PI Subaward Online Invoice Approval Process

Process: To approve an online subaward invoice for payment based on email notification through the workflow process.

PROCEDURES

<u>Click on the link listed in your notification email</u> to access the invoice (it will look like this example).

NOTE: *The email notification is only sent when the invoice is initially routed for certification. The invoice can be accessed either by the original email notification or by going directly to your workflow via the myUK portal (myuk.uky.edu/irj/portal).*

From: Workflow SAP System Account <WFBATCH@UKY.EDU>
Sent: Tuesday, August 1, 2023 1:14 PM
To: Cecil, Darin R. <darin.cecil@uky.edu>
Subject: Please review Invoice 358722-358723

Please review the Invoice in the link below from your subawardee. If the expenses are consistent with the budget and they are reasonable for the progress achieved at this time, please approve the attached as soon as possible to ensure payment is released within 30 calendar days of receipt of this Invoice.

If you are unable to approve the Invoice because it is over the budgeted amount, progress is unsatisfactory at this time, or any other issues with the scope of work or Invoice, please include the subawards@uky.edu email address on your correspondence with the subawardee about non-payment or possible payment delays pending resolution.

Please review Invoice 358722-358723

Click on the link below to access your Universal Work List:

https://nam04.safelinks.protection.outlook.com/?url=http%3A%2F%2Fgo.uky.edu%2Fmyuk_uwl&data=05%7C01%7CTravis.Montgomery%40uky.edu%7C31e5e2f6dd544d80748d08db94315954%7C2b30530b69b64457b818481cb53d42ae%7C0%7C0%7C638266711899974485%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=oYInV%2BioZPROcbbQ5JNZ7BIs46zVkHHdWF1DHZdCb%2F0%3D&reserved=0

or log in to the portal at https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmyuk.uky.edu%2Firj%2Fportal&data=05%7C01%7CTravis.Montgomery%40uky.edu%7C31e5e2f6dd544d80748d08db94315954%7C2b30530b69b64457b818481cb53d42ae%7C0%7C0%7C638266711899974485%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=xZIxCYEEI9%2BBBZHZeyny7AMlId1qEQ1y%2BMoKmUjeWWcU%3D&reserved=0, then click the Enterprise Services tab, then select Workflow to pull up the task list.

Click the Process Invoice button to get started. Detailed instructions and information regarding the process can be found at:

https://nam04.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.uky.edu%2Fufs%2Faccounts-receivable-compliance%23Subaward%2520Monitoring&data=05%7C01%7CTravis.Montgomery%40uky.edu%7C31e5e2f6dd544d80748d08db94315954%7C2b30530b69b64457b818481cb53d42ae%7C0%7C0%7C638266711899974485%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=MJtAj%2BG2V9VxlH%2BAEbQjn4hjBzG2%2BoaXKLKNQ4rSWUM%3D&reserved=0

If you have any problems logging on, contact your system administrator.

Please do not reply to this email.

After directed to the workflow tab, click on the "Approve Subaward Invoice XXX with Value XXX" on the task list that matches the email, and then click process invoice at the bottom of the screen.

NOTE: *If you are not logged in to SAP, the system will prompt you to log on, then direct you to the workflow tab.*

| Tasks (1 / 1) | Alerts | Notifications | SAPoffice Mails | Tracking |

Show: New and In Progress Tasks (1 / 1)   All   Create T

Subject	!	From	Sent Date	Priority	⇕	📎	Du
Approve Subaward Invoice 10-20020 with Value 100.72		**Henson, Stuart**	**Today**	**Medium**			

Approve Subaward Invoice 10-20020 with Value 100.72

Sent Date:	Today by Henson, Stuart	Priority:	Medium
Status:	New		

Description: You are responsible for the approval of invoice 10-20020 from Western KY Univ Research Foundation

The total value is 100.72

Please click the "Process Invoice" button below to Approve or place the invoice in a Hold status.

