

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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Creating a Recurring Bill

Step	Action						
1.	Navigate to the Bill Entry page using the following path: Main Menu > Billing > Maintain Bills > Standard Billing						
The Bill E	ntry page displays.						
	Bill Entry Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Add a New Value Search Criteria Business Unit = Invoice begins with Customer begins with Contract begins with Bills in Business Unit = Template Invoice Flag = Case Sensitive Limit the number of results to (up to 300): 300						
	Search Clear Basic Search 🖾 Save Search Criteria						
2.	Click the Add a New Value tab.						



Step	Action							
The Add a	Id a New Value tab displays.							
	Bill Entry Find an Existing Value Add a New Value *Business Unit 50100 * *Invoice NEXT * Bill Type Identifier * Bill Source * Customer * Invoice Date * * * Accounting Date *							
i	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. Bill Type Identifier							
4.	Enter or select the appropriate Bill Source using the Bill Source Look Up icon. Bill Source							
5.	Enter or select the applicable Customer using the Customer Look Up icon.							
6.	Click the Add button.							



Step	Action
The Hea	ler – Info1 tab displays.
He	ader - Info 1
	Unit 50100 Invoice NEXT Pretax Amt 0.00 USD
	Status NEW Q Invoice Date B Cycle ID DAILY Q
	*Type STA Q Source MG&SE Q *Frequency Once V III 10
	Ann D LLC
	*Invoice Form STANDARD Q From Date 10 To Date 11
	Accounting Date Pay Terms NET30 Q Pay Method Check 🗸 🖥
	Remit To REMIT Q Bank Account VDOT Q
	Sales BUSINESS Q Bill Inquiry Phone 804-371-7435 Q
	Billing Specialist
Got	D: Header Info 2 Address Copy Address
Note	s Express Entry Attachments Page Series
Sum	mary Bill Search Line Search Navigation Header - Info 1 V Prev Next
	Save 🖹 Notify 😌 Refresh
Hea	der - Info 1 Line - Info 1
7.	Select "MTH-RECUR" using the Cycle ID Look Up icon.
	Cycle ID DAILY
8	Select "Recurring" using the Frequency dropdown button
0.	
	*Frequency Once
0	Click the Save button
9.	
	🔚 Save 🔛 Notify 🥰 Refresh
	Header - Info 1 Line - Info 1
The page	refreshes and the Invoice Number is assigned.
Header - I	
Uni	t 50100 Pretax Amt 0.00 USD
10.	Create the recurring bill schedule by clicking the Go To Recurring Bill Schedule icon.
	*Frequency Recurring 🗸 🗒 🔟



Ste	∋p	Action
The F	Recur	ring Bill Schedules page displays.
	Recur	ring Bill Schedules Business Unit 50100 Template Invoice MGSE004189 Start Date End Date Fig Use Header Dates For Lines
	Genera	ng Schedule Find View All First (1 of 1) Last te Date Invoice Date Invoice Invoice Date Date is NEXT N Bill Header From Date is To Date is
	Return to I	Sill Entry
ĺ		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	Ι.	Enter or select the applicable start date using the Start Date Calendar icon. Start Date
12	2.	Enter or select the applicable end date using the End Date Calendar icon. End Date
13	3.	Enter or select the applicable generate date using the Generate Date Calendar icon. Generate Date Image: Select the applicable generate date using the Generate Date Calendar icon.
14	4.	Enter or select the applicable Invoice date using the Invoice Date Calendar icon.
15	5.	Enter or select the applicable Bill Header from date using the Bill Header From Date Calendar icon. Bill Header From Date



