





Equipment Hire Point of Sale

The Basics

Page 1

Equipment Hire POS - The Basics (V2)

Table of Contents

1.1 Shop Users 3 1.2 Shop Charges 4 1.3 Pay-out Charges 4 1.3 Pay-out Charges 4 2. POS Setup 5 2.1 Activating Overall Discount 5 2.2 Quick Scan 6 3. Opening a Shift 7 4. Search Options 10 5. Printing Options 12 6. Performing Cash Sales 13 6.1 Selecting Charges 14 6.2 Cash Payment 17 6.3 Credit Card Payments 20 6.4 Cheque Payments 21 6.5 Bank Transfers 22 7. Order Numbers 23 8. Processing Discount 24 9. Removing Wrongly Selected Items 26 10. Reprinting a Tax Invoice 27 11. Exceeding the Credit Limit 35 12. Processing Account Payments 37 12.1 Manual Allocation 38	1.	Introduction
1.2 Shop Charges41.3 Pay-out Charges42. POS Setup52.1 Activating Overall Discount52.2 Quick Scan63. Opening a Shift74. Search Options105. Printing Options126. Performing Cash Sales136.1 Selecting Charges146.2 Cash Payment176.3 Credit Card Payments206.4 Cheque Payments216.5 Bank Transfers227. Order Numbers238. Processing Discount249. Reprinting a Tax Invoice2711. Posting Sales to a Customer's Account2811.1 Exceeding the Credit Limit3512.2 Auto Allocation3913. Issuing an Account Credit Note4414. Supplier Pay-out Transactions4415. The User Cash-Up Procedure4815. The Supervisor's Screen56		1.1 Shop Users
1.3 Pay-out Charges42. POS Setup52.1 Activating Overall Discount52.2 Quick Scan63. Opening a Shift74. Search Options105. Printing Options126. Performing Cash Sales136.1 Selecting Charges146.2 Cash Payment176.3 Credit Card Payments206.4 Cheque Payments216.5 Bank Transfers227. Order Numbers238. Processing Discount249. Removing Wrongly Selected Items2610. Reprinting a Tax Invoice2711. Exceeding the Credit Limit3512. Nordia Sales to a Customer's Account2813. Issuing an Account Credit Note4144. Supplier Pay-out Transactions4455. The Supervisor's Screen56		1.2 Shop Charges
2. POS Setup 5 2.1 Activating Overall Discount 5 2.2 Quick Scan 6 3. Opening a Shift 7 4. Search Options 10 5. Printing Options 12 6. Performing Cash Sales 13 6.1 Selecting Charges 14 6.2 Cash Payment 17 6.3 Credit Card Payments 20 6.4 Cheque Payments 21 6.5 Bank Transfers 22 7. Order Numbers 23 8. Processing Discount 24 9. Removing Wrongly Selected Items 26 10. Reprinting a Tax Invoice 27 11. Exceeding the Credit Limit 35 12. Processing Account Payments 37 12.1 Manual Allocation 38 12.2 Auto Allocation 39 13. Issuing an Account Credit Note 41 4. Supplier Pay-out Transactions 44 14. Su		1.3 Pay-out Charges
2.1 Activating Overall Discount52.2 Quick Scan63. Opening a Shift74. Search Options105. Printing Options126. Performing Cash Sales136.1 Selecting Charges146.2 Cash Payment176.3 Credit Card Payments206.4 Cheque Payments216.5 Bank Transfers227. Order Numbers238. Processing Discount249. Removing Wrongly Selected Items2610. Reprinting a Tax Invoice2711. Posting Sales to a Customer's Account3812.1 Manual Allocation3913. Issuing an Account Credit Note4114. Supplier Pay-out Transactions4415. Tashing up and closing the Shift5515.2 The Supervisor's Screen56	2.	POS Setup5
2.2 Quick Scan		2.1 Activating Overall Discount
3. Opening a Shift		2.2 Quick Scan
4. Search Options 10 5. Printing Options 12 6. Performing Cash Sales 13 6.1 Selecting Charges 14 6.2 Cash Payment 17 6.3 Credit Card Payments 20 6.4 Cheque Payments 21 6.5 Bank Transfers 22 7. Order Numbers 23 8. Processing Discount 24 9. Removing Wrongly Selected Items 26 10. Reprinting a Tax Invoice 27 11. Posting Sales to a Customer's Account 28 11.1 Exceeding the Credit Limit 35 12. Processing Account Payments 37 12.1 Manual Allocation 38 12.2 Auto Allocation 39 13. Issuing an Account Credit Note 41 14. Supplier Pay-out Transactions 44 15. The User Cash-Up Procedure 48 15.1 Cashing up and closing the Shift 55 15.2 The Supervisor's Screen	3.	Opening a Shift7
5. Printing Options 12 6. Performing Cash Sales 13 6.1 Selecting Charges 14 6.2 Cash Payment 17 6.3 Credit Card Payments 20 6.4 Cheque Payments 21 6.5 Bank Transfers 22 7. Order Numbers 23 8. Processing Discount 24 9. Removing Wrongly Selected Items 26 10. Reprinting a Tax Invoice 27 11. Posting Sales to a Customer's Account 28 11.1 Exceeding the Credit Limit 35 12. Processing Account Payments 37 12.1 Manual Allocation 38 12.2 Auto Allocation 39 13. Issuing an Account Credit Note 41 14. Supplier Pay-out Transactions 44 15.1 Cashing up and closing the Shift 55 15.2 The Supervisor's Screen 56	4.	Search Options
6. Performing Cash Sales 13 6.1 Selecting Charges 14 6.2 Cash Payment 17 6.3 Credit Card Payments 20 6.4 Cheque Payments 21 6.5 Bank Transfers 22 7. Order Numbers 23 8. Processing Discount. 24 9. Removing Wrongly Selected Items 26 10. Reprinting a Tax Invoice 27 11. Posting Sales to a Customer's Account 28 11.1 Exceeding the Credit Limit 35 12. Processing Account Payments 37 12.1 Manual Allocation 38 12.2 Auto Allocation 39 13. Issuing an Account Credit Note 41 44 Supplier Pay-out Transactions 44 15.1 Cashing up and closing the Shift 55 15.2 The Supervisor's Screen 56	5.	Printing Options
6.1 Selecting Charges146.2 Cash Payment176.3 Credit Card Payments206.4 Cheque Payments216.5 Bank Transfers227. Order Numbers238. Processing Discount249. Removing Wrongly Selected Items2610. Reprinting a Tax Invoice2711. Posting Sales to a Customer's Account2811.1 Exceeding the Credit Limit3512. Processing Account Payments3712.1 Manual Allocation3812.2 Auto Allocation3913. Issuing an Account Credit Note41445. The User Cash-Up Procedure4815.1 Cashing up and closing the Shift5515.2 The Supervisor's Screen56	6.	Performing Cash Sales
6.2Cash Payment176.3Credit Card Payments206.4Cheque Payments216.5Bank Transfers227.Order Numbers238.Processing Discount.249.Removing Wrongly Selected Items2610.Reprinting a Tax Invoice2711.Posting Sales to a Customer's Account2811.1Exceeding the Credit Limit.3512.Processing Account Payments3712.1Manual Allocation3812.2Auto Allocation3913.Issuing an Account Credit Note4114.Supplier Pay-out Transactions.4415.The User Cash-Up Procedure4815.1Cashing up and closing the Shift5515.2The Supervisor's Screen56		6.1 Selecting Charges14
6.3Credit Card Payments206.4Cheque Payments216.5Bank Transfers227.Order Numbers238.Processing Discount249.Removing Wrongly Selected Items2610.Reprinting a Tax Invoice2711.Posting Sales to a Customer's Account2811.1Exceeding the Credit Limit3512.Processing Account Payments3712.1Manual Allocation3812.2Auto Allocation3913.Issuing an Account Credit Note4114.Supplier Pay-out Transactions4415.The User Cash-Up Procedure4815.1Cashing up and closing the Shift5515.2The Supervisor's Screen56		6.2 Cash Payment
6.4Cheque Payments216.5Bank Transfers227.Order Numbers238.Processing Discount249.Removing Wrongly Selected Items2610.Reprinting a Tax Invoice2711.Posting Sales to a Customer's Account2811.1Exceeding the Credit Limit3512.Processing Account Payments3712.1Manual Allocation3812.2Auto Allocation3913.Issuing an Account Credit Note4114.Supplier Pay-out Transactions4415.The User Cash-Up Procedure4815.1Cashing up and closing the Shift5515.2The Supervisor's Screen56		6.3 Credit Card Payments
6.5 Bank Transfers227. Order Numbers238. Processing Discount249. Removing Wrongly Selected Items2610. Reprinting a Tax Invoice2711. Posting Sales to a Customer's Account2811.1 Exceeding the Credit Limit3512. Processing Account Payments3712.1 Manual Allocation3812.2 Auto Allocation3913. Issuing an Account Credit Note4114. Supplier Pay-out Transactions4415. The User Cash-Up Procedure4815.1 Cashing up and closing the Shift5515.2 The Supervisor's Screen56		6.4 Cheque Payments
7. Order Numbers 23 8. Processing Discount 24 9. Removing Wrongly Selected Items 26 10. Reprinting a Tax Invoice 27 11. Posting Sales to a Customer's Account 28 11.1 Exceeding the Credit Limit 35 12. Processing Account Payments 37 12.1 Manual Allocation 38 12.2 Auto Allocation 39 13. Issuing an Account Credit Note 41 14. Supplier Pay-out Transactions 44 15. The User Cash-Up Procedure 48 15.1 Cashing up and closing the Shift 55 15.2 The Supervisor's Screen 56		6.5 Bank Transfers
8. Processing Discount	7.	Order Numbers
9. Removing Wrongly Selected Items. 26 10. Reprinting a Tax Invoice 27 11. Posting Sales to a Customer's Account 28 11.1 Exceeding the Credit Limit. 35 12. Processing Account Payments. 37 12.1 Manual Allocation. 38 12.2 Auto Allocation 39 13. Issuing an Account Credit Note 41 14. Supplier Pay-out Transactions. 44 15. The User Cash-Up Procedure 48 15.1 Cashing up and closing the Shift. 55 15.2 The Supervisor's Screen. 56	8.	Processing Discount
10. Reprinting a Tax Invoice 27 11. Posting Sales to a Customer's Account 28 11.1 Exceeding the Credit Limit 35 12. Processing Account Payments 37 12.1 Manual Allocation 38 12.2 Auto Allocation 39 13. Issuing an Account Credit Note 41 14. Supplier Pay-out Transactions 44 15. The User Cash-Up Procedure 48 15.1 Cashing up and closing the Shift 55 15.2 The Supervisor's Screen 56	9.	Removing Wrongly Selected Items
11. Posting Sales to a Customer's Account 28 11.1 Exceeding the Credit Limit 35 12. Processing Account Payments 37 12.1 Manual Allocation 38 12.2 Auto Allocation 39 13. Issuing an Account Credit Note 41 14. Supplier Pay-out Transactions 44 15. The User Cash-Up Procedure 48 15.1 Cashing up and closing the Shift 55 15.2 The Supervisor's Screen 56	10.	Reprinting a Tax Invoice
11.1 Exceeding the Credit Limit	11.	Posting Sales to a Customer's Account
12. Processing Account Payments. 37 12.1 Manual Allocation. 38 12.2 Auto Allocation 39 13. Issuing an Account Credit Note 41 14. Supplier Pay-out Transactions. 44 15. The User Cash-Up Procedure 48 15.1 Cashing up and closing the Shift. 55 15.2 The Supervisor's Screen. 56		11.1 Exceeding the Credit Limit
12.1 Manual Allocation	12.	Processing Account Payments
12.2 Auto Allocation 39 13. Issuing an Account Credit Note 41 14. Supplier Pay-out Transactions 44 15. The User Cash-Up Procedure 48 15.1 Cashing up and closing the Shift 55 15.2 The Supervisor's Screen 56		12.1 Manual Allocation
13. Issuing an Account Credit Note 41 14. Supplier Pay-out Transactions 44 15. The User Cash-Up Procedure 48 15.1 Cashing up and closing the Shift 55 15.2 The Supervisor's Screen 56		12.2 Auto Allocation
14. Supplier Pay-out Transactions 44 15. The User Cash-Up Procedure 48 15.1 Cashing up and closing the Shift 55 15.2 The Supervisor's Screen 56	13.	Issuing an Account Credit Note41
15. The User Cash-Up Procedure 48 15.1 Cashing up and closing the Shift 55 15.2 The Supervisor's Screen 56	14.	Supplier Pay-out Transactions
15.1 Cashing up and closing the Shift	15.	The User Cash-Up Procedure
15.2 The Supervisor's Screen		15.1 Cashing up and closing the Shift
		15.2 The Supervisor's Screen

1. Introduction

As part of the Equipment Hire Software package, Users will have access to 2 Point of Sale Systems, namely:

✓ The POS System accessed from the Grid by Administrators and Custom Users



✓ And the dedicated retail POS System accessed by system Users classified as 'Shop' users

Please note that the POS System will rarely be used as a stand-alone application without utilizing the rest of the features of the Equipment Hire Software package to manage rental items from the system too.

