



OMNI AR/Billing: View & Edit a Bill

Detailed Business Process Guides – ABILL8

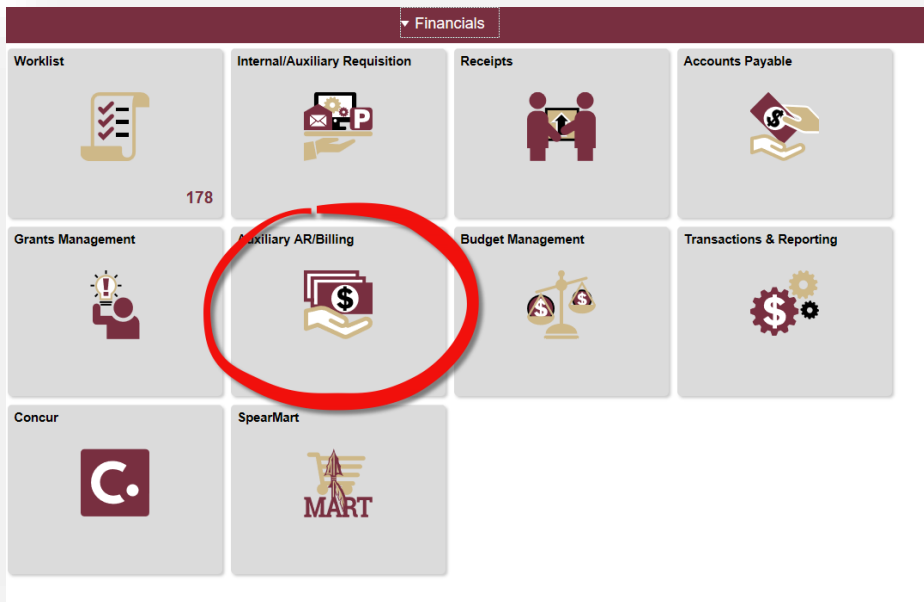
Use this tutorial to understand how to view and edit a bill that has not been invoiced, and how to view a bill that has been invoiced.

Note that bills not yet invoiced are located in a different area than bills that have been invoiced.

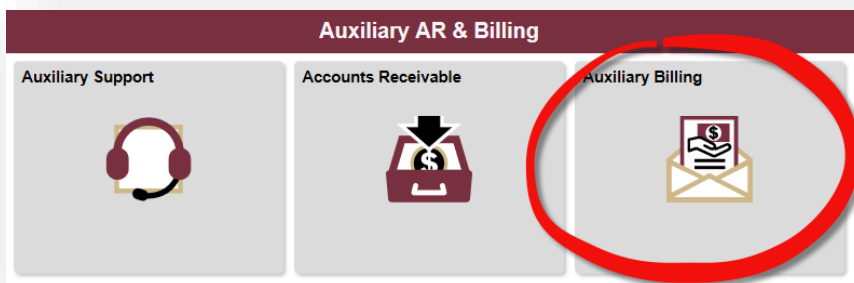
Bills that have been invoiced are called Invoices, and cannot be altered. To correct an error on an invoiced bill, review the business process guide for Crediting & Rebilling (ABILL3).

View & Edit a Bill not Invoiced

1. Navigate to the Auxiliary AR/Billing tile



2. Navigate to the Auxiliary Billing tile





3. Search for your desired bill(s)/invoice
 - a. Business Unit: AUX01
 - b. Search by invoice ID, bill status, customer, and/or contract.

