

SOP3: Cash Sales

The purpose of this section is to introduce the user how to record a Cash Sales via the Agresso Web. The Cash Sales will then be matched to the bank reconciliation by the Cash Section within the Finance Office. The user will be able to record daily Cash Sales in two different ways.

1. Cash/cheque income received on a daily basis.
2. Credit Card income received on a daily basis.

The user will record income received within the department on a daily basis. A separate Cash Sales process must be done to differentiate cash/cheques and Credit card income.

When the Order is saved there is no workflow approval required and the order is automatically posted via an overnight run and posted to the income and relevant Customer ID.

Agresso will then automatically reconcile the income recorded via the Cash Sales to the money received in the University of Glasgow bank accounts. Any discrepancies will be investigated by the Cash Section (finance-cash@glasgow.ac.uk)

SOP3.1: Recording a Cash Sales

1. To access the Sales Ordering screen:



The red star * indicates required fields that must be used when recording a Cash Sales

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

2. Sales Order Number This appears once all the Cash Sales details have been entered and the Cash Sales has been saved

3. **Customer** **Enter in the CustID required. Each Faculty will have a Customer Id set up so that they can record their Cash Sales. See below for a list:**

CustID	Name
613611	University Services
613612	ARTS Faculty
613613	Education Faculty
613614	Engineering Faculty
613615	Faculty of Information and Mathematical Sciences

- 613616 Law Business and Social Sciences Faculty
- 613617 Medicine Faculty
- 613618 Physical Sciences Faculty
- 613619 Veterinary Medicine Faculty
- 613620 Dumfries Campus
- 613621 Institute of Biomedical & Life Sciences
- 613622 Cash Section - Finance Office

4. **Order Type** Select Cash Sales in the Order type.

* Order type
Cash Sales

* Status
To invoice

5. **Status**

This will show the Status of the Cash 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

6. **Salesman** This will populate with the name of the person raising the Cash Sales Order

7. **External Order ID** **THIS FIELD IS EXTREMELY IMPORTANT AND MUST BE POPULATED WITH A RELEVANT DESCRIPTION. This is the field that will automatically reconcile the Cash Sales income received to the Bank reconciliation.**

a.) For Cash/Cheque income received the field must be populated in the following manner:

CR (then a space) 0(then the 5 digits on the Giro Slip that is filled out when the Cash/Cheque is sent to the bank.) e.g.

* External order ID
CR 012345

b.) For Credit Card income received the field must be populated in the following manner:

BG (then a space) B (then a space) (then the 8 digits of your Merchant Number for the machine which processes your Credit Card income) (then a space) then enter the date for which you are recording the income for 1208. e.g.

* External order ID
Bg B 12345678 1106

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

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

Dates

Order date 11/06/2015

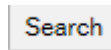
10. Select **Add** to add a row or click on row



The screenshot shows a table titled "Order lines" with columns for #, Status, and Product. Below the table are buttons for Add, Delete, Reset, Park, Close, and Terminate. A red arrow points to the "Add" button.

