



Novtel[®]

Hospitality Management

Retail POS





Hospitality Management - Retail POS

The Basics of the Retail POS System

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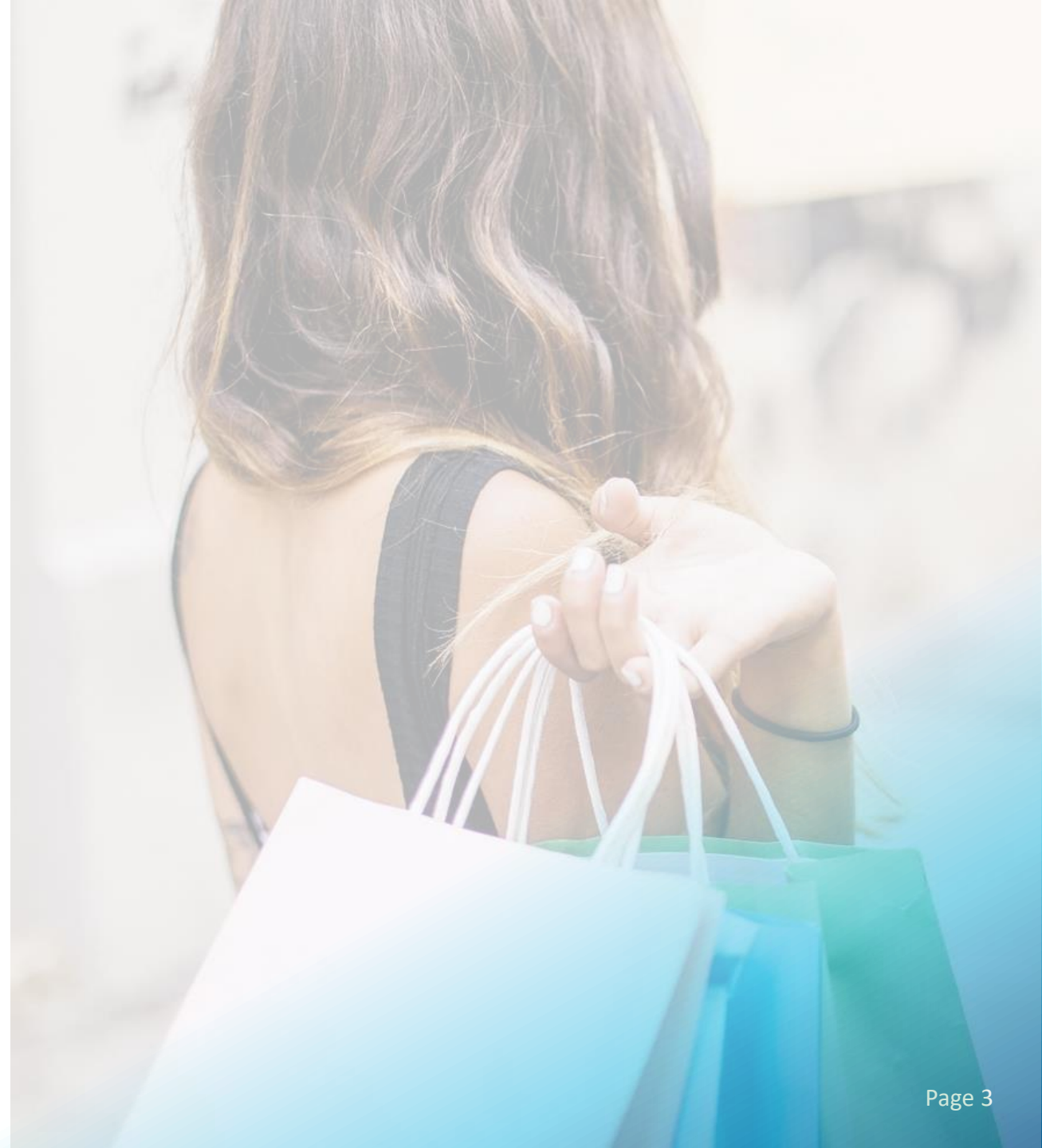
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Hospitality Management - Retail POS

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Introduction



Introduction

Novtel Hospitality is a comprehensive solution for the entire facility to manage:

- ✓ Reservations for Accommodation.
- ✓ Quotations to be issued for accommodation; venue hire; catering; activities, etc.
- ✓ Sales performed from Reception.
- ✓ A touch screen-based Restaurant POS system which can manage either a single restaurant, or multiple restaurants – each with an individual set of menu categories; charges and selling prices.
- ✓ An Event system by which tickets can be sold for activities, concerts etc.
- ✓ And a dedicated Retail POS System which can manage sales from the Shop, and for which a barcode scanner can be used.



Introduction

The details set up from the '**Setup – Company**' screen, will be relevant to all departments and areas at your facility, and includes the following:

- ✓ The company details to be displayed on ALL system generated documents.
- ✓ The default 3rd party interface setting can be set to Sage Pastel or Evolution – according to the financial package your company uses.
Should the default option be deactivated or changed by a User to anything different than set up, all Users will be warned upon login to rectify the discrepancy.
- ✓ The default tax percentage – applicable throughout the system – can be set, and the Company's tax number entered to be displayed on all documents.
- ✓ A default 'Cash Customer' account is set up and selected when processing cash sales throughout the system.
- ✓ The activation of the option to use a fingerprint scanner for Users to log into Novtel rather than entering a password.

From the '**Setup – Documents**' menu option, notes can be set up for display on the documents printed from the Retail POS system.

- ✓ The layout of these documents can also be set up according to your company's preferences.

If set up, an **Agent and Cost code** can be forced for all sales performed from the Retail POS system.

- ✓ Agent and Cost Codes are set up in the Financial System and is imported to Novtel.



Introduction

From the Retail POS System, items classified as 'Shop Items' can be sold.

Quotations for POS Items can be issued.

Takeaways can be administered for which a sequential number is issued as takeaways are ordered.

System generated Vouchers can be sold from this system.

Valid system generated Vouchers can be redeemed against a transaction.

Account Payments can be administered from this System.





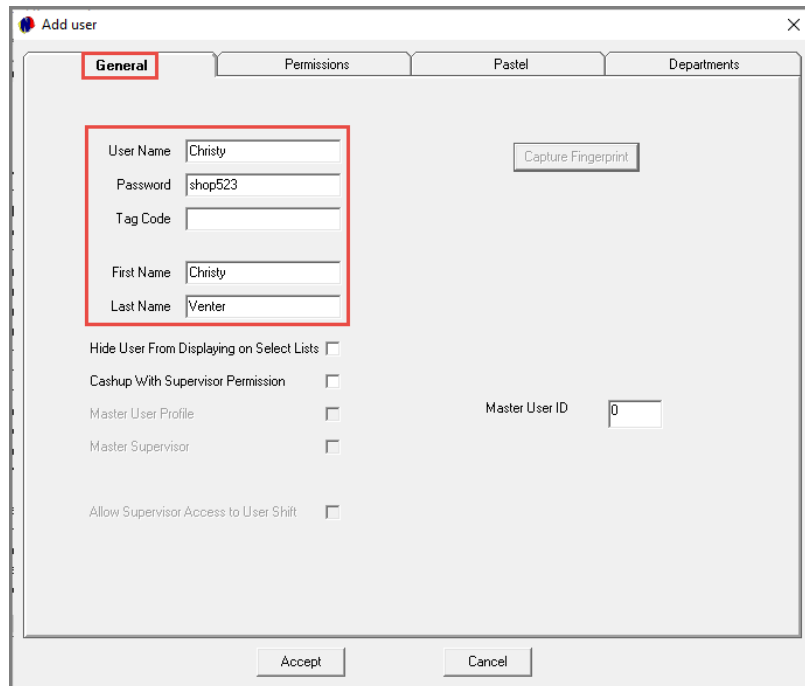
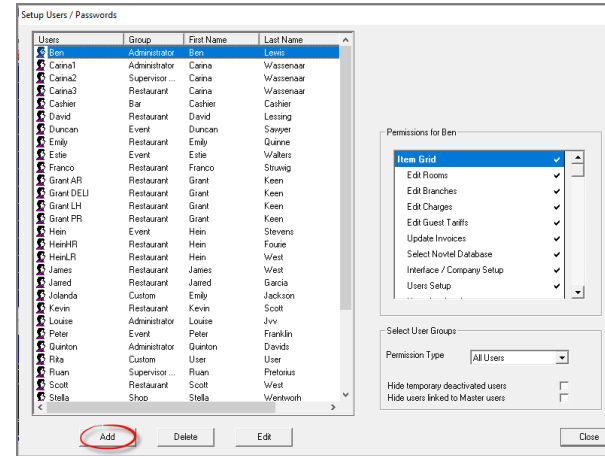
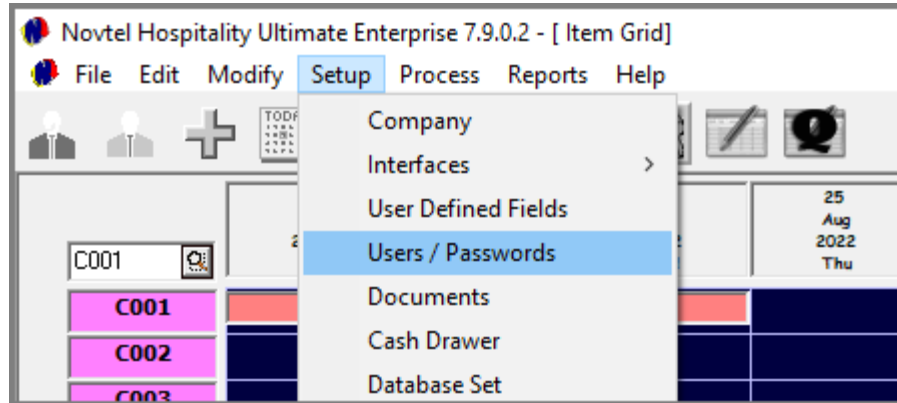
Hospitality Management - Retail POS

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Setting up Users and Passwords



Setting Up Users and Passwords



The General Tab

When adding Users to the system from the 'Setup – Users/Passwords' menu, the Username; Password; First and Last Name is mandatory to be entered in the 'General' tab – regardless of creating an Administrator; Supervisor or Shop User.

Please note that fingerprints can be captured in order for Users to log into Novtel using a fingerprint scanner. If the option is not set up, the 'Capture Fingerprint' button is deactivated on all User Master Files.



Setting Up Users and Passwords

Add user

General | Permissions | **Pastel** | Departments

Shop Multi-Store
001 | Default Store

Restaurant Multi-Store
001 | Default Store

Bar Multi-Store
001 | Default Store

Service Multi-Store
001 | Default Store

Import Customer Documents to Pastel User
00 - Louise

Import Supplier Documents to Pastel User
00 - Louise

Link to Pastel Database

Daily Takings Control Account (Balance Sheet Account)
8100/000 | Clear

POS Cash Control

Sales/Agent Code 010 | Clear | Christy

Accept | Cancel

The Pastel / Evolution Tab

Depending on Novtel being integrated with Sage Pastel Partner or Xpress, OR Sage Evolution, the 3rd tab will be displayed as either 'Pastel' or 'Evolution'.

