



# Accounts Receivable Job Aid

## AR323\_Entering a Consolidated Bill (VDOT Only)

### Entering a Consolidated Bill Overview

This Job Aid provides the necessary information on how to consolidate a Bill. Consolidated Bills allow multiple Invoices to be grouped together for ease in processing.

**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.

### Table of Contents

Revision History .....	2
Entering a Consolidated Bill .....	3
Creating Individual Bills for Consolidation .....	7



## Accounts Receivable Job Aid

### AR323\_Entering a Consolidated Bill (VDOT Only)

#### Revision History


Revision Date	Summary of Changes
10/16/2024	Baseline.



# Accounts Receivable Job Aid

## AR323\_Entering a Consolidated Bill (VDOT Only)

### Entering a Consolidated Bill


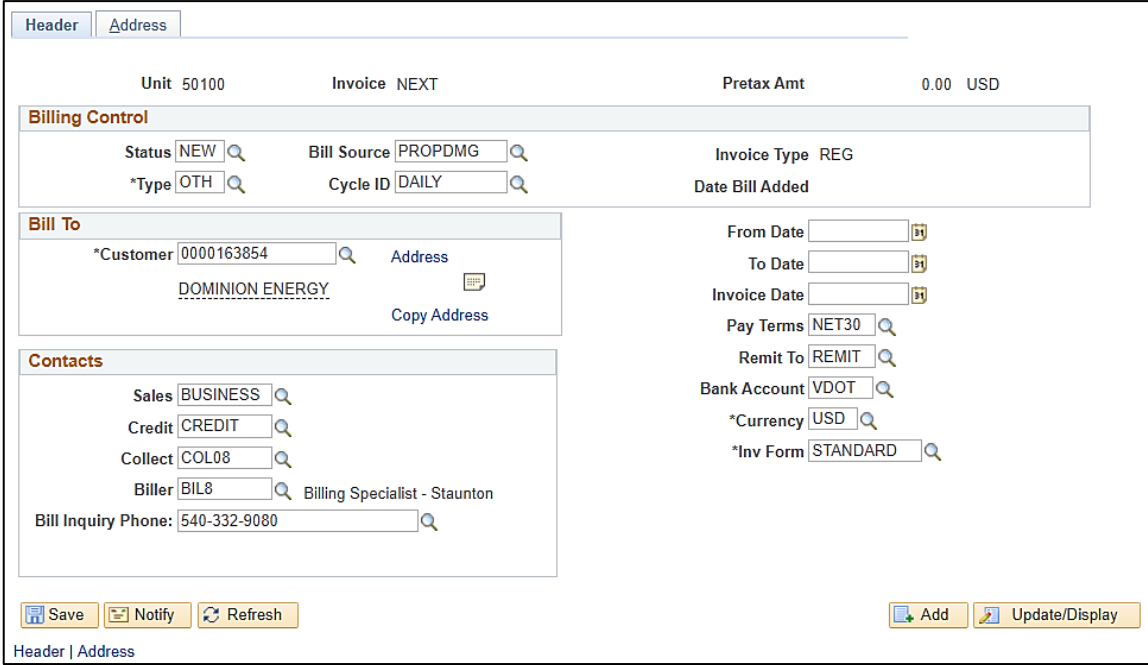
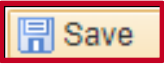
Step	Action
1.	<p>Navigate to the <b>Consolidated Bill Entry</b> page using the following path: <b>Main Menu &gt; Billing &gt; Maintain Bills &gt; Create Consolidated Header</b></p> <p>The <b>Consolidated Bill Entry Find an Existing Value</b> page displays.</p> <div><p><b>Consolidated Bill Entry</b></p><p><b>Find an Existing Value</b> <span>+ Add a New Value</span></p><p><b>Search Criteria</b></p><p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p><div><p>Recent Searches <span>Choose from recent searches</span> <span></span></p><p>Saved Searches <span>Choose from saved searches</span> <span></span></p><p>*Business Unit <span>=</span> <span></span> <span></span></p><p>Customer <span>begins with</span> <span></span></p><p>Invoice <span>begins with</span> <span></span></p><p>Invoice Consolidation Key <span>begins with</span> <span></span></p><p><a href="#">Show fewer options</a></p><p><span>Search</span> <span>Clear</span></p></div></div>
	<p>For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in <b>Job Aids</b> under <b>Learning</b>.</p>
2.	<p>Click the <b>Add a New Value</b> button.</p> <div><span>+ Add a New Value</span></div>

