

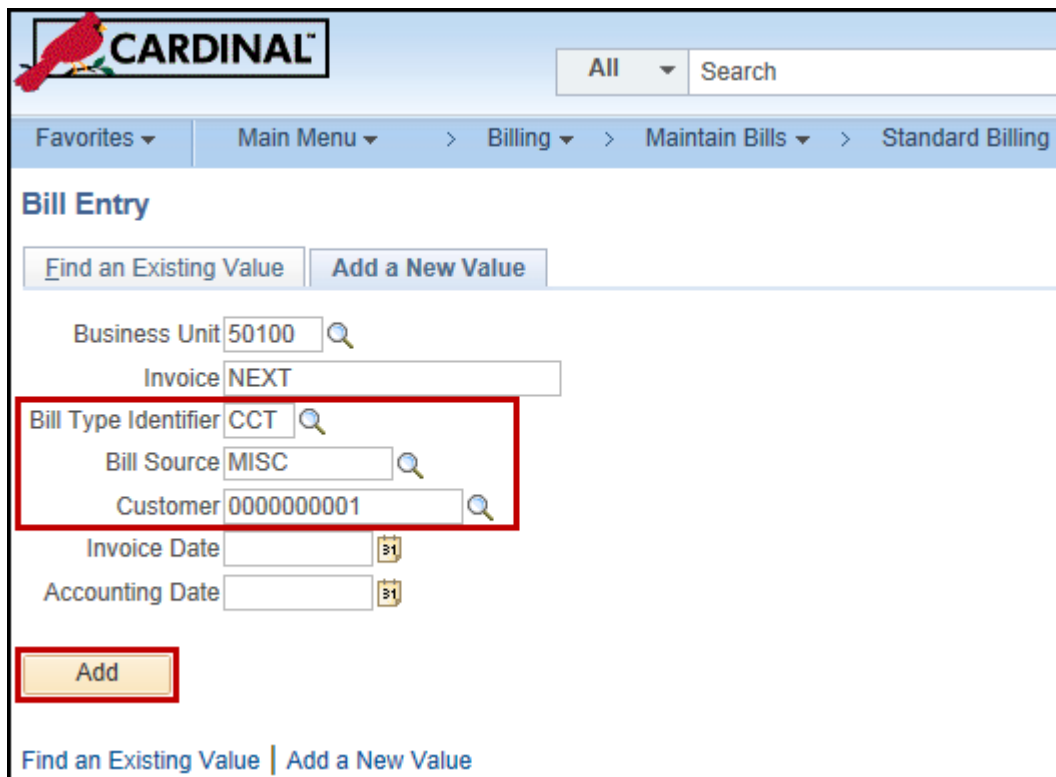
About Installment Bills

Installment billing is used to invoice customers in segments, with the total amount due divided equally, by percentage, or according to the configured definition. Each installment bill includes the installment number, the number of installments, the installment amount due, and the total invoice amount. Detailed installment billing information is entered manually on the Installment Bill Terms tab on the Installment Bill Schedules page.

To Create an Installment Bill

- 1 Navigate using the following path:

Billing > Maintain Bills > Standard Billing



The screenshot shows the CARDINAL software interface for entering a bill. The breadcrumb path is Billing > Maintain Bills > Standard Billing. The 'Bill Entry' section has two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. The form contains the following fields:

- Business Unit: 50100
- Invoice: NEXT
- Bill Type Identifier: CCT
- Bill Source: MISC
- Customer: 0000000001
- Invoice Date: [calendar icon]
- Accounting Date: [calendar icon]

The 'Add' button is highlighted with a red box. At the bottom of the form, there are links for 'Find an Existing Value' and 'Add a New Value'.

- 2 Enter a new bill by selecting the **Add a New Value** tab.
- 3 Complete the required standard billing fields according to your agency's policy. Enter the following fields at a minimum:
 - a. **Bill Type Identifier**
 - b. **Bill Source**
 - c. **Customer**
- 4 Click the **Add** button.

