

Subaward/Subcontract Updates

Semi-annual Networking Event
June 2018

Kathy Watson
Subcontract Manager

Agenda

- i. Subaward Invoice PI Certification Pilot
- ii. Subaward Account Codes
- iii. ASRSP Subrecipient Monitoring

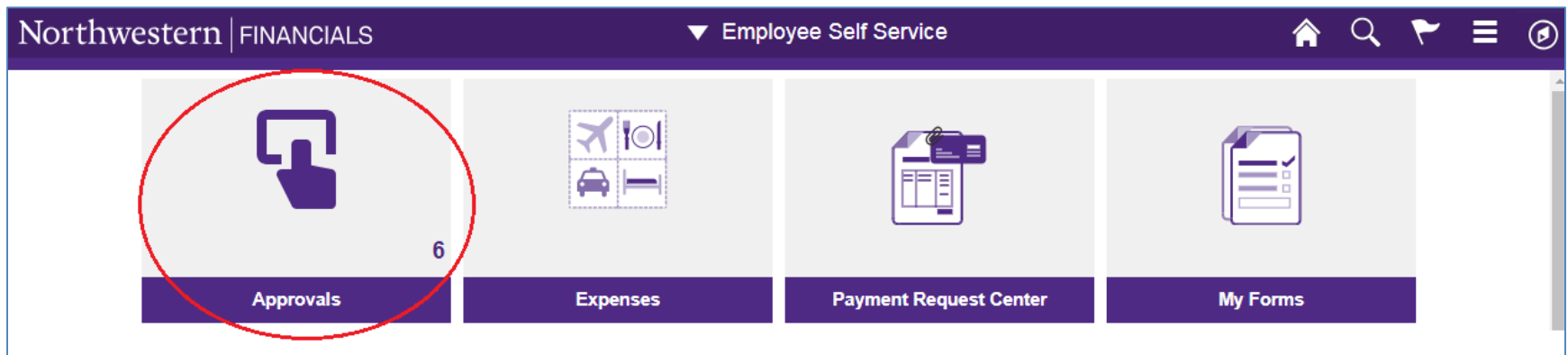
Subaward Invoice
PI Certification
Pilot Program

Subaward Invoice PI Certification

- NUFinancials Workflow
 - Voucher transactions will be tied to the Purchase Order
 - Approvals will be tracked electronically
- ASRSP currently testing, followed by a pilot department
- Process expected to create efficiencies
- Queries will allow ASRSP to track the status of invoices electronically

Subaward Invoice PI Certification

- Approvals will be done through NUFinancials Workflow.
- A system-generated email notification will also be sent.



Subaward Invoice PI Certification

- Invoices will be received as a Voucher transaction.

The screenshot displays a web-based financial system interface. On the left is a navigation sidebar with a 'View By' dropdown set to 'Type'. The sidebar lists several transaction types with counts: All (6), Expense Report (2), Payment Request (2), Requisition (1), and Voucher (1). The 'Voucher' option is selected and highlighted in purple. The main content area features a 'Voucher' section with a table containing one row of data. The row details include a voucher amount of 400.00 USD, a reference to 'NWUNV / 01575221 / 5678 Watson, Kathryn B', a 'Medium Priority' status, and a routing date of 05/22/2018. Action buttons for 'Approve', 'Deny', and 'Hold' are located at the top right. Below the table is an 'Approver Comments' section with an empty text input field.

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

Subaward 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

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](#) >

ASRSP > Dept RA > PI > ASRSP > Accounts Payable

Subaward Account Codes

Subaward Account Codes

1. Subaward budget and expense account codes

BUDGET ACCOUNT CODES	EXPENSE ACCOUNT CODES	DESCRIPTION
78641	78640	Subawards < \$25,000
78643	78642	Subawards < \$25,000 Waived F&A
78651	78650	Subawards > \$25,000

2. Requisition (REQ) for a Purchase Order (PO)

- Use subaward expense account codes:
 - 78640 = \$ < \$25k
 - 78642 = \$ < \$25k no F&A (used on exception only basis)
 - 78650 = \$ > \$25k
- Must attach copy of agreement/amendment
- Must attach Single Source Justification (SSJ) when REQ > \$25,000 (Important Note: threshold changes to \$10k effective 9/1/2018)
- If using 78642, attach communication authorization that indicates F&A has been waived

3. Two common reasons when 78642 is okay to use:

- F&A has been waived by NU (Dean's office, VPR & OSR approval)
- The Sponsor has specified F&A is not allowed to be charged

Subaward Account Codes

If you're unsure which account codes to use when setting up a new REQ, please contact a Senior Accounting Representative.