Step	Action
	<p>The <b>Add a New Value</b> page displays.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 60%;"> <p style="color: #0056b3; margin: 0;"><b>Consolidated Bill Entry</b></p> <p style="color: #0056b3; margin: 10px 0 0 0;"><b>Add a New Value</b></p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: 80%;"> <p>*Business Unit <input style="width: 100px;" type="text"/> </p> <p>*Invoice <input style="width: 100px;" type="text"/> NEXT</p> <p>Bill Type Identifier <input style="width: 100px;" type="text"/> </p> <p>Bill Source <input style="width: 100px;" type="text"/> </p> <p>Customer <input style="width: 100px;" type="text"/> </p> <p>Invoice Date <input style="width: 100px;" type="text"/> </p> <p>Accounting Date <input style="width: 100px;" type="text"/> </p> <p style="text-align: center; margin-top: 10px;"><input type="button" value="Add"/></p> </div> </div>
	<p>The <b>Business Unit</b> field defaults to the Agency Business Unit. If the Business Unit does not default, enter or select the applicable Business Unit.</p> <p>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 red; padding: 2px; display: inline-block;">             Bill Type Identifier <input style="width: 80px; border: none;" type="text"/> </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 red; padding: 2px; display: inline-block;">             Bill Source <input style="width: 80px; border: none;" type="text"/> </div>
5.	<p>Enter or select the applicable Customer using the <b>Customer Look Up</b> icon.</p> <div style="border: 1px solid red; padding: 2px; display: inline-block;">             Customer <input style="width: 80px; border: none;" type="text"/> </div>
6.	<p>Enter or select the applicable Invoice date using the <b>Invoice Date Calendar</b> icon.</p> <div style="border: 1px solid red; padding: 2px; display: inline-block;">             Invoice Date <input style="width: 80px; border: none;" type="text"/> </div>
7.	<p>Enter or select the applicable accounting date using the <b>Accounting Date Calendar</b> icon.</p> <div style="border: 1px solid red; padding: 2px; display: inline-block;">             Accounting Date <input style="width: 80px; border: none;" type="text"/> </div>



## Accounts Receivable Job Aid

### AR323\_Entering a Consolidated Bill (VDOT Only)

Step	Action
8.	<p>Click the <b>Add</b> button.</p> 
<p>The <b>Create Consolidated Header</b> page displays the first Bill.</p>  <p>The screenshot shows the 'Create Consolidated Header' page with tabs for 'Header' and 'Address'. The 'Header' tab is active. It displays various fields for entering bill information. At the top, it shows 'Unit 50100', 'Invoice NEXT', and 'Pretax Amt 0.00 USD'. Below this is a 'Billing Control' section with fields for 'Status' (NEW), 'Bill Source' (PROPDMG), 'Invoice Type' (REG), '*Type' (OTH), 'Cycle ID' (DAILY), and 'Date Bill Added'. The 'Bill To' section includes '*Customer' (0000163854), 'Address' (DOMINION ENERGY), and a 'Copy Address' button. The 'Contacts' section has fields for 'Sales' (BUSINESS), 'Credit' (CREDIT), 'Collect' (COL08), 'Biller' (BIL8), and 'Billing Specialist - Staunton'. There is also a 'Bill Inquiry Phone' field (540-332-9080). On the right side, there are fields for 'From Date', 'To Date', 'Invoice Date', 'Pay Terms' (NET30), 'Remit To' (REMIT), 'Bank Account' (VDOT), '*Currency' (USD), and '*Inv Form' (STANDARD). At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.</p>	
9.	<p>Click the <b>Save</b> button.</p> 



