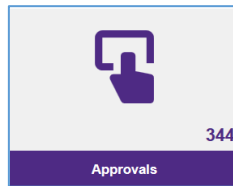# JOB AID FOR SUBCONTRACT VOUCHER APPROVERS

## Project Summary & Voucher Routing Process

The PI Workflow Certification project routes subcontract invoices to department personnel and PIs electronically via NUFinancials workflow, similar to other transactions such as REQs, PRQs, and Expense Reports. In this new process, a Voucher transaction containing payment information and the subrecipient's invoice as a PDF attachment is used to capture approvals and authorize payment. After each level of approval, the Voucher is automatically routed to the next level. The routing process is: ASRSP **>** Dept. RADM or SUBKAD **>** PI **>** ASRSP **>** Accounts Payable. The NetID and date/timestamp are recorded at each level of approval.

## Accessing the Voucher

Note: An email notification containing a direct link to the Voucher is sent to each approver. The following steps are intended for users who log directly into NUFinancials without use of the emailed link.

- Using your NetID, sign into NUFinancials: https://nufin.northwestern.edu
- Navigate to the Approvals Inbox in NUFinancials.



344
Approvals



- Select "Voucher" on the left side of the screen to see only Voucher transactions.
- On the right side of the screen, click on the particular Voucher you would like to open.

## Review Voucher Header

- Confirm the Supplier Name and Invoice Number are correct.
- Click the "Additional Information" link to see the corresponding PO number.

| ‹ Pending Approvals | | Voucher | | 🏠 🔍 🚩 ☰ ◉ |
|---|---|---|---|---|

**2,573.18  USD**

[ Approve ]  [ Deny ]  [ Hold ]

☐  Header is pending your approval

### Summary

| | |
|---|---|
| Business Unit  NWUNV | Voucher ID  02076403 |
| Invoice Number  5000562175★ | Created By  Watson,Kathryn B |
| Supplier Name  University of Virginia  ★ | Modified By  Watson,Kathryn B |
| Due Date  10/04/18 | Invoice Date  09/04/18 |
| Voucher Source  Online | Voucher Style  Regular Voucher |
| Additional Information ★ | |

### Line Details

| Voucher Line | Item | Description | Quantity | UOM | Unit Price | Amount | |
|---|---|---|---|---|---|---|---|
| 1 | | 09/01/2016 to 09/30/2017 78650 | 1 | EA | 12,436.16 USD | 12,436.16 USD | › |

▾ **More Information**

| View Attachments | › |
|---|---|

1 row

**Approver Comments**

[                    ]

| Approval Chain | › |
|---|---|

## View Line Distributions

- From the header page, click on each "Line Details" row to confirm the chartstring.

**Line Details**

| Voucher Line | Item | Description | Quantity | UOM | Unit Price | Amount | |
|---|---|---|---|---|---|---|---|
| 1 | | 09/01/2016 to 09/30/2017 78650 | 1 | EA | 12,436.16 USD | 12,436.16 USD | > |

- Confirm the Amount, ProjectID and the use of Subk Account Codes 78640, 78650 (and at times 78642).

**Distributions** ✕

**Fluid Approval Distribution**

Line 1

Description 09/01/2016 to 09/30/2017 78650

Merchandise Amt 12,436.16 USD

Quantity 1.0000 EA

1 row

| Distribution Line ◇ | Quantity ◇ | GL Business Unit ◇ | Merchandise Amount ◇ | Currency ◇ | *Account ◇ | *Fund Code ◇ | *Department ◇ | Program Code ◇ | Project ◇ | Activity ◇ | ChartField 1 ◇ |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 1.0000 | NWUNV | 12,436.16 | USD | 78642 | 650 | 4703000 | | 60037999 | 01 | |

## View Attachments

- From the header page, click the View Attachments link.

▼ **More Information**

| | |
|---|---|
| View Attachments (1) | > |

- The subrecipient's invoice is attached as a PDF document. Open the PDF to thoroughly review the invoice.

**View Attachments**

Business Unit NWUNV

Voucher ID 02076403

▼ **Attachments**

| Sequence | Attached File | Attachment Description | Entered By |
|---|---|---|---|
| 1 | 📄 UVA 5000562175.pdf | | Watson,Kathryn B |

Review Subrecipient's Invoice

# UNIVERSITY of VIRGINIA

**Make payments and address inquiries to:**

**UNIVERSITY OF VIRGINIA**
**ATTN: Office of Sponsored Programs**
PO Box 400195
Charlottesville, VA 22904-4195
PHONE: 434-924-4270  FAX: 434-982-3096
FEDERAL ID NO: 54-6001796  DUNS NBR: 065391526
EMAIL: osp-postaward@virginia.edu

## Invoice Number --5000562175

| | |
|---|---|
| Invoice Date: | 07-JAN-2020 |
| Award No: | GO11698 |
| Award Amount: | 1,339,067.00 |
| Principal Investigator: | Smith, John |
| Agency Award Nbr: | SP0028000-PROJ0007990 |
| Invoice Period: | 01-DEC-2019 thru 31-DEC-2019 |

