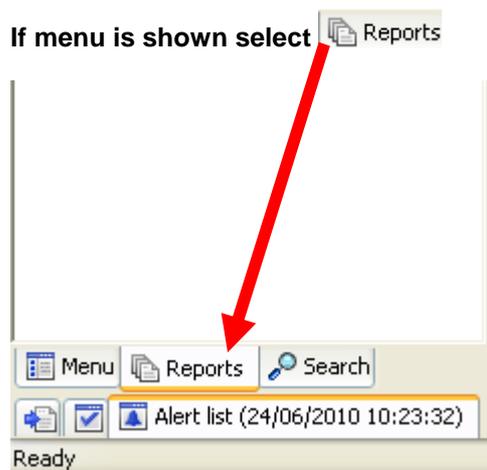


GRN Workflow Enquiry

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 Receipted.

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.



From the reports menu select

-  *Global Reports*
-  01- Purchase Order Details
-  [GRN Workflow Enquiry](#) (double-click to open)

1. The following screen will be displayed:



| | Column name | Type | From | To |
|---|-------------|------|------|----|
| 1 | OrderNo | like | | |
| 2 | InvoiceNo | like | | |
| 3 | TransNo | like | | |

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

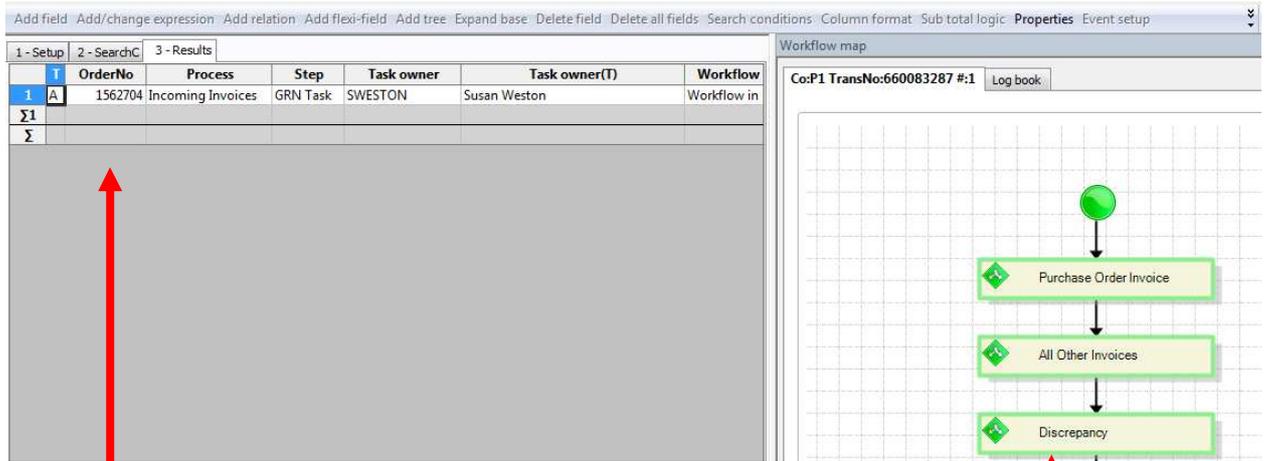
3. The details will of your result will appear:

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:

Agresso Enquiries



5. The screen is split into two sections as above.

The right screen shows you the Workflow Map

The left screen shows you details of the Invoice and who the task is with.

| 1 - Setup | 2 - SearchC | 3 - Results | | | | | |
|-----------|-------------|-------------|-------------------|------------|---------------|--------------|-------------|
| T | OrderNo | Process | Step | Task owner | Task owner(T) | Workflow | |
| 1 | A | 1562704 | Incoming Invoices | GRN Task | SWESTON | Susan Weston | Workflow in |
| Σ1 | | | | | | | |
| 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 |
| 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 |
| 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 | - The Sub-Project related to the OrderNo |
| Tra/Inv | - The Invoice date on the Invoice |

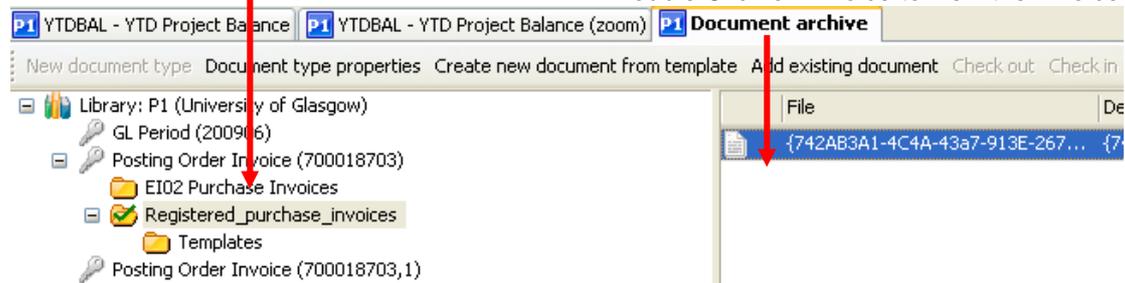
Agresso Enquiries

| | |
|----------------|---|
| 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 |

6. If the transaction has an invoice number the scanned invoice can be viewed by clicking on the Documents Icon 

This will open the following screen:

1. Click on the EI02 Purchase Invoices Folder
2. Double Click on Invoice to view the Invoice



If blank then no invoice has been scanned against the transaction

This will then show the Invoice details of the transaction.

