UMBC Subawardee Invoice Processing

(11/2018)

INVOICE RECEIVED BY THE UNIT

Unit administrator will review received invoice in accordance with the Invoice Checklist (available at OSP website). The unit administrator will review the invoice within 2 business days.



ISSUES FOUND

Unit will dispute the invoice with the subrecipient. First contact via email, if no response within one week, a phone call will be made followed by the email with conversation summary. Follow-up emails will be sent weekly until the issues are resolved or revised invoice sent to the Unit. If needed the unit administrator will ask OSP for assistance.

NO ERRORS

Invoice and accompanying checklist, signed by the unit administrator, will be sent to the PI for approval and signature. The PI will process the invoice within 5 business days.



DISCREPANCIES FOUND

The PI will discuss discovered discrepancies with subrecipient's PI and address the findings. If the outcome results with the revised invoice, such an invoice will be sent to the unit. If alternative solution agreed, the UMBC's PI will make appropriate notes and sign the Invoice Checklist. Signed checklist and invoice will be returned to the unit administrator. If needed PI will ask the unit administrator or OSP for assistance.

NO DISCREPANCIES

Invoice and accompanying checklist signed by all parties will be submitted to Accounts Payable (AP) as a part of the People Soft Payment Request.



PAYMENT REQUEST RECEIVED BY AP

AP will process the payment request or return it back to the unit if the documentation or payment request is incomplete. The payment request will be sent to the state to issue payment within the next 5 business days.

KUALI INVOICE MODULE UPDATED BY OSP

OSP will run monthly REX reports and enter obtained invoice information into the Kuali under the Subaward, Invoice Module.

INVOICE PROCESSING INTERNAL REVIEW

As needed, but not less often than once a year OSP will perform a review of the invoices processed by the unit. The focus of the review will be to ID challenges with processing time and the invoice checklist. OSP will work with the Unit, AP and subrecipient as needed to help resolve any challenges.