SWIFT
Statewide Integrated Financial Tools

QUICK REFERENCE GUIDE

Running the Single Action Invoice Process

Revised October 26, 2016

Run the Single Action Invoice Process

This Quick Reference Guide will show you how to run the Single Action Invoice Process. Within this process, you are able to view and print the invoice. Multiple jobs run within this process including the Budget Checking process.

Process Steps

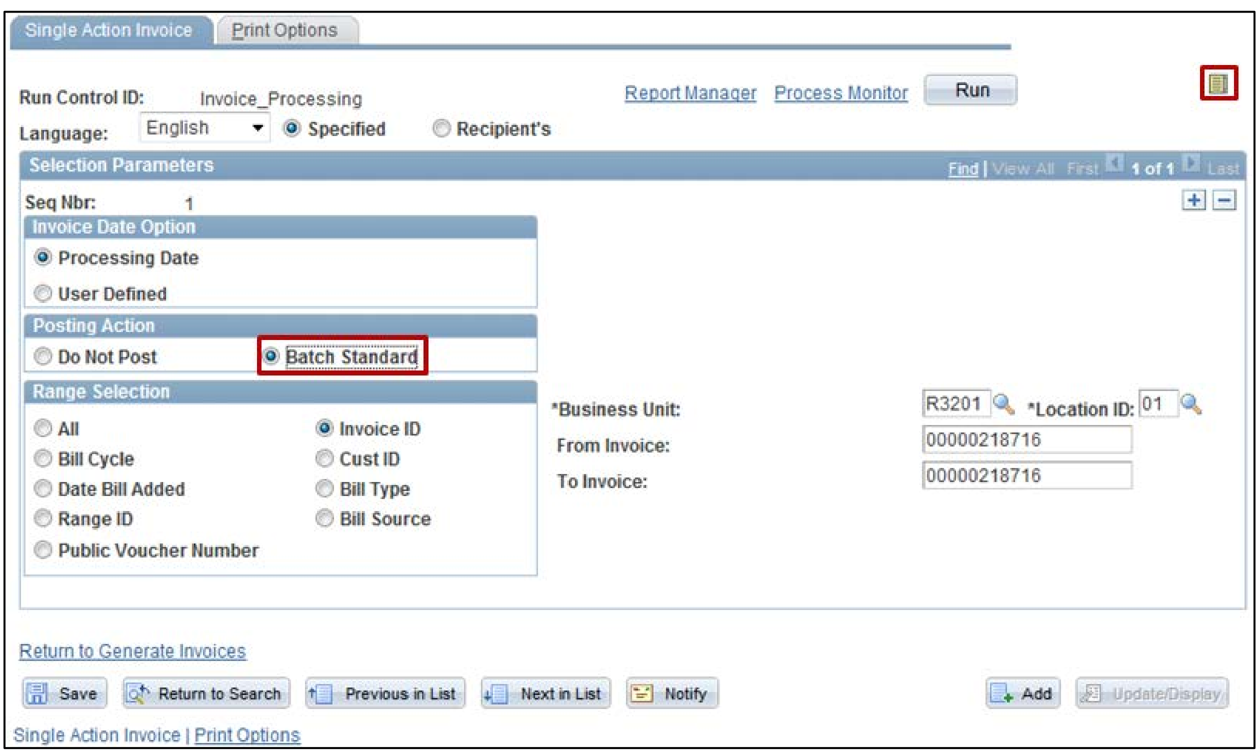
- Step 1: Run the Single Action Invoice Process
- Step 2: Navigate to the Report Manager to View and Print the Invoices

Step 1: Run the Single Action Invoice Process

After a bill is created and the *Status* set to "RDY" (Ready) the Single Action Invoice process is run.

Begin by navigating to the *Single Action Invoice* page.

1. **Navigation Links**: Billing, Generate Invoices, Non-Consolidated, Single Action Invoice.
2. Search for an existing *Run Control ID* or create a new *Run Control ID*. The *Single Action Invoice* page appears.



