



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.

Award Number	<input type="text"/>	Sequence	<input type="text"/>
AR Invoice Number	<input type="text"/>	Class	<input type="text"/>
Source	<input type="text"/>		<input type="text"/>
Due Date	<input type="text"/>	-	<input type="text"/>
Days Late	<input type="text"/>	-	<input type="text"/>
Currency	<input type="text"/>	Status	Open
Sales Order	<input type="text"/>		
Bill To Customer			
Name	<input type="text"/>	Number	<input type="text"/>
Location	<input type="text"/>		
Amounts			
Original	<input type="text"/>	-	<input type="text"/>
Balance Due	<input type="text"/>	-	<input type="text"/>

Clear Find

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.

Find Account Details (The Research Foundation for SUNY) - ORG AR-Billing Specialist @ TRAINX - 1

Award Number
AR Invoice Number 55511 ... Sequence
Source Class
Due Date -
Days Late -
Currency Status Open
Sales Order
Bill To Customer
Name Number
Location
Amounts
Original -
Balance Due -

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.

Account Details (The Research Foundation for SUNY - USD) - NYS Office of Temporary & Disability Assistance - ORG AR-Billing Specialist @ TRAINX - 1

Account Details Default Folder

Award Number	AR Invoice Number	Status	Class	Due Date	Customer Name	Day
55511	55511	Open	Invoice	01-MAR-2019	NYS Office of Temporary & Disability Assistance	47

Cumulative Balance Entered Functional
Total Balance 76,019.00 76,019.00