



# Accounts Receivable Job Aid

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

### 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 that 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.



# Accounts Receivable Job Aid

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







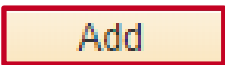
### Entering a Standard Bill

Step	Action
1.	<p>Navigate to the <b>Bill Entry</b> page using the following path: <b>Main Menu &gt; Billing &gt; Maintain Bills &gt; Standard Billing</b></p> <p>The <b>Bill Entry Find an Existing Value Search</b> page displays.</p> <div></div>
2.	<p>Click the <b>Add a New Value</b> button.</p> <div></div>
	<p>The <b>Bill Entry Add a New Value</b> page displays.</p> <div></div>
	<p>If the <b>Business Unit</b> does not default, enter or select the applicable Business Unit.</p> <p>The <b>Invoice</b> field defaults to “NEXT”. Do not change it.</p>

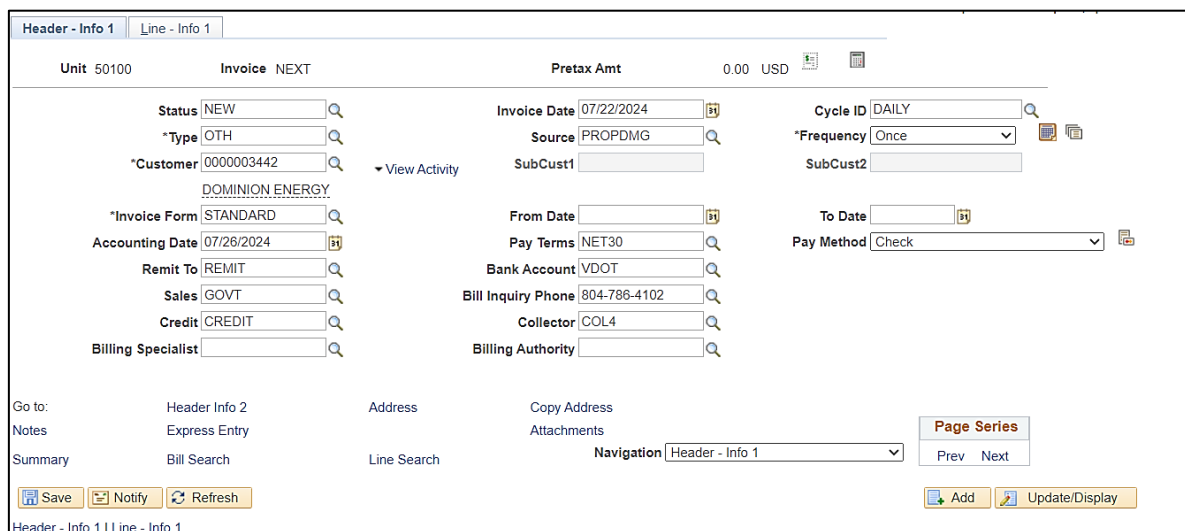


## Accounts Receivable Job Aid

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

Step	Action
3.	Select the appropriate Bill Type using the <b>Bill Type Identifier Look up</b> icon. 
4.	Select the appropriate Bill Source using the <b>Bill Source Look up</b> icon. 
5.	Enter or select the applicable Customer using the <b>Customer Look up</b> icon. 
	If the Customer does not exist in Cardinal, the Customer must be created. For more information pertaining to creating and maintaining Customers, refer to the Job Aid titled <b>AR323_Creating and Maintaining Customers</b> . This Job Aid is located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b> .
6.	Select the Invoice date using the <b>Invoice Date Calendar</b> icon. 
7.	Select the accounting date using the <b>Accounting Date Calendar</b> icon. 
8.	Click the <b>Add</b> button. 

The **Header – Info 1** tab displays.



