



The Basics of Novtel[®] Equipment Hire

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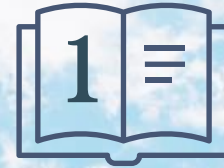
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Novtel[®] Equipment Hire



Introduction

Introduction

The Novtel Equipment Hire Software package can be used to manage the following:

- ✓ Tool Hire
- ✓ Heavy Machinery Hire
- ✓ Container Hire
- ✓ Suit Hire
- ✓ Photography or Video Equipment Hire
- ✓ Lighting and Sound Equipment Hire
- ✓ Garden Tool Hire
- ✓ Ablution Hire
- ✓ Catering and Party Items Hire
- ✓ And much more

However: in this document, we will demonstrate the basics of how Novtel Equipment *can* be used, **but please note that it is an indication ONLY.**

Introduction

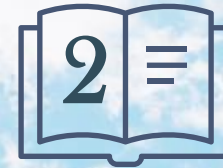
The software can be set up according to your company's hire items and specifications within the software parameter.

- ✓ Hire Items are to be created and linked to specific Categories and Sub-Categories;
- ✓ A Contract per site is created and linked to a Customer. One contract can manage the rental of multiple hire items per site;
- ✓ Deposits can be raised and paid on a contract;
- ✓ Fixed Contracts can be created with a definite start and end date;
- ✓ Monthly or weekly contracts can be managed in the system;
- ✓ A contract can be created for a single day, and contract days added by running the daily increment billing feature until the Hire Item or Items are returned;
- ✓ Novtel incorporates the feature to sell physical items from either the Grid, or dedicated Retail POS system;
- ✓ When an Item is returned later than agreed upon the contract end date, a 'Late Return Fee' can be charged automatically - if activated;
- ✓ If a Hire Item is damaged beyond repair, the Customer can be charged for the replacement of the Item;
- ✓ Upon returning Items the Invoicing happens automatically;
- ✓ If the Deposit paid amount exceeds the Invoice total, a deposit refund can be done from the Contract, and the affected accounts in the financial system will be listed on the contract's Deposit Tab;
- ✓ A Contract payment for an outstanding balance can be processed from the Contract itself;
- ✓ Maintenance Items can be transferred to the Workshop Branch to service, repair or dispose of;
- ✓ Rain or 'Off Hire' days are managed with ease, and reporting on the loss of income due to 'no charge' days are obtained from the system



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Equipment Hire



Setup Procedure:

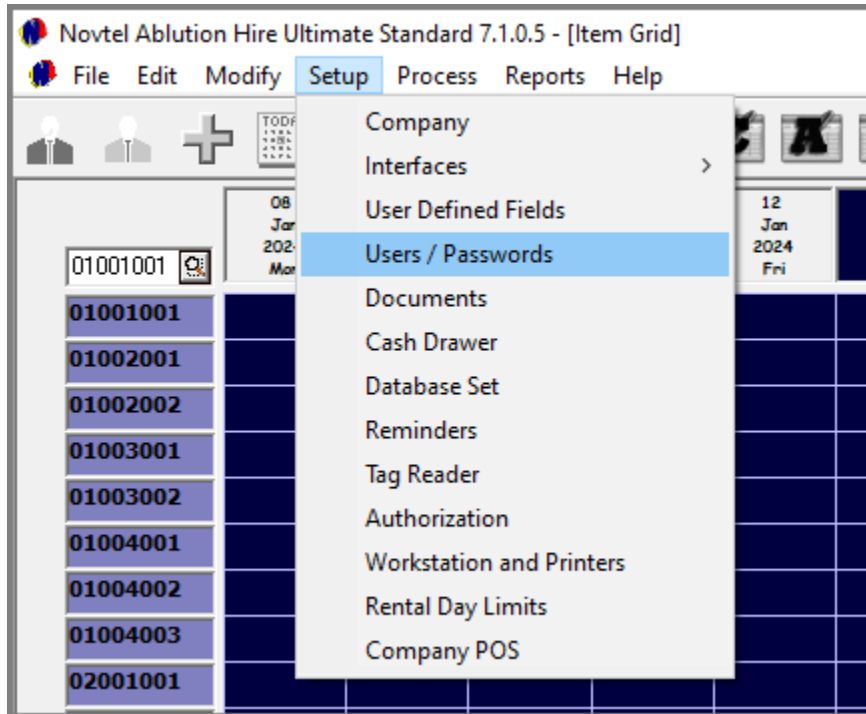
Users and Passwords

Users and Passwords

To successfully set up your system, there are various procedures to perform first, and careful planning is advised.

We recommend that your Company's Accountant, or person with extensive knowledge of the financial system be involved in the setup of the Multi-Stores (If Applicable); GL Accounts; Inventory Groups; Entry Types, etc.

These must be linked to Novtel to ensure that transactions are posted correctly.



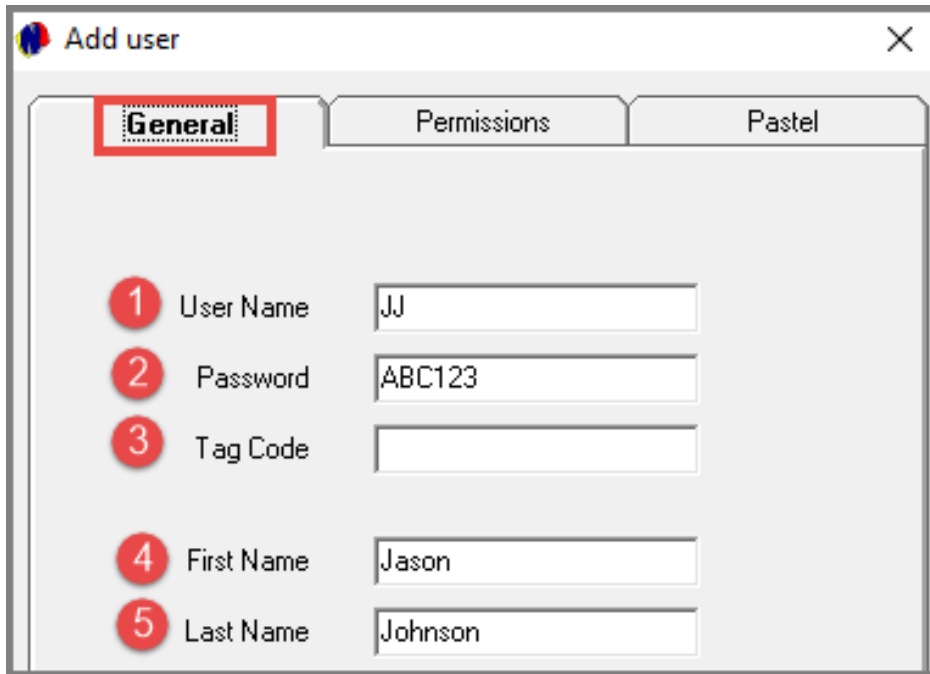
From the 'Setup' menu, Usernames and Passwords are set up for the following types of Users:

- ✓ **Administrators** with full access to the setup procedures;
- ✓ **Shop Users** to access the dedicated Retail POS system ONLY;
- ✓ **Supervisors** to open and manage User Shifts; To give permission for certain actions in the system when the Supervisor Password is required, and to post shifts to the financial system;
- ✓ **Custom Users** for which certain permissions are deactivated.

Shifts are to be opened for all Users actively working on the system, for transactions to be linked to their Username and Shift Number – thus creating a complete audit trail.

Users and Passwords

The entries in the respective fields in the 'General' Tab, will be unique to each user, and will be entered as follows:



The screenshot shows a window titled "Add user" with a close button (X) in the top right corner. The window has three tabs: "General", "Permissions", and "Pastel". The "General" tab is selected and highlighted with a red box. Below the tabs, there are five input fields, each preceded by a red circle containing a number from 1 to 5:

- 1 User Name: JJ
- 2 Password: ABC123
- 3 Tag Code: (empty)
- 4 First Name: Jason
- 5 Last Name: Johnson

1. Username

The Username entered here, will be displayed at the bottom left-hand side of the Grid when the User logs into Novtel.

2. Password

The password entered in this field, is linked to the Username.

A shift number is linked to a User's name, and all transactions are captured against the shift number and Username. Therefore, the password must be always kept secret as each User will be responsible for their own cash-up at the end of their shift, and the totals must balance.

The password created here, must be entered in the exact same way when logging into Novtel, as Novtel is case sensitive.

3. Tag Code

If Novtel Access Control is installed and access to the company is granted by means of a 'tag' which acts as a 'key' for admittance, the dedicated 'Tag Code' issued to this User, will be entered here.

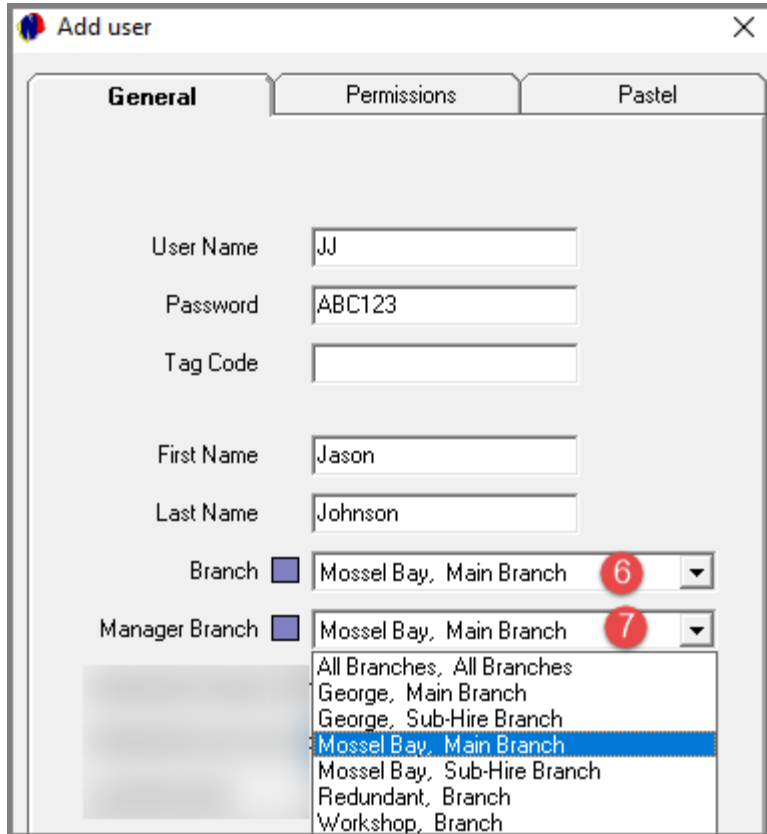
4. First Name

The User's First Name is entered in this field.

5. Last Name

The User's Last Name is entered here.

Users and Passwords



Add user

General | Permissions | Pastel

User Name: JJ

Password: ABC123

Tag Code:

First Name: Jason

Last Name: Johnson

Branch Mossel Bay, Main Branch **6**

Manager Branch Mossel Bay, Main Branch **7**

- All Branches, All Branches
- George, Main Branch
- George, Sub-Hire Branch
- Mossel Bay, Main Branch**
- Mossel Bay, Sub-Hire Branch
- Redundant, Branch
- Workshop, Branch

6. Branch

The specific 'Branch' this User needs access to when entering their dedicated password, will be selected from the list.

7. Manager Branch

If the 'Manager' checkbox is selected in the 'Permissions' tab, the User can only access the 'Manager Branch' as selected here.

- ✓ Please note that this is only applicable to Custom Users and NOT Administrators.

Users and Passwords

The screenshot shows a dialog box titled "Add user" with three tabs: "General", "Permissions", and "Pastel". The "General" tab is active. It contains the following fields and options:

- User Name: JJ
- Password: ABC123
- Tag Code: (empty)
- First Name: Jason
- Last Name: Johnson
- Branch: Mossel Bay, Main Branch (selected)
- Manager Branch: Mossel Bay, Main Branch (selected)
- Dedicated Cashier in Branch: 8
- Dedicated User for Invoice Processing: 9
- Load Item Grid: 10
- Synchronization To External Master Database:
- Display Work Orders From All Branches (Maintenance Branch):

At the bottom of the dialog are "Accept" and "Cancel" buttons.

8. Dedicated Cashier in Branch

If this User is the dedicated Cashier who will be processing all receipts for payments received in this Branch, this checkbox is selected.

If not, leave the checkbox unticked.

9. Dedicated User for Invoice Processing

Should this User be assigned the task of processing invoices and Credit Notes in the selected Branch, the checkbox is selected.

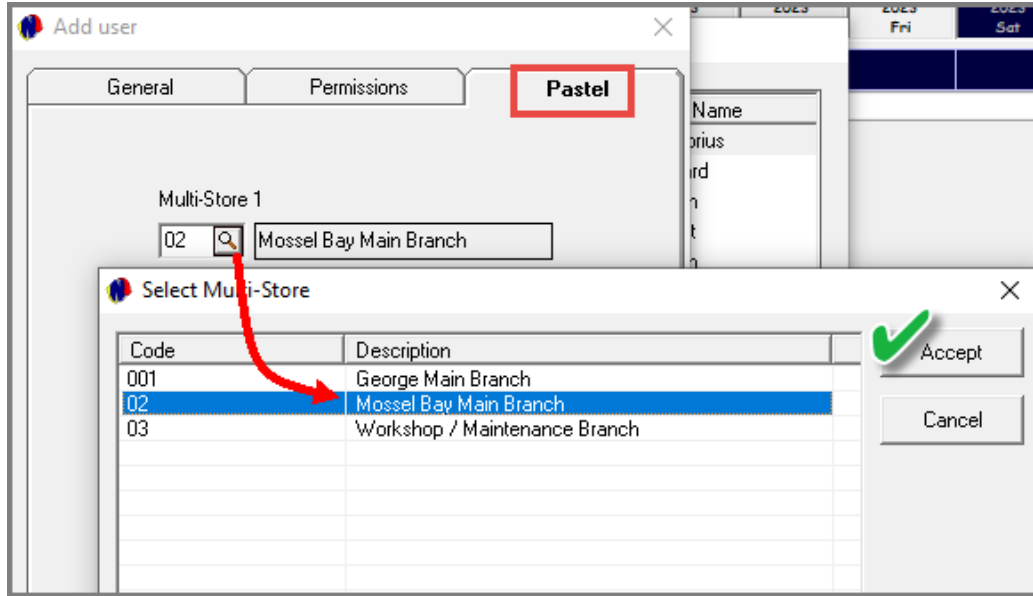
If not, leave the checkbox unticked.

10. Load Item Grid

To view the items listed on the Grid, this checkbox is selected.

To restrict the ability to view items on the Grid, leave the checkbox unticked.

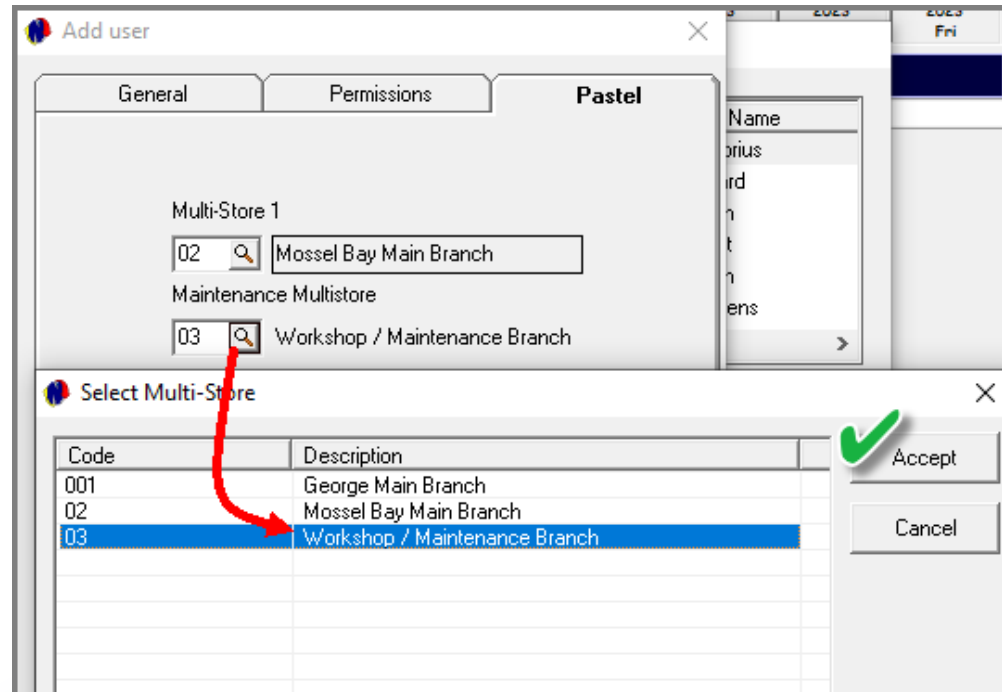
Users and Passwords



Multi Store selection

When clicking on the search option in the 'Multi-Store' field, a list of all pre-setup Pastel Multi-Stores will be displayed – if in use by your company.

If no other Multi-Stores are displayed, simply select the 'Default Store' option. (If not selected automatically)



Users and Passwords

Pastel User Document Import

As dedicated Pastel User profiles are pre setup for specific employees in the company, a list of Pastel Users will be displayed in the drop-down menus for the import of both Customer and Supplier documents from Novtel to Pastel.

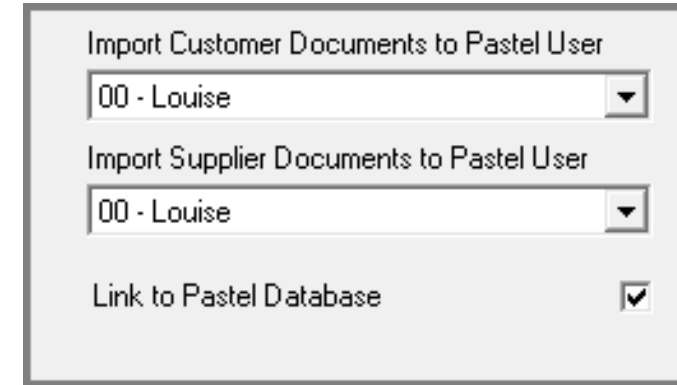
The specific person responsible for the processing of these documents in Pastel after being posted in Novtel by this User for whom the profile is created, will be selected here.

Link To Pastel Database

- ✓ **On the Administrator and Supervisor Profiles, this option MUST be selected.**
- ✓ **For all other Users, this checkbox selection is not mandatory.**

The reason being that the Administrator and Supervisor's actions in Novtel are to be updated to Pastel, and this screen is displayed upon login:

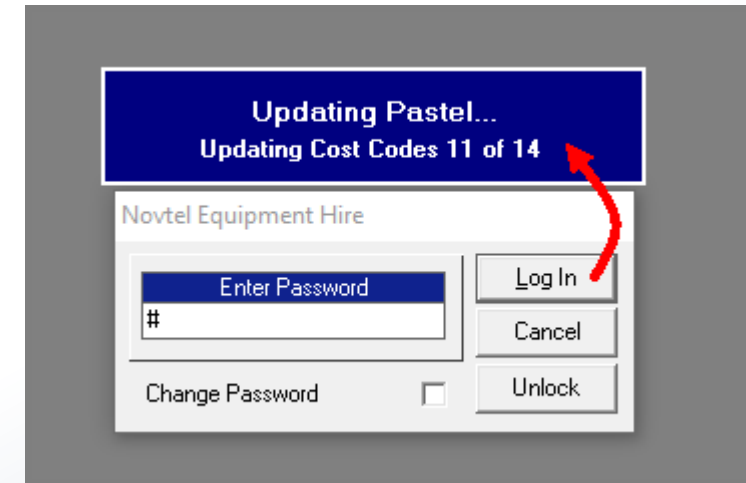
If the 'Link To Pastel' checkbox is unticked, the Update does not occur upon login.



Import Customer Documents to Pastel User
00 - Louise

Import Supplier Documents to Pastel User
00 - Louise

Link to Pastel Database



Updating Pastel...
Updating Cost Codes 11 of 14

Novtel Equipment Hire

Enter Password
#

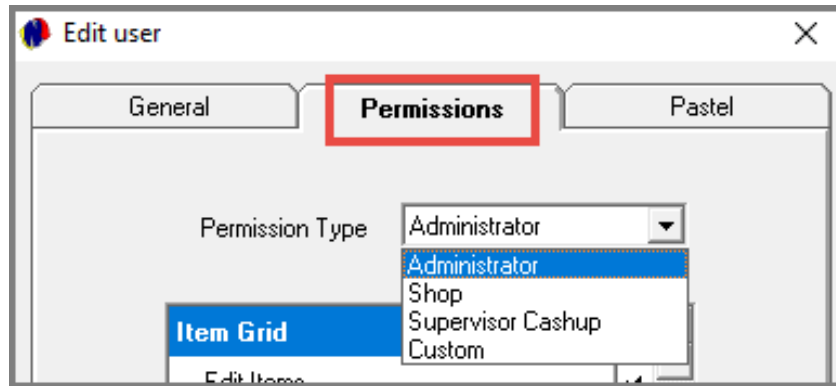
Log In

Cancel

Change Password

Unlock

Users and Passwords



The settings in the **Permissions** tab will determine what the User will have access to in the Novtel system.

At the top of the screen, different permission types are listed.

A single User master file can only be linked to one dedicated permission type.

If a person's position requires more than 1 permission type (such as Administrator; Supervisor and Shop User), individual User master files will be created for the same person, but with the necessary permission type linked to it, and with unique Usernames and passwords linked to each profile.

Users and Passwords

Permission Type: Administrator

Interface / Company Setup	<input checked="" type="checkbox"/>
Users Setup	<input checked="" type="checkbox"/>
Unupdate Invoices	<input checked="" type="checkbox"/>
Issue Credit Notes	<input checked="" type="checkbox"/>
Negative Receipts	<input checked="" type="checkbox"/>
Counter Staff Menu	<input type="checkbox"/>
Manager	<input type="checkbox"/>

Administrators

Please note that an unlimited number of Users can be created in the Novtel system, but the number of 'Administrators' must be kept to the minimum for security reasons, as an Administrator has full rights and access to the Grid and all setups to be performed.

Please note that the people to whom the 'Administrator' rights are allocated, must either be a high-ranking manager, or the company's owner.

All items in the 'Item Grid' section are selected – except for the 'Counter Staff Menu' and 'Manager' options. By ticking either of these 2 options, the 'Permission Type' is changed to 'Custom' automatically.

Users	Group	First Name	Last Name
Dave	Supervisor Cashup	Dave	Pretorius
Frank	Custom	Frank	Gerard
Freddy	Shop	Freddie	Dunn
James	Administrator	James	West
JJ	Custom	Jason	Johnson
Kevin	Administrator	Kevin	Smith

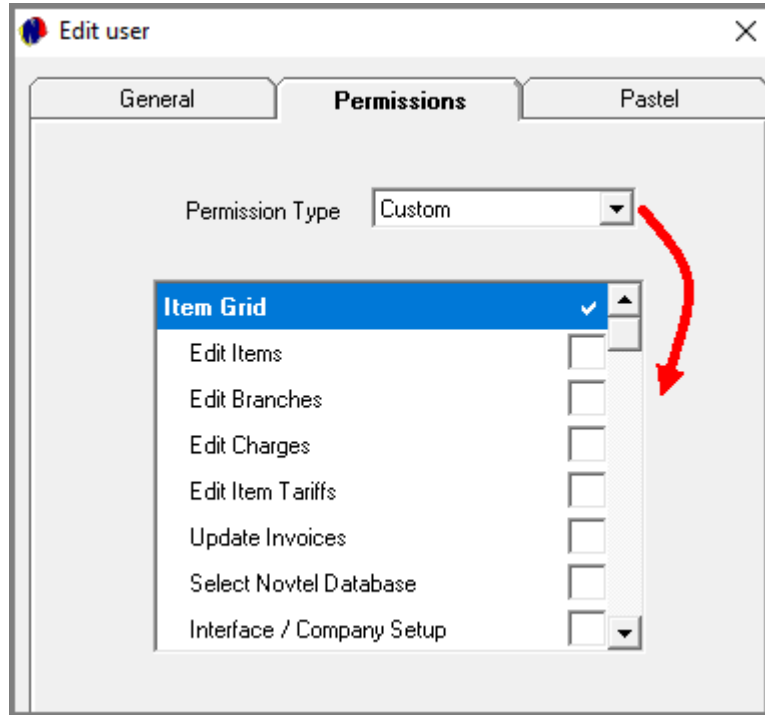
Permissions for Kevin

Item Grid	<input checked="" type="checkbox"/>
Edit Items	<input checked="" type="checkbox"/>
Edit Branches	<input checked="" type="checkbox"/>
Edit Charges	<input checked="" type="checkbox"/>
Edit Item Tariffs	<input checked="" type="checkbox"/>
Update Invoices	<input checked="" type="checkbox"/>
Select Novtel Database	<input checked="" type="checkbox"/>
Interface / Company Setup	<input checked="" type="checkbox"/>
Users Setup	<input checked="" type="checkbox"/>

Also note that by unticking any of the other options in the 'Item Grid' window, the Permission Type will also be changed to 'Custom' by default.

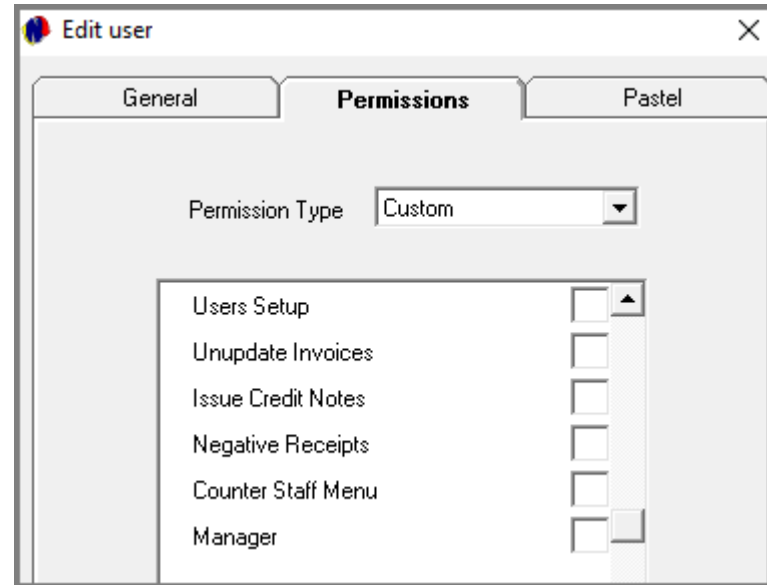
Saving the 'Administrator' User Master File by clicking 'Accept', and clicking on the User, the 'Group' this User is linked to, is indicated as 'Administrator', and the permissions for this User are ticked.

Users and Passwords



Custom Users

To restrict some of the User's permissions, the 'Permission Type' is selected as 'Custom', and the options to which a User may not have access, is unticked.



Users and Passwords

Edit user

General **Permissions** Pastel

Permission Type: Shop

Negative Receipts
Counter Staff Menu
Manager

Supervisor Cashup

Shop

Accept Cancel

Novtel incorporates a definite Retail / Shop POS system, and Users classified as a 'Shop' User, will have access to this screen only when logging into Novtel:

Novtel Equipment Hire (All in One) Ultimate Standard 7.1.0.1

File

Sales

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Freddy
Store: 002

Selected Item(s):

Qty	Code	Description	Price Incl	Remark/Serial #
-----	------	-------------	------------	-----------------

Select Item(s):

Code	Description	Rate Incl	Barcode
------	-------------	-----------	---------

Search by: Code Search for:

POS Print to: Screen Print

Reports to: Screen Print

Payment Type: Cash Payment: 0.00 Change: 0.00 Overall Discount: 0.00

Remarks

PAYMENT DUE 0.00

Overtype Customer Description: Cash Customer Order Number:

Price Lookup All Stores Shift #

<F2> - Accept <F3> - New Cash Up <F4> - Reprint Payout Customer Details ACC Credit Note ACC Payment Close

User: Freddy Database Path: C:\Users\User\NovtelData\EquipmentHire\Videos.mdb Branch: Mossel Bay - Main Branch

Users and Passwords

Permissions

Permission Type: Supervisor Cashup

- Negative Receipts
- Counter Staff Menu
- Manager
- Supervisor Cashup** ✓

Shop

Accept Cancel

Supervisors are created to:

- Manage User Shifts;
- Send financial data for all closed shifts to the financial system;
- Give permission for certain actions to be performed by Users after checking the process.

Supervisor Shift Cashup

File Reports Credit Note

View Location: All Supervisor: Dave Shift #

Transaction					Shift			
ID	Customer	Table / TA	Type	Total	Shift #	User	Total	Invoice Date

Batch Shift Single Shift Open Shift Shift Total: 0.00

Check Customer Integrity Supervisor Open Shift Supervisor Shift Cashup Close

Print to: Screen Print Interface: Pastel

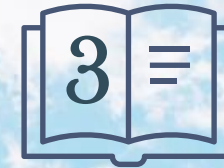
When a Supervisor logs into the system, this is the dedicated screen they will have access to.





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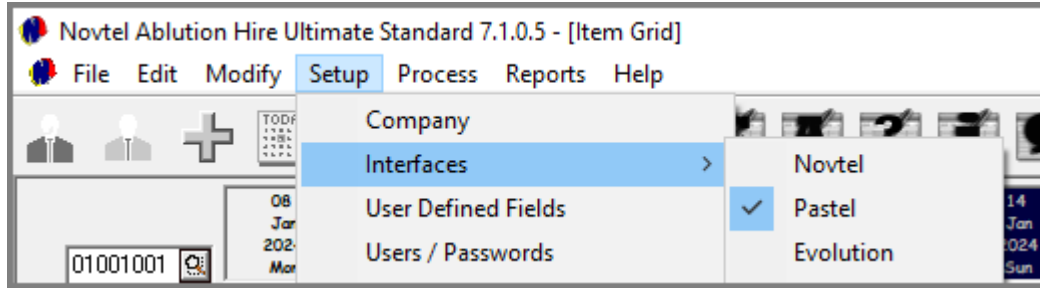
Equipment Hire



Setup Procedure:

Financial System Interface

Financial System Interface

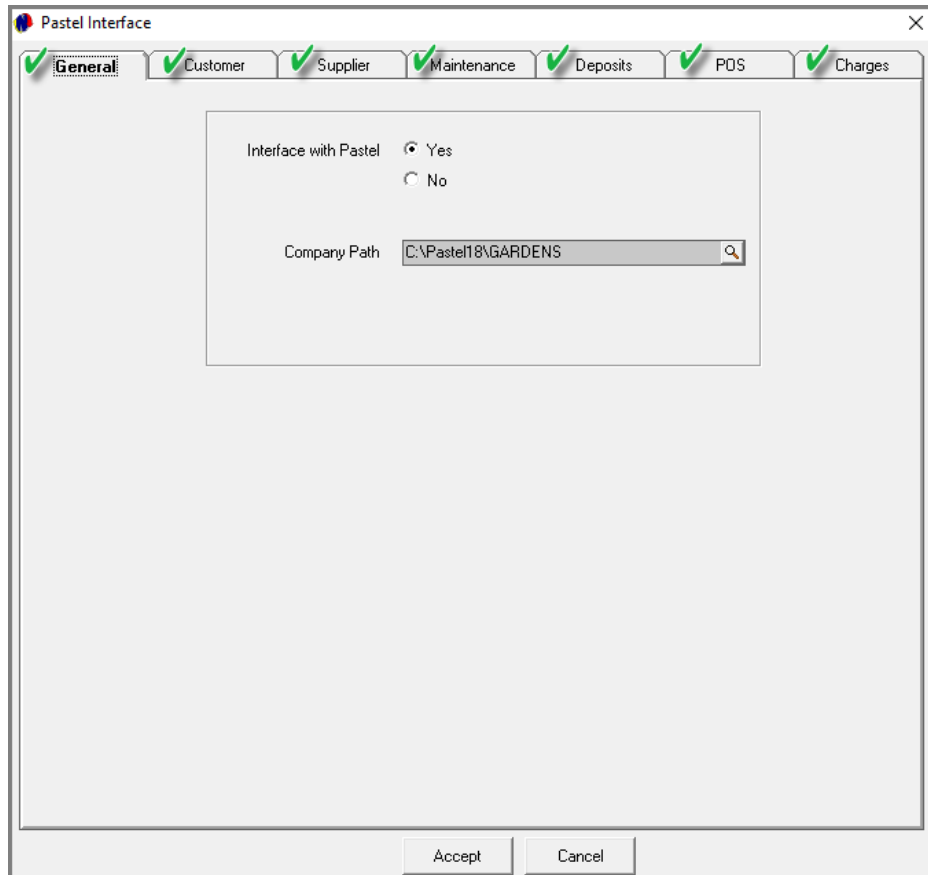


Novtel seamlessly integrates with Sage Pastel Xpress, Sage Pastel Partner and Sage Evolution. GL Accounts and Entry Types are set up in the financial system and are linked to Novtel to ensure accurate financial posting.

Extensive financial reporting is then also obtained from the Financial system.

From the 'Setup – Company – Interfaces' menu, the applicable settings and selections must be captured in the 7 tabs:

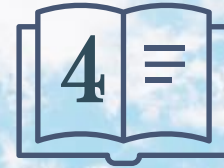
- ✓ General
- ✓ Customer
- ✓ Supplier
- ✓ Maintenance
- ✓ Deposits
- ✓ POS
- ✓ And Charges





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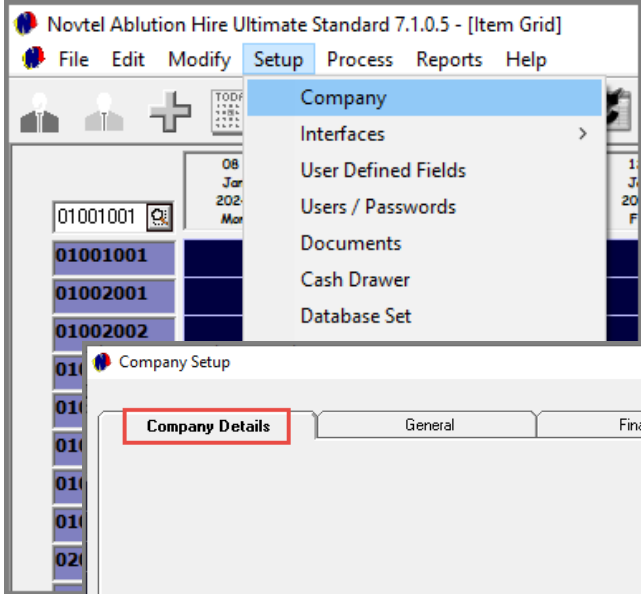
Equipment Hire



Setup Procedure:

Company Setup

Company Setup



From the 'Setup - Company' menu option, the following details can be set up:

A screenshot of the 'Company Setup' dialog box. The 'Company Details' tab is selected and highlighted with a red box. The dialog has several input fields and a dropdown menu. The fields are: Name (Garden Tool Rentals), Tel (0861 66 88 35), Fax, Cell, Company Email (sales@novtel.com), Address (Diaz Office Park, Block 2 Unit 20, Beach Boulevard West, Diaz Beach Mossel Bay, South-Africa), Email Address (experts@hygiene.co.za), Computer Location (Admin Office), and a checkbox for 'Use Branch Address and contact details'. A dropdown menu for 'This Database Manages:' is open, showing options: Equipment Hire (selected), Novtel Default (All in One), Plant Hire, Event Hire, Suit Hire, Container Hire, Ablution Hire, and Gas Cylinder Hire. 'Accept' and 'Cancel' buttons are at the bottom.

Company Details Tab

The company's contact details are to be inserted here and will be displayed on all system documents.

By selecting the 'Database Management' setting applicable to this specific database, some features are activated or de-activated in the menu options. As we are demonstrating a company renting Garden Tools, the 'Equipment Hire' option is selected.

Company Setup

Company Setup

Company Details | **General** | Financial | Access Control | Preferences | Images

Automatic Refresh Interval: 60 Seconds
Enter 0 to disable automatic refresh

Number of rows on Grid: 15
Number of columns on Grid: 20

Activate Monthly Billing: Yes No
Activate Access Control: Yes No
Activate Recurring Maintenance: Yes No
Force Agent Commission: Yes No

Default Return Time: 10:00:00

Minimum Password Length (0 = No check): 0
Default Interface: Pastel
Force use of return time:

Return Cut-off (Half/ Full day) hour/s (30 Minutes = .3): 0.3
Default Half Day Value (If half day = 60% enter 0.6): 0.5
Short Rent Cut-off in hour/s (30 Minutes = .3): 0
Short Rent Value (If 55% enter 0.55): 0

Require Supervisor Password for Hire Item Removal:
Allow - Cancel Hire Items with outstanding Balance:
Allow Additional Costs Posting only for On Rent Status:
Allow changing Status to On Rent for Future rentals:
Allow Zero Value Non-Rentals:
Activate Demo Mode:
Allow off-hire Day select on Provisional:
Return Deposit Container only if selected:
Allow Item Remove (More than one day selected):
Allow Fixed Term Contract:

Allow Rentals to overlap by: 1 day/s
Allow Grace Period of: 0 hour/s
Allow Backdated Return of: 0 day/s
Force Plant No. to Cost Code:
Force Customer Code Adjective (Branches):

Increment Hire Days on Sunday (Checked = Charge):
Activate Sundays on Item Level:
Increment Hire Days on Saturday (Checked = Charge):
Charge Half Day on Saturday (Checked = Charge):
Activate Saturdays on Item Level:
Increment Hire Days on Public Holidays (Checked = Charge):
Activate Holidays on Item Level:
Activate Monthly Fixed Rates:
Activate Weekly Rates:
Activate Weekly Rates on Item Level:

Sub-Hire Branch (Activate - Select Sub-Hire Branch | Deactivate - Select No Branch): Mossel Bay, Cross Hire
Sub-Hire Item Category: 0
Cash Customer Category: 1 - Cash

Allow Contract Discount:
Allow only Permanent Branch transfers:
Allow Multiple off-hire Days:
Print Hygiene Slips:
Allow Work Order creation at Branch level:
Display End Date on Documents:
Force use of Customer Email Recording:
Override Credit Limit Check:
Remove Customer Required Fields:

Accept Cancel

The General Tab

In this tab, a host of settings can be entered and selected to determine how your system will function.

The settings to charge rent on a Saturday, Sunday and / or Public Holidays can be activated in this tab.

Also note that the options to activate Monthly and Weekly Rates are found here.

Company Setup

Company Setup

Company Details | General | **Financial** | Access Control | Preferences | Images

VAT / GST / Sales Tax
Use Tax Yes No
Tax Number: 123456789
Default Tax Type: 1 - Vat - Standard rated (15%)
 Default Open Item
 Use Ghana Tax/VAT System

ServiceCharge
Tax on Service Charge
Charge Code: [] Service Charge %: 0 [Clear]
Invoiced Service Charge Code - Link to Charge Code [Clear]

Update Customer Invoices
Next Invoice Number Format (AANNNNNN): IN000014
Invoice Date Method: Update Date
Invoice Adjective: GI

Update Customer Credit Notes
Next Credit Note Number Format (AANNNNNN): CN000009

Update Supplier Invoices
Next Invoice Number (AANNNNNN): SU000003
Invoice Date Method: Update Date

Update Cost/Selling Prices
Round Cost/Selling Price to next: 0
Example: 0.05 (0.33 to 0.35) 0.50 (0.33 to 0.50)
Default Markup Percentage: 0

Force Use of Suggested Deposit
Allow Negative Discount if Applicable

Settlement Discount
Setup Settlement Discount Scale
 Only Apply Settlement Discount for current month if all previous outstanding amounts have been paid in full.
 Apply Settlement Discount for current month, with previous outstanding amounts payable in full.

Charge Code
SDI001 [] Settlement Discount

***Settlement Discount to be used with Email Module. When Statement is sent to Customer, the settlement Discount Countdown Begins for that Customer**

Own Currency to be Displayed on Documents: []
Foreign Currency to be Displayed on Documents: []
1 ____ = ??? ____ [0]

Accept Cancel

Financial Tab

Here, your company's Tax number and default tax type is set; Document Numbers set; the use of the suggested deposit activated or de-activated; and settlement discount scales set up.

Company Setup

The screenshot shows the 'Company Setup' dialog box with the 'Preferences' tab selected. The 'Maintenance Defaults' section contains two input fields: 'First Maintenance' with a value of '0' and 'Recurring Interval' with a value of '0', both followed by 'DAYS'. Below this is the 'Automatic Deletion of Quotations Interval' set to '60 Days - Enter 0 to disable automatic deletion'. The 'New Customer Default Billing Interval' is set to 'No Month End'. The 'SQL Backup Path' field is empty. There are three checkboxes: 'Enable Barcode Scanning on Contract Screen for Adding and Returning Hire Items' (unchecked), 'Synchronization Master Data' (unchecked), and 'Synchronization Linked Data' (unchecked). A yellow highlight is on a message box that says 'Please select or enter the path. This is for Synchronization to a'.

Preferences Tab

Maintenance defaults are set up in this tab for the first maintenance and recurring maintenance intervals.

The screenshot shows the 'Company Setup' dialog box with the 'Images' tab selected. It features three fields: 'Item Images Path' and 'Customer Photo Path', both with search icons, and 'Customer Photo Type' with a dropdown menu set to 'jpg'. At the bottom are 'Accept' and 'Cancel' buttons.

