

## ***FAQ: Requisition Approving***

1. What if I receive the message 'Purchase Requisition xxxxxxxx cannot be released'?

Display the requisition using ME53N to see what issue below fits the situation.

- Requisition is on hold. The header of the requisition will read 'Display Purch. Requisition xxxxxxxx Held'.
- Requisition has not been released by the release code before yours. Click on the Release Strategy tab to see if an approval is pending.
- No authority to approve on behalf of the release code in the requisition. Click on the Release Strategy tab to see if your release code appears.
- You are using ME54N and the message appears as soon as the transaction is entered. In this case ME54N is pulling in the last requisition reviewed and probably not the one you are looking to approve. Press Enter to bypass the message and enter your requisition number.

2. What if I receive the message 'No authorization for fund xxxxxxxxxx authorization group xx activity Post'?

The user is attempting to approve a requisition for another plant (university). Check the requisition number again.

3. What if I forget my release code that I can release on behalf of?

Check with your security administrator.

4. Who is the workflow approver for my release code?

Check with your finance department or SyTEC MM Team.