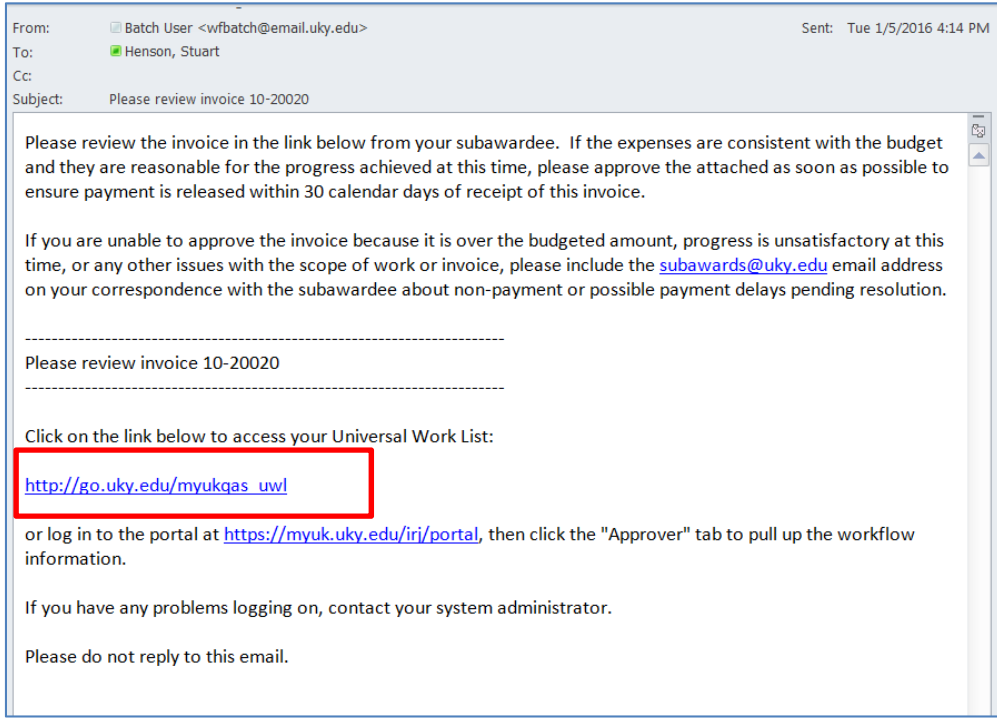
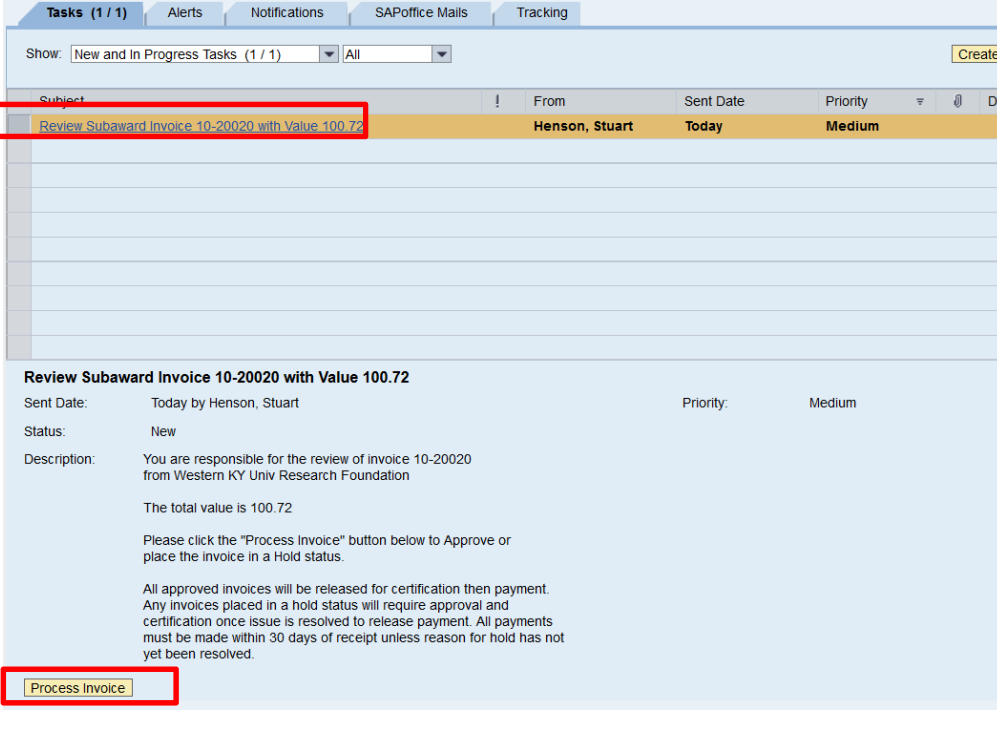


