



STANDARD OPERATING PROCEDURES (SOP) FOR GFMIS GRANTS 3.0 UAT/TRAINING

SOP 5: Entering and Submitting an Invoice

1. Go to Grants > Invoices.
2. Select Subrecipient (must select one already associated with an Award)
3. Enter a value into the 'Name' and 'Description' fields
4. Click the Invoices tab and toggle the check box next to an item
5. Click the Run **Row Action** button.
6. Select or enter values into the following fields:
 - Main Account Code
 - GL Account Code
 - Description
 - Quantity
 - Unit Cost
 - Unit
 - Shipping
 - Tax
7. Navigate to Overview Tab and fill in Fields.***
8. **Save** and **Submit** the Invoice.

TIP'S***	<i>In the subrecipient grant management grid, you can click the column heading and sort the data by the column heading.... e.g. clicking Name sorts the subrecipients by name.</i>
	<i>*** (Overview Tab) Name and description in the overview tab are simply documentation before you press the submit button. It is used in the audit log to keep track of the permanent changes to the database. This can be performed in the beginning or end. If it is done in the beginning, you won't forget to do it after the task is completed. easier to explain your description field and create a document name.</i>
	<i>use the filter icon to quickly search for the subrecipient you want to view or change.</i>
	<i>if you hover over the grant tab, you will see menu options that include subrecipient grant, invoices, and grant expenditures.</i>