

The University of Texas  
Rio Grande Valley<sup>TM</sup>

Accounts Receivable

# Reprint Invoice(s)

Organizer(s): David Guerra, Training Coordinator

Updated: 09/20/18

# Objective

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***To Properly Setup To Reprint Invoices***

***in***

***PeopleSoft 9.2***

***Accounts Receivable Module***

***Billing Component***

***by Explanation, Demonstration, & Practical Application***

# Caveats

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Before we begin: Please ENSURE POP-UPS are ENABLED for this server. This will make viewing the INVOICE or other DOCUMENTS in PDF easier during training and practical use of this module.

A bill is created with RDY status and next steps can be 'Print Pro Forma Invoice' process if needed to review the invoice before finalizing (Optional, refer to the test script of 'Print Pro Forma Invoice') or Finalize and Generate an invoice.

The page parameters should be selected to run the invoices. Invoice Date option should be 'Processing date'. Make sure 'Batch Standard' under Posting Action is selected, if not they will not be Posted.

# Navigation

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- Log in to PeopleSoft 9.2
- Fluid Tile: Program Mgmt, Billing & AR / Billing / My Billing Invoices / Reprint Invoices
-  NavBar: Navigation > Financials > Billing > Generate Invoices > Non-Consolidated > Reprint Invoices

# Reprint Invoice(s)

- Enter Control ID

1. Create (BI\_Reprint\_Invoice)

-or-

2. Click on **Search** button to find existing CONTROL ID

3. Results of existing CONTROL IDs (you can click on one)

For Training purposes create on BI\_Reprint\_Invoice

Run Control ID  1

Case Sensitive

2

[Basic Search](#) [Save Search Criteria](#)

Search Results

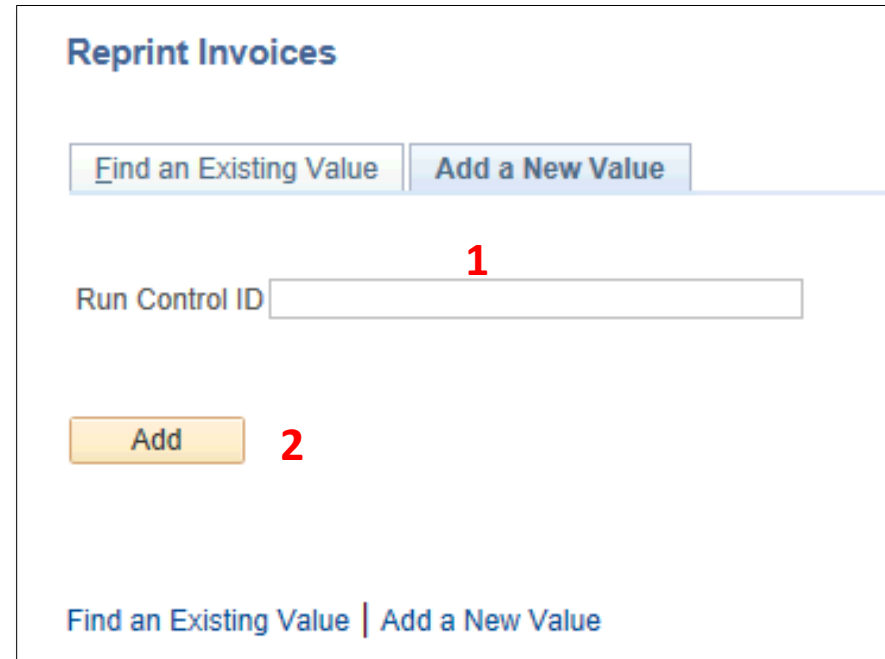
View All    First 1-2 of 2 Last

Run Control ID	Language Code
BI_PRINT_PRO_FORMA	English
SINGLE_ACTION_INVOICE	English

3

# Reprint Invoice(s)

- Click on **Add a New Value** tab
  - In Run Control ID box type:  
**BI\_Reprint\_Invoice**
- Click **Add** button



The screenshot displays the 'Reprint Invoices' interface. At the top, the title 'Reprint Invoices' is shown in blue. Below the title, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and highlighted in blue. Below the tabs, there is a text input field labeled 'Run Control ID' with the value 'BI\_Reprint\_Invoice' entered. A red number '1' is positioned above the input field. Below the input field, there is an orange 'Add' button with a red number '2' next to it. At the bottom of the interface, there are two links: 'Find an Existing Value' and 'Add a New Value'.

