UAB GA End User Award Status Inquiry
Invoice Review

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

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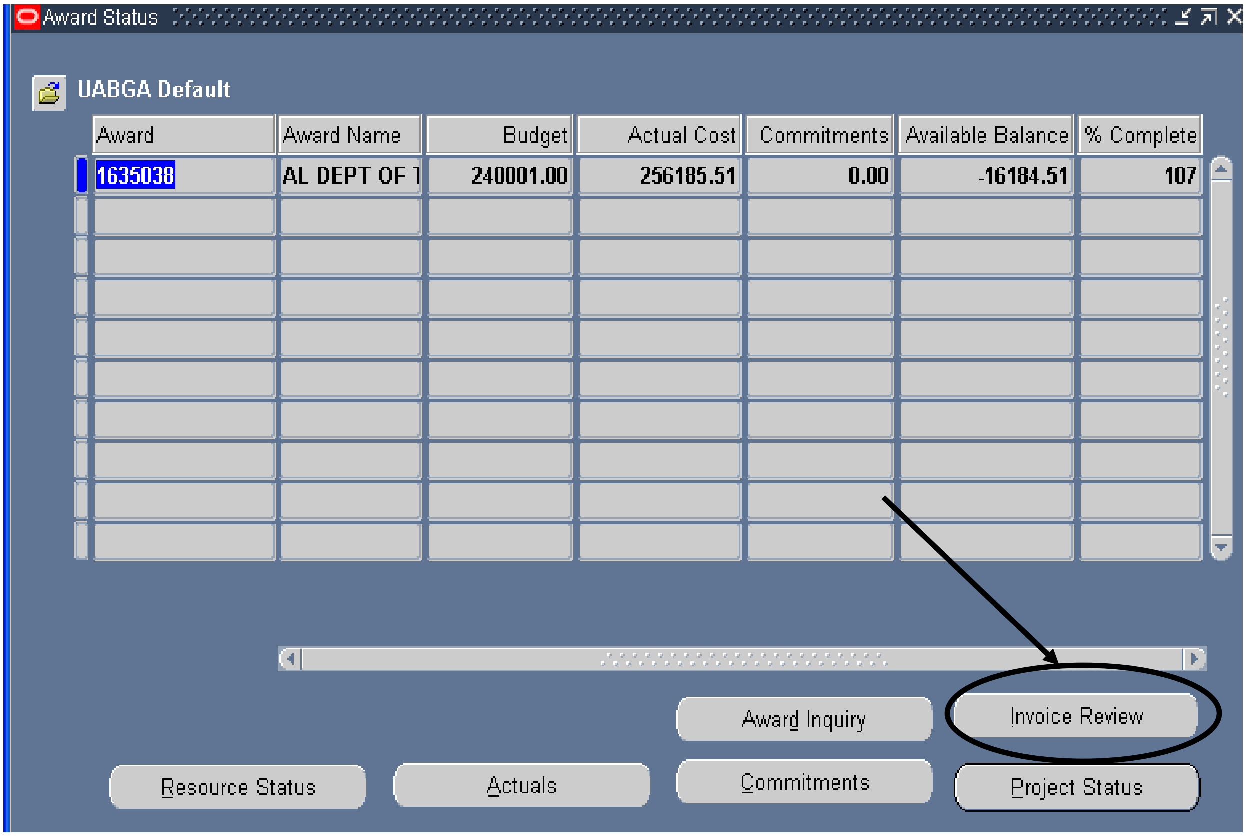
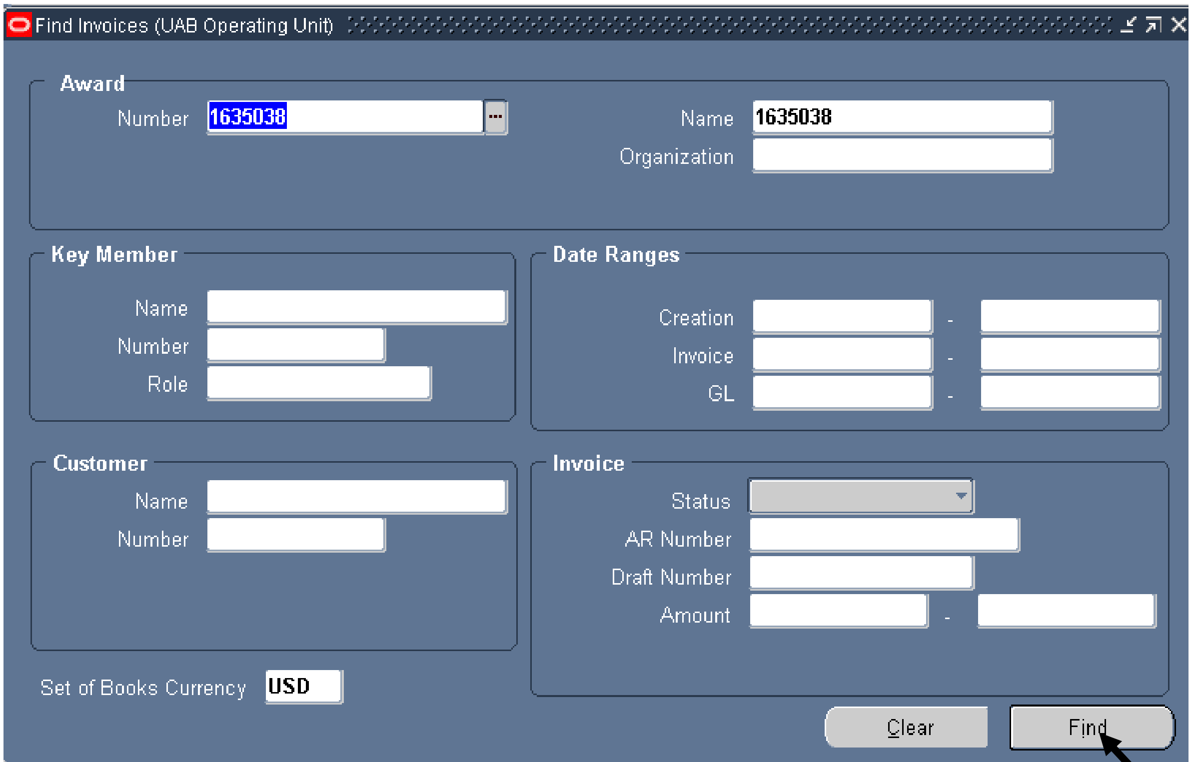
1. From the main **AWARD STATUS** window, click on the **INVOICE REVIEW** button.



