Novtel®

7 STEPS TO

Mastering the Basics

Version 3.00 | Novtel Copyright 2014

HOSPITALITY
RETAIL POINT OF SALE

Table of Contents

1   Step 1 - Company POS Setup

Novtel Hospitality Software incorporates a 3-in-1 software system:

"**Novtel Reservations**" - the main department in Novtel Hospitality where every aspect of the system is set up, and then links to the **Shop's Retail Point of the Sale** system as well as the **Restaurant and Bar's Point of Sale** system. For each department specific "**Users and Passwords**" are created, which will only give access to the part of the system pertaining to their area of work (Explained in Step 2)

The entire Company Setup is explained in the "**Hospitality Management: 13 Steps to Mastering the Basics**" manual, which can be downloaded in PDF Format. Or for more information, please register on Novtel's Forum by clicking this link: http://www.novtel.com/forum/index.php

- The settings for the "**Point of Sale**" part of the system is done in "**Setup - Company - POS**" tab, and we will only look at the "**Front Desk / Shop**" field
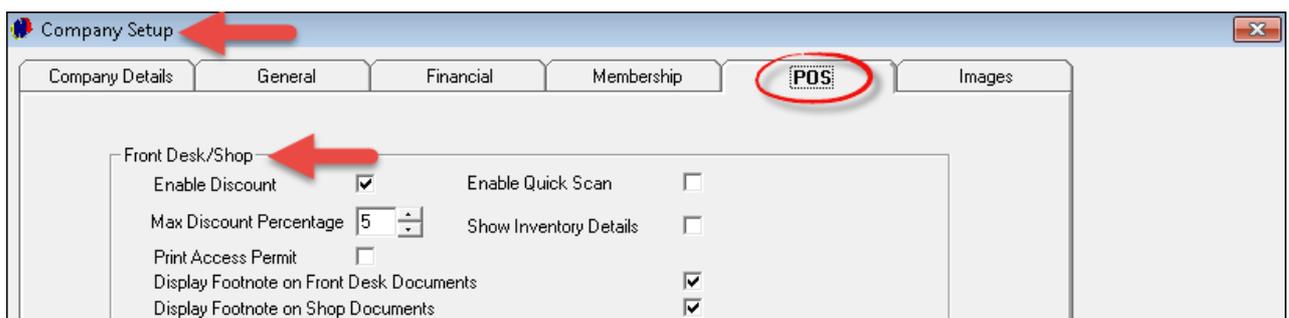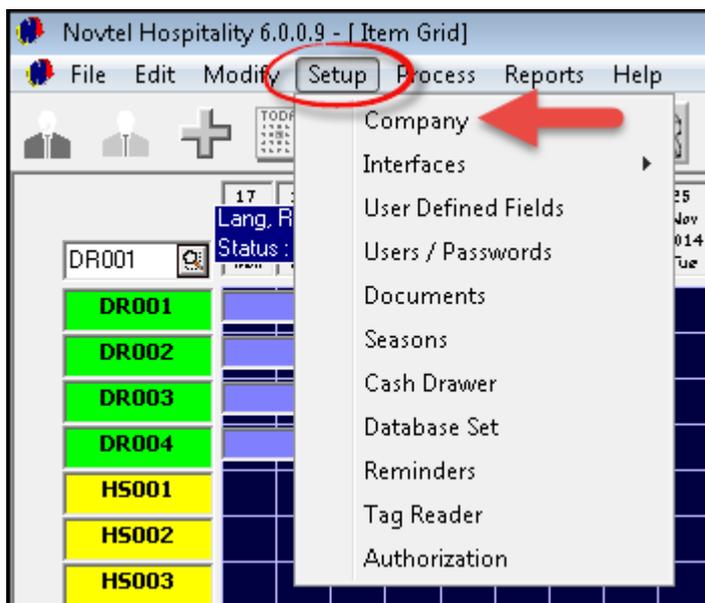
- Should any "**User**" be allowed to give discount to "**Customers**", tick the check-box to "**Enable Discount**", and then set the "**Maximum Discount Percentage**"
- Novtel Incorporates a full "**Access Control**" system that integrates with all Novtels' products. If you are making use of this system, tick the check-box to "**Print Access Permit**"
- For Bar-code scanning at POS terminals, select "**Enable Quick Scan**"
- Tick the check-box to "**Show Inventory Details**" on the slip or invoice
- In "**Setup - Documents**", special document notes can be created. Tick the check-boxes for these notes to be displayed on the "**Front Desk**" and "**Shop**"documents, and click "**Accept**" when the set up is done

2   Step 2 - Setting Up Users and Passwords

As said before, "**Users**" are created for different parts of the facility, and according to the permissions set for the "**User**", access will be restricted to the specific "**Area**". Depending on the password entered, the appropriate part of the Hospitality Software will open

