



OMNI AR/Billing: Handling Advance Prepayments

Detailed Business Process Guide – ABILL15

Unearned (deferred) revenue should be recorded when payments are requested and invoices made far in advance of the event taking place. This will require 2 steps: a prepayment invoice and a subsequent invoice that shows the payment as a credit and adjusts for the balance.

1. Prepayment Invoice (Half-Down Invoice)

Here is an example of creating the original prepayment invoice. This invoice will create accounting entries that will increase (debit) Accounts Receivable and increase (credit) Deferred Revenue.

Navigation: Main Menu > Billing > Maintain Bills > Standard Billing

1. Navigate to Main Menu > Billing > Maintain Bills > Standard Billing
2. Select "Add a New Value."
 - a. Business Unit: AUX01
 - b. Invoice ID: NEXT
 - c. Bill Type ID: AUX
 - d. Enter your auxiliary's Bill Source
 - e. Enter the Customer ID
 - f. Invoice Date & Accounting Date should be left blank
 - g. Select "Add."
3. Set up the defaults for the invoice.



Favorites ▾ Main Menu ▾ > Billing ▾ > Maintain Bills ▾ > Standard Billing

Header - Info 1 | Line - Info 1

Unit AUX01 Invoice AUX00006597 Pretax Amt 9,700.00 USD

Status NEW Invoice Date [] Cycle ID MONTHLY
 *Type AUX Source AUX187 *Frequency Once
 *Customer AUX1001258 SubCust1 SubCust2
 Tallahassee Ballet
 *Invoice Form AUX_INV From Date To Date
 Accounting Date [] Pay Terms 05MO Pay Method Check
 Remit To BOA Bank Account CHCK
 Sales AUXCSTMR Bill Inquiry Phone (850) 644-6572
 Credit AUXCRA Collector AUXCOL
 Billing Specialist AUX187 Billing Authority AUX187
 College of Music Performance Halls College of Music Performance Halls

Go to: Header Info 2 Address Copy Address
 Notes Express Entry
 Summary Bill Search Line Search Navigation Header - Info 1

Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

Callout: Select the payment terms that will make this invoice due when you need it to be due (will be +x months from the date invoiced)

4. Enter any header notes that apply to your business or any header notes that you would like to provide to your customer for this invoice

Favorites ▾ Main Menu ▾ > Billing ▾ > Maintain Bills ▾ > Standard Billing

Header - Info 1 | Line - Info 1 | Header - Note

Unit AUX01 Bill To AUX1001258 Pretax Amt 9,700.00 USD
 Invoice AUX00006597 Tallahassee Ballet

Customer Notes

Bill Header Notes Find | View All First 1 of 2 Last

Standard Note Flag Std Note MUSIC
 Internal Only Flag Note Type INVOICE

Note Text: Invoice Notes
 Thank you for doing business with the College of Music Performance Halls. For billing questions, please contact CM-Billing@fsu.edu.

Go to: Header Info 2 Address Copy Address
 Notes Express Entry
 Summary Bill Search Line Search Navigation Header - Note

Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1 | Header - Note

Callout: Add additional notes as needed when finished with the first header note.

Callout: This is a standard note example that might apply to an entire line of business.

5. Enter the line(s) data



Favorites ▾ | Main Menu ▾ > Billing ▾ > Maintain Bills ▾ > Standard Billing

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

Unit AUX01 Bill To AUX1001258 Pretax Amt 9,700.00 USD
 Invoice AUX00006597 Tallahassee Ballet Max Rows 100

Bill Line Find | View All First 1 of 2 Last

Seq 1 Line Net Extended 9,700.00
 Table Identifier Description Half Down Invoice

| | | | |
|-----------------|------------|-------------|----------------------|
| Quantity | 1.0000 | From Date | <input type="text"/> |
| Unit of Measure | EA | To Date | 03/18/2018 |
| Unit Price | 9,700.0000 | Line Type | REV |
| Gross Extended | 9,700.00 | Tax Code | <input type="text"/> |
| | | Exempt Cert | <input type="text"/> |

Accumulate Tax Exempt

| | |
|---------------------|----------|
| Less Discount | 0.00 |
| Plus Surcharge | 0.00 |
| Net Extended | 9,700.00 |
| VAT Amount | 0.00 |
| Tax Amount | 0.00 |
| Net Plus Tax | 9,700.00 |

Enter the date the revenue is earned here. This is the date of the event and will be about the same date that you invoice for the final amount.

Enter the unit price and 1 as the quantity. Always use EA as the unit of measure.

