

REPRINT AN INVOICE

Revised 8/13

You will receive new statements weekly as one of your Top Five reports when you log onto the Portal. You will need to print the invoices to get further details or to obtain authorization for the payment. The invoices have been designed with a section at the bottom for payment authorization.

This document will show you how to setup your Run Control to print all Open Invoices. Please remember, the statement is not dynamic, meaning it is a “snapshot” of what your account looked like on the first day of the week. If a full payment is processed on an invoice in the meantime, it will not print for you. Also, the invoices are not dynamic; they will always print as they were created. Any credits to outstanding invoices will be reflected on the statement.

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

The screenshot shows a breadcrumb navigation bar at the top with the following items: Favorites, Main Menu, Billing, Generate Invoices, Non-Consolidated, and Reprint Invoices. Below the navigation bar is the heading "Reprint Invoices". Underneath the heading is a text instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two tabs: "Find an Existing Value" (selected) and "Add a New Value". Below the tabs is a "Search Criteria" dropdown menu. Under the dropdown menu is a "Run Control ID:" label, a dropdown menu with "begins with" selected, and an empty text input field. Below the input field is a checkbox labeled "Case Sensitive" which is unchecked. At the bottom of the form are four buttons: "Search", "Clear", "Basic Search", and "Save Search Criteria".

The first time you reprint invoices, you will need to modify your Existing Run Control <OR> Create a New Run Control. **Once the Run Control is created you can reuse it each time you Reprint Invoices.**

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1. To Modify an Existing Run Control:

- Click the 'Find an Existing Value' tab
- Click the 'Search' button
- Click on the name of the run control for the task, I.E. REPRINT_INVOICES

Reprint Invoices

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Run Control ID: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-2 of 2 Last

Run Control ID	Language Code
REPRINT_INVOICES	English
Print	English

Find an Existing Value | Add a New Value

Proceed to Step 3.

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2. To Create a New Run Control:

- Click the 'Add a New Value' tab
- Enter a meaningful run control ID (REPRINT_INVOICES)
- Click the 'Add' button

The screenshot shows the 'Reprint Invoices' web application interface. At the top, there is a navigation bar with tabs: 'Favorites', 'Main Menu', 'Billing', 'Generate Invoices', 'Non-Consolidated', and 'Reprint Invoices'. Below the navigation bar, the page title 'Reprint Invoices' is displayed. There are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and highlighted with a red circle. Below the tabs, there is a text input field labeled 'Run Control ID:' containing the text 'REPRINT_INVOICES'. Below the input field, there is a button labeled 'Add' with a hand cursor icon. At the bottom of the page, there is a footer with the text 'Find an Existing Value | Add a New Value'.

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3. Setup Run Control to print All Open Invoices for a School:

- Click the Checkbox next to 'Include Open Items Only'
- Click the Radio Button next to 'Cust ID'
- Enter 'SDPBC' in 'From Business Unit' and 'To Business Unit' fields
- Enter <YOUR Dept ID> (School Number) in the 'Customer' field
- Click 'Save'

NOTE: These Steps ONLY need to be done once, as long as you Reuse this SAME Run Control all of these settings will remain.

Reprint Invoices | Print Options

Run Control ID: REPRINT_INVOICES

Language: English

Selection Parameters

Seq Nbr: 1

Include Attached Bills

Include Open Items Only

Range Selection

All

Bill Cycle

Date Bill Added

Range ID

Public Voucher Number

Invoice ID

Cust ID

Bill Type

Bill Source

From Business Unit: SDPBC

To Business Unit: SDPBC

Customer: <Your Dept ID>

Bill Type:

Source:

From Due Date:

To Due Date:

From Invoice Date:

To Invoice Date:

