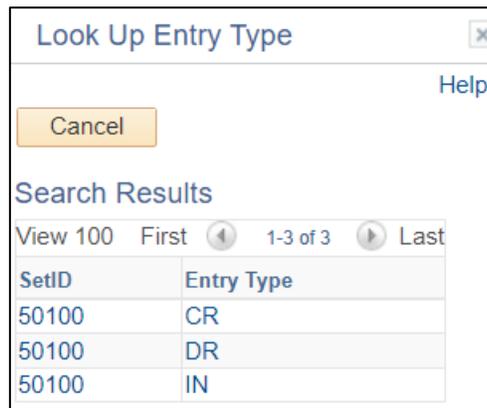
Step	Action
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The **Header – Info 2** tab displays.



10.	<p>Click the <b>Entry Type Look Up</b> icon.</p> 
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The **Look Up Entry Type** page displays.



SetID	Entry Type
50100	CR
50100	DR
50100	IN

	<p>Every receivable transaction that is entered or generated by the system must have an Entry Type associated with it. The Entry Type categorizes the pending items that create, or update posted items within the system. Examples of Entry Types are Credit Memos (CR), Debit Memos (DR), and Invoices (IN).</p>
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Step	Action								
11.	Select the applicable <b>Entry Type</b> by clicking the corresponding link. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>View 100 First ◀ 1-3 of 3 ▶ Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">SetID</th> <th style="text-align: left;">Entry Type</th> </tr> </thead> <tbody> <tr> <td>50100</td> <td>CR</td> </tr> <tr> <td>50100</td> <td>DR</td> </tr> <tr> <td>50100</td> <td>IN</td> </tr> </tbody> </table> </div>	SetID	Entry Type	50100	CR	50100	DR	50100	IN
SetID	Entry Type								
50100	CR								
50100	DR								
50100	IN								
12.	Click the <b>Entry Reason Look Up</b> icon. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Entry Reason <input style="width: 100px;" type="text"/> 🔍</p> </div>								

The **Look Up Entry Reason** page displays.

Look Up Entry Reason x

Help ▲

Cancel

Search Results

View 100 First ◀ 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	ITLOA

Step	Action
	The <b>Entry Reason</b> categorizes different uses for a single-entry type. The reason that is associated with an item defines which accounting entries generate and can be used for reporting purposes. Entry reasons are also used to define the accounting distributions of accounts (ChartField value) for each entry type.

13. Click the applicable **Entry Reason** link.

Look Up Entry Reason Help

Cancel

**Search Results**

View 100First 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

The **Header – Info 2** tab redisplay.

