

SOP5: Sales Order/Sales Credit Approval Process

The purpose of this section is to introduce the user how to approve or reject a Sales Order/Sales Credit on Agresso Web. If the Requisition is approved it will proceed to next step of the Approval workflow until it then becomes a Sales Invoice/Sales Credit Note.

If the Requisition is Rejected it will be sent back to originating person who raised the Sales Order/Sales Credit.

Sales Order Workflow

A Sales Order requisition will be routed to a designated Approver. It will then have to be approved before converting into a Sales Invoice.

Once the Sales Order has become a Sales Invoice it will be printed off by the Sales Ledger Section and sent to the Customer. A copy can be printed if required for admin purposes.

Sales Credit Workflow

Sales Credits require approval as detailed below depending on the amount of the credit. The higher the Sales Credit amount the more levels of authority have to approve the Workflow Task.

	First APPROVER	Second	Third	Fourth	Fifth
Between £100 and £25K	Project Approver				
Between £25K and £50K	Project Approver	Head of Subject			
Between £50K and £100K	Project Approver	Head of Subject	Head of School		
Between £100K and £250K	Project Approver	Head of Subject	Head of School	Head of College	
Over £250K	Project Approver	Head of Subject	Head of School	Head of College	Director of Finance

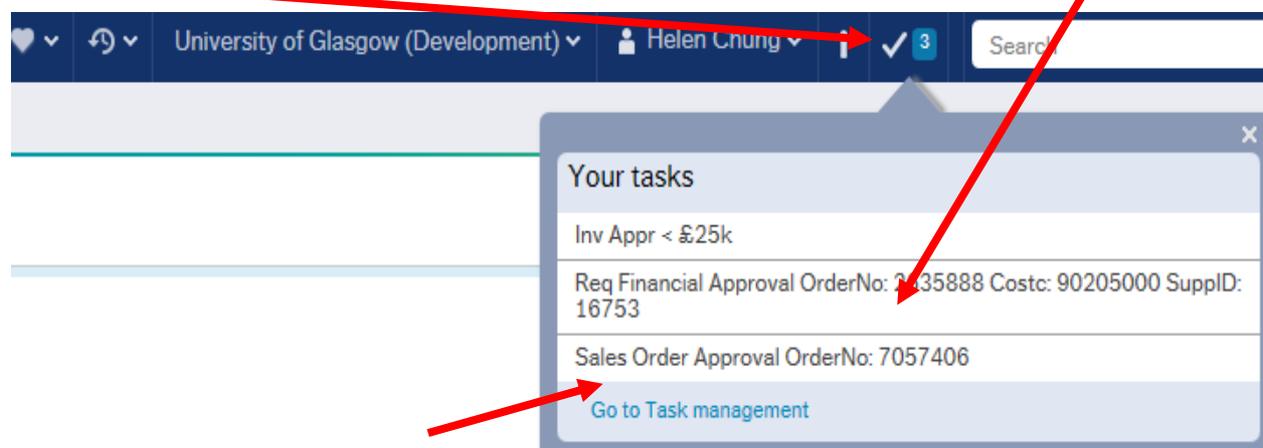
Once the Sales Credit has become a Sales Credit Note it will be printed off by the Sales Ledger Section and sent to the Customer. A copy can be printed of required for admin purposes.

SOP5.1: Approving or Rejecting Sales Orders/Sales Credits

This allows the user to Approve and Reject individual lines with further details shown on screen

2. To access the Approval or Reject screen:

3. Clicking on the task icon opens the task list preview where you can directly select a task.



Or choose to go to [Go to Task management](#) where all you will be able to view all yours sorted according to , type of task and importance, due date.

The following screen will appear:

P1 Sales Order Approval OrderNo: 7057406 ×

Order information

Customer name UNIVERSITY OF ABERDEEN
 OrderNo 7057406 Status To invoice
 Order date 11/06/2015 Responsible System User
 Salesman Ian Brown

Workflow log (row 1)

11/06/2015 15:08 Ian Brown (IAN) - Distributed

[\(Enter a comment\)](#)

Copy

Default GL analysis

OK

Order details

Map	Status	Currency	Curr. amount	Tax curr.amount	Total curr. amount	Price	Quantity	Product	Description	Status
<input type="checkbox"/>		GBP	175.00	0.00	175.00	175.00	1.00	SALES195	Agresso Training Course...	N

Product text

GL Analysis

Map	Status	Account	Costc	Sub_project	Activity	Tax code	Percent	Amount	Tax system
<input type="checkbox"/>		43301	90206000	141744-01	7400	BE	75.00	131.25	NA
Σ								75.00	131.25

Park
Approve
Reject
Advanced mode
Workflow user log
Log book
Export

3. Order Information will show the Sales Order Number, Customer Name, Status, Order Date, Responsible, Salesman (person who raised the Sales Order)

Order information

Customer name UNIVERSITY OF ABERDEEN
 OrderNo 7057406 Status To invoice
 Order date 11/06/2015 Responsible System User
 Salesman Ian Brown

Workflow log (row 1)

11/06/2015 15:08 Ian Brown (IAN) - Distributed

[\(Enter a comment\)](#)

4. Workflow log comment The user can add in workflow comments to the process also if required.

5. **Click on each row to see the Sales Order/Sales Credit Details** NB: Please note the Approver cannot amend the details.

Order details

Map	Status	Currency	Curr. amount	Tax curr.amount	Total curr. amount	Price	Quantity	Product	Description	Status
<input type="checkbox"/>		GBP	175.00	0.00	175.00	175.00	1.00	SALES195	Agresso Training Course...	N

Each row will show the following information :

Currency	Quantity
Curr.amount – amount before Tax	Product – Product code used
Tax curr.amount - Tax amount	Description
Total curr.amount – Amount after Tax	Status
Price	

6. For each Row The General Ledger Analysis will also be shown. This shows the Project which will be credit/charged.

GL Analysis

Map	Status	Account	Costc	Sub_project	Activity	Tax code	Percent	Amount	Tax system
		43301	90206000	141744-01	7400	BE	75.00	131.25	NA
Σ							75.00	131.25	

7. APPROVE, REJECT, OR PARK

Select To Approve the price difference task

Select The person is querying the Sales Order Details.

A comment must be entered in the workflow for any Parked Task.

Sales Order Approval - Park

Enter your comment

Select The person rejects the workflow task e.g. sent to the wrong School/Subject/Person This will go back to the Finance Office to amend.

A comment must be entered in the workflow for any Rejected Task

Sales Order Approval - Reject

Enter your comment

Once Approved the Sales Order/Sales Credit Requisition will then follow a workflow to the approval process until it then becomes a Sales Invoice/Sales Credit Note, or if rejected, it will be sent back to the originating requisitioner.