Viewing Scanned Invoice Images



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

: Pri	Print Receipt Setup Template Show workflow map Log book													
Ne	New link Organise links													
	Т	Π	TransNo	#	Trans.date	Period	Account	Project	Workorder	тс	Text	Amount	Supplier/Customer	Supplier/Custom (T)
1	В	IT	4459765	0	04/09/2018	201803	9202	900082	90008201	0		-72.77	105739	ONECALL
2	В	IT	4459765	1	04/09/2018	201803	2655	100254	10025402	P1		2.54	105739	ONECALL
3	В	IT	4459765	2	04/09/2018	201803	9131	600000	60000001	0		-0.42	105739	ONECALL
4	В	IT	4459765	3	04/09/2018	201803	9131	600000	6000001	0		0.42	105739	ONECALL
5	В	IT	4459765	4	04/09/2018	201803	9131	600000	6000001	0		11.70	105739	ONECALL
6	В	IT	4459765	5	04/09/2018	201803	2301	100254	10025402	P1		70.22	105739	ONECALL
7	В	IT	4459765	6	04/09/2018	201803	9131	600000	60000001	0		-11.70	105739	ONECALL
8	В	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 (μ_{0}), or from the main menu \rightarrow Data \rightarrow Document, or press Ctrl+D
- 4. The Document Archive screen then retrieves your selected transaction (example below)



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

-					00/10/2010 00:20
В	IT 4459765 1 04/09/2018 201803	3 2655 100254 10025402 P1	2.54 105739	ONECALL	03/10/2018 SJP23
B	UY Document archive				
- 6	New document type Document type properties Create	new document from template Add existing document Ch	eck out Check in Undo checkout Get reference	e copy Request maintenance	e Document properties Delete History Print preview
B	New link Organise links	· · · · · · · · · · · · · · · · · · ·			
В	E Ibrary: UY (University of York)	File Description	Revision Status User	Updated	Images
В	P Transaction number (4459765)	20180918_Invoice_sk1387_20 20180918_Invoice_sk1	1 Active KINSEY, SAMANTHA	18/09/2018 12:02:53	
	Posting of incoming invoices (4459765,1)				
	Posting of incoming invoices (4459765)				
	AP Invoice Scans (Web Service)				Carvel Road, Leeds onecall famell.com
					LS12 2TU, United Kingdom Tet: +44 (0) 344 711 1155 (Sales) Tet: +44 (0) 344 711 1133 (Credit Control) Invoice Date: 4 5EP 2015
					Fac: +44 (0) 344 711 1136 (Sales) Fac: +44 (c) 344 711 1136 (Creative Section 2010) Please enaily our remittance advice to: Order Date: 4 SEP 2016 accounterse-shable@farrell.com
					Despatch Date 4 60P 2316 Account No 700297
					YORK UNV. Despatch No Despatch No
					UNVURRITY OF YORK Page No 1 HESUINGTON YORK
					YO10 INH UNIVERSITY OF YORK
					BARD LANE HESLINGTON LAST YORK
					Delivery Address
8					
9					Outstomer Order No: 3000134 Out Order No: 3000134 Out Order No: 3000-700/101
0					1 9454334 EA 3 4.8400 3.8723 20.00 11.62
1					LM2565T-ADJ SWITCHING REG 3A 12V, 2585, T02206 Despatch Note No GB1-013525761 Ea 10 0.25560 0.2120 20.00 2.12
					2 900040 MBR1100RLG DIDDE, SCHOTTKY, 1A 100V
					3 TL12785 2007016540 DRLL BIT SET, MULTICONSTRUCTION, 7FG 1 16.6200 28.00 16.6200
					4 TL10441 ST 1 3.4900 3.1400 20.09 3.14
					D00222 CRULL BIT SET, HSS MICRO 20PC Despatch Note No PR1-007823461
					5 TL15699 200577352 HSS-R METAL DRLL BIT SET - 25PC 5T 1 19.9900 19.9900 20.00 10.99

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 \rightarrow 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

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Customer T)	Updated	l User		Images		_	_						-				
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	03/10/201	8 S1D23												^			
ce copy Reque	est maintenance	Document pr	operties Delete History Print preview	5	Sale	es Invoice all	all famell com						elements	n			
				6	S12 2T	J, United Kingdom			it Controll		Invoice No	328682	:1				
D	C			- T F	el: +44 ax: +44	(0) 344 711 1155 (Sales) Tel: (0) 344 711 1156 (Sales) Fax:	+44 (0) 344 711 113	33 (Credi 34 (Credi	it Control)		Invoice Date	4 SEP	2018				
RevisionNo	o Stati	IS	User			Pleas	se email your remit untsreceivable@fa	ttance ad mell.com	tvice to: m		Order Date	4 SEP	2018				
3 1	Activ	re .	KINSEY, SAMANTHA								Account No	70629		1			
						YORK UNIV.					Despatch No						
						MARKET SQUARE UNIVERSITY OF YORK Page No 1											
	HESLINGTON YORX YOTO SNH																
						UNIVERSITY OF YORK THEATINE, FLIMA TELEVISION BARD LANE HESI INGTON EAST YORK UNITED KINGDOM YOYD 50B Delivery Address											
					Customer Order No: 3000134 Our Order Ref:								6308-7557/01				
				Ī	Line	Order Code / Description		Unit	Quantity	List Price	Net Price	VAT Rate	Amount				
					1 2	9494324 LM2565T-ADJ SWITCHING REG 3A 12V Despatch Note No GB1-003525761 9555846 MBR1100RLIG DIODE, SCHOTTKY, 1A, Despatch Note No GB1-003525761 TI 12785	V, 2585, TO2205 , 100V	EA EA ST	3 10 1	4.8400 0.2590 16.6200	3.8733 0.2120 16.6200	20.00 20.00 20.00	11.62 2.12 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 (again

) to dock it back inside the main Agresso screen

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.