AR323_Entering a Recurring Bill (VDOT)

Entering a Recurring Bill Overview

Recurring bills allow for the reproduction of bills, or portions of bills, and the generation of Invoices by using templates. Associating a recurring bill template with a predefined schedule (using the Recurring Schedule fields) allows you to control when and how often recurring bills are generated. Schedules automate and control the generation of recurring bills. Bills are generated monthly in Cardinal.

Navigation Note: Please note that you may see a **Notify** button at the bottom of various pages utilized while completing the process within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

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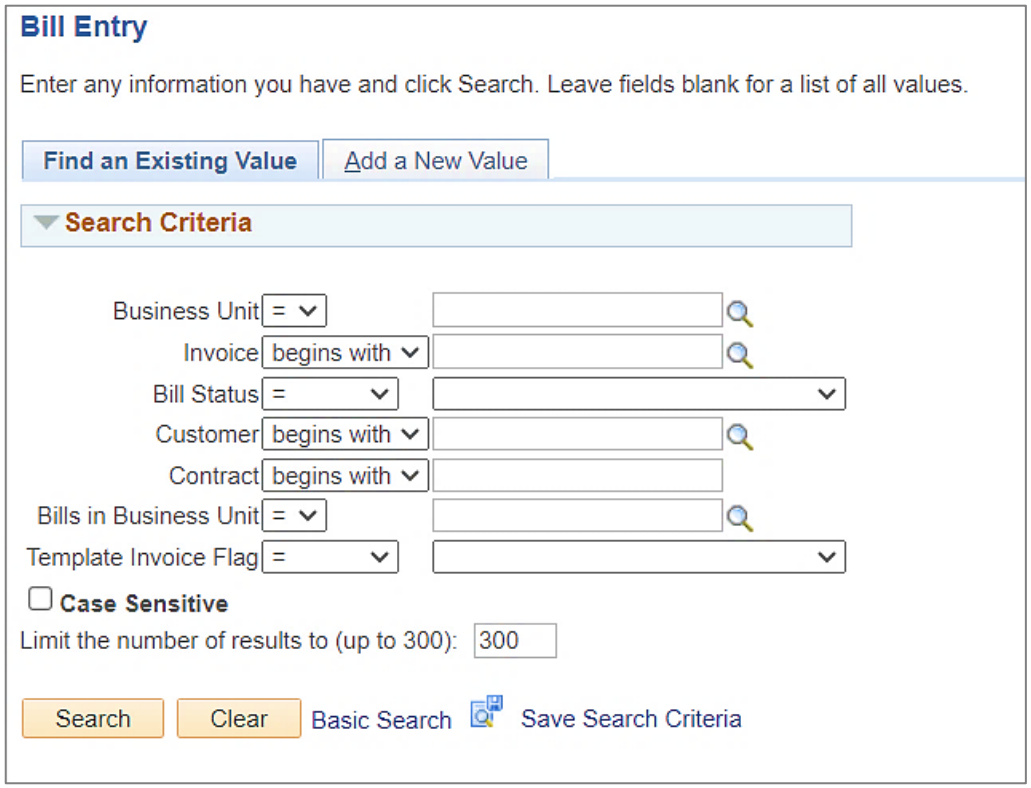
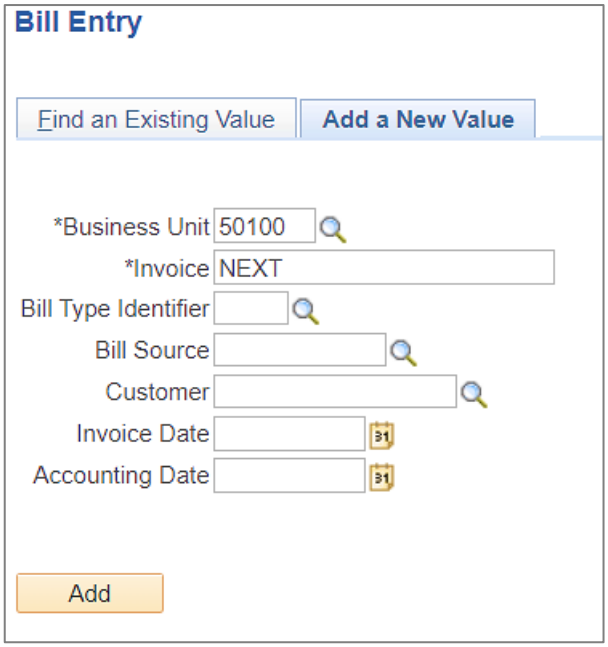
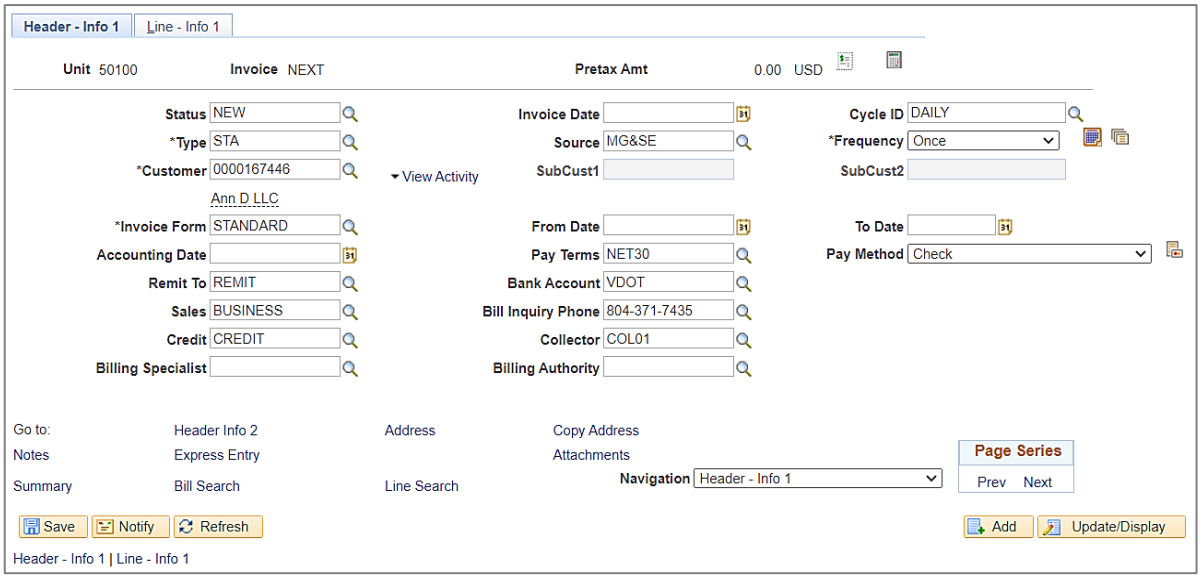
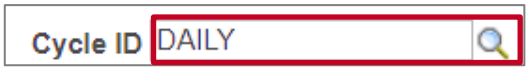
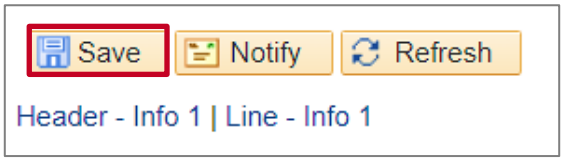
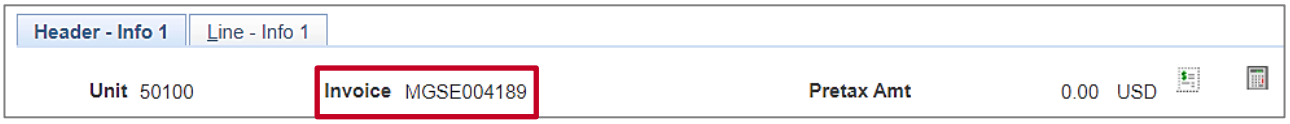
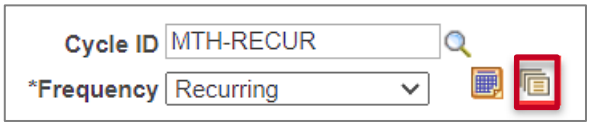
Step	Action
1.	Navigate to the **Bill Entry** page using the following path: **Main Menu > Billing > Maintain Bills > Standard Billing**

