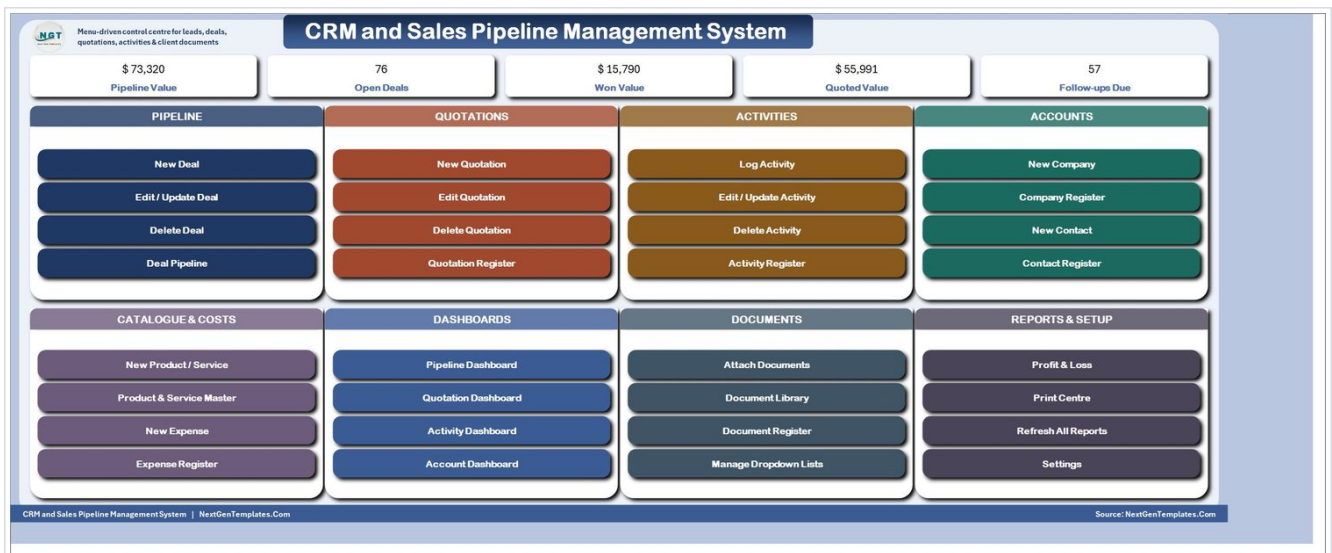




CRM and Sales Pipeline Management System

User Manual

Menu-driven control centre for leads, deals, quotations, activities & client documents



The MAIN menu - every job in the system starts here.

A ready-to-use, menu-driven business system for Microsoft Excel on Windows. Nothing is typed into the data sheets: records go in through checked entry forms, the dashboards and the Profit & Loss statement build themselves, and every dropdown is yours to edit.

What is inside	
Entry forms	7 forms with required-field, number, date and duplicate checks; multi-line documents with a basket; type-to-search lists
Registers	Deal Pipeline, Quotation Register, Activity Register, Company Register, Contact Register, Product & Service Master, Expense Register, Document Register
Dashboards	Pipeline Dashboard, Quotation Dashboard, Activity Dashboard, Account Dashboard - pivot charts with slicers
Accounts	Live Profit & Loss statement, 12 months and year total
Setup	Company details, currency, tax rate, permissions, dropdown masters

1. Before you start

Requirement	Detail
Application	Microsoft Excel 2016 or later, for Windows
Not supported	Excel for Mac, Excel on the web, the iPad and phone apps, Google Sheets. The entry forms are VBA UserForms and those platforms cannot run them.
File type	.xlsm - macro-enabled workbook. Macros must be enabled.
Screen	1366 x 768 or wider reads best at 100% zoom

Opening the file the first time

Windows silently blocks macros in files that came from the internet. Do this once:

- Save the file to a normal folder on your PC, for example Documents. Do not work inside the ZIP.
- Right-click the file, choose **Properties**. If there is an **Unblock** tick box at the bottom of the General tab, tick it and press OK.
- Open the file and choose **Enable Content** on the yellow bar.

Buttons dead? If the buttons do nothing at all, macros are still off. Close the file and repeat the Unblock step - that is the cause nine times out of ten.

2. The MAIN menu

MAIN is the only screen you need to remember. Every other sheet has a **MAIN** button that brings you back. The figures across the top are live - they move as soon as a record is saved.

