

We are currently updating our site; thank you for your patience.

## PROJECTS

### PROJECTS – QUOTES

You may need to raise a quote for additional work that needs be done.

Approval from the customer is required, as the customer will be billed.

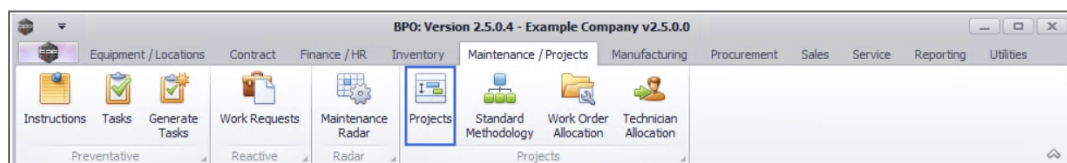
Once the customer has approved the quote, you then need to;

- [Orders - Convert to New Deal Sale / Rental](#)
- [Add Items to WO](#)

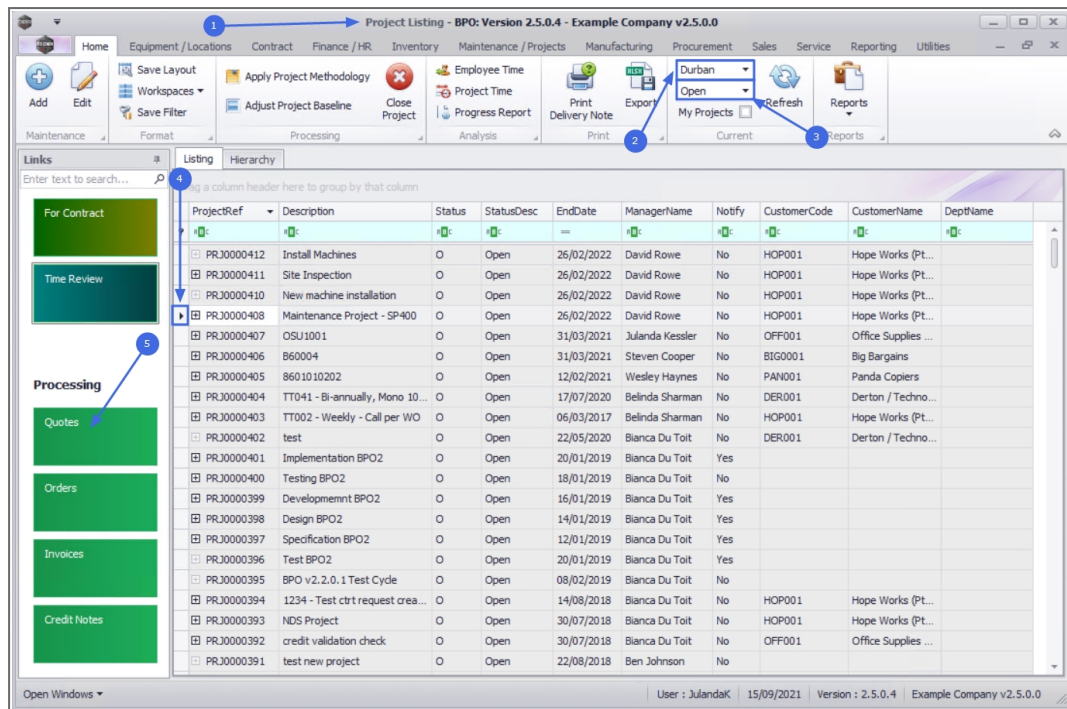
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**Ribbon Access:** Maintenance / Projects > Projects

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1. The **Project Listing** screen will be displayed.
2. Select the **Site**.
  - The example has **Durban** selected.
3. Change the **Status** to **Open**.
4. Click on the **row** of the **project** that you wish to create a quote for.
5. Click on the **Quotes** tile.



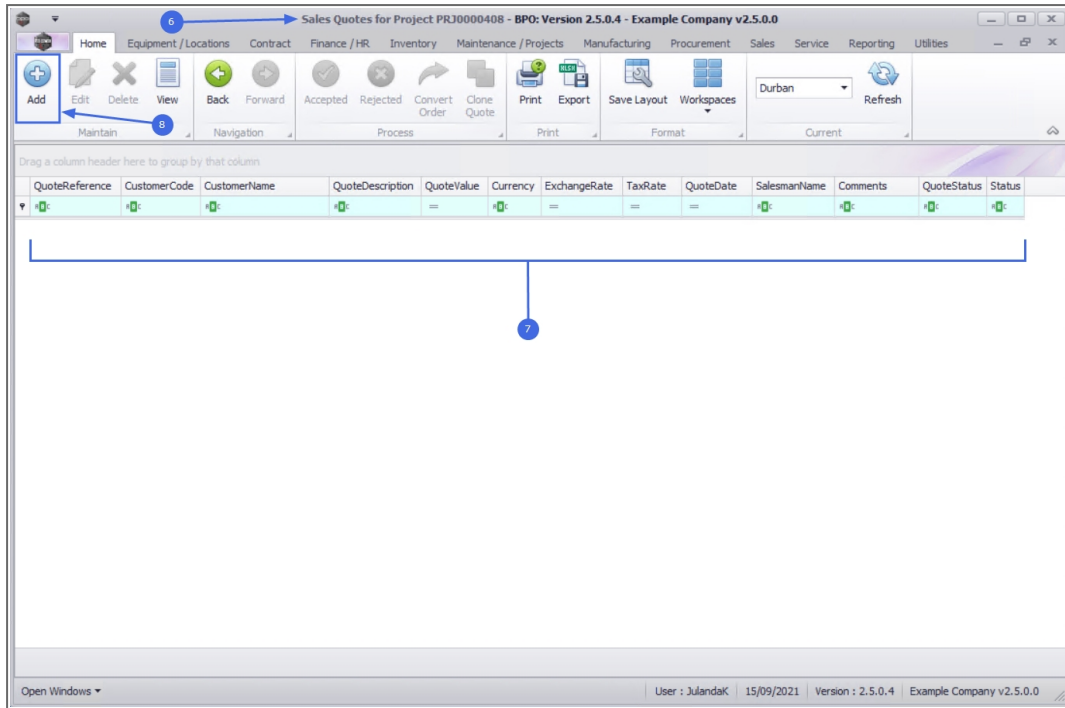
6. The **Sales Quotes for Project [project ref number]** listing screen will be displayed.
7. Any quotes that have already been created for the project will be listed on this screen.

## ADD QUOTE

8. Click on **Add**.



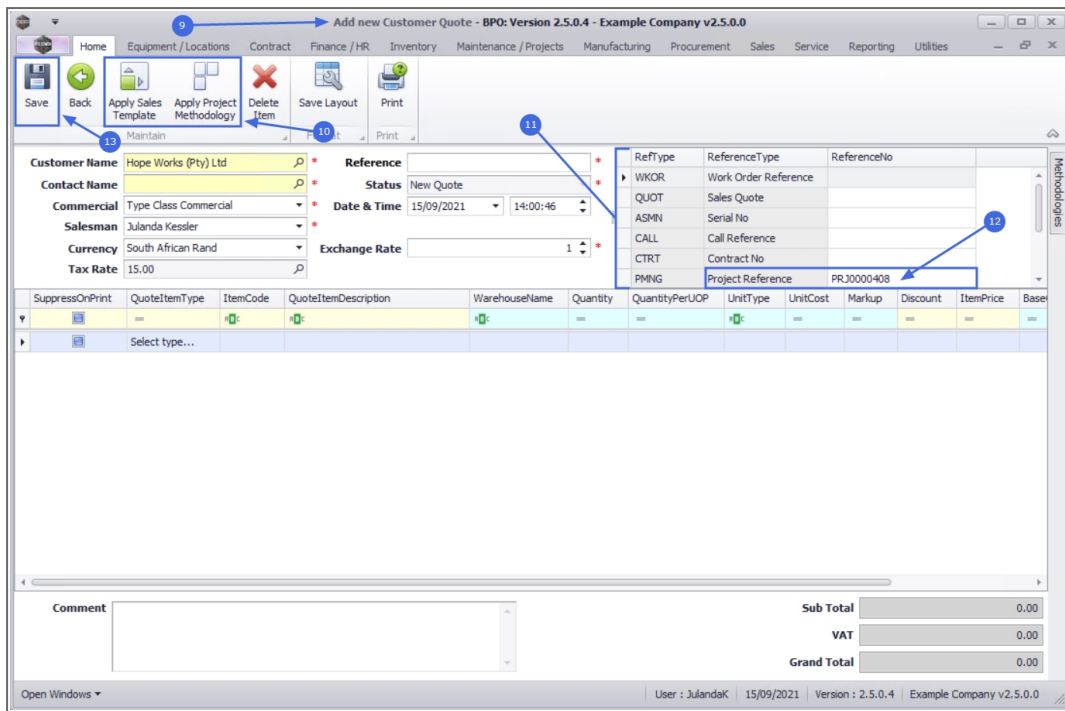
Short cut key: Right click to display the **All groups** menu list. Click on **Add**.



