

OMNI - Auxiliary AR/Billing - Understanding Auxiliary AR/Billing Charges

How can I view, reconcile, and confirm a charge/invoice generated through the internal auxiliary billing process?

There are multiple ways to review your Auxiliary AR/Billing invoice/charge data. This document covers the following methods:

- Retrieve the PDF Invoice from OMNI
 - This method is used to find your invoice image. This invoice image cannot be manipulated or summed within the file, but is the exact image that was sent to the appropriate Budget Account manager at the time that the buying department was invoiced. It can be used as the backup for your monthly reconciliation.
- Use queries specific to Auxiliary AR/Billing with full invoice details
 - Queries specific to Auxiliary AR/Billing have been developed to help users answer questions related to internal billing with more specific detail than can be found in existing queries. Query use is covered in the Controller's Office Financial Reporting Tools course (BTFA02; training documentation located [here](#)), but details specific to Auxiliary AR/Billing are included within this guide.
- Use an existing voucher query
 - Users are accustomed to using query FSU_DPT_VCHR_WITH_PYMT_JRNL to review charge data. Query use is covered in the Controller's Office Financial Reporting Tools course (BTFA02; training documentation located [here](#)), but details specific to Auxiliary AR/Billing are included within this guide.
- Use the e-Reconciliation Workbook (for use during your monthly reconciliation process)
 - The automated Reconciliation Workbook includes links that direct users to the PDF of the invoice within OMNI. Use of the Reconciliation Workbook is covered in the Controller's Office General Ledger Reconciliation course (BTFA03; training documentation located [here](#)), but details specific to Auxiliary AR/Billing are included in this guide.
- Use the Expense Data Mining Report within Business Intelligence
 - This method uses an existing report within BI to help you identify charge data with specific criteria that you identify including date range, department ID, expense account, and other helpful criteria.

Retrieve the PDF Invoice from OMNI

This method is used to find your invoice image. This invoice image cannot be manipulated or summed within the file, but is the exact image that was sent to the appropriate Budget Account manager at the time that the buying department was invoiced. It can be used as the backup for your monthly reconciliation.

Note: ensure your pop-up blocker is disabled for OMNI Financials before beginning this process.

- 1) Navigate to <http://my.fsu.edu>. From the myFSU Portal screen, navigate to the OMNI Financials link. This is denoted by the **FI** icon found in the upper left of your screen.
- 2) From the OMNI Financials main page, navigate to: Main Menu > Billing > Review Billing Information > Details

- 3) On the search page, enter the following values:
 - i. Business Unit: AUX01 *** *important!*
 - ii. Invoice: enter invoice ID (or to return all invoices for a customer, simply type your customer ID)
 - iii. Bill Status: Invoiced Bill
 - iv. Customer: enter customer ID if invoice ID is not entered

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 ▼ AUX00001948 🔍

Bill Status: = ▼ Invoiced Bill ▼

Customer: begins with ▼ 🔍

Contract: begins with ▼

☐ Case Sensitive

Search

Clear

Basic Search



Save Search Criteria

- 4) Select "Search."
 - a. If more than one result is returned, select the desired invoice.
- 5) You will be brought to the bill's Header-Info 1 tab. Navigate to the "View Invoice Image" link on the right-hand side of the page and click the link.

Favorites ▾ Main Menu ▾ > Billing ▾ > Review Billing Information ▾ > Details

Header - Info 1 | Line - Info 1

Unit	AUX01	Invoice	AUX00001698	Invoice Amt	19.12 USD	KEY
Status	INV	Invoice Date	09/27/2016	Cycle ID	MONTHLY	
Type	AUX	Source	AUX007	Frequency	Once	
Customer	AUX1000001	SubCust1		SubCust2		
	President's Office					
Invoice Form	AUX_INV	From Date		To Date		
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	AUXOBS02	Billing Authority	AUXOBS02			
	OBS Postal Services		OBS Postal Services			

Go to: Header Info 2 Address Copy Address Notes

Summary Commit Cntrl


Bill Search Line Search

Header - Info 1

Return to Search Previous in List Next in List Notify Refresh

Header - Info 1 | Line - Info 1

- 6) The invoice image will appear in a new tab in your browser.
- If you experience issues, ensure your browser's pop-up blocker is disabled, and after verifying this, ensure your computer has the ability to view PDF invoices (check with your departmental IT staff).

