



Accounts Receivable Job Aid

AR323 Entering a Recurring Bill (VDOT Only)

Entering a Recurring Bill Overview

Recurring Bills allow for the reproduction of Bills, or portions of Bills, and the generation of Invoices by using templates. Associating a Recurring Bill template with a predefined schedule (using the Recurring Schedule fields) allows users to control when and how often Recurring Bills are generated. Schedules automate and control the generation of Recurring Bills. Bills are generated monthly in Cardinal.

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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Revision History

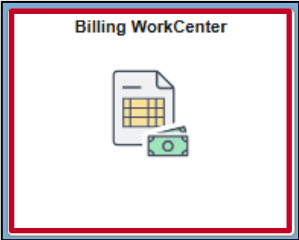
Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
8/14/2024	Baseline.



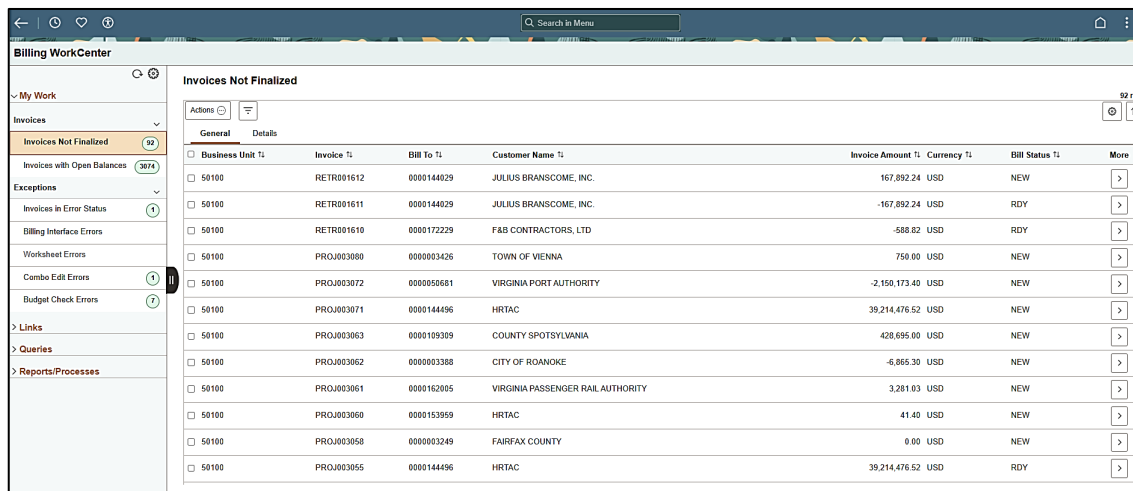
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Creating a Recurring Bill

Step	Action
1.	From the Cardinal Financials Homepage, click the Billing WorkCenter tile. 

The **Billing WorkCenter** displays.



Invoices Not Finalized						
Actions						
General Details						
Business Unit	Invoice	Bill To	Customer Name	Invoice Amount	Currency	Bill Status
50100	RETR001612	0000144029	JULIUS BRANSCOME, INC.	167,892.24	USD	NEW
50100	RETR001611	0000144029	JULIUS BRANSCOME, INC.	-167,892.24	USD	RDY
50100	RETR001610	0000172229	F&B CONTRACTORS, LTD	-588.82	USD	RDY
50100	PROJ003080	0000003426	TOWN OF VIENNA	750.00	USD	NEW
50100	PROJ003072	0000050681	VIRGINIA PORT AUTHORITY	-2,150,173.40	USD	NEW
50100	PROJ003071	0000144496	HRTAC	39,214,476.52	USD	NEW
50100	PROJ003063	0000109389	COUNTY SPOTSYLVANIA	428,695.00	USD	NEW
50100	PROJ003062	0000003388	CITY OF ROANOKE	-6,865.30	USD	NEW
50100	PROJ003061	0000162005	VIRGINIA PASSENGER RAIL AUTHORITY	3,281.03	USD	NEW
50100	PROJ003060	0000153959	HRTAC	41.40	USD	NEW
50100	PROJ003058	0000003249	FAIRFAX COUNTY	0.00	USD	NEW
50100	PROJ003055	0000144496	HRTAC	39,214,476.52	USD	RDY

