

# OMNI AR/Billing: Recurring & Installment Billing

## Detailed Business Process Guides – ABILL17

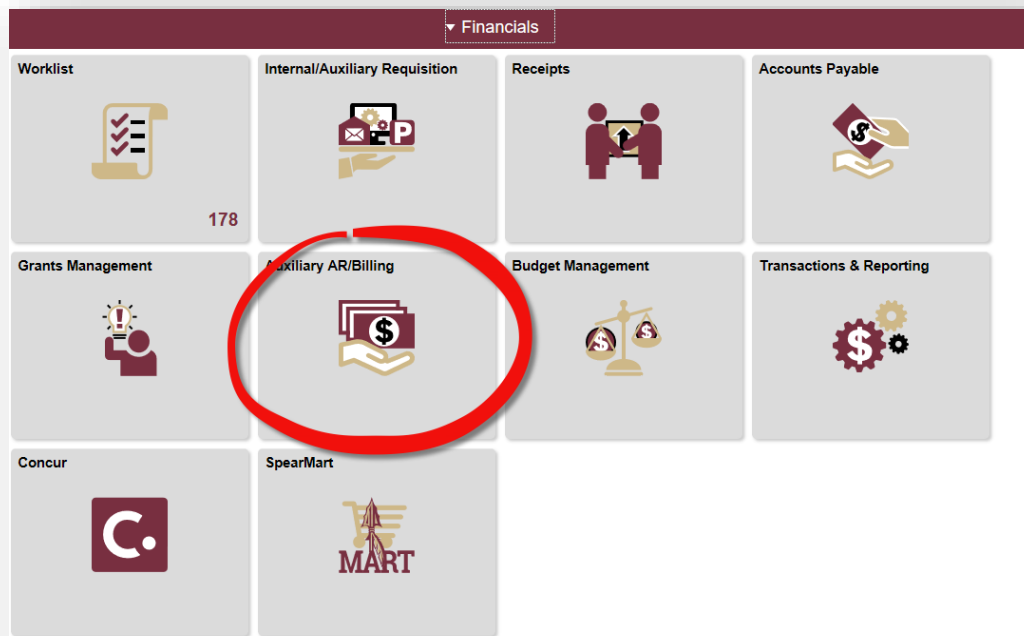
This document outlines how to enter recurring and installment bills. Recurring and installment bills allow you to reproduce bills and generate invoices by using a template. Recurring bills are used to replicate a bill monthly based on the template. This should be used when a customer will be charged an exact amount each month. As opposed to installment billing, which breaks down an amount and bills in segments. Installment segments can be setup with the total amount due divided equally, by percentage, or according to a custom design. Installment billing should be used when the amount will vary from month to month.

**IMPORTANT: Installment billing can only be used with external customers. The design functionality of OMNI Financials does not allow installment billing on an internal customer (department).**

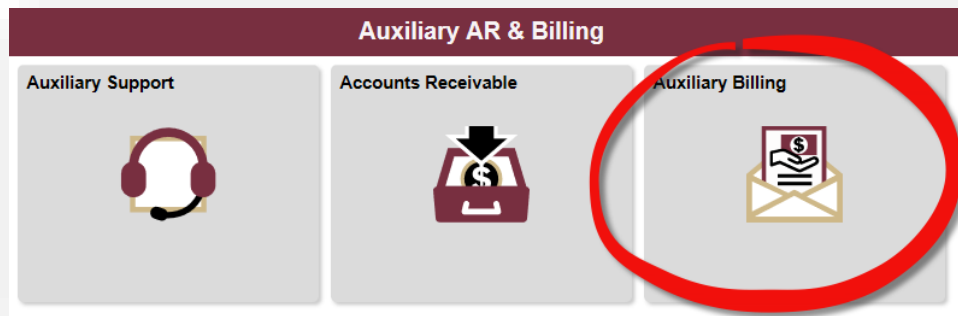
## Recurring Billing

### Creating a Recurring Bill Template

1. Navigate to the Auxiliary AR/Billing tile



2. Navigate to the Auxiliary Billing tile



3. Navigate to the Manual Bill Entry (Standard) page and enter billing data. For instructions regarding creating bills manually, see the business process guide for creating online standard bills ([ABILL2](#)).

