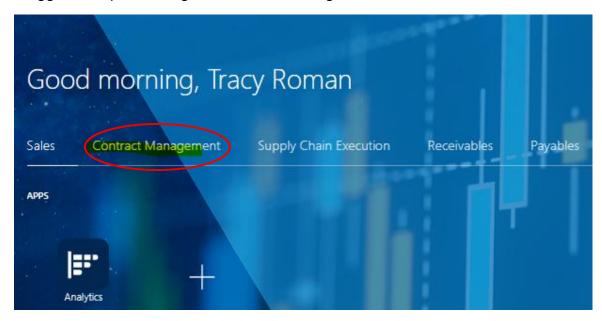
# **Steps for Viewing Award Invoices**

Log into Aggie Enterprise and go to Contract Management



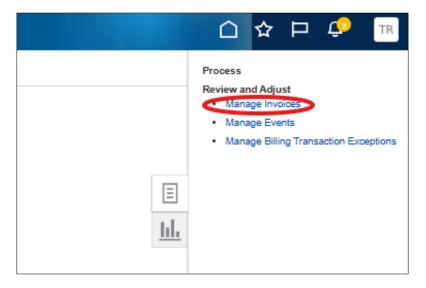
#### Click on Invoices



Click on the sheet of paper on the right side

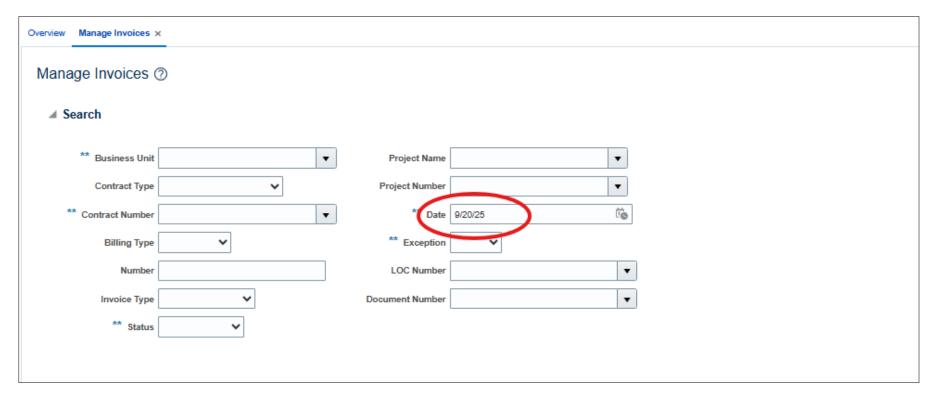


## Click on Manage Invoices

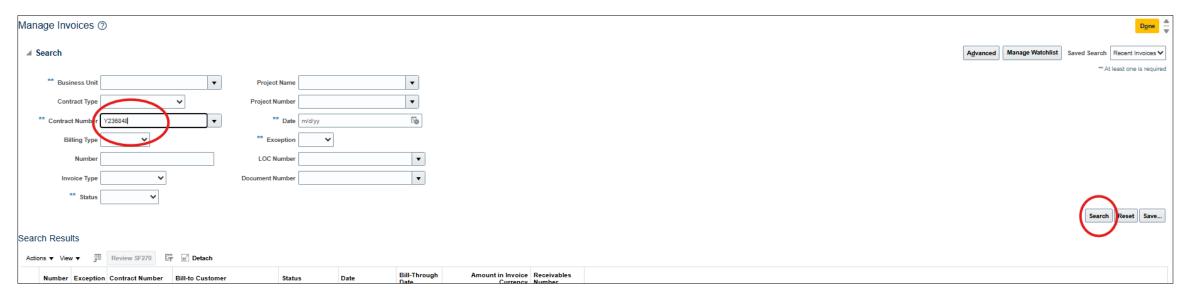




