AR323: Creating and Processing Bills

Instructor Led Training

Revised 2/22/2013

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.

In this course, we will show you the billing 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 Security Handbook for a list of available roles and descriptions.

Introduction

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

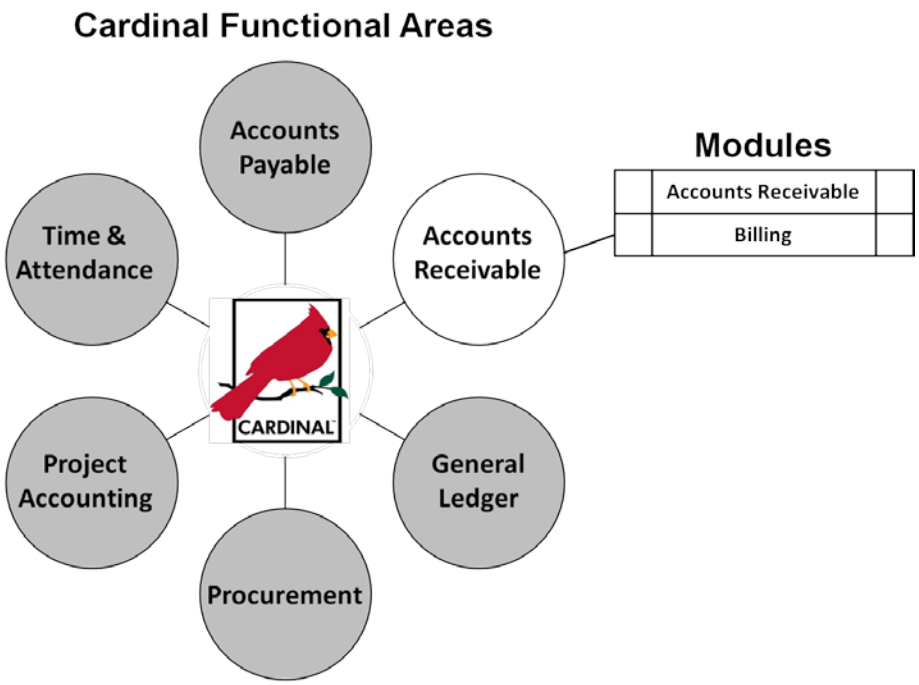
Billing

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

In addition, the Setup and Maintain Customers process stores customer and contact information for use in Billing, Accounts Receivable, and other modules.

Accounts Receivable

The Accounts Receivable module manages the processing of payments that are due to the agency in an organized and timely manner.



Course Objectives

After completing this course, you will be able to:

- Define basic bill processing terms
- List the different types of bills that can be entered into Cardinal
- Explain how bill processing fits into the end-to-end process for Cardinal
- Explain how bill processing integrates with the Accounts Receivable module
- Describe key reports and queries

Agenda

Today, we will cover the following topics:

- Lesson 1: Understanding Bills
- Lesson 2: Entering a Bill Online
- Lesson 3: Generating an Invoice
- Lesson 4: Adjusting a Bill
- Lesson 5: Posting Receivable Items
- Lesson 6: Bills Reports and Queries
- Lesson 7: Billing Hands-On Practice

Lesson 1: Understanding Bills

In this lesson, you will learn about the following topics:

- Key Concepts
- Billing Processes
- Integration and Interfaces

Key Concepts

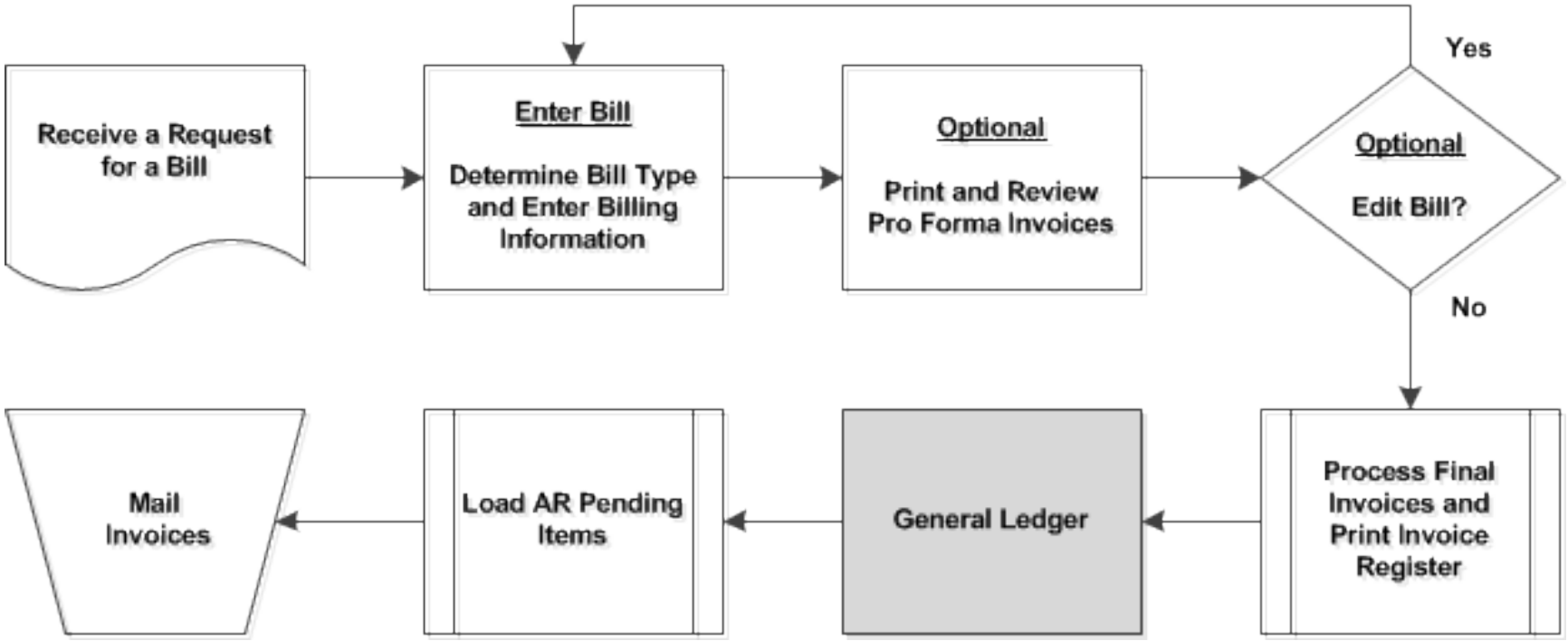
Some key concepts in creating and processing bills include:

- 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 (e.g., CALCU for Calculated Incident, OA for Outdoor Advertising, EMS for Equipment Management System) 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. Also, Cardinal streamlines the sales of goods and services to external entities.
- Accident information is not stored in Cardinal.

Billing Processes

The Billing business process involves entering bill information, creating billing invoices, creating Accounts Receivable items, posting Accounts Receivable items and creating billing invoice adjustments. Billing information can be entered online.

Different types of billing invoices can be created (e.g., project and property damage).



Integration and Interfaces

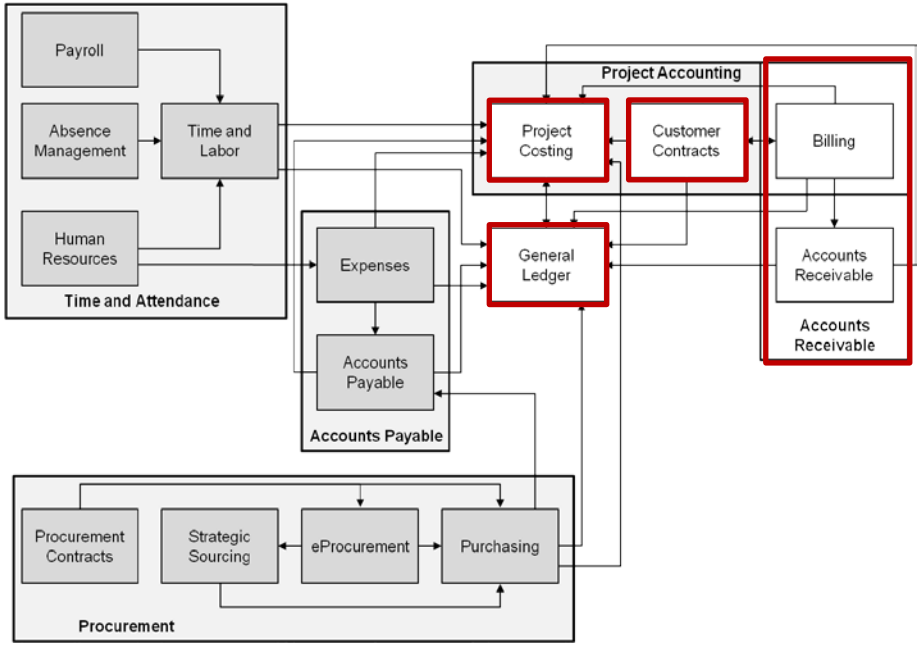
Billing creates invoices and accounting entries based on data sent from the Project Accounting Customer Contracts module. Billing Worksheets are then used to review and approve the project billing data.

Once invoices are final, related billing data is available for upload to the Customer Contracts and Project Costing modules.

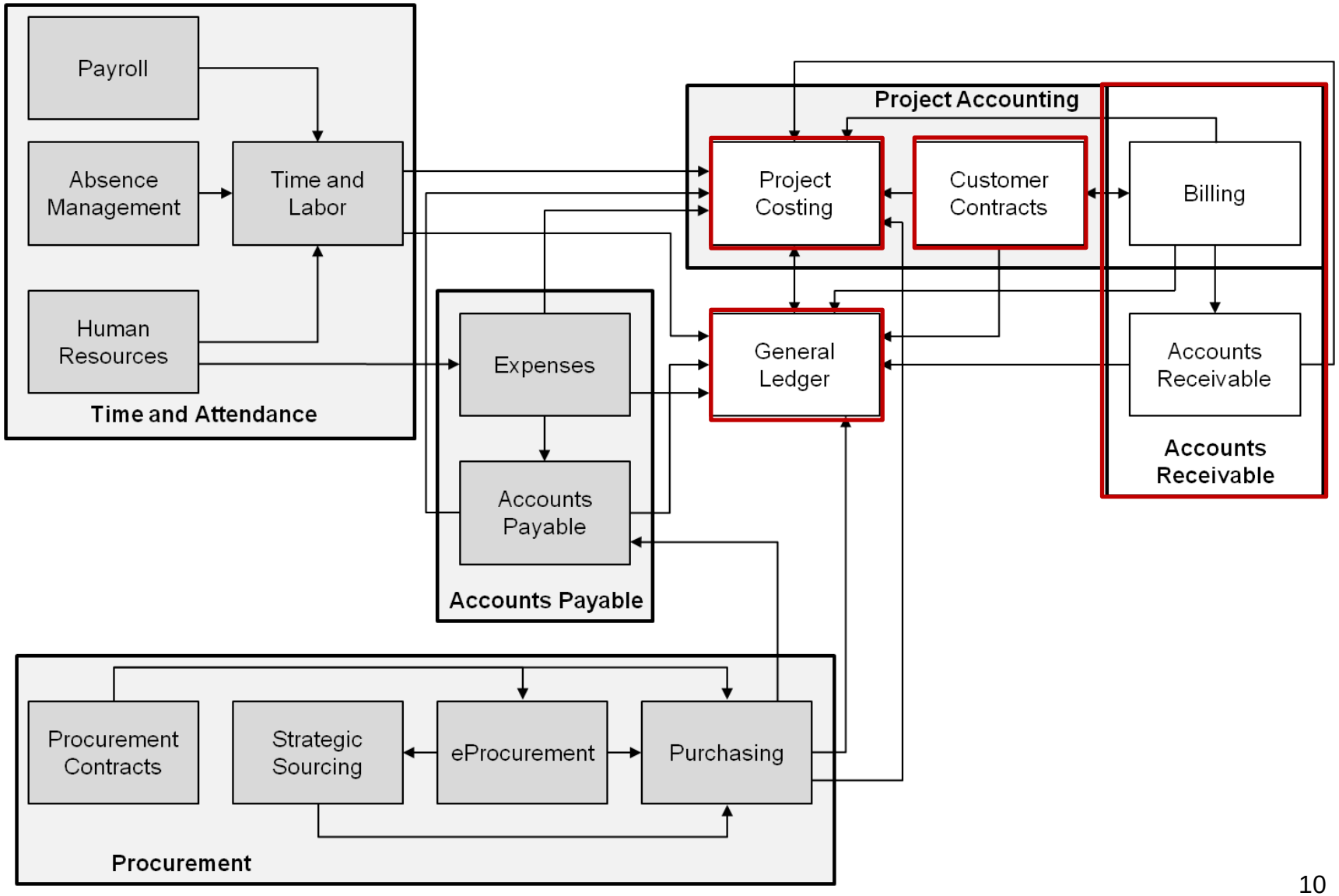
Any adjustments made to Billing will create entries that update project information in the Project Costing module.

