

Northwestern

FINANCIAL OPERATIONS

Accounting Services for Research
and Sponsored Programs

Subcontract Invoice / PI Certification Process

Kathy Watson
Subcontracts Manager

Process Overview

- Subcontract invoices will be routed to department personnel and PIs electronically
- The process runs through NUFinancials just like other transactions such as REQs, PRQs, Expense Reports etc.
- In this new process, a Voucher transaction is routed for approval (or denial).
- The subrecipient's PDF invoice is attached to the transaction so it can be reviewed.
- Once the Voucher transaction receives an approval, it then routes to the next person for approval.
- The routing process is:
ASRSP > **Department Personnel** > **PI** > ASRSP > Accounts Payable, which is the same as the current email process.

Process Highlights

- No need for wet signatures!
- No need for Receipts. One less step!
- Approvals can be done from anywhere
NUFinancials can be accessed
- Turnaround time is significantly faster
- Queries will allow ASRSP to track the status of approvals and provide follow-up reminders
- NetID approvals are captured electronically for audit purposes
- A few schools are already using this!

Process Roles

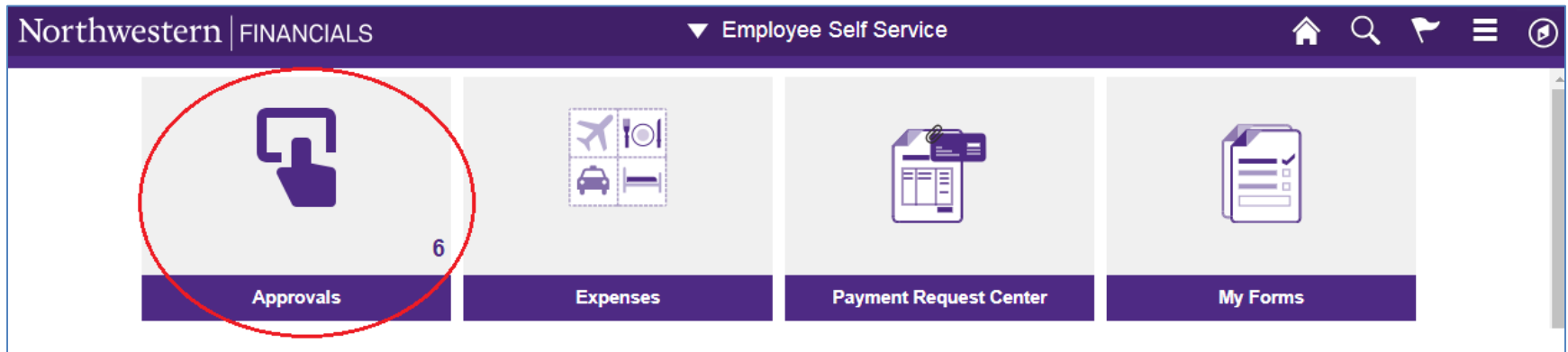
- Process utilizes roles defined on the Project Team page in NUFinancials
- Roles are defined per ProjectID number
- A new role has been created called SUBKAD (subk administrator)
- Notifications are sent:
 - To both RADM and SUBKAD, but only 1 person needs to approve the voucher
 - To the PI

Process Transactions

- **REQ/PO** is setup by department
- **Voucher** is created by ASRSP for each invoice
- **PDF** invoice is attached to Voucher
- **Receipt** no longer needs to be processed by the department. ASRSP will create the Receipt as part of the Voucher process.

Subcontract Invoice PI Certification

- Approvals will be applied via NUFinancials Workflow
- A system-generated email notification will be sent to the next approver



Subcontract Invoice PI Certification

- Invoices will be processed as a Voucher transaction

The screenshot displays a web-based interface for managing transactions. On the left is a navigation sidebar with a 'View By' dropdown set to 'Type'. The sidebar lists several categories: 'All' (6 items), 'Expense Report' (2 items), 'Payment Request' (2 items), 'Requisition' (1 item), and 'Voucher' (1 item), which is currently selected and highlighted in purple. The main content area features a 'Voucher' section with a table containing one row of data. The table row includes a checkbox, the word 'Voucher', the amount '400.00 USD', the identifier 'NWUNV / 01575221 / 5678 Watson, Kathryn B', a warning icon and 'Medium Priority' label, and the status 'Routed' with the date '05/22/2018' and a right-pointing arrow. Above the table are 'Approve', 'Deny', and 'Hold' buttons. Below the table is an 'Approver Comments' section with a large empty text area.

Voucher		1 row	
<input type="checkbox"/>	Voucher 400.00 USD	NWUNV / 01575221 / 5678 Watson, Kathryn B ⚠ Medium Priority	Routed 05/22/2018 >

Subcontract Invoice PI Certification

400.00 USD

Header is pending your approval

[Approve](#) [Deny](#)

Summary

Business Unit	NWUNV	Voucher ID	01575221
Invoice Number	5678	Created By	Watson,Kathryn B
Supplier Name	OKLAHOMA STATE UNIVERSITY	Modified By	Watson,Kathryn B
Due Date	04/19/18	Invoice Date	03/20/18
Voucher Source	Online	Voucher Style	Regular Voucher

[Additional Information](#)

Line Details

Voucher Line	Item	Description	Quantity	UOM	Unit Price	Amount
1		09/30/2016 to 09/29/2017 78650	1	EA	400.00 USD	400.00 USD

▼ [More Information](#)

[View Attachments](#) — PDF invoices will be attached to the Vouchers.

Workflow Routing

ASRSP > Dept. Contact > PI > ASRSP > Accounts Payable

400.00 USD

Header is pending your approval

Approving the Voucher will route it to the next person. Approve Deny

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▼ **More Information**

View Attachments >

Subcontract Invoice PI Certification

- Job Aid is available
- Process can begin as soon as the next subcontract invoice arrives
- Your ASRSP Senior Accounting Representative will contact you



Thank you!

Kathy Watson, ASRSP Subcontracts Manager

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