Quick Reference Card – Subaward Online Invoice Process

**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 (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).

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

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

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”.

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

Review cost share details with contractual obligations.

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

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

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

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

The invoice will **NOT** be released for payment when it’s on Hold.
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 the issue is resolved, follow Supplemental Invoice Information Attachment QRC, then SIR Approval QRC.