



Subaward Payment Processing Guide

Contents

What is Changing?	2
Payment Processing Steps (Departments).....	3
Search for your Subaward.....	3
<i>Option 1: Search by Click SubID number (starts with "S" in the Grants Portal)</i>	4
<i>Option 2: Search by Vendor (subrecipient) name</i>	6
<i>Option 3: Search by UGAmart PO number (starts with "E" in UGAmart)</i>	9
Adding UGAmart Comment to upload documentation.....	10
Payment Processing Steps (Sponsored Projects Administration).....	14
Reviewing Invoice Status	16
Cumulative Payment Amounts	18

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 UGAmart 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 image shows a screenshot of the University of Georgia Sub-Award Payment Form. The form includes a header with the university logo and name, and two buttons: 'Clear Form' (red) and 'Print Form' (green). A red circle highlights the 'Clear Form' button. Below the header, there is a 'Date:' field and a 'Vendor Name' field. A green callout bubble points to the 'Account Number' column in the 'Payment Information' table, stating: '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.' Another green callout bubble points to the 'Final OR Partial' column, stating: 'There will still be a “final” or “partial” payment column.'

Clear Form  **Print Form**

The University of Georgia
Sub-Award Payment Form

Date: _____

This completed form, along with relevant invoices and payment documentation, should be scanned and uploaded as a comment in UGAmart on the purchase order. This comment should be addressed to cgadmin@uga.edu

Vendor Name	_____
Invoice Address	_____

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 _____

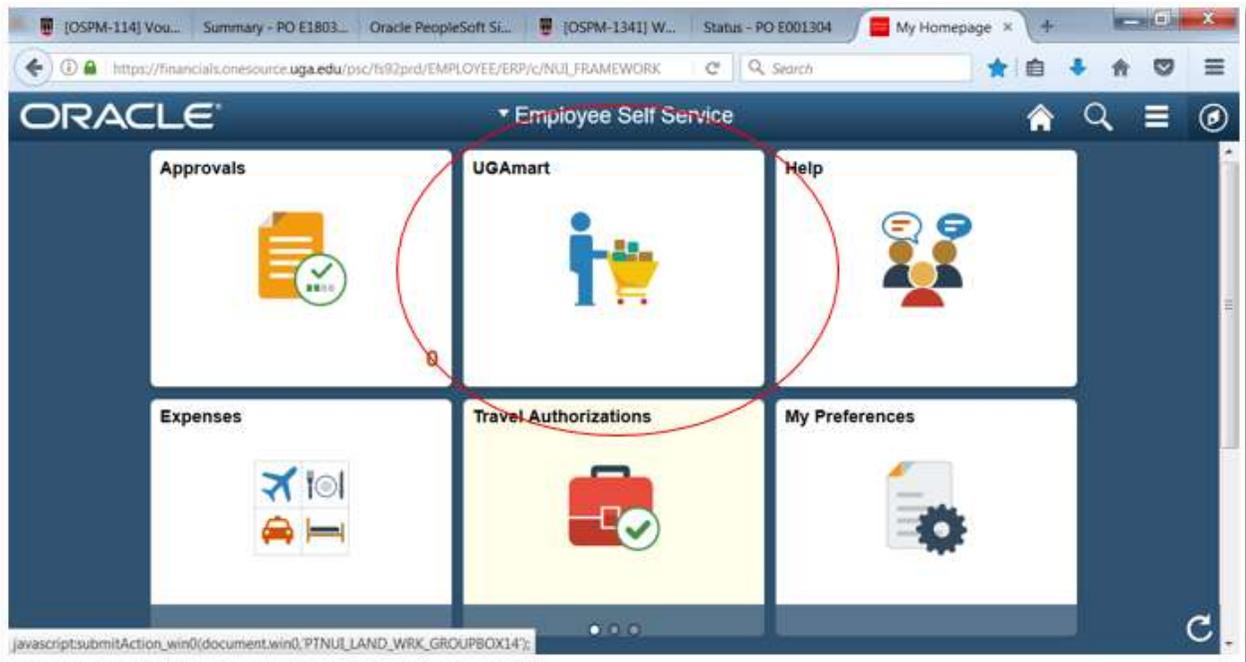
Department Head's Signature _____ Date _____

