



Entering a Consolidated Bill Overview

This Job Aid provides the necessary information on how to Consolidate a Bill. Consolidated Bills allow multiple Invoices to be grouped together for ease in processing.

Navigation Note: Please note that you may see a **Notify** button at the bottom of various pages utilized while completing the process within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

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Entering a Consolidated Bill

Step	Action
1.	<p>Navigate to the Consolidated Bill Entry page using the following path: Main Menu > Billing > Maintain Bills > Create Consolidated Header</p> <p>The Consolidated Bill Entry Search page displays.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Consolidated Bill Entry</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p style="text-align: center;"> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </p> <hr/> <p style="background-color: #e0e0e0; padding: 2px;">▼ Search Criteria</p> <p style="margin-left: 40px;"> *Business Unit <input type="text"/> <input type="button" value="🔍"/> </p> <p style="margin-left: 40px;"> Customer <input type="text" value="begins with"/> </p> <p style="margin-left: 40px;"> Invoice <input type="text" value="begins with"/> </p> <p style="margin-left: 40px;"> Invoice Consolidation Key <input type="text" value="begins with"/> </p> <p>Limit the number of results to (up to 300): <input type="text" value="300"/></p> <p style="text-align: center;"> <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/> </p> <p style="margin-top: 10px;"> Find an Existing Value Add a New Value </p> </div>
2.	<p>Click the Add a New Value tab.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;"> <input type="button" value="Find an Existing Value"/> <input style="border: 2px solid red;" type="button" value="Add a New Value"/> </p> </div>

