

## 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 (it will look like this example).

**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 your workflow via the myUK portal ([myuk.uky.edu/irj/portal](http://myuk.uky.edu/irj/portal)).

From: Workflow SAP System Account <WFBATCH@UKY.EDU>  
 Sent: Tuesday, August 1, 2023 1:14 PM  
 To: Cecil, Darin R. <darin.cecil@uky.edu>  
 Subject: Please review Invoice 358722-358723

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](mailto:subawards@uky.edu) email address on your correspondence with the subawardee about non-payment or possible payment delays pending resolution.

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 Please review Invoice 358722-358723  
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Click on the link below to access your Universal Work List:

[https://nam04.safelinks.protection.outlook.com/?url=http%3A%2F%2Fgo.uky.edu%2Fmyuk\\_uwl&data=05%7C01%7C7C31e5e2f6dd544d80748d08db94315954%7C2b30530b69b64457b818481cb53d42ae%7C09%7C0%7C638266711899974485%7CUnknown%7CTWFpbGZsb3d8eyJWlQjMCAwLjAwMDAilCjQlQlV2luMzllClB1Ii6k1haWwlcXVCI6Mn0%3D%7C3000%7C%7C7C%7C&sdata=oYInV%2BioZPRocbbO5JN7Bis46VkhHdWF1DHZdCb%2F0%3D&reserved=0](https://nam04.safelinks.protection.outlook.com/?url=http%3A%2F%2Fgo.uky.edu%2Fmyuk_uwl&data=05%7C01%7C7C31e5e2f6dd544d80748d08db94315954%7C2b30530b69b64457b818481cb53d42ae%7C09%7C0%7C638266711899974485%7CUnknown%7CTWFpbGZsb3d8eyJWlQjMCAwLjAwMDAilCjQlQlV2luMzllClB1Ii6k1haWwlcXVCI6Mn0%3D%7C3000%7C%7C7C%7C&sdata=oYInV%2BioZPRocbbO5JN7Bis46VkhHdWF1DHZdCb%2F0%3D&reserved=0)

or log in to the portal at <https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmyuk.uky.edu%2Ffir%2Fportal&data=05%7C01%7C7C31e5e2f6dd544d80748d08db94315954%7C2b30530b69b64457b818481cb53d42ae%7C09%7C0%7C638266711899974485%7CUnknown%7CTWFpbGZsb3d8eyJWlQjMCAwLjAwMDAilCjQlQlV2luMzllClB1Ii6k1haWwlcXVCI6Mn0%3D%7C3000%7C%7C7C%7C&sdata=xZlxCEEI9%2BBZHzeym7AMlId1qEQ1y%2BMoKmUjeWwUcU%3D&reserved=0>, then click the Enterprise Services tab, then select Workflow to pull up the task list.

Click the Process Invoice button to get started. Detailed instructions and information regarding the process can be found at:

<https://nam04.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.uky.edu%2Fufs%2Faccounts-receivable-compliance%23Subaward%2520Monitoring&data=05%7C01%7C7C31e5e2f6dd544d80748d08db94315954%7C2b30530b69b64457b818481cb53d42ae%7C09%7C0%7C638266711899974485%7CUnknown%7CTWFpbGZsb3d8eyJWlQjMCAwLjAwMDAilCjQlQlV2luMzllClB1Ii6k1haWwlcXVCI6Mn0%3D%7C3000%7C%7C7C%7C&sdata=MJtA%2B2V9VxIH%2BAEBQjn4thBrG2%2BoaXKLNQ4rSWUM%3D&reserved=0>

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.

The screenshot shows the SAP workflow interface. At the top, there are tabs for 'Tasks (1 / 1)', 'Alerts', 'Notifications', 'SAPOffice Mails', and 'Tracking'. Below the tabs, there is a 'Show:' dropdown set to 'New and In Progress Tasks (1 / 1)' and a 'Create' button. A table lists tasks, with the first row highlighted in yellow: 'Approve Subaward Invoice 10-20020 with Value 100.72' by 'Henson, Stuart' with a 'Medium' priority. Below the table, the details for this task are shown: 'Approve Subaward Invoice 10-20020 with Value 100.72', 'Sent Date: Today by Henson, Stuart', 'Priority: Medium', 'Status: New', and '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.' At the bottom of the details, there is a 'Process Invoice' button highlighted with a red box.

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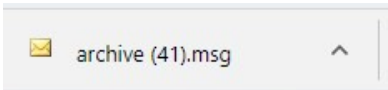
Verify an invoice is listed under attachments. Double click on the invoice to review.