Post Award Accounting Department Signature _____ Date _____

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

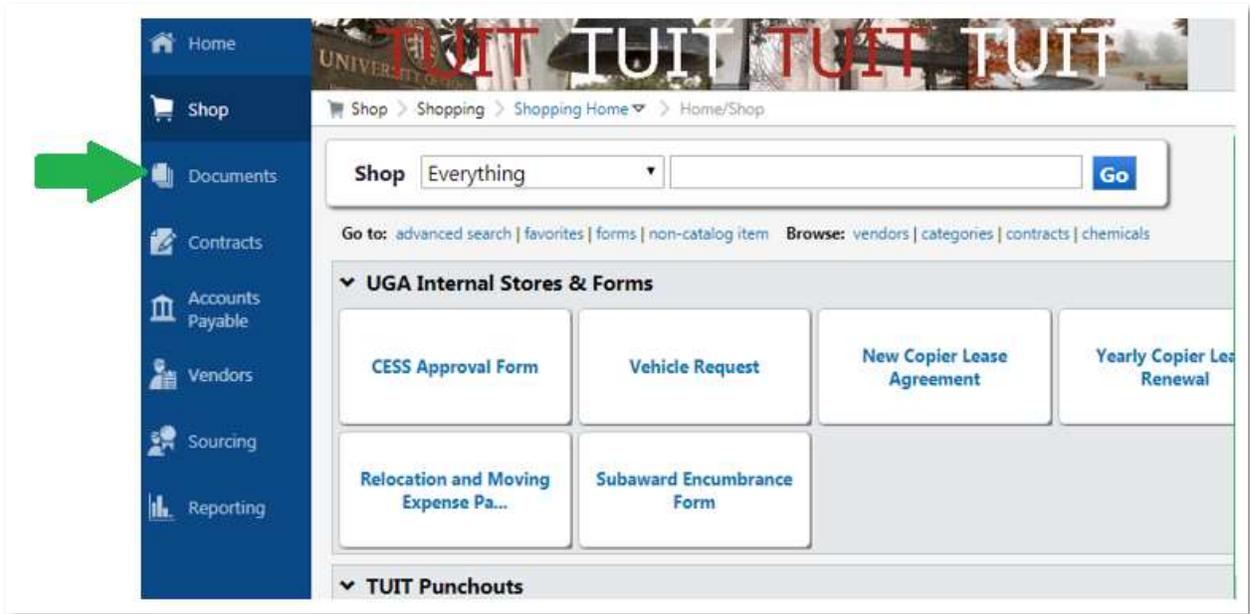
Option 1: Search by Click SubID number (the subaward number starting with "S" in the Grants Portal)

Option 2: Search by Vendor (subrecipient) name

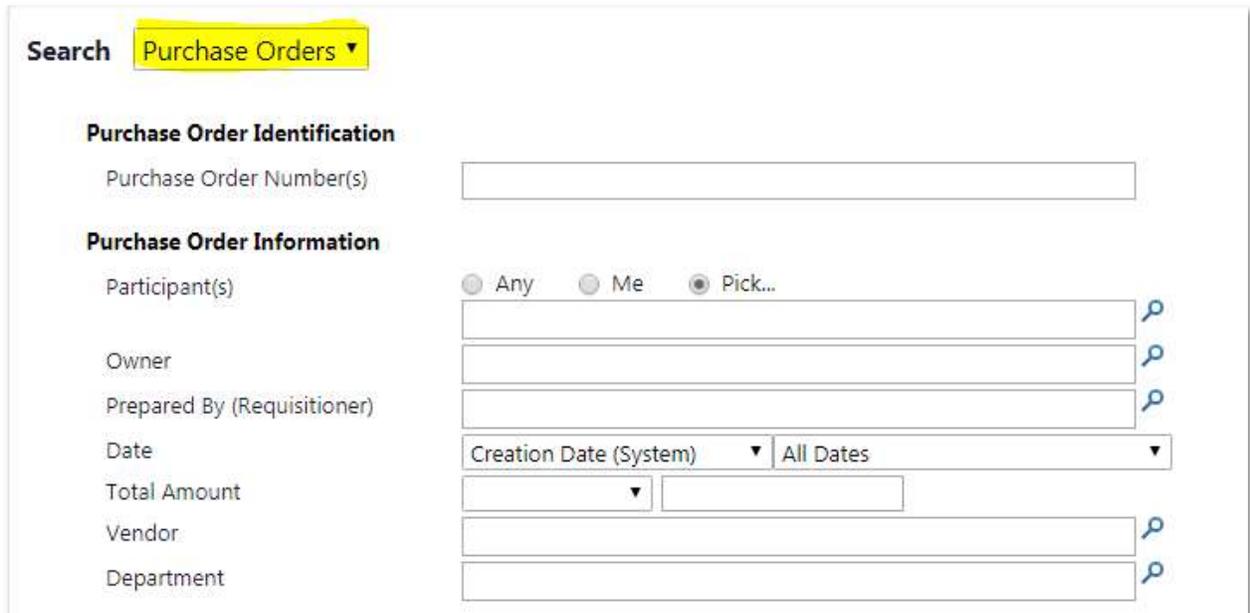
Option 3: Search by UGAmart PO (starts with "E" in UGAmart)

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.



