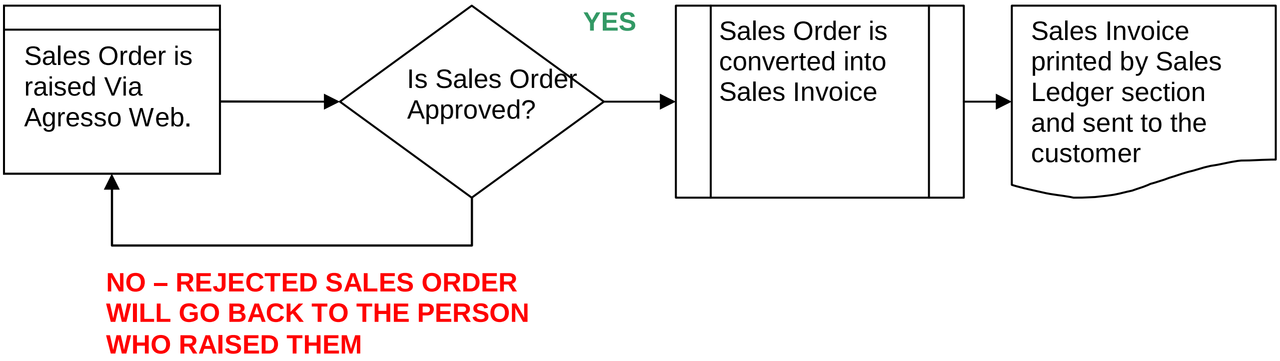
SOP1: Sales Orders

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-salesled@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.

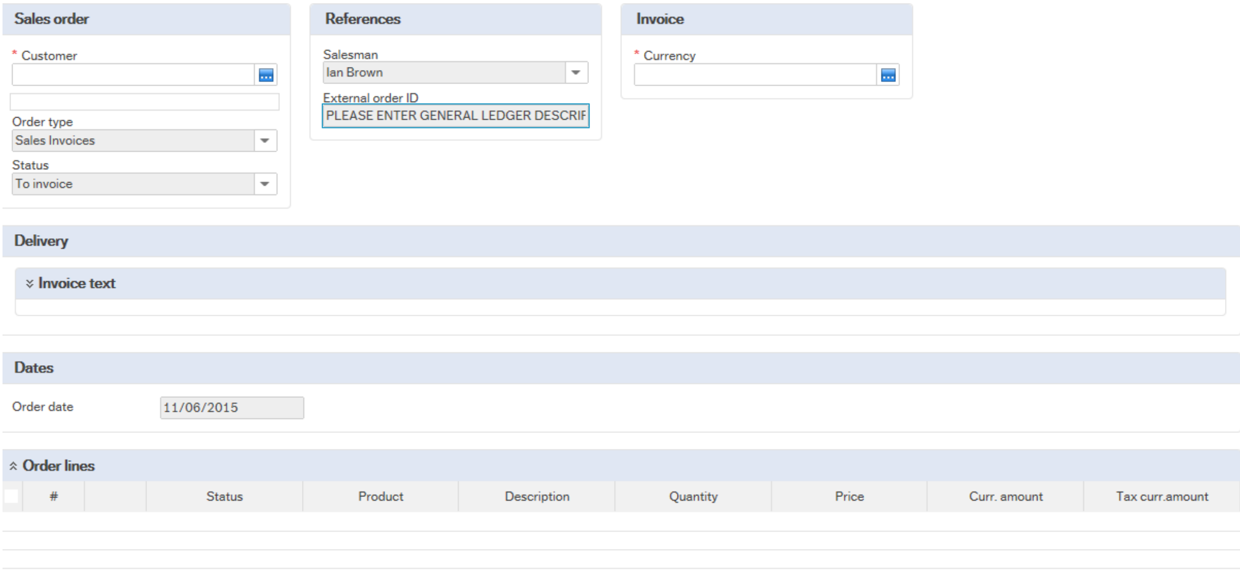
SALES ORDER WORKFLOW PROCESS



SOP1.1: Raising a Sales Order

To access the Sales Ordering screen:

The following screen will appear:

