## Accounts Payable – Resubmit a Denied Voucher for Approval

### Business Process

1. Resubmit a voucher that was denied in the workflow approval process.

### Navigation

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.


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.
5. Click the appropriate link for the denied transaction you want to review and correct.

6. 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.
7. 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.

8. Enter the Voucher ID you want to correct.

9. Click the Search button to display the voucher’s Summary page.

10. Click the Invoice Information tab.

11. 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.

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

13. 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.

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

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