

The University of Texas  
Rio Grande Valley<sup>TM</sup>

Accounts Receivable

# Print Pro Forma Invoices

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Updated: 10/22/18

# Objective


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***How To Properly Print Pro Forma Invoices  
in  
PeopleSoft 9.2  
Accounts Receivable Module  
Billing Component  
by Explanation, Demonstration, & Practical Application***

# Navigation

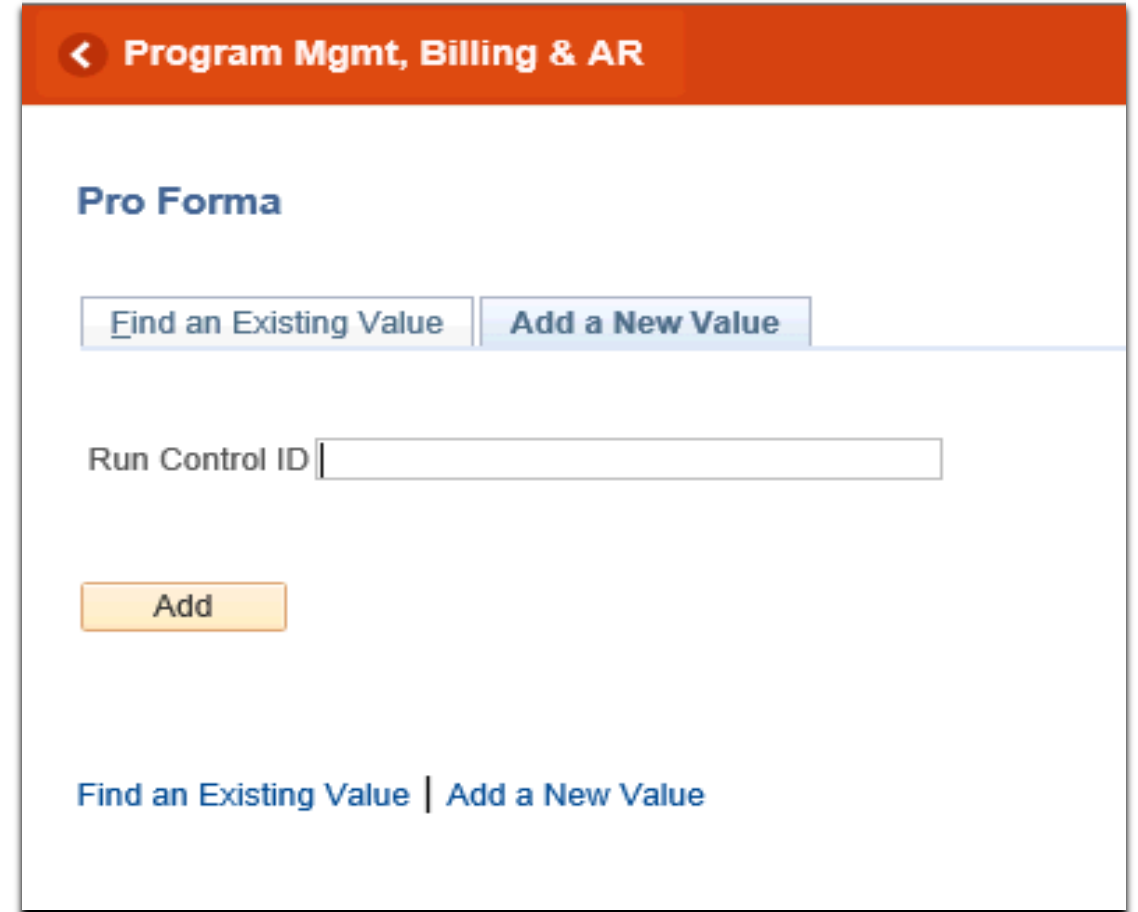
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Before we begin: Please ENSURE POP-UPS are ENABLED for this server. This will make viewing the INVOICE or other DOCUMENTS in PDF easier during training and practical use of this module.

- Log in to PeopleSoft 9.2
- Fluid Tile: Program Mgmt, Billing & AR / Billing / My Billing Invoices / Print Pro Forma
-  NavBar: Navigator > Financials > Billing > Generate Invoices > Non-Consolidated > Print Pro Forma

# Print Pro Forma Invoices

- FIRST TIMERS -
  - Click **Add A New Value** tab
  - Enter RUN CONTROL ID:  
**PRINT\_PRO\_FORMA**
- NOTE: if you previously created a process (for a different invoice that process shell will appear in you click SEARCH)
  - (i.e., **BI\_PRINT\_PRO\_FORMA**)
- PRO FORMA page is displayed



The screenshot shows a software interface for managing Pro Forma invoices. At the top, there is a navigation bar with a back arrow and the text "Program Mgmt, Billing & AR". Below this, the page title "Pro Forma" is displayed. There are two tabs: "Find an Existing Value" and "Add a New Value". A text input field labeled "Run Control ID" is present, with the value "PRINT\_PRO\_FORMA" entered. Below the input field is an "Add" button. At the bottom of the page, there are two links: "Find an Existing Value" and "Add a New Value".