When your system is not activated for the use of 'Multi-Stores / Warehouses', the 'Default Store' is applicable for all Users, as the 'Service; Restaurant; Bar; and Shop Multi-Stores'.

However: If Multi Stores / Warehouses are set up in your system, the relevant option is selected for each one individually.

Select the specific User in Pastel or Evolution to whom this User's documents must be imported.

Always tick the option to 'Link to Pastel Database' for both Administrators and Supervisors.

If a CUSTOM account is required, select the 'Daily Takings Control Account' in Pastel to which this User's transactions are to be imported. This account may be:

- ✓ A global account used for all Users in the system;
- ✓ OR a separate account can be created for every User or Department in the system, and selected here.

A dedicated Sales Agent Code can be linked per User Master File, and when the User performs a transaction in Novtel, not only will their Username be linked to the transaction, but also their Agent Code.



Setting Up Users and Passwords

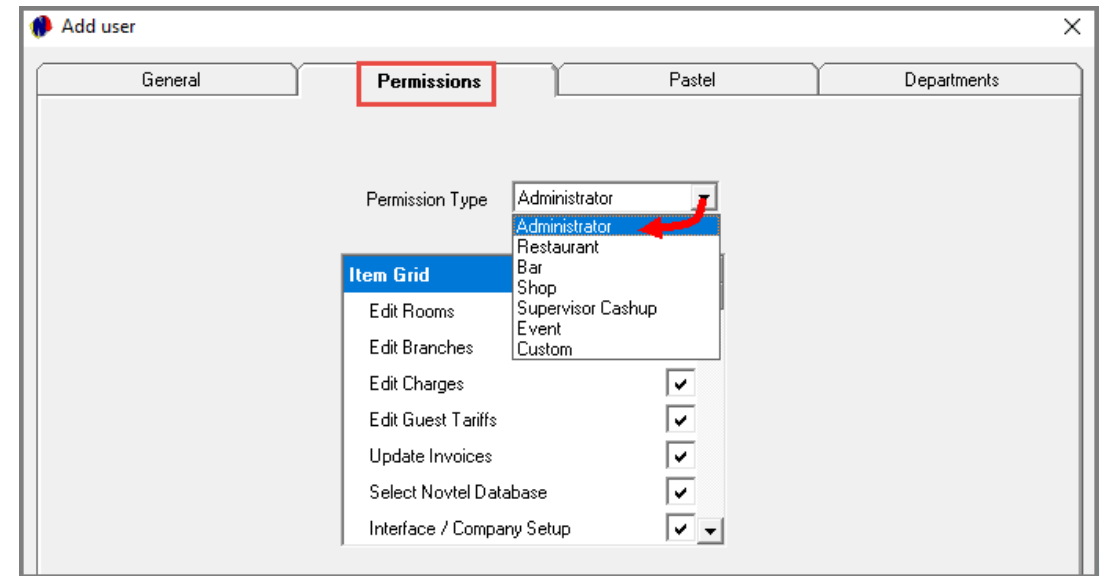
The Permissions Tab

In the 'Permissions' tab, the option selected here will determine the permissions a User will have, and they will access the relevant part of the system when entering their password or scanning a fingerprint.

Supervisors

A Supervisor has the ability to:

- ✓ Set up Printer settings
- ✓ Open new shifts for Users when applicable
- ✓ Perform the Supervisor cash-up process – which sends the shift's data to Pastel or Evolution
- ✓ Release locked User passwords
- ✓ Issue credit notes
- ✓ Produce various reports
- ✓ Track sales as it is processed by the User in real time
- ✓ Re-open a shift which was accidentally and prematurely closed by a User
- ✓ Approve or deny actions by the Shop personnel that requires a Supervisor's permission to continue



Administrators

Users classified as 'Administrators', have full rights to set up and edit everything in the system – including Users and Passwords.

Although Novtel allows for an unlimited number of Administrators to be created, we recommend that the number is limited by your Company for the simple reason of control and security.



Setting Up Users and Passwords

Shop Users

A User for whom the 'Shop' permission option is selected, will ONLY have access to the dedicated Retail POS system which is displayed as follows:

The 'Add user' dialog box has four tabs: General, Permissions, Pastel, and Departments. The 'Permissions' tab is active. It contains a 'Permission Type' dropdown menu with the following options: Administrator, Restaurant, Bar, Shop (highlighted), Supervisor Cashup, Event, and Custom. Below this, there are three categories: 'Bar' (with 'Shop' selected), 'Supervisor Cashup', and 'Event'. At the bottom are 'Accept' and 'Cancel' buttons.

The POS interface displays the Novtel logo and website address. The user 'Stella' is logged in with 'Multi Store' and 'Shift # SFT00054'. The 'Agent Code' field is empty. The 'PAYMENT DUE' is 0.00. The main area shows a list of items for sale with columns for Code, Description, Rate Includ..., and Barcode. The 'Selected Item(s)' table is empty. The bottom of the screen features a grid of buttons for various transactions: Payout / Account Payment, Shift Cash Up, Apply Service Charge, <F5> - Quotations, <F4> - Reprint Receipt, Takeaway, Discount, Redeem Voucher, TENDER - Cash, <F3> - New, <F2> - Transaction Cash Up, and Close. The user name 'User : Stella' is visible at the bottom left.

Code	Description	Rate Includ...	Barcode
ACT003	Full Facial	0.00	
BAR002	Bar One Chocolate Bar	8.00	
BD001	Bad Debt Write-Off	0.00	
CNU001	Caramelized Nuts per 100g	40.00	1111000010...
COK001	Coke Zero 350ml	12.00	
COK002	Coke 350ml	12.00	
COK010	Coke 350ml	15.00	
CRE002	Credit Issued	0.00	
FFA001	Facial - Full	200.00	
FRI001	Fritos Tomato Chips	6.00	
GRA002	Grapetizer 350ml	15.00	
HAT001	Hat - Peak with Logo	80.00	
HAT002	Hat - Cap with Logo	90.00	
KIT001	Kit Kat Chocolate Bar	7.00	
LAY0003	Lays Plainly Salted 30g	10.00	
LAY001	Lays BBQ Chips 30g	6.00	
LAY002	Lays Salt and Vinegar 30g	6.00	
LAY003	Lays Plainly Salted 30g	6.00	
MX001	Mixed Nuts 100g	10.00	
OLV001	Oasis Lodge Voucher - Shoo	0.00	



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User Shifts



User Shifts

Detailed Shift Summary - Supervisor:

Cashier: Christy - Shift #:SFT00077

Shift Start 2022/08/23 08:00:59 - Shift End 2022/08/23 12:51:47

Time and date report was printed: 2022/08/23 12:56:08

A new shift is opened by the Supervisor when a User is on duty.

A shift number is linked to the User's name which is date and time stamped.

All activity by this User during their shift is recorded and various reports are available to the Supervisor.

In this case, Shift 'SFT00077' is linked to the User, Christy.

The shift started on the 23rd of August 2022 at 8am, and was cashed up on the same day at 12:51pm.



User Shifts

Supervisor Shift Cashup - Interface: Pastel

File Reports Credit Note

View Location: All

Supervisor: Carina2 Shift #:

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

Batch Shift Single Shift

Open Shift Shift Total: 0.00

Check Customer Integrity Supervisor Open Shift Supervisor Shift Cashup Close

Opening a Shift

Please note that no transactions can be performed without an open shift linked to a Shop User's Username.

Therefore, the Supervisor will log into the system and click on the 'Supervisor Open Shift' button when no other open shifts are present.

Supervisor Shift Cashup - Interface: Pastel

File Reports Credit Note

View Location: All

Supervisor: Ruan Shift #: SUP00002

Transaction					Shift			
ID	Customer	Table / TA	Type	Total	Shift #	User	Total	Invoice Date
Restaurant								
SFT00043	Kevin			1930.00				2019-10-11
SFT00044	James			0.00				
SFT00045	David			0.00				
Shop								
SFT00046	Stella			2546.00				2019-10-15
SFT00047	Stella			698.00				

Batch Shift Single Shift

Open Shift Shift Total: 5174.00

Check Customer Integrity Supervisor Edit Shift Supervisor Shift Cashup Close

Should either open or closed shifts be displayed in this window, the button's caption will read: 'Supervisor Edit Shift'.



User Shifts

Select User

Available Users	Selected Users
Carina1 (Front Desk)	
Carina2 (Credit Note)	
Carina3 (Restaurant)	
Cashier (Bar)	
Christy (Shop) ✓	
Duncan	
Estie	
Grant DELI (Restaurant)	
Grant PR (Restaurant)	
Hein	
HeinHR (Restaurant)	
Louise (Front Desk)	
Peter	

Accept Cancel

All available Users **without** an open shift at present, are displayed in the left-hand side of this screen.

To select a User, simply double click on their Username.

Immediately, the selected User will be displayed in the right-hand side of the window. Repeat the process for all other relevant Users and click 'Accept'.

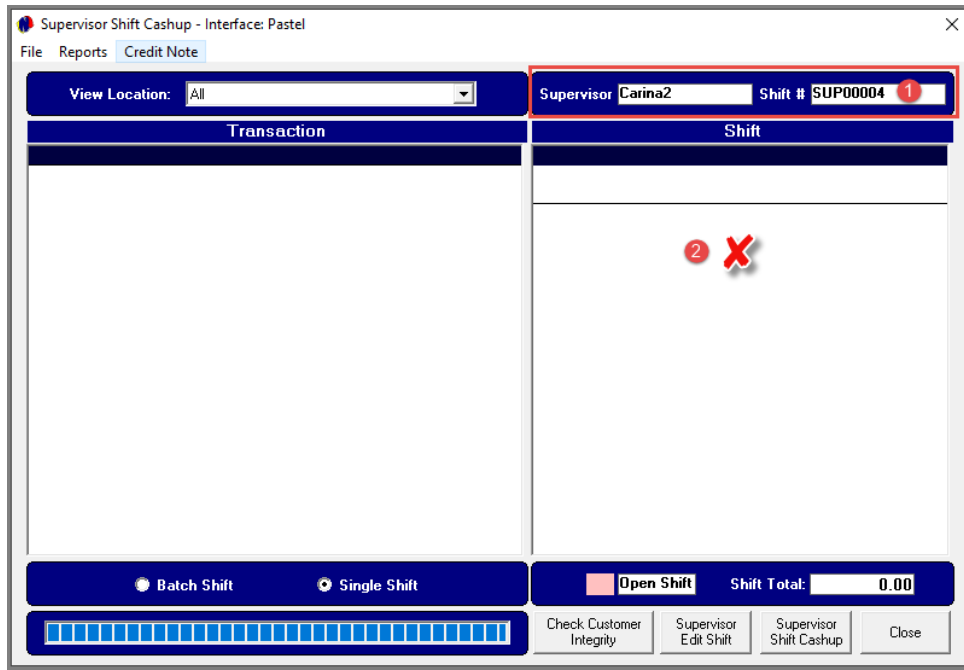
Select User

Available Users	Selected Users
Carina1 (Front Desk)	Christy (Shop) ✓
Carina2 (Credit Note)	
Carina3 (Restaurant)	
Cashier (Bar)	
Duncan	
Estie	
Grant DELI (Restaurant)	
Grant PR (Restaurant)	
Hein	
HeinHR (Restaurant)	
Louise (Front Desk)	
Peter	

