

QUICK REFERENCE GUIDE

November 1, 2019

Print Pro Forma

This guide covers how to print a pro forma for a range of invoices to view them before they are finalized with the Single Action Invoice process.

Note: You can view a pro forma for an individual invoice from the *Header - Info 1* page of the Standard Billing page.

Step 1: Print Pro Forma for a Range of Invoices

1. Navigate to the Print Pro Forma page using the instructions below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Billing, Maintain and Process Bills, left-menu, Generate Invoices, Print Pro Forma.
WorkCenter	Accounting, Billing, Billing WorkCenter, left-menu, Links section, Reports/Processes section, Generate Invoices, Print Pro Forma.

2. **Search** for an existing *Run Control ID* or create a new *Run Control ID*.
3. At the *Pro Forma* page, select the options as described below.

The screenshot shows the 'Pro Forma' interface with the following elements:

- Run Control ID:** NEWG10
- Language:** English (dropdown menu)
- Specified Language:** Selected
- Recipient's Language:** Unselected
- Buttons:** Report Manager, Process Monitor, Run (highlighted with a red box)
- Selection Parameters:**
 - Seq Nbr: 1
 - Invoice Date Option:
 - Processing Date
 - User Defined
 - Range Selection (highlighted with a red box):
 - All
 - Bill Cycle
 - Date Bill Added
 - Range ID
 - Public Voucher Number
 - Invoice ID
 - Cust ID
 - Bill Type
 - Bill Source
 - From Business Unit: G1001 (with search icon)
 - Location ID: 001 (with search icon)
 - From Invoice: 00000491337
 - To Invoice: 00000491339
- Bottom Buttons:** Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display

Option	Description
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
*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.

- 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. You'll need to revise your criteria.

- Click on the **Save** button.
- Click on the **Run** button and the *Process Scheduler Request* page displays.
- Select the **Print Invoice w/XML Publisher** (BIPJ50) process.

Process Scheduler Request

User ID 01159534 Run Control ID NEWG10

Server Name [Dropdown] Run Date 09/28/2018 [Calendar]

Recurrence [Dropdown] Run Time 12:04:31PM [Reset to Current Date/Time]

Time Zone [Search]

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	Proforma & Print	BIJOB01	PSJob	(None) [Dropdown]	(None) [Dropdown]	Distribution
<input checked="" type="checkbox"/>	Print Invoice w/XML Publisher	BIPJ50	PSJob	(None) [Dropdown]	(None) [Dropdown]	Distribution

OK Cancel

8. Click the **OK** button. You are returned to the **Pro Forma** 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 **BIPJ50** link for the Print Pro Form 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 BIPJ50 Refresh

Main Job Instance 25810294

Left | Right

- 25810294 - BIPJ50 Success
- 25810295 - BI_IVCEXT Success
- 25810296 - BIXPJ00 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. Click on the **Return** button to return to the *Process List* page.
14. Click on the **Go back to Pro Forma** link.
15. Click on the *Report Manager* link and select the **Administration** tab.

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

List Explorer **Administration** Archives

View Reports For

User ID: 01159534 Type: [v] Last: [v] 5 Days: [v] Refresh

Status: [v] Folder: [v] Instance: [v] to: [v]

Report List

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Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	23521188	25810297	BI_PRNXPNO1 - BI_PRNXPNO1.pdf	09/28/2018 12:06:18PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	23521187	25810298	Invoice Bursting Program	09/28/2018 12:05:51PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	23521185	25810295	Invoice Extract Process	09/28/2018 12:05:51PM	Text Files (*.txt)	Posted	Details

16. Click on the **BI_PRNXPNO1 – BI_PRNXPNO1.pdf** link in the *Description* column. The PDF file displays in a new window.

17. View and print the page as you would normally.

G1001 001
MINNESOTA MANAGEMENT & BUDGET
G10000000-001
400 CENTENNIAL BLDG
ST PAUL MN 55155

PRO FORMA

Customer No: 000000002
Payment Terms: Due in 30
Due Date: 00000491339
Invoice: September 28, 2018
Invoice Date: To Date: August 31, 2018
From Date: August 1, 2018
Purchase Order:
Page: 1 of 1

Bill To:
City of Plymouth
HR Department
3400 Plymouth Blvd
Plymouth MN 55447

AMOUNT DUE: 500.00

For billing questions, please call

Original

Line	Identifier	Description	Qty	UOM	Unit Amt	Net Amount
0	ELD_INV	Enterprise Learning Dev	10.00	EA	50.00	500.00
Subtotal:						500.00
Amount Due:						500.00

Bill To:
City of Plymouth
HR Department
3400 Plymouth Blvd
Plymouth MN 55447

Customer No: 000000002
Payment Terms: Due in 30
Due Date:

Please Remit To:
MINNESOTA MANAGE
G10000000-001
400 CENTENNIAL BUILDING

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

Amount Remitted