Entering a Standard Bill Overview

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.

Table of Contents

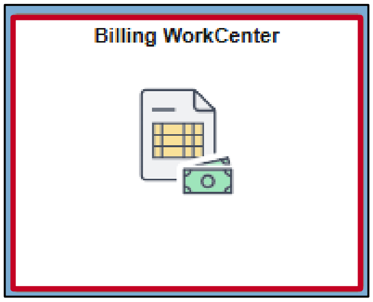
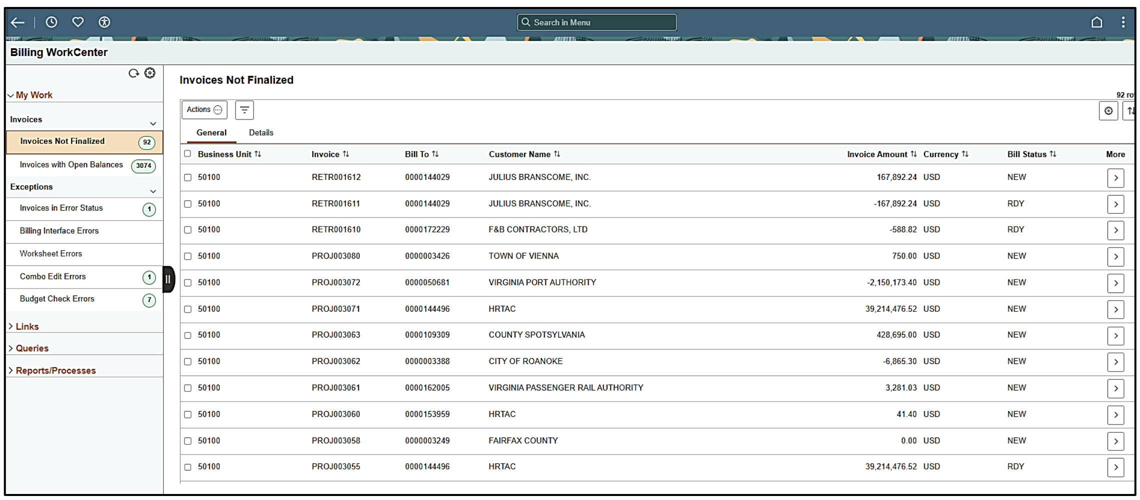
Revision History 2

Entering a Standard Bill 3

Revision History

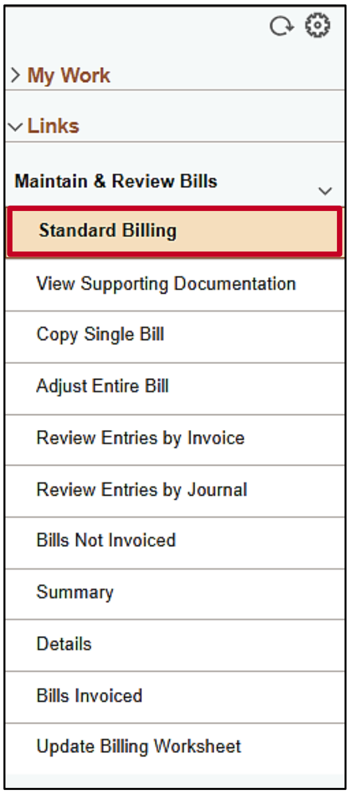
Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
10/16/2024	Baseline.

Entering a Standard Bill

Step	Action
1.	From the **Cardinal Financials Homepage**, click the **Billing WorkCenter** tile. 
The **Billing WorkCenter** displays.  	
ℹ	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**.

2. Use the following navigation path in the WorkCenter: **Links > Maintain and Review Bills > Standard Billing**

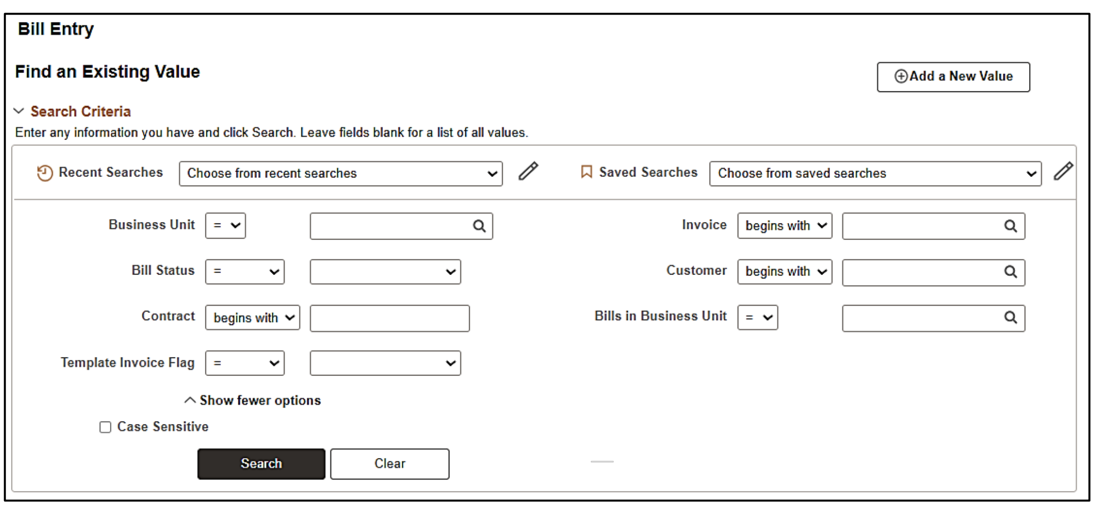
Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles.

