

P2P Enquiry Report

RPU02

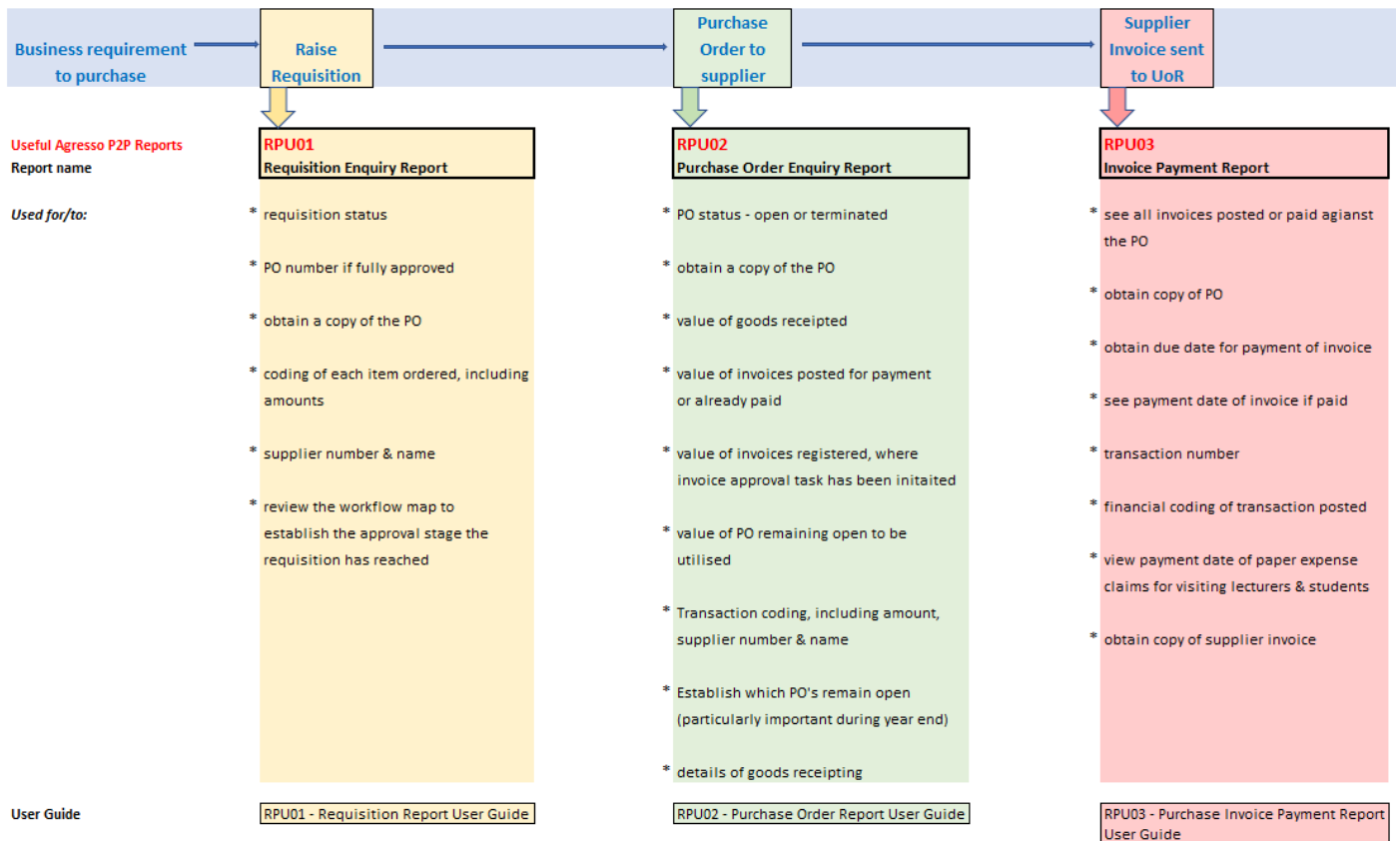
Purchase Order Enquiry Report User Guide

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Summary of when to use the P2P enquiry reports

There are 3 useful P2P (purchase-to-pay) enquiry reports available in Agresso web. Below is a summary of what you may use the reports for and the user guides available for each report.



Introduction to RPU02

This report will only show those requisitions fully approved and converted to a purchase order (PO).

This is a P2P report which can be used to check the points listed in the above chart under the heading Purchase Order to Supplier.

