# Subaward Invoice Processing for

# Principal Investigator (PI) & Department Administrator

- Both PI and Dept Admin will receive an email notification

**Subaward Invoice Submitted for Approval**

Dear adwatts@unm.edu/adwatts@unm.edu,    ⬅

A new subaward invoice has been submitted for approval.

The principal investigator is responsible for the review and approval of the invoice. The department administrator can only approve if 1) they have sufficient knowledge of the technical work involved and written delegated authority by the PI to approve subaward invoices on this award or 2) they are serving as proxy with written/email approval from the PI for the below invoice.

Please use the link below to log in to the Subaward Invoice Processing Dashboard to review additional details and take appropriate action.

Index: 456789
Subawardee: TEST University of New Hampshire
Banner Encumbrance: E0001234
Invoice #: TEST123
Invoice Date Received: 08/02/24
Amount: $1,000.00

https://app.smartsheet.com/b/publish?
EQBCT=cf7f8e4c7be64fd7b241490610583965    ⬅

Invoices must be paid within 30 calendar days after receipt unless UNM reasonably believes the request to be improper. Therefore, your timely attention to this invoice review is appreciated.

Thank you!

PI and Department Administrator emails, will be listed here, as notification to individuals that need to review and take action.

PI and Department Administrator, click link to be directed to subaward invoice details.

- Click on the link and you will be taken to the Sub Invoice Dashboard

- **As noted on the Department Administrator Approvals:**
  - The Principal Investigator is responsible for invoice approvals. A department administrator must have sufficient knowledge of the technical work involved and written delegated authority to approve subaward invoices. The department admin can also **approve as proxy** for the PI, but must have **written/email approval** from the PI on file for the specific invoice.

## PI or Administrator Approval

Click on the document line:



- **STEP 1:** Please download and review the attachment, by clicking on the Attachment(s) link below **BEFORE** **making any changes to the Data link**.

- o **STEP 2:** Once the invoice has been downloaded and reviewed, you can then click on the Data tab to make changes and take action.

**Approval Acknowledgement \***
- o 1. All expenditures on the subaward invoice (through the date of this invoice) align with the approved budget.
- o 2. All work for the invoice attached has been completed satisfactorily and in compliance with applicable Federal or non-federal statutes, regulations, and subaward terms and conditions.
- o 3. All required progress reports, technical reports and/or deliverables due through the date of the invoice have been received, reviewed and accepted.
- o 4. If this is the FINAL Invoice, I certify that I have received all work required, all required reports and all deliverables as required by the contract.
- o **CHECK BOX**

**Department PI or Admin Action \***
- • Please select Approved or Denied, then enter any desired comments, then select Save to complete.





- o If denying the invoice, please add a thorough reason for the denial.
  - o If denied, the Fiscal Monitor will receive a notification for their records.
- o PI or Department Admin will communicate with the Subawardee regarding the reason for denial and request a revised invoice or documentation as applicable.
- o As Uniform Guidance requires us to pay invoices within 30 days upon receipt, it is important that we "restart" the invoice upon receipt of an updated invoice or documentation. Once the PI or Department Admin are satisfied with the received documentation, please let the fiscal monitor know to resubmit.
  **SAVE**

**Same Process for Administrator review:**
- • Email Notification
- • Click Link>Sub Invoice Dashboard
- • Click on the Document
- • Download Attachment and review

<span style="color:red">ADDITIONAL REQUIREMENT for ADMIN APPROVAL</span>

**Signature Delegation * (Administrator Approval only)**

- o As department administrator, I certify I am knowledgeable of the technical work involved on this invoice and have delegated written authority by the PI on file or I am serving as proxy with the written/email PI approval for this invoice on file.
- o **CHECK BOX**

**Department PI or Admin Requests Status – To Verify Submission to AP for Payment**

| Submitted for AP Payme | adwatts@unm.edu | Approved | 08/05/24 | E0001234 | TEST University of New I | $1,000.00 |
|---|---|---|---|---|---|---|

# Difference in PI View vs. Department Administrator View

## PI View

### Details ×

STEP 1: Please download and review the attachment, by clicking on the Attachment(s) link below BEFORE making any changes to the Data link. STEP 2: Once the invoice has been downloaded and reviewed, you can then click on the Data tab to make changes and take action.

**Data**    Attachments (1)

**Principal Investigator**

Ⓐ adwatts@unm.edu ✕

**Dept Invoice Date ***

Please open attachment and enter subaward invoice date in this field.

08/02/24

**Department Acknowledgement ***

1. All expenditures on the subaward invoice (through the date of this invoice) align with the approved budget. 2. All work for the invoice attached has been completed satisfactorily and in compliance with applicable Federal or non-federal statutes, regulations, and subaward terms and conditions. 3. All required progress reports, technical reports and/or deliverables due through the date of the invoice have been received, reviewed and accepted. 4. If this is the FINAL Invoice, I certify that I have received all work required, all required reports and all deliverables as required by the contract.

☑

**PI Action ***

Please select Approved or Denied, then enter any desired comments, then select Save to complete.

Approved                    ✕  ▾

**Department Comments**

[                              ]

**Banner Encumbrance Number**

E0000000

**Subaward Name**

TEST University of Alabama

**Subaward Invoice Number**

TEST456

**Invoice Amount**

$ 100

Preview: $100.00

**Department Administrator**

Discard Changes    **Save**

## Department Administrator View

### Details ×

STEP 1: Please download and review the attachment, by clicking on the Attachment(s) link below BEFORE making any changes to the Data link. STEP 2: Once the invoice has been downloaded and reviewed, you can then click on the Data tab to make changes and take action.

**Data**    Attachments (1)

**Department Administrator**

Ⓐ adwatts@unm.edu ✕                    ▾

**Dept Invoice Date ***

Please open attached invoice and enter the subaward invoice date in this field.

08/02/24

**Department Acknowledgement ***

1. All expenditures on the subaward invoice (through the date of this invoice) align with the approved budget. 2. All work for the invoice attached has been completed satisfactorily and in compliance with applicable Federal or non-federal statutes, regulations, and subaward terms and conditions. 3. All required progress reports, technical reports and/or deliverables due through the date of the invoice have been received, reviewed and accepted. 4. If this is the FINAL Invoice, I certify that I have received all work required, all required reports and all deliverables as required by the contract.

☑

**Department Comments**

PI Authorization on file

**Signature Delegation ***

As department administrator, I certify I am knowledgeable of the technical work involved on this invoice and have delegated written authority by the PI on file or I am serving as proxy with the written/email PI approval for this invoice on file.

☑

**Department Admin Action ***

Please select Approved or Denied, then enter any desired comments, then select Save to complete.

Approved                    ✕  ▾

**Banner Encumbrance Number**

E0004561

**Subaward Name**

TEST Cornell University

**Subaward Invoice Number**

TEST 456

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**Invoice Received Date**

08/02/24

**Invoice Amount**

$ 500

Preview: $500.00

**Principal Investigator**

Ⓐ adwatts@unm.edu ✕                    ▾

Discard Changes    **Save**

## Review Status of Subaward Submissions



- Click on link to "View PI Request Status"
  - Here you can review the steps in the process, of where each submitted Subaward Invoice



**Reference Tools:**

Link for CGA Subaward Invoice Dashboard:

CGA Subaward Invoice Dashboard - Smartsheet.com