The University of Texas Rio Grande Valley™

Accounts Receivable

Reprint Invoice(s)

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Updated: 09/20/18

Objective

To Properly Setup To Reprint Invoices
in
PeopleSoft 9.2
Accounts Receivable Module
Billing Component
by Explanation, Demonstration, & Practical Application

Caveats

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

- 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

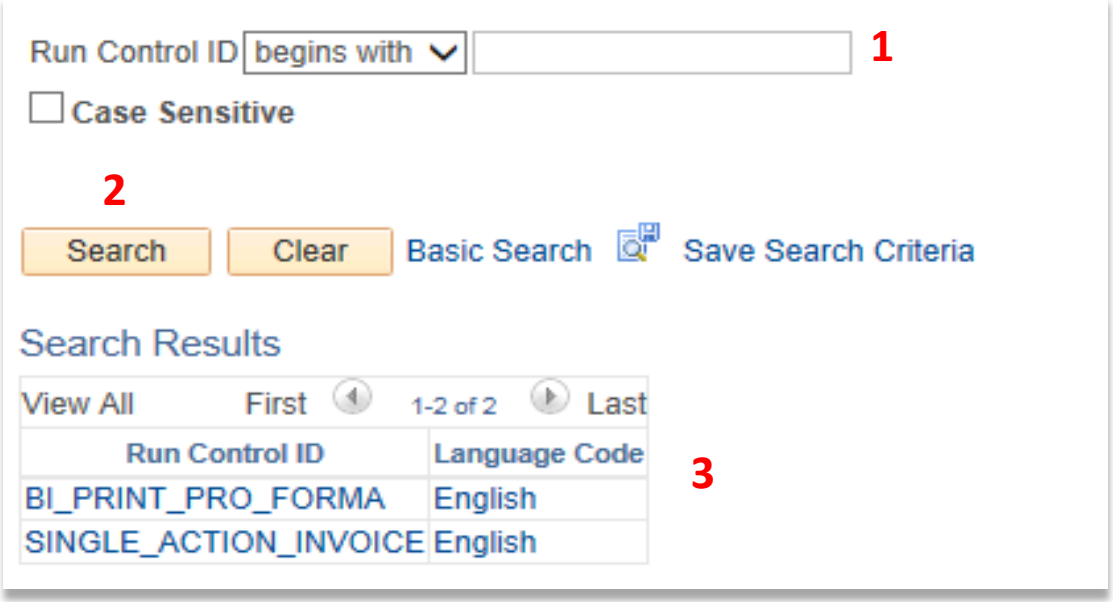
1. Create (BI_Reprint_Invoice)

-or-

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

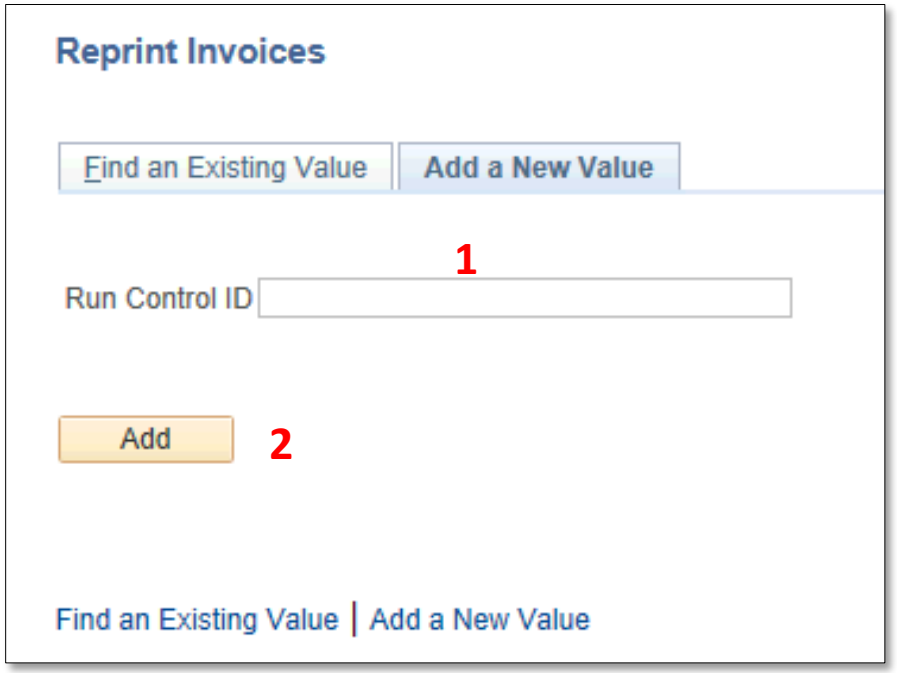
3. Results of existing CONTROL IDs (you can click on one)

