

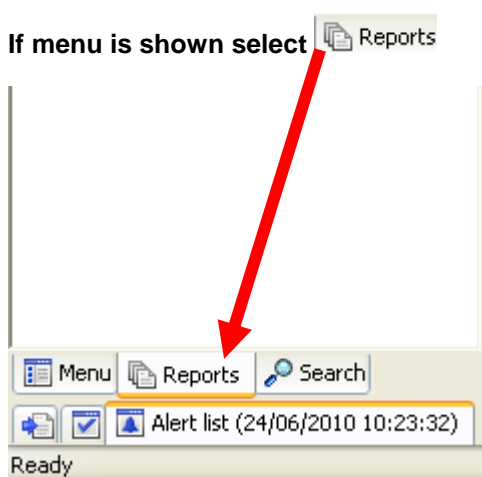
003 - Supplier Spend

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 Browser Enquiries:

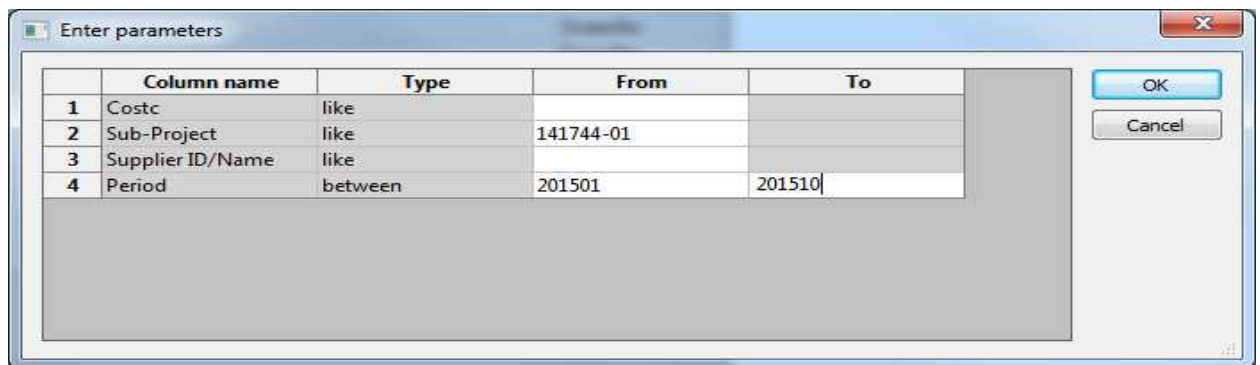
Select the Reports Tab that can be found depending on how the user's individual menu is set up.



From the reports menu select

-  Global Reports
-  02- Transaction Details
 -  003 Supplier Spend (double-click to open)

1. The following screen will be displayed:



2. Enter your Sub-Project Code, Supplier, Period range you require
3. The details will of your result will appear:

NB: If the results screen produces no value, then either:


 - (a) The search criteria is inaccurate; e.g. Wrong Sub-Project code, or, wrong period range entered
 - (b) There are no results for the particular search
 - (c) You do not have access to the results

