

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

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.

From: Batch User <wfbatch@email.uky.edu> Sent: Wed 1/6/2016 9:50 AM
To: Henson, Stuart
Cc:
Subject: Please review invoice 10-20020

Please review the invoice in the link below from your subawardee. If the expenses are consistent with the budget and they are reasonable for the progress achieved at this time, please approve the attached as soon as possible to ensure payment is released within 30 calendar days of receipt of this invoice.

If you are unable to approve the invoice because it is over the budgeted amount, progress is unsatisfactory at this time, or any other issues with the scope of work or invoice, please include the subawards@uky.edu email address on your correspondence with the subawardee about non-payment or possible payment delays pending resolution.

Please review invoice 10-20020

Click on the link below to access your Universal Work List:
http://go.uky.edu/myukqas_uwl

or log in to the portal at <https://myuk.uky.edu/irj/portal>, then click the "Approver" tab to pull up the workflow information.

If you have any problems logging on, contact your system administrator.

Please do not reply to this email.

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.

Tasks (1 / 1) Alerts Notifications SAPoffice Mails Tracking

Show: New and In Progress Tasks (1 / 1) All Create

Subject	From	Sent Date	Priority
Approve Subaward Invoice 10-20020 with Value 100.72	Henson, Stuart	Today	Medium

Approve Subaward Invoice 10-20020 with Value 100.72

Sent Date: Today by Henson, Stuart Priority: Medium
Status: New

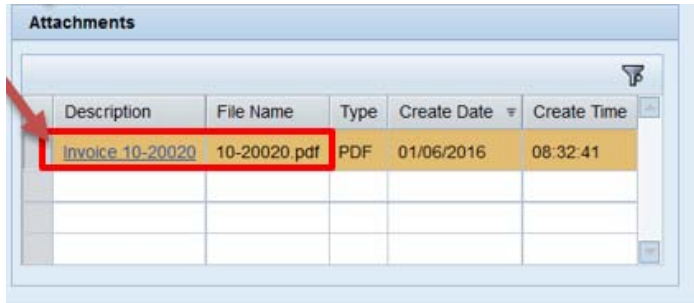
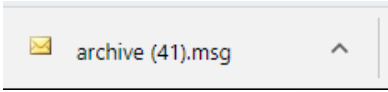
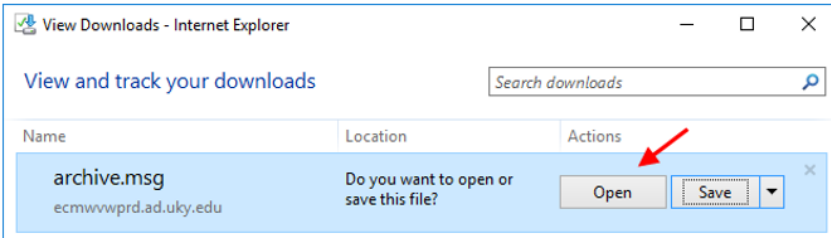
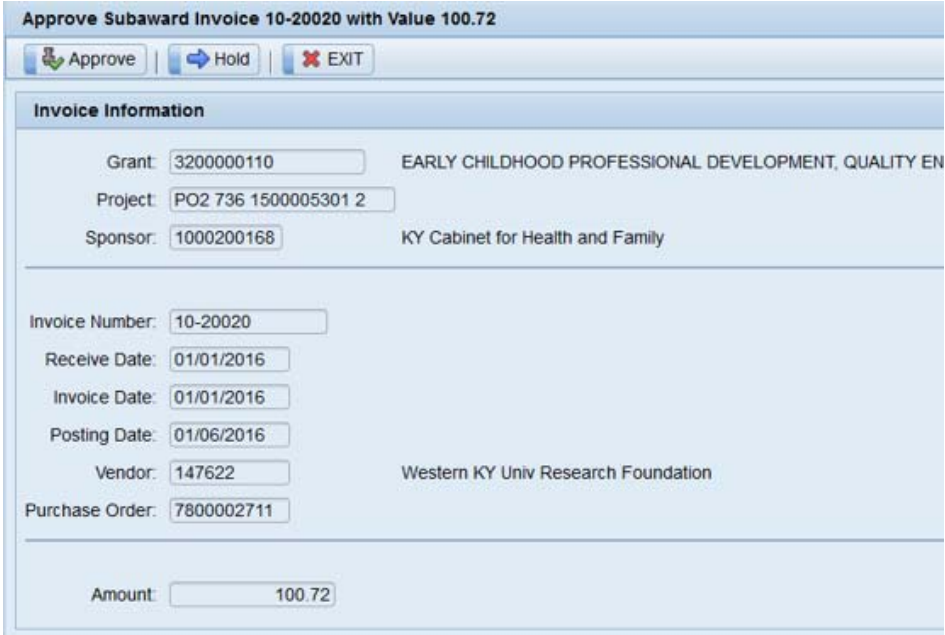
Description: You are responsible for the approval of invoice 10-20020 from Western KY Univ Research Foundation
The total value is 100.72

Please click the "Process Invoice" button below to Approve or place the invoice in a Hold status.

