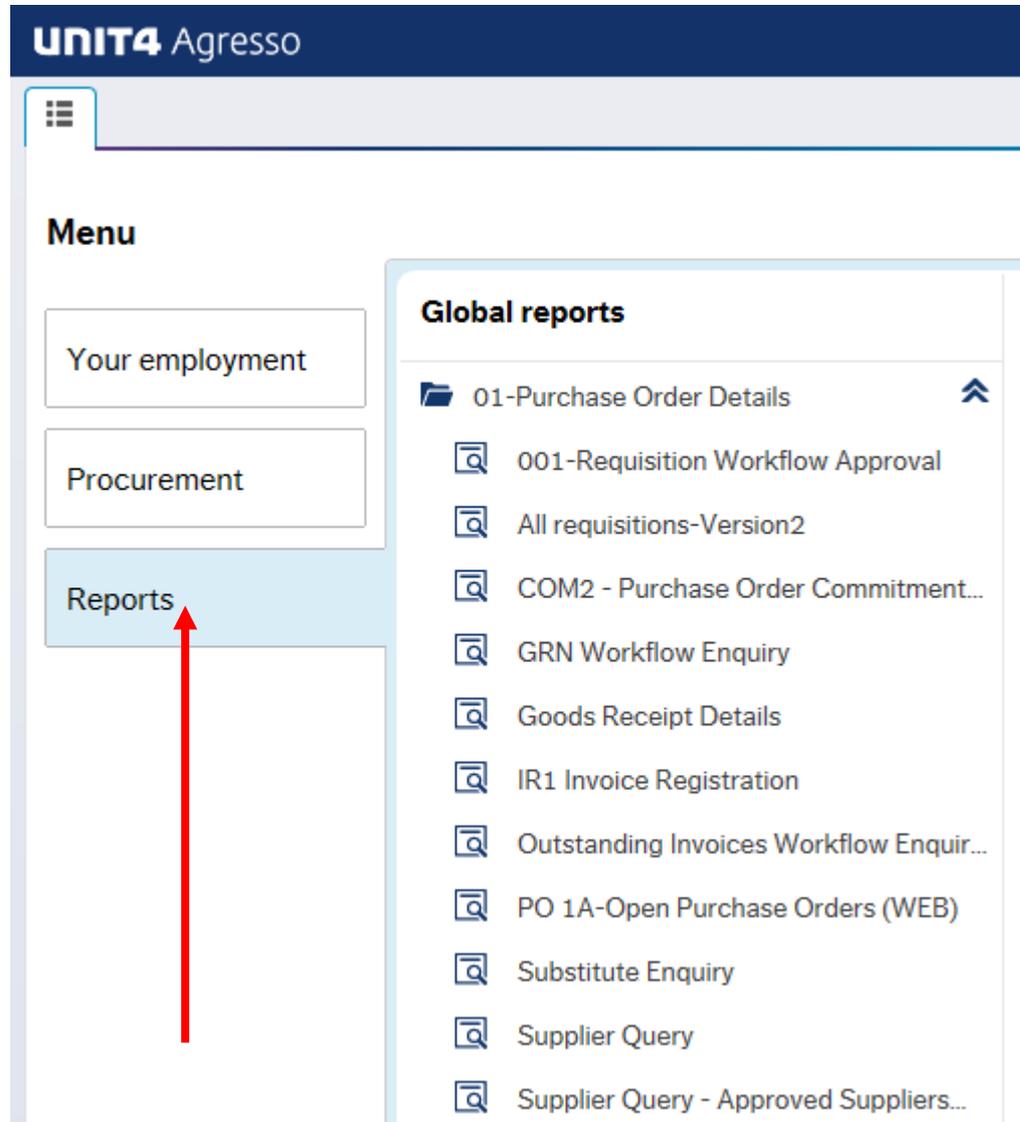


WEB: Goods Receipt Details

In Agresso there is a specific browser enquiry that allows you to check any Goods receipt details.

To open the specific Enquiries go to:



The screenshot shows the UNIT4 Agresso interface. At the top, there is a dark blue header with the text 'UNIT4 Agresso'. Below this is a light grey navigation bar with a hamburger menu icon. The main content area is divided into a left-hand 'Menu' and a right-hand 'Global reports' list. The 'Menu' section has three buttons: 'Your employment', 'Procurement', and 'Reports'. The 'Reports' button is highlighted in light blue, and a red arrow points upwards to it. The 'Global reports' list is titled 'Global reports' and contains a folder icon followed by '01-Purchase Order Details' with an upward arrow. Below this folder are several report items, each with a magnifying glass icon: '001-Requisition Workflow Approval', 'All requisitions-Version2', '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', 'Supplier Query', and 'Supplier Query - Approved Suppliers...'.

Select Reports

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

-  [01- Purchase Order Details](#)
-  [Goods Receipt Details](#)

1. The following screen will be displayed:

Selection criteria

OrderNo like

External ref like

Company like

GRN Entered by (T) like

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

Then click to view the results

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

Results

Detail level

Rows per page

#	OrderNo	Line No	GRN Number	External ref	Product	Product (T)	
1	1642873	1	30000801294	two grn notes	STA5	General Stationery	Office Depot A4 Eve
2	1642873	2	30000801294	two grn notes	STA5	General Stationery	Post it Super Sticky I
Σ							

Your results will show the following information:

- Orderno: Purchase Order number.
- Line No: Line number of the Purchase Order
- GRN Number: The GRN Number assigned when the goods receipt was entered
- External Ref: The details entered when the goods receipt was entered
- Product (T) Description: The Product code and product code description for the order line
- SupplierID: The Supplier ID and the Supplier(T) description
- Deliv'd: The Quantity delivered.
- Deliv.date: The date of the delivery note
- GRN Entered by(T): The person who entered the goods receipt