

Recurring Bills 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.

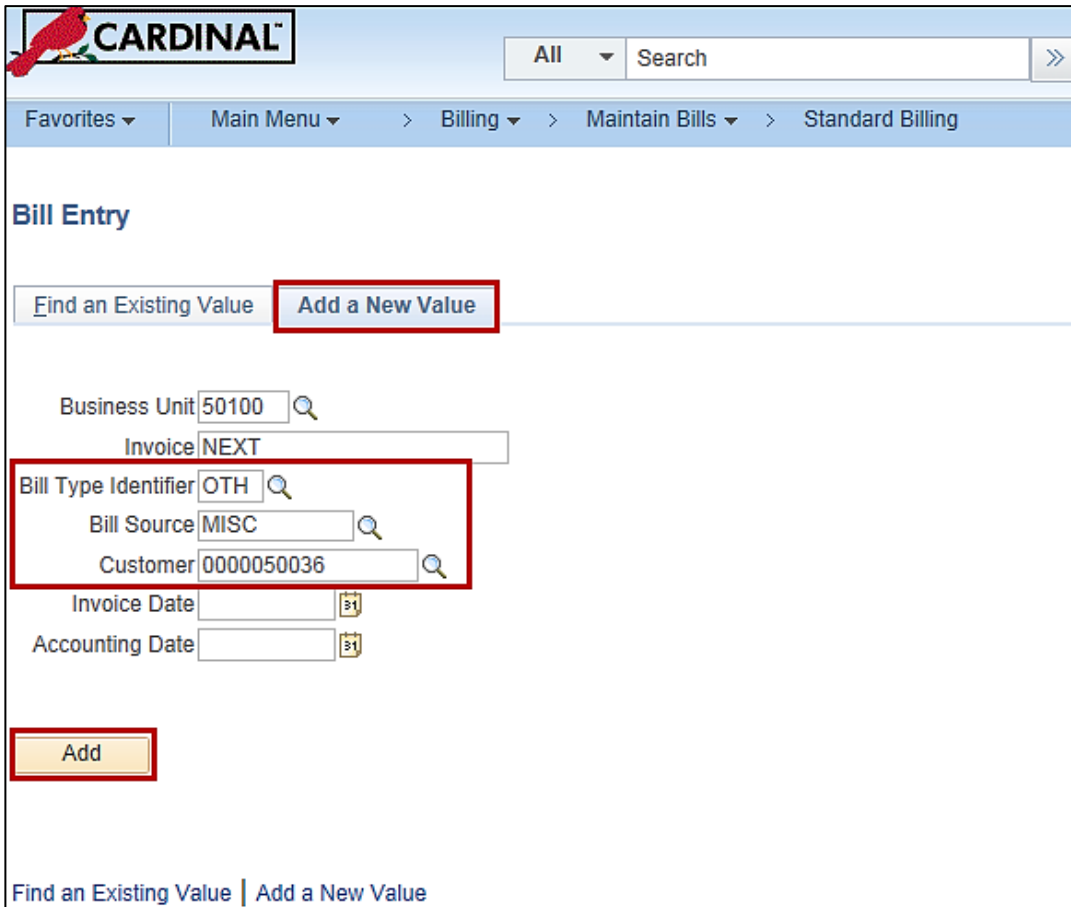
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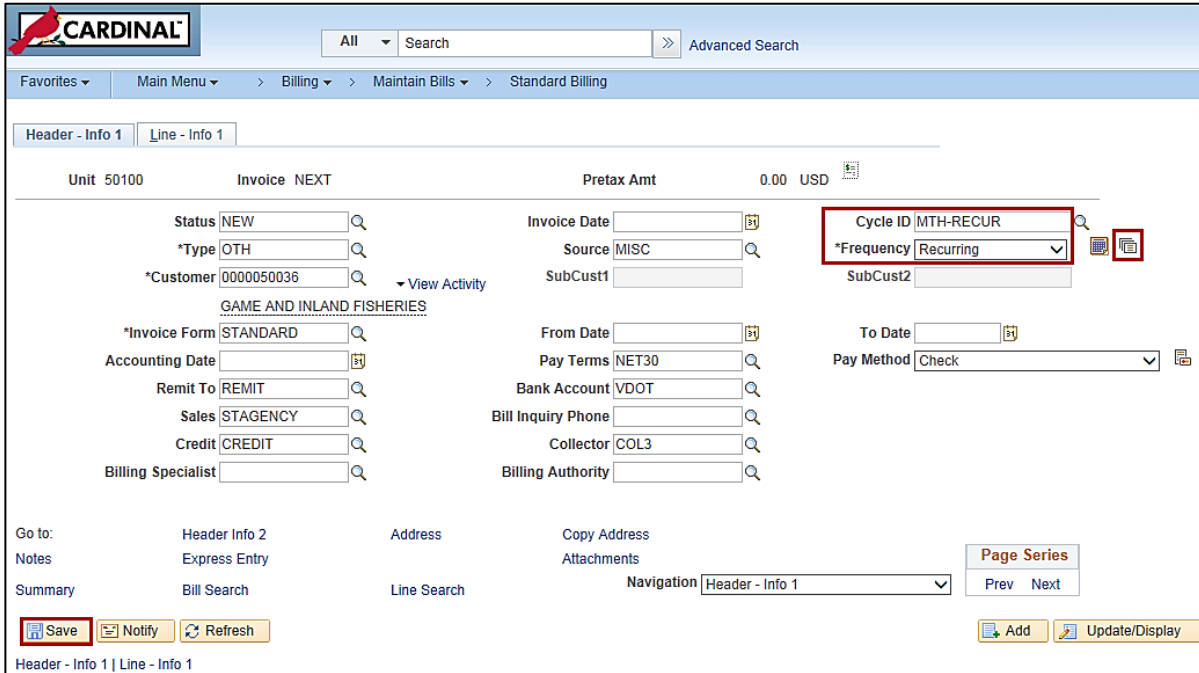
Create a Recurring Bill

