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 RPU02

This report will only show those requisitions fully approved and converted to a purchase order (PO).

This is a P2P report which can be used to check the points listed in the above chart under the heading Purchase Order to Supplier.

2. Using the Selection criteria & saving as a favourite



3. The results will be shown as below. You will only see requisitions which have been fully approved and converted to a PO.

Tip: The blank row directly underneath the column headings can be used to filter the results further. For example, you could search for a specific supplier by entering the supplier number in the blank supplier field, click Search button. This will return any requisitions raised against the supplier.

Tip: Anything appearing in blue, you may dick on to obtain more information. For example, if you dick on the Project number, you will be able to see the project title, the owner of the project, the start and end date of the project.

Results					
Search Detail level All levels 💌 Copy to clipboard					
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