**Report Description**

The Subaward Vouchers – Pending Department Approval report provides a list of all subaward invoices that have been approved by central administration and are awaiting approval in a department.

**Purpose**

The Subaward Vouchers – Pending Department Approval report includes additional detail that the – Prime Financials Worklist does not provide, including the project, invoice approver, PI, or award number.

**Key Information**

- Invoices that are approved today will still appear in the results, because the report data is loaded the night before.
- New invoices added to PS today will not appear in the results, because the report data is loaded the night before.
Sample Report Output *(This sample uses default ‘customize output appearance’ prompts)*

Amounts with a blue underline are drillable, and will open a new tab containing a more detailed report.

**Column Definitions**

- **PS Award Number**: A unique internal award number assigned by PeopleSoft for the internal tracking and monitoring of the Princeton award.
- **Voucher**: Accounts Payable voucher number.
- **Invoice Number**: Subrecipient’s invoice number.
- **Invoice Date**: Date on subrecipient’s invoice.
- **Total Amount**: Subrecipient’s invoice amount.
- **Days in Worklist**: Number of days in the invoice approver’s worklist (days since central administration approved).
- **Attachments**: Link to invoice image and invoice related documents.
The Subaward Invoices Drill displays details for all subaward invoice activity associated with that PO.

<table>
<thead>
<tr>
<th>Voucher</th>
<th>Invoice Number</th>
<th>Invoice Date</th>
<th>Accounting Date</th>
<th>Total Amount</th>
<th>Entry Status</th>
<th>Approval Status</th>
<th>Payment Status</th>
<th>Payment Date</th>
<th>Payment Number</th>
<th>Check Cashed?</th>
<th>Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>20,000.00</td>
<td>Postable</td>
<td>Approved</td>
<td>Paid</td>
<td>20,000.00</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20,000.00</td>
<td>Postable</td>
<td>Approved</td>
<td>Paid</td>
<td>20,000.00</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15,000.00</td>
<td>Postable</td>
<td>Approved</td>
<td>Paid</td>
<td>15,000.00</td>
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</tr>
<tr>
<td>19,378.00</td>
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<td>Paid</td>
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</tr>
<tr>
<td>20,000.00</td>
<td>Postable</td>
<td>Approved</td>
<td>Paid</td>
<td>15,000.00</td>
<td>Yes</td>
<td></td>
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<tr>
<td>15,000.00</td>
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<td>Paid</td>
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<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*The Total Amount Released excludes subaward invoice amounts that were approved in Coeus prior to June 20, 2014. Invoices that were approved in Coeus were not converted and do not appear in the list above. Please see Coeus for subaward invoices that were approved in Coeus prior to June 20, 2014.*

**Column Definitions**

- **Voucher**: Accounts Payable voucher number
- **Invoice Number**: Subrecipient’s invoice number
- **Invoice Date**: Date on subrecipient’s invoice
- **Accounting Date**: Date the invoice was entered into PS. If the invoice is not approved within the month it was entered, the accounting date defaults to the first of the current month.
- **Total Amount**: Subrecipient’s invoice amount
- **Entry Status**: Voucher entry status (e.g. Postable or Deleted). Postable is the status for vouchers that can be or have been approved or can be or have been paid. Deleted vouchers have been deleted, will not be paid, and are not included in the Total Amount Released.
- **Payment Number**: Check, ACH, or wire number. Displays as blank if the voucher has not been paid yet or the voucher was deleted.
• **Check Cashed**: If payment is a check and the check has been cashed, this is yes; if check has not been cashed, this is no. If ACH or wire, or the invoice is pending approval and it will be paid by check, this displays as N/A.