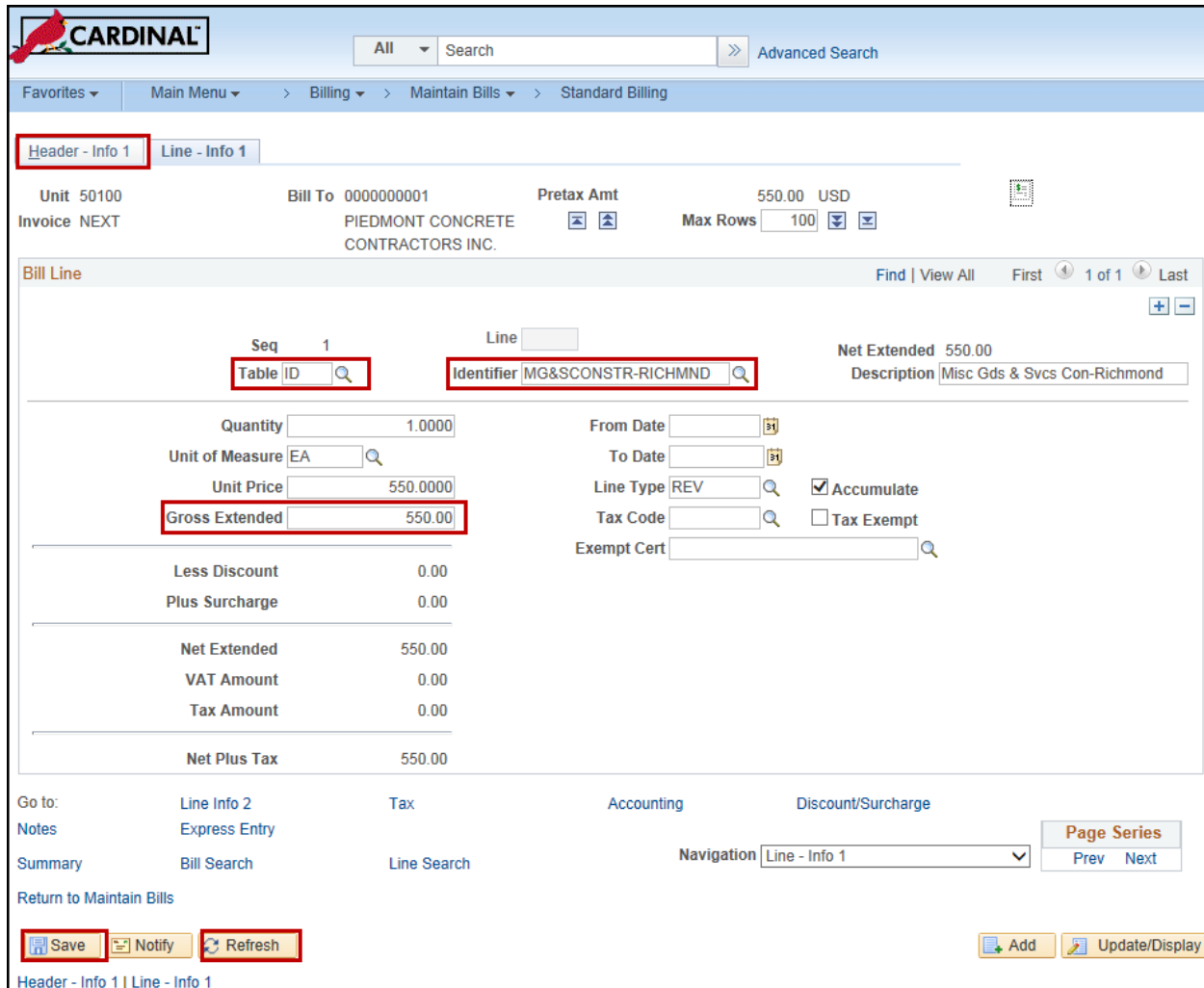


Accounts Receivable Job Aid

501 AR323 Entering an Installment Bill

The screenshot shows the 'Header - Info 1' tab in the CARDINAL software. The 'Cycle ID' field is set to 'MTH-INSTAL' and the '*Frequency' field is set to 'Installment'. The customer name is 'PIEDMONT CONCRETE CONTRACTORS INC.' and the invoice type is 'NEXT'. The 'Pay Method' is set to 'Check'. The 'Navigation' dropdown is set to 'Header - Info 1'. The 'Page Series' buttons are 'Prev' and 'Next'. The 'Save', 'Notify', and 'Refresh' buttons are at the bottom left, and the 'Add' and 'Update/Display' buttons are at the bottom right.

- 5 On the Header – Info 1 tab, select **MTH-INSTAL** for the **Cycle ID** field.
- 6 In the **Frequency** field select **Installment**.
- 7 Click on the **Line – Info 1** tab.



The screenshot shows the 'Line - Info 1' tab in the CARDINAL software. The interface includes a search bar at the top, navigation tabs for 'Header - Info 1' and 'Line - Info 1', and a main area for entering billing information. The 'Line - Info 1' tab is active, showing the following fields and values:

- Unit: 50100, Invoice: NEXT
- Bill To: 0000000001, PIEDMONT CONCRETE CONTRACTORS INC.
- Pretax Amt: 550.00 USD
- Max Rows: 100
- Seq: 1, Line: [empty]
- Table ID: [empty]
- Identifier: MG&SCONSTR-RICHMND
- Net Extended: 550.00
- Description: Misc Gds & Svcs Con-Richmond
- Quantity: 1.0000
- Unit of Measure: EA
- Unit Price: 550.0000
- Gross Extended: 550.00
- From Date: [empty]
- To Date: [empty]
- Line Type: REV
- Accumulate:
- Tax Code: [empty]
