

# Generate a Pro Forma Invoice

Created on 2/19/2013 4:32:00 PM

## Table of Contents

Generate a Pro Forma Invoice..... 1

### Generate a Pro Forma Invoice



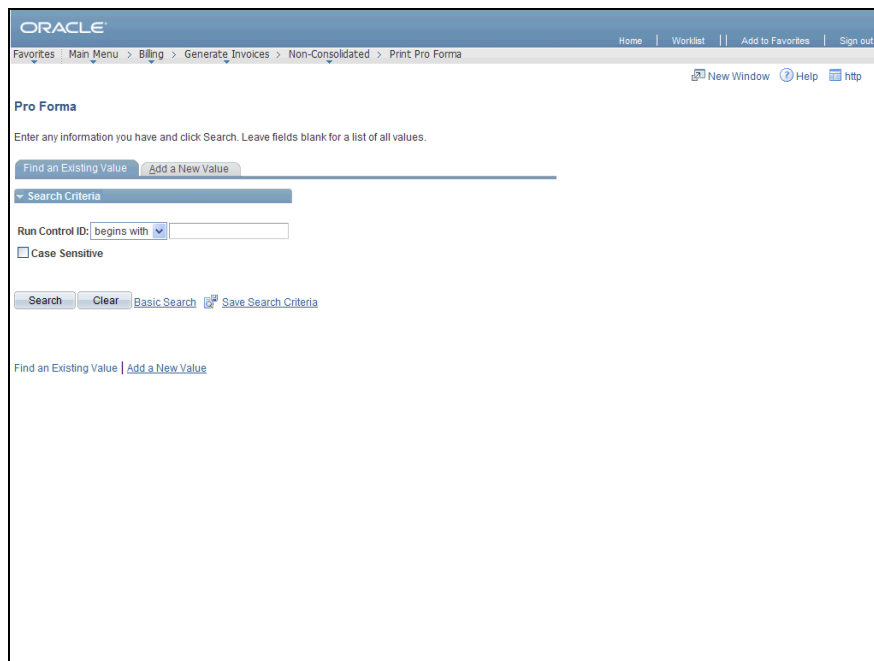
The **Print Pro Forma** process will produce a Pro Forma Invoice that gives the Billing Processor a preview of what the actual invoice will look like. Changes can be made to the bill if necessary.

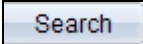
The Billing Processor must create or select a Run Control ID and set up appropriate parameters for the process.

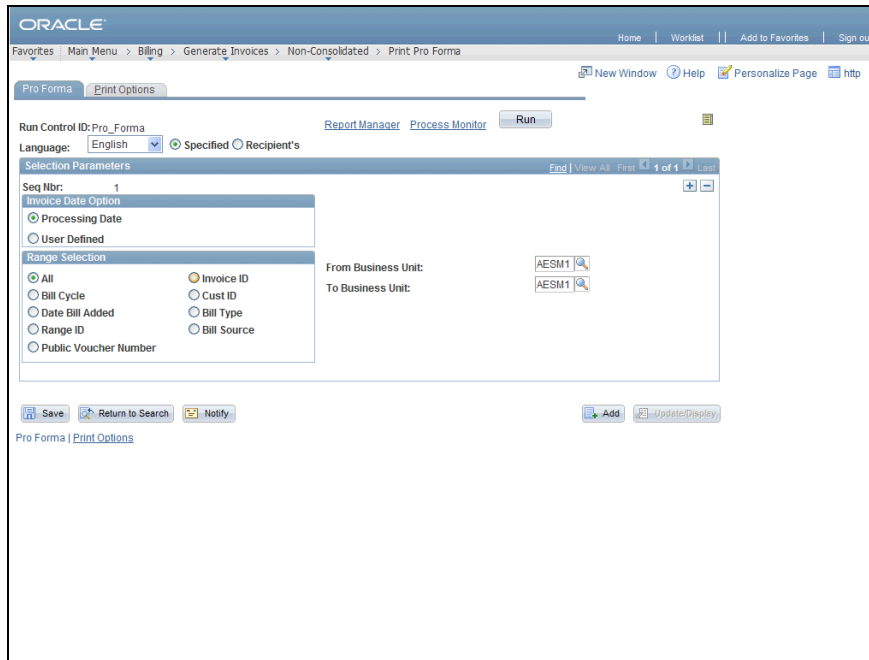
Core-CT 9.1 is configured to generate Pro Formas in XML format. These must be viewed from the **Report Manager** and cannot be viewed from the **View Log/Trace** page.