9. "The Add new Customer Quote screen will display. " on page 2
10. You have the option to [Quotes - Apply Sales Template](#) or [Projects - Apply Project Methodology](#) to the new sales quote.

## CROSS REFERENCE

11. This frame will display all the **linked references** linked to this project, e.g. call number, serial number.
12. When a quote is created for a project from the Project Listing screen, then the **Project Reference** number will be auto linked to the quote.
13. When you have completed the quote information, click on **Save**.



**Customer Name:** Hope Works (Pty) Ltd

**Contact Name:** Type Class Commercial

**Commercial:** Type Class Commercial

**Salesman:** Julanda Kessler

**Currency:** South African Rand

**Tax Rate:** 15.00

**Reference:** New Quote

**Status:** New Quote

**Date & Time:** 15/09/2021 14:00:46

**Exchange Rate:** 1

RefType	ReferenceType	ReferenceNo
WKOR	Work Order Reference	
QUOT	Sales Quote	
ASMN	Serial No	
CALL	Call Reference	
CTRT	Contract No	
PMNG	Project Reference	PRJ0000408

SuppressOnPrint	QuoteItem Type	ItemCode	QuoteItemDescription	WarehouseName	Quantity	QuantityPerUOP	UnitType	UnitCost	Markup	Discount	ItemPrice	Base
	Select type...											

**Comment:**

**Sub Total:** 0.00

**VAT:** 0.00

**Grand Total:** 0.00

Open Windows | User : JulandaK | 15/09/2021 | Version : 2.5.0.4 | Example Company v2.5.0.0

You will return to the **Sales Quotes for Project** listing screen.

## EDIT QUOTE

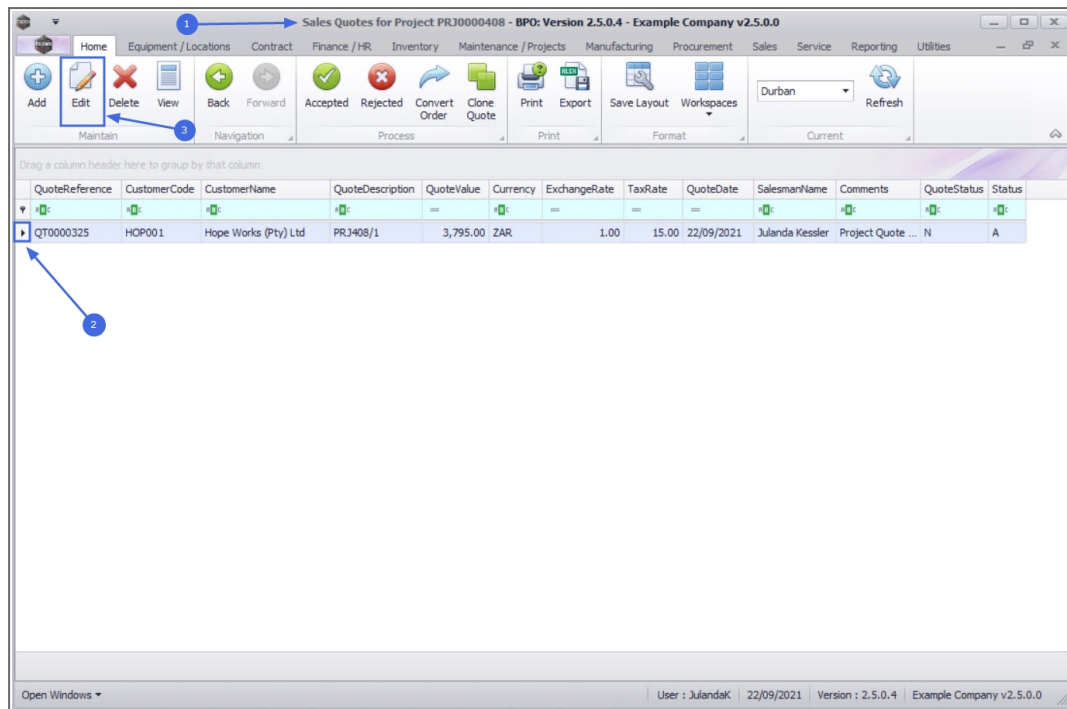
Only Quotes with a N - New Quote in the Quote Status column can be edited.

1. From the **Sales Quotes for Project** [project ref number] listing screen,
2. Click on the **row** of the Quote you wish to make changes to.
3. Click on **Edit**.

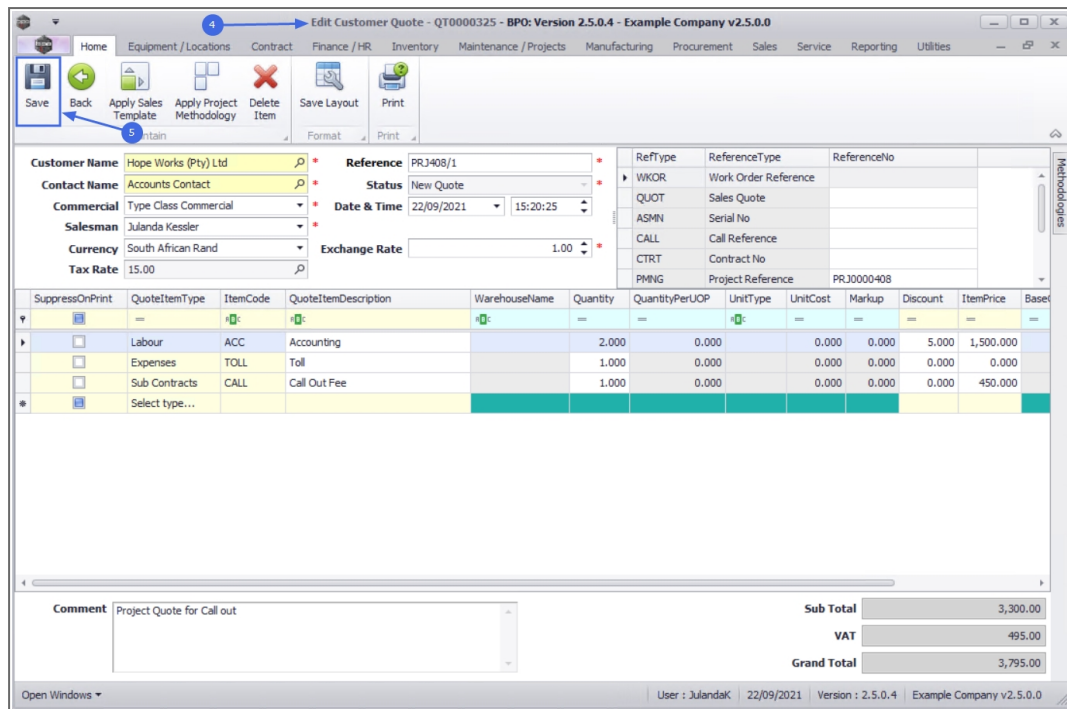


Short cut key: Right click to display the **All groups** menu list. Click on **Edit**.





