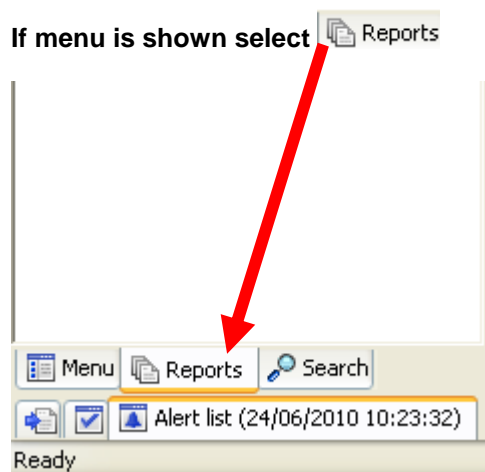


**Outstanding Invoices Workflow Enquiry**




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,

**To open the specific Browser Enquiries:**

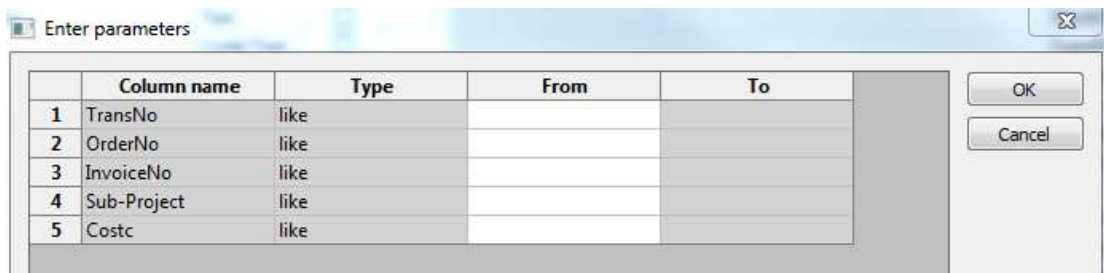
**Select the Reports Tab that can be found depending on how the user’s individual menu is set up.**



From the reports menu select

-  Global Reports
  -  01- Purchase Order Details
    -  Outstanding Invoices Workflow Enquiry (NEW) (double-click to open)

1. The following screen will be displayed:



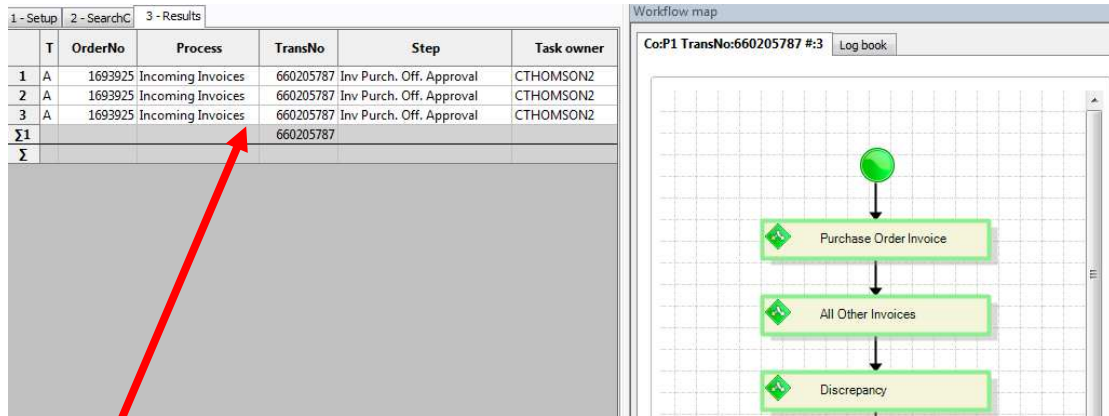
2. Enter your search criteria

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 Project code, or, worn period range entered
  - (b) There are no results for the particular search
  - (c) You do not have access to the results

4. A list of results should appear:

## Agresso Enquiries



| T  | OrderNo   | Process           | TransNo   | Step                     | Task owner |
|----|-----------|-------------------|-----------|--------------------------|------------|
| 1  | A 1693925 | Incoming Invoices | 660205787 | Inv Purch. Off. Approval | CTHOMSON2  |
| 2  | A 1693925 | Incoming Invoices | 660205787 | Inv Purch. Off. Approval | CTHOMSON2  |
| 3  | A 1693925 | Incoming Invoices | 660205787 | Inv Purch. Off. Approval | CTHOMSON2  |
| Σ1 |           |                   | 660205787 |                          |            |
| Σ  |           |                   |           |                          |            |

Workflow map  
Co:P1 TransNo:660205787 #:3 Log book

```

graph TD
    Start(( )) --> POI[Purchase Order Invoice]
    POI --> AOI[All Other Invoices]
    AOI --> Dis[Discrepancy]
  
