



OMNI AR/Billing: Generating Pro Forma Bills

Detailed Business Process Guides – ABILL9

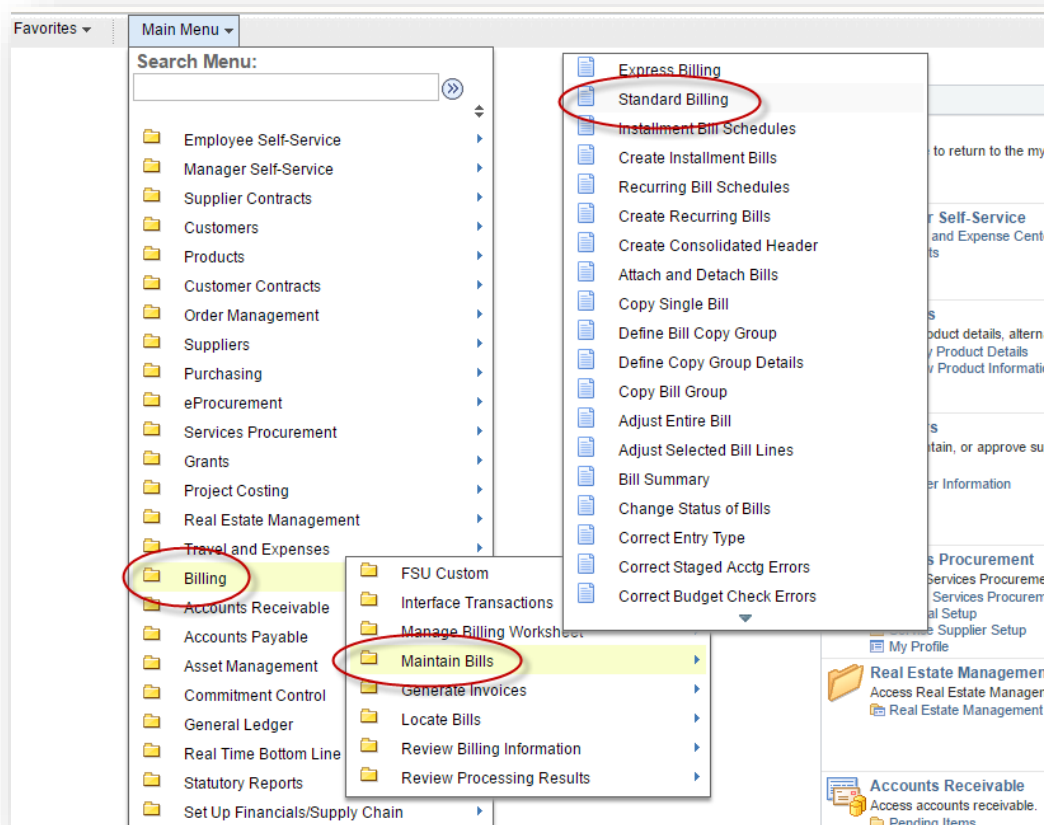
Use this tutorial to understand how to generate “Pro Forma” bills as needed to review internal bills.

This document includes steps for how to generate Pro Forma bills [one by one](#) or as a [batch by bill source](#).

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 Pro Forma Bills: One Bill at a Time

Main Menu > Billing > Maintain Bills > Standard Billing





1. Look up a Bill
 - a. Searching for a Bill
 - i. Business Unit: AUX01
 - ii. You can use any of the optional criteria to narrow down your search

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: = ▼ AUX01

Invoice: begins with ▼

Bill Status: = ▼

Customer: begins with ▼

Contract: begins with ▼

Bills in Business Unit: = ▼

Template Invoice Flag: = ▼

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

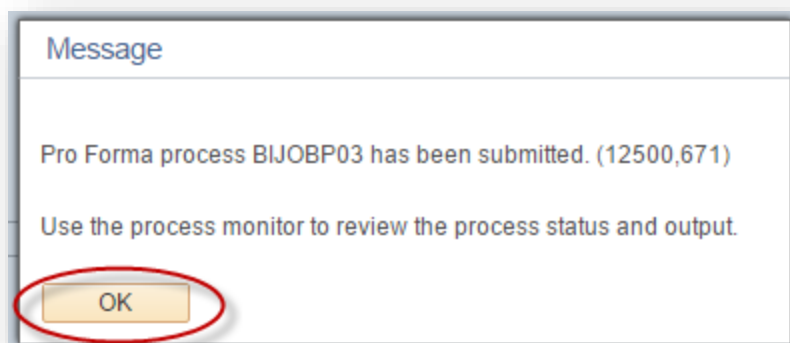
1. TIP: Use the Bill Status criteria to locate bills by status if you do not have the Invoice Number on hand
 - b. If you are creating a new bill, please refer to **BGP ABILL2** for instructions
 - c. If you are creating a new quote, please refer to **BGP ABILL4** for instructions
2. Click on the Pro Forma icon

