

# OMNI AR/Billing: Generating Quotes

Detailed Business Process Guides – ABILL4

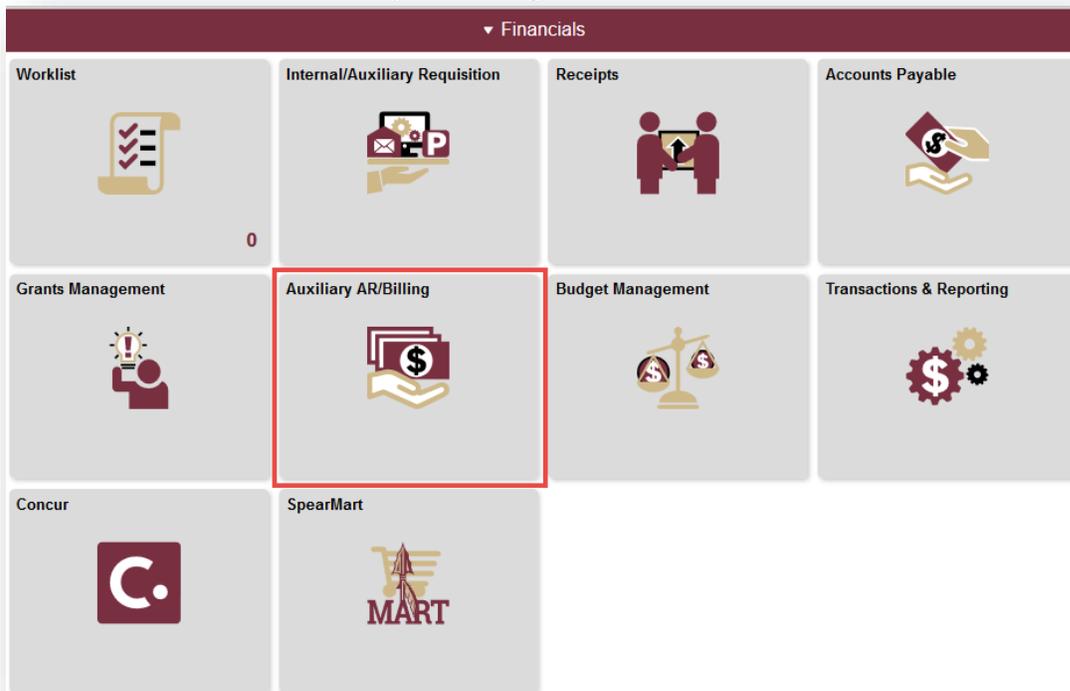
Pro-forma invoices are pdf bill images that are designed just so that you can see how the bill will look when it is invoiced. Pro forma bills do not email the customer, nor do they record AR or revenue. They are not actual invoices; they are bill images.