Images Tab

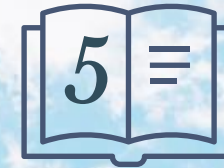
Here, the respective paths from where Item and Customer Images are to be retrieved, are selected.

The format for the Customer Image is also to be selected here.



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Equipment Hire



Setup Procedure:

Company POS Setup

Setup Company POS

Setup Company POS

Front Desk/Shop

- Enable Discount
- Enable Quick Scan
- Max Discount Percentage 5
- Show Inventory Details
- Print Access Permit
- Allow Line Amount Change
- POS Invoice / Credit Note to Slip Printer
- Use Inventory Category Code at Charges For Selection List
- Use Branch at Charges For Selection List

Work Order

- Work Order POS Invoice to Slip Printer
- Display Work Order Comments/Remarks on Invoice (A4)

General

- Posting of Shortages/Over Journal by Supervisor Shift Cashup
- Hide Shift totals on Money count
- Override Force Change on Account Payments

Late Return Charge Code

LAT001 Late Return Charge Clear

Replacement Charge Code

REP001 Replacement Fee Clear

Repair Charge Code

REP002 Repair Fee Clear

Hygiene Service Charge Code

HYG001 Hygiene Service Charge Clear

Accept Cancel

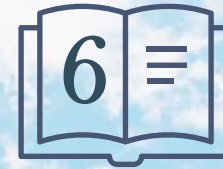
In the 'Setup Company POS' screen, there are 4 charges to be selected after creating it. These charges are necessary to enable the system user to perform other functions in the system.

The default settings for the POS systems accessed from the Grid and the dedicated POS system can be set here too.



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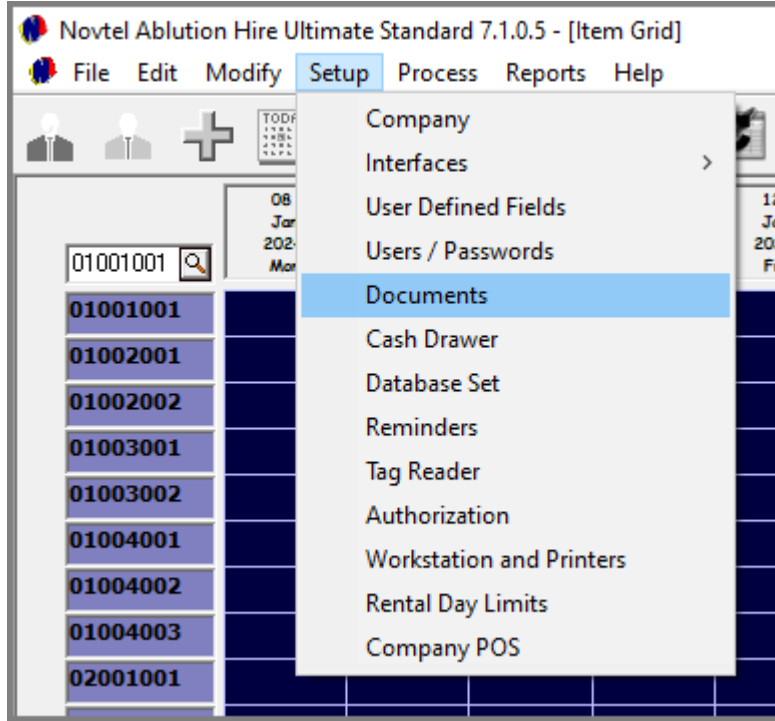
Equipment Hire



Setup Procedure:

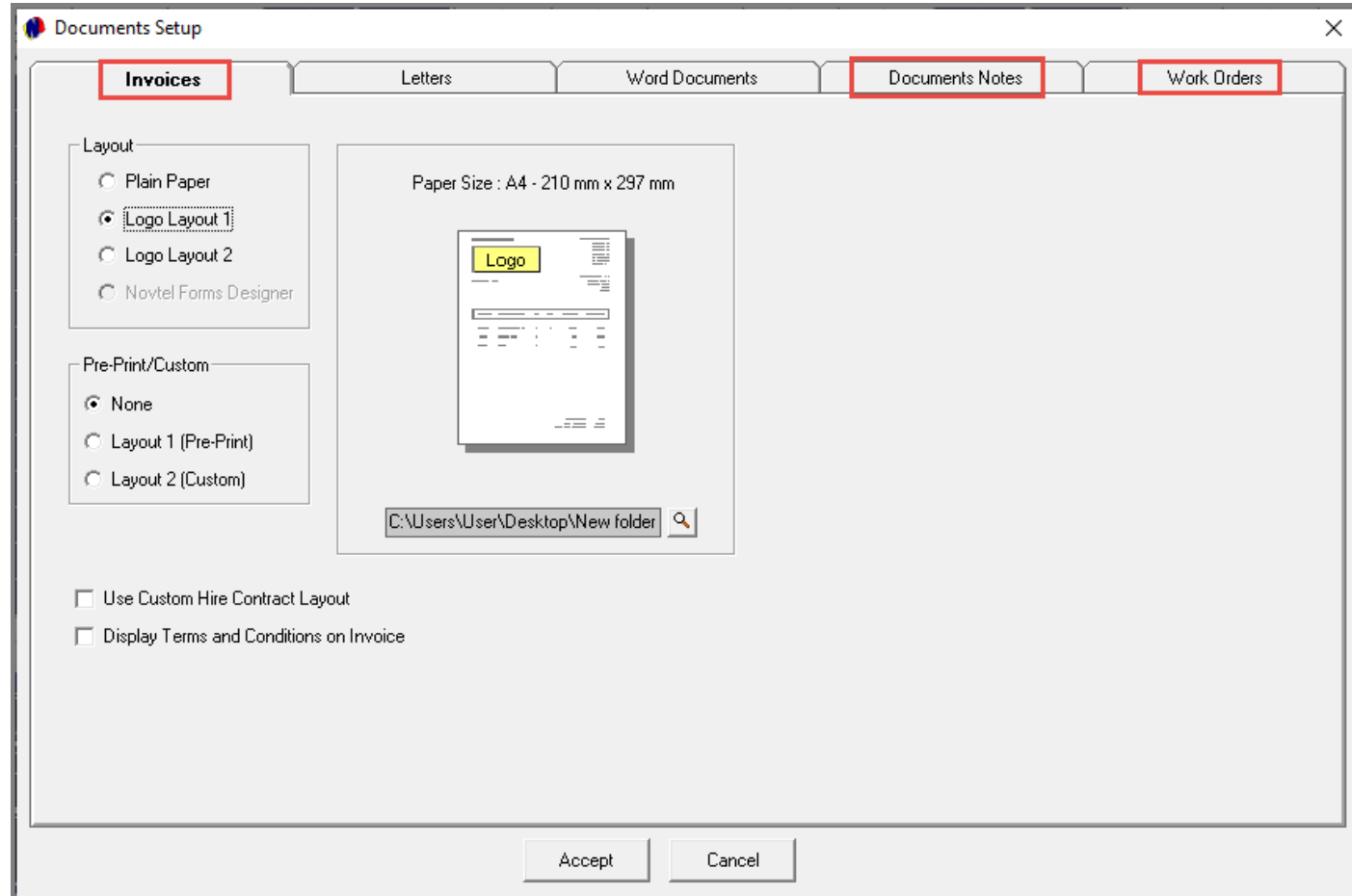
Document Setup

Document Setup



Clicking on the 'Setup – Documents' menu option, the Invoice and Work Order Document Layout can be selected.

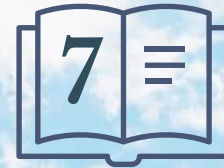
Standard document notes can be added to be displayed on Invoices and Quotations, and your company's terms and conditions can be captured and saved.





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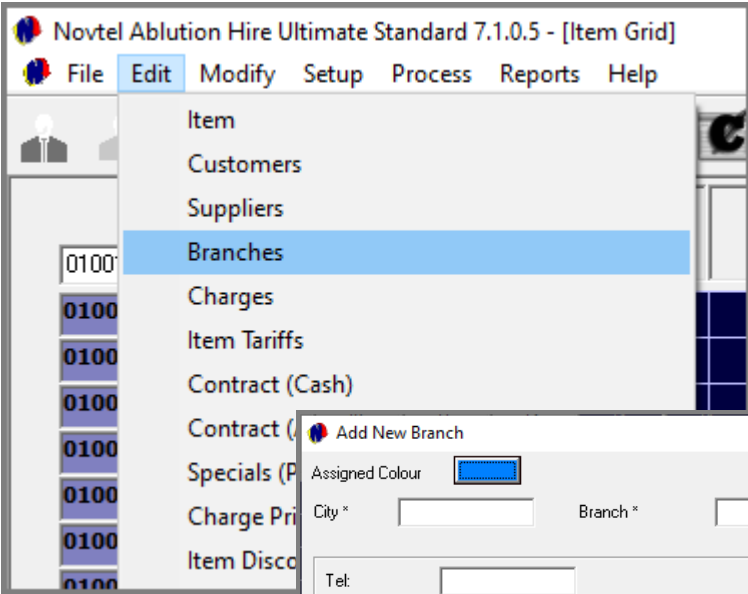
Equipment Hire



Setup Procedure:

Branches

Branches



Multiple Branches can be set up in the Novtel system. A Branch can refer to different towns or cities; countries; a Maintenance Branch to which items can be transferred and serviced; repaired or discarded, and sub-hire branches where items can be sourced from and sub-rented by your company.

Users are linked to specific Branches to which they must have access.

Items are linked to specific Branches and will be accessible from this branch only – unless transferred to another branch.

A screenshot of the 'Add New Branch' dialog box. The title bar says 'Add New Branch'. The 'Assigned Colour' is set to blue. The 'City' field is empty. The 'Branch' field is empty. The 'Sub-Hire Branch' checkbox is checked. The 'Sub-Hire Branch' dropdown menu is set to 'Mossel Bay, Cross Hire'. There are input fields for 'Tel:', 'Fax:', 'e-mail:', and 'website:'. There are checkboxes for 'Dedicated Cashier', 'Dedicated Invoice User', 'Maintenance Branch', and 'Synchronization To External Master Database'. There are search fields for 'Maintenance Customer *', 'All Maintenance by External Supplier' (checkbox), and 'Maintenance Supplier'. There are search fields for 'Multi-Store *' and 'Maintenance Multi-Store *'. There is a 'Select Selling Price Set' dropdown menu set to 'Main'. There are input fields for 'Cash:', 'Credit Card:', 'Cheque:', and 'Bank Transfer:'. There is a 'Customer Code Adjective' field set to 'M' with a note '(Leave blank to use the first characters of Surname or Company)'. There is an 'Inventory Category' dropdown menu. At the bottom left, it says '* Required Fields'. At the bottom right, there are 'Accept' and 'Cancel' buttons.

Branches

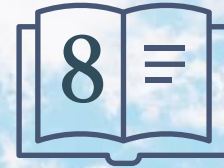
The screenshot displays the Novtel Ablution Hire Ultimate Standard 7.1.0.5 software interface. At the top, there is a menu bar (File, Edit, Modify, Setup, Process, Reports, Help) and a toolbar with various icons. Below this is a calendar grid for January 2024, with dates from 08 to 27. A list of items is shown on the left, including lawn mowers and trimmers. A 'Branches' dialog box is open in the center, listing various branches with color-coded squares: George (green), Mossel Bay (cyan), Mossel Bay (blue), Mossel Bay (yellow), Redundant (orange), Sub-Hire (white), and Workshop (pink). The dialog also includes an 'Assigned Colour' field, 'City' and 'Branch' input fields, and buttons for 'Add New', 'Edit', 'Delete', 'Synchronization', and 'Close'. A red arrow points from the 'Mossel Bay - Main Branch' entry in the dialog to the corresponding cell in the calendar grid. At the bottom left, there is a 'View Items by' section with radio buttons for Code, Available, Plant No, On Rent, Transfer, and Maintenance. Below this is a contract summary panel for 'Contract 74 Vol 79 20231212', showing contact information and financial details like 'Contract Dep Paid', 'Contract Invoice Total', 'Contract Receipt Total', 'Contract Dep Forfeit', 'Contract Dep Refund', and 'Contract Balance' (690.00). At the bottom right, there is a legend for item statuses: Cancelled, Provisional, Confirmed, On Rent, Returned, Fully Paid, and Non Rev. The status 'Fully Paid' is checked. At the very bottom, the status bar shows 'User : Louise', 'Database Path : C:\Users\User\NovtelData\EquipmentHire\Live\EHI', 'Pastel Path : C:\Pastel18\GARDENS', and 'Branch : Mossel Bay - Main Branch' (highlighted with a red box).

Items are linked to a specific Branch, and will be displayed in the selected Branch and allocated branch colour.



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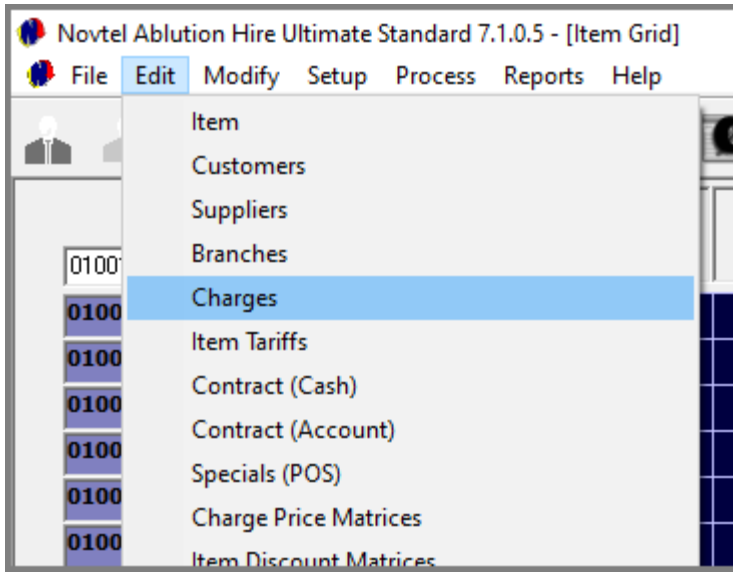
Equipment Hire



Setup Procedure:

Charges

Charges



An unlimited number of charges can be created in the Novtel System.

Charges can be linked to contracts as 'Non-Rental' items and will be displayed as 'Additional Costs'.

Charges can also be classified as 'POS Items' to sell it from the Grid's POS system, or 'Shop Items' to be sold from the dedicated Retail POS system.

Examples may include any item stocked for re-selling, such as:

- ✓ Rakes and brooms
- ✓ Spades and forks
- ✓ Different sized pruners and shears
- ✓ Refuse bags
- ✓ Trimmer Line and Heads
- ✓ Lawnmower Blades
- ✓ Sparkplugs
- ✓ Brooms
- ✓ Hosepipes and fittings

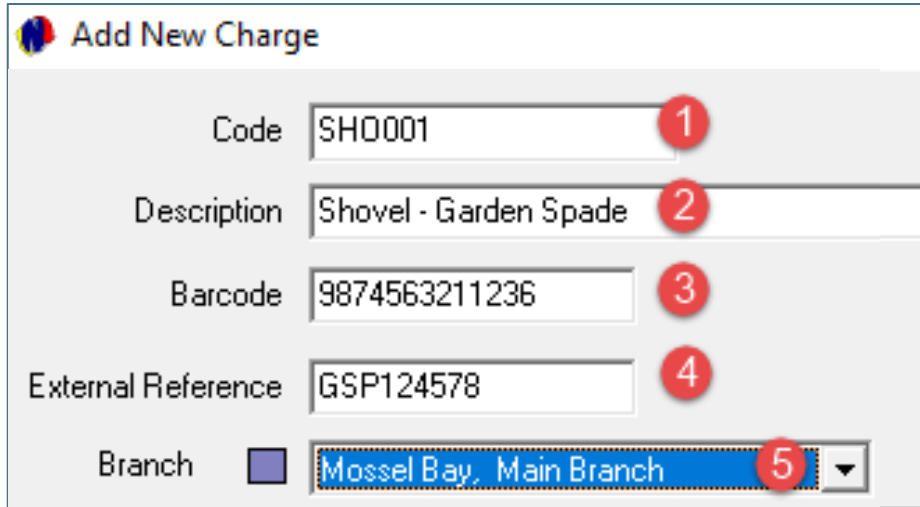
Items used for maintaining; servicing and repairing hire items must also be created as charges and classified as 'Maintenance Items'.

Examples of such charges include:

- ✓ Sparkplugs
- ✓ Oil
- ✓ Various Engen Parts
- ✓ Various Chainsaw parts
- ✓ Various Brush Cutter Parts
- ✓ Grease, etc.

Please note that any charge applicable to your company can be set up.

Charges



The screenshot shows a form titled "Add New Charge" with the following fields and values:

- Code:** SH0001 (Callout 1)
- Description:** Shovel - Garden Spade (Callout 2)
- Barcode:** 9874563211236 (Callout 3)
- External Reference:** GSP124578 (Callout 4)
- Branch:** Mossel Bay, Main Branch (Callout 5)

1. The Charge Code

A 'Charge Code' can consist of up to a maximum of 15 characters. Keep in mind that a charge can be searched for by means of the code, and we recommend that when the code is created, it is simplified for the system Users.

As per our example, the charges in our system consist of a 6-digit alpha-numeric code.

2. Description

A clear description is to be allocated to each charge in the system.

3. Barcode

If a barcode scanner is used, a dedicated barcode can be captured here.

4. External Reference

It is up to you what reference to capture here, but in this case, we have captured the Item Code as indicated on the Supplier Invoice.

5. Branch

The Branch logged into, will automatically be displayed here. However: If required, the Branch can be changed.

Charges

The screenshot shows two overlapping windows. The top window, 'Add New Charge', has fields for Code (SHD001), Description (Shovel - Garden Spade), and Barcode (9874563211236). A red box labeled '1' highlights the 'Create Item In Pastel' checkbox, which is checked. Below it are 'Display On Invoice' and 'Physical Item' checkboxes. The bottom window, 'Import Inventory Item', has fields for Code (SHD001), Description (Shovel - Garden Spade), Inventory Group (008 - Spades and Forks), and Excl Selling Price (138.26). A red box labeled '2' is on the Description field, '3' on the Inventory Group dropdown, and '4' on the 'Physical Item' radio button. A table of Multi-Stores is shown with a red box labeled '5' on the 'George Main Store' row. Below the table are 'Multi-Store Select' options: 'All Multi-Stores' (selected) and 'Selected Multi-Stores'. At the bottom, there are 'Accept' and 'Cancel' buttons. A red arrow points from the 'Accept' button in the bottom window to the 'Accept' button in the top window.

Code	Description
<input checked="" type="checkbox"/> 001	Mossel Bay Main Store
<input checked="" type="checkbox"/> 002	Workshop / Maintenance Store
<input checked="" type="checkbox"/> 003	Retail POS
<input checked="" type="checkbox"/> 005	Inventory Store
<input checked="" type="checkbox"/> 04	George Main Store

1. Create Item in Pastel

This option is ONLY available when a new charge is created. If unticked, the charge will only be created in Novtel.

If ticked, and the charge is saved in Novtel, the 'Import Inventory Item' screen is displayed.

2. The 'Code' and 'Description' will automatically be inserted as entered previously and will be imported to the financial system as such.

3. The specific Inventory Group to which this charge is to be linked, must be selected from the list.

4. All items to be sold, are classified as 'Physical Items'. Charges such as 'Settlement Discount'; 'Replacement Fee'; 'Repair Fee' etc, are classified as 'Service' charges.

5. If Multi-Stores or Warehouses are set up, the specific 'Multi-Store' must be selected to which this charge is to be linked.

Alternatively, the charge can be linked to all, or multiple Multi-Stores.

Charges

In the 'Properties' tab, the charge is to be linked to a specific classification where applicable.

➤ POS Items

All Items to be sold from the Grid's POS System, will be classified as a 'POS Item'.

➤ Shop Items

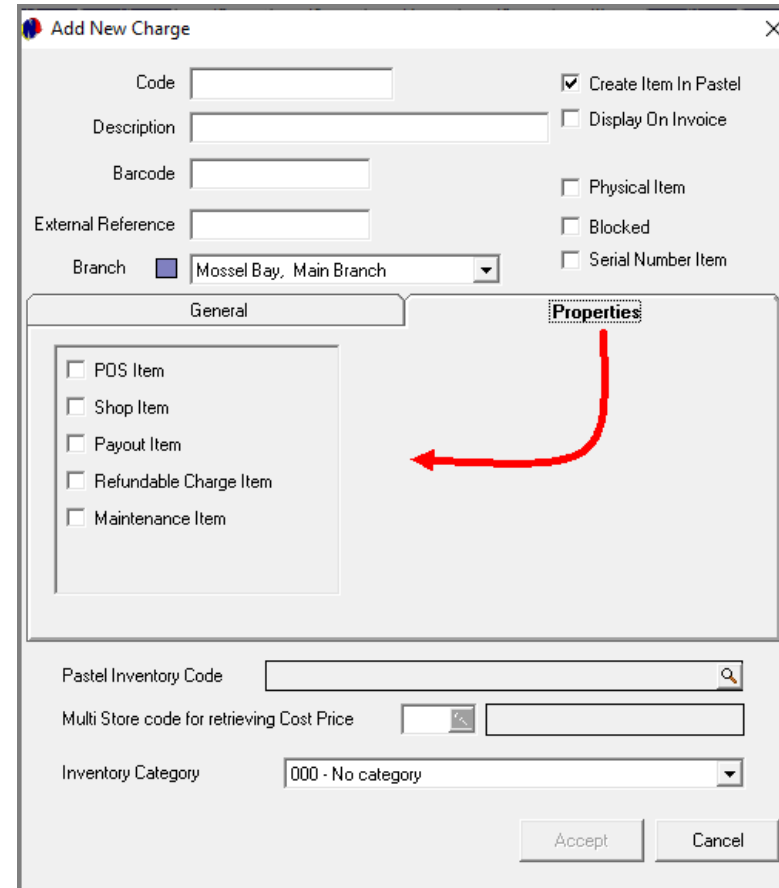
Charges classified as a 'Shop Item' will be available for selection from the dedicated Retail POS System.

➤ Payout Items

Examples of 'Payout' charges may include items bought for office use and paid for from the petty cash.

➤ Maintenance Items

Items classified as a 'Maintenance Item' will be available for selection when a job card is processed for items to be serviced or repaired.



The screenshot shows the 'Add New Charge' dialog box with the 'Properties' tab selected. The 'General' tab is also visible. The 'Properties' tab contains a list of checkboxes for classification: 'POS Item', 'Shop Item', 'Payout Item', 'Refundable Charge Item', and 'Maintenance Item'. A red arrow points to the 'Refundable Charge Item' checkbox. Other fields include 'Code', 'Description', 'Barcode', 'External Reference', 'Branch' (set to 'Mossel Bay, Main Branch'), 'Pastel Inventory Code', 'Multi Store code for retrieving Cost Price', and 'Inventory Category' (set to '000 - No category'). There are 'Accept' and 'Cancel' buttons at the bottom right.

➤ Refundable Charge Items

A Refundable Charge Item is a type of Deposit, but refundable.

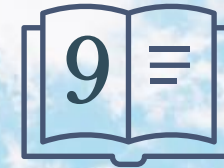
Deposits are normally raised on a contract and is applied to the contract. No charge is created for a normal deposit.

But in the case where an additional deposit is required – which can be refunded when the Item is returned - such a charge can be created.



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Equipment Hire



Setup Procedure:

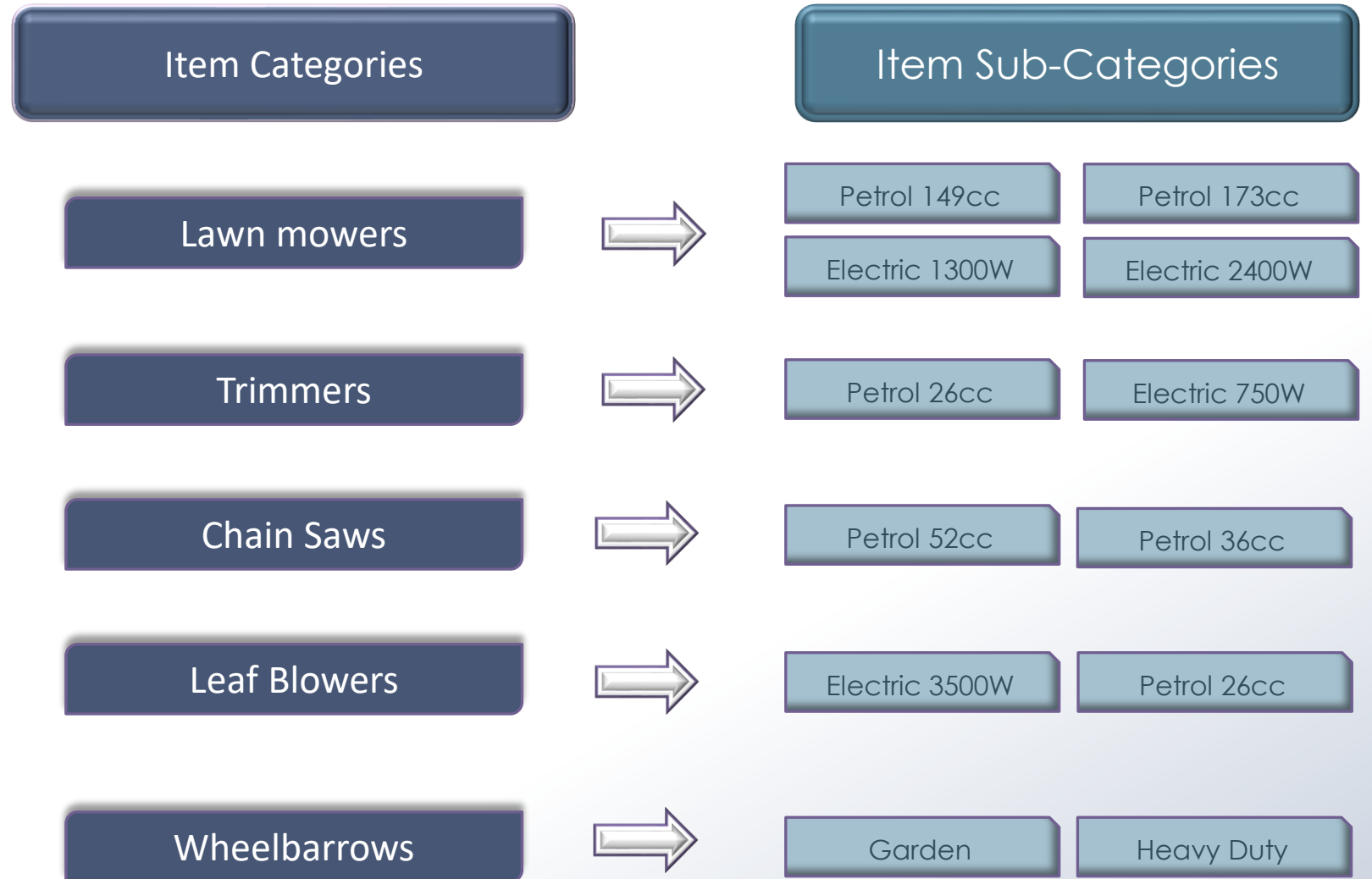
Item Categories and Sub-Categories

Item Categories and Sub-Categories

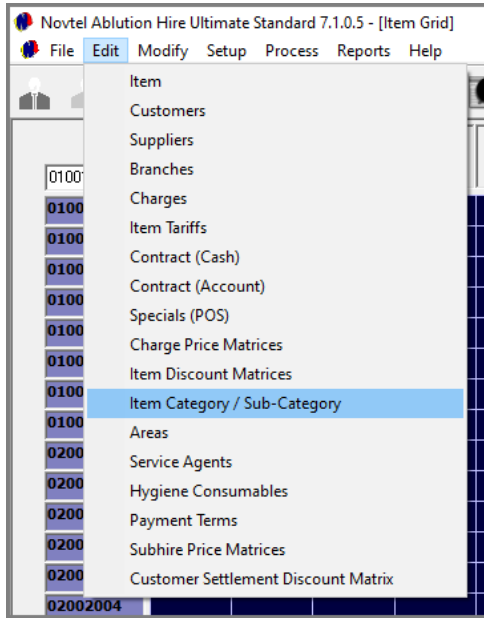
Item Categories are to be created, as well as Sub-Categories to be linked to a main category.

These are required fields to be populated when creating an Item (To be rented). The Sub-Category also forms part of the Item Description, and therefore it is important to enter a clear and descriptive Category and Sub-Category name in the 'Description' field.

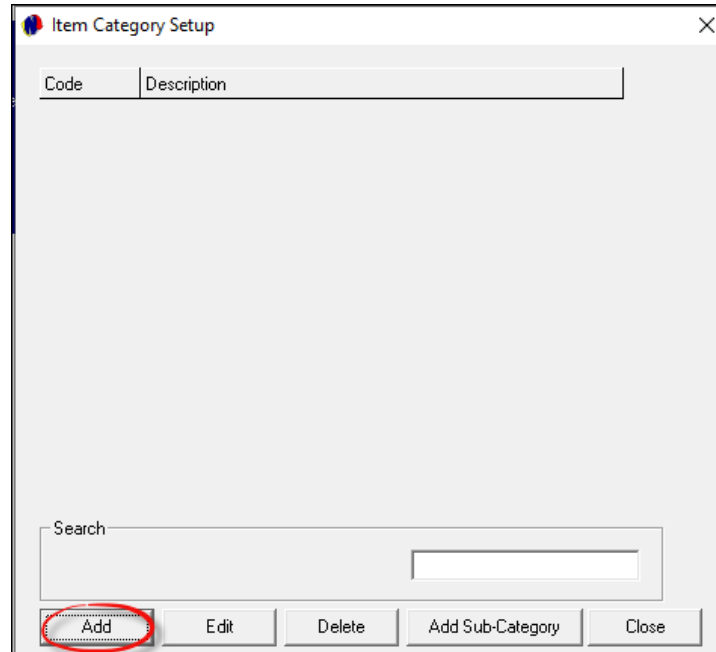
Examples of Item Categories and Sub-Categories may include the following, but are not limited to these only:



Item Categories and Sub-Categories

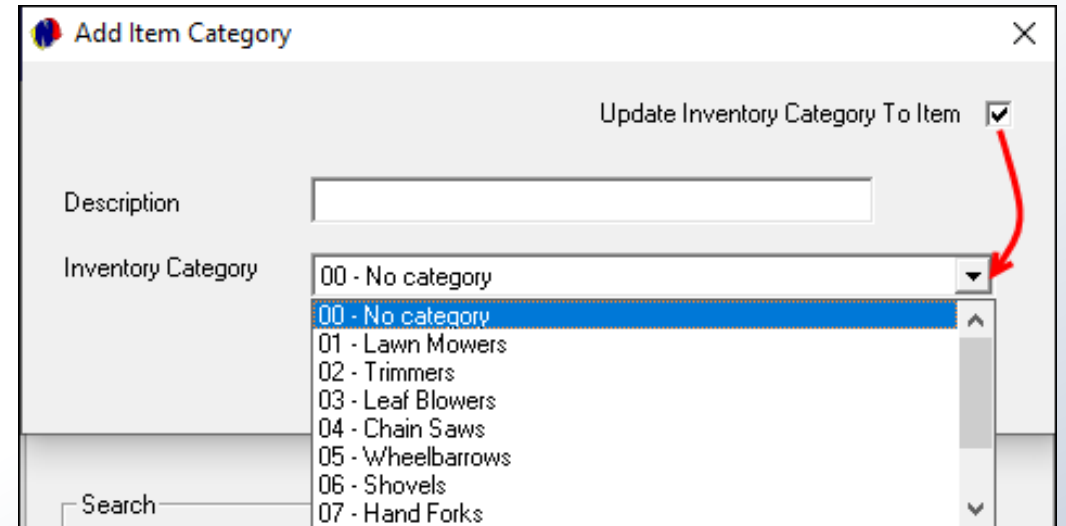


To start the process of creating an Item Category, click 'Edit – Item Category / Sub-Category', and click 'Add' in the Item Category Setup' screen.



Inventory Categories are set up in the financial system and imported to Novtel.

By default, the 'Update Inventory Category to Item' checkbox is ticked when adding a new Item Category in Novtel, and the Sage Pastel or Evolution Inventory Categories are available for selection here.



Item Categories and Sub-Categories

Item Category Setup

Code	Description
------	-------------

Add Item Category

Update Inventory Category To Item

Description: Lawn Mowers

Inventory Category: 01 - Lawn Mowers

Accept Cancel

Search

Add Edit Delete Add Sub-Category Close

Now enter the description for the Novtel Item Category and select the Sage Pastel or Evolution Inventory Category to which this Item Category is to be linked before clicking 'Accept'.

The Item Category has now been created successfully.

To create all other Item Categories as well, simply click 'Add' and repeat the process.

Item Category Setup

Code	Description
1	Lawn Mowers ✓

Search

Add Edit Delete Add Sub-Category Close

Item Category Setup

Code	Description
1	Lawn Mowers
2	Trimmers
3	Leaf Blowers
4	Chain Saws
5	Wheelbarrows
6	Shovels
7	Forks
8	Rakes
9	Pruners
10	Axes

Search

Add Edit Delete Add Sub-Category Close

Item Categories and Sub-Categories

Code	Description
1	Lawn Mowers
2	Trimmers
3	Leaf Blowers
4	Chain Saws
5	Wheelbarrows
6	Shovels
7	Forks
8	Rakes
9	Pruners
10	Axes

Search:

As there are different item types, we need to now select each Item Category individually, and add the different types to the Item Category as 'Sub-Categories'.

In this case, we will start at the top by clicking on the 'Lawn Mower' category, and then selecting the 'Add Sub-Category' button.

Code: Update Inventory Category To Item:

Description:

Inventory Category:

ITEM SUB-CATEGORY

Code	Description	Category Description
------	-------------	----------------------

The selected Item Category, and Sage Inventory Category it is linked to, is displayed at the top of this window.

To create the first 'Sub-Category' linked to it, click 'Add'.

Item Categories and Sub-Categories

Add Item Sub-Category

Code: 0

Item Category: 1 Lawn Mowers

Description: Lawnmower Petrol 149cc

1. Code

At present, no code has been allocated to this Sub-Category yet since it has not yet been saved.

2. Item Category

The Item Category has been inserted automatically as selected previously.

3. Description

Enter a descriptive name for this Sub-Category to distinguish it from the rest of the Sub-Categories to be created.

Add Item Sub-Category

Code: 0

Item Category: 1 Lawn Mowers

Description: Lawnmower Petrol 149cc

Tax: 15 - Vat - Standard rated (15%)

	Including	TAX	Excluding
Price Per Day	50.00	6.52	43.48
Price Per Week	300.00	39.13	260.87
Price Per Month	1000.00	130.43	869.57
Price Per Hour	15.00	1.96	13.04
Price Per Service	0.00	0.00	0.00

Update Prices to Item:

4. Tax

The tax rate, as set up in the 'Setup – Company – Financial' tab is displayed in this field.

5. Price Setup

Daily, weekly, monthly and / or per hour rates can be set up if applicable.

A default price per service can also be inserted for Ablution Hire Items linked to this Sub-Category.

6. Update Price to Item

Selecting the 'Update Price to Item' checkbox, the prices will be linked to the item's master file.

Item Categories and Sub-Categories

The following defaults are now to be set up and can be updated to the Item itself by ticking the 'Update Default to Item' checkbox.

Add Item Sub-Category

Code: 0

Item Category: 1 Lawn Mowers

Description: Lawnmower Petrol 149cc

Tax: 15 - Vat - Standard rated (15%)

Including **TAX** **Excluding**

- Rain Day / Off-Hire Item 7
- Charge on Saturday
- Saturday Half Day
- Charge on Sunday 8
- Charge Public Holiday
- Charge Weekly Rate

7. Rain Day / Off Hire Item

Should this checkbox be selected, the item this sub-category is linked to, will not be charged if a specific day was marked as a 'Rain Day / Off Hire Item'.

8. Charge on...

If activated in 'Company Setup', items can be fully charged on a Saturday – or half day on a Saturday – Sundays, Public Holidays, etc.

The applicable options can now be selected per Item Sub-Category.

Increment Hire Days on Sunday (Checked = Charge)

Activate Sundays on Item Level

Increment Hire Days on Saturday (Checked = Charge)

Charge Half Day on Saturday (Checked = Charge)

Activate Saturdays on Item Level

Increment Hire Days on Public Holidays (Checked = Charge)

Activate Holidays on Item Level

Activate Monthly Fixed Rates

Activate Weekly Rates

Activate Weekly Rates on Item Level

Setup Holidays

Company Setup - General Tab

Item Categories and Sub-Categories

Add Item Sub-Category

Code: 0

Item Category: 1 Lawn Mowers

Description: Lawnmower Petrol 149cc

Tax: 15 - Vat - Standard rated (15%)

	Including	TAX	Excluding
Price Per Day	50.00	6.52	43.48
Price Per Week	300.00	39.13	260.87
Price Per Month	1000.00	130.43	869.57
Price Per Hour	15.00	1.96	13.04

Rain Day / Off-Hire Item

Charge on Saturday

Saturday Half Day

Charge on Sunday

Charge Public Holiday

Charge Weekly Rate

Maintenance Item 9

Service Every: 30.00 Days/h

Unit: Days

Update Default To Item 10

9. Maintenance Item

Items can be classified as a 'Maintenance' item, and if it is to be serviced, the number of days or hours between services are selected.

The 'Unit' is then also to be selected according to the requirement.

10. Update Default to Item

To update these settings to the Item when this Sub-Category is selected, tick this checkbox.

Edit Item Sub-Category

Code: 1

Item Category: 1 Lawn Mowers

Description: Lawnmower Petrol 149cc

Tax: 15 - Vat - Standard rated (15%)

	Including	TAX	Excluding
Price Per Day	50.00	6.52	43.48
Price Per Week	300.00	39.13	260.87
Price Per Month	1000.00	130.43	869.57
Price Per Hour	15.00	1.96	13.04
Price Per Service	0.00	0.00	0.00

Rain Day / Off-Hire Item

Charge on Saturday

Saturday Half Day

Charge on Sunday

Charge Public Holiday

Charge Weekly Rate

Maintenance Item

Service Every: 30 Days/h

Unit: Days

Update Default To Item

Update Prices to Item

Hygiene Service Charge Code: 11

11. Hygiene Service Charge Code

For Ablution Hire Items to be serviced daily, the applicable 'Hygiene Service Charge Code' is to be selected per Item Sub-Category.

By clicking on the search option, the window containing all pre-created charges in the system, is opened.

The specific charge can be searched for, and selected. And when the 'Price per Service' total is inserted, Novtel will automatically charge this price when the item is serviced.

Item Categories and Sub-Categories

The screenshot shows the 'Edit Item Sub-Category' window with the following details:

- Code: 1
- Item Category: 1 Lawn Mowers
- Description: Lawnmower Petrol 149cc
- Tax: 15 - Vat - Standard rated (15%)
- Price Table:

	Including	TAX	Excluding
Price Per Day	50.00	6.52	43.48
Price Per Week	300.00	39.13	260.87
Price Per Month	1000.00	130.43	869.57
Price Per Hour	15.00	1.96	13.04
Price Per Service	0.00	0.00	0.00
- Hygiene Service Charge Code: (empty)
- Suggested deposit: 12 10.00 X Price
- Weight: 13 10.50 → Update Weight to Item
- Options: Rain Day / Off-Hire Item , Charge on Saturday , Saturday Half Day , Charge on Sunday , Charge Public Holiday , Charge Weekly Rate , Maintenance Item , Service Every: 30 Days/h, Unit: Days, Update Default To Item , Update Prices to Item

12. Suggested Deposit

Deposits are normally raised and are payable on items to be rented.

A suggested deposit can be calculated as follows:

The daily rate set up for this Item Sub-Category, is R50.00 per day. By entering the number of days as 10 for example, the deposit amount to be raised on the contract when an item - linked to this Sub-Category – is selected, will be indicated as R500.00.

13. Weight

The weight of this Item Sub-Category can be entered here and updated to the Item itself.

This is used when extremely heavy items are to be delivered to a site, and the correct delivery vehicle is to be used in order to not overload it.

14. Detailed Description

A detailed description of the 'Item Sub-Category' can now be entered in this field – if required.

To save the changes and to create this Item Sub-Category, click 'Accept'.

Item Categories and Sub-Categories

Edit Item Category

Code: 1 Update Inventory Category To Item:

Description: Lawn Mowers

Inventory Category: 01 - Lawn Mowers

ITEM SUB-CATEGORY

Code	Description	Category Description
1	Lawnmower Petrol 149cc ✓	Lawn Mowers

Buttons: Add (circled in red), Edit, Accept, Cancel

This Item Sub-Category has now been created successfully.

To add more Item Sub-Categories to this Item Category, click 'Add' and create it in the same manner as explained previously.

