

OMNI AR/Billing: Generating Quotes

Detailed Business Process Guides – ABILL4

Pro-forma invoices are pdf bill images that are designed just so that you can see how the bill will look when it is invoiced. Pro forma bills do not email the customer, nor do they record AR or revenue. They are not actual invoices; they are bill images.

Generating Quotes

Navigate to Manual Billing

- 1. Navigate to the <u>Manual Bill Entry</u> 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:

Auxiliary AR & Billing	Auxiliary Billing
📄 Manual Bill Entry (Standard)	Bill Entry
🔚 Bill Upload	Enter any information you have and click Search. Leave fields blank for a list of all values.
FSU Billing Upload Template	Find an Existing Value Add a New Value
FSU_AUX_PO_DTL	▼ Search Criteria
FSU_CTRL_AUX_CUST	Business Unit = V FSU01 Q

Add a New Bill

1. Choose the "Add a New Value" tab

Enter any information you have and click Search. Leave fields blank for a list	of all va
Find an Existing Value Add a New Value	
Search Criteria	

- Business Unit: AUX 01
- Invoice: NEXT
- Bill Type Identifier: AUX
- Bill Source: Variable
 - The Bill Source identifies the line of business that you will be billing for
- Customer: Variable
 - The Customer is the internal or external entity that you will be billing.

Office of the Controller May 2024 Questions? Contact: <u>ctl-auxiliaryaccounting@fsu.edu</u>



• Invoice Date: Blank

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- Accounting Date: Blank
- 2. To choose a Bill Source, click on the magnifying glass, then select your line of business.

	Look Up Bill Source
Find an Existing Value Add a New Value	Help
	SetID: AUXSH
usiness Unit AUX01	Bill Source: begins with 🔻
voice.	
	Look Up Clear Cancel Basic Lookup
I Source:	Search Beaulta
istomer:	Search Results
	View 100 First 🕚 1-10 of 10 🕑 Last
	Bill Source Description
counting Date:	AUX003 OBS-Golf Course
	AUX004 OBS-Dining Services
	AUX005 OBS-Vending Services
Add	AUX006 OBS-Copier Services
	AUX007 OBS-Postal Services
	AUX008 OBS-Parking and Transportation
	AUX009 OBS-Warehouse
an Existing Value Add a New Value	AUX010 OBS-Bookstore
	AUX020 OBS-FSU Card
	AUX021 OBS-Contracts and Admin

3. To choose a Customer, click on the magnifying glass, then search for and select your Customer

Bill Entry	Look Up Customer	×
Find an Existing Value Add a New Value	H SetID: AUXSH	elp 🔺
	Customer ID: begins with 🔻	
Business Unit: AUX01 Q	City: begins with 🔻	
Invoice: NEXT	Name 1: begins with 🔻	
Bill Type Identifier: AUX Q	Name 2: begins with 🔻	
Bill Source: AUX008 Q	Customer Group: begins with 🔻	
Customer: Invoice Date:	Look Up Clear Cancel Basic Lookup	
Accounting Date:	Search Results	
	Only the first 300 results can be displayed.	

- Name 1 contains the Customer's name.
- Name 2 contains the Customer's six-digit OMNI Department ID



4. Once you have the Business Unit, Bill Type Identifier, Bill Source, and Customer, click on the "Add" button.

Find an Existing	Value Add a New Value
Business Unit:	AUX01 Q
nvoice:	NEXT
Bill Type Identifier:	AUX
Bill Source:	AUX008
Sustomer:	AUX1000086
nvoice Date:	3
Accounting Date:	
Add	

a. Complete the Bill Header



b. Most of the pertinent header information will default in. Click Save

Header - Info 1 Line - Info	o 1
Unit AUX01	Invoice NEXT
Statu	s NEW
*Тур	e AUX
*Custome	r AUX1000086
	Univ Business Adr
*Invoice Forn	AUX_INV
Accounting Date	e
Remit To	FSU
Sale	s AUXCSTMR
Credi	t AUXCRA
Billing Specialis	t AUXOBS06
	Parking & Transpo
Go to: Hea	der Info 2
Notes Expr	ess Entry
Summary Bill S	Search
Save Notify	Refresh

c. Your bill will be assigned an Invoice number and the status will be "NEW"

