



Accounts Receivable Job Aid

AR323_Entering a Consolidated Bill (VDOT Only)

Entering a Consolidated Bill Overview

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

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
Creating a Consolidated Bill Header	3
Adding Bills to a Consolidated Bill Header	7



Accounts Receivable Job Aid

AR323_Entering a Consolidated Bill (VDOT Only)

Revision History


Revision Date	Summary of Changes
10/16/2024	Baseline.















Accounts Receivable Job Aid

AR323_Entering a Consolidated Bill (VDOT Only)

Creating a Consolidated Bill Header


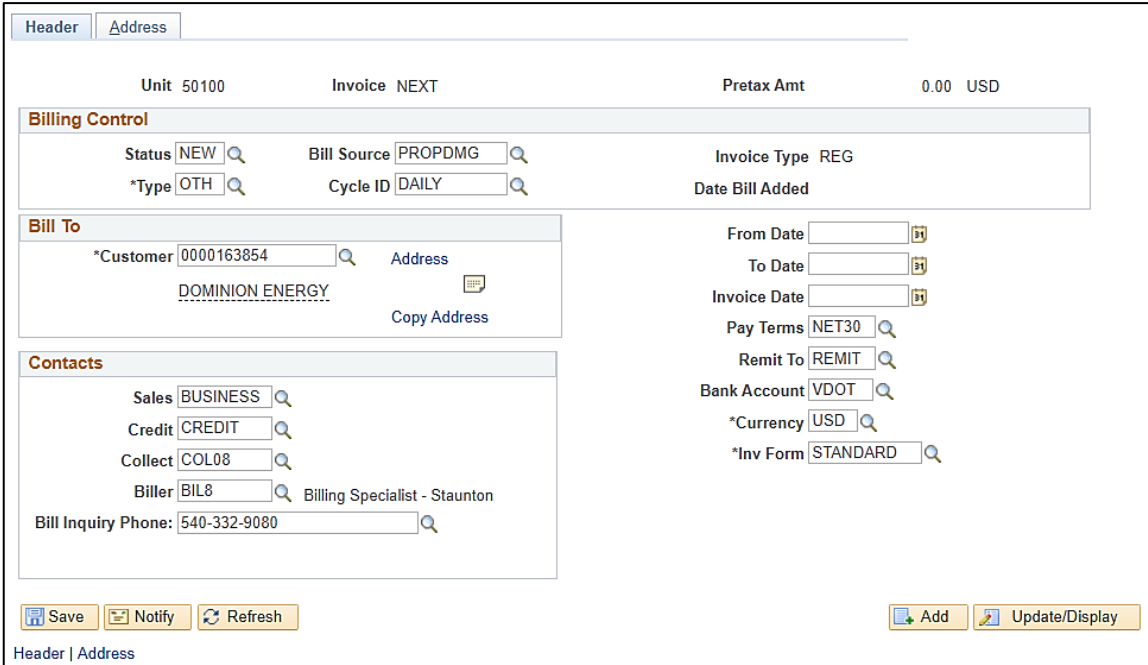
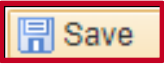
Step	Action
1.	<p>Navigate to the Consolidated Bill Entry page using the following path: Main Menu > Billing > Maintain Bills > Create Consolidated Header</p> <p>The Consolidated Bill Entry Find an Existing Value Search page displays.</p> <div><p>Consolidated Bill Entry</p><p>Find an Existing Value + Add a New Value</p><p>Search Criteria</p><p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p><div><p>Recent Searches Choose from recent searches </p><p>Saved Searches Choose from saved searches </p><p>*Business Unit = </p><p>Customer begins with </p><p>Invoice begins with </p><p>Invoice Consolidation Key begins with </p><p>Show fewer options</p><p>Search Clear</p></div></div>
	<p>For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages. This Job Aid is located on the Cardinal website in Job Aids under Learning.</p>
2.	<p>Click the Add a New Value button.</p> <div>+ Add a New Value</div>

