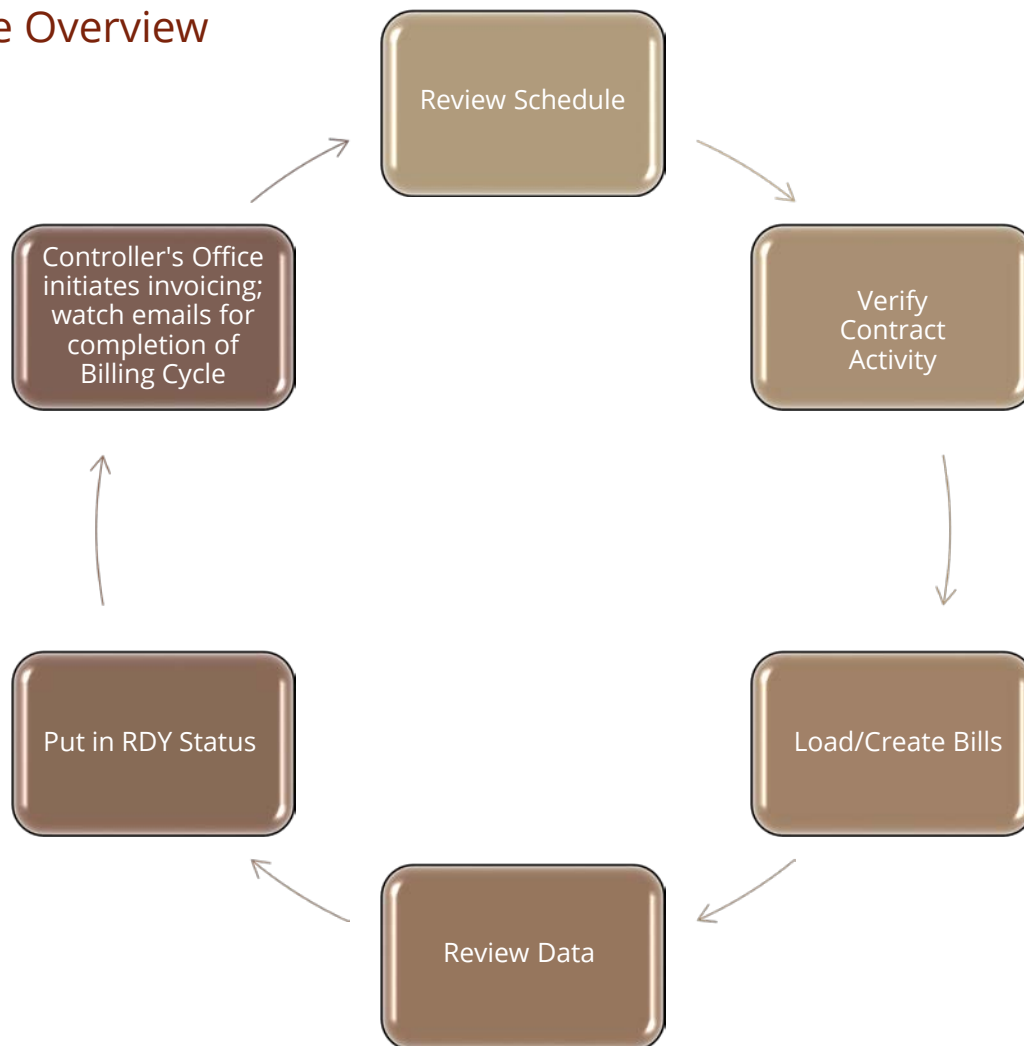


# OMNI AR/Billing: Understanding the Billing Cycle

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

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

## P. Billing cycle is concluded

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

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