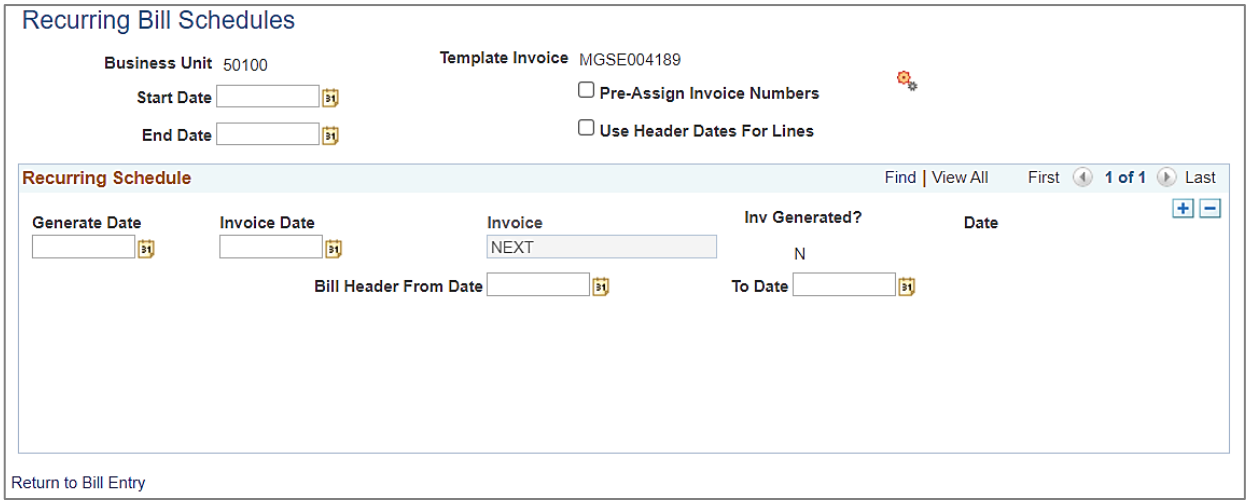
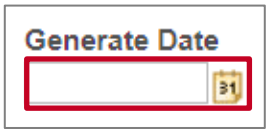
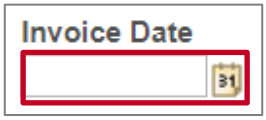
The **Bill Entry** page displays.

