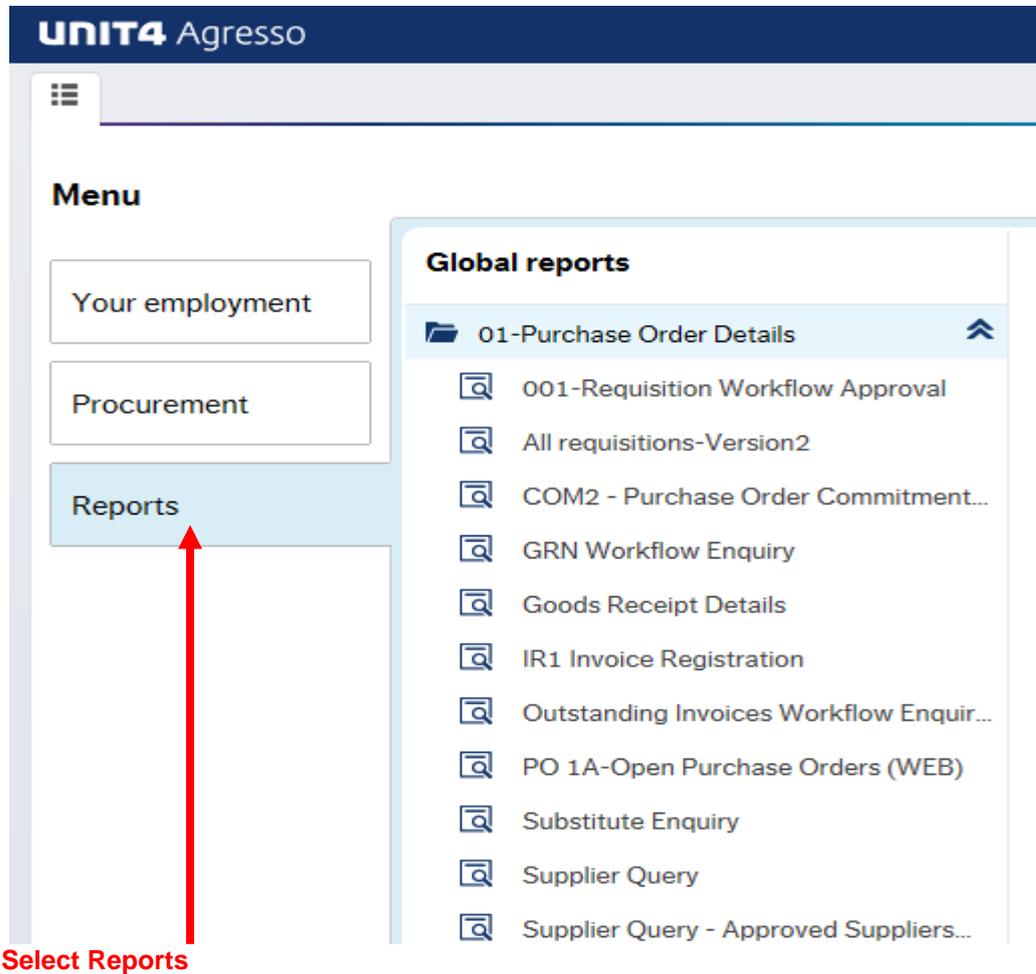**WEB-IR1 Invoice Registration Enquiry**

In Agresso there are specific enquiries that allow the user to check Supplier Invoices that have been registered and view the Supplier Invoice

To open the specific Enquiries go to:

Select Reports

At the top of the menu screen click on:
Select Reports

📁 01- Purchase Order Details

🔍 - IR1 Invoice Registration Enquiry

1. The following screen will be displayed:

Agresso Enquiries

Search against any of the fields within this pane by entering the details in the relevant field

and clicking the search icon | Search |

The results will then appear depending on the search criteria
N.B If no results will be shown please check the search criteria entered or you may not have access to the results

T		Stage of Transation
A - Registered Invoices		- Invoices Registered - not processed for payment
B - Open Items		- Invoices Registered - processed but Supplier not paid yet
C - Historical Items		- Invoice Processed and Supplier Paid

TransNo   - The Registered Transaction number

OrderNo   - The order number

InvoiceNo   - The Invoice number

SuppID   - The Supplier and name

Updated   - Date the transaction was updated

Inv date   - Invoice Date

Due Date   - The date the Invoice is due to be paid

Status   - Status of the transaction

Period   - Period transaction was entered on the system

Currency   - Currency

Text-   - Description of goods ordered

Amount   - The Amount of the invoice

User   - User who last updated the transaction.

To view the Registered invoice click on the Transo field :

This will open up a screen where the scanned invoice can viewed/saved/printed:
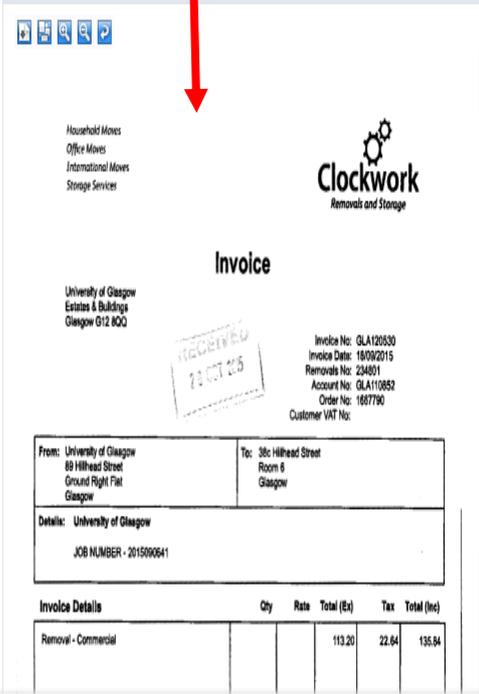
Transaction details

670180082	3	2015090641 1667790 COMMERCIAL REMOVAL	16.79	0	IE	17472	91901030	123610-01	
670180082	4	2015090641 1667790 COMMERCIAL REMOVAL	-16.79	0	IE	17473	91901030	123610-01	
670180082	1	2015090641 1667790 COMMERCIAL REMOVAL	129.99	AS	IE	7826	91901030	123610-01	7400

Transaction

Fiscal year	Period
2016	201604

Transaction date	Valuedate
18/09/2015	18/09/2015

Invoice

InvoiceNo
GLA120530

AP/AR ID	AP/AR Type
30103	P

CLOCKWORK REMOVALS GLASGOW LTD

Amounts

Curr. amount (GBP)
-135.84

Amount (GBP)	ExchRate
-135.84	1.000000

⌄ Image

Export

Close