

## Procurement invoices enquiries

Use the following report to :

- View scanned copy of PO and invoices
- Where invoices are in workflow
- Who has approved invoices

Select report and enter your search criteria

The screenshot shows a navigation menu with three main categories: 'Your employment', 'Procurement', and 'Reports'. Under 'Procurement', there are three sub-sections: 'Requisitions', 'Purchase orders', and 'Procurement invoices'. The 'Procurement invoices' section is highlighted in yellow. Within it, the 'Enquiries' sub-section is selected, and the 'Workflow enquiry - Incoming invoice' option is highlighted with a red arrow. Another red arrow points to the 'Procurement' category in the main menu.

The below is an example of searching by cost centre 4150

The screenshot shows the search interface for 'Workflow enquiry - Incoming invoices'. Under 'Selection criteria', the 'Costo like' field is set to '4150'. A red arrow points to this field with the text 'Enter your detail and select Search'. Below the search criteria, there are checkboxes for 'Active' and 'Historical', both of which are checked. The 'Results' section shows a table with one row of data. A red arrow points to the 'InvoiceNo' column in the table.

#	T	TransNo	OrderNo	Trans.date	Due date	SupplID	SupplID (T)	Task owner	Workflow status (T)	InvoiceNo	Account	Costc
1	A	290826217	10197543	27/05/2019	26/06/2019	200516	Irish Oxygen Co Ltd	...	Workflow in progress	Test-GN 2	3825	4150

You can also narrow your search by using entering details into the boxes below the headings

This example is Dell\* is entered in the supplier text box - this will bring back any supplier with the first 4 letters DELL

The screenshot shows the search results page with 'Dell\*' entered in the 'SupplID' field. The results table lists various suppliers, with 'Dell Computer Corporation' appearing in the first four rows. A red arrow points to the 'SupplID' column header.

#	T	TransNo	OrderNo	Trans.date	Due date	SupplID	SupplID (T)	Task owner	Workflow status (T)	InvoiceNo	Account	Costc	Project	Description	Currency	Curr. amount	Amount
1	B	290815668	10300636	10/03/2019		201086	Dell Computer Corporation		Finished	3600591597	4225	4150	R18818	Dell Wireless Keyboard and Mouse-KM636	EUR	132.84	132
2	B	290815613	10300747	10/03/2019		201086	Dell Computer Corporation		Finished	3600591596	4225	4150	R10288	Additional Broadcom 5722 10/100/1900...	EUR	54.01	54
3	B	290815668	10300636	10/03/2019		201086	Dell Computer Corporation		Finished	3600591597	4225	4150	R18818	Dell 24 Monitor - P2419H - 60.5cm(23.8")...	EUR	1,180.80	1,180
4	B	290812417	10299039	27/02/2019		201086	Dell Computer Corporation		Finished	3600590104	4225	4150	R18382	OptiPlex 5060 Mini Tower CTO	EUR	600.00	600

To view Invoice

- Select the transaction number and double click

**Results**

Search    Detail level    All levels    Copy to clipboard

#	T	TransNo	OrderNo	Trans.date
		TransNo: 290815668		
1	B	290815668	10300636	10/03/2019
2	R	290815612	10300717	10/03/2019

This will show you the transaction detail an copy of scanned invoice

Transaction details x

Workflow enquiry - Incoming invoices > Transaction details

**Transaction details**

**Transaction listing**

Transaction num...	#	Description	Amount	TC	TT	Account	Costc	Project	Contract	Budh	Compy
290815668	0		-1,313.64	XX	IK	7001	9999	NA	NA		UC
290815668	1	Dell 24 Monitor - P2419H - 60.5cm(23.8") Black	1,180.80	N2	IK	4225				BUDGET	UC
290815668	2	Dell Wireless Keyboard and Mouse-KM636 - UK (QWER...	132.84	N2	IK	4225				BUDGET	UC

**Transaction**

Fiscal year: 2019    Period: 201906

Transaction date: 10/03/2019    Valuedate: 10/03/2019

**Invoice**

InvoiceNo: 3600591597

AP/AR ID: 201086    AP/AR Type: P

Dell Computer Corporation

**Amounts**

Curr. amount (EUR): 132.84

Amount (EUR):    ExchRate:

**Image**

Invoice To: University College Cork  
Finance Office  
University College Cork

Payment To: Dell Corporation Ltd  
Dell (Ireland)  
Innovation House,  
Cherrywood Science  
and Technology Park,  
18Dublin

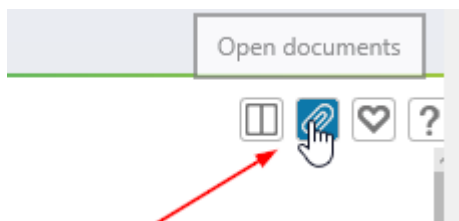
Deliver To: University College  
Cork

Invoice Text:

Date	Invoice number	PO number	Supplier Vat Id
2019-03-10	3600591597	10300636	IE6591034U

Article    Description    Unit    Quantity    Vat%    Vat    Amount

You can also select the paper clip on the right hand side of your screen to view the scanned Invoice



## To view PO

- Select the PO number and double click

Results					
Search					
Detail level All levels					
Copy to clipboard					
#	T	TransNo	OrderNo	Trans.date	Due date
			OrderNo: 10300636		
1	B	290815668	10300636	10/03/2019	
2	B	290815613	10300636	10/03/2019	
3	B	290815668	10300636	10/03/2019	
4	B	290815668	10300636	10/03/2019	

This will show you the purchase detail, to view the PO click on the paper clip on the right hand side of the screen

The screenshot shows a web application interface for viewing a purchase order. The top navigation bar includes a search bar and an "Open documents" button. The main content area displays the purchase order number "10300636" and various details such as "Supplier\*", "Internal references", and "Dates". A red arrow points to the "Open documents" button in the top right corner. Below the main content area, there is a section titled "Open documents" with a paper clip icon and a hand cursor icon. A red arrow points to the paper clip icon. At the bottom of the page, a "Documents" section is visible, containing an "Add a document" button and a PDF icon labeled "PO 10300636 from 201086".

To view where invoice is in workflow

This shows the task owner and the workflow status

**Results**

Search  Detail level  All levels  Copy to clipboard

#	T	TransNo	OrderNo	Trans.date	Due date	SupplID	SupplID (T)	Task owner	Workflow status (T)
1	A	290826206	10305991	20/05/2019	19/06/2019	200516	Irish Oxygen Co Ltd	GNAUGHTO...	Workflow in progress
2	A	290826206	10305991	20/05/2019	19/06/2019	200516	Irish Oxygen Co Ltd	GMURPHY2	Workflow in progress
3	A	290826205	10305991	20/05/2019	19/06/2019	200516	Irish Oxygen Co Ltd	GMURPHY2	Workflow in progress
4	A	290826204	10305991	20/05/2019	19/06/2019	200516	Irish Oxygen Co Ltd	GNAUGHTO...	Workflow in progress
5	A	290826205	10305991	20/05/2019	19/06/2019	200516	Irish Oxygen Co Ltd	GNAUGHTO...	Workflow in progress
6	A	290826204	10305991	20/05/2019	19/06/2019	200516	Irish Oxygen Co Ltd	GMURPHY2	Workflow in progress
7	A	290825857	10303449	16/04/2019	17/05/2019	200921	Sigma Aldrich Ireland L...	CHEMPO	Workflow in progress
8	B	290825271	0	15/04/2019		53110	APRYLL M STALCUP		Finished
9	A	290825586	10305371	15/04/2019	16/05/2019	201101	Fisher Scientific Irelan...	CHEMPO	Workflow in progress
10	B	290825269	0	15/04/2019		53110	APRYLL M STALCUP		Finished
11	A	290825673	10304003	15/04/2019	16/05/2019	201088	DHL Express (Ireland)...	CHEMPO	Workflow in progress
12	A	290825130	10305207	12/04/2019	15/05/2019	201101	Fisher Scientific Irelan...	CHEMPO	Workflow in progress

If you Click on the workflow you can see who has already approved the invoices

