

Reprint Invoices

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

Option 1: Reprint a Single Invoice from the Bill Summary Page

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 displays by default.
WorkCenter	Accounting, Billing, Billing WorkCenter, left menu, Links section, Review Billing Information, Summary.

2. On the Bill Summary page, verify or enter your Business Unit. Enter the Invoice ID or other search criteria to help you find the invoice you want to reprint.
3. Select the **Search** button.

The screenshot shows the 'Bill Summary' page with the 'Find an Existing Value' section. The search criteria are as follows:

- Business Unit: G1001
- Invoice begins with: ETD-BUDGET-TEST
- Bill Status: (empty)
- Customer begins with: (empty)
- Contract begins with: (empty)
- Bills in Business Unit: (empty)
- Template Invoice Flag: (empty)

The 'Search' button is highlighted in a red box at the bottom of the search criteria section.

4. Select the invoice you want to print from the Search Results.

Search Results
1 rows - Business Unit "G1001" Invoice "ETD-BUDGET-TEST"

Business Unit	Invoice	Invoice Type	Bill Type Identifier	Bill Status	Bill Source	Customer	Contract	Bills in Business Unit	Template Invoice Flag
G1001	ETD-BUDGET-TEST	Regular	FS2	Invoiced	ONLINE	H550100001	(blank)	G1001	No

5. On the Bill Summary Info page, select the **View Invoice Image** near the bottom of the page.

Bill Summary Info		Bill Summary Info 2	
Unit	G1001	Invoice	ETD-BUDGET-TEST
		Gross Extended Amount	845.00
		Total Discounts	0.00
		Total Surcharges	0.00
		Total VAT Amount	0.00
		Total Taxes	0.00
		Total Invoice Amount	845.00
		Forward Bal	0.00
		Paid Amount	0.00
		Total Due	845.00 USD
Invoice Date	03/01/2024	Customer	H550100001 HUMAN SERVICES DEPT
Invoice Type	Regular	Bill Type	FS2 Training-Misc
Bill Source	ONLINE Online Bill Entry	Bill Status	INV
Template	No	Consol Hdr	No
Bill By ID	G1001ELD	Invoice Media	Email Invoice as Attachment
Due Date	03/31/2024		

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

6. The PDF invoice displays in a new browser window. Download or print the PDF file as you would normally and close the window when finished.

G1001 001 MINNESOTA MANAGEMENT & BUDGET G100000000-001 400 CENTENNIAL BLDG ST. PAUL MN 55155						
<hr/>						
Customer No: H550100001 Payment Terms: Due in 30 Due Date: March 31, 2024 Invoice: ETD-BUDGET-TEST Invoice Date: March 1, 2024 From Date: April 11, 2023 Purchase Order: Page: 1 of 1	Bill To: HUMAN SERVICES DEPT Accounts Payable 444 LAFAYETTE ST PAUL MN 55155					
AMOUNT DUE: 845.00						
For billing questions, please call						
Original						
Line	Identifier	Description	Qty	UOM	Unit Amt	Net Amount
1	ELD_INV	Enterprise Learning Dev	1.00	EA	845.00	845.00
Notes: Training Registration Fee Class: Supervisor Core Activity Code: G10ETDSC2305 For: Nelson Sarah Agency: Human Services Department Dept: MHSATS Nursing Admin NW Region Dept: H55P806						
Subtotal:						845.00
Amount Due:						845.00

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
Navigation Collection	Accounting, Billing, Maintain and Process Bills, left menu, Generate Invoices, Reprint Invoices.
WorkCenter	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. On the **Reprint Invoices** page, select the options as described below.

Option	Description
Include Open Items Only	You may wish to select the “Include Open Items Only” to reprint open invoices for a specific customer.
Range Selection	Select one of the following Range options: -All -Bill Cycle -Date Bill Added -Invoice ID -Cust ID -Bill Type -Bill Source
*From Business Unit	Accept the Business Unit or select the Lookup button to select the Business Unit.
*Location ID	Enter the Location ID or select the Lookup button to select the Location ID.
From Invoice (if Invoice Range selected)	Enter the starting range Invoice ID.
To Invoice (if Invoice Range selected)	The invoice that you entered in the From Invoice automatically populates in the To Invoice field once you tab. If applicable, enter a different ending range invoice ID.
From Due Date:	Enter the starting Due Date range.
To Due Date	Enter the ending Due Date range.
From Invoice Date	Enter the starting Invoice Date.
To Invoice Date	Enter the ending Invoice Date.

4. Select the yellow **Bills To Be Processed** icon in the top right corner of the page to verify the bills you have selected are included to be reprinted by the process. If no bills are listed, the criteria you entered did not pick up on any bills. Revise your criteria.
5. Select the **Run** button.

Reprint Invoices [Print Options](#)

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

Language English Specified Language Recipient's Language

Bills To Be Processed icon

Selection Parameters 1 of 1 | View All

Seq Nbr 1 + -

Include Attached Bills
 Include Open Items Only

Range Selection

All Invoice ID
 Bill Cycle Cust ID
 Date Bill Added Bill Type
 Range ID Bill Source
 Public Voucher Number

*From Business Unit G1001 Location ID 001

From Invoice ETD-BUDGET-TEST
 To Invoice ETD-BUDGET-TEST

From Due Date
 To Due Date

From Invoice Date
 To Invoice Date

Save [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

6. The Process Scheduler Request page displays. Accept the default process, **Print Invoice w/XML Publisher**.

Process Scheduler Request

Run Control ID Default

Server Name Run Date 03/01/2024
 Recurrence Run Time 2:59:41PM [Reset to Current Date/Time](#)
 Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Print Invoice w/XML Publisher	BIPJ50	PSJob	(None)	(None)	Distribution

OK [Cancel](#)

7. You are returned to the Reprint Invoices page. Notice that a Process Instance number has been assigned. Select **Process Monitor** link.

