Sales Order

Instruction Documentation

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Finance Systems Support

Email - [FinanceSystemsSupport@hud.ac.uk](mailto:FinanceSystemsSupport@hud.ac.uk)

URL -

https://agressoweb.hud.ac.uk/MS7\_Live\_Web/Login/Login.aspx

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# **Introduction**

**MI – Miscellaneous Sales Invoicing considerations**

**Which company** should the sales invoice be raised in?

The **subproject** you are using will denote which company to use.

***UHHEC*** *–* ***The University of Huddersfield Higher Education Corporation***

**H1** is the main company for the University which is used for invoicing tuition fees, short courses, non-vatable research, and grant income along with other types of income. The majority of sales invoices raised in this company are non-vatable. However, the VAT treatment must always be considered for each individual sales invoice.

***UHEL*** *–* ***The University of Huddersfield Enterprise Ltd***

**H3** this company is used for Enterprise and Research vatable business. One reason for using this company is to protect the charitable status of the University. Sales invoicing in this company are usually vatable unless the company is based overseas. However, the VAT treatment must always be considered for each individual sales invoice.

**Sales invoicing details**

Before raising a Sales Order on Unit4 it is prudent that all details required should be provided by the person who requested the generation of the invoice. Ensure you capture the correct order details prior to input.

To consider:

***Nominal code*** - category to record the income, used to identify what financial transaction has happened. Sales nominals codes start with the code **8**\*\*\*

***VAT code*** - depends on the goods or services being provided - further details found in this document *(page 8)* or for VAT related assistance direct queries to the University **VAT Accountant** –

Maureen Chambers - [m.e.chambers@hud.ac.uk](mailto:m.e.chambers@hud.ac.uk)

***Subproject code***- identifies which University department owns the transaction and where the income will be coded to.

***Description***- the details input will display on the Sales Invoice sent to the customer, it is important that the description is relevant to the **Customer** and the **University**.

**Sales invoicing assistance**

Further assistance of collating a Sales Order can be gained from your Finance Manager or queried with the relevant Central Accounting Technicians.

**Finance Management** accounting team - [managementaccounts@hud.ac.uk](mailto:managementaccounts@hud.ac.uk)

**RIKE** research team enquiries - [research.services@hud.ac.uk](mailto:research.services@hud.ac.uk)

**Sales Ledger Department** - for *existing* and *new* Customer account setups in Unit4 direct queries to Elizabeth Payne - [e.payne@hud.ac.uk](mailto:e.payne@hud.ac.uk)

**Further general online guidance** - **BUFDG** - the *British Universities Finance Directors Group* is the representative body for Higher Education finance staff in the United Kingdom.

Register for a range of free E-learning modules - <https://www.bufdg.ac.uk/>

# 

# **Login to Unit4**

**Before logging into Unit4**

To note: if you have not used Unit4 or require initial training contact the Finance Systems Support team via email to obtain access - [**FinanceSystemsSupport@hud.ac.uk**](mailto:FinanceSystemsSupport@hud.ac.uk)

By following the URL you can login to the Unit4 Finance system:

https://agressoweb.hud.ac.uk/MS7\_Live\_Web/Login/Login.aspx

Alternatively, via the **Staff Hub** internet page Unit4 login:

From the tab **‘Online Systems’**, locate the link for ***Unit4***.

The **Login box** should appear.

A screenshot of a login screen

Description automatically generated

Enter login details and then click the **Login** button:

**User name**: the same as your computer, network login e.g. FINALS

**Client**: is the University company to be used, **either**

**H1** Main company

**H3** UHEL company

**Password**: must be at least 6 digits and include a number. If you have forgotten your password use the ‘**Forgotten your password**?’ option to reset

The bellow screenshot *fig 1.1* will open.

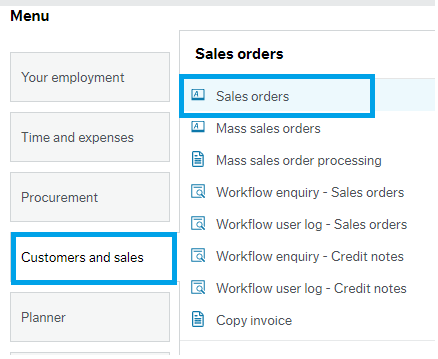
The *book ends* **Menu**, available on the left of the screen will vary according to your job role and access permissions on your Unit4 profile.

