NEW TRAINING!

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

![Diagram of how to register for a SPECTRUM class](image-url)