



501 AR323: Billing and Receivables

Instructor Led Training



Welcome

This training provides employees with the skills and information necessary to use Cardinal. It is not intended to replace existing Commonwealth and/or agency policies.

This course provides an overview of the billing and receivables processes in Cardinal.

These training materials include diagrams, charts, screenshots, etc., that clarify various Cardinal tasks and processes. The screenshots are taken from Cardinal and show pages that not all users can access. They are included here so you can see how your specific responsibilities relate to the overall transaction or process being discussed. See your agency's Security Handbook, located on the Cardinal website, for a list of available roles and descriptions.





Course Objectives

After completing this course, you will be able to :

- Enter a Standard Bill
- Generate an Invoice
- Adjust a Bill
- Maintain and Update Receivables
- Process Customer Statements
- Describe Key Reports and Queries





Course Agenda

This course covers the following topics:

- Lesson 1: Understanding Bills
- Lesson 2: Entering a Bill Online
- Lesson 3: Adjusting a Bill
- Lesson 4: Receivables Maintenance
- Lesson 5: Aging and Collections
- Lesson 6: Billing and Receivables Reports and Queries



Lesson 1: Understanding Bills

In this lesson, you learn about the following topics:

- Accounts Receivable Overview
- Key Concepts
- Billing Processes



Accounts Receivable Overview

The Accounts Receivable functional area of Cardinal is composed of two modules:

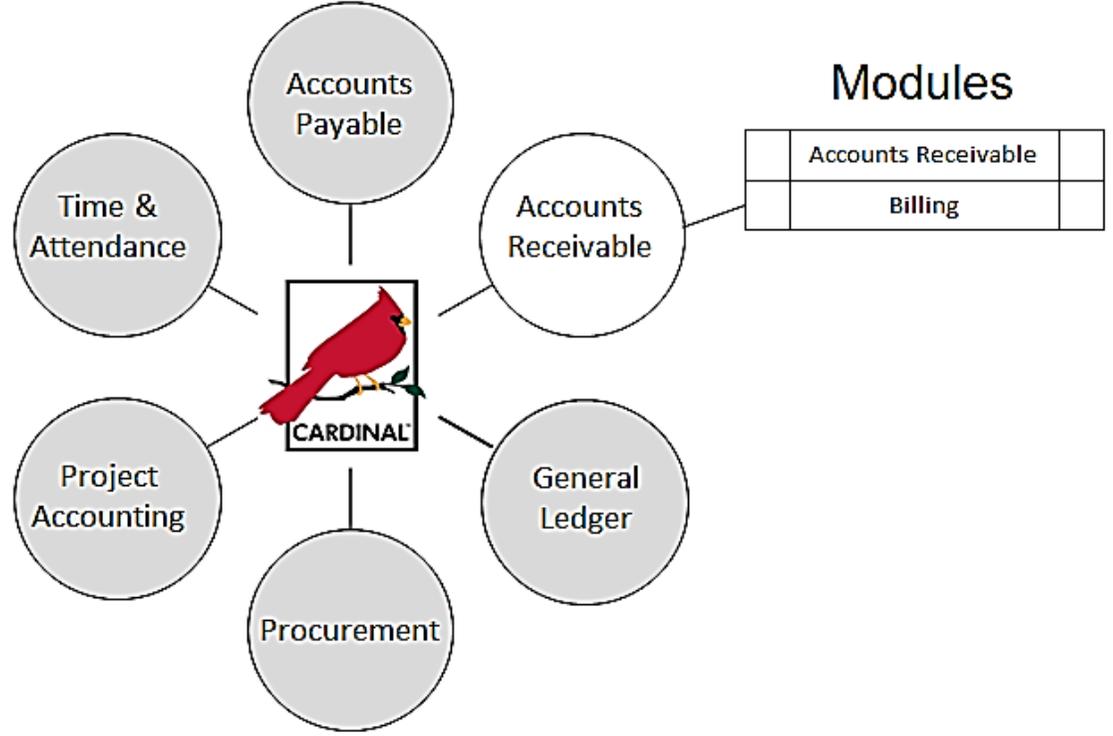
Accounts Receivable

The Accounts Receivable module manages the processing of payments that are due to the agency.

Billing

The Billing module involves creating invoices, reviewing and validating invoices, and managing billing and distribution cycles.

Cardinal Functional Areas





Key Concepts

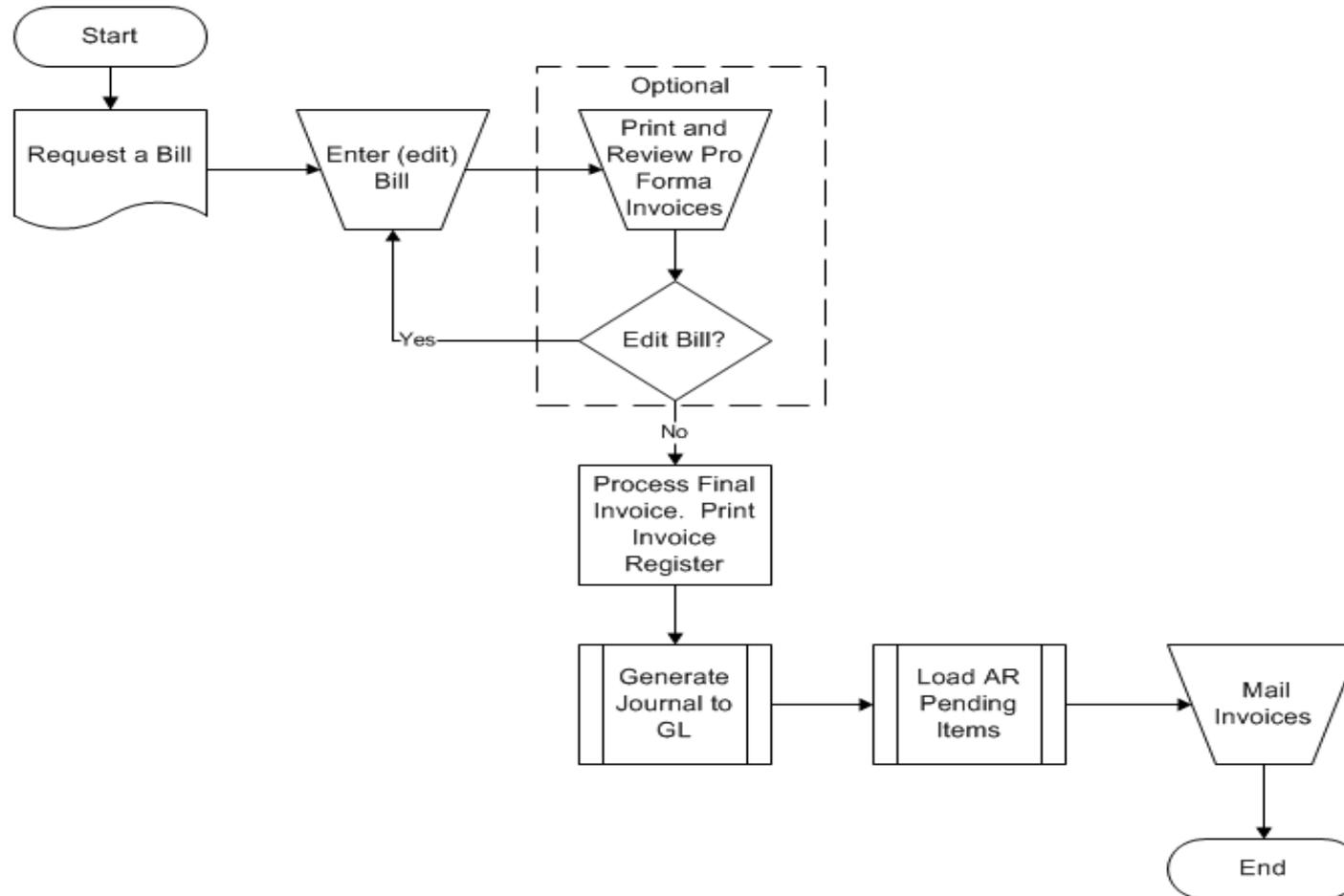
Some key concepts in creating and processing bills include:

- Billing is a separate module within Accounts Receivable.
- You can receive various types of requests to enter a bill online. Examples include accident reports, payable invoices, or inventory disbursement documents.
- The Billing process involves entering bill information, creating billing invoices, creating Accounts Receivable items, posting Accounts Receivable items, and creating billing invoice adjustments.
- Different types of billing invoices can be created:
 - Standard
 - Recurring
 - Installment
 - Consolidated
- Cardinal allows you to create and review pro forma Invoices prior to generating final invoices.



Billing Processes

The process flow for creating and processing bills is highlighted below.





Lesson 1: Summary

In this lesson, you learned about the following topics:

- Accounts Receivable Overview
- Key Concepts
- Billing Processes



Lesson 2: Entering a Bill Online

This lesson covers the following topics:

- Searching Invoiced Bills
- Entering a Standard Bill
- Entering a Recurring, Installment, and Consolidated Bill
- Reviewing Pro Forma Invoices
- Posting Receivables
- Budget Check Errors
- Viewing a Bill in Accounts Receivable



Bill Types

In Cardinal, there are four types of bills that can be entered:

- Standard – a bill created manually for one time use
- Recurring – bills or portions of bills that can be reproduced
- Installment – bills that are used to invoice customers in segments
- Consolidated – bills that are grouped or consolidated into a single invoice



Searching Invoiced Bills

Before entering a bill, you must first determine if the bill already exists by searching for it.

To search for a bill, navigate to the **Bills Invoiced** page using the following path:

Main Menu > Billing > Locate Bills > Bills Invoiced

Favorites | Main Menu > Billing > Locate Bills > Bills Invoiced

Bills Invoiced

*Unit: *Currency Option:
*Bill To: *ID:

0.000 / 0.00

Bill Search Results Customize | Find | View All | First 1 of 1 Last

Select	Type	Status	Source	Invoice	Template Invoice Flag	Invoice Date	Invoice Amount	Currency
<input type="checkbox"/>							0.000	

[Summary](#) [Header Info 1](#) [Address](#) [Copy Address](#) [Header Notes](#)
[Line Info 1](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#) [Line Notes](#) [Line Search](#)

[Return to Locate Bills](#)



Searching Invoiced Bills (continued)

The **Bills Invoiced** page displays:

- The **Unit** defaults to your business unit.
- The **Bill To** field has two options:
 - **Customer**
 - **Contract**
- This field defaults to **Customer**. If you prefer to search using the **Contract** number, you can change it. In this example, we are using the **Customer** option.
- The **ID** field is used to enter the **Customer** or **Contract** (depending on the selection in the **Bill To** field). Enter the customer ID in the **ID** field or you can use the lookup icon to find it.
- Click the **Search** button.

Bills Invoiced

Unit: 50100 *Currency Option: Transaction Currency

Bill To: Customer ID: [Empty] Search

0.000 / 0.00

Select	Type	Status	Source	Invoice	Template Invoice Flag	Invoice Date	Invoice Amount	Currency
<input type="checkbox"/>							0.000	

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Notify Refresh



Searching Invoiced Bills (continued)

All bills that have been invoiced for this customer display. Check to see if the amount of the invoice you have to pay is displayed in the **Invoice Amount** field.

