

# P2P Enquiry Report

## RPU03

# Purchase Invoice Payment Report

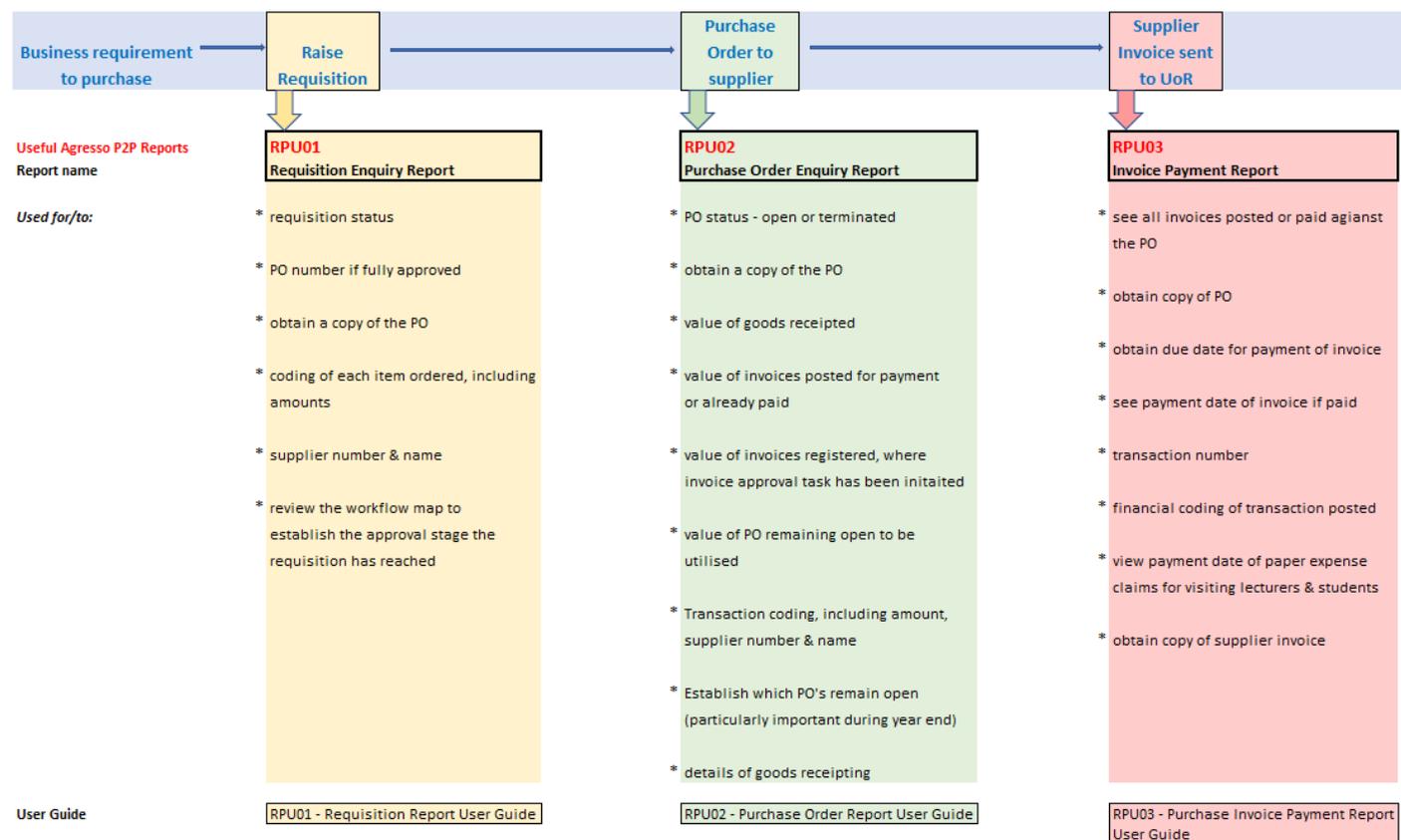
## User Guide

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## Summary of when to use the P2P enquiry reports.

There are 3 useful P2P (purchase-to-pay) enquiry reports available in Agresso web. Below is a summary of what you may use the reports for and the user guides available for each report.



## Introduction to RPU03

This is a P2P report which can be used to check the points listed in the above chart under the heading Supplier Invoice sent to UoR. It will show all supplier invoices registered or posted for payment and, those already paid.

## Where to find RPU03

This report is available in Agresso web in the following location.

