



# OMNI AR/Billing: Recurring & Installment Billing

## Detailed Business Process Guides – ABILL17

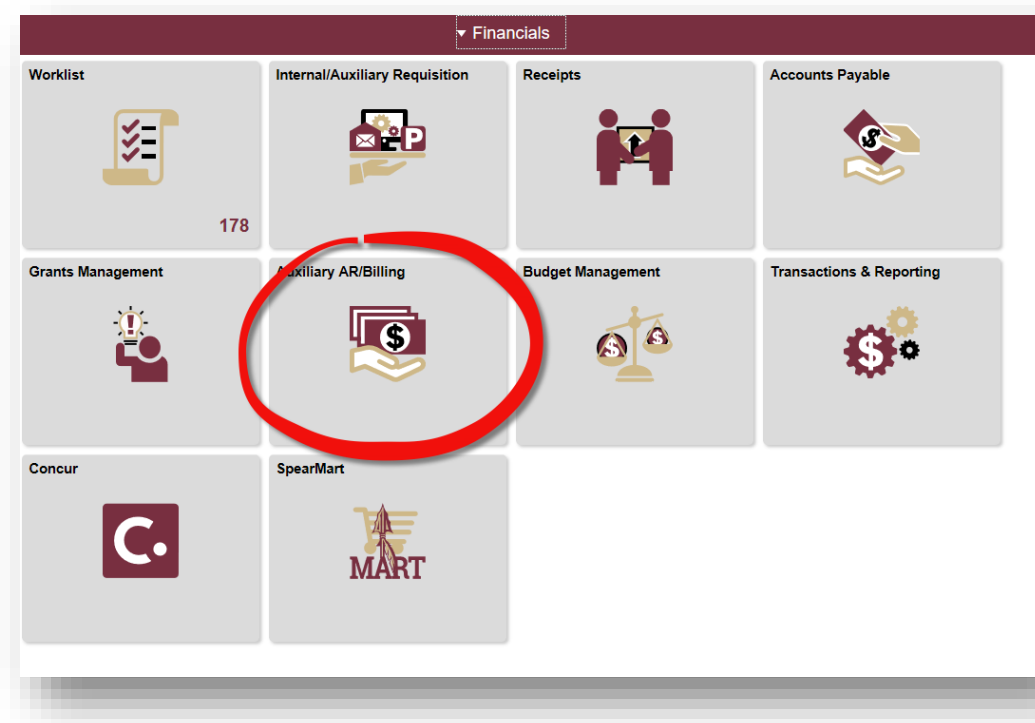
This document outlines how to enter recurring and installment bills. Recurring and installment bills allow you to reproduce bills and generate invoices by using a template. Recurring bills are used to replicate a bill monthly based on the template. This should be used when a customer will be charged an exact amount each month. As opposed to installment billing, which breaks down an amount and bills in segments. Installment segments can be setup with the total amount due divided equally, by percentage, or according to a custom design. Installment billing should be used when the amount will vary from month to month.

**IMPORTANT: Installment billing can only be used with external customers. The design functionality of OMNI Financials does not allow installment billing on an internal customer (department).**

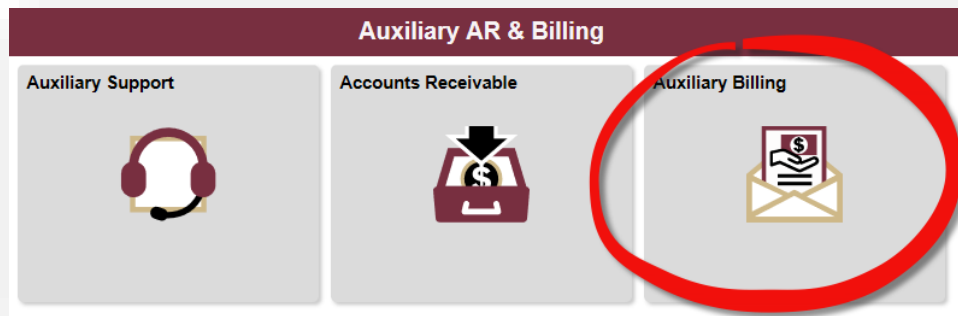
## Recurring Billing

### Creating a Recurring Bill Template

1. Navigate to the Auxiliary AR/Billing tile



2. Navigate to the Auxiliary Billing tile



3. Navigate to the Manual Bill Entry (Standard) page and enter billing data. For instructions regarding creating bills manually, see the business process guide for creating online standard bills ([ABILL2](#)).

