

OMNI AR/Billing: Upload & Interface Bills

Detailed Business Process Guides - ABILL1

Upload & Interface Billing Data

This document outlines how to upload and process billing data using the [FSU Custom Upload Template](#).

Use the [Auxiliary Specialist Cheat Sheet](#) as a reference when following along with this guide.

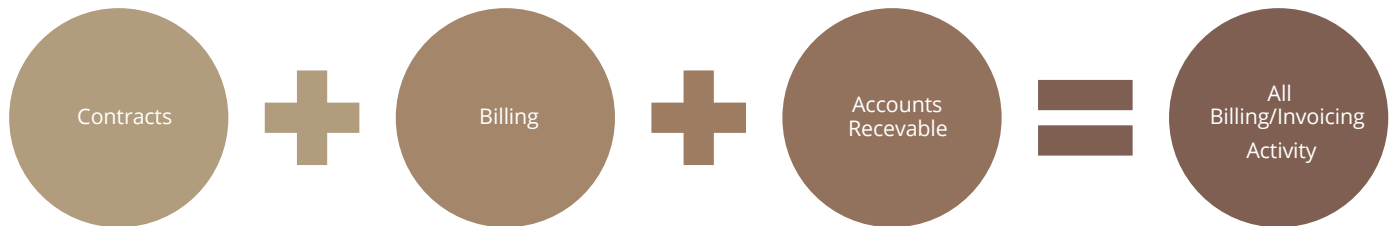
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Billing Terminology

This section outlines common terms found throughout the billing upload and interfacing process.

- **Module:** an area within OMNI that houses data about a type of business process. Usually, data must be moved between modules via processes. Think of modules as separate siloes within OMNI that need to be updated with new information from other, related areas.
 - For example, the Contracts module and the Billing module are applicable to this business process. We send data from the Contracts module to the Billing module by running a process that sends activity that is ready to bill from Contracts to Billing. Once the billable activity is in the Billing module, it is able to be invoiced to create your revenue and accounts receivable, just like all other bills.



- **Contracts module:** the area within OMNI that houses data related to auxiliary contract billing.
- **Billing module:** the area within OMNI that houses data related to all auxiliary billing.
- **FSU Custom Billing Template & Upload:** the customized Microsoft Excel template that allows users to create a batch of bills all at once from source data by populating the required information on a spreadsheet, converting the file to a format OMNI can read, and then attaching and uploading the file within OMNI's billing module on the FSU Custom Billing Interface Upload page.
- **Billing Interface:** a staging area for billing activity that is created outside of the Billing module (for example, from a Spreadsheet Upload).
- **Billing Interface Process:** the process that turns staged billing activity into actual bills in the Billing module. While this process is running, it performs all of the validations and checks that take place when a user manually enters bills (such as ensuring valid Customer ID's, Bill Sources, and accurate calculations). This ensures that bills are created using valid information. In other words, this process prevents errors that the system would prevent a user from creating if they were creating the bill manually. If the process finds an error, it leaves the applicable bill(s) in the Billing Interface area and marks it as having an error.
- **BIIF001:** This is OMNI's technical name for the Billing Interface Process and is what users will see in the Process Name column when they review the processing status in their Process Monitor.
- **Interface ID:** This is an identification number created by OMNI when a user uploads a file or a set of files. Users enter an Interface ID or a range of Interface ID's to process when running the Billing Interface Process.
- **Interface tables:** Also known as staging tables. These are the tables that OMNI stores billing data after it has been uploaded, but before the Billing Interface Process has been run. These tables also hold bills that have been through the Billing Interface Process, but that have one or more errors.
- **Process:** a set of instructions OMNI uses to update itself with new information (such as when converting billing data in the staging area to bills). When running a process, users will usually start by setting up or accessing a Run Control. Some processes run automatically each night or periodically throughout the day.
- **Job:** a collection of processes. Usually, we use this term interchangeably with the term "Process" as from a user perspective, it tends to be the same.
- **Run Control:** a page in OMNI that allows a user to set and save parameters (instructions) for running a process in OMNI. This is usually the first step to running a process.
- **Process Monitor:** a page in OMNI that allows users to observe the status and results of a job they are running and verify it has run to completion with no errors (or to review error messages, if applicable).
- **Bill:** in OMNI, a bill represents billing data from initiation through to invoicing.

- **Invoicing:** the process that converts a Bill to an Invoice; this sends the bill to the customer if the customer is set up to be emailed and creates the accounting entries to record revenue and accounts receivable.
- **Invoice:** A bill that has been invoiced.

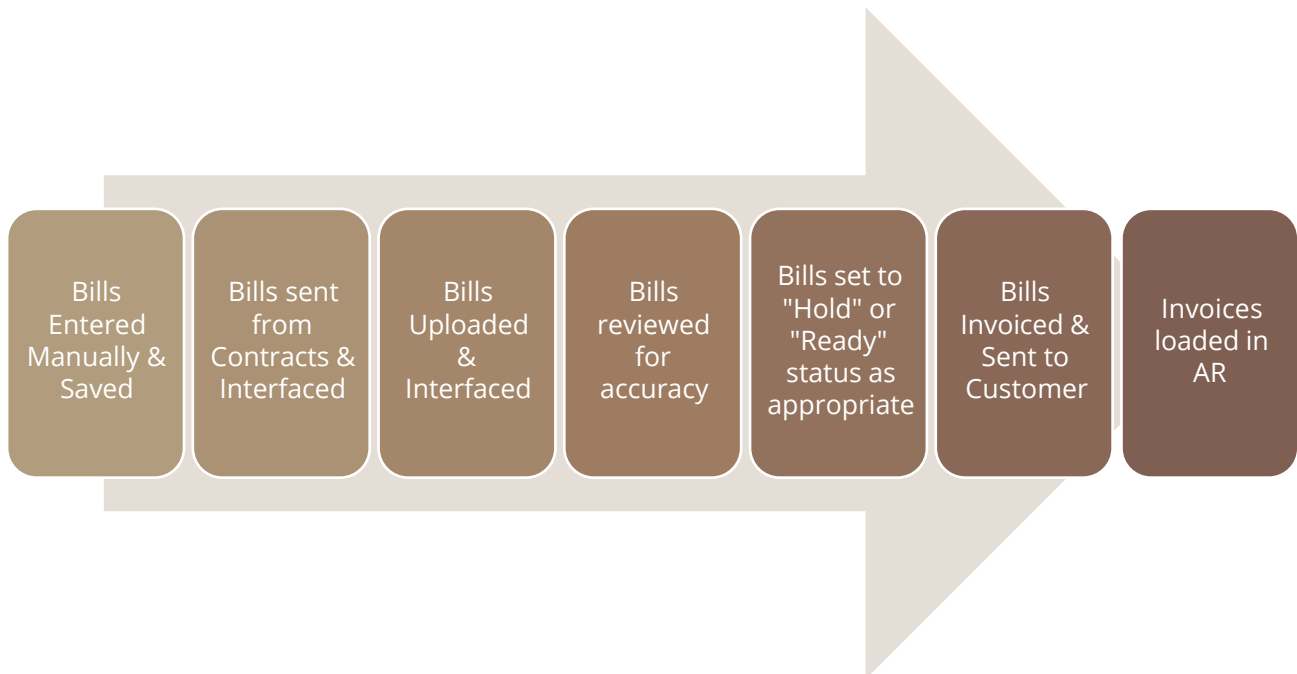
Billing Processing Overview

Billing data can be entered manually (using Standard Billing; see ABILL2). It can also be uploaded using the FSU Billing Interface tool. If the Contracts module is used to create billing activity, then contract events are the origin of billing data. Any bill, whether it is created manually or via one of these tools, can be associated to a contract in the Contracts module if it relates to a contract. This way, the Contracts module can be a one-stop resource showing all billing activity related to a specific contract.

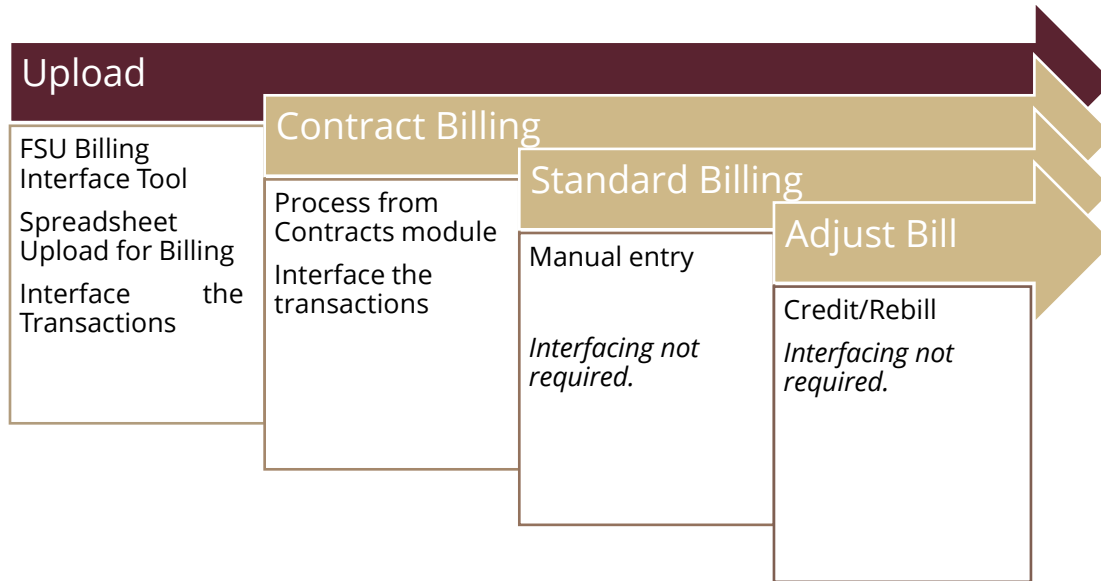
If bills are entered manually, they do not need to be interfaced. Interfacing is only required for bills originating outside of the Billing module.

Once bills are uploaded and interfaced, or entered manually, they can be reviewed, converted to "ready" status, and otherwise managed and invoiced as shown in other business process guides. When ready, the invoicing process is imitated by the Controller's Office Auxiliary Accounting staff on a monthly basis (for internal bills) or the selling auxiliary's accounting staff as needed (for external/ component unit bills).

Bill Creation Process Overview



Options to Create Bills



How OMNI Groups Bill Lines

When the Billing Interface Process is run, OMNI will look for eligible bills and will add new lines to these bills so that the number of invoices sent to the customer is minimized. So long as the following criteria are met, OMNI will add the new lines to an existing bill:

The existing bill hasn't already been

invoiced The existing bill is for the

- Customer
- Contract
- Bill Source
- Purchase Order
- For some auxiliaries, it also looks for the same contact number and address

The new lines you'd like to add to a bill are not being entered manually

- Billing lines processed via the billing interface will look to manually-entered bills to determine whether a new bill will be created.
- In other words, if a bill is added manually after lines are uploaded/interfaced, then the system won't add the manually-created lines to an interfaced bill. However, if billing data is interfaced that matches a manually-entered non-invoiced bill, the system will add those lines to the manually-created non-invoiced bill.

Processing Contracts Billing

The process for interfacing contract events in Ready or Recycled status into the billing module's Billing Interface area is documented separately in ACONTRACTS6.

Uploading Bill Data: FSU Custom Billing Template

1. **Retrieve the FSU Custom Billing Upload** template from the Controller's Office [Auxiliary Accounting Forms website](#).
 - Download and save the file to your workstation as an *Excel Macro-Enabled Workbook (*.xlsm)*.
2. Retrieve the **billing source data** from your sales staff, lab manager, facility manager, contracts manager, or other records as appropriate for your auxiliary.
 - Save the file(s) to your workstation or your auxiliary's preferred location for billing source records.

Entering Bill Data

Follow the steps below to upload your data into OMNI Financials:

1. Navigate to the Query Viewer page in OMNI Financials and run query **FSU_CTRL_AUX_CUST**.
2. Copy and paste the data from this query to the **CUST** tab on the Billing Upload Template. Make sure to only copy and paste data UNDER the column headings. *HINT:* use the keyboard shortcut Ctrl+Shift+End to quickly select all data for copying. Ensure formulae in columns BC and BD extend through all rows.

