

QUICK REFERENCE GUIDE

March 4, 2024

Run the Single Action Invoice Process

After a bill is created, you must run it through the Single Action Invoice Process (SAIP). SAIP combines several processes in a single job, eliminating the need to navigate to multiple pages to set up the processing options for each of the processes listed below.

Process Detail ×

[Help](#)

Process Name BIJOB03K Refresh

Main Job Instance 44857286

Left | Right

- 44857286 - BIJOB03K Success
- 44857287 - BIIVC000 Success
- 44857288 - BI_IVCEXT Success
- 44857289 - BIXPJ00 Success
- 44857290 - BICURCNV Success
- 44857291 - BIPRELD Success
- 44857292 - BILDGL01 Success
- 44857293 - FS_BP Success
- 44857294 - BILDAR01 Success
- 44857295 - BIGNAP01 Success

Return

Process	Name	Description
BIIVC000	Finalize and Print	Prepares bills for invoicing.
BI_IVCEXT	Invoice Extract Process	Extracts billing data to temporary extract tables.
BIXPJ00	Print XML Publisher Invoice	Prints bills and attaches invoice image to bill header.
BICURCNV	Billing Currency Conversion	Processes multicurrency transactions (although Minnesota does not use multiple currencies, the process must still run).
BIPRELD	Pre-Load	Performs functions to prepare preliminary accounting entry information for bills.
BILDGL01	Load GL Accounting Entries	Places billing accounting data (AR/Revenue or Expense account entries) on export tables for subsequent processing by the General Ledger.

Process	Name	Description
FS_BP	Budget Check	(Comm. Cntrl. Budget Processor) Budget checks accounting entries and updates Revenue Budgets.
BILDAR01	Load AR Pending Items	Creates AR pending items which will be picked up by the ARUpdate process that posts an open item to your customers' accounts in the Accounts Receivable module.
BIGNAP01	Generate AP Vouchers	Updates the AP module for refunds.

Step 1: Run the Single Action Invoice Process

After a bill is created and the Status is set to "RDY" (Ready), you must run SAIP. If there is a credit bill, it must be approved before SAIP can process it.

1. Navigate to the Single Action Invoice page using one of the options below.

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. Search for 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' under 'Search Criteria'. It includes a search input field with a dropdown menu set to 'Run Control ID' and a 'Search' button. Below the search field are options for 'begins with' (set to 'Default') and 'Case Sensitive' (unchecked).

3. From the Single Action Invoice page, choose parameters for running the process as described below:

Option	Description
Invoice Date	<p>You can use the Invoice Date Option section to indicate the date that appears on the invoice(s).</p> <p>Processing Date: The default selection is Processing Date.</p> <ul style="list-style-type: none"> - If the Invoice Date is left blank on the bill, the invoice date is populated with the current date when running SAIP. - If a date was entered during bill entry. SAIP does NOT override it with the processing date. <p>User Defined: You can select a different date by selecting the User Defined option. When this option is selected, SWIFT displays a Date field where you can enter a date to appear on the invoice(s).</p>
Posting Action	<p>WARNING! Make sure the Batch Standard Posting Action is set so that the pending items can be picked up by the ARUpdate process and post to the customer’s account.</p>
Range Selection	<p>Typically, users select the Invoice ID, Date Bill Added, or All Range. Options used by State of MN include:</p> <ul style="list-style-type: none"> - All. Any bill with a RDY status within the business unit. - Bill Cycle. For example, “Daily.” - Date Bill Added. For example, current date. - Invoice ID. Can enter a single Invoice ID or a range of IDs. - Cust ID. Can look up a specific customer. - Bill Type. Options set up for your agency. - Bill Source. Options set up for your agency.
*Business Unit	<p>Accept the default Business Unit or select the Lookup button to select the Business Unit.</p>
*Location ID	<p>Enter the Location ID or select the Lookup icon to select the Location ID.</p>
From Invoice (Invoice ID Range)	<p>Enter the first invoice number in the From Invoice field. The To Invoice field automatically populates with the Invoice ID you entered. Accept this ID or enter another Invoice ID for the end of the range.</p> <p>To select multiple invoices with different ranges, select the Add (+) button to add another record for selection parameters and repeat From Invoice and To Invoice. Do this until you’ve entered records for each invoice range you want to process.</p> <p>IMPORTANT! The next time you use this Run Control ID, and you are processing only one invoice or one set of invoices, be sure to delete the extra record(s).</p>
To Invoice (Invoice ID Range)	<p>The invoice that you entered in the From Invoice automatically populates in the To Invoice field when you tab. Enter a different invoice number if applicable. See the instructions in the From Invoice field for adding additional records.</p>

