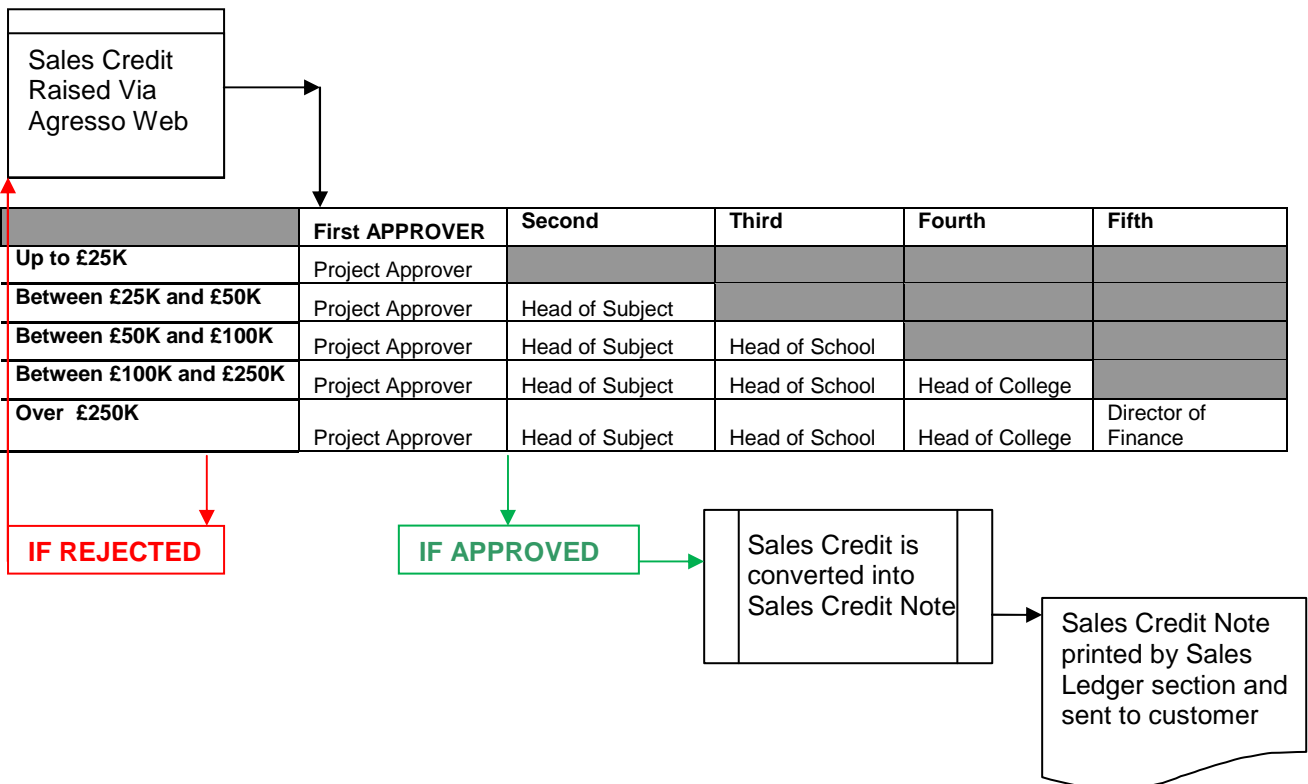


SOP2: Sales Credits

The purpose of this section is to introduce the user how to raise a Sales Credit Note via the Agresso Web. This Sales Credit will then follow an Approval workflow until it then becomes an actual Sales Credit Note, or, the Sales Credit is rejected and closed.

Once the Sales Credit has become an actual Sales Credit Note this will be printed off by the General Ledger Section and sent to the Customer, or if additional paperwork is required to go out with the Sales Credit please let the Sales Ledger (finance-salesled@glasgow.ac.uk) section know. The Sales Credit Note will also record a credit against the appropriate Cost Centre and Project.

