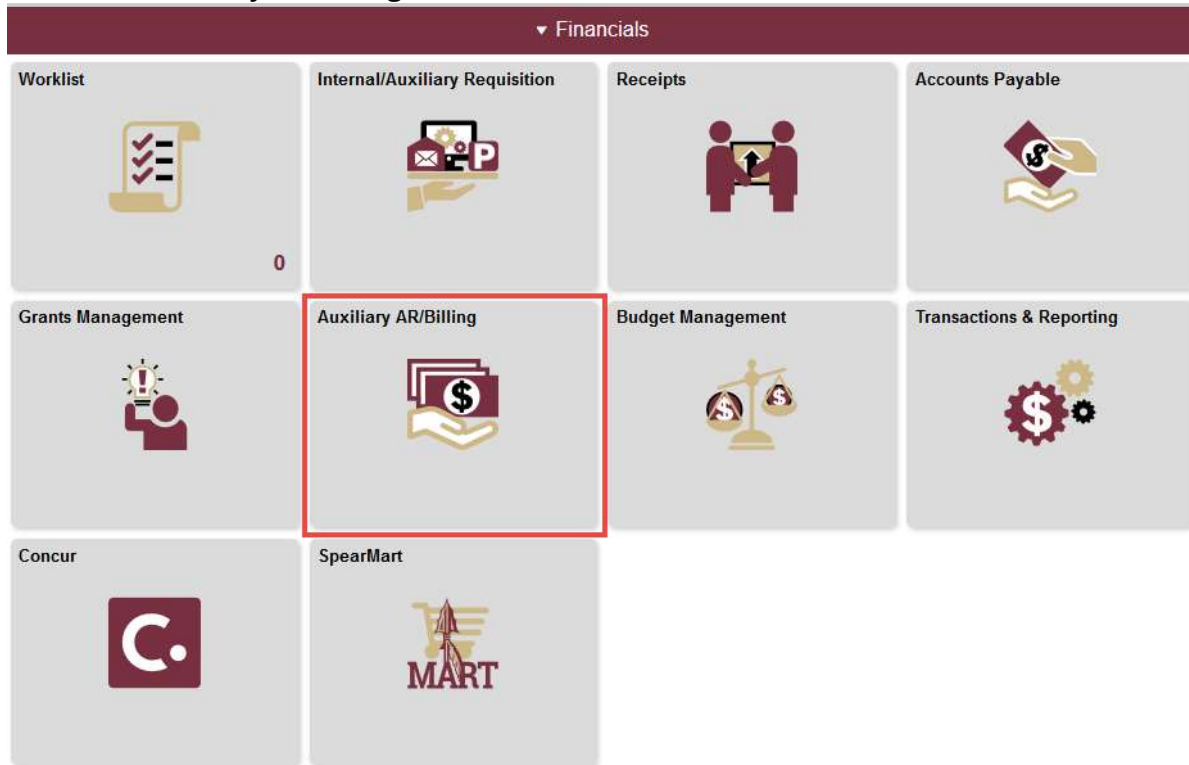


Recurring and Installment Billing

Use this guide on how to use recurring and installment billing functionality in OMNI FI.

1. Select the Auxiliary AR/Billing tile:



2. To create a billing schedule, update your existing bill's **Cycle ID** to **AUX MONTH** and the **Frequency** to **Recurring** or **Installment**

Auxiliary Billing

Manual Bill Entry (Standard)
Bill Upload
FSU Billing Upload Template
FSU_AUX_PO_DTL
FSU_CTRL_AUX_CUST
Interface Bills
Check/Correct Interface Errors
FSU_AUX_BILL_NOT_INV
FSU_AUX_BI_PRE_AP_CHECK
View/Edit Bill
Change Status of Bills
Adjust Invoice - Credit/Rebill
FSU_AUX_BILL_INV_RVW
View an Invoice
Add/Update Product