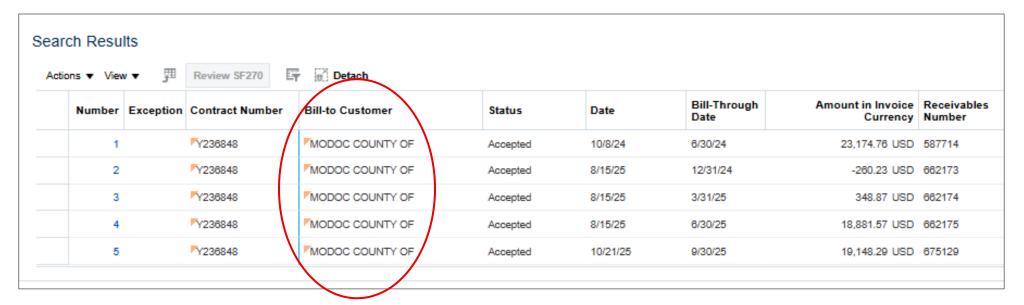
## Remove the date



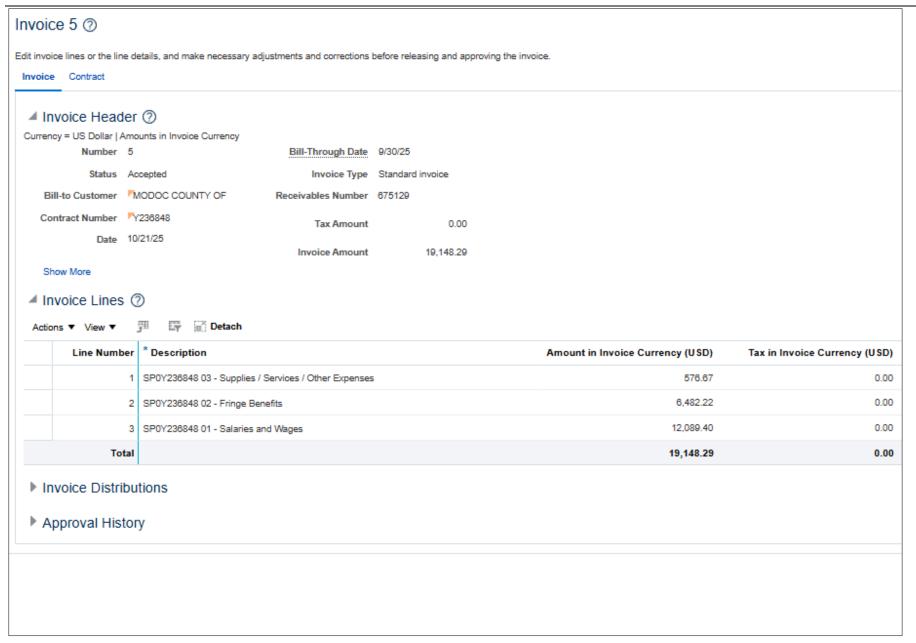
Enter your award number (start with a Y or KL) and then click search



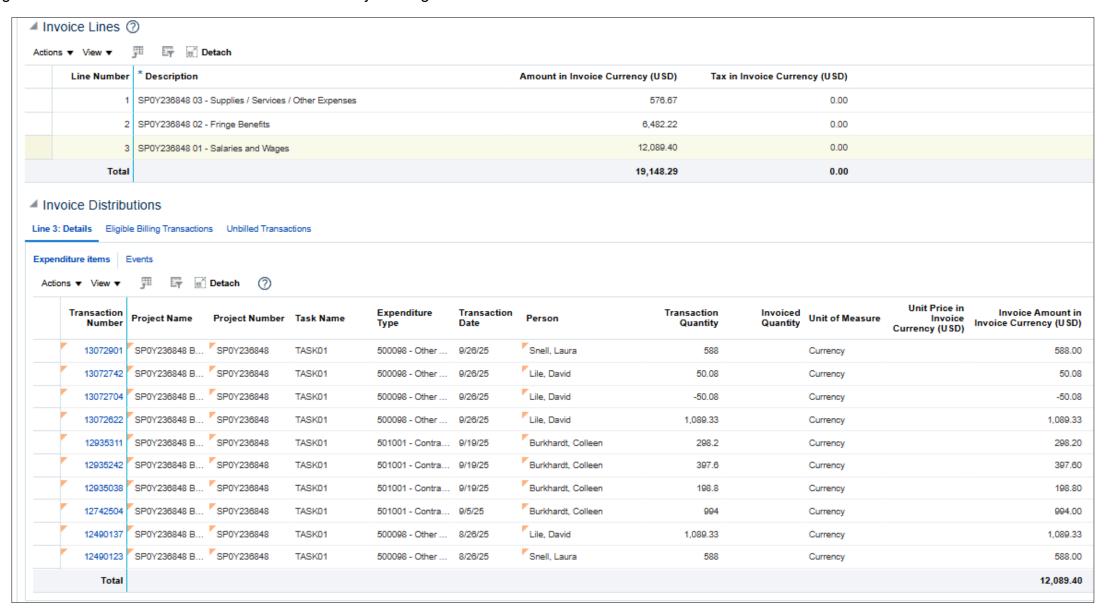
Under Search results you will see any invoices that have been sent for your award. You can click on the Number to get more details on the invoice.



