

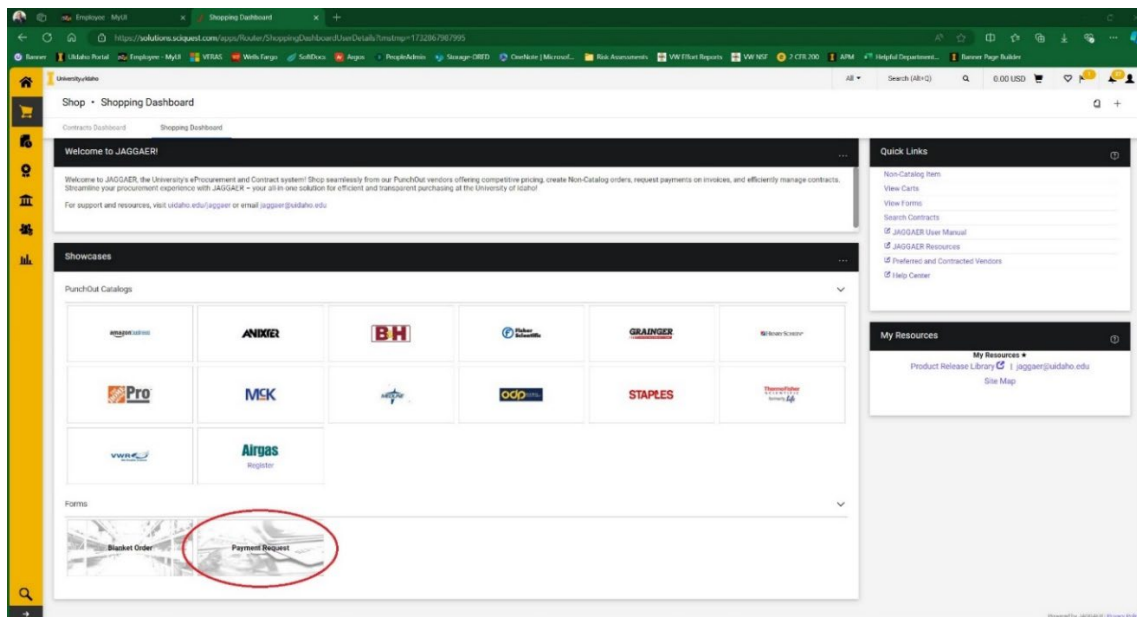
## General Process:

To streamline subaward invoice payments and comply with Accounts Payable Services policies, OSP Cost Accounting has transitioned the submission of subrecipient invoices for approval and payment into Jaggaer, effective 12/16/2024. The following instructions detail the process of submitting subaward invoices, identifying the correct FOAPAL, and determining whether a subrecipient invoice has been paid in Banner.

Once an invoice from a subrecipient has been received and reconciled in accordance with the Subaward Invoice Best Practices Checklist, and PI approval obtained, invoices should be entered into Jaggaer and routed to OSP for reconciliation and approval for payment.

This procedure replaces the prior process where invoices were emailed to OSP Cost Accounting, reconciled, and sent to Accounts Payable for payment. The invoice, along with any supporting documentation (as specified in the subaward agreement), and with PI approval, will be uploaded to the workflow within Jaggaer, similar to how they were previously emailed to OSP Cost Accounting.

To initiate a subaward invoice payment through Jaggaer, start by clicking on the 'Payment Request' button at the bottom of the Jaggaer home page.



Continue with entering the subrecipient's information in the Supplier field. For the given example, Saulgill LLC dba Arrowleaf Consulting was used.

**Form - Payment Request**

**Instructions**  
This form is to be used to request payment to vendors for services. For payment to individuals, please utilize the Vanciel Web Claim Voucher process.

**Invoice / Payment Information**

**Existing Supplier**

Supplier \* PO Purchase Order 1  
 Fulfillment Address AP Accounts Payable 1 - Arcoreal Consulting, 1857 Home Ave, Walla Walla, Washington 99062-9059, United States

Distribution Method \*  
☐ Check this box to customize order distribution information.

