

## QUICK REFERENCE GUIDE

November 1, 2019

### Reprint Invoices

You may find it necessary to reprint invoices. This guide covers two options that are available for reprinting invoices.

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

This option only applies to invoices that have the XML format.

1. Navigate to the *Bill Summary* page for the invoice that you want to reprint using one of the options below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Billing, Review Billing. The Bill Summary page will open by default.
WorkCenter	Accounting, Billing, Billing WorkCenter, left-menu, Links section, Review Billing Information, 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.

# SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

Bill Summary Info		Bill Summary Info 2	
Unit	G1001	Invoice	00000491255
		Invoice Date	08/16/2018
Gross Extended Amount	200.00	Customer	0000000006 League of Minnesota Cities
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	200.00	Bill By ID	
Forward Bal	0.00	Invoice Media	Print Copy
Paid Amount	0.00	Due Date	09/15/2018
<hr/>			
Total Due	200.00 USD		

Go to: [Bill Search](#) [Header Info 1](#) [Address](#) [View Invoice Image](#) [Copy Address](#) [Notes](#)  
[Line Search](#) [View Audit Logs](#)

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

5. The PDF invoice displays in a new window.

G1001 001 MINNESOTA MANAGEMENT & BUDGET G100000000-001 400 CENTENNIAL BLDG ST PAUL MN 55155		  <b>INVOICE</b>				
Customer No: 0000000006 Payment Terms: Due in 30 Due Date: September 15, 2018 Invoice: 00000491255 Invoice Date: August 16, 2018 From Date: August 1, 2018 To Date: August 31, 2018 Purchase Order: Page: 1 of 1	Bill To: League of Minnesota Cities MINNESOTA MANAGEMENT & BUDGET 145 University Ave W G100000000-001 400 CENTENNIAL BLDG St Paul MN 55103-2044					
<b>AMOUNT DUE:</b> 200.00						
For billing questions, please call		Original				
<b>Line</b>	<b>Identifier</b>	<b>Description</b>	<b>Quantity</b>	<b>UOM</b>	<b>Unit Amt</b>	<b>Net Amount</b>
1	ELD_INV	Enterprise Learning Dev	2.00	EA	100.00	200.00
<b>Subtotal:</b>						200.00
<b>Amount Due:</b>						<b>200.00</b>
Bill To: League of Minnesota Cities MINNESOTA MANAGEMENT & BUDGET 145 University Ave W G100000000-001 400 CENTENNIAL BLDG St Paul MN 55103-2044		Customer No: 0000000006 Payment Terms: Due in 30 Due Date: September 15, 2018				
Please Remit To:		Address Change? If yes, Check box Write correct address on back: <input type="checkbox"/>				
MINNESOTA MANAGEMENT & BUDGET G100000000-001 400 CENTENNIAL BUILDING 658 CEDAR STREET ST. PAUL MN 55155		<b>Amount Due: 200.00</b>	<b>Amount Remitted</b>			

6. 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 Reprint Invoice Process

1. Navigate to the *Reprint Invoices* page using one of the options below.

Navigation Options	Navigation Path
<b>Navigation Collection</b>	Accounting, Billing, Maintain and Process Bills, left-menu, Generate Invoices, Reprint Invoices.
<b>WorkCenter</b>	Accounting, Billing, Billing WorkCenter, left-menu, Links section, Reports/Processes section, Generate Invoices, Reprint Invoices.

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

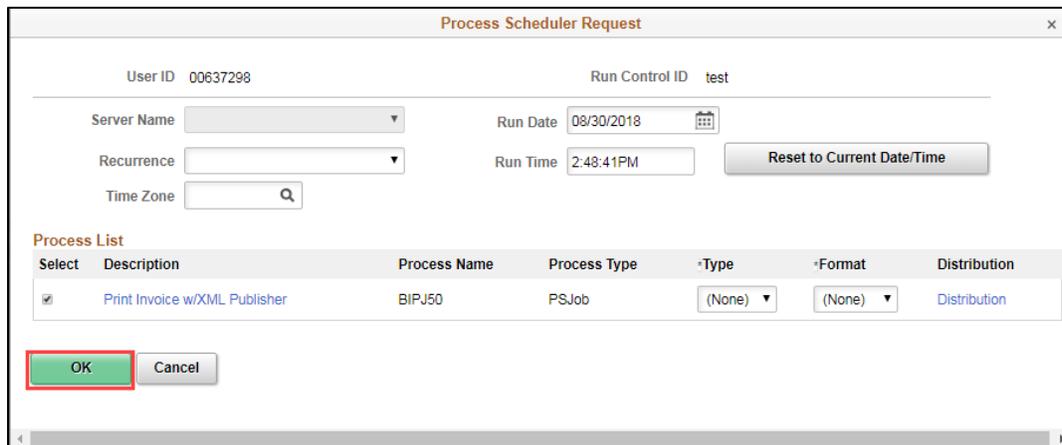
Option	Description
<b>Include Open Items Only</b>	You may wish to select the “Include Open Items Only” to reprint open invoices for a specific customer. The “Include Attached Bills” option is not used in Minnesota.

