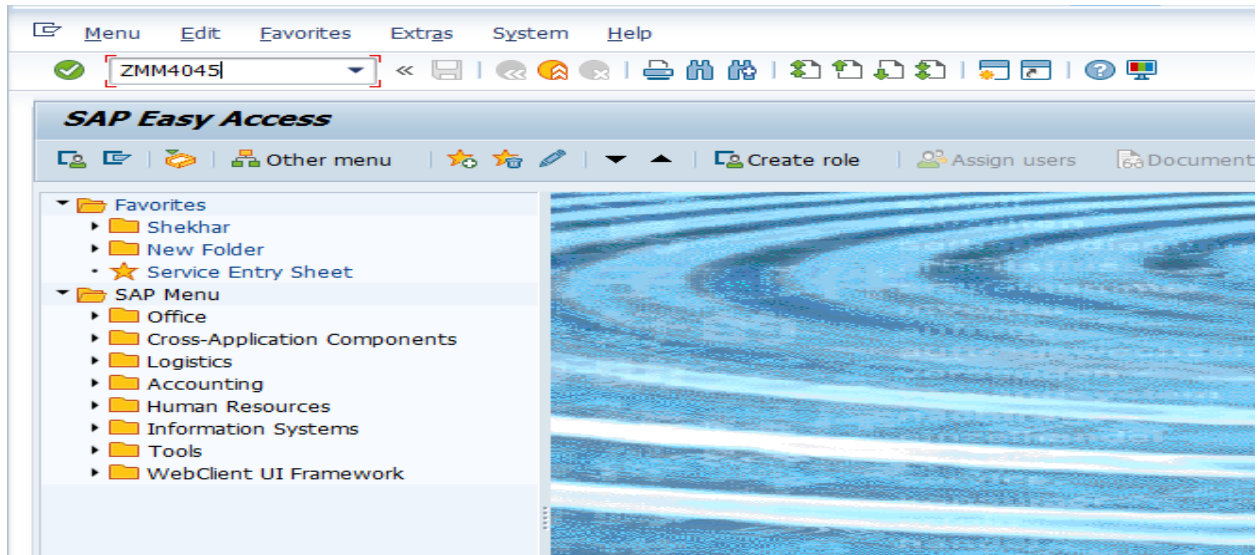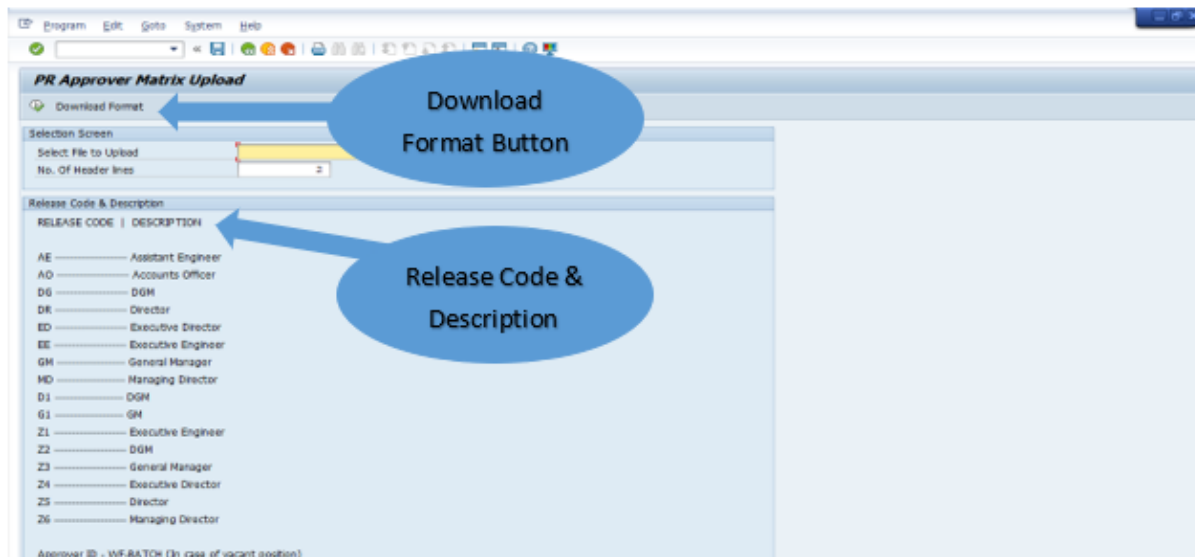# PR Approval Matrix Change Program

PR Approval Matrix Upload Program (T code- ZMM4045)

