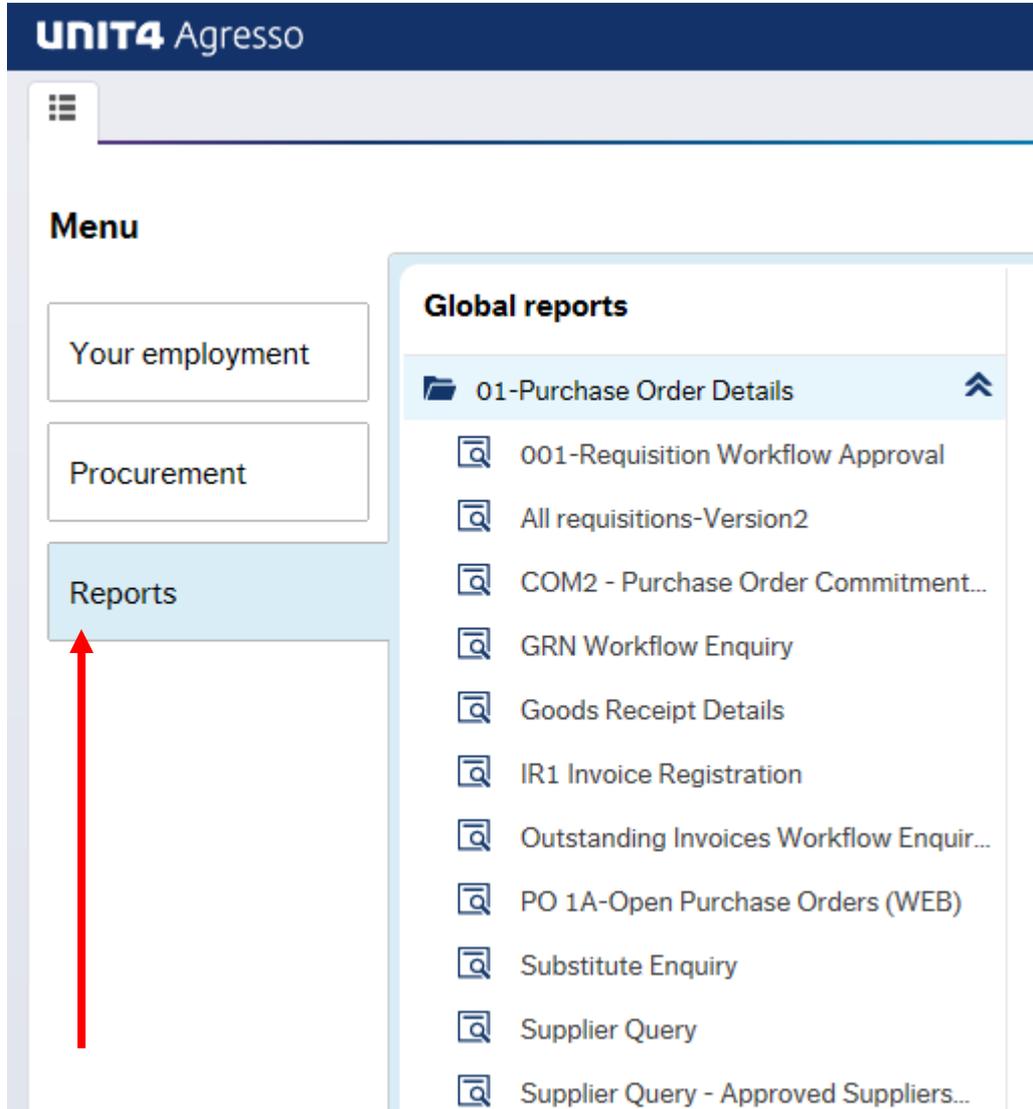


WEB- Requisition by Sub-Project Approver

In the Agresso Website there exists an enquiry to allows the Sub-Project Approver to check all requisitions raised against the Sub-Project they approved on. This information will allow the user to locate the requisition details including the Purchase Order number.

To open the specific Enquiries go to:



Reports

Select

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

-  [01- Purchase Order Details](#)
-  [Requisitions by Sub-Project Approver](#)

1. The following screen will be displayed:

Selection criteria

Requisition like

Purchase order like

Requested by (T) like

Costc like 

Sub-Project like 

Sub-Project/Approver like

ID1 like

ID2 like

Company like

Period between  and 

1. Search against any of the fields within this pane by entering the details in the relevant field and clicking the search icon 
2. The results will then appear depending on the search criteria *N.B If no results will be shown please check the search criteria entered or you may not have access to the results.*

Results

 Detail level

Rows per page

#	Requisition	Purchase order	Requested by (T)	Costc	Sub-Project	SupplD	SupplD (T)	Product	
1	2673969	1642873	Ian Brown	90206000	141744-01	14189	OFFICE DEPOT UK LTD	STA5	Offi
2	2673969	1642873	Ian Brown	90206000	141744-01	14189	OFFICE DEPOT UK LTD	STA5	Pos
Σ1		1642873							
Σ									

3. If you are having any problems running this enquiry, please e-mail the Agresso support desk: fnsup@glasgow.ac.uk