For Training purposes create on BI_Reprint_Invoice



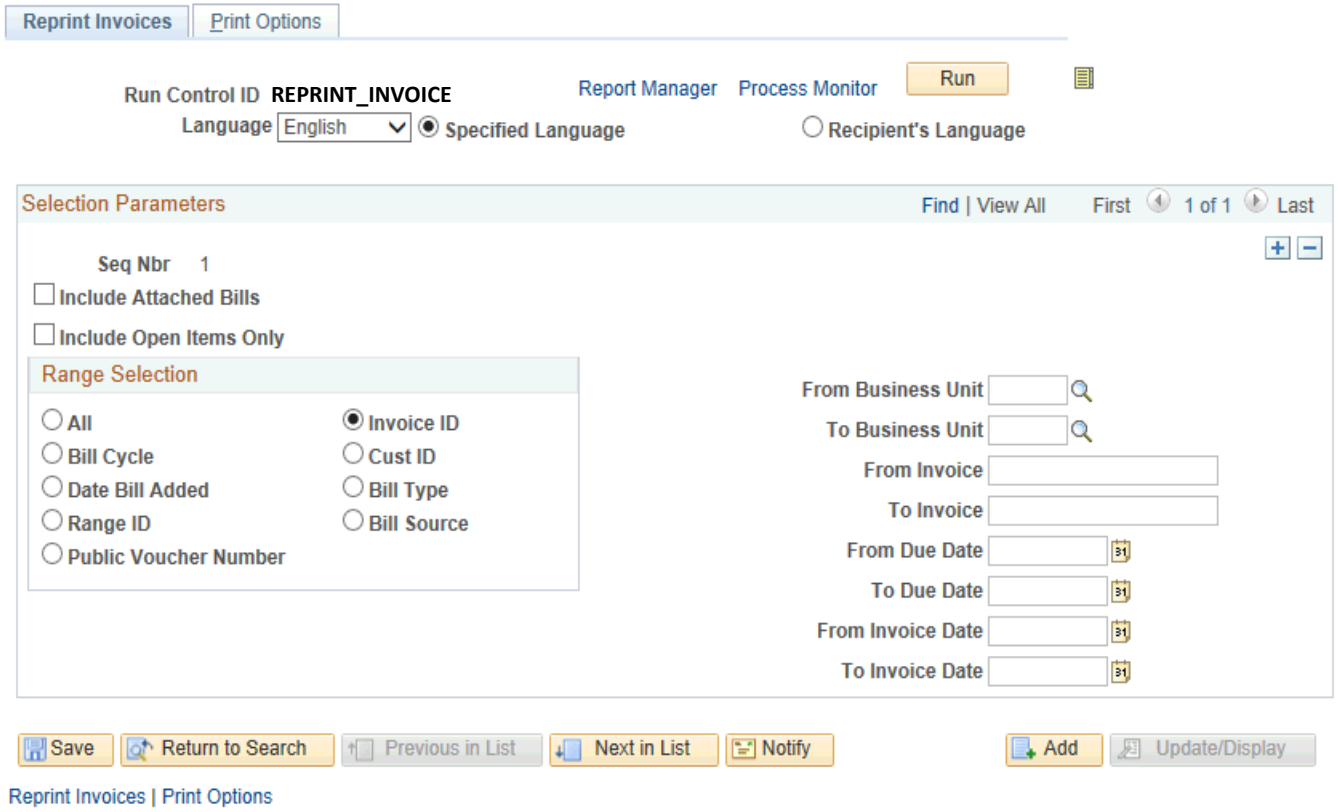
Reprint Invoice(s)

