

## 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.

**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

Invoice begins with **INV0369709**

Bill Status =

Customer begins with

Contract begins with

☐ Case Sensitive

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

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

**Billing**

**Header - Info 1** | **Line - Info 1**

Unit COLUM Invoice INV0369709 Invoice Amt 1,670.29 USD

Status INV Invoice Date 10/23/2018 Cycle ID DAILY

Type CUP Source SubCust1 Frequency Once

Customer 0000029245 SubCust2

Invoice Form SEMO HEALTH NETWORK

Accounting Date 10/23/2018 From Date 04/01/2018 To Date 04/30/2018

Remit To 10601 Pay Terms N30 Pay Method Check

Sales N/A Bank Account CAL Final Invoice: ☐

Credit N/A Bill Inquiry Phone 573-882-8184

Billing Specialist CRADIOLO Collect CRADIOLO

Billing Authority CRADIOLO

Go to: Header Info 2 Address Copy Address Notes

Summary Commit Ctrl

Bill Search Line Search

Header - Info 1

**Page Series**

Prev Next

**Return to Search** **Notify** **Refresh**

Header - Info 1 | Line - Info 1

- 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.