In this document, we will not cover all the setup procedures as in our other 'Basics' manuals, and will only focus on how to:

- ✓ Process cash sales
- ✓ Post charges to a Customer's Account
- ✓ Process Account Payments
- ✓ Issue Account Credit Notes
- ✓ Process Supplier Pay-out transactions

1.1 Shop Users

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We have created a User Master File for James Oliver and classified him as a 'Shop User'.

Set	tup Users / Passwords			
	í	1-	1	1
	Users	Group	First Name	Last Name
	🕵 Dave	Supervisor Cashup	Dave	Leonard
	🙅 James	Shop	James	Oliver
	🕵 Louise	Administrator	Louise	Jvv
	🕵 Martin	Shop	Martin	Malan
	<			>

This User will not have access to the Grid or any other part of the system, unless a User Master File and Password has been created for another department too - which will give them access to it by entering that specific password upon login.

1.2 Shop Charges

We have created only a few charges to demonstrate how to sell items from the Shop's POS system. These respective charges have been classified as 'Shop Items' in the 'Properties' tab.

A barcode can be entered if a barcode scanner is in use at the POS terminals.

🖗 Edit Charge	×
Code TRI001 Description Trimmer Line 1.6 x 100m	🔽 Display On Invoice
Barcode 123456789 External Reference	Physical Item
General	Properties
I FOS Item IP Spool Item IP Reyout Item IR Refundable Charge Item IM aintenance Item	
Pastel Inventory Code TRI001	Trimmer Line 1.6 x 100m 🔍
Multi Store code for retrieving Cost Price	03 🔦 Retail POS
Inventory Category 010 - Consumable	es 🔽
	Accept Cancel

1.3 Pay-out Charges

We have also created 'Pay-out' items to demonstrate how to pay a Supplier for items purchased from the cash drawer. Examples may include items such as milk, coffee, tea, printer paper, etc. which can be purchased from the local Supermarket.

🥐 Edit Charge		>
Code	OFF002	
Description	Office Use • Nescafe C	offee 🔽 Display On Invoice
Barcode		Physical Item
External Reference		E Blocked
Gen	eral	Properties
POS Item Shop Item Shop Item Payout Item Refundable Charg Maintenance Item	je Item	
Pastel Inventory Code	OFF002	Office Use - Nescafe Coffee 🔍

Page 4

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2. POS Setup



From the 'Setup – Company POS' menu option, the settings selected will influence not only the Front Desk's POS system, but also the dedicated Retail POS system accessed by 'Shop' Users.

2.1 Activating Overall Discount

Here, the option to enable discount can be selected if discount is allowed, and the maximum discount percentage can be set.

0	Setup Company POS			
	and Davis			
	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		▼

If activated, the Discount field will be accessible in both the POS screens, and overall discount will be allowed up to the maximum set discount percentage ONLY.

• ••	NOUTE	•				Selecte	d Item(s)				
	NUVIE		ames			Gly	Code	Description	Price Incl	Remark	
· • •		St St	ore: 003								
WWV	v.novtel.coi	n									
elect Item(s)	8										
Code	Description	(Rate Inclusive	Baro							
3LA001	Ryobi Lawnmower Blade	- RM1600	250.00								
3LA002	Trimtech Blade		80.00		-						
3LA003	Wolf Blade		50.00								
3LA004	Mirage Blade		58.00								
UILUU1	2 Stroke Uil 500ml	-	60.00								
HEFU02	Hetuse Bags - Roll of 10	U	40.00								
SPAUU1	sparkping A1		25.00								
DA002	Sparkplug B1		45.00								
TDI001	Triangel in 1.0 - 100-		50.00	1224							
TPI002	Trimmer Line 2mm x 100r		99.00	1234							
TRIMOOS	Trimmer Head		25.00								
			73.00								
٢				>							
sarch by :	Code	Search for :		_		Dumm	Tunn :				
	-	_				Cash	k type.	-		Payment	J 1
						Cash		<u> </u>		Change :	
										Ineral Discount -	0 -0
										PAYMER	T DUE
POS Print II	Screen Print	+							Remarks	TATHE	IT DOL
										00)0
Reports to :	Screen Print	-					01	ertype Customer Diesci	iption :		
							C	ash Customer		Order Number :	
		Price Lookup	All Stores		_	1 M H C	TTOO	000			
		The county			5	het #: 5	FIUU	002			
							_				

Page 5

2.2 Quick Scan

: 🇭 Setup Company POS			
Front Desk Enable Discount	v	Enable Quick Scan	
Max Discount Percentage	5 🕂	Show Inventory Details	
Print Access Permit POS Invoice / Credit Note	to Slip Printer	Allow Line Amount Change	V V

The 'Quick Scan' option has the following effect on the system when **not** ticked:

When selecting a charge, the 'quantity' box appears, and the quantity for the selected item can be set.

Discount for the specific line can also be allocated.

🧌 Sales										×
					Selecte	d Item(s) :				
www	w.novtel.com	s l	lames Tore: 003		Qty	Code	Description	Price Incl	Remark	
Select Item(s):									
Code BLA001 BLA002 BLA002 BLA003 BLA003 BLA004 DL001 REF002 SPA001 SPA001 SPA001 SPA002 SPA003 SPA003 SPA003 SPA003 SPA003 SPA003 SPA001 SPA001 BLA004 SPA001 BLA004 SPA001 BLA002 SPA001 SPA001 BLA002 SPA001 SPA0	Decorption RybL Learnover Blade - UV/07 Blade RybL Learnover Blade - UV/07 Blade VV7 Blade RybLade State - RybLade - State 2 Strake 01 5000 State/state 31 - Rolar 100 State/state 31 - Rolar 100 State/state 31 - Rolar 100 Timmer Head Code	Seach for:	Rate Inclusive Bac 25000 5000 5000 4000 2500 4000 2500 9 9 9 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	ky: [20.00 mt : 5 _ 2 ropt	Cancel	Dve Cat	• intype Customer Descrite th Customer 2002	(Remarks prion:	Payment Change : Diveral Discourt : PAYMENT 0.0 Order Number :	0.00 0.00 0 ±0 ± 1 DUE 0
<f2> - Acce</f2>	pt <f3> · New Cash</f3>	Up <f4> · Reprint</f4>	Payout	ACC	Credit N	ote ACC	Payment			Close

If the 'Enable Quick Scan' option is selected, the User will increase an item's quantity by double clicking on the charge until the required quantity is reached, since the quantity box will not be activated in the POS Systems.

Page 6

Setup Company POS		
Front Desk Enable Discount	Enable Quick Scan	
Max Discount Percentage 5	Show Inventory Details Allow Line Amount Change	
POS Invoice / Credit Note to Slip Printer		•

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3. Opening a Shift

A Shift must be opened for a User to perform transactions.

The Supervisor will log into Novtel using their Supervisor password, and click on 'Supervisor Open Shift'.

Sup	pervisor S	Shift Cashup							
le	Reports	Credit Note							
	View L	ocation: All			-	Supervisor Dave	•	Shift #	
			Transacti	on		1		Shift	
	ID	Customer	Table / TA	Туре	Total 🖌	Shift #	User	Total Invo	ice Date
							1		
					_				
		Batch S	hift	Single Shif	t	Oper	n Shift	Shift Total:	0.00
						Check Customer	Supervis	or Supervisor	Close
						Integrity	_ upen sr	and Shint Cashup	

All available Users will be displayed on the left-hand side of the window. Simply double click on the User for whom a shift is to be opened, or click on the User and click on the arrow pointing to the right.

Page 7

Select User					
Available Users	Selected Users				
Dave (Credit Note) James (Shop) Louise (Front Dest) Martin (Shop)					
	Accept Cance				

The User is now displayed on the right-side of the window, and the Supervisor can click 'Accept' if no other shift is to be opened at present.

Selec	t User
Available Users	Selected Users
Dave (Credit Note) Louise (Front Desk) Martin (Shop)	James (Shop)
	Accept Cancel

Note that no information is yet displayed in this screen since the User has not yet logged in after the shift were opened.

Supervisor Shift Cashup File Reports Credit Note			×
View Location: All	•	Supervisor Dave	Shift # SUP00002
Transac	ion		Shift
Batch Shift	Single Shift	Open Shift	Shift Total: 0.00
		Check Customer Integrity Edit Shi	ft Shift Cashup Close
Print to : Screen Print	•		

Page 8

When the User now logs into Novtel, using his dedicated password, his Username is displayed at the top of the screen, and the Shift number allocated to him, is displayed near the bottom of the screen.

	NOVTEL			Selecte	ed Item(s):				
		James V		Qty	Code	Description	Price Incl	Remark	
	www.enutel.com	Store: 003							
WW	w.moviter.com								
elect Item(:	s):								
Code	Description	Rate Inclusive Barc							
3LA001	Ryobi Lawnmower Blade - RM1600	250.00							
BLAUU2	Trimtech Blade	80.00							
SLAUU3	WOR Blade	50.00							
011 001	2 Strake Dil F00ed	56.00							
BEE002	Befuse Bags - Boll of 100	40.00							
SPA001	Snakolun A1	25.00	•						
SPA002	Sparkplug B1	45.00	<u> </u>						
SPA003	Sparkplug C1	50.00							
TRI001	Trimmer Line 1.6 x 100m	89.00 1234							
TRI002	Trimmer Line 2mm x 100m	99.00							
TRIM003	Trimmer Head	75.00							
/									
		,							
earch by :	Code <u>-</u> Search	for :		Paymen	t Type :			Payment	
				Cash		•			-
				1		_		Change :	
							(Juncal Discourt	0 -0
								Werdi Discourk .	
POS Print	to: Screen Print	T						PATMEN	
	Joudanning					н	emarks	0.0	0
Paparta to	Course Drive							0.0	JU
nepuits to	- jocreen Mint	_			Overt	ype Customer Descrip	tion :		
					Cash	Customer		Order Number :	
	Price Looku	All Stores		Shiett G	ETOOO	12			
	,				110000	12			
	[1			1	1			
	The number of the second se								C1

The User's Shift is now highlighted in pink in the Supervisor's screen – indicating that the shift is open. As transactions are being performed, the Supervisor will be able to track all actions in real time.

🇭 Su File	pervisor S Reports	ihift Cashup Credit Note							×
	View L	ocation: All			•	Supervisor Dav	e	Shift # SUP00002	
			Transactio	n			S	hift	
	ID	Customer	Table / TA	Туре	Total 🖌	Shift #	User	Total Invoice Dat	e
						Shop			
						SFT00002	James	0.00	
									_
		Batch S	hift	Single Shift		Ope	n Shift	Shift Total: 0.0	0
						Check Customer Integrity	Superviso Edit Shift	r Supervisor Shift Cashup Clo	ose
[Print to :	Screen Prin	t		•				

4. Search Options

Charges can be searched for by means of the following criteria, and the selected 'Search By' option will be displayed in the first column:

<u>Code</u>

By selecting this option, the required charge code can be entered in the 'Search For' field and the 'Enter' key pressed on the keyboard.

If matched, Novtel will highlight the charge in a faint grey line.

Sales							×
		Selecte	d Item(s):				
www.novtel.com	James Iore: 003	Qty	Code	Description	Price Incl	Remark.	
Select Item(s):							
BLA001 Ryobi Lawmower Blade - RM1600 BLA002 Timtech Blade BLA003 Wolf Blade	250.00 80.00 50.00	E					
BLQ004 Mrsge Blade DILD01 2 Stroke Ol 500m/ REF002 Refuse Bags - Roll of 100 SPA001 Sparkplug A1	60.00 40.00 25.00						
SPA002 Sparkplag B1 SPA003 Sparkplag C1 TR001 Timmer Line 1.6 x 100m TR1002 Timmer Line 2mm x 100m TR10003 Timmer Line 2mm x 100m	45.00 50.00 89.00 1234 99.00 75.00						
Search by: Code Search for:	TRIODZ	Paymen Cash	t Type :	Service Charg	je : Service Charg	Payment	0.00
POS Print to : Screen Print				Rema	iks 🗖	Iveral Discount : PAYMEN	T DUE
Reports to : Screen Print			Over Cast	type Customer Description		O.C	0
Price Lookup	All Stores	Shiit #: S	FT000	02		Crock Hallbor	
<p2> - Accept <p3> - New Cash Up <p4> - Reprint</p4></p3></p2>	Payout AC	C Credit N	ote ACC	Payment			Close

Description

By selecting the 'Description' option, all charge descriptions will be displayed in the first column.

Page 10

The required charge description – or part thereof - can now be entered in the 'Search For' field and the 'Enter' key pressed.

Novtel will search for and highlight the matching criteria.

vww.novtel.com	J St	lames :ore: 003	
ct Item(s) :			
scription	Code	Rate Inclusive	Barci
itroke Oil 500ml	OIL001	60.00	
age Blade 🥢	BLA004	58.00	
fuse Bags - Roll of 100 🛛 🖉	REF002	40.00	
obi Lawnmower Blade - RM1600	BLA001	250.00	
arkplug A1	SPA001	25.00	
arkplug B1	SPA002	45.00	
arkplug C1	SPA003	50.00	
mmer Head	TRIM003	75.00	
mmer Line 1.6 x 100m	TRI001	89.00	1234
mmer Line 2mm x 100m	TRI002	99.00	
mtech Blade	BLA002	80.00	
olf Blade	BLA003	50.00	
			>

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<u>Barcode</u>

Selecting the 'Barcode' search by option, the charge can simply be scanned with the barcode scanner device, and the matching item will be selected.