## Generating Quotes

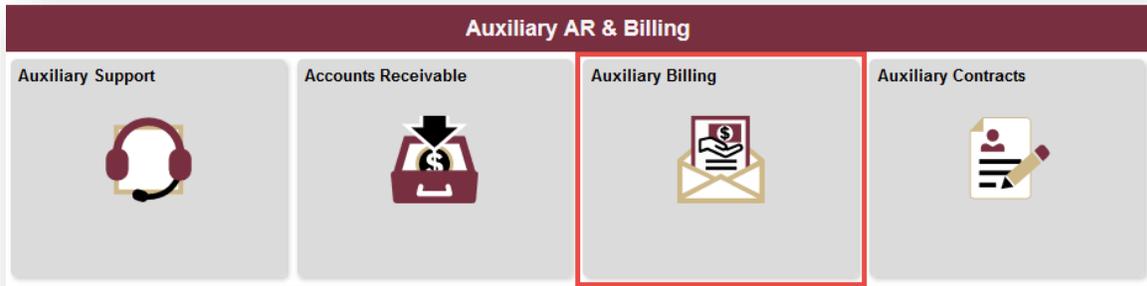
### Navigate to Manual Billing

1. Navigate to the [Manual Bill Entry](#) page in OMNI Financials:

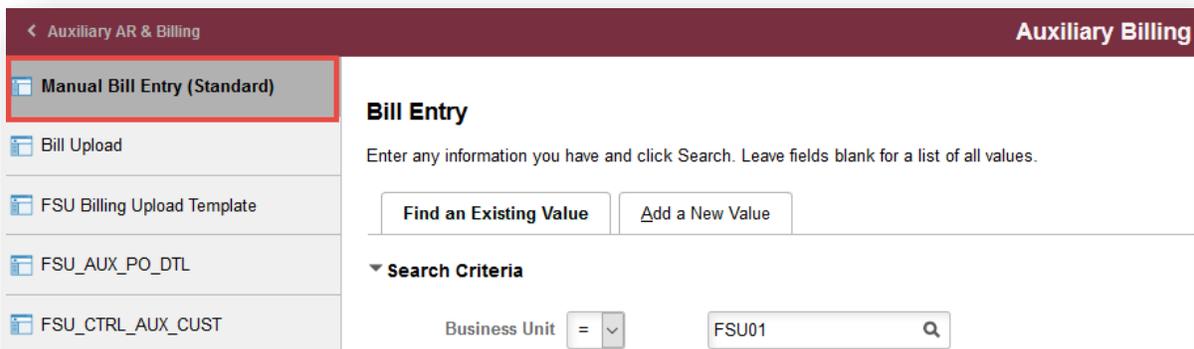
- a. Select the **Auxiliary AR/Billing** tile:



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

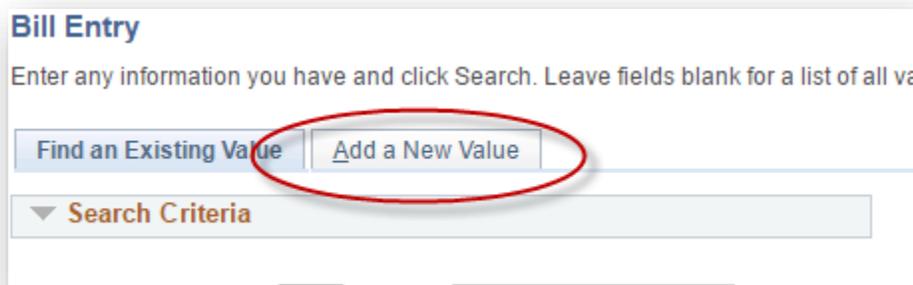


c. You will land on the **Manual Bill Entry (Standard)** page:



### Add a New Bill

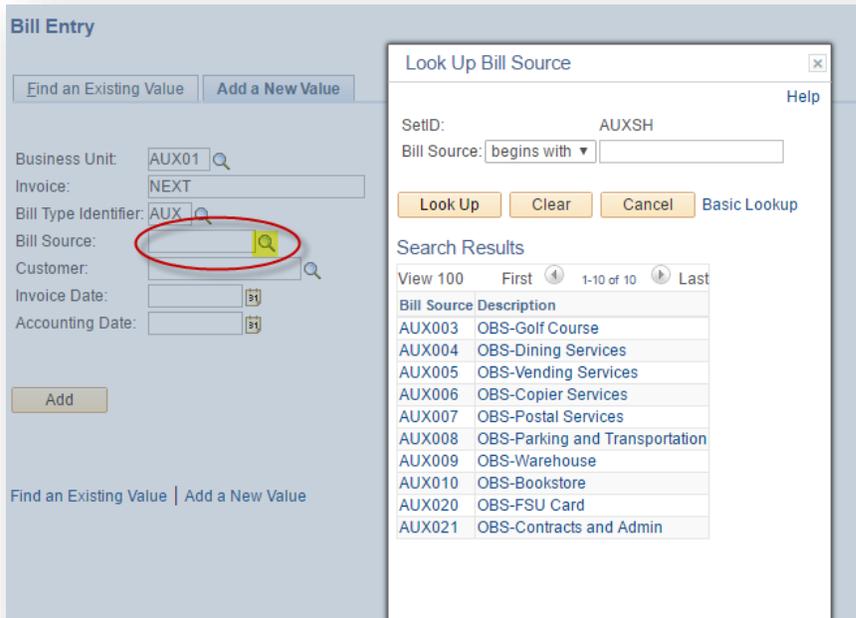
1. Choose the "Add a New Value" tab



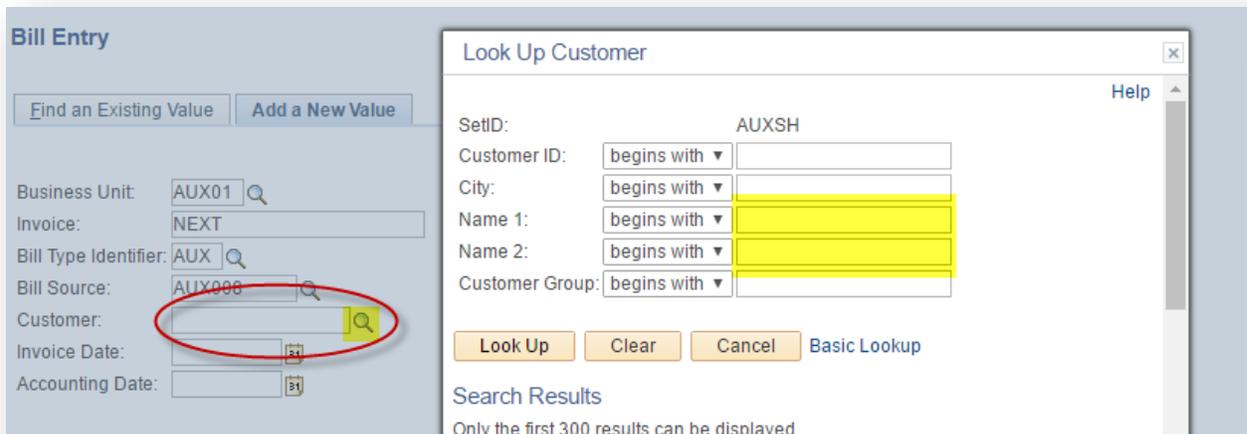
- Business Unit: AUX 01
- Invoice: NEXT
- Bill Type Identifier: AUX
- Bill Source: Variable
  - The Bill Source identifies the line of business that you will be billing for
- Customer: Variable
  - The Customer is the internal or external entity that you will be billing.

- Invoice Date: Blank
- Accounting Date: Blank

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



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



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

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

**Bill Entry**

Business Unit:

Invoice:

Bill Type Identifier:

Bill Source:

Customer:

Invoice Date:

Accounting Date:

