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 users 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 there may be 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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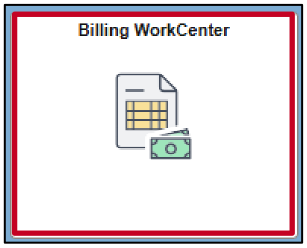
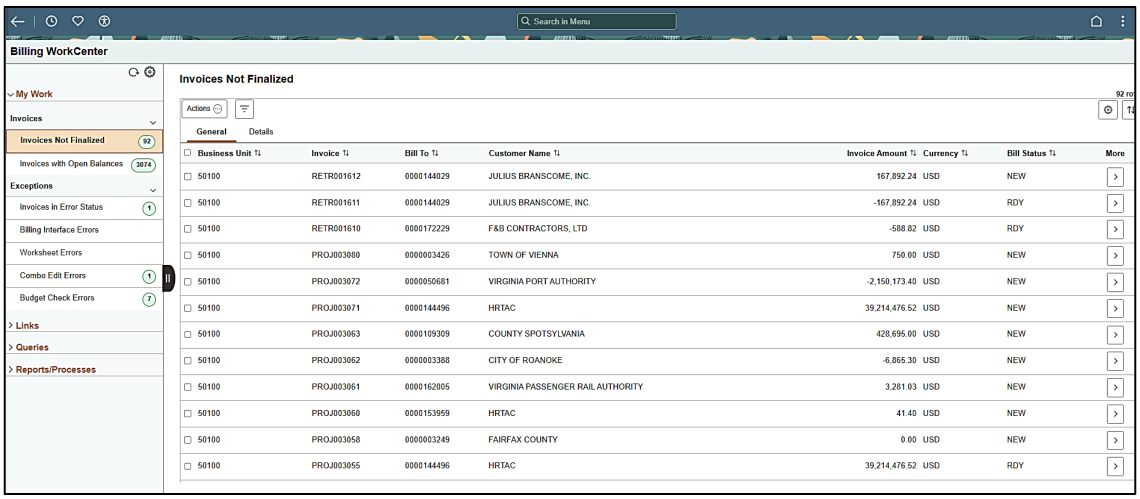
Revision History

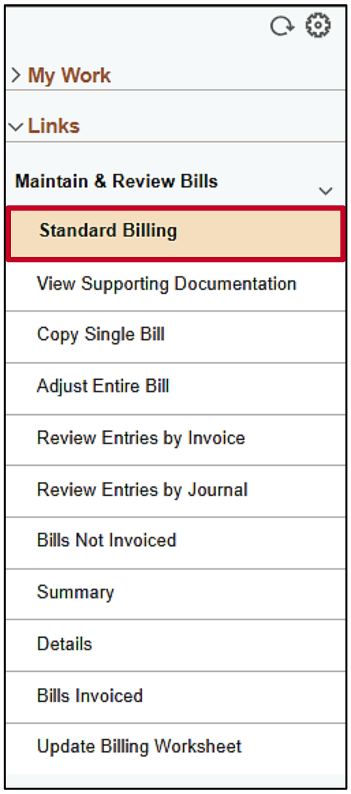
Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
8/14/2024	Baseline.

Creating a Recurring Bill

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>From the Cardinal Financials Homepage, click the Billing WorkCenter tile.

</td></tr>
<tr><td colspan="2">The Billing WorkCenter displays.

</td></tr>
<tr><td></td><td>For more information pertaining to WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.</td></tr>
</table>

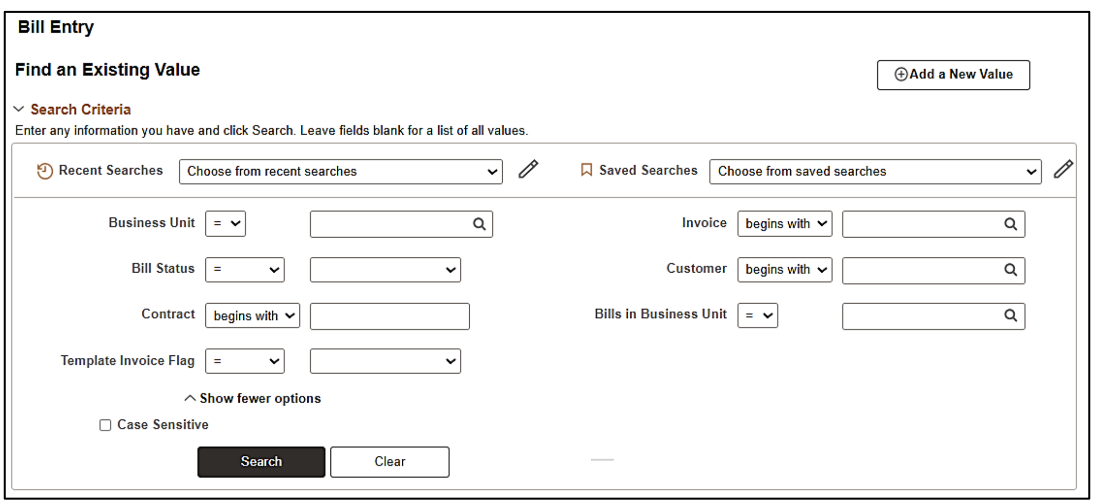
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>2.</td><td>

From the **Billing WorkCenter Navigation Panel**, expand the **Links** section and click the **Standard Billing** page.

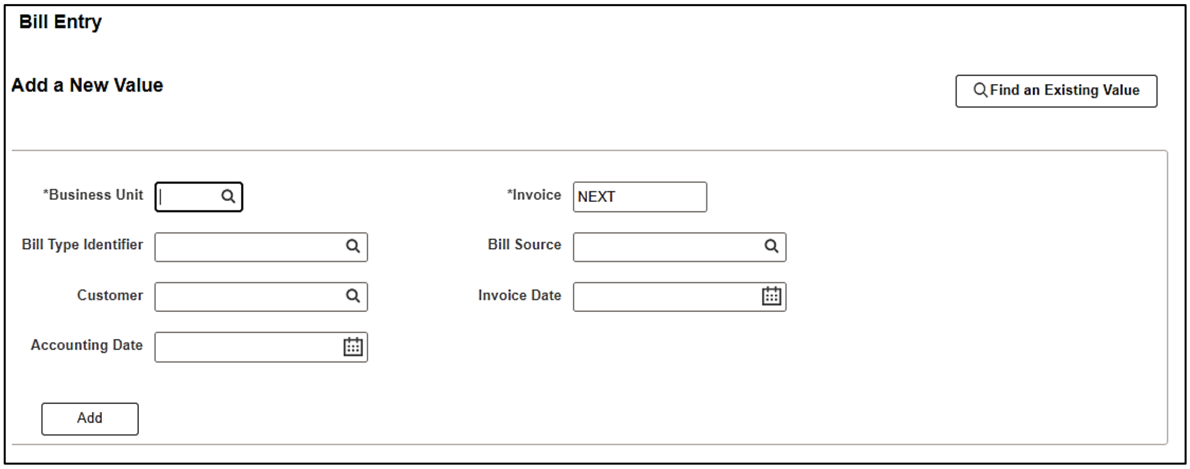
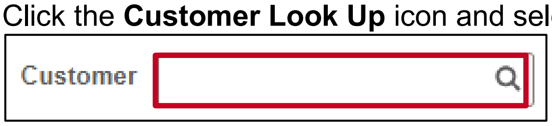


</td></tr>
<tr><td colspan="2">

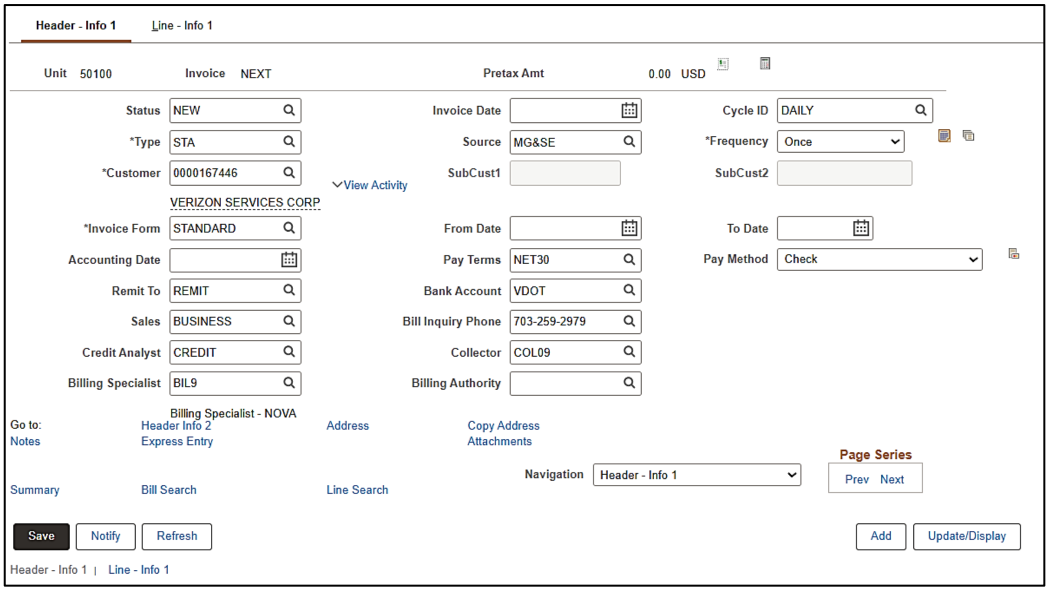
The **Bill Entry Find an Existing Value Search** page displays.



