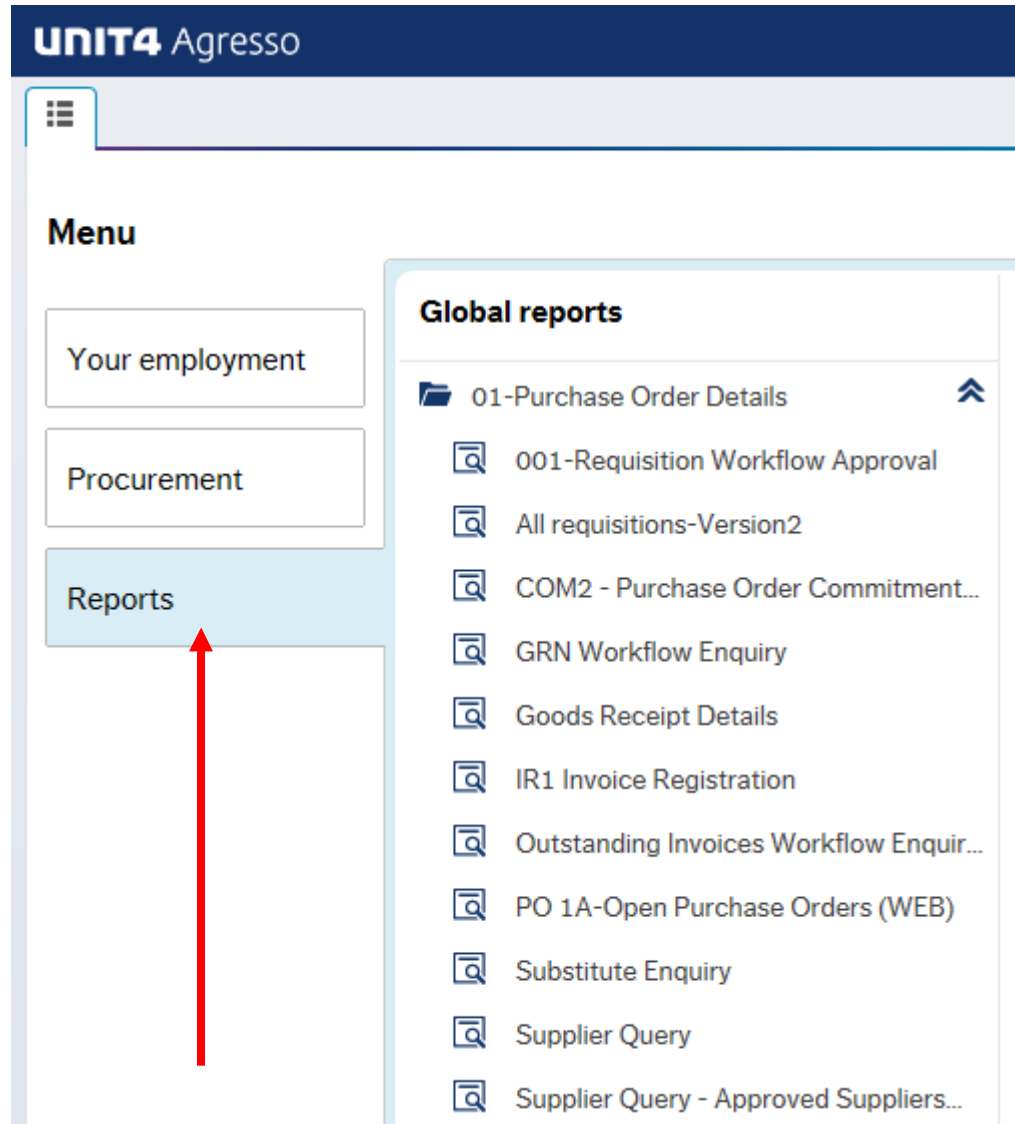


WEB: GRN Workflow Enquiry



In Agresso there is a specific browser enquiry that allows you to check any Invoices that have been registered that still require to the Goods to be Received.

