

# JOB AID FOR SUBCONTRACT VOUCHER APPROVERS

Project Summary & Voucher Routing Process.....	2
Accessing the Voucher.....	2
Review Voucher Header.....	3
View Line Distributions.....	4
View Attachments.....	4
Review Subrecipients Invoice.....	5
Review Certification Stamp.....	6
Approve or Deny the Voucher.....	6

## 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 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 > Dep. RADM or SUBKAD > 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 the PI. (e)3 (ac)-1.9 (n)2.2 ( )

# ReviewVoucher Header

x Confirm the Supplier Name and Invoice Number ~~are~~ correct.

## View Line Distributions

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

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

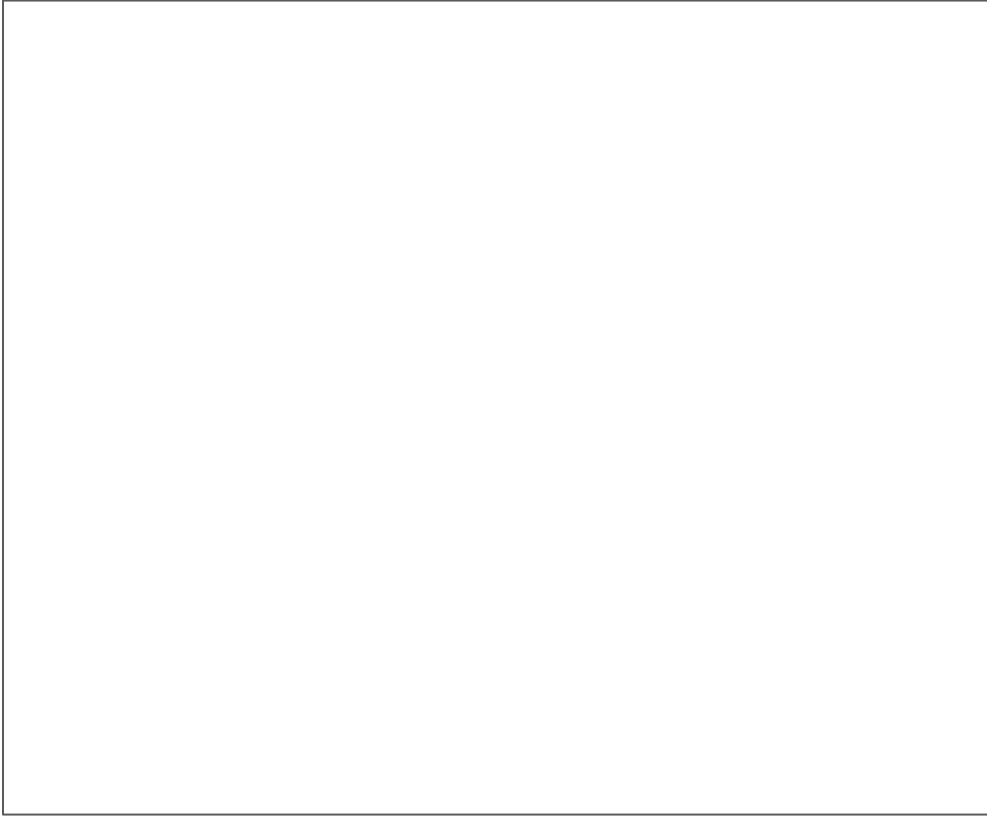
## View Attachments

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

- x

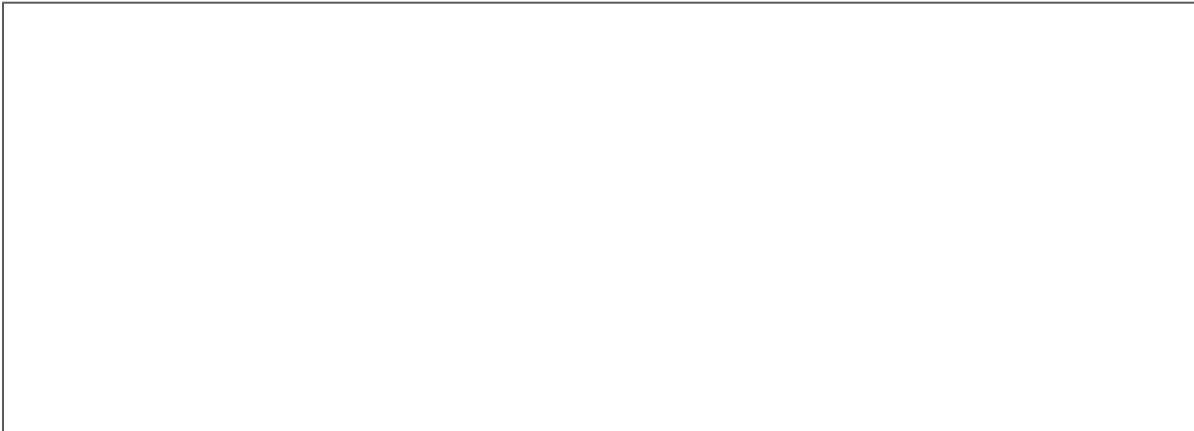
Review Subrecipient's Invoice

## Review Certification Stamp



## Approve or Deny the Voucher

- x After reviewing the voucher and attached invoice, either Approve or Deny the transaction.



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