- Click on **Add a New Value** tab
  - In Run Control ID box type: **BI_Reprint_Invoice**
  - Click **Add** button



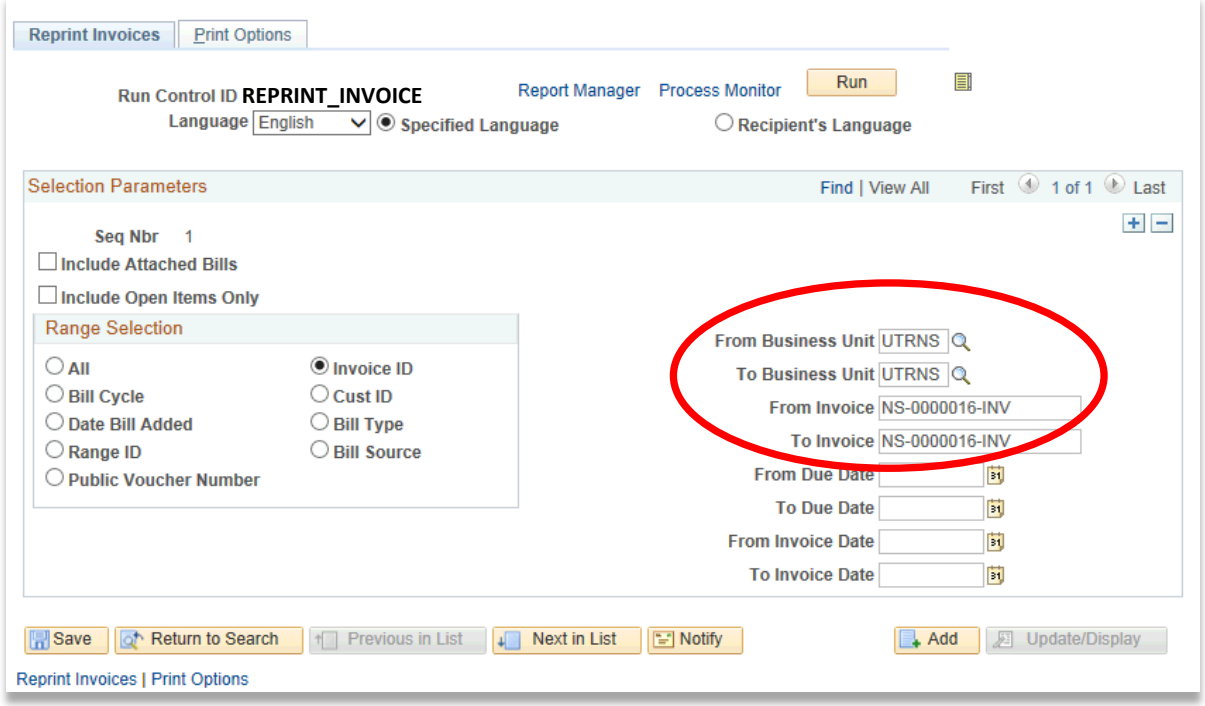
Data Entry

- REPRINT INVOICES page will appear



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)

