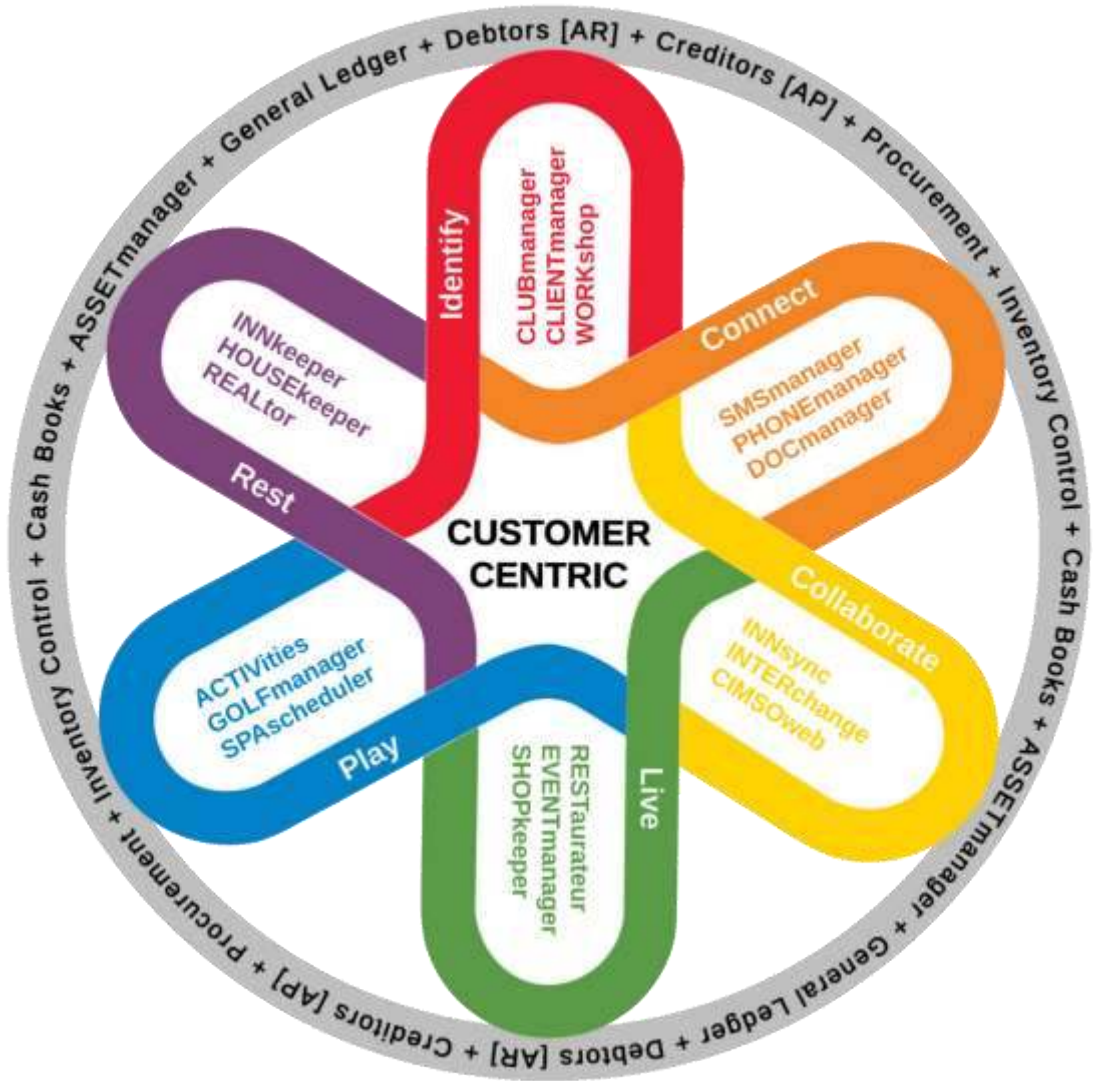


The Quotation Process Manual

What Is A Quote?




A Quote is an invoice, that is not yet required to be paid, containing the following information:

- Item(s) required by the enquiring client
- Price(s) of item(s) required
- Terms & conditions of the quote and the validation of the price(s) on the quote