4. "The Edit Customer Quote - QT[quote number] screen will display." on page 2
  - You have the option to [Quotes - Apply Sales Template](#) as well as [Quotes - Apply Project Methodology](#) to the Quote.
  - Make changes to the **Heading Information** or to Items in the **Sales Items grid**.
5. Click on **Save** to save the changes and to return to the **Sales Quotes for Project** listing screen.



## DELETE QUOTE

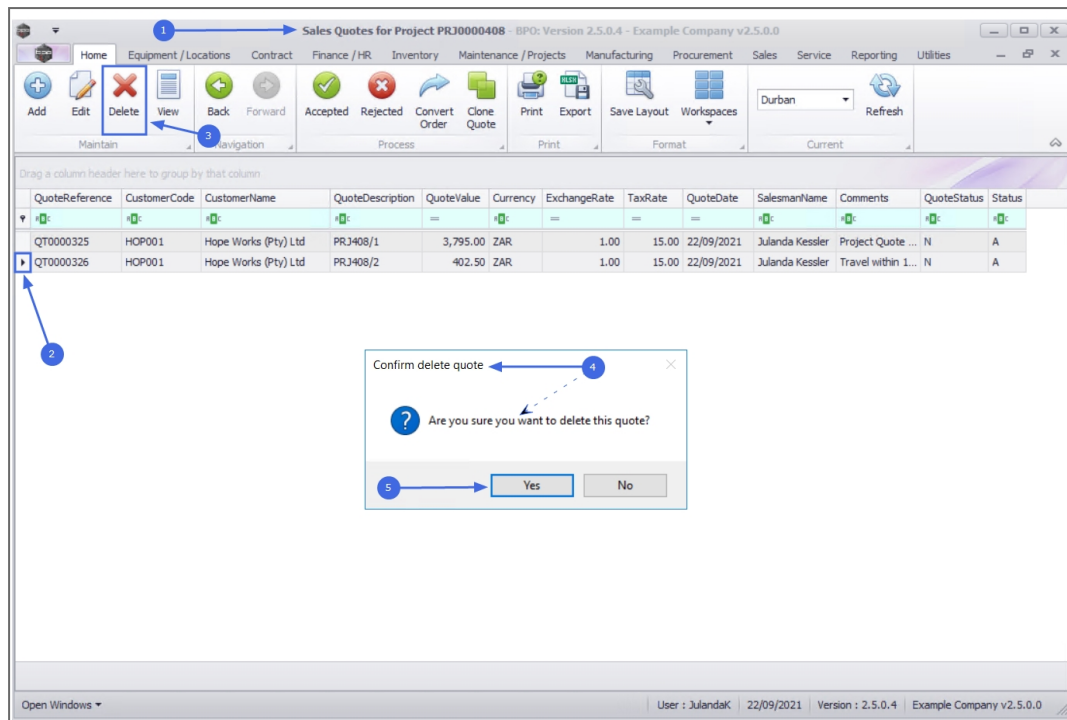
Only Quotes with a N - New Quote in the Quote Status column can be deleted.

1. From the **Sales Quotes for Project** [project ref number] listing screen,
2. Click on the **row** of the Sales Quote you wish to **remove**.
3. Click on **Delete**.



Short cut key: Right click to display the **All groups** menu list. Click on **Delete**.

4. When you receive the **Confirm delete quote** message to confirm;
  - **Are you sure you want to delete this quote?**
5. Click on **Yes** if you are certain of your selection.

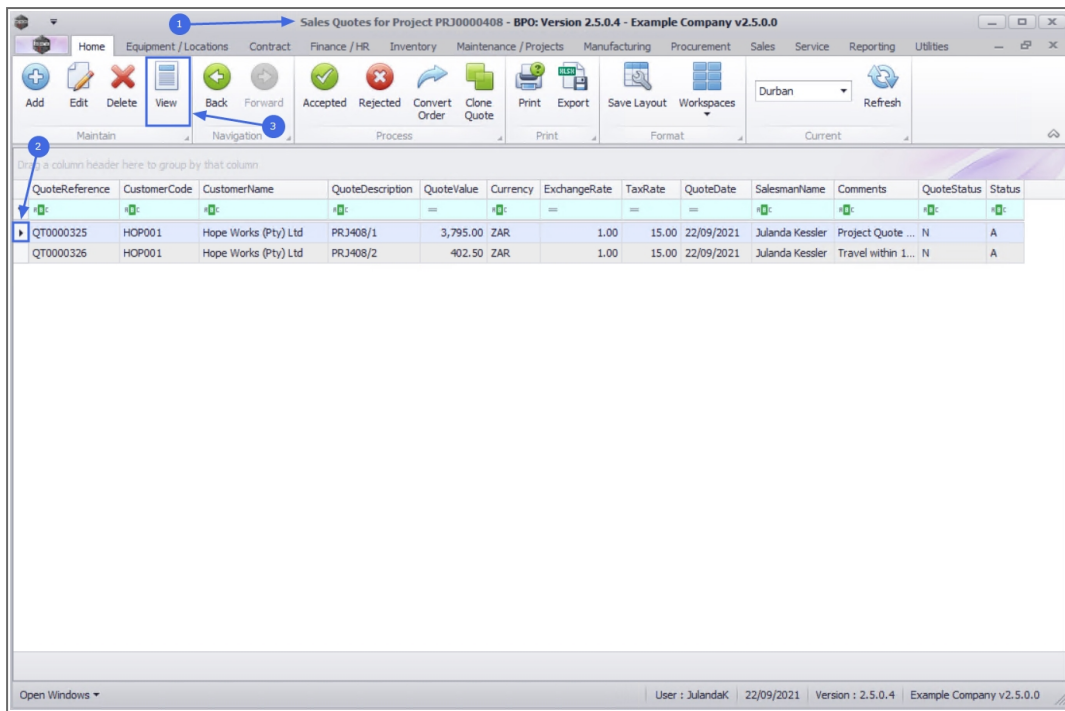


The Sales Quote will be **removed** from the **Sales Quotes for Project** listing screen.

## VIEW QUOTE

A Quote in any Quote Status can be Viewed.

1. From the **Sales Quotes for Project** [project ref number] screen,
2. Click on the **row** of the Sales Quote you wish to **view**.
3. Click on **View**



4. The **View Customer Quote** - [quote number] screen will display.



No changes can be made to the information on the Quote.

5. Click on **Back** to return to the **Sales Quotes for Customer** listing screen.

View Customer Quote - QT0000325 - BPO: Version 2.5.0.4 - Example Company v2.5.0.0

Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reporting Utilities

Back Save Layout Print

Customer Name: Hope Works (Pty) Ltd \* Reference: PRJ408/1 \* Status: New Quote \* Date & Time: 22/09/2021 15:20:25 \* Exchange Rate: 1.00 \* Tax Rate: 15.00

RefType	ReferenceType	ReferenceNo
WKOR	Work Order Reference	
QUOT	Sales Quote	
ASMN	Serial No	
CALL	Call Reference	
CTRT	Contract No	
PMNG	Project Reference	PRJ0000408

SuppressOnPrint	QuoteItem Type	ItemCode	QuoteItemDescription	WarehouseName	Quantity	QuantityPerUOP	UnitType	UnitCost	Markup	Discount	ItemPrice	Base
No	CRFT	ACC	Accounting		2.000	0.000		0.000	0.000	5.000	1,500.000	
No	EXPS	TOLL	Toll		1.000	0.000		0.000	0.000	0.000	0.000	
No	CTRT	CALL	Call Out Fee		1.000	0.000		0.000	0.000	0.000	450.000	

Comment: Project Quote for Call out

Sub Total: 3,300.00  
VAT: 495.00  
Grand Total: 3,795.00

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## FORWARD NAVIGATION

The *Forward* navigation button is only available in the Invoiced Quote status after the Sales Quote has been Converted to Order.

