



Subaward Payment Processing Guide

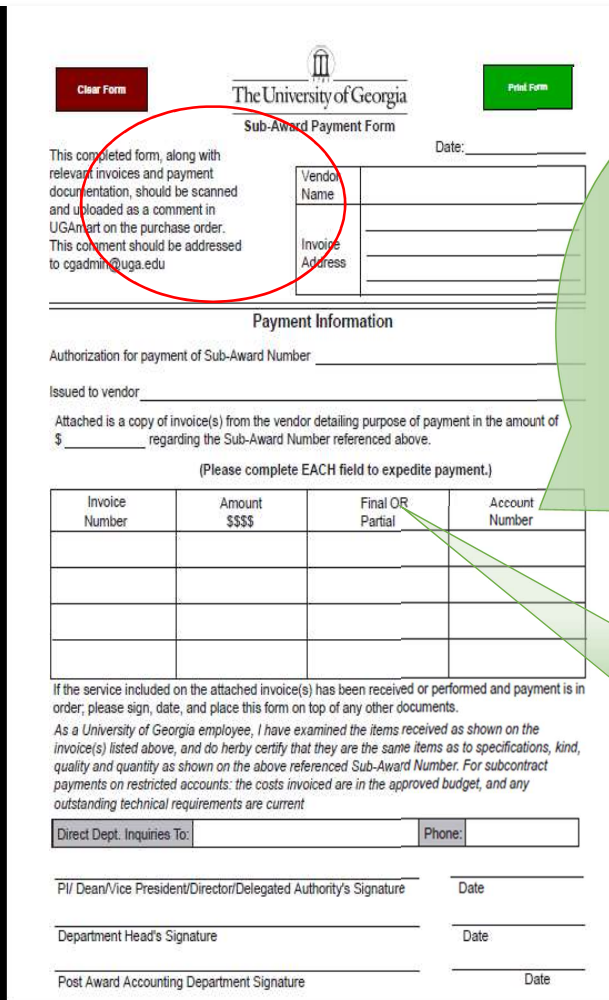
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What is Changing?

After Procurement has established the subaward encumbrance and it is time for the department to submit a request for payment, the first step will be for the department to complete a Sub-Award Payment Form shown below. This is the same form that departments have always used, but the process to submit these forms will change.

Rather than sending the paper form, departments will now upload this form and the other payment documentation (invoice, etc.) to the UGA mart purchase order as a “comment.” The comment should be addressed to cgadmin@uga.edu. Note: This is to be done after all internal routing and approvals have been completed in the department(s).



The form is titled "The University of Georgia Sub-Award Payment Form". It includes a "Clear Form" button (red) and a "Print Form" button (green). A red circle highlights the instructions: "This completed form, along with relevant invoices and payment documentation, should be scanned and uploaded as a comment in UGA mart on the purchase order. This comment should be addressed to cgadmin@uga.edu".

Vendor Name: _____
Invoice Address: _____

Date: _____

Payment Information

Authorization for payment of Sub-Award Number _____

Issued to vendor _____

Attached is a copy of invoice(s) from the vendor detailing purpose of payment in the amount of \$ _____ regarding the Sub-Award Number referenced above.

(Please complete EACH field to expedite payment.)

Invoice Number	Amount \$\$\$\$	Final OR Partial	Account Number

If the service included on the attached invoice(s) has been received or performed and payment is in order, please sign, date, and place this form on top of any other documents.

As a University of Georgia employee, I have examined the items received as shown on the invoice(s) listed above, and do hereby certify that they are the same items as to specifications, kind, quality and quantity as shown on the above referenced Sub-Award Number. For subcontract payments on restricted accounts: the costs invoiced are in the approved budget, and any outstanding technical requirements are current.

Direct Dept. Inquiries To: _____ Phone: _____

PI/ Dean/Vice President/Director/Delegated Authority's Signature _____ Date _____

Department Head's Signature _____ Date _____

Post Award Accounting Department Signature _____ Date _____

This account # column will now be Activity ID, which corresponds with the “Activity” chartfield in the UGA Financial Mgmt System. Project ID is not needed because it is already on the PO.

There will still be a “final” or “partial” payment column.

Payment Processing Steps (Departments)

Departments should scan this form and the invoice as one document. Then, upload it by following the steps listed below:

1. Log into the UGA Financial Management System (<https://financials.onesource.uga.edu>)
2. From the Employee Self Service menu, select the UGAmart tile:



