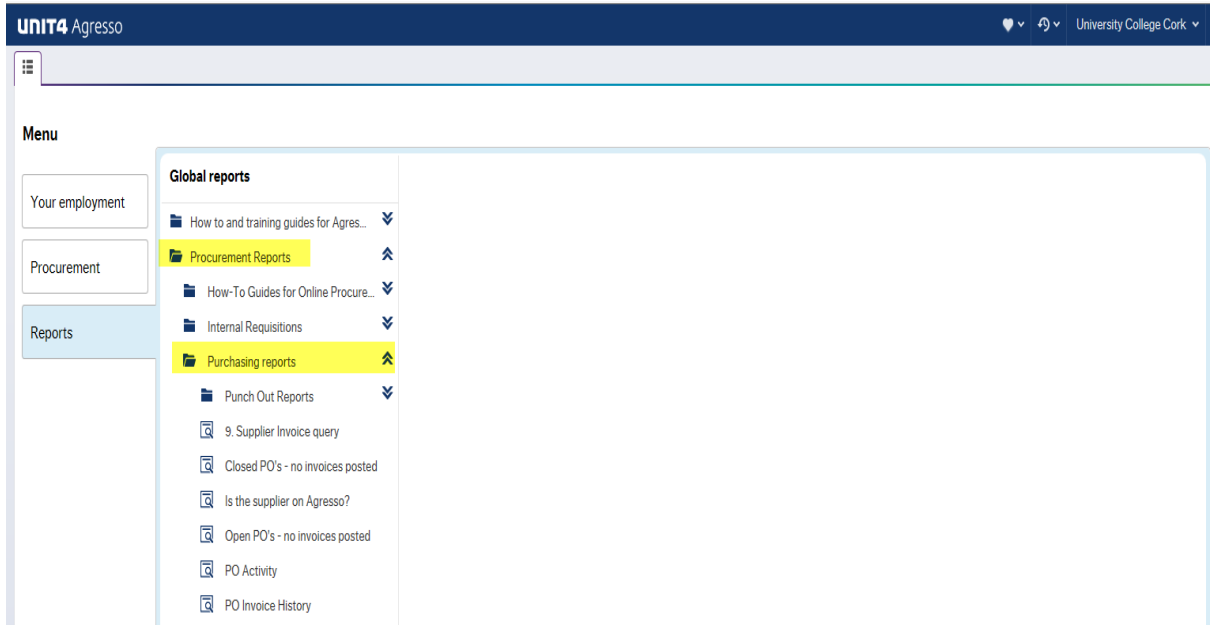
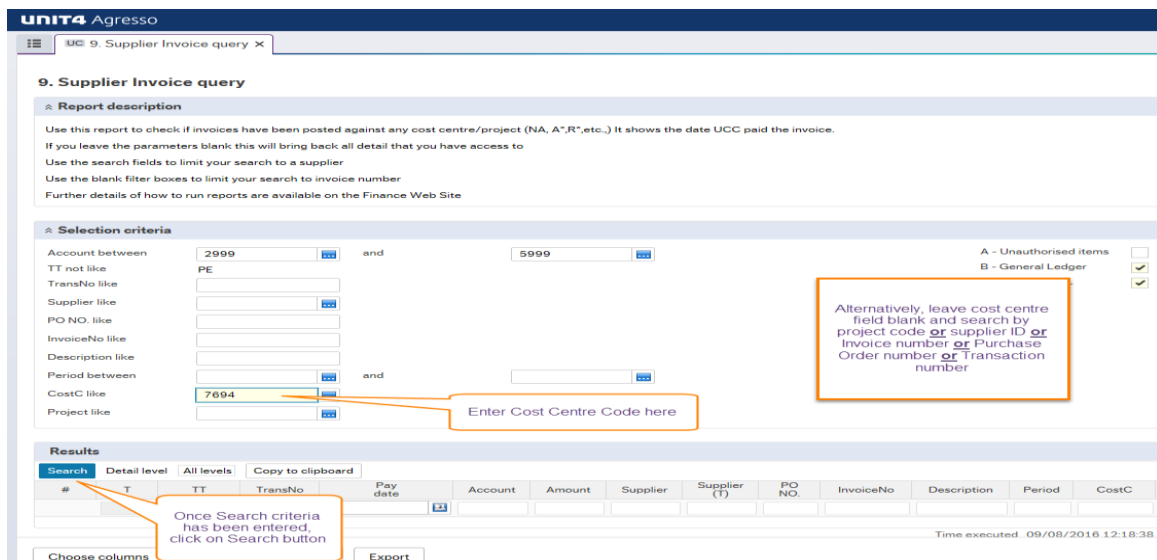


