



The Division of Accounts Statewide Accounting will process requests for FileNet deletions for all AP vouchers. To ensure the proper documentation is deleted and to prevent unnecessary deletions, the following process and procedures should be followed for requesting deletions of FileNet attachments on AP vouchers (*this does not apply to any other modules in Edison, e.g., GL journal entries*):

1. Agency will email requests to Division of Accounts, Accounts Payable team (see below for email addresses).

a. Email should include the following per AP Voucher:

- i. Date of Request
- ii. Requester Name
- iii. Requester UserID (e.g. sherl0825001)
- iv. Contact telephone number
- v. AP Voucher Business Unit
- vi. AP Voucher number
- vii. Number of attachments to be deleted
- viii. Date attachment(s) created/uploaded
- ix. Number of attachments with same creation date (as above)
- x. A unique identifier or description of attachment(s) to be deleted
- xi. Reason for document deletion

b. Email requests to all the following Division of Accounts personnel:

Joshua.bare@tn.gov
sherita.woods@tn.gov;
Christy.payne@tn.gov

c. Subject line of email: AP Voucher FileNet Deletion Request

2. DOA staff personnel will communicate to agency resolution of request, via email, within two business days after request received.

Last Updated: February 8, 2023