</td></tr>
</table>

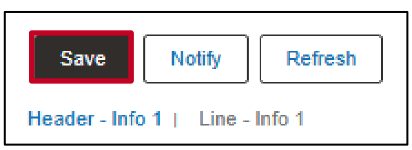
Step	Action
3.	Click the **Add a New Value** button. 
The **Bill Entry Add a New Value** page displays.  	
	The **Business Unit** field defaults to the Agency Business Unit. If the **Business Unit** field does not default, select the applicable Business Unit using the **SetID Look up** icon. The **Invoice** field defaults to "NEXT". Do not update.
4.	Click the **Bill Type Identifier Look up** icon and select the applicable Bill Type. 
5.	Click the **Bill Source Look Up** icon and select the applicable Bill Source. 
6.	Click the **Customer Look Up** icon and select the applicable Customer. 
7.	Click the **Add** button. 

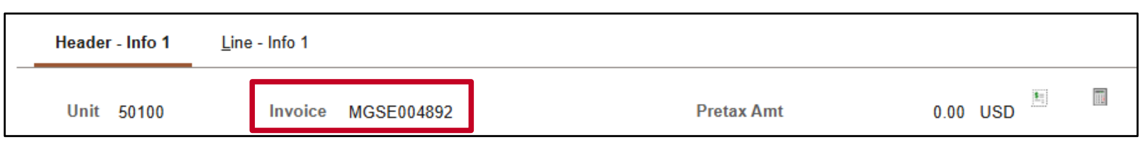
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Header – Info 1 tab displays.


</td></tr>
<tr><td>8.</td><td>Click the Cycle ID Look Up icon and select “MTH-RECUR” as this is the only available selection.

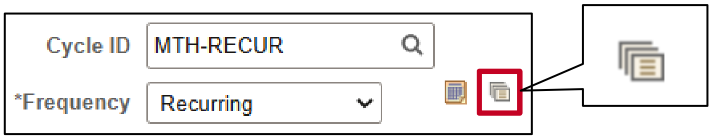

</td></tr>
<tr><td>9.</td><td>Click the Frequency dropdown button and select “Recurring”.


</td></tr>
<tr><td>10.</td><td>Click the Save button.

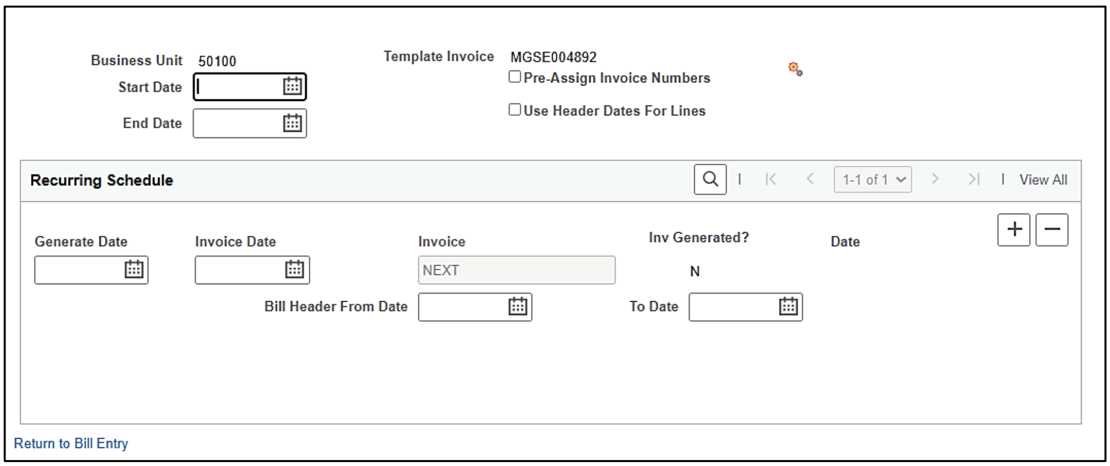

</td></tr>
<tr><td colspan="2">The Header – Info 1 tab refreshes and the Invoice Number is systematically assigned.


</td></tr>
</table>

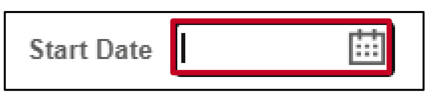
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>11.</td><td>Click the Go To Recurring Bill Schedule icon to create the Recurring Bill schedule.



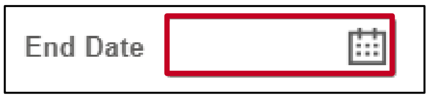
</td></tr>
<tr><td colspan="2">The Recurring Bill Schedules page displays.



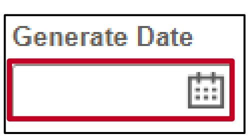
</td></tr>
<tr><td></td><td>Use the Recurring Bill Schedules page to create a Recurring Bill schedule and to pre-assign Invoice Numbers.</td></tr>
<tr><td>12.</td><td>Click the Start Date Calendar icon and select the applicable Start Date.



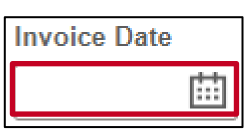
</td></tr>
<tr><td>13.</td><td>Click the End Date Calendar icon and select the applicable End Date.



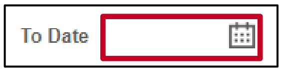
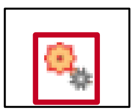
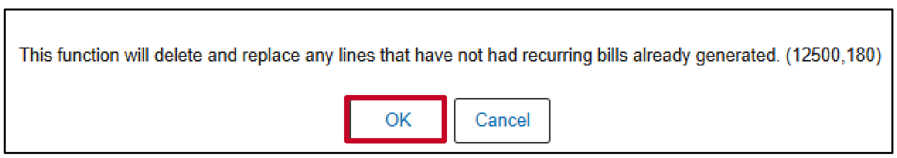
</td></tr>
<tr><td>14.</td><td>Click the Generate Date Calendar icon and select the applicable Generate Date.

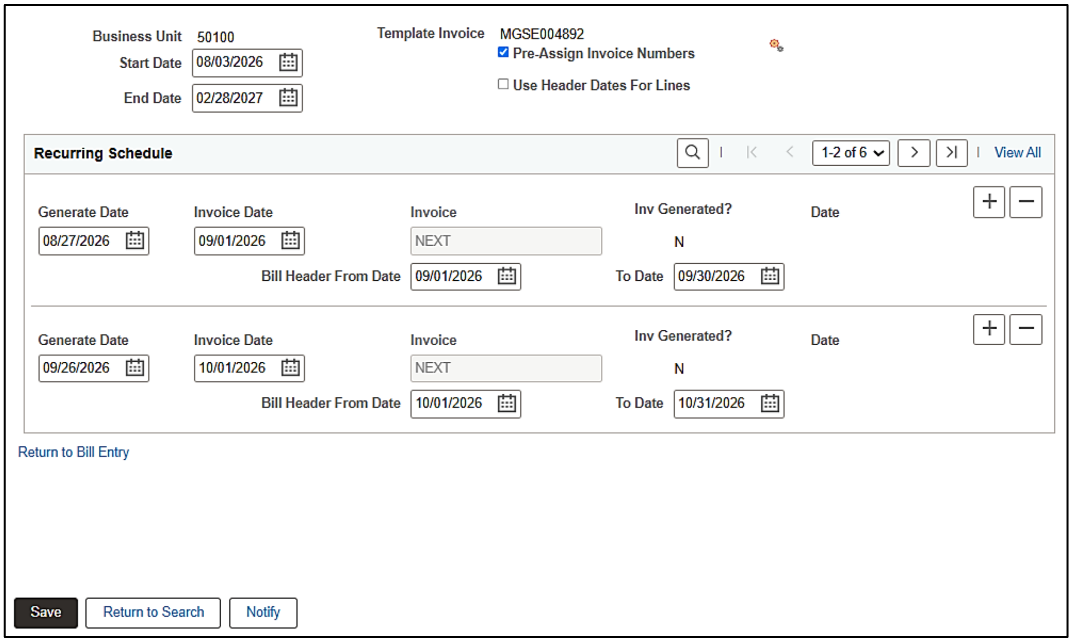
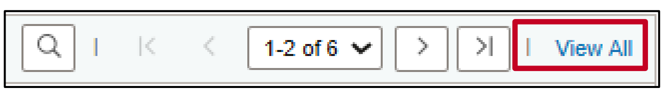


</td></tr>
<tr><td>15.</td><td>Click the Invoice Date Calendar icon and select the applicable Invoice Date.