Card	What its buttons do
Pipeline	New Deal, Edit / Update Deal, Delete Deal, Deal Pipeline
Quotations	New Quotation, Edit Quotation, Delete Quotation, Quotation Register
Activities	Log Activity, Edit / Update Activity, Delete Activity, Activity Register
Accounts	New Company, Company Register, New Contact, Contact Register
Catalogue & Costs	New Product / Service, Product & Service Master, New Expense, Expense Register
Dashboards	Pipeline Dashboard, Quotation Dashboard, Activity Dashboard, Account Dashboard
Documents	Attach Documents, Document Library, Document Register, Manage Dropdown Lists
Reports & Setup	Profit & Loss, Print Centre, Refresh All Reports, Settings

3. Entering a quotation - several items on one document

One document usually carries several items. So it is entered as a **document with a basket**: fill the header once, then add as many item lines as it carries.

Quotation

Quotation Header

Company Name * **Orion Systems FZE** Quote Date * **22-Sep-2026**

Contact Person **Rashid Ali** Quote Status **Sent**

Deal No Payment Terms **Net 30**

Sales Owner * **Meera Nair**

Add a Line

Product / Service * **Admin Training Day** Rate **232.50** Qty * **1** Disc % Tax % **0.05** **Add Item**

Type any part of a name to search the list - start, middle or end. **Remove Line** **Clear All**

Product / Service	Rate	Qty	Disc %	Tax %	Line Total
CRM Platform Licence	128.25	5	10%	5%	605.99
Onboarding & Setup	288.00	2	0%	5%	604.80

Lines: 2 Units: 7 **Quotation Total: \$ 1,210.79**

Remarks **Save Quotation** **New / Reset** **Delete Quotation** **Close**

Source: NextGenTemplates.Com

New Quotation - header on top, the item line in the middle, the basket below.

- Pick the **company name**.
- Choose a **product / service**, type the quantity, and press **Add Item**. The rate comes from the master by itself. The line drops into the basket and the total updates.
- Repeat for every item. The same product / service cannot be added twice - remove the line and add it again with the right quantity.
- **Remove Line** takes the selected line off; **Clear All** empties the basket.
- **Save** writes one row per line, all under one quotation number, and refreshes the dashboards. You are then offered a print of it.

Editing and deleting

On the register, click **any row** of the document and press **Edit**: the whole document loads back into the basket, and saving replaces all of its lines together. **Delete** removes every line of that document, not just the row you clicked.

4. Searching long lists, dates and locked boxes

Type-to-search

The long lists - items, parties - are searchable. Start typing and the list narrows as you type - and it matches **anywhere in the name**: the start, the middle or the end. For "Herbal Shampoo 400ml", typing **herbal**, **shampoo** or **400** would all find it. Clear the box to get the full list back. A value that is not in the master is refused when you save.

Dates come from the calendar



Every date box is **locked**. Press the small calendar button beside it and pick the day. A typed date is where 03/04 becomes March on one PC and April on another, so typing is switched off on purpose.

Boxes with a tinted background are **read-only**: the system fills them in from a master or works them out. You cannot type over them, which keeps those figures right.

What every form checks before it saves

- **Required fields** (marked *) - a blank one stops the save and names the field.
- **Numbers** - a numeric box refuses letters as you type.
- **Duplicates** - a name that must be unique in its register cannot be entered twice.
- **Permissions** - editing and deleting can be switched off on Settings.

5. The registers

Each register has its own form and the same three buttons on top of its sheet: **New**, **Edit Selected** and **Delete Selected**. Click a row first, then press Edit or Delete.