# Data Entry

- REPRINT INVOICES page will appear

Reprint Invoices | Print Options

Run Control ID **REPRINT\_INVOICE** Report Manager Process Monitor

Language   Specified Language  Recipient's Language

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

Seq Nbr 1

Include Attached Bills

Include Open Items Only

**Range Selection**

<input type="radio"/> All	<input checked="" type="radio"/> Invoice ID
<input type="radio"/> Bill Cycle	<input type="radio"/> Cust ID
<input type="radio"/> Date Bill Added	<input type="radio"/> Bill Type
<input type="radio"/> Range ID	<input type="radio"/> Bill Source
<input type="radio"/> 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

Reprint Invoices | Print Options

# Data Entry

- Enter the following which may already be populated
  - FROM BUSINESS UNIT: UTRNS
  - TO BUSINESS UNIT: UTRNS
  - FROM INVOICE: must be known (i.e., NS-0000016-INV)
  - TO INVOICE: must be known (i.e., NS-0000016-INV)

The screenshot shows the 'Reprint Invoices' application interface. At the top, there are tabs for 'Reprint Invoices' and 'Print Options'. Below the tabs, the 'Run Control ID' is set to 'REPRINT\_INVOICE'. There are buttons for 'Report Manager', 'Process Monitor', and 'Run'. The 'Language' is set to 'English' with a dropdown menu, and there are radio buttons for 'Specified Language' (selected) and 'Recipient's Language'.

The 'Selection Parameters' section is visible, showing 'Seq Nbr 1' and checkboxes for 'Include Attached Bills' and 'Include Open Items Only'. Below this is the 'Range Selection' section with radio buttons for 'All', 'Bill Cycle', 'Date Bill Added', 'Range ID', 'Public Voucher Number', 'Invoice ID' (selected), 'Cust ID', 'Bill Type', and 'Bill Source'.

The 'From Business Unit' and 'To Business Unit' fields are circled in red and both contain 'UTRNS'. Below them, the 'From Invoice' and 'To Invoice' fields both contain 'NS-0000016-INV'. There are also fields for 'From Due Date', 'To Due Date', 'From Invoice Date', and 'To Invoice Date', each with a calendar icon.

At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'. The footer shows 'Reprint Invoices | Print Options'.



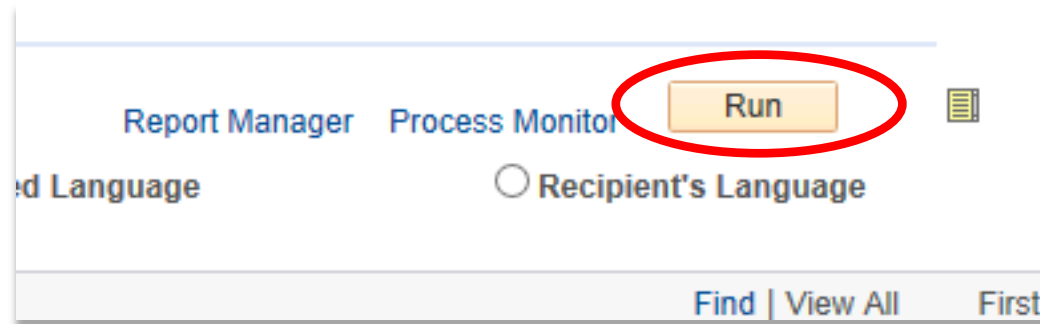
# Data Entry

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NOTE: As we are using one (1) invoice you can leave **BLANK** the following fields


- From Due Date
- To Due Date
- From Invoice Date
- To Invoice Date

- Click **Run**



# Data Processing

- PROCESS SCHEDULER REQUEST pop-up pagelet appears
- Select PROCESS NAME: **Print Invoice w/ XML Publisher BIPJ50**