- Click on "**Setup - Users / Passwords**", and then on "**Add**"
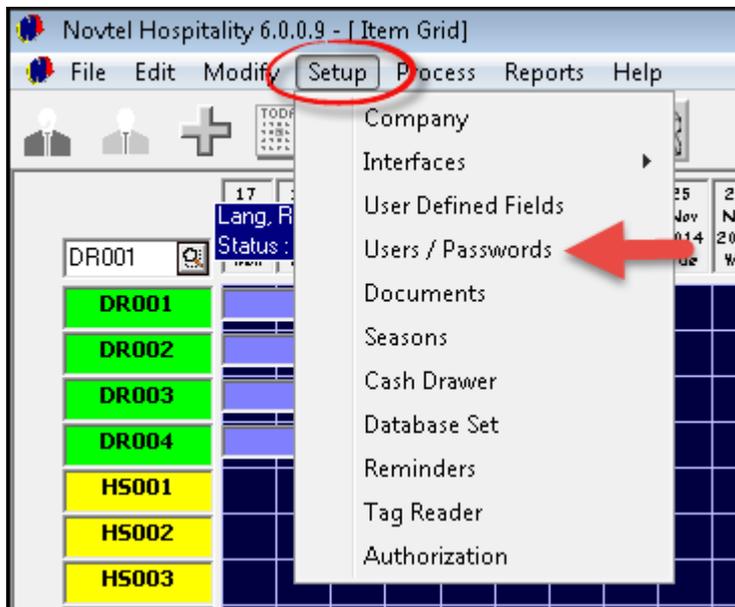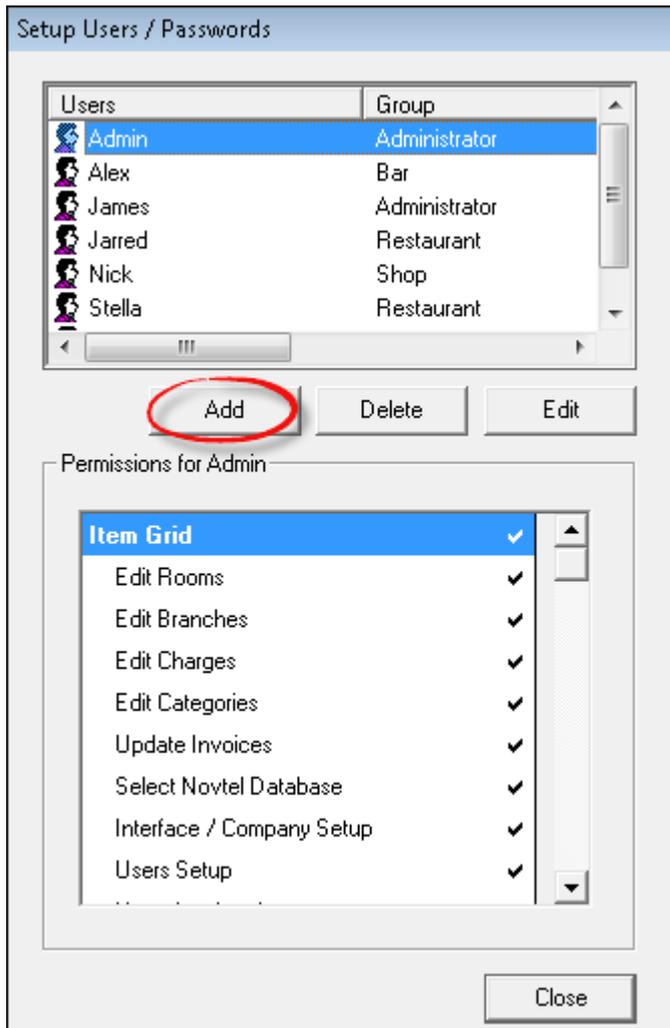
- In the "**General**" tab, enter the following:
- ➢ User Name
- ➢ Password (It is imperative that "**Passwords**" are kept secret, since each "**User**" is responsible for the "**Daily Takings**" on his or her shift, and totals must balance)
- ➢ Tag Code (Enter the unique code when Novtel's "**Access Control**" is used, and a "**Tag**" is assigned to the User for access)
- ➢ The User's First Name
- ➢ The User's Last Name
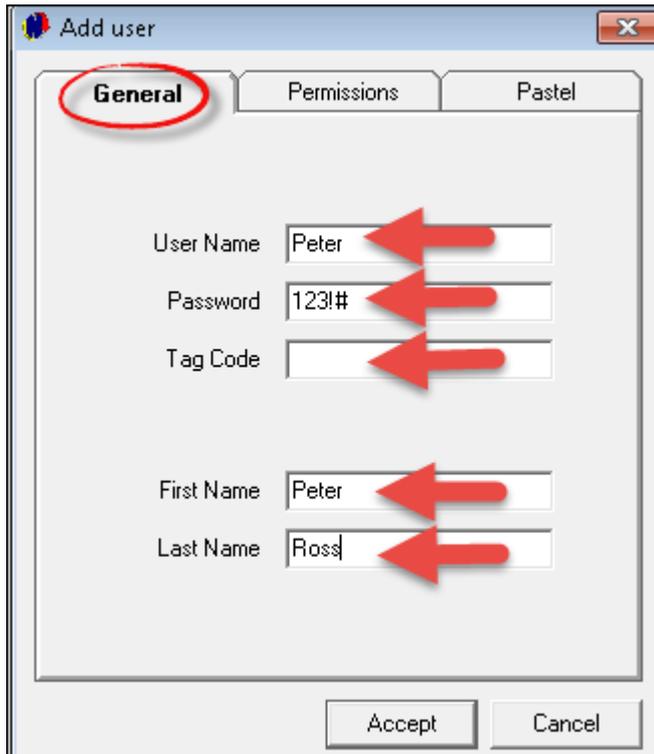
- In the '**Permissions**" tab, select "**Shop**" as the "**Permission Type**"
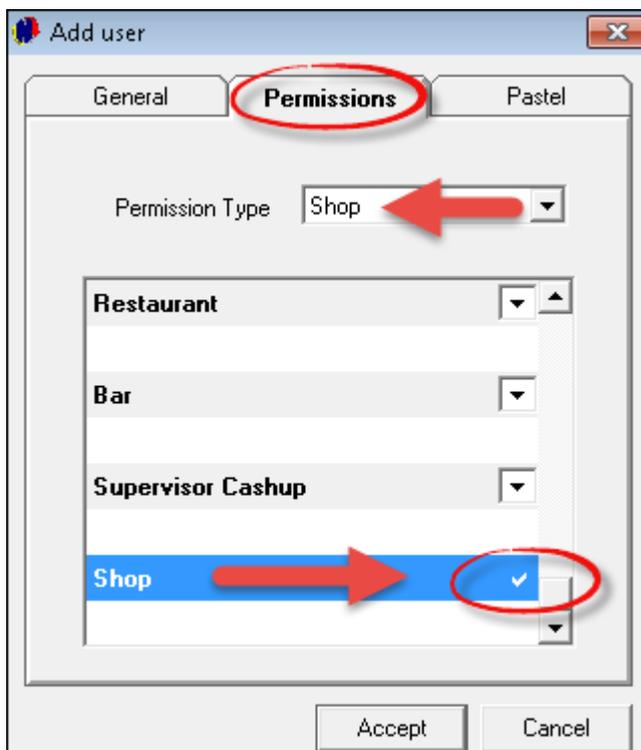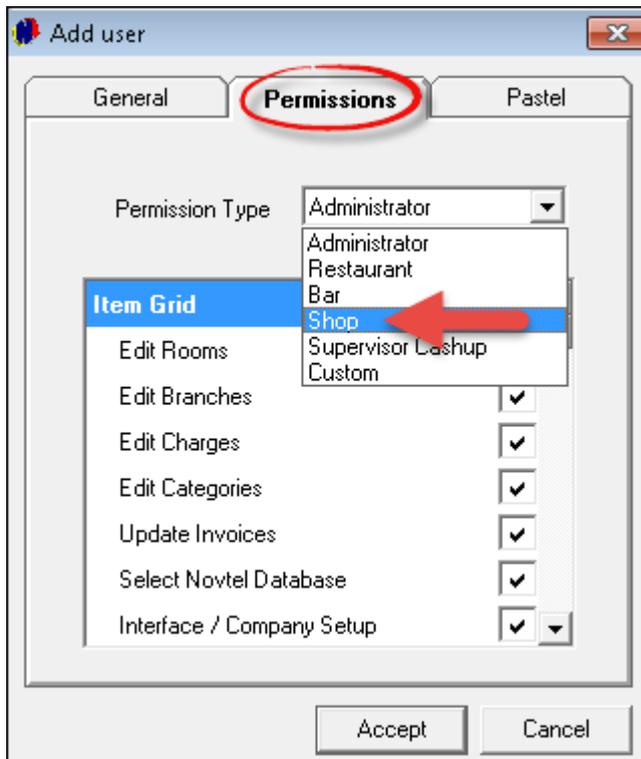
- In the "**Pastel**" tab, you are presented with the option of selecting a "**Multi-Store**" to which the charges "**report**". This must be set up in Pastel if the **'Multi-Store'** Module is installed. If not, the "**Default Store**" will be selected
- If this specific "**User**" is set up in Pastel as a "**User**", all his transactions can be linked to his "**books**" in Pastel when the data is imported. In this case, Peter do not have access to Pastel, and all his transactions will be send to James' books in Pastel - since he is the "**Administrator**"
- Tick the check-box to "**Link to the Pastel Database**", and click "**Accept**" to save this "**User**"

- When you click on Peter in the "**Users and Passwords**" screen, his "**Permissions**" will be displayed for the '**Shop**" only
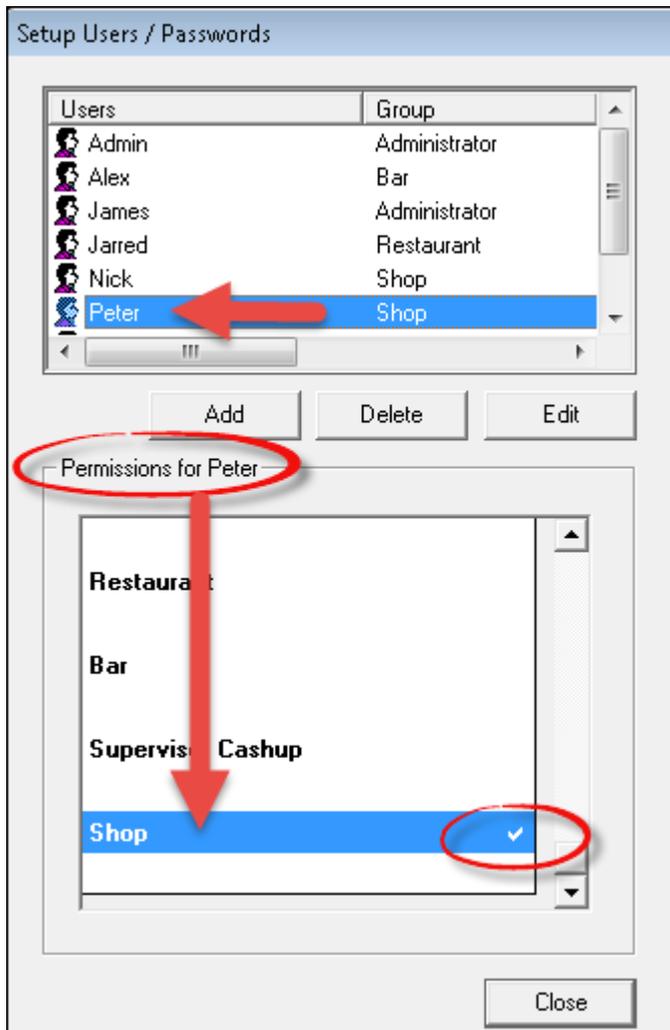
- Set up as many "**Users**" for the "**Shop**" as needed

3   Step 3 - Setting Up the Cash Drawer

Every Point of Sale workstation should have a "**Cash Drawer**" installed in order for "**Users**" to keep control of the money received during his / her shift