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

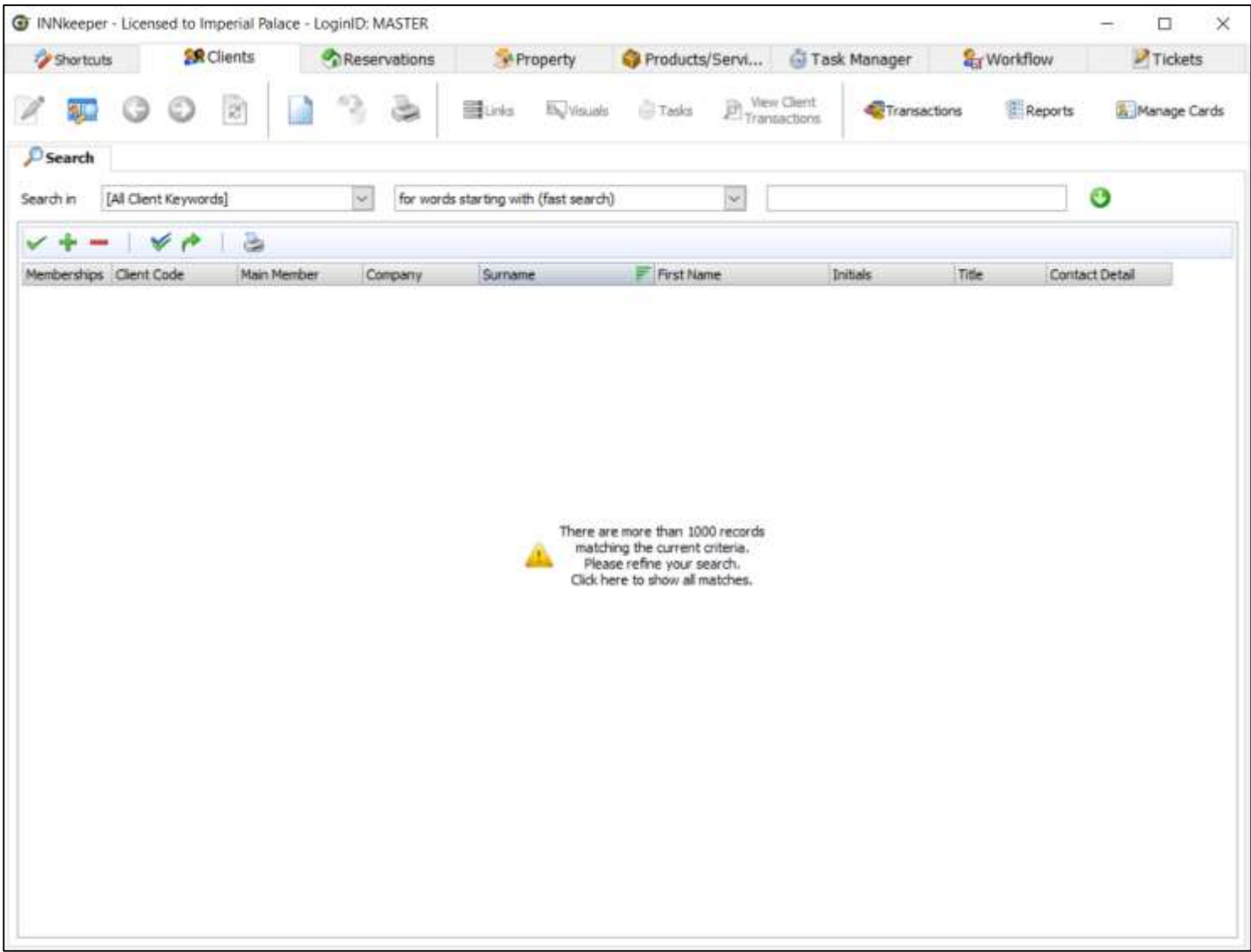
Location: MAIN Imperial Palace Rooms

Login ID: master

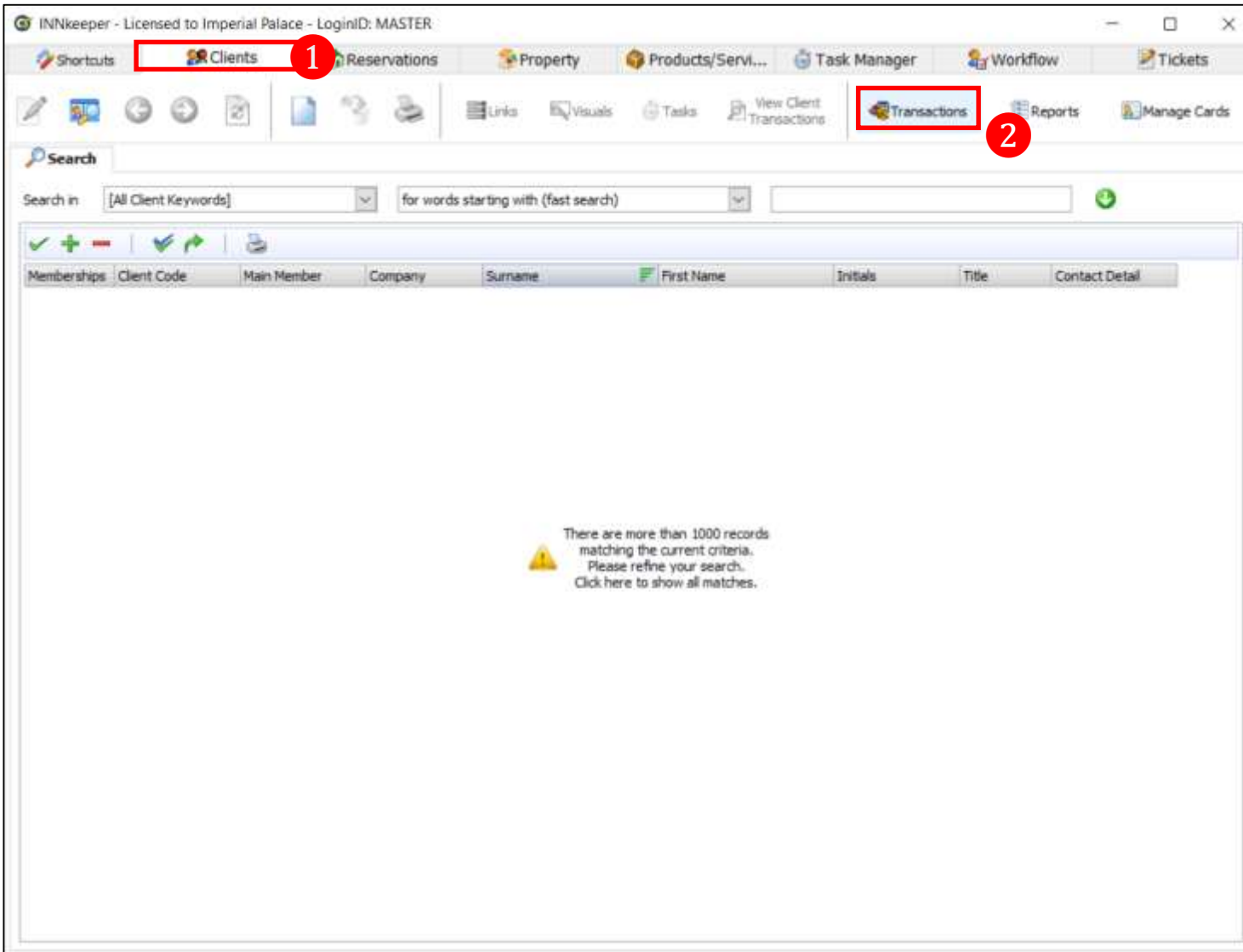
Password:

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

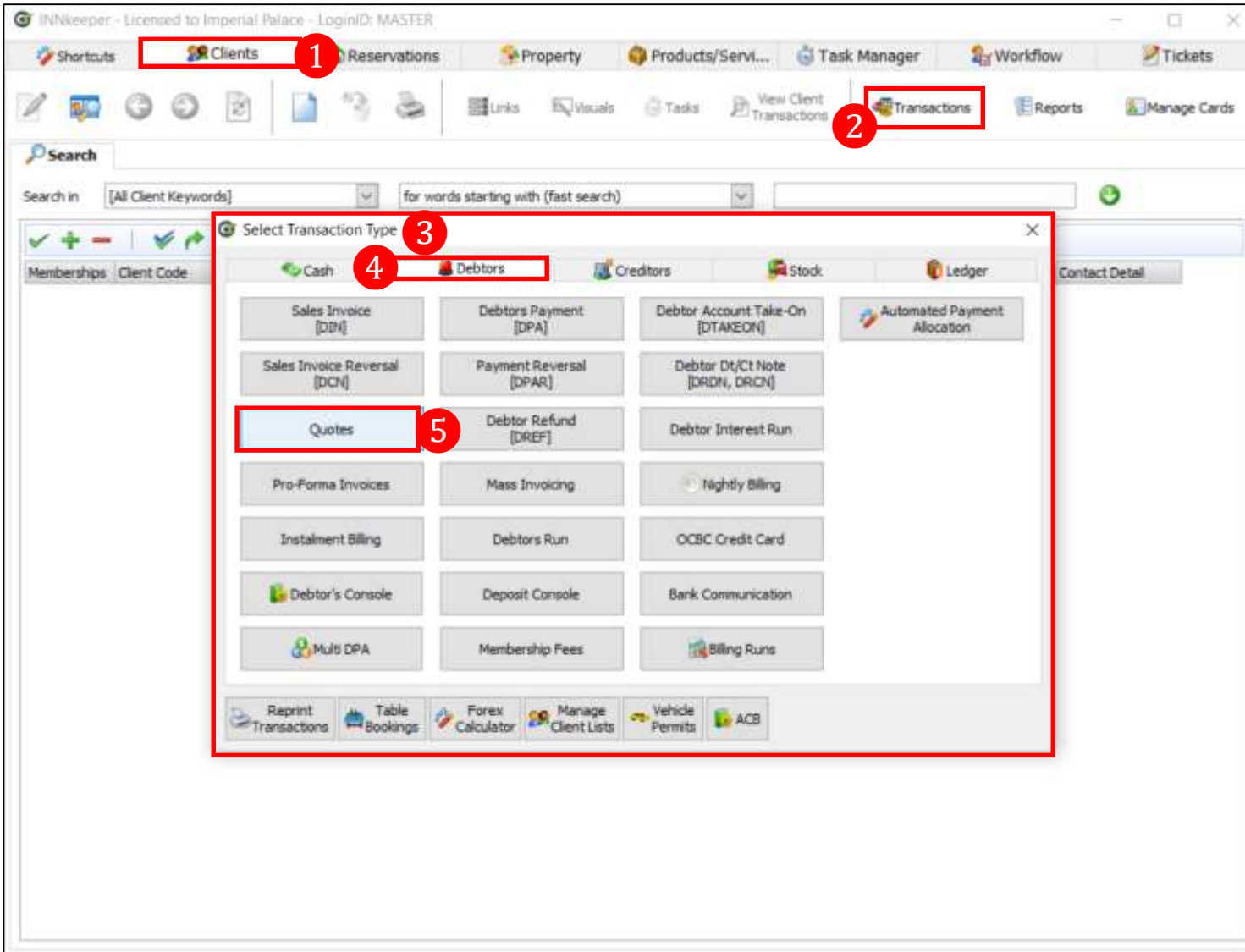


Navigation: The Quotation Process

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

Navigation: The Quotation Process

- 1 **Clients** tab
- 2 Select the **Transactions** button
- 3 **Select Transaction Type** window
- 4 **Debtors** tab
- 5 Select the **Quotes** button