```

5. The screen is split into two sections as above.

The right screen shows you the Workflow Map

The left screen shows you details of the Invoice and who the task is with. This can be seen in the Task Owner field.


| T  | OrderNo   | Process           | TransNo   | Step                     | Task owner | Task owner(T)       | Workflow status(T)   |
|----|-----------|-------------------|-----------|--------------------------|------------|---------------------|----------------------|
| 1  | A 1693925 | Incoming Invoices | 660205787 | Inv Purch. Off. Approval | CTHOMSON2  | Christopher Thomson | Workflow in progress |
| 2  | A 1693925 | Incoming Invoices | 660205787 | Inv Purch. Off. Approval | CTHOMSON2  | Christopher Thomson | Workflow in progress |
| 3  | A 1693925 | Incoming Invoices | 660205787 | Inv Purch. Off. Approval | CTHOMSON2  | Christopher Thomson | Workflow in progress |
| Σ1 |           |                   | 660205787 |                          |            |                     |                      |
| 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.
- 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 –
- SupplID - 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

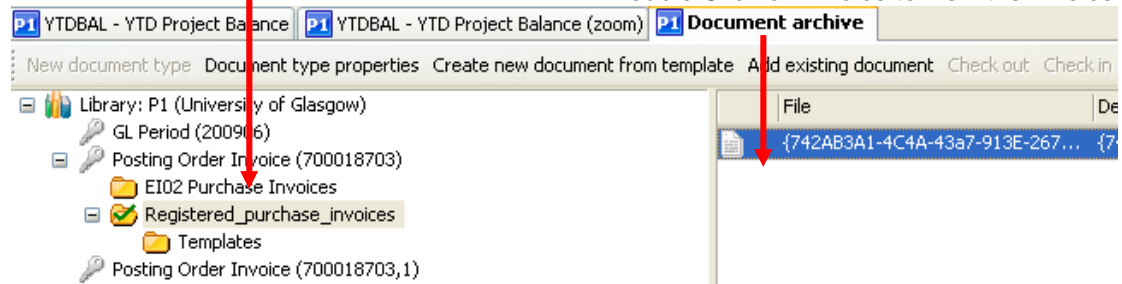
## Agresso Enquiries

- Description - Description of goods ordered
- Currency - Currency
- Currency - Currency amount
- Amount - GBP Amount of Order Line

6. Click on the Row and click on  Documents Icon

This will open the following screen:


1. Click on the EI02 Purchase Invoices Folder
2. Double Click on Invoice to view the Invoice



If blank then no invoice has been scanned against the transaction

7. Double click on File to view Supplier invoice. If you are unable to open image see step 8.

-82B7-3EA7C764774F}.tif (4960 x 7015, 34.79MP, 209KB) [ 1 / 1 ] 11%



**BOC**  
Member of The Linde Group  
Customer Service Centre F.O. Box 12 Priestley Road  
Worsley Manchester M28 2UT  
VAT Reg: GB226536685

Enquiries: 0800111333  
Facsimile: 0800115555  
EMAIL: [custserv@boc.com](mailto:custserv@boc.com)

**Product Invoice**

Invoice Number: 79257687  
Account Number: 1307609  
Billing Date: 17/03/2008  
Invoice Total: £ 79.27  
Payment Due by: 30/04/2008

University of Glasgow  
Finance Office - FRG Anna Young  
General Ledger Section  
Gilbert Scott Building  
Glasgow  
G12 8QQ

Page 1 of 1

24883

Purchase Order: 6917000004  
Location Acct: 2534663  
Delivery Name: University of Glasgow

Advice Note: 229279905 14/03/2008  
Supplied by: Glasgow  
Delivery Address:  
Biomedical & Cardiovascular Centre, "Liquid Nitrogen  
Only", GBRC 4.26, G12 8TA, 120 University Place

| Sales                            | Qty Rtd | Qty Chgd | Price Unit | Value        | VAT         | Rate | Amount         |
|----------------------------------|---------|----------|------------|--------------|-------------|------|----------------|
| CRYOSPEED NITROGEN               | 0       | 410      | 0.12 LIR   | 49.20        |             | A0   |                |
| Environment and Energy Surcharge |         |          |            | 13.94        |             | A0   |                |
| Fixed Charges                    |         |          |            | 16.13        |             | A0   |                |
| <b>Invoice Total</b>             |         |          |            | <b>79.27</b> | <b>0.00</b> |      | <b>£ 79.27</b> |

|                 |                            |                  |
|-----------------|----------------------------|------------------|
| <b>VAT Rate</b> | <b>Tax Exclusive Value</b> | <b>VAT Value</b> |
| A0 0.00%        | £ 79.27                    | £ 0.00           |