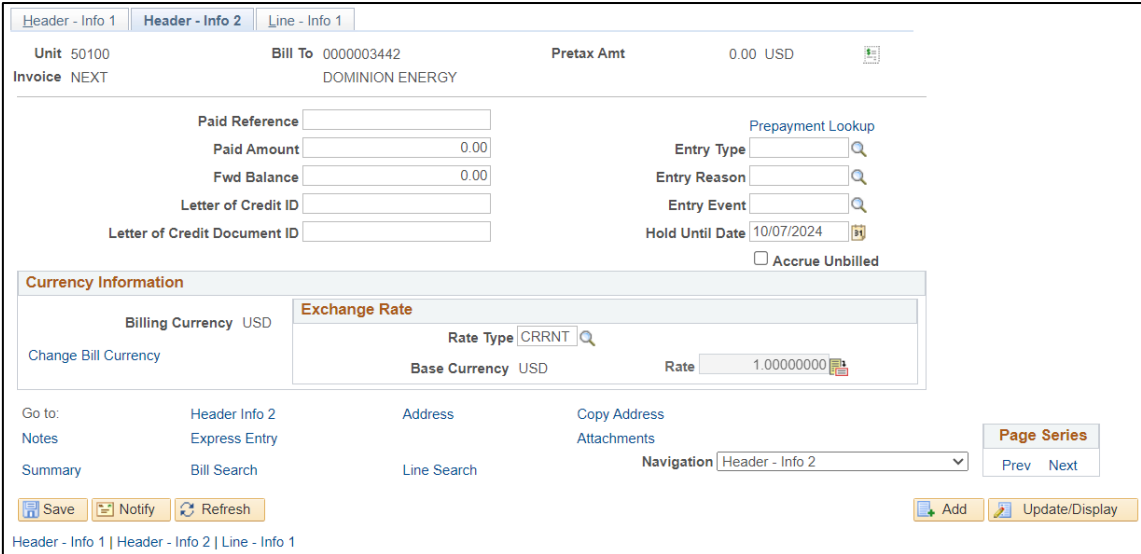



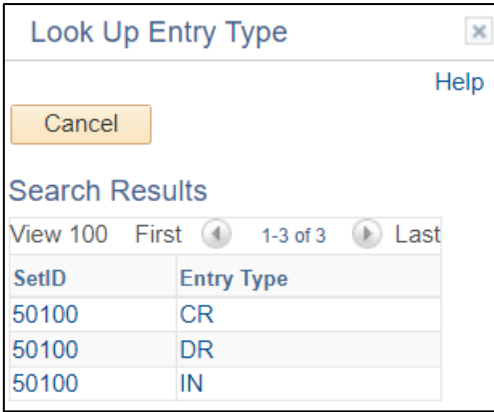

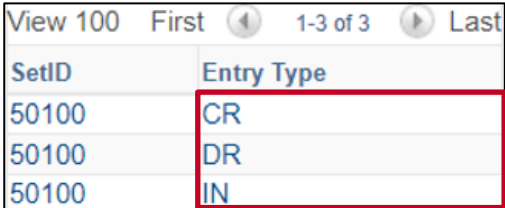

The screenshot shows the 'Header - Info 1' tab of a software interface. It contains various fields for invoice information, including Unit (50100), Invoice (NEXT), Pretax Amt (0.00 USD), Status (NEW), Invoice Date (07/22/2024), Cycle ID (DAILY), \*Type (OTH), Source (PROPDGM), \*Frequency (Once), \*Customer (0000003442), 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. There are also buttons for Save, Notify, Refresh, Add, and Update/Display, and a navigation bar at the bottom.





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Step	Action
	<p>The Header information applies to the Bill. The following fields default from the <b>Add a New Value</b> page: <b>Status</b>, <b>Type</b>, <b>Customer</b>, and <b>Source</b> fields.</p> <p>The <b>Cycle ID</b> field identifies the billing cycle for the Bill and defaults to "DAILY". The other options include "FEDERAL", "MONTHLY", "MTH-INSTAL", "MTH-RECUR", and "QUARTERLY".</p> <p>The <b>Frequency</b> 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 pertaining to creating Recurring and Installment Bills, refer to the Job Aids titled <b>AR323_Entering a Recurring Bill</b> and <b>AR323_Entering an Installment Bill</b>. These Job Aids are located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p>
9.	<p>Click the <b>Navigation</b> dropdown button and select "Header - Info 2".</p> 
<p>The <b>Header – Info 2</b> tab displays.</p> 	
10.	<p>Click the <b>Entry Type Look up</b> icon.</p> 

