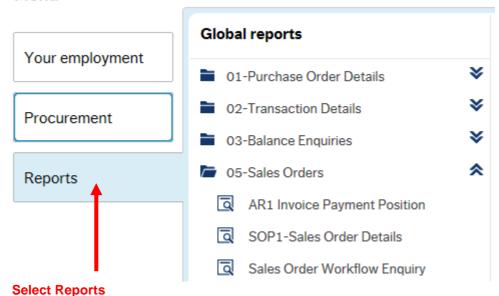## WEB - SOP1 – Sales Order Details

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:

Select Reports

At the top of the menu screen click on:
Select Reports

📁 05-Sales Orders

🔍 SOP1-Sales Order Details

1. The following screen will be displayed:

To search for information please enter the required details into above fields:
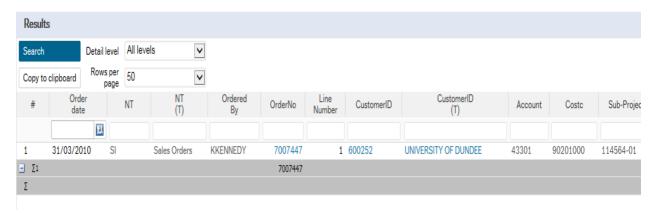
Then click **Search** to view the results

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:

Results												
Search	Detail level	All levels										
Copy to clipboard	Rows per page	50										
#	Order date	NT	NT (T)	Ordered By	OrderNo	Line Number	CustomerID	CustomerID (T)	Account	Costc	Sub-Projec
1	31/03/2010	SI	Sales Orders	KKENNEDY	7007447	1	600252	UNIVERSITY OF DUNDEE	43301	90201000	114564-01
Σ1					7007447						
Σ											

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