OMNI AR/Billing: Process Contracts/Billing Interface

This guide discusses how to interface contract events in Ready or Recycled status into the billing module for invoicing.

Step 1.
Run query shown here:

| FSU_AUX_CA_BP_PO_LINE_NULL | Important: Review this Query before running CA_BI_INTFC and add PO lines or put listed bill plans on hold until PO line can be found. |

Step 2. Process Contracts Billing

1. Navigate to: Main Menu > Customer Contracts > Schedule and Process Billing > Process Other Billing
2. Locate or create your Run Control.
3. Enter criteria as needed to process the correct contract details.
   a. Business Unit should always be AUX01; otherwise, you could accidentally process Sponsored Research Activity.
   b. You can further restrict contracts by choosing only the customer or contract you wish to process; you can also process by date, billing specialist, or other useful criteria.
   c. In this example, we are processing all recurring billing for the Copy Program (by restricting to Billing Specialist AUXOBS1) through 3/23/2017.
4. Check your work.
5. Select “Run.”
6. On the next page, select “OK.”
7. Navigate to Process Monitor to review the results.

Step 3. Process Interface

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**Billing > Interface Transactions > Process Billing Interface**

1. Select your Run Control ID
2. Select your Interface ID
   a. You can find the interface ID in the details of the process you just ran to generate the contract billing data
b. You can also select it manually

![Process Billing Interface]

You can also select it manually.

![Look Up From Interface ID]

c. Usually your interface ID will be the highest value

![Search Results]

Look Up From Interface ID

View 100 First 1-11 of 11 Last
3. Click Run

![Process Billing Interface]

4. Check the “Billing Interface” box

![Process Scheduler Request]

5. Click OK

6. You can monitor the progress of the billing interface process by clicking on the Process Monitor hyperlink

![Process Billing Interface]
7. Click the refresh button periodically until the Run Status says “Success”

Viewing Uploaded Data & Managing Errors
Refer to guide ABILL1 and APO2 for more information on these topics.

End