

### 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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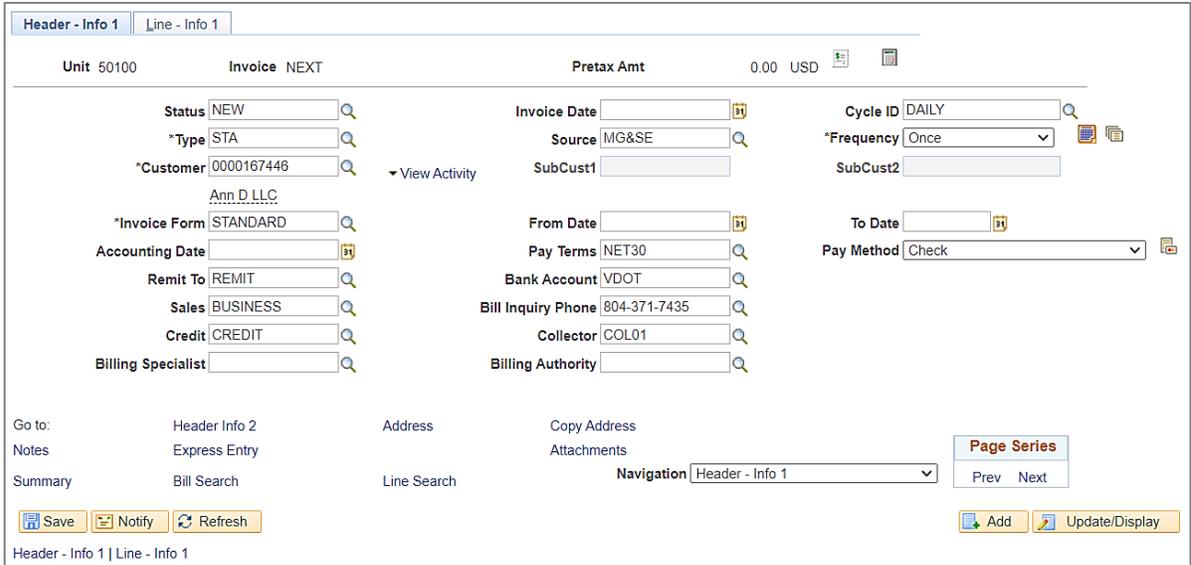
### Creating a Recurring Bill

Step	Action
1.	<p>Navigate to the <b>Bill Entry</b> page using the following path:  <b>Main Menu &gt; Billing &gt; Maintain Bills &gt; Standard Billing</b></p> <p>The <b>Bill Entry</b> page displays.</p> <div style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <p><b>Bill Entry</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </p> <p> <input type="button" value="▼ Search Criteria"/> </p> <p>           Business Unit <input type="text" value="="/> <input type="text"/> <input type="button" value="🔍"/>            Invoice <input type="text" value="begins with"/> <input type="text"/> <input type="button" value="🔍"/>            Bill Status <input type="text" value="="/> <input type="text"/> <input type="button" value="▼"/>            Customer <input type="text" value="begins with"/> <input type="text"/> <input type="button" value="🔍"/>            Contract <input type="text" value="begins with"/> <input type="text"/>            Bills in Business Unit <input type="text" value="="/> <input type="text"/> <input type="button" value="🔍"/>            Template Invoice Flag <input type="text" value="="/> <input type="text"/> <input type="button" value="▼"/> </p> <p> <input type="checkbox"/> <b>Case Sensitive</b>            Limit the number of results to (up to 300): <input type="text" value="300"/> </p> <p> <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="🔍"/> <input type="button" value="Save Search Criteria"/> </p> </div>
2.	<p>Click the <b>Add a New Value</b> tab.</p> <div style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <p> <input type="button" value="Find an Existing Value"/> <input style="border: 2px solid red;" type="button" value="Add a New Value"/> </p> </div>

