SOPWEB6: Printing Copy Sales Invoices/Sales Credit Notes on Agresso

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.

SOPWEB6.1: Printing a Copy of a Sales Invoices/Sales Credit Notes

1. Access the Print of a Copy Sales Invoices/Sales Credit Notes screen by clicking on:
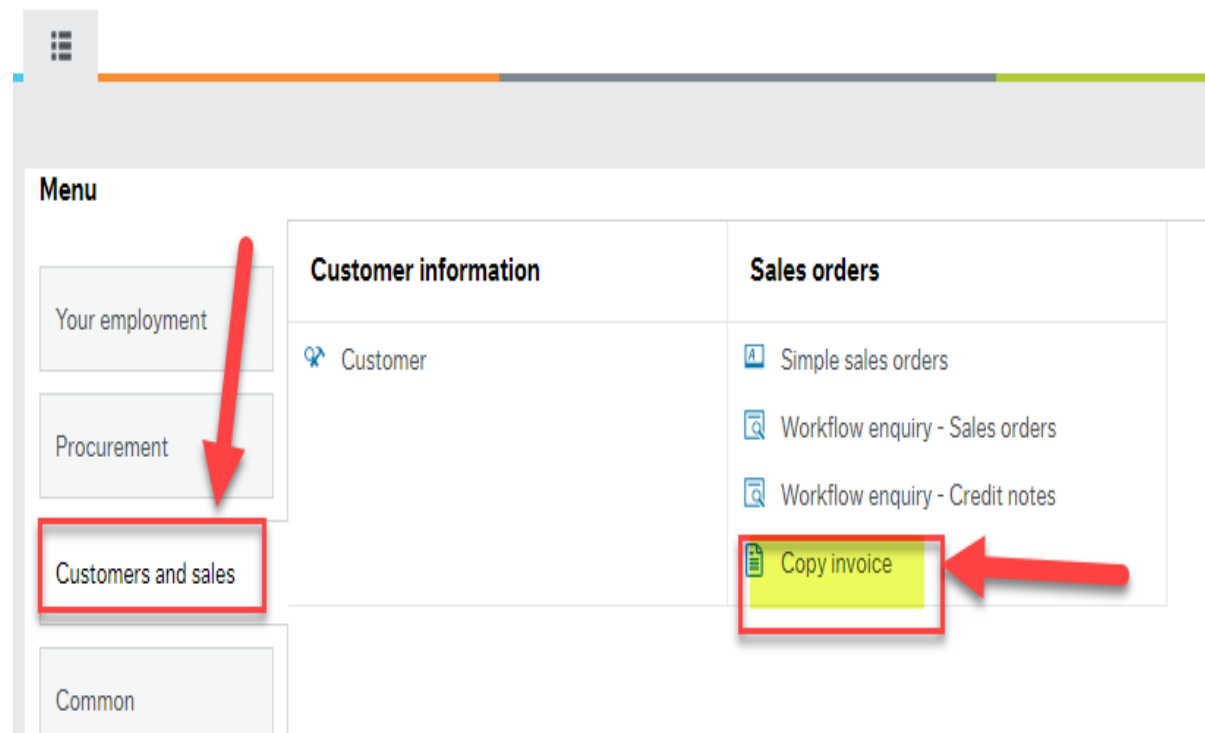
2. Enter order number/s to be printed in 'Order number from' and 'Order Number to' fields.

Copy invoice

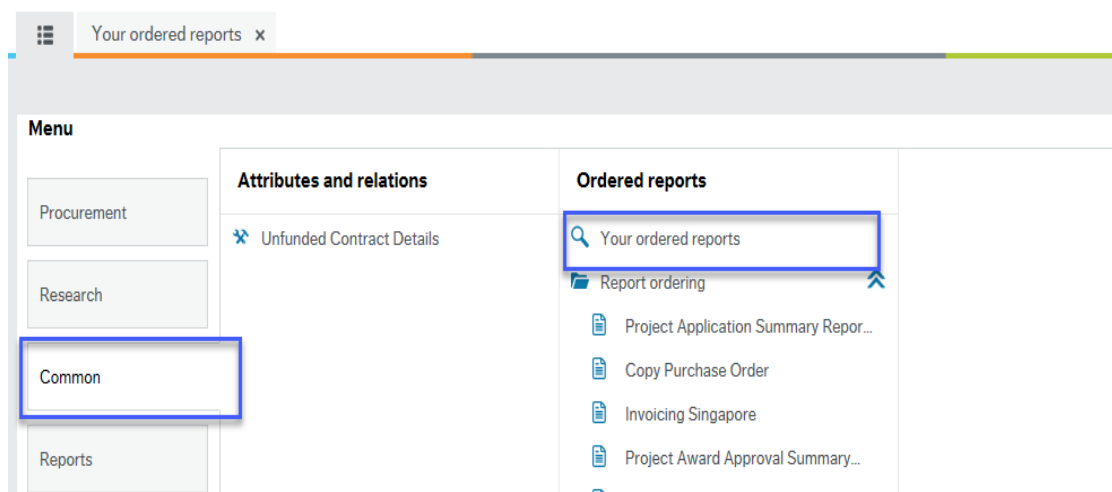**≫ General parameters**

Open parameters

Order number from *   1234567

Order number to *   1234567

≫ Printer parameters

3. Click on   **Save**

4. Once saved the following message should appear

✓ Successfully saved. The report output has order number 50 and is available in Your ordered reports.

5. To view the report go to:

Your ordered reports ✕		

Menu

	Attributes and relations	Ordered reports
Procurement	⚒ Unfunded Contract Details	🔍 Your ordered reports
Research		📁 Report ordering
		📄 Project Application Summary Repor…
Common		📄 Copy Purchase Order
		📄 Invoicing Singapore
Reports		📄 Project Award Approval Summary…
		📄 Project Cost Summary Finance By

6. The screen will look like this:

Your ordered reports

Scheduled

From	24/04/2020	📅	To	24/04/2020	📅

Filter

CLICK TO VIEW REPORT

Ordered reports

Show report	User	Report name	Report ID	Order numb...	Scheduled	Completed	Server queue	File name	Status	Zoom	Show log	
						📅		📅		▼		Filter
☐ 🗈	IAN	Copy Sales O...	SO07	36348	24/04/2020	24/04/2020	AUTOMATIC...	so07f2_363...	Finished	🔍	🗈	

7. Once the status is Finished, you can view the report by selecting the report ordered

8. The order will be shown on the screen and available to view or download

☰   P1 Copy Sales Order Invoice/Credit Note ✕

◀ Your ordered reports › Copy Sales Order Invoice/Credit Note

Copy Sales Order Invoice/Credit Note

CLICK TO
OPEN

Export

📄 so07f2_36348 (1).pdf   ⌃

COPY INVOICE

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9. 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