

Reprint an Invoice

Created on 2/19/2013 4:44:00 PM

Table of Contents

Reprint an Invoice..... 1

Reprint an Invoice



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.

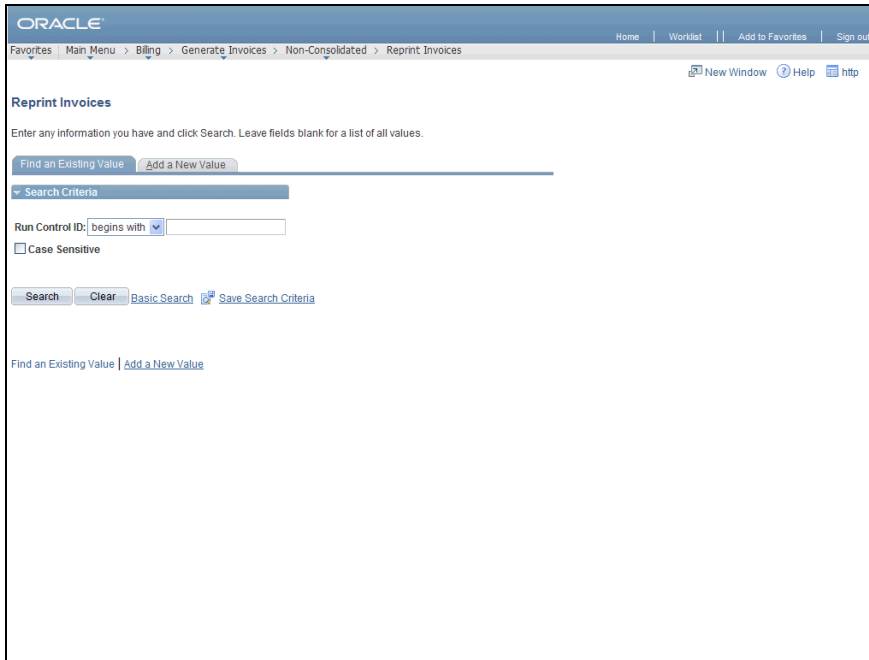
Core-CT 9.1 is configured to reprint invoices in XML format. These invoices must be viewed from the **Report Manager**. They cannot be viewed from the **View Log/Trace page**.

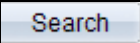
The **Reprint Invoices** process is configured to reprint versions of invoices. This process can resend an invoice as an email attachment to customers who are set up to receive invoices as email attachments.

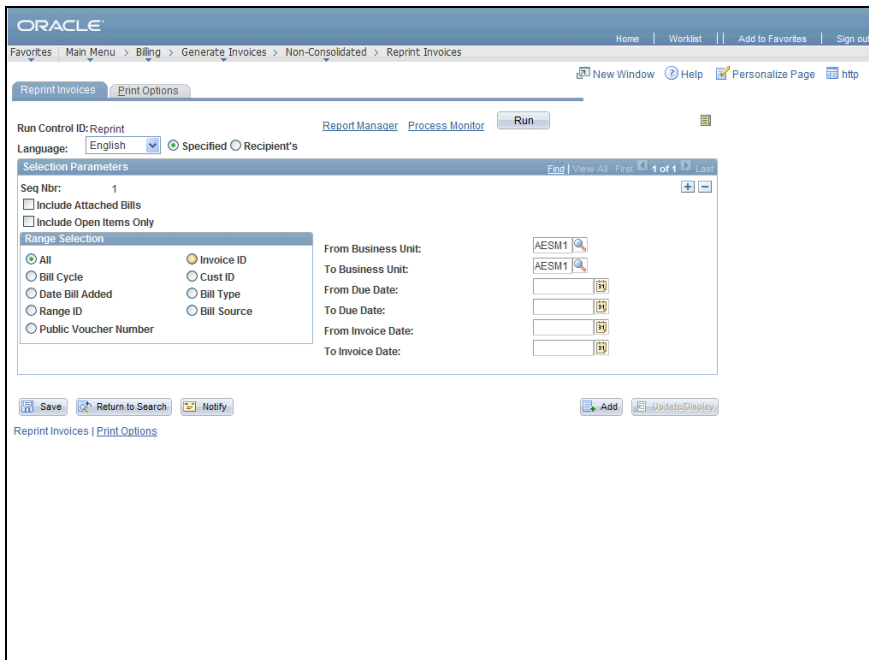
The Billing Processor must create or select a Run Control ID and set up appropriate parameters for the process.


