



OMNI AR/Billing: Creating an Online (Standard or Manual) Bill

Detailed Business Process Guides – ABILL2

Creating Online Bills

This document outlines how to upload and process billing data using the [Standard Bill Entry](#) page in OMNI Financials.

Use the [Auxiliary Specialist Cheat Sheet](#) as a reference when following along with this guide.

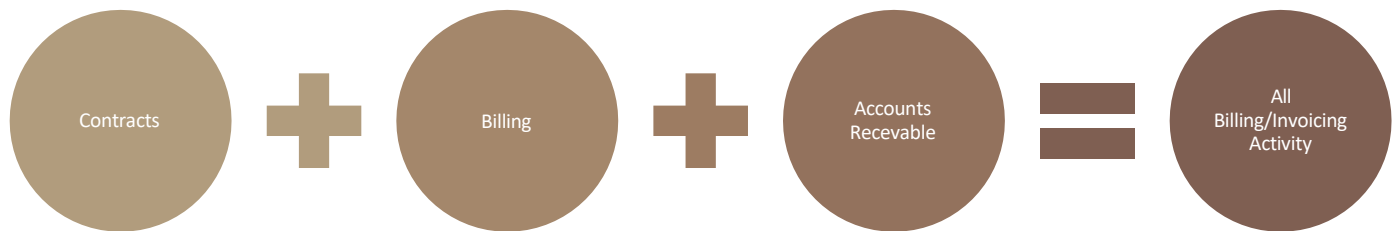
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Billing Terminology

This section outlines common terms found throughout the billing process.

- **Module:** an area within OMNI that houses data about a type of business process. Usually, data must be moved between modules via processes. Think of modules as separate siloes within OMNI that need to be updated with new information from other, related areas.
 - For example, the Contracts module and the Billing module are applicable to this business process. We send data from the Contracts module to the Billing module by running a process that sends activity that is ready to bill from Contracts to Billing. Once the billable activity is in the Billing module, it is able to be invoiced to create your revenue and accounts receivable, just like all other bills.



- **Contracts module:** the area within OMNI that houses data related to auxiliary contract billing.
- **Billing module:** the area within OMNI that houses data related to all auxiliary billing.
- **FSU Custom Billing Template & Upload:** the customized Microsoft Excel template that allows users to create a batch of bills all at once from source data by populating the required information on a spreadsheet, converting the file to a format OMNI can read, and then attaching and uploading the file within OMNI's billing module on the FSU Custom Billing Interface Upload page.
- **Billing Interface:** a staging area for billing activity that is created outside of the Billing module (for example, from a Spreadsheet Upload).
- **Billing Interface Process:** the process that turns staged billing activity into actual bills in the Billing module. While this process is running, it performs all of the validations and checks that take place when a user manually enters bills (such as ensuring valid Customer ID's, Bill Sources, and accurate calculations). This ensures that bills are created using valid information. In other words, this process prevents errors that the system would prevent a user from creating if they were creating the bill manually. If the process finds an error, it leaves the applicable bill(s) in the Billing Interface area and marks it as having an error.
- **BIIF001:** This is OMNI's technical name for the Billing Interface Process and is what users will see in the Process Name column when they review the processing status in their Process Monitor.
- **Interface ID:** This is an identification number created by OMNI when a user uploads a file or a set of files. Users enter an Interface ID or a range of Interface ID's to process when running the Billing Interface Process.
- **Interface tables:** Also known as staging tables. These are the tables that OMNI stores billing data after it has been uploaded, but before the Billing Interface Process has been run. These tables also hold bills that have been through the Billing Interface Process, but that have one or more errors.
- **Process:** a set of instructions OMNI uses to update itself with new information (such as when converting billing data in the staging area to bills). When running a process, users will usually start by setting up or accessing a Run Control. Some processes run automatically each night or periodically throughout the day.
- **Job:** a collection of processes. Usually, we use this term interchangeably with the term "Process" as from a user perspective, it tends to be the same.
- **Run Control:** a page in OMNI that allows a user to set and save parameters (instructions) for running a process in OMNI. This is usually the first step to running a process.
- **Process Monitor:** a page in OMNI that allows users to observe the status and results of a job they are running and verify it has run to completion with no errors (or to review error messages, if applicable).
- **Bill:** in OMNI, a bill represents billing data from initiation through to invoicing.



- **Invoicing:** the process that converts a Bill to an Invoice; this sends the bill to the customer if the customer is set up to be emailed and creates the accounting entries to record revenue and accounts receivable.
- **Invoice:** A bill that has been invoiced.

