How to Check the Status of Approvals in SAP

**Step 1:** Log into SAP Business Client. In the Opening Screen, click-on “Session Manager Menu Tree Display”

Your screen should now look like this:
Step 2: At the Search bar at the top of the screen, enter command ME53N and press “enter.”

The very last Purchase Requisition you worked on will appear. If you wish to access a different Purchase Requisition, click the “Other Purchase Requisition (Shift+F5)” which looks like the yellow and grey box with an arrow:

A Pop-Up Box will appear. Enter the Purchase Requisition number in the empty box and press “enter.”
Your Purchase Requisition should now be on the screen.

Step 3: On the “Item Details” Header, select the tab “Release Strategy,” this tab will show where it’s at in the workflow.
Step 4: To see approvers in the workflow, click the drop-down menu “Services for Object” which is in the upper left-hand corner under the Menu drop down screen.

4A) Scroll over “Workflow” and then select “Workflow Overview”
A new pop-up screen will appear. If your requisition has been approved this will show you who approved it and if it has not been approved, this will show you who can approve it.