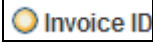


#### Procedure

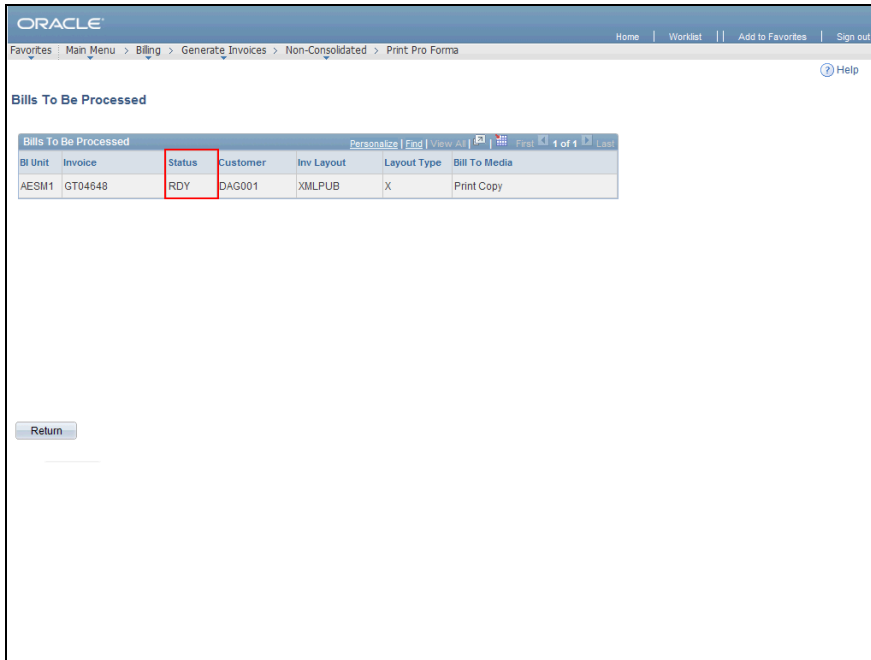
Navigation: Billing > Generate Invoices > Non-Consolidated > Print Pro Forma



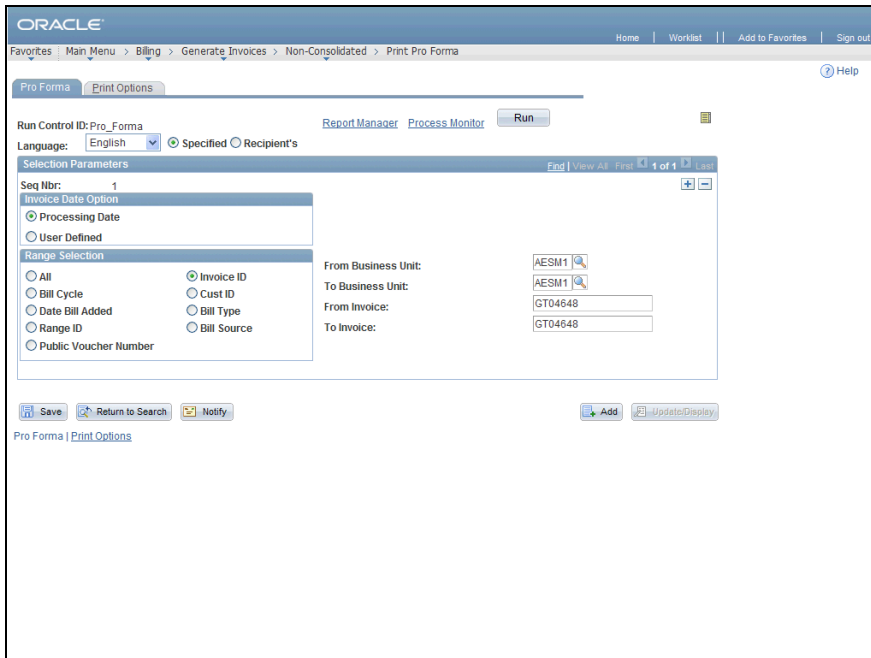
Step	Action
1.	Enter <b>Pro_Forma</b> into the <b>Run Control ID</b> field.
2.	Click the <b>Search</b> button. 