🥬 Sales		
www.n	DVT ovtel.	James Store: 003
Select Item(s) :		
Barcode	Code BLA001 BLA002 BLA003 BLA004 OIL001 REF002 SPA001 SPA002 SPA003	Description R Ryobi Lawnmower Blade - RM1600 Trimtech Blade Wolf Blade Mirage Blade 2 Stroke 0il 500ml Refuse Bags - Roll of 100 Sparkplug A1 Sparkplug C1
123456789	TRI001 TRI002 TRIM003	Trimmer Line 1.6 x 100m Trimmer Line 2mm x 100m Trimmer Head
Search by: Ba	rcode	Search for :

User Defined Fields

Equipment Hire POS – The Basics (V2)

In Novtel, 5 custom Charge User Defined Fields can be set up, and the required information can be entered per charge, and per User Defined Field option.

If set up, a charge can be searched for by means of any of these fields.

However: In our system, we have not set up our Charge User Defined Fields, and therefore, it is displayed according to the default descriptions.

<		
Search by :	Barcode 💌	
	Code Description Barcode User Defined Field 1	
POS Print to :	User Defined Field 2 User Defined Field 3 User Defined Field 4 User Defined Field 5	

5. Printing Options

As we wish to demonstrate how documents will be displayed when finalizing transactions, our printing options are selected as 'Screen Print'.

Sales									;
~				Select	ed Item(s):				
	NOVIE	lames		Qty	Code	Description	Price Incl	Remark	
	s s	tore: 003							
WW	w.novtel.com								
				-					
elect Item(:	s] :								
Code	Description	Rate Inclusive Barci							
LA001	Ryobi Lawnmower Blade - RM1600	250.00							
LA002	Trimtech Blade	80.00							
3LA003	Wolf Blade	50.00							
SLA004	Mirage Blade	58.00							
DILOÓ1	2 Stroke Dil 500ml	60.00							
REFU02	Refuse Bags - Roll of 100	40.00							
SPAUU1	Sparkplug A1	25.00	•						
PAUU2	Sparkplug B1	45.00							
PA003	Sparkplug L1	50.00							
HIUUT	Trimmer Line 1.6 x 100m	89.00 1234							
FILU02	Trimmer Line 2mm x Toum	33.00							
nimuus	I Immer Head	75.00							
¢		>							
earch by :	Code Search for :								-
-			-	Paymen	ntiype:			Payment	0.0
				Lasn		•		Change :	0.0
							C) verall Discount :	0 ÷0 ÷
		1						PAYMEN	T DUE
PUS Print	to: Screen Print					R	emarks	0.0	0
Reports to	Screen Print				Ove	rtvpe Customer Descript	ion :	0.0	10
_					Cas	h Customer		Order Number :	
	Price Lookup	All Stores	s	hiit #: S	SFT000	02			
		D + 1	100			n			
2> - ACC6	ept <f3> - New Lash Up <f4> - Reprint</f4></f3>	Payout	AU	. uredit M	ALC ALC	Payment			Close

However: Please note that at your company, definite printers will be set up to which your documents will print, and these can then be selected from the drop-down menu after being installed on the POS terminal or network.

6. Performing Cash Sales

Cash Sales are defined by the fact that immediate payment is received for items purchased. The payment methods can be selected as either:

- ✓ Cash
- ✓ Credit Card
- ✓ Cheque if allowed by your company
- \checkmark And a direct bank transfer performed on the spot

By default, the customer description will be indicated as 'Cash Customer', and this description will be displayed on documents printed from the 'POS' Terminals.

Sales					Select	ed Itemís) :				:
www	novtel.com	J St	ames ore: 003	J	Qty	Code	Description	Price Incl	Remark	
Select Item(s) : Code BLA001 BLA002 BLA003 BLA003 BLA004 OIL001 REF002 SPA003 SPA003 SPA003 TRI001 TRI002 TRIM003 <	Description Ryobi Lawrmower Blade - Rh Timtech Blade Wolf Blade Margae Blade 2 Stroke 01 500ml Anture Bgas - Roll of 100 Sparkplug A1 Sparkplug C1 Timmer Line 1.6 x 100m Timmer Line 1.6 x 100m Timmer Head	11600	Rate Inclusive B at 250.00 80.00 50.00 50.00 50.00 50.00 40.00 250.00 45.00 45.00 50.00 99.00 75.00							
Search by : POS Print to Reports to :	Code	Search for :	All Stores	s	Poymer Cash Credit I Chequ Bank 1 Accou	nt Type : Card fransfer nt Cas SFT000	Remu type Customer Description h Customer 02	arks	Payment Change : Diverall Discount : PAYMENT 0.0 Order Number :	0.0 0.0 0 ±0 0 0

However: Should a Customer Request that a specific description be displayed on the POS Documents – although it is a cash sale - the 'Description' can be overtyped in this field:

Payment Type : Cash	
	Remarks
Overtype Customer D Mr Jenkins	scription :

6.1 Selecting Charges

A charge can be selected by either double clicking on it, or by clicking on it and clicking on the arrow pointing to the right.

 "	NOVT	.					Select	ed Item(s) :				
	NUVII	Ľ.	J	ames			Qty	Code	Description	Price Incl	Remark	
	× , 1	-	St	ore: 003								
WWV	w.novter.c	om										
							-					
lect Item(s	1:											
Code .	Description		1	Bate Inclusis	e Baro							
LA001	Rvobi Lawnmower B	lade - RM160	0 🛌	250.0	0		-					
LA002	Trimtech Blade			80.0	0							
LA003	Wolf Blade			50.0	0	>						
LA004	Mirage Blade			58.0	0							
L001	2 Stroke Oil 500ml			60.0	0							
EF002	Refuse Bags - Roll o	100		40.0	0							
PAUUI	Sparkplug A1			25.0	0	•						
PA002	Sparkplug 61			40.0	0							
RIGO	Trimmer Line 1.6 v 1	00m		89.0	0 1234							
BIOD2	Trimmer Line 2mm x	100m		99.0	0 1204		- I					
RIM003	Trimmer Head			75.0	0							
_												
					>							
arch by :	Code	•	Search for :				Paumer	t Tune :				
_				-			Carb	1 1 200	-		Payment	0.0
							com				Change :	0.0
										ſ	Iverall Discount	0 -0 -
	_										PAYMEN	T DUF
rUS Print t	Screen Print		-						R	emarks 🛛		
											0.0	10
eports to :	Screen Print		*					Over	type Customer Descript	tion :		· •
								Cas	h Customer		Order Number :	
			Price Lookup	All Stores		_		TOOO	00	_		,
		1	1 100 200kup 1			S	hitt #: 5	F1000	02			

Depending on the setup performed by the system Administrator, the User will either encounter this quantity box where the quantity can be set in accordance with the number of items purchased, or the User will keep on double clicking a charge until the required quantity is reached.

In this case, the customer is purchasing 2 lawnmower blades, and we will enter the quantity as 2.

No discount is applicable, and therefore we will leave the percentage at zero and click 'Accept'.



As the blades are charged at R250.00 each, and we have selected the quantity as 2, the 'Payment Due' total is indicated as R500.00.

United WWW.novtel.com United Store: Outputs Store: Outputs Store: Outputs Store: Code Description Price Incl [Pemail: Y2] ELAD01 Select Iten(s): Rate Incluive Bar Store: Store: Code Description Price Incl [Pemail: Y2] ELAD03 Values Store: Select Iten(s): Rate Incluive Bar Store: Store: Code Description Find Store: Select Iten(s): Rate Incluive Bar Store: Store: Select Iten(s): Store: Store: Select Iten(s): Store: Store: Post Print Ite: Store: Store:		NOVTEI	lamos	Sele	cted Item(s):				
Store: 003 WWW.novtel.com Store: Belot: Description Red It lend(1): Code Code Description Red It lend(1): Store: Code Description Ref It lend(1): Store: Code Description Ref It lend(1): Store: Code Store: Store: Store: Store: Store: Store: Store: Payment Type: Payment Type: Code Store: Posttype: Description: Code Search for: Payment Type: Code Code Search for: Payment Type: Code Code Search for: Payment Type:			James	Qty	Code	Description	Price Incl	Remark	
VW N. HOV CO. CONT elect lend): Code Description Bla001 Bla010	WW	w novtel com	Store: 003	×2	BLA001	Ryobi Lawnmower	500.00		
elect Iten(c): Code Description Ref2001 Revealed Revea	** **	w.nov ter.com							
Code Description Refer Inclusive Baro BLA001 Web Issee Statistics BM 1600 B2000 BLA002 Your Mission BM 1600 B000 BLA003 Valid Terminer Blade B000 BLA004 Blade B000 BLA005 Valid Terminer Blade B000 BLA003 Valid Terminer Blade B000 BLA004 Blade Blade BLA005 Valid Terminer Blade Blade BLA004 Valid Terminer Blade Blade SPA002 Spectrad Blade Blade SPA003 Spectrad Blade Blade SPA002 Spectrad Blade Blade SPA003 Spectrad Blade Blade SPA002 Spectrad Blade Blade SPA003 Spectrad Blade Blade SPA004 Spectrad Blade Blade SPA005 Spectrad Blade Blade Spectrad Blade Spectrad Blade Blade Spectrad Blade Spectrad Blade Blade	elect Item	s] :							
BLADD TriveL Levenneve Block = FM1500 22000 2000 2000 ELADOS TriveLos Block = 5000 FM1500 2000 CTILE STATUS = 5000 FM1500	Code	Description	Rate Inclusive Barci						
BLA02 Vor Hiske Blade 80.00 BLA03 Vor Hiske Blade 50.00 BLA04 Hrage Blade 50.00 BLA04 Hrage Blade 50.00 BLA04 Hrage Blade 50.00 FE DID Patter Bast And 100 40.00 FE DID Patter Bast And 100 40.00 FE DID Timme Line 3 An 100 FE DID Timme Line 3 An 10	BLA001	Ryobi Lawnmower Blade - RM1600	250.00						
BLA03 Wolf Blade 50.00 BLA04 Marge Blade 60 BLA04 Marge Blade 60 Blade 60 Blad	BLA002	Trimtech Blade	80.00						
BLAUM Mage Blade BLAUM Mage Blade DLOD 2 Streed B 300 H 100 400 400 400 400 400 400 400 400 400	BLA003	Wolf Blade	50.00						
UILUU Consecution Summer Lee Norman Service Line Consecution Service Li	BLAU04	Mirage Blade	58.00 -						
ECrue results dag. Find too too too too too too too too too to	JILUU1	2 Stroke UI SUUMI	60.00						
should set to Screen Pint Pos Pint to: Screen Pint Pos Cockup Al Stores Shift to: Screen Pint Proce Lockup Proce Lockup Proceeding Pro	DEFUU2	neruse pags - nor or roll Sparkolus A1	40.00						
SPA003 Sparkay C1 Thinton Timme Line San 100m B9000 1224 Thinton Timme Line San 100m 99.00 <code cash<br="" for:="" payment="" search="">Payment Type: Payment Change: Overal Discourt: O Post Print for: Screen Print Payment Screen Son 0 Payment Type: Payment Change: Overal Discourt: O Payment Type: Screen Print Screen Print Screen Print Screen S</code>	SPA002	Sparkolug R1	45.00	• I					
TRIOD Timme Live 15 k 100m 98 00 124 TRIM02 Timme Head 99 100 K Search by: Code Search for: Payment Type: Payment Search for: Cash Payment Type: Cash Veral Discourt: Payment Discourt: Paymen	SPA003	Sparkplug C1	50.00						
TRIN02 Timme Lee Zmn x 100m 99.00 Timmer Hesd 75.00 Code Search for: Posteria Type: Payment Type: Cash Charge: Overal Discourt: Payment Charge: Overal Discourt: PayMENT D PayMENT D PayMENT D PayMENT D PayMENT D PayMENT D Solution: Physical Code Search for: Payment All Stores Shift it SFC00002	TRI001	Trimmer Line 1.6 x 100m	89.00 1234						
TRIM003 Trimmer Head 75.00 Cash Search for: Paymerk Type:	TRI002	Trimmer Line 2mm x 100m	99.00						
< Search for: Permert Type: Payment Type: Change: Overal Discourt: PAYMENT P Payment to: Screen Pint Proce Lockup All Stores Shift it: SFC00002 Shift it: SFC0002 Shift it: SFC00002 Shi	TRIM003	Trimmer Head	75.00						
Pos Print to: Screen Print Print Prince Lookup Al Stores Shift it: SFT00002									
Pos Print to: Screen Print Peptite to: Screen Print Proc Lockup Al Stores Shift the Screen Print Price Lockup Part Al Stores Shift the Screen Print Price Lockup Part Al Stores Shift the Screen Print Price Lockup Part	`								
PDS Print to: Screen Print Price Lookup Al Stores Shift it: SFT000002	earch by :	Code 💌 Search fo	x:	Paym	ent Type :			Promotel	
POS Pirit to: Screen Pirit POS Pirit to: Screen Pirit Pepotit to: Screen Pirit Pepotit to: Screen Pirit Proce Lockup Al Stores Shift at: SFT00002				Cash		-		rayment	
POS Print to: Screen Print Post Number Price Lookup Al Stores Price L								Change :	
POS Print to: Screen Print PRemarks Print Comparison Print P								Juncal Discount :	0 -0
POS Print to: Screen Print PATIMENT Part MENT Part Stores Print Screen Print Price Lookup Al Stores Shift at SFT00002							-		T DUIE
Reports to: Screen Print		to: Screen Print	-					PAIMEN	I DUE
Reports to: Screen Plint Overtype Dustomer Description: Overtype Dustomer Description: Order Number: Price Lookup All Stores Shift at: SFT00002	POS Print	I STATISTICS IN THE STATE STAT	-			nelik	IIKS	500	00
Underson Ducketoner Description: Under Number: Drice Lookup Al Stores Shift #: SFT00002	POS Print							000	.00
Price Lookup Al Stores Shift #: SFT00002	POS Print Benorts to	Corean Dint				ype customer Description			_
Price Lookup Al Stores Shift #: SFT00002	POS Print Reports to	Screen Print]		Over	0			
Shite J 100002	POS Print Reports to	Screen Print	-		Cast	Dustomer		Order Number :	
	POS Print Reports to	Screen Print	All Stores	Chill the		Customer		Order Number :	
	POS Print Reports to	Screen Print	All Stores	Shift #:	Cash SFT0000	Customer		Order Number :	

To add more charges, repeat the process until all items are listed here.



