



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 you may see 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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Entering A Standard Bill

Step	Action
1.	<p>Navigate to the Bill Entry page using the following path: Main Menu > Billing > Maintain Bills > Standard Billing</p> <p>The Bill Entry Search page displays.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Bill Entry</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </p> <p>▼ Search Criteria</p> <p> Business Unit = ▾ <input type="text"/>  Invoice begins with ▾ <input type="text"/>  Bill Status = ▾ <input type="text"/> ▾ Customer begins with ▾ <input type="text"/>  Contract begins with ▾ <input type="text"/> Bills in Business Unit = ▾ <input type="text"/>  Template Invoice Flag = ▾ <input type="text"/> ▾ </p> <p><input type="checkbox"/> Case Sensitive</p> <p>Limit the number of results to (up to 300): <input type="text" value="300"/></p> <p> <input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search  Save Search Criteria </p> <p>Find an Existing Value Add a New Value</p> </div>
2.	<p>Click the Add a New Value tab.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p> <input type="button" value="Find an Existing Value"/> <input style="border: 2px solid red;" type="button" value="Add a New Value"/> </p> </div>

Step	Action
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The **Add a New Value** tab displays.

Bill Entry

Find an Existing Value
Add a New Value

*Business Unit

*Invoice

Bill Type Identifier

Bill Source

Customer



Invoice Date

Accounting Date

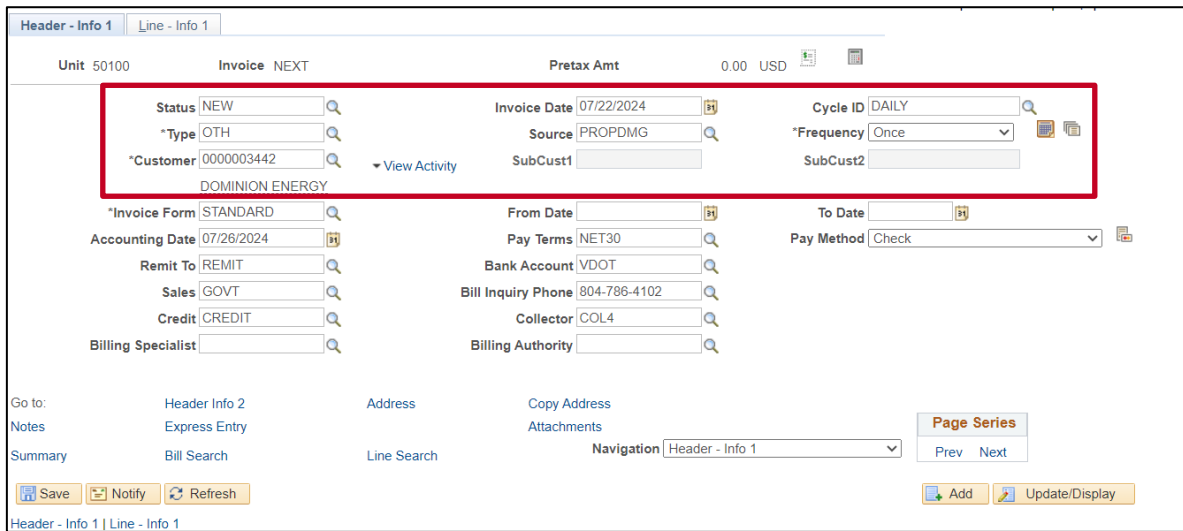
Add

[Find an Existing Value](#) | [Add a New Value](#)

