

The Sales Invoice [DIN] 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

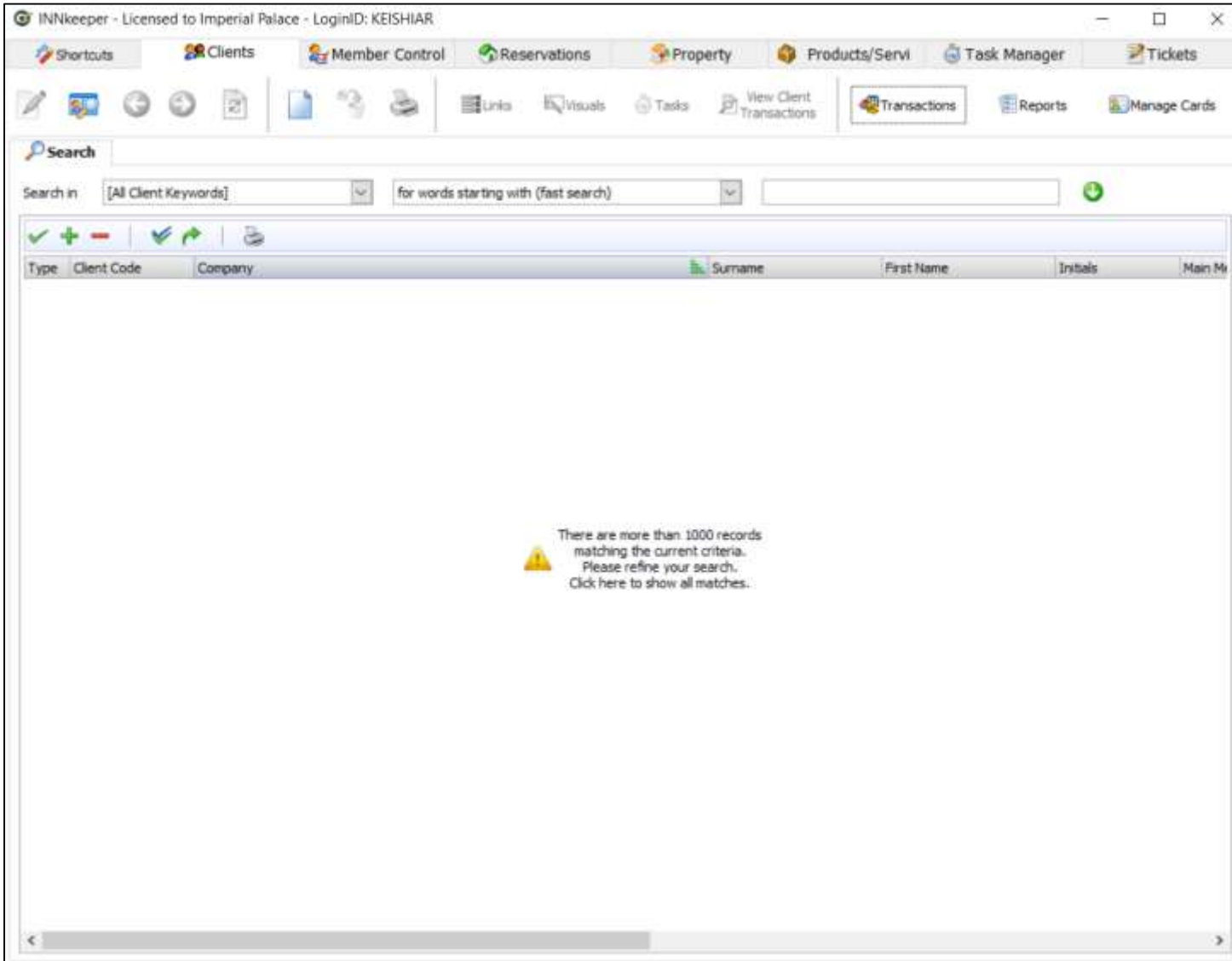
Login ID: master

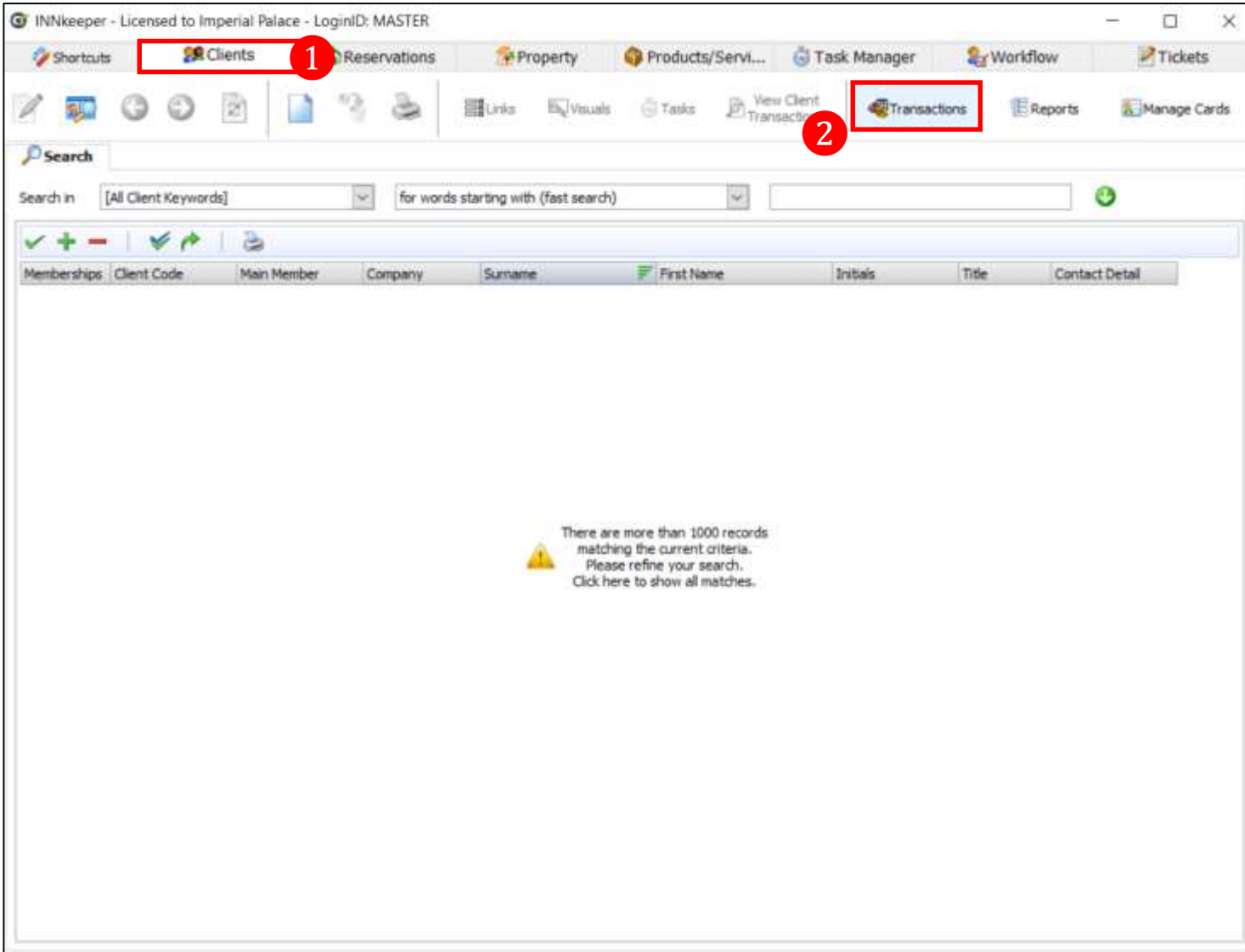
Password: []