# Accounts Receivable Job Aid

## AR323\_Entering a Consolidated Bill (VDOT Only)

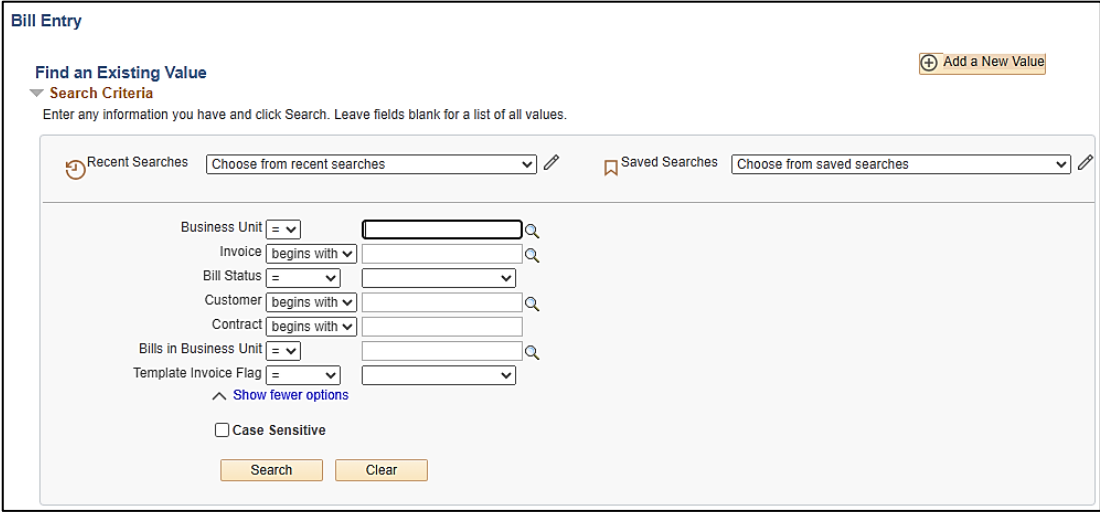


Step	Action
	<p>The <b>Create Consolidated Header</b> page refreshes and the Invoice Number populates in the <b>Invoice</b> field.</p> <div><div><div>Header   Address</div><div><div>Unit 50100      Invoice PRDM028481      Pretax Amt 0.00    USD</div><div><div><b>Billing Control</b></div><div>Status <input type="text" value="NEW"/>      Bill Source <input type="text" value="PROPDGM"/>      Invoice Type REG *Type <input type="text" value="OTH"/>      Cycle ID <input type="text" value="DAILY"/>      Date Bill Added 10/03/2024 4:06PM</div></div><div><div><b>Bill To</b></div><div>*Customer <input type="text" value="0000003442"/>      Address DOMINION ENERGY Copy Address</div></div><div><div><b>Contacts</b></div><div>Sales <input type="text" value="GOVT"/> Credit <input type="text" value="CREDIT"/> Collect <input type="text" value="COL4"/> Biller <input type="text"/> Bill Inquiry Phone: <input type="text" value="804-786-4102"/></div></div><div><div>From Date <input type="text"/> To Date <input type="text"/> Invoice Date <input type="text"/> Pay Terms <input type="text" value="NET30"/> Remit To <input type="text" value="REMIT"/> Bank Account <input type="text" value="VDOT"/> *Currency <input type="text" value="USD"/> *Inv Form <input type="text" value="STANDARD"/></div><div>Save    Notify    Refresh      Add    Update/Display</div><div>Header   Address</div></div></div></div></div>



