Subaward Invoice Flowchart

**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

**RA/Project Administrator**
- Email received from OnBase
  - Invoice Reviewed. Okay to pay?
    - Yes: Invoice Approved in OnBase, return to AP
    - No: Obtain Additional Information. Countdown Continues
  - Info Needed/Improper/Deny? ALERT AP.
    - 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

**1 Business Day**
- Exception found, item moves to "Research" Queue: Countdown Terminated
  - Invoice Information verified in AnyDoc

**1-5 Business Day Turnaround**
- Issue Resolved Countdown Resets
  - Invoice Assigned to RA/Project Admin

**10 Business Day Turnaround**
- Denied Invoice removed from Workflow. Countdown Terminated
  - Invoice Closed

**1-5 Business Day Turnaround**
- Pays Invoice in next Check Run, Wire, or Automated Clearing House (Checks run on Wednesday)