- 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
Account (IMS)	Is Exactly	<input type="text"/>	Add another Account (IMS)
Budget Reference	Is Exactly	<input type="text"/>	Add another Budget Reference
Buyer	Is Exactly	<input type="text"/>	Add another Buyer
CESS Approval #	Is Exactly	<input type="text"/>	Add another CESS Approval #
Click SubID	Is Exactly	SUB00002255	Add another Click SubID
Detail Object	Is Exactly	<input type="text"/>	Add another Detail Object
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

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

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

Showing 1 - 2 of 2 Results

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

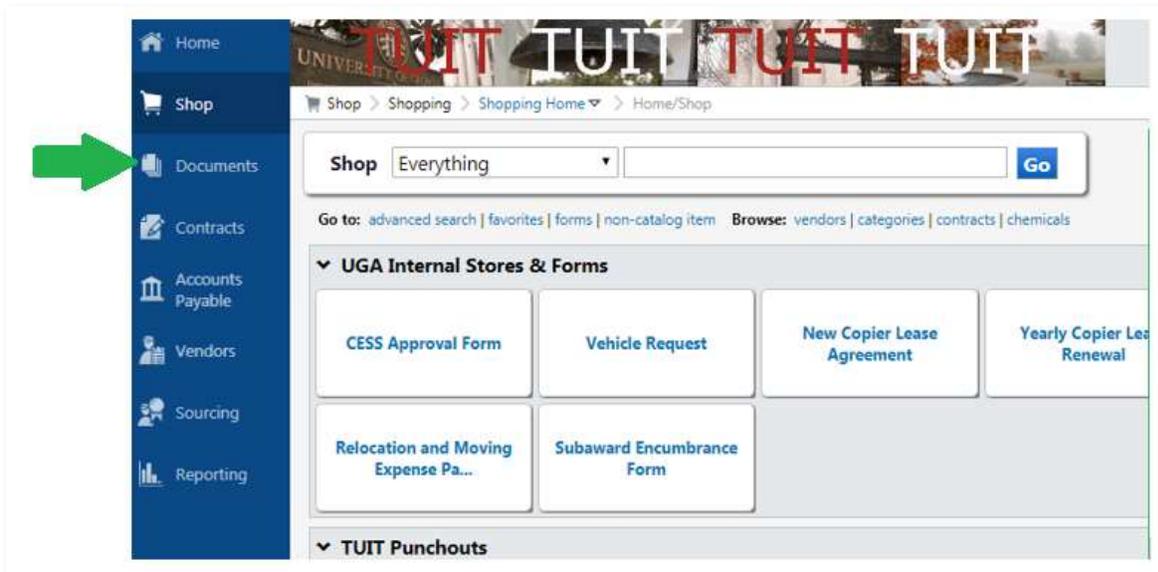
Search Details: Filtered by Type: Purchase Orders, Date Type: Creation Date (System), Date Range: All Dates. Click SubID: Is Exactly: SUB00002255

