Grants-Sponsored Project Invoices

Application:	Billing
Feature:	Reports f**or Sponsored Project Invoices**
Campus:	All
Author:	Guy Chavez
Date:	11/16/2021
Revision info:	4/14/2022 – updated after review with departments and additions and changes made to the reports. 06/23/2022 – updated reports to show project portion and add optional date ranges, this version is a more comprehensive guide to using the reporting tool.

Contents

Overview

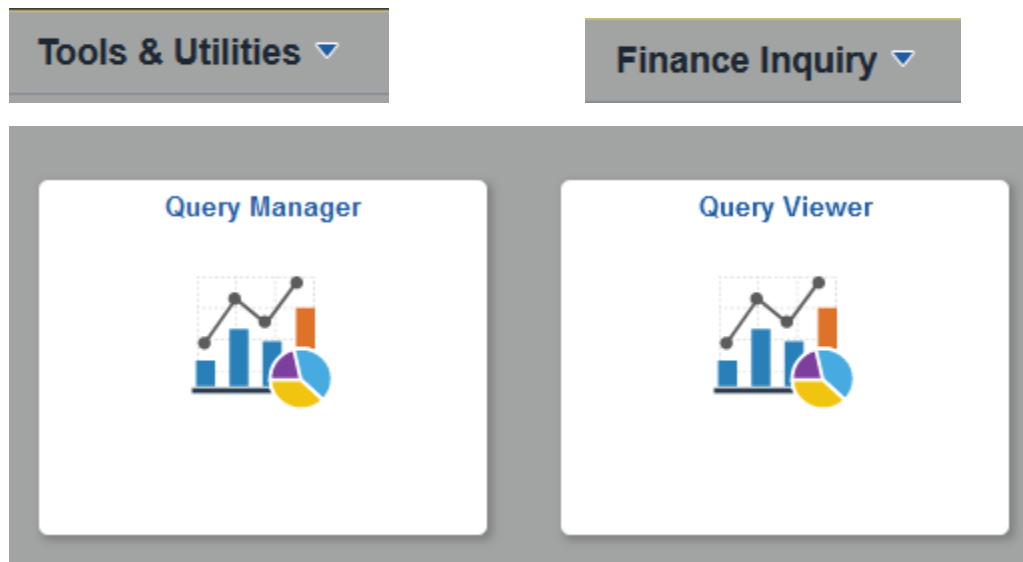The Sponsored Project Invoices, (reporting/queries tool), was developed primarily for departmental access to view a list of invoices based on various attributes of an award and related billing, and to allow a drilldown to view the actual PDF invoice and supplemental backup data when applicable. The drill down also allows a view to the address and contact email to whom the invoice was directed to if designated in the setup.

The list of available options are as follows.

- Invoices by Contract/Award
- Invoices by Biller
- Invoices by Project
- Invoices by GACT
- Invoices by PI
- Invoices by SpeedType
- Invoices by Org/Department
- Invoices by Sponsor
- Invoices by AutoEmail

Running the Query

Begin by selecting either the Query Manager or Query Viewer tile depending on your access. The query Manager tile is located on the Tools & Utilities home page and Query viewer is located on the Finance Inquiry home page.

When the query tool opens search for the **GM_BI_INVOICES query.**

You will get a listing of all the queries in the series. The **only query you need** is the first one in the list **GM_BI_INVOICES. Add that one to your favorites, it is recommended to only use the top-level query, *all of the other queries can be accessed through this main query*. Use the run to XML option.**

Note: The benefit of only using the top-level query is that it passes the BU parameter to the next query. It also allows you to keep the tabs open to make your searches more efficient. In this example I have my top-level query open, I ran the query for one award, and then for a second award, I can then run it by project or other option, always keeping each tab open until I choose to close it. It also carries the description to the drill down query, running a query individually will not display the description, only the query name.

 The results are shown below, from this query you can click any of the links on the line for your Business Unit, to see the list of invoices for that option.

Note: blank spaces were defined by the Grants and Contracts office as not needed for that Business Unit.

GM_BI_INVOICES- Invoice Reports

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All   First 1-3 of 3 Last

Row	Unit	Invoices by Contract/Award	Invoices by Biller	Invoices by Project	Invoices by GACT	Invoices by PI	Invoices by SpeedType	Invoices by Org/Department	Invoices by Sponsor	Invoices by AutoEmail
1	UCB	Invoices by Contract/Award	Invoices by Biller	Invoices by Project		Invoices by PI	Invoices by SpeedType	Invoices by Org/Department	Invoices by Sponsor	Invoices by AutoEmail
2	UCCS	Invoices by Contract/Award	Invoices by Biller	Invoices by Project		Invoices by PI	Invoices by SpeedType	Invoices by Org/Department	Invoices by Sponsor	Invoices by AutoEmail
3	UCD	Invoices by Contract/Award		Invoices by Project	Invoices by GACT	Invoices by PI	Invoices by SpeedType	Invoices by Org/Department	Invoices by Sponsor	

When you click on any of the links it will take you to the next step where the Unit will be prepopulated, you will then be prompted for the value that corresponds to the link you chose.

Most of the queries will have a date range that is optional (leave blank for all dates).

GM_BI_INVOICES_01 - Invoices by Contract/Award

Unit [UCB] 🔍

*Contract/Award [   ] 🔍 ⬅

Inv Date From (blank for all) [   ] 📅 ⬅

Inv Date Thru (blank for all) [   ] 📅

[View Results]

Most of the queries will have a prompt lookup to search for the value if it is not known.

🔍

Using the example of Invoices by Award, a search may look something like this. I enter the first part of the award "DE-AR" click the search button, and then I will see results of all awards that begin with those letters. More on searching, will be shown later in the document.

