

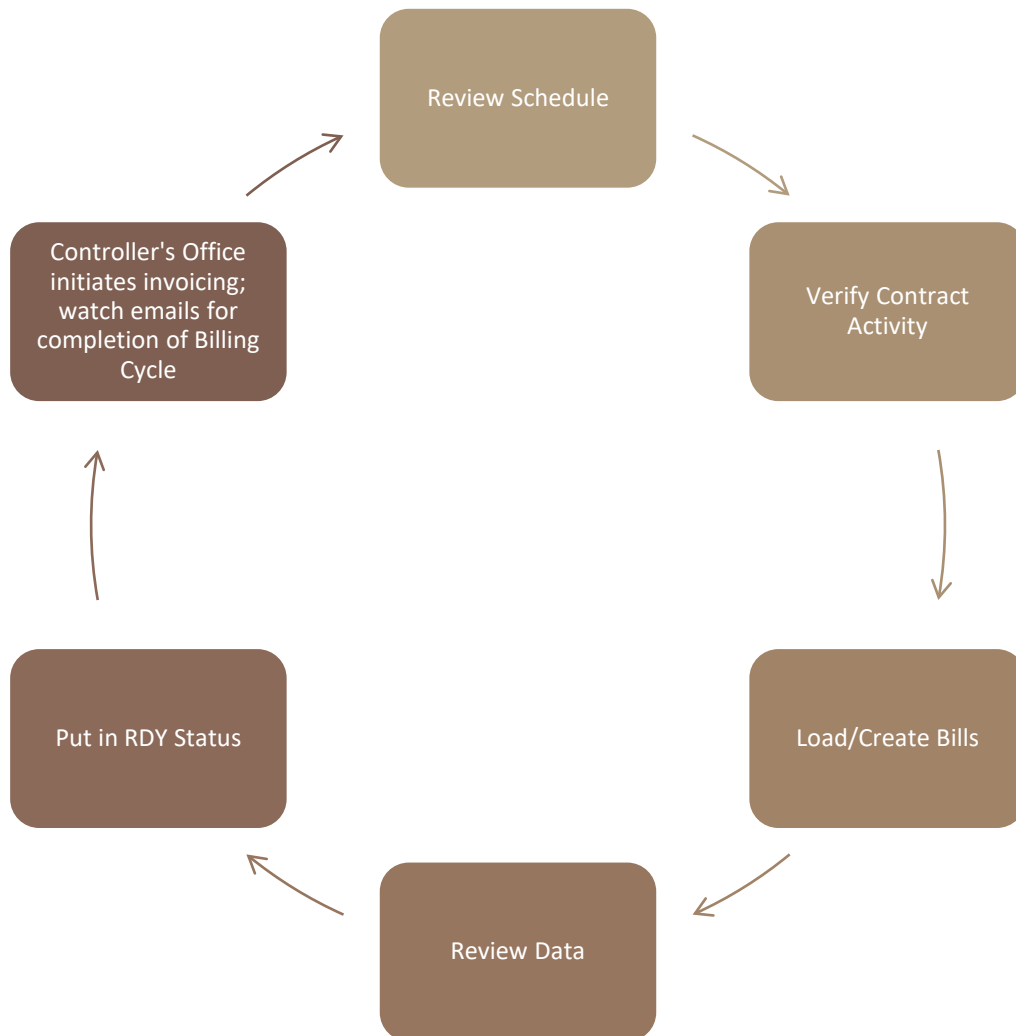


OMNI AR/Billing: The Billing Cycle

Detailed Business Process Guides – ABILL14

Use this tutorial to understand the auxiliary billing cycle for the processing of internal bills. This document includes an [overview](#), [detail](#), and [Auxiliary Billing Cycle Checklist](#) for auxiliaries to use throughout the month and before the bill cycle begins.

Billing Cycle Overview





Billing Cycle Tasks in Detail

A. Controller's Office sets billing schedule

- a. Usually by the first Friday of each month.
- b. Review against your schedule and adjust internal upload/entry deadlines as needed

B. Verify Contract Activity if using the Contracts Module

- a. PO present at header and line
- b. Revenue accounting present and accurate
- c. Any on sponsored projects are not pre-approved
- d. Any NOT on sponsored projects ARE pre-approved
- e. Any errors have been resolved from previous cycle
- f. Any amendments have been entered and processed
- g. All pending bill plans/events are ready, if appropriate
- h. Put erroneous plans on hold if they can't be corrected
- i. All sales records have been billed
- j. This can and should be done throughout the month

C. Obtain billing data from sources

D. Compile external billing data into the upload or enter manual bills

E. Obtain any departmental approvals needed from your auxiliary

F. Load/Create Bills

- a. Standard Billing
- b. Bill Adjustments (Credit/Rebill) - including unpaid internals
- c. Contracts --> Billing
- d. Billing Uploads (ensure all bill plans and lines are valid & ready – none are canceled, pending, on hold, etc.)
- e. Correct any bills on hold (HLD) from prior months
- f. All interfaces have been processed
- g. Verify that all sales records have been billed
- h. This can and should be done throughout the month



G. Pro Formas (optional)

- a. Check for accuracy in an easy-to-read format

H. Double Check your Data

- a. Invoices set to email, not print
- b. All sales records have been billed
- c. All data is accurate