If one or more of the amounts match the invoice you need to pay:

- Click the **Select** box for that item
- Click the **Line Info 1** link

Favorites | Main Menu > Billing > Locate Bills > Bills Invoiced

Bills Invoiced

*Unit: 50100 *Currency Option: Transaction Currency
*Bill To: Customer *ID: 0000000004

1 To 9 Of 9 36,575.00 / 36,575.00

Bill Search Results Customize | Find | View All | First 1-9 of 9 Last

Select	Type	Status	Source	Invoice	Template Invoice Flag	Invoice Date	Invoice Amount	Currency
<input type="checkbox"/>	OTH	INV	MISC	MISC000100	N	01/30/2015	6,067.00	USD
<input type="checkbox"/>	OTH	INV	GENER	GENE002050	N	02/02/2015	30,000.00	USD
<input type="checkbox"/>	OTH	INV	GENER	GENE001940	N	11/03/2014	37.00	USD
<input type="checkbox"/>	OTH	INV	GENER	GENE001375	N	01/14/2014	37.00	USD
<input type="checkbox"/>	OTH	INV	GENER	GENE001318	N	11/21/2013	37.00	USD
<input checked="" type="checkbox"/>	OTH	INV	GENER	GENE001281	N	11/21/2013	111.00	USD
<input type="checkbox"/>	OTH	INV	GENER	GENE000674	N	12/12/2012	148.00	USD
<input type="checkbox"/>	OTH	INV	GENER	GENE000003	N	12/20/2011	37.00	USD
<input type="checkbox"/>	OTH	INV	AUDIT	AUDT000043	N	01/19/2015	101.00	USD

[Summary](#) [Header Info 1](#) [Address](#) [Copy Address](#) [Header Notes](#)
[Line Info 1](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#) [Line Notes](#) [Line Search](#)

Notify Refresh



Searching Invoiced Bills (continued)

Review the information on the **Line – Info 1** tab to determine whether it is a duplicate of the bill you want to enter.

Favorites | Main Menu > Billing > Locate Bills > Bills Invoiced

Header - Info 1 | **Line - Info 1**

Unit: 50100 Bill To: 0000000004 Invoice Amt: 111.00 USD
Invoice: GENE001281 BOWMAN CONSULTING Max Rows: 100

Bill Line		Find View All		First	1 of 1	Last
Seq:	1	Line:	1	Net Extended:	111.00	
		Identifier:	VDOTFINGERPRINTAR	Description:	Criminal History Background Ck	
Quantity:	3.0000	Line Type:	REV	<input checked="" type="checkbox"/>	Accumulate	
Unit of Measure:	EA	From/To Dt:		<input type="checkbox"/>	Tax Exempt	
Unit Price:	37.0000	Tax Code:				
Gross Extended:	111.00	Exempt Cert:				
Less Discount:	0.00					
Plus Surcharge:	0.00					
Net Extended:	111.00					
VAT Amount:	0.00					
Tax Amount:	0.00					
Net Plus Tax:	111.00					

Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#)

Notes: [Commit Cntrl](#)

Summary: [Bill Search](#) [Line Search](#) Line - Info 1 [Page Series](#) [Prev](#) [Next](#)

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

Header - Info 1 | Line - Info 1



Entering a Standard Bill

Once you have determined that the bill has not been invoiced, you can enter the bill.

To enter the bill, navigate to the **Bill Entry** page using the following path:

Main Menu > Billing > Maintain Bills > Standard Billing

Select the **Add a New Value** tab.

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

Bill Entry

Find an Existing Value | **Add a New Value**

Business Unit: 🔍

Invoice:

Bill Type Identifier: 🔍

Bill Source: 🔍

Customer: 🔍

Invoice Date: 📅

Accounting Date: 📅

[Find an Existing Value](#) | [Add a New Value](#)



Entering a Standard Bill (continued)

The **Business Unit** defaults to your business unit.

The **Invoice** field defaults to **NEXT**. Do not change it. Cardinal automatically assigns the number when the invoice is saved.

The **Bill Type Identifier** describes the type of entity being billed. There are four options:

- **CCT** – City County Towns
- **FED** – Federal Billing
- **OTH** – Other
- **STA** – State Agencies

Business Unit: 50100
Invoice: NEXT
Bill Type Identifier:
Bill Source:
Customer:
Invoice Date:
Accounting Date:
Add

Look Up Bill Type Identifier

SetID: 50100
Bill Type Identifier: begins with

Look Up Clear Cancel Basic Lookup

Search Results

Bill Type Identifier	Description
CCT	City County Towns
FED	Federal Billing
OTH	Other
STA	State Agencies



Entering a Standard Bill (continued)

The **Bill Source** describes what you are billing for.

Click the **Lookup** icon to select the option for the bill you are entering.

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

Bill Entry

Find an Existing Value | Add a New Value

Business Unit: 50100

Invoice: NEXT

Bill Type Identifier: OTH

Bill Source:

Customer:

Invoice Date:

Accounting Date:

Find an Existing Value | Add a New Value

Look Up Basic Lookup

Search Results

View 100 First 1-18 of 18 Last

Bill Source	Description
AUDIT	Audit Refund
CALCU	Calculated Accident
COAL	Coal Severance
EMS	Equipment Management System
FED	Federal
FUEL	Automated Fuel Mgmt Program
GENER	Generic Miscellaneous
GRANT	Grant
INVS	Inventory Sales
MG&SE	Miscellaneous Goods & Services
MISC	Miscellaneous
OA	Outdoor Advertising
PHOTO	Photo Bills
PROJE	Non-Federal Project
PROPDMG	Property Damage
RETRE	Retainage Refund
REVSH	Revenue Sharing Unmatched
REVSM	Revenue Sharing Match



Entering a Standard Bill (continued)

Enter the Customer number in the **Customer** field. If you are not sure of the ID, use the **Lookup** icon to search for it.

The **Invoice Date** and **Accounting Date** default to the current date.

Click the **Add** button.

The screenshot shows a web application interface for entering a standard bill. The breadcrumb trail at the top reads: Favorites | Main Menu > Billing > Maintain Bills > Standard Billing. The main heading is 'Bill Entry'. Below the heading are two tabs: 'Find an Existing Value' and 'Add a New Value'. The form contains the following fields:

- Business Unit: 50100 (with a lookup icon)
- Invoice: NEXT
- Bill Type Identifier: OTH (with a lookup icon)
- Bill Source: GENER (with a lookup icon)
- Customer: 0000000004 (with a lookup icon)
- Invoice Date: (with a calendar icon)
- Accounting Date: (with a calendar icon)

The 'Customer' field and the 'Add' button are highlighted with red boxes. At the bottom of the form, there are two links: 'Find an Existing Value' and 'Add a New Value'.



Entering a Standard Bill (continued)

The **Header – Info 1** tab displays. The **Header** information applies to the bill. The following fields default from the **Add a New Value** page:

- **Status**
- **Type**
- **Customer**
- **Source**

The **Cycle ID** field identifies the billing cycle for the bill. Options include:

- Daily
- Monthly
- Federal
- Monthly Installment
- Monthly Recurring
- Quarterly

The **Frequency** field is used to determine the frequency of the billing cycle and defaults to **Once**. Other options include:

- Installment
- Recurring

Click the **Header Info 2** link.



Entering a Standard Bill (continued)

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

Header - Info 1 | Line - Info 1

Unit: 50100 Invoice: NEXT Pretax Amt: 0.00 USD

Status:	<input type="text" value="NEW"/>	Invoice Date:	<input type="text"/>	Cycle ID:	<input type="text" value="DAILY"/>
*Type:	<input type="text" value="OTH"/>	Source:	<input type="text" value="GENER"/>	*Frequency:	<input type="text" value="Once"/>
*Customer:	<input type="text" value="0000000004"/>	SubCust1:	<input type="text"/>	SubCust2:	<input type="text"/>

BOWMAN CONSULTING

*Invoice Form:	<input type="text" value="STANDARD"/>	From Date:	<input type="text"/>	To Date:	<input type="text"/>
Accounting Date:	<input type="text"/>	Pay Terms:	<input type="text" value="NET30"/>	Pay Method:	<input type="text" value="Check"/>
Remit To:	<input type="text" value="REMIT"/>	Bank Account:	<input type="text" value="VDOT"/>		
Sales:	<input type="text" value="BUSINESS"/>	Bill Inquiry Phone:	<input type="text" value="804-371-7435"/>		
Credit:	<input type="text" value="CREDIT"/>	Collector:	<input type="text" value="COL3"/>		
Bill:	<input type="text"/>	Billing Authority:	<input type="text"/>		

Go to: [Header Info 2](#) [Express Entry](#) [Address](#) [Copy Address](#)

Notes [Summary](#) [Bill Search](#) [Line Search](#) Navigation:

[Return to Maintain Bills](#)

Header - Info 1 | Line - Info 1



Entering a Standard Bill (continued)

The **Header – Info 2** tab displays.

Click the **Entry Type** lookup icon.

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

Header - Info 1 | **Header - Info 2** | Line - Info 1

Unit:	50100	Bill To:	000000004	Pretax Amt:	30,000.00 USD
Invoice:	GENE001527		BOWMAN CONSULTING		

Paid Reference:

Paid Amount:

Fwd Balance:

Letter of Credit ID:

Letter of Credit Document ID:

Prepayment Lookup

Entry Type: 

Entry Reason: 

Entry Event: 

Hold Until Date: 

Accrue Unbilled

Currency Information

Billing Currency:	USD	Exchange Rate	
Change Bill Currency		Rate Type:	CRRNT 
		Base Currency:	USD
		Rate:	1.00000000 

Go to: [Header Info 2](#) | [Address](#) | [Copy Address](#)

[Notes](#) | [Express Entry](#)

[Summary](#) | [Bill Search](#) | [Line Search](#)

Navigation:

Page Series:

[Return to Maintain Bills](#)

 Save  Notify  Refresh

 Add  Update/Display

Header - Info 1 | Header - Info 2 | Line - Info 1



Entering a Standard Bill (continued)

The **Look Up Entry Type** page displays.

An **Entry Type** categorizes the pending items that create or update posted items within the system. Examples of Entry Types are Credit Memos (**CR**), Debit Memos (**DR**), Invoice (**IN**), and Late Payment Penalty (**OC**).

Every receivable transaction that is entered or generated by the system must have an entry type associated with it.

Select the **Entry Type**.

SetID	Entry Type
50100	CR
50100	DR
50100	IN
50100	OC



Entering a Standard Bill (continued)

The **Entry Type** displays.

Next, Select the drop-down for the **Entry Reason**.

The **Entry Reason** categorizes different uses for a single entry type. The reason that is associated with an item defines which accounting entries generate and can be used for reporting purposes. Entry reasons are also used to define accounting distributions of accounts (ChartField value) for each entry type.

