



The Invoicing Module

and

Job Tracker Utility

**Designed for the
Glass Cutting
Industry**



Background photo created by asierromero - www.freepik.com

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1. Introduction

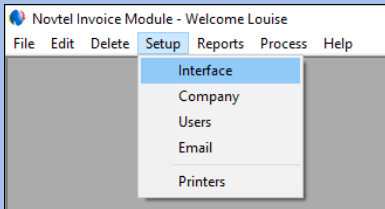
As with any other Novtel product, the Invoice Module also integrates with Pastel.

We recommend that the setup of the GL accounts; Entry Types and so forth are set up by an accountant or a person with extensive knowledge of accounting since the setup performed in Pastel will influence the financial reporting derived from Novtel and posted in Pastel.

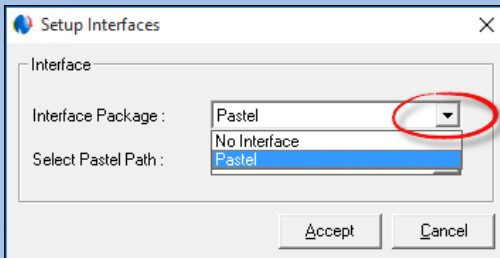
2. The Invoice Module Setup Procedure

2.1 Setup Interface

When a Pastel Company has been set up and is to be linked to Novtel, click 'Setup – Interface'.

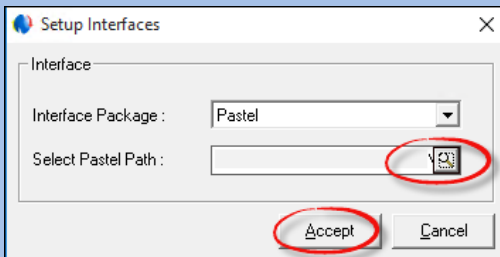


Select 'Pastel' from the list in the 'Interface Package' field.



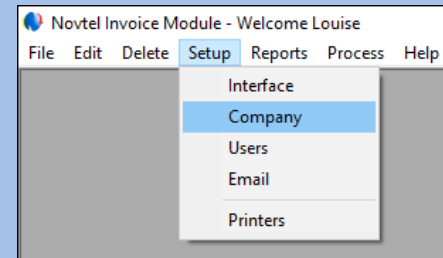
Now click on the search button in the 'Select Pastel Path' field and browse for the location where the Pastel Company is situated on the computer.

After selecting it, click 'Accept'.



2.2 Setup Company

To enter all relevant information pertaining to your company to be displayed on 'Quotes', Sales Orders' and 'Tax Invoice' documents, click 'Setup – Company'.



• COMPANY DETAILS

All general details pertaining to the company's name; contact details; address and registration number, are added in this tab.

- **FINANCIAL TAB**

1. **VAT / GST / Sales Tax**

In this tab, the selection is made whether or not TAX is applicable. By selecting 'Yes', the relevant TAX percentage is entered by the User, (In this case, it is 15% for South Africa).

Enter the company's registered TAX number.

2. **Pastel Tax Code**

Select the pre-created Pastel TAX Code from the list.

3. **Levy Rate**

Should a 'Levy Rate' percentage be entered here, the Government Levy is calculated on the 'Square Meterage' per line added to a Quotation, Sales Order and Invoice.

Please note that the rate will only apply to 'Rates' for which the Government Levy option is activated.

4. **Gov Levy Account**

Before the 'Government Levy Account' can be selected, a 'Rate' must first be set up in Novtel and linked to the Pastel GL account to which it should post. Ensure that the 'Rate's' description contains the word, 'Levy' when creating it.

If tax is applicable on the levy rate, tick the checkbox to 'Use Tax on Levy'. If not, leave the checkbox unticked.

- **BANK DETAILS TAB**

The Company's banking details entered here will be displayed at the bottom left of each Quote, Sales Order and Invoice generated in the system.

- **OTHER TAB**

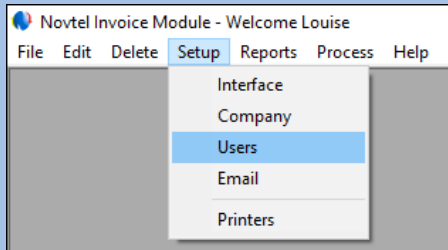
Please note that the Invoice Module is used in conjunction with Novtel Relations Management and is authorized by Relations Management.

Should the checkbox be ticked to 'Save invoices to CRM on update', each customer's complete history of invoices issued by means of the Invoice Module, will be saved to Relations Management the moment an invoice is updated. This history can never be deleted, and the invoice can be accessed at any time from either Relations Management or the Invoice Module.

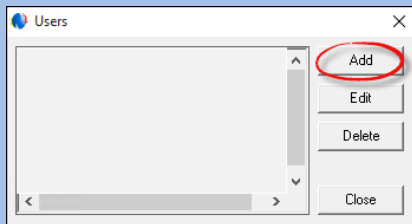
2.3 Setup Users

As with all Novtel products, the system is password protected and no User will be allowed access without entering a valid User password which is linked to a User profile.

To set up a User in the system, click 'Setup – Users'.



Click 'Add' to create a new User.

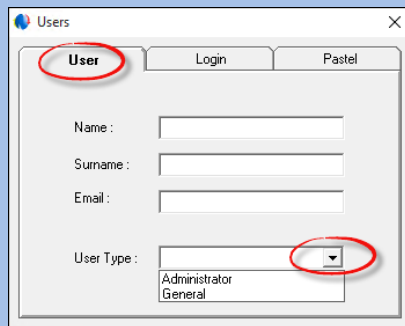


All fields in all of the tabs must be populated in order for the User to be saved to the system.

• USER TAB

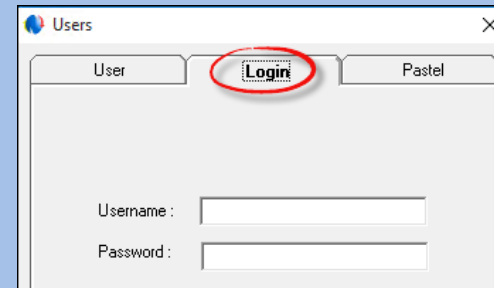
Enter the person's name; surname and email address and select the 'User Type' to be linked to this User. Please note that all Users will have permissions for all functions in the 'Invoice Module', regardless of the 'Type' linked to their profile.

Also note that the same Username and password will be relevant to access the Job Tracker Utility.



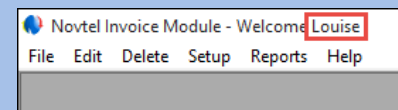
• LOGIN TAB

The person's name is usually entered as the Username and will be displayed at the top left-hand side of the window in both the Invoice Module and the Job Tracker utility.

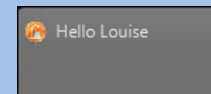


Username displayed:

✓ Novtel Invoice Module

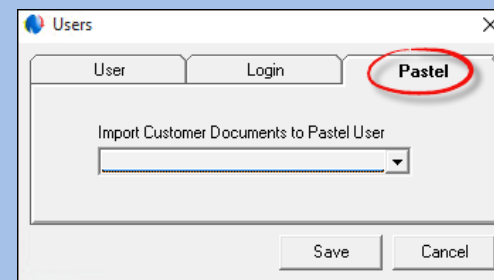


✓ Job Tracker Utility



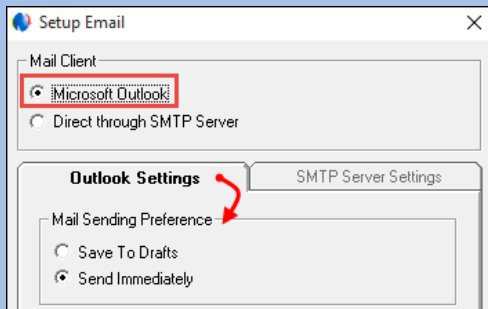
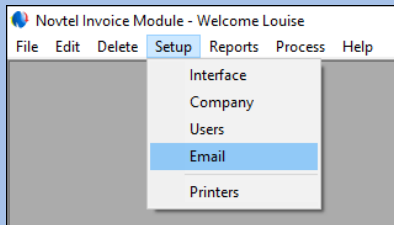
• PASTEL TAB

In this tab, the dedicated User in Pastel must be selected to whom all of this Novtel User's documents must be imported for processing.



2.4 Setup Email

To enable the system to send emails to your customers by either using the Microsoft Outlook settings or the SMTP Server, click 'Setup – Email'.

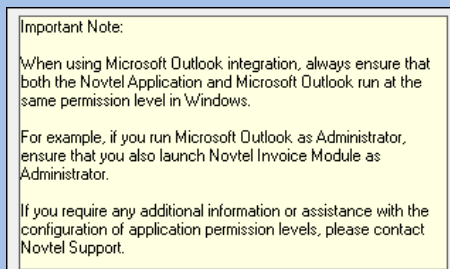


- **Email Delivery Method 1: Microsoft Outlook Integration**

Choose the Mail Sending Preference to either:

- ✓ Use 'Save to Drafts' if you would like to review all emails first in the Drafts folder of Microsoft Outlook before sending.
- ✓ Use 'Send Immediately' if you want the mail to go directly to your Outbox folder and be sent immediately.

Please read the note below and keep the permission levels in mind when using Microsoft Outlook Integration.

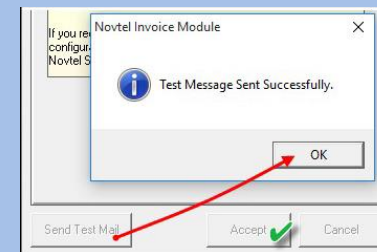


To test the integration, click the 'Send Test Mail' button at the bottom left:

A test message will be sent to test@novtel.com. Although this is not a real recipient email address, the integration between Novtel and Microsoft Outlook is still tested completely.

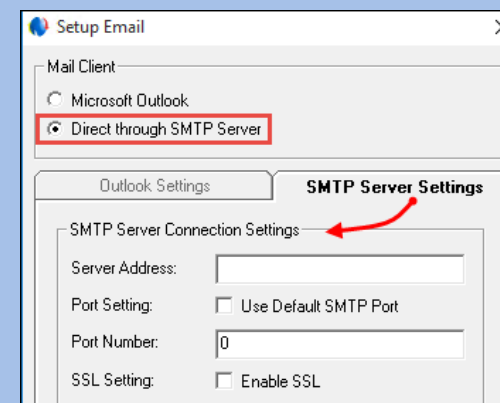
Do not continue unless you receive the 'Test Message Send Successfully' message.

