

JOB AID FOR SUBCONTRACT VOUCHER APPROVERS

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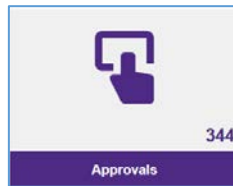
Project Summary & Voucher Routing Process

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.



Employee Self Service Pending Approvals

View By: Type

- All (6)
- Expense Report (2)
- Payment Request (2)
- Requisition (1)
- Voucher (1)

Type	Amount	USD	Description	Status	Date
Payment Request	80.20	USD	PRQ0027769 / NWUNV / 0710122890429 Dattels,Arlene R	Routed	10/11/2017
Expense Report	170.00	USD	Reena Burt - 0000461781 / APPAM Conference Fee	Routed	10/11/2017
Expense Report	410.00	USD	Larry Hedges - 0000462113 / Membership Renewals	Routed	10/12/2017
Requisition	2,875.00	USD	R&D 10/13/17 Aaron Miller - NWUNV / REQ1190531 Dattels,Arlene R ⚠ Medium Priority	Routed	10/13/2017
Payment Request	786.29	USD	PRQ0021470 / NWUNV / 56031307 Ike,Chika Vera	Routed	10/13/2017
Voucher	4,018.00	USD	NWUNV / 01575219 / KSA Watson,Kathryn B ⚠ Medium Priority	Routed	04/30/2018

- 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.

Employee Self Service Pending Approvals

View By: Type






- All (11)
- Payment Request (5)
- Portal Journal Entry (2)
- Voucher (4)**

Approve Deny Hold

Type	Amount	USD	Description	Status	Date
Voucher	2,569.04	USD	NWUNV / 01687976 / 00054346-MAR18 Sing,Zoe Miranda ⚠ Medium Priority	Routed	08/17/2018
Voucher	6.00	USD	NWUNV / 01687984 / 1234-5 Watson,Kathryn B ⚠ Medium Priority	Routed	09/24/2018
Voucher	10.00	USD	NWUNV / 01687991 / 98 Watson,Kathryn B ⚠ Medium Priority	Routed	02/06/2019
Voucher	2,573.18	USD	NWUNV / 01687994 / 1-558085-040 Watson,Kathryn B ⚠ Medium Priority	Routed	02/25/2019

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

Header is pending your approval **Approve** **Deny** **Hold**

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**

>

1 row

Approver Comments

>

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	<u>12,436.16</u>	USD	<u>78642</u>	650	4703000		<u>60037999</u>	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



STANFORD UNIVERSITY
 Office of Research Administration
 Sponsored Receivables Management
 Tax ID Number 94-1156365
 INVOICE

Award Number: PCLIR
 Invoice Number: 1339-2001234-5
 Date 08/31/2019
 Billing Period: 08/01/19 - 08/31/19
 NORTHWESTERN UNIVERSITY
 ATTN: JANET MAHER
 ACCOUNTING SERVICES FOR RESEARCH AND
 SPONSORED PROGRAMS
 750 NORTH LAKE SHORE DRIVE, 7TH FLOOR
 CHICAGO, IL 60611-4579 US
 Sponsor Ref No: SP0028000 60098765
 Payment Terms : 30 NET

SUBMIT PAYMENT WITH INVOICE NO. TO:
 Stanford University
 P.O. Box 44253
 San Francisco, CA 94144-4253

PI: Smith, John
 Award Title: Therapy to Reduce the Risk

Stanford University Expenditure categories	Approved Budget	Cumulative Expenditures	Current Expenditures	Unexpended Balance
SALARY	0.00	3,573.00	885.00	-3,573.00
STAFF BENEFITS	0.00	1,043.00	258.00	-1,043.00
UNALLOCATED	16,000.00	0.00	0.00	16,000.00
OTHERS	0.00	2,385.00	35.00	-2,385.00
Total Direct Costs	16,000.00	7,001.00	1,178.00	8,999.00
Total IDC	5,046.00	1,385.00	343.00	3,662.00
IDC Type/Rate: MTDC/0.300				
Total	21,046.00	8,386.00	1,521.00	12,660.00

CURRENT AMOUNT DUE: \$1,521.00
 PAST DUE AMOUNT: \$0.00
 TOTAL AMOUNT DUE: \$1,521.00

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)

THE BOARD OF TRUSTEES OF THE LELAND STANFORD JUNIOR UNIVERSITY

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: 610-4703000-60098765

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

Natalia Antanavage
 Director of SRM
Digitally signed by Natalia Antanavage
 DN: cn=Natalia Antanavage, ou=ORA,
 serial=3886

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: _____

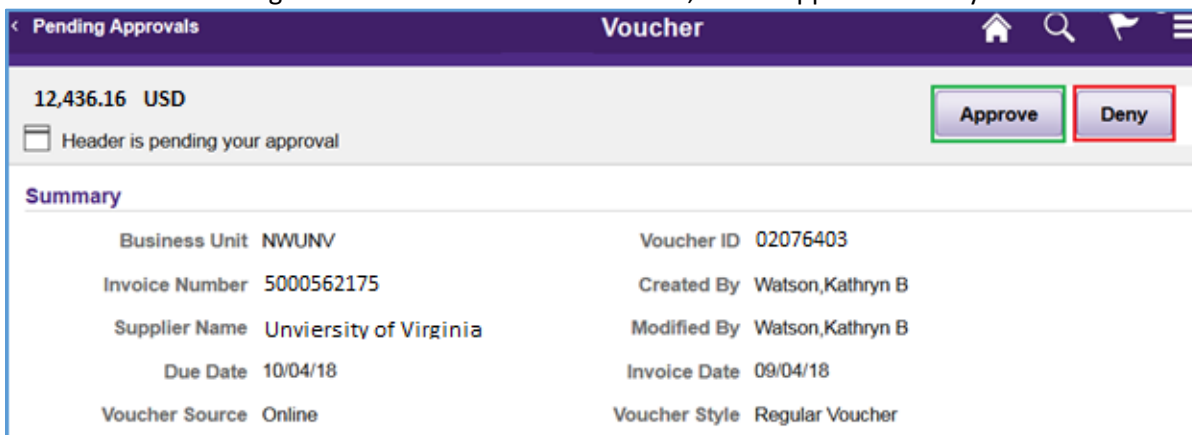
Voucher: _____

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

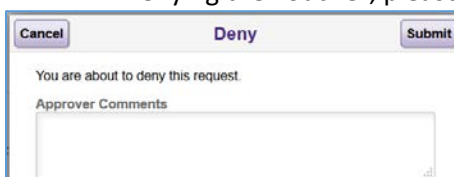
Header is pending your approval

Approve **Deny**

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

- 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