3. The UGAmart homepage displays. There are multiple options to search for the desired subaward.

Search for your Subaward

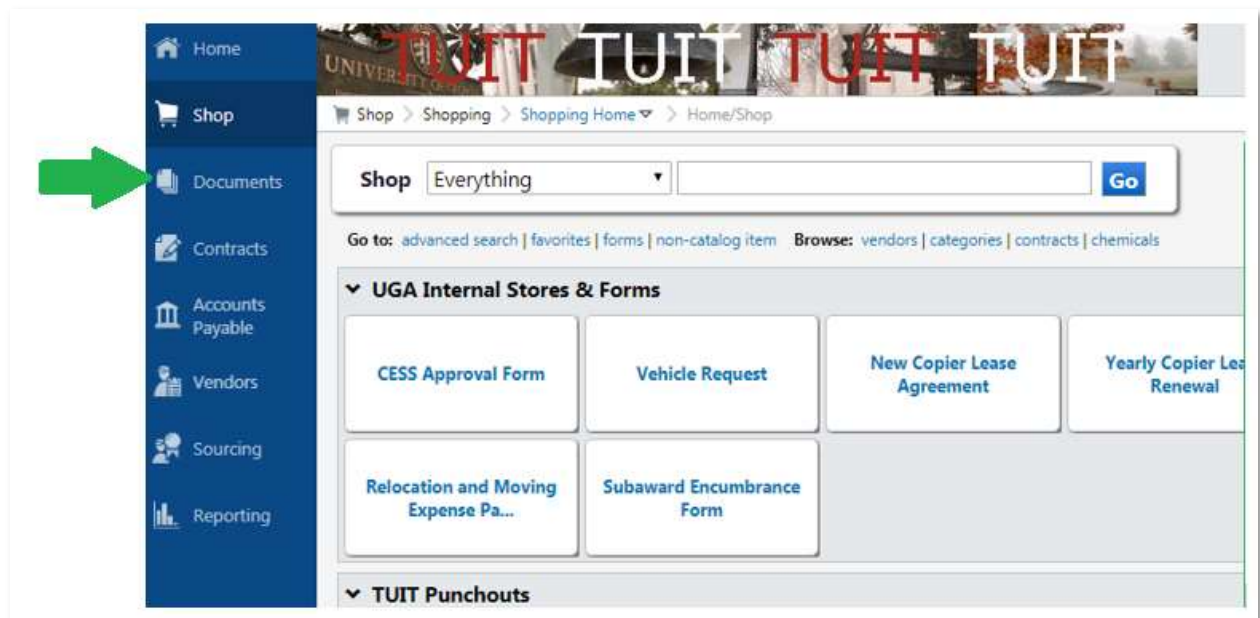
Option 1: Search by Click SubID number (the subaward number starting with "S" in the Grants Portal)

Option 2: Search by Vendor (subrecipient) name

Option 3: Search by UGAmart PO (starts with "E" in UGAmart)

Option 1: Search by Click SubID number (starts with “S” in the Grants Portal)

- a) On the left side of the screen, click on the “Documents” tab. Then click “Search Documents.”



- b) “Purchase Orders” will be the default search option in the dropdown menu at the top. This is what users will want to search when processing payments, so there is no need to change this default selection.

The image shows a screenshot of the Search interface for Purchase Orders. At the top, there is a 'Search' dropdown menu with 'Purchase Orders' selected. Below this, the form is organized into two main sections: 'Purchase Order Identification' and 'Purchase Order Information'. The 'Purchase Order Identification' section has a single text input field for 'Purchase Order Number(s)'. The 'Purchase Order Information' section has several fields: 'Participant(s)' with radio buttons for 'Any', 'Me', and 'Pick...'; 'Owner', 'Prepared By (Requisitioner)', 'Vendor', and 'Department' each with a text input field and a search icon; 'Date' with a dropdown for 'Creation Date (System)' and a text input for 'All Dates'; and 'Total Amount' with a dropdown and a text input. The form is designed to allow users to search for specific purchase orders based on various criteria.

- c) Scroll down on this screen until you reach the Custom Fields section. This is where you can search by the Click SubID (the subaward ID number in the Grants Portal starting with "S"). You will have the option to search with the exact ID number or a partial ID number, but the exact number is recommended to ensure the correct PO is selected. Once the Click SubID is selected, click the "Search" button in the bottom-right corner.

Custom Fields

Account	Is Exactly ▼	<input type="text"/>	Add another Account
		Select from all values...	
Account (IMS)	Is Exactly ▼	<input type="text"/>	Add another Account (IMS)
		Select from all values...	
Budget Reference	Is Exactly ▼	<input type="text"/>	Add another Budget Reference
		Select from all values...	
Buyer	Is Exactly ▼	<input type="text"/>	Add another Buyer
CESS Approval #	Is Exactly ▼	<input type="text"/>	Add another CESS Approval #
Click SubID	Is Exactly ▼ Is Exactly Starts With Is Between	SUB00002255	Add another Click SubID
Detail Object		<input type="text"/>	Add another Detail Object
		Select from all values...	
Export Control	Is Exactly ▼	<input type="text"/>	Add another Export Control
FMD Work Order	Is Exactly ▼	<input type="text"/>	Add another FMD Work Order
FMD Work Order Phase	Is Exactly ▼	<input type="text"/>	Add another FMD Work Order Phase
SpeedType	Is Exactly ▼	<input type="text"/>	Add another SpeedType
		Select from all values...	

Go to: [simple search](#) | [my requisitions](#) | [my purchase orders](#) | [my invoices](#) | [my forms](#)

[Search](#)

- d) The below screen will populate. Click on the PO number to access the subaward.