This feature enables the user to quickly navigate to related documentation.

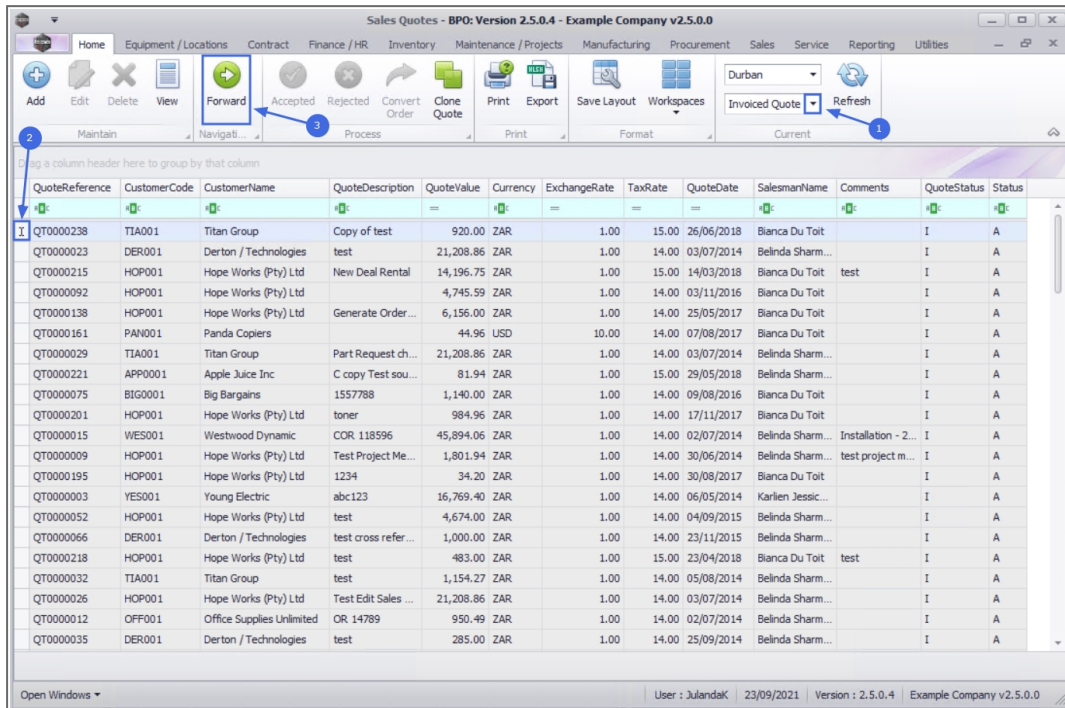
You can navigate to the Sales Orders listing screen where you can view the Sales Order that has been created for the selected Sales Quote.

1. From the Sales Quotes list screen, change the **Status** to *Invoiced Quote* to display a list of all invoiced quotes.
2. Click on the **row** of the Invoiced Quote you wish to view.
3. Click on **Forward** to navigate to the Sales Orders listing screen.



If the Forward navigation is available (not greyed out) then further downstream process documents related to the selected order is available and you can

thus navigate to those downstream documents, e.g. the linked Sales Invoice, the new deal Call or Project.



QuoteReference	CustomerCode	CustomerName	QuoteDescription	QuoteValue	Currency	ExchangeRate	TaxRate	QuoteDate	SalesmanName	Comments	QuoteStatus	Status
QT00000238	TIA001	Titan Group	Copy of test	920.00	ZAR	1.00	15.00	26/06/2018	Bianca Du Toit		I	A
QT00000223	DER001	Derton / Technologies	test	21,208.86	ZAR	1.00	14.00	03/07/2014	Belinda Sharm...		I	A
QT00000215	HOP001	Hope Works (Pty) Ltd	New Deal Rental	14,196.75	ZAR	1.00	15.00	14/03/2018	Bianca Du Toit	test	I	A
QT00000092	HOP001	Hope Works (Pty) Ltd		4,745.59	ZAR	1.00	14.00	03/11/2016	Bianca Du Toit		I	A
QT00000138	HOP001	Hope Works (Pty) Ltd	Generate Order...	6,156.00	ZAR	1.00	14.00	25/05/2017	Bianca Du Toit		I	A
QT00000161	PAN001	Panda Copiers		44.96	USD	10.00	14.00	07/08/2017	Bianca Du Toit		I	A
QT00000029	TIA001	Titan Group	Part Request ch...	21,208.86	ZAR	1.00	14.00	03/07/2014	Belinda Sharm...		I	A
QT00000221	APP0001	Apple Juice Inc	C copy Test sou...	81.94	ZAR	1.00	15.00	29/05/2018	Belinda Sharm...		I	A
QT00000075	BIG0001	Big Bargains	1557788	1,140.00	ZAR	1.00	14.00	09/08/2016	Bianca Du Toit		I	A
QT00000201	HOP001	Hope Works (Pty) Ltd	toner	984.96	ZAR	1.00	14.00	17/11/2017	Bianca Du Toit		I	A
QT00000015	WES001	Westwood Dynamic	COR 118596	45,894.06	ZAR	1.00	14.00	02/07/2014	Belinda Sharm...	Installation - 2...	I	A
QT00000009	HOP001	Hope Works (Pty) Ltd	Test Project Me...	1,801.94	ZAR	1.00	14.00	30/06/2014	Belinda Sharm...	test project m...	I	A
QT00000195	HOP001	Hope Works (Pty) Ltd	1234	34.20	ZAR	1.00	14.00	30/08/2017	Bianca Du Toit		I	A
QT00000003	YES001	Young Electric	abc123	16,769.40	ZAR	1.00	14.00	06/05/2014	Karlen Jessic...		I	A
QT00000052	HOP001	Hope Works (Pty) Ltd	test	4,674.00	ZAR	1.00	14.00	04/09/2015	Belinda Sharm...		I	A
QT00000066	DER001	Derton / Technologies	test cross refer...	1,000.00	ZAR	1.00	14.00	23/11/2015	Belinda Sharm...		I	A
QT00000218	HOP001	Hope Works (Pty) Ltd	test	483.00	ZAR	1.00	15.00	23/04/2018	Bianca Du Toit	test	I	A
QT00000032	TIA001	Titan Group	test	1,154.27	ZAR	1.00	14.00	05/08/2014	Belinda Sharm...		I	A
QT00000026	HOP001	Hope Works (Pty) Ltd	Test Edit Sales ...	21,208.86	ZAR	1.00	14.00	03/07/2014	Belinda Sharm...		I	A
QT00000012	OFF001	Office Supplies Unlimited	OR 14789	950.49	ZAR	1.00	14.00	02/07/2014	Belinda Sharm...		I	A
QT00000035	DER001	Derton / Technologies	test	285.00	ZAR	1.00	14.00	25/09/2014	Belinda Sharm...		I	A

## BACK NAVIGATION

- The **Back** navigation button is available and by clicking on it will you can navigate back until you return to the **Sales Quotes** listing screen.

