



Regenerate a Sponsor Invoice

Use these instructions to regenerate a sponsor invoice.

Prerequisites

- You must have the following responsibility to regenerate a sponsor invoice:
 - ORG OGM Billing Specialist
- A sponsor invoice must exist in the business application.
- You must know the invoice's award number.
- The Invoice Status field must display Unapproved and the invoice must be unreleased.

To regenerate a sponsor invoice:

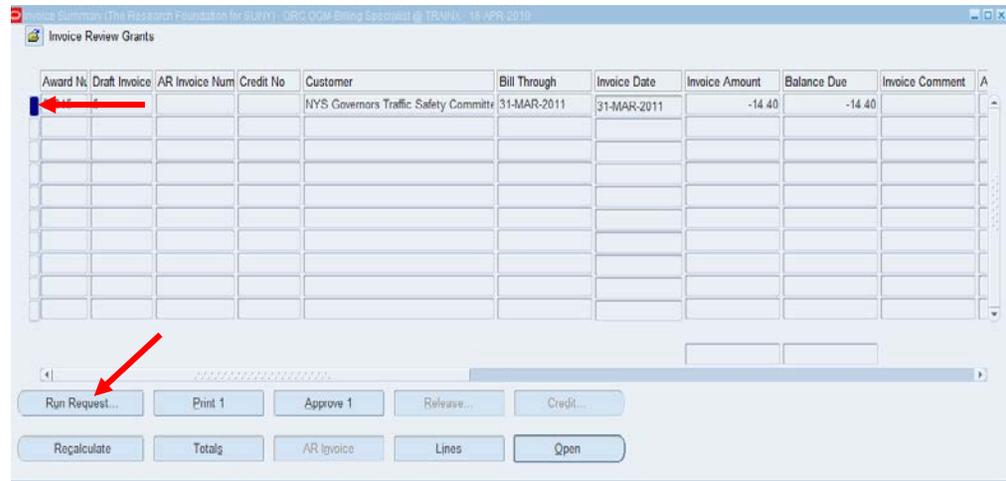
1. Navigate to **Billing > Invoice Review** to open the **Find Invoices** form.
2. Enter the **Award Number**, click **Find**.

The screenshot shows a web application window titled "Find Invoices - ORG OGM-Billing Specialist @ TRAINX - 09-MAY-2019". The form is organized into several sections:

- Award:** Operating Unit (The Research Foundation for SU), Award Number (5194), Award Name, and Organization.
- Key Member:** Name, Number, and Role.
- Date Ranges:** Creation, Invoice, and GL.
- Customer:** Name and Number.
- Invoice:** Status, AR Number, Draft Number, and Amount.

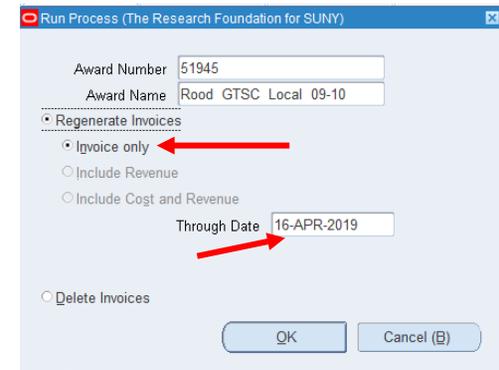
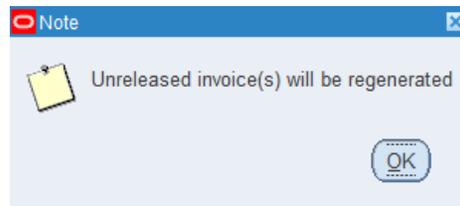
At the bottom right, there are "Clear" and "Find" buttons.

3. Click on the line next to the invoice you need to regenerate.
4. Click **Run Request** to open the **Run Process** form.
5. Select the radio button next to the **Regenerate Invoices** option.
6. Select the radio button next to the **Invoice only** option.
7. Change the **Through Date** field to the invoice ending date.



Note: This field will display the current date, but it should be changed to the correct item date period. The invoice will pick up charges through the date you enter into this field.

8. Click **OK** to open the **Note** form. This will start the process of regenerating the invoice(s) you selected in Step 4.
9. Click **OK**.
10. To view the newly created invoice, select **File > Close Form** to return to the Navigator.
11. Click **Open** at the Invoice Review form. Enter the **Award Number** for the regenerated invoice.
12. Click **Find** to open the **Invoice Summary** form.



- 13. Click **Open** on the **Invoice Line**.
- 14. You may now review, approve, and release the invoice.
- 15. Click **File > Close Form**.

The screenshot shows a software window titled "Invoice Summary (The Research Foundation for SUNY) - ORG OGM-Billing Specialist @ TRAINX - 09-MAY-2019". Inside, there is a sub-window "Invoice Review Grants" containing a table with the following data:

Award No	Draft Invoice	AR Invoice Num	Credit No	Customer	Bill Through	Invoice Date	Invoice Amount	Balance Due	Invoice Comment	A
51945	1	1003700		NYS Governors Traffic Safety Committe	31-DEC-2009	03-MAY-2010	52,146.30	0.00		0
51945	2	1004379		NYS Governors Traffic Safety Committe	31-MAR-2010	04-MAY-2010	59,732.89	0.00		0
51945	3	1026526		NYS Governors Traffic Safety Committe	30-JUN-2010	15-JUL-2010	50,858.38	0.00		1
51945	4	1058277		NYS Governors Traffic Safety Committe	27-OCT-2010	27-OCT-2010	61,929.66	0.00		2
51945	5			NYS Governors Traffic Safety Committe	31-MAR-2011	31-MAR-2011	-14.40	-14.40		

Below the table is a toolbar with several buttons: "Run Request...", "Print 1", "Approve 1", "Release...", "Credit...", "Recalculate", "Totals", "AR Invoice", "Lines", and "Open". A red arrow points to the "Open" button.