

QUICK REFERENCE GUIDE

Reprint Invoices Process

Revised October 26, 2016

Reprint Invoices

This Quick Reference Guide will show you how to reprint invoices. When you run the Single Action Invoice process the first time, you can print invoices for specific or all invoices in your Business Unit. If you run the Single Action Invoice process a second time, the invoice will be blank. The following steps will enable you to reprint invoices at a later time.

Process Steps

Options Include:

- Option 1: Reprint a Single Invoice from the *Bill Summary* page of the Invoice (**XMLPUB format only**)
- Option 2: Reprint Invoices Using the Non-Consolidated, Reprint Invoices Process

Option 1: Reprint a Single Invoice from the Bill Summary page of the Invoice (XMLPUB format only)

This option applies to invoices that have the XMLPUB format. Begin by navigating to the *Bill Summary* page for the invoice that you want to reprint.

1. **Navigation Links:** Billing, Review Billing Information, Bill Summary.
2. At the *Bill Summary* page, validate the *Business Unit* and enter the *Invoice Number* for the invoice that you want to reprint. Click the **Search** button.
3. In the *Search Results* listing, click on the link for the Invoice that you want to reprint.
4. On the *Bill Summary Info* page, click on the **View Invoice Image** link displayed above the **Go to** links near the bottom of the page.

Favorites | Main Menu > Billing > Review Billing Information > Summary

Bill Summary Info | Bill Summary Info 2

Unit: B0401 Invoice: 00000215679 Invoice Date: 06/30/2014

Gross Extended Amount:	5,400.00	Customer:	H120100001	HEALTH DEPT
Total Discounts:	0.00	Invoice Type:	Regular	
Total Surcharges:	0.00	Bill Type:	MSC Miscellaneous	
<hr/>		Bill Source:	ONLINE	Online Bill Entry
Total VAT Amount:	0.00	Bill Status:	INV	
Total Taxes:	0.00	Template:	No	
<hr/>		Consol Hdr:	No	
Total Invoice Amount:	5,400.00	Bill By ID:		
Forward Bal:	0.00	Invoice Media:	Print Copy	
Paid Amount:	0.00	Due Date:	07/30/2014	
<hr/>		Date Bill Added:	07/01/2014 3:43PM	
Total Due:	5,400.00 USD			

Go to: [Header Info 1](#) [Address](#) [View Invoice Image](#) [Copy Address](#) [Notes](#)

[Bill Search](#) [Line Search](#)

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

Bill Summary Info | [Bill Summary Info 2](#)

5. The PDF invoice displays in a new window.

https://fms.swift.state.mn.us/7420/fms91nd/psft/tmp/V_fe1247 Summary state.mn.us

File Edit Go to Favorites Help

B0401 001
MN DEPT OF AGRICULTURE
FINANCE AND BUDGET DIVISION
625 ROBERT STREET NORTH
ST. PAUL MN 55155-2538



State of Minnesota
INVOICE

Customer No: H120100001
Payment Terms: Due in 30
Due Date: July 30, 2014
Invoice: 00000215679
Invoice Date: June 30, 2014
From Date: To Date:
Purchase Order:
Page: 1 of 1

Bill To:
HEALTH DEPT
Pat McCann
PO BOX 64975
ST PAUL MN 55155

AMOUNT DUE: 5,400.00

For billing questions, please call 651-201-6667 TERRY

Line	Identifier	Description	Quantity	UOM	Unit Amt	Net Amount
1		Fatty acid samples	27.00	EA	200.00	5,400.00
		27 samples for determination of fatty acids in fish tissue MDH project ID 3(5)8284				
Subtotal:						5,400.00
Amount Due:						5,400.00

Original

8.50 x 11.00 in

- Print the PDF file as you would normally and close the window when finished. You will be returned to the *Bill Summary* page.

Option 2: Reprint Invoices Using the Non-Consolidated Reprint Invoice Process

Begin by navigating to the *Reprint Invoices* page.

- Navigation Links:** Billing, Generate Invoices, Non-Consolidated, Reprint Invoices.
- Create a new *Run Control ID* and click the **Add** button, or use an existing *Run Control ID*.
- At the *Reprint Invoices* page, select the options as described below.

