

Purpose

Purpose

Use this procedure to find out who is included in the approval workflow for a requisition.

Trigger

Perform this procedure when a requisition has not been approved and you want to find out who the approver should be.

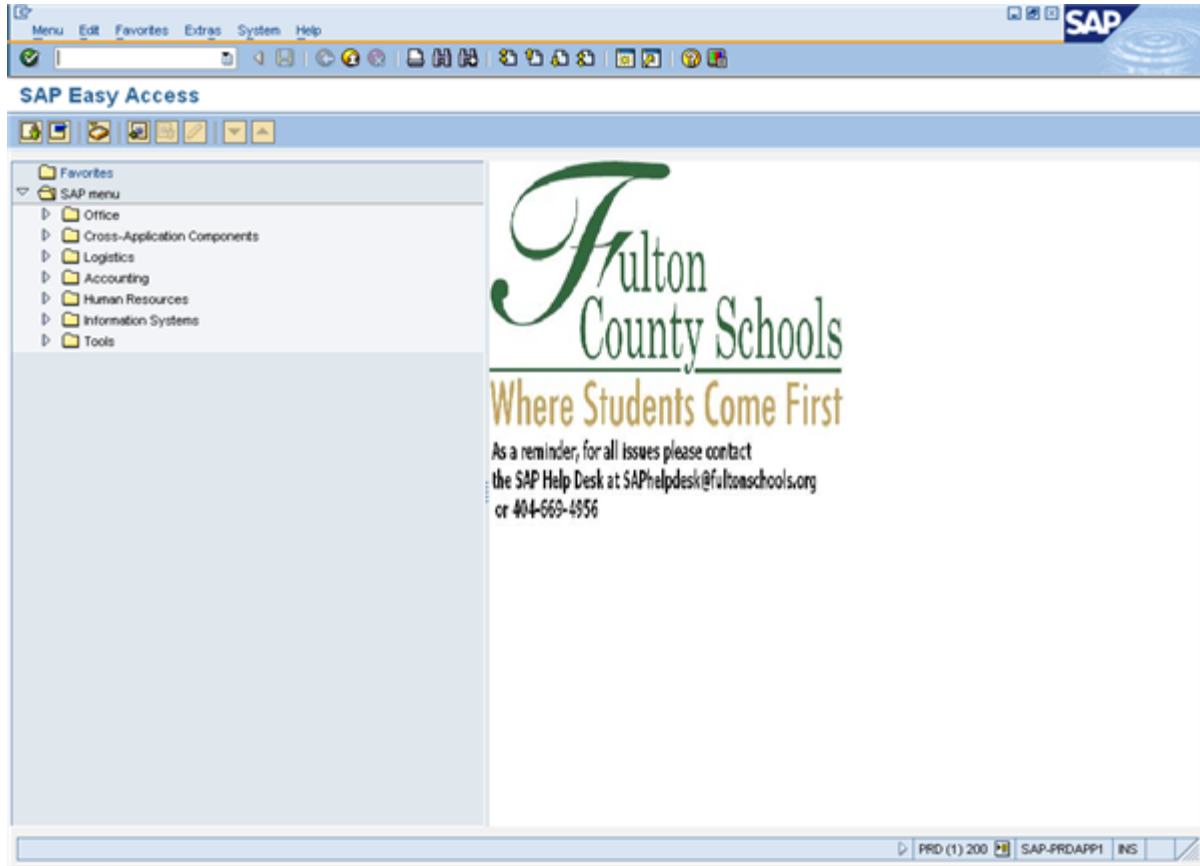
Transaction Code

ME53N

Procedure

1. Start the transaction using the menu path or transaction code.

SAP Easy Access




2. As required, complete/review the following fields:

Field	R/O/C	Description
Command	R	The field used to call a transaction in SAP. The Command Field is located on the left of the standard toolbar Example: me53n

Display Purchase Req. 10002461

The screenshot displays the SAP interface for Purchase Requisition 10002461. The 'Release strategy' section shows a release group of '01 PR Release Strategy' and a release strategy of '1B One-level School NB'. A table lists release indicators, with 'L1 Level One Approval' highlighted. Below this, a table shows the requisition item: '1' with material 'K', description 'Short Form Practice Writing', quantity '144.00', unit 'EA', and delivery date '02/26/2008'. The 'Material Data' section shows a table with columns for Status, Posting date, Version, Compl, Sta, Reason, Text, Requested by, Net Order Value, Value chg, Crncy, and Created by. The data row shows a status of '02/21/2008', version '0', and a reason of '0003'.

