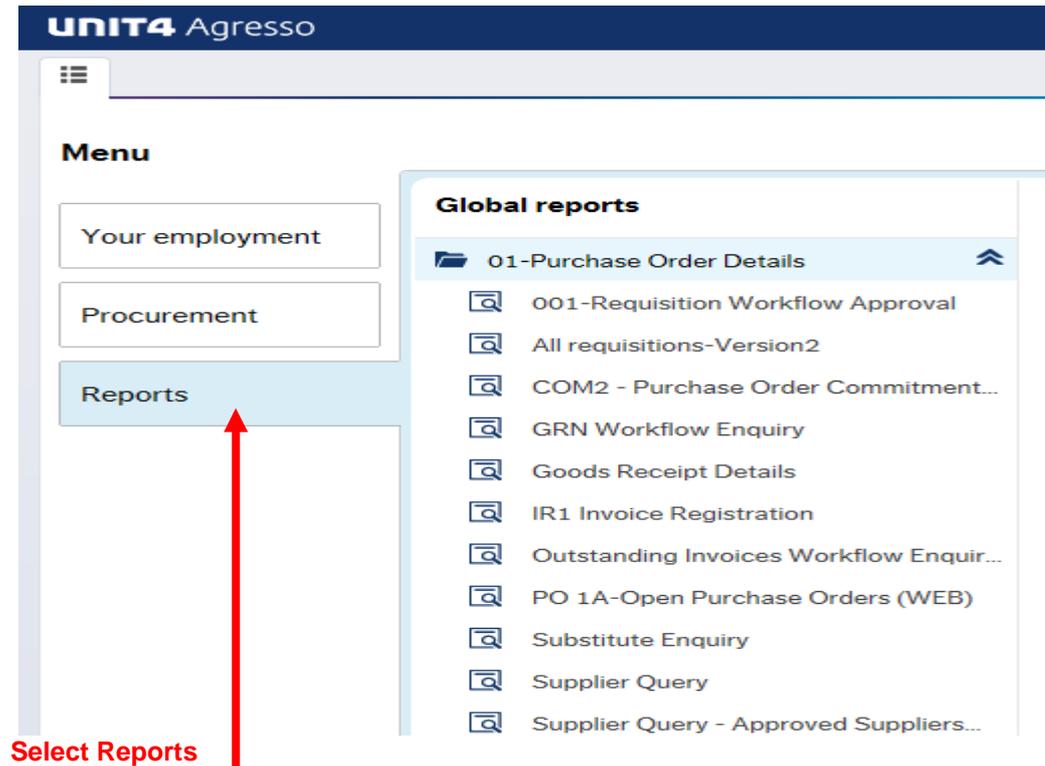


WEB: PO 1A – Open Purchase Order Details

In Agresso there is a specific browser enquiry that allows you to check all the open orders related to a particular Purchasing officer, Requisitioner, sub-project, cost centre, order number. (Dependant on your Search criteria).

To open the specific Enquiries go to:



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

-  [01- Purchase Order Details](#)
-  [PO 1A: Open Purchase Orders\(WEB\)](#)

1. The following screen will be displayed:

Selection criteria

OrderNo like	<input type="text" value="1"/>	
Status between	<input type="text" value="N"/>	and
Requested by like	<input type="text" value=""/>	
Purchasing Officer like	<input type="text" value=""/>	
Costc like	<input type="text" value=""/>	
Sub-Project like	<input type="text" value=""/>	
Company like	<input type="text" value="P1"/>	

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

Then click Search 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										
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"/>							
#	Status	OrderNo	Pos	Requested by	Requested by (T)	Purchasing Officer	Purchasing Officer (T)	ExtRef	SupplID	SupplID (T)
1	0	1573707	1	FJAMIESON	Fiona Jamieson	FJAMIESON	Fiona Jamieson		29673	ORION
		Σ1	1573707							
3	0	1599106	2	STEPHEN	STEPHEN ALLAN - SSD TEAM MEMBER	FJAMIESON	Fiona Jamieson		35063	CAPITA TRAVEL AND EVENTS
		Σ1	1599106							
5	0	1637668	1	JBOWIE	Janine Bowie	FJAMIESON	Fiona Jamieson		35063	CAPITA TRAVEL AND EVENTS
		Σ1	1637668							
7	0	1678188	1	JBOWIE	Janine Bowie	FJAMIESON	Fiona Jamieson		35078	DELL SOFTWARE INTERNATIONAL LTD
8	0	1678188	2	JBOWIE	Janine Bowie	FJAMIESON	Fiona Jamieson		35078	DELL SOFTWARE INTERNATIONAL LTD
		Σ1	1678188							

1. Status - The Status of the Order
2. OrderNo. – Order Number. Each order is subtotalled in Grey row.
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 | -The Amount total still to be invoiced (Before VAT) |
| 23. | Tax Code | - The Tax code for the line details |