

Workday Grant Functions Quick Reference Guide

How do I view invoices to the sponsor for my awards?

The **Award Payments and Billing** report enables PIs a view into the invoices for an award, what amounts are due, when invoices are due, and whether the invoices are paid or unpaid. This report would be most useful for clinical trials.

Search Parameters:

- Required: Award.
- Recommended: None.
- Others: Customer/Sponsor, Payment Status, Invoice Type, Invoice Number.

Search Results:

- Returns a list of invoices with their amounts due, due dates, and whether the invoice is paid.
- Includes the fields: Customer Invoice Document, Invoice Number, Invoice Date, Total Invoice Amount, Amount Due, Due Date, Payment Status, Sponsor for the Award, Award, All Customer Invoice Payments, Payment Date, Payment Amount.

Award Payments and Billing

Instructions Use this report to review invoice and payment status by award.

Award *

Customer/Sponsor

Payment Status

Invoice Type

Invoice Number

Filter Name

Manage Filters

0 Saved Filters

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Search Results Exported into Excel: 

Customer Invoice Document	Invoice Number	Invoice Date	Total Invoice Amount	Amount Due	Due Date	Payment Status	Sponsor for the Award	Award	All Customer Invoice Payments	Payment Date	Payment Amount
Customer Invoice: CNVCI-00033733	CNVCI-00033733	12/31/2020	296,063.48	0.00	1/30/2021	Paid	OH Dept of Transportation	AWD-104657: Ecological design rules for roadway lighting 12/10/2018 (version 2)			
Customer Invoice: CI-00004952	CI-00004952	1/31/2021	8,206.92	0.00	3/2/2021	Paid	OH Dept of Transportation	AWD-104657: Ecological design rules for roadway lighting 12/10/2018 (version 2)	Customer Payment Invoice Application: OH Dept of Transportation - 04/19/2021 - 8206.92	4/19/2021	8,206.92
Customer Invoice: CI-00005374	CI-00005374	2/28/2021	8,022.54	0.00	3/30/2021	Paid	OH Dept of Transportation	AWD-104657: Ecological design rules for roadway lighting 12/10/2018 (version 2)	Customer Payment Invoice Application: OH Dept of Transportation - 04/19/2021 - 8022.54	4/19/2021	8,022.54
Customer Invoice: CI-00012126	CI-00012126	3/31/2021	8,359.40	0.00	4/30/2021	Paid	OH Dept of Transportation	AWD-104657: Ecological design rules for roadway lighting 12/10/2018 (version 2)	Customer Payment Invoice Application: OH Dept of Transportation - 04/19/2021 - 1452.02 Customer Payment Invoice Application: OH Dept of Transportation - 05/10/2021 - 6907.38	4/19/2021	1,452.02
Customer Invoice: CI-00012126	CI-00012126	3/31/2021	8,359.40	0.00	4/30/2021	Paid	OH Dept of Transportation	AWD-104657: Ecological design rules for roadway lighting 12/10/2018 (version 2)	Customer Payment Invoice Application: OH Dept of Transportation - 04/19/2021 - 1452.02 Customer Payment Invoice Application: OH Dept of Transportation - 05/10/2021 - 6907.38	5/10/2021	6,907.38
Customer Invoice: CI-00018475	CI-00018475	4/30/2021	9,839.88	0.00	5/30/2021	Paid	OH Dept of Transportation	AWD-104657: Ecological design rules for roadway lighting 12/10/2018 (version 2)	Customer Payment Invoice Application: OH Dept of Transportation - 06/03/2021 - 9839.88	6/3/2021	9,839.88