GM_BI_INVOICES_01 - Invoices by Contract/Award

Unit [UCB] 🔍

*Contract/Award [DE-AR] 🔍

Inv Date From (blank for all) [   ] 📅

Inv Date Thru (blank for all) [   ] 📅

[View Results]

| Row | Unit | Bill To Sponsor | Sponsor Name | Bill Status | Con |

Query

Search by: [Contract   ▾] begins with [DE-AR]

[Look Up] [Cancel] Advanced Lookup

Search Results

View 100

Contract	Description	Sold Custc
DE-AR0000098	ARRA - ACHIEVING A 10,000 GPU	DOE
DE-AR0000216	WAFER-LEVEL SUB-MODULE INTEGRA	DOE
DE-AR0000289	NEGATING ENERGY LOSSES IN OPV	DOE
DE-AR0000291	LOW COST MICROTUBULAR ALD REAC	DOE
DE-AR0000404	CARBOTHERMAL REDUCTION PROCESS	DOE
DE-AR0000539	FREQUENCY COMB-BASED REMOTE ME	DOE
DE-AR0000580	Radiative Cooled-Cold Storage	DOE
DE-AR0000618	Efficient Capacitive Wireless	DOE
DE-AR0000683	Paintable Heat-reflective Coat	DOE
DE-AR0000743	Advancing Insulation Retrofits	DOE

After you select the values and click **View Results**, you will see the data. The design is simple, only showing the main components of the invoice.

All queries will contain the link to the invoice header where you will be able to extract the PDF invoice.

Note: only invoices after approx. November 6th, 2020 will have the PDF available, this feature was not implemented until that time.

Most reports will show the Project portion of the invoice and the full invoice amount. i.e., in this example, you can see there are 4 projects that make up invoice 1034403, the full amount of that invoice is show on each line. The sum of the 4 project lines will equal the Inv Amount.

Note: this will be more prevalent for UCB as they typically bill at the contract level which will typically contain multiple projects. For the other business units, it will be more common to see a one-to-one relationship.

Row	Unit	Bill To Sponsor	Sponsor Name	Bill Status	Contract	Cycle ID	Biller	Media	Contact Name	Billing Period	Invoice Date	Invoice	Project	Project Amount	Inv Amt	Inv Status	Inv Balance
1	UCB	DOE	Department of Energy/DOE	INV	DE-AR0001013	FMANQRTRLY	Qin,Jiao Angelina	Printer		2020-10-01 to 2021-01-31	02/11/2021	1034403	1557734	71668.110	348361.830	Closed	0.000
2	UCB	DOE	Department of Energy/DOE	INV	DE-AR0001013	FMANQRTRLY	Qin,Jiao Angelina	Printer		2020-10-01 to 2021-01-31	02/11/2021	1034403	1557735	33356.800	348361.830	Closed	0.000
3	UCB	DOE	Department of Energy/DOE	INV	DE-AR0001013	FMANQRTRLY	Qin,Jiao Angelina	Printer		2020-10-01 to 2021-01-31	02/11/2021	1034403	1557736	241093.560	348361.830	Closed	0.000
4	UCB	DOE	Department of Energy/DOE	INV	DE-AR0001013	FMANQRTRLY	Qin,Jiao Angelina	Printer		2020-10-01 to 2021-01-31	02/11/2021	1034403	1557737	2243.360	348361.830	Closed	0.000
5	UCB	DOE	Department of Energy/DOE	INV	DE-AR0001056	JAJOQRTRLY	Qin,Jiao Angelina	Printer		2020-10-01 to 2021-01-31	02/10/2021	1034367	1557774	-347.240	188100.280	Closed	0.000
6	UCB	DOE	Department of Energy/DOE	INV	DE-AR0001056	JAJOQRTRLY	Qin,Jiao Angelina	Printer		2020-10-01 to 2021-01-31	02/10/2021	1034367	1557775	32820.800	188100.280	Closed	0.000
7	UCB	DOE	Department of Energy/DOE	INV	DE-AR0001056	JAJOQRTRLY	Qin,Jiao Angelina	Printer		2020-10-01 to 2021-01-31	02/10/2021	1034367	1557776	65015.320	188100.280	Closed	0.000
8	UCB	DOE	Department of Energy/DOE	INV	DE-AR0001056	JAJOQRTRLY	Qin,Jiao Angelina	Printer		2020-10-01 to 2021-01-31	02/10/2021	1034367	1557777	4169.870	188100.280	Closed	0.000
9	UCB	DOE	Department of Energy/DOE	INV	DE-AR0001056	JAJOQRTRLY	Qin,Jiao Angelina	Printer		2020-10-01 to 2021-01-31	02/10/2021	1034367	1557778	65880.000	188100.280	Closed	0.000
10	UCB	DOE	Department of Energy/DOE	INV	DE-AR0001056	JAJOQRTRLY	Qin,Jiao Angelina	Printer		2020-10-01 to 2021-01-31	02/10/2021	1034367	1558687	18469.460	188100.280	Closed	0.000
11	UCB	DOE	Department of Energy/DOE	INV	DE-AR0001056	JAJOQRTRLY	Qin,Jiao Angelina	Printer		2020-10-01 to 2021-01-31	02/10/2021	1034367	1558733	2092.070	188100.280	Closed	0.000
12	UCB	DOE	Department of Energy/DOE	INV	DE-AR0001152	MONTHLY	Qin,Jiao Angelina	Printer		2020-12-01 to 2021-01-31	02/11/2021	1034393	1558613	6345.790	6345.790	Closed	0.000

Note: about performance
You may discover that sometimes when running one of the queries, it will take a long time to return results. Here is an explanation.
Example:
One project had only 33 invoices, however the total of those invoices amounted to $ 42,142,023.93
Within those 33 invoices, there were 27,750 billing lines.
There are 20.6 million lines in the table that contains the billing information on which these reports are based.
One way to cut down on run times, is to use the Invoice Date range to narrow the search results.