3. Select the *Single Action Invoice* page options as described below:

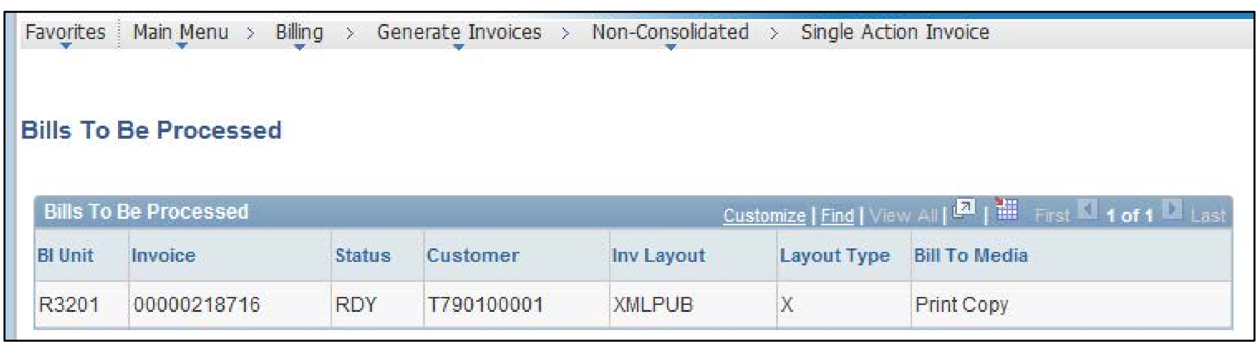
Option	Description
Invoice Date	You can use the *Invoice Date Option* section to indicate the date that will appear on the invoice. **Processing Date**: The default selection is Processing Date. If you accept this selection, SWIFT will use the date on which the Single Action Invoice process is run as the invoice date as long as the invoice date field was left blank when creating the bill during bill entry. If an invoice date is not blank, this process will NOT override it with the processing date. **User Defined**: You can select a different date by selecting the *User Defined* option. When this option is selected, SWIFT displays a *Date* field. You can use that field to indicate the date that should appear on the Invoice.
Posting Action	**WARNING**! Make sure to select **Batch Standard** for the *Posting Action* so that the pending items created by the Single Action Invoice process will be posted to the customer's account the next time the ARUpdate process runs without further action needed by you.
Range Selection	Typically, you will select the *Invoice ID* or *All Range*. Options include: -All (all bills with status of RDY ready) -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
***Business Unit**	Accept the default *Business Unit* or click on the **Lookup** button to select the *Business Unit*.
***Location ID**	Enter the *Location ID* or click on the **Lookup** button to select the *Location ID*.

Option	Description
From Invoice **(Invoice ID Range)**	Enter the starting *Invoice ID*. It is possible to select more than one invoice that is not in a range, or select multiple ranges. To do this: 1. Enter the first invoice number in the *From Invoice* field and tab. The *To Invoice* field automatically populates with the invoice number you entered. Accept this number or enter the invoice number for the end of the range. 2. Click on the Add (+) button to add another record and repeat the process described in step 1. Do this until you've entered records for each invoices or range of invoices you want to process. **IMPORTANT!** The next time you use this Run Control ID and you are processing only one invoice or all invoices, you only need one record. Be sure to delete the extra records.
To Invoice **(Invoice ID Range)**	The invoice that you entered in the *From Invoice* automatically populates in the *To Invoice* field when you tab. Enter a different invoice number if applicable. See the instructions in the *From Invoice* field for adding additional records.

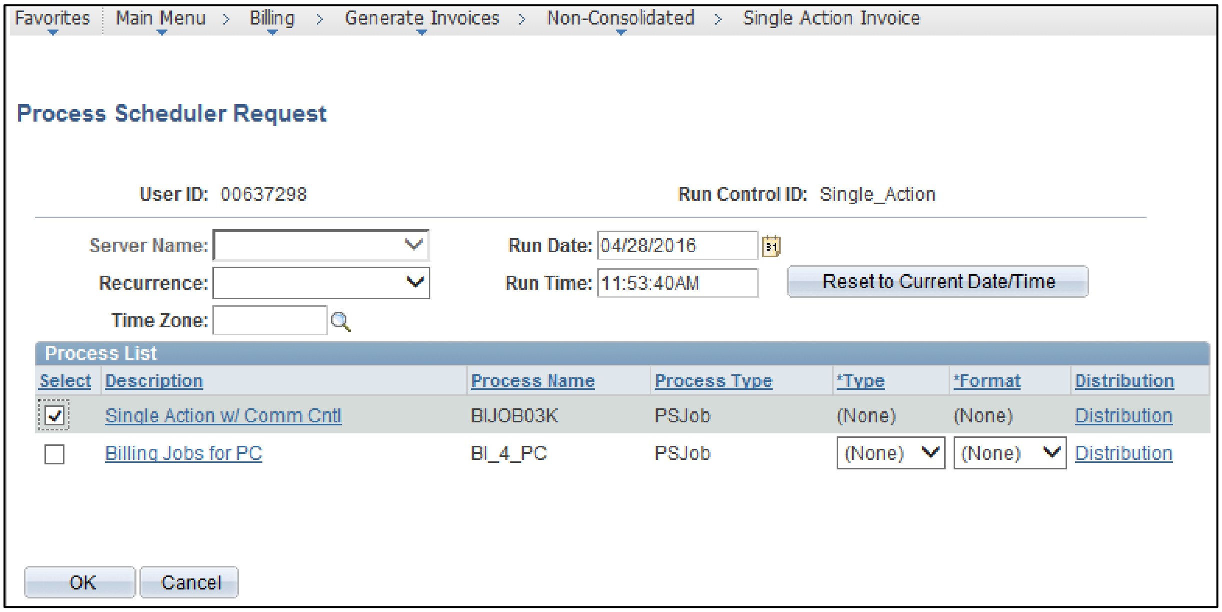
Note: You should not need to change any information on the **Print Options** tab.