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

Unit 50100  
Invoice PRDM028484

Bill To 0000003442  
DOMINION ENERGY

Pretax Amt 0.00 USD

Paid Reference

Paid Amount

Fwd Balance

Letter of Credit ID

Letter of Credit Document ID

Prepayment Lookup

Entry Type

Entry Reason

Entry Event

Hold Until Date

Accrue Unbilled

**Currency Information**

Billing Currency USD

Change Bill Currency

**Exchange Rate**

Rate Type

Base Currency USD

Source

Rate

Go to: Header Info 2 Address Copy Address

Notes Express Entry Attachments

Summary Bill Search Line Search

Navigation

Page Series

Prev Next

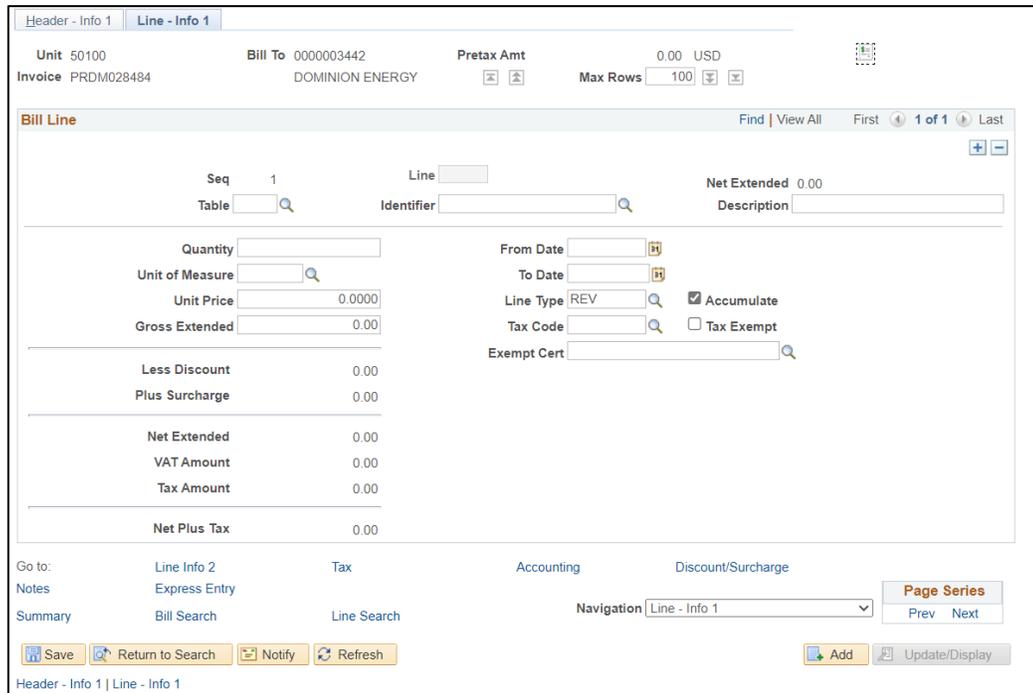
Save Return to Search Notify Refresh

Add Update/Display

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

Step	Action
14.	Click the <b>Line – Info 1</b> tab. <div style="border: 1px solid black; padding: 5px; margin-top: 10px; display: flex; justify-content: space-around;"> <span style="border: 1px solid #ccc; padding: 2px 5px;">Header - Info 1</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">Header - Info 2</span> <span style="border: 2px solid red; padding: 2px 5px;">Line - Info 1</span> </div>

The **Line – Info 1** tab displays.



15.	Click the <b>Table Look Up</b> icon. <div style="border: 1px solid black; padding: 5px; margin-top: 10px; display: flex; align-items: center;"> <span style="border: 1px solid #ccc; padding: 2px 5px;">Table</span> <span style="border: 2px solid red; padding: 2px 5px; margin-left: 5px;">  </span> </div>
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The **Look Up Table** page displays.

### Look Up Table

Select one of the following values:

D	Discount Table
ID	PS/Billing Charge Id
S	Surcharge Table
<span style="border: 1px solid #ccc; padding: 5px 15px; background-color: #f0f0f0;">Cancel</span>	

Step	Action
	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 <b>ID PS/Billing Charge Id</b> link. 
17.	Click the <b>Identifier Look Up</b> icon. 

The **Look Up Identifier** page displays.

Look Up Identifier
Help ▲

SetID                    50100

Billing Currency        USD

Identifier begins with

Description begins with

Look Up
Clear
Cancel
Basic Lookup

**Search Results**

View 100 First ◀ 1-146 of 146 ▶ Last

Identifier	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
FLUWAMISC	01/01/1901	Generic FLUWA Miscellaneous	EA	0	GENREPELUM



# Accounts Receivable Job Aid

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

Step	Action
	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. <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">           Identifier <span style="border: 1px solid black; padding: 2px;">begins with ▾</span> <span style="border: 2px solid red; padding: 2px 20px;"> </span> </div>

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

Look Up Identifier
✕

[Help](#)

SetID 50100  
 Billing Currency USD

Identifier begins with ▾ PRO

Description begins with ▾

Look Up
Clear
Cancel
Basic Lookup

**Search Results**

View 100 First ◀ 1-19 of 19 ▶ Last

Identifier	Effective Date	Description	Unit of Measure	List Price	Distribution 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
PROPDMGST-STAUNTON	01/01/1901	Property Damage StAgy-Staunton	EA	0	CALCUCAL17