**NOTE:** If no attachment is listed, contact [subawards@uky.edu](mailto:subawards@uky.edu).

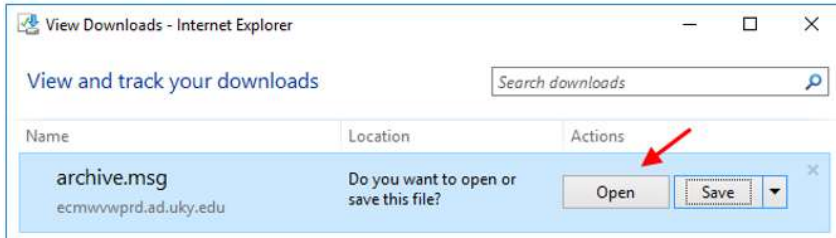
Description	File Name	Type	Create Date	Create Time
Invoice 10-20020	10-20020.pdf	PDF	01/06/2016	08:32:41

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

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Invoice Number: 10-20020

Receive Date: 01/01/2016

Invoice Date: 01/01/2016

Posting Date: 01/06/2016

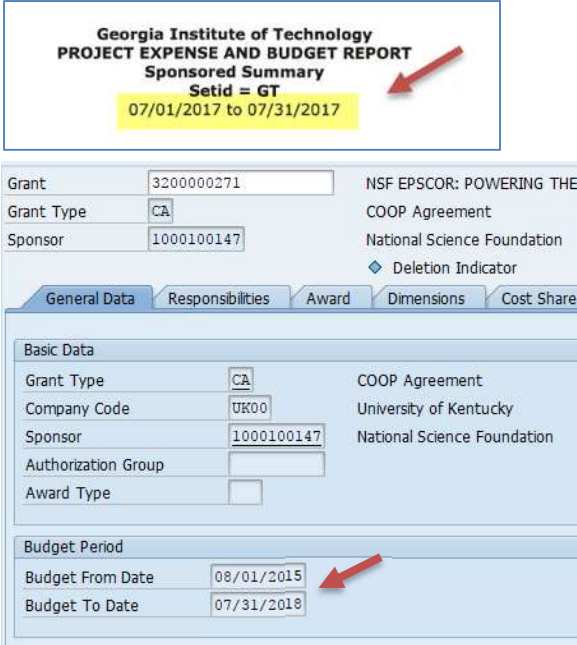
Vendor: 147622      Western KY Univ Research Foundation

Purchase Order: 7800002711

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Amount: 100.72

## PI Subaward Online Invoice Hold Process

<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
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										
<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;"><b>CARERC SPECIAL PILOT PROJECT ON OPIOID EXPOSURE</b>  <b>Service period: October 1, 2017 – December 15, 2017</b></p> <p><b>Services Provided:</b></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" style="width: 100%;"> <tr> <td><b>Invoicing period ending:</b> December 15, 2017</td> <td><b>TOTAL AMOUNT OF INVOICE:</b> \$3,000.00</td> </tr> </table> </div>	<b>Invoicing period ending:</b> December 15, 2017	<b>TOTAL AMOUNT OF INVOICE:</b> \$3,000.00										
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## PI Subaward Online Invoice Hold Process

If any questions arise during the invoice review process, click the Hold button at the top of the screen. Do this immediately whether it's a big or small issue. By placing it on Hold, you are establishing an audit trail.

**Approve Subaward Invoice 10-20020 with Value 100.72**

**Invoice Information**

Grant: 3200000110 EARLY CHILDHOOD PROFESSIONAL DEVELOPMENT, QUALITY ENHANCEM  
 Project: PO2 736 1500005301 2  
 Sponsor: 1000200168 KY Cabinet for Health and Family

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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

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Amount: 100.72

**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

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

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

## PI Subaward Online Invoice Hold Process

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.

The screenshot shows the 'Hold Subaward Invoice 10-20020' interface. At the top, there are navigation buttons: 'BACK', 'Hold', and 'EXIT'. Below this is the 'Select a Hold Reason' section. A dropdown menu is open, showing the selected reason: 'Cost share requirements have not been met and/or documented on invoice'. To the right of the dropdown is a 'Help' button. Below the dropdown is a text area for 'Note:'. The 'Hold' button at the top is highlighted with a red box, as is the 'Help' button and the dropdown menu.

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

The invoice will **NOT** be released for payment when it's on Hold.

The screenshot shows the 'Hold Invoice' dialog box overlaid on the 'Select a Hold Reason' screen. The dialog box contains the following text: '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?'. At the bottom of the dialog box are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red box. The background screen shows the 'Select a Hold Reason' section with the reason 'Cost share requirements have not been met and/or documented on invoice' and a 'Note' field containing 'Document compliance does not match invoice'.

## 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 the issue is resolved, follow Supplemental Invoice Information Attachment QRC, then PI Approval QRC.

