SOP1: Sales Orders

The purpose of this section is to explain how to raise a Sales Order via the Agresso Web. This Sales Order will then follow an Approval workflow until it then becomes a Sales Invoice, or the Sales Order is rejected and closed.

Once the Sales Order has become a Sales Invoice it will be printed by the Sales Ledger Section and sent to the Customer, or if additional paperwork is required to go out with the Sales Invoice please let the Sales Ledger (**finance-commercial@glasgow.ac.uk**) section know. They will either send you Sales Invoice, or request you send them additional paperwork. A copy can be printed if required for departmental purposes once the order has converted into an invoice.

The Sales Invoice will also record income against the appropriate Cost Centre and Project.

SALES ORDER WORKFLOW PROCESS

YES

Sales Order is raised Via Agresso Web. → Is Sales Order Approved? → Sales Order is converted into Sales Invoice → Sales Invoice printed by Sales Ledger section and sent to the customer

NO – REJECTED SALES ORDER WILL GO BACK TO THE PERSON WHO RAISED THEM
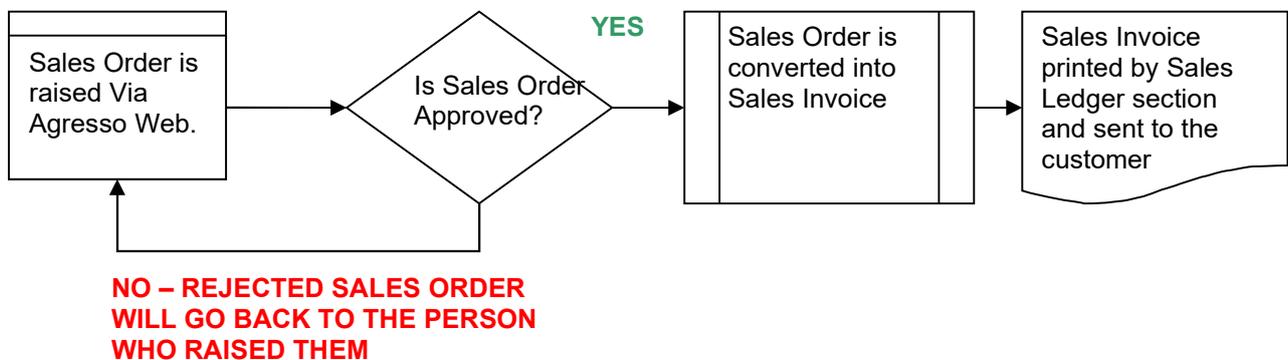
SOP1.1: Raising a Sales Order

To access the Sales Ordering screen:
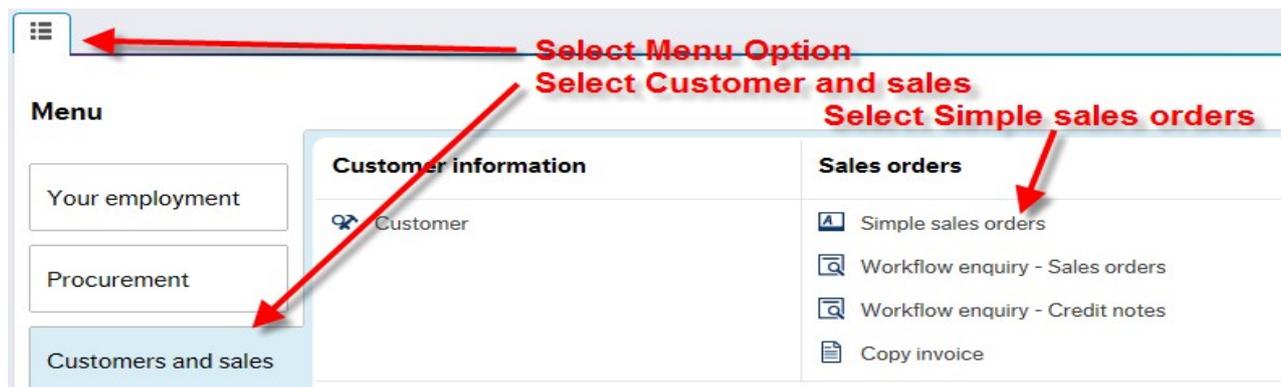
The following screen will appear:

The red star * indicates required fields that must be used when raising a Sales Order

The following fields must be populated on this screen **(highlighted fields are most relevant)**:

1. **Customer** *Either,* enter in the CustID required *or* click on [...] to open the search screen:

In the Search Criteria enter the name of required Customer Then click on Search
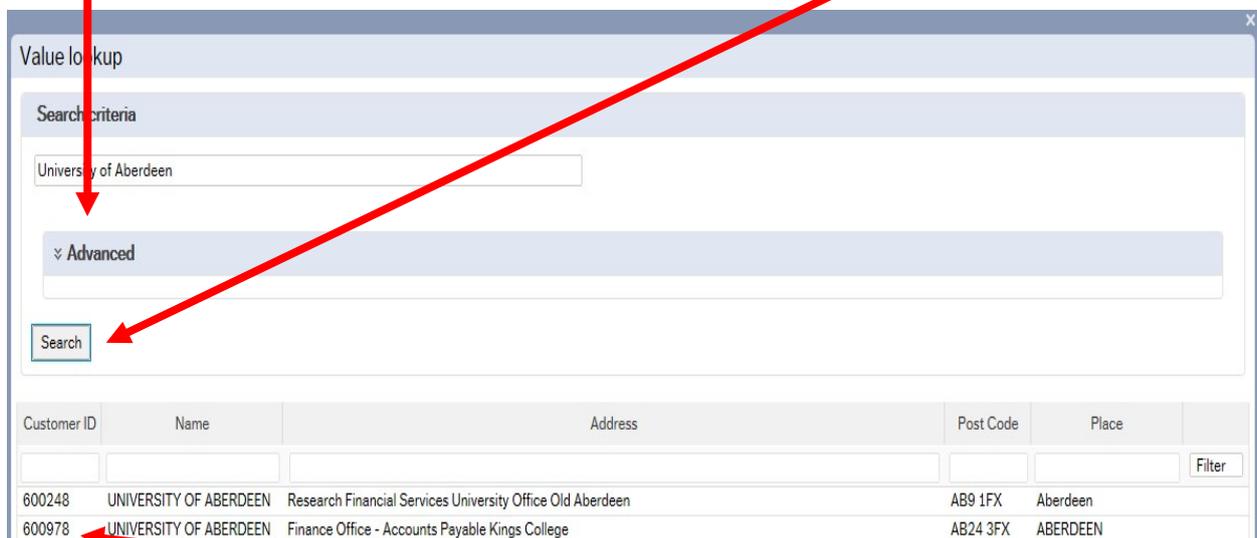
The results will appear below. Click once on the required Customer, which will then populate the Cust ID field and close the search screen. A more advanced search can be done using the advanced option ⌄ Advanced

N.B. If the Customer required cannot be found a new Customer will need to be set up. See SOP4 –New Customers

2. ==**Order Type**==   ==Select Sales Invoices in the Order type==.
 If you require a Sales Credit Note- **See SOP2 – Sales Credit Notes**

```
* Order type
Sales Invoices                    ▼

* Status
To invoice                        ▼
```

3. ==**Status**==   This will show the Status of the Sales Order:
 Closed -   The Sales Order has been manually closed
 To Invoice –   The Sales Order is currently being raised or processed.
 Terminated –   The Sales Order has been manually closed
 Parked –   The Sales Order has been parked – Will not go to be approved
 Finished –   The Sales Order has been converted to a Sales Invoice

4. Salesman   This will populate with the name of the person raising the Sales Order.

5. ==**External Order ID**==   ==**This field must be populated with a relevant description that will be seen in Agresso and also monthly reporting.**==
 NB. If this field is not amended the order will not be saved and all the details will need to be re-entered.
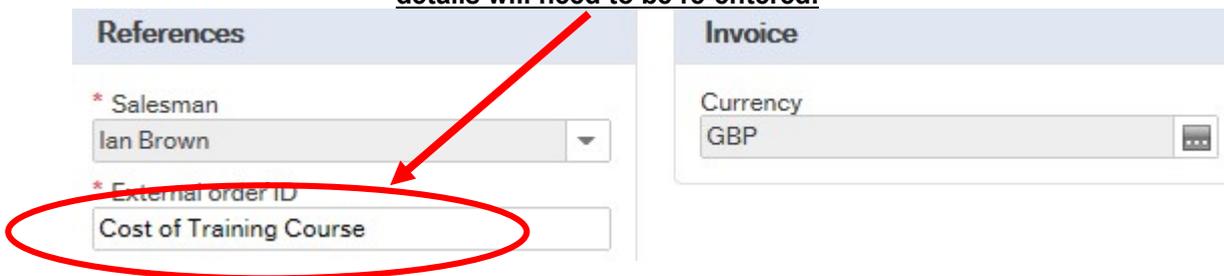
```
References                        Invoice

* Salesman                        Currency
Ian Brown              ▼          GBP              ▦

* External order ID
Cost of Training Course
```

6. Currency   The Currency will default to the currency defined against the customer chosen.

≫ Invoice text will need to be clicked for the following two fields:

7. Contact Name   This is to be used if the Sales Order is to be sent to a particular Contact name and will appear on the first line of the address. Enter the details of the contact Details for the person to contact. See example below.

```
≫ Invoice text

Contact Name                      Ian Brown

Customer PO Number                12345
```

8. Customer PO number   If the Customer has a PO number and it must be entered after selecting the Customer. It can be entered here and will appear on the final invoice.