3. Click button 

4. Click Workflow → Workflow overview menu item 





This document outlines two different methods to determine the members of the approval workflow for a requisition

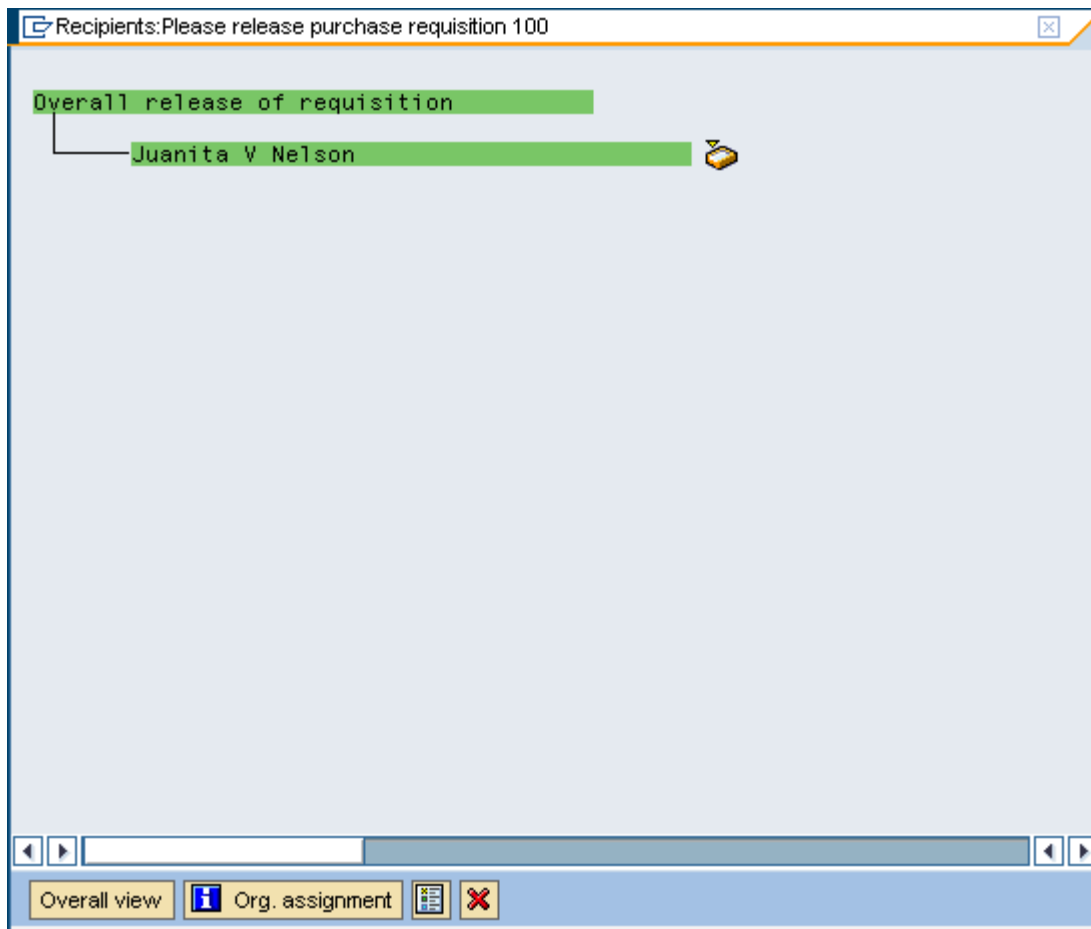
Data on Linked Workflows


Current data for started workflow: FCS Workflow for Overall Req Release

Steps in this process so far				
Step name	Status	Result	Time stamp	Agent
Get Purchase Requisition Agents from Table	Completed		02/21/2008 - 08:14:19	Workflow System
Add Agent(s) to Purchase Requisition Agent Table	Completed		02/21/2008 - 08:14:19	Workflow System
Get Purchase Requisition Agents from Table	Completed		02/21/2008 - 08:14:19	Workflow System

5. Drag scrollbar  to  to scroll down page
6. Click Information... link label [Information...](#)

Recipients:Please release purchase requisition 100



7. Click Close button .



The remaining steps show another method to find out the members of an approval workflow

Data on Linked Workflows


The screenshot shows the 'Data on Linked Workflows' window for object 0010002461. It features a toolbar with various icons and a main content area with a summary table and a detailed task list.

