



Accounts Receivable Job Aid

AR323 Entering a Standard Bill (VDOT Only)

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



Accounts Receivable Job Aid

AR323 Entering a Standard Bill (VDOT Only)

Revision History

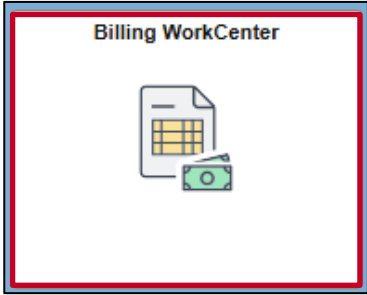
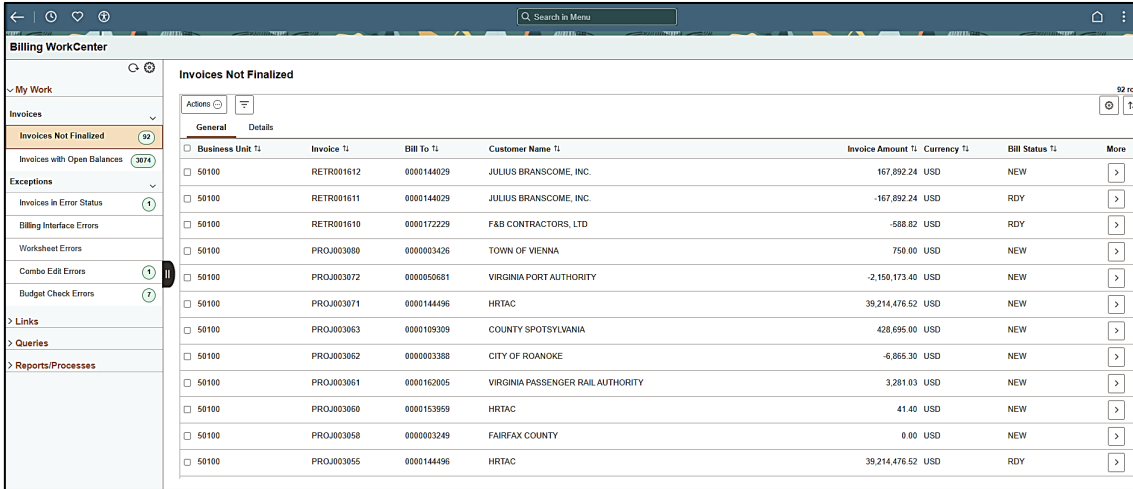
Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
10/16/2024	Baseline.



Accounts Receivable Job Aid

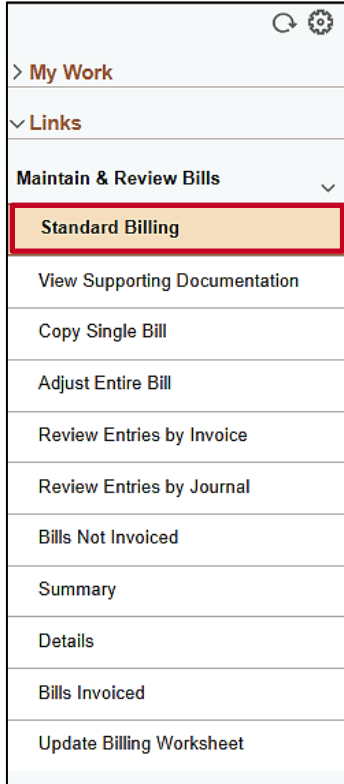
AR323 Entering a Standard Bill (VDOT Only)

