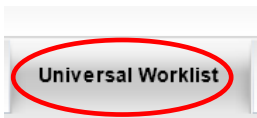# Approve Purchase Requisition Line Item
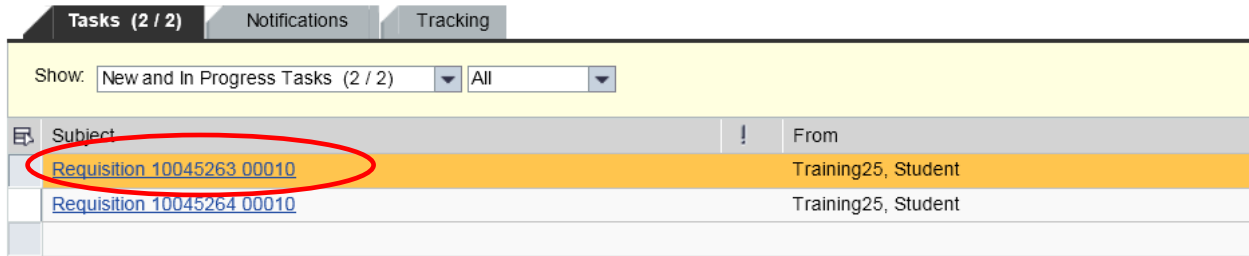
Location(s): myNKU → UWL

Purpose: Requisition line items that are non-grant and over $499 require the approval of the person responsible for the cost center. All grant line items, regardless of the dollar amount, require the approval of the grant PI and Barb Smith, at the very least, in the Office of the Comptroller.

Purchase Requisition Approval Process
Beginning early July, 2015

Type	Dollar Value	Acct Assignment Category	Strategy	Approval levels				
				1st	2nd	3rd	4th	5th
Grant	<20000	L	G1	PI - Code 05	Users in Grants Accounting Work Center - Code 10			
	>=20000	L	G5	PI - Code 05	Users in Grants Accounting Work Center - Code 10	Responsible person on Department (6 digit) node - Code 25	Responsible person on Dean (4 digit) node - Code 30	Responsible person on VP (2 digit) node - Code 35
Project with funded program (fund center starts with 296)	500-19999	F	P1	Responsible person on funded program - Code 15	Responsible person on fund center - Code 20			
	>= 20000	F	P5	Responsible person on funded program - Code 15	Responsible person on fund center - Code 20	Responsible person on Department (6 digit) node - Code 25	Responsible person on Dean (4 digit) node - Code 30	Responsible person on VP (2 digit) node - Code 35
Project, no funded program (fund center starts with 296)	500-19999	K, R	R1	Responsible person on fund center - Code 20				
	>= 20000	K, R	R5	Responsible person on fund center - Code 20	Responsible person on Department (6 digit) node - Code 25	Responsible person on Dean (4 digit) node - Code 30	Responsible person on VP (2 digit) node - Code 35	
Funded Program/internal order	<5000	F	I1	Responsible person on funded program - Code 15				
	5000-19999	F	I4	Responsible person on funded program - Code 15	Responsible person on fund center - Code 20			
	>= 20000	F	I8	Responsible person on funded program - Code 15	Responsible person on fund center - Code 20	Responsible person on Department (6 digit) node - Code 25	Responsible person on Dean (4 digit) node - Code 30	Responsible person on VP (2 digit) node - Code 35
Fund Center	500-4999	K, R	C1	Responsible person on fund center - Code 20	Responsible person on Department (6 digit) node - Code 25			
	5000-19999	K, R	C4	Responsible person on fund center - Code 20	Responsible person on Department (6 digit) node - Code 25	Responsible person on Dean (4 digit) node - Code 30		
	>= 20000	K, R	C8	Responsible person on fund center - Code 20	Responsible person on Department (6 digit) node - Code 25	Responsible person on Dean (4 digit) node - Code 30	Responsible person on VP (2 digit) node - Code 35	

