Rendering an Invoice from the Billing Pages
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Rendering an Invoice from the Billing Pages

In Core-CT 9.1 users can render an invoice for bills with an INV status directly from the billing pages by clicking the **View Invoice Image** link. This link is available on newly created invoices, not on historical invoices.

Core-CT will render the invoice directly. The invoice will display in a new window.

This feature can be used as a substitute for the **Reprint Invoices** process when a copy of a specific invoice is required. This feature will render an exact copy of the original invoice.
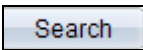
The **View Invoice Image** link appears on the **Header Info 1** and the **Summary** pages.

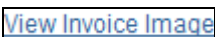In this example a user views an invoice on the **Header Info 1** page.
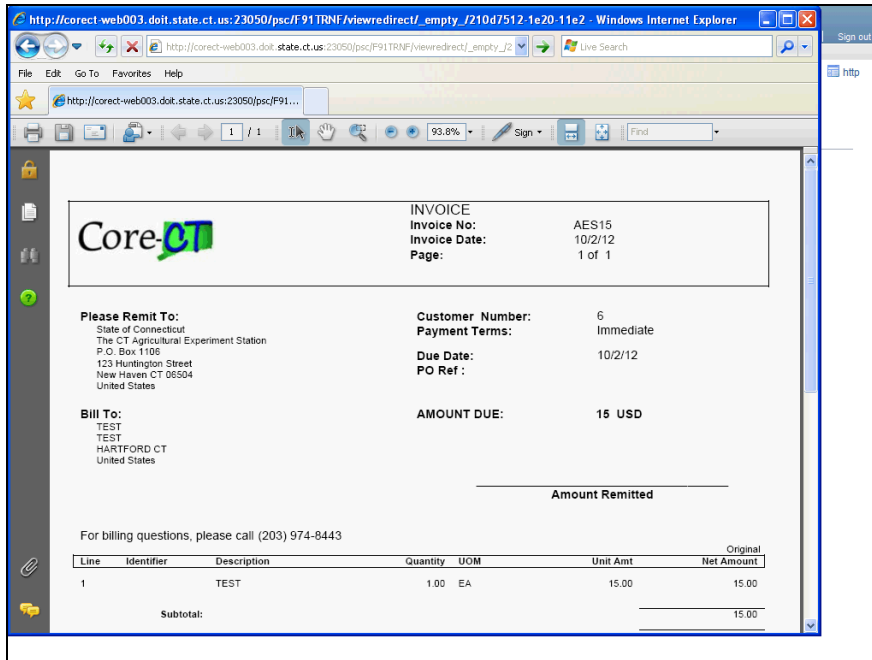
Procedure

Navigation: Billing > Review Billing Information > Details
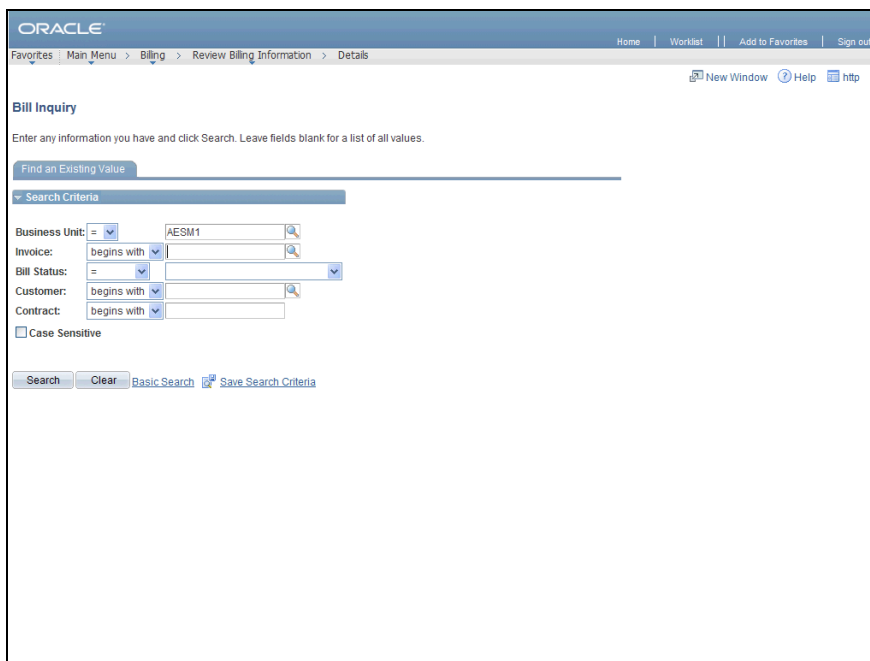
Step	Action
1.	Use the **Bill Inquiry Find an Existing Value** page to locate the invoice to render. The **Business Unit** field may default based on User ID. It is a required field. Enter **AES15** into the **Invoice** field.
2.	Click the **Search** button. Search
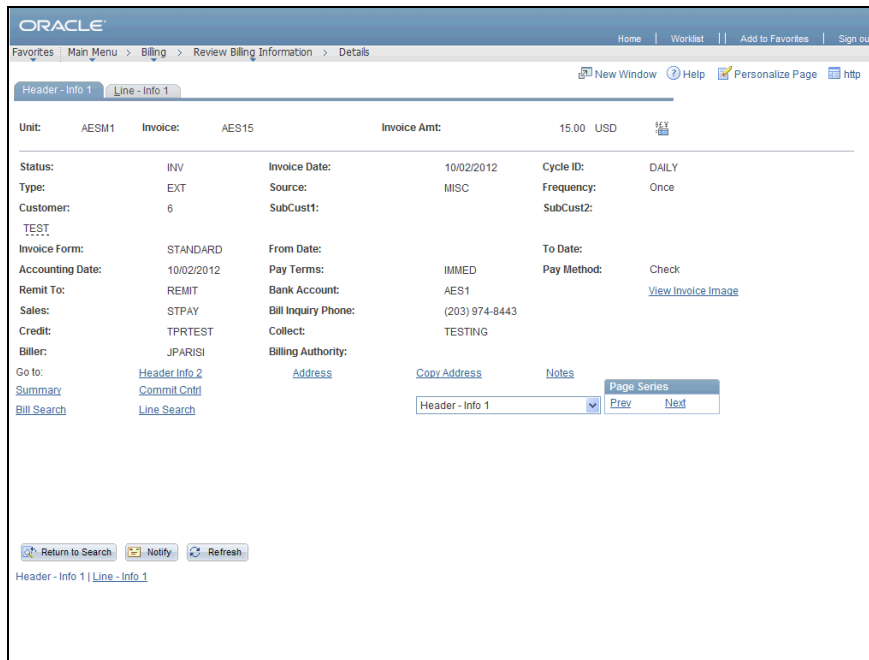
Step	Action
3.	Click the **View Invoice Image** link. View Invoice Image

Step	Action
4.	The Invoice displays in a new window.
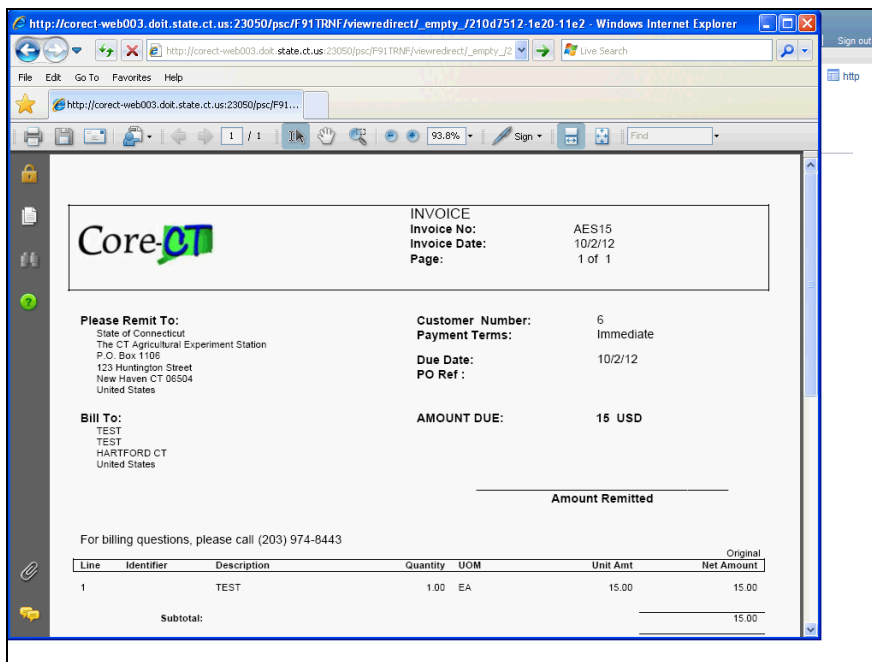
Step	Action
5.	Click the **Close** button.

Step	Action
6.	**End of Procedure.**