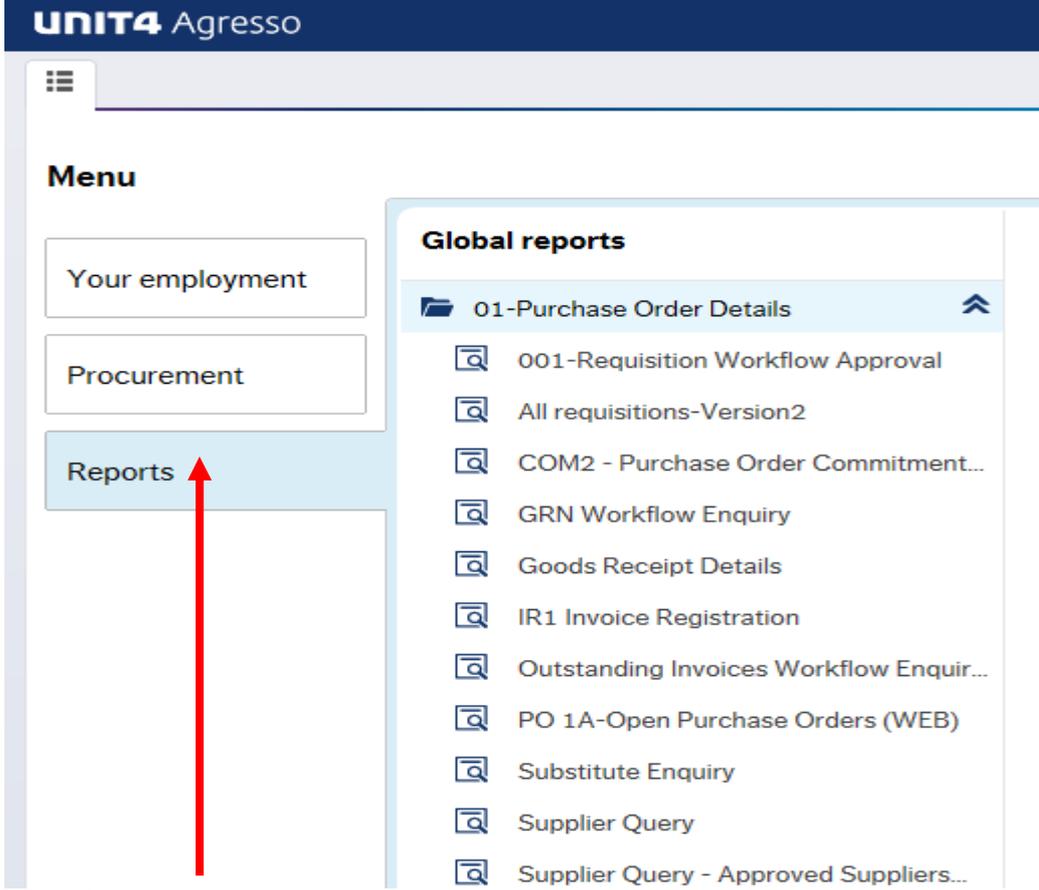## WEB: Outstanding Invoice Workflow Enquiry

In Agresso there is a specific browser enquiry that allows you to check any Invoices that have been registered that still require to be approved. You can view the approval route and also any scanned invoices.

To open the specific Enquiries go to:

Select Reports

At the top of the menu screen click on:
Select Reports

📁 01- Purchase Order Details

🔍 - Outstanding Invoices Workflow Enquiry (NEW)

1. The following screen will be displayed:

To search for information please enter the required details into above fields:

Then click [Search] to view the results

The results will then appear or depending on the search criteria
N.B If no results will be shown please check the search criteria entered

Your results will show the following information:

| OrderNo	- The order number related to the task
Process	- The type of Process
TransNo	- The Registered Transaction number related to the task. Clicking on task number will allow you to see the scanned invoice.
Step	- The Process stage of the Workflow
Task Owner	- The person with whom the task is
Workflow State (T)	- The state of the of the Workflow – To see the workflow map click on this field (for more information see below)
SuppID	- The Supplier related to the task
InvoiceNo	- The Invoice number of the task

Invoice date   - The Invoice date on the Invoice

Due Date   - The date the Invoice is due to be paid

Account   - The Account Code related to the OrderNo

Costc   - The Costc Account Code related to the OrderNo

Sub-Project   - The Sub-Sub-Project related to the OrderNo

Description   - Description of goods ordered

Currency   - Currency

Currency   - Currency amount

Amount   - GBP Amount of Order Line

Workflow Map

To view the Workflow Map of the approval process of the Task click on the Workflow Status
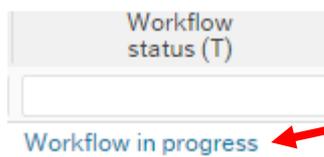
This will open a new screen with a Map showing each person who has to approve the Task or has approved the task.
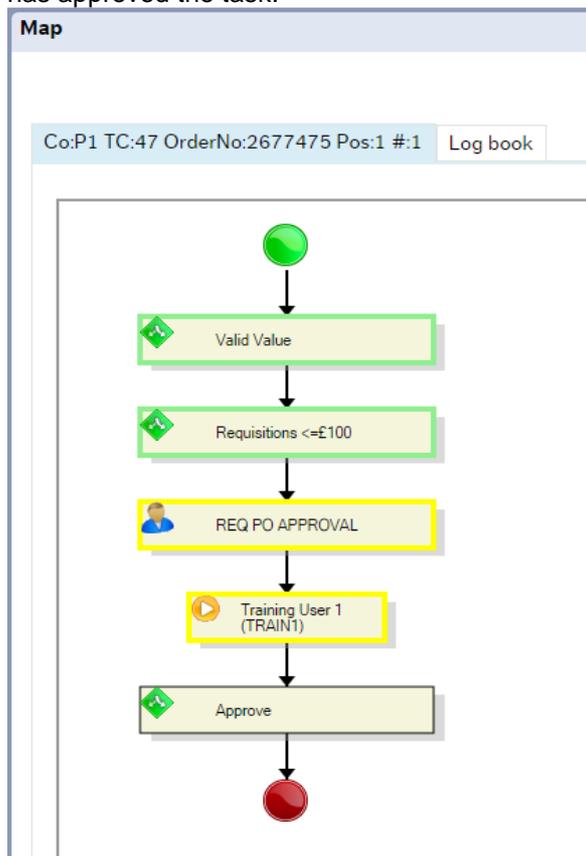
The highlighted areas in yellow show the parts of the workflow that need to be processed.

If the process has a green tick – the person has completed their process

If there is a Full Stop – The task has been Rejected

Place your cursor over the Workflow stage to see more information regarding each stage.

If the Workflow Map says 'ITEMS TO FOLLOW UP' please contact the Agresso support desk:

finsup@glasgow.ac.uk