Rendering an Invoice from the Billing Pages Created on 2/19/2013 4:47:00 PM

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Rendering an Invoice from the Billing Pages

Core-

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

ORACLE	Home	Worklist	Add to Favorit	83	Sign out
Favorites Main Menu > Billing > Review Billing Information > Details		_	0		-
		문의 New /	Vindow 🕐 H	ielp 🛛	🔳 http
Bill Inquiry					
Enter any information you have and click Search. Leave fields blank for a list of all values.					
Find an Existing Value	_				
✓ Search Criteria					
Business Unit: = V AESM1					
Invoice: begins with 💌					
Bill Status: = V					
Customer: begins with 🔽					
Contract: begins with					
Case Sensitive					
Search Clear Basic Search Citeria					

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 Aboro into the involce neid.
2.	Click the Search button.

ORACLE					1	
Favorites Main Menu	> Billing > Review Billing	Information > Details		Ноп	ne Worklist	Add to Favorites Sign out
• •	¥* \$			r New Wir	ndow 🕧 Help	Personalize Page 📰 http
Header - Info 1	ne - Info 1			2		
Unit: AESM1	Invoice: AES15		Invoice Amt:	15.00 USD	SE Y	
Status:	INV	Invoice Date:	10/02/2012	Cycle ID:	DAILY	
Туре:	EXT	Source:	MISC	Frequency:	Once	
Customer:	6	SubCust1:		SubCust2:		
TEST						
Invoice Form:	STANDARD	From Date:		To Date:		
Accounting Date:	10/02/2012	Pay Terms:	IMMED	Pay Method:	Check	
Remit To:	REMIT	Bank Account:	AES1		View Invoice	mage
Sales:	STPAY	Bill Inquiry Phone:	(203) 974-8443			
Credit:	TPRTEST	Collect:	TESTING			
Biller:	JPARISI	Billing Authority:				
Go to:	Header Info 2	Address	Copy Address	Notes		_
Summary	Commit Cntrl			Page	Series	
Bill Search	Line Search		Header - Info 1	✓ Prev	Next	
Return to Search	🖹 Notify 🤶 Refresh					
Header - Info 1 Line - Ir	nfo 1					

Step	Action
3.	Click the View Invoice Image link.
	View Invoice Image

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D 69	Co	ore- <mark>C</mark>	p		INVOI Invoice Invoice Page:	CE No: Date:	AES15 10/2/12 1 of 1		
•	Please Stat The P.O. 123 New Unit	e Remit To: e of Connecticut CT Agricultural Ex. Box 1106 Huntington Street Haven CT 06504 ed States	periment Station		Custo Paym Due D PO Re	omer Number: ent Terms: Date: ef :	6 Immediate 10/2/12		
	Bill To TES TES HAF Unit	o: T T TFORD CT ed States			AMOU	JNT DUE:	15 USD		
							Amount Remitted	-	
	For bil	ling questions,	please call (203) 974	-8443					
<i>n</i>	Line	Identifier	Description		Quantity	UOM	Unit Amt Net	Original Amount	
	1		TEST		1.00	EA	15.00	15.00	
1		Subtota	al:					15.00	

Step	Action
4.	The Invoice displays in a new window.



Step	Action
5.	Click the Close button.

Step	Action
6.	
	End of Procedure.