Remit To Address  
☐ No address assigned  
☒ AP Accounts Payable 1 - Arcoreal Consulting, 1857 Home Ave, Walla Walla, Washington, 99062-9059, United States

Search additional  Results Per Page 10

Enter the details from the invoice into the corresponding categories including invoice number, date, amount, due date, and a description of the expenses. The comments section should, at a minimum, include the invoice period of performance, grant code, and subaward number. Attach the invoice, any accompanying documentation required by the subaward agreement and risk assessment, and the PI approval email. At the bottom of this page, check the box for 'Sub-Award Payment'. This will route the invoice to OSP for review. Click on the top right yellow button to 'Add and Go To Cart' or 'Save' if there are any updates needed (as in this example).

**Form - Payment Request**

**Supplier** PO Purchase Order 1

**Invoice Details**

Supplier Inv # \* 1001  
 Invoice Date \* 12/1/2024  
 Invoice Amount \* 1,000.00  
 Description \* Invoice 1001  
 Award Number AAD006-0577-017  
 Invoice Period 08/01/24 - 08/31/24  
 Contract \* Select Contract  
 Due Date \* 1/1/2025

**Attachments** Please attach a copy of the invoice

**Internal Attachments**

File	Date	Action
SAR_AAD006-0577-017-0-01-24.pdf	12/1/2024	...

**Additional Details**

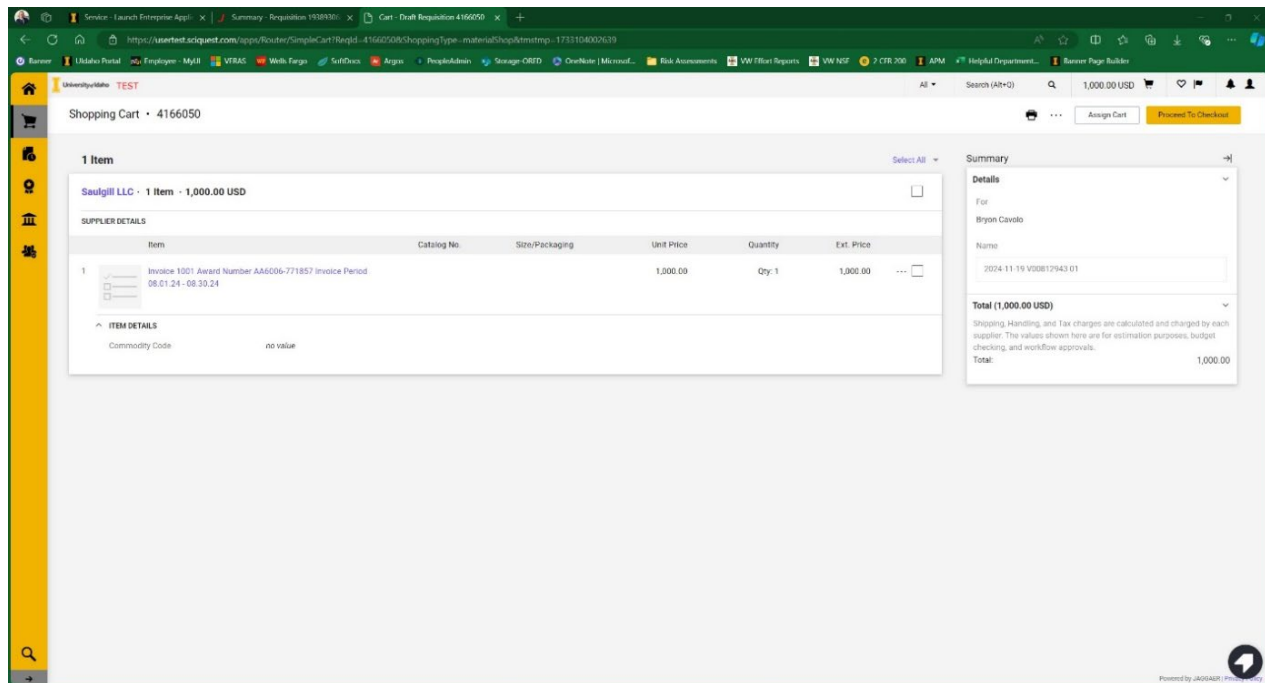
Is this payment to a foreign vendor (or a domestic vendor that requires payment via wire)? \*

Please provide wire details

☒ Sub-Award Payment  
☐ After-the-Fact Payment Request

Total: 1,000.00

At this point, you can review the pertinent details of the invoice to be paid before proceeding to checkout where the project budget and any ad hoc approvers needing to be included can be added.



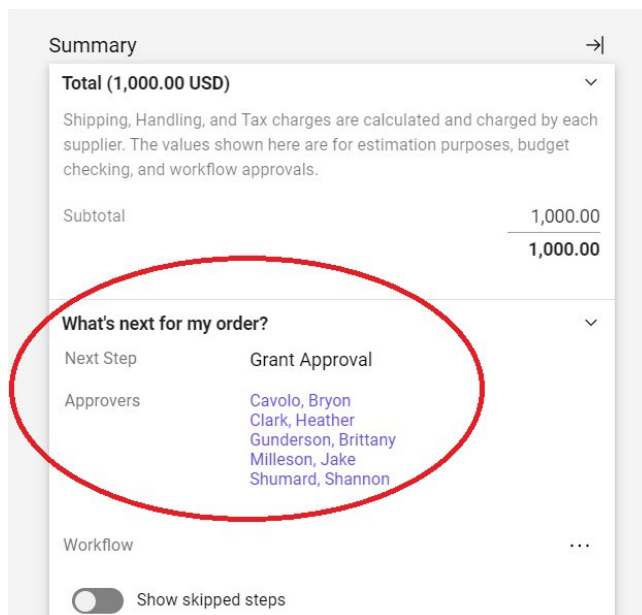
If you need to include an ad hoc approver, please add them at this time. When entering the accounting string (FOAPAL), be sure to use the index and fund code specifically associated with the subrecipient's funding, not the main UI grant index. It is also necessary to add the Account code field for that index. UI subawards utilize ES-codes (ex: ES001) instead of the usual E-codes (ex: E5724). Typically, the first subaward on a sponsored project will utilize ES001 as the expense code, ES002 for the second subaward on the same project, and continue in that manner with each additional subaward. Each individual subrecipient on the same UI project will utilize a separate index, fund, and separate ES-code. ES-codes are programmed by Post Award and tied directly to the index. In this example, Saulgill LLC's account code is ES003 as the third subaward on UI AA6006.

**Tip: To verify which account code your subaward should be using, go to FRIGITD in Banner, type in your subrecipient's index, Tab, and the corresponding ES account code will populate. You can also ask OSP Cost Accounting.**

Accounting Codes						
Index	Fund	Organization	Account	Program	Activity	Location
771857 USDA NIFA Tribal Food-Arrowleaf	227257 USDA NIFA Tribal Food-Arrowleaf	771 CALS Research Administration	ES003 Subaward 3 Expenses	03PSO Public Service On Campus	no value	no value

Subaward Invoices must be approved by OSP before posting to sponsored projects. This process has been curated within Jaggaer to ensure that these invoices will be routed to OSP for review and approval. A quick and easy way to verify the correct routing is to check that the next step listed is Grant Approval and/or OSP approvers, visible along the right-hand side of the workflow.

**Please note that the approvers listed here are only in the test function. Approvers will be members from OSP Cost Accounting. As of 2/6/2025, approvers are Bryon Cavolo, Catie Maas, Shannon Shumard, and Heather Clark.**



The screenshot shows the 'Summary' section of a workflow in Jaggaer. It includes a 'Total (1,000.00 USD)' section with a note about shipping, handling, and tax charges. Below this is a 'Subtotal' of 1,000.00. The 'What's next for my order?' section is circled in red and shows the 'Next Step' as 'Grant Approval' and a list of 'Approvers' including Bryon Cavolo, Heather Clark, Brittany Gunderson, Jake Milleson, and Shannon Shumard. At the bottom, there is a 'Workflow' section with a 'Show skipped steps' toggle.