Note: You should not need to change any information on the **Print Options** tab.

4. Select the yellow **Bills To Be Processed** icon to view bills that have been selected to be included when running SAIP.

Single Action Invoice Print Options

Run Control ID: Default Report Manager Process Monitor Run

Language: English Specified Language Recipient's Language

Bills To Be Processed icon

5. Select the **Return** button to go back to the Single Action Invoice page.

Bills To Be Processed Help

Bills To Be Processed

BI Unit	Invoice	Status	Customer	Inv Layout	Layout Type	Bill To Media
G1001	00000774602	RDY	0000000001	XMLPUB	X	Print Copy

Return

- **WARNING!** If no bills are listed, the criteria you selected didn't pick up on any bills that are in the "RDY" (Ready) status or, if you are processing credit bills, the credit bills may not have been approved. You can revise your criteria and/or look up the bills to ensure that they are ready to be processed.
- **Note:** If you are rerunning invoice(s) through SAIP after having corrected an error, such as a budget check error, the invoice(s) will not appear on the Bills To Be Processed page. This is because they already have an "Invoiced" status. However, if selected, the invoice(s) will continue through SAIP.

6. Select the **Run** button to start the processing.

Single Action Invoice Print Options

Run Control ID: Default Report Manager Process Monitor Run

Language: English Specified Language Recipient's Language

Selection Parameters

Seq Nbr: 1

Invoice Date Option

Processing Date User Defined

Posting Action

Do Not Post Batch Standard

Range Selection

Invoice ID Cust ID Bill Type Bill Source

All Bill Cycle Date Bill Added Range ID Public Voucher Number

*Business Unit: G1001 Location ID: 001

From Invoice: 00000774602 To Invoice: 00000774602

Save Return to Search Notify Add Update/Display

- The Process Scheduler Request page displays. It is important to select the **Single Action w/Comm Cntl (BJOB03K)** process.
- Select the **OK** button.

Process Scheduler Request ×

User ID
Run Control ID
Default

Server Name

Recurrence

Time Zone

Run Date

Run Time

[Reset to Current Date/Time](#)

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Single Action w/ Comm Cntl	BJJOB03K	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Billing Jobs for PC	BL_4_PC	PSJob	(None)	(None)	Distribution

- You are returned to the Single Action Invoice page. A Process Instance number has been assigned. Select the **Process Monitor** link.

Single Action Invoice
[Print Options](#)

Run Control ID Default

Language

[Report Manager](#)

