

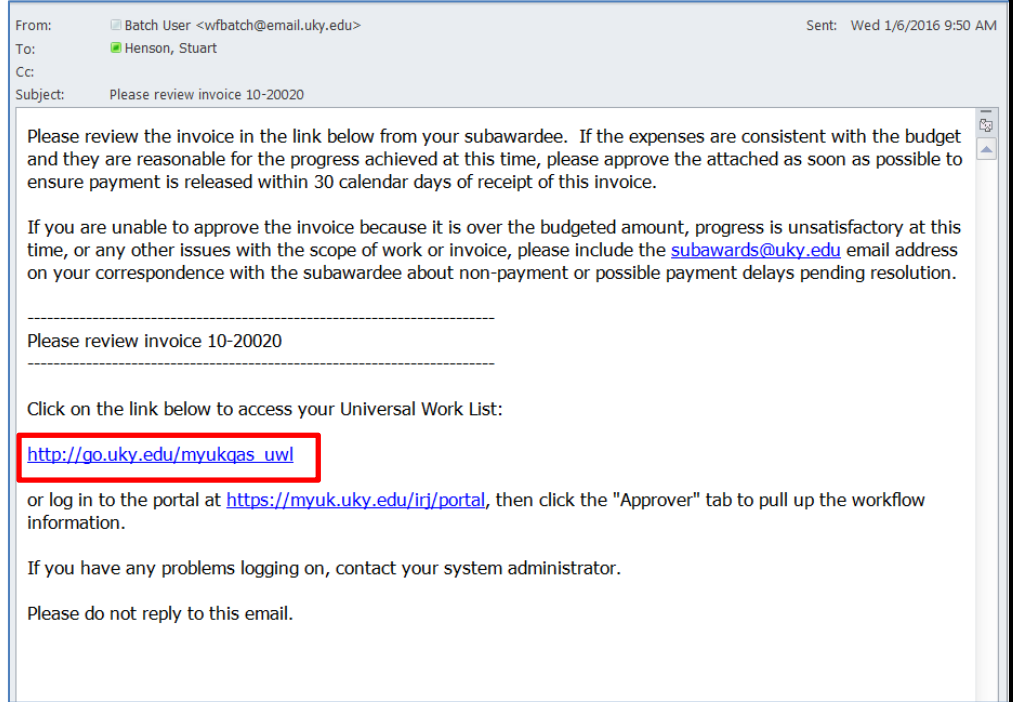
PI Subaward Online Invoice Approval Process

