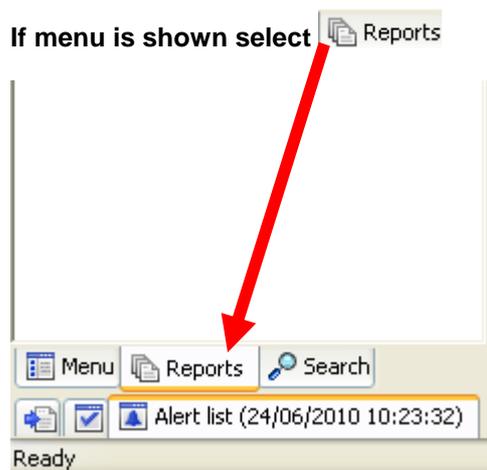## PO1A – Open Purchase Orders Details

In Agresso there is a specific browser enquiry that allows you to check the details of Open Purchase Orders.

To open the specific Browser Enquiries:

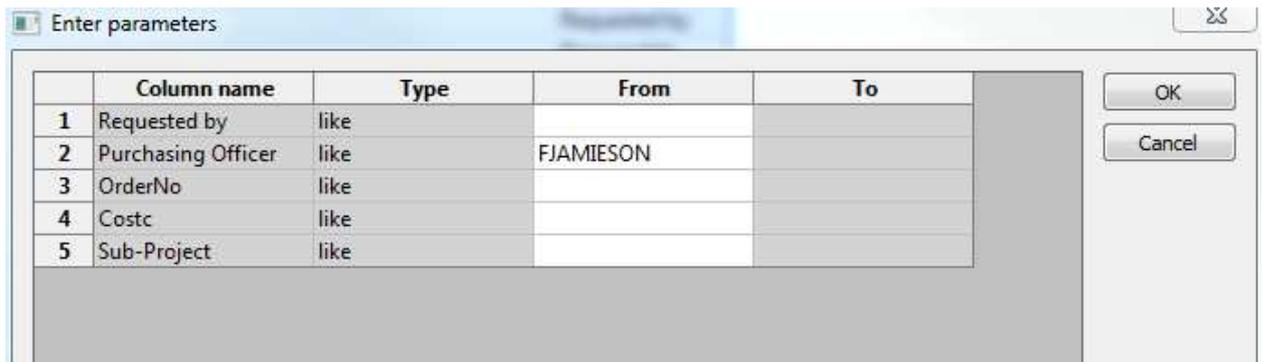**Select the Reports Tab that can be found depending on how the user's individual menu is set up.**

If menu is shown select Reports   **If menu is hidden select Reports tab**

From the reports menu select

📁 *Global Reports*

    📁 01- Purchase Order Details
🔍 PO 1A - Open Purchase Orders (WEB) (double-click to open)

1. The following screen will be displayed:

	Column name	Type	From	To
1	Requested by	like		
2	Purchasing Officer	like	FJAMIESON	
3	OrderNo	like		
4	Costc	like		
5	Sub-Project	like		

2. Enter your who requested the order, Purchasing Officer, OrderNo, or Sub-Project/Cost Centre Code

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 Sub-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:

	Status	OrderNo	Pos	Requested by	Purchasing Officer	Purchasing Officer(T)	SuppID	SuppID(T)	Account	Account(T)	Costc
Σ1		1615046									
279	O	1615435	2	STEPHEN	FJAMIESON	Fiona Jamieson	35063	CAPITA TRAVEL AND EVENTS	7420	TRAVEL & SUBSISTENCE - UK ONLY	90206000
Σ1		1615435									
281	O	1615785	1	STEPHEN	FJAMIESON	Fiona Jamieson	34338	V1 LIMITED	8050	CONSULTANCY & PROFESSIONAL SERVICES COSTS	90206000
282	O	1615785	2	STEPHEN	FJAMIESON	Fiona Jamieson	34338	V1 LIMITED	7420	TRAVEL & SUBSISTENCE - UK ONLY	90206000
Σ1		1615785									

1.	Status		- The Status of the Order
2.	OrderNo. Grey row.		– Order Number. Each order is subtotalled in
3.	Line no		– Line number within the order.
4.	Requested by		- Person that raised the Requisition
5.	Purchasing Officer		- Purchasing Officer that approved the Requisition
6.	Purchasing Officer(T)		- Purchasing Officer's name
7.	ExtRef		- External ref field details entered
8.	Supplier ID and Description(T)		– Supplier Used for order
9.	Account and Account(T)		– Account code of ordered details
10.	Cost Centre.		– Cost Centre of ordered details
11.	Sub-Project.		– Sub- Project of ordered details
12.	Product Code and Description(T)		– Type of Purchase
13.	Supp.Prod		- Supplier Product
14.	Deliv.date		– Date of last delivery for the order
15.	Ordered		– The amount of goods Ordered.
16.	Unit Price		- Price before VAT
17.	Total Before VAT		- Total of order line before VAT
18.	Tax Code		- The Tax code for the line details
19.	Deliv'd		- The amount of goods Delivered
20.	To be delivered		- The amounts of goods still to be delivered
21.	InvoicedNo		– The amount of goods invoiced to date

22. To Invoice VAT)   -The Amount total still to be invoiced (Before

23. Tax Code   - The Tax code for the line details