

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
 - o 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.

Occuration Unit	The Desearch Fou	ndation for \$11			
Award Number	44079	-	Award Name]
Key Member			Date Ranges		
Name			Creation		
Number	<u> </u>		Invoice	•	
Role	1		GL		
Customer			nvoice		
Name			Status	*	
Number			AR Number		
			Draft Number		
			Amount		

- 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.

Çu	stomer Name	Multiple Sponsors	Line Amount		4,323.32	
Cust	omer Number	2942	Tax Amount			
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