 <p>FLORIDA STATE UNIVERSITY</p>	<p>Invoice No: AUX00001698 Invoice Date: 9/27/16 Page: 1 of 1</p>
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<p>Bill To: President's Office Susan Alexander Florida State University Tallahassee FL 32306 United States</p>	<p>Customer Id: AUX1000001 Payment Terms: NET_1 Purchase Order: 0001200906 Due Date: 9/28/16 AMOUNT DUE: 19.12 USD</p>
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Remit To:
 Florida State University
 Business Services
 Suite C-5500, University Center
 Tallahassee FL 32306-2533
 United States

Electronic/ACH Payments – Contact (850) 644-1824

For billing questions, please call (850) 644-0316.

OBS-Postal Services

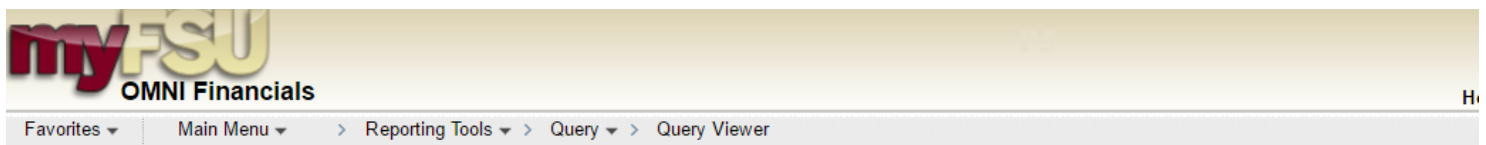
Line	Product	Activity Date	Description	Quantity	UOM	Unit Amt	Net Amount
1	1Z360E8 F013703 0015	08/31/2016	Address Correction Next Day Ai	1.0000	EA	11.7400	11.74
2	1Z360E8 F013703 0015	08/29/2016	Next Day Air Commercial	1.0000	EA	7.3800	7.38
Subtotal:						19.12	
Amount Due:						19.12	

Use queries specific to Auxiliary AR/Billing with full invoice details

Queries specific to Auxiliary AR/Billing have been developed to help users answer questions related to internal billing with more specific detail than can be found in existing queries. Query use is covered in the Controller's Office Financial Reporting Tools course (BTFA02; training documentation located [here](#)), but details specific to Auxiliary AR/Billing are included within this guide. —

To view queries, follow the below steps:

- 1) Navigate to <http://my.fsu.edu>. From the myFSU Portal screen, navigate to the OMNI Financials link. This is denoted by the **FI** icon found in the upper left of your screen.
- 2) From the OMNI Financials main page, navigate to:
 - a. Main Menu > Reporting Tools > Query > Query Viewer
 - b. In the search box, type in the name of the query you are searching for.
 - c. Select the query in the results and enter any prompts required to review results.



Query Viewer

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

*Search By begins with

[Advanced Search](#)

Search Results

*Folder View

Query									
Personalize Find View All First 1 of 1 Last									
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
FSU_DPT_AUX_INVOICE_REVIEW	Rvw AUX Invoice - Dpt Rvw	Public	AUXILIARY	HTML	Excel	XML	Schedule	Lookup References	Favorite

The query FSU_DPT_AUX_INVOICE_REVIEW shows billing details including date charges generated, billing area, contract number, charge description(s), amount, buying department, buying department PO information (including PO line charged), optional chartfields, budget manager, and project manager (if applicable).