Documents > Document Search > Search Documents > Document Search

< Back to Edit Search | Start New Search

Showing 1 - 2 of 2 Results

All Dates

Create Quantity Receipt

Results Per Page: 20 | Sort by: Best match | Page 1 of 1

PO No	Vendor	Creation Date/Time	Requisition No.	Shopper/Requisitioner	Vendor Status	Settlement Status	PO Total
E1000812	UNIVERSITY OF WASHINGTON	6/14/2018 10:25 AM	2292673	Peggy Carter (Requisitioner)	No Matches	35,000.00 USD	

Search Details

Filtered by

Type: Purchase Orders

Date Type: Creation Date (System)

Date Range: All Dates

Click SubID

Is Exactly: SUB00002255

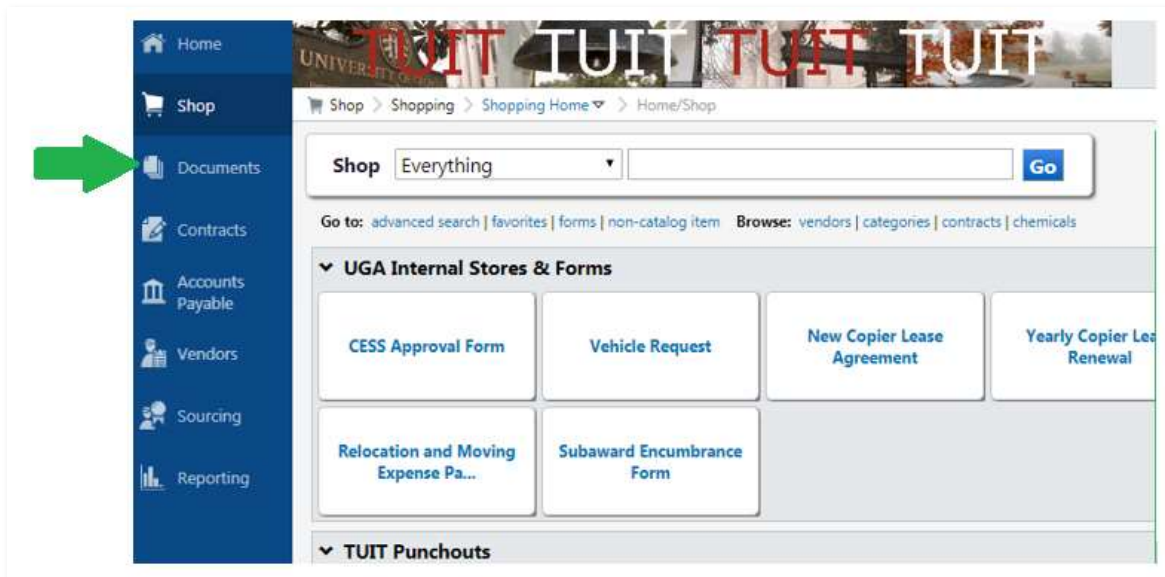
Save New Search | Export Search

[\[Go back to search options\]](#)

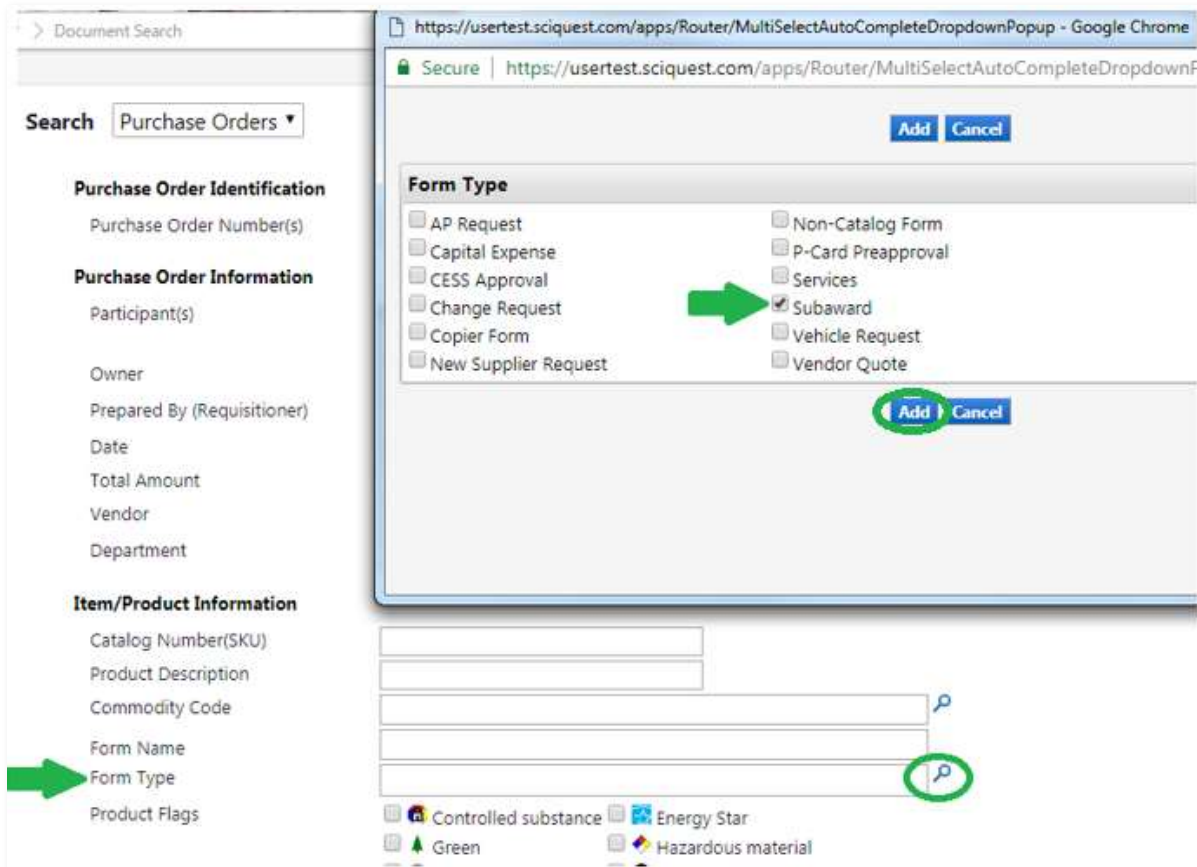
[\[Go to next step: Adding a UGAmart Comment\]](#)

Option 2: Search by Vendor (subrecipient) name

- a) On the left side of the screen, click on the “Documents” tab. Then click “Search Documents.”