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.



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

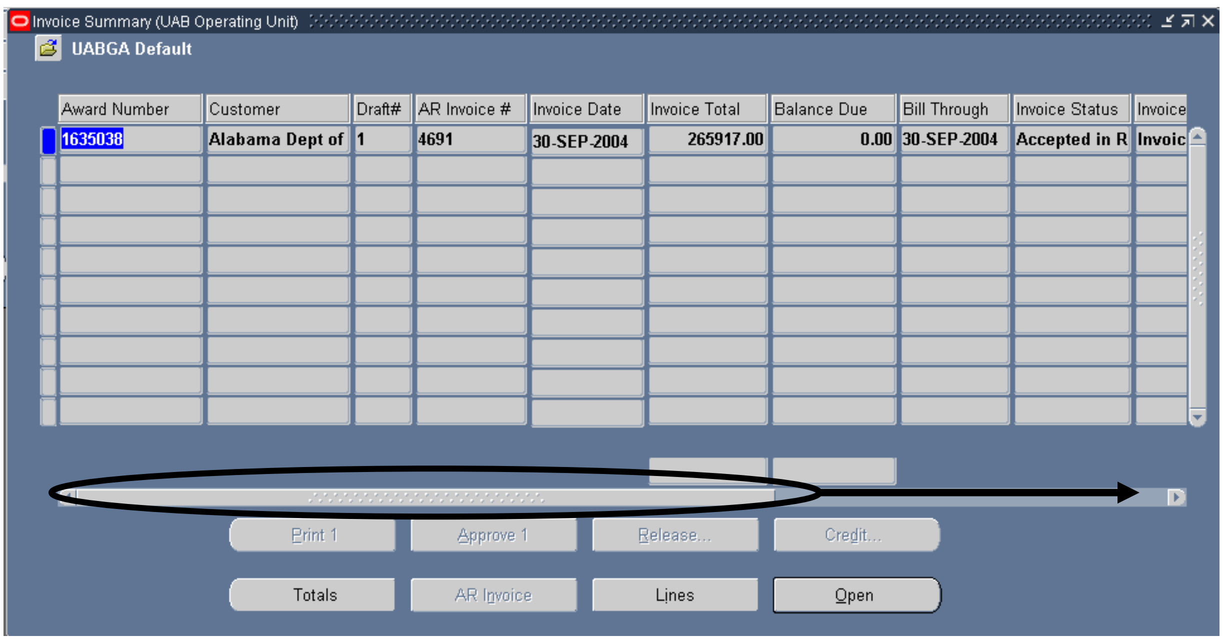
Award-Number	The number assigned to indicate a specific funding source of a project or task.
Award-Name	Name assigned to the award number listed in previous field.
Award-Organization	Organization receiving award.
Key Member-Name	Name of an employee tied to Award.
Key Member-Number	Employee ID number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

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.

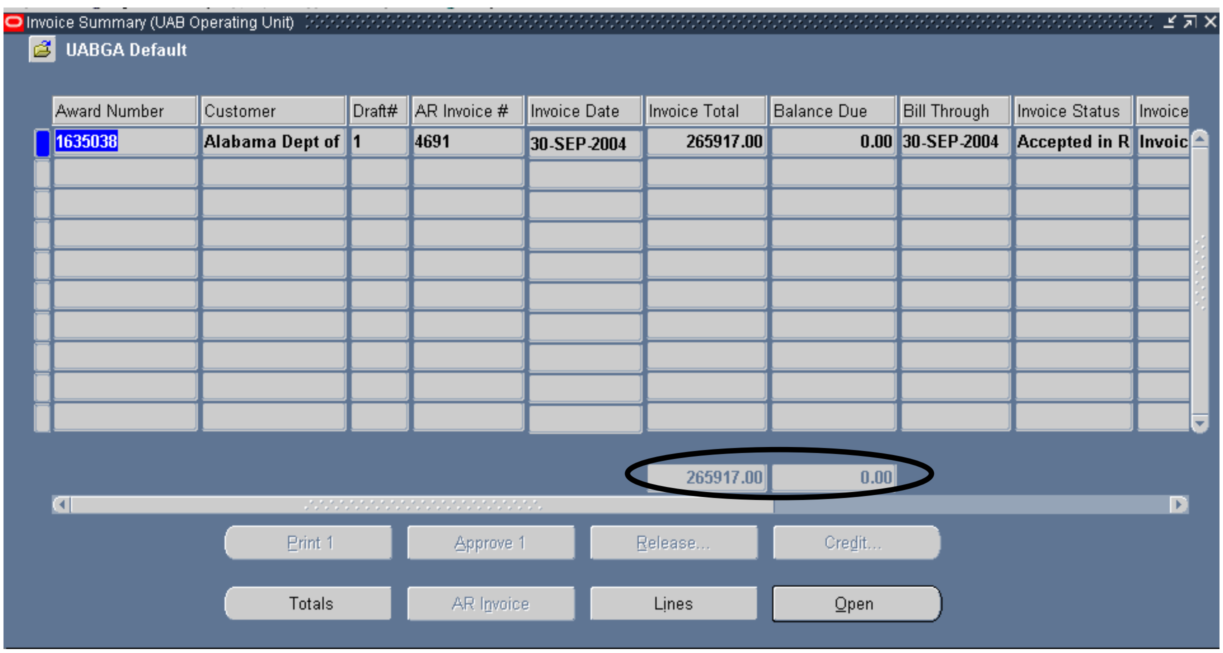


A description of each column is detailed below.