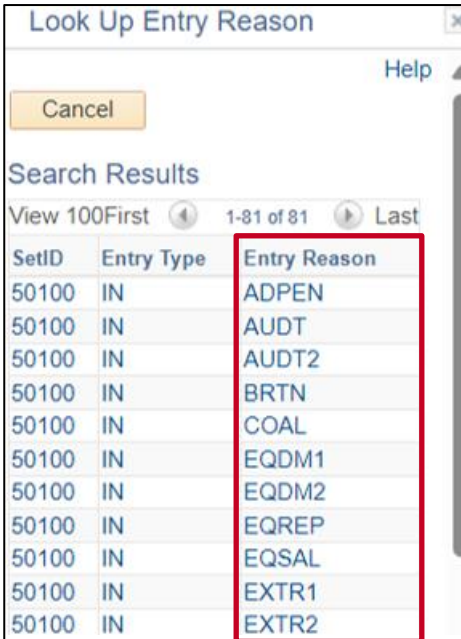
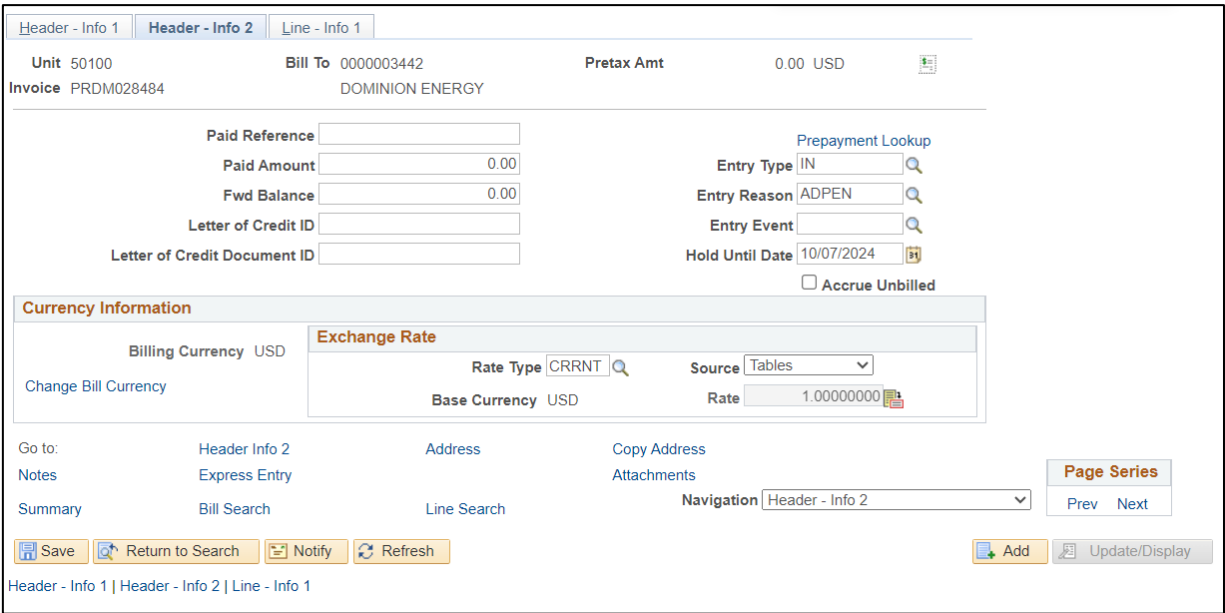
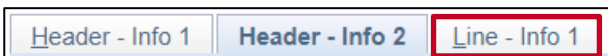
Step	Action
	<p>The <b>Look Up Entry Type</b> page displays.</p> 
	<p>Every receivable transaction that is entered or generated by the system must have an Entry Type associated with it. The Entry Type categorizes the pending items that create or update posted items within the system. Examples of Entry Types are Credit Memos ("CR"), Debit Memos ("DR"), and Invoices ("IN").</p>
11.	<p>Click the applicable <b>Entry Type</b> link.</p> 
12.	<p>Click the <b>Entry Reason Look up</b> icon.</p> 

Step	Action
	<p>The <b>Look Up Entry Reason</b> page displays.</p> <div data-bbox="631 371 1023 1421">  </div>
	<p>The Entry Reason categorizes different uses for a single Entry Type. The Entry Reason associated with an item defines which accounting entries are generated and can be used for reporting purposes. Entry Reasons are also used to define the accounting distributions of accounts (ChartField values) for each Entry Type.</p>



## Accounts Receivable Job Aid

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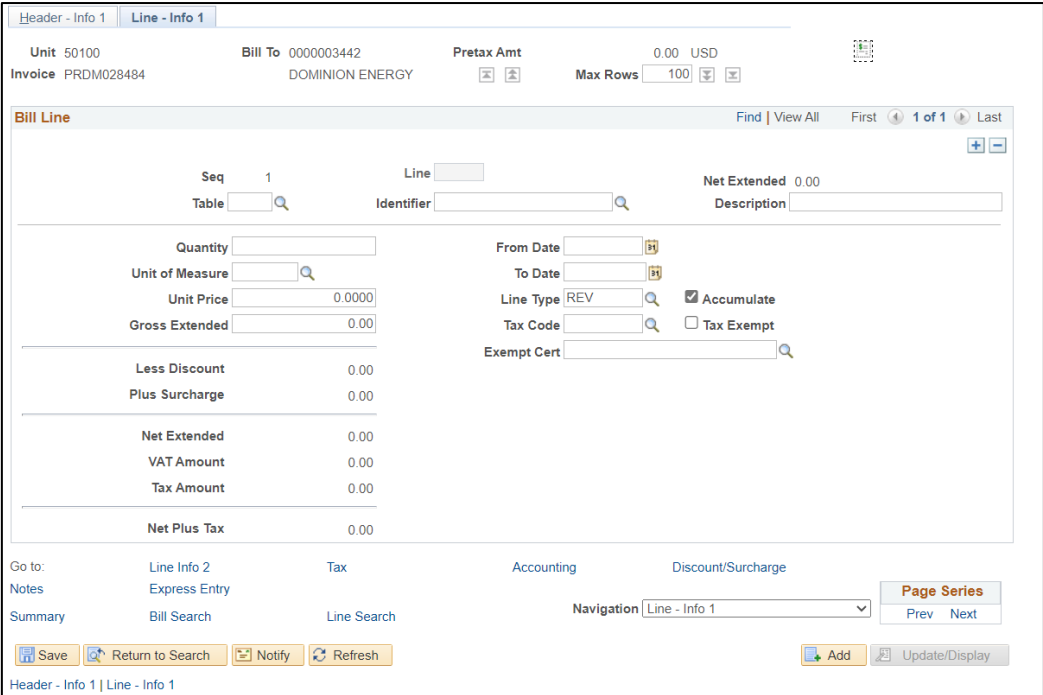

