BILLING CHEAT SHEET

WHAT TO EDIT	WHERE TO NAVIGATE	REASON TO EDIT
Bill Status (NEW, RDY, QUO, HLD, etc.)	Header – Info 1	• Bill is ready to be invoiced (NEW > RDY). • The bill is no longer in dispute by the customer (HLD > RDY).
Customer ID	Header – Info 1	• Customer ID was entered incorrectly. • Customer ID is not the correct customer ID for a department.
Charge To Date of the invoice	Header – Info 1 Line – Info 1	• To-date needs to be corrected or added
Description of Good/Service	Line – Info 1	• Description needs to be revised on a bill line. • Bill line is missing a description.
Quantity	Line – Info 1	• Quantity was entered incorrectly.
Price	Line – Info 1	• Price was entered incorrectly.
Purchase Order (Internal only)	Header – Misc Info & Line – Info 2	• Buying department provided an incorrect internal auxiliary PO & PO line. • Internal auxiliary PO is no longer valid and has been replaced with a new PO & PO line.
Revenue Distribution / Accounting	Acctg – Rev Distribution	• Accounting was not entered. • Revenue account needs to be corrected from external to internal or vice versa.
Contact	Address Info	• Contact selected needs to be updated (controls who receives the email)
Communication Method	Address Info	• Bill is set to print (P) and needs to be corrected. • There is an exception, and the bill needs to be set to print (P).
Add/Delete Lines for Goods & Services Charged	Line – Info 1	• Billing data has been duplicated and duplicate lines need to be removed. • Bill line needs to be added to a bill after an upload.
Purchase Order (External only)	Header – Misc Info	• PO was provided by a non-FSU university to include in billing.
Invoicing a Bill (External Only)	Header – Info 1	• External bill is ready to be invoiced.
Note – Header	Header – Note	• Customized note is needed rather than the standard note.
Note – Line	Line – Note	• Additional description is needed other than the description field.
Products (only if using Products)	Line – Info 1	• Wrong product was selected on the standard bill (only if using Products).

= Required field

KEY TIPS FOR SUCCESS

- **Enforce the PO Requirement at the point of order!**
- To improve collectability, **include sufficient information on external bills for a centralized Accounts Payable department** to understand who originated the charge (e.g., PI or user, PO) Use Notes (Text254) if needed.
- **How to Resolve Errors in Billing: (Internal Customers)**
  - Did the buying department provide the wrong PO/PO line? -> Direct them to DOL
  - Did the buying department provide the correct PO/PO line, and you accidentally made a mistake? -> Credit & Rebill
- **Can't find a customer ID? Hints:**
  - Name 2
  - Try finding the contact
  - Try searching using a different name
- **Use "%" signs as wildcards** when looking up information inquiries and on pages in OMNI.
- **If in doubt about how something works, practice in QNA first.**
  - http://Pslinks.its.fsu.edu > External Links > Local > USERID ALL CAPS > email Auxiliary Services for password
- **Use a fresh version of the Excel templates each time.**
  - Lab Manager Workbook – emailed to you (if applicable); save a pristine version
  - FSU Custom Upload Template – available on Controller's Office forms website
- http://controller.vpfa.fsu.edu/ > Forms > Auxiliary AR/Billing

BUSINESS PROCESS GUIDES

- ABILL1 – Upload & Interface Bills
- ABILL2 – Creating an Online (Standard) Bill
- ABILL3 – Adjusting Invoices (Crediting & Rebilling)
- ABILL8 – View & Edit a Bill
- ABILL13 – Convert Bills to Ready

RECOMMENDED QUERIES

Area	Query	Example
PO	**FSU_CTRL_AUX_PO_ENC_EXP_1**	What POs exist for my vendor? How much is left on this PO and PO line?
CUST	**FSU_CTRL_AUX_CUST**	Is this customer set up? What is the customer ID for this customer? What is the contact sequence number for my preferred contact?
BI	**FSU_AUX_BILL_NOT_INV**	What bills are in OMNI That I haven't yet invoiced?
BI	**FSU_AUX_BILL_INV_RVW**	What bills have I invoiced?
BI	**FSU_AUX_BI_PRE_AP_CHECK**	Are there any errors for my internal bills?
AR	**FSU_AUX_AGING_BY_DPT_ASOFDPT**	What is the age of all my receivables?

Recommended queries by The Controller's Office can be found here.

ACCOUNTING HELP

ACCOUNT CODE	TYPE	DESCRIPTION
622001	**Internal Sales/Services**	Sales to FSU departments, including the FSU Foundation.
623001	**External Sales/Services**	Sales to entities other than FSU departments, including the Research Foundation and other Direct Support Organizations.

Note: The Controller's Office recommends use of 622001 to record internal revenue and 623001 to record external revenue, unless a more specific allowable revenue account code applies to your sales activity. Please review the Controller's Office Revenue Account Dictionary here and contact us if you have questions about how to best account for your revenue.

UNDERSTANDING DATA ELEMENTS

Example	Name	Meaning
AUX101	**Bill Source**	Used to identify a related group of auxiliaries.
AUX1002340	**Customer ID**	The identity of the entity/individual paying for a good/service.
AUX00001241	**Invoice ID**	A charge/charges that the customer owes.
0001504201	**Purchase Order**	An internal customer's payment of an invoice.
AUXMAG	**Billing Specialist**	Used to link the source of the billing to the vendor/supplier to facilitate payment in AP.
AUX_DOS0000001	**Category Code**	The expense account code on a PO.
AUX0000038	**Supplier ID**	The entity a buying department purchases from.

RESOURCES

Website Links

- The Controller's Office
- The Budget Office
- Sponsored Research Administration
- FSU Foundation
- FSU Research Foundation

Forms for Billing Auxiliaries

- Custom Billing Upload Template
- Pending Charge Template
- Customer Add/Update Form
- Internal Change Order Form

AUXILIARY SERVICES CONTACT INFO

Scot Hauser, Aux. Acct. Manager	shauser@fsu.edu	644-4417
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