- Click on "**Setup - Cash Drawer**"
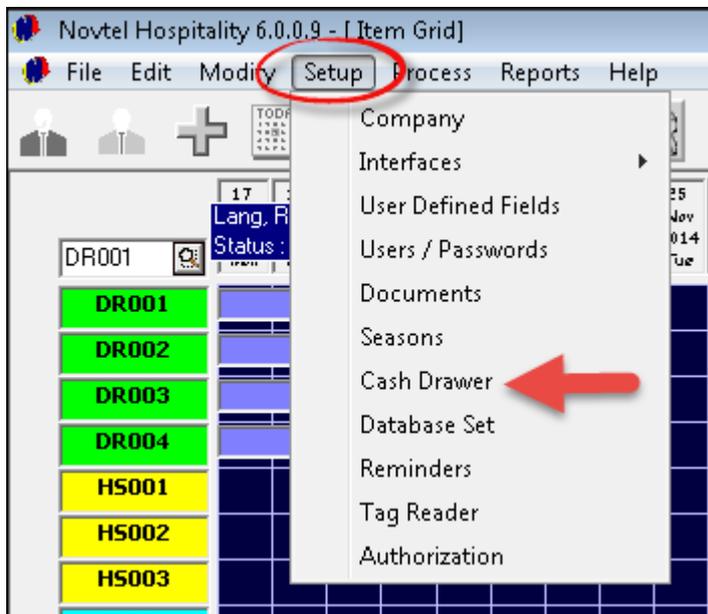
- Select the "**User**" for this workstation
- If the "**Cash Drawer**" is connected to the computer via a "**Serial Port**", the settings for the "**Serial Port**" is entered by default. Select upon which commands you want the "**Cash Drawer**" to open
- Click on "**Test Drawer**" to test the connection between the computer and the "**Cash Drawer**"
- Click "**OK**" to complete the setup
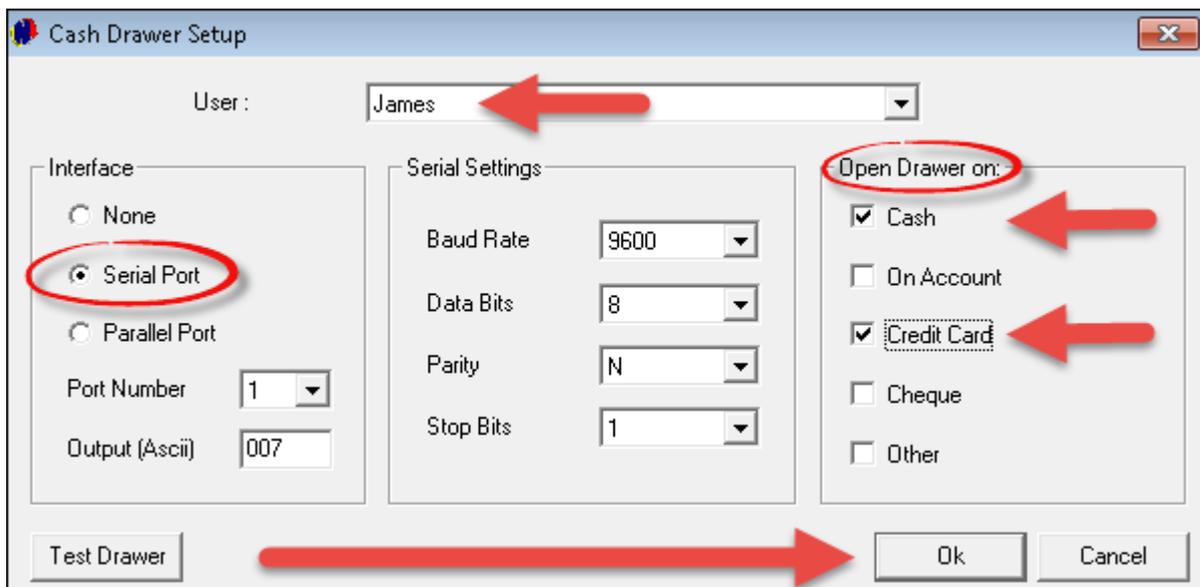
- In the event of using a "**Parallel Port**", select the option and repeat the same steps as with the "**Serial Port**"

4 Step 4 - Setting Up POS Charges

As mentioned before, the entire setup of all aspects of the system, is done in the main "**Reservations**" part of Novtel's Hospitality Software. Typically what one would find in a "**Shop**" at the facility, is all types of cold beverages; snacks; customized clothing; sun screen, etc. We need to set up the charges in a manner that when the staff in the "**Restaurant and Bar**" opens their part of the program, the '**Shop**" charges will not display there - UNLESS it is mutual charges used for both entities. Such charges will include Soft Drinks, Juices etc.

• Click on "**Edit - Charges**"

- Click "**Add New**"

1. We recommend that charges and codes are planned well on paper before attempting to create it in Novtel. For demonstration purposes we will be using the Alpha Code of "SNA" for snacks such as Chips, Chocolate Bars, Nuts etc. There are 8 existing codes under this Alpha Code, so the next one is "SNA009" as shown below.

2. The Description for this charge is "**Kit Kat Chocolate Bar**"

3. If you are using a Bar-code scanner, enter the bar-code for scanning purposes

4. Tick the check-box to "**Create Item in Pastel**" (Novtel is fully interfaced with Pastel, and by selecting this option, the charge will automatically be created in Pastel as soon as it is saved in Novtel)

5. The charge is to be displayed on invoices to "**Customers**", therefor the check-box must be selected

6. This item is neither a "**Service Item**" or "**Blocked**", and the check-boxes are to be left blank

7. In the "**General**" tab, the option to "**Allow Tax**" must be selected, as well as the Tax percentage used

8. Now enter the item's "**Cost Price Excluding Tax**"

9. The "**Charge Including**" price is the price charged to the "**Customer**"- Tax included. The system will automatically enter the "**Mark-Up Percentage**" on the selling price you have entered, as well as the "**Charge Excluding**" (Selling price excluding Tax)

10. The "**Pastel Inventory Code**" will be inserted by the system when we have imported the charge

11. Should you make use of the "**Multi-Store**" module in Pastel, the specific "**Store**" to which the item reports, can be selected here. Proceed to the "**Properties**" tab

- Select both "**POS Item**" and a "**Shop Item**" in order for the item to be displayed in the correct department of the program. Click "**Accept**" to save the charge

- This is where the item is imported into Pastel. Select "**Inventory Goods**" in the "**Inventory Group**" field, and select "**Physical Item**". Click "**Accept**" to save this charge in Novtel and Pastel

- In order to show you how the "**Pastel Inventory Code**" has been inserted in the "**General**" tab of the charge when the import was done, we will search by "**Code**" and double click on the charge to open it

- When creating charges to be used in the Shop, Restaurant and Bar - such as cold drinks and juices - tick the check-boxes as follow:

- It is not necessary to create individual charge codes for the same item - such as Coke - for each department of the facility. You will however notice that this item is linked to a "**POS Menu Category**" which is used in the Restaurant's POS system. (Explained in the "**Restaurant POS Manual**" - also available for download in PDF format; or you can register on Novtel's Forum for more information on the subject: http://www.novtel.com/forum/index.php)

- This report from the system will show you only selected charges that can be expected in a "**Shop**"

List Charges

PRINTED DATE: 18 November 2014   TIME: 11:16:08 AM

CODE	DESCRIPTION	EXTERNAL	COST	MARKUP %	SEL excl	TAX	SEL incl	GP excl	TAX %
CLO001	T-Shirt with Logo Size Small	CLO001	50.00	110.52	105.26	14.74	120.00	55.26	14.00
CLO002	T-Shirt with Logo Size Medium	CLO002	50.00	110.52	105.26	14.74	120.00	55.26	14.00
CLO003	T-Shirt with Logo Size Large	CLO003	50.00	110.52	105.26	14.74	120.00	55.26	14.00
CLO004	T-Shirt with Logo Size XL	CLO004	60.00	104.68	122.81	17.19	140.00	62.81	14.00
CLO008	Hat - Cap with Logo	CLO008	40.00	86.40	74.56	10.44	85.00	34.56	14.00
CLO009	Hat with Logo - Kids	CLO009	20.00	119.30	43.86	6.14	50.00	23.86	14.00
JUI001	Orange Juice 500ml	JUI001	3.00	251.00	10.53	1.47	12.00	7.53	14.00
JUI002	Guava Juice 500ml	JUI002	3.00	251.00	10.53	1.47	12.00	7.53	14.00
JUI003	Apple Juice 500ml	JUI003	3.00	251.00	10.53	1.47	12.00	7.53	14.00
JUI004	Mixed Fruit Juice 500ml	JUI004	3.00	251.00	10.53	1.47	12.00	7.53	14.00
SDC001	Coke 350ml	SDC001	3.00	251.00	10.53	1.47	12.00	7.53	14.00
SDC002	Sprite 350ml	SDC002	3.00	251.00	10.53	1.47	12.00	7.53	14.00
SDC003	Fanta Grape 350ml	SDC003	3.00	251.00	10.53	1.47	12.00	7.53	14.00
SDC005	Cream Soda 350ml	SDC005	3.00	251.00	10.53	1.47	12.00	7.53	14.00
SDC006	Appletizer 350ml	SDC006	5.00	163.20	13.16	1.84	15.00	8.16	14.00
SDC007	Grapetizer350ml	SDC007	5.00	163.20	13.16	1.84	15.00	8.16	14.00
SNA001	Lays Plainly Salted 30g	SNA001	2.00	119.50	4.39	0.61	5.00	2.39	14.00
SNA002	Lays BBQ Chips 30g	SNA002	2.00	119.50	4.39	0.61	5.00	2.39	14.00
SNA003	Lays Salt and Vinegar 30g	SNA003	2.00	119.50	4.39	0.61	5.00	2.39	14.00
SNA007	Tex Chocolate Bar	SNA007	3.00	163.00	7.89	1.11	9.00	4.89	14.00
SNA008	Bar One Chocolate Bar	SNA008	3.00	163.00	7.89	1.11	9.00	4.89	14.00
SNA009	Kit Kat Chocolate Bar	SNA009	2.00	251.00	7.02	0.98	8.00	5.02	14.00
SNA013	Salted Peanuts 250g	SNA013	7.00	150.57	17.54	2.46	20.00	10.54	14.00
SNA014	Peanuts and Raisins 250g	SNA014	7.00	150.57	17.54	2.46	20.00	10.54	14.00
SNA015	Mixed Nuts	SNA015	7.00	150.57	17.54	2.46	20.00	10.54	14.00
SUN001	Sunscreen Cream 50ml	SUN001	20.00	75.45	35.09	4.91	40.00	15.09	14.00
SUN002	Sunscreen Cream 100ml	SUN002	40.00	75.45	70.18	9.82	80.00	30.18	14.00
SUN003	Sunscreen Cream 200ml	SUN003	60.00	75.43	105.26	14.74	120.00	45.26	14.00

- There is no limit to the number of charges that can be created. Plan and create your charges according to your needs

