# OMNI AR/Billing: Recurring & Installment Billing

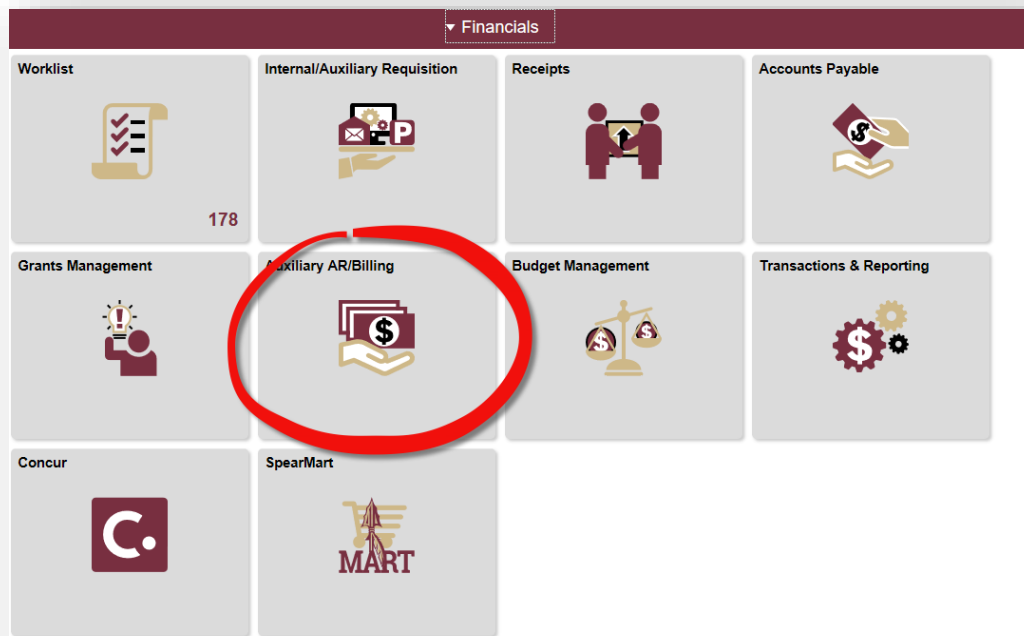Detailed Business Process Guides – ABILL17

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).**
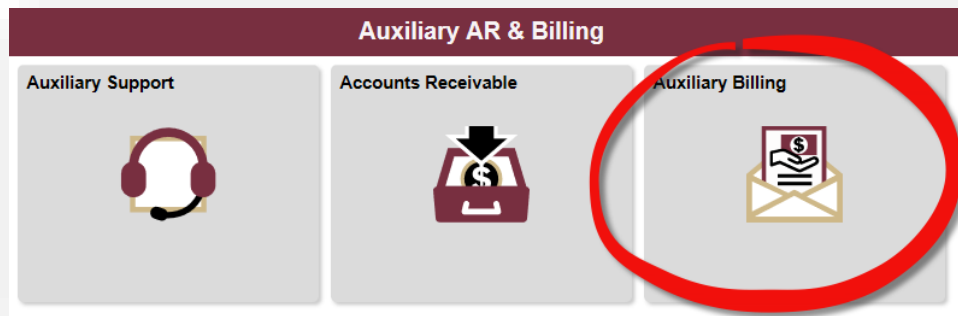
## Recurring Billing

### Creating a Recurring Bill Template

1. Navigate to the Auxiliary AR/Billing tile



2. Navigate to the Auxiliary Billing tile

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1

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).

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2

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.



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



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.*

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3

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

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4

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**          🔍   |   ◁  ◀   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 | | |

| 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

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‹ Recurring Bill Schedules                                **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 | |
| | Facilities Planning ▾View Activity | | | | |
| *Invoice Form | AUX_INV 🔍 | From Date | | To Date | |
| Accounting Date | 🗓 | Pay Terms | NET1 🔍 | Pay Method | Check ▾ |
| Remit To | FSU 🔍 | Bank Account | AUX 🔍 | | |
| Sales | AUXCSTMR 🔍 | Bill Inquiry Phone | (850) 644-0316 🔍 | | |
| Credit | AUXCRA 🔍 | Collector | AUXCOL 🔍 | | |
| Billing Specialist | AUXOBS01 🔍 | Billing Authority | AUXOBS01 🔍 | | |
| | OBS Copy Program | | OBS Copy Program | | |

Go to:    Header Info 2              Address          Copy Address
Notes      Express Entry                                 Attachments

                                                                          **Page Series**
Summary    Bill Search           Line Search                            Prev  Next
                                          **Navigation**  Header - Info 1 ▾

| Save | Return to Search | Notify | Refresh |    | Add | Update/Display |

Header - Info 1 | Line - Info 1

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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).

