## 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"

≡	SAP Business Client	_ 8 ×
品 Index	+ •••	
Example 2 Search or enter application name or transaction code		Q []]
Hi Taylor! It's a great day to be a Bobcat!		SAP
ର୍ହ୍ୟ Open SAPGUI		
Overview 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 :

$\equiv$ Search or enter application name or transaction code	
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Display Purchase Req. 14048455	Other Purchase Requisition (Shift+F5)
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A Pop-Up Box will appear. Enter the Purchase Requisition number in the empty box and press "enter."

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Your Purchase Requisition should now be on the screen.

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Display Purchase Reg. 14048455	
ramework requisin. V 14048455	
A   FRAMEWORK ORDER FOR JOE GUERRERO/EARDC/5-2329     TO RUIN 5-1-18 THRU 5-31-18     WATER TESTING	
Image: Continuous-tex>   Text adopted from Purch. Requisition (Header note )     Image: Continuous-tex>   Text adopted from Purch. Requisition (Header note )     Image: Continuous-tex>   Text adopted from Purch. Requisition (Header note )     Image: Continuous-tex>   Text adopted from Purch. Requisition (Header note )     Image: Continuous-tex>   Text adopted from Purch. Requisition (Header note )     Image: Continuous-tex>   Text adopted from Purch. Requisition (Header note )     Image: Continuous-tex>   Text adopted from Purch. Requisition (Header note )     Image: Continuous-tex>   Text adopted from Purch. Requisition (Header note )     Image: Continuous-tex>   Text adopted from Purch. Requisition (Header note )     Image: Continuous-tex>   Text adopted from Purch. Requisition (Header note )     Image: Continuous-tex>   Text adopted from Purch. Requisition (Header note )     Image: Continuous-tex>   Text adopted from Purch. Requisition (Header note )     Image: Continuous-tex>   Text adopted from Purch. Requisition (Header note )     Image: Continuous-tex>   Text adopted from Purch. Requisition (Header note )     Image: Continuous-tex>   Text adopted from Purch. Requisition (Header note )     Image: Continuous-tex>   Text adopted from Purch. Requisition (Header note )	
St. S R Proc.   Item I A   Short Text   Quantity Unit Val. Price $\Sigma$ Total Value   GR   Matl Group   PC PGr   Vendor   Mi   Delivery Date   POrg   Stor. Loc.   Plan     B 2   10   B   K   SAMPLES ANALYZED   1   AU   1,810.00   Services, N   99   CPO   524258   05/31/2018   7540   EARDC   Tex     Laboration of the services, N   10   B   K   SAMPLES ANALYZED   1   AU   1,810.00   Services, N   99   CPO   524258   05/31/2018   7540   EARDC   Tex	
Linits   Material Data   Quantities/Dates   Valuation   Account Assignment   Source of Supply   Status   Contact Person   Release strategy   Texts   D   C > D.     verall Limit   [1,900.00]   USD   No limit   Image: Contact Person   Release strategy   Texts   D   C > D.     opected value   1,810.00   Image: Contact Person   Release strategy   Texts   D   C > D.	
3: On the "Item Details" Header, select the tab "Release Strategy," this tab will show where it's at in the workflow.	
Material Data Quantities/Dates Valuation Account Assignment Source of Supply Status Contact Person Release strategy Texts Delivery A	>
Release group ZZ Req Release Strategy Code Description Stat	
Release Strategy 01 Req Release Strategy AM Account Manager   PO Purchasing Dept Image: Colored Color	
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.

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Example 1 Search or enter approximation name or trans	action code	
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🖫 🗸 🕟 splay Purchase Req. 14048455		
Fr Services for Object 14048455 Shopping Cart		
A   FRAMEWORK ORDE     TO RUN 5-1-18 THI     WA TER TESTING     < >     Continuous-tex ✓	R FOR JOE GUERRERO/EARDC/5-2329 20 5-31-18 Text adopted from Purch. Requisition (Header note )	

## 4A) Scroll over "Workflow" and then select "Workflow Overview"

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	<u>W</u> orkflow	►	Workflow overview									
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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						<u> </u>
	•   <u>i</u>					
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
Requisition Release v2 - 14048455 / 00010     Current data for started workflow: Requisition     Steps in this process so far     Step name     AM Release - req. 14048455 / 00010     PO Release - req. 14048455 / 00010     Information objects addressed so far     • Requisition item 001404845500010	05/03/2018	15:29:22 v2 - 1404 Status Comple Comple	Completed 48455 / 000 Resul eted Relea eted PO Re	10 t sed elease	Creation date/time     End date/time       05/03/2018 - 15:29:22     05/03/2018 - 16:21       05/03/2018 - 16:21:49     05/04/2018 - 10:01	9837412 Agent 0:48 Kimberly Riojas 1:09 Krista Salas