Identification Password Log In

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

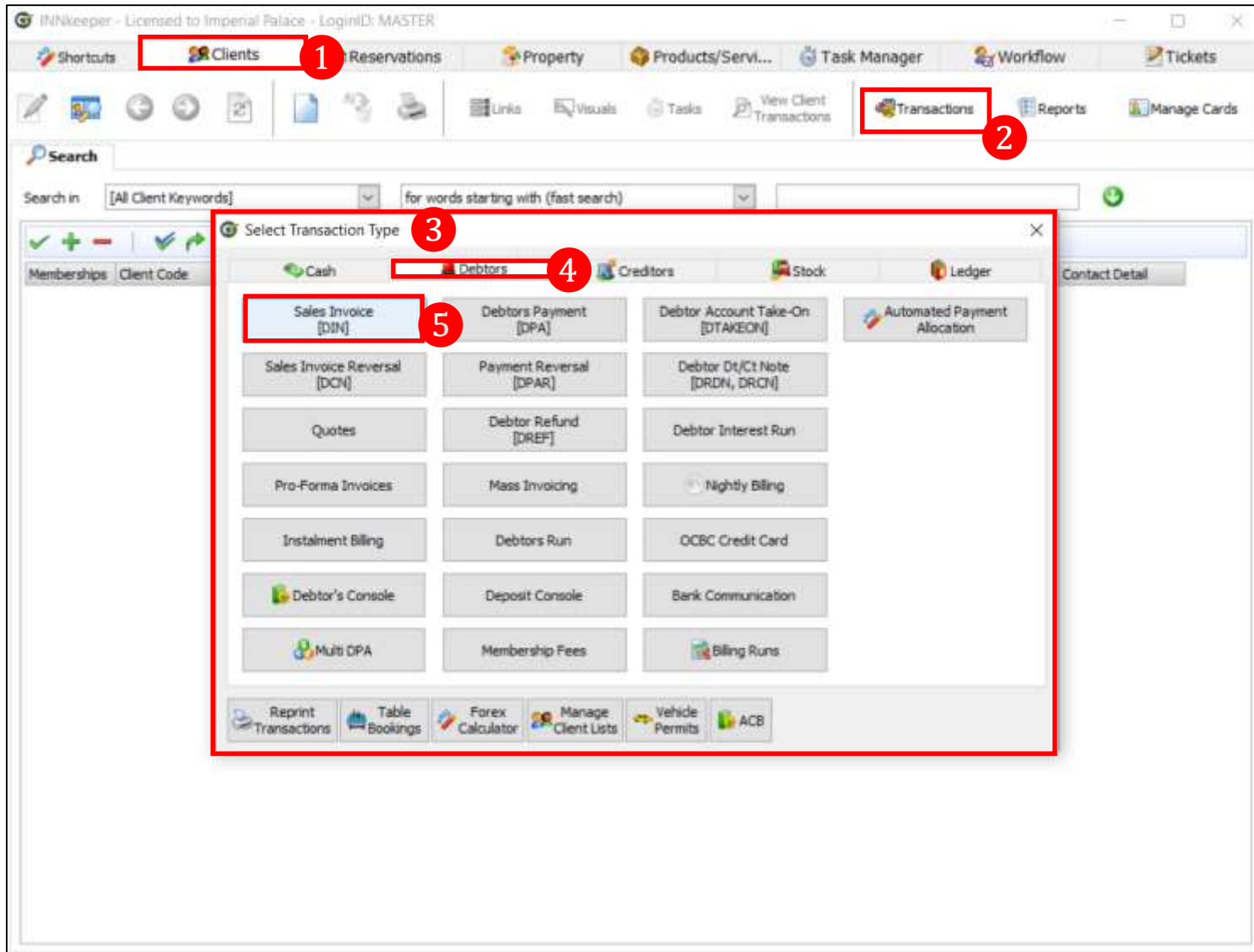
Once logged into Administration, you are able to navigate through the database





