Reprint Invoices

The easiest way to reprint an invoice is with the Review Bill (Reprint Single) page in PeopleSoft. Invoices can be printed here only after processing, so they can be reprinted the day after they are created.

Navigation Options



Navigation Collection Tile Billing | Review/Print Invoices | Review Bill (Reprint Single)



NavBar:Navigator Billing | Review Billing Information | Details

- 1. Navigate to the **Bill Inquiry** search page.
 - a. In the **Find an Existing Value** tab, enter or search for an invoice number in the **Invoice** field.

Note: If you do not know the invoice number, you can use the *Customer* field on the Review Bill (Reprint Single) search page to help identify the invoice.

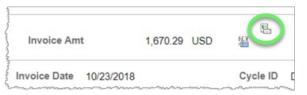
b. Click the **Search** button.

2. The **Header - Info 1** page for the selected invoice opens. This is a read-only version of the invoice data entry page.

Header - Info 1	e - Info 1						New Win	dow Help	Personaliz
Unit COLUM	Invoice INV03697	09	Invoice Am	e	1,670.29	USD	8 8		
Statu	s INV		Invoice Date	10/23/2018			Cycle ID	DAILY	
Тур	e CUP		Source				Frequency	Once	
Custome	r 0000029245		SubCust1				SubCust2		
Invoice For	SEMO HEALTH NETV	VORK	From Date	04/01/2018			To Date	04/30/2018	
Accounting Dat	e 10/23/2018		Pay Terms	N30			Pay Method	Check	
Remit T	0 10601		Bank Account	CAL		Fin	al Invoice:	1	
Sale	s N/A		Bill Inquiry Phone	573-882-818	4				
Cred	t N/A		Collect	CRADIOLO					
Billing Specialis	t CRADIOLO		Billing Authority	CRADIOLO					
	RADIOLOGY @ (573)	882-8184							
	ader Info 2	Address	Copy Address	6	Notes				
Summary Co	ommit Cntri						Page Serie	es	
Ill Search Li	e Search		Header - Info	1		•	Prev Nex	a	
Return to Search	lotify Refresh								

Bill Inquiry Enter any information you have and click Search. Leave fields blank for a list of all values Find an Existing Value Search Criteria Business Unit = ~ UMSYS Q Q INV0369709 Invoice begins with v Bill Status = Q Customer begins with Contract begins with ~ Case Se Itive Basic Search 🖉 Save Search Criteria Clear Search

a. Click the **Reprint Invoice** icon (located to the right of the Invoice Amt near the top of the page).



b. A dialog window appears, confirming that the reprint process has been submitted. Click the **OK** button.



c. You will receive an email with a PDF of the invoice attached momentarily.

	END	OF	PROCEDURE
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