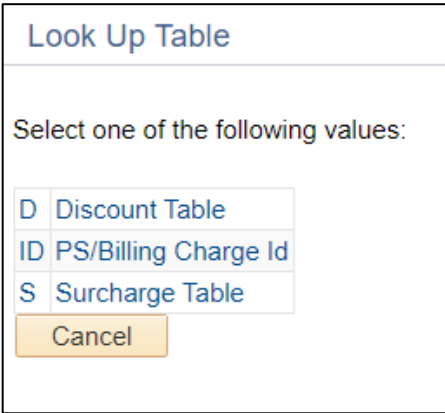

Step	Action
13.	<p>Click the applicable <b>Entry Reason</b> link.</p>  <p>The screenshot shows a 'Look Up Entry Reason' window. It has a 'Cancel' button and a 'Help' link. Below is a 'Search Results' section with a table. The table has three columns: 'SetID', 'Entry Type', and 'Entry Reason'. The 'Entry Reason' column is highlighted with a red box. The table lists 11 rows of data, all with 'SetID' 50100 and 'Entry Type' IN. The 'Entry Reason' values are ADPEN, AUDT, AUDT2, BRTN, COAL, EQDM1, EQDM2, EQREP, EQSAL, EXTR1, and EXTR2. The window also shows 'View 100First', '1-81 of 81', and 'Last'.</p>
	<p>The <b>Header – Info 2</b> tab redisplay.</p>  <p>The screenshot shows the 'Header - Info 2' tab. It displays fields for Unit (50100), Bill To (0000003442), Pretax Amt (0.00 USD), Invoice (PRDM028484), and DOMINION ENERGY. There are sections for 'Paid Reference', 'Paid Amount' (0.00), 'Fwd Balance' (0.00), 'Letter of Credit ID', and 'Letter of Credit Document ID'. The 'Exchange Rate' section is expanded, showing 'Billing Currency USD', 'Base Currency USD', 'Rate Type CRRNT', 'Source Tables', and 'Rate 1.00000000'. The 'Navigation' dropdown is set to 'Header - Info 2'. There are also buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.</p>
14.	<p>Click the <b>Line – Info 1</b> tab.</p>  <p>The screenshot shows the tab navigation bar with three tabs: 'Header - Info 1', 'Header - Info 2', and 'Line - Info 1'. The 'Line - Info 1' tab is highlighted with a red box.</p>





# Accounts Receivable Job Aid

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

Step	Action
	<p>The <b>Line – Info 1</b> tab displays.</p> 
15.	<p>Click the <b>Table Look up</b> icon.</p> 
	<p>The <b>Look Up Table</b> page displays.</p> 
	<p>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.</p>



## Accounts Receivable Job Aid

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Step	Action
16.	Click the <b>ID PS/Billing Charge Id</b> link. <b>ID PS/Billing Charge Id</b>
17.	Click the <b>Identifier Look up</b> icon. Identifier <input type="text"/>

The **Look Up Identifier** page displays.

Look Up Identifier

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
FLUAMISC	04/01/1901	Gasoline FLUAMISC	EA	0	CEMPCFLUAM



The Identifier is used to select the item that is being billed and the associated charge distribution.



## Accounts Receivable Job Aid

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Step	Action
18.	Use the <b>Identifier</b> field to narrow down the search results as needed. <div>Identifier begins with <input type="text"/></div>

The **Look Up Identifier** page refreshes and the Search Results display.

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 1-19 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-STAUTON	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-STAUTON	01/01/1901	Property Damage StAgy-Staunton	EA	0	CALCUCAL17



# Accounts Receivable Job Aid

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Step	Action																																																												
19.	<p>Click the applicable <b>Identifier</b> link.</p> <div><p><b>Look Up Identifier</b></p><p>SetID: 50100 Billing Currency: USD Identifier: begins with <input type="text" value="PRO"/> Description: begins with <input type="text"/></p><p><input type="button" value="Look Up"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> <a href="#">Basic Lookup</a></p><p><b>Search Results</b></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-STANTON</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-STANTON	01/01/1901	Property Damage A/R - Staunton	EA	0	CALCUCAL08
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PROPDMGAR-SALEM	01/01/1901	Property Damage A/R - Salem	EA	0	CALCUCAL02																																																								
PROPDMGAR-STANTON	01/01/1901	Property Damage A/R - Staunton	EA	0	CALCUCAL08																																																								

The **Line – Info 1** tab redispays.