***fig 1.1*** A screenshot of a computer

Description automatically generated

# **Inputting the Sales Order details**

Once logged into Unit4 web navigate to:

* **Customer and sales** – **Sales orders**

## Sales order creation

The screen below *fig 1.2* is the **Sales orders** input screen.

***fig 1.2***

A screenshot of a computer

Description automatically generated

* **Locate the Customer** - this can be found in various ways
* in the **Customer** **cell** type in the **customer number** *fig 1.3*
* or type in the **name** of the **Customer** to reveal options *fig 1.3*
* alternatively click on the **dots** to open the *lookup* window *fig 1.4*, type the relevant text in the *Search criteria cell*, **customer name** to ‘**Search**’ for the Customer

***fig 1.3 fig 1.4***

A screenshot of a computer

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**NB**: utilize wildcards (\*) to search for customers using only part of the name.

**NBB**: for *existing* and *new* Customer account setups in Unit4 direct queries to the University’s central **Sales Ledger team**.

* **Customer** - input the Customer details and **tab on** to reveal the *Customer address* information.
* **Order type** - always **Invoiceable Sales order** selection.
* **Status** - always **To invoice** selection.

A screenshot of a computer

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## References set up *fig 1.5*

**Responsible** - this field is no longer used to determine the *workflow approval* by the *Budget Holder*, this is controlled by the **subproject** *budget holder* set up details.

* **Responsible** - type in the cell to reveal a list to select from and add the budget holder or requester but remember this is **not** the ‘approval’ field set up.
* **Salesman** - will default with the **inputters name**.
* **Customer Ref** - will automatically populate from the *Customer Master file set up*.

You can add a contact name to the invoice if applicable or remove, delete the prepopulated text if not suitable for the order.

* **External Order ID** - the detail added here will further be displayed on *Sales* and *General Ledger* *accounts* and on *Statements* sent to the Customer, ensure you add a clear, understandable reference.

***fig 1.5***

A screenshot of a computer

Description automatically generated

## Invoice and Dates defaults *fig 1.6*

The below section of a sales order will populate with *default data*, it’s not necessary to update this section. The *Period* populates with the *current* University accounting period.

***fig 1.6***

A screenshot of a login form

Description automatically generated

## Default GL analysis *fig 1.7*

* **Academic year** - relevant year (current academic year) should already *default* into this cell, or overtype and use the dropdown to select the correct year.
* **Subproject** - do **not** update from **FIN999-01**, as this the *default control account*, the **subproject** details will be added to the **order lines**.

***fig 1.7***

A close-up of a box

Description automatically generated

## Order lines *fig 1.8*

* Click the **Add** button and a *new* order line will be available to input the sales order details.

***fig 1.8***

A screenshot of a computer

Description automatically generated

* **Product** - this is generally the **nominal** code.

Each code selected has a **most likely default VAT treatment**. It is always necessary to consider the sales invoice details and where the supplier is based to determine which VAT code is required. If you *change* the default VAT treatment, can you reason why? If you have a *valid* reason, then **amend** the **VAT code**.

Amending the VAT treatment is undertaken in the *GL Analysis section* of the order screen.

**NB**: Sales order *nominal codes* start with an **8**\*\*\*

* **Description** - this cell is populated with a default, general description relating to the nominal code selected and this is the description that will be displayed on the invoice. **Overtype** this text with the appropriate sales invoice order information, it is important that the description is descriptive and relevant to the Customer and the University.
* **Quantity** - update with the quantity amount.

Depending how many units are *sold* and *priced* e.g. 2 units charged at £50.00, the system *automatically* calculates the total price of £100.

* **Price** - update with the ***net*** *price amount* to be *invoiced* on this order line.

Further order lines can be added *fig 1.9*

* Add another *order line* by either clicking into the next line or click on the icon **Add** option.

