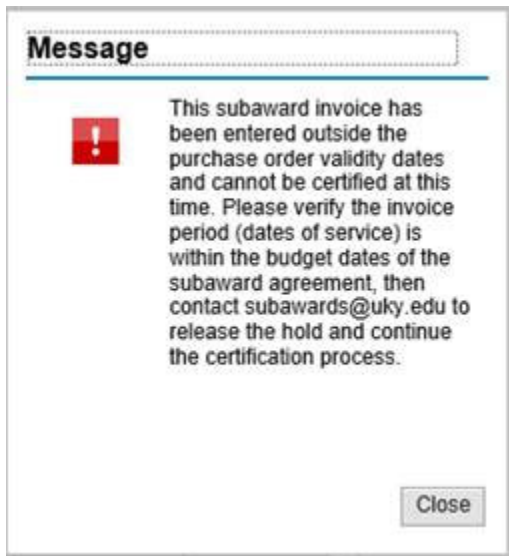# Subaward Invoice Auto Block

Process: To process an online subaward invoice for payment beyond the Purchase Order (PO) validity time frame. The validity end date on a subaward PO is generally 60-days after the PO end date to allow for processing. Any invoice entered outside the validity date will receive an auto block within SAP. Please follow the instructions below to release the block so the invoice can be processed for payment.

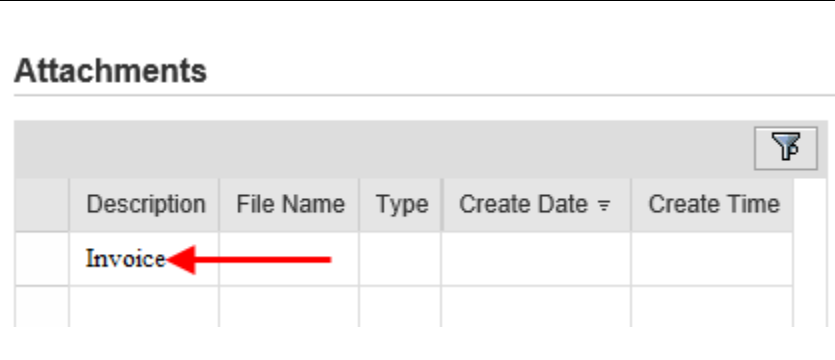## PROCEDURES

If the invoice was entered outside the validity dates, this message will appear after selecting "Approve" in the subaward invoice detail screen. **NOTE:** The validity end date on subaward Purchase Orders is generally 60-days after the PO end date to allow for processing.	**Message** ⊘ This subaward invoice has been entered outside the purchase order validity dates and cannot be certified at this time. Please verify the invoice period (dates of service) is within the budget dates of the subaward agreement, then contact subawards@uky.edu to release the hold and continue the certification process. Close
The invoice needs to be reviewed. Open the invoice and email from attachments. **NOTE:** Invoice attachments can also be viewed from ME23N.	**Attachments** | Description	File Name	Type	Create Date ▽	Create Time
Invoice ←					
Review accuracy of the invoice. The same level of review needs to be done as though the invoice is being reviewed for approval.	**PI approval and review QRC:** http://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/QRC%20-%20PI%20Approval%20Process.pdf **SIR approval and review QRC:** http://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/QRC%20-%20SIR%20Approval%20Process.pdf

Subaward Invoice Auto Block

If the invoice period (period of performance) <u>is within the PO budget dates and all other invoice details are correct</u>, contact subawards@uky.edu	**PO (Texts tab header):** Period of performance is September 30, 2017 through September 29,2018. (BAE 03/14/2018) **Invoice:** Billing Period: 09/30/17-09/29/18
Email subawards@uky.edu that the invoice has been reviewed and the auto block needs to be released.	**Example:** Dear Subawards, Invoice 001 on PO 7800000000 has an auto block. I have reviewed the invoice. The information is accurate and the period of performance is within the PO budget dates. Please release the auto block so the invoice can be approved.
If the invoice <u>does not</u> meet any of the reviewed details and cannot be approved at this time, contact subawards@uky.edu	**PO (Texts tab header):** Period of performance is September 1, 2017 through August 31, 2018. (pam 11/17/17) **Invoice:** Billing Period 7.1.2018 - 10.30.2018
Email subawards@uky.edu that the invoice has been reviewed, the invoice amount is correct, but another detail is not accurate and a correcting invoice is needed.	**Example:** Dear Subawards, Invoice 001 on PO 7800000000 has an auto block. I have reviewed the invoice. The invoice amount is correct but another detail is not correct/accurate. I have placed this invoice on hold. *[state what is not accurate on the invoice.]* The department will place this invoice on hold and contact the vendor for a correcting invoice to be uploaded as supplemental documentation. Once the correcting invoice is uploaded, contact subawards to release the auto block and the SIR/PI will approve the invoice for payment.

Subaward Invoice Auto Block

Email subawards@uky.edu that the invoice has been reviewed, the invoice amount is not correct and an invoice for the difference needs to be submitted.	**Example:** Dear Subawards, Invoice 001 on PO 7800000000 has an auto block. I have reviewed the invoice. The period of performance is correct but the invoice amount is not correct. *[state what is not accurate on the invoice.]* The department will place the invoice on hold and contact the vendor for an invoice/credit memo of the difference to be emailed to APPOinvoices@uky.edu. Once the invoice for the difference is entered, contact subawards to release the auto block and the SIR/PI will approve the invoice for payment.
Email subawards@uky.edu that the invoice has been reviewed and the invoice needs to be reversed.	**Example:** Dear Subawards, Invoice 001 on PO 7800000000 has an auto block. I have reviewed the invoice. The information is not accurate. The period of performance is not within the PO budget dates and should not be expensed to the grant. Please reverse this invoice.
Once resolved, continue with processing the invoice for approval.	Once supplemental documentation is received and/or an invoice for the difference is entered, contact subawards to release the auto block. The SIR/PI needs to approve the invoice from the workflow tab.