Entering a Standard Bill

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



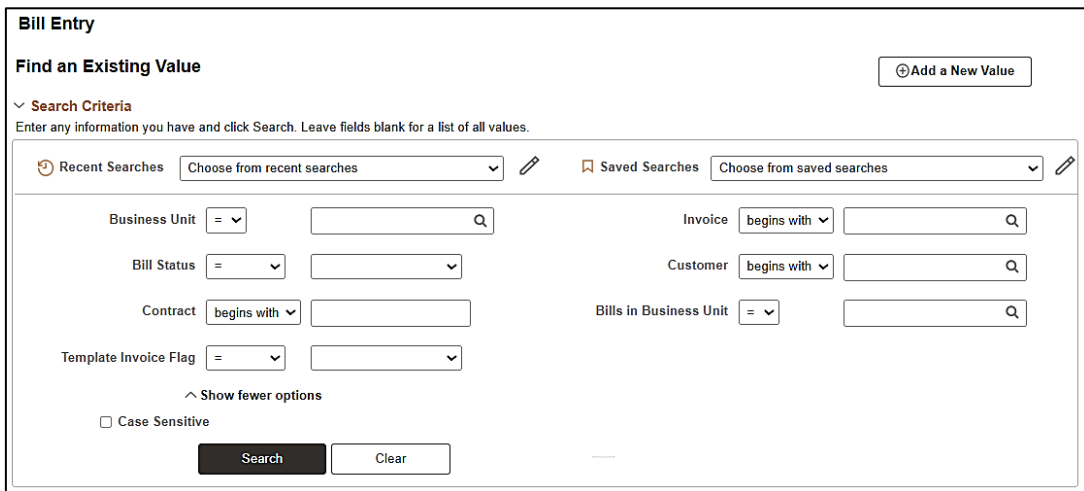
Navigation path shown in the screenshot:

- > My Work
- ▼ Links
 - Maintain & Review Bills
 - Standard Billing** (highlighted)
 - View Supporting Documentation
 - Copy Single Bill
 - Adjust Entire Bill
 - Review Entries by Invoice
 - Review Entries by Journal
 - Bills Not Invoiced
 - Summary
 - Details
 - Bills Invoiced
 - Update Billing Worksheet



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.



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



Accounts Receivable Job Aid

AR323 Entering a Standard Bill (VDOT Only)

3. Click the **Add a New Value** button.



The **Bill Entry Add a New Value** page displays.

Bill Entry

Add a New Value Find an Existing Value

*Business Unit

*Invoice

Bill Type Identifier

Customer

Accounting Date

Bill Source

Invoice Date



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.

Bill Type Identifier

5. Select the appropriate Bill Source using the **Bill Source Look up** icon.

Bill Source

6. Enter or select the applicable Customer using the **Customer Look up** icon.

Customer



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.

Invoice Date



Accounts Receivable Job Aid

AR323 Entering a Standard Bill (VDOT Only)

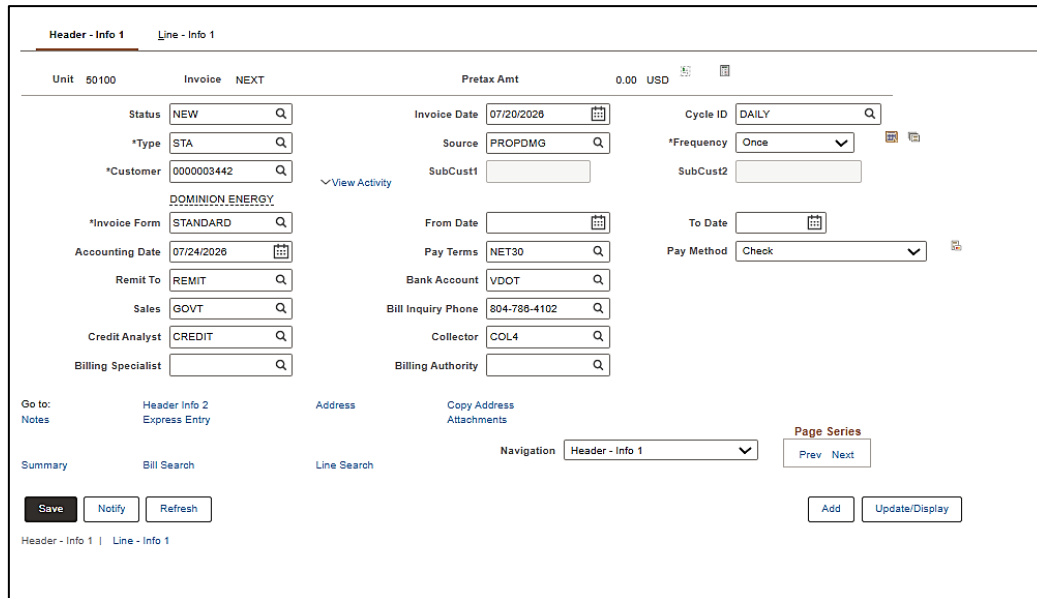
8. Select the Accounting Date using the **Accounting Date Calendar** icon.