5   Step 5 - Opening a Shift

Only a Supervisor can open a shift - without an open shift, no transactions can be done. The "**User**" must log out of the system in order for the Supervisor to log in

- Click on "**Supervisor Open Shift**"

- Click on the "**User**" whose shift is to be opened, and click on the arrow pointing to the right
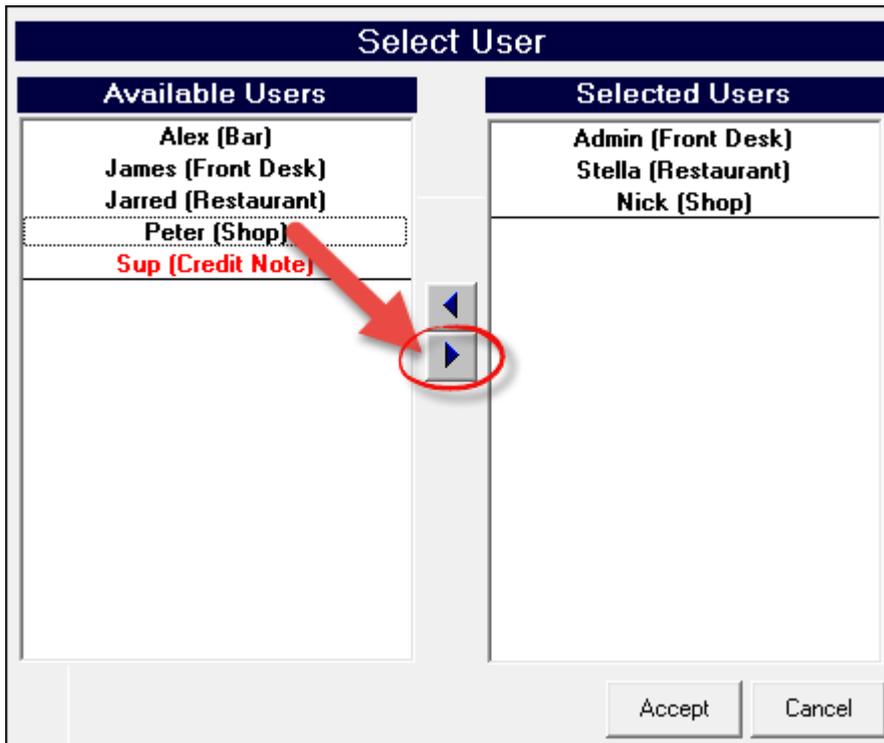
- The "**User**" will now display in the right hand block of the window. When all applicable "**Users**" have been selected, click "**Accept**"
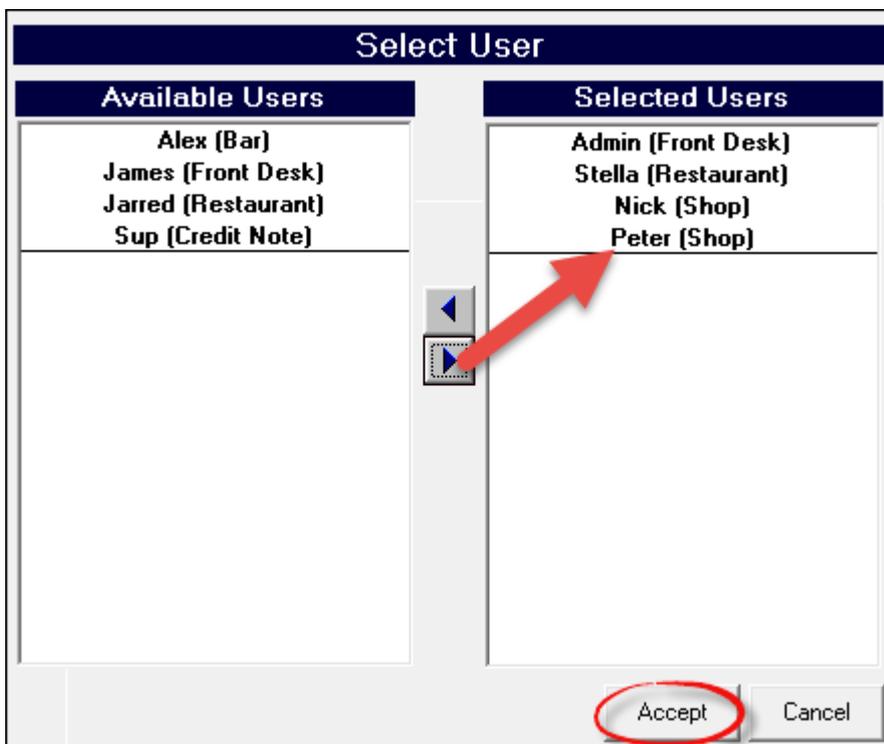
- Click "**Close**" in order for the Supervisor to log out. The "**User**" can now log in for his / her shift

6   Step 6 - Cash Sales

Stock is received in Pastel, and imported to Novtel (This is not part of this tutorial)