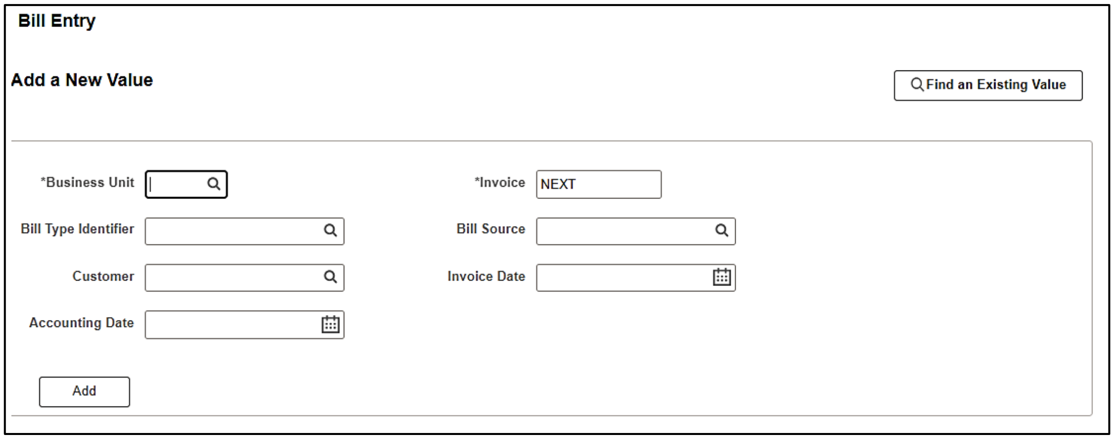


Users can also access the **Standard Billing** page using the following navigation path:

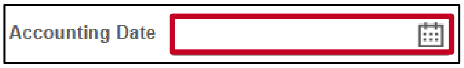
NavBar > Menu > Billing > Maintain Bills > Standard Billing

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



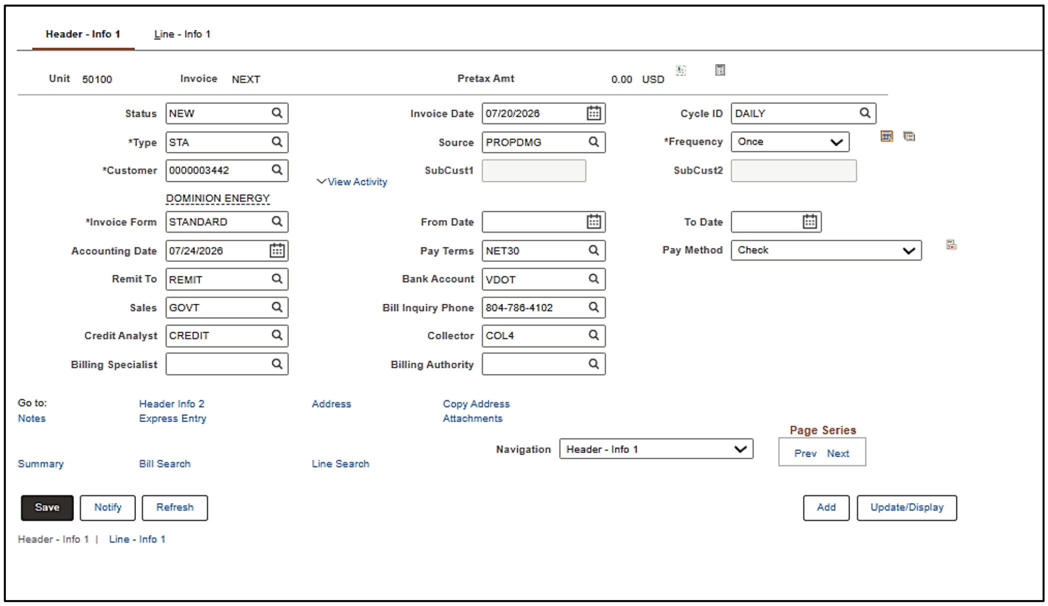
3.	Click the **Add a New Value** button. 
	The **Bill Entry Add a New Value** page displays. 
	If the **Business Unit** does not default, enter or select the applicable Business Unit. The **Invoice** field defaults to “NEXT”. Do not change it.
4.	Select the appropriate Bill Type using the **Bill Type Identifier Look up** icon. 
5.	Select the appropriate Bill Source using the **Bill Source Look up** icon. 
6.	Enter or select the applicable Customer using the **Customer Look up** 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 **AR323 Creating and Maintaining Customers**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.
7.	Select the Invoice Date using the **Invoice Date Calendar** icon. 

8. Select the Accounting Date using the **Accounting Date Calendar** icon.



9. Click the **Add** button.

The **Header – Info 1** tab displays.

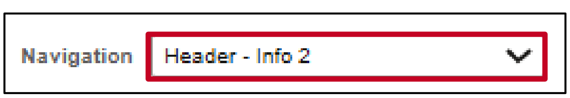


The Header information applies to the Bill. The following fields default from the **Add a New Value** page: **Status, Type**, **Customer**, and **Source** fields.

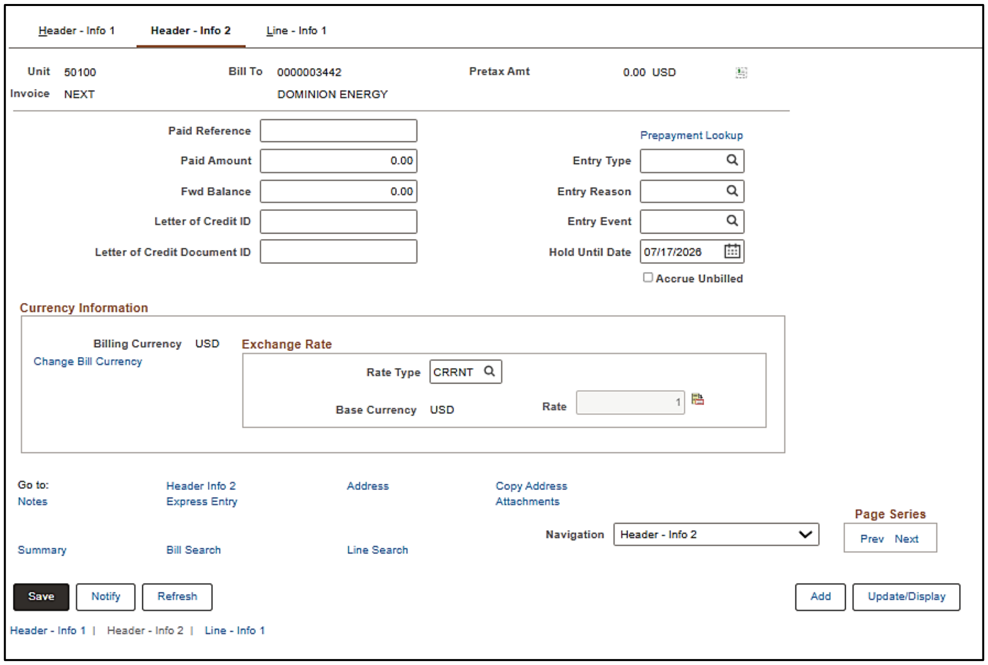
The **Cycle ID** field identifies the billing cycle for the Bill and defaults to “DAILY”. The other options include “FEDERAL”, “MONTHLY”, “MTH-INSTAL”, “MTH-RECUR”, and “QUARTERLY”.

