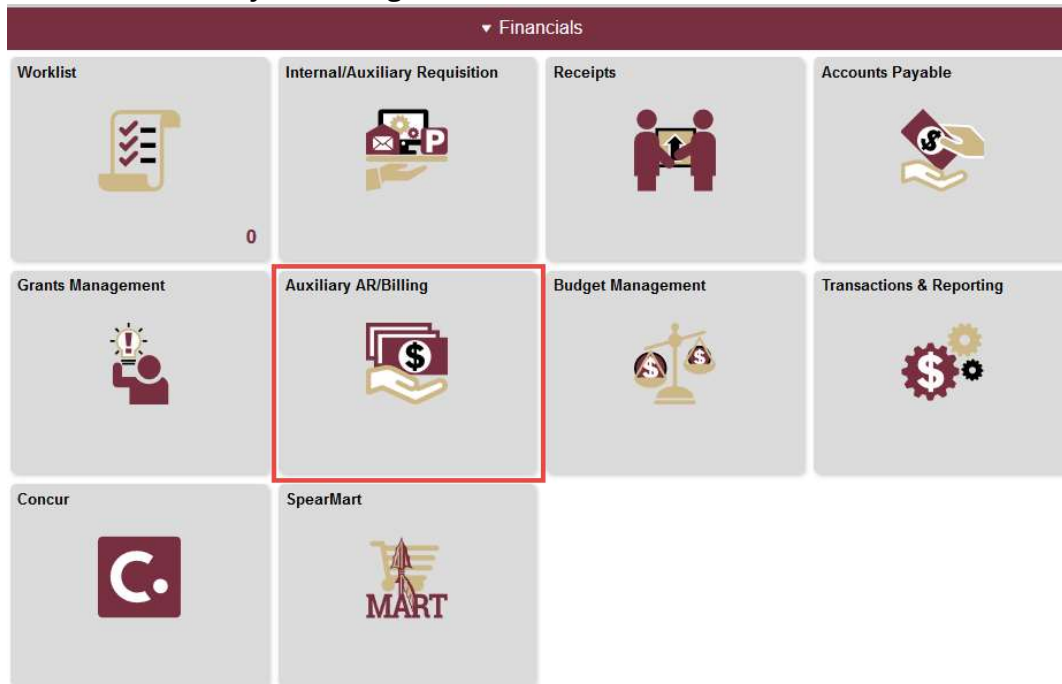


Quotes

Once a bill has been prepared (see Manual Billing for more information), it can be turned into a quote to be reviewed prior to invoicing.

1. Select the Auxiliary AR/Billing tile:



2. Navigate to **View/Edit Bill** and search for the invoice under an **AUX01** business unit:

The screenshot shows the 'Auxiliary Billing' interface. On the left sidebar, 'View/Edit Bill' is highlighted. The main area is titled 'Bill Entry' and contains a 'Find an Existing Value' section. This section has search criteria for 'Business Unit' (AUX01) and 'Invoice' (begins with AUX00216214). The 'Search' button is highlighted with a red box. Below the search criteria, there are options to 'Show fewer options' and 'Case Sensitive'. At the bottom, there are 'Search', 'Clear', and 'Save Search' buttons.

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

3. Change your bill status to "QUO" for quote and save:

Header - Info 1 | Line - Info 1

Unit AUX01 Invoice NEXT

Status NEW

*Type AUX

*Customer AUX1000086

Univ Business Administration

*Invoice Form AUX_INV

Accounting Date

Remit To FSU

Sales AUXCSTMR

Credit AUXCRA

Billing Specialist AUXOBS04

FSU Parking Permits

Look Up Status

Select one of the following values:

CAN	Canceled
FNL	Finalized Bill
HLD	Hold Bill
INV	Invoiced Bill
NEW	New Bill
PND	Pending Approval
QUO	Quote
RDY	Ready to Invoice
TMP	Temporary Bill
TMR	Temporary Ready Bill

Cancel

4. Click on the Pro Forma icon

Header - Info 1 | Line - Info 1

Unit AUX01 Invoice AUX00000206

Pretax Amt 750.00 USD

5. Click "OK" on the Message.

Message

Pro Forma process BIJOBP03 has been submitted. (12500,671)

Use the process monitor to review the process status and output.

OK

6. Use the Report Manager in the top right-hand corner of the screen to retrieve a PDF version of your Pro-Forma Invoice or Quote. If you do not see it, search "Report Manager".

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

7. Periodically click on the "Refresh" button until you see a link for the BI_PRNXP01 Report

Favorites ▾ Main Menu ▾ > Billing ▾ > Maintain Bills ▾ > Adjust Selected Bill Lines > Standard Billing > Report Manager

List Explorer Administration Archives

View Reports For

Folder ▾ Instance ▾ to ▾ **Refresh**

Name ▾ Created On ▾ Last ▾ 1 Hours ▾

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 BI_PRNXP01 -	BI_PRNXP01 -	General	06/23/16 2:39PM	4612742	4466058
2 BI_IVCEXT	INVOICE EXTRACT PROCESS	General	06/23/16 2:38PM	4612736	4466048
3 BIIVC100	SINGLE BILL PROFORMA	General	06/23/16 2:37PM	4612735	4466047

8. Click on the Report Link

9. The PDF file is located under the File List

a. Click on the link

Remit To:

FSU ACCOUNTS RECEIVABLE
UNIVERSITY CENTER BLDG A
TALLAHASSEE FL 32306
United States
Electronic/ACH Payments – Contact (850) 644-1824

For billing questions, please call (850) 644-0318.

Line	Product	Activity Date	Description	Quantity	UOM	Unit Amt	Net Amount
1		06/30/2016	Parking Permit	3.00	EA	250.0000	750.00
Subtotal:							750.00
Amount Due:							750.00

Please include a copy of this invoice with payment.

Your payment will be automatically withdrawn from your department/fund within one day of receiving this invoice. Thank you.