



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 the user 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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Accounts Receivable Job Aid

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Revision History

Revision Date	Summary of Changes
8/14/2024	Baseline.



Accounts Receivable Job Aid

AR323_Entering a Recurring Bill (VDOT Only)

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 Entry Find an Existing Value** page displays.



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.





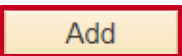


The **Add a New Value** page displays.

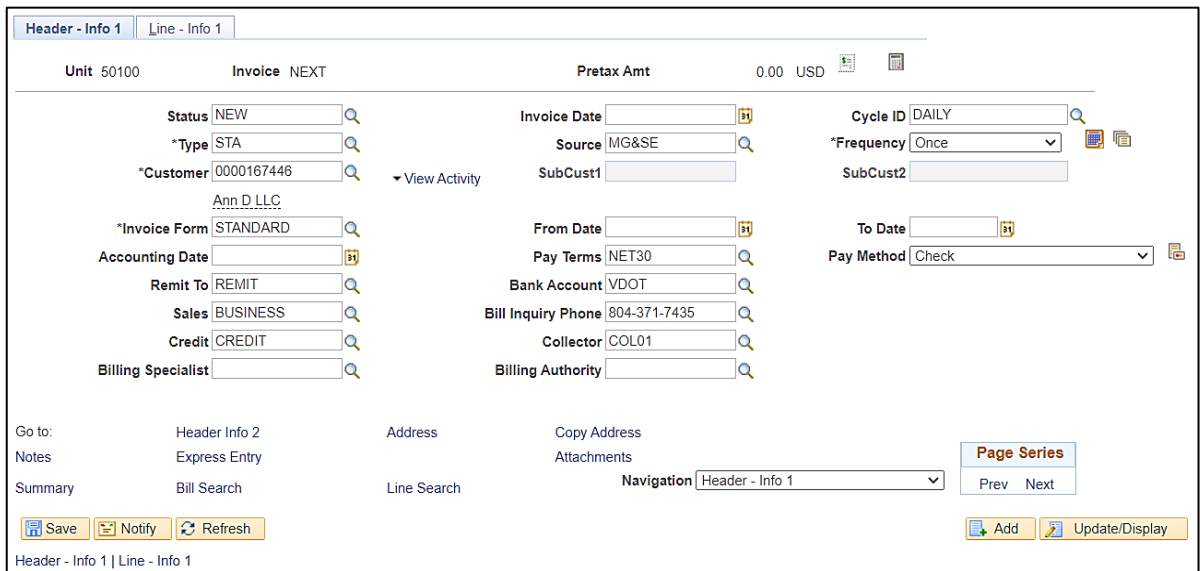



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Step	Action
	If the Business Unit field does not default, enter or select the applicable Business Unit. The Invoice field defaults to "NEXT". Do not change it.
3.	Enter or select the appropriate Bill Type using the Bill Type Identifier Look Up icon. 
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. 
6.	Click the Add button. 

The **Header – Info 1** tab displays.










7.	Click the Cycle ID Look Up icon and select "MTH-RECUR". 
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Step	Action
8.	<p>Click the Frequency dropdown button and select the Recurring list item.</p> <div><div>*Frequency</div><div>Recurring</div><div></div></div>
9.	<p>Click the Save button.</p> <div><div><div>Save</div><div>Notify</div><div>Refresh</div></div><div>Header - Info 1 Line - Info 1</div></div>
<p>The Header – Info 1 tab refreshes and the Invoice Number is assigned.</p> <div><div>Header - Info 1</div><div>Line - Info 1</div><div>Unit 50100</div><div>Invoice MGSE004189</div><div>Pretax Amt 0.00 USD</div><div></div><div></div></div>	
10.	<p>Create the recurring bill schedule by clicking the Go To Recurring Bill Schedule icon.</p> <div><div>Cycle ID</div><div>MTH-RECUR</div><div></div><div>*Frequency</div><div>Recurring</div><div></div><div></div><div></div></div>
<p>The Recurring Bill Schedules page displays.</p> <div><div>Recurring Bill Schedules</div><div>Business Unit 50100</div><div>Template Invoice MGSE004189</div><div>Start Date</div><div>End Date</div><div>Pre-Assign Invoice Numbers</div><div>Use Header Dates For Lines</div><div>Recurring Schedule</div><div>Find View All</div><div>First</div><div>1 of 1</div><div>Last</div><div>Generate Date</div><div>Invoice Date</div><div>Invoice</div><div>Inv Generated?</div><div>Date</div><div>Bill Header From Date</div><div>To Date</div><div>Return to Bill Entry</div></div>	
<div></div>	<p>Note: Use the Recurring Bill Schedules page to create a recurring bill schedule and to pre-assign Invoice Numbers.</p>