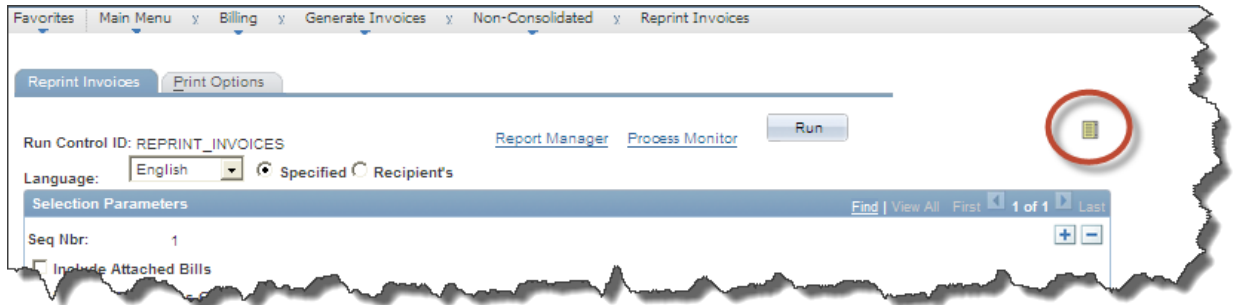
Save Return to Search Previous in List Next in List Notify Add Update/Display




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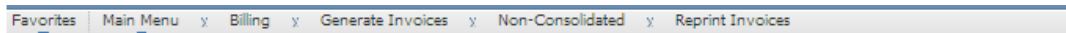
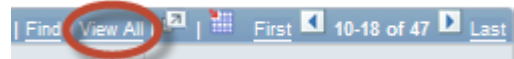
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4. View which Invoices will Print (OPTIONAL):

- Click the 'Tablet Icon'  (to the Right of the 'Run'  button)

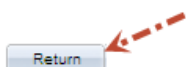


- This page will display showing which Invoices will be included in this Reprint task.
 - **NOTE:** If there are more than 9 (nine) Invoices to be printed, you can Scroll through them using the Arrow Buttons   or View All  of them by clicking on 'View All'



Bills To Be Processed

BI Unit	Invoice	Status	Customer	Inv Layout	Layout Type	Bill To Media
SDPBC	WPB-076548	INV	0151	PS_PC	E	Print Copy
SDPBC	WPB-077244	INV	0151	PS_PC	E	Print Copy
SDPBC	WPB-077245	INV	0151	PS_PC	E	Print Copy
SDPBC	WPB-080560	INV	0151	PS_PC	E	Print Copy
SDPBC	WPB-081682	INV	0151	PS_PC	E	Print Copy
SDPBC	WPB-082281	INV	0151	PS_PC	E	Print Copy
SDPBC	WPB-082914	INV	0151	PS_PC	E	Print Copy
SDPBC	WPB-082921	INV	0151	PS_PC	E	Print Copy
SDPBC	WPB-083920	INV	0151	PS_PC	E	Print Copy

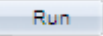


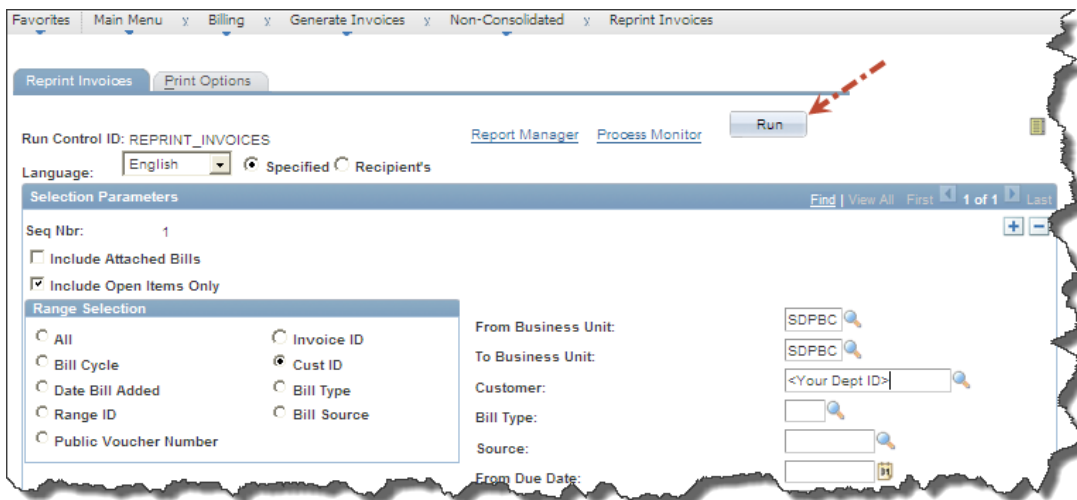
- When finished reviewing, Click 'Return'.