Accept Cancel

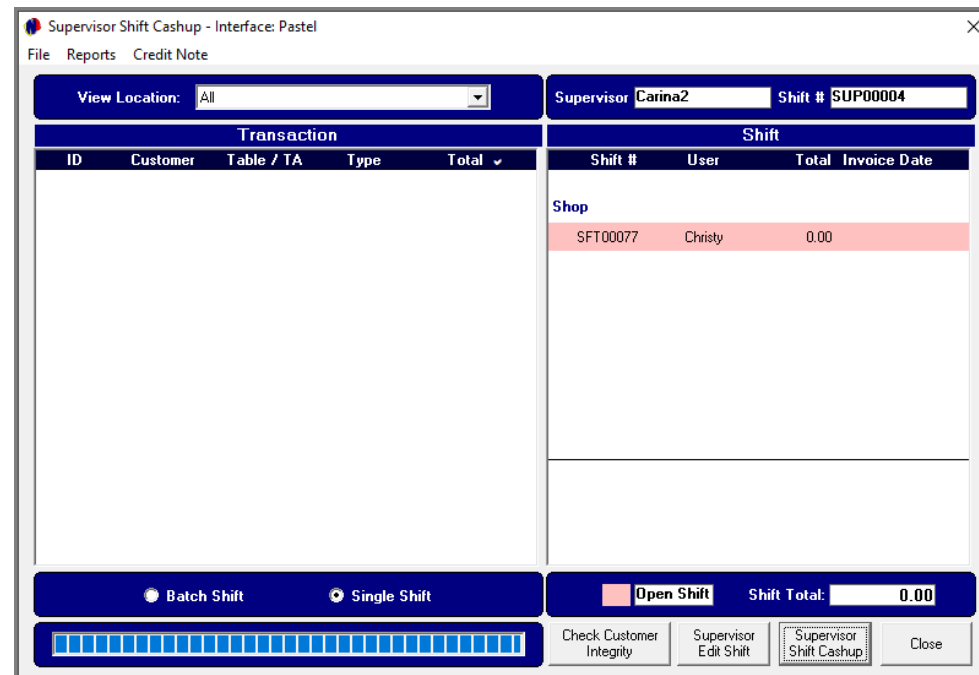


User Shifts



1. A Shift Number has now been allocated to the Supervisor.
2. The User for whom the shift was opened, does not yet display in this window, since she has not yet logged into the system.

Viewing the Supervisor screen after Christy has logged into Novtel with her dedicated password, a shift number has been linked to her name, and the shift is displayed in a pink background colour which indicates that the shift is open.





User Shifts

Supervisor Shift Cashup - Interface: Pastel

File Reports Credit Note

View Location: All

Supervisor Carina2 Shift # SUP00004

Transaction (SFT00077)				Shift			
ID	Customer	Type	Total	Shift #	User	Total	Invoice Date
888	CAS001	Sales	66.00				
889	CAS001	Sales	527.00				
890	CAS001	Sales	1550.00				
891	DAV001	Sales	315.00				
892	DUN001	Sales	400.00				
893	MAA001	Sales	112.00				
894	CAS001	Sales	200.00				

Shop

SFT00077	Christy	3170.00	
----------	---------	---------	--

Batch Shift Single Shift

Open Shift Shift Total: 3170.00

Check Customer Integrity Supervisor Edit Shift Supervisor Shift Cashup Close

As Christy performs transactions, the Supervisor can track the actions by clicking on the open shift.

All transactions are displayed here in real time.



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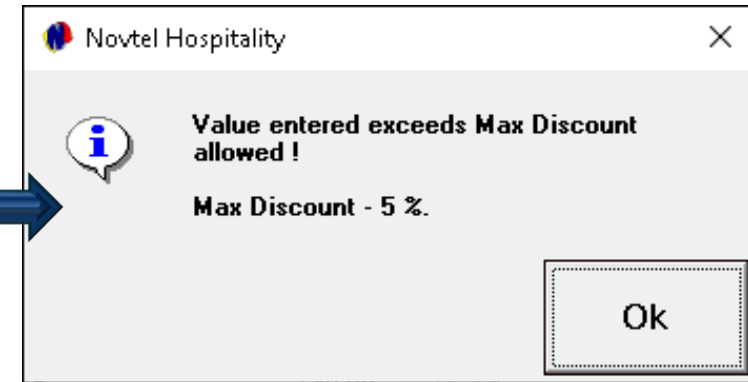
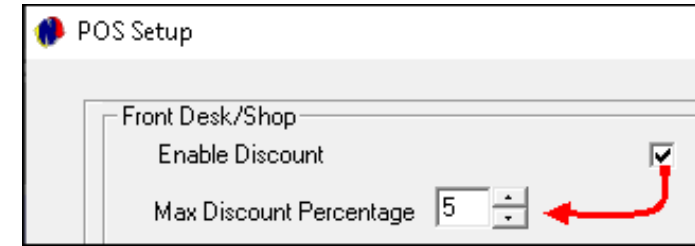
Allowing Discount



Allowing Discount

A maximum discount percentage can be set up from the 'Setup – POS' screen, and which will be applicable to both the dedicated Retail POS system, and the POS System accessed from the Front Desk.

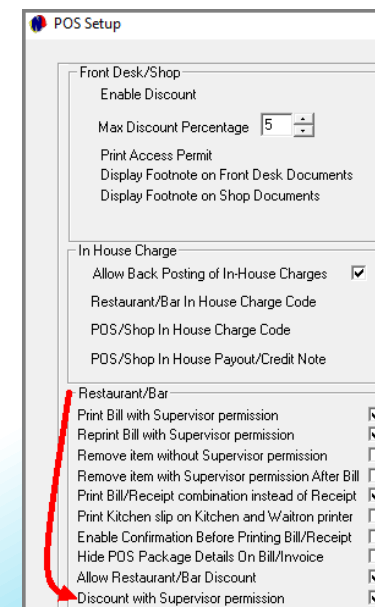
The User will not be able to allocate a percentage in excess of the maximum percentage set here. If attempted to do so, they will receive this communication from Novtel:



As the Retail POS system can also be accessed from the Restaurant's POS system too, the option to allocate discount WITH Supervisor permission here, determines whether or not a Supervisor's permission will be required when allocating discount at the Shop.

If the option is selected, a Supervisor will have to give permission to allocate a discount percentage – and ONLY up to the maximum allowed percentage.

If not selected, the User will have the authority to allocate discount randomly (Up to the set maximum Percentage) without the Supervisor's permission.





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Creating Charges



Creating Shop Item Charges

Shop Items

All Charges classified as a 'Shop Item', will be displayed in the Retail POS screen.

Please note that when Multi-Stores / Warehouses are in use, a charge is linked to a specific warehouse.

Therefore, a charge must ONLY be classified as a 'Shop Item' which is linked to the applicable warehouse associated with it.

Dedicated 'Shop Items' are not linked to a POS Category, nor a Department.

The 'Edit Charge' dialog box is shown with the 'General' tab selected. The 'Code' field contains 'BAR002' and the 'Description' field contains 'Bar One Chocolate Bar'. The 'Barcode' field is empty. The 'Physical Item' checkbox is checked. The 'Display On Invoice' checkbox is checked. The 'Service Charge Item', 'Event Item', 'Use Custom Rate', 'Master Price', and 'Blocked' checkboxes are unchecked. The 'Allow Tax' checkbox is checked, and the tax rate is set to '15 - Vat - Standard rated (15%)'. The 'Cost Price Excl' is 4.00, 'Markup %' is 74.00, 'Charge Incl' is 8.00, and 'Charge Excl' is 6.96. There are five 'User Defined Field' text boxes. The 'Customer Category' dropdown is set to '0 - No category'. A yellow tooltip is visible at the bottom of the dialog, stating: 'Customer Category - Implemented at Reservation and Group Additional Cost when selecting Charges. The Customer Category as setup for the Customer/ Guest will be used to only display Charges with the same Customer Category selected here. Default is No Category for Charge. (Activated per Customer)'. At the bottom, there are 'Accept' and 'Cancel' buttons, and a 'View Audit Log' button. The 'Pastel Inventory Code' is 'BAR002' and the 'Multi Store code for retrieving Cost Price' is '003'.

The 'Edit Charge' dialog box is shown with the 'Properties' tab selected. The 'Code' field contains 'BAR002' and the 'Description' field contains 'Bar One Chocolate Bar'. The 'Barcode' field is empty. The 'Physical Item' checkbox is checked. The 'Display On Invoice' checkbox is checked. The 'Service Charge Item', 'Event Item', 'Use Custom Rate', 'Master Price', and 'Blocked' checkboxes are unchecked. The 'POS Category' field is empty and has a red 'X' over it. The 'Clear' button is visible. The 'Shop Item' checkbox is checked. The 'Menu Item', 'Component Item', 'Multiple Item', 'Payout Item', 'Scale Item', 'Refundable Charge Item', and 'Recipe Item' checkboxes are unchecked. The 'Breakfast', 'Lunch', 'Dinner', 'Other', and 'Not Meal Type' radio buttons are present. The 'Department' field is empty. At the bottom, there are 'Accept' and 'Cancel' buttons, and a 'View Audit Log' button. The 'Pastel Inventory Code' is 'BAR002' and the 'Multi Store code for retrieving Cost Price' is '003'.



Creating Voucher Charges

Voucher Charges

A single Voucher charge can be created, and the 'Custom Rate' option selected in order to sell it at a specific amount – as requested by the Guest.

The Voucher will be classified as:

- ✓ A 'Shop Item' in the 'Properties' tab
- ✓ A Voucher Item in the 'Voucher' tab, and the relevant setting are selected

A specific period can be linked to it within which it can be redeemed at the selected departments. The date upon which it is sold, is day 1.

If the voucher is valid for 365 days, the last day it can be redeemed, is on day 365.

The 'Edit Charge' dialog box is shown with the 'General' tab selected. The 'Code' field contains 'V0U002'. The 'Description' is 'Voucher - All Departments'. The 'Use Custom Rate' checkbox is checked. The 'Allow Tax' checkbox is checked, and the tax rate is set to '15 - Vat - Standard rated (15%)'. The 'Cost Price Excl' and 'Charge Incl' fields both contain '0.00'. The 'Customer Category' is set to '0 - No category'. A note at the bottom states: 'Customer Category - Implemented at Reservation and Group Additional Cost when selecting Charges. The Customer Category as setup for the Customer/Guest will be used to only display Charges with the same Customer Category selected here. Default is No Category for Charge. (Activated per Customer)'. The 'Accept' button is visible, and the 'Pastel Inventory Code' is 'V0U002'.