Deal Entry

Deal Pipeline

New Deal

Edit Deal

Delete Deal

Attach Documents

Document Library

MAIN

Deal ID	Deal No	Deal Title	Company Name	Contact Person	Industry	Territory	Sales Owner	Lead Source	Deal Stage	Deal Status	Priority	Open Date	Expected Close Date
1	DEAL-00001	Almond - CRM rollout	Almond Tree Dental	Ivan Silva	Healthcare	East	Daniel Cruz	Email Campaign	Needs Analysis	Open	Low	6-Aug-25	28-Nov-25
2	DEAL-00002	Helix - sales platform upgrade	Helix Software Labs	Aisha Rossi	Technology	East	Ayesha Khan	Cold Call	Closed Lost	Lost	High	16-Jan-25	5-Apr-25
3	DEAL-00003	Skyline - support renewal	Skyline Courier Network	Yasmin Rahim	Logistics	North	Meera Nair	Trade Show	Needs Analysis	Open	Medium	10-Oct-25	11-Dec-25
4	DEAL-00004	Orion - mobile team licences	Orion Systems FZE	Rashid Ali	Technology	North	Meera Nair	Referral	Proposal Sent	Open	Medium	16-Aug-25	7-Sep-25
5	DEAL-00005	Cedar - data migration project	Cedar Grove Academy	Sara Almeida	Education	North	Meera Nair	Cold Call	Closed Lost	Lost	Medium	2-Dec-25	27-Dec-25
6	DEAL-00006	Almond - analytics add-on	Almond Tree Dental	Ivan Silva	Healthcare	East	Tom Fischer	Referral	Qualification	Open	Medium	8-Feb-25	29-Mar-25
7	DEAL-00007	Almond - branch expansion	Almond Tree Dental	Ivan Silva	Healthcare	East	Meera Nair	Cold Call	Needs Analysis	Open	Medium	8-Apr-25	25-Jun-25
8	DEAL-00008	Sunrise - training programme	Sunrise Family Hospital	Mateo Iyer	Healthcare	North	Ayesha Khan	Trade Show	Needs Analysis	Open	Medium	10-Jan-25	1-Mar-25
9	DEAL-00009	Helix - integration project	Helix Software Labs	Aisha Rossi	Technology	East	Meera Nair	Partner	Proposal Sent	Open	Medium	10-Oct-25	18-Jan-26
10	DEAL-00010	Marina - annual licence renewal	Marina Retail Holdings	Fahad Almeida	Retail	East	Meera Nair	Email Campaign	Needs Analysis	Open	High	18-Sep-25	29-Dec-25
11	DEAL-00011	Anchor - pilot deployment	Anchor Line Transport	Rita Nair	Logistics	South	Tom Fischer	Trade Show	Negotiation	Open	High	22-Sep-25	12-Oct-25
12	DEAL-00012	Wellspring - hardware refresh	Wellspring Medical Care	Chandra Nguyen	Healthcare	West	Daniel Cruz	Partner	Closed Won	Won	High	16-Aug-25	21-Sep-25
13	DEAL-00013	Titan - CRM rollout	Titan Steel Works	Hina Rahim	Manufacturing	North	Meera Nair	Website	Negotiation	Open	High	23-Feb-25	18-Jun-25
14	DEAL-00014	Riverbend - sales platform upgrade	Riverbend College	Layla Sokolov	Education	North	Ayesha Khan	Partner	Proposal Sent	Open	Medium	21-Mar-25	11-Apr-25
15	DEAL-00015	Titan - support renewal	Titan Steel Works	Hina Rahim	Manufacturing	North	Tom Fischer	Trade Show	Closed Won	Won	Low	11-Mar-25	28-Apr-25
16	DEAL-00016	Bluepeak - mobile team licences	Bluepeak Supermarkets	Diana Aziz	Retail	North	Tom Fischer	Email Campaign	Proposal Sent	Open	Medium	22-Apr-25	5-Jul-25
17	DEAL-00017	Crestway - data migration project	Crestway Plastics	Umar Hassan	Manufacturing	West	Meera Nair	Trade Show	Closed Won	Won	Medium	2-Nov-25	1-Feb-26
18	DEAL-00018	Pixel - analytics add-on	Pixel Forge Studios	Tara Aziz	Technology	North	Daniel Cruz	Trade Show	Proposal Sent	Open	Low	8-Jul-25	5-Oct-25
19	DEAL-00019	Cedar - branch expansion	Cedar Grove Academy	Sara Almeida	Education	North	Tom Fischer	Cold Call	Closed Lost	Lost	Medium	24-Jul-25	16-Nov-25
20	DEAL-00020	Wellspring - training programme	Wellspring Medical Care	Chandra Nguyen	Healthcare	West	Tom Fischer	Cold Call	Negotiation	Open	Medium	5-Mar-25	2-Apr-25
21	DEAL-00021	Delta - integration project	Delta Shipping Agency	Jamal Aziz	Logistics	West	Ayesha Khan	Trade Show	Proposal Sent	Open	Low	24-Jan-25	10-Mar-25
22	DEAL-00022	Riverbend - annual licence renewal	Riverbend College	Layla Sokolov	Education	North	Ayesha Khan	Website	Proposal Sent	Open	Medium	10-Oct-25	16-Dec-25