We will now log in as Peter - the "**User**" for the "**Shop**" created in Step 2. The system will not allow Peter to Log in if the "**Shift**" was not opened by the Supervisor
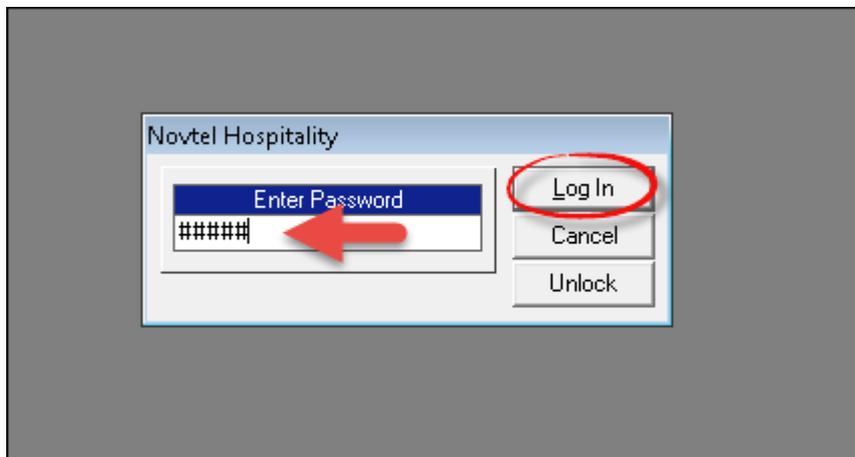
- Peter's password opens the "**POS Screen**" ONLY. He does not have access to any other part of the system
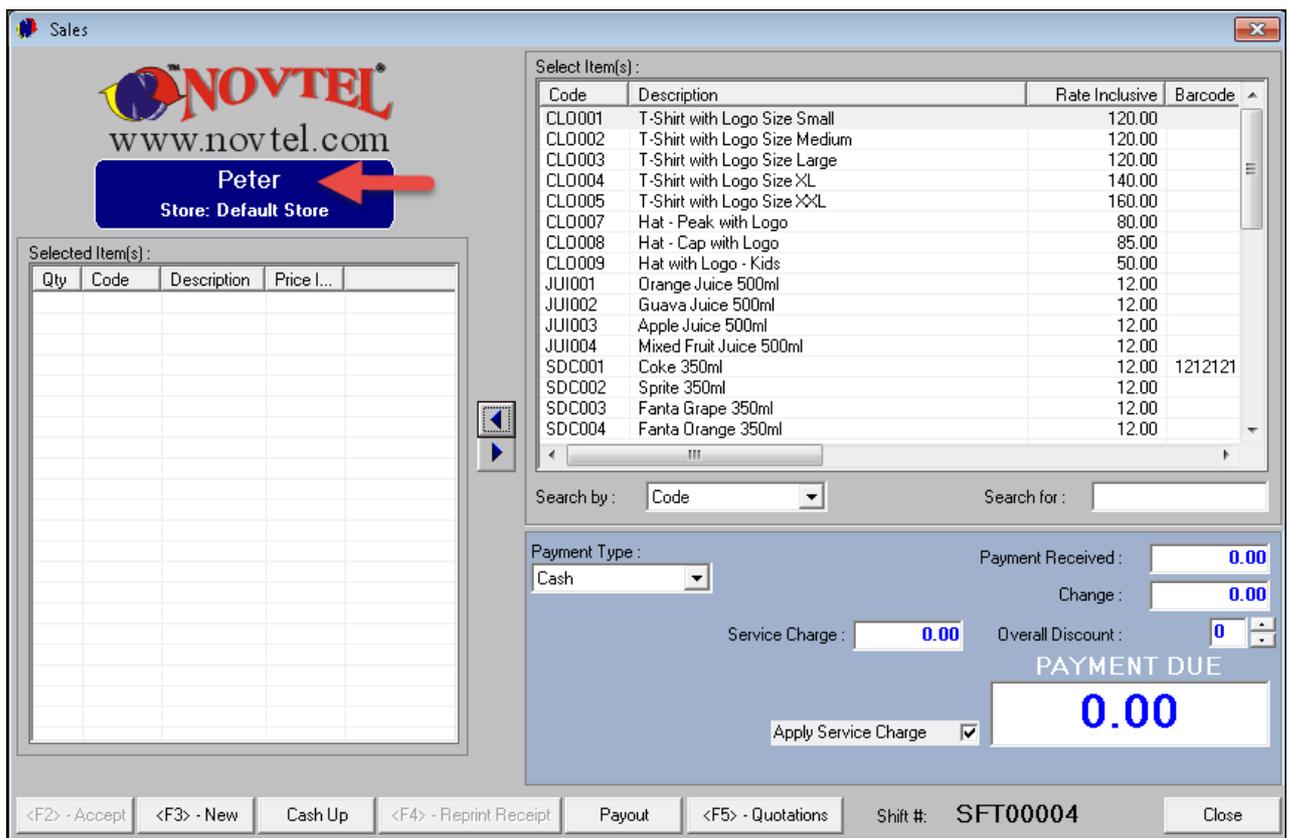
- We will now show you how to handle a sale where payment is received immediately. Click on the item being sold, and then select the arrow pointing to the left (Or scan the bar-code if you are using this option)
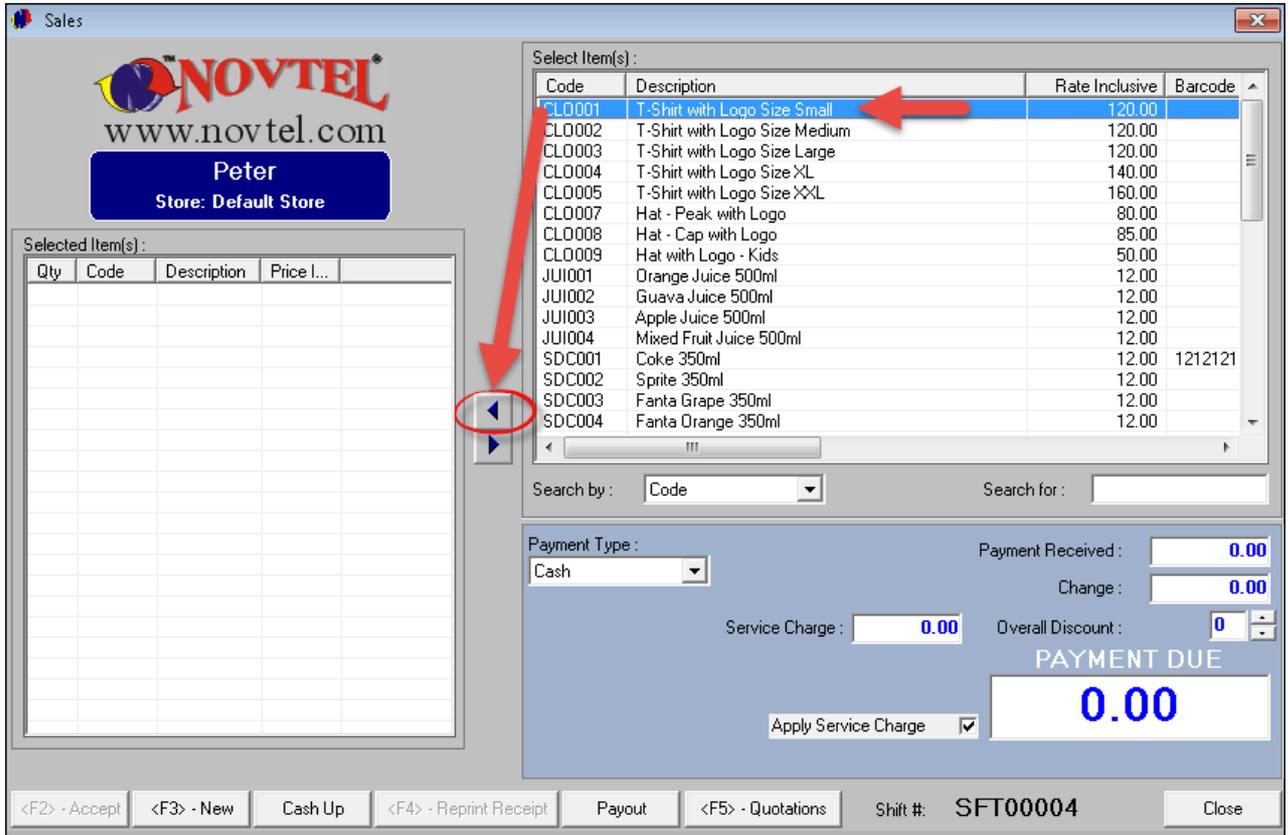
- Enter the "**Quantity**" sold, and the percentage of "**Discount**" - if any. Remember that discount will only be allowed if it has been set up in the "**Company Setup**" as explained in Step 1
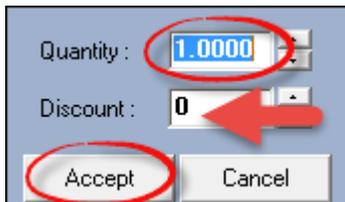
As soon as you click "**Accept**", the charge will display under "**Selected Items**". Now select other items, and follow the same steps until all has been selected

- Now the "**Customer**" changes his mind, and decides not to buy the "**Mixed Nuts**" anymore. To remove the item is very easy - simply click on the item and click on the arrow pointing to the right

1. The "**Mixed Nuts**" have been removed, and the "**Payment Due**" Amount is now R351.00.

2. For demonstration purposes, we have selected the "**Payment Type**" as "**Cash**"

3. The "**Customer**" handed Peter R400.00 - the amount is entered next to "**Payment Received**", and the "**Change**" is calculated by the system

4. We do not want to "**Apply the Service Charge**", so the option is not selected, and there is no "**Overall Discount**"

5. Click on "**Accept**" to complete the transaction

- The slip will print, and a window containing the amount for the "**Customer's**" change will pop up. Click "**OK**"
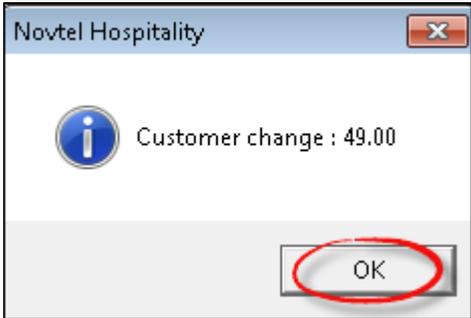
- Click on "**New**" in order to start a new transaction
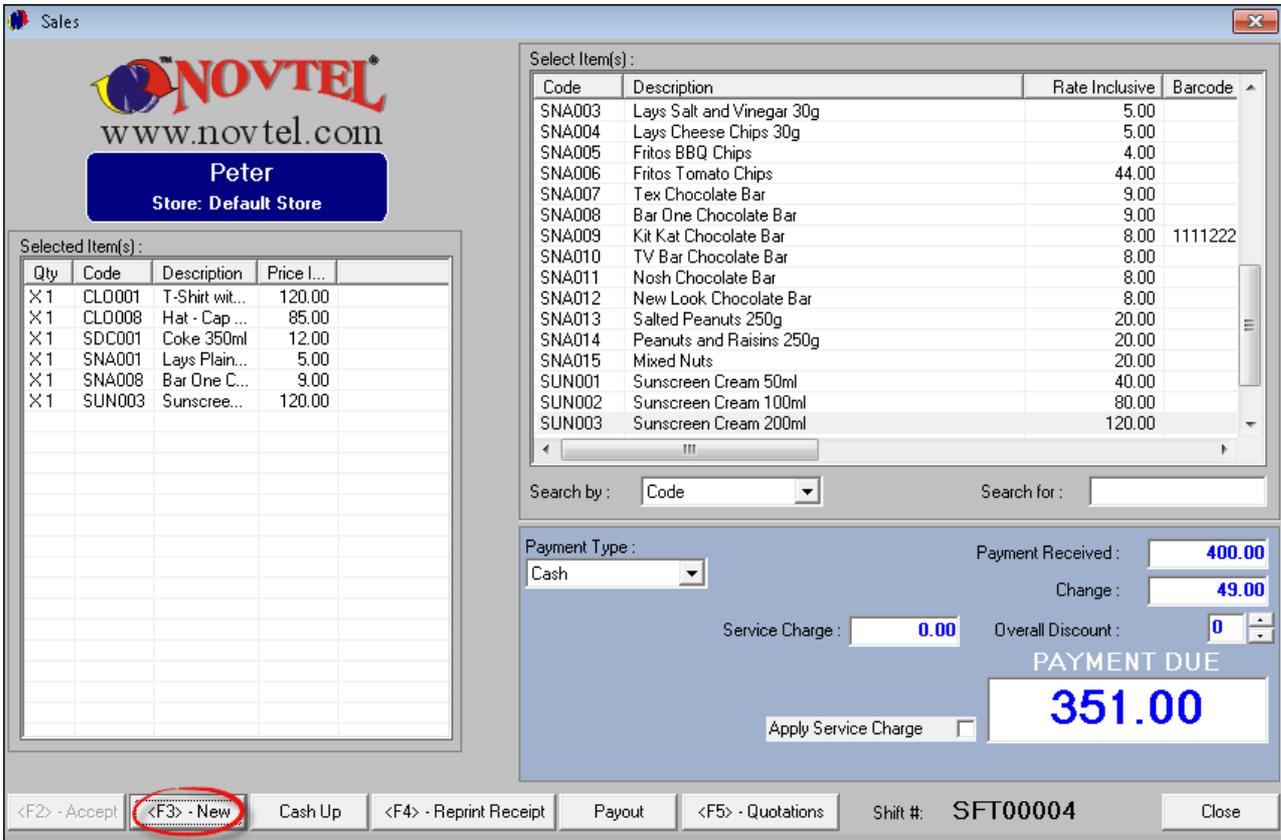
- This is now a new "**Sale**", and the "**Customer**" is making a Credit Card payment. Select this option for the "**Payment Type**"

- Enter the "**Credit Card Number**", as well as the "**Card Type**" (Visa / Master Card / American Express / Diners Club / Other)

- The "**Payment Received**" amount will automatically be inserted by the system for this "**Payment Type**"

- Again, we do not want to "**Apply the Service Charge**", so the option is not selected, and there is no "**Overall Discount**"

- Click on "**Accept**" to complete the transaction

6.1   Shop Allocations to In-House Guest

When a "**Customer**" is an "**In-House Guest**" in the Hotel or Resort, the system can manage purchases done by him or her in the "**Shop**", by adding it to his reservation as "**In-House Charges**". In order to demonstrate the effect on the "**Customer's**" reservation, we have logged into the main "**Reservations**" Screen, and opened Mr Andrews' "**Reservation Details**" screen.