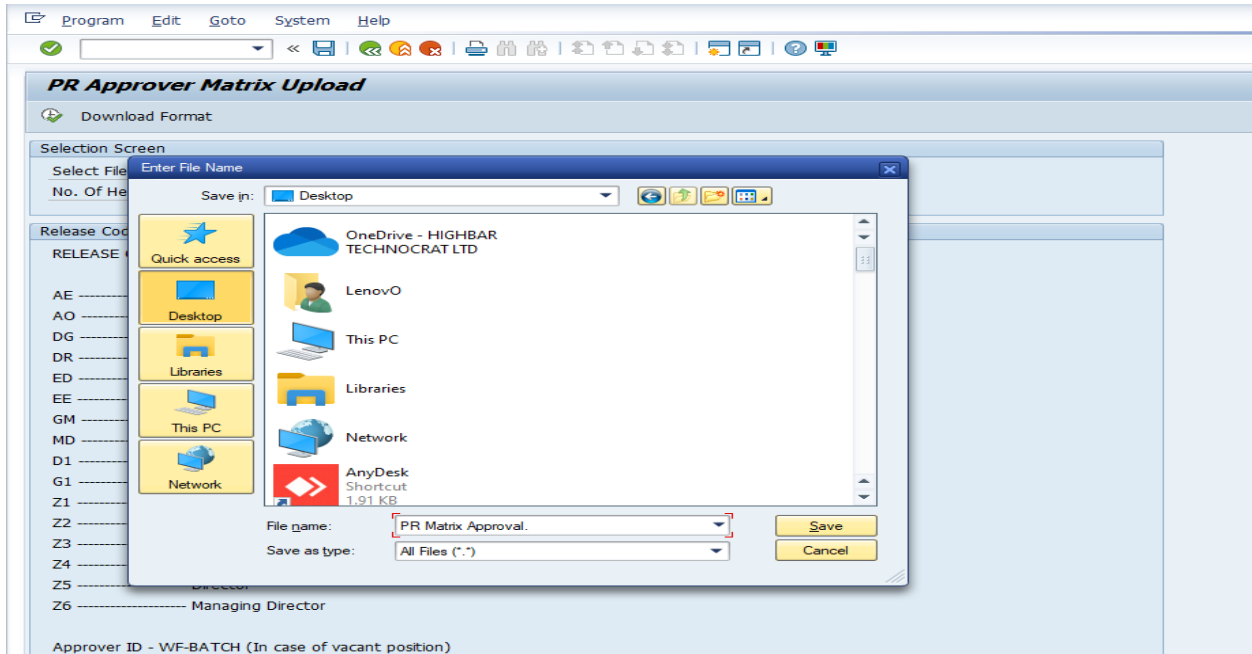Enter T code- ZMM4045 on SAP Easy Access Screen.

(Img 01)

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

(Img 02)

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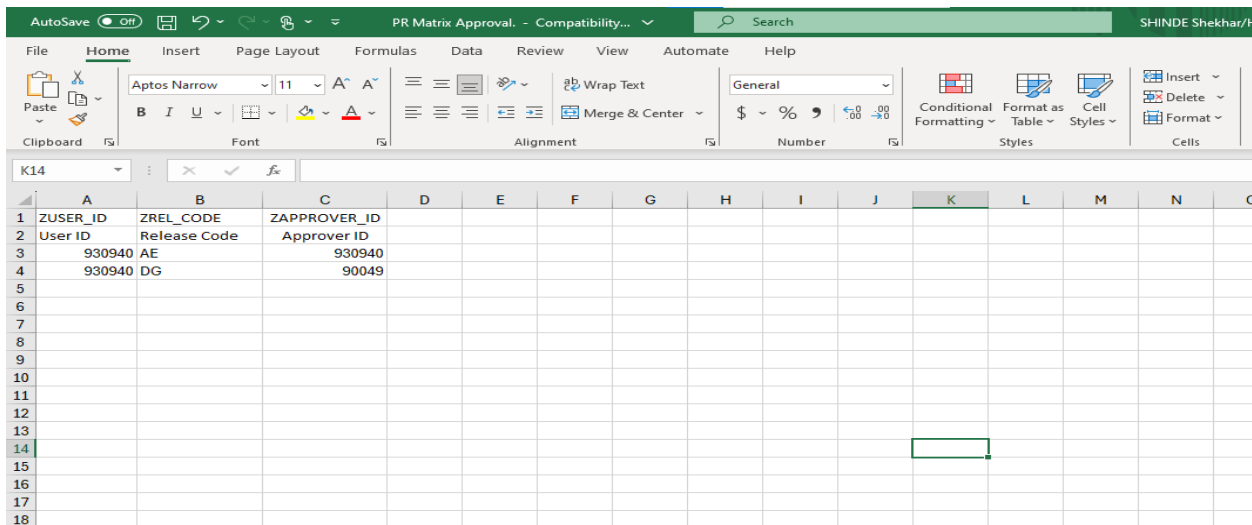

(Img 03)