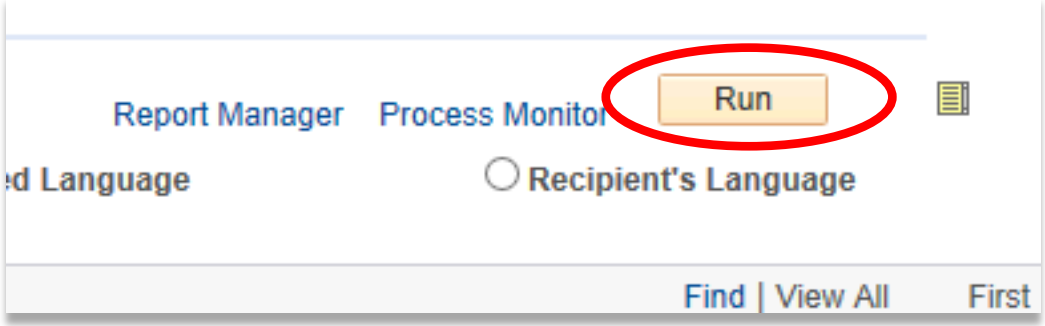


Data Entry

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

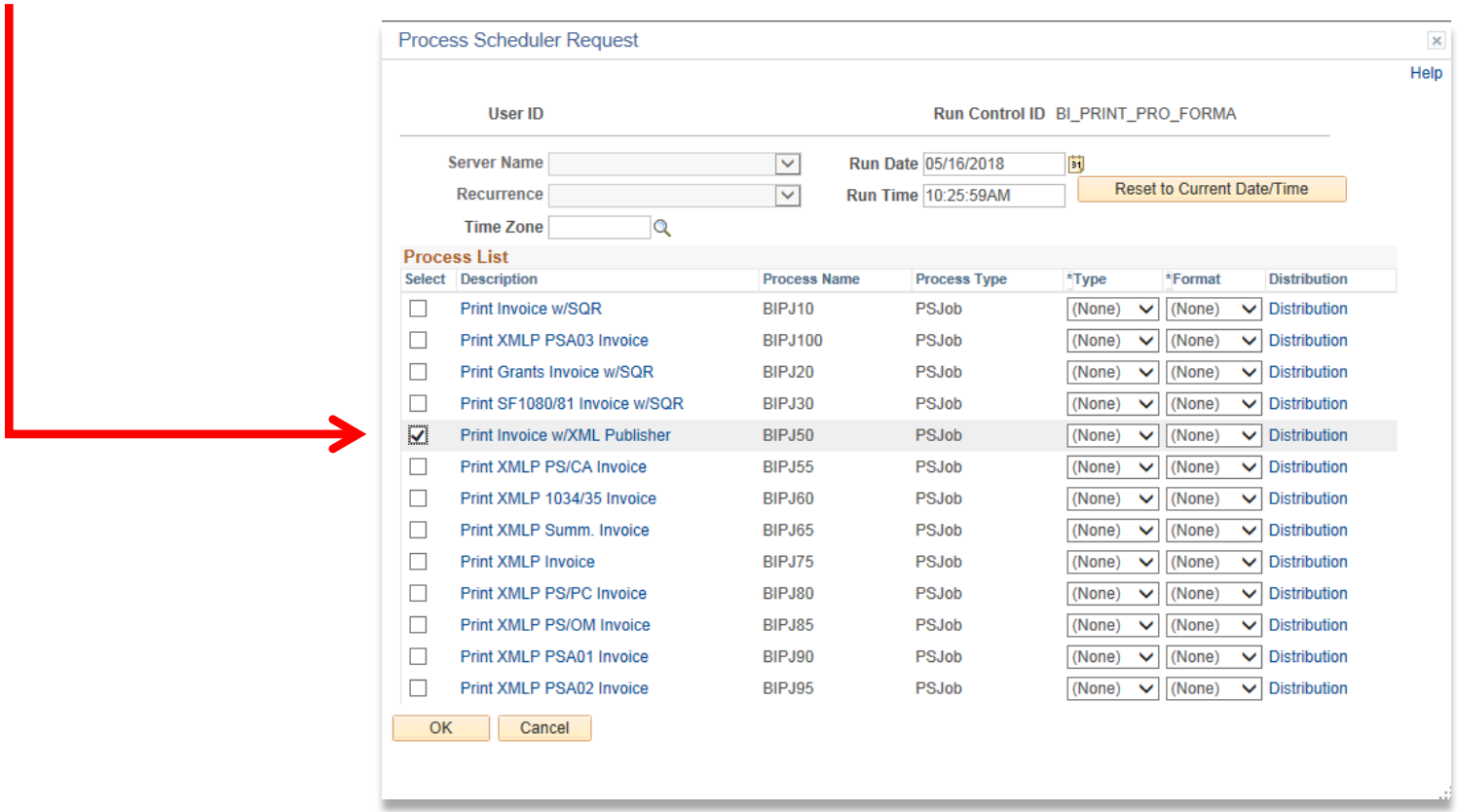
- From Due Date
- To Due Date
- From Invoice Date
- To Invoice Date