- 1) Enter applicable information in the prompts, using % as wildcard when needed.
- 2) Review the results.

Use an existing voucher query

Users are accustomed to using query FSU_DPT_VCHR_WTIH_PYMT_JRNL to review charge data. Query use is covered in the Controller's Office Financial Reporting Tools course (BTFA02; training documentation located [here](#)), but details specific to Auxiliary AR/Billing are included within this guide.

To view queries, follow the below steps:

- 1) Navigate to <http://my.fsu.edu>. From the myFSU Portal screen, navigate to the OMNI Financials link. This is denoted by the **FI** icon found in the upper left of your screen.
- 2) From the OMNI Financials main page, navigate to:
 - a. Main Menu > Reporting Tools > Query > Query Viewer
 - b. In the search box, type in the name of the query you are searching for.
 - c. Select the query in the results and enter any prompts required to review results.

Navigation path: Favorites > Main Menu > Reporting Tools > Query > Query Viewer > Query Manager

Query Manager

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

[Find an Existing Query](#) | [Create New Query](#)

*Search By: Query Name (dropdown) begins with: FSU_DPT_GL_JOURNALS

Search Results

*Folder View: -- All Folders -- (dropdown)

*Action: -- Choose -- (dropdown)

Query	Personalize	Find	View All	First	1-6 of 6	Last																						
<table border="1"> <thead> <tr> <th>Select</th> <th>Query Name</th> <th>Descr</th> <th>Owner</th> <th>Folder</th> <th>Edit</th> <th>Run to HTML</th> <th>Run to Excel</th> <th>Run to XML</th> <th>Schedule</th> <th>Definitional References</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>FSU_DPT_GL_JOURNALS</td> <td>Journal by Date</td> <td>Public</td> <td>DEPARTMENT</td> <td>Edit</td> <td>HTML</td> <td>Excel</td> <td>XML</td> <td>Schedule</td> <td>Lookup References</td> </tr> </tbody> </table>	Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	<input type="checkbox"/>	FSU_DPT_GL_JOURNALS	Journal by Date	Public	DEPARTMENT	Edit	HTML	Excel	XML	Schedule	Lookup References						
Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References																		
<input type="checkbox"/>	FSU_DPT_GL_JOURNALS	Journal by Date	Public	DEPARTMENT	Edit	HTML	Excel	XML	Schedule	Lookup References																		

Example prompts are below. Note that AUX% or specific vendor ID can be used to narrow results.

FSU_DPT_VCHR_WITH_PYMT_JRNL

DeptID w wildcard %: 064%

Fund w wildcard %: %

Project w wildcard %: %

Account w wildcard %: %

From Vchr Acctg Date: 09/01/2016

To Vchr Acctg Date: 09/30/2016

Voucher w wildcard %: %

Vendor ID w %: AUX%

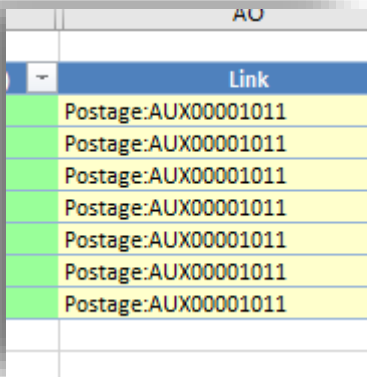
Business Unit: fsu01

Review the results. Auxiliary AR/Billing activity and associated journal ID's will be retrieved, along with other helpful information such as PO, account code, amount, vendor, invoice ID, etc. will be retrieved.