All approved invoices will be released for payment. Any invoices placed in a hold status will require approval once issue is resolved to release payment. All payments must be made within 30 days of receipt unless reason for hold has not yet been resolved.
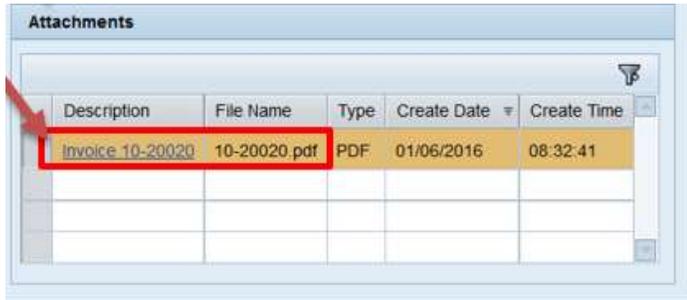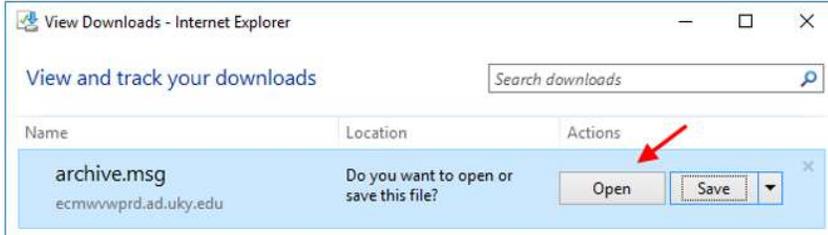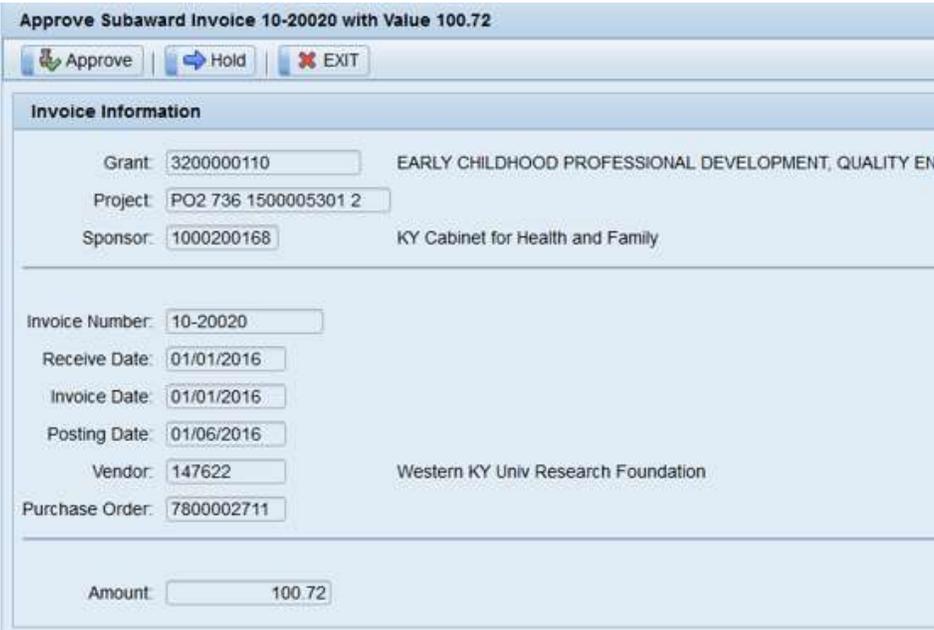
Process Invoice

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Verify an invoice is listed under attachments. Double click on the invoice to review. **NOTE:** *If no attachment is listed, contact* subawards@uky.edu.	**Attachments** | Description	File Name	Type	Create Date ▼	Create Time
Invoice 10-20020	10-20020.pdf	PDF	01/06/2016	08:32:41	
After double clicking on the invoice, a popup will appear. To open the attachment in Chrome, click on the "archive.msg" popup. If using Explorer, click "open".	**Google Chrome popup:** *(Generally in the bottom left corner)* ✉ archive (41).msg ∧ **Internet Explorer popup:** View Downloads - Internet Explorer — □ ✕ View and track your downloads Search downloads 🔍 	Name	Location	Actions
archive.msg ecmwvwprd.ad.uky.edu	Do you want to open or save this file?	Open Save ▼	
Verify the accuracy of the data in the Invoice Information section with the attached invoice as it relates to the purchase order and account.	Approve Subaward Invoice 10-20020 with Value 100.72 🦋 Approve | ➡ Hold | ✖ EXIT **Invoice Information** Grant: 3200000110 EARLY CHILDHOOD PROFESSIONAL DEVELOPMENT, QUALITY EN Project: PO2 736 1500005301 2 Sponsor: 1000200168 KY Cabinet for Health and Family Invoice Number: 10-20020 Receive Date: 01/01/2016 Invoice Date: 01/01/2016 Posting Date: 01/06/2016 Vendor: 147622 Western KY Univ Research Foundation Purchase Order: 7800002711 Amount: 100.72

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Verify the period of performance is within the budget period.	
Review the invoice cumulative total. <u>Option 1:</u> Run ME23N. From the Purchase Order History tab, add total invoiced for less than $25k plus total invoiced for over $25k. Compare the invoice's cumulative total with the PO invoiced total.	