Edit Item Category

Code: 1 Update Inventory Category To Item:

Description: Lawn Mowers

Inventory Category: 01 - Lawn Mowers

ITEM SUB-CATEGORY

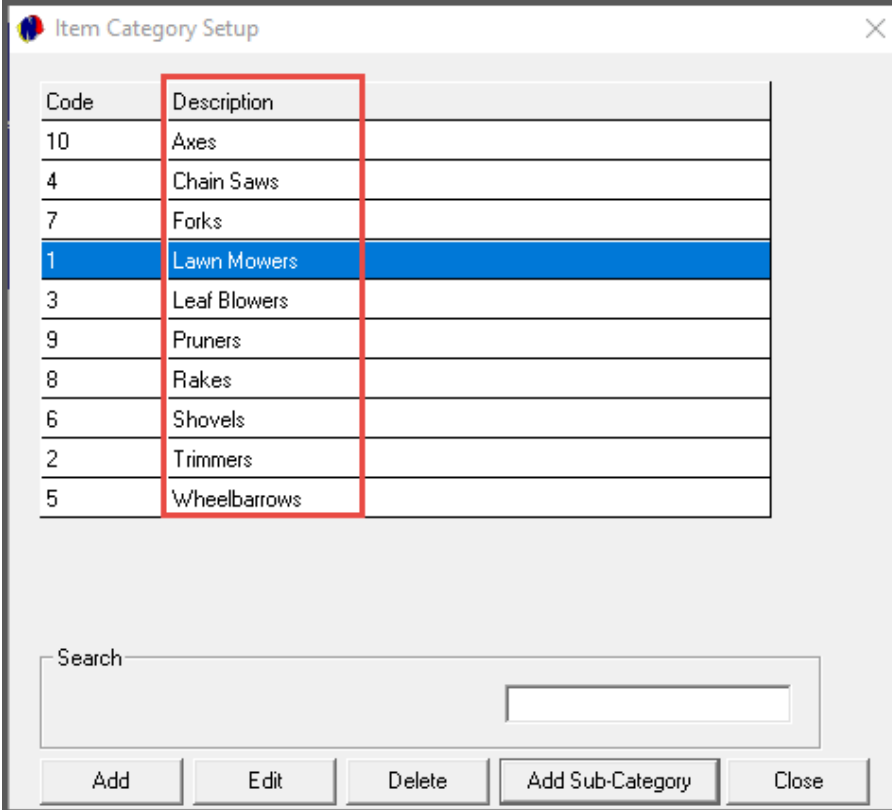
Code	Description	Category Description
1	Lawnmower Petrol 149cc	Lawn Mowers
2	Lawnmower Petrol 173cc	Lawn Mowers
3	Lawnmower Electric 1300W	Lawn Mowers
4	Lawnmower Electric 2400W	Lawn Mowers

Buttons: Add, Edit, Accept (with green checkmark), Cancel

When all Sub-Categories – related to this Item Category - have been created, click 'Accept'.

Item Categories and Sub-Categories

You will now notice that the Item Category descriptions are displayed in Alphabetical Order.



The screenshot shows a window titled "Item Category Setup" with a table of categories. The categories are listed in alphabetical order. The "Lawn Mowers" row is selected and highlighted in blue. A red box highlights the "Code" and "Description" columns.

Code	Description
10	Axes
4	Chain Saws
7	Forks
1	Lawn Mowers
3	Leaf Blowers
9	Pruners
8	Rakes
6	Shovels
2	Trimmers
5	Wheelbarrows

Search:

Buttons: Add, Edit, Delete, Add Sub-Category, Close

To add Sub-Categories to the rest of the Item Categories, simply select it individually, and add the relevant Sub-Categories to each.



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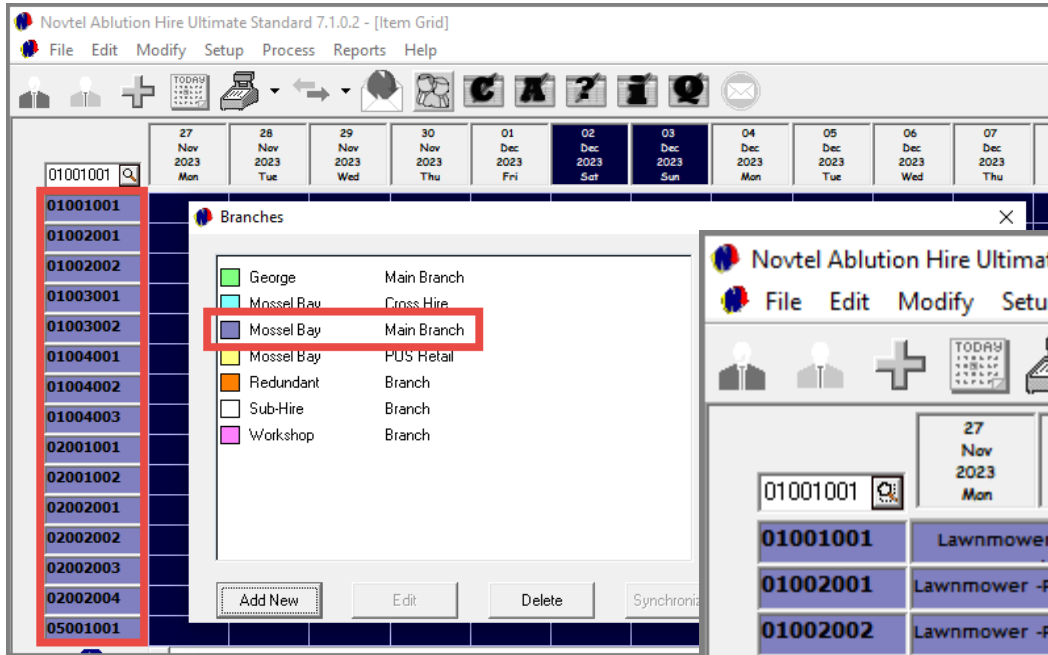
Equipment Hire



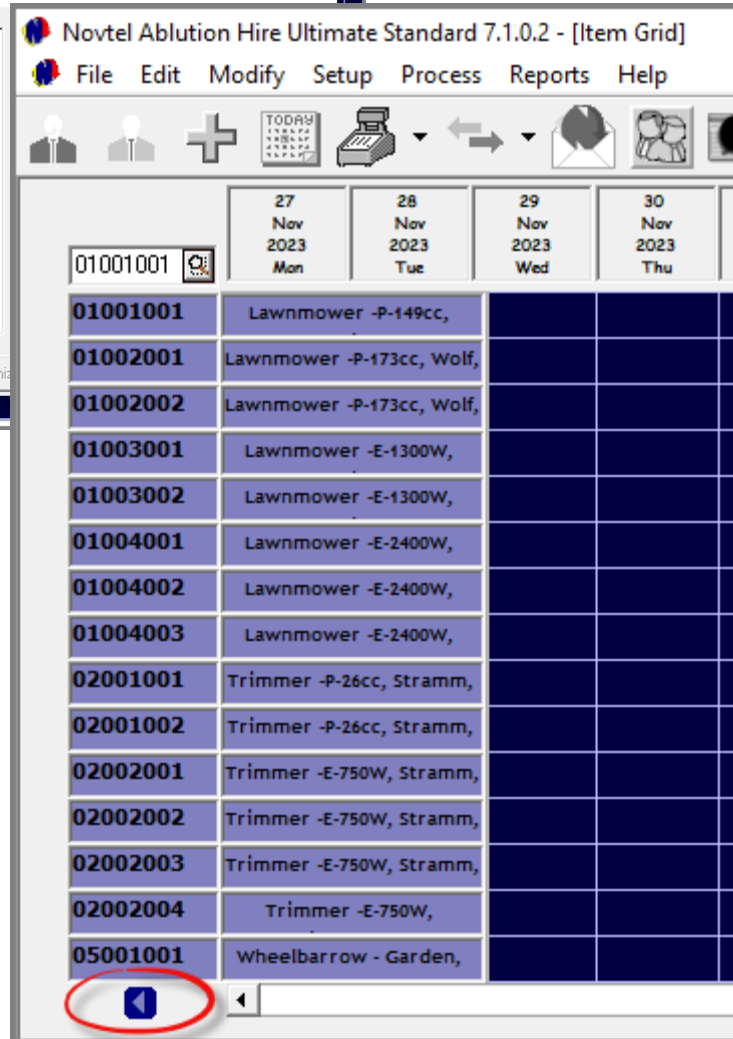
Setup Procedure:

Items

Items

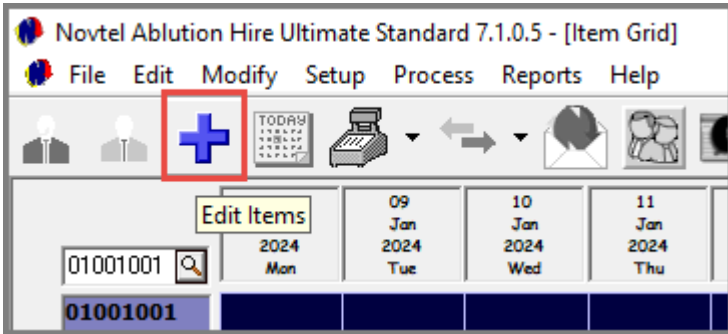


Hire Items are linked to a specific 'Branch' and the Item Code is displayed in the selected Branch Colour on the Grid.



The Item Description will also be displayed when clicking on the arrow below the Grid.

Items



To rent out any tool – whether a machine or a hand tool - it must be created as 'Items'. If your company has multiple Units of a specific Item, it will be created individually. To add or edit any Item, click on the '+' icon (Edit Items).

A screenshot of the 'Add New Item' form. The form has several tabs: 'General', 'Details', 'Financial', 'User Defined Fields', and 'Pastel'. The 'Code' field is highlighted with a red circle and the number '2'. The 'Description' field is highlighted with a red circle and the number '1'. Red arrows point from the 'Plant Number', 'Manufacturer', and 'Item Sub Category' fields to the 'Code' and 'Description' fields. The 'Plant Number' and 'Manufacturer' fields are highlighted in green. The 'Item Sub Category' field is also highlighted in green. The 'Branch' field is set to 'Mossel Bay, Main Branch'. The 'Type' field is set to 'Serial'. The 'Item Category' field is set to '0'. The 'Item Sub Category' field is set to '0'. There is a checkbox labeled 'Create Item In P' which is checked.

The Item Code and Description

The Code and Description cannot be entered directly in these first two fields.

1. Novtel creates the Item Description according to the settings entered in the 'Plant Number', 'Sub-Category' and 'Manufacturer' fields.
2. The Item Code is only created once the Item is saved to the system.

Items

In the 'General' tab, the following information and settings are to be entered or selected:

1. Branches

The branch logged into will be inserted here by default for both 'Branch' options.

The first Branch cannot be changed, as this Item is being created while logged into this Branch. Therefore, the Item will 'belong' to this Branch unless transferred to another.

The 'Home Branch' option can be changed if applicable.

2. Plant Number

The 'Plant Number' is allocated as per your company's requirement and must be unique to the item.

By entering this number, it is also automatically entered in the 'Description' field as follows:

The screenshot shows the 'Add New Item' form with the following fields and values:

- Code: [Empty]
- ✓ Create Item In Pastel
- Barcode: [Empty]
- Description: .. 101
- General tab selected
- Branch: Mossel Bay, Main (1)
- Home Branch: Mossel Bay, Main
- Plant Number: 101 (2)
- Serial Number: [Empty]
- Show On Grid:
- Subhire Item:

A red arrow points from the 'Plant Number' field to the 'Description' field, indicating that the plant number is automatically entered into the description.

Items

Add New Item

Code Create Item

Description

General | Details | Financial | User Defined Fields

Branch

Plant Number

Serial Number 3

External Reference

Manufacturer 4

Add New Item

Code Create Item

Description

General | Details | Financial | User Defined Fields

Branch

Plant Number

Serial Number

External Reference

Manufacturer

Type 5

Item Category

Item Sub Category

In Stock

3. Serial Number

Where applicable, the Item's serial number is to be entered in this field to keep track of Items owned by your company.

All items like lawnmowers; trimmers; chainsaws and other electronic tools will have a dedicated serial number.

Tools like spades, forks, rakes etc. will not have a serial number.

4. Manufacturer

Enter the supplier company / manufacturer of the item in this field. In doing so, it will now form part of the Item's description.

5. Type

Items are to be classified as a specific 'Type', and in this case the 'Serial' option is selected from the list of options since we are creating the Ryobi Petrol 149cc Lawnmower as an Item.

Items such as spades, rakes, pruners etc. will be classified as a 'Non-Serial' item.

'Hygiene' items include portable toilets; shower trailers; toilet and shower combo trailers, etc.

Excavators; Front Loaders; Bulldozers etc, will be classified as 'Plant Items'.

And 'Containers' include storage, office and / or refrigerated container units.

Add New Item

Code: [] Create Item In Pastel Barcode: []

Description: Ryobi, 101

General | Details | Financial | User Defined Fields | Pastel Interface | Kit Items | Fixed Non-Rentals

Branch: Mossel Bay, Main

Plant Number: 101

Serial Number: 1A2B3C

External Reference: []

Manufacturer: Ryobi

Type: Serial

Item Category: 0

Item Sub Category: 0

In Stock: 1

On Best: 0

Select Item Category

Code	Description
3	Chainsaws
7	Forks
9	Hand Saws
1	Lawnmowers
4	Leaf Blowers
10	Pruners
8	Rakes
11	Shearers
6	Spades
2	Trimmers
5	Wheelbarrows

Accept (circled in red) Cancel

6. Item Category

Clicking on the search option in the 'Item Category' field, the relevant Item Category for this Item is to be selected. In this case, the 'Lawnmowers' option.

Item Category Lawnmowers

Search: []

Sort by: Description

Search for: []

Description	Item Sub Category
Lawnmower -E-1300W	3
Lawnmower -E-2400W	4
Lawnmower -P-149cc	1
Lawnmower -P-173cc	2

Select (circled in red) Cancel

7. Item Sub-Category

Immediately, the following window is displayed, indicating all Sub-Categories linked to the selected Item Category. Now select the specific option and click 'Select'.

Both the Item Category and Item Sub-Category have been captured here. Also note that the Item Description now contains the 'Item Sub-Category's' wording as well.

Add New Item

Code: [] Create Item In Pastel

Description: Lawnmower -P-149cc, Ryobi, 101

General | Details | Financial | User Defined Fields | Pastel Interface

Branch: Mossel Bay, Main

Plant Number: 101

Serial Number: 1A2B3C

External Reference: []

Manufacturer: Ryobi

Type: Serial

Item Category: 1 Lawnmowers

Item Sub Category: 1 Lawnmower -P-149cc

Items

In Stock		<input type="text" value="1"/>
On Rent	6	<input type="text" value="0"/>
Available		<input type="text" value="1"/>

6. In Stock, On Rent and Available

The 'In-Stock' value will ALWAYS be displayed as 1 for **'Serial', 'Plant', Container'** and **'Hygiene Items'** at this stage, since only 1 item is created and in stock and it is not linked to a contract at present.

Therefore, the 'On-Rent' value is zero, and the Item is 'Available'.

For **'Non-Serial'** items, the 'In-Stock' number can be changed according to the number of items in stock. For example: The 'In-Stock' quantity of an Item such as a wheelbarrow or spade can be entered as 20 if your company stocks 20 of the same Item.

Show On Grid	7	<input checked="" type="checkbox"/>
Subhire Item		<input type="checkbox"/>
Monthly Billed Item	8	<input type="checkbox"/>

7. Show on Grid

Items are linked to Contracts, and the status of the contract will be reflected on the Grid next to the Item. Therefore, we always recommend that the option is selected to 'Show on Grid'.

8. Monthly Billed Item

Items can be billed on a monthly basis if set up. If this Item is allowed to be billed the monthly rate when required, the checkbox must be selected.

Please note that Items cannot be classified here as a 'Sub-Hire' item.

Novtel only recognizes a Sub-Rented Item when transferred from a Sub-Hire Branch to this Branch.

Items

Maintenance Item	9	<input checked="" type="checkbox"/>
Rain Day/Off-Hire Item	10	<input type="checkbox"/>
Charge on Sunday	11	<input type="checkbox"/>
Charge on Saturday		<input type="checkbox"/>
Saturday Half Day		<input checked="" type="checkbox"/>
Charge Public Holiday		<input checked="" type="checkbox"/>
Charge Weekly Rate	12	<input type="checkbox"/>
Day Limit Rate Item		<input type="checkbox"/>
Kit Item		<input type="checkbox"/>

9. Maintenance Item

Items such as a Petrol Lawnmower will require maintenance on a regular basis. Therefore, we have classified this Item as a Maintenance Item.

10. Rain Day / Off Hire Item

If allowed not to charge an Item on a Rain or Off Hire Day, this checkbox is selected.

11. Charge On....

Tick all the relevant checkboxes to charge rent on a Saturday; Sunday and / or Public Holidays.

12. Charge Weekly Rate

As in the case of a monthly billed item: If set up and allowed, a weekly rate can be charged if required.

Items

Edit Item

Code: 01001001
Description: Lawnmower -P-149cc, Ryobi, 101

General | **Details** | Financial | User Defined

General Details

Tyres Make:

Spare Tyre Make: 1

Battery Make:

License Due: 2021/11/25 2

Date Sold: 2020/11/25 3

Weight: 14 4

Proceeding to the 'Details' tab, all relevant details pertaining to this Item can be captured.

1. The '**General Details**' section is applicable to 'Plant Items', and the tyre, spare tyre and battery brands are to be captured.
2. The date upon which the license is due must be captured here.
 - ✓ Reminders can be set up to display a notification on the Item Code directly on the Grid when the license is due. When the license has been renewed, the next 'License Due' date must be captured.
3. The date upon which an Item is sold, is selected here. Then, the Item will be permanently transferred to the 'Redundant' Branch to remove it from this Branch's stock items.
4. The Item's weight will be displayed here automatically if inserted on the 'Item Sub-Category' it is linked to, and the checkbox was ticked to 'Update Weight to Item'. Alternatively, it can be entered manually.

Items

Service Interval

Current Rental Days

First Maintenance RD

Recurring Interval RD

Next Maintenance RD

RD - Rental Days

Service Interval

Current Rental Days 1

First Maintenance 2 RD

Recurring Interval 3 RD

Next Maintenance 4 RD

RD - Rental Days

➤ Service Interval

In this section, the following details are to be captured for all Items classified as a 'Maintenance' item:

By default, all totals are indicated as zero, since we are only creating this Item now.

1. The 'Current Rental Days' will remain zero until this item is actually rented. Then Novtel will automatically update this field.
2. The 'First Maintenance' required must be captured here according to the number of 'rental days' allowed from zero to the first service. In this case, 30 rental days.
3. The 'Recurring Interval' is the number of rental days allowed between services, which for demonstration purposes, is captured as 45 days in this case.
4. As this is a new Item, the 'Next Maintenance' is to be performed at 30 days.

Please note that when the Item was indeed serviced, Novtel will update the 'Next Maintenance' total automatically.

Items

Edit Item

Code: 01001001
Description: Lawnmower -P-149cc, Ryobi, 101

General | Details | **Financial** | User Defined Fields | Pastel Interface

Cost Price: 2500.00

	Per Day	Per Week	Per Month	Per Hour
Rental Excl Tax	34.78	173.91	347.83	6.96
Tax	5.22	26.09	52.17	1.04
Rental Incl Tax	40.00	200.00	400.00	8.00

1 - Vat - Standard rated (15%) | Per Day | Per Hour

1. In the Financial tab, the Cost Price of the Item is to be entered. If an Item were rented and damaged beyond repair, the Customer can be charged for the replacement thereof. The Cost Price entered here, will be charged in such a case.
2. The prices as entered on the Item Sub-Category linked to this Item, has successfully been updated to the Item since we have selected the option on the 'Sub-Category's' master file.
3. The default Tax rate is displayed here, as set up in the 'Company – Setup – Financial' tab.
4. The default price to be charged, is selected as 'Per Day'.

Items

Code: 01001001

Description: Lawnmower -P-149cc, Ryobi, 101

Create Item In Pastel

Barcode: []

General | Details | Financials | User Defined Fields | Pastel Interface | Kit Items | Fixed Non-Rentals

Import Inventory Item

Code: 01001001

Description: Lawnmower -P-149cc, Ryobi, 101

Inventory Group: 004 - Lawnmowers

Code	Description
<input checked="" type="checkbox"/> 001	Mossel Bay Main
<input checked="" type="checkbox"/> 002	Workshop
<input checked="" type="checkbox"/> 003	Retail POS

Multi-Store Select

All Multi-Stores: []

Selected Multi-Stores: []

Accept | Cancel

Import Inventory Item

Code: 01001001

Description: Lawnmower -P-149cc, Ryobi, 101

Inventory Group: 004 - Lawnmowers

Excl Selling Price: 34.78

Physical Item

Service Item

Create Cost Code

Cost Code

Code: 101

Description: Lawnmower -P-149cc, Ryobi, 101

If the Item has not yet been created in the financial system, the checkbox to 'Create Item in Pastel' must be ticked for the item to be imported to Pastel when saving it to Novtel.

In this case, the Item will be imported to the Financial System.

1. The 'Code' has now been created automatically and is imported to the financial system as such. The Novtel Item Description is also duplicated as the 'Pastel Inventory Item Description'.
2. The Inventory Group to which this Item is to be linked in the Financial system, is to be selected.
3. The 'Excluding Selling Price' is derived from the daily price entered on the Item Sub-Category and linked to this Item.
4. As the Item is not to be sold, but rented, it is classified as a 'Service Item'.
5. If a 'Cost Code' is to be created for this Item, the checkbox is to be selected. Novtel will automatically populate the Cost Code's 'Code' and 'Description' fields.

Items

Import Inventory Item

Code: 01001001
Description: Lawnmower -P-149cc, Ryobi, 101
Inventory Group: 004 - Lawnmowers
Excl Selling Price: 34.78
 Physical Item
 Service Item

Create Cost Code
Cost Code: Code: 101, Description: Lawnmower -P-149cc, Ryobi, 101

Multi-Store Select
All Multi-Stores:
Selected Multi-Stores:

Code	Description
<input checked="" type="checkbox"/> 001	Mossel Bay Main
<input type="checkbox"/> 002	Workshop
<input type="checkbox"/> 003	Retail POS

Should the option be activated in your system and Multi-Stores have been set up, the applicable Multi Store, or more than 1 store this Item is to be linked to, must be selected.

To continue, click 'Accept'.

Edit Item

Code: 01001001
Description: Lawnmower -P-149cc, Ryobi, 101

General | Details | Financial | User Defined Fields | **Pastel Interface** | Kit Items | Fixed Non-Rentals

Pastel Inventory Code: 01001001 [✓] Lawnmower -P-149cc, Ryobi, 101 [Clear]

Pastel Cost Code: 101 [✓] Lawnmower -P-149cc, Ryobi, 101 [Clear]

Accept Cancel

In the 'Pastel Interface' tab, the 'Pastel Inventory and Cost Codes' are entered automatically.



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Equipment Hire



Setup Procedure:

Item Tariffs

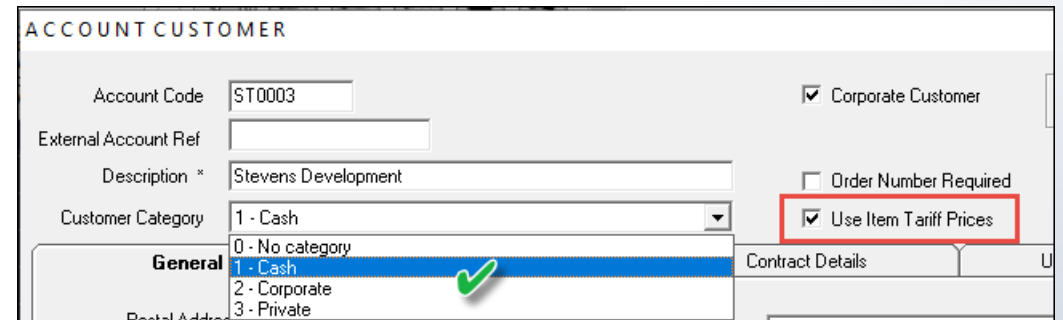
Item Tariffs

Custom Item Tariffs can be set up per Customer Category; Item Category and Sub-Category.

This means that Customers linked to a specific Customer Category will automatically be charged a different rate than Customers linked to a different Customer Category.

This functionality can only be used, provided that:

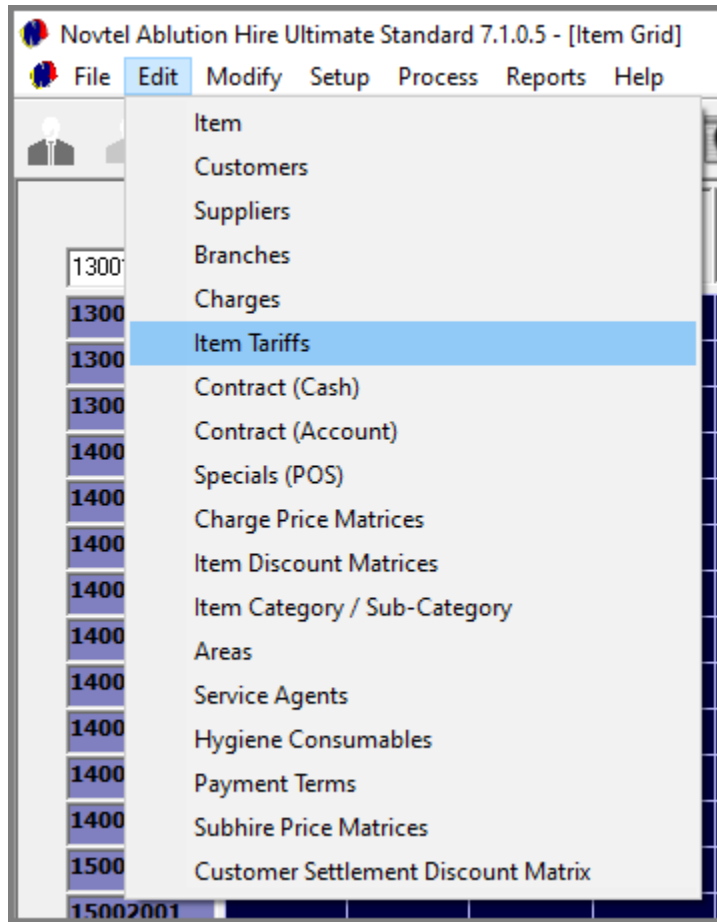
- Item Tariffs per Customer Category; Item Category and Item Sub-Category have been set up;
- All Customers are linked to a dedicated Customer Category;
- The 'Use Item Tariff Prices' checkbox is selected per Customer.



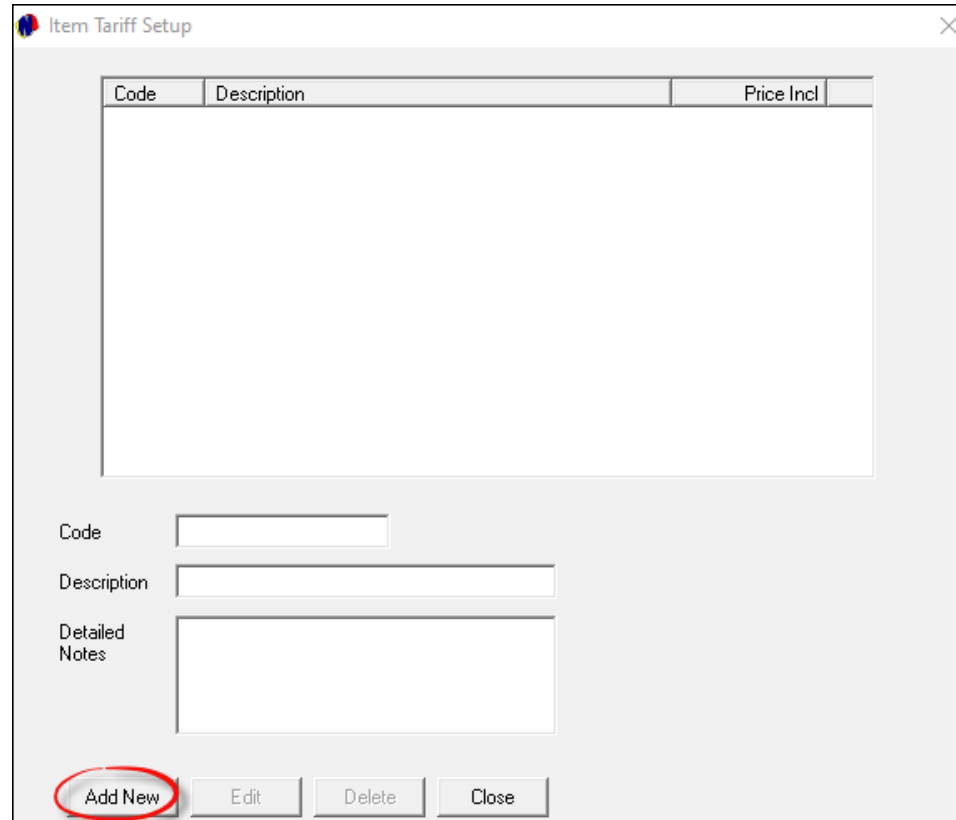
The screenshot shows the 'ACCOUNT CUSTOMER' form with the following details:

- Account Code: ST0003
- External Account Ref: (empty)
- Description *: Stevens Development
- Customer Category: 1 - Cash
- General tab: 0 - No category, 1 - Cash (highlighted with a green checkmark), 2 - Corporate, 3 - Private
- Contract Details: (empty)
- Use Item Tariff Prices: (highlighted with a red box)
- Order Number Required:
- Corporate Customer:

Item Tariffs



From the 'Edit' menu, select 'Item Tariffs', and click 'Add New' in the next screen.



Item Tariffs

Add Item Tariff

Tariff Code: 00

Description: No category

Customer Category: 00 - No category

Item Category: 00 - No category, 01 - Cash, 02 - Corporate, 03 - Private

Item Sub Category: 02 - Corporate

Detailed Notes:

Rental Price Day Incl: 0.00

Rental Price Week Incl: 0.00

Rental Price Month Incl: 0.00

Rental Price Hourly Incl: 0.00

Hygiene Fee Incl: 0.00

Accept Cancel

The Code and Description cannot be entered manually, and will consist of the selected Customer Category, Item Category, and Item Sub-Category.

Customer Categories are set up in the Financial system and imported to Novtel. Clicking on the down arrow here, the list of Customer Categories is displayed, and the applicable option can now be selected.

In this case, we are setting up an Item Tariff for the 'Corporate Customer' Category.

Add Item Tariff

Tariff Code: 02

Description: Corporate

Customer Category: 02 - Corporate

Item Category:

Detailed Notes:

Accept Cancel

Immediately, Novtel inserts the Customer Category Code in the 'Code' field, and the Customer Category itself in the 'Description' field.

Item Tariffs

The 'Add Item Tariff' window shows the following fields:

- Tariff Code: 02
- Description: Corporate, ,
- Customer Category: 02 - Corporate
- Item Category: [Search Icon]
- Item Sub Category: [Empty]
- Detailed Notes: [Empty]

The 'Select Item Category' dialog displays a list of categories:

Code	Description
13	Canon Cameras
14	Canon Lenses
3	Chainsaws
19	Chairs
12	Forklift
7	Forks
9	Hand Saws
1	Lawnmowers
4	Leaf Blowers
16	Marquee Tents
10	Pruners
8	Rakes
11	Shearers
6	Spades
18	Tables
17	Tent Flooring
2	Trimmers
15	Tripods
5	Wheelbarrows

The 'Forklift' category (Code 12) is selected. A green checkmark is visible next to the 'Accept' button.

Next, click on the search option in the 'Item Category' field.

Search for and select the applicable Item Category from the list.

The 'Item Category Forklift' dialog shows the following search options:

- Search: [Empty]
- Sort by: Description
- Search for: [Empty]

The results table is as follows:

Description	Item Sub Category
6W x 72L Forklift	1

The '6W x 72L Forklift' row is selected. A red arrow points from this row to the 'Select' button.

All 'Item Sub-Categories' linked to the selected 'Item Category' are now displayed, and the applicable option is to be selected.

Item Tariffs

Add Item Tariff

Tariff Code: 0212001

Description: Corporate, Forklift, 6W x 72L Forklift

Customer Category: 02 - Corporate

Item Category: 12 Forklift

Item Sub Category: 1 6W x 72L Forklift

Detailed Notes:

Rental Price Day Incl: 1000.00

Rental Price Week Incl: 6000.00

Rental Price Month Incl: 25000.00

Rental Price Hourly Incl: 200

Hygiene Fee Incl: 0.00

Accept Cancel

The 'Item Tariff's' description now contains the Item Category and Sub-Category too.

Detailed notes can be added, and the applicable rates entered.

For the Hygiene industry, a specific Hygiene Fee amount can also be captured before clicking 'Accept'.

Item Tariff Setup

Code	Description	Price Incl
0212001	Corporate, Forklift, 6W x 72L Forklift	1000.00

Code: 0212001

Description: Corporate, Forklift, 6W x 72L Forklift

Detailed Notes:

Add New Edit Delete Close

The Item Tariff for the selected Forklift, and for the Corporate Customer Category, has been created successfully.

Rates for all other Customer Categories, Item Categories and Sub-Categories, can now be created in the same manner.

Item Tariffs

ACCOUNT CUSTOMER

Account Code: ST0003

External Account Ref: []

Description: Stevens Development

Customer Category: 2 - Corporate

Corporate Customer

Open Item

Billing Interval: On Month End

Order Number Required

Use Item Tariff Prices

Postal Address: PO Box 123, Mossel Bay, 6500

Physical Address: 14 Hannes Street, Mossel Bay, 6500

Company Name: []

Last Name: []

First Name: []

Title: Mr

Date of Birth: 2023/11/22

ID Number: []

Company Reg No: []

Telephone No: []

Fax No: []

Mobile Phone: []

AH Telephone: []

Email Address: stevens@development.c

Search Number: []

Contact Person: []

Contract Details

Contract Volume #: 78

Contract Number: 73

Customer Code: ST0003

Site Number: ST0003/001

Branch: Mossel Bay, Main Branch

Contract Date: 2023/11/22

Last Increment Date: 2023/11/29

Monthly Recovery Contract:

Hire Num	Item Code	Item Desc	Tariff Code	Rate PD	Total Incl	RA	Status	Deliver	Issue	Bal	IP	OHD	S	P	HDA	HD	Rate PH	Hou
186	ZGR00...	Deposit - 0.00		0.00	0.00	N	Provisio...	Collect	0	0	0	0.00	0	0	0.00	8.00	0.00	0.0
187	12001001	6W x 72L Forklift, GRT, 900	0212001	1000.00	5000.00	N	Provisio...	Collect	1	1	0	0.00	2	0	0.00	5.00	200.00	0.0

The Customer, 'Stevens Development' is linked to the 'Corporate' Customer Category, and the 'Use Item Tariff Prices' option is ticked on the Customer Master File.

Adding the Forklift for which an Item Tariff Price was set up to the contract as a Hire Item, the tariff code this Item is linked to is added to the contract.

The rental price per rental day is automatically charged for the duration of the contract.

In this case: R1000.00 x 5 = R5000.00

Contract Details

Contract Volume #: 78

Contract Number: 73

Customer Code: ST0003

Site Number: ST0003/001

Branch: Mossel Bay, Main Branch

Contract Date: 2023/11/22

Last Increment Date: 2023/11/29

Monthly Recovery Contract:

Hire Num	Item Code	Item Desc	Tariff Code	Rate PD	Total Incl	RA	Status	Deliver	Issue	Bal	IP	OHD	S	P	HDA	HD	Rate PH	Hou
186	ZGR00...	Deposit - 0.00		0.00	0.00	N	Provisio...	Collect	0	0	0	0.00	0	0	0.00	8.00	0.00	0.0
187	12001001	6W x 72L Forklift, GRT, 900	0212001	1000.00	5000.00	N	Provisio...	Collect	1	1	0	0.00	2	0	0.00	5.00	200.00	0.0

Display <F1> Add New <F3> Remove <F4> Hire Item Select All <F5> Select None <F6> Move Contract <F7> <HC>

On Rent <F8> Deliver/Collect <F9> Return <F10> Apply Selection <F2> Rain Day/Off Hire <F11> Amend Contract Cancel Item

Reports to: Screen Print POS Print to: Screen Print

Save Cancel Refund Charge Contract Summary Delivery Note Return Note Close

Add Item Tariff

Tariff Code: 0212001

Description: Corporate, Forklift, 6W x 72L Forklift

Customer Category: 02 - Corporate

Item Category: 12 Forklift

Item Sub Category: 1 6W x 72L Forklift

Detailed Notes: []

Rental Price Day Incl: 1000.00

Rental Price Week Incl: 6000.00

Rental Price Month Incl: 25000.00

Rental Price Hourly Incl: 200

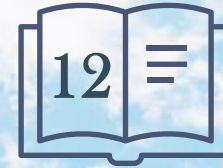
Hygiene Fee Incl: 0.00

Accept Cancel



Novtel[®]

Equipment Hire



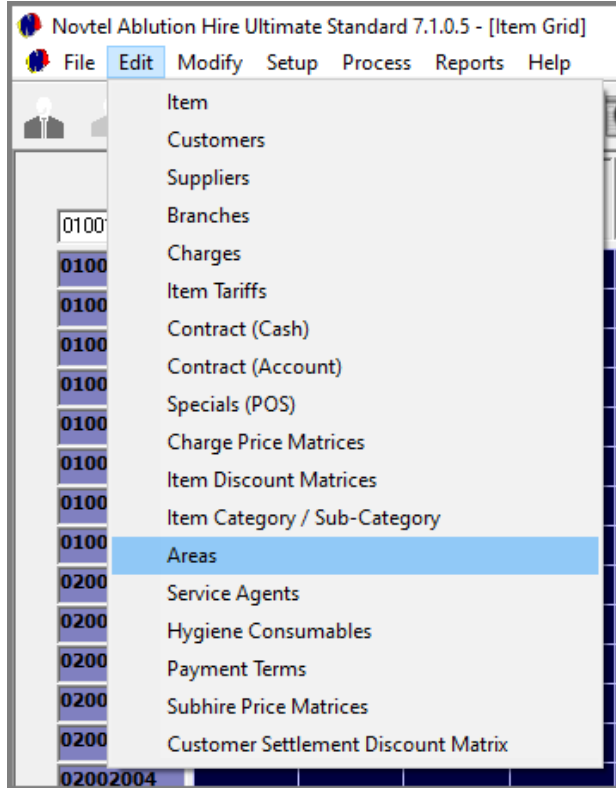
Setup Procedure:

Areas

Areas

'Areas' are to be created since it is:

- ✓ Linked to a site on the Customer's master file – which in turn is linked to a contract.
- ✓ Used to plan a route when setting the 'Hygiene Schedule' (Ablution Hire).
- ✓ And a specific Area can be allocated to a Service Agent – which may include multiple sites situated in the same Area (Ablution Hire).



From the 'Edit' menu, the 'Areas' option is selected.



In the 'Area Setup' window, new Areas can be created; existing ones edited, and even deleted if required.

To create a new Area, click 'Add'.

Areas



The 'Area Setup' dialog box displays a table with two columns: 'Code' and 'Description'. The table contains the following entries:

Code	Description
ALBE	Albertinia Farm Area
DZBH	Diaz Beach
HERD	Heiderand
HNBS	Hartenbos
MCBD	Mossel Bay CBD
MECO	Monte Cristo
MYGE	Mossel Bay Golf Estate
PPGE	Pinnacle Point Golf Estate

Buttons for 'Save' and 'Cancel' are located to the right of the table. The 'PPGE' row is highlighted in blue.

A new line is activated at the bottom of the list, and a unique code and Area description can now be entered before clicking 'Save'.

Please note that the Code can consist of up to 8 characters, while the Description can contain a maximum of 50 characters.



The 'Area Setup' dialog box displays a table with two columns: 'Code' and 'Description'. The table contains the following entries:

Code	Description
DZBH	Diaz Beach
HERD	Heiderand
HNBS	Hartenbos
HSEE	Hartenbos Estate
MCBD	Mossel Bay CBD
MECO	Monte Cristo
MYGE	Mossel Bay Golf Estate
VRBY	Voorbaai
PPGE	Pinnacle Point Golf Estate
ALBE	Albertinia
STIL	Stilbaai

Buttons for 'Add', 'Edit', 'Delete', and 'Close' are located to the right of the table. The 'STIL' row is highlighted in blue.

The process is repeated to create more Areas.

Areas

From the Customer Master File, the 'Site Details' tab is accessed.

Clicking on the 'Site' and then 'Edit' the 'Edit Delivery Address' window is opened.

The search option in the 'Area Code' field can now be clicked.

The screenshot displays the 'ACCOUNT CUSTOMER' software interface. The main window shows the 'Site Details' tab for account DE0001, with a table listing site information. A red arrow points to the 'Site' column, and a green checkmark is over the 'Edit' button. An 'Edit Delivery Address' dialog box is open, showing fields for Site Code, Customer Code, Area Code (with a search icon circled in red), Site Number/Code, Site Description, GPS coordinates, Contact Person, Telephone, Mobile Phone, Fax Number, Email Address, and Delivery Address. The dialog box also has 'Accept' and 'Cancel' buttons.