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

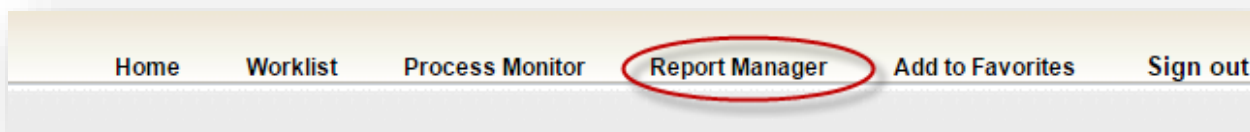
Unit AUX01 Invoice AUX00000206 Pretax Amt 750.00 USD



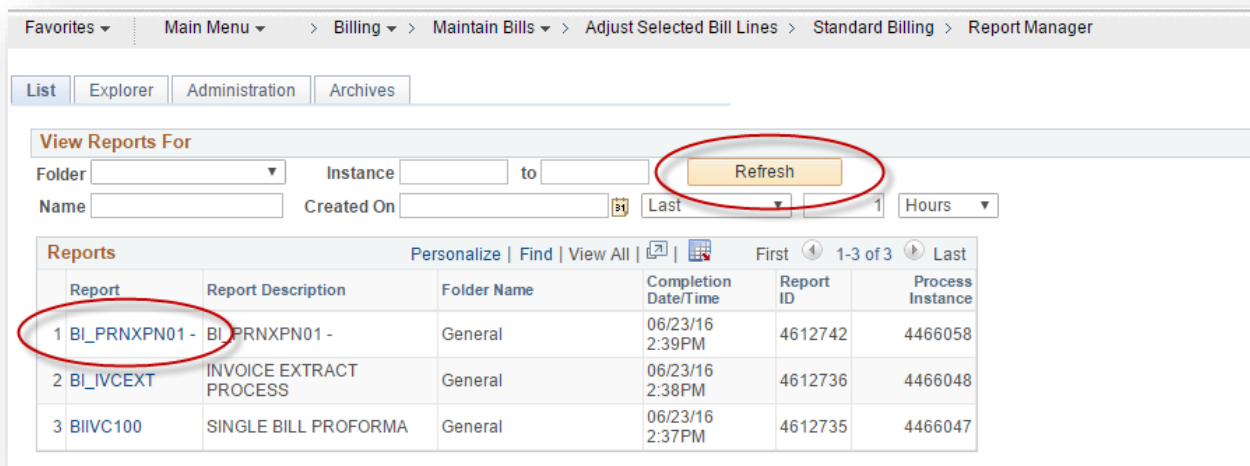
3. Click "OK" on the Message



4. 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
5. Periodically click on the "Refresh" button until you see a link for the BI_PRNXP01 Report



6. Click on the Report Link
7. 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
---	--	------------	----------------	------	----	----------	--------

Subtotal: 750.00

Amount Due: 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
---	--	--	------	-------	----	---------	--------

Subtotal: 500.00

Amount Due: 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 ☐ 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 AUX050

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

Pro Forma | Print Options

4. 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 ☐ 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 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						
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	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

Recurrence Run Time

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 checked="" 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 ☒ 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

To Business Unit

Source

Pro Forma | Print Options

Process Instance: 5147521

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.



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 30 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 30 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.

myFSU SQNAFI

Home Worklist Process Monitor **Report Manager**

View Reports For

Folder Instance to Refresh

Name Created On Last 8 Days

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 INVOICES	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.pdf	FSU_FPDSTAND - FSU_FPDSTAND.PDF	General	10/18/17 3:37PM	5370291	5147542
6 BI_PRNXP01 - BI_PRNXP01.pdf	BI_PRNXP01 - BI_PRNXP01.PDF	General	10/18/17 3:34PM	5370290	5147533

- 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

Report ID 5370290 Process Instance 5147533 Message Log

Name XMLP Process Type XML Publisher

Run Status Success

BI_PRNXP01 - BI_PRNXP01.pdf

Distribution Details

Distribution Node SQNAFI Expiration Date 10/25/2017

File List

Name	File Size (bytes)	Datetime Created
BI_PRNXP01.pdf	104,497	10/18/2017 3:34:50.141876PM EDT

Distribute To

Distribution ID Type *Distribution ID


User CRAYNE



Report Index BI_PRNXP01.pdf

https://fiqna.omni.fsu.edu/psreports/sqnaft2/5370290/BI_PRNXP01.pdf 110%

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FLORIDA STATE
UNIVERSITY

Invoice No: AUXC
Invoice Date: 10/18
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) 645-1576.

College of Medicine

Line	Identifier	Activity Date	Description	Quantity
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