ASRSP-subk-EV@northwestern.edu

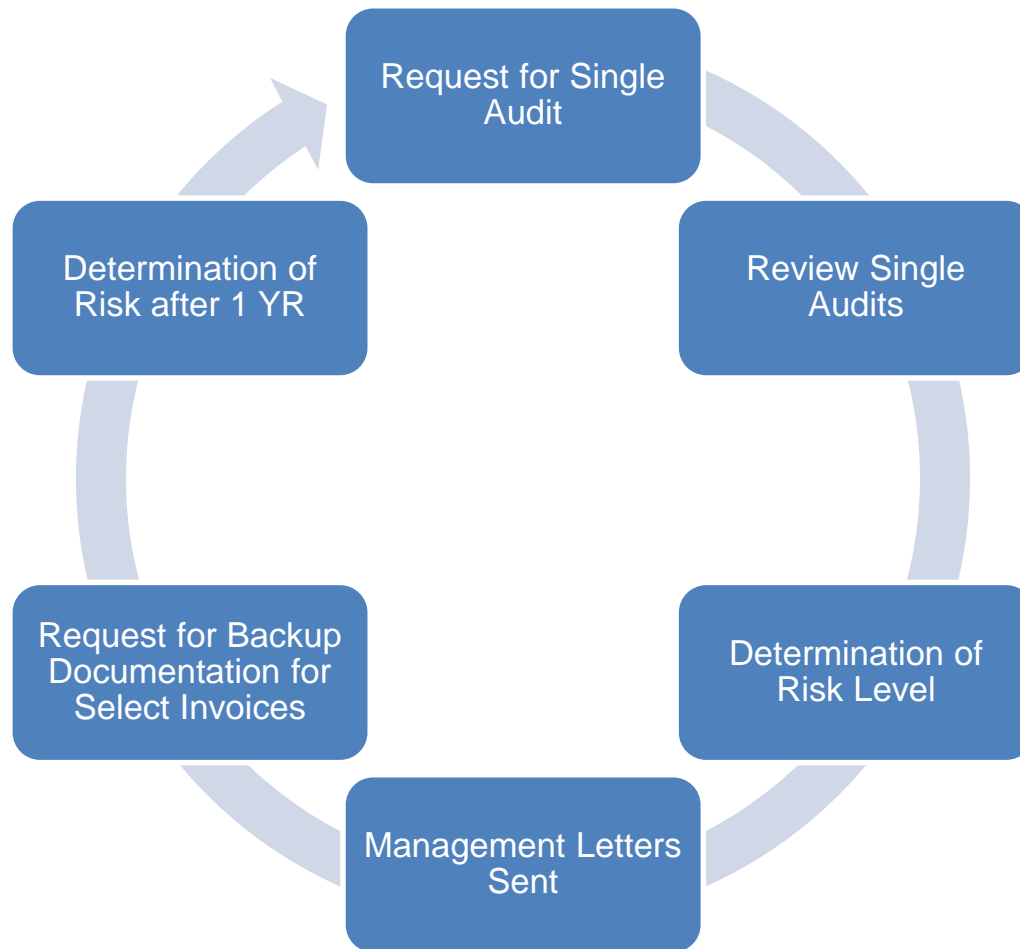
ASRSP-subk-CH@northwestern.edu

ASRSP Subrecipient Monitoring

ASRSP Subrecipient Monitoring

- Uniform Guidance Compliance
 - Pre-award Risk Assessments
 - Post-award Annual Single Audit
- Sponsor-initiated Audits (e.g. NIH)

ASRSP Subrecipient Monitoring



Thank You