Duplicate approvals by the same user are eliminated
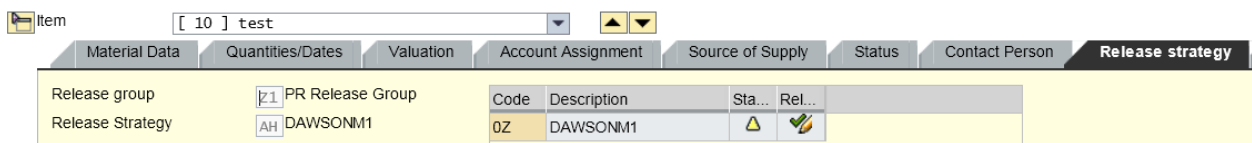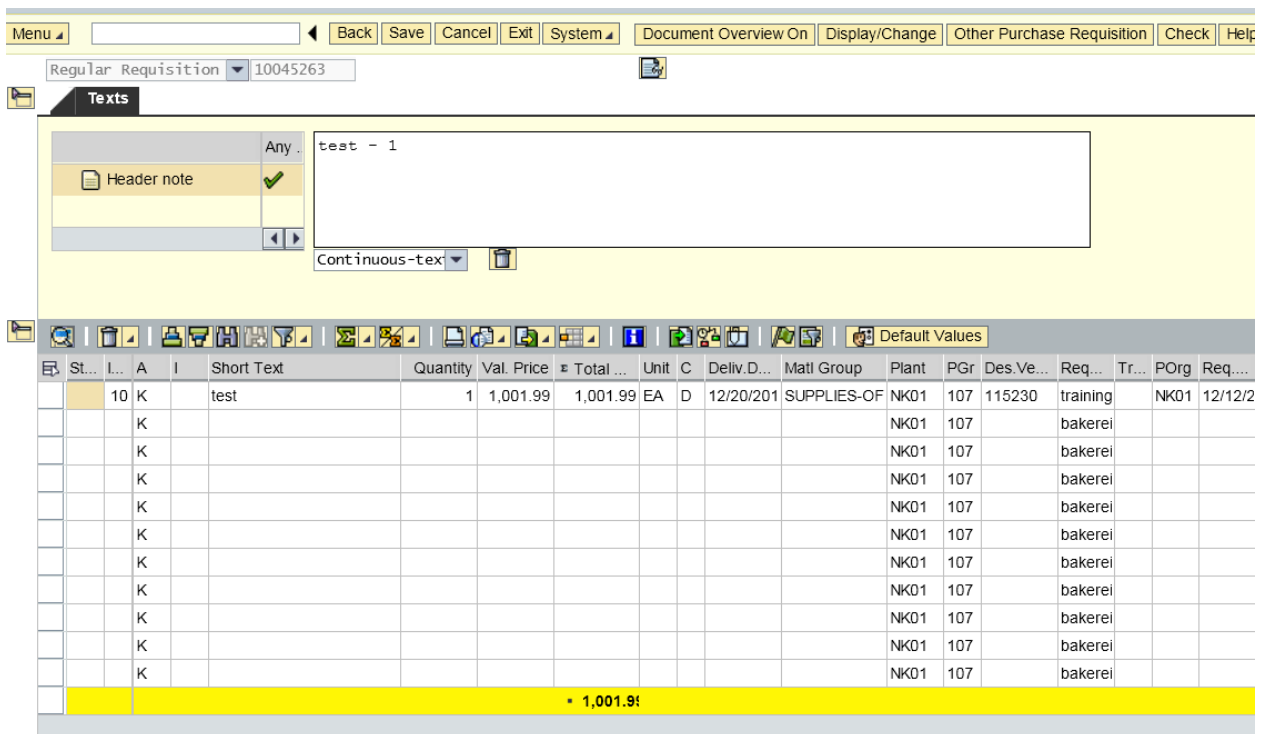Single approval by requisitioner will be reviewed by Procurement Services

1. Log into myNKU
   a. https://myNKU.nku.edu/irj/portal
2. Select Universal Worklist tab.

Universal Worklist

3. Click the underlined subject for the requisition line item to approve/reject.

Tasks (2 / 2)	Notifications	Tracking		
Show: New and In Progress Tasks (2 / 2)	All			
Subject			!	From
Requisition 10045263 00010				Training25, Student
Requisition 10045264 00010				Training25, Student

