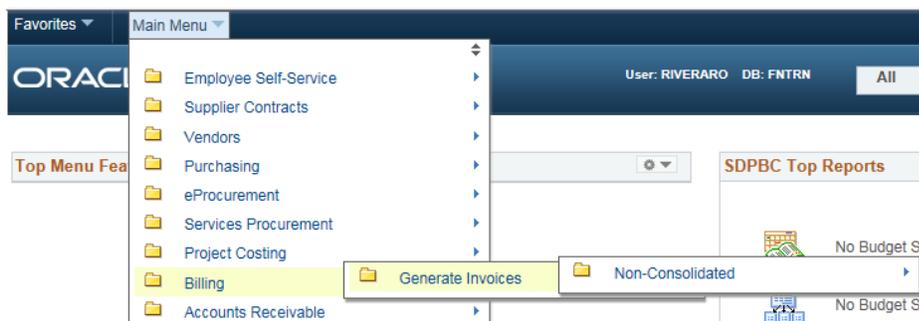


Reprint Invoice to an emailed PDF

01/10/17

This job aid will show the steps to take to initially set up your invoices to be forwarded to your email. The two steps required are on page 2 highlighted with a green box. Once these are completed, it will not be necessary to complete these steps in the future and you will reprint invoices as normal; nothing has changed in the navigation or process.

Navigation: Financials > Billing > Generate Invoices > Non-Consolidated or use your saved Favorite



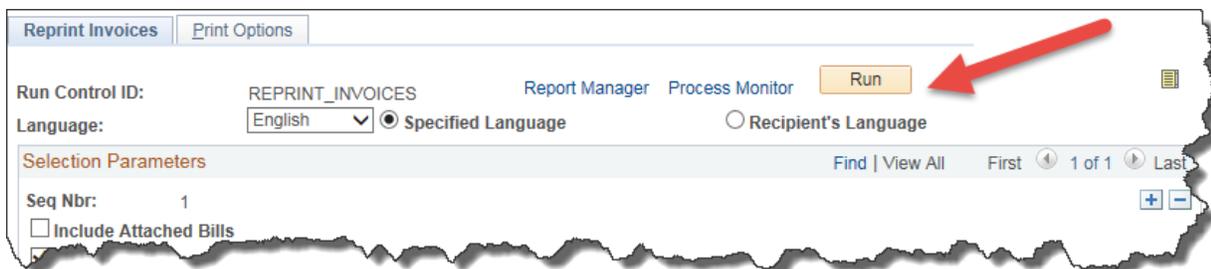
Find the Run Control you normally use by clicking the Search button:

Reprint Invoices

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

A screenshot of the 'Search Criteria' form. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below them is a 'Search Criteria' dropdown menu. The 'Run Control ID' field has a dropdown menu set to 'begins with' and an empty text input field. There is an unchecked checkbox for 'Case Sensitive'. At the bottom, there are four buttons: 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. A red arrow points to the 'Search' button.

Your Reprint Invoices page should open with your school's information. Click on the Run button to go to the Process Scheduler Request page.



The Process Scheduler Request page will open. Click on any part of the words of PB Print Department Invoice

Process Scheduler Request

User ID _____ Run Control ID REPRINT_INVOICES

Server Name Run Date 12/02/2016

Recurrence Run Time 11:34:59AM

Time Zone

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

***Change the BIXPSA01 (payroll invoices) and the BIXPSA03 (non-payroll invoices) Type to **Email** using the drop down arrow..
Change the remaining three to **Web**. Click OK.***

Job Detail

Main Job Name: PBBIXJ4A Job Name: PBBIXJ4A PB XML Reprint

Left | Right

- PBBIXJ4A
 - BI_IVCEXT
 - BI_PRNXP01
 - BIXPSA01
 - BIXPSA03
 - BI_XMLPBURST

| Process Name | Description | Process Type | Type | Format | Distribution |
|--------------|--------------------------|--------------------|--------|--------|--------------|
| BI_IVCEXT | Invoice Extract Process | Application Engine | Window | PDF | Distribution |
| BI_PRNXP01 | XML Publisher Invoice | XML Publisher | Window | PDF | Distribution |
| BIXPSA01 | XML Proj by Employee | XML Publisher | Window | PDF | Distribution |
| BIXPSA03 | XML Proj Detail Invoice | XML Publisher | Window | PDF | Distribution |
| BI_XMLPBURST | Invoice Bursting Program | Application Engine | Window | PDF | Distribution |

Click on the Select Box for PB Print Department Invoice then the OK button to set off the Reprint Invoice job:

Process Scheduler Request

User ID _____ Run Control ID REPRINT_INVOICES

Server Name Run Date 12/02/2016

Recurrence Run Time 11:34:59AM

Time Zone

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

You will be returned to the Reprint Invoice home screen where a process instance will appear:

Reprint Invoices | Print Options

Run Control ID: REPRINT_INVOICES | Report Manager | Process Monitor | Run

Language: English | Specified Language | Recipient's Language

Selection Parameters

Seq Nbr: 1

Include Attached Bills

Include Open Items Only

Range Selection

All | Invoice ID

From Business Unit: SDPBC

To Business Unit: SDPBC

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

Instance: 10243341

Your invoices will be sent to you in PDF format by email:

| Unread | | 1-11 of 11 | |
|--------------------------|--------|---|-----------|
| <input type="checkbox"/> | ☆ fntn | » BI Publisher [BIXPSA03] Report (235,181) - BI Publisher Report BIXPSA03 Process ID: 10243312 (235182) | 📧 9:13 am |
| <input type="checkbox"/> | ☆ fntn | » BI Publisher [BIXPSA01] Report (235,181) - BI Publisher Report BIXPSA01 Process ID: 10243311 (235182) | 📧 9:12 am |

Once again, once these steps are completed the FIRST time you reprint invoices after the PS Tools Update on 12/2/16 you will not have to complete these steps again. You will reprint invoices as normal.

You will notice that the invoices appear a little different than previously. As of 01/10/17, the Warehouse and A/P invoices have been corrected to include sub-totals (previously missing after PS Tools Update).