

How to Reprint an Invoice

1. Open the Invoice Documents worklist (Customer Invoicing > Invoice Documents)

Customer Invoicing	Overview
Service Entitlements	Work
Service Desk	Project Invoicing
Service Orders	Sales Orders
🛱 Field Service and Repair	Projects
Sourcing and Contracting	Project Invoice Requests
Purchase Requests and Orders	Invoice Requests
Coods and Sansians Respirits	Invoice Documents
Goods and Services Receipts	Invoice Runs
A Supplier Invoicing	Recurring Invoice Templates
Q Supplier Baco	

- 2. Select the "All Invoice Documents" in the View drop down.
- 3. Enter the Customer Invoice Number in the Search Box.
- 4. Select the row for the Invoice you want to print.
- 5. Click Edit.

	Invoice Docume	ents								
[All Invoice Docur	2 ments ~	Group By N	one	~			1INV-126 3	8 C 7	í
5	Edit New_	Preview Export_	Copy	ow-Up⊿ Ch	eck Cancel Release	Split Analysis Refresh]			
	Status	Invoice ID	Invoice Type	Invoice Date	Account	Cancelled/Corrected Invoice ID	External Reference	Manual Document I	D	
4	Released	1INV-126	Invoice	06/08/2018	Silverstar Energy Corp					
	<								>	
	D-1-11-1	415.07.400								

6. Click View All.

	In	voice: 1INV-126 🚫		Q () (?)
Status:Released Account: Release Save Close	Silverstar Energy Corp Invoice Date:00/08/2018 Total:0.00 USD			You Can Also ₄ View All
Account		Bill-To		
Name:	Silverstar Energy Corp	Name:	Silverstar Energy Corp	
			1000 01 1	

- 7. Click Output History.
- 8. Click the Document Name. This will open the Customer Invoice print out. This is the version that was printed at the time the Customer Invoice was Created and Released.





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stus:Released Account:Silverstar Energy Cor telesse Save Close Preview N eneral Items Pricing Involved Involved Involved	p Invoice Date:08/08/2018 Total:0.00 USD tew, Cancel 7 Parties Document Flow Changes Output	History Feed			You C
Resubmit Set to Successful View Data XM	IL Refresh	Grader	Subarithed On	Output On	Detains
Customer Invoice 1INV-128 Pen	ding CP100110 Silverstar Energy Printer	8000000191 EMA NICOLAS	06/08/2018 10:16 AM MST	06/08/2018 10:16 AM MST	12/31/9
ocument Name: atus: ubmitted On: inder:					
soument Name: atus: inder: .dput On: .tained Until:	Invoice: 1INV-126				*



