

Electronic Subaward Invoicing Processing

If you manage any subawards this class is not to be missed!

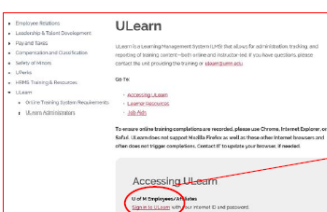
Monday, June 13 10-11 am, McNamara, Room 665

Sign up today! See below for instructions.

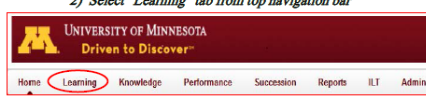
Come learn about the new system and some tips and tricks for navigating the electronic invoicing process. Learning objectives include:

- Understand Uniform Guidance’s impact on the subaward invoice and closeout process
- Learn about the online platform developed by SPA and its IT group for managing subaward invoicing called WorkflowGen
- Gain perspective of the electronic invoice submission, review, approval, and payment process and all the players involved
- Comprehend the online approval screens and steps required for PIs
- Learn how to set up email filters to organize subaward invoice emails and departmental email boxes so all necessary departmental staff can view emails and invoices
- Gather resources to review subaward invoices and to prevent and resolve subaward invoice issues (e.g., unallowable costs, incorrect F&A calculations, duplicate invoices)
- Understand how to access the online WorkflowGen portal to run subaward invoice reports and how to review invoices through the portal rather than sorting through email approval requests

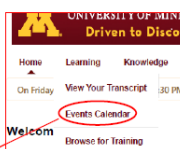
1) Sign into U Learn <http://humanresources.umn.edu/working-u/learn/>




2) Select "Learning" tab from top navigation bar



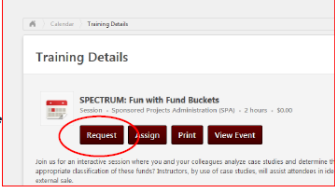
3) Chose "Events Calendar" from the drop down under learning



4) Select Event from Events Calendar



5) Request Class, its that simple



Its so easy to register for a SPECTRUM class

Recap - five easy steps

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- 3) Chose "Events Calendar" from the drop down under learning
- 4) Select Event from Events Calendar
- 5) Request Class, its that simple