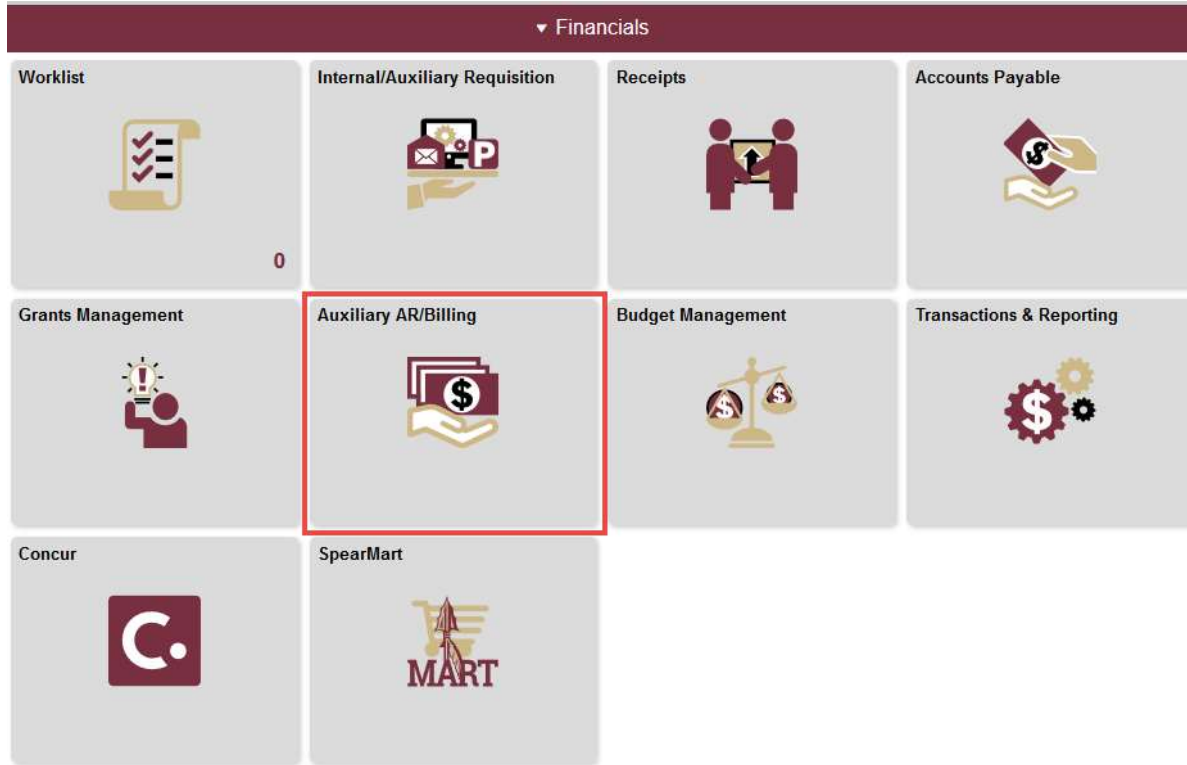


Manual Billing

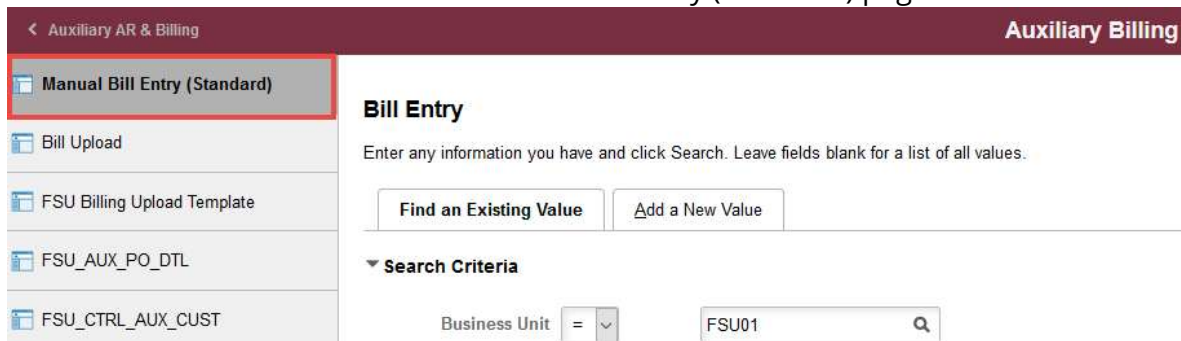
This guide outlines how to create a bill manually in OMNI Financials.