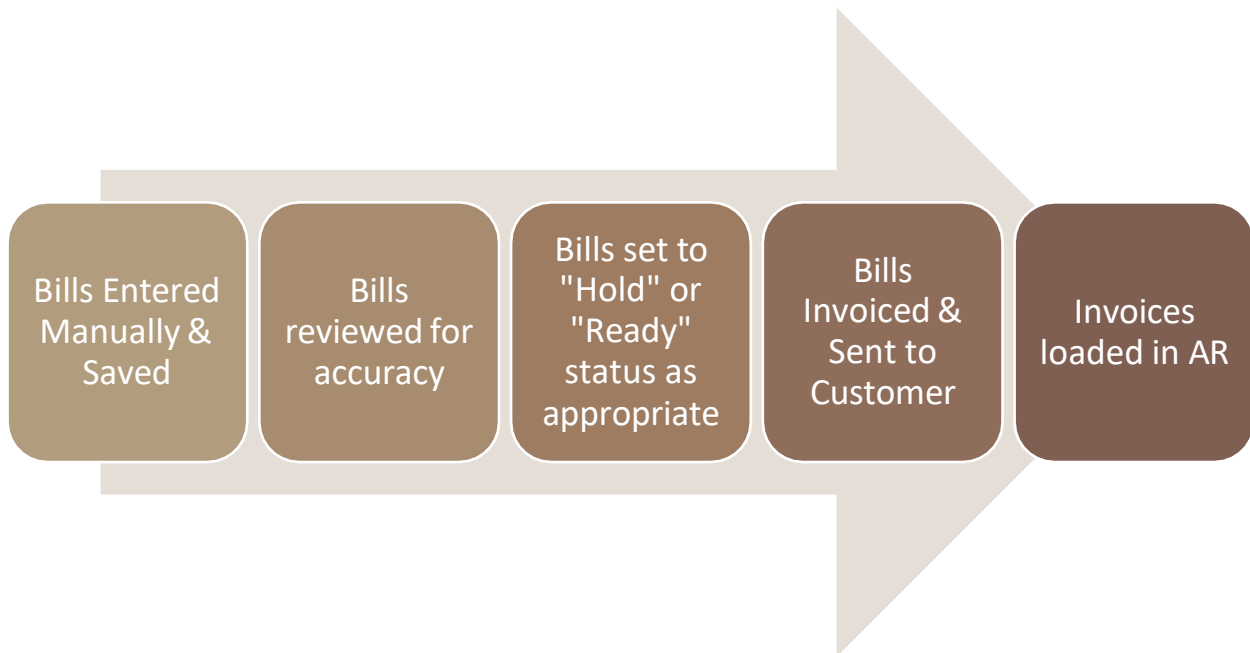
Billing Processing Overview

Billing data can be entered manually (using Standard Billing; this guide). It can also be uploaded using the FSU Billing Interface tool. If the Contracts module is used to create billing activity, then contract events are the origin of billing data. Any bill, whether it is created manually or via one of these tools, can be associated to a contract in the Contracts module if it relates to a contract. This way, the Contracts module can be a one-stop resource showing all billing activity related to a specific contract.

If bills are entered manually, they do not need to be interfaced. Interfacing is only required for bills originating outside of the Billing module.

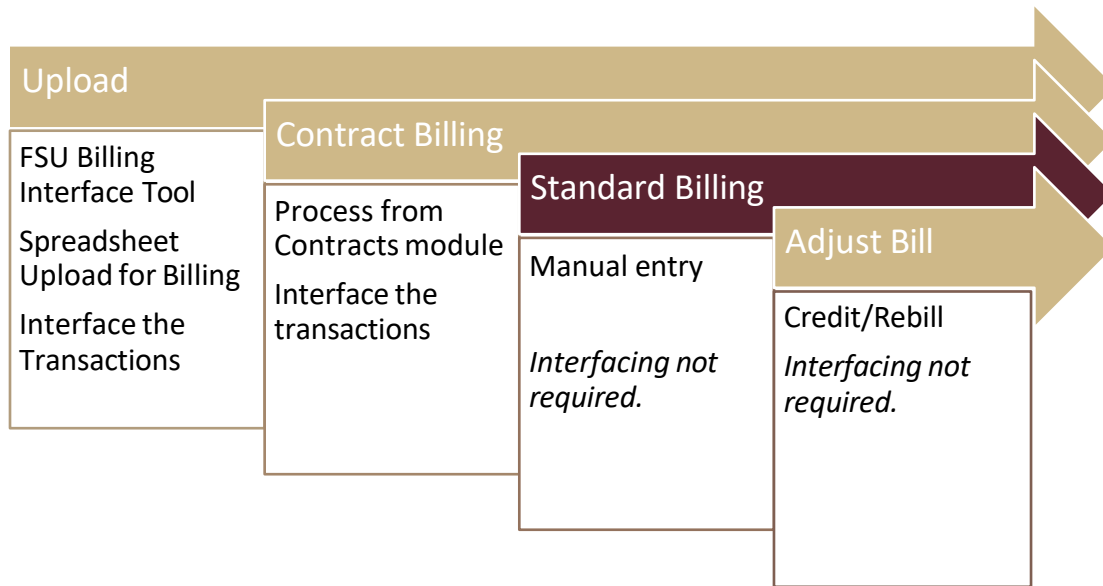
Once bills are uploaded and interfaced, or entered manually, they can be reviewed, converted to “ready” status, and otherwise managed and invoiced as shown in other business process guides. When ready, the invoicing process is imitated by the Controller’s Office Auxiliary Accounting staff on a monthly basis (for internal bills) or the selling auxiliary’s accounting staff as needed (for external/component unit bills).

