

AR323_Entering an Installment Bill (VDOT Only)

Installment Bills Overview

Installment billing is used to invoice customers in segments, with the total amount due divided equally, by percentage, or according to the configured definition. Each installment bill includes the installment number, the number of installments, the installment amount due, and the total invoice amount. Detailed installment billing information is entered manually on the **Installment Bill Terms** tab on the **Installment Bill Schedules** page.

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
7/6/2025	Baseline.



Creating an Installment 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.
	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.
	PRecent 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 Bills in Business Unit = v Q Template Invoice Flag = v v A Show fewer options Case Sensitive 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.
The Add	a New Value page displays.
Bill	Entry
	Add a New Value
	*Business UnitQ *Invoice NEXT Bill Type IdentifierQ Bill SourceQ CustomerQ Invoice DateE Accounting DateE Add



Step	Action
i	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. Bill Source
5.	Enter or select the applicable Customer using the Customer Look Up icon.
6. The Heade	Click the Add button.
Header	- Info 1 Line - Info 1
U	nit 50100 Invoice NEXT Pretax Amt 0.00 USD
	Status NEW Q Invoice Date Implement of the status Cycle ID DAILY *Type CCT Q Source MISC *Frequency Once Implement of the status *Customer 0000169638 View Activity SubCust1 SubCust2 VILLAGE CONCRETE INC VIEW VIEW VIEW
	*Invoice Form STANDARD From Date To Date III Accounting Date III Pay Terms NET30 Pay Method Check IIII Remit To REMIT Bank Account VDOT Pay Method IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII
Go to: Notes	Header Info 2 Address Copy Address Express Entry Attachments Page Series
Summary	Bill Search Line Search Navigation Header - Info 1 Prev Next
Header -	Notify 2 Refresh Add J Update/Display
7.	Click the Cycle ID Look Up icon and select "MTH-INSTAL".



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Step	Action
8.	Click the Frequency dropdown button and select "Installment". *Frequency Installment
9.	Click the Line – Info 1 tab. Header - Info 1 Line - Info 1 Unit 50100 Invoice NEXT

The Line – Info 1 tab displays.

Unit 50100 Invoice NEXT		Bill To 0000169638 VILLAGE CONCRETE	Pretax Amt	0.0 Max Rows	0 USD 100 🐺 포	<u> </u>	
Bill Line					Find Vie	w All First	t 🕚 1 of 1 🕑 Last
							+ -
	Seq	1 Li	ne		Net Extended	0.00	
	Table	Q Identif	ier	Q	Description		
	Quantity		From Dat	e Bi			
	Unit of Measure	Q	To Dat	e Bi			
	Unit Price	0.0000	Line Typ	REV	Accumulate		
	Gross Extended	0.00	Tax Cod	eQ	Tax Exempt		
			Exempt Cer	t	Q		
	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					
Go to:	Line Info 2	Tax	Accourt	ting	Discount/Surcharge		
Notes	Express Entry						Page Series
Summary	Bill Search	Line Search		Navigation Line	- Info 1	~	Prev Next
Save F N	otify 🕄 Refresh					Add	Jupdate/Display



Step	Action
10.	 Enter the billing information. At a minimum, enter the following values: a. Table: determines the type of options available in the Identifier field b. Identifier: used to select the item being billed and the associated charge distribution c. Gross Extended: total amount of the individual installment bills
	Bill Line Find View All First () 1 of 1 () Last Seq 1 Line Net Extended 0.00 Table ID Identifier MG&SCONSTR-RICHMND Description Misc Gds & Svcs Con-Richmond Quantity From Date Iii Unit of Measure EA To Date Iii Unit Price 0.0000 Line Type REV I Accumulate Gross Extended 550.00 Tax Code I Tax Exempt Exempt Cert Q I Tax Exempt I Tax Exempt
11.	Click the Refresh button.
The Line -	Info 1 tab refreshes and now displays additional values based on the previous entries. der - Info 1 Line - Info 1 nit 50100 Bill To 0000169638 Pretax Amt 550.00 USD ce NEXT VILLAGE CONCRETE INC Image: Max Rows 100 Image: Max Rows
Bill	Line Find View All First (1 of 1 () Last Seq 1 Line Net Extended Seq 1 Identifier MG&SCONSTR-RICHMND Quantity 1.0000 Quantity 1.0000 Quantity 1.0000 Unit of Measure From Date Unit of Measure A Unit of Measure A Unit Price 550.000 Line Tax Code Tax Code Tax Code Plus Surcharge 0.00 Net Extended 550.000 Var Amount 0.00 Net Plus Tax 550.000
Go to Notes Sumr	Express Entry hary Bill Search Line Sear