Retrieving the Invoice

After you run one of the queries and click on the invoice link, the Invoice header page will appear.

If there is a link present "**View Invoice Image**" (remember only available after 10/2020), then clicking the link will render the PDF image (see image next page).

University of Colorado Boulder

INVOICE

Bill To:
Department Of Energy
ASAP
SC0006962
United States

Invoice No	:	1034367
Date	:	02-10-2021
Contract No	:	DE-AR0001056
Billing Period	:	10-01-2020 to 01-31-2021
PI Name	:	Mahmoud Hussein
Payment Terms	:	30 Days
PO Ref	:	
Reference Award No	:	DE-AR0001056
Project ID	:	1557774

Description	Budget	Current	Cumulative
Faculty Salary	602,069.00	38,117.25	263,346.11
Grad Student Salary	0.00	15,871.30	144,615.49
Student Hourly Salary	0.00	5,984.00	24,104.38
Faculty Benefits	160,828.00	15,363.09	102,746.08
Tuition Remission Benefits	0.00	4,270.00	42,315.39
Student Hourly Benefits	0.00	77.79	278.71
Operating Expense Gen Budget	287,578.00	1,177.69	19,862.44
Subcontract General Budget	862,709.00	65,880.00	432,551.79
Travel General Budget	27,985.00	0.00	3,639.04
Fixed Assets General Budget	0.00	0.00	5,587.41
F&A - General Budget @54%	558,831.00	41,359.16	328,639.74
Unfunded Award Bdget Reduction	-763,455.00	0.00	0.00
Total	1,736,545.00	188,100.28	1,367,686.58

Please pay this amount:	188,100.28

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

If the invoice has supplemental data, you will also see that portion of the PDF as well.

Contract No: DE-AR0001056
Project Sponsor: Department Of Energy
Project Title: Nanomanufacturing of Nanophono

Invoice No: 1034367
Date: 2/10/2021
Claim Period: 10/1/2020 to 1/31/2021

Project: 1557774

Project Period: 4/2/2019 to 4/1/2022

Reference Award No: DE-AR0001056
Award Title: Nanomanufacturing of Nanophononic Devices: Ultra-high ZT
PI Name: Hussein,Mahmoud Ismail

Category	Account	Amount	Journal ID	Journal Date	Journal Line Description	Vendor or Name	Pay End Date
Faculty Salaries	Fac FTP Pay	-10,813.50	PET1611792	1/27/21	PET Payroll Expense Transfer	Hussein,Mahmoud Ismail	6/30/20
		-10,813.50	PET1611792	1/27/21	PET Payroll Expense Transfer	Hussein,Mahmoud Ismail	7/31/20
		-10,499.07	PET1611792	1/27/21	PET Payroll Expense Transfer	Hussein,Mahmoud Ismail	6/30/19
		-10,497.25	PET1611792	1/27/21	PET Payroll Expense Transfer	Hussein,Mahmoud Ismail	7/31/19
		8,467.25	PET1611792	1/27/21	PET Payroll Expense Transfer	Hussein,Mahmoud Ismail	7/31/19
		8,469.07	PET1611792	1/27/21	PET Payroll Expense Transfer	Hussein,Mahmoud Ismail	6/30/19
		8,722.50	PET1611792	1/27/21	PET Payroll Expense Transfer	Hussein,Mahmoud Ismail	6/30/20
		8,722.50	PET1611792	1/27/21	PET Payroll Expense Transfer	Hussein,Mahmoud Ismail	7/31/20
Total Faculty Salaries		-8,242.00					
Grad Student Salaries	Rsch Asst PTT Pay	-1,380.79	PET1609491	1/14/21	PET Payroll Expense Transfer	Bastawrous,Mary V	5/31/20
		-1,380.79	PET1609491	1/14/21	PET Payroll Expense Transfer	Tsai,Chia-Nien	5/31/20
		1,236.31	PET1609491	1/14/21	PET Payroll Expense Transfer	Bastawrous,Mary V	5/31/20
		1,291.31	PET1609491	1/14/21	PET Payroll Expense Transfer	Tsai,Chia-Nien	5/31/20
		1,380.79	PET1609491	1/14/21	PET Payroll Expense Transfer	Bastawrous,Mary V	5/31/20
		1,380.79	PET1609491	1/14/21	PET Payroll Expense Transfer	Tsai,Chia-Nien	5/31/20
		2,596.25	PET1609491	1/14/21	PET Payroll Expense Transfer	Bastawrous,Mary V	6/30/20
		2,711.76	PET1609491	1/14/21	PET Payroll Expense Transfer	Tsai,Chia-Nien	6/30/20
		2,664.09	PAY1610781	1/29/21	HR Payroll Journal Transaction	Tsai,Chia-Nien	1/31/21
Total Grad Student Salaries		10,499.72					
Faculty Benefits	ALL REG FAC FTP FRINGE BEN	-2,390.18	ALO0000004	1/31/21	REGULAR FACULTY FRINGE BENEFIT		
		36.91	ALO0000018	1/31/21	REGULAR FACULTY FRINGE PET ADJ		
	AllStd Fac Fringe Ben	1,291.47	ALO0000012	1/31/21	STUDENT FACULTY FRINGE BENEFIT		
		-23.51	ALO0000021	1/31/21	STUDENT FACULTY FRINGE PET ADJ		
Total Faculty Benefits		-1,085.31					
Operating Expenses Gen Budget	Prt/Pub/Repro Services	-1,397.88	0001612083	1/28/21	T:13014843 ESP1134939		
Total Operating Expenses Gen Budget		-1,397.88					
TOTAL DIRECT:	**-225.47**						

Category	Account	Amount	Journal ID	Journal Date	Journal Line Description	Vendor or Name	Pay End Date
Facility & Admin	Facilities &	4,231.24	PET1609491	1/14/21	PET Payroll Expense Transfer		

Also, if the query shows media other than "Printer" then there exists a contact on the invoice.

