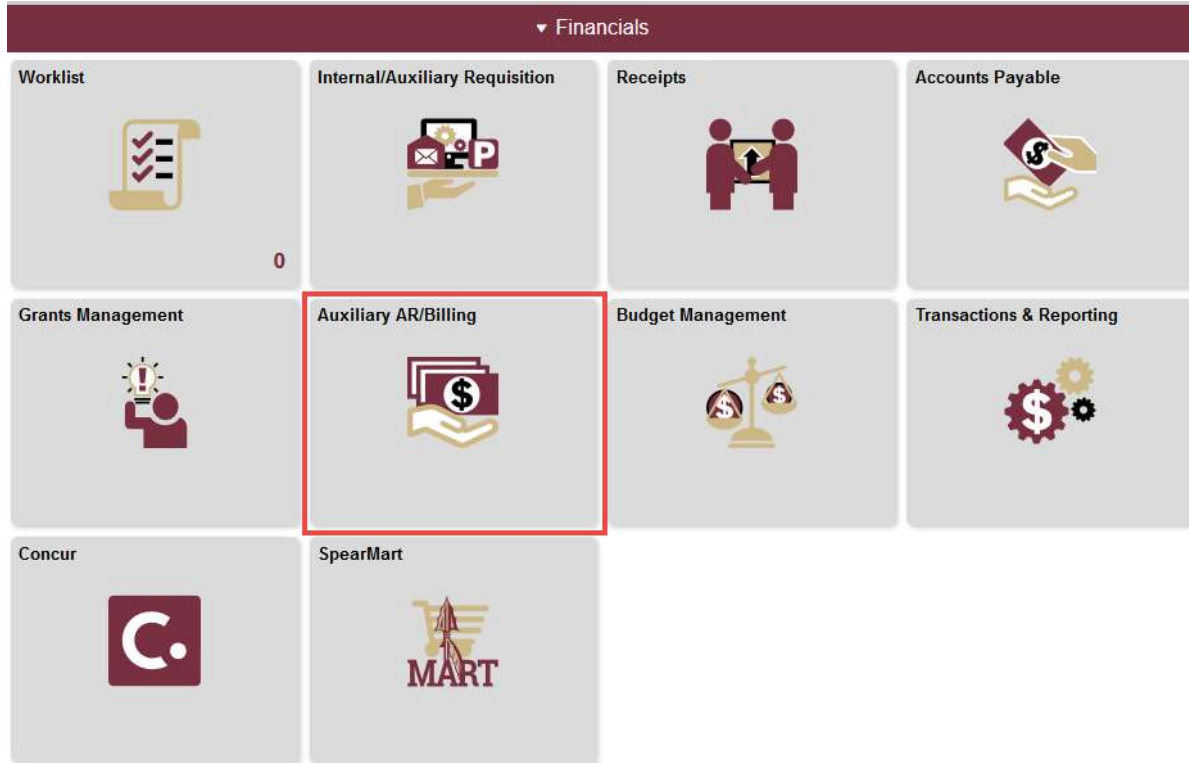


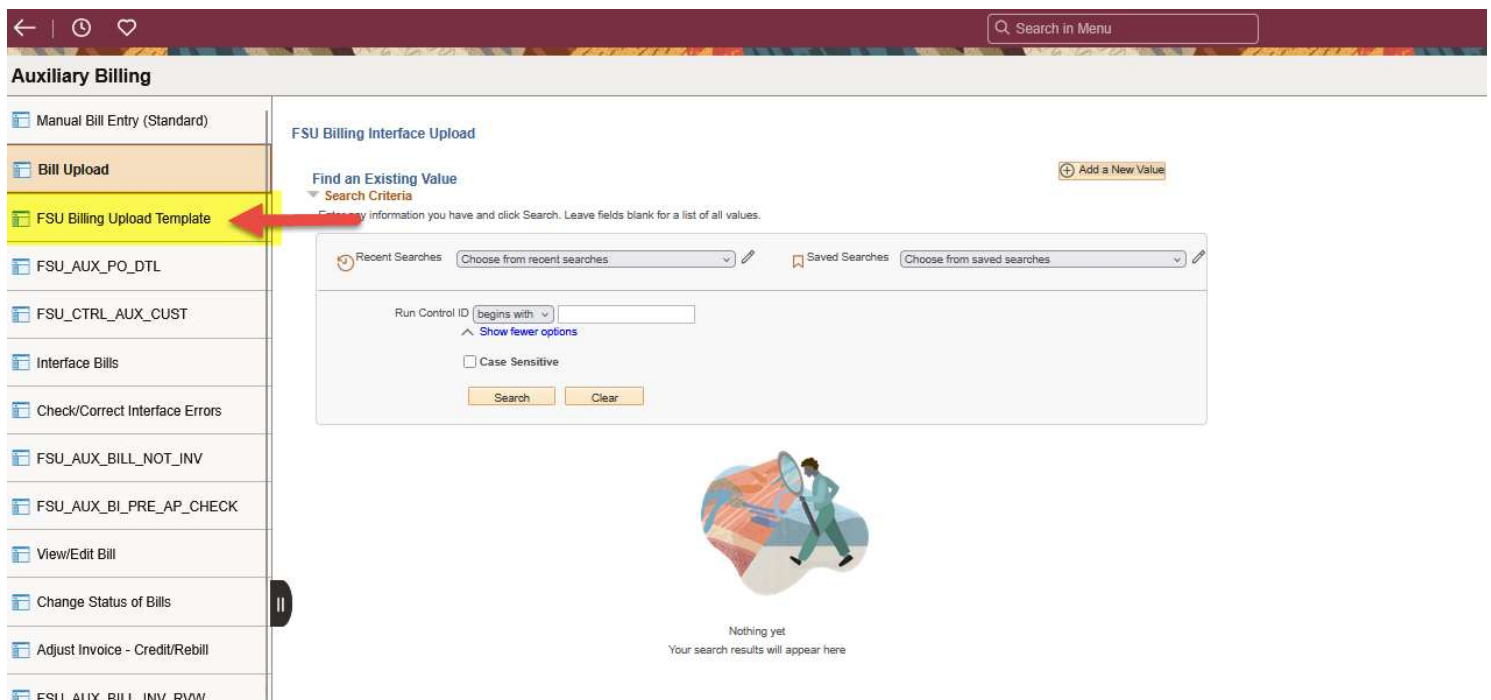
Upload and Interface Billing

This guide outlines how to upload and interface bills in OMNI Financials. Instructional videos can be found in the Mastering Auxiliary Billing Training Series.

1. Select the Auxiliary AR/Billing tile:



2. Navigate to the FSU Billing Upload Template tab in Auxiliary Billing:



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