Step	Action
11.	Enter or select the applicable start date using the Start Date Calendar icon. <div>Start Date <input type="text"/> </div>
12.	Enter or select the applicable end date using the End Date Calendar icon. <div>End Date <input type="text"/> </div>
13.	Enter or select the applicable generate date using the Generate Date Calendar icon. <div>Generate Date <input type="text"/> </div>
14.	Enter or select the applicable Invoice date using the Invoice Date Calendar icon. <div>Invoice Date <input type="text"/> </div>
15.	Enter or select the applicable Bill Header from date using the Bill Header From Date Calendar icon. <div>Bill Header From Date <input type="text"/> </div>
16.	Enter or select the applicable to date using the To Date Calendar icon. <div>To Date <input type="text"/> </div>
17.	Click the Pre-assign Invoice Numbers checkbox option to create the Invoice Numbers for the bills. <div><input type="checkbox"/> Pre-Assign Invoice Numbers</div>
18.	Click the Generate Recur Bill Schedule icon and click the OK button on any messages that display. <div></div>



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Step	Action
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The Schedule Lines appear in the **Recurring Schedule** section.

Recurring 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	To Date	06/30/2024

Generate Date	Invoice Date	Invoice	Inv Generated?	Date
06/26/2024	07/01/2024	NEXT	N	
Bill Header From Date		07/01/2024	To Date	07/31/2024

19. Click the **View All** link to see the Schedule Lines generated.

Find | **View All** First 1-2 of 5 Last

All Schedule Lines of the recurring schedule display.

Recurring Schedule Find | View 2 First 1-5 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	To Date	06/30/2024

Generate Date	Invoice Date	Invoice	Inv Generated?	Date
06/26/2024	07/01/2024	NEXT	N	
Bill Header From Date		07/01/2024	To Date	07/31/2024

Generate Date	Invoice Date	Invoice	Inv Generated?	Date
07/27/2024	08/01/2024	NEXT	N	
Bill Header From Date		08/01/2024	To Date	08/31/2024

Generate Date	Invoice Date	Invoice	Inv Generated?	Date
08/27/2024	09/01/2024	NEXT	N	
Bill Header From Date		09/01/2024	To Date	09/30/2024

Generate Date	Invoice Date	Invoice	Inv Generated?	Date
09/26/2024	10/01/2024	NEXT	N	
Bill Header From Date		10/01/2024	To Date	10/31/2024

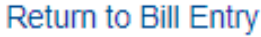
20. Click the **Save** button to generate the recurring schedule.

