

The Pro-Forma Invoice Process Manual




What Is A Sale?

A sale is the terminology for the action when money and invoice are exchanged for goods or services



CUSTOMER CENTRIC DESIGN

- **Identify** – CDP – customer data platform with extensive CRM
- **Connect** - Single or bulk blast e-mail, SMS, fax and snail-mail
- **Collaborate** - Local server to Web and mobile device data interchange
- **Live** - Food, Beverage and Retail points of sale with stock control and procurement
- **Play** - Schedule and manage Golf, SPA and Leisure activities
- **Rest** - Reservations, Lodging PMS, Leasing and Timeshare
- **Finance** - GAAP, IAS and IFRS financial control to balance sheet

-  Menu
-  Administration
-  Golfer
-  ActivityScheduler
-  SpaScheduler
-  Restaurateur
-  ShopKeeper
-  AssetManager
-  WebRes
-  InnSync
-  Fax Server
-  Phoneman
-  TimeKeeper
-  Configuration
-  EXEUP
-  Close Menu
-  Exit Menu



V4.1.7b11143 8d647da

Language: English (United Kingdom)

Database: CIMSODemo_V417 on vmserver

Location: MAIN Imperial Palace Rooms

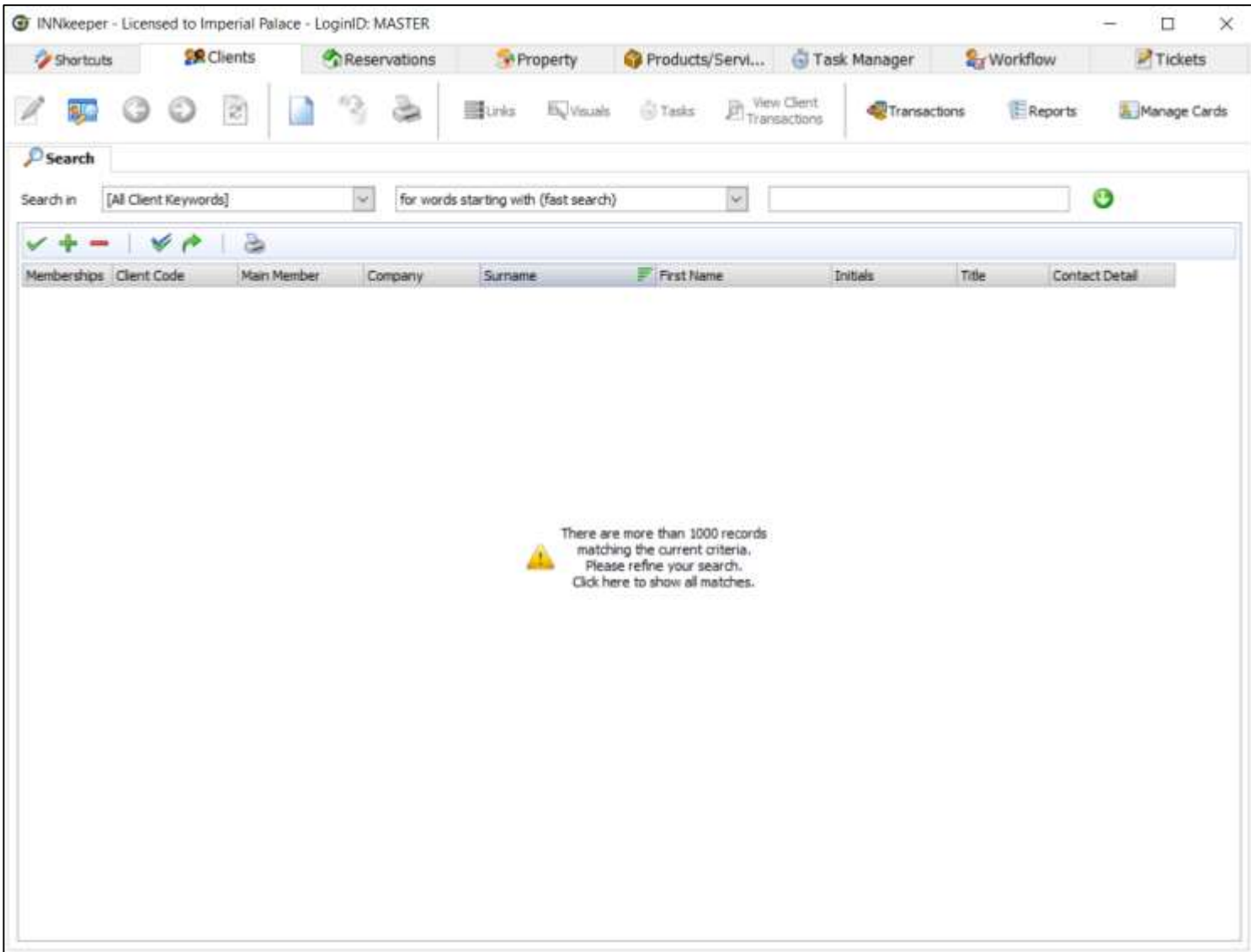
Login ID: master

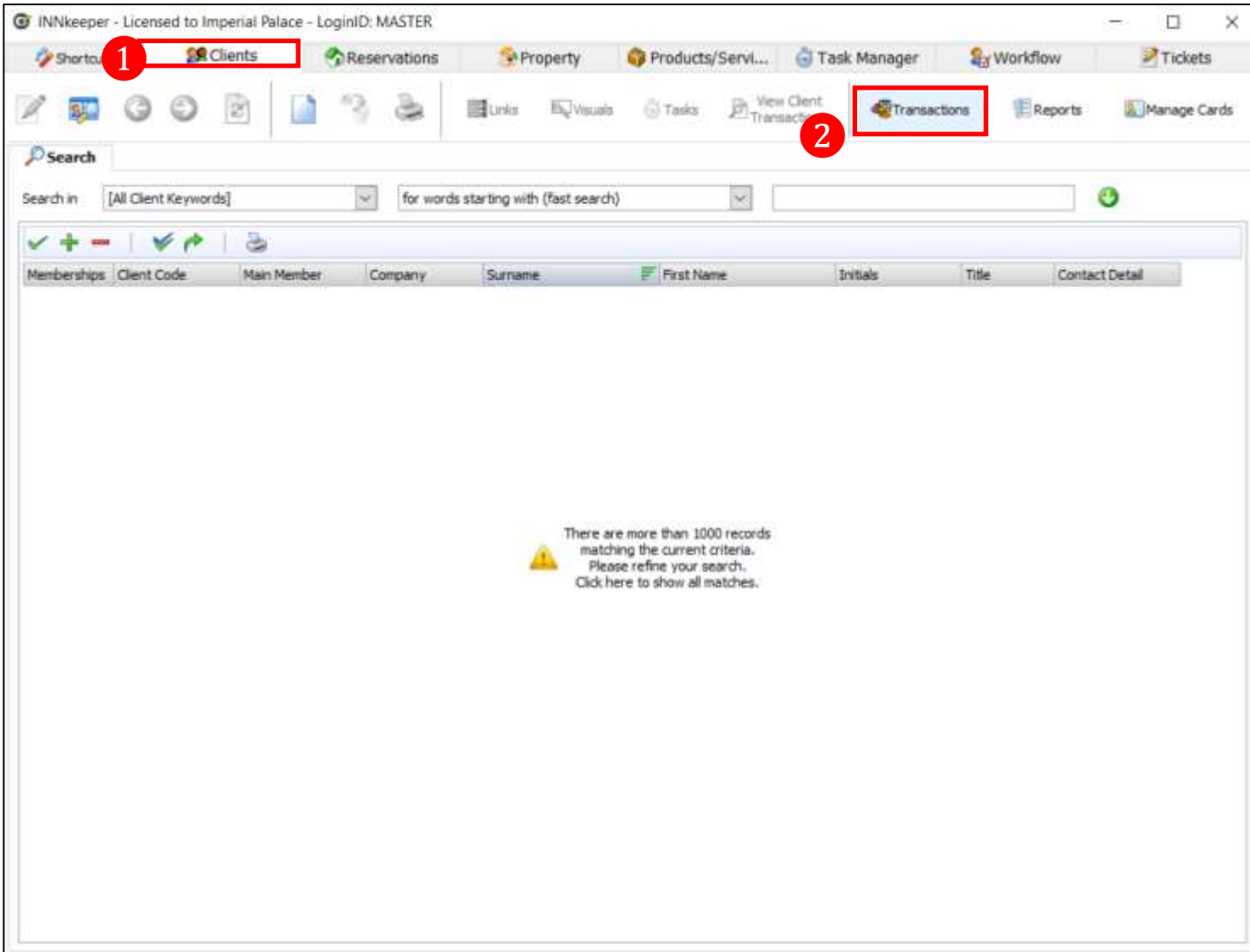
Password: []

Identification Password Log In

Start your **CiMSO Menu**, select the **Administration**. Use your given **Login ID** and **Password** to log in

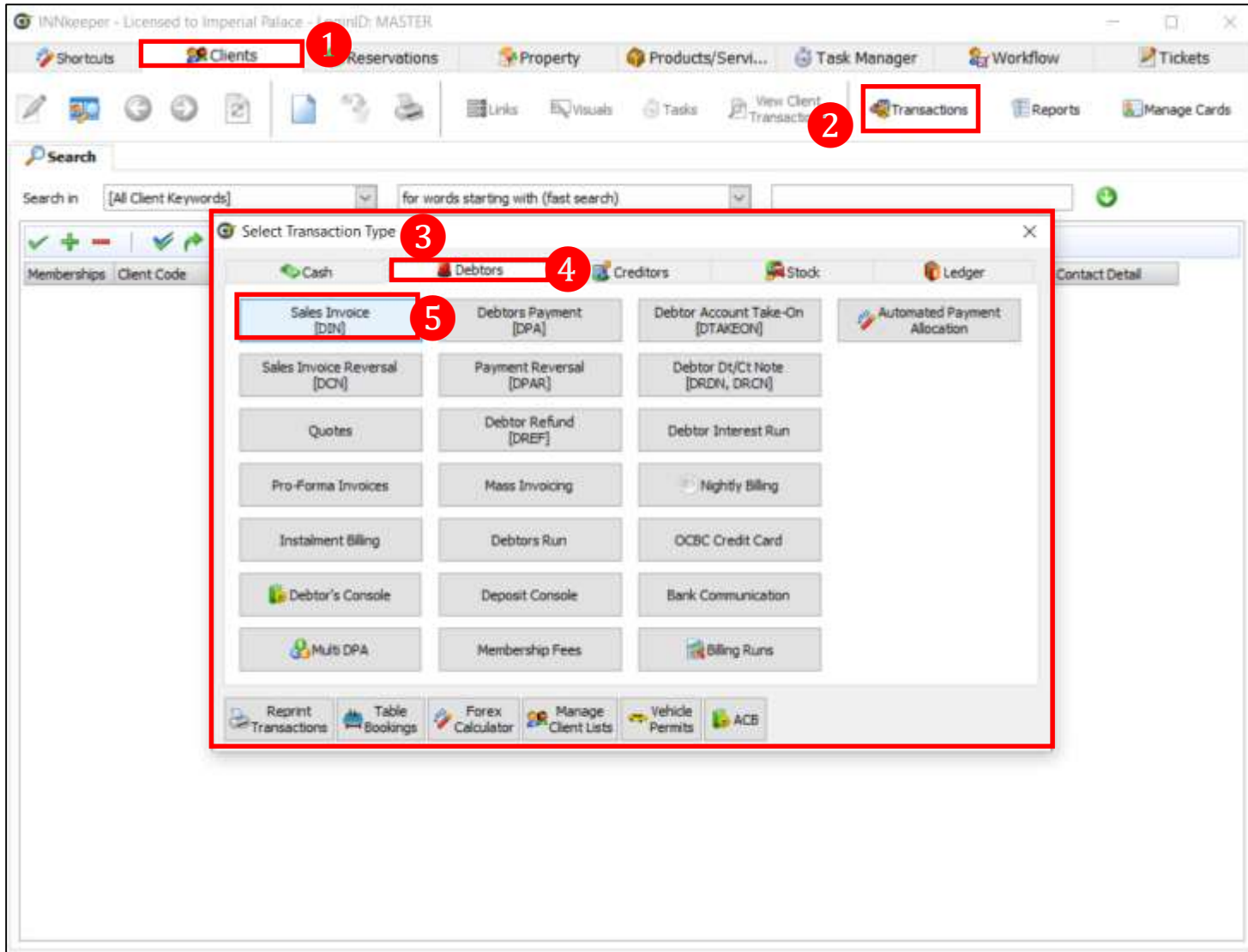
Once logged into Administration, you are able to navigate through the database