Unit AUX01	Invoice AUX00	000205
01-1-	NIEW	
Status	NEW	
*Type	AUX	Q
*Customer	AUX1000086	Q ✓ View Activity
	Univ Business Adn	ninistrators
Mayoioo Form	ALLY INIV	

5. Add Bill Lines



a. Cli	ck on the "Line – Info 1"	tab			
<u>H</u> eader - Into 1	Line - Info 1				
Unit	AUX01	Bill To	AUX1000086	Pretax Amt	
Invoice	AUX00000205		Univ Business Administrators		Max Rov
Bill Line					
_		_			

b. There are two methods of adding Bill Line information

i. Creating an "Ad-Hoc" product

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- 1. Type a Description
- 2. Set a Quantity
- 3. Set the Unit of Measure
 - a. Always use EA
- 4. Set the Unit Price
- 5. Click "Save" to generate the Gross Extended Amount

Invoice	e AUX00000205	Univ Business /	Administrators 🔳 🛣 Max F	Rows 25 罺 🗷		
ill Line				Find View All	First 🕚 1 of 1 🕑 Last	
					+ -	
	Seq	1 Line		Net Extended 750	00	
	Table	O Identifier	r 🔍	Description 2-Ho	ur Parking Permit)
	Quantity	3.0000	From Date 06/22/2016			
	Unit of Measure EA	Q	To Date 06/30/2016			
	Unit Price	250.0000	Line Type REV	Accumulate		
	Gross Extended	750.00	Tax Code Q	Tax Exempt		
			Exempt Cert	Q		
	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				
io to:	Line Info 2	Тах	Accounting	Discount/Surcharge		
lotes	Express Entry				Page Series	
ummary	Bill Search	Line Search	Navigation Li	ne - Info 1	 Prev Next 	
	Notify Of Defrech				🔲 Add 🔲 Undata Diantau	-
G Save	Nouly Reliesh					



- ii. Pulling an existing product from the OMNI catalog¹
 1. Click on the magnifying glass next to the Table field and choose "SP/Billing Charge ID"
 - 2. Click on the magnifying glass next to the Identifier filed to search for and select your product. You can search by product ID or Description
 - 3. The Description, Unit of Measure, and Unit Price will automatically fill in
 - 4. Set the quantity

Unit Al Invoice Al	UX01 UX00000205	Bill To AUX1000086 Univ Business Adr	Pretax Amt ninistrators 🗷 🛣 Max	750.00 USD Rows 25 😨 🗵	
Line				Find View All	First 🕙 2 of 2 🕑 Last
					+ -
	Seq 2	Line		Net Extended 0.00	
		Lidentifier Pl		Description Permit	Usuage Admin Fee/outsid
	Quantity		From Date 06/22/2016		
	Unit of Measure EA	Q	To Date 06/30/2016]	
	Unit Price	35.0000	Line Type REV	Accumulate	
	Gross Extende <mark>d</mark>	0.00	Tax Code	Tax Exempt	
			Exempt Cert	Q	
	Less Discount	0.00			
	Plus Surcharge	0.00			
	Net Extended	0.00			
	VAT Amount	0.00			
	Tax Amount	0.00			
	Net Plus Tax	0.00			
o to:	Line Info 2	Тах	Accounting	Discount/Surcharge	
otes	Express Entry		_		Page Series
immary	Bill Search	Line Search	Navigation 1	.ine - Info 1	Prev Next
Save II No	tify C Refresh			ſ	📕 Add 🛛 🖉 Update/Display
				u de la companya de l	<u>~</u>

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

Unit AU Invoice AU	X01 X00000205	Bill To	AUX1000086 Univ Business Administrators	Pretax Amt	Max Rows	750.00 USD		
ill Line						Find View All	First 🕚 2 of 2 🕑 L	ast
	Seq	2	Line			Net Extended 0.00	C	Add a new row at row 2
	Table	Q	Identifier	Q		Description		