3. Download the template from the Controller's Office website.

Auxiliary Services Forms

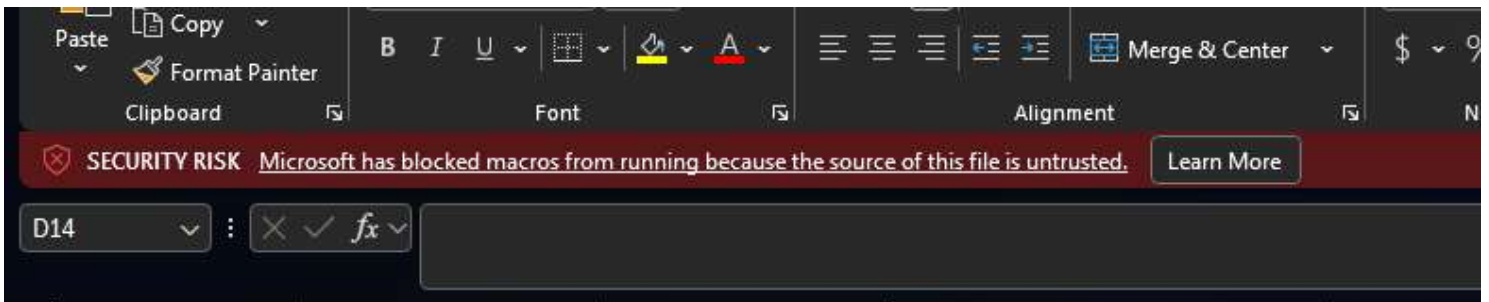
FORMS FOR BUYING DEPARTMENTS

Form Name	Description	Link
Internal Change Order Form	See form instructions on how fill out the Internal Change Order Form. For Internal Vendors, please send your Change Order Form to CTL-AuxiliaryAccounting@fsu.edu. (If your vendor starts with "AUX", it is an internal vendor).	Form