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Review the invoice cumulative total. <u>Option 2:</u> Run ME2K. Add budget for less than $25k plus budget for over $25k minus still to be invoiced amounts for each. Compare this amount with the invoice's cumulative total.	**Invoice:** Cumulative $105,859.61 37,887.74 67,975.00 9,409.97 3,884.10 1,715.36 75,497.33 $302,229.11 **Purchase Order Summary:** 780000 ZOPO 339355 Regents of University of California 027 10/30/2017 00001 32000C 49101700 B P UK00 1 AU 25,000.00 USD 1 AU WBS Element 320000. Still to be delivered 0 AU 0.00 USD 0.00 % Still to be invoiced 0 AU 0.00 USD 0.00 % 00002 320000 49101700 B P UK00 1 AU 481,516.00 USD 1 AU WBS Element 320000 Still to be delivered 0 AU 0.00 USD 0.00 % Still to be invoiced 1 AU 204,286.89 USD 42.43 % 25,000.00 + 481,516.00 - 204,286.89 = 302,229.11
Review cost share details with contractual obligations.	**MATCH REQUIRED** | BUDGET 01/01/17-12/31/17	CURRENT Match 04/01/17-04/30/17	CUMULATIVE Match 01/01/17 - 04/30/17	BUDGET BALANCE 01/01/17-12/31/17
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Review the invoice for reasonable progress with the award. Does the work invoiced reflect the work completed? When ready to approve, close the window to go back to the approval screen. **NOTE:** *See PI Hold QRC for instructions if questions arise during review.*	**CARERC SPECIAL PILOT PROJECT ON OPIOID EXPOSURE** **Service period: October 1, 2017 – December 15, 2017** **Services Provided:** We drafted and tailored the opioid survey among first responders in Mississippi, and circulated it within our internal partners to make a final version. We uploaded the survey into SurveyMonkey and added 10 state-specific questions to attain unique information from Mississippi. After a set of survey testing/revisions within internal staff, we started to coordinated state agencies to send out survey among responders. 	Invoicing period ending: December 15, 2017	TOTAL AMOUNT OF INVOICE: $3,000.00
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When the invoice is ready for certification, click the approve button at the top of the screen.	**Approve Subaward Invoice 10-20020 with Value 100.72** Approve | Hold | EXIT **Invoice Information** Grant: 3200000110 EARLY CHILDHOOD PROFESSIONAL DEVELOPMENT, QUALITY ENHANCEMENT & RTT GRANT PILOT Project: PO2 736 1500005301 2 Sponsor: 1000200168 KY Cabinet for Health and Family Invoice Number: 10-20020 Receive Date: 01/01/2016 Invoice Date: 01/01/2016 Posting Date: 01/06/2016 Vendor: 147622 Western KY Univ Research Foundation Purchase Order: 7800002711 Amount: 100.72 **Attachments** | Description	File Name	Type	Create Date	Create Time
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Invoice 10-20020	10-20020.pdf	PDF	01/06/2016	08:32:41	
Ensure the certification statement is accurate, the click the "Yes" button. This is the last step of the certification process. Once the "Yes" button is selected, the block will be released and payment initiated through SAP. **NOTE:** *The invoice must be certified within 30 calendar days of the Receive Date listed on the approval screen unless there is a valid hold reason.*	**Approve Subaward Invoice 10-20020 with Value 100.72** Approve | Hold | EXIT **Invoice Information** Grant: 3200000110 EARLY CHILDHOOD PROFESSIONAL DEVELOPME Project: PO2 736 1500005301 2 Sponsor: 1000200 **Certification Statement** By clicking ' Yes ' I certify that the invoice is reasonable in relation to work performed on this project and meets the requirements of the referenced subagreement. Invoice Number: 10-20020 Receive Date: 01/01/201 Invoice Date: 01/01/201 Posting Date: 01/06/201 Vendor: 147622 Purchase Order: 7800002711 [Yes] [No] Amount: 100.72