

The University of Texas Rio Grande ValleyTM

Accounts Receivable

Copy a Single Bill

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Updated: 09/05/18

Objective

How To Properly Copy a Single Bill

in

PeopleSoft 9.2

Accounts Receivable Module

Billing Component

by Explanation, Demonstration, & Practical Application

Caveat


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

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.

- Log in to PeopleSoft 9.2
- Fluid Tile: Program Mgmt, Billing & AR / Billing / My Billing Invoices / Copy Single Bill
-  NavBar: Navigator > Financials > Billing > Maintain Bills > Copy Single Bill

Copy A Single Bill

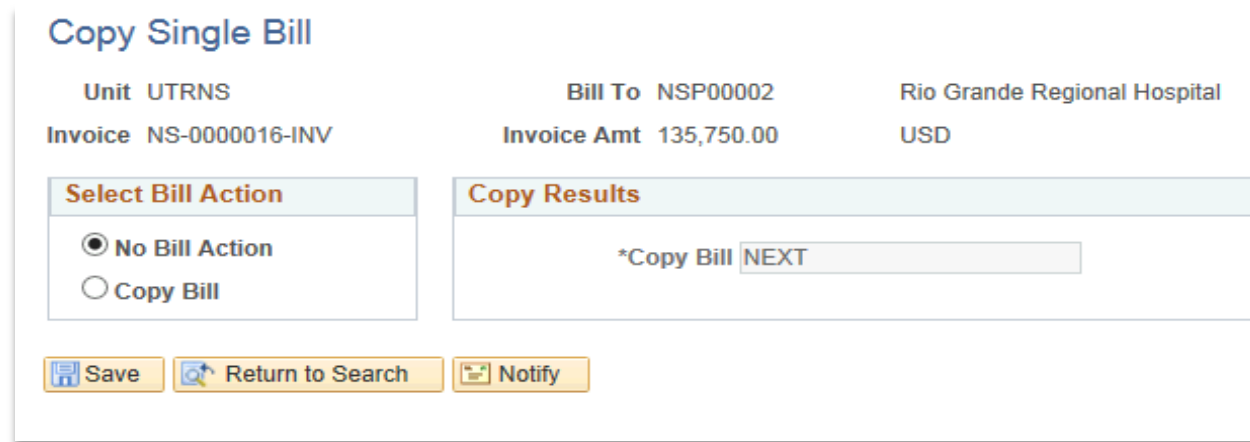
- Find an Existing Value
- Business Unit - **UTRNS**
- Invoice [begins with] :
NS-#####-INV
 - Data starts to populate under that field
- For training purposes, please use
NS-0000016-INV

NOTE: If INVOICE number is known the following is not required: Bill Status, Customer [begins with], Contact.

The screenshot shows a web interface titled "Copy Single Bill". Below the title is a instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There is a blue button labeled "Find an Existing Value". Below this is a section titled "Search Criteria" with a dropdown arrow. The search criteria include: "Business Unit" with a dropdown menu and a search icon; "Invoice" with a "begins with" dropdown and a search icon; "Bill Status" with a dropdown menu and a search icon; "Customer" with a "begins with" dropdown and a search icon; and "Contract" with a "begins with" dropdown and a search icon. There is also a checkbox labeled "Case Sensitive". At the bottom, there are buttons for "Search", "Clear", "Basic Search" (with a magnifying glass icon), and "Save Search Criteria" (with a save icon).

Data Entry

- Click **Search** button
- **Copy Single Bill** page opens



The screenshot shows a web form titled "Copy Single Bill". It contains the following information:

Unit	UTRNS	Bill To	NSP00002	Rio Grande Regional Hospital
Invoice	NS-0000016-INV	Invoice Amt	135,750.00	USD

Below the information, there are two main sections:

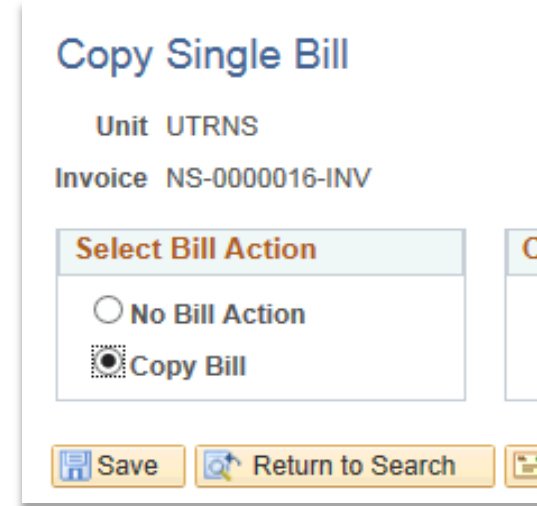
- Select Bill Action:** Contains two radio buttons: "No Bill Action" (selected) and "Copy Bill".
- Copy Results:** Contains a text input field with the value "*Copy Bill NEXT".

At the bottom of the form, there are three buttons: "Save", "Return to Search", and "Notify".

- REVIEW content presented to ensure you have selected correct invoice.
- If this is not the correct invoice, CLICK the **RETURN TO SEARCH** button

Data Processing

- Click **Copy Bill** in SELECT BILL ACTION section



Copy Single Bill

Unit UTRNS

Invoice NS-0000016-INV

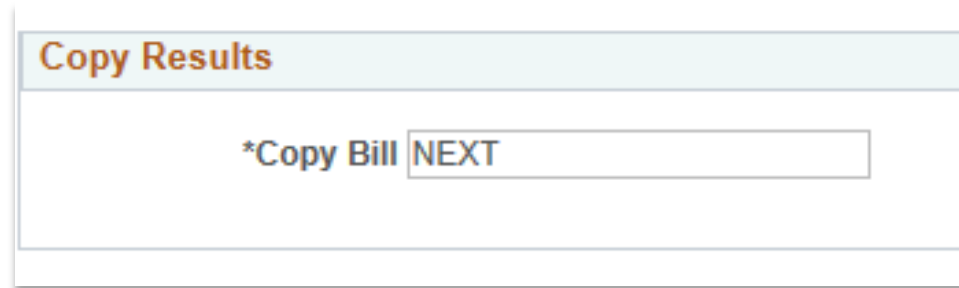
Select Bill Action

No Bill Action

Copy Bill

Save Return to Search

- In **COPY RESULTS** section leave content default (NEXT)

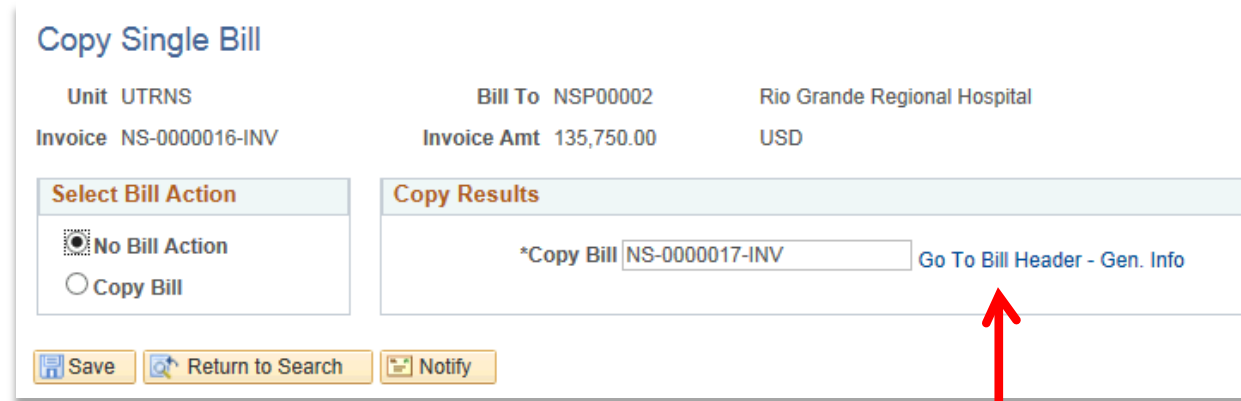


Copy Results

*Copy Bill NEXT

Data Processing

- Click Save button
 - SELECT BILL ACTION section bubble returns to NO BILL ACTION
 - *COPY BILL changes from NEXT to NS-#####-INV



The screenshot shows a web interface titled "Copy Single Bill". It displays bill details: Unit UTRNS, Invoice NS-0000016-INV, Bill To NSP00002, Invoice Amt 135,750.00, and Rio Grande Regional Hospital, USD. Below this is a "Select Bill Action" section with two radio buttons: "No Bill Action" (selected) and "Copy Bill". To the right is a "Copy Results" section containing the text "*Copy Bill NS-0000017-INV" and a blue link "Go To Bill Header - Gen. Info". At the bottom are three buttons: "Save", "Return to Search", and "Notify". A red arrow points from the "Go To Bill Header - Gen. Info" link to the corresponding bullet point in the list below.