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

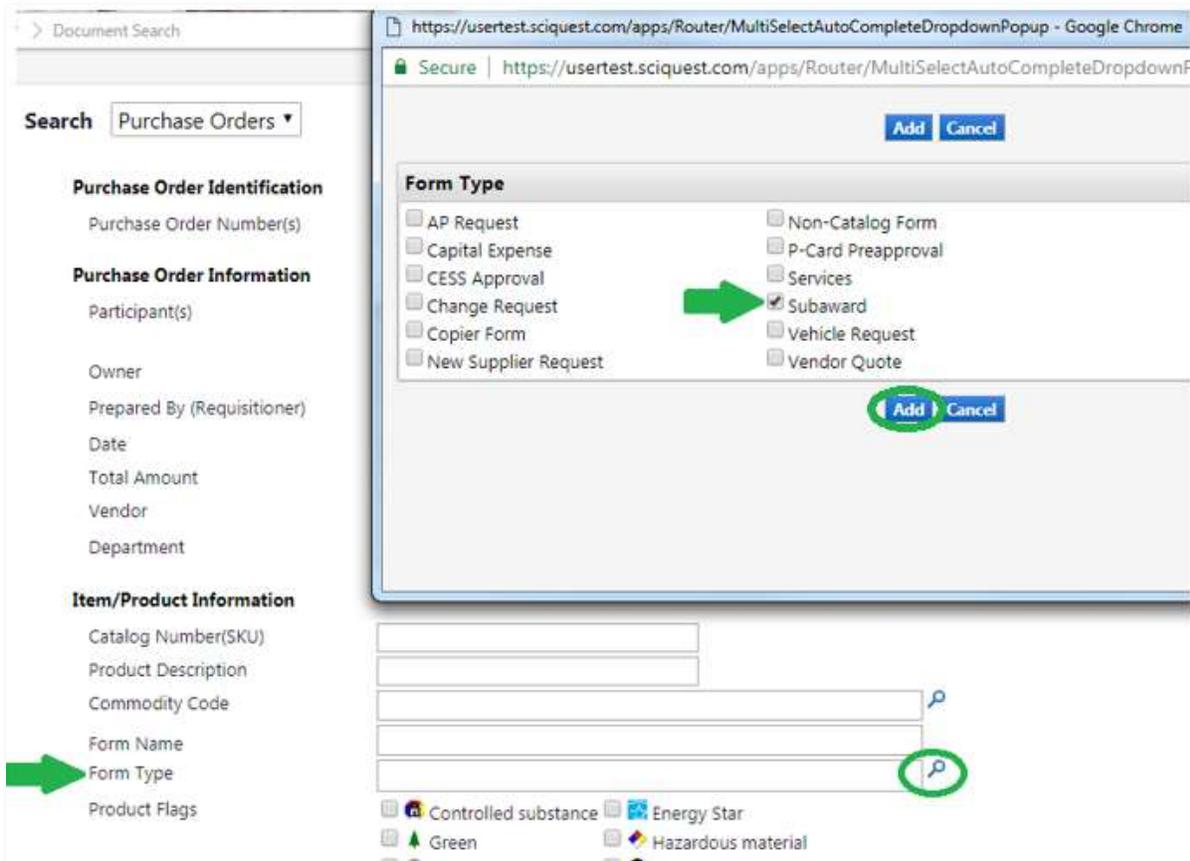
[\[Go to next step: Adding a UGAmart Comment\]](#)

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.

The screenshot shows a search interface with a 'Search' dropdown menu set to 'Purchase Orders'. The 'Purchase Order Identification' section includes a text box for 'Purchase Order Number(s)'. The 'Purchase Order Information' section includes radio buttons for 'Participant(s)' (Any, Me, Pick...), text boxes for 'Owner' and 'Prepared By (Requisitioner)', a 'Date' dropdown set to 'Creation Date (System)' and 'All Dates', a 'Total Amount' dropdown, and a 'Vendor' text box containing 'univers'. A green arrow points to the 'Vendor' text box. A dropdown menu is open below the 'Vendor' text box, listing various universities: UNIVERSITY OF CHICAGO, UNIVERSITY OF FLORIDA, UNIVERSITY OF WASHINGTON, EMORY UNIVERSITY, AUGUSTA UNIVERSITY, CLEMSON UNIVERSITY, COLUMBUS STATE UNIVERSITY, GEORGIA COLLEGE & STATE UNIVERSITY, and GEORGIA STATE UNIVERSITY. The 'UNIVERSITY OF CHICAGO' option is highlighted in blue. Below the dropdown menu are several checkboxes for 'Item/Product Information' flags: Controlled substance, Energy Star, Green, Hazardous material, Rad Minor, and Radioactive.

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

The screenshot shows the search interface with the 'Vendor' text box now containing 'UNIVERSITY OF WASHINGTON x' and the 'Form Type' text box containing 'Subaward x'. Green arrows point to these two text boxes. The 'Purchase Order Information' section includes radio buttons for 'Participant(s)' (Any, Me, Pick...), text boxes for 'Owner' and 'Prepared By (Requisitioner)', a 'Date' dropdown set to 'Creation Date (System)' and 'All Dates', a 'Total Amount' dropdown, and a 'Department' text box. The 'Item/Product Information' section includes text boxes for 'Catalog Number(SKU)', 'Product Description', and 'Commodity Code', and text boxes for 'Form Name' and 'Form Type'. Below the 'Form Type' text box are several checkboxes for 'Product Flags': Controlled substance, Energy Star, Green, Hazardous material, Rad Minor, Radioactive, Recycled, Select Agent, and Toxin. The 'Contract Information' section includes a text box for 'Contract Number'. At the bottom of the page, there is a navigation bar with links: 'Go to: simple search | my requisitions | my purchase orders | my invoices | my forms'. A green arrow points to a blue 'Search' button in the bottom-right corner.