Click Accept to save your settings and finalize your configuration.



- **Email Delivery Method 2: SMTP Server**

The 'SMTP Server Settings' tab will be selected by default, as follows:



- ✓ Enter your SMTP Server Hostname or IP Address in the 'Server Address' field. (Do not put any port numbers into this field.)
- ✓ If the SMTP Server uses a different port number than the default SMTP Port Number, uncheck 'Use Default SMTP Port' and enter the required port number in the 'Port Number' field.
- ✓ Select 'Enable SLL' if the SMTP server requires SSL for authentication.

Under the 'SMTP Server Authentication Settings' section, enter your SMTP Server username and password. Usually, your email address is also your SMTP Server username.

However: If your SMTP Server username is different, enter your username into the 'Username' field, uncheck the 'Same as SMTP Username' checkbox under 'Mail Sending Preferences', and enter your email address in the 'From Address' field.

The Display Name refers to the 'Friendly Name' that is displayed at the recipient instead of showing your email address.

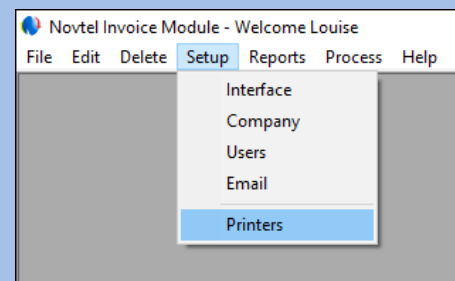
Click the 'Send Test Mail' to send a test email message and click 'Accept' after the test passes.



The screenshot shows a dialog box titled 'SMTP Server Authentication Settings'. It has two main sections: 'SMTP Server Authentication Settings' and 'Mail Sending Preferences'. In the first section, there are fields for 'Username:' and 'Password:', and a checkbox labeled 'Show Password'. In the second section, there are fields for 'From Address:' and 'Display Name:', and a checkbox labeled 'Same As SMTP Username'. At the bottom of the dialog, there are three buttons: 'Send Test Mail', 'Accept', and 'Cancel'.

2.5 Setup Printers

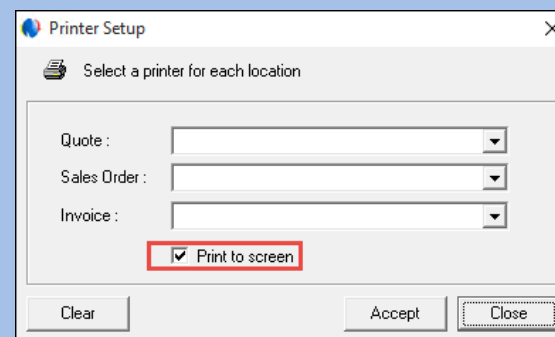
To select a default printer for printing system generated documents, click 'Setup – Printers'.



Please note that to select a printer, the printer's software must have been installed on the local PC, or on the network.

The same printer can be selected for all documents, or different printers may be selected – depending on your company's infrastructure.

However, the fields can be left blank and the checkbox selected to 'Print to Screen', from where the specific document can be sent to a specific printer.

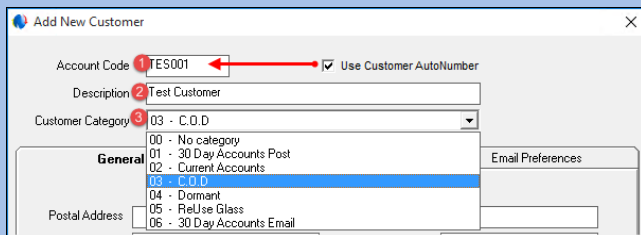
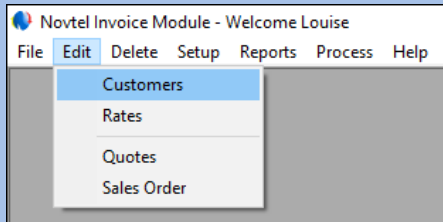


The screenshot shows a dialog box titled 'Printer Setup'. It has a header 'Select a printer for each location' with a printer icon. Below this, there are three dropdown menus labeled 'Quote:', 'Sales Order:', and 'Invoice:'. Below these, there is a checkbox labeled 'Print to screen' which is checked. At the bottom of the dialog, there are three buttons: 'Clear', 'Accept', and 'Close'.

2.6 Creating Customers

When Novtel Invoice Module is linked to Pastel, Customers created in Pastel will be visible in the Invoice Module automatically, and vice versa.

To create a new Customer in Novtel, click 'Edit – Customers' and click 'Add New'.



1. Account Code

For each Customer, a unique 'Account Code' must be created in Novtel. We highly recommend that a 3-letter alpha code is always used in conjunction with a 3-digit numeric code, starting at 001.

When the 'Use Customer Auto Number' checkbox is ticked (as per the above image), Novtel will automatically insert the next available numeric code in this field (e.g. 001), when the first 3 letter alpha code has been entered.

This feature is extremely timesaving to the user, as it will not be necessary to first check whether the Customer code already exists on the system.

This final Account Code generated (e.g. SM1001), will now be unique to this Customer.

2. Description

✓ Surname, First Name

The Description for most Customers will be entered as the individual's surname, followed by a comma and their first name (e.g. Smith, Theo).

✓ Or, registered Company Name

A Corporate Customer's description will be entered as the registered Company Name, e.g. Fast Forward Couriers (Pty) Ltd.

3. Customer Category

Default Customer Categories are available for selection in Novtel when the drop-down arrow is clicked next to the 'Customer Category' field. These categories can be enhanced and be further developed by your Novtel System Administrator/Supervisor, per your company's specific needs. This will entail creating an additional Customer Category in Pastel.

• GENERAL TAB

In this tab, the Customer's Postal Address; Contact Numbers and Email Address is entered.

- **DELIVERY ADDRESSES TAB**

The physical address for the Customer – whether a residential or business address – is entered in this tab.

General **Delivery Addresses** Email Preferences

Delivery Address

- Diaz Office Park 30
- Diaz West Boulevard
- Diaz Beach
- Mossel Bay
- 6500

- **EMAIL PREFERENCES TAB**

Novtel Invoice Module has the ability to automatically send new Quotes, Sales Orders and/or Invoices to customers via email.

Once your Outlook Integration/SMTP Server configuration is completed and tested, these auto emails can be controlled from this tab by choosing which documents should automatically be mailed upon creation – provided that the Customer's email address has been entered in the General tab.

General Delivery Addresses **Email Preferences**

Automatically Email Upon Creation:

- ☒ Quotes
- ☒ Sales Orders
- ☒ Invoices

Accept Cancel

2.7 Setting up Rates

A 'Rate' is created in Novtel and linked to a Pastel General Ledger account.

Please note that these rates **do not** contain a financial value, and an amount is only manually inserted according to the items size when a Quotation or Sales Order is issued.

To create a new 'Rate', click 'Edit – Rates', and click 'Add'.

Novtel Invoice Module - Welcome Louise

File Edit Delete Setup Reports Process Help

- Customers
- Rates**
- Quotes
- Sales Order

Rates

Code	Description
0102\002	4mm Float
0102\003	5mm Float
0102\004	6mm Float
0102\005	8mm Float
0102\006	10mm Float
0102\007	12mm Float

Code: 0102\001 ☐ Use Gov Levy

Description: 2mm\3mm Float

Thickness: 3

SQM / LM: SQM

General Ledger Account Code

0102001 2mm\3mm Float_Non Reflect Float

Add Edit Delete Close

- Each item for which the mandatory Government Levy - as set up in 'Setup – Company – Financial' tab – is applicable, the 'Use Gov Levy' checkbox must be ticked. When this 'Rate' is selected on the Quote, Sales Order or Invoice, the Government levy will be calculated according to the square meterage.
- Enter a unique code for this rate or enter the same code as the 'General Ledger' account it will be linked to.
- Enter the Item's description.
- Since this program is used in the 'Glass Industry', enter the item's thickness in the next field. Only use a numeric value and do not add 'mm' or 'cm'.

Code: 0102\001 ☒ Use Gov Levy

Description: 2mm\3mm Float

Thickness: 3

SQM / LM: SQM

- The next field refers to 'SQM' (a measurement of Square Meters), or 'LM' which refers to Linear Meters. Select the applicable method according to which your company's measurements are calculated.

✓ SQM

The square metre (International spelling as used by the International Bureau of Weights and Measures) or square meter (American spelling) is the SI derived unit of area, with symbol m² (33A1 in Unicode).

It is the area of a square whose sides measure exactly one metre.

✓ LM

The Linear Meter is primarily used for building materials, as a unit of amount (not distance), particularly in contrast with square meter.

For example, 2 linear meters of 50cm equals 1 square meter.

- When interfaced with Pastel, a rate can be linked to a General Ledger account by clicking on the search option beneath 'General Ledger Account Code', searching for the applicable account, and selecting it from the list.

Code: 0102\001 ☒ Use Gov Levy

Description: 2mm\3mm Float

Thickness: 3

SQM / LM: SQM

General Ledger Account Code: 0102001 2mm\3mm Float

Select a Levy Account

Code	Description
0102000	Products
0102001	2mm\3mm Float & Non Reflect Float
0102002	4mm Float
0102003	5mm Float
0102004	6mm Float

Select

The new 'Rate' is captured to the system by clicking 'Save'.

General Ledger Account Code

0102001 2mm\3mm Float_Non Reflect Float

Save Cancel Close

For demonstration purposes: This is the 'General Ledger Account' in Pastel to which the 'Rate' in Novtel is now linked.

Edit General Ledger Accounts

Main Account Number: 0102 Products

Sub Account Number: 001 Blocked

Account Description: 2mm\3mm Float & Non Reflect Float

Control Account: None

Details

Main Account

Income Statement

Income Statement Financial Category: 110 - Sales

Report Writer: 10 - Sales

External Reference

Tax Processing

Default Tax Type: 08 - Vat - Standard Rate (15.00%)

The new 'Rate' in Novtel is displayed as follows:

Rates

Code	Description
0102\001	2mm\3mm Float
0102\002	4mm Float
0102\003	5mm Float
0102\004	6mm Float
0102\005	8mm Float
0102\006	10mm Float
0102\007	12mm Float
0102\008	15mm Float
0102\009	19mm Float

Code: 0102\001 ☒ Use Gov Levy

Description: 2mm\3mm Float

Thickness: 3

SQM / LM: SQM

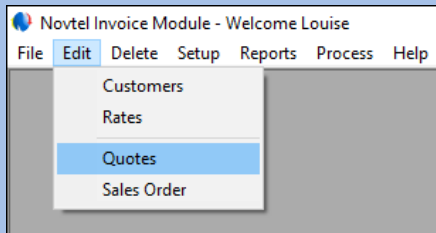
General Ledger Account Code: 0102001 2mm\3mm Float_Non Reflect Float

Add Edit Delete Close

3. Creating a New Quote

By clicking 'Edit – Quotes', the following actions can be performed:

- ✓ Creating a new quote;
- ✓ Viewing and/or editing an existing quote;
- ✓ And converting an existing quote into a 'Sales Order'.