- a. Complete the Bill Header

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

Header - Info 1 | Line - Info 1

Unit AUX01      Invoice NEXT

Status NEW

\*Type AUX

\*Customer AUX1000086

Univ Business Adr

\*Invoice Form AUX\_INV

Accounting Date

Remit To FSU

Sales AUXCSTM

Credit AUXCRA

Billing Specialist AUXOBS06

Parking & Transpo

Go to:            Header Info 2

Notes            Express Entry

Summary        Bill Search

**Save**    Notify    Refresh

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

Header - Info 1 | Line - Info 1

Unit AUX01      Invoice **AUX00000205**

Status **NEW**

\*Type AUX

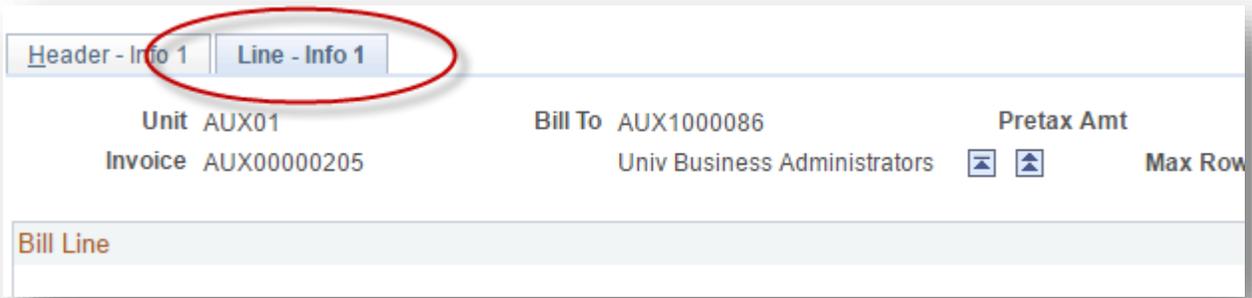
\*Customer AUX1000086    View Activity

Univ Business Administrators

\*Invoice Form AUX\_INV

## 5. Add Bill Lines

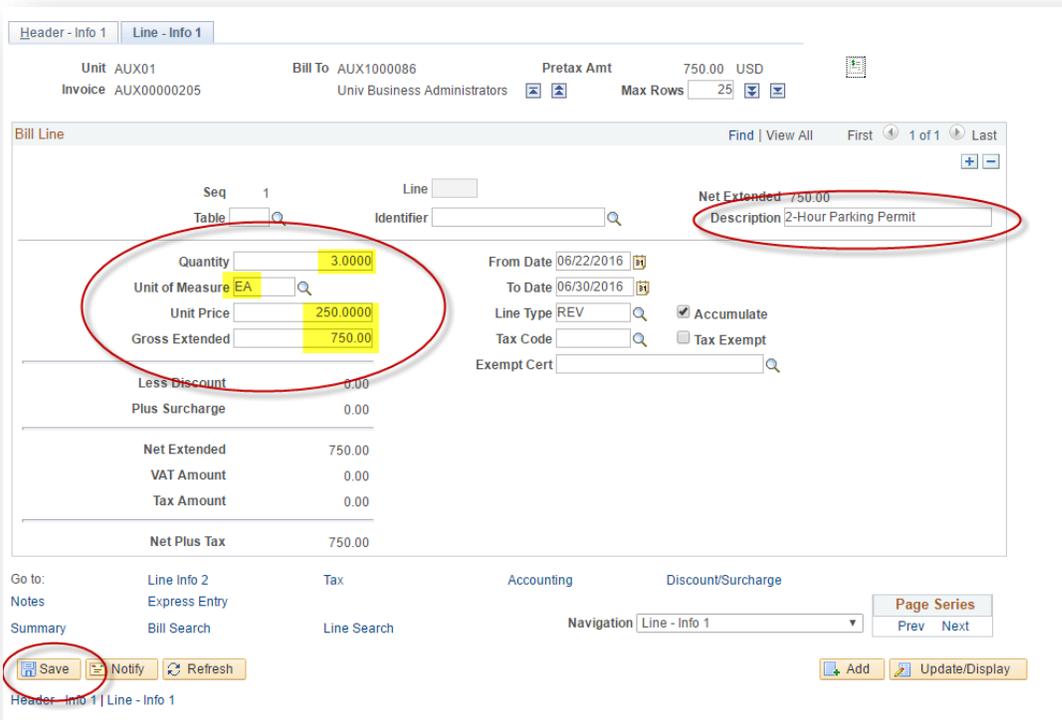
a. Click on the "Line - Info 1" tab



b. There are two methods of adding Bill Line information

i. Creating an "Ad-Hoc" product

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



- ii. Pulling an existing product from the OMNI catalog<sup>1</sup>
  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 field 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

Header - Info 1 | Line - Info 1

Unit AUX01 | Invoice AUX00000205 | Bill To AUX1000086 | Univ Business Administrators | Pretax Amt 750.00 USD | Max Rows 25

Bill Line | Find | View All | First 2 of 2 Last

Seq 2 | Line | Net Extended 0.00 | Description Permit Usage Admin Fee/outsid

Table ID | Identifier PERMIT

Quantity 0.00 | From Date 06/22/2016 | To Date 06/30/2016 | Line Type REV | Accumulate | Tax Exempt

Unit of Measure EA | Unit Price 35.0000 | Gross Extended 0.00

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

Go to: Line Info 2 | Tax | Accounting | Discount/Surcharge

Notes | Express Entry

Summary | Bill Search | Line Search

Navigation Line - Info 1 | Page Series | Prev | Next

Save | Notify | Refresh | Add | Update/Display

Header - Info 1 | Line - Info 1

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

Header - Info 1 | Line - Info 1

Unit AUX01 | Invoice AUX00000205 | Bill To AUX1000086 | Univ Business Administrators | Pretax Amt 750.00 USD | Max Rows 25

