

Approve Parked Vendor Invoice (PVI)

Universal Worklist Tab

Location(s):

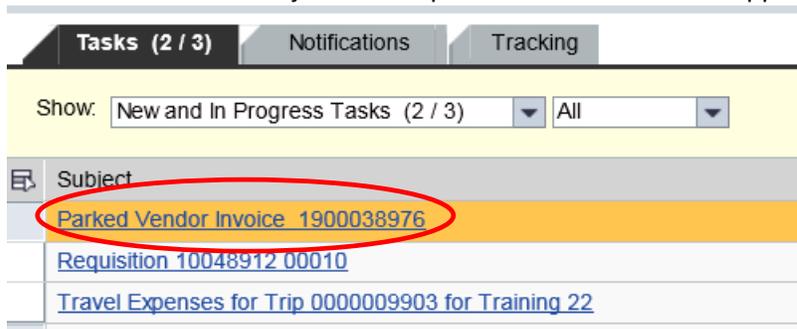
UWL

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.



Subject
Parked Vendor Invoice 1900038976
Requisition 10048912 00010
Travel Expenses for Trip 0000009903 for Training 22

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

Release Parked Vendor Invoice 1900038976 NK01 2013

Menu ▾ ◀ Back Cancel Exit System ▾ Tree on Editing options Release Reject

Transactn: Invoice Bal. 0.00

Basic data | Payment | Details | Workflow | Tax

Vendor 103949 SGL Ind

Invoice date 06/12/2013 Reference MTAYLOR-06/12

Posting Date 06/13/2013 DocumentNo 1900038976

Amount 15.00 USD Calculate tax

Tax amount 0.00

Text student travel reimbursement

Paymt terms Due immediately

Baseline Date 06/12/2013

Company Code NK01 Northern Kentucky Univ. Highland Heights

Lot No.

Vendor Address

██████████

██████████

██████████

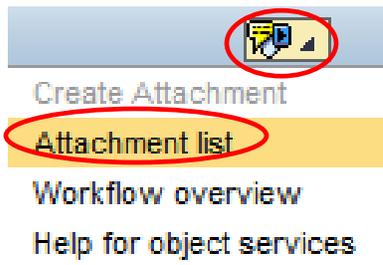
Bank data: not available

Ols

1 Items (No entry variant selected)									
☒ S...	G/L acct	Short Text	D/C	Amount in doc.curr.	Cost center	Fund	Order	Grant	
<input checked="" type="checkbox"/>	550005	Supplies-O...	Debit ▾	15.00	213020001	0111000100		NOT RELEVANT	
<input type="checkbox"/>			Debit ▾	0.00					
<input type="checkbox"/>			Debit ▾	0.00					
<input type="checkbox"/>			Debit ▾	0.00					
<input type="checkbox"/>			Debit ▾	0.00					

6. Select Services for Object and attachment list to view any electronic attachments.

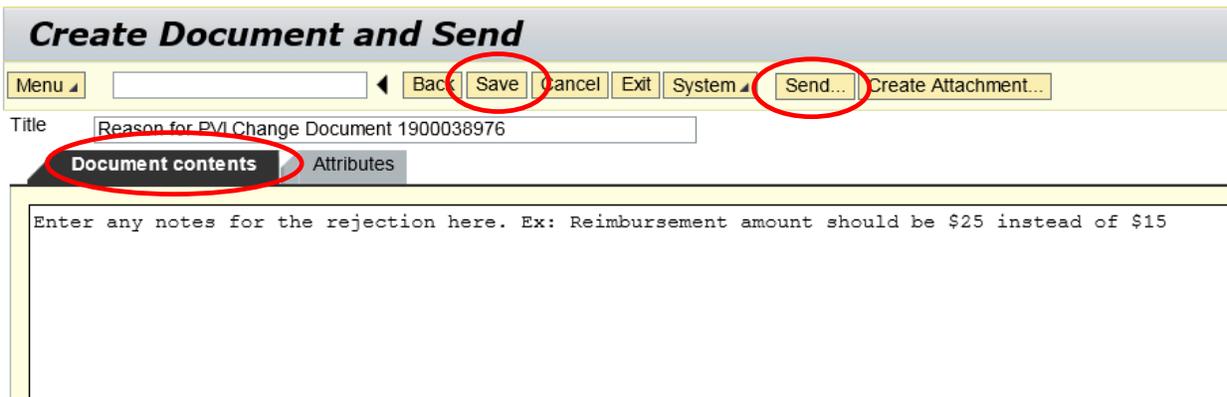
Note: Attachment list will be **bold** in color if attachments were created by the initiator.



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 | [Search] | 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.

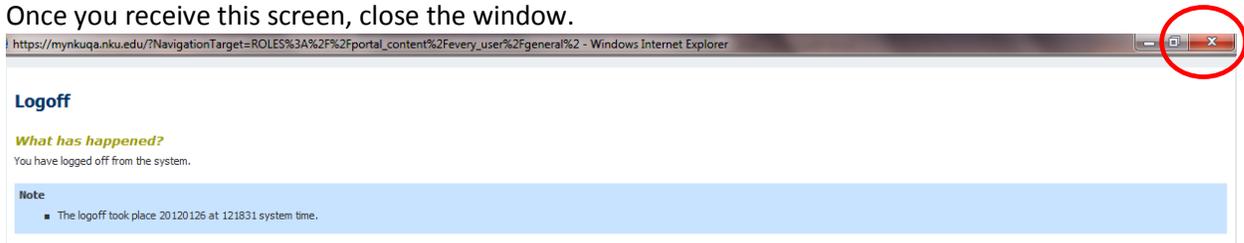


Workflow: Execute Operation on Work Item

Menu | [Search] | **Cancel** | System

[Close Window](#)

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



https://myнку.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 12:18:31 system time.