Process Scheduler Request

User ID \_\_\_\_\_ Run Control ID BI\_PRINT\_PRO\_FORMA

Server Name \_\_\_\_\_ Run Date 05/16/2018

Recurrence \_\_\_\_\_ Run Time 10:25:59AM [Reset to Current Date/Time](#)

Time Zone \_\_\_\_\_

**Process List**

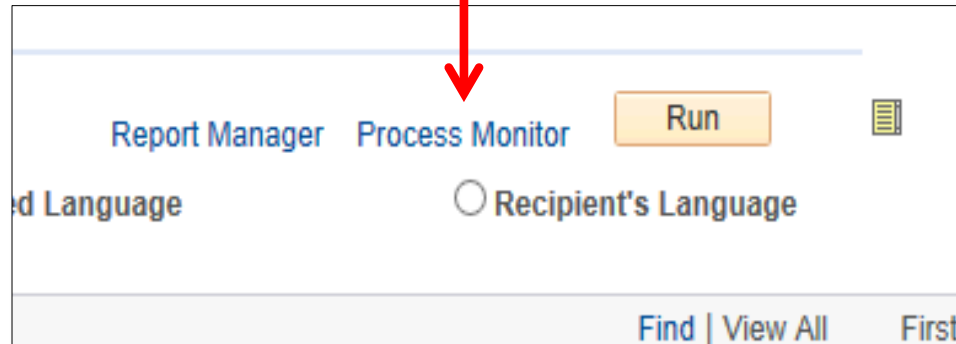
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Print Invoice w/SQR	BIPJ10	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PSA03 Invoice	BIPJ100	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print Grants Invoice w/SQR	BIPJ20	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print SF1080/81 Invoice w/SQR	BIPJ30	PSJob	(None)	(None)	Distribution
<input checked="" type="checkbox"/>	Print Invoice w/XML Publisher	BIPJ50	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PS/CA Invoice	BIPJ55	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP 1034/35 Invoice	BIPJ60	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP Summ. Invoice	BIPJ65	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP Invoice	BIPJ75	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PS/PC Invoice	BIPJ80	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PS/OM Invoice	BIPJ85	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PSA01 Invoice	BIPJ90	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PSA02 Invoice	BIPJ95	PSJob	(None)	(None)	Distribution

[OK](#) [Cancel](#)

# Data Processing

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- Click OK button
- Click PROCESS MONITOR link



- View **Process Request For** screen appears

# Data Processing

- REFRESH button as necessary until:
  - RUN STATUS = SUCCESS
  - DISTRIBUTION STATUS = POSTED
  - Approximately 3 Minutes 20 Seconds

Process List | Server List

View Process Request For

User ID: [ ] Type: [ ] Last: [ ] 1 Days [ ] Refresh

Server: [ ] Name: [ ] Instance From: [ ] Instance To: [ ]

Run Status: Processing [ ] Distribution Status: [ ]  Save On Refresh

Process List Personalize | Find | View All | [ ] [ ] First 4 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	97661		PSJob	BIPJ50		05/16/2018 10:25:59AM CDT	Processing	N/A	Details

Select All  Deselect All

Delete Request Cancel Request Hold Request Restart Request

Go back to Reprint Invoices

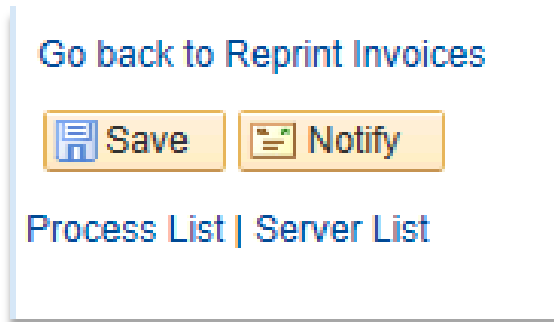
Save Notify

Process List | Server List

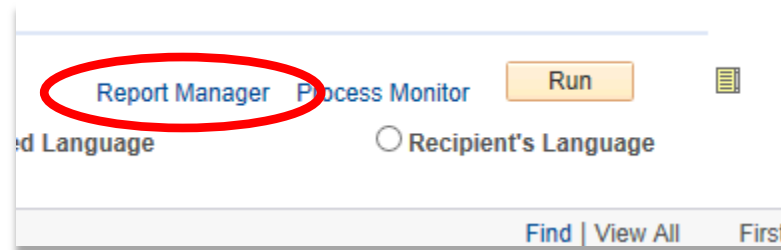
# Data Processing

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- Click Go back to Reprint Invoices