Step	Action
<p>The <b>Add a New Value</b> tab displays.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 60%;"> <p><b>Bill Entry</b></p> <p style="text-align: center;"> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </p> <p>*Business Unit <input type="text" value="50100"/> </p> <p>*Invoice <input type="text" value="NEXT"/></p> <p>Bill Type Identifier <input type="text"/> </p> <p>Bill Source <input type="text"/> </p> <p>Customer <input type="text"/> </p> <p>Invoice Date <input type="text"/> </p> <p>Accounting Date <input type="text"/> </p> <p style="text-align: center;"><input type="button" value="Add"/></p> </div>	
	<p>The <b>Business Unit</b> field defaults to your Business Unit. If the Business Unit does not default, enter, or select the applicable Business Unit. The <b>Invoice</b> field defaults to "NEXT". Do not change it.</p>
3.	<p>Enter or select the appropriate Bill Type using the <b>Bill Type Identifier Look Up</b> icon.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 150px;"> <p>Bill Type Identifier <input type="text"/> </p> </div>
4.	<p>Enter or select the appropriate Bill Source using the <b>Bill Source Look Up</b> icon.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 150px;"> <p>Bill Source <input type="text"/> </p> </div>
5.	<p>Enter or select the applicable Customer using the <b>Customer Look Up</b> icon.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 180px;"> <p>Customer <input type="text"/> </p> </div>
6.	<p>Click the <b>Add</b> button.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 100px;"> <p style="text-align: center;"><input type="button" value="Add"/></p> </div>

Step	Action
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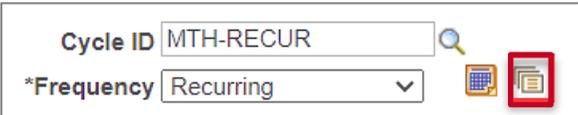
The **Header – Info1** tab displays.



- |    |   |
|----|---|
| 7. | Select "MTH-RECUR" using the <b>Cycle ID Look Up</b> icon.                          |
|    |  |
| 8. | Select "Recurring" using the <b>Frequency dropdown</b> button.                      |
|    |  |
| 9. | Click the <b>Save</b> button.   |
|    |  |

The page refreshes and the Invoice Number is assigned.



- |     |   |
|-----|---|
| 10. | Create the recurring bill schedule by clicking the <b>Go To Recurring Bill Schedule</b> icon. |
|     |            |

Step	Action															
	<p>The <b>Recurring Bill Schedules</b> page displays.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p><b>Recurring Bill Schedules</b></p> <p>Business Unit 50100      Template Invoice MGSE004189</p> <p>Start Date <input type="text"/>       <input type="checkbox"/> Pre-Assign Invoice Numbers </p> <p>End Date <input type="text"/>       <input type="checkbox"/> Use Header Dates For Lines</p> <hr/> <p><b>Recurring Schedule</b> <span style="float: right;">Find   View All    First ◀ 1 of 1 ▶ Last</span></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Generate Date</th> <th style="text-align: left;">Invoice Date</th> <th style="text-align: left;">Invoice</th> <th style="text-align: left;">Inv Generated?</th> <th style="text-align: left;">Date</th> </tr> </thead> <tbody> <tr> <td><input type="text"/> </td> <td><input type="text"/> </td> <td>NEXT</td> <td>N</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;">Bill Header From Date <input type="text"/> </td> <td colspan="3" style="text-align: center;">To Date <input type="text"/> </td> </tr> </tbody> </table> <p style="font-size: small; margin-top: 5px;">Return to Bill Entry</p> </div>	Generate Date	Invoice Date	Invoice	Inv Generated?	Date	<input type="text"/> 	<input type="text"/> 	NEXT	N		Bill Header From Date <input type="text"/> 		To Date <input type="text"/> 		
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	<p><b>Note:</b> Use the <b>Recurring Bill Schedules</b> page to create a recurring bill schedule and to pre-assign Invoice Numbers. At a minimum, complete the following steps.</p>															
11.	<p>Enter or select the applicable start date using the <b>Start Date Calendar</b> icon.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>Start Date <input style="border: 2px solid red;" type="text"/> </p> </div>															
12.	<p>Enter or select the applicable end date using the <b>End Date Calendar</b> icon.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>End Date <input style="border: 2px solid red;" type="text"/> </p> </div>															
13.	<p>Enter or select the applicable generate date using the <b>Generate Date Calendar</b> icon.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>Generate Date</p> <div style="border: 2px solid red; padding: 2px; display: inline-block;"> <input type="text"/>  </div> </div>															
14.	<p>Enter or select the applicable Invoice date using the <b>Invoice Date Calendar</b> icon.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>Invoice Date</p> <div style="border: 2px solid red; padding: 2px; display: inline-block;"> <input type="text"/>  </div> </div>															
15.	<p>Enter or select the applicable Bill Header from date using the <b>Bill Header From Date Calendar</b> icon.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>Bill Header From Date <input style="border: 2px solid red;" type="text"/> </p> </div>															