ID	Site	Contact
DE0001/001	14 River Street	

Account Balance	On Rent Total	Total Due	Available Credit
0.00	0.00	0.00	0.00



Novtel[®]

Equipment Hire



Setup Procedure:

Customers

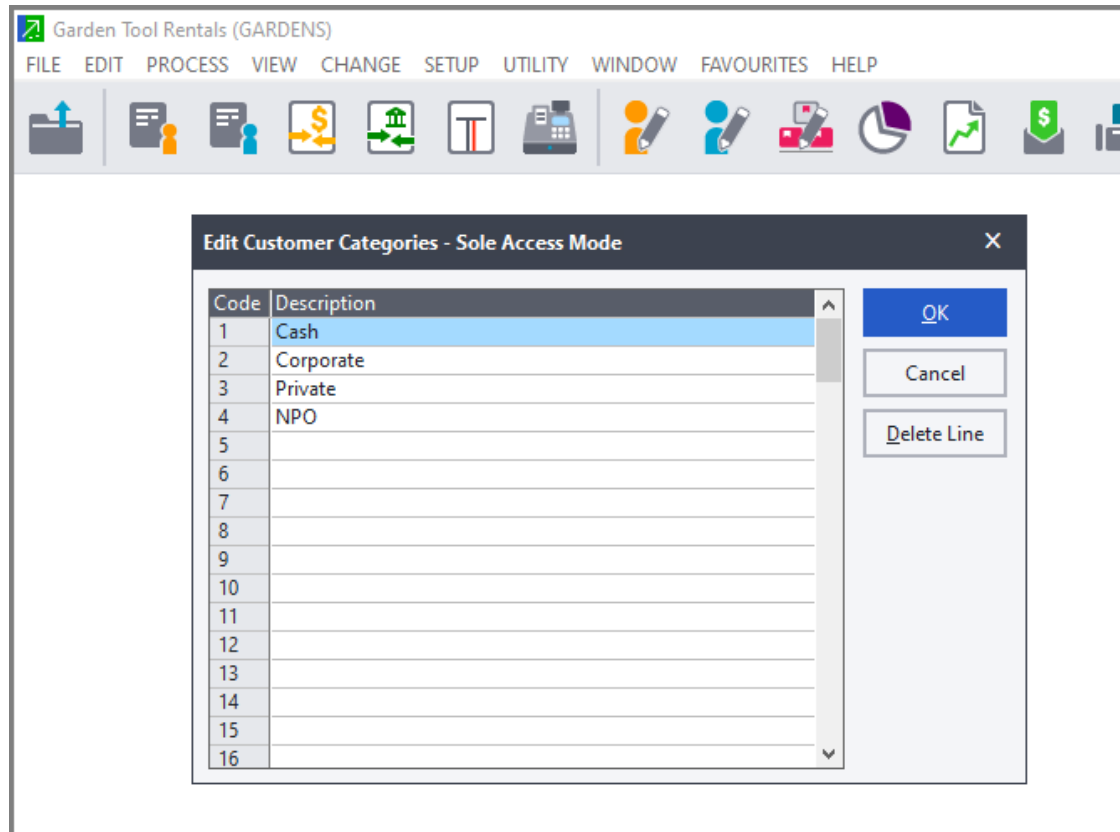
Customers

In Novtel, New Customers can continually be created, and existing Customer master files edited.

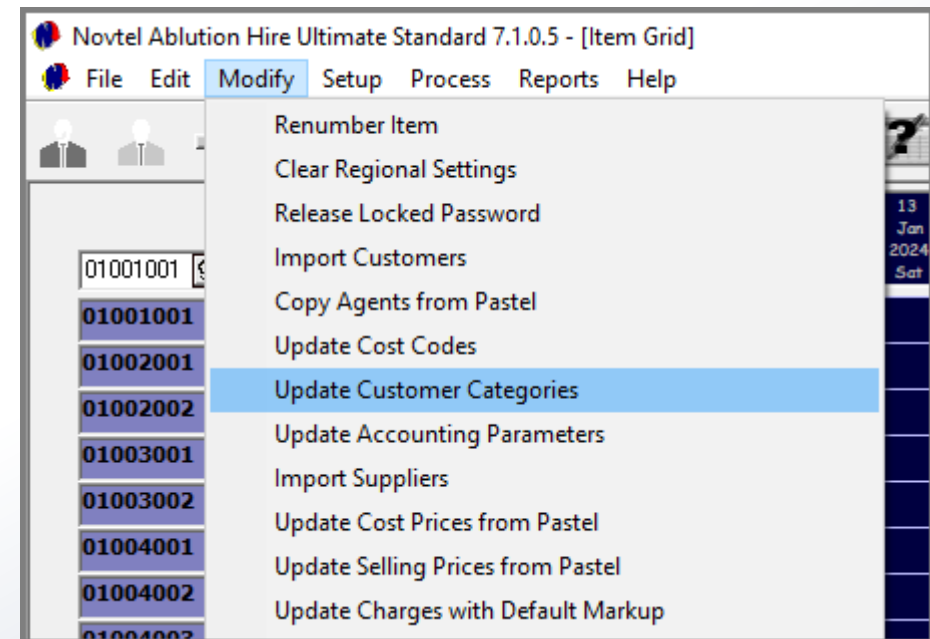
A Customer can only be blocked but can NEVER be deleted from Novtel since a history is linked to it.

When a Customer is created in Novtel, the Customer is automatically created in the linked financial system too.

Customer Categories are set up in the financial system and updated to Novtel from the 'Modify' menu.

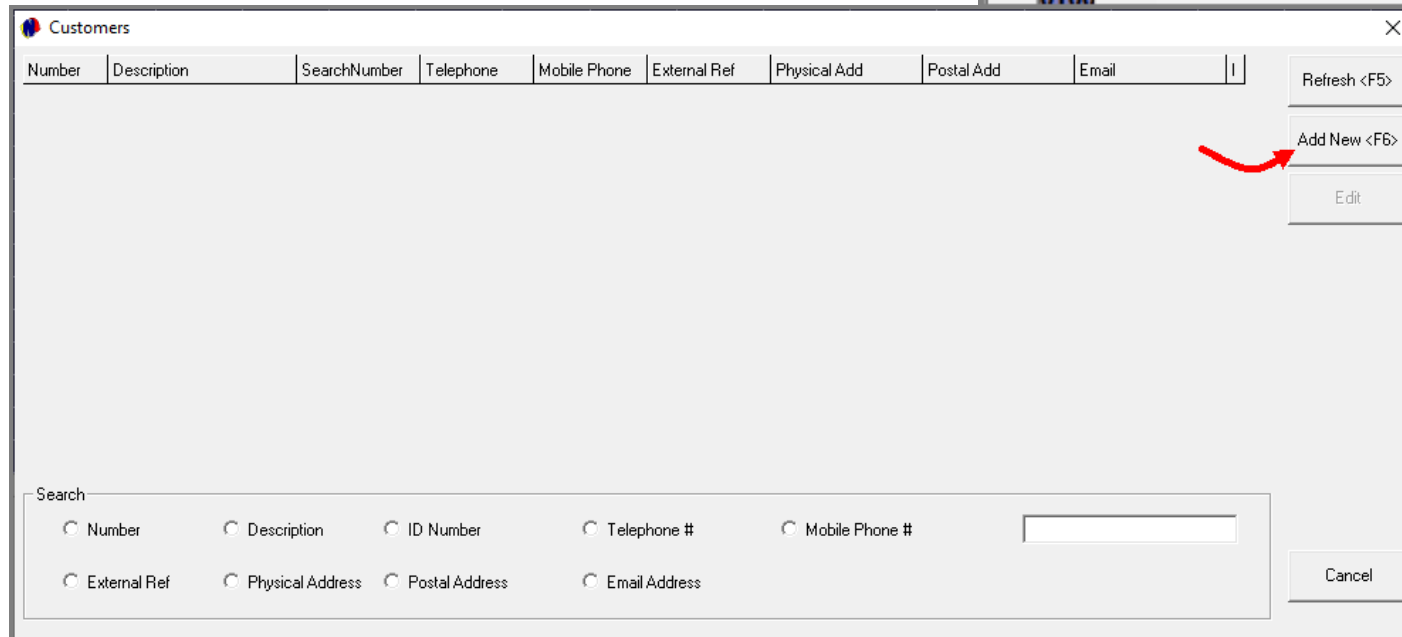
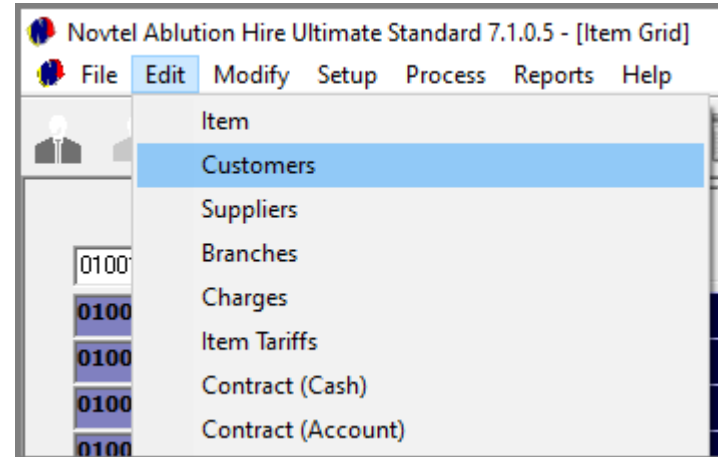
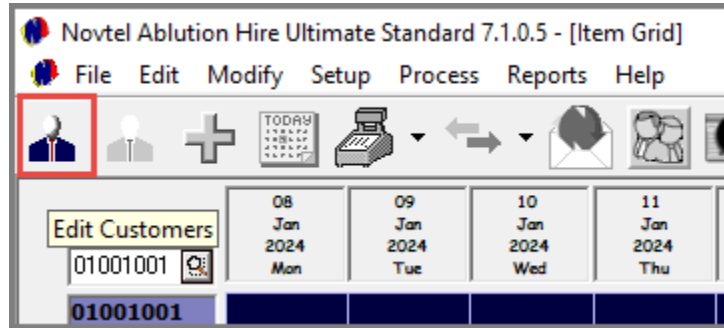


Per Customer, the relevant Customer Category can be selected.



Customers

Customer Master Files are created by either clicking on the 'Customers' icon, or from the 'Edit' menu.



Both options give access to this screen from which the 'Add New' button is to be clicked.

Customers

Add New Customer

Account Code 1 X

External Account Ref

Description * 2

Customer Category

Corporate Customer
 Open Item
 Order Number Required
 Use Item Tariff Prices

General | Site Details | Contract Details | U

Postal Address *

Company Name

Last Name *

First Name *

1. Account Code

An Account Code cannot be entered manually, and Novtel will automatically create the Code when all settings have been captured and the account is saved.

2. Description

The Description field will be populated by Novtel according to the settings entered in the following fields:

- If this Customer's Master File is to be created for a private customer and not a company, the entries made in the 'Last Name' and 'First Name' fields will be entered by Novtel as the 'Description'.
- If a Company Name is entered, this field will be used to populate the 'Description' field

Add New Customer

Account Code

External Account Ref

Description *

Customer Category

Corporate Customer
 Open Item
 Order Number Required
 Use Item Tariff Prices

General | Site Details | Contract Details | U

Postal Address *

Company Name

Last Name *

First Name *

Add New Customer

Account Code

External Account Ref

Description *

Customer Category

Corporate Customer
 Open Item
 Order Number Required
 Use Item Tariff Prices

General | Site Details | Contract Details | User Defined F

Postal Address *

Company Name

Last Name *

First Name *

However: By clicking on the 'Copy To Description' button, the Customer's last and first names will be set as the 'Description' instead of the Company Name.

Customers

The screenshot shows the 'Add New Customer' form with the following fields: Account Code, External Account Ref, Description * (Green Enterprises), Customer Category (2 - Corporate), and Postal Address. A dropdown menu is open for the Customer Category field, showing options: 0 - No category, 1 - Cash, 2 - Corporate (highlighted in blue), 3 - Private, and 4 - NPO. A red circle with the number 3 is next to the dropdown arrow, and a red arrow points from the circle to the selected '2 - Corporate' option.

3. Customer Category

Each Customer can then be linked to a specific Category, relevant to the individual or company.

The screenshot shows the 'Add New Customer' form with the following fields: Account Code, External Account Ref, Description * (Green Enterprises), Customer Category (2 - Corporate), and a group of checkboxes: Corporate Customer, Open Item, Order Number Required, and Use Item Tariff Prices (checked). A red circle with the number 4 is next to the 'Use Item Tariff Prices' checkbox, and a red arrow points from the circle to the checked checkbox.

4. Use Item Tariff Prices

Item Tariffs can be set up per Customer Category, and for specific Item Categories and Sub-Categories.

By ticking the 'Use Item Tariff Prices' checkbox, the Item Tariff price will automatically be used instead of the normal price linked to the Item Sub-Category or Item itself.

Customers

Add New Customer

Account Code

External Account Ref


Description * Green Enterprises

Customer Category 2 - Corporate

General Site Details

Postal Address *

Physical Address *



Postal Address vs Physical Address

The Postal address may differ from the physical address, in which case, the fields will be populated with the respective information.

However: If the Postal Address is the same than the Physical Address, only the 'Postal Address' field will be populated, and by clicking on the 'Copy Postal Address to Physical' button, the details will be copied and inserted in the 'Physical Address' field by Novtel.

Tax Reference

The Company's tax refence number is to be inserted here to display on the Tax Invoice issued to the Customer.

General Site Details

Postal Address *

Physical Address *

Tax Reference

Customers

Add New Customer

Account Code

External Account Ref

Description * Green Enterprises

Customer Category 2 - Corporate

General | Site Details

Postal Address *

Physical Address *

Copy Postal Address to Physical

Tax Reference

Credit Limit

Payment Terms

Notes

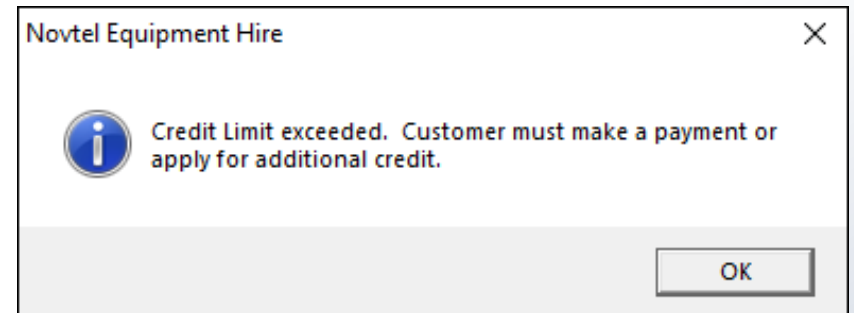
* Required Fields

Account Balance	On Rent Total	Total Due	Available Credit
0.00	0.00	0.00	6500.00

Credit Limit

By entering a credit limit amount in this field, the Customer will be allowed to only accumulate charges up to this amount.

If reached, no further transactions can be performed unless the outstanding amount is settled or significantly reduced.



Customers

Add New Customer

Account Code

External Account Ref

Description *

Customer Category

Corporate Customer

Open Item

Order Number Required

Billing Interval

General

Postal Address *

Physical Address *

Tax Reference

Credit Limit

Payment Terms

* Required Fields

Select Payment Terms

Code	Description	Accept
01	Cash on Delivery	<input checked="" type="checkbox"/>
02	7 Days	<input type="checkbox"/>
03	14 Days	<input type="checkbox"/>
04	30 Days	<input type="checkbox"/>
05	60 Days	<input type="checkbox"/>

Search By

Search For

Account Balance 0.00 On Rent Total 0.00 Total Due 0.00 Available Credit 6500.00

Provisional Customer Statement Pastel Customer Sta

Payment Terms

Specific Payment Terms can be set up in the 'Edit' menu, and the terms applicable to this Customer, can be selected.

Customers

Company Name	Green Enterprises		
Last Name *	Green		
First Name *	Reinhardt		
Title	Mr <input checked="" type="checkbox"/>	Initials *	R
Date of Birth	1976/01/02 <input checked="" type="checkbox"/>	M / F	M <input checked="" type="checkbox"/>
ID Number *	76010203040506	<input type="checkbox"/> RSA ID	<input checked="" type="checkbox"/>

False

Company Name	Green Enterprises		
Last Name *	Green		
First Name *	Reinhardt		
Title	Mr	Initials *	R
Date of Birth	1976/12/30	M / F	M
ID Number *	761230	<input type="checkbox"/> RSA ID	<input checked="" type="checkbox"/>

Valid

Personal Details

The title for this Customer can be selected as either 'Mr', 'Ms', or 'Mrs'.

The initials are automatically derived from the 'First Name' field as entered by the system User.

The date of birth is to be entered and the Customer's gender can be selected as either male or female.

By ticking the 'RSA ID' field and entering an ID number, Novtel will check whether the ID number is valid. If not, Novtel will indicate in red that the ID number is false.

If the ID number is valid, Novtel will indicate this fact in green.

Customers

Company Reg No: ABC123456
Telephone No *: 044 123654
Fax No:
Mobile Phone *: 082 123654
AH Telephone:
Email Address: green@enterprises.com
Search Number:
Contact Person *: Reinhardt

Block Customer Account

Camera

Customer Statement **Accept** Cancel

Other Details

All other details – of which some are mandatory fields to be populated - are to be entered.

For demonstration purposes, we will now first save this Customer Account by clicking 'Accept'.

The 'Customers' window is displayed.

The newly created customer can now be searched for; selected and edited to continue adding information in the rest of the Customer Master File Tabs.

Description	Number	ID Number	Telephone	Mobile Phone	External Ref	Physical Address	Postal Address	Email	I
Green Enterprises	MG0001	7612	044 123654	082 123654		70 Beach Street	70 Beach Street	green@enterprises.co.za	F
Internal Maintenance	IN0001	4545454	0123456789	0123456789		PO Box 111	PO Box 111		F
Smith and Sons	SM0001	701002030405	044123456789	082123456789		44 Peter Rd	44 Peter Rd	smith@sons.co.za	F
Stevens Development	ST0003	7612300048084				14 Hannes Street	PO Box 123	stevens@development.co.za	F
Stonebridge Kevin	ST0001	6801020304056	044 688 78945	001 688 78945		25 Gordon Street	25 Gordon Street	kevin@stonebridge.co.za	F
Test Customer	TE0001	6303010102030	044 2365987	044 2365987		14 Klawer Straat	14 Klawer Straat	test@test.com	F
Weber Enterprises	WE0001	70001002003	044 123456789	082123456789		70 Richard Street	70 Richard Street	weber@enterprises.co.za	F
Zane Brothers Inc	ZA0001	1215469879764	021 6987 4563	082 987 45632		14 Kelvin Street	14 Kelvin Street	zane@brothers.com	F

Refresh <F5>
Add New <F6>
Edit

Search: Number Description ID Number Telephone # Mobile Phone # External Ref Physical Address Postal Address Email Address

Cancel

Customers

Garden Tool Rentals (GARDENS)

FILE EDIT PROCESS VIEW CHANGE SETUP UTILITY WINDOW FAVOURITES HELP

Account Code: MG0001
Description: Green Enterprises
Customer Category: 2 - Corporate

Postal Address: 70 Beach Street, Diaz Beach, 6500
Delivery Address: 70 Beach Street, Diaz Beach, 6500

Entity / Banking: Contact: Reinhardt, Telephone: 044 123654, Mobile Phone: 082 123654, Email: green@enterprises.com

netcashⁿ
Conveniently access your Netcash account
Access these functions now:
· Load reports
· Authorise payment batches
· Payment batch reports
Login or register for an account:
Learn more >

When an Administrator or Supervisor User logs into Novtel, newly created Novtel Customers will be updated to the linked financial system automatically.



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Equipment Hire



Setup Procedure:

Email Setup and Management

Email Setup and Management

ACCOUNT CUSTOMER

Account Code: PE0001 Corporate Customer Billing Interval: On Month End 0

External Account Ref:

Description: Peterson Construction Order Number Required

Customer Category: 0 - No category Use Item Tariff Prices

General Site Details Contract Details User Defined Fields Private Customer

Postal Address: 14 New Frontier Rd
Heiderand
Mossel Bay
6500

Physical Address: 14 New Frontier Rd
Heiderand
Mossel Bay
6500

Copy Postal Address to Physical

Tax Reference: 123456789

Credit Limit: 100000

Payment Terms: 2 30 Days

Notes

* Required Fields

Company Name:

Last Name: Peterson

First Name: Dave

Title: Mr Initials: D

Date of Birth: 1976/12/30 M / F M

ID Number: 76123 RSA ID

Valid

Company Reg No: 123ABC456DEF

Telephone No: 044 693 123456

Fax No:

Mobile Phone: 082 123456789

AH Telephone

Email Address: peterson@construct.com

Search Number: 700608123456789

Contact Person: Dave Peterson

Block Customer Account

Start Camera

Account Balance	On Rent Total	Total Due	Available Credit
-223.00	1752.00	1529.00	98471.00

Provisional Customer Statement Pastel Customer Statement Accept Cancel

Emails containing a Customer's attached invoices and statement for the selected month, as well as up to 10 additional attachments, can be sent from Novtel via your email program, to:

- ✓ Either a single Customer ONLY
- ✓ A selected range of Customers
- ✓ Or ALL Customers simultaneously

Very Important:

Always ensure that the correct email address for all Customers have been inserted on the respective Customer Master Files, as this email address will be used by Novtel automatically and entered on the email to the Customer.

All Unread By Date ↑

peterson@construct...
Ablution Hire Services - Inv...
Dear Customer Thank you

mb@funfair.co.za
Ablution Hire Services - Inv...
Dear Customer Thank you

Send

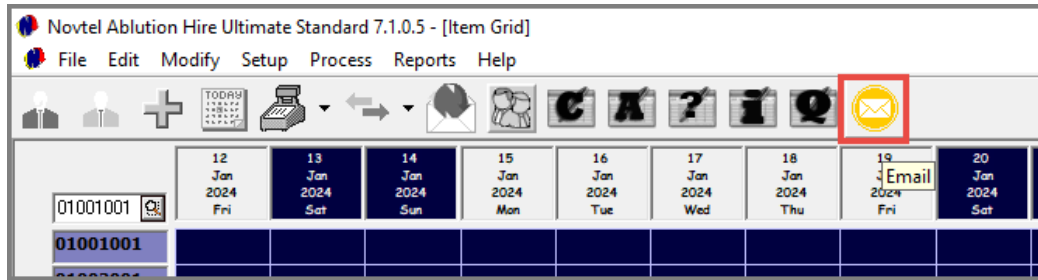
To: peterson@construct.com

Cc:

Bcc:

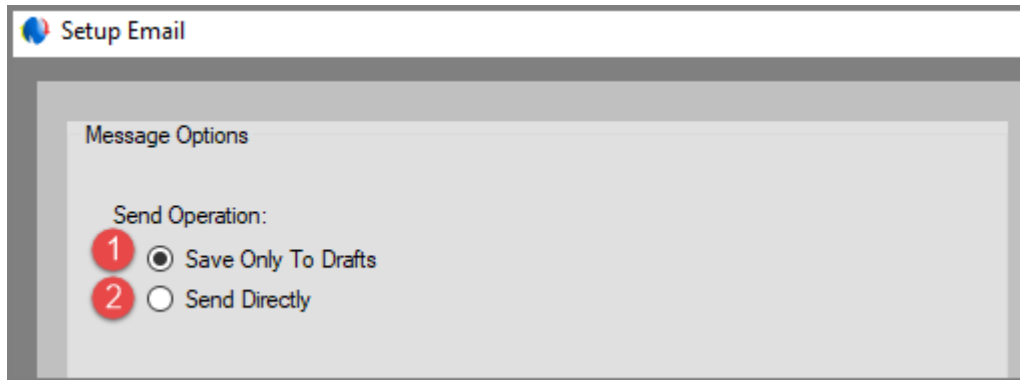
Subject: Ablution Hire Services - Invoice and Statement

Email Setup and Management



By clicking on the 'Email' icon, a date and customer range can be selected before continuing.

Send Operation



The system User will select whether to save the emails to the Drafts folder or sending it directly to the selected Customers.

1. Save Only to Drafts

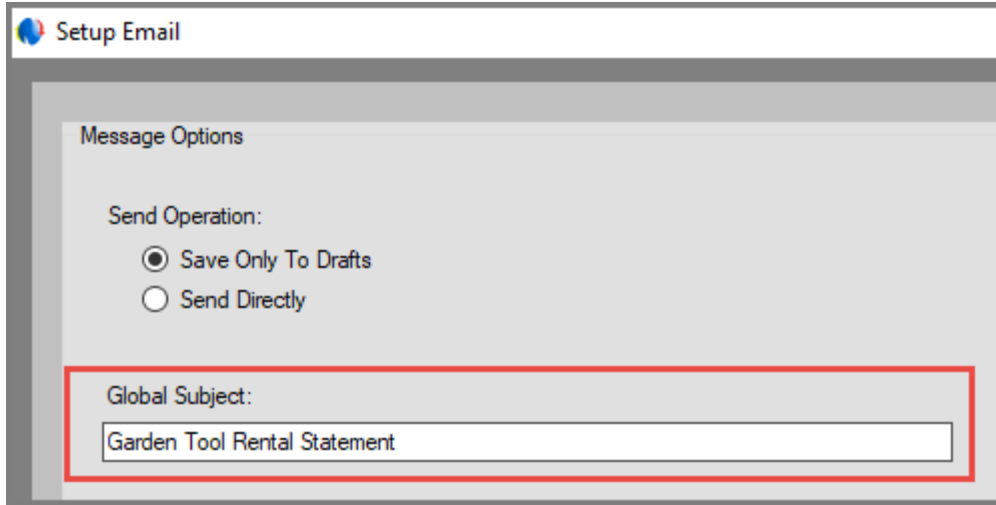
Selecting this option, the emails to all selected Customers will be saved in the email 'Drafts' folder. In doing so, custom messages and / or documents per Customer can be added before sending the email.

2. Send Directly

Selecting this option, the emails and all attachments added will be sent to the selected Customers directly – without the possibility of being saved to the Drafts folder first.

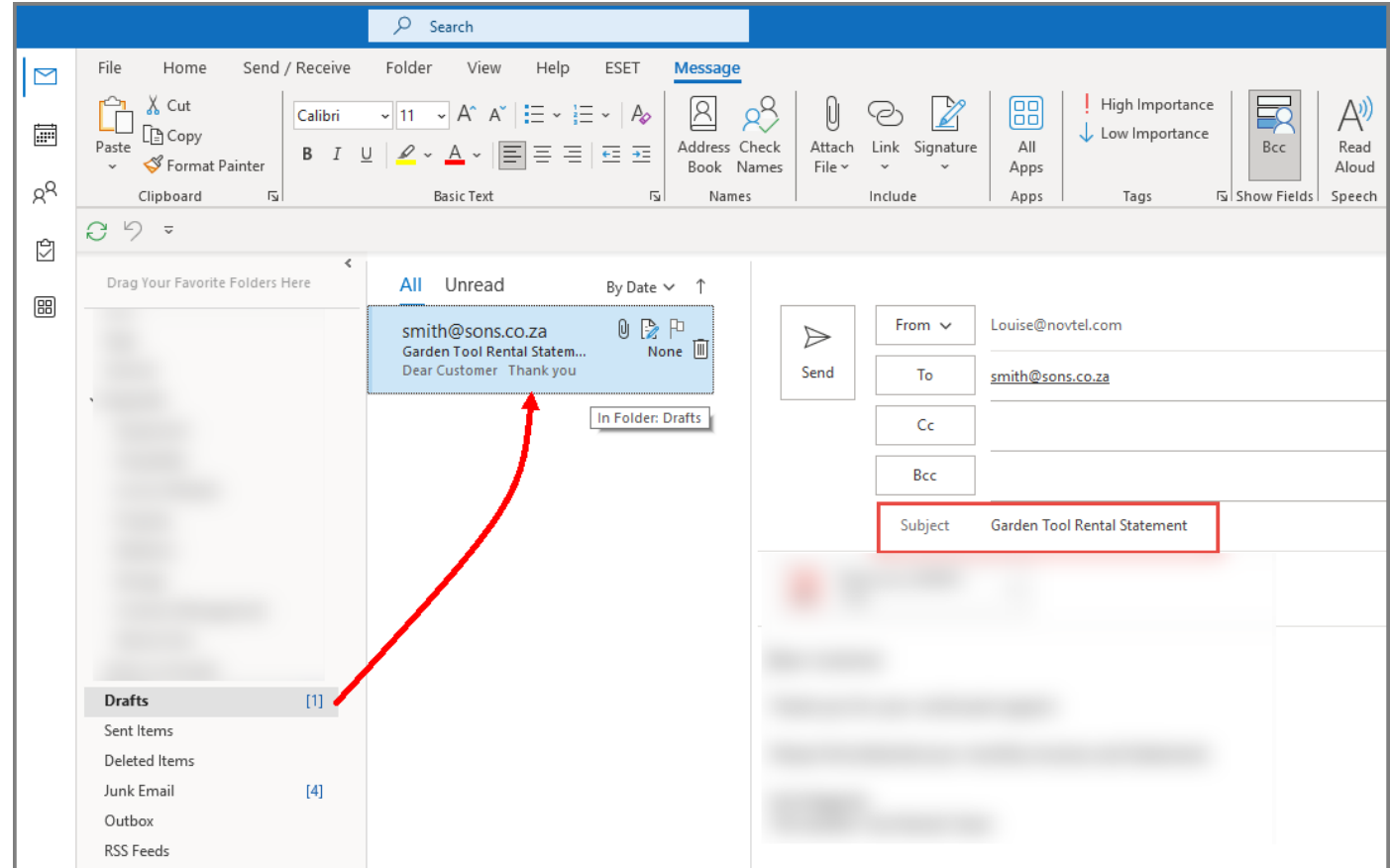
Email Setup and Management

Global Subject



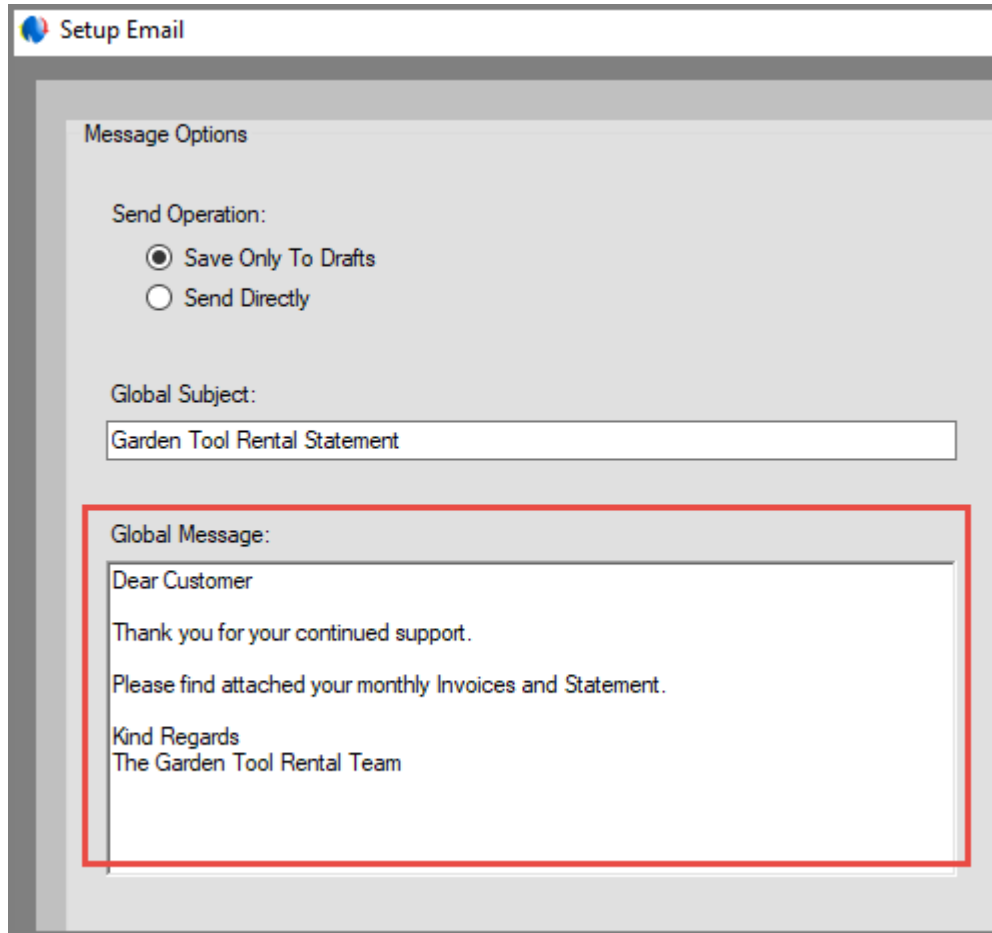
The 'Global Subject' entered in this field, will be indicated in the Email Subject's field for ALL selected Customers.

On the email, the 'Subject' is displayed as follows:



Email Setup and Management

Global Message



Setup Email

Message Options

Send Operation:

- Save Only To Drafts
- Send Directly

Global Subject:

Garden Tool Rental Statement

Global Message:

Dear Customer

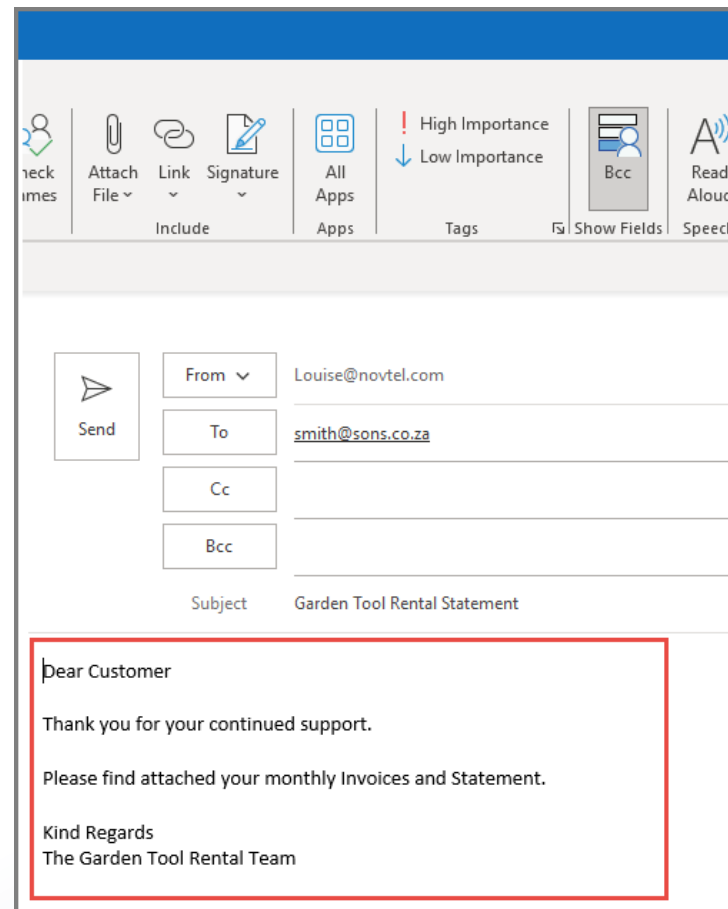
Thank you for your continued support.

Please find attached your monthly Invoices and Statement.

Kind Regards
The Garden Tool Rental Team

The Global Message for ALL selected Customers can be entered here and cannot exceed a maximum of 255 characters.

On the email, the message will be displayed as follows:



High Importance
Low Importance

Send

From: Louise@novtel.com

To: smith@sons.co.za

Cc:

Bcc:

Subject: Garden Tool Rental Statement

Dear Customer

Thank you for your continued support.

Please find attached your monthly Invoices and Statement.

Kind Regards
The Garden Tool Rental Team

Email Setup and Management

Documents To Include

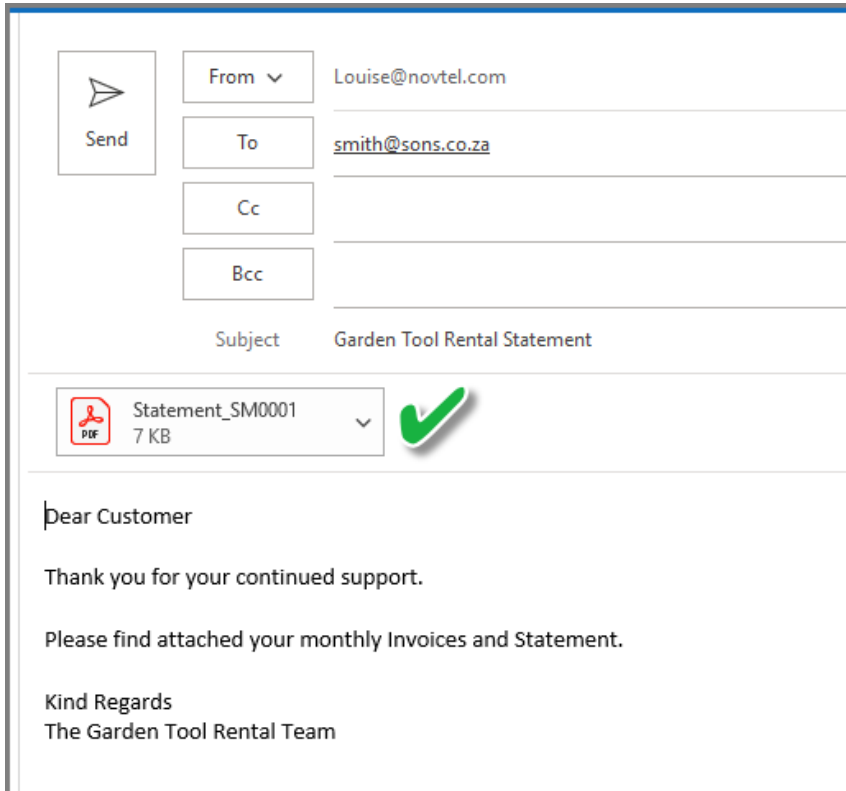
Documents to include:

- Statement Only
 - Invoices Only
 - Statement and Invoices
- Include Hygiene Doc Number Reporting

In the 'Documents to Include' section, the User can select one of the following options for documents to be included in the email:

- ✓ Statement Only;
- ✓ Invoices Only;
- ✓ Or Statement and Invoices.

Also note that by ticking the option to 'Include Hygiene Doc Number Reporting', this report will also be attached and sent to the respective Customers. (For the Ablution Hire' part of the system.)



The screenshot shows an email composition interface. On the left is a 'Send' button with a paper plane icon. The 'From' field is 'Louise@novtel.com'. The 'To' field is 'smith@sons.co.za'. The 'Subject' is 'Garden Tool Rental Statement'. Below the subject, there is a PDF attachment named 'Statement_SM0001' (7 KB) with a green checkmark next to it. The email body contains the following text:

Dear Customer

Thank you for your continued support.

Please find attached your monthly Invoices and Statement.

Kind Regards
The Garden Tool Rental Team

As per our example, the 'Statement Only' option is selected.

Therefore, only the monthly statement will be attached for the selected month, and will be added per Customer email, respectively.

Email Setup and Management

Generate Report After Sending

Documents to include:

Statement Only

Invoices Only

Statement and Invoices

Include Hygiene Doc Number Reporting

Generate Report After Sending

By selecting the 'Generate Report After Sending' option, a report will be generated after successfully sending the emails, and will be displayed as follows:

Generated Report After Sending			
Customer	Attachments	Status	Email
SM0001	Statement	Successful	smith@sons.co.za

If any errors occurred during the sending operation, the 'Failure List' report will be produced.

This specific error below is due to the fact that Equipment Hire and Microsoft Outlook is being run on different administrative levels. Either run both as Administrator, or, run both normally.

Failure List		
Customer	Point of Failure	Message
	Email	Retrieving the COM class factory for component with CLSID {0006F03A-0000-0000-C000-000000000046} failed due to the following error: 80080005 Server execution failed (Exception from HRESULT: 0x80080005 (CO_E_SERVER_EXEC_FAILURE)).

Email Setup and Management

Setup Email

Message Options

Send Operation:

- Save Only To Drafts
- Send Directly

Global Subject:

Garden Tool Rental Statement

Global Message:

Dear Customer

Thank you for your continued support.

Please find attached your monthly Invoices and Statement.

Kind Regards
The Garden Tool Rental Team

Documents to include:

- Statement Only
- Invoices Only
- Statement and Invoices
- Include Hygiene Doc Number Reporting

Generate Report After Sending

Attachment Options

Attachment 1:

Attachment 2:

Attachment 3:

Attachment 4:

Attachment 5:

Attachment 6:

Attachment 7:

Attachment 8:

Attachment 9:

Attachment 10:

Invoice Layout:

Export Path:

(Leave blank to use default export path)

Up to 10 attachments can be added here – which will also be sent to the selected Customers in addition to the statements and / or invoices.

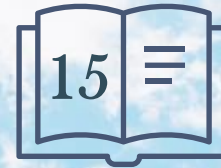
These attachments will be sent to the selected Customer Range.

If required, the attachments can be cleared every month, and new attachments uploaded to be sent.



Novtel[®]

Equipment Hire



Setup Procedure:

Sub-Hire Items

Sub-Hire Items

Novtel has the capacity to manage items sourced from the Cross-Hire branch when your Company's stock is depleted.

These Items are sub-rented to your Customers – who will then receive and invoice from your company to be settled.

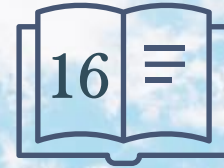
Suppliers are to be created before Sub-Hire Price Matrices can be set up for daily and hourly rates as charged by the selected Supplier.

Only Items transferred from the Cross-Hire branch will be considered as 'Sub-Hired' Items.



