Approve Parked Vendor Invoice (PVI)

Universal Worklist Tab

Location(s):
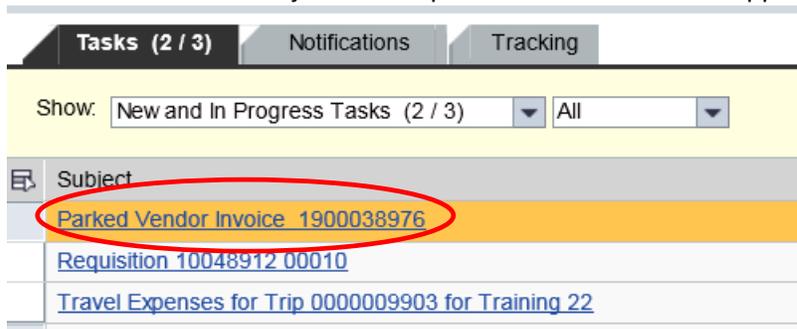
   UWL

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

1. Log into myNKU
      o   https://myNKU.nku.edu/irj/portal

2. Select Universal Worklist tab.

3. Click the underlined subject for the parked vendor invoice to approve/reject.

4. A new window will open.
5. Review the PVI.

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.
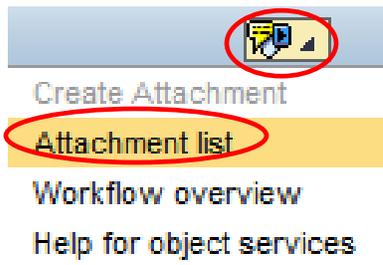
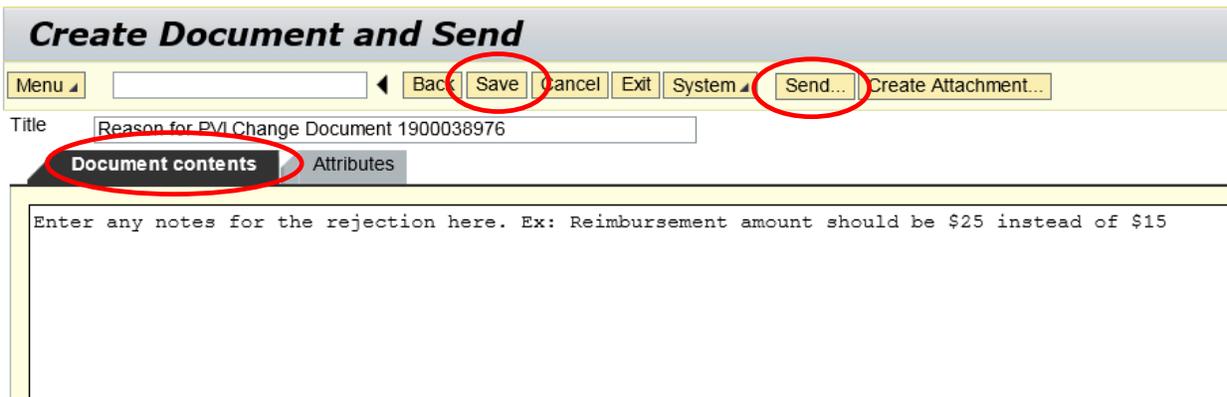7. Click **Release** to approve the PVI.
   - A confirmation message will not be reflected.

8. Click **Reject** to discard the PVI.
   Note: If you reject the PVI, enter notes under Document contents tab.

   - Click Save.
   - Click Send.
   - A confirmation message will not be reflected.

Create Document and Send

| Menu ◢ | [   ] ◀ | Back | Save | Cancel | Exit | System ◢ | Send... | Create Attachment... |

Title Reason for PVI Change Document 1900038976

Document contents | Attributes

Enter any notes for the rejection here. Ex: Reimbursement amount should be $25 instead of $15
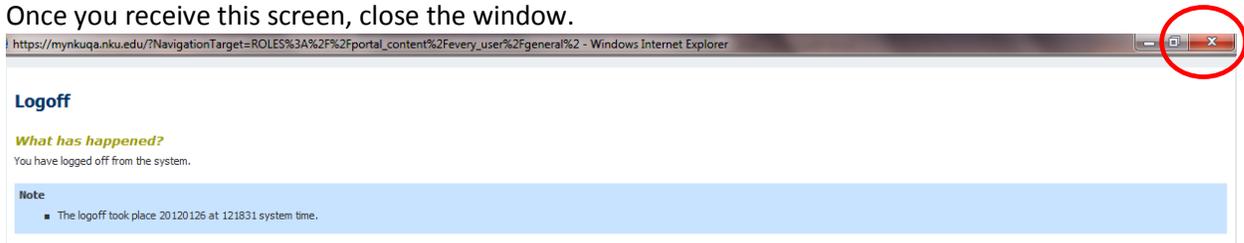
9. Click **Cancel** before you close the window.

Workflow: Execute Operation on Work Item

| Menu ◢ | [   ] ◀ | Cancel | System ◢ |

Close Window

10. Once you receive this screen, close the window.

https://mynkuqa.nku.edu/?NavigationTarget=ROLES%3A%2F%2Fportal_content%2Fevery_user%2Fgeneral%2... - Windows Internet Explorer

Logoff

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

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