Main menu > Reports > P2P reports > RPU03 - Purchase Invoice Payment Report

Should you not have access, please request access to P2P Enquiry Reports by emailing [financial-systems@reading.ac.uk](mailto:financial-systems@reading.ac.uk). Please copy in your Head of School/Function.

The screenshot shows a 'Menu' on the left with categories: SelfService admin, Procurement, Project management, Customers and sales, Information pages, and Common. A 'Reports' section is highlighted in yellow. On the right, under 'Global reports', the following items are listed:

- Online Expenses
- Useful Information and Downloads
- Year End
- General Ledger Enquiries
- P2P Enquiries** (highlighted in yellow)
- B12. Wren Purchase Orders - by Su...
- C21. Purchase Invoices - by Order ...
- C22. Purchase Invoices - by Supplier
- RPU02 - Purchase Order Enquiries
- RSU02-Named Suppliers and Estim...
- RSU06-My Supplier Request Form ...
- RSU07-Completed Requests Betw...
- RSU08-My New Supplier Requests
- B02. Wren Requisitions - by Supplier
- B14. Wren Purchase Orders - by Pr...
- C23. Purchase Invoices - by Cost C...
- RSU01-Outstanding New Supplier ...
- B01. Wren Requisitions - by Req Nu...
- C24. Purchase Invoices - by Project
- RPU03 - Purchase Invoice Payment...** (highlighted in yellow)

To save this report as a favourite for easier access, click on the button containing the heart in the top right-hand corner after you have selected RPU03 from the main menu on your homepage.



The colour of the button will change to blue.



The report will now be available for you to select in your favourites box on the right-hand side of your homepage.



### How to use RPU03

Please take time to read the report description which appears at the top of the page once you have selected RPU03. It provides further details about the report.

**Report description**

This report allows you to check if payment has been made to a supplier when a P2P requisition was raised over the past 12 periods. The amount represents the total amount paid inclusive of VAT. This includes pro-forma payments.  
 Search Criteria – enter either the PO number, Invoice number or Supplier number and change the periods if required. Click on Search to obtain the results  
 The column labelled 'T' in the results represents the following:  
 A – Awaiting approval for payment (no payment date displayed)  
 B – Bank payment pending (no payment date displayed)  
 C – Complete, payment has been made to the supplier (payment date displayed).  
 By clicking on Transaction Number you are able to view the transaction coding, including VAT postings and see a scanned copy of invoice, if available

1. The selection criteria allow you to search for the invoice using various options. The easiest and quickest option is to search using a purchase order (PO) number. The Period less than field will default to the current financial period and will go back 12 periods in the Period greater than field. When searching on a PO number you may remove these periods or, change them if the PO was raised outside of period it defaults to.

**Selection criteria**

TT in list: [AP, OP, OP] ...

Purchase Order Number like: [Red box]

Invoice Number like: [ ]

Transaction Number like: [ ]

Supplier ID like: [ ] ...

Period greater than or equal to: [202101] ...

Period less than or equal to: [202201] ...

Company like: RU

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

2. After entering the PO number, click the Search button.



3. You will only see the invoice detail line/s in your results if the invoice raised by the supplier, against this PO, has been received by Accounts Payable (AP) in finance and either.
  - a. Registered for payment (column heading T will state 'A') or,
    - an Agresso task is likely to have been received by the approver to approve payment of the invoice.
  - b. Posted in Agresso awaiting payment (column heading T will state 'B') or,

- c. Posted in Agresso and has been paid (column heading T will state 'C')

#	T
1	C

4. Each line containing a PO number represents the invoice/s posted for payment or which have been paid.

#	T	Supplier ID	Supplier ID (T)	Purchase Order Number	Invoice Number	InvoiceDate	Amount (inc VAT)	Outstanding Amount	Currency	Transaction Number	Due date	Payment date	Company	Period	Links to reports
1	C	12326	SCIENTIFIC LABORATORY SUPPL...	3284388	SI181533401	22/09/2020	55.00	0.00	GBP	10679086	22/10/2020	16/10/2020	RU	202102	Select link
Σ1		12326	SCIENTIFIC LABORATORY SUPPLIE...				55.00	0.00							
Σ							55.00	0.00							

5. The **due date** is the date the invoice is due for payment.

#	T	Supplier ID	Supplier ID (T)	Purchase Order Number	Invoice Number	InvoiceDate	Amount (inc VAT)	Outstanding Amount	Currency	Transaction Number	Due date	Payment date	Company	Period	Links to reports
1	C	12326	SCIENTIFIC LABORATORY SUPPL...	3284388	SI181533401	22/09/2020	55.00	0.00	GBP	10679086	22/10/2020	16/10/2020	RU	202102	Select link
Σ1		12326	SCIENTIFIC LABORATORY SUPPLIE...				55.00	0.00							
Σ							55.00	0.00							

6. The **payment date** is the date the invoice was settled for payment. *If this field is blank, then payment has yet to be made* (check the due date – it could be in the future). Payment runs take place every week on a Wednesday and Friday.

