What Can Go Wrong

- PI approval not received or sent to an incorrect email address
- Sub-Award Invoices are sent to wrong email address for entry into Oracle
- All required data is not on invoice

What Can Be Done to Ensure a Smooth Process

- All PI approvals should be sent to yss.subawards@yale.edu
- All Sub-Award invoices should be submitted to yss.subsubcontracts@yale.edu

**Note:** Federal Sub K Invoices must be paid within 30 days of invoice receipt
## Invoice Example – Sub Award (Sub-K) Invoice

**The Miriam Hospital**

Research Compliance Coordinator  
Yale University  
P.O. Box 208314  
New Haven, CT 06520-8314

- **TMH PI:** Michelle Lally, MD  
- **Prime Award No.:** 1K01MH6093273  
- **Contract Period:** 9/20/11 - 5/31/12  
- **Subaward No.:** C12A11286(A08384)

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### Invoice Details

- **Invoice No.:** 710-9873-98  
- **Date of Invoice:** 5/15/2012  
- **Award Amt.:** $20,335.23

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### Subject Title:
- SHIP for HIV Prevention in MSM: Mixed-Methods Study of Behavior & Message Framing

### Billing Period:
- 4/1/12 - 6/30/12

### Amount Due:
- $10,287.21

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### Description of Current Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary</td>
<td>$1,179.70</td>
</tr>
<tr>
<td>Fringe</td>
<td>353.83</td>
</tr>
<tr>
<td>Supplies</td>
<td>0.00</td>
</tr>
<tr>
<td>Travel</td>
<td>0.00</td>
</tr>
<tr>
<td>Misc. Expense</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Cumulative Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Direct Costs</td>
<td>$1,473.53</td>
</tr>
<tr>
<td>Indirect Costs</td>
<td>762.62</td>
</tr>
<tr>
<td>Total Costs</td>
<td>$2,236.15</td>
</tr>
<tr>
<td>Due to Date</td>
<td>$10,287.21</td>
</tr>
</tbody>
</table>

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**Due this invoice:** $1,591.41

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**Mary R. Schormann**  
Senior Research Accountant  

Please make check payable to THE MIRIAM HOSPITAL  

Mail to:  
Rhode Island Hospital  
300 Main St.  
Providence, RI 02903

If you have any questions, please call Mary Gasbarro at 401-444-2377.

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**Yale Shared Services**  
**Procure to Pay Tool Kit**
Procedure for Submitting SubAward (Sub K) Invoices with Split Charging

Please Remember

- A Sub K Invoice can only have split charging submitted from the work list if the split charging belongs to the same Sub K number.

- If the invoice is split charging against two separate Sub K numbers, the invoice must be submitted separately for each Sub K (Please example below)

What to do if a Sub K invoice is on their work list and requires split charging against the same SubAward (Sub K) Number

- Use the split charging function on the work list
- Enter PTAEOS and allocate the correct amount to each PTAEO, confirming the total charged equals the total on the invoice.
  - Save Splits
What to do if a SubAward (Sub K) invoice is on their work list and requires split charging against different Sub K Numbers

- Print the invoice
- For the first part of the split, enter in the correct PTAE0.
  - Reject Invoice and be sure to include a note specifying that this is a split charge and include the amount that needs to be paid (only include a Sub K number if it is different than what is stated on the invoice)
  - Click Submit
- For the printed copy that will be submitted to YSS
  - Change the invoice amount to the balance to be paid. (Circle amount due to be paid)
- Adjust the invoice number to “invoice/invoice date” (i.e. 12345/01-JUL-2013)
- Write on invoice “amount changed due to Sub K split”
- Stamp invoice with approvals and charging
- Submit invoice to sharedservices@yale.edu
- Write “Sub K Invoice” in the subject line.

Did department receive invoice directly? (This is rare, invoices are usually on work list)

- Make two copies of the invoice
- Change the invoice amount on each invoice to reflect the split
- Adjust the second invoice to “invoice/invoice date” ex. 12345/01-JUL-2013 (this will allow the system to process the invoice twice, but will each have a unique invoice number because the date was added and it will not go on hold)
- Write “invoice amount was changed due to Sub K split” at top of invoice in RED
- Stamped both invoices with approvals and charging instructions
- Submit invoice to sharedservices@yale.edu not the Sub K email to ensure it is treated correctly as a split.
- In subject line of email include “SUBK Split Invoices” so it is routed correctly