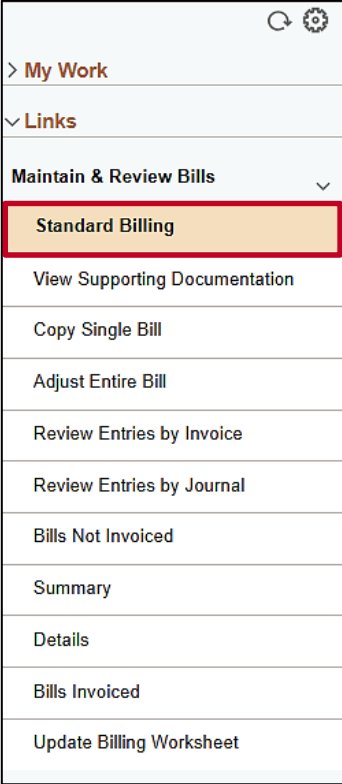


For more information pertaining to WorkCenters, see the Job Aid titled **Overview of the Cardinal Financials WorkCenters** located on the Cardinal website in **Job Aids** under **Learning**.

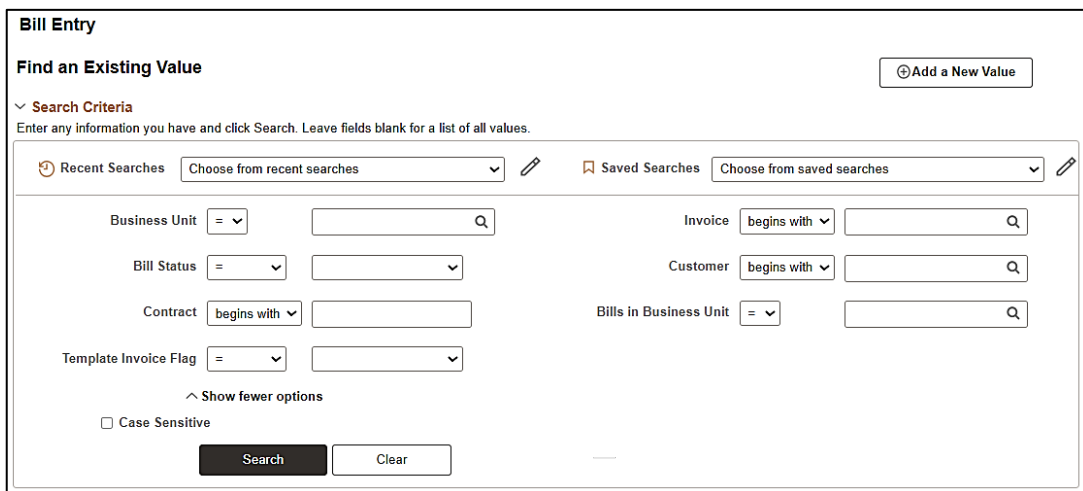


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Step	Action
2.	From the Billing WorkCenter Navigation Panel, expand the Links section and click the Standard Billing page. 

The **Bill Entry Find an Existing Value Search** page displays.



Bill Entry

Find an Existing Value ⊕ Add a New Value

▼ **Search Criteria**
Enter any information you have and click Search. Leave fields blank for a list of all values.