Navigation: The Pro-Forma Invoice Retrieval Posting Process

- 1 **Clients** tab
- 2 Select the **Transactions** button



Navigation: The Pro-Forma Invoice Retrieval Posting Process

- 1 Clients tab
- 2 Select the Transactions button
- 3 Select Transaction Type window
- 4 Debtors tab
- 5 Select the Sales Invoice [DIN] button

Client Search - 14 record(s) found **1**

Search Options
 Search in [All Client Keywords] for words starting with **2**

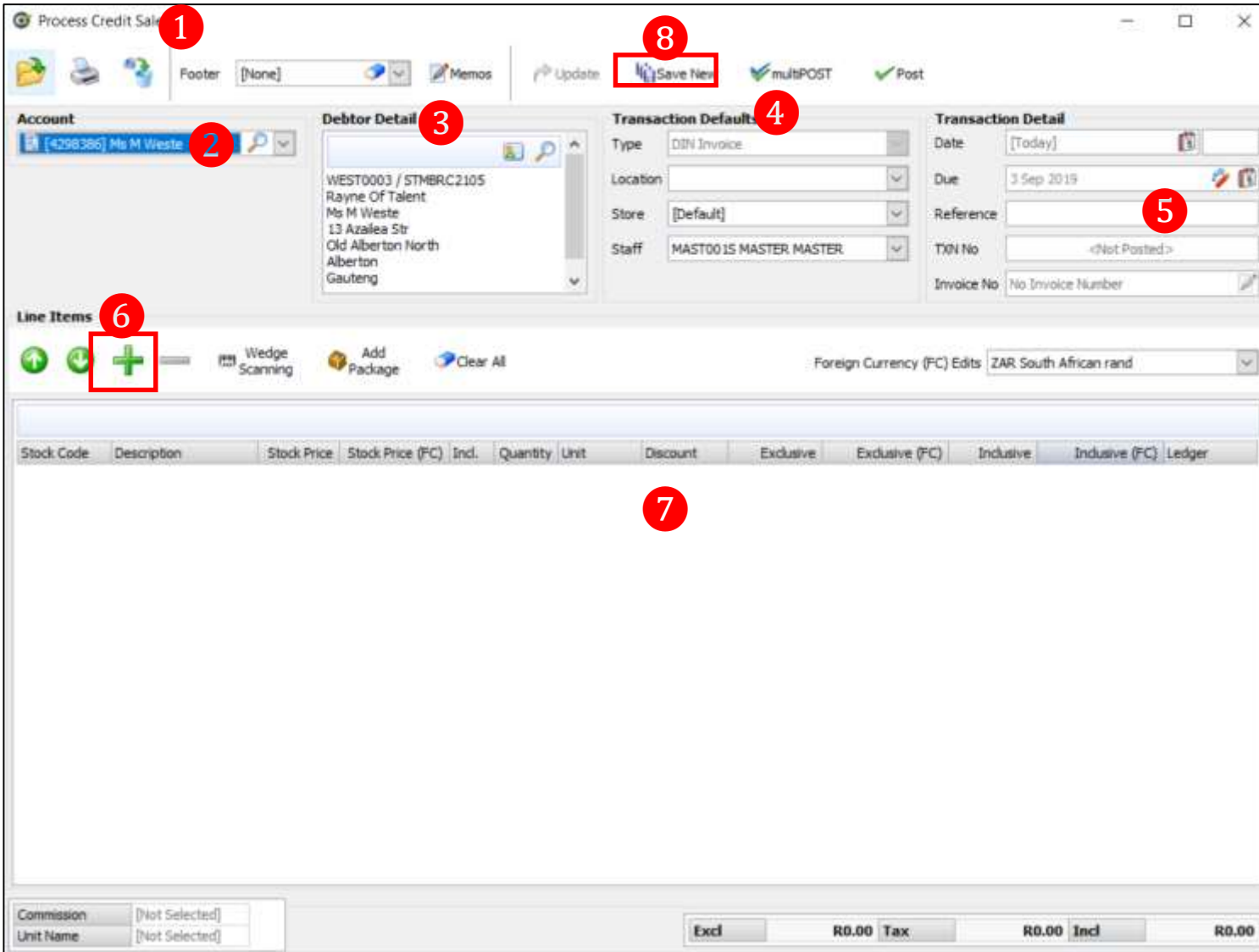
Type	Client Code	Main Member	Member Number	Member Join Date	Surname	First Name	Initials	Company	
M	NWFA0001	[MAIN]							M
M	ROSE0006	[MAIN]			Rosenstein	Charles	C	Raubex	M
M	RRWE0002	[MAIN]			Weste	Samuel	S	Rayne Of Talent	Dr
M	RRWE0003	[MAIN]			Weste	David	D		M
M	RRWE0004	[MAIN]			Weste	Claire	C		M
M	RRWE0005	[MAIN]			Weste	Calvin	C		M
M	RRWE0006	[MAIN]			Weste	Damon	D		M
M	RRWE0007	[MAIN]			Weste	Hela	H		H
M	RRWE0008	RRWTRA0005			Weste	Cassidy	C		C
M	STRV0002	[MAIN]			Skrydon	Dick	D		M
M	WEST0003	[MAIN]	STMBRC2105	6 Jun 2018	Weste	Mikado	M	Rayne Of Talent	M
M	WEST0020	[MAIN]			weste	s	S	Rayne of Talent	Dr
M	WEST0021	RRWEST0003			Weste	Miranda	M	Rayne Of Talent	M
M	WTRA0005	[MAIN]	jhsdf	8 Apr 2019	Weste	Rayne	R	Weste Travels	M