- b) “Purchase Orders” will be the default search option in the dropdown menu at the top. This is what users will want to search to find existing subawards for payment processing, so there is no need to change this default selection.
- c) Click on the magnifying glass in the “Form Type” field. Then select “Subaward” from the pop-up and click “Add.”



- d) In the Vendor box, start typing the name of the subrecipient, or use the magnifying glass to search.

Search Purchase Orders ▾

Purchase Order Identification
Purchase Order Number(s)

Purchase Order Information
Participant(s) ☐ Any ☐ Me ☒ Pick...
Owner
Prepared By (Requisitioner)
Date Creation Date (System) ▾ All Dates ▾
Total Amount
Vendor univers
Department
Item/Product Information
Catalog Number(SKU)
Product Description
Commodity Code
Form Name
Form Type
Product Flags ☐ Controlled substance ☐ Energy Star
☐ Green ☐ Hazardous material
☐ Rad Minor ☐ Radioactive

- e) Once selected, the Vendor will look like this. Click “Search” in the bottom-right corner.

Purchase Order Information
Participant(s) ☐ Any ☐ Me ☒ Pick...
Owner
Prepared By (Requisitioner)
Date Creation Date (System) ▾ All Dates ▾
Total Amount
Vendor UNIVERSITY OF WASHINGTON x
Department
Item/Product Information
Catalog Number(SKU)
Product Description
Commodity Code
Form Name
Form Type Subaward x
Product Flags ☐ Controlled substance ☐ Energy Star
☐ Green ☐ Hazardous material
☐ Rad Minor ☐ Radioactive
☐ Recycled ☐ Select Agent
☐ Toxin
Contract Information
Contract Number
Go to: [simple search](#) | [my requisitions](#) | [my purchase orders](#) | [my invoices](#) | [my forms](#)

f) The below screen will populate. Click on the PO number (starts with “E”) to access the subaward.

Documents > Document Search > Search Documents > Document Search

< Back to Edit Search | Start New Search

Showing 1 - 2 of 2 Results

Results Per Page: 20 | Sort by: Best match | Page 1 of 1

Create Quantity Receipt

PO No	Vendor	Creation Date/Time	Requisition No.	Shopper/Requisitioner	Vendor Status	Settlement Status	PO Total
E1000812	UNIVERSITY OF WASHINGTON	6/14/2018 10:25 AM	2292673	Peggy Carter (Requisitioner)		No Matches	35,000.00 USD

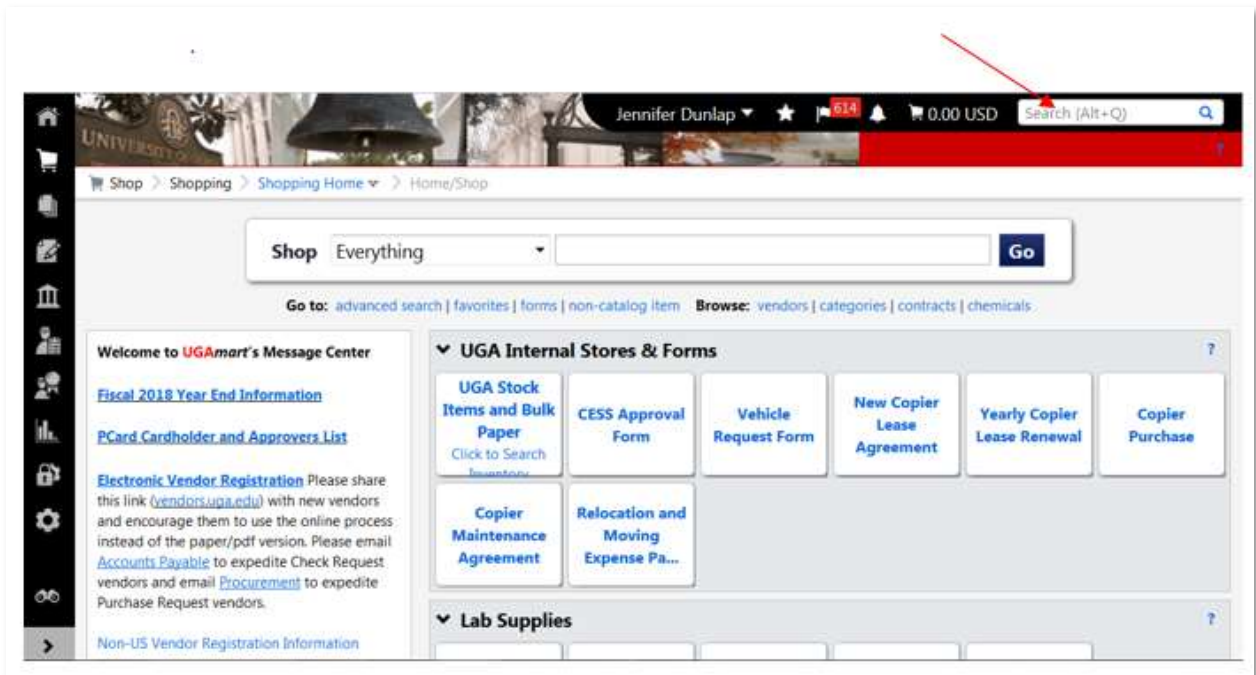
Save New Search | Export Search

[\[Go back to search options\]](#)