🕒 Recent Searches Choose from recent searches ✎ 🔖 Saved Searches Choose from saved searches ✎

Business Unit = 🔍 Invoice begins with 🔍

Bill Status = 🔍 Customer begins with 🔍

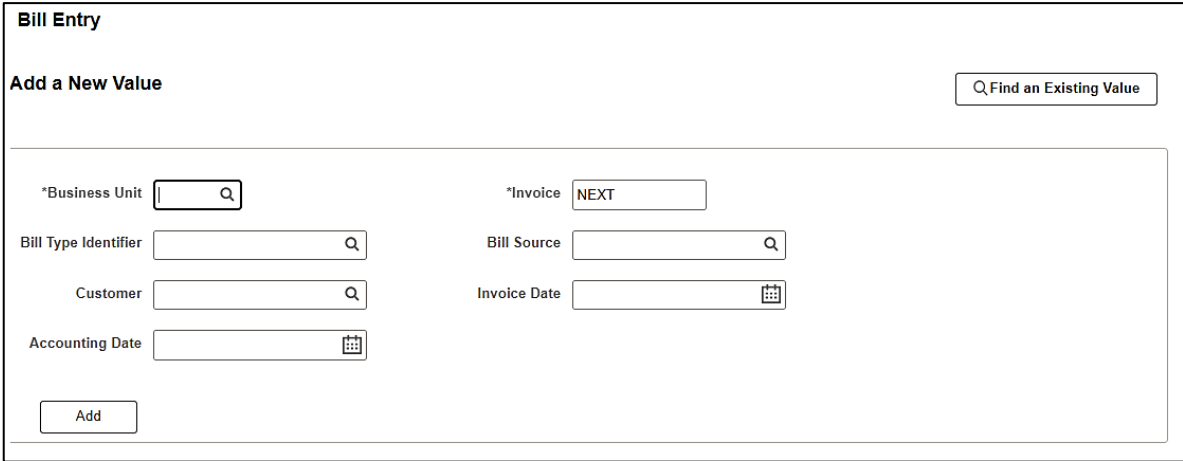
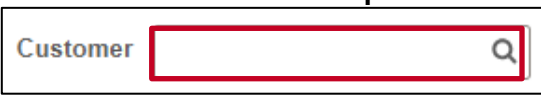
Contract begins with 🔍 Bills in Business Unit = 🔍

Template Invoice Flag = 🔍

^ Show fewer options

☐ Case Sensitive

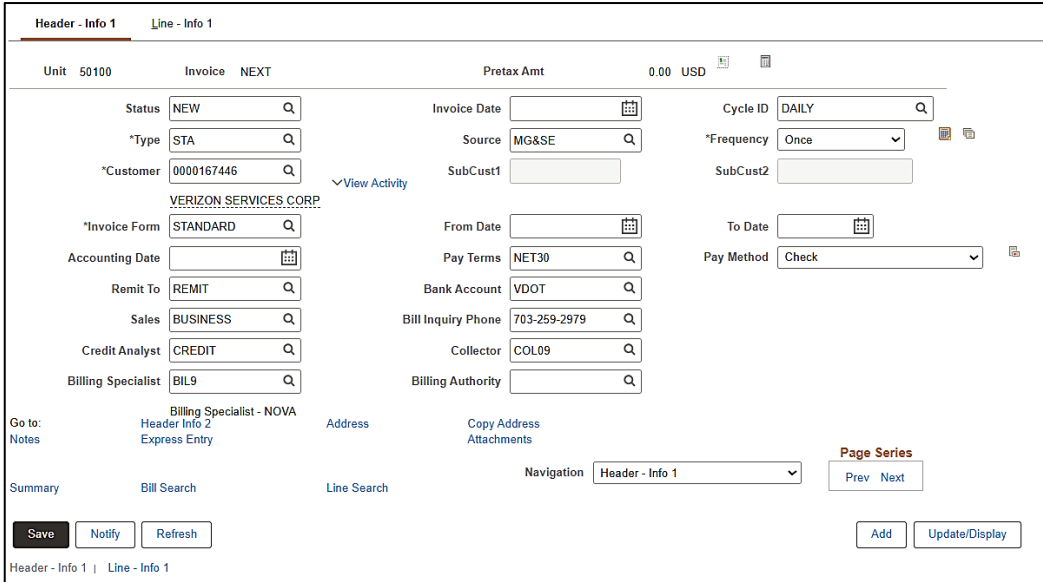
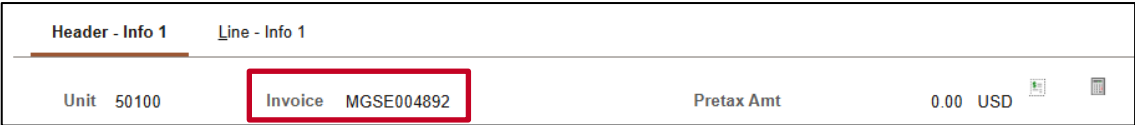
Search Clear