I. Pre-AP Check

- a. Check for errors; place on hold and correct until no errors remain (see AP02 for more info)
- b. Try to resolve before Controller's Office email goes out

J. Controller's Office begins verifying data

- a. Pre-AP Check
- b. Invoices set to email, not to print

K. Change Status to RDY

- a. When your data has been reviewed, convert all bills in NEW status to RDY

L. Controller's Office initiates Bill Cycle

- a. Controller's Office will email auxiliaries with control totals and query FSU_AUX_READY_INVOICES showing all bills to be invoiced for your records.
- b. Any invoices set to print are emailed to the auxiliary for submission to the customer
- c. Controller's Office runs the process to turn a bill into an invoice
- d. This is when your revenue and AR is created (posted that night)
- e. This is when customers are emailed automatically by the system

M. Controller's Office Updates Accounts Receivable & Accounts Payable

- a. AR Update (shows that AR has been updated with all new invoices)
- b. BI to AP (shows that AP has received all internal invoices)

N. Accounts Payable processes vouchers

- a. Budget Errors are resolved by department within set amount of time or overridden by AP
- b. If cannot be processed, voucher is deleted (this becomes an unpaid internal)
- c. This reduces cash in the buying department (posted that night)
- d.



O. Controller's Office posts payments

- a. Notifies selling auxiliaries when complete
- b. This records the cash and reduction in AR for the selling auxiliary (posts that night)

P. Billing cycle is concluded

- a. Controller's Office notifies selling auxiliaries of completion
- b. List of unpaid internal invoices is provided, along with a summary of any other issues encountered

Q. Begin next month's billing



Auxiliary Billing Cycle Checklist

Task Overview & Business Process Guide	Task Detail	When is Last Day to Complete?
<p>1) Verify Contract Activity</p> <p><i>ACONTRACTS2, ACONTRACTS3</i></p>	<p>Verify each of the below:</p> <ul style="list-style-type: none"> - PO present at header and line - Revenue accounting present and accurate - Any on sponsored projects are not pre-approved - Any NOT on sponsored projects ARE pre-approved - Any errors have been resolved from previous cycle - Any amendments have been entered and processed - All pending bill plans/events are ready, if appropriate - Put erroneous plans on hold if they can't be corrected - All sales records have been billed - This can and should be done throughout the month 	<p>Before running CA_BI_INTF</p>
<p>3) Obtain Billing Data from Sources</p>		<p>Before Entering/Uploading Data (step 6) set your internal deadline</p>
<p>4) Compile Source Billing Data</p>	<p>Create upload or enter manual bills</p>	<p>Before Entering/Uploading Data (step 6) set your internal deadline</p>
<p>5) Obtain any departmental approvals needed from your auxiliary</p>	<p>Could include manager review or internal sponsored project staff review</p>	<p>Before Entering/Uploading Data (step 6) set your internal deadline</p>
<p>6) Load/Create Bills</p>	<p>Load/Create Bills via any or all of the following means:</p> <ul style="list-style-type: none"> - Standard billing (online entry) - Billing Upload/Interface - Contracts to Billing Interface (CA_BI_INTFC) - Bill Adjustments (Credit/Rebill) - Bill Adjustments (Unpaid Internals) - Correct bills on HLD from previous month - Ensure all interfaces have been processed (contracts and/or billing) - Verify that all sales records have been billed 	<p>6th business day prior to month end (e.g. Friday, December 16th 2016)</p> <p><i>These tasks can and should be done throughout the month.</i></p>



	<i>If bill entry/upload references a contract, ensure all bill plans and lines are valid & ready – none are canceled, pending, on hold, etc. Hold those back for when the affected bill plans are ready and corrected.</i>	
7) Generate Pro Formas (BIJOBP03) ABILL9	This is optional .	Before noon 6th business day prior to month end (e.g. Friday, December 16 th 2016) *optional
8) Review data for other issues via queries ABILL8, APO1, APO2, various queries	<ul style="list-style-type: none"> - Invoices set to email, not print ("media") - All sales records have been billed - All data is accurate 	Best queries to check your data: Include review of query FSU_AUX_INV_UNPAID_INTERNALS to resolve (credit/rebill) any unpaid items from prior cycle
9) Review query FSU_AUX_BI_PRE_AP_CHECK APO1, APO2	Correct or place any on hold status that are in error on this report (will fail voucher). <ul style="list-style-type: none"> • Check for errors; place on hold and correct until no errors remain (see APO2 for more info) • Try to resolve before Controller's Office email goes out 	CTL and OBS both run Before 5pm 6th business day prior to month end (e.g. Friday, December 16 th 2016)
10) Convert bills to RDY ABILL13	Convert your bill source's desired bills to ready to invoice as needed; ensure any errors remain in HOLD	Have invoices in RDY or HLD status as appropriate no later than 9AM 5th business day before month end (e.g. Monday, December 19 th 2016)
CONFIRM TOGETHER AS A GROUP BEFORE MOVING FORWARD BEYOND THIS POINT ***	<i>(after this we convert status to RDY as a group, verify, and then the Controller's Office will begin the Bill Cycle by invoicing your customers).</i>	Controller's Office initiates invoicing process.