- a. Paste customer data to the CUST tab:

	A	B	C	D	E	F	G	H
1	SetID	Customer ID	Status	Group vs	Internal	Type	Cust Group	Name
2	AUXSH	AUX1000001	A			User 1	INTERNAL	President's Office
3	AUXSH	AUX1000002	A			User 1	INTERNAL	Board of Trustees
4	AUXSH	AUX1000003	A			User 1	INTERNAL	General Counsel
5	AUXSH	AUX1000004	A			User 1	INTERNAL	General Counsel Legal Costs
6	AUXSH	AUX1000005	A			User 1	INTERNAL	Ofc of Audit Services
7	AUXSH	AUX1000006	A			User 1	INTERNAL	Athletics Administration
8	AUXSH	AUX1000007	A			User 1	INTERNAL	Athletics Olympic Sport Ops
9	AUXSH	AUX1000008	A			User 1	INTERNAL	Athletics Ticket Office
10	AUXSH	AUX1000009	A			User 1	INTERNAL	Athletics Academic Support
11	AUXSH	AUX1000010	A			User 1	INTERNAL	Athletics Compliance
12	AUXSH	AUX1000011	A			User 1	INTERNAL	Athletics Student Services
13	AUXSH	AUX1000012	A			User 1	INTERNAL	Athletics Strength & Conditioning
14	AUXSH	AUX1000013	A			User 1	INTERNAL	Athletics Medical Support
15	AUXSH	AUX1000014	A			User 1	INTERNAL	Athletics Sports Information
16	AUXSH	AUX1000015	A			User 1	INTERNAL	Athletics Promotions
17	AUXSH	AUX1000016	A			User 1	INTERNAL	Athletics Spirit Groups
18	AUXSH	AUX1000017	A			User 1	INTERNAL	Athletics Repairs & Maint - I

Copy and paste the results of the query onto this tab UNDER the column headers.

Instructions All Bill Data Entry Export Files **CUST** PO Values

- b. Ensure formulae in columns BC and BD extend through all rows:

=IF(\$A2="", "", \$B2)

BB	BC	BD
ot Cat	CUSTOMER ID	CUSTOMER ID CONTACT
	AUX1000001	AUX10000011
	AUX1000002	AUX10000021
	AUX1000003	AUX10000031
	AUX1000004	AUX10000041
	AUX1000005	AUX10000051
	AUX1000006	AUX10000061
	AUX1000007	AUX10000071
	AUX1000008	AUX10000081
	AUX1000009	AUX10000091
	AUX1000010	AUX10000101
	AUX1000011	AUX10000111
	AUX1000012	AUX10000121
	AUX1000013	AUX10000131

Ensure that formulae in columns BC and BD extend all of the way down your data set.

3. Navigate to the Query Viewer page in OMNI Financials and run query **FSU_AUX_PO_DTL** for your Supplier ID only. The **Values** tab on the Billing Upload Template contains a list of Supplier IDs for reference.

- a. Run FSU_AUX_PO_DTL for your Supplier ID only. The Start PO Date should always be the first day of the current fiscal year. Sample prompts for this query:

FSU_AUX_PO_DTL - PO By Dept Date Proj Fund AUX

Dept ID w wildcard %	%
Start PO Date	7/1/2018
End PO Date	T
Project w wildcard %	%
Fund w wildcard %	%
Business Unit	FSU01
Supplier ID w%	AUX000011
Supplier Name w%	%
View Results	

4. Copy and paste this data to the **PO** tab on the Billing Upload Template. Make sure to only copy and paste data UNDER the column headings. *HINT:* use the keyboard shortcut Ctrl +Shift+End to quickly select all data for copying. Ensure formulae in columns AC, AD, and AE extend through all rows.
 - a. Paste data to the PO tab:

	A	B	C	D	E	F	G	H	I	J
1	PO No.	PO Date	Line	Req ID	Amount	PO Status	Hold	Chng Stat	Budget Status	Receipt
2	0001400827	7/4/2018	1	0001400084	750.000	Dispatched	Y	Unchanged	Valid	PO Not Received
3	0001400227	7/4/2018	2	0001400084	750.000	Dispatched	Y	Unchanged	Valid	PO Not Received
4	0001400299	7/4/2018	1	0001400341	300.000	Dispatched	Y	Unchanged	Valid	PO Not Received
5	0001400299	7/4/2018	2	0001400341	300.000	Dispatched	Y	Unchanged	Valid	PO Not Received
6	0001400450	7/4/2018	1	0001400706	500.000	Dispatched	Y	Unchanged	Valid	PO Not Received
7	0001400450	7/4/2018	2	0001400771	500.000	Dispatched	Y	Unchanged	Valid	PO Not Received
8	0001400500	7/4/2018	1	0001400852	500.000	Dispatched	Y	Unchanged	Valid	PO Not Received
9	0001400500	7/4/2018	2	0001400852	40.000	Dispatched	Y	Unchanged	Valid	PO Not Received
10	0001400614	7/4/2018	1	0001400706	500.000	Dispatched	Y	Unchanged	Valid	PO Not Received
11	0001400652	7/4/2018	1	0001400771	500.000	Dispatched	Y	Unchanged	Valid	PO Not Received
12	0001400652	7/4/2018	2	0001400771	500.000	Dispatched	Y	Unchanged	Valid	PO Not Received
13	0001400710	7/4/2018	1	0001400852	500.000	Dispatched	Y	Unchanged	Valid	PO Not Received
14	0001400710	7/4/2018	2	0001400852	40.000	Dispatched	Y	Unchanged	Valid	PO Not Received
15	0001400716	7/4/2018	1	0001400860	350.000	Dispatched	Y	Unchanged	Valid	PO Not Received
16	0001400716	7/4/2018	2	0001400860	150.000	Dispatched	Y	Unchanged	Valid	PO Not Received
17	0001400767	7/4/2018	1	0001400917	325.000	Dispatched	Y	Unchanged	Valid	PO Not Received
18	0001400767	7/4/2018	2	0001400917	1400.000	Dispatched	Y	Unchanged	Valid	PO Not Received

- b. Ensure formulae in columns AC, AD, and AE extend through all rows. *NOTE: a value will only be returned in column AE if the purchase order distribution is a sponsored project. Blank values in this column are OK.*

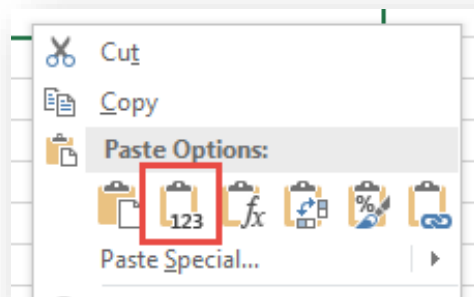
	AC	AD	AE
	Concatenate PO & Line	Dept ID	Project Fund
2	00014006871	204000	520
3	00014006872	204000	520
4	00014007091	204000	520
5	00014007092	204000	520
6	00014008061	204000	520
7	00014008062	204000	520
8	00014008211	204000	520
9	00014008212	204000	520
10	00014008621	089009	520
11	00014008761	073002	520
12	00014012341	204000	
13	00014012342	204000	
14	00014013581	204000	520

5. Enter your billing data on the **All Bill Data Entry** tab.

FSU Custom Billing Template			KEY:
Interface Line Number*	Billing Specialist*	Identifier	Charge Descr*
INTFC_LINE_NUM	BILLING_SPECIALIST	IDENTIFIER	DESCR
<p><i>This increments by 1 for each billing row (e.g. 1 2 3) and should match the transaction data from the corresponding line for all uploaded files. This autocalculates but should be verified.</i></p>			
<p><i>Choose from the options listed here. For more info see "Values" tab.</i></p>			
		<p><i>This field can be used for any desired unique identifier. This is limited to 18 characters. Commas and special characters not allowed.</i></p>	<p><i>This is the main description for charge. Limited to 30 characters. Commas and special characters allowed.</i></p>
1	AUXCMMP		SEM service
2	AUXCMMP		SEM service
3	AUXCMMP		AFM service
4	AUXCMMP		SEM service
5	AUXCMMP		SEM service
6	AUXCMMP		SEM service
7	AUXCMMP		SEM service
8	AUXCMMP		AFM service
9	AUXCMMP		SEM service
10	AUXCMMP		SEM service

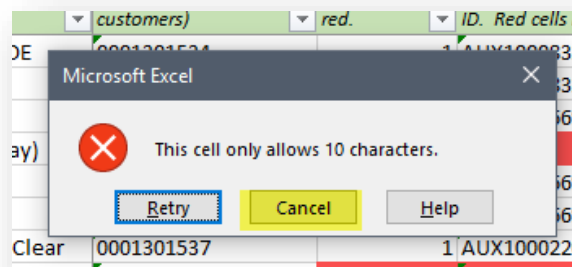
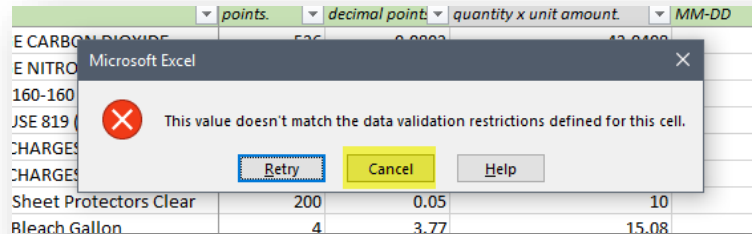
Instructions **All Bill Data Entry** Export Files CUST PO Values

- a. Before you begin entering data, make note of the following:
- When pasting data into the **All Bill Data Entry** tab, **always paste as Values Only**. There are several ways to do this. The quickest is to right click on the cell you want to paste in to and select the clipboard icon that contains a "123":



- There is a 300 line limit to the spreadsheet. If you have more than 300 lines of billing data to enter, you will need to split them out into multiple uploads or contact ctl-auxiliaryaccounting@fsu.edu for additional assistance.

- iii. Some cells are locked, and you will not be able to edit these values. Some cells provide specific warning messages as they are restricted to certain values or text lengths to assist you in avoiding errors.



- b. Begin entering your billing data. The column headers are color coded based on data entry requirements:

Grey columns	Values auto-populate based upon data entered in other columns.
Green columns	Require data entry by user. The data in these columns may be copied and pasted from your Sales Data workbook or Manager workbook, if used. Otherwise, enter data manually.
Yellow columns	Require data entry by user. See next step for more detail.

Use the description within each column header to give you more information about what to do:

Billing Specialist*	Identifier	Charge Descr*
BILLING_SPECIALIST	IDENTIFIER	DESCR
Choose from the options listed here. For more info see "Values" tab.	This field can be used for any desired unique identifier. This is limited to 18 characters. Commas and special characters not allowed.	This is the main description for your charge. Limited to 30 characters. Commas and special characters not allowed.

These descriptions give helpful tips and information

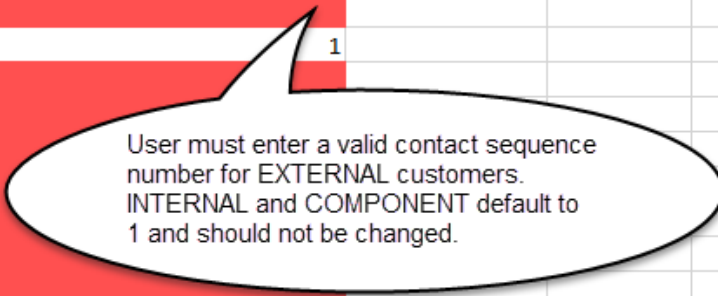
- c. Yellow column data entry: these columns contain your customer contact sequence number as well as your revenue accounting information (including optional chartfields):

Customer Contact Sequence Number CNTCT_SEQ_NUM	Selling Dept ID* (for revenue) DEPTID	Selling Fund Code* FUND_CODE	Selling Revenue Account Code* ACCOUNT	Selling Chartfield 1 CHARTFIELD1	Selling Chartfield 2 CHARTFIELD2	Selling Chartfield 3 CHARTFIELD3
1 is the default contact sequence for all Internal and Research Foundation customers. If the invoice is for an External customer you must look up the appropriate contact (refer to "CUST" tab) and enter the contact sequence number here (found on column AR on "CUST" tab).	Enter the appropriate 6-digit Department ID for the auxiliary. If the department ID begins with "0" enter an apostrophe	Enter the appropriate 3-digit fund code for the selling	Choose the appropriate 6-digit revenue account code. Understand whether the customer is internal or external/ component unit to select the correct account code. Revenue account codes	Use any revenue chartfields you need to code each bill line appropriately. Do not enter buying dept	Use any revenue chartfields you need to code each bill line appropriately. Do not enter buying dept	Use any revenue chartfields you need to code each bill line appropriately. Do not enter buying dept
	▼ first (e.g. '074001) ▼	▼ auxiliary ▼	▼ begin with a 6. ▼	▼ chartfields. ▼	▼ chartfields. ▼	▼ chartfields. ▼

- i. You are required to enter a contact sequence number when billing an EXTERNAL customer. Since this field determines who will actually receive the invoice, it is important to select the correct number. For detailed instructions on how to find the contact sequence number, see [Reviewing Bill Data - Step 5](#).