Row	Unit	GACT/Post Admin	Bill To Sponsor	Name Sponsor	Bill Status	Contract\Award	Cycle ID	Biller	Media	Contact Name	Billing Period	Invoice Date	Invoice	Project	Project Amount	Inv Amt	Inv Status	Inv Balance
1	UCD	Johnson,Margaux A.	HHS	Department of Health and Human Services	INV	161175	LOC		Printer		to	05/11/2022	LC126433	25A4663	0.000	0.000		
2	UCD	Johnson,Margaux A.	WSTU	Washington State University	INV	162109	MONTHLY	Johnson,Margaux A.	Email Ivc	Katie Nelson	2022-04-01 to 2022-04-30	05/11/2022	GC040446	25M8780	9863.550	9863.550	O	9863.550
3	UCD	Johnson,Margaux A.	WSTU	Washington State University	INV	162109	MONTHLY	Johnson,Margaux A.	Email Ivc	Katie Nelson	2022-05-01 to 2022-05-31	06/10/2022	GC041168	25M8780	7539.550	7539.550	O	7539.550
4	UCD	Johnson,Margaux A.	HHS	Department of Health and Human Services	INV	162607	LOC		Printer		to	05/11/2022	LC125749	25M8863	1257.070	1257.070	C	0.000
5	UCD	Johnson,Margaux A.	HHS	Department of Health and Human Services	INV	162607	LOC		Printer		to	05/19/2022	LC126815	25M8863	18.640	18.640	C	0.000

When that invoice link is selected, you can click on the "**Address**" link to see the contact information.

The next Section shows each of the query options, the criteria selection, and a sample of the report.

Invoices by Contract/Award

Select or enter an Award number, Invoice Date range is optional.

Unit	Invoices by Contract/Award
UCB	Invoices by Contract/Award
UCCS	Invoices by Contract/Award
UCD	Invoices by Contract/Award

GM_BI_INVOICES_01 - Invoices by Contract/Award

Unit UCB

*Contract/Award

Inv Date From (blank for all)

Inv Date Thru (blank for all)

View Results

Unit	Bill To Sponsor	Sponsor Name	Bill Status	Contract/Award	PI	Cycle ID	Biller	Media	Contact Name	Billing Period	Invoice Date	Invoice	Project	Project Amt	Inv Amt	Inv Status	Inv Balance
UCB	DOE	Department of Energy/DOE	INV	DE-AR0001056	Hussein,Mahmoud Ismail	FMANQRTRLY	Provost,Karina	Printer		2019-04-02 to 2019-07-31	09/12/2019	1024018	1557774	107250.350	342481.250	Closed	0.000
UCB	DOE	Department of Energy/DOE	INV	DE-AR0001056	Hussein,Mahmoud Ismail	FMANQRTRLY	Provost,Karina	Printer		2019-04-02 to 2019-07-31	09/12/2019	1024018	1557775	22761.590	342481.250	Closed	0.000
UCB	DOE	Department of Energy/DOE	INV	DE-AR0001056	Hussein,Mahmoud Ismail	FMANQRTRLY	Provost,Karina	Printer		2019-04-02 to 2019-07-31	09/12/2019	1024018	1557776	32068.140	342481.250	Closed	0.000
UCB	DOE	Department of Energy/DOE	INV	DE-AR0001056	Hussein,Mahmoud Ismail	FMANQRTRLY	Provost,Karina	Printer		2019-04-02 to 2019-07-31	09/12/2019	1024018	1557777	6001.170	342481.250	Closed	0.000
UCB	DOE	Department of Energy/DOE	INV	DE-AR0001056	Hussein,Mahmoud Ismail	FMANQRTRLY	Provost,Karina	Printer		2019-04-02 to 2019-07-31	09/12/2019	1024018	1557778	174400.000	342481.250	Closed	0.000

Invoices by Biller

Select or enter a Biller, Award and Invoice Date range is optional.

Unit	Invoices by Biller
UCB	Invoices by Biller
UCCS	Invoices by Biller
UCD	

GM_BI_INVOICES_02 - Invoices by Biller

Unit UCB

Biller

Contract/Award-blank for all

Inv Date from (blank for all)

Inv Date thru (blank for all)

View Results

Note: when prompting for the biller a short list will appear, you can sort the list alphabetically by clicking on the Name 1 column header.

Query

Search by: Billing Specialist begins with

Look Up   Cancel   Advanced Lookup

Search Results

View 100   First   1-63 of 63   Last

Billing Specialist	Name 1
105020	Gabby Rushing
116853	Kristin Maestas
119066	Eric C Tuskind
122721	Nicole Manning
126180	Ginger Acierno
131832	Luisa Mestroni
139957	Charlotte Whyte
165874	Sylvia Ann Estrada
179062	Beverly Baran
179359	Sutharshini Thanikasalam
185733	Tzung-Sz Shen
203004	Pei-Keng Foong
211125	Kristin Bruner
216352	Brittany N. Vits
223697	Koffi Ekue Gnatsidji
236140	Melissa P. Englund

Query

Search by: Billing Specialist begins with

Look Up   Cancel   Advanced Lookup

Search Results

View 100   First   1-63 of 63   Last

Billing Specialist	Name 1
271873	Andrew Norman
335945	Angelina Geerts
179062	Beverly Baran
BHDS	Boulder Housing & Dining Services
216352	Brittany N. Vits
139957	Charlotte Whyte
253363	Chenchen Zhang
274018	Cindy Le
353564	Clark Brown
332409	Dean Duke
344444	Debra Wright
249079	Elizabeth Ikaa Achulo
119066	Eric C Tuskind
311649	Erica Davis
105020	Gabby Rushing