Use the e-Reconciliation Workbook

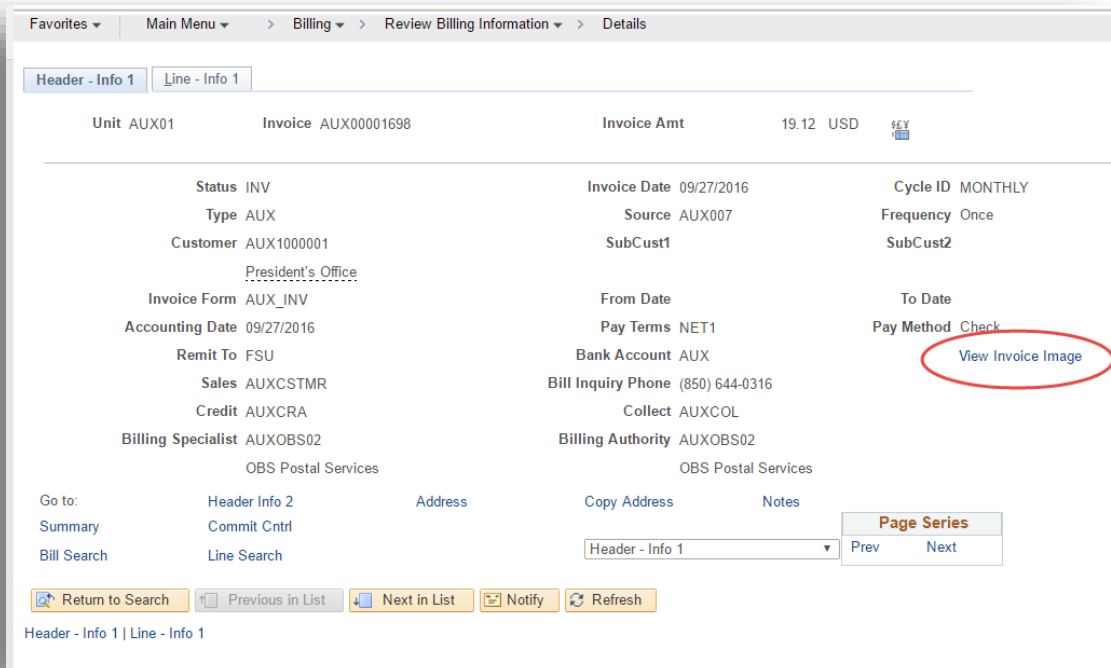
The automated Reconciliation Workbook includes links that direct users to the PDF of the invoice within OMNI. Use of the Reconciliation Workbook is covered in the Controller's Office General Ledger Reconciliation course (BTFA03; training documentation located [here](#)), but details specific to Auxiliary AR/Billing are included in this guide.

Once you have pasted your expense data into the workbook, Excel will automatically generate links to internal invoices within OMNI (Column AO):



Link
Postage:AUX00001011
Postage:AUX00001011
Postage:AUX00001011
Postage:AUX00001011
Postage:AUX00001011
Postage:AUX00001011
Postage:AUX00001011

Clicking on these links will launch OMNI Financials in your default browser; you may be asked to sign in. Once the bill screen has loaded, click on the "View Invoice Image" link to see a PDF copy of your invoice:



Favorites ▾ | Main Menu ▾ > Billing ▾ > Review Billing Information ▾ > Details
 Header - Info 1 | Line - Info 1

Unit AUX01	Invoice AUX00001698	Invoice Amt	19.12 USD	KEY
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Status INV	Invoice Date 09/27/2016	Cycle ID MONTHLY
Type AUX	Source AUX007	Frequency Once
Customer AUX1000001	SubCust1	SubCust2
President's Office		
Invoice Form AUX_INV	From Date	To Date
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 AUXOBS02	Billing Authority AUXOBS02	
OBS Postal Services	OBS Postal Services	

Go to: Header Info 2 | Address | Copy Address | Notes
 Summary | Commit Cntrl
 Bill Search | Line Search