**Auxiliary AR & Billing** **Auxiliary Billing**

**Manual Bill Entry (Standard)**

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

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

**Search Criteria**

Business Unit =

Invoice begins with

Bill Status =

Customer begins with

Contract begins with

Bills in Business Unit =

Template Invoice Flag =

☐ Case Sensitive

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

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

4. Once you have completed entering billing data, change the frequency of a bill in NEW status to Recurring and save. Also, please ensure the cycle id is set to **AUX MONTH**. Once the frequency is set, this bill becomes the template.

A screenshot of a software interface showing two fields. The first field is labeled 'Cycle ID' and contains the text 'AUX MONTH' with a magnifying glass icon to its right. The second field is labeled '\*Frequency' and contains a dropdown menu with 'Recurring' selected, indicated by a checkmark icon.

5. Setup up the recurring bill schedule
  - a. On the Header – Info 1 tab, click the recurring schedule link

A screenshot of the 'Auxiliary Billing' system interface. The top bar is maroon with the text 'Auxiliary Billing' and a 'New Window' link. Below this is a tabbed interface with 'Header - Info 1' selected. The main area contains various fields for billing information, including Unit (AUX01), Invoice (AUX00044002), Pretax Amt (1,340.04 USD), Status (NEW), \*Type (AUX), \*Customer (AUX1000147), \*Invoice Form (Facilities Planning), Accounting Date, Remit To (FSU), Sales (AUXCSTM), Credit (AUXCRA), Billing Specialist (AUXOBS01), Invoice Date, Source (AUX006), SubCust1, SubCust2, From Date, Pay Terms (NET1), Bank Account (AUX), Bill Inquiry Phone ((850) 644-0316), Collector (AUXCOL), and Billing Authority (AUXOBS01). On the right side, there are fields for Cycle ID (AUX MONTH), \*Frequency (Recurring), To Date, and Pay Method (Check). A red arrow points to a small icon in the top right corner of the form area. At the bottom, there are buttons for Save, Return to Search, Notify, Refresh, Add, and Update/Display. The bottom status bar shows 'Header - Info 1 | Line - Info 1'.

- i. Once there, select the dates for the recurring bill to run and then click to auto-generate button to populate the schedule. Please leave the invoice date blank, this will be generated during the invoicing process.  
*Please note that the alternative method is to create each bill manually on the schedule.*

← Auxiliary Billing Recurring Bill Schedules



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**Recurring Bill Schedules**

Business Unit: AUX01      Template Invoice: AUX00044002


Start Date: 06/01/2018      ☐ Pre-Assign Invoice Numbers

End Date: 05/30/2019      ☐ Use Header Dates For Lines


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Recurring Schedule 1-1 of 1 | View All


Generate Date	Invoice Date	Invoice	Inv Generated?	Date	
		NEXT	N		
Bill Header From Date			To Date		

[Return to Bill Entry](#)

Recurring Schedule 1-2 of 12 | [View All](#)

Generate Date	Invoice Date	Invoice	Inv Generated?	Date	
06/10/2018		NEXT	N		
Bill Header From Date		06/01/2018	To Date	06/30/2018	

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Generate Date	Invoice Date	Invoice	Inv Generated?	Date	
07/11/2018		NEXT	N		
Bill Header From Date		07/01/2018	To Date	07/31/2018	

**\*Note\*** Please ensure that the "Use Header Dates for Lines" box is checked on the schedule.

← Auxiliary Billing Recurring Bill Schedules

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**Recurring Bill Schedules**

Business Unit: AUX01      Template Invoice: AUX00044002

Start Date: 06/01/2018      ☐ Pre-Assign Invoice Numbers

End Date: 05/30/2019      ☒ Use Header Dates For Lines

- ii. Once your schedule is set up and saved, you'll need to set the template bill to Ready status.

**Recurring Bill Schedules**

Business Unit: AUX01      Template Invoice: AUX00044002

Start Date: 06/01/2018      ☐ Pre-Assign Invoice Numbers

End Date: 05/30/2019      ☒ Use Header Dates For Lines

Recurring Schedule				
Generate Date	Invoice Date	Invoice	Inv Generated?	Date
06/10/2018		NEXT	N	
Bill Header From Date		06/01/2018	To Date	06/30/2018
Generate Date	Invoice Date	Invoice	Inv Generated?	Date
07/11/2018		NEXT	N	
Bill Header From Date		07/01/2018	To Date	07/31/2018

[Return to Bill Entry](#)

