Sponsored Billing Inquiry

This job aid will guide you through the steps for locating invoices sent out for sponsored projects.

Tip: the Details page provides much of the same information as the Summary page, plus the period covered by the invoice.

Quick Navigation:
Billing → Review Billing Information → Details

Step 1: Search for the Invoice using Contract Number (same as Award Number, or the InfoEd parent Proposal ID). The Contract Number can be found on the Project Account Summary and Budget Statement reports, or by searching the Award Profile page using the Project ID.
Step 2: View the billing period and amount.

The Header tab contains invoice details. The Line tab does not provide any good information.

You can view the total amount of the invoice.

For invoiced Contracts, “To Date” indicates the date through which the Contract was billed.

Step 3: View the Summary page

Billing Summary Info tab provides the invoice summary.

1. Select Summary page from the menu bar.

NOTE: The Paid Amount WILL NOT update when the invoice is paid.

Note: when initiating your search on the Summary page, invoices beginning with “CNV” may appear in the results list. These represent total expense on the Contract in CUFS at the time of conversion, and may or may not reflect amounts actually billed and/or paid in CUFS.