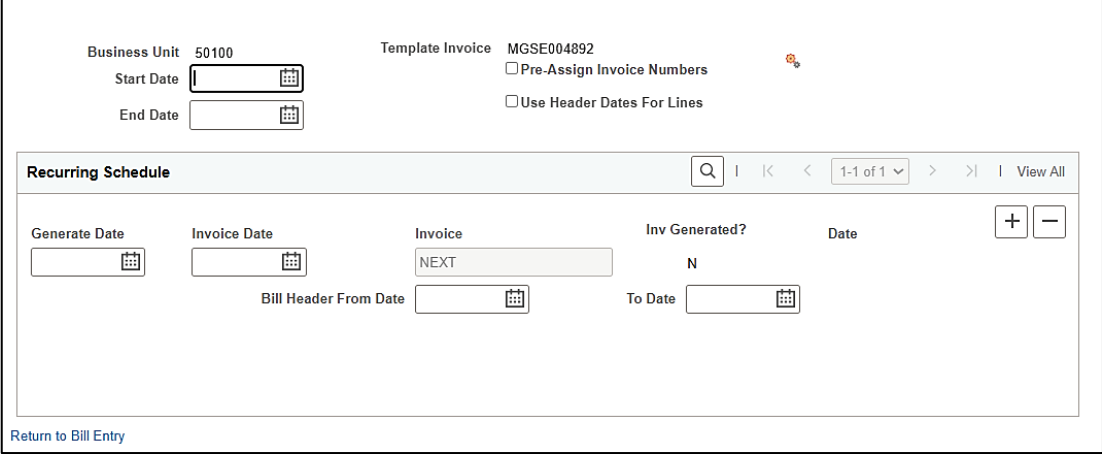
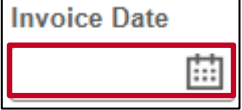
Step	Action
3.	Click the Add a New Value button. 
The Bill Entry Add a New Value page displays. 	
	The Business Unit field defaults to the Agency Business Unit. If the Business Unit field does not default, select the applicable Business Unit using the SetID Look up icon. The Invoice field defaults to "NEXT". Do not update.
4.	Click the Bill Type Identifier Look up icon and select the applicable Bill Type. 
5.	Click the Bill Source Look Up icon and select the applicable Bill Source. 
6.	Click the Customer Look Up icon and select the applicable Customer. 
7.	Click the Add button. 

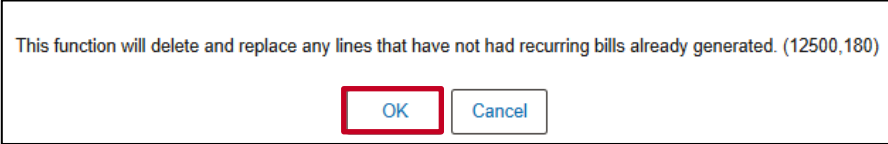


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Step	Action
	The Header – Info 1 tab displays. 
8.	Click the Cycle ID Look Up icon and select “MTH-RECUR” as this is the only available selection. 
9.	Click the Frequency dropdown button and select “Recurring”. 
10.	Click the Save button. 
	The Header – Info 1 tab refreshes and the Invoice Number is systematically assigned. 

