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

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

Creating a Consolidated Bill Header

Step	Action
1.	Navigate to the **Consolidated Bill Entry** page using the following path: **Main Menu > Billing > Maintain Bills > Create Consolidated Header**
The **Consolidated Bill Entry Find an Existing Value Search** page displays. 	
![info icon]	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.	Click the **Add a New Value** button.

Step	Action
	The **Consolidated Bill Entry Add a New Value** page displays. **Consolidated Bill Entry** **Add a New Value** *Business Unit [　　] 🔍 *Invoice [NEXT] Bill Type Identifier [　　　　] 🔍 Bill Source [　　　　] 🔍 Customer [　　　　] 🔍 Invoice Date [　　　　] 📅 Accounting Date [　　　　] 📅 [Add]
ℹ	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. The **Invoice** field defaults to "NEXT". Do not change it.
3.	Select the appropriate Bill Type using the **Bill Type Identifier Look up** icon. Bill Type Identifier [　　] 🔍
4.	Select the appropriate Bill Source using the **Bill Source Look up** icon. Bill Source [　　] 🔍
5.	Enter or select the applicable Customer using the **Customer Look up** icon. Customer [　　　] 🔍
6.	Enter or select the applicable Invoice date using the **Invoice Date Calendar** icon. Invoice Date [　　] 📅
7.	Enter or select the applicable accounting date using the **Accounting Date Calendar** icon. Accounting Date [　　] 📅

Step	Action
8.	Click the **Add** button. ![Add button]
	The **Create Consolidated** page (**Header** tab) displays for the first Bill.
9.	Click the **Save** button. ![Save button]

Step	Action
	The **Create Consolidated Header** tab refreshes and the Invoice Number populates in the **Invoice** field.

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.
ℹ	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.
3.	Enter the Customer Number associated with the Bills being consolidated in the **Customer** field.
ℹ	It may be possible to skip Steps 3 through 6 as this information may be stored in the system.

Step	Action
4.	Enter the consolidated Invoice Number in the **Invoice** field. Invoice [begins with ▾] [＿＿＿＿＿＿＿＿]
5.	Enter the Invoice Consolidation Key in the **Invoice Consolidation Key** field. Invoice Consolidation Key [begins with ▾] [＿＿＿＿＿＿＿＿]
ℹ	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.

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

Step	Action
ℹ️	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
8.	Navigate to the **Consolidated Bill Entry** page using the following path: **Main Menu > Billing > Maintain Bills > Create Consolidated Header**
	The **Consolidated Bill Entry Find an Existing Value Search** page displays. **Consolidated 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 [= ▾] [_____] 🔍 Customer [begins with ▾] [_____] Invoice [begins with ▾] [_____] Invoice Consolidation Key [begins with ▾] [_____] ∧ Show fewer options [Search] [Clear]
9.	Select the applicable Business Unit using the **Business Unit Look up** icon. *Business Unit [= ▾] [_____] 🔍
ℹ️	It may be possible to skip Steps 9 through 12 as this information may autopopulate.
10.	Enter the applicable Customer Number in the **Customer** field. Customer [begins with ▾] [_____]
11.	Enter or select the applicable Invoice in the **Invoice** field. Invoice [begins with ▾] [_____]
12.	Click the **Search** button. [Search]

Step	Action
	The **Create Consolidated** page (**Header** tab) displays.
13.	Click the **Status Look up** icon.
	The **Look Up Status** page displays.

Step	Action
14.	Click the **RDY Ready to Invoice** list item. PND Pending Approval RDY Ready to Invoice TMP Temporary Bill TMR Temporary Ready Bill Cancel

The tab refreshes with the updated status ("RDY").

Header Address	

Unit 50100   Invoice PRDM028481   Pretax Amt   11,000.00 USD

Billing Control

Status RDY   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

From Date

To Date

Invoice Date

Pay Terms NET30

Remit To REMIT

Bank Account VDOT

*Currency USD

*Inv Form STANDARD

Contacts

Sales GOVT

Credit CREDIT

Collect COL4

Biller

Bill Inquiry Phone: 804-786-4102

Save   Return to Search   Notify   Refresh   Add   Update/Display

Header | Address

Step	Action
15.	Click the **Save** button. Save

Step	Action
ℹ	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.

INVOICE

Please Remit To:

Commonwealth of Virginia
Virginia Department of Transportation
Attn: Fiscal Division - Cash Receipts
1401 E. Broad Street
Richmond VA 23219
United States

Page:	1
Invoice No:	PRDM028481
Invoice Date:	10/08/2024
Customer Number:	0000003442
Payment Terms:	Net 30
Due Date:	11/07/2024

Bill To:

DOMINION ENERGY
1600 HAMILTON AVENUE
PORTSMOUTH VA 23707
United States

AMOUNT DUE: 11,000.00   USD

_____
Amount Remitted

For billing questions, please call   804-786-4102

Consolidation Summary

Summary of Invoices:

50100	PRDM028482	10,000.00
50100	PRDM028483	1,000.00

TOTAL AMOUNT DUE :	11,000.00

Original