

OBTAINING LOGIN DETAILS

If you already have login credentials, then you may skip this section and proceed directly to the login section.

Should you still require login credentials, you can obtain it by contacting our accounts department in Caledon on: 028 214 3800.

You will be required to provide your Overberg account number, so keep that handy at all times, and provide the assisting clerk with your preferred password.

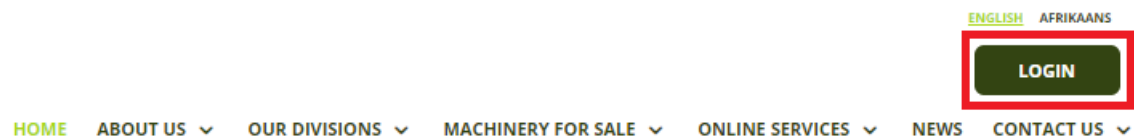
Please remember the password that you provide as the clerks will not be able to access it in the future. They will only be able to reset the password.

Once the process has concluded, you can proceed to the next step.

SIGNING ON

You can open your favourite web browser and navigate to: www.overbergagri.co.za.

Once the site is open, you click on the login button in the top-right corner as shown below:



On the next page, you must enter your Overberg account number and the password acquired during the previous section in the fields shown below:



Lede Rekening Navrae

Tuis Blad/Login Page Kontrakte/Contracts

Teken aan / Login

Indien u nog nie oor 'n wagwoord beskik nie, of indien u u wagwoord verlé het, kontak asb vir Elreza Klink by (028) 214 3800.

If you do not have a password or your password has been mislaid, please contact Elreza Klink at (028) 214 3800

Lid nr./Account number:

Wagwoord/Password:



2020-08-12

[ABOUT SSL CERTIFICATES](#)

ACCESSING YOUR INFORMATION

If you have successfully logged in, the following options will appear:

The screenshot shows the Overberg website dashboard. At the top left is the Overberg logo (1). Below it is a navigation menu with items: Tuis Blad/Login Page (2), Finansiële Staat (3), Direkte Bestellings (4), BTW Opsomming, Bestel Nr., Graan Inligting/Grain Information, and Help. At the top right is a Logout button (6) and the text 'Lede Rekening Navrae'. Below the navigation menu is a section for 'Augustus 2020 Maandstaat vir / August 2020 Monthly Statement for'. Underneath are fields for Adres/Address, Kode/Code, and Telefoon/Telephone Faks/Fax. At the bottom is a table with columns: Tipe/Type, Beskrywing/Description, Begin Saldo/Start Balance, Transaksies/Transactions, and Saldo/Balance (5). The table shows a row for 'Staat/Statement A' with a description of 'Maandrekening / Production' and a balance of R1 688,25.

- 1.) **Tuis Blad/Login Page** - This is the default page containing a small summary of the Overberg account being accessed, as well as the current status of all the different account types in use by this Overberg account. These can include:
 - a. Production accounts
 - b. Packaging accounts
 - c. Hire Purchases
 - d. ADL accounts
- 2.) **Finansiële Staat** - Clicking this link will display the following page:

The screenshot shows the 'Finansiële Staat' page for user 353272 - LOUW, JG (DONNIE). It features a form with the following elements:

- Rekening tipe: A Maandrekening / Production
- Van datum: 2020-08-01
- Tot datum: 2020-08-31
- Periode: 202007
- Buttons: Wys op skerm, Faktuur PDF, Excel Export, Maandstaat, Huurkoopstaat, Ontleding, Transaksies
- Export Date Format: YMD (selected), ODMY
- Invoices Detail dropdown
- Buttons: Uitvoer formaat, Pastel 2018
- Dokument nr. field
- Soek button

Sien nie die verslag nie? Kliek hier vir hulp.
No report visible? Click here for help.

This page provides multiple options to view and export your statements for a specific month.

- a. **Wys op skerm** – This options displays all transactions for the chosen account type, over a specific date range:

Datum / Date	Tak / Branch	Faktuur / Invoice	Beskrywing / Description	BTW / VAT	Excl	Totaal / Total
2020-07-01	Handel Caledon	20I352043413	Sales invoices			
2020-07-11	Handel Caledon	20I352044424	Sales invoices			
2020-07-16	Total Caledon	20I622913475	Sales invoices			
2020-07-20	Handel Caledon	20I352045251	Sales invoices			
2020-07-25	Hoofkantoor	GJCA201200702540	GENERAL JOURNAL			
2020-07-27	Hoofkantoor	GJCA201200702543	GENERAL JOURNAL CUST			
2020-07-28	Handel Caledon	20I352046116	Sales invoices			
2020-07-31	Handel Caledon	20I352046519	Sales invoices			
2020-07-31	Hoofkantoor	SINVA201200700745	Sales invoices - CLI			

Clicking on a pdf icon on the left-hand side will download a copy of the source document in pdf format.

- b. **Faktuur PDF** – This option will download a bundled pdf document containing all documents for the specific date range.
 - c. **Excel Export** – This option will export the transactions in an Excel spreadsheet.
 - d. **Uitvoer formaat** – This options exports all transactions into csv format that can be used in most accounting packages.
 - e. **Pastel 2018** – This option performs the same function as the **Uitvoer formaat** option, but the csv is pre-formatted to be compatible with Pastel 2018. Please note that the settings in your Pastel instance may differ slightly and will thus render the export incompatible.
 - f. **Maandstaat, Huurkoopstaat, Ontleding and Transaksies** – These options will download the appropriate summary documentation for the chosen period.
- 3.) **Direkte Bestellings** – This option shows a summary page of all outstanding direct orders at Overberg.

Krediet Status	D	
Krediet Limiet	4,326,000.00	
Balans	4,060,121.65	
Ong. Kwitansies		
Krediet Beskikbaar	254,285.25	
Direkte Bestellings		
Werkwinkel	0.00	
Saad Bestellings	0.00	
Versekering Premies	11,593.10	
Brandstof Bestellings	0.00	
Terme	360	
Laaste Verkope	43,291.50	2015-11-10
Laaste Betaling	197,310.38	2015-10-30

- 4.) **BTW Opsomming** – Following this link allows you to either view the VAT information, grouped by product category, for a specific month, in the browser or download an Excel version.

Periode Eindig

[View Report](#) [EXCEL](#)

Opsomming van aankope by Overberg Agri vanaf Maart tot Junie 2020

A	ALGEMENE GOEDERE	Bedrag	BTW	Totaal	Bedrag	BTW
AA	Klerasie	0.00	0.00	0.00	44.00	6.60
AC	Troeteldierware	523.74	78.56	602.30	1,571.22	235.68
AD	Rantsone	0.00	0.00	0.00	509.92	76.50
AE	Kruideniersware Algemeen	15.47	2.33	17.80	139.13	20.87
	Totaal:	539.21	80.89	620.10	2,264.27	339.65
C	CHEMIESE MIDDELS	Bedrag	BTW	Totaal	Bedrag	BTW
CA	Chemiese Middels	0.00	0.00	0.00	108.09	16.22
	Totaal:	0.00	0.00	0.00	108.09	16.22
D	BRANDSTOF	Bedrag	BTW	Totaal	Bedrag	BTW

- 5.) **Staat/Statement** – This option navigates to the same page as option 2.)

6.) **Logout** – Following this link will log you out of the site.