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.

Voucher 00034446 has been Denied
wfs_accountants@wesleyan.edu
Sent: Tue 7/27/2010 8:35 AM
To: wfs_accountants@wesleyan.edu

Voucher 00034446 has been Denied
Vendor Name: VERMONT HARDWOODS
Invoice ID: TEST072510
Invoice Date: 2010-07-25
Invoice Amount: $499.00

Please navigate to your original voucher through the voucher search panel for additional information.

Thank you for your prompt attention.

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.

Then click on the triangle to the left of “Comments “ to view:
The comment(s) will appear:

**Approval Map**

**SmartVoucher**

```
BUSINESS_UNIT=WSLYN, VOUCHER_ID=00034446
```

Attributes Approval

![Denied](HarleyTamara Lee)

- 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).