Sales Order/Credit Note Workflow Enquiry

In Agresso there is a specific browser enquiry that allows you to check the approval process for Sales Order or Credit Notes.

To open the specific Browser Enquiries:

Select the Reports Tab that can be found depending on how the user's individual menu is set up.

If menu is shown select Reports   **If menu is hidden select Reports tab**
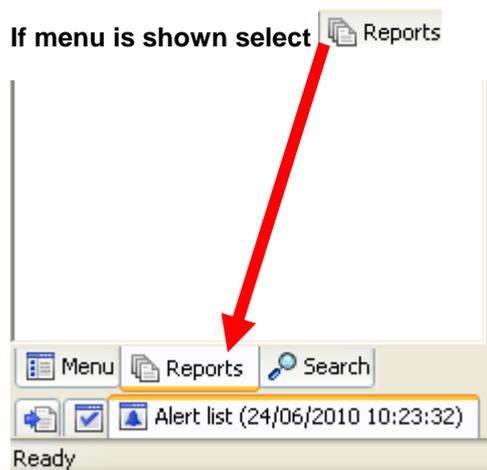
From the reports menu select

    📁 *Global Reports*
        📁 05-Sales Orders
            📇 Sales Order Workflow Enquiry (double-click to open)

1. The following screen will be displayed:
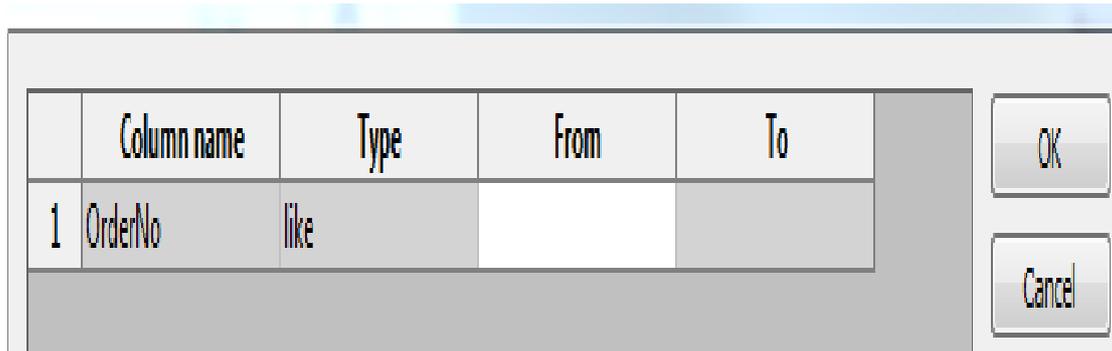
2. Enter your Sales Order Number Or Credit Note Number

3. The details will of your result will appear:
NB: If the results screen produces no value, then either:
(a) The search criteria is inaccurate; e.g. Wrong OrderNo
(b) There are no results for the particular search
(c) You do not have access to the results

4. the following screen should appear:
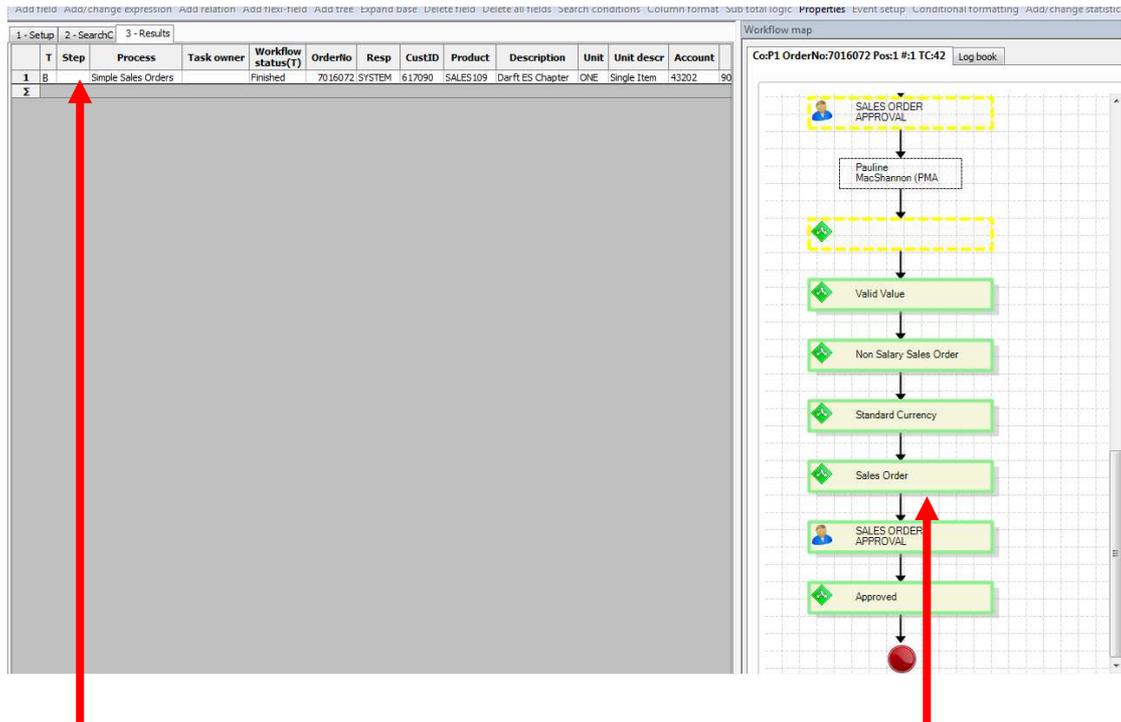
5. The screen is split into two sections as above.

The left screen shows you details of the Invoice and who the task is with.

The right screen shows you the Workflow Map

The workflow status can be seen and who the task is with for each row.

	T	Step	Process	Task owner	Workflow status(T)	OrderNo	Resp	CustID	Product	Description	Unit	Unit descr	Account
1	B		Simple Sales Orders		Finished	7016072	SYSTEM	617090	SALES109	Darft ES Chapter	ONE	Single Item	43202
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