

Billing Cheat Sheet

This billing cheat sheet offers resources for navigating manual billing, editing an auxiliary bill, and provides other helpful tips and tools for performing auxiliary billing functions in OMNI Financials (FI).

Editing a Bill in OMNI FI (View/Edit)

The table below identifies what to edit in the **View/Edit Bill** screen of the auxiliary billing module and why.

What to edit	Where to navigate	Why / When to edit
Bill Status	Header – Info 1	Bill is ready to be invoiced (NEW → RDY).
Customer ID	Header – Info 1	Customer ID is incorrect (wrong department).
Charge To Date	Line – Info 1	To-date needs to be corrected or added.
Description of Service	Line – Info 1	Description needs to be revised or added.
Quantity	Line – Info 1	Quantity was entered incorrectly.
Price	Line – Info 1	Price was entered incorrectly.
Auxiliary Purchase Order	Header – Misc Info and Line – Info 2	Auxiliary PO or PO line has been replaced and must be updated.
Revenue / Accounting Distribution	Acctg – Rev Distribution	Accounting was not entered. Revenue account must be corrected (internal vs. external).
Contact	Address Info	Contact who receives the invoice via email.
Communication Method	Address Info	Exception requires bill to be printed (P).
Add/Delete Lines (Goods/Services)	Line – Info 1	Duplicate billing lines must be removed, or a missing line must be added after upload.
Purchase Order (External customers only)	Header – Misc Info	External customer provided a PO that must be referenced on the bill.
Note – Header	Header – Note	Customized note instead of the standard note.
Note – Line	Line – Note	Additional detail.
Products (when applicable)	Line – Info 1	Incorrect product was selected and must be updated.

Training and Other Resources

- Auxiliary Bill Cycle Calendar
- Auxiliary Bill Cycle Checklist
- Auxiliary Bill Cycle Resources
- Instructional Guides
- [Mastering Auxiliary Billing \(Canvas\)](#)
- Recommended Queries
- [Video Library](#)
- [FAQs](#)

Accounting Code Reference

Select the correct revenue account based on whether the sale is internal or external. Refer to the [Revenue Account Dictionary](#) for assistance. The most common revenue accounts used in auxiliary billing are **622001** – Internal Sales/Services and **623001** – External Sales/Services.

Understanding Data Elements

The following elements are commonly used in auxiliary billing:

- **Bill Source (AUX101)** – Identifies the billing group or source generating the invoice
- **Supplier ID (AUX0000038)** – Represents the selling auxiliary or vendor being paid
- **Billing Specialist (AUXMAG)** – Determines what bills route to AP for payment processing
- **Purchase Order (0001504201)** – Represents the purchase order being charged
- **Customer ID (AUX1002340)** – Identifies the auxiliary customer being invoiced
- **Invoice ID (AUX00001241)** – Represents the auxiliary invoice number
- **Category Code (AUX_DOS0000001)** – Identifies the line of service offered by a selling auxiliary – also determines the expense account to be charged to a buying department's ledger

Recommended Queries

The following OMNI FI queries can be helpful when preparing and reviewing billable activity:

- **FSU_AUX_PO_DTL** – What auxiliary POs can be charged? How can an auxiliary PO be validated?
- **FSU_CTRL_AUX_CUST** – Is a particular auxiliary customer set up? What is the auxiliary customer ID? What is the contact sequence number for a preferred contact?
- **FSU_AUX_BILL_NOT_INV** – What bills are in OMNI FI that have not been invoiced yet?
- **FSU_AUX_BILL_INV_RVW** – What bills are in OMNI FI that have been invoiced?
- **FSU_AUX_BI_PRE_AP_CHECK** – Do any bills for internal customers have errors that require action?
- **FSU_AUX_AGING_BY_DPT_ASOFDPT** – Are there aged receivables for a selling auxiliary?
- **FSU_AUX_CUST_HIST** – How can account details for a particular auxiliary customer be viewed?

Auxiliary Services Contact Information

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