### SIR Subaward Online Invoice Approval Process

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

### PROCEDURES

| Click on the link listed in the notification email to access the invoice. |
| 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. |
After directed to the workflow tab, click on the “Review 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.

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.
Quick Reference Card – Subaward Online Invoice Process

**SIR Subaward Online Invoice Approval Process**

Review the invoice for reasonableness; if ready to approve close the window to go back to the approval screen.

*Note: See SIR Hold QRC for instructions if questions arise during review.*

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**UNIVERSITY OF LOUISVILLE**

<table>
<thead>
<tr>
<th>Invoice Date</th>
<th>Reimbursement Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/18/2016</td>
<td>1/18/2016</td>
</tr>
</tbody>
</table>

**Please Read:**

Customer No: 3274  
Payment Terms: 30 days  
P.O. No.: 123456  
Reference: 1123456

**For billing purposes, please call:** 555-555-5555

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**Please reference account:** CID#: 12345678

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**Description** | **FO** | **FO/SM** | **Expenditure**
---|---|---|---
Cost of Goods | 40,000.00 | 40,000.00 | 40,000.00
Salary | 5,000.00 | 5,000.00 | 5,000.00
Travel | 500.00 | 500.00 | 500.00
FICA | 1,000.00 | 1,000.00 | 1,000.00
TOTAL | **46,500.00** | **46,500.00** | **46,500.00**

**CURRENT AMOUNT DUE:**

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**Signature:**

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For Federal Awards: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate and the expenditures, disbursements and cash advances made in the report are consistent with the terms and conditions of the Federal Award.

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**Date:**

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**Signature:**

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For State Awards: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate and the expenditures, disbursements and cash advances made in the report are consistent with the terms and conditions of the State Grant.

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**Date:**

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**Signature:**

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When the invoice is ready to approve for certification, click the approve button at the top of the screen.
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.