



# Business Process Document

## PS FIN Grants Suite Inquiries and Reports: Review Existing Invoice

<b>Department</b>	
<b>Responsibility/Role</b>	
<b>File Name</b>	Review Existing Invoice_BUSPROC.doc
<b>Version</b>	
<b>Document Generation Date</b>	8/12/2009
<b>Date Modified</b>	8/12/2009
<b>Last Changed by</b>	
<b>Status</b>	

### Review Existing Invoice

Trigger:

Required Field(s)	Comments

Output - Results	Comments

### Additional Information

# Business Process Document

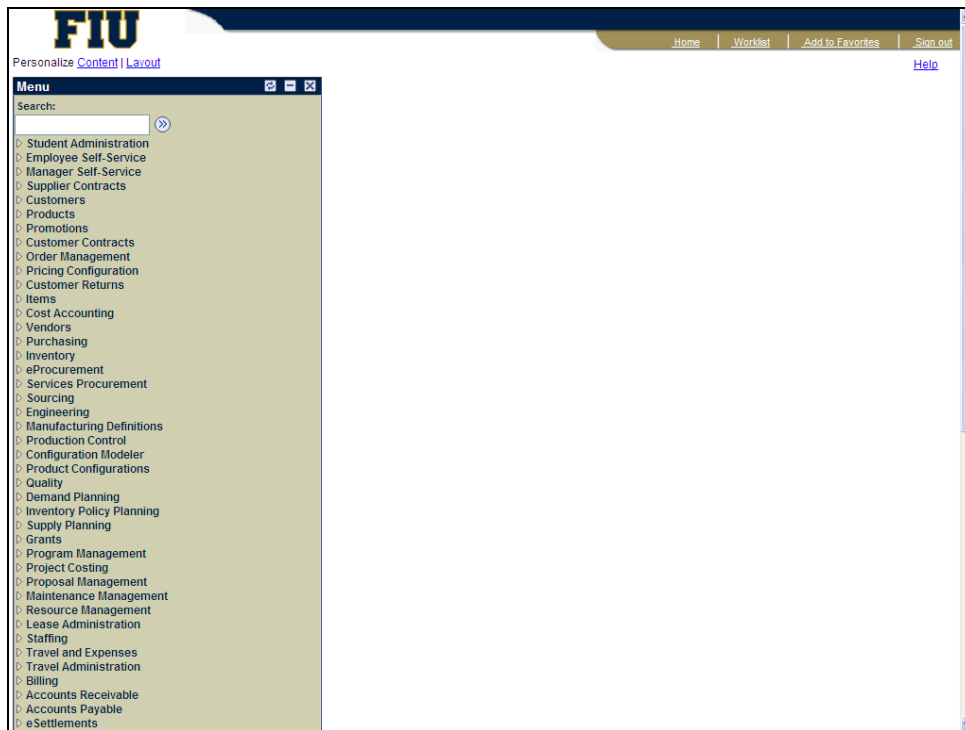
## PS FIN Grants Suite Inquiries and Reports: Review Existing Invoice




### Procedure

Use the **Review Existing Invoice** Report to view an existing Invoice and its details.

**Note:** The invoice generated during these steps may not be the final invoice sent by OSRA to the sponsor. In some cases, the invoice will be modified outside of the system to meet sponsor specific requirements. Please contact OSRA to review the final invoice.