***fig 1.9***

A screenshot of a computer

Description automatically generated

* Order lines can also be **deleted** *fig 2*, **tick** the **box** and click on **delete** to remove.

***fig 2***

A screenshot of a computer

Description automatically generated

## GL Analysis *fig 2.1*

* To update the **GL Analysis** section of the *sales order line* click into **line 1**.
* Scroll down the screen to the **GL Analysis** section, these details require further updates.

***fig 2.1***

A screenshot of a computer

Description automatically generated

* **Subproject** - **overtype** with the correct *budget code* – **tab on**, or click in the next cell to update.
* **Term** and **Term dates** - the *nominal selected* will determine if these fields require populating, it will be **mandatory** to add further information to the cells if population required.
* **Tax code** - defaulted with the *most likely* code - update only if necessary.

**NB**: each *order line* input must be updated with the relevant details in the *GL Analysis* for that line.

**What is VAT?**

VAT is a tax charged by the UK Government via a business.

VAT is a tax on most goods and services in the UK.

Businesses registered for VAT **must** charge VAT on applicable goods and services they supply.

**What is the VAT rate?**

**VAT rates** charged in the UK depends on the goods or services being provided and who you are making the sale to. The following guidance refers to the VAT codes used in Unit4 when raising a sales order. If you sell goods to a *company* based *outside* of the UK you *do not* normally need to charge VAT. Sales to *individuals* based *outside* the UK should still be charged VAT if applicable.

**NB**: for VAT related assistance direct queries to the University **VAT Accountant**

Maureen Chambers - [m.e.chambers@hud.ac.uk](mailto:m.e.chambers@hud.ac.uk)

**Standard** = Unit4 **S6**

Charge of **20%** -applied to most applicable goods and services - e.g.

* Consultation and sponsorship

**Zero rated** = Unit4 **S3**

Charge of **0%** - e.g.

* Selling of books and newspapers

**Exempt** = Unit4 **E1**

Sales that are exempt from VAT - e.g.

* Education and training - short courses, tuition fees
* Field trips
* Academic staff costs recovered

**No VAT** = Unit4 **0**

Sales that are outside the scope of VAT - e.g.

* Sales to 3M BIC
* Some KTP Grants
* Some Research Grants

**NB:** the **tax system (TS)** on Unit4 should **always be C2** for a sales order**.**

## Additional product information *fig 2.2*

Expanding the **chevrons** will reveal further details, additional infromation can be added to the line.

* **Product** - further details in relation to the order line can be added here, this detail will show on the Sales invoice for that line.

**NB**: could add the **‘Customers Purchase order number’** here as it may be mandatory that this detail is added to your invoice to aid payment.

* **Workflow log** - notes can be added to aid understanding, this note is will **not** appear on the Sales Invoice, the note can be seen in the *approval steps* of the order.

***fig 2.2***

A screenshot of a computer

Description automatically generated

## Saving the Sales Order

* *Double check* your order details and when confident correct click **SAVE** *fig 2.3.*

***fig 2.3***

A screenshot of a computer

Description automatically generated

The posting cycles box apears *fig 2.4.*

**NB**: Posting cycles have a *unique* *number* for all services and departments at the University,

for example, select *S O Human + Health* if you are raising a Sales Invoice for the School of Human and Health.

**Posting cycle** **-** *click on* the *line* to select – **OK** *fig 2.4*

***fig 2.4***

A screenshot of a computer

Description automatically generated

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The **Success message** will appear quoting an **order number**, the order number is the reference used before the sales order converts to a *sales invoice*.

**NB**: it is useful to make a note of this number, as it can be used to aid the compilation of a *Workflow enquiry* of the sales order.

The sales order will next automatically continue into workflow for finance checks, approval by the *budget holder* and the *sales* *team* and for *VAT checks*.

# **Journey of a Sales Order**

The saved *Sales Order* enters a *workflow* and can be easily tracked via an *enquiry*. The sales order number quoted when the order was *saved* can be used to review the order in workflow. The workflow map will illustrate what stage the sales order is at.