Go to: Line Info 2 Tax Accounting Discount/Surcharge
 Notes Express Entry **Page Series**
 Summary Bill Search Line Search Navigation Line - Info 1 Prev Next

Save Return to Search Notify Refresh Add Update/Display

6. Enter any header notes you might want to provide (Navigation Drop Down – Header – Note)



Favorites > Main Menu > Billing > Maintain Bills > Standard Billing

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

Unit AUX01 Bill To AUX1001258 Pretax Amt 9,700.00 USD
 Invoice AUX00006597 Tallahassee Ballet

Customer Notes
 Find | View All First 2 of 2 Last

Standard Note Flag Std Note
 Internal Only Flag Note Type CUSTNOTE

Note Text:
 RDCH 2018 Contract 044 Tallahassee Ballet Spring Performance.

Go to: Header Info 2 Address Copy Address
 Notes Express Entry
 Summary Bill Search Line Search Navigation Header - Note

Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1 | Header - Note

This header note is an additional note to help the customer understand the invoice.

7. Enter any line notes you might want to provide the customer (Navigation drop-down: Header – Note)

Favorites > Main Menu > Billing > Maintain Bills > Standard Billing

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

Unit AUX01 Bill To AUX1001258 Pretax Amt 9,700.00 USD
 Invoice AUX00006597 Tallahassee Ballet Max Rows 100

Bill Line Find | View All First 1 of 2 Last

Seq 1 Line Identifier Net Extended 9,700.00 Description Half Down Invoice

Bill Line Note Find | View All First 1 of 1 Last

Standard Note Flag Standard Note Code
 Internal Only Flag Note Type CUSTNOTE

Note Text:
 This half-down payment is for the Tallahassee Ballet's Spring Performance 2018 and is due 1 month prior to the event.

Go to: Line Info 2 Tax Accounting Discount/Surcharge
 Notes Express Entry
 Summary Bill Search Line Search Navigation Line - Note

Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1 | Line - Note



8. Enter the accounting information. (Navigation drop down – Acctg – Rev Distribution)
 - a. Because this is due so far in advance and you won't have earned the revenue until the event takes place, you need to enter a different account code.
 - b. Enter the **Department, Fund, and Account 389200**.
 - c. *Note: Distribution Codes may be set up to automate this for you, or you may enter the information manually.*

The screenshot shows the 'myFSU OMNI Financials' interface for 'STSTFI'. The breadcrumb trail is: Home > Worklist > Process Moni > Billing > Maintain Bills > Standard Billing. The current view is 'Acctg - Rev Distribution'.

Key information displayed includes:

- Unit: AUX01, Invoice: AUX00006597
- Bill To: AUX1001258, Tallahassee Ballet
- Pretax Amt: 9,700.00 USD
- Max Rows: 100

The 'Bill Line' section shows:

- Seq 1, Line Identifier, Net Extended 9,700.00, Description: Half Down Invoice
- BI Creates GL Acct Entries

The 'Bill Line Distribution - Revenue' table is shown with the following data:

| Code | Dept | Fund | Project | Bud Ref | ChartField 1 | ChartField 2 | ChartField 3 | Account | Alt Acct |
|-----------|--------|------|---------|---------|--------------|--------------|--------------|---------|----------|
| HALF-RDCH | 187024 | 320 | | | | | | 389200 | |

Summary statistics at the bottom of the table:

| | | | | | |
|---------|--------|--------|----------|----------------|----------|
| Percent | 100.00 | Amount | 9,700.00 | Gross Extended | 9,700.00 |
|---------|--------|--------|----------|----------------|----------|

Navigation and utility buttons include: Go to: Line Info 2, Tax, Accounting, Discount/Surcharge; Notes: Express Entry; Summary: Bill Search, Line Search; Navigation: Acctg - Rev Distribution; Page Series: Prev, Next; Save, Return to Search, Notify, Refresh, Add, Update/Display.

9. Set the bill to ready and invoice the bill as usual. The customer will pay the prepayment by the due date and the event will take place (or the good/service will be provided). The invoice will look like this:



| | |
|---|--|
| <p>Bill To: Tallahassee Ballet Jenny Levitt P.O. Box 772 Tallahassee FL 32302 United States</p> | <p>Customer Id: AUX1001258 Payment Terms: 05_MO Purchase Order: Due Date: 2/6/18 AMOUNT DUE: 9,700.00 USD</p> |
|---|--|

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) 644-6572.
 FSU Music Performance Halls

| Line | Product | Activity Date | Description | Quantity | UOM | Unit Amt | Net Amount |
|------|---------|---------------|-------------------|----------|-----|-----------|------------|
| 1 | | 03/18/2018 | Half Down Invoice | 1.0000 | EA | 9700.0000 | 9,700.00 |

This half-down payment is for the Tallahassee Ballet's Spring Performance 2018 and is due 1 month prior to the event.

| | |
|--------------------|----------|
| Subtotal: | 9,700.00 |
| Amount Due: | 9,700.00 |

Thank you for doing business with the College of Music Performance Halls. For billing questions, please contact CM-Billing@fsu.edu.
 Please include a copy of this invoice with payment. Thank you.
 RDCH 2018 Contract 044 Tallahassee Ballet Spring Performance.

