

Print and Finalize an Invoice

Created on 2/19/2013 4:34:00 PM

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Print and Finalize an Invoice



The **Finalize and Print Invoice** process produces a final Invoice that can be sent to the customer. Changes cannot be made to a bill that has been finalized.

Core-CT 9.1 is configured to create invoices in XML format. These invoices must be viewed from the **Report Manager**. They cannot be viewed from the **View Log/Trace page**.

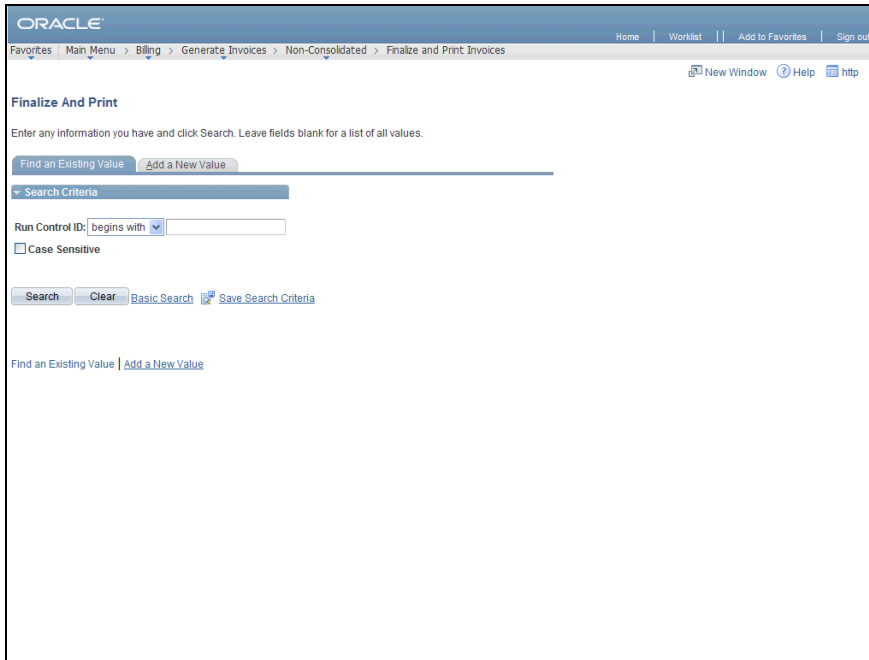
Core-CT 9.1 is also configured to send invoices as an attachment to customers who have a customer contact set up to receive invoices as email attachments. For more information on setting up customers for emailed invoices see the topic *Setting Up Customer Contacts for Email Invoices* in this section of the course.

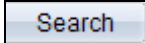
The invoice will be picked up by Core-CT 9.1 batch processes and will post as an Accounts Receivable Open Item.

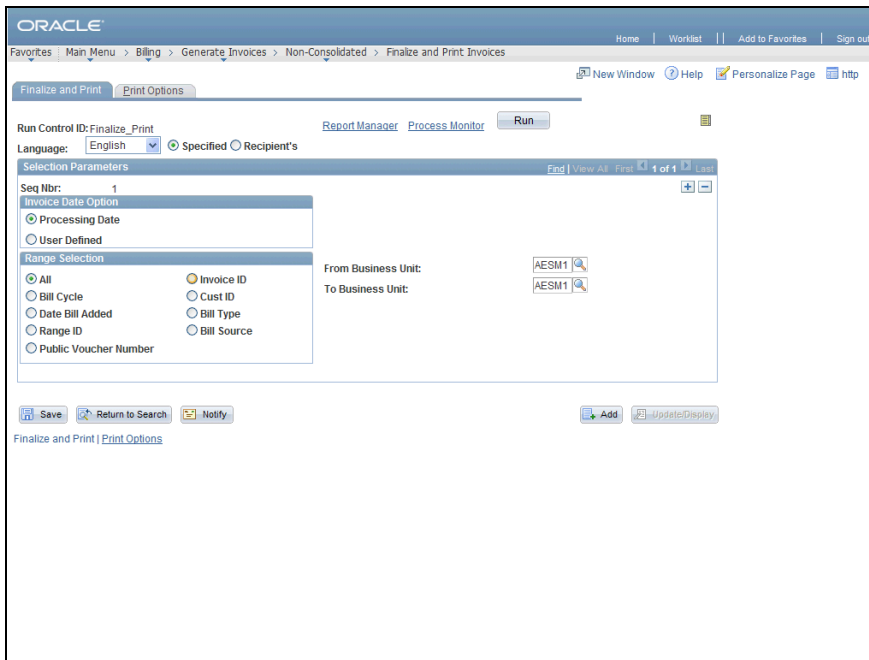
The Billing Processor must create or select a Run Control ID and set up appropriate parameters for the process.


