OMNI AR/Billing: Creating an Online (Standard or Manual) Bill

Creating Online Bills
Standard Bill

Main Menu > Billing > Maintain Bills > Standard Billing
1. Choose the “Add a New Value” tab

- Business Unit: AUX 01
- Invoice: NEXT
- Bill Type Identifier: AUX
- Bill Source: Variable
  - The Bill Source identifies the line of business that you will be billing for
- Customer: Variable
  - The Customer is the internal or external entity that you will be billing.
- Invoice Date: Blank
- Accounting Date: Blank

2. To choose a Bill Source, click on the magnifying glass, then select your line of business
3. To choose a Customer, click on the magnifying glass, then search for and select your Customer

- Name 1 contains the Customer’s name
- Name 2 contains the Customer’s six digit OMNI Department ID

4. Leave Invoice & Accounting Date blank
5. Once you have the Business Unit, Bill Type Identifier, Bill Source, and Customer, click on the “Add” button
6. **Complete the Bill Header. This is where you set up defaults for your bill.**
   a. Most of the pertinent header information will default in.
   b. Bill activity dates and Purchase Order information can be set at the header level, but neither will be completed by default.
      i. Activity Dates – the **To Date** should be populated unless lines have different dates
      
      ii. **The Pay Terms** should default. Only edit these terms if it is standard for your business process and you have consulted with Auxiliary Accounting.
1. Purchase Order Navigate to Header – Misc Info

2. Enter the Purchase Order Number

   a. Note: the PO Line number will be assigned at the Bill Line level
c. Return to the Bill Header

![Image of Bill Header]

Click Save

![Image of Save button]
e. Your bill will be assigned an Invoice number and the status will be “NEW”

7. Add Bill Header Note if desired/standard for your auxiliary.
   a. Using the navigation pane, select “Header – Note”
   b. If using a standard (predefined) note, select the standard note flag and standard note code. The text will populate for you.
c. If not using a standard (predefined) note, type the note into the Note Text box.

8. Add Bill Lines. This is where you define what you will be charging for and how much.
   a. Click on the “Line – Info 1” tab

b. There are two methods of adding Bill Line information
   i. Creating an “Ad-Hoc” product
      1. Type a Description
      2. Set a Quantity
      3. Set the Unit of Measure
         a. Always use EA
      4. Set the Unit Price
5. Click “Save” to generate the Gross Extended Amount

ii. Pulling an existing product from the OMNI catalog
   1. Click on the magnifying glass next to the Table field and choose “SP/Billing Charge ID”
   2. Click on the magnifying glass next to the Identifier filed to search for and select your product. You can search by product ID or Description
   3. The Description, Unit of Measure, and Unit Price will automatically fill in

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1 For instructions on adding products to OMNI, please refer to the Billing Process Guide APRODUCT1
4. Set the quantity

![Set the quantity](image)

c. To add additional lines, click on the Plus icon and repeat the steps listed above

![Add additional lines](image)

9. Add Purchase Order information
   
a. This is required for ALL internal transactions
b. For each bill line, click on the Line Info 2 hyperlink

![Line Info 2 screenshot]

**Net Plus Tax**: 0.00

**Go to:** Line Info 2  
**Notes:** Express Entry  
**Summary:** Bill Search  
**Accounting**  
**Discount/Surcharge**

**Navigation:** Line - Info 1

**Save**  |  **Notify**  |  **Refresh**

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c. If you entered a PO number at the Header level, the Purchase Order number will default in, otherwise enter the PO number here

d. Enter the PO line number

e. You can use the navigation in the top right-hand corner to move between bill lines

![PO number screenshot]

**Unit**: AUX01  
**Bill To**: AUX1000086  
**Pref Tax**: 750.00 USD  
**Max Rows**: 2

**Bill Line**

**Seq**: 2  
**Line**:  
**Identifier**: PERMIT  
**Net Extended**: 0.00  
**Description**: Permit Usage Admin Fees

**Purchase Order**: 001122442  
**Contract No.**:  
**Contract Date**:  
**SubCustomer 1**:  
**SubCustomer 2**:  

**Use Effective Dated Price on Recurring Bills**

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f. Click Save

**10. Add Accounting information**

a. For each bill line, click on the Accounting hyperlink

b. To assign accounting information, you can either utilize an existing distribution code OR enter your own Department/Fund/Account combination

c. Click save to generate the Amount

d. You can use the navigation in the top right-hand corner to move between bill lines. Always ensure you are on the right line by reviewing the information on the page.
e. Click Save

f.  