Step	Action
11.	Click the Go To Recurring Bill Schedule icon to create the Recurring Bill schedule. 
The Recurring Bill Schedules page displays. 	
	Use the Recurring Bill Schedules page to create a Recurring Bill schedule and to pre-assign Invoice Numbers.
12.	Click the Start Date Calendar icon and select the applicable Start Date. 
13.	Click the End Date Calendar icon and select the applicable End Date. 
14.	Click the Generate Date Calendar icon and select the applicable Generate Date. 
15.	Click the Invoice Date Calendar icon and select the applicable Invoice Date. 

Step	Action
16.	Click the Bill Header From Date Calendar icon and select the applicable Bill Header From Date. 
17.	Click the To Date Calendar icon and select the applicable To Date. 
18.	Select the Pre-Assign Invoice Numbers checkbox option to create the Invoice Numbers for the Bills. 
19.	Click the Generate Recur Bill Schedule icon. 
20.	A message displays in a pop-up window. Click the OK button to close the message. 



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Step	Action																																				
	The Schedule Lines display in the Recurring Schedule section. Business Unit 50100 Start Date 08/03/2026 End Date 02/28/2027 Template Invoice MGSE004892 ☒ Pre-Assign Invoice Numbers ☐ Use Header Dates For Lines Recurring Schedule 1-2 of 6 View All <table><tr><td>Generate Date</td><td>Invoice Date</td><td>Invoice</td><td>Inv Generated?</td><td>Date</td><td></td></tr><tr><td>08/27/2026</td><td>09/01/2026</td><td>NEXT</td><td>N</td><td></td><td>+ -</td></tr><tr><td colspan="2">Bill Header From Date</td><td>09/01/2026</td><td>To Date</td><td>09/30/2026</td><td></td></tr></table><table><tr><td>Generate Date</td><td>Invoice Date</td><td>Invoice</td><td>Inv Generated?</td><td>Date</td><td></td></tr><tr><td>09/26/2026</td><td>10/01/2026</td><td>NEXT</td><td>N</td><td></td><td>+ -</td></tr><tr><td colspan="2">Bill Header From Date</td><td>10/01/2026</td><td>To Date</td><td>10/31/2026</td><td></td></tr></table> Return to Bill Entry Save Return to Search Notify	Generate Date	Invoice Date	Invoice	Inv Generated?	Date		08/27/2026	09/01/2026	NEXT	N		+ -	Bill Header From Date		09/01/2026	To Date	09/30/2026		Generate Date	Invoice Date	Invoice	Inv Generated?	Date		09/26/2026	10/01/2026	NEXT	N		+ -	Bill Header From Date		10/01/2026	To Date	10/31/2026	
Generate Date	Invoice Date	Invoice	Inv Generated?	Date																																	
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09/26/2026	10/01/2026	NEXT	N		+ -																																
Bill Header From Date		10/01/2026	To Date	10/31/2026																																	

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View All



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Step	Action
	The page refreshes and all of the Schedule Lines display. Recurring Schedule Generate Date 08/27/2026 Invoice Date 09/01/2026 Invoice NEXT Inv Generated? N Date Bill Header From Date 09/01/2026 To Date 09/30/2026 + - Generate Date 09/26/2026 Invoice Date 10/01/2026 Invoice NEXT Inv Generated? N Date Bill Header From Date 10/01/2026 To Date 10/31/2026 + - Generate Date 10/27/2026 Invoice Date 11/01/2026 Invoice NEXT Inv Generated? N Date Bill Header From Date 11/01/2026 To Date 11/30/2026 + - Generate Date 11/26/2026 Invoice Date 12/01/2026 Invoice NEXT Inv Generated? N Date Bill Header From Date 12/01/2026 To Date 12/31/2026 + - Generate Date 12/27/2026 Invoice Date 01/01/2027 Invoice NEXT Inv Generated? N Date Bill Header From Date 01/01/2027 To Date 01/31/2027 + - Generate Date 01/27/2027 Invoice Date 02/01/2027 Invoice NEXT Inv Generated? N Date Bill Header From Date 02/01/2027 To Date 02/28/2027 + -
22.	Click the Save button to generate the Recurring Schedule. Save Return to Search Notify
23.	Click the Return to Bill Entry link at the bottom of the page. Return to Bill Entry