# Data Entry

- FROM BUINSESS UNIT: (i.e., UTRNS)
- TO BUSINESS UNIT: (i.e., UTRNS)
- FROM INVOICE: (i.e., NS-0#####-INV) (**#=Your UNIQUE number**)
- TO INVOICE: (i.e., NS-0#####-INV)

The screenshot displays a software window titled "Selection Parameters". At the top right, there are navigation controls: "Find | View All", "First", "1 of 1", and "Last", along with "+" and "-" buttons. Below the title bar, the text "Seq Nbr 1" is visible. The main content area is divided into two sections: "Invoice Date Option" and "Range Selection".

**Invoice Date Option:**

- Processing Date
- User Defined

**Range Selection:**

- All
- Bill Cycle
- Date Bill Added
- Range ID
- Public Voucher Number
- Invoice ID
- Cust ID
- Bill Type
- Bill Source

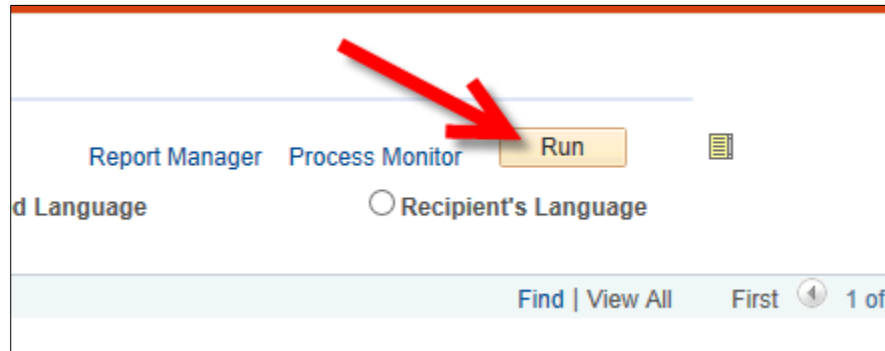
On the right side of the window, there are four input fields for search criteria:

- From Business Unit: UTRNS
- To Business Unit: UTRNS
- From Invoice: NS-0000016-INV
- To Invoice: NS-0000016-INV

# Data Entry

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- Verify All Data Entered
- Click on **Run** button



# Data Processing

- Select PROCESS NAME:

**Pro Forma & Print**

**BIJOBP01**

The screenshot shows a 'Process Scheduler Request' dialog box. At the top, it displays 'User ID' and 'Run Control ID BI\_PRINT\_PRO\_FORMA'. Below this are fields for 'Server Name', 'Run Date' (05/15/2018), 'Recurrence', 'Run Time' (1:07:03PM), and 'Time Zone'. A 'Reset to Current Date/Time' button is also present. The main section is a table titled 'Process List' with columns: Select, Description, Process Name, Process Type, \*Type, \*Format, and Distribution. The row for 'Proforma & Print' (Process Name: BIJOBP01, Process Type: PSJob) is circled in red. Other rows include 'Print invoice w/SQR', 'Print XMLP PSA03 Invoice', 'Print Grants Invoice w/SQR', 'Print SF1080/81 Invoice w/SQR', 'Print Invoice w/XML Publisher', 'Print XMLP PS/CA Invoice', 'Print XMLP 1034/35 Invoice', 'Print XMLP Summ. Invoice', 'Print XMLP Invoice', 'Print XMLP PS/PC Invoice', 'Print XMLP PS/OM Invoice', and 'Print XMLP PSA01 Invoice'.