- Click **Run**



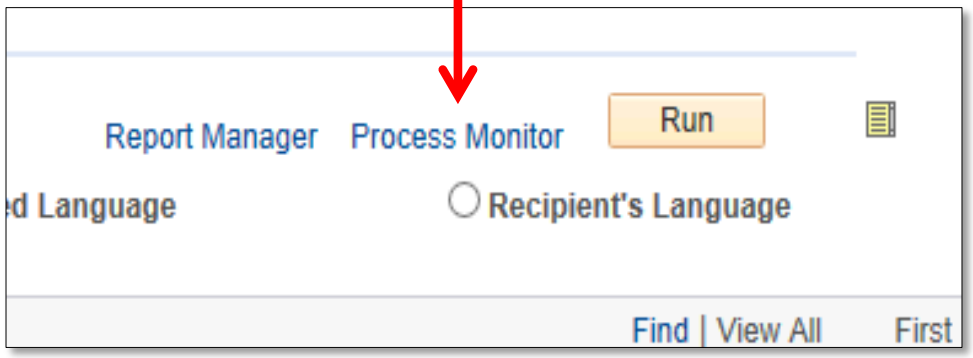
Data Processing

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



Data Processing

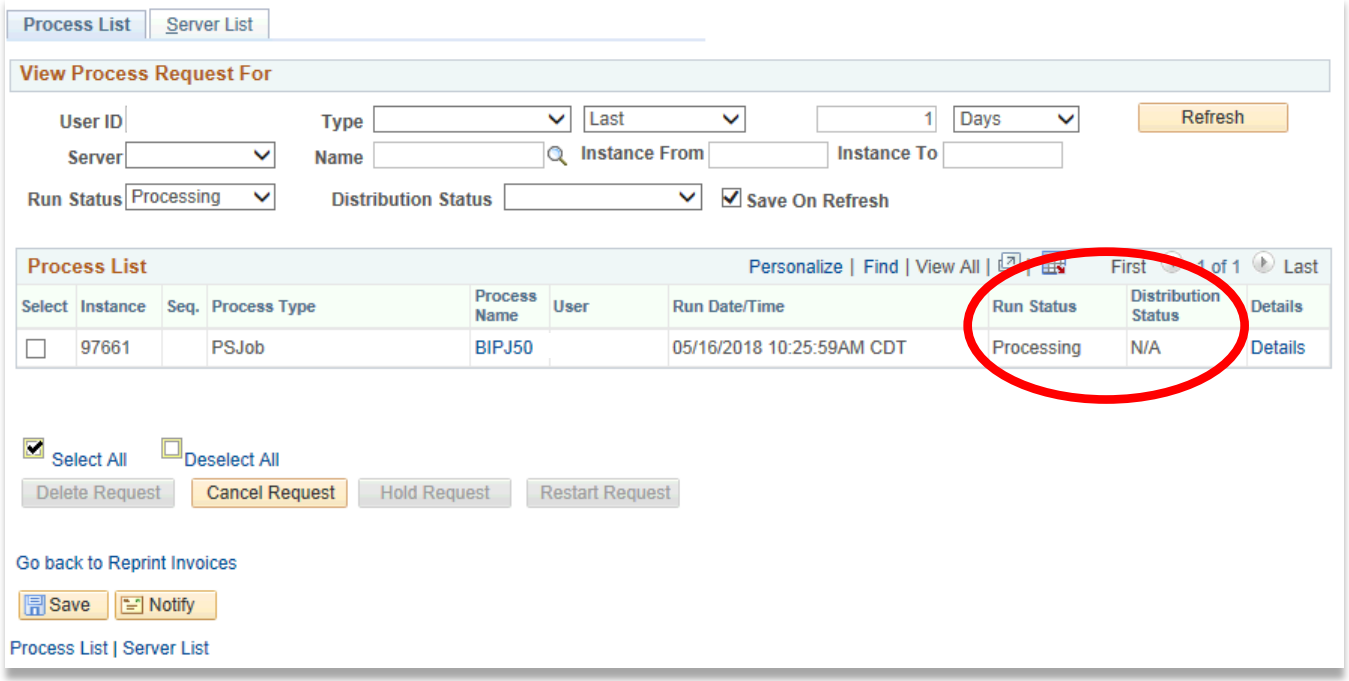
- Click OK button
- Click PROCESS MONITOR link