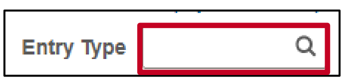
The **Frequency** field is used to determine the frequency of the billing cycle and defaults to “Once”. The other options include “Installment” and “Recurring.” For more information pertaining to creating Recurring and Installment Bills, refer to the Job Aids titled **AR323 Entering a Recurring Bill** and **AR323 Entering an Installment Bill**. These Job Aids are located on the Cardinal website in **Job Aids** under **Learning**.

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

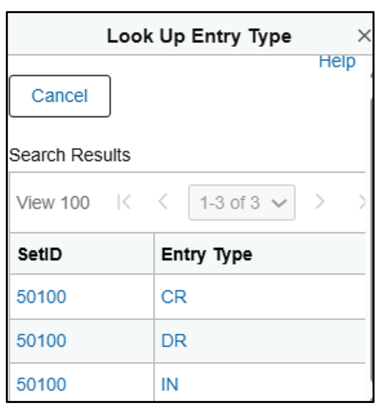


The **Header – Info 2** tab displays.



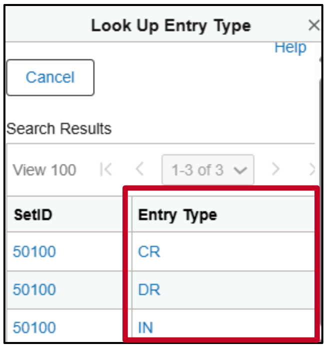
11.	Click the **Entry Type Look up** icon. 

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

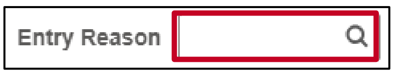


	Every receivable transaction that is entered or generated by the system must have an Entry Type associated with it. The Entry Type categorizes the pending items that create or update posted items within the system. Examples of Entry Types include Credit Memos (“CR”), Debit Memos (“DR”), and Invoices (“IN”).

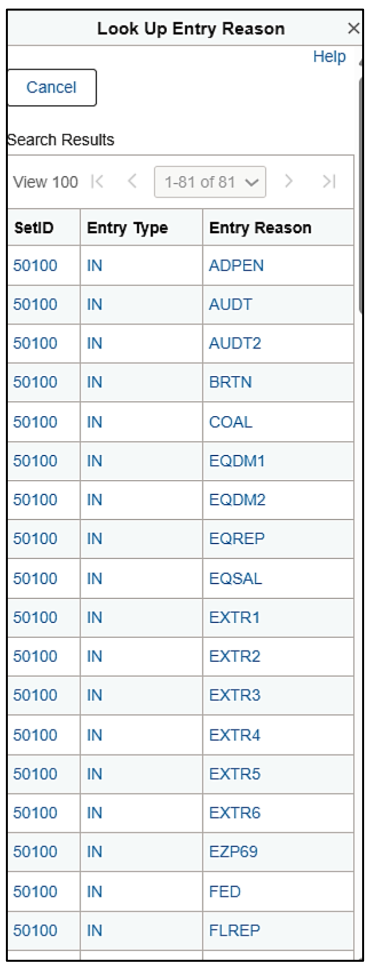
12. Click the applicable **Entry Type** link.



13. Click the **Entry Reason Look up** icon.

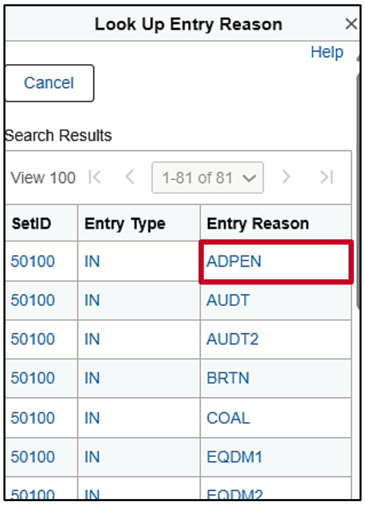


The **Look Up Entry Reason** page displays.

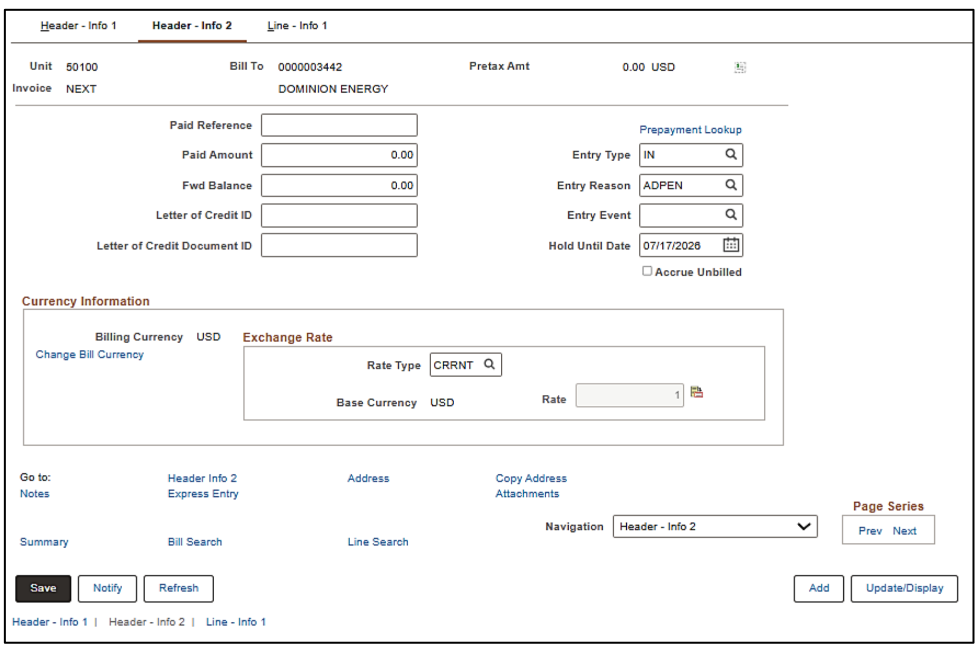


The Entry Reason categorizes different uses for a single-Entry Type. The Entry Reason associated with an item defines which accounting entries are generated and can be used for reporting purposes. Entry Reasons are also used to define the accounting distributions of accounts (ChartField values) for each Entry Type.