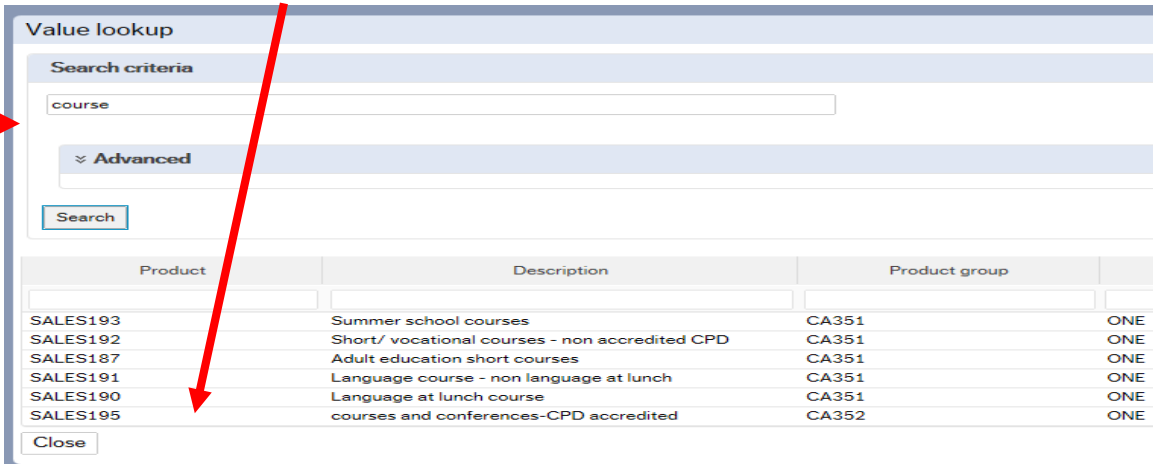
11. Product Code This field will determine the type of Income, Account Code, and VAT Code. Please note that only certain product codes/Account codes can be used against a Project. For more information please go to the Sales Order Webpage

To search for Product Codes click on :



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

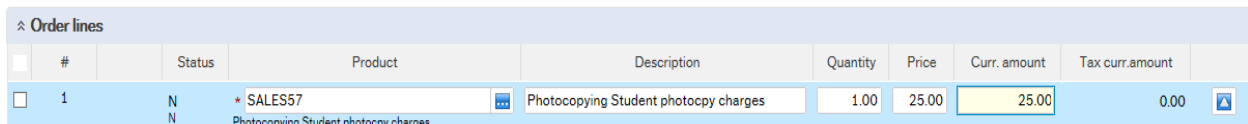
The results will appear below. Click once on the required Product, which will then populate the Product Code field and close the search screen.



The screenshot shows a "Value lookup" window. The "Search criteria" field contains "course". Below it is an "Advanced" section and a "Search" button. The results table is as follows:

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	* SALES57	Photocopying Student photocopy charges	1.00	25.00	25.00	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

Book Photocopying

18. GL ANALYSIS

CLICK **GL Analysis** EXPAND SCREEN

19. Account

The Account will automatically be selected from the Product Code to which the goods are to be charged. **DO NOT AMEND.**

20. Costc

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

21. **Project**

Enter the Project to which is going to receive the Income for the Cash Sales. 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.

#	Account	Costc	Sub_project	Attribute 3	Attribute 4	Activity	Attribute 6	Tax code	Percentage	Amount
1	41706 Photocopy charges income	90206000 US - Systems	* 141744-01 FIN OFFICE - SYSTEMS			7400 General OH		BE Exempt on sales	100.00	25.00

22. 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%

23. Percentage

Percentage of the line to be charged to the project


24. Amount

Amount of the line to be charged to the project.


SOP3.2: 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

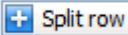
Click on the first line and amend the GL coding (Account/Project/Tax Code) accordingly. Enter and the percentage of the line or the amount to receive income for the project. Select  to update the changes made

#	Account	Costc	Sub_project	Activity	Tax code	Percentage	Amount
1	43301 CPD accredited course fees and conference...	90206000	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


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	Activity	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 (BY NINE)	7400 General OH	BE Exempt on s...	25.00	43.75
Σ						100.00	175.00


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

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

SOP1.3: Adding/Amending/Deleting Rows

Each time a new row is required Select  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			0.00	0.00	0.00	0.00
Σ				1.00		175.00	0.00