Navigate to Manual Billing

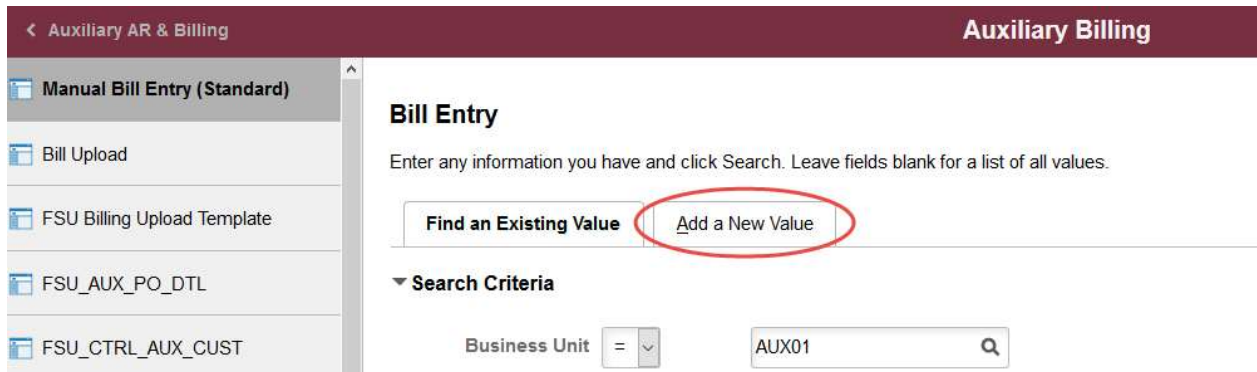
1. Select the Auxiliary AR/Billing tile:



- a. You will land on the Manual Bill Entry (Standard) page:



2. Choose the "Add a New Value" tab:



Contact ctl-auxiliaryaccounting@fsu.edu for any questions.

3. Populate the available fields with the following information:

- Business Unit = AUX 01
- Invoice = NEXT (always leave this field as NEXT)
- Bill Type Identifier = AUX
- Bill Source*: *Your Bill Source*
- Customer**: *The Customer you are Billing*
- *Invoice Date: Always leave this field blank*
- *Accounting Date: Always leave this field blank*

*To choose a Bill Source, click on the magnifying glass, then select your line of business:

Look Up Bill Source

SetID: AUXSH

Bill Source: begins with []

Search Clear Cancel Basic Lookup

Search Results

View 100 1-27 of 27

Bill Source	Description
AUX003	OBS-Golf Course
AUX004	OBS-Dining Services
AUX005	OBS-Vending Services
AUX006	OBS-Copier Services
AUX007	OBS-Postal Services
AUX008	OBS-Parking and Transportation
AUX009	OBS-Warehouse

*To choose a Customer, click on the magnifying glass, then search for and select the customer you are billing:

- Use the Name 1 field to search by the customer's name
- Use the Name 2 field to search for a customer by their six-digit OMNI Department ID

Look Up Customer

SetID: AUXSH

Customer ID: begins with []

City: begins with []

Name 1: begins with []

Name 2: begins with []

Customer Group: begins with []

Search Clear Cancel Basic Lookup

Search Results

Only the first 300 results can be displayed.

View 100 1-300 of 300

Customer ID	City	Name 1	Name 2	Custom Group
-------------	------	--------	--------	--------------

4. Once you have the Business Unit, Bill Type Identifier, Bill Source, and Customer, click Add:

Contact ctl-auxiliaryaccounting@fsu.edu for any questions.