Option	Description
Seq Nbr	You may wish to select the “Include Open Items Only” to reprint open invoices for a specific customer. The “Include Attached Bills” option is not used in Minnesota.
Range Selection	Select one of the <i>Range</i> options which include: -All -Bill Cycle -Date Bill Added -Range ID (Not Used in MN) -Public Voucher Number (Not used in MN) -Invoice ID -Cust ID -Bill Type -Bill Source

Option	Description
*From Business Unit	Accept the <i>Business Unit</i> or click on the Lookup button to select the <i>Business Unit</i> .
*Location ID	Enter the <i>Location ID</i> or click on the Lookup button to select the <i>Location ID</i> .
From Invoice (if Invoice Range selected)	Enter the starting range <i>Invoice ID</i> .
To Invoice (if Invoice Range selected)	The invoice that you entered in the <i>From Invoice</i> automatically populates in the <i>To Invoice</i> field once you tab. Enter a different ending range invoice number if applicable.
From Due Date:	Enter the starting Due Date range.
To Due Date	Enter the ending Due Date range.
From Invoice Date	Enter the starting Invoice Date.
To Invoice Date	Enter the ending Invoice Date.

- Click on the yellow **Bills To Be Processed** icon at the top-right of the page to view bills that have been selected to be process given the criteria that you have entered.

WARNING! If no bills are listed, the criteria you selected didn't pick up on any bills. You'll need to revise your criteria.

- Click on the **Save** button.
- Click on the **Run** button and the *Process Scheduler Request* page displays.

Process Scheduler Request

User ID: FISCH20 Run Control ID: Reprint_INV

Server Name: [] Run Date: 07/22/2014 []

Recurrence: [] Run Time: 8:59:11AM [Reset to Current Date/Time]

Time Zone: []

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Print Invoice w/Crystal	BIPJ40	PSJob	(None)	(None)	Distribution

OK Cancel

- Accept the default process **Print Invoice w/Crystal (BIPJ40)**.

Note: This process prints XMLPUB and Crystal formatted invoices.

8. Click the **OK** button. You are returned to the **Reprint Invoices** Tab.
9. Make note of the Process Instance number listed below the *Process Monitor* link.
10. Click on the **Process Monitor** link. The *Process List* page displays.
11. In the *Name* column, click on the **BIPJ40** link for the Reprint Invoice process that you ran.
Note: It is best practice to click on the process link to Refresh rather than remaining on this page to Refresh the processing. That way, if there are Warnings, you will see which job has the problem.

Process Detail

Process Name: BIPJ40 Refresh

Main Job Instance: 11158586

Left | Right

- 11158586 - BIPJ40 Success
 - 11158587 - BI_IVCEXT Success
 - 11158589 - BIXPJ00 Success
 - 11158590 - BICPJ00 Success
 - 11158594 - BIPRNT00 Success
 - 11158591 - BICPJA00 Success
 - 11158595 - BIPRNTA0 Success
 - 11158588 - BICLSUM Success

Return

12. At the *Process Detail* page, view whether the process was successful. You can click on the **Refresh** button to refresh the processing. If it was successful, proceed to the next step.
13. Navigate to the *Report Manager* page, **Administration** tab:
 - From the *Process Detail* page for the Single Action Invoice:
 - a. Click on the **Return** button to return to the *Process List* page.
 - b. Click on the **Go back to Reprint Invoices** link.
 - c. Click on the *Report Manager* link and select the **Administration** tab.
 - From the Main Menu: *Report Manager*, **Administration** tab.

Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Reprint Invoices

List | Explorer | Administration | Archives

View Reports For

User ID: FISCH20 Type: Last 1 Days Refresh

Status: Folder: Instance: to:

Select	Report ID	PrCs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	10137228	11158592	BI_PRNXPN01 - BI_PRNXPN01.pdf	07/22/2014 9:03:35AM	Acrobat (*.pdf)	Posted	Details

14. To view and print the invoice PDF:

- If the invoices are in XMLPUB format, click on the **BI_PRNXP01 – BI_PRNXP01.pdf** link in the Description column. The PDF file displays.
- If you are reprinting older invoices that were created with the Crystal Report format, click on the **CRYSTAL-Invoice** link.