Billing sends accounting entries to the General Ledger, where journal entries are created.

Accounts Receivables sends Project Billing Data to FHWA (Federal Highway Administration) on a daily basis.



Integration and Interfaces (continued)



Lesson 1: Summary

In this lesson, you learned about the following topics:

- Key terms in the Billing module
- Key concepts in the Billing module
- Ways the Billing module integrates with other modules in Cardinal and interfaces with external systems

Lesson 2: Entering a Bill Online

In this lesson, you will learn about the following topics:

- Searching Invoiced and Non-Invoiced Bills
- Searching Invoiced and Non-Invoiced Bill Lines
- Entering a Standard Bill
- Entering a Recurring Bill
- Entering an Installment Bill
- Entering a Consolidated Bill

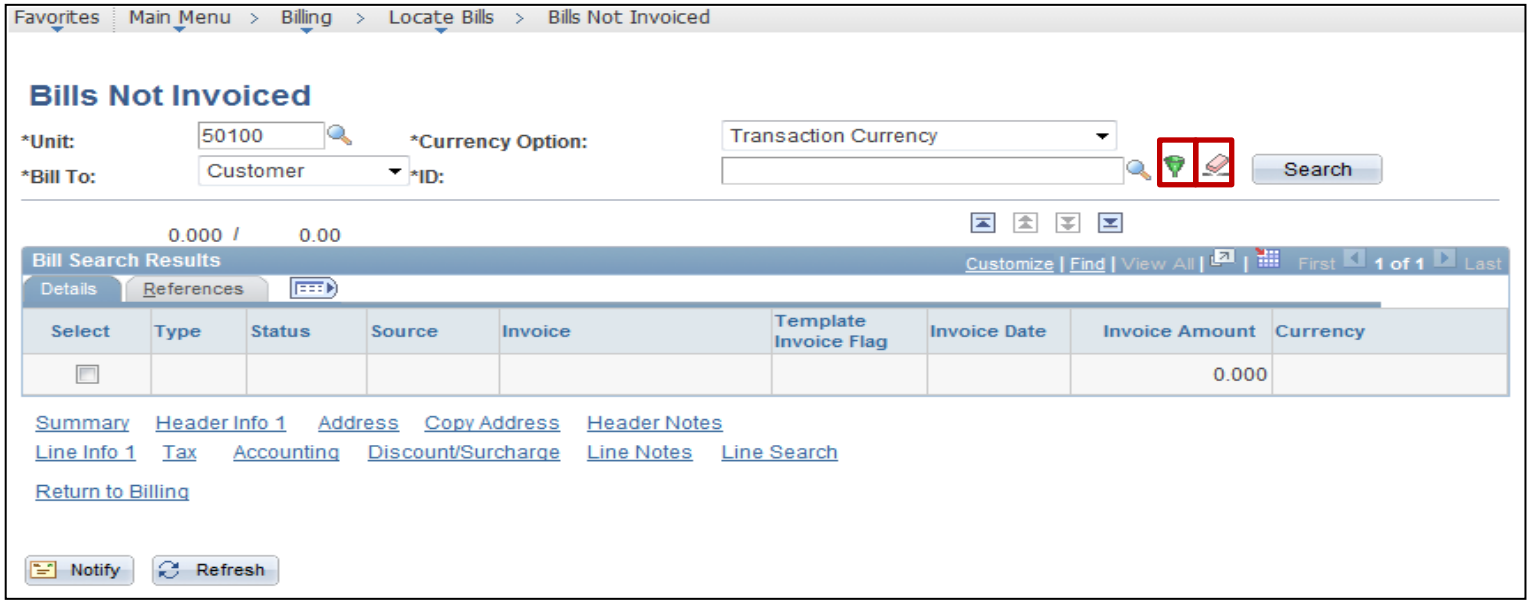
Searching Invoiced and Non-Invoiced Bills

In Cardinal Billing, you can search for invoiced bills by specifying search criteria. This enables you to review only those bills that meet your requirements. Use the **Header Selection Criteria** (the funnel icon) to further narrow your search. Clear your search criteria by using the **Bill Search Reset** button that is right next to the **Search** button. You can navigate to this page using the following path:

Main Menu > Billing > Locate Bills > Bills Invoiced

Using the Cardinal search feature for a non-invoiced bill allows you to find, review and update information. You can navigate to this page using the following path:

Main Menu > Billing > Locate Bills > Bills Not Invoiced

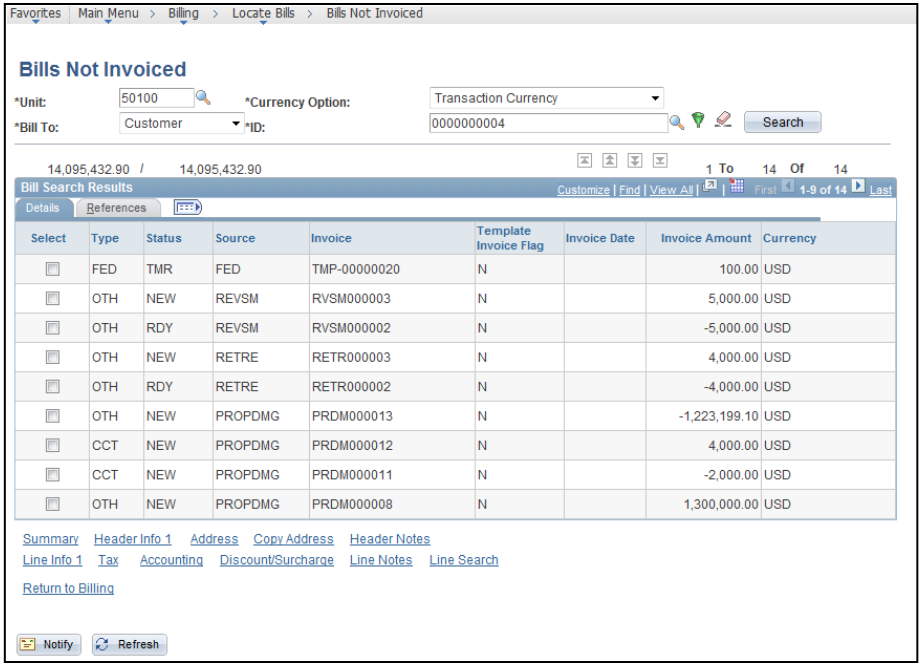


Searching Invoiced and Non-Invoiced Bills (continued)

After search criteria are entered and the search button is selected, search results are displayed in the lower half of the screen.

Before a new bill is created, it is important that the bill master records are checked to see if the bill already exists in Cardinal.

If a non-invoiced bill needs to be updated, use the Cardinal search function to locate, review and update it rather than creating an entirely new bill.



Searching Invoiced and Non-Invoiced Bills (continued)

Favorites | Main Menu > Billing > Locate Bills > Bills Not Invoiced

Bills Not Invoiced

*Unit: 50100 *Currency Option: Transaction Currency

*Bill To: Customer *ID: 0000000004 Search

14,095,432.90 / 14,095,432.90 1 To 14 Of 14

Bill Search Results Customize | Find | View All | First 1-9 of 14 Last

Details | References

Select	Type	Status	Source	Invoice	Template Invoice Flag	Invoice Date	Invoice Amount	Currency
	FED	RDY	FED	TMP-00000020	N		100.00	USD
	OTH	NEW	REVSM	RVSM000003	N		5,000.00	USD
	OTH	RDY	REVSM	RVSM000002	N		-5,000.00	USD
	OTH	NEW	RETRE	RETR000003	N		4,000.00	USD
	OTH	RDY	RETRE	RETR000002	N		-4,000.00	USD
	OTH	NEW	PROPDMG	PRDM000013	N		-1,223,199.10	USD
	CCT	NEW	PROPDMG	PRDM000012	N		4,000.00	USD
	CCT	NEW	PROPDMG	PRDM000011	N		-2,000.00	USD
	OTH	NEW	PROPDMG	PRDM000008	N		1,300,000.00	USD

Summary | Header Info 1 | Address | Copy Address | Header Notes

Line Info 1 | Tax | Accounting | Discount/Surcharge | Line Notes | Line Search

Return to Billing

Notify | Refresh

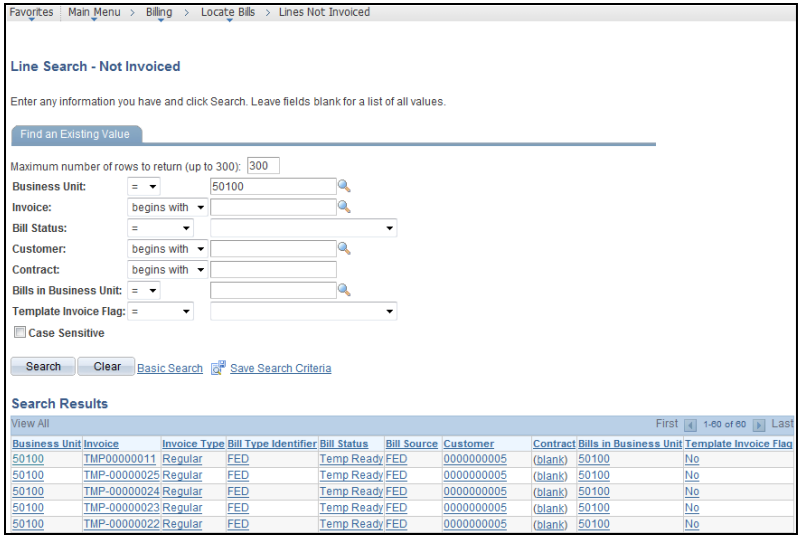
Searching Invoiced and Non-Invoiced Bill Lines

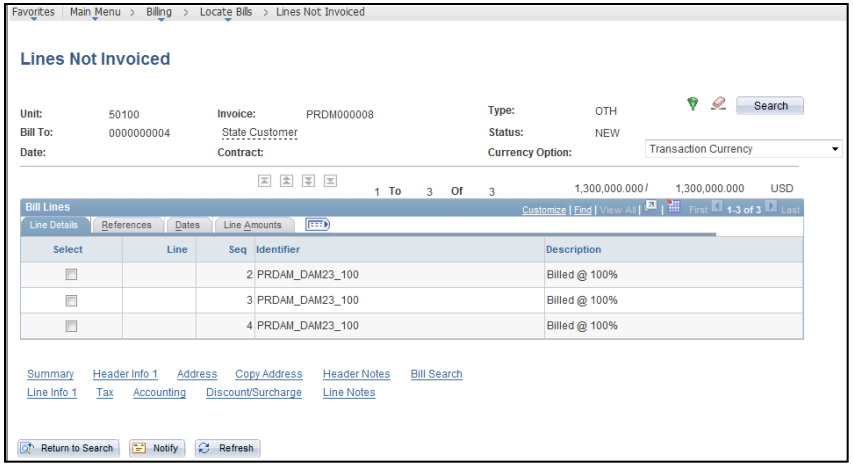
Cardinal enables you to search for bill lines based on a search criterion using the **Bill Line** Search page in the **Locate Bills** menu. You can search for any bill line regardless of the status.