Client Search - 14 record(s) found

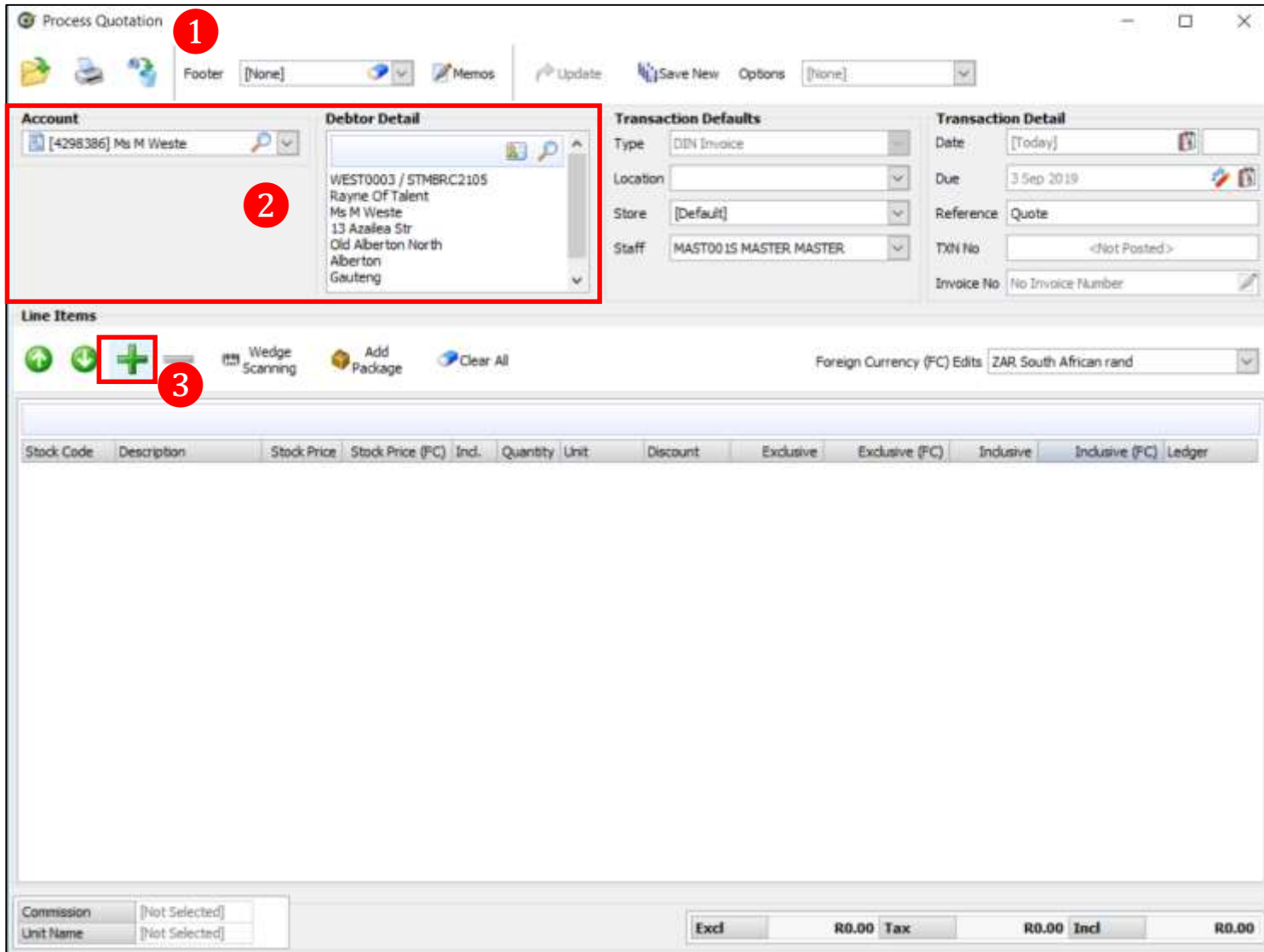
Search Options

Search in [All Client Keywords] for words starting with weste

Type	Client Code	Main Member	Member Number	Member Join Date	Surname	First Name	Initials	Company	M
[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	Hella	H		H
[M]	RRWE0008	RRWTRA0005			Weste	Cassidy	C		C
[M]	STRY0002	[MAIN]			Strydom	Dirk	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

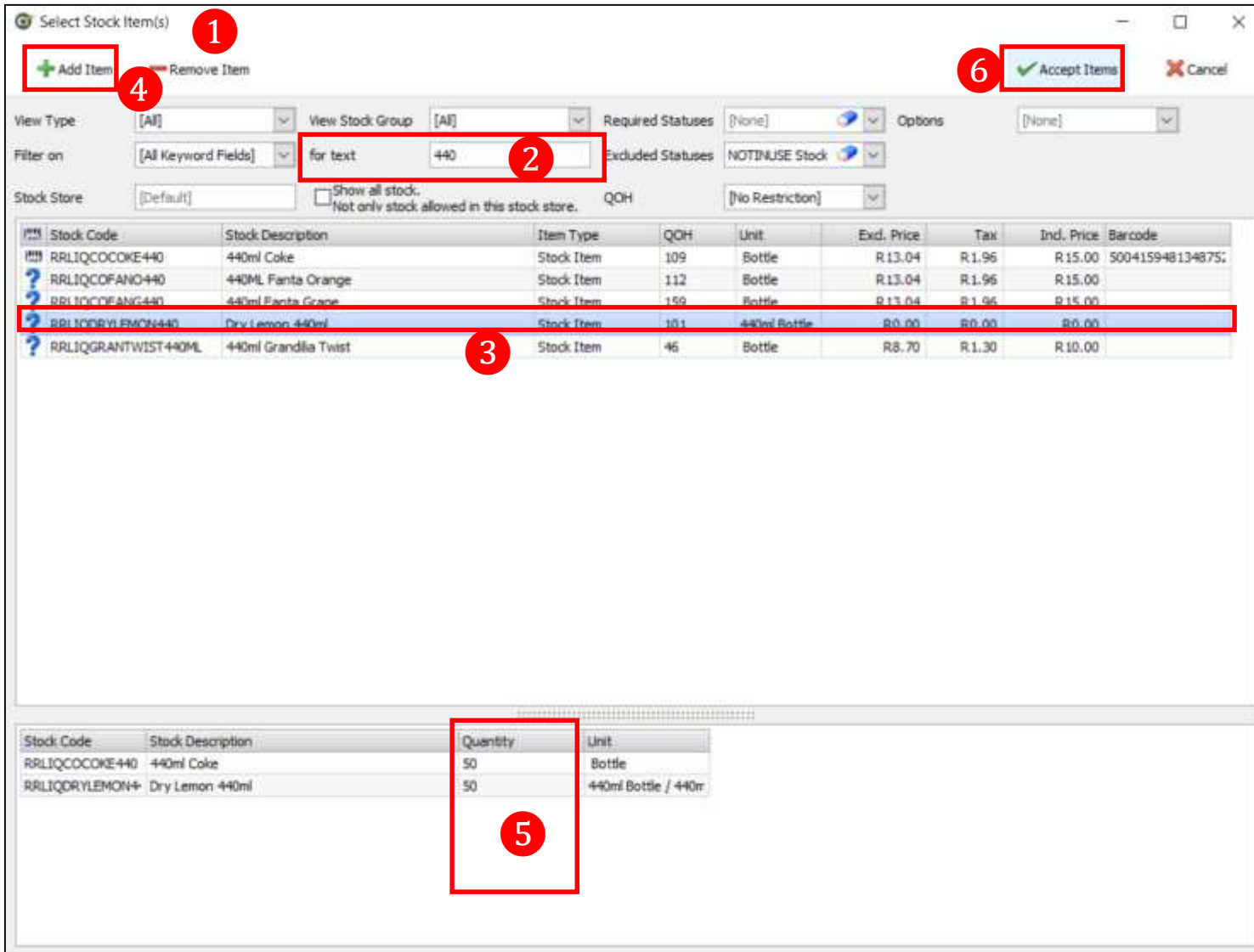
The Quotation Process: Linking the Client Profile