To create a new Quotation, click 'Add Quote'.

The screenshot shows the 'Add / Edit Quote' window. The 'Add Quote' button is circled in red. The window contains fields for Quote Id, Customer, Quote Date, Expiry Date, Quote Num, Reference, Sales Code, and Discount %. At the bottom, there is a table with columns: Type, Code, Description, Finish, Qty, Length, Width, SQM/LM, and Weight.

3.1 Select the Customer

The Customer List window will automatically be displayed to the screen.

From this window, an existing Customer can be searched for and selected.

Alternatively, a new Customer can be created by clicking 'Add New'; entering all the details; saving the Customer to the system and selecting the newly created Customer.

The screenshot shows the 'Customer List' window. It contains a table with columns: Number, Description, Telephone, and Fax. The table has two rows: TES001 (Test Customer, 044 123 456 789) and TES002 (Test Customer 2). There are buttons for 'Add New', 'Edit', 'Find', 'Refresh', 'Search', 'Select', and 'Close'. The 'Search' field contains 'TES'.

3.2 Select the Sales Code

By clicking on the search button in the 'Sales Code' field, the window containing all pre-created 'Sales Representatives' in Pastel, is displayed.

Simply click on the applicable person and click 'Select'. The code for the person selected, will now be displayed in the 'Sales Code' field.

The screenshot shows the 'Add / Edit Quote' window with the 'Select Sales Person' dialog box open. The 'Select Sales Person' dialog box contains a table with columns: Code and Description. The table has four rows: 123 (Louise), ANT (Antoinette), ANTO (DORMANT), and CSM (CODs). The 'Select' button is circled in red. The 'Add / Edit Quote' window shows the 'Sales Code' field with a search icon.

3.3 Set the Quote Expiry Date

By default, the current date will always be inserted in the 'Quote Date' and 'Quote Expiry Date' fields.

To select a date up to which the quote will be valid, click on the arrow next to the 'Expiry Date' field and select the applicable date.

Add / Edit Quote

Quote Id : Quote Date : 10/10/2018

Customer : TES001 Expiry Date : 10/11/2018

Test Customer Quote Num : 1

Reference : Discount % : 0

Sales Code : 123

3.4 Other Info

Quote Date : 28/03/2018

Expiry Date : 30/04/2018

Quote Num : 1

Discount % : 0

COD Information : 3

1. Quote Number

The 'Quote number' will be inserted by the system automatically as soon as the Quotation is saved. This number is sequential and will be the same than the 'Quote ID' displayed at the top left-hand side of the window.

2. Discount

If applicable, a discount percentage can be entered in this field, and will be deducted from the Quote total.

NOVTEL CC

Diaz Office Park 30
Diaz West Boulevard
Diaz Beach
Mossel Bay
6500

Diaz Office Park 30
Diaz Beach
Mossel Bay

Reg : 147852369
Vat : 123456789
Tel : 044 695 4344
Fax : 044 695 4344
Email : sales@novtel.com

COPY QUOTE

Test Customer
PO Box 777
Mossel Bay
6500

Document No. NGQ10433
28/03/2018

louise.jvv@novtel.com

Page 1 of 1

Novtel

Account	Tax Reference	Your Reference	Sales Code	Expiry Date	Disc %
TES001			123	30/04/2018	10

CODE	DESCRIPTION	QTY	SIZE	SQM/LM	WEIGHT	RATE	EXTR %	NETT PRICE
01021046	3mm Silver Mirror	1	1*1	1.00	-	R 700.00	0.00	R 630.00
01021046	3mm Silver Mirror	1	2*2	4.00	-	R 700.00	0.00	R 2 520.00

Total Weight: 0.00

3. COD Information

By entering custom COD information in these fields, the information will be displayed at the top left hand side of the Quote document.

Add / Edit Quote

Quote Id : Quote Date : 10/10/2018

Customer : TES001 Expiry Date : 10/11/2018

Test Customer Quote Num : 1

Reference : Discount % : 0

Sales Code : 123

COD Information :

Test Info

Test Info

Test Info

Test Info

Test Info

Type	Code	Description	Finish	Qty	Length	Width	SQM/LM	Weight	Rate	Extra %	Nett Price
------	------	-------------	--------	-----	--------	-------	--------	--------	------	---------	------------

Test Info
Test Info
Test Info
Test Info
Test Info

NOVTEL PTY (LTD)
Diaz Office Park 30
Diaz Beach
Mossel Bay
6500
Reg : 123456789
Vat : 4070137130
Tel : 044 695 4886
Fax :
Email : sales@novtel.com

COPY QUOTE

Test Customer
PO Box 123
Mossel Bay
6520

044 123 456 789

Test@test.com

Document No.
NGQ10730
10/10/2018
Page 1 of 1

Louise

Account	Tax Reference	Your Reference	Sales Code	Expiry Date	Disc %
TES001			123	10/11/2018	0

However, if left blank, the Customer’s address - as entered on the Customer Master File → Delivery Addresses tab, will be displayed on the Quote Document.

COD Information :

Green Street 4
Mossel Bay
6500

NOVTEL PTY (LTD)
Diaz Office Park 30
Diaz Beach
Mossel Bay
6500
Reg : 123456789
Vat : 4070137130
Tel : 044 695 4886
Fax :
Email : sales@novtel.com

COPY QUOTE

Test Customer
PO Box 123
Mossel Bay
6520

044 123 456 789

Test@test.com

Document No.
NGQ10730
10/10/2018
Page 1 of 1

Louise

3.5 Adding Quote Items

Only pre-created ‘Rates’ set up in the system will be available for selection when clicking the ‘Add’ button.

Add / Edit Quote

Quote Id :

Quote Date : 10/10/2018

COD Information :

Customer : TES001

Expiry Date : 10/11/2018

Test Customer

Quote Num :

Reference :

Sales Code : 123

Discount % : 0

Add Quote

Edit Quote

Create Sales Order

Email

Print

Type	Code	Description	Finish	Qty	Length	Width	SQM/LM	Weight	Rate	Extra %	Nett Price

Add

Delete

Add Remark

Insert Line Above

Nett Price

Gov Levy

Tax

Total

0.00

0.00

0.00

0.00

Save

Cancel

Close

Search for and select the required item from the list.

Select a Rate

Code	Description	Excl Amount	Tax	Incl Amount	Select
0102\037	8.38mm Solarvue Green HL	0.00	0.00	0.00	
0102\038	16.76mm ToughLAM	0.00	0.00	0.00	
0102\040	Double Glazed - 6mm Spacer	0.00	0.00	0.00	
0102\041	Double Glazed - 8mm Spacer	0.00	0.00	0.00	
0102\042	Double Glazed - 12mm Spacer	0.00	0.00	0.00	
0102\046	3mm Silver Mirror	0.00	0.00	0.00	
0102\047	4mm Silver Mirror	0.00	0.00	0.00	
0102\048	5mm Silver Mirror	0.00	0.00	0.00	

The 'Rate' will now be inserted on the 'Quotation' form, and all values are displayed as zero. The system user is required to manually select the 'Finish'; insert the length; width; weight and rate in the corresponding fields.

Item	Type	Code	Description	Finish	Qty	Length	Width	SQM/LM	Weight
	SQM	0102\046	3mm Silver Mirror	No	1	1000	1000	1.00	7.50
				None					
				AAR					
				PAR					
				SPAR					
				CCUT					

1. Type:

The 'Type' is inserted according to the selection made on the 'Rate' master file but can be manually changed here if required.

2. Finish:

By clicking on the line in the 'Finish' column, the User is presented with options. The applicable option can be selected.

3. Qty:

By default, the 'Quantity' is always inserted by the system as '1' and pertains to the specific item's measurement specifications.

4. Length:

In this field, enter the length of the glass to be quoted on. Please note that the system requires the measurements to be entered in millimetres for the SQM to be calculated automatically.

5. Width:

Enter the width specification here – also in millimetres.

6. SQM/LM:

The Square Meterage is calculated automatically according to the measurements entered. For example:

- ✓ The length and width are entered as 1000 millimetres each. Therefore, the square meterage is 1.

Item	Type	Code	Description	Finish	Qty	Length	Width	SQM/LM	Weight	Rate	Extra %	Nett Price
Item	SQM	0102\046	3mm Silver Mirror	None	1	1000	1000	1.00	7.50	700.00	0.00	700.00
Levy		LEV001	Government Levy									0.50

Total Weight
7.50

Nett Price	Gov Levy	Tax	Total
700.00	0.50	105.08	805.58

7. Weight:

The total weight for this item is calculated and entered in this field. The weight will be displayed just above the Total amount due.

8. Rate:

According to the specifications, calculate the amount and enter it in this field.

- ✓ **The User may add a remark directly below a selected line.**

9. Gov Levy:

If a Levy Rate percentage was entered in the 'Setup – Company – Financial' tab, and the selected rate has been set up to 'Use Gove Levy', the 'Government Levy' will automatically be calculated according to the line's 'Square Meterage' and added to the Quote's total amount. An extra line will be inserted at the bottom of the Quote automatically by the system and is 'Read Only'.

- ✓ **Should all lines be deleted for which the Government Levy was activated, the Gov Levy line is also deleted automatically.**

- 1 and 2. To add another item – even if it is the same item type, click 'Add'; search for and select it from the list, and enter the custom specifications in the corresponding columns.
- 3 When the weight for this item is entered, it is added to the first line item's weight for a total combined weight.
- 4 The Government Levy Total will:
 - ✓ Be moved down to be displayed below all selected rates
 - ✓ And it will be recalculated if another rate is added for which the 'use Gov Levy' option was activated

	Type	Code	Description	Finish	Qty	Length	Width	SQM/LM	Weight	Rate	Extra %	Nett Price
Item	SQM	0102\046	3mm Silver Mirror	None	1	1000	1000	1.00	7.50	700.00	0.00	700.00
Item	SQM	0102\048	5mm Silver Mirror	None	1	980	1250	1.25	15.31	1200.00	0.00	1500.00
Levy		LEV001	Government Levy									1.12

Total Weight
22.81

	Nett Price	Gov Levy	Tax	Total
	2200.00	1.12	330.17	2531.29

Buttons: Add, Delete, Add Remark, Insert Line Above, Save, Cancel, Close

When all items have been added and the applicable info entered, click 'Save' to generate the Quote and allocate a Quote ID and Number.

