
















# Applicant Invoice Notifications (FY2016+)

Notification:	Description:	Notification Generated:	Method of Delivery:
<b>Invoice Pending Certification</b>	Notification that an invoice requires certification by a Full Rights user	After a Partial Rights user creates an invoice and sends it to a Full Rights user to certify	 <b>Create FCC Form 472</b> task in <b>My Pending Tasks</b> tab assigned to <b>Full Rights</b> users  Email alert to <b>Full Rights</b> user that a new task has been assigned
<b>Information Request Received from USAC for an Invoice Line</b>	Notification that an invoice line has an inquiry from USAC that requires a response	After a USAC reviewer sends new communication regarding an invoice line	 Email to <b>Partial</b> and <b>Full Rights</b> users with invoice permissions for the BEN  <b>Invoice Line Number</b> listed for <b>Full Rights</b> users in <b>My Pending Inquiries</b> tab
<b>Deadline Extended for Response to Information Request</b>	Notification that additional time has been granted to respond to an inquiry for an invoice line	After a USAC reviewer updates the response due date for an invoice line that was granted an extension	 Email to <b>Partial</b> and <b>Full Rights</b> users with invoice permissions for the BEN  <b>Invoice Line Number</b> listed for <b>Full Rights</b> users in <b>My Pending Inquiries</b> tab
<b>BEAR Notification Letter*</b>	A letter notifying users that an invoice line or lines submitted using the BEAR mode have been processed	After an invoice line or lines has been processed	 News post titled "Invoice Disbursement Notification" visible to <b>all users</b> with invoice permissions for the BEN

*\*For invoices with a funding year of 2015 and earlier, the BEAR Notification Letter, BEAR Remittance Statement, and Applicant QDR will be continue to be sent via mail.*

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Notification:	Description:	Notification Generated:	Method of Delivery:
<b>BEAR Remittance Statement*</b>	A letter notifying users of the amount approved for payment for a processed invoice line or lines	After an invoice line or lines have been processed, within two days	 Email to <b>General Financial Contact listed on FCC Form 498</b>  News post visible to <b>General Financial Contact on FCC Form 498</b>
<b>Applicant QDR*</b>	A quarterly summary of disbursement activity for a particular BEN number for invoice lines submitted using both the BEAR and SPI mode	At the end of every quarter (Jan, Apr, Jul, and Aug) if the BEN has invoicing activity that quarter	 Email to <b>all users</b> with invoice permissions for the BEN  News post visible to <b>all users</b> with invoice permissions for the BEN
<b>Invoice Mode Change Request Decision Letter</b>	A letter notifying users if their invoicing mode change request has been approved or denied	After an applicant submitted a request to have their invoicing mode changed	 News post visible to the user that submitted the mode change request.  Email alert to the user that made the mode change request
<b>Invoice Deadline Reminder Letter</b>	A letter notifying users that there have been no reimbursement requests for a specific FRN	Three weeks prior to the deadline	 Email to <b>AA, Partial</b> and <b>Full Rights</b> users with invoice permissions for <b>FCC Forms 472/474</b>  News post visible to the <b>AA, Partial</b> and <b>Full Rights</b> users with invoice permissions for <b>FCC Forms 472/474</b>

\*For invoices with a funding year of 2015 and earlier, the SPI Notification Letter, SPI Remittance Statement, and Applicant QDR will be continue to be sent via mail.