

Annexure A - SANAS Web services to automate / integrate finance and KD processes

SANAS requires suitably interested Sage value-added reseller (VAR) to submit their proposal to develop and or implement ready-made / customised web services using the SAGE REST API's so that we can integrate our Course management system (CMS) platformed on SharePoint 2016 and using SQL 2016 as they database engines to our Sage Evolution V10

Please refer to course management system (CMS) process flow, this process flow will need to be also automated

Furthermore, we would like to automate our quotation / invoice as well payment process to save time and more importantly errors. Therefore, we will be generating quotations and invoices within Sage evolution need to be explored and upload into the CMS system as well as sent to the client

As all quotations, invoices and payments must be stored in **PDF format** on our server so that our clients can access on demand **within** the portal implies that the webservices must provide bi-directional access to both our Sage evolution and our CMS, by this we mean and by no means limited to:

- The extraction of SAGE data must be exported and saved on one of our on-premises servers temporary repository whereby our developers can access, import, and manipulate the data and store into our SQL databases for our clients to access on the user portal having the relevant reference key field available for linking to our CMS for importing into documents and reports
- Likewise, quotations, invoices, statements must be exported and saved in a repository in PDF format for our developers to import into our user portal, furthermore, quote approvals, invoice payments etc, must be made available for both import to SAGE and emailing
- There will be times where we will bypass the quotation / invoice process depending on the type of assessment we will be performing
- The quotation can be either approved or rejected by the user and automated notifications sent by email to finance and KT team as well as reflecting as such on the user portal
- On quotation approval, an invoice is generated and sent to client via email or exported in PDF and imported into CMS user portal
- the client can download and review the invoice again can be approved or reject the invoice
 - on rejection, the process either stops or be restarted by SANAS
 - on approval, payment can be made online or by eft as the client chooses
- client will be directed to a payment system as approved by FNB
- on successfully payment, the proof of payment sent by the clients as an attachment to SANAS, via email and displayed on the user portal (we could get the ref number but not sure how it will work with sage as this will depend on the payment service used, to be discussed with the preferred bidder)
- on approval of payment SANAS is alerted and an email is sent to the KTC team and finance that payment was received, and the process of delegate confirmation can commence
- Statements and Age Analysis to be generated by Sage

The detail of the above requirements and technicalities will of course be discussed in detail with the appointed bidder and our developers

Current Infrastructure

- SAGE EVOLUTION (SAGE 200) V 10.1.3.005 with the following modules
 - General Ledger
 - Account receivable
 - Accounts payable
 - Inventory
 - Order Entry
 - Procurement
 - Bank manager
 - Advance procurement
 - BIC
 - fixed assets
- Microsoft Hyper – V
- Windows server 2016
- Microsoft SharePoint 2016
- Microsoft SQL 2016 64 bit
- Microsoft IIS 10
- **We are currently banking with First national Bank, and therefore its mandatory for us to use a payment system linked to our bank.**

To reiterate the process in more detail

1. Sales order

All pertinent and required course applications data received from the CMS will populate the Sales order table in Sage automatically by following the below process

- Before loading the sales order, web services will confirm whether the client exists in if not, then it's a new client
- Below fields will be captured as part of the sales order by the KTC team and will be the trigger to the webservice
 - Customer no, a new one if the client is new
 - company name
 - full address
 - Postal address
 - contact person
 - Tel number
 - email
 - VAT No

2. Quotation

Once the sales order information has been generated via web services , a quotation in Sage will automatically be generated where :

- the customer number (account number) ([link to our CMS](#))
- course number in the default project field. ([Link to our CMS](#))
- Entering the course which linked to a GL code in the item field, item description and the description.
- Each line item will be a delegate within the customer account and the pricing for the course is linked to a unique GL code, (An important note is that these GL codes will have a fixed price as approved by our board, therefore, once this GL code is chosen, the linked pricing will be entered as an amount on the quotation

Furthermore,

- Finance and KTC team must be notified of the client's decision of whether they approve / reject the quotation via an email
- If quotation approved, an invoice is generated
- the system will send an automated response, notifying the client to send PO in the next 5 days

Once the quotation is completed, it will be sent automatically from sage via email in pdf format. Also, the data of the quotation will be extracted and dumped in the webservice repository which will then be imported into CMS and displayed on the user portal

If possible, the quotation can be generated when the client completes the online application and submits it online to the KTC team

The client must either approve or reject the quotation. (not sure if we can add a button or something similar like an URL, on the quotation template, for the client to either approve or reject, our developers together with the web service developers will need to engage to find the best way to do this.