**Bill to:**

NORTHWESTERN UNIVERSITY
OPERATIONS GROUP
645 NORTH MICHIGAN AVENUE
SUITE 910
CHICAGO IL 60611

*Please detach and return top portion with your payment. Do not staple or clip your check to the form.*

| Customer Name: NORTHWESTERN UNIVERSITY | Invoice No: 5000562175 | Date: 07-JAN-2020 |
|---|---|---|

**AWARD NAME**

EN-MSE Predicting & Controlling the Role(s) of M....

| INVOICE DESCRIPTION | CURRENT PERIOD | CUMULATIVE TOTAL |
|---|---|---|
| - 101 - UVA Temp Svcs Fee- 31340 EN-Mat Sci/Engr Dept | 0.00 | 264.03 |
| Contractual Services | 135.00 | 69,122.27 |
| Equipment | 0.00 | 32,595.36 |
| Fringe Benefits | 429.17 | 46,996.87 |
| Personnel Services | 5,800.32 | 456,952.25 |
| Scholar & Fell-Tuition & Fees | 0.00 | 98,793.14 |
| Supplies & Materials | 0.00 | 52,929.01 |
| Travel | 1,506.50 | 71,807.30 |

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729–3730 and 3801–3812).

This approval also indicates acceptable progress by the subrecipient on the award.

Purchase Order: PUR1358700

Voucher: 02076403

Chart String: 610-4703000-60037999

PI Signature: Electronic approval by the PI for this payment request is recorded by use of NetID in Northwestern University's financial system.

| | CURRENT PERIOD | CUMULATIVE TOTAL |
|---|---|---|
| Total Direct Cost | 7,870.99 | 829,460.23 |
| Indirect Cost | 4,565.17 | 404,881.79 |
| Total Cost | 12,436.16 | 1,234,342.02 |

**Please Pay This Amount: ➤** **$12,436.16**

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

*Danial Weinstein*
Certified By OSP Representative

## Review Certification Stamp

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729–3730 and 3801–3812).

This approval also indicates acceptable progress by the subrecipient on the award.
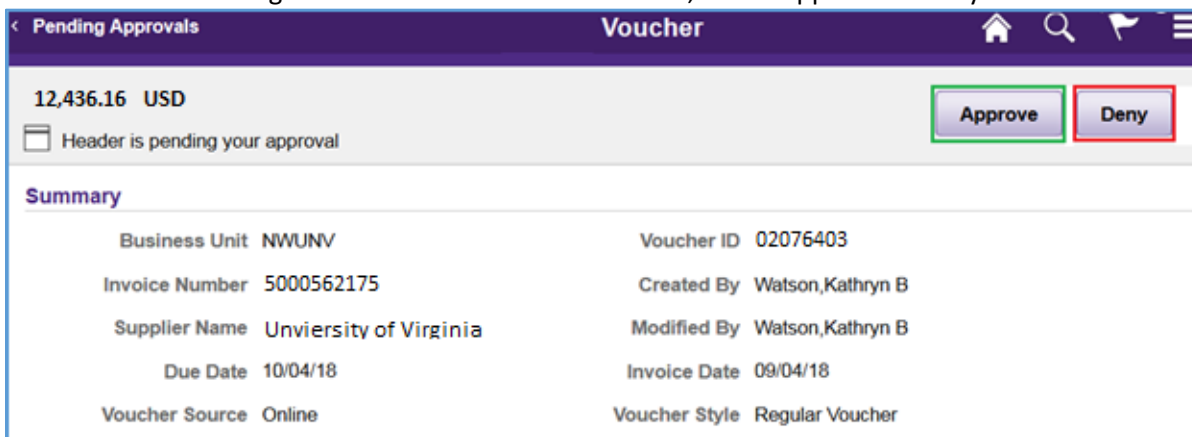
Purchase Order: _____

Voucher: _____

Chart String: _____

PI Signature:   Electronic approval by the PI for this payment request is recorded by use of NetID in Northwestern University's financial system.

## Approve or Deny the Voucher

- After reviewing the voucher and attached invoice, either Approve or Deny the transaction.
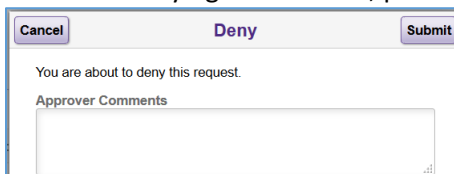
| Pending Approvals | Voucher | | | |
|---|---|---|---|---|

**12,436.16  USD**   | Approve | Deny

☐ Header is pending your approval

### Summary

| | | |
|---|---|---|
| Business Unit NWUNV | | Voucher ID  02076403 |
| Invoice Number  5000562175 | | Created By  Watson,Kathryn B |
| Supplier Name  Unviersity of Virginia | | Modified By  Watson,Kathryn B |
| Due Date  10/04/18 | | Invoice Date  09/04/18 |
| Voucher Source  Online | | Voucher Style  Regular Voucher |

- If Denied, the voucher routes back to the originator (ASRSP).
- If Denying the voucher, please provide the reason in the Comments box.

| Cancel | Deny | Submit |
|---|---|---|

You are about to deny this request.

**Approver Comments**