Reprint an Invoice Created on 2/19/2013 4:44:00 PM

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Reprint an Invoice

Core-

The **Reprint Invoice** process produces a copy of the original invoice that can be re-sent to the customer, kept on file for record, etc. Only bills that have been finalized through the **Finalize and Print Invoice** process can be reprinted through the **Reprint Invoice** process. These bills have a status of INV.

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

The **Reprint Invoices** process is configured to reprint versions of invoices. This process can resend an invoice as an email attachment to customers who are set up to receive invoices as email attachments.

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 > Reprint Invoices

ORACLE	Home Worklist Add to Favorites Sign out
Favorites Main Menu > Billing > Generate Invoices > Non-Consolidated > Reprint Invoices	Home vvorklist Add to Favorites Sign out
	🖉 New Window 🕜 Help 🔲 http
Reprint Invoices	
Enter any information you have and click Search. Leave fields blank for a list of all values.	
Find an Existing Value	
← Search Criteria	
Run Control ID: begins with 💌	
Case Sensitive	
Search Clear Basic Search 🖓 Save Search Criteria	
Find an Existing Value <u>Add a New Value</u>	

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

ORACLE		Home Worklist Add to Favorites Sign out
Favorites Main Menu > Biling > Generate Invoices > Non-	Consolidated > Reprint Invoices	
Reprint Invoices Print Options		🖉 New Window 🕜 Help Personalize Page 📰 http
Run Control ID: Reprint Language: English V © Specified © Recipient's Selection Parameters	Report Manager Process Monitor	Run Find View AS First C 1 of 1 C (as)
Seq Nbr: 1 Include Attached Bills Include Open Items Only	_	
Range Selection © All Invoice ID © Bill Cycle Cust ID © Date Bill Added Bill Type © Range ID Bill Source © Public Voucher Number	From Business Unit: To Business Unit: From Due Date: To Due Date: From Invoice Date: To Invoice Date:	AESM1 (%), AESM1 (%), (8) (8) (9) (9)
Save Return to Search Notify Reprint Invoices Print Options Print Options		Add EndpattsDisplay

Step	Action
3.	Click the Invoice ID option.
4.	Enter GT04476 into the From Invoice field.
5.	The To Invoice value 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.

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Favorit	es	Main Menu > Biling	> Genera	ite Invoices > N	on-Consolidated >	Reprint Invoid	ces					
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Bills	То	Be Processed										
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	_	Invoice	Status	Customer	Inv Layout		Bill To Media	3				
		GT04476	INV	DAG001	XMLPUB	x	Print Copy					
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Step	Action
7.	Invoices can only be reprinted when a bill has been invoiced.
	Click the Return button.

ORACLE Favorites Man Menu > Biling > Generate Invoices > Non-Co Reprint Invoices Print Options	onsolidated > Reprint Invoices	Home Worklist	Add to Favorites Sign out (7) Help
Run Control ID: Reprint Language: English 🖌 Specified 🔿 Recipient's	Report Manager Process Monitor	Run	
Selection Parameters Seq Ibbr: 1 Include Attached Bills Include Open Items Only		End View All First 🛛 1 of 1 🖸 Last	
Range Selection All Invoice ID Bill Cycle Cust ID Date Bill Added Bill Type Range ID Bill Source Public Voucher Number	From Business Unit: To Business Unit: From Invoice: To Invoice: From Due Date: To Due Date: From Invoice Date: To Invoice Date:	AESM1 (2) GT04476 GT04476 (B) (B) (B) (B) (B) (B) (B) (B) (B)	
Save Return to Search P Notify Reprint Invoices Print Options		E. Ada	

Step	Action
8.	Click the Run button.
	Run

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Brook	ss Scheduler Request								
FICE	ss Scheduler Request								
	User ID: SamJames		Run Control ID:	Reprint					
	Server Name: 🔽	Run Date: 11/0	08/2012						
	Recurrence:	Run Time: 2:00		Reset to Current Date/Ti	ime				
	Time Zone:								
Proc	ess List								
	t Description	Process Name	Process Type	*Type *Format	Distribution				
V	Billing Reprint Processes	BIJOB19	PSJob	(None) 🗸 (None)	✓ Distribution				
0	K Cancel								

Step	Action
9.	The selection for Reprint Invoice Processes will default. This process will generate an XML version of the invoices. These must be viewed from Report Manager . This process will not resend an invoice to a customer that is set up to receive invoices as email attachments. If necessary, the Billing Processor can manually email a reprinted invoice to these customers. Click the OK button.

ORACLE		н	ome Worklist	Add to Favorites Sign ou
Favorites Main Menu > Billing > Generate Invoices > Non-G	Consolidated > Reprint Invoices			
Reprint Involces Print Options Run Control ID: Reprint	Report Manager Process Monitor	Run Instance:419 End Vew All Fi	rst 🚺 1 of 1 🕑 Lass 🛊 🖃	() Help
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Step	Action
10.	Click the Process Monitor link. Process Monitor

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	Server		~	Name		in 🔍	istance		to				
Run	Status		*	Distribu	ition Status		~	Save On	Refresh				
Proce	ss List							Personaliz	e <u>Find</u> Vie	w Al 🗖	First K 1-3	of 3 🖸 Last	
Select	Instance	Seq.	Process Type	2	Process Name	<u>User</u>	Run Date/Ti	me		Run Status	Distribution Status	<u>Details</u>	
	419		PSJob		BIJOB19	SamJames	11/08/2012	2:00:48PI	I EST	Queued	N/A	Details	
	413		PSJob		BIJOB01	SamJames	11/08/2012	1:37:17PI	I EST	Success	Posted	Details	
	408		PSJob		BIJOBP01	SamJames	11/08/2012	1:08:57PI	I EST	Success	Posted	Details	
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Step	Action
11.	Click the Refresh button until the Run Status is Success and the Distribution Status is Posted. Refresh
12.	The reprinted invoice must be viewed from Report Manager . Click the Go back to Reprint Invoices link. <u>Go back to Reprint Invoices</u>