Reprint Invoices [Print Options](#)

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

Language English Specified Language Recipient's Language

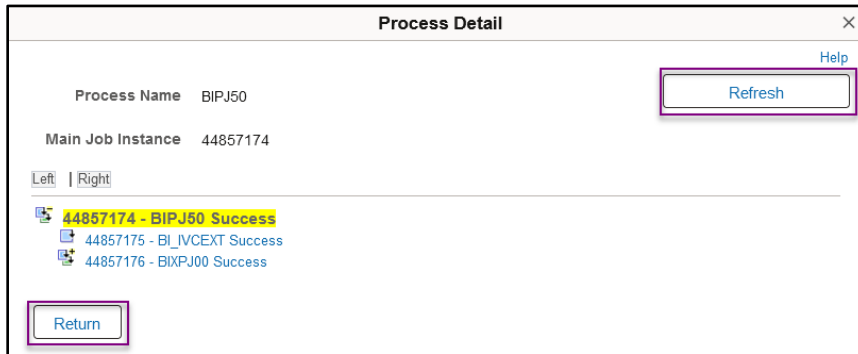
Process Instance:44857174

8. The Process List page displays. In the Process Name column, select the **BIPJ50** link.

Process List 1-3 of 3 | View All

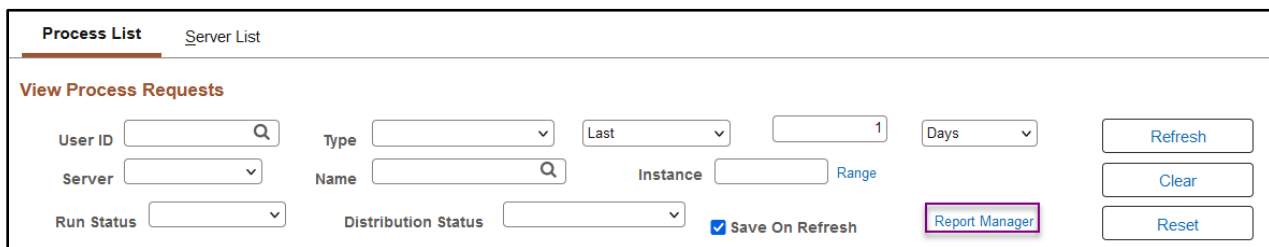
Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	44857174		Default	PSJob	BIPJ50	01106579	03/01/2024 2:59:41PM CST	Success	Posted	Details	Actions

- The Process Detail page displays. Select the **Refresh** button to refresh the page and track the progress.
- Select the **Return** button when the process job is finished.

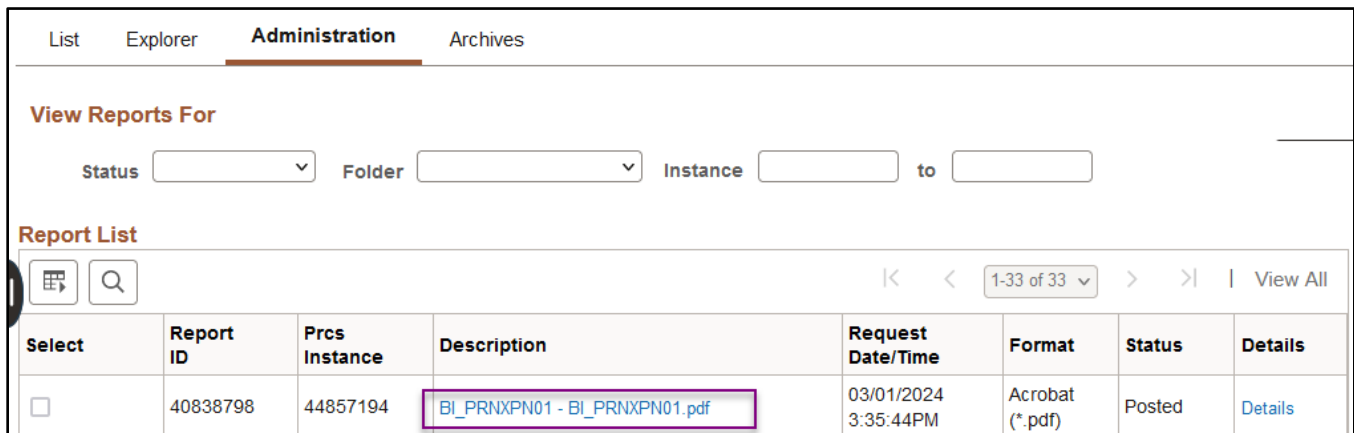


Note: Refreshing from the Process Detail page allows you to identify the process step where an error occurs in the event of a warning.

- You are returned to the Process List page. Select the **Report Manager** link.



- Select the **Administration** tab. Select the **BI_PRNXP01 – BI_PRNXP01.pdf** link in the Report Description Column.



- The PDF opens in a new browser window. Download or print as you would normally and close the window when finished.