- Click **Go To Bill Header – Gen. Info** link
 - a new browser tab will appear

Data Processing

- Review ALL content displayed on HEADER – INFO 1 page

Header - Info 1 | Line - Info 1

Unit UTRNS Invoice NS-000017-INV Pretax Amt 135,750.00 USD

Status NEW Invoice Date Cycle ID
*Type D31 Source ONL *Frequency Once
*Customer NSP00002 SubCust1 SubCust2
Rio Grande Regional Hospital
*Invoice Form XMLPUB From Date To Date
Accounting Date Pay Terms N30 Pay Method Check
Remit To CHASE Bank Account VAR1
Sales NON-GR01 Bill Inquiry Phone 956-655-2889
Credit CA Collector COL01
Billing Specialist BILLERCN Billing Authority BILLAUTH
UTRGV Conversion - Non Grants Mariana Guerra, Manager

Go to: Header Info 2 Address Copy Address
Notes Express Entry Attachments
Summary Bill Search Line Search Navigation Header - Info 1
Page Series
Prev Next
Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

- Click LINE – INFO 1 tab

Data Processing

- Review ALL content displayed on LINE – INFO 1 tab

Header - Info 1 | Line - Info 1

Unit UTRNS Bill To NSP00002 Pretax Amt 135,750.00 USD
Invoice NS-0000017-INV Rio Grande Regional Hospital Max Rows 5

Bill Line Find | View All First 1 of 1 Last

Identifier Look Up Date 05/16/2018

Seq 1 Line
Table ID Identifier REV_RGV_DES31 Net Extended 135,750.00
Description TEST Fund 3100 - Sales -TEST

Quantity	16.0000	From Date	
Unit of Measure	UNT	To Date	
Unit Price	8,484.3750	Line Type	REV <input checked="" type="checkbox"/> Accumulate
Gross Extended	135,750.00	Tax Code	<input type="checkbox"/> Tax Exempt
Less Discount	0.00	Exempt Cert	
Plus Surcharge	0.00		
Net Extended	135,750.00		
VAT Amount	0.00		
Tax Amount	0.00		
Net Plus Tax	135,750.00		

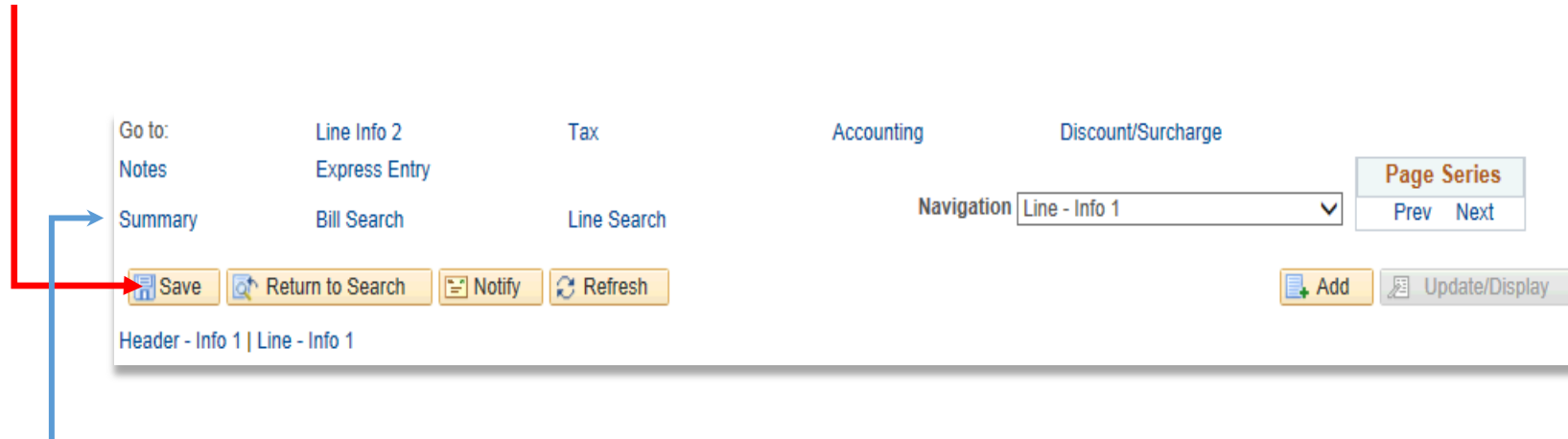
Go to: Line Info 2 Tax Accounting Discount/Surcharge
Notes Express Entry
Summary Bill Search Line Search Navigation Line - Info 1 Page Series
Prev Next

Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

Data Processing

- Copy a bill to ensure accounting date is to current open period.
- Click **Save** button



- Click **Summary** link (above Save button)

Data Processing

- Review CONTENT displayed
- Take note of NEW invoice number for future reference

The screenshot shows a 'Bill Summary Info' page. At the top, there are two tabs: 'Bill Summary Info' and 'Bill Summary Info 2'. The 'Bill Summary Info 2' tab is active. The page is divided into two main sections. The left section is a table with financial data, and the right section is a list of invoice details. A red circle highlights the 'Invoice NS-000017-INV' text in the top right of the table. A red arrow points from the text 'Click Bill Search link (above SAVE button)' to the 'Bill Search' link in the 'Go to:' section at the bottom of the page.

Unit	UTRNS	Invoice	NS-000017-INV	Invoice Date	
Gross Extended Amount	135,750.00	Customer	NSP00002	Rio Grande Regional Hospital	
Total Discounts	0.00	Invoice Type	Regular		
Total Surcharges	0.00	Bill Type	D31 Designated Fund - 3100		
Net Extended Amount	135,750.00	Bill Source	ONL Online transactions		
Total VAT Amount	0.00	Bill Status	NEW		
Total Taxes	0.00	Template	No		
Total Invoice Amount	135,750.00	Consol Hdr	No		
Forward Bal	0.00	Bill By ID			
Paid Amount	0.00	Invoice Media	Print Copy		
Total Due	135,750.00	Due Date			

Go to: [Bill Search](#) [Header Info 1](#) [Address](#) [Copy Address](#) [Notes](#)

[Save](#) [Return to Search](#) [Notify](#)

Bill Summary Info | Bill Summary Info 2

- Click **Bill Search** link (above SAVE button)
 - **Bills Not Invoiced** page appears

Data Processing

- Enter
 - Unit: UTRNS
 - ID: use look up icon or manually enter (i.e., NSP00002)
- Click **Search** button

You should see your **NEW** invoice listed in the results.