FORMS FOR SELLING AUXILIARIES

Form Name	Description	Link
Customer Add/Update Form	This form is used to add or update a customer in OMNI Financials. Please click on the form below to complete the information and submit the form to Auxiliary Services for processing.	Form
Custom Billing Reconciliation Template	This workbook is a template for selling auxiliaries utilizing OMNI Auxiliary AR/Billing to use to reconcile their billable data back to their sales records. It should only be used by trained individuals.	Form
Custom Billing Upload Template	This workbook is a template for selling auxiliaries utilizing OMNI Auxiliary AR/Billing to use to generate their billable data.	Form
Pending Charge Template	This workbook is a template for selling auxiliaries to submit their pending charges to the Controller's Office Auxiliary Services team, who will research the issue and correspond with the customer on your behalf.	Form

4. Save the template to your desktop to remove the Microsoft security risk. Then reopen the workbook.



5. Follow the instructions on the instructions tab.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1																
2																
3																
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27																
28																
29																
30																
	<	>	Instructions	All Bill Data Entry	Export Files	CUST	PO	+								

6. Use the FSU_AUX_PO_DTL and FSU_CTRL_AUX_CUST tabs in the Auxiliary Billing tile of OMNI FI to download the needed queries to run the template

← | 🕒 | ❤️ 🔍 Search in Menu

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

FSU Billing Interface Upload

[Find an Existing Value](#) ➕ Add a New Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches: Choose from recent searches ✎ | Saved Searches: Choose from saved searches ✎

Run Control ID: begins with ⌵ Show fewer options

☐ Case Sensitive

Search Clear



Nothing yet
Your search results will appear here

7. Paste them in the template following the instructions.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1																
2	FSU CONTROLLER'S OFFICE FINANCE & ADMINISTRATION															
3																
4																
5																
6	FSU Custom Billing Upload Template															
7	This Excel template is for FSU auxiliaries that utilize the upload and interface functionality of OMNI Financials. Job Aid ABILL1 - Upload & Interface Bills.															
8	Role FSU_AUX_BILLING required for access. Contact Auxiliary Services at ctl-auxiliaryaccounting@fsu.edu for assistance.															
9																
10	Steps to Complete Upload															
11																
12	1. Customer Data															
13	Run query FSU_CTRL_AUX_CUST															
14	Paste results into the CUST tab															
15	Make sure columns BC and BD formulas are filled for all rows. Do not override.															
16																
17	2. PO Data															
18	Run query FSU_AUX_PO_DTL for your vendor															
19	Paste into the PO tab															
20	Make sure columns AC, AD, and AE formulas are filled. Do not override.															
21																
22	3. Billing Data															
23	Go to the All Billing Data Entry tab															
24	Review and fix any red-shaded cells (possible errors)															
25	Double-check all entries before continuing															
26																
27	4. Save the File															
28	Save the workbook as a .xlsm (macro-enabled Excel file)															
29																
30	5. Create CSV Files															
31	< > Instructions All Bill Data Entry Export Files CUST PO +															

8. Start populating your billing data on the All Bill Data Entry tab.

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

FSU Custom Billing Upload Template

This Excel template is for FSU auxiliaries that utilize the upload and interface functionality of OMNI Financials. Job Aid ABILL1 - Upload & Interface Bills. Role FSU_AUX_BILLING required for access. Contact Auxiliary Services at ctl-auxiliaryaccounting@fsu.edu for assistance.

Steps to Complete Upload

- 1. Customer Data**
 - Run query FSU_CTRL_AUX_CUST
 - Paste results into the CUST tab
 - Make sure columns BC and BD formulas are filled for all rows. Do not override.
- 2. PO Data**
 - Run query FSU_AUX_PO_DTL for your vendor
 - Paste into the PO tab
 - Make sure columns AC, AD, and AE formulas are filled. Do not override.
- 3. Billing Data**
 - Go to the All Billing Data Entry tab
 - Review and fix any red-shaded cells (possible errors)
 - Double-check all entries before continuing
- 4. Save the File**
 - Save the workbook as a .xlsm (macro enabled Excel file)
- 5. Create CSV Files**

The bottom navigation bar shows tabs: Instructions, All Bill Data Entry (highlighted with a red arrow), Export Files, CUST, PO, and a plus sign for more tabs.