4. 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 processed given the criteria that you have entered.

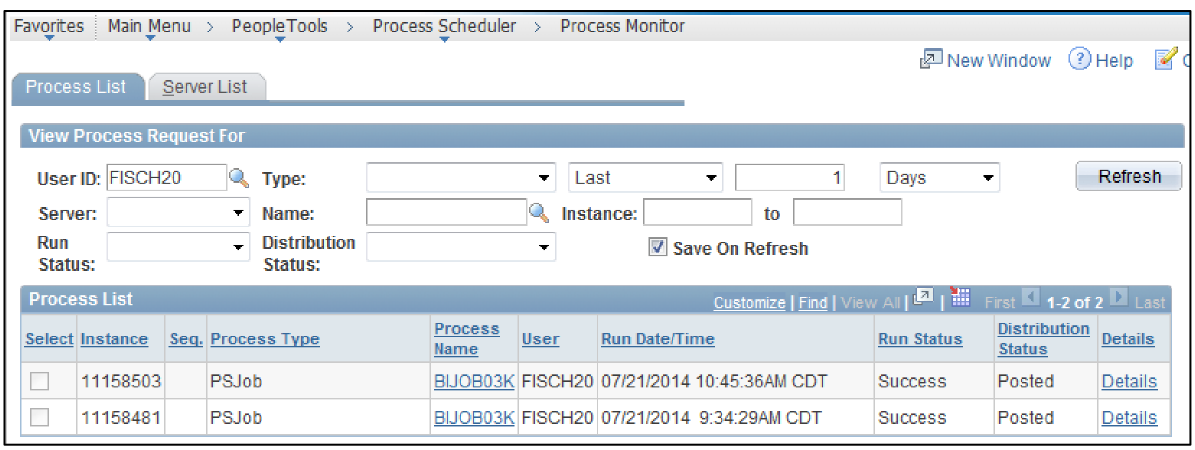
   WARNING! If no bills are listed, the criteria you selected didn't pick up on any bills that are in the "RDY" (Ready) status or, if you are processing credit bills, the credit bills may not have been approved. You'll need to revise your criteria and/or look up the bills to ensure that they are ready to be processed. (If you are rerunning an invoice through the process after having corrected a budget check error, the invoice will not appear on the *Bills To Be Processed* page since it is in "Invoiced" status, but it will still be processed.)



5. Click on the **Return** button to go back to the *Single Action Invoice* page.
6. Click the **Save** button.
7. Click on the **Run** button to start the processing. The *Process Scheduler Request* page appears.



8. **IMPORTANT!** Make sure to select the **Single Action w/Comm Cntl** (**BJOB03K)** process.
9. Click the **OK** button and you will be returned to the *Single Action Invoice* page.
10. Make note of the **Process Instance** number listed below the *Process Monitor* link.
11. Click on the ***Process Monitor*** link. The *Process List* page displays.
12. In the *Name* column, click on the ***BIJOB03K*** link for the Single Action Invoice process that you ran. **Note:** It is a best practice to click on the process link to *Refresh* rather than remaining on this page. That way, if there are Warnings, you will see which job has the problem.

