



Accounts Receivable Job Aid

AR323_Entering a Recurring Bill (VDOT Only)

Entering a Recurring Bill Overview

Recurring Bills allow for the reproduction of Bills, or portions of Bills, and the generation of Invoices by using templates. Associating a Recurring Bill template with a predefined schedule (using the Recurring Schedule fields) allows users to control when and how often Recurring Bills are generated. Schedules automate and control the generation of Recurring Bills. Bills are generated monthly in Cardinal.

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.

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Revision History

Revision Date	Summary of Changes
8/14/2024	Baseline.








Accounts Receivable Job Aid

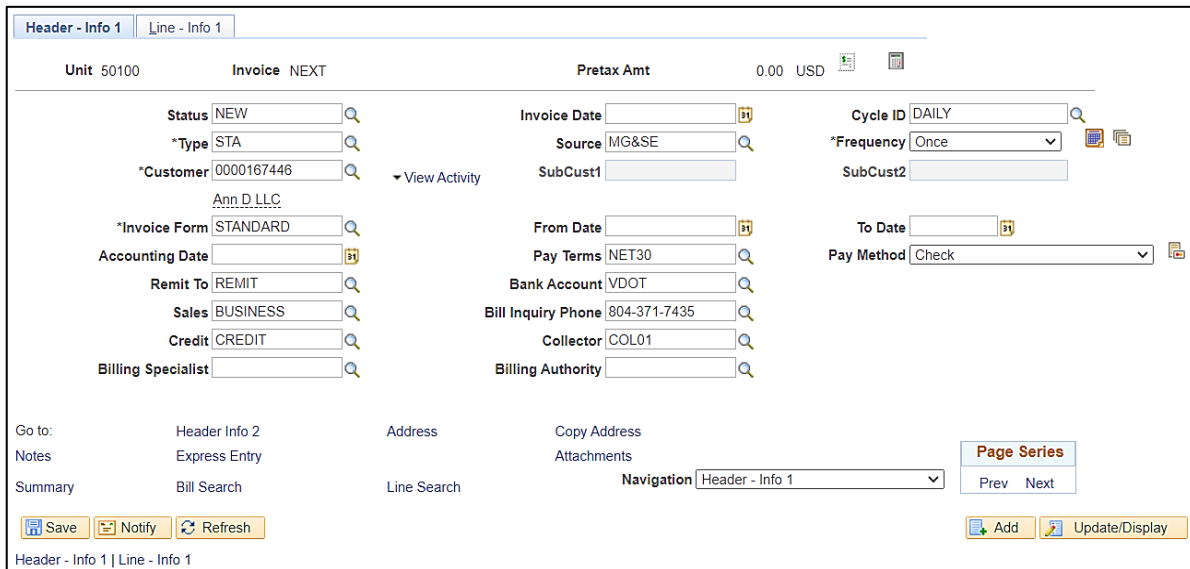
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Creating a Recurring Bill