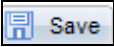

Procedure

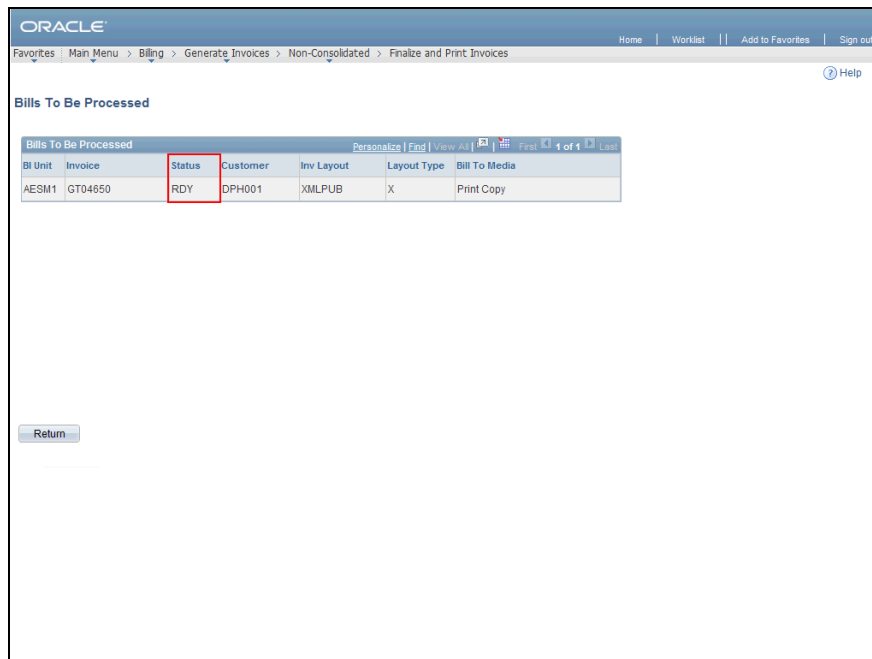
Navigation: Billing > Generate Invoices > Non-Consolidated > Finalize and Print Invoices

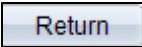


Step	Action
1.	Enter Finalize_Print into the Run Control ID field.
2.	Click the Search button. 



Step	Action
3.	Click the Invoice ID option. 
4.	Enter GT04650 into the From Invoice field.
5.	The To Invoice field will default to the From Invoice value upon clicking the Save button or clicking in the To Invoice field. Click the Save button. 
6.	Click the Bills To Be Processed button. 



Step	Action
7.	Invoices can be processed when the bill is in RDY Status . Click the Return button. 

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Finalize and Print Invoices

Finalize and Print | Print Options

Run Control ID: Finalize_Print | Report Manager | Process Monitor | Run

Language: English | Specified | Recipient's

Selection Parameters

Seq Nbr: 1

Invoice Date Option

Processing Date

User Defined

Range Selection

All

Bill Cycle

Date Bill Added

Range ID

Public Voucher Number

Invoice ID

Cust ID

Bill Type

Bill Source

From Business Unit: AESM1

To Business Unit: AESM1

From Invoice: GT04650

To Invoice: GT04650

Save | Return to Search | Notify | Add | Update/Display

Finalize and Print | Print Options

Step	Action
8.	Click the Run button.

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Finalize and Print Invoices

Process Scheduler Request


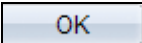
User ID: SamJames | Run Control ID: Finalize_Print