The 'Edit Charge' dialog box is shown with the 'Properties' tab selected. The 'Code' field contains 'V0U002'. The 'Description' is 'Voucher - All Departments'. The 'Use Custom Rate' checkbox is checked. The 'Shop Item' checkbox is checked, and a red arrow points to it. The 'POS Category' field is empty. The 'Department' field is empty. The 'Accept' button is visible, and the 'Pastel Inventory Code' is 'V0U002'.

The 'Edit Charge' dialog box is shown with the 'Voucher' tab selected. The 'Code' field contains 'V0U002'. The 'Description' is 'Voucher - All Departments'. The 'Use Custom Rate' checkbox is checked. The 'Voucher Item' checkbox is checked, and a red arrow points to it. The 'Single Voucher' checkbox is unchecked. A green note states: 'Single Voucher checked will create only one voucher irrespective of quantity set. Unchecked will create individual voucher to the total of the quantity set.' The 'Valid Start' is set to 'Issue Date'. The 'Valid End' is set to 'Days' with a value of '365'. The 'Voucher Redeem' options are all checked. The 'Accept' button is visible, and the 'Pastel Inventory Code' is 'V0U002'.



Creating Scale Item Charges

Scale Items

A wide range of 'Scale Items' can be created and classified as Shop Items in addition to the 'Scale Item' option being selected. For example:

- ✓ Caramelized nuts sold per 100g
- ✓ Fresh fruit sold per kilogram
- ✓ Biltong sold per kilogram
- ✓ Some shops may even sell raw hake; calamari or meat for barbequing, and the scale must be set up to weigh the item and charge the customer accordingly.

Please note that 'Scale Item' sales will only be administrated correctly when a bar-code scanner is used.

The 'Scale' itself must be set up by a Novtel Professional, since it must generate a bar-code multiplying the 'Charge Rate' per kilogram with the item's physical weight in order to calculate the total payable by the Customer.



Hospitality Management - Retail POS

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POS Packages



POS Packages

POS Package Setup

Code	Description	Barcode	Start	End	Type	Price
101	BarOne and Coke ...		2022/08/23	2022/08/23	POS Type - Default	17.00
TCOM01	Ticket Combo Adults					
TCOM02	Ticket Combo Chil...					
TCOM03	School Group Pac...					

Click on Column

Search By: Code

Add Package Edit Package

Telephone
Customer ID
2nd Person's ID
Vehicle Registration
Passport Number

Edit Package

Package: 101 Multiple Item Package

Package Type: POS Type Default (CODE12Numeric)

Description: BarOne and Coke 350ml

Barcode:

Package Cost Incl: 9.00

Selling Price Incl: 20.00

Package Incl Total: 17.00

Copy Package To Barcode

Package Items

ID	Package Code	Charge Code	Description	Qty	Cost	Price (Each)	Package (Each)
13	101	BAR002	Bar One Chocolate Bar	1	4.00	8.00	7.00
14	101	COK002	Coke 350ml	1	5.00	12.00	10.00

Add Package Item Edit Package Item Remove Package Item Package Item Price From

Item Cost Price
 Item Selling Price

Accept Cancel

2 or more charges can be combined in a POS Package, and at a discounted price.

An unlimited number of POS Packages can be created, but please note that:

- ✓ Combining Event charges and non-Event charges in a single Package deal, are not allowed.

Only Event Charges can be combined in a packaged deal, OR non-event charges can be combined – but not a mix between the charges.

- ✓ Charges must have been pre-created in order to be linked to a POS Package.

- ✓ **Event Tickets – whether linked to a POS Package or not – can only be accessed and printed when sold from the Retail POS System accessed from the Restaurant's POS System.**

As per our example, we have created a package for a Bar One Chocolate Bar and 350ml Coke.

The normal selling price is R20.00, but the package price is R17.00.



POS Packages

When the package is selected from the Retail POS system, the items will be listed individually at the discounted price. The 'Package Code' is linked to each item accordingly.

Novtel Hospitality Ultimate Enterprise 7.9.0.2

File

NOVTEL
www.novtel.com

Christy
Multi Store:
Shift # SFT00077

Agent Code:

PAYMENT DUE
17.00

Select Item(s):			
Code	Description	Rate Includ...	Barcode
101	BarOne and Coke 350ml	17.00	
ACT003	Full Facial	0.00	
BAR002	Bar One Chocolate Bar	8.00	
BD001	Bad Debt Write-Off	0.00	
CNU001	Caramelized Nuts per 100g	40.00	1111000010...
COK001	Coke Zero 350ml	12.00	
COK002	Coke 350ml	12.00	
COK010	Coke 350ml	15.00	
CRE002	Credit Issued	0.00	
FFA001	Facial - Full	200.00	
FRI001	Fritos Tomato Chips	6.00	
GPA002	Grapetizer 350ml	15.00	
HAT001	Hat - Peak with Logo	80.00	
HAT002	Hat - Cap with Logo	90.00	
KIT001	Kit Kat Chocolate Bar	7.00	
LAY0003	Lays Plainly Salted 30g.	10.00	
LAY001	Lays BBQ Chips 30g	6.00	
LAY002	Lays Salt and Vinegar 30g	6.00	
LAY003	Lays Plainly Salted 30g	6.00	
MIX001	Mixed Nuts 100g	10.00	

Selected Item(s):				
Qty	Code	Description	Price Incl	Package Code
X1	BAR002	Bar One Chocolat..	7.00	101
X1	COK002	Coke 350ml	10.00	101

Search by: **Code** Search for:

User: Christy

TENDER - Cash <F3> - New

Payout / Account Payment Shift Cash Up Apply Service Charge <F5> - Quotations <F4> - Reprint Receipt Takeaway Discount Redeem Voucher <F2> - Transaction Cash Up Close



Hospitality Management - Retail POS

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Sales

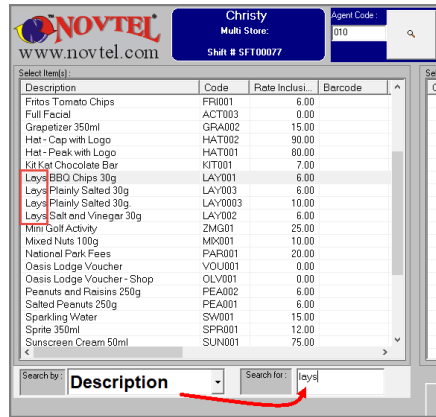
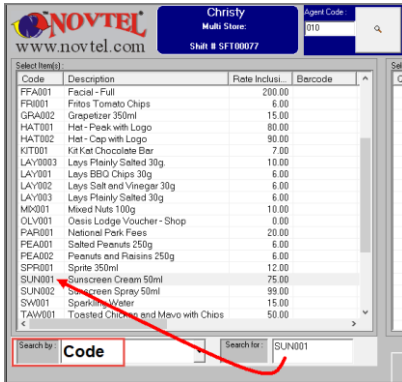


Sales

Items can be searched for by means of the following search options:

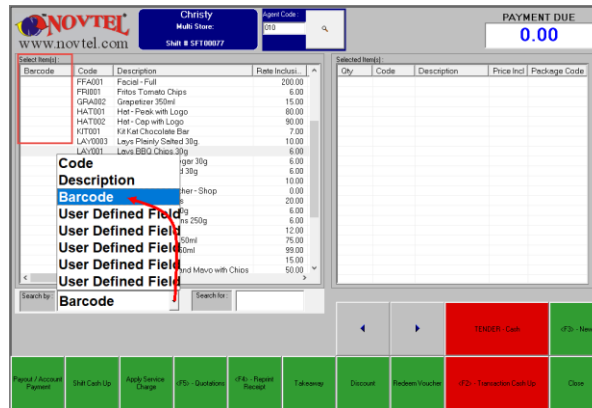
✓ **Code**

By selecting the 'Code' option and entering the product code as created in Novtel, the matching criteria will be displayed in a faint grey line.



✓ **Description**

Selecting the 'Description' search option and entering the description – or part of it – in the 'Search For' field, the matching criteria will be highlighted in a faint grey line.



✓ **Barcode**

By selecting the 'Barcode' option and scanning the item's barcode, the item will be matched in Novtel and selected.



Sales

NOVTEL
www.novtel.com

Christy
Multi Store:
Shift # SFT00077

Agent Code :
010

PAYMENT DUE
0.00

Select Item(s):				Selected Item(s):				
Code	Description	Rate Includi...	Barcode	Qty	Code	Description	Price Incl	Package Code
FFA001	Facial - Full	200.00						
FRI001	Fritos Tomato Chips	6.00						
GRA002	Grapetizer 350ml	15.00						
HAT001	Hat - Peak with Logo	80.00						
HAT002	Hat - Cap with Logo	90.00						
KIT001	Kit Kat Chocolate Bar	7.00						
LAY0003	Lays Plainly Salted 30g.	10.00						
LAY001	Lays BBQ Chips 30g	6.00						
LAY002	Lays Salt and Vinegar 30g	6.00						
LAY003	Lays Plainly Salted 30g	6.00						
MIX001	Mixed Nuts 100g	10.00						
OLV001	Oasis Lodge Voucher - Shop	0.00						
PAR001	National Park Fees	20.00						
PEA001	Salted Peanuts 250g	6.00						
PEA002	Peanuts and Raisins 250g	6.00						
SPP001	Sprite 350ml	12.00						
SUN001	Sunscreen Cream 50ml	75.00						
SUN002	Sunscreen Spray 50ml	99.00						
SW001	Sparkling Water	15.00						
TAW001	Toasted Chicken and Mavo with Chips	50.00						

Quantity : 4
Discount : 0
Accept Cancel

Search by: Code Search for:

TENDER - Cash <F3> - New

Payout / Account Payment Shift Cash Up Apply Service Charge <F5> - Quotations <F4> - Reprint Receipt Takeaway Discount Redeem Voucher <F2> - Transaction Cash Up Close

Please note that the 'Enable Quick Scan' option is not activated in our system, and therefore the User will encounter this option every time when selecting a charge by double clicking on it.

The quantity can be set per item as selected by the Customer, and a discount percentage per selected item – up to the allowed maximum percentage, and if applicable – can be set here before clicking 'Accept'.