	<p>The Business Unit field defaults to the Agency Business Unit. If the Business Unit does not default, enter or select the applicable Business Unit.</p> <p>The Invoice field defaults to “NEXT”. Do not change it.</p>
3.	<p>Enter or select the appropriate Bill Type using the Bill Type Identifier Look Up icon.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> Bill Type Identifier <input style="width: 50px;" type="text" value=""/> </div>
4.	<p>Enter or select the appropriate Bill Source using the Bill Source Look Up icon.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> Bill Source <input style="width: 50px;" type="text" value=""/> </div>
5.	<p>Enter or select the applicable Customer using the Customer Look Up icon.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> Customer <input style="width: 50px;" type="text" value=""/> </div>
	<p>If the Customer does not exist in Cardinal, the Customer must be created. For more details about creating and maintaining Customers, see the Job Aid titled AR323_Creating and Maintaining Customers located on the Cardinal website in Job Aids under Learning.</p>

Step	Action
6.	Enter or select the Invoice date using the Invoice Date Calendar icon. <div style="border: 1px solid red; padding: 2px; display: inline-block;"> <input type="text" value="Invoice Date"/>  </div>
7.	Enter or select the accounting date using the Accounting Date Calendar icon. <div style="border: 1px solid red; padding: 2px; display: inline-block;"> <input type="text" value="Accounting Date"/>  </div>
8.	Click the Add button. <div style="border: 1px solid red; padding: 5px; display: inline-block; background-color: #f0f0f0;"> Add </div>


The **Header – Info 1** tab displays.



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

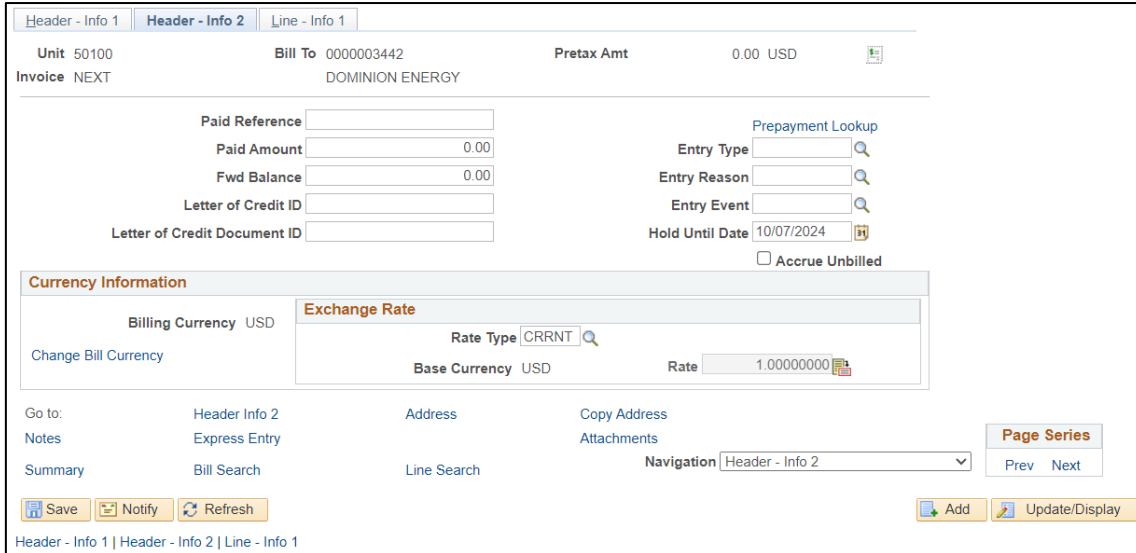
The **Cycle ID** field identifies the billing cycle for the Bill. The options include “Daily”, “Monthly”, “Federal”, “Monthly Installment”, “Monthly Recurring”, and “Quarterly”.

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 more information on creating Recurring and Installment Bills refer to the Job Aids titled AR323_Entering a Recurring Bill and AR323_Entering an Installment Bill located on the Cardinal website in **Job Aids** under **Learning**.

