

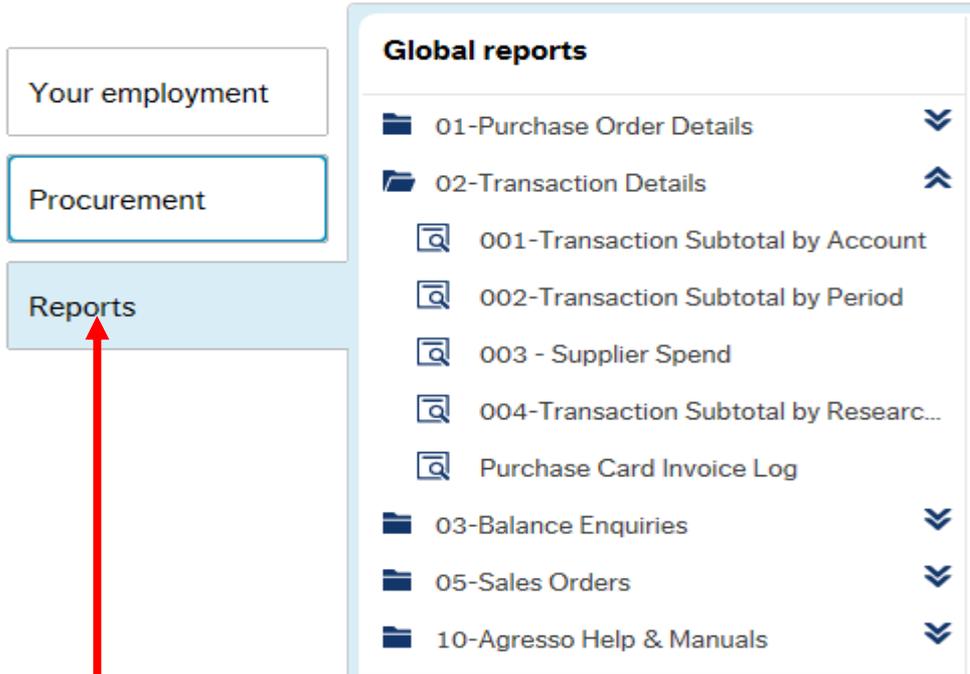
WEB-003 - Supplier Spend

In Agresso there is a specific browser enquiry that allows you to check any transactions per Supplier.

1. Please note the results will depend on your access
2. Any Accrual information has been excluded from the results

To open the specific Enquiries go to:

Menu



Select Reports

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

-  [01- Purchase Order Details](#)
-  [- 003 – Supplier Spend](#)

1. The following screen will be displayed with the Search Parameters:

Supplier ID/Name like 

Period between  and 

TT not like

Costc like 

Sub-Project like 

Search against any of the fields within this pane by entering the details in the relevant field and clicking the search icon 

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

2. A list of results should appear:

Results												
Search		Detail level All levels										
Copy to clipboard		Rows per page 50										
#	T	Supplier ID/Name	Supplier ID/Name (T)	InvoiceNo	TT	OrderNo	TransNo	tra/inv date	Period	Account	Accou (T)	
1	B	14189	OFFICE DEPOT UK LTD	966585404	IE	1676216	670180289	20/10/2015	201604	7170	STATIONERY AND OFFICE SUPPLIES	
2	B	14189	OFFICE DEPOT UK LTD	966585404	IE	1676216	670180289	20/10/2015	201604	7170	STATIONERY AND OFFICE SUPPLIES	
3	B	14189	OFFICE DEPOT UK LTD	966585404	IE	1676216	670180289	20/10/2015	201604	7170	STATIONERY AND OFFICE SUPPLIES	
4	B	14189	OFFICE DEPOT UK LTD	966585404	IE	1676216	670180289	20/10/2015	201604	7690	OTHER JANITORIAL COSTS	
5	B	14189	OFFICE DEPOT UK LTD	966585404	IE	1676216	670180289	20/10/2015	201604	7690	OTHER JANITORIAL COSTS	
6	B	14189	OFFICE DEPOT UK LTD	966585404	IE	1676216	670180289	20/10/2015	201604	7170	STATIONERY AND OFFICE SUPPLIES	
7	B	14189	OFFICE DEPOT UK LTD	966585404	IE	1676216	670180289	20/10/2015	201604	7220	FURNISHINGS	