11. Add invoice line notes, if desired and/or typical for your business process.
   a. Navigate to the Line-Note page.
   b. Follow the instructions as shown for the header note above to enter the note(s) for each line.
   c. Ensure you are on the right line by reviewing the information on the page; navigate between lines using the arrows.

12. Determine whether your invoice should be emailed automatically to the customer contact on record, or whether email should be suppressed (a PDF will be generated for you to print/mail to your customer). Invoices will automatically be emailed to your customer unless you specify otherwise that the invoice should be “Print Media” as described in the next steps.
   a. **NOTE: it is required that selling auxiliaries use the automatic email feature whenever possible.** Any exceptions to this process should be communicated to Auxiliary Accounting in advance of invoicing by emailing ctl-auxiliaryaccounting@fsu.edu.
   b. At this time, the only approved conditions for setting an invoice to print media are:
      i. OBS’ Commission-based contracts where the check is received at the time of the sales report; invoices are suppressed since the check is already on-hand.
      ii. Internal credit & rebill transactions within a billing cycle that do not impact a customer since their PO is not affected.
   c. To set the invoice to “print media” and suppress the email functionality, follow the below steps:
      i. Within the bill, navigate to the “Address Info” tab by choosing the appropriate option in the drop-down box in the lower right-hand corner of the screen:
ii. You will be brought to the Address Info tab. On the tab, select the drop down box for Invoice Media, and change from “Email Invoice as Attachment” to “Print Copy.”

iii. Save your work by clicking the “Save” button.
13. Once you have entered all of your Bill lines, added PO information, assigned Accounting, and confirmed that the invoice should be emailed, your bill is complete.
   a. Return to the “Header – Info 1” tab
      i. Prior to invoicing, you can generate a “Pro-Forma” invoice to review for corrections, please refer to Business Process Guide ABILL9 for instructions
      ii. If you are ready to generate an invoice, you will need to first change the status to “RDY”. Note: changing the status to RDY does not actually invoice the customer – it indicates that the bill is RDY and allows invoicing to take place in the next step.

1. IMPORTANT: Do not change the status to RDY if the bill needs to be reviewed by Sponsored Research accounting (SRA).
   a. How do I know if a bill needs to be reviewed by SRA?
      i. Review the PO information to see whether the PO is charging a sponsored project (begins with fund 5, includes Project ID). For details on how to review a PO, see Business Process Guide APO1.
      ii. If it does need to be reviewed by SRA, leave the bill in NEW status and notify Sponsored Research Administration (sra-auxiliary@fsu.edu) of the charge is pending their review and approval (include details and backup needed to approve the charge).
iii. Click “Save”

14. Determine whether you will allow the next billing cycle to finalize this bill and invoice the customer, or whether you need to invoice the customer now.
   a. Rebills for external and component units can be processed at any time.
   b. Rebills for internal customers should wait until the next billing cycle. Contact Auxiliary Accounting if you desire to invoice an internal customer between billing cycles.

15. If you are invoicing the bill at this time, follow the below steps:
   a. On the Standard Billing page, click the small “Invoice” icon at the top-right corner of the tab:
b. Note: This icon will only appear when the status is “RDY” and the bill has been saved.

c. On the Message that appears, hit “OK.”

16. To verify that the process has run to completion, navigate to Process Monitor and ensure the job BJOBO3K runs to success. Select the “Refresh” button as needed.
17. After this process is run, AR_UPDATE will need to be run by Auxiliary Accounting or the batch process in order for the AR to appear on the customer’s account. Additionally, separate jobs need to run automatically before this appears as a journal entry recording revenue and AR on your ledger (the next business day).