Accounting Date 

9. Click the **Add** button.

Add

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”.

Navigation 



Accounts Receivable Job Aid

AR323 Entering a Standard Bill (VDOT Only)

The **Header – Info 2** tab displays.

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

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

SetID	Entry Type
50100	CR
50100	DR
50100	IN



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”).



Accounts Receivable Job Aid

AR323 Entering a Standard Bill (VDOT Only)

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

SetID	Entry Type
50100	CR
50100	DR
50100	IN

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

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

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



Accounts Receivable Job Aid

AR323 Entering a Standard Bill (VDOT Only)



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.

Look Up Entry Reason ×

[Help](#)

[Cancel](#)

Search Results

View 100 ◀ < 1-81 of 81 > ▶

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

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

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

Unit 50100 Bill To 0000003442 Pretax Amt 0.00 USD [Prepayment Lookup](#)

Invoice NEXT DOMINION ENERGY

Paid Reference

Paid Amount

Fwd Balance

Letter of Credit ID

Letter of Credit Document ID

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 Rate

Go to: Notes Header Info 2 Express Entry Address Copy Address Attachments

Summary Bill Search Line Search

Navigation [Prev](#) [Next](#)

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

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

15. Click the **Line – Info 1** tab.

Header - Info 1 **Header - Info 2** [Line - Info 1](#)



Accounts Receivable Job Aid

AR323 Entering a Standard Bill (VDOT Only)

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.



Accounts Receivable Job Aid

AR323 Entering a Standard Bill (VDOT Only)

17. Click the **ID PS/Billing Charge Id** link.

ID PS/Billing Charge Id

The **Line – Info 1** page redisplay.

Header - Info 1 Line - Info 1

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

Bill Line

Seq: 1 Line: Net Extended: 0.00
Table: ID Identifier: Description: + -

Quantity: From Date: To Date: Line Type: REV ☒ Accumulate
Unit of Measure: Tax Code: ☐ Tax Exempt
Gross Extended: 0.00 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 Navigation: Line - Info 1 Page Series: Prev Next

Summary Bill Search Line Search

Save Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

18. Click the **Identifier Look up** icon.

Identifier



Accounts Receivable Job Aid

AR323 Entering a Standard Bill (VDOT Only)

The **Look Up Identifier** page displays.

Look Up Identifier

Help

SetID50100

Billing CurrencyUSD

Identifierbegins with

Descriptionbegins with

SearchClearCancelBasic Lookup

Search Results

View 1001-146 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
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.

Identifier

begins with



Accounts Receivable Job Aid

AR323 Entering a Standard Bill (VDOT Only)

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

Look Up Identifier

Help

SetID50100

Billing CurrencyUSD

Identifierbegins withPRO

Descriptionbegins with

SearchClearCancelBasic 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-STANTON	01/01/1901	Property Damage A/R - Stanton	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-Stanton	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-STANTON	01/01/1901	Property Damage StAgy-Stanton	EA	0	CALCUCAL17



Accounts Receivable Job Aid

AR323 Entering a Standard Bill (VDOT Only)

The **Line – Info 1** tab redispays.