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5. Finish the Run Control Setup to enable reports to be sent to Your Email Address:

- Click the 'Run'  button



Reprint Invoices [Print Options](#)

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

Language: Specified Recipient's

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

Seq Nbr: 1 + -

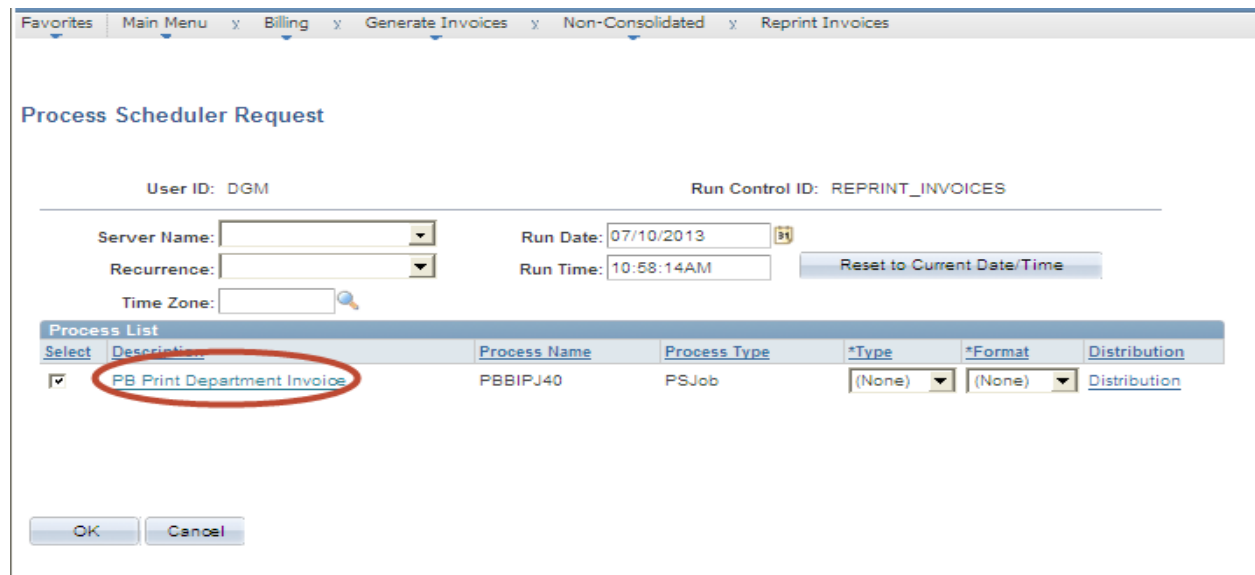
Include Attached Bills
 Include Open Items Only

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:
Customer:
Bill Type:
Source:
From Due Date:

- When the 'Process Scheduler Request' page appears, Click on the 'PB Print Department Invoice' hyperlink



Process Scheduler Request

User ID: DGM Run Control ID: REPRINT_INVOICES

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PB Print Department Invoice	PBBIPJ40	PSJob	(None)	(None)	Distribution

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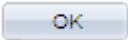
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- When the 'Job Detail' page appears, Click on the Drop-Down in the 'Type' column for Processes 'BIPSA01' and 'BIPSA03', and choose 'Email'. DO NOT change the other Rows!! Make sure the 'Format' column for the 'BIPSA01' and 'BIPSA03' processes is set to 'PDF'.