Summary	
<b>Total (1,000.00 USD)</b>	
Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.	
Subtotal	1,000.00
	<b>1,000.00</b>
<b>What's next for my order?</b>	
Next Step	Grant Approval
Approvers	Cavolo, Bryon Clark, Heather Gunderson, Brittany Milleson, Jake Shumard, Shannon
Workflow	
<input type="checkbox"/> Show skipped steps	

Once the accounting information has been entered and the approvers checked, the cart can be submitted using the button in the top right-hand corner of the workflow.

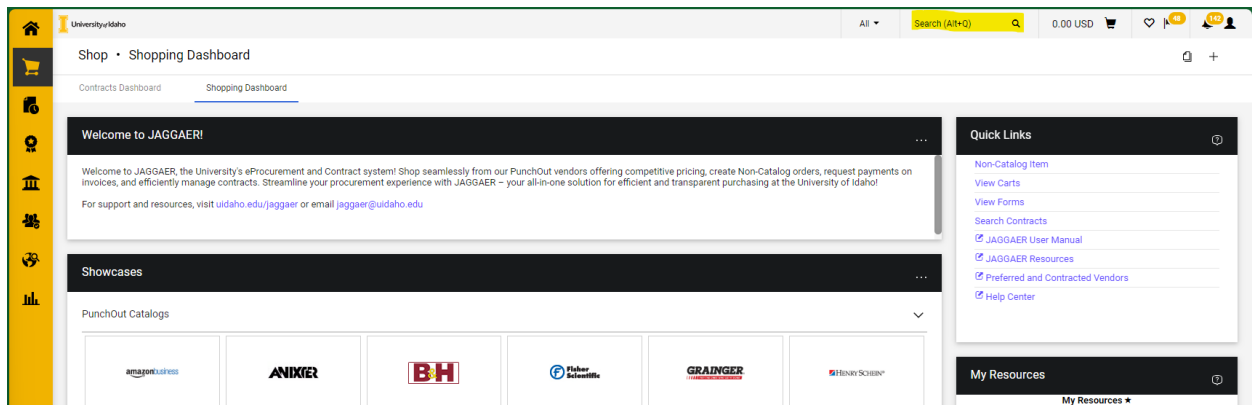
After initial invoice submission, OSP will review the submitted invoices in Jaggaer to ensure that the expenses to be reimbursed fit within the awarded budget categories, prime award period of performance, confirm the invoice contains all requirements, and verify all required documentation accompanies the invoice. During the reconciliation stage, OSP enters the expenses into a subrecipient expense table in VERAS created by Contract Review once the subaward has been fully signed and executed. If all areas are complete and correct for reimbursement, OSP will approve the requisition in Jaggaer.

If any discrepancies exist with the expenses, invoice, or documentation, OSP will return the requisition to the requisitioner, indicating what updates or missing information is needed. This correspondence will remain in Jaggaer as part of an audit trail.

