

Reprinting Invoices

Option 1 – through Billing – “Duplicate” printed on invoice

1. Navigate to Billing > Locate Bills > Bills Invoiced
 - Enter Customer ID
 - Filter search further by clicking on the green funnel
 - Value = **Invoice #** or Source = **Bill Source**
 - Click OK
 - Click Search
2. Select Invoice to Reprint by checking the select box
3. Click Printer Icon on top of the page
 - Message appears “Successful – Process Instance xxxx”
 - Click OK
4. Click on Printer Icon until the invoice is displayed
 - Note: Invoice will say “Duplicate”

Bill Search

*Unit: UMN01 *Currency Option: Transaction Currency
*Bill To: Customer *ID: 5000001 Search

*Sort: ID 1 To 3 Of 3 9,466.26 / 9,466.26

| Select | Type | Stat | Source | PO | Invoice | Template | Inv Date | Invoice Amount |
|--------------------------|------|------|--------|----|------------|----------|------------|----------------|
| <input type="checkbox"/> | 001 | INV | 034 | | 0340000004 | N | 08/18/2008 | 7,766.26 USD |
| <input type="checkbox"/> | 001 | INV | 034 | | 0340000003 | N | 08/14/2008 | 700.00 USD |
| <input type="checkbox"/> | 001 | INV | 034 | | 0340000001 | N | 08/12/2008 | 1,000.00 USD |

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

Notify Refresh

Bill Search Criteria

*Currency Option: Transaction Currency Currency Value:

Ref: Apply to: Header Value:

Bill Type: Status: Source: 034

Date Date: Amount Amount: Currency:

Operand: OK Cancel Refresh

Option 2 – through Accounts Receivable

1. Navigate to Accounts Receivable > Customer Accounts > Item Information > Item List
 - Enter Customer ID
 - Filter search further by using Advanced Search
 - Click Search
2. Select Invoice to Reprint by checking the box next to the Item
3. Select Reprint Invoices from the Item Action drop down
 - Click Go

Item List **Advanced Search**

SetID: Unit: Customer: [University of Minnesota Foundation*](#) Level:

[Advanced Search](#)

*Status: [Add A Conversation](#) [View/Update Conversations](#) [Account Overview](#)

Row Selection: Range:

Item Action:

| Seg Nbr | Item | Line | Activities | Unit | Customer ID | Status | Terms | Entry Type | Entry Reason | Due | Days Late | Item Balance | Cur |
|---------|-------------------------------------|------|------------|---------|-------------|--------|----------|------------|--------------|------------|-----------|--------------|-----|
| 1 | <input type="checkbox"/> 0040000001 | | | 1 UMN01 | 5000001 | Open | NET30 IN | CENT | | 09/19/2008 | 30 | 300.00 | USD |
| 2 | <input type="checkbox"/> 0040000002 | | | 1 UMN01 | 5000001 | Open | NET30 IN | CENT | | 10/02/2008 | 17 | 50.00 | USD |
| 3 | <input type="checkbox"/> 0040000003 | | | 1 UMN01 | 5000001 | Open | NET30 IN | CENT | | 10/03/2008 | 16 | 20.00 | USD |

Search Result Totals

| | | | | | |
|-----------|---|----------------|--------|--------------------|-----|
| Debits: | 3 | Debit Amount: | 370.00 | Currency: | USD |
| Credits: | | Credit Amount: | | Currency: | USD |
| Total: | 3 | Total Amount: | 370.00 | Currency: | USD |
| Selected: | | | | Selected Currency: | |

[Item List](#) | [Advanced Search](#)

4. Enter custom label as appropriate: leave blank, “Original” or “Duplicate”
 - Click OK
 - Message appears “Successful – Process Instance xxxx”
 - Write down process instance number
 - Click OK

Invoice Reprint Overrides

Custom Label:

Print Invoice Sort By:

Server Name:

Output Destination

Web File Printer

*Output Destination:

5. Navigate to PeopleTools > Process Scheduler > Process Monitor
 - Enter User ID
 - Enter Process Instance
 - Click Refresh until Run Status = “Success” and Distribution Status = “Posted”
6. Click on “BIJOB19” link in the Process Name Column

Process List **Server List**

View Process Request For

User ID: JOHNS123 Type: [] Last: 1 Days Refresh

Server: [] Name: [] Instance: [] to []

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

Process List Customize | Find | View All | First 1 of 1 Last

| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|------|--------------|-------------------------|----------|--------------------------|------------|---------------------|-------------------------|
| <input type="checkbox"/> | 382310 | | PSJob | BIJOB19 | JOHNS123 | 10/19/2008 7:30:04PM CDT | Success | Posted | Details |

7. Click on “UMFBIIN3” link

Process Detail Refresh

Process Name: BIJOB19

Main Job Instance: 382310

Left | Right

- [382310 - BIJOB19 Success](#)
- [382311 - BI_IVCEXT Success](#)
- [382312 - UMFBIIN3 Success](#)

8. Click on “View Log/Trace link
9. Click on link ending in .PDF to display invoice

Process Detail

Process

Instance: 382312 Type: Crystal

Name: UMFBIIN3 Description: UM Invoice- Ad Hoc

Run Status: Success Distribution Status: Posted

Run Update Process

Run Control ID: RPNT91279 Hold Request

Location: Server Queue Request

Server: PSNT Cancel Request

Recurrence: Delete Request

Restart Request

Date/Time Actions

Request Created On: 10/19/2008 7:30:04PM CDT [Parameters](#) Transfer

Run Anytime After: 10/19/2008 7:30:04PM CDT [Message Log](#)

Began Process At: 10/19/2008 7:30:43PM CDT Batch Timings

Ended Process At: 10/19/2008 7:30:49PM CDT [View Log/Trace](#)

View Log/Trace

Report

Report ID: 380816 Process Instance: 382312 [Message Log](#)

Name: UMFBIIN3 Process Type: Crystal

Run Status: Success

UM Invoice- Ad Hoc

Distribution Details

Distribution Node: FSUMPRD Expiration Date: 04/17/2009

File List

| Name | File Size (bytes) | Datetime Created |
|---|-------------------|---------------------------------|
| CRW_UMFBIIN3_382312.log | 0 | 10/19/2008 7:30:49.000000PM CDT |
| UMFBIIN3_382312.PDF | 83,833 | 10/19/2008 7:30:49.000000PM CDT |
| pssqltrace.trc | 505 | 10/19/2008 7:30:49.000000PM CDT |

Distribute To

Distribution ID Type *Distribution ID

User JOHNS123