

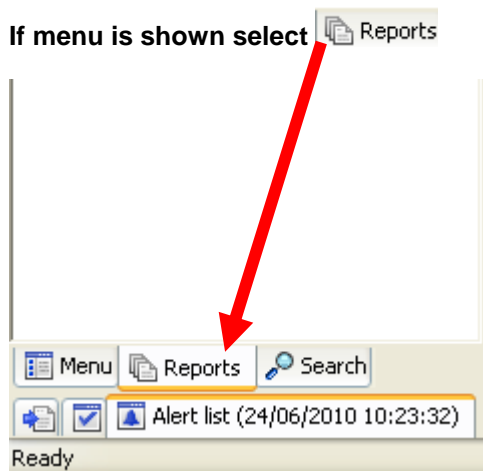
COM2 – Commitments Enquiry

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 Browser Enquiries:

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



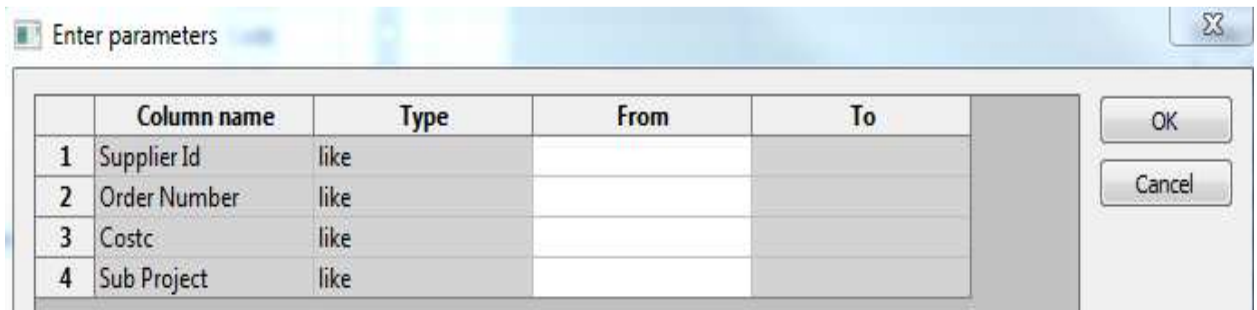
From the reports menu select

 Global Reports

 01- Purchase Order Details

 COM2: Purchase Order Commitments Enquiry - Double Click to open

1. The following screen will be displayed:



	Column name	Type	From	To
1	Supplier Id	like		
2	Order Number	like		
3	Costc	like		
4	Sub Project	like		

Enter the relevant details you require. N.B. This column will also accept fuzzy matching, e.g. 902* for the Finance Office.

Your results will show:

	Supplier Id	Supp Name	Order Number	Line No	Purchasing Officer	Requisitioner	Product	
1	29673	ORION	1573707	1	FJAMIESON	FJAMIESON	R13	6 Coaching Sessions
	Σ1		1573707					
3	35063	**DO NOT USE**CAPITA TRAVEL AND EVENTS	1599106	2	FJAMIESON	STEPHEN	TRA2	Flight Easyjet - Lon - Gla
	Σ1		1599106					
5	35063	**DO NOT USE**CAPITA TRAVEL AND EVENTS	1615435	1	FJAMIESON	STEPHEN	TRA2	Easyjet flight Gla-Bri rtn
6	35063	**DO NOT USE**CAPITA TRAVEL AND EVENTS	1615435	2	FJAMIESON	STEPHEN	TRA1	Travellodge 24/03
7	35063	**DO NOT USE**CAPITA TRAVEL AND EVENTS	1615435	4	FJAMIESON	STEPHEN	TRA2D	Central booking fee
	Σ1		1615435					
9	15873	UNIT 4 BUSINESS SOFTWARE LTD	1694959	1	FJAMIESON	JBOWIE	COM6	Unit 4 Business World Use
	Σ1		1694959					
11	14189	OFFICE DEPOT UK LTD	1698271	1	FJAMIESON	IAN	STA5	Bic Matic Pencil 0.5mm
12	14189	OFFICE DEPOT UK LTD	1698271	2	FJAMIESON	IAN	STA5	Post it Index Flags Dual P
13	14189	OFFICE DEPOT UK LTD	1698271	3	FJAMIESON	IAN	STA5	Post it Index Flags Dual P
14	14189	OFFICE DEPOT UK LTD	1698271	4	FJAMIESON	IAN	STA5	Post it Super Sticky Ruled
15	14189	OFFICE DEPOT UK LTD	1698271	5	FJAMIESON	IAN	STA5	Post It Super Sticky Lined
	Σ1		1698271					
17	36228	CLARITY TRAVEL MANAGEMENT	1699147	1	FJAMIESON	JBOWIE	TRA2	Flight GLA - LDN return 26
	Σ1		1699147					
	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
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

Agresso SSD Enquiries

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

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