Once you retrieve an invoiced bill line, you can drill down to the **Header Info** and **Line Info** pages in view-only mode.

Once you retrieve a non-invoiced bill line, you can review and update information. You can navigate to this page using the following path:

Main Menu > Billing > Locate Bills > Lines Not Invoiced





Searching Invoiced and Non-Invoiced Bill Lines (continued)

Favorites | Main Menu > Billing > Locate Bills > Lines Not Invoiced

Line Search - Not Invoiced

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Business Unit:	=	50100
Invoice:	begins with	
Bill Status:	=	
Customer:	begins with	0000000004
Contract:	begins with	
Bills in Business Unit:	=	
Template Invoice Flag:	=	

☐ **Case Sensitive**

Search | Clear | Basic Search | Save Search Criteria

Search Results

View All — First 1-18 of 18 Last

Business Unit	Invoice	Invoice Type	Bill Type Identifier	Bill Status	Bill Source	Customer	Contract	Bills in Business Unit	Template Invoice Flag
50100	MGSE-000016	Regular	OTH	New Bill	MG&SE	0000000004	(blank)	50100	No
50100	MGSE-000017	Regular	OTH	New Bill	MG&SE	0000000004	(blank)	50100	No
50100	MISC-000001	Regular	OTH	New Bill	MISC	0000000004	(blank)	50100	No
50100	PRDM-000003	Regular	OTH	Canceled	PROPDMG	0000000004	(blank)	50100	No
50100	PRDM000001	Regular	OTH	New Bill	PROPDMG	0000000004	(blank)	50100	No
50100	PRDM000008	Regular	OTH	New Bill	PROPDMG	0000000004	(blank)	50100	No
50100	PRDM000011	Adj Only	CCT	New Bill	PROPDMG	0000000004	(blank)	50100	No

Searching Invoiced and Non-Invoiced Bill Lines (continued)

Favorites | Main Menu > Billing > Locate Bills > Lines Not Invoiced

Lines Not Invoiced

Search

Unit:	50100	Invoice:	PRDM000008	Type:	OTH
Bill To:	0000000004	State Customer		Status:	NEW
Date:		Contract:		Currency Option:	Transaction Currency

1 To 3 Of 3 1,300,000.000 / 1,300,000.000 USD

Bill Lines

Customize | Find | View All | First 1-3 of 3 Last

Line Details | References | Dates | Line Amounts

Select	Line	Seq	Identifier	Description
☐		2	PRDAM_DAM23_100	Billed @ 100%
☐		3	PRDAM_DAM23_100	Billed @ 100%
☐		4	PRDAM_DAM23_100	Billed @ 100%

Summary | Header Info 1 | Address | Copy Address | Header Notes | Bill Search
Line Info 1 | Tax | Accounting | Discount/Surcharge | Line Notes

Return to Search | Notify | Refresh

Entering a Standard Bill

You can receive various types of requests to enter a bill online. Examples include accident reports and payable invoices.

A standard bill is required for an invoice when the **Bill Type** is not recurring, installment, or consolidated.

A standard bill is also called a regular bill.

Entering a Standard Bill (continued)

When creating a standard bill, information is entered as **Bill Header** information and **Bill Line** information.

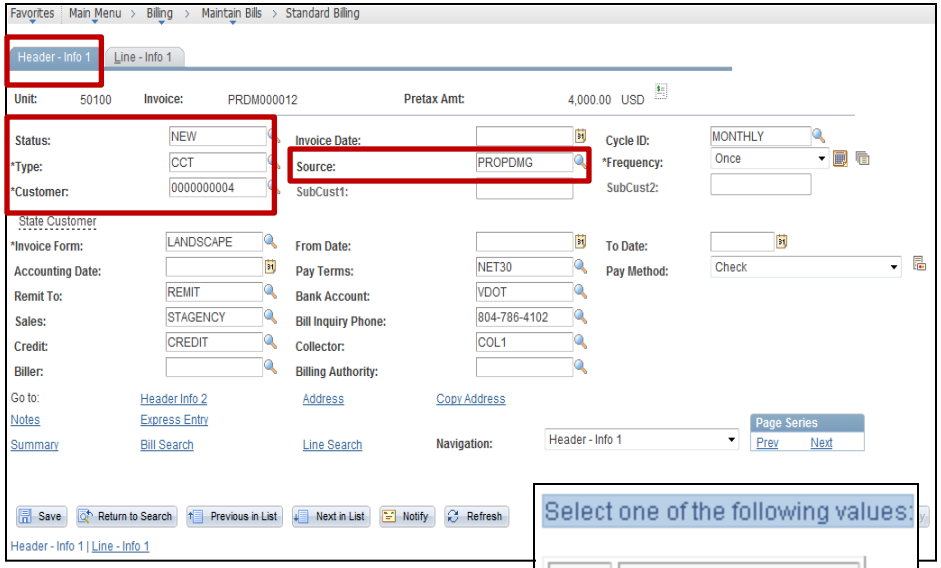
Bill Header applies to the bill as a whole and includes **Type**, **Customer**, **Source**, and **Status** fields.

Bill Line applies only to a particular (individual) line of a bill and includes fields such as **Quantity**, **Unit of Measure** and **Unit Price**.

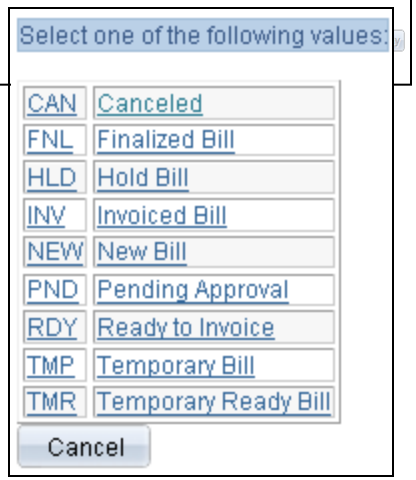
You can navigate to the **Standard Billing** page using the following path:

Main Menu > Billing > Maintain Bills > Standard Billing

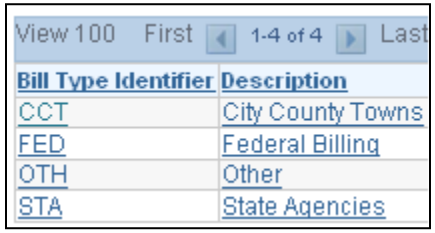
If the customer does not already exist in Cardinal, you will have to add the customer before you can create a standard bill.



Available **Status** options →



Available **Bill Types** →



Entering a Standard Bill (continued)

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

Header - Info 1 | Line - Info 1

Unit: 50100 Invoice: PRDM000012 Pretax Amt: 4,000.00 USD

Status:	NEW	Invoice Date:		Cycle ID:	MONTHLY
*Type:	OTH	Source:	PROPDMG	*Frequency:	Once
*Customer:	0000000004	SubCust1:		SubCust2:	
State Customer					
*Invoice Form:	LANDSCAPE	From Date:		To Date:	
Accounting Date:		Pay Terms:	NET30	Pay Method:	Check
Remit To:	REMIT	Bank Account:	VDOT		
Sales:	STAGENCY	Bill Inquiry Phone:	804-786-4102		
Credit:	CREDIT	Collector:	COL1		
Biller:		Billing Authority:			

Go to: Header Info 2 | Address | Copy Address

Notes | Express Entry

Summary | Bill Search | Line Search

Navigation: Header - Info 1

Page Series: Prev | Next

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

Header - Info 1 | Line - Info 1

Entering a Standard Bill (continued)

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

Header - Info 1 | Line - Info 1

Unit: 50100 Bill To: 0000000003 Pretax Amt: 200.00 USD
Invoice: NEXT Mark Javid Max Rows: 100

Bill Line Find | View All First 1 of 1 Last

Seq: 1 Line: Net Extended: 200.00
Table: ID Identifier: PROPDMGAR-BRISTOL Description: Property Damage A/R - Bristol

Quantity: 3.0000
Unit of Measure: EA
Unit Price: 66.6667
Gross Extended: 200.00

From Date:
To Date:
Line Type: REV ☑ Accumulate
Tax Code: ☐ Tax Exempt
Exempt Cert:

Less Discount: 0.00
Plus Surcharge: 0.00

Net Extended: 200.00
VAT Amount: 0.00
Tax Amount: 0.00

Net Plus Tax: 200.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge
Notes Express Entry
Summary Bill Search Line Search Navigation: Line - Info 1

Page Series: Prev Next

Return to Billing

Save Notify Refresh Add Update/Display

Simulation: Enter a Standard Bill

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

Entering a Recurring Bill

Recurring bills allow for the reproduction of bills, or portions of bills, and the generation of invoices by using templates. A monthly fuel expense is an example of a potentially recurring bill.

To create a recurring bill, you enter information on the original invoice (Standard Bill) template with recurring parameters. This creates a recurring bill template.

Thereafter, you define the schedule using the **Recurring Bill Schedule** feature.