SALES CREDIT WORKFLOW PROCESS



SOP2.1: Raising a Sales Credit

1. To access the Sales Ordering screen:


Select Menu Option

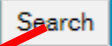
Select Customer and sales

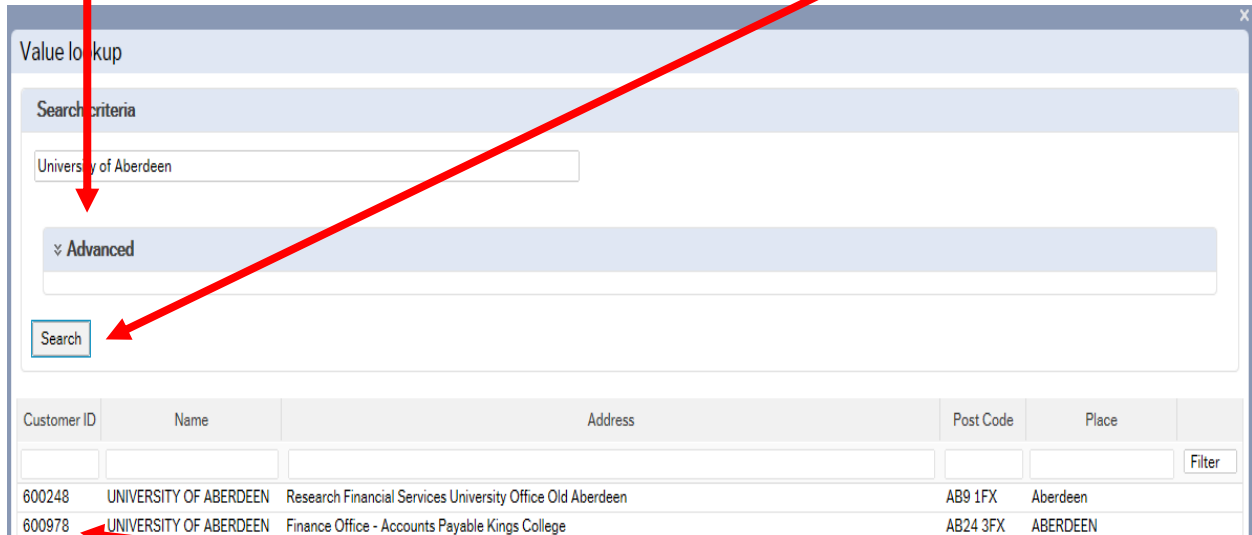
Select Simple sales orders

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):

2. **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 



Customer ID	Name	Address	Post Code	Place	Filter
600248	UNIVERSITY OF ABERDEEN	Research Financial Services University Office Old Aberdeen	AB9 1FX	Aberdeen	
600978	UNIVERSITY OF ABERDEEN	Finance Office - Accounts Payable Kings College	AB24 3FX	ABERDEEN	

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***

3. **Order Type**

Select Sales Credit Notes in the Order type.

If you require a Sales Credit Note- **See SOP1 – Sales Orders**

* Order type
Sales Credit Notes 

* Status
To invoice

4. **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

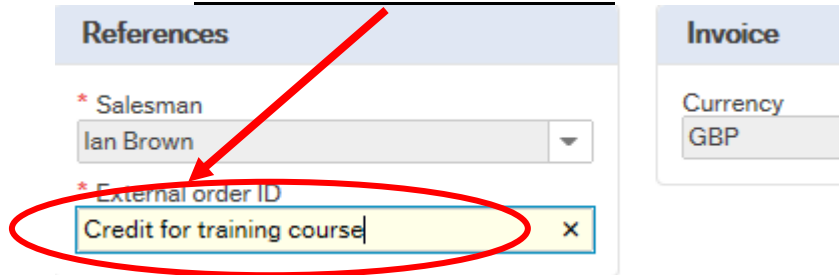
5. **Salesman**

This will populate with the name of the person raising the Sales Order.

6. External Order ID

This field must 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.



7. Currency

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

∨ Invoice text

will need to be clicked for the following two fields:

8. 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.



9. 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.