9.	Click the Navigation dropdown button and select “Header- Info 2”. <div style="border: 1px solid red; padding: 2px; display: inline-block;"> <input type="text" value="Navigation"/> Header - Info 2  </div>
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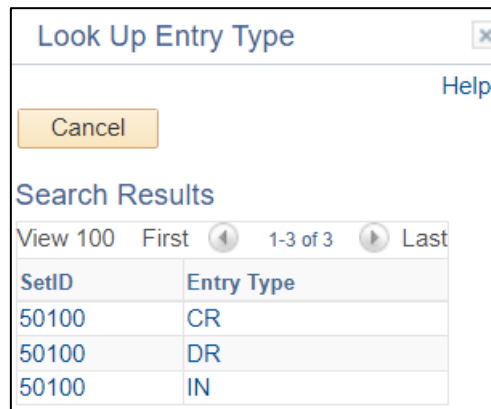
Step	Action
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The **Header-Info 2** tab displays.




10.	<p>Click the Entry Type Look Up 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), Invoice (IN), and Late Payment Penalty (OC).</p>
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Step	Action								
11.	Select the applicable Entry Type by clicking the corresponding link. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> View 100 First ◀ 1-3 of 3 ▶ Last <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 20%;">SetID</th> <th>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 Entry Reason Look Up icon. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Entry Reason <input style="width: 100px;" type="text"/> 🔍 </div>								

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


Look Up Entry Reason 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																																				
	<p>The Entry Reason 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.</p>																																				
13.	<p>Select the applicable Entry Reason by clicking the corresponding link.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center; margin: 0;">Look Up Entry Reason Help</p> <p style="margin: 0;"><input type="button" value="Cancel"/></p> <p style="margin: 0;">Search Results</p> <p style="margin: 0;">View 100First 1-81 of 81 Last</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 0;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="width: 10%;">SetID</th> <th style="width: 10%;">Entry Type</th> <th style="width: 80%;">Entry Reason</th> </tr> </thead> <tbody> <tr><td>50100</td><td>IN</td><td>ADPEN</td></tr> <tr><td>50100</td><td>IN</td><td>AUDT</td></tr> <tr><td>50100</td><td>IN</td><td>AUDT2</td></tr> <tr><td>50100</td><td>IN</td><td>BRTN</td></tr> <tr><td>50100</td><td>IN</td><td>COAL</td></tr> <tr><td>50100</td><td>IN</td><td>EQDM1</td></tr> <tr><td>50100</td><td>IN</td><td>EQDM2</td></tr> <tr><td>50100</td><td>IN</td><td>EQREP</td></tr> <tr><td>50100</td><td>IN</td><td>EQSAL</td></tr> <tr><td>50100</td><td>IN</td><td>EXTR1</td></tr> <tr><td>50100</td><td>IN</td><td>EXTR2</td></tr> </tbody> </table> </div>	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
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50100	IN	EXTR1																																			
50100	IN	EXTR2																																			

The **Header-Info 2** tab redispays.