Step	Action
	<p>The Consolidated Bill Entry Add a New Value page displays.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 60%;"> <p>Consolidated Bill Entry</p> <p>Add a New Value</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: 80%;"> <p>*Business Unit <input type="text"/> </p> <p>*Invoice <input type="text" value="NEXT"/></p> <p>Bill Type Identifier <input type="text"/> </p> <p>Bill Source <input type="text"/> </p> <p>Customer <input type="text"/> </p> <p>Invoice Date <input type="text"/> </p> <p>Accounting Date <input type="text"/> </p> <p style="text-align: center;"><input type="button" value="Add"/></p> </div> </div>
	<p>The Business Unit field defaults to the Agency Business Unit. If the Business Unit does not default, select the applicable Business Unit using the Business Unit Look up icon.</p> <p>The Invoice field defaults to “NEXT”. Do not change it.</p>
3.	<p>Select the appropriate Bill Type using the Bill Type Identifier Look up icon.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px auto; width: 200px;"> Bill Type Identifier <input style="border: 2px solid red;" type="text"/>  </div>
4.	<p>Select the appropriate Bill Source using the Bill Source Look up icon.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px auto; width: 150px;"> Bill Source <input style="border: 2px solid red;" type="text"/>  </div>
5.	<p>Enter or select the applicable Customer using the Customer Look up icon.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px auto; width: 200px;"> Customer <input style="border: 2px solid red;" type="text"/>  </div>
6.	<p>Enter or select the applicable Invoice date using the Invoice Date Calendar icon.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px auto; width: 150px;"> Invoice Date <input style="border: 2px solid red;" type="text"/>  </div>
7.	<p>Enter or select the applicable accounting date using the Accounting Date Calendar icon.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px auto; width: 150px;"> Accounting Date <input style="border: 2px solid red;" type="text"/>  </div>



Accounts Receivable Job Aid

AR323_Entering a Consolidated Bill (VDOT Only)

Step	Action
8.	<p>Click the Add button.</p> 
<p>The Create Consolidated page (Header tab) displays for the first Bill.</p>  <p>The screenshot shows the 'Create Consolidated' page with the 'Header' tab selected. It includes fields for Unit (50100), Invoice (NEXT), Pretax Amt (0.00 USD), Billing Control (Status: NEW, Bill Source: PROPDMG, Invoice Type: REG, *Type: OTH, Cycle ID: DAILY), Bill To (*Customer: 0000163854, Address: DOMINION ENERGY), Contacts (Sales: BUSINESS, Credit: CREDIT, Collect: COL08, Biller: BIL8, Billing Specialist: Staunton, Bill Inquiry Phone: 540-332-9080), and various date and form fields (From Date, To Date, Invoice Date, Pay Terms: NET30, Remit To: REMIT, Bank Account: VDOT, *Currency: USD, *Inv Form: STANDARD). At the bottom, there are buttons for Save, Notify, Refresh, Add, and Update/Display.</p>	
9.	<p>Click the Save button.</p> 



Accounts Receivable Job Aid

AR323_Entering a Consolidated Bill (VDOT Only)

Step	Action
	<p>The Create Consolidated Header tab refreshes and the Invoice Number populates in the Invoice field.</p> <div><div><div>Header Address</div><div><div>Unit 50100 Invoice PRDM028481 Pretax Amt 0.00 USD</div><div><div>Billing Control</div><div>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</div></div><div><div>Bill To</div><div>*Customer <input type="text" value="0000003442"/> Address DOMINION ENERGY Copy Address</div></div><div><div>Contacts</div><div>Sales <input type="text" value="GOVT"/> Credit <input type="text" value="CREDIT"/> Collect <input type="text" value="COL4"/> Biller <input type="text"/> Bill Inquiry Phone: <input type="text" value="804-786-4102"/></div></div><div><div>From Date <input type="text"/> To Date <input type="text"/> Invoice Date <input type="text"/> Pay Terms <input type="text" value="NET30"/> Remit To <input type="text" value="REMIT"/> Bank Account <input type="text" value="VDOT"/> *Currency <input type="text" value="USD"/> *Inv Form <input type="text" value="STANDARD"/></div><div>Save Notify Refresh Add Update/Display</div><div>Header Address</div></div></div></div></div>



Accounts Receivable Job Aid



AR323_Entering a Consolidated Bill (VDOT Only)

Adding Bills to a Consolidated Bill Header

New Bills must first be created on the **Standard Billing** page. For more information pertaining to creating a Standard Bill, refer to the Job Aid titled **AR323_Entering a Standard Bill**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

Bills must be saved in a status of “RDY” to be attached to a Consolidated Bill Header.


Scenario: Two property damage Bills have been created and will be consolidated (the two Invoice Numbers being consolidated are “PRDM028482” and “PRDM028483”).