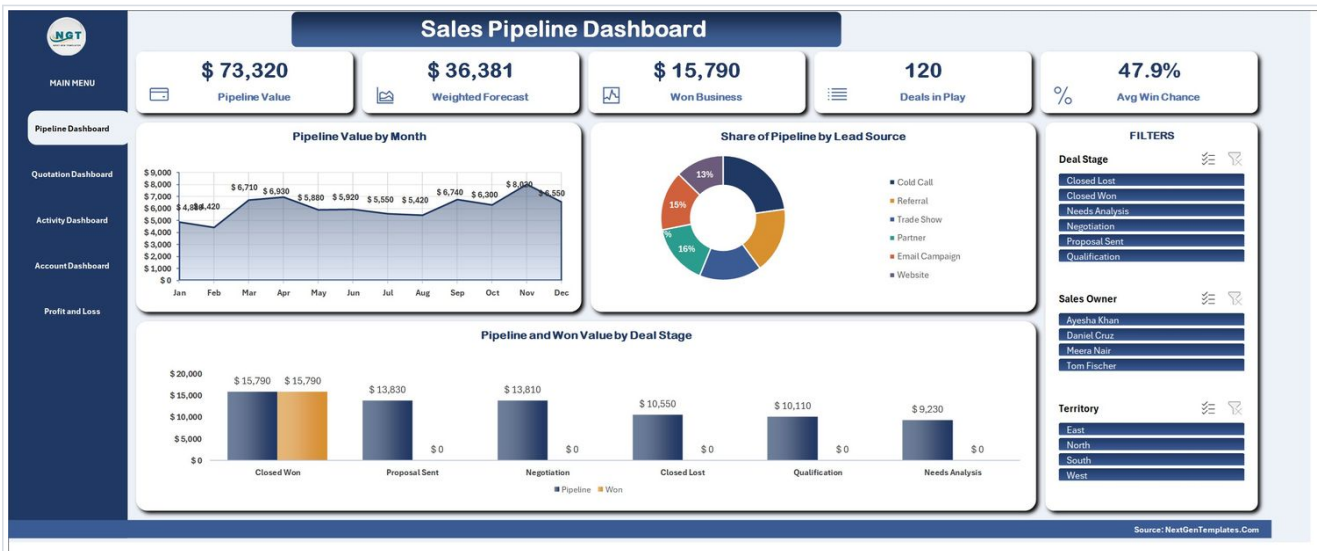
Deal Pipeline - one row per item line; grey-headed columns are calculated.

Calculated columns Columns the workbook works out - totals, tax, profit, balance, stock in hand - have no box on the form. If you ever type over one, delete it and copy the formula down from the row above.

6. Dashboards and slicers

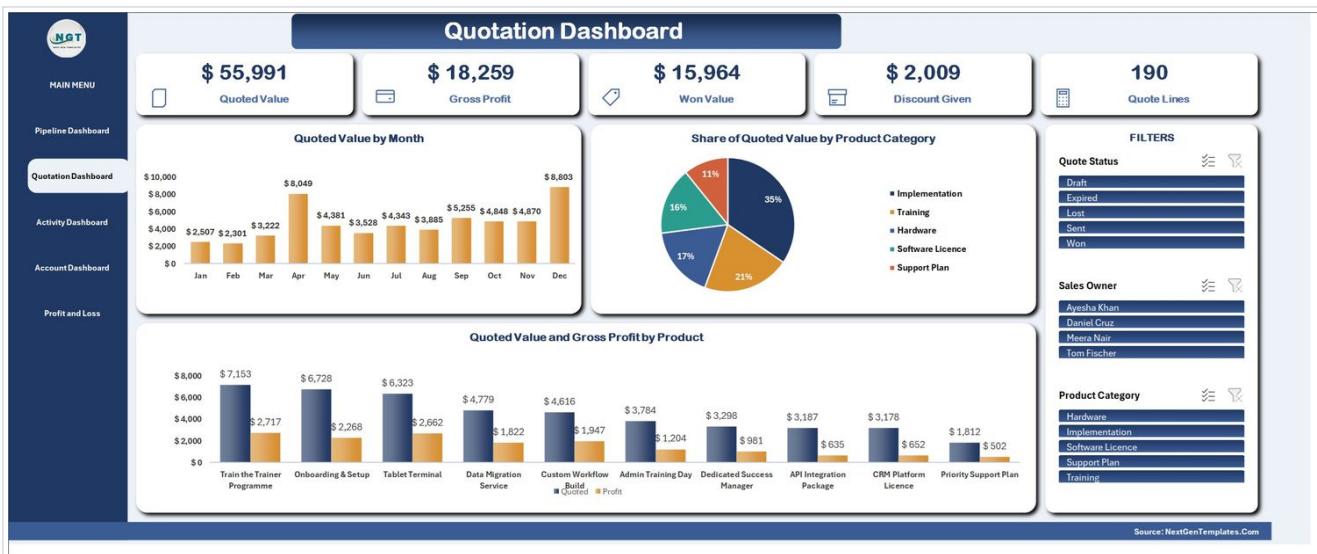
Each dashboard is built on pivot tables over **one** register, so a filter always means one thing. The buttons on the **Filters** card are slicers: click one and the figures at the top and every chart on that page follow. Ctrl-click selects several; the small funnel icon clears the filter.

Pipeline Dashboard



Charts: Pipeline Value by Month; Share of Pipeline by Lead Source; Pipeline and Won Value by Deal Stage. Filters: Deal Stage, Sales Owner, Territory.

