



Workflow Frequently Asked Questions

1. Can I mix storage locations in a purchase requisition?

No, you cannot mix storage locations, each requisition must go to a specific storage location. This has a direct effect on the approval process flow.

2. Can I mix grant and non-grant funds in a purchase requisition?


No, if you are using a grant fund or a non-grant fund, even if its going to the same vendor, these MUST be separate purchase requisitions. This has a direct effect on the approval process and grants are subject to a different path versus non-grant.

3. How am I notified that I have a requisition to approve?

You will receive an e-mail in Outlook.

4. How do I access my inbox in the SAP workplace?

There are two ways to access the SAP Workplace. From the SAP Easy Access Screen:

- i. Click on the SAP Workplace button *
- ii. Click 'Menu' and from the drop-down select Business Workplace*

5. How will I know which requisition to approve?

In your inbox, you will see the requisition(s) that need to be approved.

Please release purchase requisition 10001421

6. How many days do I have to approve a requisition using workflow?

Five Days

7. What happens if I miss the Five day deadline?

The next person in the approval process will get an e-mail letting them know which approver has not approved the requisition.

8. If nothing happens will the requisition just sit in workflow?

After five days of zero approval activity the requisition will be deleted.

9. Can a requisition be undeleted?

Yes, please contact the SAP help desk to have a requisition undeleted

10. How do I know which level to approve in a requisition?

You will approve the active level of approval, shown with the checkmark and pencil. Even if the next level is available, e.g. SU, do not click on this approval.

Code	Description	Processor	Stat...	Rel...
DH	Dept Head	DIR TITLE I-NONE (✓	↶
EX	Executive Approver	ASST SUPT ES-NOI	✓	↶
SU	Superintendent	SUPT-NONE (000)	⚠	✓✎

11. How will I know if my requisition has been approved?

You will receive an e-mail in your SAP inbox.

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12. How do I reject a requisition?

You would follow the Quick Reference Guide for Rejecting a Requisition.


13. If I reject a requisition, do I need to put the reason for rejection in?

Yes, it is a requirement that if you reject a requisition that you give an explanation for rejection. This is outlined in the Quick Reference Guide for Rejecting a Requisition.

14. How would I reject a requisition?

Click on the Rejection button with the red X.

Release group	<input type="text" value="01"/>	PR Release Strategy
Release Strategy	<input type="text" value="3C"/>	Three-level >10K
Release Indicator	<input checked="" type="checkbox"/>	Blocked



15. I have another question about workflow – how do I get more help

For workflow questions, please contact the SAP helpdesk
404-669-4956
SAPhelpdesk@fultonschools.org