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

Consolidated Bill Entry

*Business Unit

*Invoice

Bill Type Identifier

Bill Source


Customer

Invoice Date

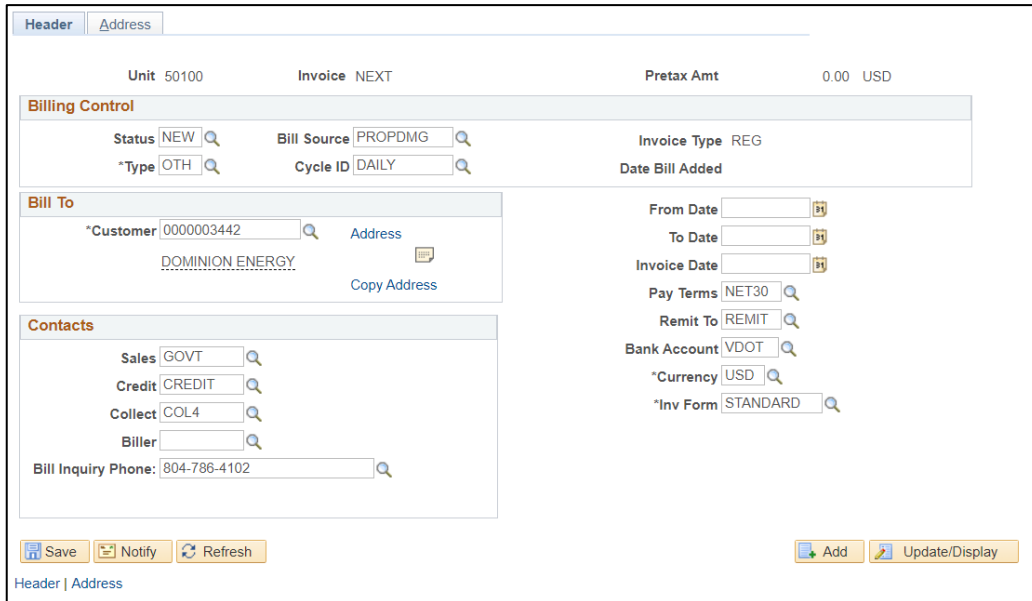
Accounting Date

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

i	<p>The Business Unit field defaults to the Agency Business Unit. If the Business Unit does not default, enter or select the applicable Business Unit.</p> <p>The Invoice field defaults to “NEXT”. Do not change it.</p>
3.	<p>Enter or select the appropriate Bill Type using the Bill Type Identifier Look Up icon.</p> <div style="border: 1px solid black; padding: 2px; margin: 5px 0;"> Bill Type Identifier <input style="border: none;" type="text"/> </div>
4.	<p>Enter or select the appropriate Bill Source using the Bill Source Look Up icon.</p> <div style="border: 1px solid black; padding: 2px; margin: 5px 0;"> Bill Source <input style="border: none;" type="text"/> </div>
5.	<p>Enter or select the applicable Customer using the Customer Look Up icon.</p> <div style="border: 1px solid black; padding: 2px; margin: 5px 0;"> Customer <input style="border: none;" type="text"/> </div>
6.	<p>Enter or select the applicable Invoice date using the Invoice Date Calendar icon.</p> <div style="border: 1px solid black; padding: 2px; margin: 5px 0;"> Invoice Date <input style="border: none;" type="text"/> </div>
7.	<p>Enter or select the applicable accounting date using the Accounting Date Calendar icon.</p> <div style="border: 1px solid black; padding: 2px; margin: 5px 0;"> Accounting Date <input style="border: none;" type="text"/> </div>

Step	Action
8.	Click the Add button. <div style="border: 2px solid red; padding: 5px; display: inline-block; margin: 10px 0;">  </div>

The first Bill displays.



Unit 50100 Invoice NEXT Pretax Amt 0.00 USD

Billing Control

Status NEW Bill Source PROPDMG Invoice Type REG
 *Type OTH Cycle ID DAILY Date Bill Added

Bill To

*Customer 0000003442 Address
 DOMINION ENERGY Copy Address

Contacts

Sales GOVT Credit CREDIT Collect COL4 Biller
 Bill Inquiry Phone: 804-786-4102

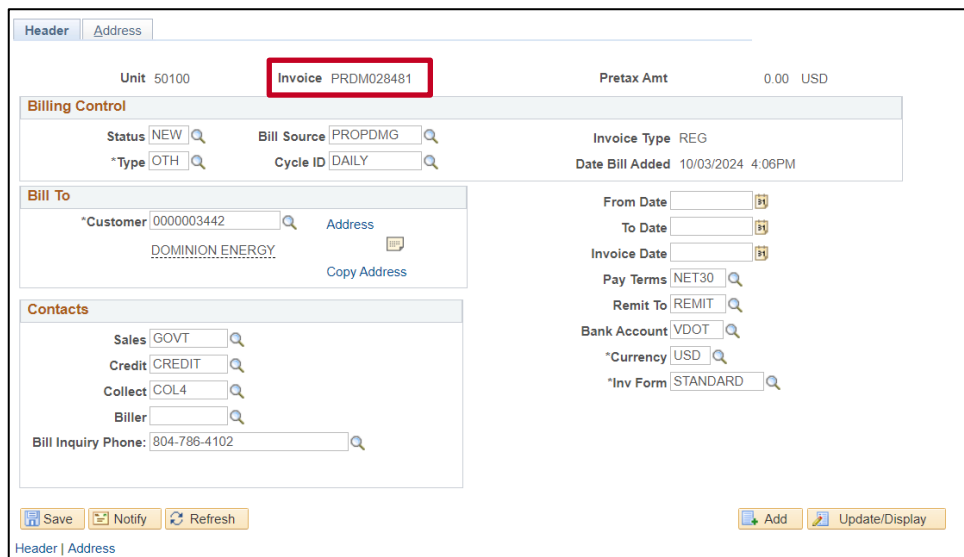
From Date To Date Invoice Date
 Pay Terms NET30 Remit To REMIT Bank Account VDOT *Currency USD *Inv Form STANDARD

Save Notify Refresh Add Update/Display

Header | Address

9.	Click the Save button. <div style="border: 2px solid red; padding: 5px; display: inline-block; margin: 10px 0;">  </div>
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The page refreshes and the Invoice Number populates.