Unit: 50100 Bill To: 000000004 Pretax Amt: 30,000.00 USD
Invoice: GENE001527 BOWMAN CONSULTING

Paid Reference: Prepayment Lookup
Paid Amount: 0.00 Entry Type: IN
Fwd Balance: 0.00 Entry Reason:
Letter of Credit ID: Entry Event:
Letter of Credit Document ID: Hold Until Date: 02/04/2015
 Accrue Unbilled

Currency Information
Billing Currency: USD Exchange Rate
Rate Type: CRRNT
Base Currency: USD Rate: 1.00000000

Go to: Header Info 2 Address Copy Address
Notes Express Entry
Summary Bill Search Line Search Navigation: Header - Info 2
Return to Maintain Bills

Save Notify Refresh Add Update/Display

The **Look Up Entry Reason** page displays.

Select the **Entry Reason**.

Look Up
Look Up Entry Reason
Cancel

Search Results
View 100 First 1-134 of 134 Last

SetID	Entry Type	Entry Reason
50100	IN	47609
50100	IN	AUDT
50100	IN	AUDT2
50100	IN	BULN1
50100	IN	BULN2
50100	IN	BULN3
50100	IN	BULN4
50100	IN	BULN5
50100	IN	BULN6
50100	IN	CAL01
50100	IN	CAL02
50100	IN	CAL03
50100	IN	CAL04
50100	IN	CAL05
50100	IN	CAL06



Entering a Standard Bill (continued)

Click the **Line – Info 1** tab.

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

Header - Info 1 | Header - Info 2 | **Line - Info 1**

Unit: 50100 **Bill To:** 000000004 Pretax Amt: 30,000.00 USD
Invoice: GENE001527 BOWMAN CONSULTING

Paid Reference: [Prepayment Lookup](#)
Paid Amount: Entry Type:
Fwd Balance: Entry Reason:
Letter of Credit ID: Entry Event:
Letter of Credit Document ID: Hold Until Date:
 Accrue Unbilled

Currency Information

Billing Currency: USD Exchange Rate
[Change Bill Currency](#) Rate Type:
Base Currency: USD Rate:

Go to: [Header Info 2](#) [Address](#) [Copy Address](#)
[Notes](#) [Express Entry](#)
[Summary](#) [Bill Search](#) [Line Search](#) Navigation:

[Return to Maintain Bills](#)

Header - Info 1 | Header - Info 2 | **Line - Info 1**



Entering a Standard Bill (continued)

The **Line – Info 1** tab is used to record required charge information.

The **Table** field determines the type of options available in the **Identifier** field.

Click the **Table** lookup icon and select **ID (PS / Billing Charge ID)**.

The **Discount Table** and **Surcharge Table** are not used in Cardinal.

Favorites Main Menu > Billing > Maintain Bills > Standard Billing

Header - Info 1 Line - Info 1

Unit: 50100 Bill To: 0000000004 Pretax Amt: 0.00 USD
Invoice: NEXT BOWMAN CONSULTING Max Rows: 100

Bill Line Find | View All First 1 of 1 Last

Seq: 1 Line: Net Extended: 0.00
Table: Identifier: Description:

Quantity: From Date: To Date: Line Type: REV Accumulate
Unit of Measure: Tax Code: Tax Exempt
Unit Price: 0.0000 Exempt Cert:
Gross Extended: 0.00

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: Line Info 2 Tax Accounting Discount/Surcharge
Notes Express Entry
Summary Bill Search Line Search Navigation: Line - Info 1 Page Series
Return to Maintain Bills Prev Next

Save Notify Refresh Add Update/Display



Entering a Standard Bill (continued)

The **Identifier** field is used to select the item that is being billed and the associated charge distribution. Click the **Identifier** lookup icon to select the appropriate option. For this example we chose **BULLNOSE2**.

Once the Identifier is selected the **Description**, **Unit of Measure**, and **Unit Price** fields populate. Do not change them.

Enter the **Quantity**.

Click the **Refresh** button to see the bill total.

Notice the new **Net Plus Tax**. This is the amount that is shown on the bill.

If you want to add notes to the **Line**, click the **Notes** link.

The screenshot displays a software interface for entering a standard bill. The main window is titled "Standard Billing" and contains a "Bill Line" form. The form is divided into several sections:

- Header - Info 1:** Unit: 50100, Invoice: NEXT, Bill To: 0000000004 BOWMAN CONSULTING, Pretax Amt: 0.00 USD, Max Rows: 100.
- Bill Line:** Seq: 1, Table: ID, Line: [empty], Identifier: BULLNOSE2, Net Extended: 0.00, Description: Bull Nose Term - Med Cost.
- Quantity and Pricing:** Quantity: [empty], Unit of Measure: EA, Unit Price: 10,000.0000.
- Financials:** Gross Extended: 0.00, 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.
- Other Fields:** From Date, To Date, Line Type: REV, Tax Code, Exempt Cert, Accumulate (checked), Tax Exempt (unchecked).

At the bottom of the form, there are several navigation and action buttons:

- Go to:** Notes (highlighted with a red box), Line Info 2, Express Entry, Summary, Bill Search, Line Search.
- Buttons:** Save, Notify, Refresh (highlighted with a red box), Add, Update/Display.



Entering a Standard Bill (continued)

The **Line – Note** tab displays.

Line note text can now be added in the **Note Text** box.

Notes added here will appear on the invoice under each line.

Click the **Save** button.

The screenshot shows the 'Standard Billing' application window. The 'Line - Note' tab is selected and highlighted with a red box. The 'Bill To' field is also highlighted with a red box. The 'Note Text' box is highlighted with a red box. The 'Save' button at the bottom left is highlighted with a red box. The interface includes a header with 'Unit: 50100', 'Invoice: GENE001370', 'Bill To: 0000000004', 'Pretax Amt: 14,000.00 USD', and 'Max Rows: 100'. Below this is a 'Bill Line' section with 'Seq: 1', 'Line: 1', 'Identifier: BULLNOSE3', and 'Description: Bull Nose Term - Low Cost'. The 'Bill Line Note' section contains 'Standard Note Flag', 'Internal Only Flag', 'Std Note', and 'Note Type: CUSTNOTE'. At the bottom, there are navigation buttons: 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The 'Save' button is highlighted with a red box.



Entering a Standard Bill (continued)

Notes can also be added to the Header. To add notes to the Header, click the **Header 1 Info** tab.

Click the **Notes** link.

The **Header – Note** tab displays.

Header note text can now be added in the **Note Text** box.

Notes added here will appear at the bottom of the invoice.

Click the **Save** button.

This returns you to **Line – Info 1** tab.

Click the **Accounting** link.

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

Header - Info 1 | Line - Info 1 | **Header - Note**

Unit: 50100 Bill To: 0000000004 Pretax Amt: 14,000.00 USD
Invoice: GENE001370 BOWMAN CONSULTING

Customer Notes

Bill Header Notes Find | View All First 1 of 1 Last

Standard Note Flag Std Note:
 Internal Only Flag Note Type:

Note Text:

Go to: [Header Info 2](#) [Address](#) [Copy Address](#)
Notes: [Express Entry](#)
Summary: [Bill Search](#) [Line Search](#) Navigation: Header - Note Page Series: [Prev](#) [Next](#)

[Return to Maintain Bills](#)

Header - Info 1 | Line - Info 1 | Header - Note



Entering a Standard Bill (continued)

The **Acctg – Rev Distribution** tab displays.

Review the accounting distribution shown in the **Acctg Information** tab and make changes if necessary.

Click the **Header – Info 1** tab.

Unit: 50100 Bill To: 0000000004 Pretax Amt: 30,000.00 USD
INVOICE: NEXT BOYMAN CONSULTING Max Rows: 100

Seq: 1 Line: Net Extended: 30,000.00
Identifier: BULLNOSE2 Description: Bull Nose Term - Med Cost

BI Creates GL Acct Entries

Code	Account	Fund	Program	Department	Cost Center	Task	FIPS	Project	Percentage
CALCOST	40090604	04100		10049	11000010				100

Percent: 100.00 Amount: 30,000.00 Gross Extended: 30,000.00

Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#)
[Notes](#) [Express Entry](#)
[Summary](#) [Bill Search](#) [Line Search](#) Navigation: Acctg - Rev Distribution Page Series: [Prev](#) [Next](#)

Return to Maintain Bills

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Header - Info 1 | Line - Info 1 | Acctg - Rev Distribution



Entering a Standard Bill (continued)

Click the **Status** lookup icon and select the **RDY** (Ready to Invoice) option.

After the **Status** is entered, click the **Save** button.

The **Invoice** number populates.

Once the invoice has been finalized and the bill status changes from **RDY** to **INV** (Invoiced), no further changes can be made to the billing data.

The screenshot shows a software interface for entering a standard bill. The interface is divided into several sections. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Billing', 'Maintain Bills', and 'Standard Billing'. Below this, there are tabs for 'Header - Info 1' and 'Line - Info 1'. The main area contains various fields for invoice details. A red box highlights the 'Status' field, which is set to 'RDY', and the 'Save' button at the bottom left. Other fields include 'Unit: 50100', 'Invoice: GENE001527', 'Pretax Amt: 30,000.00 USD', 'Customer: 0000000004', 'Type: OTH', 'Cycle ID: DAILY', '*Frequency: Once', 'Pay Method: Check', and 'Pay Terms: NET30'. There are also buttons for 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Add', and 'Update/Display'.



Entering a Recurring Bill

A recurring bill is one that occurs on a set schedule that allows 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. A monthly fuel expense is an example of a potentially recurring bill.

Schedules automate and control the generation of recurring bills.

Recurring bills are generated monthly in Cardinal.

To create a recurring bill template, you enter information on the original invoice (Standard Bill) template and set up recurring parameters.

See the job aid entitled **Entering a Recurring Bill** for more details.



Entering an Installment Bill

Installment billing is used to invoice customers in segments, with the total amount due divided equally, by percentage, or according to the configured definition.

Although rare, installment billing maybe used when the customer is unable to pay the total amount billed at once.

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.

See the job aid entitled **Entering an Installment Bill** for more details.



Entering a Consolidated Bill

Consolidated bills are bills that are grouped or consolidated into a single invoice. In order to consolidate bills, select individual bills for invoicing at the same time as one group.

To begin this process, navigate to the **Header** page using the following path:

Main Menu > Billing > Maintain Bills > Create Consolidated Header

You create a consolidated bill header for the group of bills selected and specify the customer for the bill in the **Customer** field.

Favorites | Main Menu > Billing > Maintain Bills > Create Consolidated Header

Header | Address

Unit: VDOT1 Invoice: 0000678546 Pretax Amt: 0.00 USD

Billing Control

Status: NEW Bill Source: MISC Invoice Type: REG
*Type: MSC Cycle ID: DAILY Date Bill Added: 11/24/2009 8:21AM

Bill To

*Customer: 0000050036 Address We Ship Express

Contacts

Sales: 006 Credit: POP
Collect: RBM Biller: CMT
Bill Inquiry Phone: 800-246-8000

From Date: To Date: Invoice Date: 11/24/2009
Pay Terms: 21045 Remit To: USBNK Bank Account: CHCK
*Currency: USD *Inv Form: STANDARD

Save Notify Refresh Add Update/Display

Header | Address



Entering a Consolidated Bill (continued)

Once you have created a consolidated header, you can attach bills to it.

The bills you select to attach to the consolidated header are invoiced at the same time as long as they are in **RDY** (Ready) status.

