

BILLING CHEAT SHEET

WHAT TO EDIT	WHERE TO NAVIGATE	REASON TO EDIT
Bill Status (NEW, RDY, QUO, HLD, etc.)	Header – Info 1	<ul style="list-style-type: none"> • Bill is ready to be invoiced (NEW > RDY). • The bill is no longer in dispute by the customer (HLD > RDY).
Customer ID	Header – Info 1	<ul style="list-style-type: none"> • Customer ID was entered incorrectly. • Customer ID is not the correct customer ID for a department.
Charge To Date of the invoice	Header – Info 1 Line – Info 1	<ul style="list-style-type: none"> • To-date needs to be corrected or added
Description of Good/Service	Line – Info 1	<ul style="list-style-type: none"> • Description needs to be revised on a bill line. • Bill line is missing a description.
Quantity	Line – Info 1	<ul style="list-style-type: none"> • Quantity was entered incorrectly.
Price	Line – Info 1	<ul style="list-style-type: none"> • Price was entered incorrectly.
Purchase Order (Internal only)	Header – Misc Info & Line – Info 2	<ul style="list-style-type: none"> • Buying department provided an incorrect internal auxiliary PO & PO line. • Internal auxiliary PO is no longer valid and has been replaced with a new PO & PO line.
Revenue Distribution / Accounting	Acctg – Rev Distribution	<ul style="list-style-type: none"> • Accounting was not entered. • Revenue account needs to be corrected from external to internal or vice versa.
Contact	Address Info	<ul style="list-style-type: none"> • Contact selected needs to be updated (controls who receives the email)
Communication Method	Address Info	<ul style="list-style-type: none"> • Bill is set to print (P) and needs to be corrected. • There is an exception, and the bill needs to be set to print (P).
Add/Delete Lines for Goods & Services Charged	Line – Info 1	<ul style="list-style-type: none"> • Billing data has been duplicated and duplicate lines need to be removed. • Bill line needs to be added to a bill after an upload.
Purchase Order (External only)	Header – Misc Info	<ul style="list-style-type: none"> • PO was provided by a non-FSU university to include in billing.
Invoicing a Bill (External Only)	Header – Info 1	<ul style="list-style-type: none"> • External bill is ready to be invoiced.
Note – Header	Header – Note	<ul style="list-style-type: none"> • Customized note is needed rather than the standard note.
Note – Line	Line – Note	<ul style="list-style-type: none"> • Additional description is needed other than the description field.
Products (only if using Products)	Line – Info 1	<ul style="list-style-type: none"> • Wrong product was selected on the standard bill (only if using Products).

 = Required field

KEY TIPS FOR SUCCESS

- **Enforce the PO Requirement at the point of order!**
- To improve collectability, **include sufficient information on external bills for a centralized Accounts Payable department** to understand who originated the charge (e.g., PI or user, PO) Use Notes (Text254) if needed.
- **How to Resolve Errors in Billing: (Internal Customers)**
 - Did the buying department provide the wrong PO/PO line? -> Direct them to DOL
 - Did the buying department provide the correct PO/PO line, and you accidentally made a mistake? -> Credit & Rebill
- **Can't find a customer ID? Hints:**
 - Name 2
 - Try finding the contact
 - Try searching using a different name
- **Use "%" signs as wildcards** when looking up information inquiries and on pages in OMNI.
- **If in doubt about how something works, practice in QNA first.**
 - <http://Pslinks.its.fsu.edu> > External Links > Local > USERID ALL CAPS > email Auxiliary Services for password
- **Use a fresh version of the Excel templates each time.**
 - Lab Manager Workbook – emailed to you (if applicable); save a pristine version
 - FSU Custom Upload Template – available on Controller's Office forms website
- <http://controller.vpfa.fsu.edu/> > Forms > Auxiliary AR/Billing

BUSINESS PROCESS GUIDES

- [ABILL1 – Upload & Interface Bills](#)
- [ABILL2 – Creating an Online \(Standard\) Bill](#)
- [ABILL3 – Adjusting Invoices \(Crediting & Rebilling\)](#)
- [ABILL8 – View & Edit a Bill](#)
- [ABILL13 – Convert Bills to Ready](#)

RECOMMENDED QUERIES

AREA	QUERY	EXAMPLE
PO	FSU_CTRL_AUX_PO_ENC_EXP_1	What POs exist for my vendor? How much is left on this PO and PO line?
CUST	FSU_CTRL_AUX_CUST	Is this customer set up? What is the customer ID for this customer? What is the contact sequence number for my preferred contact?
BI	FSU_AUX_BILL_NOT_INV	What bills are in OMNI That I haven't yet invoiced?
BI	FSU_AUX_BILL_INV_RVV	What bills have I invoiced?
BI	FSU_AUX_BI_PRE_AP_CHECK	Are there any errors for my internal bills?
AR	FSU_AUX_AGING_BY_DPT_ASOFDPT	What is the age of all my receivables?

Recommended queries by The Controller's Office can be found [here](#).

ACCOUNTING HELP

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.

UNDERSTANDING DATA ELEMENTS

Example	Name	Meaning
AUX101	Bill Source	Used to identify a related group of auxiliaries.
AUX1002340	Customer ID	The identity of the entity/individual paying for a good/service.
AUX00001241	Invoice ID	A charge/charges that the customer owes.
0001504201	Purchase Order	An internal customer's payment of an invoice.
AUXMAG	Billing Specialist	Used to link the source of the billing to the vendor/supplier to facilitate payment in AP.
AUX_DOS0000001	Category Code	The expense account code on a PO.
AUX0000038	Supplier ID	The entity a buying department purchases from.

RESOURCES

Website Links

- [The Controller's Office](#)
- [The Budget Office](#)
- [Sponsored Research Administration](#)
- [FSU Foundation](#)
- [FSU Research Foundation](#)

Forms for Billing Auxiliaries

- [Custom Billing Upload Template](#)
- [Pending Charge Template](#)
- [Customer Add/Update Form](#)
- [Internal Change Order Form](#)

AUXILIARY SERVICES CONTACT INFO

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