# Accounts Receivable Job Aid

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

Step	Action																																																												
19.	<p>Select the applicable Identifier by clicking the corresponding link.</p> <div style="border: 1px solid black; padding: 5px;"> <div style="border: 1px solid gray; padding: 5px;"> <p style="text-align: right; margin: 0;">Help</p> <p>SetID            50100</p> <p>Billing Currency    USD</p> <p>Identifier <span style="border: 1px solid gray; padding: 2px;">begins with</span> <input style="width: 100px;" type="text" value="PRO"/></p> <p>Description <span style="border: 1px solid gray; padding: 2px;">begins with</span> <input style="width: 100px;" type="text"/></p> <p style="margin-top: 5px;"> <span style="border: 1px solid gray; padding: 2px 5px;">Look Up</span> <span style="border: 1px solid gray; padding: 2px 5px; margin-left: 10px;">Clear</span> <span style="border: 1px solid gray; padding: 2px 5px; margin-left: 10px;">Cancel</span> <span style="margin-left: 10px;">Basic Lookup</span> </p> </div> <p style="margin-top: 10px;">Search Results</p> <p style="margin: 0;">View 100 <span style="float: right;">First <span style="font-size: 0.8em;">⏪</span> 1-19 of 19 <span style="font-size: 0.8em;">⏩</span> Last</span></p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.9em;"> <thead> <tr> <th style="width: 20%;">Identifier</th> <th style="width: 10%;">Effective Date</th> <th style="width: 30%;">Description</th> <th style="width: 10%;">Unit of Measure</th> <th style="width: 10%;">List Price</th> <th style="width: 10%;">Distribution Code</th> </tr> </thead> <tbody> <tr><td>PROPDMGAR-BRISTOL</td><td>01/01/1901</td><td>Property Damage A/R - Bristol</td><td>EA</td><td>0</td><td>CALCUCAL01</td></tr> <tr><td>PROPDMGAR-CULPEPER</td><td>01/01/1901</td><td>Property Damage A/R - Culpeper</td><td>EA</td><td>0</td><td>CALCUCAL07</td></tr> <tr><td>PROPDMGAR-FREDERIC</td><td>01/01/1901</td><td>Property Damage A/R - Frederic</td><td>EA</td><td>0</td><td>CALCUCAL06</td></tr> <tr><td>PROPDMGAR-HAMPTRDS</td><td>01/01/1901</td><td>Property Damage A/R - HamptRds</td><td>EA</td><td>0</td><td>CALCUCAL05</td></tr> <tr><td>PROPDMGAR-LYNCHBRG</td><td>01/01/1901</td><td>Property Damage A/R - Lynchbrg</td><td>EA</td><td>0</td><td>CALCUCAL03</td></tr> <tr><td>PROPDMGAR-NOVA</td><td>01/01/1901</td><td>Property Damage A/R - NOVA</td><td>EA</td><td>0</td><td>CALCUCAL09</td></tr> <tr><td>PROPDMGAR-RICHMOND</td><td>01/01/1901</td><td>Property Damage A/R - Richmond</td><td>EA</td><td>0</td><td>CALCUCAL04</td></tr> <tr><td>PROPDMGAR-SALEM</td><td>01/01/1901</td><td>Property Damage A/R - Salem</td><td>EA</td><td>0</td><td>CALCUCAL02</td></tr> <tr><td>PROPDMGAR-STAUNTON</td><td>01/01/1901</td><td>Property Damage A/R - Staunton</td><td>EA</td><td>0</td><td>CALCUCAL08</td></tr> </tbody> </table> </div>	Identifier	Effective Date	Description	Unit of Measure	List Price	Distribution 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
Identifier	Effective Date	Description	Unit of Measure	List Price	Distribution 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																																																								
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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																																																								

The Line – Info 1 tab redisplay.