Header - Info 1

Line - Info 1

Unit 50100  
Invoice NEXT

Bill To 0000003442  
DOMINION ENERGY

Pretax Amt 0.00 USD  
Max Rows 100

Find | View All

First 1 of 1 Last

Seq 1  
Table ID

Line  
Identifier PROPDMGAR-RICHMOND

Net Extended 0.00  
Description Property Damage A/R - Richmond

Quantity  
Unit of Measure EA  
Unit Price 0.0000  
Gross Extended 0.00

From Date  
To Date  
Line Type REV  
Tax Code  
Exempt Cert

☒ Accumulate  
☐ 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:  
Notes  
Summary

Line Info 2  
Express Entry  
Bill Search

Tax  
Accounting  
Line Search




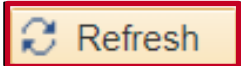
Discount/Surcharge  
Navigation Line - Info 1

Page Series  
Prev Next

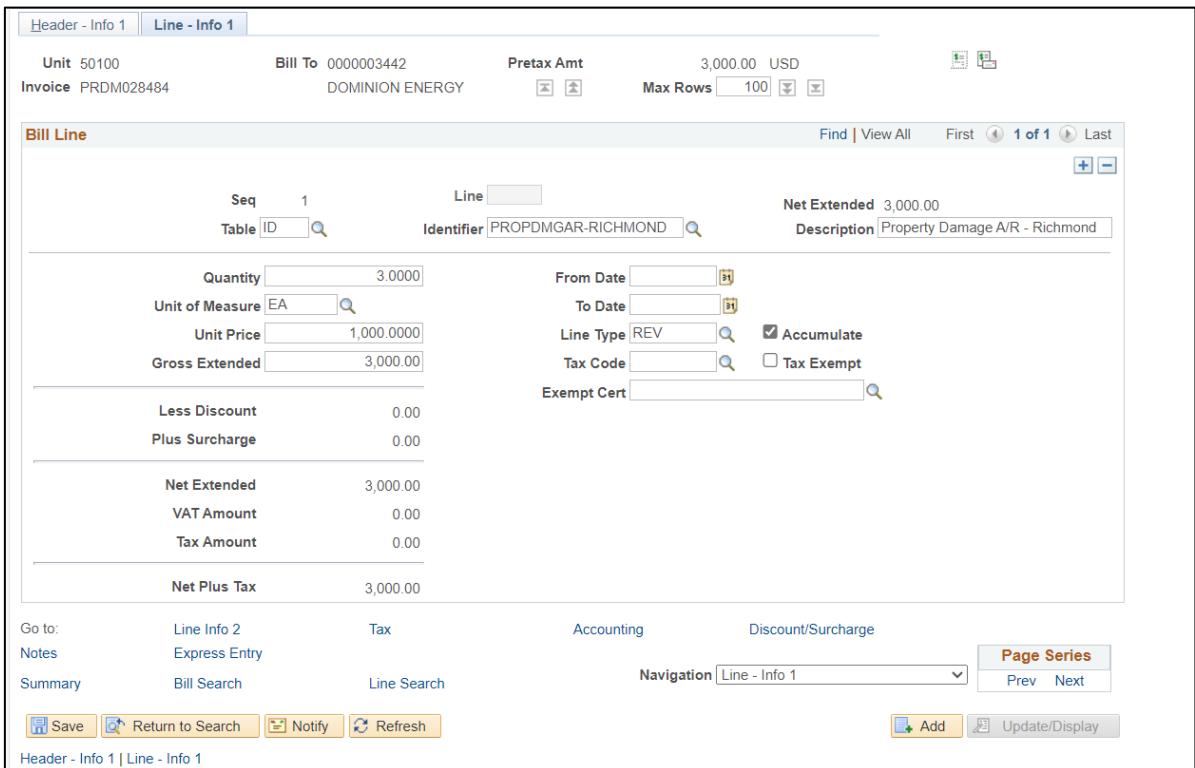


## Accounts Receivable Job Aid

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

Step	Action
	Once the Identifier is selected, the <b>Description</b> and <b>Unit of Measure</b> fields populate. Do not change them.
20.	Enter the applicable quantity in the <b>Quantity</b> field. 
21.	Enter the applicable unit price in the <b>Unit Price</b> field. 
22.	Click the <b>Refresh</b> button to calculate the Bill total. 

The **Line – Info 1** tab refreshes.




The **Net Plus Tax** field populates when the tab refreshes. This is the amount that is shown on the Bill.