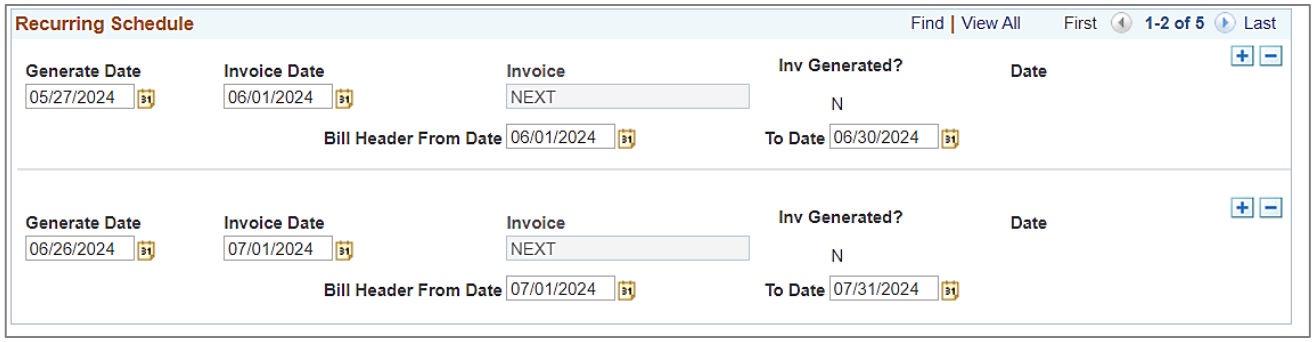


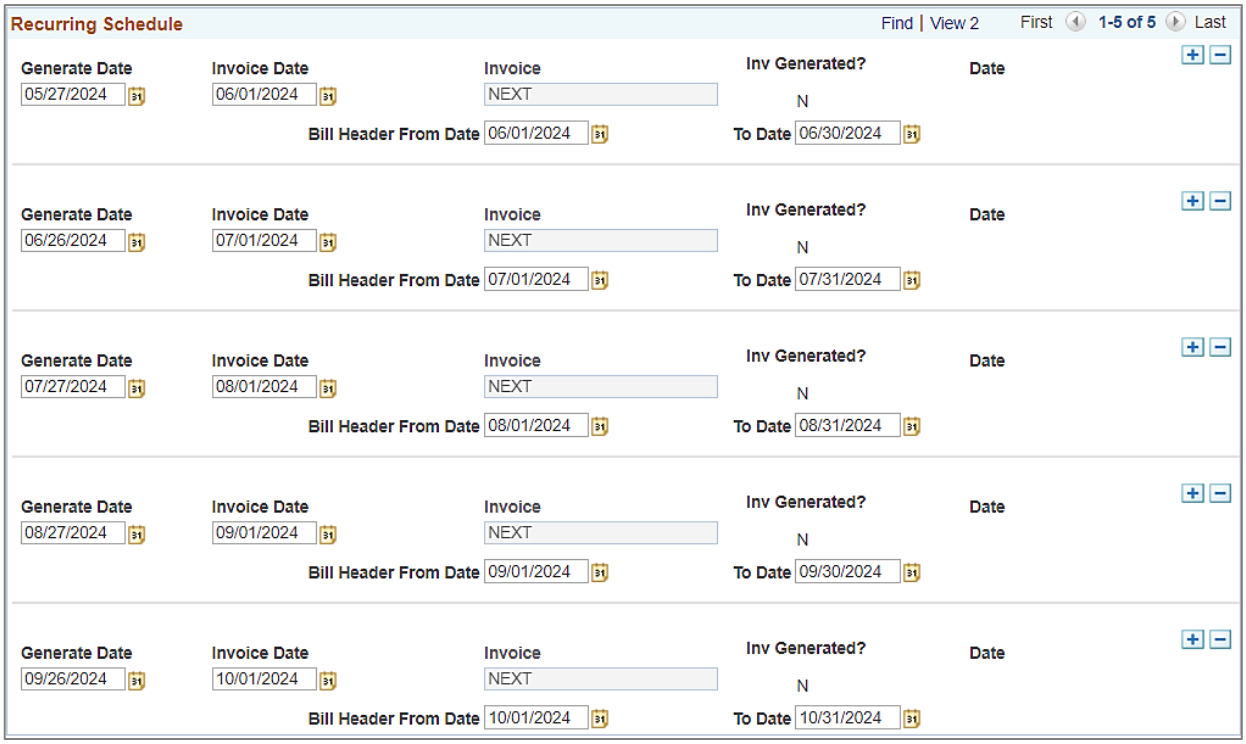
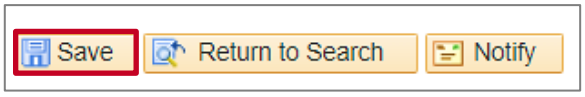
2.	Click the **Add a New Value** tab.

Step	Action
	The **Add a New Value** tab displays. 
	The **Business Unit** field defaults to your Business Unit. If the Business Unit does not default, enter, or select the applicable Business Unit. The **Invoice** field defaults to "NEXT". Do not change it.
3.	Enter or select the appropriate Bill Type using the **Bill Type Identifier Look Up** icon.
4.	Enter or select the appropriate Bill Source using the **Bill Source Look Up** icon.
5.	Enter or select the applicable Customer using the **Customer Look Up** icon.
6.	Click the **Add** button.

