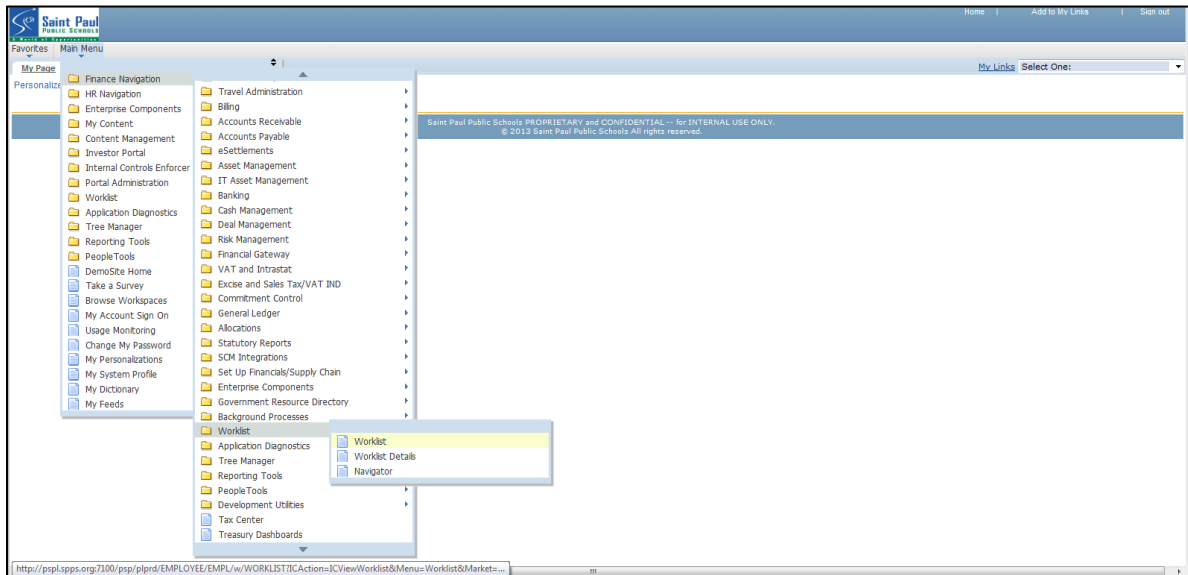


Business Process	Navigation
<ol style="list-style-type: none"> 1. Resubmit a voucher that was denied in the workflow approval process. 	<ol style="list-style-type: none"> 1. Main Menu > Finance Navigation > Worklist > Worklist

Use the following navigation to resubmit a denied voucher.

1. Approved and denied vouchers appear in your Worklist. Comments will be included with the denial to help you correct any errors on the voucher and resubmit it for payment. You will need to review your Worklist on a daily basis. **DO NOT** create a new voucher for a denied voucher. You will need to correct the denied voucher.
2. Main Menu > Finance Navigation > Worklist > Worklist.



3. The user's Worklist displays requisitions and vouchers that have been approved or denied and transactions requiring an approval if you are an approver. You will need to review your denied transactions.
4. Denied vouchers require you to make a correction to the voucher and resubmit it for processing. Vouchers can be denied for various reasons such as a missing attachment or the vendor's address is incorrect. You will use the comments provided to determine the appropriate action needed to correct the voucher.

Worklist for 442717: Catherine Duncan

Detail View Work List Filters: [dropdown] Feed [dropdown]