Save Return to Search Notify

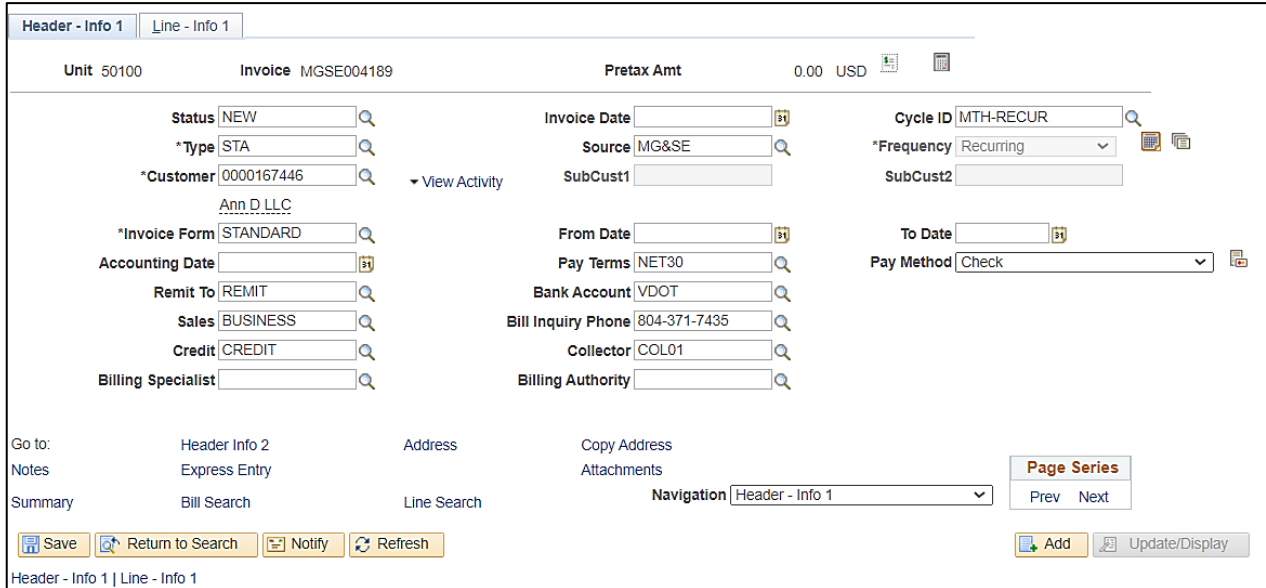


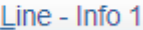
Accounts Receivable Job Aid

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Step	Action
21.	Click the Return to Bill Entry link at the bottom of the page. 

The **Header – Info 1** tab displays.



22.	Click the Line – Info 1 tab. 
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Step	Action
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The **Line – Info 1** tab displays.




23. Click the **Table Look Up** icon.

The **Look Up Table** page displays.



Accounts Receivable Job Aid

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Step	Action
	The Table field determines the options available in the Identifier field. The “Discount Table” and “Surcharge Table” are not used in Cardinal.
25.	Click the ID PS/Billing Charge Id link. 
26.	Click the Identifier Look Up icon. 

The **Look Up Identifier** page displays.

Look Up Identifier

SetID50100

Billing CurrencyUSD

Identifier

Description

Look Up

Clear

Cancel

Basic Lookup

Search Results

View 100


First1-146 of 146Last

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
EQUIPPROPDMGST-07	12/01/2015	EQUIPPROPDMGST-Culpeper	EA	0	EQREP - 16
EQUIPPROPDMGST-08	12/01/2015	EQUIPPROPDMGST-Staunton	EA	0	EQREP - 17
EQUIPPROPDMGST-09	12/01/2015	EQUIPPROPDMGST-NOVA	EA	0	EQREP - 18
EQUIPWOREPAIRAR	01/01/1901	Equipment Workorder Repair A/R	EA	0	EQREPEQREP
FLUMAMISC	01/01/1901	Genie FLUMA Miscellaneous	EA	0	GENEFLUM6



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Step	Action
	The Identifier is used to select the item that is being billed and the associated charge distribution.
27.	Use the Identifier field to narrow down the search results as needed. <div>Identifier begins with <input type="text"/></div>

The **Look Up Identifier** page refreshes and the search results display.

Look Up Identifier

Help

SetID50100

Billing CurrencyUSD

Identifier begins with

Description begins with

Look UpClearCancelBasic Lookup

Search Results

View 100First1-19 of 19Last

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



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Step Action

28. Click the corresponding link to select the applicable Identifier.

Look Up Identifier

SetID 50100
Billing Currency USD
Identifier begins with PRO
Description begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-19 of 19 Last