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

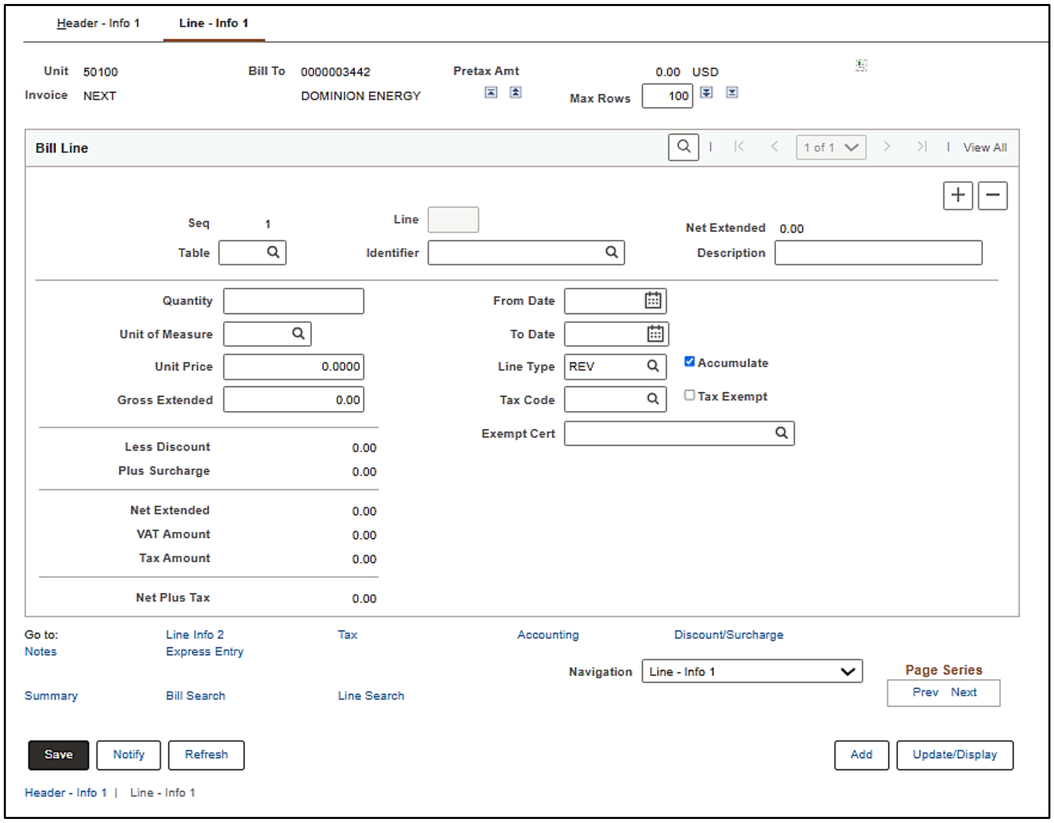


The **Header – Info 2** tab redisplays.



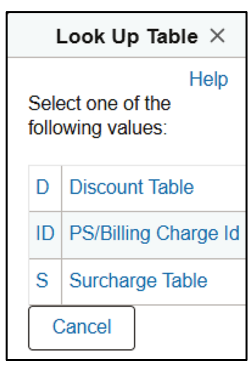
15. Click the **Line – Info 1** tab.

The **Line – Info 1** tab displays.



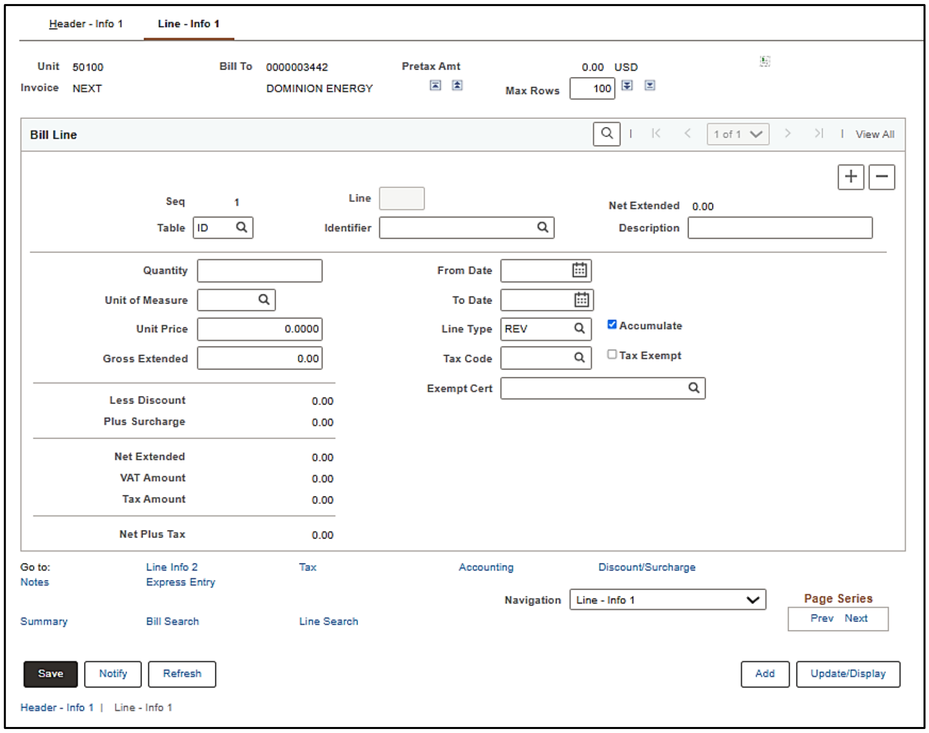
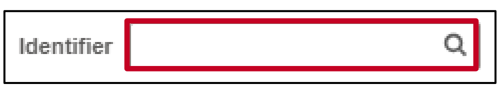
16. Click the **Table Look up** icon.

The **Look Up Table** page displays.

