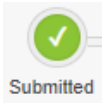
Life Cycle of an Invoice

Start

Invoice 'Submitted'



Invoice review 'Verified' by AP Specialist



Invoice 'Paid' (externally to payee)

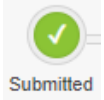


End

Return to Start

Invoice put into 'Review' Status

AP Specialist communicates missing info/criteria to entire SD team -invoice remains submitted



Prior to the close of check run

AP Specialist will re-connect with SD team to gather outstanding information to process invoices in "review"

- approvable invoices move to verified
- not approvable invoices move to rejected

Invoice in 'Rejected' Status

After the close of the check run AIM will move all remaining invoices in "review" to rejected status via eVero



Rejected Status Follow up

AIM will provide 30 days of support to resolve rejection



Invoice in 'Locked-Rejected' Status

After 30 days of support the invoice will be moved to a locked-rejected status; AIM team will not actively reach out to resolve rejections



End

Return to Start

Please note invoices are processed in accordance with the AIM Reimbursement Policy outlined below:

Any invoice/request with all necessary supporting documentation entered by the 1st of the month will be processed and paid by the 16th, or the next business day.

Any invoice/request with all necessary supporting documentation entered by the 15th of the month will be processed and paid by the 31st, or the last business day of the month.

AIM holds a 60-day reimbursement window from the date of service

R. Jan-25