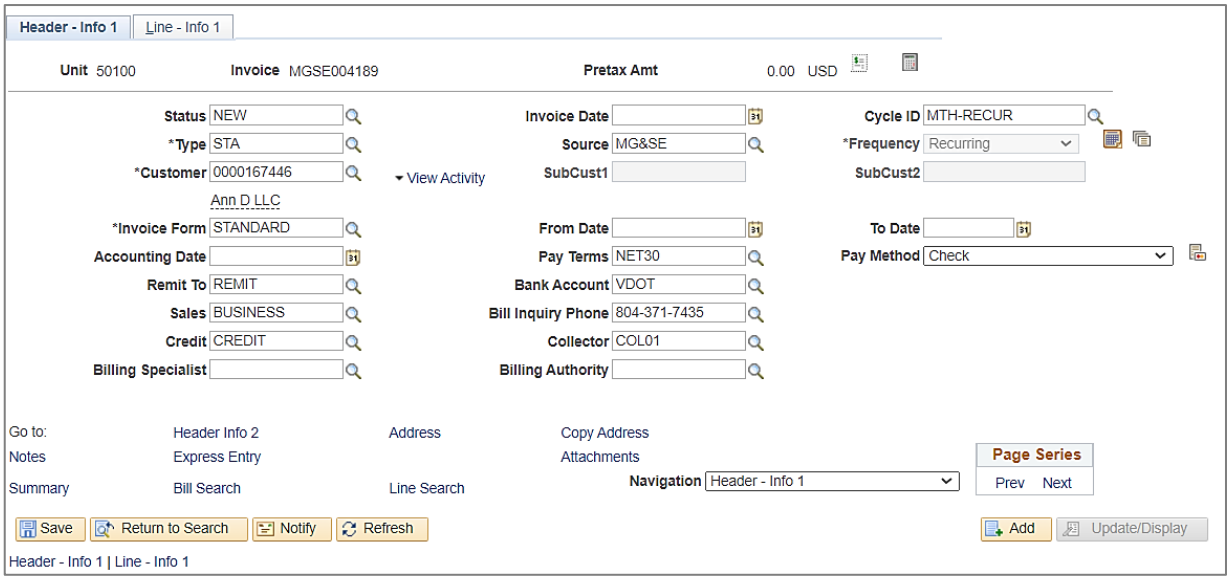
Step	Action
	The **Header – Info1** tab displays. 
7.	Select “MTH-RECUR” using the **Cycle ID Look Up** icon. 
8.	Select “Recurring” using the **Frequency dropdown** button.
9.	Click the **Save** button. 
	The page refreshes and the Invoice Number is assigned. 
10.	Create the recurring bill schedule by clicking the **Go To Recurring Bill Schedule** icon. 

Step	Action
The **Recurring Bill Schedules** page displays. 	
	Note: Use the **Recurring Bill Schedules** page to create a recurring bill schedule and to pre-assign Invoice Numbers. At a minimum, complete the following steps.
11.	Enter or select the applicable start date using the **Start Date Calendar** icon.
12.	Enter or select the applicable end date using the **End Date Calendar** icon.
13.	Enter or select the applicable generate date using the **Generate Date Calendar** icon. 
14.	Enter or select the applicable Invoice date using the **Invoice Date Calendar** icon. 
15.	Enter or select the applicable Bill Header from date using the **Bill Header From Date Calendar** icon.

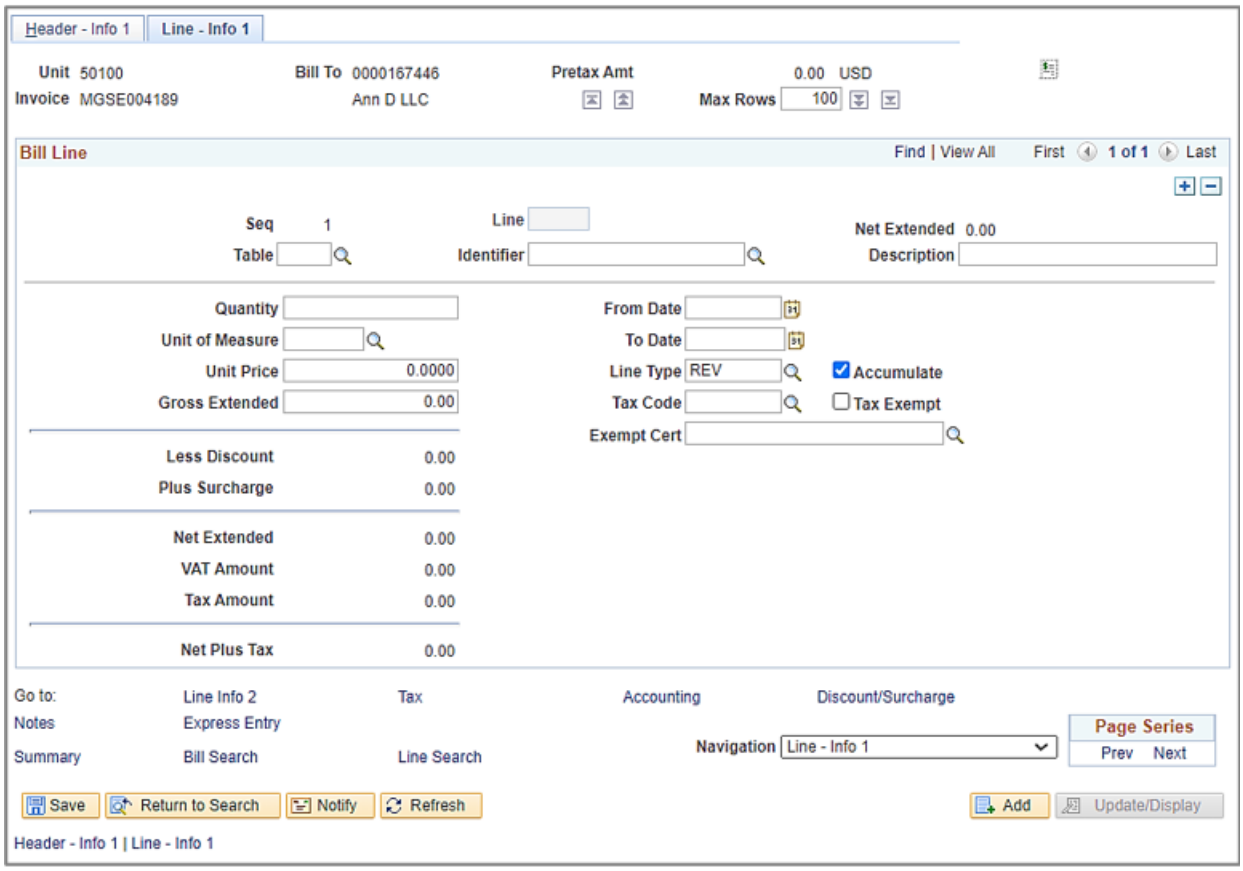
Step	Action
16.	Enter or select the applicable to date using the **To Date Calendar** icon.
17.	Click the **Pre-assign Invoice Numbers** checkbox option to create the Invoice Numbers for the bills.
18.	Click the **Generate Recur Bill Schedule** icon and click **OK** on any messages that display.
The Schedule Lines appear in the **Recurring Schedule** section. 	
19.	Click the **View All** link to see the Schedule Lines generated.