3

4

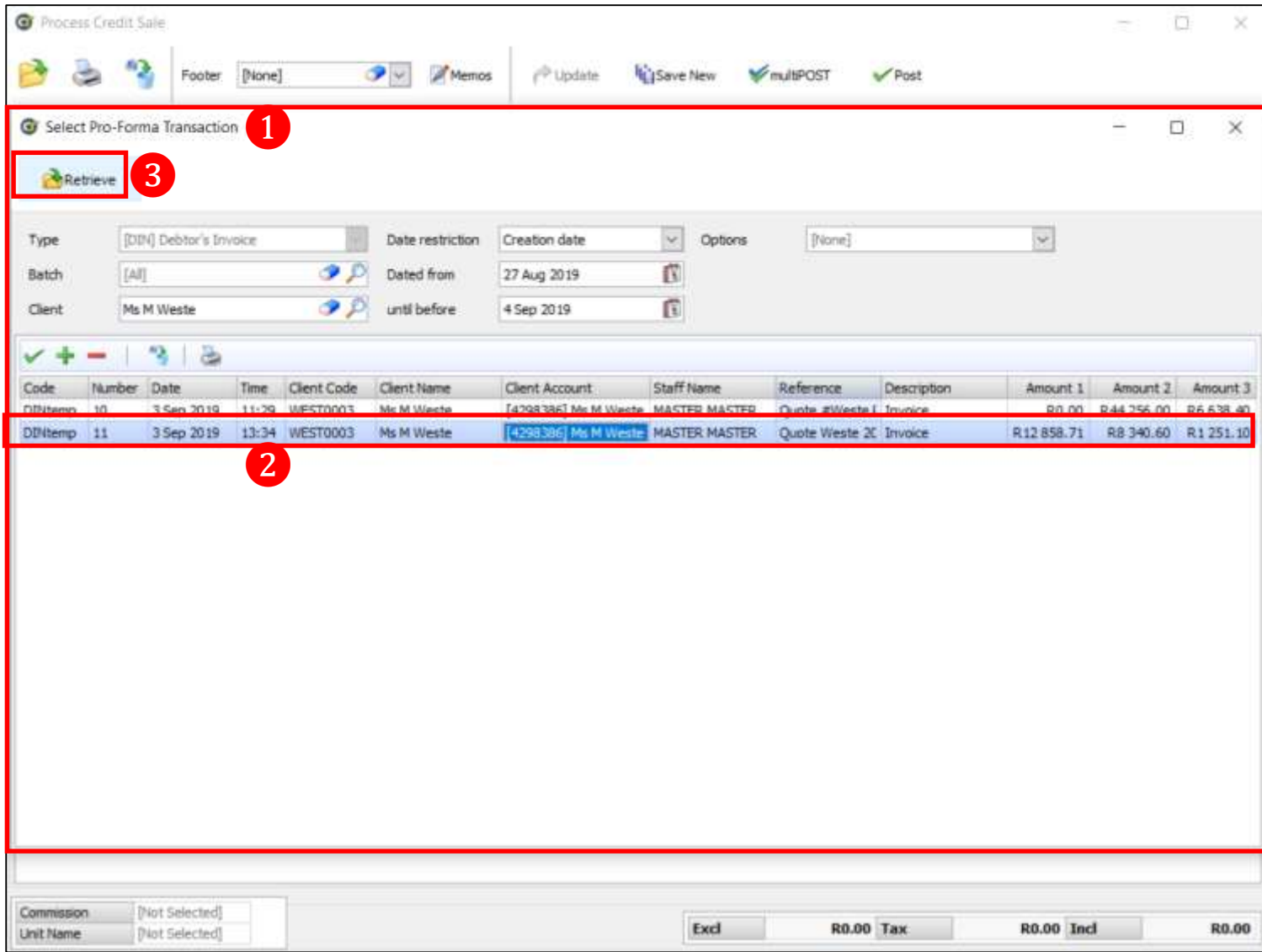
The Pro-Forma Invoice Retrieval Posting Process: Adding the Client

- 1** Select Clients window
- 2** Fast-Search: type in the surname of the client
- 3** Locate & Select: select the required profile to highlight it
- 4** Select the **Select** button



The Pro-Forma Invoice Retrieval Posting Process:

- 1 **Process Credit Sale** window
- 2 **Account**
- 3 **Debtor Details**
- 4 **Transaction Defaults**
- 5 **Transactions Details: Reference** – remember to add a **Reference**
- 6 **Add A New Item** (Green plus sign) button
- 7 Item(s) are now reflecting in the **Line Items** grid
- 8 Select the **Post** button



Process Credit Sale

Footer: [None] Update Save New multiPOST Post

Select Pro-Forma Transaction **1**

Retrieve **3**

Type: [DD] Debtor's Invoice Date restriction: Creation date Options: [None]

Batch: [All] Dated from: 27 Aug 2019

Client: Ms M Weste until before: 4 Sep 2019

Code	Number	Date	Time	Client Code	Client Name	Client Account	Staff Name	Reference	Description	Amount 1	Amount 2	Amount 3
DD/temp	10	3 Sep 2019	11:29	WEST0003	Ms M Weste	[4298386] Ms M Weste	MASTER MASTER	Quote #Weste	Invoice	R0.00	R44 756.00	R6 638.40
DD/temp	11	3 Sep 2019	13:34	WEST0003	Ms M Weste	[4298386] Ms M Weste	MASTER MASTER	Quote Weste 2C	Invoice	R12 858.71	R8 340.60	R1 251.10