**Workflow overview** of process steps of the Sales Order

A close-up of a sign

Description automatically generated

When workflow steps up to and including VAT check are *complete* the **Salesperson**(inputter) will be notified by email to print the sales order to convert the transaction to a **Miscellaneous Sales Invoice (MI)**.

Once **printed**, the Sales Invoice details will *post* into *Accounts Receivable*and will show on the *Customer’s account* as the **gross income** and the **net income** will show in the *Subproject report*.

At each stage the task owner receives an *email notification* that alerts that there is a *workflow* *task* that requires review.

***Sample Budget Holder task alert***

A screenshot of a computer

Description automatically generated

## Workflow Enquiry

The Sales Order can be tracked via a **Workflow enquiry** *fig 2.5*.

* Via the **Menu** bar navigate to **Customer and sales –** **Workflow enquiry - Sales orders**

***fig 2.5***

A screenshot of a computer screen

Description automatically generated

* **OrderNo** - insert the **order number** and click on **Search** *fig 2.6*.

***fig 2.6***

A screenshot of a computer

Description automatically generated

**Results** - will reveal the **Workflow status** of the sales order *fig 2.7*.

* **Order line** = 2 lines of invoice to approve
* **Step** = waiting for Budget Holder Approval
* **Task owner** = the Budget Holder of the Subproject
* **Workflow status** = **click on** to reveal the **Workflow map** details

***fig 2.7***

A screenshot of a computer

Description automatically generated

**Example Workflow map** - the *approval steps* of a sales order workflow shown in these screenshots.

A diagram of a business process

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**BUDGET HOLDER APPROVAL**

**Yellow** indicates the *review* *step* the sales order is presently at.

A screenshot of a computer

Description automatically generated

**BUDGET HOLDER APPROVAL**

**Green** indicates the successful workflow step.

**FINANCE CHECK**

**Yellow** indicates the *review* *step* the sales order is presently at.

**A diagram of a business process

Description automatically generated**

**FINANCE CHECK APPROVAL**

**Green** indicates the successful workflow step.

**VAT CHECK**

**Yellow** indicates the *review* *step* the sales order is presently at.

**Workflow enquiry** - **Sales orders** – the *refreshed* workflow enquiry *after* sales order *approvals*are **complete** *fig 2.8*.

* **Results** - the refreshed **Workflow status** of the sales order is now showing as **Finished**.
* **Invoiced** - will update with the *value* once the sales order is **printed** and becomes a **Sales Invoice**.

***fig 2.8***

A screenshot of a computer

Description automatically generated

**Workflow enquiry** - **Sales orders** – the *refreshed* workflow enquiry after sales order **Printed** *fig 2.9*.

* **Results** - the **Invoiced** cells are now populated with the *sales order values* and the **Status** (S) is now showing as **F** = **Finished** as the order is concluded.

***fig 2.9***

A screenshot of a computer

Description automatically generated

# **Printing Sales Orders**

Once the sales order has **finished** all the *workflow steps,* the inputter (Salesman) will receive an *email alert* advising the sales order is **ready to** **print**.

***Sample task alert***

A screenshot of a computer screen

Description automatically generated

## Printing the MI Sales Invoice

* **Login** to **Unit4** web and navigate on the **Menu bar** to;

**Common\Ordered reports\Report ordering** - click on **Invoicing - Sales** *fig 3.*

***fig 3***

A screenshot of a computer screen

Description automatically generated

* The **Invoicing - Sales** print screen will appear, click on the **variant drop down**, select **Miscellaneous Invoice Print for H1** - **tab** on *fig 3.1*.
* **Order number from** and **Order number to** - insert the **sales order number** in **both cells**.
* **Save**
* From this screen, click on **Your ordered reports** at the *bottom of the page* to open a new screen - **Your ordered reports**.

***fig 3.1***

A screenshot of a computer

Description automatically generated

**Further considerations**

* **Variant** - **Miscellaneous Credit Note Print** to select when generating *credit notes*.
* **H3** **sales invoice printing** - remember to login to **H3** and following the same navigation to locate **Miscellaneous Invoice print for H3 ONLY** variant.

