University
of Glasgow

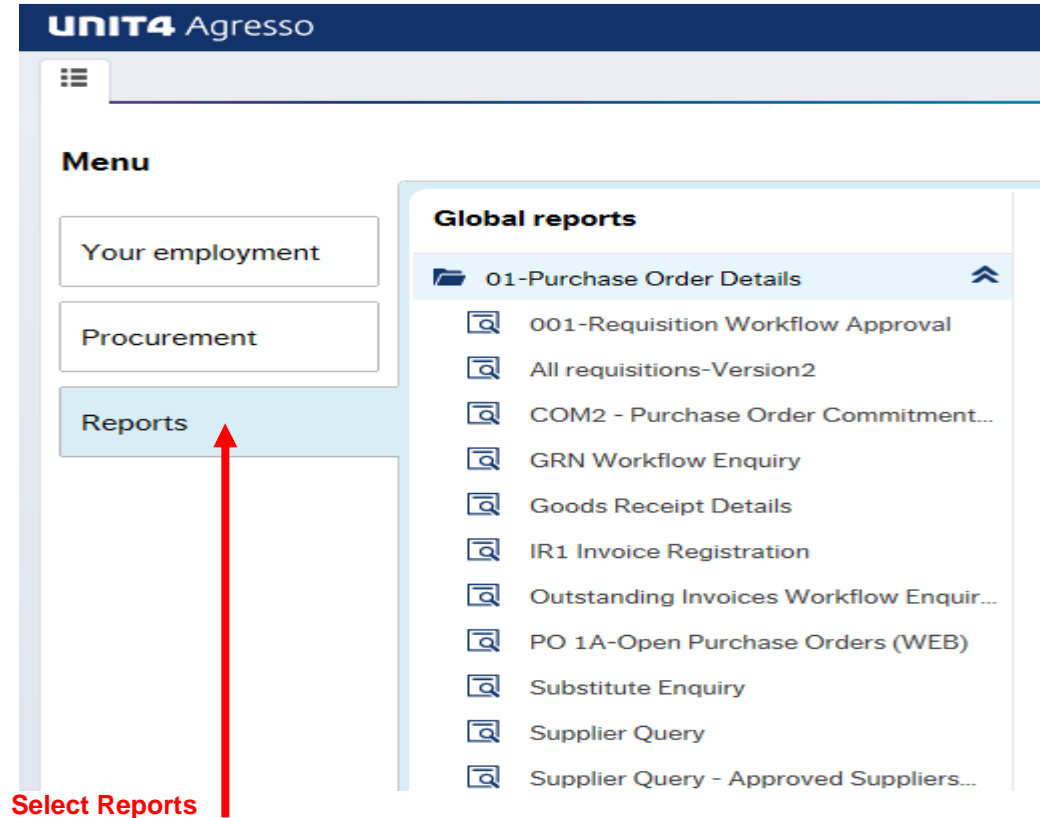## WEB: 001 Requisition Workflow Approval

In Agresso there is a specific browser enquiry that allows you to check any Requisitions that have been raised that still require to be approved. This enquiry will let you see who the requisition is with for approval and also show an approval map for the full approval route.

To open the specific Enquiries go to:

Select Reports

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

01- Purchase Order Details

001: Requisition Workflow Approval

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 depending on the search criteria
*N.B If no results will be shown please check the search criteria entered.*

#	T	Step	Process	Task owner	Workflow status (T)	Requested by	RequisitionNo.	Product	Des
1	A	Req PO Approval	Requisition	TRAIN1	Workflow in progress	TRAIN1	2677475	AV4	concert h
2	A	Req PO Approval	Requisition	TRAIN1	Workflow in progress	TRAIN1	2677475	AV4	concert h
3	A	Req PO Approval	Requisition	TRAIN1	Workflow in progress	TRAIN1	2677475	TEL4	carriage
Σ									

Your results will show the following information:
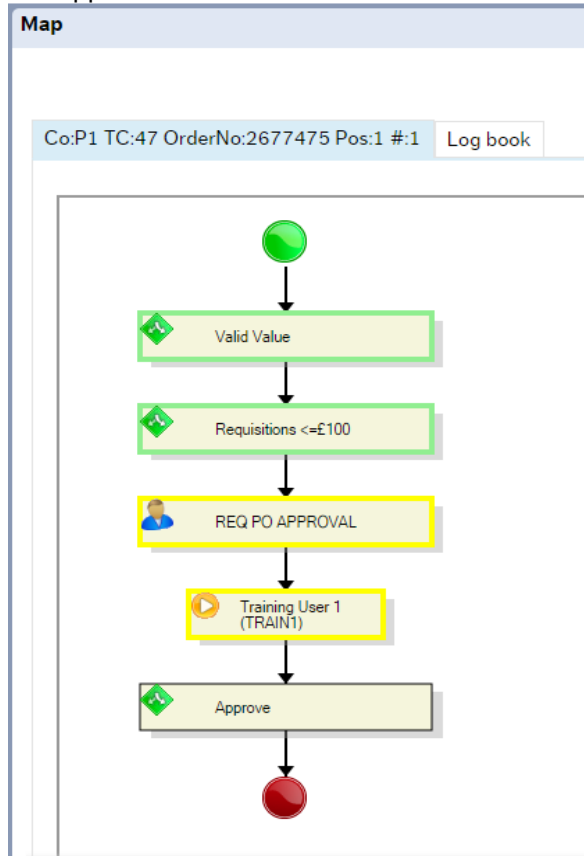
Step   - The Process stage of the Workflow

Process   - The type of Process

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)

Requested by   - The person that raised the requisition.

RequisitionNo.   - The Requisition number

Product   - The Product code selected.

Description   - Description of the product ordered

Unit Price   - The price of the item ordered (before VAT)

Currency   - The currency of the requisition

Ordered   - The Quantity ordered.

Account   - The Account Code related to the Requisition

Costc   - The Costc Account Code related to the Requisition

Sub-Project   - The Sub-Project related to the Requisition

Workflow Map

To view the Workflow Map of the approval process of the Task click on the Workflow Status

Workflow status (T)

Workflow in progress
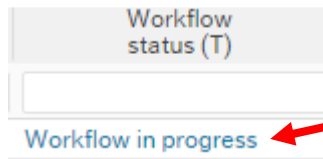
This will open a new screen with a Map showing each person who has to approve the Task or has approved the task.

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