

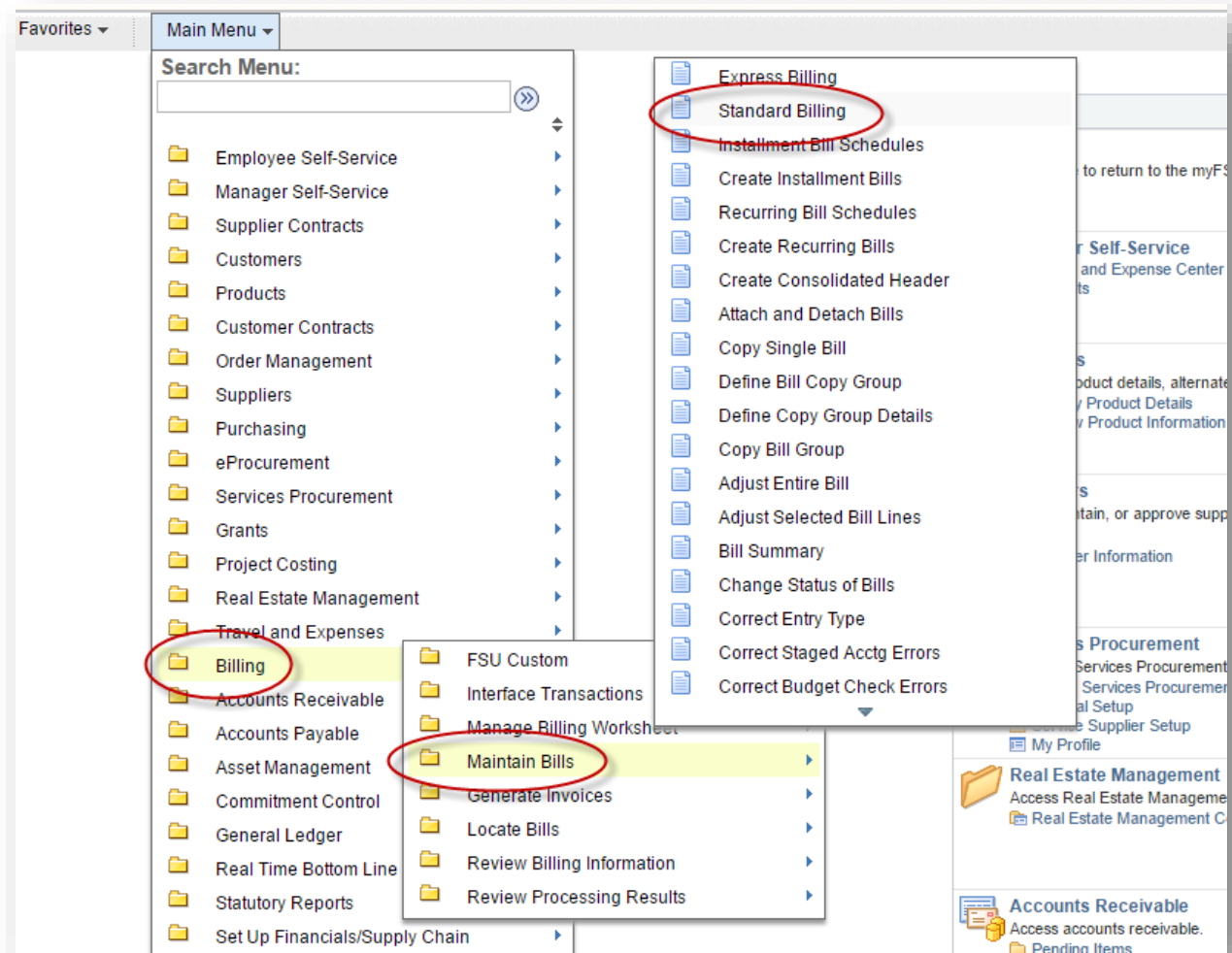


OMNI AR/Billing: Generating Quotes

Detailed Business Process Guides – ABILL4

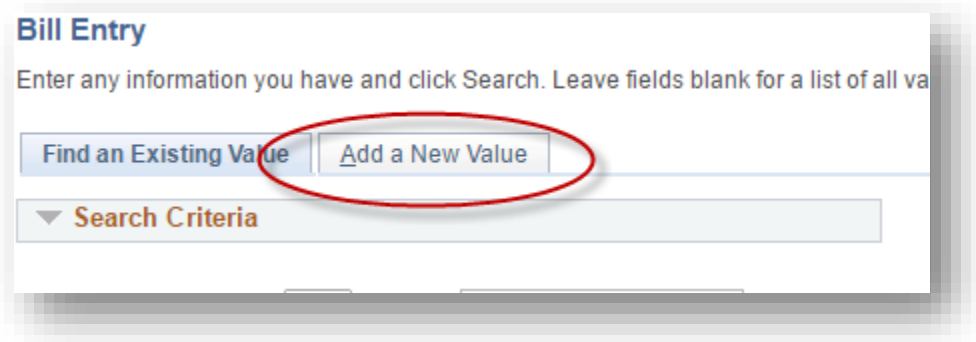
Generating Quotes

Main Menu > Billing > Maintain Bills > Standard Billing



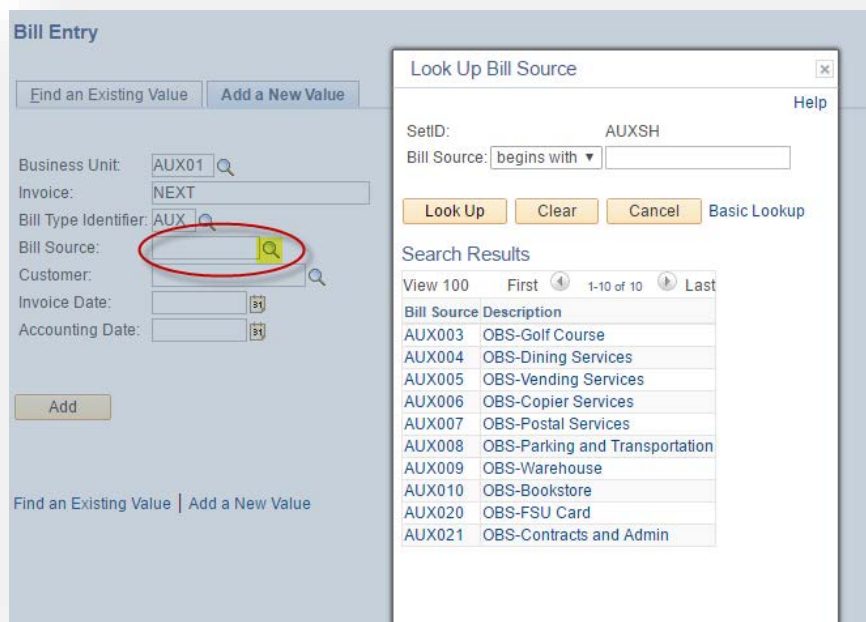


1. Choose the "Add a New Value" tab