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.

Quantity	
----------	----------------------

22. Enter the applicable unit price in the **Unit Price** field.

Unit Price	0.0000
------------	-------------------------------------

23. Click the **Refresh** button to calculate the Bill total.

Save	Return to Search	Notify	Refresh
------	------------------	--------	---------



Accounts Receivable Job Aid

AR323 Entering a Standard Bill (VDOT Only)

The **Line – Info 1** tab refreshes.

Header - Info 1 | Line - Info 1

Unit 50100 Bill To 0000003442 Pretax Amt 3,000.00 USD
Invoice PRDM032972 DOMINION ENERGY Max Rows 100

Bill Line

Seq 1 Line 1 Net Extended 3,000.00
Table ID Identifier PROPDMGST-RICHMOND Description Property Damage StAgg-Richmond

Quantity 3.0000 From Date
Unit of Measure EA To Date
Unit Price 1,000.0000 Line Type REV Accumulate
Gross Extended 3,000.00 Tax Code 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

Go to: Notes Line Info 2 Express Entry Tax Accounting Discount/Surcharge
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



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.

Go to: Notes Line Info 2 Express Entry Tax
Summary Bill Search Line Search

The **Line – Note** tab displays.

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

Unit 50100 Bill To 0000003442 Pretax Amt 3,000.00 USD
Invoice PRDM032972 DOMINION ENERGY Max Rows 100

Bill Line

Seq 1 Line 1 Net Extended 3,000.00
Table ID Identifier PROPDMGST-RICHMOND Description Property Damage StAgg-Richmond

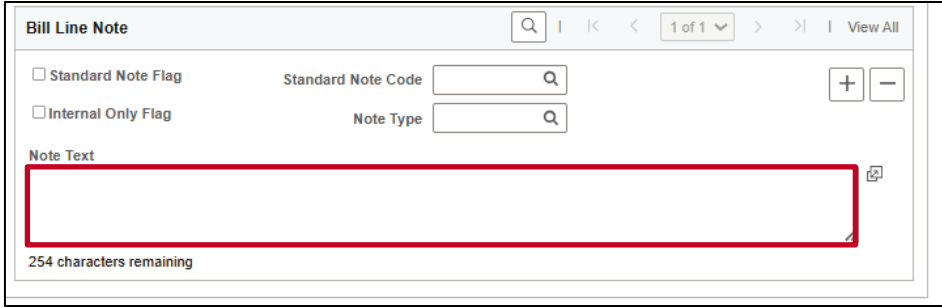
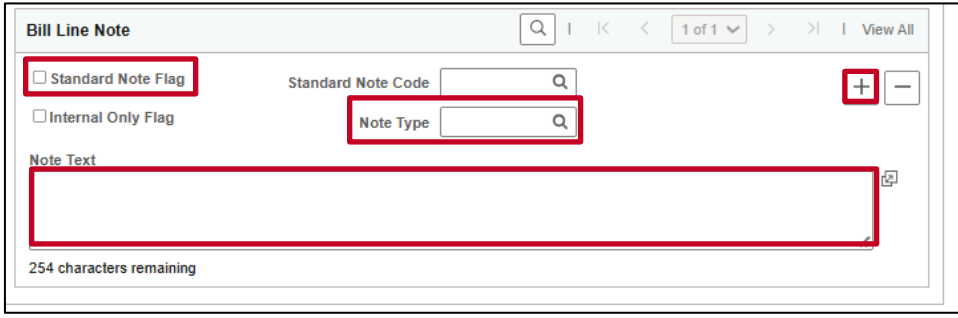
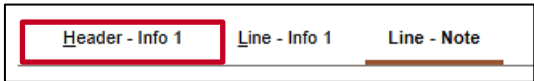
Bill Line Note

Standard Note Flag Standard Note Code
Internal Only Flag Note Type
Note Text
254 characters remaining

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

Save Return to Search Notify Refresh Add Update/Display

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

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. 



