

Requisition Approval Monitoring

The Requisition Approval workflow may be monitored using the Display Purchase Requisition transaction in SAP (**ME53N**). Requisition Approval monitoring may be performed using the SAP Portal or the SAP Gui. *For Gui details, see the last page of this document.*

Process:

1. Logon to the SAP Portal.
2. Click on the “SAP Easy Access” tab.
3. Execute transaction ME53N “Display Purchase Requisition”.
4. Go to the “Workflow Overview”.

1. Logon to the SAP Portal.

Welcome

User ID *

Password *

Logon Problems? [Get Support](#)

Use of Texas State University computer and network facilities requires prior authorization. Unauthorized access is prohibited. Usage may be subject to security testing and monitoring. Abuse is subject to criminal prosecution. Use of these facilities implies agreement to comply with the policies of Texas State University.

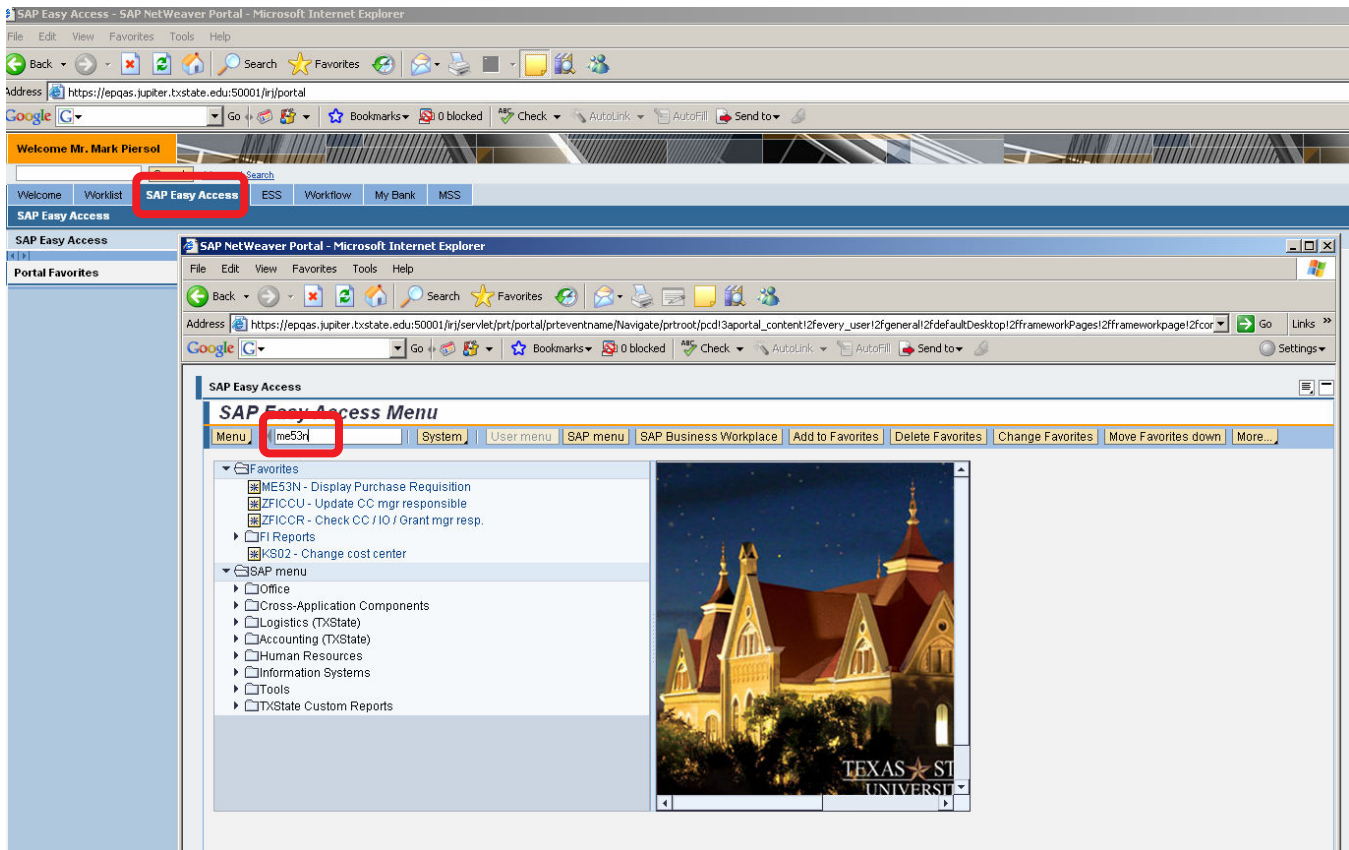
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SAP Portal Logon

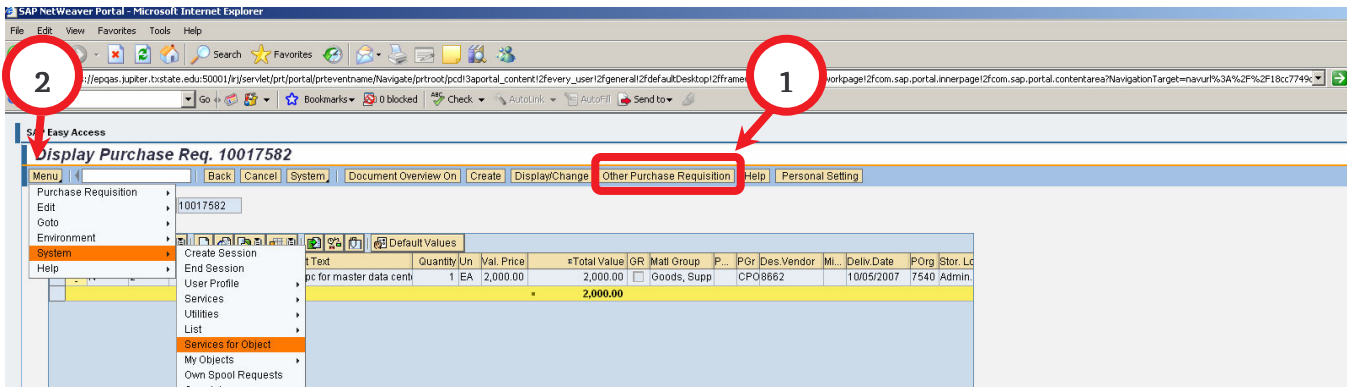
NOTE: if you forgot your password or are using SAP for the first time and don't know your password, click the **Get Support** link to get a new password.