SIR Subaward Online Invoice Approval Process

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

PROCEDURES									
<p>Click on the link listed in the notification email to access the invoice.</p> <p>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.</p>	 <p>From: Batch User <wfbatch@email.uky.edu> Sent: Tue 1/5/2016 4:14 PM To: Henson, Stuart Cc: Subject: Please review invoice 10-20020</p> <p>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.</p> <p>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.</p> <p>----- Please review invoice 10-20020 -----</p> <p>Click on the link below to access your Universal Work List: http://go.uky.edu/myukqas_uwl</p> <p>or log in to the portal at https://myuk.uky.edu/iri/portal, then click the "Approver" tab to pull up the workflow information.</p> <p>If you have any problems logging on, contact your system administrator.</p> <p>Please do not reply to this email.</p>								
<p>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.</p> <p>NOTE: If you are not logged in to SAP, the system will prompt you to log on, then direct you to the workflow tab.</p>	 <p>Tasks (1 / 1) Alerts Notifications SAPoffice Mails Tracking</p> <p>Show: New and In Progress Tasks (1 / 1) All Create</p> <table border="1"><thead><tr><th>Subject</th><th>From</th><th>Sent Date</th><th>Priority</th></tr></thead><tbody><tr><td>Review Subaward Invoice 10-20020 with Value 100.72</td><td>Henson, Stuart</td><td>Today</td><td>Medium</td></tr></tbody></table> <p>Review Subaward Invoice 10-20020 with Value 100.72</p> <p>Sent Date: Today by Henson, Stuart Priority: Medium Status: New</p> <p>Description: You are responsible for the review of invoice 10-20020 from Western KY Univ Research Foundation</p> <p>The total value is 100.72</p> <p>Please click the "Process Invoice" button below to Approve or place the invoice in a Hold status.</p> <p>All approved invoices will be released for certification then payment. Any invoices placed in a hold status will require approval and certification 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.</p> <p>Process Invoice</p>	Subject	From	Sent Date	Priority	Review Subaward Invoice 10-20020 with Value 100.72	Henson, Stuart	Today	Medium
Subject	From	Sent Date	Priority						
Review Subaward Invoice 10-20020 with Value 100.72	Henson, Stuart	Today	Medium						

SIR Subaward Online Invoice Approval Process

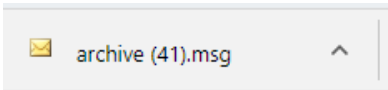
Verify an invoice is listed under attachments. Double click on the invoice to review.

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

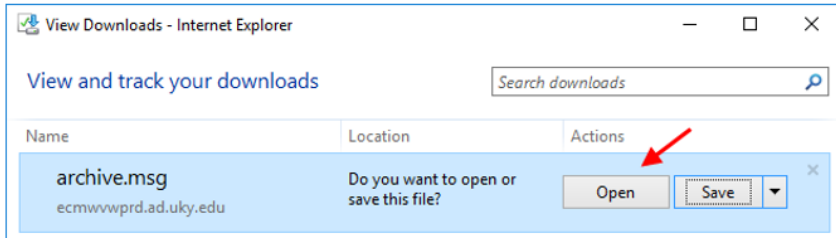
Description	File Name	Type	Create Date	Create Time
Invoice 10-20020	10-20020.pdf	PDF	01/06/2016	08:32:41

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

SIR 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)	
				Amount
				4,043.77
				18,179.03
<i>Cumulative</i>				18,566.68
\$105,859.61				24,498.02
37,887.74				96,564.94
67,975.00				14,184.07
9,409.97				12,926.26
3,884.10				40,848.59
1,715.36		Amount		17,428.05
75,497.33		16,460.00		29,989.70
\$302,229.11	=	25,000.00	+	277,229.11

SIR 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 SIR Hold QRC for instructions if questions arise during review.

SIR Subaward Online Invoice Approval Process

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

Approve Subaward Invoice 10-20020 with Value 100.72

Approve | Hold | EXIT

Invoice Information

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

Attachments

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

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

This is the last step of the review process. Once the "Yes" button is selected, the invoice will be routed to the PI for certification.

NOTE: The payment block will remain in SAP and the invoice will not be paid until the PI certification is complete. 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.

Review Subaward Invoice 10-20020 with Value 100.72

Approve | Hold | EXIT

Invoice Information

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

Acknowledgement

By clicking ' Yes ' I acknowledge this invoice has been reviewed and is ready to forward for certification.

Yes No