The 'Quote ID' and 'Quote Number' fields display the exact same numeric value.

Please note that the document – according to the 'Email Preferences' set up on the Customer Master File – may have already been sent to the Customer if selected to do so upon creation of the document.

However, the document can be manually emailed to this Customer from this window.

Quote ID: 10731, Customer: TES001, Quote Date: 10/10/2018, Expiry Date: 10/11/2018, Quote Num: 10731

	Type	Code	Description	Finish	Qty	Length	Width	SQM/LM	Weight	Rate	Extra %	Nett Price
Item	SQM	0102\046	3mm Silver Mirror	None	1	1000	1000	1.00	7.50	700.00	0.00	700.00
Item	SQM	0102\048	5mm Silver Mirror	None	1	980	1250	1.25	15.31	1200.00	0.00	1500.00
Levy		LEV001	Government Levy									1.12

Buttons: Add Quote, Edit Quote, Create Sales Order, Email, Print

Novtel Invoice Module: Email Quote to customer? (Yes/No)

Total Weight
22.81

	Nett Price	Gov Levy	Tax	Total
	2200.00	1.12	330.17	2531.29

3.6 Printing a Quote Document

To print the document – and depending on the settings applied in 'Setup – Printers' - the document can be printed by clicking 'Print' and select the required printer from the list.

Buttons: Add Quote, Edit Quote, Create Sales Order, Email, Print

	Type	Code	Description	Finish	Qty	Length	Width	SQM/LM	Weight	Rate	Extra %	Nett Price
Item	SQM	0102\046	3mm Silver Mirror	None	1	1000	1000	1.00	7.50	700.00	0.00	700.00
Item	SQM	0102\048	5mm Silver Mirror	None	1	980	1250	1.25	15.31	1200.00	0.00	1500.00
Levy		LEV001	Government Levy									1.12

Print Quote 10731

Printer: Bullzip PDF Printer, Microsoft XPS Document Writer, Snagit 11, Bullzip PDF Printer, Winfont-pc\HP LaserJet 1018, Send To OneNote 2013, Send To OneNote 2016

Now simply click 'Print Quote' to finalize the action.

Print Quote 10731

Printer: Bullzip PDF Printer

Buttons: Print Quote, Cancel

The printed document will be displayed as follows:

NOVTEL PTY (LTD)					
Green Street 4 Mosel Bay 6500	Diaz Office Park 30 Diaz Beach Mosel Bay 6500	Reg : 123456789 Vat : 4070137130 Tel : 044 695 4886 Fax : Email : sales@novtel.com			
QUOTE					
Test Customer PO Box 123 Mosel Bay 6520	044 123 456 789	Document No.	NGQ10731		
			10/10/2018		
	Test@test.com		Page 1 of 1		
Louise					

Account	Tax Reference	Your Reference	Sales Code	Expiry Date	Disc %
TES001			123	10/11/2018	0

CODE	DESCRIPTION	QTY	SIZE	SQM/LM	WEIGHT	RATE	EXTR %	NETT PRICE
0102046	3mm Silver Mirror	1	1000*1000	1.00	7.50	R 700.00	0.00	R 700.00
0102048	5mm Silver Mirror	1	980*1250	1.25	15.31	R 1 200.00	0.00	R 1 500.00

Total Weight: 22.81

Gov Levy	R 1.12
Total Nett Price	R 2 200.00
Total Tax	R 330.17
TOTAL	R 2 531.29

NO DIRECT CASH DEPOSIT.
ABSA - Mosel Bay (123456), ACC: 1234567890

4. Copying a Line on Quotes and Sales Orders

On both the Quote and Sales Order, a selected line can be copied and the number of times, set.

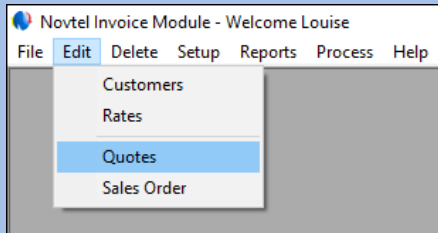
The screenshot shows the 'Add / Edit Quote' window. At the top, there are fields for Quote ID, Customer (STE001), Quote Date (09/06/2021), Expiry Date (18/06/2021), and Quote Num. Below these are buttons for 'Add Quote', 'Edit Quote', 'Create Sales Order', 'Email', and 'Print'. A table lists items with columns: Item, Type Code, Description, Finish, Qty, Length, Width, SQM/LM, Weight, Rate, Extra %, and Net Price. The first item is '5mm Silver Mirror' with a weight of 27.00. A 'Copy Line' dialog box is open, asking 'How many times would you like to copy the line?' with a text input field containing '5'. The 'OK' button is highlighted with a red circle, and a red arrow points from it to the 'Copy Line' button in the main window. At the bottom right, there are buttons for 'Add', 'Delete', 'Add Remark', and 'Insert Line Above', along with a summary of 'Total Weight' (27.00), 'Nett Price' (2127.60), 'Gov Levy' (0.00), 'Tax' (319.14), and 'Total' (2446.74).

Clicking 'OK', the lines are added in addition to the original line. Novtel will automatically recalculate the totals accordingly.

The screenshot shows the 'Add / Edit Quote' window after copying the line. The table now contains six rows of '5mm Silver Mirror' items, each with a weight of 27.00. The 'Total Weight' is now 162.00. The 'Nett Price' is 12765.60, 'Gov Levy' is 0.00, 'Tax' is 1914.84, and the 'Total' is 14680.44. The 'Copy Line' button is still visible, and the 'OK' button from the previous dialog is no longer present.

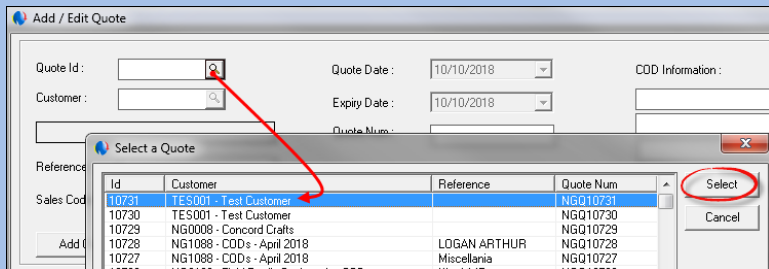
5. Creating a Sales Order from a Quote

When the Quote has been accepted by the Customer, it can effortlessly be converted to a 'Sales Order' by clicking 'Edit – Quotes'.

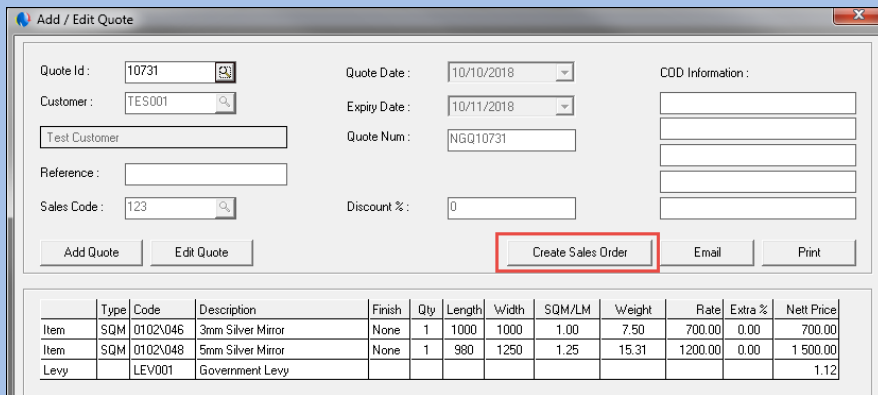


Search for the required 'Quote ID' and select it.

Please note that the newest 'Quote' will always be displayed at the top of the list.



In the 'Add / Edit Quote' window, click on the 'Create Sales Order' button. The Quote is instantly converted to a Sales Order.

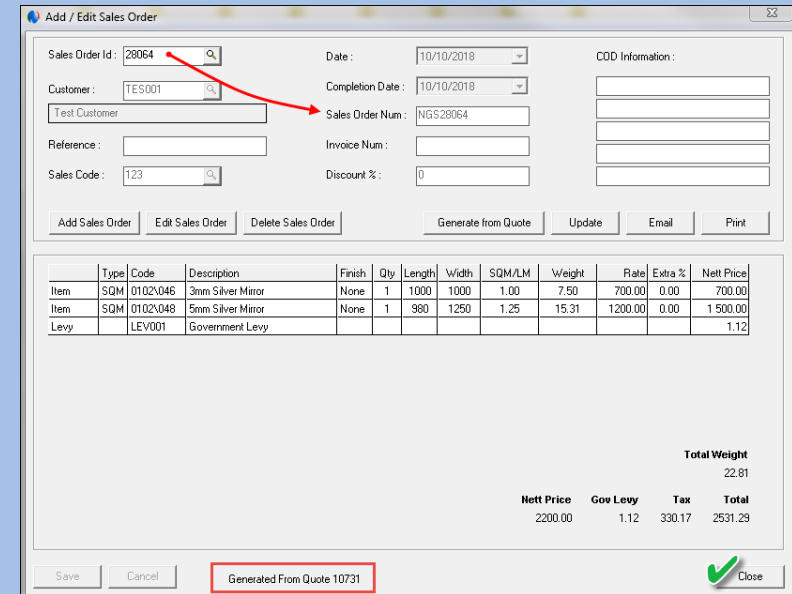


A 'Sales Order ID and Number' is immediately created, and the 'Add / Edit Sales Order' window is displayed to the screen.

At the bottom of the screen, the system will state the Quote Number from which the Sales Order was generated.

This document too, can be emailed to the Customer from this window, and printed in the same manner than a Quote.

Now click 'Close'.

