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
  - 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.
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.