



# Financial Review Checklist

*Activity Trainings*

Review Invoices in  
Progress and  
Review Subaward Invoices  
in Progress

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# Training Contents

In this training, we will be covering the Financial Review Checklist steps *Review Invoices in Progress* and *Review Subaward Invoices in Progress*. We will be walking you through the steps' *Objective, Focus On* and the *Workday Reports*.

The walkthrough of the reports will include:

- The parameters used to run the report in Workday.
- The results that you would expect to see.
- How the report should be used in your analysis to operationally finish the objective of the step.

# Definitions

## Invoice

- A Supplier's request for payment with a statement of the sum due and a list of the goods or services provided.

## Subaward

- A subaward (also referred to as a subagreement or subcontract) is an award of financial support from a prime awardee or pass-through entity ("PTE") (e.g., Yale) to a qualified organization for the performance of a substantive portion of the programmatic effort under the prime award.

## Subrecipient

- A non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program.

# Financial Review Checklist

## Activity Details

*Review Invoices in Progress Step*

# Review Invoices in Progress Step

Review Invoices in Progress to ensure transactions are processed and posted to the general ledger in a timely manner.

## Objective

To assess the status and validity of invoices in progress.

To research and determine what action needs to be taken in order for invoices to be processed and posted.

## Focus On

1. Aging invoices, specifically those over 45 days.

2. Invoices that need to be charged timely to sponsored funds, particularly grants that may be ending (FD=02,28,29).

3. Invalid invoices, including but not limited to, duplicate invoices that need to be cancelled or invoices that need to be further researched.

4. Operational delays that need to be addressed, such as reoccurring themes/training gaps of requestors, preparer or approver.

5. Improper use of University preferred procurement methods.

## Workday Reports

Invoice Aging In Progress –Yale

Related Resources: [34.01 PR.04 Submitting Invoices for Payment](#)

# Workday Parameters














# Report Run/ Parameters in Workday

## *Invoice Aging in Progress-Yale*

- 1) Type Invoice Aging in Progress-Yale into the Workday Search Bar.
- 2) Companies: Leave blank to ensure the report pulls all invoices
- 3) Cost Center Hierarchy: Input appropriate cost center hierarchy.
- 4) Starting Transaction Date: Will auto-populate a date, remove this to run the report open.
- 5) Then click "Ok" at the bottom to submit the report.

Yale **1** Invoice Aging in Progress

### Invoice Aging In Progress - Yale




<b>2</b>	Companies	<input type="text"/>	
<b>3</b>	Cost Center Hierarchies	<input type="text"/>	
	Cost Center	<input type="text"/>	
	Supplier as Worktag	<input type="text"/>	
<b>4</b>	Starting Transaction Date	<input type="text" value="MM/DD/YYYY"/>	
	Ending Transaction Date	<input type="text" value="MM/DD/YYYY"/>	
	Supplier Group (contains)	<input type="text"/>	
	Fund	<input type="text"/>	
	Gift	<input type="text"/>	
	Grant	<input type="text"/>	
	Yale Designated	<input type="text"/>	
	Program	<input type="text"/>	
	Project	<input type="text"/>	
	Assignee	<input type="text"/>	
	Total Invoice greater than	<input type="text" value="0"/>	
	Total Invoice less than	<input type="text" value="0"/>	

**5**

# Report Results

## *Invoice Aging in Progress-Yale*

You can either work within Workday and use the column filters or you can export the data to Excel for analysis. If you have a large list of aging invoices, it may be useful to download to Excel to track status and follow-up based on research performed.

**Invoice Aging In Progress - Yale**   

Companies **Yale University** Total Invoice greater than 0

Cost Center Hierarchies **Unit Name** Total Invoice less than 0

1484 items

**You may use these column filters to manipulate your data within Workday.**

Turn off the new tables view

Cost Center Department	Cost Center	Gift/Grant/YD	Fund	Program	Project	Assignee	Supplier as Worktag	Supplier Group	Supplier's Invoice Num
------------------------	-------------	---------------	------	---------	---------	----------	---------------------	----------------	------------------------

Export to Excel – click here

# Analysis – Workday & Excel

# Report Structure

## Invoice Aging in Progress- Yale

### Chart of Accounts Columns

*You will be able to focus on COA details in these columns. This is especially important when determining if there is an outstanding invoice on a grant as those need to be processed in a timely manner.*