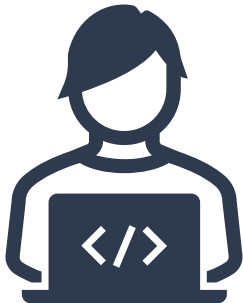
Novtel[®]

Equipment Hire



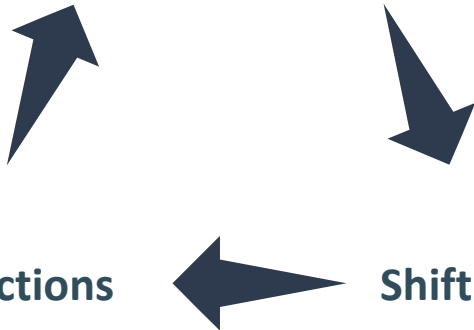
User Shifts

User Shifts



Transactions

Shift Number



A Shift is opened for each System User on Duty. As transactions are performed, transaction ID's are created and linked to both the shift and the User.

A complete audit trail is therefore obtained. A sequential shift number is allocated as shifts are opened, and a shift number can never be repeated.

At the end of a User's Shift, the money count procedure is performed, and the shift is cashed up.

The Supervisor will then perform the Supervisor Shift Cashup Procedure to send the data to the financial system.

The screenshot shows the 'Supervisor Shift Cashup' application window. It features a menu bar with 'File', 'Reports', and 'Credit Note'. Below the menu is a 'View Location' dropdown set to 'All'. The main area is divided into two panes. The left pane, titled 'Transaction (SFT00013)', contains a table with the following data:

ID	Customer	Type	Total
111	DE0001	Deposit Paid	500.00

The right pane, titled 'Shift', contains a table with the following data:

Shift #	User	Total	Invoice Date
Front Desk			
SFT00013	Louise	500.00	
Shop			
SFT00012	James	310.00	

A red arrow points from the 'SFT00013' entry in the 'Shift' table to the '111' entry in the 'Transaction' table. At the bottom, there are radio buttons for 'Batch Shift' and 'Single Shift', with 'Single Shift' selected. To the right, there is an 'Open Shift' button and a 'Shift Total' field showing '810.00'. A bottom bar contains buttons for 'Check Customer Integrity', 'Supervisor Edit Shift', 'Supervisor Shift Cashup', and 'Close'. A 'Print to:' dropdown is set to 'Screen Print', and the 'Interface' is 'Pastel'.



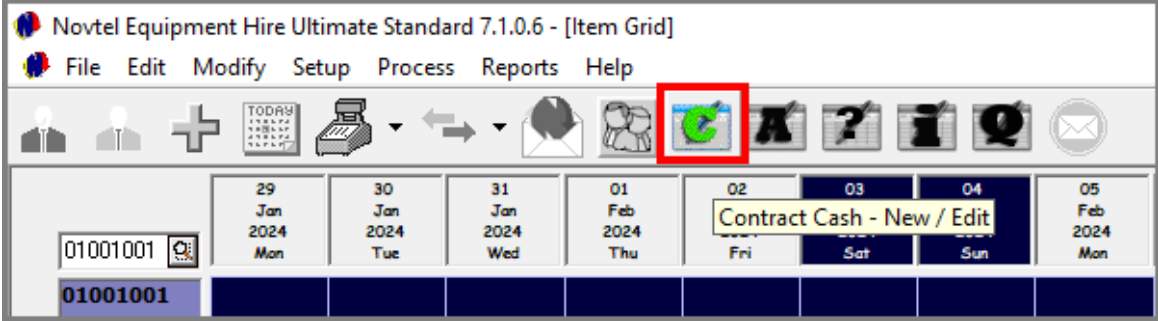
Novtel[®]

Equipment Hire



Creating Contracts

Creating Contracts



Contracts are linked to Customers, and the Customer will receive an Invoice for all rented items, and other charges added to the contract.

Contracts for 'Cash Customers' are created in 1 of 2 ways, namely:

By clicking on the 'C' icon, or by clicking 'Edit – Contract (Cash)'.

A specific Customer can then be selected after clicking on any of the 'Search' options below the Customer list.

Customers ✕

Number	Description	ID Number	Telephone	Mobile Phone	External Ref	Physical Address	Postal Address	Email	I
AB0001	ABC Contractors			085 45654		44 Union Street	PO Box 25896	abc@contractors	F
CA0001	Cash Customer	123456789	044 695 1096	082 22222222		PO Box 111	PO Box 111	cash@customer.com	F
CP0001	Perfection Builders		044 102030	082 102030		PO Box 123	PO Box 123	perfection@builders.c	F
DE0001	De Graaff Kevin	989863145	044 12345	082 123456	DG0234	14 River Street	PO Box 1245	kevin@degraaff.com	T
GD0001	Dunn Construction								F
GF0001	Fredericks Builders	45164643216	044 852367			56 Roslin Street	56 Roslin Street	fredericks@builders.c	F
IN0001	Internal Maintenance	4545454	0123456789	0123456789		PO Box 111	PO Box 111		F
IN0002	Internal Maintenance								F
PQ0001	PQR Construction								F
ST0001	Stonebridge Kevin	6801020304056	044 688 78945	001 688 78945		25 Gordon Street	25 Gordon Street	kevin@stonebridge.c	F
ST0002	Stevens Construction								F
XY0001	XYZ Construction		044 789654	086 258369		589 Gordon Street	589 Gordon Street	xyz@construction.co	F

Search

Number
 Description
 ID Number
 Telephone #
 Mobile Phone #

External Ref
 Physical Address
 Postal Address
 Email Address

Refresh <F5>

Add New <F6>

Edit

Select <F7>

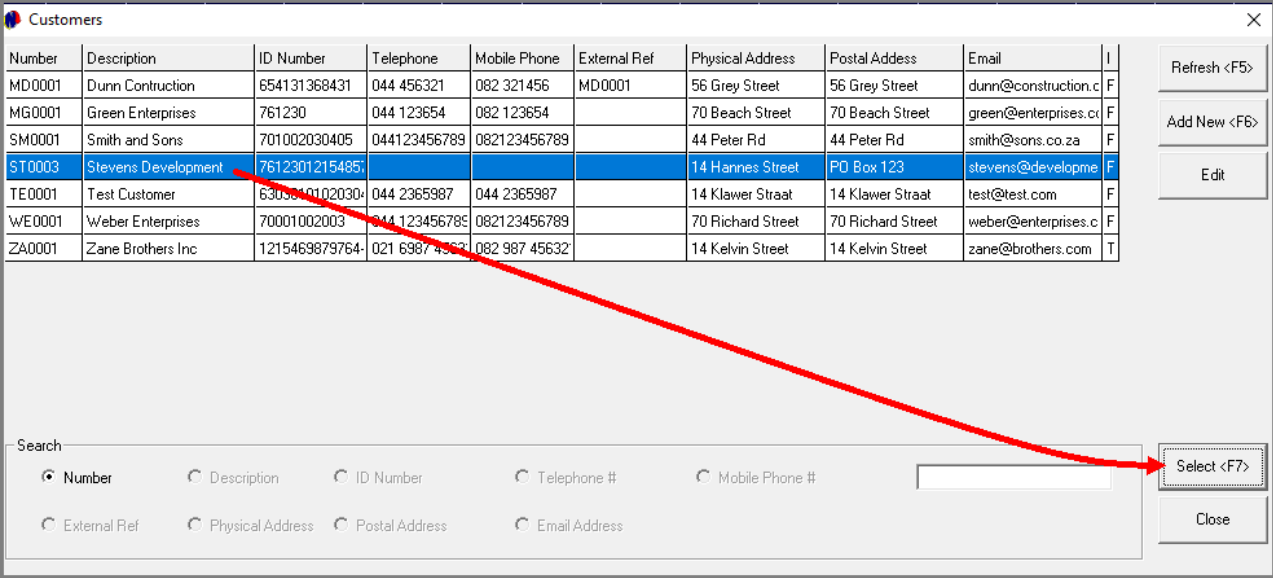
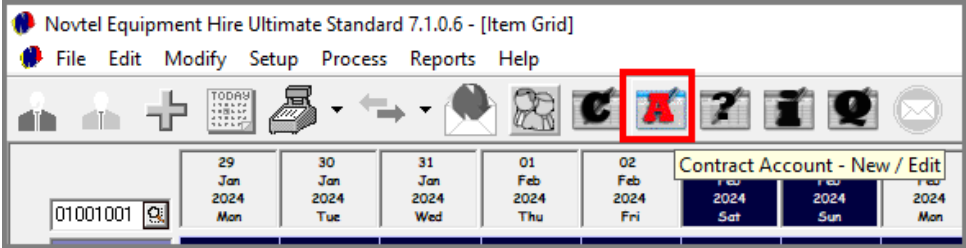
Close

Creating Contracts

Contracts for 'Account Customers' are also created in 1 of 2 ways, namely:
By clicking on the 'A' icon, or by clicking 'Edit – Contract (Account)'.

Clicking on any of the 'Search' options below the Customer list, ONLY Customers classified as a 'Corporate' Customer will be displayed, and the required Customer can be selected if already created in Novtel.

Or a new Customer can be created, saved and selected.



Creating Contracts

ACCOUNT CUSTOMER

Account Code: ST0003 Corporate Customer Billing Interval: On Month End 0

External Account Ref:

Description: Stevens Development Open Item

Customer Category: 2 - Corporate Order Number Required Use Item Tariff Prices

General | Site Details | Contract Details | User Defined Fields | Private Customer

Postal Address: PO Box 123, Mossel Bay, 6500

Physical Address: 14 Hannes Street, Mossel Bay, 6500

Company Name: Stevens Development

Last Name: First Name: Title: Mr Initials:

Date of Birth: 1976/12/30 M / F M ID Number: 76123012154857 RSA ID:

Company Reg No: Telephone No: Fax No: Mobile Phone: AH Telephone: Email Address: stevens@development.c Search Number: 76123012154857 Contact Person:

Tax Reference: Block Customer Account:

Credit Limit: 0 Payment Terms:

Notes:

Required Fields

Account Balance: -0.01 On Rent Total: 0.00 Total Due: -0.01 Available Credit: 0.01

Provisional Customer Statement Pastel Customer Statement Accept Cancel

After selecting the required Customer, their created Customer Master File is displayed.

Now proceed to the 'Site Details' tab.

ACCOUNT CUSTOMER

Account Code: ST0003 Corporate Customer Billing Interval: On Month End 0

External Account Ref:

Description: Stevens Development Open Item

Customer Category: 2 - Corporate Order Number Required Use Item Tariff Prices

General | **Site Details** | Contract Details | User Defined Fields | Private Customer

ID	Site	Contact	Mobile	Site #
ST0003/001	Gordon Street			001

Add Edit Delete

Account Balance: -0.01 On Rent Total: 0.00 Total Due: -0.01 Available Credit: 0.01

Provisional Customer Statement Pastel Customer Statement Accept Cancel

Creating Contracts

ACCOUNT CUSTOMER

Account Code: ST0003
External Account Ref:
Description: Stevens Development
Customer Category: 2 - Corporate

Corporate Customer
 Open Item
 Order Number Required
 Use Item Tariff Prices

Billing Interval: On Month End 0

ID	Site	Contact	Mobile	Site #
ST0003/001	Gordon Street			001

Buttons: Add, Edit, Delete, New Contract

Summary: Account Balance: -0.01, On Rent Total: 0.00, Total Due: -0.01, Available Credit: 0.01

It is important to understand that a contract is to be created per Site. If the Customer requires hire items at different sites, the items will be linked to the specific site where it is needed.

If Items are to be linked to a contract for the existing site, the site is selected, and the 'New Contract' button clicked.

However: If a different site applies, the User will first create the new site by clicking 'Add'; entering all relevant information and saving it.

ACCOUNT CUSTOMER

Account Code: ST0003
External Account Ref:
Description: Stevens Development
Customer Category: 2 - Corporate

Corporate Customer
 Open Item
 Order Number Required
 Use Item Tariff Prices

Billing Interval: On Month End 0

ID	Site
ST0003/001	Gordon Street

Add Delivery Address

Site Code:
Customer Code: ST0003
Area Code: HNBS
Site Number/ Code:
Site Description: 25 Falcon Street
GPS (N/S): -000.000000
GPS (E/W): -000.000000
Contact Person: Wesley
Telephone:
Mobile Phone: 086 321456
Fax Number:
Email Address: wes@sd.com
Delivery Address: 25 Falcon Street, Hartenbos, 6520

Buttons: Add, Edit, Delete, Accept, Cancel

Creating Contracts

ACCOUNT CUSTOMER

Account Code: ST0003
External Account Ref:
Description: Stevens Development
Customer Category: 2 - Corporate

Corporate Customer
 Open Item
 Order Number Required
 Use Item Tariff Prices

Billing Interval: On Month End 0

General	Site Details	Contract Details	User Defined Fields	Private Customer
ID	Site	Contact	Mobile	Site #
ST0003/001	Gordon Street			001
ST0003/002	25 Falcon Street	Wesley	086 321 456	002

Add Edit Delete New Contract

Account Balance	On Rent Total	Total Due	Available Credit
-0.01	0.00	-0.01	0.01

Provisional Customer Statement Pastel Customer Statement Accept Cancel

The Newly created Site can now be selected, and the 'New Contract' button clicked.

Immediately, the 'Contract Details' screen is displayed.

1. The selected Customer's Code and Description is linked to this contract, and the 'Customer Category' the Customer is linked to, is displayed in a green background colour.
2. The 'Site Number and Description' is displayed here.
3. The 'Branch' for which the contract is created, is indicated here.
4. As this is a new contract and it has not yet been saved, the 'Contract Number' has not yet been created.

Contract Details

Contract Volume #: New Volume 20240129

Customer Code: ST0003 **1** Stevens Development **2** **Corporate**

Site Number: ST0003/002 **2** 25 Falcon Street

Branch: Mossel Bay, Main Branch **3**

Contract Number: **4**

Last Increment Date: 2024/01/29

Monthly Recovery Contract

Creating Contracts

The screenshot shows the 'Contract Details' window with the following information:

- Contract Volume #:** New Volume 20240129
- Contract Number:** [Blank]
- Customer Code:** ST0003 Stevens Development
- Site Number:** ST0003/002 25 Falcon Street
- Branch:** Mossel Bay, Main Branch
- Corporate:** [Selected]
- Last Increment Date:** 2024/01/29
- Monthly Recovery Contract:** [Checked]

The 'General' tab is selected. The 'ACCOUNT CUSTOMER' section is visible. The 'Invoice Number' field is marked with a red 1. The 'Credit Note Number' field is blank. The 'Deliver/Collect (Default)' dropdown menu is open, showing 'Deliver' (marked with a red 2) and 'Collect' (marked with a red 3). The 'Start Date' is 2024/01/29 (marked with a red 3) and the 'End Date' is 2024/01/29. The 'Fixed Date Contract' checkbox is unchecked. The 'Order Number' field is marked with a red 4.

1. Invoice and Credit Note Numbers

At this stage of the contract, these 2 fields are blank, and no information can be entered here manually. Once Items are returned, Novtel will automatically create and insert an official Invoice Number.

2. Deliver / Collect

If the Hire Items are to be delivered to the site, the 'Deliver' option is selected. If the Customer is collecting the Hire Items themselves, the 'Collect' option is selected.

3. Start and End Dates

Some contracts are fixed contracts with a definite start and end date, and in such a case, the 'Fixed Date Contract' option is selected when setting the dates.

If the dates are flexible, the 'Fixed Date Contract' option is not selected.

In this case, we will create the contract for 1 day only since we will use the daily increment billing option to add days to the contract until the items are no longer needed and are returned.

4. Order Number

If an order number is supplied by the Customer, it is to be entered in this field. Or, if the option is selected on the Customer Master File that an order number is **required**, the User MUST enter the order number before the contract can be saved.

Creating Contracts

General Hire Item Non-Serial Non-Rent

Invoice Number :

Credit Note Number :

Deliver/Collect (Default) :

Start Date : End D

Order Number :

Contract Status : **5**

- Provisional
- Confirmed
- On Rent
- Returned
- Non Rev
- Fully Paid

5. Contract Status

The status of a new contract will by default be displayed as ‘Provisional’ since no deposit payment has been received yet, and nothing has yet been placed on rent.

6. Agent Code and Description

Agent Codes are set up in the Financial System and updated to Novtel. Contracts can then be linked to a specific person for a purely statistical value to determine how many contracts are linked to a specific salesperson over a set period of time, or to set up commission structures based on the level of performance.

Contract Details

Contract Volume # : New Volume 20240129 Contract Number :

Customer Code : ST0003 Stevens Development Corporate

Site Number : ST0003/002 25 Falcon Street Last Increment Date : 2024/

Branch : Mossel Bay, Main Branch

General Hire Item Non-Serial Non-Rent

Invoice Number :

Credit Note Number :

Deliver/Collect (Default) :

Start Date :

Order Number :

Contract Status :

Container Number :

Discount % :

Agent Code : **6**

Description :

Code	Description
00001	Tracey Lynn
00002	Reagan Atkins
00003	Gavin O'Connor
01	James Smith
02	Erica Ross
03	Kevin Brown
04	John Franklin
05	Stella Fourie
06	Peter West
07	Andrew Dunn

Search By : Search For :

Accept

Cancel

Reports to :

Save Cancel Refund Charge Contract Summary Delivery Note Return Note

Creating Contracts

Clicking on the 'Hire Item' tab, a dedicated contract number is created and inserted, as well as the Contract Volume Number.

Contract Details

Contract Volume #: 82 20240129 Contract Number: 77

Customer Code: ST0003 Stevens Development Corporate

Site Number: ST0003/002 25 Falcon Street Last Increment Date: 2024/01/29

Branch: Mossel Bay, Main Branch Monthly Recovery Contract

General **Hire Item** Non-Serial Non-Rentals Deposits Payment Detail View Financial Kit Group/Quote

Hire Num	Item Code	Item Desc	Tariff Code	Rate PD	Total Incl.	RA	Status	Deliver	Issue	Bal	IP	OHD	S	P	HDA	HD	Rate PH	Hou
196	ZGR00...	Deposit - 0.00		0.00	0.00	N	Provisio...	Deliver	0	0	0	0.00	0	0	0.00	1.00	0.00	0.0

Display <F1> Add New <F3> Remove <F4> Hire Item Select All<F5> Select None <F6> Move Contract <F7> <HC>

On Rent <F8> Deliver/Collect <F9> Return <F10> Apply Selection <F2> Rain Day/Off Hire <F11> Amend Contract Cancel Item

Reports to: Screen Print POS Print to: Screen Print

Save Cancel Refund Charge Contract Summary Delivery Note Return Note Close

Creating Contracts

Contract Details

Contract Volume #: 82
Customer Code: ST0003
Site Number: ST0003/002
Branch: Mossel Bay, Main Branch

Hire Item (Selected Tab)

Hire Num	Item Code	Item Desc	Tarif
196	ZGR00...	Deposit - 0.00	

Available Items

Search By: Code

Code	Plant No	Serial No	Description	Maintenance Due	Be
01001001	101	1A2B3C	Lawnmower -P-149cc, Ryobi, 101	Yes	
01002001	201	654321	Lawnmower -P-173cc, Wolf, 201	No	
01002002	202	78754521	Lawnmower -P-173cc, Wolf, 202	No	
01003001	301	5421398	Lawnmower -E-1300W, Ryobi, 301	No	
01003002	302	365237	Lawnmower -E-1300W, Ryobi, 302	Yes	
01004001	401	54745167	Lawnmower -E-2400W, Wolf, 401	No	
01004002	402	3548945231	Lawnmower -E-2400W, Wolf, 402	No	
01004003	403	898434121	Lawnmower -E-2400W, Wolf, 403	Yes	
02001001	601	6596874654	Trimmer -P-26cc, Stramm, 601	Yes	
02001002	602	5679843615	Trimmer -P-26cc, Stramm, 602	No	
02002001	501	78752321	Trimmer -E-750W, Stramm, 501	No	
02002002	502	889432135	Trimmer -E-750W, Stramm, 502	No	
02002003	503	54687416574	Trimmer -E-750W, Stramm, 503	No	
02002004	603	5487641321	Trimmer -E-750W, Trimtech, 603	Yes	
12001001	900	457879131	6W x 72L Forklift, GRT, 900	No	
13001001	CAMERA02	1212454878	250D DSLR, Canon, CAMERA02	No	
13002001	CAMERA01	542157487	200D DSLR, Canon, CAMERA01	No	
13003001	CAMERA03	656598454	5D DSLR, Canon, CAMERA03	No	
14001002	LENS02	68749764	EF 100mm F/2.8 L, Canon, LENS02	No	
14001003	LENS03	635689	EF 100mm F/2.8 L, Canon, LENS03	No	
14002002	LENS05	357874	EF 16-35mm F/2.8 L, Canon, LENS05	No	
14002003	LENS06	75410	EF 16-35mm F/2.8 L, Canon, LENS06	No	
14003002	LENS08	985651	EF 70-200mm F/2.8 L, Canon, LENS08	No	
14003003	LENS09	8413657	EF 70-200mm F/2.8 L, Canon, LENS09	No	
16001003	388		Marquee 9x18m, Jaspers, 388	No	

Buttons: Save, Cancel, Add New <F3>, On Rent <F8>, Deliver/Collect <F9>, Return

To add hire items to the contract, click 'Add New' in the 'Hire Items' tab.

The list of all available items for the selected contract period, will be listed.

A single item can be selected, or multiple items can be added simultaneously by simply selecting the first required item, the holding the control key in while selecting the other required items too.

Release the 'Control' key and click 'Accept'.

Creating Contracts

Contract Volume #

Contract Number:

Customer Code :

Site Number :

Branch :

Corporate

Last Increment Date :

Monthly Recovery Contract

General
Hire Item
Non-Serial
Non-Rentals
Deposits
Payment
Detail View
Financial
Kit Group/Quote

Hire Num	Item Code	Item Desc	Tariff Code	Rate PD	Total Incl.	RA	Status	Deliver	Issue	Bal	IP	OHD	S	P	HDA	HD	Rate PH	Hour
196	ZGR00...	Deposit - 0.00		0.00	0.00	N	Provisio...	Deliver	0	0	0	0.00	0	0	0.00	1.00	0.00	0.0
200	01002001	Lawnmower -P-173cc, Wo...	0201002	60.00	0.00	N	Provisio...	Deliver	1	1	0	0.00	0	0	0.00	0.00	0.00	0.0
201	02002001	Trimmer -E-750W, Stramm...	0202002	40.00	0.00	N	Provisio...	Deliver	1	1	0	0.00	0	0	0.00	0.00	0.00	0.0
202	12001001	6W x 72L Forklift, GRT, 900	0212001	1000.00	0.00	N	Provisio...	Deliver	1	1	0	0.00	0	0	0.00	0.00	200.00	0.0

Display <F1>

On Rent <F8>

Add New <F3>

Deliver/Collect <F9>

Remove <F4>

Return <F10>

Hire Item

Apply Selection <F2>

Select All<F5>

Rain Day/Off Hire <F11>

Select None <F6>

Amend Contract

Move Contract <F7>

Cancel Item

<HC>

Save

Cancel

Refund Charge

Contract

Summary

Reports to :

POS Print to :

Delivery Note

Return Note

Close

The selected items are now added to the 'Hire Items' tab, and individual and dedicated 'Hire Numbers' have been linked to each.

The purpose of individual Hire Numbers is to manage each item's reservation individually – although linked to a contract.

This is especially useful when one item is returned, but the others are still on rent.

Creating Contracts

Contract Details

Contract Volume #: 82 20240129 **Contract Number:** 77

Customer Code: ST0003 Stevens Development Corporate

Site Number: ST0003/002 25 Falcon Street Last Increment Date: 2024/01/29

Branch: Mossel Bay, Main Branch **Monthly Recovery Contract**

General Hire Item **Non-Serial** Non-Rentals Deposits Payment Detail View Financial Kit Group/Quote

ID	Item	Issued	Returned	Future Return	Balance
----	------	--------	----------	---------------	---------

Add **Reports to:** Screen Print **Save** **Cancel** **Refund Charge**

Add LCHV Item

LCHV Code: 0

Customer Code: ST0003 Stevens Development

Contract Volume #: 82

Contract #: 77

Item Code: Subhire Item

In Stock: 0

Transaction Date: 2024/01/29 Transaction Time: 11:30:22

Issued:

Return: 0

In Process: 0

Returned: 0

Balance: 0

Accept **Cancel**

In the 'Non-Serial' tab, all other items to be rented which do not contain a serial number - such as a wheelbarrow, spade, fork, rake, pruner, etc - can be added to the contract by clicking 'Add' and selecting the required item, or items.

Clicking on the search option in the 'Item Code' field, all available items classified as 'Non-Serial' items, will be displayed and the required item can be searched for and selected.

Available LCHV Items

Search By: Code

Search For:

Code	Plant No	Description	Barcode
05001001	701	Wheelbarrow - Garden, Makro, 701	
05002001	702	Wheelbarrow - Heavy Duty, Game, 702	
15001001	Y	FIF19A iPhoto Tripod, Benro, Y	
15002001	Z	K3-100 Slider, Konova, Z	
16001001	334	Marquee 9x18m, Tent, 334	
16002001	300	Marquee 15x30, Tent, 300	
16003001	333	Marquee 25x60, Tent, 333	
17001001	445	Flooring 162sqm, Wood, 445	
17002001	446	Flooring 450sqm, Wood, 446	
17003001	444	Flooring 1500sqm, Wood, 444	
18001001	555	Table 1.8x300, Steel, 555	
19001001	222	Folding Chair, Perspex, 222	

Accept **Cancel**

Creating Contracts

The screenshot shows the 'Add LCHV Item' dialog box with the following fields and values:

LCHV Code:	0		
Customer Code:	ST0003	Stevens Development	
Contract Volume #:	82		
Contract #:	77		
Item Code:	05001001	<input type="checkbox"/> Subhire Item	
Wheelbarrow - Garden, Makro, 701			
In Stock:	1		
Transaction Date:	2024/01/29	Transaction Time:	11:33:17
Issued:	0		
Return:	0		
In Process:	0		
Returned:	0		
Balance:	0		

Buttons: Accept, Cancel

In this case we have selected this Wheelbarrow, and Novtel indicates that there is 1 item in stock.

By entering the number to be issued to the Customer, the 'In-Stock' number changes accordingly.

To save the action, click 'Accept'.

The screenshot shows the 'Add LCHV Item' dialog box after an action. The 'In Stock' value is now 0, and the 'Issued' value is 1. A red arrow points from the 'Issued' field to the 'In Stock' field. A green checkmark is next to the 'Accept' button.

LCHV Code:	0		
Customer Code:	ST0003	Stevens Development	
Contract Volume #:	82		
Contract #:	77		
Item Code:	05001001	<input type="checkbox"/> Subhire Item	
Wheelbarrow - Garden, Makro, 701			
In Stock:	0		
Transaction Date:	2024/01/29	Transaction Time:	11:33:17
Issued:	1		
Return:	0		
In Process:	0		
Returned:	0		
Balance:	1		

Buttons: Accept, Cancel

Creating Contracts

Contract Details

Contract Volume #: 82 20240129 Contract Number: 77

Customer Code: ST0003 Stevens Development Corporate

Site Number: ST0003/002 25 Falcon Street Last Increment Date: 2024/01/29

Branch: Mossel Bay, Main Branch Monthly Recovery Contract

General Hire Item **Non-Serial** Non-Rentals Deposits Payment Detail View Financial Kit Group/Quote

ID	Item	Issued	Returned	Future Return	Balance
17	Wheelbarrow - Garden, Makro, 701	1	0	0	1

Add Return Delete

Reports to: Screen Print POS Print to: Screen Print

Save Cancel Refund Charge Contract Summary Delivery Note Return Note Close

This item is now displayed in the 'Non-Serial' tab, and more items can be added by repeating the process.

Creating Contracts

The screenshot shows the 'Contract Details' window with the 'Non-Rentals' tab selected. A red arrow points from the 'Add' button in the main window to the 'Add' button in the 'Select Charge' dialog box. The dialog box shows a search for 'trimmer line' and a list of charges. The 'TRIM01 Trimmer Line 1.6 x 100m' is highlighted, and a red arrow points from it to the 'Accept' button.

Code	Description	Excl	Tax	Incl
DFF002	Office Use - Nescafe Coffee	65.22	9.78	75.00
DFF003	Office Use - Rooibos Tea 250 Bags	26.09	3.91	30.00
DFF004	Office Use - Sugar - 2KG	30.43	4.57	35.00
DFF005	Office Use - Toilet Paper - 18 rolls	82.61	12.39	95.00
POS001	PDS Charge	0.00	0.00	0.00
POS002	PDS Credit	0.00	0.00	0.00
RAK001	Rake - Plastic	56.52	8.48	65.00
RAK002	Rake - Steel	39.13	5.87	45.00
REF001	Refundable Additional Deposit	869.57	130.43	1000.00
REF002	Refuse Bags - Roll of 100	34.78	5.22	40.00
REF002	Repair Fee	0.00	0.00	0.00
REF001	Replacement Fee	0.00	0.00	0.00
RPD02	Ryobi Cordless Drill	1043.48	156.52	1200.00
BLA001	Ryobi Lawnmower Blade - RM1600	217.39	32.61	250.00
RBL001	Ryobi Lawnmower Blade - RM1600	250.00	0.00	250.00
RDR001	Ryobi Power Drill (Corded)	678.26	101.74	780.00
SER001	Service and Maintenance - Labour	304.35	45.65	350.00
SDI001	Settlement Discount	0.00	0.00	0.00
SHO001	Shovel - Garden Spade	138.26	20.74	159.00
SPA001	Sparkplug A1	21.74	3.26	25.00
SPA002	Sparkplug B1	39.13	5.87	45.00
SPA003	Sparkplug C1	43.48	6.52	50.00
TRIM01	Trimmer Head	65.22	9.78	75.00
TRIM01	Trimmer Line 1.6 x 100m	77.39	11.61	89.00
TRIM01	Trimmer Line 2mm x 10m	21.74	3.26	25.00
TRIM002	Trimmer Line 2mm x 100m	86.09	12.91	99.00
BLA002	Trimtech Blade	69.57	10.43	80.00
BLA003	Wolf Blade	43.48	6.52	50.00

In this tab, any charge that may be applicable, can be added to the contract.

By clicking 'Add' all charges will be displayed, and the required charge can be added.

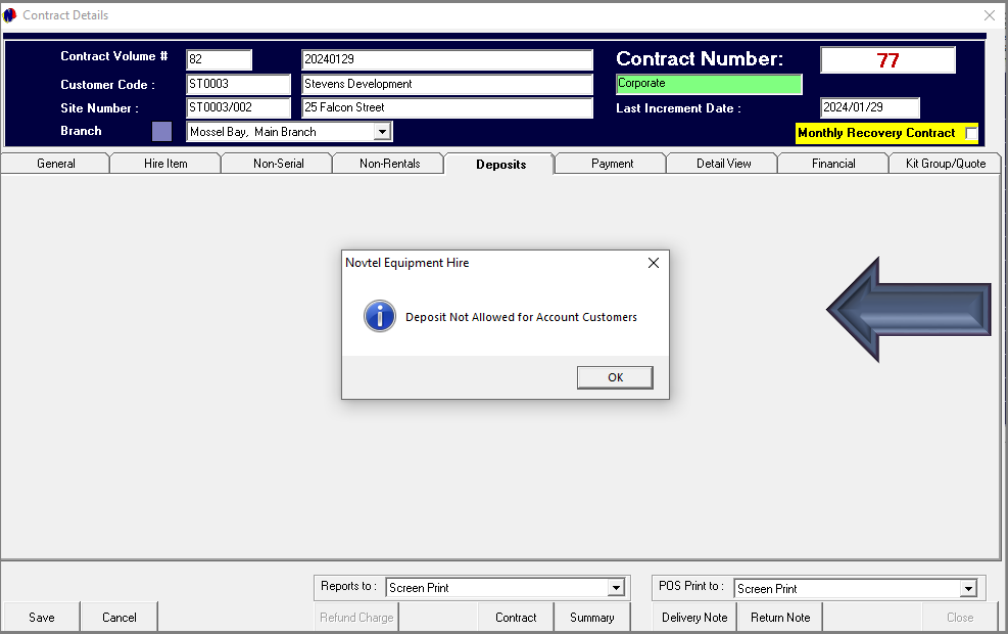
In this case, we are selling trimmer line too, and the Customer requested extra trimmer line to be added to the contract. Therefore, this charge is selected.

The quantity can be amended if more than 1 of this charge have been requested or used, and Novtel will automatically amend the total accordingly.

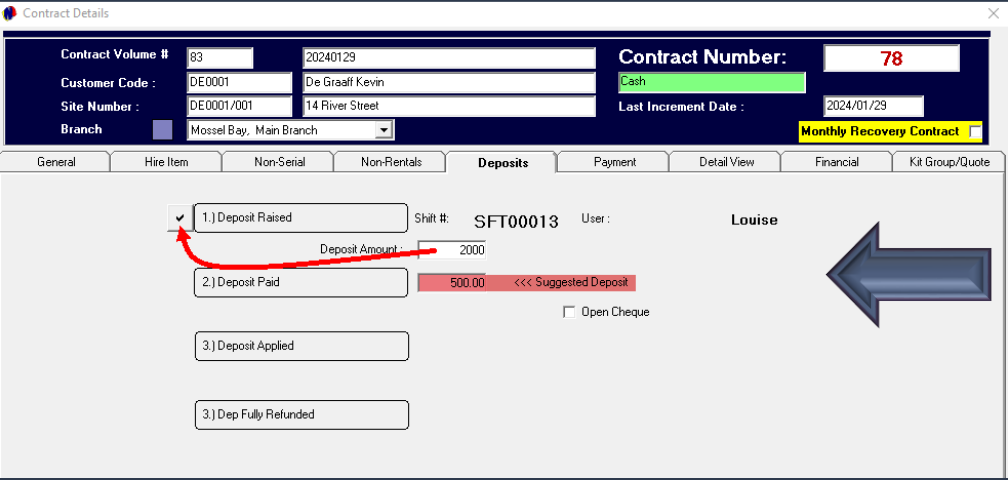
The screenshot shows the 'Contract Details' window with the 'Non-Rentals' tab selected. The 'TRIM01 Trimmer Line 1.6 x 100m' charge is now listed in the main window with a quantity of 1. A red box highlights the 'Qty' column. The total values are updated to 68.70 for Excl, 10.30 for Tax, and 79.00 for Incl.

Line Type	Charge	Description	Qty	Excl	Tax	Incl
Item	TRIM01	Trimmer Line 1.6 x 100m	1	68.70	10.30	79.00

Creating Contracts



For Account Customers, Deposits are not allowed.



However:

For Cash Customers, a deposit can be raised on the Items added to the contract. Proceeding to the 'Deposits' tab, the 'Suggested Deposit' amount will be indicated if set up.

The Suggested Deposit amount can be inserted in the 'Deposit Amount' field, or a custom amount can be entered. In this case, we have entered the amount of R2000.00.

To now raise the deposit amount, click on the checkmark in front of the 'Deposit Raised' field.

Creating Contracts

The screenshot shows a software window titled "Contract Details" with a dark blue header. The header contains contract information: Contract Volume # 83, Contract Number 78, Customer Code DE0001, Site Number DE0001/001, Branch Mossel Bay, Main Branch, and Last Increment Date 2024/01/29. A "Monthly Recovery Contract" checkbox is checked. Below the header is a tabbed interface with tabs for General, Hire Item, Non-Serial, Non-Rentals, Deposits, Payment, Detail View, Financial, and Kit Group/Quote. The "Deposits" tab is active, showing a list of deposit entries. The first entry, "1.) Deposit Raised", is highlighted in blue and includes a date of 2024/01/29, a shift number of SFT00013, and a user named Louise. A red arrow points from the date field to the "Deposit Due" field, which also contains 2024/01/29. A "Pay Deposit" button with a red 'X' is visible next to the date field. Other entries include "2.) Deposit Paid" for 500.00, "3.) Deposit Applied", and "3.) Dep Fully Refunded". At the bottom, there are buttons for Save, Cancel, Refund Charge, Contract, Summary, Delivery Note, Return Note, and Close. Two dropdown menus for "Reports to" and "POS Print to" are set to "Screen Print".

Immediately, the 'Deposit Raised' field is displayed in the colour of the 'Provisional' status, and the date upon which the deposit was raised, is inserted within this field.

The date by which the deposit is payable, can now be set in the activated field.

Please note that the 'Pay Deposit' button must NEVER be clicked, and a deposit receipt issued if **proof of payment was not yet received from the Customer**. The reason being that a User must give account of all transactions at the end of their shift, and receipting a payment which was not yet received, will cause the Cashup amount to be short.

Creating Contracts

Contract Details

Contract Volume #: 82 20240129 Contract Number: 77

Customer Code: ST0003 Stevens Development Corporate

Site Number: ST0003/002 25 Falcon Street Last Increment Date: 2024/01/29

Branch: Mossel Bay, Main Branch Monthly Recovery Contract

General Hire Item Non-Serial Non-Rentals Deposits Payment Detail View Financial Kit Group/Quote

Invoice Number: ACCOUNT CUSTOMER

Credit Note Number:

Deliver/Collect (Default): Deliver

Start Date: 2024/01/29 End Date: 2024/01/29 Fixed Date:

Order Number:

Contract Status: Provisional

Container Number: 196

Discount %: 0 Fixed Day Limit Rate: Week 1

Agent Code: 05 Stella Fourie

Description:

Save Cancel Reports to: Screen Print Refund Charge Contract Summary

Saving and exiting the contract, the Hire Item items linked to the contract are reserved on the Grid, and displayed in the colour of the 'Provisional Status'.
 Hovering on a reservation, the contract and volume number it is linked to, is displayed below the Grid.

