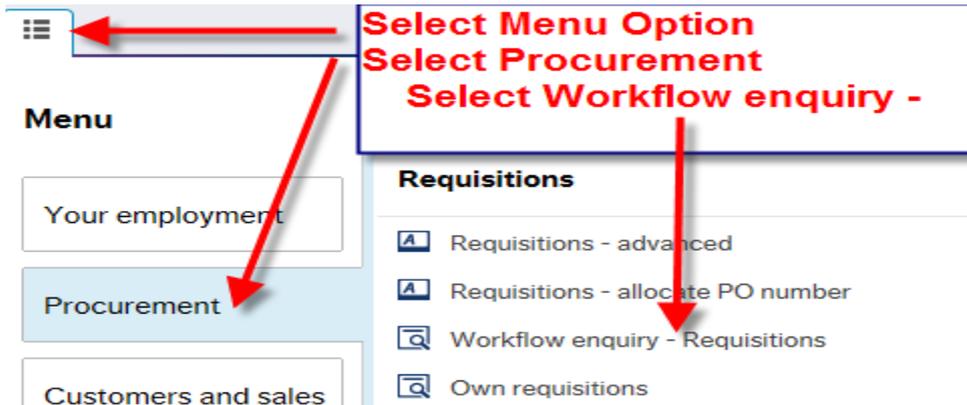


## WEBREQ12: Workflow Enquiry - Requisitions

The purpose of this section is to introduce the user to how to check the status of a workflow. This enquiry will allow the user to check what stage of the workflow their requisition is currently at.

### WEBREQ12.1: Workflow Search Enquiry

- To access the Workflow Enquiry screen:



**Select Menu Option**  
**Select Procurement**  
**Select Workflow enquiry -**

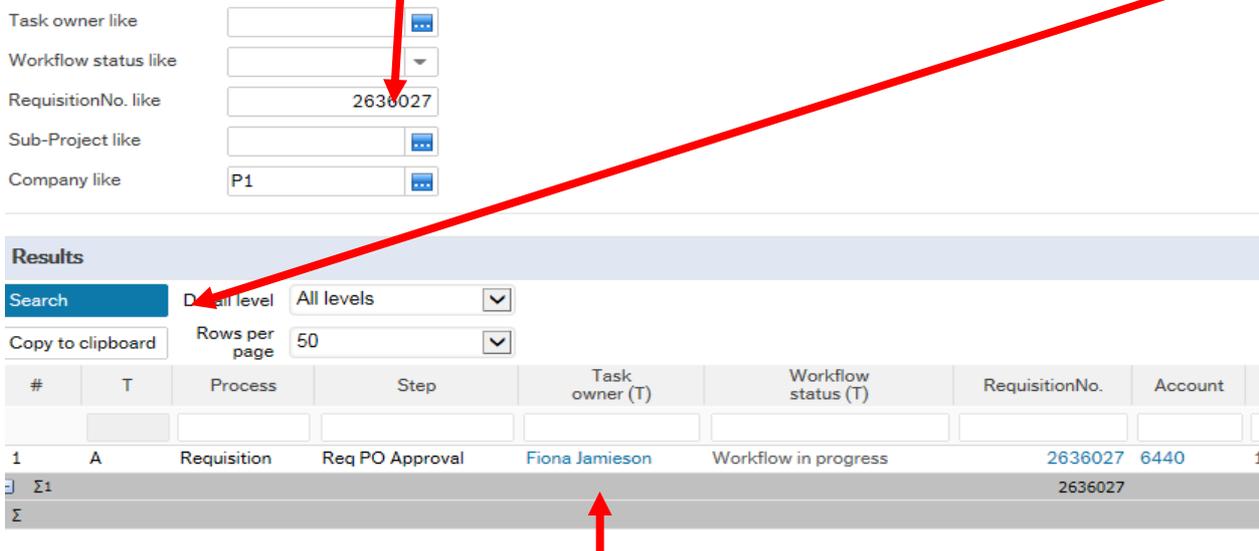
**Menu**

- Your employment
- Procurement**
- Customers and sales

**Requisitions**

- Requisitions - advanced
- Requisitions - allocate PO number
- Workflow enquiry - Requisitions**
- Own requisitions

- Enter the details for the requisition number required in the Requisition No. field and click **Search**.



Task owner like

Workflow status like

RequisitionNo. like

Sub-Project like

Company like

**Results**

Search  All levels

Copy to clipboard  Rows per page

#	T	Process	Step	Task owner (T)	Workflow status (T)	RequisitionNo.	Account
1	A	Requisition	Req PO Approval	Fiona Jamieson	Workflow in progress	2636027	6440
						Σ1	2636027
						Σ	

The details of the search results will appear and the Task owner/s name/s will appear.

The Workflow status will also appear:

Workflow in Progress	– Awaiting Approval
Finished	- Fully approved
Rejected	- rejected back to Requisitioner
Aborted	- Requisition rejected and closed off
Items to follow up	– If the requisition has this status contact the Agresso Support Desk via email to resolve the problem.

*N.B. Any requisition without a quantity or price will not move on for approval until a quantity/price is entered.*