AASIS STEPS FOR CHANGING OR CANCELLING A PR

Changing a PR

To change a PR:

- In ME53N Display Purchase Req, open the Texts tab in the Item Detail section of the PR.

- If Approval Comments has a green check next to it, check the text box for each line item by selecting the line number in the line item field to review the notes in the text box.
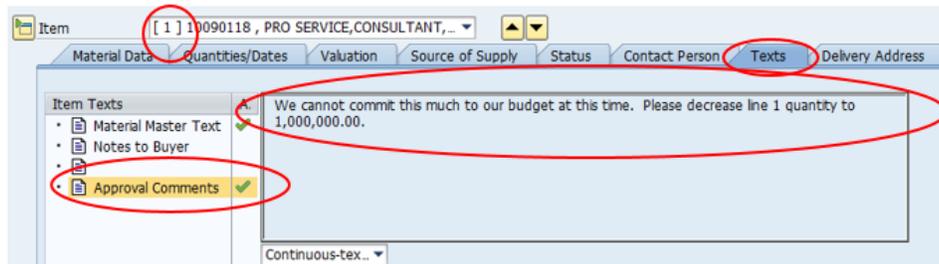
To make changes to a PR that has been rejected:

- Open the PR in ME52N Change Purchase Req.
- Click the "Cancel rejection" (blue back arrow) icon.
    - This pulls the PR out of the approval workflow.
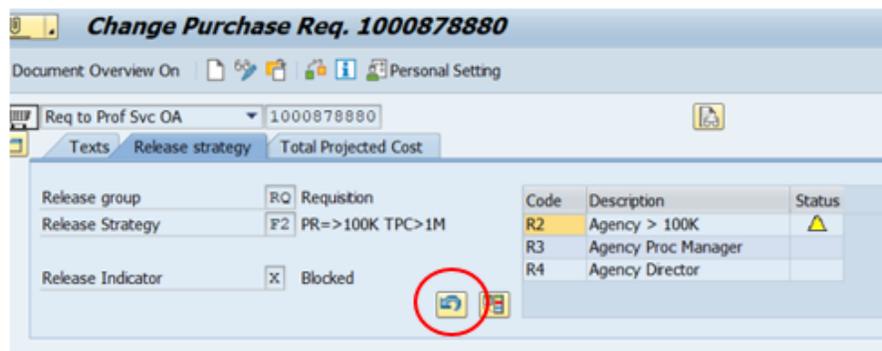
- Make the necessary changes.
- Click the Save icon.

o The Save icon appears at the top of the screen when a change is made.

<div style="border: 2px solid orange; background-color: #fdf3d0; padding: 10px;">

REMINDER

- *Changes that effect the material group, quantity/price, or the TPC may change the release strategy.*

- *Any previous approvals/releases may be erased.*

- *Be sure to check for a revised release strategy in the Header section.*

  ○ *If the change does not require a new release strategy, the PR will automatically route back to the approver who rejected the release.*

  ○ *If the change resets the release strategy, go through the process of choosing an approver again by following the workflow and/or email prompts to send the PR back into the approval workflow.*

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Cancelling Lines in a PR, or an Entire PR

If a purchase request is denied by line(s) or in whole, you must cancel those lines or the entire PR.

- Go to the ME52N Change Purchase Req screen.

- Click the "Cancel rejection" (blue back arrow) icon in the Release strategy tab in the Header section.
  ○ This pulls the PR back from the approval workflow.

- Click the box at the far left of the line item(s) in the Item Overview section.

  ○ This selects the entire line(s) and highlights it.

- Click the "Delete" (trashcan) icon above the line items.
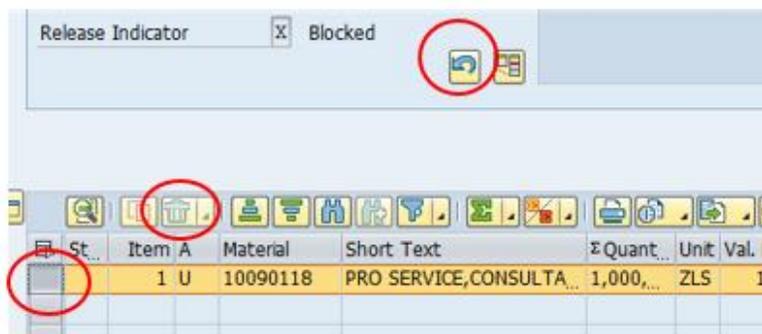
- Click Yes in the pop-up window that appears after deleting the line(s).
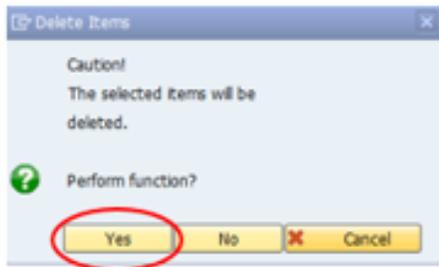
  o This will make a trashcan appear on the deleted line(s).
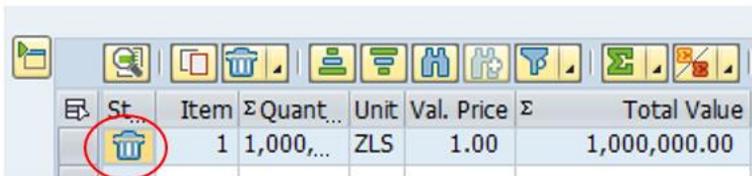
- Next, in the Quantities/Dates tab of the Item Detail section for that line, check the "Closed" box.
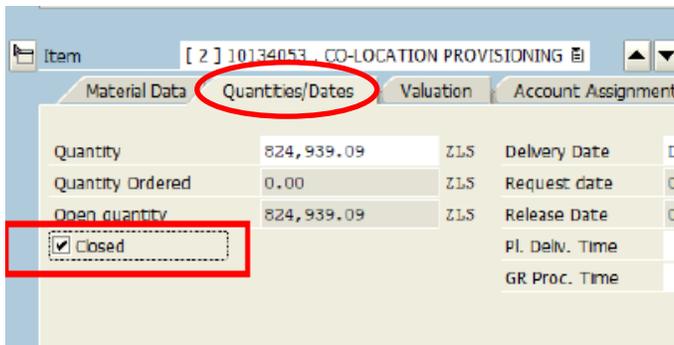
- Do this for each line that needs cancellation.
  o If cancelling the entire PR, do this for every line.
- Click the Save icon at the top of the screen.
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Helpful Hint:

With no active lines, the PR is effectively cancelled; however, the PR remains accessible in AASIS as a cancelled PR, and the "deleted" lines are still visible.

It is the responsibility of the requisitioner to ensure a PR is progressing steadily through the approval workflow. Check the release status regularly and follow-up on any delays in the process.

You can check the Release Strategy tab in the PR or use AASIS transaction ZMM8_EXTN. See your supervisor if you have questions about apparent delays.