Bill Creation Process Overview



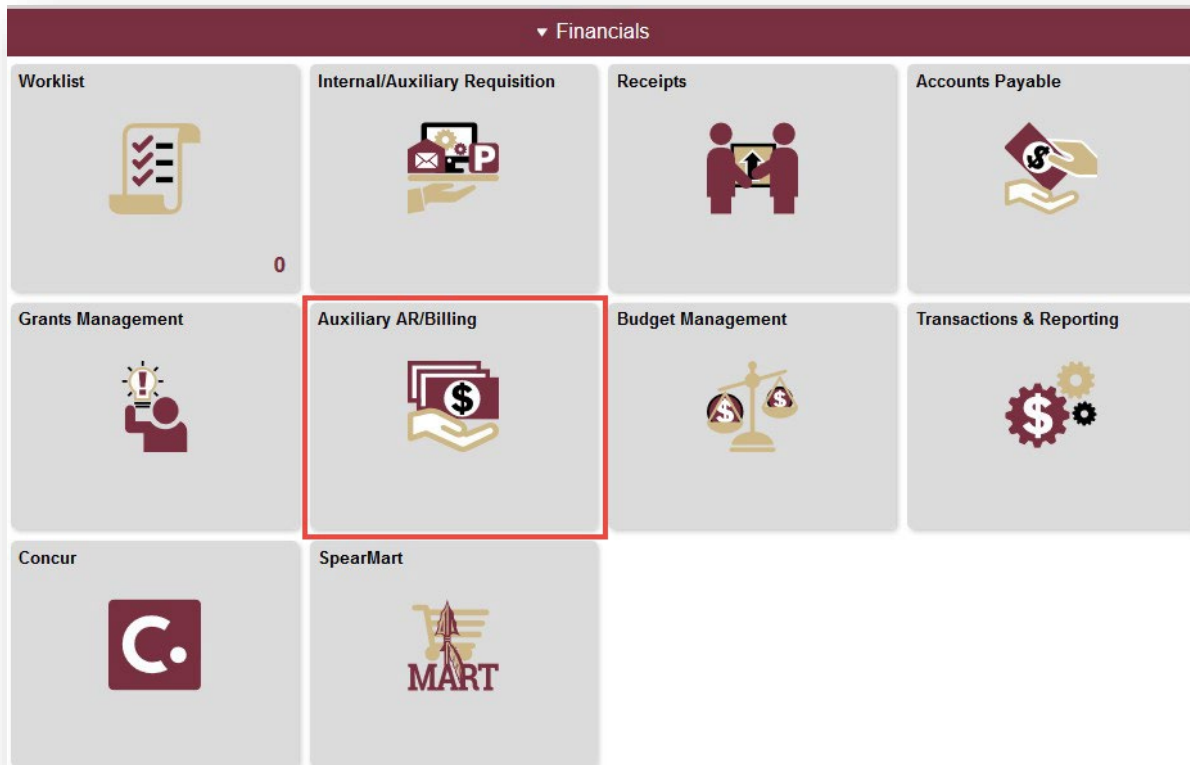


Options to Create Bills



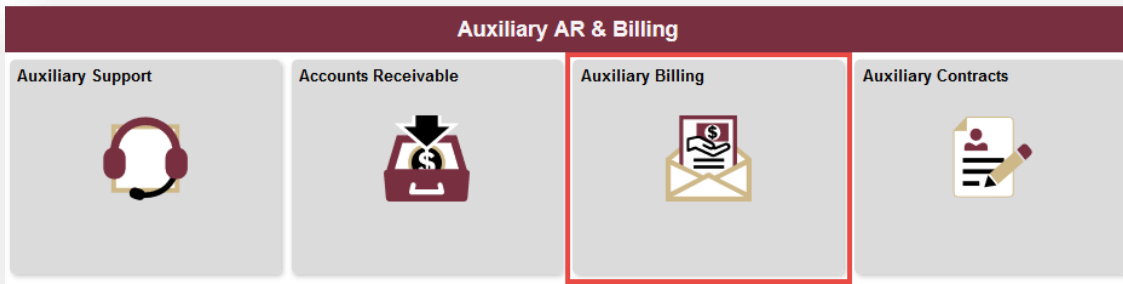
Navigate to Standard Billing

1. Navigate to the [Standard Bill Entry](#) page in OMNI Financials:
 - a. Select the **Auxiliary AR/Billing** tile:

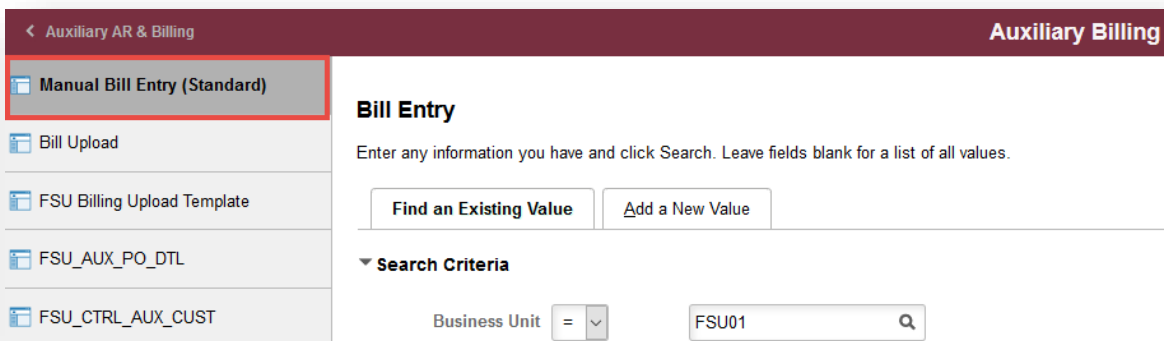




- b. Select the **Auxiliary Billing** tile:

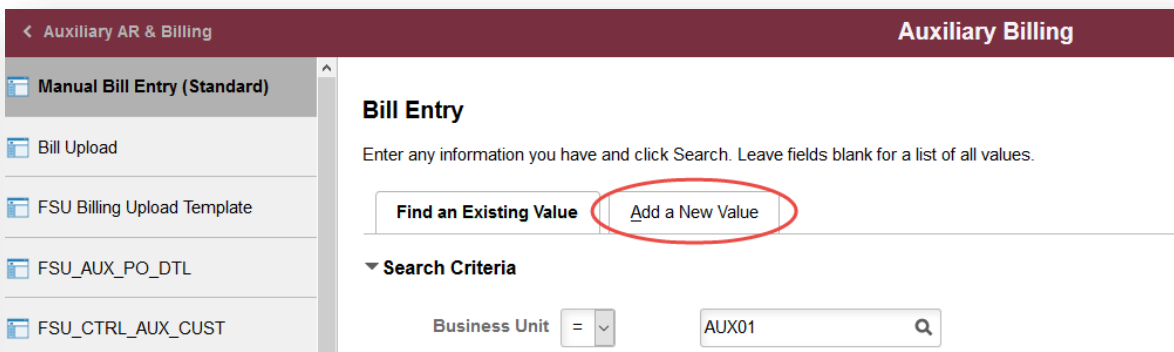


- c. You will land on the **Manual Bill Entry (Standard)** page:



Add a New Bill

1. Choose the “Add a New Value” tab:



2. Populate the available fields with the following information:

- a. **Business Unit** = AUX 01
- b. **Invoice** = NEXT (always leave this field as NEXT)
- c. **Bill Type Identifier** = AUX
- d. **Bill Source***: *Variable*



- e. **Customer****: Variable
- f. **Invoice Date**: Always leave this field blank
- g. **Accounting Date**: Always leave this field blank

Bill Entry

Find an Existing Value | Add a New Value

Business Unit: AUX01

Invoice: NEXT

Bill Type Identifier: AUX

Bill Source: AUX008

Customer: AUX1000086

Invoice Date: [Calendar Icon]

Accounting Date: [Calendar Icon]

Add

**To choose a Bill Source, click on the magnifying glass, then select your line of business:*

Look Up Bill Source

SetID: AUXSH

Bill Source: begins with

Search | Clear | Cancel | Basic Lookup

Search Results

View 100 | 1-27 of 27

Bill Source	Description
AUX003	OBS-Golf Course
AUX004	OBS-Dining Services
AUX005	OBS-Vending Services
AUX006	OBS-Copier Services
AUX007	OBS-Postal Services
AUX008	OBS-Parking and Transportation
AUX009	OBS-Warehouse



**To choose a Customer, click on the magnifying glass, then search for and select the customer you are billing:*

- Use the **Name 1** field to search by the customer's name
- Use the **Name 2** field to search for a customer by their six digit OMNI Department ID

Look Up Customer

SetID AUXSH

Customer ID begins with

City begins with

Name 1 begins with

Name 2 begins with

Customer Group begins with

Search Clear Cancel Basic Lookup

Search Results

Only the first 300 results can be displayed.

View 100 1-300 of 300

Customer ID	City	Name 1	Name 2	Custom Group
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3. Once you have the Business Unit, Bill Type Identifier, Bill Source, and Customer, click **Add**:

Bill Entry

Find an Existing Value Add a New Value

Business Unit AUX01

Invoice NEXT

Bill Type Identifier AUX

Bill Source AUX008

Customer AUX1000086

Invoice Date

Accounting Date

Add



Bill Header (Header – Info 1)

The **Header – Info 1** page contains values that apply to the entire bill such as the bill-to customer, the bill source, payment terms, and bill status.

1. Most of the pertinent header information will default in based on the values you entered in the previous steps. Review this page to ensure accuracy.
 - a. **Activity Dates** – the *From Date* and *To Date* fields can be populated if all of your billing data originated in the same period. If not, you will be able to add these dates to each individual charge in a later step.

NOTE: The *Invoice Date* field at the top of the page should always be left blank. OMNI will automatically assign an invoice date once the bill is invoiced.

The screenshot shows the 'Header - Info 1' form. The 'From Date' and 'To Date' fields are circled in red. The form includes fields for Unit (AUX01), Invoice (NEXT), Pretax Amt (0.00 USD), Status (NEW), *Type (AUX), *Customer (AUX1000086), *Invoice Form (AUX_INV), Accounting Date, Invoice Date, Source (AUX008), Cycle ID (MONTHLY), *Frequency (Once), SubCust1, SubCust2, Pay Terms (NET1), and Pay Method (Check). A 'View Activity' link is also present.

- b. **Billing Specialist (if applicable)** – change the billing specialist to the desired value if your auxiliary has multiple billing specialist.

The screenshot shows the 'Header - Info 1' form. The 'Billing Specialist' field is circled in red. The form includes fields for Unit (AUX01), Invoice (NEXT), Status (NEW), *Type, *Customer (AUX1000002), *Invoice Form (AUX_INV), Accounting Date, Remit To (FSU), Sales (AUXCSTM), Credit (AUXCRA), and Billing Specialist (AUXACG). A 'View Activity' link is also present.



c. Ensure that the phone number is correct for your auxiliary:

Bill Lines (Line – Info 1)

The **Line – Info 1** page is where you will add your individual bill lines. This page contains the description, dates, quantity, and amount of the charges you are billing for.

1. Click on the “Line- Info 1” tab:

2. Populate the following fields:

- a. **Identifier:** This is an optional field. If your area uses a unique identifier to tie billing data back to sales data, you may place that identifier in this field. *Limited to 18 characters.*
- b. **Description:** This is the main description for your charge. *Limited to 30 characters.*
- c. **Quantity:** Enter the quantity of units sold.