Bill Line | Find | View All | First 2 of 2 Last

Seq 2 | Line | Net Extended 0.00 | Description

Table | Identifier

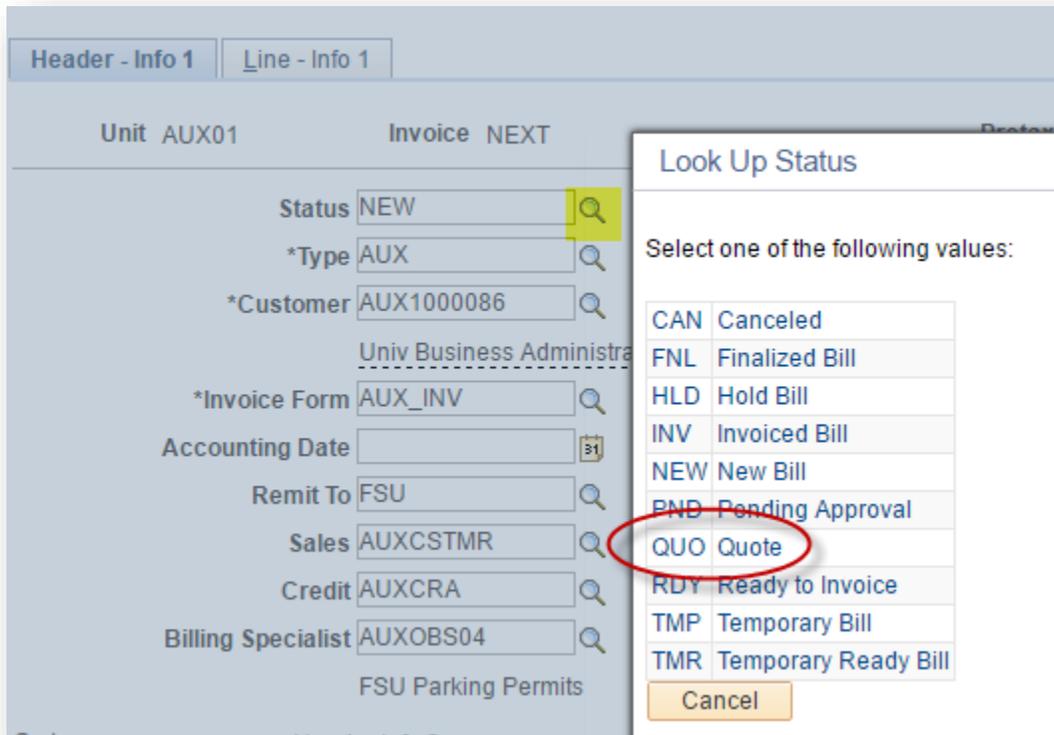
Quantity | From Date 06/22/2016

+

Add a new row at row 2

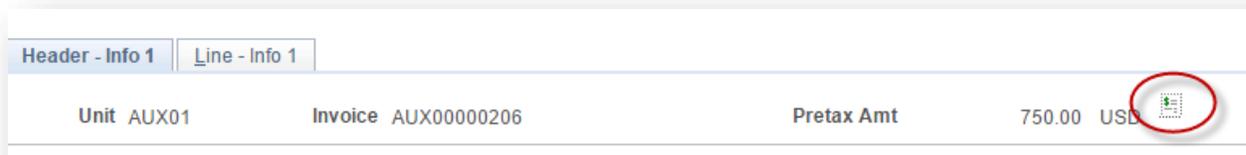
<sup>1</sup> For instructions on adding products to OMNI, please refer to the Billing Process Guide **APRODUCT1**

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"

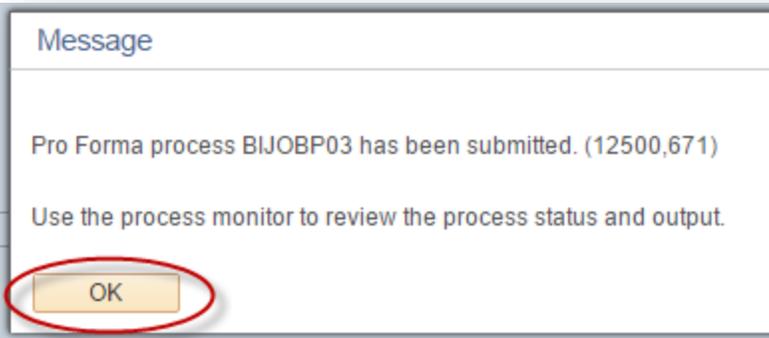


- ii. Click Save.