- Tax Exempt:
- Exempt Cert: [empty]
- Less Discount: 0.00
- Plus Surcharge: 0.00
- Net Extended: 550.00
- VAT Amount: 0.00
- Tax Amount: 0.00
- Net Plus Tax: 550.00

At the bottom of the form, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The 'Save' and 'Refresh' buttons are highlighted with red boxes in the original image.

- 8 On the **Line – Info 1** tab, enter the desired billing information. At a minimum, enter the following values:
 - a. **Table** – determines the type of options available in the identifier field
 - b. **Identifier** – used to select the item that is billing billed and the associated charge distribution
 - c. **Gross Extended** – total amount of the individual installment bills
- 9 Once you have entered all the fields, click the **Refresh** button. Other values display based on your entries.
- 10 Click the **Save** button. Upon save, Cardinal updates the Invoice ID with the next sequential number available.
- 11 Click the **Header – Info 1** tab.



Accounts Receivable Job Aid

501 AR323 Entering an Installment Bill

Unit 50100 Invoice MISC000127 Pretax Amt 550.00 USD

Status NEW Invoice Date Cycle ID MTH-INSTAL
*Type CCT Source MISC *Frequency Installation
*Customer 0000000001 SubCust1 SubCust2
View Activity
PIEDMONT CONCRETE CONTRACTORS INC.
*Invoice Form STANDARD From Date To Date
Accounting Date Pay Terms NET30 Pay Method Check
Remit To REMIT Bank Account VDOT
Sales BUSINESS Bill Inquiry Phone
Credit CREDIT Collector COL2
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 Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

