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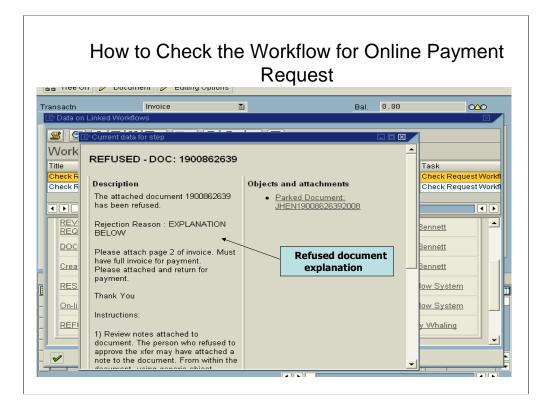
#2 – Current data for started workflow: Check Req. 1900862747 references the document number that was routed for approval. The first approval is received from the requesting department. The second approval comes from A/P Shared Services.

#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.

How to Check the Workflow for Online Payment Request

Refused/Rejected Document

Invoice date
Posting Date

Amount
Tax amount
Text
Paymt terms
Baseline date
Company Code
Lot No.

Vendor
Address
Sp G/L

Data on Linked Workflows

Workflows for Current Context

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

DOCUMENT 1900862639 REJECTED	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
REFUSED - DOC: 1900862639	Completed		05/07/2008 - 11:08:24	Brandy Whaling

1

Information objects addressed so far

1 Items (No en
St... G/L acct
640321

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

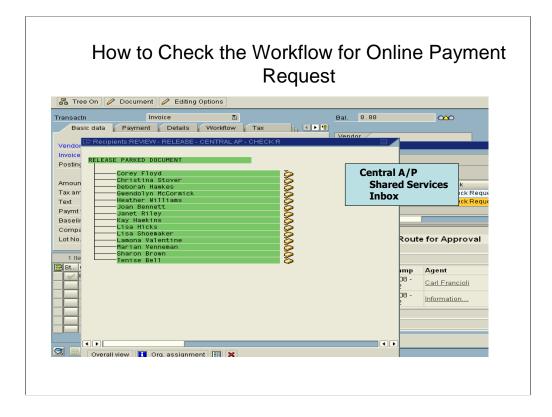# How to Check the Workflow for Online Payment Request

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

How to Check the Workflow for Online Payment Request

#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.

How to Check the Workflow for Online Payment Request

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.