



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
0	
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.



Entering a Consolidated Bill

Step	Action						
1.	Navigate to the Consolidated Bill Entry page using the following path:						
	Main Menu > Billing > Maintain Bills > Create Consolidated Header						
The Co	e Consolidated Bill Entry Find an Existing Value page displays.						
	Consolidated Bill Entry						
	Find an Existing Value ▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.						
	Implementation you have and click Gearches Implementation you have and click Gearches Implementation you have and click Gearches Implementation you have and click Gearches Implementation you have and click Gearches Implementation you have and click Gearches Implementation you have and click Gearches Implementation you have and click Gearches Implementation you have and click Gearches Implementation you have and click Gearches Implementation you have and click Gearches Implementation you have and click Gearches						
	*Business Unit = ▼ Customer begins with ▼ Invoice begins with ▼ Invoice Consolidation Key begins with ▼ A Show fewer options Search Clear						
i	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 Job Aids under Learning .						
2.	Click the Add a New Value button.						
	Add a New Value						



Step	Action
The Ac	ld a New Value page displays.
	Consolidated Bill Entry Add a New Value *Business Unit *Invoice NEXT Bill Type Identifier Bill Source Customer Invoice Date Accounting Date
1	Add The Business Unit field defaults to the Agency 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.
5.	Enter or select the applicable Customer using the Customer Look Up icon. Customer
6.	Enter or select the applicable Invoice date using the Invoice Date Calendar icon. Invoice Date
7.	Enter or select the applicable accounting date using the Accounting Date Calendar icon. Accounting Date Image: Calendar icon



Accounts Receivable Job Aid

Step	Action	
8.	Click the Add button.	
The Cr	eate Consolidated Header page displays th	e first Bill.
	Unit 50100 Invoice NEXT Billing Control Status NEW C Bill Source PROPDMG C	Pretax Amt 0.00 USD
	*Type OTH C Cycle ID DAILY C Bill To *Customer 0000163854 Address DOMINION ENERGY	Date Bill Added From Date To Date Invoice Da
	Contacts Sales BUSINESS Q Credit CREDIT Q Collect COL08 Q Biller BIL8 Q Billing Specialist - Staunton Bill Inquiry Phone: 540-332-9080 Q	Pay Terms NET30 Q Remit To REMIT Q Bank Account VDOT Q *Currency USD Q *Inv Form STANDARD Q
	Image: Save Image: Notify Image: Refresh Header Address	💽 Add 💋 Update/Display
9.	Click the Save button.	



Step Action

Heade	r Address		
Billin	Unit 50100 Invoice PRDM0284	481 Pretax Amt	0.00 USD
	Status NEW C Bill Source PROPDMC *Type OTH C Cycle ID DAILY	Invoice Type REG Date Bill Added 10/03/7	2024 4:06PM
Bill T	*Customer 0000003442 Q Address	From Date To Date Invoice Date	
Bill I	Sales GOVT Q Credit CREDIT Q Collect COL4 Q Biller Q Inquiry Phone: 804-786-4102 Q	Remit To REMIT Bank Account VDOT *Currency USD *Inv Form STAND]Q 2
R Sav	e E Notify C Refresh		Add Update/Display



Accounts Receivable Job Aid

AR323_Entering a Consolidated Bill (VDOT Only)

Creating Individual Bills for Consolidation

Step	Action						
1.	Navigate to the Bill Entry page using the following path:						
	Main Menu > Billing > Maintain Bills > Standard Billing						
The Bi	he Bill Entry Find an Existing Value page displays.						
	Bill Entry						
	Find an Existing Value Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.						
	The Recent Searches Choose from recent searches V P Saved Searches Choose from saved searches V						
	Business Unit = v Q Invoice begins with v Q Bill Status = v v Customer begins with v Q Contract begins with v Q Contract begins with v Q Bills in Business Unit = v Q Template Invoice Flag = v v A Show fewer options Case Sensitive Search Clear						
i	New Bills must first be created on the Standard Billing page. For more information on Creating a Standard Bill, refer to the Job Aid titled AR323_Entering a Standard Bill (VDOT Only) located on the Cardinal website in Job Aids under Learning .						
	Bills must be saved in a status of "RDY" to be attached to a Consolidated Invoice Header.						
1	Scenario: Two property damage Bills have been created and will be consolidated (the two Invoice Numbers being consolidated are "PRDM028482" and "PRDM028483").						
2.	Navigate to the Attach and Detach Bills page using the following navigation path:						
	Main Menu > Billing > Maintain Bills > Attach and Detach Bills						



