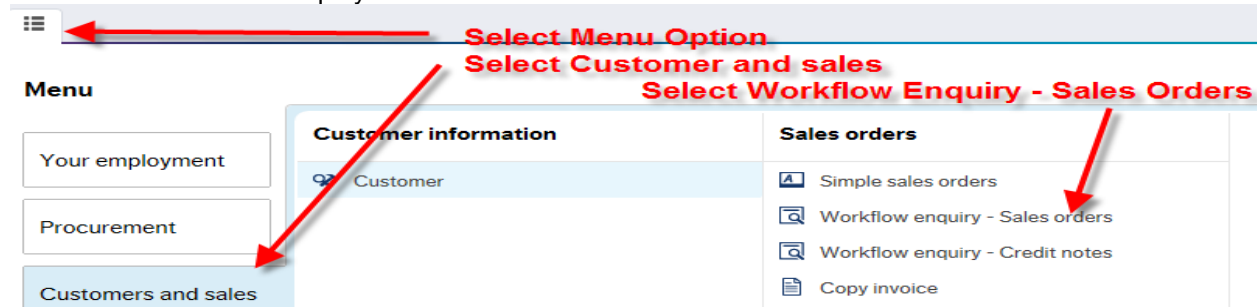


## SOP7: Workflow Enquiry – Sales Orders/Credits

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

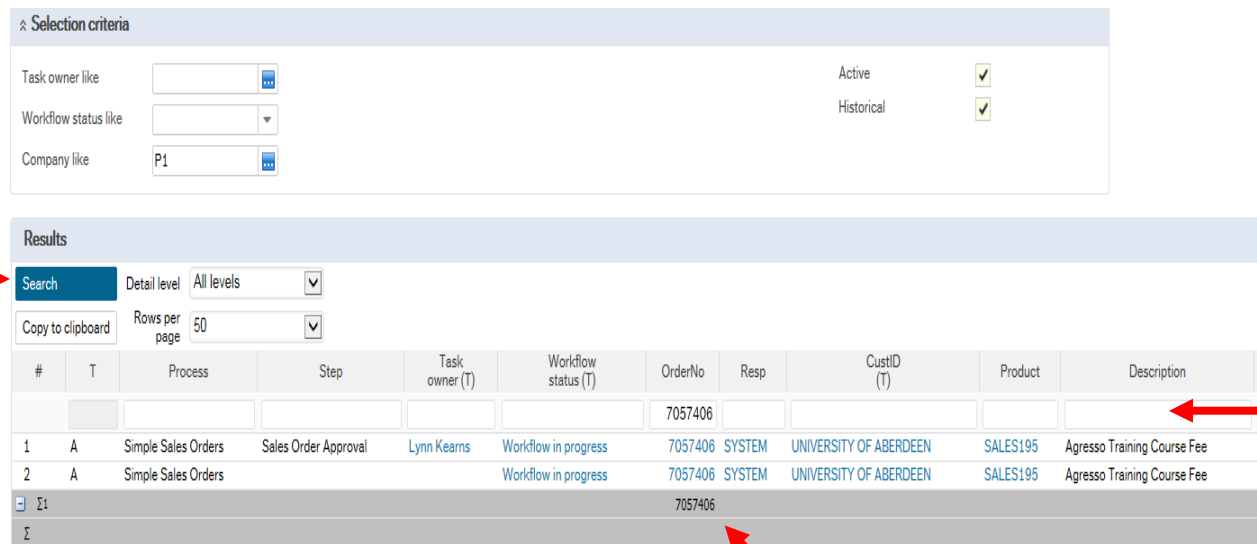
### SOP7.1: Workflow Search Enquiry

1. To access the enquiry screen:



**Select Menu Option**  
**Select Customer and sales**  
**Select Workflow Enquiry - Sales Orders**

The following screen will appear:



**Selection criteria**

Task owner like:  Active   
 Workflow status like:  Historical   
 Company like: P1

