SAP – Approving Requisitions Quick Reference

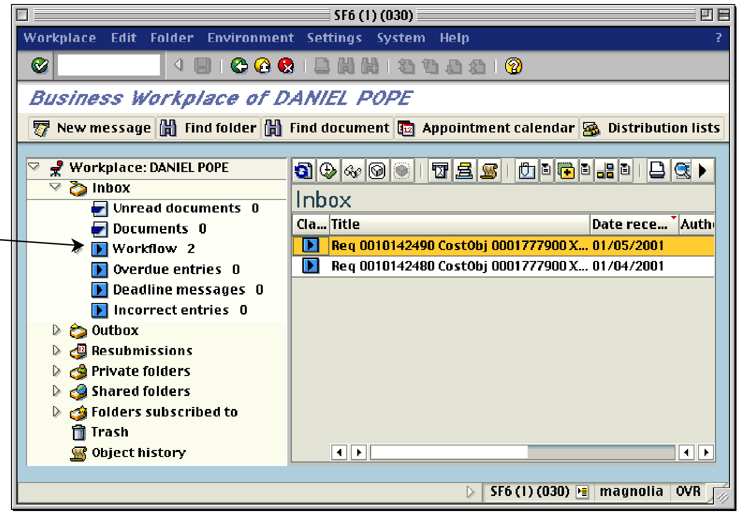
If there are items to be approved in your Workflow Inbox, SAP displays a message when you log on.

1. Go to the Workflow Inbox:

a) Do *ONE* of the following:

- Click the **Workplace** button .
- Or, from the "SAP Easy Access" screen, follow the navigation path: **User Menu➔Role ZMIT ➔Mailbox➔SAP Office Inbox**.
- Or, use the transaction code: **/nso01**.

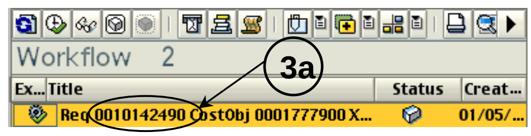
b) Click the **Workflow** item in the Inbox folder.



2. Review Requisition Line Items:

There are two ways to review line items:

- Use the Review/Print Requisition report. See Step 3.
- Review via the Inbox. See Step 5.



3. Display the Review/Print Requisition:

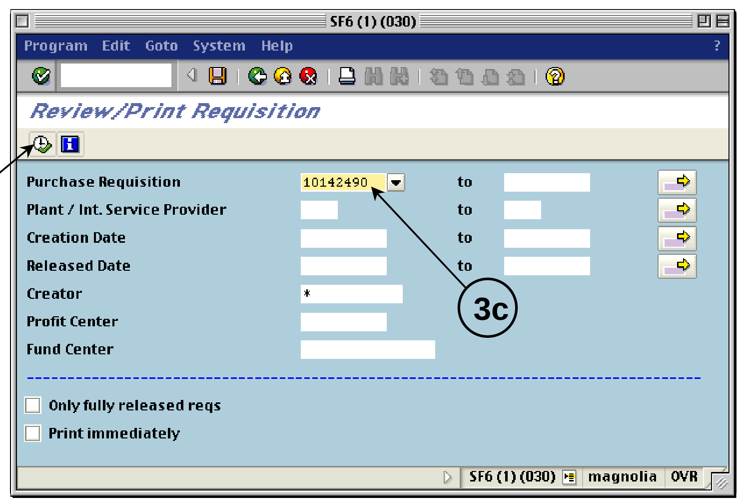
a) Copy the requisition number from your Workflow Inbox.

b) Use the navigation path or transaction code:

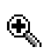
- From the "SAP Easy Access" screen: **User Menu➔Role ZMIT➔Purchasing ➔Requisitions➔Review/Print req**
- Transaction code: **/nzbp0**

c) Enter the requisition number in the Purchase Requisition field.

d) Click the Execute button .