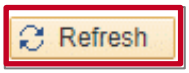
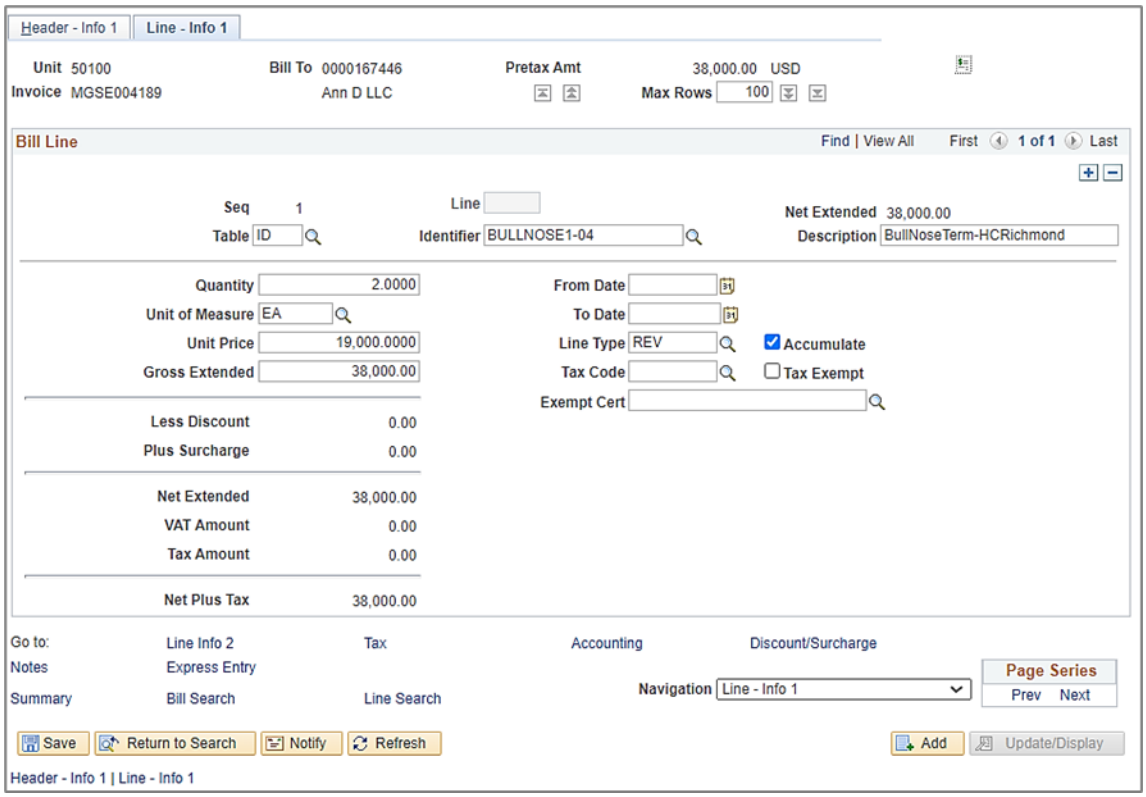
Step	Action
	All Schedule Lines of the recurring schedule display. 
20.	Click the **Save** button to generate the recurring schedule. 
21.	Click the **Return to Bill Entry** link.