Job Detail

Main Job Name: PBBIPJ40 Job Name: PBBIPJ40 PB Print Department Invoice

Process Name	Description	Process Type	*Type	*Format	Distribution
BI_IVCEXT	Invoice Extract Process	Application Engine	Web	TXT	Distribution
BIPRNT00	CRYSTAL - Invoice	Crystal	Web	PDF	Distribution
BIPSA01	PS/PSA01 - Projects By Employee	Crystal	Email	PDF	Distribution
BIPSA03	PS/PSA03 - Project Detail	Crystal	Email	PDF	Distribution

- Click the 'OK'  button. This will return you to the 'Process Scheduler Request' page

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6. Run the Process to Produce and Email your Invoices:

ORACLE® User: DGM Database: FNTST

Favorites Main Menu y Billing y Generate Invoices y Non-Consolidated y Reprint Invoices

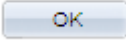
Process Scheduler Request

User ID: DGM Run Control ID: REPRINT_INVOICES

Server Name: [] Run Date: 07/10/2013 [BT]
Recurrence: [] Run Time: 10:58:14AM [Reset to Current Date/Time]
Time Zone: []

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PB Print Department Invoice	PBBIPJ40	PSJob	(None) [v]	(None) [v]	Distribution

OK Cancel

- Click the 'OK'  button. This will produce a file of your Open Invoices and Email them to your District Email Address. They will show up in your Inbox with a Subject similar to this;

Output from bipsa03 (#7677649)

Output from bipsa01 (#7677648)

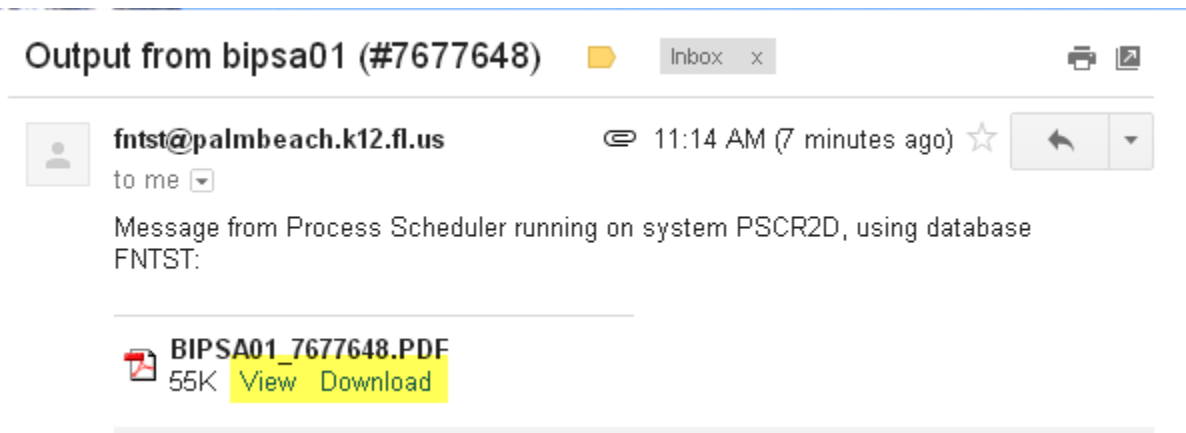
NOTE: These should be emailed to you within 5 minutes.

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7. Print Your Invoices:

- Simply open the email(s) and either 'View' and Print ... or 'Download' and Print your Invoices. Or, if you do not need a printed copy at this time, be "green" and review them online.



***** **NOTE** ***** **NOTE** ***** **NOTE** ***** **NOTE** *****

From this point on, use this SAME Run Control and follow these Steps.

1. Navigate to **Billing > Generate Invoices > Non-Consolidated > Reprint Invoices.**
2. Retrieve your Run Control (REPRINT_INVOICES)
3. Click 'Run'
4. Click 'OK'
5. Wait for your Invoices to arrive via Email, Open and Print (or be "green" and review online if you don't need a printed copy)

***** **NOTE** ***** **NOTE** ***** **NOTE** ***** **NOTE** *****