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.

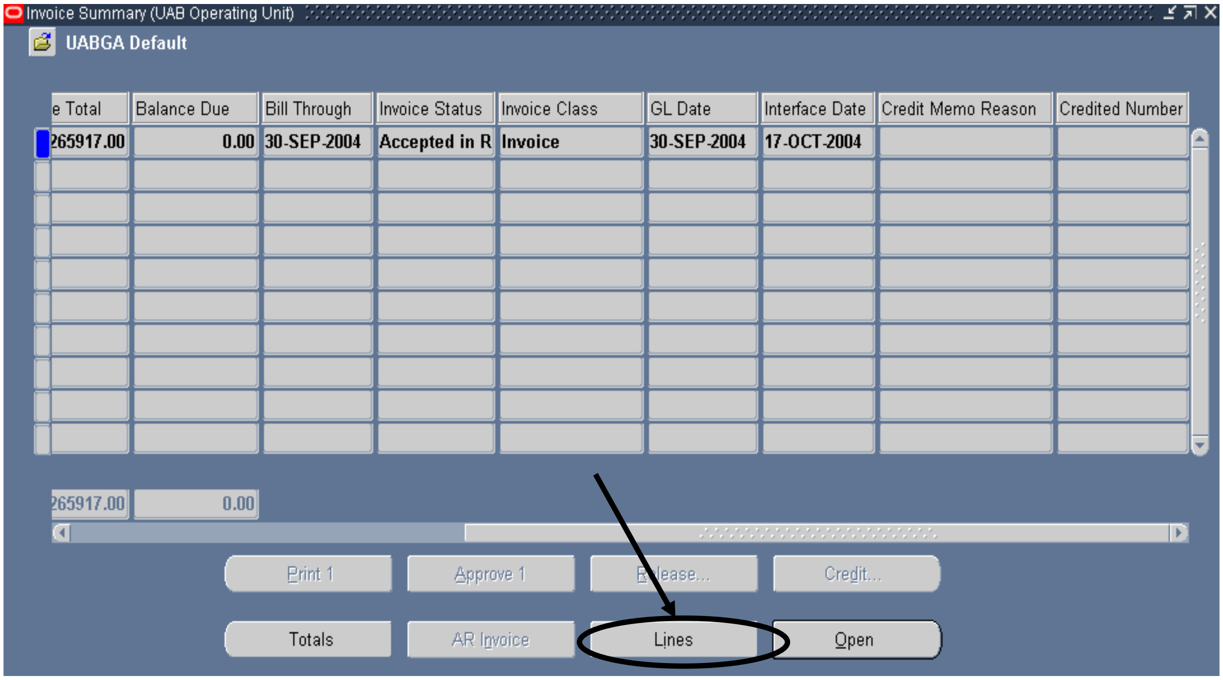
Invoice Class	Shows whether the invoice is an original
GL Date	General Ledger accounting period during which the invoice date occurs.
Interface Date	Date in which the invoice is interfaced with the Accounts Receivable module.
Credit Memo Reason	Optional field for credit memos giving the reason the credit 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.