IMPORTANT: INTERNAL and COMPONENT customers will have their contact sequence numbers default to 1. THIS SHOULD NOT BE CHANGED. You are only required to enter a contact sequence number when billing an EXTERNAL customer.

Customer Group N/A	Customer Contact Sequence Number CNTCT_SEQ_NUM	Selling Dept ID* (for revenue) DEPTID	Selling Fund Code* FUND_CODE	Selling Revenue Account Code* ACCOUNT
Customer Group is informational only - it helps spotcheck your work and is not provided on the upload. This cell populates automatically.	1 is the default contact sequence for all Internal and Research Foundation customers. If the invoice is for an External customer you must look up the appropriate contact (refer to "CUST" tab) and enter the contact sequence number here (found on column AR on "CUST" tab).	Enter the appropriate 6-digit Department ID for the auxiliary. If the department ID begins with "0" enter an apostrophe	Enter the appropriate 3-digit fund code for the selling	Choose the appropriate 6-digit revenue account code. Understand whether the customer is internal or external/ component unit to select the correct account code. Revenue account codes
	▼ first (e.g. '074001) ▼	▼ auxiliary ▼	▼ begin with a 6. ▼	▼ chartfields. ▼
INTERNAL	1			
EXTERNAL				
COMPONENT	1			



User must enter a valid contact sequence number for EXTERNAL customers. INTERNAL and COMPONENT default to 1 and should not be changed.

- ii. Enter the revenue Dept ID, fund code, account code, and optional chartfields appropriate for the charge (for the selling auxiliary). Ensure you consider whether the charge is internal or external before choosing a revenue account code.

O	P	Q	R	S	T
Selling Dept ID* (for revenue) DEPTID	Selling Fund Code* FUND_CODE	Selling Revenue Account Code* ACCOUNT	Selling Chartfield 1 CHARTFIELD1	Selling Chartfield 2 CHARTFIELD2	Selling Chartfield 3 CHARTFIELD3
Enter the appropriate 6-digit Department ID for the auxiliary. If the department ID begins with "0" enter an apostrophe first (e.g. '074001)	Enter the appropriate 3-digit fund code for the selling auxiliary	Choose the appropriate 6-digit revenue account code. Understand whether the customer is internal or external/ component unit to select the correct account code. Revenue account codes begin with a 6.	Use any revenue chartfields you need to code each bill line appropriately. Do not enter buying dept chartfields.	Use any revenue chartfields you need to code each bill line appropriately. Do not enter buying dept chartfields.	Use any revenue chartfields you need to code each bill line appropriately. Do not enter buying dept chartfields.

- d. The Controller's Office recommends the use of one of two revenue account codes, depending on the nature of the sales activity:

Account Code	Type	Description
622001	Internal Sales/Services	Sales to FSU departments, including the FSU Foundation.
623001	External Sales/Services	Sales to entities other than FSU departments, including the Research Foundation and other Organizations.

Note: The Controller's Office recommends use of 622001 to record internal revenue and 623001 to record external revenue, unless a more specific allowable revenue account code applies to your sales activity. Please review the Controller's Office Revenue Account Dictionary [here](#) and contact us if you have questions about how to best account for your revenue.

- e. Since Revenue Accounting distributions vary from department to department, you will need to contact your Budget Manager or other Departmental Representative if you have questions about the selling department ID, Fund, and/or ChartFields.

6. Once you have entered all your data you may proceed to the next section, [Reviewing Bill Data](#).

Reviewing Bill Data

It is important to review your data for errors and loss of formatting before proceeding to upload. Data entry errors and formatting errors are the most common cause of upload and interface errors. This section describes how to thoroughly review your data and correct errors before uploading. Once your data has been reviewed you can proceed to the next section, [Converting Data to CSV Files](#).

Data Review Checklist:

Use the checklist below as a quick reference for reviewing your data before uploading it to OMNI. Additional information and tips on how to correct each item is provided in the steps below. Click the link to quickly navigate to each review item.

- ☐ [My data contains no red cells and/or all red cells have been reviewed](#)
- ☐ [My data contains no commas](#)
- ☐ [Dates are in the correct format](#)
- ☐ [All Purchase Order numbers contain leading zeros](#)
- ☐ [Customer contact sequence numbers for EXTERNAL customers have been reviewed for accuracy](#)
- ☐ [Revenue accounting information has been reviewed for accuracy](#)
- ☐ [Billing data has been reviewed for accuracy](#)

Reviewing and Correcting Data:

1. Review any cells that are shaded in red. These may be errors requiring your attention to correct:

PO Reference*	PO Line*	Customer ID*
PO_REF	PO_LINE	BILL_TO_CUST_ID
<p>Required for internal customers only. Ensure it is a 10-digit number preceded by 3 zeroes. If the PO is invalid or missing this cell will turn red (this only needs correction for internal customers).</p> <p>Required for internal customers only. If the PO/PO Line combo is invalid this cell will turn red. Red cells require attention.</p> <p>This is the Customer ID. For internal customers this field calculates based upon dept ID on the PO line. For external/component unit customers (where field is marked "#N/A") you will need to find and enter the appropriate customer ID.</p>		
0001301536	3	AUX1001669
0001301536	3	AUX1001669
0001301537	1	AUX1000220
0001301537	2	#N/A
0001301538	1	AUX1000832
0001301539	1	AUX1000228
0001301540	1	AUX1000832
0001301540	2	#N/A
0001301541	1	AUX1000832
0001301541	1	AUX1000832
0001301542	1	AUX1000832
0001301542	2	AUX1000832
0001301543	1	AUX1000228
0001301543	2	AUX1000228
0000132543	1	#N/A

These cells are red and likely contain errors. Review and correct.

- a. A red cell doesn't necessarily mean an error, but it should be reviewed. For example, the cells below are shaded red because there is no Purchase Order number entered in the PO column. This is okay because it is an EXTERNAL customer and, for billing upload purposes, we only require a PO for INTERNAL customers.

PO Reference*	PO Line*	Customer ID*	Customer Group
PO_REF	PO_LINE	BILL_TO_CUST_ID	N/A
Required for internal customers only. Ensure it is a 10-digit number preceded by 3 zeroes. If the PO is invalid or missing this cell will turn red (this only needs correction for internal customers)	Required for internal customers only. If the PO/PO Line combo is invalid this cell will turn red.	This is the Customer ID. For internal customers this field calculates based upon dept ID on the PO line. For external/component unit customers (where field is marked "#N/A" you will need to find and enter the appropriate customer ID. Red cells require attention.	Customer Group is informational only - it helps spotcheck your work and is not provided on the upload. This cell populates automatically.
		AUX1003051	EXTERNAL
		AUX1003051	EXTERNAL
		AUX1003051	EXTERNAL
		AUX1003051	EXTERNAL

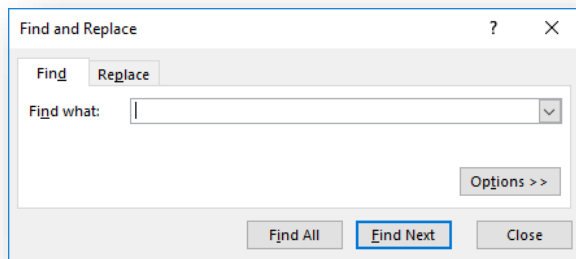
- b. The description at the top of each column provides helpful information which may help with identifying the cause of red cells:

Billing Specialist*	Identifier	Charge Descr*
BILLING_SPECIALIST	IDENTIFIER	DESCR
Choose from the options listed here. For more info see "Values" tab.	This field can be used for any desired unique identifier. This is limited to 18 characters. Commas and special characters not allowed.	This is the main description for your charge. Limited to 30 characters. Commas and special characters not allowed.

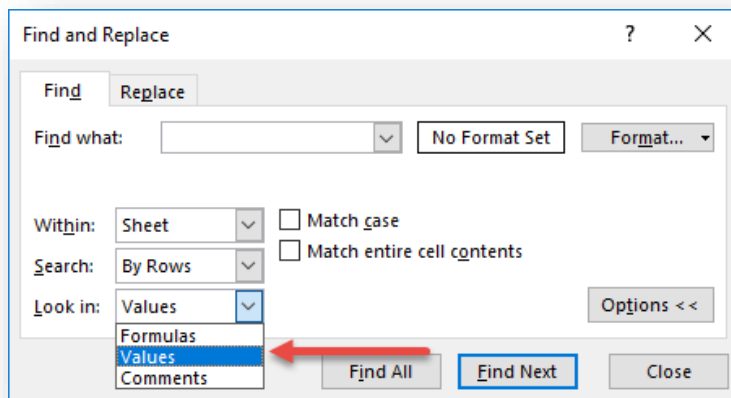
These descriptions give helpful tips and information

2. Ensure there are no commas in your data. Commas in your data will cause an upload error.

- a. On the **All Bill Data Entry** tab, press **Ctrl + F** on your keyboard to bring up the "Find and Replace" dialogue box.

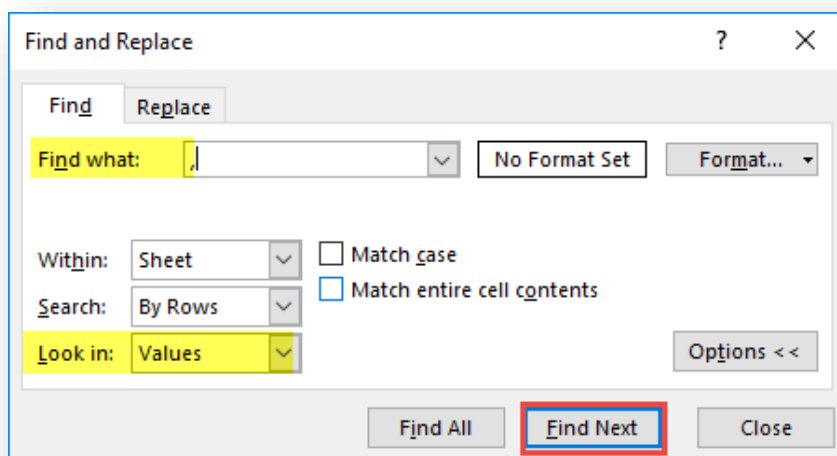


- b. Click the **Options** button.
- c. In the **Look in** field, select **Values**:



IMPORTANT: when using Find and Replace, be sure to search only in Values. Otherwise, you'll replace commas within formulae that are needed to complete your billing spreadsheet.

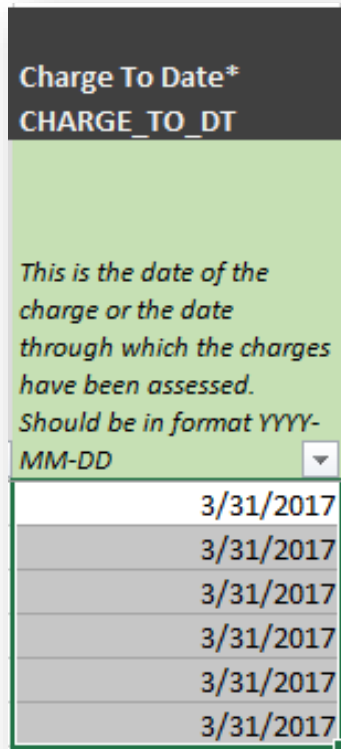
- d. In the **Find what** field, type a comma (,) and then click the **Find Next** button.