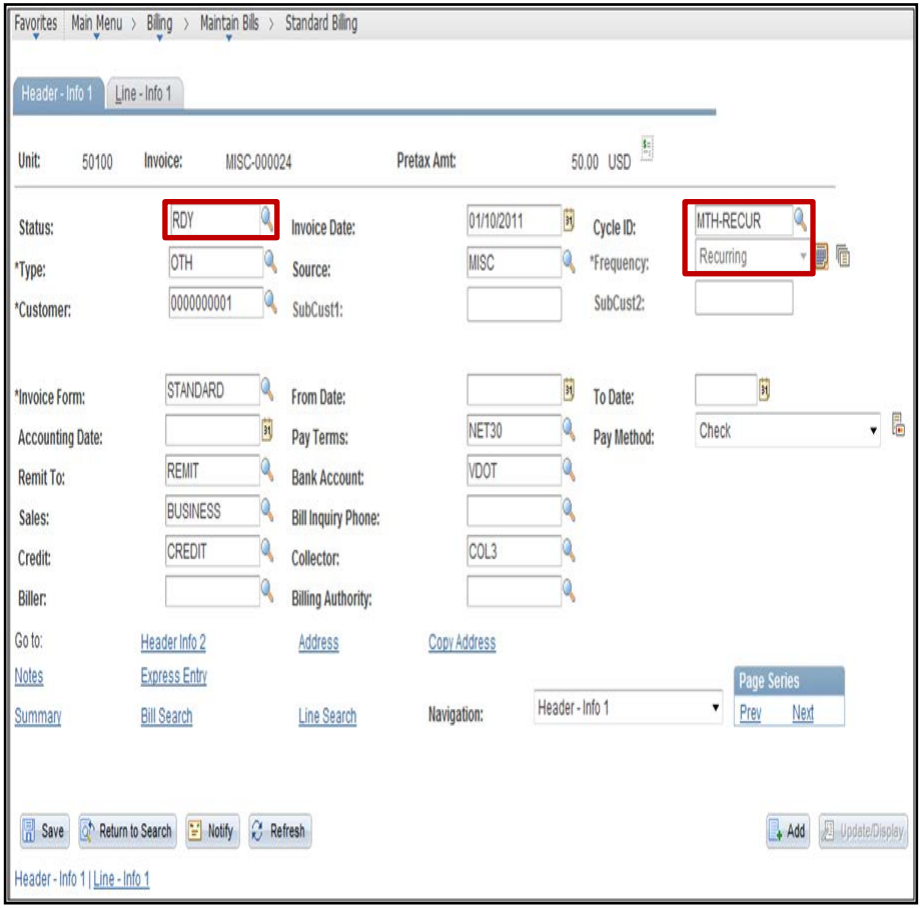
Creating a Recurring Bill Template

To create a recurring bill template, enter a new bill using the **Standard Billing** page.

You can navigate to this page using the following path:

Main Menu > Billing > Maintain Bills > Standard Billing

When entering the **Bill Header**, specify a **Cycle ID** with recurring bill parameters, such as **MTH_RECUR**. Then set **Recurring** as the **Frequency**.



Recurring Bill Schedule

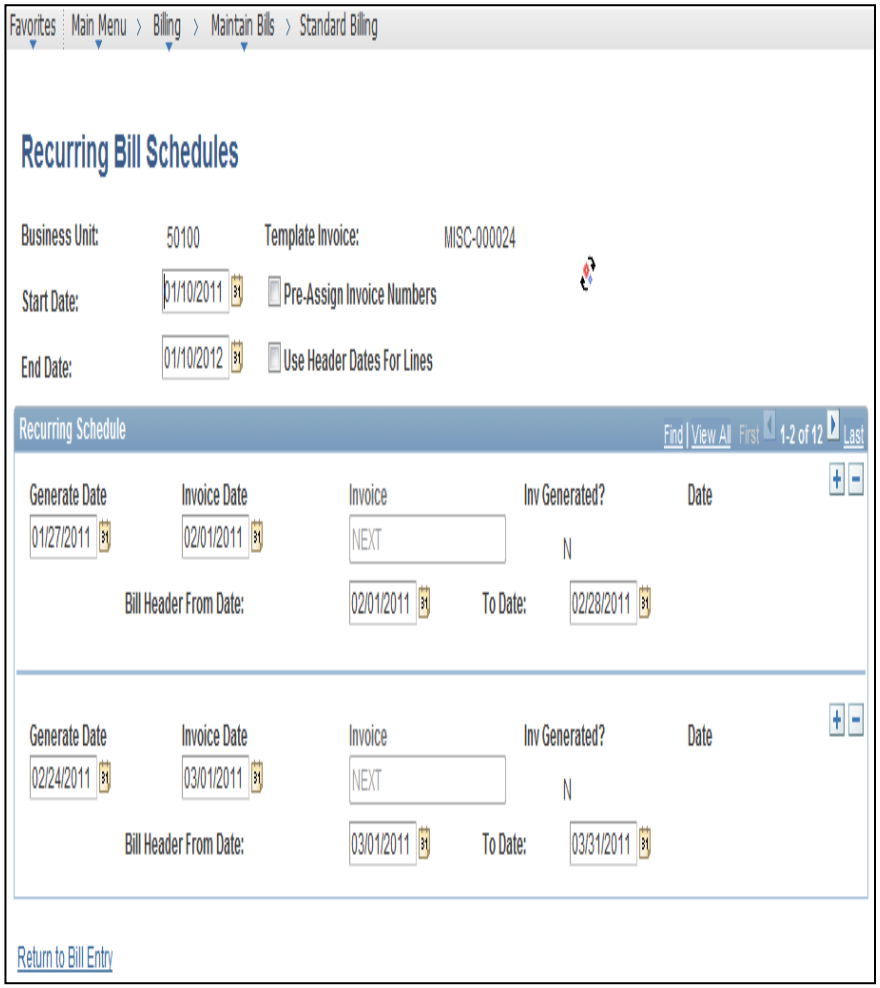
After creating the recurring bill template, you define a bill schedule using the **Recurring Bill Schedule** feature.

You can navigate to this page using the following path:

Main Menu > Billing > Maintain Bills > Recurring Bill Schedules

Associating a recurring bill template with a **Recurring Bill Schedule** allows you to control when and how often recurring bills are generated. Schedules automate and control the generation of recurring bills. Bills can be generated daily, weekly, monthly, or annually.

Recurring bills are created according to the defined schedule, when the recurring bill generation process is run.

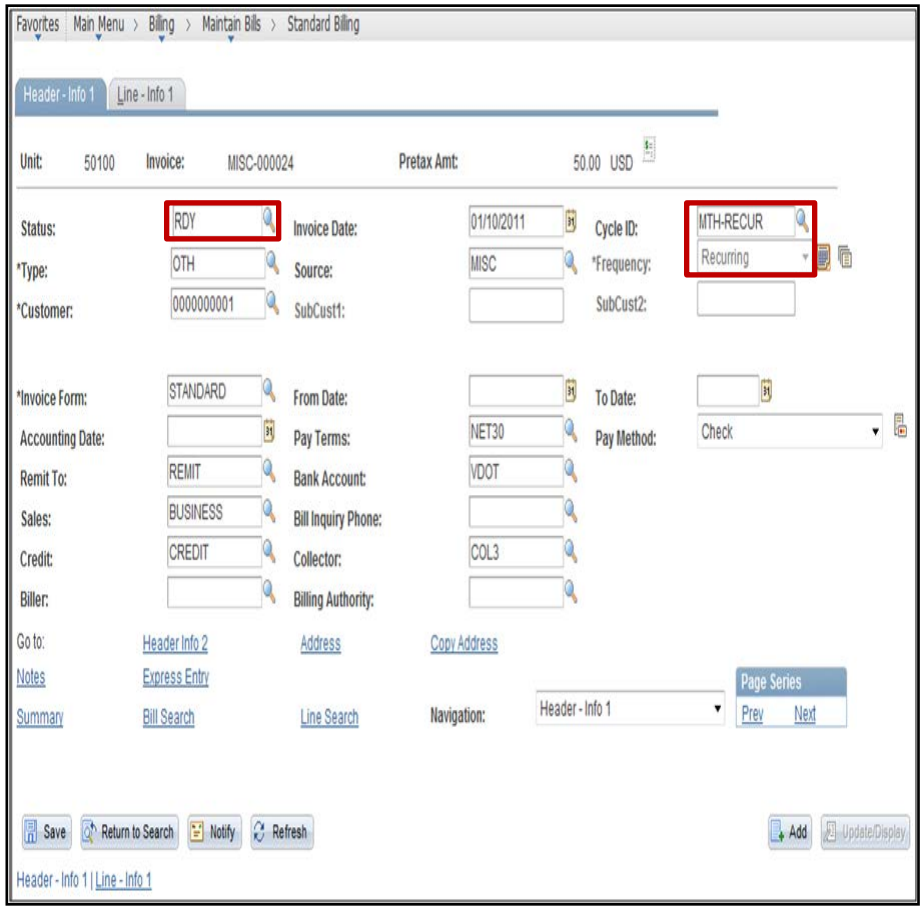


Entering a Recurring Bill – Execute Recurring Bills

Finally, you must also change the **Status** to **RDY** (ready) on the **Standard Billing** page for further processing by the recurring bill programs.

You can create and save recurring bills after the recurring bill template and the **Bill Header Schedule** are defined.

The ability to create recurring bills enables you to bill customers according to the **Billing Cycle ID**, **Invoice ID**, or **Customer ID**.



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 may occasionally be used when the customer is unable to pay the total amount billed at once.

You can navigate to this page using the following path:

Main Menu > Billing > Maintain Bills > Create Installment Bills

Entering an Installment Bill Schedule

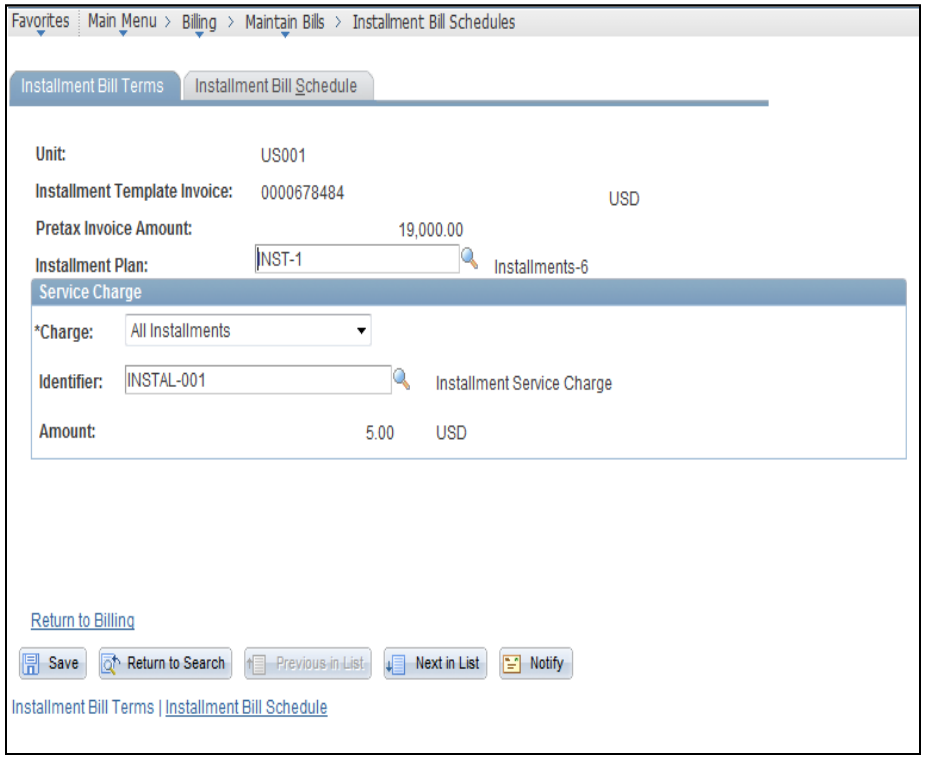
Detailed installment billing information is entered manually on the **Installment Bill Terms** tab of the **Installment Bill Schedules** page.

Each installment bill includes the installment number, the total number of installments, the installment amount due, and the total invoice amount.