Sales Orders - BPO: Version 2.5.0.4 - Example Company v2.5.0.0

Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete View Back Forward Create Invoice Create New Deal Add Items to WO New Deal Project Save Layout Workspaces Print Sales Order Print Proforma Invoice Export Durban Refresh

Drag a column header here to group by that column

OrderNo	CustomerCode	CustomerName	OrderStatusDesc	OrderDescription	OrderValue	Currency	OrderDate	SalesmanName	ExchangeRate	TaxRate	OrderTime	DeptCode
OR0000207	NET001	Networking and Lapto...	New order	test	564.30	ZAR	03/08/2017	Blanca Du Toit	1.00	14.00	01:10:42	
OR0000218	TIN001	Tinas Coffee Shop	New order	test	24,071.10	ZAR	14/08/2017	Blanca Du Toit	1.00	1.00	11:18:17	
OR0000220	BET0001	Betties Summer Shop ...	New order	1234	23,029.07	ZAR	21/08/2017	Blanca Du Toit	1.00	14.00	11:49:29	
OR0000221	HOP001	Hope Works (Pty) Ltd	New order		4,745.59	ZAR	04/09/2017	Blanca Du Toit	1.00	14.00	14:49:36	
OR0000222	SAM001	Samanthas Diner	New order	test	402.85	USD	04/09/2017	Blanca Du Toit	10.00	0.00	02:50:18	
OR0000251	HOP001	Hope Works (Pty) Ltd	New order	test	575.00	ZAR	23/04/2018	Blanca Du Toit	1.00	15.00	02:58:26	
OR0000257	DER001	Derton / Technologies	New order		6,119.52	ZAR	21/05/2018	Blanca Du Toit	1.00	14.00	14:16:30	
OR0000281	TIA001	Titan Group	New order	Copy of test	920.00	ZAR	09/01/2019	Blanca Du Toit	1.00	15.00	16:47:51	
OR0000282	HOP001	Hope Works (Pty) Ltd	New order	1234	920.00	ZAR	09/01/2019	Blanca Surend...	1.00	15.00	04:48:13	
OR0000283	HOP001	Hope Works (Pty) Ltd	New order	test	0.00	ZAR	09/01/2019	Blanca Surend...	1.00	15.00	04:50:21	
OR0000284	HOP001	Hope Works (Pty) Ltd	New order	1234	0.00	ZAR	09/01/2019	Blanca Surend...	1.00	15.00	04:51:52	
OR0000285	BEA001	Bearing and Shoe	New order	TestQuoteStatus	1,104.00	ZAR	09/01/2019	Blanca Surend...	1.00	15.00	04:58:22	
OR0000286	BEA001	Bearing and Shoe	New order	quotereftest	0.00	ZAR	09/01/2019	Blanca Surend...	1.00	15.00	04:59:34	
OR0000287	APP0001	Apple Juice Inc	New order	8745	993.60	ZAR	09/01/2019	Blanca Surend...	1.00	15.00	05:06:46	
OR0000297	NEW101	New Customer Test	New order	test	150.00	ZAR	17/09/2019	Blanca Du Toit	1.00	15.00	10:46:59	
OR0000300	HOP001	Hope Works (Pty) Ltd	New order	test	241,500.00	ZAR	07/04/2020	Kame Pillay	1.00	15.00	12:31:21	
OR0000303	PIN0001	Pink Shoes	New order	Test email	241,895.60	ZAR	09/04/2020	Kame Pillay	1.00	15.00	16:35:25	
OR0000304	OFF001	Office Supplies Unlimit...	New order	test 1	12,333.75	ZAR	14/04/2020	Sne Ndwalande	1.00	15.00	10:27:06	
OR0000305	PAN001	Panda Copiers	New order	Test	854.00	USD	14/04/2020	Kame Pillay	10.00	0.00	11:59:51	
OR0000308	TIA001	Titan Group	New order	MRTTest	885.50	ZAR	22/04/2020	Marc Repsold	1.00	15.00	12:38:44	

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## ACCEPT QUOTE

Only quotes with a N - New Quote in the Quote Status can be Accepted.

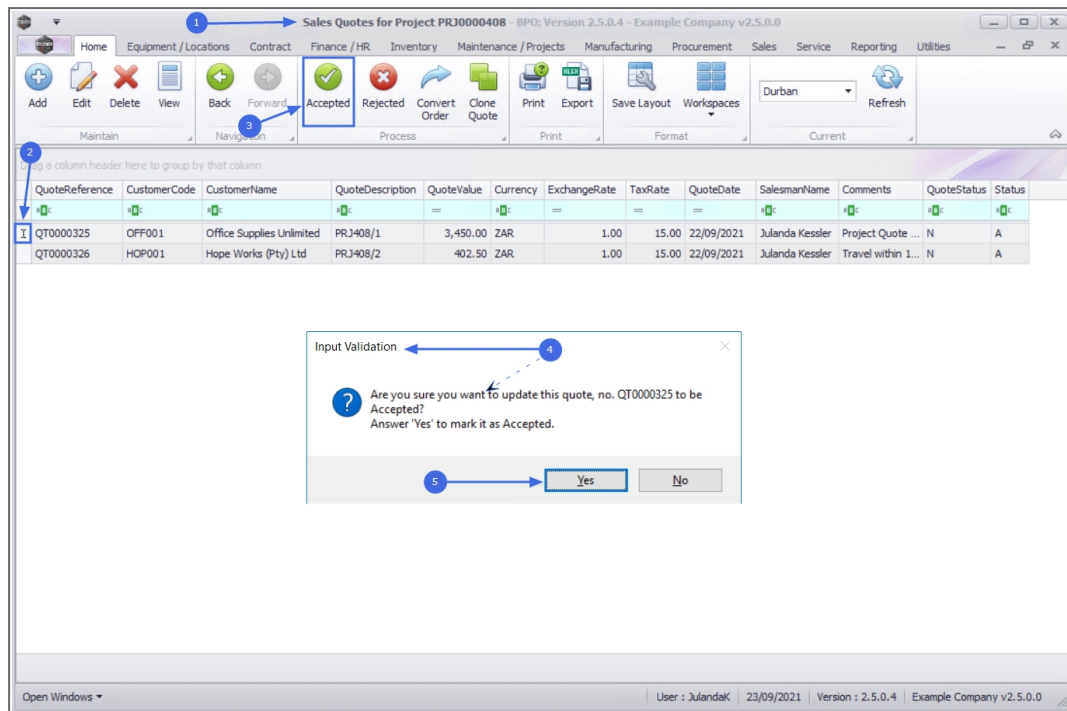
1. From the **Sales Quotes for Project** [project ref number] screen,
2. Click on the **row** of the Sales Quote you wish to **accept**.
3. Click on **Accepted**.



Short cut key: Right click to display the **All groups** menu list. Click on **Accepted**.

3. When you receive the **Input Validation** message to confirm;
  - **Are you sure you want to update this quote, no. [quote number] to be Accepted? Answer 'Yes' to mark it as Accepted.**
4. Click on **Yes**.





The Quote Status for the selected Quote has changed to **[A] - Accepted** on the **Sales Quotes for Customer** listing Screen.

## REJECT QUOTE

A quote can be rejected from the **Sales Quotes for Customer** listing screen where the Quote Status is set to **[N] - New Quote** or **[A] - Accepted**.

1. From the **Sales Quotes for Projects [project number]** screen,
2. Click on the **row** of the Sales Quote that needs to be **rejected**.
3. Click on **Rejected**.

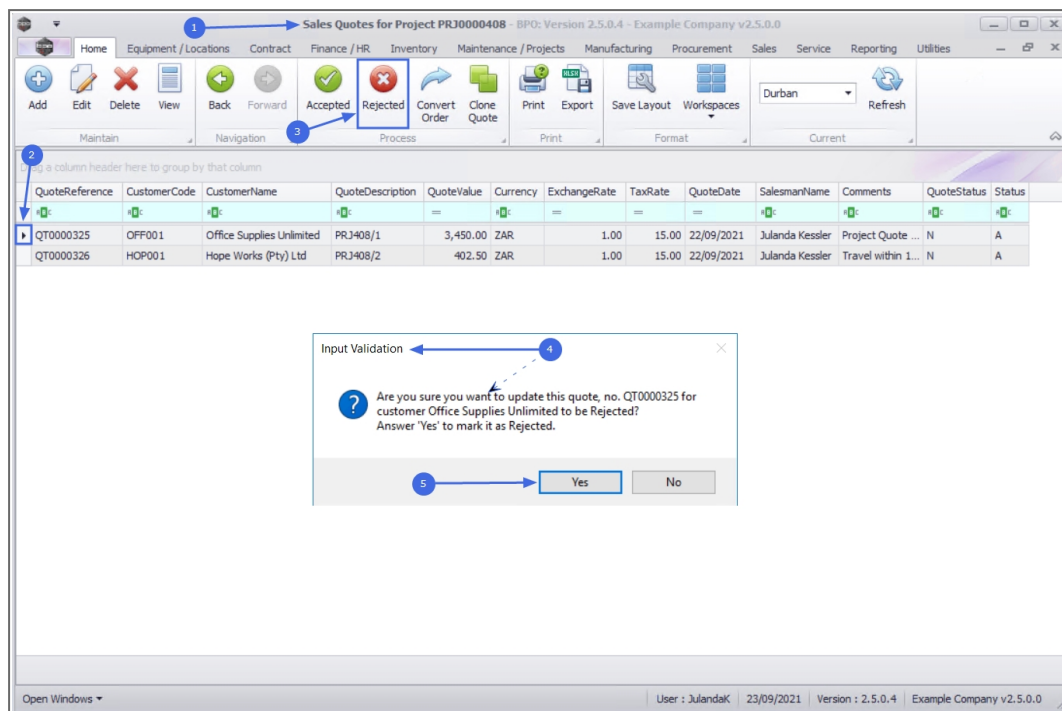


Short cut key: Right click to display the **All groups** menu list. Click on **Rejected**.

