![SUNY RF logo]

## View a Sponsor Invoice

Use these instructions to view a sponsor invoice. You may want to view a sponsor invoice when an invoice has been successfully transferred from the Grants Management module to the Accounts Receivable module, or when an advance invoice to a sponsor is created.

**Prerequisites**

- You must have one of the following responsibilities to view a sponsor invoice:
  - ORG AR Billing Specialist
  - ORG AR Inquiry
- The advance invoice must exist in the Accounts Receivable module.
- You must know the award number of the invoice.

**To view a sponsor invoice:**

1. Navigate to **Collections > Account Details** to open the **Find Account Details** form.

2. Enter one of the following fields:

**Award Number** - the system locates all invoices associated with the award.

**AR Invoice -** If you have not entered the **Award Number**, the **AR Invoice Number** is required.



3. Click **Find** to open the **Account Details** form. The invoices that you specified in the **Find Account Details** form are listed.

**Note:** If multiple lines of invoices are displayed, click in any field of the specific invoice you want to view, and click any of the buttons at the bottom of the **Account Details** form to view information related to the selected invoice.