Unit 50100 Invoice PRDM028481 Pretax Amt 0.00 USD

Billing Control

Status NEW Bill Source PROPDMG Invoice Type REG
 *Type OTH Cycle ID DAILY Date Bill Added 10/03/2024 4:06PM

Bill To

*Customer 0000003442 Address
 DOMINION ENERGY Copy Address

Contacts

Sales GOVT Credit CREDIT Collect COL4 Biller
 Bill Inquiry Phone: 804-786-4102

From Date To Date Invoice Date
 Pay Terms NET30 Remit To REMIT Bank Account VDOT *Currency USD *Inv Form STANDARD

Save Notify Refresh Add Update/Display

Header | Address

Creating Individual Bills for Consolidation

Step	Action
1.	Navigate to the Bill Entry page using the following path: Main Menu > Billing > Maintain Bills > Standard Billing

The **Bill Entry Search** page displays.

Bill Entry

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



▼ Search Criteria


Business Unit
 Invoice
 Bill Status
 Customer
 Contract
 Bills in Business Unit
 Template Invoice Flag

Case Sensitive

Limit the number of results to (up to 300):

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

	<p>New Bills must first be created on the Standard Billing page. For more information on Creating a Standard Bill, refer to the job aid titled AR323_Entering a Standard Bill located on the Cardinal website in Job Aids under Learning.</p> <p>Bills must be saved in a status of “RDY” to be attached to a Consolidated Invoice Header.</p>
	<p>Scenario: Two property damage Bills have been created and will be consolidated (the two Invoice Numbers being consolidated are “PRDM028482” and “PRDM028483”).</p>

Step	Action
2.	Navigate to the Attach and Detach Bills page: Main Menu > Billing > Maintain Bills > Attach and Detach Bills
<p>The Attach and Detach Bills Search page displays.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Attach and Detach</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p style="background-color: #e0e0e0; padding: 2px;">Find an Existing Value</p> <p style="background-color: #e0e0e0; padding: 2px;">▼ Search Criteria</p> <p>*Business Unit = <input type="text"/> <input type="button" value="🔍"/></p> <p>Customer begins with <input type="text"/></p> <p>Invoice begins with <input type="text"/></p> <p>Invoice Consolidation Key begins with <input type="text"/></p> <p>Limit the number of results to (up to 300): <input type="text"/></p> <p> <input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="📌"/> Save Search Criteria </p> <p>No matching values were found.</p> </div>	
3.	Enter or select the appropriate Business Unit using the Business Unit Look Up icon. <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> *Business Unit = <input type="text"/> <input type="button" value="🔍"/> </div>
4.	Enter the applicable Customer Number in the Customer field. This should be the Customer associated with the Bills being consolidated. <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> Customer begins with <input type="text"/> </div>
5.	Enter the Invoice Number in the Invoice field. This will be the consolidated Invoice Number. <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> Invoice begins with <input type="text"/> </div>
6.	Enter the Invoice Consolidation Key in the Invoice Consolidation Key field. <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> Invoice Consolidation Key begins with <input type="text"/> </div>
	This Invoice Consolidation Key will only be used for Consolidated Invoices created as part of the Billing Interface.

Step	Action
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The **Attach and Detach Bills** page displays.

Attach and Detach Bills

Unit 50100 Bill To 0000003442 Consol Inv PRDM028481
 Status NEW Media Printer Currency USD

Search Parameters Attach

*Key Sel 1 Bill To ID 0000003442 Ref I Value Detach
 Unit Type Status Source

1 To 2 Of 2 Currency Option Transaction Currency Search

Invoices to Attach or Detach Personalize | Find | View All | First 1-2 of 2 Last

Select	Bill To	Consol Unit	Consolidated Invoice	Unit	Invoice	Invoice Date	Invoice Amount	Currency
<input type="checkbox"/>	0000003442	50100	PRDM028481	50100	PRDM028483	07/17/2024	1,000.00	USD
<input type="checkbox"/>	0000003442	50100	PRDM028481	50100	PRDM028482	07/16/2024	10,000.00	USD

Return to Search Notify Refresh

7. Review the Bills displayed in the **Invoices to Attach or Detach** section.
 Click the **Select** checkbox option for each of the individual Bills being consolidated.

