



# OMNI AR/Billing: View & Edit a Bill

Detailed Business Process Guides – ABILL8

Use this tutorial to understand how to [view and edit a bill that has not been invoiced](#), and how to view a [bill that has been invoiced](#).

Note that bills not yet invoiced are located in a different area than bills that have been invoiced.

Bills that have been invoiced are called Invoices, and cannot be altered. To correct an error on an invoiced bill, review the business process guide for Crediting & Rebilling (ABILL3).

## View & Edit a Bill not Invoiced

*Main Menu > Billing > Maintain Bills > Standard Billing*

1. Navigate to: Main Menu > Billing > Maintain Bills > Standard Billing
2. Search for your desired bill(s)/invoice
  - a. Business Unit: AUX01
  - b. Search by invoice ID, bill status, customer, and/or contract.



3. Select "Search."
4. Select the desired invoice.
5. You will be brought to the billing header page:

Unit AUX01 Invoice AUX00000227 Pretax Amt 740.00 USD

Status NEW Invoice Date Cycle ID MONTHLY  
\*Type AUX Source AUX007 \*Frequency Once  
\*Customer AUX1000001 SubCust1 SubCust2  
President's Office  
\*Invoice Form AUX\_INV From Date To Date  
Accounting Date Pay Terms NET1 Pay Method Check  
Remit To FSU Bank Account AUX  
Sales AUXCSTMR Bill Inquiry Phone (850) 644-0316  
Credit AUXCRA Collector AUXCOL  
Billing Specialist AUXOBS02 Billing Authority AUXOBS02  
OBS Postal Services OBS Postal Services

Go to: Header Info 2 Address Copy Address  
Notes Express Entry  
Summary Bill Search Line Search Navigation Header - Info 1 Page Series  
Prev Next

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

6. Review bill status, customer, and other information on the header page.
7. In the "Navigation" drop down box, click on "Header-Misc Info" to review whether there is PO information at the header level if desired.



Key

to: Header Info 2 Address Copy Address  
 es Express Entry  
 nmary Bill Search Line Search Navigation

Save Return to Search Previous in List Next in List Notify Refresh

Header - Info 1 | Header - Misc Info | Line - Info 1

Header - Misc Info  
 Acctg - AR Offset  
 Acctg - Deferred Rev Dist  
 Acctg - InterUnit Payables  
 Acctg - Rev Distribution  
 Acctg - Statistical Info  
 Acctg - Unbilled AR  
 Acctg - InterUnit Exp/Inv  
 Address Info  
 Courtesy Copy Addr  
 Disc/Surcharge  
 Disc/Surcharge Distribution  
 Disc/Surcharge Deferred  
 Header - AR Distribution  
 Header - Credit Card  
 Header - Info 1  
 Header - Info 2  
**Header - Misc Info**  
 Header - Note  
 Header - Order Info

Page Series  
 Prev Next  
 Update/Display

Header - Info 1 | Header - Misc Info | Line - Info 1

Unit AUX01 Bill To AUX1000001 Pretax Amt 740.00 USD  
 Invoice AUX00000227 President's Office

PO

Contract

Contract Date

Contract Type

Financial Sanctions  
 Confirmed  
 Reason Code

Consolidation  
 Key

Go to: Header Info 2 Address Copy Address  
 Notes Express Entry  
 Summary Bill Search Line Search Navigation

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Header - Info 1 | Header - Misc Info | Line - Info 1

a. In this example, no PO was entered on the header.



8. Click the “Line-Info 1” tab to see information about the invoice lines.

Unit AUX01      Bill To AUX1000001      Pretax Amt 740.00 USD  
 Invoice AUX00000227      President's Office      Max Rows 25

Bill Line      Find | View All      First 1 of 4 Last

Seq 1      Line      Net Extended 360.00  
 Table ID      Identifier NCOA      Description NCOA National Database Cleanin

Quantity	6,000.0000	From Date	
Unit of Measure	EA	To Date	
Unit Price	0.0600	Line Type	REV
Gross Extended	360.00	Accumulate	<input checked="" type="checkbox"/>
		Tax Code	
		Tax Exempt	<input type="checkbox"/>
		Exempt Cert	

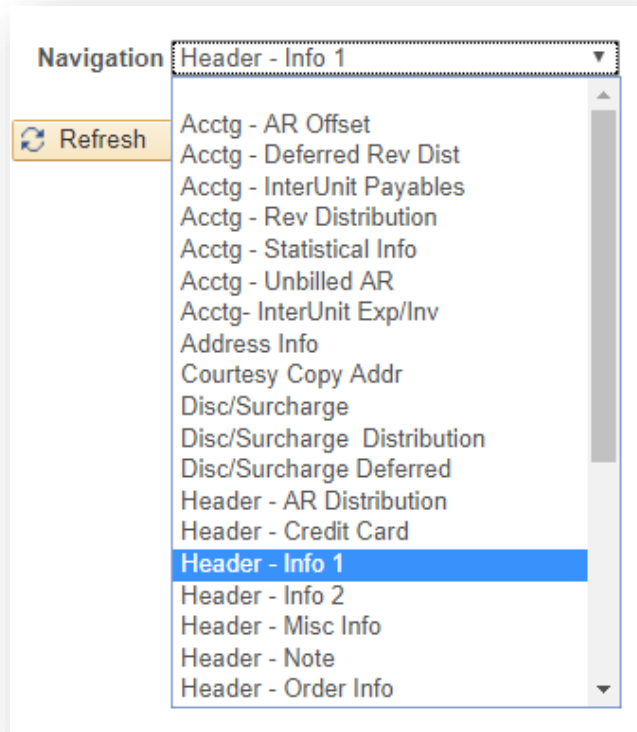
Less Discount	0.00
Plus Surcharge	0.00
Net Extended	360.00
VAT Amount	0.00
Tax Amount	0.00
Net Plus Tax	360.00