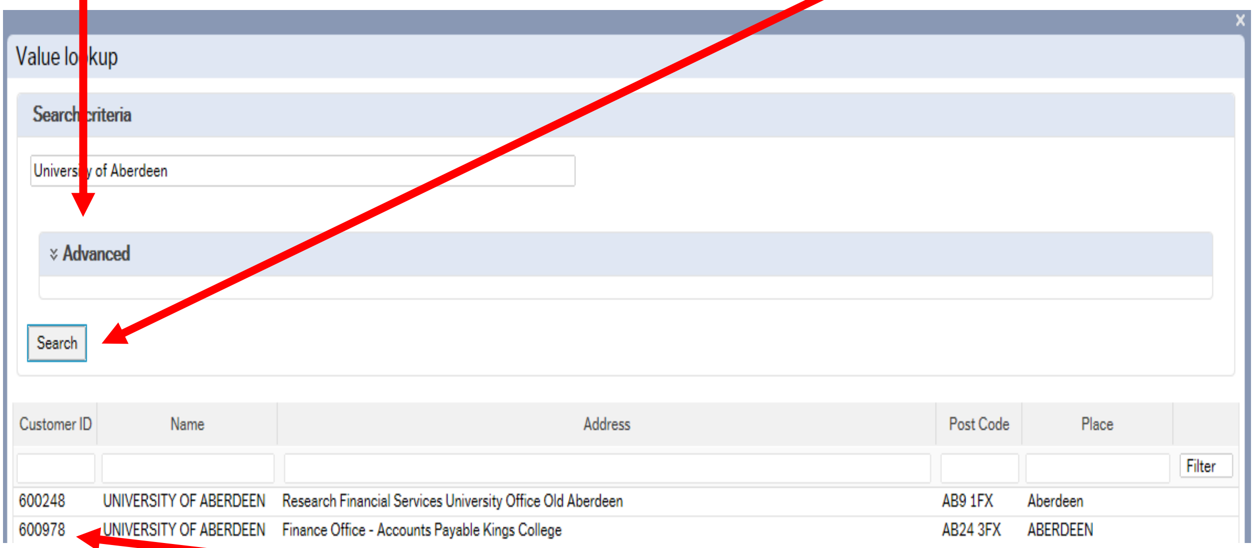


The red star * indicates required fields that must be used when raising a Sales Order

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:**

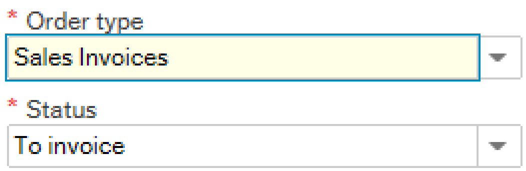
In the Search Criteria enter the name of required Customer Then click on Search



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**

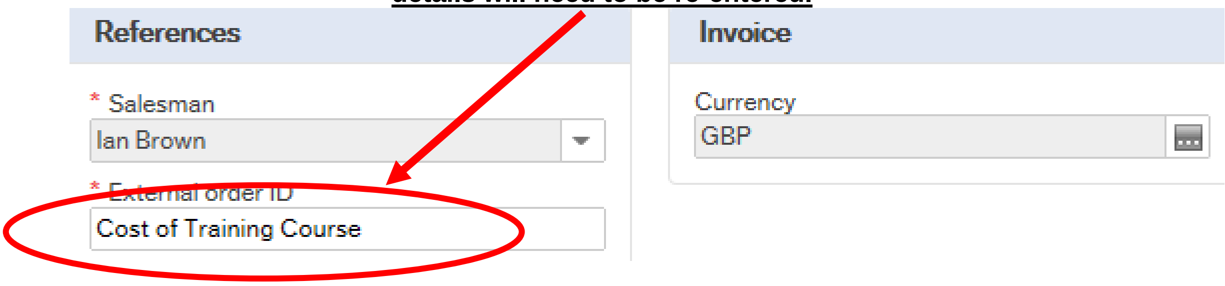


3. Status — This will show the Status of the Sales Order:

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 <u>must</u> 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.