3. These are the descriptions of the fields:

1. Supplier The supplier of the transaction.
2. InvoiceNo. - The invoice number that was raised if the transaction is an invoice payment
3. Transaction Type - This indicates the type of transaction
4. OrderNo. -- The order number that was raised if the transaction is an invoice payment.
5. TransNo. – This is the Agresso generated transaction number for the invoice transaction
6. Tra/Inv. date – This is the invoice date.
7. Period – This is the period in which the transaction was entered onto Agresso.
8. Account and text (T) – The Account Research Heading code and description.
9. Costc – The cost centre associated to the Sub-Project
10. Sub-Project – The Sub-Project requested when running the enquiry.
11. Amount – This is the amount of the transaction.
 Positive amount = Expenditure
 Negative amount = Income

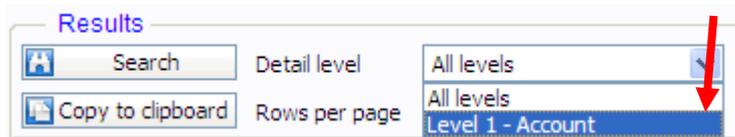
SUBTOTALS

Agresso Web Enquiries

On certain enquiries there are different levels of subtotals. This will only show the subtotals.

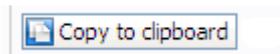
To see the different levels of Subtotals:

Select Detail Level Drop down arrow and choose the subtotal level required



COPY RESULTS TO OTHER SOFTWARE PROGRAM (EXCEL, WORD, etc...)

To copy the results to another software program select



And then paste results into required software program

TO VIEW REGISTERED INVOICE

TransNo
<input type="text"/>
670180082

To view the Registered invoice click on the Transo field :

This will open up a screen where the scanned invoice can viewed/saved/printed:



Transaction details

670180082	3	2015090641	1667790	COMMERCIAL REMOVAL	16.79	0	IE	17472	91901030	123610-01	
670180082	4	2015090641	1667790	COMMERCIAL REMOVAL	-16.79	0	IE	17473	91901030	123610-01	
670180082	1	2015090641	1667790	COMMERCIAL REMOVAL	129.99	AS	IE	7826	91901030	123610-01	7400

Transaction

Fiscal year: Period:

Transaction date: Valuedate:

Invoice

InvoiceNo:

AP/AR ID: AP/AR Type:

CLOCKWORK REMOVALS GLASGOW LTD

Amounts

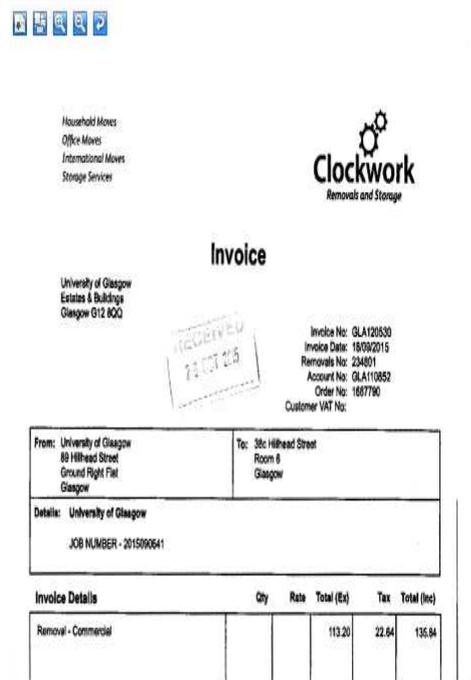
Curr. amount (GBP):

Amount (GBP): ExchRate:

[Export](#)

[Close](#)

Image



Household Moves
Office Moves
International Moves
Storage Services

Clockwork
Removals and Storage

Invoice

University of Glasgow
Estates & Buildings
Glasgow G12 8QQ

RECEIVED
23 OCT 2015

Invoice No: GLA120530
Invoice Date: 18/09/2015
Removals No: 234001
Account No: GLA110652
Order No: 1687790
Customer VAT No:

From: University of Glasgow 88 Hillhead Street Ground Right Flat Glasgow	To: 310 Hillhead Street Room 6 Glasgow
Details: University of Glasgow JOB NUMBER - 2015090641	

Invoice Details	Qty	Rate	Total (Ex)	Tax	Total (Incl)
Removal - Commercial			113.20	22.64	135.84