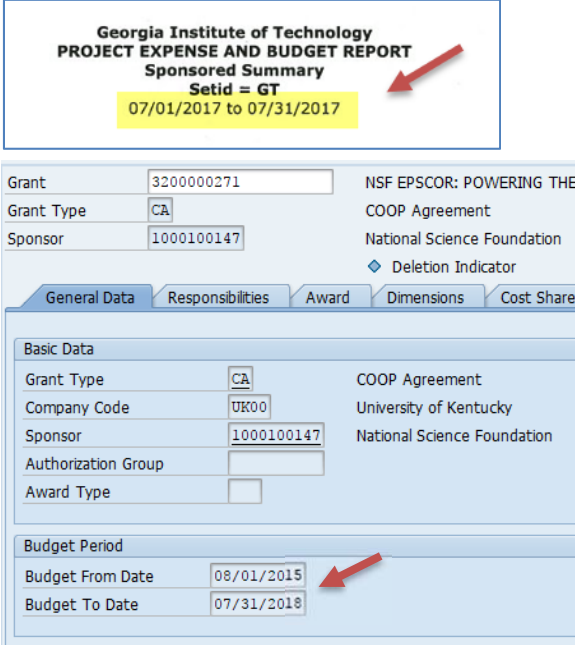
All approved invoices will be released for payment. Any invoices placed in a hold status will require approval once issue is resolved to release payment. All payments must be made within 30 days of receipt unless reason for hold has not yet been resolved.

[Process Invoice](#)

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<p>Verify an invoice is listed under attachments. Double click on the invoice to review.</p> <p>NOTE: If no attachment is listed, contact subawards@uky.edu.</p>	 <p>The screenshot shows a table titled "Attachments" with the following data:</p> <table border="1"> <thead> <tr> <th>Description</th> <th>File Name</th> <th>Type</th> <th>Create Date</th> <th>Create Time</th> </tr> </thead> <tbody> <tr> <td>Invoice 10-20020</td> <td>10-20020.pdf</td> <td>PDF</td> <td>01/06/2016</td> <td>08:32:41</td> </tr> </tbody> </table>	Description	File Name	Type	Create Date	Create Time	Invoice 10-20020	10-20020.pdf	PDF	01/06/2016	08:32:41
Description	File Name	Type	Create Date	Create Time							
Invoice 10-20020	10-20020.pdf	PDF	01/06/2016	08:32:41							
<p>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".</p>	<p>Google Chrome popup: (Generally in the bottom left corner)</p>  <p>Internet Explorer popup:</p> 										
<p>Verify the accuracy of the data in the Invoice Information section with the attached invoice as it relates to the purchase order and account.</p>	 <p>The screenshot shows the "Approve Subaward Invoice 10-20020 with Value 100.72" form. It includes the following information:</p> <ul style="list-style-type: none"> Buttons: Approve, Hold, EXIT Section: 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 										

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<p>Verify the period of performance is within the budget period.</p>													
<p>Review cost share details with contractual obligations.</p>	<table border="1" data-bbox="537 894 1435 989"> <thead> <tr> <th colspan="4">MATCH REQUIRED</th> </tr> <tr> <th>BUDGET</th> <th>CURRENT Match</th> <th>CUMULATIVE Match</th> <th>BUDGET BALANCE</th> </tr> </thead> <tbody> <tr> <td>01/01/17-12/31/17</td> <td>04/01/17-04/30/17</td> <td>01/01/17 - 04/30/17</td> <td>01/01/17-12/31/17</td> </tr> </tbody> </table>	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
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<p>Review the invoice for reasonable progress with the award. Does the work invoiced reflect the work completed?</p> <p>When ready to approve, close the window to go back to the approval screen.</p>	<div data-bbox="532 1037 1495 1486"> <p style="text-align: center;">CARERC SPECIAL PILOT PROJECT ON OPIOID EXPOSURE Service period: October 1, 2017 – December 15, 2017</p> <p>Services Provided:</p> <p>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.</p> <table border="1" data-bbox="537 1419 1490 1486"> <tr> <td>Invoicing period ending: December 15, 2017</td> <td>TOTAL AMOUNT OF INVOICE: \$3,000.00</td> </tr> </table> </div>	Invoicing period ending: December 15, 2017	TOTAL AMOUNT OF INVOICE: \$3,000.00										
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If questions arise during the invoice review process, click the hold button at the top of the screen.