1. Navigate to the **Bill Entry** page using the following path:

Main Menu > Billing > Maintain Bills > Standard Billing



2. The **Bill Entry** page displays.
3. Select the **Add a New Value** tab.
4. Enter the required standard billing fields according to your agency's policy. At a minimum, enter the following information:
 - a. **Bill Type Identifier**
 - b. **Bill Source**
 - c. **Customer**
5. Click the **Add** button.




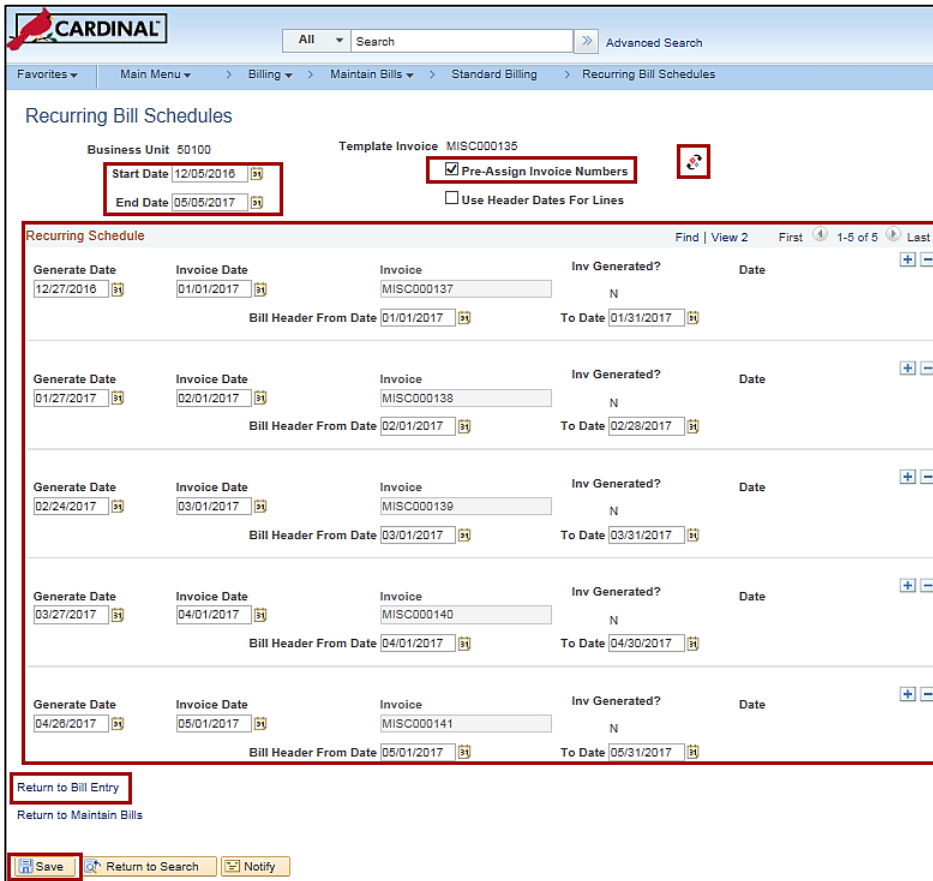
Unit 50100 Invoice NEXT Pretax Amt 0.00 USD