3. When you receive the **Input Validation** screen to confirm;
  - **Are you sure you want to update this quote, no. QT[quote number] to be Rejected? Answer 'Yes' to mark it as Rejected.**



4. Click on **Yes**.



The Quote Status for the selected Quote has changed to **[R] - Rejected** on the **Sales Quotes for Customer** listing Screen.

## CONVERT QUOTE TO ORDER

A quote can be converted to a sales order from the **Sales Quotes for Customer** listing screen where the Quote Status is set to **[N] - New Quote** or **[A] - Accepted**.

1. From the **Sales Quotes for Project** [project ref number] screen,
2. Click on the **row** of the Sales Quote that you wish to **convert** to a sales order.
3. Click on **Convert Order**.

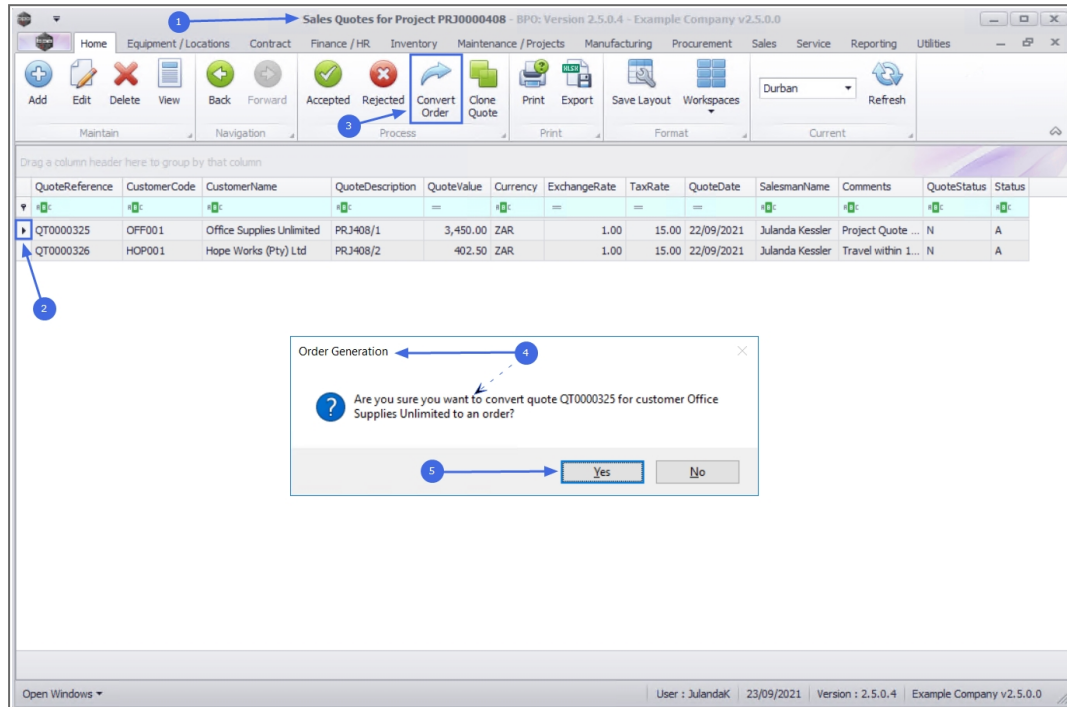


Short cut key: Right click to display the **All groups** menu list. Click on **Order**.

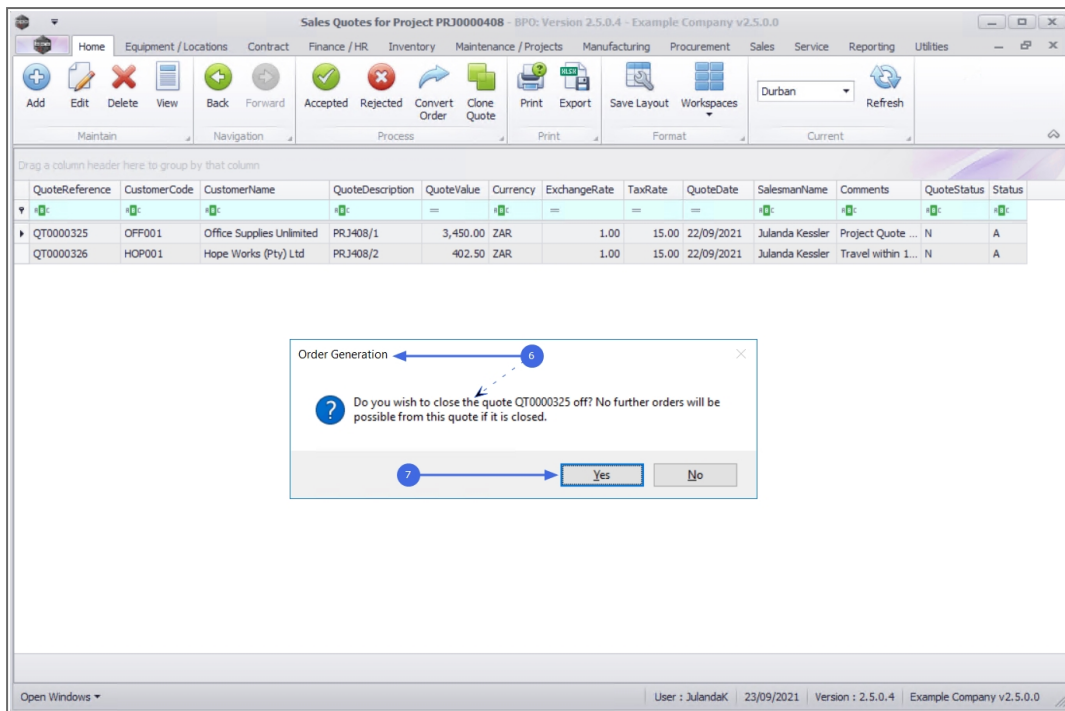


You will receive **three (3)** prompt messages to confirm the transaction:

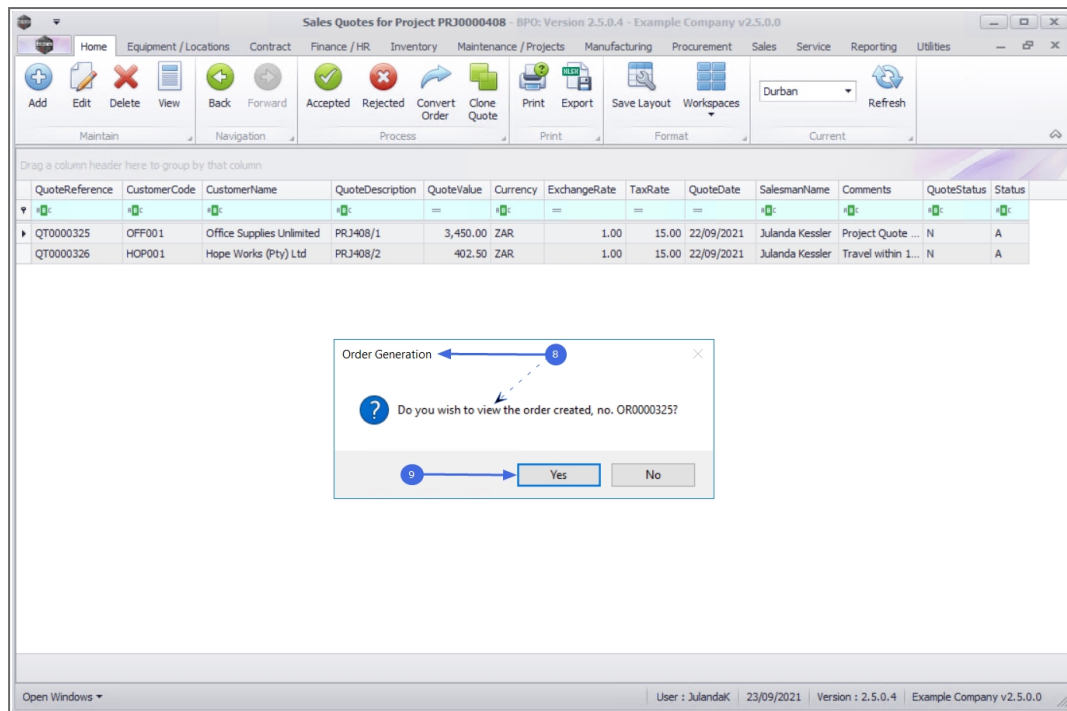
4. When you receive the first **Order Generation** message to confirm;
  - **Are you sure you want to convert quote QT[quote number], for Customer [customer name] to an order?**
5. Click on **Yes**.



6. The second **Order Generation** message will confirmation;
  - **Do you wish to close the quote [quote number] off? No further orders will be possible from this quote if it is closed.**
7. Click on **Yes**.



8. The third **Order Generation** message will confirm;
  - **Do you wish to view the order created, no. OR[order number]?**
9. Click **Yes** to view the order.
  - Selecting **No** will leave you on the **Sales Quotes for Customer** screen.



The **Sales Orders** listing screen will display the a list of all **New Orders** for the **Site** you have selected.



For a detailed handling of this topic refer to [Quotes - Convert to Sales Order](#)

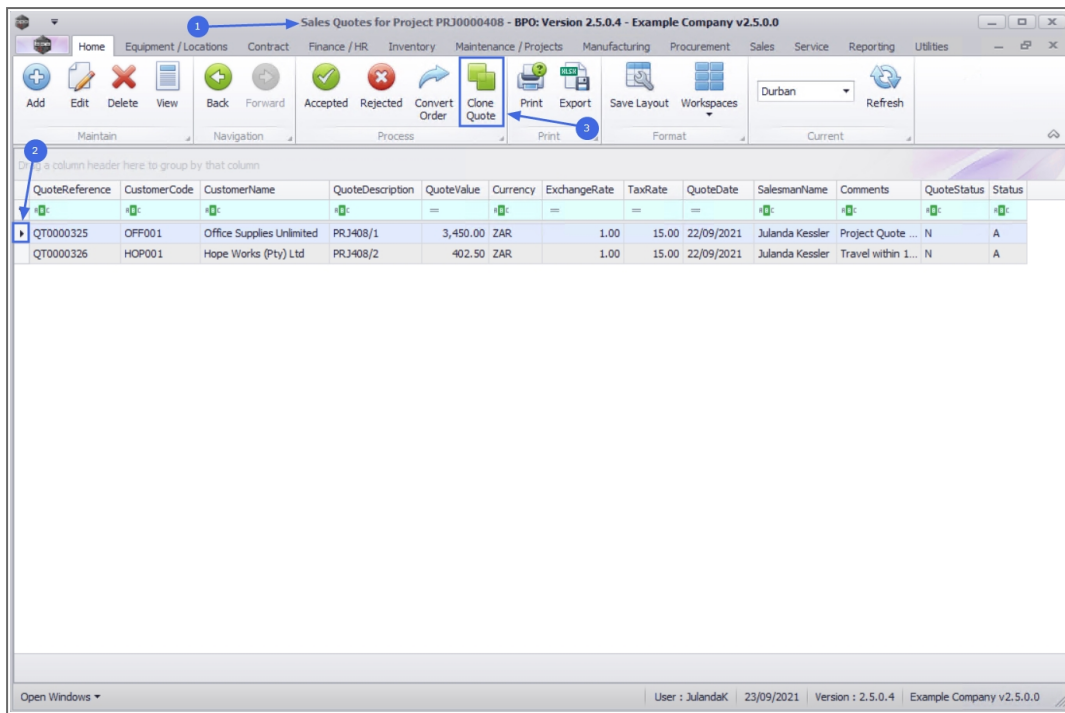
## CLONE A QUOTE

The nature of cloning a quote is to **save time** when creating new quotes for customers. Using this method, ensures that most of the details of the quote would remain the same. You may wish to **edit** some of the details, for example, the customer, the discount amount or **add** items such as a warranty to the quote.

1. From the **Sales Quotes for Project** [project ref number] screen,
2. Select the **row** of the quote you wish to clone.
3. Click on **Clone Quote**.



Short cut key: Right click to display the **All groups** menu list. Click on **Clone**.



4. The **Add new Customer Quote** screen will display.



It is important that a new Reference is entered as it is used to find and identify the quote once it has been processed.

5. You can edit any of the **Customer Heading**, **Financial Heading** or **Cross Reference** details, if required.
6. Edit the **Line Item details**, if required.
7. You can also choose to apply a [Quotes - Apply Sales Template](#), which will be appended to the existing quote items, as well as [Quotes - Apply Project Methodology](#) to the cloned quote, if required.



For a detailed handling of this topic refer to [Quotes - Clone a Quote](#)

4 Add new Customer Quote - BPO: Version 2.5.0.4 - Example Company v2.5.0.0

Remember to change the Reference Number for the new quote

5

7

Customer Name: Office Supplies Unlimited  
 Contact Name: Accounts Contact  
 Commercial: Type Class Commercial  
 Salesman: Julanda Kessler  
 Currency: South African Rand  
 Tax Rate: 15.00

Reference: PRJ408/1  
 Status: New Quote  
 Date & Time: 23/09/2021 15:53:45  
 Exchange Rate: 1.00

RefType	ReferenceType	ReferenceNo
WKOR	Work Order Reference	
QUOT	Sales Quote	
ASMN	Serial No	
CALL	Call Reference	
CTRT	Contract No	
PMNG	Project Reference	

SuppressOnPrint	QuoteItem Type	ItemCode	QuoteItemDescription	WarehouseName	Quantity	QuantityPerUOP	UnitType	UnitCost	Markup	Discount	ItemPrice	Base
<input type="checkbox"/>	Labour	ACC	Accounting		2.000	0.000		0.000	0.000	0.000	1,500.000	
<input type="checkbox"/>	Expenses	TOLL	Toll		1.000	0.000		0.000	15.000	0.000	0.000	
<input type="checkbox"/>	Sub Contracts	CALL	Call Out Fee		1.000	0.000		0.000	15.000	0.000	0.000	
<input type="checkbox"/>	Select type...											

