

Morehead State University


Self-Service Procurement – Approve Documents




Step 1: Log into your My.MoreheadState.edu account and select the “Self-Service Link”



Step 2: Select the “Financial Management” tile

**Financial Management**
Here you can view the financial health of your cost centers and your projects.

Step 3: Select the “Approve Documents” tile

**Approve Documents**
Here you can approve a list of financial documents.

Requisitions and Vouchers that require your approval will be displayed.


Step 4: Select appropriate requisition or voucher for review






Approve	Next Approver	Requisition / Vendor
<input type="checkbox"/>		0042859  Aramark Food and Support Services I


A summary screen will display showing detailed information, you have the ability to view attachments and GL information for each line item.

Daily Work · Financial Management · Approve Documents

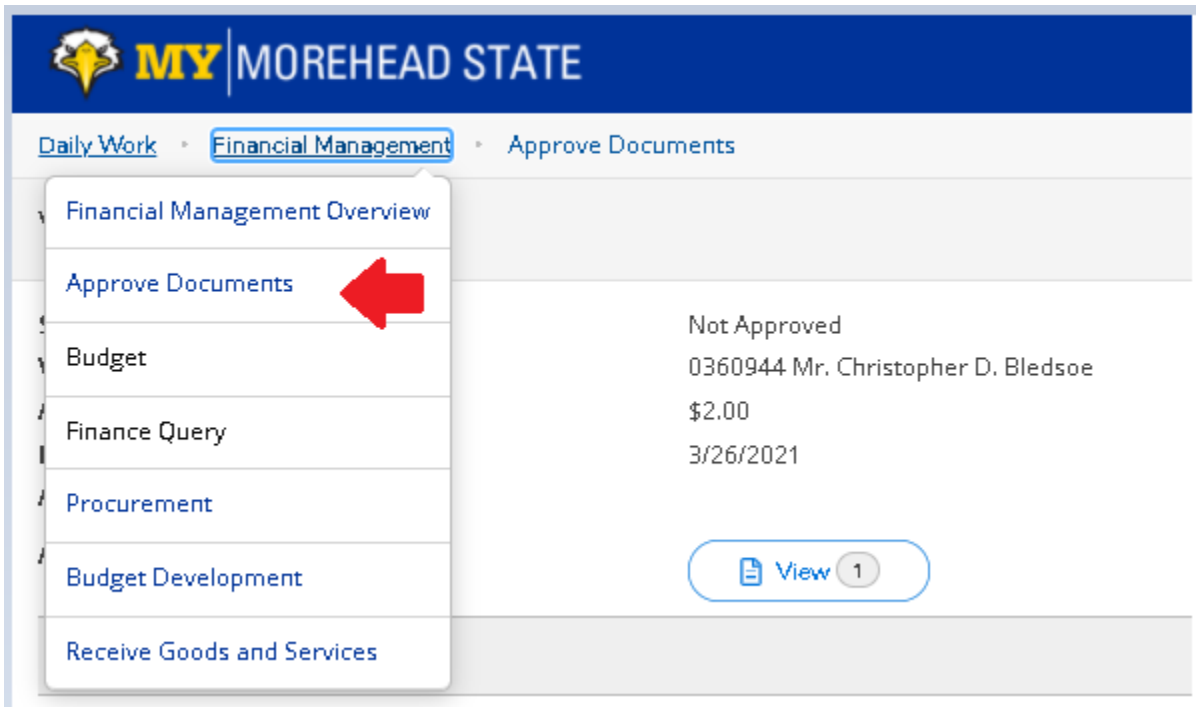
Voucher V0445286

Status	Not Approved	Voucher Date	3/26/2021
Vendor	0360944 Mr. Christopher D. Bledsoe	Due Date	3/26/2021
Amount	\$2.00	Invoice Number	cdttest10
Maintenance Date	3/26/2021	Invoice Date	3/26/2021
Associated Document		Check Number	
Attachments	 View (1)	Check Date	
Internal Comments		AP Type	VP Vendor Payables

Approvers	Approval Date
 Richard Wagener	Awaiting Approval
 Amy Moore	Awaiting Approval
 Joseph Morgan	Awaiting Approval
 Donna Calvert	Awaiting Approval
 Christopher Howes	Awaiting Approval

Line Items	Description	Quantity	Price	Extended Price
 1	test widget	1	\$2.0000	\$2.00

Step 4: Return to the Approve Documents screen



MY MOREHEAD STATE

Daily Work • **Financial Management** • Approve Documents

- Financial Management Overview
- Approve Documents** ←
- Budget
- Finance Query
- Procurement
- Budget Development
- Receive Goods and Services

Not Approved
0360944 Mr. Christopher D. Bledsoe
\$2.00
3/26/2021

[View](#) 1

Step 5: Select “Approve” for appropriate voucher or requisition

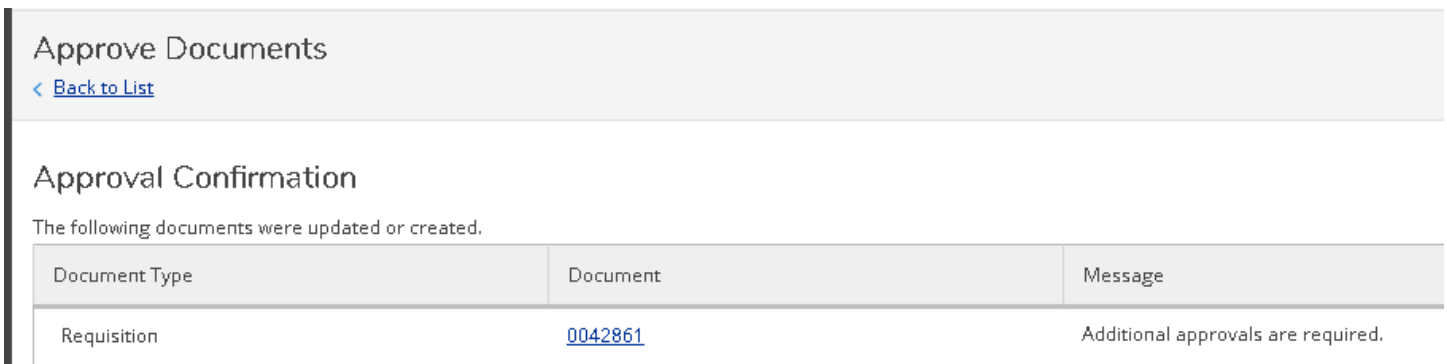
Vouchers

Approve	Next Approver	Voucher / Vendor	Date	Total / Over Budget Amount	Override Budget?
<input checked="" type="checkbox"/>	<input type="text"/>	Y0445286 (wv) Mr. Christopher D. Bledsoe	3/26/2021	\$2.00	<input type="checkbox"/> ⓘ

Step 6: Select “Submit”

Submit

An approval confirmation screen will appear.



Approve Documents

[Back to List](#)

Approval Confirmation

The following documents were updated or created.

Document Type	Document	Message
Requisition	0042861	Additional approvals are required.