Step	Action																																			
16.	Enter or select the applicable to date using the <b>To Date Calendar</b> icon. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;">             To Date <span style="border: 2px solid red; padding: 2px;">31</span> </div>																																			
17.	Click the <b>Pre-assign Invoice Numbers</b> checkbox option to create the Invoice Numbers for the bills. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <input style="border: 2px solid red;" type="checkbox"/> Pre-Assign Invoice Numbers           </div>																																			
18.	Click the <b>Generate Recur Bill Schedule</b> icon and click <b>OK</b> on any messages that display. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> </div>																																			
<p>The Schedule Lines appear in the <b>Recurring Schedule</b> section.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>Recurring Schedule</b> <span style="float: right;">Find   View All First 1-2 of 5 Last</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Generate Date</th> <th style="width: 15%;">Invoice Date</th> <th style="width: 20%;">Invoice</th> <th style="width: 15%;">Inv Generated?</th> <th style="width: 35%;">Date</th> </tr> </thead> <tbody> <tr> <td>05/27/2024</td> <td>06/01/2024</td> <td>NEXT</td> <td>N</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;">Bill Header From Date</td> <td>06/01/2024</td> <td>To Date</td> <td>06/30/2024</td> </tr> <tr> <td colspan="5" style="text-align: right;">+ -</td> </tr> <tr> <td>06/26/2024</td> <td>07/01/2024</td> <td>NEXT</td> <td>N</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;">Bill Header From Date</td> <td>07/01/2024</td> <td>To Date</td> <td>07/31/2024</td> </tr> <tr> <td colspan="5" style="text-align: right;">+ -</td> </tr> </tbody> </table> </div>		Generate Date	Invoice Date	Invoice	Inv Generated?	Date	05/27/2024	06/01/2024	NEXT	N		Bill Header From Date		06/01/2024	To Date	06/30/2024	+ -					06/26/2024	07/01/2024	NEXT	N		Bill Header From Date		07/01/2024	To Date	07/31/2024	+ -				
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19.	Click the <b>View All</b> link to see the Schedule Lines generated. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;">             Find   <span style="border: 2px solid red; padding: 2px;">View All</span> First 1-2 of 5 Last           </div>																																			

