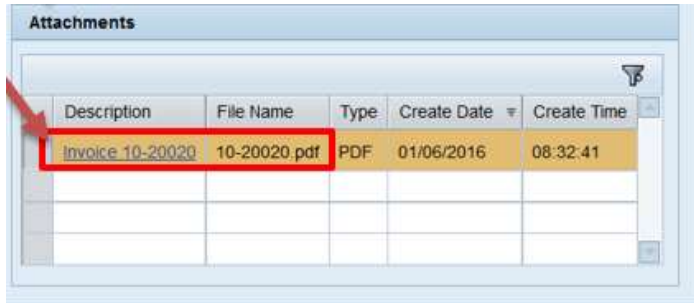

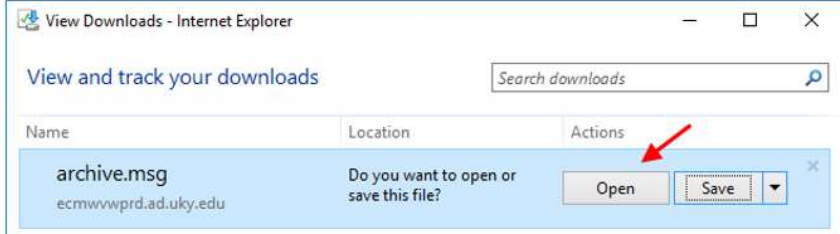
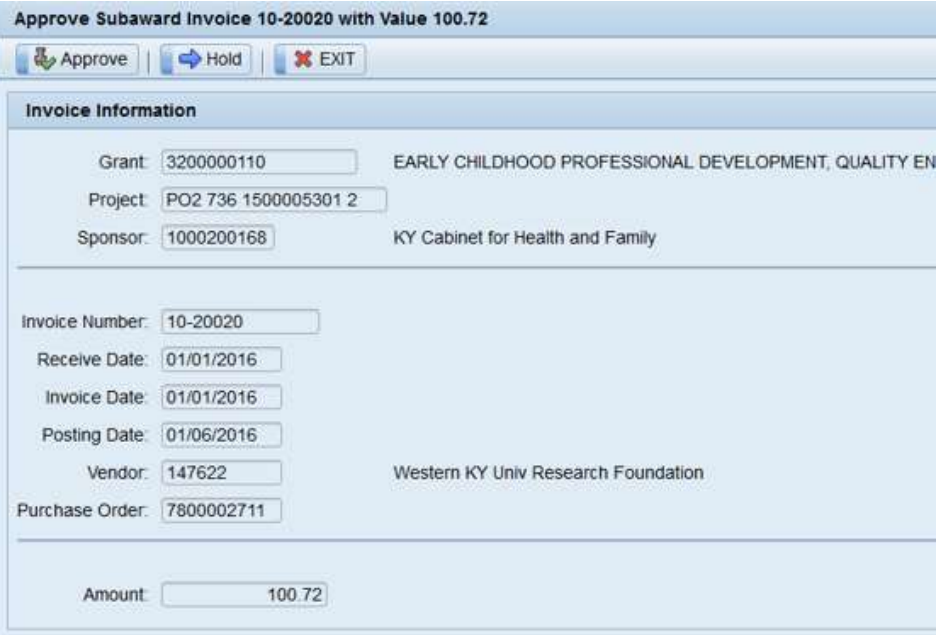




## SIR Subaward Online Invoice Approval Process

<p>Verify an invoice is listed under attachments. Double click on the invoice to review.</p> <p><b>NOTE:</b> If no attachment is listed, contact <a href="mailto:subawards@uky.edu">subawards@uky.edu</a>.</p>	
<p>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".</p>	<p><b>Google Chrome popup:</b> (Generally in the bottom left corner)</p>  <p><b>Internet Explorer popup:</b></p> 
<p>Verify the accuracy of the data in the Invoice Information section with the attached invoice as it relates to the purchase order and account.</p>	

## SIR Subaward Online Invoice Approval Process

Verify the period of performance is within the budget period.