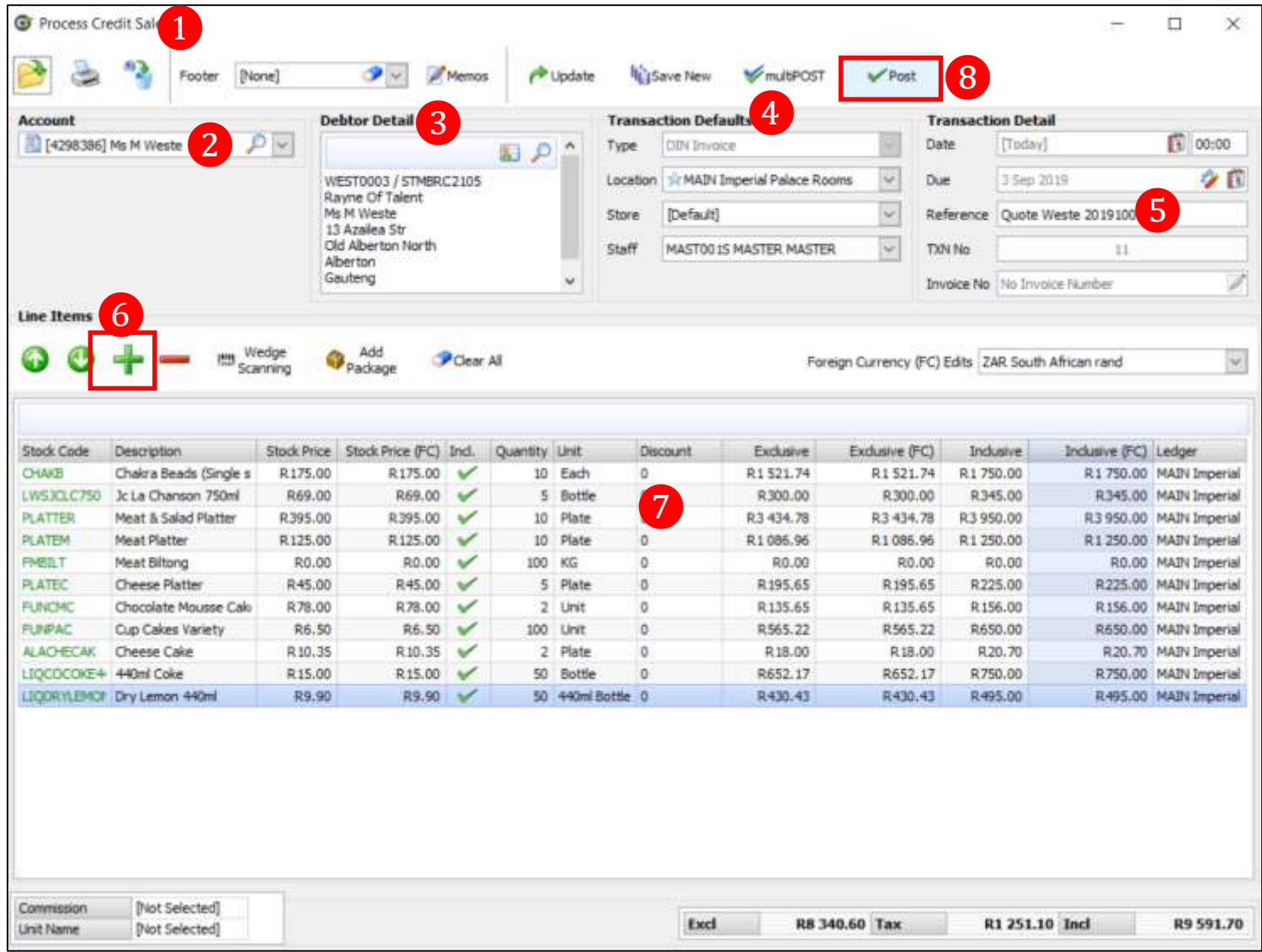
2

Commission: [Not Selected] Unit Name: [Not Selected]

Excl R0.00 Tax R0.00 Incl R0.00

The Pro-Forma Invoice Retrieval Posting Process: Retrieving the Pro-Forma

- 1** Select **Pro-Forma Invoice** window
- 2** Pro-Forma Invoice selected (highlighted)
- 3** Select the **Retrieve** button



1 Process Credit Sale window

2 Account

3 Debtor Detail

4 Transaction Defaults

5 Transactions Details: Reference – remember to add a **Reference**

6 Add A New Item (Green plus sign) button

7 Item(s) are now reflecting in the **Line Items** grid

8 Select the **Post** button

Stock Code	Description	Stock Price	Stock Price (FC)	Incl.	Quantity	Unit	Discount	Exclusive	Exclusive (FC)	Inclusive	Inclusive (FC)	Ledger
CHAWB	Chakra Beads (Single s	R175.00	R175.00	✓	10	Each	0	R1 521.74	R1 521.74	R1 750.00	R1 750.00	MAIN Imperial
LWSJOLC750	Jc La Chanson 750ml	R69.00	R69.00	✓	5	Bottle	0	R300.00	R300.00	R345.00	R345.00	MAIN Imperial
PLATTER	Meat & Salad Platter	R395.00	R395.00	✓	10	Plate	0	R3 434.78	R3 434.78	R3 950.00	R3 950.00	MAIN Imperial
PLATEM	Meat Platter	R125.00	R125.00	✓	10	Plate	0	R1 086.96	R1 086.96	R1 250.00	R1 250.00	MAIN Imperial
FMSLT	Meat Biltong	R0.00	R0.00	✓	100	KG	0	R0.00	R0.00	R0.00	R0.00	MAIN Imperial
PLATEC	Cheese Platter	R45.00	R45.00	✓	5	Plate	0	R195.65	R195.65	R225.00	R225.00	MAIN Imperial
FUNCHC	Chocolate Mousse Cake	R78.00	R78.00	✓	2	Unit	0	R135.65	R135.65	R156.00	R156.00	MAIN Imperial
FUNPAC	Cup Cakes Variety	R6.50	R6.50	✓	100	Unit	0	R565.22	R565.22	R650.00	R650.00	MAIN Imperial
ALACHECAK	Cheese Cake	R10.35	R10.35	✓	2	Plate	0	R18.00	R18.00	R20.70	R20.70	MAIN Imperial
LIQCOCOKE+	440ml Coke	R15.00	R15.00	✓	50	Bottle	0	R652.17	R652.17	R750.00	R750.00	MAIN Imperial
LIQDRYLEMOF	Dry Lemon 440ml	R9.90	R9.90	✓	50	440ml Bottle	0	R430.43	R430.43	R495.00	R495.00	MAIN Imperial