You can navigate to this page using the following path:

Main Menu > Billing > Maintain Bills > Attach and Detach Bills



Entering a Consolidated Bill (continued)

You search for an invoice to attach to a consolidated header by using the **Search Parameters**, such as **Type**, **Status**, and/or **Source**. After clicking the **Search** button, all invoices matching your criteria will be returned.

From the **Invoices to Attach or Detach** section, select the appropriate invoices and click the **Attach** button. The invoice is now attached to the consolidated header.

Favorites | Main Menu > Billing > Maintain Bills > Attach and Detach Bills

Attach and Detach Bills

Unit: VDOT1 Bill To: 0000050036 Consol Inv: 0000678546
Status: **NEW** Media: Printer Currency: USD

Search Parameters

*Key Set: 1 Bill To ID: 0000050036 Ref: Value:
Unit: Type: Status: Source:

1 To 2 Of 2 Currency Option: Transaction Currency Search

Invoices to Attach or Detach

Select	Bill To	Consol Unit	Consolidated Invoice	Unit	Invoice	Invoice Date	Invoice Amount	Currency
<input type="checkbox"/>	0000050036	VDOT1	0000678546	VDOT1	0000678545	11/24/2009	362.50	USD
<input type="checkbox"/>	0000050036	VDOT1	0000678546	VDOT1	0000678544	11/24/2009	209.70	USD

Return to Search | Notify | Refresh

Attach
Detach



Entering a Consolidated Bill (continued)

The consolidated invoice will show a summary of the invoices included.

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: AUDT000061 Invoice Date: 02/24/2015 Customer Number: 0000000001 Payment Terms: Due Date: 03/26/2015		
Bill To: PIEDMONT CONCRETE CONTRACTORS INC. 2811-B HYDRAULIC ROAD CHARLOTTESVILLE VA 22901 United States	AMOUNT DUE: 17,518.00 USD		
		<hr/>	Amount Remitted
For billing questions, please call			
Consolidation Summary			
Summary of Invoices			
50100	AUDT000056		1,476.00
50100	AUDT000057		16,042.00
TOTAL AMOUNT DUE :			17,518.00



Posting Receivable Items

At the end of the process of entering a bill, changing the bill status to **RDY** flags the invoice for batch processing in Cardinal.

Posting Receivable Items is the Cardinal system process of selecting these pending items for posting and creating receivables.

Before the item can post, it must be edit and budget checked in Cardinal.



Budget Check Errors

An item will not be accepted for batch processing if it contains a Budget Check **Error**.

To determine if there are Budget Check **Errors** following batch processing, navigate using the following path:

Main Menu > Billing > Review Billing Information > Summary

On the **Bill Summary Info 2** tab, you can check the **Budget Check Status**.

Navigation: Favorites | Main Menu > Billing > Review Billing Information > Summary

Bill Summary Info | Bill Summary Info 2

Unit:	50100	Invoice:	GENE002193
GL Level:		BI Creates GL Acct Entries	
AR Level:		Header is AR Open Item	
AR Option:		Use Line for Distribution	
Pre-Load Status:		Done	
Budget Check Status:		Valid	
Approval Status:		Not Required	

VAT Defaults Applied GL Entries Created
 Invoice Printed AR Pending Item Created
 EDI Sent
 Currency Converted

Go to: [Header Info 1](#) [Address](#) [Copy Address](#) [Notes](#)
[Bill Search](#) [Line Search](#) [View Audit Logs](#)

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

Bill Summary Info | Bill Summary Info 2



Budget Check Errors (continued)

If the **Budget Check Status** is **Error**, you can make corrections by navigating using the following path:

Main Menu > Billing > Maintain Bills > Correct Budget Check Errors

Acctg Entries Summary | Line | Revenue | Disc/Surc | IU Expense | Statistics

Unit: 50100 Bill To: 000000146 Invoice Amt: 2,426.34 USD
 Invoice: GENE000919 DEPARTMENT OF MOTOR VEHICLES

Display Lines with Errors Only

Bill Line | End | View All | First | 1 of 2 | Last

Seq: 1 Line: 1 Net Extended: 423.62
 Identifier: GENERICHMOAR Description: Hotel Accomodation

Accounting Entries | Customize | End | View All | First | 1-2 of 2 | Last

Acctg Information | Transaction Accounts | Discounts/Surcharge | Reference Information

Budget Status	GL Unit	Type	Account	Fund	Program	Department	Cost Center	Task	FIPS	Project
	50100	Accounts Receivable	112053	04100	699024	10057				0000054232
Error	50100	Recognized Revenue	5012270	04100	699024	10057				0000054232

Apply Correction Go to: [Bill Line Inquiry](#) [Budget Check](#)



Budget Check Errors (continued)

If you have a ChartField error(s), go to the **Revenue** tab to make corrections.

Once the ChartField data is correct, click the **Apply Correction** button.

Acctg Entries Summary | **Line** | **Revenue** | Disc/Surc | IU Expense | Statistics

Unit: 50100 Bill To: 0000000146 Invoice Amt: 2,426.34 USD
Invoice: GENE000919 DEPARTMENT OF MOTOR VEHICLES

Correction for Line End | View All | First 1 of 2 Last

Seq: 1 Line: 1 Net Extended: 423.62
Identifier: GENERICHMOAR Description: Hotel Accomodation

Bill Line Distribution - Revenue Customize | End | View All | First 1 of 1 Last

Accounting | Miscellaneous | Reference Information | [...]

Seq	Rev Seq	Code	Account	Fund	Program	Department	Cost Center	Task	FIPS	Project
1	1		5012270	04100	699024	10057				0000054232

Apply Correction Go to: [Bill Line Inquiry](#) [Budget Check](#)



Budget Check Errors (continued)

Once you have corrected the transaction, run the **Create Accounting Entries** process to regenerate the accounting entry.

Navigate using the following path:

Main Menu > Billing > Generate Invoices > Non-Consolidated > Create Accounting Entries

Click the **Run** button.

Create Accounting Entries

Run Control ID: CARS [Report Manager](#) [Process Monitor](#) **Run**

Language: English

Load GL Selection Parameters End | View All | First | 1 of 1 | Last

Print Load GL Report

Currency Shown on Report: Transaction Currency

Business Unit: 50100

Range Selection

<input type="radio"/> All Invoiced Bills	<input checked="" type="radio"/> Invoice ID
<input type="radio"/> Bill Cycle	<input type="radio"/> Cust ID
<input type="radio"/> Date Bill Added	<input type="radio"/> Bill Type
<input type="radio"/> Range ID	<input type="radio"/> Bill Source

From Invoice: MGSE000477

To Invoice: MGSE000477



Budget Check Errors (continued)

To verify that the transaction now passes budget check, navigate to the **Billing Summary 2** tab using the following path:

Main Menu > Billing > Review Billing Information > Summary

The **Budget Check Status** should read **Valid**.

Bill Summary Info		Bill Summary Info 2	
Unit:	50100	Invoice:	MGSE000346
GL Level:			BI Creates GL Acct Entries
AR Level:			Header is AR Open Item
AR Option:			Use Line for Distribution
Pre-Load Status:			Done
Budget Check Status:			Valid
Approval Status:			Not Required



Viewing the Bill in Accounts Receivable

Once the bill has been processed, the invoice is created and sent to Accounts Receivable.

Once the invoice has been finalized, no further changes can be made to billing data. The bill status changes from **RDY** to **INV** (Invoiced).

To view the invoice that was created, navigate to the **View / Update Item Details** page using the following path:

Main Menu > Accounts Receivable > Customer Accounts > Item Information > View / Update Item Details

Unit: 50100 **Customer:** 0000000004 BOWMAN CONSULTING

Item ID: GENE002050 **Line:** **Days Late:** 14 **Status:** Open

Accounting Date: 02/02/2015 **Balance:** 30,000.00 USD **Billing Unit:** 50100 [Detail](#)
Entry Type: IN **Original Amount:** 30,000.00 USD
Entry Reason: BLN11 [Display Currency](#)
AR Dist Info: AR-FED

Discount Options		Customer Relations	
Due Date:	03/04/2015	<input type="checkbox"/> Dispute	Reason: [] Date: []
Terms:	NET30	<input type="checkbox"/> Dispute Amount:	[]
Discount Amount:	[]	<input type="checkbox"/> Deduction	Reason: [] Date: []
Discount Amount 1:	[]	<input type="checkbox"/> Doubtful	[]
As Of Date:	02/02/2015	<input type="checkbox"/> Collection	Code: [] Date: []
Always Allow Discount	<input type="checkbox"/>	Analyst:	CREDIT Credit Analyst
Posted:	02/02/2015	Collector:	COL3 Jackson, Wanda D. (VDOT)
Payment/Draft Options		Sales Person:	BUSINESS Business
Payment Method:	Check	AR Specialist:	[]
Draft Type:	[]	Other Options	
Direct Debit Profile ID:	[]	<input checked="" type="checkbox"/> Revaluation Flag	<input checked="" type="checkbox"/> Available for Netting
<input type="checkbox"/> Preapproved?			
<input type="checkbox"/> Create Document?			
<input type="checkbox"/> One Item per Draft?			

[Split](#) [Item Action](#) [Add Conversation](#) [View Audit Log](#)

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#)



Viewing the Bill in Accounts Receivable (continued)

The **Details 1** tab displays. The information that was keyed on the bill displays on this page.

Navigation: Favorites | Main Menu > Accounts Receivable > Customer Accounts > Item Information > View/Update Item Details

Tab: **Detail 1** | Detail 2 | Detail 3 | Item Activity | Item Accounting Entries | Item Audit History

Unit: 50100 Customer: 0000000004 BOWMAN CONSULTING

Item ID: GENE002050 Line: Days Late: 14 Status: Open

Accounting Date: 02/02/2015 Balance: 30,000.00 USD Billing Unit: 50100 [Detail](#)

Entry Type: IN Original Amount: 30,000.00 USD

Entry Reason: BLN11 [Display Currency](#)

AR Dist Info: AR-FED

Discount Options

Due Date: 03/04/2015 Due Days: []

Terms: NET30 Discount Days: []

Discount Amount: [] Date: []

Discount Amount 1: [] Date 1: []

Always Allow Discount

As Of Date: 02/02/2015 Posted: 02/02/2015

Payment/Draft Options

Payment Method: Check

Draft Type: [] Preapproved?

Direct Debit Profile ID: [] Create Document?

One Item per Draft?

Customer Relations

Dispute Reason: [] Date: []

Dispute Amount: []

Deduction Reason: [] Date: []

Doubtful

Collection Code: [] Date: []

Analyst: CREDIT Credit Analyst

Collector: COL3 Jackson, Wanda D. (VDOT)

Sales Person: BUSINESS Business

AR Specialist: []

Other Options

Revaluation Flag Available for Netting

Split Item Action Add Conversation View Audit Logs

Save Return to Search Previous in List Next in List Notify Refresh



Viewing the Bill in Accounts Receivable (continued)

Next, click on the **Item Activity** tab.

The **Entry Type** and **Entry Reason** you entered on the bill are displayed here.