Header - Info 1 **Line - Info 1**

Unit: AUX01 Invoice: AUX00036054 Pretax Amt: 2,202.00 USD

Status: RDY Invoice Date: Cycle ID: AUX MONTH

*Type: AUX Source: AUX078 Frequency: Recurring

*Customer: AUX1003043 SubCust1: SubCust2:

Quest Diagnostics Incorporated

*Invoice Form: AUX_INV From Date: To Date:

Accounting Date: Pay Terms: NET30 Pay Method: Check

Remit To: WELLS Bank Account: CONC

Sales: AUXCSTMR Bill Inquiry Phone: (850) 645-6598

Credit Analyst: AUXCRA Collector: AUXCOL

Billing Specialist: AUXUHS Billing Authority: AUXUHS

Go to: Notes Header Info 2 Address Copy Address Attachments

Summary Bill Search Line Search Navigation: Header - Info 1

Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

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

Recurring

The bill will generate on the first of every month for the same amount in RDY (ready) status and will invoice automatically.

- Click the recurring icon

Cycle ID: AUX MONTH

Frequency: Recurring

SubCust2:

.Set the schedule start and end date, use the header dates for lines, and click the refresh icon.

Recurring Bill Schedules

Recurring Bill Schedules

Business Unit: AUX01

Start Date: 09/01/2018

End Date: 06/30/2026

Template Invoice: AUX00036054

☐ Pre-Assign Invoice Numbers

☒ Use Header Dates For Lines

Recurring Schedule					
Generate Date	Invoice Date	Invoice	Inv Generated?	Date	
09/15/2018	09/30/2018	AUX00036854	Y	09/20/2018	+ -
Bill Header From Date: 09/01/2018		To Date: 09/30/2018			
10/16/2018	10/31/2018	AUX00038333	Y	10/20/2018	+ -
Bill Header From Date: 10/01/2018		To Date: 10/31/2018			
11/15/2018	11/30/2018	AUX00041057	Y	11/20/2018	+ -
Bill Header From Date: 11/01/2018		To Date: 11/30/2018			

Your schedule will populate and generate dates will be left as **NEXT** until that month comes. Adjust accordingly.

Installment

The bill will generate on the first of every month for a set amount over a fixed period of time. The bill will also generate in RDY (ready) status and will invoice automatically.

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

1. Click the installment icon

0.000

Cycle ID

AUX MONTH

*Frequency

Installment

SubCust2

2. Enter the total dollar amount of the schedule and how many installments the schedule should have then review the schedule for accuracy:

Installment Bill Schedules

Installment Bill Terms

Installment Bill Schedule 2

Business Unit

AUX01

Installment Template Invoice

AUX00200293

1

Pretax Invoice Amount

87,100.00

USD

*Installment Plan

12MO EQUAL

12 Month Equal Installments

Service Charge

*Charge

None

Identifier

Return to Bill Entry

Save

Return to Search

Previous in List

Next in List

Notify

Installment Bill Terms

Installment Bill Schedule

Enter the start date and refresh the schedule:

Installment Bill Schedules

Installment Bill Terms

Installment Bill Schedule

Business Unit AUX01
 Installment Template Invoice AUX00200293
 Pretax Invoice Amount 87,100.00 USD
 Installment Plan 12MO EQUAL 12 Month Equal Installments
 Start Date 08/01/2025
☐ Pre-Assign Invoice Numbers

Installment Billing Schedule

Number	Generate Date	Invoice	Installment Amount	Service Charge Amount		
1	07/01/2025	AUX00200455	7,258.33		+	-
2	08/01/2025	AUX00202327	7,258.33		+	-
3	09/01/2025	AUX00204571	7,258.33		+	-
4	10/01/2025	AUX00206919	7,258.33		+	-
5	11/01/2025	AUX00209209	7,258.33		+	-
6	12/01/2025	AUX00211406	7,258.33		+	-
7	01/01/2026	AUX00213996	7,258.33		+	-
8	02/01/2026	AUX00215670	7,258.33		+	-
9	03/01/2026	NEXT	7,258.33		+	-

Your schedule will populate and generate dates will be left as **NEXT** until that month comes. Adjust accordingly.