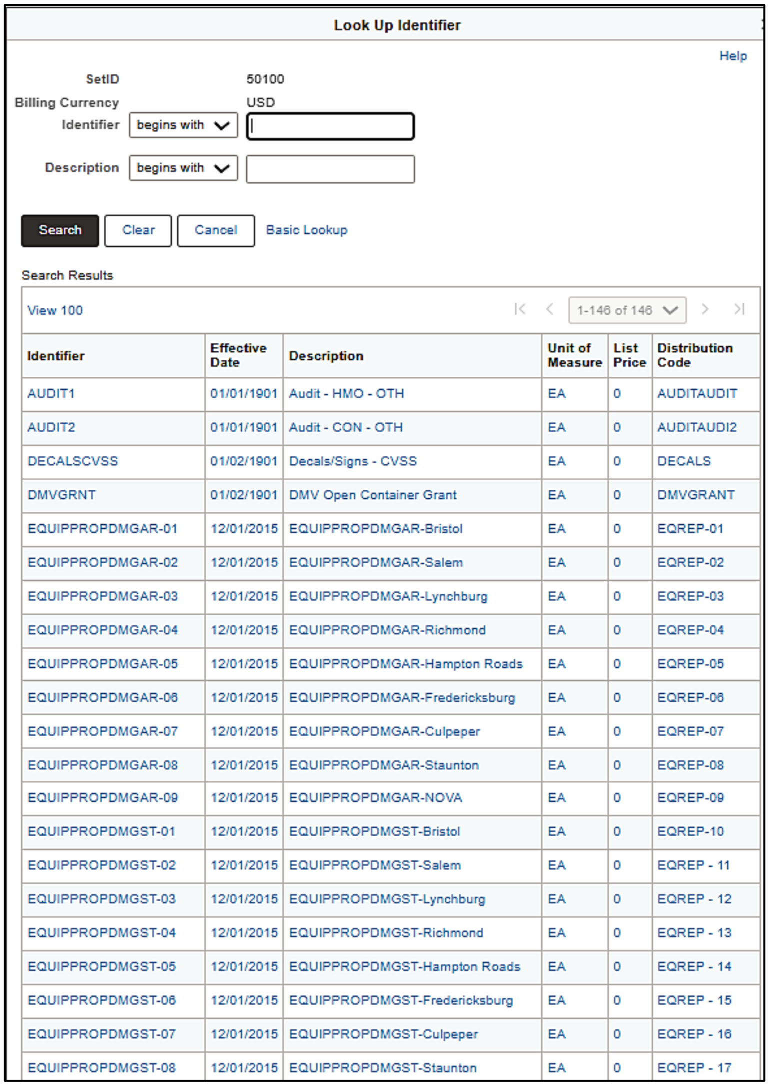


The **Table** field determines the options available in the **Identifier** field.

The “Discount Table” and “Surcharge Table” options are not used in Cardinal.

17.	Click the **ID PS/Billing Charge Id** link. 
The **Line – Info 1** page redisplays. 	
18.	Click the **Identifier Look up** icon. 

The **Look Up Identifier** page displays.


Look Up Identifier

Help

SetID 50100
Billing Currency USD
Identifier begins with
Description begins with

Search Clear Cancel Basic Lookup

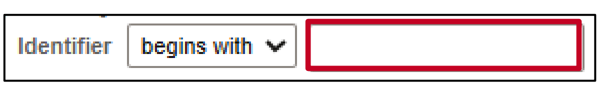
Search Results

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	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