Navigation: Favorites | Main Menu > Accounts Receivable > Customer Accounts > Item Information > View/Update Item Details

Detail 1 | Detail 2 | Detail 3 | **Item Activity** | Item Accounting Entries | Item Audit History

Unit: 50100 Customer: 000000000 BOWMAN CONSULTING
Item ID: GENE002050 Line: Days Late: 14 Status: Open
[Display Currency](#)

Balance: 30,000.00 USD

Item Activities End | View All | First 1 of 1 Last

Sequence:	1	Accounting Date:	02/02/2015	Posted Date:	02/02/2015
Entry Type	IN	Reason:	BLN11	Voucher ID:	
Document:				Amount:	30,000.00 USD
Group Unit:	50100	Group ID:	12709	Billing	

[Split](#) [Item Action](#) [Add Conversation](#) [View Audit Logs](#)



Viewing the Bill in Accounts Receivable (continued)

Next, click on the **Item Accounting Entries** tab.

This screen shows the receivables side of the entry created in billing; the revenue or offsetting entry has already gone to the General Ledger.

Navigation: Favorites | Main Menu > Accounts Receivable > Customer Accounts > Item Information > View/Update Item Details

Detail 1 | Detail 2 | Detail 3 | Item Activity | **Item Accounting Entries** | Item Audit History

Unit: 50100 Customer: 0000000004 BOWMAN CONSULTING
Item ID: GENE002050 Line: Days Late: 14 Status: Open

Balance: 30,000.00 USD

Accounting Line Display
 Standard Supplemental (Entry Event) Both [Display](#)

Item Activity [Find](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)

Seq: 1 Entry Type: IN Acctg Date: 02/02/2015 Amount: 30,000.00 [Revenue Estimate](#)

Accounting Lines [Customize](#) | [Find](#) | [First](#) | 1 of 1 | [Last](#)

Line	Type	Ledger Group	Ledger	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS
1	Standard	ACTUALS	ACTUALS	50100	112054	04100		10049	11000010		

[Split](#) [Item Action](#) [Add Conversation](#) [View Audit Logs](#)

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#)

[Detail 1](#) | [Detail 2](#) | [Detail 3](#) | [Item Activity](#) | [Item Accounting Entries](#) | [Item Audit History](#)



Simulation: Enter a Standard Bill

You are now about to view a simulation on entering a standard bill.





Hands On Practice – Search for a Bill

This lesson includes practice that will reinforce the lessons learned today. Your instructor will provide direction regarding specific activities that are part of this lesson. Please ask your instructor if you have any questions.





Hands On Practice – Enter a Standard Bill

This lesson includes practice that will reinforce the lessons learned today. Your instructor will provide direction regarding specific activities that are part of this lesson. Please ask your instructor if you have any questions.





Lesson 2: Summary

In this lesson, you learned:

- How to search for existing bills.
- How to create a standard bill.
- Recurring bills allow for the reproduction of bills or portions of bills and the generation of invoices using templates.
- Installment bills are used to invoice customers in segments.
- Consolidated bills are bills that are grouped or consolidated into a single invoice.
- A pro forma invoice is a copy of the billing invoice. It contains the same information as a final billing invoice. You can use pro forma invoices to review bills before they are finalized.
- How to post receivables.
- How to view and correct budget check errors.
- How to view a bill in Accounts Receivable.



Lesson 3: Adjusting a Bill

This lesson covers the following topics:

- Selecting an entire bill for adjustment
- Selecting a bill line for adjustment



Selecting an Entire Bill for Adjustment

The **Adjust Entire Bill** function enables you to adjust the bill either by crediting the entire bill or by crediting the original bill and rebilling. The credit and rebill actions are performed in one step.

After the new bill is created, you can make modifications as required.

The credited bill is created with a status of **RDY** and the rebill is created with a status of **NEW**.

You can navigate to this page using the following path:

Main Menu > Billing > Maintain Bills > Adjust Entire Bill

Favorites | Main Menu > Billing > Maintain Bills > Adjust Entire Bill

Adjust Entire Bill

Unit: VDOT1 Bill To: 0000050035 Staffing Customer
Invoice: 0000678539 Invoice Amt: 107.40 USD

Select Bill Adjustment Action	Adjustment Results
<input type="radio"/> No Bill Action	*Credit Bill: <input type="text" value="NEXT"/>
<input checked="" type="radio"/> Credit Entire Bill	Rebill Bill: <input type="text" value="NEXT"/> Header Info 1
<input type="radio"/> Credit & Rebill	

Adjustment Reason:

[Return to Interface Transactions](#)



Adjusting Selected Bill Lines

You may need to adjust a bill line after it has been entered, but do so before the invoice is generated.

To adjust a bill line, the bill must have a status of **RDY** (Ready) or **NEW**. If the status is **INV**, the line cannot be adjusted.

Navigate to the **Adjust Selected Bill Lines** page using the following path:

Main Menu > Billing > Maintain Bills > Adjust Selected Bill Lines

Adjust Selected Bill Lines

Unit: 50100 Bill To: 000000004 State Customer
Invoice: PROJ-000002 Invoice Amt: 20,500.00 USD

Line Adjustment Parameters

No Bill Action
 Adjust Selected Lines
 Add to Existing Bill

Line Opt: Create Net Adjustment Only
Adjustment Reason Default: [Search]

Line Adjustment Results

*Adjustment: NEXT
Total Lines Adjusted:

1 To 2 Of 2

Select Bill Lines

Select	Line	Seq	Identifier	Description	Gross Extended	Net Extended	Adjustment Reason
<input checked="" type="checkbox"/>	1	1	01.PA.03.02	Recurring Product- 01.PA.03.02	5,500.00	5,500.00	[Search]
<input type="checkbox"/>	2	2	01.PA.03.02	Recurring Product- 01.PA.03.02	15,000.00	15,000.00	[Search]

Select All Clear All

Save Return to Search Previous in List Next in List Notify Refresh



Adjusting Selected Bill Lines (continued)

Line Option under **Line Adjustment Parameters** can be populated with:

- Create net adjustment only
- Create reversal and rebill
- Credit line

The **Adjustment Reason** is then automatically set to add the lines to an existing bill or to automatically generate a new bill. Possible reasons include **Return for Credit**, **Wrong Amount Billed**, **Wrong Customer Billed**, and **Wrong Item Billed**.

Adjust Selected Bill Lines

Unit: 50100 Bill To: 0000000004 State Customer
Invoice: PROJ-000002 Invoice Amt: 20,500.00 USD

Line Adjustment Parameters

No Bill Action
 Adjust Selected Lines
 Add to Existing Bill

Line Opt: Create Net Adjustment Only
Adjustment Reason Default:

Line Adjustment Results

*Adjustment: NEXT
Total Lines Adjusted:

Select Bill Lines

Select	Line	Seq	Identifier	Description	Gross Extended	Net Extended	Adjustment Reason
<input checked="" type="checkbox"/>	1	1	01.PA.03.02	Recurring Product- 01.PA.03.02	5,500.00	5,500.00	<input type="text"/>
<input type="checkbox"/>	2	2	01.PA.03.02	Recurring Product- 01.PA.03.02	15,000.00	15,000.00	<input type="text"/>

Select All Clear All

Save Return to Search Previous in List Next in List Notify Refresh



Simulation: Adjusting a Bill and Bill Line

You are now about to view a simulation on adjusting a bill.





Hands On Practice – Adjusting a Bill

This lesson includes practice that will reinforce the lessons learned today. Your instructor will provide direction regarding specific activities that are part of this lesson. Please ask your instructor if you have any questions





Lesson 3: Summary

In this lesson, you learned:

- The **Adjust Entire Bill** function enables you to adjust the bill either by crediting the entire bill or by crediting the original bill and rebilling.
- You may need to adjust a bill line after it has been entered, but do so before the invoice is generated. To adjust a bill line, the bill must have a status of **RDY** (Ready) or **NEW**. If the status is **INV**, the line cannot be adjusted.



Lesson 4: Receivables Maintenance

This lesson covers the following topics:

- Maintaining and Updating Receivables
- Using a Maintenance Worksheet



Maintaining and Updating Receivables

The Receivables Maintenance process helps users to accurately maintain receivables.

Maintenance is performed using a maintenance worksheet. A maintenance worksheet is a workspace for offsetting items, write-offs, or adjustments to clean up posted items.

In Cardinal, receivables maintenance transactions can be credit or debit memos, adjustments, on-account payments, or matches. You can use maintenance worksheets to refund an item with a credit balance or to create a new refund item for a credit remaining from maintenance tasks.

To create a maintenance worksheet, navigate using the following path:

Main Menu > Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Create Worksheet



Maintenance Worksheet

When creating a worksheet, you can specify **Customer Criteria**, **Reference Criteria** or a combination of the two.

For example, you can select a single **Customer ID** and an item by **Item Reference** as your search criteria.

You can also select all items for a customer without narrowing your search by leaving the **Item Reference** information blank.

After you make selections, click the **Build** button.

The screenshot shows the 'Create Worksheet' screen in the CARDINAL software. The breadcrumb trail is: Favorites > Main Menu > Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Create Worksheet. The 'Worksheet Selection' tab is active and highlighted with a red box. Below it, the 'Unit' is set to 50100 and the 'Worksheet ID' is NEXT. The 'Customer Criteria' section includes a dropdown for 'Customer Items' and a 'Customer Reference' table with fields for Cust ID (000000004), Name (BOWMAN CONSULTING), Remit SetID (50100), Corporate SetID (50100), Rate Type (CRRNT), and MICR ID. The 'Reference Criteria' section is highlighted with a red box and includes a 'Reference Criteria' dropdown, 'Restrict to' (All Customers), 'Match Rule' (Exact Match), and 'Anchor BU'. The 'Item Reference' section is also highlighted with a red box and includes a table with columns 'Qual Code', 'Reference', and 'To Reference', with a value of MISC000100 in the 'Reference' column. The 'Item Inclusion Options' section has radio buttons for 'All Items' (selected), 'Deduction Items Only', and 'Items in Dispute Only', along with checkboxes for 'Exclude Deduction Items', 'Exclude Collection Items', and 'Exclude Dispute Items'. The 'Item Selection Filter' section has fields for 'Acctg Date From', 'Acctg Date To', 'AR Specialist', 'Deduction Reason', and 'Broker ID'. The 'Worksheet Action' section at the bottom has a 'Build' button highlighted with a red box, a 'Clear' button, and a 'Number of Items in worksheet:' field showing 0. At the very bottom, there are 'Save', 'Notify', and 'Refresh' buttons, and a 'Worksheet Application' link.



Worksheet Application

The **Worksheet Application** page displays.

Enter an **Entry Type** and **Reason** under **Item Action**.

Select an item in the **Item List**.

Select the **Type** and **Reason** in the **Item List**.

Click the **Save** button.

Click the **Worksheet Application** link.