## Your ordered reports *fig 3.2*

* click on the **Show report icon**, of the *Order number* printed to reveal the **MI Sales** **Invoice**.

**NB**: **Status** - **Finished** to reveal the *printed Invoice*, if **not** *Finished* click the **Refresh** icon until the *Status* displays *Finished*.

***fig 3.2***

A screenshot of a computer

Description automatically generated

***Sample Printed MI – Miscellaneous Sales Invoice***

A screenshot of a receipt

Description automatically generated

**NB**: **Your ref** – details are populated when text input into the *Customer Ref cell* when inputting the sales order details.

**NBB**: **TEST TEXT** - details input via the *Additional product information* – *Product text cell* when inputting the sales order details.

* The *Sales Invoice* to be issued to the customer.

**Print copy (MI) Sales Invoice** - an invoice is *generated* and *printed* **once**, you can **print a copy** by navigating from the **Menu** to:

*Common\Report ordering\Copy Invoice - Sales*

and select the **Variant** - **Standard by order number** and add details in the mandatory fields.

The saved copy invoice can be viewed as detailed in the above *Your ordered reports* instruction.

## Post onto the Ledgers

**For further understanding** - once **printed**, the sales invoice details will *post* into *Accounts Receivable*and will show on the **Customer’s account** as the *gross* value and the income will show in the **Subproject** as the *net* value.

**Customer account** - details shown in the **Text field** are the *reference details* input into the **External order ID cell** when creating the sales order.

A screen shot of a computer

Description automatically generated

**Subproject report**

* **Amount** - *fig 3.3* will show the **net** *Amount* as a **minus** red value.
* **Zoom** - into the *transaction details line* by *double* clicking in the **Amount cell** to reveal the posting details *fig 3.4*.

***fig 3.3***

A screenshot of a computer

Description automatically generated

* **Text field** - in the *Zoom window fig 3.4* is the reference details input in the **External order ID cell** when compiling the sales order.

***fig 3.4***

A screenshot of a computer

Description automatically generated

# **Additional Information**

## Workflow reviews - reject a task

There are 3 stages of task approvals for a sales order workflow review and each task owner will receive an email notification to login to Unit4 and review.

The **task owner** can *accept*, **Approve** to move the workflow onto the next step or **Reject** to return sales order workflow to the *Inputter* (Salesperson) to amend.

**Task Reject** - a **comment box** appears for the individual who **rejects** the task to add a comment, note the reason why rejected.

***Sample rejection notice***

A yellow and blue rectangle with black text

Description automatically generated

**Task** **alert email** - the *Inputter* (Salesman) will receive notice to login to Unit4 web to correct the error and re-submit the sales order back into workflow.

A close-up of a message

Description automatically generated

* **Login to Unit4** web - navigate to the task located at the **top right** of the screen *fig 3.5*.

***fig 3.5***



* **Task notification** - click on the **tick** *fig 3.5* to reveal the task.
* **Open the task** - click on the **line of the sales order** **task** to *open* the sales order to amend.
* **Rejection notice** - within the sales order is the **Workflow log** *fig 3.6*, this log will indicate the reason for the rejection.

***fig 3.6***

A screenshot of a computer

Description automatically generated

* Proceed to follow the *rejection notice instructions* indicated in the *workflow log fig 3.6*.
* The **Order line** will be display an **!** to indicate **rejected** *fig 3.7*.

***fig 3.7***

A screenshot of a computer

Description automatically generated

* **Corrections** – after updates **SAVE**, to **resubmit** the sales order back into *workflow*.

## Workflow - cancel a Sales Order

There could be instances where the Sales Order is no longer needed and requires **cancelling**.

Depending on what *stage* of the **workflow** the sales order is at depends if the order can be **cancelled** or a **Credit note** needs to be raised.

* **Review the Sales Order status** - via the **Menu** bar in Unit4 web navigate to **Customer and sales –** **Workflow enquiry - Sales orders** *fig 3.8.*

***fig 3.8***

A screenshot of a computer screen

Description automatically generated

* **OrderNo** - insert the **order number** and click on **Search** *fig 3.9*.

