

Checklist for Requisitions

- All requisitions in Open or Denied status, and not sourced 30 days after Entered date, should be canceled.
- **Requisitions in Open status (never submitted for approval), do one of the following:**
 - If valid budget, submit requisition for approval
 - If valid budget, but not needed, cancel requisition and budget check to release pre encumbrance
 - If budget error, update chartfield or transfer money to achieve valid status and submit requisition
 - If budget error, but not needed, cancel requisition to clear budget error
- **Requisition Status in Pending Approval status**
 - Click on Approval icon to see which level of approval requisition is sitting at and follow up to determine hold up in approval
- **Requisition Status in Denied status, do one of the following:**
 - If valid budget, and requisition still needed, correct reason for denial and resubmit requisition for approval
 - If valid budget, but not needed, cancel requisition
 - If budget error, update chartfield or transfer money to achieve valid status. Correct reason for denial and resubmit requisition
 - If budget error, but not needed, cancel requisition to clear budget error
 - If budget not checked, correct reason for denial and resubmit requisition for approval
- **Budget Status has Error in Budget Check status (has a budget exception)**
 - Get a valid budget string by either updating to a different chartfield string, or completing a budget transfer and then submit for approval
 - If requisition not needed, *cancel entire requisition* (not just requisition lines)
- Budget Status has Not Budget Checked status, check budget
- Source Status in Sourcing in Process, follow up with Buyer; this status usually indicates the requisition is part of an RFQ
- Requisitions with a combo error – this scenario doesn't occur because user can't save requisition with combo error

Checklist for Vouchers

- All denied campus vouchers will be deleted after 90 days. Campus Vouchers not denied, but not submitted for approval, will be deleted after 30 days by Disbursement Services.
- **Campus Voucher has a combo edit error**
 - Enter valid combination and save, budget check, and submit voucher for approval
 - If Campus Voucher no longer needed, request deletion of voucher by sending email to disbursements_team@unc.edu
- **Campus Voucher has a budget exception**
 - Get a valid budget string by either updating to a different chartfield string, or completing a budget transfer and then submit for approval.
 - If Campus Voucher no longer needed, request deletion of voucher by sending email to disbursements_team@unc.edu
- **Campus Voucher not submitted for approval**
 - Go into Campus Voucher and click Submit pushbutton to submit for approval
 - If Campus Voucher no longer needed, request deletion of voucher by sending email to disbursements_team@unc.edu
 - Campus Vouchers not denied, but not submitted for approval, will be deleted after 30 days by Disbursement Services
- **Campus Voucher in denied status**
 - If still needed, correct reasons for denial, save, budget check, and submit voucher
 - If Campus Voucher no longer needed, request deletion of voucher by sending email to disbursements_team@unc.edu
 - **Reminder:** If denied voucher more than 90 days old, it will be deleted by Disbursement Services
- **Non-Campus Voucher has match exception**
 - Take appropriate action to clear error which includes, but is not limited to, entering a receipt or entering a requisition for a change order to existing PO

NOTE: All campus vouchers that are not submitted, denied or pending department approval will be deleted at 5pm on June 16th.