Cash Sales

NOVTEL
www.novtel.com

Christy
Multi Store:
Shift # SFT00077

Agent Code :
010

PAYMENT DUE
66.00

Select Item(s):				Selected Item(s):				
Code	Description	Rate Includ...	Barcode	Qty	Code	Description	Price Incl	Package Code
101	BarOne and Coke 350ml	17.00		X3	LAY0003	Lays Plainly Salte...	30.00	
ACT003	Full Facial	0.00		X2	COK001	Coke Zero 350ml	24.00	
BAR002	Bar One Chocolate Bar	8.00		X1	COK002	Coke 350ml	12.00	
BD001	Bad Debt Write-Off	0.00						
CNU001	Caramelized Nuts per 100g	40.00	1111000010...					
COK001	Coke Zero 350ml	12.00						
COK002	Coke 350ml	12.00						
COK010	Coke 350ml	15.00						
CRE002	Credit Issued	0.00						
FFA001	Facial - Full	200.00						
FRJ001	Fritos Tomato Chips	6.00						
GRA002	Grapetizer 350ml	15.00						
HAT001	Hat - Peak with Logo	80.00						
HAT002	Hat - Cap with Logo	90.00						
KIT001	Kit Kat Chocolate Bar	7.00						
LAY0003	Lays Plainly Salted 30g	10.00						
LAY001	Lays BBQ Chips 30g	6.00						
LAY002	Lays Salt and Vinegar 30g	6.00						
LAY003	Lays Plainly Salted 30g	6.00						
MIX001	Mixed Nuts 100g	10.00						

Search by: **Code** Search for:

Navigation buttons: < > TENDER - Cash <F3> - New

Footer buttons: Payout / Account Payment Shift Cash Up Apply Service Charge <F5> - Quotations <F4> - Reprint Receipt Takeaway Discount Redeem Voucher <F2> - Transaction Cash Up Close

Whenever a Customer will be settling the payment due amount immediately for items selected from the Shop, the default tender option, namely, 'Tender – Cash' – must remain unchanged.

If a Customer selected 3 packets of Lays Plainly Salted Chips; 2 Coke Zero's and 1 Coke, the process will be as follows:

1. Each Item is double clicked first and individually;
2. Then the Quantity is entered and accepted

Novtel automatically calculates the 'Payment Due' amount as items are added.



Cash Sales

The screenshot shows the NOVTEL POS interface. At the top, it displays the agent's name 'Christy', 'Multi Store: 010', and 'Shift # SFT00077'. The 'PAYMENT DUE' is shown as 66.00. The main screen is titled 'SALES CASH UP - Cash'. It features a grid of buttons for entering the transaction amount (0-9, *, ., 0) and a numeric keypad. The transaction details are as follows:

Category	Amount
TRANSACTION TOTAL	66.00
DISCOUNT	0.00
PAYMENT DUE	66.00
PAYMENT RECEIVED	0.00
BALANCE DUE	66.00
CHANGE	0.00

Payment methods listed include CASH, CREDIT CARD, and ADDITIONAL PAYMENT TYPES (Cheque, BANK TRANSFER, VOUCHER (Internal)). The 'ACCEPT' button is highlighted in red, and a red arrow points to it from the bottom right of the screen. The bottom navigation bar contains buttons for 'Payout / Account Payment', 'Shift Cash Up', 'Apply Service Charge', '<F5> - Quotations', '<F4> - Reprint Receipt', 'Takeaway', 'Discount', 'Reduce Voucher', '<F2> - Transaction Cash Up', and 'Close'.

To finalize the sale and receive payment from the Customer, click on the 'Transaction Cash-Up' button.

As the 'Tender' method remained 'Cash', the 'type' of sale is indicated as 'Cash' in the 'Sales Cash Up' screen.

Full and immediate payment is required from the Customer.

Please note that unless the full payment amount is entered in any of the payment method fields, the 'Accept' button remains deactivated and the sale cannot be finalized.



Cash Sales

Cash Payment

Should the Customer pay cash, the amount is entered in the 'Cash' field. Novtel will then calculate the amount in cash to be handed to the Customer.

Clicking 'Accept', the Tax Invoice is printed.

SALES CASH UP - Cash

CASH	100	TRANSACTION TOTAL	66.00	7	8	9
CREDIT CARD	0.00			4	5	6
ADDITIONAL PAYMENT TYPES	Cheque	Included	0.00	1	2	3
	0.00	PAYMENT DUE	66.00	←	.	0
BANK TRANSFER	0.00	PAYMENT RECEIVED	100.00	DRAWER	CANCEL	ACCEPT ✓
VOUCHER (Internal)	0.00	BALANCE DUE	-34.00			
	0	CHANGE	34.00			

Receipt : REC00412

Zoom 100%

Oasis Lodge
77 Long Beach Road
Long Beach
Mossel Bay
6500
Tel # : 044 123456789
Fax # : 044 123456789
VAT # : 123456789

TAX INVOICE

QTY	Description	Unit	Amount
X 3	LAY0003 - Lays Plainly Salted 30g.	10.00	30.00 *
X 2	COK001 - Coke Zero 350ml	12.00	24.00 *
X 1	COK002 - Coke 350ml	12.00	12.00 *

Description : Cash
Customer : Cash Customer
Number : --
Payment Type : Cash

Payment Due : 66.00
Tax/VAT Total * : 8.61
Payment Received : 100.00
Change : 34.00
Discount : 0.00
Voucher : 0.00

Staff member : Christy
Payment Date :
Print Date : 2022/08/23
Time : 10:34:21
Shift Number : SFT00077
Invoice Number : IN000329

Thank You.

All sales for which the 'Tender Cash' option is selected, will be accumulated and cleared against the Cash Customer Account.

The following information is displayed on the Tax Invoice:

- ✓ The method by which payment was received – in this case the payment amount was entered in the 'Cash' field
- ✓ The staff member who has performed the transaction
- ✓ The date and time the transaction was performed
- ✓ The Shift Number linked to the Transaction
- ✓ And the Invoice Number

Novtel Hospitality

Customer change : 34.00

Ok ✓



Cash Sales

Credit Card Payment

For Credit Card Payments, the 'Tender Cash' method is also applicable.

From the 'Sales Cash Up' screen, the exact payment due amount is entered in the 'Credit Card' field.

No change is applicable here, since the exact amount is being paid.

The 'Accept' button will only be clicked once the payment was approved – after which the Tax Invoice is printed.

NOVTEL
www.novtel.com

Christy
Multi Store:
Shift # SFT00077

Agent Code: 010

PAYMENT DUE
527.00

Select Item(s):

Code	Desc
HAT001	Hat
HAT002	Hat
KIT001	Kit Ke
LAY0003	Lays
LAY001	Lays
LAY002	Lays
LAY003	Lays
MP001	Mixed
OLV001	Oasis
PAR001	Natio
PEA001	Salte
PEA002	Pean
SPR001	Sprite
SUN001	Suns
SUN002	Suns
SW001	Speri
TAW001	Toas
TEX001	Tex C
TSH002	T-Shi
TSH003	T-Shi

SALES CASH UP - Cash

CASH: 0.00

CREDIT CARD: 527.00

VISA

Cheque

BANK TRANSFER: 0.00

VOUCHER (Internal): 0.00

TRANSACTION TOTAL: 527.00

DISCOUNT: 0.00

PAYMENT DUE: 527.00

PAYMENT RECEIVED: 527.00

BALANCE DUE: 0.00

CHANGE: 0.00

Buttons: DRAINER, CANCEL, ACCEPT (checked)

Bottom Bar: Payout / Account Payment, Shift Cash Up, Apply Service Charge, <F5> - Quotations, <F4> - Reprint Receipt, Takeaway, Discount, Redeem Voucher, <F3> - Transaction Cash Up, Close

Receipt : REC00413

Zoom 100%

Oasis Lodge
77 Long Beach Road
Long Beach
Mossel Bay
6500
Tel # : 044 123456789
Fax # : 044 123456789
VAT # : 123456789

TAX INVOICE

QTY	Description	Unit	Amount
X 2	HAT001 - Hat - Peak with Logo	80.00	160.00 *
X 2	HAT002 - Hat - Cap with Logo	90.00	180.00 *
X 1	SUN002 - Sunscreen Spray 50ml	99.00	99.00 *
X 4	SW001 - Sparkling Water	15.00	60.00 *
X 4	TEX001 - Tex Chocolate Bar	7.00	28.00 *

Description : Credit Card
Type : VISA

Payment Type : Cash

Credit Card

Payment Due : 527.00
Tax/VAT Total * : 68.74
Payment Received : 527.00
Change : 0.00
Discount : 0.00
Voucher : 0.00

Staff member : Christy
Payment Date :
Print Date : 2022/08/23
Time : 10:41:36
Shift Number : SFT00077
Invoice Number : IN000330

Thank You.



Cash Sales

Split Payment

Novtel can also handle split payments where the Customer requests to settle a portion of the invoice by means of – for example - a credit card, and the rest in cash.

Unless the 'Payment Received' amount matches the Payment Due amount, the 'Accept' button will not activate.

NOVTEL
www.novtel.com

Christy
Multi Store:
Shift # SFT00077

Agent Code: 010

PAYMENT DUE
1550.00

Select Item(s):

Code	Desc	Package Code
LAY003	Lays	
MIX001	Mixed	
OLV001	Oasis	
PAR001	Natio	
PEA001	Salle	
PEA002	Pean	
SPR001	Sprite	
SUN001	Sunsi	
SUN002	Sunsi	
SW001	Spart	
TAW001	Toas	
TEX001	Tex C	
TSH002	T-Shi	
TSH003	T-Shi	
VOU001	Oasis	
VOU002	Vouc	
VOU005	Vouc	
WTT001	Wine	
ZMG01	Mini C	

SALES CASH UP - Cash

CASH: 550.00

CREDIT CARD: 1000.00
MasterCard

CHEQUE: 0.00

BANK TRANSFER: 0.00

VOUCHER (Internal): 0.00

TRANSACTION TOTAL: 1550.00

DISCOUNT: 0.00

INCLUDED: 1550.00

PAYMENT DUE: 1550.00

PAYMENT RECEIVED: 1550.00

BALANCE DUE: 0.00

CHANGE: 0.00

Buttons: DRAWER, CANCEL, ACCEPT (checked), <F3> - New

Bottom Bar: Payout / Account Payment, Shift Cash Up, Apply Service Charge, <F5> - Quotations, <F4> - Reprint Receipt, Takeaway, Discount, Redeem Voucher, <F2> - Transaction Cash Up, Close

Receipt : REC00414

Zoom 100%

Oasis Lodge
77 Long Beach Road
Long Beach
Mossel Bay
6500
Tel # : 044 123456789
Fax # : 044 123456789
VAT # : 123456789

TAX INVOICE

QTY	Description	Unit	Amount
X 10	PAR001 - National Park Fees	20.00	200.00 *
X 5	TSH002 - T-Shirt with Logo Size Medium	130.00	650.00 *
X 5	TSH003 - T-Shirt with Logo Size Large	140.00	700.00 *

Description : Cash/Credit Card
Type : MasterCard

Payment Type : Cash

Credit Card

Payment Due : 1550.00
Tax/VAT Total * : 202.17
Payment Received : 1550.00
Change : 0.00
Discount : 0.00
Voucher : 0.00

Staff member : Christy
Payment Date :
Print Date : 2022/08/23
Time : 10:54:05
Shift Number : SFT00077
Invoice Number : IN000331

Thank You.



Sales: In-House Postings

As Novtel is a fully integrated system for the entire facility, Individual Guests checked in for accommodation can charge items purchased throughout the facility, to their In-House Reservation.