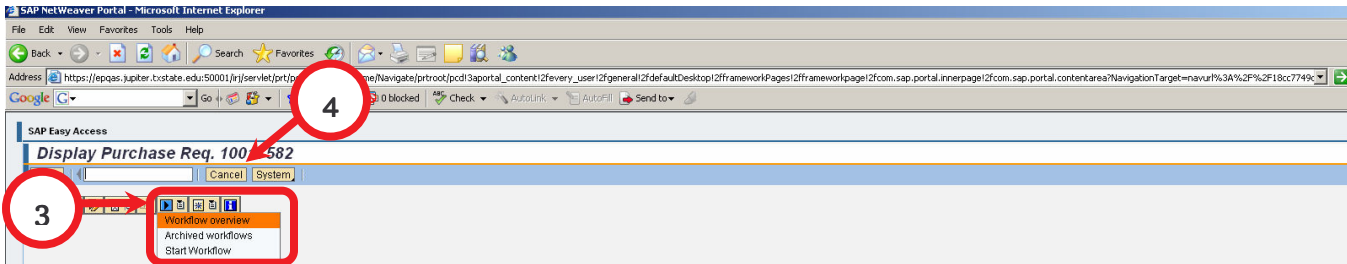
2. Click on **SAP Easy Access**.



3. From the SAP Easy Access Menu, execute transaction **ME53N**.

4. Workflow Overview



1. Enter the Purchase Requisition to review.
2. Click on the “Menu” button and navigate to **System** → **Services for Object**



3. Choose **Workflow overview** from the drop down list  
4. When finished, press **Cancel** to return to the Purchase Requisition Display.

Close Window

Data on Linked Workflows

Workflows for Object: 0010017582

Title	Creation D...	Creation...	Status	Task
Req. Release Workflow - 10017582 / 00010	07/16/2007	16:43:35	Completed	TXST- Requisition Re

Current data for started workflow: Req. Release Workflow - 10017582 / 00010

Steps in this process so far

Step name	Status	Result	Time stamp	Agent
AM Release - req. 10017582 / 00010	Completed	AM Release	07/20/2007 - 11:05:33	Pamela A Gulley
PO Release - req. 10017582 / 00010	Completed	PO Release	07/25/2007 - 10:39:02	Joyce Munoz

Information objects addressed so far

Workflow Overview (sample 1)

- For steps with status "In Process" or "Completed", the task "Agent" name will appear.

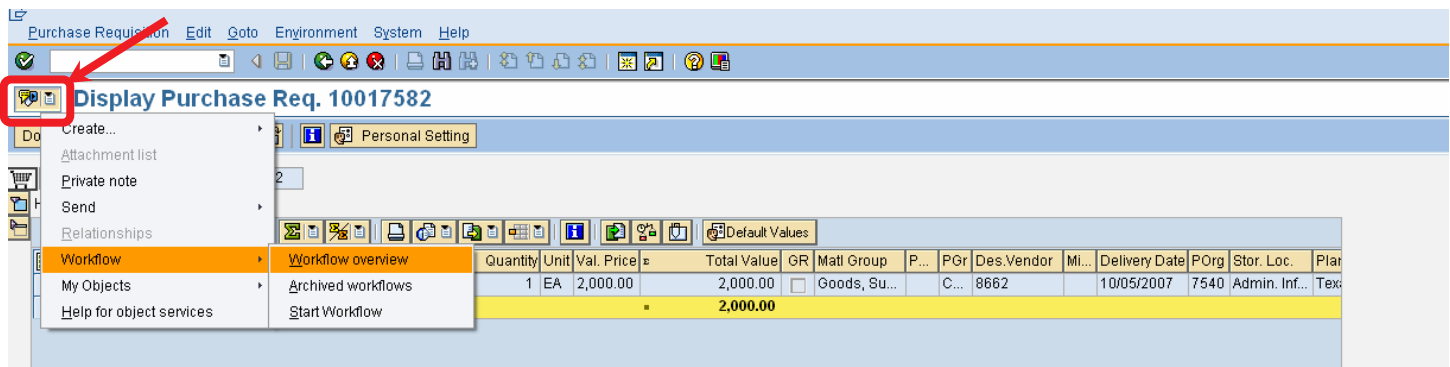
Steps in this process so far


Step name	Status	Result	Time stamp	Agent
AM Release - req. 10017595 / 00010	Ready		07/20/2007 - 15:37:32	Information...

Workflow Overview (sample 2)

- For steps with status "Ready" (awaiting processing), click on Information to see the workflow agent (task owner).

Workflow Overview – Using SAP Gui



- Log on to the SAP Gui.
- Execute Transaction ME53N – Display Purchase Requisition.
- Choose **Workflow** → **Workflow overview** from drop down list 

For all other details, please refer to the prior instructions.