Select	Bill To	Consol Unit	Consolidated Invoice	Unit	Invoice	Invoice Date	Invoice Amount	Currency
<input checked="" type="checkbox"/>	0000003442	50100	PRDM028481	50100	PRDM028483	07/17/2024	1,000.00	USD
<input checked="" type="checkbox"/>	0000003442	50100	PRDM028481	50100	PRDM028482	07/16/2024	10,000.00	USD

8. Click the **Attach** button.



After attaching the individual Bills, the Consolidated Bill must be set to the “RDY” status. This must be done on the **Consolidated Bill Entry** page.



Billing Control

Status RDY Bill Source PROPDMG Invoice Type REG
 *Type OTH Cycle ID DAILY Date Bill Added 10/03/2024 4:06PM

Step	Action
9.	Navigate to the Consolidated Bill Entry page using the following path: Main Menu > Billing > Maintain Bills > Create Consolidated Header
<p>The Consolidated Bill Entry Search page displays.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Consolidated Bill Entry</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Find an Existing Value Add a New Value </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>▼ Search Criteria</p> <p>*Business Unit = ▼ </p> <p>Customer begins with ▼ </p> <p>Invoice begins with ▼ </p> <p>Invoice Consolidation Key begins with ▼ </p> <p>Limit the number of results to (up to 300): 300</p> <p> Search Clear Basic Search Save Search Criteria </p> <p style="margin-top: 10px;"> Find an Existing Value Add a New Value </p> </div> </div>	
10.	Enter or select the applicable Business Unit using the Business Unit Look Up icon. <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> *Business Unit = ▼ </div>
11.	Enter the applicable Customer Number in the Customer field. <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> Customer begins with ▼ </div>
12.	Enter or select the applicable Invoice date using the Invoice Date Calendar icon. <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> Invoice Date </div>
13.	Click the Search button. <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> Search </div>

Step	Action
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The **Consolidated Header** tab displays.

Header | Address

Unit 50100
Invoice PRDM028481
Pretax Amt 11,000.00 USD

Billing Control

Status <input type="text" value="NEW"/>	Bill Source <input type="text" value="PROPDMG"/>	Invoice Type REG
*Type <input type="text" value="OTH"/>	Cycle ID <input type="text" value="DAILY"/>	Date Bill Added 10/03/2024 4:06PM

Bill To

*Customer: 0000003442	Address
DOMINION ENERGY	
Copy Address	

From Date	<input type="text"/>
To Date	<input type="text"/>
Invoice Date	<input type="text"/>
Pay Terms	NET30
Remit To	REMIT
Bank Account	VDOT
*Currency	USD
*Inv Form	STANDARD

Contacts

Sales	GOVT
Credit	CREDIT
Collect	COL4
Billers	<input type="text"/>
Bill Inquiry Phone:	804-786-4102

Save Return to Search Notify Refresh

Add Update/Display

Header | Address

14. Click the **Status Look Up** icon.



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

14. Click the **RDY (Ready to Invoice)** list item.



Accounts Receivable Job Aid

AR323_Entering a Consolidated Bill (VDOT)

Step	Action
	The Consolidated Header tab redispays.

