

## 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).*

From: Workflow SAP System Account <WFBATCH@UKY.EDU>  
 Sent: Tuesday, August 1, 2023 1:14 PM  
 To: Cecil, Darin R. <darn.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%7CTravis.Montgomery%40uky.edu%7C31e5e2f6dd544d80748d08db94315954%7C2b30530b69b64457b818481cb53d42ae%7C0%7C0%7C638266711899974485%7CUnknown%7CTWFPbGZsb3d8eyWjoiMC4wLjAwMDAIClQljoiv2luMzllCjB1IjE6ik1haWwILCjXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=oYInV%2BioZPRocbQ5INZ7Bis46zVkhHdWF1DHZdCb%2F0%3D&reserved=0](https://nam04.safelinks.protection.outlook.com/?url=http%3A%2F%2Fgo.uky.edu%2Fmyuk_uwl&data=05%7C01%7CTravis.Montgomery%40uky.edu%7C31e5e2f6dd544d80748d08db94315954%7C2b30530b69b64457b818481cb53d42ae%7C0%7C0%7C638266711899974485%7CUnknown%7CTWFPbGZsb3d8eyWjoiMC4wLjAwMDAIClQljoiv2luMzllCjB1IjE6ik1haWwILCjXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=oYInV%2BioZPRocbQ5INZ7Bis46zVkhHdWF1DHZdCb%2F0%3D&reserved=0)

or log in to the portal at <https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmyuk.uky.edu%2Fportal&data=05%7C01%7CTravis.Montgomery%40uky.edu%7C31e5e2f6dd544d80748d08db94315954%7C2b30530b69b64457b818481cb53d42ae%7C0%7C0%7C638266711899974485%7CUnknown%7CTWFPbGZsb3d8eyWjoiMC4wLjAwMDAIClQljoiv2luMzllCjB1IjE6ik1haWwILCjXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=xZixCYEEI9%2BRZHzyv7AMllid1qEQ1y%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%7CTravis.Montgomery%40uky.edu%7C31e5e2f6dd544d80748d08db94315954%7C2b30530b69b64457b818481cb53d42ae%7C0%7C0%7C638266711899974485%7CUnknown%7CTWFPbGZsb3d8eyWjoiMC4wLjAwMDAIClQljoiv2luMzllCjB1IjE6ik1haWwILCjXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=MJIAj%2BG2V9VxIH%2BAEbQin4thBzG2%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 "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.*

The screenshot shows the SAP workflow interface. At the top, there are tabs for 'Tasks (1 / 1)', 'Alerts', 'Notifications', 'SAP Office Mails', and 'Tracking'. Below the tabs, there is a search bar with 'Show: New and In Progress Tasks (1 / 1)' and a dropdown menu set to 'All'. A 'Create' button is visible on the right.

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

Below the task list, there is a detailed view of the selected task: 'Review Subaward Invoice 10-20020 with Value 100.72'. The details include:

- Sent Date: Today by Henson, Stuart
- Status: New
- Description: You are responsible for the review 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 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.

At the bottom of the detailed view, there is a 'Process Invoice' button highlighted with a red box.

## SIR Subaward Online Invoice Hold 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](mailto:subawards@uky.edu).

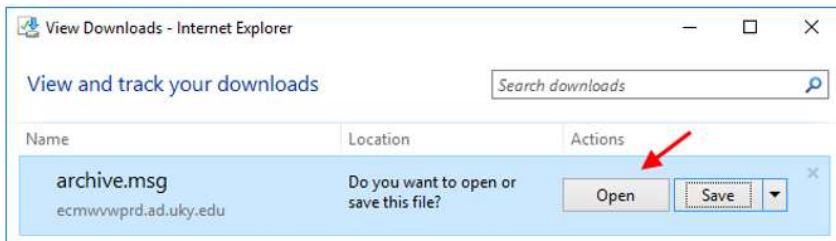
Description	File Name	Type	Create Date	Create Time
Invoice 10-20020	10-20020.pdf	PDF	01/06/2016	08:32:41

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

## SIR Subaward Online Invoice Hold 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

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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 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.

<b>Invoicing period ending:</b> December 15, 2017	<b>TOTAL AMOUNT OF INVOICE:</b> \$3,000.00
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When ready to approve, close the window to go back to the approval screen.

## SIR 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.

**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

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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

## SIR 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.

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 when it's on Hold.

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?

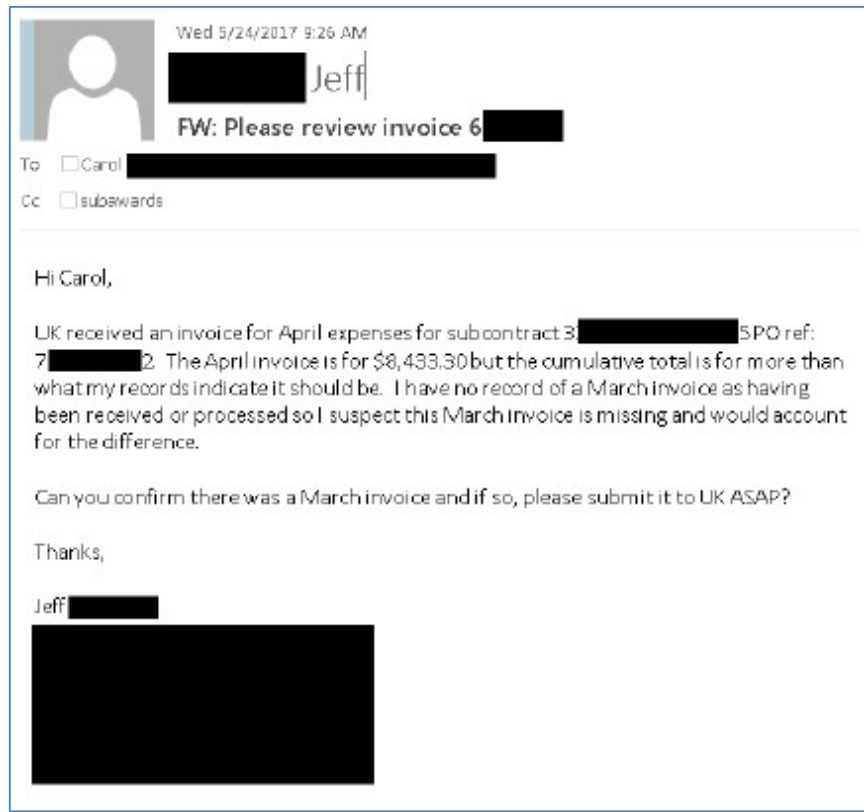
Yes No

## 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 the 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]