### Invoice Extended Amount in USD

*Amount of total invoice.*

### Invoice Age

*It is important to review all invoices, regardless of age and to understand the status/issues that may be present with aged invoices. It is especially important to look at those over 45 days, which would be considered past due.*

### Awaiting Persons

*Individual that you may want to follow-up with to determine the reason behind the delay.*

Cost Center Department		Cost Center	Gift/Grant/YD		Fund	Program	Project	Assignee	Supplier as Worktag	Supplier Group
Supplier's Invoice Number		Supplier Invoice	Invoice Extended Amount	Currency of Invoice Extended Amount		Invoice Extended Amount in USD		Payment Type	Created On	Memo
Budget Date	Line is a split?	Purchase Order	Invoice Date	Match Status	Invoice Status	Line Amount	Line Match Exception Reason	Invoice Match Exceptions	Invoice Line Match Exceptions	
Invoice Age		Business Process Step Awaiting Action		Business Process Awaiting Role		Awaiting Persons				

# Analysis – Workday

## Workday

### Analysis - Invoices in Progress Step

### Workday Column Filters

Focus On Step #1:  
Aging invoices,  
specifically those over  
45 days.

The first sort/filter you should apply is to sort the aging invoices by the number of days.

- Click on the column header "Invoice Age" and select *Sort Descending*.

Invoice Age

↑ Sort Ascending

↓ Sort Descending

× Remove Sort

Filter Condition \*

=

Value \*

0

Filter

The second sort/filter you could also apply is to sort the line amounts from highest to lowest dollar amounts.

- Click on the column header "Line Amount" and select *Sort Descending*.

Line Amount

↑ Sort Ascending

↓ Sort Descending

Filter Condition \*

=

Value \*

Filter

## Analysis - Invoices in Progress Step

Focus On Step #2: Invoices that need to be charged timely to sponsored funds, particularly grants that may be ending (FD=02,28,29).

Cost Center Department	Cost Center	Gift/Grant/YD	Fund	Program	Project
Cost Center Department	Cost Center	Grant Number and Name	FD02 Grants and Contracts - Federal	PG00032 Research (21)	PJ000001 General Project
Cost Center Department	Cost Center	Grant Number and Name	FD28 Grants and Contracts - Non-Federal	PG00032 Research (21)	PJ000001 General Project

By consistently monitoring aging invoices on Fund 02, 28, and 29 balances, we try to limit the risk of not charging valid expenses to the award before its end date.

Line Amount	Line Match Exception Reason	Invoice Match Exceptions	Invoice Line Match Exceptions	Invoice Age
300.53	Price Variance Quantity Variance	1	2	173
29,686.00	Price Variance >= \$1K	1	1	166

## Analysis - Invoices in Progress Step

To see more details, click on the Supplier Invoice link. You will be able to see any attachments here as well.

Supplier Invoice	Invoice Extended Amount	Currency of Invoice Extended Amount	Invoice Extended Amount in USD	Payment Type	Created On	Memo	Budget Date	Line is a split?	Purchase Order	Invoice Date
<a href="#">Supplier Invoice: SI-012345678</a>	19.76	USD	19.76	ACH	09/24/2020		09/23/2020	No		09/23/2020

### Analysis - Invoices in Progress Step

Focus On Step #3:  
*Invalid invoices,  
including but not limited  
to, duplicate invoices  
that need to be  
cancelled or invoices  
that need to be further  
researched.*

Review invoices to ensure there are no invalid invoices.

If there is a duplicate invoice, you will need to cancel one:

- Use the Find Supplier Invoices –Yale report to lookup the invoice using the supplier name, invoice date, and invoice amount
- P2P Invoice Specialists should compare the two images:
  - If they are the same, return the invoice to AP and enter in the comments “Do Not Pay – This is a duplicate Invoice of SI-#####”
  - If the invoices are not the same, enter “Duplicate warning was reviewed” in the comments field, approve & submit
- If the query does not return any results, return the invoice to AP and enter “Potential Duplicate – Please Review.” *This scenario will happen if the original invoice was paid in a different cost center*

## Analysis - Invoices in Progress Step

Focus On Step #4: Operational delays that need to be addressed, such as reoccurring themes/training gaps of requestors, preparer or approver.