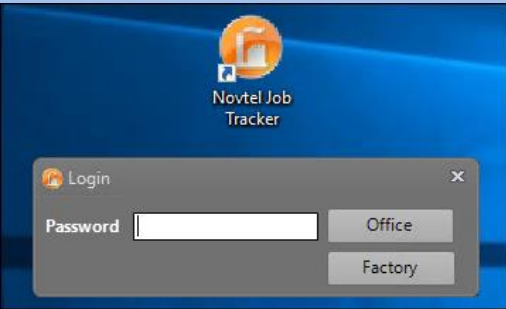


Now please Note:

- ✓ From this moment onwards, the Sales Order is managed by means of the 'Job Tracker Utility' until it is completed.
- ✓ Once a Sales Order is invoiced, it will no longer be available in the Job Tracker utility.

6. The Novtel Job Tracker Utility

This utility will require the same User password as set up for the Invoice Module and is opened by double clicking on the Icon created during installation and which is situated on the Desktop.



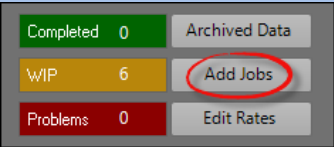
Please note that a few setups will be required before the Utility can be used effectively:

6.1 Add Jobs

The purpose of adding Jobs in the Job Tracker Utility, is to link it to a specific pre-created 'Rate' or multiple Rates set up in the Invoice Module.

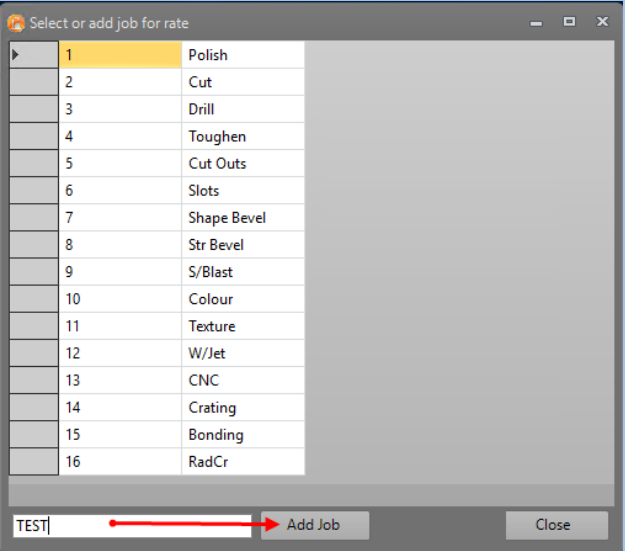
When such a Rate is present on the 'Sales Order' all the linked Jobs must be completed to 'Complete' a Sales Order for invoicing.

To the right-hand side of the window, click on the 'Add Jobs' button.

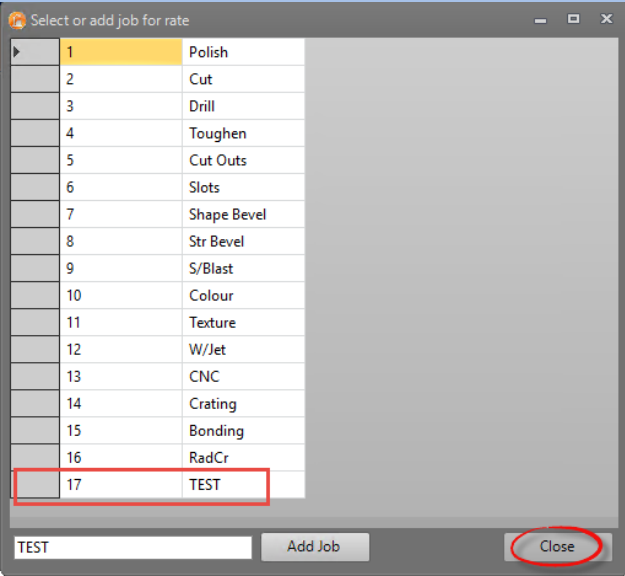


16 Existing 'Jobs' in our database are displayed in this window as indicated below.

To add a new 'Job' which may be added to each 'Rate' in the system individually, simply type the description in the field provided which is situated to the bottom left-hand side of the screen and click 'Add Job'.



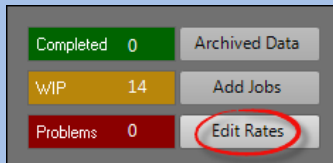
Immediately this entry is saved with the ID of number 17.



6.2 Edit Rates

The next step is to link a 'Job' to a specific 'Rate' which was pre-created in the Novtel Invoice Module.

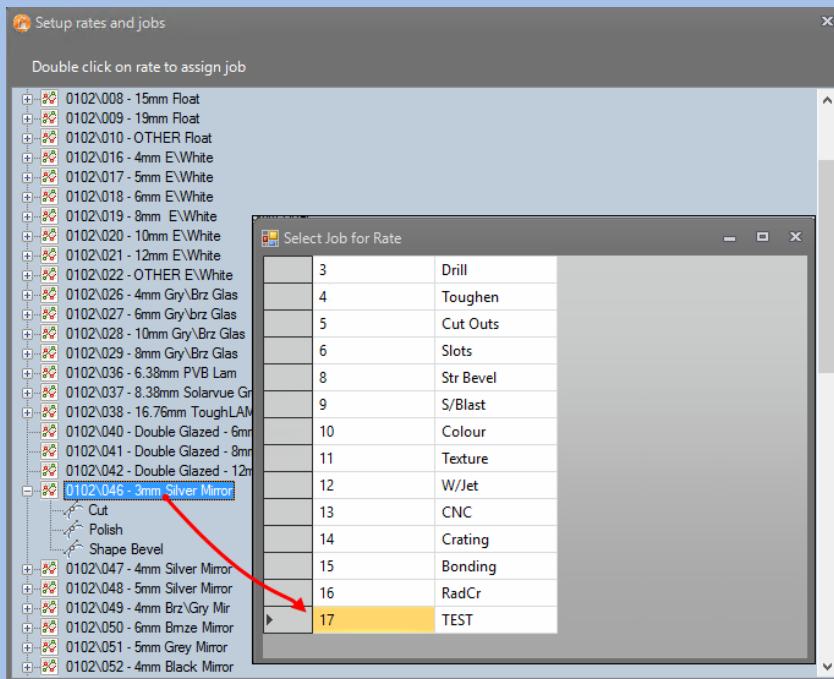
To achieve this, click 'Edit Rates'.



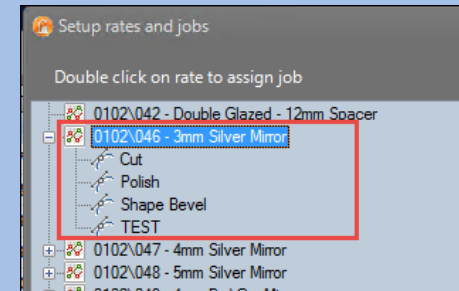
All 'Rates' are displayed in the 'Setup Rates and Jobs' window.

To expand a 'Rate' and to assign a 'Job' to it, double click on the Rate. This will open the 'Select Job for Rate' window.

All applicable 'Jobs' can now be selected by double clicking on it.



Immediately, the selected Job will be added to the rate.



Close the screen by clicking the 'X' in the top right-hand corner of the screen.

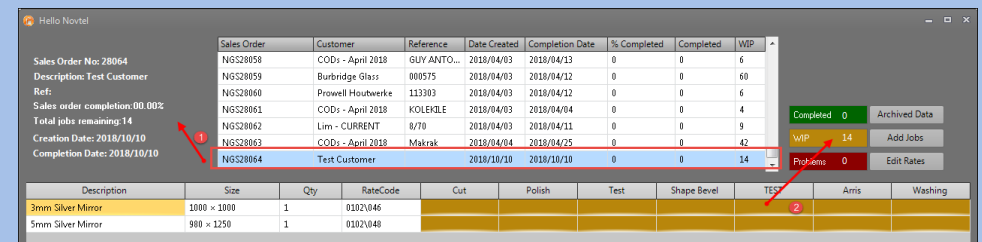
6.3 Selecting an active Sales Order

All **active** Sales Orders are listed at the top of the main window, and the newest is situated at the bottom of the list.

By clicking on a Sales Order, the following information is displayed:

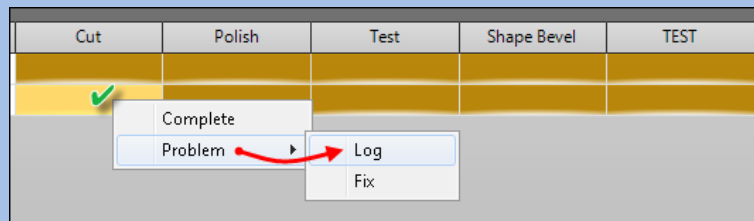
- ✓ The Sales Order Number
- ✓ Customer Description
- ✓ Sales Order Completion percentage
- ✓ The total jobs remaining for this Sales Order
- ✓ The Sales Order creation date, as well as the completion date – which is currently the same.

Also note that because of the fact that we added the 'TEST' job to the rate of both the 3mm and the 5mm Silver Mirrors individually, the 'Job' is now displayed in this screen as follows, and in total, 14 'Jobs' must be completed:

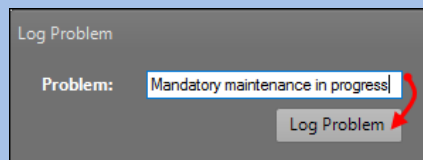


6.4 Logging a Problem with a Job

In the case where a problem occurred which must be fixed before the 'Job' can be completed, right-click on the line in the specific column; move the cursor across 'Problem' and click 'Log'.



Enter the 'Problem' description in this field and click 'Log Problem'.



Immediately the colour of this field is changed, and the system will indicate that 1 Problem is present for this specific Sales Order.

By moving the cursor across the field for which a problem was logged, the system will indicate the following:

- ✓ The PC from which the problem was reported;
- ✓ The problem itself;
- ✓ And the exact date and time the problem was logged.