***fig 3.9***

A screenshot of a computer

Description automatically generated

**Results** - *fig 4* will reveal the current status of the sales order details.

***fig 4***

A screenshot of a computer

Description automatically generated

* **Invoiced** - the values are **zero** (0.00) which indicates the order is **not** **printed**, this sales order can be **cancelled**.
* **Cancelling a Sales Order** - email your request to [financesystemssupport@hud.ac.uk](mailto:financesystemssupport@hud.ac.uk)

**Alternatively** *fig 4.1*

**Results** - the **Invoiced** cells are now populated with the *sales order values* and the **Status** (S) is now showing as **Finished** as the order is concluded.

***fig 4.1***

A screenshot of a computer

Description automatically generated

* **Credit note** - as the *status* indicates the order is **printed**, **finished** this sales order example requires a **credit note**, this example *cannot be cancelled (refer to pg19 for credit note details)*.

# **Sales Order - Credit Note**

To raise a **credit note** follow the same instructions as inputting a new sales order *(pg.5 reference)* but for a **credit** enter the **quantity** on the *order line* as a **negative** number and the **price** as a **positive** number.

## Credit note creation

Once logged into Unit4 web navigate to:

* **Customer and sales** – **Sales orders**
* **External order ID** - add a **clear indication** to the **original Sales invoice**
* insert the original *transaction number*, which is also the **Sales Invoice number**.
* Input *all details* **exactly the same***,* to mirror the **original sales order** details
* e.g Customer and the order lines to credit **must** replicate the original **nominal codes**, **subproject**, the **tax** **code** applied, **quantity** values (minus value) and **price**, the invoiced amount (positive value).

***Customer account reference of MI Sales Invoice to credit***

A screenshot of a computer

Description automatically generated

***Sample sales orders – credit note***

A screenshot of a computer

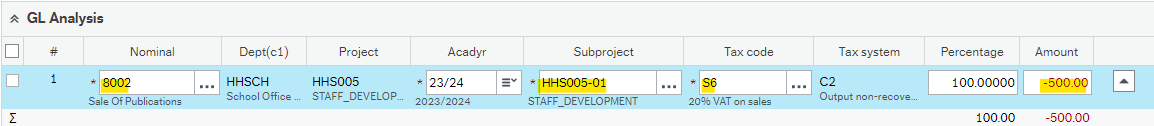
Description automatically generated

**NB**: notice that the **Quantity** field is **-1.00** - as the original order qty but **minus** and the **Price** is input as a **positive value**. The **Curr.amount** field adds the **credit** **minus** value to post to the ledgers.

## GL Analysis *fig 4.2*

* **Subproject** - update to the original coding used.
* **Tax code** -update to the original coding used.

***fig 4.2***



**NB**: notice that the **Amount** field is showing the **minus** value *net* sales order value in the *GL Analysis* section of the order.

## Additional product information

Expanding the **chevrons** will reveal further details, additional information can be added *fig 4.3*.

* **Product text** - add details such as the orginal *purchase order number* supplied by the Customer or an indication why the credit note is being issued, these details will be displayed on the credit note printout.
* **Workflow log** - notes can be added to aid understanding of why the credit note has been raised, this note will not appear on the credit note printout, the note is visible in the *workflow approval* steps.

***fig 4.3***

A screenshot of a computer

Description automatically generated

## Saving the Credit note

* *Double check* the credit note, ensure you have replicated the original order details and when confident correct click **SAVE**.

A screenshot of a computer

Description automatically generated

The posting cycles box apears *fig 4.4.*

**NB**: Posting cycles have a *unique* number for all services and departments at the University,

for example, select *S CN Human & Health* if you are raising a *credit note* for the *School of Human and Health*.

* **Click on** the **credit** **posting cycle** line to select - **OK**

***fig 4.4***

A screenshot of a computer

Description automatically generated

***fig 4.5***

A green rectangle with black text

Description automatically generated

The **Success message** will appear quoting an **order number** *fig 4.5*, it is useful to make a note of this number as it will aid the compilation of a Workflow enquiry of the credit note if required.