9. Order Date   **DO NOT AMEND**. Order date will default to today's date

```
Dates

Order date        11/06/2015   📅
```

10. Select **Add** to add a row or click on row

11. Product Code

This field will determine the type of Income, Account Code, and VAT Code. Please note that only certain product codes/Account codes can be used against a Project. For more information please go to the Sales Order Webpage

To search for Product Codes click on [...] :
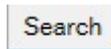
In the Product Search Criteria field enter the name of required product. Click on **Search**

The results will appear below. Click once on the required Product, which will then populate the Product Code field and close the search screen.
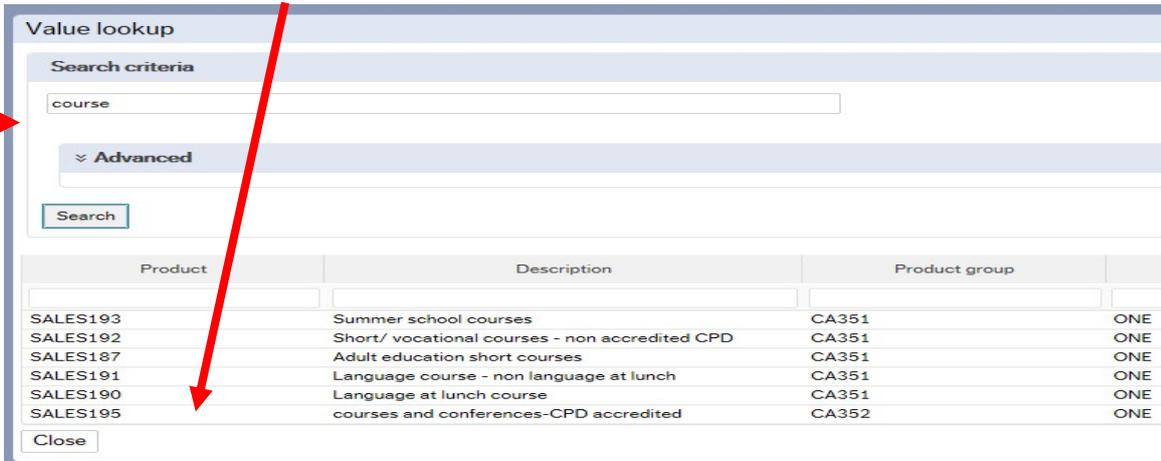
Product	Description	Product group	
SALES193	Summer school courses	CA351	ONE
SALES192	Short/ vocational courses – non accredited CPD	CA351	ONE
SALES187	Adult education short courses	CA351	ONE
SALES191	Language course - non language at lunch	CA351	ONE
SALES190	Language at lunch course	CA351	ONE
SALES195	courses and conferences-CPD accredited	CA352	ONE

12. Description

This defaults to the product code description. THIS DESCRIPTION MUST BE CHANGED. The description can be changed to something more appropriate to match the Sales order. This information will appear printed on the Sales Invoice sent to the Customer. To add a larger description see adding further in the Step 17

	#	Status	Product	Description	Quantity	Price	Curr. amount	Tax curr.amount	
☐	1	N N	* SALES195 courses and conferences-CPD accredited	Agresso Training Course Fee	1.00	175.00	175.00	0.00	▲

13. Number

Enter the quantity to be invoiced

14. Price

Enter the Price to be invoiced

15. Curr.amount

Is the number of goods multiplied by the price to be invoiced

16. Tax.curr.amount

Is the VAT amount

17. Details

If required, Click on ⌄ Additional product information and this will expand this option. Enter the additional description or information in the product text field. This information will appear on the Sales Invoice.

⌃ **Additional product information**

Product

Product text
Training Course 10th June

18. Workflow log

To enter a comment for the approver to view please enter a comment in the available field.

⌃ **Workflow log (row 1)**

19. GL ANALYSIS

CLICK ⌃ GL Analysis to EXPAND SCREEN

20. Account

The Account will automatically be selected from the Product Code to which the goods are to be charged.