2. Settlement Invoice (Post-Event Invoice)

Here we will use the adjust bill feature to create the accounting entries needed to reverse the liability (Deferred Revenue) and record the Revenue.

This usually takes place just after the event is completed / good/service is provided.

1. Locate the prepayment invoice number.
2. Select the "Adjust Selected Bill Lines" navigation and pull up the invoice.
3. Select "Adjust Selected Lines" and Line Option "Create Reversal & Rebill." Choose Adjustment Reason Default of "SETTLEMENT". Select the half-down line.



myFSU **OMNI Financials** **STSTFI** Home Worklist Process

Favorites Main Menu Billing Maintain Bills Adjust Selected Bill Lines

Adjust Selected Bill Lines

Unit AUX01 Bill To AUX1001258 Tallahassee Ballet
 Invoice AUX00006599 Invoice Amt 9,700.00 USD

Line Adjustment Parameters

No Bill Action
 Adjust Selected Lines
 Add to Existing Bill

Line Opt: **Create Reversal and Rebill** (dropdown)
 Adjustment Reason Default: **SETTLEMENT** (input)

Line Adjustment Results

*Adjustment: **NEXT** (input)
 Total Lines Adjusted: _____

Set Filter Options
 1 To 1 Of 1 Sort L (dropdown) [filters]

Select Bill Lines Personalize Find View All First 1 of 1 Last

| Select | Line | Seq | Identifier | Description | Gross Extended | Net Extended | Adjustment Reason |
|-------------------------------------|------|-----|------------|-------------|----------------|--------------|-------------------|
| <input checked="" type="checkbox"/> | 1 | 1 | | Half Down | 9,700.00 | 9,700.00 | (input) |

Select All Clear All

Save (circled) Return to Search Previous in List Next in List Notify Refresh

4. Save. Your new adjustment bill appears. Click on “Header Info 1” to navigate to the bill.



Favorites ▾ Main Menu ▾ > Billing ▾ > Maintain Bills ▾ > Adjust Selected Bill Lines

Adjust Selected Bill Lines

Unit AUX01 Bill To AUX1001258 Tallahassee Ballet
 Invoice AUX00006599 Invoice Amt 9,700.00 USD

Line Adjustment Parameters

No Bill Action
 Adjust Selected Lines
 Add to Existing Bill

Line Opt Create Reversal and Rebill ▾
 Adjustment Reason Default SETTLEMENT 🔍

Line Adjustment Results

*Adjustment AUX00006600 Header Info 1
 Total Lines Adjusted 1 Bill Line Info 1

Set Filter Options
 1 To 1 Of 1 Sort L 🔍

Select Bill Lines Personalize | Find | View All | First 1 of 1 Last

| Select | Line | Seq | Identifier | Description | Gross Extended | Net Extended | Adjustment Reason |
|-------------------------------------|------|-----|------------|-------------|----------------|--------------|-------------------|
| <input checked="" type="checkbox"/> | 1 | 1 | | Half Down | 9,700.00 | 9,700.00 | SETTLEMENT 🔍 |

Select All Clear All

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

Favorites ▾ Main Menu ▾ > Billing ▾ > Maintain Bills ▾ > Adjust Selected Bill Lines > Standard Billing

Header - Info 1 | Line - Info 1

This is your adjustment bill.

Unit AUX01 Invoice AUX00006600 Pretax Amt 0.00 USD

Status NEW 🔍
 *Type AUX 🔍
 *Customer AUX1001258 🔍 [View Activity](#)
 Tallahassee Ballet
 *Invoice Form AUX_INV 🔍
 Accounting Date 🔍
 Remit To BOA 🔍
 Sales AUXCSTMR 🔍
 Credit AUXCRA 🔍
 Billing Specialist AUX187 🔍
 College of Music Performance Halls

Invoice Date 🔍
 Source AUX187 🔍
 SubCust1
 From Date 🔍
 Pay Terms 05MO 🔍
 Bank Account CHCK 🔍
 Bill Inquiry Phone (850) 644-6572 🔍
 Collector AUXCOL 🔍
 Billing Authority AUX187 🔍
 College of Music Performance Halls