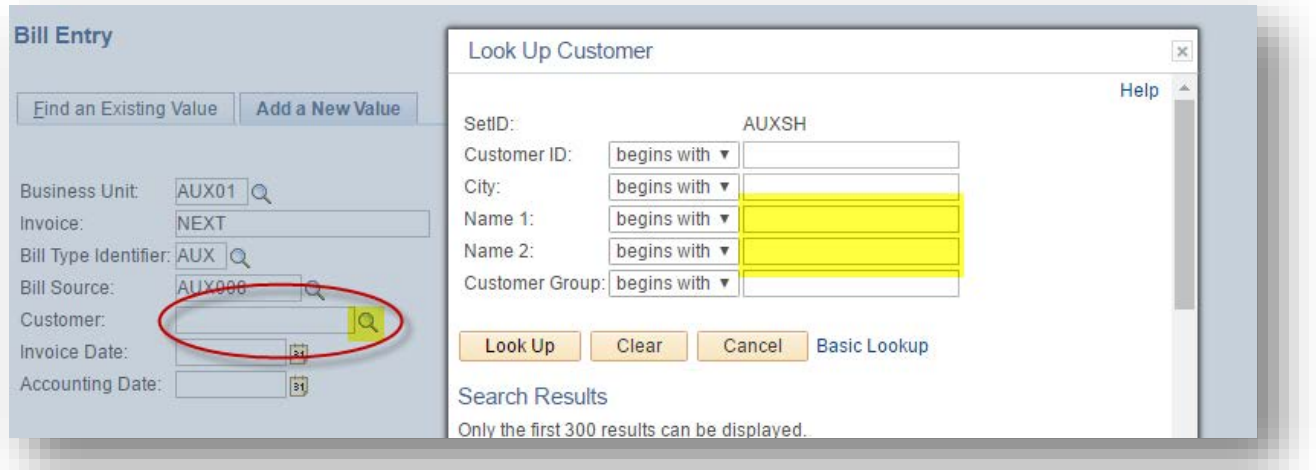
- Business Unit: AUX 01
- Invoice: NEXT
- Bill Type Identifier: AUX
- Bill Source: Variable
 - The Bill Source identifies the line of business that you will be billing for
- Customer: Variable
 - The Customer is the internal or external entity that you will be billing.
- Invoice Date: Blank
- Accounting Date: Blank