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

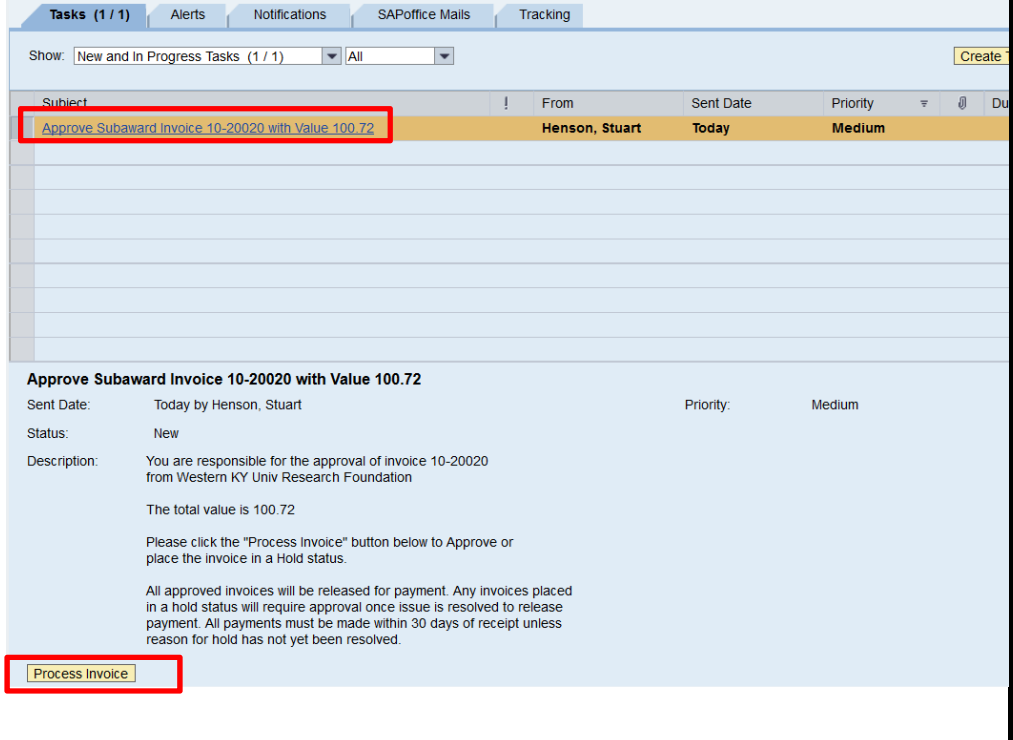
PROCEDURES

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 "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.

PI Subaward Online Invoice Approval Process

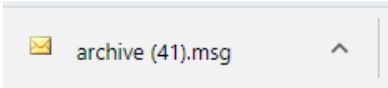
Verify an invoice is listed under attachments. Double click on the invoice to review.

NOTE: If no attachment is listed, contact subawards@uky.edu.

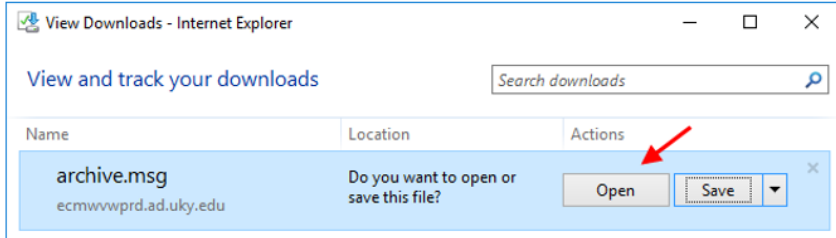
Description	File Name	Type	Create Date	Create Time
Invoice 10-20020	10-20020.pdf	PDF	01/06/2016	08:32:41

After double clicking on the invoice, a popup will appear. To open the attachment in Chrome, click on the "archive.msg" popup. If using Explorer, click "open".

Google Chrome popup:
(Generally in the bottom left corner)



Internet Explorer popup:



Verify the accuracy of the data in the Invoice Information section with the attached invoice as it relates to the purchase order and account.

Approve Subaward Invoice 10-20020 with Value 100.72

Approve | Hold | EXIT

Invoice Information

Grant: 3200000110 EARLY CHILDHOOD PROFESSIONAL DEVELOPMENT, QUALITY EN

Project: PO2 736 1500005301 2

Sponsor: 1000200168 KY Cabinet for Health and Family

Invoice Number: 10-20020

Receive Date: 01/01/2016

Invoice Date: 01/01/2016

Posting Date: 01/06/2016

Vendor: 147622 Western KY Univ Research Foundation

Purchase Order: 7800002711

Amount: 100.72

PI Subaward Online Invoice Approval Process

Verify the period of performance is within the budget period.

**Georgia Institute of Technology
PROJECT EXPENSE AND BUDGET REPORT
Sponsored Summary**
Setid = GT
07/01/2017 to 07/31/2017

Grant: 3200000271 NSF EPSCOR: POWERING THE
Grant Type: CA COOP Agreement
Sponsor: 1000100147 National Science Foundation
Deletion Indicator

General Data | Responsibilities | Award | Dimensions | Cost Share

Basic Data

Grant Type: CA COOP Agreement
Company Code: UK00 University of Kentucky
Sponsor: 1000100147 National Science Foundation
Authorization Group:
Award Type:

Budget Period

Budget From Date: 08/01/2015
Budget To Date: 07/31/2018

Review the invoice cumulative total.
Option 1: Run ME23N. From the Purchase Order History tab, add total invoiced for less than \$25k plus total invoiced for over \$25k. Compare the invoice's cumulative total with the PO invoiced total.

