

New Process:

Collective Release of Purchase Requisitions by Account Manager - Web (ZME55)

Purpose

Use this procedure to collectively or individually review purchase requisitions and either approve and release, or reject the line items of a requisition.

Trigger

Perform this procedure when a purchase requisition has been created and awaits approval by an authorized Department Requisition Approver.

Prerequisites

A purchase requisition has been created and saved by a Requisitioner. The Department Requisition Approver is authorized to approve one or more line items of the requisition.

Menu Path

Use the following menu path(s) to begin this transaction:

- Select **Logistics → Materials Management → Purchasing → Purchase Requisition → Release → Collective Release** to go to the *Collective Release of Purchase Requisitions (1)* screen.

*Detailed work instructions for this transaction can be found in the Help section on the FAS website:
http://www.fas.txstate.edu/site/fas_help*



The FASt Steps to SAP Support

Step 1

Self Service:

- Check online for help and training documentation at:
 - <http://www.fas.txstate.edu/site/>

Step 2

Local Help:

- Ask a co-worker who may be able to help you.
- Ask your CDSP for assistance. The CDSP list is provided at:
<http://www.fas.txstate.edu/site/>

Step 3

Contact SAP Help Line:

- Tel: 245-4SAP (5-4727)
- Email: saphelp@txstate.edu



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This tri-fold supports the approval or rejection of Purchase Requisitions

SAP Help Line
245-4SAP (4727)
saphelp@txstate.edu



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