Approve Subaward Invoice 10-20020 with Value 100.72

Invoice Information

Grant: EARLY CHILDHOOD PROFESSIONAL DEVELOPMENT, QUALITY ENHANCEM
 Project:
 Sponsor: KY Cabinet for Health and Family

Invoice Number:
 Receive Date:
 Invoice Date:
 Posting Date:
 Vendor: Western KY Univ Research Foundation
 Purchase Order:

Amount:

Attachments

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

Click the arrow to the right of the reason box to select the appropriate reason for the hold.

Hold Subaward Invoice 10-20020

Select a Hold Reason

Reason:

Deliverables and/or progress reporting requirements have not been met and/or provided
 Amount invoiced is not consistent with programmatic progress made to date on the project

Note:

Invoice does not meet contractual requirements
 Invoice period/period in which expenses were incurred on the invoice is outside the budget period of the grant
 Invoice includes questionable expenses
 Invoice amount in question
 Pending receipt of credit memo to remove expenses/adjust invoice amount
 Invoice received after final financial report has been submitted to sponsor
 Other - see long text

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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.

Hold Subaward Invoice 10-20020

BACK | Hold | EXIT

Select a Hold Reason

Reason: Cost share requirements have not been met and/or documented on invoice

The agreement includes a 1 to 1 match, but they have no cost share listed on the invoice, the agreement includes a 1 to 1 match, but only 50% has been met according to the invoice, etc. The invoice should include cost share expenses as well to document compliance with the agreement.

Note:

Ensure the reason for the hold is accurate and click yes.

The invoice will NOT be released for payment.

Hold Subaward Invoice 10-20020

BACK | Hold | EXIT

Select a Hold Reason

Reason: Cost share requirements have not been met and/or documented on invoice

The agreement includes a 1 to 1 match, but they have no cost share listed on the invoice, the agreement includes a 1 to 1 match, but only 50% has been met according to the invoice, etc. The invoice should include cost share expenses as well to document compliance with the agreement.

Note: Document compliance does not match invoice

Hold Invoice

By selecting 'Hold', the payment will be temporarily delayed while resolving an issue.

Once the issue is resolved, the invoice must be approved to release the payment.

Are you sure you want to hold the invoice?

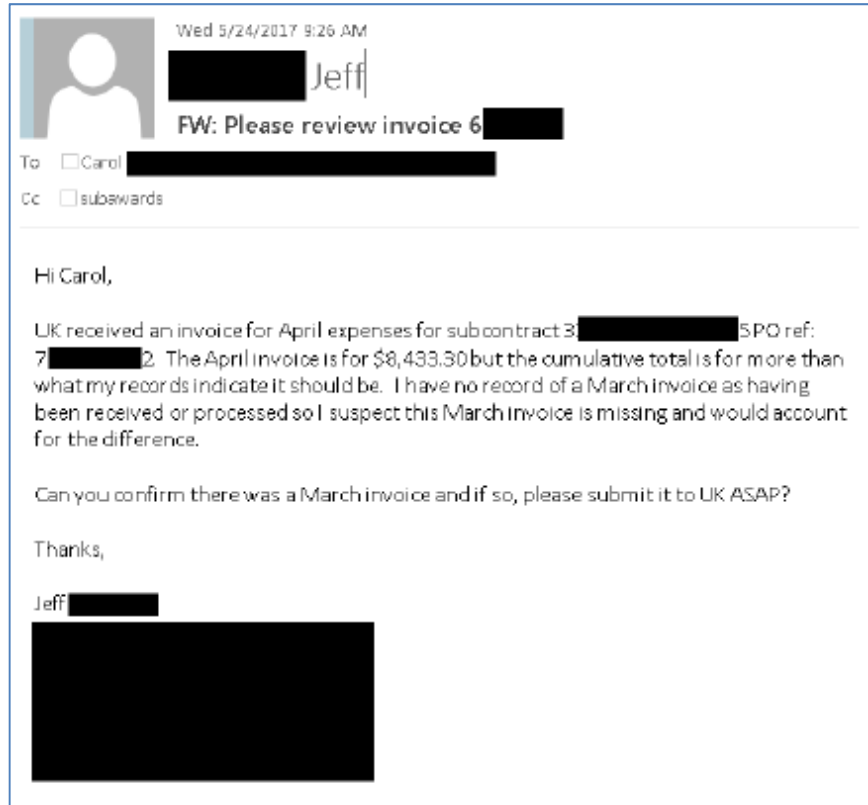
Yes No

PI Subaward Online Invoice Hold Process


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 Supplemental Invoice Information Attachment QRC, then PI Approval QRC.



Wed 5/24/2017 9:26 AM

 [Redacted] Jeff

FW: Please review invoice 6 [Redacted]

To: Carol [Redacted]

Cc: subawards

Hi Carol,

UK received an invoice for April expenses for subcontract 3 [Redacted] SPO ref: 7 [Redacted] 2. The April invoice is for \$8,433.30 but the cumulative total is for more than what my records indicate it should be. I have no record of a March invoice as having been received or 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 ASAP?

Thanks,

Jeff [Redacted]

[Redacted]