Step	Action
The At	ach and Detach Bills Find an Existing Value page displays.
Atta	ach and Detach
	Find an Existing Value ▼ <mark>Search Criteria</mark> Enter any information you have and click Search. Leave fields blank for a list of all values.
	PRecent Searches Choose from recent searches V R Saved Searches Choose from saved searches V
	"Business Unit = Customer begins with Invoice begins with Invoice Consolidation Key begins with A Show fewer options Search Clear
3.	Enter or select the appropriate Business Unit using the Business Unit Look Up icon.
	*Business Unit = 🗸
4.	Enter the applicable Customer Number in the Customer field. This should be the Customer associated with the Bills being consolidated.
	Customer begins with 🗸
5.	Enter the Invoice Number in the Invoice field. This will be the consolidated Invoice Number.
	Invoice begins with 🗸
6.	Enter the Invoice Consolidation Key in the Invoice Consolidation Key field. This will only be used for Consolidated Invoices created as part of the Billing Interface.
	Invoice Consolidation Key begins with 🗸
i	It may be possible to skip Step 3 through Step 6 as this information may be stored in the system.



Attach a	and Detach	Bills										
	nit 50100	Billo	Bill To 00	000003442		Consol li	V PRDM028	481				
	tus NEW arameters		Media P	rinter		Curren	y USD					Attach
*Key		В	ill To ID 00	00003442	Q	R	ef I 🔍	Value				Attach Detach
	nit		Туре	Q		Statu		Source	Q			Jotaon
1 To	2 Of 2	Currency	Option Tr	ransaction Curr	rency		~		Search		Y	
Invoices	to Attach or De	tach				Pers	onalize Find	View All	First	④ 1-2 of :	2 🕟 Last	t
Bill Detail	I Bill <u>D</u> etail 2	Reference	es 💷)								
Select	Bill To	Consol Un	t Consolida	ated Invoice	Unit	Invoice		Invoice Date	Invoice Amou	int Currency		
	000003442	50100	PRDM02	28481	50100	PRDM02848	33	07/17/2024	1,000	00 USD		
	000003442	50100	PRDM02	28481	50100	PRDM0284	32	07/16/2024	10,000	00 USD		
Re	eview the ick the Se	Bills dis lect ch	eckbo	x option	for ea	ch of the	e individ	ual Bills	being co			
Re	eview the	Bills dis lect ch	splaye eckbo		for ea	ch of the		ual Bills		nsolida		rrency
Re	eview the ick the Se select Bill	Bills dis lect ch	splaye eckbo	x option	for each	ch of the	e individ	ual Bills	being co	Invoice Ar		
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Re	eview the ick the Se Select Bill	Bills dis lect ch 0003442	splayed eckbo Consol Unit 50100	x option t Consolidated PRDM02848	for each	Ch of the Unit 50100	e individ Invoice PRDM02848	ual Bills ³ 0	being con nvoice Date 7/17/2024	Invoice Ar	nount Cu 00.00 US	SD
	eview the ick the Se select Bill 0000 0000 ick the At Attack	Bills dis lect ch 0003442 tach bu	splayed eckbo Consol Unit 50100 50100 itton.	x option Consolidated PRDM02848 PRDM02848	for each I Invoice 31 31 31 35, the C	ch of the 50100 50100	e individ	lual Bills	being con voice Date 7/17/2024 7/16/2024	Invoice A 1,0 10,0	nount Cu 00.00 US 00.00 US	SD SD
	eview the ick the Se select Bill 000 ick the At Attack ter attach ust be dor	Bills dis lect ch 0003442 tach bu	splayed eckbo: 50100 50100 itton.	x option Consolidated PRDM02848 PRDM02848	for each Invoice 31 31 31 31 31 31 31 31 31 31 31 31 31	ch of the 50100 50100	e individ	iual Bills i i a a a a a a a a a a a a a a a a a	being con voice Date 7/17/2024 7/16/2024	Invoice Ai 1,c 10,c	00.00 US	SD SD