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Step	Action
	The Header – Info 1 tab redisplay. Header - Info 1 Line - Info 1 Unit 50100 Invoice MGSE004892 Pretax Amt 0.00 USD Status NEW Invoice Date Cycle ID MTH-RECUR *Type STA Source MG&SE *Frequency Recurring *Customer 0000167446 SubCust1 SubCust2 VERIZON SERVICES CORP *Invoice Form STANDARD From Date To Date Accounting Date Pay Terms NET30 Pay Method Check Remit To REMIT Bank Account VDOT Sales BUSINESS Bill Inquiry Phone 703-259-2979 Credit Analyst CREDIT Collector COL09 Billing Specialist BIL9 Billing Authority Go to: Notes Header Info 2 Address Copy Address Attachments Summary Bill Search Line Search Navigation Header - Info 1 Page Series Prev Next Save Return to Search Notify Refresh Add Update/Display Header - Info 1 Line - Info 1



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

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

Unit 50100 Bill To 0000167446 Pretax Amt 0.00 USD
Invoice MGSE004892 VERIZON SERVICES CORP Max Rows 100

Bill Line

Seq 1 Line Net Extended 0.00
Table Identifier Description

Quantity From Date
Unit of Measure To Date
Unit Price 0.0000 Line Type REV Accumulate
Gross Extended 0.00 Tax Code Tax Exempt
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: Notes Line Info 2 Tax Accounting Discount/Surcharge Express Entry
Summary Bill Search Line Search Navigation Line - Info 1 Page Series Prev Next

Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

25. Click the **Table Look Up** icon.



The **Look Up Table** page displays.

Look Up Table X

Help

Select one of the following values:

D	Discount Table
ID	PS/Billing Charge Id
S	Surcharge Table

Cancel



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Step	Action
	The Table field determines the options available in the Identifier field. The “Discount Table” and “Surcharge Table” options are not used in Cardinal.
26.	Click the ID PS/Billing Charge Id link. 

The **Line – Info 1** tab redisplay with the selected Table.

Bill Entry

Header - Info 1 Line - Info 1

Unit 50100 Bill To 0000167446 Pretax Amt 0.00 USD
Invoice MGSE004908 VERIZON SERVICES CORP Max Rows 100

Bill Line 1 of 1 View All

Seq 1 Line Net Extended 0.00
Table ID Identifier Description

Quantity From Date 
Unit of Measure  To Date 
Unit Price 0.0000 Line Type REV  ☒ Accumulate
Gross Extended 0.00 Tax Code  ☐ Tax Exempt
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 Prev Next

27.	Click the Identifier Look Up icon. 
-----	--

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

The **Look Up Identifier** page displays.

X Help

SetID

50100

Billing Currency

USD

Identifier

begins with

Description

begins with

Search

Clear

Cancel

Basic Lookup

Search Results

View 100 1-146 of 146

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	AUDITAUDIT2
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



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

28.

Enter the applicable value in the **Identifier** field to narrow down the search results as needed.

Identifier

begins with



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Step	Action
29.	Click the Basic Lookup button. 

The **Look Up Identifier** page refreshes with the search results in the **Search Results** section.

Look Up Identifier ×

SetID50100

Billing CurrencyUSD

Identifier begins with

Description begins with

SearchClearCancelBasic Lookup

Search Results

View 100

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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



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Step	Action
30.	To narrow the results list, enter the first few letters of the identifier in the Identifier field. Look Up Identifier SetID50100 Billing CurrencyUSD Identifierbegins with▼PRO Descriptionbegins with▼ Search Clear Cancel Basic Lookup Search Results
31.	Click the Search button. Search Clear Cancel Basic Lookup



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AR323 Entering a Recurring Bill (VDOT Only)

