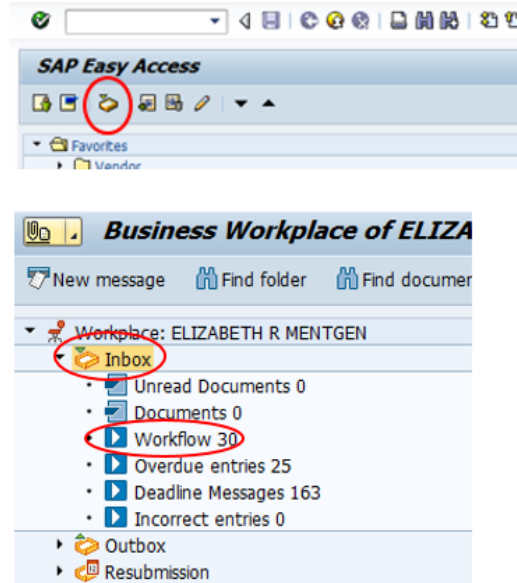


AASIS STEPS FOR APPROVING A PR

Accessing the PR for Review and Approval

To access the approval workflow, on your opening AASIS screen:

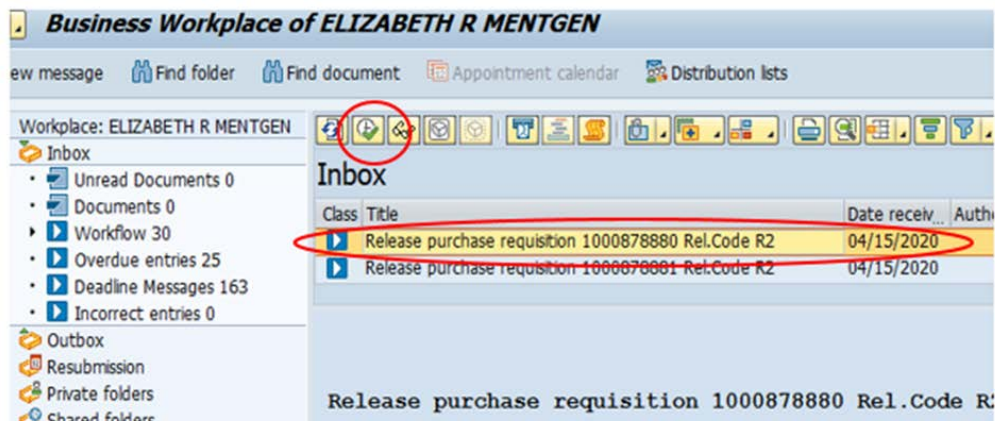
- Click on the Business Workplace (inbox) icon at the top of the screen to open the Business Workplace screen.
- On the Business Workplace screen:
 - Click on Inbox.
 - Click on Workflow.



HELPFUL HINT

The number to the right of "Workflow" indicates the number of workflow items in your inbox.

- From the Workflow pop-up window, select/highlight the line for the appropriate PR number.
- Click on the execute (green checkmark) icon at the top of the window to access the PR approval screen.



HELPFUL HINT

If you have the PR number, you can access it in the approval screen by using AASIS transaction ME54N, and then finding the correct PR by using the Other Purchase Requisition function.

You can view all the PR data by scrolling through the lines and opening the tabs.

The screenshot displays the SAP 'Release Purchase Req. 1000878880' interface. At the top, it shows 'Req to Prof Svc OA' with the number '1000878880'. Below this, there are tabs for 'Texts', 'Release strategy', and 'Total Projected Cost'. The 'Release strategy' tab is active, showing a table with columns: Code, Description, Status, and Release options. The table contains three rows: R2 (Agency > 100K), R3 (Agency Proc Manager), and R4 (Agency Director). Below the table, there are input fields for 'Release group' (RQ Requisition), 'Release Strategy' (F2 PR=>100K TPC>1M), and 'Release Indicator' (X Blocked). A toolbar with various icons is visible above a table with columns: St., Item A, Material, Short Text, Quant., Unit, Val, Price, Total Value, Delivery Date, Plant, PGr, Requirn., Tracking..., Agreement, and Item Vendc. The first row in this table shows: 1 U 10090118 PRO SERVICE, CONSULTA... 1,700,000 ZLS 1.00 1,700,000.00. Below the table, there is an 'Item' section with a dropdown menu showing '[1] 10090118, PRO SERVICE, CONSULTANT, ...'. Below this are tabs for 'Material Data', 'Quantities/Dates', 'Valuation', 'Source of Supply', 'Status', 'Contact Person', 'Texts', and 'Delivery Address'. The 'Material Data' tab is active, showing fields for 'Created by' (HEATHER V BAILEY), 'Changed on' (04/14/2020), 'Crea. Ind.' (Realtime (manual)), 'Requisitioner' (HBailey), 'Tracking Number' (SP-20-0000), 'Purch. Group' (C06 Heather V. Bailey), 'Telephone' (501-324-9320), and 'Fax Number' (501-324-9311).

Approvers can also access this screen directly by clicking the link provided in the notification email and logging on to AASIS.

Prior to executing the approval, it is the approver's responsibility to thoroughly review all the PR elements to ensure the PR is correct and complete.

Key items to consider may include:

- Account assignment and budget
- Material number
- Quantity
- Delivery date
- Dollar amount/TPC
- Attachments

After review, if all data is correct and complete, you are ready to approve.

WARNING

By approving the PR, the approver is confirming that all the data in the PR is accurate and acceptable.

Executing the Approval

To execute the release, click on the green checkmark/blue pencil in the Release options tab.

The screenshot shows the 'Release Purchase Req. 1000878880' interface. The 'Release options' tab is active, displaying a table with columns: Code, Description, Status, and Release options. The 'Release options' column for the first row (R2) contains a green checkmark and a blue pencil icon, which is circled in red. The table data is as follows:

Code	Description	Status	Release options
R2	Agency > 100K	⚠	✔✎
R3	Agency Proc Manager		
R4	Agency Director		

Once approved, a green checkmark will appear on that approval line, and the PR will automatically route to the next approver's workflow.

The screenshot shows the 'Display Purchase Req. 1000878880' interface. The 'Status' column in the table is circled in red, showing a green checkmark for R2 and a yellow triangle for R3. The table data is as follows:

Code	Description	Status
R2	Agency > 100K	✔
R3	Agency Proc Manager	⚠
R4	Agency Director	