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



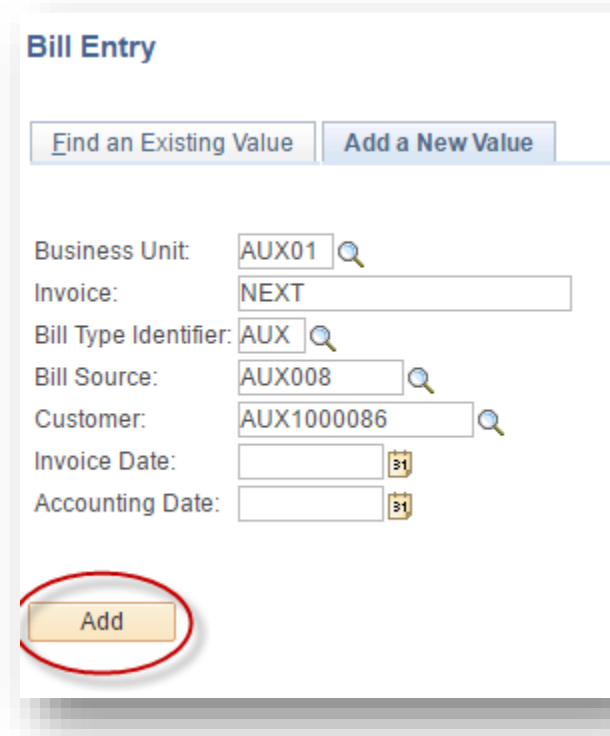


- To choose a Customer, click on the magnifying glass, then search for and select your Customer



- Name 1 contains the Customer's name
- Name 2 contains the Customer's six digit OMNI Department ID

- Once you have the Business Unit, Bill Type Identifier, Bill Source, and Customer, click on the "Add" button





- 5. Complete the Bill Header
 - a. Most of the pertinent header information will default in.
 - b. Click Save

The screenshot shows a web-based form for entering bill header information. At the top, there are two tabs: "Header - Info 1" (selected) and "Line - Info 1". Below the tabs, the form is organized into sections. The first section contains "Unit AUX01" and "Invoice NEXT". The second section contains several fields: "Status NEW", "*Type AUX", "*Customer AUX1000086", "Univ Business Adr" (partially visible), "*Invoice Form AUX_INV", "Accounting Date", "Remit To FSU", "Sales AUXCSTM", "Credit AUXCRA", and "Billing Specialist AUXOBS06". The third section contains "Parking & Transpo" (partially visible). At the bottom left, there are three links: "Go to: Header Info 2", "Notes Express Entry", and "Summary Bill Search". At the bottom right, there are three buttons: "Save" (circled in red), "Notify", and "Refresh".

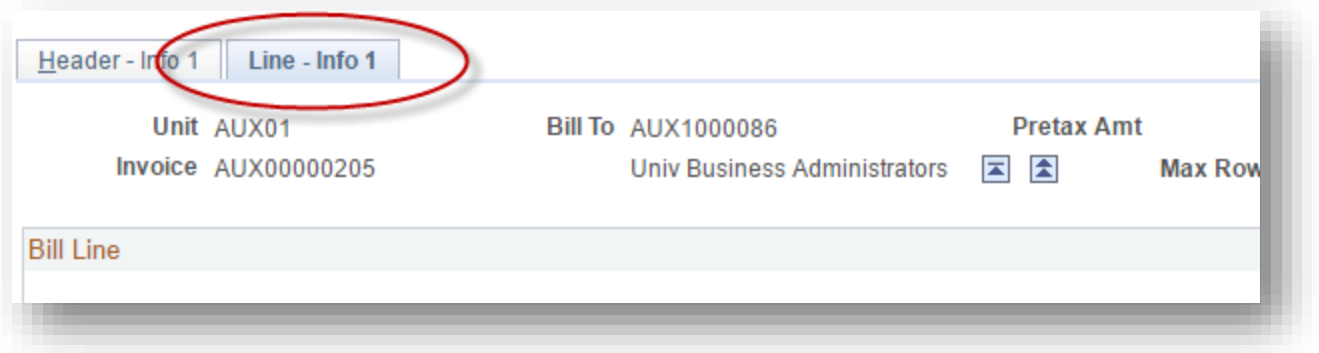
- c. Your bill will be assigned an Invoice number and the status will be "NEW"