Header - Info 1 | Line - Info 1



Step	Action
12.	Click the Save button.
	Refresh
	Header - Info 1 Line - Info 1
Cardinal u	pdates the Invoice ID with the next sequential number available.
	Header - Info 1 Line - Info 1
	Unit 50100 Bill To 0000169638 Invoice MISC000489 VILLAGE CONCRETE INC
13.	Click the Header – Info 1 tab.
	Header - Info 1 Line - Info 1
	Invoice MISC000489
The Head	er – Info 1 tab redisplays.
Hea	ler - Info 1 Line - Info 1
	Unit 50100 Invoice MISC000489 Pretax Amt 550.00 USD 🖭
	Status NEW Q Invoice Date B Cycle ID MTH-INSTAL Q
	*lype CC1 Q Source MISC Q *Frequency Installment V W New Activity SubCust1 SubCust2
	Accounting Date B Pay Terms NET30 Q Pay Method Check B
	Remit To REMIT Q Bank Account VDOT Q
	Credit CREDIT Q Collector COL08 Q
	Billing Specialist BIL8 Q Billing Authority
Go to:	Billing Specialist - Staunton Header Info 2 Address Conv Address
Notes	Express Entry Attachments Page Series
Summ	ary Bill Search Line Search Navigation Header - Inio 1 Prev Next
2 	ave 🔄 Notify 🖓 Refresh
Heade	
14.	Click the Go To Installment Bill Schedule icon.
	Cycle ID MTH-INSTAL
	Frequency Installment



Step	Action	
The Instal	Iment Bill Terms tab displays.	
	Installment Bill Terms Installment Bill Schedule	
	Business Unit 50100 Installment Template Invoice MISC000489 Pretax Invoice Amount 550.00 USD *Installment Plan	
	Identifier Q Return to Bill Entry Installment Bill Terms Installment Bill Schedule	
15.	Enter the Installment Bill Terms. At a minimum, enter values for the following fields: a. Installment Plan b. Charge Installment Bill Schedule Business Unit 50100 Installment Template Invoice MISC000489 Pretax Invoice Amount 550.00 USD "Installment Plan INST-6 Equal Installment Plan-6 mth	
16.	Click the Installment Bill Schedule tab.	
	Installment Bill <u>Schedule</u>	



Step	Action
The Inst	allment Bill Schedule tab displays.
	Installment Bill <u>T</u> erms Installment Bill Schedule
	Business Unit 50100
	Installment Template Invoice MISC000489
	Pretax Invoice Amount 550.00 USD
	Start Date
	Pre-Assign Invoice Numbers
	Installment Billing Schedule Installment Billing Schedule 2 Installment Billing Schedule 3
	Number Generate Date Invoice Installment Amount Service Charge Amount
	Return to Bill Entry
	Return to Search
	Installment Bill Terms Installment Bill Schedule
17.	Enter the billing schedule information in the Installment Bill Schedule section. At a minimum, enter the following values: a. Start Date
	b. Generate Date
	Installment Bill Jerms Installment Bill Schedule
	Business Unit 50100
	Installment Template Invoice MISC000502
	Installment Plan INST-6 Equal Installment Plan-6 mth
	Start Date 06/12/2025 🛐
	Installment Billing Schedule Personalize Find View All [2] [2] First (4) 1 of 1 (b) Last
	Installment Billing Schedule Installment Billing Schedule 2 Installment Billing Schedule 3
	Number Generate Date Invoice Installment Amount Service Charge Amount
	07/12/2025 🕅 NEXT
	Return to Bill Entry
	E Saura The Potum to Secretary The Natify
	Installment Bill Schedule
18.	Click the Pre-Assign Invoice Numbers checkbox option.
	Pre-Assign Invoice Numbers



Step	Action
19.	Click the Generate Install Bill Schedule icon.
20.	Click the OK button if a warning message displays.
	This function will delete & replace any lines that have not had installment bills already generated. (12500,300)

Installment Billing Schedule rows are created with the **Generate Date** and **Installment Amount** fields populated.