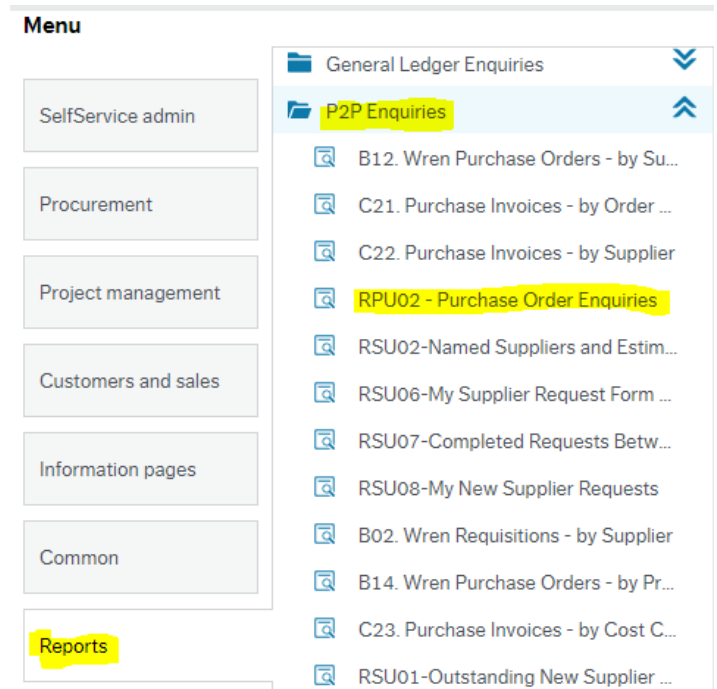
Where to find RPU02

This report is available in Agresso web in the following location.

Main menu > Reports > P2P reports > RPU02 - Purchase Order Enquiries

Should you not have access, please request access to P2P Enquiry Reports by emailing financial-systems@reading.ac.uk. Please copy in your Head of School/Function.

Should you not have data access (because you work in a different School/Function), it is best practice to ask a member of staff in that school/function to check on your behalf.



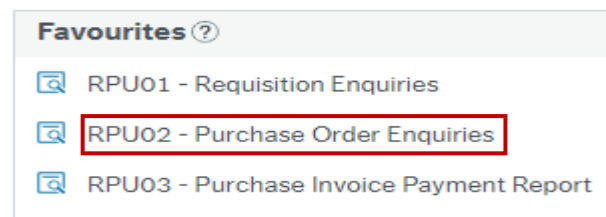
To save this report as a favourite for easier access, click on the button containing the heart in the top right-hand corner after you have selected RPU02 from the main menu.



The colour of the button will change to blue.



The report will now be available for you to select in your favourites box on the right-hand side of your homepage.



How to use RPU02

1. The selection criteria allow you to search for the PO using various options. The easiest and quickest option is to search using a PO number. If you do not have the number, then you may search for your PO using any other selection field.
The Period less than field will default to the current financial period and will go back 12 periods in the Period greater than field. You may change the financial periods if the requisition was raised outside of the periods it defaults to.

2. Using the Selection criteria & saving as a favourite

Enter the PO number here if known

Or

Enter your name here.

You may also search by cost centre (provided you have data access) or project number or supplier used for your requisition.

Financial periods can be changed if your requisition was raised outside those quoted.

After entering the selection criteria, click Search.

Selection criteria

Order Number like

Requested by (T) like

Cost Centre like ...

Project like ...

Supplier like ...

Period greater than or equal to ...

Period less than or equal to ...

Company like

Results

Detail level

3. The results will be shown as below. You will only see requisitions which have been fully approved and converted to a PO.

Tip: The blank row directly underneath the column headings can be used to filter the results further. For example, you could search for a specific supplier by entering the supplier number in the blank supplier field, click Search button. This will return any requisitions raised against the supplier.

Tip: Anything appearing in blue, you may click on to obtain more information. For example, if you click on the Project number, you will be able to see the project title, the owner of the project, the start and end date of the project.

