

# Approve and Release an Invoice

Use these instructions to approve and release an invoice. Invoices can be printed anytime but will only include the Accounts Receivable Invoice number if they have been approved and released.

### Prerequisites

- You must have the following responsibility to approve and release an invoice:
  - o ORG OGM Billing Specialist
- A draft invoice must already exist in the business application.

## To approve and release an invoice:

- 1. Navigate to **Billing > Invoice Review** to open the **Find Invoices** form.
- 2. Enter the following fields:
  - Award Number
  - Customer Number (Optional)
  - Status (Optional)
- 3. Click **Find** to open the **Invoice Summary** form.

Operating Unit	The Research Foundation for 🐖			
Award Number	72159	Award Name	Crump-Owens, S.	
		Organization		
Key Member –		Date Ranges		
Name		Creation		
Number		Invoice		
Role		GL	· · ·	
Customer		Invoice		
Name		Status		
Number		AR Number		
		Draft Number		
		Amount	· .	

4. Click the box next to the invoice you want to approve and release.

Kard Nu	Draft Invoice	AR Invoice Num	Credit No	Customer	Bill Through	Invoice Dat
72159	23	1784486		NYS Education Department	31-MAR-2018	02-APR-20
72159	24	1792497		NYS Education Department	30-APR-2018	01-MAY-20
72159	25	1801698		NYS Education Department	31-MAY-2018	06-JUN-20
72159	26	1815607		NYS Education Department	30-JUN-2018	31-JUL-20
72159	27	1824327		NYS Education Department	31-AUG-2018	31-AUG-20
72159	28	1826344		NYS Education Department	31-AUG-2018	07-SEP-20
72159	29	1833162		NYS Education Department	30-SEP-2018	03-OCT-20
72159	30	1841630		NYS Education Department	31-OCT-2018	02-NOV-20
72159	31	1850973		NYS Education Department	30-NOV-2018	07-DEC-20
72159	32	1856163		NYS Education Department	31-DEC-2018	03-JAN-20
(•			~~~~~			
Run Req	uest	Print 1		Approve 1 Release	c Credit	. )

Invoice (The Res	earch Fou	ndation for SUNY) - 721	59, 32						
Leg	al Entity	The Research Founda	ation for	Receiver Legal Entity		The Research Foundation for S		SUN	
Award	ard Number 72159		Award Name		Crump-Owens, S.				
Custome	er Name	NYS Education Depar	rtment	Customer Number		3299		7	
Draft	Number	32		Bill Throu	gh Date	31-DEC-2018			
Invoice C	Currency	USD		(	- Credit of				
Invoice	Amount	23,979.87		Invoic	e Class	Invoice			
Withheld	Withheld Amount			Invoice	Status	Accepted in R	eceivabl	e	
Additional G	Grouping			AF	Status				
		Invoice Exception				Invoice War	nina		[ ]]
Address O Bill to Name Bill to Number Billing Address Contact	NYS Ed 3299 89 Wasl Room 5 Educatic Albany, Default,	Approved,Interface ucation Department hington Avenue 10W on Building NY 12234 , Bill To	Receivable	Invoice Excepti Ship to Name Ship to Number Shipping Address	NYS Ed 3299 89 Wasl Room 5 <sup>°</sup> Educatic Albany ,	ard Details R ucation Depart hington Avenue 10W on Building NY 12234 ,	nent		
<u>AR</u> Invoice	•	<u>C</u> redit	Print	Draft	R <sub>e</sub> . R			Lines	

# To approve and release the invoice:

- 1. Click **Open** to open the **Invoice** window.
- 2. Click **Lines** to view the invoice line details.

3. Click Approve 1.

	Draft Invoice	AR Invoice Num	Credit No	Customer	Bill Through	Invoice Date	Invoice Amount	Balance Due	Invoice Commen
2159	26	1815607		NYS Education Department	30-JUN-2018	31-JUL-2018	101,534.07	0.00	
2159	27	1824327		NYS Education Department	31-AUG-2018	31-AUG-2018	26,383.31	0.00	
2159	28	1826344		NYS Education Department	31-AUG-2018	07-SEP-2018	7,948.08	0.00	
2159	29	1833162		NYS Education Department	30-SEP-2018	03-OCT-2018	49,877.03	0.00	
2159	30	1841630		NY'S Education Department	31-OCT-2018	02-NOV-2018	34,239.57	0.00	
2159	31	1850973		NYS Education Department	30-NOV-2018	07-DEC-2018	36,956.40	-0.42	
72159	32	1856163		NYS Education Department	31-DEC-2018	03-JAN-2019	23,979.87	-0.13	
2159	33	1867003		NYS Education Department	31-JAN-2019	13-FEB-2019	19,221.88	-0.12	
2159	34	1872741		NYS Education Department	28-FEB-2019	05-MAR-2019	28,800.25	0.25	
2159	35			NYS Education Department	31-MAR-2019	31-MAR-2019	38,612.76	38,612.76	