**Manual Bill Entry (Standard)**

**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 =

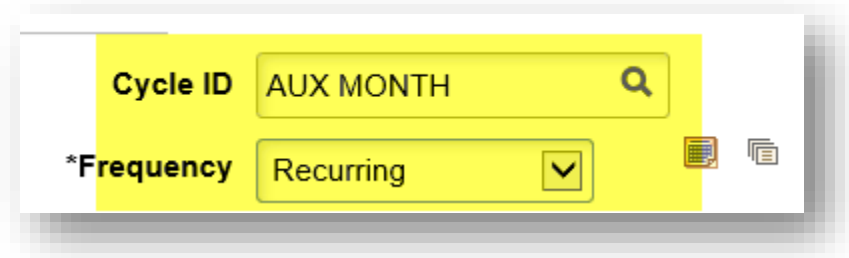
☐ Case Sensitive

**Search** **Clear** Basic Search

**Find an Existing Value** | **Add a New Value**



4. Once you have completed entering billing data, change the frequency of a bill in NEW status to Recurring and save. Also, please ensure the cycle id is set to **AUX MONTH**. Once the frequency is set, this bill becomes the template.



5. Setup up the recurring bill schedule
  - a. On the Header – Info 1 tab, click the recurring schedule link

**Auxiliary Billing** New Window

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

Unit: AUX01 Invoice: AUX00044002 Pretax Amt: 1,340.04 USD

Status: NEW Invoice Date: Cycle ID: AUX MONTH  
\*Type: AUX Source: AUX006 \*Frequency: Recurring  
\*Customer: AUX1000147 SubCust1: SubCust2:  
\*Invoice Form: Facilities Planning  
Accounting Date: From Date: To Date:  
Remit To: FSU Pay Terms: NET1 Pay Method: Check  
Sales: AUXCSTM Bank Account: AUX  
Credit: AUXCRA Bill Inquiry Phone: (850) 644-0316  
Billing Specialist: AUXOBS01 Collector: AUXCOL  
Billing Authority: AUXOBS01

Go to: Notes Header Info 2 Address Copy Address Attachments  
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

- i. Once there, select the dates for the recurring bill to run and then click to auto-generate button to populate the schedule. Please leave the invoice date blank, this will be generated during the invoicing process.  
*Please note that the alternative method is to create each bill manually on the schedule.*



< Auxiliary Billing Recurring Bill Schedules



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**Recurring Bill Schedules**

Business Unit AUX01      Template Invoice AUX00044002

Start Date 06/01/2018      ☐ Pre-Assign Invoice Numbers

End Date 05/30/2019      ☐ Use Header Dates For Lines

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Recurring Schedule 1-1 of 1 | View All

Generate Date	Invoice Date	Invoice	Inv Generated?	Date	
<input type="text"/>	<input type="text"/>	NEXT	N		<input type="button" value="+"/> <input type="button" value="-"/>
Bill Header From Date		<input type="text"/>	To Date	<input type="text"/>	

[Return to Bill Entry](#)

Recurring Schedule 1-2 of 12 | [View All](#)

Generate Date	Invoice Date	Invoice	Inv Generated?	Date	<input type="button" value="+"/> <input type="button" value="-"/>
06/10/2018	<input type="text"/>	NEXT	N		
Bill Header From Date		06/01/2018	To Date	06/30/2018	

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Generate Date	Invoice Date	Invoice	Inv Generated?	Date	<input type="button" value="+"/> <input type="button" value="-"/>
07/11/2018	<input type="text"/>	NEXT	N		
Bill Header From Date		07/01/2018	To Date	07/31/2018	

**\*Note\*** Please ensure that the "Use Header Dates for Lines" box is checked on the schedule.

< Auxiliary Billing Recurring Bill Schedules

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**Recurring Bill Schedules**

Business Unit AUX01      Template Invoice AUX00044002

Start Date 06/01/2018      ☐ Pre-Assign Invoice Numbers

End Date 05/30/2019      ☒ Use Header Dates For Lines



- ii. Once your schedule is set up and saved, you'll need to set the template bill to Ready status.

**Recurring Bill Schedules**

Business Unit: AUX01      Template Invoice: AUX00044002

Start Date: 06/01/2018      ☐ Pre-Assign Invoice Numbers

End Date: 05/30/2019      ☒ Use Header Dates For Lines

Recurring Schedule				
Generate Date	Invoice Date	Invoice	Inv Generated?	Date
06/10/2018		NEXT	N	
Bill Header From Date		06/01/2018	To Date	06/30/2018
07/11/2018		NEXT	N	
Bill Header From Date		07/01/2018	To Date	07/31/2018

[Return to Bill Entry](#)

**Standard Billing**

Header - Info 1      Line - Info 1

Unit: AUX01      Invoice: AUX00044002      Pretax Amt: 1,340.04 USD

Status: **RDY**      Invoice Date:      Cycle ID: AUX MONTH

\*Type: AUX      Source: AUX006      \*Frequency: Recurring

\*Customer: AUX1000147      SubCust1:      SubCust2:      [View Activity](#)

\*Invoice Form: Facilities Planning      From Date:      To Date:      [Facilities Planning](#)

Accounting Date:      Pay Terms: NET1      Pay Method: Check

Remit To: FSU      Bank Account: AUX      Bill Inquiry Phone: (850) 644-0316

Sales: AUXCSTMR      Collector: AUXCOL

Credit: AUXCRA      Billing Authority: AUXOBS01

Billing Specialist: AUXOBS01

Go to:      Address:      Copy Address:      Attachments:      **Page Series**

Notes:      Header Info 2      Express Entry      Navigation: Header - Info 1      Prev      Next

Summary      Bill Search      Line Search      Add      Update/Display

Save      Return to Search      Notify      Refresh

Header - Info 1      Line - Info 1



- iii. Save the template once in Ready status.

**IMPORTANT: Once the bill template is in ready status, bills will be automatically invoiced monthly during the bill cycle for the remainder of the schedule. If these bills require SRA approval, SRA will convert these bills (recurring generated bills not the template bill) to RDY once approved.**

- b. How do I know if a bill needs to be reviewed by SRA?
  - i. Review the PO information to see whether the PO is charging a sponsored project (begins with fund 5, includes project ID).