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

The screenshot shows a web-based document search interface. At the top, there are navigation links: "Documents > Document Search > Search Documents > Document Search". Below this, there are buttons for "< Back to Edit Search" and "Start New Search". The main area displays search results. On the left, there is a "Search Details" sidebar with filters: "Type: Purchase Orders", "Date Type: Creation Date (System)", "Date Range: All Dates", and "Click SubID" with a checked checkbox for "Is Exactly: SUB00002255". The main results area shows "Showing 1 - 2 of 2 Results" and "All Dates". A table lists search results with columns: "PO No", "Vendor", "Creation Date/Time", "Requisition No.", "Shopper/Requisitioner", "Vendor Status", "Settlement Status", and "PO Total". The first result is highlighted with a green arrow pointing to the PO number "E1000812".

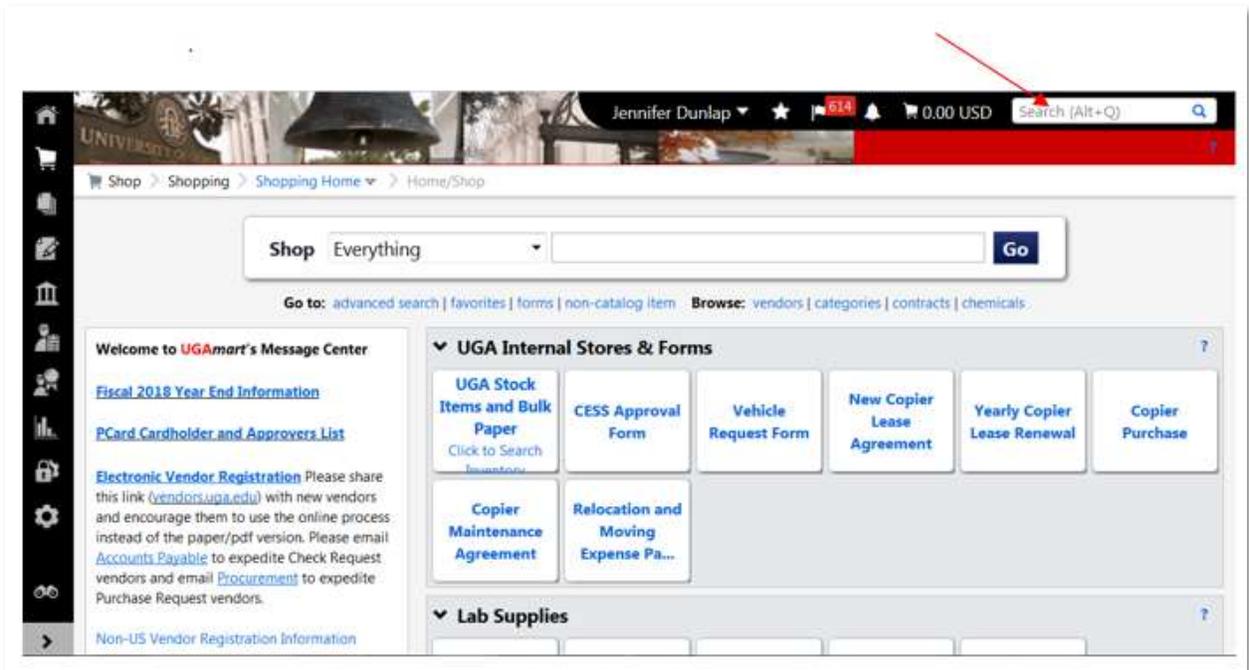
PO No	Vendor	Creation Date/Time	Requisition No.	Shopper/Requisitioner	Vendor Status	Settlement Status	PO Total
E1000812	UNIVERSITY OF WASHINGTON	6/14/2018 10:25 AM	2292673	Peggy Carter (Requisitioner)		No Matches	35,000.00 USD

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

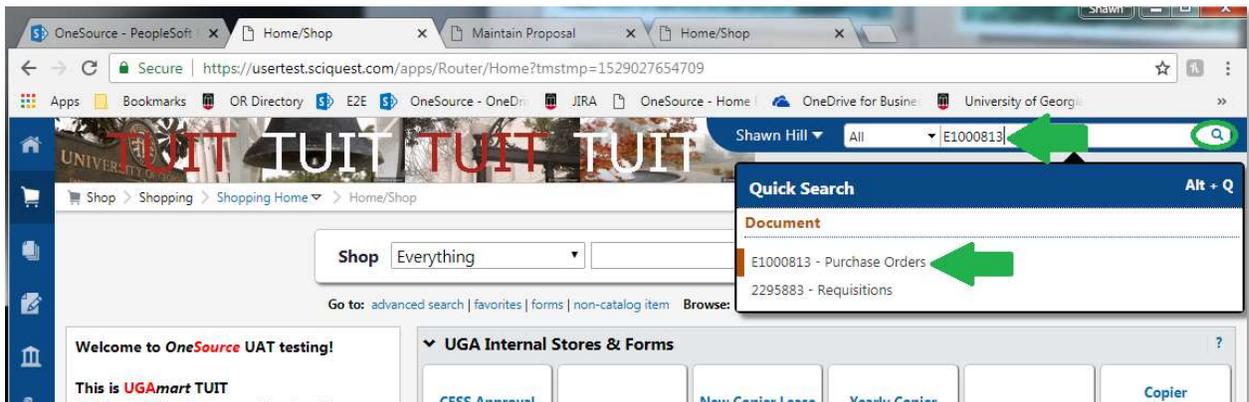
[\[Go to next step: Adding a UGAmart Comment\]](#)

