From: Kelly-Scholle, Janet
Sent: Tuesday, October 07, 2014 10:21 AM
To: UNC Dept. Business Managers
Subject: [business_managers] Deleting or Closing Campus Vouchers

To: MOU Leads
University Business Managers
Finance TIPs

From: Martha Pendergrass, Director of Procurement Services
Date: October 7, 2014
Re: Deleting or Closing Campus Vouchers

We have received tickets and direct email questions about users searching for the ‘Delete Voucher’ path as seen in the training environment. As a point of clarification, users were given all pages during training (TRN environment), but only Disbursement Services staff can delete a voucher in the live system after it has been processed. Please see below for details based on the status of the voucher.

In ConnectCarolina, once a voucher has been processed by a campus user in any manner (approval routings, voucher post, payments, etc.) it can no longer be deleted. Instead, it must be closed. These should be the exception items. It is expected in normal operations that the department performs due diligence prior to a request for payment.

Depending on the status of the voucher, please do the following to ensure it is not processed:

1. Voucher saved but not budget checked – update chartfield string to create a combo edit error by deleting department. This will prevent the voucher from submitting into workflow. Click OK through messages and contact Disbursement Services to delete voucher.
2. Voucher has been budget checked, but not submitted to workflow - update chartfield string to create a combo edit error by deleting department. Save voucher and you will get a warning on invalid combo. This will prevent the voucher from submitting into workflow. Click OK through messages and contact Disbursement Services to delete voucher.
3. Voucher has been budget checked and submitted for approval but has not passed all approvals – contact personnel at current approval level and let them know to deny the voucher. Once the voucher is denied, please contact Disbursement Services to close voucher. At this point, it can no longer be deleted.
4. Voucher has been fully approved but not paid – contact Disbursement Services to close voucher.

The contact for Disbursement Services is Janet Rupert. She can be reached at jrupert@email.unc.edu or 919-843-5098.