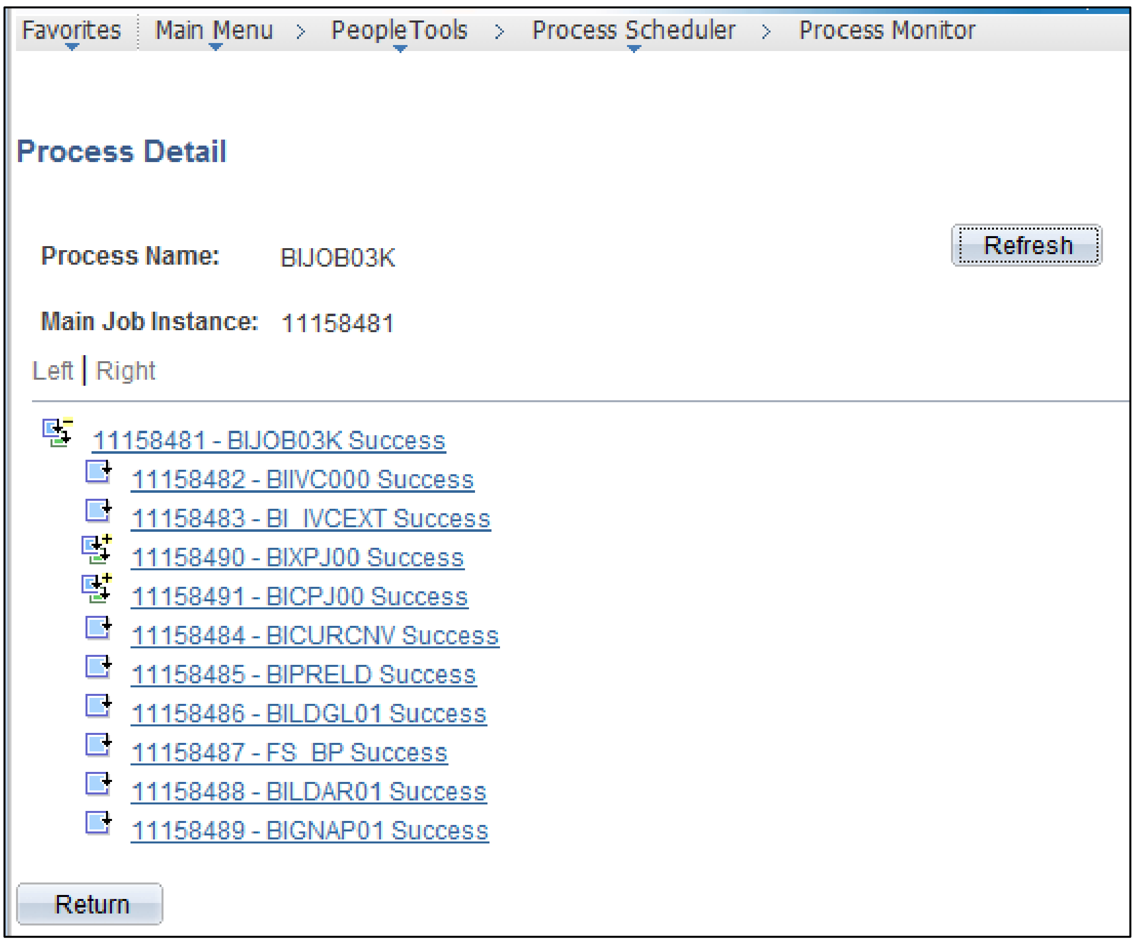


13. At the *Process Detail* page, view whether the process was successful. You can click on the **Refresh** button to refresh the page.