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

19. Use the **Identifier** field to narrow down the search results as needed.



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

Search Clear Cancel Basic Lookup

Search Results

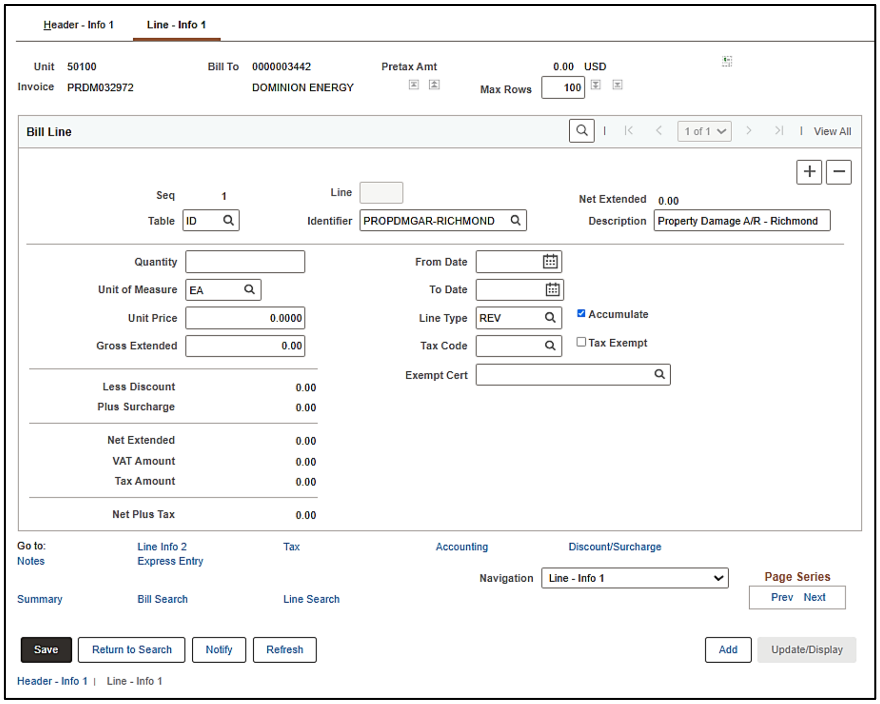
View 100 1-19 of 19

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

20. Click the applicable **Identifier** link.

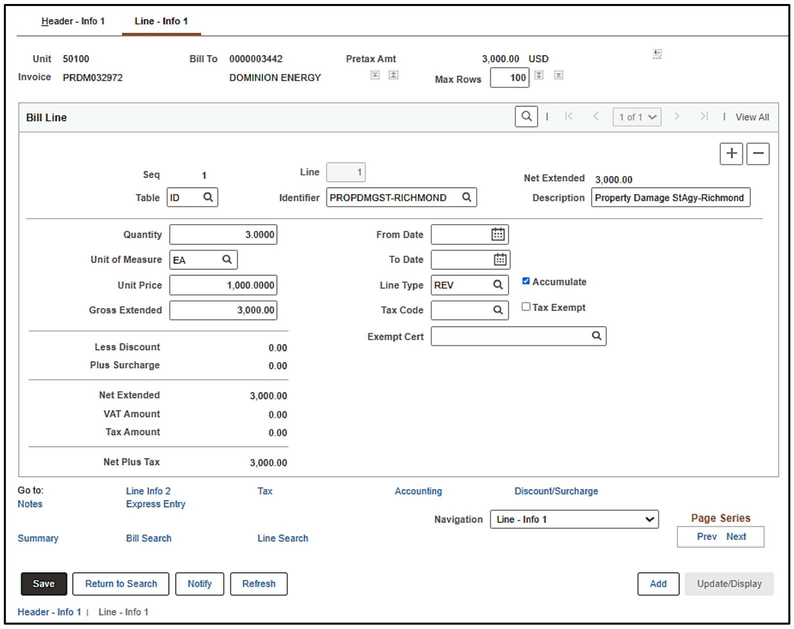
PROPDMGAR-TOLL	01/01/1901	Property Damage A/R - Toll	EA	0	CALCUCAL34
PROPDMGST-BRISTOL	01/01/1901	Property Damage StAgy-Bristol	EA	0	CALCUCAL10
PROPDMGST-CULPEPER	01/01/1901	Property Damage StAgy-Culpeper	EA	0	CALCUCAL16
PROPDMGST-FREDERIC	01/01/1901	Property Damage StAgy-Frederic	EA	0	CALCUCAL15
PROPDMGST-HAMPTRDS	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

The **Line – Info 1** tab redisplays.



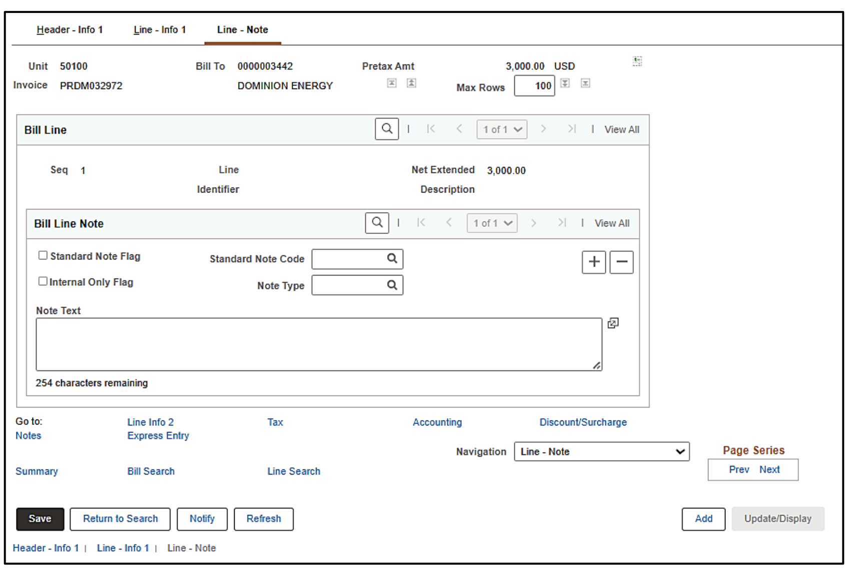
	Once the Identifier is selected, the **Description** and **Unit of Measure** fields populate. Do not change them.
21.	Enter the applicable quantity in the **Quantity** field. 
22.	Enter the applicable unit price in the **Unit Price** field. 
23.	Click the **Refresh** button to calculate the Bill total. 

The **Line – Info 1** tab refreshes.

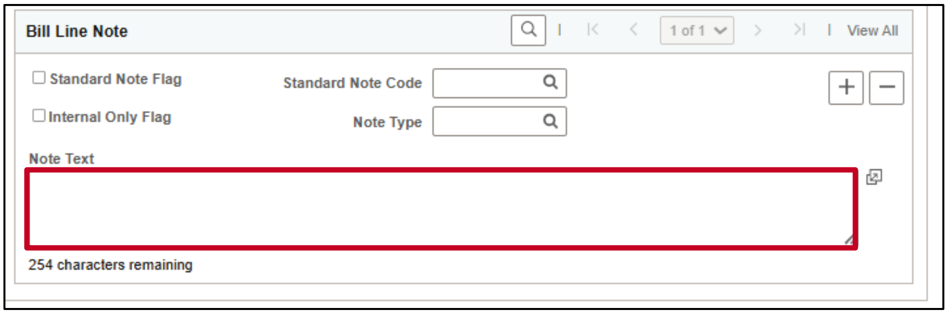


ℹ	The **Net Plus Tax** field populates when the tab refreshes. This is the amount that is shown on the Bill.
24.	Click the **Notes** link to add notes to the Invoice Line.

The **Line – Note** tab displays.



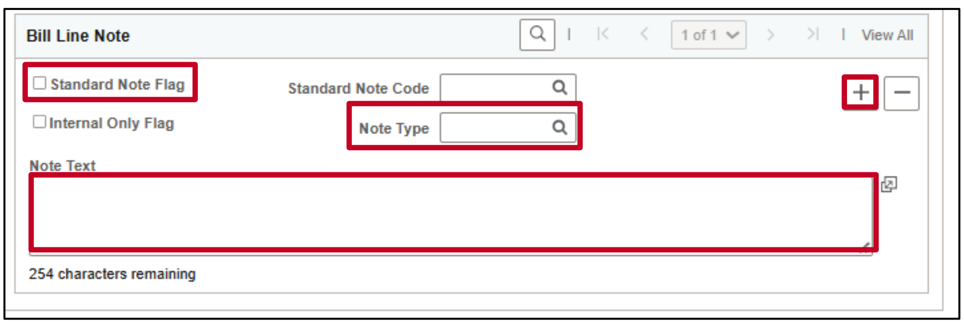
25. Enter any applicable notes in the **Note Text** field.



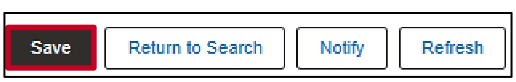
Standard Notes can be selected using the **Standard Note Code Look Up** icon or custom Notes can be entered free form directly in the **Note Text** box. If a Standard Note Code is selected, the **Standard Note Flag** will display as "checked", and the **Note Type** field will auto-populate. When entering notes free form in the **Note Text** field, the **Note Type** will auto-populate with no Flag. Multiple notes can be added by clicking the **Add a New Row** icon (**+**).