Commission [Not Selected]
Unit Name [Not Selected]

Excl **R8 340.60** Tax **R1 251.10** Incl **R9 591.70**

The Pro-Forma Invoice Retrieval Posting Process:

- 1** Process Credit Sale window
- 2** Account
- 3** Debtor Details
- 4** Transaction Defaults
- 5** Transactions Details: Reference – remember to add a **Reference**
- 6** Add A New Item (Green plus sign) button
- 7** Item(s) are now reflecting in the **Line Items** grid
- 8** Select the **Post** button

Process Credit Sale

Footer [None] | Memos | Update | Save New | MultiPOST | Post

Account: [4298386] Ms M Weste

Debtor Detail: WEST0003 / STMBRC2105
Rayne Of Talent
Ms M Weste
13 Azalea Str
Old Alberton North
Alberton
Gauteng

Transaction Defaults: Type: OIH Invoice, Location: MAIN Imperial Palace Rooms, Store: [Default], Staff: MAST0015 MASTER MASTER

Transaction Detail: Date: [Today] 00:00, Due: 3 Sep 2019, Reference: Quote Weste 20191001, TXN No: 11, Invoice No: No Invoice Number

Line Items

Foreign Currency (FC) Edits: ZAR South African rand

Confirmation

Transaction Updateable. Are you sure you still want to create a NEW transaction?

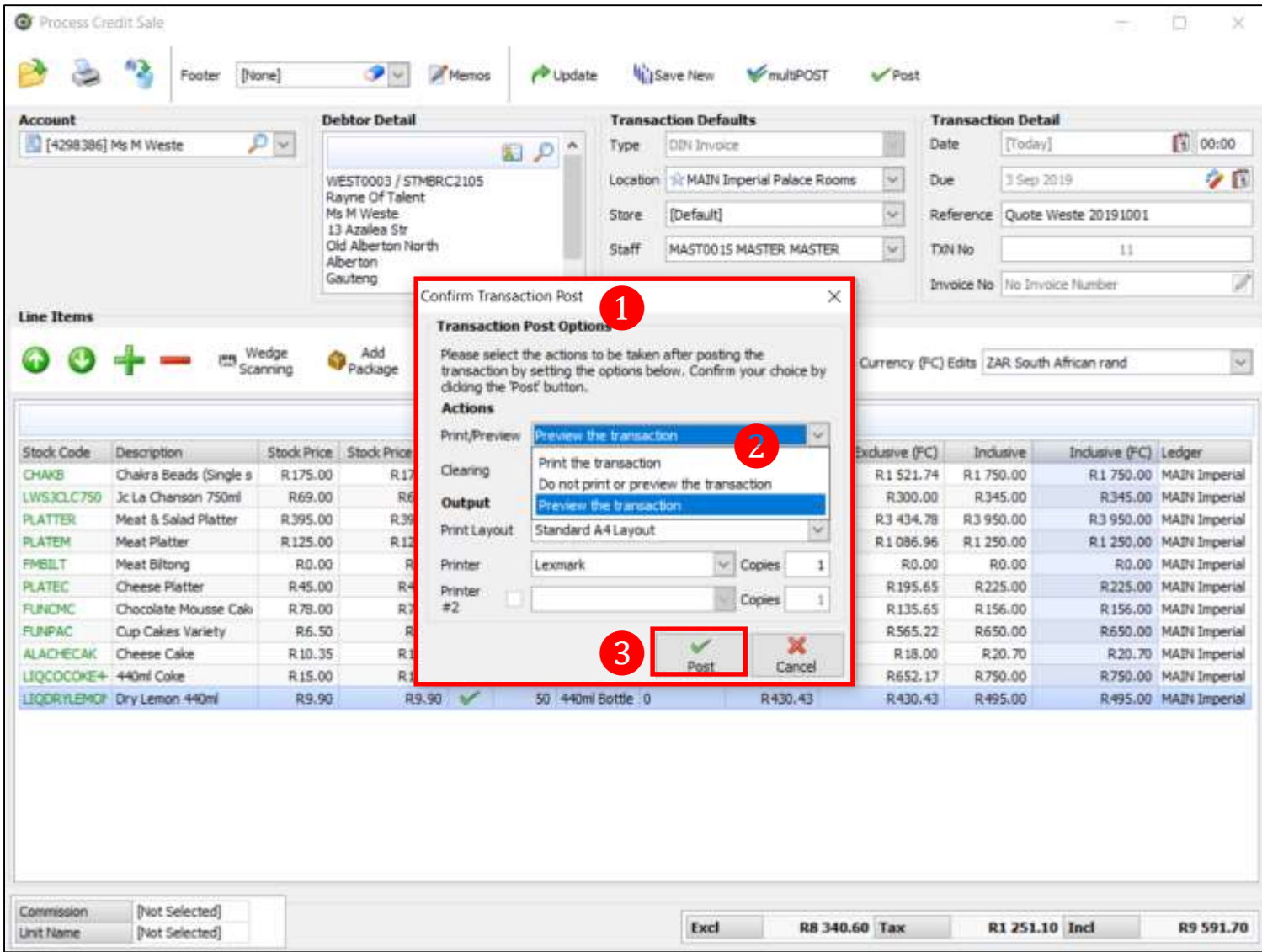
Yes No

Stock Code	Description	Stock Price	Inclusive	Inclusive (FC)	Ledger
CHAKB	Chakra Beads (Single s	R175.00	R1 750.00	R1 750.00	MAIN Imperial
LWSJCLC750	Jc La Chanson 750ml	R69.00	R345.00	R345.00	MAIN Imperial
PLATTER	Meat & Salad Platter	R395.00	R3 950.00	R3 950.00	MAIN Imperial
PLATEM	Meat Platter	R125.00	R1 250.00	R1 250.00	MAIN Imperial
FMBILT	Meat Biltong	R0.00	R0.00	R0.00	MAIN Imperial
PLATEC	Cheese Platter	R45.00	R195.65	R225.00	MAIN Imperial
FUNCHC	Chocolate Mousse Calo	R78.00	R135.65	R156.00	MAIN Imperial
FUNPAC	Cup Cakes Variety	R6.50	R565.22	R650.00	MAIN Imperial
ALACHECAK	Cheese Cake	R10.35	R18.00	R20.70	MAIN Imperial
LIQCOCOCOE+	440ml Coke	R15.00	R652.17	R750.00	MAIN Imperial
LIQDRYLEMOF	Dry Lemon 440ml	R9.90	R430.43	R495.00	MAIN Imperial