- View **Process Request For** screen appears

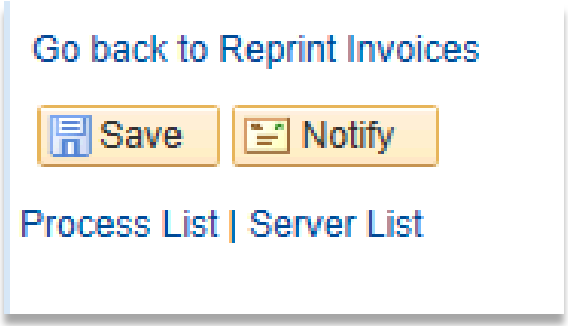
Data Processing

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

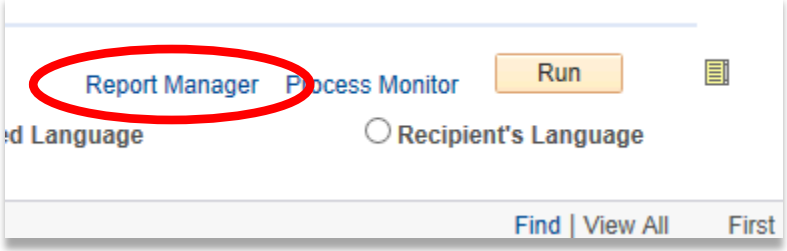


Data Processing

- Click Go back to Reprint Invoices