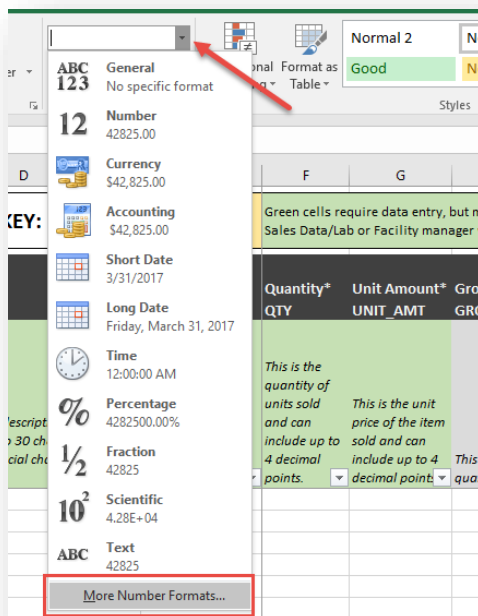
- e. Replace any commas with another valid punctuation mark, such as a dash (-). Any other character is OK to use, only commas will cause an error.
 - f. Commas in column headers or formulas are OK and can be ignored. You only need to replace commas if they exist within the data you entered.
 - g. The most common columns where commas will be found are the IDENTIFIER, DESCR, and TEXT254 columns.
 - h. Continue clicking **Find Next** until you've verified that there are no commas in your data.
3. Verify that your dates are in the correct format. Dates in the **Charge To Date** column must be in the format **YYYY-MM-DD** as shown below.

Charge To Date*
CHARGE_TO_DT
<i>This is the date of the charge or the date through which the charges have been assessed. Should be in format YYYY-MM-DD</i>
2017-03-31
2017-03-31
2017-03-31
2017-05-09
2017-04-09

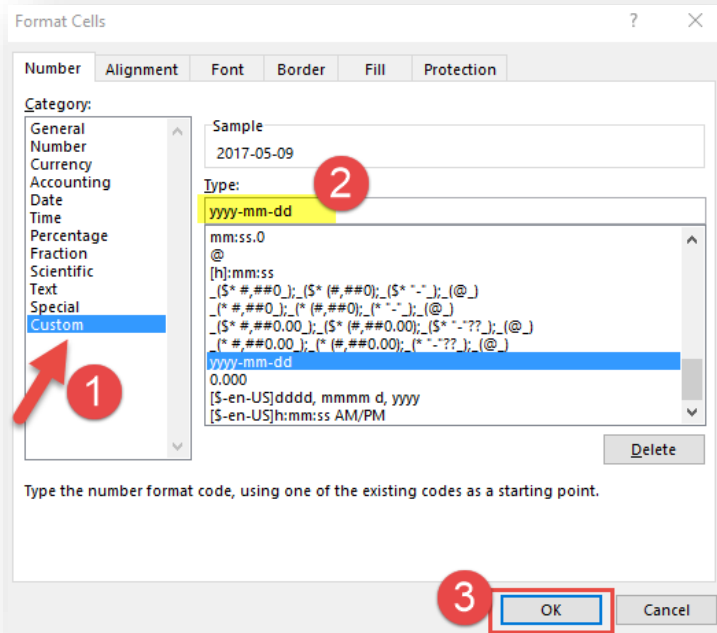
- a. To correct: begin by selecting the entire column contents.



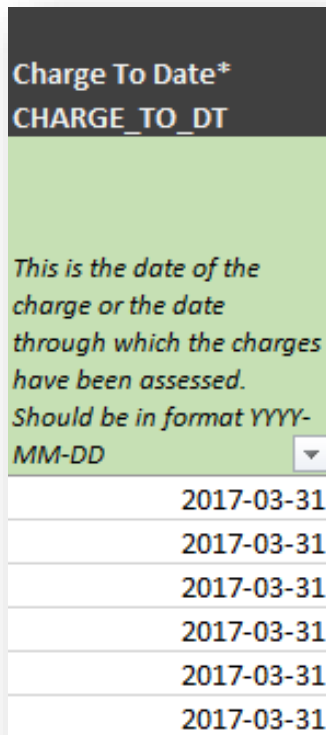
- b. Go to the **Number** area in the Home ribbon. Select the drop down navigation and then select **More Number Formats**:



- c. Select the **Custom** category and then type in the box **YYYY-MM-DD**. Select OK.



- d. Verify that your dates are now formatted correctly:



4. Verify that the **PO Reference** data is formatted as text and that the three leading zeroes on the PO ID's are preserved:

PO Reference*
PO_REF
<i>Required for internal customers only. Ensure it is a 10-digit number preceded by 3 zeroes. If the PO is invalid or missing this cell will turn red (this only needs correction for internal customers)</i>
0001301534
0001301534
0001301536
0001301536
0001301536
0001301536
0001301537

You can correct PO formatting issues one PO at a time or all at once. Section **a** below describes how to correct them one at a time. Skip to section **b** to correct them all at once.

- a. To correct PO formatting issues one PO at a time:
 - i. Make note of the existing PO number.

PO Reference*
PO_REF
<i>Required for internal customers only. Ensure it is a 10-digit number preceded by 3 zeroes. If the PO is invalid or missing this cell will turn red (this only needs correction for internal customers)</i>
1401234

- ii. Delete the existing value from the cell.
- iii. Manually re-type the PO number inserting an apostrophe at the beginning of the number. Make sure to include the leading zeros:

PO Reference*
PO_REF

Required for internal customers only. Ensure it is a 10-digit number preceded by 3 zeroes. If the PO is invalid or missing this cell will turn red (this only needs correction for internal customers)

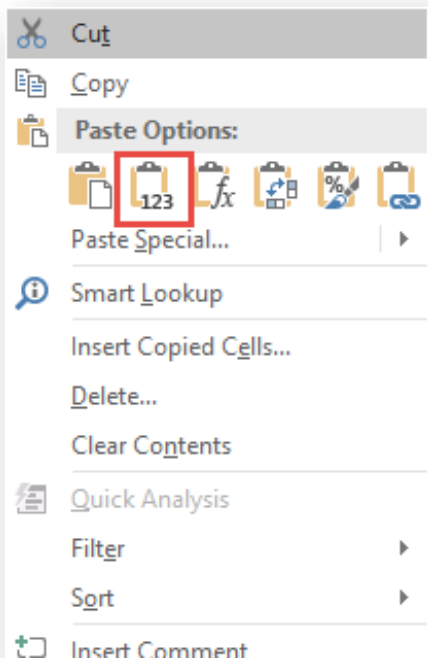
'0001401234

- iv. Press Enter and verify that the PO number is formatted correctly.
- b. To correct PO formatting issues all at once:
- i. Select all PO numbers in the **PO Reference** column. Copy and paste the PO numbers to another blank Excel workbook.
 - ii. Enter a formula (**= "000"&<select cell>**) to the right of the first PO, copy it all the way through the data.

	1301536	= "000"&I16	
	1351661		
	1300451		
	1300146		

1301536	0001301536
1351661	0001351661
1300451	0001300451
1300146	0001300146

- iii. Copy the reformatted PO's and paste them back in the **All Bill Data Entry tab** as values only.



- iv. Verify that your POs are now formatted correctly.
5. Review the Contact Sequence Numbers for EXTERNAL customers to ensure the bill will be sent to the appropriate person. The steps below describe how to retrieve the correct Contact Sequence Number.

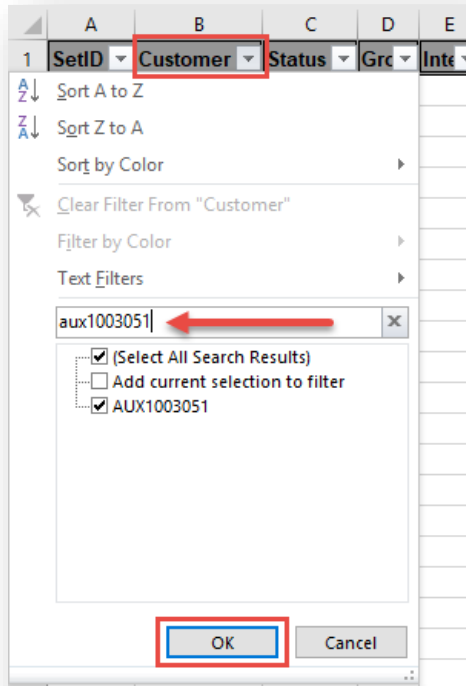
IMPORTANT: INTERNAL and COMPONENT customers will have their contact sequence numbers default to 1. THIS SHOULD NOT BE CHANGED. You are only required to enter a contact sequence number when billing an EXTERNAL customer.

- a. Navigate to the **CUST** tab on the Billing Upload Template.

AUX1000034	A			User 1	INTERNAL	Women's Swimming
AUX1000035	A			User 1	INTERNAL	Women's Tennis
AUX1000036	A			User 1	INTERNAL	Women's Track
<div> <div>Instructions</div> <div>All Bill Data Entry</div> <div>Export Files</div> <div>CUST</div> <div>PO</div> <div>Values</div> </div>						

ation and press ENTER or choose Paste

b. Filter for the customer ID you are billing:



c. Scroll over to column **AV** in order to view all contacts for the customer.

NEW FSU Custom Billing Upload Template.xlsm - Excel

File Home Insert Page Layout Formulas Data Review View Developer ACROBAT Tell me what you want to do... Garrett Ostberg Share

Clipboard Font Alignment Number Styles Cells Editing

L35 AUX1000034

	AQ	AR	AS	AT	AU	AV	AW	
1	Direct Inv	Contact Sequence Num	Specialist	Contact Eff Date	Contact Eff Status	Contact Name	Location	Email ID
3074	N	3		10/19/2017	A	Edward Agayre	1	edward.agayre@
3075	N	1		3/22/2018	A	Accounts Payable	1	accountspayable@
3076	N	8		11/8/2017	A	Tracy Womble	1	tracy.womble@
3077	N	5		10/19/2017	A	Leola Randolph	1	leola.randolph@
3078	N	6		10/19/2017	A	Ramesh Badisa	1	ramesh.badisa@
3079	N	4		10/19/2017	A	Barbara Bricker	1	barbara.bricker@
3080	N	7		10/19/2017	A	Paulette Reneau	1	paulette.reneau@
3081	N	9		11/8/2017	A	Karam Soliman	1	karam.soliman@
3082	N	11		6/8/2018	A	Ashvini Chauhan	2	ashvini.chauhan@
3083	N	10		3/22/2018	A	Mandip Sachdeva PhD	3	mandip.sachdeva@
3084	N	13		6/21/2018	A	Brina Hamilton	4	bhamilton@eng.fsu.edu
3085	N	12		6/21/2018	A	Egwu Eric Kalu	4	ekalu@eng.fsu.edu
10001								
10002								
10003								

Instructions All Bill Data Entry Export Files CUST PO Values

Ready 12 of 9999 records found

- d. Determine who should receive the invoice based on your department's order form, sales data, lab manager workbook, or other relevant information.
- e. Once you find the contact you are billing, make note of their Contact Sequence Number located in column **AR**:

AR	AS	AT	AU	AV	AW	AX
Contact Sequence Num	Specialist	Contact Eff Date	Contact Eff Status	Contact Name	Location	Email ID
3		10/19/2017	A	Edward Agayre	1	edward.agyare@fam.u.edu
1		3/22/2018	A	Accounts Payable	1	accountspayabledocs@fam.u.edu
8		11/8/2017	A	Tracy Womble	1	tracy.womble@fam.u.edu
5		10/19/2017	A	Leola Randolph	1	leola.randolph@fam.u.edu
6		10/19/2017	A	Ramesh Badisa	1	ramesh.badisa@fam.u.edu

- f. Navigate back to the **All Bill Data Entry** tab and type the Contact Sequence Number in the appropriate cell (column N):

L	M	N
bolds represent data that is MNI to generate bills.	Red Cells may require attention.	
Customer ID* BILL_TO_CUST_ID	Customer Group N/A	Customer Contact Sequence Number CNTCT_SEQ_NUM
<i>This is the Customer ID. For internal customers this field calculates based upon dept ID on the PO line. Red cells require attention. For external/ component unit customers you will need to find and enter the appropriate customer ID (refer to PO tab).</i>	<i>Customer Group is informational only - it helps spotcheck your work and is not provided on the upload. This cell populates automatically.</i>	<i>1 is the default contact sequence for all Internal and Research Foundation customers. If the invoice is for an External customer you must look up the appropriate contact (refer to "CUST" tab) and enter the contact sequence number here (found on column AR on "CUST" tab).</i>
AUX1003051	EXTERNAL	8
AUX100058	INTERNAL	1

- g. Repeat for all EXTERNAL customers.