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

Unit 50100
Bill To 0000003442
Pretax Amt 0.00 USD

Invoice PRDM028484
DOMINION ENERGY

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

Notes: Express Entry Attachments

Summary: Bill Search Line Search

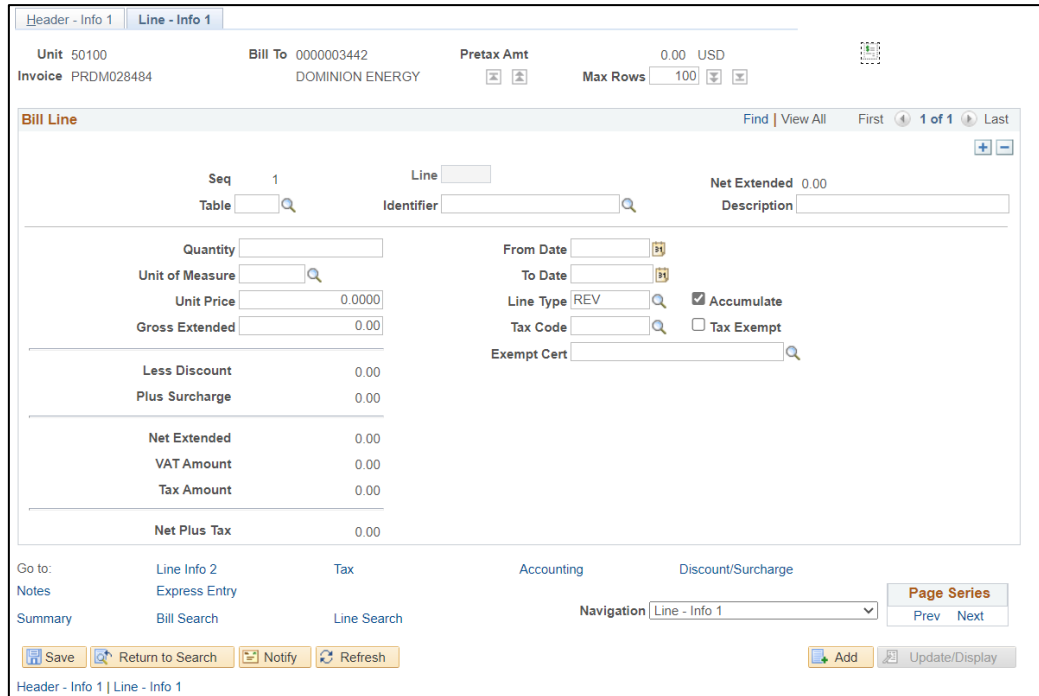
Copy Address

Navigation:

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

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

The **Line- Info 1** tab displays.



Header - Info 1 | Line - Info 1

Unit 50100 Bill To 000003442 Pretax Amt 0.00 USD
 Invoice PRDM028484 DOMINION ENERGY Max Rows 100

Bill Line Find | View All First 1 of 1 Last

Seq 1 Line Net Extended 0.00
 Table Identifier Description

Quantity From Date To Date Line Type REV Accumulate
 Unit of Measure Tax Code Tax Exempt
 Unit Price 0.0000 Exempt Cert

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 Page Series
 Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

15.	Click the Table Look Up icon. <div style="border: 1px solid black; padding: 5px; margin-top: 10px; display: flex; align-items: center;"> Table 🔍 </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

Cancel

Step	Action
	The Table field determines the options available in the Identifier field. The “Discount Table” and “Surcharge Table” are not used in Cardinal.
16.	Click the ID (PS/Billing Charge ID) link. <div style="border: 1px solid red; padding: 2px; display: inline-block; margin-top: 5px;">ID PS/Billing Charge Id</div>
17.	Click the Identifier Look Up icon. <div style="border: 1px solid red; padding: 2px; display: inline-block; margin-top: 5px;">Identifier <input type="text"/> </div>

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	GENREPEQREP



Accounts Receivable Job Aid

AR323_Entering A Standard Bill (VDOT)

Step	Action
18.	Use the Identifier field to narrow down the search results as needed. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Identifier begins with ▾ </div>

The 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_Entering A Standard Bill (VDOT)

Step	Action																																																												
19.	Select the applicable Identifier by clicking the corresponding link. <div data-bbox="256 373 1409 1129" style="border: 1px solid black; padding: 5px;"><p>Look Up Identifier x</p><p style="text-align: right;">Help</p><p>SetID 50100</p><p>Billing Currency USD</p><p>Identifier begins with <input type="text" value="PRO"/></p><p>Description begins with <input type="text"/></p><p><input type="button" value="Look Up"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> Basic Lookup</p><p>Search Results</p><p>View 100 First ◀ 1-19 of 19 ▶ Last</p><table border="1"><thead><tr><th>Identifier</th><th>Effective Date</th><th>Description</th><th>Unit of Measure</th><th>List Price</th><th>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
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Step	Action
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The **Line- Info 1** tab redisplay.