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6

## 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
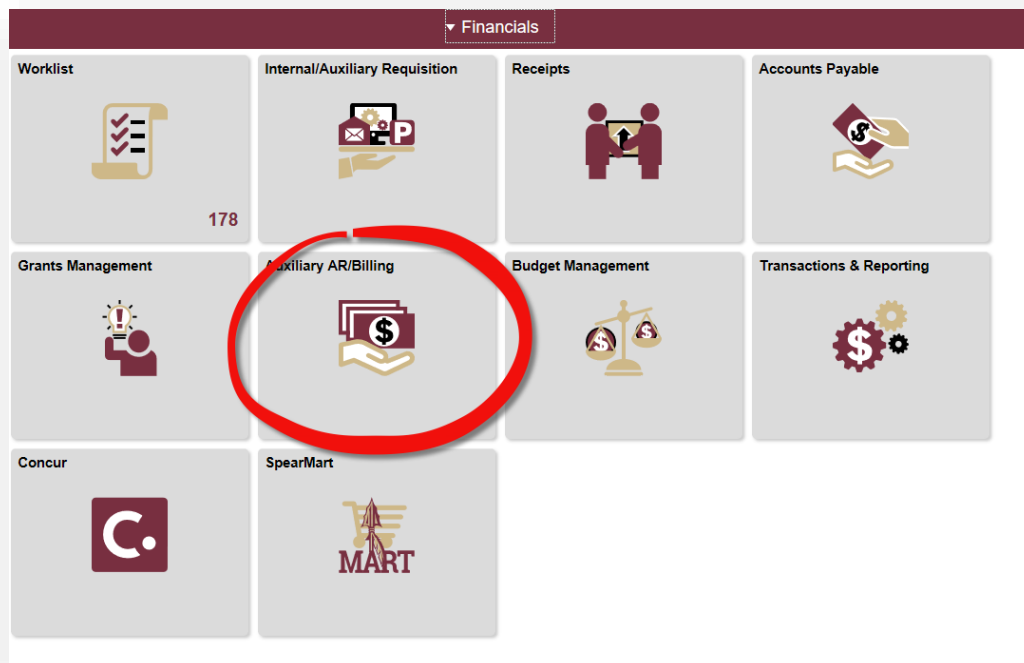


2. Navigate to the Auxiliary Billing tile
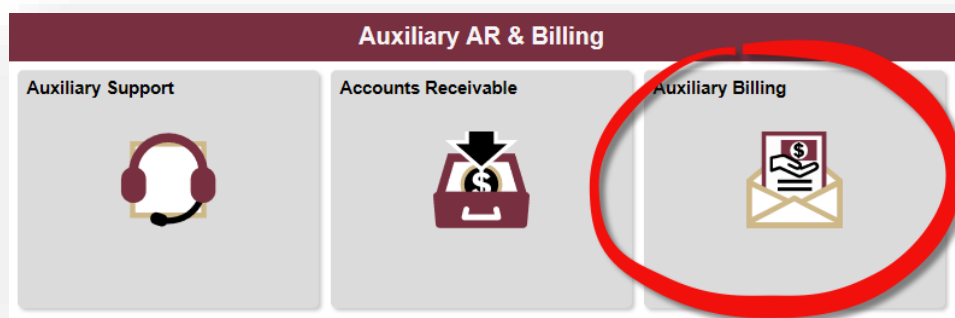


3. Navigate to the Manual Bill Entry (Standard) page and enter billing data. For instructions regarding creating bills manually, see the business process guide for online standard bills (ABILL2).

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7

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.



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

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8

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

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9

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



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10

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.**

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11

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

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12

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13

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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