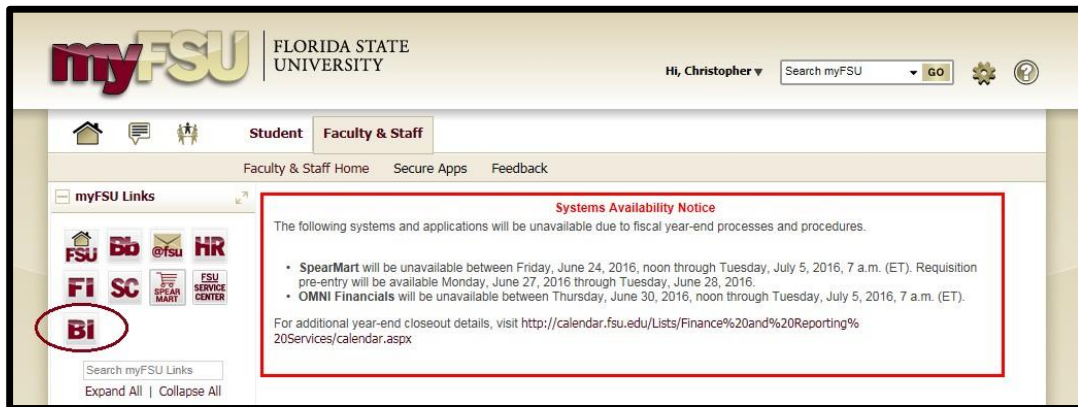
Return to Search | Previous in List | Next in List | Notify | Refresh

Header - Info 1 | Line - Info 1

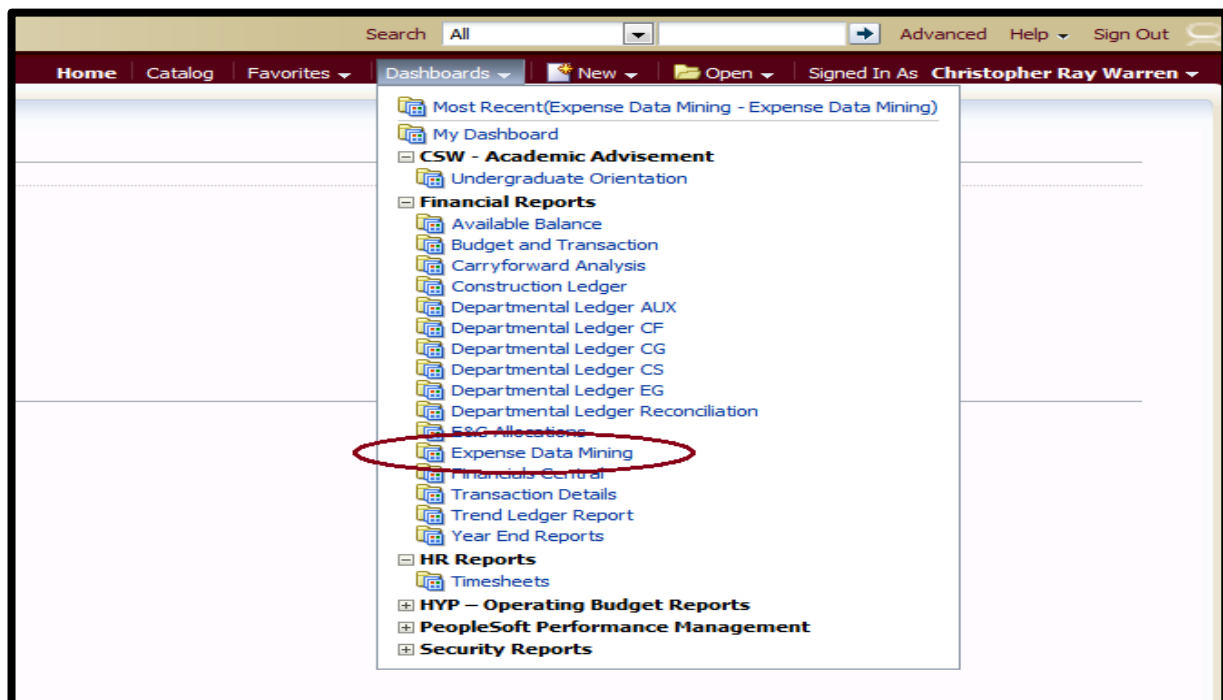
Use the Expense Data Mining Report within Business Intelligence

One of the simplest ways to confirm that a charge was generated through the internal billing process is to view your department's Expense Data Mining report found in Business Intelligence.

- 1.) From the myFSU Portal Screen, navigate to the Business Intelligence link. This is **BI** denoted by the icon found on the upper left hand side of your screen.



- 2.) From the Dashboards area select the Expense Data Mining link.



- 3.) On the Expense Data Mining report, input the appropriate budgetary information for the department

the charge will be placed on, as well as any other optional identifying chartfields that are related to the charge. Click the **Apply** button found at the bottom of the report page.

The screenshot shows the 'Expense Data Mining' interface. It has a top navigation bar with 'Home', 'Catalog', 'Favorites', and 'Dashboards'. The main area contains several filter sections, each with a dropdown menu for the relationship type (e.g., 'is equal to / is in') and a dropdown for the value (e.g., '--Select Value--'). The sections are: 'Cash Adv ID / ER ID / Vchr ID', 'T-Auth ID / PO', 'Cash Adv Ref / ER Ref / Invoice', 'SupplierID & Name', and 'EmplID & Name'. At the bottom, there are 'Apply' and 'Reset' buttons. The 'Apply' button is circled in red.

4.) After selecting **Apply** , the system will then present all of the expense transactions associated with the chartfield information populated on the previous page. The report will provide thorough information associated with every respective charge.

To review and confirm that a charge was generated through the internal billing process, one can look to the **Supplier ID & Name** field located in the **third column from the right**. If a charge was generated through the internal billing process, the **Supplier ID & Name field will have an ID reference that begins with a prefix of 'AUX'.**



Expense Data Mining

Time run: 6/22/2016 12:12:56 PM

FY	Acctg Per	DeptID	Dept Desc	Fund	Fund Desc	Project	Project Desc	CF1 Desc	CF2 Desc	CF3 Desc	BudRef	Account	Account Desc	Jrnl Date	Jrnl Id	Jrnl Ln	Jrnl Hdr Desc	Jrnl Hdr Ref	Jrnl Ln Desc	Jrnl Ln Ref	Data Source	Cash Adv ID/ER ID/Vchr ID	Doc Ln	Doc Dist Ln	T-Auth ID/PO	Cash Adv Ref/ER Ref/Invoice	SupplierID & Name	EmplID & Name	Amount
2016	12	004000	General Counsel	110	E&G General Revenue	-	-	-	-	-	-	741831	Rent Equipment Copier	6/16/2016	AP00250285	2	Accounts Payable	-	AP Accruals	-	AP	01022252	1	1	0001122429	AUX00000192	AUX00000002 - OBS Copy Program	---	43.11
2016	12	004000	General Counsel	110	E&G General Revenue	-	-	-	-	-	-	741831	Rent Equipment Copier	6/16/2016	AP00250285	2	Accounts Payable	-	AP Accruals	-	AP	01022252	2	1	0001122429	AUX00000192	AUX00000002 - OBS Copy Program	---	101.35
2016	12	004000	General Counsel	110	E&G General Revenue	-	-	-	-	-	-	741831	Rent Equipment Copier	6/16/2016	AP00250285	2	Accounts Payable	-	AP Accruals	-	AP	01022252	3	1	0001122429	AUX00000192	AUX00000002 - OBS Copy Program	---	7.76
2016	12	004000	General Counsel	110	E&G General Revenue	-	-	-	-	-	-	741831	Rent Equipment Copier	6/16/2016	AP00250285	2	Accounts Payable	-	AP Accruals	-	AP	01022252	4	1	0001122429	AUX00000192	AUX00000002 - OBS Copy Program	---	130.49
Grand Total																													282.71

[Refresh](#) - [Print](#) - [Export](#)