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

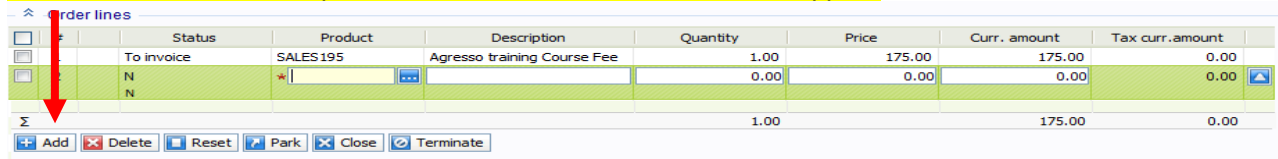
#	Status	Product	Description	Quantity	Price	Curr. amount	Tax curr.amount
1	N	SALES195 courses and conferences-CPD accredited	Agresso Training Course Fee	1.00	175.00	175.00	0.00

To delete a row tick the required row then Select 


#	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			0.00	0.00	0.00	0.00

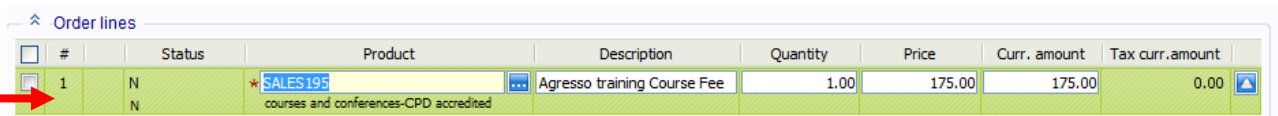
SOP3.3: Adding/Amending/Deleting Rows

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





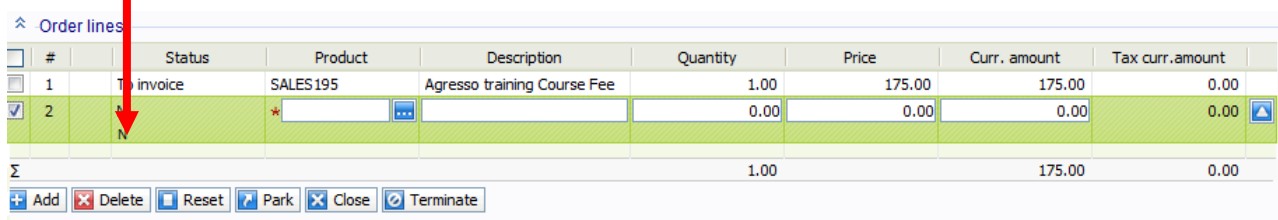
#	Status	Product	Description	Quantity	Price	Curr. amount	Tax curr.amount
1	To invoice	SALES195	Agresso training Course Fee	1.00	175.00	175.00	0.00
	N			0.00	0.00	0.00	0.00
	N						
Σ				1.00		175.00	0.00

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	SALES195	Agresso training Course Fee	1.00	175.00	175.00	0.00
	N	courses and conferences-CPD accredited					

To delete a row tick  the required row then Select 



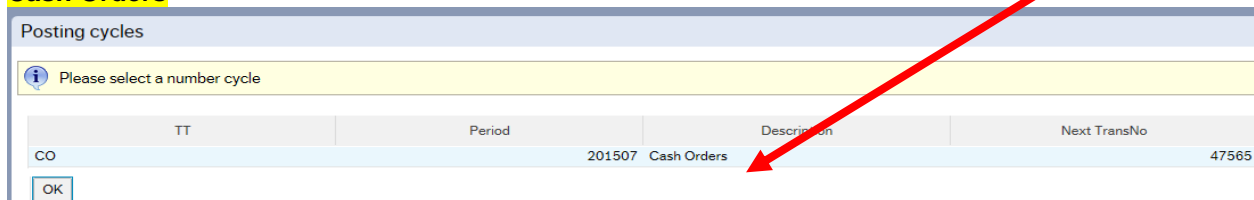
#	Status	Product	Description	Quantity	Price	Curr. amount	Tax curr.amount
1	To invoice	SALES195	Agresso training Course Fee	1.00	175.00	175.00	0.00
<input checked="" type="checkbox"/>	N			0.00	0.00	0.00	0.00
Σ				1.00		175.00	0.00

SOP3.4: Saving the Cash Sales

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



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



TT	Period	Description	Next TransNo
CO	201507	Cash Orders	47565

Once saved the user will get a Cash Sales Number.