**Georgia Institute of Technology  
PROJECT EXPENSE AND BUDGET REPORT  
Sponsored Summary**  
Setid = GT  
07/01/2017 to 07/31/2017

Grant	3200000271	NSF EPSCOR: POWERING THE
Grant Type	CA	COOP Agreement
Sponsor	1000100147	National Science Foundation
		◆ Deletion Indicator

General Data
Responsibilities
Award
Dimensions
Cost Share

<b>Basic Data</b>		
Grant Type	CA	COOP Agreement
Company Code	UK00	University of Kentucky
Sponsor	1000100147	National Science Foundation
Authorization Group		
Award Type		

<b>Budget Period</b>		
Budget From Date	08/01/2015	
Budget To Date	07/31/2018	

Review the invoice cumulative total.  
Option 1: 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.

<p style="text-align: center;"><b>Invoice:</b></p> <hr/> <p style="text-align: center;"><i>Cumulative</i></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: right;">\$105,859.61</td></tr> <tr><td style="text-align: right;">37,887.74</td></tr> <tr><td style="text-align: right;">67,975.00</td></tr> <tr><td style="text-align: right;">9,409.97</td></tr> <tr><td style="text-align: right;">3,884.10</td></tr> <tr><td style="text-align: right;">1,715.36</td></tr> <tr><td style="text-align: right;">75,497.33</td></tr> <tr style="border-top: 1px solid black;"> <td style="text-align: right;"><b>\$302,229.11</b></td> </tr> </table>	\$105,859.61	37,887.74	67,975.00	9,409.97	3,884.10	1,715.36	75,497.33	<b>\$302,229.11</b>	=		+	<p style="text-align: center;"><b>Purchase Order History:</b></p> <p style="text-align: center;"><b>(&lt; \$25k)</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Amount</td></tr> <tr><td style="text-align: right;">4,043.77</td></tr> <tr><td style="text-align: right;">18,179.03</td></tr> <tr><td style="text-align: right;">18,566.68</td></tr> <tr><td style="text-align: right;">24,498.02</td></tr> <tr><td style="text-align: right;">96,564.94</td></tr> <tr><td style="text-align: right;">14,184.07</td></tr> <tr><td style="text-align: right;">12,926.26</td></tr> <tr><td style="text-align: right;">40,848.59</td></tr> <tr><td style="text-align: right;">17,428.05</td></tr> <tr><td style="text-align: right;">29,989.70</td></tr> <tr style="border-top: 1px solid black;"> <td style="text-align: right;"><b>25,000.00</b></td> </tr> </table>	Amount	4,043.77	18,179.03	18,566.68	24,498.02	96,564.94	14,184.07	12,926.26	40,848.59	17,428.05	29,989.70	<b>25,000.00</b>	+	<p style="text-align: center;"><b>(&gt; \$25k)</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Amount</td></tr> <tr><td style="text-align: right;">4,043.77</td></tr> <tr><td style="text-align: right;">18,179.03</td></tr> <tr><td style="text-align: right;">18,566.68</td></tr> <tr><td style="text-align: right;">24,498.02</td></tr> <tr><td style="text-align: right;">96,564.94</td></tr> <tr><td style="text-align: right;">14,184.07</td></tr> <tr><td style="text-align: right;">12,926.26</td></tr> <tr><td style="text-align: right;">40,848.59</td></tr> <tr><td style="text-align: right;">17,428.05</td></tr> <tr><td style="text-align: right;">29,989.70</td></tr> <tr style="border-top: 1px solid black;"> <td style="text-align: right;"><b>277,229.11</b></td> </tr> </table>	Amount	4,043.77	18,179.03	18,566.68	24,498.02	96,564.94	14,184.07	12,926.26	40,848.59	17,428.05	29,989.70	<b>277,229.11</b>
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## SIR Subaward Online Invoice Approval Process

