

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.

The screenshot shows the 'Single Action Invoice' interface. On the left is a navigation menu with 'Single Action Invoice' selected. The main area is titled 'Find an Existing Value' and includes a search criteria section. A search box for 'Run Control ID' is highlighted with a red box, showing a dropdown menu set to 'begins with' and a text field containing 'default'. To the right of the search box is a button labeled 'Add a New Value', also highlighted with a red box. Below the search box are options for 'Show fewer options' and 'Case Sensitive'. At the bottom are 'Search' and 'Clear' buttons. The top right corner of the interface has a 'Need Help?' link and 'Print | New Window | Help' options.

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.

The screenshot shows the 'Single Action Invoice' dialog with the 'Print Options' tab selected. The 'Range Selection' section is highlighted with a red box, showing 'Invoice ID' selected. Other fields include 'Business Unit' (G1001), 'Location ID' (001), 'From Invoice' (2025-TEST-SAIP02), and 'To Invoice' (2025-TEST-SAIP10). The 'Run' button is visible at the top right.

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.

The screenshot shows the 'Single Action Invoice' dialog with the 'Print Options' tab selected. The 'Print Invoice Sort By' section shows 'Country, Postal' selected. The 'Summarization Options' section shows 'Print Detail' selected. The 'EDI Invoice Options' dropdown is highlighted with a red box, showing 'Print Only' selected. The 'Save' button is highlighted with a red box.

7. Select the **Single Action Invoice** tab.
8. Select the **Run** button.

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.

Process Scheduler Request Help

User ID 01152500 Run Control ID default

Server Name Run Date 09/22/2025

Recurrence Run Time 9:20:47AM

Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	Single Action w/ Comm Cntl	BIJOB03K	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Billing Jobs for PC	BI_4_PC	PSJob	(None)	(None)	Distribution

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

Job Detail Help

Main Job Name: BIJOB03K Job Name: BIJOB03K Single Action w/ Comm Cntl

[Left](#) | [Right](#)

Process List

Process Name	Description	Process Type	Type	Format	Distribution
BIIVC000	Pre-process & Finalization	Application Engine	Web	TXT	Distribution
BI_IVCEXT	Invoice Extract Process	Application Engine	Email	PDF	Distribution
BIXPJ00	Print XML Publisher Invoice	PSJob	(None)	(None)	Distribution
BICURCNV	Billing Currency Conversion	Application Engine	Web	TXT	Distribution
BIPRELD	Billing Pre-Load Process	Application Engine	Web	TXT	Distribution
BILDGL01	Load GL Interface	SQR Report	Web	PDF	Distribution
FS_BP	Comm. Cntrl. Budget Processor	Application Engine	Web	TXT	Distribution
BILDAR01	Load AR Pending Items	SQR Report	Web	PDF	Distribution
BIGNAP01	Generate AP Vouchers	SQR Report	Web	PDF	Distribution

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_PNXP01 process, select "Email" for the **Type** and "PDF" for the **Format**.

13. Select the **OK** button.

Job Detail Help

Main Job Name: BIJOB03K Job Name: BIXPJ00 Print XML Publisher Invoice

Left | Right

- BIJOB03K
 - BIIVC000
 - BI_IVCEXT
 - BIXPJ00**
 - BI_PRNXP01
 - BI_XMLPBURST
 - BICURCNV
 - BIPRELD
 - BILDGL01
 - FS_BP
 - BILDAR01
 - BIGNAP01

Process Name	Description	Process Type	Type	Format	Distribution
BI_PRNXP01	XML Publisher Invoice	XML Publisher	Email	PDF	Distribution
BI_XMLPBURST	Invoice Bursting Program	Application Engine	Web	TXT	Distribution

OK Cancel

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

15. Select the **OK** button.

Process Scheduler Request Help

User ID 01152500 Run Control ID default

Server Name Run Date 09/22/2025

Recurrence Run Time 9:20:47AM [Reset to Current Date/Time](#)

Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Single Action w/ Comm Cntl	BIJOB03K	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Billing Jobs for PC	BI_4_PC	PSJob	(None)	(None)	Distribution

OK Cancel

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

Single Action Invoice [Print Options](#)

Run Control ID saip [Report Manager](#) **Process Monitor** [Run](#)

Language English Specified Language Recipient's Language

Process Instance:49100262

17. Look in your inbox for the PDF report.