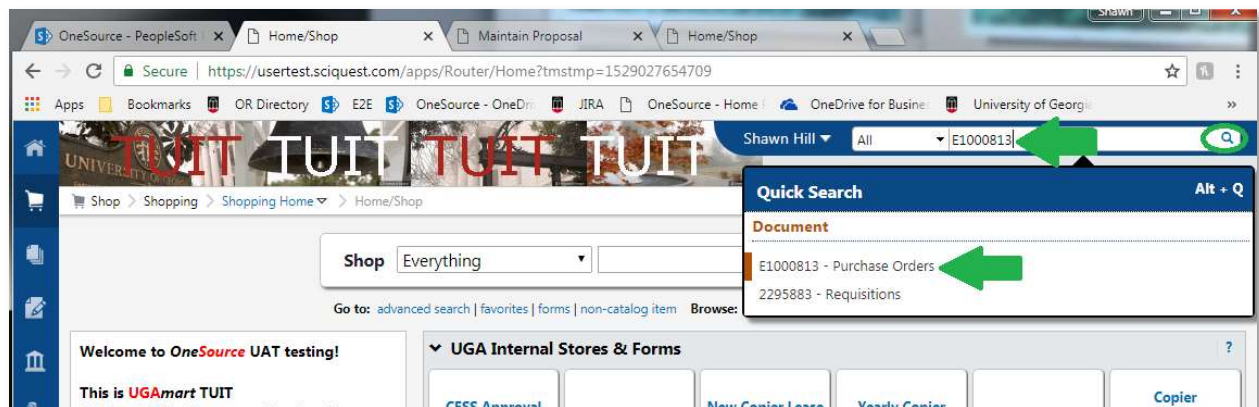
[\[Go to next step: Adding a UGAmart Comment\]](#)

Option 3: Search by UGAmart PO number (starts with “E” in UGAmart)

- a) In top right corner of the homepage, a search box displays.



- b) Type in the UGAmart PO number (starts with “E”). Note: Once you click inside the search box, it will expand to display as you see below. This allows you to search by different document types. We will leave it set to “All.” Once the “E” number has been entered, click on the magnifying glass to the right and select the purchase order. This will pull up the subaward.



[\[Go back to search options\]](#)

[\[Go to next step: Adding a UGAmart Comment\]](#)

Adding UGAmart Comment to upload documentation

- Once the subaward is open on your screen, you will see several tabs.

Documents > Document Search > Search Documents > Status - PO E001304

Back to Search Results 1 of 1 Results Purchase Order Number(s) E001304

PO/Reference No. **E001304 Revision 0** Available Actions Add Comment Go

Vendor **EMORY UNIVERSITY**

Status Purchase Order Revisions PO Approvals Shipments Change Requests Receipts Invoices **Comments** Attachments History

General Information	Document Status
PO/Reference No. E001304	A/P status Open
Revision No. 0	Workflow Completed (6/8/2018 7:39 AM)
Vendor Name EMORY UNIVERSITY more info...	Distribution The system will distribute purchase orders using the method(s) indicated below: Fax: +1 404-727-0360
Purchase Order Date 6/8/2018	Vendor New Order view
Total 1.00	
Owner Name Peggy Carter (Requisitioner)	
Owner Phone +1 706-542-7109	
Owner Email pcarter21@gmail.com	

- Click on the “Comments” tab at the top. Then click the “Add Comment” button.

UGAmart comments - Windows Photo Viewer

File Print E-mail Burn Open

Jennifer DUNLAP 184 0.00 USD Search (Alt+Q)

Documents > Document Search > Search Documents > Comments - PO E001304

Back to Search Results 1 of 1 Results Purchase Order Number(s) E001304

PO/Reference No. **E001304 Revision 0** Available Actions Add Comment Go

Vendor **EMORY UNIVERSITY**

Status Purchase Order Revisions PO Approvals Shipments Change Requests Receipts Invoices **Comments** Attachments History