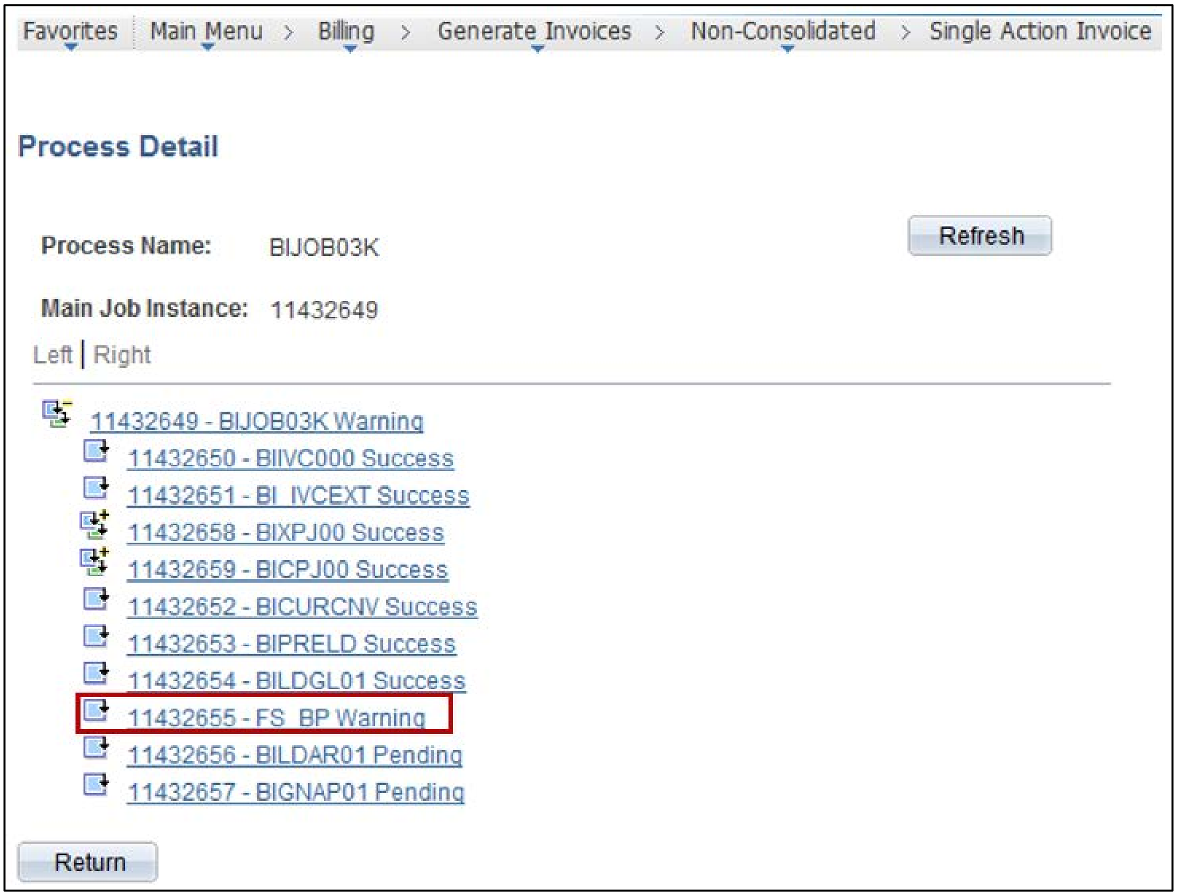
    - You can click on each of the process links, and then click on the *Message Log* link on the *Process Detail* page to view information about the success of the job. Some of the processes have subpages which include the detailed information about the job. The message for the BILDAR01 process (second from the bottom) contains the *Group ID* for the process. It is helpful to know the *Group ID* if you want to view the AR Pending Items that have been created or if the "Batch Standard" posting action was not selected on the SAIP and needs to be set in the Accounts Receivable module.

      Note: you can optionally print the "Load AR Pending Items" report by clicking on the *BILDAR01 Success* process link, *View Log/Trace* link, and the BILDAR01XXXXX.pdf. (See a picture of this report in Step 2, No. 4 of this topic.)

    - If the process was successful, proceed to the next step.



    - If one of the processes was not successful, refer to the topic listed in the following table.



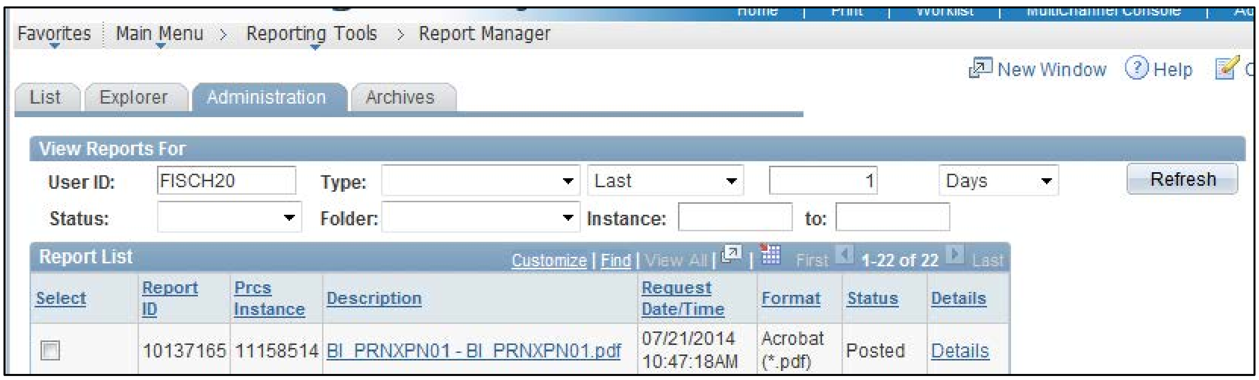
Process in Error/Warning	**Topic**
BIPRELD – Pre-Load	Refer to the "Correcting Staged Accounting Errors" topic of the AR/BI2 Billing Advanced User Guide.
BILDGL01 – Load GL	Refer to the "Correcting Staged Accounting Errors" topic of the AR/BI2 Billing Advanced User Guide.
FS BP – Budget Check	Refer to the "Correcting Budget Check Errors" topic of AR/BI2 Billing Advanced User Guide.
Other	Refer to the "Troubleshooting Single Action Invoice Process" Quick Reference Guide.