- d. **Unit of Measure:** This field should ALWAYS be EA (each).
- e. **Unit Price:** Enter the unit price of the item.
- f. **Gross Extended:** This field will auto populate once you press the Enter key or click Save at the bottom of the page.
- g. **From Date:** This is an optional field. Enter the beginning date of the charge-to period.
- h. **To Date:** This field is required. Enter the end date of the charge-to period or enter the date that the good or service was provided.

NOTE: Any field NOT listed above should be left as-is. OMNI does not have Tax functionality at this time.

Header - Info 1 | Line - Info 1

Unit: AUX01 | Bill To: AUX1000086 | Pretax Amt: 750.00 USD | Invoice: NEXT | Univ Business Administrators | Max Rows: 100

Bill Line | 1 of 1 | View All

Seq: 1 | Line: | Net Extended: 750.00

Table: | Identifier: EXAMPLE (OPTIONAL) | Description: Charge Description 1

Quantity: 3.0000 | From Date: 05/01/2019 | To Date: 05/31/2019

Unit of Measure: EA | Unit Price: 250.0000 | Line Type: REV | Accumulate: ☒ | Tax Exempt: ☐

Gross Extended: 750.00 | Tax Code: | Exempt Cert:

Less Discount: 0.00 | Plus Surcharge: 0.00

Net Extended: 750.00 | VAT Amount: 0.00 | Tax Amount: 0.00

Net Plus Tax: 750.00

3. To add additional lines, click on the Plus icon and repeat the steps listed above.



Header - Info 1 | Line - Info 1

Unit AUX01 Bill To AUX1000086 Pretax Amt 750.00 USD
Invoice NEXT Univ Business Administrators Max Rows 100

Bill Line

Seq 1 Line
Table Identifier EXAMPLE (OPTIONAL) Description Charge Description 1
Quantity 3.0000 From Date 05/01/2019 To Date 05/31/2019
Unit of Measure FA

4. If your area uses products¹, complete the following steps. If not, you may proceed to [Add Purchase Order Information](#).

a. Click on the magnifying glass next to the Table field and choose “SP/Billing Charge ID”.

Header - Info 1 | Line - Info 1

Unit AUX01 Bill To AUX1000086
Invoice NEXT Univ Business Administrators

Bill Line

Seq 1 Line
Table ID Identifier A
Quantity 3.0000
Unit of Measure FA

b. Click on the magnifying glass next to the Identifier field to search for and select your product. You can search by product ID or Description.

c. The Description, Unit of Measure, and Unit Price will automatically fill in.

d. Set the quantity.

¹ For instructions on adding products to OMNI, please refer to the Billing Process Guide APRODUCT1



Seq	1	Line	
Table ID	Q	Identifier	A02E010011803L
Quantity	3.0000	From Date	05/01/2019
Unit of Measure	EA	To Date	05/31/2019
Unit Price	500.0000	Line Type	REV
Gross Extended	1,500.00	Accumulate	<input checked="" type="checkbox"/>
		Tax Code	
		Exempt Cert	
Less Discount	0.00		
Plus Surcharge	0.00		
Net Extended	1,500.00		
VAT Amount	0.00		
Tax Amount	0.00		
Net Plus Tax	1,500.00		

Add Purchase Order Information

If you are billing an INTERNAL customer, you must add the PO number and PO line to the bill. This is not required when billing an external or component unit customer; however, you can use the PO field on the bill header (steps 1 and 2 below) to add an external PO or other information as needed.

1. Navigate to the **Header – Misc Info** page:

- Header - Credit Card
- Header - Info 1
- Header - Info 2
- Header - Misc Info**
- Header - Note
- Header - Order Info
- Header - Project Info
- Header - Service Info
- Line - Info 1
- Line - Info 1

2. Enter the Purchase Order number in the **PO** field:
 - a. **NOTE:** the PO Line number will be assigned at the Bill Line level (later steps).



b. *NOTE:* leave all other fields on this page blank.

The screenshot shows the 'Header - Misc Info' tab in the OMNI system. At the top, there are three tabs: 'Header - Info 1', 'Header - Misc Info' (selected), and 'Line - Info 1'. Below the tabs, the following information is displayed: Unit: AUX01, Bill To: AUX1000086, Pretax Amt: 1,500.00 USD, Invoice: NEXT, and Univ Business Administrators. The 'PO' field is circled in red and contains the value '0001401234'. Other fields include 'Contract' (with a search icon), 'Contract Date' (with a calendar icon), 'Contract Type', 'Financial Sanctions' (with a dropdown arrow), 'Reason Code' (with a search icon), and 'Consolidation' (with a 'Key' field).

3. Navigate to the **Line - Info 2** page:

The screenshot shows the OMNI system navigation menu. The 'Line - Info 2' option is highlighted in blue. The menu includes the following options: Address Info, Courtesy Copy Addr, Disc/Surch Contract Liability, Disc/Surcharge, Disc/Surcharge Distribution, Header - AR Distribution, Header - Credit Card, Header - Info 1, Header - Info 2, Header - Misc Info, Header - Note, Header - Order Info, Header - Project Info, Header - Service Info, Line - Info 1, Line - Info 2, Line - Misc Info, Line - Note, Line - Order Info, Line - Project Info, and Header - Misc Info (at the bottom).

4. Enter the PO number **AND** the PO line in the **Purchase Order** and **Line** fields as shown below:



- a. If you entered a PO number at the Header level, the Purchase Order number will default in, otherwise enter the PO number here.
- b. You must enter the PO and Line number on every bill line you created in the [Bill Lines \(Line – Info 1\)](#) section. You can use the navigation in the top right-hand corner to move between bill lines.