This screenshot shows the same Bill Header form after the "Save" button was clicked. The "Invoice" field now displays the number "AUX00000205", which is circled in red. The "Status" field now displays "NEW" and is highlighted in yellow. The other fields remain the same as in the previous screenshot: "Unit AUX01", "*Type AUX", "*Customer AUX1000086", "Univ Business Administrators", and "*Invoice Form AUX_INV". The "View Activity" link is now visible next to the customer field.



6. Add Bill Lines

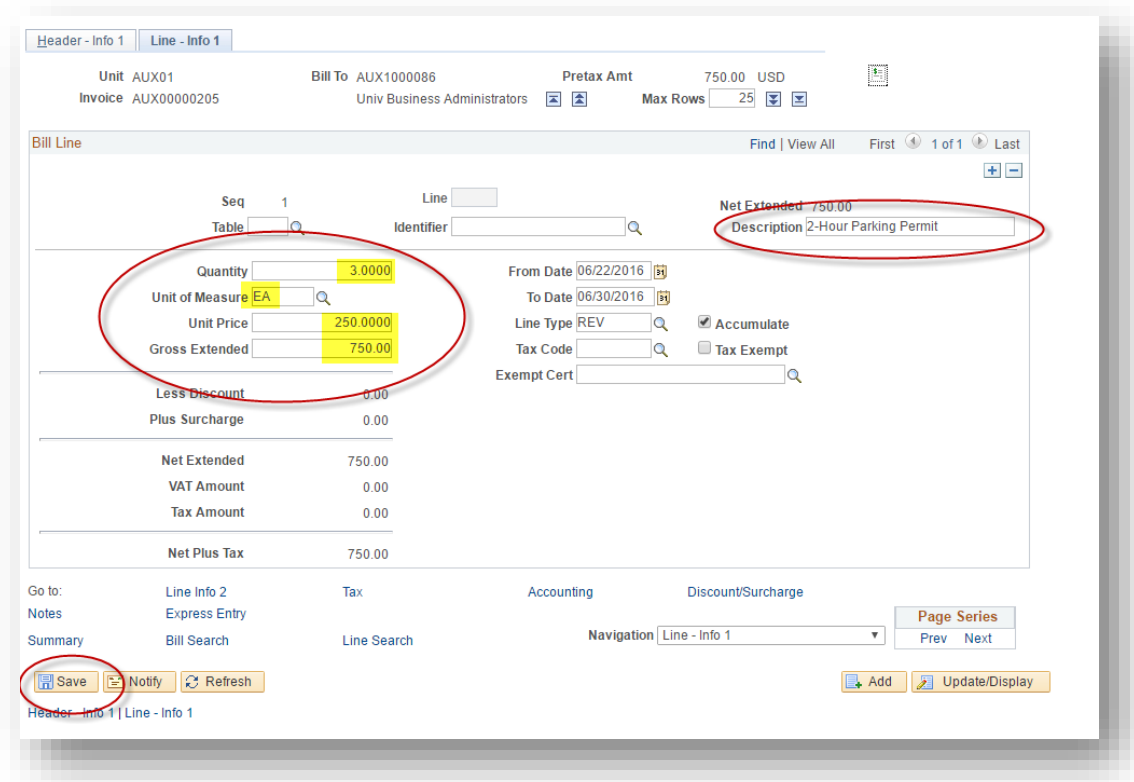
- a. Click on the "Line - Info 1" tab



- b. There are two methods of adding Bill Line information

- i. Creating an "Ad-Hoc" product

1. Type a Description
2. Set a Quantity
3. Set the Unit of Measure
 - a. Always use EA
4. Set the Unit Price
5. Click "Save" to generate the Gross Extended Amount





ii. Pulling an existing product from the OMNI catalog¹

1. Click on the magnifying glass next to the Table field and choose "SP/Billing Charge ID"
2. Click on the magnifying glass next to the Identifier field to search for and select your product. You can search by product ID or Description
3. The Description, Unit of Measure, and Unit Price will automatically fill in
4. Set the quantity

