

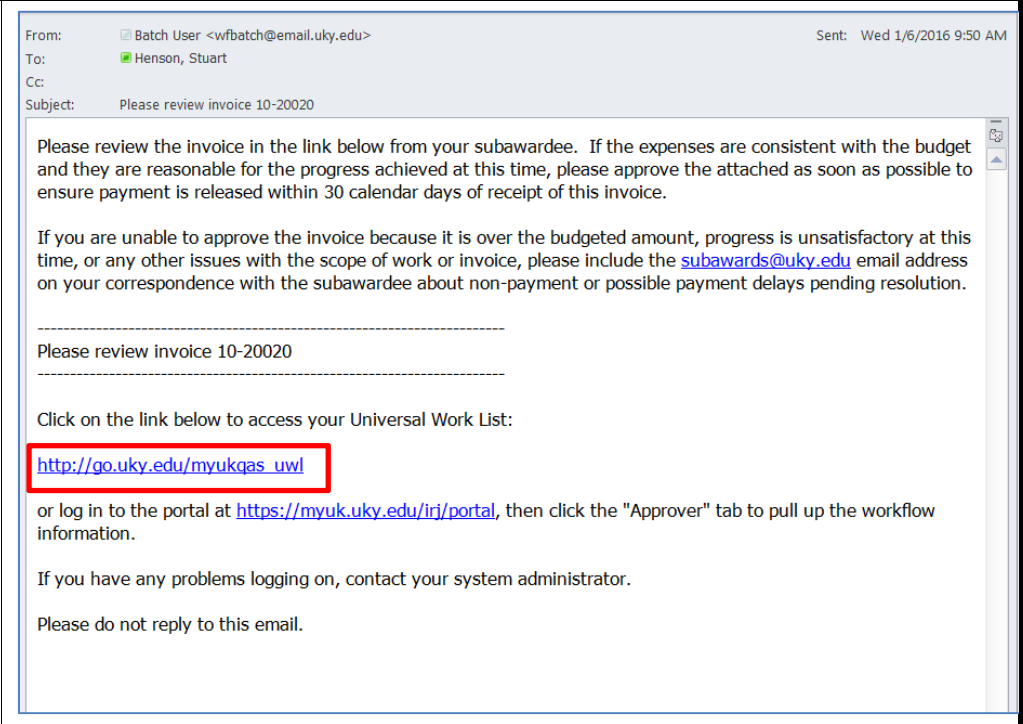
SIR Subaward Online Invoice Hold Process

Process: To place an online subaward invoice payment on hold pending further information based on email notification through the workflow process.

PROCEDURES

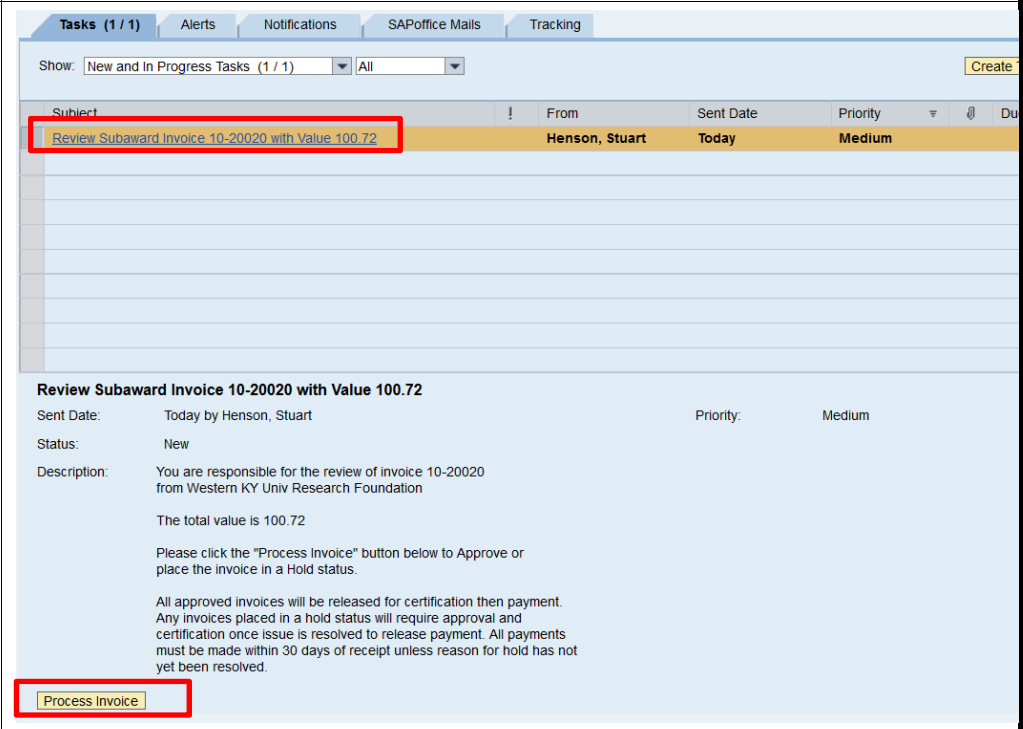
Click on the link listed in the notification email to access the invoice.

