Subaward Online Invoicing Process Frequently Asked Questions

1. **How can I tell how long I have to approve the invoice to ensure compliance with the 30-day payment requirement?**
   a. The review and approval screens have a receive date listed.
   b. The final certification should take place within 29 calendar days of the receive date listed to ensure compliance. This allows for payment to be released within the 30 days.

2. **Is it ever appropriate to pay an invoice outside the 30-day payment requirement:**
   a. Yes
   b. If the invoice is not accurate and complete, a hold should be placed on the invoice pending resolution.
   c. Notification must be sent to the entity to notify them of the invoice hold and necessary action required to resolve the issue and release the payment.
   d. Once resolution is reached and an accurate and complete invoice is received, the invoice should be approved to ensure prompt payment.
   e. If there are no issues with the invoice, it must be released for payment within the 30-day window.

3. **What if the department/PI receives an invoice for a subaward that is included in the pilot project?**
   a. Do not submit the invoice for processing.
      i. Submitting an invoice either in paper or directly to the UK email address on behalf of a subawardee for a PO included in the pilot can lead to duplicate invoice processing. Only external entities should submit invoices directly to Accounts Payable Services (APS).
   b. Respond to the email received with the following invoicing instructions:
      i. Please submit invoices associated with UKRF Subaward No: 3XXXXXXXX-XX-XX/Purchase Order No: 78XXXXXXX via email to APPOinvoices@uky.edu. Neither hard copies nor invoices submitted to an email address other than the address listed above will be processed for payment. Please ensure Purchase Order No: 78XXXXXXX is included in the subject line of the email going forward. Please resubmit the invoice per the guidance provided.

4. **Is the Subaward Invoice Reviewer (SIR) designation in SAP required?**
   a. No
   b. The system will move to the certification step for the PI if no SIR responsibility type is listed on the responsibilities tab of the grant to which the purchase order is associated.
   c. Though it is recommended practice for the department to support the PI by conducting a financial review of the document, the SIR review is not required by the University.

5. **If an SIR designation is in SAP for the grant, can the PI certify the invoice without the SIR approval?**
   a. No
   b. The invoice will remain in the task list for the SIR to take action.
   c. Once the invoices is reviewed and approved, it will move to the PI task list and notification will be sent via email.
6. **Can a department have more than one SIR designation on a single account?**
   a. Although the system will allow for the designation on GMGRANTD, the workflow can only support a single designation for the notification email.
   b. Since the acknowledgement is based on the level of review defined by the department, the system will allow a workflow delegate of the SIR to review and approve the invoice.

7. **How do I add an SIR to a grant account in SAP?**
   a. Email subawards@uky.edu with the account number(s) and SAP ID(s) of the person designated as SIR for each account.

8. **Can the PI workflow delegate certify the invoice?**
   a. No
   b. A delegate may review the information, but if they try to click yes on the certification statement and they are not listed as PI on the grant they will receive an authorization error.
   c. At that point, the workflow will reset the task and will reside in the PI task list.
   d. No additional notifications will take place.

9. **Who can certify the invoice other than the PI?**
   a. The institution is required to relate financial data to performance accomplishments of the subaward and must monitor activities to ensure the subaward is used for authorized purposes, in compliance with relevant guidelines, and performance goals are achieved.
   b. The PI is generally responsible for these areas as they have firsthand knowledge of the scope of work and programmatic progress of the subrecipient.
   c. It would not be appropriate to delegate this task to someone without that knowledge.
   d. Administrative staff would generally not be appropriate for this delegation.
   e. If a CO-I listed on a project has firsthand knowledge as described above or suitable means of verifying the information, a substitution may be completed for this process. Contact subawards@uky.edu with this request.

10. **How do I become part of the pilot group?**
    a. Identify purchase order numbers you want to include in the pilot group.
    b. These do not need to be new purchase orders, a change in invoicing instructions will be sent to the entity from OSPA. A modification will not be completed.
    c. Communicate with the PI(s) to ensure they understand the process and will recognize the emails sent for invoice certification.
    d. Process all invoices on hand prior to beginning the pilot. Once the number is added to the table, any invoice submissions will follow the process.
    e. Determine who will be the SIR for the sponsored project accounts and detail the process for reviewing the invoices based on the needs of your unit.
    f. Email subawards@uky.edu with the purchase order numbers to be added and the SIRs for each account involved.
    g. OSPA will be notified to send the invoice change instructions to the subrecipient, the purchase order number will be added to a table in SAP, and an email will be sent confirming participation.

11. **When will the process go live for all of campus?**
    a. At this point, the expectation is to go live with online invoicing processing for all awards created on or after July 1, 2017. The transition for awards in process is under review.
12. **What do I do if the PI receives the following message when trying to certify an invoice?**

![Message]

*You do not have authorization to release invoice 'INV-000098114'.

All PI subaward invoice certification delegations must be submitted and approved by the Area Fiscal Officer.*

a. The above referenced message occurs when the person approving the invoice does not have the appropriate role to authorize an invoice in SAP, which is R3P_PI_CAMPUS.
b. This role is restricted to PI and CO-I responsibilities in SAP.
c. If the person certifying is the PI or CO-I listed on the grant, contact [subawards@uky.edu](mailto:subawards@uky.edu) for assistance in adding the role.