Header - Info 1 | Line - Info 1 | **Line - Info 2**

Unit AUX01 Bill To AUX1000086 Pretax Amt 1,500.00 USD
Invoice NEXT Univ Business Administrators Max Rows 100

Bill Line 1 of 1 | View All

Seq 1 Line 1 Net Extended 1,500.00
Table ID Identifier A02E010011803L Description c353_Lease_A02E010011803

Purchase Order 0001401234 Line 2
Contract No Contract Date Type System Source
Entry Type Entry Reason
SubCustomer 1

Accounting (Revenue Distribution)

1. Navigate to the **Acctg – Rev Distribution** page.

Acctg - Contract Liability Dst
Acctg - InterUnit Payables
Acctg - Rev Distribution
Acctg - Statistical Info
Acctg - InterUnit Exp/Inv
Address Info
Courtesy Copy Addr
Disc/Surch Contract Liability
Disc/Surcharge
Disc/Surcharge Distribution
Header - AR Distribution
Header - Credit Card
Header - Info 1
Header - Info 2
Header - Misc Info
Header - Note
Header - Order Info
Line - Info 2

2. To assign accounting information, you can either utilize an existing distribution code OR enter your own Department/Fund/Account combination.



3. Use the navigation in the top right-hand corner to move between bill lines. Always ensure you are on the right line by reviewing the information on the page.

Bill Line

Seq 1 Line Net Extended 1,500.00
Identifier A02E010011803L Description c353_Lease_A02E010011803

BI Creates GL Acct Entries

Bill Line Distribution - Revenue

Acctg Information Reference Information

	Code	Dept	Fund	PC Business Unit	Project	Activity	Source Type
+	-	019000	320				

Percent 100.00 Amount 1,500.00 Gross Extended 1,500.00

1 of 2 View All

1-1 of 1 View All

ChartField 3	Account	Alt Acct	Percentage
	622001		100.00

- a. The Controller's Office recommends the use of one of two revenue account codes, depending on the nature of the sales activity:



Account Code	Type	Description
622001	Internal Sales/Services	Sales to FSU departments, including the FSU Foundation.
623001	External Sales/Services	Sales to entities other than FSU departments, including the Research Foundation and other Direct Support Organizations.

Note: The Controller's Office recommends use of 622001 to record internal revenue and 623001 to record external revenue, unless a more specific allowable revenue account code applies to your sales activity. Please review the Controller's Office Revenue Account Dictionary [here](#) and contact us if you have questions about how to best account for your revenue.

- b. Since Revenue Accounting distributions vary from department to department, you will need to contact your Budget Manager or other Departmental Representative if you have questions about the selling department ID, Fund, and/or ChartFields.

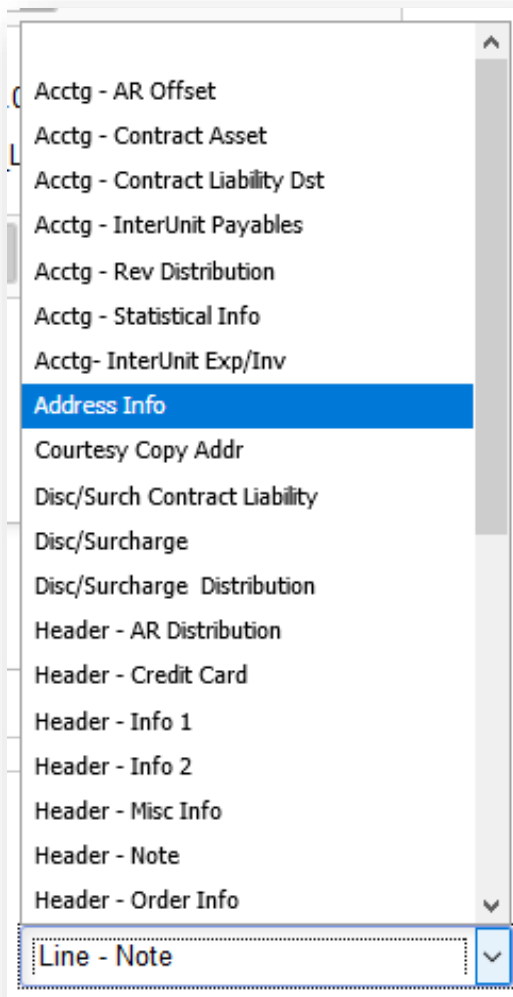
4. Once you are done adding revenue distributions to all bill lines, click Save.

Address Information

This section describes how to select the appropriate contact and mailing address information. The contact is who the invoice will be emailed to. The address information is the mailing address that will appear on the invoice under the contact's name. Auxiliary invoices will always be emailed to the customer; thus, the most important part of this section is selecting the correct contact.

NOTE: this section is only required when you bill an EXTERNAL customer. If you are billing an internal or component unit customer, continue on to the [Add Notes to Bill](#) section.

1. Navigate to the **Address Info** page:



2. To select a contact, click the magnifying glass in the **Attention To** field. An info box will display all available contacts for the customer you have selected. Choose the appropriate contact. Save.

NOTE: If you don't see the contact information listed for a person/business you are attempting to bill, please submit the Customer Add/Update form to have the contact added to OMNI. If you have any questions, please email ctl-auxiliaryaccounting@fsu.edu.