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Step	Action								
16.	Enter or select the applicable to date using the To Date Calendar icon.								
	To Date								
17.	Click the Pre-assign Invoice Numbers checkbox option to create the Invoice Num the bills.	Click the Pre-assign Invoice Numbers checkbox option to create the Invoice Numbers for the bills.							
	Pre-Assign Invoice Numbers								
18.	18. Click the Generate Recur Bill Schedule icon and click OK on any messages that display.								
The Sched	edule Lines appear in the Recurring Schedule section.								
Recurring	g Schedule Find View All First (1-2 of 5	Last							
Generate Date Invoice Date Invoice Inv Generated? Date									
05/27/2024	06/01/2024 🛐 NEXT N								
	Bill Header From Date 06/01/2024 Image: To Date 06/30/2024 Image: To Date 06/3								
Generate D 06/26/2024	+ -								

	Bill Header From Date 07/01/2024 Image: To Date 07/31/2024 Image: To Date 07/3
19.	Click the View All link to see the Schedule Lines generated.
	Find View All First (1-2 of 5) Last



p	Action					
chedul	e Lines	of the recurring sc	hedule display.			
Recurring	g Schedule			Find V	/iew 2 First 🕢	1-5 of 5 Last
Generate 05/27/202	24 🛐	Invoice Date 06/01/2024 Bill Header Fro	Invoice NEXT m Date 06/01/2024	Inv Generated? N To Date 06/30/2024 ii	Date	+-
Generate 06/26/202	24 🛐	Invoice Date 07/01/2024 Bill Header Fro	Invoice NEXT m Date 07/01/2024	Inv Generated? N To Date 07/31/2024	Date	+ -
Generate 07/27/202	24 🛐	Invoice Date 08/01/2024 Bill Header Fro	Invoice NEXT m Date 08/01/2024	Inv Generated? N To Date 08/31/2024	Date	+ -
Generate 08/27/202	24 🛐	Invoice Date 09/01/2024 Bill Header Fro	Invoice NEXT m Date 09/01/2024	Inv Generated? N To Date 09/30/2024	Date	+ -
Generate 09/26/202	24 🛐	Invoice Date 10/01/2024	Invoice NEXT m Date 10/01/2024	Inv Generated? N To Date 10/31/2024	Date	+ -
).	Click tl	ne Save button to g	generate the recurri	ng schedule.		
1.	Click tl	ne Return to Bill E rn to Bill Entry	i ntry link.			



Ste	р	Action							
The H	leade	er-Infor 1 t	ab displa	ys.					
Ī	Header -	Info 1 Line - Info	01						
	Un	it 50100	Invoice MGSI	E004189	Pretax Am	t	0.00 USD		
		Status "Type "Customer "Invoice Form Accounting Date Remit To Sales Credit	NEW STA 0000167446 Ann D LLC STANDARD REMIT BUSINESS CREDIT	Q Q Q Q Q Q Q Q Q	Invoice Date Source MG&S ity SubCust1 From Date Pay Terms NET3 Bank Account VDOT Bill Inquiry Phone 804-3 Collector COL0	iii SE Q 0 Q 71-7435 Q 1	Cycle ID M *Frequency F SubCust2 To Date Pay Method C	ITH-RECUR	Q Image: Ima
		Billing Specialist		_Q	Billing Authority	α			
	Go to: Notes	Head	ler Info 2	Address	Copy Address Attachments			Page Serie	s
	Summary	Bill S	earch	Line Search	Nav	igation Header -	Info 1	Prev Next	
	🔚 Save	Return to Sea	arch 🔛 Notify	2 Refresh				📑 Add	Update/Display
	Header - Ir	nfo 1 Line - Info 1							
22		Click the	Line – In	ifo 1 tab.					
		Header	r - Info 1	Line - Info	0 1				



