

Approve Purchase Requisition Line Item

SAP Business Workplace

Location(s):

SAP GUI

Purpose: All parked vendor invoices require the approval of the person responsible for the funds center.

1. Log into myNKU
 - a. <https://myNKU.nku.edu/irj/portal>
2. Select SAP GUI tab.
3. Select either Microsoft Windows or Mac.
4. Click SAP Business Workplace.



5. Expand Inbox.
6. Click Workflow.

Note: The number next to workflow is the number of items to review and approve/reject.



7. The items to review and approve appear to the right.
8. Double-click the requisition line item.

Dynamic column	Dynamic column	Title
		Requisition 10037867 00020
		Requisition 10037866 00030
		Requisition 10037866 00020
		Requisition 10037865 00010
		Requisition 10037851 00020
		Requisition 10037850 00020

9. Review the details of the purchase requisition.

Release Purchase Req. 10037867

Document Overview On Personal Setting

Regular Requisition 10037867

Texts

Header note Any ...

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St...	L...	A	I	Short Text	Quantity	Val. Pri...	Total V...	Unit	C	Deliv.D...	Matl Group	Plant	PGr	Des.Ve...	Req...	Tr...	POrg	Req...	Info R...
	1C	K		AEDs	15	30.00	450.00	EA	D	02/24/20	SUPPLIES-C	NK01	107	100874	trainin		NK01	01/10/	
	2C	K		First Aid Books	15	75.00	1,125.00	EA	D	02/24/20	SUPPLIES-C	NK01	107	100874	trainin		NK01	01/10/	
		K										NK01	107		dawsc				
		K										NK01	107		dawsc				
		K										NK01	107		dawsc				
		K										NK01	107		dawsc				

Item [20] First Aid Books

Material Data Quantities/Dates Valuation Account Assignment Source of Supply Status Contact Person Release strategy Texts Delivery Address

Release group Z1 PR Release Group
 Release Strategy 22 DAWSONM1
 Release indicator X Blocked

Code	Description	Stat	Rel...
4T	DAWSONM1		

10. If you will be rejecting the line item, select the Texts tab.

11. Click Release Notes.

12. Enter a reason for the rejection in the space to the right of Item Texts.

Item [20] First Aid Books

Material Data Quantities/Dates Valuation Account Assignment Source of Supply Status Contact Person Release strategy **Texts**

Item Texts Any ...

Authority Number (P)
 Item note
 Delivery text
 Material PO text
Release Notes

Not an allowable cost.

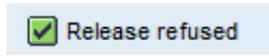
Continuous-text t

13. On the release strategy page, click either to approve or to reject.

14. You will see the message below when you approve the line item.

Release effected with release code 4T

15. You will see the message below when you reject the line item.



16. Click Save to complete the process.