Page 15

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Please note that remarks can also be added to the Tax Invoice if required. Simply click on 'Remarks' which will activate the field where the remarks are to be captured and click 'Close'.

👂 Sales											2
	NONTON					Select	ed Item(s) :				
	NUVIEL		James			Qty	Code	Description	Price Incl	Remark	
		S	tore: 003			X2	BLA001	Rvobi Lawnmower	500.00		
WWV	wnovtel.com					X1	REF002	Refuse Bags - Roll	40.00		_
						X1	TRI001	Trimmer Line 1.6 x	89.00		
Select Item(s):										
Code	Description		Rate Inclusive	Barc							
BLA001	Ryobi Lawnmower Blade - RM1	500	250.00								
BLA002	Trimtech Blade		80.00								
BLA003	Wolf Blade		50.00								
BLA004	Mirage Blade		58.00								
OIL001	2 Stroke Oil 500ml		60.00								
REF002	Refuse Bags - Roll of 100		40.00								
SPA001	Sparkplug A1		25.00		◀						
SPA002	Sparkplug B1		45.00								
SPA003	Sparkplug C1		50.00								
TRI001	Trimmer Line 1.6 x 100m		89.00	1234							
TRI002	Trimmer Line 2mm x 100m		99.00								
TRIM003	Trimmer Head		75.00	_							
<				>							
Search by :	Code 💌	Search for :				Rema	rks			Paument	0.0
						Test F	Remarks for D	emonstration Purposes	^ I	ruymont	0.0
								A		Change :	0.0
								T	× .		0 0
								Clos) verall Discount :	0 .0
										PAYMEN	T DHE
POS Print t	O Screen Print	•						Rema	rks 🛛 🗖		BOL
	_									629	.00
Reports to :	Screen Print	<u> </u>					Overt	ype Customer Description	:		
							Uash	Lustomer		Order Number :	
		Price Lookup	All Stores		S	hift #: 🗧	SFT0000)2			
(E2) Assa	E3> - New Cash In	<f4> - Beprint</f4>	Pavout		ACC	C Credit N	Inte ACC F	Payment			Close

6.2 Cash Payment

Very Important:

Equipment Hire POS – The Basics (V2)

Always select the correct method according to how the Customer is settling the 'Payment Due' amount, since the different payment types will be listed on the Cashup reports and the cash; credit card; cheque and bank transfer amounts must correspond with the selections made.

- 1. When the Customer pays cash, this 'Payment Type' option is selected.
- 2. The amount received from the Customer, is entered in the 'Payment' field.
- 3. If the amount entered is more than the 'Payment Due' amount, Novtel will automatically calculate the amount in change to be handed to the Customer.
- 4. Clicking 'Accept', the Invoice is produced.

	NOVTOI*	lamon	Select	ed Item(s) :				
		James	Qty	Code	Description	Price Incl	Remark	
www	v.novtel.com	Store: 003	X2 X1 X1	BLA001 REF002 TRI001	Ryobi Lawnmower Refuse Bags - Roll Trimmer Line 1.6 x	500.00 40.00 89.00		
elect Item(s)):							
Code	Description	Rate Inclusive Barco						
A001	Ryobi Lawnmower Blade - RM1600	250.00						
LA002	Trimtech Blade	80.00						
LA003	Wolf Blade	50.00						
LA004	Mirage Blade	58.00						
IL001	2 Stroke Oil 500ml	60.00						
EF002	Refuse Bags - Roll of 100	40.00						
PA001	Sparkplug A1	25.00	•					
PA002	Sparkplug B1	45.00						
PA003	Sparkplug C1	50.00						
RIUUT	Trimmer Line 1.6 x 100m	89.00 1234						
HIUU2	Trimmer Line 2mm x 100m	99.00						
RIMUUS	I rimmer Head	/5.00						
		· · · · · · · · · · · · · · · · · · ·						_
arch by :	JLode _ Search	for :	Paymer	nt Type :			Payment	2
			Cash	1	-			
							Change :	
							Juorall Discount :	0 -0
							overali Discourit.	· ·
POS Print to	0 Career Drint						PAYMEN	T DUE
00111111111	Screen Print	_			Rema	'ks 🛛		~~
							629	UU
eports to :	Screen Print	-		Overt	ype Customer Description :			
				Cash	Customer		Order Number :	
				1		_	erser rampor.	1
	Price Looku	All Stores	Shift #: 💲	SFT0000)2			
-								

The 'Payment Type' is indicated as 'Cash'.

The staff member is captured, as well as the shift number linked to him; the date and time the transaction was processed, and the receipt number.

And at the bottom of the document, the Remarks entered previously will be displayed.



The Cash Drawer will open, and the Customer's change must be handed to them.

Sales								>
			Sele	cted Item(s) :	:			
	Jame	S	Qt	v Code	Description	Price Incl	Remark	
ww	w.novtel.com	03	XI	2 BLA001 REF002 TRI001	Ryobi Lawnmower Refuse Bags - Roll Trimmer Line 1.6 x	500.00 40.00 89.00		
Select Itemi	s):							
Code	Description	te Inclusive Barci						
BLA001	Rvobi Lawnmower Blade - RM1600	250.00						
BLA002	Trimtech Blade	80.00						
BLA003	Wolf Blade	50.00						
BLA004	Mirage Blade	58.00	- 11					
OIL001	2 Stroke Dil 500ml	60.00						
REFUU2	Refuse Bags - Holl of TUU	40.00						
CDA002	Spatishia P1	Novtel Equipment H	ire	×				
SPA002	Spakplug D1							
TBI001	Trimmer Line 1.6 x 100m							
TRI002	Trimmer Line 2mm x 100m	Customer	change	: 21.00				
TRIM003	Trimmer Head							
<								
Search by :	Code Search for :			OK	Service Charge	e:	0.00 Payment	650.0
			Cas	h	•			04.6
					Appy 3	service charg	ge Unange:	21.0
						0	Overall Discount :	0 ÷0 -
DOC DOL							PAYMENT	I DUE
PUS Print	to: Screen Print 🗾 🦯				Remar	ks 🔽		
Benorts to	Course Dist						629.	00
riepoits to	screen Print			Uv	ertype Customer Description :		I	
				Jua	ish customer		Urder Number :	
	Price Lookup All Sh	xes	Shift #:	SFT00	002			
<f2> · Acc</f2>	ept <f3> - New Cash Up <f4> - Reprint Payor</f4></f3>	t A	.CC Cred	t Note ACI	C Payment			Close

To start a new transaction, click 'New'.

6.3 Credit Card Payments

- 1. When the 'Credit Card' payment option is selected, the 'Credit Card Number' field is activated where the card number can be inserted, as well as the 'Credit Card Type' field from which the applicable card type is to be selected from the list of options.
- 2. The payment amount will be entered by Novtel automatically in accordance with the 'Payment Due' amount.

Sales												;
	NOVTEL		lamor			Select	ed Item(s) :					
1 🖊			James			Qty	Code	Descri	ption	Price Incl	Remark	
		s	tore: 003			×1	TRIM003	Trimm	er Head	75.00		
WWW	w.novtel.com					×1	01L001	2 Strol	ke Oil 500ml	60.00		
						×1	SPA003	Spark	plug C1	50.00		
elect Item(s	d):											
Code	Description		Rate Inclusive	Barci								
BLA001	Ryobi Lawnmower Blade - RM16	10	250.00	1								
BLA002	Trimtech Blade		80.00	1								
BLA003	Wolf Blade		50.00									
BLA004	Mirage Blade		58.00		لغ ا							
OIL001	2 Stroke Oil 500ml		60.00									
REF002	Refuse Bags - Roll of 100		40.00									
SPA001	Sparkplug A1		25.00		•							
SPA002	Sparkplug B1		45.00									
SPA003	Sparkplug C1		50.00									
TRI001	Trimmer Line 1.6 x 100m		89.00	1234								
TRI002	Trimmer Line 2mm x 100m		99.00									
TRIM003	Trimmer Head		75.00									
<				>								
earch by :	Code 💌	Search for :				Paymer	nt Type :				Promotel	195 0
						Credit	Card 🚹	-			r dymenic	6 103.0
						Cupe	and Month and				Change :	0.0
						clearc	and inclineer :	_				0 - 0 -
						12121	545487	_		, i	Jverall Discount :	0 0
POS Print h	Di Carran Dist	-				Credit C	Card Type :					
	- Jaceen Hint	<u> </u>				VISA		-	Rem	arks	100	00
						VISA					185	.00
Hepoits to :	Screen Print	-				Master	Card		mer Description	:		-
						Diners	Club				Order Number :	
		Price Lookup	All Stores		-	Other	FIUUUU	لسيم				
									(
F2> - Acce	pt <f3> · New Cash Up</f3>	<f4> - Reprint</f4>	Payout		AC	C Credit N	lote ACC F	ayment				Close
					_							

The Tax Invoice displays the method of payment, and the card settings as entered previously.





Page 20

6.4 Cheque Payments

Most companies do not accept Cheques as a method of payment anymore. Please ensure that you familiarize yourself with your company's policy in this regard.

Should the 'Cheque' option be selected, the 'Cheque Number' field is activated where the corresponding number is to be captured.

The 'Payment Due' amount is also inserted in the 'Payment' field automatically.

In this case, the Customer's name - as displayed on the cheque - is entered for demonstration purposes.

	NOVTEL	lamor		Select	ted Item(s):				
		James .		Qty	Code	Description	Price Incl	Remark	
		Store: 003		X1	REF002	Refuse Bags - Roll	40.00		
WWV	w.novtel.com			×1	TRI002	Trimmer Line 2mm	99.00		
elect Item(s	s):								
Code	Description	Rate Inclusive Ba	rci						
BLA001	Ryobi Lawnmower Blade - RM1600	250.00							
8LA002	Trimtech Blade	80.00							
BLA003	Wolf Blade	50.00							
BLA004	Mirage Blade	58.00							
OIL001	2 Stroke Oil 500ml	60.00							
HEFUU2	Heruse Bags - Holl of TUU	40.00							
SPAUUI	Sparkplug A1	25.00							
CDA002	Sparkplug B I	45.00	- 1						
TPI001	Trimmer Line 1 C x 100m	99.00 12	24						
TRI002	Trimmer Line 2mm v 100m	99.00	34						
TRIMOD3	Trimmer Head	75.00							
111111000	Thinker Hodd	10.00							
<			>						
earch by :	Code Search fr	x: [-					_	
			-	Payme	nt Type:	Service Charg	e :	0.00 Payment	139.
				Tunequ	10 	Apply S	Service Charg	e 🥅 Change:	0.1
				Chequ	e Number :	_		Discustoria	
				11122	2333			Verali Discount :	
POS Print I	to : Screen Print	-				Dama		PAYMEN	
						nema	K.5	130	00
Reports to	Screen Print	-			Overt	voe Customer Description :		155.	.00
					Mr F	ourie 💋		Order Number :	
	Price Lookup	All Stores	_	Shift #: \$	SFT0000	02			
-									

The Customer's description – as overtyped – is displayed on the Tax Invoice, as well as the payment type and cheque number.