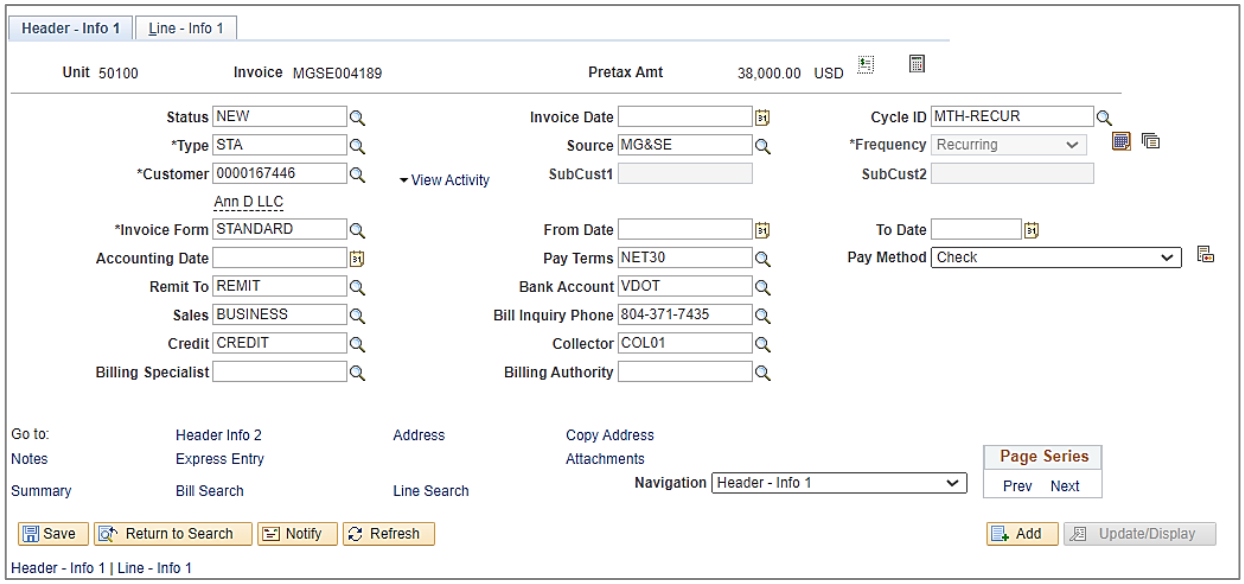
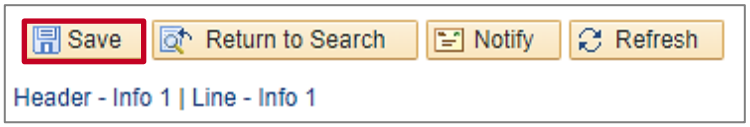
Step	Action
	The **Header-Infor 1** tab displays.



22.	Click the **Line – Info 1** tab.

Step	Action
The **Line – Info 1** tab displays. 	
23.	Select the appropriate Table option using the **Table Look Up** icon. The table value determines the options available in the **Identifier** field.
24.	The identifier is used to select the item that is being billed and the associated charge distribution. Select the appropriate Identifier option using the **Identifier Look Up** icon.
25.	Enter the total amount of all recurring bills in the **Gross Extended** field.

Step	Action
26.	Click the **Refresh** button. 
The **Line - Info 1** tab refreshes. 	
27.	Click the **Header – Info 1** tab.

Step	Action
	The **Header – Info** 1 tab displays. 
28.	Change the status from “NEW” to “RDY” using the **Status Look Up** icon.
29.	Click the **Save** button. 
	Cardinal creates the bill when the system date is equal to or greater than the recurring bill generate date.