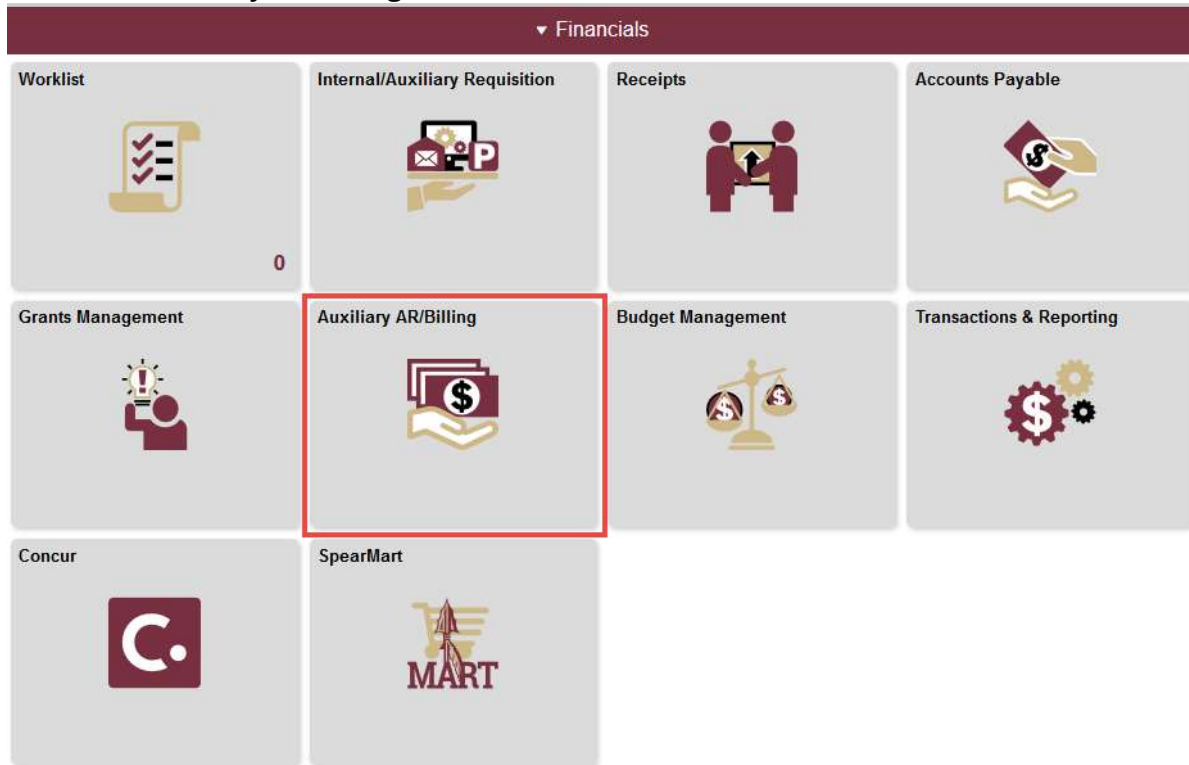


View and/or Edit Bills

Use this guide on how to edit a bill that was already created in OMNI FI.

1. Select the Auxiliary AR/Billing tile:



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

← | ⌚ | ❤️ 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_RVV
- View an Invoice
- Add/Update Product
- Attributes by UOM

Bill Entry

Find an Existing Value

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

Business Unit: [AUX01] Invoice: [begins with AUX00216214]

Bill Status: [] Customer: [begins with] Contract: [begins with] Bills in Business Unit: [] Template Invoice Flag: []

^ Show fewer options

☒ Case Sensitive

Search Clear Save Search

Search Results: Only the first 300 results of a possible 4770 can be displayed Business Unit "AUX01" Invoice

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

3. Make any edits and finalize the bill by setting it to **RDY** (ready status):

Auxiliary Billing

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- Attributes by UOM

Header - Info 1 | Line - Info 1

Unit: AUX01 | Invoice: AUX00216214 | Pretax Amt: 2,700.00 USD

Status: **RDY**

*Type: AUX

*Customer: AUX1005744

*Invoice Form: AUX_INV

Accounting Date:

Remit To: WELLS

Sales: AUXCSTMR

Credit Analyst: AUXCRA

Billing Specialist: AUXIMB1

Invoice Date:

Source: AUX072

SubCust1:

From Date:

Pay Terms: NET30

Bank Account: CONC

Bill Inquiry Phone: (850) 644-5147

Collector: AUXCOL

Billing Authority: AUXIMB1

Cycle ID: MONTHLY

*Frequency: Once

SubCust2:

To Date:

Pay Method: Check

Vanderbilt University Medical Center

IMB Core Labs - PEF

IMB Core Labs - PEF

Go to: Notes | Header Info 2 | Express Entry | Address | Copy Address | Attachments

Summary | Bill Search | Line Search | **Navigation** | Header - Info 1

Save | Return to Search | Notify | Refresh

Page Series: Prev | Next

Add | Update/Display

Use the navigation for any edits needed