

Subrecipient Invoice Management for Unit Administrators

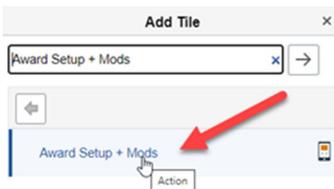
Managing subawards is a joint effort between the department (PI and the Unit Administrator) and SPA. This resource guide is meant to aid the department in managing subawards.

Using the PeopleSoft Subaward Dashboard and Subaward Module. The Subaward Dashboard and Subaward Module in PeopleSoft contain invoicing information which is helpful in department monitoring of subaward invoices. The following describes how the Subaward Dashboard and Subaward Module can be used by Unit Administrators to monitor subaward invoice payments.

One-time Setup. You can access the Subaward Module and PI Portal Module through tiles on the PeopleSoft home screen. If at the [UVM Employee home page](#) you do not see a tile for “Awards Setups + Mods” and a tile for “UVM PI Portal”, follow these instructions to put these tiles on the home screen.

To add the Awards Setups + Mods tile, navigate to the PeopleSoft Finance Module. At the Home screen:

- Click on the three dots in the upper right corner.
- Choose Personalize Home Page.
- Select Add Tile from upper right.
- In the search box, type in “Award Setup” and press the arrow next to where you typed “Award Setup”.
- Click on the blue Award Setup + Mods listing



- Select **Save** in the upper right corner.

To add the PI Portal tile, repeat the process above except insert “PI Portal” in the search box.

USING THE SUBAWARD DASHBOARD

The Subaward Dashboard is where the PI reviews and approves or denies an invoice. This dashboard is a great tool for Unit Administrators to quickly see invoice information. The search screens are flexible and allow for searching on a variety of fields which can prove useful when managing multiple awards.

1. **Access the Subaward Dashboard.** The Subaward Dashboard can be accessed two ways: From the UVM Employee home screen:
 - a. **Click on the Award Setup + Mods tile** (if you do not see this on your home page, view previous information on how to add this tile to your home page). On the left side, click on Subawards and then Subaward Dashboard. The Subaward Review and Approval screen will be displayed. OR
 - b. **Click on the UVM PI Portal tile** (once again if you do not see this on your home page, view previous information on how to add this tile to your home page). Select Subaward Dashboard from the left side. The Subaward Review and Approval screen will be displayed.

2. **Obtaining Invoice Information.** At the Subaward Review and Approval Screen (which is the Subaward Dashboard), a listing of invoices will be displayed for those invoices processed in the Subaward Module (invoices processed the “old” way using a Payment Certification form will not be displayed). To obtain a listing from the Subaward Review and Approval screen:
 - a. **Insert filter information in the field values** on this screen.
 - i. Select the orange **Clear Search Criteria** to remove existing field values.
 - ii. Insert field values to have the system locate the desired invoice records. When you are satisfied with the filter information entered, select the orange **Retrieve Subaward Invoices** box. *(For instance, if you want to see all the invoices for a department, insert the department number in the Department field as shown in the print screen below.)*

UVM PI Portal

Subaward Invoice Dashboard

Subaward Review and Approval

Designated Approver (Last, First or Partial)

Project Manager (Last, First or Partial)

PS Award ID

PS Project#

Principal Investigator (Last, First or Partial)

Subrecipient ID

Subrecipient Name (Partial)

Subaward Invoice Status

Invoice Number

Invoice Period From 05 Through 05

Department 55750 Psychiatry

SPA Financial Analyst ID

- b. **A listing of invoices matching the filter criteria selected will be displayed.**

Subaward Invoices										Personalize	Find	Print	First
Invoice	PO Number	UMM Award ID	Project #	SPA Financial Analyst	Designated Approver	Subrecipient	Subaward Invoice Status	Invoice Date	Invoice Amount	Final Invoice?	Department		
1. INV#1	0000170592	000034337	035221	Bacak, Sara M	Copeland, William E.	University of North Carolina	Approved by PI/Designee	07/01/2019	\$1,000.00	<input type="checkbox"/>	Psychiatry		
2. INV#2 R	0000170592	000034337	035221	Bacak, Sara M	Copeland, William E.	University of North Carolina	Approved by PI/Designee	10/01/2019	\$2,000.00	<input type="checkbox"/>	Psychiatry		
3. INV #1-33333	0000200007	AVU00000479	035556	Bacak, Sara M	Copeland, William E.	Virginia Commonwealth University	Approved by PI/Designee	05/01/2021	\$4,000.00	<input type="checkbox"/>	Psychiatry		
4. INV #1	0000192438	000032359	035530	Bacak, Sara M	Higgins, Stephen Thomas	Baptist Health South Florida Inc	Voucher Posted	09/01/2021	\$25,000.00	<input type="checkbox"/>	Psychiatry		

This information can be used for a variety of purposes including:

- i. **Determining if there are invoices awaiting PI approval.** In the Subaward Invoice Status column, if there are invoices showing “Pending PI/Designee Approval”, a reminder to the PI that there are invoices needing approval may be appropriate.
- ii. **Determining if the final invoice from the sponsor has been received.** There will be a checkmark in the Final Invoice column, if a final invoice was received. If the award has ended and a final invoice has not been received, the department should contact the subrecipient to inquire when the final invoice will be sent.