Option	Description
<b>Range Selection</b>	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
<b>*From Business Unit</b>	Accept the <i>Business Unit</i> or click on the <b>Lookup</b> button to select the <i>Business Unit</i> .
<b>*Location ID</b>	Enter the <i>Location ID</i> or click on the <b>Lookup</b> button to select the <i>Location ID</i> .
<b>From Invoice</b> (if Invoice Range selected)	Enter the starting range <i>Invoice ID</i> .
<b>To Invoice</b> (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.
<b>From Due Date:</b>	Enter the starting Due Date range.
<b>To Due Date</b>	Enter the ending Due Date range.
<b>From Invoice Date</b>	Enter the starting Invoice Date.
<b>To Invoice Date</b>	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 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.



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

**Note:** This process prints XML and Crystal formatted invoices.

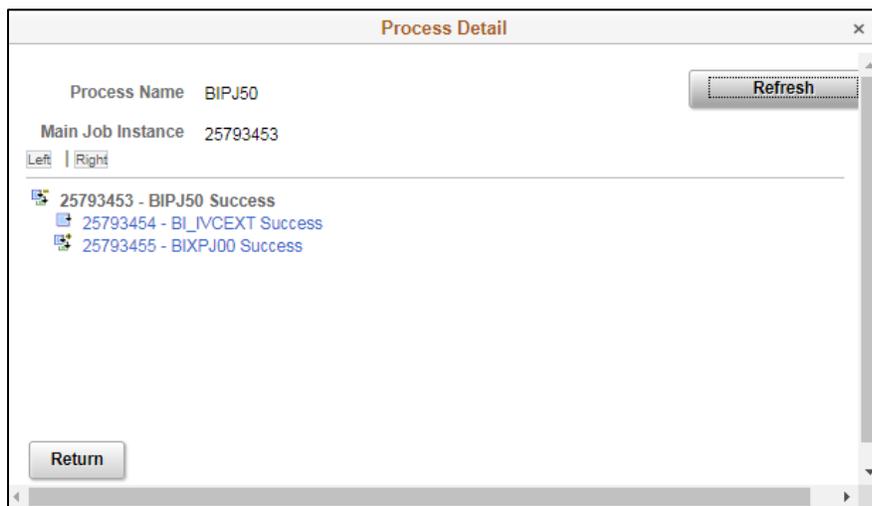
8. Click the **OK** button. You are returned to the **Reprint Invoices** Tab.

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 **BIPJ50** link for the Reprint Invoice process that you ran. The *Process Detail* page displays.

**Note:** It is best practice to refresh from the *Process Detail* page rather than remaining on the *Process Monitor* page. This way, if there are warnings, you will see which job has the problem.



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

13. Navigate to the *Report Manager* page, **Administration** tab:

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.

**View Reports For**

Folder  Instance  to  Refresh

Name  Created On  Last  1 Days

**Reports**

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 <a href="#">BI_PRNXP01 - BI_PRNXP01.pdf</a>	BI_PRNXP01 - BI_PRNXP01.PDF	General	08/30/18 2:50PM	23505365	25793456
2 <a href="#">BI_XMLPBURST</a>	INVOICE BURSTING PROGRAM	General	08/30/18 2:50PM	23505364	25793457
3 <a href="#">BI_IVCEXT</a>	INVOICE EXTRACT PROCESS	General	08/30/18 2:50PM	23505362	25793454

[Go back to Reprint Invoices](#)

Save

14. To view and print the invoice PDF:

- If the invoices are in XML 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.