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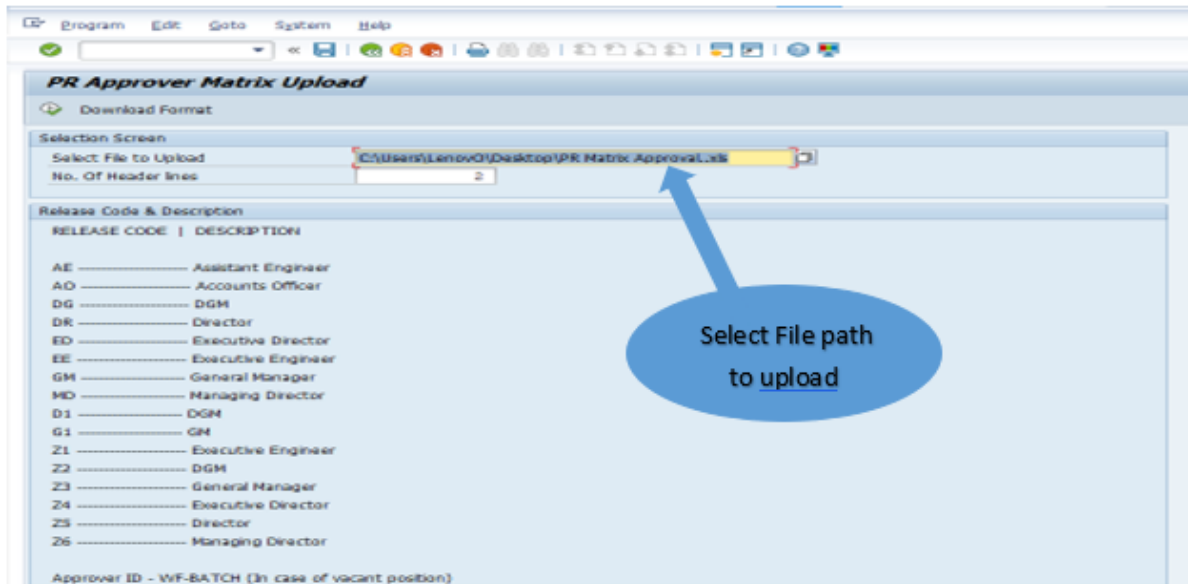
User ID- PR Creator User ID

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

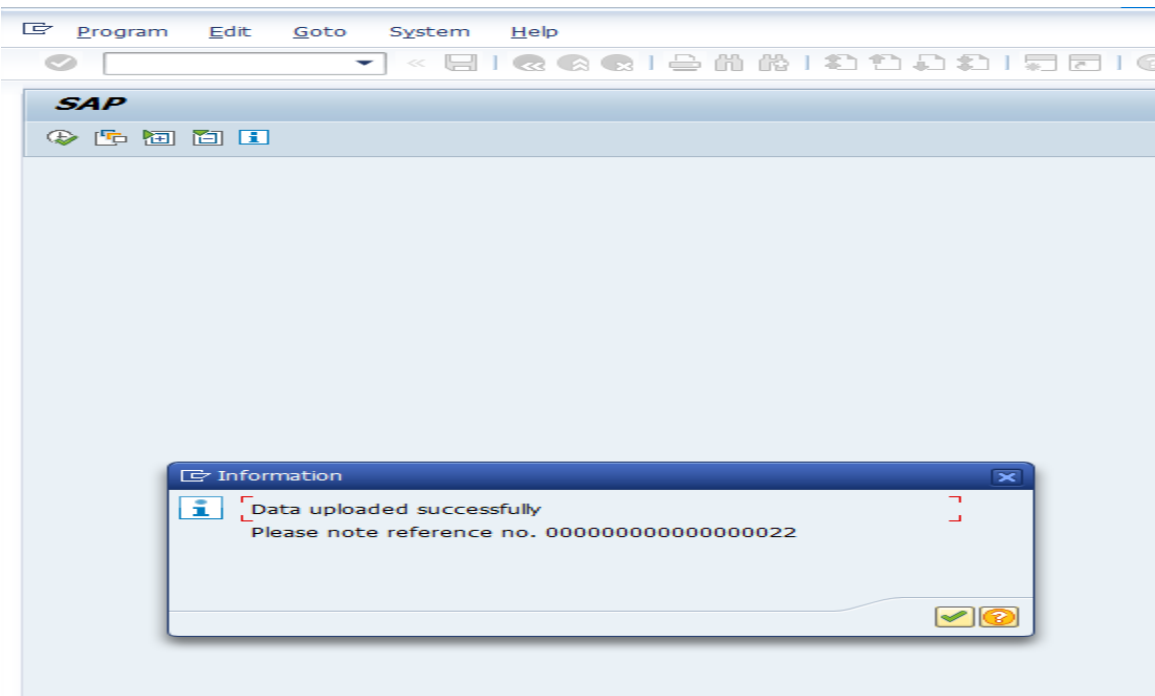Approved ID- Respective Hierarchy based Approver User ID

(Img 04)

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

(Img 05)

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

(Img 06)