Header - Info 1
Line - Info 1

Unit 50100      Bill To 0000003442      Pretax Amt 0.00 USD

Invoice NEXT      DOMINION ENERGY      Max Rows 100

Find | View All    First ⏪ 1 of 1 ⏩ Last

Seq 1	Line <span style="border: 1px solid gray; padding: 2px;"> </span>	Net Extended 0.00
Table ID <span style="border: 1px solid gray; padding: 2px;"> </span>	Identifier PROPDMGAR-RICHMOND <span style="border: 1px solid gray; padding: 2px;"> </span>	Description Property Damage A/R - Richmond

Quantity <span style="border: 1px solid gray; padding: 2px;"> </span>	From Date <span style="border: 1px solid gray; padding: 2px;"> </span> <span style="font-size: 0.8em;">BY</span>
Unit of Measure EA <span style="border: 1px solid gray; padding: 2px;"> </span>	To Date <span style="border: 1px solid gray; padding: 2px;"> </span> <span style="font-size: 0.8em;">BY</span>
Unit Price 0.0000	Line Type REV <span style="border: 1px solid gray; padding: 2px;"> </span> <input checked="" type="checkbox"/> Accumulate
Gross Extended 0.00	Tax Code <span style="border: 1px solid gray; padding: 2px;"> </span> <input type="checkbox"/> Tax Exempt
	Exempt Cert <span style="border: 1px solid gray; padding: 2px;"> </span> <span style="font-size: 0.8em;"> </span>

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

Summary      Bill Search      Line Search      Navigation Line - Info 1

Save
Notify
Refresh

Add
Update/Display

Step	Action
	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.  <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <span style="border: 2px solid red; padding: 2px;">Quantity <input style="width: 150px;" type="text"/></span> </div>
21.	Enter the applicable unit price amount in the <b>Unit Price</b> field.  <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <span style="border: 2px solid red; padding: 2px;">Unit Price <input style="width: 150px;" type="text"/></span> </div>
22.	Click the <b>Refresh</b> button to calculate the Bill total.  <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <span style="border: 2px solid red; padding: 2px;"> Refresh</span> </div>

The **Line – Info 1** tab refreshes.

Unit 50100    Invoice PRDM028484
Bill To 0000003442    DOMINION ENERGY
Pretax Amt 3,000.00 USD
Max Rows 100

**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 
From Date

Unit of Measure EA 
To Date

Unit Price 
Line Type REV 
 Accumulate

Gross Extended 
Tax Code 
 Tax Exempt

Less Discount 0.00
Exempt Cert

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
Navigation Line - Info 1
Page Series

Summary Bill Search    Line Search
Prev Next

Save    Return to Search    Notify    Refresh
Add    Update/Display

Header - Info 1 | Line - Info 1

	The <b>Net Plus Tax</b> field auto-populates. This is the amount that is shown on the Bill.
---	---

