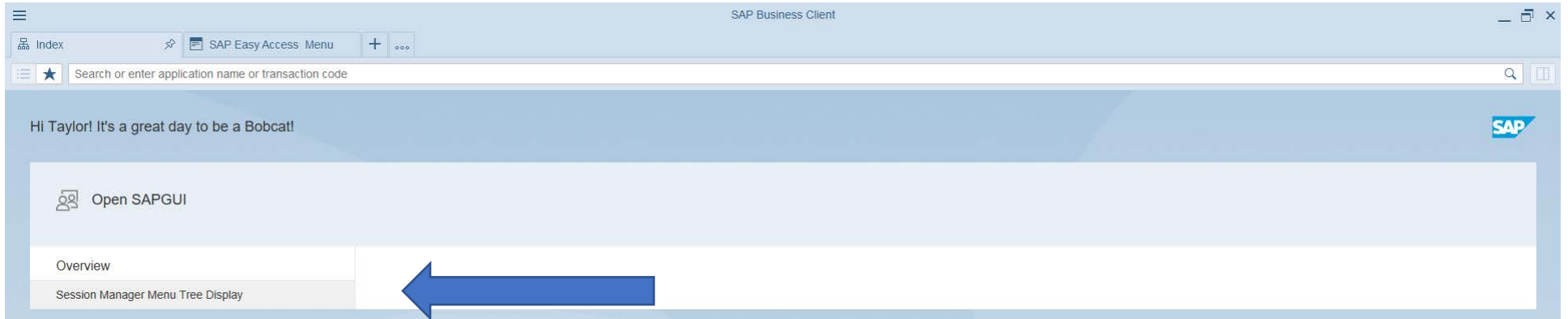
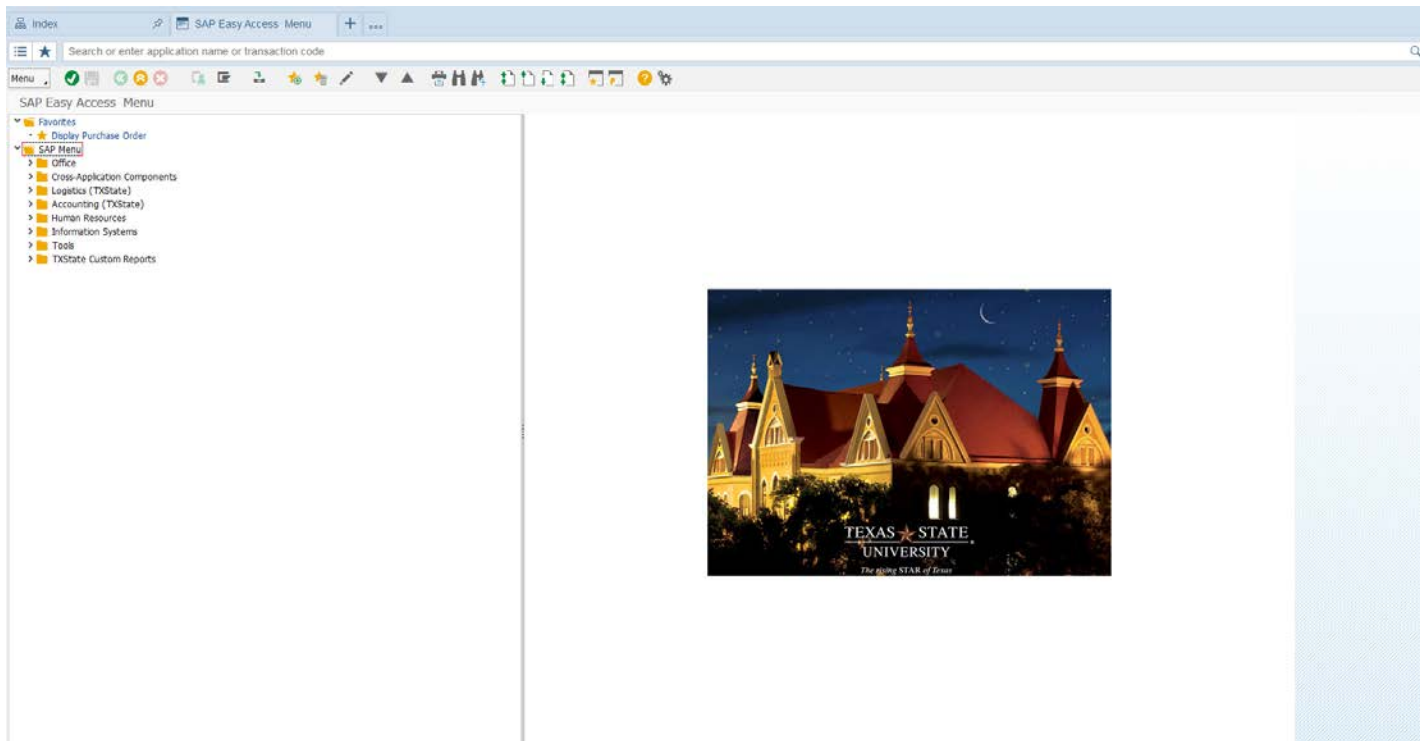