Header - Info 1		Address Info		Line - Info 1	
Unit	AUX01	Bill To	AUX1000086		
Invoice	AUX00044014	Univ Business Administrato			
Attention To		1	Q	Contact Name	
*Location		1	Q	Number of Copies	
Language Code	ENG			*Invoice Media	
Email Address	sconner@psinvalid.fsu.edu				
Country	USA	United States			
Address 1	Florida State University				

- To select the address displayed on the invoice, select the magnifying glass in the **Location** field. An info box will display all available addresses for the customer you have selected. Choose the address which corresponds to the contact you selected in the previous step. Save.

Header - Info 1		Address Info		Line - Info 1	
Unit	AUX01	Bill To	AUX1000086		
Invoice	AUX00044014	Univ Business Administrators			
Attention To		1	Q	Contact Name	St
*Location		1	Q	Number of Copies	
Language Code	ENG			*Invoice Media	E
Email Address	sconner@psinvalid.fsu.edu				
Country	USA	United States			

Add Notes to Bill

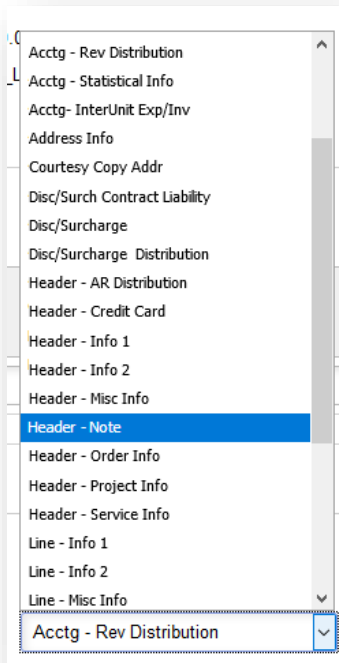
Header Note

The Header Note is text that displays at the bottom of an invoice thanking the customer and/or providing additional information. The Header Note can only be customized when billing an external customer.



Customizing the Header Note is an optional step, if you prefer to leave the default Header Note you may proceed to adding [Line Notes](#) or [Finalizing Bills](#).

1. Navigate to the **Header – Note** page:



2. If using a standard (predefined) note, select the standard note flag and standard note code. The text will populate for you:

A screenshot of the 'Header - Note' form in a software application. The form has tabs for 'Header - Info 1', 'Line - Info 1', and 'Header - Note', with 'Header - Note' selected. The form displays 'Unit AUX01', 'Bill To AUX1000086', 'Pretax Amt 1,500.00 USD', and 'Invoice AUX00044014'. Below this, there's a section for 'Customer Notes' with a search bar and 'View All' link. The 'Bill Header Notes' section shows a table with columns for 'Standard Note Flag', 'Std Note', and 'Note Type'. The 'Standard Note Flag' is checked, and 'Std Note' is set to 'MUSIC'. The 'Note Text' field contains the text: 'Thank you for doing business with the College of Music. For billing questions, please contact CM-Billing@fsu.edu'. A status bar at the bottom indicates '142 characters remaining'.

3. If not using a standard (predefined) note, type the note into the Note Text box:



Unit AUX01 Bill To AUX1000086 Pretax Amt 1,500.00 USD
Invoice AUX00044014 Univ Business Administrators

Customer Notes

Bill Header Notes

☐ Standard Note Flag Std Note

☐ Internal Only Flag Note Type

Note Text: (Type your desired note here)

225 characters remaining

Line Note

The Line Note is an optional note that appears underneath individual bill lines. Line notes are usually used to provide additional detail or an extended description of a charge.

1. Navigate to the **Line – Note** page.

Header - AR Distribution

Header - Credit Card

Header - Info 1

Header - Info 2

Header - Misc Info

Header - Note

Header - Order Info

Header - Project Info

Header - Service Info

Line - Info 1

Line - Info 2

Line - Misc Info

Line - Note

Line - Order Info

Line - Project Info

Line - Service Info

Line - Tax info

Line - Tax/Excise Info

Line - VAT Info

Line - Worksheet Data

2. Follow the instructions as shown for the header note above to enter the note(s) for each line.



3. **Ensure you are on the right line** by reviewing the information on the page; navigate between lines using the arrows.

Header - Info 1

Line - Info 1

Line - Note

Unit AUX01

Bill To AUX1000086

Pretax Amt 1,500.00 USD

Invoice AUX00044014

Univ Business Administrators

Max Rows 100

Bill Line

1 of 2

View All

Seq 1

Line

Net Extended 1,500.00

Identifier A02E010011803L

Description c353_Lease_A02E010011803

Bill Line Note

1 of 1

View All

CONTINUED ON NEXT PAGE



Finalizing Bills

Once you have entered all of your Bill lines, added PO information, assigned Accounting, and reviewed the Address Information, your bill is complete. Follow the steps below in order to ensure your bill is invoiced correctly.

Internal Bills

1. If you are billing an internal customer, navigate to the **Header – Info 1** page and save the bill in **NEW** status. An invoice ID will be generated at the top of the page:

Header - Info 1 | Line - Info 1

Unit: AUX01 | Invoice: AUX00044018 | Pretax Amt: 0.00 USD

Status: NEW | Invoice Date: | Cycle ID: MON

*Type: AUX | Source: AUX008 | *Frequency: Once

*Customer: AUX1000001 | SubCust1: | SubCust2: | View Activity

*Invoice Form: President's Office | From Date: | To Date: |

Accounting Date: | Pay Terms: NET1 | Pay Method: Check

Remit To: FSU | Bank Account: AUX

Sales: AUXCSTMR | Bill Inquiry Phone: (850) 644-0318

Credit: AUXCRA | Collector: AUXCOL

Billing Specialist: AUXOBS06 | Billing Authority: AUXOBS06

Go to: Notes | Header Info 2 | Address | Copy Address | Attachments

Summary | Bill Search | Line Search | Navigation: Header - Info 1

Save | Notify | Refresh



NOTE: Internal bills are automatically invoiced during the monthly bill cycle.