Identifier	Effective Date	Description	Unit of Measure	List Price	Distribution Code
PROPDGMAR-BRISTOL	01/01/1901	Property Damage A/R - Bristol	EA	0	CALCUCAL01
PROPDGMAR-CULPEPER	01/01/1901	Property Damage A/R - Culpeper	EA	0	CALCUCAL07
PROPDGMAR-FREDERIC	01/01/1901	Property Damage A/R - Frederic	EA	0	CALCUCAL06
PROPDGMAR-HAMPTRDS	01/01/1901	Property Damage A/R - HamptRds	EA	0	CALCUCAL05
PROPDGMAR-LYNCHBRG	01/01/1901	Property Damage A/R - Lynchbrg	EA	0	CALCUCAL03
PROPDGMAR-NOVA	01/01/1901	Property Damage A/R - NOVA	EA	0	CALCUCAL09
PROPDGMAR-RICHMOND	01/01/1901	Property Damage A/R - Richmond	EA	0	CALCUCAL04
PROPDGMAR-SALEM	01/01/1901	Property Damage A/R - Salem	EA	0	CALCUCAL02
PROPDGMAR-STANTON	01/01/1901	Property Damage A/R - Staunton	EA	0	CALCUCAL08

The Line – Info 1 tab redisplay.

Header - Info 1 Line - Info 1

Unit 50100 Invoice NEXT Bill To 0000003442 DOMINION ENERGY Pretax Amt 0.00 USD Max Rows 100

Bill Line Find View All First 1 of 1 Last

Seq 1 Line Identifier PROPDGMAR-RICHMOND Description Property Damage A/R - Richmond

Table ID

Quantity Unit of Measure EA Unit Price 0.0000 Gross Extended 0.00

Less Discount 0.00 Plus Surcharge 0.00

Net Extended 0.00 VAT Amount 0.00 Tax Amount 0.00

Net Plus Tax 0.00

From Date To Date Line Type REV 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 Line - Info 1 Page Series Prev Next