Commission [Not Selected] | Unit Name [Not Selected]

Excl: R8 340.60 | Tax: R1 251.10 | Incl: R9 591.70

The **Confirmation** window, confirming the process of the update of the transaction. Select **Yes** to proceed



1 Confirm Transaction Post window

2 Print/Preview: It is recommended to select the Preview the transaction option

3 Select the Post button

Stock Code	Description	Stock Price	Stock Price
CHAXB	Chakra Beads (Single s	R.175.00	R.17
LWS3CLC750	Jc La Chanson 750ml	R.69.00	R.6
PLATTER	Meat & Salad Platter	R.395.00	R.39
PLATEM	Meat Platter	R.125.00	R.12
FMBILT	Meat Biltong	R.0.00	R
PLATEC	Cheese Platter	R.45.00	R.4
FUNCMC	Chocolate Mousse Caki	R.78.00	R.7
FUNPAC	Cup Cakes Variety	R.6.50	R
ALACHECAK	Cheese Cake	R.10.35	R.1
LIQCOCOKE+	440ml Coke	R.15.00	R.1
LIQDRYLEMOF	Dry Lemon 440ml	R.9.90	R.9.90

Exclusive (FC)	Inclusive	Inclusive (FC)	Ledger
R.1 521.74	R.1 750.00	R.1 750.00	MAIN Imperial
R.300.00	R.345.00	R.345.00	MAIN Imperial
R.3 434.78	R.3 950.00	R.3 950.00	MAIN Imperial
R.1 086.96	R.1 250.00	R.1 250.00	MAIN Imperial
R.0.00	R.0.00	R.0.00	MAIN Imperial
R.195.65	R.225.00	R.225.00	MAIN Imperial
R.135.65	R.156.00	R.156.00	MAIN Imperial
R.565.22	R.650.00	R.650.00	MAIN Imperial
R.18.00	R.20.70	R.20.70	MAIN Imperial
R.652.17	R.750.00	R.750.00	MAIN Imperial
R.430.43	R.495.00	R.495.00	MAIN Imperial

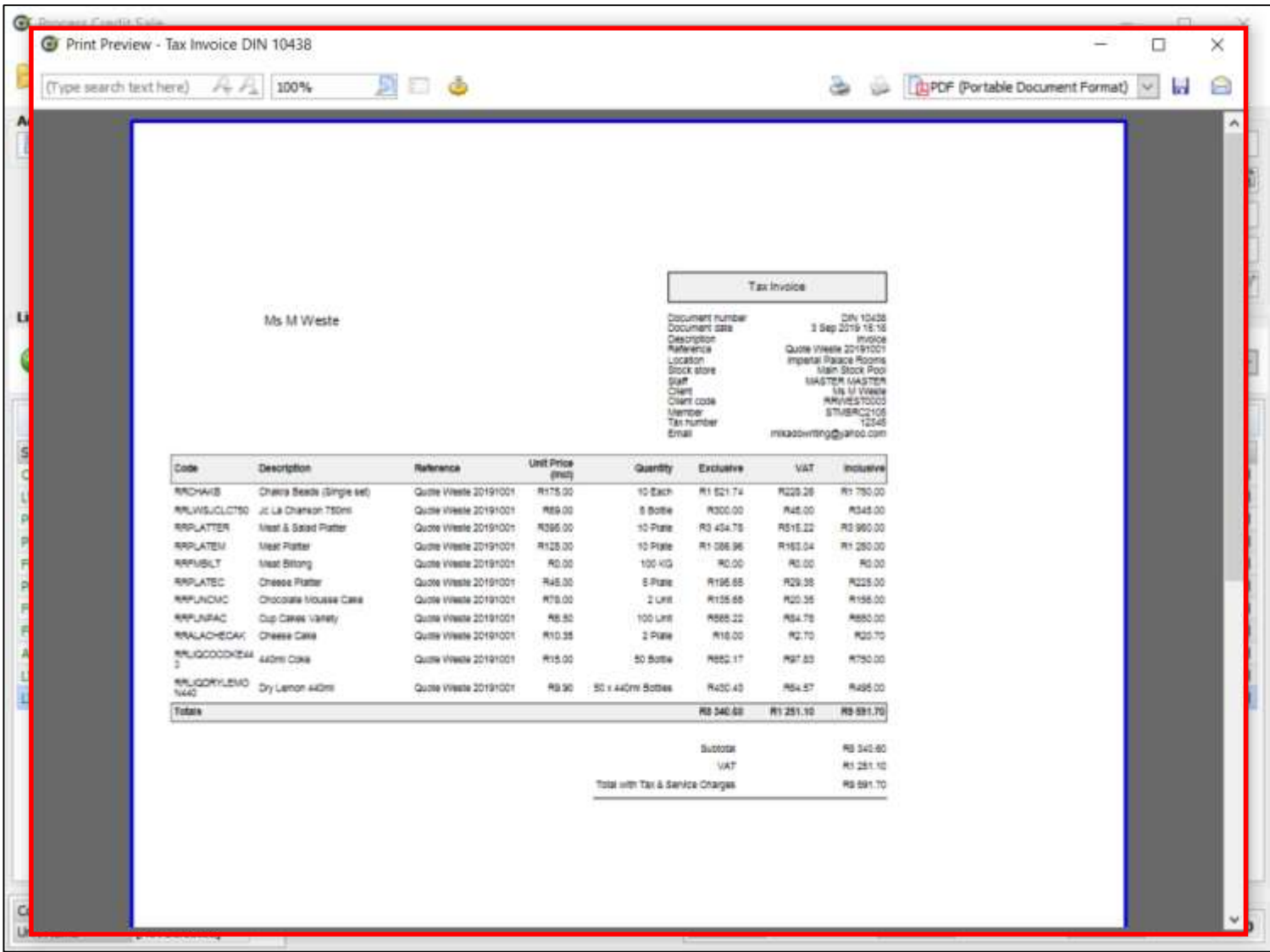
Commission [Not Selected]
Unit Name [Not Selected]