ž 🖬 🛛 Z	oom 100%	•	
Garde	n Tool Re	entals	
	liaz Office Par	k	
	Block 2 Unit 20		
Beac	h Boulevard	West	
Diaz	Beach Mosse	Bay	
Те	: 0861 66 88	35	
	Fax :		
v	AT : 12345678	9	
עד	AX INVOIC	E	
X 1 REF002 - Re Roll of 100	efuse Bags -	5.22	40.00
X 1 TRI002 - Tri 2mm x 100m	nmer Line	12.91	99.00
Description :	ABSA - Tr	ansaction	
Customer :	Mr Fourie		
Cheque #	11122233	3	
Payment Type :	Cheque		
	Payment Due :		139.00
т	NOVAT Total :		18.13
Payme	ant Received :		139.00
	Change :		0.00
Disc	ount (0.00%) :		0.00
Staff member :	James		
Payment Date :			
Print Date :	2020/12/0	9	
Time :	7:42:03 at		
Shift Number :	SFT00002		
Receipt Number -	PECODIOS		

Equipment Hire POS – The Basics (V2)

Page 21 -

6.5 Bank Transfers

When payment is received by means of a bank transfer and the proof of payment is received from the Customer, the 'Payment Type' is selected as 'Bank Transfer'.

This activates the 'Bank Account Number' field, as well as the 'Bank Type' option to be selected from the list.

The 'Payment' amount is inserted by Novtel automatically.





7. Order Numbers

Should an order number be supplied by the Customer, it can be entered here, and will be displayed on the Tax Invoice.

0	NOVTEI	James	Selected Item(s): Otru Code Description Price Incl. Remark
		Store: 003	Preside PC00008 100.00
WW	w.novtel.com		99.00
			🚟 🖬 Zoom 100% 💌
elect Item((6):		
Code	Description	Rate Inclusive Barci	Garden Tool Pentals
BLA001	Rvobi Lawnmower Blade - RM1600	250.00	Curden roor Kenturs
BLA002	Trimtech Blade	80.00	Diaz Office Park
3LA003	Wolf Blade	50.00	
BLA004	Mirage Blade	58.00	Block 2 Unit 20
DILO01	2 Stroke Dil 500ml	60.00	Beach Boulevard West
HEFU02	Hetuse Bags - Holl of 100	40.00	
PAUUI	Sparkplug A1	25.00	Diaz Beach Mossel Bay
DA002	Spatislug D1	45.00	Tel : 0861 66 88 35
I BIOO1	Trimmer Line 1.6 x 100m	89.00 1234	
TBI002	Trimmer Line 2mm x 100m	99.00	Fax:
TRIM003	Trimmer Head	75.00	VAT : 123456789
(>	TAX INVOICE
arch by :	Code 💌 Search fo	:	X 2 BLA003 - Wolf Blade 13.04 100.00 Payment 20
			X 1 TRI002 - Trimmer Line 12.91 99.00 Change :
			2mm x 100m Queral Discount : 0 -0
			Description : Cash Transaction
POS Print	to: Screen Print	1	Customer ; Cash Customer PAYMENT DUE
		1	100.00
		T	199.00
reports to	Screen Print		Payment Type : Cash
			Order Number : ABC123
	Price Lookup	All Stores	
	Plice Lookup		Order Number : AbC123

Page 22

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8. Processing Discount

If allowed and set up, discount can be allocated to an overall sale.

In this case, we have set the maximum discount at 5%, and cannot be exceeded by the User. Any percentage up to 5% will be allowed.

We will now demonstrate how the 'Payment Due' amount will be influenced by changing the discount percentage to 1%, 2.5% and 5% respectively.

The normal price for 100 refuse bags, is R40.00, and we have selected the quantity as 3. Therefore, the payment due amount is currently R120.00.



Page 24

Selecting 1% discount, the payment due amount changes to R118.80.



2.5% Discount changes the payment due amount to R117.00.



And 5% Discount reduces the payment due amount to R114.00.



When the Tax Invoice is produced, the allocated discount is indicated on the document as follows:



9. Removing Wrongly Selected Items

Whenever an item was wrongly selected; the quantity is incorrect, or the Customer changed their mind and decided not to purchase an item after all, the line item can be removed *before* receiving payment.

Sales				_						×
	NOUTER		lamaa		Select	ed Item(s) :				
1 🦊	NUVIEI		James		Qty	Code	Description	Price Incl	Remark	
		4 S	tore: 003		XЗ	BLA002	Trimtech Blade	240.00		
WW	w.novtel.con	1			Χ2	REF002	Refuse Bags - Roll	80.00		
					×1	TRIM003	Trimmer Head	75.00		
elect Item(:	s):									
Code	Description		Rate Inclusive Barc		<u> </u>	_ /				
LA001	Ryobi Lawnmower Blade -	RM1600	250.00							
LA002	Trimtech Blade		80.00							
LA003	Wolf Blade		50.00							
LA004	Mirage Blade		58.00			/				
IL001	2 Stroke Oil 500ml		60.00							
REF002	Refuse Bags · Roll of 100		40.00							
PA001	Sparkplug A1		25.00	•						
PA002	Sparkplug B1		45.00	_						
PA003	Sparkplug C1		50.00							
RI001	Trimmer Line 1.6 x 100m		89.00 1234							
RI002	Trimmer Line 2mm x 100m		99.00							
RIM003	Trimmer Head		75.00							
:			>							
	C.4	Course for a								
alon by .		Search for .	1		Paymer	nt Type :	Service Char	rge :	0.00 Payment	0.00
					Cash			Service Char	change :	0.00
							(apro	, corrido orial	go j chango.	
									Dverall Discount :	0.0.
PDS Print	to : Careen Drint	-							PAYME	NT DUE
	Jacieen Find						Rem	larks	005	00
									- 395	.00
Reports to	 Screen Print 	•				Overty	pe Customer Description	n: l		
						Cash (Customer		Order Number :	
		Price Lookup	All Stores	Shi	in #: 5	SFT0000	2			
		u	P • •	400.4						c
	ept (F3> New Last	Up (F42 - Reprint	Payout	AUCI	rtedit M	IOTE AUC PA	syment			Llose

By clicking on it in the right-hand side of the 'Sales' window and clicking on the arrow pointing to the left, the item is removed from the 'Selected Item' section, and the 'Payment Due' amount is amended accordingly.

		•			_		Select	ed Item(s) :				
	NUVII	5		ames			Otv	Code	Description	Price Incl	Bemark	
			St	ore: 003			×3	BLA002	Trimtech Blade	240.00		
WWW	novtel.c	om					X1	TRIM003	Trimmer Head	75.00		
							-					
elect Item(s) :												
Code	Description		[Rate Inclusive	Barco		-		\			
3LA001	Ryobi Lawnmower B	lade - RM160	0	250.00					1			
3LA002	Trimtech Blade			80.00								
3LA003	Wolf Blade			50.00								
BLA004 I	Mirage Blade			58.00								
DILUUI .	2 Stroke Uil SUUmi	(100		60.00								
SPAG01	Sparkelug A1	/100		40.00		171						
SPA002	Sparkplug R1			45.00		<u></u>						
SPA003	Sparkplug C1			50.00					· · ·			
TRI001	Trimmer Line 1.6 x 10	JOm .		89.00	1234							
TRI002	Trimmer Line 2mm x	100m		99.00								
TRIM003	Trimmer Head			75.00								
		_										
<		_			,		L					
earch by :	Code	•	Search for :				Damas	t Turne i			-	-
		_		·			r aymer	ктуре.	Service Cha	rge i	0.00 Payment	0.00
							Lasn		Appl	v Service Charo	e 🗖 Change:	0.00
										0	Overall Discount :	0 .0 .
											PAYMEN	IT DUE
	_								Berr	iarks		
POS Print to:	Screen Print		-									~~
POS Print to	Screen Print		-								>315	
POS Print to :	Screen Print		-					Overtu	ne Customer Description		>315	.00
POS Print to :	Screen Print		• •					0 verty	pe Customer Description	n:	>315	.00
POS Print to : Reports to :	Screen Print		- -					Overty Cash	pe Customer Description Customer	n:	>315 Order Number :	.00
POS Print to : Reports to :	Screen Print		Price Lookup	All Stores		s	hiit#:5	Overty Cash	pe Customer Description Customer 2	n:	→315 Order Number :	.00
POS Print to : Reports to :	Screen Print	· · · · · · · · · · · · · · · · · · ·	Price Lookup	All Stores		s	hift#: S	Overty Cash	pe Customer Description Customer 2	n:	≫315 Order Number :	.00
POS Print to :	Screen Print		Price Lookup	All Stores		s	hift#: S	Overty Cash	pe Customer Description Customer 2	n:	315 Order Number :	.00

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10. Reprinting a Tax Invoice

A Tax Invoice can ONLY be reprinted from the 'Sales' window immediately after processing the payment and before clicking 'New' to start a new transaction.

The 'Reprint' button will deactivate upon clicking 'New'.

	NOVTO		Select	ed Item(s) :			
		James	Qty	Code	Description	Price Incl	Remark
		Store: 003	×3	BLA002	Trimtech Blade	240.00	
WW	w.novtel.com		×1	TRIM003	Trimmer Head	75.00	
elect Item(s) :						
Code	Description	Rate Inclusive Barci					
BLA001	Rvobi Lawnmower Blade - RM1600	250.00					
BLA002	Trimtech Blade	80.00					
BLA003	Wolf Blade	50.00					
BLA004	Mirage Blade	58.00					
OIL001	2 Stroke Oil 500ml	60.00					
REF002	Refuse Bags - Roll of 100	40.00					
SPA001	Sparkplug A1	25.00					
SPA002	Sparkplug B1	45.00					
SPA003	Sparkplug C1	50.00					
TRIUU1	Trimmer Line 1.6 x 100m	89.00 1234					
TRIUU2	Trimmer Line 2mm x 100m	99.00					
INIMUUS	i ininier Heau	75.00					
<		>					
-							
earch by :	Code <u> </u> Search	for :	Paymer	nt Type :	Service Cha	rae :	0.00 Paument Af
			Cash		-	- ugo .	
			1.000		App	ly Service Charg	je 🔽 Change: 🛛 🗧
						-	0 0
						C) verall Discount : 🛛 🔽 🔽 🗸
							PAYMENT DUE
					Ber	narks 🗖	
POS Print	to: Screen Print						
POS Print	to: Screen Print						315.00
POS Print Reports to	to: Screen Print	<u> </u>		Overh	ne Customer Descriptio	p:	315.00
POS Print Reports to	to: Screen Print	- -		Overty	pe Customer Descriptio	n:	315.00
POS Print Reports to	to: Screen Print			Overty Cash	pe Customer Descriptio Customer	n:	315.00 Order Number :
POS Print Reports to	to: Screen Print Screen Print Price Looku	All Stores	Chill # 0	Overty Cash	pe Customer Descriptio Customer	n:	315.00 Order Number :
POS Print Reports to	to: Screen Print Screen Print Price Looku	All Stores	Shiit #: \$	Overty Cash	pe Customer Descriptio Customer 2	n:	315.00 Order Number :
POS Print Reports to	to: Screen Print Screen Print Price Looku	All Stores	Shift #: \$	Overty Cash	pe Customer Descriptio Customer 2	n:	315.00

11. Posting Sales to a Customer's Account

Sales can be posted to a Customer's Account, and payment will only be made at the agreed upon date, or when the credit limit has been reached.

In this case, the 'Account' payment option is selected which:

- 1. Removes the 'Payment' and 'Change' fields
- 2. And activates the Customer Code and Description fields



Clicking on the search option in the 'Customer Code' field, the 'Customers' window is opened.

Selecting any of the 'Search' options at the bottom of the screen, all existing Customers are displayed, and the required existing Customer can be selected.

ash Customer temal Maintenance onebridge Kevin 'eber Enterprises	123 4545454 6801020304056 70001002003	044 695 1096 0123456789 044 688 78945i 044 123456785	082 22222222 0123456789 001 688 78945 082123456789	PC PC 25 70	0 Box 111 0 Box 111 5 Gordon Street 0 Richard Street	PO Box 111 PO Box 111 25 Gordon Street 70 Richard Street	cash@customer.com F F kevin@stonebridge.c F weber@enterprises.c F	Add New <f6> E dit</f6>
ternal Maintenance onebridge Kevin 'eber Enterprises	4545454 6901020304056 70001002003	0123456789 044 688 789450 044 123456785	0123456789 001 688 78945 082123456789	25 25 70	0 Box 111 5 Gordon Street 0 Richard Street	PD Box 111 25 Gordon Street 70 Richard Street	F kevin@stonebridge.c F weber@enterprises.c F	Add New <f6></f6>
onebridge Kevin ieber Enterprises	6801020304056 70001002003	044 688 78945i 044 123456785	001 688 78945	25	5 Gordon Street D Richard Street	25 Gordon Street 70 Richard Street	kevin@stonebridge.c F weber@enterprises.c F	E dit
ieber Enterprises	70001002003	044 123456785	082123456789	70	0 Richard Street	70 Richard Street	weber@enterprises.c F	Edit
1								
er O Descrit	otion C II) Number	C Telephor	ne# C	C Mobile Phone #			Select <f7></f7>
al Ref C Physica	al Address - C P	'ostal Address	C Email Ad	dress		,		Close
er	C Descri	C Description C II	C Description C ID Number Ref C Physical Address C Postal Address	C Description C ID Number C Telephon Ref C Physical Address C Email Ad	C Description C ID Number C Telephone # C	C Description C ID Number C Telephone # C Mobile Phone #	C Description C ID Number C Telephone # C Mobile Phone #	C Description C ID Number C Telephone # C Mobile Phone #

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However: If the Customer does not yet exist in Novtel, a new Customer Master File can be created; saved and selected.

