

Auxiliary Billing

Certificate Series

Certificate Overview

This certificate series provides a comprehensive overview of internal and auxiliary billing processes in OMNI Financials for both buying and selling departments. It's designed for PO requestors, auxiliary billers, budget managers, and staff involved in financial transactions.

The completion certificate courses will help individuals:

- Demonstrate knowledge of key internal billing processes
- Create internal auxiliary purchase orders
- Identify the roles of customers in billing workflows
- Locate and analyze invoice and payment data
- Explain the billing process and procedures
- Demonstrate an understanding of accounts receivable and collections practices

Required Courses

Mastering Auxiliary Billing Series

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.

The series is divided into five 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

Modules are designed to be practical and hands-on, with opportunities for participants to practice running queries in OMNI Financials and work through various training scenarios.

This training is primarily intended for auxiliary billers, budget managers, and staff responsible for processing auxiliary billing-related functions.

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 invoice and payment data using queries and reports.



Indicates the course is delivered in-person or virtually through instructor-led sessions.



Indicates the course is delivered through a self-paced online format in Canvas.

Completion Steps

To receive credit for this series:

- **Register** for and complete the required courses
- Submit the certificate **completion form**
- For registration questions, contact training@fsu.edu