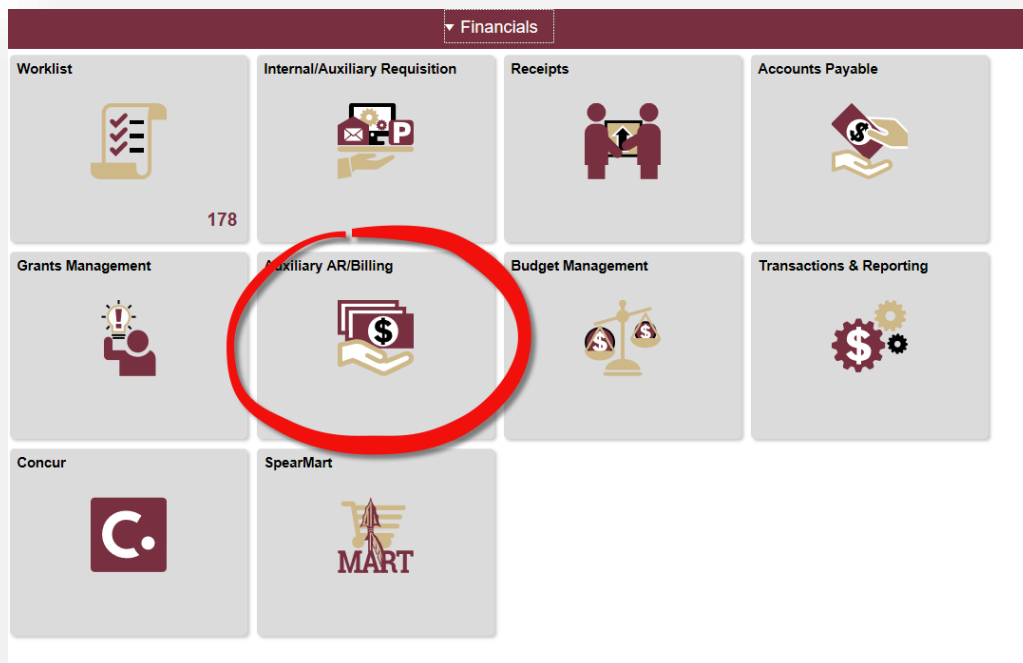


## Installment Billing

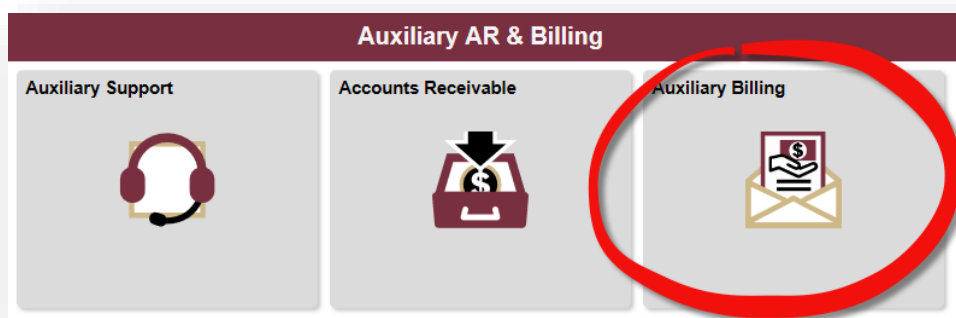
**IMPORTANT: Installment billing can only be used with external customers. The design functionality of OMNI Financials does not allow installment billing on an internal customer (department).**

### Creating an installment bill template

1. Navigate to the Auxiliary AR/Billing tile



2. Navigate to the Auxiliary Billing tile



3. Navigate to the Manual Bill Entry (Standard) page and enter billing data. For instructions regarding creating bills manually, see the business process guide for online standard bills ([ABILL2](#)).



**Auxiliary Billing**

**Manual Bill Entry (Standard)**

**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

**Search** **Clear** **Basic Search**

**Find an Existing Value** | **Add a New Value**

4. Once you have completed entering billing data, change the frequency of a bill in NEW status to Installment and save. Also, please ensure the cycle id is set to **AUX MONTH**. Once the frequency is set, this bill becomes the template.

**Cycle ID**

**\*Frequency**

5. Setup the installment bill schedule
  - a. On the Header – Info 1 tab, click the installment bill schedule link





**Recurring Bill Schedules** **Standard Billing**

Header - Info 1 | Line - Info 1

Unit: AUX01 Invoice: AUX00044002 Pretax Amt: 1,340.04 USD

Status: NEW Invoice Date: Cycle ID: AUX MONTH  
\*Type: AUX Source: AUX006 \*Frequency: Installment  
\*Customer: AUX1000147 SubCust1: SubCust2:  
Facilities Planning  
\*Invoice Form: AUX\_INV  
Accounting Date: From Date: To Date:  
Remit To: FSU Pay Terms: NET1 Pay Method: Check  
Sales: AUXCSTMR Bank Account: AUX  
Credit: AUXCRA Bill Inquiry Phone: (850) 644-0316  
Billing Specialist: AUXOBS01 Collector: AUXCOL  
Billing Authority: AUXOBS01

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

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

b. Once there, select the appropriate installment plan by clicking the magnifying glass.

**Header - Info 1** **Installment Bill Schedules**

Installment Bill Terms | Installment Bill Schedule

Business Unit: AUX01  
Installment Template Invoice: AUX00044002  
Pretax Invoice Amount: 1,340.04 USD  
\*Installment Plan: [ ]

Service Charge

\*Charge: None  
Identifier: [ ]

Return to Bill Entry

Save Return to Search Notify

Installment Bill Terms | Installment Bill Schedule



### Look Up Installment Plan

Help

SetID AUXSH

Installment Plan ID begins with

Description begins with

Search Clear Cancel

Basic Lookup

Search Results

View 100 1-1 of 1

Installment Plan ID	Description	Installment Plan Type
12MO EQUAL	12 Month Equal Installments	Equal

- c. Next, select the start date and generate the installment bill plan schedule.

< Header - Info 1

Installment Bill Schedules

Installment Bill Terms

Installment Bill Schedule

Business Unit AUX01

Installment Template Invoice AUX00044002

Pretax Invoice Amount 1,340.04

Installment Plan 12MO EQUAL

Start Date 07/01/2018

☐ Pre-Assign Invoice Numbers

USD

12 Month Equal Installments

Installment Billing Schedule

1-1 of 1

View All

Installment Billing Schedule

Installment Billing Schedule 2

Installment Billing Schedule 3

Number	Generate Date	Invoice	Installment Amount	Service Charge Amount		
		NEXT			+	-

Return to Bill Entry

Save

Return to Search

Notify

Installment Bill Terms | Installment Bill Schedule



**Installment Bill Schedules**

Installment Bill Terms | **Installment Bill Schedule**

Business Unit: AUX01  
Installment Template Invoice: AUX00044002  
Pretax Invoice Amount: 1,340.04  
Installment Plan: 12MO EQUAL  
Start Date: 07/01/2018  
USD  
12 Month Equal Installments  
☐ Pre-Assign Invoice Numbers

**Installment Billing Schedule**

1-5 of 12 | [View All](#)

Number	Generate Date	Invoice	Installment Amount	Service Charge Amount		
1	07/11/2018	NEXT	111.67		+	-
2	08/11/2018	NEXT	111.67		+	-
3	09/10/2018	NEXT	111.67		+	-
4	10/11/2018	NEXT	111.67		+	-
5	11/10/2018	NEXT	111.67		+	-

Return to Bill Entry

[Save](#) [Return to Search](#) [Notify](#)

Installment Bill Terms | Installment Bill Schedule

- i. To complete the setup of your installment bill plan schedule, click the Installment Billing Schedule 2 tab and populate the invoice date field for each installment bill.