To create a new Customer Master File, click 'Add New'.

nber	Description	11	D Number	Telephone	Mobile Phone	External Ref	Physical Address	Postal Addess	Email	111	Defresh
0001	Cash Custome	er 1	23	044 695 1096	082 22222222		PO Box 111	PO Box 111	cash@customer.com	F	nellesi
001	Internal Mainte	enance 4	545454	0123456789	0123456789		PO Box 111	PO Box 111		F	Add New
0001	Stonebridge K	evin E	801020304056	044 688 78945	001 688 78945		25 Gordon Street	25 Gordon Street	kevin@stonebridge.c	= F	
0001	Weber Enterp	rises 7	20001002003	044 123456789	082123456789		70 Richard Street	70 Richard Street	weber@enterprises.c	F	Edi
arch —	imber	C Descriptio	on C IE	D Number	C Telepi	hone #	€ Mobile Phone #				Select

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'.

Add New Customer				
Account Code External Account Ref	1		🔲 Corporate Custo	mer Billing Interval
Description *	Smith Ben 👞 2		🔲 Order Number F	equired Deposit Required
Customer Category	1 - Cash	•	🔲 Use Item Tariff F	Prices
Genera	Site Details) (Contract Details	User Defined Fiel
Postal Addre	* 225	Company Nam Last Name First Name Tit	ie × Smith × Ben le Mr ▼ Initiats *	Copy To Description B

• If a Company Name is entered, this field will be used to populate the 'Description' field

Add New Customer		
Account Code External Account Ref		Corporate Customer Billin
Description *	Smith and Sons	Dep Order Number Required
Customer Category	1 · Cash	Use Item Tariff Prices
Genera	al Site Details	Contract Details User [
Postal Add	ess * Compa Last	nny Name Smith and Sons t Name * Smith C t Name * Ben De Title Mr ▼ Initials * B

3. Customer Category

Customer Categories are created in the financial system and updated to Novtel. Each Customer can then be linked to a specific Category, relevant to the individual or company.

4. Corporate Customer

If the 'Corporate Customer' checkbox is ticked, the 'Deposit' options are hidden, and the Customer will be classified as an 'Account Customer'.

5. Order Number Required

If an order number is required for a Customer, this option is selected. If not, leave the option unticked.

6. Billing Interval

The specific option according to which this Customer is to be billed, can be selected as either:

- On Month End
- On the 25th
- On the 28th
- Or no month end may be applicable



7. 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.



8. Tax Reference

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

9. 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 should be performed unless the outstanding amount is settled or significantly reduced.

If no credit limit is applicable, a zero amount is entered.

Cre Payment	dit Limit : Terms	<u> </u>	
	N	otes	
	* Requir	ed Fields	
Account Balance	On Rent Total	Total Due	Available Credit
0.00	0.00	0.00	0.00

10. Payment Terms

Specific Payment Terms will apply to Account Customers, and the terms applicable to this Customer, can be selected.

Tax Reference 123456789	(Select Payn	nent Terms	Rissk X
Credit Limit Payment Terms 10 Q Notes • Required I	2000	Code 01 02 03 05 06	Description Cash on Delivery 7 Days 14 Days 21 Days 30 Days 60 Days	Cancel

11. 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 'Male' or 'Female' option is to be selected.

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.

			,
0	Company Name	Smith and Sons	
	Last Name *	Smith	Сору То
	First Name *	Ben	Description
	Title	Mr 💌 Initials * B	
	Date of Birth	1970/10/02 💌 M / F M 💌	
	ID Number *	701002030405 RSA ID 🔽	
	False 🕕		

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

Title	Mr 💌 Initials * B	
Date of Birth	1976/12/30 💌 M / F M 💌	
ID Number *	76123 RSA ID 🔽	
Valid 🛹		
-		_

12. Other Details

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

This Customer Master File is now saved by clicking 'Accept'.

Add New Customer							
Account Code			🔽 Corporate Customer	Billing Interv	al On Month E	nd 💌	0
External Account Ref							
Description * Smith and Sons			🔲 Order Number Require	d			
Customer Category 2 · Corporate		•	🔲 Use Item Tariff Prices				
General	x Customer Account Code Account Code Account Acde Account Ref Description * Smith and Sons One Categor 2 - Corporate Stab Details Company Name Company Name Smith and Sons Company Name Smith and Sons Company Name Smith and Sons Company Reg No SS2058147 Telephone No Enter Ref Date of Birin 10 Number * First Name * Ben Date of Birin 10 Number * First Name * Ben Date of Birin 10 Number * Account Addeess Addees Add						
Postal Address * 44 Peter Rd Haterbos 6520 Physical Address * 44 Peter Rd Copy Postal Address to Physical Tax Reference 122456789	Compa Last Fiel Dat ID N Fa	iny Name Si t Name * Si t Name * Bi Title M te of Birth 11: Number * 70 alse	mikh and Sons mikh en Ir ■ Initials * B 770/10/02 ■ M / F M 01002030405 BSA IC	Copy To Description	Company Reg No Telephone No * Fax No Mobile Phone * AH Telephone Email Address Search Number Contact Person *	369258147 044123456789 082123456789 smith@sons.co.za Kevin Bmith	
Payment Terms 05 _ 3 3	2000 0 Days						
nequireu riei	us			Start C.	amera		
Account Balance On Rent Total Tot	al Due Available Credit 0.00 2000.00	Prov	isional Customer Statement	Pastel Cust	omer Statement	Accept	Cancel

The 'Customers' window is now displayed, and the newly created account is highlighted at the top of the list. Simply click 'Select' to link this Customer to the Account sale.



If an order number was supplied, it can be entered to be displayed on the Tax Invoice.

The sale can now be posted to the Customer's Account by clicking 'Accept'.



The Customer's Account Name and Account Code is indicated on the Tax Invoice, as well as the fact that the sale was posted to the Customer Account.

The Customer's VAT number is also indicated on the document.

The Customer is required to sign this document in recognition that the goods were received. This copy is to be retained by the system user and included in the Cashup documents at the end of their shift.



A second copy will also be printed, which will be handed to the Customer.

11.1 Exceeding the Credit Limit

As you would remember: We have set up a credit limit of R2000.00 on the account of the Customer, Smith and Sons.

For demonstration purposes, we will now post sales to the value of an additional R1588.00 to this Customer's account.

The previous sale was R474.00. Therefore, the credit limit of R2000.00 will be exceeded since the available credit is only R1526.00.

Novtel will not prohibit the transaction from being posted but will only warn the User that the credit amount is insufficient.

Clicking 'No', the Payment Type can be changed for the Customer to settle the charges immediately, or an item can be removed to reduce the 'payment due' amount.

	NOVTEI	lamos	Select	ed Item(s) :				
		James	Qty	Code	Description	Price Incl	Remark	
		Store: 003	× 4	BLA001	Ryobi Lawnmower	1000.00		
WWW	w.novtel.com		× 4	01L001	2 Stroke Oil 500ml	240.00		
			×2	TRI002	Trimmer Line 2mm	198.00		
elect Item(s).		×2	T HIMUU3	I rimmer Head	150.00		
Code	Description	Rate Inclusive Barci						
BLA001	Rvobi Lawnmower Blade - RM1600	250.00						
BLA002	Trimtech Blade	80.00						
BLA003	Wolf Blade	50.00						
BLA004	Mirage Blade	58.00						
OIL001	2 Stroke Oil 500ml	60.00						
REF002	Refuse Bags - Roll of 100	40.00						
SPA001	Sparkplug A1	Novtel Equipment Hire			X			
SPA002	Sparkplug B1							
SPAUU3	Sparkplug U1							
TRIUUT	Trimmer Line 1.6 x 100m	Total Due Exceeds C	Credit Limit f	or Customer.				
T DIMO02	Trimmer Line 2mm x 100m	Available Credit: 15.	20.00 stipue with t	he Transactiv	nn2			
T HIMOUS	Thinke Heau	Do you wish to con	infine with i	ine mansactio				
<								
			Vec	N				
earch by :	Code 💽 Searc	h for	162		·			
			Accou	nt	•			
			Custom	er Code :				
			SMOO	10		ſ	Iverall Discount :	0 -0
			0.1000					
POS Print to	0: Screen Print	-	Custom	er Description			PAYMEN	TDUE
	JOIGHT IIR		Smith a	and Sons	Hemari	KS	1500	00
Benorte to :	Causer Brint						1088	.00
reports to .	Joceen Fink						Order Number :	
							order inditiber :	1
	Price Look	up All Stores	Shift #: 🗧	SFT0000	2			

Clicking 'Yes', the Supervisor will have to enter their password to give permission for the credit limit to be exceeded.

👂 Sales							
			Select	ed Item(s) :			
	NUVIE	James	Qty	Code	Description	Price Incl	Remark
		Store: 003	×4	BLA001	Rvobi Lawnmower	1000.00	
WWV	wnovtel.com		×4	OIL001	2 Stroke Oil 500ml	240.00	
			×2	TRI002	Trimmer Line 2mm	198.00	
			×2	TRIM003	Trimmer Head	150.00	
Select Item(s):						
Code	Description	Rate Inclusive Barci					
BLA001	Ryobi Lawnmower Blade - RM1600	250.00					
BLA002	Trimtech Blade	80.00					
BLA003	Wolf Blade	50.00					
BLA004	Mirage Blade	58.00					
OIL001	2 Stroke Oil 500ml	60.00					
REF002	Refuse Bags - Roll of 100	Novtel Equipment Hire					
SPA001	Sparkplug A1	riorter equipment rine					
SPA002	Sparkplug B1			Login			
SPA003	Sparkplug C1	Enter Password		Login			
TRI001	Trimmer Line 1.6 x 100m	###		Cancel			
TRI002	Trimmer Line 2mm x 100m			Curreer			
TRIM003	Trimmer Head	Change Bernward	_	Unlock			
		Change Password		onioon			
<							
Search by :	Code 💌	Search for :	D				
-			Paymer	ntiype:			
			Accou	nt	•		
			Custom	er Code :			
			SMOO	11 🔍		C)verall Discount : 0 📩 0
	-		Custom	er Description			PAYMENT DUE
PUS Print t	Screen Print	•	Smith	and Sons	Rema	rks 🔽	
							1588 00
Reports to :	Screen Print	-					1000.00
	,						

If the Supervisor consents, the transaction will be posted to the Customer's account, and the Customer can make an account payment afterwards to reduce or settle the account balance.

Recei	pt : IN000002			
3 E	l Zo	om 100%	*	
_				
	Garde	n Tool R	entals	
	Di	az Office Pa	ark	
	B	lock 2 Unit 2	10	
	Beacl	Boulevard	West	
	Diaz I	Beach Moss	el Bay	
	Tel	0861 66 8	3 35	
		Fax :		
	VA	T : 1234567	89	
	TA	X INVOK	CE	
X 4	BLA001 - Ry Lawnmower RM1600	obi Blade -	130.43	1000.00
X 4	OIL001 - 2 S 500ml	troke Oil	31.30	240.00
X 2	TRI002 - Trin 2mm x 100m	mer Line	25.83	198.00
X 2	TRIM003 - Tr	immer Head	19.57	150.00
Descr	iption :	Account	Customer	
Custo	mer :	Smith an	d Sons	
Acco	unt#	SM0001		
Paym	ent Type :	Account		
Order VAT I	Number : Number:	1234567	89	
	B	ayment Due		1588.00
	Davina	of Received		207.13
	raying	Change	· —	0.00
	Disco	unt (0.00%)		0.00
Staff	member :	James		
Paym	ent Date :			
Print C	late :	2020/12/	09	
Time :		10:04:18	am	
Shift	lumber :	SFT0000	2	
Recei	pt Number :	N000002		
	1	'hank You.		
		Signature		

12. Processing Account Payments

Account Payments can be processed directly from the Shop POS screen, by clicking on the 'Acc Payment' button and selecting the required Customer Master File.



- 1. The selected Customer is displayed at the top of the 'Payments' window
- 2. Select the payment type used by the Customer to make a payment
- 3. The current date will always be indicated as the 'Payment Date' but can be altered if payment was received on a different date.
- 4. The 'Payment Due' amount is indicated here
- 5. All outstanding invoices will be listed here



— Page 36

Equipment Hire POS – The Basics (V2)

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The payment amount - as received by the Customer - will be entered in the 'Payment Received' field.



12.1 Manual Allocation

Should the 'Manual Allocate' option be selected, the following will be true:

The payment amount will be displayed as 'Not Allocated' since the specific invoices against which the payment is to be allocated have not yet been selected.