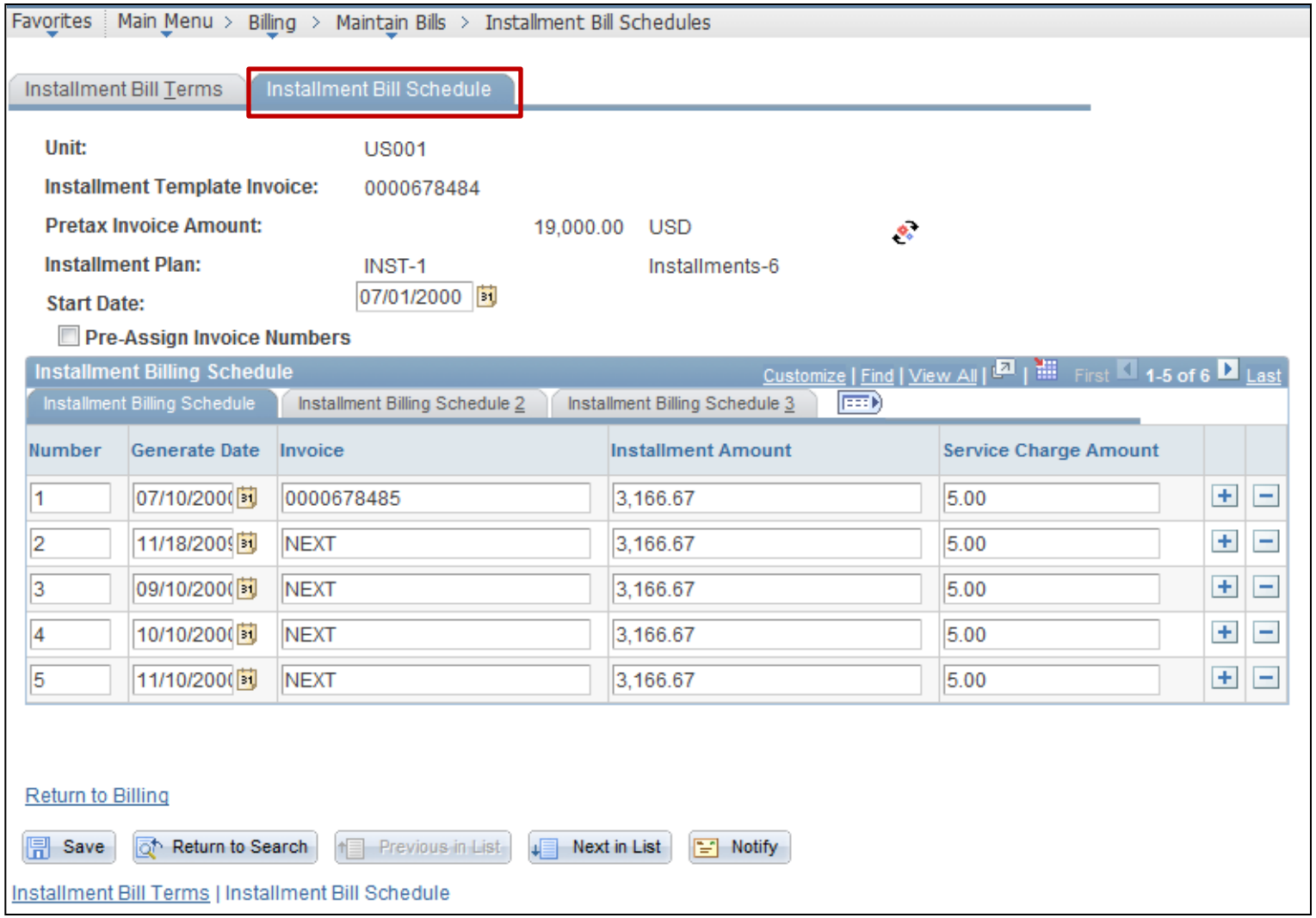
This information appears on the first installment invoice. Some of the information, such as **Customer ID**, **Billing Plan**, and **Bill Schedule** will default on subsequent installment bills to the information entered here.

You can navigate to this page using the following path:

Main Menu > Billing > Maintain Bills > Installment Bill Schedules



Entering an Installment Bill – Installment Bill Schedule Tab



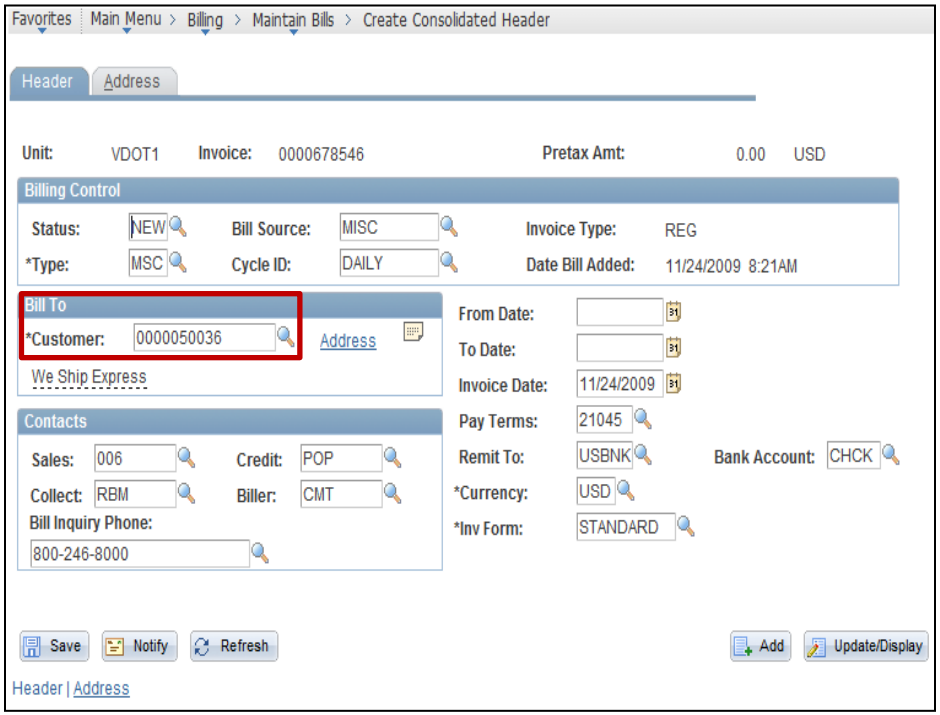
Entering a Consolidated Bill

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.

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

You can navigate to this page using the following path:

Main Menu > Billing > Maintain Bills > Create Consolidated Header



Attaching Bills to a Consolidated Header

Customers might want to receive individual invoices grouped or consolidated for ease in processing.

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

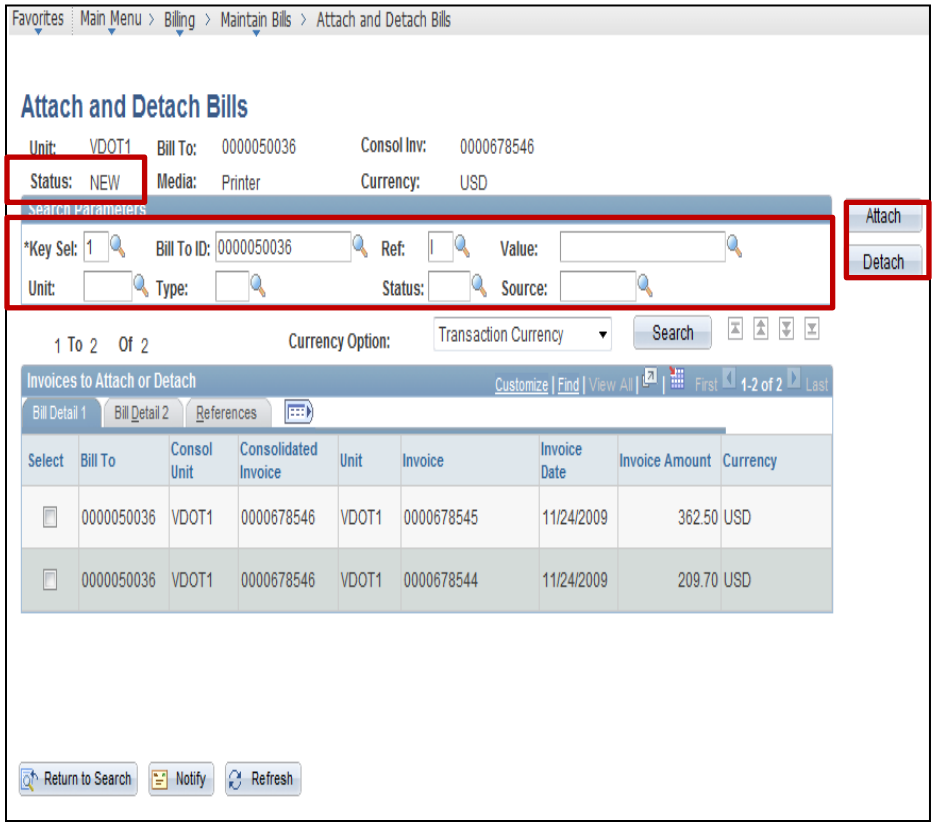
The bills you select to attach to the consolidated header are invoiced at the same time as long as they are in **RDY** (Ready) status.

You can navigate to this page using the following path:

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

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

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



Lesson 2: Summary

In this lesson, you learned:

- Before a new bill is created, it is important that the bill master records are checked to see if the bill already exists in Cardinal.
- Cardinal enables you to search for bill lines based on a search criteria using the **Bill Line** Search page in the **Locate Bills** menu.
- You can receive various types of requests to enter a bill online. Examples include accident reports, payable invoices, or inventory disbursement documents.
- Recurring bills allow for the reproduction of bills, or portions of bills, and the generation of invoices by using templates.
- Recurring bills are created according to the defined schedule when the recurring bill generation process is run.
- When creating a recurring bill, you must change the **Bill Status** to ready (**RDY**) for further processing by the recurring bill programs.
- Installment billing is used to invoice customers in segments, with the total amount due divided equally by percentage, or according to the configured definition.
- Consolidated bills are bills that are grouped or consolidated into a single invoice. To consolidate bills, individual bills are selected for invoicing at the same time as one group.
- 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.

Lesson 3: Generating an Invoice

In this lesson, you will learn about the following topics:

- Pro Forma Invoices
- Finalizing and Printing an Invoice

Pro Forma Invoices

Generating **Pro Forma Invoices** is optional in the invoicing process.

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 the bills before they are finalized.

Cardinal will only generate **Pro Forma** Invoices for bills that have not been invoiced or finalized.

A summarization template is a premade template created for commonly billed items, such as contract work related goods or services. If any lines on an invoice use a summarization template, only a summarized **Pro Forma Invoice** is generated.

A detail **Pro Forma Invoice** is generated when no lines on the invoice contain a summarization template.

PRO FORMA

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:	CALC000012
Status/Type:	RDY/Regular
Invoice Date:	07/26/2011
Customer Number:	0000000003
Payment Terms:	Net 30
Est. Due Date:	

Bill To:
Mark Javid
111 Test Lane
Richmond VA 23222
United States

AMOUNT DUE: 100.00 USD

Amount Remitted

For billing questions, please call

Line	Adj	Identifier	Description	Quantity	UOM	Unit Amt	Net Amount
0		PROPDMGAR-BRI	Property Damage A/R - Bristo	1.00	EA	100.00	100.00

SUBTOTAL: 100.00

TOTAL AMOUNT DUE : 100.00

Reviewing Pro Forma Invoices

You are not required to create and review **Pro Forma Invoices** during the invoicing process. However, running **Pro Forma Invoices** is recommended and allows you to review and correct any discrepancies before the final bill is printed.