- 1 Client Search window
- 2 Fast-Search: type in the name of the client profile you require
- 3 Locate & Select: select to highlight the profile required
- 4 Select the Select button



The Quotation Process:

- 1 Process Quotation window
- 2 The linked Client Profile
- 3 Select the Add A New Line (green plus glyph)



1 Select Stock Item(s) window

2 Fast-Search: type in the items you require

3 Locate & Select: select to highlight the item you require

4 Select the **Add Item**, this will add the item to the bottom grid, allowing you to add multiple items at once.

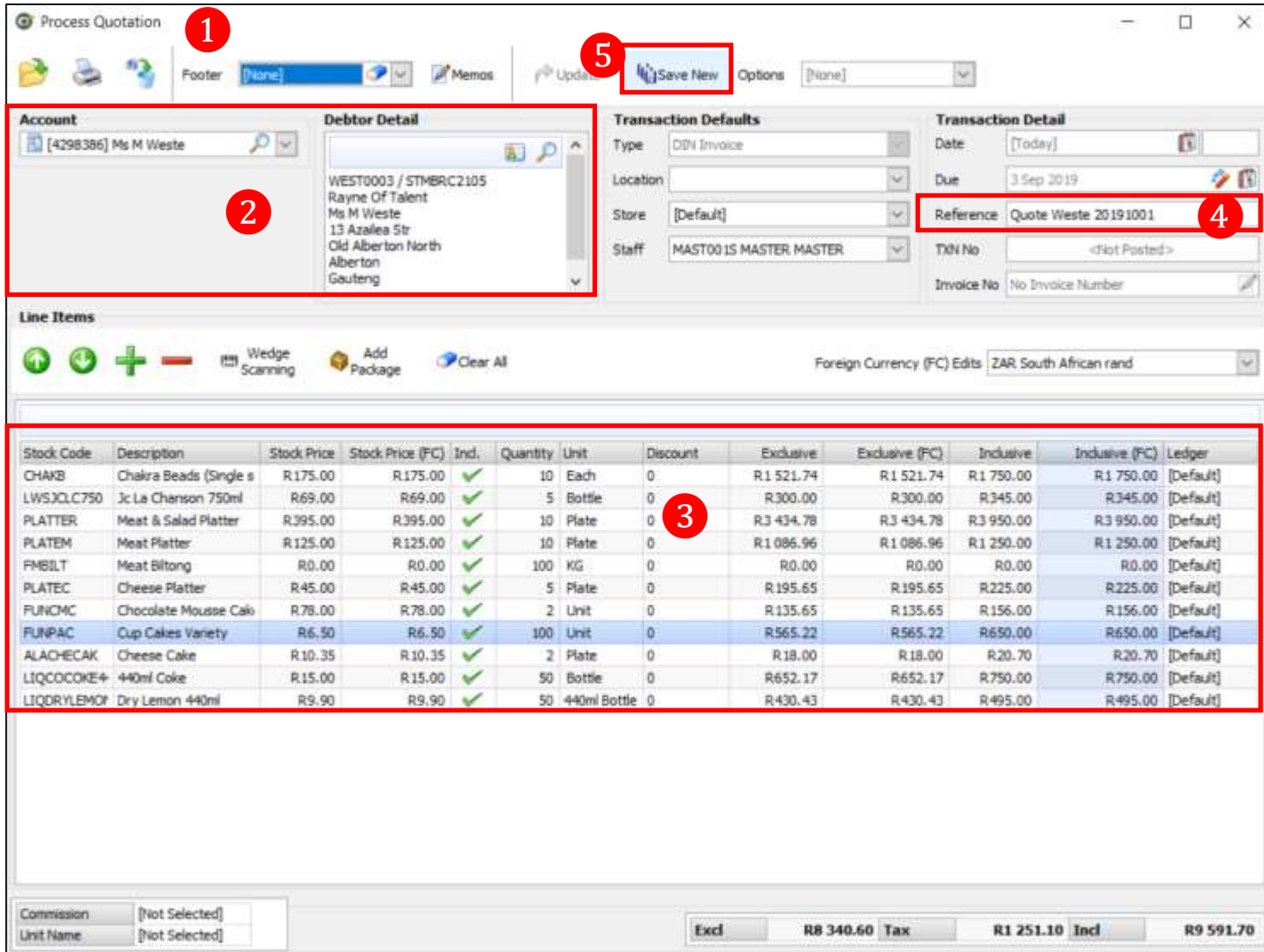
5 **Quantity**: if you need to have more than one of the same item added, type the amount in the block under the Quantity column

6 Select the **Accept Items** button

Stock Code	Stock Description	Quantity	Unit
RRLIQCOCKE440	440ml Coke	50	Bottle
RRLIQRYLEMON+	Dry Lemon 440ml	50	440ml Bottle / 440r

The Quotation Process: Adding Items

- 1** Select Stock Item(s) window
- 2** Fast-Search: type in the items you require
- 3** Locate & Select: select to highlight the item you require
- 4** Select the **Add Item**, this will add the item to the bottom grid, allowing you to add multiple items at once.
- 5** **Quantity**: if you need to have more than one of the same item added, type the amount in the block under the Quantity column
- 6** Select the **Accept Items** button



The screenshot shows the 'Process Quotation' window. Callout 1 points to the window title. Callout 2 points to the 'Account' field showing 'Ms M Weste'. Callout 3 points to the 'Line Items' table. Callout 4 points to the 'Reference' field containing 'Quote Weste 20191001'. Callout 5 points to the 'Save New' button.