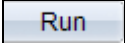


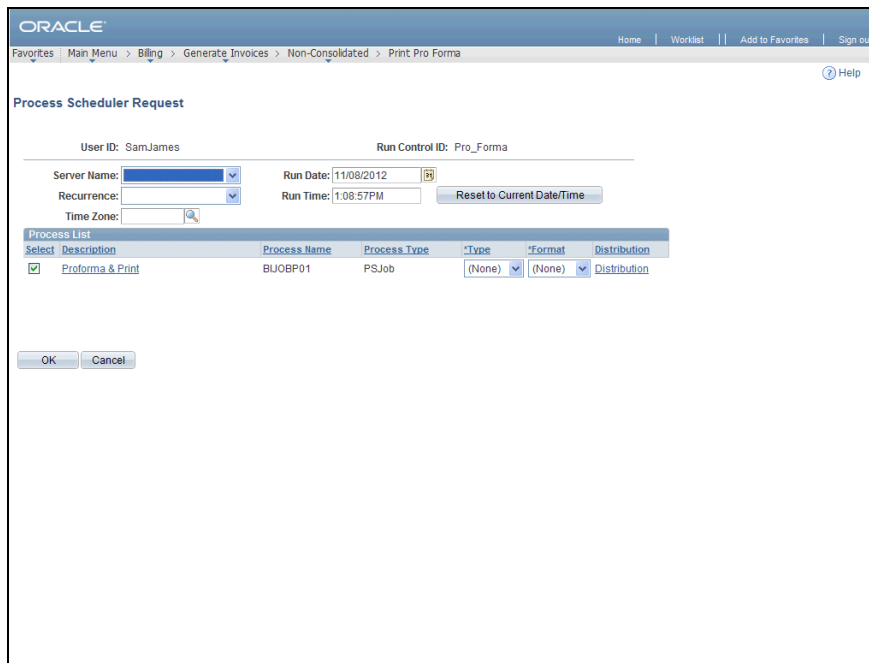
Step	Action
3.	Click the <b>Invoice ID</b> option. 
4.	Enter <b>GT04648</b> into the <b>From Invoice</b> field.
5.	The <b>To Invoice</b> value will default to the <b>From Invoice</b> value upon clicking in the <b>To Invoice</b> field or clicking the <b>Save</b> button.  Click in the <b>To Invoice</b> field. 
6.	Click the <b>Bills To Be Processed</b> button. 



Step	Action
7.	<p>Pro Formas may be processed when a bill is in either NEW or RDY <b>Status</b>.</p> <p>Click the <b>Return</b> button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Return</div>



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



ORACLE  
 Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Print Pro Forma | Help

**Process Scheduler Request**

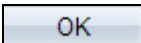
User ID: SamJames      Run Control ID: Pro\_Forma

Server Name:       Run Date: 11/08/2012

Recurrence:       Run Time: 1:08:57PM

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Proforma & Print	BUOBP01	PSJob	(None)	(None)	Distribution

Step	Action
9.	The selection for Pro Forma & Print will default. This job will generate a pro forma in XML format.  Click the <b>OK</b> button. 

