

## Correct or Delete Rejected Requisition

**Location(s):** myNKU → Universal Worklist (UWL)

**Purpose:** When a requisition is rejected, rejection task routes back to the creator for action. This will allow the creator to delete the requisition or create a new line as indicated in the rejection reason; resulting in a cleaner budget.

1. Log into myNKU.
2. Select Universal Worklist.
  - The rejection reason will display on the tasks tab.
3. On the Tasks tab, click the underlined subject for the requisition line item to correct or delete.

Tasks (1 / 1)    Notifications    Tracking

Show: New and In Progress Tasks (1 / 1) | All

Subject

Correct or Delete Purchase requisition 10058520 00020

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**Correct or Delete Purchase requisition 10058520 00020**

Sent Date: Today by Training24, Student

Status: New

Description: This requisition line item has been rejected. Correct line item, by adding new line and deleting the old, or delete line to un-commit the budgeted funds. See the rejection notification for possible clarification.

Document Number: 10058520

Item: 00020

Changed on: 10/06/2014

Short Text: white board

Reject Reason:  
white board not on receipt, will not reimburse.

4. Update the requisition as required, including updating the Header note.
5. Click Save.

**Change Purchase Req. 10058520**

Menu | Save | Back | Exit | Cancel | System | Document Overview On | Create | Display/Change | Other Purchase Requisition | Check | Help

Regular Requisition 10058520     Source Determination

Texts

Header note: reimbursing office supplies to faculty. See attached for receipt. UPDATED: removed item #2 due to not being on receipt.

Continuous-text

St...	It...	A	I	Short Text	Quantity	Val. Price	Total V...	Unit	C	Deliv.D...	Matl Group	Plant	PGR	Des.Ve...	Requ...	Tr...	PC
	10	K		ink cartridges	3	29.99	89.97	EA	D	10/09/201	SUPPLIES-OF	NK01	107	103137	training	NI	
	20	K		white board	1	601.00	601.00	EA	D	10/09/201	SUPPLIES-OF	NK01	107	103137	training	NI	