WARNING: It is possible to have a successful job but the invoice or receivable is not created. This can happen when you select to process a bill that has not been updated to a Status of "RDY" (Ready) or when you forget to select the "Batch Standard*" Posting Action*. It can also happen when a credit invoice has not been properly approved yet. These and other issues are discussed in the Troubleshooting Single Action Invoice Process Quick Reference Guide.

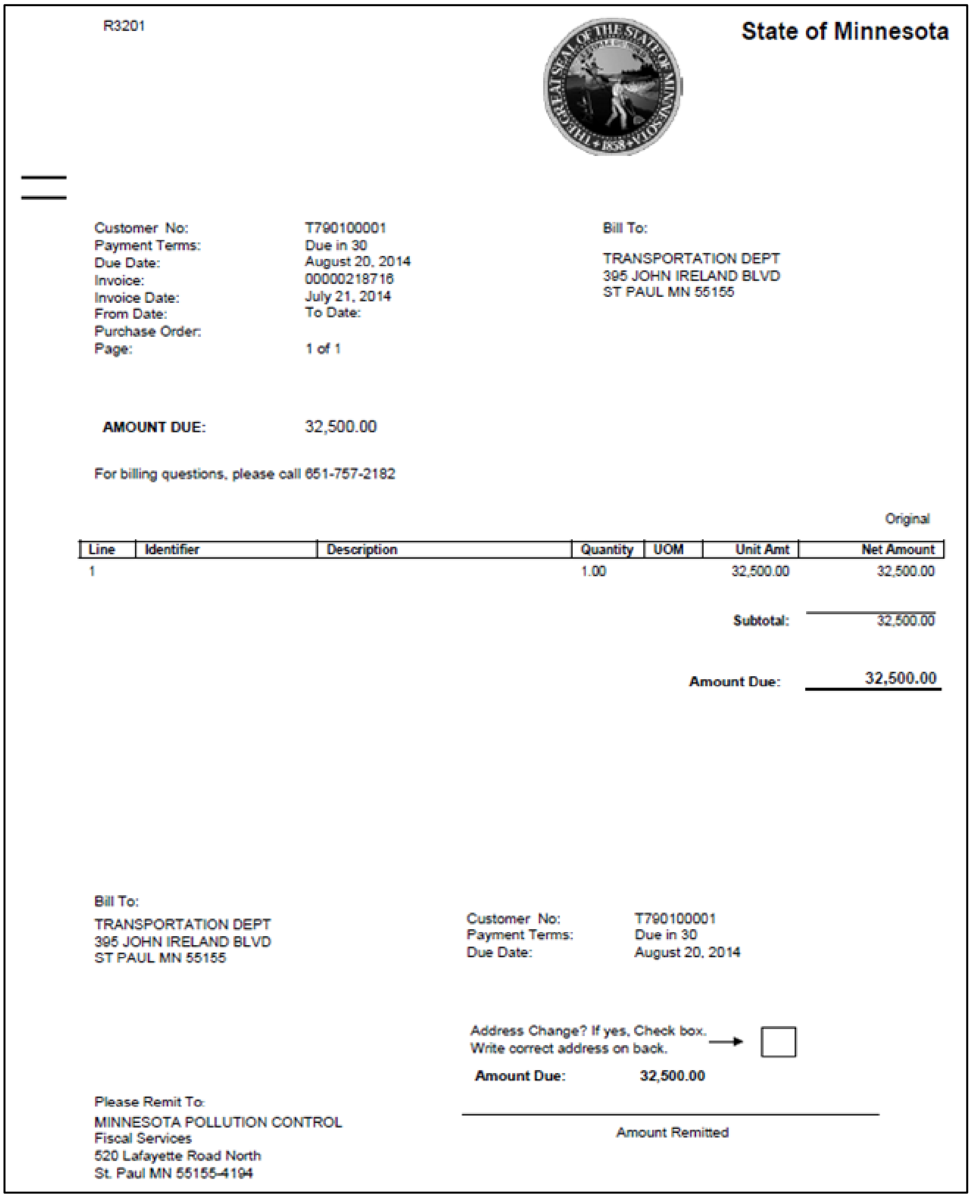
Step 2: Navigate to the Report Manager to View and Print the Invoices

After ensuring that the process was successful, you can now view and print the invoices from the *Report Manager, Administration tab*.