Auxiliary Billing

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

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

4. Select "Search."
5. Select the desired invoice.



6. You will be brought to the billing header page:

Auxiliary Billing New Window | H

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

Unit: AUX01 Invoice: AUX00044011 Pretax Amt: 13,000.00 USD

Status NEW <input type="text"/> <input type="button" value="Q"/> *Type AUX <input type="text"/> <input type="button" value="Q"/> *Customer AUX1001227 <input type="text"/> <input type="button" value="Q"/> View Activity ClubCorp *Invoice Form AUX_INV <input type="text"/> <input type="button" value="Q"/> Accounting Date <input type="text"/> <input type="button" value="Q"/> Remit To WELLS <input type="text"/> <input type="button" value="Q"/> Sales AUXCSTMR <input type="text"/> <input type="button" value="Q"/> Credit AUXCRA <input type="text"/> <input type="button" value="Q"/> Billing Specialist AUXOBS05 <input type="text"/> <input type="button" value="Q"/>	Invoice Date <input type="text"/> <input type="button" value="Q"/> Source AUX004 <input type="text"/> <input type="button" value="Q"/> SubCust1 <input type="text"/> <input type="button" value="Q"/> From Date <input type="text"/> <input type="button" value="Q"/> Pay Terms NET30 <input type="text"/> <input type="button" value="Q"/> Bank Account CHCK <input type="text"/> <input type="button" value="Q"/> Bill Inquiry Phone (850) 644-4147 <input type="text"/> <input type="button" value="Q"/> Collector AUXCOL <input type="text"/> <input type="button" value="Q"/> Billing Authority AUXOBS05 <input type="text"/> <input type="button" value="Q"/>	Cycle ID MONTHLY <input type="text"/> <input type="button" value="Q"/> *Frequency Once <input type="text"/> <input type="button" value="Q"/> SubCust2 <input type="text"/> <input type="button" value="Q"/> To Date <input type="text"/> <input type="button" value="Q"/> Pay Method Check <input type="text"/> <input type="button" value="Q"/>
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Go to: Office of Business Services - General Address Office of Business Services - General
 Notes: Header Info 2 Express Entry Copy Address Attachments

Summary Bill Search Line Search **Navigation** Header - Info 1

Header - Info 1 | Line - Info 1

7. Review bill status, customer, and other information on the header page.

8. In the "Navigation" drop down box, click on "Header-Misc Info" to review whether there is PO information at the header level if desired.

Contract Date
 Contract Type

consolidation

Key

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

Summary Bill Search Line Search **Navigation**

Acctg - Contract Asset
 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
 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

Header - Info 1 | Header - Misc Info | Line - Info 1



Header - Info 1 | **Header - Misc Info** | Line - Info 1

Unit AUX01 Bill To AUX1001227 Pretax Amt 13,000.00 USD
 Invoice AUX00044011 ClubCorp

PO

Contract

Contract Date

Contract Type

Financial Sanctions
 Confirmed
 Reason Code

Consolidation
 Key

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

Summary Bill Search Line Search Navigation Header - Misc Info

Page Series
 Prev Next

Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Header - Misc Info | Line - Info 1

a. In this example, no PO was entered on the header.

9. Click the "Line-Info 1" tab to see information about the invoice lines.

Auxiliary Billing

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

Unit AUX01 Bill To AUX1001227 Pretax Amt 13,000.00 USD
 Invoice AUX00044011 ClubCorp

Max Rows 100

Bill Line 1 of 1 View All

Seq 1 Line Net Extended 13,000.00
 Table Identifier OBS_REV00000002 Description Commission Guarantee

