## View and Print a Sponsor Invoice in Grants

Use these instructions to find, view and print a sponsor invoice in Grants.

**Prerequisites**

- You must have one of the following responsibilities to find, view and print a sponsor invoice:
    - ORG OGM Billing Specialist
    - ORG Grants Inquiry
- The sponsor invoice must exist in the Grants Management module.
- You must know the award number of the invoice.

**To view and print a sponsor invoice:**

1. Select **Billing > Invoice Review** to open the **Find Invoices** form.
2. Enter the **Award Number**.
3. Click **Find** to open the **Invoice Summary** form.

4. Select the box next to the invoice that you want to view or print.
5. If you want to view the invoice, click **Open**.
6. If you want to print the invoice, click **Print 1**.
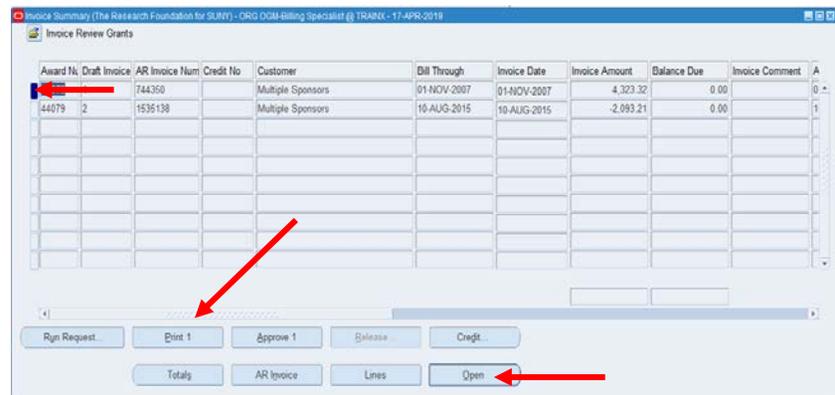


7. Select **Lines,** select **Details** to view any of the details available on this invoice.