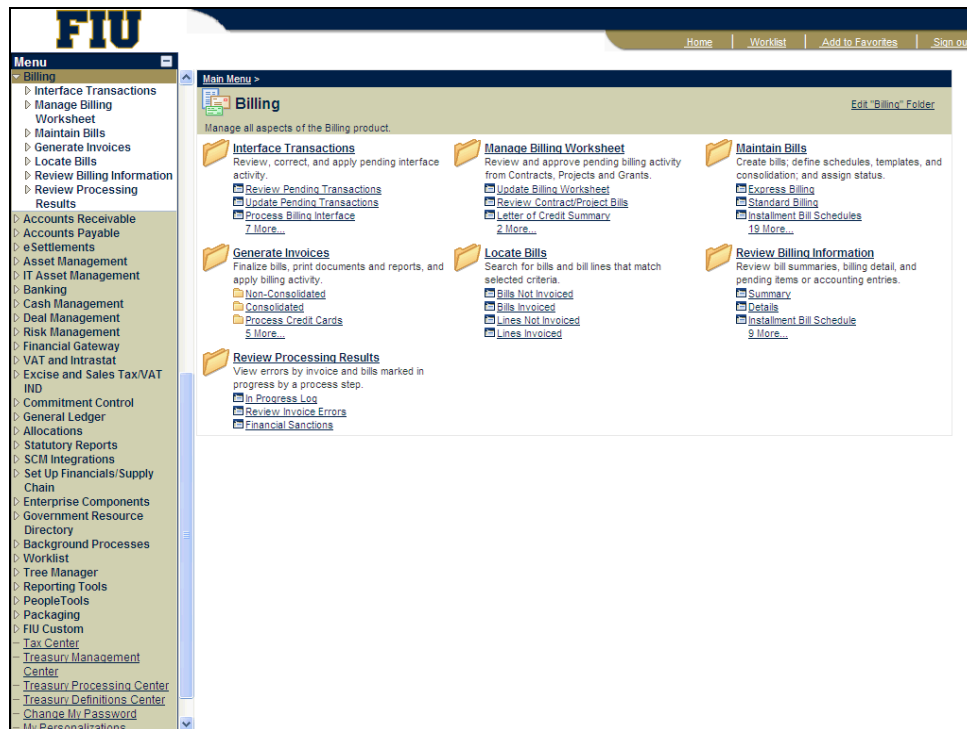


Step	Action
1.	Click the <b>Billing</b> link. 



# Business Process Document

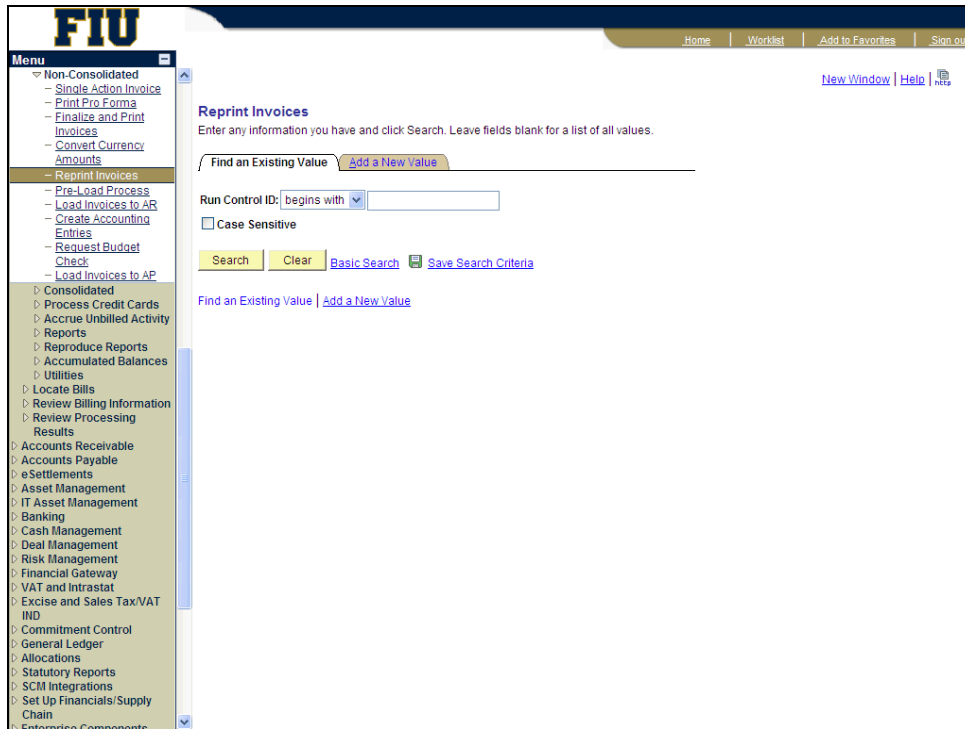
## PS FIN Grants Suite Inquiries and Reports: Review Existing Invoice