Bill Entry

Find an Existing Value **Add a New Value**

Business Unit

Invoice

Bill Type Identifier

Bill Source

Customer

Invoice Date

Accounting Date

Add

Bill Header (Header – Info 1)

1. Activity Dates – the *From Date* and *To Date* fields should be populated which will display on the invoice.

Header - Info 1 Line - Info 1

Unit AUX01 Invoice NEXT Pretax Amt 0.00 USD

Status NEW Invoice Date Cycle ID MONTHLY

*Type AUX Source AUX008 *Frequency Once

*Customer AUX1000086 SubCust1 SubCust2

Univ Business Administrators

*Invoice Form AUX_INV **From Date** **To Date**

Accounting Date Pay Terms NET1 Pay Method Check

2. Billing Specialist (if applicable) – change the billing specialist to the desired value if your auxiliary has multiple billing specialist.

Header - Info 1 Line - Info 1

Unit AUX01 Invoice NEXT

Status NEW

*Type

*Customer AUX1000002 View Activity

Board of Trustees

*Invoice Form AUX_INV

Accounting Date

Remit To FSU

Sales AUXCSTM

Credit AUXCPA

Billing Specialist AUXACG

Auxiliary Accounting

3. Ensure that the phone number is correct for your auxiliar

Header - Info 1 | Line - Info 1

Unit: AUX01 Invoice: AUX00071871 Pretax Amt: 1,000.00 USD

Status: NEW Invoice Date: Cycle ID: MONTHLY

*Type: AUX Source: AUX611 *Frequency: Once

*Customer: AUX1000111 SubCust1: SubCust2:

Facilities Maintenance

*Invoice Form: AUX_INV From Date: To Date:

Accounting Date: Pay Terms: NET1 Pay Method: Check

Remit To: FSU Bank Account: AUX

Sales: AUXCSTMR Bill Inquiry Phone: (850) 644-6860

Credit: AUXCRA Collector: AUXCOL

Billing Specialist: AUXOGL1 Billing Authority: AUXOGL1

Oglesby Union Oglesby Union

Go to: Notes Header Info 2 Address Copy Address Attachments

Express Entry

Page Series

Bill Lines (Line – Info 1)

1. Click on the “Line- Info 1” tab:

Header - Info 1 | Line - Info 1

Unit: AUX01 Bill To: AUX1000086 Pretax Amt:

Invoice: NEXT Univ Business Administrators

2. Populate the following fields:

- Identifier: This is an optional field. If your area uses a unique identifier to tie billing data back to sales data, you may place that identifier in this field. *Limited to 18 characters.*
- Description: This is the main description for your charge. *Limited to 30 characters.*
- Quantity: Enter the quantity of units sold.
- Unit of Measure: This field should ALWAYS be EA (each).
- Unit Price: Enter the unit price of the item.
- Gross Extended: This field will auto populate once you press the Enter key or click Save at the bottom of the page.
- From Date: This is an optional field. Enter the beginning date of the charge-to period
- To Date: This field is required. Enter the end date of the charge-to period or enter the date that the good or service was provided.

Header - Info 1

Line - Info 1

Unit AUX01
Bill To AUX1000086
Pretax Amt 750.00 USD
Invoice NEXT
Univ Business Administrators
Max Rows 100

Bill Line

Seq 1

Table

Line

Identifier EXAMPLE (OPTIONAL)

Net Extended 750.00

Description Charge Description 1

Quantity 3.0000
Unit of Measure EA
Unit Price 250.0000
Gross Extended 750.00

From Date 05/01/2019
To Date 05/31/2019
Line Type REV
Tax Code
Exempt Cert

☒ Accumulate
☐ Tax Exempt

Less Discount 0.00
Plus Surcharge 0.00
Net Extended 750.00
VAT Amount 0.00
Tax Amount 0.00
Net Plus Tax 750.00