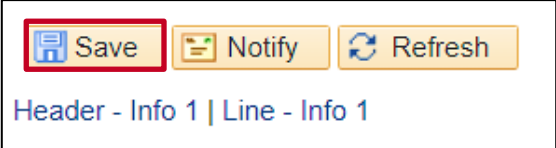
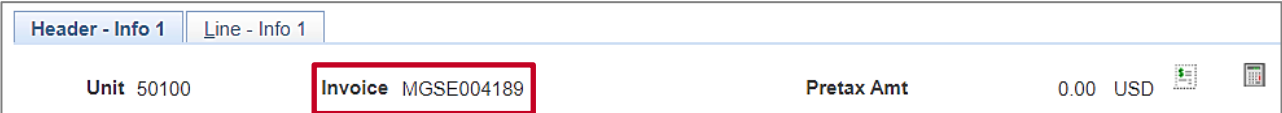
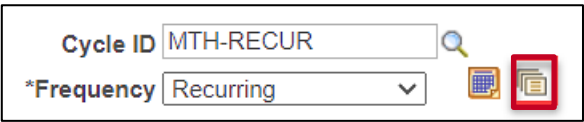
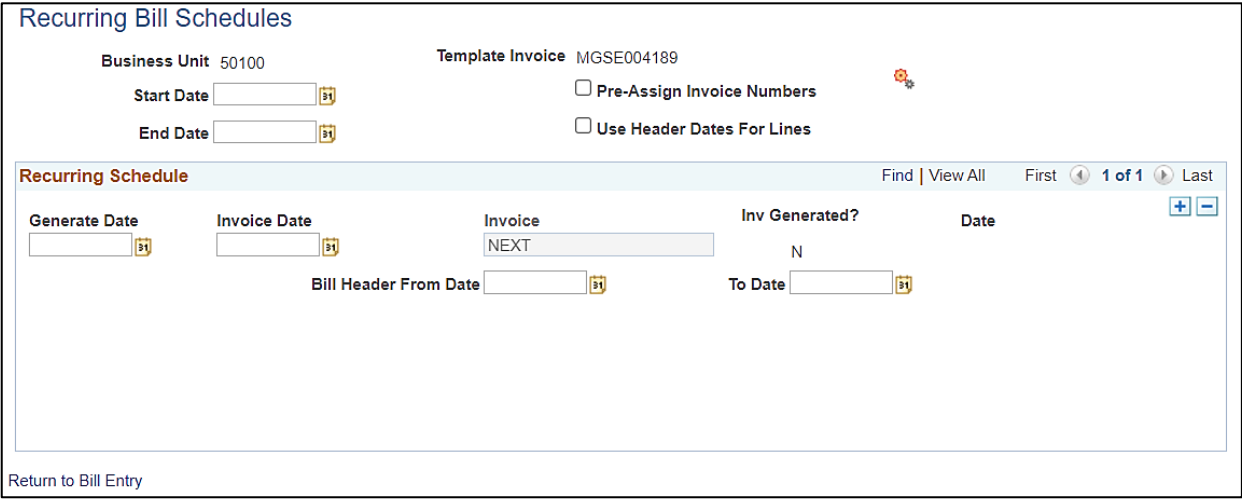

Step	Action
1.	<p>Navigate to the Bill Entry page using the following path: Main Menu > Billing > Maintain Bills > Standard Billing</p> <p>The Bill Entry Find an Existing Value Search page displays.</p> <div></div>
	<p>For more information pertaining to the Cardinal FIN Search pages, refer to the Job 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></div>
	<p>The Bill Entry Add a New Value page displays.</p> <div></div>

Step	Action
	The Business Unit field defaults to the Agency Business Unit. If the Business Unit field does not default, select the applicable Business Unit using the SetID Look up icon. The Invoice field defaults to "NEXT". Do not update.
3.	Click the Bill Type Identifier Look up icon and select the applicable Bill Type. 
4.	Click the Bill Source Look Up icon and select the applicable Bill Source. 
5.	Click the Customer Look Up icon and select the applicable Customer. 
6.	Click the Add button. 

The **Header – Info 1** tab displays.





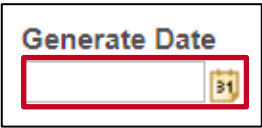
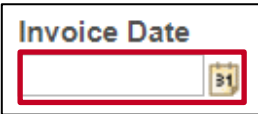




7.	Click the Cycle ID Look Up icon and select "MTH-RECUR" as this is the only available selection. 
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Step	Action
8.	<p>Click the Frequency dropdown button and select “Recurring”.</p> 
9.	<p>Click the Save button.</p> 
<p>The Header – Info 1 tab refreshes and the Invoice Number is systematically assigned.</p> 	
10.	<p>Click the Go To Recurring Bill Schedule icon to create the Recurring Bill schedule.</p> 
<p>The Recurring Bill Schedules page displays.</p> 	
	<p>Use the Recurring Bill Schedules page to create a Recurring Bill schedule and to pre-assign Invoice Numbers.</p>



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Step	Action
11.	Click the Start Date Calendar icon and select the applicable start date. 
12.	Click the End Date Calendar icon and select the applicable end date. 
13.	Click the Generate Date Calendar icon and select the applicable generate date. 
14.	Click the Invoice Date Calendar icon and select the applicable Invoice date. 
15.	Click the Bill Header From Date Calendar icon and select the applicable Bill Header from date. 
16.	Click the To Date Calendar icon and select the applicable to date. 
17.	Select the Pre-Assign Invoice Numbers checkbox option to create the Invoice Numbers for the Bills. 
18.	Click the Generate Recur Bill Schedule icon. 



