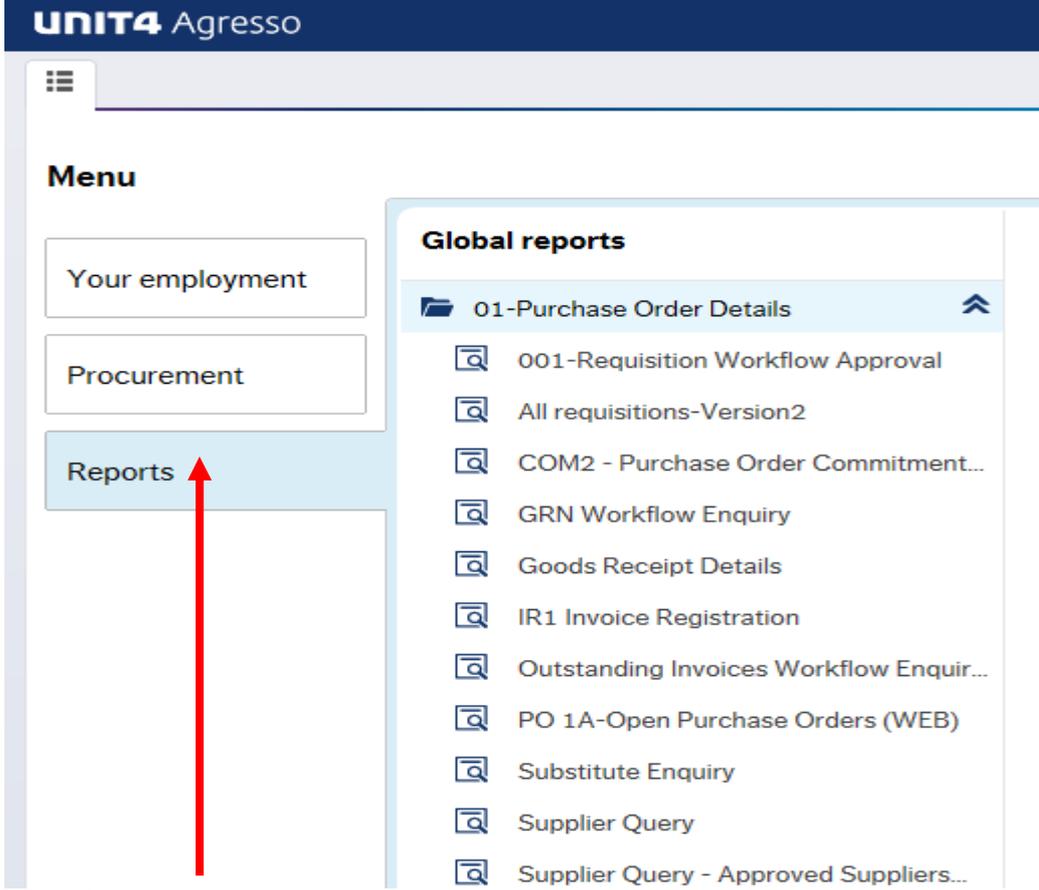


WEB: Outstanding Invoice Workflow Enquiry

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:



UNIT4 Agresso

Menu

- Your employment
- Procurement
- Reports

Global reports

- 01-Purchase Order Details
 - 001-Requisition Workflow Approval
 - All requisitions-Version2
 - COM2 - Purchase Order Commitment...
 - GRN Workflow Enquiry
 - Goods Receipt Details
 - IR1 Invoice Registration
 - Outstanding Invoices Workflow Enquir...
 - PO 1A-Open Purchase Orders (WEB)
 - Substitute Enquiry
 - Supplier Query
 - Supplier Query - Approved Suppliers...

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:

Agresso Enquiries

⤴ **Selection criteria**

OrderNo like	<input type="text"/>
TransNo like	<input type="text"/>
Step like	<input type="text" value="Inv"/>
InvoiceNo like	<input type="text"/>
Costc like	<input type="text"/> 
Sub-Project like	<input type="text"/> 
Company like	<input type="text" value="P1"/>

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

Then click  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

Results

 Detail level 

 Rows per page 

#	T	OrderNo	Process	TransNo	Step	Task owner	Task owner (T)	Workflow status (T)
1	A	1667658	Incoming Invoices	660180254	Inv Purch. Off. Approval	CMITCHELL	Carol Mitchell	Workflow in progress
Σ1				660180254				
Σ								

Your results will show the following information:

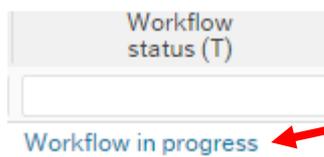
- OrderNo - The order number related to the task
- Process - The type of Process
- TransNo - The Registered Transaction number related to the task. Clicking on task number will allow you to see the scanned invoice.
- Step - The Process stage of the Workflow
- Task Owner - The person with whom the task 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)
- SupplID - The Supplier related to the task
- InvoiceNo - The Invoice number of the task

Agresso Enquiries

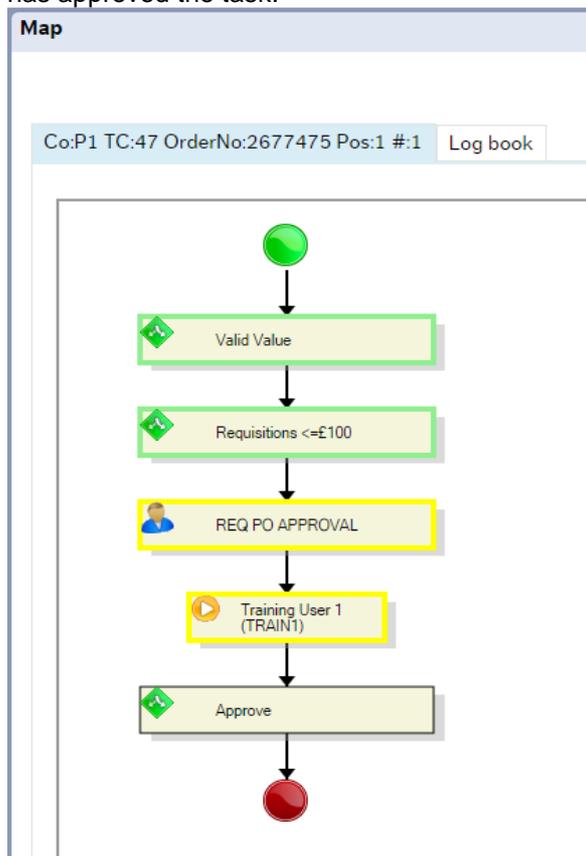
Invoice date	- The Invoice date on the Invoice
Due Date	- The date the Invoice is due to be paid
Account	- The Account Code related to the OrderNo
Costc	- The Costc Account Code related to the OrderNo
Sub-Project	- The Sub-Sub-Project related to the OrderNo
Description	- Description of goods ordered
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