

Northwestern  
ACCOUNTING SERVICES FOR RESEARCH AND SPONSORED PROGRAMS (ASRSP)

## Subcontracts & Transaction Processing Updates

Semi-annual Networking Event  
February 2017

*Kathy Watson, Subcontract & Transaction Processing Manager*

*Semi-annual Networking Event  
February 2017*

## Outgoing Subcontracts Updates

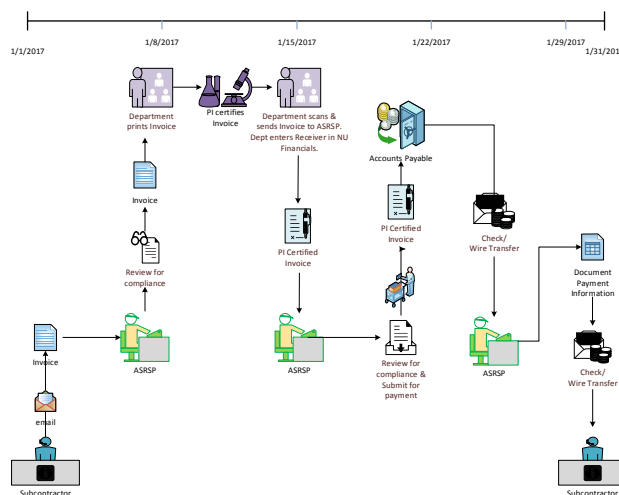
- Senior Accounting Representatives have been assigned constituencies **by Northwestern department**. Department ranges are posted here:  
<http://www.northwestern.edu/asrsp/expenses/subcontracts.html>
- Exception: Jacky Sancen handles all Lurie subcontracts on both campuses

NU Dept Range Start	NU Dept Range End	ASRSP Senior Accounting Representative (SAR)	SAR email
1000000	4999999	Jeri Gann	<a href="mailto:jeri-@northwestern.edu">jeri-@northwestern.edu</a>
5000000	5249999	Young Kasarski	<a href="mailto:young.kasarski@northwestern.edu">young.kasarski@northwestern.edu</a>
5250000	5325999	Silvana Sabatino	<a href="mailto:s-sabatino@northwestern.edu">s-sabatino@northwestern.edu</a>
5326000	5999999	Jacky Sancen	<a href="mailto:jacky.sancen@northwestern.edu">jacky.sancen@northwestern.edu</a>
7100000	8400200	Jeri Gann	<a href="mailto:jeri-@northwestern.edu">jeri-@northwestern.edu</a>

## Outgoing Subcontract Invoices

- Our goal for processing subcontract invoices is within 1 month, per Uniform Guidance.
- 1 month is defined as:  
Date received by ASRSP → Date check/wire is issued by Accounts Payable
- More information about Uniform Guidance can be found here:  
<http://www.northwestern.edu/asrsp/federal-initiatives/uniform-guidance.html>
- REMINDER: To facilitate prompt and efficient invoice processing, incoming subcontract invoices **must** be sent to the ASRSP department email account as specified in the subcontract agreement. The department **may** be cc'ed.  
[ASRSP-subk-EV@northwestern.edu](mailto:ASRSP-subk-EV@northwestern.edu)  
[ASRSP-subk-CH@northwestern.edu](mailto:ASRSP-subk-CH@northwestern.edu)
- Northwestern will accept subcontract invoices via US Postal Service but email is highly encouraged to assist with timely invoice payment.

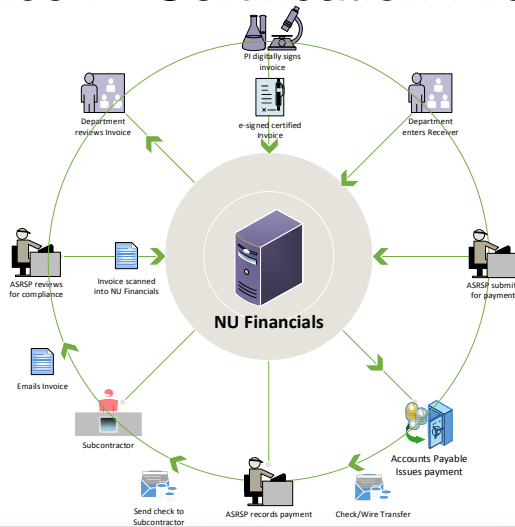
## Current Outgoing Subcontract Invoice PI Certification Process



## Implementation Plan for Outgoing Subcontract Invoice PI Certification

- PI certification of subcontract invoices will be processed via NU Financials workflow after the May 2017 Peoplesoft 9.2 upgrade
- Will roll out in stages with select pilot departments on both campuses
- New process will allow more efficient monitoring of PI invoice certification process by both departments and ASRSP

## Proposed Outgoing Subcontract Invoice PI Certification Process



## Cognos GM092 Subrecipient Monitoring Report

Award ID ****	Contract Status	Sponsor Award Number	FAIN	FDP/RTC	Automatic Carryforward to NU
SP00290XX	ACTIVE	5P41GM10XXX8-02	P41GM1X2129	Yes	No
Award PI	Project PI	Award Begin Date	Award End Date	Fund	Project Department
Smith, Kevin	Smith, Kevin	9/1/15	6/30/20	610	8237700
Project Department Name	Project *	LOC ID	Bill Source	GCFA	GO
Science Department	60040862	6455P	EVANSTON	Jennifer Knutel	Lisa Gabriel
IE Subrecipient	IE Vendor ID	PS Subrecipient	PS Vendor ID	IE PROJ **	IE Executed
Eastern State University	0000021334	EASTERN STATE UNIVERSITY	0000021334	PROJ0001627	9/29/16
IE Subk Begin Date	IE Subk End Date	IE Cumulative Funded Amt	PS PO Total	PS Funds Disbursed *****	PS % Disbursed
9/1/15	6/30/17	\$120,000.00	\$120,000.00	\$36,000.00	30.00%

- Plan is for GM092 to be available to departments in Summer 2017

## Cognos GM092 Subrecipient Monitoring Report

The GM092 report will:

- Assist departments and ASRSP in monitoring timely setup of Purchase Orders
- Identify awards requiring a **Final** subcontract invoice receipt, so that review and payment may occur in a timely manner; this will allow FFRs (final financial reports) to be submitted on time by Grant & Contract Financial Administrators (GCFAs)
- Provide departments a single comprehensive source to monitor the expenditure rate of a subcontract at the beginning and end of an award, but not within individual subcontract budget periods