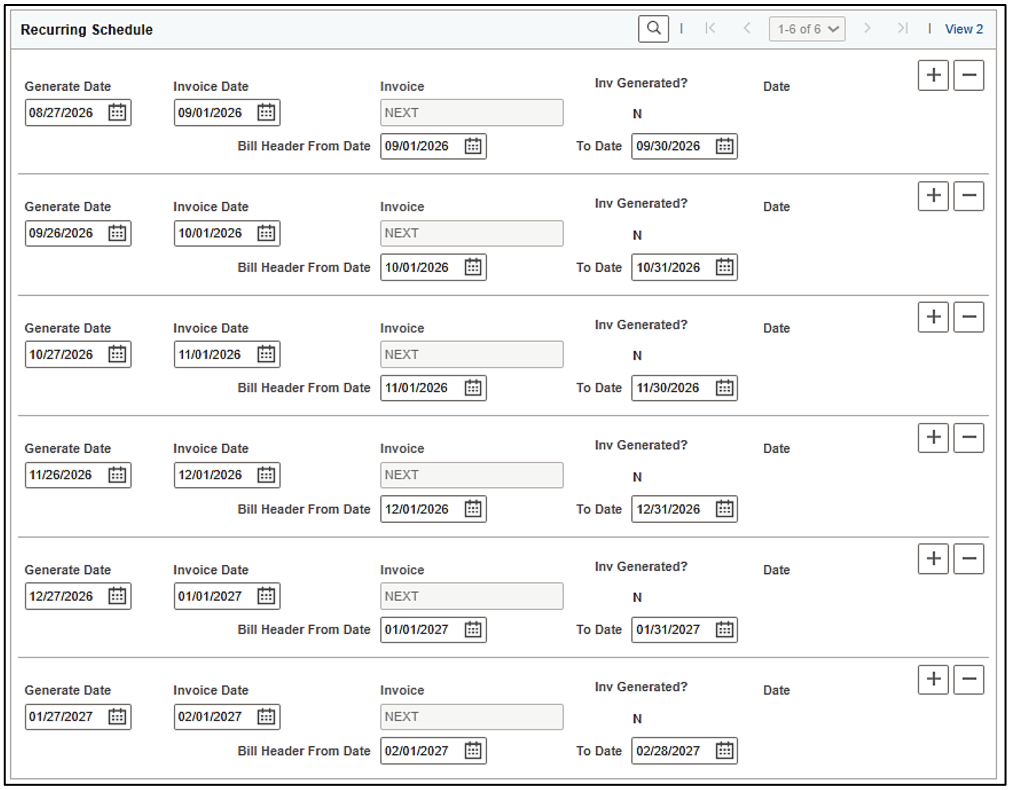


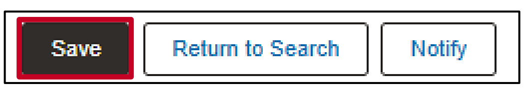
</td></tr>
</table>

Step	Action
16.	Click the **Bill Header From Date Calendar** icon and select the applicable Bill Header From Date. 
17.	Click the **To Date Calendar** icon and select the applicable To Date. 
18.	Select the **Pre-Assign Invoice Numbers** checkbox option to create the Invoice Numbers for the Bills. 
19.	Click the **Generate Recur Bill Schedule** icon. 
20.	A message displays in a pop-up window. Click the **OK** button to close the message. 

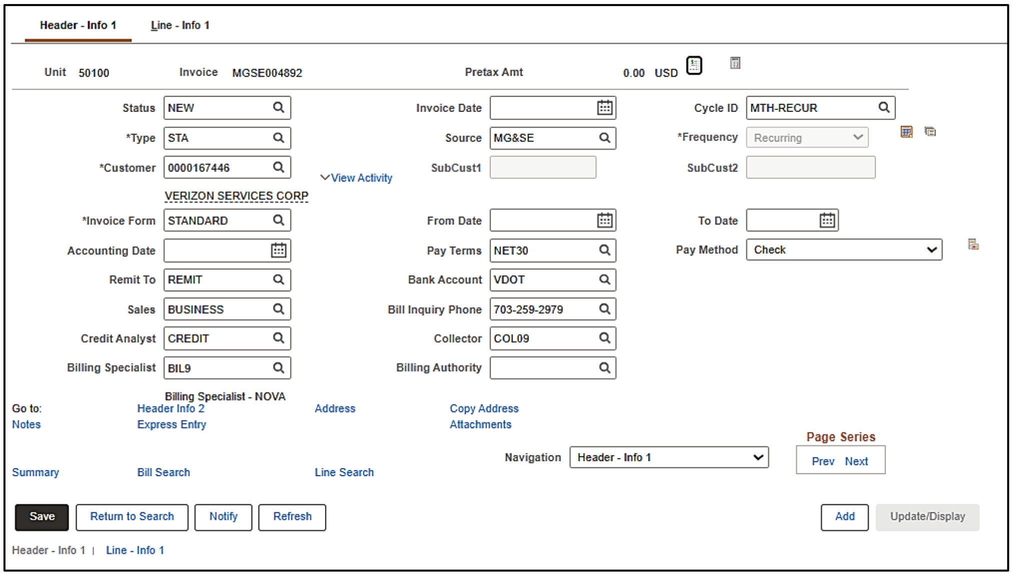
Step	Action
	The Schedule Lines display in the **Recurring Schedule** section. 
21.	Click the **View All** link to see all of the Schedule Lines generated. 

Step	Action
The page refreshes and all of the Schedule Lines display.	



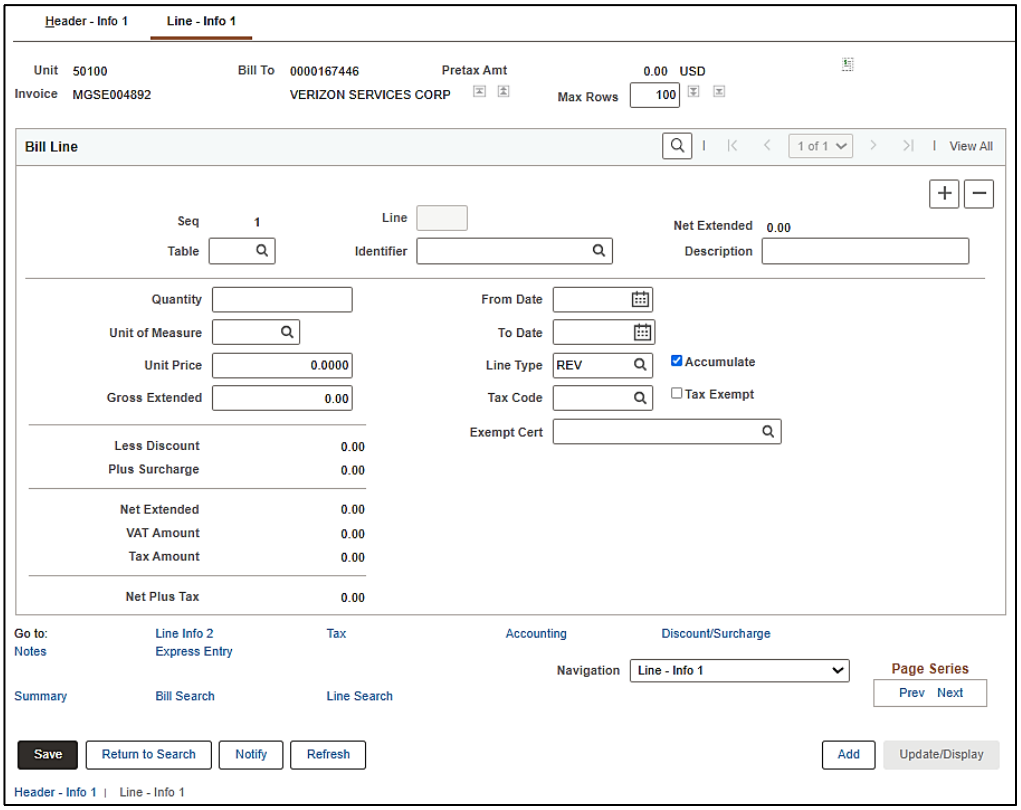
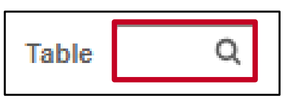
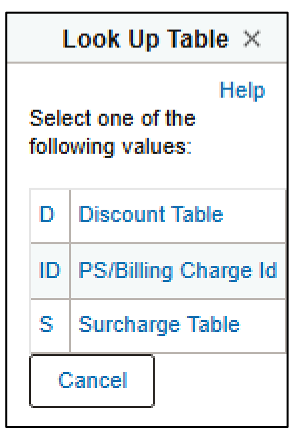
Step	Action
22.	Click the **Save** button to generate the Recurring Schedule. 
23.	Click the **Return to Bill Entry** link at the bottom of the page. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Header – Info 1 tab redisplays.