10. Order Date

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

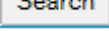


11. Select **Add** to add a row or click on row

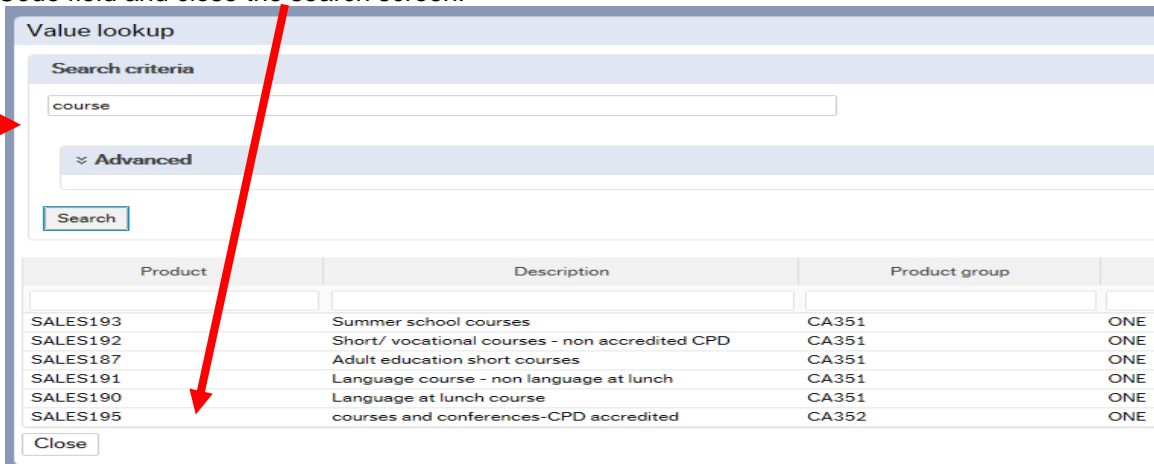


12. Product Code This field will determine the type of Income, Account Code, and VAT Code. Please note that only certain product codes/Account codes can be used against a Project. For more information please go to the Sales Order Webpage

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.



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

13. 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 18**

#	Status	Product	Description	Quantity	Price	Curr. amount	Tax curr. amount
1	N N	* SALES195 courses and conferences-CPD accredited	Credit note for cancelled training course	1.00	-175.00	-175.00 x	0.00

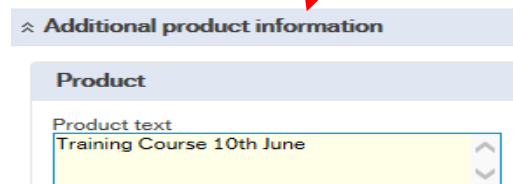
14. Number Enter the quantity to be Credited

15. Price Enter the Price to be Credited. **THE PRICE MUST BE ENTERED AS A MINUS AMOUNT**

16. Curr.amount Is the number of goods multiplied by the price to be Credited

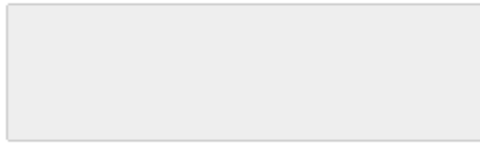
17. Tax.curr.amount Is the VAT amount

18. 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 Credit Note.



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

Workflow log (row 1)



20. GL ANALYSIS CLICK  GL Analysis EXPAND SCREEN

21. Account The Account will automatically be selected from the Product Code to which the goods/service are to be Credited. **DO NOT AMEND.**

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

23. **Project** Enter the Project to which is going to receive the Credit. 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.

GL Analysis												
#	Account	Costc	Sub_project	Attribute 3	Attribute 4	Activity	Attribute 6	Tax code	Percentage	Amount		
1	43301 CPD accredited course fees and conferenc...	90206000 US - Systems	* 141744-01 FIN OFFICE - SYSTEMS			7400 General OH		BE Exempt on sal...	100.00	-175.00		
Σ										100.00	-175.00	

24. **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%

25. Percentage Percentage of the line to be credited to the project

26. Amount Amount of the line to be credited to the project.

SOP2.2: Saving the Sales Credits

1. To Save the Sales Credit 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 Credits it is Sales Credits

Posting cycles

Please select a number cycle

TT	Period	Description	Next TransNo
CS	201507	Sales Credits	8005869
SI	201507	Sales Orders	7057407

OK

Once saved the user will get a Sales Order Number.

✓ The sales order was saved with order no: 8005872

OrderNo
8005872

Once saved the Sales Credit will then follow a workflow to the approval process until it then becomes a Sales Credit Note, or, the Sales Credit is rejected.

3. Any errors see details and amend accordingly:

✗ Please correct the following:

- **Project:** This field must contain a value.