How to Check the Status of Approvals in SAP

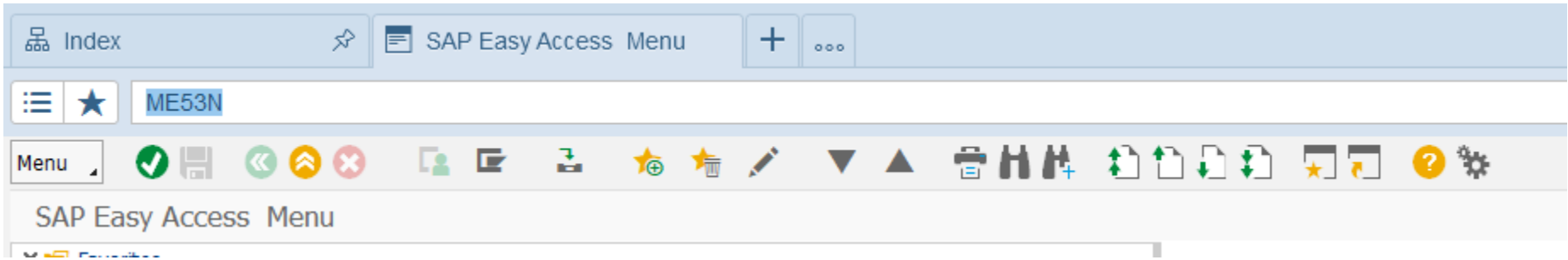
Step 1: Log into SAP Business Client. In the Opening Screen, click-on “Session Manager Menu Tree Display”



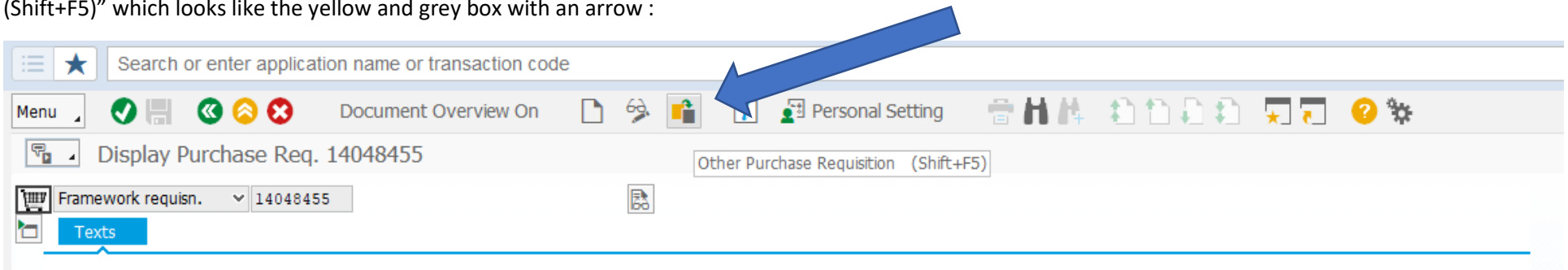
Your screen should now look like this:



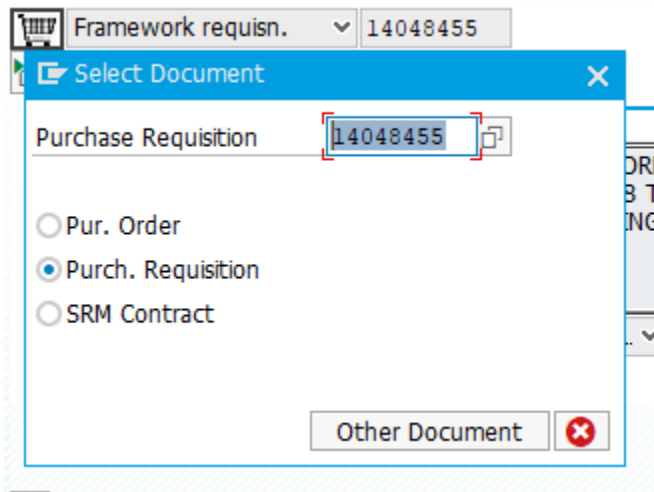
Step 2: At the Search bar at the top of the screen, enter command ME53N and press “enter.”



The very last Purchase Requisition you worked on will appear. If you wish to access a different Purchase Requisition, click the “Other Purchase Requisition (Shift+F5)” which looks like the yellow and grey box with an arrow :



A Pop-Up Box will appear. Enter the Purchase Requisition number in the empty box and press “enter.”



Your Purchase Requisition should now be on the screen.

Document Overview On

Display Purchase Req. 14048455

Framework requis. 14048455

Shopping Cart

Header note: FRAMEWORK ORDER FOR JOE GUERRERO/EARDC/5-2329 TO RUN 5-1-18 THRU 5-31-18 WATER TESTING

St...	S R Proc...	Item I	A	Short Text	Quantity	Unit	Val. Price	Total Value	GR	Mat Group	PC...	PGR	Vendor	Mi...	Delivery Date	POrg	Stor. Loc.	Plan
	B 2	10 B	K	SAMPLES ANALYZED	1	AU	1,810...	1,810.00		Services, N...	99	CPO	524258		05/31/2018	7540	EARDC	Tex
								1,810.00										

Item [10] SAMPLES ANALYZED

Limits: Overall Limit 1,900.00 USD, Expected value 1,810.00

Step 3: On the "Item Details" Header, select the tab "Release Strategy," this tab will show where it's at in the workflow.

