

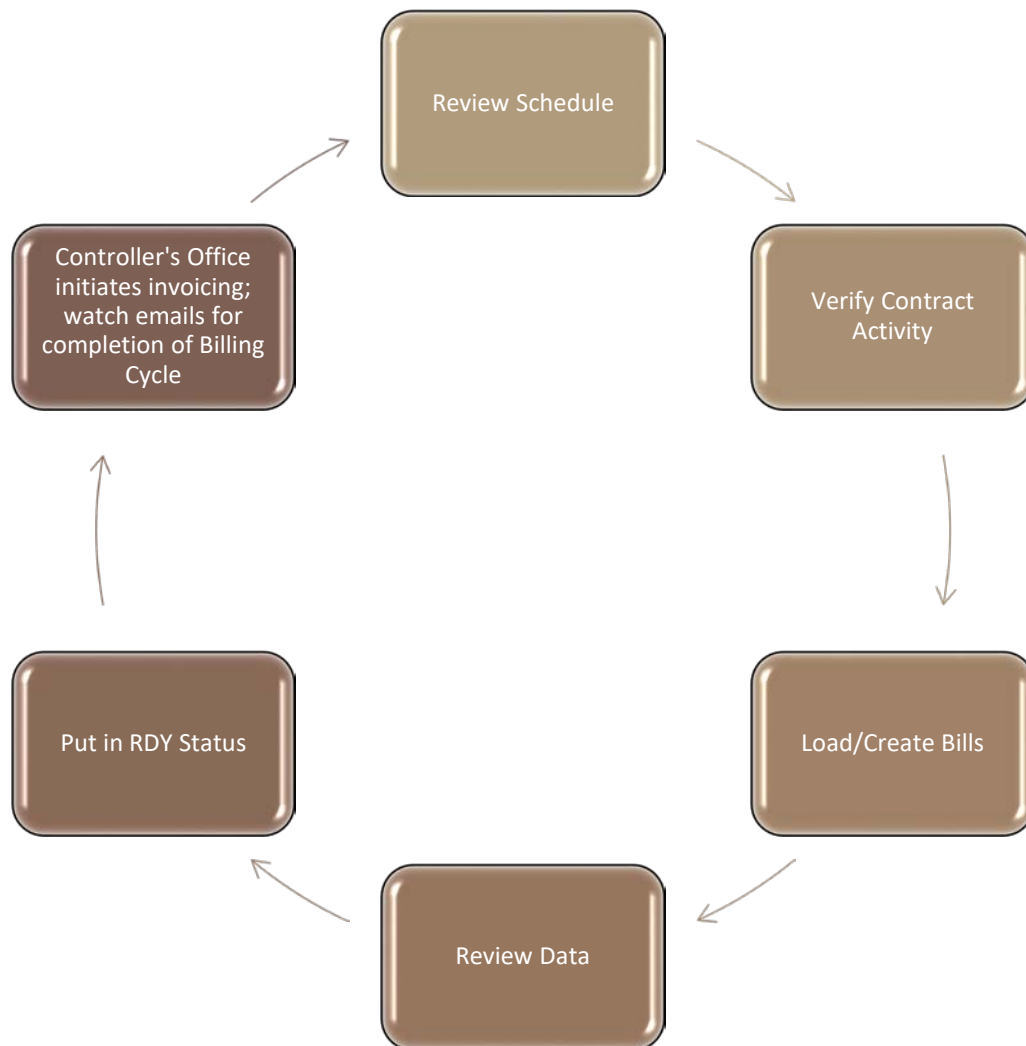


OMNI AR/Billing: Understanding the Billing Cycle

Detailed Business Process Guides – ABILL14

Use this tutorial to understand the auxiliary billing cycle for the processing of internal bills. This document includes an [overview](#), [detail](#), and [Auxiliary Billing Cycle Checklist](#) for auxiliaries to use throughout the month and before the bill cycle begins.

Billing Cycle Overview





Billing Cycle Tasks in Detail

A. Controller's Office sets billing schedule

- a. Usually by the first Friday of each month.
- b. Review against your schedule and adjust internal upload/entry deadlines as needed

B. Verify Contract Activity if using the Contracts Module

- a. PO present at header and line
- b. Revenue accounting present and accurate
- c. Any on sponsored projects are not pre-approved
- d. Any NOT on sponsored projects ARE pre-approved
- e. Any errors have been resolved from previous cycle
- f. Any amendments have been entered and processed
- g. All pending bill plans/events are ready, if appropriate
- h. Put erroneous plans on hold if they can't be corrected
- i. All sales records have been billed
- j. This can and should be done throughout the month

C. Obtain billing data from sources

D. Compile external billing data into the upload or enter manual bills

E. Obtain any departmental approvals needed from your auxiliary

F. Load/Create Bills

- a. Standard Billing
- b. Bill Adjustments (Credit/Rebill) - including unpaid internals
- c. Contracts --> Billing
- d. Billing Uploads (ensure all bill plans and lines are valid & ready – none are canceled, pending, on hold, etc)
- e. Correct any bills on hold (HLD) from prior months
- f. All interfaces have been processed
- g. Verify that all sales records have been billed
- h. This can and should be done throughout the month



G. Pro Formas (optional)

- a. Check for accuracy in an easy-to-read format

H. Double Check your Data

- a. Invoices set to email, not print
- b. All sales records have been billed
- c. All data is accurate

