

REQUEST ON LINE BILL

These procedures are not meant to override any current Agency or Departmental policies (i.e.: record retention, etc.).

Steps -

To request an on line bill in Cardinal:

1. Complete the Request On line Bill form and forward to Central Office Fiscal Division, Accounts Receivables Section.

The Accounts Receivables section in the fiscal division or the district office receives the on line bill request form.

2. Verify that the customer already exists in Cardinal. Otherwise, an Add/Update Customer request form will also be required. Verify the request on line bill form is filled out correctly and review for accuracy.
3. Enter the billing information in Cardinal from the On Line Bill Request form and set the bill to ready.
4. Save the page. Batch processes will be run that will create the invoice and transfer the billing information into accounts receivable.

Features

Billing is a separate module within Accounts Receivable.

Cardinal allows you to create and review Pro Forma Invoices prior to generating invoices.

Invoice number and item number are the same. The invoice number will include a prefix which identifies the bill source (i.e. CALCU for Calculated Incident, OA for Outdoor Advertising, EMS for Equipment Management System, etc.), followed by a unique invoice number. This allows you to search for and analyze bills and to identify the type of bill and receivable generated.

External billing data is entered directly into Cardinal.

Accident information is not stored in Cardinal.

There are no billing interfaces for non- projects.

Most Outdoor Advertising will not be processed through billing. Customers have been advised to register and renew on line using the Virginia Department of Transportation website- <https://payments.vi.virginia.gov/PayVDOT>.

Process

All non- project bills are created as on line bills. Batch processes run to generate the bills daily. Bills can be viewed as pro forms if necessary before the final bills are generated.

Approvals

The bills are sent out and approved by the Central Office Fiscal Division.

Reporting Tools

[Invoice Register by Invoice Number](#)

[STD Print Portrait Consolidated Inventory](#)

[Pro Forma or Invoice](#)

Note: See the Reports Job Aid for a complete listing of Reports.

References

Cardinal Job Aids: http://www.cardinalproject.vi.virginia.gov/job_aids.shtml

Fiscal Division Policies: <http://insidevdot/sites/bs/default.aspx>