Header - Info 1
Line - Info 1

Unit 50100
Invoice PRDM028484
Bill To 0000003442
DOMINION ENERGY
Pretax Amt
Max Rows 100
0.00 USD

Bill Line
Find | View All
First 1 of 1 Last

Seq 1

Table ID

Line

Identifier PROPDMGAR-RICHMOND

Quantity

Unit of Measure EA

Unit Price 1000.0000

Gross Extended 0.00

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

From Date

To Date

Line Type REV Accumulate



Tax Code Tax Exempt

Exempt Cert

Net Extended 0.00
 Description Property Damage A/R - Richmond

Go to: Line Info 2 Tax Accounting Discount/Surcharge
Notes Express Entry
Summary Bill Search Line Search
Navigation Line - Info 1
Page Series

Save Return to Search Notify Refresh
Add Update/Display

	Once the Identifier is selected, the Description , Unit of Measure , and Unit Price fields populate. Do not change them.
20.	Enter the applicable quantity in the Quantity field. <div style="border: 1px solid red; padding: 5px; display: inline-block; margin-top: 5px;">Quantity <input style="width: 150px;" type="text"/></div>
21.	Click the Refresh button to calculate the Bill total. <div style="border: 1px solid red; padding: 5px; display: inline-block; margin-top: 5px;"> Refresh</div>

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

The page refreshes.

Header - Info 1
Line - Info 1

Unit 50100
Bill To 000003442
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
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	<input checked="" type="checkbox"/> Accumulate	
Gross Extended	3,000.00	Tax Code		<input type="checkbox"/> Tax Exempt	
		Exempt Cert			

Less Discount	0.00				
Plus Surcharge	0.00				

Net Extended	3,000.00				
VAT Amount	0.00				
Tax Amount	0.00				

Net Plus Tax	3,000.00				
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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