Quantity 1.0000
 Unit of Measure EA
 Unit Price 0.0000
 Gross Extended 13,000.00

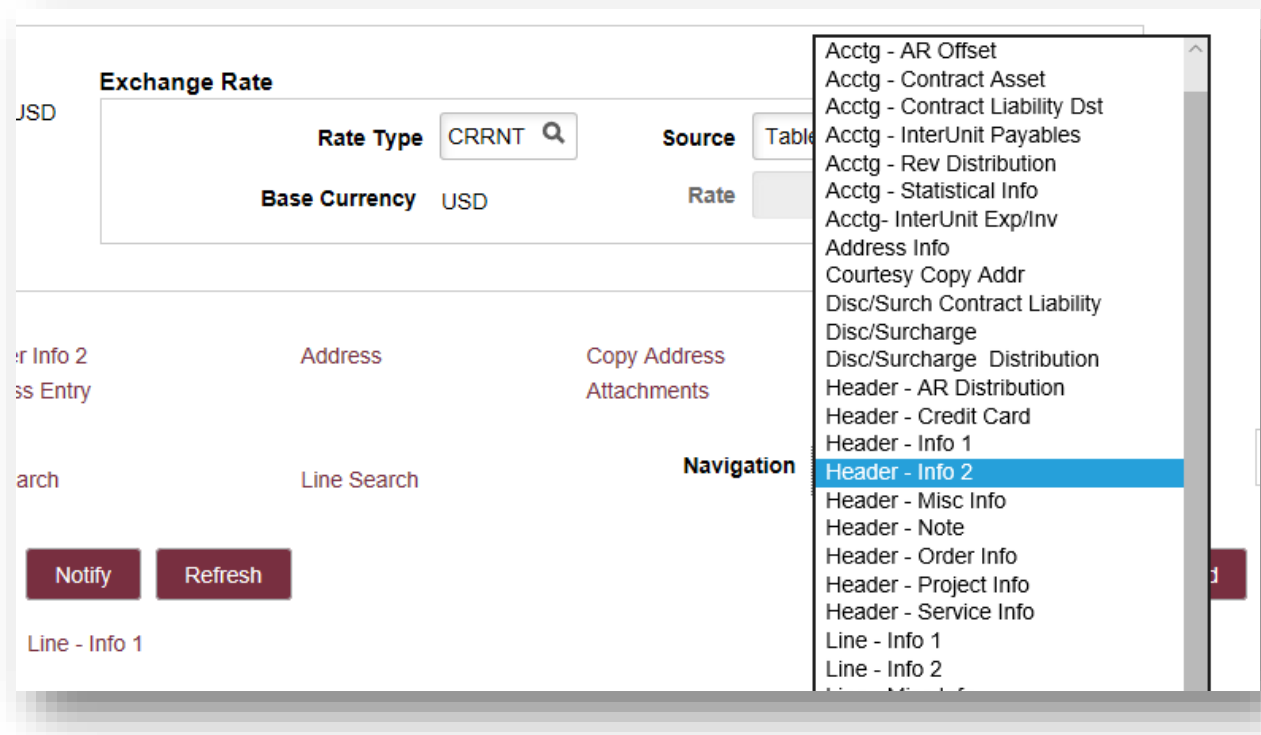
From Date
 To Date
 Line Type REV Accumulate
 Tax Code Tax Exempt
 Exempt Cert

Less Discount	0.00
Plus Surcharge	0.00
Net Extended	13,000.00
VAT Amount	0.00
Tax Amount	0.00
Net Plus Tax	13,000.00

a. You may wish to click "View All" if there are multiple invoice lines.



- b. You may also navigate between lines by clicking the arrow symbols in the upper right-hand corner of the Bill Line box.
- c. Use the Navigation drop-down to locate additional line information not displayed on this page, including the below:
 - i. **Line Info 2** – where to enter or edit PO/PO lines on the bill lines
 - ii. **Acctg-Rev Distribution** – where to enter or edit revenue accounting information
 - iii. **Address Info** – where to enter or edit address and contact information
 - iv. **Line Note** – where to enter or edit line notes
 - v. **Header Note** – where to enter or edit header notes