Row	Unit	Bill To Sponsor	Sponsor Name	Bill Status	Contract/Award	Cycle ID	Biller	Media	Contact Name	Billing Period	Invoice Date	Invoice	Project	Project Amount	Inv Amt	Inv Status	Inv Balance
1	UCB	DOE	Department of Energy/DOE	INV	DE-AR0001056	FMANQRTRLY	Provost,Karina	Printer		2019-04-02 to 2019-07-31	09/12/2019	1024018	1557774	107250.350	342481.250	Closed	0.000
2	UCB	DOE	Department of Energy/DOE	INV	DE-AR0001056	FMANQRTRLY	Provost,Karina	Printer		2019-04-02 to 2019-07-31	09/12/2019	1024018	1557775	22761.590	342481.250	Closed	0.000
3	UCB	DOE	Department of Energy/DOE	INV	DE-AR0001056	FMANQRTRLY	Provost,Karina	Printer		2019-04-02 to 2019-07-31	09/12/2019	1024018	1557776	32068.140	342481.250	Closed	0.000
4	UCB	DOE	Department of Energy/DOE	INV	DE-AR0001056	FMANQRTRLY	Provost,Karina	Printer		2019-04-02 to 2019-07-31	09/12/2019	1024018	1557777	6001.170	342481.250	Closed	0.000
5	UCB	DOE	Department of Energy/DOE	INV	DE-AR0001056	FMANQRTRLY	Provost,Karina	Printer		2019-04-02 to 2019-07-31	09/12/2019	1024018	1557778	174400.000	342481.250	Closed	0.000

Invoices by Project

Select or enter a Project, Invoice Date range is optional.

Note: option, use a partial project ID lookup as explained previously.

Unit	Invoices by Project
UCB	Invoices by Project
UCCS	Invoices by Project
UCD	Invoices by Project

GM_BI_INVOICES_03 - Invoices by Project

Unit UCB 🔍

Project 🔍

Inv Date from (blank for all) 📅

Inv Date thru (blank for all) 📅

View Results

GM_BI_INVOICES_03 - Invoices by Project

Unit UCD 🔍
Project 25A5 🔍
Inv Date from (blank for all) 📅
Inv Date thru (blank for all) 📅
View Results

Row | Unit | Bill To Sponsor | Sponsor Name | Bill S

Query

Search by: Project begins with 25A5

Look Up   Cancel   Advanced Lookup

Search Results

Only the first 300 results can be displayed.

View 100   First ◀ 1-300 of 300 ▶ Last

Project	Description
25A5000	CDHS HOME VISIT PRGRM
25A5001	INSULET INSL. MGMT .CT
25A5002	VA IPA: HERNANDO, A.
25A5004	VA IPA: ALTMANN
25A5005	ACS INVSTG SEM7a BRST TMR PROG
25A5006	ACS CONTR CENTRO DUPLIC

This query has an added column to indicate that the invoice has multiple projects, because this query is for a single project you will still see the total invoice amount, but only that projects portion.

Unit	Bill To Sponsor	Sponsor Name	Bill Status	Contract	Status	Cycle ID	Biller	Media	Contact Name	Billing Period	Invoice Date	Invoice	Project	Project Amount	Inv Amt	Inv Status	Inv Balance	Multiple Projects
UCB	DOE	Department of Energy/DOE	INV	DE-AR0001056	Active	FMANQRTRLY	Provost,Karina	Printer		2019-04-02 to 2019-07-31	09/12/2019	1024018	1557775	22761.590	342481.250	Closed	0.000	Invoice may have multiple projects
UCB	DOE	Department of Energy/DOE	INV	DE-AR0001056	Active	JAJOQRTRLY	Provost,Karina	Printer		2019-08-01 to 2019-09-30	11/05/2019	1025138	1557775	27366.220	56098.300	Closed	0.000	Invoice may have multiple projects
UCB	DOE	Department of Energy/DOE	INV	DE-AR0001056	Active	JAJOQRTRLY	Provost,Karina	Printer		2019-10-01 to 2019-12-31	01/17/2020	1026542	1557775	32209.220	116546.200	Closed	0.000	Invoice may have multiple projects

Invoices by GACT

Select or enter a GACT, Award and Invoice Date range is optional.

Unit	Invoices by GACT
UCB	
UCCS	
UCD	Invoices by GACT

GM_BI_INVOICES_04 - Invoices by GACT

Unit [UCD] 🔍
Post Admin [ ] 🔍
Contract/Award-blank for all [ ] 🔍
*Invoice Date from [ ] 📅
*Invoice Date thru [ ] 📅
[View Results]

Note: the list of GACTS is also a small list

Query

Search by: [PI ID ▾] begins with [ ]

[Look Up] [Cancel] Advanced Lookup

Search Results

View 100   First ◀ 1-20 of 20 ▶ Last

PI ID	Name	Last Name
113542	Chandler-Thompson,Stephanie De	CHANDLERTHOMPSON
116853	Maestas,Kristin Marie	MAESTAS
119404	Roquemore,Shanelle Vee	ROQUEMORE
126180	Acierno,Ginger Lee	ACIERNO
210428	Hayes,Barbara Gabriel	HAYES
216352	Vits,Brittany Nicole	VITS
223697	Gnatsidji,Koffi Ekue	GNATSIDJI
239425	Bocco,Alougbavi Jeanne	BOCCO
273053	Rosario,Stephanie	ROSARIO
282466	Hubbart,Rochelle Lynn	HUBBART
294646	Pacheco,Marcella	PACHECO
308602	Hubbard,Morgan L	HUBBARD
314702	Gose,Mary Helene	GOSE
320923	Johnson,Margaux A.	JOHNSON
334063	Weaver,Natalya L	WEAVER
344612	Spurlock,Sarah A	SPURLOCK
346712	Donovan,Lucia H.	DONOVAN
370488	Linz,Grace A	LINZ
374342	Ngo,Martin An-Viet	NGO
374731	Dimmer,Aaron Marc	DIMMER