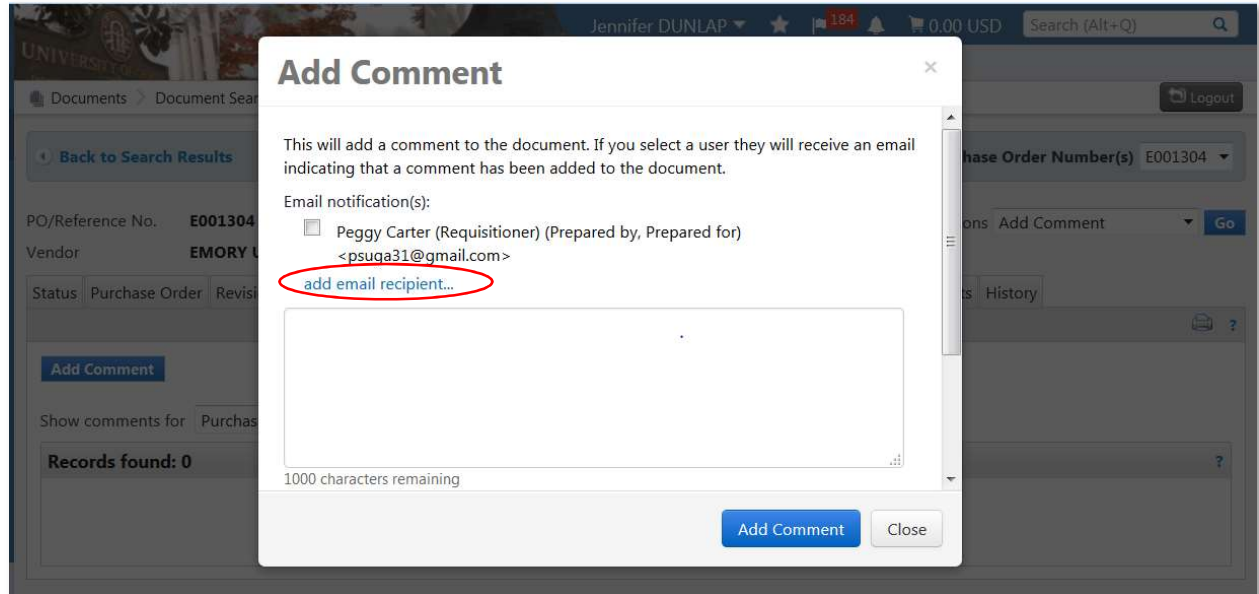
Add Comment

Show comments for Purchase Order

Records found: 0

No comments have been added

6. The “requisitioner” will already be listed as a comment recipient. But, as the Sub-Award Payment Form instructs, users will need to send their request for payment to cgadmin@uga.edu. To find this email address, click on the “Add Email Recipient” link.



7. Once the User Search box displays to add a recipient, go down to the “Email” box and enter cgadmin or cgadmin@uga.edu then click on the search button at the bottom. Either way it is entered, the results will return correctly.

A screenshot of a "User Search" form. The form has several input fields: "Last Name", "First Name", "User Name", "Email", "Department", "Role", and "Results Per Page". The "Email" field is circled in red. At the bottom of the form is a blue "Search" button.

8. You should see “UGA, Post Award Accounting” display. Click on [\[select\]](#) to make cgadmin the recipient of the comment.

New Search				
Name ▲	User Name ▲	Email ▲	Phone	Action
UGA, Post Award Accounting	CGADMIN_UGAMART	cgadmin@uga.edu		[select]

9. Now the “Add Comment” box displays with Post Award Accounting selected as the recipient. Users should add messages on the comments page. Requested comment format: **“Full/Partial Payment – Invoice #**. Comments become a historical part of the record for this encumbrance.


Add Comment

This will add a comment to the document. If you select a user they will receive an email indicating that a comment has been added to the document.

Email notification(s):

- ☐ Peggy Carter (Requisitioner) (Prepared by, Prepared for) <psuga31@gmail.com>
- ☒ Post Award Accounting UGA <cgadmin@uga.edu>

[add email recipient...](#)

 Partial Payment - Invoice # 123456

966 characters remaining

Attach file to this document (optional):

Attachment Type

File Name

File No file chosen

10. Continue to scroll down on “Add Comments” page to display the attachment portion.
11. Click on the “Choose File” button to select the original request for payment packet (Sub-Award Request for Payment Form and Invoice) that was prepared and scanned for submission.
12. After selecting, it will appear like this:

Add Comment

This will add a comment to the document. If you select a user they will receive an email indicating that a comment has been added to the document.

Email notification(s):

- ☐ Peggy Carter (Requisitioner) (Prepared by, Prepared for) <psuga31@gmail.com>
- ☒ Post Award Accounting UGA <cgadmin@uga.edu>

[add email recipient...](#)

Partial Payment - Invoice # 123456

966 characters remaining

Attach file to this document (optional):

Attachment Type: File

File Name:

File: [Choose File](#) Subaward Pa...14.18).docx

[Add Comment](#) [Close](#)

13. Click on “Add Comment.”
14. Now the comment and attachment have been added:

Documents > Document Search > Search Documents > Comments - PO E001304

PO/Reference No. **E001304 Revision 0** Available Actions: Add Comment [Go](#)

Vendor **EMORY UNIVERSITY**

Status Purchase Order Revisions PO Approvals Shipments Change Requests Receipts Invoices **Comments (2)** Attachments (1) History

[Add Comment](#)

Show comments for: Purchase Order

Records found: 2

Jennifer DUNLAP [\[Reply To\]](#) [\[New Comment\]](#)