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<p>All Schedule Lines of the recurring schedule display.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="font-size: small; margin: 0;">Recurring Schedule <span style="float: right;">Find   View 2 First 1-5 of 5 Last</span></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Generate Date</th> <th style="width: 15%;">Invoice Date</th> <th style="width: 20%;">Invoice</th> <th style="width: 15%;">Inv Generated?</th> <th style="width: 35%;">Date</th> </tr> </thead> <tbody> <tr> <td>05/27/2024</td> <td>06/01/2024</td> <td>NEXT</td> <td>N</td> <td></td> </tr> <tr> <td colspan="2"></td> <td>Bill Header From Date 06/01/2024</td> <td>To Date 06/30/2024</td> <td></td> </tr> <tr> <td colspan="5" style="text-align: right;">+ -</td> </tr> <tr> <td>06/26/2024</td> <td>07/01/2024</td> <td>NEXT</td> <td>N</td> <td></td> </tr> <tr> <td colspan="2"></td> <td>Bill Header From Date 07/01/2024</td> <td>To Date 07/31/2024</td> <td></td> </tr> <tr> <td colspan="5" style="text-align: right;">+ -</td> </tr> <tr> <td>07/27/2024</td> <td>08/01/2024</td> <td>NEXT</td> <td>N</td> <td></td> </tr> <tr> <td colspan="2"></td> <td>Bill Header From Date 08/01/2024</td> <td>To Date 08/31/2024</td> <td></td> </tr> <tr> <td colspan="5" style="text-align: right;">+ -</td> </tr> <tr> <td>08/27/2024</td> <td>09/01/2024</td> <td>NEXT</td> <td>N</td> <td></td> </tr> <tr> <td colspan="2"></td> <td>Bill Header From Date 09/01/2024</td> <td>To Date 09/30/2024</td> <td></td> </tr> <tr> <td colspan="5" style="text-align: right;">+ -</td> </tr> <tr> <td>09/26/2024</td> <td>10/01/2024</td> <td>NEXT</td> <td>N</td> <td></td> </tr> <tr> <td colspan="2"></td> <td>Bill Header From Date 10/01/2024</td> <td>To Date 10/31/2024</td> <td></td> </tr> <tr> <td colspan="5" style="text-align: right;">+ -</td> </tr> </tbody> </table> </div>		Generate Date	Invoice Date	Invoice	Inv Generated?	Date	05/27/2024	06/01/2024	NEXT	N				Bill Header From Date 06/01/2024	To Date 06/30/2024		+ -					06/26/2024	07/01/2024	NEXT	N				Bill Header From Date 07/01/2024	To Date 07/31/2024		+ -					07/27/2024	08/01/2024	NEXT	N				Bill Header From Date 08/01/2024	To Date 08/31/2024		+ -					08/27/2024	09/01/2024	NEXT	N				Bill Header From Date 09/01/2024	To Date 09/30/2024		+ -					09/26/2024	10/01/2024	NEXT	N				Bill Header From Date 10/01/2024	To Date 10/31/2024		+ -				
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20.	<p>Click the <b>Save</b> button to generate the recurring schedule.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <span style="border: 2px solid red; padding: 2px 5px;">Save</span> <span style="padding: 2px 5px;">Return to Search</span> <span style="padding: 2px 5px;">Notify</span> </div>																																																																																
21.	<p>Click the <b>Return to Bill Entry</b> link.</p> <div style="border: 2px solid red; padding: 5px; margin: 10px 0; display: inline-block;"> <a href="#" style="color: blue; text-decoration: none;">Return to Bill Entry</a> </div>																																																																																

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

Header - Info 1 | Line - Info 1

Unit 50100      Invoice MGSE004189      Pretax Amt 0.00 USD

Status

\*Type

\*Customer  ▼ View Activity

Ann D LLC

\*Invoice Form

Accounting Date

Remit To

Sales

Credit

Billing Specialist

Invoice Date

Source

SubCust1

From Date

Pay Terms

Bank Account

Bill Inquiry Phone

Collector

Billing Authority

Cycle ID

\*Frequency

SubCust2

To Date

Pay Method

Go to:      Header Info 2      Address      Copy Address

Notes      Express Entry      Attachments

Summary      Bill Search      Line Search      Navigation

Header - Info 1 | Line - Info 1

22.

