

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.

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

Award :	Status Deferitions							×
A	Award	Award Name	Budget	Actual Cost	Commitments	Available Balance	% Complete	
	<mark>635038</mark>	AL DEPT OF 1	240001.00	256185.51	0.00	-16184.51	107	
					<u> </u>			
								7
	Award Inquiry Invoice Review					Review)	
	Resource St	atus	Actuals		<u>C</u> ommitments	<u>Project</u>	Status	

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 (UAB)	Operating Unit) Colors (Colors			
- Autord				
Awaru	1635038		1635038	
Number	1033030		1053030	
		Organization		
– Key Member –		- Date Ranges		
blausa				
Name		Creation		
Number		Invoice	-	
Role		GL	-	
Customer	·	Invoice		
Name		Status	T	
Number		AR Number		
		Draft Number		
		Amount		
		—/		
Set of Books Cur	rency <mark>USD</mark>			
			<u>C</u> lear	Find)

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.

🗢 Invoice Summary (UAB Operating Unit) - 55555555555555555555555555555555555											
6	UABGA Default										
	Award Number	Customer	Draft#	AR Invoice #	Invoice Date	Invoice Total	Balance Due	Bill Through	Invoice Status	Invoice	
	1635038	Alabama Dept of	1	4691	30-SEP-2004	265917.00	0.00	30-SEP-2004	Accepted in R	Invoic	4
i i											
		Erint 1		Approve 1	l E	∃elease	Cre <u>d</u> it				
		Totals		AR Invoic	e	Lines	<u>O</u> pen				

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	Optional field for credit memos giving the reason the credit memo was
REASON	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.

17-0CT-2004	
	1
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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.

- Lii	voice Line Cus Custa nes	es (UAB Operating Unit) - 1635038, 1 - 0000000000000000000000000000000000	Invoice Curren Invoice Amou	cy <mark>USD</mark> nt	4300.12		×
	Num	Description	Tax Handling	Tax Co	Invoice Amount	Tax	
	1	8202099 SUPP-OTHER GEN LAB	Standard		3390.00		
Ī	2	8209010 SUPP-ANIMAL PURCHASES	Standard		221.30		
Ī	3	8209030 SUPP-CHEM/BIOLOG	Standard		400.00		I
Ī	4	235038-01.01 - Indirect Cost- 10	Standard		288.82		
Ī							
Ī							
Ī							,
						D	
				(Details		D

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.
Түре	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.

🚟 Invoic	e Line Details (UAB ()perating Unit) - 16350	38, 1, 1 (2000)0000				έ×
1							2
	Task Number	Туре	Exp Item / Event D	Employee/Supplier	Quantity	Unit of Measur	
	01.01	8202099 SUPP-OT	21-APR-2004	FISHER SCIENTIF	3000	Currency	
	01.01	8202099 SUPP-OT	21-APR-2004	FISHER SCIENTIF	390	Currency	
	01.01	8202099 SUPP-OT	21-APR-2004	FISHER SCIENTIF	-390	Currency	
	01.01	8202099 SUPP-OT	21-APR-2004	FISHER SCIENTIF	-3000	Currency	
	01.01	8202099 SUPP-OT	21-APR-2004	FISHER SCIENTIF	3000	Currency	
	01.01	8202099 SUPP-OT	21-APR-2004	FISHER SCIENTIF	390	Currency	
						D	

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

<mark>O</mark> In	voice Summa	ary (UAB Operating	Unit) (2002-2002				······		->>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
٥	🗿 UABGA	Default							
	e Total	Balance Due	Bill Through	Invoice Status	Invoice Class	GL Date	Interface Date	Credit Memo Reason	Credited Number
Í	265917.00	0.00	30-SEP-2004	Accepted in R	Invoice	30-SEP-2004	17-0CT-2004		
Ì									
Ĩ									
	265917.00	0.00							
	•						ana		Þ
			Erint 1	Appro	ve 1	Release	Civ <u>e</u> lit		
			Totals	AR Inv	voice	Lines	<u>O</u> pen		

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.

😑 Invoice - 1635038, 1 - 0000						2000-00 ± ×		
Award Number	1635038	Award	l Name	1635038	_			
Customer Name	Customer Name Alabama Dept of Transpor			Customer Number 1107				
Draft Number	1	Bill Through Date 30-SEP-20			DO4			
Invoice Currency	USD	Credit Of						
Invoice Amount	265917.00	Invoice Class Invoice						
Withheld Amount		Invoice	e Status Accepted in Receivable			le		
Set of Books Currency	USD -	AP	Status					
	Intrice Exception				Warning	[]]		
Address Comment	Approved,Interface Receivable	Invoice Exceptio	n Awa	rd Details	Rounding			
Bill To Name Alabam	a Dept of Transportation	Ship To Name	Alabama Dept of Transportation					
Bill To Number 1107		Ship To Number	1107					
Billing 1409 Co	liseum Boulevard	Shipping	1409 Coliseum Boulevard					
Address Attn: Sc	henese Williams	Address	Attn: Schenese Williams					
Finance	Finance Bureau			Finance Bureau				
Montgo	mery , AL ,		Montgomery , AL ,					
Contact Unknow	n,							
	Erin	t Draft			L	.ines)		

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.

그 Invoice - 1635038, 1 - 2000		0000000000			-0-0-2				oor ≍ ×
Award Number	1635038		A	ward Na	ame	1635038			
Customer Name	Alabama Dept of Tr	anspor	Custon	ner Num	nber	1107			
Draft Number	1		Bill Th	rough C)ate	30-SEP-20	004		
Invoice Currency	USD	Credit Of			t Of				
Invoice Amount	265917.00	Invoice Class			ass	Invoice			
Withheld Amount		Invoice Status			atus	Accepted	l in Recei	ivable	ļ
Set of Books Currency	USD 👻			AP Sta	atus				ļ
	□Invoice Exception					☑ Invoice \	Warning		[]]
Address Comment	Approved,Interface	Receivable	Invoice Exce	eption	Awa	rd Details	Roundin	ig	
Approved Date	17-0CT-2004		Approved By	Frees,	, Mar	k A			
Released Date	17-OCT-2004	Released By Frees, Ma		, Mar	kΑ				
Interface Date	17-OCT-2004	Unbille	d Receivable	USD		-255	140.55		
GL Date	30-SEP-2004	Unbill	ed Retention	USD			0.00		
AP Status		Unear	ned Revenue	USD		10	776.45		
		AP Int	erface Date						
		Erint	Draft					Lines	

The **INVOICE SUMMARY** window will appear.

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

📅 Invoice Summary (UAB Operating Unit) - Schelebereberebereberebereberebereberebereb									ं त्र X	
	ce Class	AR Invoic	e Num	Invoice Date		GL Date	Interface Date	Credit Me	nio Reason	
	ice			07-JUN-2004		30-JUN-2004				
									3	
			Dein	ot 1		Approvo 1	Balaasa		Cradit	
	Eu		11. 1		⊖pprove i	Elease		oregit		
	Regalculate		Tota	als		AR Invoice	Lines	<u>O</u> pen		
								F	Return to	Тор