PRO FORMA

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:	CALC000012
Status/Type:	RDY/Regular
Invoice Date:	07/26/2011
Customer Number:	0000000003
Payment Terms:	Net 30
Est. Due Date:	

Bill To:
Mark Javid
111 Test Lane
Richmond VA 23222
United States

AMOUNT DUE: 100.00 USD

Amount Remitted

For billing questions, please call

Line	Adj	Identifier	Description	Quantity	UOM	Unit Amt	Net Amount
0		PROPDMGAR-BRI	Property Damage A/R - Bristo	1.00	EA	100.00	100.00

SUBTOTAL: 100.00

TOTAL AMOUNT DUE : 100.00

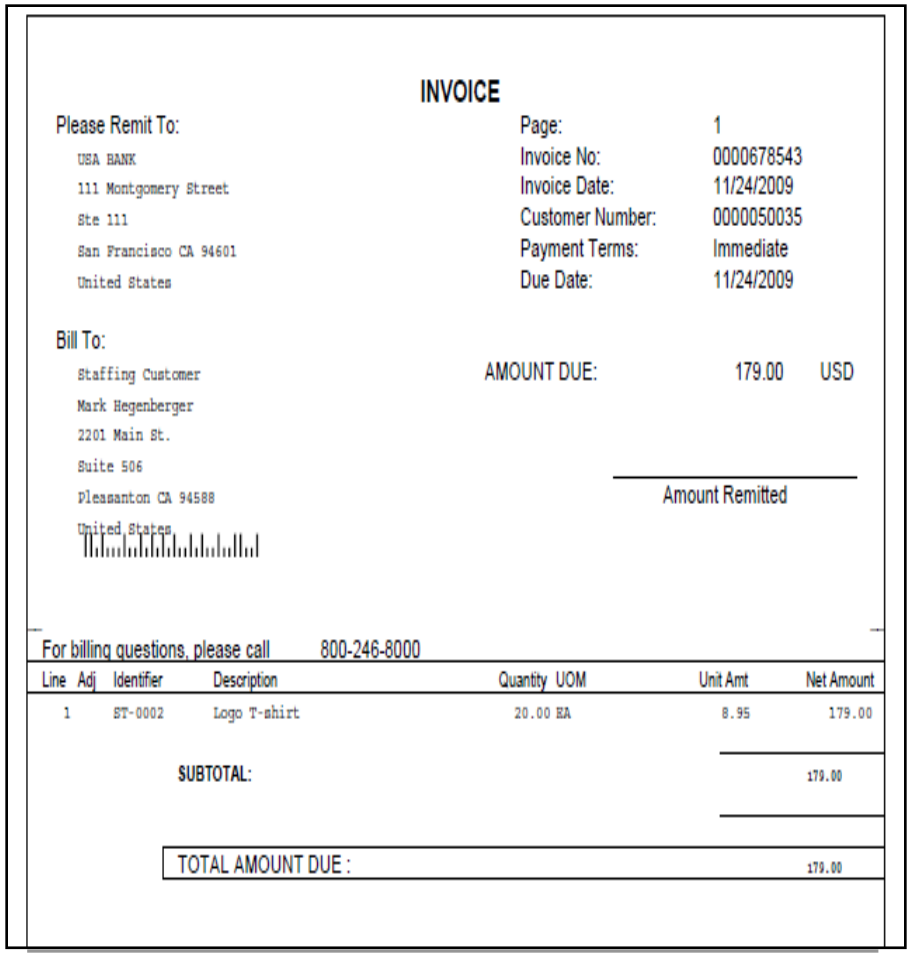
Finalizing and Printing Invoices

Processing an invoice is done in a batch process. You do not need to complete this task manually in Cardinal.

Cardinal allows users to control when the bill is finalized, printed, and sent to the customer.

To prepare an invoice for processing, you first enter all necessary header and line information. Then change the status of the bill to **RDY** (Ready). Changing the status to **RDY** flags the invoice for the next batch process.

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



INVOICE

Please Remit To:
USA BANK
111 Montgomery Street
Ste 111
San Francisco CA 94601
United States

Page:	1
Invoice No:	0000678543
Invoice Date:	11/24/2009
Customer Number:	0000050035
Payment Terms:	Immediate
Due Date:	11/24/2009

Bill To:
Staffing Customer
Mark Hegenberger
2201 Main St.
Suite 506
Pleasanton CA 94588
United States

AMOUNT DUE: 179.00 USD

Amount Remitted

For billing questions, please call 800-246-8000

Line	Adj	Identifier	Description	Quantity	UOM	Unit Amt	Net Amount
1		ST-0002	Logo T-shirt	20.00	EA	8.95	179.00

SUBTOTAL: 179.00

TOTAL AMOUNT DUE : 179.00

Finalizing and Printing an Invoice (Continued)

Finalization includes final processing, such as setting the invoice and due dates, and the running of multiple nightly batch jobs, including:

- Billing preload – prepares bills to be loaded to General Ledger.
- Loading a bill entry to General Ledger – Loads bills to General Ledger.
- Requesting a budget check – Budget checks the bills.
- Creating Accounts Receivable items – Receivable items created.

Finalizing and Printing an Invoice – Printing and Distributing Invoices

You can print a report of invoice activity that has occurred in Cardinal. Invoices are distributed to customers by mail.

PeopleSoft BI
INVOICE PRINT SUMMARY - SELECTED BILLS

Report ID: BIIVCPN
Report Action: INVOICE

Page No. 1
Run Date 11/24/2009
Run Time 06:55:02

Business Unit	Number of Bills	Total Invoice Amount	Currency
VDOT1	1	179.00	USD

Total number of bills printed: 1

Lesson 3: Checkpoint

Answer the review questions below:

1. _____ allow you to review contents of bills before it is sent to customers.
2. Invoices are distributed to customers by ____.
3. True or False: Reviewing Pro Forma invoices is an optional process.
4. When an invoice is processed, the status of a bill is changed from ___ to ___.
5. Invoices are not processed manually, they are processed by a _____.

Lesson 3: Summary

In this lesson, you learned :

- 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 the bills before they are finalized.
- Cardinal allows users to control when the bill is finalized, printed, and sent to the customer.
- You are not required to create and review **Pro Forma Invoices** during the invoicing process. However, running Pro Forma Invoices is recommended and allows you to review and correct any discrepancies before the final bill is printed.
- To prepare an invoice for processing, you first enter all necessary header and line information. Then change the status of the bill to **RDY** (Ready).
- Finalization includes final processing, such as setting the invoice and due dates, and the running of multiple nightly batch jobs.

Lesson 4: Adjusting a Bill

In this lesson, you will learn about the following topics:

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

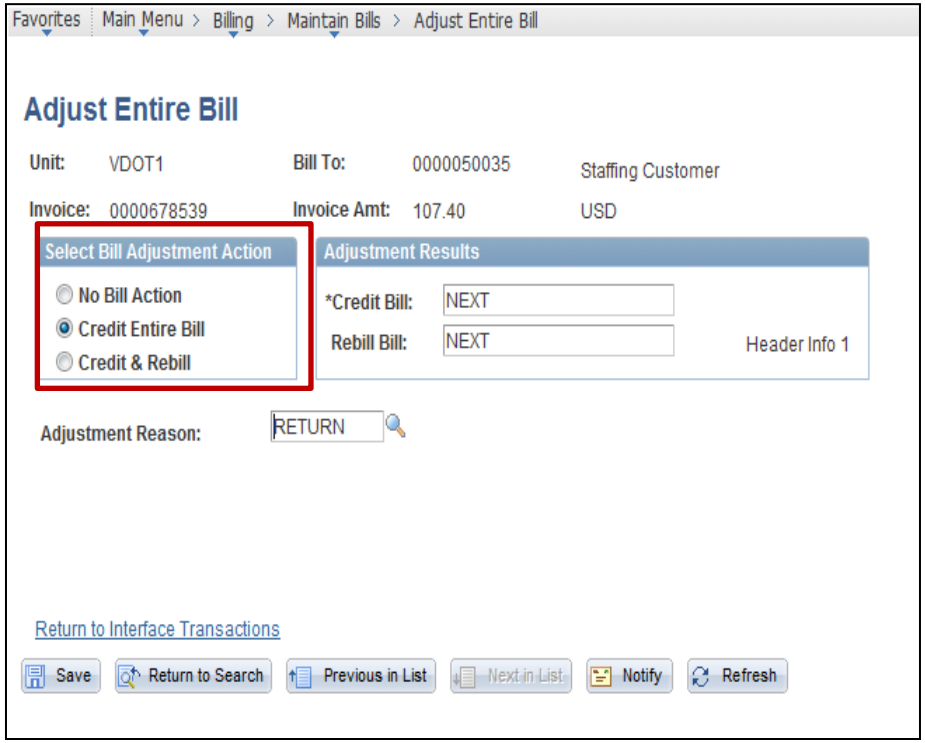
Selecting an Entire Bill for Adjustment

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 any 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



Adjusting Selected Bill Lines

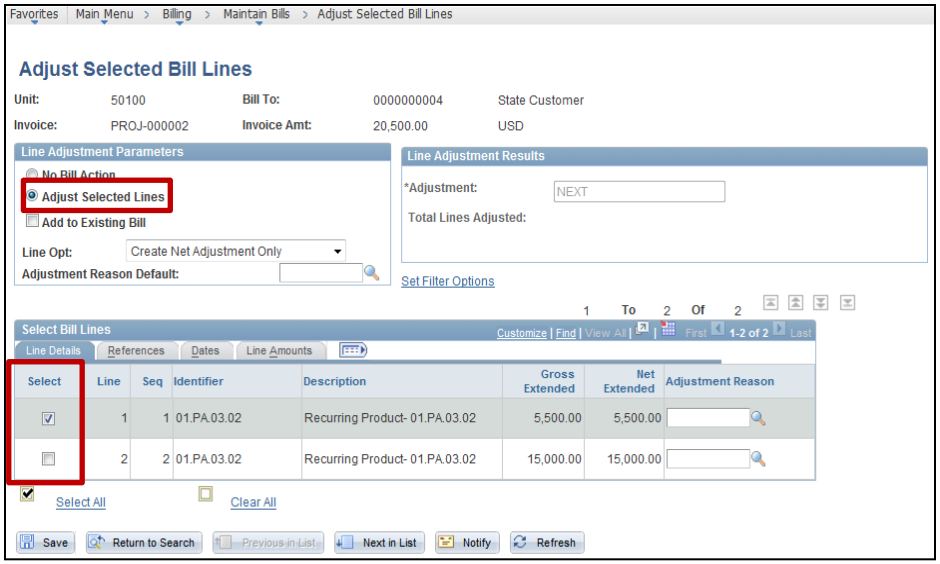
You may need to adjust bill lines after invoices are generated. For example, if the original **Bill Line** has incorrect information, you can adjust the **Bill Line**.

