

SOP6: Printing Copy Sales Invoices/Sales Credit Notes on Agresso

PRINTING COPIES MUST BE DONE IN THE AGRESSO 5.5 SYSTEM AND **NOT** THE WEBSITE

All approved Sales Orders/Credits will be converted into Sales Invoices/Sales Credit Notes. The following day they will be reviewed by the Sales Ledger Section and sent out to the required Customers.

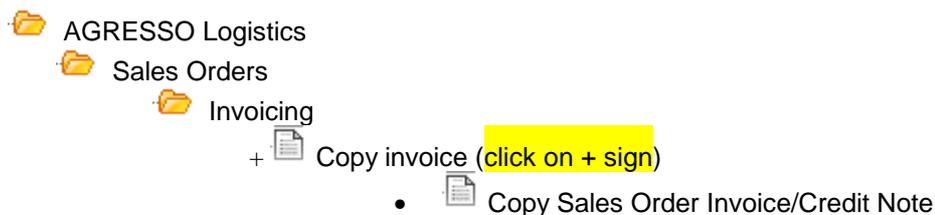
If a Copy of a Sales Invoice/Sales Credit Note is required for admin purposes it can be printed the day after it has been approved and converted into a Sales Invoice/Sales Credit Note

The details of the order are held centrally on a University Server which must be requested to be available on the users PC using the printing process instructions in this section.

SOP6.1: Printing a Copy of a Sales Invoices/Sales Credit Notes

PRINTING COPIES MUST BE DONE IN THE AGRESSO 5.5 SYSTEM AND **NOT** THE WEBSITE

1. Access the 'Copy Sales Order Invoice/Credit Note' screen by clicking on:



The following screen will appear:

Variant: Copy Sales Order Invoice/Credit Note

	Param name	Value
1	Copies	1
2	Server queue	SSD report queue
3	Priority	0
4	Printer	DEFAULT
5	E-mail confirmation	<input type="checkbox"/>
6	E-mail distribution	<input type="checkbox"/>
7	Status	N
8	Start date	
9	Start time	
10	Output type	Auto-select
13	Order number from	7006886
14	Order number to	7006886

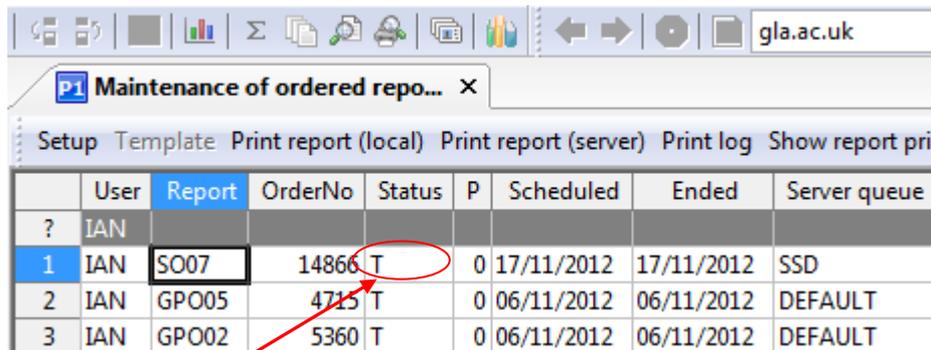
2. In row 13 Type the first order number to be printed in 'Order number from' and
In row 14 Type the first order number to be printed in 'Order number to' **Tab** out of the field