Navigation: The Sales Invoice [DIN] Process

- 1 Clients tab
- 2 Select the Transactions tab



Navigation: The Sales Invoice [DIN] Process

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

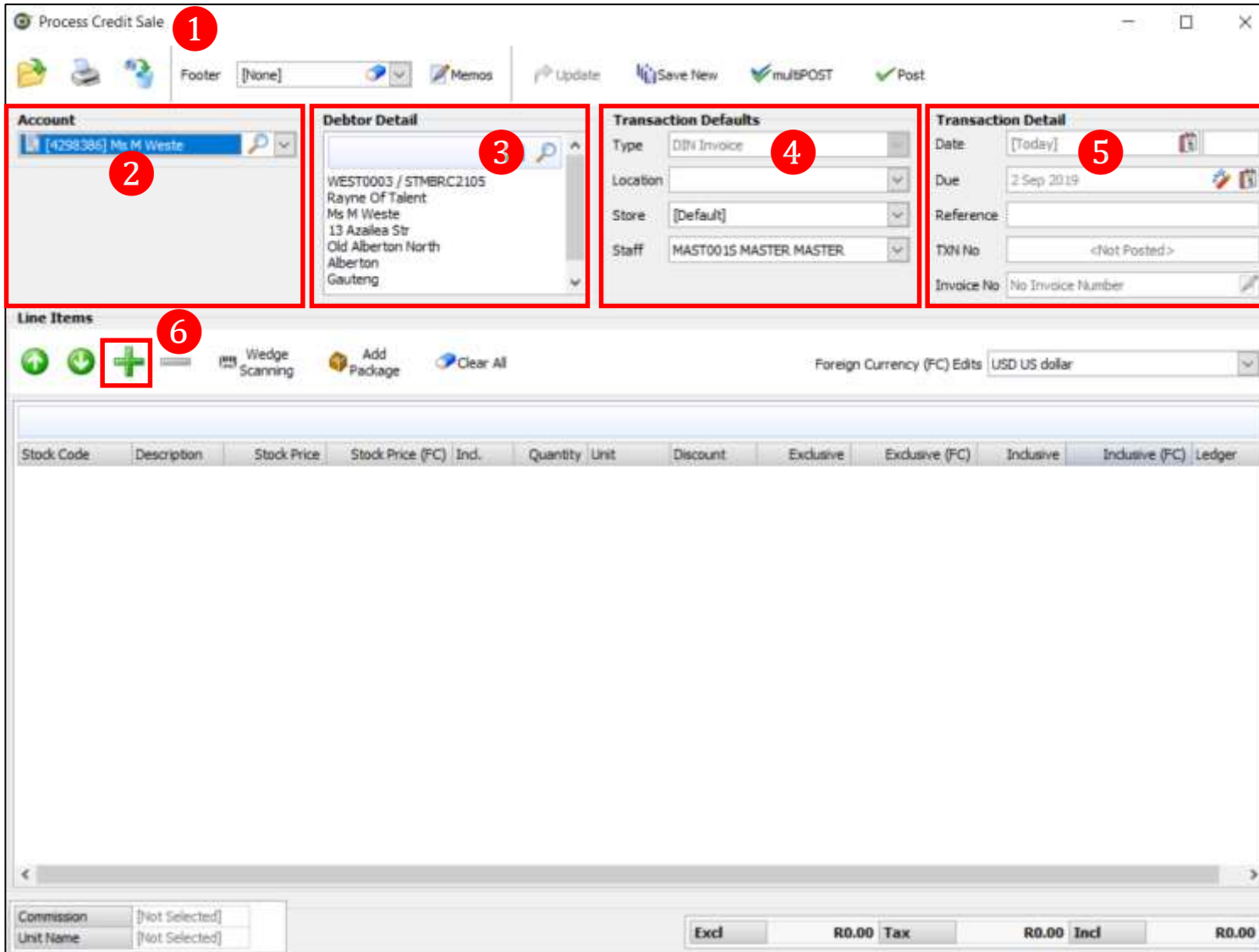
Type	Client Code	Main Member	Member Number	Member Join Date	Surname	First Name	Initials	Company	
M	NWFA0001	[MAIN]							M
M	ROSE0006	[MAIN]			Rosenstein	Charles	C	Raubex	M
M	RRWE0002	[MAIN]			Weste	Samuel	S	Rayne Of Talent	Dr
M	RRWE0003	[MAIN]			Weste	David	D		M
M	RRWE0004	[MAIN]			Weste	Claire	C		M
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	Casady	C		C
M	STRV0007	[MAIN]			Strudom	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

Show Contact Detail Show Advanced Options Non Member Member Dependant **4** Select Cancel

The Sales Invoice [DIN] Process:
Linking 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



Process Credit Sale

Footer [None] Update Save New multPOST 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: [Default]
Store: [Default]
Staff: MAST0015 MASTER MASTER

Transaction Detail:
Date: [Today]
Due: 2 Sep 2019
Reference:
TXN No: <Not Posted>
Invoice No: No Invoice Number

Line Items: Foreign Currency (FC) Edits: USD US dollar

Stock Code	Description	Stock Price	Stock Price (FC)	Ind.	Quantity	Unit	Discount	Exclusive	Exclusive (FC)	Inclusive	Inclusive (FC)	Ledger