From	Date From	Work Item	Worked By Activity	Priority	Link	Mark Worked	Reassign
Rick Marko	08/05/2013	Transaction Approved	Approval Workflow	3-Low	VoucherApproval, 13326, SD Voucher Non PO Approval, 1902-01-01 N.0, BUSINESS UNIT 62500, VOUCHER ID:00014918 RDC:A.0.R	Mark Worked	Reassign
Rick Marko	08/05/2013	Transaction Approved	Approval Workflow	3-Low	VoucherApproval, 13324, SD Voucher Non PO Approval, 1902-01-01 N.0, BUSINESS UNIT 62500, VOUCHER ID:00014913 RDC:A.0.R	Mark Worked	Reassign
David Trummer	08/06/2013	Transaction Denied	Approval Workflow	3-Low	VoucherApproval, 12365, SD Voucher Non PO Approval, 1902-01-01 N.0, BUSINESS UNIT 62500, VOUCHER ID:00013125 RDC:D.0.R	Mark Worked	Reassign
Rick Marko	08/07/2013	Transaction Approved	Approval Workflow	3-Low	VoucherApproval, 13918, SD Voucher Non PO Approval, 1902-01-01 N.0, BUSINESS UNIT 62500, VOUCHER ID:00015606 RDC:A.0.R	Mark Worked	Reassign
Rick Marko	08/07/2013	Transaction Approved	Approval Workflow	3-Low	VoucherApproval, 13352, SD Voucher Non PO Approval, 1902-01-01 N.0, BUSINESS UNIT 62500, VOUCHER ID:00003508 RDC:A.0.R	Mark Worked	Reassign
Rick Marko	08/07/2013	Transaction Approved	Approval Workflow	3-Low	VoucherApproval, 13972, SD Voucher Non PO Approval, 1902-01-01 N.0, BUSINESS UNIT 62500, VOUCHER ID:00015605 RDC:A.0.R	Mark Worked	Reassign

Note: Approved transactions appear in your Worklist. If the transaction is approved in the Work Item column then click the Mark Worked button to remove the transaction from the list.

- Click the appropriate link for the denied transaction you want to review and correct.
- Review the comments provided by the approver. You may need to click the Expand Section icon to view the comments. Take note of the **Voucher** number.

Approval Line Information Charge Information

Business Unit: 62500 Invoice Number: MIDWAY PROBOWL-062113
Voucher: 00013125 Vendor: JAWAHIR, CHATINDRA
 Invoice Date: 06/21/2013 ID: 0000044813

Voucher Details

Transaction Currency:	USD	Terms:	Due Upon Receipt
Total:	79.00	Approval Status:	Denied
Misc Amt:	0.00	Added By:	442717
Freight:	0.00		Catherine Duncan
Sales Tax:	0.00		Attachments (1)
Use Tax:	0.00		
Entered VAT:	0.00		

Details Personalize | Find | View All | First 1 of 1 Last

Remit SetID	Remit Vendor	Remitting Address	Scheduled to Pay	Gross Payment Amount	Payment Currency	Name 1
SHARE	0000044813	Remitting Address	07/25/2013	79.00	USD	JAWAHIR, CHATINDRA

Approve vouchers without PO_ID

BUSINESS_UNIT=62500, VOUCHER_ID=00013125: Denied

Approve vouchers without PO_ID

Approved ✓ Nancy Andren Accountant Approver 07/26/13 - 9:18 AM	Denied ✗ David Trummer Payables Staff Approvers 08/06/13 - 8:49 AM	Terminated ✗ Multiple Approvers Payables Supervisor Approval
--	--	---

Comments

David Trummer at 08/06/13 - 8:49 AM
 Need the itemized receipt. Can't reimburse from a cc transaction slip.

- Once you know what needs to be corrected navigate to the voucher to make the adjustment. Navigation: Main Menu > Finance Navigation > Accounts Payable > Vouchers > Add/Update > Regular Entry. Click the **Find an Existing Value** tab.

Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Business Unit: = 62500

Voucher ID: begins with

Invoice Number: begins with

Invoice Date: =

Short Vendor Name: begins with

Vendor ID: begins with

Name 1: begins with

Voucher Style: =

Related Voucher: begins with

Entry Status: =

Voucher Source: =

Case Sensitive

Search Clear Basic Search Save Search Criteria

- Enter the **Voucher ID** you want to correct.
- Click the **Search** button to display the voucher's **Summary** page.
- Click the **Invoice Information** tab.