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



- 6. Once you have entered all your Bill lines you can generate a quote
 - a. Return to the "Header Info 1" tab
 - i. Change the Status to "QUO"

Unit AUX01	Invoice NEXT			Dra	
			Look Up Status		
Status	NEW	Q			
*Туре	AUX	Q	Select	one of the following values:	
*Customer	AUX1000086	Q	CAN	Canceled	
	Univ Business Adr	ninistra	FNL	Finalized Bill	
*Invoice Form	AUX_INV		HLD	Hold Bill	
Accounting Date		31	INV	Invoiced Bill	
Remit To	FSU		NEW	New Bill	
Sales	AUXCSTMR		OUO	Pending Approval	
Credit	AUXCRA		RDY	Ready to Invoice	
			TMP	Temporary Bill	

- ii. Click Save.
- 1. Click on the Pro Forma icon

Info 1		
Invoice AUX00000206	Pretax Amt	750.00 US
	Info 1 Invoice AUX00000206	Info 1 Invoice AUX00000206 Pretax Amt

2. Click "OK" on the Message





3. Use the Report Manager in the top right-hand corner of the screen to retrieve a PDF version of your Pro-Forma Invoice or Quote

Home	Worklist	Process Monitor	Report Manager	Add to Favorites	Sign out
nome	WORNISt	FIGUESS MONITO	Report Manager	Add to Pavonies	Sign out

a. Depending on the time of day and demands on the OMNI servers, it might take several minutes for the PDF to be generated

4. Periodically click on the "Refresh" button until you see a link for the BI_PRNXPN01 Report

ist Explorer A	Administration Archives					
View Reports For						
Folder	 Instance 	to	Re	fresh		
Name	Created On		Jast Last	-	1 Hours ▼	
Reports	Pe	ersonalize Find View	/ All 🖾 🔣	First 🕙 1-3	of 3 🕑 Last	
Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance	
1 BI_PRNXPN01	BLPRNXPN01 -	General	06/23/16 2:39PM	4612742	4466058	
2 BI_IVCEXT	INVOICE EXTRACT PROCESS	General	06/23/16 2:38PM	4612736	4466048	
3 BIIVC100	SINGLE BILL PROFORMA	General	06/23/16 2:27 PM	4612735	4466047	

- 5. Click on the Report Link
- 6. The PDF file is located under the File List
 - a. Click on the link



b. Depending on your browser settings, a new browser tab or window will open up with the PDF

FSU ACCOUNTS UNIVERSITY CE TALLAHASSEE	S RECEIVABI INTER BLDG FL 32306	LE A				
United States Electronic/ACH F	Payments - C	ontact (850) 644-1824				
or billing questions	nlease call ((850) 644-0318				
or onling quotient	, p.0000 00 (
ine Product	Activity Date	Description	Quant	ity UOM	Unit Amt	Net Amount
I (06/30/2016	Parking Permit	3.	00 EA	250.0000	750.00
Subt	otal:				_	750.00
Amo	unt Due:				_	750.00
Plea	se include a c	copy of this invoice with par	vment			
our payment will b	e automatical	lv withdrawn from your der	partment/fund within one	day of receiv	ving this invoice.	Thank
/01		,,, ,, ,,		,		
		<i>Y</i>	-		-	
Remit To: FSU ACCOUNT UNIVERSITY CI TALLAHASSEE United States Electronic/ACH I For billing questions OBS-Parking	S RECEIVAB ENTER BLDG FL 32306 Payments – C s, please call g and Transp	BLE B A Contact (850) 644-1824 (850) 644-0318. ortation		3		
Remit To: FSU ACCOUNT UNIVERSITY CI TALLAHASSEE United States Electronic/ACH I For billing questions OBS-Parking	S RECEIVAB ENTER BLDG FL 32306 Payments – C s, please call g and Transp Activity Date	ULE 3 A Contact (850) 644-1824 (850) 644-0318. ortation Description	Quar	ntity UOM	Unit Amt	Net
Remit To: FSU ACCOUNT UNIVERSITY CI TALLAHASSEE United States Electronic/ACH I For billing questions OBS-Parking	S RECEIVAB ENTER BLDG FL 32306 Payments – C s, please call g and Transp Activity Date	HLE B A Contact (850) 644-1824 (850) 644-0318. ortation Description TEST	Quar	htity UOM 0.00 EA	Unit Amt 25.0000	Net Amount 500.00
Remit To: FSU ACCOUNT UNIVERSITY CE TALLAHASSEE United States Electronic/ACH I For billing questions OBS-Parking Line Product	S RECEIVAB ENTER BLDG FL 32306 Payments – C s, please call g and Transp Activity Date	BLE S A Contact (850) 644-1824 (850) 644-0318. ortation Description TEST	Quar	ntity UOM	Unit Amt 25.0000	Net Amount 500.00
Remit To: FSU ACCOUNT UNIVERSITY CI TALLAHASSEE United States Electronic/ACH I For billing questions OBS-Parking Line Product	S RECEIVAB ENTER BLDG FL 32306 Payments – C s, please call g and Transp Activity Date total: punt Due:	ULE 3 A Contact (850) 644-1824 (850) 644-0318. ortation Description TEST	Quar 2	htity UOM 0.00 EA	Unit Amt 25.0000	Net Amount 500.00 500.00