9. Read the instructions at the top of each column on how to populate each cell.

FSU Custom Billing Template				
Grey cells auto populate based upon other information entered. Verify data.			Red cells may require attention.	
Interface Line #	Billing Specialist	Identifier	Charge Description	Long Note (254 characters)
<i>This number increases by 1 for each billing row (e.g., 1, 2, 3) and must match the transaction data across all uploaded files.</i>	<i>Choose the bill specialist for auxiliary billing in the cell drop down.</i>	<i>Optional field, use only if needed. This field is for a unique ID, limited to 18 characters. Commas and special characters are not allowed.</i>	<i>Main charge description, limited to 30 characters. Commas and special characters are not allowed.</i>	<i>Optional field, use only if needed. Detailed charge description, up to 254 characters. Use only if needed. Commas and special characters are not allowed.</i>
1	AUXBIO1	MEHC1	Lab Analysis	Proton Array

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

10. Review for accuracy when entering customer and purchase order information. Red will prompt a review, which may be OK.

Charge to Date	PO Reference	Internal PO Line	Customer ID	Customer Group	Contact Sequence	
<i>This is the date of the charge or the date through which the charges have been assessed. Should be in format YYYY-MM-DD.</i>	Required for ALL customers. For Internal , ensure it is a 10-digit number preceded by 3 zeroes. If the PO is invalid or missing this cell will turn red. For external , input the PO provided by customer or if not provided, input "N/A".	Required for internal customers only. If the PO/PO Line combo is invalid this cell will turn red.	For internal customers, this field calculates. For external/component unit customers, enter the appropriate customer ID (refer to CUST tab).	The group type of the customer being billed.	For internal customers, this field calculates. For external/component unit customers, enter the contact sequence (refer to CUST tab).	Enter department, auxiliary, add a
2026-02-06	0001904113	1	AUX1000721	INTERNAL		1 02600
2026-02-05	0002105901	1	#N/A	#N/A	#N/A	1 02600
2026-02-01	FAMU-581920		AUX1003051	EXTERNAL		1 02600

11. Once all data is entered, save your template.

12. Navigate to the Export Files tab when finished and click the macro button to create the upload files.

The files will save to your desktop. If using long notes, you will have a Note and Notelink file. DO NOT MANIPULATE THESE FILES.

Instructions: By clicking the button below, your billing data will be automatically formatted and saved as .CSV files to your desktop. You may move the files from your desktop to another location on your computer (i.e. a folder) but DO NOT re-open the files in Excel. Doing so will cause a loss of data formatting and you will be unable to upload the file(s) to OMNI.

IMPORTANT!!: Excel will automatically close after clicking the button below. This includes any other Excel files that you may currently have open. Any unsaved changes will be lost.