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

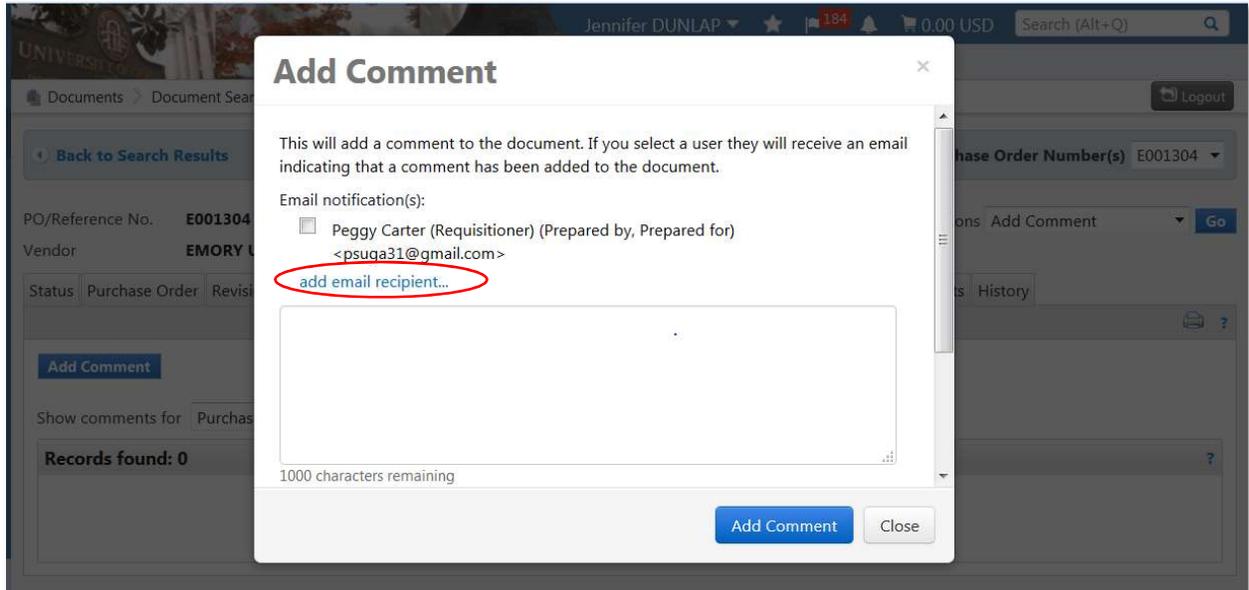
- Once the subaward is open on your screen, you will see several tabs.

The screenshot shows the UGAmart interface for Purchase Order E001304. The breadcrumb trail is: Documents > Document Search > Search Documents > Status - PO E001304. The page title is "1 of 1 Results" and the Purchase Order Number(s) is E001304. The PO/Reference No. is E001304 Revision 0, and the Vendor is EMORY UNIVERSITY. The Available Actions dropdown is set to "Add Comment" with a "Go" button. The "Status" tab is selected, showing a navigation menu with tabs: Purchase Order, Revisions, PO Approvals, Shipments, Change Requests, Receipts, Invoices, Comments, Attachments, and History. The "General Information" section includes: PO/Reference No. E001304, Revision No. 0, Vendor Name EMORY UNIVERSITY (with a logo and "more info..." link), Purchase Order Date 6/8/2018, Total 1.00, Owner Name Peggy Carter (Requisitioner), Owner Phone +1 706-542-7109, and Owner Email pegcarter21@gmail.com. The "Document Status" section includes: A/P status Open, Workflow Completed (6/8/2018 7:39 AM), Distribution (The system will distribute purchase orders using the method(s) indicated below: Fax: +1 404-727-0360), and Vendor New Order (with a "view" link).

