

## Approve Purchase Requisition Line Item

Universal Worklist Tab

### Location(s):

UWL

**Purpose:** Requisition line items that are non-grant and over \$1000 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 in the Office of the Comptroller.

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



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	
<a href="#">Requisition 10045263 00010</a>		Training25, Student	
<a href="#">Requisition 10045264 00010</a>		Training25, Student	

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

St...	L...	A	I	Short Text	Quantity	Val. Price	Total ...	Unit	C	Deliv.D...	Matl Group	Plant	PGr	Des.Ve...	Req...	Tr...	POrg	Req...	
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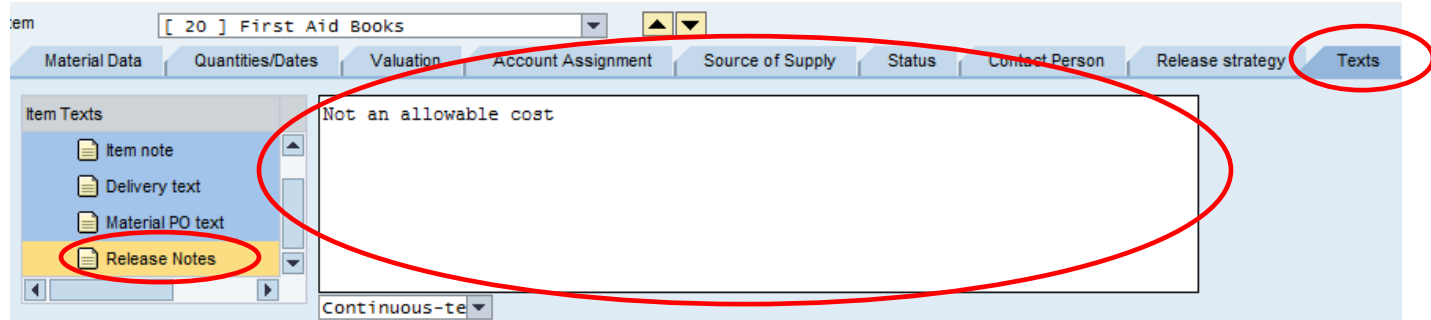
Code	Description	Sta...	Rel...
0Z	DAWSONM1		



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.

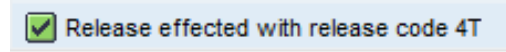
- Create Attachment
- Attachment list**
- Workflow overview
- Help for object services

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.

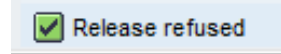


10. On the release strategy page, click either  to approve or  to reject.

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

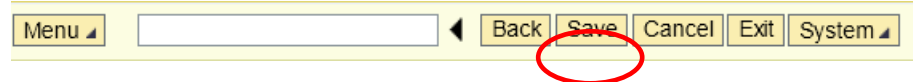


12. You will see the message below when you reject the line item.



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

14. Click Save to complete the process.



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



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

