WEB - SOP1 – Sales Order Details

In Agresso there is a specific browser enquiry that allows you to check the Sales Order details for any Sales Order that has been raised.

To open the specific Enquiries go to:

1. The following screen will be displayed:

   - OrderNo like
   - Ordered By like
   - Costo like
   - Sub-Project like

To search for information please enter the required details into above fields.

Then click **Search** to view the results

The results will then appear or depending on the search criteria

*N.B If no results will be shown please check the search criteria entered*
2. A list of results should appear:

<table>
<thead>
<tr>
<th>#</th>
<th>Order Date</th>
<th>NT</th>
<th>NT (T)</th>
<th>Ordered By</th>
<th>Order No</th>
<th>Line Number</th>
<th>Customer ID</th>
<th>Customer ID (T)</th>
<th>Account</th>
<th>Costc</th>
<th>Sub-Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>31/03/2010</td>
<td>SI</td>
<td>Sales Orders</td>
<td>KENNEDY</td>
<td>7007447</td>
<td>1</td>
<td>600232</td>
<td>UNIVERSITY OF DUNDEE</td>
<td>43301</td>
<td>90201000</td>
<td>114564-01</td>
</tr>
</tbody>
</table>

3. These are the descriptions of the fields:

1. NTand (T) – Order Type
2. Ordered by - Person who raised the Sales Order
3. OrderNo – Order Number
4. Line Number – Line number of order
5. CustID and (T) - Indicates the Customer ID number and Name of the Customer.
6. Account – The income Account code
7. Costc - The Cost centre for the order
8. Sub-Project - The Sub-Project code for the order
9. Product and (T) - The Product code used and the description of the product of the order
10. Order Status – the Status of the order
   N – Still be approved or to be converted into a Sales Order ,
   F- Converted into a Sales Invoice
   C- Closed – not converted into a Sales Invoice
11. Ordered – The amount of items to be invoiced.
12. Curr Amount – This is the total amount for the order before VAT.
    If Amount is minus the order is a Credit note
13. Currency – This is the currency of the order
14. Tax Code – The Tax code of the order
15. Tax Amount – The Amount of Tax on the order
16. Total – The Total amount of the order
    If Amount is minus the order is a Credit note