- Login to Agresso at [www.ucc.ie/en/agresso](http://www.ucc.ie/en/agresso)
- Select the Reports option from the menu options on the left.
- Expand the folders until you can view the Purchase Reports Options. There follows a brief explanation of each of these reports and their purpose.



- The report '**9. Supplier Invoice Query**' allows the user to view scanned invoices from pre-Agresso ordering, going back to 2008 (when Agresso was first used in the Finance office to pay for goods).
- Enter a cost centre code in the CostC like field and click Search, this recalls the invoices.
- To view the scanned image of the invoice (where available) just click on the blue numbers under TransNo.
- **NB: This report only shows invoices that have been paid.**



- There are two reports under the Purchasing Reports folder that are closely linked, namely '**Closed PO's - no invoice posted**' and '**Open PO's - no invoices posted**'. These reports show Purchase Orders which are on the system with outstanding amounts, i.e. have not been fully paid. The Open POs would appear on Commitments reports within the Management reporting suite also.
- The system will automatically close a Purchase Order which has no activity after 90 days, e.g. if an invoice has been paid against the order for less than the amount on the PO, and there is no further processing then Agresso will close it as a routine after 3 months. However, if you wish to close the order earlier than the auto-close after 90 days, (as you know that the invoice has been paid and the remaining amount will not be used), you may contact [agressosupport@ucc.ie](mailto:agressosupport@ucc.ie) to close it immediately.

**Closed PO's - no invoices posted**

Selection criteria

CostC like  1

SupplID like

Status not like

Period greater than or equal to

Posted like

Company like

Enter the Cost Centre code or Supplier ID and click on Search

Results 2

Search

#	Updated	OrderNo	Order date	SupplID	SupplID (T)
1	19/04/2016	10177593	19/04/2016	215976	Kylemore - Punch Out A/C
2	15/04/2016	10177169	15/04/2016	200921	Sigma Aldrich Ireland Ltd
3	15/04/2016	10176965	14/04/2016	200921	Sigma Aldrich Ireland Ltd
4	09/04/2016	10176217	09/04/2016	215976	Kylemore - Punch Out A/C
5	07/04/2016	10176074	07/04/2016	200148	Unit 4 Business Software (Irel
6	30/03/2016	10175105	29/03/2016	214819	Codex Ltd
7	10/03/2016	10173725	10/03/2016	215976	Kylemore - Punch Out A/C

**Open PO's - no invoices posted**

Selection criteria

CostC not empty

CostC like  1

SupplID like

Period greater than or equal to

Status like

Posted like

Company like

Enter the Cost Centre code or Supplier ID and click on Search

Results 2

Search

#	Updated	OrderNo	Order date	SupplID	SupplID (T)
1	01/08/2016	10188686	28/07/2016	214819	Codex Ltd
2	19/07/2016	10187731	19/07/2016	200148	Unit 4 Business Software (Ireland) Ltd
3	24/06/2016	10185431	24/06/2016	15481	ROSEANNE KELLY
4	24/06/2016	10185421	24/06/2016	15481	ROSEANNE KELLY
5	27/05/2016	10182315	27/05/2016	215976	Kylemore - Punch Out A/C
6	27/05/2016	10182274	27/05/2016	215976	Kylemore - Punch Out A/C
7	15/04/2016	10176216	08/04/2016	214819	Codex Ltd

- Please see separate [Guide](#) for the query '**Is the Supplier on Agresso?**' This is a report to help you locate all the suppliers set up on the Agresso financial system. You can also search for suppliers on the requisition standard screen.

