

Viewing Scanned Invoice Images

1. Begin at the results screen of a browser enquiry (as shown below)

| | T | TT | TransNo | # | Trans.date | Period | Account | Project | Workorder | TC | Text | Amount | Supplier/Customer | Supplier/Customer (T) |
|---|---|----|---------|---|------------|--------|---------|---------|-----------|----|------|--------|-------------------|-----------------------|
| 1 | B | IT | 4459765 | 0 | 04/09/2018 | 201803 | 9202 | 900082 | 90008201 | 0 | | -72.77 | 105739 | ONECALL |
| 2 | B | IT | 4459765 | 1 | 04/09/2018 | 201803 | 2655 | 100254 | 10025402 | P1 | | 2.54 | 105739 | ONECALL |
| 3 | B | IT | 4459765 | 2 | 04/09/2018 | 201803 | 9131 | 600000 | 60000001 | 0 | | -0.42 | 105739 | ONECALL |
| 4 | B | IT | 4459765 | 3 | 04/09/2018 | 201803 | 9131 | 600000 | 60000001 | 0 | | 0.42 | 105739 | ONECALL |
| 5 | B | IT | 4459765 | 4 | 04/09/2018 | 201803 | 9131 | 600000 | 60000001 | 0 | | 11.70 | 105739 | ONECALL |
| 6 | B | IT | 4459765 | 5 | 04/09/2018 | 201803 | 2301 | 100254 | 10025402 | P1 | | 70.22 | 105739 | ONECALL |
| 7 | B | IT | 4459765 | 6 | 04/09/2018 | 201803 | 9131 | 600000 | 60000001 | 0 | | -11.70 | 105739 | ONECALL |
| 8 | B | IT | 4459765 | 7 | 04/09/2018 | 201803 | 9880 | | | 0 | | 0.01 | 105739 | ONECALL |
| Σ | | | | | | | | | | | | 0.00 | | |

2. Click once on the row that related to the relevant transaction
3. Then click on the documents icon (), or from the main menu → Data → Document, or press Ctrl+D
4. The Document Archive screen then retrieves your selected transaction (example below)

| Library: UY (University of York) | File | Description | Revision | Status | User | Updated |
|----------------------------------|-------------------------------|-------------------------|----------|--------|------------------|---------------------|
| Transaction number (4459765) | 20180918_Invoice_sk1387_20... | 20180918_Invoice_sk1... | 1 | Active | KINSEY, SAMANTHA | 18/09/2018 12:02:53 |

5. Double click on the pdf link to view the invoice image, as seen below

| File | Description | Revision | Status | User | Updated |
|-------------------------------|-------------------------|----------|--------|------------------|---------------------|
| 20180918_Invoice_sk1387_20... | 20180918_Invoice_sk1... | 1 | Active | KINSEY, SAMANTHA | 18/09/2018 12:02:53 |

| Line | Order Code / Description | Unit | Quantity | List Price | Net Price | TAX Rate | Amount |
|------|-----------------------------------------------------------|------|----------|------------|-----------|----------|--------|
| 1 | 848424 LINDSEY ASU SWITCHING REG 3A 12V, 2555, 102250 | EA | 3 | 4.8400 | 3.8720 | 20.00 | 11.60 |
| 2 | 805040 M8011 TORQUE EXCISE, SCHOTTKEY 1A, 100V | EA | 10 | 0.2150 | 0.2150 | 20.00 | 2.12 |
| 3 | TL1798 20075546 DRILL BIT SET, MULTICOINSTRUCTION, 3PC | ST | 1 | 16.6200 | 16.6200 | 20.00 | 16.62 |
| 4 | TL1041 02022 DRILL BIT SET, HSS MICRO 3PC | ST | 1 | 3.4600 | 3.1400 | 20.00 | 3.14 |
| 5 | TL1959 20067755 HSSR METAL DRILL BIT SET - 2PC | ST | 1 | 19.8600 | 19.8600 | 20.00 | 19.90 |