✓ The sales order was saved with order no: 47565

OrderNo
47565

SOP3.5: Amending the Cash Sales Order

If the Sales Cash order is required to be amended before the overnight process please see the below process

1. To access the Sales Ordering screen:



Select Menu Option

Select Customer and sales

Select Simple sales orders

Menu

- Your employment
- Procurement
- Customers and sales

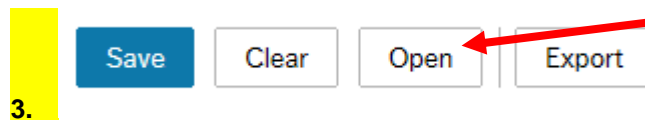
Customer information

- Customer

Sales orders

- Simple sales orders
- Workflow enquiry - Sales orders
- Workflow enquiry - Credit notes
- Copy invoice

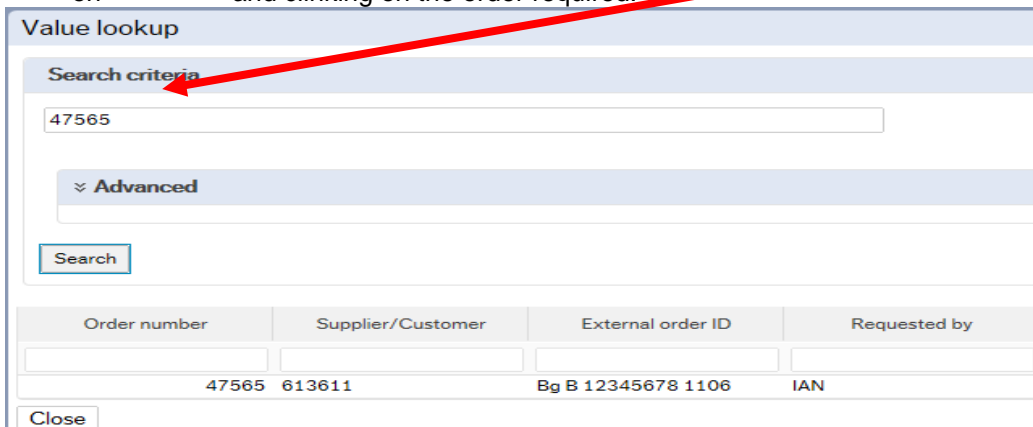
2. To Open the Cash Sales Click on the Save button at the bottom of the screen



Save Clear Open Export

- 3.

4. This will allow you to open an existing Order by typing in the order in the search screen and clicking on **Search** and clicking on the order required.



Value lookup

Search criteria

47565

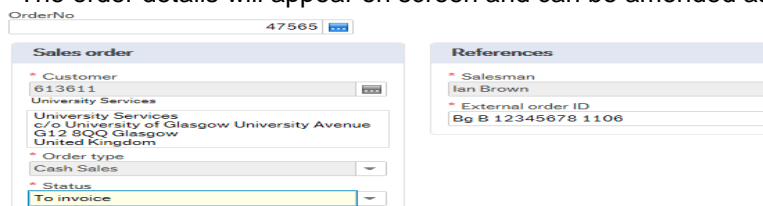
Advanced

Search

Order number	Supplier/Customer	External order ID	Requested by
47565	613611	Bg B 12345678 1106	IAN

Close

5. The order details will appear on screen and can be amended as required



OrderNo 47565

Sales order

- Customer: 613611, University Services, University Services c/o University of Glasgow University Avenue G12 9QO Glasgow United Kingdom
- Order type: Cash Sales
- Status: To invoice

References

- Salesman: Ian Brown
- External order ID: Bg B 12345678 1106

6. Once the details have been amended the user can then Save the Cash Sales with the required updates

Save

the Cash Sales with the