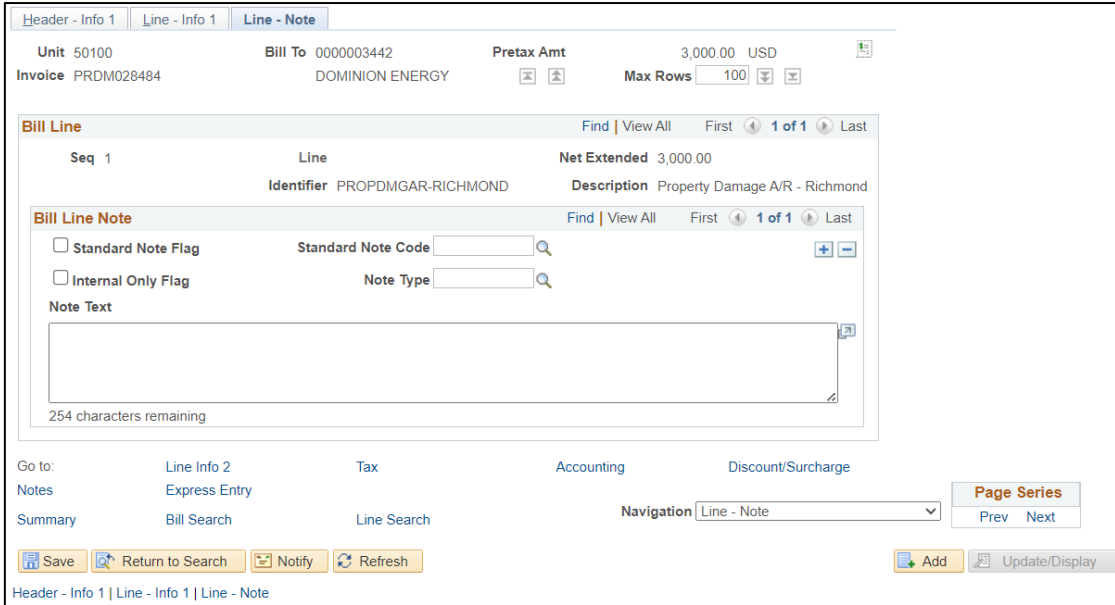
Header - Info 1 | Line - Info 1

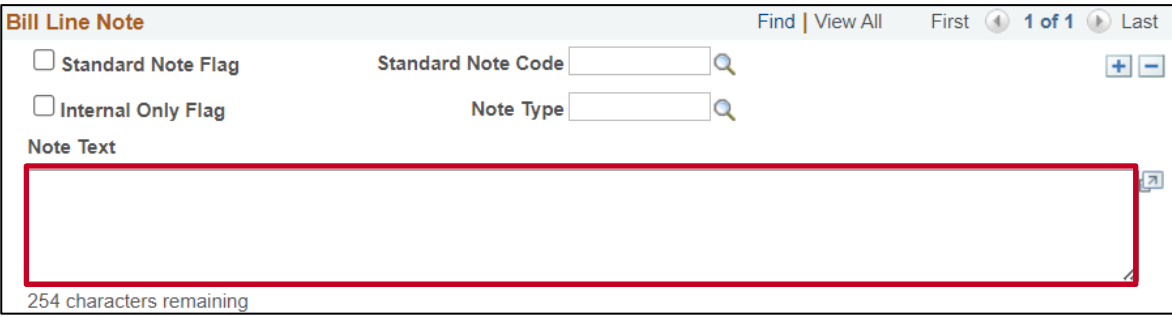
	The Net Plus Tax field populates. This is the amount that is shown on the Bill.
--	--


22.	Click the Notes link to add notes to the Invoice Line. <div style="border: 2px solid red; padding: 5px; display: inline-block; margin-top: 10px;">Notes</div>
-----	---

Step	Action
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The **Line – Note** tab displays.



23.	<p>Enter any applicable notes in the Note Text field.</p> 
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 Notes can be selected from the Standard Note Code or entered as free form. Multiple notes can be added by clicking the **Add a New Row** icon (+).
 Notes added here will appear on the Invoice under each line.
 Notes can also be added to the Header which will be demonstrated later in this Job Aid.

24.	<p>Click the Save button.</p> 
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25.	<p>Click the Header-Info 1 tab.</p> 
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Accounts Receivable Job Aid

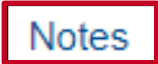
AR323_Entering A Standard Bill (VDOT)

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



The screenshot shows the 'Header - Info 1' tab. At the top, it displays 'Unit 50100', 'Invoice PRDM028484', and 'Pretax Amt 3,000.00 USD'. Below this, there are several input fields for invoice details: Status (NEW), Invoice Date (07/22/2024), Cycle ID (DAILY), *Type (OTH), Source (PROPDGMG), *Frequency (Once), *Customer (000003442), SubCust1, SubCust2, *Invoice Form (STANDARD), From Date, To Date, Accounting Date (07/26/2024), Pay Terms (NET30), Pay Method (Check), Remit To (REMIT), Bank Account (VDOT), Sales (GOVT), Bill Inquiry Phone (804-786-4102), Credit (CREDIT), Collector (COL4), Billing Specialist, and Billing Authority. A 'DOMINION ENERGY' logo is also visible. At the bottom, there are navigation buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, and Update/Display. A 'Page Series' section includes 'Prev' and 'Next' buttons. A 'Navigation' dropdown is set to 'Header - Info 1'.

26. Click the **Notes** link to add notes to the Header.



The **Header- Note** tab displays.

The screenshot shows the 'Header - Note' tab. At the top, it displays 'Unit 50100', 'Bill To 000003442', 'Pretax Amt 0.00 USD', 'Invoice PRDM028484', and 'DOMINION ENERGY'. Below this, there is a 'Bill Line' section with 'Seq 1', 'Line Identifier PROPDGMGAR-RICHMOND', and 'Description Property Damage A/R - Richmond'. The 'Net Extended' is 0.00. Underneath, there is a 'Bill Line Note' section with 'Standard Note Flag' and 'Internal Only Flag' checkboxes, 'Standard Note Code', 'Note Type CUSTNOTE', and a 'Note Text' input field. A '254 characters remaining' indicator is shown. At the bottom, there are navigation buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, and Update/Display. A 'Page Series' section includes 'Prev' and 'Next' buttons. A 'Navigation' dropdown is set to 'Line - Note'.