Header - Info 1 | Line - Info 1

Unit AUX01 Bill To AUX1000086 Pretax Amt 750.00 USD
 Invoice AUX00000205 Univ Business Administrators Max Rows 25

Bill Line Find | View All First 2 of 2 Last

Seq 2 Line Net Extended 0.00
 Table ID Identifier PERMIT Description Permit Usage Admin Fee/outsid

Quantity From Date 06/22/2016
 Unit of Measure EA To Date 06/30/2016
 Unit Price 35.0000 Line Type REV Accumulate
 Gross Extended 0.00 Tax Code Tax Exempt
 Exempt Cert

Less Discount 0.00
 Plus Surcharge 0.00

Net Extended 0.00
 VAT Amount 0.00
 Tax Amount 0.00
 Net Plus Tax 0.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge
 Notes Express Entry
 Summary Bill Search Line Search Navigation Line - Info 1 Page Series
 Save Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

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

Header - Info 1 | Line - Info 1

Unit AUX01 Bill To AUX1000086 Pretax Amt 750.00 USD
 Invoice AUX00000205 Univ Business Administrators Max Rows 25

Bill Line Find | View All First 2 of 2 Last

Seq 2 Line Net Extended 0.00
 Table Identifier Description

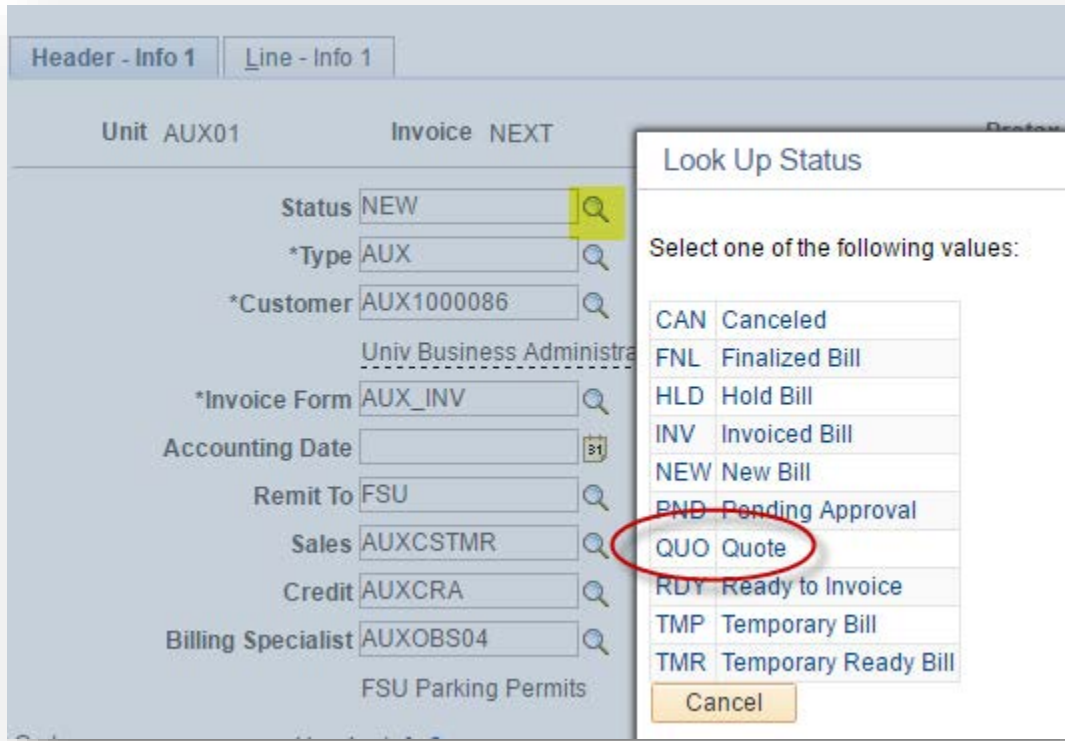
Quantity From Date 06/22/2016

Add a new row at row 2

¹ For instructions on adding products to OMNI, please refer to the Billing Process Guide **APRODUCT1**



- 7. Once you have entered all of your Bill lines you can generate a quote
 - a. Return to the “Header – Info 1” tab
 - i. Change the Status to “QUO”



- ii. You can generate a PDF quote to review for corrections and to distribute to customers by clicking the Proforma Icon
 - 1. Please refer to **Business Process Guide ABILL9 Proforma** for instructions (use the one-at-a-time instructions)
 - iii. Click Save.