Results																				
<input type="button" value="Search"/> <input type="button" value="Detail level"/> <input type="button" value="All levels"/> <input type="button" value="Copy to clipboard"/>																				
#	Order Number	Line no	Requested by (T)	Requisition	Account	Cost Centre	Project	Product	Goods/Service	Net Ordered Amount	Amount delivered	Posted invoices	Registered invoices	To be Invoiced	Supplier	Supplier (T)	Period	Status	Links to reports	
1	3292402	1	Requestioner O...	4294742	4295	PCCP	A29037...	LHP	Goods	55.00	0.00	0.00	55.00	0.00	12326	SCIENTIFIC LABORATORY SUPPLIES L...	202109	0	Select link	
Σ1	3292402									55.00	0.00	0.00	55.00	0.00						

4. Column explanations.

Column Heading	Description
Order Number	PO number allocated by Agresso to the approved requisition.
Line no	Number of order lines entered in the requisition. If an order line has a split GL Analysis (more than one financial coding line), the line number will appear the number of times the GL Analysis has been split.
Requested by (T)	Name of person who raised the requisition.
Requisition	Requisition number allocated by Agresso when raised and saved by the requisitioner.
Account	Account code consists of 4 numbers entered when raising the requisition. The account code identifies what the money has been spent on, e.g., travel, stationary. Account codes in the range 4000 to 7999 are specific to P2P expenditure. The 3000-range is used for payroll for fixed term and permanent members of staff and should not be used to code a requisition.
Cost Centre	Cost centre consists of 4 letters entered when raising the requisition. The Cost Centre identifies which Directorate, School or Department has spent the money.
Project	A project consists of one alpha and seven numeric e.g., A1234567. Projects are used to identify the activity that expenditure relates to.
Product	Product consists of 3 letters. It provides a description of the goods/services ordered.
Goods/Service	States if the PO relates to goods or services.
Net Ordered Amount	Shows the net amount (excluding VAT) ordered for that good or service.
Amount Delivered	Any net amount which has been goods receipted.
Posted invoices	Net amount on invoices received from supplier by Accounts Payable in Finance which are due for payment or have been paid. (Use report RPU03 to review posted invoices)
Registered invoices	Net amount on invoices received by Accounts Payable in Finance where the PO has not been goods receipted or the amount on the invoice exceeds the PO. A task will be created by Agresso for the approver to approve the invoice payment. This may cause delays in payment to the supplier.
To Be Invoiced	Difference between columns Net Amount Ordered Less Posted Invoices. It shows the net amount available against the PO which could be invoiced in the future. If the PO should not remain open, email invoices@reading.ac.uk , requesting the PO number to be closed.
Supplier	The 5-digit number in Agresso for the supplier providing the goods/services.
Supplier (T)	Name of the supplier.
Period	Financial period the PO was raised.
Status	'O' – Open, 'T' – terminated/closed. You can filter on 'O' open status POs by entering O in the blank field below the Status column heading, click Search. This will return all open POs for the financial periods of your search. It is best practice to check open POs on a regular basis and close those no longer required by emailing invoices@reading.ac.uk .
Links to Report	Click on the dropdown against Select link. This provides you with the option 'POs & GRNs'. Click on this option to show details of goods receipting – who, when, amount and GRN number.

Obtaining a Copy of your Purchase Order

To obtain a copy of the Purchase Order, run this enquiry, entering the PO number in the selection criteria. From the results, click on the PO number which will appear in [blue](#).

Results																			
Search		Detail level		All levels		Copy to clipboard													
#	Order Number	Line no	Requested by (T)	Requisition	Account	Cost Centre	Project	Product	Goods/Service	Net Ordered Amount	Amount delivered	Posted invoices	Registered invoices	To be Invoiced	Supplier	Supplier (T)	Period	Status	Links to reports
1	3284388	1	Rakha Mistry	4286558	4295	PCCP	A2903...	UDP	Goods	55.00	55.00	55.00	0.00	0.00	12326	SCIENTIFIC LABORATORY SUPPLIES L...	202102	T	Select link
Σ 1										3284388	55.00	55.00	55.00	0.00	0.00				

This will take you to the Purchase Order page.

In the top right-hand corner, you will see 5 buttons. The paper clip will be white with a blue background.



Double click on the paper clip.

Depending on the view you have set up in the document archive window will determine how you are able to view the PO document. The options in "Change View" below allow you to change the view.



View Option	Display	Action						
		Provides full view of the PO document.						
	<table border="1"> <thead> <tr> <th>Document title</th> <th>File name</th> </tr> </thead> <tbody> <tr> <td>PO 3284388</td> <td>Copy Order 3284388</td> </tr> <tr> <td>Remittance advice</td> <td>su11ra_1_1436.pdf</td> </tr> </tbody> </table>	Document title	File name	PO 3284388	Copy Order 3284388	Remittance advice	su11ra_1_1436.pdf	Click on the PO line to view the document.
Document title	File name							
PO 3284388	Copy Order 3284388							
Remittance advice	su11ra_1_1436.pdf							
		Click on the PDF to open the PO document.						

To save the document, right click on it when open, select 'Save as' from the drop-down menu to save it to a folder.

END.