OSR Invoice Listing Report

VERSION: September 2019

OSR Invoice Listing Report

Purpose of the Report

- Shows all invoices that have been processed through the ConnectCarolina billing system for OSR for a given project, contract, sponsor, or principal investigator.
- Based on actual, posted transactions to the general ledger.
- Shows all invoices created in the system since go-live on October 1, 2014.
- Invoices prior to October 1, 2014 were billed from other systems, so you'll need to check with OSR on those if you have questions.
- This is a SAS VA report in InfoPorte located on the OSR Campus Reports tab.

Who Uses This Report

This report is primarily used by research administrators and business managers.

Where the Information Comes From

This reports pulls information from the General Ledger's Actuals ledger.

Where to Find the Report

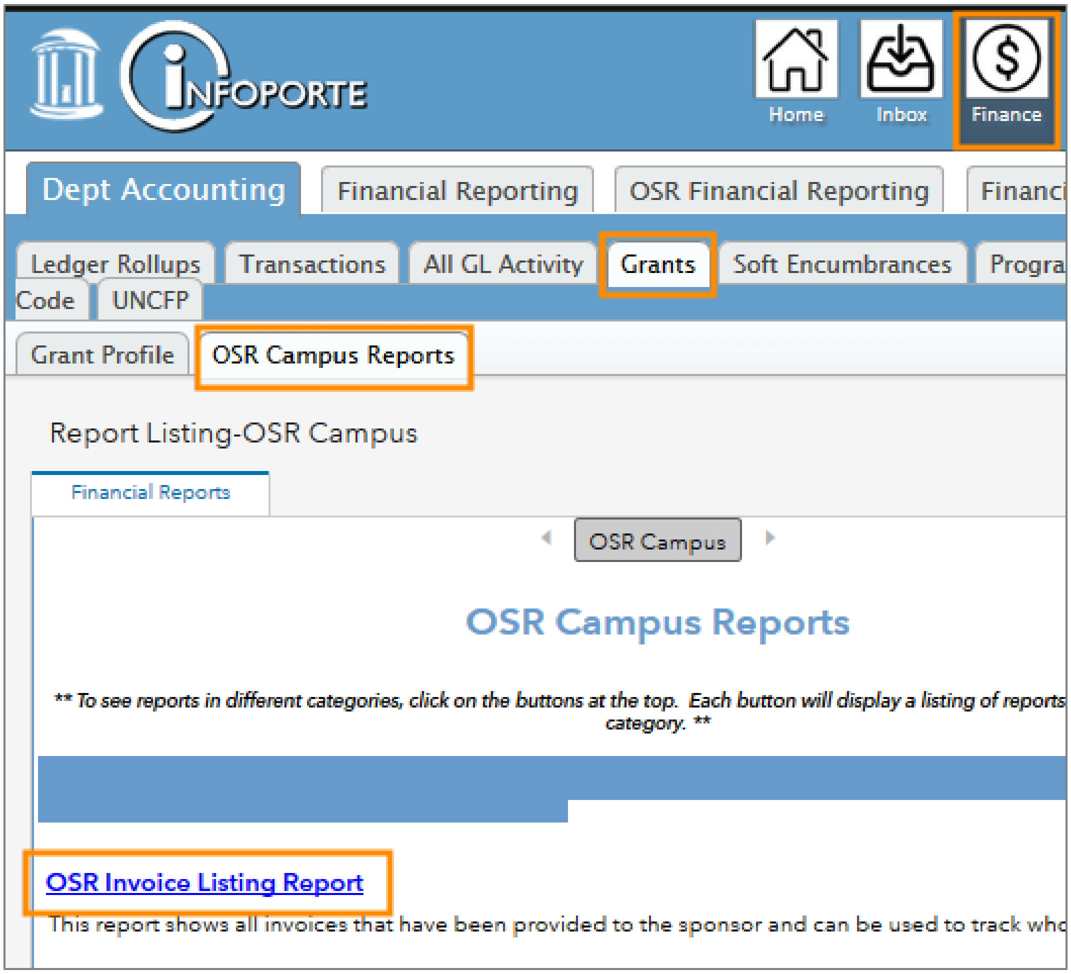
The OSR Invoice Listing Report is located in InfoPorte here: Dept Accounting > Grants > OSR Campus Reports. This report is a SAS report. For more information on working with SAS reports, see *Running SAS VA Reports , page 1*.