ORACLE

Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Print Pro Forma

Home | Worklist | Add to Favorites | Sign out

Pro Forma | **Print Options**

Run Control ID: Pro\_Forma [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English  Specified  Recipient's **Process Instance 408**

Selection Parameters [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Seq Nbr: 1

Invoice Date Option

Processing Date

User Defined

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: GT04648

To Invoice: GT04648

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

Pro Forma | [Print Options](#)

Step	Action
10.	Note the Process Instance number. Click the <b>Process Monitor</b> link. <a href="#">Process Monitor</a>

ORACLE

Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Print Pro Forma

Home | Worklist | Add to Favorites | Sign out

Process List | **Server List**

[New Window](#) [Help](#) [Personalize Page](#) [http](#)

Actions

User ID  Type  Last   Days  [Refresh](#)

Server  Name  Instance  to

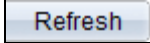

Run Status  Distribution Status   Save On Refresh

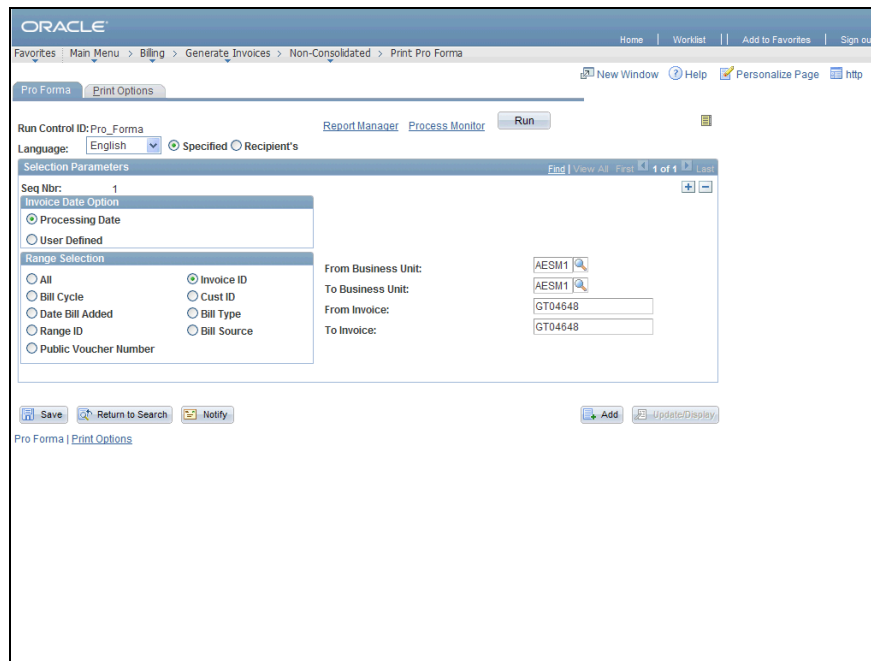
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	408		PSJob	BUJOBP01	SamJames	11/08/2012 1:08:57PM EST	Processing	N/A	<a href="#">Details</a>

[Go back to Pro Forma](#)


[Save](#) [Notify](#)

Process List | [Server List](#)

Step	Action
11.	<p>Click the <b>Refresh</b> button until there is a <b>Run Status</b> of Success and a <b>Distribution Status</b> of Posted.</p> <p>Click the <b>Refresh</b> button.</p> 
12.	<p>The pdf file containing the pro forma must be viewed from the Report Manager.</p> <p>Click the <b>Go back to Pro Forma</b> link.</p> 



The screenshot shows the Oracle Pro Forma interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below this is a breadcrumb trail: 'Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Print Pro Forma'. The main content area has a 'Pro Forma' tab and a 'Print Options' button. The 'Run Control ID: Pro\_Forma' is displayed, along with a 'Language' dropdown set to 'English' and radio buttons for 'Specified' (selected) and 'Recipient's'. A 'Run' button is visible. The 'Selection Parameters' section includes a 'Seq Nbr' of 1 and an 'Invoice Date Option' with 'Processing Date' selected. The 'Range Selection' section has radio buttons for 'All', 'Bill Cycle', 'Date Bill Added', 'Range ID', and 'Public Voucher Number', with 'Invoice ID' selected. To the right, there are input fields for 'From Business Unit' (AESM1), 'To Business Unit' (AESM1), 'From Invoice' (GT04648), and 'To Invoice' (GT04648). At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

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

ORACLE

Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Print Pro Forma

Home | Worklist | Add to Favorites | Sign out

List | Explorer | Administration | Archives

View Reports For

Folder: [dropdown] Instance: [dropdown] to: [dropdown] Refresh

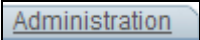
Name: [input] Created On: [input] [dropdown] Last [input] 1 Days [dropdown]

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1	BI_PRNXPN01 - BI_PRNXPN01.pdf	General	11/08/12 1:10PM	5457103	412
2	BI_IVCEXT	INVOICE EXTRACT PROCESS	11/08/12 1:09PM	5457100	410
3	BIIVC000	PRE-PROCESS & FINALIZATION	11/08/12 1:09PM	5457099	409

Go back to Pro Forma

Save

List | Explorer | Administration | Archives

Step	Action
14.	<p>The report containing the pro forma is located on the <b>Administration</b> tab.</p> <p>Click the <b>Administration</b> tab.</p> <p></p>

ORACLE

Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Print Pro Forma

Home | Worklist | Add to Favorites | Sign out

List | Explorer | Administration | Archives

View Reports For

User ID: SamJames Type: [dropdown] Last [dropdown] [input] 1 Days [dropdown] Refresh

Status: [dropdown] Folder: [dropdown] Instance: [dropdown] to: [dropdown]

Select	Report ID	Prca Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	5457103	412	BI_PRNXPN01 - BI_PRNXPN01.pdf	11/08/2012 1:10:34PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5457100	410	Invoice Extract Process	11/08/2012 1:09:05PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	5457099	409	Pre-process & Finalization	11/08/2012 1:09:05PM	Text Files (*.txt)	Posted	Details

Select All  Deselect All

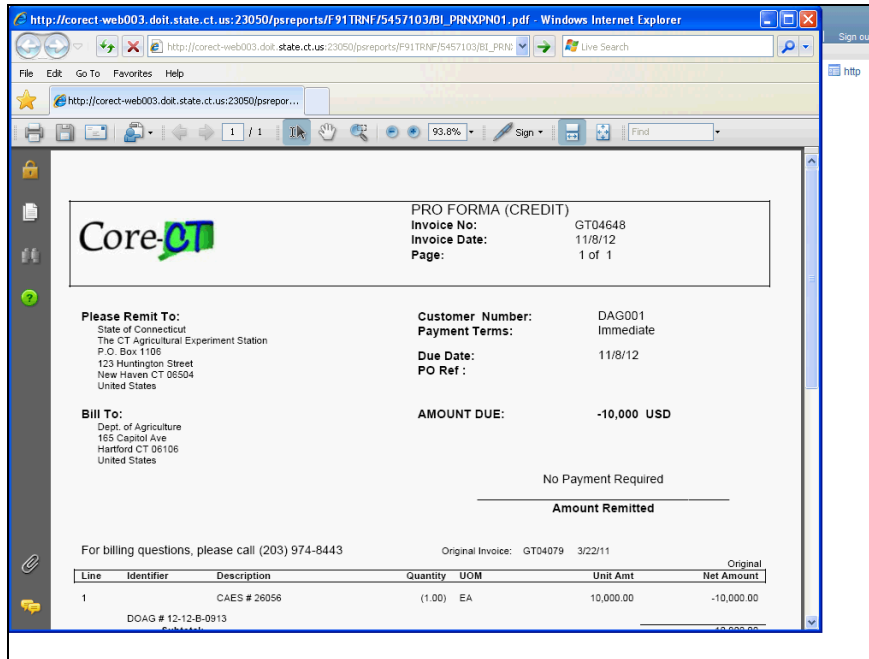
Delete Click the delete button to delete the selected report(s)