If you do not see it:

1. You copied the wrong Invoice #
2. You did not properly copy the single bill.

Bills Not Invoiced

*Unit *Currency Option Transaction Currency
*Bill To Customer *ID Search

0.000 / 0.00

Bill Search Results Personalize | Find | View All | First 1 of 1 Last

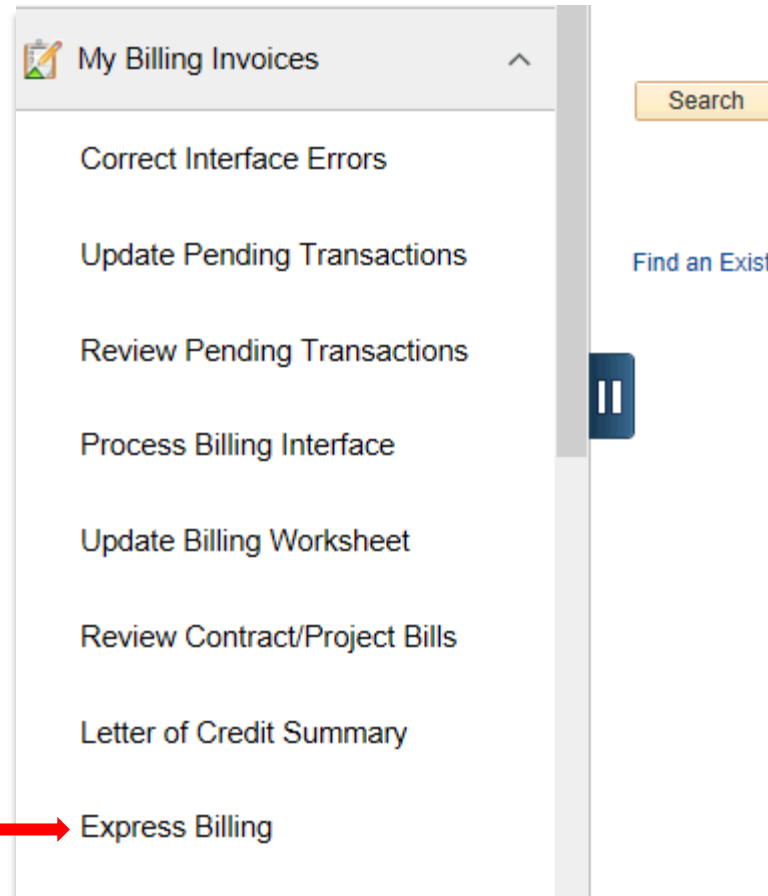
Select	Type	Status	Source	Invoice	Template Invoice Flag	Invoice Date	Invoice Amount	Currency	Created By
<input type="checkbox"/>							0.000		

Summary Header Info 1 Address Copy Address Header Notes
Line Info 1 Tax Accounting Discount/Surcharge Line Notes Line Search

Notify Refresh

NAVIGATION

- TILES: Program Mgmt, Billing & AR > My Billing Invoices > Express Billing



Data Processing

- Click **Find an Existing Value** tab (should be DEFAULT tab)
- Enter BUSINESS UNIT: **UTRNS**
- Enter **Invoice [begins with]: NS-#####-INV** (the one you took note of for future use)

- Click **Search** button

Express Bill Entry

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**

Business Unit = ▼ UTRNS 🔍

Invoice begins with ▼ ns x 🔍

Bill Status = ▼

Customer begins with ▼ NS-0000017-INV Regular D31 New Bill ONL

Contract begins with ▼

Bills in Business Unit = ▼

Template Invoice Flag = ▼

Case Sensitive

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

Invoice	Invoice Type	Bill Type Identifier	Bill Status	Bill Source
NS-0000017-INV	Regular	D31	New Bill	ONL

Data Processing

- Billing General page appears

Billing General

Unit UTRNS Invoice NS-000017-INV Pretax Amt 135,750.00 USD

Bill Status Invoice Date
*Bill Type Bill Source
Cycle ID *Frequency
*Invoice Form

Customer Information

*Customer SubCust1 [View Customer Activity](#)
Rio Grande Regional Hospital SubCust2

Address

Payment Information

Header Detail

Lines to Add Max Rows

Bill Lines Personalize | Find | View All | First 1 of 1 Last

Charge Details	Net Amount	Line Information	Product	Order	Shipment	Miscellaneous	Project/Contract	Service	User Fields				
Sel	Seq	Line	Identifier	Look Up Date	Table	Identifier	Description	Quantity	UOM	Unit Price	Gross Extended	AR Account	Revenue
<input type="checkbox"/>	1		05/16/2018	ID	REV_RGV_DES	TEST Fund 3100 - Sa	16.0000	UNT	8,484.3750	135,750.00	11680	42306	

Go to: Summary Copy Address Standard Entry Header Notes Bill Search Accounting Distributions Line Search Attachments

Navigation Page Series

Data Processing

- Click Address subsection in CUSTOMER INFORMATION section
- Review CONTENT as necessary
 - If you have to make changes on customer information at this time Mariana Guerra (Financial Manager, Financial Services-Comptroller) has asked that you contact her by email with your adds, changes, or deletions to the Customer Information.

The screenshot displays a web interface for customer information. The main section is titled "Customer Information" and contains fields for "*Customer" (NSP00002), "SubCust1", "SubCust2", and a "View Customer Activity" link. Below this is the "Address" subsection, which includes fields for "Attention To", "*Location", "Language Code" (ENG), "Email Address" (jose.garza@yahoo.com), "Country" (USA), "Address 1" (1215 North St.), "Address 2", "Address 3", "City" (McAllen), "County", "State" (TX), "Contact Name" (Jose Garza), "Number of Copies" (1), "*Invoice Media" (Print Copy), and "Postal" (78501).

Customer Information	
*Customer	NSP00002
SubCust1	
SubCust2	
Rio Grande Regional Hospital	
View Customer Activity	
Address	
Attention To	1
*Location	2
Language Code	ENG
Email Address	jose.garza@yahoo.com
Country	USA United States
Address 1	1215 North St.
Address 2	
Address 3	
City	McAllen
County	
State	TX Texas
Contact Name	Jose Garza
Number of Copies	1
*Invoice Media	Print Copy
Postal	78501

Data Processing

- Click on Payment Information in Customer Information section
- Review & Correct Content as necessary.
 - Check Pay Terms
 - Pay Method (no need to change)
 - Verify \$\$\$ Amounts

Payment Information	
Pay Terms	N30
Remit To	CHASE
Paid Reference	
Paid Amount	0.00
Letter of Credit ID	
Pay Method	Check
Bank Account	VAR1
	Prepayment Lookup
Fwd Balance	0.00
Letter of Credit Document ID	

Data Processing

- Click on **Header Detail** section
- Review & Correct CONTENT as necessary

▼ Header Detail

Accounting Date	<input type="text"/>	Hold Until Date	05/16/2018
From Date	<input type="text"/>	To Date	<input type="text"/>
Sales Person	NON-GR01	Bill Inquiry Phone	956-655-2889
Credit Analyst	CA	Collector	COL01
Billing Specialist	BILLERCN	Billing Authority	BILLAUTH
	UTRGV Conversion - Non Grants		Mariana Guerra, Manager
Entry Type	INV	Entry Reason	NSP
			<input type="checkbox"/> Accrue Unbilled
PO Ref	<input type="text"/>		
System Source			

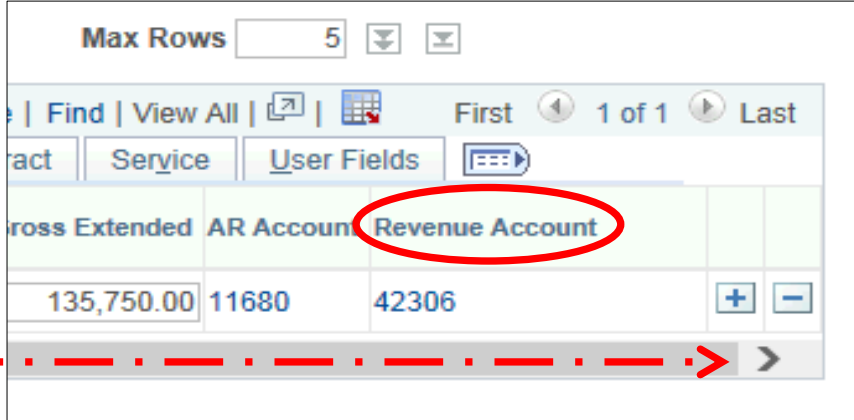
Data Processing

Sel	Seq	Line	Identifier Look Up Date	Table	Identifier	Description	Quantity	UOM	Unit Price	Gross Extended	AR Account	Revenue
<input type="checkbox"/>	1	1	05/16/2018	ID	REV_RGV_DES	TEST Fund 3100 - Sa	16.0000	UNT	8,484.3750	135,750.00	11680	42306