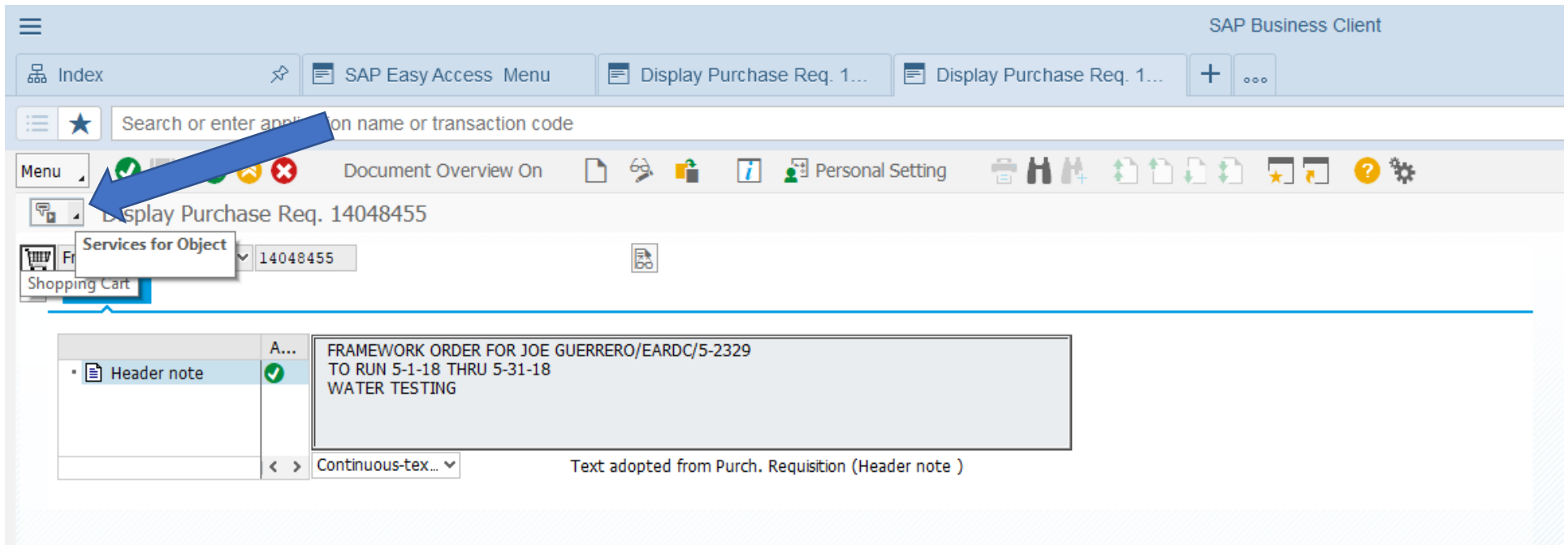
Item [10] SAMPLES ANALYZED

Material Data | Quantities/Dates | Valuation | Account Assignment | Source of Supply | Status | Contact Person | **Release strategy** | Texts | Delivery A...

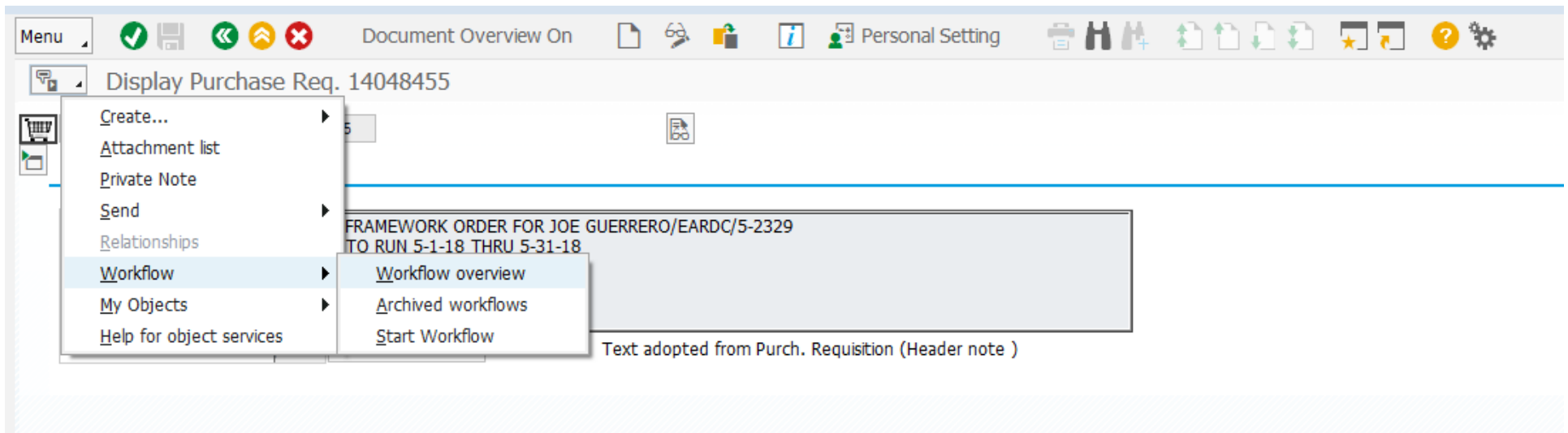
Release group	Req Release Strategy	Code	Description	Stat..
ZZ	Req Release Strategy	AM	Account Manager	✓
01	Req Release Strategy	PO	Purchasing Dept	✓

Release indicator 2 Released for purchas

Step 4: To see approvers in the workflow, click the drop-down menu “Services for Object” which is in the upper left-hand corner under the Menu drop down screen.



4A) Scroll over “Workflow” and then select “Workflow Overview”



A new pop-up screen will appear. If your requisition has been approved this will show you who approved it and if it has not been approved, this will show you who can approve it.

Data on Linked Workflows

Workflows for Object: 0014048455

Title	Creation Da...	Creation ...	Status	Task	ID
Requisition Release v2 - 14048455 / 00010	05/03/2018	15:29:22	Completed	TXST- Requisition Release (main)	9837412

Current data for started workflow: Requisition Release v2 - 14048455 / 00010

Steps in this process so far					
Step name	Status	Result	Creation date/time	End date/time	Agent
AM Release - req_14048455 / 00010	Completed	Released	05/03/2018 - 15:29:22	05/03/2018 - 16:20:48	Kimberly Riojas
PO Release - req_14048455 / 00010	Completed	PO Release	05/03/2018 - 16:21:49	05/04/2018 - 10:01:09	Krista Salas

Information objects addressed so far
<ul style="list-style-type: none">Requisition item 001404845500010

