

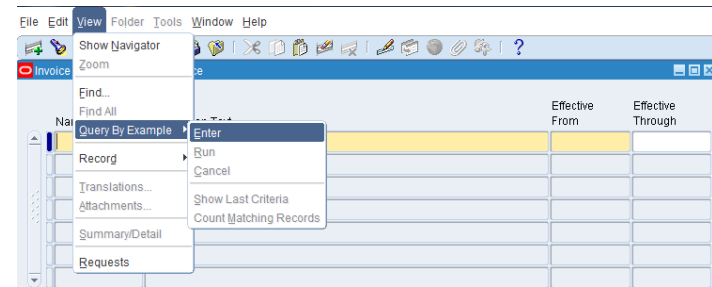
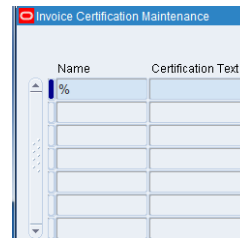


Create, Change, or Add an Invoice Certification

Prerequisites

- You must have the following responsibility to create, change, or add an invoice certification:
 - ORG OGM - Billing Specialist.
 - **Note:** An ORG Account Establishment Administrator or ORG Account Establishment Specialist may **add** an existing certification to an award.
- You must know the award number for the award to which you are adding a certification.

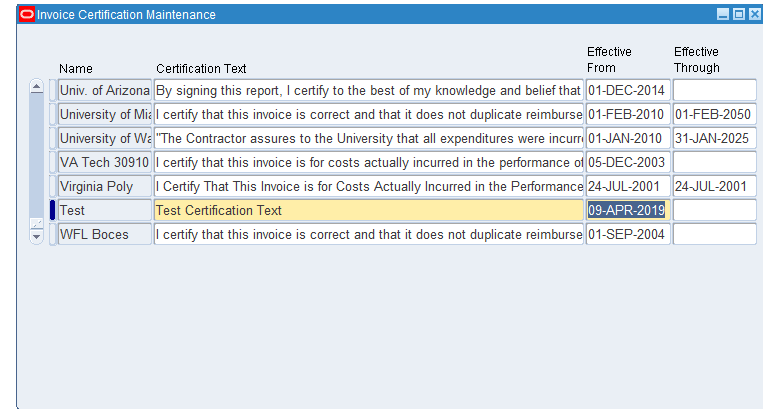
To view existing Certifications, choose **Billing > Invoice Certification**, click **View, Query by Example**, enter a percent sign (%) in the name field, click **View** again, **Query by Example, Run**. The **Invoice Certification Maintenance** form will display with all Certifications.



Name	Certification Text	Effective From	Effective Through
University of Albany	I certify that all payments requested are for appropriate purposes and	01-SEP-2008	
001-RF Standa	I CERTIFY THAT ALL EXPENDITURES REPORTED (OR PAYMENTS RE	01-DEC-2000	
001-RF Uniform	I certify to the best of my knowledge and belief that the report is tru	01-JAN-2014	
010 ALB-Brook	The undersigned certifies that the information set forth herein is tru	23-OCT-2018	
010 ALB-CAYU	I certify that the invoice is correct and that it does not duplicate reib	01-OCT-2017	
010 ALB-St Lul	The Sub-Grantee hereby certifies that the costs for which reimburse	01-JUL-2016	
010 ALB-Syrac	By signing this report, I certify to the best of my knowledge and beli	15-AUG-2015	

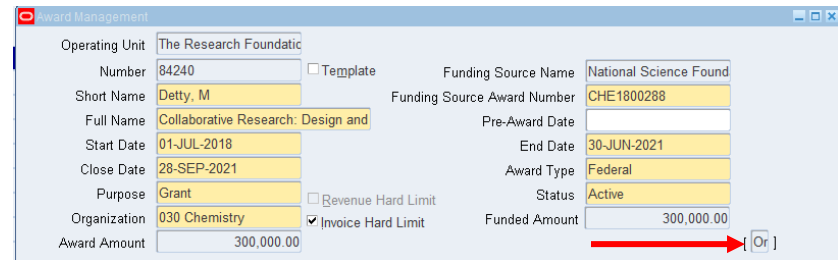
To create a new invoice certification:

1. Navigate to **Billing > Invoice Certification** following the instructions above to display all Certifications on the **Invoice Certification Maintenance** form.
2. **Select** a new line by clicking the green plus sign on the toolbar.
3. **Type** the **Name** of the Certification, the **Certification Text**, the **Effective From** date and **Effective Through** date (optional).
4. Choose **File > Save**.

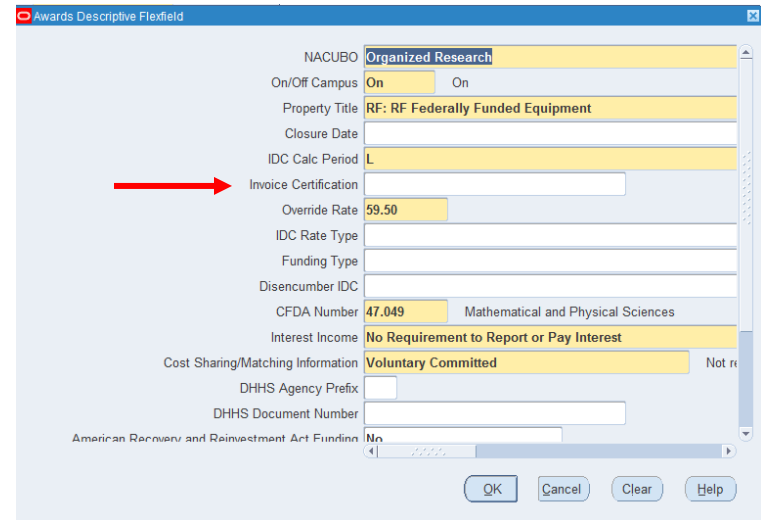
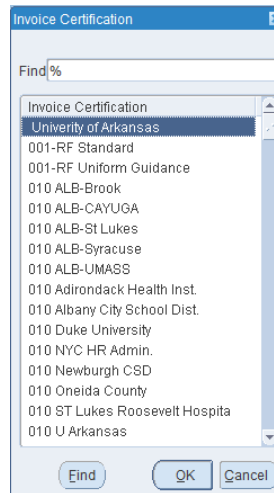


To add an existing certification to an award:

1. Navigate to **Awards** to open the **Find Awards** form.
2. **Enter** the Award number, click **Open**.
3. Click the **FlexField** to open the **Awards Descriptive Flex-field**.



4. Click in the **Invoice Certification** field.
5. Choose the Certification from the List of Values.
6. Click **OK**.
7. Choose **File > Save**.



To change an invoice certification:

1. **Open** the **Invoice Certification Maintenance** form.
2. **Query** to find the desired certification.
3. Make any necessary changes.
4. Respond to the Decision Pop Up.
5. Choose **File > Save**.