Step	Action
1.	Navigate to the Attach and Detach Bills page using the following navigation path: Main Menu > Billing > Maintain Bills > Attach and Detach Bills
The Attach and Detach Find an Existing Value Search page displays. <div><div>Attach and Detach</div><div><div>Find an Existing Value</div><div>▼ Search Criteria</div><div>Enter any information you have and click Search. Leave fields blank for a list of all values.</div><div><div>Recent Searches</div><div>Choose from recent searches</div><div>Saved Searches</div><div>Choose from saved searches</div></div><div><div>*Business Unit</div><div>=</div><div></div><div>Customer</div><div>begins with</div><div></div><div>Invoice</div><div>begins with</div><div></div><div>Invoice Consolidation Key</div><div>begins with</div><div></div><div>Show fewer options</div><div>Search</div><div>Clear</div></div></div></div>	
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages . This Job Aid is located on the Cardinal website in Job Aids under Learning .
2.	Select the applicable Business Unit using the Business Unit Look up icon. <div><div>*Business Unit</div><div>=</div><div></div><div></div><div></div></div>
3.	Enter the Customer Number associated with the Bills being consolidated in the Customer field. <div><div>Customer</div><div>begins with</div><div></div><div></div></div>
	It may be possible to skip Steps 3 through 6 as this information may be stored in the system.



Accounts Receivable Job Aid

AR323_Entering a Consolidated Bill (VDOT Only)

Step	Action
4.	Enter the consolidated Invoice Number in the Invoice field. <div>Invoice begins with ▼ <input type="text"/></div>
5.	Enter the Invoice Consolidation Key in the Invoice Consolidation Key field. <div>Invoice Consolidation Key begins with ▼ <input type="text"/></div>
	The Invoice Consolidation Key will only be used for Consolidated Invoices created as part of the Billing Interface.

The **Attach and Detach Bills** page displays with each Bill available to be added in the **Invoices to Attach or Detach** section.

Attach and Detach Bills

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

Search Parameters

*Key Set 1 Bill To ID 0000003442 Ref I Value 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

6.


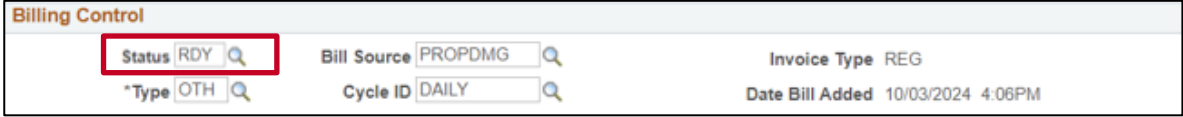
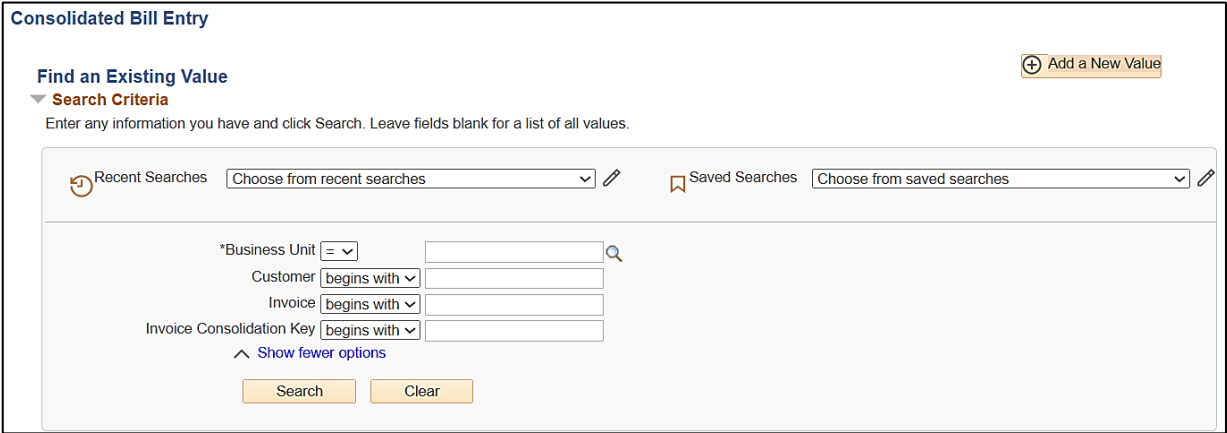




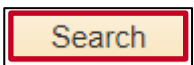
Click the **Select** checkbox for each of the individual Bills being consolidated in the **Invoices to Attach or Detach** section.

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

7.

Click the **Attach** button.

Attach

Step	Action
	<p>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.</p> 
8.	<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 Find an Existing Value Search page displays.</p> 	
9.	<p>Select the applicable Business Unit using the Business Unit Look up icon.</p> 
	<p>It may be possible to skip Steps 9 through 12 as this information may autopopulate.</p>
10.	<p>Enter the applicable Customer Number in the Customer field.</p> 
11.	<p>Enter or select the applicable Invoice in the Invoice field.</p> 
12.	<p>Click the Search button.</p> 



Accounts Receivable Job Aid

AR323_Entering a Consolidated Bill (VDOT Only)

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

The **Create Consolidated** page (**Header** tab) displays.