Commission [Not Selected]
Unit Name [Not Selected]

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

The Sales Invoice [DIN] Process:

- 1 **Process Credit Sale** window
- 2 **Account:** linked Client Profile
- 3 **Debtor Details:** the Client Profile
- 4 **Transaction Defaults:** this is preset from configuration
- 5 **Transactions Details:** this is preset, however you are able to add in a reference
- 6 Select the **Add A New Item** (Green plus sign glyph)

1 Select Stock Item(s) window

4 Add Item

2 for text cha

7 Accept Items

Stock Code	Stock Description	Item Type	QOH	Unit	Excl. Price	Tax	Ind. Price	Barcode
RRLWRCL750	Chateau Libertas 750ml	Stock Item	4	Bottle	R45.00	R6.75	R51.75	
RRLWSJCLC750	Jc La Chanson 750ml	Stock Item	4	Bottle	R60.00	R9.00	R69.00	
RRLWVEC750	Excelsior Chardonnay 750ml	Stock Item	4	Bottle	R74.00	R11.10	R85.10	
RRGCFUELC	Chafing Fuel Can	Stock Item	0	Each	R0.00	R0.00	R0.00	
RRFOSUNDRY	Front Office Sundry Charge	Service / Charge		Unit	R0.00	R0.00	R0.00	
RRGLASSCH	Glass Champagne	Stock Item	0	Unit	R6.00	R0.90	R6.90	
RRCROCHI	Crocery Chaving Dish Insert Full	Stock Item	0	Unit	R182.00	R27.30	R209.30	
RRCROCHD	Crocery Chaving Dish Oval	Stock Item	0	Unit	R78.00	R11.70	R89.70	
RRCROCHR	Crocery Chaving Dish Roll Top	Stock Item	0	Unit	R1981.00	R297.15	R2278.15	
RRCROCDR	Crocery Chaving Dish Round	Stock Item	0	Unit	R78.00	R11.70	R89.70	
RRSERVC	Service Charge	Service / Charge		Unit	R2117.00	R317.55	R2434.55	
RRCCHL	C-Change Lunch Thurs	Recipe Item	0	PP	R102.00	R15.30	R117.30	
RRCCHLF	C-Change Lunch Friday	Recipe Item	0	PP	R102.00	R15.30	R117.30	
RRLWWDIC	Durbanville Chardonnay	Stock Item	4	Bottle	R72.00	R10.80	R82.80	
RRCONFCHAIRS	Rental of Chairs	Service / Charge		Unit	R0.00	R0.00	R0.00	
RRCONFTRANS	Transport of Chairs	Service / Charge		Unit	R529.00	R79.35	R608.35	
RRALAFC	Menu Fruit & Champagne	Stock Item	1	Set	R35.00	R5.25	R40.25	
RRCHAKB	Chakra Beads (Single set)	Stock Item	61	Each	R152.17	R22.83	R175.00	
RRTREATCH	Hydro Chakra Therapy	Service / Charge		120min	R304.35	R45.65	R350.00	

3 Locate & Select

Stock Code	Stock Description	Quantity	Unit
RRPLATTER	Meat & Salad Platter	4	Plate
RRMENDINLAMBCO	Lamb Combo & Chips	4	Unit
RRLIQCOCKE440	440ml Coke	8	Bottle
RRCHAKB	Chakra Beads (Single set)	61	Each

5 Bottom Grid

6 Quantity

The Sales Invoice [DIN] Process:

- 1** Select Stock Item(s) window
- 2** Fast-Search: type in the description of the item you require
- 3** Locate & Select: select to highlight the required item
- 4** Select the Add Item button
- 5** Bottom Grid: the item has now been added to the list, allowing us to select more items if we require.
- 6** Quantity: if your item is more than one, select the block in the Quantity column, type in the amount
- 7** Select the Accept Item button

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 DDN Invoice Location [Default] Store [Default] Staff MAST0015 MASTER MASTER

Transaction Detail Date [Today] Due 2 Sep 2019 Reference Reference Reference TXN No <Not Posted> Invoice No No Invoice Number

Line Items

Foreign Currency (FC) Edits USD US dollar

Stock Code	Description	Stock Price	Stock Price (FC)	Incl.	Quantity	Unit	Discount	Exclusive	Exclusive (FC)	Inclusive	Inclusive (FC)	Ledger
PLATTER	Meat & Salad	R 395.00	\$49.38	✓	4	Plate	0	R 1 373.91	\$171.74	R 1 580.00	\$197.50	[Default]
MENDINLAMBCOF	Lamb Combo	R 189.00	\$23.63	✓	4	Unit	0	R 657.39	\$82.17	R 756.00	\$94.50	[Default]
LIQCCOKE440	440ml Coke	R 15.00	\$1.88	✓	8	Bottle	0	R 104.35	\$13.04	R 120.00	\$15.00	[Default]
CHAKB	Chakra Beads	R 21.88	\$21.88	✓	8	Each	0	R 1 217.39	\$152.17	R 1 400.00	\$175.00	[Default]

Commission [Not Selected] Unit Name [Not Selected]

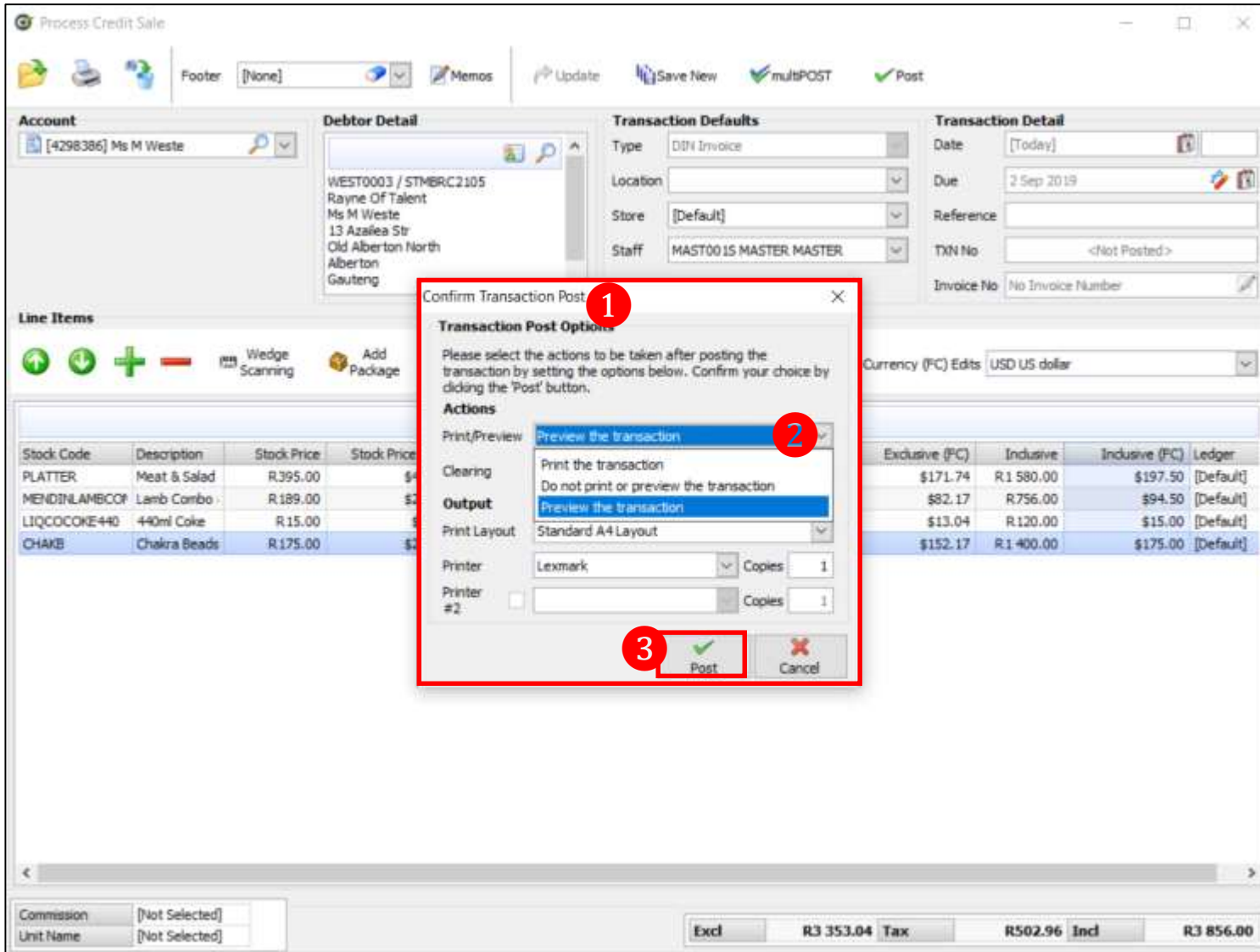
Excl R3 353.04 Tax R502.96 Incl R3 856.00

