Reprint Invoice to an emailed PDF

01/10/17

This job aid will show the steps to take to initially set up your invoices to be forwarded to your email. The two steps required are on page 2 highlighted with a green box. Once these are completed, it will not be necessary to complete these steps in the future and you will reprint invoices as normal; nothing has changed in the navigation or process.

Navigation: Financials > Billing > Generate Invoices > Non-Consolidated or use your saved Favorite
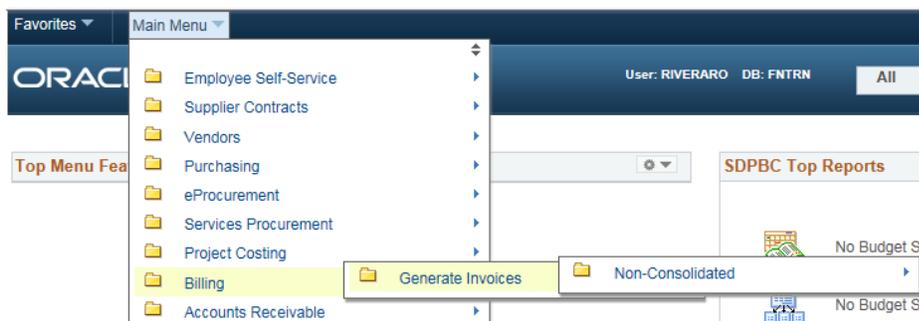
Find the Run Control you normally use by clicking the Search button:

Your Reprint Invoices page should open with your school's information. Click on the Run button to go to the Process Scheduler Request page.
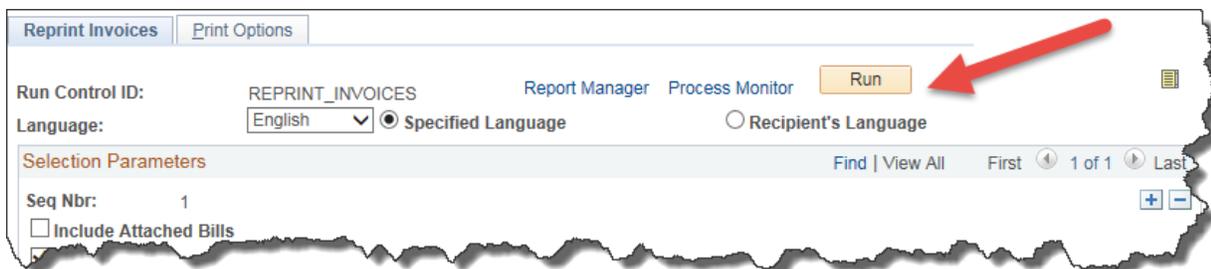
The Process Scheduler Request page will open. Click on any part of the words of PB Print Department Invoice

Process Scheduler Request

User ID		Run Control ID REPRINT_INVOICES

Server Name		Run Date 12/02/2016	
Recurrence		Run Time 11:34:59AM	Reset to Current Date/Time
Time Zone			

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☐	PB Print Department Invoice	PBBIPJ40	PSJob	(None)	(None)	Distribution

***Change the BIXPSA01 (payroll invoices) and the BIXPSA03 (non-payroll invoices) Type to **Email** using the drop down arrow..
Change the remaining three to **Web**. Click OK.***

Job Detail

Main Job Name: PBBIXJ4A   Job Name: PBBIXJ4A   PB XML Reprint

Left | Right

Process List

Process Name	Description	Process Type	Type	Format	Distribution
BI_IVCEXT	Invoice Extract Process	Application Engine	Window	PDF	Distribution
BI_PRNXPN01	XML Publisher Invoice	XML Publisher	Window		Distribution
BIXPSA01	XML Proj by Employee	XML Publisher	Window	PDF	Distribution
BIXPSA03	XML Proj Detail Invoice	XML Publisher	Window	PDF	Distribution
BI_XMLPBURST	Invoice Bursting Program	Application Engine	Window	PDF	Distribution

PBBIXJ4A
- BI_IVCEXT
- BI_PRNXPN01
- BIXPSA01
- BIXPSA03
- BI_XMLPBURST

Click on the Select Box for PB Print Department Invoice then the OK button to set off the Reprint Invoice job:

Process Scheduler Request

User ID		Run Control ID REPRINT_INVOICES

Server Name		Run Date 12/02/2016	
Recurrence		Run Time 11:34:59AM	Reset to Current Date/Time
Time Zone			

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☐	PB Print Department Invoice	PBBIPJ40	PSJob	(None)	(None)	Distribution

OK   Cancel

You will be returned to the Reprint Invoice home screen where a process instance will appear:

Your invoices will be sent to you in PDF format by email:

Once again, once these steps are completed the FIRST time you reprint invoices after the PS Tools Update on 12/2/16 you will not have to complete these steps again. You will reprint invoices as normal.

You will notice that the invoices appear a little different than previously. As of 01/10/17, the Warehouse and A/P invoices have been corrected to include sub-totals (previously missing after PS Tools Update).