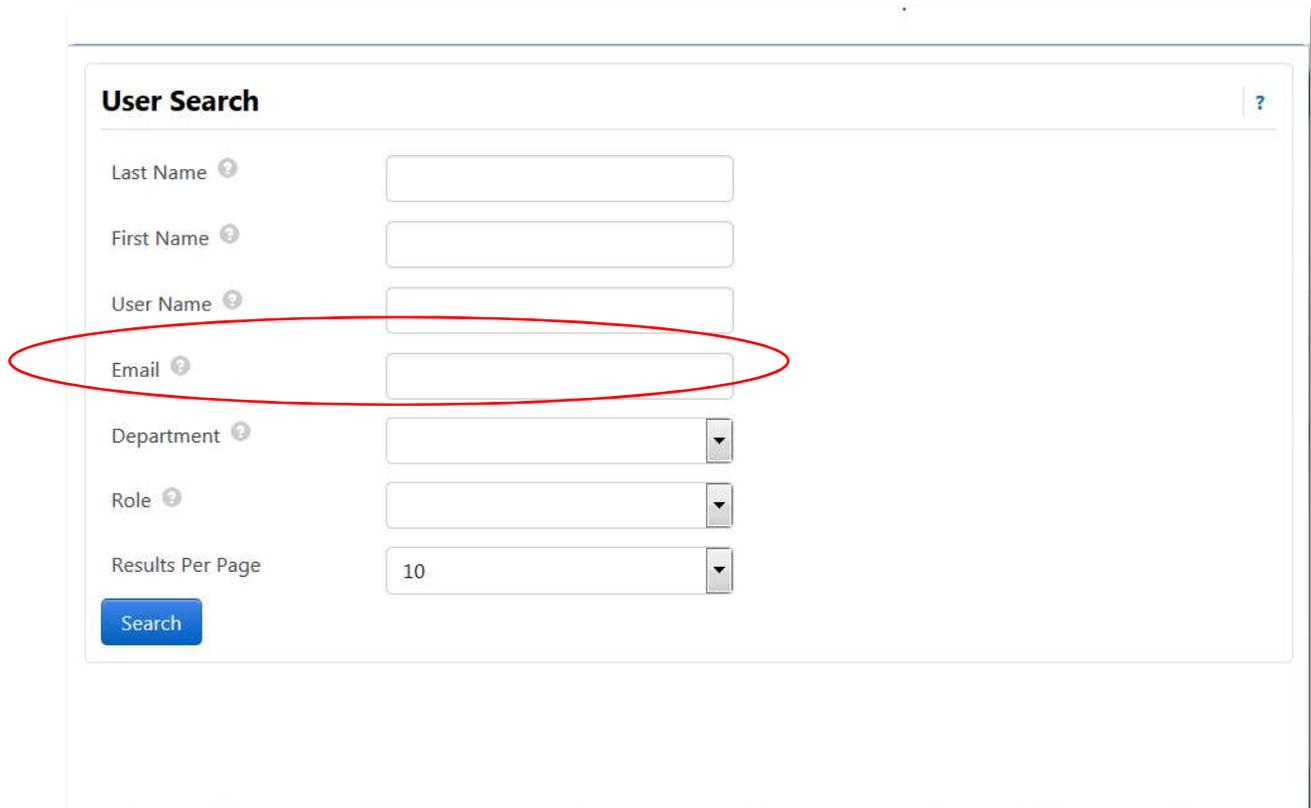
- Click on the "Comments" tab at the top. Then click the "Add Comment" button.

The screenshot shows the UGAmart interface for Purchase Order E001304, now on the "Comments" page. The breadcrumb trail is: Documents > Document Search > Search Documents > Comments - PO E001304. The page title is "1 of 1 Results" and the Purchase Order Number(s) is E001304. The PO/Reference No. is E001304 Revision 0, and the Vendor is EMORY UNIVERSITY. The Available Actions dropdown is set to "Add Comment" with a "Go" button. The "Comments" tab is selected and circled in red. The "Add Comment" button is highlighted with a green arrow. The "Show comments for" dropdown is set to "Purchase Order". The "Records found: 0" section shows "No comments have been added".

- 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.



- 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.



User Search ?

Last Name ?

First Name ?

User Name ?

Email ?

Department ?

Role ?