Novtel Equipment Hire Ultimate Standard 7.1.0.6 - [Item Grid]

File Edit Modify Setup Process Reports Help

	27 Jan 2024 Sat	28 Jan 2024 Sun	29 Jan 2024 Mon	30 Jan 2024 Tue	31 Jan 2024 Wed	01 Feb 2024 Thu	02 Feb 2024 Fri	03 Feb 2024 Sat	04 Feb 2024 Sun
01001001	Lawnmower -P-149cc,								
01002001	Lawnmower -P-173cc, Wolf		200 Stevens						
01002002	Lawnmower -P-173cc, Wolf		205 De Graaff						
01003001	Lawnmower -E-1300W,								
01003002	Lawnmower -E-1300W,								
01004001	Lawnmower -E-2400W,								
01004002	Lawnmower -E-2400W,								
01004003	Lawnmower -E-2400W,								
02001001	Trimmer -P-26cc, Stramm,								
02001002	Trimmer -P-26cc, Stramm,								
02002001	Trimmer -E-750W, Stramm,		201 Stevens						
02002002	Trimmer -E-750W, Stramm,								
02002003	Trimmer -E-750W, Stramm,								
02002004	Trimmer -E-750W,								
05001001	Wheelbarrow - Garden,								
05001001	Wheelbarrow - Garden,								
05002001	Wheelbarrow - Heavy								
12001001	6W x 72L Forklift, GRT, 900						202 Stevens		
12001002	6W x 72L Forklift, GRT, 901								

View Items by:

- Code
- Available
- Plant No
- On Rent
- Transfer
- Maintenance

Contract 77 Vol 82 20240129

PO BOX 123 Mossel Bay 6500 stevens@development.com

Mobile Phone Fax Credit Note

Telephone Contract Type Contract Dep Paid

Customer Type Contract Invoice Total

Contract Receipt Total

Contract Dep Forfeit

Contract Dep Refund

Contract Balance

05001001	Wheelbarrow - Garden,			
05002001	Wheelbarrow - Heavy			
12001001	6W x 72L Forklift, GRT, 900		202 Stevens	
12001002	6W x 72L Forklift, GRT, 901			

Contract Details

Contract Volume #: 82 20240129

Customer Code: ST0003 Stevens Development

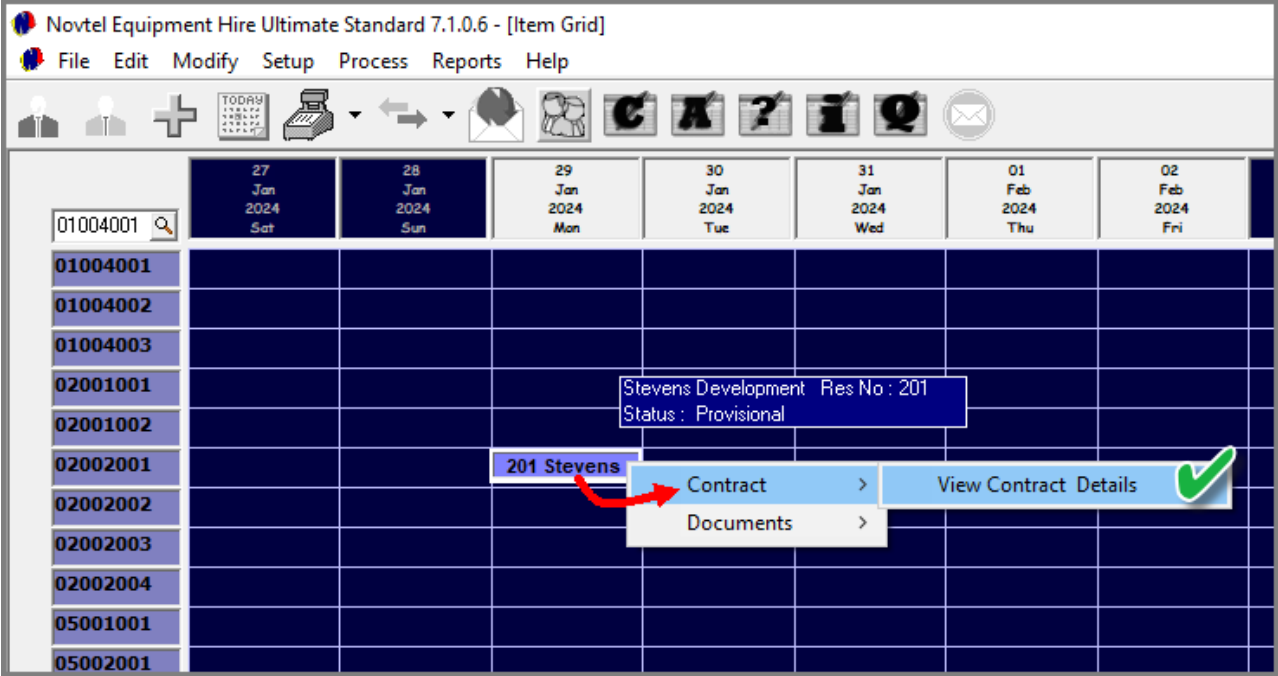
Site Number: ST0003/002 25 Falcon Street

Branch: Mossel Bay, Main Branch

General Hire Item Non-Serial Non-Rentals

Hire Num	Item Code	Item Desc	Tariff Code	Rate PD
196	ZGR00...	Deposit - 0.00		0.00
200	01002001	Lawnmower -P-173cc, Wo...	0201002	60.00
201	02002001	Trimmer -E-750W, Stramm...	0202002	40.00
202	12001001	6W x 72L Forklift, GRT, 900	0212001	1000.00
203	05001002	Wheelbarrow - Garden, M...	0205001	25.00

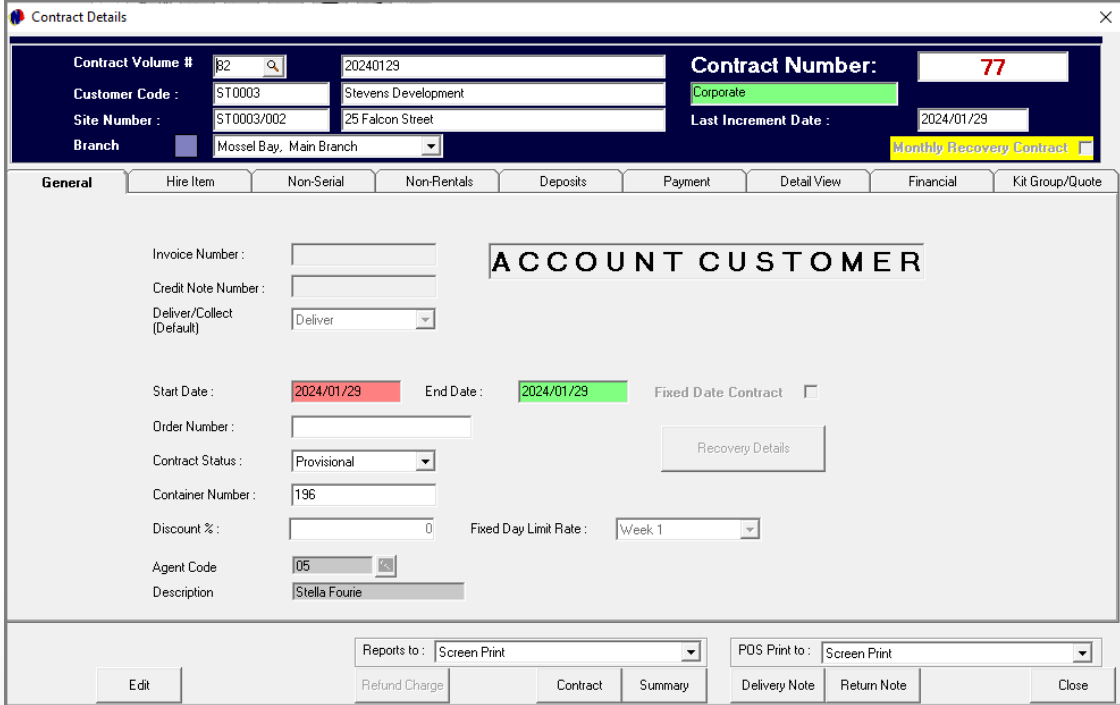
Creating Contracts



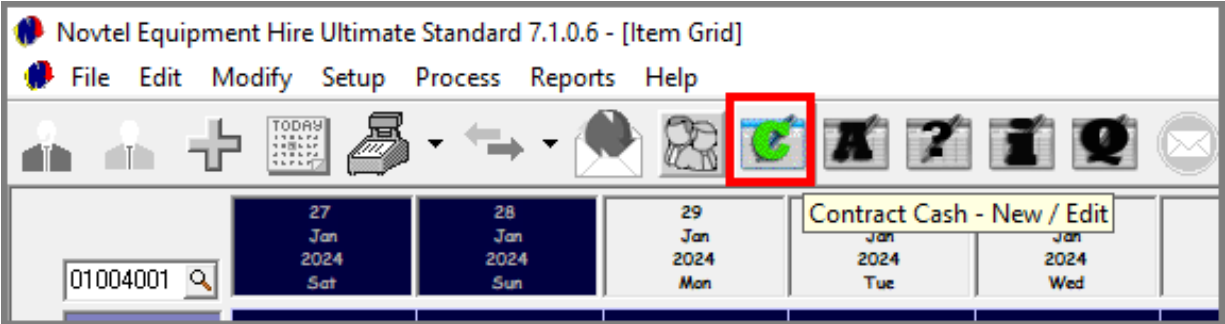
A Contract can be accessed in multiple ways, namely:

1. Accessing a Contract from a Reservation on the Grid:

By right-clicking on a reservation on the Grid and selecting 'Contract – View Contract Details', the contract is displayed.



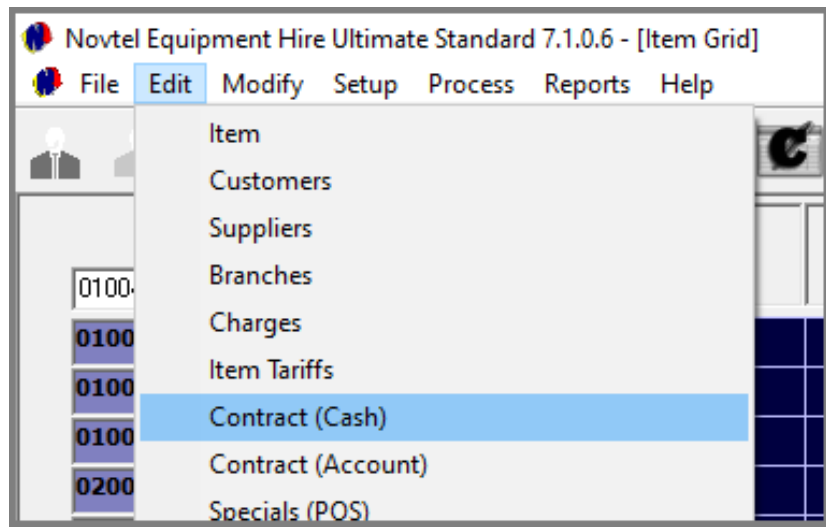
Creating Contracts



2. Accessing a Cash Contract:

Cash Contracts can be accessed from the 'C' Icon, or from the 'Edit - Contract (Cash)' menu option.

After selecting the Customer, the Contract can be accessed from the Customer's 'Contract Details' tab.



CASH CUSTOMER

Account Code: DE0001 Corporate Customer
 External Account Ref: DG0234 Open Item
 Description: De Graaff Kevin Order Number Required
 Customer Category: 1 - Cash Use Item Tariff Prices

Billing Interval: On Month End 0
 Deposit Required: No Deposit Required

General Site Details **Contract Details** User Defined Fields Private Customer

Volume	Contract	Start Date	End Date	Status	Site Description	Invoice #
83	78	2024/01/29	2024/01/29	Provisional	14 River Street	
79	74	2024/01/03	2024/01/17	Provisional	14 River Street	
69	64	2022/07/04	2022/07/04	Provisional	14 River Street	
67	62	2022/06/29	2022/06/29	Provisional	14 River Street	

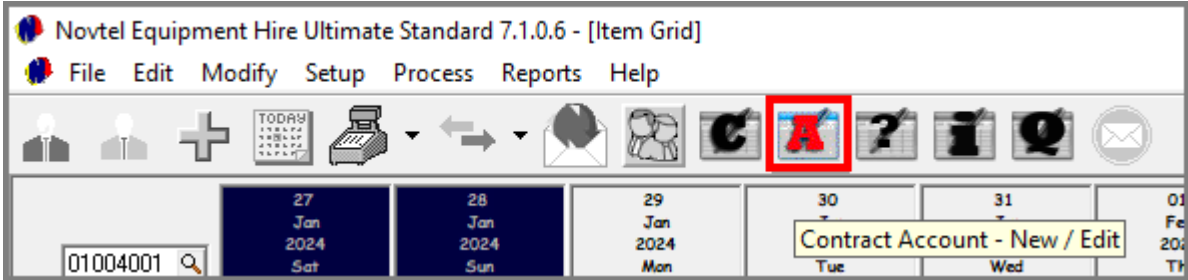
Edit / View All Contracts On Rent Contracts Outstanding Items Outstanding Contract Balances

Click on Column Header to sort. Click on line to select Transaction.

Account Balance	On Rent Total	Total Due	Available Credit
-500.00	0.00	-500.00	500.00

Provisional Customer Statement Pastel Customer Statement Accept Cancel

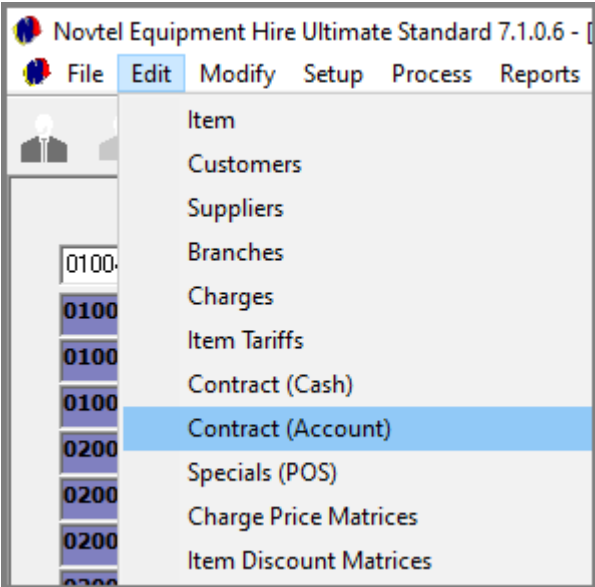
Creating Contracts



3. Accessing a Cash Contract:

Account Contracts can be accessed from the 'A' Icon, or from the 'Edit – Contract (Account)' menu option.

After selecting the Customer, the Contract can be accessed from the Customer's 'Contract Details' tab.



ACCOUNT CUSTOMER

Account Code: ST0003

External Account Ref: []

Description: Stevens Development

Customer Category: 2 - Corporate

Corporate Customer

Open Item

Billing Interval: On Month End

Order Number Required

Use Item Tariff Prices

General | Site Details | **Contract Details** | User Defined Fields | Private Customer

Volume	Contract	Start Date	End Date	Status	Site Description	Invoice #
82	77	2024/01/29	2024/01/29	Provisional	25 Falcon Street	
78	73	2023/11/22	2023/11/29	Provisional	Gordon Street	
73	68	2023/11/20	2023/11/20	Provisional	Gordon Street	
56	52	2021/06/15	2021/06/15	Provisional	Gordon Street	
38	34	2021/03/15	2021/03/26	Fully Paid	Gordon Street	GI000038
37	33	2021/03/22	2021/03/26	Fully Paid	14 Hannes Street	GI000037
77	72	2023/11/22	2023/11/29	Cancelled	Gordon Street	

Edit / View

All Contracts On Rent Contracts Outstanding Items Outstanding Contract Balances

Click on Column Header to sort. Click on line to select Transaction.

Account Balance	On Rent Total	Total Due	Available Credit
-0.01	0.00	-0.01	0.01

Provisional Customer Statement | Pastel Customer Statement | Accept | Cancel



Novtel[®]

Equipment Hire



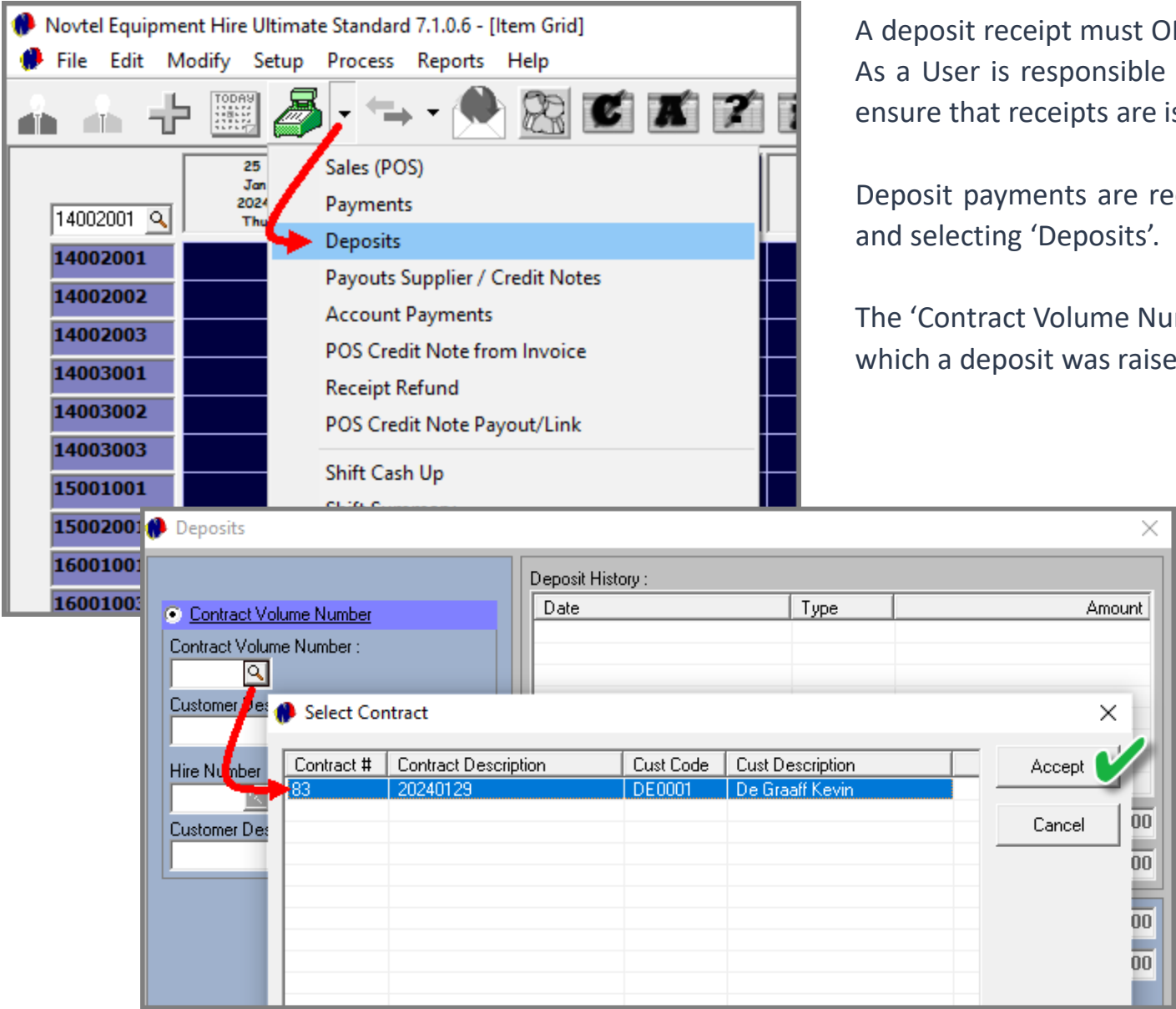
Processing a Deposit Payment

Processing a Deposit Payment

A deposit receipt must ONLY be issued once proof of payment was received. As a User is responsible for all transactions during their shift, you need to ensure that receipts are issued for the correct amount.

Deposit payments are receipted from the menu adjacent to the 'POS' icon and selecting 'Deposits'.

The 'Contract Volume Number' search option gives access to all contracts on which a deposit was raised, and for which the deposit was not yet fully paid.



The Customer from whom the deposit payment was received, must now be searched for and selected.

Processing a Deposit Payment

The amount received from the Customer is entered in the 'Payment Received' field.

The payment method used by the Customer must be selected – which in this case is a Bank Transfer.

The date upon which the payment was received, is to be selected before clicking 'Accept' to issue the receipt.

The screenshot shows the 'Deposits' window with the following details:

- Contract Volume Number:** 83
- Customer Description:** DE0001 - De Graaff Kevin
- Hire Number:** 204
- Customer Description:** DE0001 - De Graaff Kevin
- Payment Type:** Bank Transfer (marked with a green checkmark)
- Payment Date:** 2024/01/30
- Bank Account Number:** [Empty]
- Bank Type:** ABSA
- Amount Raised:** 2000.00
- Amount Paid:** 0.00
- Payment Received:** 2000 (indicated by a red arrow)
- Change:** 0.00
- Payment Due:** 2000.00
- User:** Louise
- Shift #:** SFT00013
- Buttons:** <F2> - Accept (with green checkmark), Print to: Screen Print, Close

The screenshot shows the 'Receipt : REC00053' window with the following details:

- Company Name:** Garden Tool Rentals
- Address:** Diaz Office Park, Block 2 Unit 20, Beach Boulevard West, Diaz Beach Mossel Bay
- Contact:** Tel: 0861 66 88 35, Fax: [Empty], VAT: 123456789
- DEPOSIT RECEIPT**
- Description:** 83 - 20240129
- Customer:** DE0001 - De Graaff Kevin
- Contract/Vol:** 78/83
- Payment Type:** Bank Transfer
- Bank Account:** [Empty]
- Bank Type:** ABSA
- Summary:**
 - Payment Due: 2000.00
 - Tax/VAT Total: [Empty]
 - Payment Received: 2000.00
 - Change: 0.00
 - Discount: 0.00
- Staff member:** Louise
- Payment Date:** 2024/01/30
- Print Date:** 2024/01/30
- Time:** 13:04:48
- Shift Number:** SFT00013
- Receipt Number:** REC00053

Processing a Deposit Payment

Deposit Statement

REPORT FOR THE PERIOD FROM 2024/01/28 TO 2024/01/30
REPORT PRINTED : 2024/01/30 13:08:46

Short Term Deposits						
Reservation Number : 204						
Customer : DE0001 - De Graaff Kevin						
Item : ZGR00001 - Deposit Container						
Deposit Raised Amount : R2 000.00						
Date Raised : 2024/01/29						
Date	Transaction	Reference No	Staff	DT	CR	Balance
30/01/2024	Deposit Paid	REC00053	Louise	R0.00	R2 000.00	R0.00

The deposit statement for this Customer displays 1 payment transaction and the outstanding balance on the deposit amount raised, is zero.

This contract is now also displayed on the 'Liability' deposit transaction listing report, and the amount was added to your company's total deposit liability.

Liability

List all the deposits which have been partially or fully paid, but not yet applied or refunded.

Short-Term Deposits. Branch - Mossel Bay, Main Branch

No	Customer Description	Collection Date	First Payment Date	Deposit Paid	Contract Due	Liability
27	Smith and Sons	2021/03/04	2021/03/03	450.00	-270.00	270.00
30	Smith and Sons	2021/03/28	2021/03/02	250.00	-200.00	200.00
83	De Graaff Kevin	2024/01/29	2024/01/30	2000.00	-2000.00	2000.00
84	Stonebridge Kevin	2024/01/30	2024/01/30	8000.00	-8000.00	8000.00
Grand Total :				10700.00	-10470.00	10470.00

Processing a Deposit Payment

Novtel Equipment Hire Ultimate Standard 7.1.0.6 - [Item Grid]

File Edit Modify Setup Process Reports Help

	26 Jan 2024 Fri	27 Jan 2024 Sat	28 Jan 2024 Sun	29 Jan 2024 Mon	30 Jan 2024 Tue	31 Jan 2024 Wed	01 Feb 2024 Thu	02 Feb 2024 Fri	03 Feb 2024 Sat
01001001									
01002001				200 Stevens					
01002002			205 De Graaff						
01003001									
01003002									
01004001									
01004002									
01004003									
02001001									
02001002									
02002001				201 Stevens					
02002002									
02002003									
02002004									
05001001									

De Graaff Kevin Res No: 205
Status: Confirmed

View Items by
 Code
 Available
 Plant No
 On Rent
 Transfer
 Maintenance

Contract 78 Vol 83
20240129

PD Box 1245
Great Brak River
6500
kevin@degraaff.com

Mobile Phone: 082 123456
Fax: [Redacted]
Telephone: 044 12345
Contract Type: [Redacted]
Customer Type: [Redacted]

Credit Note: 0.00
 Contract Dep Paid: 2000.00
 Contract Invoice Total: 0.00
 Contract Receipt Total: 2000.00
 Contract Dep Forfeit: 0.00
 Contract Dep Refund: 0.00
 Contract Balance: -2000.00

Hovering on the now 'Confirmed' reservation for this Customer, the 'Contract Deposit Paid'; 'Contract Receipt Total', and the 'Contract Balance' amounts are indicated below the Grid.

Accessing the contract's 'Deposits' tab, the 'Deposit Paid' field is displayed in the colour of the 'Confirmed' status, and the date and amount paid is linked to it.

The transaction is now displayed on the contract's 'Financial' tab.

Contract Details

Contract Volume #: 83 20240129 Contract Number: 78

Customer Code: DE0001 De Graaff Kevin Cash

Site Number: DE0001/001 14 River Street Last Increment Date: 2024/01/29

Branch: Mossel Bay, Main Branch Monthly Recovery Contract

General Hire Item Non-Serial Non-Rentals Deposits Payment Detail View **Financial** Kit Group/Quote

Document Num	Amount	Transaction	Time Stamp
REC00053	2000.00	Deposit	2024/01/30 13:04:48

Reports to: Screen Print PDS Print to: Screen Print

Edit Refund Charge Contract Summary Delivery Note Return Note Close

Processing a Deposit Payment

Contract Volume # 83 20240129

Customer Code : DE0001 De Graaff Kevin

Site Number : DE0001/001 14 River Street

Branch Mossel Bay, Main Branch

Contract Number: 78

Cash

Last Increment Date : 2024/01/29

Monthly Recovery Contract

General
Hire Item
Non-Serial
Non-Rentals
Deposits
Payment
Detail View
Financial
Kit Group/Quote

Code	Description	Dur	Qty	Tax	Inclusive
01002002	Lawnmower -P-173cc, Wolf, 202	0	1	0.00	0.00
-	Additional Costs			0.00	0.00
-	Payments Made			0	-2000.00

DEPOSIT PAID

2000.00

INVOICE TOTAL

0.00

RECEIPT TOTAL

2000.00

DEPOSIT REFUND

0.00

DEPOSIT FORFEIT

0.00

PAYMENT DUE

-2000.00

CREDIT NOTE

0.00

C N REFUND

0.00

Recalculate Totals

Refund Deposit

Refund Due

Contract Payment

Reports to : Screen Print

Refund Charge

PDS Print to : Screen Print

Contract Summary

Delivery Note

Return Note

Close

The 'Payment' tab indicates the payment made, as well as the receipt total.

The 'Payment Due' Amount is displayed in green, indicating that there is now a credit on this contract.



Novtel[®]

Equipment Hire



Placing Items on Rent

Placing Items on Rent

Novtel Equipment Hire Ultimate Standard 7.1.0.6 - [Item Grid]

File Edit Modify Setup Process Reports Help

	25 Jan 2024 Thu	26 Jan 2024 Fri	27 Jan 2024 Sat	28 Jan 2024 Sun	29 Jan 2024 Mon	30 Jan 2024 Tue	31 Jan 2024 Wed	01 Feb 2024 Thu	02 Feb 2024 Fri
01004001									
01004002									
01004003									
02001001									
02001002									
02002001									
02002002									
02002003									
02002004									
05001001									
05002001									
12001001									
12001002									
13001001									
13002001									

Whenever Hire Items are collected or delivered, the status of the items must be changed to 'On-Rent'.

To do so, access the contract and click 'Edit' first to enable changes to the contract.

Contract Details

Contract Volume #: 82 20240129 Contract Number: 77

Customer Code: ST0003 Stevens Development Corporate

Site Number: ST0003/002 25 Falcon Street Last Increment Date: 2024/01/29

Branch: Mossel Bay, Main Branch Monthly Recovery Contract

General Hire Item Non-Serial Non-Rentals Deposits Payment Detail View Financial Kit Group/Quote

Invoice Number: ACCOUNT CUSTOMER

Credit Note Number:

Deliver/Collect (Default): Deliver

Start Date: 2024/01/29 End Date: 2024/01/29 Fixed Date Contract

Order Number:

Contract Status: Provisional Recovery Details

Container Number: 196

Discount %: 0 Fixed Day Limit Rate: Week 1

Agent Code: 105 Stella Foune

Reports to: Screen Print POS Print to: Screen Print

Edit

Contract Details

Contract Volume #: 82 20240129 Contract Number: 77

Customer Code: ST0003 Stevens Development Corporate

Site Number: ST0003/002 25 Falcon Street Last Increment Date: 2024/01/29

Branch: Mossel Bay, Main Branch Monthly Recovery Contract

General Hire Item Non-Serial Non-Rentals Deposits Payment Detail View Financial Kit Group/Quote

Hire Num	Item Code	Item Desc	Tariff Code	Rate PD	Total Incl.	RA	Status	Deliver	Issue	Bal	IP	OHD	S	P	HDA	HD	Rate PH	Hour
196	ZGR00...	Deposit - 0.00		0.00	0.00	N	Provisio...	Deliver	0	0	0	0.00	0	0	0.00	1.00	0.00	0.0
202	12001001	6W x 72L Forklift, GRT, 900	0212001	1000.00	0.00	N	Provisio...	Deliver	1	1	0	0.00	0	0	0.00	0.00	200.00	0.0
203	05001002	Wheelbarrow - Garden, M...	0205001	25.00	0.00	N	Provisio...	Deliver	1	1	0	0.00	0	0	0.00	0.00	0.00	0.0
213	02002003	Trimmer -E-750W, Stramm...	0202002	40.00	0.00	N	Provisio...	Deliver	1	1	0	0.00	0	0	0.00	0.00	0.00	0.0
214	01003001	Lawnmower -E-1300W, R...	0201003	65.00	0.00	N	Provisio...	Deliver	1	1	0	0.00	0	0	0.00	0.00	0.00	0.0

Proceeding to the 'Hire Items' tab, the status of all Hire Items is indicated as 'Provisional'.

This is due to the fact that this is an Account Contract, and no Deposit has been raised or receipted against it.

Placing Items on Rent

Contract Details

Contract Volume #: 82 20240129 Contract Number: 77

Customer Code: ST0003 Stevens Development Corporate

Site Number: ST0003/002 25 Falcon Street Last Increment Date: 2024/01/29

Branch: Mossel Bay, Main Branch Monthly Recovery Contract

Hire Num	Item Code	Item Desc	Tariff Code	Rate PD	Total Incl.	RA	Status	Deliver	Issue	Bal	IP	DHD	S	P	HDA	HD	Rate PH	Hour	
<input checked="" type="checkbox"/>	196	ZGR00...	Deposit - 0.00		0.00	N	Provisio...	Deliver	0	0	0	0.00	0	0	0.00	1.00	0.00	0.0	
<input checked="" type="checkbox"/>	202	12001001	6W x 72L Forklift, GRT, 900	0212001	1000.00	0.00	N	Provisio...	Deliver	1	1	0	0.00	0	0	0.00	0.00	200.00	0.0
<input checked="" type="checkbox"/>	203	05001002	Wheelbarrow - Garden, M...	0205001	25.00	0.00	N	Provisio...	Deliver	1	1	0	0.00	0	0	0.00	0.00	0.00	0.0
<input checked="" type="checkbox"/>	213	02002003	Trimmer -E-750W, Stramm...	0202002	40.00	0.00	N	Provisio...	Deliver	1	1	0	0.00	0	0	0.00	0.00	0.00	0.0
<input checked="" type="checkbox"/>	214	01003001	Lawnmower -E-1300W, R...	0201003	65.00	0.00	N	Provisio...	Deliver	1	1	0	0.00	0	0	0.00	0.00	0.00	0.0

Control Panel:

Display <F1> Add New <F3> Remove <F4> Action: On Rent Select All <F5> Select None <F6> Move Contract <F7> <HC>

On Rent <F8> Deliver/Collect <F9> Return <F10> Apply Selection <F2> Rain Day/Off Hire <F11> Amend Contract Cancel Item

Reports to: Screen Print PDS Print to: Screen Print

Save Cancel Refund Charge Contract Summary Delivery Note Return Note Close

1. By clicking the 'On Rent' button, all line items are selected automatically. To change the status of all items simultaneously, none of it must be unticked.

However: Should some of the items be delivered or collected at a later stage, those items must be unticked.

2. In this case, all items are placed on rent, and the 'Apply Selection' button is to be clicked.

Placing Items on Rent

Contract Details

Contract Volume #: 82 202401
Customer Code: ST0003 Steven
Site Number: ST0003/002 25 Feb
Branch: Mossel Bay, Main Branch

General Hire Item Non-Serial

Hire Num	Item Code	Item Desc	Tariff
✓ 196	ZGR00...	Deposit - 0.00	
✓ 202	12001001	6W x 72L Forklift, GRT, 900	02120
✓ 203	05001002	Wheelbarrow - Garden, M...	02050
✓ 213	02002003	Trimmer -E-750W, Stramm...	02020
✓ 214	01003001	Lawnmower -E-1300W, R...	02010

On Rent Date

900 -- 6W x 72L Forklift, GRT, 900

Date Out: 2024/01/29 09:24

Charge On Saturday
Charge Saturday half day
Charge On Sunday
Charge On Public Holiday

Plant Item Details

Plant Rent per Hour Incl.	200.00
Plant Rent TAX	26.09
Plant Rent per Hour Excl.	173.91
Plant Rent per Day Incl.	1000.00
Plant Rent per Day TAX	130.43
Plant Rent per Day Excl.	869.57

Plant Item Maintenance

Current Item Rental Hours	176
Maintenance Interval	60
Next Maintenance	180
Next Maintenance Due in	4

Notes

Accept

1. The 'On Rent Date' screen is now displayed for the first hire item, namely the Forklift.
2. The date and time upon which the item was set to 'On-Rent' is displayed at the top.
3. The days upon which this Item is to be charged in addition to the weekdays, are to be selected. In this case half day on a Saturday, and Public Holidays.
4. The rate at which the hire item is charged, is displayed in this section.
5. As this is a serial item, and classified as a maintenance item, the number of days the item was rented is displayed first. The maintenance interval was set as 30 days on the Item Sub-Category linked to the item, and therefore, the next maintenance is due in 17 days.
6. Notes can be entered if required, and the 'Accept' button clicked to save the settings for this item.

Placing Items on Rent

The 'Contract Details' window shows Contract Volume # 82, Customer Code ST0003, Site Number ST0003/002, and Branch Mossel Bay, Main Branch. The 'On Rent Date' window is open for item 701 -- Wheelbarrow - Garden, Makro, 701. The 'Date Out' is 2024/01/29 at 09:34. The 'Charge On' options are checked for Saturday, Sunday, and Public Holiday. The 'Non-Serial Item Details (LCHV)' section shows: Non Serial Rent Incl. 25.00, Non Serial Rent TAX 3.26, and Non Serial Rent Excl. 21.74. A red arrow points from the 'On Rent' checkbox in the 'Contract Details' table to the 'On Rent Date' window. A green checkmark is next to the 'Accept' button.

As we have linked 4 items to this contract and set all of them 'On-Rent', the next item's screen is displayed automatically for which the settings are to be applied.

Click 'Accept' to save the settings.

Now also repeat the process for the other Items too.

The 'Contract Details' window shows Contract Volume # 82, Customer Code ST0003, Site Number ST0003/002, and Branch Mossel Bay, Main Branch. The 'On Rent Date' window is open for item 503 -- Trimmer -E-750W, Stramm, 503. The 'Date Out' is 2024/01/29 at 09:36. The 'Charge On' options are checked for Saturday, Sunday, and Public Holiday. The 'Serial Item Details' section shows: Rental Days Selected 0, Serial Item Rent Incl. 40.00, Serial Item Rent TAX 5.22, and Serial Rent Excl. 34.78. The 'Serial Item Maintenance' section shows: Current Item Rental Days 18, Maintenance Interval 30, Next Maintenance 30, and Next Maintenance Due in 12. A red arrow points from the 'On Rent' checkbox in the 'Contract Details' table to the 'On Rent Date' window. A green checkmark is next to the 'Accept' button.

The 'Contract Details' window shows Contract Volume # 82, Customer Code ST0003, Site Number ST0003/002, and Branch Mossel Bay, Main Branch. The 'On Rent Date' window is open for item 301 -- Lawnmower -E-1300W, Ryobi, 301. The 'Date Out' is 2024/01/29 at 09:38. The 'Charge On' options are checked for Saturday, Sunday, and Public Holiday. The 'Serial Item Details' section shows: Rental Days Selected 0, Serial Item Rent Incl. 65.00, Serial Item Rent TAX 8.48, and Serial Rent Excl. 56.52. The 'Serial Item Maintenance' section shows: Current Item Rental Days 15, Maintenance Interval 30, Next Maintenance 18, and Next Maintenance Due in 3. A red arrow points from the 'On Rent' checkbox in the 'Contract Details' table to the 'On Rent Date' window. A green checkmark is next to the 'Accept' button.

Placing Items on Rent

The status of all of these Items are now indicated as 'On-Rent'.

When the Items are to be delivered to the Site, the 'Delivery Note' can be printed and for the Site Manager's signature to be obtained in acknowledgement of receiving the listed items.

Contract Details

Contract Volume #: 82 20240129 **Contract Number:** 77

Customer Code: ST0003 Stevens Development Corporate

Site Number: ST0003/002 25 Falcon Street Last Increment Date: 2024/01/29

Branch: Mossel Bay, Main Branch **Monthly Recovery Contract**

Hire Num	Item Code	Item Desc	Tariff Code	Rate PD	Total Incl.	RA	Status	Deliver	Issue	Bal	IP	OHD	S	P	HDA	HD	Rate PH	Hour
196	ZGR00...	Deposit - 0.00		0.00	0.00	N	On Rent	Deliver	0	0	0	0.00	0	0	0.00	1.00	0.00	0.00
202	12001001	6W x 72L Forklift, GRT, 900	0212001	1000.00	0.00	N	On Rent	Deliver	1	1	0	0.00	0	0	0.00	0.00	200.00	0.00
203	05001002	Wheelbarrow - Garden, M...	0205001	25.00	0.00	N	On Rent	Deliver	1	1	0	0.00	0	0	0.00	0.00	0.00	0.00
213	02002003	Trimmer -E-750W, Stramm,...	0202002	40.00	0.00	N	On Rent	Deliver	1	1	0	0.00	0	0	0.00	0.00	0.00	0.00
214	01003001	Lawnmower -E-1300W, R...	0201003	65.00	0.00	N	On Rent	Deliver	1	1	0	0.00	0	0	0.00	0.00	0.00	0.00

Reports to: Screen Print PDS Print to: Screen Print

Delivery Note

Zoom 100%

Garden Tool Rentals

Diaz Office Park
Block 2 Unit 20
Beach Boulevard West
Diaz Beach Mossel Bay
Tel : 0861 66 88 35
Fax :
VAT : 123456789

Delivery Note

Code	Description	QTY	WGT
12001001	6W x 72L Forklift, GRT, 900	1	0.00
05001002	Wheelbarrow - Garden, Makro, 701	1	0.00
02002003	Trimmer -E-750W, Stramm, 503	1	6.50
01003001	Lawnmower -E-1300W, Ryobi, 301	1	0.00

Site Description : 25 Falcon Street
 Customer : ST0003 - Stevens Development
 Delivery Address : 25 Falcon Street
 Hartenbos
 6520

Contact Number :
 Weight : 6.50

Print Date : 2024/02/02
 Time : 09:42:40
 Staff member : Louise
 Delivery Note : 82

Thank You.

Signature

Placing Items on Rent

Novtel Equipment Hire Ultimate Standard 7.1.0.6 - [Item Grid]

File Edit Modify Setup Process Reports Help

	25 Jan 2024 Thu	26 Jan 2024 Fri	27 Jan 2024 Sat	28 Jan 2024 Sun	29 Jan 2024 Mon	30 Jan 2024 Tue	31 Jan 2024 Wed	01 Feb 2024 Thu	02 Feb 2024 Fri
01004001	Lawnmower -E-2400W,								
01004002	Lawnmower -E-2400W,								
01004003	Lawnmower -E-2400W,								
02001001	Trimmer -P-26cc, Stramm,								
02001002	Trimmer -P-26cc, Stramm,								
02002001	Trimmer -E-750W, Stramm,						212		
02002002	Trimmer -E-750W, Stramm,								
02002003	Trimmer -E-750W, Stramm,				213 Stevens				
02002004	Trimmer -E-750W,								
05001001	Wheelbarrow - Garden,				Stevens Development Res No : 202 Status : On Rent				
05002001	Wheelbarrow - Heavy								
12001001	6W x 72L Forklift, GRT, 900				202 Stevens				
12001002	6W x 72L Forklift, GRT, 901								
13001001	250D DSLR, Canon,								
13002001	200D DSLR, Canon,								

View Items by:

Code
 Available
 Plant No
 On Rent
 Transfer
 Maintenance

2024/01/25 2024/02/07

Contract 77 Vol 82
20240129

PO Box 123
Mossel Bay
6500
stevens@development.com

Mobile Phone: _____
 Fax: _____
 Telephone: _____
 Contract Type: _____
 Customer Type: _____

Credit Note	0.00
Contract Dep Paid	0.00
Contract Invoice Total	79.00
Contract Receipt Total	0.00
Contract Dep Forfeit	0.00
Contract Dep Refund	0.00
Contract Balance	79.00

Returning to the Grid, the Items linked to Contract 77, Volume 82 are now displayed in the colour of the 'On-Rent' status.



Novtel[®]

Equipment Hire



The Daily Increment Procedure

The Daily Increment Procedure

Novtel Equipment Hire Ultimate Standard 7.1.0.6 - [Item Grid]

File Edit Modify Setup Process Reports Help

	28 Jan 2024 Sun	29 Jan 2024 Mon	30 Jan 2024 Tue	31 Jan 2024 Wed	01 Feb 2024 Thu	02 Feb 2024 Fri	03 Feb 2024 Sat	04 Feb 2024 Sun	05 Feb 2024 Mon
01001001									
01002001		Stevens Development Res No: 214							
01002002		205 De G...							
01003001		214 Stevens							
01003002									
01004001									
01004002									
01004003									
02001001									
02001002									
02002001				212					
02002002									
02002003		213 Stevens							
02002004									
05001001									

View Items by:
 Code Available
 Plant No On Rent
 Transfer Maintenance

Contract 77 Vol 82 20240129
 PO Box 123 Mossel Bay 6500
 stevens@development.com

Mobile Phone: _____
 Fax: _____
 Telephone: _____
 Contract Type: _____
 Customer Type: _____

2024/01/28 2024/02/10

For demonstration purposes, we will use contract 77, Volume 82 created for Stevens Development.

At present, the total for each hire item is displayed as zero since the daily increment procedure has not yet been performed.

Contract Details

Contract Volume #: 82 20240129 Contract Number: 77

Customer Code: ST0003 Stevens Development Corporate

Site Number: ST0003/002 25 Falcon Street Last Increment Date: 2024/01/29

Branch: Mossel Bay, Main Branch Monthly Recovery Contract

General		Hire Item	Non-Serial	Non-Rentals	Deposits	Payment	Detail View	Financial	Kit Group/Quote									
Hire Num	Item Code	Item Desc	Tariff Code	Rate PD	Total Incl.	RA	Status	Deliver	Issue	Bal	IP	OHD	S	P	HDA	HD	Rate PH	Hou
196	ZGR00...	Deposit - 0.00		0.00	0.00	N	On Rent	Deliver	0	0	0	0.00	0	0	0.00	1.00	0.00	0.0
202	12001001	6W x 72L Forklift, GRT, 900	0212001	1000.00	0.00	N	On Rent	Deliver	1	1	0	0.00	0	0	0.00	0.00	200.00	0.0
203	05001002	Wheelbarrow - Garden, M...	0205001	25.00	0.00	N	On Rent	Deliver	1	1	0	0.00	0	0	0.00	0.00	0.00	0.0
213	02002003	Trimmer -E-750W, Stramm...	0202002	40.00	0.00	N	On Rent	Deliver	1	1	0	0.00	0	0	0.00	0.00	0.00	0.0
214	01003001	Lawnmower -E-1300W, R...	0201003	65.00	0.00	N	On Rent	Deliver	1	1	0	0.00	0	0	0.00	0.00	0.00	0.0

The Daily Increment Procedure

Contract Details

Contract Volume #: 82 20240129 Contract Number: 77
 Customer Code: ST0003 Stevens Development Corporate
 Site Number: ST0003/002 25 Falcon Street Last Increment Date: 2024/01/29
 Branch: Mossel Bay, Main Branch Monthly Recovery Contract

General Hire Item Non-Serial Non-Rentals Deposits Payment Detail View Financial Kit Group/Quote

Invoice Number:
 Credit Note Number:
 Deliver/Collect (Default): Deliver

ACCOUNT CUSTOMER

Start Date: 2024/01/29 End Date: 2024/01/29 Fixed Date Contract

Order Number:
 Contract Status: On Rent Recovery Details
 Container Number: 196
 Discount %: 0 Fixed Day Limit Rate: Week 1
 Agent Code: 05
 Description:

Contract Details

Contract Volume #: 82 20240129 Contract Number: Corporate
 Customer Code: ST0003 Stevens Development
 Site Number: ST0003/002 25 Falcon Street Last Increment Date:
 Branch: Mossel Bay, Main Branch

General Hire Item Non-Serial **Non-Rentals** Deposits Payment Detail View

Line Type	Charge	Description	Qty	Excl	Tax	Incl
Item	TRI001	Trimmer Line 1.6 x 100m	1	68.70	10.30	79.00
				68.70	10.30	79.00

The contract date is also indicated for the 29th of January only, and the only outstanding balance is the 'Trimmer Line' added to the contract's 'Non-Rentals' tab, and which is displayed in the 'Payment' tab as 'additional cost'.

