Subaward Invoice Flowchart

	1 Business Day	1-5 Business Day Turnaround	10 Business Day Turnaround	1-5 Business Day Turnaround

AP

A/P Receives Invoice

Invoice Scanned into AnyDoc

Invoice Information verified in AnyDoc

Invoice Transferred to OnBase Workflow. Upload=Receipt Date: **30 calendar day countdown begins**

Is information accurate?

No

Exception found, item moves to "Research" Queue: Countdown Terminated

Issue Resolved **Countdown Resets**

Yes

Invoice Assigned to RA/ Project Admin

Denied Invoice removed from Workflow. Countdown Terminated

Pays Invoice in next Check Run, Wire, or Automated Clearing House (Checks run on Wednesday)

Invoice Closed

RA/Project Administrator

Email received from OnBase

Invoice Reviewed. Okay to pay?

Yes → Approve → **Yes** → Invoice Approved in OnBase, return to AP

No

Info Needed/ Improper/Deny? **ALERT AP.**

Obtain Additional Information. Countdown Continues → Additional Information Obtained

Improper Invoice: return to AP via OnBase w/ explanation. Contact subrecipient for revision.

Denied Invoice: Return to AP via OnBase w/explanation. Contact subrecipient for resolution

It is the responsibility of the PI to ensure the programmatic requirements are met prior to approving invoices. Subrecipient invoice payments must be made within 30 calendar days.