

WEB- Requisition by Sub-Project Approver

In the Agresso Website there exists an enquiry to allows the Sub-Project Approver to check all requisitions raised against the Sub-Project they approved on. This information will allow the user to locate the requisition details including the Purchase Order number.

To open the specific Enquiries go to:

enu			
	Global reports		
Your employment	01-Purchase Order Details		
Procurement	001-Requisition Workflow Approval		
	All requisitions-Version2		
Reports	COM2 - Purchase Order Commitment		
•	GRN Workflow Enquiry		
	Goods Receipt Details		
	IR1 Invoice Registration		
	Outstanding Invoices Workflow Enquir		
	PO 1A-Open Purchase Orders (WEB)		
	Substitute Enquiry		
	Q Supplier Query		
	Supplier Query - Approved Suppliers		

01- Purchase Order Details

1. The following screen will be displayed:

Agresso Enquiries

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☆ Selection criteria			
Requisition like			
Purchase order like			
Requested by (T) like			
Costc like			
Sub-Project like			
Sub-Project/Approver like	999999		
ID1 like	C1		
ID2 like	BF		
Company like	P1		
Period between		and	

- Search against any of the fields within this pane by entering the details in the relevant field and clicking the search icon
- 2. The results will then appear depending on the search criteria *N.B If no results will be shown please check the search criteria entered or you may not have access to the results.*

Results											
Search		Detail level All le		evels 🗸]						
Copy to	clipboard	Rows	per 50 bage	~	l						
#	Requisit	tion	Purchase order	Requested by (T)	Costc	Sub-Project	SuppID	SuppID (T)	Product		
1	267	3969	164287	3 Ian Brown	90206000	141744-01	14189	OFFICE DEPOT UK LTD	STA5	Offi	
2	267	3969	164287	3 Ian Brown	90206000	141744-01	14189	OFFICE DEPOT UK LTD	STA5	Pos	
Ξ Σ1			164287	3							
Σ											

3. If you are having any problems running this enquiry, please e-mail the Agresso support desk: fnsup@glasgow.ac.uk