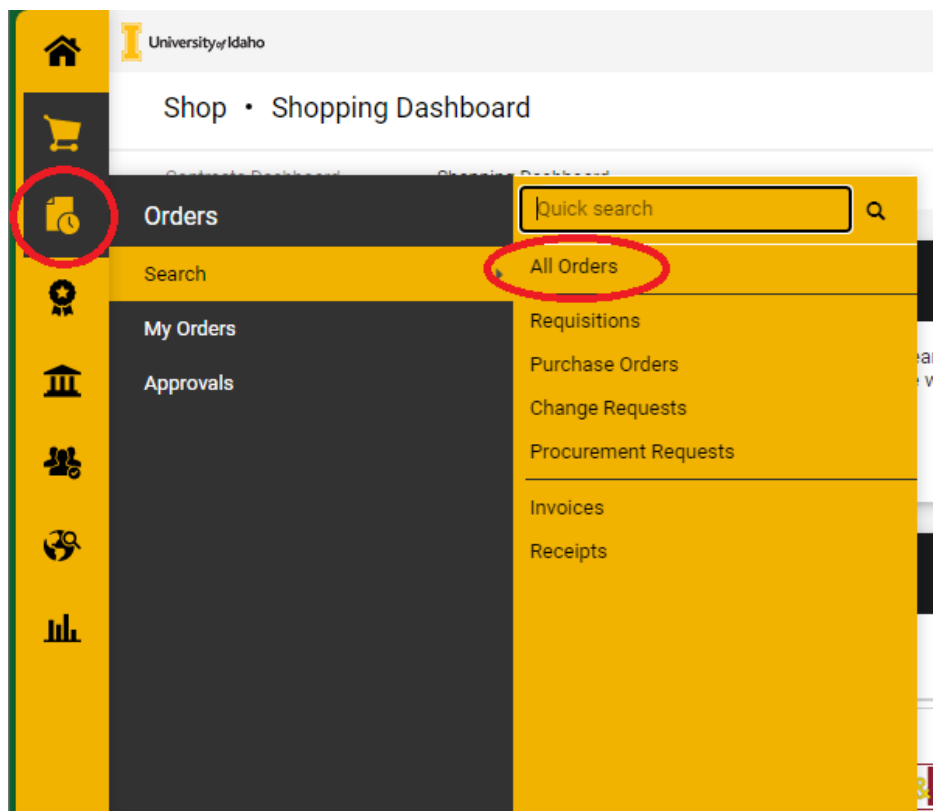
## Searching for an outstanding invoice in Jaggaer:

If you have submitted an invoice through Jaggaer and do not see it as a posted expense in Banner yet, follow the instructions below on researching in Jaggaer. The same approach can be used for researching procurement requisitions, but this is specifically geared towards subaward invoices.

If you know your requisition number, enter it in the top search bar of the home page.



To search by Subrecipient, click on the Paper icon on the left side of the screen and 'All Orders'.



To identify any orders for University of Washington (as an example), search for the institution/business full name and execute the search. OSP typically defaults to sorting by Created Date/Time in descending order with the newest created at the top. If it works to sort by a known dollar amount or by Order Owner, do so instead of the vendor.

Order Identifier	Type	Order Status	Order Owners	Created Date/Time	Completed Date	Supplier	Total Amount
Q0090356	Invoice	Complete	Mollyann Jones	12/13/2024 12:54:39 PM	12/13/2024 12:57:43 PM	University of Washington	0.00 USD
164850908	Purchase Order	Complete	Mollyann Jones	12/13/2024 12:54:27 PM	12/13/2024 12:54:39 PM	University of Washington	1,553.64 USD
195465272	Requisition	Pending	Erica Frazier	12/12/2024 2:33:42 PM		University of Washington	5,790.28 USD
195464589	Requisition	Pending	Erica Frazier	12/12/2024 2:19:59 PM		University of Washington	22,109.07 USD
195446411	Requisition	Pending	Mollyann Jones	12/12/2024 11:03:36 AM		University of Washington	202.74 USD
195445291	Requisition	Complete	Mollyann Jones	12/12/2024 10:52:39 AM	12/13/2024 12:54:27 PM	University of Washington	1,553.64 USD
195444697	Requisition	Withdrawn	Mollyann Jones	12/12/2024 10:47:57 AM	12/12/2024 10:53:49 AM	University of Washington	0.00 USD
Q0089968	Invoice	Complete	Jenny Tardigrade	12/11/2024 5:51:27 PM	12/11/2024 5:53:31 PM	Walter B De Paz	181.26 USD
164758855	Purchase Order	Complete	Jenny Tardigrade, Mike Nugen	12/11/2024 5:51:12 PM	12/11/2024 5:51:12 PM	Walter B De Paz	181.26 USD
195399971	Requisition	Complete	Jenny Tardigrade, Mike Nugen	12/11/2024 12:57:02 PM	12/11/2024 5:51:12 PM	Walter B De Paz	181.26 USD
195345996	Requisition	Pending	Jenny Tardigrade, Mike Nugen	12/10/2024 2:24:19 PM		Faustine Aurora Moulton	215.37 USD
195329830	Requisition	Returned	Jenny Tardigrade, Mike Nugen	12/10/2024 11:40:33 AM		Madison S Leeman	149.73 USD
Q0087163	Invoice	Complete	Jacob Brewer	11/22/2024 1:06:15 PM	11/22/2024 1:11:29 PM	Washington State University	3,420.00 USD
164130103	Purchase Order	Complete	Jacob Brewer	11/22/2024 1:06:00 PM	11/22/2024 1:06:15 PM	Washington State University	3,420.00 USD
Q0087158	Invoice	Complete	Margaret Baker	11/22/2024 1:01:12 PM	11/22/2024 1:07:40 PM	University of Washington	214.22 USD
164129646	Purchase Order	Complete	Margaret Baker	11/22/2024 1:01:01 PM	11/22/2024 1:01:12 PM	University of Washington	214.22 USD