Header | Address

Unit 50100 Invoice PRDM028481 Pretax Amt 11,000.00 USD

Billing Control

Status Bill Source Invoice Type REG
*Type Cycle ID Date Bill Added 10/03/2024 4:06PM

Bill To





*Customer Address
DOMINION ENERGY Copy Address

Contacts

Sales From Date
Credit To Date
Collect Invoice Date
Biller Pay Terms
Bill Inquiry Phone: Remit To
Bank Account
*Currency
*Inv Form

Save Return to Search Notify Refresh Add Update/Display

Header | Address

Step	Action																
	<p>After saving the Consolidated Invoice Header in the "RDY" status, the Invoice is ready to be processed by batch. Batch processing runs throughout the day and night. Once the batch is complete, the Consolidated Bill Invoice is available to be printed.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">INVOICE</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Please Remit To: Commonwealth of Virginia Virginia Department of Transportation Attn: Fiscal Division - Cash Receipts 1401 E. Broad Street Richmond VA 23219 United States</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Page: 1 Invoice No: PRDM028481 Invoice Date: 10/08/2024 Customer Number: 0000003442 Payment Terms: Net 30 Due Date: 11/07/2024</p> </td> </tr> <tr> <td style="vertical-align: top;"> <p>Bill To: DOMINION ENERGY 1600 HAMILTON AVENUE PORTSMOUTH VA 23707 United States</p> <p style="text-align: center;">  </p> </td> <td style="vertical-align: top;"> <p>AMOUNT DUE: 11,000.00 USD</p> <p style="text-align: right; border-top: 1px solid black; margin-top: 10px;">Amount Remitted</p> </td> </tr> </table> <p style="font-size: small;">For billing questions, please call 804-786-4102</p> <hr/> <p style="text-align: center; font-size: small;">Consolidation Summary</p> <table style="width: 100%; border: none;"> <tr> <td colspan="3">Summary of Invoices:</td> </tr> <tr> <td style="width: 30%; font-size: x-small;">50100</td> <td style="width: 40%; font-size: x-small;">PRDM028482</td> <td style="width: 30%; text-align: right; font-size: x-small;">10,000.00</td> </tr> <tr> <td style="font-size: x-small;">50100</td> <td style="font-size: x-small;">PRDM028483</td> <td style="text-align: right; font-size: x-small;">1,000.00</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black; padding-top: 5px;">TOTAL AMOUNT DUE :</td> <td style="text-align: right; border-top: 1px solid black; padding-top: 5px;">11,000.00</td> </tr> </table> <p style="text-align: right; font-size: x-small; margin-top: 20px;">Original</p> </div>	<p>Please Remit To: Commonwealth of Virginia Virginia Department of Transportation Attn: Fiscal Division - Cash Receipts 1401 E. Broad Street Richmond VA 23219 United States</p>	<p>Page: 1 Invoice No: PRDM028481 Invoice Date: 10/08/2024 Customer Number: 0000003442 Payment Terms: Net 30 Due Date: 11/07/2024</p>	<p>Bill To: DOMINION ENERGY 1600 HAMILTON AVENUE PORTSMOUTH VA 23707 United States</p> <p style="text-align: center;">  </p>	<p>AMOUNT DUE: 11,000.00 USD</p> <p style="text-align: right; border-top: 1px solid black; margin-top: 10px;">Amount Remitted</p>	Summary of Invoices:			50100	PRDM028482	10,000.00	50100	PRDM028483	1,000.00	TOTAL AMOUNT DUE :		11,000.00
<p>Please Remit To: Commonwealth of Virginia Virginia Department of Transportation Attn: Fiscal Division - Cash Receipts 1401 E. Broad Street Richmond VA 23219 United States</p>	<p>Page: 1 Invoice No: PRDM028481 Invoice Date: 10/08/2024 Customer Number: 0000003442 Payment Terms: Net 30 Due Date: 11/07/2024</p>																
<p>Bill To: DOMINION ENERGY 1600 HAMILTON AVENUE PORTSMOUTH VA 23707 United States</p> <p style="text-align: center;">  </p>	<p>AMOUNT DUE: 11,000.00 USD</p> <p style="text-align: right; border-top: 1px solid black; margin-top: 10px;">Amount Remitted</p>																
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50100	PRDM028482	10,000.00															
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TOTAL AMOUNT DUE :		11,000.00															