- Click Report Manager link



# Data Processing

- View Reports For window appears
- Click **Administration** link

Reprint Invoices

List Explorer **Administration** Archives

View Reports For

User ID Type Last 1 Days Refresh

Status Folder Instance to

Report List Personalize Find View All First 1-29 of 29 Last

Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	26192	9766	<a href="#">BI_PRNXP01 - BI_PRNXP01.pdf</a>	05/16/2018 10:31:15AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	26191	97673	Invoice Bursting Program	05/16/2018 10:30:38AM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	26181	97662	Invoice Extract process	05/16/2018 10:30:38AM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	25987	97415	BI_PRNXP01 - BI_PRNXP01.pdf	05/15/2018 3:30:22PM	Acrobat (*.pdf)	Posted	Details

Click **BI\_PRNXP01 – BI\_PRNXP01.pdf** link

# Viewing Invoice

- REPRINTED INVOICE will appear in NEW browser window or tab of your browser
- You can now Save, Print, Email or Delete the INVOICE

REMINDER: Please ENSURE POP-UPS are ENABLED for this server.

This will make viewing the INVOICE or other DOCUMENTS in PDF easier during training and practical use of this module.

The University of Texas  
Rio Grande Valley

INVOICE

Invoice No: NS-0000016-INV  
Invoice Date: 05/14/2018

Customer Number: NSP00002  
Payment Terms: Net 30  
Due Date: 06/13/2018

AMOUNT DUE: 135,750 USD

Bill To:  
Rio Grande Regional Hospital  
Jose Garza  
1215 North St.  
McAllen TX 78501  
United States

Please Remit To:  
The University of Texas Rio Grande Valley  
Payments & Collections Office SSB 1.1145  
1201 West University Dr.  
Edinburg TX 78539  
United States

For proper posting to your account, please include the invoice number on all remittances and correspondences

Line	Description	Quantity	UOM	Unit Amt	Net Amount
1	TEST Fund 3100 - Sales - TEST	16.00	UNT	8,484.38	135,750.00

THIS IS A TEST NOTE FOR A TEST INVOICE

Subtotal: 135,750.00  
Amount Due: 135,750.00

# New Invoice?

- You can opt to close the tab with the invoice or you can leave it there for later and click on the **Report Manager** tab.
- Clicking on **Report Manager** tab will allow you to access an different invoice to reprint.

6192. Report Manager zbf-uat.utshare.utsystem.e...

**The University of Texas**  
**Rio Grande Valley**

**INVOICE**

Invoice No: NS-0000016-INV  
Invoice Date: 05/14/2018

Customer Number: NSP00002  
Payment Terms: Net 30  
Due Date: 06/13/2018

AMOUNT DUE: 135,750 USD

**Bill To:**  
Rio Grande Regional Hospital  
Jose Garza  
1215 North St.  
McAllen TX 78501  
United States

**Please Remit To:**  
The University of Texas Rio Grande Valley  
Payments & Collections Office SSB 1.1145  
1201 West University Dr.  
Edinburg TX 78539  
United States

For proper posting to your account, please include the invoice number on all remittances and correspondences

Line	Description	Quantity	UOM	Unit Amt	Net Amount
1	TEST Fund 3100 - Sales - TEST	16.00	UNT	8,464.38	135,750.00

THIS IS A TEST NOTE FOR A TEST INVOICE

Subtotal: 135,750.00  
Amount Due: 135,750.00



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This Process Is Now Complete

Contact us at:

- If you have questions please contact: [AccountsReceivable@utrgv.edu](mailto:AccountsReceivable@utrgv.edu)

**The University of Texas**  
**Rio Grande Valley**<sup>TM</sup>

Accounts Receivable