**Standard Billing**

Header - Info 1      Line - Info 1

Unit: AUX01      Invoice: AUX00044002      Pretax Amt: 1,340.04 USD

Status: **RDY**      Invoice Date:      Cycle ID: AUX MONTH

\*Type: AUX      Source: AUX006      \*Frequency: Recurring

\*Customer: AUX1000147      SubCust1:      SubCust2:      To Date:      Pay Method: Check

\*Invoice Form: Facilities Planning      From Date:      Pay Terms: NET1      Bank Account: AUX

Accounting Date:      Bill Inquiry Phone: (850) 644-0316      Collector: AUXCOL

Remit To: FSU      Billing Authority: AUXOBS01

Sales: AUXCSTMR      Credit: AUXCRA      Billing Specialist: AUXOBS01

Go to: Header Info 2      Address      Copy Address      Attachments

Notes      Express Entry

Summary      Bill Search      Line Search      Navigation: Header - Info 1

Page Series: Prev Next

Save      Return to Search      Notify      Refresh      Add      Update/Display

Header - Info 1 | Line - Info 1

- iii. Save the template once in Ready status.

**IMPORTANT: Once the bill template is in ready status, bills will be automatically invoiced monthly during the bill cycle for the remainder of the schedule. If these bills require SRA approval, SRA will convert these bills (recurring generated bills not the template bill) to RDY once approved.**

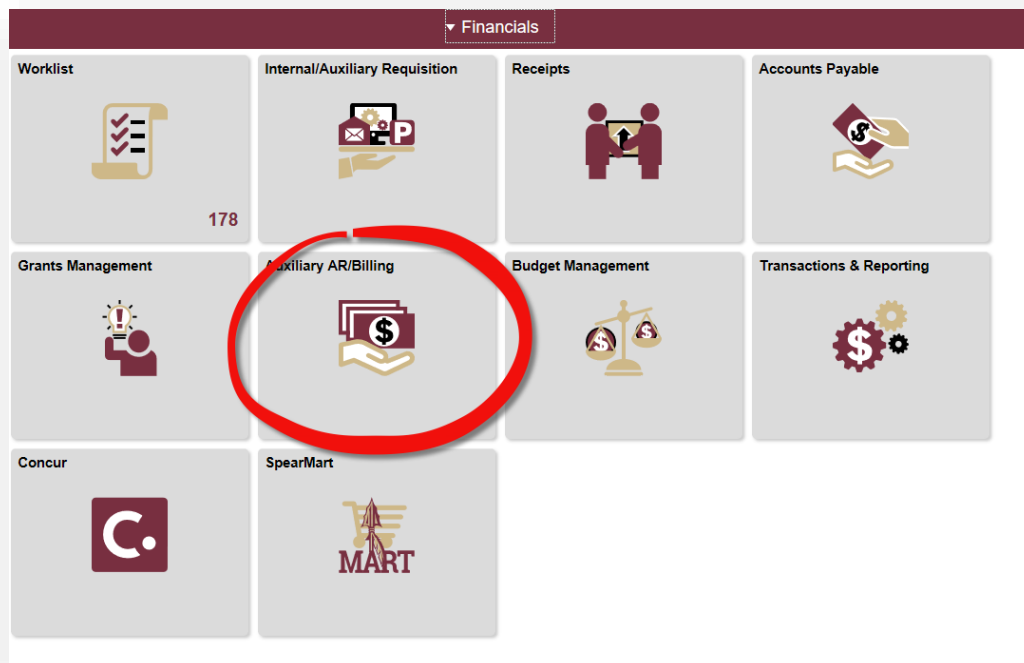
- b. How do I know if a bill needs to be reviewed by SRA?
  - i. Review the PO information to see whether the PO is charging a sponsored project (begins with fund 5, includes project ID).

## Installment Billing

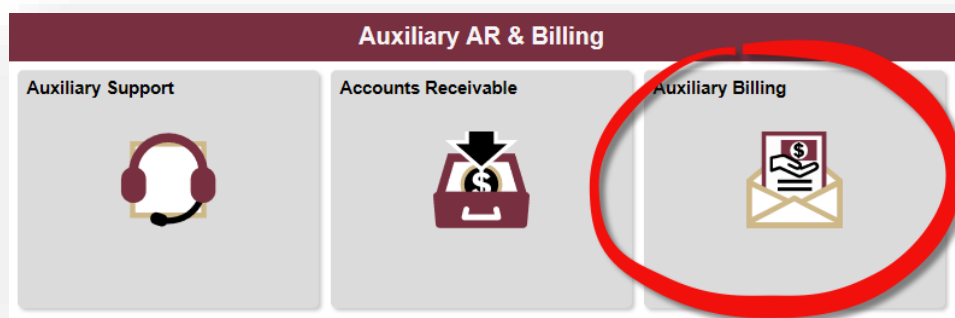
**IMPORTANT: Installment billing can only be used with external customers. The design functionality of OMNI Financials does not allow installment billing on an internal customer (department).**