3. To add additional lines, click on the Plus icon and repeat the steps listed above.

Header - Info 1

Line - Info 1

Unit AUX01
Bill To AUX1000086
Pretax Amt 750.00 USD
Invoice NEXT
Univ Business Administrators
Max Rows 100

Bill Line

Seq 1

Table

Line

Identifier EXAMPLE (OPTIONAL)

Net Extended 750.00

Description Charge Description 1

Quantity 3.0000
Unit of Measure EA

From Date 05/01/2019
To Date 05/31/2019

4. If your area uses products¹, complete the following steps. If not, you may proceed to Add Purchase Order Information.

a. Click on the magnifying glass next to the Table field and choose "SP/Billing Charge ID".

¹ For instructions on adding products to OMNI, please refer to the Billing Process Guide APRODUCT1
Contact ctl-auxiliaryaccounting@fsu.edu for any questions.

Header - Info 1

Line - Info 1

Unit AUX01

Bill To AUX1000086

Invoice NEXT

Univ Business Administra

Bill Line

Seq

1

Line

Table

ID

Q

Identifier

A

Quantity

3.0000

Unit of Measure

FA

Q

- Click on the magnifying glass next to the Identifier filed to search for and select your product. You can search by product ID or Description.
- The Description, Unit of Measure, and Unit Price will automatically fill in.
- Set the quantity.

Header - Info 1

Line - Info 1

Unit AUX01

Bill To AUX1000086

Pretax Amt

1,500.00 USD

Invoice NEXT

Univ Business Administrators

Max

100

Rows

Bill Line

Q

1 of 1 View All

Seq

1

Line

Table

ID

Q

Identifier

A02E010011803L

Q

Net Extended 1,500.00

Description

c353_Lease_A02E010011803

Quantity

3.0000

Unit of Measure

EA

Q

Unit Price

500.0000

Gross Extended

1,500.00

From Date

05/01/2019

To Date

05/31/2019

Line Type

REV

☒ Accumulate

Tax Code

☐ Tax Exempt

Exempt Cert

Less Discount

0.00

Plus

Surcharge

0.00

Net Extended

1,500.00

VAT Amount

0.00

Tax Amount

0.00

Net Plus Tax

1,500.00

Add Purchase Order Information

If you are billing an **INTERNAL** customer, you must add the PO number and PO line to the bill. This is not required when billing an external or component unit customer; however, you can use the PO field on the bill header (steps 1 and 2 below) to add an external PO or other information as needed.

1. Navigate to the Header – Misc Info page:

Header - Credit Card
Header - Info 1
Header - Info 2
Header - Misc Info
Header - Note
Header - Order Info
Header - Project Info
Header - Service Info
Line - Info 1
Line - Info 1

2. Enter the Purchase Order number in the PO field:

Header - Info 1 | **Header - Misc Info** | Line - Info 1

Unit: AUX01 | Bill To: AUX1000086 | Pretax Amt: 1,500.00 USD
Invoice: NEXT | Univ Business Administrators

PO: 0001401234

Contract: [Search]
Contract Date: [Calendar]
Contract Type: [Text]

Financial Sanctions
Reason Code: [Search] ☒ Confirmed

Consolidation
Key: [Text]

3. Navigate to the Line - Info 2 page:

Address Info
Courtesy Copy Addr
Disc/Surch Contract Liability
Disc/Surcharge
Disc/Surcharge Distribution
Header - AR Distribution
Header - Credit Card
Header - Info 1
Header - Info 2
Header - Misc Info
Header - Note
Header - Order Info
Header - Project Info
Header - Service Info
Line - Info 1
Line - Info 2
Line - Misc Info
Line - Note
Line - Order Info
Line - Project Info
Header - Misc Info

Contact ctl-auxiliaryaccounting@fsu.edu for any questions.