4. A list of results should appear:

	T	Supplier ID/Name	Supplier ID/Name(T)	Invoicello	TT	OrderNo	Translo	tra/inv date	Period	Account	Account(T)	Costc	Sub-Project	TC	
1	B	13188	ONECALL	9540687	IE	1591985	670075686	19/12/2014	201506	6710	DOMESTIC EQUIPMENT AND CONSUMABLES	90206000	141744-01	AS	DYNAMODEMY878 HEADSETSURRC
Σ1		13188	ONECALL												
3	B	14189	OFFICE DEPOT UK LTD	962706119	IE	1569029	670047295	26/09/2014	201503	7170	STATIONERY AND OFFICE SUPPLIES	90206000	141744-01	AS	STATIONERY
4	B	14189	OFFICE DEPOT UK LTD	962706119	IE	1569029	670047295	26/09/2014	201503	7690	OTHER JANITORIAL COSTS	90206000	141744-01	AS	STATIONERY
5	B	14189	OFFICE DEPOT UK LTD	962706119	IE	1569029	670047295	26/09/2014	201503	6910	AUDIO-VISUAL EQUIPMENT MAINTENANCE	90206000	141744-01	AS	STATIONERY
6	B	14189	OFFICE DEPOT UK LTD	962764667	IE	1569029	670050171	02/10/2014	201503	7170	STATIONERY AND OFFICE SUPPLIES	90206000	141744-01	AS	MECH PENCIL
7	B	14189	OFFICE DEPOT UK LTD	963243500	IE	1581121	670062240	13/11/2014	201504	7170	STATIONERY AND OFFICE SUPPLIES	90206000	141744-01	AS	Oxford Black And Red Meeting Book
8	B	14189	OFFICE DEPOT UK LTD	963197132	IE	1581121	670062208	09/11/2014	201504	7160	CLEANING MATERIALS	90206000	141744-01	AS	OFFICE SUPPLIES
9	B	14189	OFFICE DEPOT UK LTD	963197132	IE	1581121	670062208	09/11/2014	201504	7170	STATIONERY AND OFFICE SUPPLIES	90206000	141744-01	AS	OFFICE SUPPLIES
10	B	14189	OFFICE DEPOT UK LTD	963580696	IE	1590463	670071465	11/12/2014	201505	7170	STATIONERY AND OFFICE SUPPLIES	90206000	141744-01	AS	Bic Atlantis Mechanical Pencil 05mm
11	B	14189	OFFICE DEPOT UK LTD	963580696	IE	1590463	670071465	11/12/2014	201505	7170	STATIONERY AND OFFICE SUPPLIES	90206000	141744-01	AS	niceday Report Files A4 Assorted C
12	B	14189	OFFICE DEPOT UK LTD	962408412	IE	1561890	670080294	01/09/2014	201506	7170	STATIONERY AND OFFICE SUPPLIES	90206000	141744-01	AS	Office Depot A4 Everyday Paper 8C
13	B	14189	OFFICE DEPOT UK LTD	963876764	IE	1596468	670078322	14/01/2015	201506	7170	STATIONERY AND OFFICE SUPPLIES	90206000	141744-01	AS	Foray Super Comfort Mechanical Pe
14	B	14189	OFFICE DEPOT UK LTD	963876764	IE	1596468	670078322	14/01/2015	201506	7180	WORKSHOP CONSUMABLES	90206000	141744-01	AS	Bostik BluTack Handy 64g
15	B	14189	OFFICE DEPOT UK LTD	963876764	IE	1596468	670078322	14/01/2015	201506	7170	STATIONERY AND OFFICE SUPPLIES	90206000	141744-01	AS	Post it Super Sticky Daffodil Yellow
16	B	14189	OFFICE DEPOT UK LTD	963876764	IE	1596468	670078322	14/01/2015	201506	7170	STATIONERY AND OFFICE SUPPLIES	90206000	141744-01	AS	Foray Highlighter Flat Assorted Cok
17	B	14189	OFFICE DEPOT UK LTD	963876764	IE	1596468	670078322	14/01/2015	201506	7170	STATIONERY AND OFFICE SUPPLIES	90206000	141744-01	AS	Post it Note Warm Pastel Rainbow /
18	B	14189	OFFICE DEPOT UK LTD	964865869	IE	1625193	670114800	22/04/2015	201509	6910	AUDIO-VISUAL EQUIPMENT MAINTENANCE	90206000	141744-01	AS	Foray Gel Ink Rollerball Pen Mec
19	B	14189	OFFICE DEPOT UK LTD	964865869	IE	1625193	670114800	22/04/2015	201509	7170	STATIONERY AND OFFICE SUPPLIES	90206000	141744-01	AS	Pukka Pad A5 Notebooks Jotta
20	B	14189	OFFICE DEPOT UK LTD	964865869	IE	1625193	670114800	22/04/2015	201509	6910	AUDIO-VISUAL EQUIPMENT MAINTENANCE	90206000	141744-01	AS	Uni Ball Signo Gel Ink Rollerball Pen
21	B	14189	OFFICE DEPOT UK LTD	964865869	IE	1625193	670114800	22/04/2015	201509	7170	STATIONERY AND OFFICE SUPPLIES	90206000	141744-01	AS	niceday Fineline Pencil Lead Refill 01
22	B	14189	OFFICE DEPOT UK LTD	964865869	IE	1625193	670114800	22/04/2015	201509	7170	STATIONERY AND OFFICE SUPPLIES	90206000	141744-01	AS	Foray Super Comfort Mechanical Pe
23	B	14189	OFFICE DEPOT UK LTD	964865869	IE	1625193	670114800	22/04/2015	201509	7170	STATIONERY AND OFFICE SUPPLIES	90206000	141744-01	AS	Pukka A4 Notebooks Easyriter Pad
Σ1		14189	OFFICE DEPOT UK LTD												

5. These are the descriptions of the fields:

- SupplierID/Name The supplier ID and name of the transaction.
- InvoiceNo. - The invoice number that was raised if the transaction is an invoice payment
- Transaction Type - This indicates the type of transaction
- OrderNo. -- The order number that was raised if the transaction is an invoice payment.
- TransNo. – This is the Agresso generated transaction number for the invoice transaction
- Tra/Inv. date – This is the invoice date.
- Period – This is the period in which the transaction was entered onto Agresso.
- Account and text (T) – The Account code and description.
- Costc – The cost centre associated to the Sub-Project
- Sub-Project – The Sub-Project requested when running the enquiry.
- Amount – This is the amount of the transaction.
Positive amount = Expenditure
Negative amount = Income

6. If the transaction has an invoice number the scanned invoice can be viewed by clicking on the Documents Icon 

This will open the following screen:

- Click on the EI02 Purchase Invoices Folder
- Double Click on Invoice to view the Invoice



P1 YTD BAL - YTD Project Balance P1 YTD BAL - YTD Project Balance (zoom) P1 Document archive

New document type Document type properties Create new document from template Add existing document Check out Check in

- Library: P1 (University of Glasgow)
 - GL Period (200906)
 - Posting Order Invoice (700018703)
 - E102 Purchase Invoices
 - Registered_purchase_invoices
 - Templates
 - Posting Order Invoice (700018703,1)

File	De
{742AB3A1-4C4A-43a7-913E-267...}	{7

If blank then no invoice has been scanned against the transaction

This will then show the Invoice details of the transaction.

SALES INVOICE 		Your Account Manager Details Jackie King Tel 0870 8715929 Ext 5836 Fax 0870 8715928 Email jackie.king@supplies-team.co.uk	Page 1/1
Invoice Address University of Glasgow Finance Office Gilbert Scott Building		Despatch Address University of Glasgow Systems Support & Development Section	