Status NEW Invoice Date
 *Type OTH Source MISC
 *Customer 0000050036 SubCust1
 GAME AND INLAND FISHERIES
 *Invoice Form STANDARD From Date
 Accounting Date Pay Terms NET30 To Date
 Remit To REMIT Bank Account VDOT Pay Method Check
 Sales STAGENCY Bill Inquiry Phone
 Credit CREDIT Collector COL3
 Billing Specialist Billing Authority

Go to: Header Info 2 Address Copy Address
 Notes Express Entry Attachments
 Summary Bill Search Line Search Navigation Header - Info 1

Save Notify Refresh Add Update/Display

6. The **Header – Info 1** tab displays. Select the following values:
 - a. **Cycle ID: MTH-RECUR**
 - b. **Frequency: Recurring**
7. Click the **Save** button. The **Invoice ID** number is assigned.
8. Create the recurring bill schedule by selecting the **Go To Recurring Bill Schedule** icon  .



Recurring Bill Schedules

Business Unit: 50100 Template Invoice: MISC000135

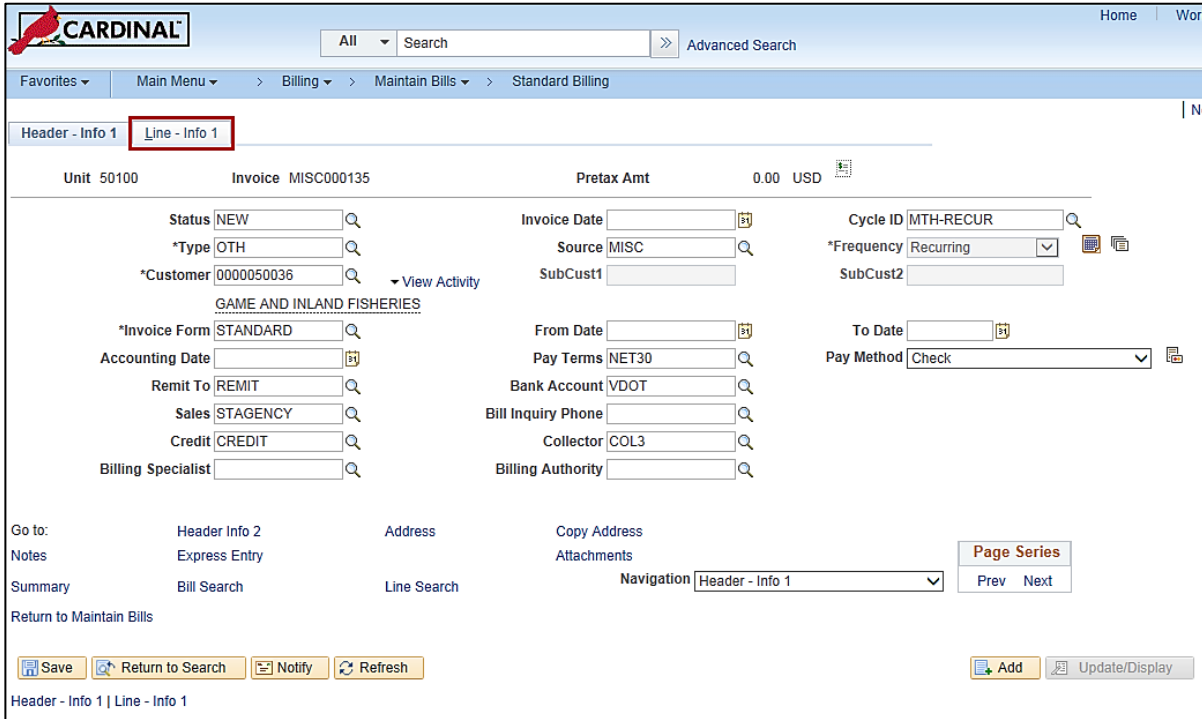
Start Date: 12/05/2016 Pre-Assign Invoice Numbers