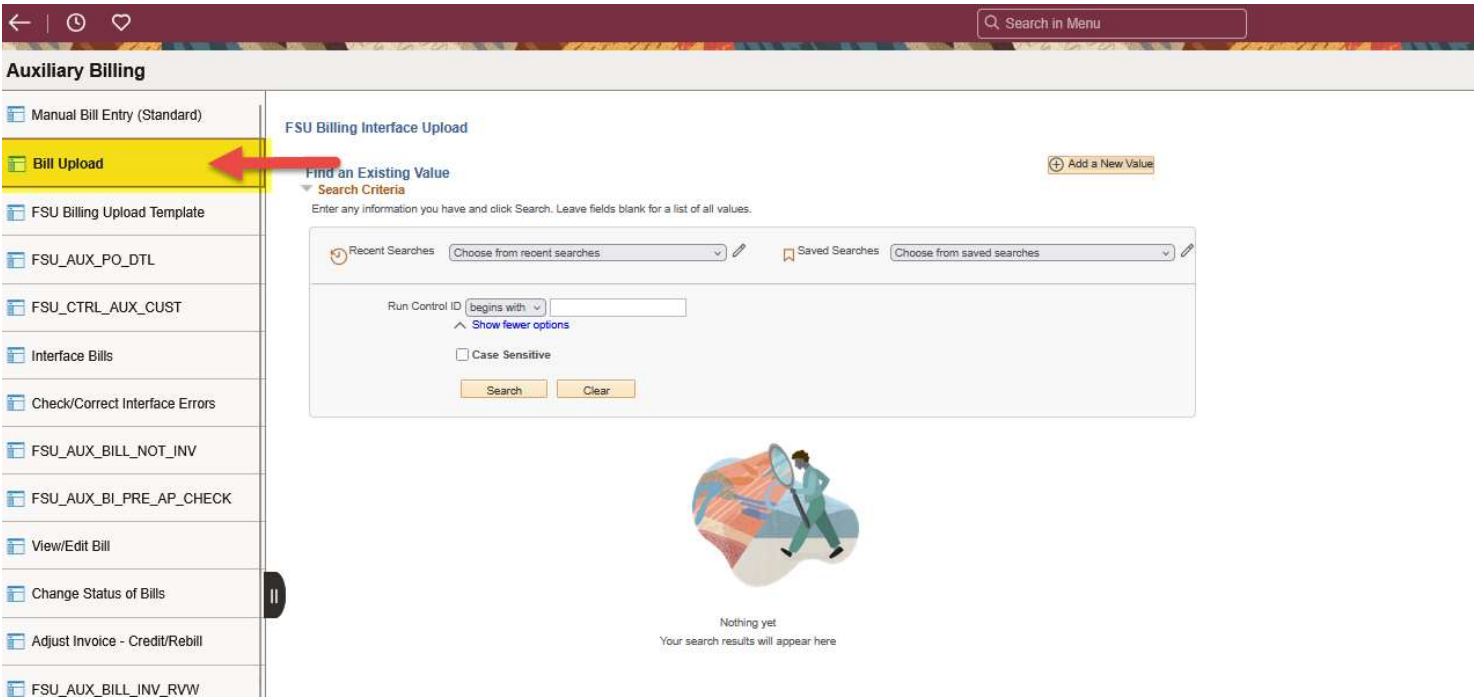
- 1) Save your billing upload template (this file) before clicking the button below.
- 2) If you have any other Excel files open, close them before clicking the button below.
- 3) It may take up to 1 minute for Excel to export your files. You will receive a success message once the process is complete.
- 4) If you experience any issues, please contact ctl-auxiliaryaccounting@fsu.edu.



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

 Notelink_11132025.csv		11
 Note_11132025.csv		11
 LN_11132025.csv		11
 AH_11132025.csv		11

13. Navigate to Auxiliary Billing tile and navigate to the Bill Upload tab.



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

FSU Billing Interface Upload

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches: Choose from recent searches