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Step	Action																														
19.	<p>A Message page displays in a pop-up window.</p> <p>Click the OK button to close the Message page.</p> <div><div>Message</div><div>This function will delete and replace any lines that have not had recurring bills already generated. (12500,180)</div><div><div>OK</div><div>Cancel</div></div></div>																														
<p>The Schedule Lines display in the Recurring Schedule section.</p> <div><div><div>Recurring Schedule</div><div>Find View All First 1-2 of 5 Last</div><table><tr><td>Generate Date</td><td>Invoice Date</td><td>Invoice</td><td>Inv Generated?</td><td>Date</td></tr><tr><td>05/27/2024</td><td>06/01/2024</td><td>NEXT</td><td>N</td><td></td></tr><tr><td colspan="2">Bill Header From Date</td><td>06/01/2024</td><td>To Date</td><td>06/30/2024</td></tr></table><table><tr><td>Generate Date</td><td>Invoice Date</td><td>Invoice</td><td>Inv Generated?</td><td>Date</td></tr><tr><td>06/26/2024</td><td>07/01/2024</td><td>NEXT</td><td>N</td><td></td></tr><tr><td colspan="2">Bill Header From Date</td><td>07/01/2024</td><td>To Date</td><td>07/31/2024</td></tr></table></div></div>		Generate Date	Invoice Date	Invoice	Inv Generated?	Date	05/27/2024	06/01/2024	NEXT	N		Bill Header From Date		06/01/2024	To Date	06/30/2024	Generate Date	Invoice Date	Invoice	Inv Generated?	Date	06/26/2024	07/01/2024	NEXT	N		Bill Header From Date		07/01/2024	To Date	07/31/2024
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20.	<p>Click the View All link to see all of the Schedule Lines generated.</p> <div><div>Find View All First 1-2 of 5 Last</div></div>																														



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	<p>The page refreshes and all of the Schedule Lines display.</p> <div><div><div>Recurring Schedule</div><div><div>Find View 2</div><div>First</div><div>1-5 of 5</div><div>Last</div></div></div><table><tr><td>Generate Date</td><td>Invoice Date</td><td>Invoice</td><td>Inv Generated?</td><td>Date</td></tr><tr><td>05/27/2024</td><td>06/01/2024</td><td>NEXT</td><td>N</td><td></td></tr><tr><td colspan="2">Bill Header From Date</td><td>06/01/2024</td><td>To Date</td><td>06/30/2024</td></tr></table><table><tr><td>Generate Date</td><td>Invoice Date</td><td>Invoice</td><td>Inv Generated?</td><td>Date</td></tr><tr><td>06/26/2024</td><td>07/01/2024</td><td>NEXT</td><td>N</td><td></td></tr><tr><td colspan="2">Bill Header From Date</td><td>07/01/2024</td><td>To Date</td><td>07/31/2024</td></tr></table><table><tr><td>Generate Date</td><td>Invoice Date</td><td>Invoice</td><td>Inv Generated?</td><td>Date</td></tr><tr><td>07/27/2024</td><td>08/01/2024</td><td>NEXT</td><td>N</td><td></td></tr><tr><td colspan="2">Bill Header From Date</td><td>08/01/2024</td><td>To Date</td><td>08/31/2024</td></tr></table><table><tr><td>Generate Date</td><td>Invoice Date</td><td>Invoice</td><td>Inv Generated?</td><td>Date</td></tr><tr><td>08/27/2024</td><td>09/01/2024</td><td>NEXT</td><td>N</td><td></td></tr><tr><td colspan="2">Bill Header From Date</td><td>09/01/2024</td><td>To Date</td><td>09/30/2024</td></tr></table><table><tr><td>Generate Date</td><td>Invoice Date</td><td>Invoice</td><td>Inv Generated?</td><td>Date</td></tr><tr><td>09/26/2024</td><td>10/01/2024</td><td>NEXT</td><td>N</td><td></td></tr><tr><td colspan="2">Bill Header From Date</td><td>10/01/2024</td><td>To Date</td><td>10/31/2024</td></tr></table></div>	Generate Date	Invoice Date	Invoice	Inv Generated?	Date	05/27/2024	06/01/2024	NEXT	N		Bill Header From Date		06/01/2024	To Date	06/30/2024	Generate Date	Invoice Date	Invoice	Inv Generated?	Date	06/26/2024	07/01/2024	NEXT	N		Bill Header From Date		07/01/2024	To Date	07/31/2024	Generate Date	Invoice Date	Invoice	Inv Generated?	Date	07/27/2024	08/01/2024	NEXT	N		Bill Header From Date		08/01/2024	To Date	08/31/2024	Generate Date	Invoice Date	Invoice	Inv Generated?	Date	08/27/2024	09/01/2024	NEXT	N		Bill Header From Date		09/01/2024	To Date	09/30/2024	Generate Date	Invoice Date	Invoice	Inv Generated?	Date	09/26/2024	10/01/2024	NEXT	N		Bill Header From Date		10/01/2024	To Date	10/31/2024
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21.	<p>Click the Save button to generate the Recurring Schedule.</p> <div><div>Save</div><div>Return to Search</div><div>Notify</div></div>																																																																											
22.	<p>Click the Return to Bill Entry link at the bottom of the page.</p> <div><div>Return to Bill Entry</div></div>																																																																											



