

Auxiliary Billing

Certificate Series Information

Certificate Overview

The FSU Controller's Office sponsors the Auxiliary Billing Certificate. This series of courses provides a comprehensive overview of internal and external auxiliary billing processes in OMNI Financials for departments that provide or purchase goods and services. The certificate is designed for auxiliary purchase order requestors, auxiliary billers, budget managers, and other staff involved in financial transactions. Individuals who complete this certificate will be able to:

- Demonstrate knowledge of key internal billing processes
- Create internal auxiliary purchase orders
- Explain internal and external customer roles and billing workflows
- Locate and analyze invoice, payment, and receivables data
- Describe applicable billing procedures
- Demonstrate an understanding of accounts receivable, payment application, and collections practices

Required Courses

1. Mastering Auxiliary Billing Services, Course Number: BTMABO

This course targets users from selling auxiliaries who oversee auxiliary billing at FSU. Participants gain an understanding of auxiliary billing processes from the perspective of the selling department. This training is primarily intended for auxiliary billers, budget managers, and staff responsible for processing auxiliary billing-related functions.

The series is divided into 5 modules, each focusing on a different aspect of auxiliary billing:

1. Training Orientation
2. Auxiliary Customers
3. Internal Auxiliary Purchase Orders
4. Billing
5. Accounts Receivable & Collections

2. Understanding Internal Billing, Course Number: BTUIB1

This in-person course is designed for users from buying departments who order goods from internal auxiliaries or are new to OMNI Financials. It covers internal billing processes, creating internal purchase orders, researching invoices and payment data, and using queries and reports.

Completion Steps

To receive credit for this series:

1. [Register](#) for and complete the required courses. Please contact training@fsu.edu for training course registration questions.
2. Submit the certificate [completion form](#) to Training & Organizational Development.