Summary Related Documents **Invoice Information** Payments Voucher Attributes Error Summary

Business Unit: 62500 Invoice No.: MIDWAY PROBOWL-062113 Action: Run

Voucher ID: 00013125 Invoice Date: 06/21/2013

Voucher Style: Regular Voucher Accounting Date: 06/28/2013

Vendor ID: 0000044813 JAWAHIR, CHATINDRA

ShortName: JAWAHIRCHA-001 20761 HYSON PATH

Location: DEFAULT LAKEVILLE, MN 55044

Address: 1

Session Defaults

Attachments (1)

Comments(0)

Approval History

Advanced Vendor Search

Control Group: 0000000762 *Pay Terms: 00 0 Days

Invoice Lines: 79.00 Basis Date Type: User Date

*Currency: USD Non Merchandise Summary

Miscellaneous: Print Invoice

Freight: Submit For Approval

Total: 79.00

Difference: 0.00 Calculate

Copy From Source Document

PO Unit: Copy PO

PO Number: Copy From: None Go

Invoice Lines

Line: 1 Item: UOM: Quantity: + -

*Distribute by: Amount Ship To: 200121 Line Amount: 79.00

SpeedChart: Description: One Asset

- Make the necessary changes to the voucher outlined in the comments. In this example the comments stated that the attachment was incorrect. Click the Attachments hyperlink to add the correct attachment. If the remit to address is incorrect,

update the Address field on both the Invoice Information tab and the Payments tab. For detailed instructions on adding attachments, updating vendor addresses or entering voucher information refer to the AP Enter a Non-PO Voucher Quick Reference Guide.

- Click the **Save** button to save your changes.

The screenshot shows the Accounts Payable voucher entry interface. At the bottom left, the **Save** button is circled in red. On the right side, the **Submit For Approval** button is also circled in red. The interface includes fields for Business Unit (62500), Invoice No (MIDWAY PROBOWL-062113), Voucher ID (00013125), Invoice Date (06/21/2013), Voucher Style (Regular Voucher), and Accounting Date (06/28/2013). Vendor information includes Vendor ID (000044813), ShortName (JAWAHIRCHA-001), Location (DEFAULT), and Address (1). Invoice Lines show a total of 79.00 USD. The 'Distribution Lines' table below shows one line with a Merchandise Amt of 79.00, GL Unit 62500, Fund 01, Dept 252, Program 408, Product 000, Account 6433, and Class 1190. The 'Save' button at the bottom left is circled in red.

- Click the **Submit for Approval** button. Note: The Submit for Approval button will not display if you make a change to the ChartFields on the voucher's distribution lines. The Budget Checking process needs to run before the voucher can be submitted for approval. The process will run automatically every hour to budget check vouchers and submit them into workflow.

- The **Approval Comments** page will display.

The screenshot shows the 'Approval Comments' dialog box. It contains the following information: Business Unit (62500), Voucher ID (00013125), and an 'Additional Details' text area with the text 'New Attachment Added'. At the bottom, there are three buttons: **OK**, **Cancel**, and **Refresh**.

- Enter a comment for the approver and click the **OK** button. The voucher is routed for approval.

The screenshot shows the 'Approval Summary' tab for a voucher. The breadcrumb trail is: Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The current page has tabs for Payments, Voucher Attributes, Error Summary, and Approval Summary. The Business Unit is 62500 and the Voucher ID is 00013125. The main heading is 'Approve vouchers without PO_ID'. Below this is a dropdown menu showing 'BUSINESS_UNIT=62500, VOUCHER_ID=00013125:Pending' with a 'View/Hide Comments' link. The workflow diagram shows three stages: 'Pending' (Accountant Approver), 'Not Routed' (Payables Staff Approvers), and 'Not Routed' (Payables Supervisor Approval). Below the workflow are expandable sections for 'Comments' and 'Comment History'. At the bottom, there are buttons for Save, Return to Search, Notify, Refresh, Add, and Update/Display. A footer navigation bar contains links for Summary, Related Documents, Invoice Information, Payments, Voucher Attributes, Error Summary, and Approval Summary.

Business Unit 62500
Voucher ID 00013125

Approve vouchers without PO_ID

▼ BUSINESS_UNIT=62500, VOUCHER_ID=00013125:Pending [View/Hide Comments](#)

Approve vouchers without PO_ID

Pending → **Not Routed** → **Not Routed**

- Pending**: Multiple Approvers, Accountant Approver
- Not Routed**: Multiple Approvers, Payables Staff Approvers
- Not Routed**: Multiple Approvers, Payables Supervisor Approval

▶ **Comments**

▶ **Comment History**

Save Return to Search Notify Refresh Add Update/Display

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#) | [Approval Summary](#)