Cycle ID MONTHLY 🔍
 *Frequency Once ▾
 SubCust2
 To Date 🔍
 Pay Method Check ▾

Go to: Header Info 2 Address Copy Address
 Notes Express Entry
 Summary Bill Search Line Search

Navigation Header - Info 1 ▾ Page Series Prev Next

Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1



5. Review your lines. 1 line is reversing, and 1 line is rebilling. This allows us to account for any differences in the expected amount of the charge and the actual amount of the charge after the good/service is provided.
 - a. For example, the customer requests to prepay for 500 hours of equipment time, and paid for 500 hours of equipment time. However, the experiment only took 459 hours of equipment time. The adjustment would include an additional credit for 41 hours.
 - b. For example, the customer requests to prepay for 500 hours of equipment time, and paid for 500 hours of equipment time. However, the experiment took an extra 50 hours of equipment time. The adjustment would include an additional amount charged for the extra 50 hours.
6. For the rebill line (The positive number), adjust to show the entire amount for the charge and edit the description from “Half Down Payment” or “Prepayment” to something that actually describes the good/service

Favorites ▾ Main Menu ▾ > Billing ▾ > Maintain Bills ▾ > Adjust Selected Bill Lines > Standard Billing

Header - Info 1 | Line - Info 1

Unit AUX01 Bill To AUX1001258 Pretax Amt 9,136.75 USD
 Invoice AUX00006600 Tallahassee Ballet Max Rows 100

Bill Line Find | View All First 2 of 8 Last

| | | | | | |
|-----------------|-------------|-------------|------------|--|---------------------|
| Seq | 2 | Line | | Net Extended | 18,000.00 |
| Table | | Identifier | | Description | Ruby Diamond Rental |
| Quantity | 1.0000 | From Date | | | |
| Unit of Measure | EA | To Date | 03/18/2017 | | |
| Unit Price | 18,000.0000 | Line Type | REV | <input checked="" type="checkbox"/> Accumulate | |
| Gross Extended | 18,000.00 | Tax Code | | <input type="checkbox"/> Tax Exempt | |
| Less Discount | 0.00 | Exempt Cert | | | |
| Plus Surcharge | 0.00 | | | | |
| Net Extended | 18,000.00 | | | | |
| VAT Amount | 0.00 | | | | |
| Tax Amount | 0.00 | | | | |
| Net Plus Tax | 18,000.00 | | | | |

Go to: Line Info 2 Tax Accounting Discount/Surcharge

Notes Express Entry Page Series

Summary Bill Search Line Search Navigation Line - Info 1 Prev Next

Save Return to Search Notify Refresh Add Update/Display

Change the Description from "Half Down" to something that accurately describes the rental

Adjust the price to the full rental rate

7. For the rebill line, you need to edit the accounting information before moving forward. This way, you record the revenue selecting the normal revenue account code / distribution code.
 - a. Navigation Drop Down: “Acctg – Rev Distribution”
 - b. Enter the Department, Fund & Revenue Account Code (e.g. 623001)



Unit AUX01 Bill To AUX1001258 Pretax Amt 0.00 USD
Invoice AUX00006600 Tallahassee Ballet Max Rows 100

Bill Line Find | View All First 2 of 2 Last

| Seq | Line Identifier | Net Extended | Description |
|-----|-----------------|--------------|-------------|
| 2 | | 9,700.00 | Half Down |

BI Creates GL Acct Entries

Bill Line Distribution - Revenue Personalize | Find | View All | First 1 of 1 Last

| Code | Dept | Fund | Project | Bud Ref | ChartField 1 | ChartField 2 | ChartField 3 | Account | Percentage |
|------------|--------|------|---------|---------|--------------|--------------|--------------|---------|------------|
| RDCHRENT-I | 187024 | 320 | | | | | | 624060 | |

| Percent | Amount | Gross Extended |
|---------|----------|----------------|
| 100.00 | 9,700.00 | 9,700.00 |

Go to: Line Info 2 Tax Accounting Discount/Surcharge

Notes Express Entry

Summary Bill Search Line Search Navigation: Acctg - Rev Distribution

Page Series: Prev Next

Save Return to Search Notify Refresh Add Update/Display

8. You might also want to delete or edit any line notes so they don't keep showing up on the invoice after they've lost relevance.
 - a. Here, we are editing the line note for the prepayment to show that the payment was made and make it clear to the customer.
 - b. Navigation – Line – Note
 - c. Use the + or – signs to delete or add notes



Favorites ▾ Main Menu ▾ > Billing ▾ > Maintain Bills ▾ > Adjust Selected Bill Lines > Standard Billing

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

Unit AUX01 Bill To AUX1001258 Pretax Amt 9,136.75 USD
 Invoice AUX00006600 Tallahassee Ballet Max Rows 100

| Seq | Line Identifier | Net Extended | Description |
|-----|-----------------|--------------|-------------|
| 1 | | -9,700.00 | Half Down |

Bill Line Note: Find | View All First 1 of 1 Last

Standard Note Flag Standard Note Code []
 Internal Only Flag Note Type CUSTNOTE

Note Text: This half-down payment was for the Tallahassee Ballet's Spring Performance 2018 and was paid with check #4240 on 2/1/2018.

