

Viewing, Approving and Rejecting Subaward Invoices in Coeus 4.4.3 A Quick Guide for Subcontract Invoice Approvers

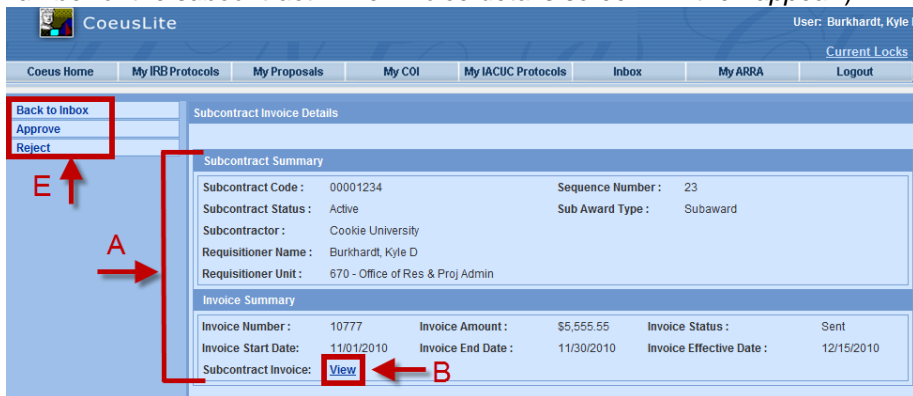
Step 1: Log on to CoeusLite

Click on the link in the notification email you received from ORPA. Enter your NetID and password in the boxes and click on Login. (If you do not have the email from ORPA, you can use this URL: <https://puwebp.princeton.edu:8443/irb>)



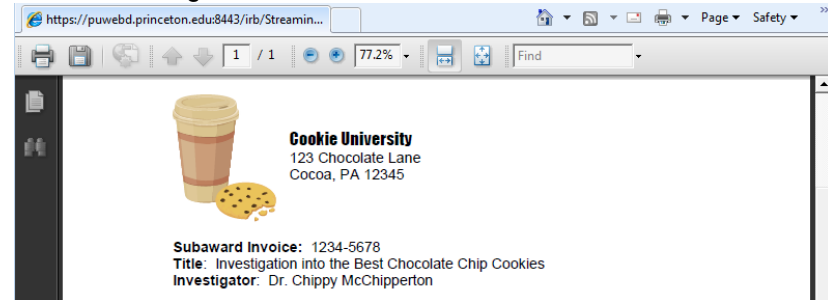
Step 2: View the subaward invoice

A. Review the summary information about the subaward and invoice (i.e. amount, start date, end date, effective date). (If the invoice details screen does not appear as shown below, click on *Inbox*, then click on the title or number of the subcontract. The invoice details screen will then appear.)



B. Click on View to launch a separate browser window to review the PDF of the invoice.

C. Scroll through the window to review the entire invoice.



D. Close the invoice window when you're done reviewing it.

E. Note the Approve and Reject buttons on the left side of the screen.

Step 3: Approve or Reject

Click on the Approve (or Reject) button on the left side of the screen. Enter comments (optional for approval, mandatory for Rejection). Then click on the Approve (or Reject) button.



Step 4: Log out

Press the Logout button in the upper right corner of the screen.



Have more subaward invoices to approve?

Before logging out, click on the *Inbox* link at the top of the screen. Click on the title or number for the subaward, then continue with step 2.

Need help or more info?

Email: coeus_help@princeton.edu Coeus hotline: 8-7373

Documentation: <http://www.princeton.edu/orpa/coeus>

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