Notes added here will appear on the Invoice under each Line.

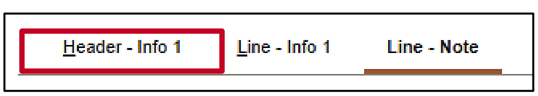
Notes can also be added to the Header which will be demonstrated later in this Job Aid.



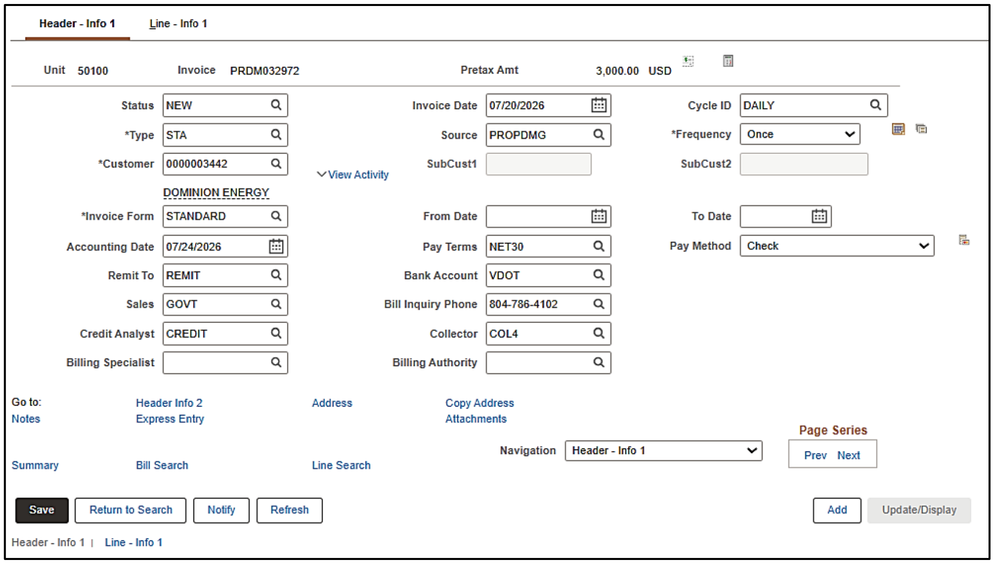
26. Click the **Save** button.



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

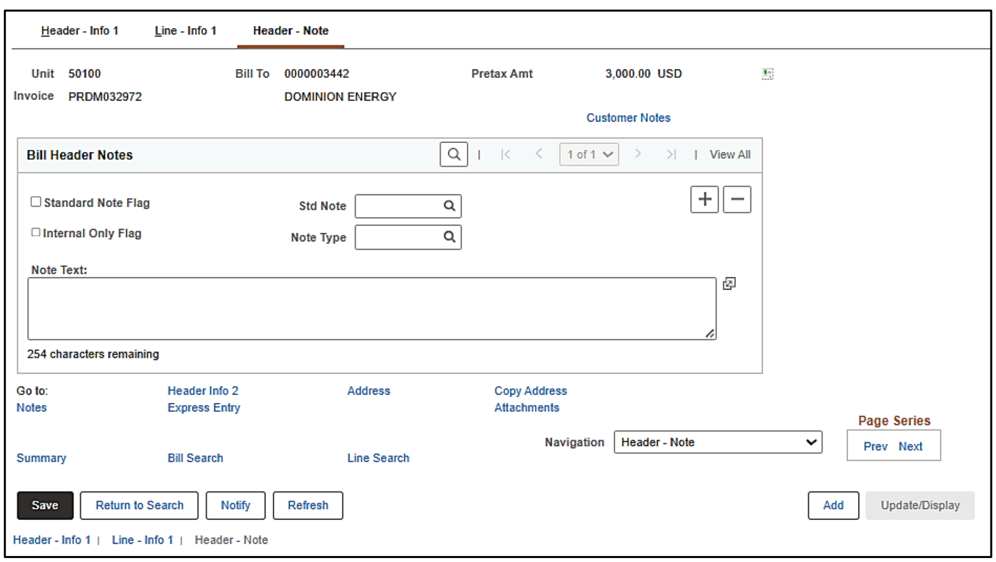


The **Header – Info 1** tab displays.



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

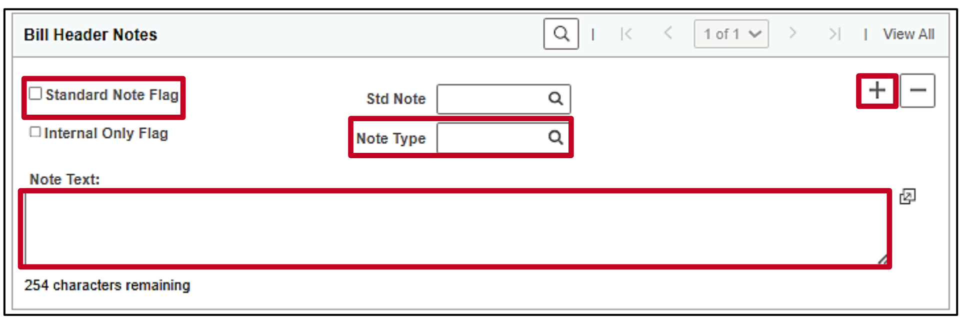
The **Header – Note** tab displays.



29. Enter any applicable notes in the **Note Text** field.

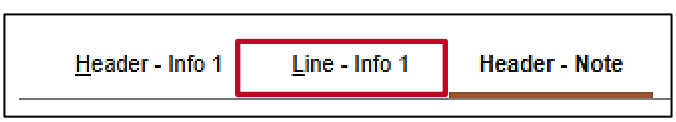
Standard Notes can be selected using the **Standard Note Code Look Up** icon or custom Notes can be entered free form directly in the **Note Text** box. If a Standard Note Code is selected, the **Standard Note Flag** will display as "checked", and the **Note Type** field will auto-populate. When entering notes free form in the **Note Text** field, the **Note Type** will auto-populate with no Flag. Multiple notes can be added by clicking the **Add a New Row** icon (**+**).

Notes added here will appear at the bottom of the Invoice beneath the last Line of the Invoice.