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Generating Pro Forma Bills: Batch by Bill Source

Main Menu > Billing > Generate Invoices > Non-Consolidated > Print Pro Forma

1. Navigate to the Print Pro Forma page: Billing > Generate Invoices > Non-Consolidated > Print Pro-Forma

Favorites Main Menu Billing Generate Invoices Non-Consolidated Print Pro Forma
Pro Forma
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
Run Control ID begins with v
Search Clear Basic Search 🖾 Save Search Criteria
Find an Existing Value Add a New Value

- 2. Select the "Find an Existing Value" tab if you have previously created a Run Control. Select your Run Control from the list.
 - a. If you have not previously created a run control, create a new one by remaining on the "Add a New Value" tab and typing in the desired run control name (e.g, AUX_PROFORMA).
- 3. On the Run Control Pro Forma tab, select the following options:
 - a. Invoice Date Option = Processing Date
 - b. Range Selection = Bill Source
 - c. From Business Unit = AUX01
 - d. To Business Unit = AUX01
 - e. Bill Source: Select your Bill Source from the drop-down box using the magnifying glass to search



Run Cont	nguage English ~	Specified Language	O Recipient's Language
election Parameters		Find V	/iew All First 🕚 1 of 1 🛞 Last
Seq Nbr 1			+ -
Invoice Date Option			
Processing Date			
O User Defined			
Range Selection		From Business Unit	AUX01
	O Invoice ID	To Business Unit	AUX01
O Bill Cycle	○ Cust ID	Source	
○ Date Bill Added	○ Bill Type	L	
○Range ID	Bill Source		
O Public Voucher Number			
Save Return to Searc	h Previous in List	Next in List	Add 22 Update/Display

4. You may preview the bills that will Pro-Formas will be created for by clicking the yellow notebook icon:

Lan	guage English ~	Specified Language	O Recipient's Language
election Parameters			Find View All First 🕚 1 of 1 🛞 Last
Seq Nbr 1 Invoice Date Option			+ -
Processing Date Ouser Defined			
Range Selection		From Busine	ess Unit AUX01 🔍
○ All ○ Bill Cycle ○ Date Bill Added ○ Range ID ○ Public Voucher Number	○ Invoice ID ○ Cust ID ○ Bill Type ● Bill Source	To Busine	ess Unit AUX01 Q Source AUX050 Q



Bills To	b Be Processed			Personalize Find	View All 💷 📗	First 🕚 1-9 of 29 🔍 Last
BI Unit	Invoice	Status	Customer	Inv Layout	Layout Type	Bill To Media
AUX01	AUX00013905	NEW	AUX1000232	AUX	Х	Email Invoice as Attachment
AUX01	AUX00013906	NEW	AUX1000873	AUX	х	Email Invoice as Attachment
AUX01	AUX00013907	NEW	AUX1000232	AUX	х	Email Invoice as Attachment
AUX01	AUX00013908	NEW	AUX1000232	AUX	х	Email Invoice as Attachment
AUX01	AUX00013909	NEW	AUX1000232	AUX	х	Email Invoice as Attachment
AUX01	AUX00013910	NEW	AUX1000232	AUX	х	Email Invoice as Attachment
AUX01	AUX00013911	NEW	AUX1000232	AUX	х	Email Invoice as Attachment
AUX01	AUX00013912	NEW	AUX1000873	AUX	х	Email Invoice as Attachment
AUX01	AUX00013913	NEW	AUX1003051	AUX	х	Print Copy