4. Click Release. Release Invoice (The Research Foundation for SUNY) - 72159, 35 - ORG OGM-EX 5. Click **OK**. AR Invoice Number 6. Choose File > Save. An AR Invoice Number will populate. Invoice Date 09-APR-2019 .... GL Date 30-APR-2019 7. Click Print 1. GL Period Name April-19 GL Period Status Open 72159 33 1867003 NYS Education Department 31-JAN-2019 13-FEB-2019 Exception 72159 34 1872741 NYS Education Department 28-FEB-2019 05-MAR-2019 72159 35 NYS Education Department 1879647 31-MAR-2019 09-APR-2019 Credit Memo Reason QK Cancel Run Request. Print 1 Release. Credit. Totals AR Invoice Lines Open

- 8. Go to **Requests**, **View my Requests**.
- 9. The invoice will print, and three other documents will be generated.
- 10. After reviewing the documents, click File > Close.

Requests - ORG OGM-Billing Spec	cialist @ TRAINX - 09-APR-2019		
Refresh Data	Find Requests		Sub <u>m</u> it a New Request
Request ID	Parent		
Name	Phase	Status	Parameters
27695850 MGT: Invoice Rev	iew Pending	Standby	2353174, , , , , 35, , , , ALL, Y 📥

ORequests -	Requests - ORG OGM-Billing Specialist @ TRAINX - 09-APR-2019								
B	<u>R</u> efresh Data		Find Requests		Sub <u>m</u> it a New Request				
Request II	)	Parent							
	Name		Phase	Status	Parameters				
27695855	RF Salary Sum By Invoice		Completed	Normal	72159, 35, , , , , , , , , , , , , , , , , ,				
27695854	RF Invoice Detail Report		Completed	Normal	72159, 35, 1148520, , , , , , , ,				
27695853	MGT: Invoice Review (XML		Completed	Normal	N, 27695850, 275, PAXINGEN				
27695850	MGT: Invoice Review		Completed	Normal	2353174, , , , , 35, , , , ALL, Y				

	The	Research Fou RF Salary Sum By	ndation for SUNY Invoice Report	User Report	Name: 130022 Date: 09 APR 2019 09:04:13 Page: 1 of 2
Award Number:	72159		Sponsor Name:	NYS Education Department	
Draft Invoice Number	:35		Sponsor ID:	C4025830537171081	
AR Invoice Number:	1879647		Award Period:	JUL-01-2015 to JUN-30-2020	
Billing Period: Award Organization:	MAR-01-2019 to 030 Center for	MAR-31-2019 Academic Develop	Principal Investigator: ment Services	Crump-Owens, Ms. Shanna I	
REGULAR					

Last Name	First Name	Employee MI Number	Title	Term Date	Employee Salary	Student Salary	Fringe Benefits
			Research Project	30-JUN-19		1,800.00	288.00
			Principal Investigator	30-JUN-19	9,345.00		3,738.00
			Research Aide	30-JUN-19		558.75	89.40
			Administrative Assistant I	30-JUN-19	5,527.05		2,210.82
			Senior Counselor	01-FEB-19		-420.00	-67.20
			Research Aide	30-JUN-19		903.75	144.60
			Regular SUBTOTA	LS	14,872.05	2,842.50	6,403.62

	The	Research F	Coundation H	For SUNY			Us Dat	ername: teTime: Page:	130022 04/09/2019 09:41 1 of 9
Principal Investigator: Organization Name: Sponsor: Sponsor Id:	Crump-Owens, Ms. Sharina I 030 Center for Academic Development Services NYS Education Department C4025830537171081	Award 1 Draft AR Invo Project Task N	Number: Invoice Number: Dice Number: t Number: umber:	72159 35 1879647 1148520		Billin Awar Awar	g Period: NJ d Period: Jl d Amount:	№-01-20 Л01-20	19 to MAR-31-2019 15 to JUN-30-2020 1,600,000.00
Award Pull Name:	Collegiate Science and Technology Entry Program	(CETEP)							
Expenditure Type	Vendor/Employee Name	Check Number	Item Date	PO Number	Invoice Nbr	AP Invoice Description	Project	Task	Bill Amount
			01-MAR-2019				1140520	16	450.00
			15-MAR-2019				1148520	16	450.00
			29-MAR-2019				1148520	16	900.00
			29-MAR-2019				1148520	16	-450.00
			04-JAN-2019				1148520	16	450.00

THE RESEARCH FOUNDATION FOR STATE UNIVERSITY OF NEW YORK 09-APR-19 P.O. BOX 9 ALBANY, NEW YORK 12201-0009

#### SPONSOR INFORMATION

SPONSOR: NYS Education Department 89 Washington Avenue Room 510W Education Building Albany, NY United States 12234

### ACCOUNT INFORMATION

RF AWARD NUMBER:	72159	INVOICE NUMBER:	35
SPONSOR REFERENCE:	C4025830537171081	AR INVOICE NUMBER:	1879647
PROJECT DIRECTOR:	Crump-Owens, Ms. Shanna I	AWARD PERIOD:	01-JUL-15 - 30-JUN-20
AWARD LOCATION:	030 University at Buffalo		
AWARD TITLE:	Collegiate Science and Technology Entry Program (CS	STEP)	