Accounts Receivable Job Aid

AR323 Entering a Standard Bill (VDOT Only)

The **Header – Info 1** tab displays.

Header - Info 1 Line - Info 1

Unit 50100 Invoice PRDM032972 Pretax Amt 3,000.00 USD

Status NEW Invoice Date 07/20/2026 Cycle ID DAILY

*Type STA Source PROPDGM *Frequency Once

*Customer 0000003442 SubCust1 SubCust2

DOMINION ENERGY View Activity

*Invoice Form STANDARD From Date To Date

Accounting Date 07/24/2026 Pay Terms NET30 Pay Method Check

Remit To REMIT Bank Account VDOT

Sales GOVT Bill Inquiry Phone 804-786-4102

Credit Analyst CREDIT Collector COL4

Billing Specialist Billing Authority

Go to: Notes Header Info 2 Express Entry 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

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

Go to: Notes Header Info 2 Express Entry Address Copy Address Attachments

The **Header – Note** tab displays.

Header - Info 1 Line - Info 1 Header - Note

Unit 50100 Bill To 0000003442 Pretax Amt 3,000.00 USD

Invoice PRDM032972 DOMINION ENERGY Customer Notes

Bill Header Notes 1 of 1 View All

☐ Standard Note Flag Std Note + -

☐ Internal Only Flag Note Type

Note Text:

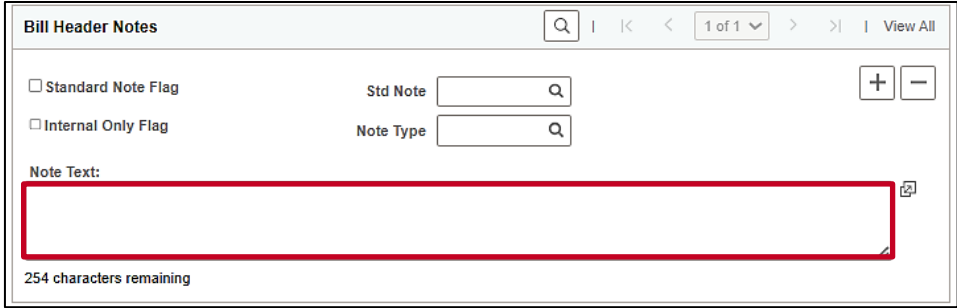
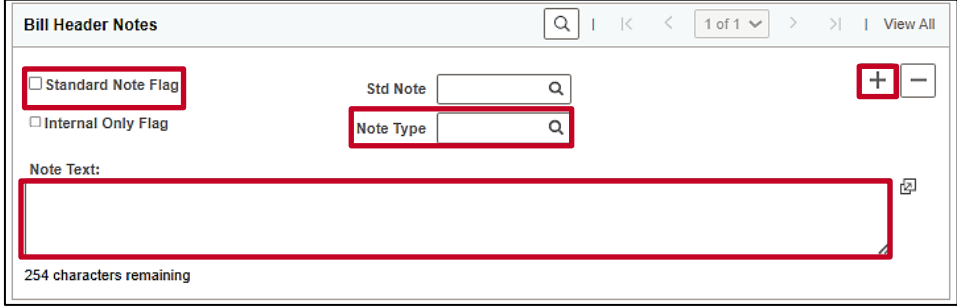
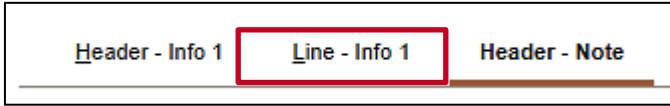
254 characters remaining

Go to: Notes Header Info 2 Express Entry Address Copy Address Attachments

Summary Bill Search Line Search Navigation Header - Note Page Series Prev Next

Save Return to Search Notify Refresh Add Update/Display

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

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. 