Title	Creation Date	Creation Ti...	Status	Task
FCS Workflow for Overall Req Release	02/21/2008	08:14:18	In Process	FCS Workflow for Overal

Task	Status	Start Time	End Time	System
Get Purchase Requisition Agents from Table	Completed	02/21/2008 - 08:14:19		Workflow System
Please release purchase requisition 10002461	Ready	02/21/2008 - 08:14:19		Information...

Information objects addressed so far

- [Purchase requisition 0010002461](#)


8. Click button .

Workflow Log

Workflow and task	Details	Graphic	Agent	Status	Result	Date	Time
FCS Workflow for Overall Req Release				In Process	Workflow started	02/21/2008	08:14:18
Get Purchase Requisition Agents from Table				Completed		02/21/2008	08:14:19
Add Agent(s) to Purchase Requisition Agent Table				Completed		02/21/2008	08:14:19
Get Purchase Requisition Agents from Table				Completed		02/21/2008	08:14:19
Please release purchase requisition 10002461				Ready		02/21/2008	08:14:19

Choose Details to display more detailed information

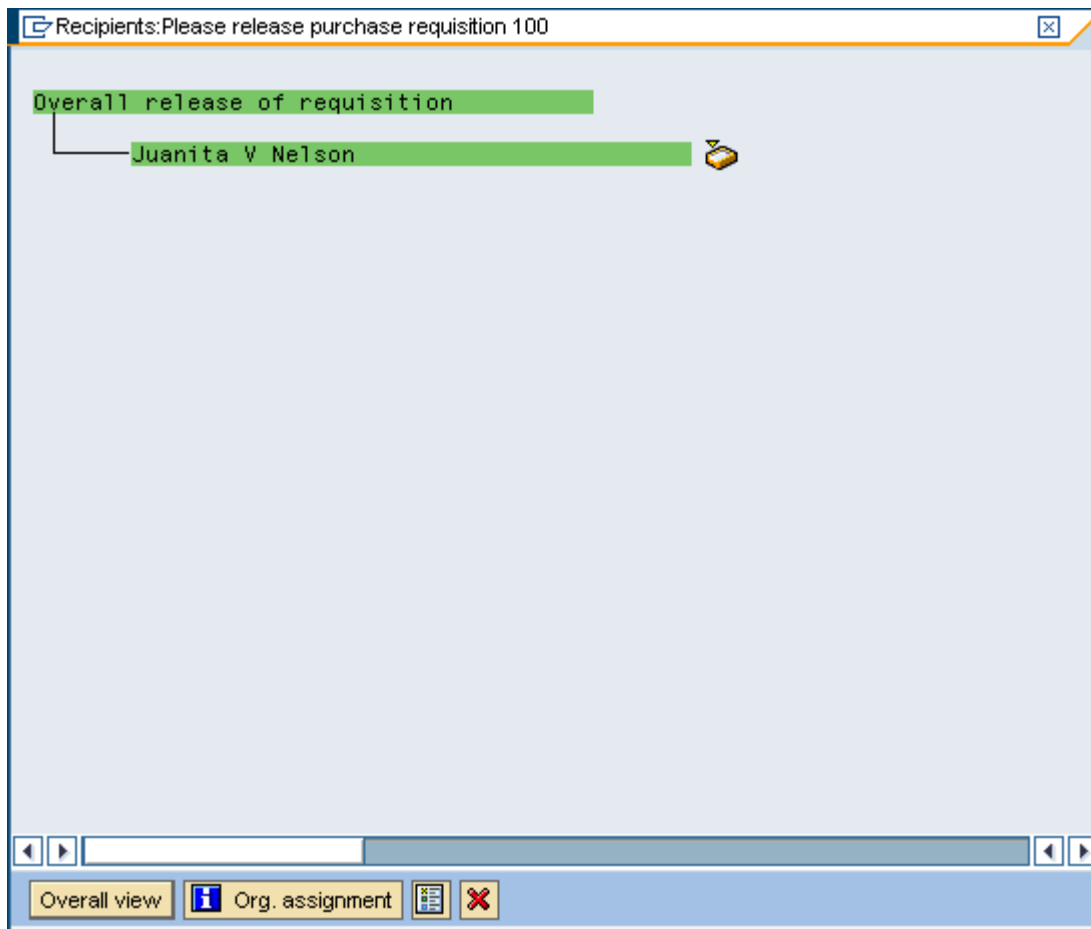
Agent	Executed Action	Date	Time	Object	Object Name
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9. Click Ready tree item .