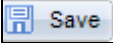

Procedure

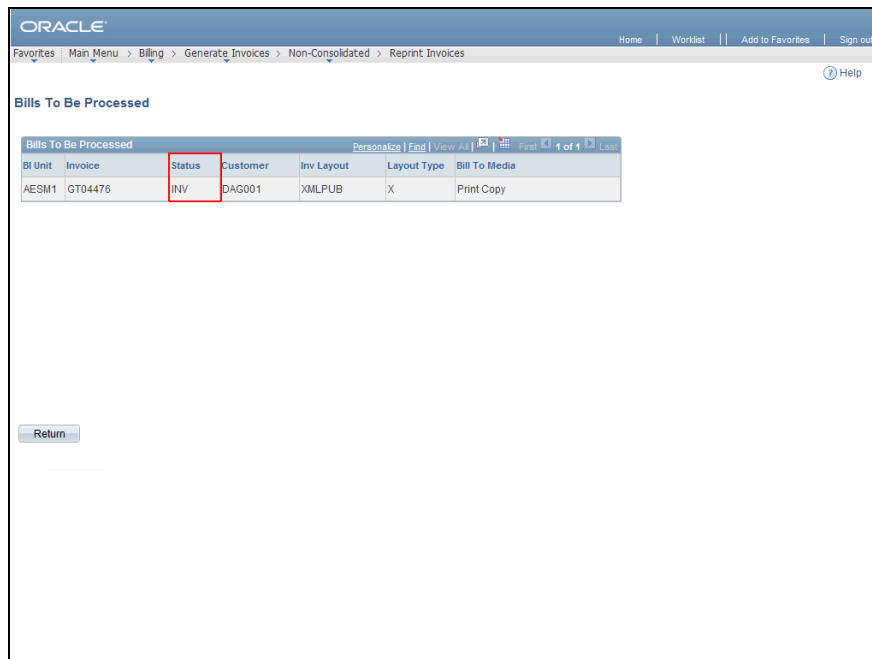
Navigation: Billing > Generate Invoices > Non-Consolidated > Reprint Invoices

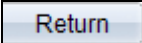


Step	Action
1.	Enter Reprint into the Run Control ID field.
2.	Click the Search button. 



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. 



Step	Action
7.	Invoices can only be reprinted when a bill has been invoiced. Click the Return button. 

ORACLE

Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Reprint Invoices

Home | Worklist | Add to Favorites | Sign out

Reprint Invoices | Print Options

Run Control ID: Reprint Report Manager Process Monitor Run

Language: English Specified Recipient's

Selection Parameters End | View All | First | 1 of 1 | Last

Seq Nbr: 1

Include Attached Bills

Include Open Items Only

Range Selection

All Invoice ID Cust ID

Date Bill Added Bill Type

Range ID Bill Source

Public Voucher Number

From Business Unit: AESM1

To Business Unit: AESM1

From Invoice: GT04476

To Invoice: GT04476

From Due Date: []

To Due Date: []

From Invoice Date: []

To Invoice Date: []

Save Return to Search Notify Add Update/Display

Reprint Invoices | [Print Options](#)

Step	Action
8.	Click the Run button.

ORACLE

Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Reprint Invoices

Home | Worklist | Add to Favorites | Sign out

Process Scheduler Request

User ID: SamJames Run Control ID: Reprint

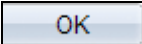
Server Name: [] Run Date: 11/08/2012 []

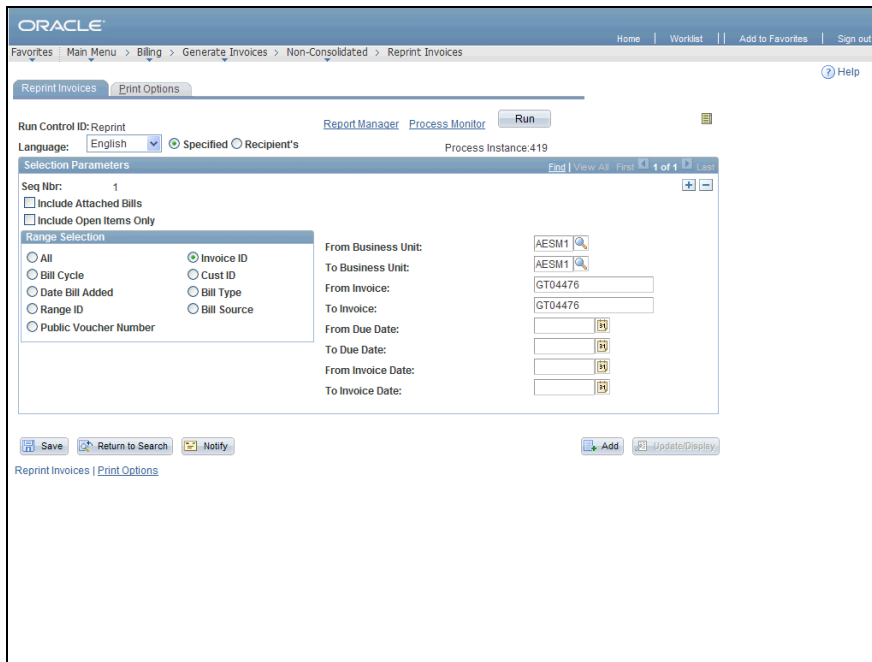
Recurrence: [] Run Time: 2:00:48PM Reset to Current Date/Time