6. Review Revenue Accounting distributions for accuracy (columns O - T):

O	P	Q	R	S	T
Selling Dept ID* (for revenue) DEPTID	Selling Fund Code* FUND_CODE	Selling Revenue Account Code* ACCOUNT	Selling Chartfield 1 CHARTFIELD1	Selling Chartfield 2 CHARTFIELD2	Selling Chartfield 3 CHARTFIELD3
Enter the appropriate 6-digit Department ID for the auxiliary. If the department ID begins with "0" enter an apostrophe first (e.g. '074001).	Enter the appropriate 3-digit fund code for the selling auxiliary.	Choose the appropriate 6-digit revenue account code. Understand whether the customer is internal or external/ component unit to select the correct account code. Revenue account codes begin with a 6.	Use any revenue chartfields you need to code each bill line appropriately. Do not enter buying dept chartfields.	Use any revenue chartfields you need to code each bill line appropriately. Do not enter buying dept chartfields.	Use any revenue chartfields you need to code each bill line appropriately. Do not enter buying dept chartfields.

- a. The Controller's Office recommends the use of one of two revenue account codes, depending on the nature of the sales activity:

Account Code	Type	Description
622001	Internal Sales/Services	Sales to FSU departments, including the FSU Foundation.
623001	External Sales/Services	Sales to entities other than FSU departments, including the Research Foundation and other Direct Support Organizations.

Note: The Controller's Office recommends use of 622001 to record internal revenue and 623001 to record external revenue, unless a more specific allowable revenue account code applies to your sales activity. Please review the Controller's Office Revenue Account Dictionary [here](#) and contact us if you have questions about how to best account for your revenue.

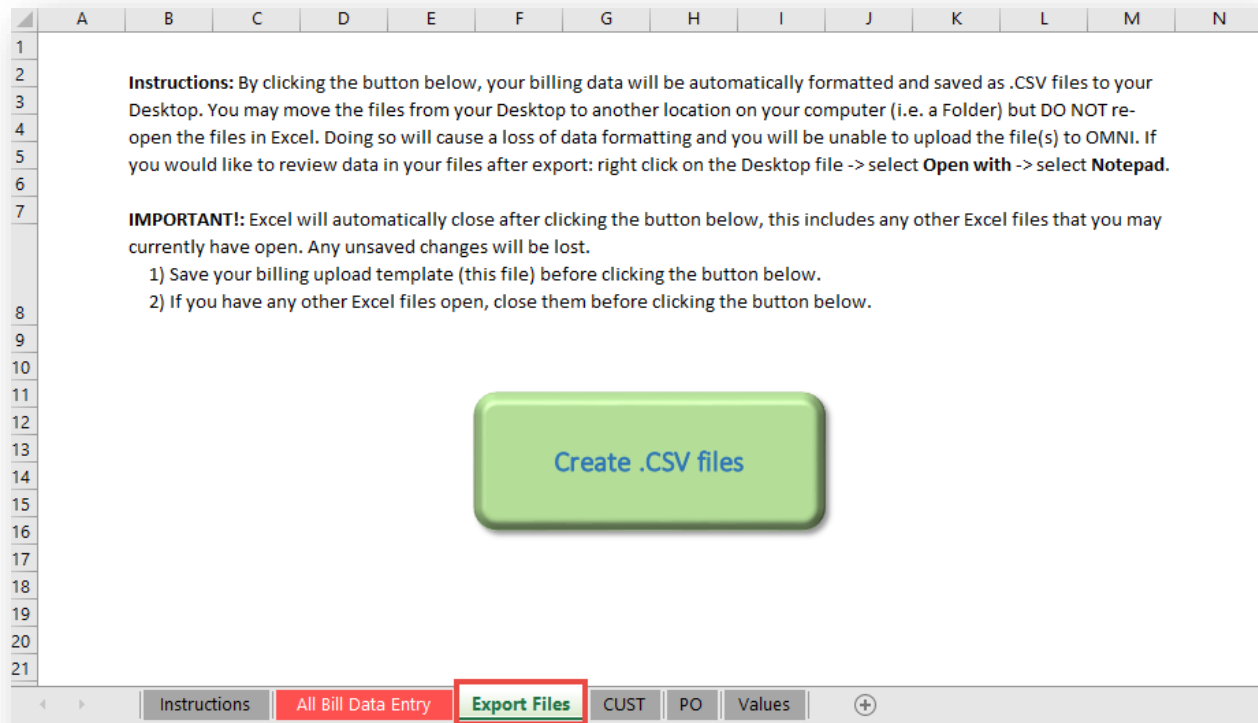
- b. Since Revenue Accounting distributions vary from department to department, you will need to contact your Budget Manager or other Departmental Representative if you have questions about the selling department ID, Fund, and/or ChartFields.
7. Review all of the billing data entered on the **All Bill Data Entry** tab for accuracy. Send to a reviewer if needed to validate/approve billable activity before proceeding to the next section.

Converting Data to CSV Files

1. Convert your data to CSV files for upload.

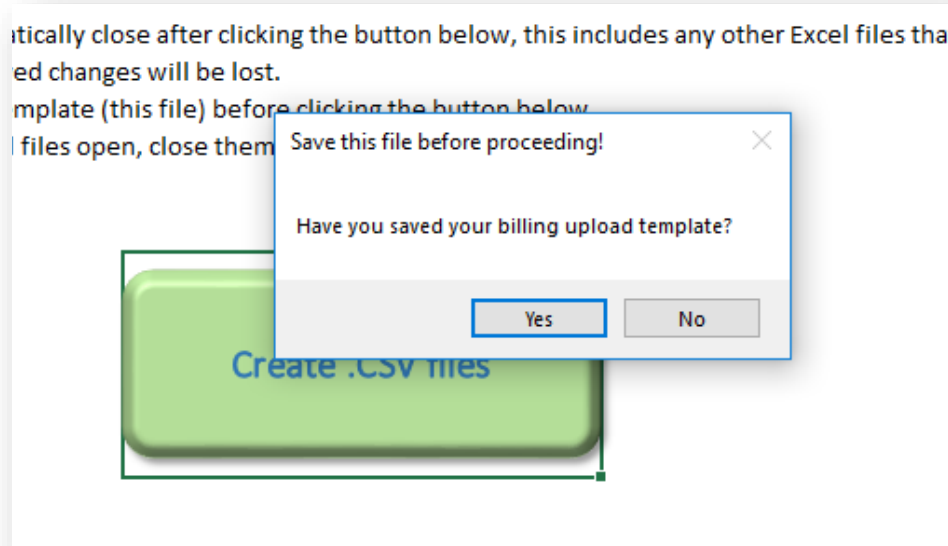
NOTE: The following instructions apply only to users with a Windows Operating System. If you use a Macintosh or other operating system, please contact ctl-auxiliaryaccounting@fsu.edu for further assistance.

- a. If you have not already done so, be sure to save your billing upload template file BEFORE proceeding to export CSV files. It is also important to close out of any other Excel files you may have open at this time. Once the following steps are completed, Excel will automatically close all open files and any unsaved changes may be lost.
- b. Navigate to the **Export Files** tab and read the instructions and notes listed.

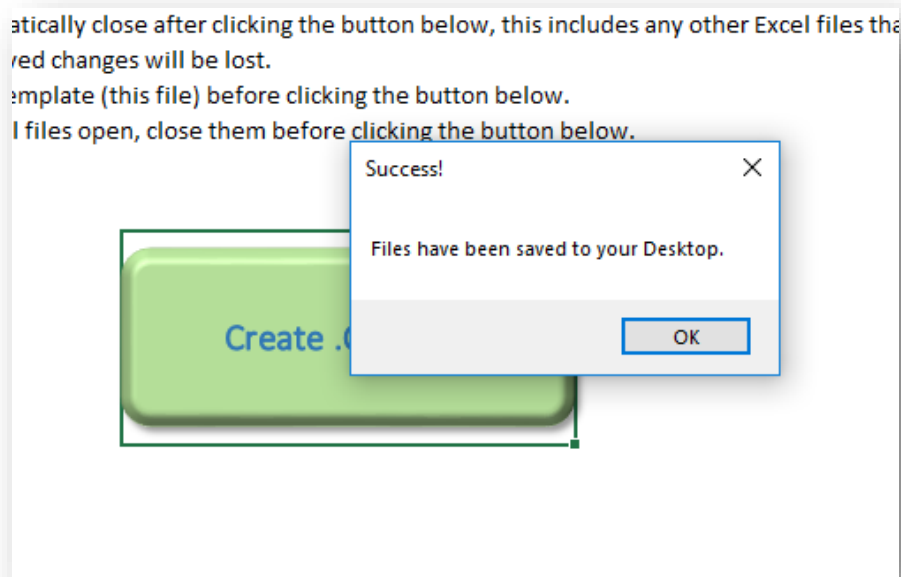


- c. When you are ready to proceed with exporting your files, click the **Create .CSV Files** button.

- d. You will be prompted with a reminder to save your billing upload template file. Click "Yes" if you have already done so. Click "No" to go back and save.



- e. After clicking "Yes", Excel will begin to format and export your billing data to .CSV files automatically. This may take up to a minute to complete. Once finished, you will receive the **Success!** message shown below. Upon clicking "OK" the billing upload template file will be closed.



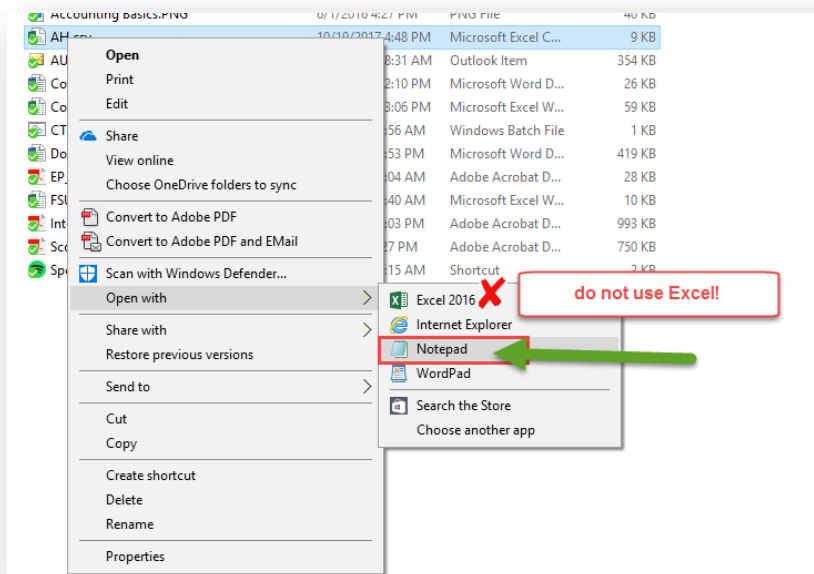
2. You will now have either 2 files (AH and LN) or 4 files (AH, LN, NOTE, and NOTELNK) saved to your Desktop, depending on whether or not you use the Long Note functionality.
 - a. The file names are appended with the current date (i.e. AH_MMDDYYYY).

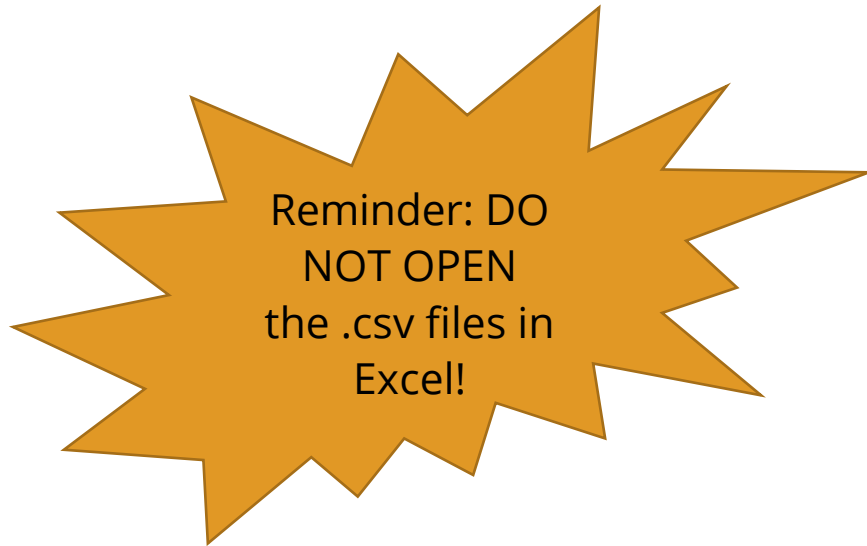
- b. You may rename the files, move them to another location on your computer, or leave them on your Desktop – whatever helps you keep track of them best.
- c. DO NOT double click the files. This will open them in Excel and all formatting will be lost. If you would like to review the data in your files see Step 9. If you accidentally open a file in Excel you will need to start over at Step 7.