5. When ready, select "Run" to start the process

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	Language English v	Specified Language	○ Recipient's Language
ection Parameters		Fi	nd View All First 🕚 1 of 1 🛞 Last
Seq Nbr 1 nvoice Date Option Processing Date User Defined			+ -
Range Selection		From Business	
○ AII ○ Bill Cycle ○ Date Bill Added ○ Range ID ○ Public Voucher Num	○ Invoice ID ○ Cust ID ○ Bill Type ● Bill Source ber	To Business So	

6. On the Process Scheduler Request page, select BIJOBP01 then select "Ok." You will be provided a Process Instance number.



Proces	s Scheduler Request					
	User ID CRAYNE		Run Control ID	AUX_PRO_FC	RMA	
5	Gerver Name Recurrence Time Zone Q	→ Run Dat → Run Tim	te 10/18/2017 e 3:33:05PM	31 Reset	to Current Dat	e/Time
Proce	ess List					
Select	Description	Process Name	Process Type	*Туре	*Format	Distribution
	Pre-process & Finalization	BIIVC000	Application Engine	Web ~	TXT ~	Distribution
	Proforma & Print	BIJOBP01	PSJob	(None) ~	(None) ~	Distribution
	Print Invoice w/SQR	BIPJ10	PSJob	(None) ~	(None) ~	Distribution
	Print XMLP PSA03 Invoice	BIPJ100	PSJob	(None) v	(None) ~	Distribution
	Print Grants Invoice w/SQR	BIPJ20	PSJob	(None) ~	(None) ~	Distribution

Run Contr	DI ID AUX_PRO_FORMA		Report Manager	Process I			
Lan	guage English V	Specified Language			Окестр	lent's Language	Process
Seq Nbr 1 Invoice Date Option			F	find View All	First	• 1 of 1 • Last	Instance:5147521
Processing Date Ouser Defined							
Range Selection			From Business	s Unit AUX01	Q		
O All O Bill Cycle O Date Bill Added O Range ID O Public Voucher Number	○ Invoice ID ○ Cust ID ○ Bill Type ● Bill Source		To Business	s Unit AUX01 ource AUX061	Q Q		
Save 🛛 🔯 Return to Searcl	n fevious in List	Vext in List	Notify			📑 Add 💈	Update/Display

7. Monitor your results using the Process Monitor page. Refresh as necessary. When the results are "Success" and "Posted," you may retrieve your PDF file.



		Iviai	n Menu *	> Dilling + >	Generate invoici	es▼≯r	von-Consolidated		ma > Process	SIVIONILOI	
Proce	ss List	<u>S</u> erv	er List								
View	Process	Req	uest For								
U	ser ID CR Server	AYNE	~	Type Name	✓ L	ast tance Froi	~ [30 Day	's ∽	Refresh	
Run	Status		\sim	Distribution S	tatus		✓ 🗹 Save On	Refresh			
Run Proc	Status		~	Distribution S	tatus		Save On Personalize	Refresh	🔜 First	I-10 of 10	• Last
Run Proc Select	Status ess List Instance	Seq.	~ Process Type	Distribution S	Process Name	User	 Save On Personalize Run Date/Time 	Refresh	Run Status	 1-10 of 10 Distribution Status 	Last Details

The file is ready when the Process Monitor shows Success:

Favorit	es 🔻	Mai	n Menu 🔻	> Billing 🕶	> Generate Invoid	es 🔻 > 🛛	Non-Consolidated Print Pro Fo	orma > Process	s Monitor	
Proce	ss List	<u>S</u> erv	er List							
View	Process	Req	uest For							
U S Run	ser ID CR Server	AYNE	~ ~	Type Name Distribution	✓ [Q In Status	Last stance Fro	→ 30 Da m Instance To	iys v	Refresh	
Proc	ess List						Personalize Find View All 🖉	🛛 🔜 🛛 📕	I-10 of 10	Last
Select	Instance	Seq.	Process Typ	e	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
	51/7521		PSJob		BLIOBP01	CRAYNE	10/18/2017 3:32:35PM EDT	Success	Posted	Details



8. Retrieve the PDF file. Navigate to "Report Manager" in the upper right-hand corner of the page. Click the BI_PRNXP01-BI_PRNXP01.PDF file.

OMNI Fina	ancials	QNAFI					Home	Worklist	Process Monitor	Report Manager
orites 🔻 Main M	lenu ▼ → Billing ▼ → G	enerate Invoices * >	Non-Consolidated	→ Prin	t Pro Forma >	Process Monitor > Report Manager				
t Explorer Adm	inistration Archives									N
/iew Reports For										
older	✓ Instance	to	Refr	esh						
Name	Created On		Last	~	8 Days	\sim				
Reports	Persor	alize Find View All	💷 🔣 🛛 First	: 🕚 1-21 d	of 21 🕑 Last					
Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance					
1 BISF108X	STANDARD FORM 1080 AND 1081	General	10/18/17 3:39PM	5370275	5147529					
2 BIGIVCPN	GRANTS PRINT PORTRAIT	General	10/18/17 3:38PM	5370274	5147528					
3 BISLSUM	LANDSCAPE SUMMARIZE INVOICES	General	10/18/17 3:38PM	5370273	5147527					
4 BI_XMLPBURST	INVOICE BURSTING PROGRAM	General	10/18/17 3:37PM	5370289	5147543					
5 FSU_FPDSTAND - FSU_FPDSTAND.p	FSU_FPDSTAND - df FSU_FPDSTAND.PDF	General	10/18/17 3:37PM	5370291	5147542	_				
6 BL_PRNXPN01 - BL_PRNXPN01 pdf	BL_PRNXPN01 - BL_PRNXPN01.PDF	General	10/18/17 3:34PM	5370290	5147533					

9. Click the BI_PRNXPN01.pdf link to open your file (ensure popup blocker is disabled). A new window will appear with one pdf file containing all invoices pages for your review.

Favorites 🔻	Main Menu	→ Billing	> Generate	Invoices 🔹 🚿	Non-Consolidated 🕶	> Prir
Report						
Report ID 5370290		Process Insta	Process Instance 5147533 Message L			
Name	XMLP	Process	Process Type XML Publisher			
Run Status	Success					
BI_PRNXPN01	- BI_PRNXPN0	1.pdf				
Distribution	n Details					
Distribution N	Node SQNA	FI Exp	ration Date	10/25/2017		
File List						
Name		File	Size (bytes)	Datetime Cr	eated	
BI_PRNXPN0	1.pdf	104	104,497		3:34:50.141876PM EDT	Г
Distribute 1	0					
Distribution ID	Туре	*	*Distribution ID			
User			CRAYNE			



Report Index	× BI_PRNXPNC	.pdf × +	
🕒 🛈 🔒 https://fiqna.or	mni .fsu.edu /psreports	sqnafi2/5370290/BI_PRNXPN01.pdf	110%
••	6 of 23		- + Automatic Zoom ÷
		FLORIDA STATE UNIVERSITY	Invoice No: AUX Invoice Date: 10/1 Page: 1 of
		Bill To: Chemistry & Biochemistry 075000 Michelle Metcalf Florida State University Tallahassee FL 32306 United States	Customer Id: Payment Terms: Purchase Order: Due Date: AMOUNT DUE:
		Remit To: Florida State University Auxiliary Accounts Receivable P.O. Box 3062397 Tallahassee, FL 32306-2397 United States Electronic/ACH Payments – Contact (850)	644-1824
		For billing questions, please call (850) 645-15 College of Medicine Line Identifier Activity Date Descri	76.