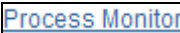
Time Zone: []

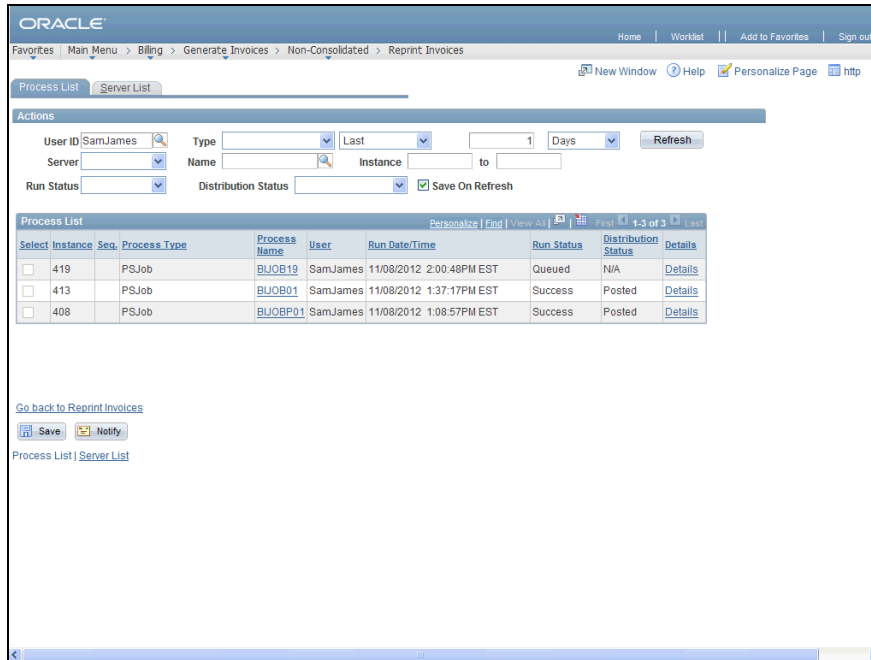
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Billing Reprint Processes	BUJOB19	PSJob	(None)	(None)	Distribution

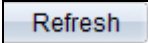

OK Cancel

Step	Action
9.	<p>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.</p> <p>Click the OK button.</p> 



Step	Action
10.	<p>Click the Process Monitor link.</p> 



Step	Action
11.	Click the Refresh button until the Run Status is Success and the Distribution Status is Posted. 
12.	The reprinted invoice must be viewed from Report Manager . Click the Go back to Reprint Invoices link. 

ORACLE

Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Reprint Invoices

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Personalize Page | http

Reprint Invoices | Print Options

Run Control ID: Reprint [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English Specified Recipient's

Selection Parameters

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: AESM1
To Business Unit: AESM1
From Invoice: GT04476
To Invoice: GT04476
From Due Date:
To Due Date:
From Invoice Date:
To Invoice Date:

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

Reprint Invoices | [Print Options](#)

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

ORACLE

Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Reprint Invoices

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Personalize Page | http

List | Explorer | Administration | Archives

View Reports For

Folder: Instance: to: Refresh

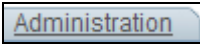
Name: Created On: Last 1 Days

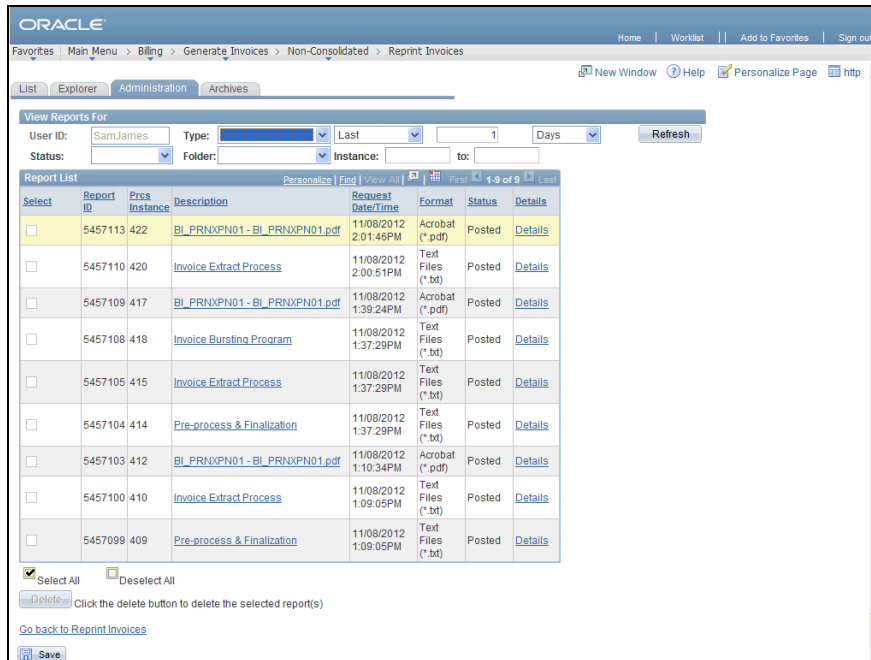
Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 BL_PRNXPN01 - BL_PRNXPN01.pdf	BL_PRNXPN01 - BL_PRNXPN01.PDF	General	11/08/12 2:01PM	5457113	422
2 BL_IVCEXT	INVOICE EXTRACT PROCESS	General	11/08/12 2:01PM	5457110	420
3 BL_XMLPBURST	INVOICE BURSTING PROGRAM	General	11/08/12 1:40PM	5457108	418
4 BL_PRNXPN01 - BL_PRNXPN01.pdf	BL_PRNXPN01 - BL_PRNXPN01.PDF	General	11/08/12 1:39PM	5457109	417
5 BL_IVCEXT	INVOICE EXTRACT PROCESS	General	11/08/12 1:38PM	5457105	415
6 BLIVC000	PRE-PROCESS & FINALIZATION	General	11/08/12 1:38PM	5457104	414
7 BL_PRNXPN01 - BL_PRNXPN01.pdf	BL_PRNXPN01 - BL_PRNXPN01.PDF	General	11/08/12 1:10PM	5457103	412
8 BL_IVCEXT	INVOICE EXTRACT PROCESS	General	11/08/12 1:09PM	5457100	410
9 BLIVC000	PRE-PROCESS & FINALIZATION	General	11/08/12 1:09PM	5457099	409

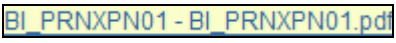
[Go back to Reprint Invoices](#)

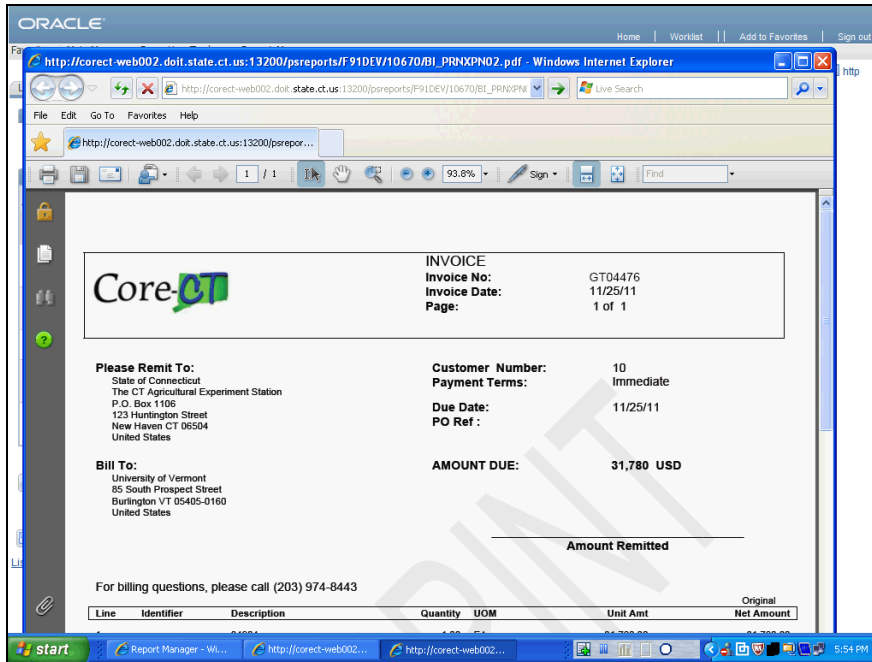
[Save](#)

List | Explorer | Administration | Archives

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



Step	Action
15.	Click the BI_PRNXPNO1 - BI_PRNXPNO1.pdf link. 



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 Procedure.