Process Monitor

Specified Language

Recipient's Language

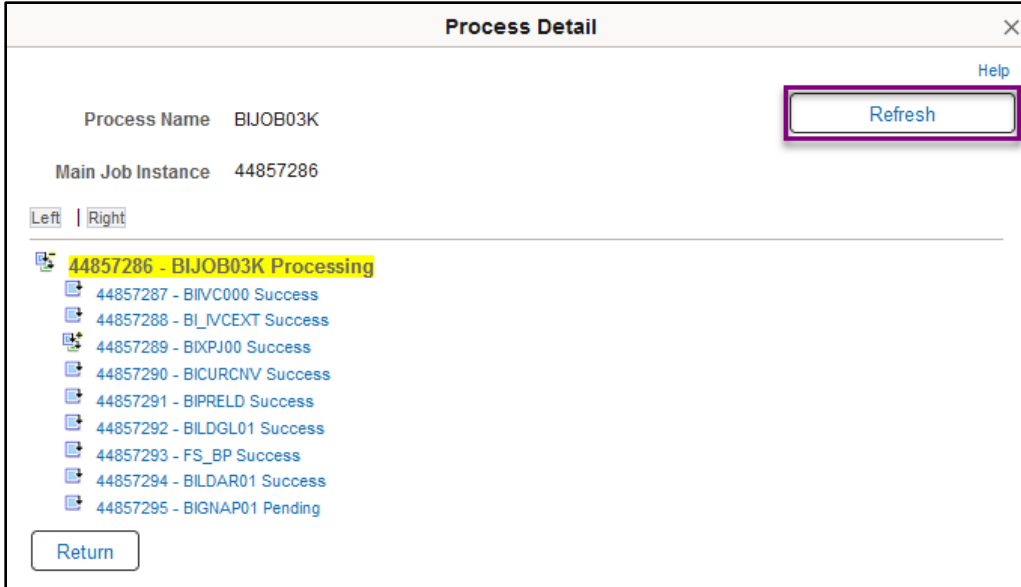
Process Instance:44857298

- The Process List page displays. In the Name column, select the **BJJOB03K** link for the running SAIP.

Process List
1-33

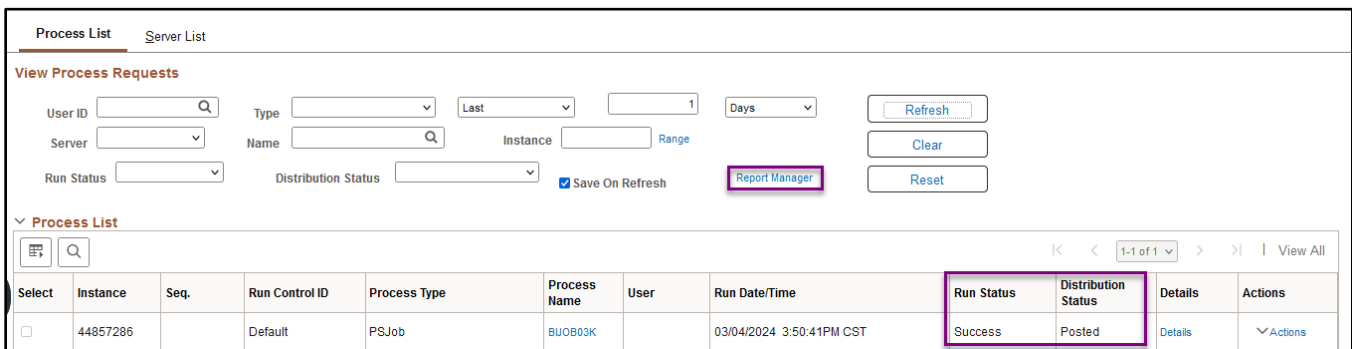
Select	Instance	Run Control ID	Process Type	Process Name	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	44857298	Default	PSJob	BJJOB03K	03/04/2024 4:00:44PM CST	Processing	N/A	Details	Actions

- The Process Detail page displays. You can select the **Refresh** button to refresh the page and see whether a process was successful. Refreshing from the Process Detail page allows you to identify the process step where an error occurs in the event of a warning.

