



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:
 - 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.

The screenshot shows a web application window titled "Find Invoices - ORG OGM-Billing Specialist @ TRAINX - 01-APR-2019". The form is divided into several sections:

- Award:** Operating Unit (The Research Foundation for...), Award Number (72159), Award Name (Crump-Owens, S.), and Organization.
- Key Member:** Name, Number, and Role.
- Date Ranges:** Creation, Invoice, and GL.
- Customer:** Name and Number.
- Invoice:** Status (dropdown), AR Number, Draft Number, and Amount.

At the bottom right, there are "Clear" and "Find" buttons.

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

Invoice Summary (The Research Foundation for SUNY) - ORG OGM-Billing Specialist @ TRAINX - 01-APR-2019

Invoice Review Grants

Award No	Draft Invoice	AR Invoice Num	Credit No	Customer	Bill Through	Invoice Date
72159	23	1784486		NYS Education Department	31-MAR-2018	02-APR-2018
72159	24	1792497		NYS Education Department	30-APR-2018	01-MAY-2018
72159	25	1801698		NYS Education Department	31-MAY-2018	06-JUN-2018
72159	26	1815607		NYS Education Department	30-JUN-2018	31-JUL-2018
72159	27	1824327		NYS Education Department	31-AUG-2018	31-AUG-2018
72159	28	1826344		NYS Education Department	31-AUG-2018	07-SEP-2018
72159	29	1833162		NYS Education Department	30-SEP-2018	03-OCT-2018
72159	30	1841630		NYS Education Department	31-OCT-2018	02-NOV-2018
72159	31	1850973		NYS Education Department	30-NOV-2018	07-DEC-2018
72159	32	1856163		NYS Education Department	31-DEC-2018	03-JAN-2019

Run Request... Print 1 Approve 1 Release... Credit...

Totals AR Invoice Lines **Open**

To approve and release the invoice:

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

Invoice (The Research Foundation for SUNY) - 72159, 32

Legal Entity	The Research Foundation for	Receiver Legal Entity	The Research Foundation for SUN
Award Number	72159	Award Name	Crump-Owens, S.
Customer Name	NYS Education Department	Customer Number	3299
Draft Number	32	Bill Through Date	31-DEC-2018
Invoice Currency	USD	Credit of	
Invoice Amount	23,979.87	Invoice Class	Invoice
Withheld Amount		Invoice Status	Accepted in Receivable
Additional Grouping		AP Status	

Invoice Exception Invoice Warning []

Address Comment Approved,Interface Receivable Invoice Exception Award Details Rounding

Bill to Name	NYS Education Department	Ship to Name	NYS Education Department
Bill to Number	3299	Ship to Number	3299
Billing Address	89 Washington Avenue Room 510W Education Building Albany , NY 12234 ,	Shipping Address	89 Washington Avenue Room 510W Education Building Albany , NY 12234 ,
Contact	Default, Bill To		

AR Invoice Credit... Print Draft **Run Request...** Lines

3. Click **Approve 1**.

Award No.	Draft Invoice	AR Invoice Num	Credit No	Customer	Bill Through	Invoice Date	Invoice Amount	Balance Due	Invoice Comment
72159	26	1815607		NYS Education Department	30-JUN-2018	31-JUL-2018	101,534.07	0.00	
72159	27	1824327		NYS Education Department	31-AUG-2018	31-AUG-2018	26,283.31	0.00	
72159	28	1826344		NYS Education Department	31-AUG-2018	07-SEP-2018	7,348.08	0.00	
72159	29	1833162		NYS Education Department	30-SEP-2018	02-OCT-2018	49,877.03	0.00	
72159	30	1841630		NYS Education Department	31-OCT-2018	02-NOV-2018	34,239.57	0.00	
72159	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	
72159	33	1867003		NYS Education Department	31-JAN-2019	13-FEB-2019	19,221.88	-0.12	
72159	34	1872741		NYS Education Department	28-FEB-2019	05-MAR-2019	28,800.25	0.25	
72159	35	1879647		NYS Education Department	31-MAR-2019	31-MAR-2019	38,612.76	38,612.76	

4. Click **Release**.

5. Click **OK**.

6. Choose **File > Save**. An AR Invoice Number will populate.

7. Click **Print 1**.

72159	33	1867003		NYS Education Department	31-JAN-2019	13-FEB-2019
72159	34	1872741		NYS Education Department	28-FEB-2019	05-MAR-2019
72159	35	1879647		NYS Education Department	31-MAR-2019	09-APR-2019

Release Invoice (The Research Foundation for SUNY) - 72159, 35 - ORG OGM-E3

AR Invoice Number:

Invoice Date: 09-APR-2019

GL Date: 30-APR-2019

GL Period Name: April-19

GL Period Status: Open

Exception:

Credit Memo Reason:

OK Cancel

