

**ZFI\_AR\_INV – Printing a Customer Invoice**

**Last Updated: 2/1/2022**

Utilize **ZFI\_AR\_INV –AR Invoice Program** to print, reprint or view a Customer Invoice.

The customer invoice process runs at 9pm. Upon completion, the Customer Invoice will be e- billed immediately, printed statements will be sent to Xerox to be printed and mailed the following morning. Customer Invoices created on Friday will be printed by Xerox on Monday morning.

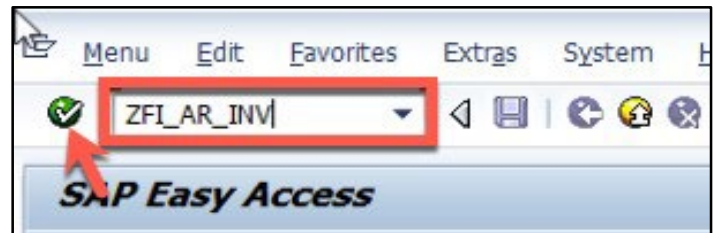
This QRG outlines the process for Printing or Reprinting a FI-AR Customer Invoice.

**Jump Links:** [Printing/Reprinting a Customer Invoice](#), [Print Invoice from Output Controller: List of Spool Request](#)

**Printing/Reprinting a Customer Invoice**

From the SAP Easy Access Screen, type transaction code **ZFI\_AR\_INV** in the Command Field.

Click the Enter icon or press the Enter key on the keyboard to access the AR Invoice Print Program.



**AR invoice print program**



Company Code	1	PUR			
Customer	2		to		
AR Invoice	3		to		
Entry Date	4		to		
Posting Date	5		to		
Document Date	6		to		
Document Type	7	DA	to		

8

Email Only

Print Only (no Email address)

Print All (with/without Email)

9

Output Device

10

Print Now X

Complete and/or review the following:

1. **Company Code** - may default to PUR; enter company code associated with the customer document/invoice number.
2. **Customer** - Leave blank unless there is a need to print all invoices by customer.
3. **AR Invoice** – Enter Invoice(s) or invoice number range.
4. **Entry Date** - leave blank
5. **Posting Date** - leave blank
6. **Document Date** – leave blank.
7. **Document Type** – DA to DC and CV (conversion from PSCD to FI-AR). Defaults **do not change**.
8. Select Print Option:  
**Print All** - prints all invoice(s).  
**Print Only** - will only print the invoice(s) that do not have an e-bill address  
**Email** –will immediately email the requested invoice(s) provided there is an email address in the Master Data/Customer record Address-Independent Communication E-Mail field.

Address-Independent Communication					
Telephone		Extension		Ctry	
Mobile Phone				Ctry	
Fax		Extension		Ctry	
E-Mail					
Standard Method			Other communication...		
Independent -> Dependent					

9. **Output Device:** click on drop down arrow and select **OnePurdue Default** to print the invoice to your local printer.
10. **Print Now** – select when to print.  
**Print Now: X** - will print immediately to local printer only  
**Remove/Delete X** – the requested invoice will go directly to your List of Spool Request and will remain in the list for approx. 14 days. (Best option)
11. Click **Execute** to process request for invoice.

**AR invoice print program message once invoice is generated**

**Printed Invoices**

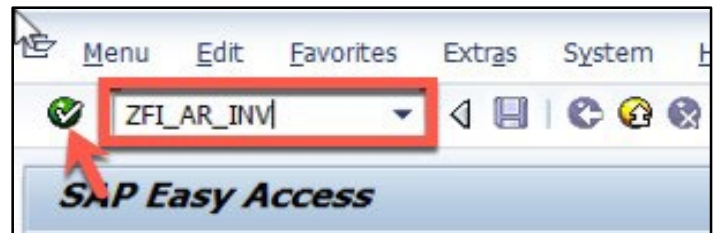
AR invoice print program							
AR invoice print program							
Customer	Document	Ln#	Entry date	Post date	Doc date	Blinc date	Amt
<b>2 Invoices printed</b>							
3020860	400016319	001	01/11/2019	01/11/2019	01/11/2019	01/11/2019	11.55
3020860	400017032	001	01/22/2019	01/22/2019	01/22/2019	01/22/2019	11.55

**E-Billed Invoices**

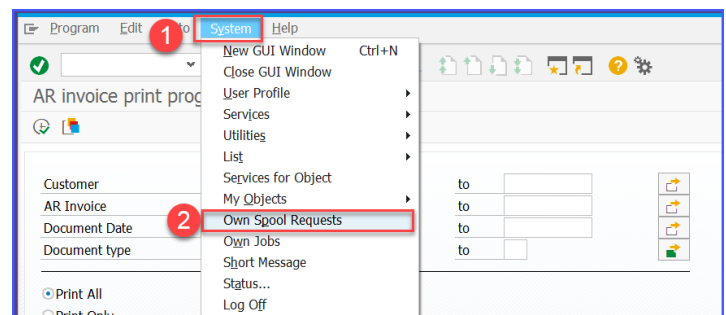
AR invoice print program							
AR invoice print program							
Customer	Document	Ln#	Entry date	Post date	Doc date	Blinc date	Amt
<b>1 Invoice Emails sent</b>							
3001495	400014812	001	12/18/2018	12/17/2018	12/17/2018	12/17/2018	310.00

**Print Invoice from Output Controller: List of Spool Request**

From the SAP Easy Access Screen or from transaction ZFI\_AR\_INV



1. From the **Menu** choose **Systems**
2. Select **Own Spool Requests**



**Review Ouput for accuracy**

3. **Select** the spool to review, place a **checkmark** in the box next to the invoice you wish to print.
4. Select **Display Contents** to view/review the invoice selected.

**Note:** all invoice pages will have a second page with the header **Important Information Regarding Your Account.**

Both pages must be printed and sent to the customer.

5. Press the **Back arrow** to return to the Output Controller: List of Spool Requests to select print option.

**Print Ouput**

6. Select **Spool Request** from menu bar to select print option (Note: be sure spool no. is checked)
  - a. Print → Direct Printing will print the invoice
  - b. Forward → **Export as PDF** to create a PDF of the invoice.
  - c. Follow prompts to save invoice in location of your choosing.