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Step	Action
	<p>The Header – Info 1 tab redisplay.</p> <div><div>Header - Info 1 Line - Info 1</div><div><div>Unit 50100 Invoice MGSE004189 Pretax Amt 0.00 USD</div><div><div><div>Status NEW</div><div>*Type STA</div><div>*Customer 0000167446</div><div>Ann D LLC</div><div>*Invoice Form STANDARD</div><div>Accounting Date</div><div>Remit To REMIT</div><div>Sales BUSINESS</div><div>Credit CREDIT</div><div>Billing Specialist</div></div><div><div>Invoice Date</div><div>Source MG&SE</div><div>SubCust1</div><div>From Date</div><div>Pay Terms NET30</div><div>Bank Account VDOT</div><div>Bill Inquiry Phone 804-371-7435</div><div>Collector COL01</div><div>Billing Authority</div></div><div><div>Cycle ID MTH-RECUR</div><div>*Frequency Recurring</div><div>SubCust2</div><div>To Date</div><div>Pay Method Check</div></div></div><div><div>Go to: Header Info 2 Address Copy Address</div><div>Notes Express Entry Attachments</div><div>Summary Bill Search Line Search Navigation Header - Info 1</div></div><div><div>Save Return to Search Notify Refresh</div><div>Add Update/Display</div></div><div>Header - Info 1 Line - Info 1</div></div></div>
23.	<p>Click the Line – Info 1 tab.</p> <div><div>Header - Info 1</div><div>Line - Info 1</div></div>



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Step	Action
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The **Line – Info 1** tab displays.




24. Click the **Table Look Up** icon.

The **Look Up Table** page displays.



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Step	Action
	The Table field determines the options available in the Identifier field. The “Discount Table” and “Surcharge Table” options are not used in Cardinal.
25.	Click the ID PS/Billing Charge Id link. 
26.	The Line – Info 1 tab redisplay with the selected Table. Click the Identifier Look Up icon. 

The **Look Up Identifier** page displays.