Quotation Dashboard



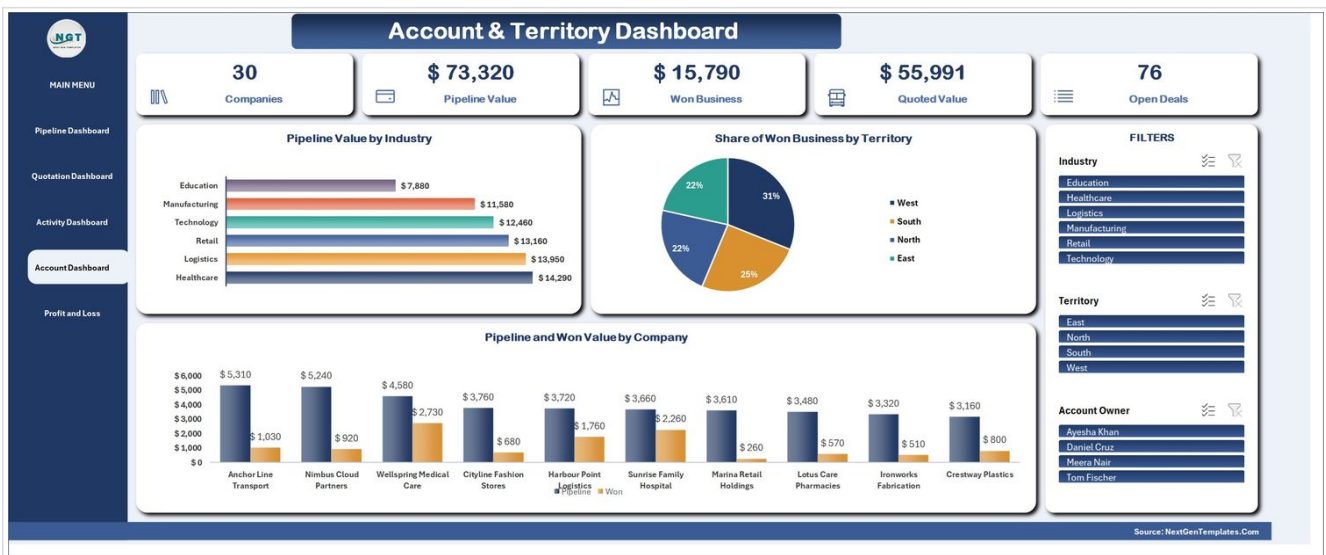
Charts: Quoted Value by Month; Share of Quoted Value by Product Category; Quoted Value and Gross Profit by Product. Filters: Quote Status, Sales Owner, Product Category.

Activity Dashboard



Charts: Activities by Month; Share of Activities by Type; Activities and Follow-ups by Sales Owner. Filters: Activity Type, Outcome, Sales Owner.

Account Dashboard



Charts: Pipeline Value by Industry; Share of Won Business by Territory; Pipeline and Won Value by Company. Filters: Industry, Territory, Account Owner.

Refreshing Saving a record refreshes every dashboard. After a large paste or an import, press **Refresh All Reports** on MAIN.

7. Profit & Loss statement

A live statement - every cell is a formula over the registers, so it moves the moment a bill or an expense is saved. Twelve months and a year total, from revenue through cost of sales and gross profit, each expense category, down to net profit and margin.

Profit & Loss Statement

Refresh All Reports

MAIN

Financial Year

2025

Pick a year from the list. Every figure below is live - it follows the registers as you enter them.

