

# Auxiliary AR/Billing Queries

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*Note: This list is accurate as of the date of update and reflects the queries most frequently used by auxiliary departments using the OMNI AR/Billing system. It is not a full list of available queries. Contact [ctl-auxiliaryaccounting@fsu.edu](mailto:ctl-auxiliaryaccounting@fsu.edu) if you feel you have a question not addressed by these queries. Management review queries are covered separately. All queries are in the folder AUXILIARY.*

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Area	Query	Description	Example Inquiry
AR	FSU_AUX_AGING_BY_DPT FSU_AUX_AGING_BY_DPT_ASOFDT	Reports aging activity within BU = AUX01 by customer and item. Bill Source is a field. Prompts user to enter department ID and fund (with % wild card). Requires offline pivot table use to group into standard aging format. Second query includes "as of" date prompt.	What is the age of all of my receivables?  What was the age of all of my receivables as of a date?
AR	FSU_AUX_CUST_HIST	Item history with customer prompts. Includes all item history for prompted auxiliary customer.	What items have recently been paid for this customer?  What payments has this customer recently made?  What activity took place between these dates for this customer?
AR	FSU_AUX_CUST_CONV_DISP	Auxiliary Customer Conversations indicating that a customer disputes the charge or believes the item should be closed.	What items/invoices has Auxiliary Accounting marked as disputed by the customer?
AR	FSU_AUX_CUSTOMER_CONV	Auxiliary AR/Billing customer conversation history with customer prompt.	Have any conversations been entered for my customer?
AR	FSU_CTRL_AUX_PAYMENT	Returns payment data keyed by Auxiliary Accounting staff associated with customer, bank account, status, and other useful fields (business unit AUX01; external bank account). Use to review payment information including to identify payments keyed to external bank	What payments has my customer made lately?  What item was this payment applied to?

Area	Query	Description	Example Inquiry
BI	FSU_AUX_BILL_NOT_INV	Find bills not yet invoiced. Prompted by bill status and bill source.	<p>What bills are in OMNI that I haven't yet invoiced? What status is each bill in?</p> <p>What is the information associated with a specific bill?</p>
BI	FSU_AUX_BI_BILLS_NOT_RDY	Review auxiliary bills not invoiced and not in ready status. Bill source is prompted.	<p>What bills do I need to address prior to the bill cycle to ensure timely billing?</p> <p>Are there any bills for my bill source that aren't ready?</p>
BI	FSU_AUX_BI_PRE_AP_CHECK	Query to check Auxiliary Internal Billing data for accurate Voucher creation. Not prompted, filter for bill source.	<p>What bills will generate errors in AP if I don't address before the bill cycle?</p> <p>Are there any bills in my bill source that will fail in AP if not corrected?</p>
BI	FSU_AUX_BILL_INV_RVW	Identify hold, ready, invoice bills by line of business, customer, contract, etc., . Bill status, bill source, and customer ID are prompted.	<p>What bills have I invoiced?</p> <p>What bills have I invoiced for a specific customer?</p>
BI	FSU_AUX_INTFC_BI	Used to review AUX data upload into billing via spreadsheet upload (excel to CI). Prompt is interface ID.	<p>What bills did I just load into billing? Do my bills that I just uploaded match what I have on my upload spreadsheet?</p> <p>What bills will interface when I process this interface ID?</p>
BI	FSU_AUX_INV_UNPAID_INTRN	Invoices that failed in AP and need to be credit/rebilled for resolution. Unpaid internals = internal AR. Auxiliary Accounting provides this list at the end of each bill cycle.	<p>Are there any bills in my bill source that will remain unpaid if I don't take action to credit/rebill?</p>
BI	FSU_DPT_AUX_INVOICE_REVIEW	This query can be used by departments wishing to review all Auxiliary AR/Billing data for their department(s). Includes date voucher/payment was issued, invoice amount, invoice lines, description, product identifier, customer ID, PO number, PO department ID/Fund/Account/Project/CF1,2,3; Bill Source; Budget Manager; and Project Manager. Prompts: Department ID, Fund Code, Project, Supplier ID, Invoice, and PO number w/%.	<p>A department asked me to help them research my bill. What tools should they use?</p> <p>How can departments find their billing data?</p> <p>How can departments see which bills have been associated with which PO?</p>

Area	Query	Description	Example Inquiry
BI	FSU_AUX_BI_CREDITS	Lists credit invoices. Shows all credit bills in various statuses, not just invoiced credits.	What credit bills have my staff created this month?
BI	FSU_AUX_BI_HOLD	Lists invoices in HLD (hold) status. No prompts. Review for invoices in hold for your bill source and determine the action needed.	What invoices are in HLD status for my auxiliary?
BI	FSU_AUX_BI_ADJUST	Lists bills that have had adjustments (credit/rebills) generated. All statuses. No prompts.	What bills have had credits/rebills/adjustments of any type?
BI	FSU_AUX_SR_BILLABLE_ACT	Lists bills awaiting Sponsored Research's approval. No prompts.	What bills for my bill source are awaiting Sponsored Research approval?
CA	FSU_AUX_CA_DETAIL	View contracts by line of business or customer, or view individual contract lines. Used for general info and error reporting.	How many amendments are on this contract? What products am I billing on this contract? What is the status of this contract?
CUST	FSU_CTRL_AUX_CUST	Review Aux Customer Information (set id = AUXSH) including associated contacts.	Is this customer set up?  What is the contact sequence number for my preferred contact?  What is this customer's email address?  Is this a Foundation or an Internal customer?  What is the customer ID for this customer?
PO	FSU_AUX_PO_DTL	Find PO information for billing and contracts; returns only internal PO's with prompts.	What PO's exist for my vendor?  What is the detail on a PO a customer is referencing?  Is this PO/PO line valid?
PO	FSU_AUX_REQUISITIONS	Find requisition information for billing; returns only internal requisitions with prompts.	What requisitions have been entered for my vendor? Where are they in the

Area	Query	Description	Example Inquiry
			process? What requisitions have not yet been approved?
PO	FSU_CTRL_AUX_PO_ENC_EXP_2	Find encumbrance balance information. No prompts. Filter for vendor/supplier or buying department ID as appropriate.	How much is left on this PO and PO line?