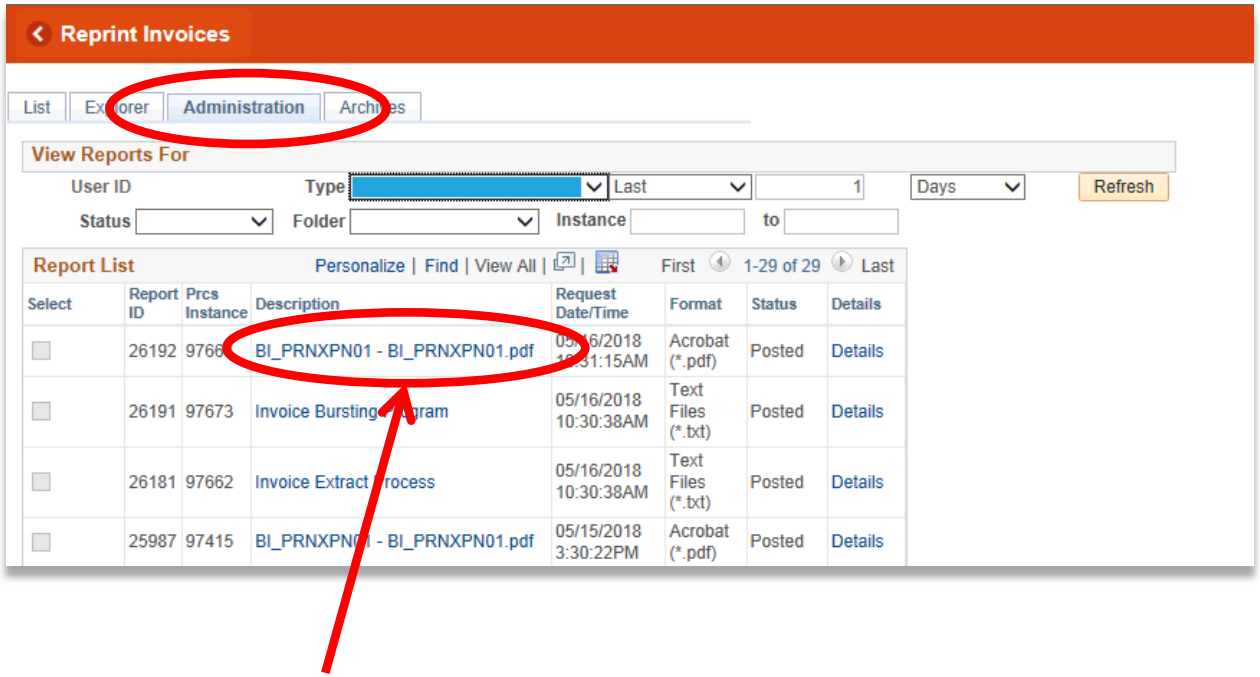


- Click Report Manager link



Data Processing

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



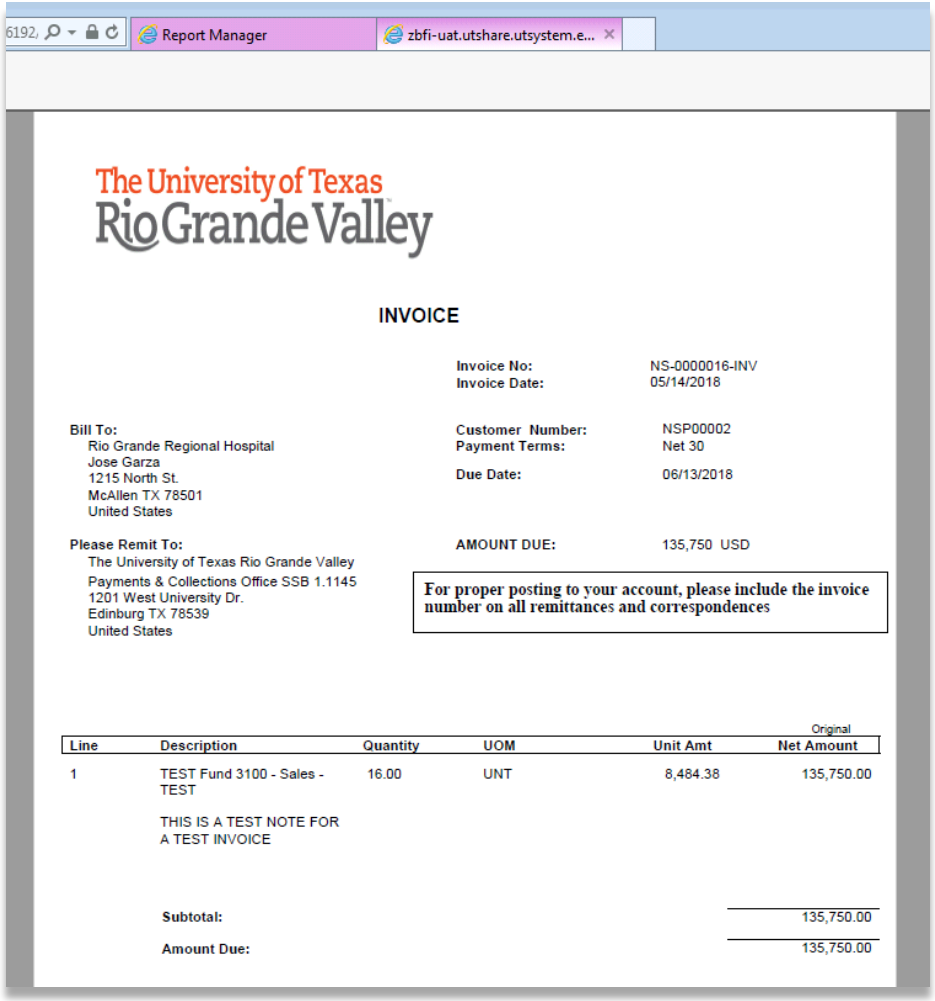
Click **BI_PRNXPN01 – BI_PRNXPN01.pdf** link

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.