12 On the **Header – Info** Tab, click the **Go To Installment Bill Schedule** icon .

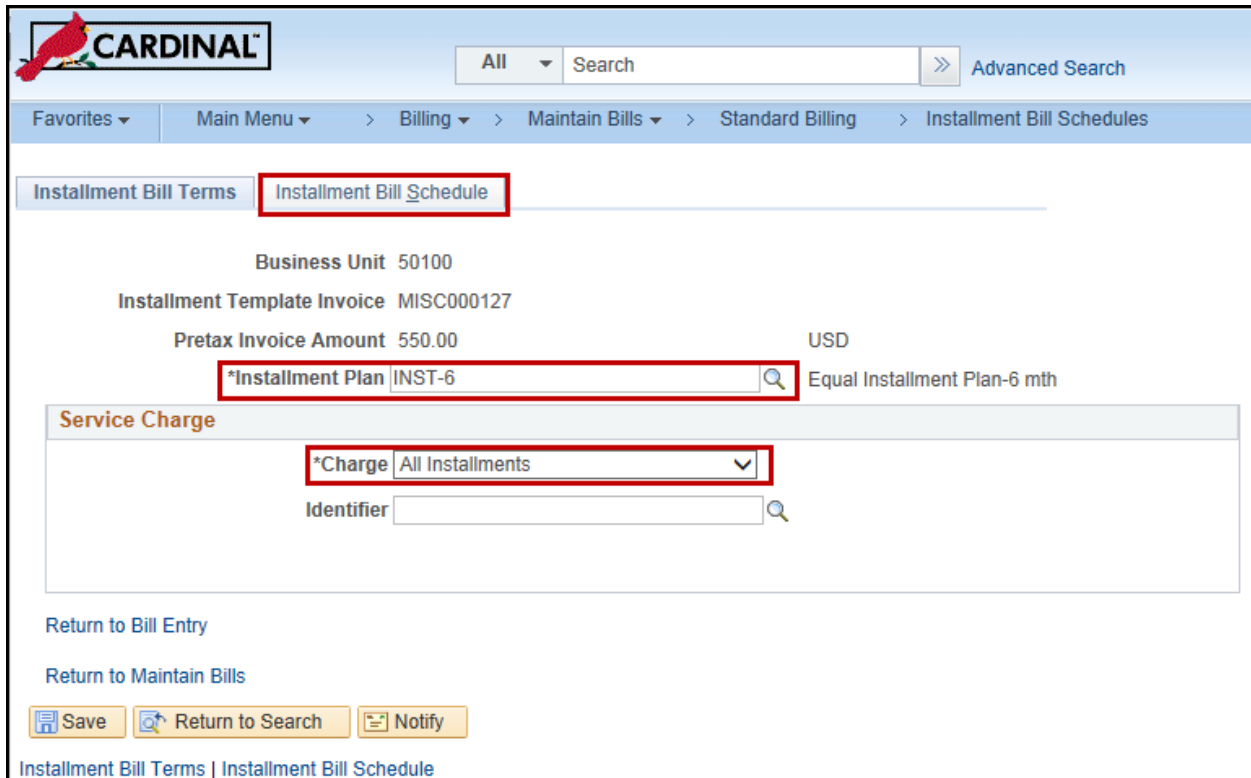
Business Unit 50100
Installation Template Invoice MISC000127
Pretax Invoice Amount 550.00 USD
*Installation Plan

Service Charge
*Charge None
Identifier

Return to Bill Entry

Save Return to Search Notify

Installation Bill Terms | Installation Bill Schedule



CARDINAL

All Search >> Advanced Search

Favorites > Main Menu > Billing > Maintain Bills > Standard Billing > Installation Bill Schedules

Installation Bill Terms | **Installation Bill Schedule**

Business Unit 50100
Installment Template Invoice MISC000127
Pretax Invoice Amount 550.00 USD
*Installation Plan INST-6 Equal Installment Plan-6 mth