Worksheet Application

Unit: 50100 Worksheet ID: 15733 Currency: USD Accounting Date: 02/28/2015 Reason Code:

Item Action
Entry Type: Write-off A Debit
Reason: MGS01

Row Selection
Choice: Select Range
Range: Go

Display Control
Display: All Items Go

Item List

View Detail	Seq Nbr	Set	Item Balance	Currency	Item ID	Line	Type	Reason	Event	Unit	Customer		
	1	<input type="checkbox"/>	101.00	USD	AUDT000043		<input type="text"/>	<input type="text"/>	<input type="text"/>	50100	0000000004	<input type="button" value="+"/>	<input type="button" value="-"/>
	2	<input type="checkbox"/>	37.00	USD	GENE001940		<input type="text"/>	<input type="text"/>	<input type="text"/>	50100	0000000004	<input type="button" value="+"/>	<input type="button" value="-"/>
	3	<input type="checkbox"/>	30,000.00	USD	GENE002050		<input type="text"/>	<input type="text"/>	<input type="text"/>	50100	0000000004	<input type="button" value="+"/>	<input type="button" value="-"/>
	4	<input type="checkbox"/>	30,000.00	USD	GENE002051		<input type="text"/>	<input type="text"/>	<input type="text"/>	50100	0000000004	<input type="button" value="+"/>	<input type="button" value="-"/>
	5	<input checked="" type="checkbox"/>	1,567.00	USD	MISC000100		WOFFD	MGS01	<input type="text"/>	50100	0000000004	<input type="button" value="+"/>	<input type="button" value="-"/>

Balance

Dr:	0.00	Cr:	0.00	Adj:	0.00	Net:	0.00	WO:	1,567.00	Re:	0.00
-----	------	-----	------	------	------	------	------	-----	----------	-----	------

Worksheet Selection

Worksheet Selection	Worksheet Application	Worksheet Action	Attachments (0)	View Audit Logs
-------------------------------------	---------------------------------------	----------------------------------	---------------------------------	---------------------------------



Worksheet Action

The **Worksheet Action** page displays.

Click **Create / Review Entries** to view the accounting entries.

When you are finished, change the **Posting Action** to **Batch Standard** and the entry will be picked up for processing.

You can also delete a Worksheet on this page using the **Delete Worksheet** button.

CARDINAL

Favorites | Main Menu > Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Create Worksheet

Worksheet Action

Unit: 50100 Worksheet ID: 12723 Accounting Date: 02/28/2015

Status: Do Not Post

Worksheet Action

Posting Action
Action: Do Not Post

Accounting Entry Action

[Worksheet Selection](#) [Worksheet Application](#) Worksheet Action



Lesson 4: Simulation

You are now about to view a simulation on adjusting receivables (credit memos) in Cardinal.





Lesson 4: Summary

In this lesson, you learned:

- How to Maintain and Update Receivables
- How to use a Maintenance Worksheet



Lesson 5: Aging and Collections

This lesson covers the following topics:

- Aging and Collection Process
- Processing Customer Statements
- Past Due Notices



Aging and Collections Process

The Aging Process in Cardinal tracks the number of days a bill / invoice is unpaid.

Aging involves grouping receivables into past due categories.

The collection process involves using the **Items Eligible for Collections** Report to identify which items need to be sent for collections. You can navigate to this report using the following path:

Main Menu > Accounts Receivable > Receivables Analysis > Receivables Reports > Items Eligible for Collections

COMMUNITY OF HOUSTON										
ITEMS ELIGIBLE FOR COLLECTIONS										
CARDINAL		Report ID: RAR007		Run Date: 03/31/2015		Run Time: 04:14:00		Page No. 1 of 1		
Business Unit: 50100										
Aging Category:										
Dunning Letter Number:										
Bill Type:										
With Tax: Y										
Customer ID	Item	Name	Dept	Contract	Project ID	Balance Amount	Days Late	Due Date	Acta Code	
0000130358	GENE001863	TELEVENT	10015			37.00	173	10/10/2014		
0000132962	GENE001839	EQUIPMENT	10015			37.00	173	10/10/2014		
0000140632	RETR000415	ASM CONCRE	10015		0000098377	10,621.12	154	10/29/2014		
Department ID: 10015 Total Amount Due for 3 items \$10,695.12										
<u>SUMMARY</u>										
Department	Number of Items	Amount								
10015	3	10,695.12								
TOTAL AMOUNT: \$ 10,695.12 TOTAL COUNT: 3										



Collections Process

Once an item is ready for the collections process, you update the **Detail 1** tab.

The collection code is **INH** (In House) until the account is sent to an outside collection agency.

The screenshot shows a web application interface for managing accounts receivable. The breadcrumb trail is: Favorites > Main Menu > Accounts Receivable > Customer Accounts > Item Information > View/Update Item Details. The 'Detail 1' tab is active. The main data area shows: Unit: 50100, Customer: 000000004 BOWMAN CONSULTING, Item ID: GENE001940, Line: , Days Late: 118, Status: Open. Accounting Date: 11/03/2014, Balance: 37.00 USD, Billing Unit: 50100, Original Amount: 37.00 USD. The 'Discount Options' section includes Due Date (12/03/2014), Terms (NET30), and Always Allow Discount (checked). The 'Payment/Draft Options' section shows Payment Method (Check) and Draft Type (1). The 'Customer Relations' section has checkboxes for Dispute, Deduction, and Doubtful, and a checked 'Collection' checkbox with Code: INH and Date: 03/31/2015. Other options include Revaluation Flag and Available for Netting (both checked). Navigation buttons at the bottom include Save, Return to Search, Previous in List, Next in List, Notify, and Refresh.



Past Due Notices

Past Due / Dunning Notices are sent to customers at two different intervals:

- 31 to 59 days past due
- 60+ days past due

If a receivable is 60+ days past due and is not written off or sent to a collection agency, additional collection activities are initiated including:

- Sending statements of accounts
- Initiating debt set-off programs
- Follow up letters and telephone calls
- Placing customers in collection status.

As receivables age, dunning letters generated by Cardinal become increasingly severe.



Past Due Notices (continued)

If in-house collection activities are not successful, the past due receivables are sent to the Office of the Attorney General (OAG) or a private collection agency.

Record this on the receivable in the comments / conversation panel and on the Customer Item Inquiry **Detail 1** tab by updating the **Code** to **OAG** or **EXT** (for External Collection) and entering the **Date** sent.

View/Update Item Details

Unit: 50100 Customer: 0000141828 ANTHONY E MYLES
Item ID: MISC000103 Line: Days Late: -15 Status: Open

Accounting Date: 03/19/2015 Balance: 544.48 USD Billing Unit: 50100
Entry Type: IN Original Amount: 544.48 USD
Entry Reason: RESTI
AR Dist Info: AR-FED

Discount Options

Due Date: 04/18/2015 Due Days:
Terms: NET30 Discount Days:
Discount Amount: Date:
Discount Amount 1: Date 1:
 Always Allow Discount

As Of Date: 03/19/2015 Posted: 03/19/2015

Payment/Draft Options

Payment Method: Check
Draft Type: 1 Preapproved?
Direct Debit Profile ID: Create Document?
 One Item per Draft?

Customer Relations

Dispute Reason: Date:
Dispute Amount:
 Deduction Reason: Date:
 Doubtful

Collection Code: OAG Date: 03/26/2015

Analyst: CREDIT Credit Analyst
Collector: COL05 Markle, Susan (VDOT)
Sales Person: INDIV Individual
AR Specialist:

Other Options

Revaluation Flag Available for Netting

Save Return to Search Notify Refresh



Past Due Notices (continued)

Debt Set-Off / Taxation information is located on the **Item Action** page / hyperlink.

Navigation: Favorites | Main Menu > Accounts Receivable > Customer Accounts > Item Information > View/Update Item Details

Item Action

Unit: 50100 Customer: 0000141828 ANTHON
Item ID: MISC000103 Item Line: Days Late: -15 Status: Open [View/Update Conversations](#)

Action Detail							
Action Status	Action	Description	Condition	Assigned	Action Owner	*Due Date	Action Parm
Completed	TAXR	Returned from Tax claim number	Online selection by user	WANDA JACKSON	JACKSON, SHAWANDRA	03/19/2015	



Past Due Notices (continued)

Debt Set-Off / Taxation information is also located on the **Customer Item Inquiry** in the **Detail 2** tab.

Favorites Main Menu > Accounts Receivable > Customer Accounts > Item Information > View/Update Item Details

Detail 1 **Detail 2** Detail 3 Item Activity Item Accounting Entries Item Audit History

Unit: 50100 Customer: 0000141828 ANTHON
Item ID: MISC000103 Line: Days Late: -15 Status: Open

Balance: 544.48 USD

Reference Information

Related Unit:	50100	Document:	
Related Invoice:	MISC000103 Detail	OM Business Unit:	
Related Invoice Date:	03/19/2015	Order Number:	
Claim Date:	03/19/2015	Purchase Order:	
Claim Number:	66039015	Contracts BU:	
Promotion Code:		Contract:	
Merchandising Type:		Contract Line:	
Letter of Credit:		Reference Reason:	RESTI
AG Number:		Subrog Case No:	

Contacts & Shipping

Sales Person 2:		Carrier ID:	
Broker:		Proof of Delivery:	
Ship From Site:		Bill of Lading:	
Sold To Customer:		Location:	1
Ship To Customer:			

Product Information

Family:		Trade:	
Class:		Division:	

[Split](#) [Item Action](#) [Add Conversation](#) [View/Update Conversations](#) [View Audit Logs](#)

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

[Detail 1](#) | [Detail 2](#) | [Detail 3](#) | [Item Activity](#) | [Item Accounting Entries](#) | [Item Audit History](#)



Past Due Notices (continued)

The Debt Setoff process creates a custom extract of non-project customer and past due receivable data that is sent to Taxation for Debt Setoff.

Taxation compares the non-project customer Social Security Number (SSN) or Employer Identification Number (EIN) to those of payees receiving payments for any state agency. If a match is found, the payment is intercepted and used to offset the past due debt.

Non-project receivables between 31-59 days are included in the Debt Setoff process.



Past Due Notices (continued)

If a non-project receivable is 60+ days past due and is manually sent to OAG (or another collection agency), this information is recorded on the **Conversations** tab and **Customer Relation** area of the **Customer Inquiry** screen.

The screenshot displays the CARDINAL software interface for the 'Conversations' tab. The breadcrumb navigation path is: Favorites | Main Menu > Accounts Receivable > Customer Interactions > Conversations > View/Update Conversations. The interface includes several sections:

- Conversations** (selected), **References**, and **Attachments** tabs.
- Metadata fields: SetID: 50100, Business Unit: 50100, Customer: 0000141828 ANTHON, Description: COLLECTION ACTIVITY, and Subject: Sub-Topic.
- A red box highlights the ***Status:** dropdown menu, which is currently set to **New**.
- Promise of Payment** checkbox.
- Review** section: Date, Review Days, User ID, and Supervisor Review checkbox.
- Follow Up** section: Action (PRECOLLECT), User ID (WANDA.JF), and Letter/Date fields.
- Reference Totals** section: Amount (544.48), Currency (USD), and Promise Date.
- Keywords** section: Keyword1, Keyword2, and Keyword3 input fields.
- Conversation Entries** section: A table with columns for DateTime, User, Visible, Contact ID, Telephone, and Extension. The first entry has a comment: "3-26-2015 INHOUSE STATUS" and "3-26-2015 SENT FILE TO OAG".
- Bottom navigation: Save, Return to Search, Notify, Refresh, Add, and Update/Display buttons.



Processing Customer Statements

The Process Customer Statements function is run when customer statements are needed.

Customer statements provide an overview of the account status and are used by customers to verify and/or reconcile their accounting records.

