Apply On-Account Funds

Issue: Apply on-account sponsor payment to open invoices

These instructions can be used to apply any on-account funds by the “Payment Application Specialist” role held by Jane Kober.

1. Make sure all invoices have been generated, if you want them to be paid by on-account funds. This may mean creating an installment billing schedule and invoice for the historical line 999.
2. For Award 191, navigate to “Find Customer Payments” and enter the information for your sponsor.
3. Find the payment marked “Applied with On Account” and select the spyglass (below) to go to the payment:
4. From the related actions, select Customer Payment>Apply:

5. All open invoices should appear, and you can select which invoices to apply the on-account funds to. Note that ALL open invoices for this Sponsor/Customer will be displayed and you want to only apply to the Grant Invoices. Hit Submit.