IMPORTANT: Excel will automatically save over any existing files that are identically named and the previous data will be lost. It is encouraged that you either move your files from your Desktop to another folder/location or rename your files after exporting.

3. If you're confident that your data is accurate you may proceed to the next section: [Run Billing Upload Process](#). If you would like to review your data one more time in Notepad or similar software before uploading, follow these steps and tips:
 - a. Right click on the file you want to preview. Select "Open with", then select "Notepad" or similar software. **DO NOT OPEN IN EXCEL!**





- b. Verify that the data is in the correct format (especially dates, PO's, and department ID's).

```

AH,INTFC_LINE_NUM,TRANS_TYPE,BI,ACCT_ENTRY_TYPE,BUSINESS
A,1,AE,RR,AUX01,43.0408,100,074001,320,622001,BSTK,,
A,2,AE,RR,AUX01,4.4968,100,074001,320,622001,BSTK,,
A,3,AE,RR,AUX01,24.893,100,074001,320,622001,BSTK,,
A,4,AE,RR,AUX01,19.096,100,074001,320,622001,BSTK,,
A,5,AE,RR,AUX01,44.352,100,074001,320,622001,BSTK,,
A,6,AE,RR,AUX01,42.284,100,074001,320,622001,BSTK,,
A,7,AE,RR,AUX01,10,100,074001,320,622001,BSTK,,
A,8,AE,RR,AUX01,15.08,100,074001,320,622001,BSTK,,
A,9,AE,RR,AUX01,278.8,100,074002,320,622001,PRO,,
A,10,AE,RR,AUX01,174.6,100,074002,320,622001,PRO,,
A,11,AE,RR,AUX01,2234.46,100,074002,320,622001,PRO,,
  
```

in this file,
leading zeroes
are preserved.
Good!

```

,BUSINESS_UNIT,BILL_TO_CUST_ID,ADDRESS_SEQ_NUM,CNTCT_SEQ_NUM,BILL_BY_ID,BILL_SOURCE_ID,BILLING_SPECIALIST,BILLING_AUTHORITY,BI
JXILIARY2,AUX065,AUXBIO1,AUXBIO1,(850) 644-4788,REV,IND LARGE CARBON DIOXIDE,EA,536,0.0803,43.0408,0001301534,1,2017-03-31,BSC
JXILIARY2,AUX065,AUXBIO1,AUXBIO1,(850) 644-4788,REV,IND 0001301534,1,2017-03-31,BSCG02905,N
JXILIARY2,AUX065,AUXBIO1,AUXBIO1,(850) 644-4788,REV,IND 0001301536,1,2017-03-31,BSCG02905,N
JXILIARY2,AUX065,AUXBIO1,AUXBIO1,(850) 644-4788,REV,VEHI 19.096,0001301536,2,2017-05-09,
JXILIARY2,AUX065,AUXBIO1,AUXBIO1,(850) 644-4788,REV,VEHI 001301536,3,2017-04-09,BSVU01592,
JXILIARY2,AUX065,AUXBIO1,AUXBIO1,(850) 644-4788,REV,VEHI 01301536,3,2017-04-09,BSVU01592,
JXILIARY2,AUX065,AUXBIO1,AUXBIO1,(850) 644-4788,REV,OFFO 10,0001301537,1,2017-03-21,BSTK
Y2,AUX065,AUXBIO1,AUXBIO1,(850) 644-4788,REV,LAB0160-BI 2,2017-03-21,BSTK02335,#N/A,N,B
JXILIARY2,AUX065,AUXBIO2,AUXBIO2,(850) 644-4788,REV,Distilled Water,EA,2,199.4,270.0,0001301538,1,2017-08-03,PRO 00842,Y,N,BB
JXILIARY2,AUX065,AUXBIO2,AUXBIO2,(850) 644-4788,REV,Pen/Strep,EA,6,29.1,174.6,0001301539,1,2017-08-03,PRO 00842,Y,N,BBI,BIOLC
JXILIARY2,AUX065,AUXBIO2,AUXBIO2,(850) 644-4788,REV,UN1080 Sulfur Hexafluoride,EA,1,2234.46,2234.46,0001301540,1,2017-08-03,PRO
JXILIARY2,AUX065,AUXBIO2,AUXBIO2,(850) 644-4788,REV,StemPro Kit PT,EA,8,293,2344,0001301540,2,2017-08-28,PRO 00849,#N/A,N,BBI,BIOLC
JXILIARY2,AUX065,AUXBIO2,AUXBIO2,(850) 644-4788,REV,DMEM F12,PT,EA,4,25,30,101,56,0001301541,1,2017-08-28,PRO 00849,Y,N,BBI
  
```

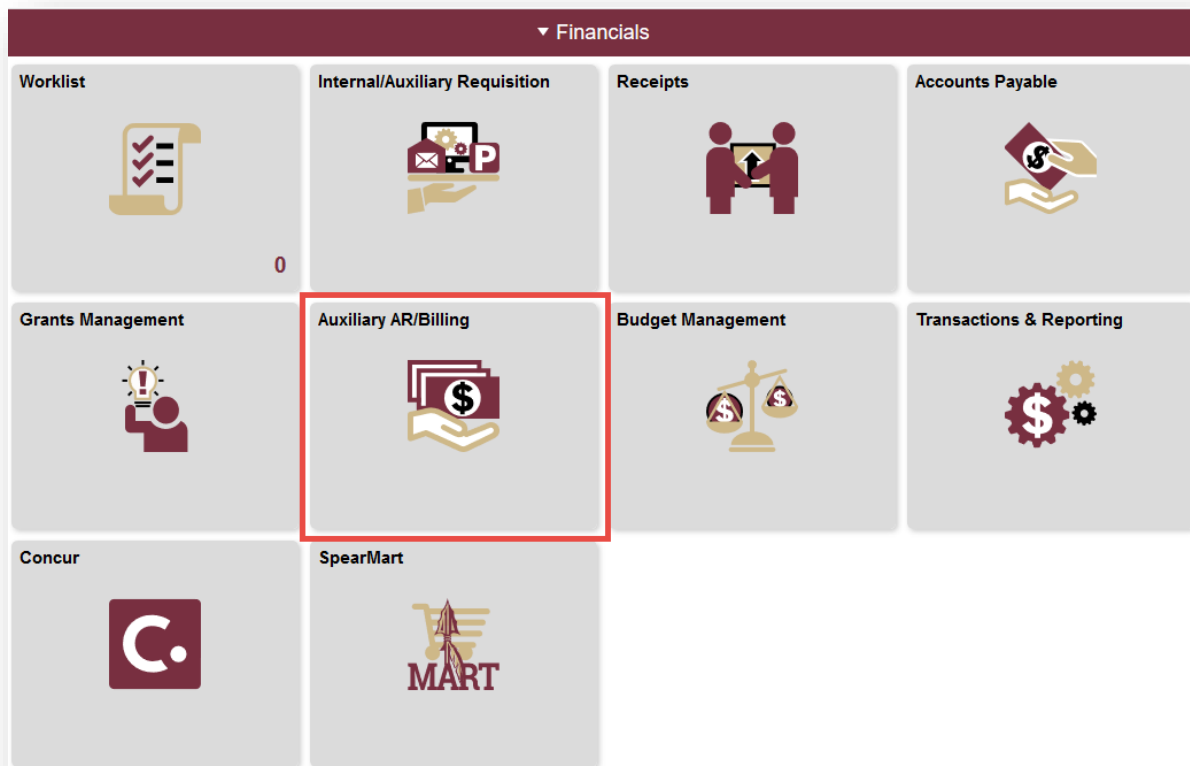
In this file, the PO's have the leading zeroes and the date is in the right format. Good!

IF YOU ACCIDENTALLY OPEN IN EXCEL: Delete the csv files and begin again at step 7 because opening in Excel will remove leading zeroes and change date formats, causing upload errors.

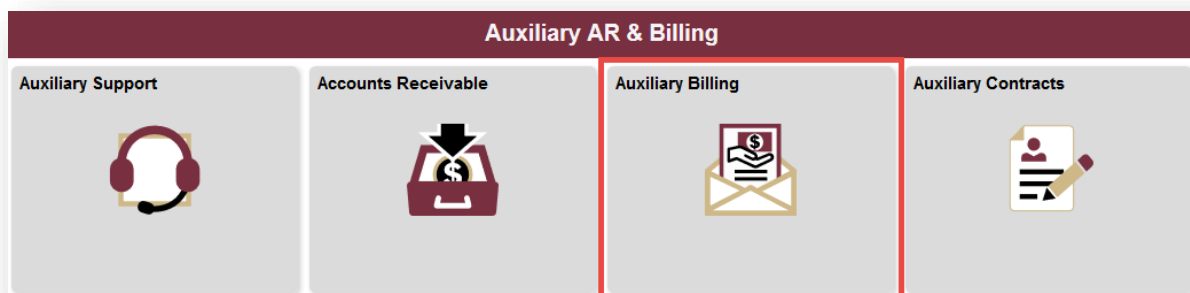
4. Proceed to run the billing upload process.

Run Billing Upload Process

1. To upload bills, navigate to OMNI's [FSU Custom Billing Upload page](#):
 - a. In OMNI Financials, select the **Auxiliary AR/Billing** tile:



- b. Select the **Auxiliary Billing** tile:



- c. Select **Bill Upload**:

< Auxiliary AR & Billing

Manual Bill Entry (Standard)

Bill Upload

FSU Billing Upload Template

FSU_AUX_PO_DTL

FSU_CTRL_AUX_CUST

Interface Bills

FSU Billing Interface Upload

Enter any information you have and click Search. Leave fields blank for a

Find an Existing Value Add a New Value

Search Criteria

Run Control ID begins with

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

2. Click **Search** and select your Run Control ID (contact ctl-auxiliaryaccounting@fsu.edu if you do not have a run control set up for the billing upload process):

FSU Billing Interface Upload

Enter any information you have and click Search. Leave fields blank for a

Find an Existing Value Add a New Value

Search Criteria

Run Control ID begins with

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-22 of 22 Last

Run Control ID	Language Code
AGING_DDETAIL	English
AGING_PROCESS	English
AP-to-R	English
ARD_BUD_CHK	English
ARPAYLOAD	English
ARPRDICT	English
AR_UPDATE	English
AUX_INVOICE	English
BI-TO-P	English
BILL_STATUS_CHANGE	English
BI_INTER_PROCESS	English
BI_INTER_UPLOAD	English
CDR_PAYLOAD	English
CDR_PROCESS_RECEIPTS	English

3. Select **Delimiter type = Comma.**

FSU Billing Interface

Run Control ID: BL_INTER_UPLOAD Report Manager Process Monitor Run

Report Request Parameters

Please attach the file(s) needed to interface billable transactions and specify delimiter.

Delimiter Type: Comma Add

Save Return to Search

4. Add the .CSV files that were created in the [Converting Data to CSV Files](#) section:
 - a. Click **Add**, then click **Browse**. Select one of your files and then click **Upload**.

FSU Billing Interface

Run Control ID: AUX_BILL_UPLOAD Report Manager Process Monitor

Report Request Parameters

Please attach the file(s) needed to interface billable transactions and specify delimiter.

Delimiter Type: Comma Add

Save Return to Search

File Attachment

Browse... No file selected.

Upload Cancel

File Attachment

Browse... AH.CSV

Upload Cancel

- b. Repeat step **a.** for all required files.

NOTE: The order in which you add your files does not matter.

