Use Invoice review to view all information related to AR invoices issued by Grants and Contracts Accounting.

1. From the main **Award Status** window, click on the **Invoice Review** button.
This will open the **Find Invoices** window. Note that there are several criteria by which to search for Accounts Receivable invoices related to an award. When opened from the **Award Status** window, the award number is entered by default in the **Number** and **Name** fields.

![Find Invoices window](image)

A description of the available fields in this form is detailed below.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Award-Number</strong></td>
<td>The number assigned to indicate a specific funding source of a project or task.</td>
</tr>
<tr>
<td><strong>Award-Name</strong></td>
<td>Name assigned to the award number listed in previous field.</td>
</tr>
<tr>
<td><strong>Award-Organization</strong></td>
<td>Organization receiving award.</td>
</tr>
<tr>
<td><strong>Key Member-Name</strong></td>
<td>Name of an employee tied to Award.</td>
</tr>
<tr>
<td><strong>Key Member-Number</strong></td>
<td>Employee ID number of person serving as Key Member for Award.</td>
</tr>
<tr>
<td><strong>Key Member Role</strong></td>
<td>Role of employee listed in Key Member Name field.</td>
</tr>
<tr>
<td><strong>Date Ranges Creation</strong></td>
<td>Beginning of date range in which Award was created.</td>
</tr>
<tr>
<td><strong>Date Ranges Invoice</strong></td>
<td>Beginning of date range in which invoice was created.</td>
</tr>
<tr>
<td><strong>Date Ranges GL</strong></td>
<td>Beginning of date range of General Ledger account period range for which invoice is billing funding agency.</td>
</tr>
<tr>
<td><strong>Customer-Name</strong></td>
<td>Name of the funding agency.</td>
</tr>
<tr>
<td><strong>Customer-Number</strong></td>
<td>Institutional number for the funding agency.</td>
</tr>
<tr>
<td><strong>Invoice-Status</strong></td>
<td>Invoice status options include Unapproved, Unreleased, and All.</td>
</tr>
</tbody>
</table>

Updated on 01/19/2012
INVOICE-AR NUMBER | Unique number assigned to each invoice in the Accounts Receivable module.

INVOICE-DRAFT NUMBER | Accountants have the ability to create and save draft versions of invoices. Each draft tied to one award is numbered sequentially, beginning with the number 1.

INVOICE-AMOUNT | Beginning of dollar range within which dollar amount of invoice falls.

- | Ending of dollar range within which dollar amount of invoice falls.

2. Click on the **FIND** button.

This will open the **INVOICE SUMMARY** window. This window lists an overview of the AR invoice information related to this Award.

3. To see all of the information related to these invoices, scroll to the right using the scroll bar at the bottom of this window.

A description of each column is detailed below.

| **AWARD NUMBER** | Number assigned to Award. |
| **CUSTOMER** | Name of funding agency. |
| **DRAFT #** | Number assigned to draft invoice. |
| **AR INVOICE NUM** | System-generated unique identification number assigned to this invoice in the Accounts Receivable module. |
| **INVOICE DATE** | Official invoice date assigned to this invoice. Usually the final day of the billing period. |
| **INVOICE TOTAL** | Total amount for which invoice is created. |
| **BALANCE DUE** | Amount due from funding agency. |
| **BILL THROUGH** | Ending date of billing period for which invoice has been created |
| **INVOICE STATUS** | Invoice status options include Unapproved, Unreleased, and All. |

Updated on 01/19/2012
### INVOICE CLASS
- Shows whether the invoice is an original.

### GL DATE
- General Ledger accounting period during which the invoice date occurs.

### INTERFACE DATE
- Date in which the invoice is interfaced with the Accounts Receivable module.

### CREDIT MEMO REASON
- Optional field for credit memos giving the reason the credit memo was done.

### CREDITED NUMBER
- For credit memos, shows the invoice number being credited.

### TOTALS (BUTTON)
- If there is more than one invoice listed in the summary, Totals button will total dollar amount columns in table.

### LINES (BUTTON)
- Opens the Invoice Lines window for line-level detail on the invoice highlighted.

### OPEN (BUTTON)
- Opens the actual invoice summarized in this table.

4. Click on the **TOTALS** button to see the total amounts invoiced and balances due.

Once you have reviewed the visible invoice summary information, it is possible to click on the **LINES** button to see the individual invoice line information or the **OPEN** button to view the invoice.
5. Click on the **LINES** button. This will open the **INVOICE LINES** window.

6. To see the detail transactions constituting the balances for each of the expenditure types, click on the **DETAILS** button.

A description of each column is detailed below.

Updated on 01/19/2012
Num | Invoice line number.
Description | Line item descriptions.
Tax Handling | Has only to do with sales tax issues. Not applicable.
Tax Code | Not applicable.
Invoice Amount | Total line amount for invoice.
Task Number | The task segment to which this expenditure was charged.
Type | Expenditure type for the specified transaction.
Exp Item/Event Date | Expenditure payment date.
Employee/Supplier | Vendor or payee paid for this transaction.
Quantity | Amount paid for specified transaction.
Unit of Measure | Value will always be currency.

To see the remaining information related to these invoice lines, scroll to the right using the scroll bar at the bottom of this window.

7. Once this detailed transaction information has been reviewed, close the window by clicking on the **Close (X)** in the top, right hand corner and then close the **Invoice Lines** window in the same manner.

The **Invoice Summary** window will once again be on top.
8. Click on the **OPEN** button to view the actual invoice.

![Invoice Summary](image)

This window will open the actual invoice created by the Office of Grants and Contracts Accounting. The tabbed regions may be reviewed for detail information relating to this invoice, its interface to the Accounts Receivable module, dollar amounts, and Award details.

9. Once the actual **INVOICE** window is open and the information reviewed, click on the **APPROVED, INTERFACE** tab.

![Invoice Details](image)
Information on this tab includes the **AP Status** and **AP Interface Date** fields. These two fields will give you information regarding the payment of this invoice by the funding (granting) agency, if an invoice has been sent and/or paid.

10. Once you have reviewed this information, click on the **CLOSE (X)** in the top, right hand corner to close this window.

The **Invoice Summary** window will appear.

11. Click on the **CLOSE (X)** in the top, right-hand corner of this window.