Stock Code	Description	Stock Price	Stock Price (FC)	Incl.	Quantity	Unit	Discount	Exclusive	Exclusive (FC)	Inclusive	Inclusive (FC)	Ledger
CHAMB	Chakra Beads (Single s	R 175.00	R 175.00	✓	10	Each	0	R 1 521.74	R 1 521.74	R 1 750.00	R 1 750.00	[Default]
LWSJQLC750	3c La Chanson 750ml	R69.00	R69.00	✓	5	Bottle	0	R300.00	R300.00	R345.00	R345.00	[Default]
PLATTER	Meat & Salad Platter	R395.00	R395.00	✓	10	Plate	0	R3 434.78	R3 434.78	R3 950.00	R3 950.00	[Default]
PLATEM	Meat Platter	R 125.00	R 125.00	✓	10	Plate	0	R 1 086.96	R 1 086.96	R 1 250.00	R 1 250.00	[Default]
FMSILT	Meat Biltong	R0.00	R0.00	✓	100	KG	0	R0.00	R0.00	R0.00	R0.00	[Default]
PLATEC	Cheese Platter	R45.00	R45.00	✓	5	Plate	0	R195.65	R195.65	R225.00	R225.00	[Default]
FUNCMC	Chocolate Mousse Cake	R78.00	R78.00	✓	2	Unit	0	R135.65	R135.65	R156.00	R156.00	[Default]
FUNPAC	Cup Cakes Variety	R6.50	R6.50	✓	100	Unit	0	R565.22	R565.22	R650.00	R650.00	[Default]
ALACHECAK	Cheese Cake	R10.35	R10.35	✓	2	Plate	0	R18.00	R18.00	R20.70	R20.70	[Default]
LIQCOCOKE+	440ml Coke	R15.00	R15.00	✓	50	Bottle	0	R652.17	R652.17	R750.00	R750.00	[Default]
LIQDRYLEMOP	Dry Lemon 440ml	R9.90	R9.90	✓	50	440ml Bottle	0	R430.43	R430.43	R495.00	R495.00	[Default]

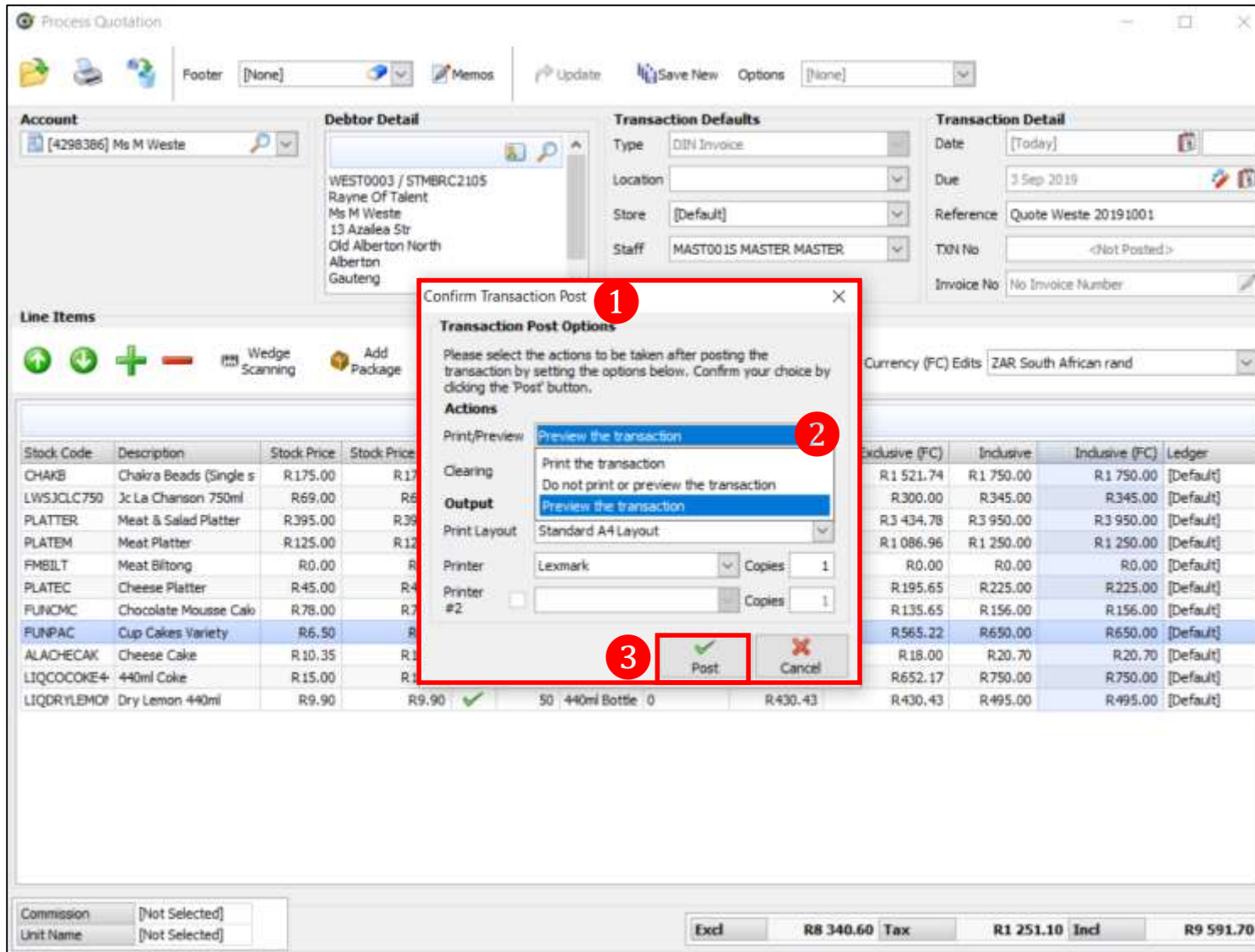
Summary Totals: Excl RB 340.60 Tax R1 251.10 Incl R9 591.70