# Accounts Receivable Job Aid

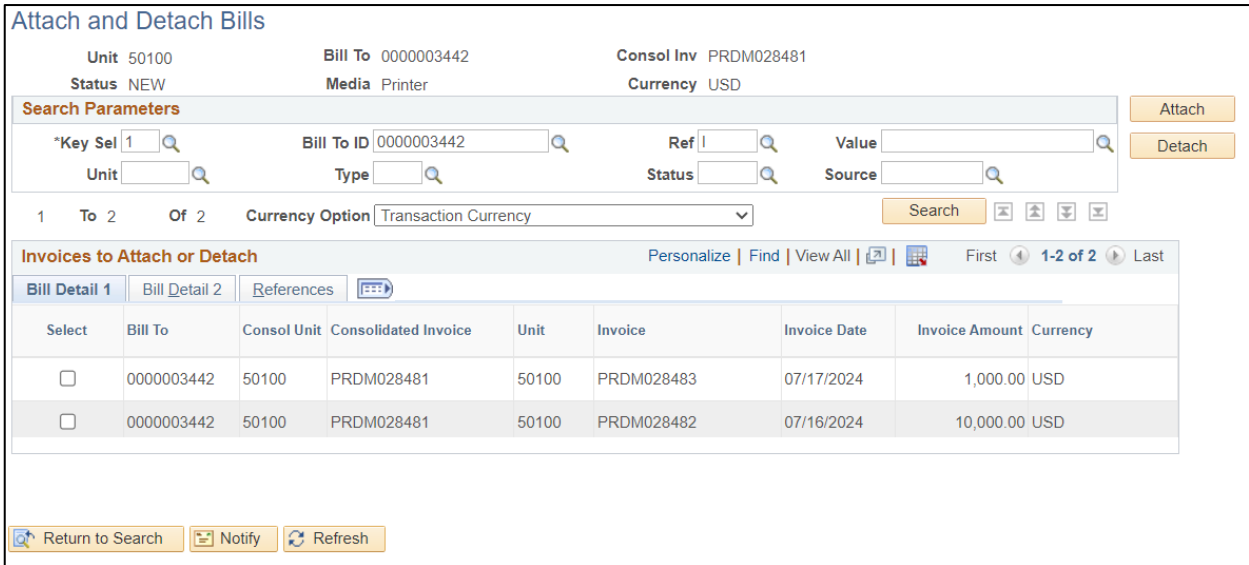
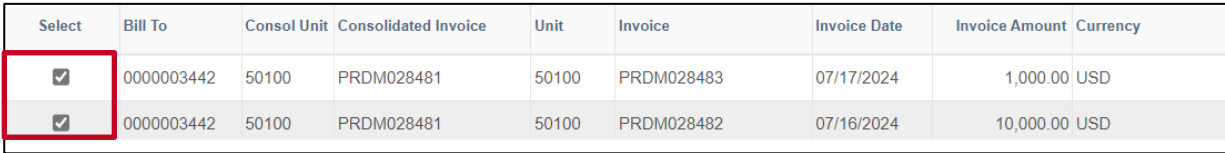


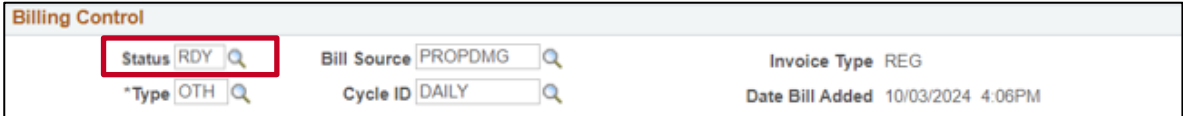
## AR323\_Entering a Consolidated Bill (VDOT Only)


### Creating Individual Bills for Consolidation

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 Find an Existing Value</b> page displays.</p> <div></div>
	<p>New Bills must first be created on the <b>Standard Billing</b> page. For more information on Creating a Standard Bill, refer to the Job Aid titled <b>AR323_Entering a Standard Bill (VDOT Only)</b> located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p> <p>Bills must be saved in a status of “RDY” to be attached to a Consolidated Invoice Header.</p>
	<p><b>Scenario:</b> Two property damage Bills have been created and will be consolidated (the two Invoice Numbers being consolidated are “PRDM028482” and “PRDM028483”).</p>
2.	<p>Navigate to the <b>Attach and Detach Bills</b> page using the following navigation path: <b>Main Menu &gt; Billing &gt; Maintain Bills &gt; Attach and Detach Bills</b></p>

Step	Action
	<p>The <b>Attach and Detach Bills Find an Existing Value</b> page displays.</p> <div data-bbox="203 375 1421 798"> <p><b>Attach and Detach</b></p> <p><b>Find an Existing Value</b></p> <p>▼ <b>Search Criteria</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div> <div>Recent Searches</div> <div>Choose from recent searches</div> <div></div> </div> <div> <div>Saved Searches</div> <div>Choose from saved searches</div> <div></div> </div> <div> <div>*Business Unit</div> <div>=</div> <div></div> <div></div> </div> <div> <div>Customer</div> <div>begins with</div> <div></div> <div></div> </div> <div> <div>Invoice</div> <div>begins with</div> <div></div> <div></div> </div> <div> <div>Invoice Consolidation Key</div> <div>begins with</div> <div></div> <div></div> </div> <div> <div>Show fewer options</div> </div> <div> <div>Search</div> <div>Clear</div> </div> </div>