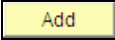


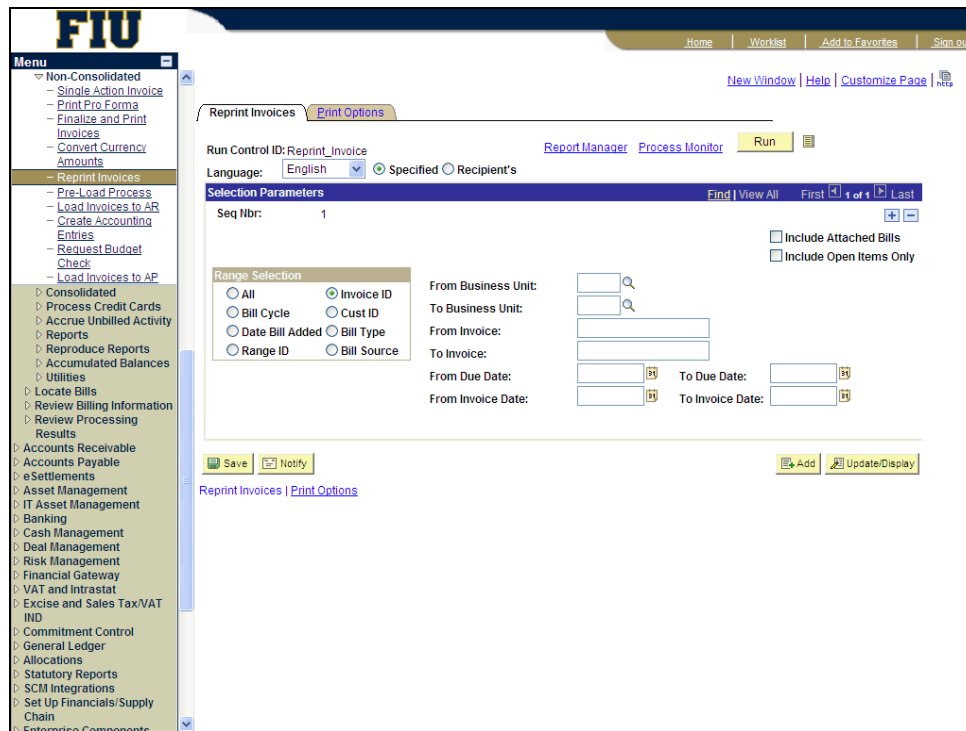
Step	Action
2.	Click the <b>Generate Invoices</b> link. <a href="#">Generate Invoices</a>
3.	Click the <b>Non-Consolidated</b> link. <a href="#">Non-Consolidated</a>
4.	Click the <b>Reprint Invoices</b> link. <a href="#">Reprint Invoices</a>
5.	<b>Note:</b> If this is the first time you are reprinting an invoice, click on the "Add a New Value" tab. If you have previously created a Run Control stay on the "Find an Existing Value" tab and type in the name of your Run Control ID from the previous time

# Business Process Document

## PS FIN Grants Suite Inquiries and Reports: Review Existing Invoice





Step	Action
6.	Click the <b>Add a New Value</b> tab. 
7.	Click in the <b>Run Control ID</b> field. 
8.	Enter a Run Control ID into the <b>Run Control ID</b> field. For Example enter <b>"Reprint_Invoice"</b> .
9.	<b>Note:</b> The Run Control name cannot have any spaces, the "_" is used instead.
10.	Click the <b>Add</b> button. 
11.	<b>Note:</b> Verify that the Invoice ID radio button is selected.



The screenshot shows the 'Reprint Invoices' screen in the FIU system. The left-hand menu is expanded to show 'Reprint Invoices'. The main area contains the following elements:

- Run Control ID:** Reprint\_Invoice
- Language:** English
- Specified Recipient's:** (radio button selected)
- Selection Parameters:** Seq Nbr: 1
- Range Selection:**
  - All
  - Bill Cycle
  - Date Bill Added
  - Range ID
  - Invoice ID
  - Cust ID
  - Bill Type
  - Bill Source
- From Business Unit:** [Empty field]
- To Business Unit:** [Empty field]
- From Invoice:** [Empty field]
- To Invoice:** [Empty field]
- From Due Date:** [Empty field]
- To Due Date:** [Empty field]
- From Invoice Date:** [Empty field]
- To Invoice Date:** [Empty field]
- Buttons:** Save, Notify, Add, Update/Display

