



# Subcontracts & Transaction Processing

ASRSP  
5/18/2017

Kathy Watson  
Subcontracts & Transaction Manager

# Updates from ASRSP

- New Senior Accounting Representative
  - Work is redistributed in the meantime
- Currently managing over 1200 subcontracts
  - CH ~75%
  - EV ~25%
- In April we processed over 500 vouchers (i.e. Subk invoice payments), not including wire payments
- Currently undergoing 3 audits

# Invoice Review

- ASRSP reviews the following items on an invoice received from the subrecipient:
  - Subrecipient name matches ASRSP spreadsheet
  - Invoice date
  - Invoice number – should fall in line with previous invoice numbers
  - Performance period for the expenses – should fall in line with previously submitted invoices
  - Compare invoice expense period to open amendment period – MUST be within amendment period
  - Review the cumulative balance
  - Check for signed certification from sub PI
  - If spreadsheet indicates additional supporting documentation is required, then must be included with invoice
  - Reasonableness of the expenses
  - Verify there are enough funds to cover the entire invoice

# Ways You Can Help

- Please be sure to enter a Receipt in NUFinancials after PI has certified an invoice
- Notify ASRSP if you have personnel changes
- Let us know if you foresee delays in obtaining PI signature
- Be sure to select the correct vendor code when setting up the REQ

# Ways You Can Help

- Refer to the agreement/amendment to get the correct amounts, vendor, etc. so POCs don't have to be issued later
- Per subk agreement, invoices must be sent to [ASRSP-subk-CH@northwestern.edu](mailto:ASRSP-subk-CH@northwestern.edu)  
OR [ASRSP-subk-EV@northwestern.edu](mailto:ASRSP-subk-EV@northwestern.edu)

# Future Plans

- GM092 Subcontract Report
  - Listing of all Active subcontracts
- NU Financials Workflow for Subcontract Invoices

# Transaction Processing

- NUFinancials 9.2 Upgrade Cutoff Dates **TBD**
- Check the FFRA website for more details:  
<http://www.it.northwestern.edu/admin-systems/nufinancials/announcements/upgrade-events.html>
- Payment Requests are replacing Online Vouchers
- Cash Advances are replacing Travel Authorizations

# Transaction Processing

- Expense Report Per Diems must be 75% on First and Last days of travel
- Personal travel before and after business trips **MUST** demonstrate cost efficiency
- Currency conversion must be provided for each expense
- Foreign travel regulations on Sponsored Projects, please refer to:  
<http://www.northwestern.edu/asrsp/expenses/travel.html>





**Thank you!**

Kathy Watson, Manager, Subcontracts & Transaction Processing  
847-467-6395  
kathy-watson@northwestern.edu