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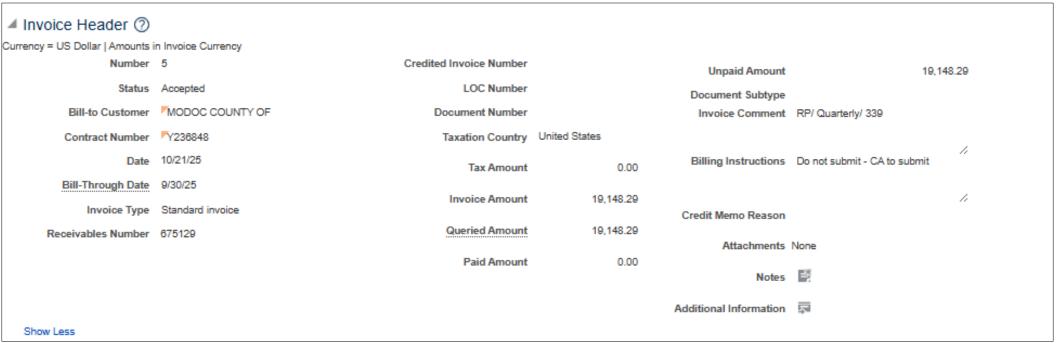


Highlight a line and then click on Invoice distribution and you will get the details of the line.



Click Show More and you will see more details on the Invoice Header section.

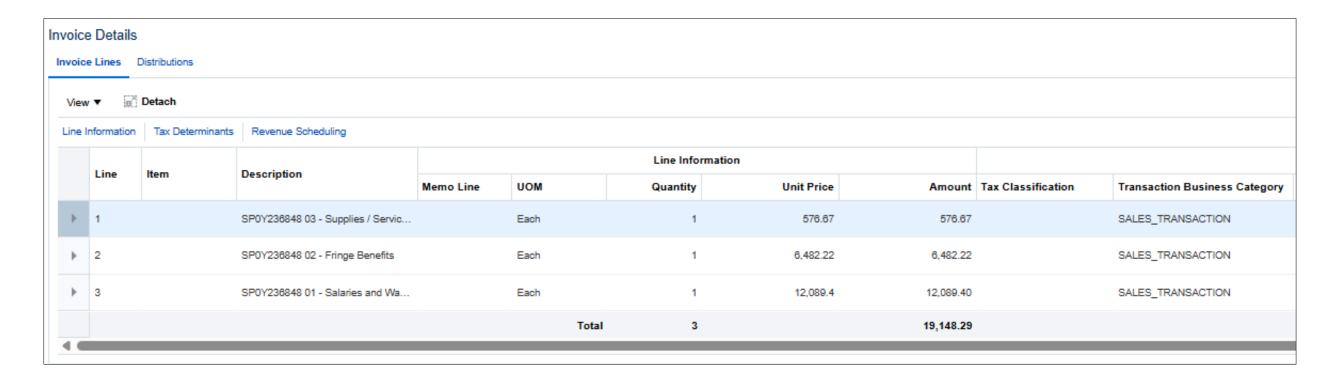




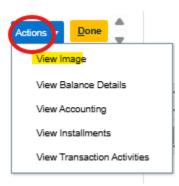
Click Receivables Invoice – You will see all the invoice information.







Click on Action then on View Image and you can see the actual invoice.



The image can printed or downloaded if needed.

