

Viewing, Approving and Rejecting Subaward Invoices in Prime Financials

A Quick Guide for Subaward Invoice Approvers

Last update: October 18, 2017

Step 1: On a laptop or your mobile device?

Laptop: If you are viewing the invoice image wirelessly on a laptop, you must be connected through Secure Remote Access (SRA, formerly known as VPN) first. Instructions for connecting to University online resources wirelessly are [here](#).
Mobile device: Viewing the invoice image on a mobile device is not currently supported by the University and might not work. If you would like to try it, please connect through SRA first as per the instructions above.

Step 2: Log on to PeopleSoft

Click on the link in the notification email you received from PeopleSoft. Enter your NetID, Single Sign On password, and answer the security question when prompted. (If you do not have the email from PeopleSoft, you can use this URL: <http://prime.princeton.edu/>. Then log in and click on the Prime Financials button. Click on the Worklist link in the upper right corner of the screen, then click on the Voucher #. The approval screen will appear.)

Step 3: View the subaward invoice

- A. Click on "Invoice Image". A new tab will open in your browser window. (If you are on a laptop & see a generic error message instead of an invoice image, SRA/VPN as in step 1, then try clicking on Invoice Image again. Viewing the image may not work on a mobile device.)
Click the "Fit Width" button to see the invoice image more easily.



Review the PDF of the invoice. Close the invoice image tab when you're done reviewing it.

- B. Move the scrollbar (in the middle of the screen) to the right to view the invoice amount and subrecipient name.

Step 4: Approve or Reject (Pushback)

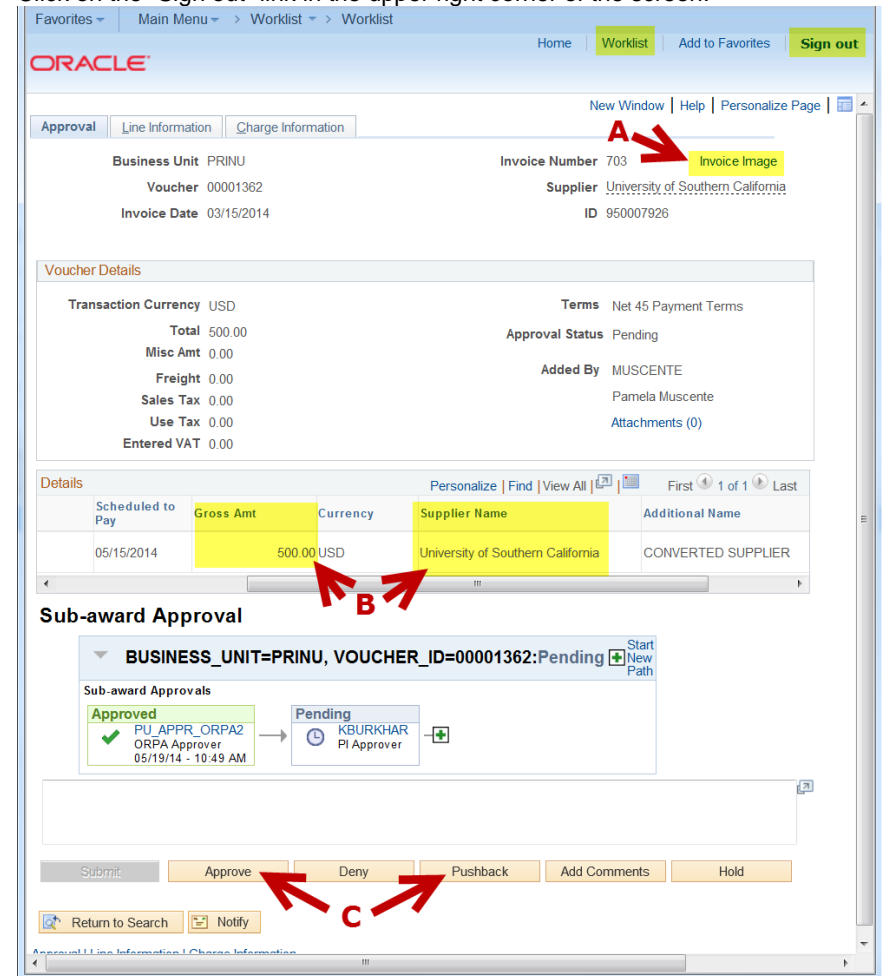
- C. **Approving?** Invoice approval should reflect receipt of deliverables and acknowledgement of the subrecipient related progress on the project. Press the Approve button on the bottom of the screen. Approval comments are optional.
Rejecting? If you disagree with the subrecipient invoice, enter your rejection comments (mandatory). Then press the "Pushback" button to reject. Do not press the Deny button! Your ORPA Subaward Administrator will contact both you and the subrecipient for resolution.

Have more subaward invoices to approve?

Before signing out, click on the Worklist link at the top of the screen. Click on the voucher number, then continue with step 2.

Step 5: Sign out

Click on the "Sign out" link in the upper right corner of the screen.



Oracle Prime Financials interface showing the invoice approval screen. The screen displays the following information:

- Business Unit: PRINU
- Voucher: 00001362
- Invoice Date: 03/15/2014
- Invoice Number: 703
- Supplier: University of Southern California
- ID: 950007926

The Voucher Details section shows:

- Transaction Currency: USD
- Total: 500.00
- Misc Amt: 0.00
- Freight: 0.00
- Sales Tax: 0.00
- Use Tax: 0.00
- Entered VAT: 0.00
- Terms: Net 45 Payment Terms
- Approval Status: Pending
- Added By: MUSCENTE, Pamela Muscente
- Attachments: (0)

The Details table shows:

Scheduled to Pay	Gross Amt	Currency	Supplier Name	Additional Name
05/15/2014	500.00	USD	University of Southern California	CONVERTED SUPPLIER

The Sub-award Approval section shows:

- BUSINESS_UNIT=PRINU, VOUCHER_ID=00001362: Pending
- Sub-award Approvals: Approved (PU_APPR_ORPA2, ORPA Approver, 05/19/14 - 10:49 AM) → Pending (KBURKHAR, PI Approver)

Buttons at the bottom: Submit, Approve, Deny, Pushback, Add Comments, Hold.

Need help?

Issues with logging on to PeopleSoft? Call 8-HELP
Worklist issues? Email finance@princeton.edu or call 8-3080
Invoice questions? Email subaward@princeton.edu