

Approve or Reject Requisition

- STEP 1:** Go into **SAP Web portal** and select the **Worklist** tab.
- STEP 2:** Select **AM Release** task to process. You will see the requisition number and line in the Subject line.
- STEP 3:** Follow **Approve** or **Reject** steps (pages 8.02 - 8.03).
- STEP 4:** Following task completion, click **Refresh** to see the task removed from your worklist

The screenshot shows the SAP Worklist interface. At the top, there are navigation tabs: 'Worklist' (highlighted with a blue box and the number '1'), 'SAP Easy Access', 'Employee Self-Service', 'BOBCATalog', and 'Training and Development'. Below these are sub-tabs: 'Universal Worklist', 'Worklist Help', 'Substitution Help', 'Substitution Report', and 'PCR Approval Help'. On the right, there are links for 'History', 'Back', and 'Forward'. A search bar shows 'Show: New and In Progress Tasks (20 / 20)' and 'All'. A 'Refresh' button is highlighted with a red box and the number '4'. Below the search bar is a table with columns: Subject, From, Sent, Status, and Substituted For. The table contains three rows of 'AM Release' tasks, all with a status of 'New'. A blue box with the number '2' is placed over the first row. Below the table, there are navigation icons and 'Row: 11 of 20'. At the bottom, there is a section for 'PO Release - req. 10058370 / 00110' with details like 'Sent: Yesterday by Salinas, Crystal' and 'Status: New'. To the right of this section, under 'You can also:', there are links for 'Add Memo', 'Manage Attachments', and 'View History'. An 'Attachments' section shows a file icon and the text 'Requisition item: 001005837000110'.

Subject	From	Sent	Status	Substituted For
AM Release req. 14013056 / 00020	Allbright, Jacque	Oct 28, 2013	New	
AM Release req. 14012756 / 00040	Allbright, Jacque	Oct 28, 2013	New	
AM Release req. 14012756 / 00030	Allbright, Jacque	Oct 28, 2013	New	

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APPROVE

- STEP 1:** Verify accuracy of requisition including storage location, goods receipt, tracking number, etc.
- STEP 2:** Click **Account Assignment** or **Limits** (if Limit Framework requisition) tab to review accuracy of account information.
- STEP 3:** Select **Release Strategy** tab to continue with the release.
- STEP 4:** Click **green check with pencil** to release. Repeat **STEPS 1-4** for each line.
- STEP 5:** Click **Save**.

The screenshot shows the SAP Release Purchase Req. 14024402 interface. A header note is visible: "Line 2 not approved by AM 12/9 -ms To pay for food and alcohol served at the Deans, Chairs, Faculty Senate Open House at the President's House on December 11, 2013." Below this is a table of items:

St...	S	R	Proc...	Item	I	A	Short Text	Quantity	Unit	Val. Pri...	Total Value	GR	Matl Group	PC...	PGr	Des.Vendor	Mi...	Deliv. Date	POrg	Stor. Loc.
N	X			10	B	K	Catering - FOOD - Deans, C	1	AU	2,482.7	2,482.71		Goods, Supp	99	CPC	13234		12/11/2013	7540	President/S
N	X			20	B	K	Catering - ALCOHOL - Dear	1	AU	500.00	500.00		Goods, Supp	99	CPC	13234		12/11/2013	7540	President/S

At the bottom, the 'Limits' and 'Account Assignment' tabs are highlighted with callout 2. The 'Release strategy' tab is highlighted with callout 3. A 'Green check with pencil' icon is highlighted with callout 4. The 'Save' icon in the top toolbar is highlighted with callout 5.

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REJECT

- STEP 1:** Select **Release Strategy** tab.
- STEP 2:** Click **Reject** button.
- STEP 3:** Enter appropriate comments to requisitioner in the **Header note** section. The requisitioner will use these comments when correcting the requisition.
- STEP 4:** Click **Save**.

The screenshot displays the SAP Release Purchase Req. 14024402 interface. The 'Texts' section is active, showing a 'Header note' field with a blue '3' indicating where to enter comments. The 'Release strategy' tab is selected, showing a table with columns for Code, Description, Status, and Release Indicator. The 'Release Strategy' row is highlighted with a blue '2'. A blue '4' is placed over the 'Save' button in the top toolbar. A blue '1' is placed over the 'Release strategy' tab. A blue '3' is placed over the 'Header note' text area.

St.	S	R	Proc.	Item	I	A	Short Text	Quantity	Unit	Val. Pri.	Total Value	GR	Matl Group	PC...	PGR	Des.Vendor	Mi...	Deliv. Date	POrg	Stor. Loc.
N	X			10	B	K	Catering - FOOD - Deans, C	1	AU	2,482.71	2,482.71		Goods, Supp	99	CPC	13234		12/11/2013	7540	President/S
N	X			20	B	K	Catering - ALCOHOL - Dear	1	AU	500.00	500.00		Goods, Supp	99	CPC	13234		12/11/2013	7540	President/S

Code	Description	Sta..	Rel..
AM	Account Manager		
PO	Purchasing Dept		

Tip

Upon rejection, the requisitioner will receive an email notification as well as an immediate **Requisition Rejected** task in their worklist to resolve the rejection