<p>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.</p>	<p><b>Invoice:</b></p> <table border="1"> <thead> <tr> <th colspan="2"><u>Cumulative</u></th> </tr> </thead> <tbody> <tr><td></td><td>\$105,859.61</td></tr> <tr><td></td><td>37,887.74</td></tr> <tr><td></td><td>67,975.00</td></tr> <tr><td></td><td>9,409.97</td></tr> <tr><td></td><td>3,884.10</td></tr> <tr><td></td><td>1,715.36</td></tr> <tr><td></td><td>75,497.33</td></tr> <tr><td></td><td><b>\$302,229.11</b></td></tr> </tbody> </table> <p><b>Purchase Order Summary:</b></p> <table border="1"> <thead> <tr> <th>780000</th> <th>ZOPC 339355</th> <th>Regents of University of California</th> <th>027</th> <th>10/30/2017</th> </tr> </thead> <tbody> <tr> <td>00001</td> <td></td> <td>320000</td> <td></td> <td>49101700</td> </tr> <tr> <td>B P UK00</td> <td></td> <td></td> <td>1 AU</td> <td>25,000.00 USD 1 AU</td> </tr> <tr> <td colspan="5">WBS Element 320000.</td> </tr> <tr> <td colspan="5">Still to be delivered 0 AU 0.00 USD 0.00 %</td> </tr> <tr> <td colspan="5">Still to be invoiced 0 AU 0.00 USD 0.00 %</td> </tr> <tr> <td>00002</td> <td></td> <td>320000</td> <td></td> <td>49101700</td> </tr> <tr> <td>B P UK00</td> <td></td> <td></td> <td>1 AU</td> <td>481,516.00 USD 1 AU</td> </tr> <tr> <td colspan="5">WBS Element 320000</td> </tr> <tr> <td colspan="5">Still to be delivered 0 AU 0.00 USD 0.00 %</td> </tr> <tr> <td colspan="5">Still to be invoiced 1 AU 204,286.89 USD 42.43 %</td> </tr> </tbody> </table> <p style="text-align: center;"><b>25,000.00 + 481,516.00 - 204,286.89 = 302,229.11</b></p>	<u>Cumulative</u>			\$105,859.61		37,887.74		67,975.00		9,409.97		3,884.10		1,715.36		75,497.33		<b>\$302,229.11</b>	780000	ZOPC 339355	Regents of University of California	027	10/30/2017	00001		320000		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 %				
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<p>Review the invoice for reasonable progress with the award. Does the work invoiced reflect the work completed?</p> <p>When ready to approve, close the window to go back to the approval screen.</p> <p><b>NOTE:</b> See SIR Hold QRC for instructions if questions arise during review.</p>	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p><b>CARERC SPECIAL PILOT PROJECT ON OPIOID EXPOSURE</b>                  Service period: October 1, 2017 – December 15, 2017</p> <p><b>Services Provided:</b>                  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.</p> </div> <table border="1" style="width: 100%;"> <tr> <td><b>Invoicing period ending:</b> December 15, 2017</td> <td><b>TOTAL AMOUNT OF INVOICE:</b> \$3,000.00</td> </tr> </table>	<b>Invoicing period ending:</b> December 15, 2017	<b>TOTAL AMOUNT OF INVOICE:</b> \$3,000.00																																																																							
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## SIR Subaward Online Invoice Approval Process

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
Invoice 10-20020	10-20020.pdf	PDF	01/06/2016	08:32:41

Ensure the acknowledgement statement is accurate, then click the "Yes" button.

This is the last step of the review process. Once the "Yes" button is selected, the invoice will be routed to the PI for certification.

**NOTE:** The payment block will remain in SAP and the invoice will not be paid until the PI certification is complete. The invoice must be certified within 30 calendar days of the Receive Date listed on the review screen unless there is a valid hold reason.

Review Subaward Invoice 10-20020 with Value 100.72

Approve | Hold | EXIT

**Invoice Information**

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Amount: 100.72

**Acknowledgement**

By clicking ' Yes ' I acknowledge this invoice has been reviewed and is ready to forward for certification.

Yes No