In the "**Quick View**" tab, the Deposit has been paid, and the only charge reflected here, is that of the reservation for the room

- There are no transactions yet in the "**In-House**" tab
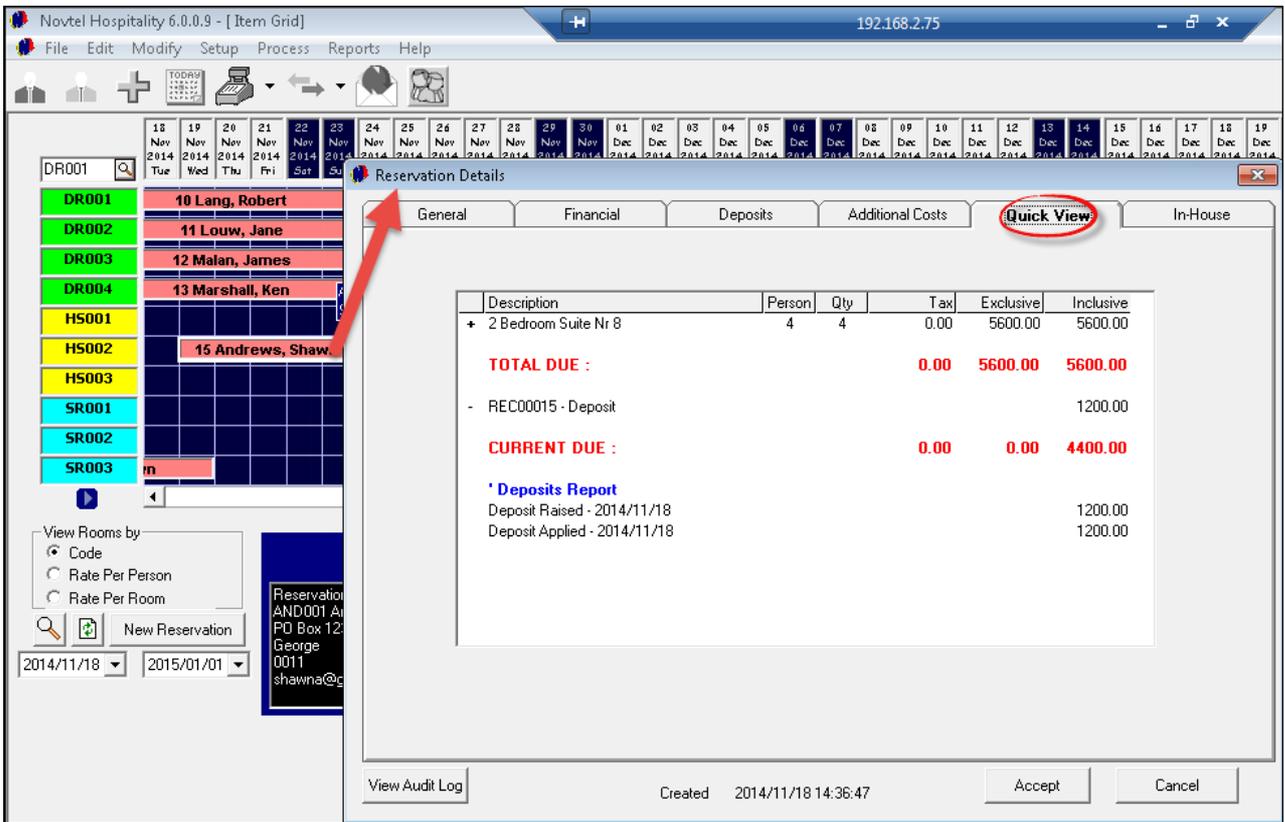
• Being Logged back into the POS System, we want to allocate the "**Shop**" charges for Mr Andrews to his "**Reservation**". The "**Payment Type**" will now be selected as "**In-House**"

- Click on the magnifying glass beneath the "**Reservation Number**"

- A window containing a "**Reservation List**" of all "**In-House**" Guests, will open. Select the applicable Guest - In this case it is Mr Andrews

- Mr Andrews' reservation number and "**Customer Details**" are inserted. No "**Discount**" has been allocated, and no "**Service Charge**" is raised
- Click "**Accept**" in order for the slip to be printed - which Mr Andrews absolutely MUST sign. The signed slips are to be paid when the guest checks out of the Hotel or Resort, and will be kept on record with all other charges accumulated during his Reservation Period

- Purely for demonstration purposes: When we now log into the main "**Reservations**" screen, and open Mr Andrew's "**Reservation Details - In-House**" tab, the charge just done in the Shop by Peter, is reflected here

- Click on the transaction, and then on "**Display**"

The "**Goods Issue Note**" will indicate what the charges was; The "**Customer's**" details, as well as the "**Payment Due**" amount for this transaction

Novtel Hospitality

Diaz Office Park

Block 1 Unit 30

Beach Boulevard West

Diaz Beach, Mossel Bay

Tel : 0861 66 88 35

Fax : 0865 1171 65

Tax : 123456789

GOODS ISSUE NOTE

1	Sunscreen Cream 100ml	9.82	80.00
4	Tex Chocolate Bar	4.42	36.00
4	Appletizer 350ml	7.37	60.00
4	Lays Salt and Vinegar 30g	2.46	20.00

Description :

Customer : AND001 - Andrews, Shawn

Room : HS002 - 2 Bedroom Suite Nr 8

Payment Type : In-House: Res # 15

Payment Due :	196.00
Tax/VAT Total :	24.07
Payment Received :	0.00
Change :	0.00
Discount(0%) :	0.00

6.2   Shop Allocations to Individual in Group

Purely for demonstration purposes, we need to show you the difference which one ticked check-box makes in the reservation of someone belonging to a "**Group**". When the option below is selected in point number 3, it means that ALL extra charges for this "**Customer**" is for his **own account**, and not allocated to the "**Group**" or "**Tour Operator**". The "**Point of Sale**" operator will not have access to this screen, but it is important to show you that the setup done in the "**Main Reservations**" screen, does have a profound effect on the rest of the "**Departments**". If the setup is not done properly, the charges cannot be allocated correctly from the Shop, Restaurant and Bar - which will result in losses.

1. Mr Robert Lang is part of the group booking of "**Jenny's Tours**"

2. You will notice that the "**Price Included**" reflects the cost for his reservation, but the "**Current Due**" amount is zero. The reason being: "**Jenny's Tours**" are liable for the accommodation bill for all bookings connected to this "**Group**" (Please register on Novtel's Forum for more information on this subject: http://www.novtel.com/forum/index.php)

3. When the check-box is ticked to "**Apply Charges to Reservation**", it means that Mr Lang is liable for all extra charges accumulated by him in the Shop, Restaurant and Bar, and it will be allocated to his own "**In-House Charges**"

Now: back to the Shop and allocating the charges to Mr Lang's own account:

- When you are sure that all items have been entered in the "**Selected Items**" window, select "**In-House**" as the "**Payment Type**" (Should you have selected the "**In-House Group**" option here, the "**Reservation Number**" screen would have been blank, since these charges are NOT for the "**Jenny's Tours**" account - hence the ticked check-box on the previous page)

- Click on the magnifying glass in order to search for Mr Lang's reservation. (All reservations with the "**In-House**" status will be reflected here)

- Get the slip signed by Mr Lang in acknowledgment that he still needs to pay for the goods

- When we have a look at Mr Lang's **"Reservation Details - In-House"** Tab, the transaction has been recorded as an **"In-House Purchase"**

- By right-clicking on Mr Lang's account and selecting "**Documents - Invoice**", you will see that the invoice is directed at Mr Lang, and not "**Jenny's Tours**"

19 November 2014

TAX INVOICE

TEL : 0861 66 88 35
FAX : 0865 1171 65
TAX REG NO. 123456789

NOVTEL HOSPITALITY
DIAZ OFFICE PARK
BLOCK 1 UNIT 30
BEACH BOULEVARD WEST
DIAZ BEACH, MOSSEL BAY

Lang, Robert (Account holder)

PO Box 999
Port Elizabeth
0009

BOOKING NUMBER : 10
Date In : 2014/11/17
Date Out : 2014/11/23
ORDER # :

(Guest) **Lang, Robert**

Room/Itm	Description	Days	Person/Q	Tax	Incl Price
POS001	POS Charge		3	25.05	204.00
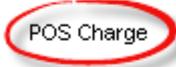
	Total Tax	25.05
	Total Excl Tax	178.95
	Total Incl Tax	204.00