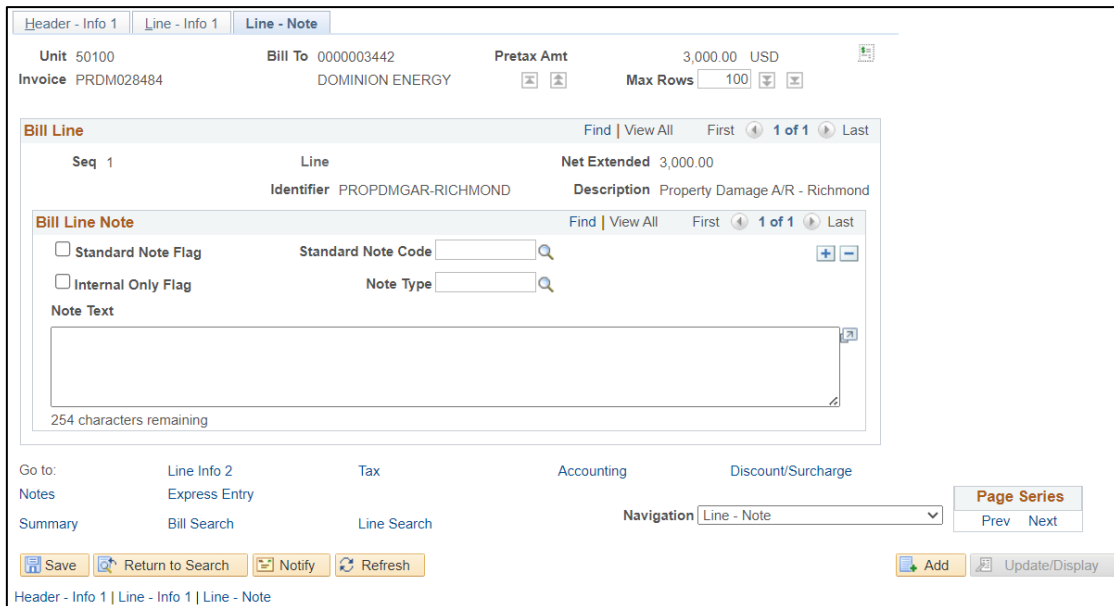


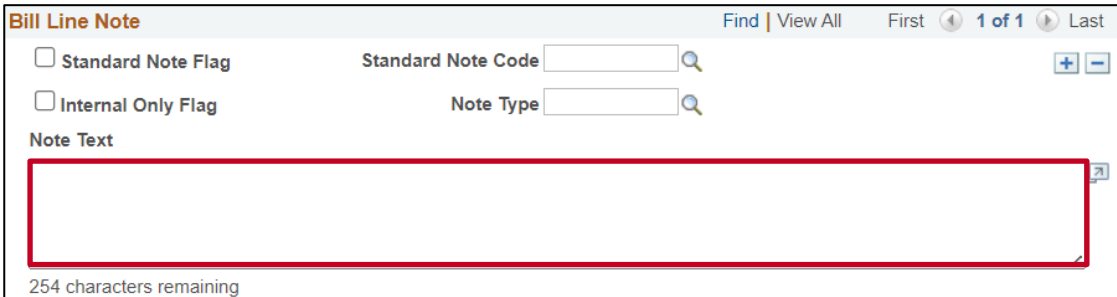
## Accounts Receivable Job Aid

### AR323\_Enter 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.


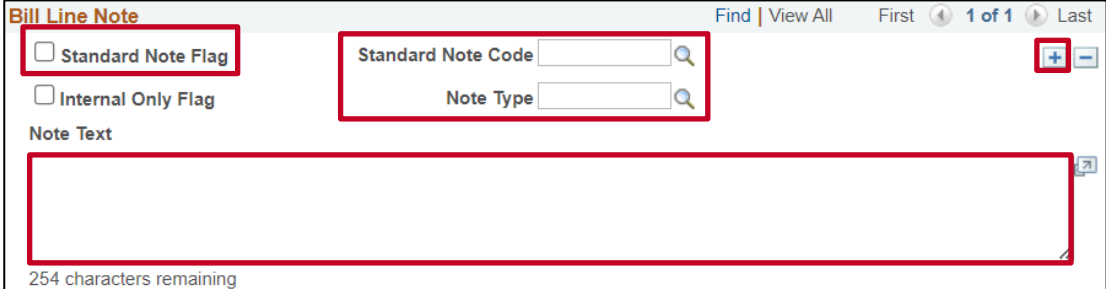
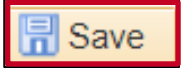
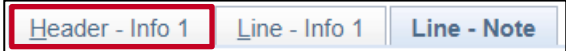
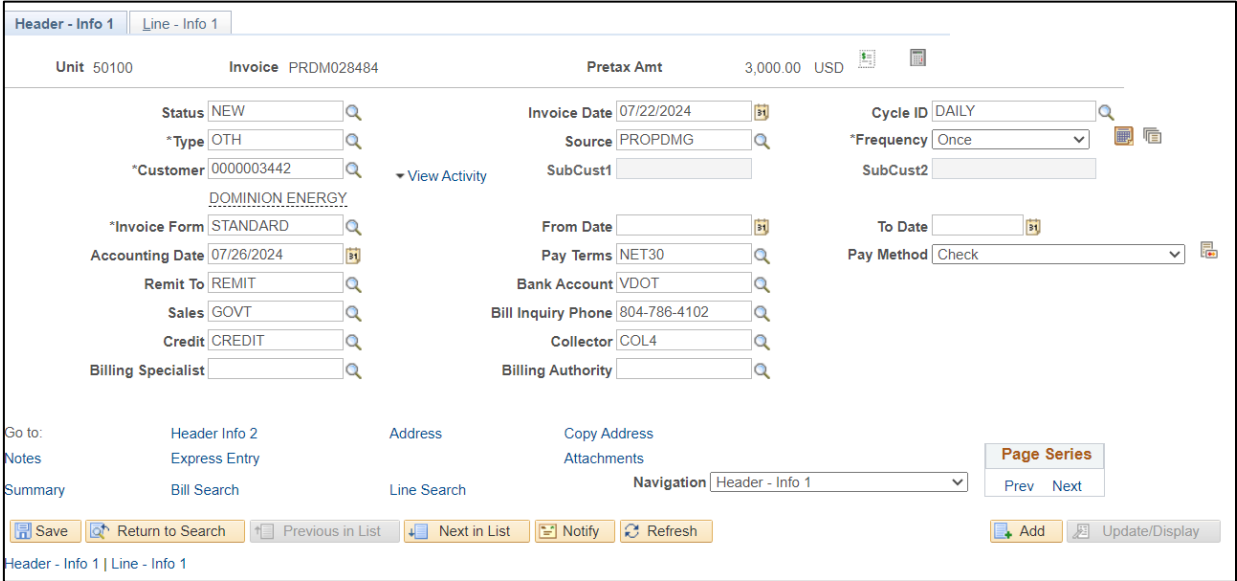