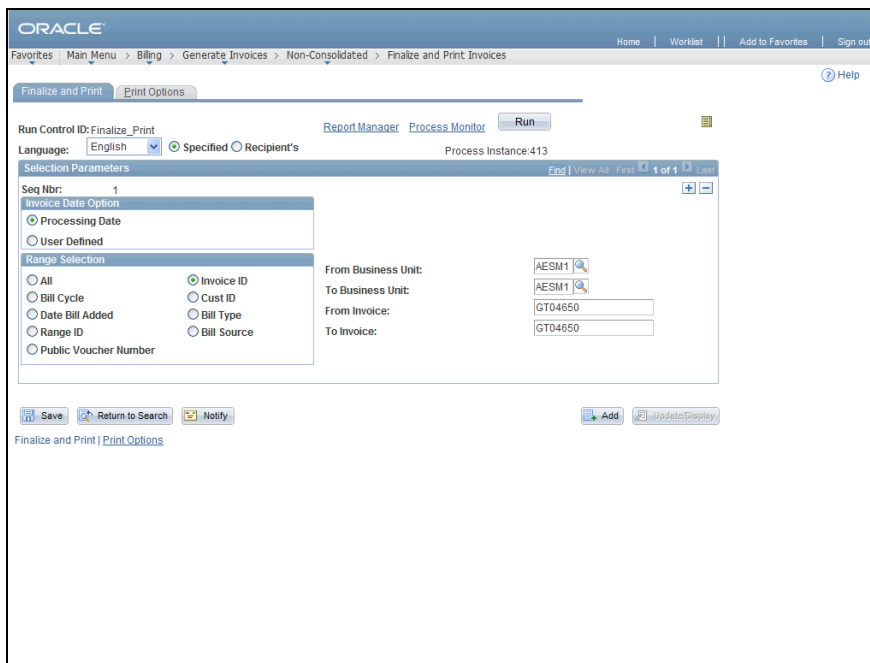
Server Name: [Dropdown] | Run Date: 11/08/2012 | Recurrence: [Dropdown] | Run Time: 1:37:17PM | Reset to Current Date/Time

Time Zone: [Dropdown]

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Pre-process & Finalization	BIIVC000	Application Engine	Web	TXT	Distribution
<input checked="" type="checkbox"/>	Finalize and Print	BIJOB01	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	XMLP - Summarize Invoice	BIXCLSUM	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	Invoice Extract Process	BL_IVCEXT	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	XML Publisher Invoice	BL_PRNXP01	BI Publisher	Web	PDF	Distribution

OK | Cancel

Step	Action
9.	The Finalize and Print process creates invoices in XML format and sends invoices as attachments to customers with customer contacts set up to receive invoices as an email attachment. See the UPK topic for <i>Setting Up Customers Contacts for Email Invoices</i> .
10.	Click the Finalize and Print option. 
11.	Click the OK button. 



ORACLE

Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Finalize and Print Invoices

Home | Worklist | Add to Favorites | Sign out

Finalize and Print | Print Options

Run Control ID: Finalize_Print | Report Manager | Process Monitor | Run

Language: English | Specified | Recipient's | Process Instance: 413

Selection Parameters

Seq Nbr: 1

Invoice Date Option

Processing Date

User Defined

Range Selection

All

Bill Cycle

Date Bill Added

Range ID

Public Voucher Number

Invoice ID

Cust ID

Bill Type

Bill Source

From Business Unit: AESM1


To Business Unit: AESM1

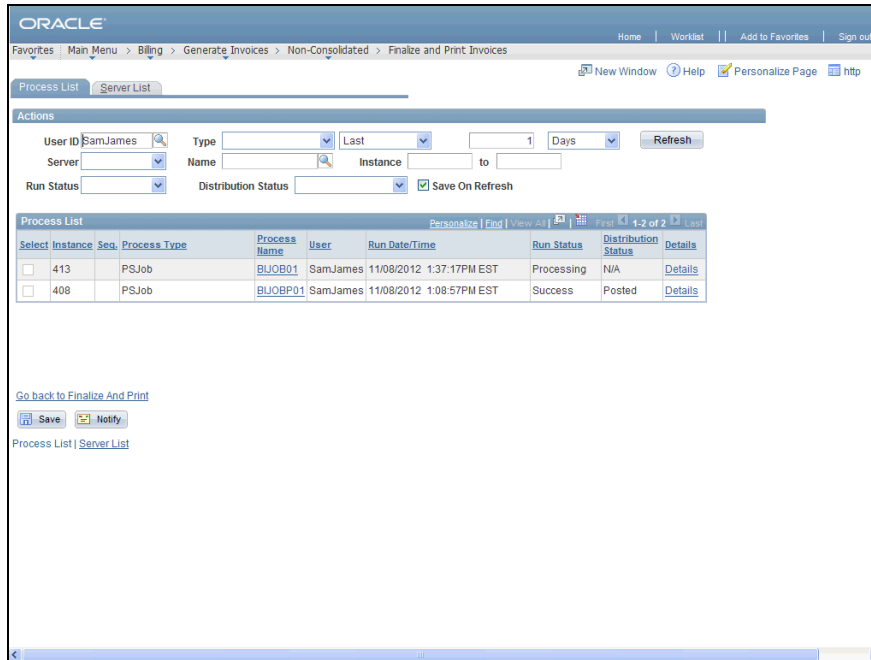
From Invoice: GT04650

To Invoice: GT04650

Save | Return to Search | Notify | Add | Update/Display

Finalize and Print | Print Options

Step	Action
12.	Click the Process Monitor link. 