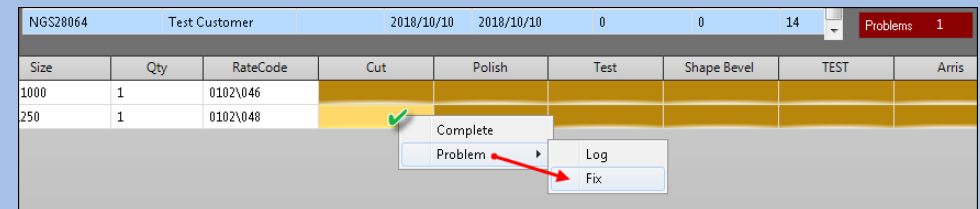
Sales Order	Customer	Reference	Date Created	Completion Date	% Completed	Completed	WIP	
NGS28061	CODs - April 2018	KOLEKLE	2018/04/03	2018/04/04	0	0	4	Completed 0
NGS28062	Lim - CURRENT	8/70	2018/04/03	2018/04/11	0	0	9	WIP 14
NGS28063	CODs - April 2018	Makrak	2018/04/04	2018/04/25	0	0	42	Problems 1
NGS28064	Test Customer		2018/10/10	2018/10/10	0	0	14	Archived Data

Size	Qty	RateCode	Cut	Polish	Test	Shape Bevel	TEST	Arris	Washing
1000	1	0102\046							
250	1	0102\048							

Raised problem on NOVELGAUTENG (Mandatory maintenance in progress).
TimeStamp:2018/10/10 09:31:00 AM

6.5 Setting the Status to 'Problem Fixed'

To clear a logged problem after it was resolved, right click on the field; move the cursor across 'Problem' and click 'Fix'.



The problem is cleared and the number of 'Problems' field is reset to the applicable number. In this case, zero.

Sales Order	Customer	Reference	Date Created	Completion Date	% Completed	Completed	WIP	
NGS28064	Test Customer		2018/10/10	2018/10/10	0	0	14	Problems 0

Size	Qty	RateCode	Cut	Polish	Test	Shape Bevel	TEST	Arris
1000	1	0102\046						
250	1	0102\048						

6.6 Completing Jobs on a Sales Order

As 'Jobs' are completed, it must be documented to track the progress of the specific Sales Order until total completion.

As per our example below, this Sales Order has 14 Jobs linked to it. (WIP = Work in Progress)

But since none has been completed yet, the 'Sales Order Completion' percentage is set at 00.00%.

Therefore, the 'Total Jobs Remaining' is still 14.

Sales Order	Customer	Reference	Date Created	Completion Date	% Completed	Completed	WIP	
NGS28059	CODs - April 2018	GUY ANITO...	2018/04/03	2018/04/13	0	0	6	Completed 0
NGS28059	Burbridge Glass	000575	2018/04/03	2018/04/12	0	0	60	Archived Data
NGS28060	Prowell Houtwerke	113303	2018/04/03	2018/04/12	0	0	6	Add Jobs
NGS28061	CODs - April 2018	KOLEKLE	2018/04/03	2018/04/04	0	0	4	Edit Rates
NGS28062	Lim - CURRENT	8/70	2018/04/03	2018/04/11	0	0	9	
NGS28063	CODs - April 2018	Makrak	2018/04/04	2018/04/25	0	0	42	
NGS28064	Test Customer		2018/10/10	2018/10/10	0	0	14	

Sales order completion 00.00%
Total jobs remaining: 14

Description	Size	Qty	RateCode	Cut	Polish	Test	Shape Bevel	TEST	Arris	Washing
3mm Silver Mirror	1000 x 1000	1	0102\046							
5mm Silver Mirror	980 x 1250	1	0102\048							

Description	Size	Qty	RateCode	Cut	Polish
3mm Silver Mirror	1000 × 1000	1	0102\046	 Complete Problem	
5mm Silver Mirror	980 × 1250	1	0102\048		

1. Change the status colour to 'Completed' which corresponds with the same colour indicated to the top right-hand side of the screen. The number of Jobs completed is now indicated as 1
2. Indicate that the WIP (Work in Progress) field has 13 incomplete Jobs
3. Change the 'Sales Order Completion' percentage to 7.14%
4. And the 'Remaining Jobs' are now decreased to 13

As each 'Job' is completed, the statistics will be amended accordingly, until ALL jobs linked to this Sales Order have been completed.

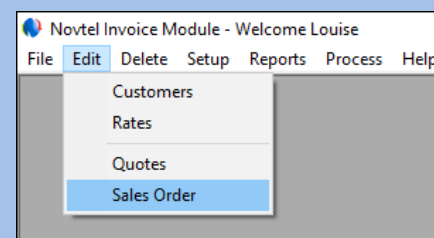
Sales Order No: 28064
 Description: Test Customer
 Ref: Sales order completion: 100.00%
Total jobs remaining: 0
 Creation Date: 2018/10/10
 Completion Date: 2018/10/10

Sales Order	Customer	Reference	Date Created	Completion Date	% Completed	Completed	WIP
NGS28058	CODs - April 2018	GUY ANTO...	2018/04/03	2018/04/13	0	0	6
NGS28059	Burbidge Glass	000575	2018/04/03	2018/04/12	0	0	60
NGS28060	Powell Houberte	113393	2018/04/03	2018/04/12	0	0	6
NGS28061	CODs - April 2018	KOLEKLE	2018/04/03	2018/04/04	0	0	4
NGS28062	Lim - CURRENT	8/70	2018/04/03	2018/04/11	0	0	9
NGS28063	CODs - April 2018	Makrak	2018/04/04	2018/04/25	0	0	42
NGS28064	Test Customer		2018/10/10	2018/10/10	100.00	14	0

Completed	14	Archived Data
WIP	0	Add Jobs
Problems	0	Edit Rates

Description	Size	Qty	RateCode	Cut	Polish	Test	Shape Bevel	TEST	Amis	Washing
3mm Silver Mirror	1000 x 1000	1	0102/046							
5mm Silver Mirror	980 x 1250	1	0102/048							

Once a Sales Order has been completed in the Job Tracker Utility, it can be invoiced from the Invoice Module. To do so, click on 'Edit – Sales Order'.



Add / Edit Sales Order

Sales Order Id:

Customer:

Date:

Completion Date:

COD Information:

Sales Order Num:

Select a Sales Order

Id	Customer	Reference	Order Num
28064	TES001 - Test Customer		NGS28064
28063	NG1088 - CODs - April 2018	Makrak	NGS28063
28062	NG0058 - Lim - CURRENT	8/70	NGS28062
28061	NG1088 - CODs - April 2018	KOLEKILE	NGS28061
28060	NG0092 - Prowell Houtwerke	113303	NGS28060
28059	NG0030 - Burbridge Glass	000575	NGS28059
28058	NG1088 - CODs - April 2018	GUY ANTONIER	NGS28058
28057	NG1087 - CODs - March 2018	INDAHUISE GREY	NGS28057

Select **Cancel**

First click 'Edit Sales Order' and select the actual date of completion before clicking 'Save'.

Type	Code	Description	Finish	Qty	Length	Width	SQM/LM	Weight	Rate	Extra %	Nett Price	
Item	SQM	0102/046	3mm Silver Mirror	None	1	1000	1000	1.00	7.50	700.00	0.00	700.00
Item	SQM	0102/048	5mm Silver Mirror	None	1	980	1250	1.25	15.31	1200.00	0.00	1 500.00
Levy	LEV001	Government Levy										1.12

Total Weight
22.81

Nett Price 2200.00 **Gov Levy** 1.12 **Tax** 330.17 **Total** 2531.29

Buttons: Add, Delete, Add Remark, Insert Line Above

Buttons: Save, Cancel, Close

Generated From Quote 10731

Please note that the 'Invoice Number' field is void of any information at present. The reason being that an invoice number is only allocated once the 'Sales Order' is updated.

Now click on 'Update' and click 'Yes' to update the invoice.

Type	Code	Description	Finish	Qty	Length	Width	SQM/LM	Weight	Rate	Extra %	Nett Price
Item	SQM	0102/046	3mm Silver Mirror					7.50	700.00	0.00	700.00
Item	SQM	0102/048	5mm Silver Mirror					15.31	1200.00	0.00	1 500.00
Levy	LEV001	Government Levy									1.12

Novtel Invoice Module

Update invoice?

Buttons: Yes, No

The User will now have the option to print the Tax Invoice:

Printer: Bullzip PDF Printer

Buttons: Print Invoice, Cancel

NOVTEL PTY (LTD)

Green Street 4
Mossel Bay
6500

Diaz Office Park 30
Diaz Beach
Mossel Bay
6500

Reg : 123456789
Vat : 4070137130
Tel : 044 695 4886
Fax :
Email : sales@novtel.com

TAX INVOICE

Test Customer
PO Box 123
Mossel Bay
6520

Document No. NGK09259
10/10/2018
Page 1 of 1

Sales Order No : NGS28064 (Quote No : 10731)

Account	Tax Reference	Your Reference	Sales Code	Disc %
TES001			123	0

CODE	DESCRIPTION	QTY	SIZE	SQM/LM	WEIGHT	RATE	EXTR %	NETT PRICE
0102/046	3mm Silver Mirror	1	1000*1000	1.00	7.50	R 700.00	0.00	R 700.00
0102/048	5mm Silver Mirror	1	980*1250	1.25	15.31	R 1 200.00	0.00	R 1 500.00

Total Weight: 22.81

Goods Remain in the Property of Nelson Glass until full payment is made.

Received in Good Order Date _____

Signature _____ Name _____

NO DIRECT CASH DEPOSIT.
ABSA - Mossel Bay (123456), ACC: 1234567890

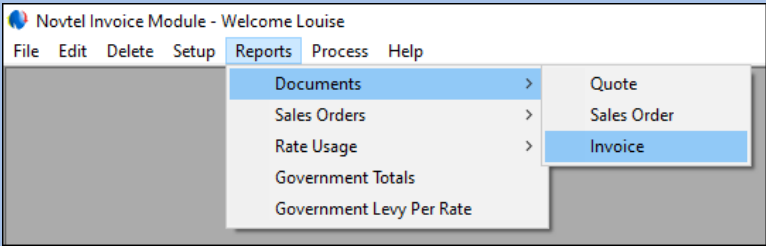
	Gov Levy	Total Nett Price	Total Tax	TOTAL
	R 1.12	R 2 200.00	R 330.17	R 2 531.29

Please Note:

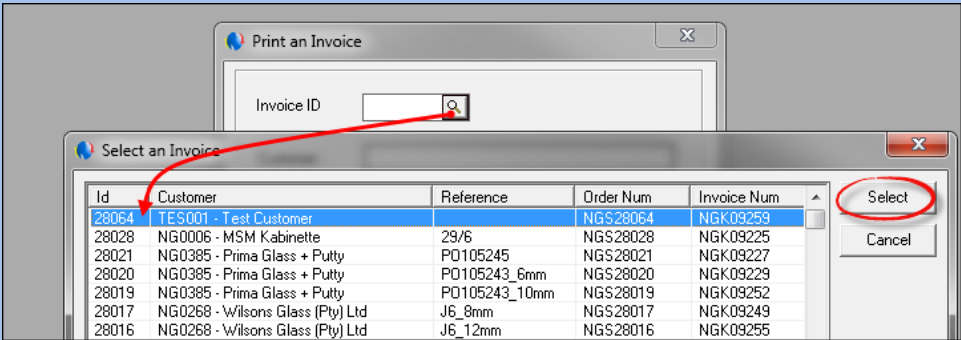
- ✓ The Sales Order will now no longer be displayed in the 'Edit – Sales Order' window, since the order was invoiced and completed.
- ✓ Once an Invoice is updated, the 'Sales Order' will also no longer be available or visible in the 'Job Tracker' window.