Contract Details

Contract Volume #: 82 20240129 Contract Number: 77
 Customer Code: ST0003 Stevens Development Corporate
 Site Number: ST0003/002 25 Falcon Street Last Increment Date: 2024/01/29
 Branch: Mossel Bay, Main Branch Monthly Recovery Contract

General Hire Item Non-Serial Non-Rentals Deposits **Payment** Detail View Financial Kit Group/Quote

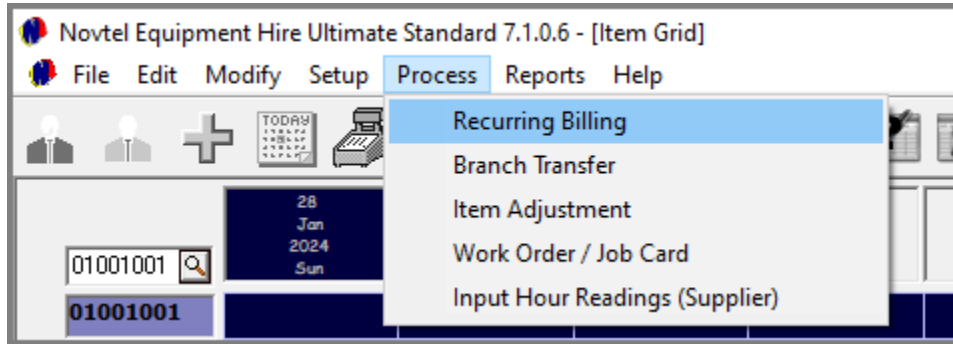
Code	Description	Dur	Qty	Tax	Inclusive
12001001	6W x 72L Forklift, GRT, 900	0	1	0.00	0.00
05001002	Wheelbarrow - Garden, Makro, 70l	0	1	0.00	0.00
02002003	Trimmer - E-750w, Stramm, 503	0	1	0.00	0.00
01003001	Lawnmower - E-1300w, Ryobi, 30l	0	1	0.00	0.00
-	Additional Costs			10.30	79.00

DEPOSIT PAID: 0.00 CREDIT NOTE: 0.00
 INVOICE TOTAL: 79.00 C N REFUND: 0.00
 RECEIPT TOTAL: 0.00 Recalculate Totals
 DEPOSIT REFUND: 0.00 Refund Deposit
 DEPOSIT FORFEIT: 0.00 Refund Due
 PAYMENT DUE: 79.00 Contract Payment

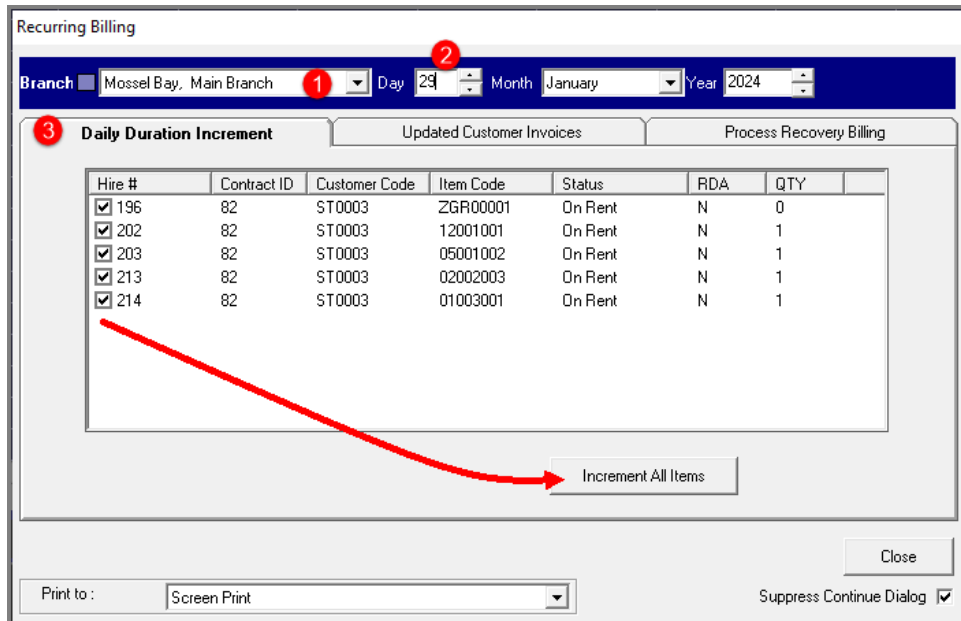
Reports to: Screen Print POS Print to: Screen Print

Edit Refund Charge Contract Summary Delivery Note Return Note Close

The Daily Increment Procedure



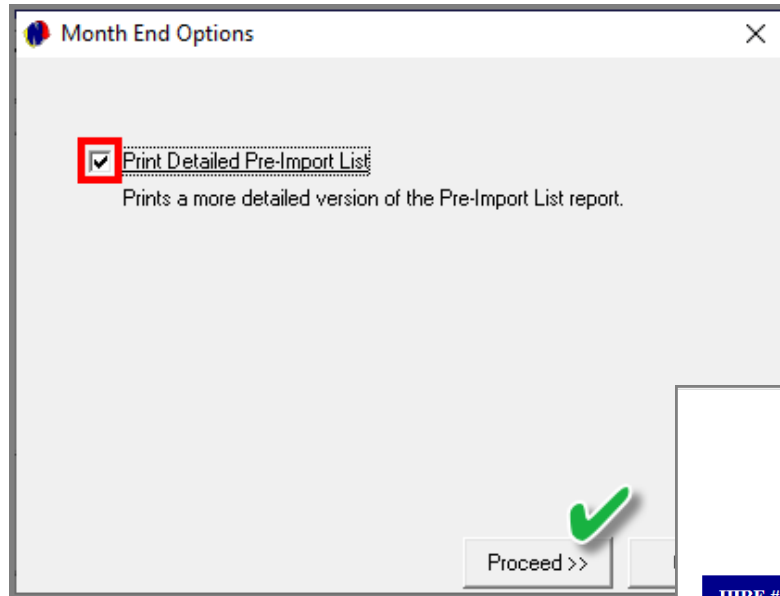
To perform the Daily Increment Procedure, click 'Process – Recurring Billing'.



1. At the top of the window, the Branch currently logged into is displayed.
2. The required billing date can now be selected – in this case, the 29th of January 2024.
3. In the 'Daily Increment' tab, all items linked to 'On-Rent' contracts are displayed, and all items are selected by default.

To bill all items simultaneously, all options must remain selected and the 'Increment Selected Items' button is clicked.

The Daily Increment Procedure



To print a more detailed version of the 'pre-import' list, tick this checkbox and click 'Proceed'.

The 'Pre-Increment List' will be opened in your Internet Browser, and is displayed as follows:

Pre-Increment List From 2024/01/29 To 2024/01/30

PRINTED DATE: 05 FEBRUARY 2024 TIME: 08:56:58

CUSTOMER - RENT PER ITEM

HIRE #	CONTRACT	CUSTOMER	ITEM CODE	DESCRIPTION	QTY	CURRENT TOTAL	INCREMENT	RAIN DAY	NEW TOTAL	
202	82	ST0003 - Stevens Development	12001001	6W x 72L Forklift, GRT, 900	1	0.00	1000.00	0.00	1000.00	
203	82	ST0003 - Stevens Development	05001002	Wheelbarrow - Garden, Makro, 701	1	0.00	25.00	0.00	25.00	
213	82	ST0003 - Stevens Development	02002003	Trimmer -E-750W, Stramm, 503	1	0.00	40.00	0.00	40.00	
214	82	ST0003 - Stevens Development	01003001	Lawnmower -E-1300W, Ryobi, 301	1	0.00	65.00	0.00	65.00	
NUMBER OF ITEMS TO BE UPDATED - 4					TOTALS	4	0.00	1130.00	0.00	1130.00

SUPPLIER - DUE PER ITEM

HIRE #	CONTRACT	SUPPLIER	ITEM CODE	DESCRIPTION	QTY	CURRENT TOTAL	INCREMENT	RAIN DAY	NEW TOTAL	
TOTAL:						0	0.00	0.00	0.00	0.00

Right-clicking anywhere on the report, the options can be accessed to print or save the report.

The Daily Increment Procedure

Recurring Billing

Branch Day Month Year

Daily Duration Increment Updated Customer Invoices Process Recovery Billing

Hire #	Contract ID	Customer Code	Item Code	Status	RDA	QTY
--------	-------------	---------------	-----------	--------	-----	-----

Print to:

The 'Daily Duration Increment' tab for the 29th of January is now cleared.

Novtel Equipment Hire Ultimate Standard 7.1.0.6 - [Item Grid]

File Edit Modify Setup Process Reports Help

28 Jan 2024 Sun 29 Jan 2024 Mon 30 Jan 2024 Tue 31 Jan 2024 Wed 01 Feb 2024 Thu 02 Feb 2024 Fri 03 Feb 2024 Sat 04 Feb 2024 Sun 05 Feb 2024 Mon

01001001									
01001001									
01002001									
01002002			205 De Graaff						
01003001			214 Stevens Development						
01003002									
01004001									
01004002									
01004003									
02001001									
02001002									
02002001						212			
02002002									
02002003			213 Stevens Development						
02002004									
05001001									

View Items by
 Code Available
 Plant No On Rent
 Transfer Maintenance

Contract 77 Vol 82
20240129

PO Box 123
Mossel Bay
6500
stevens@development.com

Mobile Phone
Fax
Telephone
Contract Type
Customer Type

Credit Note 0.00
Contract Dep Paid 0.00
Contract Invoice Total 1209.00
Contract Receipt Total 0.00
Contract Dep Forfeit 0.00
Contract Dep Refund 0.00
Contract Balance 1209.00

Returning to the 'Grid', all incremented contracts have been extended with another day.

The Daily Increment Procedure

Contract Details

Contract Volume #: 82 20240129 Contract Number: 77

Customer Code: ST0003 Stevens Development Corporate

Site Number: ST0003/002 25 Falcon Street Last Increment Date: 2024/01/30

Branch: Mossel Bay, Main Branch Monthly Recovery Contract:

General Hire Item Non-Serial Non-Rentals Deposits Payment Detail View Financial Kit Group/Quote

Invoice Number: ACCOUNT CUSTOMER

Credit Note Number:

Deliver/Collect (Default): Deliver

Start Date: 2024/01/29 End Date: 2024/01/30 Fixed Date Contract:

Order Number:

Contract Status: On Rent Recovery Details

Container Number: 196

Discount %:

Agent Code: 05

Description: Stella Fourie

Edit

The Contract Date has been extended with a day, and the totals for each item has increased with one day's rental amount.

Contract Details

Contract Volume #: 82 20240129 Contract Number: 77

Customer Code: ST0003 Stevens Development Corporate

Site Number: ST0003/002 25 Falcon Street Last Increment Date: 2024/01/30

Branch: Mossel Bay, Main Branch Monthly Recovery Contract:

General Hire Item Non-Serial Non-Rentals Deposits Payment Detail View Financial Kit Group/Quote

Hire Num	Item Code	Item Desc	Tariff Code	Rate PD	Total Incl.	RA	Status	Deliver	Issue	Bal	IP	OHD	S	P	HDA	HD	Rate PH	Hou
196	ZGR00...	Deposit - 0.00		0.00	0.00	N	On Rent	Deliver	0	0	0	0.00	0	0	0.00	2.00	0.00	0.0
202	12001001	6W x 72L Forklift, GRT, 900	0212001	1000.00	1000.00	N	On Rent	Deliver	1	1	0	0.00	0	0	0.00	1.00	200.00	0.0
203	05001002	Wheelbarrow - Garden, M...	0205001	25.00	25.00	N	On Rent	Deliver	1	1	0	0.00	0	0	0.00	1.00	0.00	0.0
213	02002003	Trimmer -E-750W, Stramm,...	0202002	40.00	40.00	N	On Rent	Deliver	1	1	0	0.00	0	0	0.00	1.00	0.00	0.0
214	01003001	Lawnmower -E-1300W, R...	0201003	65.00	65.00	N	On Rent	Deliver	1	1	0	0.00	0	0	0.00	1.00	0.00	0.0

The Daily Increment Procedure

Contract Volume #

Contract Number:

Customer Code : Stevens Development

Site Number : 25 Falcon Street

Branch :

Corporate

Last Increment Date :

Monthly Recovery Contract

General
Hire Item
Non-Serial
Non-Rentals
Deposits
Payment
Detail View
Financial
Kit Group/Quote

Code	Description	Dur	Qty	Tax	Inclusive
12001001	6W x 72L Forklift, GRT, 900	1	1	130.43	1000.00
05001002	Wheelbarrow - Garden, Makro, 701	1	1	3.26	25.00
02002003	Trimmer -E-750W/, Stramm, 503	1	1	5.22	40.00
01003001	Lawnmower -E-1300W/, Ryobi, 301	1	1	8.48	65.00
-	Additional Costs			10.30	79.00

DEPOSIT PAID

INVOICE TOTAL

RECEIPT TOTAL

DEPOSIT REFUND

DEPOSIT FORFEIT

PAYMENT DUE

CREDIT NOTE

C N REFUND

Recalculate Totals

Refund Deposit

Refund Due

Contract Payment

Reports to :

Refund Charge

POS Print to :

Contract

Summary

Delivery Note

Return Note

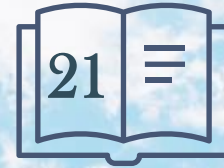
Close

The contract's 'Payment' tab now also indicates the payment due for the rental of the listed items for 1 hire day, plus the additional cost added.



Novtel[®]

Equipment Hire



Retuning Hire Items

Returning Hire Items

Deposits are not payable on contracts for Account Customers.

However: Deposits may be required on contracts for Cash Customers.

In this case, a paid deposit will be applied to the contract upon returning the Hire Items.

- ✓ If the paid deposit is less than the invoice total, the Customer will be liable for the payment of the difference.
- ✓ If the paid deposit exceeds the invoice total, the difference will be refunded to the Customer.

The screenshot shows the 'Contract Details' window with the following information:

- Contract Volume #: 87, Contract Number: 77
- Customer Code: ST0003, Stevens Development
- Site Number: ST0003/002, 25 Falcon Street
- Branch: Mossel Bay, Main Branch
- Last Increment Date: 2024/02/06
- Monthly Recovery Contract:

Hire Num	Item Code	Item Desc	Tariff Code	Rate PD	Total Incl	RA	Status	Deliver	Issue	Bal	IP	OHD	S	P	HDA	HD	Rate PH	Hou
215	ZGR00	Deposit - 0.00		0.00	0.00	N	On Rent	Deliver	0	0	0	0.00	0	0	0.00	6.00	0.00	0.0
216	12001001	6W x 72L Forklift, GRT, 900	0212001	1000.00	6000.00	N	On Rent	Deliver	1	1	0	0.00	0	0	0.00	6.00	200.00	0.0
217	05001002	Wheelbarrow - Garden, M...	0205001	25.00	150.00	N	On Rent	Deliver	1	1	0	0.00	0	0	0.00	6.00	0.00	0.0
218	02002003	Trimmer -E-750W, Stramm...	0202002	40.00	240.00	N	On Rent	Deliver	1	1	0	0.00	0	0	0.00	6.00	0.00	0.0
219	01003001	Lawnmower -E-1300W, R...	0201003	65.00	390.00	N	On Rent	Deliver	1	1	0	0.00	0	0	0.00	6.00	0.00	0.0

Buttons at the bottom include: Display <F1>, Add New <F3>, Remove <F4>, Hire Item, Select All <F5>, Select None <F6>, Move Contract <F7>, On Rent <F8>, Deliver/Collect <F9>, Return <F10>, Apply Selection <F2>, Rain Day/Off Hire <F11>, Amend Contract, Cancel Item, <HC>, Edit (with a green checkmark), Reports to: Screen Print, POS Print to: Screen Print, Refund Charge, Contract, Summary, Delivery Note, Return Note, and Close.

Clicking on the 'Hire Item' tab, all Items are currently linked to the 'On-Rent' status.

To make any changes, the 'Edit' button must be clicked.

Returning Hire Items

Contract Details

Contract Volume #: 87 20240129 **Contract Number:** 77

Customer Code: ST0003 Stevens Development Corporate

Site Number: ST0003/002 25 Falcon Street Last Increment Date: 2024/02/06

Branch: Mossel Bay, Main Branch **Monthly Recovery Contract**

General **Hire Item** Non-Serial Non-Rentals Deposits Payment Detail View Financial Kit Group/Quote

Hire Num	Item Code	Item Desc	Tariff Code	Rate PD	Total Incl.	RA	Status	Deliver	Issue	Bal	IP	OHD	S	P	HDA	HD	Rate PH	Hour	
<input checked="" type="checkbox"/>	215	ZGR00...	Deposit - 0.00	0.00	0.00	N	On Rent	Deliver	0	0	0	0.00	0	0	0.00	6.00	0.00	0.0	
<input checked="" type="checkbox"/>	216	12001001	6W x 72L Forklift, GRT, 900	0212001	1000.00	6000.00	N	On Rent	Deliver	1	1	0	0.00	0	0	0.00	6.00	200.00	0.0
<input checked="" type="checkbox"/>	218	02002003	Trimmer -E-750W, Stramm...	0202002	40.00	240.00	N	On Rent	Deliver	1	1	0	0.00	0	0	0.00	6.00	0.00	0.0
<input checked="" type="checkbox"/>	219	01003001	Lawnmower -E-1300W, R...	0201003	65.00	390.00	N	On Rent	Deliver	1	1	0	0.00	0	0	0.00	6.00	0.00	0.0

All rented items can be returned simultaneously, or only selected items can be returned and invoiced.

Clicking on the 'Return' button, the checkboxes next to all serial items are activated.

In the case where all items are returned simultaneously, the 'Select All' button is clicked to tick all checkboxes.

Contract Details

Contract Volume #: 87 20240129

Customer Code: ST0003 Stevens Development

Site Number: ST0003/002 25 Falcon Street

Branch: Mossel Bay, Main Branch

General **Hire Item** Non-Serial

Hire Num	Item Code	Item Desc	Tariff Code
<input type="checkbox"/>	215	ZGR00...	Deposit - 0.00
<input type="checkbox"/>	216	12001001	6W x 72L Forklift, GRT, 900
<input checked="" type="checkbox"/>	218	02002003	Trimmer -E-750W, Stramm...
<input checked="" type="checkbox"/>	219	01003001	Lawnmower -E-1300W, R...

If some Items are to be returned while others must remain on rent, only the Items to be returned will be selected.

In such a case, the contract will continue, but a new contract volume will be created for the remaining items only.

Returning Hire Items

Contract Details

Contract Volume #: 87 20240129 Contract Number: 77

Customer Code: ST0003 Stevens Development Corporate

Site Number: ST0003/002 25 Falcon Street Last Increment Date: 2024/02/06

Branch: Mossel Bay, Main Branch Monthly Recovery Contract

Hire Num	Item Code	Item Desc	Tariff Code	Rate PD	Total Incl.	RA	Status	Deliver	Issue	Bal	IP	OHD	S	P	HDA	HD	Rate PH	Hou	
<input checked="" type="checkbox"/>	215	ZGR00...	Deposit - 0.00	0.00	0.00	N	On Rent	Deliver	0	0	0	0.00	0	0	0.00	6.00	0.00	0.0	
<input checked="" type="checkbox"/>	216	12001001	6W x 72L Forklift, GRT, 900	0212001	1000.00	6000.00	N	On Rent	Deliver	1	1	0	0.00	0	0	0.00	6.00	200.00	0.0
<input checked="" type="checkbox"/>	218	02002003	Trimmer -E-750W, Stramm...	0202002	40.00	240.00	N	On Rent	Deliver	1	1	0	0.00	0	0	0.00	6.00	0.00	0.0
<input checked="" type="checkbox"/>	219	01003001	Lawnmower -E-1300W, R...	0201003	65.00	390.00	N	On Rent	Deliver	1	1	0	0.00	0	0	0.00	6.00	0.00	0.0

Buttons: Display <F1>, Add New <F3>, Remove <F4>, Action: Return, Select All <F5>, Select None <F6>, Move Contract <F7>, On Rent <F8>, Deliver/Collect <F9>, Return <F10>, Apply Selection <F2> ✓, Rain Day/Off Hire <F11>, <HC>

Reports to: Screen Print PDS Print to: Save Cancel Refund Charge Contract Summary Delivery N

Applying the 'Return' action, the 'Select Return Date' window will appear for each Item returned.

Each Item will be processed individually.

1. Date and Time Out:

The date and time this item was placed 'On Rent', is displayed here and cannot be edited.

2. Date and Time In:

The date upon which the item is returned, is captured here. The exact time the item is returned can now also be selected.

Select Return Date

900 -- 6W x 72L Forklift, GRT, 900

Date Out: 1 2024/01/31 09:24

Date In: 2 2024/02/06 11:19 Time Out + 01:55

Changeover (Swop Item)

Saturday Total	1.00	Hire Day Adjustment	
Sunday Total	1.00	Subtract	<input type="radio"/>
Holiday Total	0.00	Add	<input type="radio"/>
Off-Hire Total	0.00	Adjustment Quantity	0.00
Hire Day Total	5.00	Adjusted Hire Day	0.00
Daily Rate	1000.00	Adjustment Value	0.00

Returning Hire Items

Select Return Date

900 -- 6W x 72L Forklift, GRT, 900

Date Out: 2024/01/31 09:24

Date In: 2024/02/06 11:19 Time Out + 01:55

Changeover (Swop Item)

Saturday Total	1.00	Hire Day Adjustment 4	
Sunday Total	1.00	Subtract <input checked="" type="radio"/>	<input style="border: 1px solid red;" type="text" value="0"/>
Holiday Total	0.00	Add <input type="radio"/>	
Off-Hire Total	0.00	Adjustment Quantity	0.00
3 Hire Day Total	5.00	Adjusted Hire Day	0.00
Daily Rate	1000.00	Adjustment Value	0.00

3. Hire Day Total

As per our example, the total hire days is displayed as 5.

4. Hire Day Adjustment

By default, the Hire Day Adjustment total is set at zero.

However: Days can either be subtracted or added from this screen, and Novtel will adjust the value accordingly. For example:

By 'subtracting' 1 day, Novtel will subtract the quantity of 1, and adjust the hire days from 5 to 4.

The daily rate of R1000.00 will also be deducted in the 'Adjustment Value' field..

Saturday Total	1.00	Hire Day Adjustment	
Sunday Total	1.00	Subtract <input checked="" type="radio"/>	<input style="border: 1px solid red;" type="text" value="1"/>
Holiday Total	0.00	Add <input type="radio"/>	
Off-Hire Total	0.00	Adjustment Quantity	-1.00
Hire Day Total	5.00	Adjusted Hire Day	4.00
Daily Rate	1000.00	Adjustment Value	-1000.00

Returning Hire Items

Saturday Total	1.00	Hire Day Adjustment	
Sunday Total	1.00	Subtract	<input type="radio"/>
Holiday Total	0.00	Add	<input checked="" type="radio"/>
Off-Hire Total	0.00		<input type="text" value="1"/>
Hire Day Total	5.00	Adjustment Quantity	1.00
		Adjusted Hire Day	6.00
Daily Rate	1000.00	Adjustment Value	1000.00

Selecting the 'Add' option, and entering the number 1, an extra day will be added, and the adjusted number of Hire Days will now be indicated as 6.

The Adjustment Value indicates that an extra R1000.00 will be charged.

Replacement Quantity	<input type="text" value="0"/>
Replacement @ Cost - 43200.00	<input type="text" value="0.00"/>

Should it happen that the Item is damaged beyond repair, and the Customer is liable for the cost thereof, the replacement quantity is entered as 1.

Novtel will insert the Cost Price total – as inserted on the 'Item's' Master File

Replacement Quantity	<input type="text" value="1"/>
Replacement @ Cost - 43200.00	<input type="text" value="43200.00"/>

Returning Hire Items

Replacement Quantity	0
Replacement @ Cost - 43200.00	0.00
Repair Fee	3250
Total Hours	52

Late Return

6. Repair Fee

If damages occurred and the Item can be repaired, the fee is entered in this field according to the amount needed to repair the damage.

7. Total Hours

The total number of hours the machine has worked, may be required to be logged. The total is then inserted in this field.

8. Late Return

By default, this field is deactivated, and can be left unchanged if the Item was returned on time.

However: If the Item was not returned on time, this checkbox is ticked – which will activate additional fields below it.

The default fee for a late return is R200.00 in our system, but it may be a different amount at your company – depending on how your system was set up by the system Administrator.

If this option is selected, the Customer will be charged an extra R200.00 for the late return.

But, by selecting the 'No Penalty for Late Return' option, the late return is documented, but not charged.

Late Return

Charge Extra Fee @ 200.00

No Penalty for Late Return

Returning Hire Items

Select Return Date

900 -- 6W x 72L Forklift, GRT, 900

Date Out : 2024/01/31 09:24

Date In : 2024/02/06 11:19 **Time Out + 01:55**

Changeover (Swop Item)

Saturday Total	1.00	Hire Day Adjustment	
Sunday Total	1.00	Subtract	<input type="radio"/>
Holiday Total	0.00	Add	<input checked="" type="radio"/>
Off-Hire Total	0.00	Adjustment Quantity	1.00
Hire Day Total	5.00	Adjusted Hire Day	6.00
Daily Rate	1000.00	Adjustment Value	1000.00

Replacement Quantity: 0

Replacement @ Cost - 43200.00: 0.00

Repair Fee: 3250

Total Hours: 52


Late Return

Charge Extra Fee @ 200.00

No Penalty for Late Return

Notes

Damage billed to the Customer for immediate payment.

Accept  Cancel

Notes

Any applicable notes pertaining to this returned item, can be entered in the 'Notes' field.

To finalize the return action for this item, click 'Accept'.

Returning Hire Items

The screenshot shows the 'Select Return Date' dialog box for item 503, 'Trimmer -E-750w, Stramm, 503'. The dialog is highlighted in green. It contains the following fields and options:

- Date Out:** 2024/01/31 09:36
- Date In:** 2024/02/06 12:27
- Time Out + 02:50** (highlighted in red)
- Changeover (Swop Item):**
- Saturday Total:** 1.00
- Sunday Total:** 1.00
- Holiday Total:** 0.00
- Off-Hire Total:** 0.00
- Hire Day Total:** 5.00
- Daily Rate:** 40.00
- Adjustment Value:** 0.00
- Hire Day Adjustment:** Subtract Add (value: 0)
- Adjustment Quantity:** 0.00
- Adjusted Hire Day:** 0.00
- Replacement Quantity:** 0
- Replacement @ Cost - 1800.00:** 0.00
- Repair Fee:** 0.00
- Late Return:**
- Notes:** (empty text area)

At the bottom, there are buttons for 'Save', 'Cancel', 'Accept' (with a green checkmark), and 'Cancel'.

Immediately, the 'Select Return Date' window for the second item on the list is displayed, and all of the necessary settings are to be captured and saved.

And the last Item's return settings are also captured.

The screenshot shows the 'Select Return Date' dialog box for item 301, 'Lawnmower -E-1300w, Ryobi, 301'. The dialog is highlighted in green. It contains the following fields and options:

- Date Out:** 2024/01/31 09:38
- Date In:** 2024/02/06 12:30
- Time Out + 02:52** (highlighted in red)
- Changeover (Swop Item):**
- Saturday Total:** 1.00
- Sunday Total:** 1.00
- Holiday Total:** 0.00
- Off-Hire Total:** 0.00
- Hire Day Total:** 5.00
- Daily Rate:** 65.00
- Adjustment Value:** 0.00
- Hire Day Adjustment:** Subtract Add (value: 0)
- Adjustment Quantity:** 0.00
- Adjusted Hire Day:** 0.00
- Replacement Quantity:** 0
- Replacement @ Cost - 2800.00:** 0.00
- Repair Fee:** 0.00
- Late Return:**
- Charge Extra Fee @ 200.00:**
- No Penalty for Late Return:**
- Notes:** (empty text area)

At the bottom, there are buttons for 'Save', 'Cancel', 'Accept' (with a green checkmark), and 'Cancel'.

Returning Hire Items

Contract Details

Contract Volume #: 87 20240129 Contract Number: 77

Customer Code: ST0003 Stevens Development Corporate

Site Number: ST0003/002 25 Falcon Street Last Increment Date: 2024/02/06

Branch: Mossel Bay, Main Branch Monthly Recovery Contract

ID	Item	Issued	Returned	Future Return	Balance
19	Wheelbarrow - Garden, Makro, 701	1	0	0	1

Return

Return LCHV Item

LCHV Code: 19

Customer Code: ST0003 Stevens Development

Contract Volume #: 87

Contract #: 77

Item Code: 05001001 Subhire Item

Wheelbarrow - Garden, Makro, 701

Transaction Date: 2024/02/06 Transaction Time: 12:36:02

Issued: 1

Return: 0

In Process: 0

Returned: 0

Balance: 1

Accept Cancel

If a 'Non-Serial Item' is returned by the Customer, and which is present in the 'Non-Serial' tab, it must also be returned.

By clicking on the 'Return' button, the 'Return' quantity is currently displayed as 0, and the balance is 1.

Entering the returned quantity as 1, the 'Returned' quantity is displayed as 1, and the Balance is zero.

To continue, click 'Accept'.

Return LCHV Item

LCHV Code: 19

Customer Code: ST0003 Stevens Development

Contract Volume #: 87

Contract #: 77

Item Code: 05001001 Subhire Item

Wheelbarrow - Garden, Makro, 701

Transaction Date: 2024/02/06 Transaction Time: 12:36:02

Issued: 1

Return: 1

In Process: 0

Returned: 1

Balance: 0

Accept Cancel

Returning Hire Items

Select Return Date

701 -- Wheelbarrow - Garden, Makro, 701 ✓

Date Out: 2024/01/31 09:34
 Date In: 2024/02/06 12:36 **Time Out + 03:01**

Saturday Total	1.00	Hire Day Adjustment
Sunday Total	1.00	
Holiday Total	0.00	
Off-Hire Total	0.00	
Hire Day Total	5.00	

Subtract 0
 Add

Adjustment Quantity: 0.00
 Adjusted Hire Day: 0.00

Daily Rate: 25.00
 Adjustment Value: 0.00

Replacement Quantity: 0
 Replacement @ Cost - 800.00: 0.00

Repair Fee: 0.00

Late Return
 Charge Extra Fee @ 200.00
 No Penalty for Late Return

Notes

Accept ✓ Cancel

The 'Select Return Date' window is now displayed, and the return settings for this Item must also be captured and saved.

All Hire Items linked to this contract are now linked to the 'Returned' status, and the reservations are locked and invoiced.

Contract Details

Contract Volume #: 87 20240129 Contract Number: 77
 Customer Code: ST0003 Stevens Development Corporate
 Site Number: ST0003/002 25 Falcon Street Last Increment Date: 2024/02/06
 Branch: Mossel Bay, Main Branch Monthly Recovery Contract

Hire Num	Item Code	Item Desc	Tariff Code	Rate PD	Total Incl	RA	Status	Deliver	Issue	Bal	IP	OHD	S	P	HDA	HD	Rate PH	Hou
215	ZGR00...	Deposit - 0.00		0.00	0.00	N	Returned	Deliver	0	0	0	0.00	0	0	0.00	6.00	0.00	0.0
216	12001001	6W x 72L Forklift, GRT, 900	0212001	1000.00	6000.00	N	Returned	Deliver	1	0	0	0.00	2	0	1.00	6.00	200.00	0.0
217	05001002	Wheelbarrow - Garden, M...	0205001	25.00	125.00	N	Returned	Deliver	1	0	0	0.00	2	0	0.00	5.00	0.00	0.0
218	02002003	Trimmer -E-750W, Stramm...	0202002	40.00	200.00	N	Returned	Deliver	1	0	0	0.00	2	0	0.00	5.00	0.00	0.0
219	01003001	Lawnmower -E-1300W, R...	0201003	65.00	325.00	N	Returned	Deliver	1	0	0	0.00	2	0	0.00	5.00	0.00	0.0

Display <F1> Add New <F3> Remove <F4> Hire Item Select All <F5> Select None <F6> Move Contract <F7> <HC>
 On Rent <F8> Deliver/Collect <F9> Return <F10> Apply Selection <F2> Rain Day/Off Hire <F11> Amend Contract Cancel Item

Reports to: Screen Print POS Print to: Screen Print

Edit Credit Note Refund Charge Invoice Contract Summary Delivery Note Return Note Close

Returning Hire Items

Clicking the 'Invoice' button, the Tax Invoice is produced, and a dedicated Invoice number has been allocated.

No changes can be made to this contract anymore, since it has been finalized.

Contract Details

Contract Volume #: 87 20240129 **Contract Number:** 77

Customer Code: ST0003 Stevens Development Corporate

Site Number: ST0003/002 25 Falcon Street Last Increment Date: 2024/02/06


Branch: Mossel Bay, Main Branch Monthly Recovery Contract

Hire Num	Item Code	Item Desc	Tariff Code	Rate PD	Total Incl.	RA	Status	Deliver	Issue	Bal	IP	OHD	S	P	HDA	HD	Rate PH	Hour
215	ZGR00...	Deposit - 0.00		0.00	0.00	N	Returned	Deliver	0	0	0	0.00	0	0	0.00	6.00	0.00	0.00
216	12001001	6W x 72L Forklift, GRT, 900	0212001	1000.00	6000.00	N	Returned	Deliver	1	0	0	0.00	2	0	1.00	6.00	200.00	0.00
217	05001002	Wheelbarrow - Garden, M...	0205001	25.00	125.00	N	Returned	Deliver	1	0	0	0.00	2	0	0.00	5.00	0.00	0.00
218	02002003	Trimmer -E-750W, Stramm...	0202002	40.00	200.00	N	Returned	Deliver	1	0	0	0.00	2	0	0.00	5.00	0.00	0.00
219	01003001	Lawnmower -E-1300W, R...	0201003	65.00	325.00	N	Returned	Deliver	1	0	0	0.00	2	0	0.00	5.00	0.00	0.00

Display <F1> Add New <F3> Remove <F4> Hire Item Select All <F5> Select None <F6> Move Contract <F7> <HC>

On Rent <F8> Deliver/Collect <F9> Return <F10> Apply Selection <F2> Rain Day/Off Hire <F11> Amend Contract Cancel Item

Reports to: Screen Print POS Print to: Screen Print

Edit Credit Note Refund Charge Invoice  Contract Summary Delivery Note Return Note Close

TAX INVOICE

Print Date: 2024/02/23
Invoice Number: G1000087
 Invoice Date: 2024/02/23

Garden Tool Rentals
 Diaz Office Park
 Block 2 Unit 20
 Beach Boulevard West
 Diaz Beach Mossel Bay
 South-Africa
 0861 66 88 35

Tel: sales@noviel.com
 Fax: 123456789
 Email: 123456789
 VAT No: 123456789

Contract Start: 2024/01/31 Contract End: 2024/02/23
 Contract #: 77 Volume #: 87
 Order Number #: 77
 Contact #: 77
 Cellular #: 77
 Customer ID #: 78123012154857
 Billing Interval: Month End

Stevens Development ST0003
 PO Box 123
 Mossel Bay
 6500

Site: 25 Falcon Street
 VAT No:

Hire Items

Code	Hire #	Description	QTY	HD	Hour	Rate	Incl
12001001	216	6W x 72L Forklift, GRT, 900	1	6.00	0.00	200.00	6,000.00
	Out	31 January 2024 - 09:24:53	In	6 February 2024 - 11:19:58			
05001002	217	Wheelbarrow - Garden, Makro, 701	1	5.00	0.00	25.00	125.00
	Out	31 January 2024 - 09:34:37	In	6 February 2024 - 12:36:02			
02002003	218	Trimmer -E-750W, Stramm, 503	1	5.00	0.00	40.00	200.00
	Out	31 January 2024 - 09:36:28	In	6 February 2024 - 12:27:01			
01003001	219	Lawnmower -E-1300W, Ryobi, 301	1	5.00	0.00	65.00	325.00
	Out	31 January 2024 - 09:38:05	In	6 February 2024 - 12:30:16			

Non Rentals

Code	Description	Qty	Tax	Incl
LAT001	Late Return Charge	3.00	78.26	600.00
	Late Return 12001001 @ 200.00			
REP002	Repair Fee	1.00	423.91	3 250.00
	Repair 12001001 @ 3250.00			
	Late Return 01003001 @ 200.00			
	Late Return 05001001 @ 200.00			

Tax Total: R1 369.56
 Excl Total: R5 130.44
 Incl Total: R10 500.00
 Discount: R0.00

Page: 1

Returning Hire Items

Novtel Equipment Hire Ultimate Standard 7.1.0.7 - [Item Grid] Start new c

File Edit Modify Setup Process Reports Help

01003001 02 Feb 2024 Fri 03 Feb 2024 Sat 04 Feb 2024 Sun 05 Feb 2024 Mon 06 Feb 2024 Tue 07 Feb 2024 Wed

Item Code	02 Feb 2024	03 Feb 2024	04 Feb 2024	05 Feb 2024	06 Feb 2024	07 Feb 2024
01003001	219 Stevens Development ✓					
01003002						
01004001						
01004002						
01004003						
02001001						
02001002						
02002001						
02002002						
02002003	218 Stevens Development ✓					
02002004						
05001001						
05002001						
12001001	216 Stevens Development ✓					
12001002						

View Items by: Code Available Plant No On Rent

Contract 77 Vol 87 20240129 ✓ Mobile Phone Fax

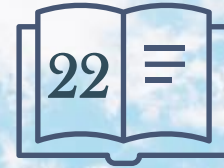
Returning to the Grid, the status of all items linked to this contract has been changed to the status and colour of the 'Returned' status.

The Invoice number is also displayed when hovering on a reservation linked to this contract.



Novtel[®]

Equipment Hire



Account Payments

Account Payments

Account payments can be performed in 1 of 2 ways, namely:

- ✓ Directly from a contract's 'Payment' tab;
- ✓ Or from the 'POS – Account Payments' menu option.

Contract Details

Contract Volume #: 95 20240207 Contract Number: 86
Customer Code: SM0001 Smith and Sons Corporate
Site Number: SM0001/002 58 Florence Street, Diaz Beach Last Increment Date: 2024/01/30
Branch: Mossel Bay, Main Branch Monthly Recovery Contract

General Hire Item Non-Serial Non-Rentals Deposits **Payment** Detail View Financial Kit Group/Quote

Code	Description	Dur	Qty	Tax	Inclusive
13003001	5D DSLR, Canon, CAMERA03	1	1	112.17	860.00
14001001	EF 100mm F/2.8 L , Canon, LENS01	1.5	1	78.26	600.00
14002001	EF 16-35mm F/2.8 L , Canon, LENS04	1.5	1	78.26	600.00
14003001	EF 70-200mm F/2.8 L, Canon, LENS07	1.5	1	117.39	900.00
-	Additional Costs			423.91	3250.00

DEPOSIT PAID: 0.00 CREDIT NOTE: 0.00
INVOICE TOTAL: 6210.00 C N REFUND: 0.00
RECEIPT TOTAL: 0.00 Recalculate Totals
DEPOSIT REFUND: 0.00 Refund Deposit
Refund Due
PAYMENT DUE: 6210.00 Contract Payment ✓

Reports to: Screen Print POS Print to: Screen Print
Edit Credit Note Refund Charge Invoice Contract Summary Delivery Note Return Note Close

Novtel Equipment Hire Ultimate Standard 7.1.0.7 - [Item Grid]

File Edit Modify Setup Process Reports Help

24 Jan 2024

12001001
12001002
13001001
13002001
13003001
14001001
14001002
14001003
14002001

Sales (POS)
Payments
Deposits
Payouts Supplier / Credit Notes
Account Payments
POS Credit Note from Invoice
Receipt Refund
POS Credit Note Payout/Link
Shift Cash Up
Shift Summary
Supplier Debit Note (Supervisor ONLY!)

Account payments must ONLY be receipted when actual payment was received from the Customer.