1. Click on the Pro Forma icon



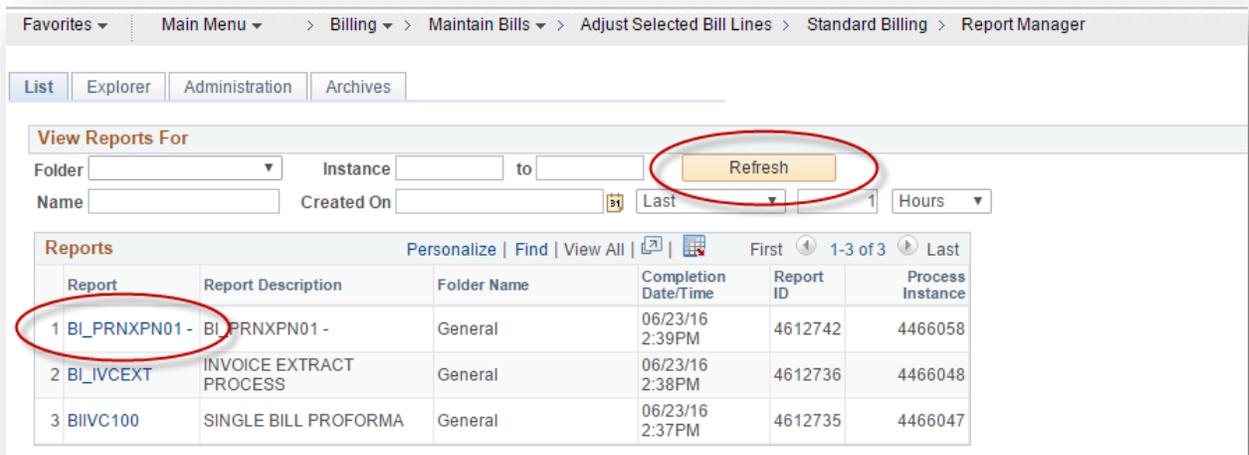
2. Click "OK" on the Message



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



- 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\_PRNXP01 Report



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

**Remit To:**  
 FSU ACCOUNTS RECEIVABLE  
 UNIVERSITY CENTER BLDG A  
 TALLAHASSEE FL 32306  
 United States  
 Electronic/ACH Payments – Contact (850) 644-1824

For billing questions, please call (850) 644-0318.

Line	Product	Activity Date	Description	Quantity	UOM	Unit Amt	Net Amount
1		06/30/2016	Parking Permit	3.00	EA	250.0000	750.00
<b>Subtotal:</b>							750.00
<b>Amount Due:</b>							750.00

Please include a copy of this invoice with payment.

Your payment will be automatically withdrawn from your department/fund within one day of receiving this invoice. Thank you.

**Remit To:**  
 FSU ACCOUNTS RECEIVABLE  
 UNIVERSITY CENTER BLDG A  
 TALLAHASSEE FL 32306  
 United States  
 Electronic/ACH Payments – Contact (850) 644-1824

For billing questions, please call (850) 644-0318.

OBS-Parking and Transportation

Line	Product	Activity Date	Description	Quantity	UOM	Unit Amt	Net Amount
1			TEST	20.00	EA	25.0000	500.00
<b>Subtotal:</b>							500.00
<b>Amount Due:</b>							500.00

Your payment will be automatically withdrawn from your department/fund within one day of receiving this invoice. Thank

## 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

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

Pro Forma | Print Options

Run Control ID AUX\_PRO\_FORMA      Report Manager      Process Monitor      Run

Language English       Specified Language       Recipient's Language

Selection Parameters      Find | View All      First 1 of 1 Last

Seq Nbr 1

Invoice Date Option

- Processing Date
- User Defined

Range Selection

- All
- Bill Cycle
- Date Bill Added
- Range ID
- Public Voucher Number
- Invoice ID
- Cust ID
- Bill Type
- Bill Source

From Business Unit AUX01

To Business Unit AUX01

Source AUX050

Save    Return to Search    Previous in List    Next in List    Notify    Add    Update/Display

Pro Forma | Print Options

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

Pro Forma | Print Options

Run Control ID AUX\_PRO\_FORMA      Report Manager      Process Monitor      Run

Language English       Specified Language       Recipient's Language

Selection Parameters      Find | View All      First 1 of 1 Last

Seq Nbr 1

Invoice Date Option

- Processing Date
- User Defined

Range Selection

- All
- Bill Cycle
- Date Bill Added
- Range ID
- Public Voucher Number
- Invoice ID
- Cust ID
- Bill Type
- Bill Source

From Business Unit AUX01

To Business Unit AUX01

Source AUX050

Save    Return to Search    Previous in List    Next in List    Notify    Add    Update/Display

Pro Forma | Print Options

## Bills To Be Processed

Bills To Be Processed						
BI Unit	Invoice	Status	Customer	Inv Layout	Layout Type	Bill To Media
AUX01	AUX00013905	NEW	AUX1000232	AUX	X	Email Invoice as Attachment
AUX01	AUX00013906	NEW	AUX1000873	AUX	X	Email Invoice as Attachment
AUX01	AUX00013907	NEW	AUX1000232	AUX	X	Email Invoice as Attachment
AUX01	AUX00013908	NEW	AUX1000232	AUX	X	Email Invoice as Attachment
AUX01	AUX00013909	NEW	AUX1000232	AUX	X	Email Invoice as Attachment
AUX01	AUX00013910	NEW	AUX1000232	AUX	X	Email Invoice as Attachment
AUX01	AUX00013911	NEW	AUX1000232	AUX	X	Email Invoice as Attachment
AUX01	AUX00013912	NEW	AUX1000873	AUX	X	Email Invoice as Attachment
AUX01	AUX00013913	NEW	AUX1003051	AUX	X	Print Copy