Profit & Loss	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
REVENUE													
Gross Sales	\$ 0	\$ 551	\$ 1,888	\$ 2,017	\$ 1,116	\$ 240	\$ 2,815	\$ 355	\$ 1,481	\$ 674	\$ 2,528	\$ 2,298	\$ 15,964
Less: Discounts Allowed	\$ 0	-\$ 33	-\$ 38	-\$ 38	-\$ 51	-\$ 12	-\$ 117	\$ 0	-\$ 130	-\$ 15	-\$ 36	-\$ 113	-\$ 583
Net Revenue	\$ 0	\$ 518	\$ 1,850	\$ 1,979	\$ 1,065	\$ 228	\$ 2,698	\$ 355	\$ 1,351	\$ 659	\$ 2,492	\$ 2,185	\$ 15,381
COST OF SALES													
Cost of Goods Sold	\$ 0	\$ 365	\$ 1,212	\$ 1,320	\$ 748	\$ 167	\$ 1,685	\$ 258	\$ 1,027	\$ 495	\$ 1,634	\$ 1,421	\$ 10,332
Gross Profit	\$ 0	\$ 153	\$ 638	\$ 659	\$ 317	\$ 61	\$ 1,013	\$ 97	\$ 324	\$ 164	\$ 858	\$ 764	\$ 5,049
Gross Margin %	0.0%	29.6%	34.5%	33.3%	29.8%	26.7%	37.5%	27.3%	24.0%	24.9%	34.4%	35.0%	32.8%
OPERATING EXPENSES													
Sales Commission	\$ 68	\$ 56	\$ 57	\$ 65	\$ 56	\$ 64	\$ 58	\$ 57	\$ 66	\$ 63	\$ 64	\$ 66	\$ 740
Travel & Entertainment	\$ 34	\$ 21	\$ 56	\$ 34	\$ 22	\$ 63	\$ 20	\$ 21	\$ 45	\$ 10	\$ 12	\$ 56	\$ 395
Marketing & Advertising	\$ 11	\$ 0	\$ 55	\$ 12	\$ 26	\$ 25	\$ 49	\$ 69	\$ 0	\$ 15	\$ 11	\$ 37	\$ 311
Software Subscriptions	\$ 35	\$ 29	\$ 32	\$ 33	\$ 31	\$ 30	\$ 30	\$ 36	\$ 37	\$ 29	\$ 35	\$ 31	\$ 387
Office Rent	\$ 79	\$ 64	\$ 63	\$ 70	\$ 75	\$ 73	\$ 83	\$ 78	\$ 76	\$ 69	\$ 76	\$ 83	\$ 889
Telephone & Internet	\$ 21	\$ 19	\$ 21	\$ 19	\$ 22	\$ 21	\$ 18	\$ 23	\$ 22	\$ 18	\$ 18	\$ 22	\$ 245
Training & Events	\$ 48	\$ 0	\$ 0	\$ 49	\$ 0	\$ 0	\$ 51	\$ 0	\$ 0	\$ 49	\$ 0	\$ 0	\$ 196
Printing & Stationery	\$ 9	\$ 9	\$ 10	\$ 8	\$ 7	\$ 8	\$ 8	\$ 9	\$ 10	\$ 9	\$ 9	\$ 8	\$ 104
Bank Charges	\$ 6	\$ 7	\$ 6	\$ 6	\$ 6	\$ 6	\$ 7	\$ 6	\$ 6	\$ 6	\$ 6	\$ 6	\$ 74
Professional Fees	\$ 37	\$ 0	\$ 0	\$ 42	\$ 0	\$ 0	\$ 46	\$ 0	\$ 0	\$ 48	\$ 0	\$ 0	\$ 173
Miscellaneous	\$ 10	\$ 5	\$ 11	\$ 5	\$ 0	\$ 6	\$ 12	\$ 17	\$ 5	\$ 31	\$ 17	\$ 11	\$ 130
Total Operating Expenses	\$ 359	\$ 210	\$ 312	\$ 342	\$ 245	\$ 297	\$ 382	\$ 317	\$ 267	\$ 346	\$ 248	\$ 320	\$ 3,643
NET PROFIT	-\$ 359	-\$ 56	\$ 326	\$ 318	\$ 72	-\$ 236	\$ 631	-\$ 220	\$ 58	-\$ 181	\$ 610	\$ 445	\$ 1,406
Net Margin %	0.0%	-10.9%	17.6%	16.0%	6.8%	-103.7%	23.4%	-61.8%	4.3%	-27.5%	24.5%	20.3%	9.1%
TAX SUMMARY (memo)													
Tax Collected on Sales	\$ 0	\$ 26	\$ 93	\$ 99	\$ 53	\$ 11	\$ 135	\$ 18	\$ 68	\$ 33	\$ 125	\$ 109	\$ 769
Tax Paid on Purchases	-\$ 18	-\$ 10	-\$ 16	-\$ 17	-\$ 12	-\$ 15	-\$ 19	-\$ 16	-\$ 13	-\$ 17	-\$ 12	-\$ 16	-\$ 182
Net Tax Payable	-\$ 18	\$ 15	\$ 77	\$ 82	\$ 41	-\$ 3	\$ 116	\$ 2	\$ 54	\$ 16	\$ 112	\$ 93	\$ 587

- Choose the year from the **Financial Year** dropdown at the top. The list runs from your earliest year on file to **20 years ahead**, and rolls forward by itself every January.
- The expense lines come from your **Expense Category** master.
- The tax summary at the foot is a memo - tax charged on sales against tax paid on purchases. It is not part of the profit figure.

8. Printing - A4, 4 inch and 3 inch

The system prints: **Quotation, Sales Order Confirmation, Visit / Call Report**. Every one of them comes out in three paper sizes from the same data - a full **A4** page for the office printer, and **4 inch (104 mm)** and **3 inch (80 mm)** rolls for thermal receipt printers. The narrow sizes drop the secondary columns and stack the header so nothing is cut off.

NextGen Business Solutions
Office 1204, Business Bay Tower
P.O. Box 5512 Dubai
Tel: +971 50 000 0000
Tax Reg. No: 100558822700003

QUOTATION

No: QT-00080
Customer: Sunrise Family Hospital
Contact: Mateo Iyer
Status: Won

Date: 28-Mar-2025
Sales Owner: Tom Fischer
Terms: Net 30

#	Product / Service	Qty	Unit	Rate	Disc	Tax	Amount
1	Marketing Automation Seat	2	Licence	\$ 111.60	15%	\$ 9.49	\$ 199.21
2	Standard Support Plan	2	Month	\$ 49.00	5%	\$ 4.66	\$ 97.76
Gross Amount							\$ 321.20
Less: Discount							\$ 38.38
Tax							\$ 14.15
QUOTED TOTAL							\$ 296.97

Prices hold for 30 days from the date above. Delivery and payment follow the terms shown.