Row	Unit	GACT/Post Admin	Bill To Sponsor	Name Sponsor	Bill Status	Contract\Award	Cycle ID	Biller	Media	Contact Name	Billing Period	Invoice Date	Invoice	Project	Project Amount	Inv Amt	Inv Status	Inv Balance
1	UCD	Johnson,Margaux A.	HHS	Department of Health and Human Services	INV	161175	LOC		Printer		to	05/11/2022	LC126433	25A4663	0.000	0.000		
2	UCD	Johnson,Margaux A.	WSTU	Washington State University	INV	162109	MONTHLY	Johnson,Margaux A.	Email Ivc	Katie Nelson	2022-04-01 to 2022-04-30	05/11/2022	GC040446	25M8780	9863.550	9863.550	O	9863.550
3	UCD	Johnson,Margaux A.	WSTU	Washington State University	INV	162109	MONTHLY	Johnson,Margaux A.	Email Ivc	Katie Nelson	2022-05-01 to 2022-05-31	06/10/2022	GC041168	25M8780	7539.550	7539.550	O	7539.550
4	UCD	Johnson,Margaux A.	HHS	Department of Health and Human Services	INV	162607	LOC		Printer		to	05/11/2022	LC125749	25M8863	1257.070	1257.070	C	0.000
5	UCD	Johnson,Margaux A.	HHS	Department of Health and Human Services	INV	162607	LOC		Printer		to	05/19/2022	LC126815	25M8863	18.640	18.640	C	0.000

Invoices by PI

Select or enter a PI, Invoice Date range is optional.

Note: the value must be the User ID of the PI, see below on how to find and select a PI.

Unit	Invoices by PI
UCB	Invoices by PI
UCCS	Invoices by PI
UCD	Invoices by PI

GM_BI_INVOICES_05 - Invoices by PI

Unit [UCB] 🔍
PI [ ] 🔍
Inv Date from (blank for all) [ ] 📅
Inv Date thru (blank for all) [ ] 📅
[View Results]

After clicking on the Prompt button, you will get a list of all PI's note the range shows 1-300, therefore there are more PI's that will not be displayed. To resolve this, click the **Advanced Lookup**.

When the Advanced lookup box opens you can search by Name or Last Name (our naming convention is always (last name, first name and middle initial) so you could type the last name in either field.

Another option is to change the search criteria. In this example, click on the small down arrow in the name field, it will show a list of operators. When selecting **contains**, type in a name, any values that contain that name will appear.

Invoices by SpeedType

Enter a SpeedType, Invoice Date range is optional.

Unit	Invoices by SpeedType
UCB	Invoices by SpeedType
UCCS	Invoices by SpeedType
UCD	Invoices by SpeedType

GM_BI_INVOICES_06 - Invoices by Speedtype

Unit UCB

SpeedType

Inv Date from (blank for all)

Inv Date thru (blank for all)

View Results

Note: A Project may have multiple SpeedTypes (primarily with UCB) as show below. the query will only return those amounts related to that SpeedType. In the example below you will see the portion of the invoice that contains that SpeedType and the full invoice amount, this would indicate that there multiple SpeedTypes on the invoice (same as shown for multiple Projects on an invoice).

SpeedType	*Effective	Description	Organ	Fund	Project
11200145	Active	Costsharing for Proj 1557775	10320	12	1557775
11200168	Active	Costshare 1557775 Fab F214867	10320	12	1557775
11200257	Inactive	Costshare 1557775 Fab F214867	10340	12	1557775
11200258	Inactive	Costsharing for Proj 1557775	10340	12	1557775
13013711	Active	AMREC - Nanomanufacturing of N	10320	30	1557775
13015062	Active	Fab F214867 Proj 1557775	10320	30	1557775
13018549	Inactive	Fab F214867 Proj 1557775	10340	30	1557775
13018550	Active	Mech Engin - Nanomanufacturing	10340	30	1557775
13018954	Active	TT&O - Hussein	10320	30	1557775
13200008	Active	Costsharing for Proj 1557775	10320	32	1557775
13200013	Active	Costshare 1557775 Fab F214867	10320	32	1557775
13200023	Inactive	Costshare 1557775 Fab F214867	10340	32	1557775
13200024	Inactive	Costsharing for Proj 1557775	10340	32	1557775