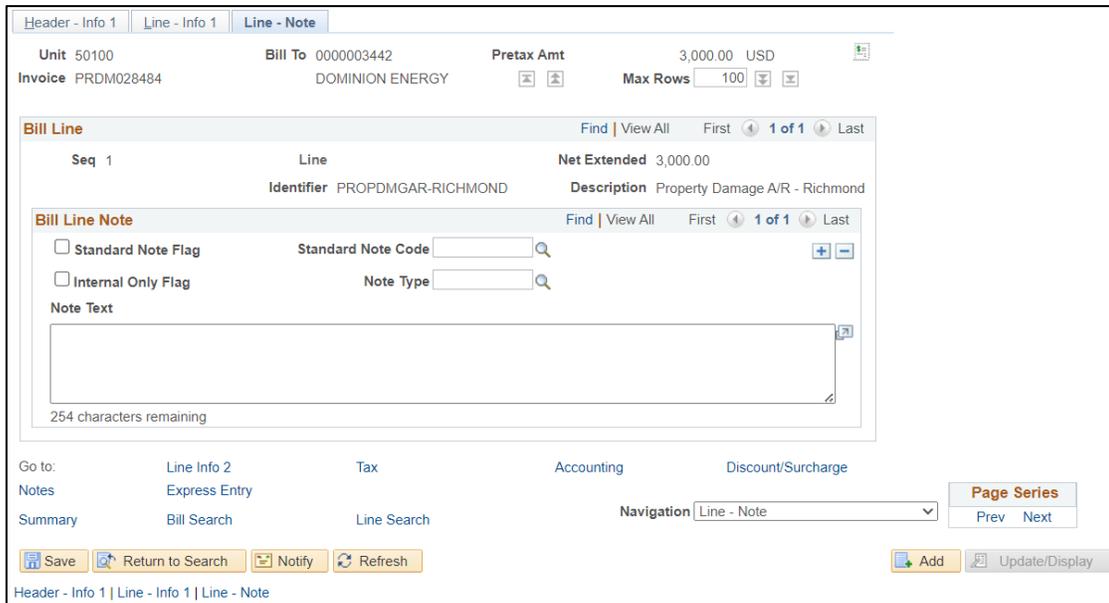


# Accounts Receivable Job Aid

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

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

The **Line – Note** tab displays.



Header - Info 1 | Line - Info 1 | **Line - Note**

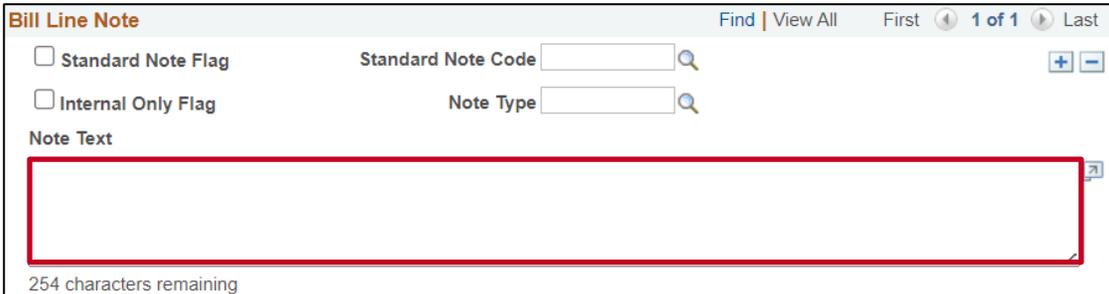
Unit 50100 Bill To 0000003442 Pretax Amt 3,000.00 USD  
Invoice PRDM028484 DOMINION ENERGY Max Rows 100

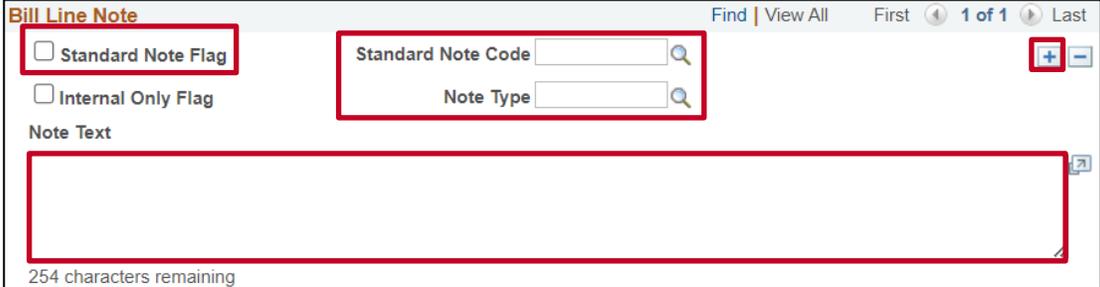
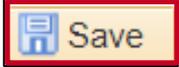
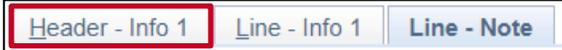
**Bill Line** Find | View All First 1 of 1 Last  
Seq 1 Line Net Extended 3,000.00  
Identifier PROPDMGAR-RICHMOND Description Property Damage A/R - Richmond

**Bill Line Note** Find | View All First 1 of 1 Last  
 Standard Note Flag Standard Note Code  
 Internal Only Flag Note Type  
Note Text  
254 characters remaining

Go to: Line Info 2 Tax Accounting Discount/Surcharge  
Notes Express Entry Page Series  
Summary Bill Search Line Search Navigation Line - Note  
Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1 | Line - Note

24.	Enter any applicable notes in the <b>Note Text</b> field. 
-----	---

Step	Action
	<p>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 (+).</p> <p>Notes added here will appear on the Invoice under each line.</p> <p>Notes can also be added to the Header which will be demonstrated later in this Job Aid.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;">  </div>
25.	<p>Click the <b>Save</b> button.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;">  </div>
26.	<p>Click the <b>Header – Info 1</b> tab.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;">  </div>

The **Header – Info 1** tab redisplay.