Service Charge

*Charge All Installments
Identifier

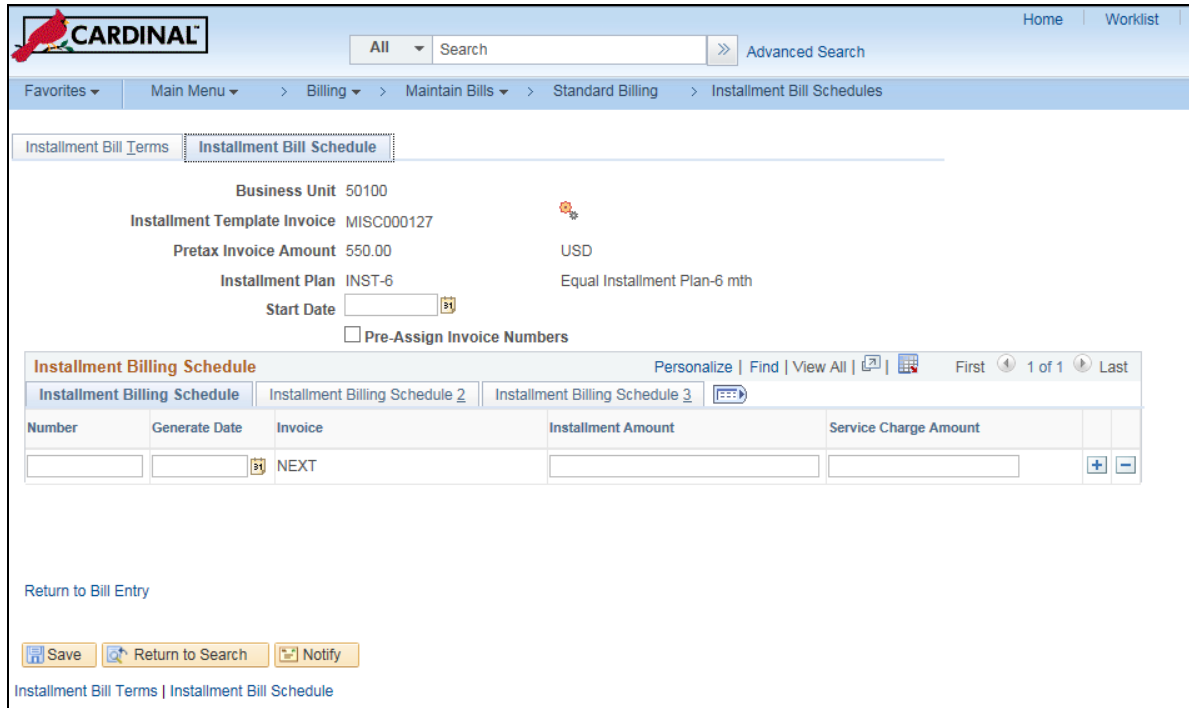
[Return to Bill Entry](#)
[Return to Maintain Bills](#)

[Save](#) [Return to Search](#) [Notify](#)

[Installation Bill Terms](#) | [Installation Bill Schedule](#)

- 13** Enter billing terms information on the **Installation Bill Terms** tab. At a minimum, enter values for the following fields:
- a. **Installation Plan**
 - b. **Charge**

14 Click the **Installment Bill Schedule** tab.



The screenshot shows the CARDINAL software interface. At the top, there is a search bar with 'All' and 'Search' options, and a link to 'Advanced Search'. Below this is a navigation menu with 'Billing' > 'Maintain Bills' > 'Standard Billing' > 'Installment Bill Schedules'. The 'Installment Bill Schedule' tab is selected. The main area displays the following information:

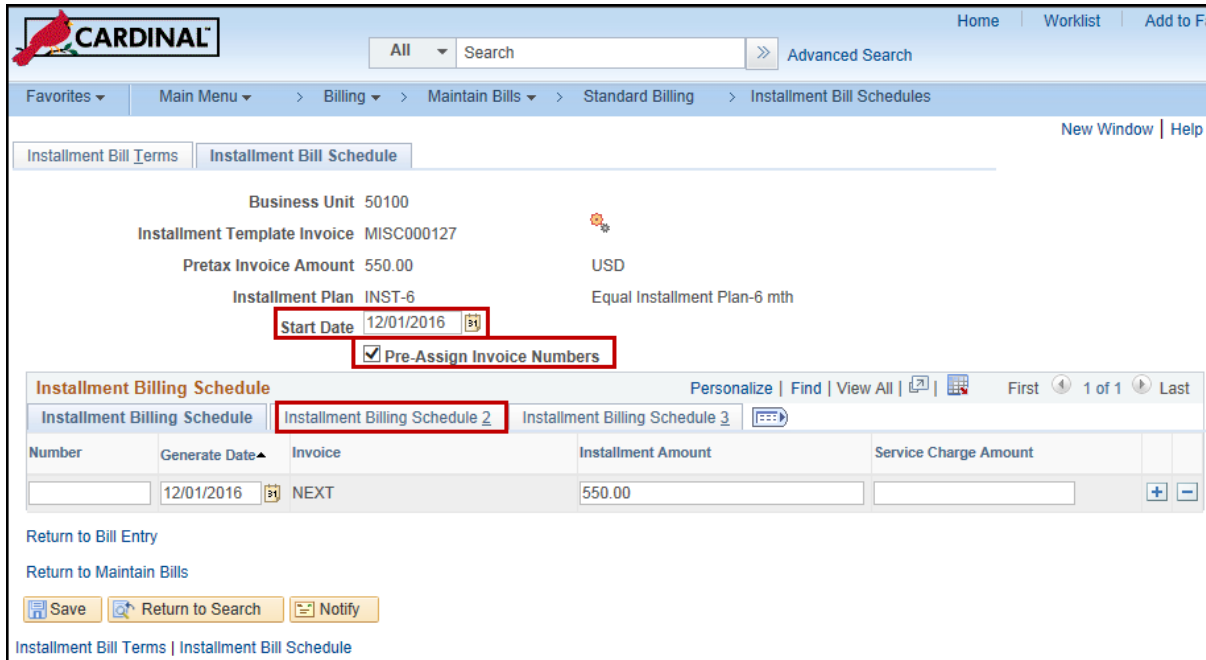
- Business Unit: 50100
- Installment Template Invoice: MISC000127
- Pretax Invoice Amount: 550.00
- Installation Plan: INST-6
- Start Date: []
- Pre-Assign Invoice Numbers:
- USD
- Equal Installment Plan-6 mth

Below this is the 'Installment Billing Schedule' section, which includes a table with the following columns: Number, Generate Date, Invoice, Installment Amount, and Service Charge Amount. The table contains one row with the value 'NEXT' in the Invoice column. At the bottom of the interface, there are buttons for 'Save', 'Return to Search', and 'Notify', along with a 'Return to Bill Entry' link.

15 Enter billing schedule information in the **Installment Bill Schedule** tab. At a minimum, enter the following values:

- Start Date**
- Generate Date(s)**
- Installment Amount(s) Note:** The installment amounts must equal the line amount you entered in the **Gross Extended** field in Step 8.