St	ер	Action						
The I	Line –	Info 1 tab displ	ays.					
	Header -	Info 1 Line - Info 1						
	Unit &	50100 MGSE004189	Bill To 0000167446 Ann D LLC	Pretax Amt	0.0 Max Rows 1	0 USD		
	Bill Line	•				Find View /	All First 🕢 1 of 1 🕑 Last	
		Seq Table	1 Lin	e	Q	Net Extended 0.0	00]
		Quantity [Unit of Measure [Unit Price [Gross Extended [Q 0.0000 0.00	From Date To Date Line Type Tax Code Exempt Cert		Accumulate		
		Less Discount Plus Surcharge	0.00					
		Net Extended VAT Amount Tax Amount	0.00 0.00 0.00					
		Net Plus Tax	0.00					
	Go to: Notes	Line Info 2 Express Entry	Тах	Account	ing	Discount/Surcharge	Page Series	
	Summary	Bill Search	Line Search		Navigation Line	- Info 1	Prev Next	
	🔚 Save Header - I	The formation of the fo	E Notify 2 Refresh				🛃 Add 🛛 🖉 Update/Display	
23	3.	Select the appr determines the	ropriate Table opt options available	ion using the in the Identi	Table Loc fier field.	ok Up icon.	The table value	
24	4.	The identifier is distribution. Se	s used to select th elect the appropria	e item that is ate Identifier	being bille	ed and the as ig the Identif	ssociated charge ier Look Up icon.	
		Identifier		Q				
2	5.	Enter the total	amount of all recu	urring bills in t	the Gross	Extended fie	eld.	
		Gross Exte	nded	38,000.00	0			



Step	Action				
26.	Click the Refre	esh button.			
	2 Refresh				
The Line	- Info 1 tab refre	shes.			
	Header - Info 1 Line - Info 1				
	Unit 50100	Bill To 0000167446	Pretax Amt	38,000.00 USD	

Unit 50100	Bill To 0000167446	Pretax Amt	38,000.0	USD		
Invoice MGSE004189	Ann D LLC		Max Rows	100 😨 🗵		
Bill Line				Find View	v All First	🕚 1 of 1 🕑 Last
						+ -
	Seq 1	Line		Net Extended	38.000.00	
	Table ID Q	Identifier BULLNOSE1-04	Q	Description E	BullNoseTerm-H	CRichmond
Q	uantity 2.0000	From Dat	te 🛐			
Unit of M	easure EA Q	To Dat	te			
Uni	t Price 19,000.0000) Line Typ	e REV Q	Accumulate		
Gross Ex	tended 38,000.00	Tax Cod	le 🔍 🔍	Tax Exempt		
,		Exempt Ce	rt	Q		
Dius Suro	barge 0.00)				
		_				
Net Ext	ended 38,000.00)				
VAT A	mount 0.00)				
Tax Ar	mount 0.00)				
Net Plu	us Tax 38,000.00)				
Go to: Line In	fo 2 Tax	Accour	nting	Discount/Surcharge		
Notes Expres	s Entry				[Page Series
Summary Bill Se	arch Line Se	arch	Navigation Line	e - Info 1	~	Prev Next
Return to Se	arch 🔚 Notify 📿 Refres	sh			📑 Add	Update/Display
Header - Info 1 Line - Info 1						
Click the Ho	ador – Info 1 ta	h				
		N.				
Line des 1-5	A Line Inte A					
Header - Into	Line - Into 1					



Step	Action
The Head	er – Info 1 tab displays.
Header	- Info 1 Line - Info 1
ι	nit 50100 Invoice MGSE004189 Pretax Amt 38,000.00 USD 🛅 🗐
	Status NEW Q Invoice Date If Cycle ID MTH-RECUR Q "Type STA Q Source MG&SE Q "Frequency Recurring Image: Cycle ID MTH-RECUR Q Image: Cycle ID MTH-RECUR Q "Frequency Recurring Image: Cycle ID MTH-RECUR Q SubCust2 SubCust2 SubCust2 Image: Cycle ID MTH-RECUR Image: Cycle ID Mth Mth
Go to: Notes Summary 匣 Sav Header -	Header Info 2 Address Copy Address Express Entry Attachments Page Series Bill Search Line Search Navigation Header - Info 1 Prev Next e Return to Search Notify Refresh Imfo 1
28.	Change the status from "NEW" to "RDY" using the Status Look Up icon.
29.	Click the Save button.
	Refresh Return to Search Refresh Header - Info 1 Line - Info 1
i	Cardinal creates the bill when the system date is equal to or greater than the recurring bill generate date.