Saved Searches: Choose from saved searches

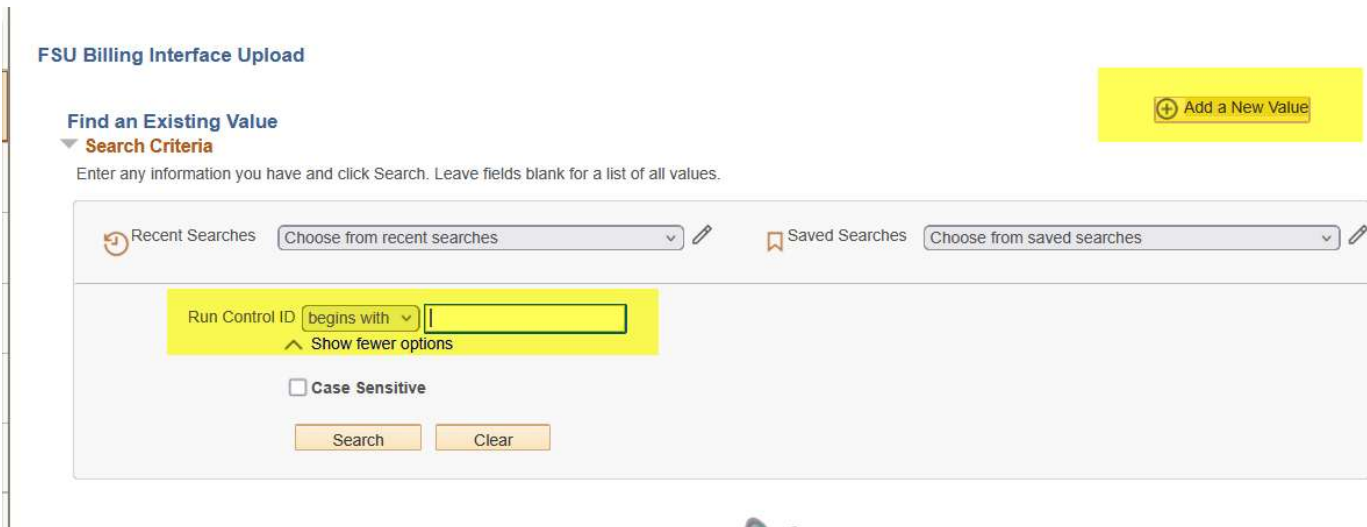
Run Control ID: begins with

[Show fewer options](#)

☐ Case Sensitive

Nothing yet
Your search results will appear here

14. Search for your run control. If a run control needs to be created, click Add a New Value.



FSU Billing Interface Upload

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches: Choose from recent searches

Saved Searches: Choose from saved searches

Run Control ID: begins with

[Show fewer options](#)

☐ Case Sensitive

15. Enter BILL_UPLOAD for your run control that will be used to run the system job.

FSU Billing Interface Upload

Add a New Value

 Find an Existing Value

*Run Control ID

16. Select the delimiter type as comma, and upload the files from your desktop. Make sure to upload either two or four files depending on if you use notes.

Note: only one file can be added at a time. Files can also be dragged and dropped to the attachment box when adding:

FSU Billing Interface

Run Control ID AUXUPLOAD

[Report Manager](#)

[Process Monitor](#)

Report Request Parameters

Please attach the file(s) needed to interface billable transactions and specify delimiter.

1

Delimiter Type

2

☐ Upload files from batch server & Run BIIF0001

 Save

 Return to Search

FSU Billing Interface

Run Control ID AUXUPLOAD

Report Manager

Process Monitor

Run

Report Request Parameters

Please attach the file(s) needed to interface billable transactions and specify delimiter.

Delimiter Type Comma

Add

☐ Upload files from batch server & Run BIIF0001

Billing Interface Files

	File Name	Delimiter Type	Delete	View
1	AH_08242026.csv	Comma		

Save

Return to Search

FSU Billing Interface

Run Control ID AUXUPLOAD

Report Manager

Process Monitor

Run

Report Request Parameters

Please attach the file(s) needed to interface billable transactions and specify delimiter.

Delimiter Type Comma

Add

☐ Upload files from batch server & Run BIIF0001

Billing Interface Files

	File Name	Delimiter Type	Delete	View
1	AH_08242026.csv	Comma		
2	LN_08112026.csv	Comma		
3	NoteInk_08242026.csv	Comma		
4	Note_08242026.csv	Comma		

Save

Return to Search

17. Click OK.

Process Scheduler Request

User ID: STH09 Run Control ID: BILL_UPLOAD

Server Name: Run Date: 02/06/2026 

Recurrence: Run Time: 9:34:18AM [Reset to Current Date/Time](#)

Time Zone: 

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☒	FSU Billing Interface	FSU_BI_UPLD1	Application Engine	Web	TXT	Distribution

[OK](#) [Cancel](#)

18. Click Process Monitor.

FSU Billing Interface

Run Control ID: BILL_UPLOAD [Report Manager](#) [Process Monitor](#) [Run](#)

Report Request Parameters

Please attach the file(s) needed to interface billable transactions and specify delimiter.

Delimiter Type: [Add](#)

☐ Upload files from batch server & Run BIIF0001

Billing Interface Files

	File Name	Delimiter Type	Delete	View
1	LN_10202025.csv	Comma		
2	AH_10202025.csv	Comma		

[Save](#) [Return to Search](#)

19. Ensure you see success and posted and click details. **ANYTHING ELSE CONTACT AUXILIARY SERVICES.**

View Process Requests

User ID: Type: Date Range: From To

Server: Name: Instance: [Range](#)

Run Status: Distribution Status: ☒ Save On Refresh [Report Manager](#)

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	9824378		BILL_UPLOAD	Application Engine	FSU_BI_UPLD1	STH09	02/06/2026 9:34:18AM EST	Success ☒	Posted ☒	Details	Act

20. Click View Log/Trace

Process Detail

Process

Instance: 9824378 Type: Application Engine
Name: FSU_BI_UPLD1 Description: FSU Billing Interface
Run Status: Success Distribution Status: Posted