As said before, Peter will only have access to the Point of Sale system used in the shop. He will not be able to check that the information was correctly sent to the reservation as we are doing now. It is done purely for demonstration purposes in order for you to see how effective Novtel's Software operates when the setup is done properly

6.3   Shop Allocations to the Group

As previously stated, one setting can make ALL the difference in how the allocation of extra charges are handled by the system. Let's use Mr Marshall's reservation as example - also part of the "**Group**":

- None of the check-boxes are selected to "**Apply Charges and Tariff to the Reservation**" - which means that "**Jenny's Tours**" are responsible for all accumulated charges from the Shop, Restaurant and Bar by this individual

- Mr Marshall went to the Shop and selected some snacks and cold drinks, and tells Peter that it is to be charged to **Jenny's Tours'** account. The "**Payment Type**" will now be "**In-House Group**"
- Click on the magnifying glass to search for the "**Group Number**"
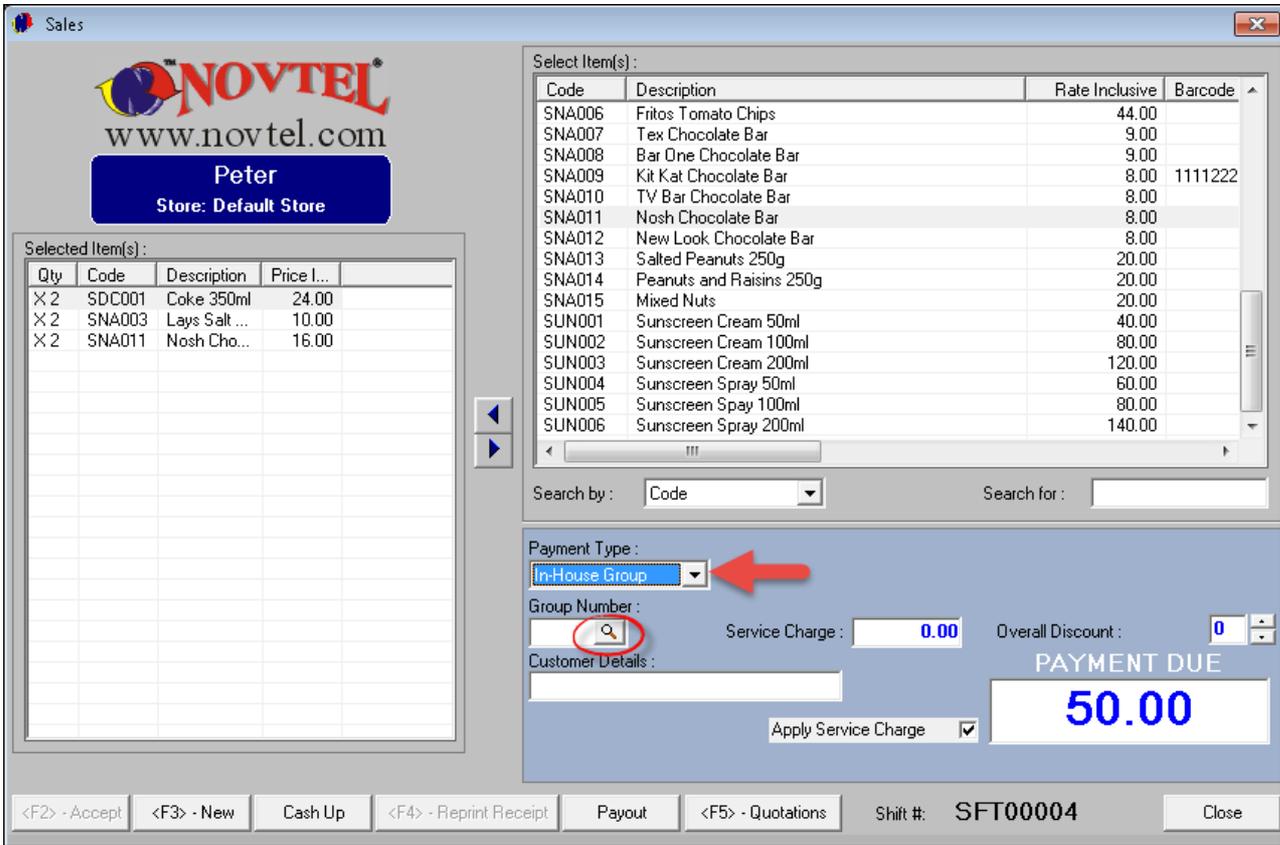
- "**Jenny's Tours**" are the only "**In-House Group**" in the facility at the moment
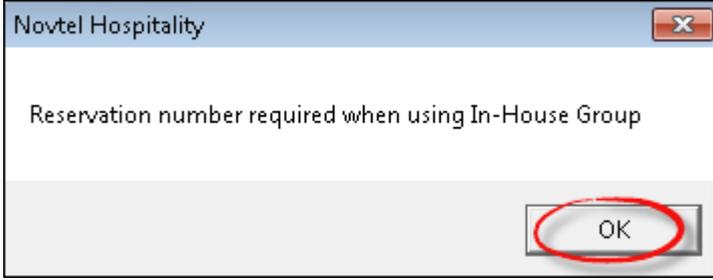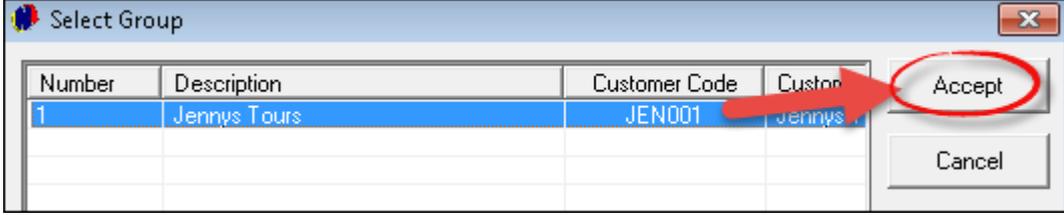
- Now click on the magnifying glass in order to select the "**Customer**" within the "**Group**" who is charging these items to "**Jenny's Tours**"

- When all information is entered correctly, click "**Accept**". Once again, the "**Customer**" MUST sign the slip in acknowledgment of receiving the goods, and that it can be kept on record with other charges still to be paid by "**Jenny's Tours**"

- When viewing Mr Marshall's "**Reservation Details - In-House**" tab, there is no transaction allocated to his account
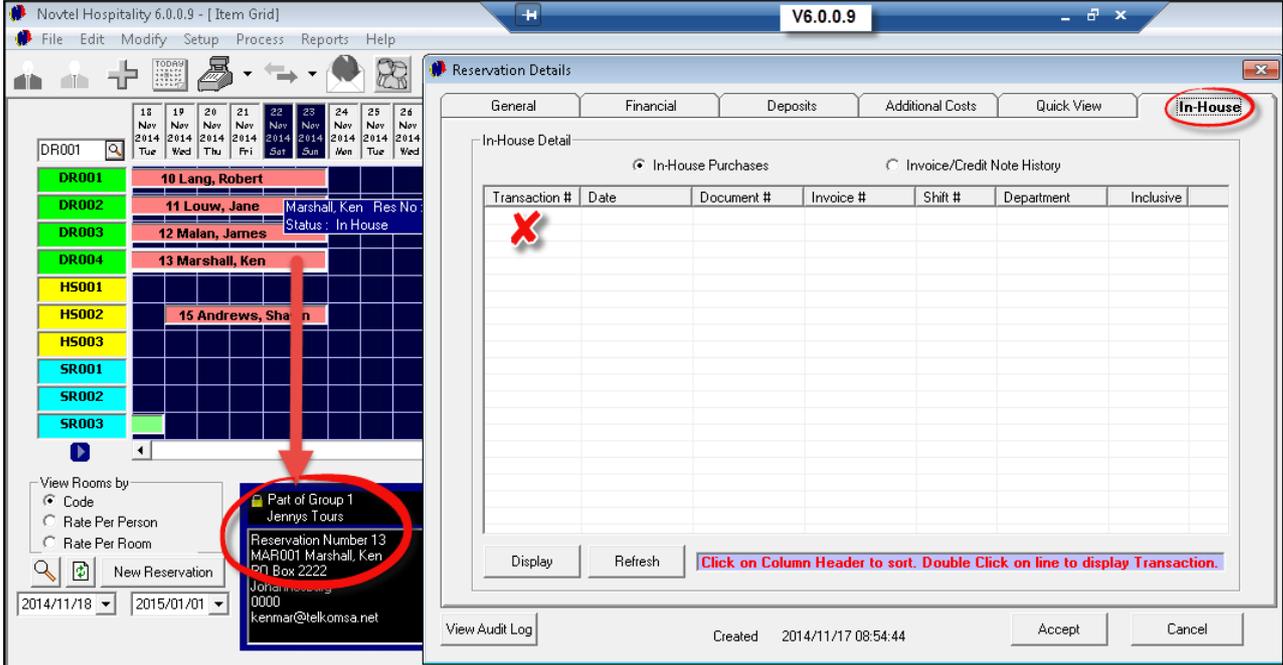
- In order to see the charges allocated to "**Jenny's Tours**", right-click on any booking on the Grid linked to the "**Group**", and select "**Group - View Group Details**"
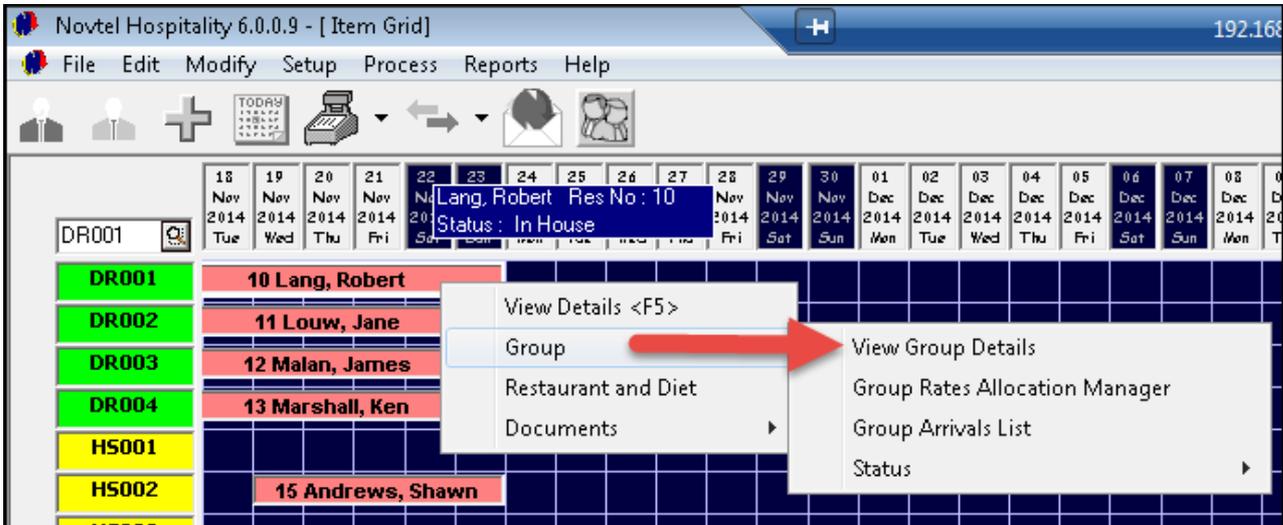
- In the "**In-House**" tab, all "**Shop**" charges are recorded. Click on the "**Transaction**" we have done for Mr Marshall, and then on "**Display**"