Printed 22-Sep-2026 12:24

NextGen Business Solutions
Office 1204, Business Bay Tower
P.O. Box 5512 Dubai
Tel: +971 50 000 0000
Tax Reg. No: 100558822700003

QUOTATION

No: QT-00080
Date: 28-Mar-2025
Customer: Sunrise Family Hospital
Contact: Mateo Iyer
Sales Owner: Tom Fischer
Status: Won
Terms: Net 30

Product / Service	Qty	Rate	Amount
Marketing Automation Seat	2	\$ 111.60	\$ 199.21
Standard Support Plan	2	\$ 49.00	\$ 97.76
Gross Amount			\$ 321.20
Less: Discount			\$ 38.38
Tax			\$ 14.15
QUOTED TOTAL			\$ 296.97

Prices hold for 30 days from the date above. Delivery and payment follow the terms shown.
Printed 22-Sep-2026 12:24

4 inch roll

NextGen Business Solutions
Office 1204, Business Bay Tower
P.O. Box 5512 Dubai
Tel: +971 50 000 0000
Tax Reg. No: 100558822700003

QUOTATION

No: QT-00080
Date: 28-Mar-2025
Customer: Sunrise Family Hospital
Contact: Mateo Iyer
Sales Owner: Tom Fischer
Status: Won
Terms: Net 30

Product / Service	Qty	Rate	Amount
Marketing Automation Seat	2	\$ 111.60	\$ 199.21
Standard Support Plan	2	\$ 49.00	\$ 97.76
Gross Amount			\$ 321.20
Less: Discount			\$ 38.38
Tax			\$ 14.15
QUOTED TOTAL			\$ 296.97

Prices hold for 30 days from the date above. Delivery and payment follow the terms shown.
Printed 22-Sep-2026 12:24

3 inch roll

Choosing the paper

- Open **Settings** and set **Paper Size** to A4, 4 inch (104 mm) or 3 inch (80 mm). That becomes the default for every print button in the system.
- Print Button Does** decides what a print button does: **Preview** (look first), **Print** (straight to the default printer) or **Save as PDF** (asks where to save and remembers the folder - handy for e-mailing).
- For a roll printer, pick the matching roll width in the printer driver once. The document is already built to that width; the length follows the number of lines.

Printing a document

Print Centre

Document

QUOTATION

Number

QT-00080

Paper size

A4

80 on file - newest first. Type to search.

Preview

Print

Save as PDF

Close

Paper size here overrides the default on the Settings sheet for this print only.

Source: NextGenTemplates.Com

Print Centre - any document, any number, any paper size.

- Click a row on the register and press its **Print** button - the document of that row is printed in the default paper size.
- Or open the **Print Centre** from MAIN: choose the document, its number, and - if you want something other than the default - the paper size and what to do with it.
- Your company name, address, phone and tax number on the top of every document come from **Settings**. Set them before the first real print.

Your own layout The printed note at the foot of each document and the columns it shows are part of the layout. If you want your own wording, your logo or a different layout, that is a customisation we do - see the last page.

9. Attaching documents to a record

Every record can carry its own files - a signed contract, a quotation you sent, a photograph, a scanned form, an e-mail you saved. You can attach documents to: **Deal, Quotation, Company, Contact, Activity**. The files stay on your PC or network drive; the workbook keeps a register of what is attached to what, so any of them is two clicks away.

Attach Documents - pick the record, add as many files as you like, Upload.

Attaching files

- Open **Attach Documents** from MAIN - or click a row on a register first and press its **Attach** button, and the record is already filled in.
- Press **Add Files...** and choose the documents. **Hold Ctrl (or Shift) to pick several at once** - they are queued together and uploaded in one go.
- Set the **Document Type** and a **Title** if you want them; both are searchable later.
- Press **Upload**. Each file is copied into your document folder, under a folder for the module and one for the record, and one row per file is written to the **Documents** register.
- A file of the same name is never overwritten - it is kept as *name (2).pdf*.