These charges can be accumulated during the duration of their stay and a once off payment can be made on the day of departure.

In order to do so, the Tender Method is selected as 'In-House'.

The screenshot shows the Novtel POS interface. At the top, the Novtel logo and website URL are visible. The user's name 'Christy' and 'Multi Store' are displayed. The 'Agent Code' is '010'. The 'PAYMENT DUE' is '315.00'. The 'Shift #' is 'SFT00077'. A list of items is shown on the left, including 'Hat - Peak with Logo', 'Kit Kat Chocolate Bar', 'Lays Plainly Salted 30g', etc. A 'SELECT PAYMENT METHOD' dialog box is open in the center, with 'IN-HOUSE' selected. A red arrow points from the 'IN-HOUSE' option to the 'TENDER - Cash' button at the bottom of the screen. The 'TENDER - Cash' button is highlighted in red. Other buttons include 'Payout / Account Payment', 'Shift Cash Up', 'Apply Service Charge', '<F5> - Quotations', '<F4> - Reprint Receipt', 'Takeaway', 'Discount', 'Redeem Voucher', '<F2> - Transaction Cash Up', and 'Close'.

A list containing all Guests linked to the 'In-House' status, is displayed and the correct Guest is searched for and selected. In this case, it is Mr Davids in room C001, Reservation Number 646.

The screenshot shows the 'Select Reservation' dialog box. It contains a table with the following data:

Rese Num	Room Code	Customer Code	Customer Description
19	C001A	GRE001	Green, Jane
51	C001A	JOH001	Johnson, Chris
134	ZCA001	MOS001	Mossel Bay High School
135	ZCA002	SSS001	Southern Shores Shipping Company
615	C004	JOH001	Johnson, Chris
616	HMS001	JOR001	Jordan, Celeste
646	C001	DAV001	Davids, Gregg

The row for reservation number 646 is highlighted in blue. A red arrow points from this row to the 'Accept' button. The 'Accept' and 'Cancel' buttons are located on the right side of the dialog box. At the bottom, there is a 'Search By' dropdown menu set to 'Rese Num' and a 'Search For' text input field.



Sales: In-House Postings

The In-House Guest's details are displayed here. Ensure that the details are correct and click 'Accept' – after which the 'Tender' method is displayed as 'In-House'.

IN-HOUSE

Reservation # : 646
Room Code : C001
Description : Chalet 1 - 2 Bedroom
Customer Code : DAV001
Description : Davids, Gregg
Silver Membership

TENDER - In-House <F3> - New
<F2> - Transaction Cash Up Close

Payment Methods Accept

When all items have been added to the transaction, click 'Transaction Cash-Up'.

Immediately, the 'Goods Issue Note' is produced, indicating the details of the In-House Reservation and stating that no payment was received.

The Guest will be required to sign the document in recognition of receiving the goods.

This signed document will be retained by the Cashier for inclusion with the cash-up documents at the end of their shift.

Oasis Lodge
77 Long Beach Road
Long Beach
Mossel Bay
6500
Tel : 044 123456789
Fax : 044 123456789
Tax : 123456789

GOODS ISSUE NOTE

X 2	HAT001 - Hat - Peak with Logo	20.87	160.00
X 2	KIT001 - Kit Kat Chocolate Bar	1.83	14.00
X 2	PEA001 - Salted Peanuts 250g	1.57	12.00
X 2	GRA002 - Grapetizer 350ml	3.91	30.00
X 1	SUN002 - Sunscreen Spray 50ml	12.91	99.00

Room # : C001 - Chalet 1 - 2 Bedroom
Customer : Davids, Gregg
Reservation # : 646
Payment Type : In-House

Payment Due : 315.00
Tax/VAT Total : 41.09
Payment Received : 0.00
Change : 0.00
Discount : 0.00
Voucher : 0.00

Staff member : Christy
Payment Date :
Print Date : 2022/08/23
Time : 11:07:00
Shift Number : SFT00077
Goods Issue Note : GIN00116

Thank You.

Signature



Sales: In-House Postings

Christy
Multi Store:
Shift # SFT00077

PAYMENT DUE
0.00

Code	Description	Rate Includ	Barcode	Qty	Code	Description	Price Incl	Package Code
101	BarOne and Coke 350ml	17.00						
ACT003	Full Facial	0.00						
BAR002	Bar One Chocolate Bar	8.00						

Transactions	Total
In-House: GIN00116	315.00
Cash: REC00414	1550.00
Cash: REC00413	527.00
Cash: REC00412	66.00

Shift Total: 2458.00
Shift Gratuity: 0.00

Buttons: TENDER - Cash, <F3> - New, Payout / Account Payment, Shift Cash Up, Apply Service Charge, <F5> - Quotations, <F4> - Reprint Receipt, Takeaway, Discount, Redeem Voucher, <F2> - Transaction Cash Up, Close

A copy can be reprinted for the Guest's record if required.

Simply click on the 'Reprint Receipt' button and double click on the applicable transaction.

Novtel Hospitality

Print To Slip Printer?

Yes No

Novtel Hospitality Ultimate Enterprise 7.9.0.2 - [Item Grid]

File Edit Modify Setup Process Reports Help

Reservation Details

General Financial Deposits Additional Costs Quick View **In-House**

Transaction #	Date	Document #	Invoice #	Shift #	Department	Inclusive
885	2022/08/22	GIN00114	IN000326	SFT00076	Restaurant/Bar	570.00
891	2022/08/23	GIN00116	IN000332	SFT00077	Shop	315.00

Viewing the Guest's reservation for accommodation, the 'In-House' charges have been posted to the reservation.



Sales: In-House Group Postings

The screenshot shows the NOVTEL POS system interface. At the top left is the NOVTEL logo and website address. The user information section shows 'Christy' as the Multi Store and 'Shift # SFT00077'. An Agent Code field contains '010'. A 'PAYMENT DUE' box displays '400.00'. The main area is divided into a 'Select Item(s):' list on the left and a 'Selected Item(s):' table on the right. The 'Selected Item(s):' table has one entry: 'National Park Fees' with a price of 400.00. A 'SELECT PAYMENT METHOD' dialog box is open in the center, with options: CASH, ON ACCOUNT, IN-HOUSE, IN-HOUSE GROUP (highlighted with a red arrow), and QUOTATION. At the bottom, there are several function buttons: 'Payout / Account Payment', 'Shift Cash Up', 'Apply Service Charge', '<F5> - Quotations', '<F4> - Reprint Receipt', 'Takeaway', 'Discount', 'Redeem Voucher', 'TENDER - Cash' (highlighted in red), '<F2> - Transaction Cash Up', '<F3> - New', and 'Close'.

Only if the Group owner is liable for the charges posted to the Group reservation by any of the Guests linked to an In-House Group reservation, will the 'In-House Group' option be applicable.

However: All personnel must be informed of your company's policy – and agreements with a Group owner – before selecting this option and posting charges to a Group Reservation.



Sales: In-House Group Postings

Number	Description	Customer Code	Customer
103	Bellville High Teambuilding	DUN001	Duncanville High School

Accept
Cancel

Search By: Number Search For: []

The 'In-House Group' reservation must be searched for and selected, and then the applicable reservation – linked to the Group, and to which the charges are to be posted, must be selected. In this case, we have selected the Group Container Booking since the Group Owner will be liable for the payment of the charges anyway.

Reservation	Room Code	Customer Code	Customer Description
629	D203	DUN001	Duncanville High School
630	D204	DUN001	Duncanville High School
631	S101	DUN001	Duncanville High School
632	S102	DUN001	Duncanville High School
633	S103	DUN001	Duncanville High School
634	S104	DUN001	Duncanville High School
635	ZGROUP01	DUN001	Duncanville High School

Accept
Cancel

Search By: Reservation Search For: []

IN-HOUSE GROUP

Group Number : 103
Group Description : Bellville High Teambuilding
Reservation # : 635
Customer Code : DUN001
Customer Description : DUN001 - Duncanville High School

No Category

Payment Methods [] [] **Accept**



Sales: In-House Group Postings

The 'In-House Group' tender method is now displayed.

After selecting all relevant charges, the 'Transaction Cash Up' button is to be selected.

The 'Goods Issue Note' is produced immediately, indicating the selected Group and Reservation Number.

NOVTEL
www.novtel.com

Christy
Multi Store:
Shift # SFT00077

Agent Code: 010

PAYMENT DUE
400.00

Code	Description	Rate Includ...	Barcode
COK002	Coke 350ml	12.00	
COK010	Coke 350ml	15.00	
CRE002	Credit Issued	0.00	
FFA001	Facial - Full	200.00	
FRI001	Fritos Tomato Chips	6.00	
GRA002	Grapetizer 350ml	15.00	
HAT001	Hat - Peak with Logo	80.00	
HAT002	Hat - Cap with Logo	90.00	
KIT001	Kit Kat Chocolate Bar	7.00	
LAY0003	Lays Plainly Salted 30g	10.00	
LAY001	Lays BBQ Chips 30g	6.00	
LAY002	Lays Salt and Vinegar 30g	6.00	
LAY003	Lays Plainly Salted 30g	6.00	
MIX001	Mixed Nuts 100g	10.00	
OLV001	Oasis Lodge Voucher - Shop	0.00	
PAR001	National Park Fees	20.00	
PEA001	Salted Peanuts 250g	6.00	
PEA002	Peanuts and Raisins 250g	6.00	
SPR001	Sprite 350ml	12.00	
SUN001	Sunscreen Cream 50ml	75.00	

Search by: Code

Selected Item(s):

Qty	Code	Description	Price Incl	Package Code
X 20	PAR001	National Park Fees	400.00	

TENDER - In-House Group

<F2> - Transaction Cash Up

Goods Issue Note : GIN00117

Zoom 100%

Oasis Lodge
77 Long Beach Road
Long Beach
Mossel Bay
6500
Tel : 044 123456789
Fax : 044 123456789
Tax : 123456789

GOODS ISSUE NOTE

X 20	PAR001 - National Park Fees	52.17	400.00
------	-----------------------------	-------	--------

Room # : ZGROUP01 - Group Container
Customer : DUN001
Group # : 103 Res # 635
Payment Type : In-House Group

Payment Due : 400.00
Tax/VAT Total : 52.17
Payment Received : 0.00
Change : 0.00
Discount : 0.00
Voucher : 0.00

Staff member : Christy
Payment Date :
Print Date : 2022/08/23
Time : 11:53:02
Shift Number : SFT00077
Goods Issue Note : GIN00117

Thank You.

Signature

Thank you. Have a great day!

The Goods Issue Note must be signed by the appropriate person, and the slip retained to be included in the Cash Up Documents.