Step	Action																																																																																																																								
	The Look Up Identifier redisplay. Look Up Identifier SetID 50100 Billing Currency USD Identifier begins with PRO Description begins with Search Clear Cancel Basic Lookup Search Results View 100 < < 1-19 of 19 > > <table><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><tr><td>PROPDMGAR-TOLL</td><td>01/01/1901</td><td>Property Damage A/R - Toll</td><td>EA</td><td>0</td><td>CALCUCAL34</td></tr><tr><td>PROPDMGST-BRISTOL</td><td>01/01/1901</td><td>Property Damage StAgy-Bristol</td><td>EA</td><td>0</td><td>CALCUCAL10</td></tr><tr><td>PROPDMGST-CULPEPER</td><td>01/01/1901</td><td>Property Damage StAgy-Culpeper</td><td>EA</td><td>0</td><td>CALCUCAL16</td></tr><tr><td>PROPDMGST-FREDERIC</td><td>01/01/1901</td><td>Property Damage StAgy-Frederic</td><td>EA</td><td>0</td><td>CALCUCAL15</td></tr><tr><td>PROPDMGST-HAMPTRDS</td><td>01/01/1901</td><td>Property Damage StAgy-HamptRds</td><td>EA</td><td>0</td><td>CALCUCAL14</td></tr><tr><td>PROPDMGST-LYNCHBRG</td><td>01/01/1901</td><td>Property Damage StAgy-Lynchbrg</td><td>EA</td><td>0</td><td>CALCUCAL12</td></tr><tr><td>PROPDMGST-NOVA</td><td>01/01/1901</td><td>Property Damage StAgy-NOVA</td><td>EA</td><td>0</td><td>CALCUCAL18</td></tr><tr><td>PROPDMGST-RICHMOND</td><td>01/01/1901</td><td>Property Damage StAgy-Richmond</td><td>EA</td><td>0</td><td>CALCUCAL13</td></tr><tr><td>PROPDMGST-SALEM</td><td>01/01/1901</td><td>Property Damage StAgy-Salem</td><td>EA</td><td>0</td><td>CALCUCAL11</td></tr><tr><td>PROPDMGST-STANTON</td><td>01/01/1901</td><td>Property Damage StAgy-Staunton</td><td>EA</td><td>0</td><td>CALCUCAL17</td></tr></tbody></table>	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	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-STANTON	01/01/1901	Property Damage StAgy-Staunton	EA	0	CALCUCAL17
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PROPDMGAR-CULPEPER	01/01/1901	Property Damage A/R - Culpeper	EA	0	CALCUCAL07																																																																																																																				
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Step

Action

32.

Select the applicable Identifier from the list by clicking on its name in the **Identifier** field.

Search Results

View 100

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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