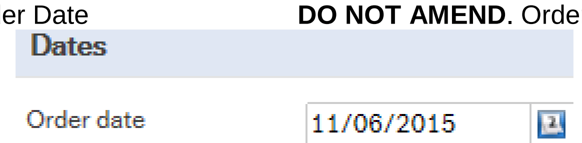
6. Currency — The Currency will default to the currency defined against the customer chosen.

will need to be clicked for the following two fields:

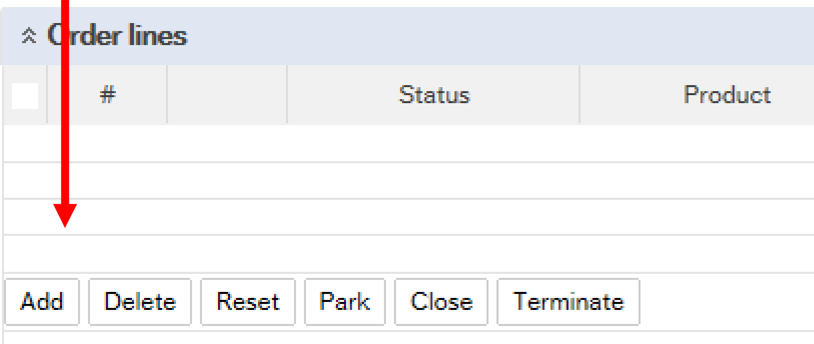
7. Contact Name — This is to be used if the Sales Order is to be sent to a particular Contact name and will appear on the first line of the address. Enter the details of the contact Details for the person to contact. See example below.

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



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



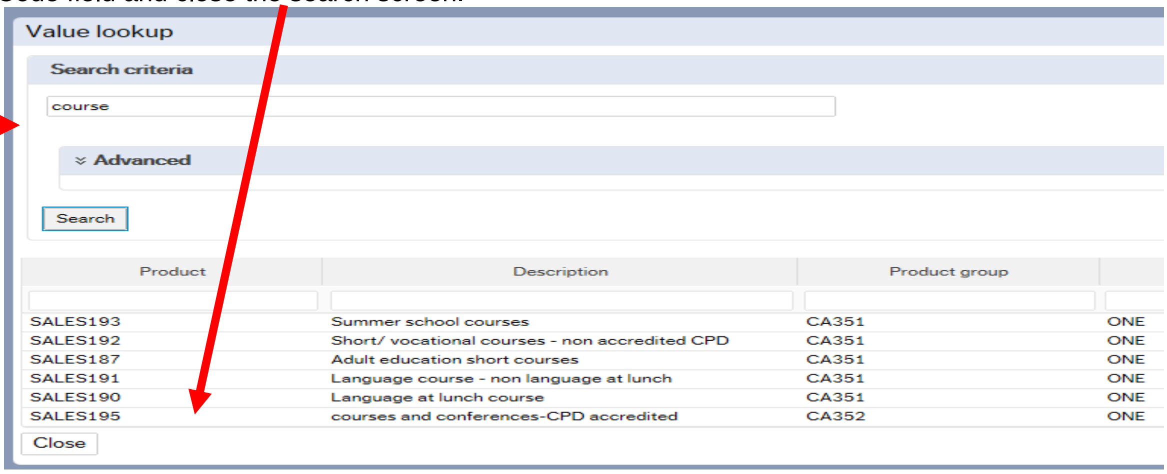
11. Product Code

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

To search for Product Codes click on :

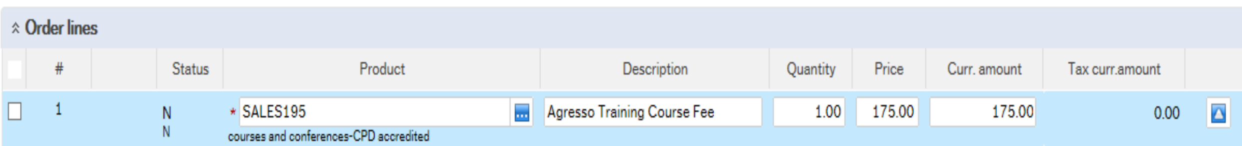
In the Product Search Criteria field enter the name of required product. Click on Search

The results will appear below. Click once on the required Product, which will then populate the Product Code field and close the search screen.