1. Begin by navigating to the *Report Manager* page:
   - 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 Single Action Invoice** link.
     c. Click on the **Report Manager** link and select the **Administration** tab
   - From the **Single Action Invoice** page, click on the **Report Manager** link, **Administration** tab.
   - From the Main Menu: Report Manager, **Administration** tab.



2. On the **Administration** tab, click on the **BI_PRNXPN01 – BI_PRNXPN01.pdf** link in the Description column for the Single Action Invoice process instance that you ran. The PDF file displays in a new window.
3. Print the PDF file as you would normally and close the window when finished.
   Note: Invoices with a XML format can also be printed from the *Bill Summary* page. (See the Reprint Invoices Quick Reference Guide for instructions.)



R3201

State of Minnesota

Customer No: T790100001
Payment Terms: Due in 30
Due Date: August 20, 2014
Invoice: 00000218716
Invoice Date: July 21, 2014
From Date: To Date:
Purchase Order:
Page: 1 of 1

Bill To:

TRANSPORTATION DEPT
395 JOHN IRELAND BLVD
ST PAUL MN 55155

AMOUNT DUE: 32,500.00

For billing questions, please call 651-757-2182

Original

Line	Identifier	Description	Quantity	UOM	Unit Amt	Net Amount
1			1.00		32,500.00	32,500.00

Subtotal: 32,500.00

Amount Due: 32,500.00

Bill To:

TRANSPORTATION DEPT
395 JOHN IRELAND BLVD
ST PAUL MN 55155

Customer No: T790100001
Payment Terms: Due in 30
Due Date: August 20, 2014

Address Change? If yes, Check box.
Write correct address on back.

Amount Due: 32,500.00

Amount Remitted

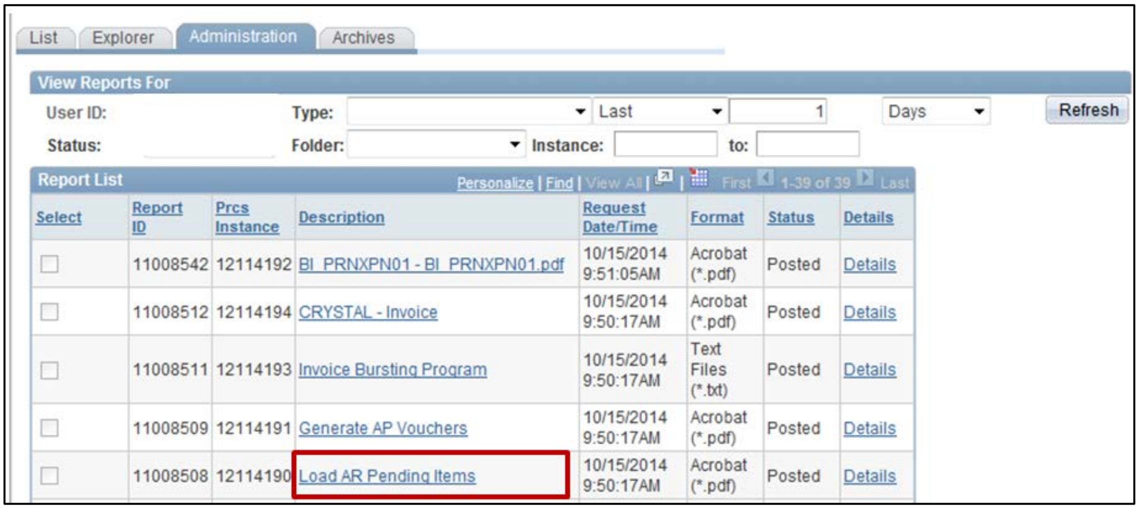
Please Remit To:
MINNESOTA POLLUTION CONTROL
Fiscal Services
520 Lafayette Road North
St. Paul MN 55155-4194

IMPORTANT! Although the invoice has been created, it has not been posted to the customer's account yet. If you selected the "Batch Standard" *Posting Action* on the *Single Action Invoice* page, an *AR Pending Item* will be created and the invoice will be posted to your customer's account when the *ARUpdate* process runs in batch several times during the day.

To view whether an AR Pending Item was created, navigate to: Billing, Review Billing Information, AR Pending Items, and view the search results. It is useful to search by the AR Pending Item *Group ID* at this search page. The *Group ID* is listed in the message of the "BLDAR01-Load AR Pending Items" SAIP process, and it is also listed on the Load AR Pending Items Report discussed in next step.

If the process did not run successfully or you notice that an invoice has not posted to your customer's account in AR, refer to the "Troubleshooting Single Action Invoice Process" Quick Reference Guide for assistance.