Finding and opening them again

The screenshot shows a 'Document Library' window. At the top, there's a title bar 'Document Library'. Below it, a header bar contains the title 'Document Library'. The main area has a form with 'Attach to' (set to 'Deal'), 'Type' (set to '(All types)'), and a 'Refresh' button. Below this is a 'Record' dropdown set to 'DEAL-00007'. A sub-header 'Almond - branch expansion' is visible. A table lists documents:

File name	Type	Uploaded	Size KB
Purchase Order - DEAL-00007.pdf	Purchase Order	29-Apr-25 09:40	893.1
Contract - DEAL-00007.pdf	Contract	01-May-25 10:49	1,040.0
Presentation - DEAL-00007.pptx	Presentation	22-Nov-25 10:00	1,955.0
Proposal - DEAL-00007.pdf	Proposal	16-Sep-25 10:57	1,043.8

Below the table, it says '4 document(s) on file for DEAL-00007'. At the bottom are buttons: 'Open File', 'Open Folder', 'Attach More', 'Remove', and 'Close'. A small note at the bottom says: 'Double-click a row to open the file. Open Folder shows every document of this record in Windows Explorer. Remove asks whether to delete the file as well.' The footer of the window says 'Source: NextGenTemplates.Com'.

Document Library - every file of a record, newest first.

- Open the **Document Library** from MAIN, choose the record (the box searches as you type) and the files appear, newest first. Narrow them with the **Type** box.
- **Open File** - or a double-click on the row - opens the document in whatever program normally opens it: Acrobat, Word, the photo viewer.
- **Open Folder** opens that record's folder in Windows Explorer, so you can drag more files in or copy them out.
- **Remove** takes the entry off the register and asks whether the file itself should go too. Answer **No** to keep the file and only forget about it.

Where the files are kept

- **Settings > Documents > Document Folder** is the root. Leave it blank and the system uses a folder named after the product beside the workbook; set it to a network drive and the whole office shares the same documents.
- **Store Files:** *Copy into folder* takes your own copy (recommended - the record survives even if the original is moved). *Link to original* only remembers where the file is; removing an entry then never deletes your file.
- **Open File After Upload** opens the last file you attached, handy when you want to check a scan straight away.

Moving the folder Move the whole document folder and everything still works as long as you point **Document Folder** at the new place and keep the folders inside it as they are. The sample rows that come with the workbook point at example paths - they are there to show the layout; your own uploads get real ones.

10. Dropdown masters and Settings

Every dropdown is fed from a master list. **Manage Dropdown Lists** on MAIN is the safe way to add or remove a value; the **Category** sheet shows them all at once. A new value appears in the forms and on the dashboards straight away.

Manage Dropdown Lists

Choose a list: Category | Deal Stage

- Qualification
- Needs Analysis
- Proposal Sent
- Negotiation
- Closed Won
- Closed Lost

6 item(s)

New value:

Add **Remove**

Close

Source: NextGenTemplates.Com

Settings

Apply Currency & Tax **MAIN**

Company Details

Company Name: NextGen Business Solutions Printed on every document

Trade Licence No.: TL-3380912

Tax Registration No.: 100559822700003

Address Line 1: Office 1204, Business Bay Tower

Address Line 2: P.O. Box 5512

City: Dubai

Country: United Arab Emirates

Phone: +971 50 000 0000

Email: info@NextGenTemplates.com

Currency, Tax & Rates

Currency Code: USD Shown on documents

Currency Symbol: \$ Used in every money format

VAT / Tax Rate %: 5.00% Enter as a decimal, 0.05 = 5%

Document Numbering

Invoice Prefix: INV-

Receipt Prefix: RV-

Permissions

Allow Record Update: Yes No locks setting

Allow Record Delete: Yes No stops deletion

Sheet Protection Password: NGT2026 Used by the macros

Documents

Document Folder: Blank = a folder inside this workbook. Every file you attach is filed under it.

Store Files: Copy into folder Copy into folder keeps your own copy. Link to original only remembers where it is.

Open File After Upload: No Yes opens the last file straight after you attach it.

Printing

Paper Size: A4 A4, or A 4 inch / 3 inch receipt roll - every document follows this

Print Button Does: Preview Preview, Print straight away, or Save as PDF

Default PDF Folder: Blank = your Documents folder. Remember the last folder you save to

Settings - company details, currency and tax, document prefixes, the document folder, paper size, permissions.

Change what you need on Settings, then press **Apply Currency & Tax**: every money column and every figure on every page follows the new symbol.

11. If something looks wrong

What you see	What to do
Buttons do nothing	Macros are off - unblock the file in Properties, reopen, Enable Content.
A form will not save	A required field is empty or a unique value is taken. The message names it.
A dropdown is missing a value	Add it with Manage Dropdown Lists.
A dashboard looks stale	Press Refresh All Reports on MAIN.
A print is cut off or tiny	Paper Size on Settings does not match the paper in the printer. Set both to the same size.
Numbers group like 1,25,000	A Windows regional setting on your PC, not the file.
Something looks broken	Close without saving and reopen your last good copy. Keep a dated backup before any bulk change.

Going live The sample records are there to show the system working. Delete them on the registers when you are ready to start for real, and set your company details first.

Need it to fit your business exactly?

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