You can navigate to the **Create Customer Statements** page using the following path:

Main Menu > Accounts Receivable > Customer Interactions > Statements > Create Customer Statements

Statements Parameters | Currency to Convert

Run Control ID: 01AR0503 Report Manager Process Monitor Run

Language: English

Report Request Parameters

As of Date: 01/25/2011

Unit: 50100 VA Dept of Transportation

SetID: 50100 VA Dept of Transportation

Customer: 01AR0503B Snow White

Correspondence Customer: %

Statement Group: All Statement Groups

Balance Forward Due Date: 01/25/2011

Open Item
 Open Item Include Drafts
 Balance Forward
 Balance Forward Re-run

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Statements Parameters | Currency to Convert



Processing Customer Statements (continued)

The customer statement includes all the activity for each item:

- Invoice
- Payments
- Matches
- Credit Adjustments

The statement also shows the number of items, the aging category, and the total amount by aging category.

ORACLE		STATEMENT		Statement Number: 110		Statement Date: 4/1/2015		Account Number: 0000000004		Send payment to: Virginia Department of Transportation Attn: Fiscal Division - Cash Receipts 1401 E. Broad Street Richmond, VA 23219		United States		
		BOWMAN CONSULTING 9813 GODWIN DRIVE MANASSAS VA 20110										United States		
Due Date	Item ID and Line	Entry Type	Amount Due	Item Activity	PO	Document	Payment	Discount						
Account: BOWMAN CON 0000000004 50100														
Dec/03/2014	GENE001940	Invoice	37.00											
Feb/18/2015	AUDT000043	Invoice	101.00											
Mar/01/2015	MISC000100	Invoice	1,567.00	6,067.00										
Mar/01/2015	MISC000100	Payment		-4,500.00					PARTIAL_PA*					
Mar/04/2015	GENE002050	Invoice	30,000.00											
Mar/18/2015	GENE002051	Invoice	30,000.00											
Total for BOWMAN CON			61,705.00											
Total for 50100			61,705.00											
Statement Total USD			61,705.00											
	Future	0 - 30	31 - 60	61 - 90	Over 90	Total								
No. of Items		2	2		1	5								
Amount		60,000.00	1,668.00		37.00	61,705.00 USD								



Lesson 5: Simulation

You are now about to view a simulation on processing and printing customer statements in Cardinal.





Lesson 5: Summary

In this lesson, you learned about:

- The Aging and Collection Process
- How to process Customer Statements
- How to generate Past Due Notices



Lesson 6: Billing Reports and Queries

This lesson covers the following topics:

- Reports
- Queries



Reports

Three frequently used reports are:

- **Invoice Register by Invoice Number**
- **Pro Forma or Invoice**
- **Aging Summary By Unit**



Invoice Register by Invoice Number

This report lists invoices according to user selected parameters and is sorted by invoice number.

You can navigate to this report using the following path:

Main Menu > Billing > Generate Invoices > Reports > Invoice Register

PeopleSoft BI									
INVOICE REGISTER BY INVOICE NUMBER									
Report ID: BIIVC002								Page No. 1	
Range Option: FINAL DATE RANGE								Run Date 07/28/2011	
Final Start Date: 07/18/2011								Run Time 10:19:51	
Final End Date: 07/28/2011									
Business Unit: 50100									
Unit	Invoice	Invoice Dt	Bill Source	Bill Type	Bill-To Customer Name	Customer Number	IType	Invoice Amt	Final Dt
Business Unit/Currency: 50100 / USD									
50100	AUDT000003	07/27/2011	AUDIT	CCT	Buzz Lightyear	0000000045	REG	1,200.00 USD	07/27/2011
	AUDT000004	07/27/2011	AUDIT	CCT	Buzz Lightyear	0000000045	REG	1,200.00 USD	07/27/2011
	AUDT000005	07/27/2011	AUDIT	CCT	Buzz Lightyear	0000000045	REG	1,200.00 USD	07/27/2011
	AUDT000006	07/27/2011	AUDIT	CCT	Buzz Lightyear	0000000045	REG	1,200.00 USD	07/27/2011
	AUDT000007	07/27/2011	AUDIT	CCT	Buzz Lightyear	0000000045	REG	1,200.00 USD	07/27/2011
	CALC000020	07/21/2011	CALCU	OTH	John Doe 1	0000000020	REG	500.00 USD	07/21/2011
	CALC000021	07/21/2011	CALCU	OTH	John Doe 2	0000000021	REG	500.00 USD	07/21/2011



Aging Summary By Unit

The Aging process runs nightly, processes items, and automatically reports them across business units specified on the aging request process.

The **Aging Summary** Report provides aging information that appears on various inquiry pages. Management and collection departments can use this report to identify delinquent accounts.

Use the **Aging Summary by Unit** report page to see aged open balances for every customer in a business unit.

You can navigate to this page using the following path:

Main Menu > Accounts Receivable > Receivable Analysis > Aging > Aging Summary by Unit Rpt

Favorites | Main Menu > Accounts Receivable > Receivables Analysis > Aging > Aging Summary by Unit Rpt

Aging Summary By Unit

Run Control ID: 07ARK0303 Report Manager Process Monitor Run

Language: English

Report Request Parameters

As of Date: 07/12/2011
SetID: 50100 VA Dept of Transportation
Aging ID:
Amount Type: Base Curr
Rate Type:
*Display Option: Include All

System Activity Customize | Find | View All | First 1 of 1 Last

*Business Unit	Description		
50100	VA Dept of Transportation	+	-

Save Return to Search Previous in List Next in List Notify Add Update/Display



Aging Summary By Unit (continued)

Favorites | Main Menu > Accounts Receivable > Receivables Analysis > Aging > Aging Summary by Unit Rpt

Aging Summary By Unit

Run Control ID: 01AR0503 Report Manager Process Monitor **Run**

Language: English

Report Request Parameters

As of Date: 07/12/2011

SetID: 50100 VA Dept of Transportation

Aging ID:

Amount Type: Base Curr

Rate Type:

*Display Option: Include All

System Activity

Customize | Find | View All | | First 1 of 1 Last

*Business Unit	Description		
50100 <input type="text"/>	VA Dept of Transportation		

Save Return to Search Previous in List Next in List Notify Add Update/Display



Other Accounts Receivable Reports

Other reports are also available. Below is a list of widely used AR reports:

- **AR11001P Point in Time - Group Control:** Create a report providing group control information.
Navigate using the following path:
Main Menu > Account Receivables > Pending Items > Reports > Group Control-Point in Time
- **AR11002P Point in Time - Pending Items:** List all pending items within a group.
Navigate using the following path:
Main Menu > Accounts Receivable > Pending Items>Reports > Pending Item-Point in Time
- **AR11003P Point in Time - Item Detail:** Create a report of the item details for each item line.
Navigate using the following path:
Main Menu > Accounts Receivable > Pending Items > Reports>Item Detail-Point in Time
- **AR11003_ITEM_DETAIL AR11003-Item Detail:** Create a report for Pending Item details.
Navigate using the following path:
Main Menu > Accounts Receivable > Pending Items > Reports > Item Detail
- **AR32000_BALFWD_CUST_STMTS AR32000 – Balance Forward Statements:** Provide the customer statement with the balance forward information.
Navigate using the following path:
Main Menu > Account Receivables > Customer Interactions > Statements > Print Statement



Other Accounts Receivable Reports (continued)

Other reports are also available. Below is a list of widely used AR reports (continued):

- **AR32000_CUSTOMER_STATEMENTS:** Provide the customer statement with the balance forward information.
Navigate using the following path:
Main Menu > Account Receivables > Customer Interactions > Statements > Print Statement
- **AR33000 – All Levels Dunning Ltr:** Create a dunning report for the customer for all levels.
Navigate using the following path:
Main Menu > Account Receivables > Customer Interactions > Dunning Letter > Print Letter
- **AR33001 - Level One Dunning Ltr:** Create a dunning report for the customer for Level 1.
Navigate using the following path:
Menu > Account Receivables > Customer Interactions > Dunning Letter > Print Letter
- **AR33002 – Level Two Dunning Ltr:** Create a dunning report for the customer for Level 2.
Navigate using the following path:
Main Menu > Account Receivables > Customer Interactions > Dunning Letter > Print Letter
- **AR33003 – Level Three Dunning Ltr:** Create a dunning report for the customer for Level 3.
Navigate using the following path:
Main Menu > Account Receivables > Customer Interactions > Dunning Letter > Print Letter



Other Accounts Receivable Reports (continued)

Other reports are also available. Below is a list of widely used AR reports (continued):

- **AR33004 – Follow-Up Letters:** Create a follow-up letter for a customer.
Navigate using the following path:
Main Menu > Account Receivables > Customer Interactions > Customer Follow-Up Letter
- **AR33005_DUNNING_CONTROL_REPORT:** Create a report showing the total amount by customer, contact, address on dunning letter sent out for a particular dunning run.
Navigate using the following path:
Main Menu > Account Receivables > Customer Interactions > Dunning Letter > Print Letter
- **AR33006_DUNNING_PREVIEW_REPORT:** Create a report to review what will be sent out for the dunning run just completed.
Navigate using the following path:
Main Menu > Account Receivables > Customer Interactions > Dunning Letter > Print Letter
- **AR_AGEBU:** Review aging details by customer.
Navigate using the following path:
Main Menu > myCardinal Financials > Financials Report Execution > AR Reports > AR_AGEBU
- **VARR0738:** Item information along with Account / Fund, Balance details.
Navigate using the following path:
Main Menu > Accounts Receivable > Receivable Analysis > Receivable Reports > AR Supplemental Info



Other Accounts Receivable Reports (continued)

Other reports are also available. Below is a list of widely used AR reports (continued):

- **VARR0595:** Outstanding Item Information by Account, Fund.
Navigate using the following path:
Main Menu > Accounts Receivable > Receivable Analysis > Receivable Reports > AR Outstanding Details
- **VARR0014:** AR-GL Recon Report provides receivable account reconciliation information.
Navigate using the following path:
Main Menu > Accounts Receivable > Receivable Analysis > Receivable Reports > AR-GL Receivable Acct Recon
- **VARR0008:** DOA Quarterly Report provides quarterly accounts receivable balances by category.
Navigate using the following path:
Main Menu > Accounts Receivable > Receivable Analysis > Receivable Reports > DOA Quarterly Report
- **VARR0007:** Items eligible for the collection process.
Navigate using the following path:
Main Menu > Accounts Receivable > Receivable Analysis > Receivable Reports > Items Eligible for Collection



Queries

Billing queries can be run at various intervals. Following are frequently used billing queries:

- Adjustment Pending Approval
- Open Closed Items by Collector
- Receivable Entry Type / Entry Reason (Bill Identifier)
- Aging Details / Customer Category



Adjustment Pending Approval

This query alerts approvers of receivable adjustments (debit / credit memos, write-offs, discharges, and refunds) that have been submitted for processing.

