

Workflow Overview Online Payment Request

1. Click on the right side of the "services for object" icon, located below the green check mark in the upper left corner of the display screen

- Select Workflow
- Workflow overview.

St.	GL acct	Short text	D/C	Amount in doc. curr.	L.	T.	T.	W/Va...	Text	Lo...	Co...	Bu...	Cost center
	642003	FOOD COS...	Debit	6,189.60	.0				05...	JHEN		120	
			Debit	0.00	.0					JHEN			
			Debit	0.00	.0					JHEN			
			Debit	0.00	.0					JHEN			
			Debit	0.00	.0					JHEN			
			Debit	0.00	.0					JHEN			

#1 – Click on the far right side of the “services for object” icon. Go down to select workflow and then go over to workflow overview and select.

How to Check the Workflow for Online Payment Request

The Data on Linked Workflows pop-up box will appear.

#1 – Workflow for Current Context, Displayed below the title section is the check request document number that has been routed for approval. The date and time the document was created. The status which indicates the workflow initiation is complete and the task displays the type of transaction that was submitted to workflow.

#2 – Current data for started workflow: Check Req. 1900862747 references the document number that was routed for approval. The first approval is received from the requesting department. The second approval comes from A/P Shared Services.

#3 – Step name - Once the document is posted by A/P shared services the payment has been made and will be included on the next business days payment run. Under the step name column you can review the steps that have transpired for this particular document. The time stamp field indicates the date and time the document was either approved, posted, refused, or released.

#4 - The agent field indicates the persons name who either approved, refused or posted the document. In this display Joan Bennett posted the document for payment.

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The screenshot displays the 'Data on Linked Workflows' window for a 'Refused/Rejected Document'. The window is divided into a left sidebar with document details and a main area showing workflow tasks. The main area contains a table with the following data:

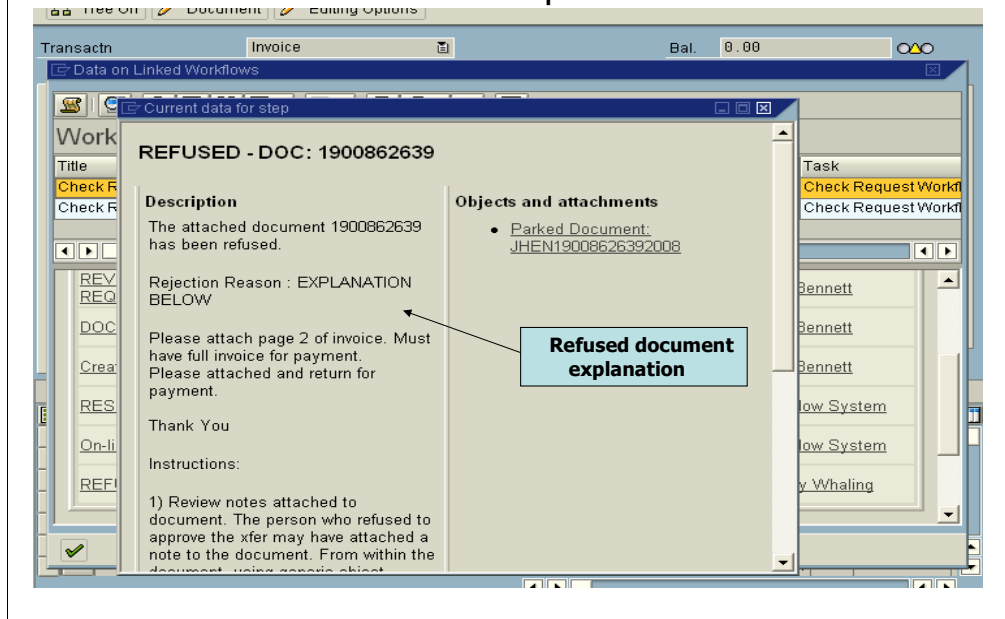
Title	Creation D...	Creation ...	Status	Task
Check Request 1900862639 Route for Approval	05/01/2008	15:29:17	Completed	Check Request Workf
Check Request 1900862639 Route for Approval	05/07/2008	11:08:24	In Process	Check Request Workf

Task	Status	Other	Date	User
<u>DOCUMENT 1900862639 REJECTED</u>	Completed	Other	05/07/2008 - 10:51:03	Joan Bennett
Create Note for 1900862639 2008	Completed		05/07/2008 - 10:52:15	Joan Bennett
RESET COMPLETE FLAG	Completed	EXECUTED	05/07/2008 - 10:52:16	Workflow System
On-line check request 1900862639 refused	Completed	Mail sent	05/07/2008 - 10:52:18	Workflow System
<u>REFUSED - DOC: 1900862639</u>	Completed		05/07/2008 - 11:08:24	Brandy Whaling

A red '1' with an arrow points to the underlined text 'REFUSED - DOC: 1900862639' in the 'Task' column of the second table.