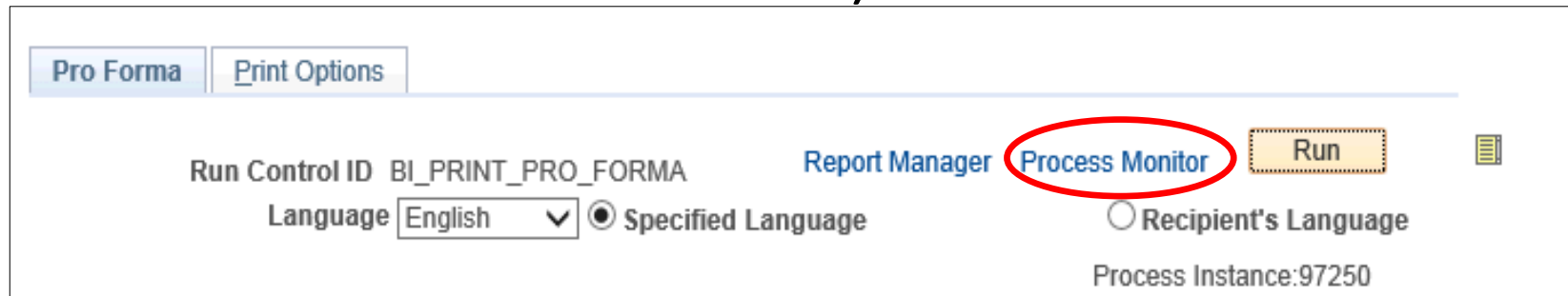
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Pro-process & Final Invoice	BIJG000	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	Proforma & Print	BIJOBP01	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print invoice w/SQR	BIJ10	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PSA03 Invoice	BIJ100	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print Grants Invoice w/SQR	BIJ20	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print SF1080/81 Invoice w/SQR	BIJ30	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print Invoice w/XML Publisher	BIJ50	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PS/CA Invoice	BIJ55	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP 1034/35 Invoice	BIJ60	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP Summ. Invoice	BIJ65	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP Invoice	BIJ75	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PS/PC Invoice	BIJ80	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PS/OM Invoice	BIJ85	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PSA01 Invoice	BIJ90	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Print XMLP PSA02 Invoice	BIJ95	PSJob	(None)	(None)	Distribution

- Click OK

# Data Processing

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- Click on **Process Monitor** link  
(If you do now see content in the Process List, remove content from **Server** field and then click **Refresh**)



The screenshot shows a report manager interface. At the top, there are two tabs: 'Pro Forma' and 'Print Options'. Below the tabs, the text 'Run Control ID BI\_PRINT\_PRO\_FORMA' is displayed. To the right of this text is the label 'Report Manager' followed by the link 'Process Monitor', which is circled in red. Further right is a yellow 'Run' button. Below the 'Run Control ID' text, there is a 'Language' dropdown menu set to 'English' and a radio button labeled 'Specified Language' which is selected. To the right of this is another radio button labeled 'Recipient's Language' which is unselected. At the bottom right of the interface, the text 'Process Instance:97250' is visible.

- Press **Refresh** button (as necessary) (it may take a little while)
  - 9 routines & 13 subroutines
- Run Status = SUCCESS & Distribution Status = POSTED



# Data Processing

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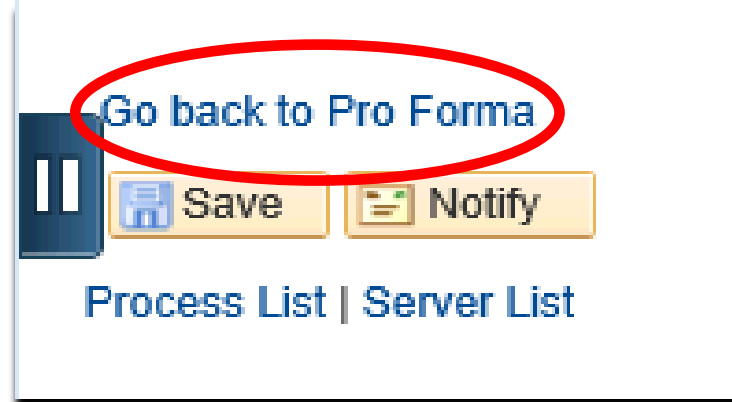
- Click on **Process Monitor** link  
(If you do now see content in the Process List, remove content from **Server** field and then click **Refresh**)
- Press **Refresh** button (as necessary) (it may take a little while)
- Run Status = SUCCESS
- Distribution Status = POSTED

Server	▼	Name	🔍	Instance From	Instance To				
Run Status	▼	Distribution Status	▼	<input checked="" type="checkbox"/> Save On Refresh					
<b>Process List</b> <span>Personalize   Find   View All   📄   📅</span> First 1-15 of 15 Last									
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	165066		PSJob	BIJOBP01		07/05/2018 2:07:07PM CDT	Processing	N/A	Details
<input type="checkbox"/>	165010		PSJob	BIPJ50		07/05/2018 1:43:17PM CDT	Success	Posted	Details