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.

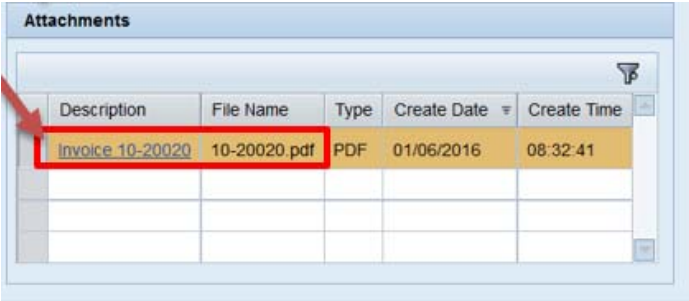
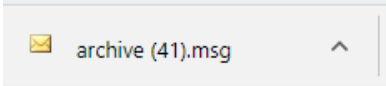
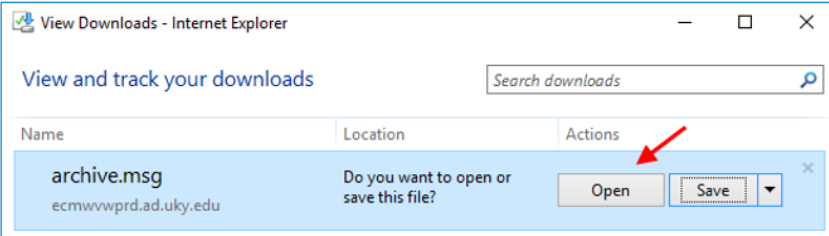
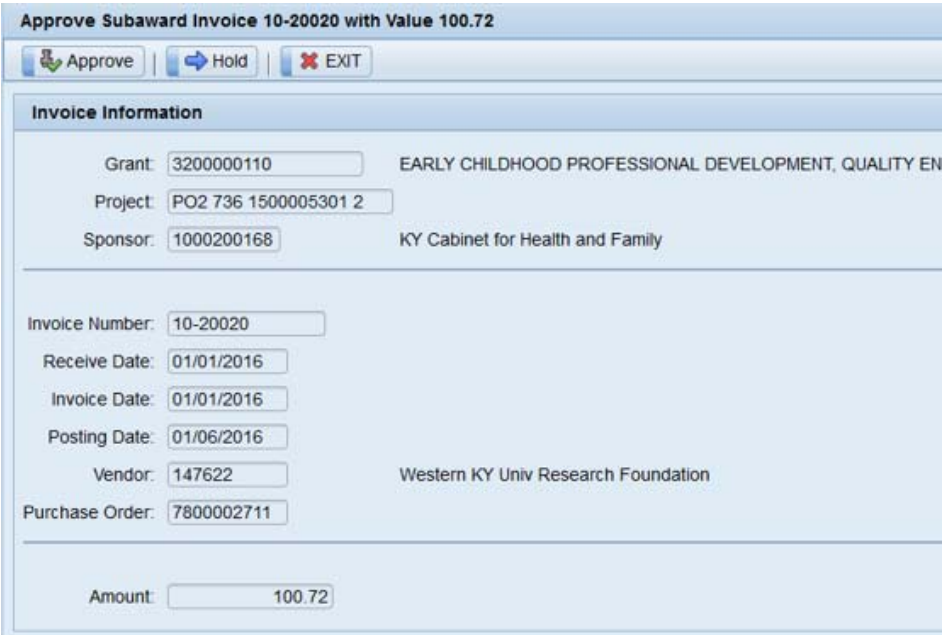


After directed to the workflow tab, click on the "Review Subaward Invoice XXX with Value XXX" on the task list that matches the email, and then click process invoice at the bottom of the screen.