3. Press 'Save'  or press **F12**.

4. Agresso will allocate an 'order' number to the report. **Note this down.**

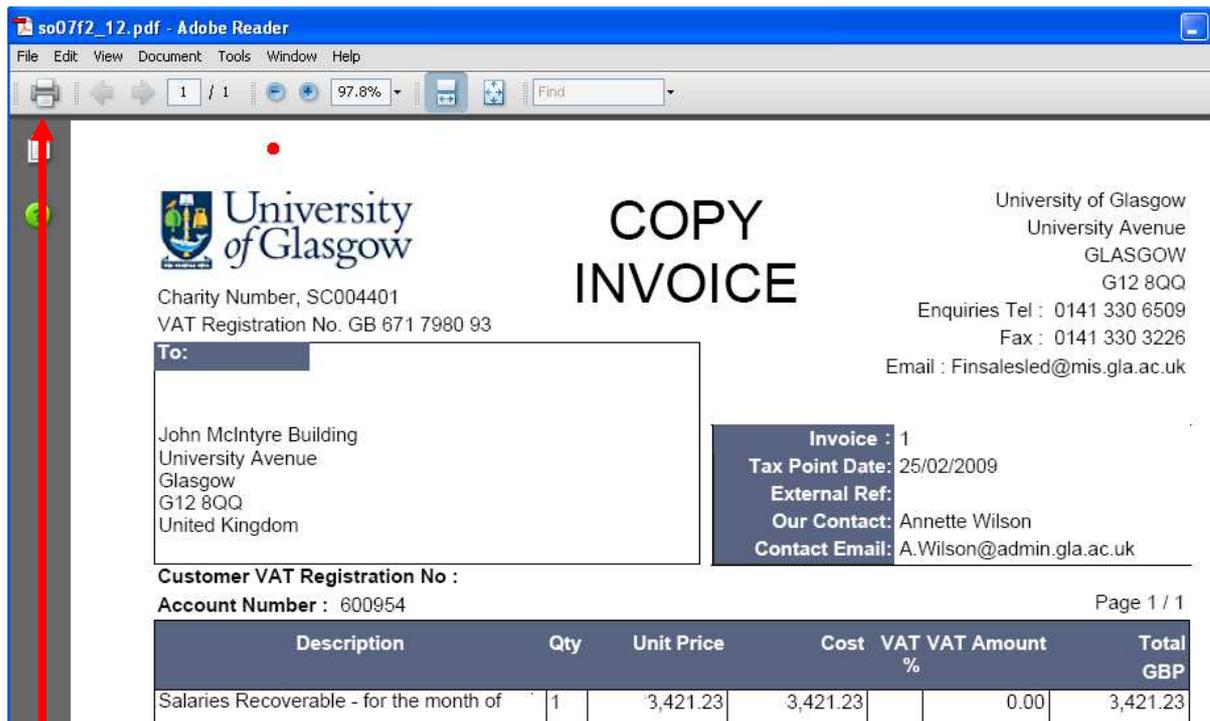
5. To check on the progress of this 'ordered report', click on the 'Maintenance of Ordered Reports' icon. 

6. The screen will look like this:



	User	Report	OrderNo	Status	P	Scheduled	Ended	Server queue
?	IAN							
1	IAN	SO07	14866	T	0	17/11/2012	17/11/2012	SSD
2	IAN	GPO05	4715	T	0	06/11/2012	06/11/2012	DEFAULT
3	IAN	GPO02	5360	T	0	06/11/2012	06/11/2012	DEFAULT

- If the status is still 'N - in queue', 'W – working' on the request, 'T - Finished' the system has completed your request. To check the status wait a few moments and then click on  or press **F7** again until the status changes to 'T'
- When the Status is 'T' **double click** on the line, or select 'Tools', 'Show Report Printout'.
- The order will be shown on the screen.
- Please Note the Sales Invoice/Credit Note will have the word 'COPY' appearing on the order.



so07f2_12.pdf - Adobe Reader

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University
of Glasgow

Charity Number, SC004401
VAT Registration No. GB 671 7980 93

To:

John McIntyre Building
University Avenue
Glasgow
G12 8QQ
United Kingdom

Customer VAT Registration No :
Account Number : 600954

COPY INVOICE

University of Glasgow
University Avenue
GLASGOW
G12 8QQ
Enquiries Tel : 0141 330 6509
Fax : 0141 330 3226
Email : Finsalesled@mis.gla.ac.uk

Invoice : 1
Tax Point Date: 25/02/2009
External Ref:
Our Contact: Annette Wilson
Contact Email: A.Wilson@admin.gla.ac.uk

Description	Qty	Unit Price	Cost	VAT %	VAT Amount	Total GBP
Salaries Recoverable - for the month of	1	3,421.23	3,421.23		0.00	3,421.23

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- To print the order, click on the print icon at the top of the window. Click 'OK'. The order will print at your local printer. **N.B. If required the order can also be saved or emailed.**
- Click on the 'X' box in the top right hand corner, to close the Window.