### Creating an installment bill template

1. Navigate to the Auxiliary AR/Billing tile



2. Navigate to the Auxiliary Billing tile



3. Navigate to the Manual Bill Entry (Standard) page and enter billing data. For instructions regarding creating bills manually, see the business process guide for online standard bills ([ABILL2](#)).

**Auxiliary Billing**

**Manual Bill Entry (Standard)**

**Bill Entry**

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

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

**Search Criteria**

Business Unit =

Invoice begins with

Bill Status =

Customer begins with

Contract begins with

Bills in Business Unit =

Template Invoice Flag =

☐ Case Sensitive

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

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

4. Once you have completed entering billing data, change the frequency of a bill in NEW status to Installment and save. Also, please ensure the cycle id is set to **AUX MONTH**. Once the frequency is set, this bill becomes the template.

**Cycle ID**

**\*Frequency**

5. Setup the installment bill schedule
  - a. On the Header – Info 1 tab, click the installment bill schedule link



**Recurring Bill Schedules** **Standard Billing**

Header - Info 1 | Line - Info 1

Unit: AUX01 Invoice: AUX00044002 Pretax Amt: 1,340.04 USD

Status: NEW Invoice Date: Invoice Date  
\*Type: AUX Source: AUX006  
\*Customer: AUX1000147 SubCust1: SubCust2: SubCust2  
\*Invoice Form: AUX\_INV From Date: From Date  
Accounting Date: Accounting Date To Date: To Date  
Remit To: FSU Pay Terms: NET1 Pay Method: Check  
Sales: AUXCSTM Bank Account: AUX  
Credit: AUXCRA Bill Inquiry Phone: (850) 644-0316  
Billing Specialist: AUXOBS01 Collector: AUXCOL  
Billing Authority: AUXOBS01

to: Header Info 2 Address Copy Address  
otes: Express Entry Attachments

Summary Bill Search Line Search Navigation: Header - Info 1

Page Series: Prev Next

Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

b. Once there, select the appropriate installment plan by clicking the magnifying glass.

**Header - Info 1** **Installment Bill Schedules**

Installment Bill Terms | Installment Bill Schedule

Business Unit: AUX01  
Installment Template Invoice: AUX00044002  
Pretax Invoice Amount: 1,340.04 USD  
\*Installation Plan:

Service Charge

\*Charge: None  
Identifier:

Return to Bill Entry

Save Return to Search Notify

Installment Bill Terms | Installment Bill Schedule

### Look Up Installment Plan

[Help](#)

SetID AUXSH

Installation Plan ID begins with

Description begins with

Search
Clear
Cancel
Basic Lookup

Search Results

View 100

1-1 of 1

Installation Plan ID	Description	Installation Plan Type
12MO EQUAL	12 Month Equal Installments	Equal

c. Next, select the start date and generate the installment bill plan schedule.

< Header - Info 1
**Installment Bill Schedules**

Installment Bill Terms

Installment Bill Schedule

Business Unit AUX01  
Installation Template Invoice AUX00044002  
Pretax Invoice Amount 1,340.04  
Installation Plan 12MO EQUAL  
Start Date 07/01/2018

USD  
12 Month Equal Installments

☐ Pre-Assign Invoice Numbers

1-1 of 1

View All

Installment Billing Schedule

Installment Billing Schedule 2

Installment Billing Schedule 3

Number	Generate Date	Invoice	Installment Amount	Service Charge Amount
1		NEXT	<input style="width: 100px;" type="text"/>	<input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/>

Return to Bill Entry

Save
Return to Search
Notify

Installation Bill Terms | Installation Bill Schedule

**Installment Bill Schedules**

Installment Bill Terms | **Installment Bill Schedule**

Business Unit: AUX01  
 Installment Template Invoice: AUX00044002  
 Pretax Invoice Amount: 1,340.04  
 Installment Plan: 12MO EQUAL  
 Start Date: 07/01/2018  
 USD  
 12 Month Equal Installments  
☐ Pre-Assign Invoice Numbers

**Installment Billing Schedule**

1-5 of 12 | [View All](#)

Number	Generate Date	Invoice	Installment Amount	Service Charge Amount		
1	07/11/2018	NEXT	111.67		+	-
2	08/11/2018	NEXT	111.67		+	-
3	09/10/2018	NEXT	111.67		+	-
4	10/11/2018	NEXT	111.67		+	-
5	11/10/2018	NEXT	111.67		+	-

Return to Bill Entry

Save | Return to Search | Notify

Installment Bill Terms | Installment Bill Schedule

- i. To complete the setup of your installment bill plan schedule, click the Installment Billing Schedule 2 tab and populate the invoice date field for each installment bill.