The Quotation Process: Save and Print the Quote:

- 1 Process Quotation window
- 2 The selected **Client Profile**
- 3 The **Added Items**, make sure all items have the correct prices and quantity required
- 4 **Reference**: type in a reference
- 5 Select the **Save New** button

The Quotation Process: Posting/Printing

- 1 Confirm Transaction Post window
- 2 Print/Preview: use the drop down to access the list of options
- 3 Select the Post button



The screenshot shows the 'Process Quotation' window in the INNkeeper software. A 'Confirm Transaction Post' dialog box is open, displaying 'Transaction Post Options'. The dialog box has a title bar with a close button and a red circle '1' next to it. The main text in the dialog says: 'Please select the actions to be taken after posting the transaction by setting the options below. Confirm your choice by clicking the Post button.' Below this, there are sections for 'Actions', 'Output', and 'Printer'. The 'Actions' section has a 'Print/Preview' dropdown menu with a red circle '2' next to it, showing a list of options: 'Preview the transaction', 'Print the transaction', 'Do not print or preview the transaction', and 'Preview the transaction'. The 'Output' section has a 'Print Layout' dropdown menu set to 'Standard A4 Layout'. The 'Printer' section has two printer options, each with a 'Copies' field set to 1. At the bottom of the dialog, there are 'Post' and 'Cancel' buttons, with a red circle '3' next to the 'Post' button. The background window shows various fields for 'Account', 'Debtor Detail', 'Transaction Defaults', and 'Transaction Detail', along with a table of 'Line Items' and a summary table at the bottom.

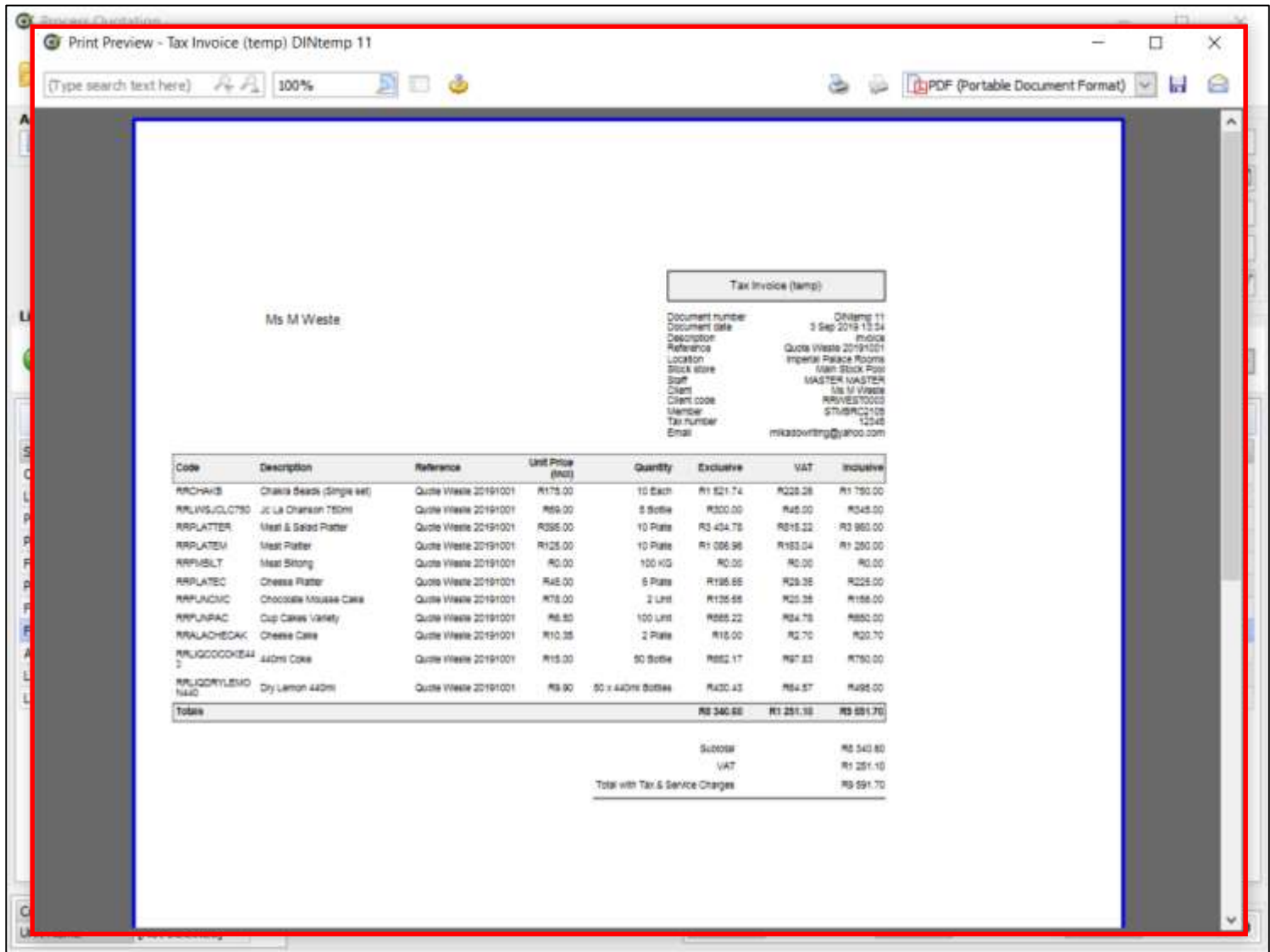
Stock Code	Description	Stock Price	Stock Price
CHARB	Chakra Beads (Single s	R175.00	R175.00
LWSJCLC750	Jc La Chanson 750ml	R69.00	R69.00
PLATTER	Meat & Salad Platter	R395.00	R395.00
PLATEM	Meat Platter	R125.00	R125.00
FMSILT	Meat Biltong	R0.00	R0.00
PLATEC	Cheese Platter	R45.00	R45.00
FUNCMC	Chocolate Mousse Cake	R78.00	R78.00
FUNPAC	Cup Cakes Variety	R6.50	R6.50
ALACHECAK	Cheese Cake	R10.35	R10.35
LIQCOCOKE4	440ml Coke	R15.00	R15.00
LIQDRYLEMOP	Dry Lemon 440ml	R9.90	R9.90

