Electronic Subaward Invoice Processing
Who has ever heard the phrase Uniform Guidance?

UG requires:

• the payment of subaward invoices within 30 days of their receipt
• the University to specify any required financial or programmatic reports in their subaward agreements
• The University to review and retain any financial or programmatic reports
So what are we going to do?
Never fear!

• To accomplish this requirement, SPA ask PIs if they want to require programmatic reports from their subrecipients as the subaward is being established.
• If yes, requirements, due dates and format need to be in the subaward. SPA will not (at this time) store reports centrally, so PI or department needs to store these.
What is this new process?

SPA will receive (sub-inv@umn.edu) the invoice from the subrecipient

- SPA will record receipt of invoice
- SPA will email the invoice to the PI for review and approval (they can approve from anywhere with internet access!)
- SPA will email DRA a copy of invoice (Note: check to see if you or your department email is on this list: https://docs.google.com/spreadsheets/d/1KMIUFgbEbo97aduMDcucTPPcDZ-t4xL7rYE8pj3gmaA/edit?usp=sharing)
- DRA will no longer have to print, sign, scan, email, print, scan........
- SPA will process the invoice for payment

The PI reviews the invoice by clicking the link in the email and submits their approval or rejection by clicking the link in the email. When the PI approves the invoice they are certifying that the programmatic reports have been received and are satisfactory.
So my subaward predates UG what about me?

Subawards issued before the spring 2015: Invoices will continue with the old process but will phase in when an amendment is issued with the new payment terms.
Invoice Payment Workflow for new Uniform Guidance specifications

Step 1: Duration: up to 5 days
- PI, GA, and subrecipient work to correct invoice for resubmission

Subrecipient

Subrecipient emails invoice to subreciever@name.edu

Start

Step 2: Duration: up to 1-4 days
- GA receives invoice and completes review via provided email link. GA provides sub desk like to IC if invoice is acceptable.

IC receives发票 and completes review via provided email link.

Step 3: Duration: up to 5 days
- PI receives invoice and completes review via provided email link.

Department administrator receives invoice (optional)

Up to two departmental administrators may be submitted to IC per Desk 3

Reminder will be sent after 14 days if invoice is not reviewed.

Step 4: Duration: up to 6 days
- IC / Laura’s group pays invoice. Sub desk file is returned to GA with a filled out copy of approved invoice and payment noted on balance sheet.

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Finish

Note: Dubuque and Morris GAs will pay invoice and provide IC with PeopleSoft voucher # to complete process.

IC = Invoice Coordinator

Uniform Guidance: 30 day completion regulation (begins when proper invoice is received, ends when payment voucher is completed)

Date: 5/19/2015
For More Information
Visit:  www.ospa.umn.edu

Thank You!

Send Questions To: sub-inv@umn.edu