PR Approval Matrix Change Program

PR Approval Matrix Upload Program (T code- ZMM4045)

Enter T code- ZMM4045 on SAP Easy Access Screen.



(Img 01)

On the below screen click on Download Format button (Img 02). For your reference on same screen Release Code & Its Description provided.

To save the Download Template / Excel template, choose the file location on your desktop and save it. As shown below.

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| Release Cod RELEASE | OneDrive - HIGHBAR TECHNOCRAT LTD |
| AE AO Desktop | LenovO |
| DG DR | This PC |
| ED EE GM | Libraries |
| MD | AnvDesk |
| G1 Z1 Z2 | Shortcut |
| Z3 | rie name: rn watux Approval. Save as type: All Files (*,*) Cancel |
| G1 Network Z1 Z2 Z3 | AnyDesk Shortcut 1.91 KB File name: [PR Matrix Approval.] Save as type: All Files (*.*) Cancel |

(Img 03)

Open Downloaded Excel file and fill out required details as shown in Below Img 04. And save the excel file.

User ID- PR Creator User ID

Release Code- As per Hierarchy select Release Code. i.e. Two Digit Alphanumeric key (eg. AE, EE, GM, Z1)

Approved ID- Respective Hierarchy based Approver User ID

| , | AutoSave 💽 Off |) 8 % ~ ୯ | ∽ @_ ~ ≂ | PR Matrix A | .pproval (| Compatibilit | y 🗸 | , p s | earch | | | | | SHINDE Shek | har/⊦ |
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| 1 | ZUSER ID | ZREL CODE | ZAPPROVER ID | _ | | | | | | | | _ | | | - |
| 2 | User ID | Release Code | Approver ID | | | | | | | | | | | | |
| 3 | 930940 | AE | 930940 | | | | | | | | | | | | |
| 4 | 930940 | DG | 90049 | | | | | | | | | | | | |
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(Img 04)

On the below Screen, Choose Excel template file to upload as shown in Img 05. And click on Execute

Button 🐼 .

| | 280 |
|--|---|
| > Download Format | |
| ection Screen | |
| Select File to Upload | C:\Users\LenovO\Desktop\PR Matrix ApprovaLxis D |
| No. Of Header Ines | |
| lease Code & Description | |
| RELEASE CODE DESCRIPTION | |
| - | |
| AE Assistant Engineer | |
| AD Accounts Officer | |
| DE Disector | |
| DR Drector | Select File path |
| EFECTIVE Engineer | ociect ine path |
| GM General Manager | to upload |
| Nanaging Director | to <u>upioau</u> |
| 01 DSM | |
| G1 GM | |
| Z1 Executive Engineer | <i>и</i> |
| 22 DGM | |
| | |
| 23 General Manager | |
| 23 General Nanager 24 Executive Director | r |
| 23 General Manager 24 Executive Director 25 Director | r |

(Img 05)

After successfully uploading data, information message received on screen. Note this Reference document number.