8. Accessing an Invoice

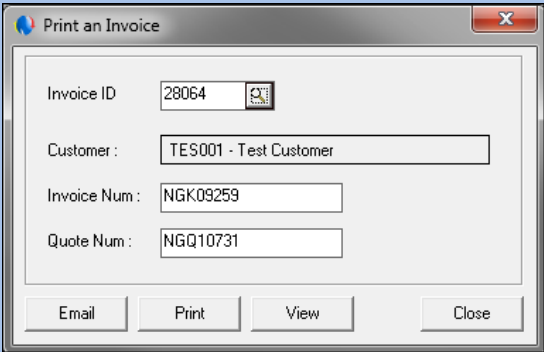
To once again access the updated invoice to either print, email or view it, click 'Reports – Documents – Invoice'.



Click on the 'Invoice ID' search button and select the applicable Invoice to be viewed. In this case, the 'Sales Order ID and Number' is indicated as the *Invoice ID*. However, a unique invoice number was allocated and imported to Pastel.

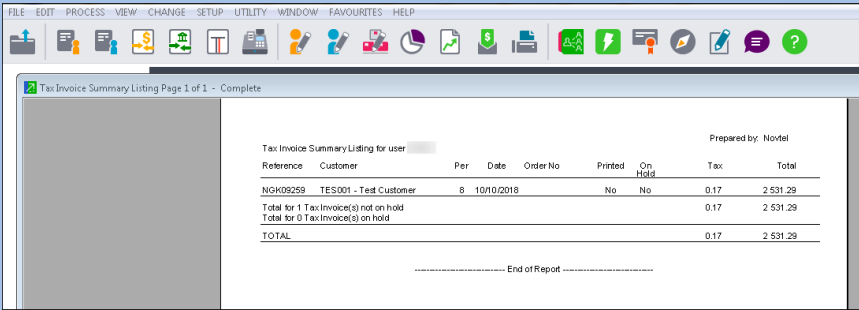
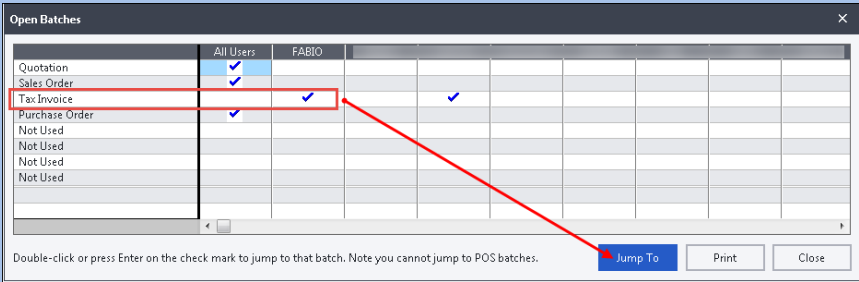


The details are loaded as follows, and can the Invoice now be emailed; printed or viewed by selecting the required option.

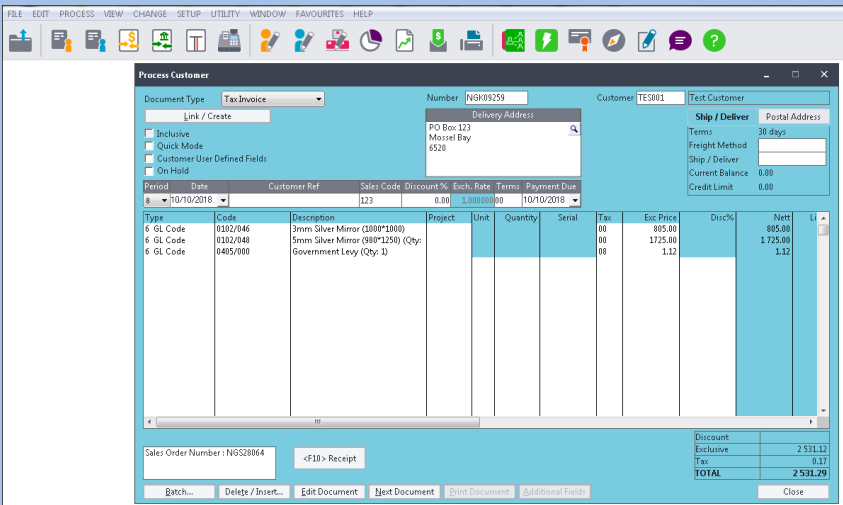


9. Pastel Invoices Open Batch and Invoice

The Pastel Invoices Open Batch is displayed as follows:

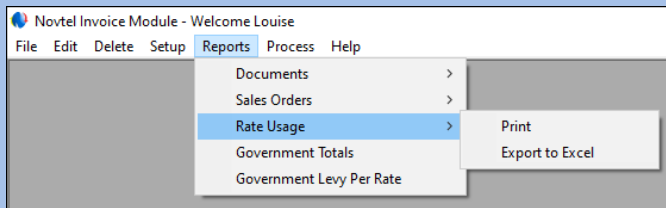


The Pastel Invoice is displayed as follows:

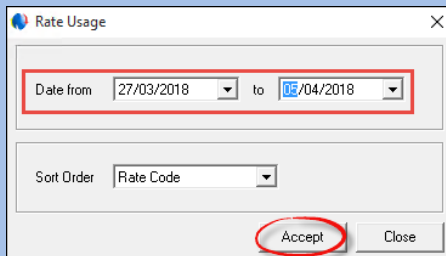


10. Rate Usage Report

To check the 'Rate Usage' during a specified period, the report can be printed or exported to Microsoft Excel by clicking on 'Reports – Rate Usage' and selecting the applicable option.



Simply select the date range to be viewed and click 'Accept'.



For demonstration purposes, we have opted to 'Export the report to Excel'.

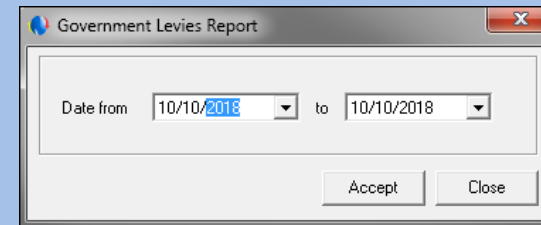
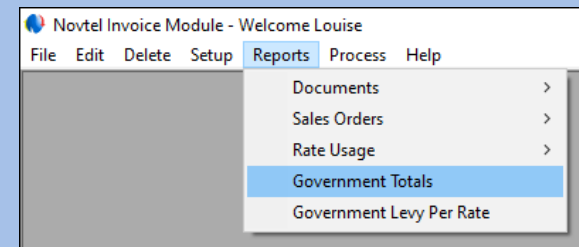
All 'Rates' linked to invoices are grouped together as follow:

Code	Description	Order Num	Invoice Num	SQM/LM	Creation Date
0102\046	3mm Silver Mirror	NGS27464	NGK08590	1	28/03/2018
		NGS27463	NGK08589	4	28/03/2018
		NGS27463	NGK08589	1	28/03/2018
		Total :		6	
0102\048	5mm Silver Mirror	NGS27465	NGK08591	1	2018/03/04
		Total :		1	

11. The Government Totals Report

The Government Totals report will indicate the Government Levy per document, for the selected period.

Click 'Reports – Government Totals'; select the date range to be viewed and click 'Accept'.



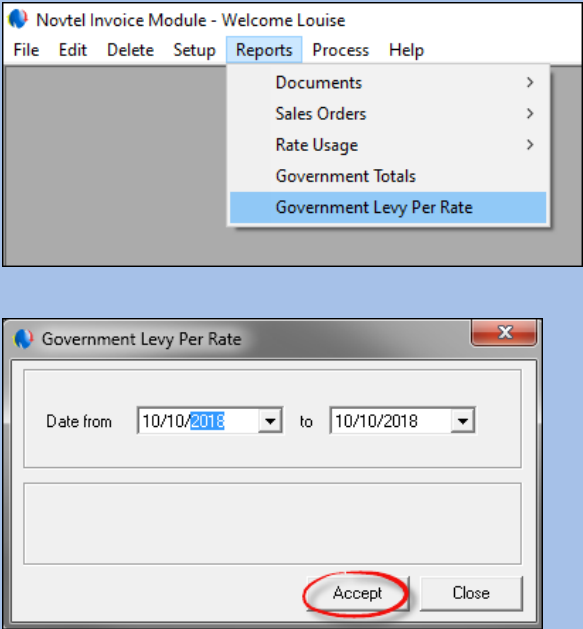
The report is displayed as follows:

Invoice Number	Customer	Invoice Date	Reference	Real SQM	Government Levy
NGK09260	BM Schultz	2018/10/10		4.95	2.48
NGK09259	Test Customer	2018/10/10		2.225	1.12
Grand Total :					3.6

From the 'File' menu, the report can be printed; emailed and saved.

12. The Government Levy Per Rate Report

This report will list the total Government Levy per rate for the selected period.
Click 'Reports – Government Levy Per Rate'; select the date range to be viewed and click 'Accept'.