4. Enter the PO number AND the PO line in the Purchase Order and Line fields as shown below:

Header - Info 1 | Line - Info 1 | **Line - Info 2**

Unit: AUX01 Bill To: AUX1000086 Pretax Amt: 1,500.00 USD
Invoice: NEXT Univ Business Administrators Max Rows: 100

Bill Line 1 of 1 | View All

Seq: 1 Line: Identifier: A02E010011803L Net Extended: 1,500.00
Table: ID Description: c353_Lease_A02E010011803

Purchase Order: 0001401234 **Line**: 2
Contract No: Contract Date: Type: System Source: Entry Type: Entry Reason:

SubCustomer 1:

Accounting (Revenue Distribution)

1. Navigate to the Acctg - Rev Distribution page.

Acctg - Contract Liability Dst
Acctg - InterUnit Payables
Acctg - Rev Distribution
Acctg - Statistical Info
Acctg - InterUnit Exp/Inv
Address Info
Courtesy Copy Addr
Disc/Surch Contract Liability
Disc/Surcharge
Disc/Surcharge Distribution
Header - AR Distribution
Header - Credit Card
Header - Info 1
Header - Info 2
Header - Misc Info
Header - Note
Header - Order Info
Line - Info 2

2. To assign accounting information, you can either utilize an existing distribution code OR enter your own Department/Fund/Account combination.

Bill Line

Seq: 1 Line: Identifier: A02E010011803L Net Extended: 1,500.00
Description: c353_Lease_A02E010011803

BI Creates GL Acct Entries

Bill Line Distribution - Revenue

Acctg Information | Reference Information

Code	Dept	Fund	PC Business Unit	Project	Activity	Source Type
+ -	019000	320				

Percent: 100.00 Amount: 1,500.00 Gross Extended: 1,500.00

Contact ctl-auxiliaryaccounting@fsu.edu for any questions.

ChartField 3	Account	Alt Acct	Percentage
	622001		100.00

The Controller's Office recommends the 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 and contact us if you have questions about how to best account for your revenue.

3. Save.

Address Information

this section is only required when you bill an EXTERNAL customer.

1. Navigate to the Address Info page:

- Acctg - AR Offset
- Acctg - Contract Asset
- Acctg - Contract Liability Dst
- Acctg - InterUnit Payables
- Acctg - Rev Distribution
- Acctg - Statistical Info
- Acctg- InterUnit Exp/Inv
- Address Info**
- Courtesy Copy Addr
- Disc/Surch Contract Liability
- Disc/Surcharge
- Disc/Surcharge Distribution
- Header - AR Distribution
- Header - Credit Card
- Header - Info 1
- Header - Info 2
- Header - Misc Info
- Header - Note
- Header - Order Info
- Line - Note

2. To select a contact, click the magnifying glass in the Attention To field. An info box will display all available contacts for the customer you have selected. Choose the appropriate contact. Save.

NOTE: If you don't see the contact information listed for a person/business you are attempting to bill, please submit the Customer Add/Update form to have the contact added to OMNI. If you have any questions, please email ctl-auxiliaryaccounting@fsu.edu.

Contact ctl-auxiliaryaccounting@fsu.edu for any questions.

Header - Info 1	Address Info	Line - Info 1
Unit AUX01	Bill To AUX1000086	
Invoice AUX00044014	Univ Business Administrato	
Attention To 1 Q	Contact Name	
*Location 1 Q	Number of Copies	
Language Code ENG	*Invoice Media	
Email Address sconnor@psinvalid.fsu.edu		
Country USA United States		
Address 1 Florida State University		

3. To select the address displayed on the invoice, select the magnifying glass in the Location field. An info box will display all available addresses for the customer you have selected. Choose the address which corresponds to the contact you selected in the previous step. Save.

Header - Info 1	Address Info	Line - Info 1
Unit AUX01	Bill To AUX1000086	
Invoice AUX00044014	Univ Business Administrators	
Attention To 1 Q	Contact Name St	
*Location 1 Q	Number of Copies	
Language Code ENG	*Invoice Media E	
Email Address sconnor@psinvalid.fsu.edu		
Country USA United States		

Add Notes to Bill

Header Note

The Header Note is text that displays at the bottom of an invoice thanking the customer and/or providing additional information. The Header Note can only be customized when billing an external customer. Customizing the Header Note is an optional step, if you prefer to leave the default Header Note you may proceed to adding [Line Notes](#) or [Finalizing Bills](#).