Go back to Pro Forma

Save

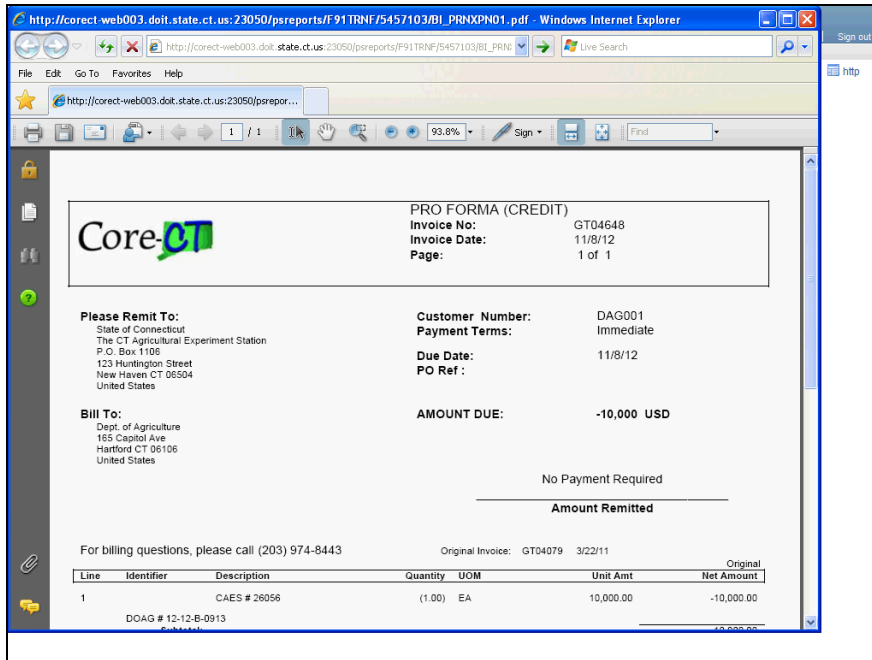
List | Explorer | Administration | Archives

Step	Action
15.	Click the <b>BI_PRNXP01 - BI_PRNXP01.pdf</b> link. <a href="#">BI_PRNXP01 - BI_PRNXP01.pdf</a>

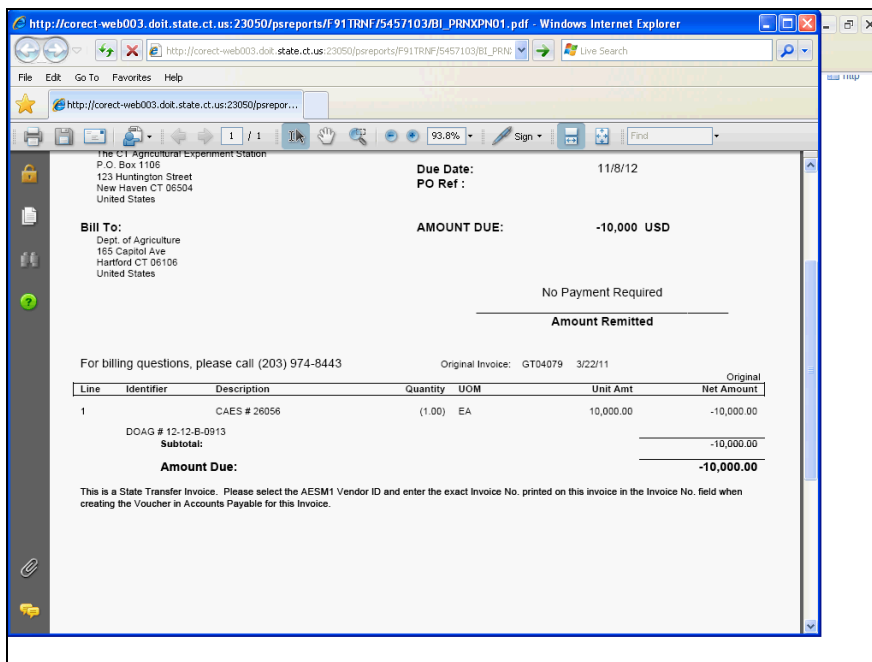



Step	Action
16.	The Pro Forma displays in a new window.  Use the Pro Forma to preview what the actual invoice will look like.





Step	Action
17.	Click the scrollbar to move to the bottom of the page.



Step	Action
18.	Click the <b>Close</b> button. 

<b>Step</b>	<b>Action</b>
19.	<b>End of Procedure.</b>