**IMPORTANT:** For all internal and bills that will be invoiced during the bill cycle, the invoice date selected should match the scheduled invoice date of the current month's bill cycle. To locate the scheduled bill cycle invoice date, please utilize the current fiscal year's bill cycle calendar found [here](#) on the Controller's Office website.



Financials

Installment Bill Schedules

Installment Bill Terms

Installment Bill Schedule

Business Unit

AUX01

Installment Template Invoice

AUX00049829

Pretax Invoice Amount

100,000.00

USD

Installment Plan

HALF\_9

Half down 9 equal instalmnts

Start Date

05/01/2019

☐ Pre-Assign Invoice Numbers

Installment Billing Schedule

1-5 of 10

View All

Installment Billing Schedule

Installment Billing Schedule 2

Installment Billing Schedule 3

Number	Invoice Date	From Date	To Date	Accounting Date		
1	05/24/2019	05/01/2019	05/31/2019		+	-
2	06/24/2019	06/01/2019	06/30/2019		+	-
3	07/24/2019	07/01/2019	07/31/2019		+	-
4	08/24/2019	08/01/2019	08/31/2019		+	-
5	09/24/2019	09/01/2019	09/30/2019		+	-

Save

Return to Search

Previous in List

Next in List

Notify

Installment Bill Terms

Installment Bill Schedule

- ii. Once your schedule is set up and saved, you'll need to set the template bill to Ready status.



Installment Bill Schedule

Installment Bill Schedules

Installment Bill Terms

Installment Bill Schedule

Business Unit

AUX01

Installment Template Invoice

AUX00044002

Pretax Invoice Amount

1,340.04

USD

Installment Plan

12MO EQUAL

12 Month Equal Installments

Start Date

07/01/2018

☐ Pre-Assign Invoice Numbers

Installment Billing Schedule

1-5 of 12

View All

Installment Billing Schedule

Installment Billing Schedule 2

Installment Billing Schedule 3

11

Number	Generate Date	Invoice	Installment Amount	Service Charge Amount		
1	07/11/2018	NEXT	111.67		+	-
2	08/11/2018	NEXT	111.67		+	-
3	09/10/2018	NEXT	111.67		+	-
4	10/11/2018	NEXT	111.67		+	-
5	11/10/2018	NEXT	111.67		+	-

Return to Bill Entry

Save

Return to Search

Notify

Installment Bill Terms

Installment Bill Schedule

Installment Bill Terms

Standard Billing

Header - Info 1

Line - Info 1

Unit

AUX01

Invoice

AUX00044002

Pretax Amt

1,340.04

USD

Status

RDY

Invoice Date

Cycle ID

AUX MONTH

\*Type

AUX

Source

AUX006

\*Frequency

Installment

\*Customer

AUX1000147

SubCust1

SubCust2

Facilities Planning

\*Invoice Form

AUX\_INV

From Date

To Date

Accounting Date

Pay Terms

NET1

Pay Method

Check

Remit To

FSU

Bank Account

AUX

Sales

AUXCSTMTR

Bill Inquiry Phone

(850) 644-0316

Credit

AUXCRA

Collector

AUXCOL

Billing Specialist

AUXOBS01

Billing Authority

AUXOBS01

OBS Copy Program

OBS Copy Program

to to:

Header Info 2

Address

Copy Address

Notes

Express Entry

Attachments

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



- iii. Save the bill template, once in Ready status.

**IMPORTANT: Once the bill template is in ready status, bills will be automatically invoiced monthly during the bill cycle for the remainder of the schedule. If these bills require SRA approval, please ensure the generated installment bills (not the template) are left in NEW status. SRA will convert these bills to RDY once approved.**

- d. How do I know if a bill needs to be reviewed by SRA?
  - i. Review the PO information to see whether the PO is charging a sponsored project (begins with fund 5, includes project ID).

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*END*

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