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# Billing Module: How to Configure a Run Control ID to Automatically Email PDF Reports of Printed Invoices

After a bill is created, you must run it through the Single Action Invoice Process (SAIP). Generally, the PDF of the invoice report is sent to the Administration tab of the Report Manager. The invoice report is a compilation of all the invoices you ran in the same instance of SAIP. This guide covers how to configure a Run Control ID to automatically email the PDF report directly to your inbox. Things to consider:

- When the PDF is printed directly to your email inbox, there is no copy of the PDF available in the Report Manager.
- This does not send an email to the customer. For directions on how to email invoices directly to your customer, refer to the Emailing Customer Invoices Quick Reference Guide.
- All Invoices that were generated in that SAIP process instance are bundled into one PDF.
- For detailed instructions on running SAIP, refer to the Single Action Invoice Process Quick Reference Guide.

1. Navigate to Single Action Invoice (SAIP).

| Navigation Options | Navigation Path |
|---|---|
| **Navigation Collection** | Accounting, Billing, Maintain and Process Bills, left menu, Generate Invoices, Single Action Invoice. |
| **WorkCenter** | Accounting, Billing, Billing WorkCenter, left menu, Reports/Processes section, Generate Invoices, Single Action Invoice. |

2. Enter an existing Run Control ID or create a new Run Control ID.

3. The Single Action Invoice dialog page displays. Generally, we suggest that you select Invoice ID in the **Range Selection** area.

4. Enter other information on this page as described in the [Single Action Invoice Process](#) Quick Reference Guide.

5. Select the **Print Options** tab.



6. The Print Options page displays. There are several Options fields. There are two fields that need to change.

   a. For **EDI Invoice Options**, select "Print Only."

   b. For **Email Invoice Options**, select "Print Only."

   c. Select the **Save** button.



7. Select the **Single Action Invoice** tab.

8. Select the **Run** button.

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| Single Action Invoice | Print Options |
|---|---|

Run Control ID  saip          Report Manager   Process Monitor   **Run**

Language  English ▾    ● Specified Language    ○ Recipient's Language

9. The Process Scheduler Request page displays. In the Description column select the **Single Action w/Comm Cntl** link.



10. The Job Detail window displays. For the BI_IVCEXT process, select Email for the **Type** and PDF for the **Format**.



11. Expand the **BIXPJ00** link in the left column by selecting the small icon to the left of BIXPJ00.
12. The Job Detail page displays two processes BI_PRNPN01 and BI_XMLPBURST. In the BI_PNXPN01 process, select "Email" for the **Type** and "PDF" for the **Format**.

13. Select the **OK** button.



14. You are return to the Process Scheduler Request window. Select the **Single Action w/Comm Cntl** checkbox.
15. Select the **OK** button.



16. A new Process Instance number is assigned. Select the Process Monitor link to monitor the progress of the SAIP job.



17. Look in your inbox for the PDF report.