How to Run the Report

Follow these steps to run the OSR Invoice Listing Report:

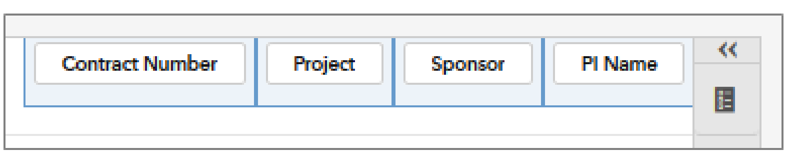
1. Open InfoPorte and navigate to:

   Finance > Grants > OSR Campus Reports > OSR Invoice Listing Report

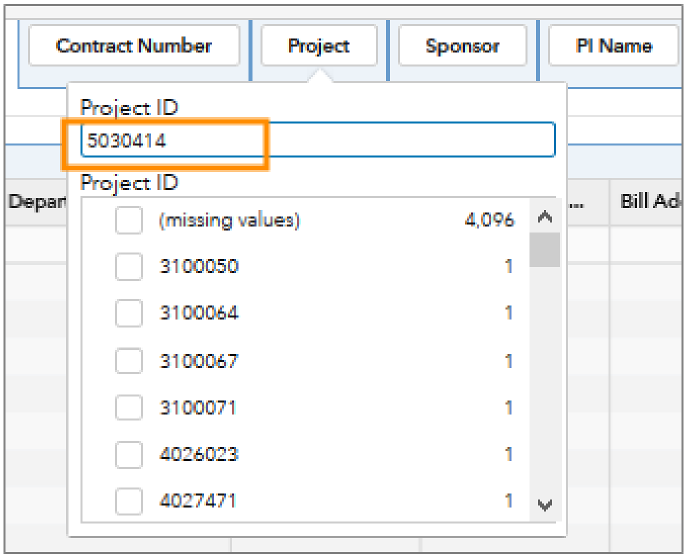


2. Click on one of the filter buttons to search by Contract Number, Project, Sponsor, or PI Name.

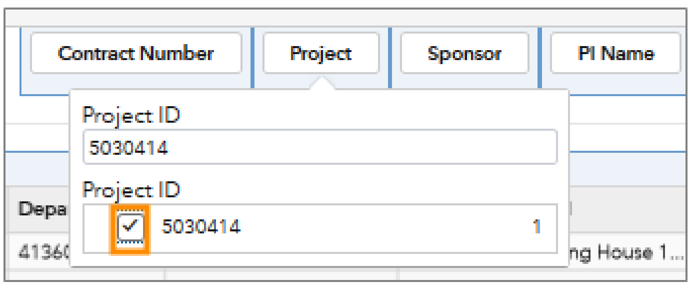
Note: In this example, we search by Project.



3. Type the **Project ID** and press the **Enter** key.



4. Check the box beside the **Project ID**.



Results: The system displays the search results, which include: the invoice number and date, sponsor information, project ID, and invoice amount.

OSR Invoice Listing Report

Business ...	Invoice	Invoice Date	Bill to Sponsor...	Sponsor Name	Contract Num...	Projec...
CHOSR	GM00000...	Jun/30/2...	5285	NIH National Institut...	A09-0236-001	5030414

Project Description	Invoice From D...	Invoice To D...	Invoice Amo...	Reference Award Num...	PI ID
SUBCON:BOSTON UNIV	.	.	$2,861,043.00	5-R01-AR056328-01-02	714420...

PI Name	Department...	Department Descrip...	Bill Address Line 1	Bill Address Lin...
Mclean,Samuel Al...	413601	Anesthesiology	Information Clearing House 1...	