**IMPORTANT:** For all internal and bills that will be invoiced during the bill cycle, the invoice date selected should match the scheduled invoice date of the current month's bill cycle. To locate the scheduled bill cycle invoice date, please utilize the current fiscal year's bill cycle calendar found [here](#) on the Controller's Office website.

< Financials **Installment Bill Schedules**

**Business Unit** AUX01  
**Installment Template Invoice** AUX00049829  
**Pretax Invoice Amount** 100,000.00 USD  
**Installment Plan** HALF\_9 Half down 9 equal instalmts  
**Start Date** 05/01/2019  
☐ Pre-Assign Invoice Numbers

**Installment Billing Schedule**

Number	Invoice Date	From Date	To Date	Accounting Date		
1	05/24/2019	05/01/2019	05/31/2019		+	-
2	06/24/2019	06/01/2019	06/30/2019		+	-
3	07/24/2019	07/01/2019	07/31/2019		+	-
4	08/24/2019	08/01/2019	08/31/2019		+	-
5	09/24/2019	09/01/2019	09/30/2019		+	-

[Installment Bill Terms](#) | [Installment Bill Schedule](#)

- ii. Once your schedule is set up and saved, you'll need to set the template bill to Ready status.

< Installment Bill Schedule Installment Bill Schedules

Installment Bill Terms Installment Bill Schedule

Business Unit AUX01  
 Installment Template Invoice AUX00044002  
 Pretax Invoice Amount 1,340.04 USD  
 Installment Plan 12MO EQUAL 12 Month Equal Installments  
 Start Date 07/01/2018  
☐ Pre-Assign Invoice Numbers

**Installment Billing Schedule**

1-5 of 12 View All

Installment Billing Schedule Installment Billing Schedule 2 Installment Billing Schedule 3 ID

Number	Generate Date	Invoice	Installment Amount	Service Charge Amount		
1	07/11/2018	NEXT	111.67		+	-
2	08/11/2018	NEXT	111.67		+	-
3	09/10/2018	NEXT	111.67		+	-
4	10/11/2018	NEXT	111.67		+	-
5	11/10/2018	NEXT	111.67		+	-

[Return to Bill Entry](#)

Save Return to Search Notify

Installment Bill Terms | Installment Bill Schedule

< Installment Bill Terms Standard Billing

Header - Info 1 Line - Info 1

Unit AUX01 Invoice AUX00044002 Pretax Amt 1,340.04 USD

Status RDY x Q

\*Type AUX Q

\*Customer AUX1000147 Q View Activity

Facilities Planning

\*Invoice Form AUX\_INV Q

Accounting Date Q

Remit To FSU Q

Sales AUXCSTM Q

Credit AUXCRA Q

Billing Specialist AUXOBS01 Q

Invoice Date Q

Source AUX006 Q

SubCust1 Q

SubCust2 Q

Cycle ID AUX MONTH Q

\*Frequency Q

From Date Q

To Date Q

Pay Terms NET1 Q

Bank Account AUX Q

Bill Inquiry Phone (850) 644-0316 Q

Collector AUXCOL Q

Billing Authority AUXOBS01 Q

Pay Method Check Q

to to: Header Info 2 Address Copy Address

Notes Express Entry Attachments

Summary Bill Search Line Search

Navigation Header - Info 1 Q

Page Series Prev Next

Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

- iii. Save the bill template, once in Ready status.

**IMPORTANT: Once the bill template is in ready status, bills will be automatically invoiced monthly during the bill cycle for the remainder of the schedule. If these bills require SRA approval, please ensure the generated installment bills (not the template) are left in NEW status. SRA will convert these bills to RDY once approved.**

- d. How do I know if a bill needs to be reviewed by SRA?
  - i. Review the PO information to see whether the PO is charging a sponsored project (begins with fund 5, includes project ID).

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*END*

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