You can navigate to this query using the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_AR_PEND_BI_ADJ

V_AR_PEND_BI_ADJ - Adjustment Pending Approval-BI

Business Unit:

Invoice Amount >=:

Invoice Amount <=:

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (2 kb)

View All First 1-6 of 6 Last

	Unit	Invoice	Bill To	Status	Consol Inv	Adjusted	Adjusting	Latest	Adjusted	Inv Amt	Entry Type	Reason
1	50100	CALC001449	0000136271	CAN		CALC001448		CALC001449	N	663.500	IN	CAL03
2	50100	FUEL000099	0000050410	CAN		FUEL000098		FUEL000099	N	7381.540	IN	FUEL1
3	50100	FUEL000218	0000050292	CAN		FUEL000217		FUEL000218	N	2770.200	IN	FUEL1
4	50100	FUEL000321	0000050102	NEW		FUEL000320		FUEL000321	N	152.560	IN	FUEL1
5	50100	GENE000868	0000123054	CAN		GENE000867		GENE000868	N	43140.630	IN	GECN1
6	50100	PRDM001552	0000139441	NEW		PRDM001551		PRDM001552	N	31778.980	IN	PRDM



Open Closed Items by Collector

This query allows collectors to review outstanding open items on a monthly basis.

You can navigate to this query using the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_AR_OPN_CLS_ITM_COLLECTOR

V_AR_OPN_CLS_ITM_COLLECTOR - AR Opn/clsd Items by Collector

Accounting Dt From:

Accounting Date To:

Business Unit:

Item Status(% For All):

Customer(% For All):

Entry Type(% For All):

Entry Reason(% For All):

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1719 kb)

View All First Last

	Business Unit	Customer	Name	Item ID	Entry Type	Entry Reason	Entry Amount	Accounting Date	Item Status	Contract Num	Project	SetID	Sales Person	Collector	Monetary Amount	Due Date	Collection Status	Collection Date
1	50100	0000000006	U.S. FACILITIES	GENE002137	IN	GEHM5	222.000	02/05/2015	O			50100	BUSINESS	Wanda Jackson	222.000	03/07/2015		
2	50100	0000000006	U.S. FACILITIES	GENE002080	IN	GEHM5	296.000	01/06/2015	O			50100	BUSINESS	Wanda Jackson	296.000	02/05/2015		
3	50100	0000000006	U.S. FACILITIES	GENE002042	PY		-518.000	01/28/2015	C			50100	BUSINESS	Wanda Jackson	518.000	01/15/2015		
4	50100	0000000007	TIMMONS	GENE001975	PY		-74.000	02/02/2015	C			50100	BUSINESS	Wanda Jackson	74.000	12/03/2014		



Receivable Entry Type / Entry Reason (Bill Identifier)

This query displays the **Item** by **Customer** and associated billing **Identifier** along with the **Net / Gross Amount** for the specific **Entry Type / Entry Reason** for the specific period. The query will also pull the **Department ID** for which the bill was generated.

You can navigate to this report using the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_AR_ENTRSN_ITM_BIL_IDENTIFIER

V_AR_ENTRSN_ITM_BIL_IDENTIFIER - Receivable Ent type/Ent Reason

From Date: 01/01/2015
 To Date: 02/12/2015
 Business Unit: 50100
 Item Status (% for All): %
 Customer (% for all): %
 Entry Type(% for all): %
 Entry Reason(% for all): %

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (3108 kb)

[View All](#) First 1-100 of 4123 Last

	Business Unit	Customer ID	Customer Name	Bill Inq Phone	Item ID	Entry Type	Entry Reason	Entry Reason Desc	Entry Amount	Accounting Date	Item Status	Contract Num	Project ID	SetID	Identifier	Identifier Desc	Department	Net Amount	Gross Amount	Seq
1	50100	0000000006	U.S. FACILITIES	804-371-2980	GENE002042	PY			-518.000	01/28/2015	C			50100	VDOTFINGERPRINTAR	October 2014 Fingerprinting	10015	518.000	518.000	1
2	50100	0000000006	U.S. FACILITIES	804-371-2980	GENE002080	IN	GEHM5	Generic-VDOT Fingerprinting AR	296.000	01/06/2015	O			50100	VDOTFINGERPRINTAR	November 2014 Fingerprinting	10056	296.000	296.000	1
3	50100	0000000006	U.S. FACILITIES	804-371-2980	GENE002137	IN	GEHM5	Generic-VDOT Fingerprinting AR	222.000	02/05/2015	O			50100	VDOTFINGERPRINTAR	December 2014 Fingerprinting	10056	222.000	222.000	1



Aging Details / Customer Category

This query displays the aging details by customer and aging category based on the specific accounting date.

You can navigate to this query using the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_AR_AGEBU

V_AR_AGEBU - V_AR_AGEBU

Business Unit:

Bill Type (% for all):

Billing District (% for all):

Acctg Date:

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File \(479 kb\)](#)

[View All](#) First 1-100 of 1309 Last

	Business Unit	Customer ID	Aging ID	Aging Category	Sales	Biller	Item ID	Reason	Bill Inq	Item Balance	Acctg Date	Sum Amount
1	50100	0000000004	STND	04	BUSINESS		GENE001940	GEHM5	804-371-2980	37.000	11/03/2014	37.000
2	50100	0000000016	STND	08	INDIV	BIL4	CALC000001	CAL04	804-524-6079	1252.000	12/13/2011	1252.000
3	50100	0000000057	STND	08	INDIV		CALC000088	GRDRL	540-829-7589	2620.000	02/02/2012	2620.000
4	50100	0000000087	STND	08	INDIV		MGSE000108	MGSE	540-829-7437	529.360	05/03/2012	529.360
5	50100	0000000096	STND	08	INDIV		MGSE000109	MGSE	540-829-7437	1028.090	05/03/2012	1028.090
6	50100	0000000099	STND	08	INDIV	BIL8	CALC000022	CAL01	540-332-9922	553.500	01/17/2012	553.500
7	50100	0000000147	STND	06	BUSINESS	BIL9	RETR000411	RETR	804-371-7435	138756.760	08/19/2014	138756.760



Other Accounts Receivable Queries

Other queries are also available. Below is a list of widely used AR queries. To navigate to queries, use the following path:

Main Menu > Reporting Tools > Query > Query Viewer

- **AR_BU_HIST_AVG:** Customer history by average details.
- **AR_BU_HIST_DUE:** Customer history by due details.
- **AR_BU_HIST_WGT:** Customer history by weight details.
- **AR_CUSTOMERS_IN_COLLECTION:** Customer collection details.
- **AR_CUSTOMERS_IN_DISPUTE:** Customer dispute details.
- **AR_ITEM:** Item information with due date and amount.
- **AR_ITEMACT_ET:** Item activity with entry type information.
- **AR_ITEMS_IN_COLLECTION:** Item information with collection details.
- **AR_ITEMS_IN_COLLECTION_SETID:** Item information with collection and setid details.
- **AR_ITEMS_IN_DISPUTE:** Item information with dispute details.
- **AR_ITEMS_IN_DISPUTE_SETID:** Item information with dispute and setid details.
- **AR_ITEMS_SI:** Customer with sum base amount details.



Other Accounts Receivable Queries (continued)

Other queries are also available. Below is a list of widely used AR queries. To navigate to queries, use the following path:

Main Menu > Reporting Tools > Query > Query Viewer

- **V_AR_CGI_QRY:** Information on items for external collection agency CGI.
- **V_AR_CMIA_QRY:** Cash management improvement for federal customers.
- **V_AR_COLLECTIN_TRK:** Collection tracking for all items.
- **V_AR_COVA_CMIA:** Cash management improvement for COVA agency customers
- **V_AR_ENTRY_REASON:** Entry reason information.
- **V_AR_ENTTYP_ENTRSN:** Item and entry type / reason information.
- **V_AR_INSURANCE_RECOVERIES:** Item activity information for entry reasons 'CAL,' DRDM,' GRDRL,' GRTM,' 'BULN,' 'EXTR,' 'IMPA,' 'MBAR,' 'GRLSA,' 'EQDM1'.
- **V_AR_JRNL_LINE_REF:** Journal line reference information for deposits
- **V_AR_LAST_FY_ITEM:** Information in order to complete the FY transactions.
- **V_AR_PEND_WS_ADJ:** Worksheet pending information.



Lesson 6: Summary

In this lesson, you learned about:

- The key billing reports and queries.



Course Summary

In this course, you learned how to:

- Enter a Standard Bill
- Generate an Invoice
- Adjust a Bill
- Maintain and Update Receivables
- Process Customer Statements
- Describe Key Reports and Queries



Course Evaluation

Congratulations! You have completed **501 AR323: Billing and Receivables**. Please use the evaluation link to assess this course.





Appendix

- Key Terms
- Flowchart Key



Key Terms

Accounting Distribution Code: Distribution codes simplify the process of generating accounting entries by defining a valid combination of ChartField values.

Bill Header: The bill header contains valuable information about the bill, includes receivable account information, and any additional internal or printed notes that need to be included for the bill. Bill headers include:

- Where the bill came from (bill source)
- Bill type
- Where the bill is going
- Customer information
- When the bill is sent to the customer
- Payment terms
- **Header - Info 1** contains general information and **Header - Info 2** contains additional information. This information is added when entering a regular bill.

Bill Line: A bill line is an individual item on a bill that contains descriptive information such as name, quantity, and price.



Key Terms (continued)

Bill Statements:

- **Invoice:** A bill issued by the agency after having provided products or services to the customer.
- **Customer Statement:** A periodic summary of a customer's account activity that lists goods and/or services provided, billings, payments, etc.
- **Dunning Letter:** A request for payment that is past due.

Bill Type: The bill type represents a category of activity that should be grouped together on a particular bill. You can set default values at the bill type level. In Cardinal, the bill type loosely represents a grouping of customers.

Business Unit: A business unit is an operational subset of an organization. In Virginia, each state agency is an operational subset (or business unit) of the Commonwealth. The business unit number identifies each operational subset or agency of the Commonwealth.

Charge Code: The charge code indicates the service or fee for being billed to a customer.

Customer: A customer is any entity responsible for paying the agency for goods and/or services. In Cardinal, there are four general customer types: Government (Federal or City, County, Town), Business, Individual, and State Agency.



Key Terms (continued)

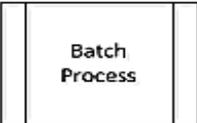
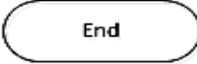
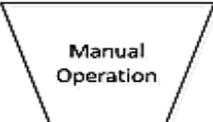
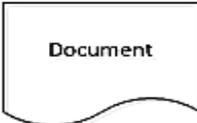
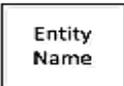
Invoice Status: The invoice status is located on the **Header - Info 1** page. The most common statuses are **NEW**, **RDY** (ready), **PND** (pending), and **INV** (invoiced). Invoiced means that an invoice has been printed and an invoice number has been assigned. A non-invoiced bill is one that has not been printed.

Open Item: Open items are amounts billed to a customer but not paid. They are also known as pending items.

Standard Bill: A standard bill is created by manual, online, entry using the **Standard Billing** pages defined by frequency as a one time bill, installment bills, or recurring bills. Also known as a regular bill.



Flowchart Key

Flowchart Key			
	Depicts a process step or interface.		Indicates point at which the process begins. Does not represent any activity.
	Specifies a batch process.		Indicates point at which the process ends. Does not represent any activity.
	Depicts a process step that is performed manually.		Depicts a document of any kind, either electronic or had copy.
	Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.		Indicates an On-Page or Intra Process Connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page.
	Represents an entity (person, organization, etc.).		Connects steps between business processes.