End Date: 05/05/2017 Use Header Dates For Lines

Generate Date	Invoice Date	Invoice	Inv Generated?	Date
12/27/2016	01/01/2017	MISC000137	N	
Bill Header From Date: 01/01/2017		To Date: 01/31/2017		
01/27/2017	02/01/2017	MISC000138	N	
Bill Header From Date: 02/01/2017		To Date: 02/28/2017		
02/24/2017	03/01/2017	MISC000139	N	
Bill Header From Date: 03/01/2017		To Date: 03/31/2017		
03/27/2017	04/01/2017	MISC000140	N	
Bill Header From Date: 04/01/2017		To Date: 04/30/2017		
04/26/2017	05/01/2017	MISC000141	N	
Bill Header From Date: 05/01/2017		To Date: 05/31/2017		

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

9. The **Recurring Bill Schedules** page displays. Use the **Recurring Bill Schedules** page to create a recurring bill schedule and to pre-assign invoice numbers.
10. At a minimum, enter or select values for the following fields:
 - a. **Start Date**
 - b. **End Date**
 - c. **Generate Date**
 - d. **Invoice Date**
 - e. **Bill Header from Date**
 - f. **To Date**
11. Click the **Pre-assign Invoice Numbers** box to create the invoice numbers for the bills.
12. Click the **Generate Recur Bill Schedule** icon. Click **OK** on any messages that display. The system then generates all of the schedule lines between the start and end dates. The schedule lines appear in the scroll area. Click **View All** to see all lines generated.
13. Click the **Save** button to generate the recurring bill schedule.
14. Click the **Return to Bill Entry** link.