Step	Action
12.	Click in the <b>From Business Unit</b> field. <input type="text"/>
13.	Enter the desired information into the <b>From Business Unit</b> field. Enter " <b>FSR01</b> ".
14.	Click in the <b>To Business Unit</b> field. <input type="text"/>
15.	<b>Note:</b> The Business Unit will auto-populate in the To <b>Business Unit</b> field.
16.	Click in the <b>From Invoice</b> field. <input type="text"/>
17.	Enter the desired information into the <b>From Invoice</b> field. Enter " <b>SP-0000704</b> ".
18.	Click in the <b>To Invoice</b> field. <input type="text"/>
19.	<b>Note:</b> The Business Unit will auto-populate in the To Business Unit field.
20.	Click the <b>Save</b> button. 
21.	Click the <b>Run</b> button. 

# Business Process Document

## PS FIN Grants Suite Inquiries and Reports: Review Existing Invoice



**FIU** Home | Workset | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

**Process Scheduler Request**

User ID: 1633091      Run Control ID: Reprint\_Invoice

Server Name:       Run Date: 06/24/2009

Recurrence:       Run Time: 4:22:55PM

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	<a href="#">Print Invoice w/SQR</a>	BIPJ10	PSJob	(None) <input type="text"/>	(None) <input type="text"/>	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Print Grants Invoice w/SQR</a>	BIPJ20	PSJob	(None) <input type="text"/>	(None) <input type="text"/>	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Print SF1080/81 Invoice w/SQR</a>	BIPJ30	PSJob	(None) <input type="text"/>	(None) <input type="text"/>	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Print Invoice w/Crystal</a>	BIPJ40	PSJob	(None) <input type="text"/>	(None) <input type="text"/>	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Print Invoice w/XML Publisher</a>	BIPJ50	PSJob	(None) <input type="text"/>	(None) <input type="text"/>	<a href="#">Distribution</a>

Step	Action
22.	Click the <b>Server Name</b> list. <input type="text"/>



# Business Process Document

## PS FIN Grants Suite Inquiries and Reports: Review Existing Invoice

**Process Scheduler Request**

User ID: 1633091 Run Control ID: Reprint\_Invoice

Server Name: [Dropdown] Run Date: 06/24/2009 [Calendar]

Recurrence: PSCDB Run Time: 4:22:55PM [Reset to Current Date/Time]

Time Zone: PSNT

Process List: PSOS390, PSUNX

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	<a href="#">Print Invoice w/SQR</a>	BIPJ10	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Print Grants Invoice w/SQR</a>	BIPJ20	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Print SF1080/81 Invoice w/SQR</a>	BIPJ30	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Print Invoice w/Crystal</a>	BIPJ40	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Print Invoice w/XML Publisher</a>	BIPJ50	PSJob	(None)	(None)	<a href="#">Distribution</a>

OK Cancel

Step	Action
23.	Click the <b>PSUNX</b> list item.

# Business Process Document

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**FIU** Home | Workset | Add to Favorites | Sign out

New Window | Help | Customize Page |

**Process Scheduler Request**

User ID: 1633091 Run Control ID: Reprint\_Invoice

Server Name: PSUNX Run Date: 06/24/2009  
 Recurrence: Run Time: 4:22:55PM [Reset to Current Date/Time](#)

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	<a href="#">Print Invoice w/SQR</a>	BIPJ10	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Print Grants Invoice w/SQR</a>	BIPJ20	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Print SF1080/81 Invoice w/SQR</a>	BIPJ30	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Print Invoice w/Crystal</a>	BIPJ40	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	<a href="#">Print Invoice w/XML Publisher</a>	BIPJ50	PSJob	(None)	(None)	<a href="#">Distribution</a>

[OK](#) [Cancel](#)

Step	Action
24.	Click the <b>Select</b> option. <input type="checkbox"/>
25.	Click the <b>OK</b> button. <input type="button" value="OK"/>



# Business Process Document




## PS FIN Grants Suite Inquiries and Reports: Review Existing Invoice

Step	Action
26.	Click the <b>Process Monitor</b> link. <a href="#">Process Monitor</a>

# Business Process Document

## PS FIN Grants Suite Inquiries and Reports: Review Existing Invoice



Step	Action
27.	Click the <b>Refresh</b> button. 
28.	Click the <b>Refresh</b> button. 
29.	<b>Note:</b> You may need to click the <b>Refresh</b> button multiple times until the Run Status runs to 'Success' and the Distribution is posted.
30.	<b>Note:</b> Verify the Distribution Status is set to " <b>Posted</b> ".
31.	<b>Note:</b> Verify the Run Status runs to " <b>Success</b> ".
32.	Click the <b>BIPJ20</b> link. 