Unit 50100
Invoice PRDM028484
Pretax Amt 3,000.00 USD

Status

\*Type

\*Customer  [View Activity](#)

DOMINION ENERGY

\*Invoice Form

Accounting Date

Remit To

Sales

Credit

Billing Specialist

Invoice Date

Source

SubCust1

From Date

Pay Terms

Bank Account

Bill Inquiry Phone

Collector

Billing Authority

Cycle ID

\*Frequency

SubCust2

To Date

Pay Method

Go to: [Header Info 2](#) [Address](#) [Copy Address](#)

Notes: [Express Entry](#) [Attachments](#)

Summary: [Bill Search](#) [Line Search](#) [Navigation](#)

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#)

[Add](#) [Update/Display](#)

Header - Info 1 | Line - Info 1

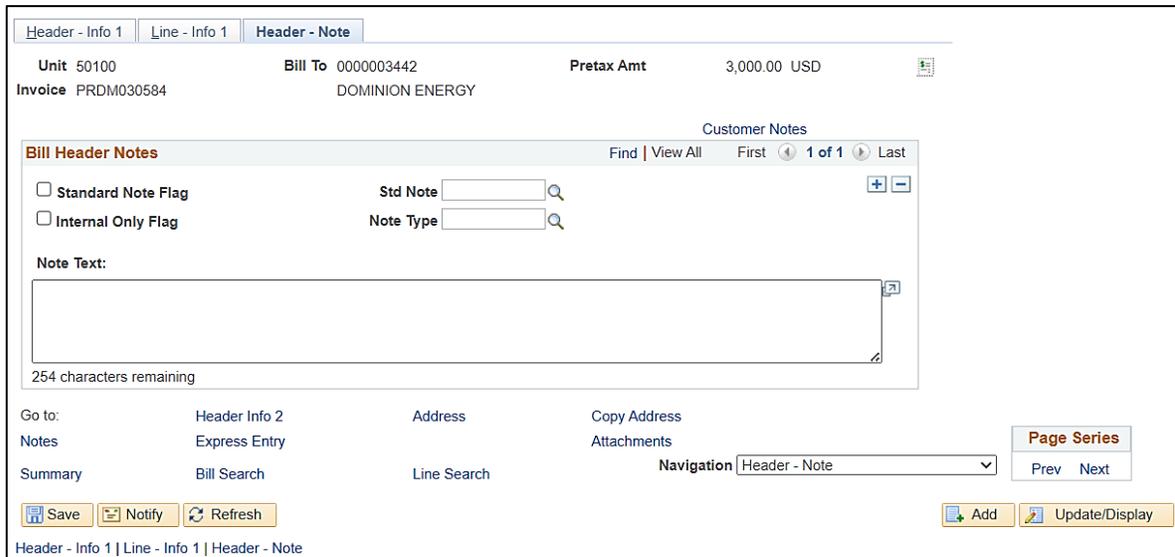


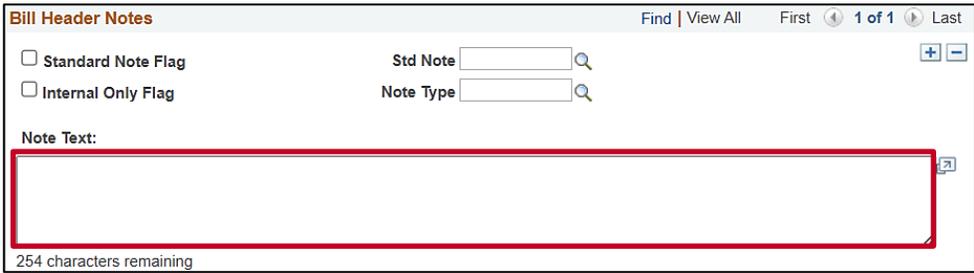
# Accounts Receivable Job Aid

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

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

The **Header – Note** tab displays.