4. A new window will open.
5. Review the header note and any other details for the line item.

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

Regular Requisition ▼ 10045263

Texts

	Any .	test – 1
📄 Header note	✔	

Continuous-text ▼ 🗑

St...	I...	A	I	Short Text	Quantity	Val. Price	Σ Total ...	Unit	C	Deliv.D...	Matl Group	Plant	PGr	Des.Ve...	Req...	Tr...	POrg	Req...
	10	K		test	1	1,001.99	1,001.99	EA	D	12/20/201	SUPPLIES-OF	NK01	107	115230	training		NK01	12/12/2
		K										NK01	107		bakerei			
		K										NK01	107		bakerei			
		K										NK01	107		bakerei			
		K										NK01	107		bakerei			
		K										NK01	107		bakerei			
		K										NK01	107		bakerei			
		K										NK01	107		bakerei			
		K										NK01	107		bakerei			
		K										NK01	107		bakerei			
		K										NK01	107		bakerei			
							• 1,001.9											

Item [10] test ▼ ▲ ▼

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

Release group	z1	PR Release Group	Code	Description	Sta...	Rel...
Release Strategy	AH	DAWSONM1	0Z	DAWSONM1	△	✔

6. Select services for object and attachment list to view any electronic attachments.
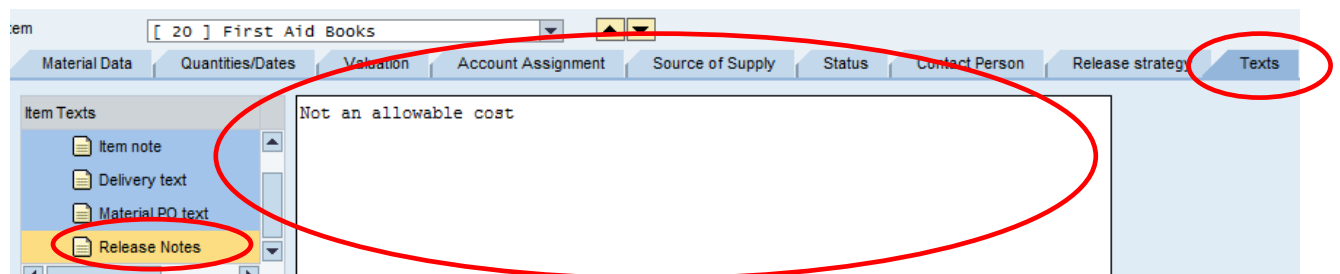
    Note: Attachment list will be **bold** in color if attachments were created by the initiator.
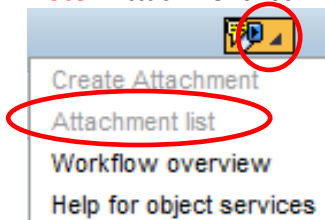
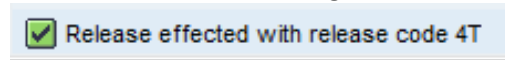7. If you will be rejecting the line item, select the Texts tab.
8. Click Release Notes.
9. Enter a reason for the rejection in the space to the right of Item Texts.
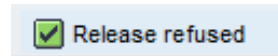

10. On the release strategy page, click either [✔] to approve or [✗] to reject.
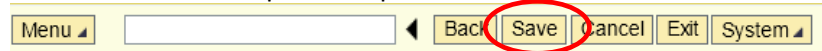
11. You will see the message below when you approve the line item.

Release effected with release code 4T

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

Release refused

13. Click [↩] to cancel the approval or rejection before you save.

14. Click Save to complete the process.

Menu ▾   ◀ Back | Save | Cancel | Exit | System ▾ |

15. Click **Cancel** before you close the window.

Menu ▾   ◀ Cancel | System ▾
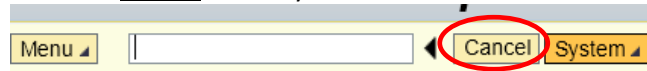
16. Once you receive this screen, close the window.

Logoff

What has happened?
You have logged off from the system.

Note
 ▪ The logoff took place 20120126 at 121831 system time.