Applies To: Purchase Order - E001304

Comment Added - 6/10/2018 12:56 PM

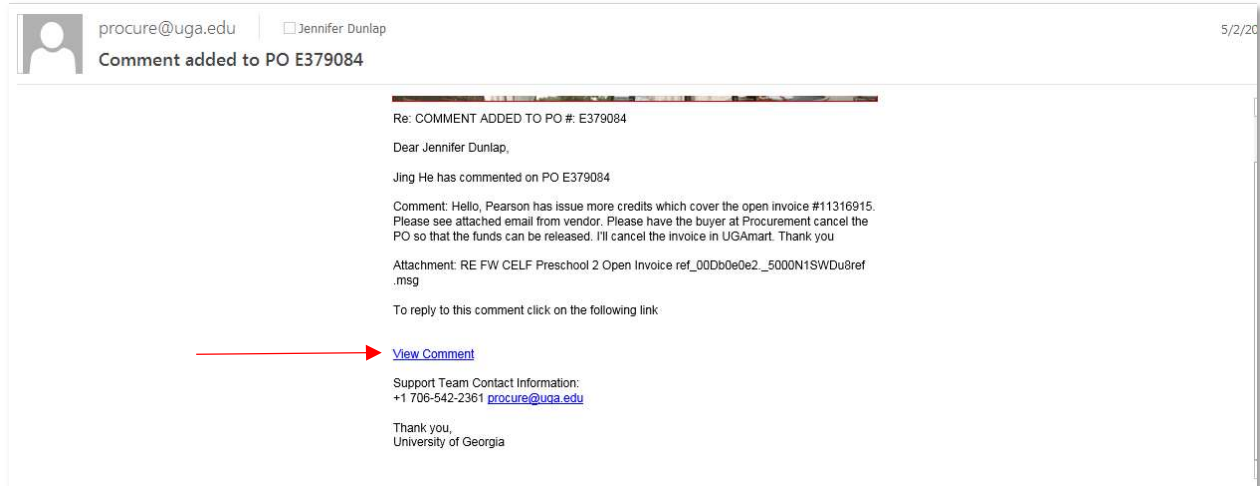
Partial Payment

Attachment Added: E001304 Partial Payment.docx (11k) [Remove](#)

ript:openFieldHelp('Header_PONo')

Payment Processing Steps (Sponsored Projects Administration)

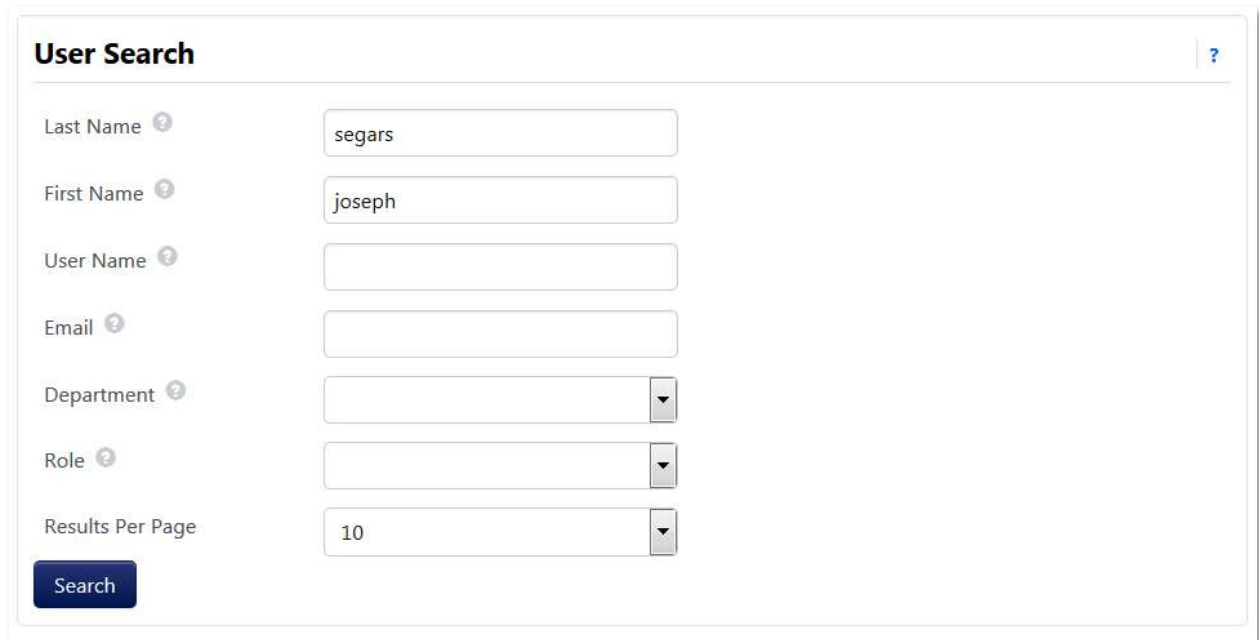
1. An email notification will be sent to cgadmin@uga.edu. The email notice will have a link for cgadmin users to view the comment and attachments. The email will look like this (please note this has been reduced in size to make the entire notification appear on one screen and it is for an encumbrance that is currently in production so the “E” number is different.)



2. Once “View Comment” is clicked, users will be directed to the “Comments” tab on that encumbrance. The attachment will display in a blue hyperlink that can be clicked on to display.



3. The SPA team should review the payment documentation. When ready to approve to Accounts Payable, SPA should initiate a new comment by clicking “Add Comment” and then “Add Email Recipient” and search for Joseph Segars.



The screenshot shows a 'User Search' form with the following fields and values:

Field	Value
Last Name	segars
First Name	joseph
User Name	
Email	
Department	
Role	
Results Per Page	10

A blue 'Search' button is located at the bottom left of the form.

4. The comment should advise that invoice # XXXXXX is approved for payment. Alternatively, if invoice # is not readily accessible, SPA may also state that “the invoice in the amount of \$XX,XXX” is approved for payment.
5. Joseph Segars will receive a comment email notification just as SPA did. Once he reviews the payment, he will enter it into UGA mart for payment. Accounts Payable will process payments after business hours. Jobs will run to update the encumbrance balance to reflect the payment and post these payments to the general ledger. Once they have been posted and general ledger runs their jobs, the payments will be available for project costing. At that time, they will be retrieved into the project costing module of the UGA Financial Management System (PeopleSoft).