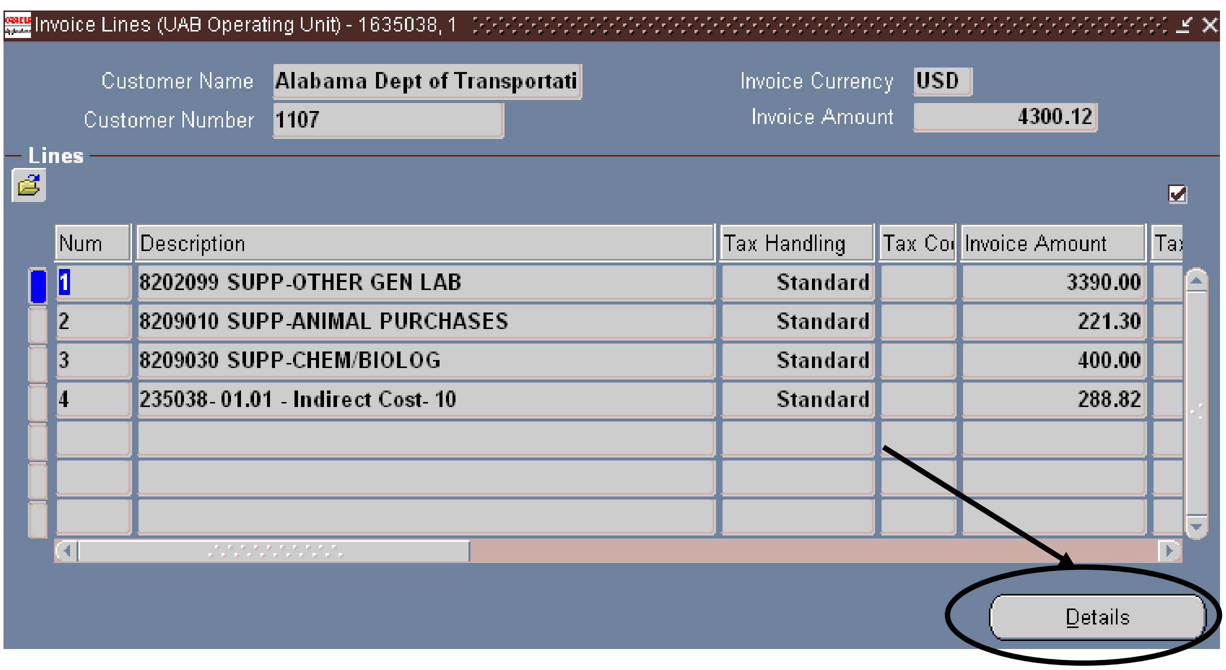
Once you have reviewed the visible invoice summary information, it is possible to click on the **Lines** button to see the individual invoice line information or the **Open** button to view the invoice.

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.

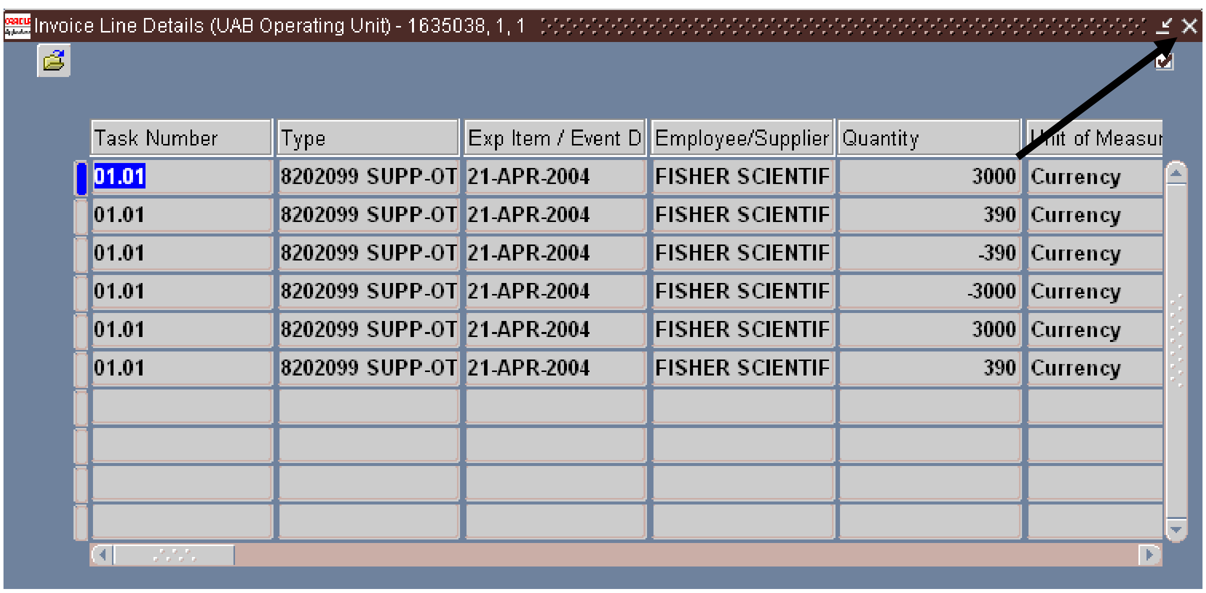


A description of each column is detailed below.