12. Description

This defaults to the product code description. THIS DESCRIPTION <u>MUST</u> 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



13. Number

Enter the quantity to be invoiced

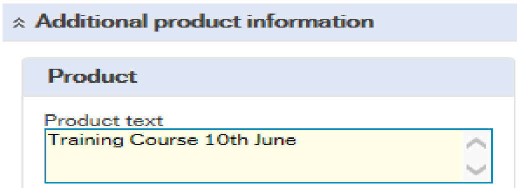
14. Price

Enter the Price to be invoiced

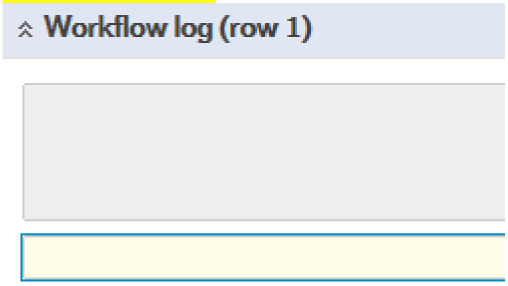
15. Curr.amount — Is the number of goods multiplied by the price to be invoiced

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.



18. Workflow log — To enter a comment for the approver to view please enter a comment in the available field.

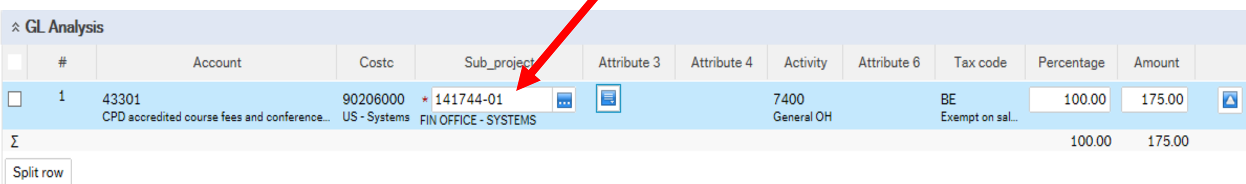


19. GL ANALYSIS — CLICK GL Analysis to EXPAND SCREEN

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.**



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

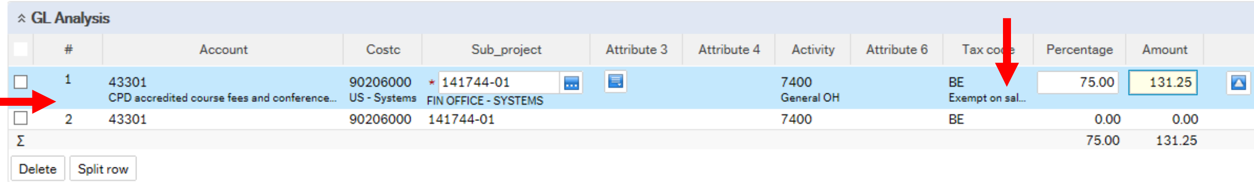
25. Amount — Amount of the line to be charged to the project.

SOP1.2: Splitting Costs per Project

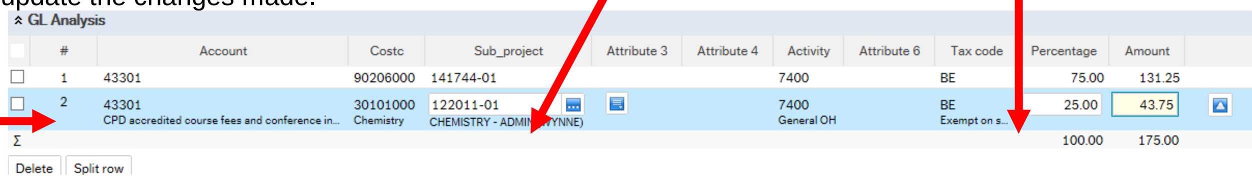
Certain Sales Order Income will be split between different Projects. Agresso Web allows order lines to be split, on a percentage basis or amount, over different Projects. If you wish to split the income over more than one project:

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



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.

