

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:

Menu		
	Globa	l reports
Your employment	<b>D</b> 01	-Purchase Order Details
Procurement	٩	001-Requisition Workflow Approval
	٩	All requisitions-Version2
Reports	a	COM2 - Purchase Order Commitment
	٩	GRN Workflow Enquiry
	٩	Goods Receipt Details
	٩	IR1 Invoice Registration
	٩	Outstanding Invoices Workflow Enquir.
	٩	PO 1A-Open Purchase Orders (WEB)
	٩	Substitute Enquiry
	٩	Supplier Query
	Q	Supplier Query - Approved Suppliers

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



1. The following screen will be displayed:

* Selection criteria	
TransNo like	
OrderNo like	
InvoiceNo like	
Company like	P1

## Agresso Enquiries



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

and clicking the search icon

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* 

Results	5									
Search		Detail level A	ll levels							
Copy to	clipboard	Rows per 5 page	0	$\checkmark$						
#	T	TransNo	OrderNo	InvoiceNo	SuppID	SuppID (T)	Updated Inv.date		Due date	
							2	2	2	
1	С	67018008	2 1667790	GLA120530	30103	CLOCKWORK REMOVALS GLASGOW LTD	05/11/2015	18/09/2015	18/10/2015	
Σ										

T A - Registered Invoices B - Open Items C - Historical Items	<ul> <li>Stage of Transation</li> <li>Invoices Registered - not processed for payment</li> <li>Invoices Registered - processed but Supplier not paid yet</li> <li>Invoice Processed and Supplier Paid</li> </ul>
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.
	TransNo

To view the Registered invoice click on the Transo field :

670180082

## Agresso Enquiries



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

saction details												
670180082	3 2015090641 1	667790 COMMERCIAL REMOVAL	16.79	0	IE	17472	91901030	12	23610-	01		
670180082	4 2015090641 1	667790 COMMERCIAL REMOVAL	-16.79	0	IE	17473	1901030	1901030 123610-01				
670180082	1 20150906411	667790 COMMERCIAL REMOVAL	129.99	AS	IE	7826	1901030	12	23610-	01		
Transaction				*	mage							
Fiscal year		Period		•	📲 व् व्							
	2016		201604									
Transaction date		Valuedate					♥					
18/09/2015		18/09/2015		Household Mones Office Mones							n°	
					International Storage Service	Moves ces			(	Cloc	kwo	rk
Invoice										Removals	and Storag	pe
level e Ne							Invo	ce				
GLA120530					University of Estates & Bul Glassow G12	Glasgow Ildings 2 800						
					ongoi on		TECRIVEN	1	in Invo	voice No: G lice Date: 18	LA120530 5/09/2015	
30103		р					21 (37 220		Rem	ovals No: 2 count No: G	34801 LA110852	
CLOCKWORK REMOVALS GLAS	SGOW LTD	1							Customer	VAT No: 10	567790	
					From: University of 89 Hilhead S	Glasgow Irret	To	38c Hillh Room 6	nead Street			
Amounte					Ground Right Glasgow	Flat		Glasgow	v			
Amounts					Details: University	of Glasgow						
Curr. amount (GBP)					JOB NUM	BER - 2015090641						,
	-135.84				Invoice Details			Qty	Rate	Total (Ex)	Tax	Total (inc)
Amount (GBP)		ExchRate			Removal - Commerce	lek				113.20	22.64	135.84
	105.04		1.000000							- 1		

Close