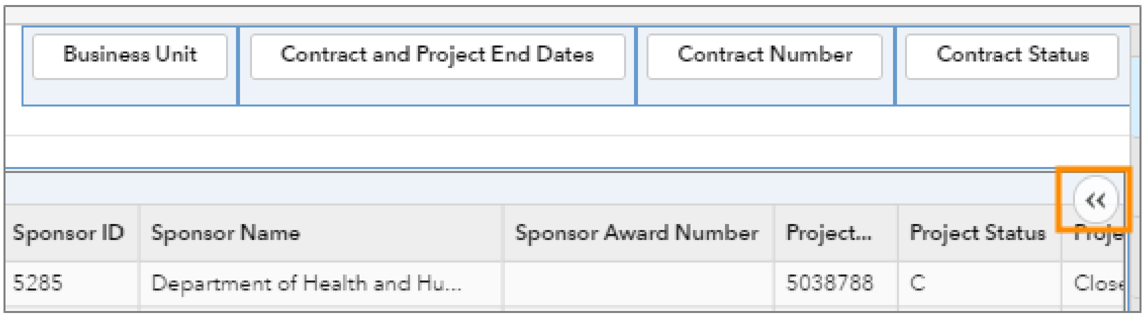
Bill Address Lin...	Bill Address Lin...	City	State	Postal	Country	Phone
		Bethe...	MD	20892-3...	USA	

Exporting to Excel

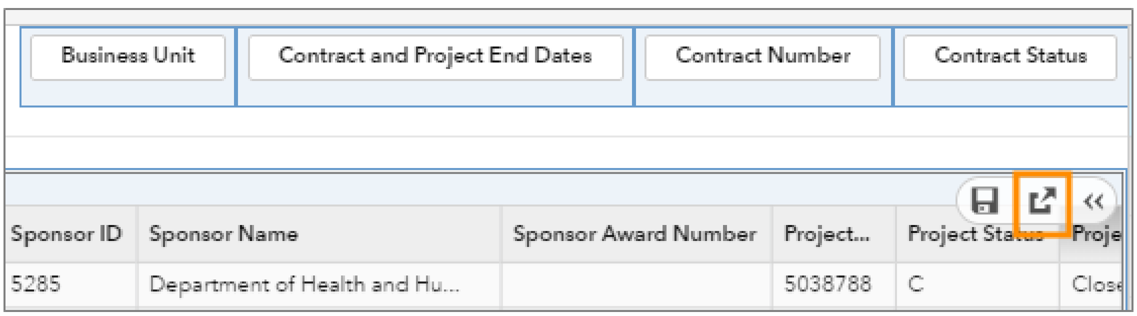
To export search results to Excel, do this:

1. Click on any row in the search results.

   Result: The system displays a double arrow in the upper right-hand corner of the search results.



2. Click the double arrow and then click the **Export Data** button.



3. Choose the report criteria you need.

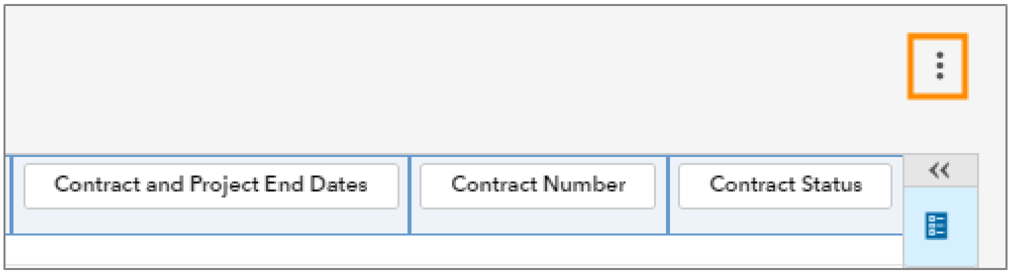
4. Click **OK**.

   Note: Excel downloads don't work well in Internet Explorer. If you have problems downloading the report, save the file before opening it.

Refreshing the Page and Printing

Once you've run the report and want to refresh the page to run it again with a new set of data or print the report, do this:

1. Click the three dots in the top right-hand corner of the screen.



2. Choose **Refresh Report** or **Print**.