Go to: Line Info 2 Tax Accounting Discount/Surcharge
 Notes Express Entry

Summary Bill Search Line Search Navigation Line - Note

Page Series: Prev Next

Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1 | Line - Note

d. Here, I'm deleting the note because it doesn't apply any more.

Favorites ▾ Main Menu ▾ > Billing ▾ > Maintain Bills ▾ > Adjust Selected Bill Lines > Standard Billing

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

Unit AUX01 Bill To AUX1001258 Pretax Amt 9,136.75 USD
 Invoice AUX00006600 Tallahassee Ballet Max Rows 100

| Seq | Line Identifier | Net Extended | Description |
|-----|-----------------|--------------|---------------------|
| 2 | | 18,000.00 | Ruby Diamond Rental |

Bill Line Note: Find | View All First 1 of 1 Last

Standard Note Flag Standard Note Code []
 Internal Only Flag Note Type CUSTNOTE

Note Text: This half-down payment is for the Tallahassee Ballet's Spring Performance 2018 and is due 1 month prior to the event.

Go to: Line Info 2 Tax Accounting Discount/Surcharge
 Notes Express Entry

Summary Bill Search Line Search Navigation Line - Note

Page Series: Prev Next

Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1 | Line - Note

9. Then, add any new lines you need to completely settle the account. You will get a warning message. This is ok. Proceed as usual to complete accounting, PO information, notes, etc.



10. Review all information and ensure you've completed all tasks as required in the job aid for Credit/Rebill (Bill Adjustment) before proceeding.
 - a. *Note – bill header notes aren't retained, so ensure you add any bill header notes that you want to retain on the adjusting/settlement bill*
11. Set the bill to ready and invoice.
12. This is what your settlement bill will look like:



FLORIDA STATE UNIVERSITY

Invoice No: AUX00006600
Invoice Date: 3/18/18
Page: 1 of 2

Bill To:
Tallahassee Ballet
Jenny Levitt
P.O. Box 772
Tallahassee FL 32302
United States

Customer Id: AUX1001258
Payment Terms: 05_MO
Purchase Order:
Due Date: 8/18/18
AMOUNT DUE: 9,136.75 USD

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) 644-6572.

FSU Music Performance Halls

Original Invoice: AUX00006599 9/6/17

| Line | Product | Activity Date | Description | Quantity | UOM | Unit Amt | Net Amount |
|--|---------|---------------|------------------------|----------|-----|-----------------|------------|
| 1 | | 03/18/2017 | Half Down | -1.0000 | EA | 9700.0000 | -9,700.00 |
| This half-down payment was for the Tallahassee Ballet's Spring Performance 2018 and was paid with check #4240 on 2/1/2018. | | | | | | | |
| 2 | | 03/18/2017 | Ruby Diamond Rental | 1.0000 | EA | 18000.0000 0 | 18,000.00 |
| 3 | | 03/18/2018 | Event Manager | 4.5000 | EA | 40.0000 | 180.00 |
| 4 | | 03/18/2018 | AV Equipment Projector | 2.0000 | EA | 50.0000 | 100.00 |
| 5 | | 03/18/2018 | Technician | 1.0000 | EA | 25.0000 | 25.00 |
| 6 | | 03/18/2018 | House Manager | 5.2500 | EA | 35.0000 | 183.75 |



| | | | | | | |
|--------------------|----------------------------------|----------------------|---------|----|---------|-----------------|
| 7 | 03/18/2018 | Stage Crew & Ushers | 12.7000 | EA | 15.0000 | 190.50 |
| 8 | 7 ushers requested 03/18/2018 | Technical Specialist | 4.5000 | EA | 35.0000 | 157.50 |
| Subtotal: | | | | | | <u>9,136.75</u> |
| Amount Due: | | | | | | <u>9,136.75</u> |

Please include a copy of this invoice with payment. Thank you.
Thank you for doing business with the College of Music Performance Halls. For billing questions, please contact CM-Billing@fsu.edu.
RDCH2018 Contract044 Tallahassee Ballet Spring Performance