Checklist for Requisitions

Requisitions in Open status (never submitted for approval), do one of the following:

- If valid budget or provisionally valid and the requisition is still needed, submit requisition for approval.

- If valid budget or provisionally valid, but not needed, cancel the requisition.

- If budget error, update chartfields or transfer money to achieve provisionally valid status and submit the requisition.

- If budget error, but not needed, cancel the requisition.

- If Budget Status is Not Checked, then pre-check budget and submit for approval.

Requisition Status in Pending Approval status

- Click the Approval icon to see which level of approval the 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 or provisionally valid budget, and the requisition is still needed, correct the reason for denial and resubmit the requisition for approval.

- If valid or provisionally valid budget, but not needed, cancel the requisition.

- If budget error and still needed, update chartfields or transfer money to achieve provisionally valid status, then pre-check budget and resubmit.

- If budget error, but not needed, cancel the requisition to clear budget error.

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 the requisition isn't needed, cancel entire requisition (not just requisition lines).

Requisition Source Status is Sourcing in Process

- Follow up with the buyer; this status usually indicates the requisition is part of an RFQ.

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 Accounts Payable.

Campus Voucher has a combo edit error

- Enter valid chartfield string, and save, budget pre-check, and submit voucher for approval.

- If the campus voucher is no longer needed, delete it or request deletion of voucher by sending email to accountspayable@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. Run budget pre-check, and then submit for approval.

- If the campus voucher is no longer needed, delete it or request deletion of voucher by sending email to accountspayable@unc.edu.

Campus Voucher not submitted for approval

- Open the campus voucher and click the **Submit** button to submit for approval.

- If the campus voucher is no longer needed, delete it or request deletion of voucher by sending email to accountspayable@unc.edu.

- Campus Vouchers not denied, but not submitted for approval, will be deleted after 30 days by Accounts Payable.

Campus Voucher in denied status

- If still needed, correct the reasons for denial, save, budget pre-check and submit voucher.

- If the campus voucher is no longer needed, delete it or request deletion of voucher by sending email to accountspayable@unc.edu.

- If the denied voucher is more than 90 days old, it will be deleted by Accounts Payable.

Non-Campus Voucher has match exception

- Take appropriate action to clear the error which includes, but is not limited to, entering a receipt or entering a requisition for a change order to an existing PO.