Step	Action
13.	Click the Refresh button until there is a Run Status of Success and a Distribution Status of Posted. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px;">Refresh</div>
14.	The XML invoices created by the Finalize and Print process must be viewed from Report Manager . Click the Go back to Finalize And Print link. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px;">Go back to Finalize And Print</div>

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Finalize and Print Invoices

Finalize and Print | Print Options

Run Control ID: Finalize_Print | Report Manager | Process Monitor | Run

Language: English | Specified | Recipient's

Selection Parameters

Seq Nbr: 1

Invoice Date Option

Processing Date

User Defined

Range Selection

All

Bill Cycle

Date Bill Added

Range ID

Public Voucher Number

Invoice ID

Cust ID

Bill Type

Bill Source

From Business Unit: AESM1

To Business Unit: AESM1

From Invoice: GT04650

To Invoice: GT04650

Save | Return to Search | Notify | Add | Update/Display

Finalize and Print | Print Options

Step	Action
15.	Click the Report Manager link. Report Manager

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Finalize and Print Invoices

List | Explorer | Administration | Archives

View Reports For

Folder: | Instance: | to: | Refresh

Name: | Created On: | Last | 1 | Days

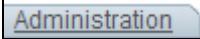
Reports

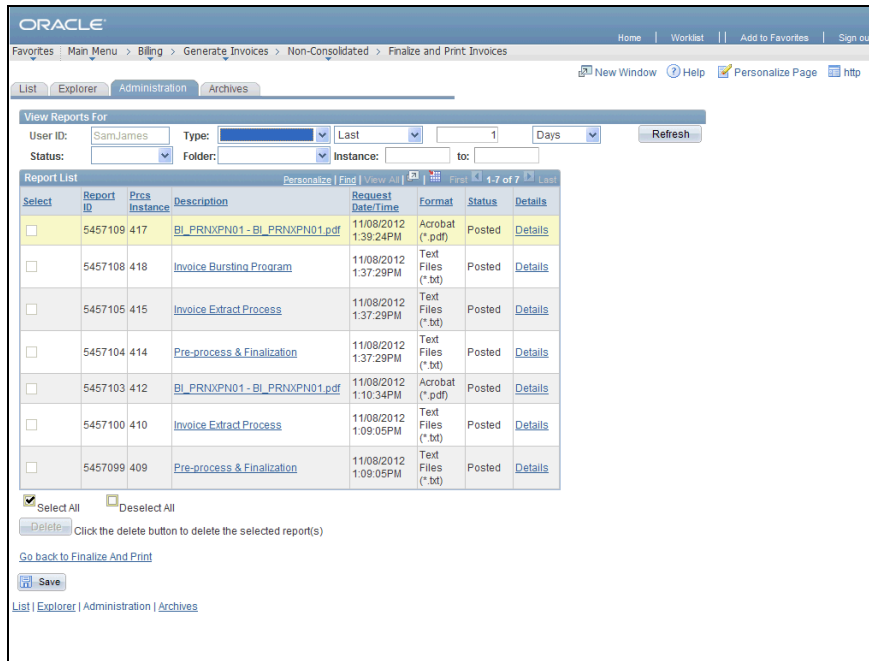
Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 BI_XMLPBURST	INVOICE BURSTING PROGRAM	General	11/08/12 1:40PM	5457108	418
2 BI_PRNXPN01 - BI_PRNXPN01.pdf	BI_PRNXPN01 - BI_PRNXPN01.PDF	General	11/08/12 1:39PM	5457109	417
3 BI_IVCEXT	INVOICE EXTRACT PROCESS	General	11/08/12 1:38PM	5457105	415
4 BIIVC000	PRE-PROCESS & FINALIZATION	General	11/08/12 1:38PM	5457104	414
5 BI_PRNXPN01 - BI_PRNXPN01.pdf	BI_PRNXPN01 - BI_PRNXPN01.PDF	General	11/08/12 1:10PM	5457103	412
6 BI_IVCEXT	INVOICE EXTRACT PROCESS	General	11/08/12 1:09PM	5457100	410
7 BIIVC000	PRE-PROCESS & FINALIZATION	General	11/08/12 1:09PM	5457099	409