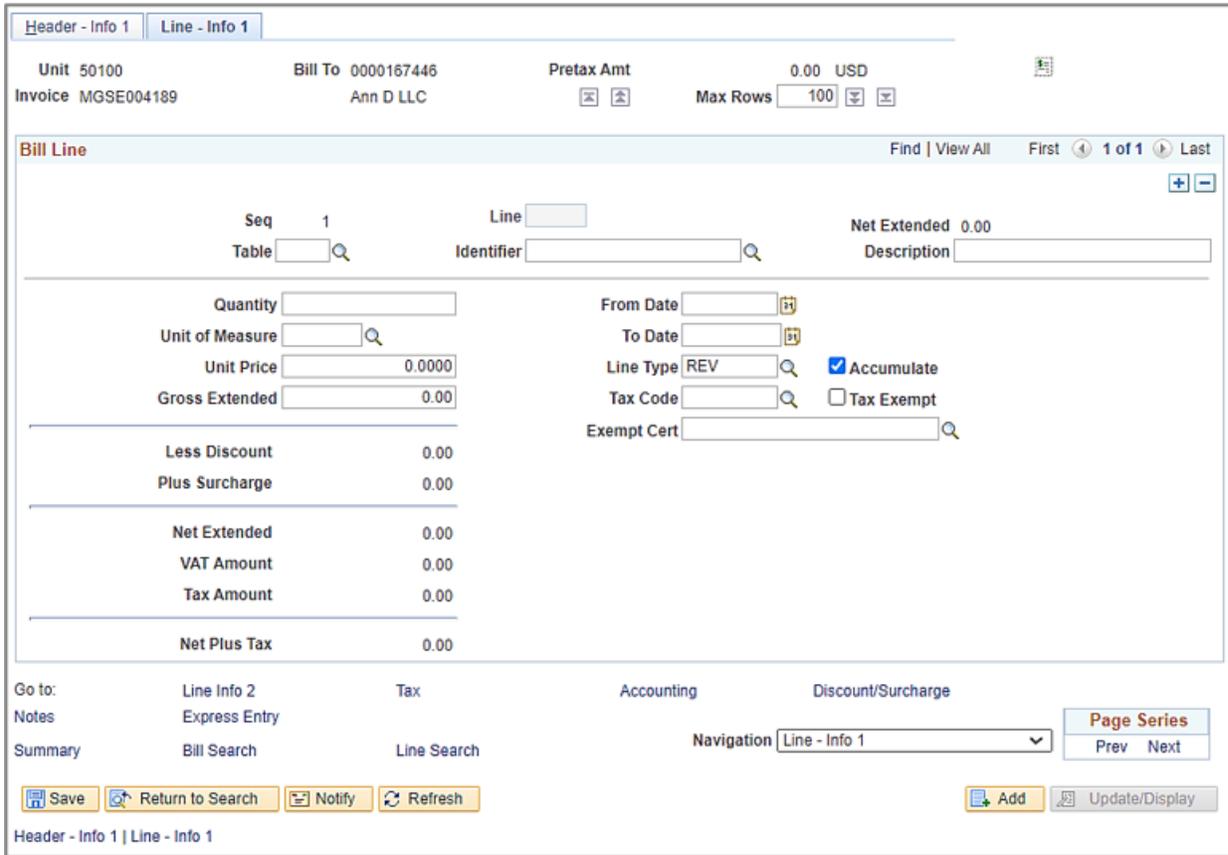
Click the **Line – Info 1** tab.

Header - Info 1

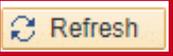
Line - Info 1

Step	Action
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The **Line – Info 1** tab displays.



23.	<p>Select the appropriate Table option using the <b>Table Look Up</b> icon. The table value determines the options available in the <b>Identifier</b> field.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <span style="font-weight: bold;">Table</span> <input style="width: 50px;" type="text"/> </div>
24.	<p>The identifier is used to select the item that is being billed and the associated charge distribution. Select the appropriate Identifier option using the <b>Identifier Look Up</b> icon.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <span style="font-weight: bold;">Identifier</span> <input style="width: 150px;" type="text"/> </div>
25.	<p>Enter the total amount of all recurring bills in the <b>Gross Extended</b> field.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <span style="font-weight: bold;">Gross Extended</span> <input style="width: 100px;" type="text" value="38,000.00"/> </div>

Step	Action
26.	Click the <b>Refresh</b> button. <div style="border: 2px solid red; padding: 5px; display: inline-block; margin-top: 10px;">  </div>

The **Line - Info 1** tab refreshes.