In this example, I want to see where Requisition 195446411 is at in the payment process.

195446411	Requisition	Pending	Mollyann Jones	12/12/2024 11:03:36 AM	University of Washington	202.74 USD
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After clicking on the Requisition number, both the status and current queue will be provided on the right. If a follow up is needed, please reach out to the department indicated in the workflow.

Summary

Pending

Total (202.74 USD)

What's next?

Workflow

Show skipped steps

Submitted

12/12/2024 11:05 AM

Submitted - 12/12/2024 11:05 AM - Mollyann Jones

Grant Approval

Approved - 12/13/2024 1:50 PM - Bryon Cavolo

Accounts Payable Approval

Pending - Unassigned

Final Validation Request

Future

Create PO

Future

Finish

Future

## Determining if an invoice has been paid in Banner:

To determine whether the invoice has been paid in Banner, in FRIGITD, enter the specific subaward index you're inquiring about, and leave the By Sponsor Account box unchecked. With this example, the index 771857 was used and returned the paid activity-to-date on this subaward.



Grant Inception to Date FRIGITD 9.3.22 (\* PROD \*)

Chart of Accounts: V Grant: AA6006 USDA NIFA Tribal Food Grant Year: Index: 771857 Fund: 227257 Organization: 771 Program: 03PSO Activity: AGSAUD

Location: Account Type: Account: ES003 Account Summary: All Levels Date From (MM/YY): 02 / 22 Date To (MM/YY): 12 / 24

Include Revenue Accounts: ☐ Exclude Indirect Costs: ☐ Hierarchy: ☐ Fund Summary: ☐ By Sponsor Account: ☐

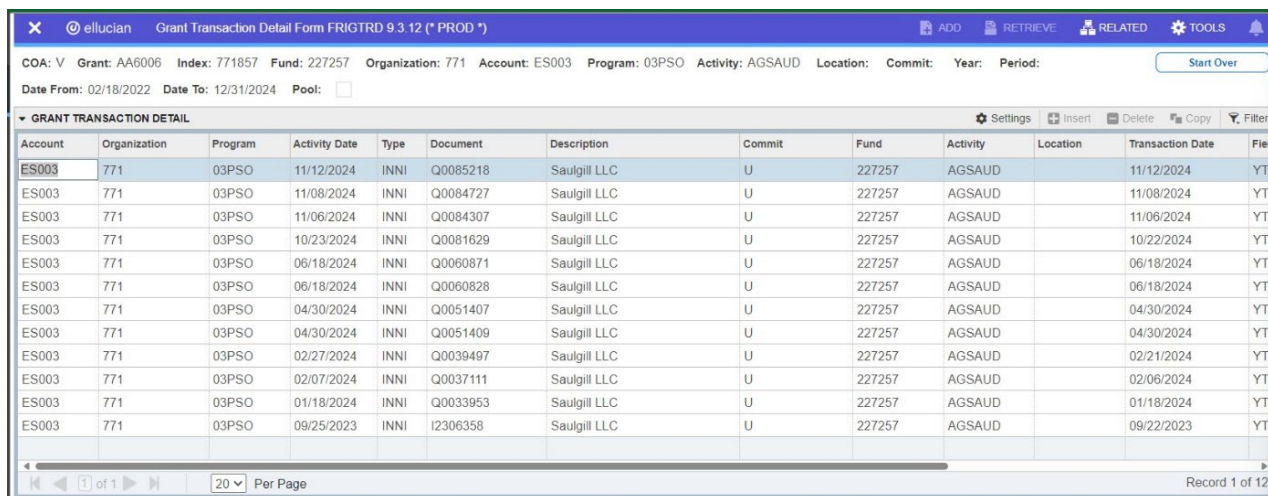
Account	Type	Description	Adjusted Budget	Activity	Commitments	Available Balance
ES003	E	Subaward 3 Expenses	0.00	127826.76	0.00	-127,826.76

