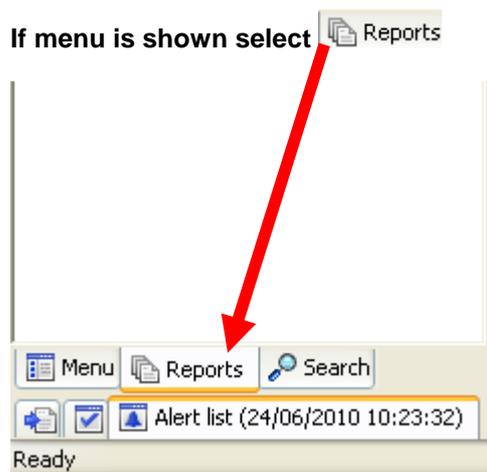


Substitutes

In Agresso there is a specific enquiry that allows you to check who is the substitute for an approver and if the substitute is Active.

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.



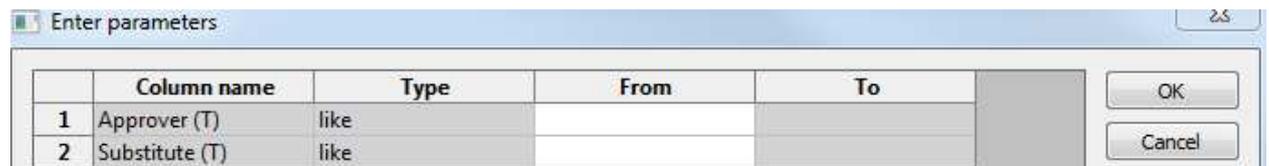
From the reports menu select

 Global Reports

 01- Purchase Order Details

 Substitute Enquiry (double click)

1. The following screen will be displayed:



	Column name	Type	From	To
1	Approver (T)	like		
2	Substitute (T)	like		

2. Enter the required Search Criteria e.g. *Ian Brown*

3. Click OK

4. This will then bring back required results:

	Approver(T)	Absence date from	Absence date to	Element type	Substitute(T)	Valid from	Valid until
1	Fiona Jamieson	06/11/2015	06/11/2015	REQ	Kathy Watson	02/05/2007	31/12/2095
2	Fiona Jamieson	06/11/2015	06/11/2015	IIIN	Kathy Watson	30/04/2014	31/12/2095

Agresso SSD Enquiries

1. Approver (T) – The Person who approves Tasks
2. Main Person Name Staff ID – The Person who approves Tasks Staff ID
3. Absence date from – If populated the Start date the substitute is active from or was last active.
4. Absence date to - - If populated the End date the substitute is active from or was last active.
5. Element Type – Type of Process for that a substitute its set up for:

REQ – Requisitions
SO- Sales Orders
IIN – Goods Receipt and Invoices
PO – Purchase Orders (Internal Stores only)
6. Substitute (T) – The Person who is the substitute for the Approver.
7. Valid from and Valid to– The date range the substitute is set up on the system