When adjusting bills and bill lines, you can associate charge codes on the bills and calculate new totals. You can adjust a **Bill Header** or **Bill Line** only once and you cannot add an **Adjustment Line** to an invoiced bill.

If you are crediting a bill line and applying it to an existing bill, the bill must have a status of **RDY** (Ready) or **NEW**.

You can navigate to this page using the following path:

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

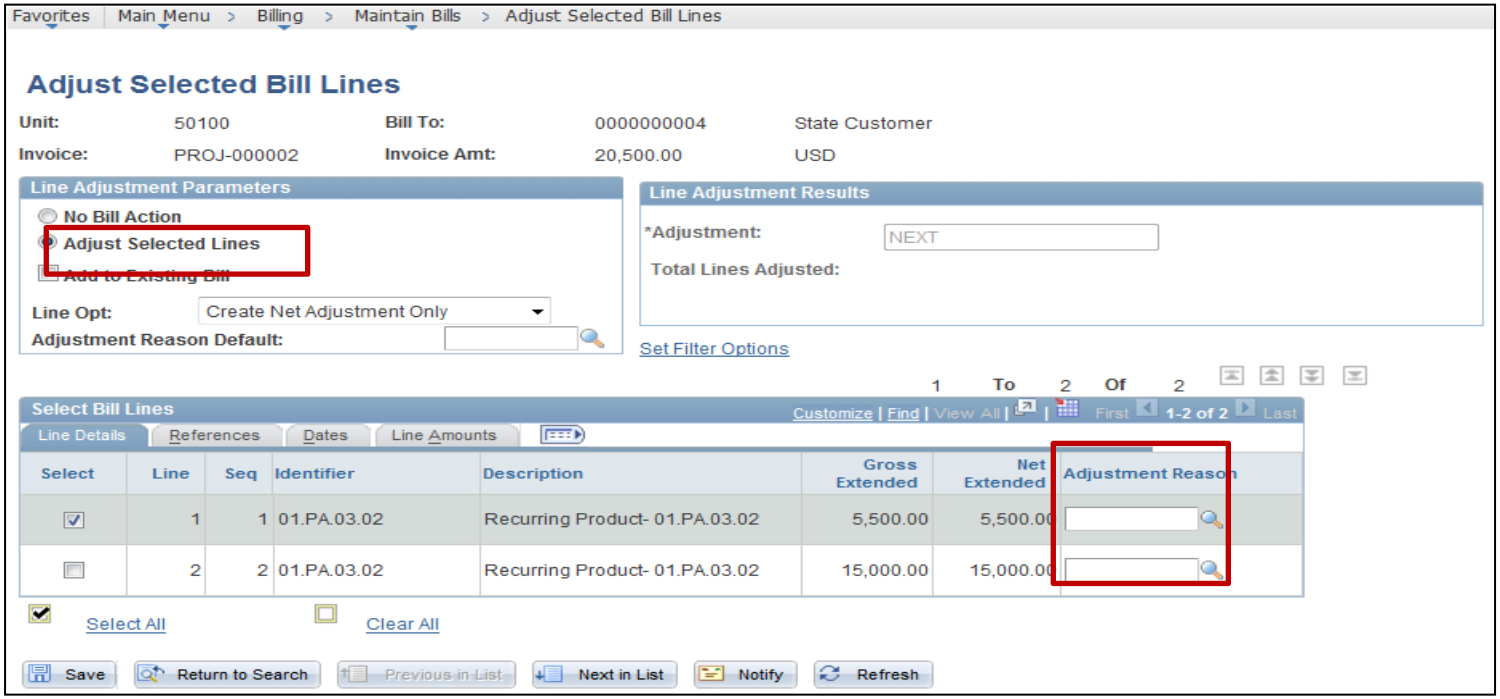


Adjusting Selected Bill Lines (continued)

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 auto-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.



Simulation: Adjusting a Bill and Bill Line

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

Lesson 4: 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. The credit and rebill actions are performed in one step.
- When adjusting bills and bill lines, you can associate charge codes on the bills and calculate new totals. You can adjust a **Bill Header** or **Bill Line** only once and you cannot add an **Adjustment Line** to an invoiced bill.
- You may need to adjust bill lines after invoices are generated. For example, if the original **Bill Line** has incorrect information, you can adjust the **Bill Line**.

Lesson 5: Posting Receivable Items

In this lesson, you will learn about:

- Posting Receivable Items
- Correcting Pending Items

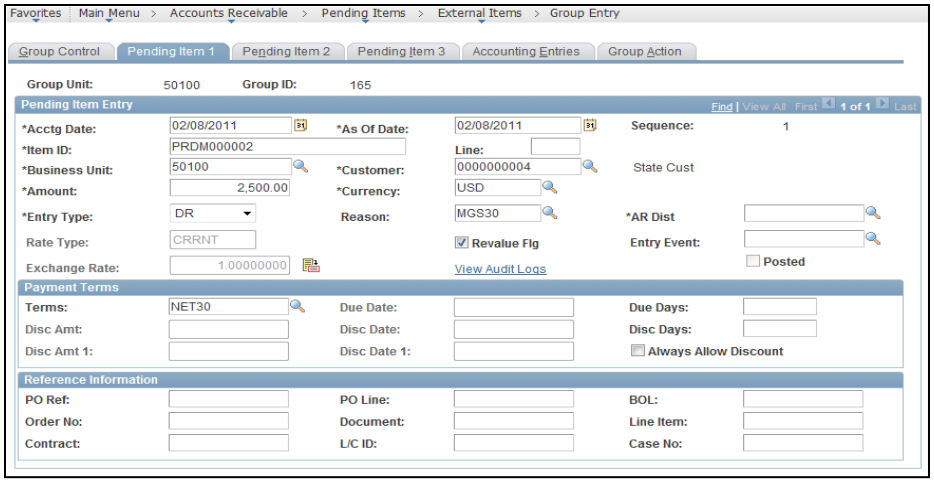
Posting Receivable Items

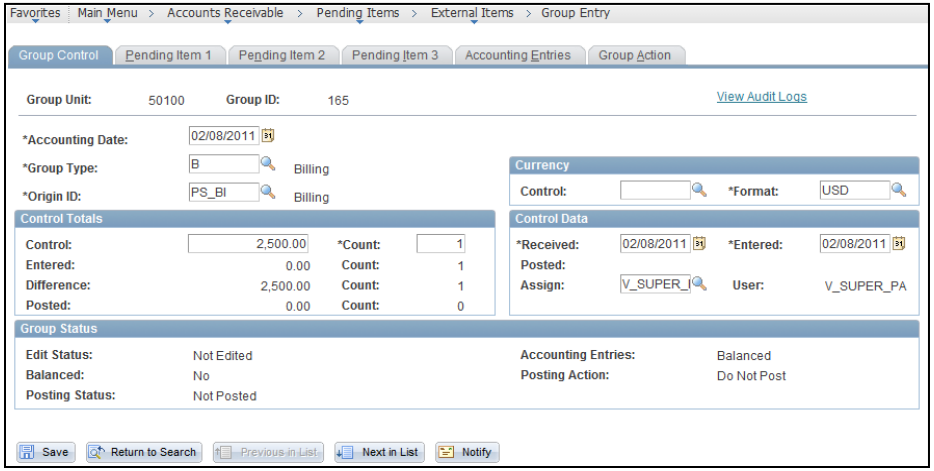
Review and Set Pending Items to post describes the ability of the AR Batch Processor to review the pending items created from billed transactions generated from the Billing module. Each pending item is located on a **Pending Item** tab.

This is beneficial because it allows the AR Batch Processor to ensure the counts and the group totals are accurate. In addition, it gives the AR Batch Processor the option to set the pending items to post for processing (assuming there are no errors). This is done by going to the **Group Control** tab.

The following are processing options available for pending items:

- **Do Not Post:** Saves the changes to the group, but no posting takes place.
- **Batch Standard:** Allows posting to occur whenever the next batch process (ARUPDATE) is run.





Posting Receivable Items (continued)

Favorites | Main Menu > Accounts Receivable > Pending Items > External Items > Group Entry

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | Group Action

Group Unit: 50100 Group ID: 165

Pending Item Entry — Find | View All First 1 of 1 Last

*Acctg Date:	02/08/2011	*As Of Date:	02/08/2011	Sequence:	1
*Item ID:	PRDM000002	Line:			
*Business Unit:	50100	*Customer:	0000000004	State Cust	
*Amount:	2,500.00	*Currency:	USD		
*Entry Type:	DR	Reason:	MGS30	*AR Dist	
Rate Type:	CRRNT	☑ Revalue Flg		Entry Event:	
Exchange Rate:	1.00000000	View Audit Logs		☐ Posted	

Payment Terms

Terms:	NET30	Due Date:		Due Days:	
Disc Amt:		Disc Date:		Disc Days:	
Disc Amt 1:		Disc Date 1:		☐ Always Allow Discount	

Reference Information

PO Ref:		PO Line:		BOL:	
Order No:		Document:		Line Item:	
Contract:		L/C ID:		Case No:	

Posting Receivable Items (continued)

Favorites | Main Menu > Accounts Receivable > Pending Items > External Items > Group Entry

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | Group Action

Group Unit: 50100 **Group ID:** 165 View Audit Logs

***Accounting Date:** 02/08/2011

***Group Type:** B Billing

***Origin ID:** PS_BI Billing

Currency

Control: ***Format:** USD

Control Totals

Control:	2,500.00	***Count:**	1
Entered:	0.00	**Count:**	1
Difference:	2,500.00	**Count:**	1
Posted:	0.00	**Count:**	0

Control Data

***Received:**	02/08/2011	***Entered:**	02/08/2011
Posted:			
Assign:	DALE.CHAR	**User:**	DALE.CHARLIE

Group Status

Edit Status:	Not Edited	**Accounting Entries:**	Balanced
Balanced:	No	**Posting Action:**	Do Not Post
Posting Status:	Not Posted		

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

Posting Receivable Items (continued)

Posting Receivable Items is the process of selecting pending items ready for posting and creating receivable items.

During the AR posting process, Cardinal processes groups of pending items to update a customer's balance and item balances. During processing, Cardinal creates balanced, valid accounting entries.

Correcting Pending Items

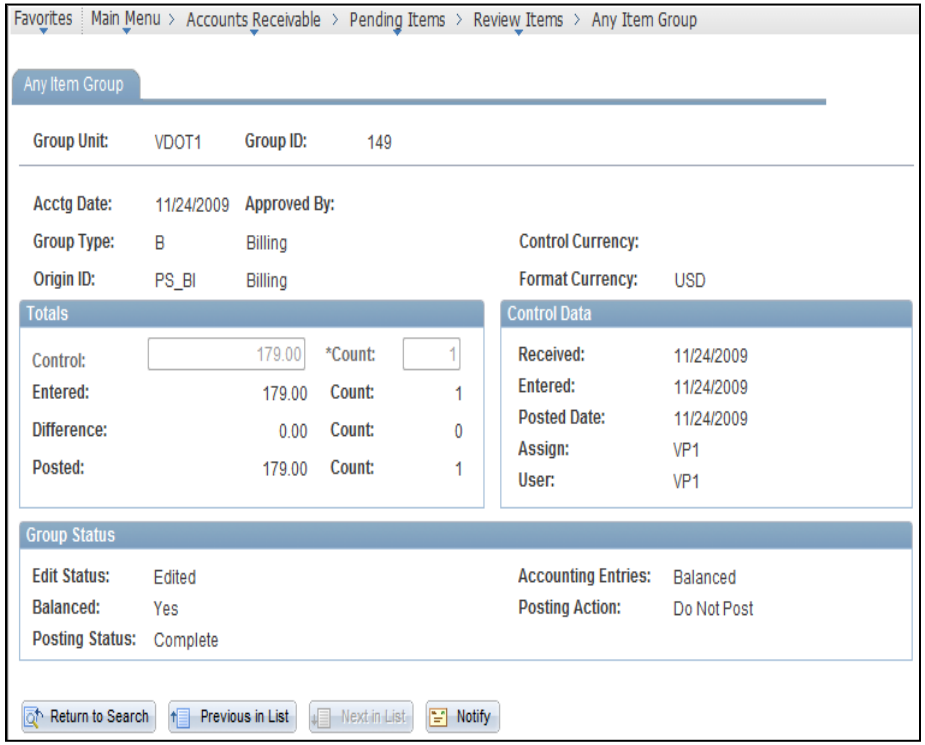
Errors can be corrected and post actions can be reset for items not generated due to errors such as “accounting date or period not in range” and “group out of balance.”