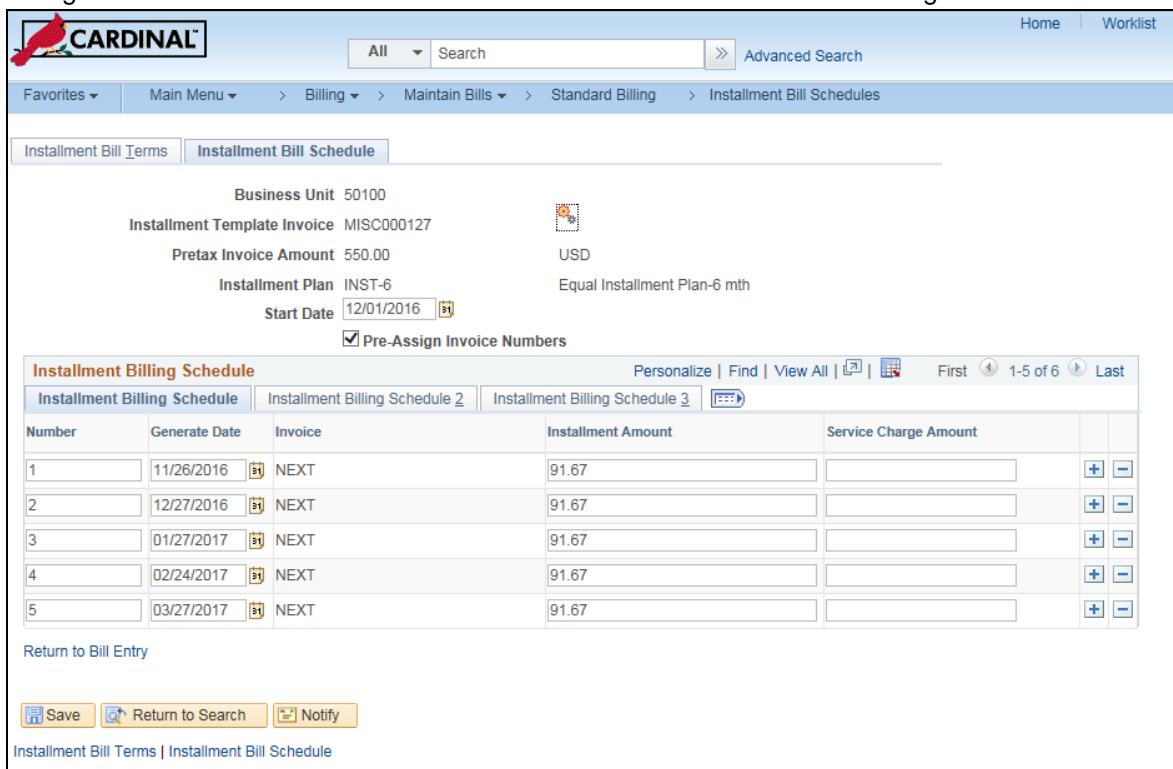
- 16 Select the **Pre-Assign Invoice Numbers** checkbox.



The screenshot shows the 'Installation Bill Schedules' page in the CARDINAL system. The 'Pre-Assign Invoice Numbers' checkbox is checked and highlighted with a red box. The 'Start Date' is set to 12/01/2016, also highlighted with a red box. The 'Installment Billing Schedule' table shows one entry with a generate date of 12/01/2016 and an invoice amount of 550.00.

Number	Generate Date	Invoice	Installment Amount	Service Charge Amount
	12/01/2016	NEXT	550.00	

