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.

If menu is shown select 📋 Reports   **If menu is hidden select Reports tab** 📋
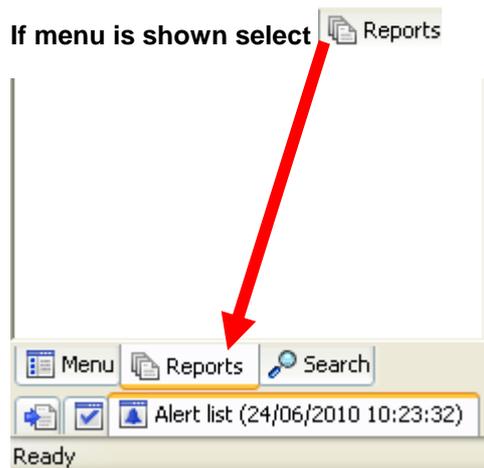
From the reports menu select

    📁 *Global Reports*

        📁 01- Purchase Order Details
            🖼 IR1 Invoice Registration (double click)

1. The following screen will be displayed:
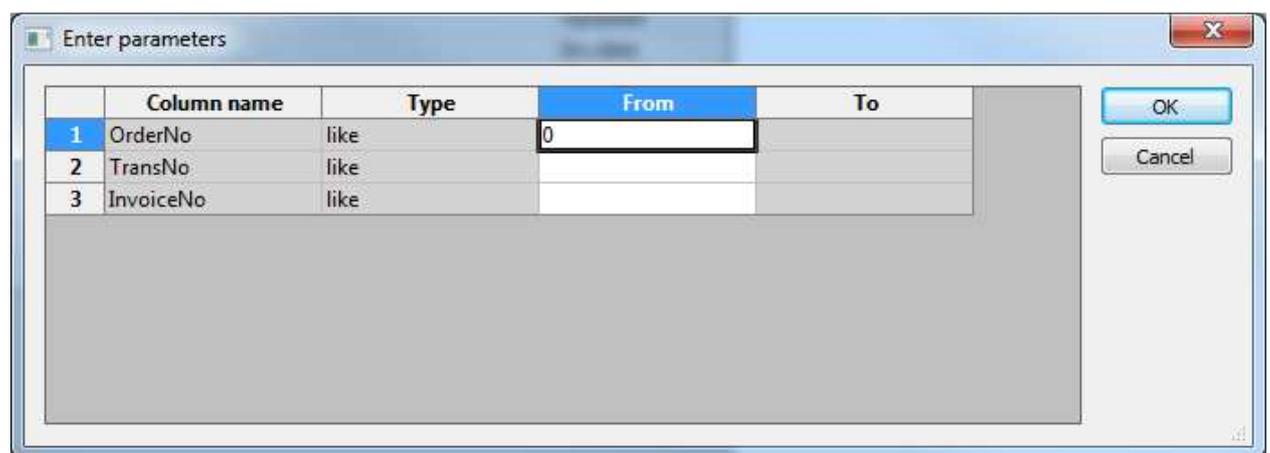
2. Enter either Order Number, Transaction number, or Invoice Number

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

5. T   - Stage of Transaction

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. SuppID   - 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:
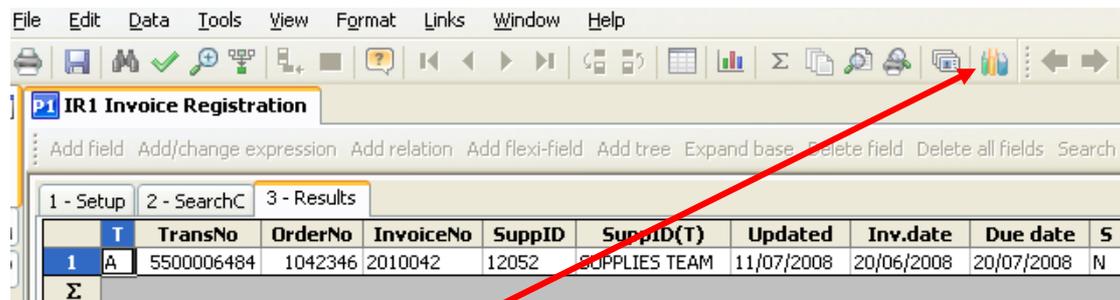
19. Click on the Row and click on Documents Icon

This will open the following screen:
1. Click on the EI02 Purchase Invoices Folder
2. Double Click on Invoice to view the Invoice
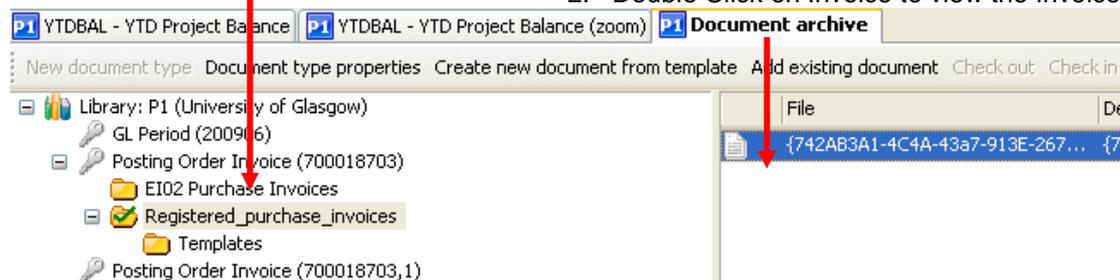
20. Double click on File to view Supplier invoice. If you are unable to open image see step 8.