The *sales credit note* order will next automatically continue into workflow for finance checks, approval by the *budget holder* and the *sales* *team* and for *VAT checks*.

# **Printing Credit Notes**

Once the credit note raised has **finished** all the *workflow review steps* the inputter (Salesman) will receive an *email alert* advising the credit note is **ready to** **print**.

***Sample alert***

A screen shot of a computer

Description automatically generated

## Printing the Credit note

* **Login to Unit4** web and navigate on the **Menu bar** to;

**Common\Ordered reports\Report ordering** - click on **Invoicing - Sales** *fig 4.6*

***fig 4.6***

A screenshot of a computer screen

Description automatically generated

* The **Invoicing - Sales** print screen *fig 4.7* will appear, click on the **variant drop down** and select **Miscellaneous Credit Note Print** - **tab** on.
* **Order number from** and **Order number to** - insert the **credit note number**.
* **Save**

***fig 4.7***

A screenshot of a computer

Description automatically generated**NB**: for **H3** credit note printing, remember to login to **H3** and following the same navigation to locate **Miscellaneous credit note print for H3 ONLY** variant.

***fig 4.8***

A screenshot of a computer

Description automatically generated

* From this screen, click on **Your Ordered Reports** at the *bottom of the page* to open a new screen to review the order number *fig 4.8* - **Your ordered reports**.

## Your ordered reports *fig 4.9*

* Click on the **Show report icon**, of the *Order number printed* to reveal the Credit note printout.

**NB**: **Status** - **Finished** to reveal the **printed** *Credit Invoice*, if **not** *Finished* click the **Refresh** icon until the *Status* displays *Finished*.

***fig 4.9***

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***Sample Printed MC - Miscellaneous Credit note***

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**NB**: **Your ref** - details are populated when text input into the *Customer Ref cell* when inputting the sales order details.

**NBB**: **TEST TEXT** - details input via the *Additional product information* – *Product text cell* when inputting credit note details.

* The *Credit note* to be issued to the customer.

## Post onto the Ledgers

**For further understanding** - once **printed**, the credit details will *post* into *Accounts Receivable*and will show on the **Customer’s account** as **inclusive of VAT** **value** (if any applied to the invoice) and in the **Subproject** reportingas a **net value**.

**Customer account** - details shown in the **text field** are the *reference details* input into the **External order ID cell** when creating the credit.

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**Subproject report** *fig 5*

* **Amount** - **MC** transaction type (TT) will show the *Amount* as a **positive**, **debit** value and a **negative**, **credit** value on the *Customer account* example above.
* **Zoom** - into the *transaction details line* by clicking in the **Amount cell** to reveal the posting details.
* **Text field** - are the **reference details** input into the **External order ID cell** when compiling the sales order.

***fig 5***

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# **Attaching documents to a Sales Order**

There is the option to attach information to the Sales Order (and Credit note). This allows all approvers in the workflow to review further information if applicable. Examples such as emails containing further order evidence, approval agreements or further request details that may not be pertinent to add to the description in the order lines.

## A screenshot of a computer Description automatically generatedUploading a document

* Clicked in the order line, locate the paper clip at the top right of the screen
* The Document archive screen *fig 5.1* will open, showing the folder MI Sales Invoicing Info.

Click on Add a document .

***fig 5.1***

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* An additional box will next appear which will show the *folder* selected **MI Sales Invoicing Info** *fig 5.1*.

Select **Upload** and *navigate* to locate the evidence to attach to the order.

***fig 5.2***

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* Once the evidence, file to attach is selected click on **Open**, then click **Save** to add.

**NB**: if you require an attachment removing you will need to contact *Finance Systems Support* to request this - [**FinanceSystemsSupport@hud.ac.uk**](mailto:FinanceSystemsSupport@hud.ac.uk)

The image of the attachment will display in the *Document archive* window *fig 5.3*, you can **close** the pop-up box by the **small x**

***fig 5.3***

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Once attached, the paper clip icon will then shade blue

When the sales order is saved, submitted to workflow for budget holder review they will be able to examine any documentation added via the paperclip.