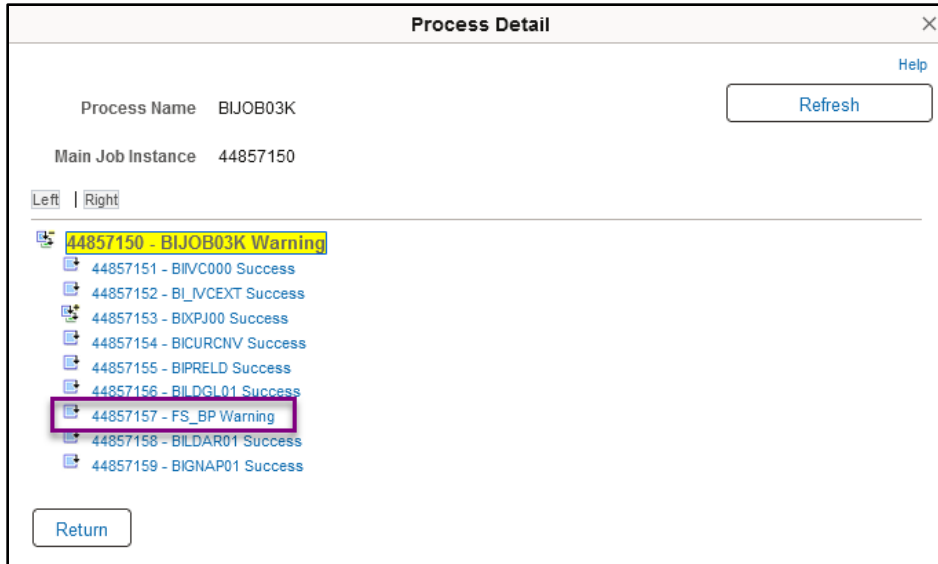


Note: You can select each of the process links, and then select the Message Log link on the Process Detail page to view information about the success of the job. Some of the processes have subpages which include the detailed information about the job. The message for the BILDAR01 process (second from the bottom) contains the Group ID for the process. It is helpful to know the Group ID if you want to view the [AR Pending Items](#) that have been created. You can optionally view the “Load AR Pending Items” report by selecting the BILDAR01 Success process link, View Log/Trace link, and the BILDAR01XXXXX.pdf (a picture of this report is available in Step 2 of this guide).

12. When SAIP is complete determine next steps:
 - a. If SAIP was successful, select the **Report Manager** link.



- b. If one of the processes was not successful, refer to the “[Troubleshoot Single Action Invoice Process](#)” guide. The print screen below displays a budget check error.