Row	Unit	Bill To	Sponsor	Sponsor Name	Bill Status	Contract/Award	Biller Name	Cycle ID	Media	Contact Name	Billing Period	Invoice Date	Invoice	Project	SpeedType	Speedtype Amount	Inv Amt	Status	Item Balance
1	UCB	DOE		Department of Energy/DOE	INV	DE-AR0001056	Provost,Karina	FMANQRTRLY	Printer		2019-04-02 to 2019-07-31	09/12/2019	1024018	1557775	13013711	22761.590	342481.250	C	0.000
2	UCB	DOE		Department of Energy/DOE	INV	DE-AR0001056	Provost,Karina	JAJOQRTRLY	Printer		2019-08-01 to 2019-09-30	11/05/2019	1025138	1557775	13013711	27366.220	56098.300	C	0.000
3	UCB	DOE		Department of Energy/DOE	INV	DE-AR0001056	Provost,Karina	JAJOQRTRLY	Printer		2019-10-01 to 2019-12-31	01/17/2020	1026542	1557775	13013711	32209.220	116546.200	C	0.000
4	UCB	DOE		Department of Energy/DOE	INV	DE-AR0001056	Provost,Karina	JAJOQRTRLY	Printer		2020-01-01 to 2020-03-31	04/14/2020	1028389	1557775	13013711	25820.950	223449.010	C	0.000
5	UCB	DOE		Department of Energy/DOE	INV	DE-AR0001056	Provost,Karina	JAJOQRTRLY	Printer		2020-04-01 to 2020-06-30	07/31/2020	1030508	1557775	13013711	40418.280	267819.560	C	0.000
6	UCB	DOE		Department of Energy/DOE	INV	DE-AR0001056	Qin,Jiao Angelina	JAJOQRTRLY	Printer		2020-07-01 to 2020-09-30	10/30/2020	1032408	1557775	13013711	31273.160	173191.980	C	0.000
7	UCB	DOE		Department of Energy/DOE	INV	DE-AR0001056	Qin,Jiao Angelina	JAJOQRTRLY	Printer		2020-10-01 to 2021-01-31	02/10/2021	1034367	1557775	13013711	32820.800	188100.280	C	0.000
8	UCB	DOE		Department of Energy/DOE	INV	DE-AR0001056	Qin,Jiao Angelina	JAJOQRTRLY	Printer		2021-02-01 to 2021-04-30	05/10/2021	1036212	1557775	13013711	14860.550	215975.140	C	0.000
9	UCB	DOE		Department of Energy/DOE	INV	DE-AR0001056	Qin,Jiao Angelina	JAJOQRTRLY	Printer		2021-05-01 to 2021-07-31	08/11/2021	1038248	1557775	13013711	45202.110	123770.360	C	0.000
10	UCB	DOE		Department of Energy/DOE	INV	DE-AR0001056	Provost,Karina	JAJOQRTRLY	Printer		2021-08-01 to 2021-10-31	12/30/2021	1041060	1557775	13013711	11586.840	90115.350	C	0.000
11	UCB	DOE		Department of Energy/DOE	INV	DE-AR0001056	Provost,Karina	FMANQRTRLY	Printer		2021-11-01 to 2022-01-31	03/10/2022	1042537	1557775	13013711	3134.980	254672.110	C	0.000

Invoices by Org/Department

Enter or select an Organization.

Unit	Invoices by Org/Department
UCB	Invoices by Org/Department
UCCS	Invoices by Org/Department
UCD	Invoices by Org/Department

GM_BI_INVOICES_07 - Invoices by Org

*Unit UCB

Org

View Results

Row   Unit   Org

Note: this query also has the Advanced Lookup function.

This is a two-step query. It starts with a summary at the Award level.

Select the Award to see the detail. **Also note: this tab will remain open allowing you to select and view other awards.**

Row	Unit	Org	Org Descr	Contract/Award	PI Name	Sum Inv Amt
1	UCB	10086	CIRES-Atmos&Clim Dynamics Div	L0059	Chu,Xinzhao	39886.530
2	UCB	10086	CIRES-Atmos&Clim Dynamics Div	R1457	Kress,Brian Thomas	21922.200
3	UCB	10086	CIRES-Atmos&Clim Dynamics Div	169818	Alken,Henry S.	35023.550
4	UCB	10086	CIRES-Atmos&Clim Dynamics Div	329695	Long,Charles Nelson	30994.860
5	UCB	10086	CIRES-Atmos&Clim Dynamics Div	419321	Munro,David Russel	74117.810
6	UCB	10086	CIRES-Atmos&Clim Dynamics Div	1549433	McKain,Kathryn	399764.040
7	UCB	10086	CIRES-Atmos&Clim Dynamics Div	1615988	Baier,Bianca	175119.750
8	UCB	10086	CIRES-Atmos&Clim Dynamics Div	1669866	Baier,Bianca	11005.770
9	UCB	10086	CIRES-Atmos&Clim Dynamics Div	849K995	Kay,Jennifer E.	179671.110
10	UCB	10086	CIRES-Atmos&Clim Dynamics Div	AAG8893	de Boer,Gijs	39553.420
11	UCB	10086	CIRES-Atmos&Clim Dynamics Div	NSFDRK1	Peddicord,Hilary	17964.400
12	UCB	10086	CIRES-Atmos&Clim Dynamics Div	P109654	Compo,Gilbert Pennoyer	141000.000
13	UCB	10086	CIRES-Atmos&Clim Dynamics Div	0F-60239	Andrews,Elisabeth J	83269.220
14	UCB	10086	CIRES-Atmos&Clim Dynamics Div	1F-60251	Riihimaki,Laura	164428.380

Row	Unit	Org	Org Descr	Contract	Biller Name	Bill Status	Cycle ID	Media	Contact Name	Billing Period	Invoice Date	Invoice	Project	Project Amount	Inv Amt	Inv Status	Inv Balance
1	UCB	10086	CIRES-Atmos&Clim Dynamics Div	G-96004-01	Brown,Clark	INV	MONTHLY	P		2021-07-01 to 2021-11-30	12/09/2021	1040753	1561433	11854.350	11854.350	Closed	0.000
2	UCB	10086	CIRES-Atmos&Clim Dynamics Div	G-96004-01	Brown,Clark	INV	MONTHLY	P		2021-12-01 to 2021-12-31	01/19/2022	1041374	1561433	11854.350	11854.350	Closed	0.000
3	UCB	10086	CIRES-Atmos&Clim Dynamics Div	G-96004-01	Brown,Clark	INV	MONTHLY	P		2022-01-01 to 2022-01-31	02/10/2022	1041879	1561433	11893.710	11893.710	Closed	0.000
4	UCB	10086	CIRES-Atmos&Clim Dynamics Div	G-96004-01	Brown,Clark	INV	MONTHLY	P		2022-02-01 to 2022-02-28	03/14/2022	1042586	1561433	11893.690	11893.690	Closed	0.000
5	UCB	10086	CIRES-Atmos&Clim Dynamics Div	G-96004-01	Brown,Clark	INV	MONTHLY	P		2022-03-01 to 2022-04-30	05/13/2022	1043572	1561433	23787.380	23787.380	Closed	0.000

Invoices by Sponsor

Enter or select a Sponsor, Invoice Date range is optional.

