

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:

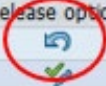
- For a PR, open AASIS transaction ME54N.
For an OA, open ME35K.
For a PO, open ME28.
- Access the correct transaction by using the Other document icon and entering the correct transaction number.
- Click on the blue “Cancel release” arrow.

Release Purchase Req. 1000878880

Document Overview On [69] [69] [69] [69] Personal Setting

Req to Prof Svc OA 1000878880

Texts Release strategy Total Projected Cost

Release group	RQ Requisition	Code	Description	Status	Release options
Release Strategy	F2 PR=>100K TPC>1M	R2	Agency > 100K	✓	
Release Indicator	X Blocked	R3	Agency Proc Manager	⚠	✓
		R4	Agency Director		

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.