Review the column titled, "Awaiting Persons".

Are there recurring themes that appear that require additional training for personnel?

Invoice Age	Business Process Step Awaiting Action	Business Process Awaiting Role	Awaiting Persons
200	Review Supplier Invoice	Cost Center P2P Invoice Specialist	Doe, John Smith, Mary
105	Review Supplier Invoice	Cost Center P2P Invoice Specialist	Doe, John
80	Review Supplier Invoice	Cost Center P2P Invoice Specialist	Anderson, Stacy
50	Review Supplier Invoice	Cost Center P2P Invoice Specialist	Doe, John
48	Review Supplier Invoice	Cost Center P2P Invoice Specialist	Doe, John

Follow-up with John Doe to see if there is an issue for the delay. Communicate to him that invoices need to be processed timely.

He may also require additional training as there are multiple outstanding invoices awaiting his review that are over 45 days.

## Analysis - Invoices in Progress Step

Focus On Step #5:  
*Improper use of  
University preferred  
procurement methods.*

### Non-PO Invoice (Ok2Pay Invoice)

- Department purchased a good or service outside of University preferred methods, such as creating a requisition and PO.

### Further Actions

- Look for trends with individuals or cost centers who may utilize this method of payment too often. Take further action, such as communication or training, as deemed appropriate.

# Analysis - Excel

# Analysis

Working in Excel can be beneficial for documenting your findings or other notes applicable to your analysis.

You will complete your analysis in Excel the same way outlined in the Workday slides above.

The additional steps you may need to do, that differs from the Workday instructions, are the following:

- To see details, copy the supplier invoice number and search in Workday.

# Financial Review Checklist

## Activity Details

*Review Subaward Invoices in Progress Step*

# Review Subaward Invoices in Progress Step

Review Subaward Invoices in Progress to ensure subaward invoice payments are processed accurately and in a timely manner.

## Objective

To ensure invoices for subrecipients are proper and accurate. To ensure invoices are paid timely, particularly those under a federal prime award, which need to be paid within 30 calendar days after receipt, unless believed to be improper.

## Focus On

1. Review invoices for accuracy and appropriateness. Resolve content issues, if applicable.
2. Invoices for subrecipients (Supplier Group = Sponsored Sub Award Group) that need to be charged timely (i.e., within 30 calendar days after receipt).
3. Invoices for subrecipients, particularly for grants that may be ending.

## Workday Reports

1. Subaward Invoices In Progress - Yale
2. Invoice Aging In Progress - Yale

**Related Resources:** [1307 PR.03 Monitoring Subrecipient Activity Associated with Sponsored Programs](#)

# Workday Parameters

# Report Run/ Parameters in Workday

## *Invoice Aging in Progress-Yale*

You may choose to use either the Invoice Aging in Progress report or the Subaward Invoices in Progress Report. Both reports will provide you with the information that you need. Invoice Aging in Progress has an identifier for subawards which can also be used easily as a filter.

If you chose to use this report, use the following parameters:

- 1) Type Invoice Aging in Progress-Yale into the Workday Search Bar.
- 2) Companies: Leave blank to ensure the report pulls all invoices
- 3) Cost Center Hierarchy: Input your cost center or cost center hierarchy.
- 4) Starting Transaction Date: Will auto-populate a date, remove this to run the report open.
- 5) Sub Award Invoice?: To filter on sub awards, click the box.(This will allow you to see a more focused list of subaward invoices only.)
- 6) Then click "Ok" at the bottom to submit the report.

1 Yale Invoice Aging in Progress X

2 Companies

3 Cost Center Hierarchies

Cost Center

Supplier as Worktag

4 Starting Transaction Date MM/DD/YYYY

Ending Transaction Date MM/DD/YYYY

Supplier Group (contains)

Fund

Gift

Grant

Yale Designated

Program

Project

Assignee

Total Invoice greater than 0

Total Invoice less than 0



5 Sub Award Invoice ?

6 OK Cancel

# Report Results

## *Invoice Aging in Progress-Yale*

You can either work within Workday and use the column filters or you can export the data to Excel for analysis. If you have a large list of aging invoices, it may be useful to download to Excel to track status and follow-up based on research performed.