Run

Run Control ID: BILL_UPLOAD
Location: Server
Server: PSUNX
Recurrence:

Update Process

- ☐ Hold Request
☐ Queue Request
☐ Cancel Request
☐ Delete Request
☐ Re-send Content ☐ Restart Request

Date/Time

Request Created On: 02/06/2026 9:34:31AM EST
Run Anytime After: 02/06/2026 9:34:18AM EST
Began Process At: 02/06/2026 9:34:50AM EST
Ended Process At: 02/06/2026 9:35:04AM EST

Actions

[Parameters](#) [Transfer](#)
[Message Log](#) [View Locks](#)
[Batch Timings](#)
[View Log/Trace](#)

OK

Cancel

21. Click the larger file

View Log/Trace

Report

Report ID 9938505 Process Instance 9824378 [Message Log](#)
 Name FSU_BI_UPLD1 Process Type Application Engine
 Run Status Success

FSU Billing Interface

Distribution Details

Distribution Node SQNAFI Expiration Date 02/20/2026

File List

Name	File Size (bytes)	Datetime Created
AE_FSU_BI_UPLD1_9824378.log	248	02/06/2026 9:35:04.985071AM EST
FSU_Billing_Interface_9824378.Log	5,125	02/06/2026 9:35:04.985071AM EST

Open the larger file

Distribute To

Distribution ID Type	Distribution ID
User	STH09

[Return](#)

22. Note the Interface ID.

```
*****
BI Interface Id for this Load is : 31130
*****
```

FSU Billing Interface 9824378_LN_10202025.csv

2026-02-06 09.34.50.000000

File was transferred successfully to App server: File Name :LN_10202025.csv

File Delimiter is: ,

Header Row Fields:

```
LH,INTFC_LINE_NUM,TRANS_TYPE_BI,BUSINESS_UNIT,BILL_TO_CUST_ID,ADDRESS_SEQ_NUM,CNTCT_SEQ_N
NTRACT_LINE_NUM,BUSINESS_UNIT_CA,BILL_PLAN_ID,PC_DISTRIB_STATUS,BPLAN_LN_NBR
Processing Line: L,1,LINE,AUX01,AUX1000288,1,1,AUXILIARY2,AUX401,FACSV, FACSV, (850) 644
Processing Line: L,2,LINE,AUX01,AUX1000288,1,1,AUXILIARY2,AUX401,FACSV, FACSV, (850) 644
Processing Line: L,3,LINE,AUX01,AUX1000348,1,1,AUXILIARY2,AUX401,FACSV, FACSV, (850) 644
Processing Line: L,4,LINE,AUX01,AUX1000348,1,1,AUXILIARY2,AUX401,FACSV, FACSV, (850) 644
Processing Line: L,5,LINE,AUX01,AUX1000543,1,1,AUXILIARY2,AUX401,FACSV, FACSV, (850) 644
```

23. Navigate to Auxiliary Billing and to the Interface Bills tab.

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

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_RVV

FSU Billing Interface Upload

Find an Existing Value ⊕ Add a New Value

Search Criteria
Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches: Choose from recent searches ✎ | Saved Searches: Choose from saved searches ✎

Run Control ID (begins with) ⌵ Show fewer options

☐ Case Sensitive

Search Clear

Nothing yet
Your search results will appear here

24. Similar to the upload, enter your run control or create one.

Process Billing Interface

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

⌵ Recent Searches Choose from recent searches ✎ | 🔖 Saved Searches Choose from saved searches ✎

Run Control ID begins with ⌵ **INTERFACE**

⌵ Show fewer options

☐ Case Sensitive

Search Clear

25. Enter your Interface ID and click Run.

Run Control ID INTERFACE Report Manager Process Monitor Run 2

Range Selection

- ☒ Interface ID
- ☐ Business Unit
- ☐ Bill Source

From Interface ID **31130** Q 1

To Interface ID **31130** Q

Save Notify Add Update/Display

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

26. Select the first box and click OK.

Process Scheduler Request

User ID: STH09 Run Control ID: INTERFACE

Server Name: Run Date: 02/06/2026

Recurrence: Run Time: 9:38:56AM [Reset to Current Date/Time](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
☒ 1	Billing Interface	BIIF0001	Application Engine	Web	TXT	Distribution
☐	Interface & VAT Defaulting	BIJOBI01	PSJob	(None)	(None)	Distribution