Which Agents Do You Want To Display?

10. Click Agents button  Agents

Recipients:Please release purchase requisition 100

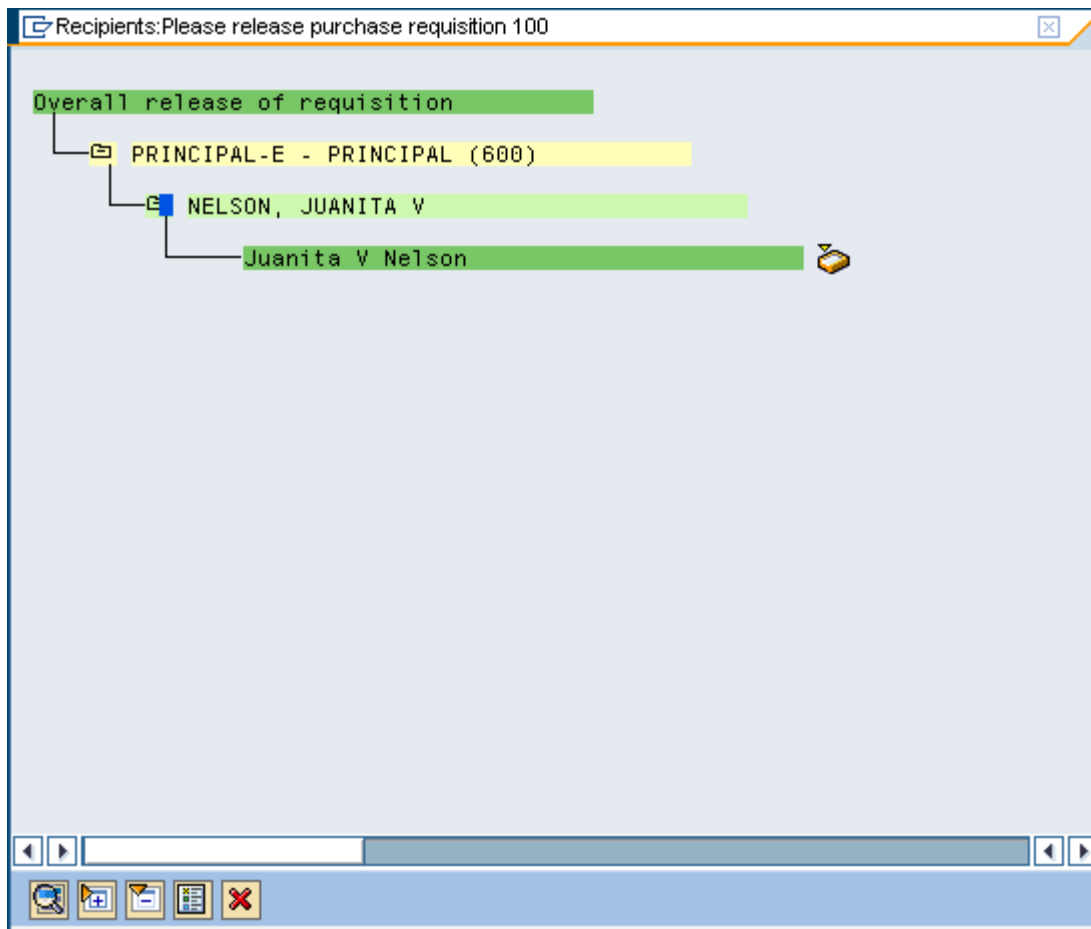


11. Click Overall view button .

12. Click label  to expand folder

13. Click label  to expand folder

Recipients:Please release purchase requisition 100



14. Click Close button  .

Result

You have viewed the members of the approval workflow for a particular purchase requisition