1. Navigate to the Header – Note page:

Acctg - Rev Distribution
 Acctg - Statistical Info
 Acctg - InterUnit Exp/Inv
 Address Info
 Courtesy Copy Addr
 Disc/Surch Contract Liability
 Disc/Surcharge
 Disc/Surcharge Distribution
 Header - AR Distribution
 Header - Credit Card
 Header - Info 1
 Header - Info 2
 Header - Misc Info
Header - Note
 Header - Order Info
 Header - Project Info
 Header - Service Info
 Line - Info 1
 Line - Info 2
 Line - Misc Info
 Acctg - Rev Distribution

2. If using a standard (predefined) note, select the standard note flag and standard note code. The text will populate for you:

Header - Info 1 | Line - Info 1 | **Header - Note**

Unit AUX01 Bill To AUX1000086 Pretax Amt 1,500.00 USD
 Invoice AUX00044014 Univ Business Administrators

Customer Notes

Bill Header Notes 1 of 1 View All

☒ **Standard Note Flag** **Std Note** MUSIC **Note Type** INVOICE

☐ Internal Only Flag

Note Text: Invoice Notes
 Thank you for doing business with the College of Music. For billing questions, please contact CM-Billing@fsu.edu

142 characters remaining

3. If not using a standard (predefined) note, type the note into the Note Text box:

Header - Info 1 | Line - Info 1 | **Header - Note**

Unit AUX01 Bill To AUX1000086 Pretax Amt 1,500.00 USD
 Invoice AUX00044014 Univ Business Administrators

Customer Notes

Bill Header Notes 1 of 1 View All

☐ **Standard Note Flag** **Std Note** **Note Type**

☐ Internal Only Flag

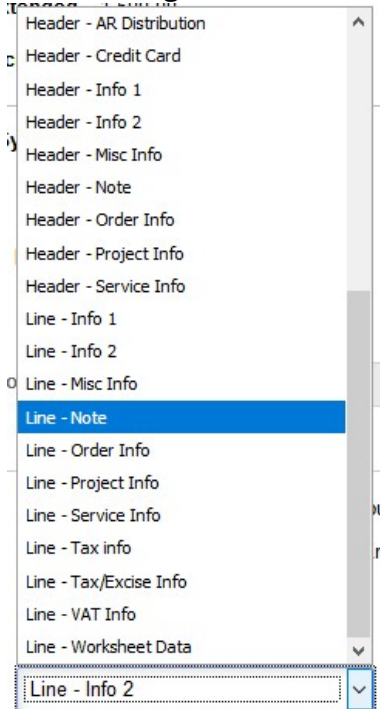
Note Text: Invoice Notes
 (Type your desired note here)

225 characters remaining

Line Note

The Line Note is an optional note that appears underneath individual bill lines. Line notes are usually used to provide additional detail or an extended description of a charge.

1. Navigate to the Line – Note page.



2. Follow the instructions as shown for the header note above to enter the note(s) for each line.
3. Ensure you are on the right line by reviewing the information on the page; navigate between lines using the arrows.

Header - Info 1

Line - Info 1

Line - Note

Unit AUX01 Bill To AUX1000086 Pretax Amt 1,500.00 USD
Invoice AUX00044014 Univ Business Administrators Max Rows 100

Seq	1	Line	Net Extended	1,500.00
		Identifier A02E010011803L	Description	c353_Lease_A02E010011803

Bill Line Note

1 of 1

View All

Finalizing Bills

Once you have entered all your Bill lines, added PO information, assigned Accounting, and reviewed the Address Information, your bill is complete.

Contact ctl-auxiliaryaccounting@fsu.edu for any questions.