- Enter In BILL LINES section (if NOT already populated or correct)
 - Identifier Look Up Date: Current Date
 - Table: ID
 - Identifier: **WARNING! – CHANGING IDENTIFIER WILL REPLACE PRICE WITH NEW IDENTIFIER’S LIST PRICE**
 - Description: (enter a unique description)
 - Quantity: ###
 - UOM: (if applicable use lookup icon)
 - Unit Price: \$\$\$\$.\$\$
 - Gross Extended (auto sums)

Data Processing

- Click on **Revenue Account** link (next to GROSS EXTENDED)

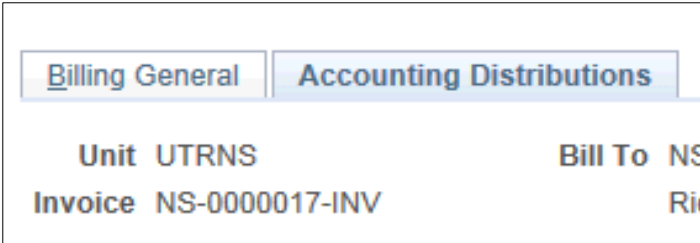


The screenshot shows a data table with the following structure:

Max Rows	5		
Find	View All		
First	1 of 1	Last	
Contract	Service	User Fields	
Gross Extended	AR Account	Revenue Account	
135,750.00	11680	42306	+ -

A red dashed arrow points from the left towards the 'Revenue Account' column header.

- Note: Accounting Distributions tab opens (if tab does not open, please click on ACCOUNTING DISTRIBUTIONS link below)



The screenshot shows the 'Accounting Distributions' tab with the following information:

Billing General	Accounting Distributions
Unit UTRNS	Bill To NS
Invoice NS-0000017-INV	Ric

Data Processing

- Review REVENUE DISTRIBUTION / BI CREATES GL ACCT ENTRIES / REVENUE section content

Revenue Distribution

BI Creates GL Acct Entries

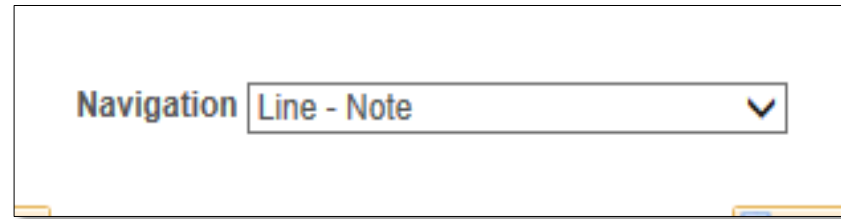
Revenue Personalize | Find | View All | [2] | [] | First 1 of 1 Last

Acctg Information Reference Information

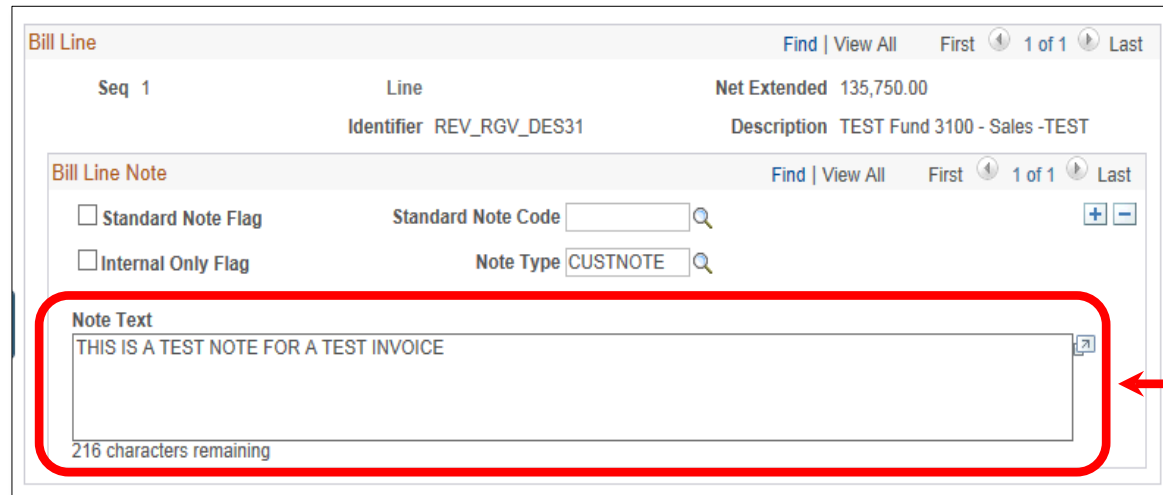
	Code	Account	Fund	Dept	Cost Center	Function	PC Business Unit	Project	Activity	Fund Affil P
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="42306"/>	<input type="text" value="3100"/>	<input type="text" value="104030"/>	<input type="text" value="31000001"/>	<input type="text" value="999"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Percent		100.00	Amount		135,750.00	Gross Extended				135,750.00

Data Processing

- Click in **NAVIGATION** section (bottom middle) – **LINE – NOTE**

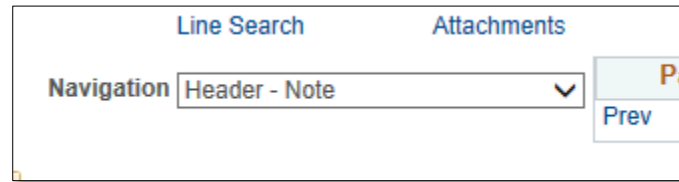


- Update content in **BILL LINE / BILL LINE NOTE / Note Text** Section

A screenshot of a software form titled "Bill Line". At the top, it shows "Seq 1", "Line Identifier REV_RGV_DES31", and "Net Extended 135,750.00". Below this is a "Description TEST Fund 3100 - Sales -TEST". The "Bill Line Note" section contains two checkboxes: "Standard Note Flag" and "Internal Only Flag", each with a "Standard Note Code" input field and a search icon. The "Note Type" is set to "CUSTNOTE". The "Note Text" field is a large text area containing the text "THIS IS A TEST NOTE FOR A TEST INVOICE" and a "216 characters remaining" indicator. A red box highlights the "Note Text" field, and a red arrow points to it from the right.