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				Home	Worklist	Add to Favorites	Sign out
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Selection Parameters			Find I \	/iew All First 🚺 1	of 1 🛛 Leet		
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Include Attached Bills							
Include Open Items Only							
Range Selection		From Business Unit:	AESM1				
O All	Invoice ID	To Business Unit:	AESM1				
O Bill Cycle	Cust ID		GT04476				
O Date Bill Added	O Bill Type	From Invoice:					
O Range ID	O Bill Source	To Invoice:	GT04476				
O Public Voucher Number		From Due Date:					
		To Due Date:		21			
		From Invoice Date:		81			
		To Invoice Date:		21			
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Return to Search	Notify			📑 Add 🖉 U	pdate/Display		
Reprint Invoices Print Options							

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

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	ports	Created Oil.		Last 🛛 🖌	1	Days 🗸		
2	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance		
1	BI_PRNXPN01- BI_PRNXPN01.pdf	BI_PRNXPN01 - BI_PRNXPN01.PDF	General	11/08/12 2:01PM	5457113	422		
	BI_IVCEXT	INVOICE EXTRACT PROCESS	General	11/08/12 2:01PM	5457110	420		
3	BI_XMLPBURST	INVOICE BURSTING PROGRAM	General	11/08/12 1:40PM	5457108	418		
4	BI_PRNXPN01 - BI_PRNXPN01.pdf	BI_PRNXPN01 - BI_PRNXPN01.PDF	General	11/08/12 1:39PM	5457109	417		
	BI_IVCEXT	INVOICE EXTRACT PROCESS	General	11/08/12 1:38PM	5457105	415		
6	BIIVC000	PRE-PROCESS & FINALIZATION	General	11/08/12 1:38PM	5457104	414		
7	BI_PRNXPN01 - BI_PRNXPN01.pdf	BI_PRNXPN01 - BI_PRNXPN01.PDF	General	11/08/12 1:10PM	5457103	412		
	BI_IVCEXT	INVOICE EXTRACT PROCESS	General	11/08/12 1:09PM	5457100	410		
9	BIIVC000	PRE-PROCESS & FINALIZATION	General	11/08/12 1:09PM	5457099	409		
io I	BIIVC000 back to Reprint Invoi	FINALIZATION	General		5457099	409		

Step	Action
14.	Click the Administration tab to view the reprinted invoice
	Administration

st Exp	lorer A	dministral	ion Archives					🔊 New Window	- · · · · ·	📝 Personalize Page	
/iew Repo	-							v	Refresh		
User ID: Status:	SamJa	mes 🗸		ast stance:	v [0:	Days	¥	Kellesn		
Report List			Personalize Fi				f9 DI Last				
elect	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details				
	5457113		BI_PRNXPN01 - BI_PRNXPN01.pdf	11/08/2012 2:01:46PM	Acrobat (*.pdf)	Posted	Details				
	5457110	420	Invoice Extract Process	11/08/2012 2:00:51PM	Text Files (*.txt)	Posted	<u>Details</u>				
	5457109	417	BI_PRNXPN01 - BI_PRNXPN01.pdf	11/08/2012 1:39:24PM	Acrobat (*.pdf)	Posted	Details				
	5457108	418	Invoice Bursting Program	11/08/2012 1:37:29PM	Text Files (*.bt)	Posted	<u>Details</u>				
	5457105	415	Invoice Extract Process	11/08/2012 1:37:29PM	Text Files (*.txt)	Posted	<u>Details</u>				
	5457104	414	Pre-process & Finalization	11/08/2012 1:37:29PM	Text Files (*.txt)	Posted	<u>Details</u>				
	5457103	412	BI_PRNXPN01 - BI_PRNXPN01.pdf	11/08/2012 1:10:34PM	Acrobat (*.pdf)	Posted	Details				
	5457100	410	Invoice Extract Process	11/08/2012 1:09:05PM	Text Files (*.txt)	Posted	<u>Details</u>				
	5457099	409	Pre-process & Finalization	11/08/2012 1:09:05PM	Text Files (*.bt)	Posted	<u>Details</u>				
Select A		eselect Al	1								

Step	Action
15.	Click the BI_PRNXPN01 - BI_PRNXPN01.pdf link.
	BI_PRNXPN01 - BI_PRNXPN01.pdf

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	INVOICE Invoice No:	GT04476	
Core-OT	Invoice Date:	11/25/11 1 of 1	
	Page:	1 01 1	=
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Please Remit To: State of Connecticut The CT Agricultural Experiment Station	Customer Number: Payment Terms:	10 Immediate	
P.O. Box 1106 123 Huntington Street	Due Date: PO Ref :	11/25/11	
New Haven CT 06504 United States	PO Rel .		-
Bill To: University of Vermont 85 South Prospect Street Burlindton VT 05405-0160	AMOUNT DUE:	31,780 USD	
United States			
		Amount Remitted	-
For billing questions, please call (203) 974-8443			
C Line Identifier Description	Quantity UOM	Unit Amt	Original Net Amount

Step	Action
16.	The invoice displays in a new window and is available to be printed and/or sent to a customer as necessary.
17.	End of Decodype
	End of Procedure.