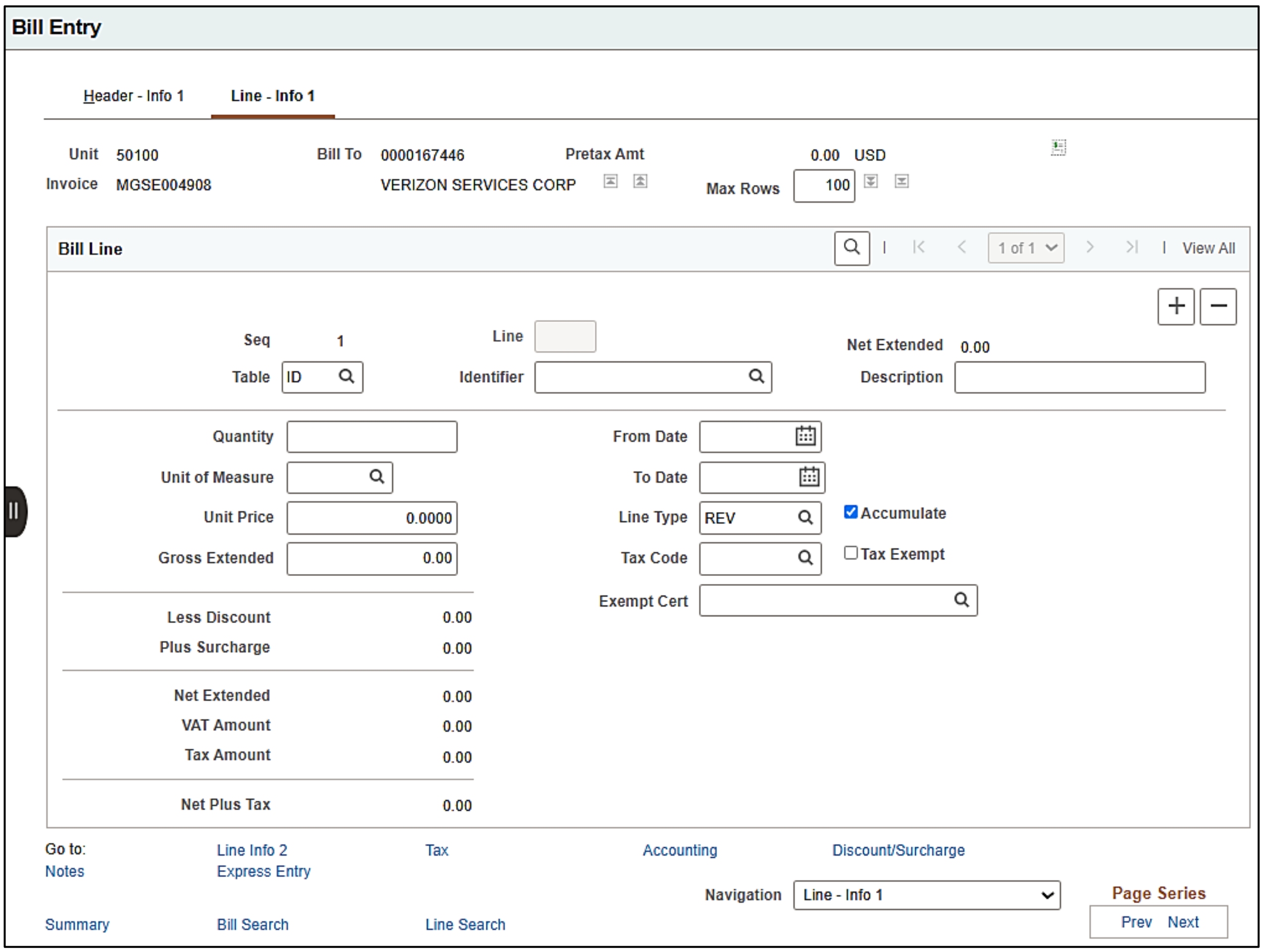


</td></tr>
<tr><td>24.</td><td>Click the Line – Info 1 tab.

</td></tr>
</table>

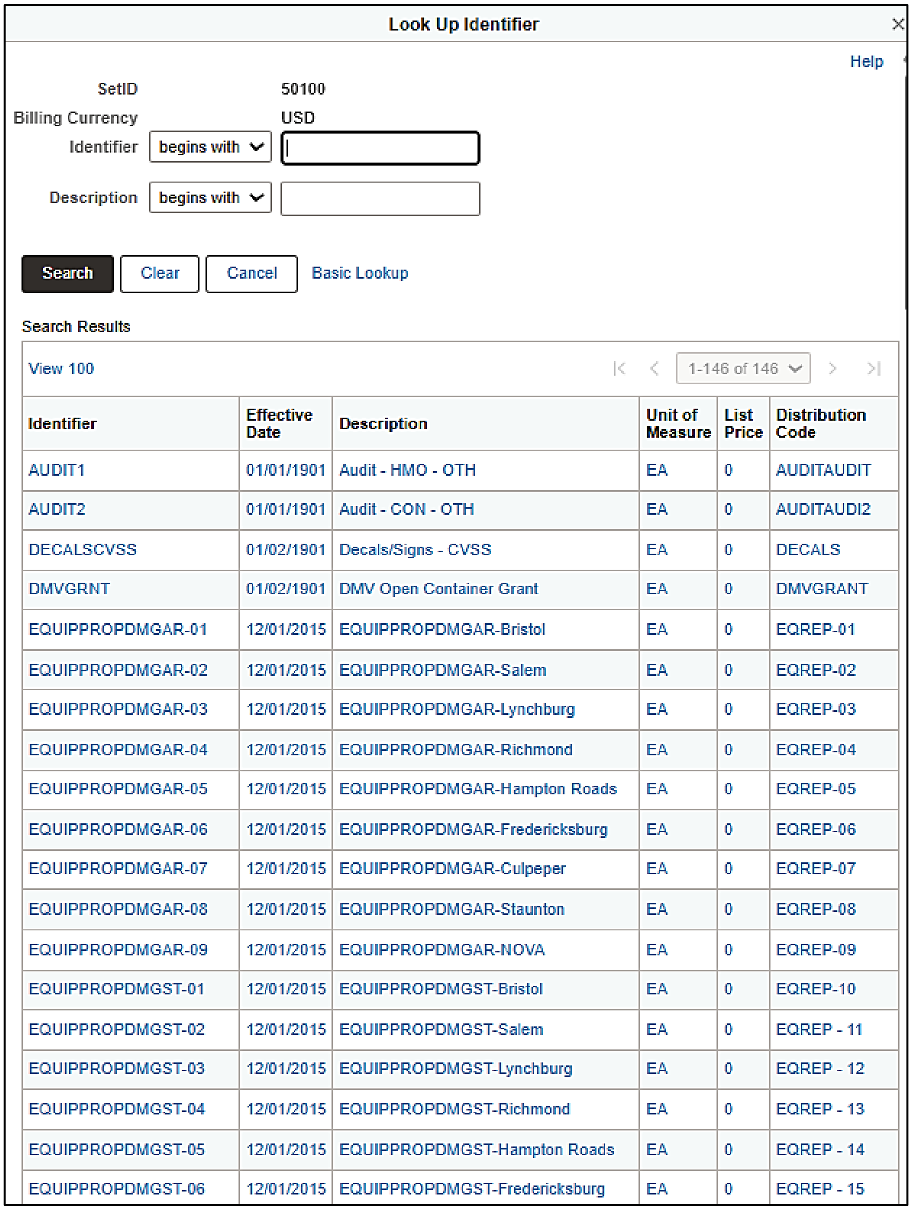
Step	Action
The **Line – Info 1** tab displays. 	
25.	Click the **Table Look Up** icon. 
The **Look Up Table** page displays. 	

