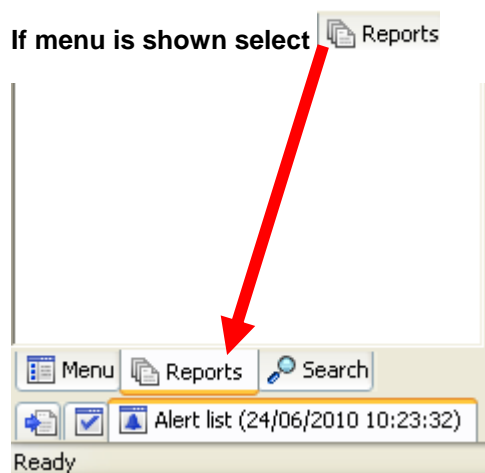


**SOP1 – Sales Order Details Enquiry**




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 Browser Enquiries:**

**Select the Reports Tab that can be found depending on how the user’s individual menu is set up.**



From the reports menu select

-  Global Reports
  -  05-Sales Orders
    -  SOP1-Sales Order Details (double-click to open)

1. The following screen will be displayed:

	Column name	Type	From	To
1	Ordered By	like		
2	OrderNo	like		
3	Costc	like		
4	Sub-Project	like		

2. Enter the relevant details

3. The details will of your result will appear:

**NB: If the results screen produces no value, then either:**

- (a) The search criteria is inaccurate; e.g. OrderNo
- (b) There are no results for the particular search

4. A list of results should appear:

	Order date	NT	NT(T)	Ordered By	OrderNo	Line Number	CustomerID	CustomerID(T)	Account	Costc	Sub_Project	Product
1	21/11/2013	CO	Cash Orders	MOMALLEY	41078	1	613622	Cash Section - Finance Office	41710	90201000	114564-01	SALES86
Σ1					41078							
3	05/03/2015	CO	Cash Orders	MOMALLEY	47740	1	613622	Cash Section - Finance Office	41710	90201000	114564-01	SALES86
Σ1					47740							
5	03/12/2009	CO	Cash Orders	MOMALLEY	80828	1	613622	Cash Section - Finance Office	41709	90205000	141742-01	SALES81
Σ1					80828							
7	17/10/2012	CO	Cash Orders	EHALDANE	95513	1	613622	Cash Section - Finance Office	41710	90201000	114564-01	SALES86
Σ1					95513							
9	31/07/2009	SI	Sales Orders	AWILSON	7001285	1	613627	BEGLEY BROWN FINANCIAL SOLUTIONS LTD	4330	90203000	141746-01	SALRECSR
Σ1					7001285							
11	31/03/2010	SI	Sales Orders	KKENNEDY	7007445	1	614780	ROYAL SCOTTISH ACADEMY OF MUSIC AND DRAMA	43301	90201000	114564-01	SALES196
Σ1					7007445							
13	31/03/2010	SI	Sales Orders	KKENNEDY	7007447	1	600252	UNIVERSITY OF DUNDEE	43301	90201000	114564-01	SALES196
Σ1					7007447							
15	31/03/2010	SI	Sales Orders	KKENNEDY	7007448	1	600271	UNIVERSITY OF STRATHCLYDE	43301	90201000	114564-01	SALES196
Σ1					7007448							
17	31/03/2010	SI	Sales Orders	KKENNEDY	7007450	1	601024	UNIVERSITY OF ST ANDREWS	43301	90201000	114564-01	SALES196
Σ1					7007450							
19	31/03/2010	SI	Sales Orders	KKENNEDY	7007451	1	601012	UNIVERSITY OF THE WEST OF SCOTLAND	43301	90201000	114564-01	SALES196
Σ1					7007451							
21	31/03/2010	SI	Sales Orders	KKENNEDY	7007452	1	600708	GLASGOW SCHOOL OF ART	43301	90201000	114564-01	SALES196
Σ1					7007452							

5. 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