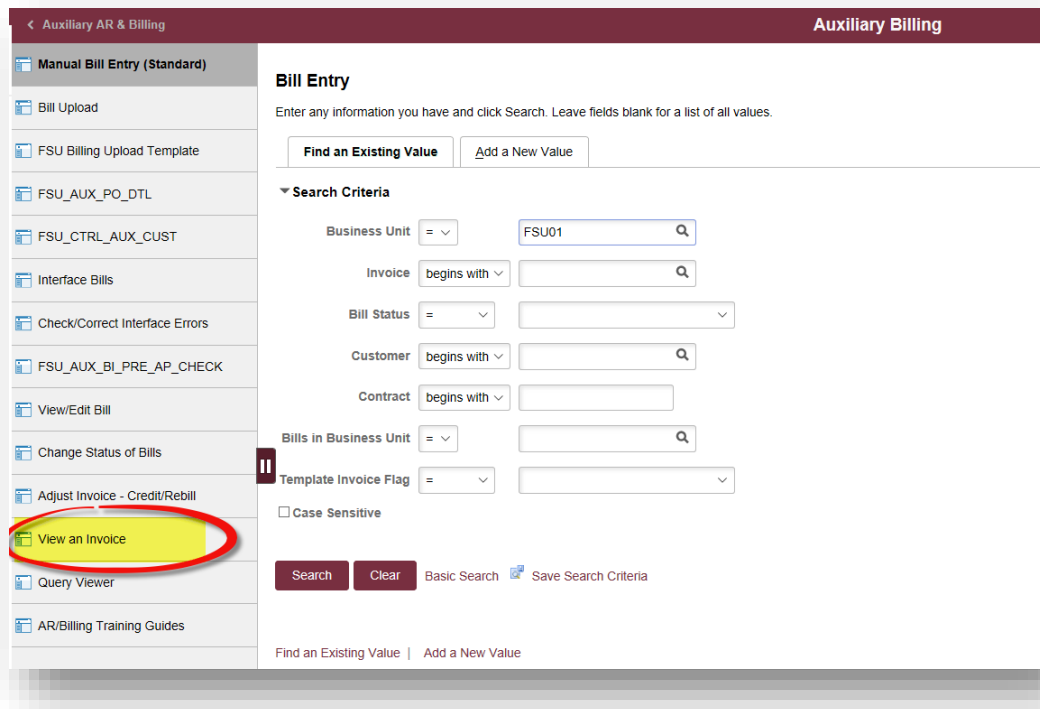


Where to Edit What? A Cheat Sheet

Where to Navigate	What to Edit
Header – Info 1	<ul style="list-style-type: none"> • Bill Status (NEW, RDY, QUO, HLD, etc.) • Customer ID • From-Date/To-Date of the invoice
Header – Misc Info	<ul style="list-style-type: none"> • Add/Edit the PO number (if editing a bill, the PO number must also be edited on <i>Line – Info 2</i>)
Line – Info 1	<ul style="list-style-type: none"> • Add/Delete lines for goods and services charged • Edit quantity and price • Edit description of good/service (30 character limit) • Select/Edit products (if applicable)
Line – Info 2	<ul style="list-style-type: none"> • Add/Edit the PO number (if editing a bill, the PO number must also be edited on <i>Header – Misc Info</i>) • Add/Edit the PO Line number
Acctg – Rev Distribution	<ul style="list-style-type: none"> • Enter or edit revenue accounting information
Header – Note	<ul style="list-style-type: none"> • Enter or edit header note
Line – Note	<ul style="list-style-type: none"> • Enter or edit line note
Address Info	<ul style="list-style-type: none"> • Enter or edit address and contact information

View an Invoiced Bill

1. Navigate to View an Invoice in the Auxiliary Billing Tile:





2. Search for your desired bill(s)/invoice
 - a. Business Unit: AUX01
 - b. Search by invoice ID, bill status, customer, and/or contract.

Bill Inquiry

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

Find an Existing Value

▼ **Search Criteria**

Business Unit = ▾ AUX01 🔍

Invoice begins with ▾ AUX00001251 🔍

Bill Status = ▾ Invoiced Bill ▾

Customer begins with ▾ 🔍

Contract begins with ▾

Case Sensitive

Search **Clear** Basic Search 🔗 Save Search Criteria

3. Select "Search."
4. Select the desired invoice.
5. You will be brought to the billing header page.



- 6. To print the invoice, select the “View Invoice Image” link on the right-hand side of the screen (ensure your pop-up blocker is disabled). A new window will open with your invoice pdf.

Auxiliary Billing

Header - Info 1
Line - Info 1

Unit	AUX01	Invoice	AUX00001251	Invoice Amt	192.11 USD
Status	INV	Invoice Date	09/27/2016	Cycle ID	MONTHLY
Type	AUX	Source	AUX006	Frequency	Once
Customer	AUX1000795	SubCust1		SubCust2	
Invoice Form	<u>Medicine Instruction</u> AUX_INV	From Date	08/26/2016	To Date	08/26/2016
Accounting Date	09/27/2016	Pay Terms	NET1	Pay Method	Check
Remit To	FSU	Bank Account	AUX	View Invoice Image	
Sales	AUXCSTMR	Bill Inquiry Phone	(850) 644-0316		
Credit	AUXCRA	Collect	AUXCOL		
Billing Specialist	AUXOBS01	Billing Authority	AUXOBS01		
	OBS Copy Program		OBS Copy Program		
Go to:	Header Info 2	Address	Copy Address	Notes	
Summary	Commit Cntrl				
Bill Search	Line Search				

Return to Search
Notify
Refresh

Header - Info 1

▼

Prev
Next

Header - Info 1 | Line - Info 1

END