Sales: On Account Postings

NOVTEL
www.novtel.com

Christy
Multi Store:
Shift # SFT00077

Agent Code:
010

PAYMENT DUE
0.00

Select Item(s):

Code	Description	Rate Includ...	Barcode
101	BarOne and Coke 350ml		
ACT003	Full Facial		
BAR002	Bar One Chocolate Bar		
BD001	Bad Debt Write-Off		
CNU001	Caramelized Nuts per 100g		
COK001	Coke Zero 350ml		
COK002	Coke 350ml		
COK010	Coke 350ml		
CRE002	Credit Issued		
FFA001	Facial - Full		
FFR001	Fritos Tomato Chips		
GRA002	Grapetizer 350ml		
HAT001	Hat - Peak with Logo		
HAT002	Hat - Cap with Logo		
KIT001	Kit Kat Chocolate Bar		
LAY0003	Lays Plainly Salted 30g		
LAY001	Lays BBQ Chips 30g		
LAY002	Lays Salt and Vinegar 30g		
LAY003	Lays Plainly Salted 30g		
MIX001	Mixed Nuts 100g		

Selected Item(s):

City	Code	Description	Price Incl	Package Code
------	------	-------------	------------	--------------

SEARCH BY: Code

SELECT PAYMENT METHOD

- CASH
- ON ACCOUNT
- IN-HOUSE
- IN-HOUSE GROUP
- QUOTATION

TENDER - Cash <F3> - New

<F2> - Transaction Cash Up

Close

Special Prices can be linked to a Customer, or to the Customer Category linked to the Customer Master File.

By first selecting the tender method as 'On Account' BEFORE adding any charges, and selecting the applicable Customer from the list, Novtel will check for, and apply the best price as associated with the selected Customer or Category they are linked to.

On Account purchases can be accumulated and can be settled by an agreed date – such as at the end of the month.

Customers

Number	Description	Telephone	Fax	Country
COO002	Cooper Richard 2			Netherlands
DAV001	Davids, Gregg	029 478 874 478		South Africa
DEL001	Delpont, Francois			South Africa
DIS001	Discover SA and Beyond	021 333 333 333		South Africa
DUN001	Duncanville High School	011 123 456 789		South Africa
DUN002	Dunn, Frank			South Africa
GRE001	Green, Jane	011 123 456 789		South Africa
GRE002	Great High School	021 111 222 333		South Africa
JOH001	Johnson, Chris	029 558 885 558		Namibia
JOR001	Jordan, Celeste			South Africa
KEE001	Keen, Mike	077 789 789 852		United Kingdom
LEW001	Lewis, Francine	044 885 123456		South Africa
MAA001	Maartens, Danielle			South Africa

Search: Number Description

Refresh <F5>

Add New <F6>

Edit

Select <F7>

Close



Sales: On Account Postings

ON ACCOUNT

Customer Code : MAA001
 Description : Maartens, Danielle

Address : Staff Room 2
 Oasis Lodge
 70 Long Beach Road
 Mossel Bay
 6500

Telephone :
 Cellphone : 077 147 258 369
 Email : maartens@danielle.com
 Credit Limit : 500.00
 Account Balance : 0.00

Payment Methods Accept

The 'Tender Method' is now indicated as 'On Account'.

When posted to the Account, the Tax Invoice will be produced which the Customer must sign.

As with 'In-House' and 'In-House Group' postings, the signed document will be retained by the Cashier and included in the Cash-Up documents at the end of their shift.

TENDER - On Account	<F3> - New
<F2> - Transaction Cash Up	Close

Account payments can also be received from the Retail POS window by the Cashier logged into the system.

Receipt : NAS00053

Zoom 100%

Oasis Lodge
 77 Long Beach Road
 Long Beach
 Mossel Bay
 6500
 Tel# : 044 123456789
 Fax# : 044 123456789
 VAT# : 123456789

TAX INVOICE

QTY	Description	Unit	Amount
X 1	HAT002 - Hat - Cap with Logo	72.00	72.00 *
X 2	ZMG01 - Mini Golf Activity	20.00	40.00 *

Description : Account Customer
 Customer : Maartens, Danielle
 Account # : MAA001
 Payment Type : On Account

Payment Due : 112.00
 Tax/VAT Total * : 14.61
 Payment Received : 0.00
 Change : 0.00
 Discount : 0.00
 Voucher : 0.00

Staff member : Christy
 Payment Date :
 Print Date : 2022/08/23
 Time : 12:07:54
 Shift Number : SFT00077
 Invoice Number : IN000334

Thank You.

Signature



Hospitality Management - Retail POS

8

Takeaways



Takeaways

The queue for takeaways can become a nightmare if there is no proper system by which it can be managed.

In Novtel, and with the Retail POS system, the count on the takeaway slip resets and starts at 1 every day. This way, Management can keep track of the number of takeaway transactions processed each day.

The order number is printed on the slip printed to the kitchen, as well as on the Tax Invoice.

When the order is ready, the number on the slip is read aloud and the Customer can collect their takeaway from the counter.

Novtel Hospitality Ultimate Enterprise 7.9.0.2

File

NOVTEL
www.novtel.com

Christy
Multi Store:
Shift # SFT00077

Agent Code:
010

PAYMENT DUE
200.00

Select Item(s):

Print Kitchen

Zoom 100%

Christy
Table Order: 1
2022/08/23 12:15:14

X 4 Toasted Chicken and Mayo with Chips

Select Item(s):

Qty	Code	Description	Price Incl	Package Code
X 4	TAW001	Toasted Chicken ...	200.00	

TENDER - Cash <F3> - New

Pages: 1

Payout / Account Payment Shift Cash Up Apply Service Charge <F5> - Quotations <F4> - Reprint Receipt Seated Discount Redeem Voucher <F2> - Transaction Cash Up Close

User: Christy

Receipt: REC00415

Zoom 100%

Oasis Lodge
77 Long Beach Road
Long Beach
Mossel Bay
6500
Tel #: 044 123456789
Fax #: 044 123456789
VAT #: 123456789
TAX INVOICE

QTY	Description	Unit	Amount
X 4	TAW001 - Toasted Chicken and Mayo with Chips		200.00 *

Description: Cash
Customer: Cash Customer
Number: --
Payment Type: Cash

ORDER NUMBER 1

Payment Due: 200.00
Tax/VAT Total *: 26.09
Payment Received: 200.00
Change: 0.00
Discount: 0.00
Voucher: 0.00

Staff member: Christy
Payment Date:
Print Date: 2022/08/23
Time: 12:16:16
Shift Number: SFT00077
Invoice Number: IN000335

Thank You.



Hospitality Management - Retail POS

9

The Shift Cashup Procedure



The Shift Cashup Procedure

The screenshot shows the NOVTEL software interface. At the top, the user is identified as Christy, Multi Store, with Shift # SFT00077. The 'PAYMENT DUE' section shows 0.00. A 'Shift Cash Up' dialog box is open, displaying the following details:

- Shift Number: SFT00077
- User (Shift Owner): Christy
- Shift Start: 2022/08/23 08:00:59
- Shift End: (blank)
- Shift Status: OPEN
- Physical Amount: 0.00
- Shortage Amount: -2343.00
- SHIFT TOTAL: 3170.00

The bottom menu contains buttons for 'Payout / Account Payment', 'Shift Cash Up', 'Apply Service Charge', '<F5> - Quotations', '<F4> - Reprint Receipt', 'Takeaway', 'Discount', 'Redeem Voucher', '<F2> - Transaction Cash Up', and 'Close'. A red arrow points from the 'Shift Cash Up' button to the dialog box.

1. In order to cash up a shift at the end of the day, click on the 'Shift Cash Up' button.

In this case, the Shift Total is displayed as R3170.00 which includes Cash Sales; In-House and In-House Group Transactions; Account Postings and Payments; Voucher Sales, and Vouchers Redeemed.

2. The User's Shift number and Username is displayed at the top of the window.

3. Each Shift is date and time stamped. In this case, the shift started on the 23rd of August 2022 at 8am.

4. Since the shift has not yet been closed, the 'Shift End' details are not available.

5. At present, the shift is still open, and the wording is displayed in green.



The Shift Cashup Procedure

The User will count the physical amounts in the cash drawer and capture:

- ✓ The amount of cash
- ✓ The combined total for payments received by credit cards
- ✓ Cheque payments – if allowed by your company
- ✓ And the total for Vouchers redeemed during the shift.

The credit card slips; redeemed voucher documents and signed Goods Issued Notes will be included in the cash up documents.

Performing the Money Count Procedure

To start the Cash-up process, click on the 'Money Count' button.

Type	Time Stamp	Doc Num	Amount
------	------------	---------	--------

Shift Number : **SFT00077**
User (Shift Owner) : Christy
Shift Start : 2022/08/23 08:00:59
Shift End :
Shift Status : **OPEN**
Physical Amount : **0.00**
Shortage Amount : **-2343.00**

SHIFT TOTAL
3170.00

Cash Up Money Count Shift Summary Detailed Report Daily Takings Close



The Shift Cashup Procedure

The Money Count window displays the following information:

1000.00	0	0.50	0	Cash :	0.00
500.00	0	0.25	0	Cheque :	0.00
200.00	0	0.20	0	Credit Card :	0.00
100.00	0	0.10	0	Bank Transfer :	0.00
50.00	0	0.05	0	Vouchers :	0.00
20.00	0	0.02	0	Other :	0.00
10.00	0	0.01	0	PayPal	0.00
5.00	0			BitPay	0.00
2.00	0			GiroPay	0.00
1.00	0			Total :	0.00

Comments :

Shortage :	2343.00
Shift Total Cash :	2343.00
Account Total :	112.00
In House Total :	315.00
Group Total :	400.00
Other Total :	0.00
Shift Total :	3170.00

Buttons: Report, Screen Capture, Report (Slip), Accept, Cancel

The Money Count window indicates the following information:

1. Shortage and Shift Total Cash

Since the money count has not yet been performed, Novtel indicates a **Shortage** amount – printed in Red.

According to Novtel, the ‘Shift Total Cash’ amount is the same as the ‘Shortage’ amount.

2. Account Total

Any transactions posted, using the ‘On Account’ tender method, will be calculated and inserted here. Although part of the Shift Total, ‘On Account’ postings are not ‘counted’ by the system user.

3. In-House Total

The combined total for transactions posted during this shift - using the ‘In-House’ tender method – is displayed here.

4. Group Total

The combined total for transactions posted during this shift - using the ‘In-House Group’ tender method – is displayed in this field.

5. Shift Total

The Shift Total is the combined total of all amounts indicated



The Shift Cashup Procedure

As Christy now counts all the money in her cash register (which includes her cash float), she will be required to insert the exact **physical number** of notes or coins, in the corresponding field here (and *not* the value of the notes or coins).

In this case, the following number of notes and coins are present in the cash register, which includes a R400.00 float:

- ✓ R200.00 notes x 2
- ✓ R100.00 notes x 4
- ✓ R50.00 notes x 6
- ✓ R20.00 notes x 4
- ✓ R10.00 notes x 2
- ✓ R5.00 coins x 2
- ✓ R2.00 coins x 1
- ✓ R1.00 coins x 4

The combined Credit Card slips total is captured.

Since we have not received payment from Customers using any of the other payment methods, these fields are left at zero.