ATMENTS											
				SMO	001 - Smith	and Sons					
vment Type : adit Card yment Date : 20/12/09 adit Card Nun 79431314 adit Card Typ iA	nber •e :	Ui Payment	nallocated Received Change : PAY 2	Available 0.00 2062 0.00 MENT DUE 112.00	Not Alloca	sted 5	Sort By Contract By Volume By Status By Date End By Allocation By Selected		ication Auto Allocate Exclude On Re	r Manua	I Allocate
User :	James	Shift #:	SFT000	02	Paumonte	red Note	Due	Allooption	Ingliceated	Received	Palance
INIODODD1	Volume 0	Status	2020/12/09	474.00			474.00	Allocation			A74.00
INODODO2	0		2020/12/09	1588.00	0.00	0.00	1588.00	0.00	0.00	0.00	1588.00
IN000003	0		2020/12/09	50.00	0.00	0.00	50.00	0.00	0.00	0.00	50.00
				0.00	0.00		0.00	0.00	0.00	0.00	0.00
			_	0.00	0.00		0.00	0.00	0.00	0.00	0.00
i			-	0.00	0.00		0.00	0.00	0.00	0.00	0.00
			- <u> </u>	0.00	0.00		0.00	0.00	0.00	0.00	0.00
				0.00	0.00		0.00	0.00	0.00	0.00	0.00
í				0.00	0.00		0.00	0.00	0.00	0.00	0.00
ĺ				0.00	0.00		0.00	0.00	0.00	0.00	0.00
				0.00	0.00		0.00	0.00	0.00	0.00	0.00
			TOTALS >	2112.00	0.00	0.00	2112.00	0.00	0.00	0.00	2112.00
Accept	Print to: Scre	en Print			•	<<<	Previous		Next >>>		Car

By selecting the specific invoices against which the payment is to be allocated, the payment will be allocated accordingly.

yr ed yr 120 ed	nent Type it Card nent Date)/12/09 it Card Nu	: • • mber	Ur Payment	nallocated Received Change :	SM Available 0.00 2062 0.00	Not Alloc	ated 0.00 0.00 E	iort Iy Contract Iy Volume Iy Status Iy Date End		cation Auto Allocate Exclude On Re	ເ⊂ Manua nt	il Allocate
ed 5,4	it Card Ty User:	James	Shift #:	SFT000	112.00		E	ly Allocation ly Selected	с с			
(Contract	Volume	Status	Date End	Invoice Total	Payments	Cred. Note	Due	Allocation	Jnallocatec	Received	Balance
	IN000001	0		2020/12/09	474.00	0.00	0.00	474.00	474.00	0.00	474.00	0.00
	IN000002	0		2020/12/09	1588.00	0.00	0.00	1588.00	1588.00	0.00	1588.00	0.00
	IN000003	0		2020/12/09	50.00	0.00	0.00	50.00	0.00	0.00	0.00	50.00
					0.00	0.00		0.00	0.00	0.00	0.00	0.00
					0.00	0.00		0.00	0.00	0.00	0.00	0.00
					0.00	0.00		0.00	0.00	0.00	0.00	0.00
					0.00	0.00		0.00	0.00	0.00	0.00	0.00
					0.00	0.00		0.00	0.00	0.00	0.00	0.00
					0.00	0.00		0.00	0.00	0.00	0.00	0.00
					0.00	0.00		0.00	0.00	0.00	0.00	0.00
					0.00	0.00		0.00	0.00	0.00	0.00	0.00
					0110.00	0.00	0.00	2112.00	2002.00	0.00	0000.00	

12.2 Auto Allocation

By selecting the 'Auto Allocate' option, Novtel will allocate the payment automatically.



Page 39

Page 38

Clicking 'Accept', and 'Yes' to proceed with the processing, the receipt is issued for the payment amount received.





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13. Issuing an Account Credit Note

A credit note can be issued for a specific Customer, and invoice, by clicking on the 'ACC Credit Note' button.

	NOVTOI	lomes		Select	ed Item(s) :				
WWI	w.novtel.com	Store: 003		Qty	Code	Description	Price Incl	Remark	
elect Item(s):								
Code	Description	Rate Inclusive Barco		-					
BLA001	Ryobi Lawnmower Blade - RM1600	250.00							
BLAUU2 DI A002	Lintech Blade	50.00							
BLA003	Mirane Blade	58.00							
DIL 001	2 Stroke Dil 500ml	00.00							
REF002	Refuse Bags - Roll of 100	40.00							
SPA001	Sparkplug Å1	25.00	◀						
SPA002	Sparkplug B1	45.00							
SPA003	Sparkplug C1	50.00							
TRI001	Trimmer Line 1.6 x 100m	89.00 1234							
TRI002	Trimmer Line 2mm x 100m	99.00							
TRIM003	Trimmer Head	75.00							
·				L					
earch by :	Code 🔄 Search	for :		Paymer	nt Type :			Payment	0
				Cash		•			
								Change :	0.
								Discussion in the second se	n in
							L	Jverali Discount :	• •
POS Print t	o' Course Dist	_						PAYMEN1	DUE
10011111	Screen Print					Rem	narks	0.0	^
		-						0.0	U
Paneda la i	Screen Print	▼			Ove	rtype Customer Description	n:		
Reports to :	Joordon 1 Mile								
Reports to :	Jonantina				Cas	h Customer		Order Number :	
Reports to :	Price Looku	All Stores	s	hiit #: S	FT000	h Customer 02		Order Number :	
Reports to :	Price Looku	All Stores	s	hiît#:€	Cas SFT000	02	_	Order Number :	

Clicking on the 'Select Customer' button, the 'Customers' window is displayed, and the required Customer can be searched for and selected.

edit No	Type : Cash te Date : 2020/12/	• 19 •		Select Cu	stomer		Select Invoice	Receipt Total Credit Note	
								Balance Due	
Custon	ners								
umber	Description	ID Number	Telephone	Mobile Phone	External Ref	Physical Address	Postal Addess	Email I	Refresh /
.0001	Cash Customer	123	044 695 1096	082 222222222		PO Box 111	P0 Box 111	cash@customer.com F	Themesant
0001	Internal Maintenance	4545454	0123456789	0123456789		PO Box 111	PO Box 111	F	Add New
0001	Smith and Sons	701002030405	044123456789	082123456789		44 Peter Rd	44 Peter Rd	smith@sons.co.za F	
0001	Stonebridge Kevin	6801020304056	044 688 78945	001 688 78945		25 Gordon Street	25 Gordon Street	kevin@stonebridge.c F	Edit
0001	Weber Enterprises	70001002003	044 123456785	082123456789		70 Richard Street	70 Richard Street	weber@enterprises.c F	
earch —	umber C. Desc	rintion C II) Number	C Teler	hone #	C Mobile Phone #			Select <

— Page 41

Equipment Hire POS – The Basics (V2)

Next, all invoices linked to this customer, are displayed, and the applicable invoice can be selected. In this case, Invoice 3 to the value of R50.00.

Tm #	Invoice	Invoice Date	Inv Total	CN Total	Paid	Balance	Accept
12	IN000001	2020/12/09	474.00	0.00	474.00	0.00	7
13	IN000002	2020/12/09	1588.00	0.00	1588.00	0.00	Canaal
14	IN000003	2020/12/09	50.00	0.00	0.00	50.00	Caricer

The item, or items linked to the invoice is indicated here.

🅐 POS A C C O	UNTCREDITNOTE										×
		A C C C	UNT	SM0001 -	Smith and S	ons					
			INVO	ICE-IN	000003						
Paumont Tuno		Calas		.					Invoid	e Total	50.00
Credit Note Da	L'ash 💌		a custome	•			Selecti	nvoice	Recei	ipt Total	0.00
CIEUR NOLE Da	2020/12/09	Invoice		her – IN	000003	Date - 2	0207	12/09	Credit	Note	0.00
				001 11	000000		020)	12,00	Balan	ce Due	50.00
				Re	efund Invoice i	n Total 🗌			ACCOL	unt Lustomer	0.00
	De la de			e orv	Invoice	Prev Cr N	lote	Balanc	e	Credit Note	Remaining
n PLA002	Description Wolf Blade	Lost Lode Stor	1 1AX	% UIT	Line Incl			Line Incl	1.00		Value 50.00
C BLAGOS		00.	5 13		0.00	0.00	0.00	0.00	0.00	0.00	0.00
				.00 0.00	0.00	0.00	0.00	0.00	0.00	0.00 0.00	0.00
	,		0	.00 0.00	0.00	0.00	0.00	0.00	0.00	0.00 0.00	0.00
			0	.00 0.00	0.00	0.00	0.00	0.00	0.00	0.00 0.00	0.00
	,	_ii_	0	.00 0.00	0.00	0.00	0.00	0.00	0.00	0.00 0.00	0.00
		-ii	0	.00 0.00	0.00	0.00	0.00	0.00	0.00	0.00 0.00	0.00
			0	.00 0.00	0.00	0.00	0.00	0.00	0.00	0.00 0.00	0.00
			0	.00 0.00	0.00	0.00	0.00	0.00	0.00	0.00 0.00	0.00
			0	.00 0.00	0.00	0.00	0.00	0.00	0.00	0.00 0.00	0.00
			0	.00 0.00	0.00	0.00	0.00	0.00	0.00	0.00 0.00	0.00
	- 1		Exclu	iding >>>	43.48	0.00		43.48		0.00	43.48
<<< Previou:	Page	Next Page >>>	Inch	>>> ding >>>	50.00	0.00		50.00		0.00	50.00
			Incia	ung ///	50.00	0.00		50.00		0.00	30.00
Accept	Reports to : Screen Print	-	F	POS Print to	Screen Prin	nt			-	New	Cancel

A specific item can be selected and refunded, or the entire invoice can be refunded if required.

- 1. To refund the entire invoice, the 'Refund Invoice in Total' checkbox is selected. The 'Invoice Total' and 'Credit Note' total will correspond.
- 2. Clicking 'Accept' and 'Yes', the Credit is processed without further communication to the User, and the 'Cancel' button is selected to return to the 'Sales' screen.



14. Supplier Pay-out Transactions

Items can be paid for in cash from the cash drawer and administrated from the 'Sales' window by clicking on the 'Payout' button.

Sales									×
				Selecte	ed Item(s) :				
	NOVIEL	James		Qty	Code	Description	Price Incl	Remark	1
		Store: 003		· · · ·					
WWV	w.novtel.com								
				- I					
Select Item(s	a) -								
Code	Description	Rate Inclusive Barc							
BLA001	Ryobi Lawnmower Blade - RM1600	250.00							
BLA002	Trimtech Blade	80.00	_						
BLA003	Wolf Blade	50.00							
BLA004	Mirage Blade	58.00	<u> </u>						
OIL001	2 Stroke Dil 500ml	60.00							
REF002	Refuse Bags - Roll of 100	40.00							
SPA001	Sparkplug A1	25.00	•						
SPA002	Sparkplug B1	45.00							
SPA003	Sparkplug C1	50.00							
TRI001	Trimmer Line 1.6 x 100m	89.00 1234							
TRI002	Trimmer Line 2mm x 100m	99.00							
TRIM003	Trimmer Head	75.00							
<		>							
earch by:	Code Search for			-	-				
, -		<u> </u>		Paymer	it lype :			Payment	0.0
				Cash		<u> </u>		Change :	0.00
								- Duerall Discount :	
POS Print I	to: Screen Print 🗸					Be	marks 🛛	PATMEN	ILDUE
								0 ()0
Reports to	Screen Print				Over	type Customer Descripti	on:		
					Cas	h Customer		Order Number :	
	Price Lookup	All Stores	s	hift #: S	FT000	02			
(E2) Acces	of (52) New Cashilla (54) Repúblic	Paula	400	Condition	ata 400	Paumont			Class
27 · ACCE	apt Crazinicew Cash Up (142 - Heplint)	rayour	ALL	, credit N	all ALL	raymoni			Liose

For demonstration purposes, we will select the 'Payout Items' option here to list all charges classified as 'Payout Items' on the respective Charge Master Files – which in this case, are Items purchased from a local Supermarket.

Payouts			
NOVTEI	Select Items	::	
	Code	Description	Rate Incl Barcode
	OFF001	Office Use - Milk 1L	15.00
www.novtel.com	OFF002	Office Use - Nescafe Coffee	75.00
	0FF003	Office Use - Rooibos Tea 250 Bags	30.00
Cash	OFF004	Office Use - Sugar - 2KG	35.00
	0FF005	Office Use - Toilet Paper - 18 rolls	95.00
Cash Sales Account			
Supplier (Cash)		4	
Supplier Code :			
Supplier			
	<		
<u>Account</u>		Payout Items	▲ ▼
C Supplier (Account)		Payout Items Selected Iten	ns :
	Qty	Shop Items	Price Incl

Page 44

Selecting the 'Supplier Cash' option, the specific existing Supplier can be searched for and selected from the 'Supplier Code' search option.

In this case, we have purchased items from Checkers, and this Supplier is selected.

