AASIS STEPS FOR REVERSING/CANCELLING AN APPROVAL ON A PR, OA, OR PO

Should you need to reverse an approval that you executed on an AASIS transaction:
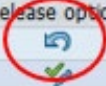
- For a PR, open AASIS transaction ME54N.
  For an OA, open ME35K.
  For a PO, open ME28.

- Access the correct transaction by using the Other document icon and entering the correct transaction number.

- Click on the blue "Cancel release" arrow.

<div style="text-align:center">

HELPFUL HINT

You can only cancel a release _prior_ to the next approver releasing it.
If you need to cancel your release after the next approver has already released it, contact that approver and request that he/she reverse his/her release; then you can reverse yours.

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