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>The Table field determines the options available in the Identifier field.
The “Discount Table” and “Surcharge Table” options are not used in Cardinal.</td></tr>
<tr><td>26.</td><td>Click the ID PS/Billing Charge Id link.

</td></tr>
<tr><td colspan="2">The Line – Info 1 tab redisplays with the selected Table.

</td></tr>
<tr><td>27.</td><td>Click the Identifier Look Up icon.

</td></tr>
</table>

Step	Action
The **Look Up Identifier** page displays.	



Look Up Identifier

Help

SetID 50100

Billing Currency USD

Identifier begins with

Description begins with

Search Clear Cancel Basic Lookup

Search Results

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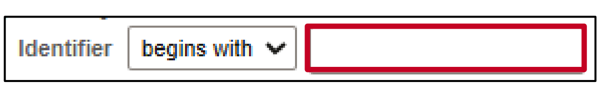
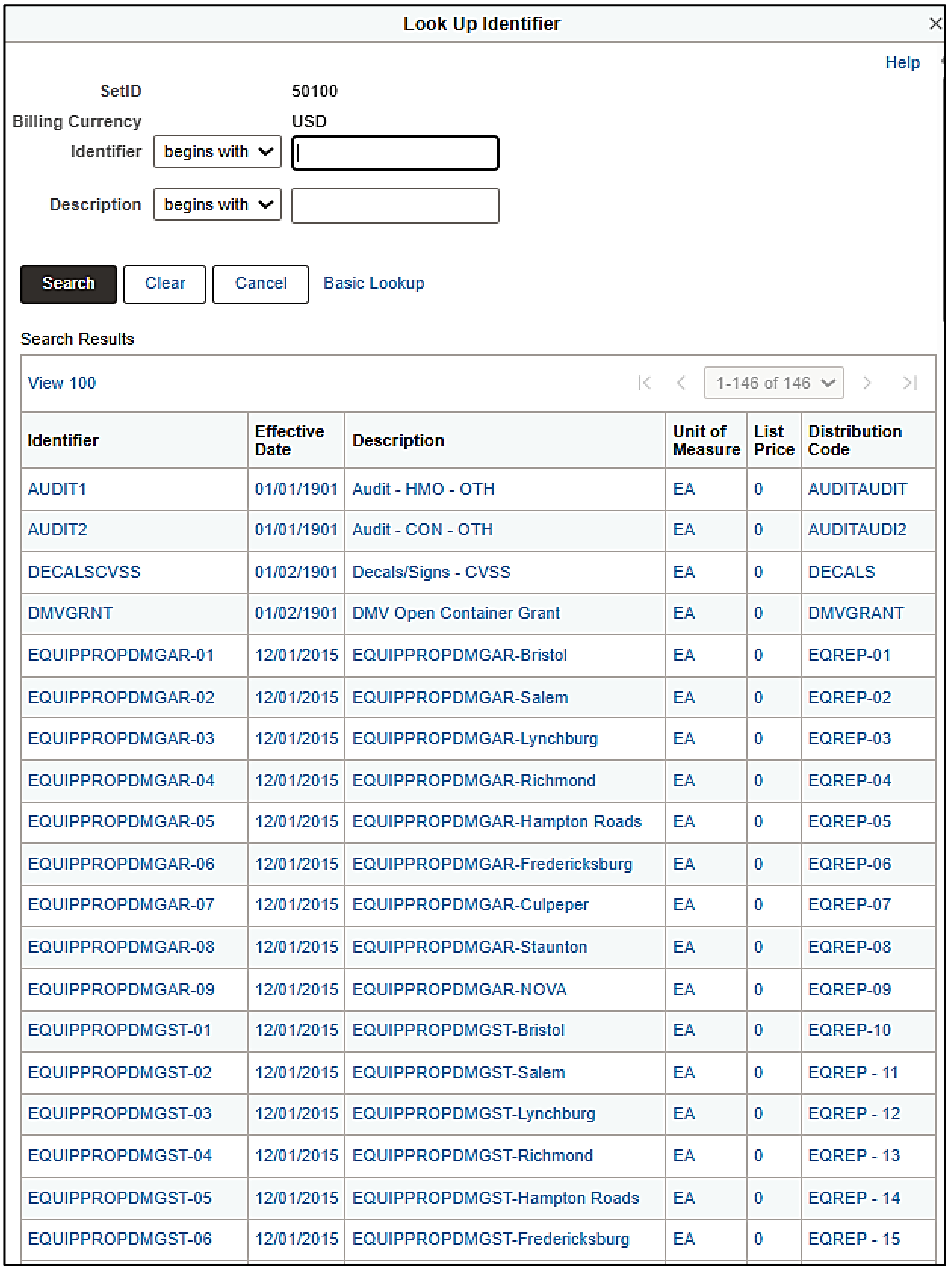
Identifier	Effective Date	Description	Unit of Measure	List Price	Distribution Code
AUDIT1	01/01/1901	Audit - HMO - OTH	EA	0	AUDITAUDIT
AUDIT2	01/01/1901	Audit - CON - OTH	EA	0	AUDITAUDI2
DECALSCVSS	01/02/1901	Decals/Signs - CVSS	EA	0	DECALS
DMVGRNT	01/02/1901	DMV Open Container Grant	EA	0	DMVGRANT
EQUIPPROPDMGAR-01	12/01/2015	EQUIPPROPDMGAR-Bristol	EA	0	EQREP-01
EQUIPPROPDMGAR-02	12/01/2015	EQUIPPROPDMGAR-Salem	EA	0	EQREP-02
EQUIPPROPDMGAR-03	12/01/2015	EQUIPPROPDMGAR-Lynchburg	EA	0	EQREP-03
EQUIPPROPDMGAR-04	12/01/2015	EQUIPPROPDMGAR-Richmond	EA	0	EQREP-04
EQUIPPROPDMGAR-05	12/01/2015	EQUIPPROPDMGAR-Hampton Roads	EA	0	EQREP-05
EQUIPPROPDMGAR-06	12/01/2015	EQUIPPROPDMGAR-Fredericksburg	EA	0	EQREP-06
EQUIPPROPDMGAR-07	12/01/2015	EQUIPPROPDMGAR-Culpeper	EA	0	EQREP-07
EQUIPPROPDMGAR-08	12/01/2015	EQUIPPROPDMGAR-Staunton	EA	0	EQREP-08
EQUIPPROPDMGAR-09	12/01/2015	EQUIPPROPDMGAR-NOVA	EA	0	EQREP-09
EQUIPPROPDMGST-01	12/01/2015	EQUIPPROPDMGST-Bristol	EA	0	EQREP-10
EQUIPPROPDMGST-02	12/01/2015	EQUIPPROPDMGST-Salem	EA	0	EQREP - 11
EQUIPPROPDMGST-03	12/01/2015	EQUIPPROPDMGST-Lynchburg	EA	0	EQREP - 12
EQUIPPROPDMGST-04	12/01/2015	EQUIPPROPDMGST-Richmond	EA	0	EQREP - 13
EQUIPPROPDMGST-05	12/01/2015	EQUIPPROPDMGST-Hampton Roads	EA	0	EQREP - 14
EQUIPPROPDMGST-06	12/01/2015	EQUIPPROPDMGST-Fredericksburg	EA	0	EQREP - 15

	The Identifier is used to select the item that is being billed and the associated charge distribution.
28.	Enter the applicable value in the **Identifier** field to narrow down the search results as needed.