Data Processing

- Click: In **NAVIGATION** section (bottom middle) – **HEADER NOTE**

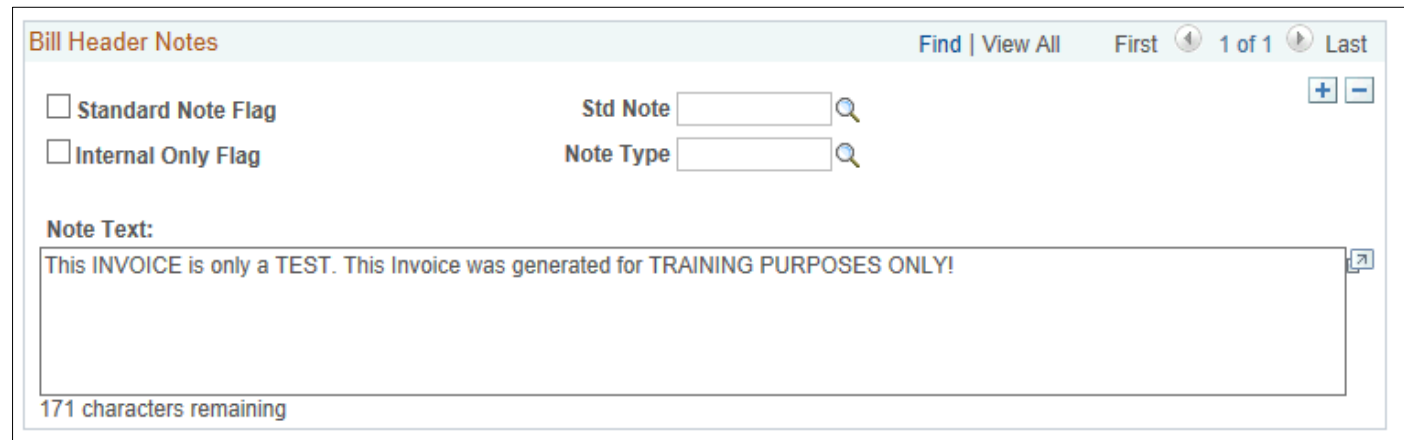


Line Search Attachments

Navigation Header - Note

Prev

- Update content in **BILL HEADER NOTES / Note Text** Section



Bill Header Notes Find | View All First 1 of 1 Last

Standard Note Flag Std Note

Internal Only Flag Note Type

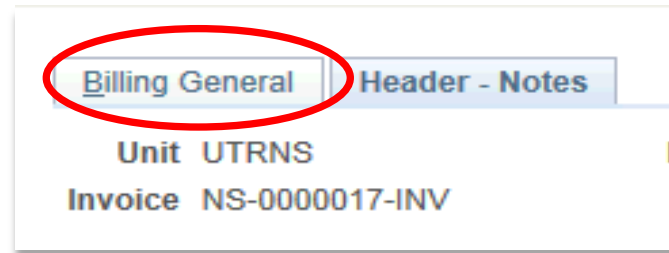
Note Text:

This INVOICE is only a TEST. This Invoice was generated for TRAINING PURPOSES ONLY!

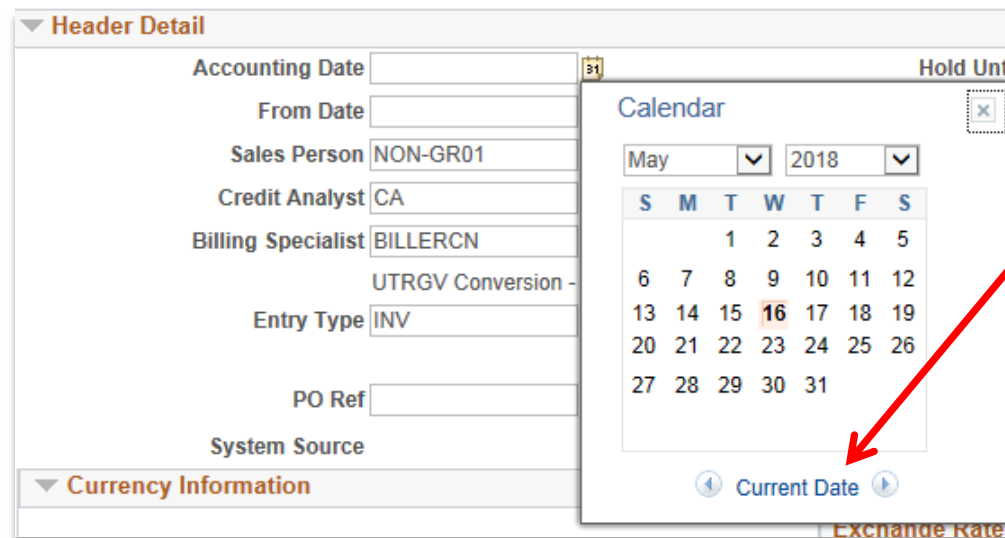
171 characters remaining

Data Processing

- Click BILLING GENERAL tab

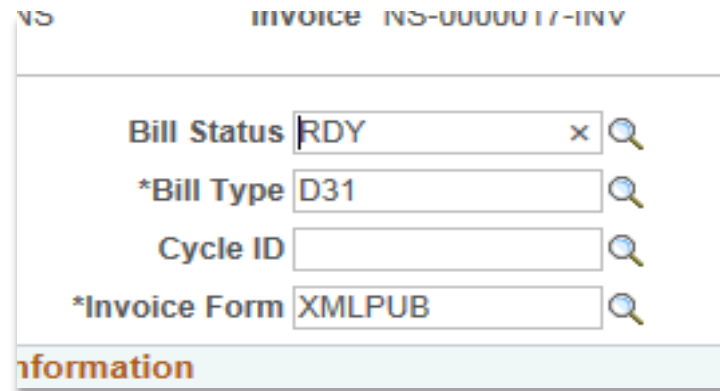


- in **HEADER DETAIL** section make **ACCOUNTING DATE**: current date



Data Processing

- At top of screen CHANGE Bill Status from NEW to **RDY**



NS INVOICE NS-0000017-INV

Bill Status x 🔍

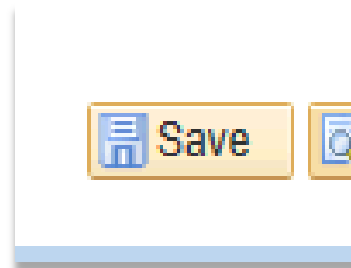
*Bill Type 🔍

Cycle ID 🔍

*Invoice Form 🔍

Information

- Click **Save** button

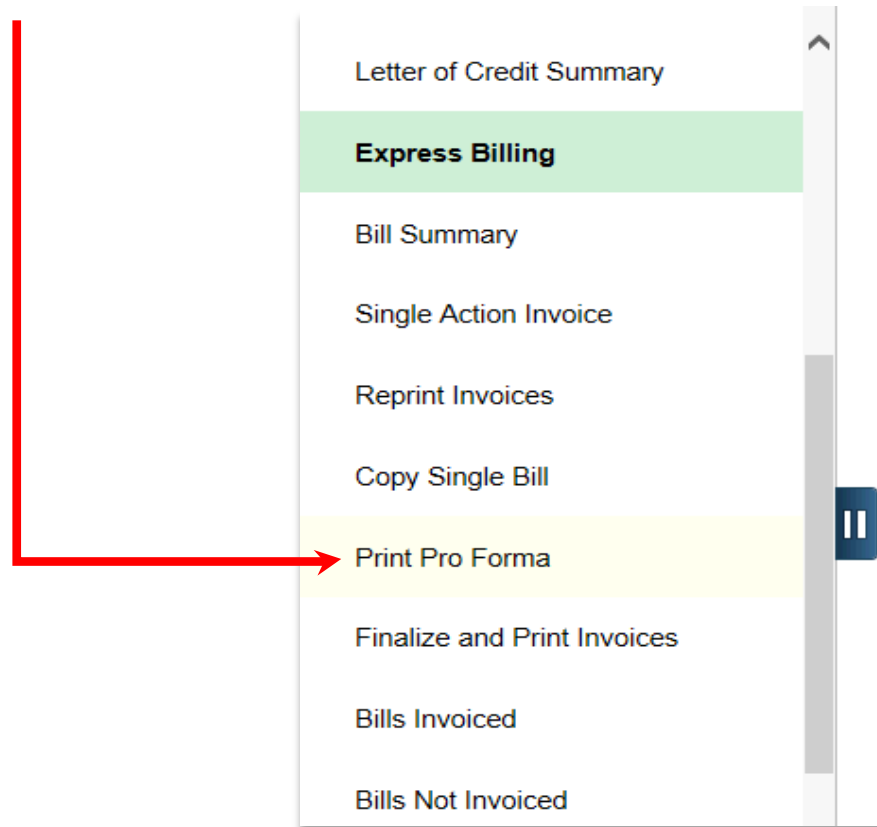


Data Processing

- Take note of your current INVOICE # for future use
- In this document the invoice # is NS-0000017-INV

NAVIGATION

- Click on **Print Pro Forma** (in Activity Guide Navigation Area)

