# Auxiliary AR/Billing Queries

Updated 11/20/2018

*Note: This list is accurate as of the date of update and reflects the queries most frequently used by auxiliary departments using the OMNI AR/Billing system. It is not a full list of available queries. Contact ctl-auxiliaryaccounting@fsu.edu if you feel you have a question not addressed by these queries. Management review queries are covered separately. All queries are in the folder AUXILIARY.*

| Area | Query | Description | Example Inquiry |
|---|---|---|---|
| **AR** | **FSU_AUX_AGING_BY_DPT**<br>**FSU_AUX_AGING_BY_DPT_ASOFDT** | Reports aging activity within BU = AUX01 by customer and item. Bill Source is a field. Prompts user to enter department ID and fund (with % wild card). Requires offline pivot table use to group into standard aging format. Second query includes "as of" date prompt. | What is the age of all of my receivables?<br><br>What was the age of all of my receivables as of a date? |
| **AR** | **FSU_AUX_CUST_HIST** | Item history with customer prompts. Includes all item history for prompted auxiliary customer. | What items have recently been paid for this customer?<br><br>What payments has this customer recently made?<br><br>What activity took place between these dates for this customer? |
| **AR** | **FSU_AUX_CUST_CONV_DISP** | Auxiliary Customer Conversations indicating that a customer disputes the charge or believes the item should be closed. | What items/invoices has Auxiliary Accounting marked as disputed by the customer? |
| **AR** | **FSU_AUX_CUSTOMER_CONV** | Auxiliary AR/Billing customer conversation history with customer prompt. | Have any conversations been entered for my customer? |
| **AR** | **FSU_CTRL_AUX_PAYMENT** | Returns payment data keyed by Auxiliary Accounting staff associated with customer, bank account, status, and other useful fields (business unit AUX01; external bank account). Use to review payment information including to identify payments keyed to external bank | What payments has my customer made lately?<br><br>What item was this payment applied to? |

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|---|---|---|---|
| **BI** | **FSU_AUX_BILL_NOT_INV** | Find bills not yet invoiced. Prompted by bill status and bill source. | What bills are in OMNI that I haven't yet invoiced? What status is each bill in?<br>What is the information associated with a specific bill? |
| **BI** | **FSU_AUX_BI_BILLS_NOT_RDY** | Review auxiliary bills not invoiced and not in ready status. Bill source is prompted. | What bills do I need to address prior to the bill cycle to ensure timely billing?<br>Are there any bills for my bill source that aren't ready? |
| **BI** | **FSU_AUX_BI_PRE_AP_CHECK** | Query to check Auxiliary Internal Billing data for accurate Voucher creation. Not prompted, filter for bill source. | What bills will generate errors in AP if I don't address before the bill cycle?<br>Are there any bills in my bill source that will fail in AP if not corrected? |
| **BI** | **FSU_AUX_BILL_INV_RVW** | Identify hold, ready, invoice bills by line of business, customer, contract, etc., . Bill status, bill source, and customer ID are prompted. | What bills have I invoiced?<br><br>What bills have I invoiced for a specific customer? |
| **BI** | **FSU_CTRL_AUX_BI_INTFC_TBL** | Used to review AUX data upload into billing via spreadsheet upload. Prompt is Bill Source. Shows interface errors if applicable for each row. | What bills did I just load into billing?<br>Do my bills that I just uploaded match what I have on my upload spreadsheet?<br>What bills will interface when I process this interface ID?<br>What interface errors exist? |
| **BI** | **FSU_AUX_INV_UNPAID_INTRN** | Invoices that failed in AP and need to be credit/rebilled for resolution. Unpaid internals = internal AR. Auxiliary Accounting provides this list at the end of each bill cycle. | Are there any bills in my bill source that will remain unpaid if I don't take action to credit/rebill? |
| **BI** | **FSU_DPT_AUX_INVOICE_REVIEW** | This query can be used by departments wishing to review all Auxiliary AR/Billing data for their department(s). Includes date voucher/payment was issued, invoice amount, invoice lines, description, product identifer, customer ID, PO number, PO department ID/Fund/Account/Project/CF1,2,3; Bill Source; Budget Manager; and Project Manager. Prompts: | A department asked me to help them research my bill. What tools should they use?<br><br>How can departments find their billing data?<br><br>How can departments see which bills have been associated with which PO? |

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|---|---|---|---|
| | | Department ID, Fund Code, Project, Supplier ID, Invoice, and PO number w/%. | |
| **BI** | **FSU_AUX_BI_CREDITS** | Lists credit invoices. Shows all credit bills in various statuses, not just invoiced credits. | What credit bills have my staff created this month? |
| **BI** | **FSU_AUX_BI_HOLD** | Lists invoices in HLD (hold) status. No prompts. Review for invoices in hold for your bill source and determine the action needed. | What invoices are in HLD status for my auxiliary? |
| **BI** | **FSU_AUX_BI_ADJUST** | Lists bills that have had adjustments (credit/rebills) generated. All statuses. No prompts. | What bills have had credits/rebills/adjustments of any type? |
| **BI** | **FSU_AUX_SR_BILLABLE_ACT** | Lists bills awaiting Sponsored Research's approval. No prompts. | What bills for my bill source are awaiting Sponsored Research approval? |
| **CA** | **FSU_AUX_CA_DETAIL** | View contracts by line of business or customer, or view individual contract lines. Used for general info and error reporting. | How many amendments are on this contract?<br>What products am I billing on this contract?<br>What is the status of this contract? |
| **CUST** | **FSU_CTRL_AUX_CUST** | Review Aux Customer Information (set id = AUXSH) including associated contacts. | Is this customer set up?<br><br>What is the contact sequence number for my preferred contact?<br><br>What is this customer's email address?<br><br>Is this a Foundation or an Internal customer?<br><br>What is the customer ID for this customer? |
| **PO** | **FSU_AUX_PO_DTL** | Find PO information for billing and contracts; returns only internal PO's with prompts. | What PO's exist for my vendor?<br><br>What is the detail on a PO a customer is referencing?<br><br>Is this PO/PO line valid? |

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|---|---|---|---|
| **PO** | **FSU_AUX_REQUISITIONS** | Find requisition information for billing; returns only internal requisitions with prompts. | What requisitions have been entered for my vendor? Where are they in the process? What requisitions have not yet been approved? |
| **PO** | **FSU_CTRL_AUX_PO_ENC_EXP_2** | Find encumbrance balance information. No prompts. Filter for vendor/supplier or buying department ID as appropriate. | How much is left on this PO and PO line? |