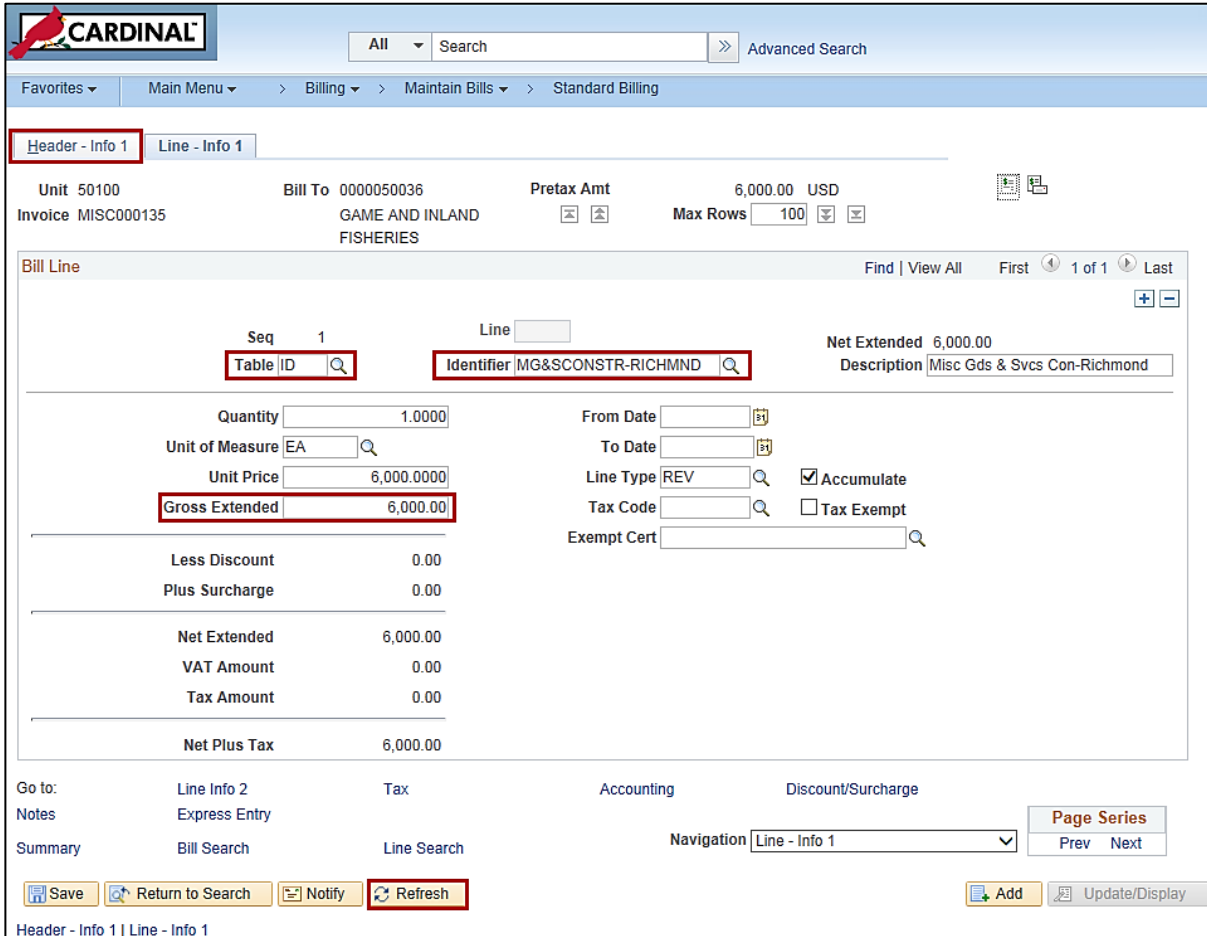
The screenshot displays the 'Header - Info 1' tab in the Cardinal Accounts Receivable system. The interface includes a search bar at the top with 'All' selected and a search field. Below the search bar is a navigation menu with 'Billing' and 'Maintain Bills' selected. The main content area shows the following fields:

Unit 50100	Invoice MISC000135	Pretax Amt	0.00 USD
Status NEW	Invoice Date	Cycle ID MTH-RECUR	
*Type OTH	Source MISC	*Frequency Recurring	
*Customer 0000050036	SubCust1	SubCust2	
GAME AND INLAND FISHERIES			
*Invoice Form STANDARD	From Date	To Date	
Accounting Date	Pay Terms NET30	Pay Method Check	
Remit To REMIT	Bank Account VDOT		
Sales STAGENCY	Bill Inquiry Phone		
Credit CREDIT	Collector COL3		
Billing Specialist	Billing Authority		

At the bottom of the form, there are several buttons: Save, Return to Search, Notify, Refresh, Add, and Update/Display. A navigation dropdown menu is set to 'Header - Info 1'.

15. The **Header – Info 1** tab displays.

16. Click the **Line-Info 1** tab.



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

Unit 50100 Bill To 0000050036 Pretax Amt 6,000.00 USD
 Invoice MISC000135 GAME AND INLAND FISHERIES Max Rows 100

Bill Line Find | View All First 1 of 1 Last

Seq 1 Line Net Extended 6,000.00
Table ID **Identifier** MG&SCONSTR-RICHMND Description Misc Gds & Svcs Con-Richmond

Quantity 1.0000 From Date
 Unit of Measure EA To Date
 Unit Price 6,000.0000 Line Type REV Accumulate
Gross Extended 6,000.00 Tax Code Tax Exempt
 Exempt Cert

