

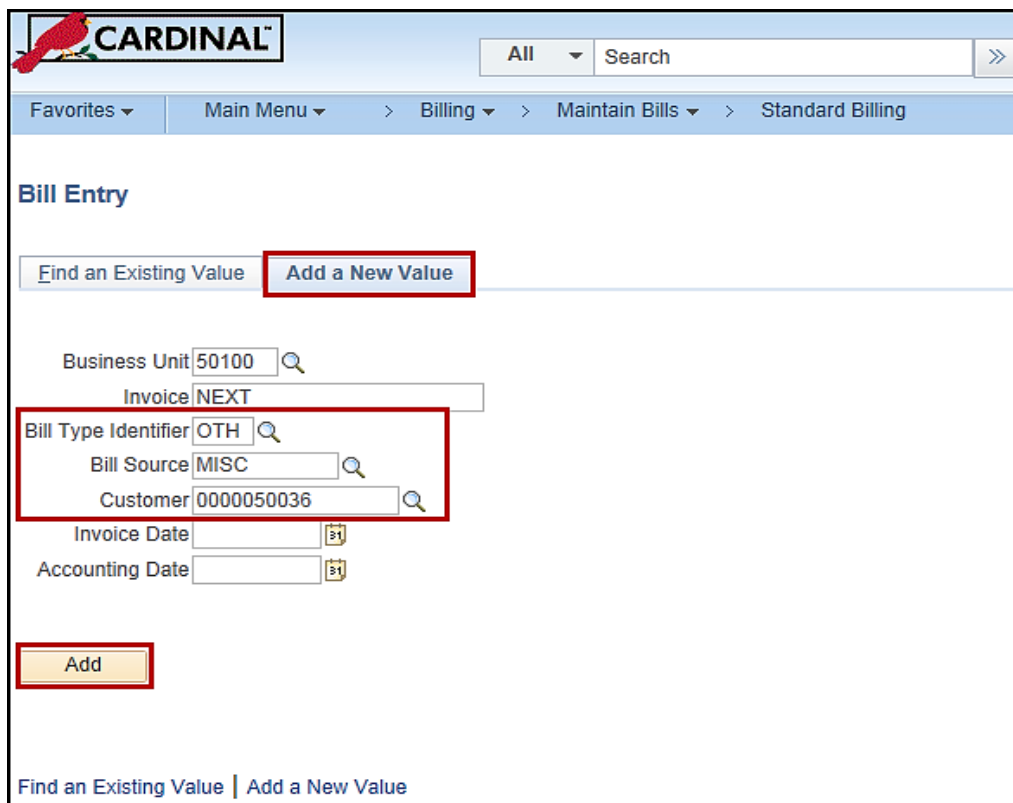
About Recurring Bills

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 you 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.

To Create a Recurring Bill

- 1 Navigate using the following path:

Billing > Maintain Bills > Standard Billing

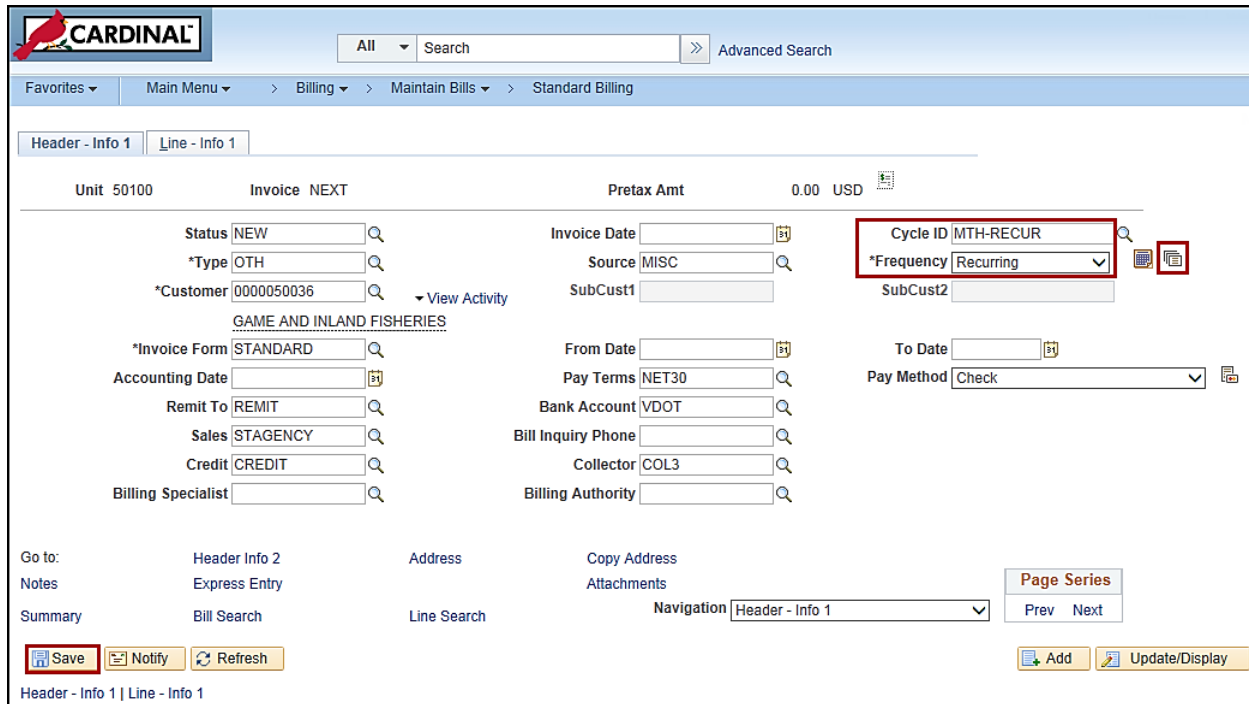


The screenshot shows the 'Bill Entry' screen in the Cardinal software. The breadcrumb path is 'Billing > Maintain Bills > Standard Billing'. The 'Add a New Value' tab is selected. The following fields are visible and highlighted with red boxes:

- Business Unit: 50100
- Invoice: NEXT
- Bill Type Identifier: OTH
- Bill Source: MISC
- Customer: 0000050036

Other fields include Invoice Date and Accounting Date. An 'Add' button is located at the bottom left of the form area.

- 2 Select the **Add a New Value** tab.
- 3 Enter the required standard billing fields according to your agency's policy. At a minimum, enter the following information:
 - a. **Bill Type Identifier**
 - b. **Bill Source**
 - c. **Customer**
- 4 Click the **Add** button



The screenshot shows the CARDINAL software interface for entering a recurring bill. The 'Header - Info 1' tab is active. The following fields are visible and highlighted with red boxes:


- Cycle ID:** MTH-RECUR
- *Frequency:** Recurring
- Save** button

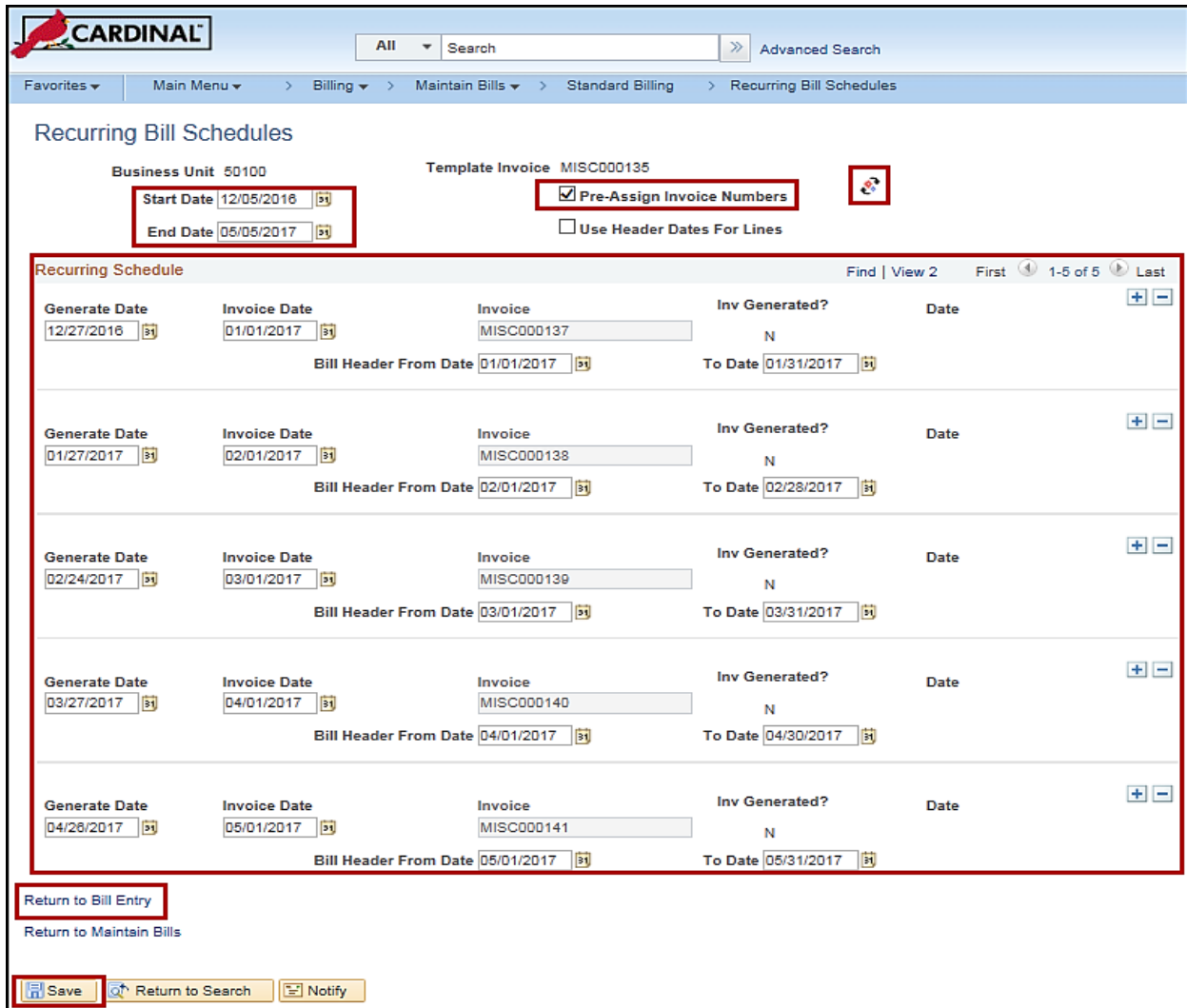
Other visible fields include: Unit 50100, Invoice NEXT, Pretax Amt 0.00 USD, Status NEW, *Type OTH, *Customer 0000050036, *Invoice Form STANDARD, Accounting Date, Remit To REMIT, Sales STAGENCY, Credit CREDIT, Billing Specialist, Invoice Date, Source MISC, SubCust1, SubCust2, From Date, To Date, Pay Terms NET30, Pay Method Check, Bank Account VDOT, Bill Inquiry Phone, Collector COL3, Billing Authority.

5 The **Header – Info 1** tab displays. Select the following values:

- a. **Cycle ID: MTH-RECUR**
- b. **Frequency – Recurring**

6 Click the **Save** button. The Invoice ID number is assigned.

7 Create the recurring bill schedule by selecting the **Go To Recurring Bill Schedule** icon  .



Business Unit 50100 Template Invoice MISC000135

Start Date 12/05/2016 Pre-Assign Invoice Numbers

End Date 05/05/2017 Use Header Dates For Lines

Generate Date	Invoice Date	Invoice	Inv Generated?	Date
12/27/2016	01/01/2017	MISC000137	N	
Bill Header From Date 01/01/2017		To Date 01/31/2017		
01/27/2017	02/01/2017	MISC000138	N	
Bill Header From Date 02/01/2017		To Date 02/28/2017		
02/24/2017	03/01/2017	MISC000139	N	
Bill Header From Date 03/01/2017		To Date 03/31/2017		
03/27/2017	04/01/2017	MISC000140	N	
Bill Header From Date 04/01/2017		To Date 04/30/2017		
04/26/2017	05/01/2017	MISC000141	N	
Bill Header From Date 05/01/2017		To Date 05/31/2017		

Return to Bill Entry

Return to Maintain Bills

Save Return to Search Notify

- 8 The **Recurring Bill Schedule** page displays. Use the **Recurring Bill Schedule** page to create a recurring bill schedule and to pre-assign invoice numbers.
- 9 At a minimum, enter or select values for the following fields:
 - a. **Start Date**
 - b. **End Date**
 - c. **Generate Date**
 - d. **Invoice Date**
 - e. **Bill Header from Date**
 - f. **To Date**
- 10 Click the **Pre-assign Invoice Numbers** box to create the invoice numbers for the bills.