Account Payments

Novtel Equipment Hire Ultimate Standard 7.1.0.7 - [Item Grid]

File Edit Modify Setup Process Reports Help

Item Code	22 Jan 2024	23 Jan 2024	24 Jan 2024	25 Jan 2024	26 Jan 2024	27 Jan 2024	28 Jan 2024	29 Jan 2024	30 Jan 2024
02001001									
02001001									
02001002									
02002001		212 Stonebridge Ke	225 Stonebridge Kevin			229 Weber			
02002002									
02002003						230 Weber	213 Stevens Develop		
02002004									
05001001									
05002001									
12001001						227 Weber	202 Stevens Develop		
12001002									
13001001									
13002001									
13003001								236 Smith and Sons	
14001001								237 Smith and Sons	
14001002									

View Items by: Code, Available, Plant No, On Rent, Transfer, Maintenance

Contract 86 Vol 95 20240207

44 Peter Rd Hartenbos 6520 smith@sons.co.za

Mobile Phone: 082123456789 Fax: 044123456789 Telephone: 044123456789

Contract Type: Customer Type:

Contract Invoice Total: 6210.00
 Contract Receipt Total: 0.00
 Contract Dep Forfeit: 0.00
 Contract Dep Refund: 0.00
 Contract Balance: 6210.00

Smith and Sons Res No: 236
 Status: Returned
 Customer Invoice: GI000095

For the demonstration on how to process payment directly on a contract, we will access contract 86, volume 95 for the Customer: Smith and Sons.

In the 'Payments' tab, an outstanding balance of R6210.00 is present, and we will now settle the full amount by clicking on the 'Contract Payment' button.

Contract Details

Contract Volume #: 95 20240207 Contract Number: 86

Customer Code: SM0001 Smith and Sons Corporate

Site Number: SM0001/002 58 Florence Street, Diaz Beach Last Increment Date: 2024/01/30

Branch: Mossel Bay, Main Branch Monthly Recovery Contract

General Hire Item Non-Serial Non-Rentals Deposits **Payments** Detail View Financial Kit Group/Quote

Code	Description	Dur	Qty	Tax	Inclusive
13003001	5D DSLR, Canon, CAMERA03	1	1	112.17	860.00
14001001	EF 100mm F/2.8 L, Canon, LENS01	1.5	1	78.26	600.00
14002001	EF 16-35mm F/2.8 L, Canon, LENS04	1.5	1	78.26	600.00
14003001	EF 70-200mm F/2.8 L, Canon, LENS07	1.5	1	117.39	900.00
-	Additional Costs			423.91	3250.00

DEPOSIT PAID: 0.00 CREDIT NOTE: 0.00

INVOICE TOTAL: 6210.00 C N REFUND: 0.00

RECEIPT TOTAL: 0.00 Recalculate Totals

DEPOSIT REFUND: 0.00 Refund Deposit

PAYMENT DUE: 6210.00 Refund Due

Contract Payment ✓

Reports to: Screen Print POS Print to: Screen Print

Edit Contract Note Refund Charge Invoice Contract Summary Delivery Note Return Note Close

Account Payments

The 'Contract Payments' window is now opened, displaying the following information:

The screenshot shows the 'Contract Payments' window with the following data:

Selected Item(s):						
Code	Description	Dur	Qty	Tax	Inclusive	
13003...	5D DSLR, Canon, CAM...	1	1	112.17	860.00	
14001...	EF 100mm F/2.8 L, Ca...	1.5	1	78.26	600.00	
14002...	EF 16-35mm F/2.8 L, ...	1.5	1	78.26	600.00	
14003...	EF 70-200mm F/2.8 L, ...	1.5	1	117.39	900.00	
REP002	Repair Fee	0	1	423.91	3250.00	
	Repair 13003001 @ 32...					

Payment Details:

- Contract Vol #: 95
- Customer Description: SM0001 - Smith and Sons
- Payment Type: Bank Transfer
- Bank Type: ABSA
- Payment Received: 6210.00
- Change: 0.00
- PAYMENT DUE: 6210.00**

1. Selected Items

All Items rented during the contract period, as well as any additional costs; repair fees; replacement fees and / or late return fees will be displayed in the left-hand side of the screen.

2. The **Contract Volume** and **Customer** linked to this contract, is entered here and cannot be altered.

3. Payment Type

The payment type – as used by the Customer to settle the outstanding balance – will now be selected here.

When selecting the 'Cash' option, the 'Payment Received' amount must be captured manually.

Selecting the 'Bank Transfer' or 'Credit Card' option, the 'Payment Due' amount is automatically entered in the 'Payment Received' field, but can be altered if an amount less than the 'Payment Due' amount is received.

Account Payments

4. Payment Date

The date upon which the payment was received, must be selected here.

5. Payment Received

Ensure that the 'Payment Received' amount is correct – as received from the Customer before clicking 'Accept'.

The Receipt is now produced.

Contract Payments

Selected Item(s):

Code	Description	Dur	Qty	Tax	Inclusive
13003...	5D DSLR, Canon, CAM...	1	1	112.17	860.00
14001...	EF 100mm F/2.8 L , Ca...	1.5	1	78.26	600.00
14002...	EF 16-35mm F/2.8 L , ...	1.5	1	78.26	600.00
14003...	EF 70-200mm F/2.8 L, ...	1.5	1	117.39	900.00
REP002	Repair Fee	0	1	423.91	3250.00
	Repair 13003001 @ 32...				

History:

On Rent 3 Month All

Hire flumber

Contract Vol flumber

Contract Vol #: 95

Customer Description: SM0001 - Smith and Sons

Payment Type: Bank Transfer

Payment Date: 2024/02/28

Bank Account Number: [Empty]

Bank Type: ABSA

Status Returned:

Payment Received: 6210.00


Change: 0.00

PAYMENT DUE

6210.00

Print to: Screen Print

User: Louise Shift #: SFT00013

<F2> - Accept  Close

Receipt: REC00069

Zoom 100%

Garden Tool Rentals

Diaz Office Park
Block 2 Unit 20
Beach Boulevard West
Diaz Beach Mossel Bay
Tel : 0861 66 88 35
Fax :
VAT :123456789

RECEIPT

Cust Description : Smith and Sons
Cust Code : SM0001
Contract Vol : 95
Payment Type : Bank Transfer

Payment Due : 6210.00

Payment Received : 6210.00

Change : 0.00

Staff member : Louise
Payment Date : 2024/02/28
Print Date : 2024/02/28
Time : 10:41:06
Shift Number : SFT00013
Receipt Number : REC00069

Thank You.

Account Payments

Contract Details

Contract Volume #: 95 20240207 Contract Number: 86
Customer Code: SM0001 Smith and Sons Corporate
Site Number: SM0001/002 58 Florence Street, Diaz Beach Last Increment Date: 2024/01/30
Branch: Mossel Bay, Main Branch Monthly Recovery Contract

Code	Description	Dur	Qty	Tax	Inclusive
13003001	5D DSLR, Canon, CAMERA03	1	1	112.17	960.00
14001001	EF 100mm F/2.8 L, Canon, LENS01	1.5	1	78.26	600.00
14002001	EF 16-35mm F/2.8 L, Canon, LENS04	1.5	1	78.26	600.00
14003001	EF 70-200mm F/2.8 L, Canon, LENS07	1.5	1	117.39	900.00
-	Additional Costs			423.91	3250.00
-	Payments Made		0	-6210.00	

DEPOSIT PAID: 0.00
CREDIT NOTE: 0.00
INVOICE TOTAL: 6210.00
C N REFUND: 0.00
RECEIPT TOTAL: 6210.00
DEPOSIT REFUND: 0.00
PAYMENT DUE: 0.00

Buttons: Recalculate Totals, Refund Deposit, Refund Due, Contract Payment

The 'Payment' tab displays the receipt total as processed, and the 'Payment Due' field indicates that the contract has no outstanding balance, and is settled in full.

Contract Details

Contract Volume #: 95 20240207 Contract Number: 86
Customer Code: SM0001 Smith and Sons Corporate
Site Number: SM0001/002 58 Florence Street, Diaz Beach Last Increment Date: 2024/01/30
Branch: Mossel Bay, Main Branch Monthly Recovery Contract

Document Num	Amount	Transaction	Time Stamp
REC00069	6210.00	Payment	2024/02/28 10:41:06

Reports to: Screen Print POS Print to: Screen Print

Buttons: Edit, Credit Note, Refund Charge, Invoice, Contract, Summary, Delivery Note, Return Note, Close

The receipt is now also displayed on the 'Financial' tab.

Account Payments

Novtel Equipment Hire Ultimate Standard 7.1.0.7 - [Item Grid]

File Edit Modify Setup Process Reports Help

	24 Jan 2024 Wed	25 Jan 2024 Thu	26 Jan 2024 Fri	27 Jan 2024 Sat	28 Jan 2024 Sun	29 Jan 2024 Mon	30 Jan 2024 Tue	31 Jan 2024 Wed	01 Feb 2024 Thu
12001001					227 Weber	202 Stevens Developi			
12001002									
13001001									
13002001									
13003001						236 Smith and Sons			
14001001						237 Smith and Sons			
14001002						Smith and Sons Res No : 238 Status : Fully Paid Customer Invoice : GI000095			
14001003						238 Smith and Sons			
14002001									
14002002									
14002003									
14003001						239 Smith and Sons			
14003002									
14003003									
15001001									

View Items by

- Code
- Available
- Plant No
- On Rent
- Transfer
- Maintenance

2024/01/24 2024/02/06

Contract 86 Vol 95
20240207

44 Peter Rd
Hartenbos
6520
smith@sons.co.za

Mobile Phone 082123456789
Fax
Telephone 044123456789
Contract Type
Customer Type

Credit Note 0.00
Contract Dep Paid 0.00
Contract Invoice Total 6210.00
Contract Receipt Total 6210.00
Contract Dep Forfeit 0.00
Contract Dep Refund 0.00
Contract Balance 0.00

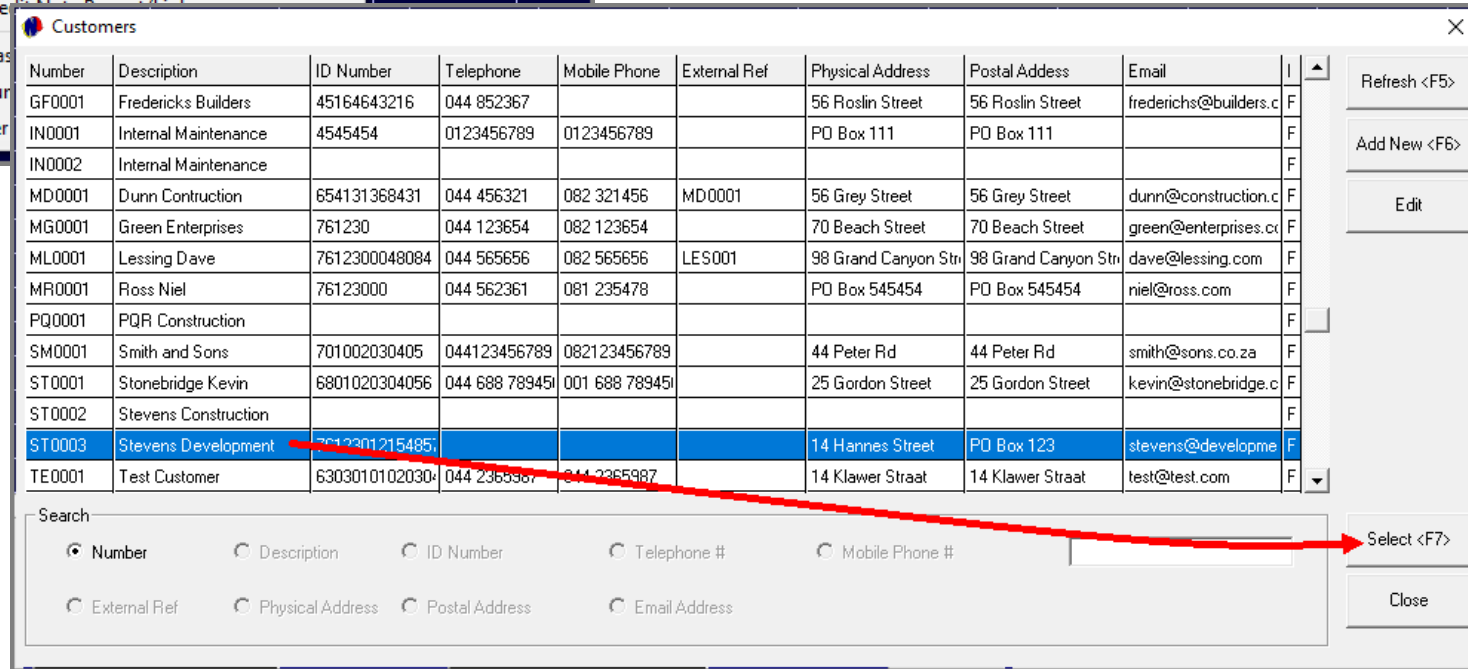
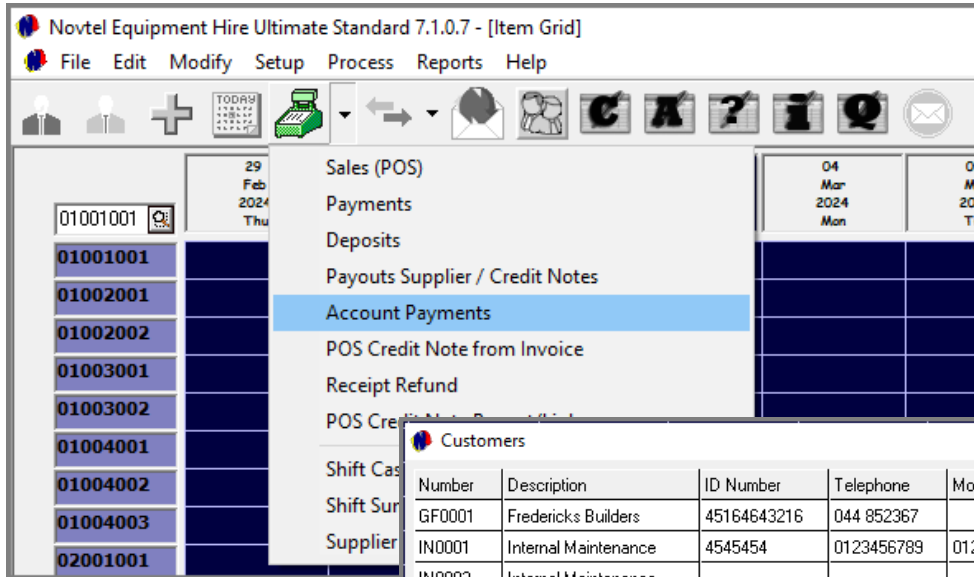
Hovering on any of the reservations linked to Contract 86, Volume 95, the Receipt Total and Balance has been updated below the Grid.

All reservations linked to this contract is now also displayed in the colour of the 'Fully Paid' status.

Full Account Payment Via the POS Menu

Account Payments can also be processed from the dropdown menu next to the 'POS' icon.

The required Customer must then be searched for and selected.





Novtel[®]

Equipment Hire



The Shift Cashup Procedure

The Shift Cashup Procedure

At the end of the User's Shift, he / she will be required to perform the 'Shift Cashup' procedure.

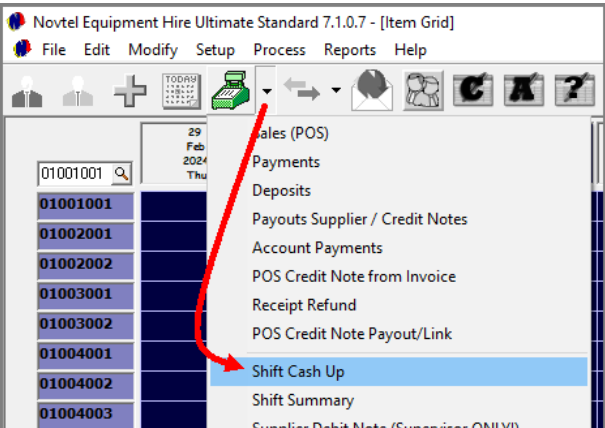
This will require:

- ✓ Counting the physical amounts in the cash drawer
- ✓ Entering the amount of cash; and the amounts for payments received by credit cards and Bank Transfers into the system.

Novtel will match these amounts and totals with the system totals generated during the user's shift. At the end of your shift, you will need to generate a POS Cash-Up Report, which will display all the system totals of the float as well as any payments received from customers when cash sales, or 'Contract Payments' were processed.

Any variances or differences between the system totals and the amounts cashed up in the drawer, could indicate a possible shortage or a surplus; of which variances should be followed up and rectified immediately.

The Shift Cashup Procedure



The Cashup process is started by clicking on the drop-down menu next to the POS Icon and selecting 'Shift Cash Up'

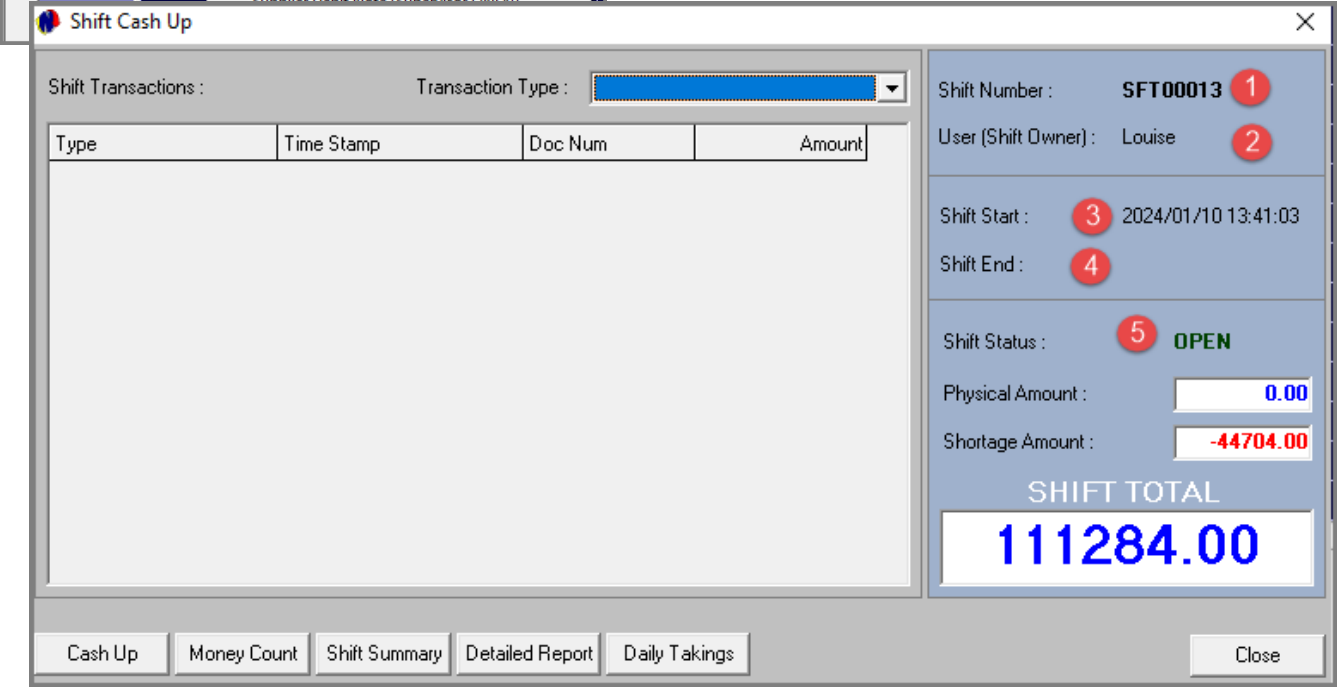
1. A shift number will be opened for you daily against which transactions will be performed. This shift number will be displayed here, and can never be repeated. Once a shift is closed, this shift number is concluded.

2. Your shift number will be linked to your Username, and all transactions performed during your shift are therefore linked to your username too.

3. The date and exact time your shift was opened by the Supervisor, will be displayed here.

4. As the shift is still active, the end date and time has not yet been inserted here. However: As soon as the shift is closed, the details will be captured here.

5. The Shift Status is 'OPEN', and the wording is displayed in green. While linked to this status, you will still be able to perform transactions under this Shift Number.



The Shift Cashup Procedure

The screenshot displays two overlapping software windows. The top window, titled 'Shift Cash Up', shows a summary for shift SFT00013. It includes fields for Shift Number, User (Louise), Shift Start (2024/01/10 13:41:03), and Shift End. The Shift Status is 'OPEN'. Physical Amount is 0.00 and Shortage Amount is -44704.00. A large blue box at the bottom right of this window displays 'SHIFT TOTAL 111284.00'. A green checkmark is placed over the 'Money Count' button in the bottom navigation bar. The bottom window, titled 'Money Count', provides a detailed breakdown of the shift's financials. It lists various denominations of cash (from 200.00 down to 1.00) and other categories like Cheque, Credit Card, Bank Transfer, and Other, all currently at 0.00. A 'Shortage' of 44704.00 is highlighted with a red circle and arrow. Below this, 'Shift Total Cash' is 44704.00, and 'Other Total' is 66580.00. The final 'Shift Total' is 111284.00, which is also circled in red. The window includes buttons for 'Report', 'Screen Capture', 'Accept', and 'Cancel', and a 'Print to:' dropdown menu.

To proceed with the Cash-Up procedure, the 'Money Count' button is to be selected.

1. The 'Shortage Amount' is currently displayed as R44 704.00, and this amount corresponds with the 'Shift Total Cash' amount.
2. The total amount for all invoices *updated* during this shift, is calculated, and inserted by Novtel in the 'Other Total' field automatically.
3. The Shift Total is the combined total of all amounts indicated from the 'Shift Total Cash' amount to the 'Other Total' amount.

The Shift Cashup Procedure

Denomination	Count
200.00	2
100.00	5
50.00	5
20.00	14
10.00	20
5.00	0
2.00	0
1.00	0

Cash :	1630.00
Cheque :	0.00
Credit Card :	0.00
Bank Transfer :	0.00
Other :	0.00
Total :	1630.00
- Float :	0.00
Physical :	1630.00

Shortage : 43074.00

Shift Total Cash :	44704.00
Account Total :	0.00
Maintenance Clear :	0.00
Internal Maintenance :	0.00
Other Total :	66580.00
Shift Total :	111284.00

Comments :

Buttons: Report, Screen Capture, Accept, Cancel

Print to:

As the User now counts all the money in her cash register (which includes her cash float), she will be required to insert the exact physical number of notes or coins, in the corresponding field here (and not the value of the notes or coins).

In this case, the following number of notes and coins are present in the cash register.

- ✓ R200.00 notes x 2
- ✓ R100.00 notes x 5
- ✓ R50.00 notes x 5
- ✓ R20.00 notes x 14
- ✓ R10.00 notes x 20

The Cash amount; Total amount and Physical Total is indicated as R1630.00.

The Shift Cashup Procedure

The screenshot shows the 'Money Count' window with the following data:

200.00	2	0.50	0	Cash :	1630.00
100.00	5	0.25	0	Cheque :	0.00
50.00	5	0.20	0	Credit Card :	0.00
20.00	14	0.10	0	Bank Transfer :	0.00
10.00	20	0.05	0	Other :	0.00
5.00	0	0.02	0	Total :	1630.00
2.00	0	0.01	0	- Float :	400.00
1.00	0			Physical :	1230.00

Summary Totals:

- Shortage : 43474.00
- Shift Total Cash : 44704.00
- Account Total : 0.00
- Maintenance Clear : 0.00
- Internal Maintenance : 0.00
- Other Total : 66580.00
- Shift Total : 111284.00

Buttons: Report, Screen Capture, Accept, Cancel. Print to: Screen Print.

By deducting the float amount – in this case R400.00 - the 'Physical Amount' is reduced to R1230.00.

The totals for all Credit Card and Bank Transfer payments processed during this shift, must be captured in the respective fields.

In doing so, and if the shift is in balance, the 'Surplus' amount is displayed in blue, and the 'Physical' and 'Shift Total Cash' amounts correspond.

The screenshot shows the 'Money Count' window with the following data:

200.00	2	0.50	0	Cash :	1630.00
100.00	5	0.25	0	Cheque :	0.00
50.00	5	0.20	0	Credit Card :	7690.00
20.00	14	0.10	0	Bank Transfer :	35784.00
10.00	20	0.05	0	Other :	0.00
5.00	0	0.02	0	Total :	45104.00
2.00	0	0.01	0	- Float :	400.00
1.00	0			Physical :	44704.00

Summary Totals:

- Surplus : 0.00
- Shift Total Cash : 44704.00
- Account Total : 0.00
- Maintenance Clear : 0.00
- Internal Maintenance : 0.00
- Other Total : 66580.00
- Shift Total : 111284.00

Buttons: Report, Screen Capture, Accept, Cancel. Print to: Screen Print.

The Shift Cashup Procedure

Any applicable notes can be entered in this field and will be displayed on the report.

To print the 'Money Count Report', click on the 'Report' button.

Both the User and the Supervisor will sign the report after checking the cash and documents – which will now be handed to the Supervisor.

Date :	2024/03/01	Branch :	Mossel Bay, Main Branch
Operator :	Louise		
Operator Cash Up			
CLOSING TOTAL :			<u>111284.00</u>
Cash			1630.00
- Float			<u>400.00</u>
			1230.00
Cheques			<u>0.00</u>
Credit Cards			7690.00
Bank Transfer			35784.00
Other			<u>0.00</u>
			44704.00
Short / Over			0.00
BALANCING TOTAL :			<u>44704.00</u>
On Account			0.00
Internal Maintenance Clearing			0.00
Internal Maintenance Invoicing			0.00
Other			66580.00
SHIFT TOTAL :			<u>111284.00</u>
Comments			
Operator Sign _____			
Supervisor Sign _____			

The Shift Cashup Procedure

200.00	2	0.50	0	Cash :	1630.00
100.00	5	0.25	0	Cheque :	0.00
50.00	5	0.20	0	Credit Card :	7690.00
20.00	14	0.10	0	Bank Transfer :	35784.00
10.00	20	0.05	0	Other :	0.00
5.00	0	0.02	0	Total :	45104.00
2.00	0	0.01	0	- Float :	400.00
1.00	0			Physical :	44704.00

Surplus : 0.00

Shift Total Cash : 44704.00
Account Total : 0.00
Maintenance Clear : 0.00
Internal Maintenance : 0.00
Other Total : 66580.00
Shift Total : 111284.00

Clicking 'Accept', the 'Money Count' window is closed.

The 'Physical Amount has now been captured to the 'Shift Cash Up window, and the 'Surplus Amount' is indicated as zero.

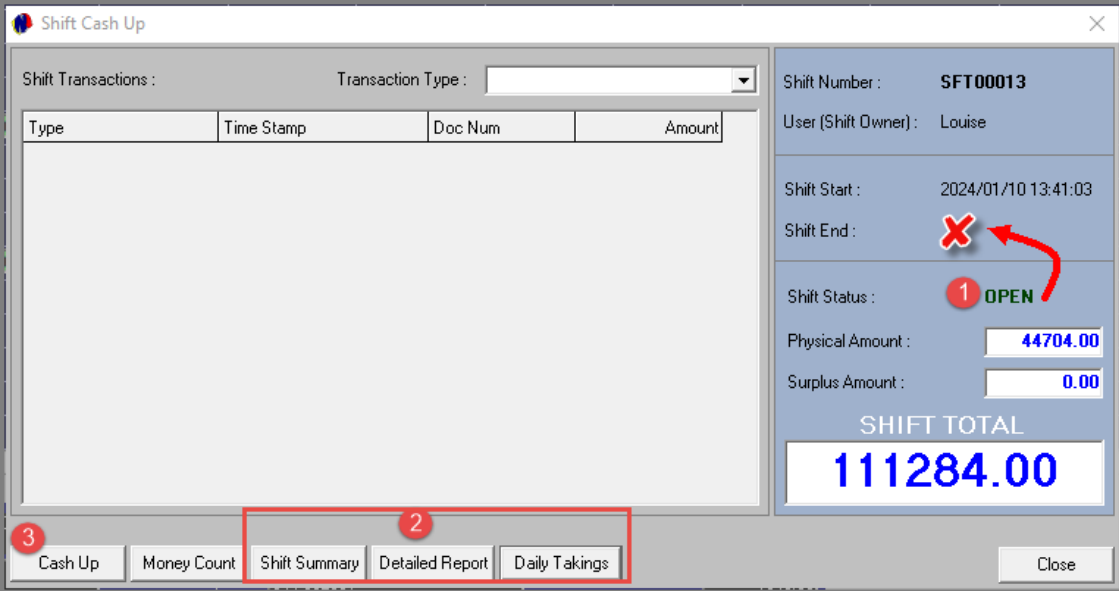
Shift Transactions : Transaction Type : [dropdown]

Type	Time Stamp	Doc Num	Amount
------	------------	---------	--------

Shift Number : SFT00013
User (Shift Owner) : Louise
Shift Start : 2024/01/10 13:41:03
Shift End :
Shift Status : OPEN
Physical Amount : 44704.00
Surplus Amount : 0.00

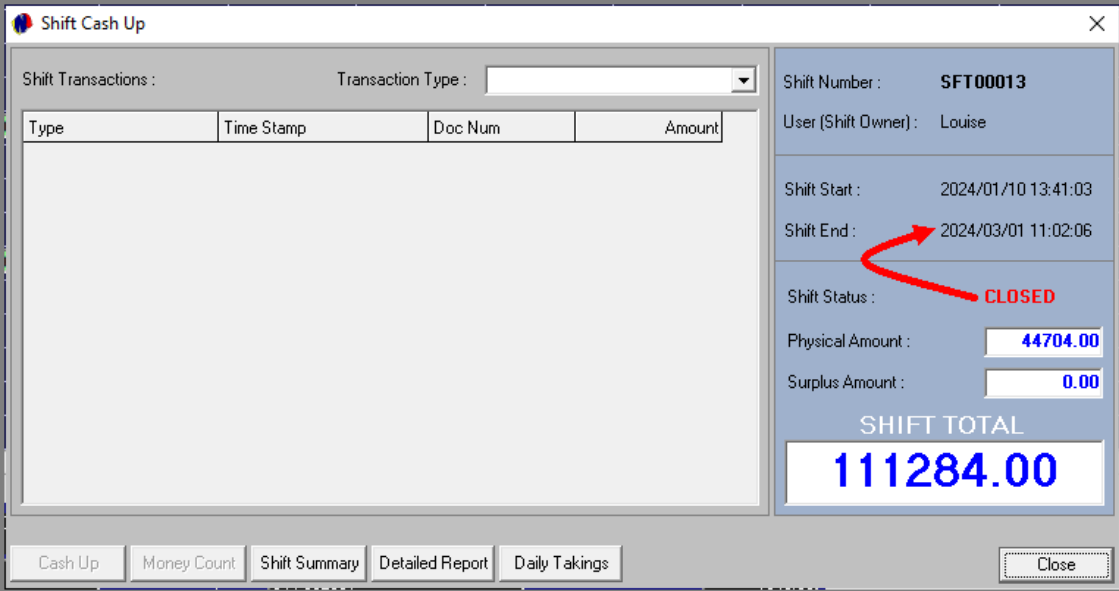
SHIFT TOTAL
111284.00

The Shift Cashup Procedure



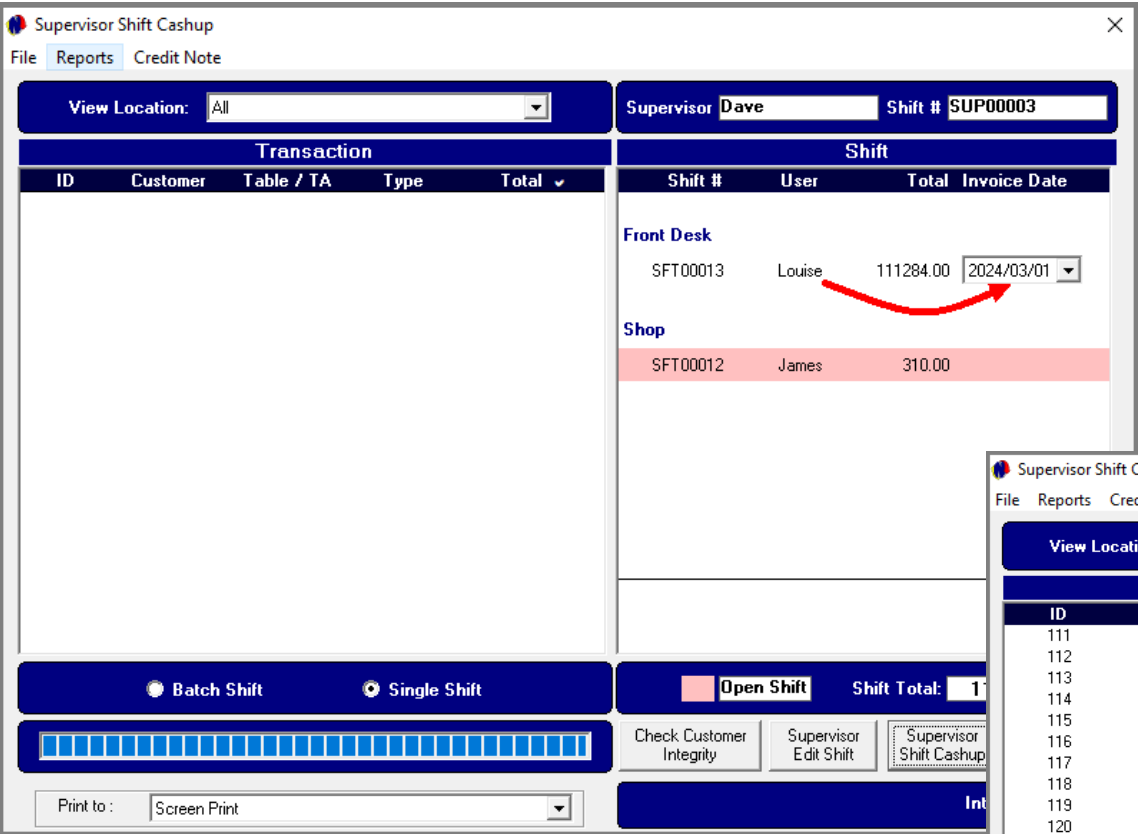
Cashing up and closing the Shift

1. At present, this User's shift is still open, and no end date and time has been captured yet.
2. The Shift Summary, Detailed, and Daily Takings reports can be accessed from these buttons and either printed or saved, or both.
3. Clicking on the 'Cashup' button, the shift is closed, and no transactions can be performed under this shift number anymore.



The Shift End Date and Time is now captured.

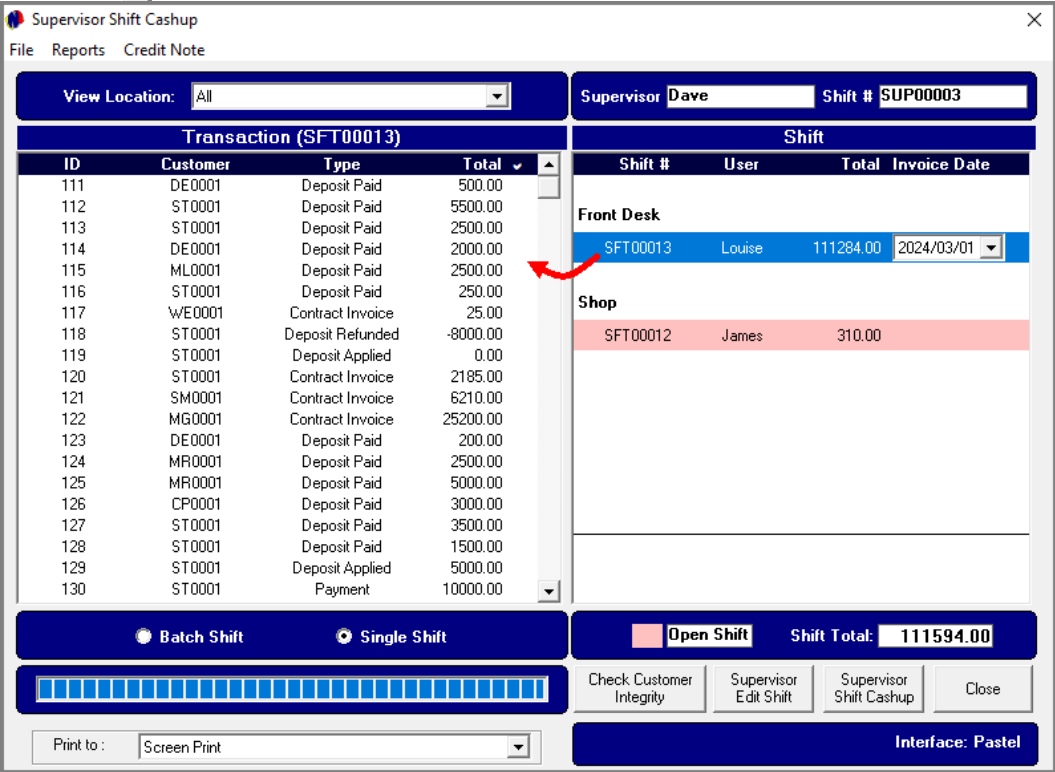
The Shift Cashup Procedure



The Supervisor's Screen

Louise's Shift now displays the current date next to it – indicating that it was closed on this date.

Clicking on the Shift, all transactions performed by this User during her shift, are displayed in the left-hand side of the screen.



The Shift Cashup Procedure

ID	Customer	Type	Total
111	DE0001	Deposit Paid	500.00
112	ST0001	Deposit Paid	5500.00
113	ST0001	Deposit Paid	2500.00
114	DE0001	Deposit Paid	2000.00
115	ML0001	Deposit Paid	2500.00
116	ST0001	Deposit Paid	250.00
117	WE0001	Contract Invoice	25.00
118	ST0001	Deposit Refunded	Novtel Equipment Hire
119	ST0001	Deposit Applied	
120	ST0001	Contract Invoice	
121	SM0001	Contract Invoice	
122	MG0001	Contract Invoice	
123	DE0001	Deposit Paid	
124	MR0001	Deposit Paid	
125	MR0001	Deposit Paid	
126	CP0001	Deposit Paid	
127	ST0001	Deposit Paid	3500.00
128	ST0001	Deposit Paid	1500.00
129	ST0001	Deposit Applied	5000.00
130	ST0001	Payment	10000.00

Shift #	User	Total	Invoice Date
SFT00013	Louise	111284.00	2024/03/01

Shop	User	Total
	James	310.00

The Supervisor will now perform the 'Supervisor Shift Cash-up' procedure for this User's shift in order to send the data to the financial system.

Shift Number	Status	Error
SFT00013	Successful	

The Shift Cashup Procedure

Transaction (SFT00013)				Shift			
ID	Customer	Type	Total	Shift #	User	Total	Invoice Date
				Shop			
				SFT00012	James	310.00	

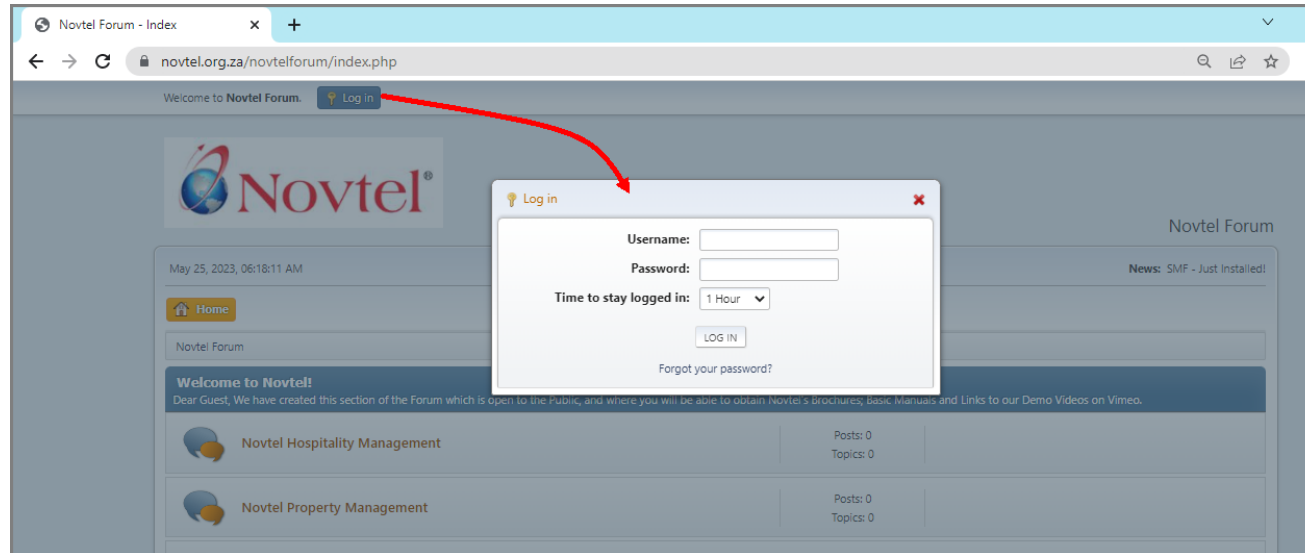
The shift is now removed from the Supervisor’s screen and the data sent to the financial system.

When a new shift is opened for the User Louise, the next available, sequential Shift Number is allocated to her Username.



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The Invoice Module and Job Tracker Utility

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