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.

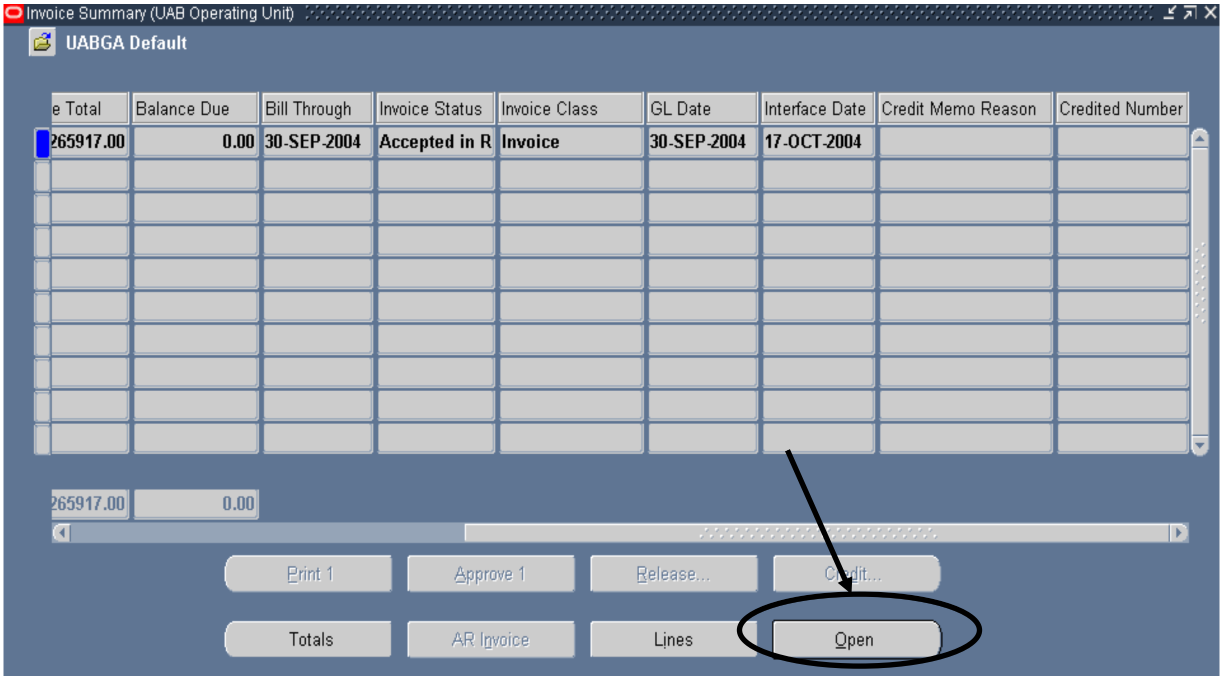
To see the remaining information related to these invoice lines, scroll to the right using the scroll bar at the bottom of this window.

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.