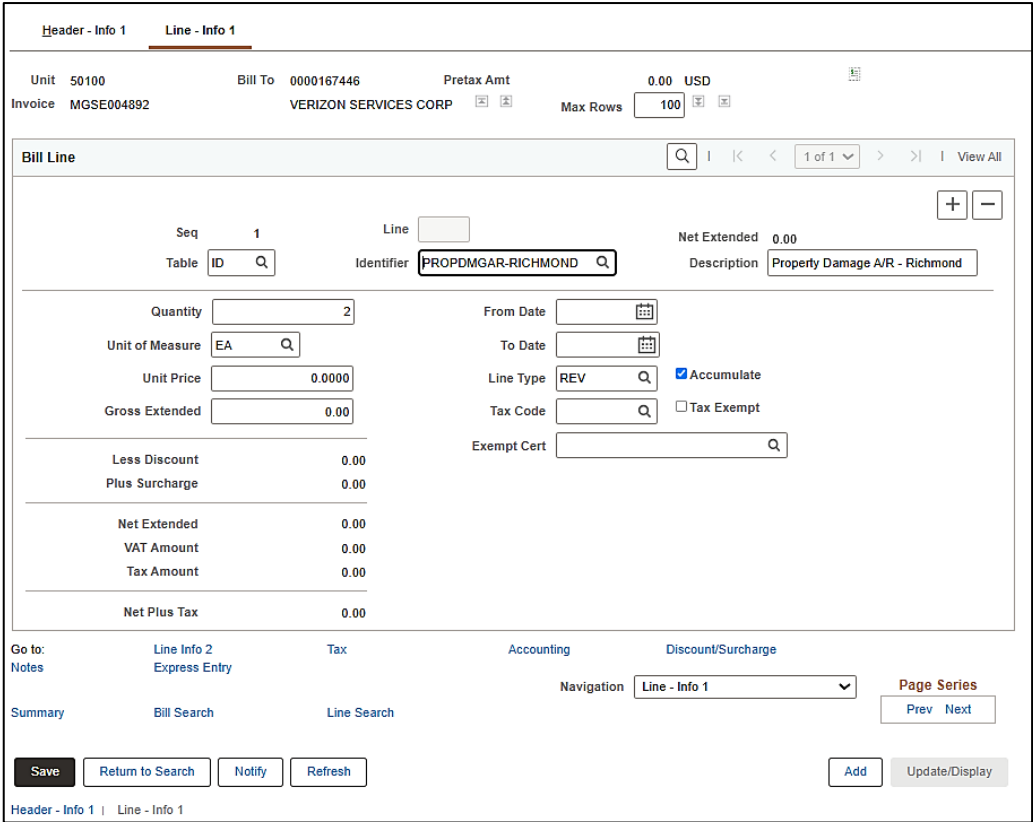
AR323 Entering a Recurring Bill (VDOT Only)

Step	Action
	The Line – Info 1 page displays. Header - Info 1 Line - Info 1 Unit 50100Bill To 0000167446Pretax Amt 0.00 USDInvoice MGSE004892VERIZON SERVICES CORPMax Rows 100 Bill Line Seq 1Line Identifier PROPDMGAR-RICHMONDNet Extended 0.00Description Property Damage A/R - Richmond QuantityUnit of Measure EAUnit Price 0.0000Gross Extended 0.00From DateTo DateLine Type REVAccumulateTax CodeExempt Cert Less Discount 0.00Plus Surcharge 0.00Net Extended 0.00VAT Amount 0.00Tax Amount 0.00Net Plus Tax 0.00 Go to: NotesLine Info 2Express EntryTaxAccountingDiscount/SurchargeNavigation Line - Info 1Page SeriesPrevNext SummaryBill SearchLine SearchSaveReturn to SearchNotifyRefreshAddUpdate/Display Header - Info 1 Line - Info 1
33.	Enter the applicable quantity in the Quantity field. Quantity2



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Step	Action
	The Line – Info 1 page displays. 
34.	Enter the total amount of all Recurring Bills in the Gross Extended field. 
35.	Click the Refresh button. 



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Step	Action
	The Line - Info 1 tab refreshes. Header - Info 1 Line - Info 1 Unit 50100 Bill To 0000167446 Pretax Amt 76,000.00 USD Invoice MGSE004892 VERIZON SERVICES CORP Max Rows 100 Bill Line Seq 1 Line Net Extended 76,000.00 Table ID Identifier PROPDMGAR-RICHMOND Description Property Damage A/R - Richmond Quantity 2.0000 Unit of Measure EA Unit Price 38,000.0000 Gross Extended 76,000.00 Less Discount 0.00 Plus Surcharge 0.00 Net Extended 76,000.00 VAT Amount 0.00 Tax Amount 0.00 Net Plus Tax 76,000.00 From Date To Date Line Type REV Tax Code Exempt Cert Accumulate Tax Exempt Go to: Notes Line Info 2 Tax Accounting Discount/Surcharge Express Entry Navigation Line - Info 1 Page Series Summary Bill Search Line Search Prev Next 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

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Step	Action
	The Header – Info 1 tab redisplay.
37.	Click the Status Look up icon and select “RDY”.
38.	Click the Save button.
	Cardinal creates the Bill when the system date is equal to or greater than the Recurring Bill Generate Date.