24.	Enter any applicable notes in the <b>Note Text</b> field. 
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# Accounts Receivable Job Aid

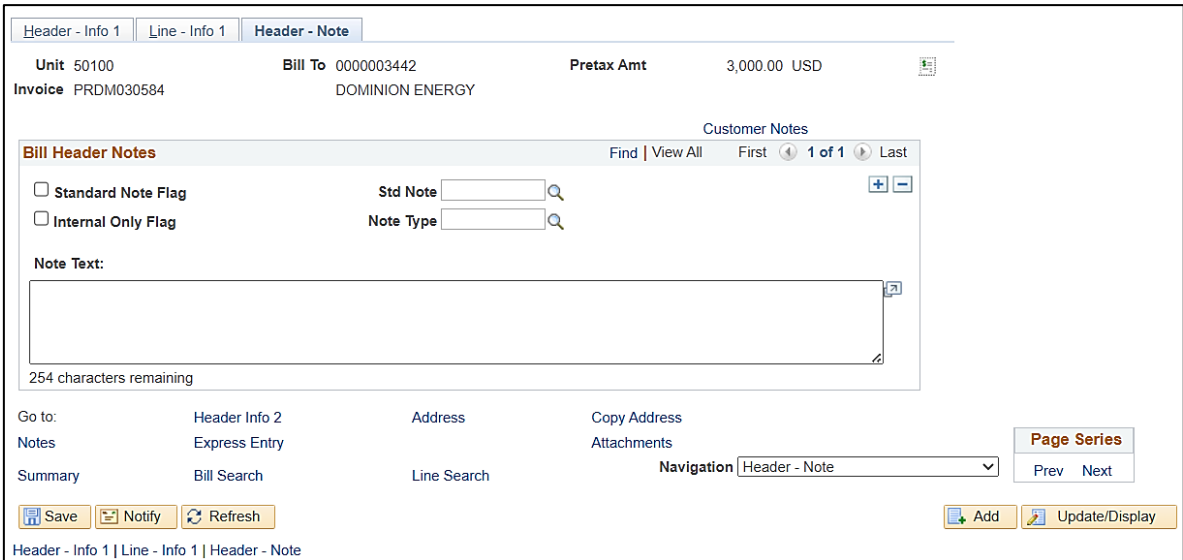
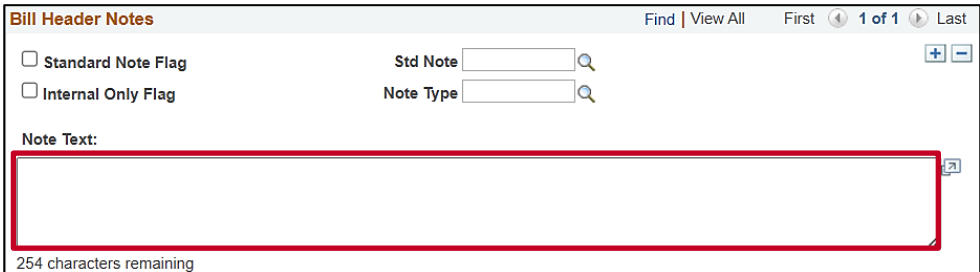
## AR323\_Entering a Standard Bill (VDOT Only)

Step	Action
<div></div>	<p>Standard Notes can be selected using the <b>Standard Note Code Look Up</b> icon or custom Notes can be entered free form directly in the <b>Note Text</b> box. If a Standard Note Code is selected, the <b>Standard Note Flag</b> 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></div>
25.	<p>Click the <b>Save</b> button.</p> <div></div>
26.	<p>Click the <b>Header – Info 1</b> tab.</p> <div></div>
<p>The <b>Header – Info 1</b> tab displays.</p> <div></div>	