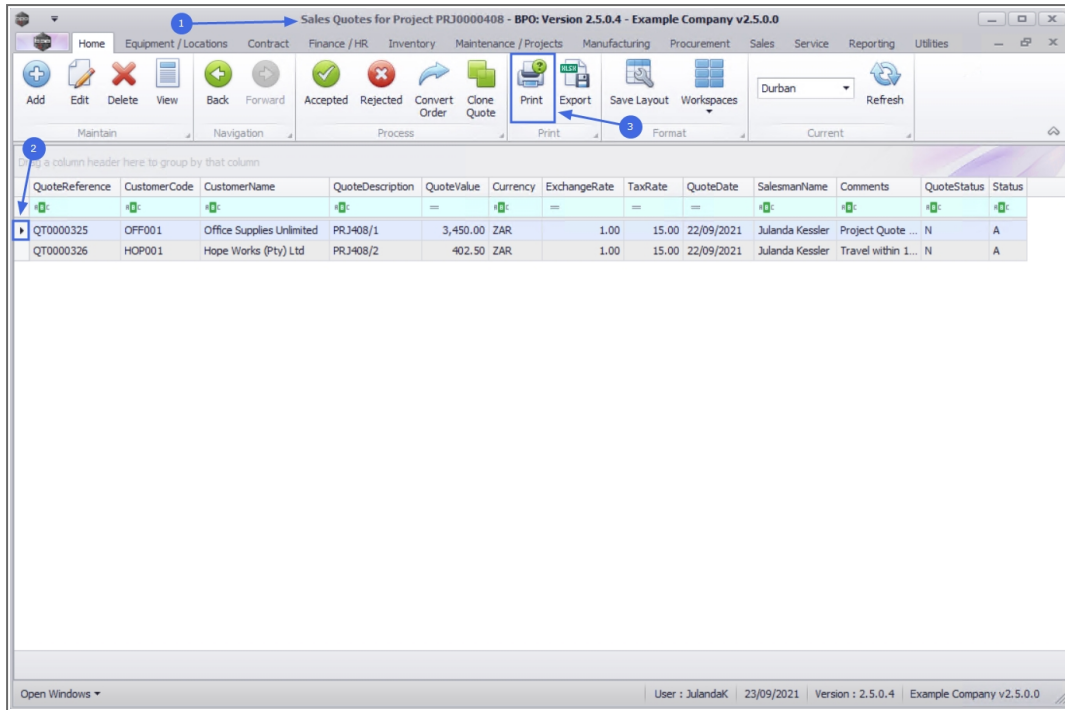
Comment: Project Quote for Call out

Sub Total: 3,000.00  
 VAT: 450.00  
 Grand Total: 3,450.00




Open Windows User: JulandaK 23/09/2021 Version: 2.5.0.4 Example Company v2.5.0.0

## PRINT QUOTE

1. From the **Sales Quotes for Project** [project ref number] listing screen,
2. Click on the **row** of the Quote you wish to print.
3. Click on **Print**.



4. The **Select the option as desired** message screen will display with the following options;

-  **Print Quote** will open the Sales Quote in the Preview screen to view, print, export or email.
-  **Email Quote** will allow you to add recipients and the system will create a .pdf of the Sales Quote as an Attachment to the email.
-  **Print and Email Quote** will display both the Report Preview and Email screens.

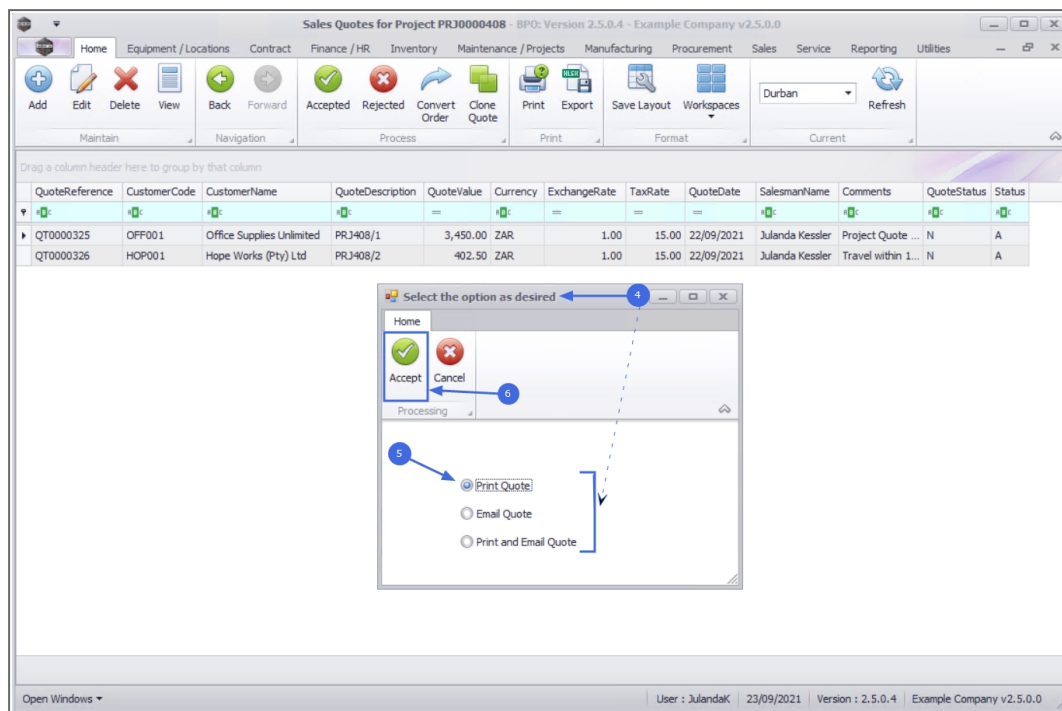
5. Click on the **radio button** of the option you require.



When selecting to **Email the Quote**, the quote will be emailed via the **BPO Email Service** on the server (not from MS Outlook).

- The example has **Print Quote** selected.

## 6. Click on **Accept**.

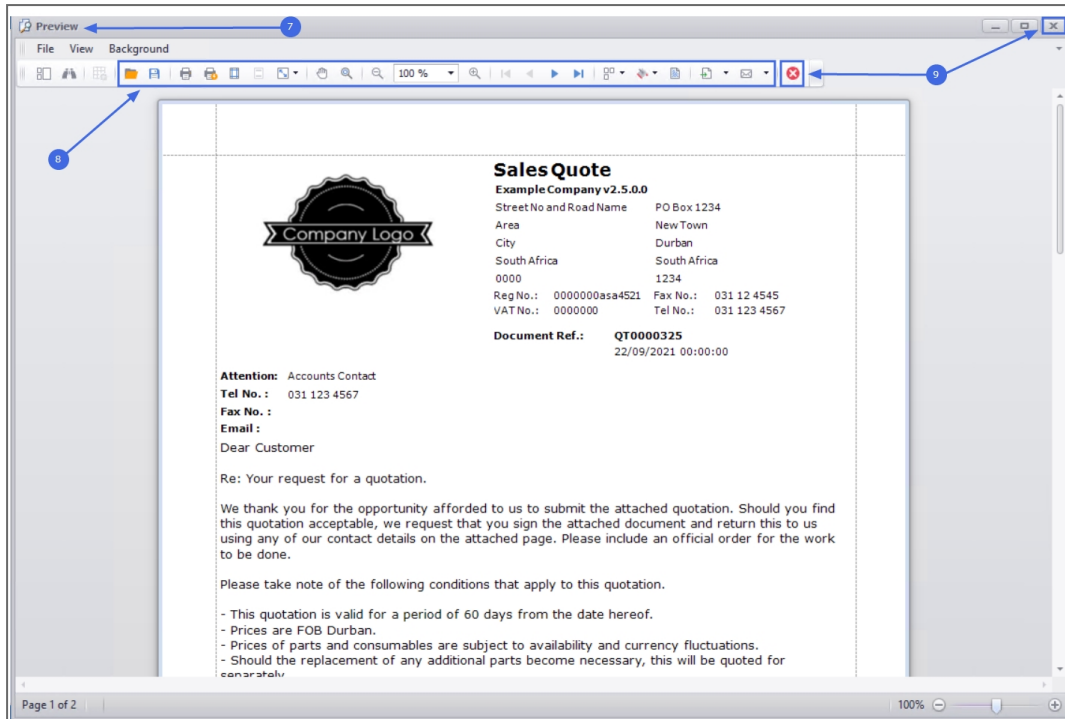


## 7. The Sales Quote will display in the **Preview** screen.

## 8. From this screen you can make cosmetic changes to the document, as well as **Save**, **Print**, **Export**, **Add a Watermark** or **Email** the Sales Quote.

## 9. Click **Close** to return to the **Sales Quotes for Project** screen.





MNU.058.011