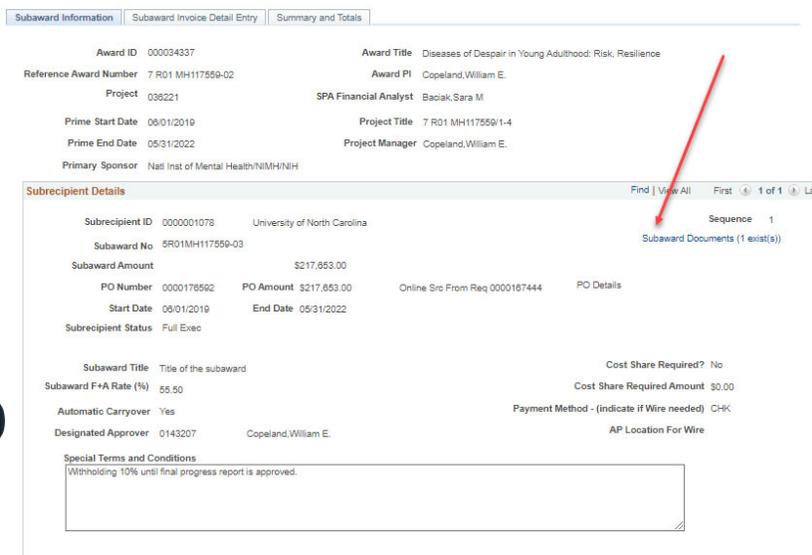
- c. **Re-sort invoice listing** (optional). To re-sort the listing, click on the header for the column of information you would like to re-sort. For instance, if you want to see the listing grouped by award number, click on the UVM Award ID header column.
- d. **Download invoice listing to Excel** (optional). This listing can be downloaded to Excel for further analysis by clicking on the spreadsheet icon.



- e. **View the specific invoice** by clicking on the orange **View** box.
 - i. The Review Subaward Invoice screen will be displayed. From here you can see information SPA entered about the invoice. To view the invoice, click on the View Subaward Invoice Documents (note that an email may be displayed that contains an attachment with the invoice).

USING THE SUBAWARD MODULE

1. **Accessing the Subaward Module.** In Peoplesoft's Finance Module at the UVM Central User Home screen, click on Award Setup + Mods tile. Then on the left side, select Subawards and then select Subaward Module.
2. **Obtaining Information by Subaward.** At the Subaward Module search criteria screen, insert the project number and press Search.
 - a. **At the Subaward Information tab**, information relative to the subrecipient will be displayed.



- i. **Subaward Award Documents can be viewed here** by clicking on the hyperlink for Subaward Documents
- b. **At the Subaward Invoice Detail Entry tab**, details about all the invoices on this subaward are displayed. If there are multiple invoices on the award, the most recent invoice information will be shown. To view additional invoices, select the "View All" feature in the Invoice Details line or use the arrow keys in the Invoice Details line.

Subrecipient Details Find | View All First 1 of 1 Last

Subrecipient 000001078 University of North Carolina PO Number 0000176592 View Subaward Details Sequence 1

Invoice Details Find View All First 1 of 2 Last

c. **At the Summary and Totals tab**, a listing of all invoices for this project that were generated in the new Subaward Module will be shown.

Subaward Information | Subaward Invoice Detail Entry | **Summary and Totals**

Award ID 000034337 Award Title Diseases of Despair in Young Adulthood: Risk, Resilience
 Reference Award Number 7 R01 MH117559-02 Award PI Copeland, William E.
 Project 036221 SPA Financial Analyst Baciak, Sara M
 Prime Start Date 06/01/2019 Project Title 7 R01 MH117559/1-4
 Prime End Date 05/31/2022 Project Manager Copeland, William E.
 Primary Sponsor Natl Inst of Mental Health/NIMH/NIH

Subrecipients/Purchase Orders Find | View All First 1 of 1 Last

Subrecipient 000001078 University of North Carolina Start Date 06/01/2019 End Date 05/31/2022 Sequence 1

Subaward Title Title of the subaward Refresh Amount Paid <\$25K \$25,000.00
 Subaward Number 5R01MH117559-03 Amount Paid > \$25K \$102,810.31
 Subaward Amount \$217,853.00 Total Paid To Date \$127,810.310
 PO Number 0000176592 Cost Share Met Total \$0.00
 PO Total Amount \$217,853.00 Encumbrance Balance (Estimated) \$89,842.69
 Click to see PO Details

Subaward Invoice Summary Personalize | Find | First 1-2 of 2 Last

Invoice Number	Invoice Date	Invoice Period From	Invoice Period Thru	Invoice Amount	Invoice Cost Share	Invoice Status
1 INV#2 R	10/01/2019	07/01/2019	07/31/2019	\$2,000.00	\$0.00	Approved by PI/Designee
2 INV#1	07/01/2019	06/01/2019	06/30/2019	\$1,000.00	\$0.00	Approved by PI/Designee

This information can be used for a variety of purposes including:

- Determining if there are invoices awaiting PI approval.** In the Invoice Status column, if there are invoices showing “Pending PI/Designee Approval”, a reminder to the PI that there are invoices needing approval may be appropriate.
- Determining if there are enough funds in the budget for future subrecipient invoices.** The Amount Paid < \$25K and >\$25K contains only those invoices that have been paid. Also, the Encumbrance Balance is not reduced by those invoices that have not been paid. Invoices that are pending review and/or approval will not be included in these amounts.

QUERIES AVAILABLE

- UV_GM_SUBAWARDS – This show subrecipient information entered into the Subaward Module.
- UV_GM_SUBAWARD_INVOICES –This show subaward invoices entered into the Subaward Module.
- UV_GCA_PROJ_RESOURCES – This shows expenses on a project including the PO number for all Subaward Invoices (including those NOT entered into the Subaward Module)
- UV_GCA_PROJ_RES_EXP_BY_CONTRAC-This is the same report as UV_GCA_PROJ_RESOURCES except it can be run by Award Number (not by project). This query also shows expenses on an award including the PO Number for all Subaward Invoices (including those NOT entered into the Subaward Module).

Contact your SPA Financial Analyst with any questions.