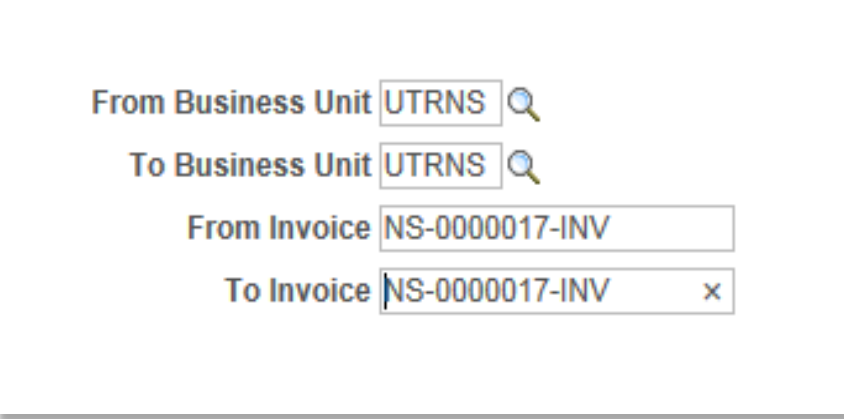


Data Processing

- Click on SEARCH
 - Click on your RUN CONTROL ID (i.e., BI_PRINT_PRO_FORMA)
 - PRO FORMA page opens

Data Processing

- Enter
 - From Business Unit: **UTRNS**
 - To Business Unit: **UTRNS**
 - From Invoice: (from previous function)
 - To Invoice: (yes, the same invoice number as above)

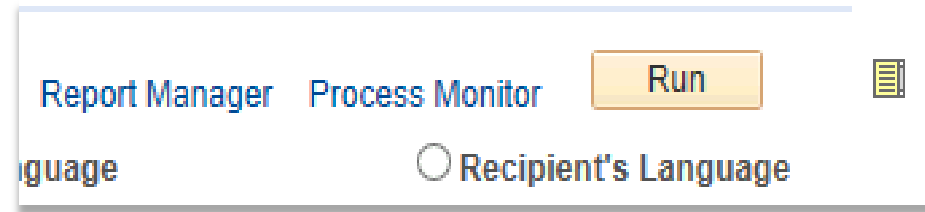


From Business Unit UTRNS 🔍
To Business Unit UTRNS 🔍
From Invoice NS-0000017-INV
To Invoice NS-0000017-INV x

- Leave all other options DEFAULT

Data Processing

- Click on **Run** button



Data Processing

- PROCESS SCHEDULER REQUEST window appears

- Click Proforma & Print option

- Click OK

- Process Scheduler Request window disappears

Process Scheduler Request

User ID _____ Run Control ID BI_PRINT_PRO_FORMA

Server Name _____ Run Date 05/16/2018

Recurrence _____ Run Time 3:03:52PM [Reset to Current Date/Time](#)

Time Zone _____

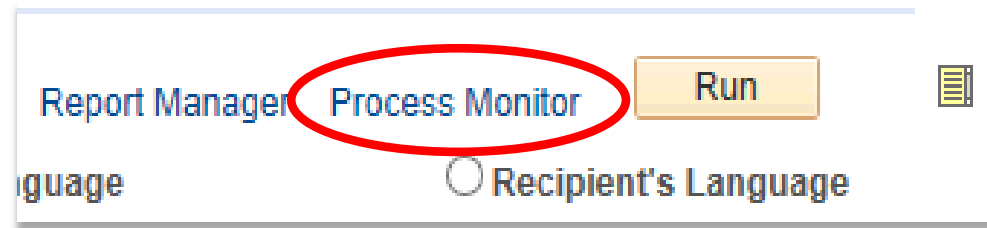
Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Pre-process & Finalization	BIIVC000	Application Engine	Web	TXT	Distribution
<input checked="" type="checkbox"/>	Proforma & Print 1	BIJOBP01	PSJob	(None)	(None)	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 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 2	BIPJ95	PSJob	(None)	(None)	Distribution

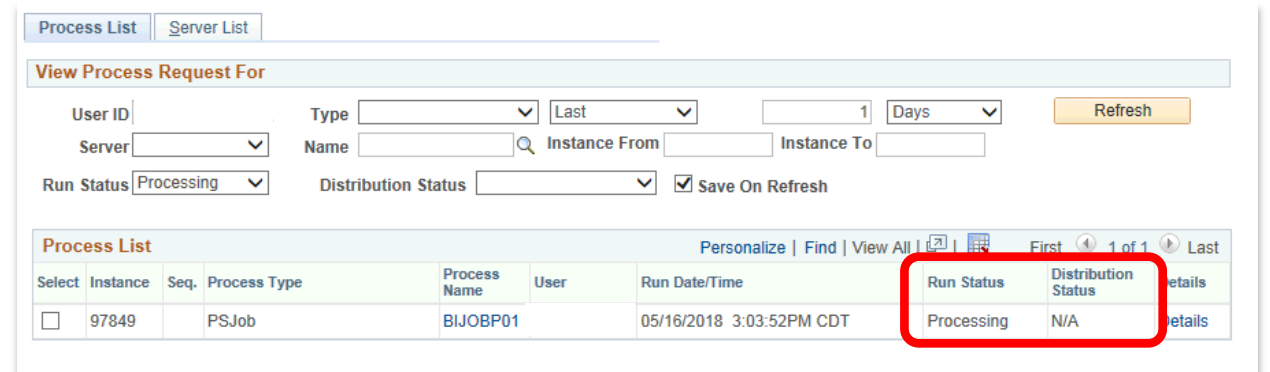
[OK](#) [Cancel](#)

Data Processing

- Click Process Monitor link



- Click REFRESH (as necessary) to view
 - RUN STATUS = SUCCESS
 - DISTRIBUTION STATUS = POSTED
 - or CONTENT may disappear



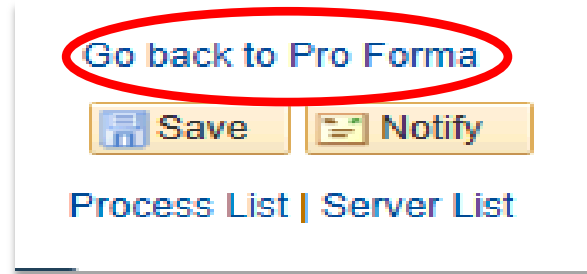
A screenshot of the 'Process List' interface. The interface includes a search and filter section with fields for User ID, Server, Type, Name, Instance From, Instance To, Run Status, and Distribution Status. A 'Refresh' button is present. Below the search section is a table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	details
<input type="checkbox"/>	97849		PSJob	BIJOBP01		05/16/2018 3:03:52PM CDT	Processing	N/A	details

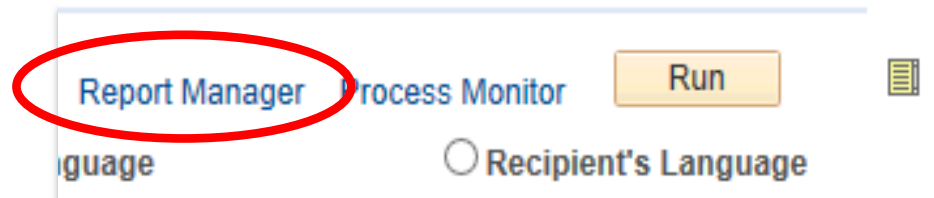
The 'Run Status' and 'Distribution Status' columns in the table are circled in red.