Go back to Finalize And Print

Save

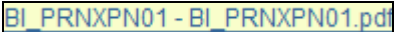
List | Explorer | Administration | Archives

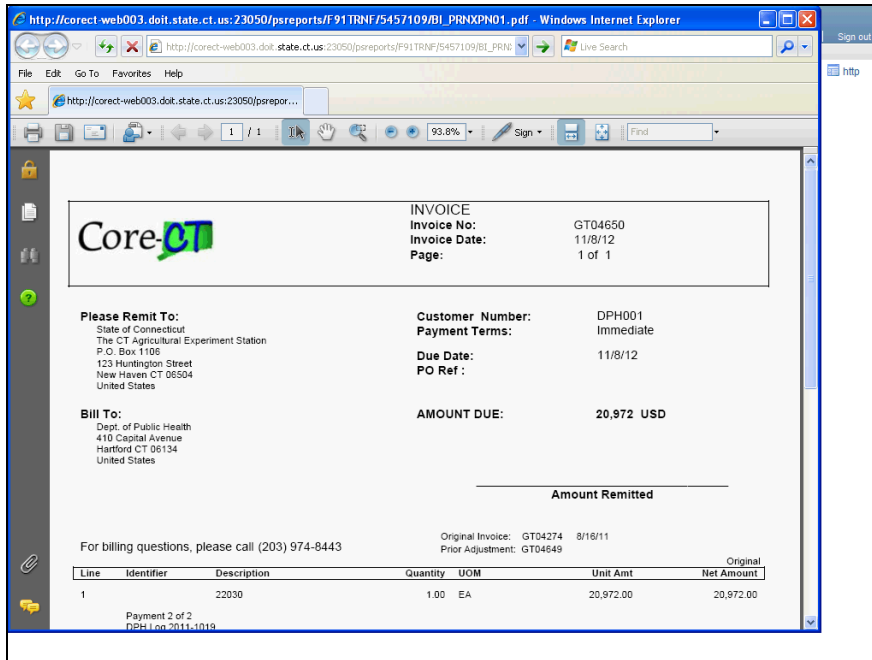
Step	Action
16.	Use the Administration Tab to view the Invoices. Click the Administration tab. 



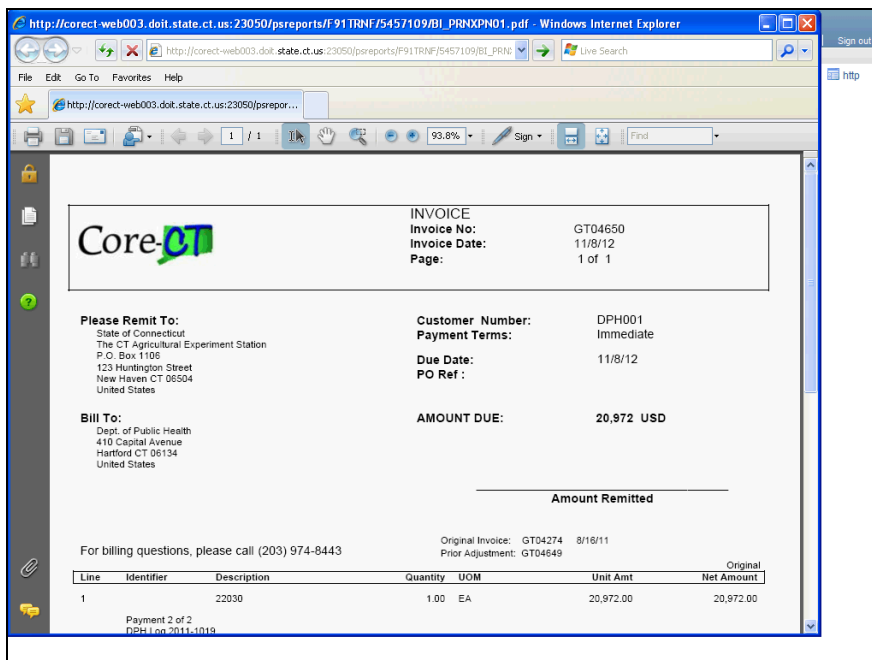
The screenshot shows the Oracle BI Administration console interface. At the top, there is a navigation bar with 'ORACLE' and 'Home | Worklist | Add to Favorites | Sign out'. Below that, a breadcrumb trail reads 'Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Finalize and Print Invoices'. There are also utility links for 'New Window', 'Help', 'Personalize Page', and 'http'. The main content area has tabs for 'List', 'Explorer', 'Administration', and 'Archives'. Under 'Administration', there is a 'View Reports For' section with filters for 'User ID: SamJames', 'Type', 'Last', and 'Days: 1'. Below this is a 'Report List' table with columns: Select, Report ID, Proc Instance, Description, Request Date/Time, Format, Status, and Details. The table contains 7 rows of report data. The first row is highlighted in yellow and contains the link 'BI_PRNXP01 - BI_PRNXP01.pdf'. Below the table are 'Select All' and 'Deselect All' checkboxes, a 'Delete' button, and a 'Save' button.

