

Electronic Filing of Invoices and Financial Reports in OSP eGrants

Invoices that have been sent to request payment or financial reporting to the sponsor are required to be uploaded into the OSP eGrant system as grant documentation.

- Electronic storage is the **required** method, please discontinue printing and filing as of the February 1 billing for the January period (2021).
- You do not have to go back retroactively and add past documentation.

The required file naming convention will be set on the *Select Attachments* page using the following elements:

- **Billing Period:** Select the Bill Period TO date using Year and Month
- *Program will insert Grant or Rollup Code between Billing Period and Form Type*
- **Form Type:** choose from the dropdown menu (*this is based on the choices available in the billing tab*)
- **Reference:** Sequence number of the invoice and any related details if needed, i.e. Revision or Final
- *Note: documentation for a rollup invoice or report is only stored with the prime grant in a rollup.*

Example: For rollup, RUW6460, upload the quarterly SF270 invoice and the corresponding SF425 report for the period ending 12.31.20 on the document tab of prime grant W6460. The filenames will look like this:

- 2020-12-RUW6460-SF270-32
- 2020-12-RUW6460-SF425 (no sequence number is needed for reporting)

Attach 1 pdf document per billing or reporting event.

- Combine supporting documentation used to prepare the invoice or report, any documents the sponsor requires, cost share documentation, revised ITD, etc. into a single pdf file containing the invoice or report.
- Please do not upload an ITD if there are no changes to the invoice or report. The ITD for the billing or reporting period can be run at any time.

Reminders:

The intent is to electronically file the official grant documentation that went to the sponsor, so all fiscal managers and support staff understand the documentation. Do not save templates, drafts, or temporary holding places for future work.

Invoicing is required to be copied or forwarded to the ospar@montana.edu email address for entry of the receivable into our AR system. This is an independent process and documents that the invoice was sent to the sponsor.