

Find an Invoice in Process Monitor

Clicked on the Proforma and/or Invoice icon and the invoice didn't pop up.

1. Navigate to PeopleTools > Process Scheduler > Process Monitor
 - Enter User ID (should default to your User ID) – if not, enter your user ID and click the looking glass to select
 - Look for Process Name starting w/BIJOB (indicates a billing job)
 - BIJOB03K refers to an original Invoice (i.e. invoice processed via the invoice button)
 - BIJOBP03 refers to a Proforma
 - Click Refresh until Run Status = “Success” and Distribution Status = “Posted”
2. Click on either the “BIJOB03K” or “BIJOBP03” link in the Process Name Column

The screenshot shows the 'Process List' tab in the Process Monitor. At the top, there are search filters for User ID (UMAR05), Type, Last, Days (1), and a Refresh button. Below the filters is a table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9051876		PSJob	BIJOB03K	UMAR05	02/17/2012 2:44:14PM CST	Processing	N/A	Details
<input type="checkbox"/>	9051872		PSJob	BIJOBP03	UMAR05	02/17/2012 2:42:35PM CST	Success	Posted	Details

3. Click on “UMDBIAE005” link

The screenshot shows the 'Process Detail' page for BIJOB03K. It includes a Refresh button and the Main Job Instance: 9051876. Below this, there is a list of job instances with their status:

- 9051876 - BIJOB03K Success
- 9051877 - BIIVC000 Success
- 9051878 - BI IVCEXT Success
- 9051879 - UMDBIAE005 Success

4. Click on “View Log/Trace link

Process Detail

Process	
Instance:	9051879
Type:	XML Publisher
Name:	UMDBIAE005
Description:	DBI Invoice with Attachments
Run Status:	Success
Distribution Status:	Posted

Run	Update Process
Run Control ID: PSBII0150003523	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSNT	<input type="radio"/> Cancel Request
Recurrence:	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 02/17/2012 2:44:14PM CST	Parameters Transfer
Run Anytime After: 02/17/2012 2:44:14PM CST	Message Log View Locks
Began Process At: 02/17/2012 2:45:06PM CST	Batch Timings
Ended Process At: 02/17/2012 2:45:21PM CST	View Log/Trace

5. Click on link ending in .PDF to display invoice

View Log/Trace

Report		
Report ID:	9049033	Process Instance: 9051879 Message Log
Name:	UMDBIAE005	Process Type: XML Publisher
Run Status:	Success	

DBI Invoice with Attachments

Distribution Details	
Distribution Node:	FS89TST
Expiration Date:	04/13/2012

File List		
Name	File Size (bytes)	Datetime Created
AE_UMDBIAE005_9051879.stdout	572	02/17/2012 2:45:21.951617PM CST
AE_UMDBIAE005_9051879.trc	2,321	02/17/2012 2:45:21.951617PM CST
Invoice_9051879.pdf	30,355	02/17/2012 2:45:21.951617PM CST

Distribute To	
Distribution ID Type	*Distribution ID
User	UMAR05