Record 1 of 1

Adjusted Budget	Activity	Commitments	Available Balance
0.00	127,826.76	0.00	-127,826.76

By clicking on the 'Activity' field and then 'Related' will bring up the option to use the Banner screen 'FRIGTRD' that will allow you to drill down into what comprises the total activity.

This will allow you to identify which invoice/s have been paid out. With the conversion to Jaggaer, anything with a 'Q' will have been processed in Jaggaer. You can enter the respective document into Jaggaer to review the documentation.



Grant Transaction Detail Form FRIGTRD 9.3.12 (\* PROD \*)

COA: V Grant: AA6006 Index: 771857 Fund: 227257 Organization: 771 Account: ES003 Program: 03PSO Activity: AGSAUD Location: Commit: Year: Period:

Date From: 02/18/2022 Date To: 12/31/2024 Pool: ☐

Account	Organization	Program	Activity Date	Type	Document	Description	Commit	Fund	Activity	Location	Transaction Date	Field
ES003	771	03PSO	11/12/2024	INNI	Q0085218	Saulgill LLC	U	227257	AGSAUD		11/12/2024	YTI
ES003	771	03PSO	11/08/2024	INNI	Q0084727	Saulgill LLC	U	227257	AGSAUD		11/08/2024	YTI
ES003	771	03PSO	11/06/2024	INNI	Q0084307	Saulgill LLC	U	227257	AGSAUD		11/06/2024	YTI
ES003	771	03PSO	10/23/2024	INNI	Q0081629	Saulgill LLC	U	227257	AGSAUD		10/22/2024	YTI
ES003	771	03PSO	06/18/2024	INNI	Q0060871	Saulgill LLC	U	227257	AGSAUD		06/18/2024	YTI
ES003	771	03PSO	06/18/2024	INNI	Q0060828	Saulgill LLC	U	227257	AGSAUD		06/18/2024	YTI
ES003	771	03PSO	04/30/2024	INNI	Q0051407	Saulgill LLC	U	227257	AGSAUD		04/30/2024	YTI
ES003	771	03PSO	04/30/2024	INNI	Q0051409	Saulgill LLC	U	227257	AGSAUD		04/30/2024	YTI
ES003	771	03PSO	02/27/2024	INNI	Q0039497	Saulgill LLC	U	227257	AGSAUD		02/21/2024	YTI
ES003	771	03PSO	02/07/2024	INNI	Q0037111	Saulgill LLC	U	227257	AGSAUD		02/06/2024	YTI
ES003	771	03PSO	01/18/2024	INNI	Q0033953	Saulgill LLC	U	227257	AGSAUD		01/18/2024	YTI
ES003	771	03PSO	09/25/2023	INNI	I2306358	Saulgill LLC	U	227257	AGSAUD		09/22/2023	YTI

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If there are any specific questions on the invoicing process migration to Jaggaer, please feel free to reach out to [osp-cost@uidaho.edu](mailto:osp-cost@uidaho.edu).