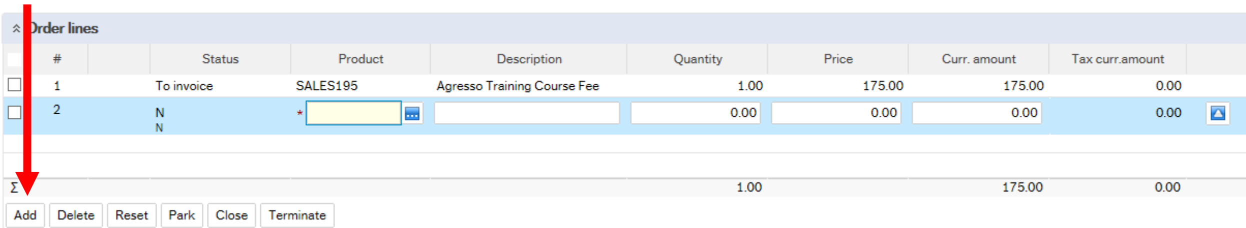


The Total Percentage must equal 100, if not the Requisition will not save.

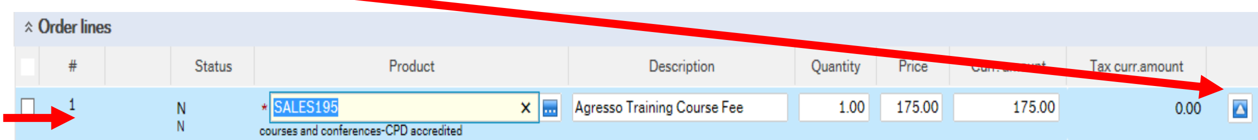
To keep on splitting costs by more than two projects select Split row to add more rows.

SOP1.3: Adding/Amending/Deleting Rows

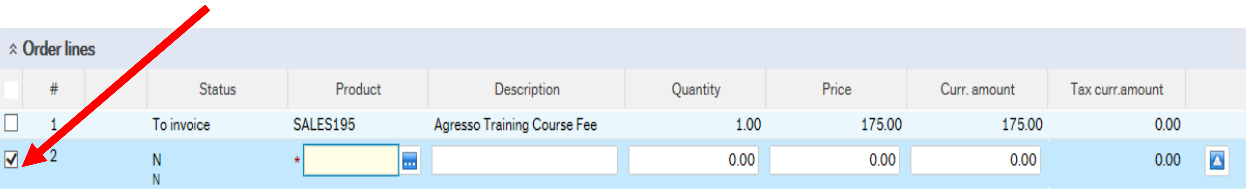
Each time a new row is required Select Add and a new row will appear



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

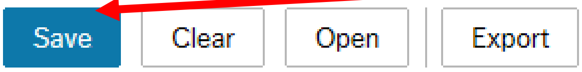


To delete a row tick ☑ the required row then Select Delete

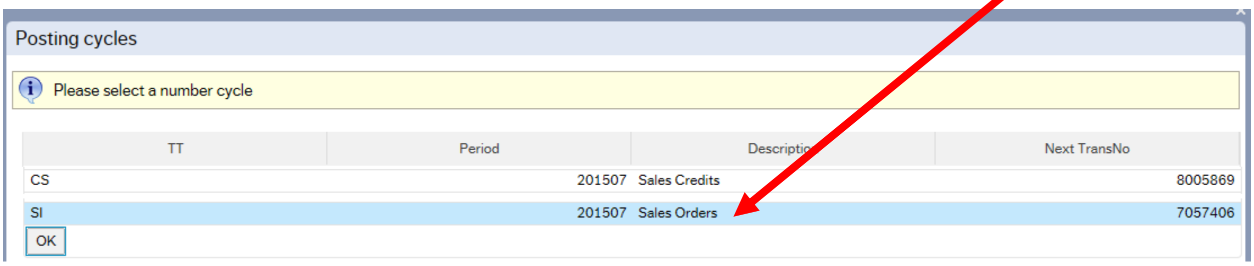


SOP1.4: Saving the Sales Order

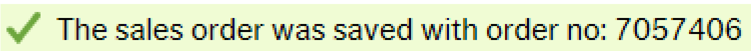
1. To Save the Sales Order Click on the Save button at the bottom of the screen Save



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.



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: