
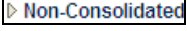


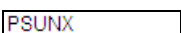
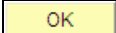
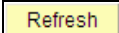
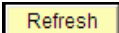


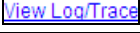



Review Existing Invoice

1.	Click the Billing link. 
2.	Click the Generate Invoices link. 
3.	Click the Non-Consolidated link. 
4.	Click the Reprint Invoices link. 
5.	Note: 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
6.	Click the Add a New Value tab. 
7.	Click in the Run Control ID field. 
8.	Enter a Run Control ID into the Run Control ID field. For Example enter a valid value e.g. " Reprint_Invoice ".
9.	Note: The Run Control name cannot have any spaces, the "_" is used instead.
10.	Click the Add button. 
11.	Note: Verify that the Invoice ID radio button is selected.
12.	Click in the From Business Unit field. 
13.	Enter the desired information into the From Business Unit field. Enter a valid value e.g. " FSR01 ".
14.	Click in the To Business Unit field. 
15.	Note: The Business Unit will auto-populate in the To Business Unit field.
16.	Click in the From Invoice field. 
17.	Enter the desired information into the From Invoice field. Enter a valid value e.g. " SP-00000704 ".
18.	Click in the To Invoice field. 
19.	Note: The Business Unit will auto-populate in the To Business Unit field.

20.	Click the Save button. 
21.	Click the Run button. 
22.	Click the Server Name list. 
23.	Click the PSUNX list item. 
24.	Click the Select option. 
25.	Click the OK button. 
26.	Click the Process Monitor link. 
27.	Click the Refresh button. 
28.	Click the Refresh button. 
29.	Note: You may need to click the Refresh button multiple times until the Run Status runs to 'Success' and the Distribution is posted.
30.	Note: Verify the Distribution Status is set to " Posted ".
31.	Note: Verify the Run Status runs to " Success ".
32.	Click the BIPJ20 link. 
33.	Click the 2275896 - BIGIVCPN Success link. 
34.	Click the View Log/Trace link. 
35.	Click the PDF link.
36.	Click the Maximize/Restore button. 
37.	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.
38.	Click the Close button. 
39.	Click the Home link. 

40.	Congratulations. You successfully ran an inquiry for Review Existing Invoice End of Procedure.
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