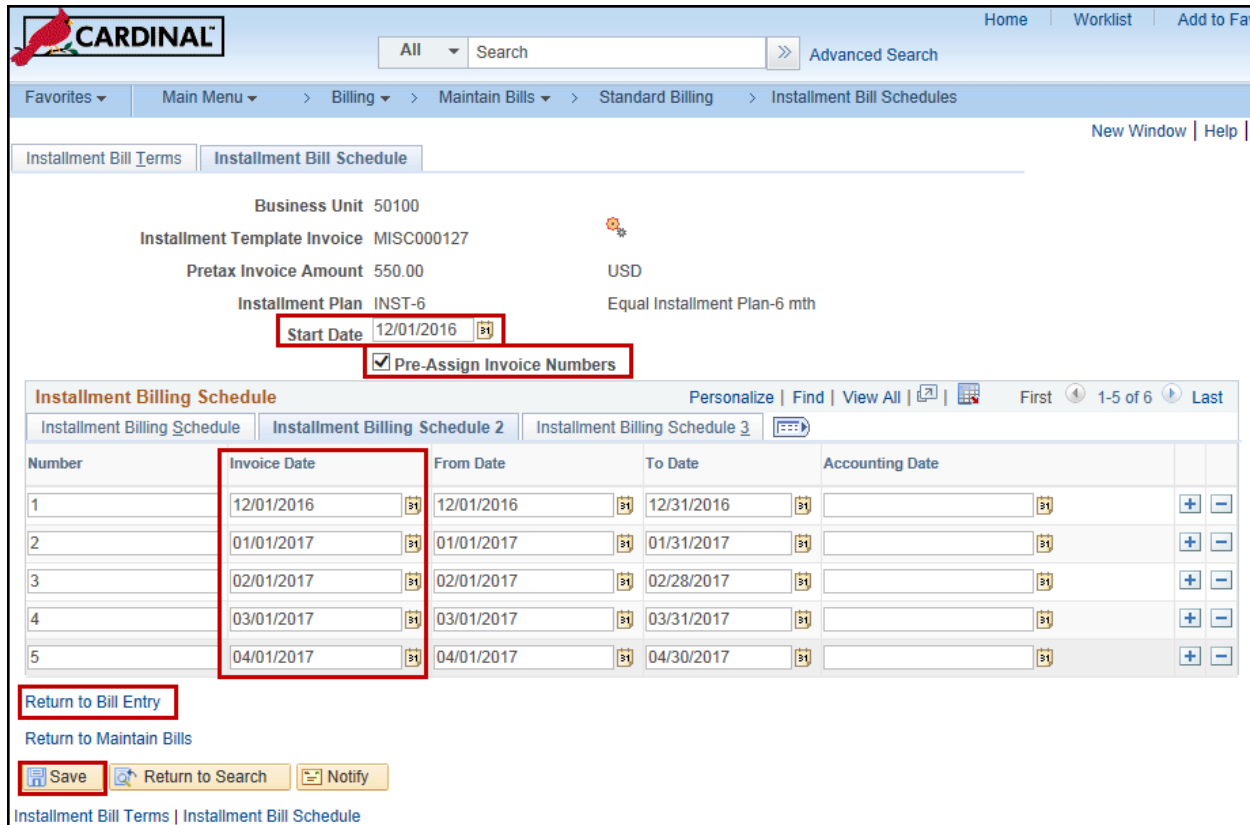
- 17 Click on the **Generate Install Bill Schedule** icon. (Click 'OK' if a warning message displays.) Installment Billing Schedule lines are created with the date and Installment Amount fields generated.



The screenshot shows the 'Installation Bill Schedules' page after clicking the 'Generate Install Bill Schedule' icon. The 'Pre-Assign Invoice Numbers' checkbox remains checked. The 'Installment Billing Schedule' table now contains five rows, each with a generate date and an installment amount of 91.67.

Number	Generate Date	Invoice	Installment Amount	Service Charge Amount
1	11/26/2016	NEXT	91.67	
2	12/27/2016	NEXT	91.67	
3	01/27/2017	NEXT	91.67	
4	02/24/2017	NEXT	91.67	
5	03/27/2017	NEXT	91.67	

- 18 Click the **Installment Billing Schedule 2** tab.



Business Unit 50100
 Installation Template Invoice MISC000127
 Pretax Invoice Amount 550.00 USD
 Installation Plan INST-6 Equal Installation Plan-6 mth
 Start Date 12/01/2016
 Pre-Assign Invoice Numbers

Number	Invoice Date	From Date	To Date	Accounting Date
1	12/01/2016	12/01/2016	12/31/2016	
2	01/01/2017	01/01/2017	01/31/2017	
3	02/01/2017	02/01/2017	02/28/2017	
4	03/01/2017	03/01/2017	03/31/2017	
5	04/01/2017	04/01/2017	04/30/2017	

Return to Bill Entry
 Return to Maintain Bills
 Save Return to Search Notify

- 19 On the **Installment Billing Schedule 2** tab, the Invoice Date field displays for each installment.
- 20 Click the **Save** button.
- 21 Click the **Return to Bill Entry** link located at the bottom of the page.
- 22 Review bill and change the status to **RDY**.
- 23 Click the **Save** button. Your entries are saved.
- 24 Cardinal creates the bill when the system date is equal to or greater than the installment bill generate date.