Installment Bi	II Terms Installme	nt Bill Schedule				
	Bus	iness Unit 50100				
	Installment Templa	ate Invoice MISC000502	e,			
	Pretax Invoid	ce Amount 550.00	USD			
	Instal	Iment Plan INST-6	Equal Installment Plan-6 mth	n		
		Start Date Or 12/2023	y nvoice Numbers			
Installment	t Billing Schedule		Personalize Fi	ind View 5 💷 🔜 First	🕙 1-6 of 6 🕑 Last	
Installment	Billing Schedule	Installment Billing Schedule	2 Installment Billing Schedule 3			
Number	Generate Date	Invoice	Installment Amount	Service Charge Amou	int	
1	06/26/2025	B NEXT	91.67		+ -	
2	07/27/2025	BI NEXT	91.67		+ -	
3	08/27/2025	B NEXT	91.67		+ -	
4	09/26/2025	II NEXT	91.67		+ -	
5	10/27/2025	B NEXT	91.67		+ -	
6	11/26/2025	I NEXT	91.65		+ -	
Return to Bill B	Torry 5 rows dis	play initially. U	se the View All link to v	view all rows in the	Installment	
Sch mus amo	edule. The t equal the unt is reflec	information ca line amount tha ted as the Pret	n be modified as neede t was entered in the Gr ax Invoice Amount.	d. However, the ir oss Extended field	nstallment an d in Step 10.	
Click	Click the Installment Billing Schedule 2 tab.					
Ins	stallment Billi	ng Schedule	stallment Billing Schedule 2	Installment Billing Se	chedule 3	
1		· · · · · · · · · · · · · · · · · · ·				



Step Action

The **Installment Billing Schedule 2** tab displays the **Invoice Date**, **From Date**, and **To Date** fields for each installment.

	Installment Pretax	Business Unit 5010 Template Invoice MISC Invoice Amount 550.0 Installment Plan INST Start Date 06/1	0 0000502 00 -6 2/2025 जि	🤹 USD Equa	l Installment Plan-6	6 mth		
Installmo	nent Billing Sche	edule	Colordado O	Installesent Dilli	Personalize	Find	View 5 2 4 6 of	6 🕑 Last
Number	ent billing <u>s</u> cheduk		From Date	Installment Dilli	To Date		Accounting Date	
Humber					10 Date	later		
1	07/	01/2025	07/01/2025	81	07/31/2025	81	31	
2	08/	01/2025	08/01/2025	31	08/31/2025	31	3	+ -
3	09/	01/2025	09/01/2025	B	09/30/2025	31	1	+ -
4	10/	01/2025	10/01/2025	Ħ	10/31/2025	31		+ -
5	11/	01/2025	11/01/2025	ii)	11/30/2025	31	1	+ -
6	12/	01/2025	12/01/2025	31	12/31/2025	31	[FE]	+ -
	Bill Entry							
Installment E	Bill Entry Bill Terms Installm lick the Sa Return to Bill En Save	arch E Notify nent Bill Schedule ave button. htry Return to Search	E Notif	У				
Installment E	Return to Se Bill Terms Installin lick the Sa Return to Bill En Save	arch E Notify nent Bill Schedule ave button. ntry Return to Search erms Installment Bi	Notifi II Schedule	y				



Ste	р	Action										
The Header – Info 1 tab redisplays.												
ſ	Header	- Info 1 Line - Info	1									
	U	Unit 50100 Invoice MISC0005			Pretax Amt			ISD 🖺 🔲				
		Status	NEW	Q	Invo	pice Date	31	Cycle ID MT	TH-INSTAL			
		*Туре	CCT	Q		Source MISC	Q	*Frequency Ins	stallment 🗸 🗾 🖻			
		*Customer	0000170896	 ▼View	Activity S	ubCust1		SubCust2				
			AMERICAN CON	CRETE GROUP LL	. <u>C</u>							
		*Invoice Form	STANDARD	0	Fr	rom Date	31	To Date	31			
		Accounting Date		31	Pa	ay Terms NET30	Q	Pay Method Ch	neck 🗸			
		Remit To	REMIT	Q	Bank	Account VDOT	Q					
		Sales	BUSINESS	Q	Bill Inquir	ry Phone 276/696-3403	Q					
		Credit	CREDIT	Q	C	COL01	Q					
		Billing Specialist	BIL1	Q	Billing A	Authority	Q					
			Billing Specialist -	Bristol								
	Go to:	Head	er Info 2	Address		Copy Address						
	Notes	Expre	ss Entry			Attachments			Page Series			
	Summary	Bill Se	earch	Line Sea	ırch	Navigation -	leader - Info 1		✓ Prev Next			
	Save	Return to Sea	rch	C Refresh					Add 🗵 Undate/Displ	lav		
	llaadaa		En Noury	No Reliesi						ay		
L	Header -	Into 1 Line - Into 1										
			•	<i>с. с</i>	"N 15 N A /							
24.	-	Change th	ne Status	s field from	n "NEW"	' to "RDY".						
		Status RDY	<u></u>	Q								
25		Click the C	Sava hut	han ta aay		11:00						
20.). Click the Jave button to save the enthes.											
		🔚 Save 🔯 Return to Search 🖹 Notify 📿 Refresh										
		.										
A		Cardinal c	reates th	e bill whe	in the sy	stem date is	equal to	o or greate	er than the installm	ient bill		
		generate of	date.									