Items can be manually reposted to groups or groups can be picked up by the nightly batch program for processing.

You use the **Review Items** page in Cardinal to identify any potential errors. This page contains detailed item information, such as invoice totals, date the item was entered and received, and the current status of the item.

You can navigate to this page using the following path:

Main Menu > Accounts Receivable > Pending Items > Review Items > Any Item Group



Lesson 5: Checkpoint

Now is your opportunity to check your understanding of the course material. Answer the review questions below:

1. ____ and ____ are the two processing options in Cardinal.

2. A bill placed in _____ means that the transaction will be posted whenever the normal batch scheduling process is run.

3. ____ describes the process of selecting the pending items ready for posting and creates receivable items.

4. T or F (if false, explain): Items cannot be corrected once they are in a pending status.

5. T or F (if false, explain): During processing, you must manually create balanced valid accounting entries.

Lesson 5: Summary

In this lesson, you learned:

- Review and Set Pending Items to post describes the ability of the AR Batch Processor to review the pending items created for billed transactions generated from the Billing module. Each pending item is located on a **Pending Item** tab.
- **Do Not Post:** Saves the changes to the group, but no posting takes place.
- **Batch Standard:** Allows posting to occur whenever the next batch process (ARUPDATE) is run.
- Errors can be corrected and post actions can be reset for items not generated due to errors such as “accounting date or period not in range,” and “group out of balance.”
- Items can be manually reposted to groups, or groups can be picked up by the nightly batch program for processing.

Lesson 6: Billing Reports and Queries

In this lesson, you will learn about the following topics:

- Reports
- Queries

Reports

Three frequently used Deposits reports include:

- **Invoice Register by Invoice Number**
- **STD Print Portrait Consol Inv**
- **Pro Forma or Invoice**

Invoice Register by Invoice Number Report

This report lists invoices according to user selected parameters and is sorted by invoice number. Columns include the Invoice Number, Invoice Date, Bill Source, Bill Type, Customer, Customer Number, Type, Invoice Amount, and Final Date.

You can navigate to this report using the following path:

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

PeopleSoft BI

Report ID: BIIVC002 — INVOICE REGISTER BY INVOICE NUMBER — Page No. 1

Run Date 07/28/2011

Run Time 10:19:51

Range Option: FINAL DATE RANGE

Final Start Date: 07/18/2011

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

STD Print Portrait Consul Inv

This report is a consolidated invoice in portrait orientation. You can select either a pro forma or an invoice from the menu options. Pro forma can be selected for bills with a status other than **INV** (Invoiced) and invoice can be selected only for bills with a status of **INV**. Columns include Group ID, Sequence Number, Customer ID, Item Invoiced, Entry Type, Entry Reason, Entry User ID, Entry Amount, Accounting Dept., and Terms.

You can navigate to this report using the following path:

Main Menu > Billing > Generate Invoices > Consolidated > Finalize and Print Invoices

PeopleSoft BI

Report ID: BILDAR01 — LOAD AR PENDING ITEMS - CONSOLIDATED BILLS — Page No. 1

Run Date 08/02/2011

Run Time 17:53:08

Range Option: INVOICE ID
Starting Id: CALC000070
Ending Id: CALC000070
Business Unit: 50100
Post Action: No Post Action

GROUP ID	Seq #	CUST ID	ITEM (INVOICE)	LINE	ENTRY TYPE	ENTRY RSN	ENTRY USE ID	ENTRY AMOUNT	CUR	ENTRY AMOUNT (BASE)	CUR	ACCOUNTING DT	TERMS
92	1	VDOTCUSTOMER2	CALC000068		IN	GRDRL	IT-01	10.00	USD	10.00	USD	2011-08-02	NET30
	2	VDOTCUSTOMER2	CALC000069		IN	GRDRL	IT-01	10.00	USD	10.00	USD	2011-08-02	NET30

OF INVOICES IN GROUP: 2
OF AR ENTRIES IN GROUP: 2
ACCOUNTS RECEIVABLE AMOUNT: 20.00 USD

TOTAL # OF INVOICES PROCESSED: 2
TOTAL # OF AR ENTRIES GENERATED: 2

Pro Forma or Invoice Reports

This report is either a pro forma or an invoice, depending on which menu option is selected. Pro forma can only be selected for bills with a status other than INV. Invoices can only be selected for bills with a status of INV.

You can navigate to this report using the following path:

Main Menu > Billing > Generate Invoices > Non-Consolidated > Print Pro Forma > Pro Forma

PRO FORMA

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:	CALC000012
Status/Type:	RDY/Regular
Invoice Date:	07/26/2011
Customer Number:	0000000003
Payment Terms:	Net 30
Est. Due Date:	

Bill To:
Mark Javid
111 Test Lane
Richmond VA 23222
United States

AMOUNT DUE: 100.00 USD

Amount Remitted

For billing questions, please call

Line	Adj	Identifier	Description	Quantity	UOM	Unit Amt	Net Amount
0		PROPDMGAR-BRI	Property Damage A/R - Bristo	1.00	EA	100.00	100.00

SUBTOTAL: 100.00

TOTAL AMOUNT DUE : 100.00

Other Accounts Receivable Reports

Other reports are also available. Below is a list of the more frequently used AR reports:

- **AR Pending Items:** This report reprints all pending items processed during a specified Accounts Receivable entry date range. For example, you can reprint reports that previous Load AR processes created.
- **Accounting Entries:** This report reprints all accounting entries that were processed during a specified accounting date range. For example, you can reprint reports that previous Load GL processes created.
- **Invoice Register by Customer Name:** This report lists all invoices according to user specified parameters and is sorted by customer name.
- **Invoice Register for Consolidated Invoices:** This report lists all consolidated invoices according to user selected parameters. It also displays all consolidated headers and their attached bills.
- **Invoice Status Change Report:** This report displays the Invoice Status Change process results.
- **Load AR Pending Items:** This report lists all pending items generated for invoices according to user selected parameters. These pending items are now ready to post in Accounts Receivable.
- **Load GL Accounting Entries:** This report displays all accounting entries created for invoices according to user selected parameters that are ready for Journal Generator to load into General Ledger.

Queries

Billing queries can be run at various intervals. A key billing query is the Adjustment Pending Approval query.

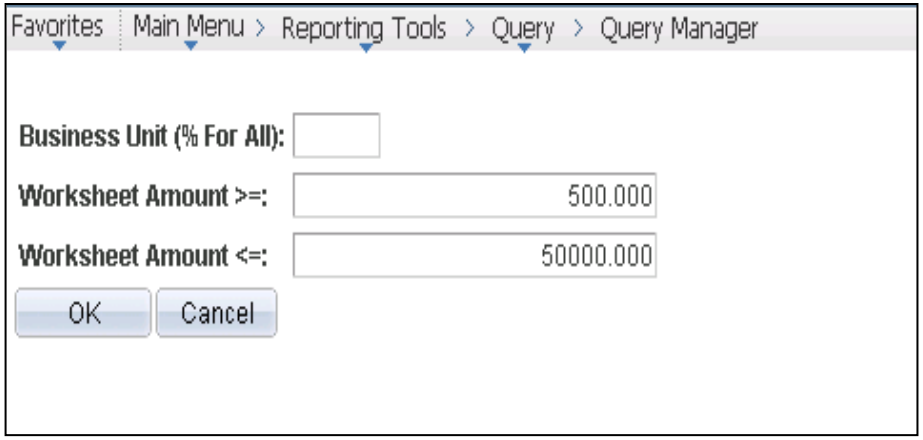
Queries (continued)

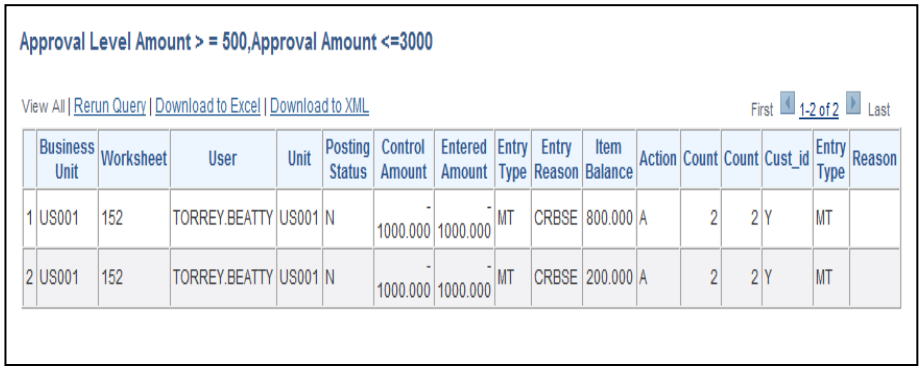
Adjustment Pending Approval: This query alerts approvers of receivable adjustments (debit/credit memos, write-offs, discharges, and refunds) that have been submitted for processing.

You can navigate to this report using the following path:

Main Menu > Reporting Tools > Query > Query Viewer

The name of the query is **V_AR_PEND_BI_ADJ.**





Approval Level Amount > = 500,Approval Amount <=3000

View All | Rerun Query | Download to Excel | Download to XML

First 1-2 of 2 Last

	Business Unit	Worksheet	User	Unit	Posting Status	Control Amount	Entered Amount	Entry Type	Entry Reason	Item Balance	Action	Count	Count	Cust_id	Entry Type	Reason
1	US001	152	TORREY.BEATTY	US001	N	-1000.000	-1000.000	MT	CRBSE	800.000	A	2	2	Y	MT	
2	US001	152	TORREY.BEATTY	US001	N	-1000.000	-1000.000	MT	CRBSE	200.000	A	2	2	Y	MT	

Lesson 6: Summary

In this lesson, you learned how to describe the key billing reports and queries.

Lesson 7: Billing Hands-On Practice

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.

Course Summary

In this course, you learned:

- The different types of bills that can be entered into Cardinal
- How bill processing fits into the end-to-end process for Cardinal
- How bill processing integrates with the Accounts Receivable module
- Key reports and queries

Course Evaluation

Congratulations! You have completed **AR323: Creating and Processing Bills**. Please use the evaluation link to assess this course.

Appendix

- Key Terms

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 and, also 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.

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.

Key Terms (continued)

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.

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.