**PI Subaward Online Invoice Hold Process**

**Process:** To place an online subaward invoice payment on hold pending further information based on email notification through the workflow process.

**PROCEDURES**

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<tr>
<th>Click on the link listed in the notification email to access the invoice.</th>
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**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 the workflow through the portal.

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![Email Screenshot](http://example.com/email.png)
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.*

Review the relevant information on the screen related to the purchase order and account to which the invoice relates, and then double click on the invoice listed under the description column as shown below.
Quick Reference Card – Subaward Online Invoice Process

PI Subaward Online Invoice Hold Process

After double clicking on the invoice, the following message will appear. Select Adobe Reader from the “Open with” list if prompted, and then click the OK button.

Note: To avoid this prompt in the future, click the check box for the “Do this automatically…” selection.

Review the invoice for reasonableness, and then close the window to go back to the hold screen.

Note: See PI Approval QRC for instructions if no questions arise during review.
If questions arise during the invoice review process, click the hold button at the top of the screen.

Click the arrow to the right of the reason box to select the appropriate reason for the hold.
**Quick Reference Card – Subaward Online Invoice Process**

**PI Subaward Online Invoice Hold Process**

<table>
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<th><strong>Click the Help button to the right of the reason box for examples of each reason.</strong></th>
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<tr>
<td>Select the Reason from the drop down menu.</td>
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<tr>
<td>Add any relevant information in the Note section if necessary, and then click the hold button.</td>
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**Ensure the reason for the hold is accurate and click yes.**

The invoice will **NOT** be released for payment.
Quick Reference Card – Subaward Online Invoice Process

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Contact the subawardee to resolve the issue and copy subawards@uky.edu on correspondence.

The invoice must be certified within 30 calendar days of the Receive Date listed on the Approver Screen unless there is a valid hold reason.

Note: Once issue is resolved, follow Subsequent Invoice Information Attachment QRC, then PI Approval QRC.

HI Carol,

UK received an invoice for April expenses for subcontract # [redacted]. The total invoice is $8493.30 but the cumulative total is for more than what my records indicate it should be. I have no record of a March invoice so having been recorded as processed so I suspect this March invoice is missing and would account for the difference.

Can you confirm there was a March invoice and if so please submit it to UK/PIAF?

Thanks,

Jeff