Select	Report ID	Proc Instance	Description	Request Date/Time	Format	Status	Details
<input checked="" type="checkbox"/>	5457109	417	BI_PRNXP01 - BI_PRNXP01.pdf	11/08/2012 1:39:24PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5457108	418	Invoice Bursting Program	11/08/2012 1:37:29PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	5457105	415	Invoice Extract Process	11/08/2012 1:37:29PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	5457104	414	Pre-process & Finalization	11/08/2012 1:37:29PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	5457103	412	BI_PRNXP01 - BI_PRNXP01.pdf	11/08/2012 1:10:34PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5457100	410	Invoice Extract Process	11/08/2012 1:09:05PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	5457099	409	Pre-process & Finalization	11/08/2012 1:09:05PM	Text Files (*.txt)	Posted	Details

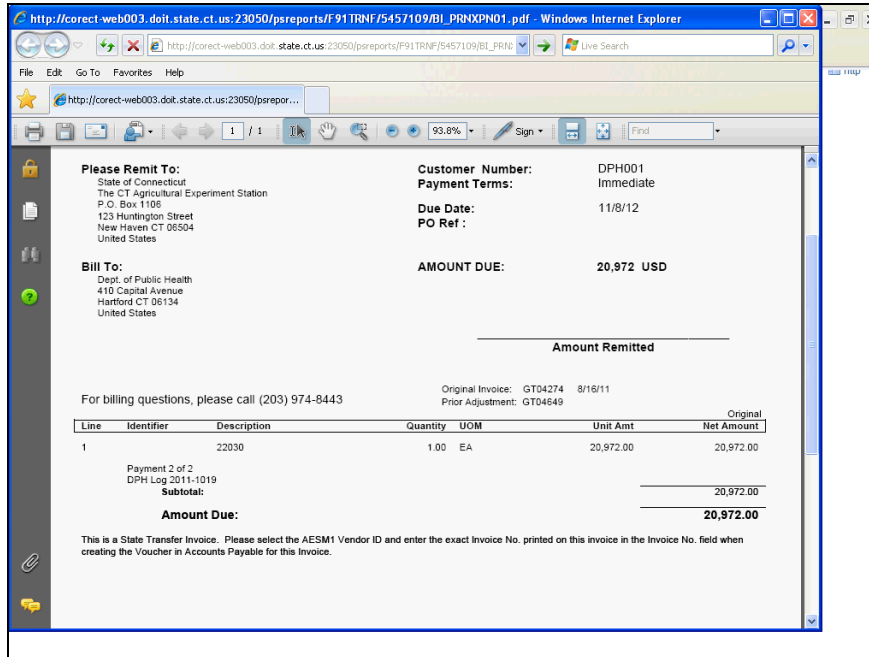
Step	Action
17.	Click the BI_PRNXP01 - BI_PRNXP01.pdf link. 




Step	Action
18.	<p>The finalized invoice displays in a new window.</p> <p>The finalized invoice can be printed and sent to the customer. Invoices for customers set up to receive invoices as email attachments will be automatically emailed to the customer. The Finalize and Print process produces pdfs of these invoices as well. They do not have to be manually sent to the customer via email or USPS.</p>



Step	Action
19.	Click the scrollbar.



Step	Action
20.	Click the Close button. 
21.	End of Procedure.