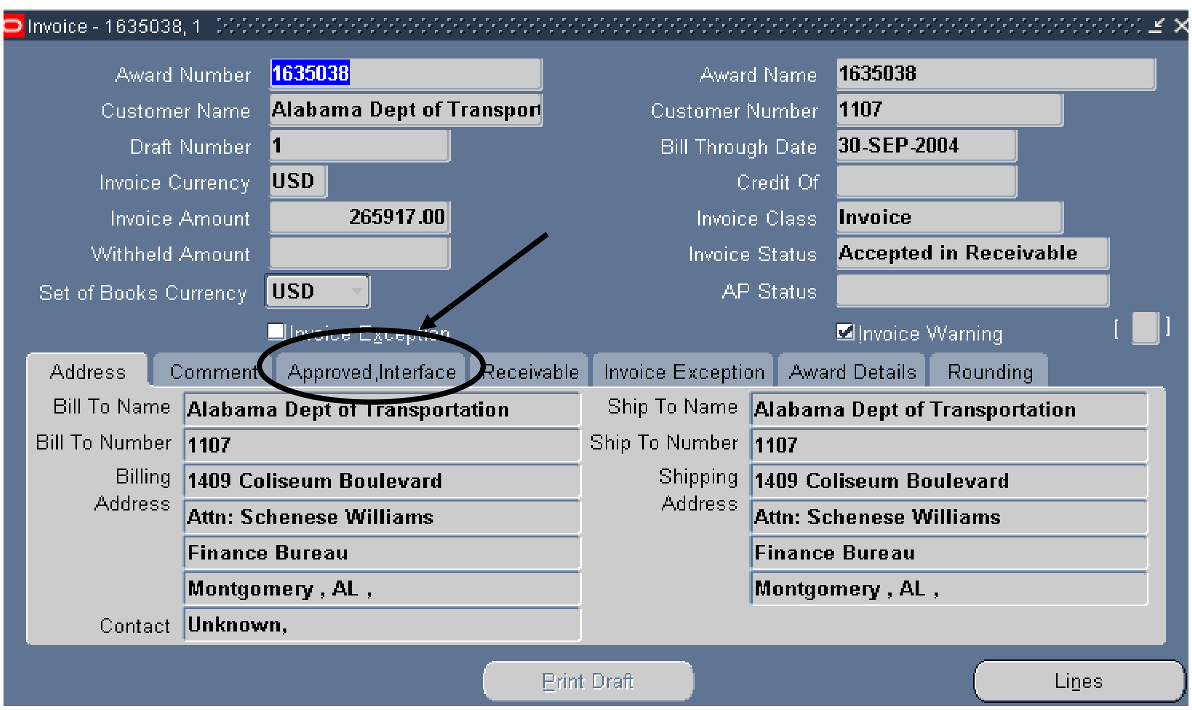
The **INVOICE SUMMARY** window will once again be on top.