Reviewing Invoice Status

1. Both departmental users and SPA can always go into UGAmart and look under the “Invoices” tab to see invoices that Accounts Payable have received and processed or are currently processing for payment. Here is an example of a real PO:

The screenshot shows the UGAmart interface for reviewing invoice status. At the top, there's a search bar with "Purchase Order Number(s) E455032" and a "Go" button. Below this, the PO/Reference No. is "E455032 Revision 0" and the Vendor is "LIFE TECHNOLOGIES CORPORATION". The "Invoices" tab is selected, showing a table of invoice details.

Invoice No	Vendor Invoice Number	Invoice Date	Due Date	Invoice Type	Payment Status	Invoice Total	Invoiced By
I0880191	74134822	6/6/2018	7/6/2018	Invoice	Paid	191.00 USD	System
						Total	191.00 USD

Below the table, there's an "Invoice Line Details" section with columns: Line No., Product Name, Catalog No., Unit Price, Qty / UOM Ordered, Extended Price, Invoice Qty / Cost, and Status.

2. The UGAmart invoice # is displayed to the far left in blue. This clickable hyperlink will take the user into the drafted invoice. The second column is the vendor invoice number. The sixth column over is the “Payment Status.” Subaward invoices will be listed as payable once they are entered. When the invoice is processed for payment, the status will change to “Paid.” The user can view the payment details by clicking on the blue hyperlinked UGAmart invoice number.

This is a close-up of the "Invoicing Summary" table from the previous screenshot. It shows the "Invoice No" column with a blue hyperlink "I0880191" and a magnifying glass icon, and the "Vendor Invoice Number" column with the value "74134822".

3. This will display the invoice that Accounts Payable drafted into UGAmart for the requested payment:

The screenshot shows the "Buyer Invoice" page for Vendor Invoice No. 74134822 (Doc. No. I0880191). The "Summary" tab is selected, showing details for the invoice. The "General" section includes fields for Invoice Type (Invoice), Pay Status (Paid), Invoice Number (I0880191), Vendor Invoice No. (74134822), Vendor Name (LIFE TECHNOLOGIES CORPORATION), Invoice Date (6/6/2018), and Discount Date (no value). The "Addresses" section includes Remit To (LIFE TECHNOLOGIES CORPORATION, 12088 COLLECTIONS CENTER DRIVE, CHICAGO, IL 60693, United States) and Bill To (Attn: ACCOUNTS PAYABLE, RM 302, BUSINESS). The "Note/Attachments" section includes External Note (no note), Internal Note (no note), External Attachments, and Internal Attachments.

4. If you scroll down on the page, you will see the payment information:

Buyer 25 Greg (Spencer) Mills	Payment Information ?		Discount, Tax, Shipping & Handling ?
Match Status Matched	edit	Accounting Date: 6/6/2018 edit	Discount, tax, shipping & handling edit
Invoice Source Electronic		F.O.B. Destination	Allocation Weighted
Contains substituted item(s)		Payment Method Check	Header-level
		Check Number 087856	Discount 0.00 USD
		Check Date 6/7/2018	Tax 1 0.00 USD
			Tax 2 0.00 USD
			Shipping 0.00 USD
			Handling 0.00 USD
	View/edit by line item...		View/edit by line item...
Codes ?			
LINE	IMS Account	Detail Object	edit

5. If multiple invoices have been entered against a PO, you will be able to see them all listed under the “Invoices” tab. You will also be able to see the total amount invoiced. You will need to review the “Payment Status” to verify if they are “Payable” or “Paid.”

Jennifer Dunlap 623 0.00 USD Search (Alt+Q)

Documents > Document Search > Search Documents > Invoices - PO E454932

Back to Search Results 1702 of 10000 Results Purchase Order Number(s) E454932

PO/Reference No. E454932 Revision 0 Available Actions Add Comment Go

Vendor FISHER SCIENTIFIC CO LLC

Status Purchase Order Revisions PO Approvals Receipts **Invoices** Comments Attachments History

Invoicing Summary ?

Invoice No	Vendor Invoice Number	Invoice Date	Due Date	Invoice Type	Payment Status	Invoice Total	Invoiced By
10880323	0252240	6/6/2018	7/6/2018	Invoice	Payable	120.76 USD	System
10879335	0100066	6/5/2018	7/5/2018	Invoice	Payable	144.91 USD	System
Total						265.67 USD	

Invoice Line Details ?

/solutions.sciaquest.com/apps/Router/Home?tmstmp=1528610536343

6. Joey Segars will be handling subaward payment processing for Accounts Payable. You can always reach out to Joey or Andre Simmons for assistance.

Cumulative Payment Amounts

During this multi-year period of transition in which some payments will have been recorded in the legacy financial system and some will have been recorded in UGA mart, an additional step will be needed to determine cumulative amount paid on subawards.

For subawards originating **on or after July 1, 2018** (FY2019 or beyond), UGA mart will show cumulative totals.

For subawards originating **before** July 1, 2018, the cumulative amount shown in UGA mart should be combined with the cumulative amount in the legacy system to determine the cumulative total. These QMF queries can be used to find the cumulative amounts in the legacy system.

- Q_SUBS
- Q_SUB_PMTS

Alternatively, the following Simpler queries can be used, which should yield the same data as the Q_SUBS query in QMF.

- Subrecipient payments (more recent subawards)
- Subrecipient payment archive (older subawards)