Excl **RB 340.60** Tax **R1 251.10** Incl **R9 591.70**

The Pro-Forma Invoice Retrieval Posting Process:

- 1** Confirm Transaction Post window
- 2** Print/Preview: It is recommended to select the Preview the transaction option
- 3** Select the Post button

The **Print Preview**: you are able to **Print, Save, Fax or Email** the invoice



Tax Invoice

Document number: DIN 10438
 Document date: 3 Sep 2019 15:16
 Description: INV008
 Reference: Quote Waste 20191001
 Location: Imperial Palace Rooms
 Stock store: Main Stock Pool
 Staff: MASTER MASTER
 Client: Ms M Weste
 Client code: RWHS20003
 Member: STUBRC2105
 Tax number: 12545
 Email: inkadvertising@afico.com

Code	Description	Reference	Unit Price (net)	Quantity	Exclusive	VAT	Inclusive
RICHAB	Chairs Beads (Single set)	Quote Waste 20191001	R175.00	10 Each	R1 521.74	R225.26	R1 750.00
RPLVJCLCT50	Jc La Chanson 750ml	Quote Waste 20191001	R69.00	8 Bottle	R300.00	R45.00	R345.00
RPLATTER	Meat & Sated Platter	Quote Waste 20191001	R366.00	10 Plate	R3 454.75	R515.22	R3 969.97
RPLATEM	Meat Platter	Quote Waste 20191001	R128.00	10 Plate	R1 085.96	R163.04	R1 250.00
RPPUBLT	Meat Bitong	Quote Waste 20191001	R0.00	100 KG	R0.00	R0.00	R0.00
RPLATEC	Cheese Platter	Quote Waste 20191001	R48.00	5 Plate	R195.65	R29.35	R225.00
RPPUNDC	Chocolate Mousse Cake	Quote Waste 20191001	R75.00	2 Unit	R155.68	R20.32	R180.00
RPPUNAC	Cup Cakes Variety	Quote Waste 20191001	R8.50	100 Unit	R588.22	R84.78	R680.00
RPLACHECAV	Cheese Cake	Quote Waste 20191001	R10.35	2 Plate	R18.00	R2.70	R20.70
RPLCOCKEM	400ml Coke	Quote Waste 20191001	R15.00	50 Bottle	R580.17	R87.83	R700.00
RPLCOCKEM	Dry Lemon 400ml	Quote Waste 20191001	R8.90	50 x 440ml Bottles	R430.40	R64.57	R495.00
Total					R8 340.80	R1 281.10	R8 591.70
					Subtotal		R8 340.80
					VAT		R1 281.10
					Total with Tax & Service Charges		R8 591.70

The **Information** window, confirming the transaction has successfully posted.

Process Credit Sale

Footer [None] | Update | Save New | MultiPOST | Post

Account: [4298386] Ms M Weste

Debtor Detail: WEST0003 / STMBRC2105, Rayne Of Talent, Ms M Weste, 13 Azalea Str, Old Alberton North, Alberton, Gauteng

Transaction Defaults: Type: DIN Invoice, Location: MAIN Imperial Palace Rooms, Store: [Default], Staff: MAST001S MASTER MASTER

Transaction Detail: Date: [Today], Due: 3 Sep 2019, Reference: Quote Weste 20191001, TXN No: 11, Invoice No: No Invoice Number

Line Items: Foreign Currency (FC) Edits: ZAR South African rand

Stock Code	Description	Stock Price	Stock Price (FC)	Ind.	Quantity	Unit	Inclusive	Exclusive (FC)	Inclusive	Inclusive (FC)	Ledger
CHAKB	Chakra Beads (Single s	R175.00	R175.00	✓			521.74	R1 521.74	R1 750.00	R1 750.00	MAIN Imperial
LWSJCLC750	Jc La Chanson 750ml	R69.00	R69.00	✓			300.00	R300.00	R345.00	R345.00	MAIN Imperial
PLATTER	Meat & Salad Platter	R395.00	R395.00	✓			434.78	R3 434.78	R3 950.00	R3 950.00	MAIN Imperial
PLATEM	Meat Platter	R125.00	R125.00	✓			086.96	R1 086.96	R1 250.00	R1 250.00	MAIN Imperial
FMBILT	Meat Biltong	R0.00	R0.00	✓			R0.00	R0.00	R0.00	R0.00	MAIN Imperial
PLATEC	Cheese Platter	R45.00	R45.00	✓	5	Plate	R195.65	R195.65	R225.00	R225.00	MAIN Imperial
FLJNCMC	Chocolate Mousse Cake	R78.00	R78.00	✓	2	Unit	R135.65	R135.65	R156.00	R156.00	MAIN Imperial
FLJNPAC	Cup Cakes Variety	R6.50	R6.50	✓	100	Unit	R565.22	R565.22	R650.00	R650.00	MAIN Imperial
ALACHECAK	Cheese Cake	R10.35	R10.35	✓	2	Plate	R18.00	R18.00	R20.70	R20.70	MAIN Imperial
LIQCOCOCOE+	440ml Coke	R15.00	R15.00	✓	50	Bottle	R652.17	R652.17	R750.00	R750.00	MAIN Imperial
LIQDRYLEMOF	Dry Lemon 440ml	R9.90	R9.90	✓	50	440ml Bottle	R430.43	R430.43	R495.00	R495.00	MAIN Imperial

Information window: Transaction has been posted. OK

Commission [Not Selected] | Unit Name [Not Selected]

Excl: R8 340.60 | Tax: R1 251.10 | Incl: R9 591.70

Thank you!