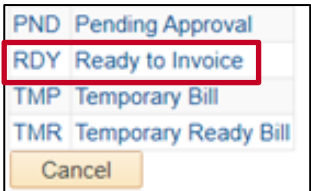
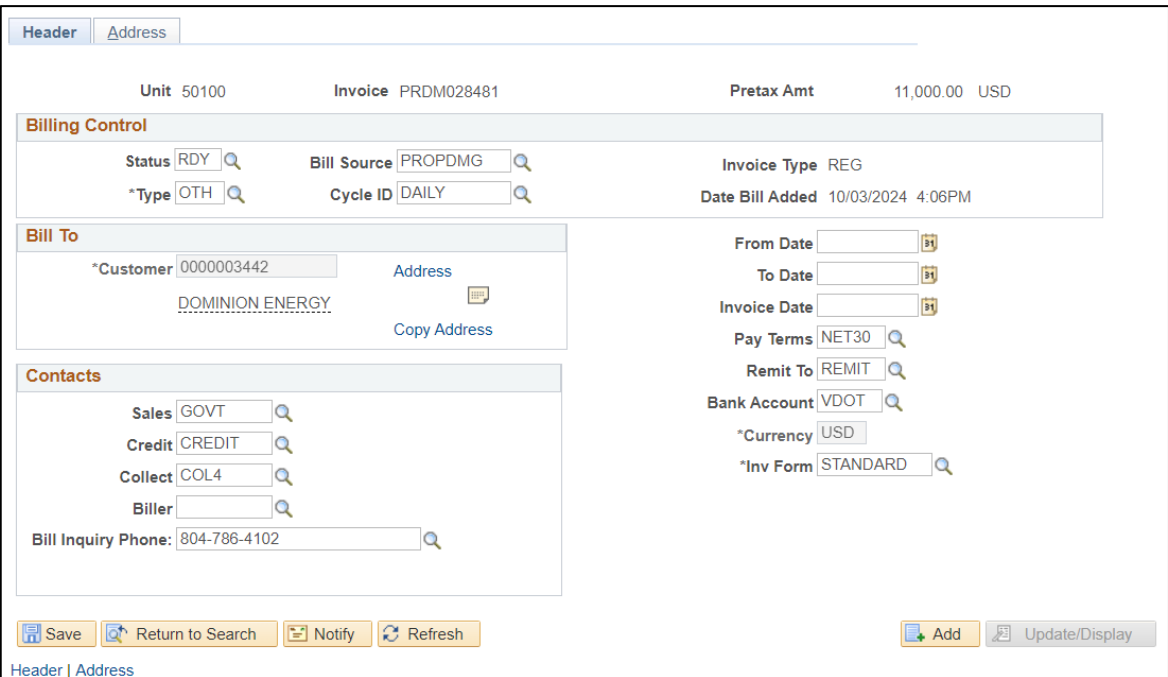
The screenshot shows the 'Create Consolidated' page with the 'Header' tab selected. The page displays various fields for entering bill information. At the top, there are tabs for 'Header' and 'Address'. Below the tabs, the 'Unit' is set to 50100, the 'Invoice' is PRDM028481, and the 'Pretax Amt' is 11,000.00 USD. The 'Billing Control' section includes fields for 'Status' (NEW), 'Bill Source' (PROPDGM), 'Invoice Type' (REG), '*Type' (OTH), 'Cycle ID' (DAILY), and 'Date Bill Added' (10/03/2024 4:06PM). The 'Bill To' section shows the '*Customer' as 0000003442, with an address field for 'DOMINION ENERGY' and a 'Copy Address' button. The 'Contacts' section includes fields for 'Sales' (GOVT), 'Credit' (CREDIT), 'Collect' (COL4), 'Biller', and 'Bill Inquiry Phone' (804-786-4102). On the right side, there are date pickers for 'From Date', 'To Date', and 'Invoice Date', and dropdown menus for 'Pay Terms' (NET30), 'Remit To' (REMIT), 'Bank Account' (VDOT), '*Currency' (USD), and '*Inv Form' (STANDARD). At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

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



The **Look Up Status** page displays.

The screenshot shows the 'Look Up Status' page. It has a title bar with a close button and a 'Help' link. The main content area says 'Select one of the following values:' and lists several status options: CAN Canceled, FNL Finalized Bill, HLD Hold Bill, INV Invoiced Bill, NEW New Bill, PND Pending Approval, RDY Ready to Invoice, TMP Temporary Bill, and TMR Temporary Ready Bill. A 'Cancel' button is at the bottom.

Step	Action
14.	<p>Click the RDY Ready to Invoice list item.</p> 
	<p>The tab refreshes with the updated status (“RDY”).</p> 
15.	<p>Click the Save button.</p> 