

Back to Author

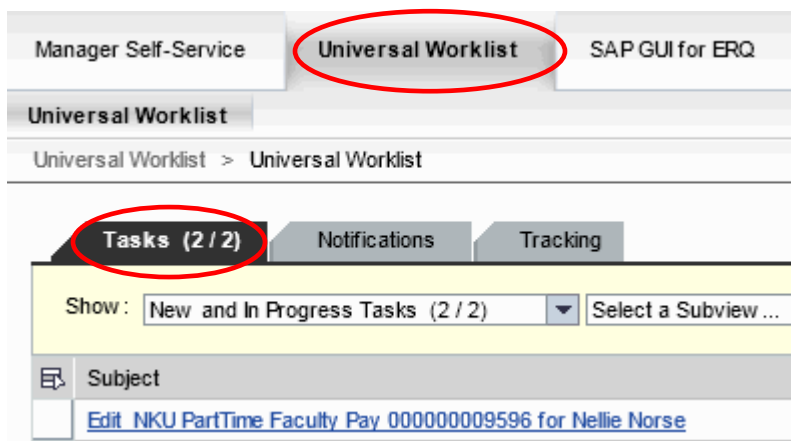
Transaction Code: Universal Worklist tab

Location(s):

myNKU

Purpose: An approver can send a PAR back to the initiator for correction via Universal Worklist. As the initiator, you can correct and re-submit a PAR via the Universal Worklist tab and Tasks subtab.

1. Select the Universal Worklist tab.
2. Select the Tasks subtab.
3. Select the PAR to correct (displays as **Edit**) by clicking the underlined Subject.
 - a. The PAR form will open.



4. Review the comments from the Approver.
5. Make the correction.
6. Click either:
 - a. Save Draft to save this request without approving.
 - i. A confirmation will appear at the top of the screen.
 1. "Data was saved in a provisional version"
 - b. Withdraw Process to withdraw the PAR .
 - i. Confirm the withdrawal.
 1. "Process was withdrawn"
 - c. Check and Send to re-submit for approval.
 - i. A confirmation will appear at the top of the screen.

