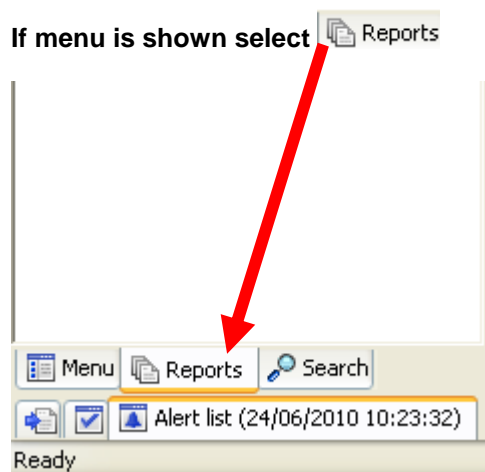


001 Requisition Workflow Approval

In Agresso there is a specific browser enquiry that allows you to check who has to approve a requisition or who has approved a requisition.


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.



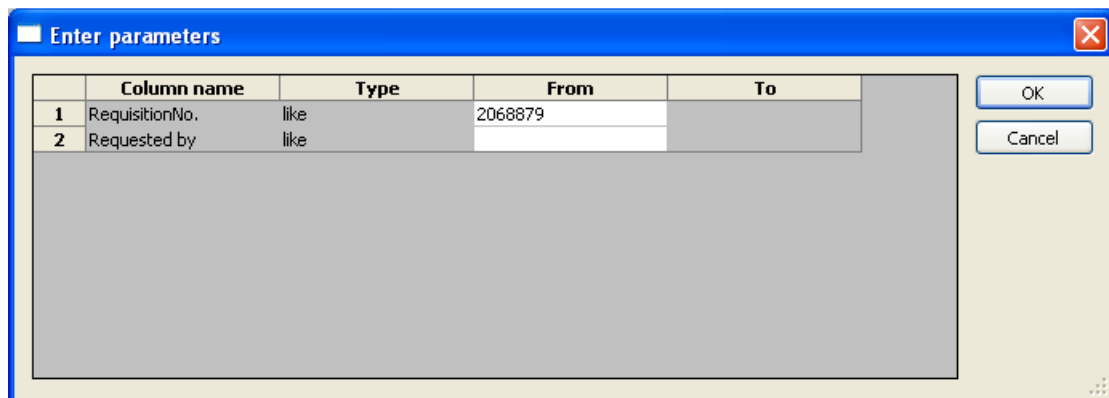
From the reports menu select

 Global Reports

 01- Purchase Order Details

 001 Requisition Workflow Approval (double-click to open)

1. The following screen will be displayed:



2. Enter your Requisition code or Username you require

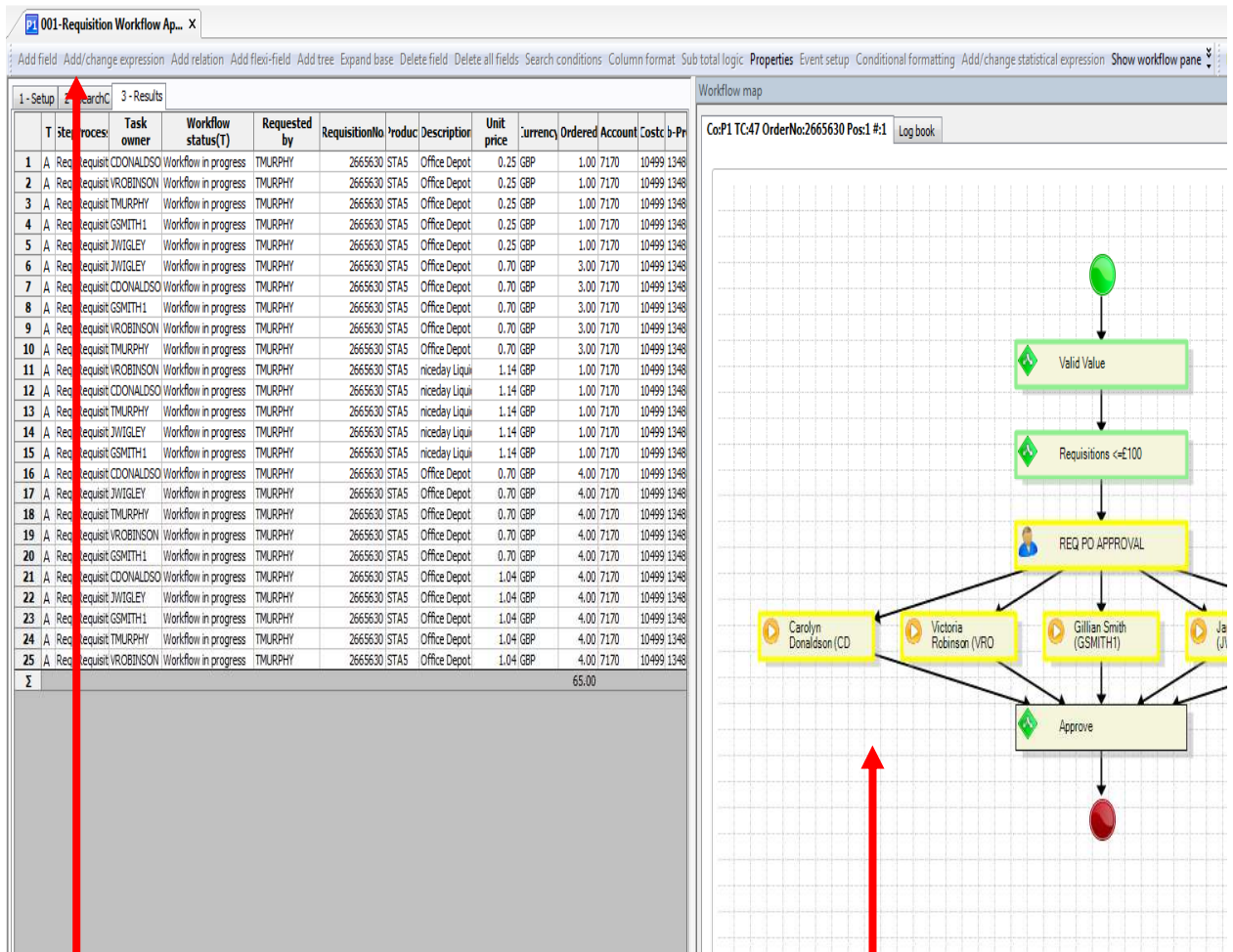
3. The details will of your result will appear:

NB: If the results screen produces no value, then either:

- (a) The search criteria is inaccurate; e.g. Wrong requisition number
- (b) There are no results for the particular search
- (c) You do not have access to the results

Agresso SSD Enquiries

4. the following screen should appear:



The screenshot displays the '001-Requisition Workflow Ap...' window. The left pane shows a table of requisitions with columns for Item, Step, Process, Task owner, Workflow status(T), Requested by, RequisitionNo, Product, Description, Unit price, Currency, Ordered, Account, Costc, and Pr. The right pane shows a 'Workflow map' for 'Co:P1 TC47 OrderNo:2665630 Pos:1 #:1'. The workflow map includes steps: 'Valid Value', 'Requisitions <=£100', 'REQ PO APPROVAL', and 'Approve'. The 'REQ PO APPROVAL' step is assigned to four users: Carolyn Donaldson (CD), Victoria Robinson (VRO), Gillian Smith (GSMITH1), and Ja (J). A red arrow points from the 'Workflow status(T)' column in the table to the 'Approve' step in the workflow map.

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

	Workflow status(T)	Requested by	RequisitionNo.	Product	Description	Unit	Unit descr	Unit price	Curr. amount
1	Finished	IAN	2068879	R13	Agresso Training Courses	ONE	Unit	1,400.00	1,400.00

The right screen shows you the Workflow Map