#1 – To find out the reason why a document was rejected you can double click on the underlined “refused 1900862639” to see the reason.

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After you select to view the refused document the explanation box will appear outlining the reason the document was rejected.

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The department makes the required change and submits the document through workflow for approval again.

The screenshot displays a software interface for managing workflows. On the left, there is a sidebar with fields like 'Posting Date', 'Amount', 'Tax amount', 'Text', 'Paymt term', 'Baseline date', 'Company Code', and 'Lot No.'. The main area is titled 'Workflows for Current Context' and contains a table with columns: Title, Creation D..., Creation..., Status, and Task. Two rows are visible, with the second row highlighted in yellow. Below this table, a section titled 'Current data for started workflow: Check Request 1900862639 Route for Approval' shows 'Steps in this process so far' in a table with columns: Step name, Status, Result, Time stamp, and Agent. The second step is 'REVIEW - RELEASE - CENTRAL AP - CHECK REQ - DOC: 1900862639' with a status of 'Ready' and an agent field containing the text 'information...'. A handwritten number '2' with an arrow points to this 'information...' link. At the bottom, there is a section for 'Information objects addressed so far'.

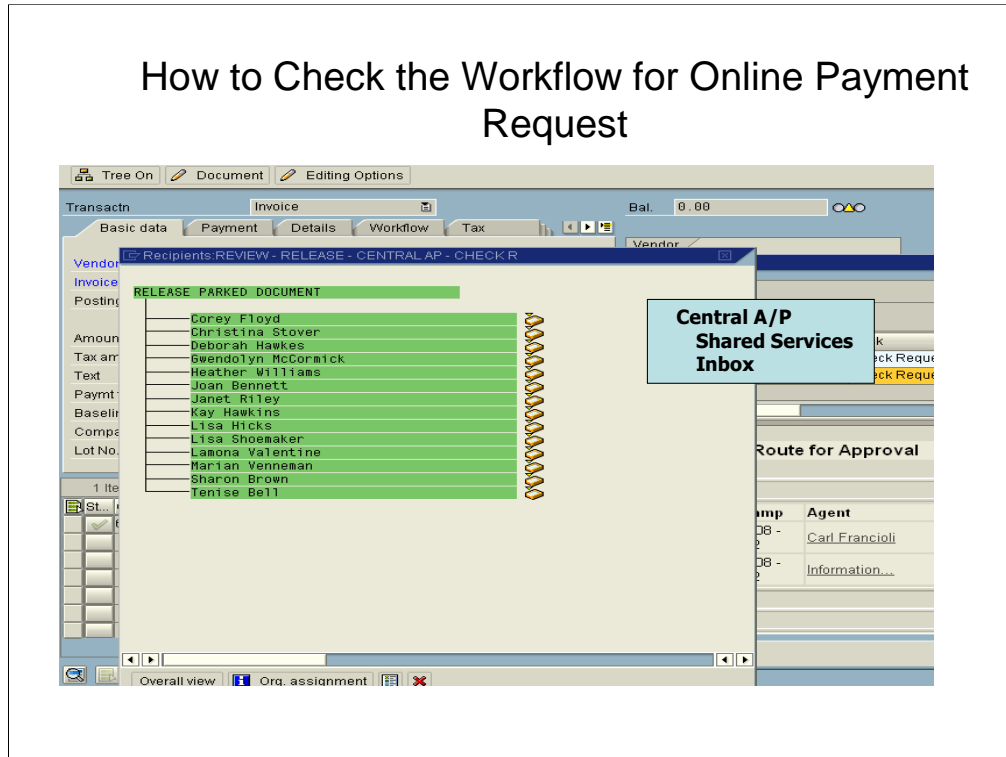
Title	Creation D...	Creation...	Status	Task
Check Request 1900862639 Route for Approval	05/01/2008	15:29:17	Completed	Check Request Workf
Check Request 1900862639 Route for Approval	05/07/2008	11:08:24	In Process	Check Request Workf

Step name	Status	Result	Time stamp	Agent
REVIEW - RELEASE - DEPRT APPR - CHECK REQ - DOC: 1900862639	Completed	RELEASED	05/09/2008 - 14:29:32	Carl Francioli
REVIEW - RELEASE - CENTRAL AP - CHECK REQ - DOC: 1900862639	Ready		05/09/2008 - 14:29:32	information...

#1 – In the workflow for current context section a second workflow has been initiated to submit the document back to A/P Shared Services for approval.

#2 – By clicking on “information” in the agent field you can see whose inbox the document is currently residing in.

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This screen displays the document is in central A/P Shared Services inbox waiting for their approval. This document is in the inbox of all the A/P Shared Service Online Payment staff.

Click on the x in the upper right corner of the pop up window to close. Then click on the green check mark at the bottom of the screen to close out of the workflow window.

This completes the workflow overview demonstration.