Unit	Bill To Sponsor	Sponsor Name	Bill Status	Contract	Cycle ID	Biller	Media	Contact Name	Billing Period	Invoice Date	Invoice	Project	Project Amount	Inv Amt	Inv Status	Inv Balance
UCB	DOE	Department of Energy/DOE	INV	DE-AR0001013	MONTHLY	Provost,Karina	Printer		2019-04-01 to 2019-07-31	09/12/2019	1024011	1557734	48355.820	62267.490	Closed	0.000
UCB	DOE	Department of Energy/DOE	INV	DE-AR0001013	MONTHLY	Provost,Karina	Printer		2019-04-01 to 2019-07-31	09/12/2019	1024011	1557735	12841.370	62267.490	Closed	0.000
UCB	DOE	Department of Energy/DOE	INV	DE-AR0001013	MONTHLY	Provost,Karina	Printer		2019-04-01 to 2019-07-31	09/12/2019	1024011	1557737	1070.300	62267.490	Closed	0.000
UCB	DOE	Department of Energy/DOE	INV	DE-AR0001056	FMANQRTRLY	Provost,Karina	Printer		2019-04-02 to 2019-07-31	09/12/2019	1024018	1557774	107250.350	342481.250	Closed	0.000
UCB	DOE	Department of Energy/DOE	INV	DE-AR0001056	FMANQRTRLY	Provost,Karina	Printer		2019-04-02 to 2019-07-31	09/12/2019	1024018	1557775	22761.590	342481.250	Closed	0.000
UCB	DOE	Department of Energy/DOE	INV	DE-AR0001056	FMANQRTRLY	Provost,Karina	Printer		2019-04-02 to 2019-07-31	09/12/2019	1024018	1557776	32068.140	342481.250	Closed	0.000
UCB	DOE	Department of Energy/DOE	INV	DE-AR0001056	FMANQRTRLY	Provost,Karina	Printer		2019-04-02 to 2019-07-31	09/12/2019	1024018	1557777	6001.170	342481.250	Closed	0.000
UCB	DOE	Department of Energy/DOE	INV	DE-AR0001056	FMANQRTRLY	Provost,Karina	Printer		2019-04-02 to 2019-07-31	09/12/2019	1024018	1557778	174400.000	342481.250	Closed	0.000

Invoices by AutoEmail

Enter as an option, the Biller, and Invoice Date range.

This report displays all invoices that are auto e-mailed showing the e-mail address and validation that the email with the invoice was successfully sent.

Unit	Invoices by AutoEmail
UCB	Invoices by AutoEmail
UCCS	Invoices by AutoEmail
UCD	

GM_BI_INVOICES_09 - Invoices by Billing Automation

Campus UCB
Biller(optional)
Inv Date from (blank for all)
Inv Date thru (blank for all)

[View Results]

Row	Campus	Single Action Job Instance	CU Invoice Job Instance	Single Action Operator	Customer	Contract ID	Project	Invoice	Invoice Date	Invoice Status	Invoice Amount	Invoice Balance	BI Specialist	Email Sent To:	Email Status	Date/Time Sent
1	UCB	11022828	11022838	OLIV000337	UPA	582936	1561172	1044311	06/22/2022	Open	15953.490	15953.490	Brown,Clark	POINV@upenn.edu;nmancuso@seas.upenn.edu	Success	06/22/2022 5:00:39PM
2	UCB	11022790	11022800	OLIV000337	UIOWA	S00476-01	1557329	1044310	06/22/2022	Open	16248.090	16248.090	Brown,Clark	uigao-subawardeeinvoices@uiowa.edu	Success	06/22/2022 4:37:35PM
3	UCB	11021426	11021436	SAIN000086	HOPKINSU	159506	1558690	1044296	06/05/2022	Open	4269.910	4269.910	Sainju,Kritima	APL-Accounts-Payable@jhuapl.edu	Success	06/22/2022 10:37:30AM
4	UCB	11021426	11021436	SAIN000086	HOPKINSU	164570	1559661	1044288	06/05/2022	Open	443.250	443.250	Sainju,Kritima	APL-Accounts-Payable@jhuapl.edu	Success	06/22/2022 10:36:34AM
5	UCB	11021426	11021436	SAIN000086	HOPKINSU	151628	1557468	1044287	06/21/2022	Open	39087.650	39087.650	Sainju,Kritima	APL-Accounts-Payable@jhuapl.edu	Success	06/22/2022 10:36:29AM
6	UCB	11021426	11021436	SAIN000086	HOPKINSU	152150	1557410	1044286	06/05/2022	Open	2134.960	2134.960	Sainju,Kritima	APL-Accounts-Payable@jhuapl.edu	Success	06/22/2022 10:36:19AM
7	UCB	11019974	11019984	RUYB000064	USC	139543974	1560281	1044301	06/21/2022	Open	2362.500	2362.500	Ruybal,Michael	pentz@usc.edu;joyce.castillo@med.usc.edu	Success	06/21/2022 5:09:07PM
8	UCB	11019974	11019984	RUYB000064	USC	139543974	1561999	1044301	06/21/2022	Open	2362.500	2362.500	Ruybal,Michael	pentz@usc.edu;joyce.castillo@med.usc.edu	Success	06/21/2022 5:09:07PM
9	UCB	11019958	11019968	OLIV000337	UPITTS	AWD00002352 (134497-5)	1560083	1044300	06/21/2022	Open	17160.210	17160.210	Brown,Clark	RJT8@pitt.edu;donna.dzurilla@pitt.edu	Success	06/21/2022 5:06:40PM
10	UCB	11019747	11019757	OLIV000337	UCAR	SUBAWD002556	1560110	1044298	06/21/2022	Open	18389.080	18389.080	Brown,Clark	Invoices@ucar.edu	Success	06/21/2022 4:16:20PM