**Quick Reference Card – Subaward Online Invoice Process**

**SIR 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**

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

Note: See SIR 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.
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| Click the Help button to the right of the reason box for examples of each reason. |
| Select the Reason from the drop down menu. |
| Add any relevant information in the Note section if necessary, and then click the hold button. |
| Ensure the reason for the hold is accurate and click yes. |
| The invoice will **NOT** be released for payment. |
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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 review screen unless there is a valid hold reason.

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