I. Pre-AP Check

- a. Check for errors; place on hold and correct until no errors remain (see AP02 for more info)
- b. Try to resolve before Controller's Office email goes out

J. Controller's Office begins verifying data

- a. Pre-AP Check
- b. Invoices set to email, not to print

K. Change Status to RDY

- a. When your data has been reviewed, convert all bills in NEW status to RDY

L. Controller's Office initiates Bill Cycle

- a. Controller's Office will email auxiliaries with control totals and query FSU_AUX_READY_INVOICES showing all bills to be invoiced for your records.
- b. Any invoices set to print are emailed to the auxiliary for submission to the customer
- c. Controller's Office runs the process to turn a bill into an invoice
- d. This is when your revenue and AR is created (posted that night)
- e. This is when customers are emailed automatically by the system

M. Controller's Office Updates Accounts Receivable & Accounts Payable

- a. AR Update (shows that AR has been updated with all new invoices)
- b. BI to AP (shows that AP has received all internal invoices)

N. Accounts Payable processes vouchers

- a. Budget Errors are resolved by department within set amount of time or overridden by AP
- b. If cannot be processed, voucher is deleted (this becomes an unpaid internal)
- c. This reduces cash in the buying department (posted that night)
- d.



O. Controller's Office posts payments

- a. Notifies selling auxiliaries when complete
- b. This records the cash and reduction in AR for the selling auxiliary (posts that night)

P. Billing cycle is concluded

- a. Controller's Office notifies selling auxiliaries of completion
- b. List of unpaid internal invoices is provided, along with a summary of any other issues encountered

Q. Begin next month's billing

Auxiliary Pre-Invoice Checklist

Task Overview & Business Process Guide	Task Detail	When Due
1) Obtain SRA Approval	Bills requiring SRA approval must be uploaded by today to ensure approval by Bill Cycle	Deadline emailed by Auxiliary Accounting
2) Review bills in HLD status	Review bills in HOLD and change status if ready to bill <ul style="list-style-type: none"> - Query FSU_AUX_BI_HOLDv 	Deadline emailed by Auxiliary Accounting
3) Create Bills <ul style="list-style-type: none"> • ABILL1 • ABILL2 • ABILL17 	Create billable activity <ul style="list-style-type: none"> - If using standard billing, create bills in OMNI Financials - If using the upload template, generate billing data in this workbook. - If using recurring schedules, review the bill schedule to ensure bills are ready - This can be done throughout the month 	6th business day prior to month end Deadline emailed by Auxiliary Accounting
4) Upload & Interface Bills <ul style="list-style-type: none"> • ABILL1 	**Only applies to uploading bills** <ul style="list-style-type: none"> - Populates billing tables from any data loaded from an external source (includes creating temporary worksheet status, if needed) 	Immediately after desired billing activity uploaded (around noon, 6th business day prior to month end) Deadline emailed by Auxiliary Accounting
5) Generate Pro Formas <ul style="list-style-type: none"> • ABILL9 	**This is optional** <ul style="list-style-type: none"> - Generate Pro Formas (also used for quotes) 	Immediately after desired billing activity uploaded (around noon, 6th business day prior to month end) Deadline emailed by Auxiliary Accounting



<p>6) Review data for other issues via queries</p> <ul style="list-style-type: none"> • ABILL8 • APO1 • APO2 • <i>various queries</i> 	<p>Review billing data for various issues</p> <ul style="list-style-type: none"> - All sales records have been billed - All data is accurate - Bills set to email, not print - Bills include charge-to date - Bills have blank invoice & accounting date - Revenue (internal/external) is correct 	<p>Include review of query FSU_AUX_INV_UNPAID_INTERNALS to resolve (credit/rebill) any unpaid items from prior cycle</p> <p>Use the Auxiliary Specialist Cheat Sheet for reference</p> <p>Deadline emailed by Auxiliary Accounting</p>
<p>7) Review query FSU_AUX_BI_PRE_AP_CHECK</p> <ul style="list-style-type: none"> • APO1 • APO2 	<p>Correct or place any bills in hold status that are in error on this report (will fail voucher).</p> <ul style="list-style-type: none"> - Check for errors; place on hold & correct until no errors remain (see APO2 for more info) - Attempt to resolve before Controller's Office email goes out 	<p>CTL & selling auxiliaries both run before 5PM, 6th business day prior to month end</p> <p>Deadline emailed by Auxiliary Accounting</p>
<p>8) Convert bills to RDY</p> <ul style="list-style-type: none"> • ABILL13 	<p>Convert your auxiliaries desired bills to ready (RDY); ensure any errors remain in HOLD status</p> <ul style="list-style-type: none"> - Place bills that are ready to be invoiced in RDY status. - Only RDY status bills will process during the Bill Cycle 	<p>Have invoices in RDY or HLD status as appropriate no later than 9AM 5th business day before month end</p> <p>Deadline emailed by Auxiliary Accounting</p>
<p>CONFIRM TOGETHER AS A GROUP BEFORE MOVING FORWARD ***</p>	<p><i>(After this we convert status to RDY as a group, verify, & then the Controller's Office will begin the Bill Cycle by invoicing your customers).</i></p>	<p>Controller's Office initiates invoicing process.</p>