Look Up Identifier

Help

SetID 50100

Billing Currency USD

Identifier

Description

Look Up Clear Cancel Basic Lookup

Search Results


View 100 First 1-146 of 146 Last

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
EQUIPPROPDMGST-09	12/01/2015	EQUIPPROPDMGST-NOVA	EA	0	EQREP - 18
EQUIPWOREPAIRAR	01/01/1901	Equipment Workorder Repair A/R	EA	0	EQREPEQREP
EQUIPWOREPAIRAR	01/01/1901	Equipment Workorder Repair A/R	EA	0	EQREPEQREP



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Step	Action
	The Identifier is used to select the item that is being billed and the associated charge distribution.
27.	Enter the applicable value in the Identifier field to narrow down the search results as needed. <div>Identifier begins with <input type="text"/></div>
28.	Click the Look Up button. <div><input type="button" value="Look Up"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> Basic Lookup</div>

The **Look Up Identifier** page refreshes with the search results in the **Search Results** section.

Look Up Identifier Help

SetID 50100
Billing Currency USD
Identifier begins with
Description begins with

[Basic Lookup](#)

Search Results

View 100 First 1-19 of 19 Last

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



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Step	Action																																																												
29.	<p>Identify the applicable Identifier and then click the corresponding link in the Identifier column.</p> <div><p>Look Up Identifier</p><p>SetID 50100 Billing Currency USD Identifier begins with PRO Description begins with</p><p>Look Up Clear Cancel Basic Lookup</p><p>Search Results</p><p>View 100 First 1-19 of 19 Last</p><table border="1"><thead><tr><th>Identifier</th><th>Effective Date</th><th>Description</th><th>Unit of Measure</th><th>List Price</th><th>Distribution Code</th></tr></thead><tbody><tr><td>PROPDGMAR-BRISTOL</td><td>01/01/1901</td><td>Property Damage A/R - Bristol</td><td>EA</td><td>0</td><td>CALCUCAL01</td></tr><tr><td>PROPDGMAR-CULPEPER</td><td>01/01/1901</td><td>Property Damage A/R - Culpeper</td><td>EA</td><td>0</td><td>CALCUCAL07</td></tr><tr><td>PROPDGMAR-FREDERIC</td><td>01/01/1901</td><td>Property Damage A/R - Frederic</td><td>EA</td><td>0</td><td>CALCUCAL06</td></tr><tr><td>PROPDGMAR-HAMPTRDS</td><td>01/01/1901</td><td>Property Damage A/R - HamptRds</td><td>EA</td><td>0</td><td>CALCUCAL05</td></tr><tr><td>PROPDGMAR-LYNCHBRG</td><td>01/01/1901</td><td>Property Damage A/R - Lynchbrg</td><td>EA</td><td>0</td><td>CALCUCAL03</td></tr><tr><td>PROPDGMAR-NOVA</td><td>01/01/1901</td><td>Property Damage A/R - NOVA</td><td>EA</td><td>0</td><td>CALCUCAL09</td></tr><tr><td>PROPDGMAR-RICHMOND</td><td>01/01/1901</td><td>Property Damage A/R - Richmond</td><td>EA</td><td>0</td><td>CALCUCAL04</td></tr><tr><td>PROPDGMAR-SALEM</td><td>01/01/1901</td><td>Property Damage A/R - Salem</td><td>EA</td><td>0</td><td>CALCUCAL02</td></tr><tr><td>PROPDGMAR-STAUTON</td><td>01/01/1901</td><td>Property Damage A/R - Staunton</td><td>EA</td><td>0</td><td>CALCUCAL08</td></tr></tbody></table></div>	Identifier	Effective Date	Description	Unit of Measure	List Price	Distribution Code	PROPDGMAR-BRISTOL	01/01/1901	Property Damage A/R - Bristol	EA	0	CALCUCAL01	PROPDGMAR-CULPEPER	01/01/1901	Property Damage A/R - Culpeper	EA	0	CALCUCAL07	PROPDGMAR-FREDERIC	01/01/1901	Property Damage A/R - Frederic	EA	0	CALCUCAL06	PROPDGMAR-HAMPTRDS	01/01/1901	Property Damage A/R - HamptRds	EA	0	CALCUCAL05	PROPDGMAR-LYNCHBRG	01/01/1901	Property Damage A/R - Lynchbrg	EA	0	CALCUCAL03	PROPDGMAR-NOVA	01/01/1901	Property Damage A/R - NOVA	EA	0	CALCUCAL09	PROPDGMAR-RICHMOND	01/01/1901	Property Damage A/R - Richmond	EA	0	CALCUCAL04	PROPDGMAR-SALEM	01/01/1901	Property Damage A/R - Salem	EA	0	CALCUCAL02	PROPDGMAR-STAUTON	01/01/1901	Property Damage A/R - Staunton	EA	0	CALCUCAL08
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PROPDGMAR-STAUTON	01/01/1901	Property Damage A/R - Staunton	EA	0	CALCUCAL08																																																								