21. Costc

The Cost Centre will be back filled when the Project is entered.

22. Project

Enter the Project to which is going to receive the Income for the Sales order . Please note that only certain product codes/Account codes can be used against a Project. For more information please go to the Sales Order Manual webpage.

⌃ GL Analysis

	#	Account	Costc	Sub_project	Attribute 3	Attribute 4	Activity	Attribute 6	Tax code	Percentage	Amount	
☐	1	43301 CPD accredited course fees and conference...	90206000 US - Systems	* 141744-01 FIN OFFICE - SYSTEMS			7400 General OH		BE Exempt on sal...	100.00	175.00	▲
	Σ									100.00	175.00	

Split row

23. Tax Code

VAT on Sales (Automatically filled) The following VAT codes are automatically fixed depending on the Product Code Selected. See Sales Invoices and Sales Credit Notes VAT Codes. **DO NOT AMEND**
BO - Outside the scope of VAT
BR - Outside the scope with the right of recovery(income from outside the EU where there is a supply)
BE - Exempt Income (Educational Courses or conferences, provision of education)
BZ - Zero Rated (Sale of books)
BS - Standard rated 20%

24. Percentage

Percentage of the line to be charged to the project

25. Amount

Amount of the line to be charged to the project.

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SOP1.2: Splitting Costs per Project

Certain Sales Order Income will be split between different Projects. Agresso Web allows order lines to be split, on a percentage basis or amount, over different Projects. If you wish to split the income over more than one project:

Click on [Split row]   **This will expand this option by adding another row**

Click on the first line and amend the GL coding (Account/Project/Tax Code) accordingly. Enter and the percentage of the line or the amount to receive income for the project. Select △ to update the changes made

	#	Account	Costc	Sub_project	Attribute 3	Attribute 4	Activity	Attribute 6	Tax code	Percentage	Amount	
☐	1	43301 CPD accredited course fees and conference...	90206000 US - Systems	* 141744-01 FIN OFFICE - SYSTEMS			7400 General OH		BE Exempt on sal...	75.00	131.25	△
☐	2	43301	90206000	141744-01			7400		BE	0.00	0.00	
Σ										75.00	131.25	

[Delete] [Split row]

Select the second row by clicking on it to enter the Project Code for the next project for costs to be split accordingly. Enter the percentage of the line or the amount to be charged to the project. Select △ to update the changes made.

	#	Account	Costc	Sub_project	Attribute 3	Attribute 4	Activity	Attribute 6	Tax code	Percentage	Amount	
☐	1	43301	90206000	141744-01			7400		BE	75.00	131.25	
☐	2	43301 CPD accredited course fees and conference in...	30101000 Chemistry	122011-01 CHEMISTRY - ADMIN (WYNNE)			7400 General OH		BE Exempt on s...	25.00	43.75	△
Σ										100.00	175.00	

[Delete] [Split row]

The Total Percentage must equal 100, if not the Requisition will not save.

To keep on splitting costs by more than two projects select [+ Split row] to add more rows.

SOP1.3: Adding/Amending/Deleting Rows

Each time a new row is required Select [Add] and a new row will appear

	#	Status	Product	Description	Quantity	Price	Curr. amount	Tax curr.amount	
☐	1	To invoice	SALES195	Agresso Training Course Fee	1.00	175.00	175.00	0.00	
☐	2	N N	*		0.00	0.00	0.00	0.00	△
Σ					1.00		175.00	0.00	

[Add] [Delete] [Reset] [Park] [Close] [Terminate]

To amend a row Click on the required row (should change colour). Make the required changes then select △ to update the changes made.

	#	Status	Product	Description	Quantity	Price	Curr. amount	Tax curr.amount	
☐	1	N N	* SALES195 ✕ courses and conferences-CPD accredited	Agresso Training Course Fee	1.00	175.00	175.00	0.00	△

To delete a row tick ☑ the required row then Select [Delete]

SOP1.4: Saving the Sales Order

1. To Save the Sales Order Click on the Save button at the bottom of the screen [Save]

2. A prompt will appear asking you to confirm the number cycle to be used. For Sales Order it is Sales Orders

Once saved the user will get a Sales Order Number.

✓ The sales order was saved with order no: 7057406

OrderNo
7057406 ...

Once saved the Sales Order will then follow a workflow to the approval process until it then becomes a Sales Invoice, or, the Sales Order is rejected.

3. Any errors see details and amend accordingly:

Please correct the following:
• **Product:** Please enter a value