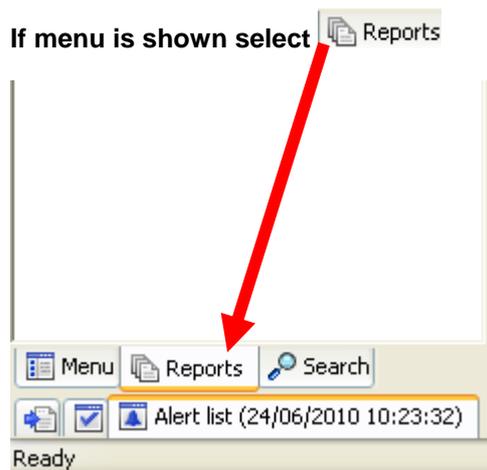


Goods Receipt Details

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

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.



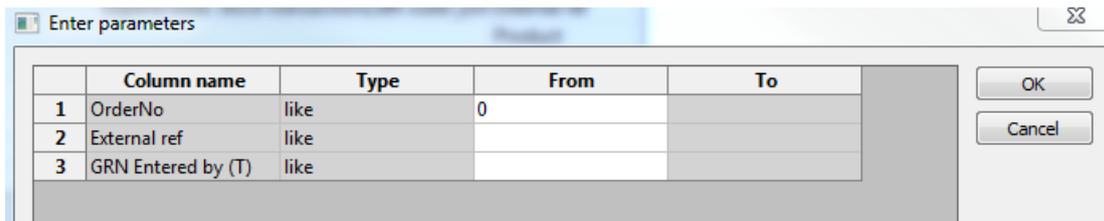
From the reports menu select

 *Global Reports*

 01- Purchase Order Details

 Goods receipt Details (double-click to open)

1. The following screen will be displayed:



	Column name	Type	From	To
1	OrderNo	like	0	
2	External ref	like		
3	GRN Entered by (T)	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

1 - Setup	2 - SearchC		3 - Results						
	OrderNo	Line No	GRN Number	External ref	Product	Product(T)	Description	SupplierID	
1	1615435	1	0		TRA2	Air Travel - UK Only	Easyjet flight Gla-Bri rtn	35063	**
2	1615435	2	0		TRA1	Accommodation - UK Only	Travellodge 24/03	35063	**
3	1615435	3	0		TRA2D	Transaction Fee	Transaction Fee	35063	**
4	1615435	4	0		TRA2D	Transaction Fee	Central booking fee	35063	**
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)	The Product code and product code description for the order line
Description:	Description of the product ordered
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