**Results**

#	T	Process	Step	Task owner (T)	Workflow status (T)	OrderNo	Resp	CustID (T)	Product	Description
						7057406				
1	A	Simple Sales Orders	Sales Order Approval	Lynn Kearns	Workflow in progress	7057406	SYSTEM	UNIVERSITY OF ABERDEEN	SALES195	Agresso Training Course Fee
2	A	Simple Sales Orders			Workflow in progress	7057406	SYSTEM	UNIVERSITY OF ABERDEEN	SALES195	Agresso Training Course Fee
Σ1						7057406				
Σ										

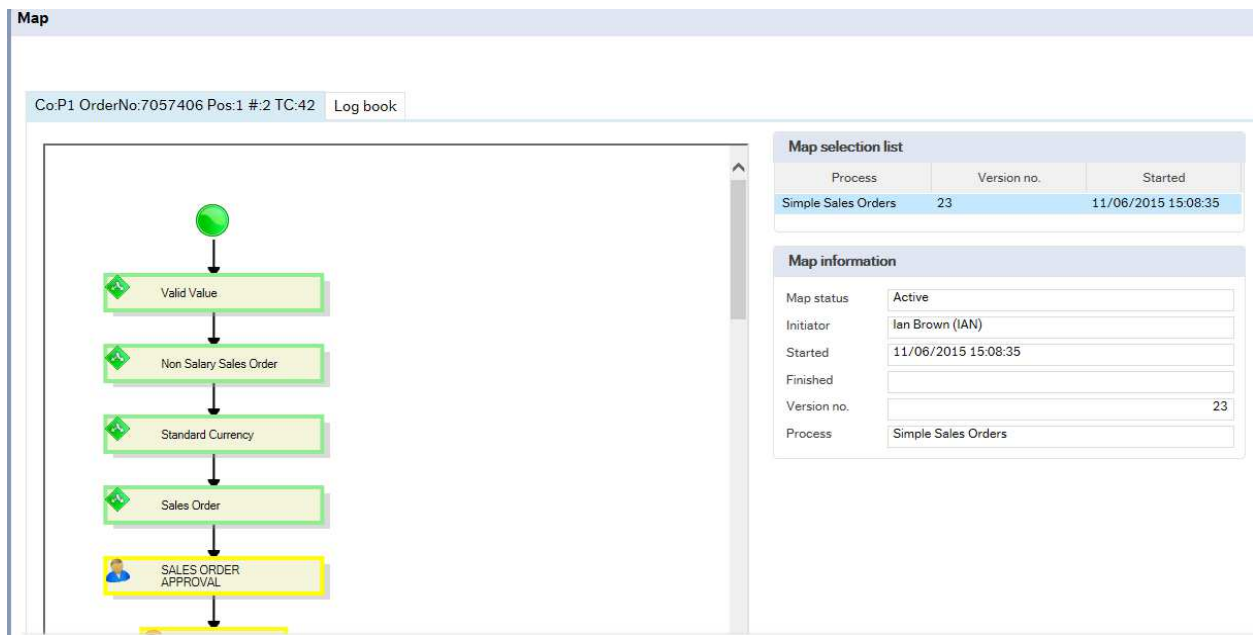
Enter the details for the Sales Order/Credit number required in the ORDERNO field and click

**Search**. Other options are available if the search needs be further narrowed down by using certain fields.


#	T	Process	Step	Task owner (T)	Workflow status (T)	OrderNo	Resp	CustID (T)	Product
						7057406			
1	A	Simple Sales Orders	Sales Order Approval	Lynn Kearns	Workflow in progress	7057406	SYSTEM	UNIVERSITY OF ABERDEEN	SALES195
2	A	Simple Sales Orders			Workflow in progress	7057406	SYSTEM	UNIVERSITY OF ABERDEEN	SALES195
Σ1						7057406			
Σ									


To view the approval workflow click on Workflow in Progress.


The following screen will appear:



### Task stages

 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 requisition has been Rejected

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

#### Step information

Step status	Active
Step started	17/04/2015 16:41:15
Step finished	
Distr. user	Ian Brown

#### Logged values

CURRENCY  
GBP Sterling Pound (GB)

ORDERNO

2636019

SUPPID

14189

ORDERED

10

UNIT PRICE

0.77

ORDERNO

2636019

[Workflow log](#)