

# Auxiliary Bill Cycle Checklist

Selling auxiliaries should familiarize themselves with the Auxiliary Bill Cycle Calendar dates and use this checklist to review their billing data before and after the processing of each auxiliary bill cycle. **Due to the potential to impact system processing in OMNI Financials (FI), selling auxiliaries should refrain from entering, editing or uploading bills during the auxiliary bill cycle processing.**

## Pre-Auxiliary Bill Cycle Processing

The following tasks should be completed **prior** to the start of the auxiliary bill cycle processing:

- 1) Review bills on hold using OMNI FI query **FSU\_AUX\_BI\_HOLD** to correct, update, or cancel bills if they are no longer needed.
- 2) Review interface errors on uploaded bills using OMNI FI query **FSU\_CTRL\_AUX\_BI\_INTFC\_TBL** to correct the source issue and reprocess.
- 3) Reconcile billable activity using OMNI FI query **FSU\_AUX\_BILL\_NOT\_INV** to ensure all billing data is accounted for. Confirm all bills ready to be invoiced are placed in RDY (Ready) status. Review any bills in NEW (New), HLD (Hold) or QUO (Quote) status to determine if they need to be canceled.
- 4) Review OMNI FI query **FSU\_AUX\_BI\_PRE\_AP\_CHECK** to identify payment errors and correct issues that may prevent vouchers from building.

## Post-Auxiliary Bill Cycle Processing

The following tasks should be completed **after** the auxiliary bill cycle has finished processing:

- 1) Review OMNI FI query **FSU\_CTRL\_AP\_VCHR\_BC\_ERRORS\_ABC** to identify invoices for buying departments in budget error that may prevent your selling auxiliary from receiving payment. The Budget Office works with buying departments to resolve these prior to month-end; however, selling auxiliaries should be aware of any outstanding payments that may be owed to them.
- 2) Review OMNI FI query **FSU\_AUX\_BI\_HOLD** to monitor bills placed on hold due to overspending on a project. If a bill is on hold due to project budget concerns, selling auxiliaries should contact the assigned [Post-Award staff](#) for the project to resolve the issue.
- 3) Review OMNI FI query **FSU\_AUX\_BILL\_INV\_RVW** to ensure all billing data was invoiced. Selling auxiliaries should reconcile billable activity from sales records to OMNI FI to make sure all activity has been billed.

Selling auxiliaries should contact Auxiliary Services at [ctl-auxiliaryaccounting@fsu.edu](mailto:ctl-auxiliaryaccounting@fsu.edu) should they have any questions or concerns completing these tasks.