Data Processing

- Click **Go back to Pro Forma** link

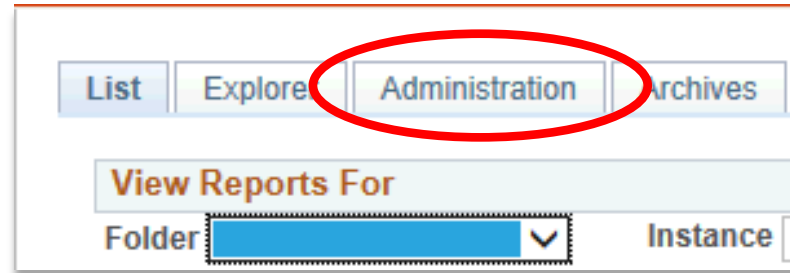


- Click **Report Manager** link

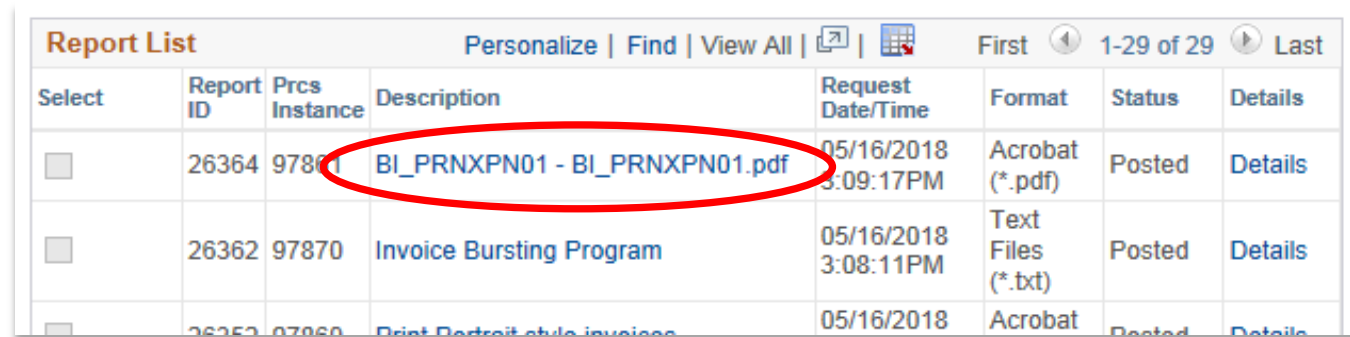


Data Processing

- Click **Administration** tab



- Click PDF version of INVOICE (typically on top of list)

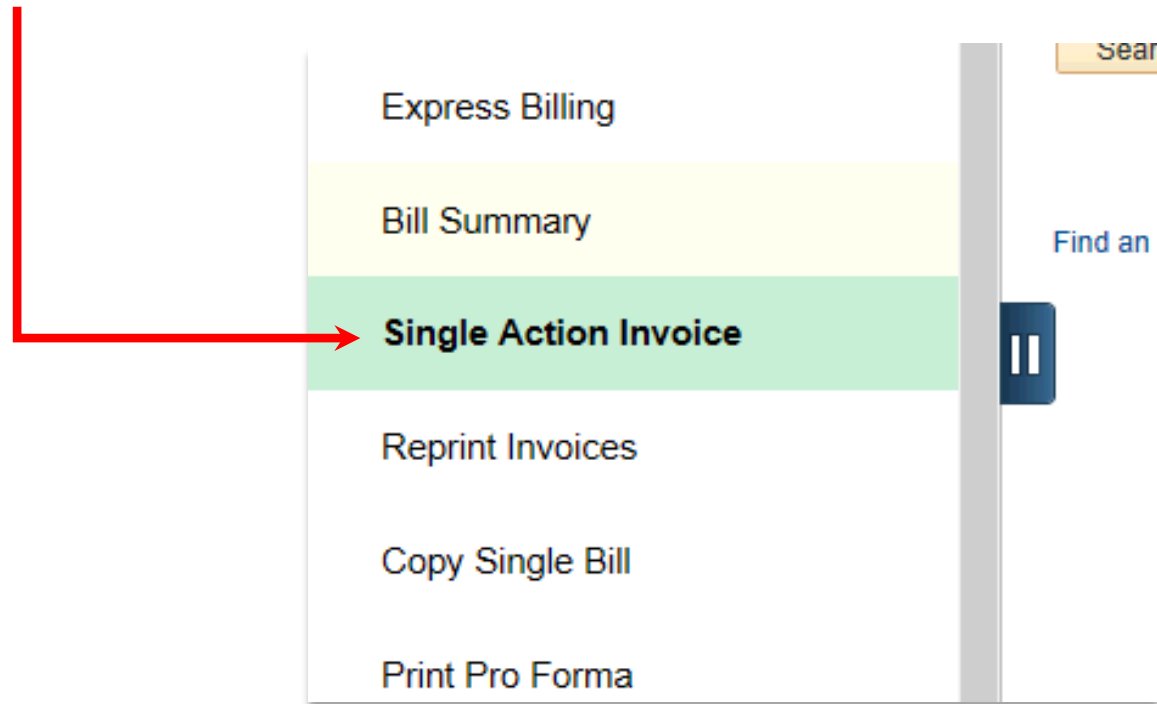


A screenshot of a 'Report List' table. The table has columns for 'Select', 'Report ID', 'Prce Instance', 'Description', 'Request Date/Time', 'Format', 'Status', and 'Details'. The first row is circled in red, showing a report with ID 26364, Instance 97870, and Description 'BI_PRNXP01 - BI_PRNXP01.pdf'. The table also includes navigation controls like 'Personalize', 'Find', 'View All', and '1-29 of 29'.

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	26364	97870	BI_PRNXP01 - BI_PRNXP01.pdf	05/16/2018 3:09:17PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	26362	97870	Invoice Bursting Program	05/16/2018 3:08:11PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	26352	97860	Print Detroit-style invoices	05/16/2018	Acrobat	Posted	Details

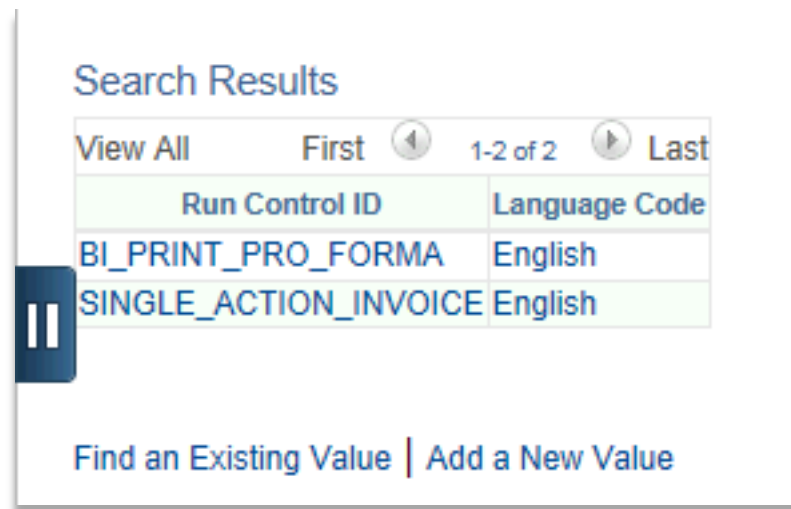
Navigation

- SINGLE ACTION INVOICE (in Activity Guide Navigation Area)





Data Processing

- Click SEARCH button
 - Click on your RUN CONTROL ID
 - For Training Purposes Only, click on **SINGLE_ACTION_INVOICE**



Search Results

View All First  1-2 of 2  Last

Run Control ID	Language Code
BI_PRINT_PRO_FORMA	English
SINGLE_ACTION_INVOICE	English

Find an Existing Value | Add a New Value

Data Processing


- SINGLE ACTION INVOICE page is displayed
- Click in SELECTION PARAMETERS / POSTING ACTION = Batch Standard
- Click in SELECTION PARAMETERS / RANGE SELECTION = Invoice ID

Posting Action	
<input type="radio"/> Do Not Post	<input checked="" type="radio"/> Batch Standard

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	

Data Processing

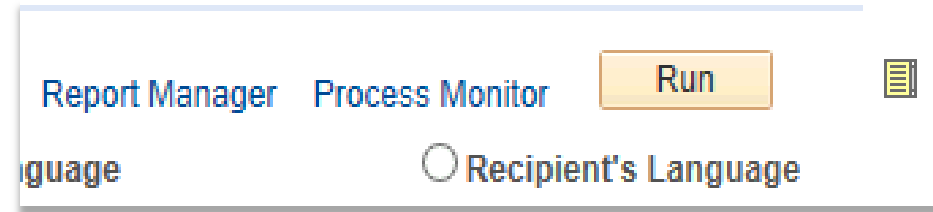
- Enter
 - Business Unit: UTRNS
 - From Invoice: (from previous process)
 - To Invoice: (same as above)