28.	Enter any applicable notes in the <b>Note Text</b> field. 
-----	---

Step	Action
	<p>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 (+).</p> <p>Notes added here will appear at the bottom of the Invoice beneath the last Line of the Invoice.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Bill Header Notes</b> <span style="float: right;">Find   View All First 1 of 1 Last</span></p> <p> <input type="checkbox"/> Standard Note Flag <span style="margin-left: 100px;"><input type="text"/> Std Note </span> <span style="float: right;"> </span> </p> <p> <input type="checkbox"/> Internal Only Flag <span style="margin-left: 100px;"><input type="text"/> Note Type </span> </p> <p>Note Text:</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p style="font-size: small;">254 characters remaining</p> </div>
29.	<p>Click the <b>Save</b> button.</p> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block;">  Save         </div>
30.	<p>Click the <b>Line – Info 1</b> tab.</p> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> <span style="border: 1px solid #ccc; padding: 2px 10px;">Header - Info 1</span> <span style="border: 1px solid #ccc; padding: 2px 10px; margin-left: 10px;"><b>Line - Info 1</b></span> <span style="border: 1px solid #ccc; padding: 2px 10px; margin-left: 10px;">Line - Note</span> </div>



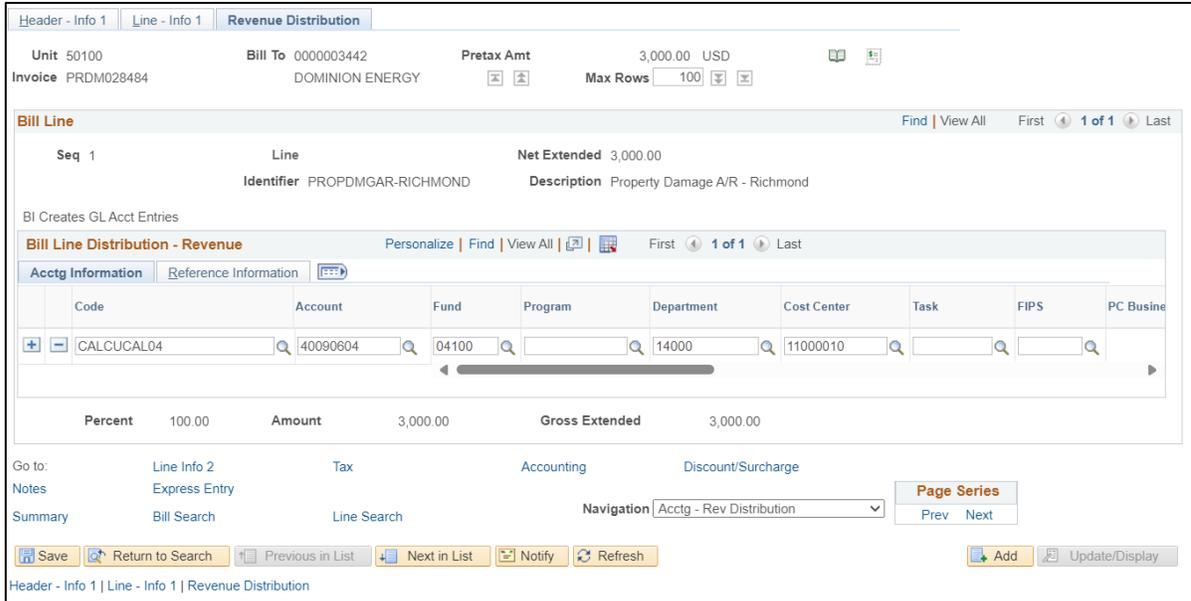
# Accounts Receivable Job Aid

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

Step	Action
	<p>The <b>Line – Info 1</b> tab redispays.</p> <div data-bbox="256 380 1399 1157"></div>
31.	<p>Click the <b>Accounting</b> link.</p> <div data-bbox="256 1241 461 1314"></div>

Step	Action
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The **Revenue Distribution** tab displays.