Step	Action
29.	Click the **Basic Lookup** button.

The **Look Up Identifier** page refreshes with the search results in the **Search Results** section.


Look Up Identifier

Help

SetID 50100
Billing Currency USD
Identifier begins with
Description begins with

Search Clear Cancel Basic Lookup

Search Results

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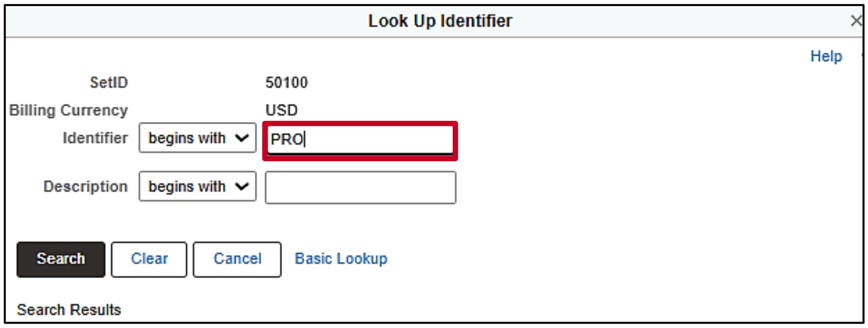
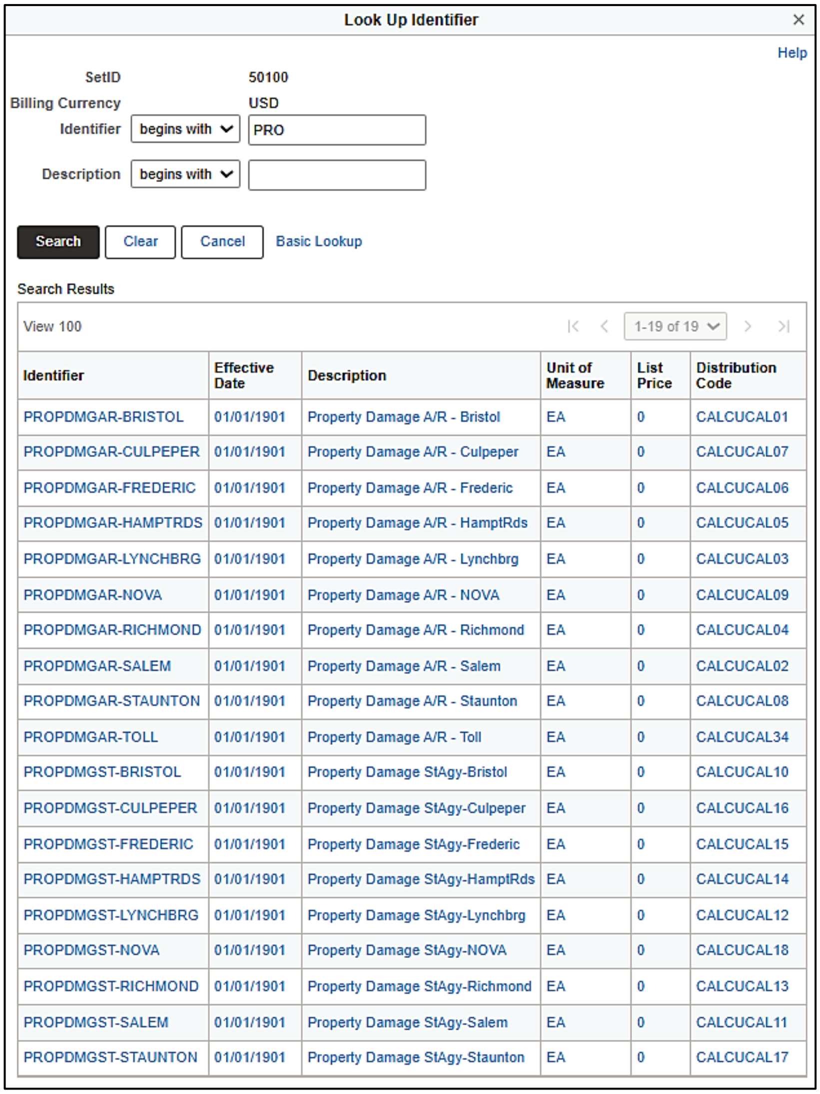
Identifier	Effective Date	Description	Unit of Measure	List Price	Distribution Code
AUDIT1	01/01/1901	Audit - HMO - OTH	EA	0	AUDITAUDIT
AUDIT2	01/01/1901	Audit - CON - OTH	EA	0	AUDITAUDI2
DECALSCVSS	01/02/1901	Decals/Signs - CVSS	EA	0	DECALS
DMVGRNT	01/02/1901	DMV Open Container Grant	EA	0	DMVGRANT
EQUIPPROPDMGAR-01	12/01/2015	EQUIPPROPDMGAR-Bristol	EA	0	EQREP-01
EQUIPPROPDMGAR-02	12/01/2015	EQUIPPROPDMGAR-Salem	EA	0	EQREP-02
EQUIPPROPDMGAR-03	12/01/2015	EQUIPPROPDMGAR-Lynchburg	EA	0	EQREP-03
EQUIPPROPDMGAR-04	12/01/2015	EQUIPPROPDMGAR-Richmond	EA	0	EQREP-04
EQUIPPROPDMGAR-05	12/01/2015	EQUIPPROPDMGAR-Hampton Roads	EA	0	EQREP-05
EQUIPPROPDMGAR-06	12/01/2015	EQUIPPROPDMGAR-Fredericksburg	EA	0	EQREP-06
EQUIPPROPDMGAR-07	12/01/2015	EQUIPPROPDMGAR-Culpeper	EA	0	EQREP-07
EQUIPPROPDMGAR-08	12/01/2015	EQUIPPROPDMGAR-Staunton	EA	0	EQREP-08
EQUIPPROPDMGAR-09	12/01/2015	EQUIPPROPDMGAR-NOVA	EA	0	EQREP-09
EQUIPPROPDMGST-01	12/01/2015	EQUIPPROPDMGST-Bristol	EA	0	EQREP-10
EQUIPPROPDMGST-02	12/01/2015	EQUIPPROPDMGST-Salem	EA	0	EQREP - 11
EQUIPPROPDMGST-03	12/01/2015	EQUIPPROPDMGST-Lynchburg	EA	0	EQREP - 12
EQUIPPROPDMGST-04	12/01/2015	EQUIPPROPDMGST-Richmond	EA	0	EQREP - 13
EQUIPPROPDMGST-05	12/01/2015	EQUIPPROPDMGST-Hampton Roads	EA	0	EQREP - 14
EQUIPPROPDMGST-06	12/01/2015	EQUIPPROPDMGST-Fredericksburg	EA	0	EQREP - 15

Step	Action
30.	To narrow the results list, enter the first few letters of the identifier in the **Identifier** field. 
31.	Click the **Search** button. 

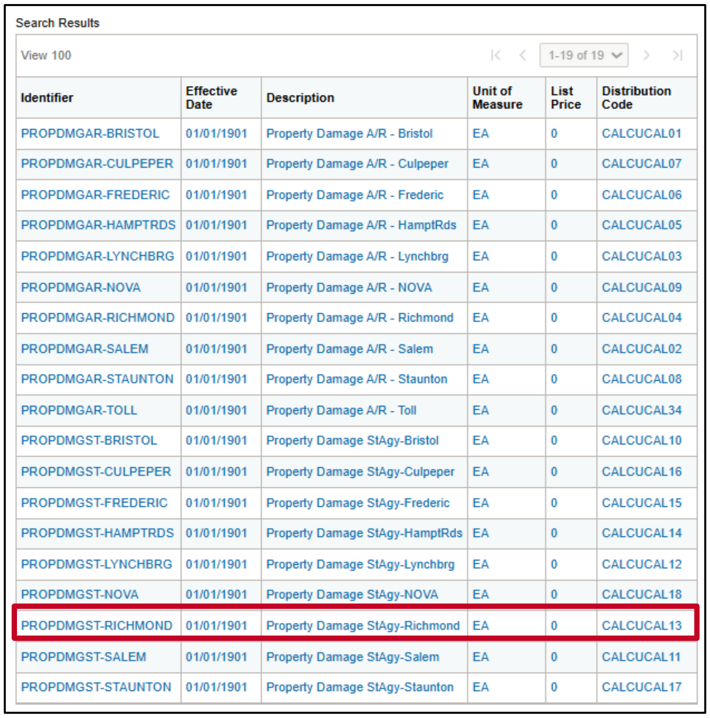
Step	Action

The **Look Up Identifier** redisplays.