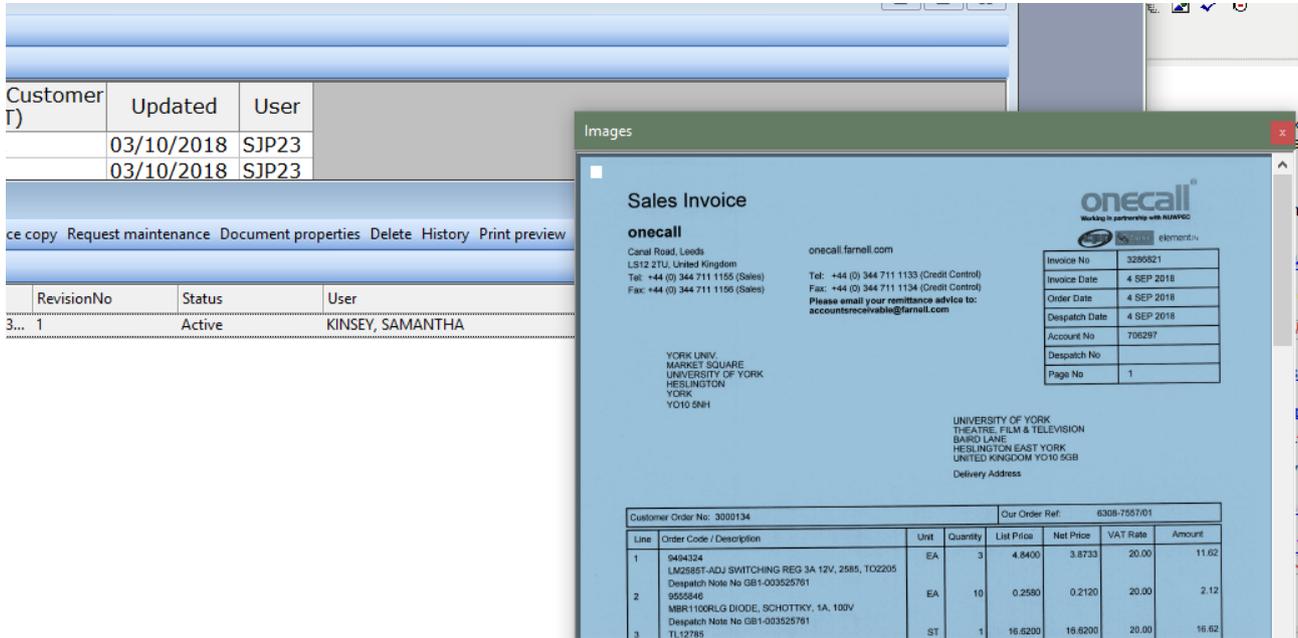
Note: If Adobe Reader gives a security warning and/or no invoice image appears, switch off your Adobe Reader security:

1. Open Acrobat Reader
2. Go to Edit → Preferences...
3. Then Security (Enhanced) on the left column
4. Untick Enable Protected Mode at startup
5. Click OK and close Acrobat Reader

Viewing Scanned Invoice Images

With the invoice image showing, the screen can be moved and re-sized.

1. Drag the edges of the image frame to enlarge it, or right click on the image to rotate, zoom or open in another application



The screenshot shows a software interface with a table in the background and a floating window titled 'Images' displaying a scanned sales invoice. The invoice is from 'onecall' and is addressed to 'YORK UNIV. MARKET SQUARE'. It includes contact information for 'onecall.farnell.com' and a table of items with columns for Line, Order Code, Description, Unit, Quantity, List Price, Net Price, VAT Rate, and Amount.

| Line | Order Code / Description | Unit | Quantity | List Price | Net Price | VAT Rate | Amount |
|------|---------------------------------------------------------------------------------------------|------|----------|------------|-----------|----------|--------|
| 1 | 9494324 LM2585T-ADJ SWITCHING REG 3A 12V, 2585, TO2205 Despatch Note No GB1-003525761 | EA | 3 | 4.8400 | 3.8733 | 20.00 | 11.62 |
| 2 | 9555846 MBR1100RLG DIODE, SCHOTTKY, 1A, 100V Despatch Note No GB1-003525761 | EA | 10 | 0.2580 | 0.2120 | 20.00 | 2.12 |
| 3 | TL12786 | ST | 1 | 16.8200 | 16.8200 | 20.00 | 16.62 |

The image frame can be un-docked and dragged outside Agresso, for example to another monitor.

2. Drag it back to a placement button () to dock it back inside the main Agresso screen again

Note: Invoice images from August 2013 onwards are available via this route. There may be a delay of up to a month from the date of transaction posting before an invoice image is available in Agresso.