As soon as the client has decided and clicked this button, an email will be sent to Finance and the KTC informing them that with the quote has been approved or rejected

All correspondence between Sage and the client will be in the form of automated emails by using a system email such as sanas-sage@sanas.co.za for example

Example of how we capture our quotation details

File Edit View Line Print
Close New Open... Save Quote Process

Account: Customer: CO0032 (Council for Seniors)

Address: [Redacted]

Order: Order Number: [Redacted]
External Order: Training
Order Date: 13/12/2021
Due Date: 13/12/2021

Document: Invoice Number: 202040224
Invoice Date: 01/04/2022
Default Project: 125A11 (2021) Gouling SA...
Representative: [Redacted]
Settlement Terms: [Redacted]

Line	Module	Item	Item Description	Description	Avail...	Quantity	UOM	Price (incl)	Disc %	Line Total (incl) / Project
1	G4	G: 1100/0/TRA/ac	1100/0/Training Internal Audit Courses	Internal Audit Courses	0.00	1.00		R 6,905.00		R 6,905.00 / 125A11
2	G4	G: 1100/0/TRA/ac	1100/0/Training Internal Audit Courses	Internal Audit Courses	0.00	1.00		R 6,905.00		R 6,905.00 / 125A11

Date of course: 27 - 28 January 2022

Description: Training

Messages: [Redacted]

Home Totals:

Confirmed	
Exclusive Total	R 13,810.00
Tax Amount	R 0.00
Inclusive Total	R 13,810.00

Tax Excl(ive) Document | Quotation | Editing

Example of a KTC quotation

 <p>Libertas Office Park cnr Libertas and Highway Street, Equestria, 0184 PH NO: 012 740 8400 Email: Elwinag@sanas.co.za VAT: Deregistered</p>	<p>Quotation Page 1 of 2</p> <p>Date: 13/12/2021 Page: 1 Document No: [Redacted] 38</p>	
	<p>Delivery To: [Redacted]</p>	
<p>Account: COC [Redacted]</p>	<p>Our Reference: Training</p>	<p>Training Co-ordinator: [Redacted] ela</p>
<p>Item Description</p> <p>Internal Audit Courses - M [Redacted] Internal Audit Courses - P [Redacted] Date of course: 27 - 28 January 2022</p>		<p>Total (incl)</p> <p>R 6,905.00 R 6,905.00</p>

3. Invoices

Upon Quotation approval, the invoice will be automatically generated using web services

- Upon Quotation approval from the client, an email will be sent to both the finance and KTC team confirming the approval
- Also, another email will be sent to the client requesting for a PO within 5 days
- Once the PO received and captured in sage manually, an invoice will be generated in PDF and sent via email for client to pay. Also, the data of the quotation will be extracted and dumped in the webservice repository which will then be imported into CMS and displayed on the user portal so that the invoice can be shown on our user user portal

Example of a KTC invoice

 South African National Accreditation System	Libertas Office Park cnr Libertas and Highway Street, Equestria, 0184 PH NO: 012 740 8400 Email: Elwinad@sanas.co.za VAT: Deregistered	Copy tax invoice Date: 26/01/2022 Page: 1 Document No: [redacted] 2		
[redacted] Corporation	Delivery To: [redacted]			
Account: E [redacted]	Our Reference: Training	Order No: Y22A01	Tax Reference	Training Co-ordinator: Thabiso Bapela
Description				Total (Incl)
Internal Audit Courses - P	[redacted]			R6,905.00
Internal Audit Courses - L				R6,905.00
Internal Audit Courses - M				R6,905.00
Internal Audit Courses - A				R6,905.00
Date of course: 10-11 February 2022				

The Customer number in account and the course number will be the link in the LMS

Please note there is no user portal in our current LMS but could be in the next couple of months

Likewise as the quotation, once the invoice information is entered, it will be sent automatically from sage via email in PDF. Also, the data of the invoice will be extracted and dumped in the webservice repository which will then be imported into LMS

Upon receiving the invoice, The client can proceed to pay either using a URL link to our only payment system or manually and then send the proof payment

As soon as the client has decided and clicked this button/ URL, an email will be sent to Finance and the KTC team informing them that with the payment is on its way

All correspondence between Sage and the client will be in the form of automated emails by using a system email such as sanas-sage@sanas.co.za for example

4. Payment Process of invoice

- Once the invoice is available to the user portal or received via email, a link to make electronic payment to FNB account will be made available or using system such as Payrate
- As soon payment is generated, the bank reference number is stored in Sage and finance and course coordinators are notified that payment has been made successfully. an example email "**payment was successful for account**")
- The course delegate is confirmed attendance

Payment must be received within 2 weeks prior to the start of the course

5. Statements and Age Analysis to be generated by Sage and imported onto the CMS user portal

- Finance issues a daily report for payments received each day. Accounts Administrator sends to all staff members.
- Training Coordinator used this daily report to close the project ensuring that all delegates paid or to inform delegate that payment is outstanding
- Generate a Report on outstanding payments

All the above is very high level, and the details / technicalities will of course be discussed in detail with the appointed bidder and our developers