Report Manager | zbfi-uat.utshare.utsystem.e...

The University of Texas Rio Grande Valley

INVOICE

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

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

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

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

AMOUNT DUE: 135,750 USD

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

Line	Description	Quantity	UOM	Unit Amt	Original Net Amount
1	TEST Fund 3100 - Sales - TEST THIS IS A TEST NOTE FOR A TEST INVOICE	16.00	UNT	8,484.38	135,750.00

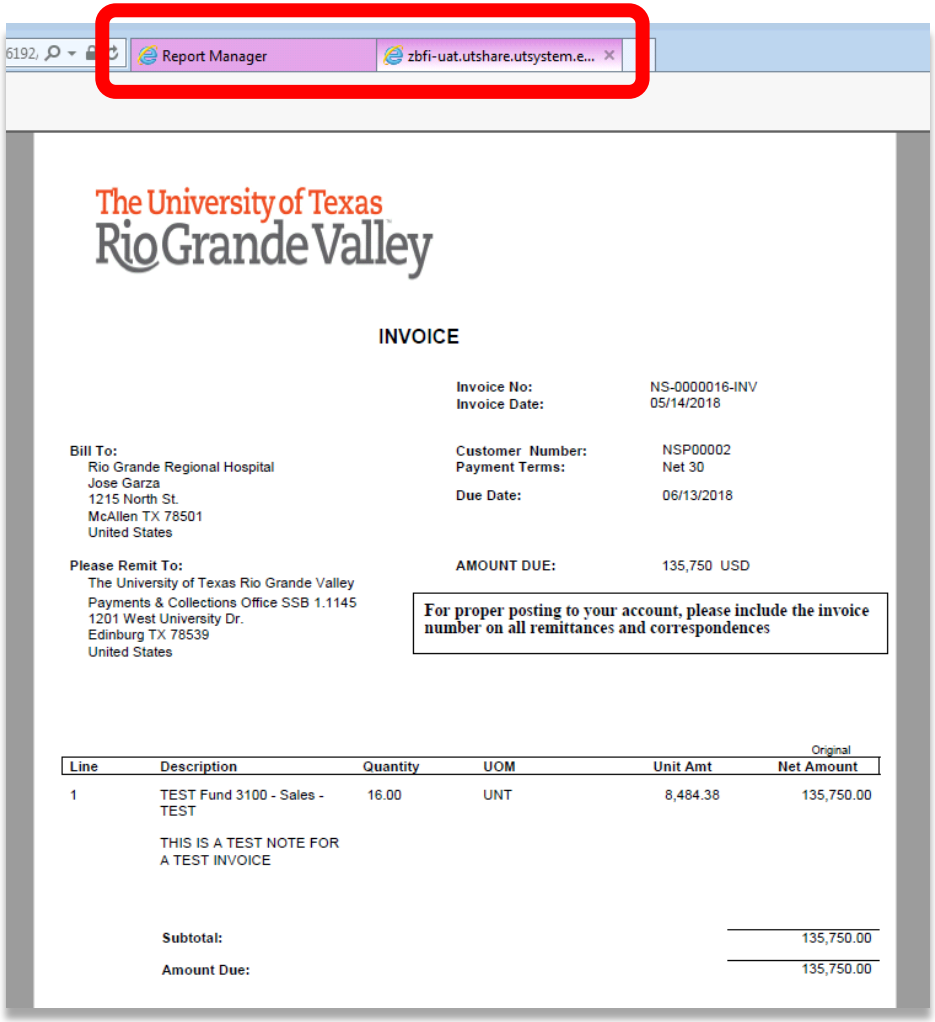
Subtotal: 135,750.00

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.



This Process Is Now Complete

Contact us at:

- If you have questions please contact: AccountsReceivable@utrgv.edu

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