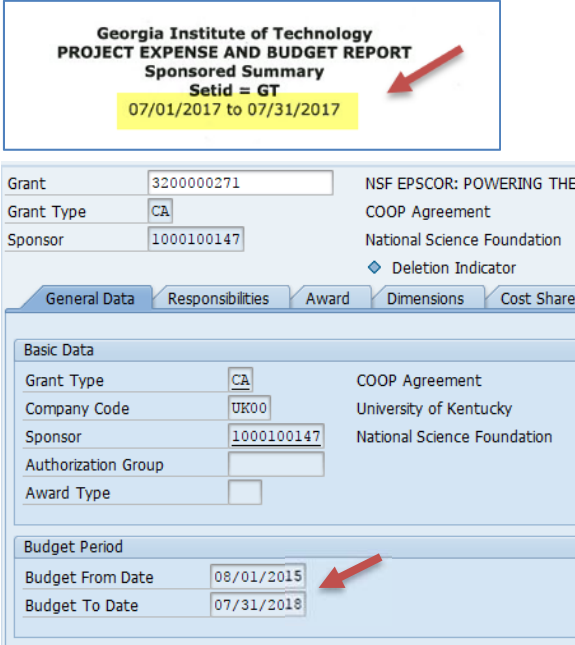
Note: If you are not logged in to SAP, the system will prompt you to log on, then direct you to the workflow tab.



SIR Subaward Online Invoice Hold Process

<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>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>	

SIR 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
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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 1041 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: 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>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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SIR Subaward Online Invoice Hold Process

If questions arise during the invoice review process, click the hold button at the top of the screen.

Review 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

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

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

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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?

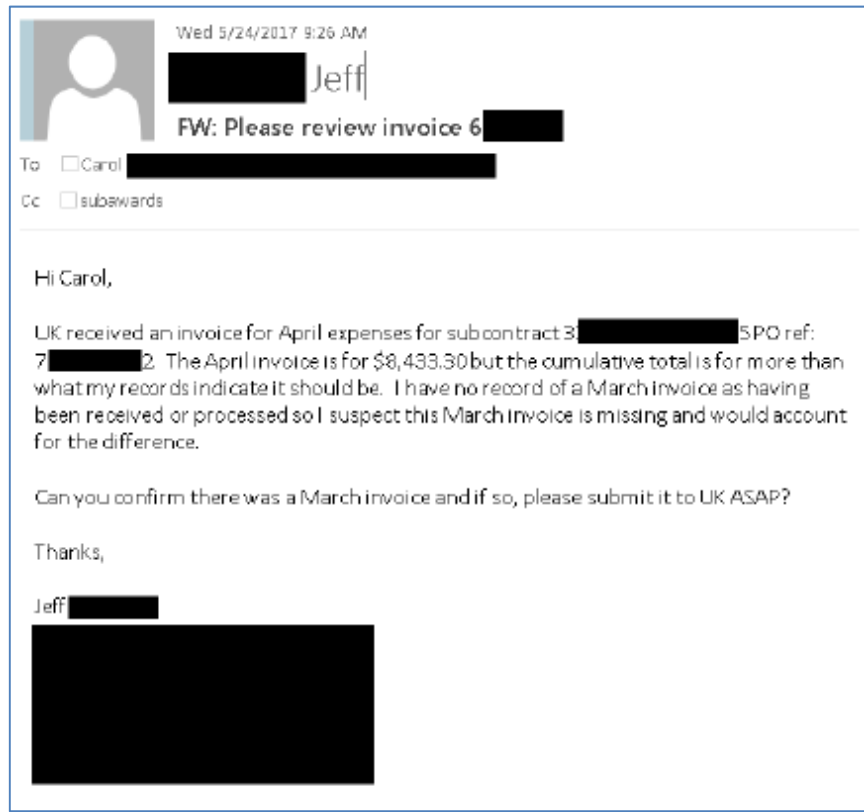
Yes No

SIR 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 review screen unless there is a valid hold reason.

Note: Once issue is resolved, follow Supplemental Invoice Information Attachment QRC, then SIR 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 sub contract 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]