Payouts								×
www.novtel.com	Select II Code OFF00 OFF00	ems : Description 1 Office Use - Milk 1L 2 Office Use - Nescale	Coffee		Rate Incl 15.00 75.00	Barcode	User Defined Field 1	User Defin
• <u>Cash</u>	🧌 Supplie	r List			,	×		
Cash Sales Account	Number	Description	Telephone	Fax		Refresh		
Supplier (Cash) Supplier Code :	GAM001	Checkers Game Stores	044 690 654321		_	Add New		
	GAR001	Garden Rental Supplies		_	-	Edit		
Supplier	PNP001	Pick and Pay	044 690123456	_				>
Account Supplier [Account] Payment Type : Suppler Cash Zo20/12/09							Search for :	
Cashbash :	Search	mber C Description				Select Close		
GL Account :	POS Prin Benorts	ht to: Screen Print		•			0.00	
Accept New		- Joureen Print				,		Close

The method by which the Supplier was paid, is selected here, and the date upon which the items were purchased, is also selected.

Payouts									×
	ielect Items :								
	Code	Description			Rate Incl	Barcode	User Defined	d Field 1	User Defin
www.novtel.com	OFF001 OFF002 OFF003	Office Use - M Office Use - N Office Use - B	lk 1L sscafe Coffee poibos Tea 250 Bags		15.00 75.00 30.00				
© <u>Cash</u>	OFF004 OFF005	Office Use - Su Office Use - To	igar - 2KG illet Paper - 18 rolls		35.00 95.00				
Supplier (Cash)									
Supplier Code : CHE001 <u>A</u>									
Supplier Checkers	<								>
Account	[Payout Items	•	Selected Items		•	Search by: Search for:	Code	
Supplier (Account)	Ωhi	Code	Description		Price Incl				
Payment Type :	49	0000	b b b b b b b b b b b b b b b b b b b		11001101				
Suppler Lash									
Credit Card									
Cheque									
Account									
Supplier Acc									
Cashbook :									
GL Account :	'OS Print to :	Screen Print		-			(0.00	
F	leports to :	Screen Print		-		l.			_
Accept New									Close

Equipment Hire POS – The Basics (V2)

Payouts Select Items NOVTEL Code OFF001 OFF002 OFF003 OFF004 OFF005
 Description

 1
 Office Use - Mik 1L

 20
 Office Use - Nescale Coffee

 30
 Office Use - Rooibos Tea 250 Rags

 40
 Office Use - Sugar - 2KG

 55
 Office Use - Toilet Paper - 18 rols
 User Defined Field 1 User Defini www.novtel.com Cash 0 💿 Supplier (Cash CHEOO1 🔍 Checkers Novtel Equipment Hire Search by : Code -**•** • Payout Items 2 ÷ Juantity Search for Price Incl Otv Code ment Type pplier Cas Accept Cancel 020/12/10 Cashbook POS Print to : Screen Print • 0.00 Reports to : Screen Print • New Close

The selected item and quantity are now displayed here, and the total is indicated in red.

By double clicking on an item, the quantity purchased can be set.

Payouts									×
OVTEI	Select Items								
	Code	Description		[Rate Incl	Barcode	User Define	d Field 1	User Defin
	OFF001	Office Use - Mil	k 1L		15.00				
www.novtel.com	OFF002	Office Use - Ne	scafe Coffee		75.00				
	OFF003	Office Use - Ro	oibos Tea 250 Bags		30.00				
Cash	UFFUU4	Uffice Use - Su	gar - 2Kli Jah Danasa - 10 salla		35.00				
Cash Sales Account	OFFOUS	Ollice 0.86 - 10	ilet Faper - To tuis		35.00				
Supplier (Cash)	L								
Supplier Code :									
CHE001 Q	L								
Supplier									
Checkers	<								>
		D					Search by :	Code	•
C Account		Payout Items	<u> </u>	Colociad Base			Search for :		
Supplier (Account)	Ohu	Code	Description		- Price Incl				
Payment Type :	X2	OFF001	Office Use - Milk 1L		30.00				
Supplier Cash Payment Acc									
Payment Date :									
2020/12/10 👤									
Collector I	1								
	POS Print to	Screen Print		-			-		
de Account .		1					3	0.00	
	Reports to :	Screen Print		-			1		
Accept New									Close

More items can now be selected in the same manner, and the total is automatically calculated by Novtel. When done, click 'Accept' to process the pay-out transaction.

Payouts							
	Select Item	s :					
	Code	Description		Rate Incl	Barcode	User Defined Field 1	User Def
	OFF001	Office Use -	Milk 1L	15.00			
www.novtel.com	OFF002	Office Use -	Nescafe Coffee	75.00			
-	OFF003	Office Use -	Rooibos Tea 250 Bags	30.00			
🔍 <u>Cash</u>	OFF004	Office Use -	Toilet Paper - 18 rolls	95.00			
Cash Sales Account	0.11000	01100 000		00.00			
💿 Supplier (Cash)							
Supplier Code :							
CHEOO1 Q							
Cumpling							
Checkers	<						
						0.11.01	
Account		Pavout Item	s -		A Y	Search by: Code	
		, .	Selected Item	ns :		Search for :	
Supplier [Account]	Ωtv	Code	Description	Price Incl			
Payment Type :	X2	OFF001	Office Use - Milk 1L	30.00			
Supplier Cash Payment Acc	X1	OFF004	Office Use - Sugar - 2KG	35.00			
Payment Date :	X1	OFF002	Office Use - Nescafe Coffee	75.00			
2020/12/10 🔹							
Cashbook : 0	POS Print Is						
GL Account :	FOSFIRK	Screen Prir	nt 💌			140 0	0
	Reports to :	Screen Prir	nt 💌			140.0	· ·
Assest							Class
NOCOLI							Liose

The Supplier Payment document is now produced and must be included in the 'Cashup' documents at the end of the User's shift.

Reference : 5	5000001			
ž 🗃	Zoom	100%	•	
Ga	rden T	ool Re	ntals	
	Diaz C	ffice Par	k	
	Block	2 Unit 20		
E	Beach Bo	ulevard \	Vest	
C	Diaz Beac	h Mossel	Bay	
	Tel : 086	66 88 :	35	
	F	ax :		
	VAT :1	2345678	9	
SU	PPLIE	R PAYI	NENT	
2 OFF001 Mik 1L	- Office	Use -	3.91	30.00
1 OFF004 Sugar -	- Office 2KG	Use -	4.57	35.00
1 OFF002 Nescafe	- Office Coffee	Use -	9.78	75.00
Description :	S	upplier C	ash	
Supplier	С	heckers		
Account #	С	HE001		
Payment Type	: S	upplier Ca	ash	
	Payout	Amount :		140.00
	Tax/VA	T Total :		18.26
Staff member	Ji	ames		
Payment Date				
Print Date :	2	020/12/09	9	
Time :	1	2:38:43 p	m	
Shift Number :	S	FT00002		
Supplier :	S	U000001		
	Than	k You.		

Equipment Hire POS – The Basics (V2)

Page 46

15. The User Cash-Up Procedure

At the end of the User's Shift, they 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, cheques, and bank transfers.

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 cash sales; account payments received from customers; sales posted to a customer's account; credit notes issued, and pay-out procedures performed.

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 process is started by clicking on the 'Cashup' button.



- 1. In this case, the Shift Total for James (SFT00002) is displayed as R6090.00 which includes Cash Sales, Account postings and payments, credit notes issued, and the supplier pay-out procedure performed.
- 2. This Shift Started on 8 December 2020 at 14:11pm
- 3. As the Shift is still ongoing, an end date and time has not yet been captured
- 4. At present, the Shift Status is indicated as 'Open'
- 5. To proceed with the Cash-Up procedure, the 'Money Count' button is to be selected.



- 6. The 'Shortage' Amount is currently displayed as R 4028, and this amount corresponds with the 'Shift Total Cash' amount.
- 7. The Account Total is displayed as R2062.00. This is the total for account payments received and processed during this shift.
- 8. The Shift Total is the combined total of all amounts indicated.

Money Count			
		Cash :	0.00
200.00	0.50 0	Cheque :	0.00
100.00	0.25	Credit Card :	0.00
50.00	0.20	Bank Transfer :	0.00
		Vouchers :	0.00
		Other :	0.00
		Total ·	0.00
		-	0.00
	0.01	- Float:	0.00
1.00		Physical :	0.00
		Shortage : 🧕 🤇	4028.00
		Shift Total Cash :	4028.00
Comments :		Account Total : 🛛 🧃	2062.00
		Maintenance Clear :	0.00
		Internal Maintenance :	0.00
		Other Lotal:	0.00
		Shint Fotal:	6030.00
Report Screen	1	Accept	Cancel
Lapture			
Print to :	Coreon Drint		

1. As the User now counts all the money in the cash register (which includes the cash float), he 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, which includes a R400.00 float:

- ✓ R200.00 notes x 2
- ✓ R100.00 notes x 3
- ✓ R50.00 notes x 9
- ✓ R20.00 notes x 9
- ✓ R10.00 notes x 13
- ✓ R5.00 coins x 8
- ✓ R2.00 x 6
- ✓ R1.00 x 5

Equipment Hire POS – The Basics (V2)

Novtel will automatically calculate the amount in cash, and at this stage, the 'Total' and 'Physical' amounts corresponds with the 'Cash' amount.



- 2. Entering the float amount, the Physical amount is reduced since the float amount is deducted.
- 3. The shortage amount in this case, has now been changed.

Money Count		×
$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	Cash: Cheque : Cheque : Cheque : Credit Card : Bank Transfer : Cheque : Bank Transfer : Cheque :	1517.00 0.00 0.00 0.00 0.00 1517.00 1517.00 1517.00 3 2911.00

- 4. As we have received a cheque payment of R139.00 during this shift, the amount is entered here.
- 5. The combined total for all credit card payments as manually calculated by adding up the credit card slip totals is entered here.
- 6. The total amount for payments received by means of a Bank Transfer during this shift, is entered here.
- 7. The shift is in balance since the 'Surplus' amount is indicated as zero. The 'Physical' and 'Shift Total Cash' amounts correspond.
- 8. Any applicable notes can be entered in this field and will be displayed on the Cashup report.
- 9. To print the 'Money Count Report', click on this 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.

🥬 м	oney Cou	unt					
4		Zoom 75%	•				
		,					
	Date :	2020/12	910 Bra	nch :	Masse	Bay, POS Retail	
	Operator :	Jan	165				
		c	perator	Cash Up			
	CLOSING	TOTAL :				6090.00	
		Cash				1517.00	
		- rivat				1117.00	
		Cheques				139.00	
		Credit Cards				2247.00	
		Bank Transfer				525.00	
		Other				0.00	
		Maushara				4028.00	
		vouchers					
						0.00	
		Short / Over				4028.00	
	BALANCIN	IG TOTAL :				4028.00	
		On Account	e Clearing			2062.00	
		Internal Maintenanc	e invoicing			0.00	
		Other	Č.			0.00	
	SHIFT TOT	AL :				6030.00	
		Commenta					
	. г						
		Operator Sign					
		Supervisor Sign					

Page 52

Clicking 'Accept', the 'Money Count' window is closed.

Money Cour	nt			>
			Cash :	1517.00
200.0	0 2	0.50 0	Cheque :	139.00
100.0	0 3	0.25	Credit Card :	2247.00
50.0			Bank Transfer :	525.00
20.0			Vouchers :	0.00
10.0			Other :	0.00
50			Total ·	4428.00
2.0			Flore in	400.00
1.0		0.01	- Float :	400.00
1.0			Physical :	4028.00
			Surplus :	0.00
			Shift Total Cash :	4028.00
Comments :			Account Total :	2062.00
			Maintenance Clear :	0.00
			Internal Maintenance :	0.00
			Other Total :	0.00
			Shift Total :	6090.00
Report	Screen Capture		Accept	Cancel
	Print to :	Screen Print		•

15.1 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. Clicking 'Close', the User will be logged out of Novtel.

🥬 Shift Cash Up					×
Shift Transactions :	Transaction	Туре:	•	Shift Number :	SFT00002
Туре	Time Stamp	Doc Num	Amount	User (Shift Owner) :	James
				Shift Start :	2020/12/08 10:02:11
				Shift End :	2020/12/10 1:44:53
				Shift Status :	CLOSED
				Physical Amount :	4028.00
				Surplus Amount :	0.00
				SHIF	T TOTAL
				609	0.00
Cash Un Moneu Co	unt Shift Summaru Detaik	ed Benort Dailu Ta	kings		Close

15.2 The Supervisor's Screen

James' Shift now displays the current date next to it - indicating that it was closed on this date.

Supervi: Repo	sor Shift Cashup orts Credit Note							
Vie	w Location: Al			•	Supervisor Day	re	Shift # SU	P00002
		Transactio	on			5	Shift	
ID	Customer	Table / TA	Туре	Total 🖌	Shift #	User	Total In	voice Date
					Front Desk			
					SFT00003	Louise	0.00	
					Shop			
					SFT00002	James	6090.00 2	020/12/10 💌
	Batch S	hift	Single Shif	t	Оре	n Shift	Shift Total:	6090.00
					Check Customer Integrity	Superviso Edit Shift	r Supervisor Shift Cashu	P Close
Print	to: Screen Prin	t		-				

Clicking on the Shift, all transactions performed by this User during his shift, are displayed in the left-hand side of the screen.



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.



For more information or a product demo, please contact our office.

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Page 57