Accounts Receivable Job Aid

AR323 Entering a Standard Bill (VDOT Only)

The **Line – Info 1** tab displays.

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

Unit 50100 Bill To 0000003442 Pretax Amt 3,000.00 USD
Invoice PRDM032972 DOMINION ENERGY Max Rows 100

Bill Line 1 of 1 View All

Seq 1 Line 1 Net Extended 3,000.00
Table ID Identifier PROPDMGST-RICHMOND Description Property Damage StAgy-Richmond

Quantity 3.0000 From Date To Date Line Type REV ☒ Accumulate
Unit of Measure EA Unit Price 1,000.0000 Tax Code ☐ Tax Exempt
Gross Extended 3,000.00 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

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

Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

32. Click the **Accounting** link.

Go to: Line Info 2 Tax **Accounting**
Notes Express Entry

The **Revenue Distribution** tab displays.

Header - Info 1 Line - Info 1 **Revenue Distribution**

Unit 50100 Bill To 0000003442 Pretax Amt 3,000.00 USD
Invoice PRDM032972 DOMINION ENERGY Max Rows 100

Bill Line 1 of 1 View All

Seq 1 Line 1 Net Extended 3,000.00
Identifier PROPDMGST-RICHMOND Description Property Damage StAgy-Richmond

BI Creates GL Acct Entries
Bill Line Distribution - Revenue

Acctg Information Reference Information ID

	Code	Account	Fund	Program	Department	Cost Center	Task	FIPS
+	CALCULAT3	5014110	04100	804002	14000	11153000	052	

Percent 100 Amount 3,000.00 Gross Extended 3,000.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge
Notes Express Entry Navigation Acctg - Rev Distribution Page Series
Summary Bill Search Line Search Prev Next

Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1 | Revenue Distribution



Accounts Receivable Job Aid

AR323 Entering a Standard Bill (VDOT Only)



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.

Header - Info 1 Line - Info 1 Revenue Distribution

The **Header – Info 1** tab displays.

Header - Info 1 Line - Info 1

Unit 50100 Invoice PRDM032972 Pretax Amt 3,000.00 USD

Status NEW Invoice Date 07/20/2026 Cycle ID DAILY

*Type STA Source PROPDGM *Frequency Once

*Customer 0000003442 SubCust1 SubCust2

DOMINION ENERGY

*Invoice Form STANDARD From Date To Date

Accounting Date 07/24/2026 Pay Terms NET30 Pay Method Check

Remit To REMIT Bank Account VDOT

Sales GOVT Bill Inquiry Phone 804-786-4102

Credit Analyst CREDIT Collector COL4

Billing Specialist Billing Authority

Go to: Notes Header Info 2 Express Entry 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

34.

Click the **Status Look up** icon.

Status NEW

The **Look Up Status** page displays.

Look Up Status

Help

Select one of the following values:

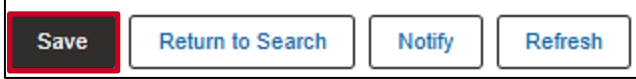
CAN	Canceled
FNL	Finalized Bill
HLD	Hold Bill
INV	Invoiced Bill
NEW	New Bill
PND	Pending Approval
RDY	Ready to Invoice
TMP	Temporary Bill
TMR	Temporary Ready Bill

Cancel



Accounts Receivable Job Aid

AR323 Entering a Standard Bill (VDOT Only)

35.	Click the RDY Ready to Invoice list item.  A screenshot of a button labeled "RDY Ready to Invoice". The button has a red border and the text "RDY" is in bold blue, followed by "Ready to Invoice" in a lighter blue.
36.	Click the Save button.  A screenshot showing four buttons: "Save" (black with white text), "Return to Search" (white with blue text), "Notify" (white with blue text), and "Refresh" (white with blue text). The "Save" button is highlighted with a red border.
	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.