The **Line – Info 1** tab redisplay with the selected Identifier.

Header - Info 1

Line - Info 1

Unit 50100
Invoice NEXT

Bill To 0000003442
DOMINION ENERGY

Pretax Amt 0.00 USD
Max Rows 100

Bill Line

Find View All First 1 of 1 Last

Seq 1
Table ID

Line
Identifier PROPDGMAR-RICHMOND

Net Extended 0.00
Description Property Damage A/R - Richmond

Quantity
Unit of Measure EA
Unit Price 0.0000
Gross Extended 0.00

From Date
To Date
Line Type REV
Tax Code
Exempt Cert

☒ Accumulate
☐ Tax Exempt

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:
Notes
Summary

Line Info 2
Express Entry
Bill Search

Tax
Accounting
Line Search

Discount/Surcharge
Navigation Line - Info 1

Page Series
Prev Next




Save Notify Refresh

Add Update/Display

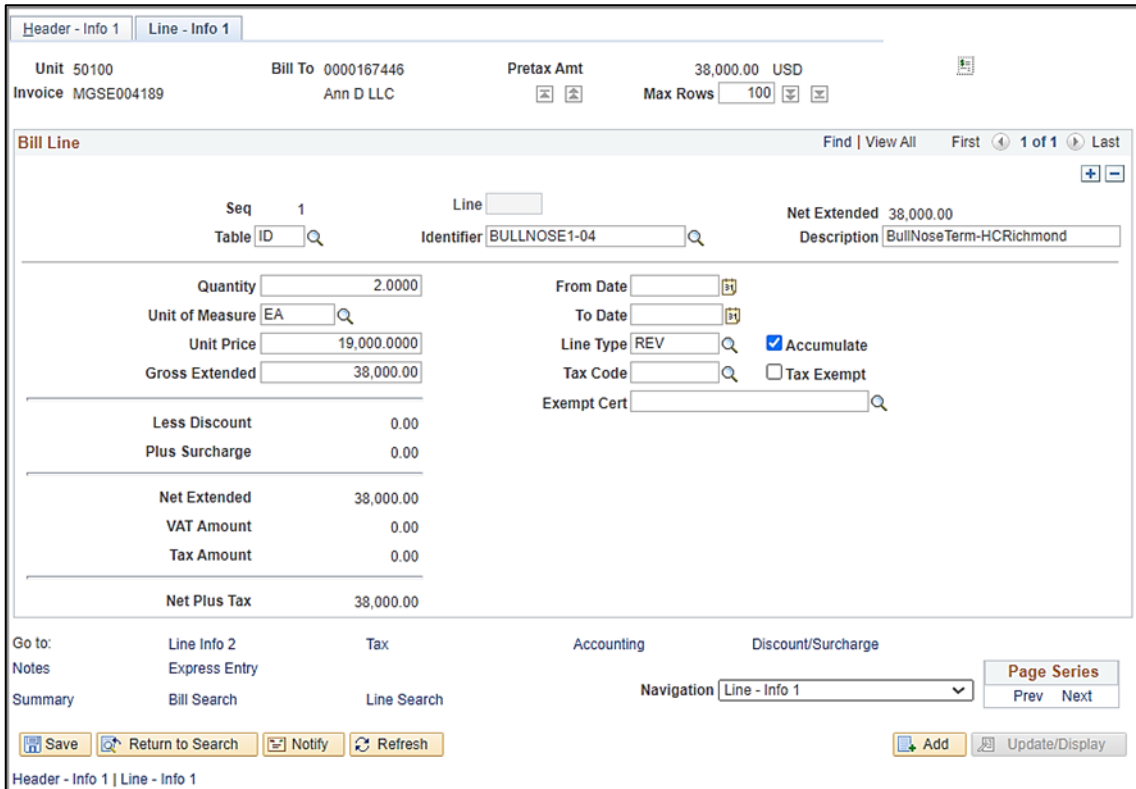


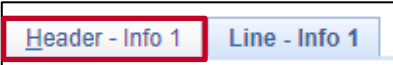