**Invoice Aging In Progress - Yale**  

Companies **Yale University** Total Invoice greater than 0

Cost Center Hierarchies **Unit Name** Total Invoice less than 0

1484 items

**You may use these column filters to manipulate your data within Workday.**

Turn off the new tables view

Cost Center Department	Cost Center	Gift/Grant/YD	Fund	Program	Project	Assignee	Supplier as Worktag	Supplier Group	Supplier's Invoice Num
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Export to Excel – click here

# Report Run/ Parameters in Workday

## *Subaward Invoices In Progress - Yale*

If you chose to use this report, use the following parameters:

- 1) Type Subaward Invoices In Progress –Yale into the Workday Search Bar.
- 2) Companies: Yale University
- 3) Cost Center Hierarchy: Input your cost center or cost center hierarchy.
- 4) Then click “Ok” at the bottom to submit the report.

1

Yale

Subaward Invoices in Progress

Subaward Invoices in Progress - Yale

Instructions This report is run using the Cost Center on the Invoice.

As of 8/18/21, the report prompts have been updated. Please review: <https://your.yale.edu/news/2021/08/subaward-invoices-progress-yale-updated>

2

Companies X Yale University ...

3

Cost Center/Cost Center Hierarchy \* Cost Center

Filter Name

Manage Filters Save

0 Saved Filters

4

OK Cancel

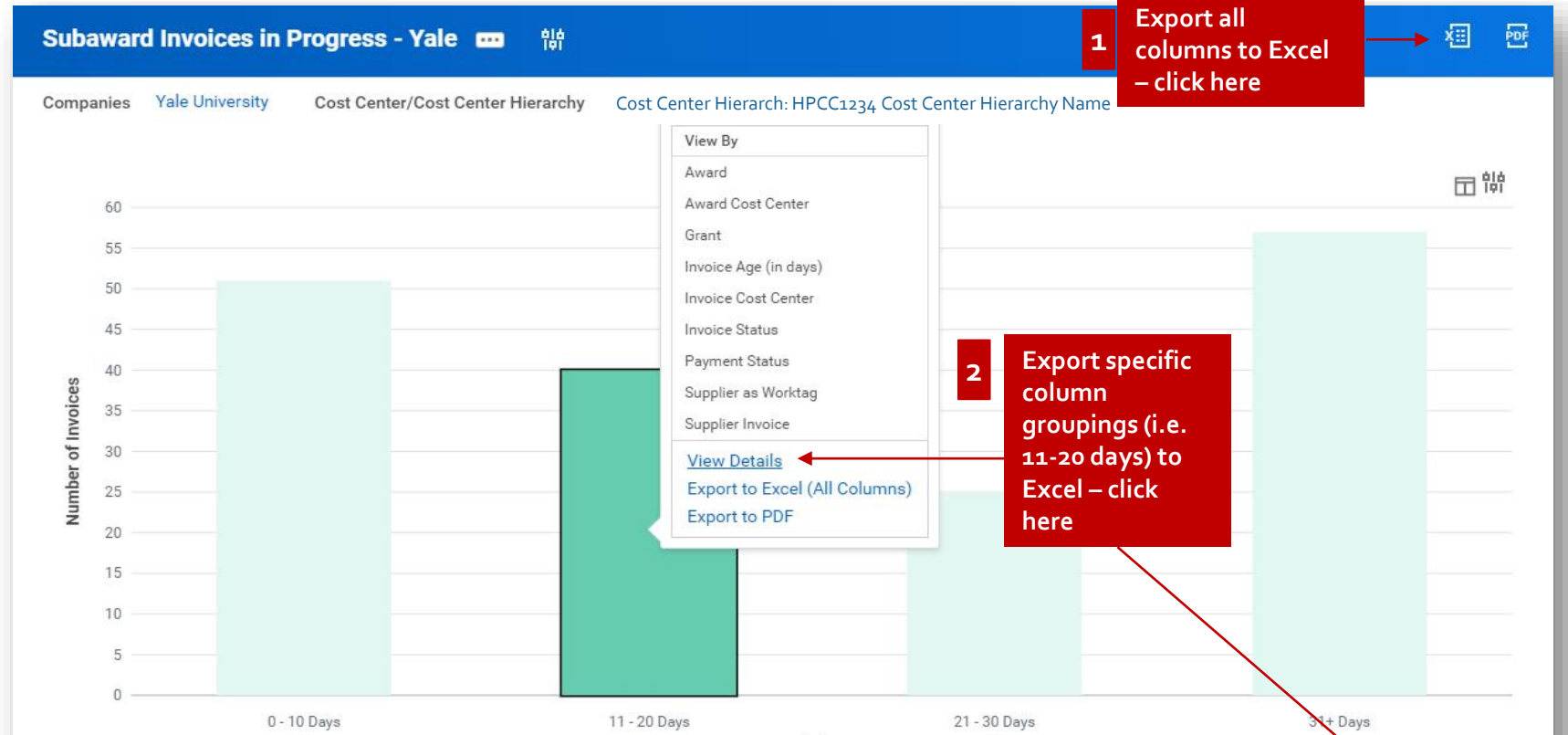
You can either work within Workday and use the column filters or you can export the data to Excel for analysis. If you have a large list of aging invoices, it may be useful to download to Excel to track status and follow-up based on research performed. You can export the data in two different ways:

1) To export all columns, use the excel export button at the top of the page as shown.

2) To export a specific grouping (i.e. 11-20 days), first click on the grouping, then click on "view details". This will open a new window that will allow you to export to excel for that specific grouping as shown below.

# Report Results

## Subaward Invoices In Progress - Yale



Criteria View by: Select a Field... and then by: Select a Field... Refresh

32 items

Invoice Age (in days)	Supplier Invoice	Supplier Invoice Status	Payment Status	Supplier as Worktag	Invoice Date	Invoice Created On	Total Invoice Amount	Line Item Description	Spend Category	Quantity
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# Analysis – Workday & Excel

# Report Structure

## Invoice Aging in Progress- Yale

### Chart of Accounts Columns

*You will be able to focus on COA details in these columns. This is especially important when reviewing outstanding sub invoices on grants as those need to be processed in a timely manner.*

### Invoice Extended Amount in USD

*Amount of total invoice.*

### Invoice Age

*It is important to review all invoices, regardless of age and to understand the status/issues that may be present with aged invoices. DBOs need to ensure that subrecipient invoices issued under a federal prime award are paid within the required 30 days of receipt.*

### Awaiting Persons

*Individual that you may want to follow-up with to determine the reason behind the delay.*

Cost Center Department		Cost Center	Gift/Grant/YD	Fund	Program	Project	Assignee	Supplier as Worktag	Supplier Group	
Supplier's Invoice Number		Supplier Invoice	Invoice Extended Amount	Currency of Invoice Extended Amount		Invoice Extended Amount in USD		Payment Type	Created On	Memo
Budget Date	Line is a split?	Purchase Order	Invoice Date	Match Status	Invoice Status	Line Amount	Line Match Exception Reason	Invoice Match Exceptions	Invoice Line Match Exceptions	
Invoice Age		Business Process Step Awaiting Action			Business Process Awaiting Role		Awaiting Persons			

# Report Structure

## Subaward Invoices in Progress-Yale

### Invoice Age (in days)

To determine the number of days an invoice has aged.

### Supplier Invoice

Use this to number to look up details in Workday.

### Supplier as Worktag

Use this column to see the subawardee.

### Total Invoice Amount

Details the amount of the invoice.

### Chart of Accounts Columns

You will be able to focus on COA details in these columns. This is especially important when determining if there is an outstanding invoice under a federal prime award.

Criteria View by:  and then by:

1 item

Invoice Age (in days)	Supplier Invoice	Supplier Invoice Status	Payment Status	Supplier as Worktag	Invoice Date	Invoice Created On	Total Invoice Amount	Line Item Description	Spend Category	Quantity	Unit Cost	Extended Amount	Award	Award Owning Cost Center	Supplier Contract
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Grant PI	Grant	Gift	Yale Designated	Cost Center	Program	Project	Fund	Awaiting Step In Progress
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# Analysis – Workday

# Analysis - *Subaward Invoices in Progress Step*

**Focus On Step #1:**  
*Review invoices for  
accuracy and  
appropriateness.  
Resolve content issues,  
if applicable.*

It is important to review invoices for accuracy and appropriateness and determine if they are proper invoices. If during the invoice review process the PI, delegate, or DBO identify a concern, they should request clarification from the subrecipient's PI and/or request a revised invoice. Specific concerns and actions taken by the DBO and/or the PI or delegate to ascertain the accuracy and reasonableness of the invoice must be recorded as a comment in the "Comments" box in Workday. Comments should explain why the invoice is considered improper and will serve as documentation in the event there is a delay in payment.

