#### Print and Finalize an Invoice Created on 2/19/2013 4:34:00 PM

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### Print and Finalize an Invoice

## Core-

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

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Favorites    Main Menu -> Billing -> Generate Invoices -> Non-Consolidated -> Finalize and Print Invoices	Home Worklist   Add to Favorities   Sign out
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Finalize And Print	
Enter any information you have and click Search. Leave fields blank for a list of all values.	
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Step	Action
1.	Enter Finalize_Print into the Run Control ID field.
2.	Click the Search button.

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

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

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Return to Search Print   Print Options		La A65	UpdateDisplay	

Step	Action
8.	Click the <b>Run</b> button.

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yrites Main Menu > Biling > Generate Invok	ces > Non-Consol	idated > Finalize and Prin	t Invoices							
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K Cancel										

Step	Action
9.	The <b>Finalize and Print</b> 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 <b>Finalize and Print</b> option.
11.	Click the <b>OK</b> button.

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Step	Action
12.	Click the Process Monitor link. Process Monitor

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Step	Action
13.	Click the <b>Refresh</b> button until there is a <b>Run Status</b> of Success and a <b>Distribution</b> <b>Status</b> of Posted. Refresh
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.         Go back to Finalize And Print

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Step	Action
15.	Click the <b>Report Manager</b> link. Report Manager

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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		
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Step	Action
16.	Use the Administration Tab to view the Invoices.
	Click the <b>Administration</b> tab.

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	5457108	418	Invoice Bursting Program	11/08/2012 1:37:29PM	Text Files (*.txt)	Posted	<u>Details</u>			
	5457105	415	Invoice Extract Process	11/08/2012 1:37:29PM	Text Files (*.bt)	Posted	<u>Details</u>			
	5457104	414	Pre-process & Finalization	11/08/2012 1:37:29PM	Text Files (*.txt)	Posted	<u>Details</u>			
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	5457100	410	Invoice Extract Process	11/08/2012 1:09:05PM	Text Files (*.txt)	Posted	<u>Details</u>			
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Step	Action
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Step	Action
18.	The finalized invoice displays in a new window. 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.

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Step	Action
19.	Click the scrollbar.



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