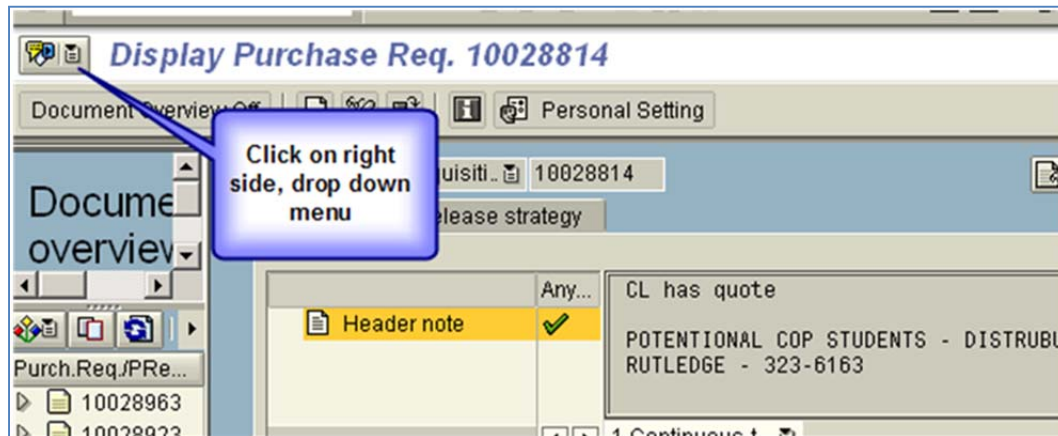


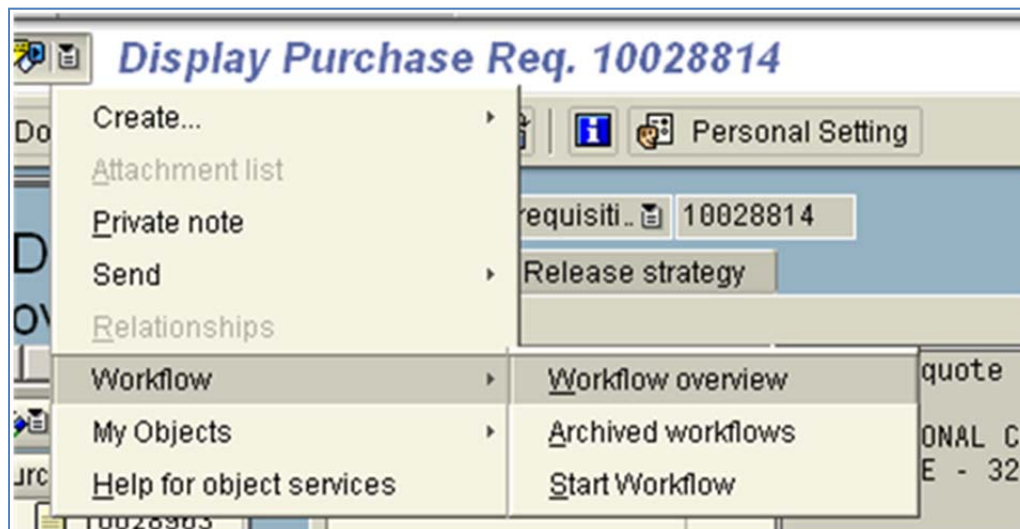
University of Kentucky Purchasing Division	<u>Document Number:</u> <b>09-05-08</b>	<u>Title:</u> <b>SAP – Track Status of Requisition in Workflow</b>	Page 1 of 3
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## How to Track Status of Requisition in Workflow

Bring up requisition in display mode (ME53N)



Click on Workflow, then Workflow Overview:



Data on Linked Workflows

2. Click the scroll

Workflows for Object: 0010028814

Title	Creation D...	Creation ...	Status	Task
Workflow for overall release of requis.	09/03/2009	16:17:39	In Process	Workflow for overall re
Workflow for overall release of requis.	09/11/2009	09:50:50	In Process	Workflow for overall re

1. Highlight the line here; if more than one line, highlight the most recent

Current data for started workflow: Work release of requis.

Steps in this process so far

Step name	Status	Result	Time stamp	Agent
Please release purchase requisition 10028814	In Process		09/11/2009 - 09:50:50	Karen W Clancy
Get work item agents	Completed		09/11/2009 - 09:50:51	Batch User

View: WF Chronicle View: Workflow Agents View: Workflow Objects

Workflow and task	Details	Graphic	Agent	Status	R
Workflow for overall release of requis.				In Process	W
▶ Please release purchase requisition 10028				In Process	
▶ Get work				Completed	
▶ Create At				Completed	
▶ Please release purchase requisition 10028					M:












2. Click Agents

1. Click Agent

Which Agents Do You Want To Display?

- Agents
- Possible agents
- Excluded agents

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Workflow and task	Details	Graphic	Agent	Status	Result	Date
Workflow for overall release of requisition.				In Process	Workflow started	09/11
▶ Please release purchase requisition 10028				In Process		09/11
▶ Get work item agents				Completed		09/11
▶ C				Completed		09/11
▶ P				Completed	Mail sent	09/11

Inbox Icon shows who has control of the requisition. If each approver has an Inbox Icon, this means no approver has opened it.

Overall release of requisition

- Karen W Clancy
- Mandy D Bucy