Invoice:		Purchase Order History:	(< \$25k)	(> \$25k)
<i>Cumulative</i>		<i>Amount</i>		<i>Amount</i>
\$105,859.61		16,460.00	16,460.00	17,428.05
37,887.74		8,540.00	8,540.00	29,989.70
67,975.00		25,000.00	25,000.00	277,229.11
9,409.97				
3,884.10				
1,715.36				
75,497.33				
\$302,229.11	=			

PI Subaward Online Invoice Approval Process

Review the invoice cumulative total.
Option 2: Run ME2K. Add budget for less than \$25k plus budget for over \$25k minus still to be invoiced amounts for each. Compare this amount with the invoice’s cumulative total.

Invoice:

<u>Cumulative</u>	
	\$105,859.61
	37,887.74
	67,975.00
	9,409.97
	3,884.10
	1,715.36
	75,497.33
	\$302,229.11

Purchase Order Summary:

780000		ZOPC 339355		Regents of University of California		027	10/30/2017
00001		320000					49101700
B P UK00			1 AU	25,000.00	USD		1 AU
WBS Element 320000:							
Still to be delivered			0 AU	0.00	USD		0.00 %
Still to be invoiced			0 AU	0.00	USD		0.00 %
00002		320000					49101700
B P UK00			1 AU	481,516.00	USD		1 AU
WBS Element 320000							
Still to be delivered			0 AU	0.00	USD		0.00 %
Still to be invoiced			1 AU	204,286.89	USD		42.43 %

25,000.00 + 481,516.00 - 204,286.89 = 302,229.11

Review cost share details with contractual obligations.

MATCH REQUIRED			
BUDGET	CURRENT Match	CUMULATIVE Match	BUDGET BALANCE
01/01/17-12/31/17	04/01/17-04/30/17	01/01/17 - 04/30/17	01/01/17-12/31/17

Review the invoice for reasonable progress with the award. Does the work invoiced reflect the work completed?

CARERC SPECIAL PILOT PROJECT ON OPIOID EXPOSURE
 Service period: October 1, 2017 – December 15, 2017

Services Provided:
 We drafted and tailored the opioid survey among first responders in Mississippi, and circulated it within our internal partners to make a final version. We uploaded the survey into SurveyMonkey and added 10 state-specific questions to attain unique information from Mississippi. After a set of survey testing/revisions within internal staff, we started to coordinated state agencies to send out survey among responders.

When ready to approve, close the window to go back to the approval screen.

Invoicing period ending: December 15, 2017	TOTAL AMOUNT OF INVOICE: \$3,000.00
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NOTE: See PI Hold QRC for instructions if questions arise during review.

PI Subaward Online Invoice Approval Process

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

The screenshot shows the 'Approve Subaward Invoice 10-20020 with Value 100.72' interface. At the top, there are three buttons: 'Approve' (highlighted with a red box), 'Hold', and 'EXIT'. Below this is the 'Invoice Information' section with the following details:

- Grant: 3200000110 (EARLY CHILDHOOD PROFESSIONAL DEVELOPMENT, QUALITY ENHANCEMENT & RTT GRANT PILOT)
- Project: PO2 736 1500005301 2
- Sponsor: 1000200168 (KY Cabinet for Health and Family)
- Invoice Number: 10-20020
- Receive Date: 01/01/2016
- Invoice Date: 01/01/2016
- Posting Date: 01/06/2016
- Vendor: 147622 (Western KY Univ Research Foundation)
- Purchase Order: 7800002711
- Amount: 100.72

Below the invoice information is an 'Attachments' table:

Description	File Name	Type	Create Date	Create Time
Invoice_10-20020	10-20020.pdf	PDF	01/06/2016	08:32:41

Ensure the certification statement is accurate, then click the "Yes" button.

This is the last step of the certification process. Once the "Yes" button is selected, the block will be released and payment initiated through SAP.

NOTE: The invoice must be certified within 30 calendar days of the Receive Date listed on the approval screen unless there is a valid hold reason.

The screenshot shows the same 'Approve Subaward Invoice' interface as above, but with a 'Certification Statement' dialog box open. The dialog box contains the following text:

By clicking ' Yes ' I certify that the invoice is reasonable in relation to work performed on this project and meets the requirements of the referenced subagreement.

At the bottom of the dialog box, there are two buttons: 'Yes' (highlighted with a red box) and 'No'.