The screenshot shows the 'Revenue Distribution' tab with the following details:

- Unit: 50100, Bill To: 0000003442, Pretax Amt: 3,000.00 USD
- Invoice: PRDM028484, DOMINION ENERGY, Max Rows: 100
- Bill Line: Seq 1, Line Identifier: PROPDMGAR-RICHMOND, Description: Property Damage A/R - Richmond, Net Extended: 3,000.00
- Acctg Information table:
 

Code	Account	Fund	Program	Department	Cost Center	Task	FIPS	PC Busine
CALCUCAL04	40090604	04100		14000	11000010			
- Summary: Percent 100.00, Amount 3,000.00, Gross Extended 3,000.00
- Navigation: Acctg - Rev Distribution, Page Series (Prev, Next)
- Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, Update/Display

 Review the accounting distribution that shows in the **Acctg Information** tab and make changes if necessary. Use the horizontal scrollbar directly beneath this section to view all values as needed.

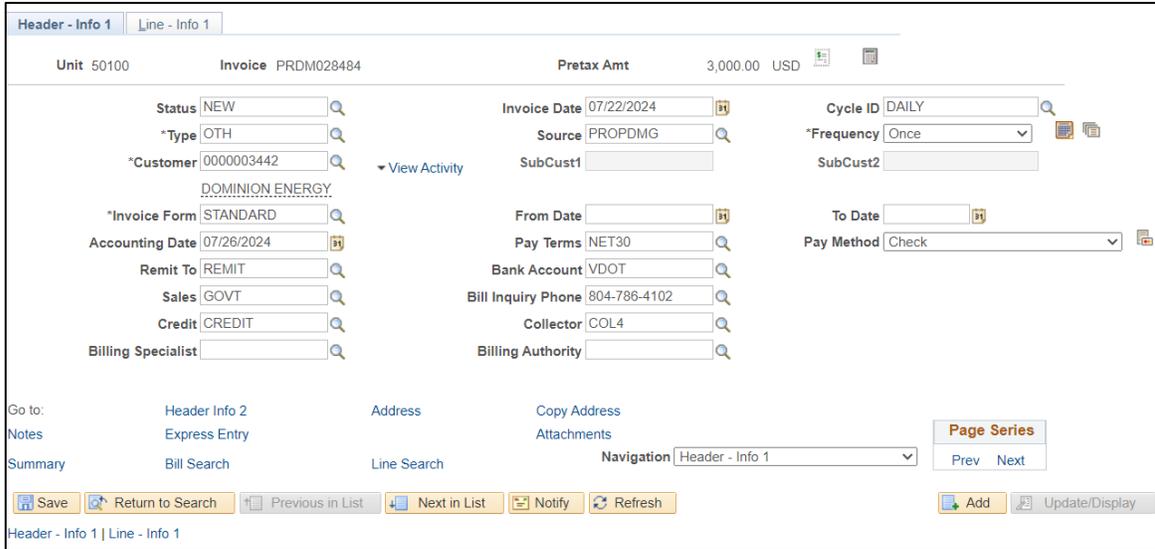
The accounting information shown here is populated based upon the Identifier previously selected.

32. Click the **Header – Info 1** tab.

Header - Info 1 | Line - Info 1 | Line - Note

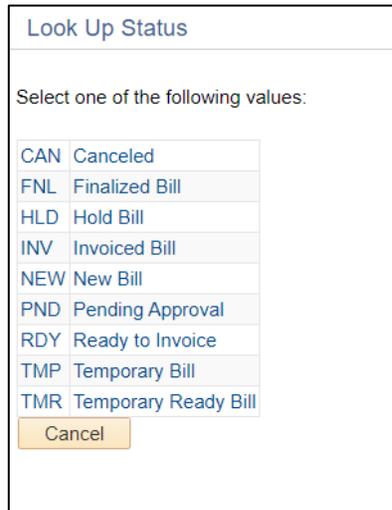
Step	Action
------	--------

The **Header – Info 1** tab redisplays.



33.	Click the <b>Status Look Up</b> icon. 
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The **Look Up Status** page displays.



34.	Click the <b>RDY Ready to Invoice</b> list item. 
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Step	Action
35.	Click the <b>Save</b> button. 
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.