The Sales Invoice [DIN] Process:

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

The Sales Invoice [DIN] Process:

- 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 Credit Sale' window in the INNkeeper software. A 'Confirm Transaction Post' dialog box is open, displaying 'Transaction Post Options'. The dialog box includes a dropdown menu for 'Print/Preview' with options: 'Preview the transaction', 'Print the transaction', and 'Do not print or preview the transaction'. Below this are 'Output' settings, printer information, and 'Post' and 'Cancel' buttons. Red annotations highlight the dialog box (1), the dropdown menu (2), and the 'Post' button (3).

Exclusive (FC)	Inclusive	Inclusive (FC)	Ledger
\$171.74	R1 580.00	\$197.50	[Default]
\$82.17	R 756.00	\$94.50	[Default]
\$13.04	R 120.00	\$15.00	[Default]
\$152.17	R1 400.00	\$175.00	[Default]

Commission [Not Selected]
Unit Name [Not Selected]

Excl R3 353.04 Tax R502.96 Incl R3 856.00

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

Print Preview - Tax Invoice DIN 10437

(Type search text here) 100%

PDF (Portable Document Format)

Tax Invoice

Ms M Weste

Document Number	DIN 10437
Document Date	2 Sep 2019 13:20
Description	Invoice
Location	Imperial Palace Rooms
Stock Store	Prep Kitchen Stock Room
Stat	MASTER MASTER
Client	Ms M Weste
Client Code	RRVRES10003
Member	STVBR02108
Tax Number	12345
Email	mikado@img@yahoo.com

Code	Description	Reference	Unit Price (net)	Quantity	Exclusive	VAT	Inclusive
RRPLATTER	Went & Salad Platter		R396.00	4 Plate	R1 574.91	R208.09	R1 580.00
RAMENONLAHS COMBO	Lamb Combo & Chips		R189.00	4 Unit	R757.39	R96.61	R758.00
RLUGOCCOKE24	400ml Coke		R15.00	8 Bottle	R124.38	R15.88	R120.00
RROHAB	Chakra Beads (Single set)		R175.00	3 Each	R1 217.39	R162.61	R1 400.00
Totals					R3 382.04	R52.96	R3 888.00

Subtotal	R3 583.04
VAT	R502.96
Total with Tax & Service Charges	R3 888.00

The **Information** window; confirming the DIN was successfully posted

Process Credit Sale

Footer [None] Update Save New multPOST 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: [Default], Store: [Default], Staff: MAST001S MASTER MASTER

Transaction Detail: Date: [Today], Due: 2 Sep 2019, Reference: [Empty], TXN No: <Not Posted>, Invoice No: No Invoice Number

Line Items: Wedge Scanning, Add Package, Clear All, Foreign Currency (FC) Edits: USD US dollar

Stock Code	Description	Stock Price	Stock Price (FC)	Incl.	Exclusive	Exclusive (FC)	Inclusive	Inclusive (FC)	Ledger
PLATTER	Meat & Salad	R395.00	\$49.38	✓	R1 373.91	\$171.74	R1 580.00	\$197.50	[Default]
MENDJNLAMBCOP	Lamb Combo	R189.00	\$23.63	✓	R657.39	\$82.17	R756.00	\$94.50	[Default]
LIQCOCOKE440	440ml Coke	R15.00	\$1.88	✓	R104.35	\$13.04	R120.00	\$15.00	[Default]
CHAKB	Chakra Beads	R175.00	\$21.88	✓	R1 217.39	\$152.17	R1 400.00	\$175.00	[Default]

Information window: Transaction has been posted. OK

Commission [Not Selected], Unit Name [Not Selected]

Excl R3 353.04 Tax R502.96 Incl R3 856.00

Thank you!