



OMNI AR/Billing: Convert Bills to Ready

Detailed Business Process Guides ABILL13

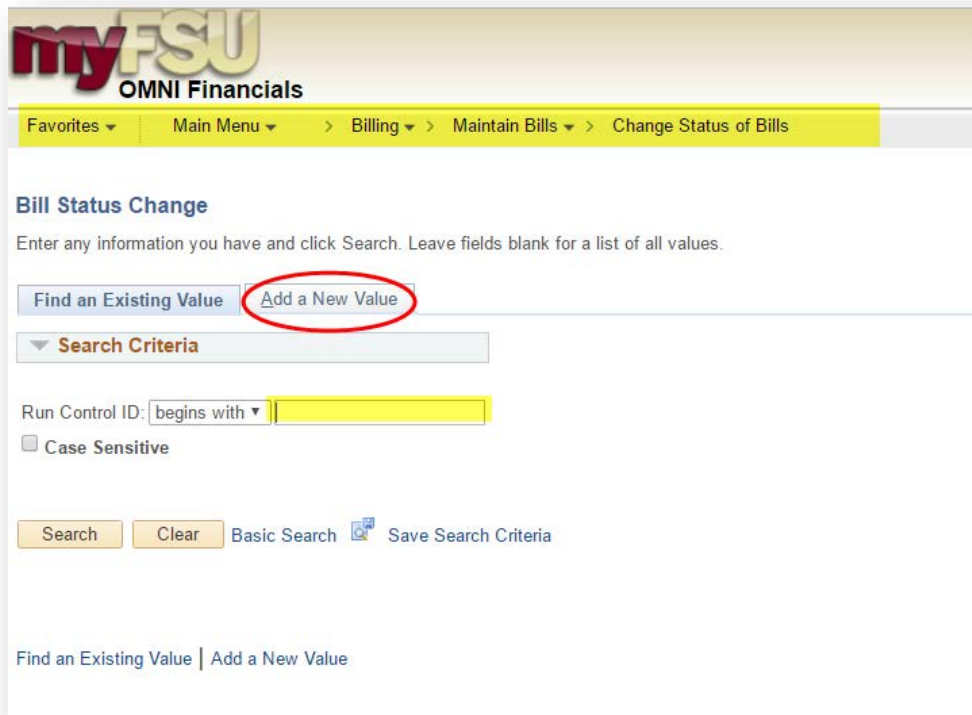
Use this tutorial to understand how to convert status of a bill as a batch. Specifically, we focus on converting bills to RDY in a batch, but these steps can also be used to change to other statuses. Normally, auxiliaries will not need to change bills to other statuses, so contact ctl-auxiliaryaccounting@fsu.edu before doing so.

Change the Status of a Bill: Convert Bills to RDY in a Batch

When all pre-invoicing checks have been completed, please follow these steps to change your bill source's "new" bills to "ready" (you may, from time to time, also have some "hold" bills to change as well).

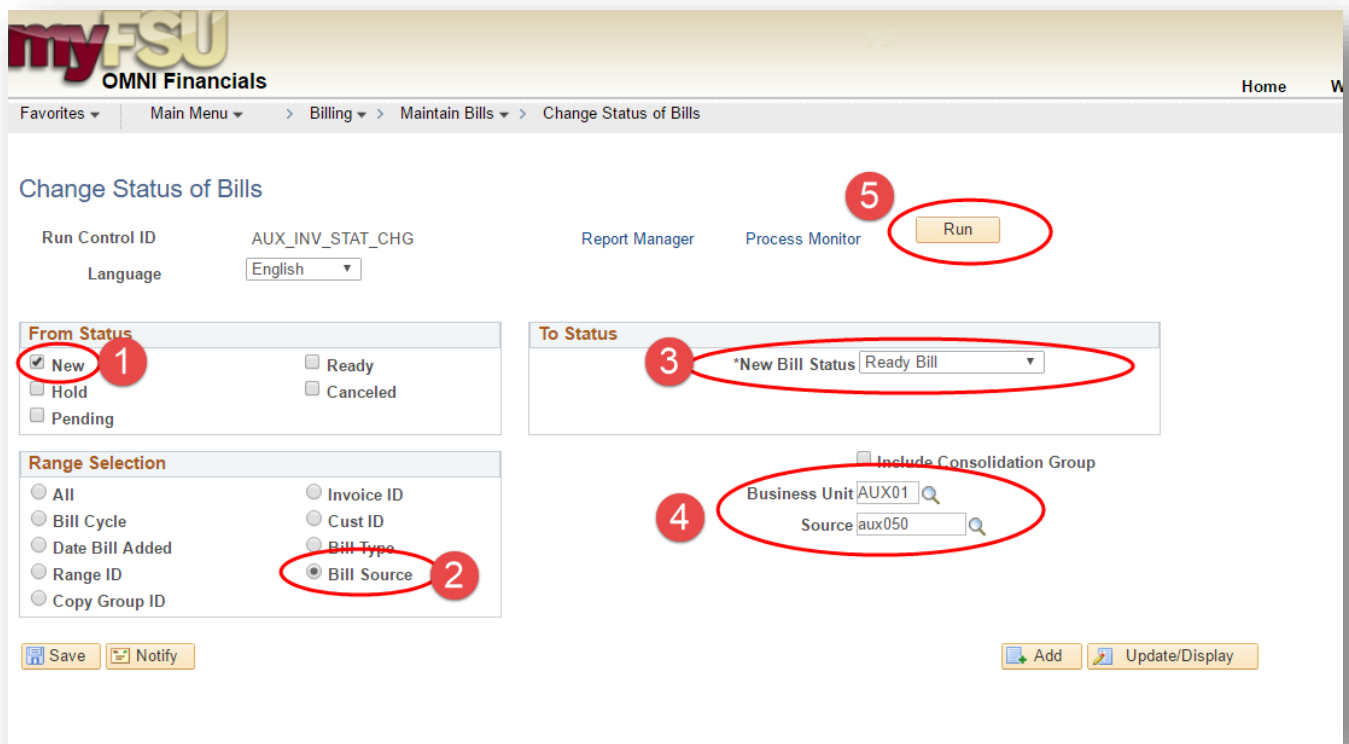
Main Menu > Billing > Maintain Bills > Change Status of Bills

1. Navigate to Main Menu > Billing > Maintain Bills > Change Status of Bills
2. Add a new Run Control if needed, or search for your pre-saved Run Control.





3. Enter the appropriate prompts as shown below to ensure you only process bills in your bill source.
 - a. Enter the status you are changing from (usually New)
 - b. Enter the status you are changing to (usually Ready)
 - c. Enter "Bill Source" under the Range Selection
 - d. Enter BU = AUX01 and the bill source for your departments (for multiple bill sources, this will need to be run multiple times)



4. Select "Run" and then "OK." Review the Process Monitor for results.
5. Verify your results by checking query FSU_AUX_BILL_NOT_INV. The status should now show "RDY."