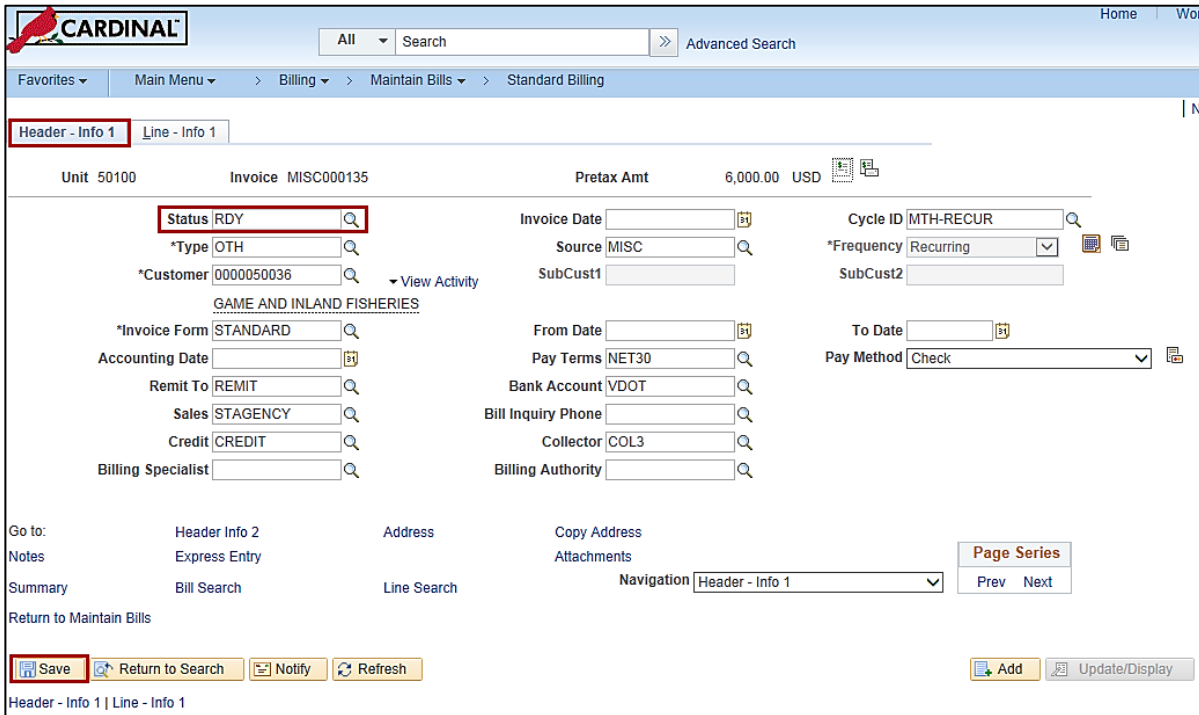
Less Discount	0.00
Plus Surcharge	0.00
Net Extended	6,000.00
VAT Amount	0.00
Tax Amount	0.00
Net Plus Tax	6,000.00

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

Save Return to Search Notify **Refresh** Add Update/Display

Header - Info 1 | Line - Info 1

17. Enter the desired bill line information. At a minimum, enter values in the following fields:
 - a. **Table**: determines the type of options available in the Identifier field
 - b. **Identifier**: used to select the item that is being billed and the associated charge distribution
 - c. **Gross Extended**: the total of all recurring bills
18. Click the **Refresh** button.
19. Click the **Header – Info 1** tab.



The screenshot shows the 'Header - Info 1' tab in the Cardinal Accounts Receivable system. The interface includes a search bar at the top, a breadcrumb trail (Billing > Maintain Bills > Standard Billing), and a navigation pane on the left with 'Header - Info 1' selected. The main area displays invoice details for Unit 50100, Invoice MISC000135, with a Pretax Amt of 6,000.00 USD. The 'Status' field is highlighted with a red box and contains the value 'RDY'. Other fields include *Type OTH, *Customer 0000050036, Invoice Date, Source MISC, Cycle ID MTH-RECUR, *Frequency Recurring, SubCust1, SubCust2, *Invoice Form STANDARD, From Date, To Date, Accounting Date, Pay Terms NET30, Pay Method Check, Remit To REMIT, Bank Account VDOT, Sales STAGENCY, Bill Inquiry Phone, Collector COL3, Credit CREDIT, Billing Specialist, and Billing Authority. At the bottom, there are buttons for Save, Return to Search, Notify, Refresh, Add, and Update/Display. The 'Save' button is highlighted with a red box.

20. On the **Header – Info1** tab, change the **Status** field from **NEW** to **RDY**.

21. Click the **Save** button.

Cardinal creates the bill when the system data is equal to or greater than the recurring bill generate date.