- c. Once all files have been added, select **Run** in the top right corner:

FSU Billing Interface

Run Control ID AUX_BILL_UPLOAD Report Manager Process Monitor **Run**

Report Request Parameters

Please attach the file(s) needed to interface billable transactions and specify delimiter.

Delimiter Type **Add**

Billing Interface Files

	File Name	Delimiter Type	Delete	View
1	AH.CSV	Comma		
2	LN.csv	Comma		
3	NOTE.csv	Comma		
4	NOTELNK.csv	Comma		

Save Return to Search

- d. On the next page, click **OK**:

Process Scheduler Request

User ID CRAYNE Run Control ID AUX_BILL_UPLOAD

Server Name Run Date **Reset to Current Date/Time**

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

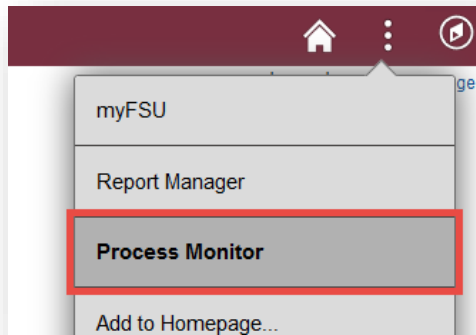
Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	FSU Billing Interface	FSU_BI_UPLD1	Application Engine	<input type="text" value="Web"/>	<input type="text" value="TXT"/>	Distribution

OK Cancel

- e. Monitor the results of the upload by checking the Process Monitor.



5. When the upload process is complete, retrieve the billing interface ID:

- a. Select the **Details** link next to the process (in the Process Monitor).

<input type="checkbox"/>	5147606	Application Engine	FSU_BI_UPLD1	CRAYNE	10/19/2017 7:56:46AM EDT	Success	Posted	Details
--------------------------	---------	--------------------	--------------	--------	--------------------------	---------	--------	-------------------------

NOTE: If you encounter errors when uploading, correct the files and re-upload. See [Common Errors](#) and [Correcting Upload Errors](#) for more information.

- a. Select **View Log/Trace**.

Process Detail

Process

Instance	5147606	Type	Application Engine
Name	FSU_BI_UPLD1	Description	FSU Billing Interface
Run Status	Success	Distribution Status	Posted

Run

Run Control ID	AUX_BILL_UPLOAD	<input type="radio"/> Hold Request
Location	Server	<input type="radio"/> Queue Request
Server	PSUNX	<input type="radio"/> Cancel Request
Recurrence		<input checked="" type="checkbox"/> Delete Request
		<input type="radio"/> Re-send Content
		<input type="radio"/> Restart Request

Date/Time

Request Created On	10/19/2017 7:56:48AM EDT	Parameters	Transfer
Run Anytime After	10/19/2017 7:56:46AM EDT	Message Log	View Locks
Began Process At	10/19/2017 7:57:01AM EDT	Batch Timings	
Ended Process At	10/19/2017 7:57:15AM EDT	View Log/Trace	

OK Cancel

- b. Select **FSU_Billing_Interface_(numbers).Log** (Ensure your browser's popup blocker is disabled).

View Log/Trace

Report

Report ID	5370350	Process Instance	5147606	Message Log
Name	FSU_BI_UPLD1	Process Type	Application Engine	
Run Status	Success			

FSU Billing Interface

Distribution Details

Distribution Node	SQNAFI	Expiration Date	11/02/2017
-------------------	--------	-----------------	------------

File List

Name	File Size (bytes)	Datetime Created
AE_FSU_BI_UPLD1_5147606.log	248	10/19/2017 7:57:15.922561AM EDT
FSU_Billing_Interface_5147606.Log	38,881	10/19/2017 7:57:15.922561AM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	CRAYNE

[Return](#)

- c. View the Interface ID at the top of the page and write it down for use in the next section.

```
*****
BI Interface Id for this Load is : 15978
*****

FSU Billing Interface 5147606_LN2.csv

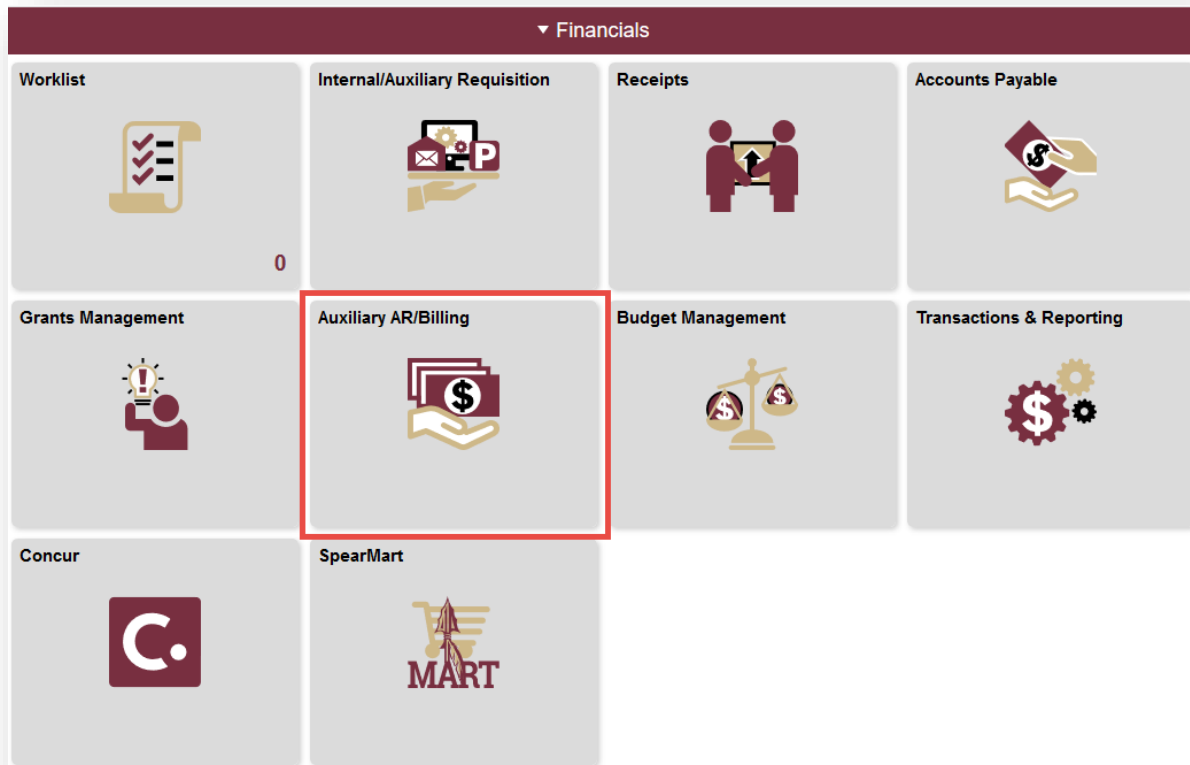
2017-10-19    07.57.01.000000
-----
File was transferred successfully to App server: File Name
File Delimiter is: ,
Header Row Fields:
LH,INTFC_LINE_NUM,TRANS_TYPE_BI,BUSINESS_UNIT,BILL_TO_CUST
, QTY,UNIT_AMT,GROSS_EXTENDED_AMT,PO_REF,PO_LINE,CHARGE_TO_
Processing Line:  L,1,LINE,AUX01,AUX1000832,1,1,AUXILIARY2
DIOXIDE,EA,536,0.0803,43.0408,0001301534,1,2017-03-31,BSCG
Processing Line:  L,2,LINE,AUX01,AUX1000832,1,1,AUXILIARY2
NITROGEN,EA,56,0.0803,4.4968,0001301534,1,2017-03-31,BSCG
Processing Line:  L,3,LINE,AUX01,AUX1001669,1,1,AUXILIARY2
NTR,EA,31,0.803,24.893,0001301536,1,2017-03-31,BSCG02905,N
Processing Line:  L,4,LINE,AUX01,AUX1001669,1,1,AUXILIARY2
```

6. Once you have your interface ID you may proceed to the next section, [Run Billing Interface Process](#). *REMINDER: If you encounter errors when uploading, correct the files and re-upload. See [Common Errors](#) and [Correcting Upload Errors](#) for more information.*

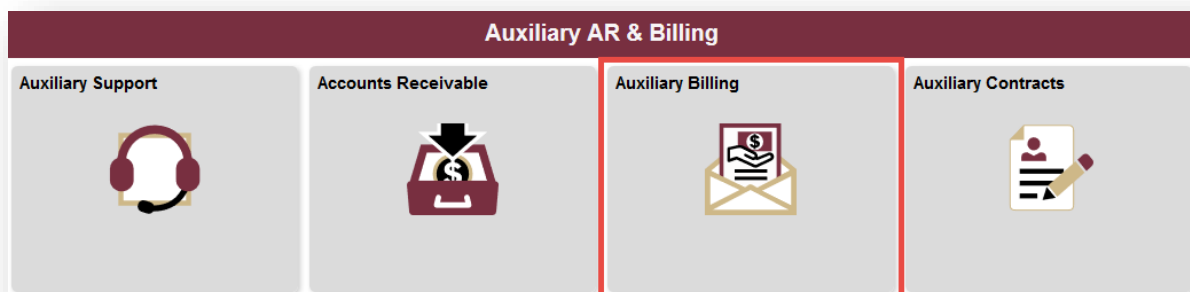
Run Billing Interface Process

Uploading the data using the Spreadsheet Upload/FSU Custom Billing Template or processing Contracts billing loads the data to the interface tables. Now, you must run the Billing Interface Process. This section outlines how to complete this task. This process is the same regardless of the source of the data (Contracts, Spreadsheet Upload for Billing, or FSU Billing Interface).

1. To interface bills, navigate to OMNI's [Process Billing Interface](#) page:
 - a. In OMNI Financials, select the **Auxiliary AR/Billing** tile:



- b. Select the **Auxiliary Billing** tile:



- c. Select **Interface Bills**:

The screenshot shows the 'Auxiliary AR & Billing' menu on the left. The 'Interface Bills' option is highlighted with a red rectangle. On the right, the 'Process Billing Interface' section is visible, containing a search criteria form.

Process Billing Interface

Enter any information you have a

Find an Existing Value

▼ **Search Criteria**

Run Control ID begins with

☐ Case Sensitive

2. Click **Search** and select your Run Control ID (contact ctl-auxiliaryaccounting@fsu.edu if you do not have a run control set up for the billing interface process).

The screenshot shows the search results page. The 'Search' button is circled in red. A red arrow points from the 'Search' button to the 'BI_INTER_PROCESS' row in the results table, which is also highlighted in yellow.