Results Per Page

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

File Name:

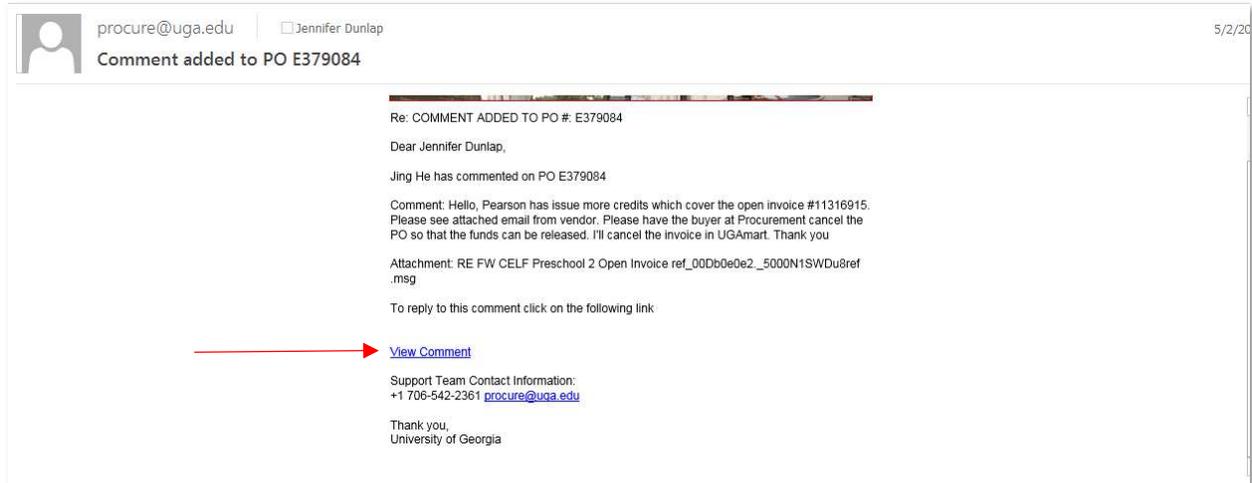
File: No file chosen

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:

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

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:

- Last Name: segars
- First Name: joseph
- User Name: (empty)
- Email: (empty)
- Department: (dropdown menu)
- Role: (dropdown menu)
- Results Per Page: 10

A blue 'Search' button is positioned 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

- 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:

Back to Search Results 1602 of 10000 Results Purchase Order Number(s) E455032

PO/Reference No. **E455032 Revision 0** Available Actions Add Comment Go

Vendor **LIFE TECHNOLOGIES CORPORATION**

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
10880191	74134822	6/6/2018	7/6/2018	Invoice	Paid	191.00 USD	System
						Total	191.00 USD

Invoice Line Details

Line No.	Product Name	Catalog No.	Unit Price	Qty / UOM Ordered	Extended Price	Invoice Qty / Cost	Status
----------	--------------	-------------	------------	-------------------	----------------	--------------------	--------

- 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.

Invoicing Summary

Invoice No	Vendor Invoice Number
10880191	74134822

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

Accounts Payable > Invoices and Receipts > Search for Invoices > Summary - Vendor Invoice No. 74134822 (Doc. No. 10880191)

Buyer Invoice Approvals Matching Comments Vendor Messages Attachments History

Summary General Discount, Tax, Shipping & Handling Codes

Hide header Hide value descriptions

General		Addresses	Note/Attachments
Invoice Type	Invoice <input type="button" value="edit"/>	Remit To <input type="button" value="edit"/>	External Note <i>no note</i> <input type="button" value="edit"/>
Pay Status	Paid	LIFE TECHNOLOGIES CORPORATION	Internal Note <i>no note</i>
Invoice Number	10880191	12088 COLLECTIONS CENTER DRIVE	External Attachments
Vendor Invoice No.	74134822	CHICAGO, IL 60693	<input type="button" value="Add Attachments"/>
Vendor Name	LIFE TECHNOLOGIES CORPORATION  more info...	United States	Internal Attachments
Invoice Date	6/6/2018 <input type="button" value="edit"/>	Bill To <input type="button" value="edit"/>	<input type="button" value="Add Attachments"/>
Discount Date	<i>no value</i>	Attn: ACCOUNTS PAYABLE	
		RM 302	
		BUSINESS	

solutions.sciquest.com/apps/Router/Home?tmstp=1528610659205

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	<input type="button" value="edit"/>	Accounting Date: 6/6/2018 <input type="button" value="edit"/> F.O.B. Destination Payment Method: Check Check Number: 087856 Check Date: 6/7/2018	Discount, tax, shipping & handling <input type="button" value="edit"/> Allocation Weighted Header-level Discount: 0.00 USD Tax 1: 0.00 USD Tax 2: 0.00 USD Shipping: 0.00 USD Handling: 0.00 USD
Invoice Source Electronic			
Contains substituted item(s)			
	View/edit by line item...		View/edit by line item...
Codes ?			
LINE	IMS Account	Detail Object	<input type="button" value="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."

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

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

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 UGAmart, 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), UGAmart will show cumulative totals.

For subawards originating **before** July 1, 2018, the cumulative amount shown in UGAmart 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)