To open the specific Enquiries go to:



Select Reports

At the top of the menu screen click on:
[Select Reports](#)

-  [01- Purchase Order Details](#)
-  [GRN Workflow Enquiry](#)

1. The following screen will be displayed:

Selection criteria

OrderNo like

TransNo like

Step like

InvoiceNo like

Company like

To search for information please enter the required details into above fields:

Then click to view the results

The results will then appear or depending on the search criteria
N.B If no results will be shown please check the search criteria entered

Results									
<input type="button" value="Search"/>		Detail level	All levels <input type="button" value="v"/>						
<input type="button" value="Copy to clipboard"/>		Rows per page	50 <input type="button" value="v"/>						
#	T	OrderNo	Process	Step	Task owner	Task owner (T)	Workflow status (T)	SupplID	SupplID (T)
1	A	1665690	Incoming Invoices	GRN Task	CWILSON	Caroline Wilson	Workflow in progress	14189	OFFICE DEPOT UK LTD
2	A	1665690	Incoming Invoices	GRN Task	CWILSON	Caroline Wilson	Workflow in progress	14189	OFFICE DEPOT UK LTD
3	A	1665690	Incoming Invoices	GRN Task	CWILSON	Caroline Wilson	Workflow in progress	14189	OFFICE DEPOT UK LTD
4	A	1665690	Incoming Invoices	GRN Task	CWILSON	Caroline Wilson	Workflow in progress	14189	OFFICE DEPOT UK LTD
<input type="button" value="Σ1"/>									
<input type="button" value="Σ"/>									

Your results will show the following information:

- OrderNo - The order number related to the task
- Process - The type of Process
- 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 – To see the workflow map click on this field (for more information see below)
- SupplID - The Supplier related to the task
- InvoiceNo - The Invoice number of the task
- Due Date - The date the Invoice is due to be paid

Agresso Enquiries

Amount	- The Amount in the task
SupplID	- The Supplier related to the task
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 Tra/Inv	- The Sub-Project related to the OrderNo - The Invoice date on the Invoice
Description	- Description of goods ordered
Currency	- Currency
Amount	- Amount of Order Line
TransNo	- The Registered Transaction number related to the task
Trans/inv date	- Invoice Date

TransNo
<input type="text" value="670180082"/>

To view the Registered invoice click on the Transo field :

670180082

This will open up a screen where the scanned invoice can viewed/saved/printed:



Transaction details

670180082	3	2015090641	1667790	COMMERCIAL REMOVAL	16.79	0	IE	17472	91901030	123610-01	
670180082	4	2015090641	1667790	COMMERCIAL REMOVAL	-16.79	0	IE	17473	91901030	123610-01	
670180082	1	2015090641	1667790	COMMERCIAL REMOVAL	129.99	AS	IE	7826	91901030	123610-01	7400

Transaction

Fiscal year: 2016
 Period: 201604
 Transaction date: 18/09/2015
 Valuedate: 18/09/2015

Invoice

InvoiceNo: GLA120530
 AP/AR ID: 30103
 CLOCKS WORK REMOVALS GLASGOW LTD
 AP/AR Type: P

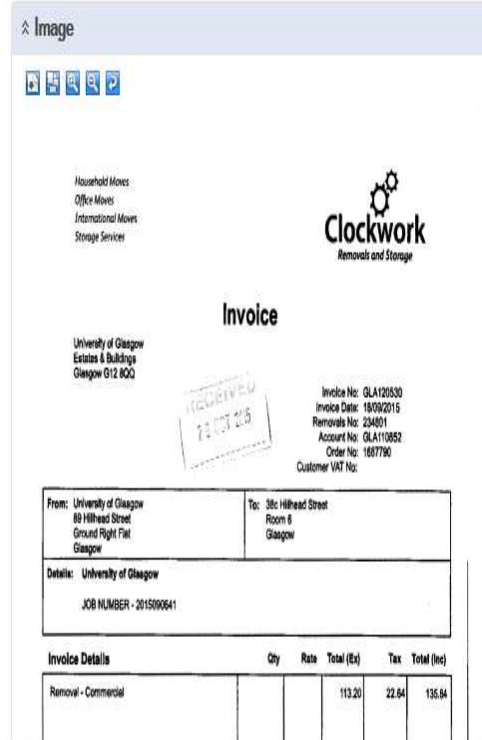
Amounts

Curr. amount (GBP): -135.84
 Amount (GBP): -135.84
 ExchRate: 1.000000

Export

Close

Image



Household Moves
 Office Moves
 International Moves
 Storage Services

Clockwork
 Removals and Storage

Invoice

University of Glasgow
 Estates & Buildings
 Glasgow G12 8QQ

RECEIVED
 23 OCT 2015

Invoice No: GLA120530
 Invoice Date: 18/09/2015
 Removals No: 234001
 Account No: GLA110652
 Order No: 1687790
 Customer VAT No:

From: University of Glasgow 88 Hillhead Street Ground Right Flat Glasgow	To: 31c Hillhead Street Room 6 Glasgow
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Details: University of Glasgow
 JOB NUMBER - 2015090641

Invoice Details	Qty	Rate	Total (Ex)	Tax	Total (Incl)
Removal - Commercial			113.20	22.64	135.84