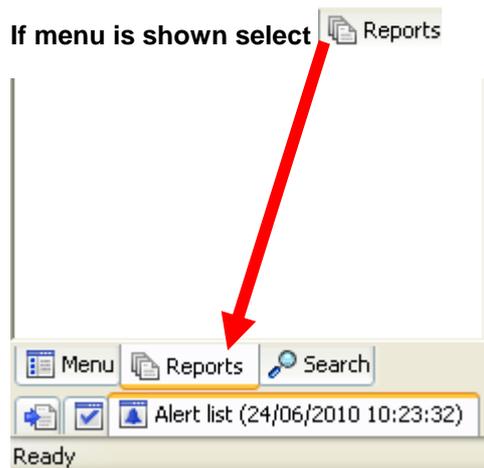


IR1 Invoice Registration Enquiry

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 Browser Enquiries:

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



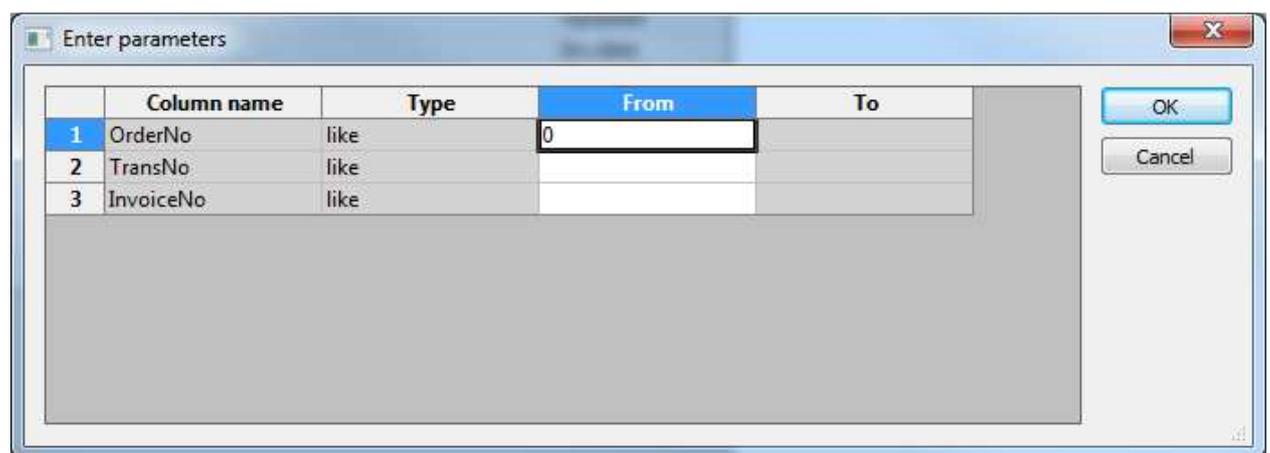
From the reports menu select

 Global Reports

 01- Purchase Order Details

 IR1 Invoice Registration (double click)