# Business Process Document

## PS FIN Grants Suite Inquiries and Reports: Review Existing Invoice

Step	Action
33.	Click the <b>2275896 - BIGIVCPN Success</b> link. <a href="#">2275896 - BIGIVCPN Success</a>

# Business Process Document

## PS FIN Grants Suite Inquiries and Reports: Review Existing Invoice



Step	Action
34.	Click the <a href="#">View Log/Trace</a> link. <a href="#">View Log/Trace</a>



# Business Process Document

## PS FIN Grants Suite Inquiries and Reports: Review Existing Invoice

**FIU** Home | Workset | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

**Menu**

- Non-Consolidated
  - Single Action Invoice
  - Print Pro Forma
  - Finalize and Print Invoices
  - Convert Currency Amounts
  - Reprint Invoices
  - Pre-Load Process
  - Load Invoices to AR
  - Create Accounting Entries
  - Request Budget Check
  - Load Invoices to AP
- Consolidated
  - Process Credit Cards
  - Accrue Unbilled Activity
  - Reports
  - Reproduce Reports
  - Accumulated Balances
  - Utilities
  - Locate Bills
  - Review Billing Information
  - Review Processing Results
  - Accounts Receivable
  - Accounts Payable
  - eSettlements
  - Asset Management
  - IT Asset Management
  - Banking
  - Cash Management
  - Deal Management
  - Risk Management
  - Financial Gateway
  - VAT and Intrastat
  - Excise and Sales Tax/VAT
  - IND
  - Commitment Control
  - General Ledger
  - Allocations
  - Statutory Reports
  - SCM Integrations
  - Set Up Financials/Supply Chain
  - Enterprise Components

**View Log/Trace**

Report

Report ID: 2177855      Process Instance: 2275896      [Message Log](#)

Name: BIGIVCPN      Process Type: SQR Report

Run Status: Success

Grants Print Portrait Invoices

Distribution Details

Distribution Node: unixnode      Expiration Date: 08/23/2009



**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_BIGIVCPN_2275896.log</a>	1,692	08/24/2009 4:28:31.000000PM EDT
<a href="#">bigivcon_2275896.PDF</a>	15,219	08/24/2009 4:28:31.000000PM EDT
<a href="#">bigivcon_2275896.out</a>	124	08/24/2009 4:28:31.000000PM EDT

**Distribute To**

Distribution ID Type	*Distribution ID
User	1633091

[Return](#)


Step	Action
35.	Click the <b>PDF</b> link.
36.	Click the <b>Maximize/Restore</b> button. 
37.	<b>Note:</b> The invoice generated during these steps may not be the final invoice sent by OSRA to the sponsor. In some cases, the invoice will be modified outside of the system to meet sponsor specific requirements. Please contact OSRA to review the final invoice.
38.	Click the <b>Close</b> button. 

# Business Process Document

## PS FIN Grants Suite Inquiries and Reports: Review Existing Invoice



The screenshot shows the FIU software interface. The top navigation bar includes links for Home, Worksheet, Add to Favorites, and Sign out. The main content area displays the 'View Log/Trace' report for a process instance with ID 2177855. The report details include the Name (BIGIVCPN), Process Instance (2275896), Process Type (SQR Report), and Run Status (Success). Below the details is a 'Distribution Details' section showing the Distribution Node (unixnode) and Expiration Date (08/23/2009). A 'File List' table shows three files: SQR\_BIGIVCPN\_2275896.log (1,692 bytes), bigivcon\_2275896.PDF (15,219 bytes), and bigivcon\_2275896.out (124 bytes). A 'Distribute To' table shows the Distribution ID Type (\*Distribution ID) and User (1633091). A 'Return' button is located at the bottom of the report area.

Step	Action
39.	Click the <b>Home</b> link. 
40.	Congratulations. You successfully ran an inquiry for Review Existing Invoice <b>End of Procedure.</b>