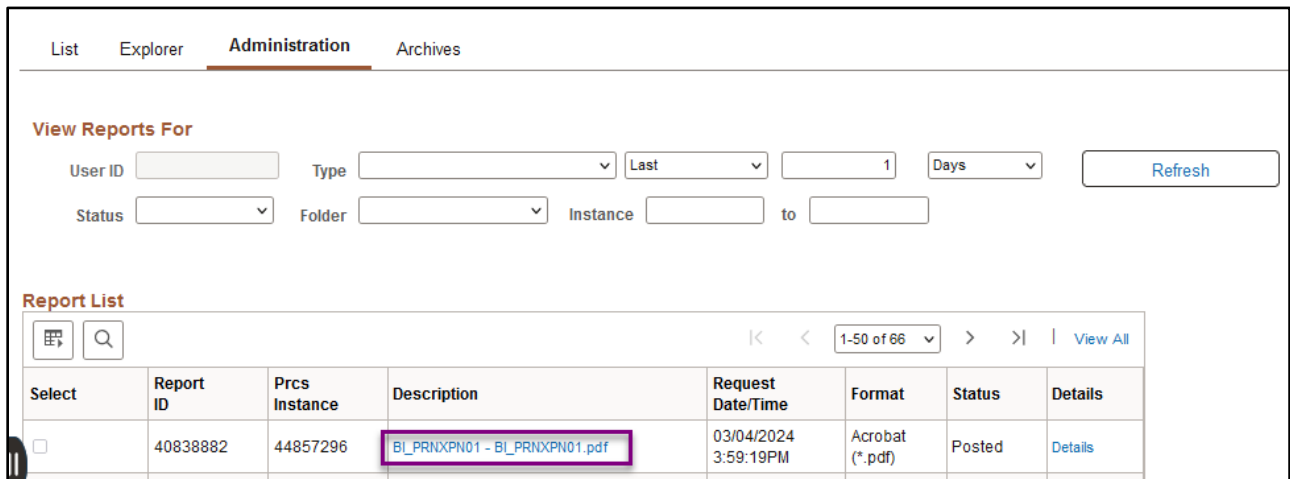


WARNING: It is possible to have a successful job, but the invoice or receivable is not created. This can happen when the “**Batch Standard**” Posting Action is not set. Refer to the “[Troubleshoot Single Action](#)” guide for more information about SAIP errors.

Step 2: Navigate to the Report Manager

After a successful SAIP, you can download and save the invoices from the Report Manager.

1. On the Report Manager page, select the **Administration** tab.
2. On the Administration tab, select the **BI_PRNXP01 – BI_PRNXP01.pdf** link in the Description column for the SAIP instance that you ran.



3. The PDF file opens in a new browser window. Download and save the PDF file as you normally would and close the window when finished.

G1001 001
MINNESOTA MANAGEMENT & BUDGET
G100000000-001
400 CENTENNIAL BLDG
ST PAUL MN 55155

Customer No: 000000001
Payment Terms: Due in 30
Due Date: April 3, 2024
Invoice: 00000774602
Invoice Date: March 4, 2024
From Date: April 1, 2024 To Date: April 30, 2024
Purchase Order:
Page: 1 of 1

Bill To:
Hennepin County Research, Planning & Dev
A-2308 Government Center
300 South 6th Street MC 238
Minneapolis MN 55487-0238

AMOUNT DUE: 500.00

For billing questions, please call

Original

Line	Identifier	Description	Qty	UOM	Unit Amt	Net Amount
1	ELD_INV	Enterprise Learning Dev	1.00	EA	500.00	500.00
Subtotal:						500.00
Amount Due:						500.00

Note: Invoices can also be printed from the Bill Summary page. Refer to the “[Reprint Invoices](#)” guide for instructions.

IMPORTANT! Although the invoice has been created, SAIP does not post it to the customer’s account. SAIP creates the pending AR item. The invoice posts to your customer’s account when the ARUpdate process runs in batch several times during the day.

- Optionally, select the **Load AR Pending Items** link in the Description column for the process you ran to view and save the Load AR Pending Items Report.

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	40838882	44857296	BL_PRNXP01 - BL_PRNXP01.pdf	03/04/2024 3:59:19PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	40838879	44857295	Generate AP Vouchers	03/04/2024 3:58:36PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	40838878	44857294	Load AR Pending Items	03/04/2024 3:58:36PM	Acrobat (*.pdf)	Posted	Details

- Once again, the PDF of the report displays in a new browser window. Download and save the PDF file as you normally would and close the window when finished.

PeopleSoft BI												Page No. 1	
LOAD AR PENDING ITEMS												Run Date 03/04/2024	
												Run Time 16:03:21	
Report ID: BILDAR01													
Range Option: INVOICE ID													
Starting Id: 00000774602													
Ending Id: 00000774602													
Business Unit: G1001													
Post Action: Post Later													
GROUP ID	Seq #	CUST ID	ITEM (INVOICE)	LINE	ENTRY TYPE	ENTRY RSN	ENTRY USE ID	ENTRY AMOUNT	CUR	ENTRY AMOUNT (BASE)	CUR	ACCOUNTING DT	TERMS
42980	1	0000000001	00000774602	1	IN		IT-01	500.00	USD	500.00	USD	2024-03-04	NET30
# OF INVOICES IN GROUP:				1									
# OF AR ENTRIES IN GROUP:				1									
ACCOUNTS RECEIVABLE AMOUNT:				500.00 USD									
TOTAL # OF INVOICES PROCESSED:				1									
TOTAL # OF AR ENTRIES GENERATED:				1									