# Data Processing

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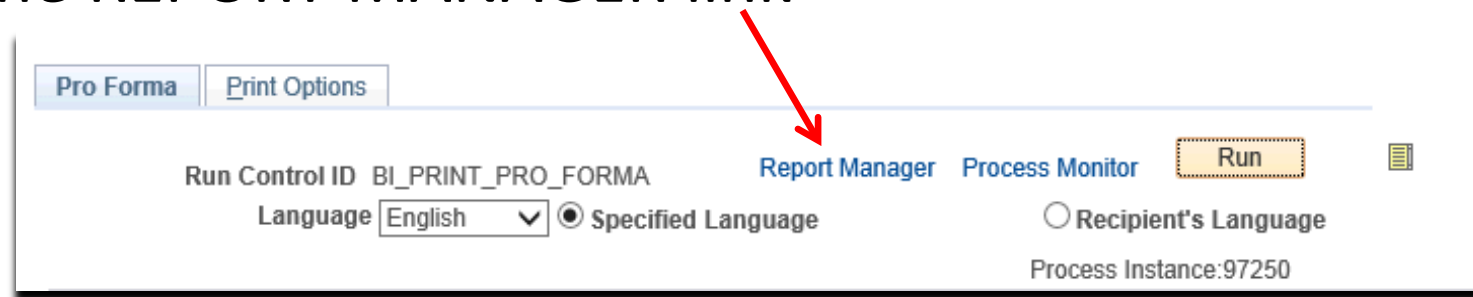
- Click after SUCCESS (the Process List may become empty) on the **Go Back to Pro Forma** (link)



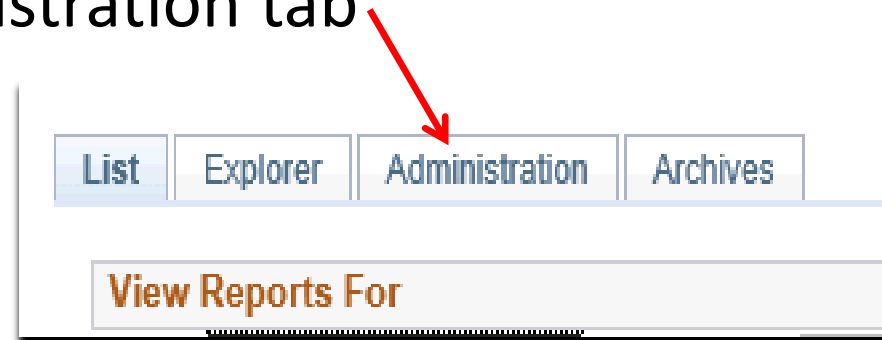
# Data Processing

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- Click on the REPORT MANAGER link