Step	Action
27.	<p>Enter any applicable notes in the Note Text field.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Bill Line Note Find View All First ◀ 1 of 1 ▶ Last</p> <p><input type="checkbox"/> Standard Note Flag Standard Note Code <input type="text"/> 🔍 + -</p> <p><input type="checkbox"/> Internal Only Flag Note Type <input type="text" value="CUSTNOTE"/> 🔍</p> <p>Note Text</p> <div style="border: 2px solid red; height: 40px; width: 100%;"></div> <p style="font-size: small;">254 characters remaining</p> </div>
	<p>Notes can be selected from the Standard Note Code or entered as free form. Multiple notes can be added by clicking the Add a New Row icon (+).</p> <p>Notes added here will appear at the bottom of the Invoice beneath the last Line of the Invoice.</p>
28.	<p>Click the Save button.</p> <div style="border: 2px solid red; padding: 5px; display: inline-block;">  Save </div>
29.	<p>Click the Line- Info 1 tab.</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; gap: 10px;"> <div style="border: 1px solid #ccc; padding: 2px 10px;">Header - Info 1</div> <div style="border: 2px solid red; border-radius: 3px; padding: 2px 10px;">Line - Info 1</div> <div style="border: 1px solid #ccc; padding: 2px 10px;">Line - Note</div> </div>



Accounts Receivable Job Aid

AR323_Entering A Standard Bill (VDOT)

Step	Action
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The **Line- Info 1** tab displays.

The screenshot shows the 'Line - Info 1' tab with the following details:

- Unit: 50100, Invoice: PRDM028484
- Bill To: 0000003442, DOMINION ENERGY
- Pretax Amt: 3,000.00 USD
- Max Rows: 100
- Seq: 1, Line: [blank], Net Extended: 3,000.00
- Table ID: [blank], Identifier: PROPDMGAR-RICHMOND, Description: Property Damage A/R - Richmond
- Quantity: 3.0000, Unit of Measure: EA, Unit Price: 1,000.0000, Gross Extended: 3,000.00
- From Date: [blank], To Date: [blank], Line Type: REV, Accumulate: checked, Tax Exempt: unchecked
- Less Discount: 0.00, Plus Surcharge: 0.00
- Net Extended: 3,000.00, VAT Amount: 0.00, Tax Amount: 0.00
- Net Plus Tax: 3,000.00
- Navigation: Line - Info 1
- Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, Update/Display


