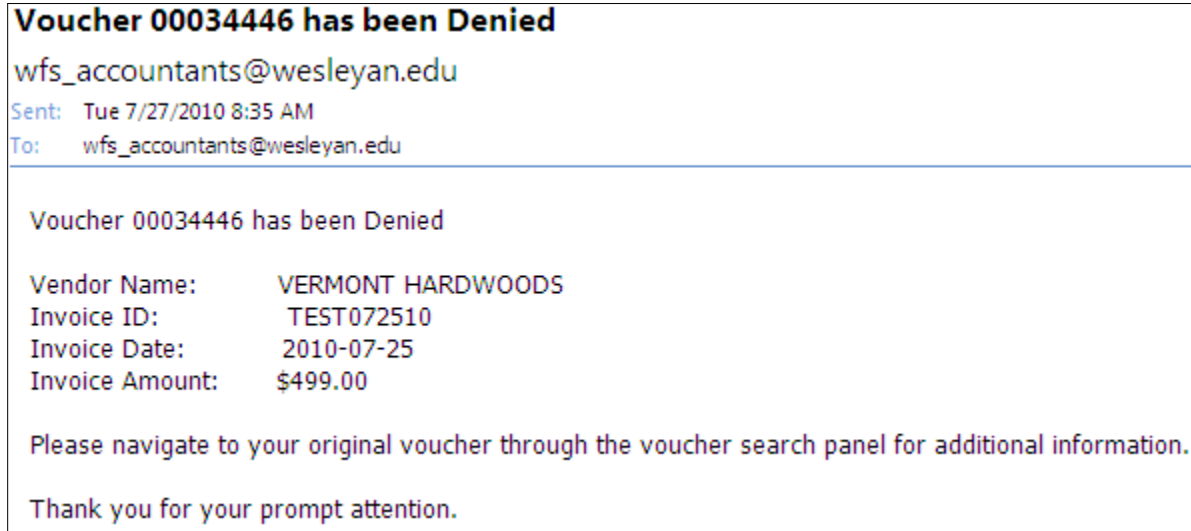


## Voucher Comments: Denied Voucher

Denied vouchers remain in workflow and expend budget. If a voucher is denied please fix it and do not create a new one. When a voucher is denied you should receive an email similar to the one below.



Find the voucher in the "Find an Existing Value" tab under the Smart Voucher Smartdoc ; use the information in the email (voucher ID #, invoice number, invoice date, vendor, or denied status) to find the voucher. The voucher header will look like the one below with "Denied" as workflow status.

To view the comment(s) you will need to do two clicks. First, click on the Denied link to open workflow.

### Voucher Entry

Voucher ID: 00034446

Voucher Style: Regular Voucher

Entered By: NPETERS Peters, Nathan D.

Approval Status: [Denied](#)

Post Status: Unposted

Header

Then click on the triangle to the left of "Comments " to view:

Approval Map

SmartVoucher

▼ BUSINESS\_UNIT=WSLYN, VOUCHER\_ID=00034446,

Attributes Approval

Denied  
Harley, Tamara Lee  
Accounts Payable  
7/27/2010 - 8:35 AM

▶ Comments

The comment(s) will appear:

Approval Map  
SmartVoucher

Business Unit=WSLYN, Voucher ID=00034446


Attributes Approval

Denied  
Harley, Tamara Lee  
Accounts Payable  
7/27/2010 - 8:35 AM

Comments

Harley, Tamara Lee at 7/27/2010 - 8:35 AM  
Budget warnings and there is no invoice attachment

System at 7/27/2010 - 8:30 AM



Note that the red box identifies who denied the voucher (two examples).

Approval Map  
SmartVoucher

Business Unit=WSLYN, Voucher ID=00034447, Voucher Line Num=1, Distrib Line Num=1: Denied

Attributes Approval

Approved: Peters, Nathan D. (AP Fiscal Manager) - 7/27/2010 - 9:50 AM

Auto Approved: Peters, Nathan D. (AP Executive Level) - 7/27/2010 - 9:50 AM

Auto Approved: Peters, Nathan D. (AP North College) - 7/27/2010 - 9:50 AM

Denied: Harley, Tamara Lee (Accounts Payable) - 7/27/2010 - 9:51 AM

Comments

Business Unit=WSLYN, Voucher ID=00034447, Voucher Line Num=2, Distrib Line Num=1: Denied

Attributes Approval

Approved: Peters, Nathan D. (AP Fiscal Manager) - 7/27/2010 - 9:50 AM

Auto Approved: Peters, Nathan D. (AP Executive Level) - 7/27/2010 - 9:50 AM

Auto Approved: Peters, Nathan D. (AP North College) - 7/27/2010 - 9:50 AM

Denied: Harley, Tamara Lee (Accounts Payable) - 7/27/2010 - 9:51 AM

Comments

Business Unit=WSLYN, Voucher ID=00034447, Voucher Line Num=3, Distrib Line Num=1: Denied

Attributes Approval

Approved: Peters, Nathan D. (AP Fiscal Manager) - 7/27/2010 - 9:50 AM

Auto Approved: Peters, Nathan D. (AP Executive Level) - 7/27/2010 - 9:50 AM

Auto Approved: Peters, Nathan D. (AP North College) - 7/27/2010 - 9:50 AM

Denied: Harley, Tamara Lee (Accounts Payable) - 7/27/2010 - 9:51 AM

Comments

Approval Map  
SmartVoucher

Business Unit=WSLYN, Voucher ID=00034446, Voucher Line Num=1, Distrib Line Num=1: Denied

Attributes Approval

Denied  
Harley, Tamara Lee  
Accounts Payable  
7/27/2010 - 8:35 AM

Comments