Identifier	Effective Date	Description	Unit of Measure	List Price	Distribution Code
PROPDMGAR-BRISTOL	01/01/1901	Property Damage A/R - Bristol	EA	0	CALCUCAL01
PROPDMGAR-CULPEPER	01/01/1901	Property Damage A/R - Culpeper	EA	0	CALCUCAL07
PROPDMGAR-FREDERIC	01/01/1901	Property Damage A/R - Frederic	EA	0	CALCUCAL06
PROPDMGAR-HAMPTRDS	01/01/1901	Property Damage A/R - HamptRds	EA	0	CALCUCAL05
PROPDMGAR-LYNCHBRG	01/01/1901	Property Damage A/R - Lynchbrg	EA	0	CALCUCAL03
PROPDMGAR-NOVA	01/01/1901	Property Damage A/R - NOVA	EA	0	CALCUCAL09
PROPDMGAR-RICHMOND	01/01/1901	Property Damage A/R - Richmond	EA	0	CALCUCAL04
PROPDMGAR-SALEM	01/01/1901	Property Damage A/R - Salem	EA	0	CALCUCAL02
PROPDMGAR-STAUNTON	01/01/1901	Property Damage A/R - Staunton	EA	0	CALCUCAL08
PROPDMGAR-TOLL	01/01/1901	Property Damage A/R - Toll	EA	0	CALCUCAL34
PROPDMGST-BRISTOL	01/01/1901	Property Damage StAgy-Bristol	EA	0	CALCUCAL10
PROPDMGST-CULPEPER	01/01/1901	Property Damage StAgy-Culpeper	EA	0	CALCUCAL16
PROPDMGST-FREDERIC	01/01/1901	Property Damage StAgy-Frederic	EA	0	CALCUCAL15
PROPDMGST-HAMPTRDS	01/01/1901	Property Damage StAgy-HamptRds	EA	0	CALCUCAL14
PROPDMGST-LYNCHBRG	01/01/1901	Property Damage StAgy-Lynchbrg	EA	0	CALCUCAL12
PROPDMGST-NOVA	01/01/1901	Property Damage StAgy-NOVA	EA	0	CALCUCAL18
PROPDMGST-RICHMOND	01/01/1901	Property Damage StAgy-Richmond	EA	0	CALCUCAL13
PROPDMGST-SALEM	01/01/1901	Property Damage StAgy-Salem	EA	0	CALCUCAL11
PROPDMGST-STAUNTON	01/01/1901	Property Damage StAgy-Staunton	EA	0	CALCUCAL17

Step	Action
32.	Select the applicable Identifier from the list by clicking on its name in the **Identifier** field.