4. Optionally, click on the **Load AR Pending Items** link in the Description column for the process you ran to print the Load AR Pending Items Report.



List | Explorer | Administration | Archives

View Reports For

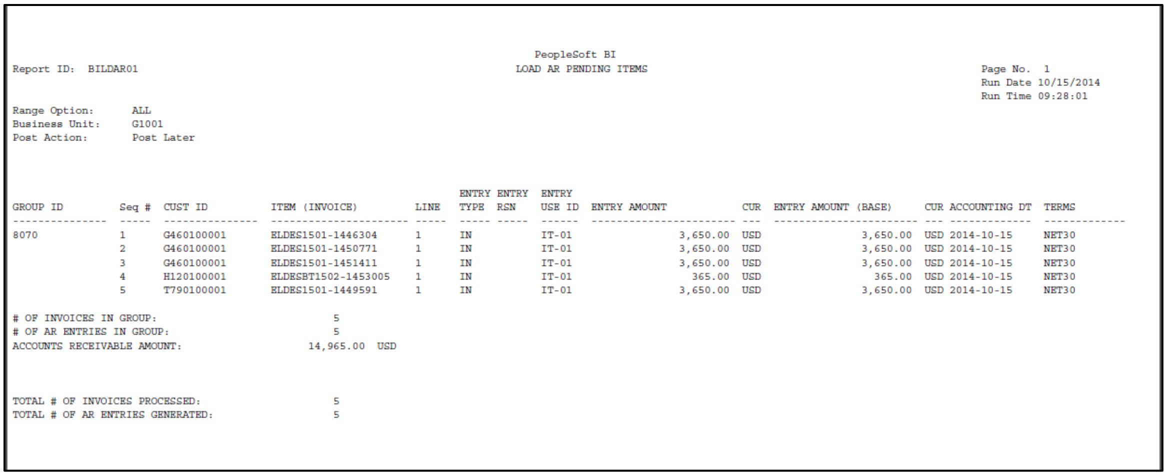
User ID: Type: Last 1 Days Refresh

Status: Folder: Instance: to:

Report List — Personalize | Find | View All | First 1-39 of 39 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	11008542	12114192	BI_PRNXPN01 - BI_PRNXPN01.pdf	10/15/2014 9:51:05AM	Acrobat (*.pdf)	Posted	Details
☐	11008512	12114194	CRYSTAL - Invoice	10/15/2014 9:50:17AM	Acrobat (*.pdf)	Posted	Details
☐	11008511	12114193	Invoice Bursting Program	10/15/2014 9:50:17AM	Text Files (*.txt)	Posted	Details
☐	11008509	12114191	Generate AP Vouchers	10/15/2014 9:50:17AM	Acrobat (*.pdf)	Posted	Details
☐	11008508	12114190	Load AR Pending Items	10/15/2014 9:50:17AM	Acrobat (*.pdf)	Posted	Details

Once again, the pdf of the report displays in a new window. Print the PDF file as you would normally and close the window when finished.



PeopleSoft BI

Report ID: BILDAR01 — LOAD AR PENDING ITEMS — Page No. 1

Run Date 10/15/2014

Run Time 09:28:01

Range Option: ALL

Business Unit: G1001

Post Action: Post Later

GROUP ID	Seq #	CUST ID	ITEM (INVOICE)	LINE	ENTRY TYPE	ENTRY RSN	ENTRY USE ID	ENTRY AMOUNT	CUR	ENTRY AMOUNT (BASE)	CUR	ACCOUNTING DT	TERMS
8070	1	G460100001	ELDES1501-1446304	1	IN		IT-01	3,650.00	USD	3,650.00	USD	2014-10-15	NET30
	2	G460100001	ELDES1501-1450771	1	IN		IT-01	3,650.00	USD	3,650.00	USD	2014-10-15	NET30
	3	G460100001	ELDES1501-1451411	1	IN		IT-01	3,650.00	USD	3,650.00	USD	2014-10-15	NET30
	4	H120100001	ELDESBT1502-1453005	1	IN		IT-01	365.00	USD	365.00	USD	2014-10-15	NET30
	5	T790100001	ELDES1501-1449591	1	IN		IT-01	3,650.00	USD	3,650.00	USD	2014-10-15	NET30

OF INVOICES IN GROUP: 5

OF AR ENTRIES IN GROUP: 5

ACCOUNTS RECEIVABLE AMOUNT: 14,965.00 USD

TOTAL # OF INVOICES PROCESSED: 5

TOTAL # OF AR ENTRIES GENERATED: 5