[OK](#) 2 [Cancel](#)

27. Click Process Monitor.

Run Control ID: INTERFACE [Report Manager](#) **Process Monitor** [Run](#)

Range Selection:
☒ Interface ID
☐ Business Unit
☐ Bill Source

From Interface ID: 31130

To Interface ID: 31130

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

28. Ensure you see success and posted. **ANYTHING ELSE CONTACT AUXILIARY SERVICES.**

[Process List](#) [Server List](#)

View Process Requests

User ID: STH09 Type: Date Range: From: 11/01/2025 To: [Refresh](#)

Server: Name: Instance: Range: [Clear](#)

Run Status: Distribution Status: ☒ Save On Refresh [Report Manager](#) [Reset](#)

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	9824380		INTERFACE	Application Engine	BIIF0001	STH09	02/06/2026 9:38:56AM EST	Success	Posted	Details	Actions
☐	9824378		BILL_UPLOAD	Application Engine	FSU_BI_UPLD1	STH09	02/06/2026 9:34:18AM EST	Success	Posted	Details	Actions

29. Run FSU_AUX_BILL_NOT_INV to make sure all your billing data is accounted for.

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

← | 🕒 | ❤️

🔍 Search in Menu

Auxiliary Billing

- Manual Bill Entry (Standard)
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- Check/Correct Interface Errors
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- FSU_AUX_BI_PRE_AP_CHECK
- View/Edit Bill
- Change Status of Bills
- Adjust Invoice - Credit/Rebill
- FSU_AUX_BILL_INV_RVW

FSU Billing Interface Upload

➕ Add a New Value

Find an Existing Value

▼ Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

🕒 Recent Searches

Choose from recent searches

🔖 Saved Searches

Choose from saved searches

Run Control ID begins with

⬇ Show fewer options

☐ Case Sensitive

Search
Clear



Nothing yet
Your search results will appear here

30. Check time stamps on the query for easy reconciliation.

	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	A
	Bill Line PO	PO Line	Date Time Added	User	Last Update	Last User	Customer Group	Account	Dept	Fund	ChartFic
0002102230		1	2/6/2026 9:40	STH09	2/6/2026 9:40	BI-INTFC	INTERNAL	622001	041013	320	
0002102230		1	2/6/2026 9:40	STH09	2/6/2026 9:40	BI-INTFC	INTERNAL	622001	041013	320	
0002101238		1	2/6/2026 9:40	STH09	2/6/2026 9:40	BI-INTFC	INTERNAL	622001	041013	320	
0002101238		1	2/6/2026 9:40	STH09	2/6/2026 9:40	BI-INTFC	INTERNAL	622001	041013	320	
0002102027		1	2/6/2026 9:40	STH09	2/6/2026 9:40	BI-INTFC	INTERNAL	622001	041013	320	
0002102027		1	2/6/2026 9:40	STH09	2/6/2026 9:40	BI-INTFC	INTERNAL	622001	041013	320	
0002102027		1	2/6/2026 9:40	STH09	2/6/2026 9:40	BI-INTFC	INTERNAL	622001	041013	320	
0002102027		1	2/6/2026 9:40	STH09	2/6/2026 9:40	BI-INTFC	INTERNAL	622001	041013	320	
0002102027		1	2/6/2026 9:40	STH09	2/6/2026 9:40	BI-INTFC	INTERNAL	622001	041013	320	
0002102503		1	2/6/2026 9:40	STH09	2/6/2026 9:40	BI-INTFC	INTERNAL	622001	041013	320	
0002102503		1	2/6/2026 9:40	STH09	2/6/2026 9:40	BI-INTFC	INTERNAL	622001	041013	320	
0002100610		1	2/6/2026 9:40	STH09	2/6/2026 9:40	BI-INTFC	INTERNAL	622001	041013	320	
0002100610		1	2/6/2026 9:40	STH09	2/6/2026 9:40	BI-INTFC	INTERNAL	622001	041013	320	
0002102693		1	2/6/2026 9:40	STH09	2/6/2026 9:40	BI-INTFC	INTERNAL	622001	041013	320	