The following are examples of potential issues that may occur:

**The DBO determines that they expect the invoice issue(s) to be resolved in a reasonable timeframe and are waiting for a revised invoice**

**The DBO determines that the invoice issue(s) will not be resolved within a reasonable timeframe and may require cancellation**

**The DBO/PI, after receiving additional information, is still unable to determine if the invoice is appropriate for payment**

For more details on how to address the three scenarios shown above, please reference:

[1307 PR.02 Managing Subrecipient Activity Associated with Sponsored Programs](#)

# Workday

## Analysis - Subaward Invoices in Progress Step

**Focus On Step #2:**  
*Invoices for subrecipients (Supplier Group = Sponsored Sub Award Group) that need to be charged timely (i.e., within 30 calendar days after receipt).*

**Focus On Step #3:**  
*Invoices for subrecipients, particularly for grants that may be ending.*



When you run the report in Workday, the bar chart will populate as shown above.

Click on the grouping that you would like to view the details of. An example of the details for "31+ days" can be seen on the next slide.

- View By
  - Award
  - Award Cost Center
  - Grant
  - Invoice Age (in days)
  - Invoice Cost Center
  - Invoice Status
  - Payment Status
  - Supplier as Worktag
  - Supplier Invoice
- View Details**
- Export to Excel (All Columns)
- Export to PDF

Yale University 1

# Workday

## Analysis - Subaward Invoices in Progress Step

**Focus On Step #2:**  
*Invoices for subrecipients (Supplier Group = Sponsored Sub Award Group) that need to be charged timely (i.e., within 30 calendar days after receipt).*

**Focus On Step #3:**  
*Invoices for subrecipients, particularly for grants that may be ending.*

Criteria View by:  and then by:  Refresh

1 item

Invoice Age (in days)	Supplier Invoice	Supplier Invoice Status	Payment Status	Supplier as Worktag	Invoice Date	Invoice Created On	Total Invoice Amount	Line Item Description	Spend Category	Quantity	Unit Cost	Extended Amount	Award	Award Owning Cost Center
57	<a href="#">SI-12345678</a>	In Progress	Unpaid	<a href="#">Supplier Name</a>	05/12/2021	05/17/2021	0.00		<a href="#">Subaward Expense (SC217)</a>	0	0.00	43,678.39	<a href="#">Award Description</a>	<a href="#">CC1234 Cost Center Name</a>

Supplier Contract	Grant PI	Grant	Gift	Yale Designated	Cost Center	Program	Project	Fund	Awaiting Step In Progress
<a href="#">Supplier Contact</a>	Doe, John	<a href="#">Grant Number and Name</a>			<a href="#">CC1234 Cost Center Name</a>	<a href="#">PG00032 Research (21)</a>	<a href="#">PJ000001 General Project</a>	<a href="#">FD02 Grants and Contracts - Federal</a>	<a href="#">Review Supplier Invoice</a>

This is an example of an invoice that is over 30 days old and is charged to a FD02 grant. To see more details, you can click on the supplier invoice link. Review and determine next steps.

# Analysis - Excel

# Analysis

Working in Excel can be beneficial for documenting your findings or other notes applicable to your analysis.

You will complete your analysis in Excel the same way outlined in the Workday slides above.

The additional steps you may need to do, that differs from the Workday instructions, are the following:

- To see details, copy the supplier invoice number and search in Workday.

# Contact Page

- **Accounts Payable:** *Invoices: [yss.invoices@yale.edu](mailto:yss.invoices@yale.edu) and Sub-award Invoices: [yss.subcontracts@yale.edu](mailto:yss.subcontracts@yale.edu)*
- **Financial Compliance:** [financial.compliance@yale.edu](mailto:financial.compliance@yale.edu)
- **Interpretation of policy:** *Office of the Controller: [controllers.office@yale.edu](mailto:controllers.office@yale.edu)*
- **Subawards:** *Reach out to your appropriate GCAT or [elizabeth.r.kingsley@yale.edu](mailto:elizabeth.r.kingsley@yale.edu)*