



# OMNI AR/Billing: Process Contracts/Billing Interface

Detailed Business Process Guides – ACONTRACTS6

This guide discusses how to interface contract events in Ready or Recycled status into the billing module for invoicing.

## Step 1.

Run query shown here:

FSU_AUX_CA_BP_PO_LINE_NULL	Important: Review this Query before running CA_BI_INTFC and add PO lines or put listed bill plans on hold until PO line can be found.
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## Step 2. Process Contracts Billing

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*Main Menu > Customer Contracts > Schedule and Process Billing > Process Other Billing*

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1. Navigate to: Main Menu > Customer Contracts > Schedule and Process Billing > Process Other Billing
2. Locate or create your Run Control.
3. Enter criteria as needed to process the correct contract details.
  - a. Business Unit should always be AUX01; otherwise, you could accidentally process Sponsored Research Activity.
  - b. You can further restrict contracts by choosing only the customer or contract you wish to process; you can also process by date, billing specialist, or other useful criteria.
  - c. In this example, we are processing all recurring billing for the Copy Program (by restricting to Billing Specialist AUXOBS1) through 3/23/2017.
4. Check your work.
5. Select "Run."
6. On the next page, select "OK."



7. Navigate to Process Monitor to review the results.

### Step 3. Process Interface

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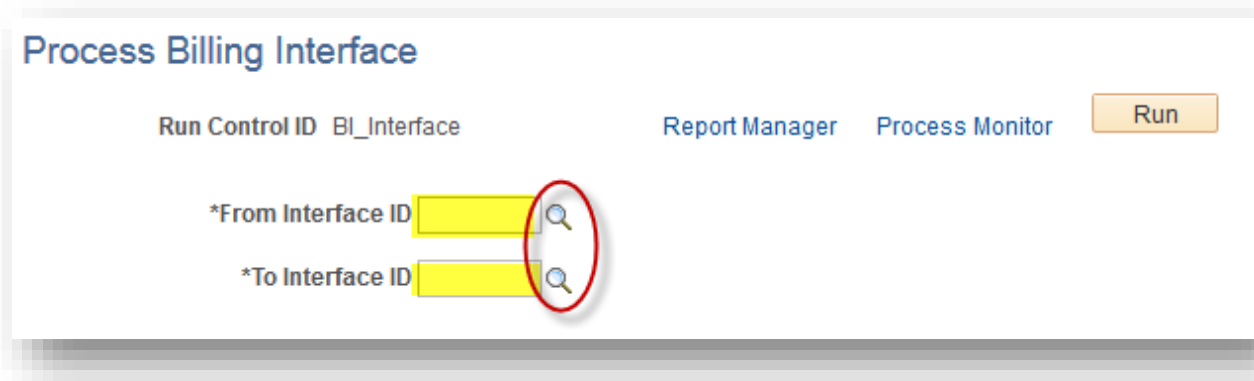
*Billing > Interface Transactions > Process Billing Interface*

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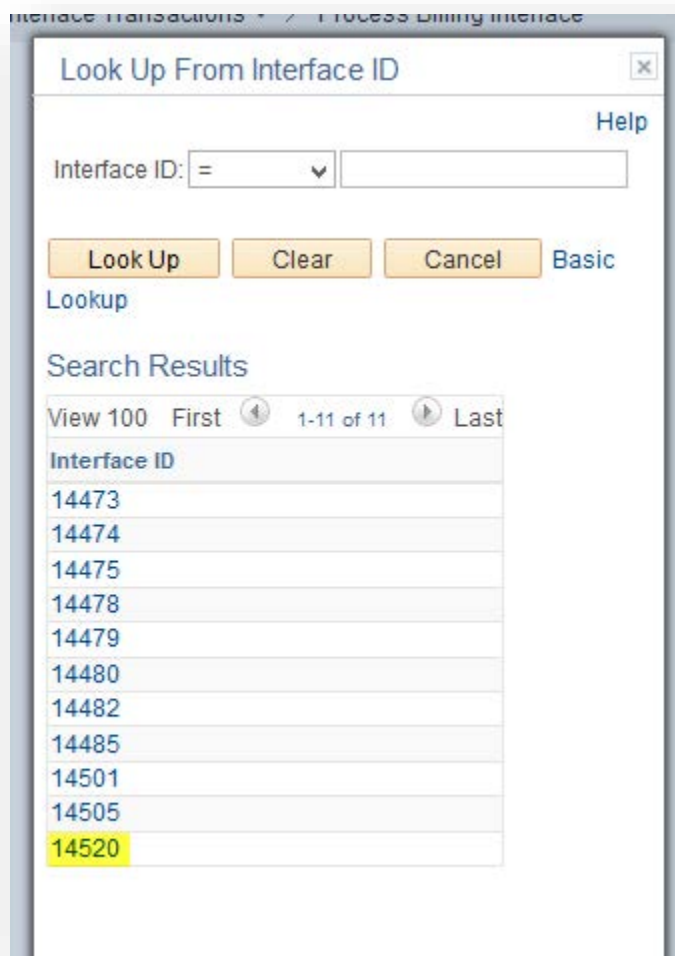
1. Select your Run Control ID
2. Select your Interface ID
  - a. You can find the interface ID in the details of the process you just ran to generate the contract billing data



- b. You can also select it manually



- c. Usually your interface ID will be the highest value





3. Click Run

**Process Billing Interface**

Run Control ID BI\_Interface      Report Manager      Process Monitor      **Run**

\*From Interface ID

\*To Interface ID

4. Check the "Billing Interface" box

**Process Scheduler Request**

User ID CBROWN5      Run Control ID BI\_Interface

Server Name       Run Date

Recurrence       Run Time       **Reset to Current Date/Time**

Time Zone

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Billing Interface	BIIF0001	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	Interface & VAT Defaulting	BIJOBI01	PSJob	(None)	(None)	Distribution

5. Click OK
6. You can monitor the progress of the billing interface process by clicking on the Process Monitor hyperlink

**Process Billing Interface**

Run Control ID BI\_Interface      Report Manager      **Process Monitor**      **Run**

Process Instance:4467441

\*From Interface ID

\*To Interface ID



- Click the refresh button periodically until the Run Status says "Success"

**View Process Request For**

User ID:  Type:  Last:  1 Hours:  **Refresh**

Server:  Name:  Instance:  to:

Run Status:  Distribution Status:   Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4467441		Application Engine	BIIF0001	CBROWN5	07/05/2016 3:51:00PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	4467440		Application Engine	FSU_BI_UPLD	CBROWN5	07/05/2016 3:40:13PM EDT	Success	Posted	<a href="#">Details</a>

## Viewing Uploaded Data & Managing Errors

Refer to guide **ABILL1** and **APO2** for more information on these topics.

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*End*

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