### **Workday Grant Functions Quick Reference Guide**

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

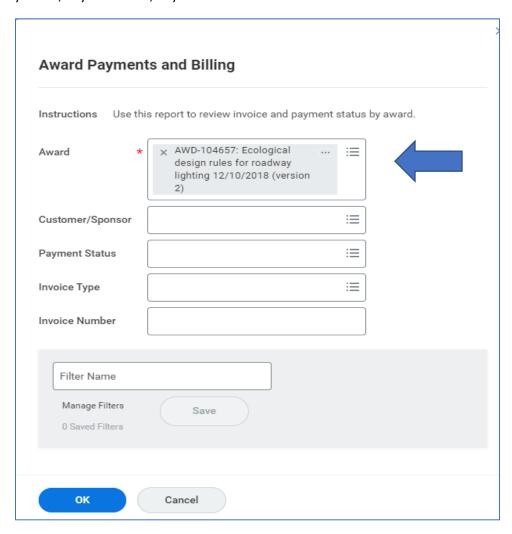
The **Award Payments and Billing** report enables PIs a view into the invoices for an award, what amounts are due, when invoices are due, and whether the invoices are paid or unpaid. This report would be most useful for clinical trials.

#### **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.



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# Search Results Exported into Excel:

Customer Invoice	Invoice	Invoice	Total Invoice	Amount	Due Date	Payment	Sponsor for the	Award	All Customer Invoice	Payment	Payment
Customer Invoice: CNVCI-00033733	CNVCI- 00033733	<b>Date</b> 12/31/2020	296,063.48	<b>Due</b> 0.00	1/30/2021	Status Paid	OH Dept of Transportation	AWD-104657: Ecological design rules for roadway lighting 12/10/2018 (version 2)	Payments	Date	Amount
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	Customer Payment Invoice Application: OH Dept of Transportation - 04/19/2021 - 8206.92	4/19/2021	8,206.92
Customer Invoice: Cl- 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: Cl- 00012126	Cl-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: Cl- 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