## Accounts Receivable Job Aid

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


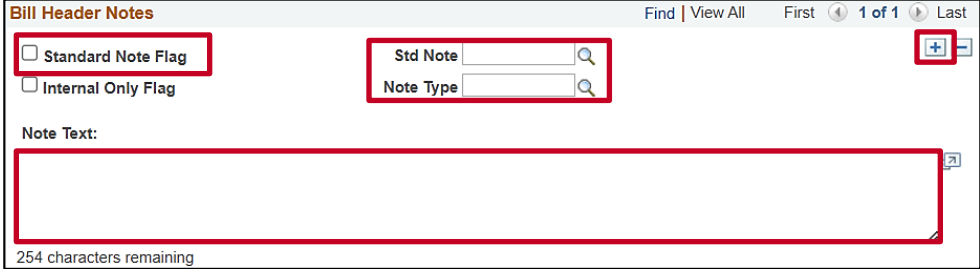
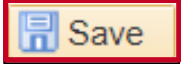
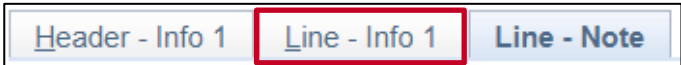
Step	Action
27.	<p>Click the <b>Notes</b> link to add notes to the Header.</p> <p><b>Notes</b></p>
<p>The <b>Header – Note</b> tab displays.</p> 	
28.	<p>Enter any applicable notes in the <b>Note Text</b> field.</p> 





## Accounts Receivable Job Aid

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

Step	Action
	<p>Standard Notes can be selected using the <b>Standard Note Code Look Up</b> icon or custom Notes can be entered free form directly in the <b>Note Text</b> box. If a Standard Note Code is selected, the <b>Standard Note Flag</b> 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> 
29.	<p>Click the <b>Save</b> button.</p> 
30.	<p>Click the <b>Line – Info 1</b> tab.</p> 



## Accounts Receivable Job Aid

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

Step	Action
	<p>The <b>Line – Info 1</b> tab displays.</p> <div><div>Header - Info 1   Line - Info 1</div><div>Unit 50100      Bill To 0000003442      Pretax Amt 3,000.00 USD Invoice PRDM028484      DOMINION ENERGY      Max Rows 100</div><div>Bill Line <span>Find   View All</span> First 1 of 1 Last</div><div><div>Seq 1      Line Table ID      Identifier PROPDMGAR-RICHMOND      Net Extended 3,000.00 Description Property Damage A/R - Richmond</div><div><div>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</div><div><div>Less Discount 0.00 Plus Surcharge 0.00</div><div><div>Net Extended 3,000.00 VAT Amount 0.00 Tax Amount 0.00</div><div>Net Plus Tax 3,000.00</div></div></div><div><div>Go to:      Line Info 2      Tax      Accounting      Discount/Surcharge Notes      Express Entry Summary      Bill Search      Line Search      Navigation Line - Info 1</div><div><div>Save    Return to Search    Previous in List    Next in List    Notify    Refresh    Add    Update/Display</div><div>Header - Info 1   Line - Info 1</div></div></div></div></div></div>
31.	<p>Click the <b>Accounting</b> link.</p> <div>Accounting</div>



## Accounts Receivable Job Aid

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

Step	Action
	<p>The <b>Revenue Distribution</b> tab displays.</p> <div></div>
	<p>The horizontal scrollbar directly beneath the <b>Bill Line Distribution – Revenue</b> section can be used to review all of the accounting distribution values in the <b>Acctg Information</b> tab.</p> <p>The accounting information shown here is populated based upon the Identifier previously selected.</p>
32.	<p>Click the <b>Header – Info 1</b> tab.</p> <div></div>



## Accounts Receivable Job Aid

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

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

Header - Info 1 | Line - Info 1

Unit 50100 Invoice PRDM028484 Pretax Amt 3,000.00 USD

Status NEW Invoice Date 07/22/2024 Cycle ID DAILY

\*Type OTH Source PRODMG \*Frequency Once

\*Customer 0000003442 SubCust1 SubCust2

DOMINION ENERGY

\*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 Billing Authority

Go to: Header Info 2 Address Copy Address

Notes Express Entry Attachments

Summary Bill Search Line Search Navigation Header - Info 1

Page Series Prev Next

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

33. Click the **Status Look up** icon.

Status NEW

The **Look Up Status** page displays.

Look Up Status

Select one of the following values:

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

Cancel

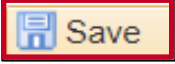

34. Click the **RDY Ready to Invoice** list item.

RDY Ready to Invoice



## Accounts Receivable Job Aid

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

Step	Action
35.	<p>Click the <b>Save</b> button.</p>  A rectangular button with a yellow background and a red border. On the left is a blue icon of a floppy disk, and to its right is the word "Save" in a blue, sans-serif font.
	<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>