#	T	Supplier ID	Supplier ID (T)	Purchase Order Number	Invoice Number	InvoiceDate	Amount (inc VAT)	Outstanding Amount	Currency	Transaction Number	Due date	Payment date	Company	Period	Links to reports
1	C	12326	SCIENTIFIC LABORATORY SUPPL...	3284388	SI181533401	22/09/2020	55.00	0.00	GBP	10679086	22/10/2020	16/10/2020	RU	202102	Select link
Σ1		12326	SCIENTIFIC LABORATORY SUPPLIE...				55.00	0.00							
Σ							55.00	0.00							

7. Click on the blue **transaction number** to see.
- Transaction coding
  - Copy of the invoice – *you can save or print a copy, but it will always be present in this report. To copy, click on the image of the invoice, select “save as” from the menu options, select the folder you wish to save to. You are also able to select print from these options.*

#	T	Supplier ID	Supplier ID (T)	Purchase Order Number	Invoice Number	InvoiceDate	Amount (inc VAT)	Outstanding Amount	Currency	Transaction Number	Due date	Payment date	Company	Period	Links to reports
1	C	12326	SCIENTIFIC LABORATORY SUPPL...	3284388	SI181533401	22/09/2020	55.00	0.00	GBP	10679086	22/10/2020	16/10/2020	RU	202102	Select link
Σ1		12326	SCIENTIFIC LABORATORY SUPPLIE...				55.00	0.00							
Σ							55.00	0.00							

See screen shot below for transaction coding and copy invoice.

**Transaction details**

Transaction number	#	Description	Amount	TC	TT	Acc	Costc	Project	Wren	Route	Co	I/e
10679086	0		55.00	PZ	OP	4295	PCCP	A2903700	8888888	PCCP	RU	E
10679086	1		-55.00	0	OP	9000	BXXG	Y2200401			RU	E

**Transaction**

**Invoice**

**Amounts**

**Image**

### Payment of Student and Visitor Expense Claims

This report may also be used to check payments for student and visitors' paper expense claims. Click on the 3 dots next to the Supplier ID like field to open a Lookup window.

**Selection criteria**

TT in list: 'AP','OI','OP' ...

Purchase Order Number like: [ ]

Invoice Number like: [ ]

Transaction Number like: [ ]

Supplier ID like: [ ] ...

Period greater than or equal to: 202101 ...

Period less than or equal to: 202201 ...

Company like: RU

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

Enter the name of the student/visitor in the blank field (use % as your wild key), click search. Click on the name from the drop down provided.

**Search criteria**

%smith

Advanced

Search

Attribute value	Attribute	Description	Period from	Period to
218	SUPPID	Smith	199401	209912

This will return you to the enquiry report and populate the field with your selection. Click the search button to run the enquiry.

TT in list: 'AP', 'OI', 'OP' ...

Purchase Order Number like:

Invoice Number like:

Transaction Number like:

Supplier ID like: 218

Period greater than or equal to:

Period less than or equal to:

Company like: RU

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

**Results**

Search Detail level: All levels

#	T	Supplier ID	Supplier ID (T)	Purchase Order Number	Invoice Number	InvoiceDate	Amount (Inc VAT)	Outstanding Amount	Currency	Transaction Number	Due date	Payment date	Company	Period	Links to reports
1	C	218			0 060115	06/01/2015	31.50	0.00	GBP	1891946	13/01/2015	15/04/2015	RU	201509	<a href="#">Select link</a>
2	C	218			0 220416	22/04/2016	43.37	0.00	GBP	1923719	29/04/2016	26/04/2017	RU	201709	<a href="#">Select link</a>
3	C	218			0 170416	17/04/2016	186.59	0.00	GBP	1925436	24/04/2016	05/07/2017	RU	201711	<a href="#">Select link</a>
		Σ1					261.46	0.00							
		Σ					261.46	0.00							

Above example shows 3 paper expense claims paid for a student including the payment date.

END