Exclusive (FC)	Inclusive	Inclusive (FC)	Ledger
R1 521.74	R1 750.00	R1 750.00	[Default]
R300.00	R345.00	R345.00	[Default]
R3 434.78	R3 950.00	R3 950.00	[Default]
R1 086.96	R1 250.00	R1 250.00	[Default]
R0.00	R0.00	R0.00	[Default]
R195.65	R225.00	R225.00	[Default]
R135.65	R156.00	R156.00	[Default]
R565.22	R650.00	R650.00	[Default]
R18.00	R20.70	R20.70	[Default]
R652.17	R750.00	R750.00	[Default]
R430.43	R495.00	R495.00	[Default]

Commission [Not Selected]
Unit Name [Not Selected]

Excl R8 340.60 Tax R1 251.10 Incl R9 591.70

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



Tax Invoice (temp)

Ms M Waste

Document number: DINtemp 11
 Document date: 3 Sep 2019 13:34
 Description: Invoice
 Reference: Quote Waste 20191001
 Location: Imperial Palace Rooms
 Stock store: VAN Stock Post
 Staff: MASTER WASTER
 Client: Ms M Waste
 Client code: RRVEB3000
 Member: STUBRC108
 Tax number: 12345
 Email: mikasovfing@anoo.com

Code	Description	Reference	Unit Price (net)	Quantity	Exclusive	VAT	Inclusive
RRCHAVIS	Chakra Seeds (Single set)	Quote Waste 20191001	R175.00	10 Each	R1 821.74	R226.28	R1 750.00
RRLWSJCLC780	JC La Chanson T80ml	Quote Waste 20191001	R69.00	8 Bottle	R300.00	R45.00	R548.00
RRPLATTER	Meat & Salad Platter	Quote Waste 20191001	R355.00	10 Plate	R3 434.75	R415.22	R3 950.00
RRPLATEM	Meat Platter	Quote Waste 20191001	R125.00	10 Plate	R1 086.96	R133.04	R1 250.00
RRPISBLT	Meat Strong	Quote Waste 20191001	R0.00	100 KG	R0.00	R0.00	R0.00
RRPLATEC	Cheese Platter	Quote Waste 20191001	R42.00	5 Plate	R185.55	R22.35	R222.00
RRPUNCMC	Chocolate Mousse Cake	Quote Waste 20191001	R78.00	2 Unit	R135.58	R25.35	R156.00
RRPUNRAC	Cup Cakes Variety	Quote Waste 20191001	R6.85	100 Unit	R685.22	R84.78	R850.00
RRVALACHECAK	Cheese Cake	Quote Waste 20191001	R10.35	2 Plate	R18.00	R2.70	R20.70
RRUGOOOKE44	440ml Coke	Quote Waste 20191001	R15.00	50 Bottle	R852.17	R97.83	R750.00
RRUGOORYLEMO	Dry Lemon 440ml	Quote Waste 20191001	R8.90	50 x 440ml Bottle	R430.43	R54.57	R495.00
Totals					R8 340.68	R1 251.18	R8 591.70
					Subtotal		R8 540.80
					VAT		R1 251.18
					Total with Tax & Service Charges		R8 591.70

Process Quotation

Footer: [None] | Update | Save New | Options: [None]

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: [None], Store: [Default], Staff: MAST0015 MASTER MASTER

Transaction Detail: Date: [Today], Due: 3 Sep 2019, Reference: Quote Weste 20191001, TXN No: <Not Posted>, Invoice No: No Invoice Number

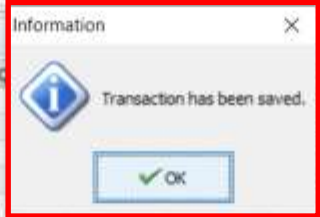
Line Items

Foreign Currency (FC) Edits: ZAR South African rand

Stock Code	Description	Stock Price	Stock Price (FC)	Ind.	Q	U	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	[Default]
LWSJL750	Jc La Chanson 750ml	R69.00	R69.00	✓			300.00	R300.00	R345.00	R345.00	[Default]
PLATTER	Meat & Salad Platter	R395.00	R395.00	✓			434.78	R3 434.78	R3 950.00	R3 950.00	[Default]
PLATEM	Meat Platter	R125.00	R125.00	✓			086.96	R1 086.96	R1 250.00	R1 250.00	[Default]
FMBILT	Meat Biltong	R0.00	R0.00	✓			R0.00	R0.00	R0.00	R0.00	[Default]
PLATEC	Cheese Platter	R45.00	R45.00	✓	5	Plate	0	R195.65	R195.65	R225.00	[Default]
FUNCMC	Chocolate Mousse Cake	R78.00	R78.00	✓	2	Unit	0	R135.65	R135.65	R156.00	[Default]
FUNPAC	Cup Cakes Variety	R6.50	R6.50	✓	100	Unit	0	R565.22	R565.22	R650.00	[Default]
ALACHECAK	Cheese Cake	R10.35	R10.35	✓	2	Plate	0	R18.00	R18.00	R20.70	[Default]
LIQCOCOE+	440ml Coke	R15.00	R15.00	✓	50	Bottle	0	R652.17	R652.17	R750.00	[Default]
LIQDRYLEMOF	Dry Lemon 440ml	R9.90	R9.90	✓	50	440ml Bottle	0	R430.43	R430.43	R495.00	[Default]

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

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



The **Information** window, confirming the transaction has been saved

Thank you!