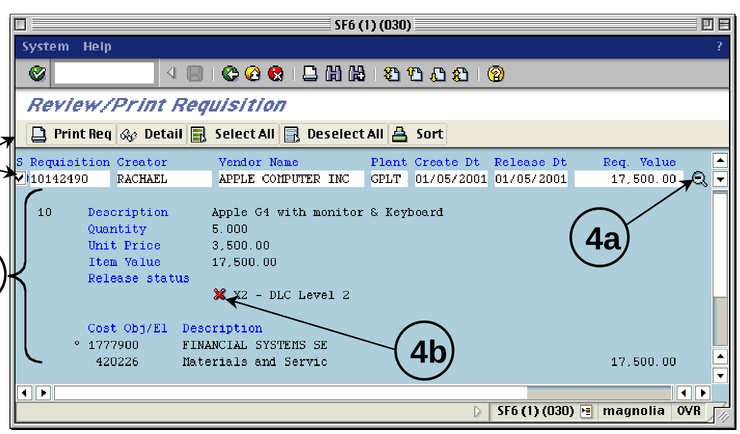
4. Review and Print Line Item Details:

a) Click the magnifying glass icon  next to the requisition to display line items.

b) A red **X** indicates the line item has not yet been approved. A green checkmark means it has been approved.

c) Review the line item details of the requisition including quantity, price, G/L account, cost object and justification (if any).

d) To review this report on paper, click in the line item selection box and then click the **Print Req** button to print the requisition.

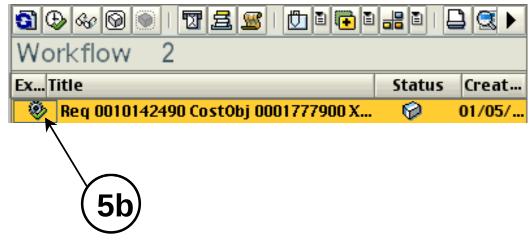


5. Approve (Release) Line Items

a) Go to the Workflow Inbox. (See Step 1.)

b) Double-click the Execute icon next to the line item you want to approve.

Note: Only line items that you are able to approve will appear in your Workflow Inbox. There may be other line items in the requisition that do not require your approval.



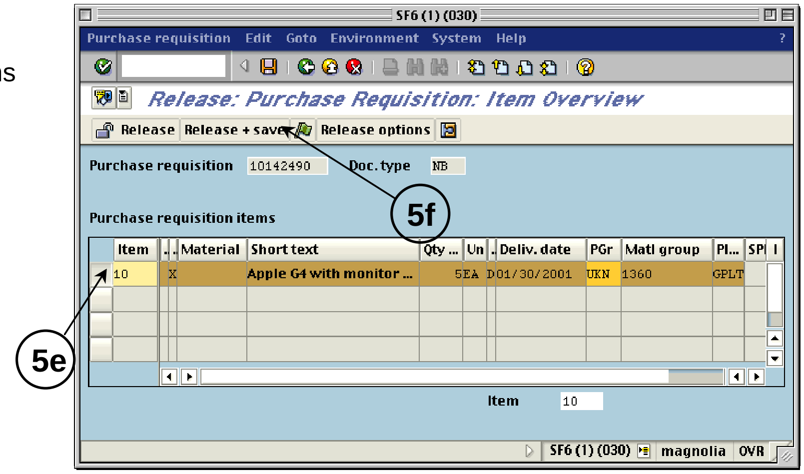
c) Use the Goto menu to move between the screens to review details.

d) Follow the menu path: **Goto >> Item Overview**.

e) Click the line item selection box to the left of the line item.

f) Click the **Release + Save** button. A message appears confirming that the requisition has been changed. Your Workflow Inbox is displayed.

g) Click on the **Update** button to refresh your Inbox screen.



6. Change Line Items *(optional)*

a) Go to the Workflow Inbox. (See Step 1.)

b) Double-click the Execute icon next to the line item you want to change or delete.

c) Follow the menu path: **Goto >> Item Overview.**

d) Click the line item selection box to the left of the line item you wish to change.

e) Use the Goto menu to move between the screens. Make changes to any field that appears in white. You may not change fields that are gray.

f) Return to the Item Overview screen. Click the **Save** button to save or the **Release + Save** button to save and approve the requisition when you have finished your changes.

7. Delete Line Items *(optional)*

a) Copy the requisition number from your Workflow Inbox.

b) Access the Change Requisition transaction.
Follow the navigation path: **User Menu→Role ZMIT→Purchasing→Requisitions→Change a Requisition**
Or, use the transaction code**: /nme52**

c) Enter the requisition number and click the Overview button . The "Change: Purchase Requisition: Item Overview" screen is displayed.

d) Click the line item selection box to the left of each line item you wish to delete. (To delete an entire requisition, select all its line items.)

e) Follow the menu path: **Edit >> Delete**. Click **Yes** in the "Delete items" dialog box. You are returned to the "Change: Purchase Requisition: Item Overview" screen. All deleted line items are grayed-out and have a checkmark in the 'D' column.

f) Click the **Save** button . Return to your Inbox to check that the deleted item is gone.