2. Run the Pre-AP Check query (**FSU_AUX_BI_PRE_AP_CHECK**) and check for errors as outlined in guide **APO2 Unpaid Internal Invoices AP Pre & Post-Check Cheat Sheet** on the [Controller's Office website](#).
3. After Auxiliary Accounting staff have confirmed the Pre-AP Check is error free at month-end, they will send an email to Billing staff (you!) to place your internal bills in RDY status prior to running the bill cycle. The process for converting bills to RDY status is covered in guide **ABILL13** on the [Controller's Office website](#).
 - *Note: Internals bills that reference POs on Sponsored Research or Research Foundation projects should be left in NEW status, as they will be converted to RDY status by the project approver.*



CONTINUED ON NEXT PAGE



External Bills

1. When billing an external or component unit customer, there are several different actions you may take after entering the billing data:
 - I. You can save the bill in RDY (ready) status and invoice the customer immediately
OR
 - II. Save the bill in RDY status and wait for Auxiliary Accounting staff to invoice the bill for you during the monthly bill cycle
OR
 - III. Save the bill in NEW status – this will allow you to come back at a later date and edit the bill. *NOTE: you will need to return to the bill and place it in RDY status before it can be invoiced.*
OR
 - IV. Generate a Pro-Forma (quote) to send to the customer. *NOTE: please refer to Business Process Guide ABILL9 for instructions on how to generate a quote.*
2. To place a bill in RDY status, navigate to the **Header – Info 1** page:

Header - Info 1 | Line - Info 1

Unit AUX01 Invoice AUX00044014 Pretax Amt 1,500.00 USD

Status NEW Invoice Date Cycle ID MONTHLY

*Type AUX Source AUX008 *Frequency Once

*Customer AUX1000086 SubCust1 SubCust2

[View Activity](#)

3. Click on the magnifying glass next to the **Status** field and select **RDY Ready to invoice**:

Header - Info 1 | Line - Info 1

Unit AUX01 Invoice AUX00000205

Status NEW *Type AUX *Customer AUX1000086

Univ Business Administration *Invoice Form AUX_INV Accounting Date Remit To FSU Sales AUXCSTM Credit AUXCRA Billing Specialist AUXOBS06

Parking & Transportation

Look Up Status

Select one of the following values

- CAN Canceled
- FNL Finalized Bill
- HLD Hold Bill
- INV Invoiced Bill
- NEW New Bill
- PND Pending Approval
- RDY Ready to Invoice**
- TMP Temporary Bill
- TMR Temporary Ready Bill

Cancel



IMPORTANT: Do not change the status to RDY if the bill needs to be reviewed by Sponsored Research accounting (SRA).

4. How do I know if a bill needs to be reviewed by SRA?
 - a. Review the PO information to see whether the PO is charging a sponsored project (begins with fund 5, includes Project ID). For details on how to review a PO, see Business Process Guide APO1.
 - b. **If it does need to be reviewed by SRA, leave the bill in NEW status and notify Sponsored Research Administration (sra-auxiliary@fsu.edu) of the charge is pending their review and approval (include details and backup needed to approve the charge).**
5. Determine whether you will allow the next billing cycle to finalize this bill and invoice the customer, or whether you need to invoice the customer now.
6. If you are invoicing the bill at this time, follow the below steps:
 - a. On the **Header – Info 1** page, click the small “Invoice” icon at the top-right corner of the page:

The screenshot shows the 'Header - Info 1' page. At the top, 'Pretax Amt' is 3,775.39 USD. Below this are fields for 'Invoice Date', 'Source' (AUX008), 'SubCust1', 'Cycle ID' (MONTHLY), '*Frequency' (Once), and 'SubCust2'. A red arrow points to a small 'Invoice' icon (a document with a checkmark) located at the top right of the form, next to a red 'X' icon.

Note: This icon will only appear when the status is “RDY” and the bill has been saved.

- b. On the Message that appears next, hit “OK.”

The screenshot shows a message box with the text: 'Invoicing initiated successfully. No further changes to this bill will be allowed during Bill Entry. User has selected to invoice this bill. Once invoicing is initiated against a bill, you cannot perform any additional add or update action on the bill while still in Bill Entry.' At the bottom of the box is an 'OK' button, which is circled in red.



- c. To verify that the process has run to completion. Navigate to the Process Monitor and ensure the job **BIJOB03K** runs to success. Select the “Refresh” button as needed.

Process List

Server List

View Process Request For

User ID

GEO14B

Type

Last

1

Days

Refresh

Server

Name

Instance From

Instance To

Run Status

Distribution Status

Save On Refresh

Process List

1-2 of 2

View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5996995		PSJob	BIJOB03K	GEO14B	05/01/2019 10:59:15AM EDT	Success	Posted	Details

NOTE: if you notice a process other than BIJOB03K runs or the process does not run to success, cease invoicing and contact Auxiliary Accounting staff at ctl-auxiliaryaccounting@fsu.edu for assistance.

7. After this process is run successfully, AR_UPDATE will need to be run by Auxiliary Accounting or the batch process in order for the AR to appear on the customer’s account. Additionally, separate jobs need to run automatically before this appears as a journal entry recording revenue and AR on your ledger (the next business day).

END