Accounts Receivable Job Aid

AR323_Entering a Recurring Bill (VDOT Only)

Step	Action
30.	Enter the applicable quantity in the Quantity field. 
31.	Enter the total amount of all Recurring Bills in the Gross Extended field. 
32.	Click the Refresh button. 

The **Line - Info 1** tab refreshes.

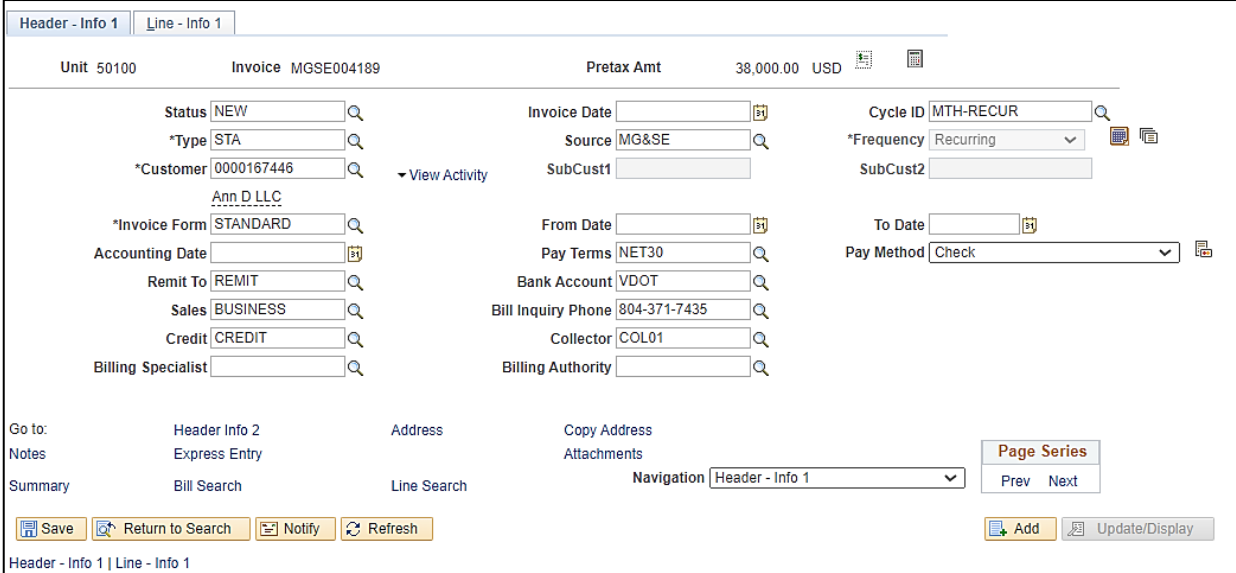

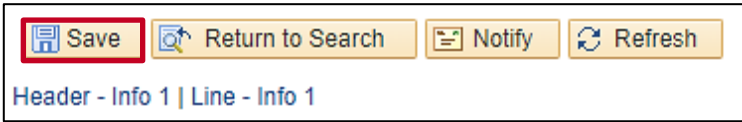



33.	Click the Header – Info 1 tab. 
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Accounts Receivable Job Aid

AR323_Entering a Recurring Bill (VDOT Only)

Step	Action
	<p>The Header – Info 1 tab redisplay.</p> <div></div>
34.	<p>Click the Status Look up icon and select “RDY”.</p> <div></div>
35.	<p>Click the Save button.</p> <div></div>
	<p>Cardinal creates the Bill when the system date is equal to or greater than the Recurring Bill generate date.</p>