Accounts Receivable Job Aid

501 AR323 Entering a Recurring Bill

- 11 Click the Generate Recur Bill Schedule icon. Click OK on any messages that display. The system then generates all of the schedule lines between the start and end dates. The schedule lines appear in the scroll area. Click View All to see all lines generated.
- 12 Click the **Save** button to generate the recurring bill schedule.
- 13 Click the **Return to Bill Entry** link. The Header – Info 1 tab displays.

The screenshot shows the 'Header - Info 1' tab in the CARDINAL software. The interface includes a search bar at the top with 'All' and 'Advanced Search' options. Below the search bar are navigation tabs: 'Favorites', 'Main Menu', 'Billing', 'Maintain Bills', and 'Standard Billing'. The 'Header - Info 1' tab is selected, and a red box highlights the 'Line - Info 1' tab. The main area contains various input fields for invoice details, including:

- Unit: 50100, Invoice: MISC000135, Pretax Amt: 0.00 USD
- Status: NEW, Invoice Date: [calendar icon]
- *Type: OTH, Source: MISC, Cycle ID: MTH-RECUR
- *Customer: 0000050036, SubCust1: [empty], *Frequency: Recurring
- GAME AND INLAND FISHERIES (customer name)
- *Invoice Form: STANDARD, From Date: [calendar icon], To Date: [calendar icon]
- Accounting Date: [calendar icon], Pay Terms: NET30, Pay Method: Check
- Remit To: REMIT, Bank Account: VDOT
- Sales: STAGENCY, Bill Inquiry Phone: [empty]
- Credit: CREDIT, Collector: COL3
- Billing Specialist: [empty], Billing Authority: [empty]

At the bottom, there are navigation options: 'Go to: Header Info 2', 'Address', 'Copy Address', 'Attachments', 'Page Series', 'Navigation: Header - Info 1', 'Prev', 'Next', 'Return to Maintain Bills', 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

- 14 Click the **Line-Info 1** tab.



Accounts Receivable Job Aid

501 AR323 Entering a Recurring Bill

Unit 50100 Bill To 0000050036 Pretax Amt 6,000.00 USD
Invoice MISC000135 GAME AND INLAND Max Rows 100
FISHERIES

Seq 1 Line Net Extended 6,000.00
Table ID Identifier MG&SCONSTR-RICHMND Description Misc Gds & Svcs Con-Richmond

Quantity 1.0000 From Date
Unit of Measure EA To Date
Unit Price 6,000.0000 Line Type REV Accumulate
Gross Extended 6,000.00 Tax Code Tax Exempt
Exempt Cert

Less Discount 0.00
Plus Surcharge 0.00
Net Extended 6,000.00
VAT Amount 0.00
Tax Amount 0.00
Net Plus Tax 6,000.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge
Notes Express Entry
Summary Bill Search Line Search Navigation Line - Info 1 Page Series
Save Return to Search Notify Refresh Add Update/Display

- 15 Enter the desired bill line information. At a minimum, enter values in the following fields:
 - a. **Table** – determines the type of options available in the Identifier field
 - b. **Identifier** - used to select the item that is being billed and the associated charge distribution.
 - c. **Gross Extended** – the total of all recurring bills
- 16 Click the **Refresh** button.
- 17 Click the **Header – Info 1** tab.



Accounts Receivable Job Aid

501 AR323 Entering a Recurring Bill

Unit 50100 Invoice MISC000135 Pretax Amt 6,000.00 USD

Status RDY Invoice Date Cycle ID MTH-RECUR
*Type OTH Source MISC *Frequency Recurring
*Customer 0000050036 SubCust1 SubCust2
GAME AND INLAND FISHERIES
*Invoice Form STANDARD From Date To Date
Accounting Date Pay Terms NET30 Pay Method Check
Remit To REMIT Bank Account VDOT
Sales STAGENCY Bill Inquiry Phone Collector COL3
Billing Specialist Billing Authority

Go to: Header Info 2 Address Copy Address
Notes Express Entry Attachments Page Series
Summary Bill Search Line Search Navigation Header - Info 1 Prev Next
Return to Maintain Bills

Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

18 On the **Header – Info1** tab, change the **Status** field from **New** to **RDY**.

19 Click the **Save** button.

20 Cardinal creates the bill when the system data is equal to or greater than the recurring bill generate date.