8. Click on the **OPEN** button to view the actual invoice.



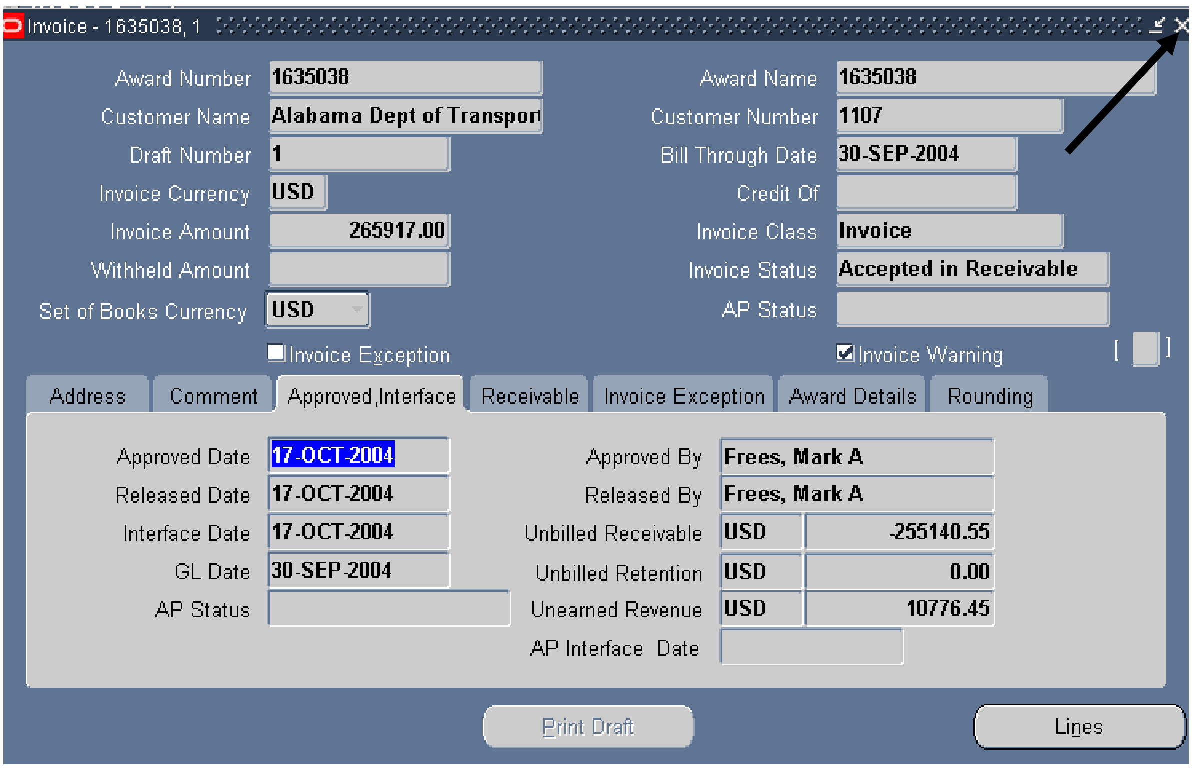
This window will open the actual invoice created by the Office of Grants and Contracts Accounting. The tabbed regions may be reviewed for detail information relating to this invoice, its interface to the Accounts Receivable module, dollar amounts, and Award details.

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



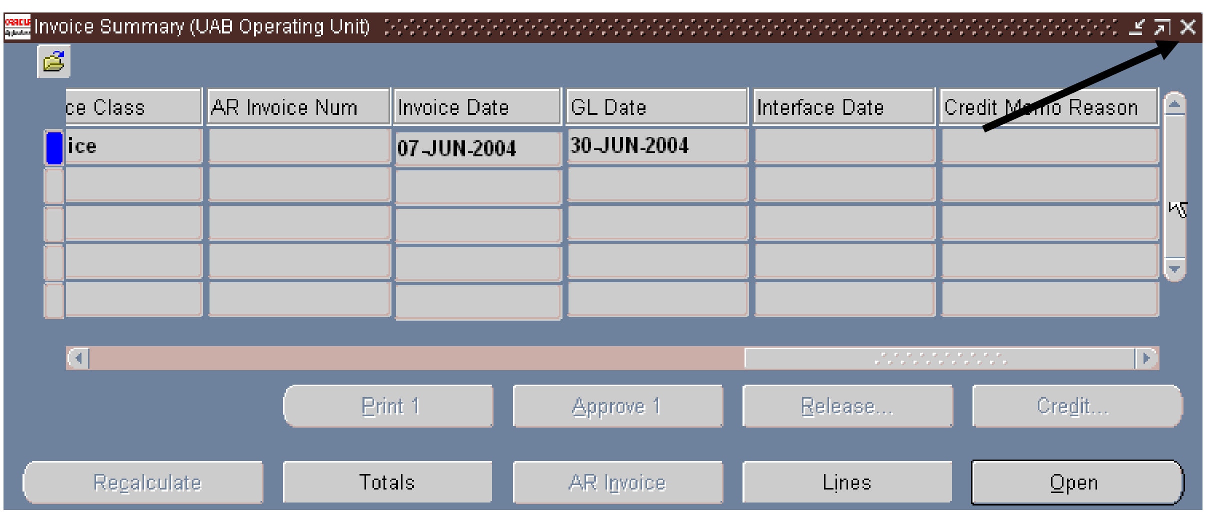
Information on this tab includes the **AP STATUS** and **AP INTERFACE DATE** fields. These two fields will give you information regarding the payment of this invoice by the funding (granting) agency, if an invoice has been sent and/or paid.

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.



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