



## View and Print a Sponsor Invoice in Grants

Use these instructions to find, view and print a sponsor invoice in Grants.

### Prerequisites

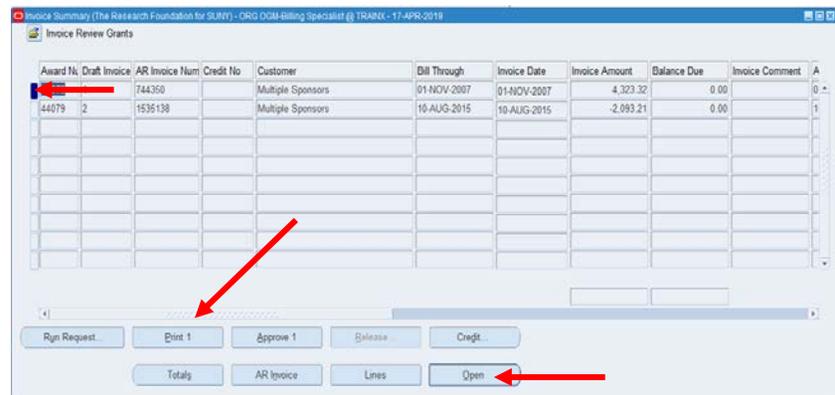
- You must have one of the following responsibilities to find, view and print a sponsor invoice:
  - ORG OGM Billing Specialist
  - ORG Grants Inquiry
- The sponsor invoice must exist in the Grants Management module.
- You must know the award number of the invoice.

### 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.

The screenshot shows a web-based form for finding invoices. The title bar indicates the user is logged in as 'ORG OGM-Billing Specialist' on '17-APR-2019'. The form is divided into several sections: 'Award' with fields for 'Operating Unit' (pre-filled with 'The Research Foundation for SU') and 'Award Number' (44079); 'Award Name' and 'Organization' fields; 'Key Member' section with 'Name', 'Number', and 'Role' fields; 'Date Ranges' section with 'Creation', 'Invoice', and 'GL' fields; 'Customer' section with 'Name' and 'Number' fields; and 'Invoice' section with 'Status', 'AR Number', 'Draft Number', and 'Amount' fields. At the bottom right, there are 'Clear' and 'Find' buttons.

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.

