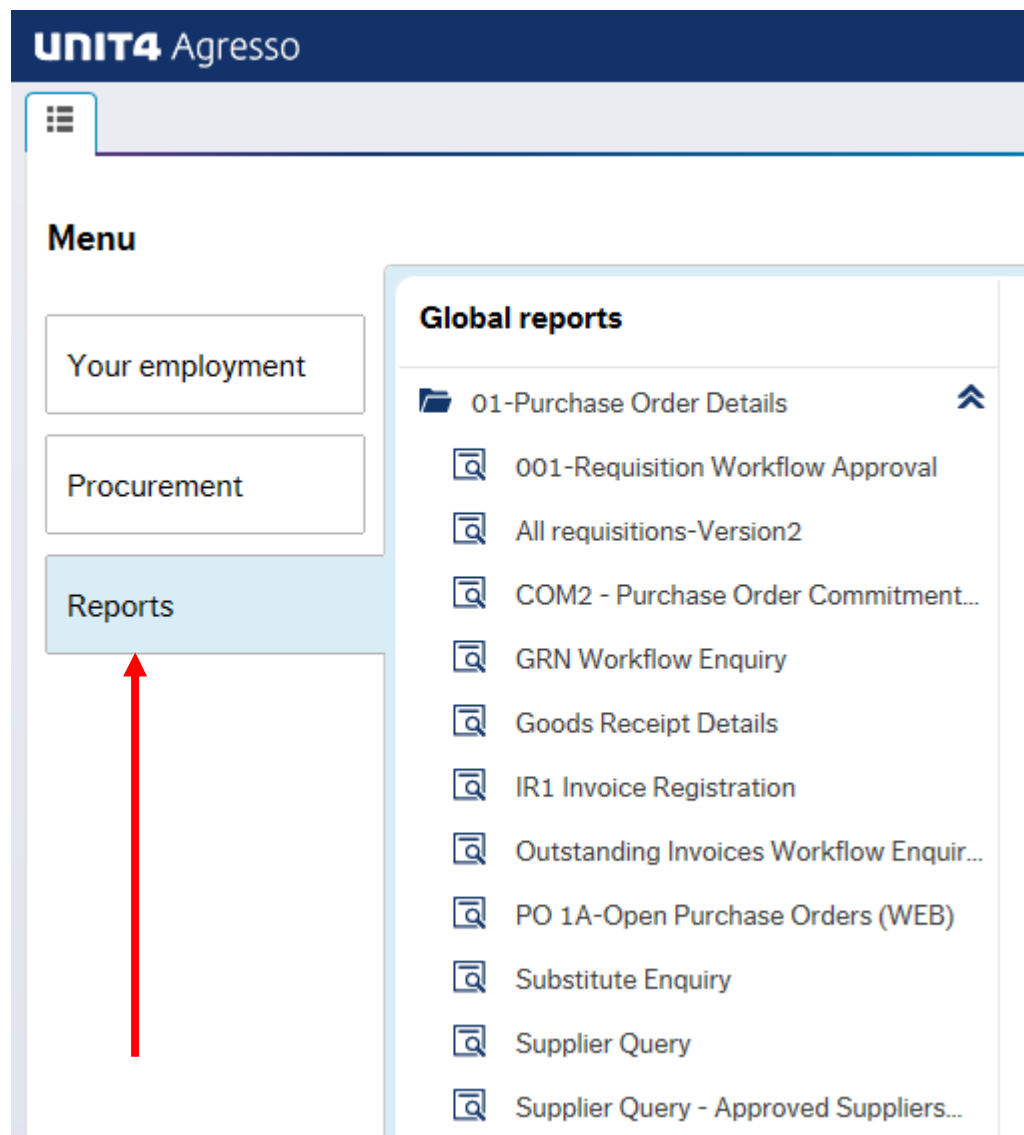


WEB: COM2 - Commitments Enquiry

In Agresso there is a specific browser enquiry that allows you to check all the open orders and the related commitments to a particular Sub-Project, cost centre, order number, faculty (dependant on your search criteria).



N.B. This enquiry is updated at various times during the day (7AM, 1PM, 7PM). Once updated the enquiry will show latest open orders.

To open the specific Enquiries go to:



Select Reports

At the top of the menu screen click on:

-  01- Purchase Order Details
-  COM2: Purchase Order Commitments Enquiry

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

⤴ Selection criteria

Company like

Order Number like

Supplier Id like

Costc like

Sub Project like

To search for information please enter the required details into above fields:

Then click to view the results

The results will then appear or depending on the search criteria
N.B If no results will be shown please check the search criteria entered

Results								
<input type="button" value="Search"/>		Detail level <input type="text" value="All levels"/>						
<input type="button" value="Copy to clipboard"/>		Rows per page <input type="text" value="50"/>						
#	Supplier Id	Supp Name	Order Number	Line No	Purchasing Officer	Requisitioner	Product	
1	29673	ORION	1573707	1	FJAMIESON	FJAMIESON	R13	6 Coaching Sessions
Σ 1			1573707					
3	35063	CAPITA TRAVEL AND EVENTS	1599106	2	FJAMIESON	STEPHEN	TRA2	Flight Easyjet - Lon - Gla
Σ 1			1599106					
5	35063	CAPITA TRAVEL AND EVENTS	1637668	1	FJAMIESON	JBOWIE	TRA2	Return Flight Glasgow-Heath
Σ 1			1637668					
Σ								

1. Supplier ID and Supp Name – Supplier Used for order
2. OrderNo. – Order Number. Each order is subtotalled.
3. Line No – The line of the order that still has a commitment
4. Purchasing Officer - Purchasing Officer who approved the Order
5. Requisitioner – Requisitioner for Order
6. Product Code – Product Code
7. Order Desc – Order Details
8. Supp. Product – Suppler product code – where applicable
9. Costc. – Cost Centre of ordered details
10. Sub-Project and Sub-Project Desc – Sub-Project of ordered details
11. Account – Account code of ordered details

Agresso Enquiries

12. Period - Period order opened.
13. Order date – Date order opened
14. Price pre-VAT – Price of goods before VAT
15. Ordered – The amount of goods Ordered.
16. Received - The quantity of goods recorded as Delivered
17. Invoiced – The amount of goods invoiced to date
18. Outst Commit – The value of order after VAT still outstanding
19. Tax Code – Tax code of Order

If an order has been split over various different Sub-Projects using GL Analysis Spread it will show commitment amount for each Sub-Project.

N.B. This enquiry is updated at various times during the day (7AM, 1PM, 7PM). Once updated the enquiry will show latest open orders.