



OMNI AR/Billing: Process an Invoice

Detailed Business Process Guides – ABILL5

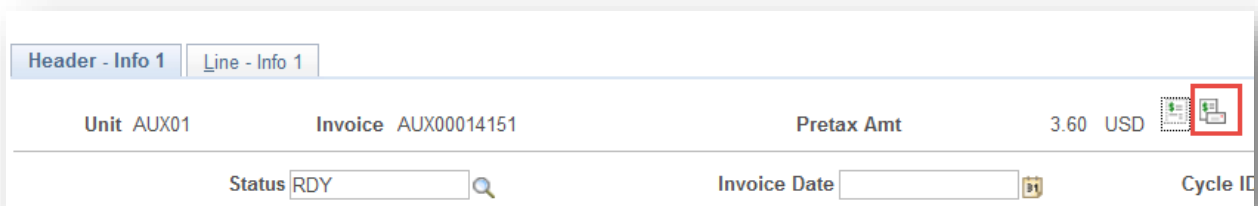
Normally, “batch” or automatic processes run behind-the-scenes to turn your bills in RDY (ready) status into invoices and post the AR to the customers’ accounts.

In order to perform this function for *internal* customers, there must be a demonstrated need and approval should be received by Auxiliary Accounting.

This document outlines how to run these processes manually on an as-needed basis and is primarily intended for External and Component Unit customers.

Main Menu > Billing > Maintain Bills > Standard Billing

- 1. Review the bill for accuracy before beginning and ensure the bill is for an external or component unit customer**
2. Navigate to Main Menu > Billing > Maintain Bills > Standard Billing
3. Select the invoice on the “Find an Existing Value” tab
4. Place the invoice in RDY status on the “Header-Info 1” tab
5. Save
6. A small icon will appear in the upper right-hand corner. This is the invoice icon. Select this icon to initiate invoicing. Once this icon is selected invoicing has begun and no further changes can be made to the bill.



7. View Process Monitor to review the processing status (BIJOB03K)
8. When invoicing has completed, you may review the pdf invoice by navigating to Billing > Review Billing Information > Details. For step-by-step instructions see ABILL8- Review/Edit a bill.

END