Header - Info 1
Line - Info 1

Unit 50100      Invoice MGSE004189
Bill To 0000167446      Ann D LLC
Pretax Amt 38,000.00 USD
Max Rows 100

**Bill Line** Find | View All    First 1 of 1    Last

Seq 1      Line

Table       Identifier

Net Extended 38,000.00

Description

Quantity

Unit of Measure

Unit Price

Gross Extended

---

Less Discount 0.00

Plus Surcharge 0.00

---

Net Extended 38,000.00

VAT Amount 0.00

Tax Amount 0.00

---

Net Plus Tax 38,000.00

From Date

To Date

Line Type   Accumulate

Tax Code   Tax Exempt

Exempt Cert

Go to:      Line Info 2      Tax      Accounting      Discount/Surcharge

Notes      Express Entry

Summary      Bill Search      Line Search

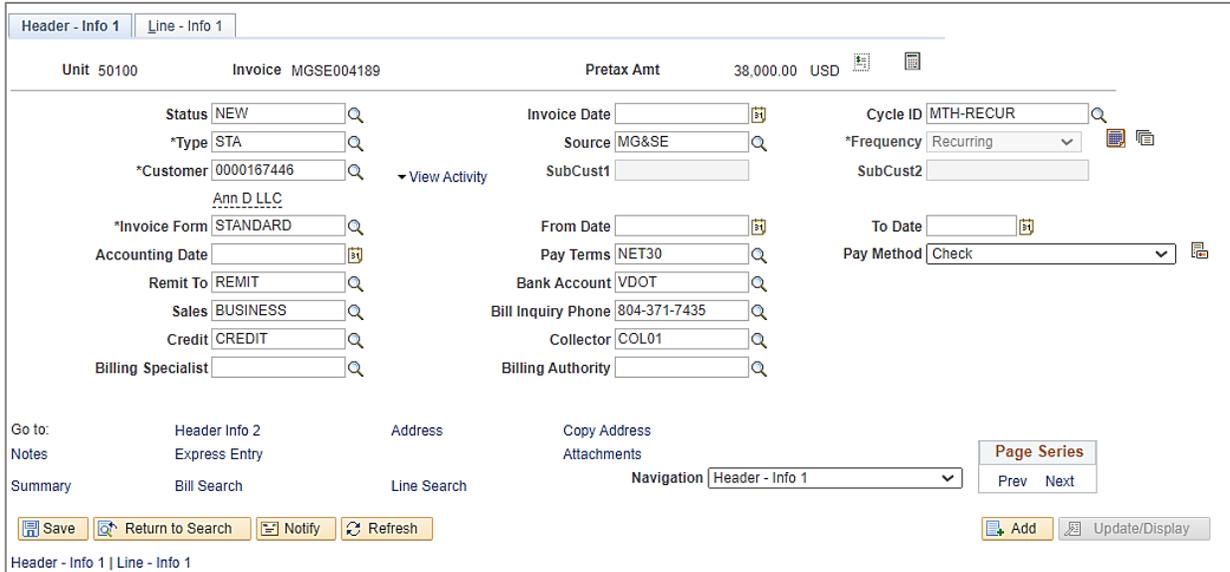
Navigation

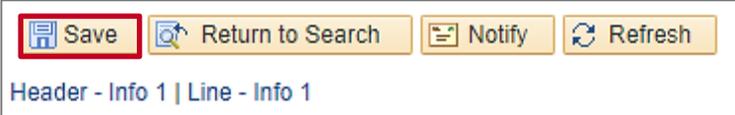
Header - Info 1 | Line - Info 1

27.	Click the <b>Header – Info 1</b> tab. <div style="border: 1px solid #ccc; padding: 5px; display: inline-block; margin-top: 10px;"> <span style="border: 2px solid red; padding: 2px;">Header - Info 1</span>    Line - Info 1         </div>
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Step	Action
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The **Header – Info 1** tab displays.



28.	<p>Change the status from “NEW” to “RDY” using the <b>Status Look Up</b> icon.</p> 
29.	<p>Click the <b>Save</b> button.</p> 
	<p>Cardinal creates the bill when the system date is equal to or greater than the recurring bill generate date.</p>