Step	Action
	<p>The <b>Attach and Detach Bills</b> page displays.</p> 
7.	<p>Review the Bills displayed in the <b>Invoices to Attach or Detach</b> section.</p> <p>Click the <b>Select</b> checkbox option for each of the individual Bills being consolidated.</p> 
8.	<p>Click the <b>Attach</b> button.</p> 
	<p>After attaching the individual Bills, the Consolidated Bill must be set to the “RDY” status. This must be done on the <b>Consolidated Bill Entry</b> page.</p> 
9.	<p>Navigate to the <b>Consolidated Bill Entry</b> page using the following navigation path:</p> <p><b>Main Menu &gt; Billing &gt; Maintain Bills &gt; Create Consolidated Header</b></p>

Step	Action
	<p>The <b>Consolidated Bill Entry Find an Existing Value</b> page displays.</p> <div data-bbox="203 375 1421 804"> <p><b>Consolidated Bill Entry</b></p> <p><b>Find an Existing Value</b> <span style="float: right;">+ Add a New Value</span></p> <p>▼ <b>Search Criteria</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div> <div>Recent Searches <span>Choose from recent searches</span> <span>✎</span></div> <div>Saved Searches <span>Choose from saved searches</span> <span>✎</span></div> </div> <div> <div>*Business Unit <span>=</span> <span>▼</span> <span></span> <span>🔍</span></div> <div>Customer <span>begins with</span> <span>▼</span> <span></span></div> <div>Invoice <span>begins with</span> <span>▼</span> <span></span></div> <div>Invoice Consolidation Key <span>begins with</span> <span>▼</span> <span></span></div> <div>^ Show fewer options</div> <div> <span>Search</span> <span>Clear</span> </div> </div> </div>
10.	<p>Enter or select the applicable Business Unit using the <b>Business Unit Look Up</b> icon.</p> <div data-bbox="256 890 1092 945"> <div>*Business Unit <span>=</span> <span>▼</span> <span></span> <span>🔍</span></div> </div>
11.	<p>Enter the applicable Customer Number in the <b>Customer</b> field.</p> <div data-bbox="256 1029 954 1083"> <div>Customer <span>begins with</span> <span>▼</span> <span></span></div> </div>
12.	<p>Enter or select the applicable Invoice in the <b>Invoice</b> field.</p> <div data-bbox="256 1167 909 1220"> <div>Invoice <span>begins with</span> <span>▼</span> <span></span></div> </div>
13.	<p>Click the <b>Search</b> button.</p> <div data-bbox="256 1304 446 1367"> <div>Search</div> </div>
	<p>It may be possible to skip Step 10 through Step 13 as this information may auto-populate.</p>



# Accounts Receivable Job Aid

## AR323\_Entering a Consolidated Bill (VDOT Only)

Step	Action
------	--------

The **Create Consolidated Header** tab displays.

14. Click the **Status Look Up** icon.

The **Look Up Status** page displays.



## Accounts Receivable Job Aid

### AR323\_Entering a Consolidated Bill (VDOT Only)

Step	Action
14.	Click the <b>RDY Ready to Invoice</b> list item. <div><div>PND Pending Approval</div><div><b>RDY Ready to Invoice</b></div><div>TMP Temporary Bill</div><div>TMR Temporary Ready Bill</div><div>Cancel</div></div>

The **Create Consolidated Header** tab redisplay.

Header | Address

Unit 50100 Invoice PRDM028481 Pretax Amt 11,000.00 USD

**Billing Control**

Status  Bill Source  Invoice Type REG  
\*Type  Cycle ID  Date Bill Added 10/03/2024 4:06PM

**Bill To**

\*Customer  Address  
DOMINION ENERGY  
Copy Address

**Contacts**

Sales   
Credit   
Collect   
Biller   
Bill Inquiry Phone:

From Date   
To Date   
Invoice Date   
Pay Terms   
Remit To   
Bank Account   
\*Currency   
\*Inv Form

Save Return to Search Notify Refresh

Add Update/Display

Header | Address

## AR323\_Entering a Consolidated Bill (VDOT Only)

[illegible]