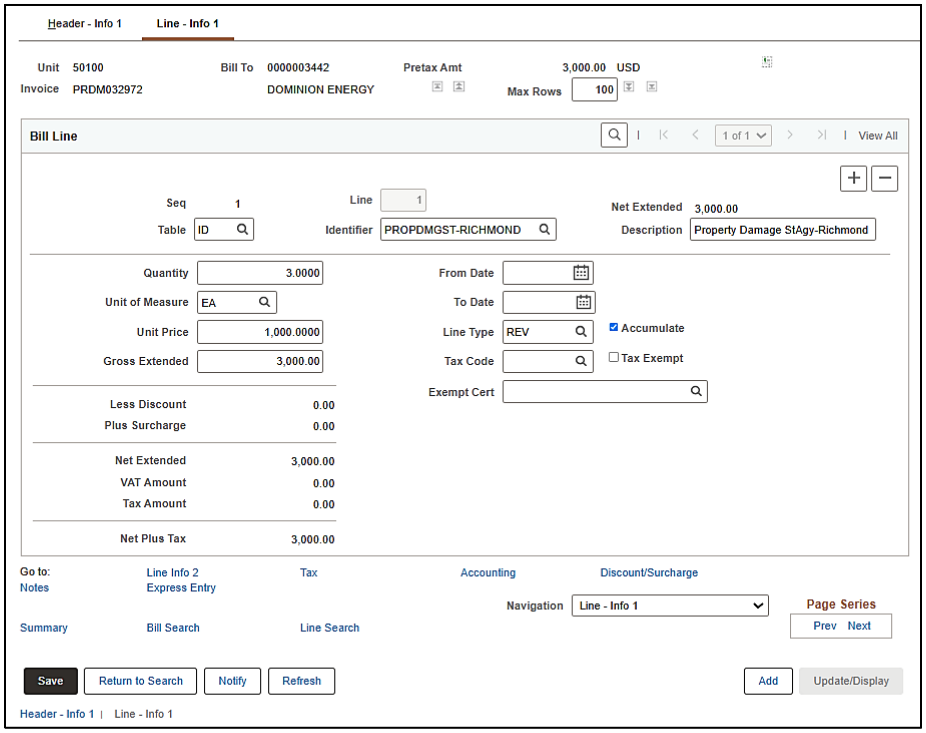


30. Click the **Save** button.

31. Click the **Line – Info 1** tab.

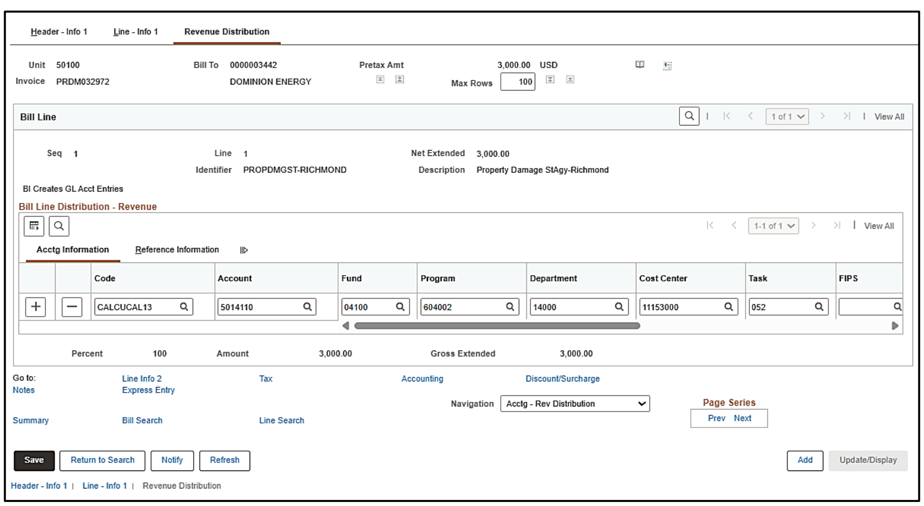


The **Line – Info 1** tab displays.



32.	Click the **Accounting** link.

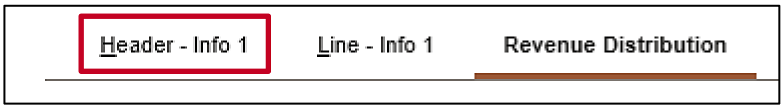
The **Revenue Distribution** tab displays.



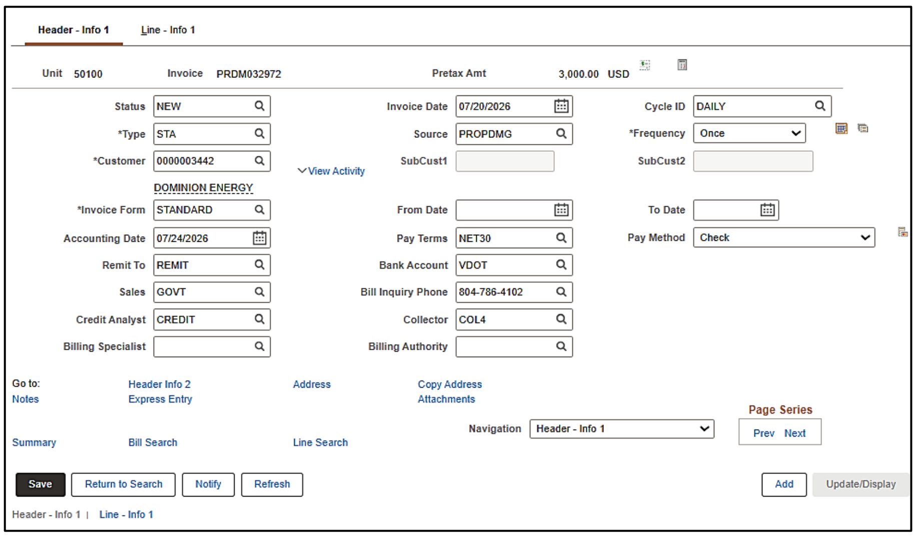
The horizontal scrollbar directly beneath the **Bill Line Distribution – Revenue** section can be used to review all the accounting distribution values in the **Acctg Information** tab.

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

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



The **Header – Info 1** tab displays.



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

The **Look Up Status** page displays.

35.	Click the **RDY Ready to Invoice** list item. 
36.	Click the **Save** button. 
	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.