Level 2 – Proposed To Be – Grants – Managing Subrecipients: Subrecipient Transaction Processing

### Establishing Subrecipients (SPA)
- Services Rendered
  - Invoices
  - Distribute Invoices
  - Pay Cycle
  - GA desk copy of subaward

### Managing Subrecipients
- SPA creates a PO in Purchasing Module
- Derivative Subaward Module – PO
- SPA initials the PO
- SPA approves or denies the PO
- SPA can print out a PO for the Grant Administrator’s desk copy of the subaward file for reference/audit.

### Purchase Order Processing Requirements
- Must be able to “carry forward” subaward encumbrances from one budget year to the next or close encumbrances closed in error.
- Must also be able to re-open PO and encumbrances closed in error.
- Information related to subawards and subcontracts should be provided to the SPA for additional information.

### Create Purchase Order in Purchasing Module
- SPA will be able to create Purchase Orders in the Purchasing Module. Each subaward has created a process for this.
- SPA can assign custom PO#s to help with identification of GA and account string for efficient identification, distribution, and processing invoices.

### Purchase Order Approval (SPA)
- Purchase Order in Purchasing Module
- Monitor for Vendor Invoices
- Copy of Invoice
  - SPA can review a 3-way match required in order to process invoice.
  - SPA can verify the charges and verify that charges are in line with work performed.

### Approval of Vendor Invoices
- SPA reviews the invoice for dates of service, amount, and appropriateness of charges and verifies that charges are in line with work performed.

### Payment Processing
- There will be a 3-way match required in order to process invoice.
- SPA will email a PO to a “revealing” email address.
- When invoice is approved, SPA will email a PO to the vendor and assign a PO to the vendor.
- SPA can email a PO to the vendor and assign a PO to the vendor.
- SPA can also email a PO to a “revealing” email address.
- SPA can verify the charges and verify that charges are in line with work performed.

### SPA's Approval
- SPA can review a 3-way match required in order to process invoice.
- SPA will email a PO to a “revealing” email address.
- SPA can verify the charges and verify that charges are in line with work performed.

### Payment Processing
- SPA can verify the charges and verify that charges are in line with work performed.
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### NOTES:
- Assigning custom PO#s allows identification of GA and account string for efficient identification, distribution, and processing of invoices. PO#s are assigned for internal processing purposes only. PO#s assigned for internal processing purposes only.
- SPA can assign custom PO#s to help with identification of GA and account string for efficient identification, distribution, and processing invoices.

### Purchase Order Processing Requirements
- Must be able to “carry forward” subaward encumbrances from one budget year to the next or close encumbrances closed in error.
- Must also be able to re-open PO and encumbrances closed in error.
- Information related to subawards and subcontracts should be provided to the SPA for additional information.

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