Go to: Line Info 2      Tax      Accounting      Discount/Surcharge  
 Notes      Express Entry  
 Summary      Bill Search      Line Search      Navigation Line - Info 1

Save      Return to Search      Previous in List      Next in List      Notify      Refresh      Add      Update/Display

Header - Info 1 | Line - Info 1

- a. You may wish to click “View All” if there are multiple invoice lines.
- b. You may also navigate between lines by clicking the arrow symbols in the upper right-hand corner of the Bill Line box
- c. Use the Navigation drop-down to locate additional line information not displayed on this page, including the below:
  - i. **Line Info 2** – where to enter or edit PO/PO lines on the bill lines
  - ii. **Acctg-Rev Distribution** – where to enter or edit revenue accounting information
  - iii. **Address Info** – where to enter or edit address and contact information
  - iv. **Line Note** – where to enter or edit line notes
  - v. **Header Note** – where to enter or edit header notes



### Where to Edit What? A Cheat Sheet

Where to Navigate	What to Edit
Header – Info 1	<ul style="list-style-type: none"> <li>• Bill Status (NEW, RDY, QUO, HLD, etc.)</li> <li>• Customer ID</li> <li>• From-Date/To-Date of the invoice</li> </ul>
Header – Misc Info	<ul style="list-style-type: none"> <li>• Add/Edit the PO number (if editing a bill, the PO number must also be edited on <i>Line – Info 2</i>)</li> </ul>
Line – Info 1	<ul style="list-style-type: none"> <li>• Add/Delete lines for goods and services charged</li> <li>• Edit quantity and price</li> <li>• Edit description of good/service (30 character limit)</li> <li>• Select/Edit products (if applicable)</li> </ul>
Line – Info 2	<ul style="list-style-type: none"> <li>• Add/Edit the PO number (if editing a bill, the PO number must also be edited on <i>Header – Misc Info</i>)</li> <li>• Add/Edit the PO Line number</li> </ul>
Acctg – Rev Distribution	<ul style="list-style-type: none"> <li>• Enter or edit revenue accounting information</li> </ul>
Header – Note	<ul style="list-style-type: none"> <li>• Enter or edit header note</li> </ul>
Line – Note	<ul style="list-style-type: none"> <li>• Enter or edit line note</li> </ul>
Address Info	<ul style="list-style-type: none"> <li>• Enter or edit address and contact information</li> </ul>



## View an Invoiced Bill

*Main Menu > Billing > Review Billing Information > Details*

1. Navigate to: Main Menu > Billing > Review Billing Information > Details
2. Search for your desired bill(s)/invoice
  - a. Business Unit: AUX01
  - b. Search by invoice ID, bill status, customer, and/or contract.

The screenshot shows the 'myFSU OMNI Financials' interface with the 'SQNAFI' title. The breadcrumb trail is 'Main Menu > Billing > Review Billing Information > Details'. The page title is 'Bill Inquiry'. Below the title, there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A button labeled 'Find an Existing Value' is present. A 'Search Criteria' section contains several search fields: 'Business Unit' (dropdown menu, value: AUX01), 'Invoice:' (dropdown menu: 'begins with', text input: AUX00001251), 'Bill Status:' (dropdown menu: '=', dropdown menu: 'Invoiced Bill'), 'Customer:' (dropdown menu: 'begins with', text input), and 'Contract:' (dropdown menu: 'begins with', text input). There is a 'Case Sensitive' checkbox which is unchecked. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

3. Select "Search."
4. Select the desired invoice.
5. You will be brought to the billing header page.
6. To print the invoice, select the "View Invoice Image" link on the right-hand side of the screen (ensure your pop-up blocker is disabled). A new window will open with your invoice pdf.



**myFSU**  
**OMNI Financials**

Home Worklist Process

Favorites ▾ Main Menu ▾ > Billing ▾ > Review Billing Information ▾ > Details

Header - Info 1 | Line - Info 1

<b>Unit</b> AUX01	<b>Invoice</b> AUX00009137	<b>Invoice Amt</b> 1,098.46 USD	
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<b>Status</b> INV	<b>Invoice Date</b> 04/24/2017	<b>Cycle ID</b> MONTHLY
<b>Type</b> AUX	<b>Source</b> AUX006	<b>Frequency</b> Once
<b>Customer</b> AUX1001221 Aramark	<b>SubCust1</b>	<b>SubCust2</b>
<b>Invoice Form</b> AUX_INV	<b>From Date</b>	<b>To Date</b>
<b>Accounting Date</b> 04/24/2017	<b>Pay Terms</b> NET30	<b>Pay Method</b> Check
<b>Remit To</b> BOA	<b>Bank Account</b> CHCK	<a href="#">View Invoice Image</a>
<b>Sales</b> AUXCSTMR	<b>Bill Inquiry Phone</b> (850) 644-0316	
<b>Credit</b> AUXCRA	<b>Collect</b> AUXCOL	
<b>Billing Specialist</b> AUXOBS01 OBS Copy Program	<b>Billing Authority</b> AUXOBS01 OBS Copy Program	

Go to:      Header Info 2      Address      Copy Address      Notes

Summary      Commit Cntrl

Bill Search      Line Search            **Page Series**      Prev      Next

Return to Search    Previous in List    Next in List    Notify    Refresh

Header - Info 1 | Line - Info 1

END