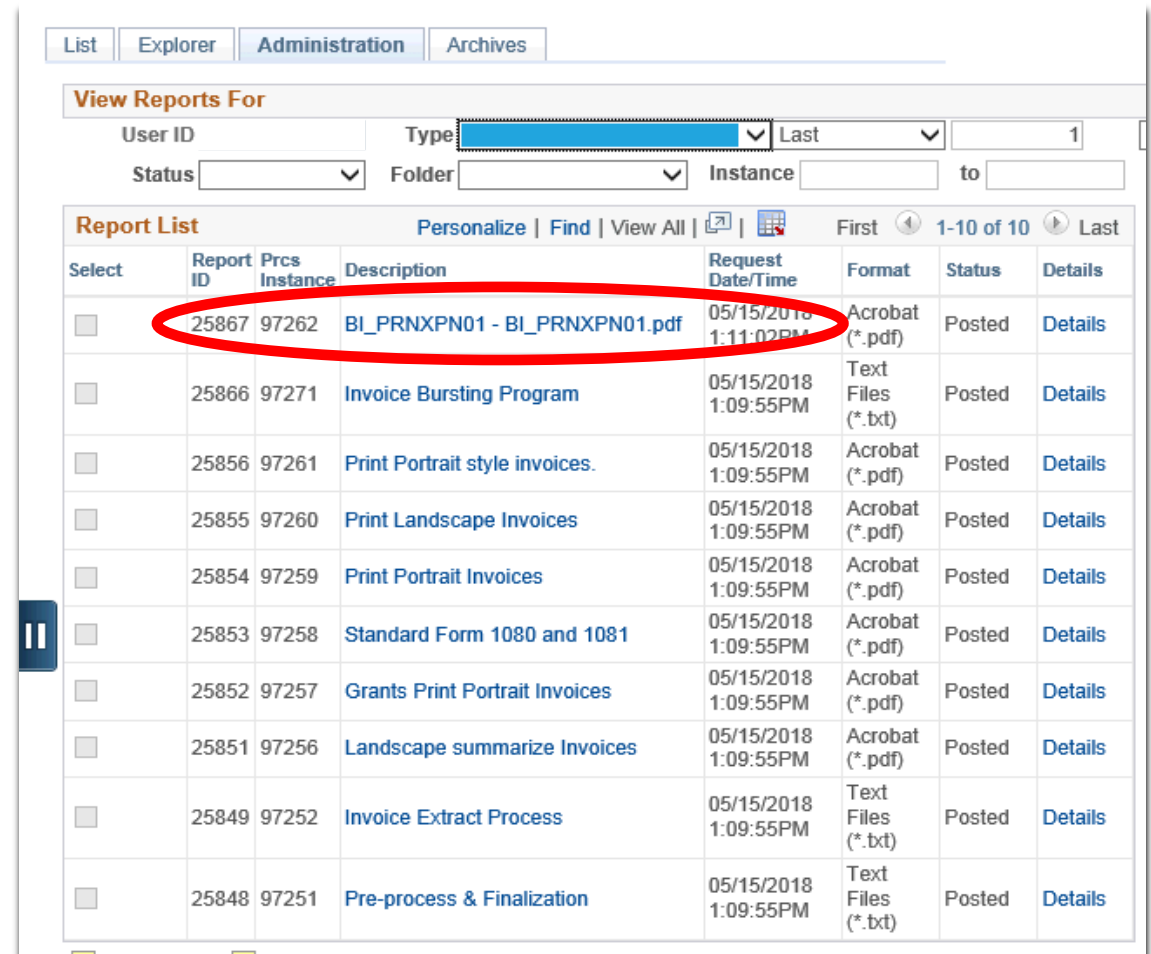


- Click on the Administration tab



# Data Processing

- Click on PDF version INVOICE itself  
BI\_PRNXP01 – BI\_PRNXP01.pdf



The screenshot shows a web application interface with a navigation bar at the top containing 'List', 'Explorer', 'Administration', and 'Archives'. Below this is a 'View Reports For' section with filters for 'User ID', 'Type', 'Status', 'Folder', and 'Instance'. The main content is a 'Report List' table with columns for 'Select', 'Report ID', 'Prce Instance', 'Description', 'Request Date/Time', 'Format', 'Status', and 'Details'. The first row of the table is circled in red.

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	25867	97262	BI_PRNXP01 - BI_PRNXP01.pdf	05/15/2018 1:11:02PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	25866	97271	Invoice Bursting Program	05/15/2018 1:09:55PM	Text Files (*.txt)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	25856	97261	Print Portrait style invoices.	05/15/2018 1:09:55PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	25855	97260	Print Landscape Invoices	05/15/2018 1:09:55PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	25854	97259	Print Portrait Invoices	05/15/2018 1:09:55PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	25853	97258	Standard Form 1080 and 1081	05/15/2018 1:09:55PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	25852	97257	Grants Print Portrait Invoices	05/15/2018 1:09:55PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	25851	97256	Landscape summarize Invoices	05/15/2018 1:09:55PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	25849	97252	Invoice Extract Process	05/15/2018 1:09:55PM	Text Files (*.txt)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	25848	97251	Pre-process & Finalization	05/15/2018 1:09:55PM	Text Files (*.txt)	Posted	<a href="#">Details</a>

# Viewing Invoice

- INVOICE will appear in NEW browser window or tab of your browser

REMINDER: Please ENSURE POP-UPS are ENABLED for this server.

This will make viewing the INVOICE or other DOCUMENTS in PDF easier during training and practical use of this module.

The University of Texas  
Rio Grande Valley

**PRO FORMA**

Invoice No: NS-0000016-INV  
Invoice Date: 05/14/2018

Customer Number: NSP00002  
Payment Terms: Net 30  
Due Date: 06/13/2018

**AMOUNT DUE:** 135,750 USD

**Bill To:**  
Rio Grande Regional Hospital  
Jose Garza  
1215 North St.  
McAllen TX 78501  
United States

**Please Remit To:**  
The University of Texas Rio Grande Valley  
Payments & Collections Office SSB 1.1145  
1201 West University Dr.  
Edinburg TX 78539  
United States

For proper posting to your account, please include the invoice number on all remittances and correspondences

Line	Description	Quantity	UOM	Unit Amt	Original Net Amount
1	TEST Fund 3100 - Sales - TEST	16.00	UNT	8,484.38	135,750.00

THIS IS A TEST NOTE FOR A TEST INVOICE

Subtotal: 135,750.00  
Amount Due: 135,750.00

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This Process Is Now Complete

Contact us at:

- If you have questions please contact: [AccountsReceivable@utrgv.edu](mailto:AccountsReceivable@utrgv.edu)

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