1. The following screen will be displayed:



	Column name	Type	From	To
1	OrderNo	like	0	
2	TransNo	like		
3	InvoiceNo	like		

2. Enter either Order Number, Transaction number, or Invoice Number

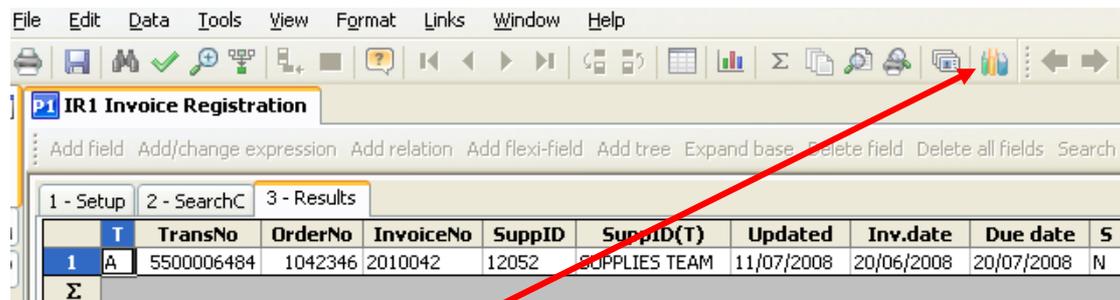
3. Click OK

4. 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

Agresso SSD Enquiries

5. 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**
6. TransNo - The Registered Transaction number
7. OrderNo - The order number
8. InvoiceNo - The Invoice number
9. SupplID - The Supplier and name
10. Updated - Date the transaction was updated
11. Inv date - Invoice Date
12. Due Date - The date the Invoice is due to be paid
13. Status - Status of the transaction
14. Period - Period transaction was entered on the system
15. Currency - Currency
16. Text- - Description of goods ordered
17. Amount - The Amount of the invoice
18. User - User who last updated the transaction.

To view the invoice:

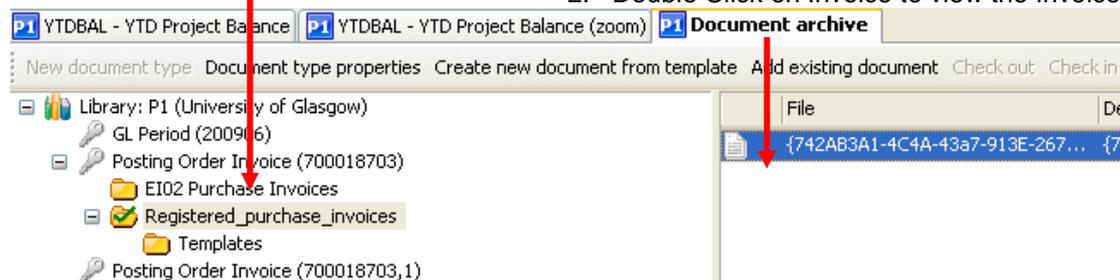


	T	TransNo	OrderNo	InvoiceNo	SupplID	SupplID(T)	Updated	Inv.date	Due date	S
1	A	5500006484	1042346	2010042	12052	SUPPLIES TEAM	11/07/2008	20/06/2008	20/07/2008	N
Σ										

19. Click on the Row and click on  Documents Icon

This will open the following screen:

1. Click on the EI02 Purchase Invoices Folder
2. Double Click on Invoice to view the Invoice



File	De
{742AB3A1-4C4A-43a7-913E-267...}	{7

Agresso SSD Enquiries

If blank then no invoice has been scanned against the transaction

20. Double click on File to view Supplier invoice. If you are unable to open image see step 8.

-82B7-3EA7C764774F}.tif (4960 x 7015, 34.79MP, 209KB) [1 / 1] 11%

old no. 2002287110



BOC
Member of The Linde Group
Customer Service Centre, P.O. Box 12, Priestley Road
Worsley, Manchester M28 2UT
VAT Reg: GB236536645

Enquiries: 0800111333
Facsimile: 0800111555
EMAIL: custserv@boc.com

Product Invoice

Invoice Number: 79257687
Account Number: 1307609
Billing Date: 17/03/2008
Invoice Total: £ 79.27
Payment Due by: 30/04/2008

University of Glasgow
Finance Office - FRG Anna Young
General Ledger Section
Gilbert Scott Building
Glasgow
G12 8QQ

Page 1 of 1

INVOICE IN PROGRESS

24883

Purchase Order: 6917000004
Location Acct: 2534663
Delivery Name: University of Glasgow

Advice Note: 229279905 14/03/2008
Supplied by: Glasgow
Delivery Address:
Biomedical & Cardiovascular Centre, "Liquid Nitrogen
Only", GBRC 4.26, G12 8TA, 120 University Place

Sales	Qty Rtd	Qty Chgd	Price Unit	Value	VAT Rate	Amount
CRYOSPEED NITROGEN	0	410	0.12 LIR	49.20	A0	
Environmental and Energy Surcharge				13.94	A0	
Fixed Charges				16.13	A0	
Invoice Total				79.27	0.00	£ 79.27

VAT Rate	Tax Exclusive Value	VAT Value
A0 0.00%	£ 79.27	£ 0.00