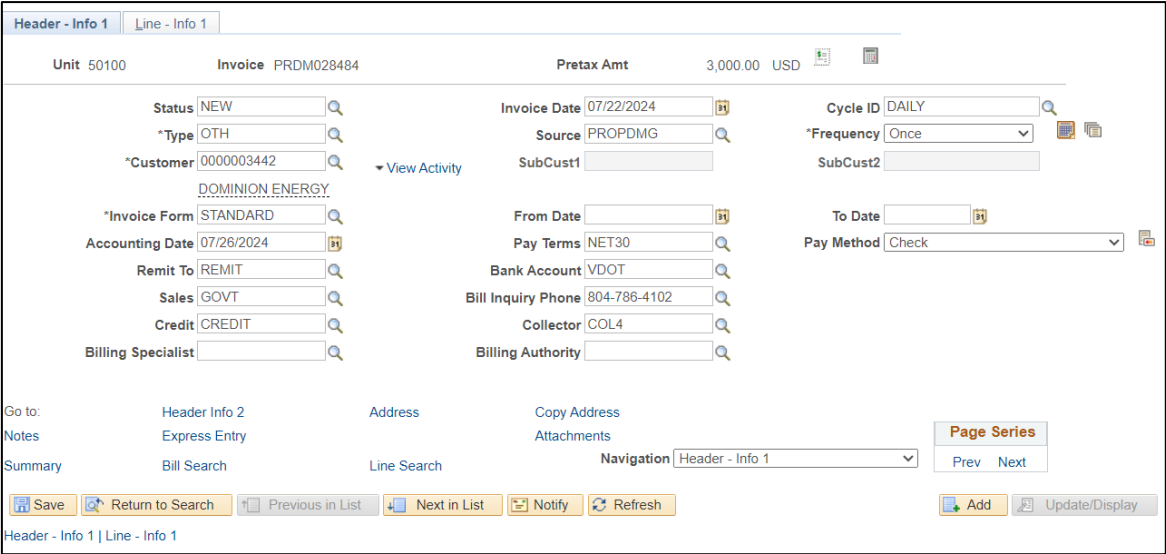

30.	Click the Accounting link.
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Accounting

The **Revenue Distribution** tab displays.

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

- Unit: 50100, Invoice: PRDM028484
- Bill To: 0000003442, DOMINION ENERGY
- Pretax Amt: 3,000.00 USD
- Max Rows: 100
- Seq: 1, Line: [blank], Net Extended: 3,000.00
- Identifier: PROPDMGAR-RICHMOND, Description: Property Damage A/R - Richmond
- BI Creates GL Acct Entries
- Bill Line Distribution - Revenue: Personalize | Find | View All | 1 of 1 | Last
- Acctg Information: Reference Information
- Table with columns: Code, Account, Fund, Program, Department, Cost Center, Task, FIPS, PC Busine
- Row 1: CALUCAL04, 40090604, 04100, [blank], 14000, 11000010, [blank], [blank]
- Percent: 100.00, Amount: 3,000.00, Gross Extended: 3,000.00
- Navigation: Acctg - Rev Distribution
- Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, Update/Display

Step	Action
	<p>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.</p> <p>The accounting information shown here is populated based upon the Identifier previously selected.</p>
31.	<p>Click the Header – Info 1 tab.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> Header - Info 1 Line - Info 1 Line - Note </div>
	<p>The Header- Info 1 tab displays.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div>
32.	<p>Click the Status Look Up icon.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> Status NEW  </div>

Step	Action																		
	<p>The Look Up Status page displays.</p> <div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 10px auto;"> <p style="text-align: center; color: #4f81bd;">Look Up Status</p> <hr/> <p>Select one of the following values:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 30%;">CAN</td><td>Canceled</td></tr> <tr><td>FNL</td><td>Finalized Bill</td></tr> <tr><td>HLD</td><td>Hold Bill</td></tr> <tr><td>INV</td><td>Invoiced Bill</td></tr> <tr><td>NEW</td><td>New Bill</td></tr> <tr><td>PND</td><td>Pending Approval</td></tr> <tr><td>RDY</td><td>Ready to Invoice</td></tr> <tr><td>TMP</td><td>Temporary Bill</td></tr> <tr><td>TMR</td><td>Temporary Ready Bill</td></tr> </table> <p style="text-align: center; margin-top: 5px;">Cancel</p> </div>	CAN	Canceled	FNL	Finalized Bill	HLD	Hold Bill	INV	Invoiced Bill	NEW	New Bill	PND	Pending Approval	RDY	Ready to Invoice	TMP	Temporary Bill	TMR	Temporary Ready Bill
CAN	Canceled																		
FNL	Finalized Bill																		
HLD	Hold Bill																		
INV	Invoiced Bill																		
NEW	New Bill																		
PND	Pending Approval																		
RDY	Ready to Invoice																		
TMP	Temporary Bill																		
TMR	Temporary Ready Bill																		
33.	<p>Click the RDY (Ready to Invoice) list item.</p> <div style="border: 2px solid red; padding: 2px; display: inline-block; margin: 5px;"> RDY Ready to Invoice </div>																		
34.	<p>Click the Save button.</p> <div style="border: 2px solid red; padding: 2px; display: inline-block; margin: 5px;"> Save </div>																		
35.	<p>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.</p>																		