Find an Existing Value **Add a New Value**

▼ **Search Criteria**

Run Control ID begins with

☐ Case Sensitive

Search **Clear** Basic Search Save Search Criteria

Search Results

View All 1-22 of 22

Run Control ID	Language Code
AGING_DDETAIL	English
AGING_PROCESS	English
AP-to-AR	English
ARD_BUD_CHK	English
ARPA/LOAD	English
ARPREDICT	English
AR_UPDATE	English
AUX_INVOICE	English
BI-TO-AP	English
BILL_STATUS_CHANGE	English
BI_INTER_PROCESS	English
BI_INTER_UPLOAD	English

3. Select your Interface ID:

- In the ***From Interface ID** field, type the interface ID you wrote down in the [Run Billing Upload Process](#) section.
- Type the same interface ID in the ***To Interface ID** field:

Process Billing Interface

Run Control ID BI_INTER_PROCESS

Report Manager Process Monitor

Run

*From Interface ID 18853

*To Interface ID 18853

- You can also select the interface ID manually by clicking the magnifying glass:

Process Billing Interface

Run Control ID BI_INTER_PROCESS

Report Manager Process Monitor

Run

*From Interface ID

*To Interface ID

4. Once your interface ID is populated in both fields, click **Run**:

Process Billing Interface

Run Control ID BI_INTER_PROCESS

Report Manager Process Monitor

Run

*From Interface ID 18853

*To Interface ID 18853

5. Check the **Billing Interface** box and click **OK** at the bottom of the page:

Process Scheduler Request

User ID GEO14B Run Control ID BI_INTER_PROCESS

Server Name Run Date 04/30/2019

Recurrence Run Time 12:36:02PM [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	BUJOBI01	PSJob	(None)	(None)	Distribution

[OK](#) [Cancel](#)

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_INTER_PROCESS

Report Manager [Process Monitor](#) [Run](#)

Process Instance: 5996905

*From Interface ID 18404

*To Interface ID 18404

7. Click the refresh button periodically until the Run Status says "Success."

Process List **Server List**

View Process Request For

User ID GEO14B Type Last 1 Days [Refresh](#)

Server Name Instance From Instance To

Run Status Distribution Status ☒ Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5996905		Application Engine	BIIF0001	GEO14B	05/01/2019 7:45:01AM EDT	Success	Posted	Details

8. Review the Message Log for Errors:

IMPORTANT: If error(s) are found in the following steps, proceed to the [Upload and Interface Errors](#) section of this document to correct them.

a. Select the **Details** link to the right of your process:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5996905		Application Engine	BIIF0001	GEO14B	05/01/2019 7:45:01AM EDT	Warning	Posted	Details

b. Select **Message Log** on the next page:

Process Detail

Process

Instance	5996905	Type	Application Engine
Name	BIIF0001	Description	Billing Interface
Run Status	Warning	Distribution Status	Posted

Run

Run Control ID	BI_INTER_PROCESS
Location	Server
Server	PSUNX
Recurrence	

Update Process

☐ Hold Request
☐ Queue Request
☐ Cancel Request
☐ Delete Request
☐ Re-send Content
☐ Restart

Date/Time

Request Created On	05/01/2019 7:45:06AM EDT
Run Anytime After	05/01/2019 7:45:01AM EDT
Began Process At	05/01/2019 7:45:24AM EDT
Ended Process At	05/01/2019 7:45:38AM EDT

Actions

Parameters	Transfer
Message Log	View Locks
Batch Timings	
View Log/Trace	

- c. Review the Message Log. In this example, there are 6 errors needing correction:

Message Log

Process

Instance: 5996905 Type: Application Engine
Name: BILF0001 Description: Billing Interface

☰	🔍	1-6 of 6	View All
Severity	Log Time	Message Text	Explain
10	7:45:26AM	BI Interface was started: 18404 To: 18404 Option: ALL	Explain
10	7:45:35AM	Transactions in Error: 6	Explain
10	7:45:35AM	New Bill Headers Created: 0	Explain
10	7:45:35AM	New Bill Lines Created: 0	Explain
	7:45:38AM	Published message with ID a3d99288-6c06-11e9-b6aa-f75e7dcdbec3 to create entry in folder GENERAL.	Explain
	7:45:38AM	Successfully posted generated files to the report repository	Explain

- To correct errors, proceed to the [Upload and Interface Errors](#) section of this document.
- If your interface processed without errors, all of your billing lines have been created successfully. You can proceed to validate your work ahead of the invoicing processes that remain for these bills as covered in guide **APO2 Unpaid Internal Invoices AP Pre & Post-Check Cheat Sheet** on the [Controller's Office website](#).

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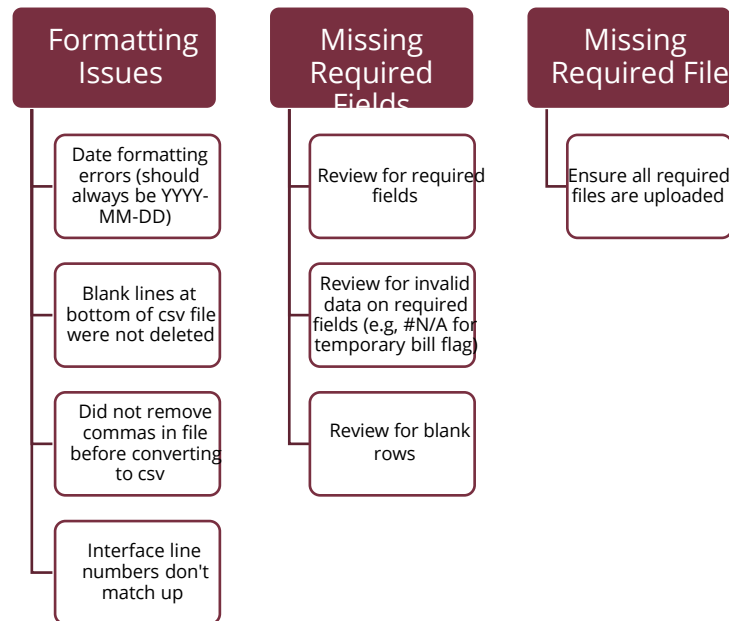
Upload and Interface Errors

This section outlines how to review and correct errors that you encounter on either the [Billing Upload](#) or [Billing Interface](#) processes.

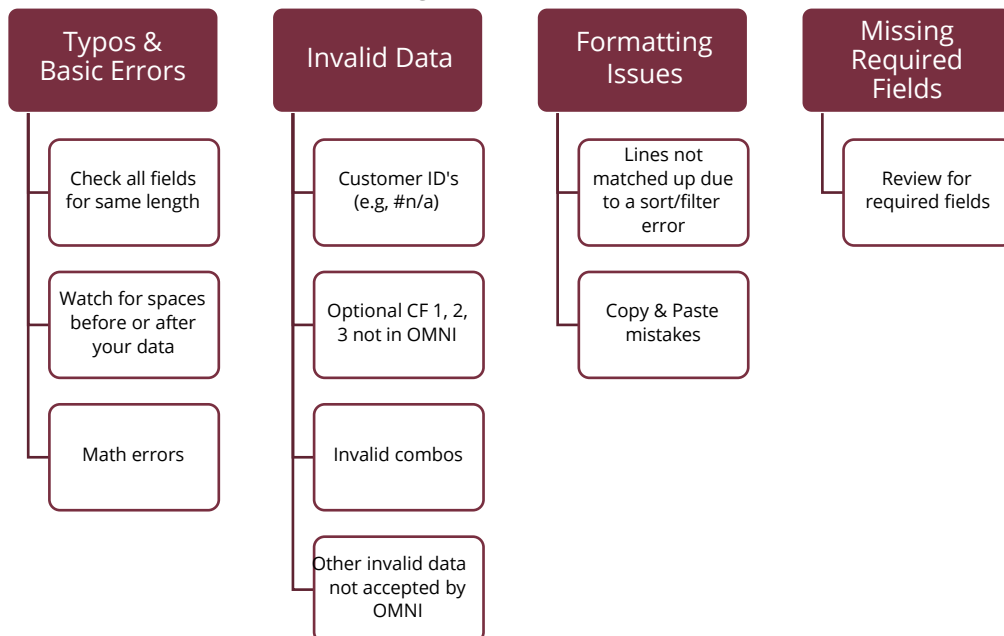
Common Errors

There are several error types that seem to show up most often on uploads. Check for these before contacting your manager or Auxiliary Accounting staff for assistance.

Common Errors Found During Upload:



Common Errors Found at Interfacing:



Correcting Upload Errors

1. If your upload runs to "No Success," follow these steps to identify the issue:
 - a. Click on the **Details** link next to your unsuccessful upload process in Process Monitor:

5147599	Application Engine	FSU_BI_UPLD1	CRAYNE	10/19/2017 7:29:58AM EDT	No Success	Posted	Details
---------	--------------------	--------------	--------	--------------------------	------------	--------	-------------------------

- b. Click the **View Log/Trace** link on the Process Detail page:

Location

Server

Server

PSUNX

Recurrence

☐ Queue Request
☐ Cancel Request
☐ Delete Request
☐ Re-send Content
☐ Restart

Date/Time

Request Created On

05/01/2019 7:45:06AM EDT

Run Anytime After

05/01/2019 7:45:01AM EDT

Began Process At

05/01/2019 7:45:24AM EDT

Ended Process At

05/01/2019 7:45:38AM EDT

Actions

Parameters

Message Log

Batch Timings

View Log/Trace

Transfer

View Locks

- c. Click on the **FSU_Billing_Interface(numbers).Log** file:

View Log/Trace

Report

Report ID

5370344

Process Instance

5147600

[Message Log](#)

Name

FSU_BI_UPLD1

Process Type

Application Engine

Run Status No Success

FSU Billing Interface

Distribution Details

Distribution Node

SQNAFI

Expiration Date

11/02/2017

File List

Name	File Size (bytes)	Datetime Created
AE_FSU_BI_UPLD1_5147600.log	498	10/19/2017 7:36:18.845274AM EDT
AE_FSU_BI_UPLD1_5147600.trc	228	10/19/2017 7:36:18.845274AM EDT
FSU_Billing_Interface_5147600.Log	39,156	10/19/2017 7:36:18.845274AM EDT

Distribute To

Distribution ID Type

*Distribution ID

User

CRAYNE

Return

- d. Scroll through the message to see what the file reveals about the error. Where the message is located will depend on the error.

- i. In the example below, the error was blank rows at the bottom of the csv file.

```
Processing Line:  L,120,LINE,AUX01,AUX1003110,1,1,AUXILIARY2,AUX063,AUXCHEM2,AUXCHEM2,(850) 644-1
#####
Error Description
#####

*****
Error in File
*****
Error in File
Please check for file format  e.g., Delimeter Type,Blank Row,Blank File,Incorrect Format

All Database changes have been rolled back
Please correct the file : File Name: LN.csv
*****
```

- ii. If you are unsure how to interpret the error message, check your original files against the instructions. Review the [Common Errors](#) section above.
 - iii. Always review your original upload template for data entry and formatting errors. See the [Reviewing Bill Data](#) section.
 - iv. You should attempt to re-upload your files after validating your original template and troubleshooting the issue.
- e. If your upload fails a second time and/or you are unable to identify the issue, contact Auxiliary Accounting staff by phone or email ctl-auxiliaryaccounting@fsu.edu for assistance.

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Correcting Interface Errors

1. If you encounter errors after the [Billing Interface Process](#), proceed as follows:
 - a. Navigate to **Billing > Interface Transactions > Correct Interface Errors**.
 - b. Enter the Interface ID, change the business unit to AUX01, and click "Search."

Review Interface - Errors

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Interface ID = 18404

Interface Line Number =

Transaction Type =

Transaction Type Seq =

Error Status =

Business Unit begins with AUX01

Customer begins with

Bill Source begins with

Bill Type Identifier begins with

Search **Clear** Basic Search Save Search Criteria

- c. If a list appears, select the first line. You will be brought to the **PS_INTFC_BI** tab for the item.

Billing Interface - 1		Billing Interface - 1	
Interface ID	18404	Line Number	1
Load Status	ERR 0080 Invalid Bill-To Contact	Transaction Type	LINE
Business Unit	AUX01	Process Instance	5996905
Customer ID	AUX1001217	GL Business Unit	FSU01

- d. Review the **LoadStatus** area for the error. In the example above, the error code tells us that the Bill-To Contact is invalid.

NOTE: For a complete list of error descriptions, you may visit this link: [Correcting Billing Interface Process Errors - Complete Error List](#).

- e. Locate the field that needs to be corrected, and then correct the error.
- f. Scroll to the bottom of the page, and save your work.
 - i. **IMPORTANT:** If your error is an accounting issue, you'll need to select the PS_INTFC_BI_AEDS tab to find the field(s) to correct.
 - ii. **IMPORTANT:** If there are many errors with your bill line, you may choose to delete the entire line by selecting the trashcan icon in the upper portion of the screen. Be aware that this means you will need to create the line again through a new Upload or via manual entry, so keep track of what is deleted.

use as an option of last resort

- g. Repeat until all errors are corrected.
- h. Re-process the interface by following the steps outlined in the [Run Billing Interface Process](#) section.
- i. Repeat if needed and more errors are present.

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Other Billing Errors

What could go wrong that the Upload & the Interface won't reveal?

Items we focus on later during the Pre-AP Check

Erroneous charges; e.g. you charged the wrong customer or the wrong amount, or duplicated a line on your upload

Uploaded the wrong file (validate against source data after upload!)

Uploaded a file twice (validate against source data after upload!)

Reviewing Uploaded/Interfaced Data

- To review items on the billing interface table, view query **FSU_CTRL_AUX_BI_INTFC_TBL**. This is prompted by Bill Source.
- To review bills for accuracy, use a billing query such as **FSU_AUX_BILL_NOT_INV** and filter by date added and bill source to find bills you just created.
- To review internal bills prior to the monthly bill cycle, view query **FSU_AUX_BI_PRE_AP_CHECK**.

END