Novtel Hospitality

Diaz Office Park

Block 1 Unit 30

Beach Boulevard West

Diaz Beach, Mossel Bay

Tel : 0861 66 88 35

Fax : 0865 1171 65

Tax : 123456789

GOODS ISSUE NOTE

2	Lays Salt and Vinegar 30g	1.23	10.00
2	Nosh Chocolate Bar	1.96	16.00
2	Coke 350ml	2.95	24.00

Description :

Customer : MAR001 - Marshall, Ken

Room : DR004 - Double Room Nr 6

Payment Type : Group # 1 Res # 13

Payment Due : 50.00

Tax/VAT Total : 6.14

Payment Received : 0.00

Change : 0.00

Discount(0%) 0.00

Staff member : Peter

Payment Date : 2014/11/19

Print Date : 2014/11/19

7   Step 7 - Cash-Up Procedure

- After each shift, a "**Cash-Up**" is to be done

- Select "**All Transactions**" - see how all Peter's shift transactions are displayed in the window, and the "**Shift Total**" amounts to R1200.00
- Click on "**Money Count**"

1. Enter the number of notes and coins counted next to each corresponding value. The system will automatically calculate the cash amount
2. Calculate all Credit Card Receipts and enter the combined total in the field provided
3. Enter the "**Float**" amount in the field provided - it will be deducted from the total cash count
4. The totals for "**In-House**" charges and "**Group**" charges are inserted automatically
5. In order to print a "**Operator Cash-Up**" click on "**Report**"

Operator Cash Up

CLOSING TOTAL :	**1200.00**
Cash	751.00
- Float	400.00
	351.00
Cheques	0.00
Credit Cards	103.00
Bank Transfer	0.00
Other	0.00
	454.00
Vouchers	
	0.00
	454.00
Short / Over	0.00
BALANCING TOTAL :	**454.00**
On Account	0.00
In House	596.00
Group	150.00
Other	0.00
SHIFT TOTAL :	**1200.00**

- Close the "**Report**", and click on "**Accept**"

There are three report types to be viewed:

➢ **Shift Summary Report**

Shift Pre-Import Summary - Supervisor

Cashier : Peter - Shift : SFT00004

Shift Start : 2014/11/18 12:01:06 PM - Shift End : 2014/11/19

Time and date report was printed : 2014/11/19 04:25:32 PM

+ Account Payments	0.00
+ Reservation Payments	0.00
+ Deposits (Paid)	0.00
+ Unallocated Funds	0.00
- Refundable Charge Refund	0.00
- Negative Receipts	0.00
- Reservation Refund Cash	0.00
- Reservation Refund Bank	0.00
+ Deposit Forfeit Invoice	0.00
+ Reservation Invoice	0.00
- Reservation Credit Note	0.00
+ Group Invoice	0.00
- Group Credit Note	0.00
+ Cash Invoice	454.00
- Cash Credit Note	0.00
- Cash Supplier Payments	0.00
+ Account Invoice	0.00
- Account Credit Note	0.00
+ In-House Invoice	596.00
- In-House Credit Note	0.00
+ Group In-House Invoice	150.00
- Group In-House Credit Note	0.00
+ Refundable Charge Invoice	0.00
Total :	**1200.00**

➢ **Shift Summary Report**

➤ **Detailed Shift Report**

Detailed Shift Summary – Supervisor:

Cashier: Peter - Shift #:SFT00004

Shift Start 2014/11/18 12:01:06 PM - Shift End 2014/11/19

Time and date report was printed: 2014/11/19 04:26:55 PM

Cash Invoices and Credit Notes

TRANS #	CODE	DESCRIPTION	QTY	RATE
38 (REC00013)				
	CLO001	T-Shirt with Logo Size Small	1	120.00
	CLO008	Hat - Cap with Logo	1	85.00
	SDC001	Coke 350ml	1	12.00
	SNA001	Lays Plainly Salted 30g	1	5.00
	SNA008	Bar One Chocolate Bar	1	9.00
	SUN003	Sunscreen Cream 200ml	1	120.00
		TRANSACTION TOTAL:	**6**	**351.00**
39 (REC00014)				
	SDC002	Sprite 350ml	3	36.00
	SDC006	Appletizer 350ml	1	15.00
	SNA003	Lays Salt and Vinegar 30g	4	20.00
	SNA010	TV Bar Chocolate Bar	2	16.00
	SNA011	Nosh Chocolate Bar	1	8.00
	SNA012	New Look Chocolate Bar	1	8.00
		TRANSACTION TOTAL:	**12**	**103.00**
		SHIFT TOTAL:		**454.00**

Part of the Detailed Report

In-House Sales

TRANS #	DOC NO	ROOM	CUSTOMER	AMOUNT
43	GIN00005	SR003	AND001 - Andrews, Shawn	196.00
56	GIN00006	HS002	AND001 - Andrews, Shawn	196.00
57	GIN00007	DR001	LAN001 - Lang, Robert	204.00
				596.00

In-House Sales Group

TRANS #	DOC NO	GROUP	CUSTOMER	AMOUNT
58	GIN00008	1	JEN001 - Jennys Tours	50.00
59	GIN00009	1	JEN001 - Jennys Tours	52.00
60	GIN00010	1	JEN001 - Jennys Tours	48.00
				150.00

➢ **Daily Takings**

Daily Takings Payment Summary

Cashier: Peter - Shift #:SFT00004

Shift Start 2014/11/18 12:01:06 PM - Shift End 2014/11/19

CASH

#	DOCUMENT #	TYPE	AMOUNT
38	REC00013	Sales	351.00
		Total :	351.00

CREDIT CARD

#	DOCUMENT #	TYPE	PAYMENT DETAILS	AMOUNT
39	REC00014	Sales	123456789 VISA	103.00
			Total :	103.00

• Notice that the "**Shift Status**" is still "**Open**"

• As soon as "**Cash-Up**" is selected, the "**Shift Status**" changes to "**Closed**"

- When you click on "**Close**", the POS User is logged out
- In order to complete the "**Cash-Up**", the Supervisor must log in with his password. Click on Peter, and select "**Supervisor Cash-Up**"

- Click "**Yes**" to continue the "**Cash-Up**". The data is sent to Pastel

This concludes the Hospitality Retail Point of Sale Tutorial. For more information, please register on Novtel's Forum: http://www.novtel.com/forum/index.php

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NOVTEL GROUP

Company Reg. CK1996/055394/23
VAT Number: 4360161451

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WWW.NOVTEL.COM

South Africa Tel: 0861 668 835
International Tel: +27 (0)44 695 4886
Fax: +27 (0)44 695 4883
E-mail: sales@novtel.com

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NOVTEL HEAD OFFICE

Diaz Office Park
Block 1 Unit 30
Diaz Beach
Mossel Bay
South Africa

PO Box 916
Hartenbos
6520
South Africa

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- Hospitality*
- Contract Management
- Toilet Hire*
- Service Business Rental
- Point of Sale: Retail*
- Point of Sale: Restaurant*
- Workshop Management*
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