Save Notify Refresh Add Update/Display

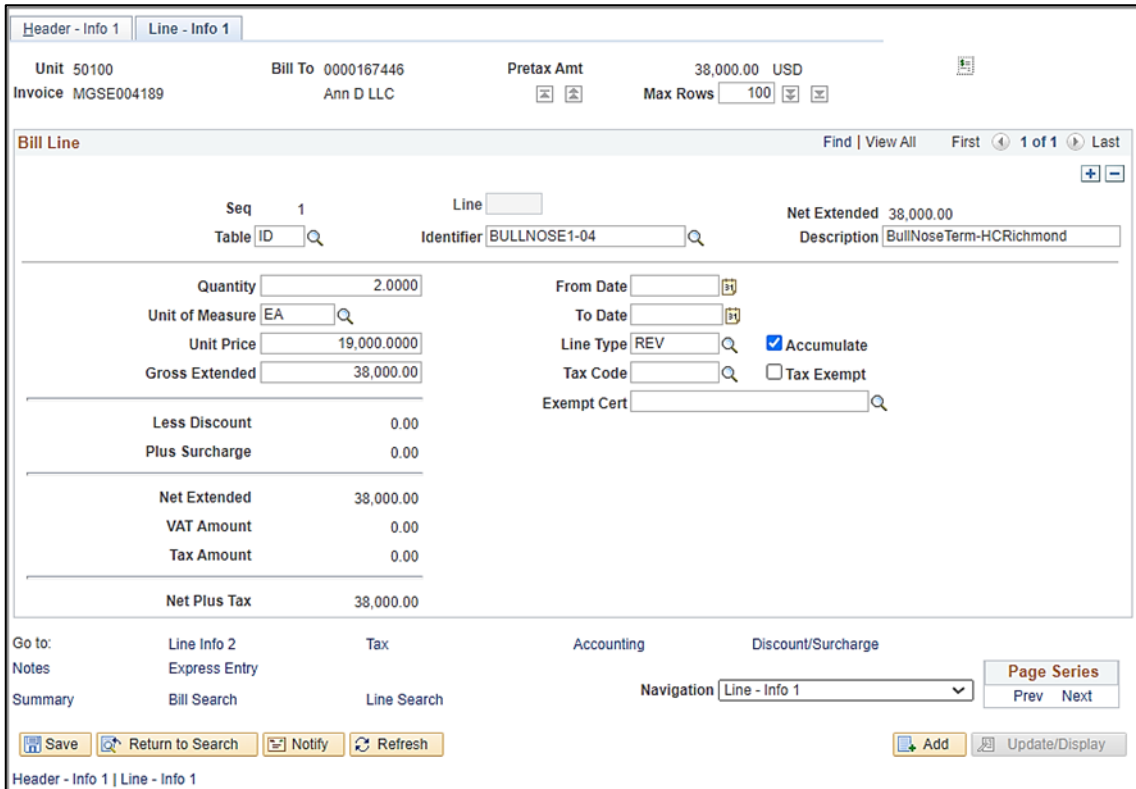


Accounts Receivable Job Aid

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Step	Action
29.	Enter the applicable number in the Quantity field. 
30.	Enter the total amount of all recurring bills in the Gross Extended field. 
31.	Click the Refresh button. 

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

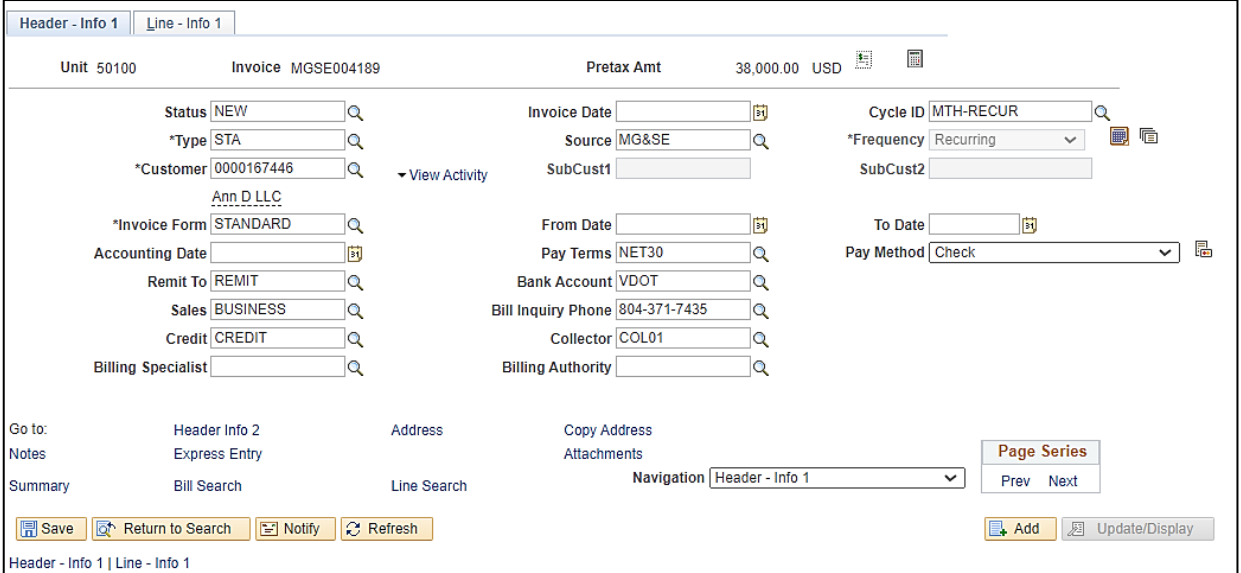

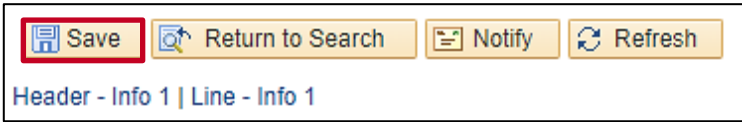



32.	Click the Header – Info 1 tab. 
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Accounts Receivable Job Aid

AR323_Entering a Recurring Bill (VDOT Only)

Step	Action
	<p>The Header – Info 1 tab redispays.</p> <div></div>
33.	<p>Change the status from “NEW” to “RDY” using the Status Look Up icon.</p> <div></div>
34.	<p>Click the Save button.</p> <div></div>
	<p>Cardinal creates the bill when the system date is equal to or greater than the recurring bill generate date.</p>