The report will be produced in Microsoft Excel and lists the following **per rate**:

- ✓ The combined 'SQM Total' as sold during the selected period
- ✓ The Total Gov Levy Total Excluding VAT
- ✓ The Total Tax on the Government levy
- ✓ The Total Amount inclusive of VAT on the Government Levy

The image shows a screenshot of Microsoft Excel with the 'Government Levy Per Rate' report. The report title is 'Government Levy Per Rate' and it is for the period '10/10/2018 to 10/10/2018'. The date and time of the report are '10/10/2018 12:36:46'. The report is a table with 6 columns: Rate Code, Description, SQM Total, Gov Levy Total Excl., Gov Levy Tax, and Gov Levy Total Incl. The data is as follows:

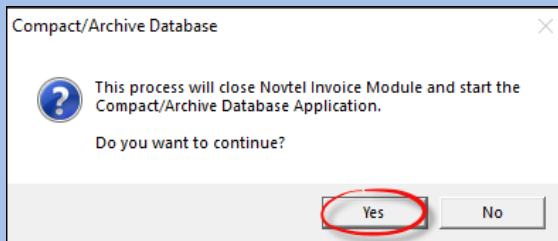
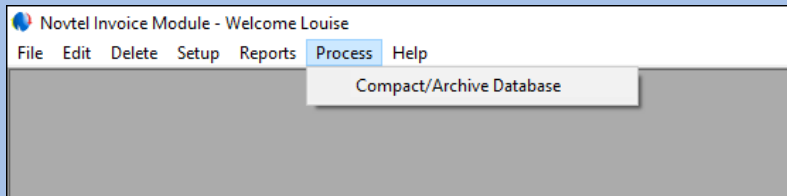
Rate Code	Description	SQM Total	Gov Levy Total Excl.	Gov Levy Tax	Gov Levy Total Incl.
0102\001	2mm\3mm Float	3.75	1.875	0.075	1.95
0102\046	3mm Silver Mirror	2.2	1.1	0.15	1.25
0102\048	5mm Silver Mirror	1.225	0.6125	0.075	0.6875
Total :		7.175	R 3.59	R 0.30	R 3.89

At the bottom, the **Combined** totals are listed as follow:

- ✓ The total SQM sold for all rates during this period
- ✓ Combined total for the Government Levy exclusive of VAT
- ✓ Combined total for the VAT on the Government Levy
- ✓ Combined total for the Government Levy Inclusive of VAT

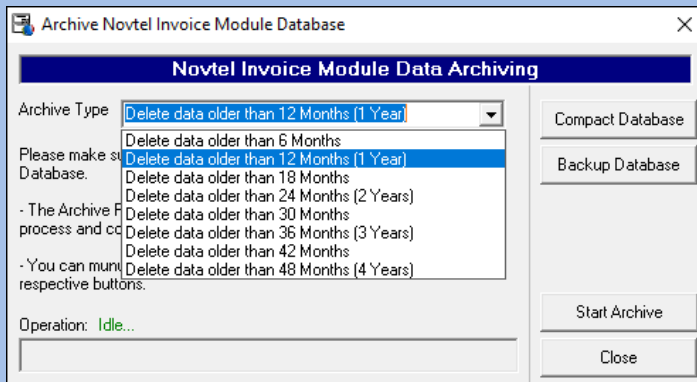
13. The Compact / Archive Database Feature

Please ensure that all Users are logged out of Novtel before starting the process.

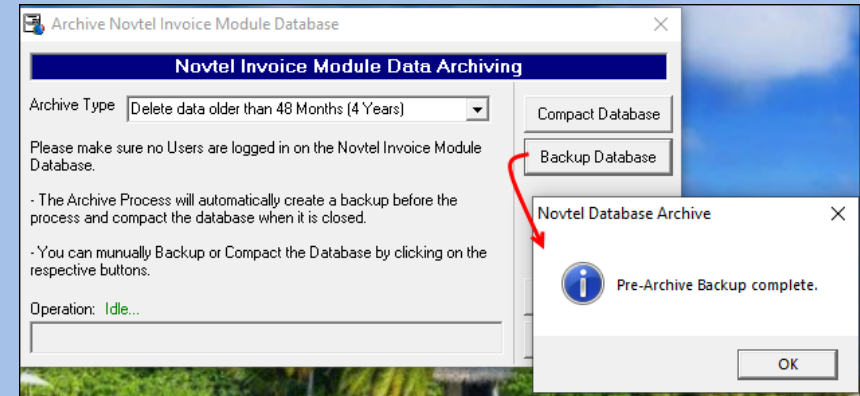


From the Process menu, the 'Compact / Archive Database' option is available which will allow the User to perform these actions:

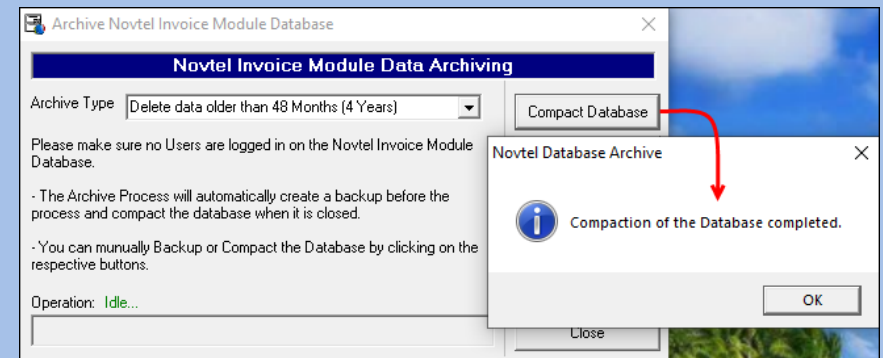
First select the 'Archive Type' to either delete data older than 6, 12, 18, 24, 30, 36, 42 or 48 months.



Manually Backup your Database

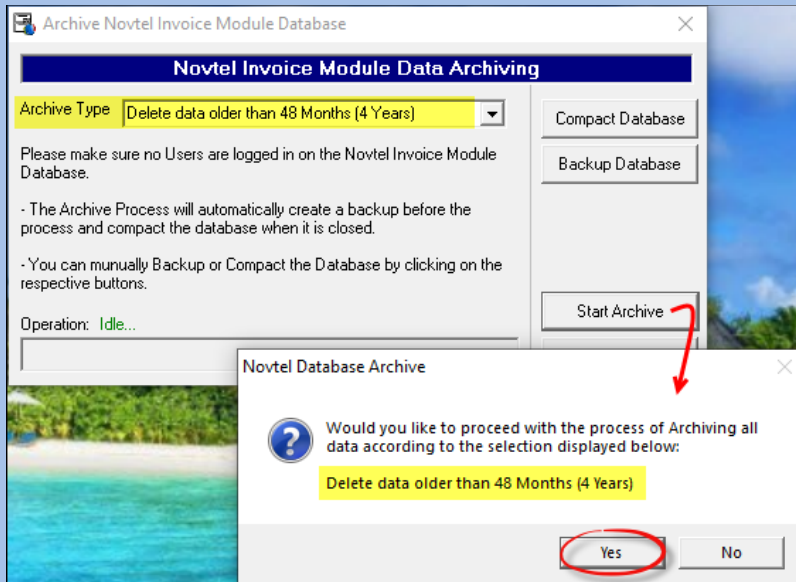


Manually Compacting your Database

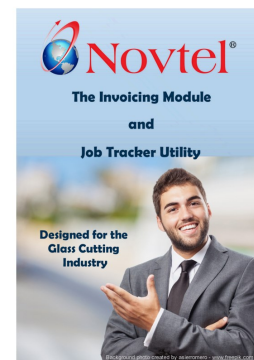
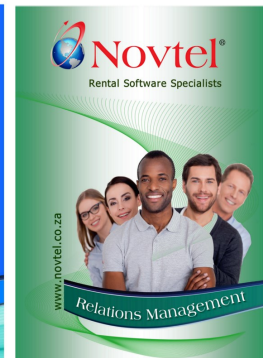
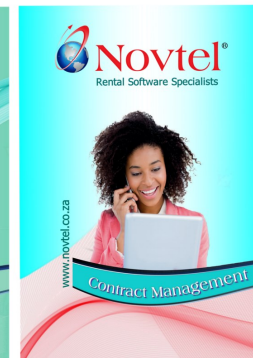
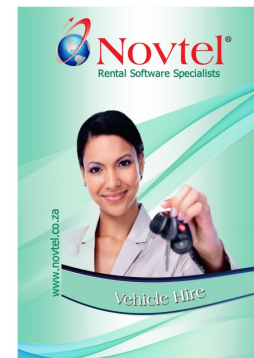
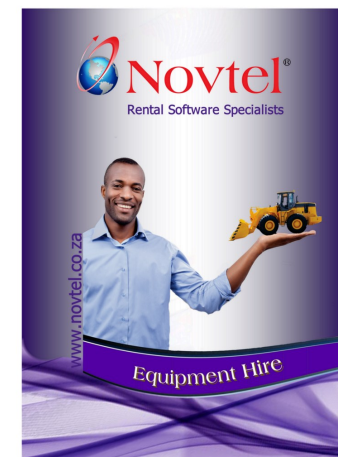
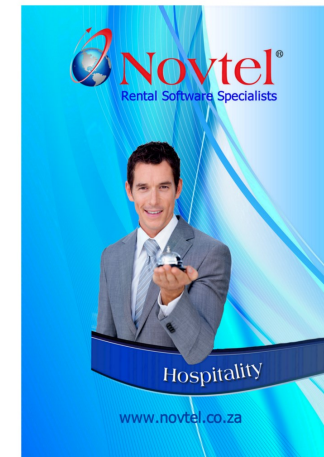
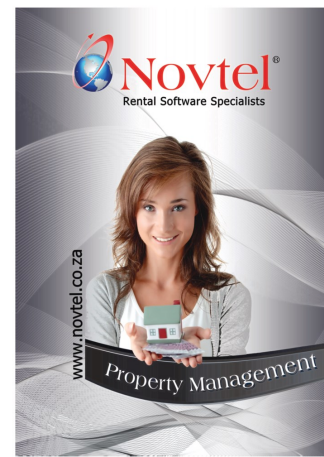
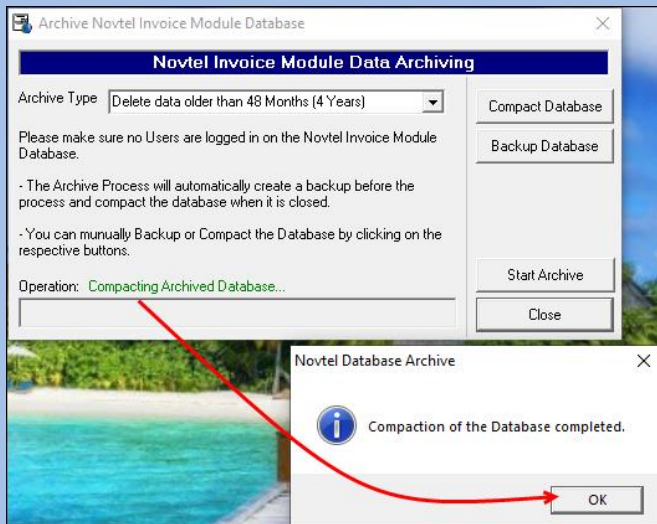


Archive your Database

This action will automatically create a backup before compacting your data and delete the older data according to your 'Archive Type' option selected.



Clicking 'Yes', the process will run, and Novtel will indicate when the action has been completed.



Product Range