Denomination	Count
1000.00	0
500.00	0
200.00	2
100.00	4
50.00	6
20.00	4
10.00	2
5.00	2
2.00	1
1.00	4
0.50	0
0.25	0
0.20	0
0.10	0
0.05	0
0.02	0
0.01	0

Cash :	1216.00
Cheque :	0.00
Credit Card :	1527
Bank Transfer :	0.00
Vouchers :	0.00
Other :	0.00
PayPal :	0.00
BitPay :	0.00
GiroPay :	0.00
Total :	2743.00
- Float :	400.00
Physical :	2343.00
Surplus :	0.00
Shift Total Cash :	2343.00
Account Total :	112.00
In House Total :	315.00
Group Total :	400.00
Other Total :	0.00
Shift Total :	3170.00

Comments :

Report Screen Capture Report (Slip) Accept Cancel



The Shift Cashup Procedure

Money Count

Date : 2022/08/23 Operator : Christy Shift : SFT00077
Shift Start : 2022/08/23 08:00:59 Shift End : OPEN

Operator Cash Up

CLOSING TOTAL :	3170.00
Cash	1216.00
- Float	400.00
	<hr/>
	816.00
Cheques	0.00
Credit Cards	1527.00
Bank Transfer	0.00
Other	0.00
PayPal	0.00
BitPay	0.00
GiroPay	0.00
	<hr/>
	2343.00
Vouchers	
	<hr/>
	<hr/>
	<hr/>
	0.00
	<hr/>
	2343.00
Short / Over	0.00
BALANCING TOTAL :	2343.00
On Account	112.00
In House	315.00
Group	400.00
Other	0.00
	<hr/>
SHIFT TOTAL :	3170.00
Comments	
Operator Sign	

Clicking on the 'Report' button, the Operator Cash Up report is produced in A4 format. The 'Report (Slip)' option will print the report to the slip printer.

Both Christy and the Supervisor will sign the report after checking the cash and documents. The Supervisor will now be responsible for these.

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

Money Count

1000.00	0	0.50	0	Cash :	1216.00
500.00	0	0.25	0	Cheque :	0.00
200.00	2	0.20	0	Credit Card :	1527.00
100.00	4	0.10	0	Bank Transfer :	0.00
50.00	6	0.05	0	Vouchers :	0.00
20.00	4	0.02	0	Other :	0.00
10.00	2	0.01	0	PayPal	0.00
5.00	2			BitPay	0.00
2.00	1			GiroPay	0.00
1.00	4			Total :	2743.00

Comments :

- Float :	400.00
Physical :	2343.00
Surplus :	0.00
Shift Total Cash :	2343.00
Account Total :	112.00
In House Total :	315.00
Group Total :	400.00
Other Total :	0.00
Shift Total :	3170.00

Report Screen Capture Report (Slip) Accept Cancel



The Shift Cashup Procedure

Shift Cash Up

Shift Transactions : Transaction Type : [Dropdown]

Type	Time Stamp	Doc Num	Amount
------	------------	---------	--------

Shift Number : **SFT00077**
User (Shift Owner) : Christy
Shift Start : 2022/08/23 08:00:59
Shift End :
Shift Status : **OPEN** 1
Physical Amount : 2343.00
Surplus Amount : 0.00

SHIFT TOTAL
3170.00

Cash Up Money Count Shift Summary Detailed Report Daily Takings Close

Cashing up and closing the Shift

At present, Christy's shift is still open, and no end date and time has been captured yet.

By clicking on the 'Cash-Up' button, the shift status is changed to 'Closed' immediately, and the Shift End Date and Time is captured.

Shift Cash Up

Shift Transactions : Transaction Type : [Dropdown]

Type	Time Stamp	Doc Num	Amount
------	------------	---------	--------

Shift Number : **SFT00077**
User (Shift Owner) : Christy
Shift Start : 2022/08/23 08:00:59
Shift End : 2022/08/23 12:51:47
Shift Status : **CLOSED**
Physical Amount : 2343.00
Surplus Amount : 0.00

SHIFT TOTAL
3170.00

Cash Up Money Count Shift Summary Detailed Report Daily Takings Close

Clicking 'Close', Christy is logged out of Novtel.

Novtel Hospitality

Enter Password [Input Field]

Log In Cancel Unlock Use OSK



The Shift Cashup Procedure

Shift Pre-Import Summary - Supervisor

Cashier : Christy - Shift : SFT00077

Shift Start : 2022/08/23 08:00:59 - Shift End : 2022/08/23 12:51:47

Time and date report was printed : 2022/08/23 12:53:14

+ 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	2343.00
- Cash Credit Note	0.00
- Cash Supplier Payments	0.00
+ Account Invoice	112.00
- Account Credit Note	0.00
+ In-House Invoice	315.00
- In-House Credit Note	0.00
+ Group In-House Invoice	400.00
- Group In-House Credit Note	0.00
+ Refundable Charge Invoice	0.00
- Supplier Invoice	0.00
Total :	3170.00

Batch Totals

Receipt Total	0.00
Customer Receipt Total	2343.00
Deposits Paid	0.00
Shift Invoice Total	3170.00
Shift Credit Note Total	0.00
Supplier Payments	0.00
Refundable Charge Journal Total	0.00
Deposit Refund (Deposit Control Account)	0.00
Supplier Invoice	0.00

The Shift Summary Report

Cash Sales

CODE	DESCRIPTION	QTY	INCL AMOUNT
COK001	Coke Zero 350ml	2	24.00
COK002	Coke 350ml	1	12.00
HAT001	Hat - Peak with Logo	2	160.00
HAT002	Hat - Cap with Logo	2	180.00
LAY0003	Lays Plainly Salted 30g.	3	30.00
PAR001	National Park Fees	10	200.00
SUN002	Sunscreen Spray 50ml	1	99.00
SW001	Sparkling Water	4	60.00
TAW001	Toasted Chicken and Mayo with Chips	4	200.00
TEX001	Tex Chocolate Bar	4	28.00
TSH002	T-Shirt with Logo Size Medium	5	650.00
TSH003	T-Shirt with Logo Size Large	5	700.00
Total :			2343.00

Account Sales

CODE	DESCRIPTION	QTY	INCL AMOUNT
HAT002	Hat - Cap with Logo	1	72.00
ZMG01	Mini Golf Activity	2	40.00
Total :			112.00



The Shift Cashup Procedure

Detailed Shift Summary - Supervisor:
 Cashier: Christy - Shift #:SFT00077
 Shift Start 2022/08/23 08:00:59 - Shift End 2022/08/23 12:51:47
 Time and date report was printed: 2022/08/23 12:56:08

Cash Invoices and Credit Notes

TRANS #	CODE	DESCRIPTION	QTY	RATE
888 (IN000329)				
	COK001	Coke Zero 350ml	2	24.00
	COK002	Coke 350ml	1	12.00
	LAY0003	Lays Plainly Salted 30g	3	30.00
TRANSACTION TOTAL:			6	66.00
890 (IN000331)				
	PAR001	National Park Fees	10	200.00
	TSH002	T-Shirt with Logo Size Medium	5	650.00
	TSH003	T-Shirt with Logo Size Large	5	700.00
TRANSACTION TOTAL:			20	1550.00
894 (IN000335)				
	TAW001	Toasted Chicken and Mayo with Chips	4	200.00
TRANSACTION TOTAL:			4	200.00
SHIFT TOTAL:				1816.00

Credit Card Invoices and Credit Notes

TRANS #	CODE	DESCRIPTION	QTY	RATE
889 (IN000330)				
	HAT001	Hat - Peak with Logo	2	160.00
	HAT002	Hat - Cap with Logo	2	180.00
	SUN002	Sunscreen Spray 50ml	1	99.00
	SW001	Sparkling Water	4	60.00
	TEX001	Tex Chocolate Bar	4	28.00
TRANSACTION TOTAL:			13	527.00
SHIFT TOTAL:				527.00

Account Sales

TRANS #	DOC NO	CUSTOMER	AMOUNT
893	IN000334	MAA001 - Maartens, Danielle	112.00
			112.00

In-House Sales

TRANS #	DOC NO	ROOM	CUSTOMER	AMOUNT
891	IN000332	C001	DAV001 - Davids, Gregg	315.00
				315.00

In-House Sales Group

TRANS #	DOC NO	GROUP	CUSTOMER	AMOUNT
892	IN000333	103	DU0001 - Duncanville High School	400.00
				400.00

The Detailed Report



The Daily Takings Report



Daily Takings Payment Summary
 Cashier: Christy - Shift #:SFT00077
 Shift Start 2022/08/23 08:00:59 - Shift End 2022/08/23 12:51:47

CASH

#	DOCUMENT #	TYPE	AMOUNT
894	REC00415	Sales	200.00
890	REC00414	Sales	550.00
888	REC00412	Sales	66.00
Total :			\$16.00

CREDIT CARD

#	DOCUMENT #	TYPE	PAYMENT DETAILS	AMOUNT
890	REC00414	Sales	MasterCard	1000.00
889	REC00413	Sales	VISA	527.00
Total :				1527.00



The Shift Cashup Procedure

The Supervisor's Screen

Christy's Shift is no longer displayed in pink since it has been closed on the date captured next to it.

The Supervisor will now perform the 'Supervisor Shift Cash-up' procedure for Christy's shift in order to send the data to the financial system.

Supervisor Shift Cashup - Interface: Pastel

View Location: All Supervisor: Carina2 Shift #: SUP00004

Transaction					Shift			
ID	Customer	Table / TA	Type	Total	Shift #	User	Total	Invoice Date
Shop								
SFT00077	Christy			3170.00				2022/08/23

Supervisor Shift Cashup - Interface: Pastel

View Location: All Supervisor: Carina2 Shift #: SUP00004

Transaction (SFT00077)				Shift			
ID	Customer	Type	Total	Shift #	User	Total	Invoice Date
Shop							
888	CAS001	Sales	66.00	SFT00077	Christy	3170.00	2022/08/23
889	CAS001	Sales	527.00				
890	CAS001	Sales	1550.00				
891	DAV001	Sales	315.00				
892	DUN001	Sales	400.00				
893	MAA001	Sales	112.00				
894	CAS001	Sales	200.00				

Batch Shift Single Shift Open Shift Shift Total: 3170.00

Check Customer Integrity Supervisor Edit Shift Supervisor Shift Cashup Close

Import Status

Shift Number	Status	Error
SFT00077	Successful	

Done.

Successful Failed Documents Report Close



Hospitality Management





Property Management



Novtel Hospitality Management



Novtel Equipment Hire



Novtel Relations Management



Novtel Self-Storage



Novtel Vehicle Hire



Novtel The Invoice Module and Job Tracker Utility (For the Glass Cutting Industry)



Novtel Contract Management



Novtel Bank Manager



Novtel Access Control



Novtel Property Management Mobile Application

For Resolving Maintenance Onsite and In 150+ Sites



Novtel Relations Management Mobile App



Novtel The Invoicing App



Novtel The Online Application Website



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