Step	Action							
The Co	The Consolidated Bill Entry Find an Existing Value page displays.							
Co	nsolidated Bill Entry							
	Find an Existing Value • Add a New Value • Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.							
	PRecent Searches Choose from recent searches V Raved Searches Choose from saved searches V							
	*Business Unit = v Q Customer begins with v I Invoice begins with v I Invoice Consolidation Key begins with v I Show fewer options Clear							
10.	Enter or select the applicable Business Unit using the Business Unit Look Up icon.							
	*Business Unit = 🗸							
11.	Enter the applicable Customer Number in the Customer field.							
	Customer begins with V							
12.	Enter or select the applicable Invoice in the Invoice field.							
	Invoice begins with ~							
13.	Click the Search button.							
	Search							
i	It may be possible to skip Step 10 through Step 13 as this information may auto-populate.							



Step	Action	
The Cr	eate Consolidated Header tab displays.	
	Header Address	
	Unit 50100 Invoice PRDM028481 Pretax Amt 11,000.00	USD
	Billing Control	
	Status NEW Bill Source PROPDMG Invoice Type REG *Type OTH Cycle ID DAILY Date Dill Added 10/03/2024 4:06PM	
	Bill To From Date *Customer 0000003442 Address To Date DOMINION ENERGY Copy Address Pay Terms NET30 Q	
	Contacts Remit To REMIT	
	Sales GOVT Bank Account VDOT Credit CREDIT "Currency USD Collect COL4 *Inv Form STANDARD Biller Q	
	Bill Inquiry Phone: 804-786-4102	
(H	Return to Search 🔄 Notify 📿 Refresh	Update/Display
14.	Click the Status Look Up icon. Status NEW	
The Lo	ok Up Status page displays.	
	Look Up Status]
	Help Select one of the following values:	
	CAN Canceled FNL Finalized Bill HLD Hold Bill INV Invoiced Bill	
	NEWNew BillPNDPending ApprovalRDYReady to InvoiceTMPTemporary BillTMRTemporary Ready Bill	
	Cancel	



Click the RDY Ready to Invoice list item.
PND Pending Approval RDY Ready to Invoice TMP Temporary Bill TMR Temporary Ready Bill Cancel Cancel
R

The Create Consolidated Header tab redisplays.

Unit 50100 Invoice PRDM028481	Pretax Amt 11,000.00 USD
Billing Control	
Status RDY Q Bill Source PROPDMG Q	Invoice Type REG
*Type OTH Q Cycle ID DAILY Q	Date Bill Added 10/03/2024 4:06PM
Bill To	From Date
*Customer 0000003442 Address	To Date
DOMINION ENERGY	Invoice Date
Copy Address	Pay Terms NET30
Contacts	Remit To REMIT
Sales GOVT	Bank Account VDOT
	*Currency USD
Collect COL4	*Inv Form STANDARD
Biller	
Bill Inquiry Phone: 804-786-4102	



Step	Action			
	After saving the Consolidated Invoice Header in the "RDY" status, the Invoice is ready to processed by batch. Batch processing runs throughout the day and night. Once the batch complete, the Consolidated Bill Invoice is available to be printed.			
	INVOICE			
	Please Remit To: Page: 1 Commonwealth of Virginia Invoice No: PRDM028481 Virginia Department of Transportation Invoice Date: 10/08/2024 Attr: Fiscal Division - Cash Receipts Customer Number: 0000003442 1401 E. Broad Street Payment Terms: Net 30 Richmond VA 23219 Due Date: 11/07/2024			
	BIII TO: AMOUNT DUE: 11,000.00 USD			
	Amount Remitted			
	For billing questions, please call 804-786-4102 Consolidation Summary			
i	Summary of Invoices: 50100 PRIMU2#482 10,000.00 50100 PRIMU2#483 1,000.00			
	Original			