[Return](#)

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

Pro Forma | [Print Options](#)

Run Control ID: AUX\_PRO\_FORMA | Report Manager | Process Monitor | **Run**

Language: English |  Specified Language |  Recipient's Language

Selection Parameters | Find | View All | First | 1 of 1 | Last

Seq Nbr: 1

Invoice Date Option

Processing Date  
 User Defined

Range Selection

All |  Invoice ID  
 Bill Cycle |  Cust ID  
 Date Bill Added |  Bill Type  
 Range ID |  Bill Source  
 Public Voucher Number

From Business Unit: AUX01  
To Business Unit: AUX01  
Source: AUX061

[Save](#) | [Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#) | [Add](#) | [Update/Display](#)

Pro Forma | [Print Options](#)

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

## Process Scheduler Request

User ID: CRAYNE      Run Control ID: AUX\_PRO\_FORMA

Server Name:       Run Date: 10/18/2017

Recurrence:       Run Time: 3:33:05PM

Time Zone:

### Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Pre-process & Finalization	BIIVC000	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	Proforma & Print	BIJOBP01	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print Invoice w/SQR	BIPJ10	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PSA03 Invoice	BIPJ100	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print Grants Invoice w/SQR	BIPJ20	PSJob	(None)	(None)	Distribution

Pro Forma | Print Options

Run Control ID: AUX\_PRO\_FORMA      Report Manager      Process Monitor     

Language: English       Specified Language       Recipient's Language

Selection Parameters      Find | View All      First 1 of 1 Last     

Seq Nbr: 1

**Invoice Date Option**

Processing Date  
 User Defined

**Range Selection**

All       Invoice ID  
 Bill Cycle       Cust ID  
 Date Bill Added       Bill Type  
 Range ID       Bill Source  
 Public Voucher Number

From Business Unit: AUX01  
To Business Unit: AUX01  
Source: AUX061

Pro Forma | Print Options

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

Favorites ▾ Main Menu ▾ > Billing ▾ > Generate Invoices ▾ > Non-Consolidated ▾ > Print Pro Forma > Process Monitor

Process List | Server List

**View Process Request For**

User ID:   Type:  Last  Days

Server:  Name:   Instance From:  Instance To:

Run Status:  Distribution Status:   Save On Refresh

**Process List** Personalize | Find | View All |   First 1-10 of 10 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5147521		PSJob	BJOBP01	CRAYNE	10/18/2017 3:32:35PM EDT	Processing	N/A	Details

The file is ready when the Process Monitor shows Success:

Favorites ▾ Main Menu ▾ > Billing ▾ > Generate Invoices ▾ > Non-Consolidated ▾ > Print Pro Forma > Process Monitor

Process List | Server List

**View Process Request For**

User ID:   Type:  Last  Days

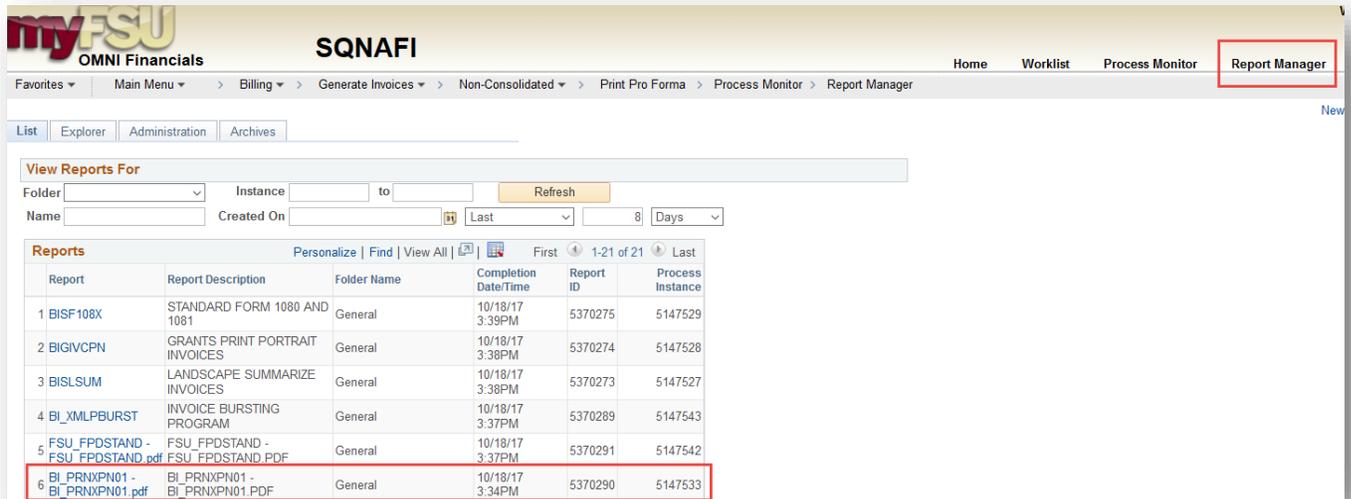
Server:  Name:   Instance From:  Instance To:

Run Status:  Distribution Status:   Save On Refresh

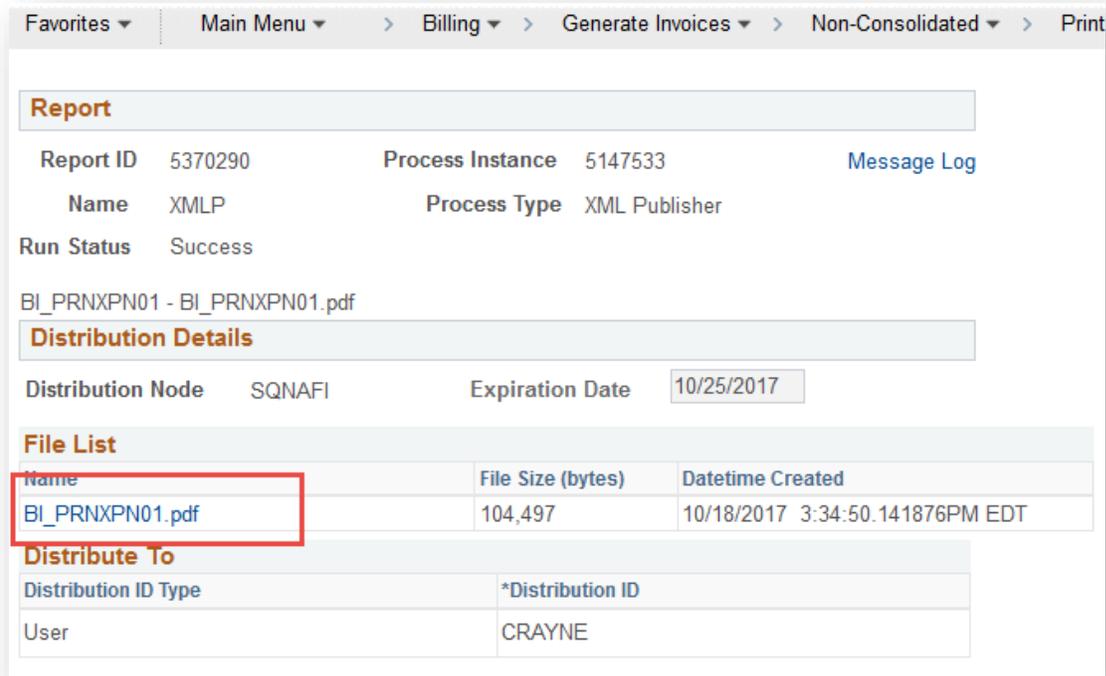
**Process List** Personalize | Find | View All |   First 1-10 of 10 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5147521		PSJob	BJOBP01	CRAYNE	10/18/2017 3:32:35PM EDT	Success	Posted	Details

- 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.



- Click the BI\_PRNXP01.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.



Report Index    BI\_PRNXPN01.pdf    +

https://fiqna.omni.fsu.edu/psreports/sqnafi2/5370290/BI\_PRNXPN01.pdf    110%

6 of 23    Automatic Zoom

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FLORIDA STATE  
UNIVERSITY

**Invoice No:** AUXC  
**Invoice Date:** 10/18  
**Page:** 1 of

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**Bill To:**  
Chemistry & Biochemistry  
075000  
Michelle Metcalf  
Florida State University  
Tallahassee FL 32306  
United States

**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) 645-1576.

**College of Medicine**

**Customer Id:**  
**Payment Terms:**  
**Purchase Order:**  
**Due Date:**  
**AMOUNT DUE:**

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Line	Identifier	Activity Date	Description	Quantity
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