- The report **PO Activity** shows Agresso Created Purchase Orders
- The report includes an explanation on the various order statuses e.g. whether they are finished and paid (F) or Open (O).
- For a quick search on every order relating to you, delete out the search criteria for CostC like and Project Like i.e. change to blank.
- **If you want to find a specific order**, type the number into the 1<sup>st</sup> column 'OrderNo', and click on Search.

**PO Activity**

**Report description**

This report is a full listing of all the Purchase order activity for the department it includes all Purchase orders and the status of them. It is a history of your orders. The date that the Order was processed.

C= Closed  
 O= Ordered "so the Purchase order is an open commitment  
 F= Finished the order has been delivered and fully invoiced  
 P= Parked the Purchase order has been parked  
 T= Terminated the Purchase order has been cancelled

**Selection criteria**

CostC like:   
 Project like:   
 Company like: UC

**Results**

Search  All levels All levels Copy to clipboard

#	OrderNo	Order date	SupplD (T)	Account	Account (T)	CostC	Project	Gross Ordered Euro (1)	Gross Invoiced Euro (1)	Gross Remaining Euro (1)	Status
1	1018	20/05/2016		3802		0	NA	456	469	0	F
								456	469	0	

Time executed 09/08/2016 12:32:10 Number of rows 1

- The **PO Invoice History** shows invoices registered against Agresso created Purchase Orders.
- You can run this report against specific cost centres/ projects if you want, or it will allow you to type in a specific order in to the Order No column, but ensure that the Costc like field is blank when you do this



### PO Invoice History

#### Report description

This report is a listing of the Purchase orders and the Invoices relevant to that Order. The Invoice Paid date is available on this report for viewing. This report shows you the following information Supplier Name, Invoice Number, the Financial Period, the Currency that the order was processed in and the Euro currency, The Purchase Order number. The Cost Centre and Project. The date the goods were ordered, The date the goods were due to be paid. The Date the invoices is actually paid. If you click into the Transaction No you can drill into the scanned copy of the Invoice.

#### Selection criteria

OrderNo like

InvoiceNo like

Costc like

Project like

Company like UC

You may search by Cost Centre/Project code or if you wish to search for a specific invoice you can search by invoice number or (purchase) order number or supplier ID, depending on the information you have. Enter you chosen search criteria and click on the Search button

- A - Register
- B - Open It
- C - Histori

#### Results

#	T	SupplID	SupplID (T)	Period	Cur	OrderNo	Ordered Euro	InvoiceNo	Invoiced Euro	line_no
						10017975				
1	C	200575	Kylemore Services Group	201201	EUR	10017975	163.50	INV00232896	129.98	1
Σ							163.50		129.98	



to that Order. This report shows you the following information: the order was processed in and the Euro currency, The Purchase Order number. The Cost Centre and Project code, a description of the goods purchased, and the Invoice.

Please note, if the invoice has been paid then the Payment date will appear on this report. Again it is possible to view the scanned image of the invoice by clicking on the Transaction number e.g. 290205315

- A - Registered Invoices
- B - Open Items
- C - Historical Items

Period	Cur	OrderNo	Ordered Euro	InvoiceNo	Invoiced Euro	line_no	TransNo	Account	Costc	Costc (T)	Project	Description	Order date	Due date	Pay date	S
		10017975														
201201	EUR	10017975	163.50	INV00232896	129.98	1	290205315	4000	7694	AGRESSO FMS Support and Development	NA	Catering Services- Food	02/09/2011	21/10/2011	28/10/2011	C
			163.50		129.98											

Time executed: 09/08/2016 12:48:54 Number of rows: 1