Search Results

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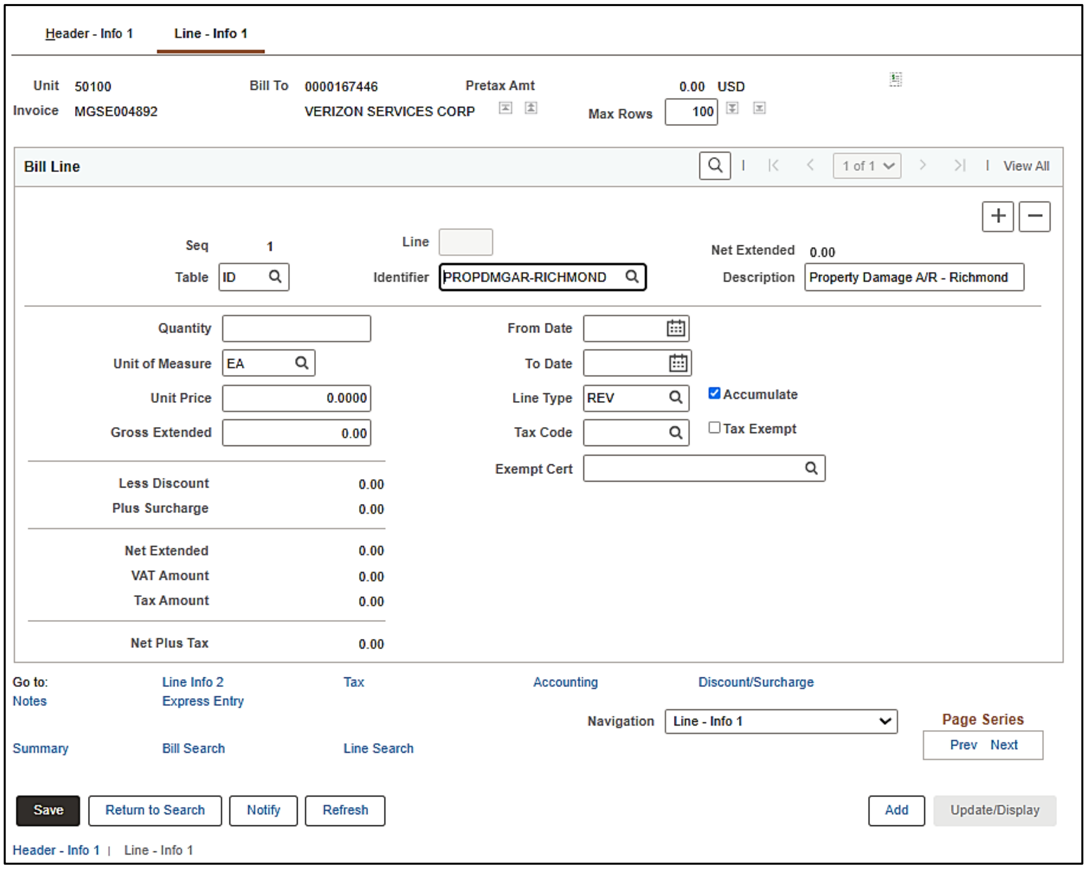
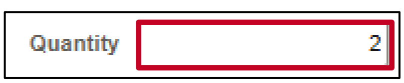
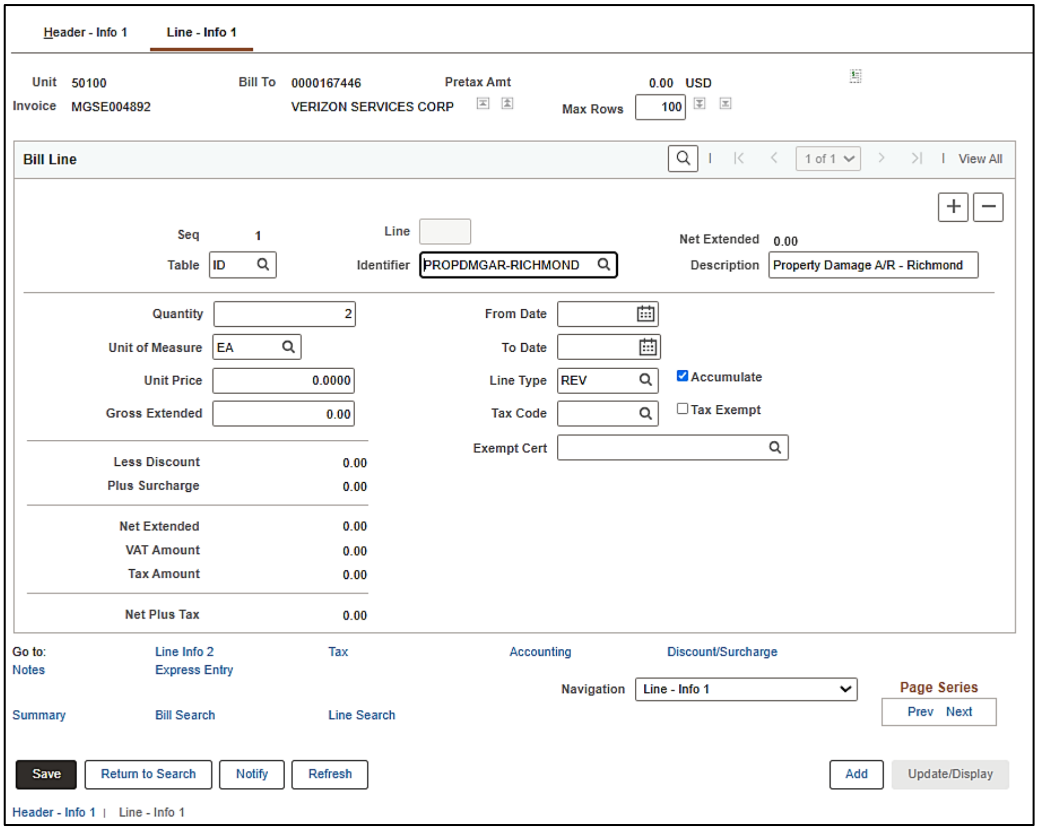
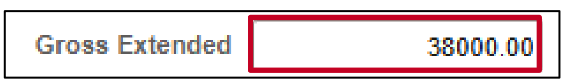
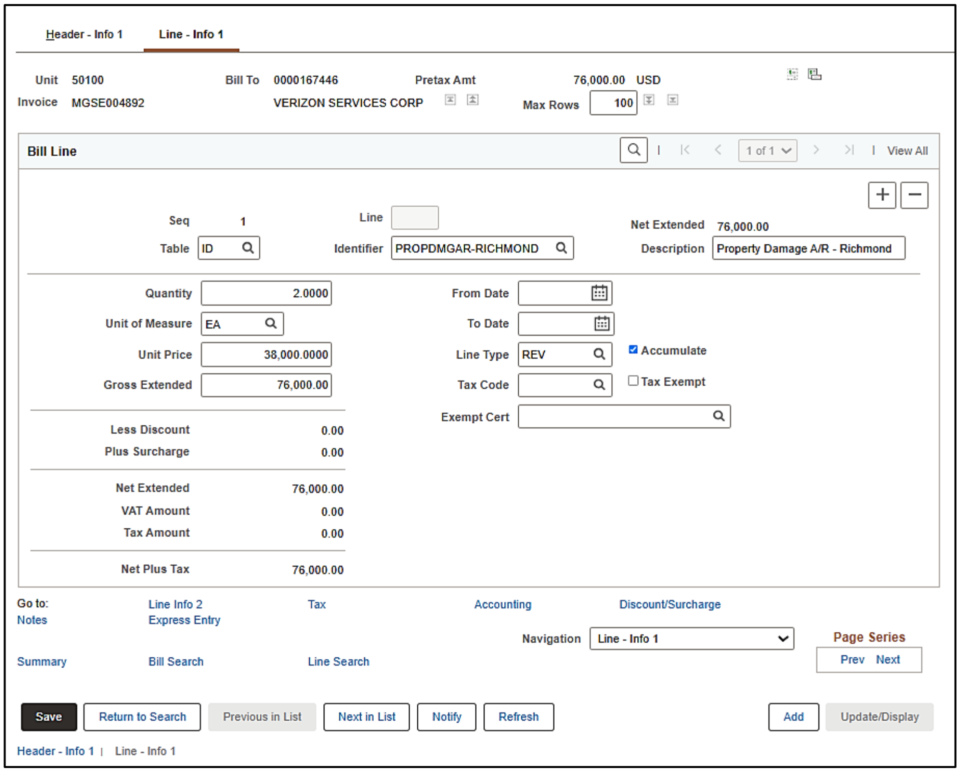
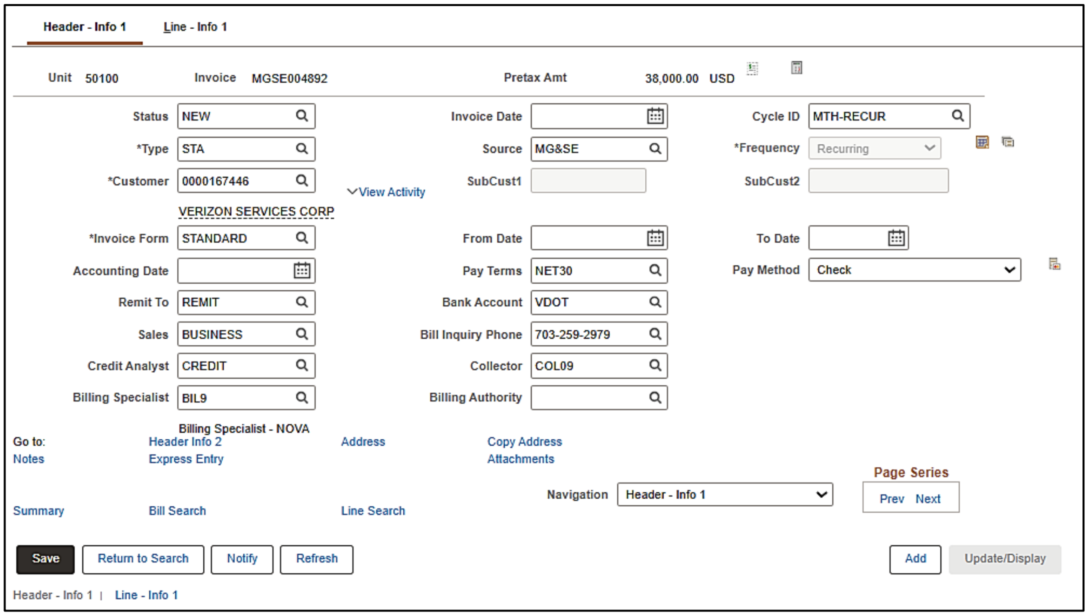
Identifier	Effective Date	Description	Unit of Measure	List Price	Distribution Code
PROPDMGAR-BRISTOL	01/01/1901	Property Damage A/R - Bristol	EA	0	CALCUCAL01
PROPDMGAR-CULPEPER	01/01/1901	Property Damage A/R - Culpeper	EA	0	CALCUCAL07
PROPDMGAR-FREDERIC	01/01/1901	Property Damage A/R - Frederic	EA	0	CALCUCAL06
PROPDMGAR-HAMPTRDS	01/01/1901	Property Damage A/R - HamptRds	EA	0	CALCUCAL05
PROPDMGAR-LYNCHBRG	01/01/1901	Property Damage A/R - Lynchbrg	EA	0	CALCUCAL03
PROPDMGAR-NOVA	01/01/1901	Property Damage A/R - NOVA	EA	0	CALCUCAL09
PROPDMGAR-RICHMOND	01/01/1901	Property Damage A/R - Richmond	EA	0	CALCUCAL04
PROPDMGAR-SALEM	01/01/1901	Property Damage A/R - Salem	EA	0	CALCUCAL02
PROPDMGAR-STAUNTON	01/01/1901	Property Damage A/R - Staunton	EA	0	CALCUCAL08
PROPDMGAR-TOLL	01/01/1901	Property Damage A/R - Toll	EA	0	CALCUCAL34
PROPDMGST-BRISTOL	01/01/1901	Property Damage StAgy-Bristol	EA	0	CALCUCAL10
PROPDMGST-CULPEPER	01/01/1901	Property Damage StAgy-Culpeper	EA	0	CALCUCAL16
PROPDMGST-FREDERIC	01/01/1901	Property Damage StAgy-Frederic	EA	0	CALCUCAL15
PROPDMGST-HAMPTRDS	01/01/1901	Property Damage StAgy-HamptRds	EA	0	CALCUCAL14
PROPDMGST-LYNCHBRG	01/01/1901	Property Damage StAgy-Lynchbrg	EA	0	CALCUCAL12
PROPDMGST-NOVA	01/01/1901	Property Damage StAgy-NOVA	EA	0	CALCUCAL18
PROPDMGST-RICHMOND	01/01/1901	Property Damage StAgy-Richmond	EA	0	CALCUCAL13
PROPDMGST-SALEM	01/01/1901	Property Damage StAgy-Salem	EA	0	CALCUCAL11
PROPDMGST-STAUNTON	01/01/1901	Property Damage StAgy-Staunton	EA	0	CALCUCAL17

Step	Action
The **Line – Info 1** page displays.	
	
33.	Enter the applicable quantity in the **Quantity** field. 

Step	Action
The **Line – Info 1** page displays. 	
34.	Enter the total amount of all Recurring Bills in the **Gross Extended** field. 
35.	Click the **Refresh** button. 

Step	Action
The **Line - Info 1** tab refreshes. 	
36.	Click the **Header – Info 1** tab. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Header – Info 1 tab redisplays.

</td></tr>
<tr><td>37.</td><td>Click the Status Look up icon and select “RDY”.

</td></tr>
<tr><td>38.</td><td>Click the Save button.

</td></tr>
<tr><td></td><td>Cardinal creates the Bill when the system date is equal to or greater than the Recurring Bill Generate Date.</td></tr>
</table>