Business Unit	<input type="text" value="UTRNS"/>	
From Invoice	<input type="text" value="NS-0000017-INV"/>	
To Invoice	<input type="text" value="NS-0000017-INV"/>	

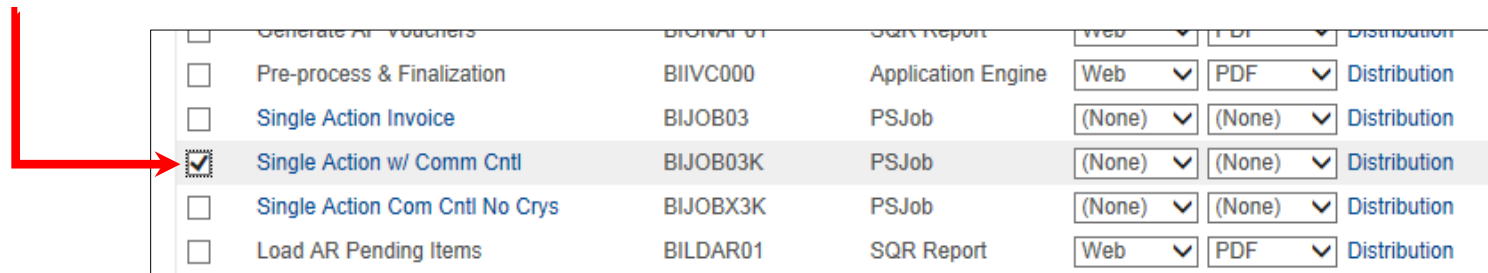
This is the invoice number you were asked to take note of for future use

Data Processing

- Click Run



- Process Scheduler Request window opens
- Select PROCESS NAME (BIJOB03K) Description: Single Action w/Comm Cntl

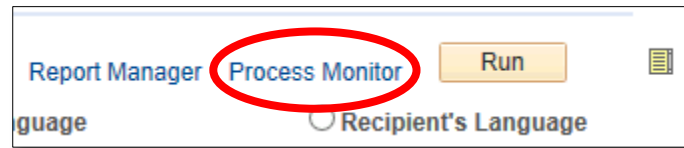


A screenshot of a table with a red arrow pointing to the row 'Single Action w/ Comm Cntl'. The table has columns for checkboxes, descriptions, process names, descriptions, and distribution options.

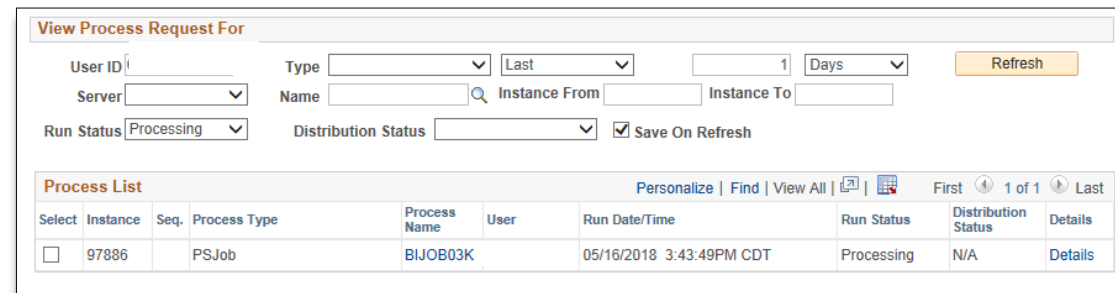
<input type="checkbox"/>	Generate AR Vouchers	BIOWAR01	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Pre-process & Finalization	BIIVC000	Application Engine	Web	PDF	Distribution
<input type="checkbox"/>	Single Action Invoice	BIJOB03	PSJob	(None)	(None)	Distribution
<input checked="" type="checkbox"/>	Single Action w/ Comm Cntl	BIJOB03K	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Single Action Com Cntl No Crys	BIJOBX3K	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Load AR Pending Items	BILDAR01	SQR Report	Web	PDF	Distribution

Data Processing

- Click OK & Process Scheduler Request window closes



- View Process Request For page appears

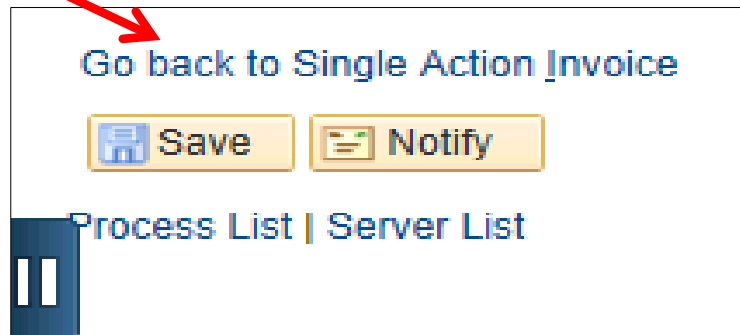


A screenshot of the 'View Process Request For' page. The page has a search and filter section at the top with fields for User ID, Type, Last, 1 Days, Server, Name, Instance From, Instance To, Run Status (Processing), and Distribution Status. A 'Refresh' button is also present. Below this is a 'Process List' table with columns for Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains one row of data.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	97886		PSJob	BIJOB03K		05/16/2018 3:43:49PM CDT	Processing	N/A	Details

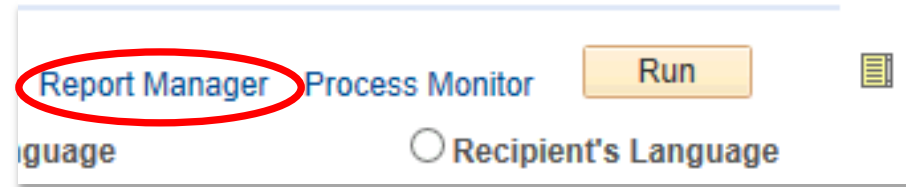
Data Processing

- Press the REFRESH button as necessary until
 - RUN STATUS = SUCCESS
 - DISTRIBUTION STATUS = POSTED
 - or CONTENT in PROCESS LIST may completely disappear
- Click **Go Back To Single Action Invoice** link

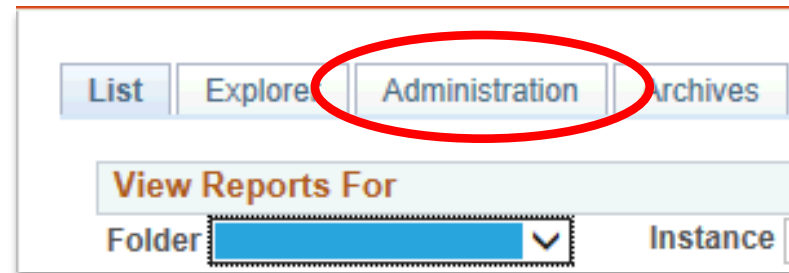


Data Processing

- Click **Report Manager** link



- **View Reports For** page displays
- Click **Administration** tab



Data Processing

- Click PDF version of INVOICE (typically on top of list) to view

Report List							
Personalize Find View All  				First	1-29 of 29	Last	
Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	26399	97903	BI_PRNXP01 - BI_PRNXP01.pdf	05/16/2018 3:47:05PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	26398	97912	Invoice Bursting Program	05/16/2018 3:45:51PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	26388	97902	Print Portrait style invoices.	05/16/2018 3:45:51PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	26387	97901	Print Landscape Invoices	05/16/2018 3:45:51PM	Acrobat (*.pdf)	Posted	Details

- You can now save, print, or email this invoice

Viewing Invoice

- INVOICE will appear in NEW browser window or tab of your browser

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.

This Process Is Now Complete

Contact us at:

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

The University of Texas
Rio Grande ValleyTM

Accounts Receivable